

FATHER MULLER CHARITABLE INSTITUTIONS

KNOWLEDGE CENTRE

FMCL/LC/003/2016

Date: 26.09.2016

Minutes of the Library Committee meeting held on 24th September 2016 at 11.00 a.m in the Senate Hall of Medical College 'B' Block.

Agenda :

- Endorsing the minutes of the previous meeting.
- Brief report on awareness workshop on EndNote
- Renewal of Journals for the year 2017
- Procedure of working of sub-committee for reviewing e-resources
- Role of H.O.D's in ensuring returning of the borrowed books
- Any other matter.

The Following Members were Present:

1. Rev Fr Rudolph Ravi D'Sa, Administrator, FMMC
2. Dr Jayaprakash Alva, Dean, FMMC
3. Dr Nagesh K.R., Professor & HOD, Forensic Medicine, Chairperson
4. Sr. Winnifred D'Souza, Principal, FMCON
5. Dr Radhesh Hegde B, Professor & HOD, Anesthesiology
6. Dr Malathi M, Professor & HOD, Biochemistry
7. Brig. (Dr) Hemant Kumar, Professor & HOD, Community Medicine
8. Dr Sukumar, Professor & HOD, Dermatology
9. Dr B Rekha, Professor & HOD, Microbiology
10. Dr Prema D'Cunha, Professor & HOD, OBG
11. Dr K Raghuveer Adiga , Professor & HOD, Orthopedics
12. Dr Hilda Fernandes, Professor & HOD, Pathology
13. Dr Padmaja Udaykumar, Professor & HOD, Pharmacology
14. Dr B. G. Subbha Rao, Professor & HOD, Physiology
15. Dr H. B. Suresh, Professor & HOD, Radio-Diagnosis
16. Mrs Sweta D'Cunha Course Co-ordinator , MHA
17. Mrs Shwetha, Vice-Principal , Speech & Hearing
18. Mrs Victoria D'Almeida – Vice Principal, FMCON
19. Mrs Irene Alvares, PG Co-ordinator, FMCON
20. Mrs Jasmine Sarita Vas, Principal, FMSON
21. Dr Janet Dotty Lobo, Librarian, Secretary

Members Absent:

1. Dr B Sanjeev Rai, C.M.S, FMCI — L
2. Dr Prakash Shetty, Vice-Dean, FMMC - A
3. Dr. Erel A. I. Diaz, Professor & HOD, General Surgery - A
4. Dr. Mahesh Bhat T, Professor & HOD, ENT - O.D
5. Dr Venkatesha B M , Professor & HOD, Medicine - L
6. Dr Norman B Mendonca, Professor & HOD, Ophthalmology - L
7. Dr Pavan Hegde, Professor & HOD, Paediatrics - L
8. Dr P. John Mathai, Professor & HOD, Psychiatry - L
9. Dr Hasib A.G , Professor & HOD , Radiotherapy - L
10. Mr Sudeep Mario J. Pais, Course Co-ordinator, Physiotherapy - L
11. Dr Jayaprakash C.S. Course Co-ordinator, B.Sc. MLT - A
12. Dr Tessa N Kaneria, Course Co-ordinator, MIT - A

Rev. Fr Rudolph Ravi D'Sa welcomed the members. The secretary presented the minutes of the previous meeting. The members discussed the progress of the previous meeting, the agenda of the present meeting and following observations were made:

Brief report on awareness workshop on EndNote: The secretary briefed about the workshop held on 27th August 2016. There was good response from Faculty and students, over 260 users attended the workshop. Resource person was Dr Gopakumar V., University Librarian, Goa University, Goa. Awareness was given on creating bibliography using Mendeley open source software and through MS word, also briefed on how to cite references, different styles used to write references, etc. The Administrator thanked all the members for their cooperation in deputing the faculty & students in large numbers to attend the workshop. Dean stressed the importance of writing bibliography and advised the H.O.D's to brief the importance of such program, and told to increase the hours of awareness program in future.

Renewal of Journals for the year 2017-2018: The secretary briefed about the journals subscription details of 2016.. The Administrator accepted the agenda and instructed the secretary to process the renewal of the Journals for the year 2017.

Procedure of working of the sub-committee for reviewing e-resources : The Chairperson asked the Administrator about working pattern of the sub-committee. The Administrator said that the committee will meet as and when the demonstration sessions of the new resources were organized. After reviewing the e-resources, the Convener of Sub-committee will give recommendation on proposals for the purchase of the new e-resources to the Library, which needs to be communicated to the Library Committee one week before the scheduled Library committee meeting. The Administrator advised the secretary to inform the sub-committee whenever a demonstration of new resources was organized.

Role of H.O.D's in ensuring returning of the borrowed books: The Dean briefed the recent incidence took place in the Library by a postgraduate student and the overdue charges. To avoid such incidence in future, advised the committee members to instruct the postgraduate /undergraduate students to return the book on time. Further, he advised the secretary to communicate the matter to the concerned HODs whenever there are dues. Also seeked suggestion from the members.

Any other Matter: The secretary reported that one of the departmental Library incharge said that while giving dues clearance of the departmental Library they are not aware of it. The HOD will sign the form and clear it up. The secretary placed the agenda open to the house for discussion. Finally all the members agreed to inform the departmental Library incharge to cross check in future.

The meeting was adjourned at 11.45 a.m.



SECRETARY

LIBRARY COMMITTEE

Librarian

Fr. Muller Central Library
Kankanady, Mangalore-575002

FATHER MULLER CHARITABLE INSTITUTIONS

KNOWLEDGE CENTRE

FMCL/LC/001/2017

Date: 30.03.2017

Minutes of the Library Committee meeting held on 25th March 2017 at 10.30 am in the Senate Hall, FMMC 'B' Block.

Agenda :

- Endorsing the minutes of the previous meeting.
- Report on Databases
 - a. EBSCO
 - b. UpToDate
- Subscription of Journals for the year 2017
- Upgradation of CCTV & Biometric Scanner
- Space for the Archival Section
- Any other matter

The Following Members were Present:

1. Rev Fr Rudolph Ravi D'Sa, Administrator, FMMC
2. Dr Nagesh K.R., Professor & HOD, Forensic Medicine, Chairperson
3. Dr B Sanjeev Rai, C.M.S, FMCI
4. Dr Jayaprakash Alva, Dean, FMMC
5. Dr Padmaja Udaykumar, Vice-Dean & Professor & HOD, Pharmacology, FMMC
6. Dr Radhesh Hegde B, Professor & HOD, Anesthesiology
7. Dr Malathi M, Professor & HOD, Biochemistry
8. Dr Sukumar, Professor & HOD, Dermatology
9. Dr Venkatesha B M , Professor & HOD, Medicine
10. Dr B. Rekha, Professor and HOD, Microbiology
11. Dr Pavan Hegde, Professor & HOD, Paediatrics
12. Dr B. G. Subbha Rao, Professor & HOD, Physiology
13. Mrs Sweta D'Cunha Course Co-ordinator , MHA
14. Mr Sudeep Mario J. Pais, Course Co-ordinator, Physiotherapy
15. Ms Shwetha, Vice-Principal , Speech & Hearing
16. Mrs Victoria D'Almeida – Vice Principal, FMCON
17. Mrs Irene Alvares, PG Co-ordinator, FMCON
18. Mrs Jasmine Sarita Vas, Principal, FMSON
19. Dr Janet Dotty Lobo, Librarian, Secretary.

Members Absent:

1. Sr. Winnifred D'Souza, Principal, FMCON- L
2. Dr Prakash Shetty, , Professor & HOD , Anatomy, FMMC- L
3. Brig. (Dr) Hemant Kumar, Professor & HOD, Community Medicine- L
4. Dr Mahesh Bhat T., Professor & HOD, ENT- L
5. Dr Prema D'Cunha, Professor & HOD, OBG- - L
6. Dr Norman B Mendonca, Professor & HOD, Ophthalmology - O.D
7. Dr K Raghuvver Adiga , Professor & HOD, Orthopaedics- L
8. Dr Jayaprakash C.S, Professor & HOD, Pathology - O.D
9. Dr A.T. Safeekh, Professor & HOD, Psychiatry- L
10. Dr H. B. Suresh, Professor & HOD, Radio-Diagnosis - A
11. Dr Hasib A.G , Professor & HOD , Radiotherapy- A
12. Dr Leo Francis Tauro, Professor & HOD, General Surgery- L

Rev. Fr Rudolph Ravi D'Sa welcomed the members. The secretary presented the minutes of the previous meeting. The members discussed the progress of the previous meeting, the agenda of the present meeting and following observations were made:

1. Report on Databases:

a. **EBSCO** : The secretary briefed about the demonstration held on 28th Sep 2016 on EBSCO e-resources. The convener of the subcommittee Dr Anil Shetty organized the demonstration session. Total 8 subcommittee members were present for the meeting. The resource person Mr.Venkatesh Kumar S, Business Manager, EBSCO, Karnataka briefed on EBSCO Medline Full text database, EBSCO Sport Discuss, EBSCO Nursing Database CINAHL, EBSCO Discovery service. The secretary also reported that a free trail access extended on 22nd March 2017 & requested all the members to make use of the facility and to give feedback. The chairperson gave detailed information about its price.

EBSCO MEDLINE cost – Rs. 9,20,000/-

EBSCO MEDLINE + Discovery - Rs. 17,70,000/-

EBSCO MEDLINE + Discovery +CINHAL – Rs.28,00,000/-

Discussion was held on this product. The Dean said that currently many e-journals are available in the Library, hence no need to increase the resources just because various publishers come with some offers. Further, the Dean instructed the Librarian to cross check the EBSCO Journals' list against the Library subscribed journals' list to verify duplications if any.

b. **UpToDate Anywhere**: The secretary briefed on training and demonstration session held on "UpToDate Anywhere" on 7th March 2017. The resource person Dr. I. Vinod, Marketing & Training UpToDate, Wolters Kluwer gave demonstration on the Topic search, Drug interaction, usage of abbreviation, contents search, graphic search and to export it to PowerPoint, patient

education and UpToDate access through Mobile apps. Total 142 Faculty and Postgraduate students attended the programme. There was good response from non-clinical departments than clinical departments. The Dean advised the Committee members to enforce the Postgraduate students to attend whenever such programmes were conducted.

2. Report on subscription of Journals for the year 2017 :

The secretary briefed the journals subscription status of Medical College, College of Nursing & College of Speech and Hearing

3. Upgradation of CCTV & Biometric Scanner :

The secretary briefed the requirement of CCTV and Biometric at some of the areas in the Library building. The letter was already submitted to the Administrator on 26th October 2016. The Administrator said that due to budget containment this was not approved by the Management earlier. The issue has been kept pending and decided to keep a separate meeting to discuss the necessity and implementation. The secretary also briefed about shortage of space in the server room after installing a rack. Two systems are kept in one single table (D-Space software and Biometric scanner). Two of the library staff were updating the data, now there is no space to sit and do the work. The Administrator said that he will discuss this matter with IT Manager and correct the problems.

4. Space for the Archival Section :

The secretary briefed about shortage of the space in the Archival section. Discussion was held on this matter, finally the Administrator said that a team will visit and identify the space for Archival section.

5. Any other Matter.

a) **Extension of Borrowing facility** – The student development Head– FMHC requested to extend the following facilities -

- To extend the duration to drop the borrowing slip beyond 2 pm.
- To extend the duration to borrowed books from 2 days to 3 days.
- To extend the duration to collect borrowed books from the library counter till 10 pm.
- To make this facility available on all the working days of the Library.

In this regard, the Administrator seeks the opinion of the secretary. The secretary opined that except the duration to collect borrowed books from the Library till 10 pm, the other requests were acceptable. Secretary briefed that after 5.30 pm only one staff is available in the Library counter who has to look after the counter work, photocopying and vigilance over the users. So she has suggested that the facility can be extended till 6 pm on all working days.

b) Purchase of Plagiarism software:

The Administrator has suggested the requirement of Plagiarism software and asked the secretary to get the quotation. The secretary briefed its cost, the cost of the software is \$5400/- (Rs 3,74,760/-) which includes 10 instructors License and 100 students License. This matter was reported to the Dean by the secretary earlier that RGUHS has decided the purchase of

Plagiarism software. The Dean asked the secretary the status of RGUHS, the secretary opined not yet decided. No decision was taken on this matter

c) **Complimentary books donated by the book Vendors/Publishers to the Departments :**

The secretary briefed that few book vendors and publishers give complimentary books to the faculty. These books are not entered in the Library Registers, suggested to send it to Library to take into stock, so that it will have a record in the Library as well as in the departmental Library. Also the total number will be increased in the Library. Open discussion was held on this matter, finally the Administrator & the Dean suggested the Librarian to keep a record of books which were sent from the library. The complimentary books record will be kept by the concerned departments.

d) **Separate Evaluation Centre:**

Dr Venkatesh, H.O.D. of Medicine suggested to have a separate evaluation centre and also suggested to keep the meeting in the afternoon. Doctor said that at present exam evaluation is done in the e-library and there is lot of disturbance, students movements etc. It disturbs the faculty to evaluate the answer paper so he has requested to provide a separate evaluation centre. The Dean said that discussion was going on with the University regarding this matter. The Administrator said that usually the Library Committee meetings will be held in the afternoon due to some programmes it was kept in the morning. He assured that in future the meeting will be kept in the afternoon.

At the end, the secretary presented the usage statistics of the Library through power point.

The meeting was adjourned at 11.45 am.

The next meeting will be held on 24th June 2017.



**SECRETARY
LIBRARY COMMITTEE**

Librarian
**Fr. Muller Central Library
Kankanady, Mangalore-575002**

FATHER MULLER CHARITABLE INSTITUTIONS

KNOWLEDGE CENTRE

FMCL/LC/002/2017

Date: 03.07.2017

Minutes of the Library Committee meeting held on 24th June 2017 at 3.00 pm in the Senate Hall of Medical College 'B' Block.

Agenda :

- Endorsing the minutes of the previous meeting.
- Report on J-gate e-resource.
- Suggestion for annual increase of Books.
- Any other matter.

The Following Members were Present:

1. Rev. Fr Ajith Menezes, Administrator, FMMC
2. Dr Nagesh K.R., Professor & HOD, Forensic Medicine, Chairperson
3. Dr B Sanjeev Rai, C.M.S, FMCI
4. Dr Jayaprakash Alva, Dean, FMMC
5. Dr Padmaja Udaykumar, Vice-Dean & Professor & HOD, Pharmacology, FMMC
6. Sr. Jacintha D'Souza, Principal, FMCON
7. Dr Radhesh Hegde B, Professor & HOD, Anesthesiology
8. Dr Sukumar, Professor & HOD, Dermatology
9. Dr Norman B Mendonca, Professor & HOD, Ophthalmology
10. Dr K Raghuvver Adiga , Professor & HOD, Orthopaedics
11. Dr. Umashankar T, Professor, Pathology (For HOD, Pathology)
12. Dr B. G. Subbha Rao, Professor & HOD, Physiology
13. Mr Sudeep Mario J. Pais, Course Co-ordinator, Physiotherapy
14. Dr Santhosh, Vice-Principal , Speech & Hearing
15. Mrs Victoria D'Almeida – Vice Principal, FMCON
16. Mrs Irene Alvares, PG Co-ordinator, FMCON
17. Mrs. Sonia D'Souza, I/C Principal, (For Principal, FMSON)
18. Dr Janet Dotty Lobo, Librarian, Secretary.

Members Absent:

1. Dr Prakash Shetty, , Professor & HOD , Anatomy, FMMC - L
2. Dr Malathi M, Professor & HOD, Biochemistry - L
3. Dr Narayana V, Professor & HOD, Community Medicine - L
4. Dr Mahesh Bhat T., Professor & HOD, ENT - L
5. Dr Venkatesha B M , Professor & HOD, Medicine - L
6. Dr B. Rekha, Professor and HOD, Microbiology - L
7. Dr Prema D'Cunha, Professor & HOD, OBG - L
8. Dr Pavan Hegde, Professor & HOD, Pediatrics - L
9. Dr A.T. Safeekh, Professor & HOD, Psychiatry - L

10. Dr H. B. Suresh, Professor & HOD, Radio-Diagnosis - A
11. Dr Hasib A.G, Professor & HOD, Radiotherapy - L
12. Dr Leo Francis Tauro, Professor & HOD, General Surgery - L
13. Mrs Sweta D'Cunha Course Co-ordinator, MHA - OD

Rev. Fr Ajith Menezes, Administrator – FMMC welcomed the members. The secretary presented the minutes of the previous meeting. The members discussed the progress of the previous meeting, the agenda of the present meeting and following observations were made:

1. Confirmation of the Minutes :

- a. As suggested in the previous meeting. The secretary cross checked the journals list of EBSCO MEDLINE against Library Subscribed journals list and forwarded the non available Journals list to the Dean. The discussion with regard to purchase the product is placed before the Library committee. Finally the Dean opined that the journals which are available in the Library are quite sufficient.
- b. With regard to upgradation of CCTV & Biometric scanner, the secretary briefed that 17 CCTV Cameras are installed in the library. The biometric scanners are shifted from UG/PG section to main entrance of the Library. On behalf of the library committee she thanked management for providing the facility. She also highlighted the problem that the students are jumping from the windows of the basement floor to enter and exit the library after installing the biometric scanners at the main entrance. So suggested to cover the windows with wired mesh. The Administrator said that to keep documentation, advised to monitor through CCTV and send the captured videos to his office. The secretary briefed the problems with biometric scanners that 2, 3 people can enter at a time and requested to provide a permanent security to monitor. Administrator has expressed the problems with the security assured that he will look into the matter. Dr. Umashankar T – Prof. Dept. of Pathology opined that RFID will solve the problem.
- c. Discussion was held on shortage of space in the Archival section. Dean opined weeding out of old books is very essential to accommodate new books. Suggested to weed out number of old copies. The CMS opined that if we weed out number of copies, the total number of books will be reduced and will be a problem for inspection. Finally the Administrator said that he will visit the library to find a place to keep the older editions.
- d. With regard to purchase of plagiarism software, the Dean advised the secretary to check the cost & authentication of UNICHECK software.
- e. At present University evaluation was done in e-library. The necessity of separate evaluation centre was discussed during the meeting. The members suggested the utilization of the new computer centre which is developing in the medical college. The Administrator opined that we can discuss this matter during the M.C meeting. The Dean suggested that there should be only one computer centre, it should be used as common computer Lab as well as evaluation centre.

2. Report on J-gate e-resource:

The secretary briefed about the training & demonstration session held on 02nd June 2017 on J-Gate. Mr Mahesh G. Training Manager, Informatics, Bangalore, was the resource person. Highlighted on Basic search, My Library Journals, My Favorite Journals, How to register J-Gate etc. Total 127 Faculty and Postgraduate students attended the programme.

3. Suggestion for Annual increase of Books:

The secretary reported that for MCI and other inspection we have to give the statistics of number of books added during the year and also added books of previous 3 years. The number should increase year by year instead it is decreasing. Also informed that once in a year we organize Health Sciences Books Exhibition though opportunity given to the Faculty to select books for Central Library & Departmental Library but few departments are not visiting the stalls to select books. Members opined that due to budget constraints not able to recommend the books. The Dean said that though budget exceeds if there is necessity, the management is ready to approve the books. The Dean gave few examples that the books are approved for few departments as per the requirements of the apex bodies.

4. Any other matter:

- The secretary reported oral remarks of few inspectors.
- The secretary presented the Library Usage statistics of FMMC, CON & FMC.


Contents:

- Total visitors to the Library per day.
- No. of books borrowed per day by UG/PG students
- Internet service given in E-library
- Biometric Statistics
- Reading room statistics from 10p.m. To 12.00 midnight.
- College wise Total Visitors to the Library per day
- Xerox service given to Library Users in UG/ PG Section.
- E-resources Usage.

All the members observed the statistics. The CMS suggested to prepare the statistics with percentage in future. Finally the Administrator remarked that very few Faculty are visiting the Library and also advised the secretary to prepare statistics using percentage.

The meeting was adjourned at 4.00p.m.

The next meeting will be held on 23rd September 2017.


SECRETARY
LIBRARY COMMITTEE
Librarian
Fr. Muller Central Library
Kankanady, Mangalore-575002