

FATHER MULLER CHARITABLE INSTITUTIONS

KNOWLEDGE CENTRE

FMCL/LC/003/2017

Date: 04.10.2017

Minutes of the Library Committee meeting held on 23rd September 2017 at 3.00 pm in the Senate Hall of Medical College 'B' Block.

Agenda :

- Endorsing the minutes of the previous meeting.
- Report on Software and Database
 - 1. Grammarly.
 - 2. Clinical Key
- Renewal of Journals for the year 2018.
- Any other matter.

The Following Members were Present:

1. Rev. Fr Ajith Menezes, Administrator, FMMC
2. Dr. Jayaprakash Alva, Dean, FMMC
3. Dr. Padmaja Udaykumar, Vice-Dean & Professor & HOD, Pharmacology, FMMC
4. Sr. Jacintha D'Souza, Principal, FMCON
5. Dr. Narayana V, Professor & HOD, Community Medicine
6. Dr. Sukumar, Professor & HOD, Dermatology
7. Dr. Mahesh Bhat T., Professor & HOD, ENT
8. Dr (Col) Arunachalam R, Professor & HOD, Medicine
9. Dr. B. Rekha, Professor, and HOD, Microbiology
10. Dr. Nagarathna G, Professor & HOD, OBG
11. Dr. K Raghuvveer Adiga, Professor & HOD, Orthopaedics
12. Dr. Jayaprakash C.S. Professor & HOD, Pathology
13. Dr. Pavan Hegde, Professor & HOD, Pediatrics
14. Dr. B. G. Subbha Rao, Professor & HOD, Physiology
15. Dr. A.T. Safeekh, Professor & HOD, Psychiatry
16. Dr. Sweta D'Cunha Course Co-ordinator, MHA
17. Dr. Santhosh, Associate Professor, 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. Nagesh K.R., Professor & HOD, Forensic Medicine, Chairperson
2. Dr. B Sanjeev Rai, C.M.S, FMCI
3. Dr. Prakash Shetty, Professor & HOD, Anatomy, FMMC
4. Dr. Radhesh Hegde B, Professor & HOD, Anesthesiology
5. Dr. Malathi M, Professor & HOD, Biochemistry

6. Dr. Norman B Mendonca, Professor & HOD, Ophthalmology
7. Dr. H. B. Suresh, Professor & HOD, Radio-Diagnosis
8. Dr. Hasib A.G, Professor & HOD, Radiotherapy
9. Dr. Leo Francis Tauro, Professor & HOD, General Surgery
10. Mr. Sudeep Mario J. Pais, Course Co-ordinator, Physiotherapy

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. **Shortage of Space in the Archival Section:** The Administrator said that he will visit the Library to see the existing area, and also suggested a place near the fresh & honest stall.
- b. **Plagiarism software – UNICHECK:** The Secretary briefed, that not able to judge the amount of plagiarism contains in it. It gives a huge figure very difficult to analyze. The members suggested to purchase a authenticated software. The Administrator said that the matter will be discussed in the M. C. meeting.
- c. **Separate evaluation Centre:** The Administrator said that the matter has been discussed in the M. C. meeting and it is approved by the Director.
- d. **Annual increase of books in the Library:** The Secretary informed that Health Sciences Books Exhibition will be held on 10th and 11th October and requested all the HOD's to visit the stalls and to select books for Central Library and Departmental Library as per the budget allocated. Dean advised the secretary to send the budget statement to the departments.

2. Report on Software & Database:

- a. **Grammarly Software:** The Secretary briefed on the live demo given on Grammarly Software held on 28th July 2017. She said that the resource person highlighted its features, benefits, mainly used to check Grammer errors, structure, formate, sentences & vocabulary. It also prevents plagiarism. There was a good response from faculty and students, over 154 Doctors attended the Training session.

The Secretary briefed its cost:

for single users cost is \$140.00

for 30 users cost is $\$140 \times 30 = \4200

for 250 users cost is \$3717

Major content is Grammar checking and not plagiarism. The price differs from individual and Institutional subscription is because their main intention is to support Institutions subscription and not retail subscription.

- b. Clinical Key:** The Secretary briefed on the training session on Clinical Key held on 18th September 2017. She said that the resource person demonstrated on basic search, e-books/ e-journals, Drug monographs, Guidelines, Patient Education, multimedia etc, There was an overwhelming response from the Medical College Faculty and Students. The Secretary also said that Clinical key is a very good database and it contains Medical Plus Nursing e-resources and is available to access under Digital Library of RGUHS.

3. Renewal of Journals for the year 2018:

The Secretary presented the Collegewise brief report of Journals subscribed during the year 2017. Also presented non- supplied Journals Titles and briefed the problems of subscription. Finally requested the Committee to take the decision to subscribe the Journals for the year 2018.

4. Any other matter:

- Dr. Narayana, HOD of Community Medicine requested to publish a number of Journals from the Institution.
- Dr. Pavan Hegde, HOD of Pediatrics said that the MCI Inspectors are asking Library Usage Statistics. So requested to send the statistics once in a month to preserve a copy in their Department. The Dean advised the secretary to send the usage statistics to all the departments.
- The discussion was held on the usage of uptodate evidence-based e-resource. Dean said that uptodate usage is very good. The secretary said that users can access the e-resources through remotely using users ID & Password. Dr. Arunachalam, HOD of Medicine said that without user ID & Password, he is accessing uptodate. The committee discussed on this issue and finally, the secretary said that uptodate can be accessed without user ID & Password only inside the campus because IP enabled access is provided to us. If they want to use outside the campus user ID & Password is required. The Administrator opined that the usage statistics are also available in the IT Department.

The meeting was adjourned at 4.00p.m.


SECRETARY
LIBRARY COMMITTEE

Librarian
Fr. Muller Central Library
Kankanady, Mangalore-575002

FATHER MULLER CHARITABLE INSTITUTIONS

KNOWLEDGE CENTRE

FMCL/LC/001/2018

Date: 29.03.2018

Minutes of the Library Committee meeting held on 29th March 2018 at 11.15 a.m in the Senate Hall of Medical College 'B' Block.

Agenda :

- Endorsing the minutes of the previous meeting.
- Report on Renewal of Journals
- Report on demonstration program
- Any other matter

The Following Members were Present:

1. Dr. Nagesh K.R., Professor & HOD, Forensic Medicine, Chairperson
2. Dr Jayaprakash Alva, Dean FMMC
3. Dr Padmaja Udaykumar, Vice-Dean & Professor & HOD, Pharmacology, FMMC
4. Sr . Jacintha D'Souza, Principal, FMCON
5. Dr Prakash Shetty, Professor & HOD, Anatomy
6. Dr. Mahabala T. H Professor of Anesthesiology (for Anesthesiology HOD)
7. Dr Malathi M, Professor & HOD, Biochemistry
8. DR Narayana V, Professor & HOD, Community Medicine
9. Dr Sukumar, Professor & HOD, Dermatology
10. Dr Mahesh Bhat T., Professor & HOD, ENT
11. Dr (Col) Arunachalam R , Professor & HOD, Medicine
12. Dr B. Rekha, Professor and HOD, Microbiology
13. Dr Nagarathna G, Professor & HOD, OBG
14. Dr Norman B Mendonca, Professor & HOD, Ophthalmology
15. Dr K Raghuveer Adiga , Professor & HOD, Orthopaedics
16. Dr Jayaprakash C.S, Professor & HOD, Pathology
17. Dr Pavan Hegde, Professor & HOD, Paediatrics
18. Dr. Jnaneshwara P. Shenoy, Associate professor, physiology (for Physiology HOD)
19. Dr A.T. Safeekh, Professor & HOD, Psychiatry
20. Dr H. B. Suresh, Professor & HOD, Radio-Diagnosis
21. Dr Leo Francis Tauro, Professor & HOD, General Surgery

22. Mrs Sweta D'Cunha Course Co-ordinator , MHA
23. Mr Sudeep Mario J. Pais, Course Co-ordinator, Physiotherapy
24. Dr Santhosh - Associate Professor, Speech & Hearing
25. Mrs Irene Alvares, PG Co-ordinator, FMCON
26. Mrs Jasmine Sarita Vas, Principal, FMSON
27. Dr. Janet Dotty Lobo, Librarian, Secretary

Members Absent:

1. Rev. Fr Ajith Menezes Administrator, FMMC
2. Dr B. Sanjeev Rai, C.M.S, FMCI
3. Dr Hasib A.G , Professor & HOD , Radiotherapy
4. Mrs Victoria D'Almeida – Vice Principal, FMCON.

Dr Jayaprakash Alva Dean 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

- Renewal of journals for the year 2018: Dean advised the HOD's to check the status of Journals and Books available in the Central Library plus Departmental Library to those departments who have MCI inspection during May 2018.

2. Report on Renewal of Journals

- The Secretary presented the status of journals renewed during the year 2018 of all the colleges. Also briefed the Journals which are not renewed due to change in subscription period and non supply of invoice.

3. Report on Demonstration Program

- The secretary presented the report on INCISION - Self teaching surgery procedures held on 28th March 2018 between 3 pm to 4 pm in the Knowledge Centre Hall. Briefed its contents, Surgical 3D Anatomy, Smart learning tools, Filmed 2D & 3D videos, Accredited from the Royal College of Surgeons of England. Since the program is only for surgical speciality only 41 doctors attended the program. Cost of the procedure is \$900 per month and \$10800 per annum. Dean commented that though there were quite a number of awareness programs are organized by the Library but the feedback and usage part was very poor. Dr Adiga, H.O.D of Orthopedics said that it is useful to Undergraduates & Postgraduates. Clarity wise youtube is better than the INCISION Surgical procedures. Dr Nagesh, Chairperson of Library Committee highlighted the

important points discussed during the program. Finally Dean advised the Committee members that whenever such programs are organized, attend in large numbers along with postgraduate students.

4. Any other Matter

The secretary presented the usage statistics of the Library of all the colleges. Dean suggested the secretary to show the statistical data only in graphs to save time.

Dr. Nagarathna & Dr Malathi opined that they are using the databases but their department available statistics shows very less percentage. The secretary said that the usage statistics is taken from remote access database which is in our library server. If the faculty or students use from individual sites the usage part is not covered in this statistics. Dean told the secretary to take the help from the IT Department. Dr Narayana Suggested to purchase more number of high impact factor journals.

The meeting was adjourned at 12 noon.

The next meeting will be held on 30th June 2018.


SECRETARY
LIBRARY COMMITTEE

Librarian
Fr. Muller Central Library
Kankanady, Mangalore - 575002

FATHER MULLER CHARITABLE INSTITUTIONS

KNOWLEDGE CENTRE

FMCL/LC/002/2018

Date: 05.07.2018

Minutes of the Library Committee meeting held on 30th June 2018 at 3.00 p.m in the Senate Hall of Medical College 'B' Block.

Agenda :

- Endorsing the minutes of the previous meeting.
- Journals for Departmental Library
- 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 Jayaprakash Alva, Dean FMMC
4. Dr Padmaja Udaykumar, Vice-Dean & Professor & HOD, Pharmacology, FMMC
5. Dr Prakash Shetty, Professor & HOD, Anatomy
6. Dr Radhesh Hegde B, Professor & HOD, Anesthesiology
7. Dr Malathi M, Professor & HOD, Biochemistry
8. Dr Narayana V, Professor & HOD, Community Medicine
9. Dr Sukumar, Professor & HOD, Dermatology
10. Dr Mahesh Bhat T., Professor & HOD, ENT
11. Dr (Col) Arunachalam R , Professor & HOD, Medicine
12. Dr B. Rekha, Professor and HOD, Microbiology
13. Dr Norman B Mendonca, Professor & HOD, Ophthalmology
14. Dr K Raghuveer Adiga , Professor & HOD, Orthopaedics
15. Dr Jayaprakash C.S, Professor & HOD, Pathology
16. Dr Shyamala Kumari B., Associate professor, physiology (for Physiology HOD)
17. Dr A.T. Safeekh, Professor & HOD, Psychiatry
18. Dr H. B. Suresh, Professor & HOD, Radio-Diagnosis
19. Dr Leo Francis Tauro, Professor & HOD, General Surgery
20. Mr Sudeep Mario J. Pais, Course Co-ordinator, Physiotherapy
21. Dr Santhosh - Associate Professor, Speech & Hearing
22. Mrs Irene Alvares, PG Co-ordinator, FMCON
23. Dr Janet Dotty Lobo, Librarian, Secretary

Members Absent:

1. Dr B. Sanjeev Rai, C.M.S, FMCI
2. Sr. Jacintha D'Souza, Principal, FMCON
3. Dr Nagarathna G, Professor & HOD, OBG
4. Dr Pavan Hegde, Professor & HOD, Paediatrics
5. Dr Hasib A.G , Professor & HOD , Radiotherapy
6. Mrs. Sweta D'Cunha, Prof. & H.O.D, HA

7. Mrs Victoria D'Almeida – Vice Principal, FMCON.
8. Mrs Jasmine Sarita Vas, Principal, FMSON

Rev. Fr Ajith Menezes, Administrator, FMCM 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:

Agenda – 1 Confirmation of the minutes

The secretary read out the minutes of the Library committee meeting held on 29th March 2018 and the minutes were confirmed.

Action taken

Regarding the Journals subscription status the secretary informed that 2 Journals are not renewed till date because of non-receipt of payment details.

With regard to the INCISION – self teaching surgery procedures, The Dean advised the secretary to remind to discuss about its subscription.

About the usage statistics, The Administrator informed the secretary to contact the software supplier to discuss the possibility of inclusion of all the systems in the remote access to get up-to-date statistics.

Agenda – 2 Journals for Departmental Library

The secretary briefed that during the MCI inspection, the Assessor asked Journals in the departmental Library. She told that at present journals are subscribed only for Central library as per MCI requirements. The Dean suggested the members to give request for 2 Indian Journals for Departmental Library. Also, he requested HODs to ask the faculties to keep their personal copies in their department after reading it. Administrator opined that placing Library in the classroom suggested by one of the MCI Assessor.

Agenda 3 – Any other Matter

Disposal of Karnataka Gazette: The Secretary said that Karnataka Gazette is subscribed from 1999 onwards. It's a weekly publication, we are getting 52 issues per year & there is shortage of space in the Archival section. Hence, requested to dispose the volumes of first 10 years. The Dean opined that it is a subscription based publication, therefore it is better to preserve. The Administrator opined that we can preserve the scanned copies of Karnataka Gazette and instructed the secretary to remind.

To Keep Open the Door of Basement Floor: The Secretary said that after installing the Biometric unit at the main entrance, the basement door is permanently closed. The secretary asked the committee members that on what occasion the basement floor's door should be kept open. The Administrator said that main purpose to close that door is to get usage statistics of the Library users and to keep a single

entry to the Library and instructed the secretary to keep open the door during workshops, Conferences and Inspections.

Missing books in the Departmental Library: Dean asked the committee members about the method of retrieving the missing books? Members opined that -

Dr Leo Tauro explained the problems facing in his department. He said that secretary's office is situated at one end and the books are kept at the other end. The secretary finds it difficult to monitor both the sides. He suggested that Library cupboard should be kept near the secretary's office.

Dr Adiga said that missing books list began from 2011 onwards. In his department, two books in 2011 are missing & that year he was not the HOD. He said that he has given a letter in this regard.

Dr Narayana said that stock verification should be conducted every Month.

Finally Dean opined that HODs have to designate a faculty to look after the departmental Library, maintain a register & to keep a track on borrowed books with the help of departmental secretary. If the books are missing, penalize the faculty who has taken the responsibility. Internal Audit should be conducted once in a month and external audit will be conducted once in a year by the Library staff. Also, he suggested to replace the missing books during the year within a specific period after the audit. These rules are applied to all the colleges.

The Administrator informed that he will call the Librarian once during secretaries meeting to instruct them about maintaining departmental Library's register. The Dean advised the secretary to prepare few guidelines for departmental Library. Also advised the HODs to maintain a register to keep record of the borrowed books to show the statistics to the Apex bodies.

Dr Rekha said that if there is budget for Microbiology, she would like to indent Laboratory Documents. The Dean replied that to send the request through proper channel.


The Dean said that, recently he has received student's recommendation list for books/Journals from the Library. He told the committee members that in future it should come from concerned H.O.D's

The Administrator informed that the MCI Assessor appreciated the infrastructure, ambience and cleanliness in and around the Library. The secretary also informed that one of the Assessors by seeing the infrastructure of the library suggested to install RFID technology.

At the end, vote of thanks was given by the Chairperson.

The meeting was adjourned at 3.50 p.m.

The next meeting will be held on 29th September 2018.


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LIBRARY COMMITTEE
Librarian
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