

2014-2015

FATHER MULLER CHARITABLE INSTITUTIONS

KNOWLEDGE CENTRE

FMCL/LC/003/2014

Date: 16.10.2014

Minutes of the Library Committee meeting held on 27th September 2014 at 3.00p.m in the Senate Hall of Medical College 'B' Block.

Agenda :

- Demo on RFID Technology
- Endorsing the minutes of the Previous meeting.
- Discussion on free trial access & demonstration given in previous meetings.
- Renewal of Journals for the year 2015
- Any other matter.

The Following Members were Present:

1. Rev. Fr Rudolph Ravi D'Sa Administrator, FMCC
2. Dr B. Sanjeev Rai, C.M.S, FMCI
3. Dr Jayaprakash Alva, Dean, FMCC
4. Sr Winnifred D'Souza, Principal, FMCON
5. Dr Malathi M, Professor & HOD, Biochemistry
6. Dr Venkatesha B M , Professor & HOD, Medicine (Dr Arunachalam R, Professor, Medicine-attended)
7. Dr Norman B Mendonca, Professor & HOD, Ophthalmology
8. Dr Padmaja Udaykumar, Professor & HOD, Pharmacology
9. Dr B. G. Subbha Rao, Professor & HOD, Physiology
10. Dr P. John Mathai, Professor & HOD, Psychiatry
11. Dr Jayaprakash, Course Co-ordinator, B.Sc. MLT
12. Dr Sandeep, Course Co-ordinator, MIT
13. Ms Shwetha, Assoc. Professor, Speech & Hearing (Mr. Minton Mathew – Lecturer-attended)
14. Mrs. Irene Alvares, PG Co-ordinator, FMCON
15. Dr Janet Dotty Lobo, Librarian, Secretary

Members Absent:

1. Dr Erel A.I. Diaz, Professor & HOD, General Surgery – Chairperson, Library Committee- **A**
2. Dr Prakash Shetty, Vice-Dean, FMCC - **L**
3. Dr George J. Oliver Pinto, Professor & HOD, ENT- **A**
4. Dr Prema D'Cunha, Professor & HOD, OBG - **A**
5. Dr Jacob Chacko, Professor & HOD, Orthopaedics- **A**

Library
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6. Dr Pavan Hegde, Professor & HOD, Paediatrics- **A**
7. Dr H. B. Suresh, Professor & HOD, Radio-Diagnosis - **L**
8. Dr Sudhamathi S.M, Course Co-ordinator , MHA - **L**
9. Mrs Kavitha Vishal, Course Co-ordinator, Physiotherapy - **L**
10. Dr Hasib A.G , Professor & HOD , Radiotherapy - **A**
11. Mrs. Victoria D'Almeida – Vice Principal, FMCON- **A**
12. Mrs. Jasmine Sarita Vas, Principal, FMSON- **L**

Rev. Fr Rudolph Ravi D'Sa, Administrator, FMMC, welcomed the members. Also introduced the resource person- Mr Balaji P, Manager- Sales & Implementation , Easylib Software Private Limited, Bangalore.

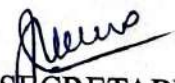
Demonstration of RFID Technology: Mr Balaji and Mr Ramachandra K, presented RFID Technology. Briefed its features, advantages & various modules, Book Tagging, Issue/Return, Self check in/Out, Book drop box, Gate reader, Stock verification etc. The members those who are present for the meeting cleared their doubts. Finally the Administrator – FMMC informed the resource person that further action will be intimated in due course.

The Secretary presented the minutes of the previous meeting and a follow up was done on the decision of the previous meeting.

The Agenda of the meeting was discussed as below:

- **Discussion was held on free trial access and demonstration given in previous meetings:** The secretary informed that free trail access details are circulated to all the Departments but the response was not so good, only 10 people gave feedback on different products. Dean-FMMC expressed his disappointment on poor response from the member. Finally the Administrator-FMMC suggested the secretary to call Clinical Learning demonstrator – Mr Roustin Paul, Elsevier representative to hold a meeting to take further decision.
- **Renewal of Journals for the year 2015:** The secretary briefed the problems of journals supply, suggested to renew the existing journals on time to get the journals without interruption. Finally the members agreed on this point & advised to renew the existing journals for the year 2015
- The Administrator asked the secretary to brief the ways to motivate students to use the Library. The secretary given her suggestions -
 - ➔ Teachers should give compulsory project work or assignments to the students
 - ➔ Management should make 1 hour compulsory visit to the Library or few hours in a week or month
 - ➔ By conducting quiz advising them to refer Library resources
 - ➔ By giving Best User Award – PG/UG students.

The meeting adjourned at 4.30 pm., with vote of thanks to the chair


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

FATHER MULLER CHARITABLE INSTITUTIONS

KNOWLEDGE CENTRE

FMCL/LC/004/2014

Date: 08.01.2015

Minutes of the Library Committee meeting held on 20th December 2014 at 3.00 p.m in the Senate Hall of Medical College 'B' Block.

Agenda :

- Endorsing the minutes of the previous meeting.
- Book-Bank facility for all deserving students.
- Any other matter.

The Following Members were Present:

1. Rev. Fr Rudolph Ravi D'Sa, Administrator, FMCC
2. Dr Erel A.I. Diaz, Professor & HOD, General Surgery – Chairperson, Library Committee
3. Dr Jayaprakash Alva, Dean, FMCC
4. Dr Malathi M., Professor & HOD, Biochemistry
5. Dr Venkatesha B. M. , Professor & HOD, Medicine
6. Dr Norman B Mendonca, Professor & HOD, Ophthalmology
7. Dr B. G. Subbha Rao, Professor & HOD, Physiology (Dr Jnaneshwar Shenoy – attended)
8. Dr P. John Mathai, Professor & HOD, Psychiatry
9. Dr Jayaprakash, Course Co-ordinator, B.Sc. MLT(Mr Shafeeque Ahammed T A– attended)
10. Dr Sudhamathi S.M, Course Co-ordinator , MHA
11. Mrs Kavitha Vishal, Course Co-ordinator, Physiotherapy
12. Dr Sandeep, Course Co-ordinator, MIT
13. Mrs Shwetha, Assoc. Professor, Speech & Hearing
14. Mrs. Victoria D'Almeida – Vice Principal, FMCON
15. Mrs. Jasmine Sarita Vas, Principal, FMSON
16. Dr Janet Dotty Lobo, Librarian, Secretary

Members Absent:

1. Dr B. Sanjeev Rai, C.M.S, FMCI – **A**
2. Dr Prakash Shetty, Vice-Dean, FMCC – **A**
3. Sr Winnifred D'Souza, Principal, FMCON – **L**
4. Dr George J. Oliver Pinto, Professor & HOD, ENT – **A**

5. Dr Prema D'Cunha, Professor & HOD, OBG – L
6. Dr Jacob Chacko, Professor & HOD, Orthopaedics – L
7. Dr Pavan Hegde, Professor & HOD, Paediatrics – L
8. Dr Padmaja Udaykumar, Professor & HOD, Pharmacology – A
9. Dr H. B. Suresh, Professor & HOD, Radio-Diagnosis – A
10. Dr Hasib A.G , Professor & HOD , Radiotherapy – A
11. Mrs. Irene Alvares, PG Co-ordinator, FMCON – L

Rev. Fr Rudolph Ravi D'Sa, Administrator, FMCC, presided over the meeting and welcomed the members.

The following issues were discussed in the meeting as per the agenda:

1. Confirmation of the minutes of the previous meeting.

The Secretary read out the minutes of the previous meeting and asked for comments of the members for any suggestions. The following suggestions are given by the members.

• **Installation of RFID Technology for complete automation of the library.**

The secretary opined that the RFID Technology is not installed in and around Mangalore college Libraries, it is installed in few Libraries at Bangalore. Unless we check its working pattern physically, can't decide the purchase of the product. Hence, the Administrator & Dean advised the secretary to discuss this matter with Library Professionals whenever there is an occasion to visit Bangalore, during Conference and if possible visit to their Library to check RFID Technology.

• **To motivate the students to use the Library.**

1. The secretary informed that now a day's students strength is increased in the library. The Dean has informed the secretary to show slides on the Library usage statistics during next meeting.

2. To motivate students one hour compulsory visit to library, the course co-ordinators of Allied health sciences and the Vice principal of CON opined that they are sending their students to library. Dean said that it is not possible to send MBBS students one hour to library during the class hours due to work load, practical's and clinical hrs.

2. Book-Bank facility for all deserving students.

The proposal was suggested by the Dean, FMCC to help poor students those who are not able to spend huge amount on books. Question raised how to accumulate books? There was good response from the members and the suggestions given by them are mentioned below:

- Initial stage management support to build up book-bank facility by raising funds.
- To request the staff and students to donate useful books to the library after completion of their Course.
- To make announcement during student council meeting.

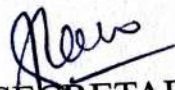
- To collect nominal fee or deposit from the deserving students and to purchase books from that amount.
- Librarian is responsible to collect back the books which are borrowed by the students at the end of their course.

3. Any other matter.

- The secretary informed to the committee members that the reprography (Photocopy) service is running at a loss of Rs.3,000/- per tonner(Cartridge) and suggested to increase photocopy charges. Members felt that not to increase Photocopy charges. Dean, FMCC suggested to increase up to Rs.1.00.
- Dean advised the members to extend full support and Co-operation while organizing awareness programme and free trial access by participating and by giving feedback.

The next meeting will be held on 28.03.2015.

The meeting adjourned at 4.15 pm., with vote of thanks to the Chair


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

FATHER MULLER CHARITABLE INSTITUTIONS

KNOWLEDGE CENTRE

FMCL/LC/001/2015

Date: 22.04.2015

Minutes of the Library Committee meeting held on 14th April 2015 at 3.00 p.m in the Senate Hall of Medical College 'B' Block.

Agenda :

- Endorsing the minutes of the previous meeting.
- How to maintain the print Journals ratio by selecting most appropriate Journals.
- How to proceed the subscription of the e-journals
- Discussion on Utilization of e-resources supplied by others
- Any other matter.

The Following Members were Present:

1. Dr Erel A.I. Diaz, Professor & HOD, General Surgery – Chairperson, Library Committee
2. Dr Jayaprakash Alva, Dean, FMCM
3. Sr Winnifred D'Souza, Principal, FMCON
4. Dr Malathi M., Professor & HOD, Biochemistry
5. Dr Venkatesha B. M. , Professor & HOD, Medicine - L (Attended by - Dr Arunachalam Professor, Medicine)
6. Dr Norman B Mendonca, Professor & HOD, Ophthalmology
7. Dr Pavan Hegde, Professor & HOD, Paediatrics
8. Dr Padmaja Udaykumar, Professor & HOD, Pharmacology
9. Dr B. G. Subbha Rao, Professor & HOD, Physiology
10. Dr H. B. Suresh, Professor & HOD, Radio-Diagnosis
11. Dr Sudhamathi S.M, Course Co-ordinator , MHA
12. Mrs Kavitha Vishal, Course Co-ordinator, Physiotherapy
13. Mrs Shwetha, Assoc. Professor, Speech & Hearing
14. Mrs. Victoria D'Almeida – Vice Principal, FMCON
15. Mrs. Jasmine Sarita Vas, Principal, FMSON
16. Dr Janet Dotty Lobo, Librarian, Secretary

Members Absent:

1. Rev. Fr Rudolph Ravi D'Sa, Administrator, FMMC – L
2. Dr B. Sanjeev Rai, C.M.S, FMCI – L
3. Dr Prakash Shetty, Vice-Dean, FMMC – **A**
4. Dr George J. Oliver Pinto, Professor & HOD, ENT – L
5. Dr Prema D'Cunha, Professor & HOD, OBG – **A**
6. Dr Jacob Chacko, Professor & HOD, Orthopaedics – L
7. Dr P. John Mathai, Professor & HOD, Psychiatry – **A**
8. Dr Hasib A.G , Professor & HOD , Radiotherapy – **A**
9. Dr Jayaprakash, Course Co-ordinator, B.Sc. MLT – **A**
10. Dr Tessa N Kaneria, Course Co-ordinator, MIT – **A**
11. Mrs. Irene Alvares, PG Co-ordinator, FMCON – L

The Dean–FMMC extended a warm welcome to the committee members. The secretary presented the minutes of the previous meeting and a follow up was done on the decisions of the previous meeting.

1. To consider the action taken on the minutes of 20th December, 2014.

The following suggestions were made:

- 1.1 To increase students strength in the Library: The Librarian presented a ppt showing the users strength of all the courses of father Muller Medical College, Father Muller college and College of Nursing. In addition to this she had presented the Budget and expenditure incurred for books & Journals and usage statistics of e-resources.
 - 1.2 The committee felt that user's strength is declined in the evening hrs. Dean informed that students are allowed to use Library from the hostels, we don't know whether they actually make use of the Library. Dr Arunachalam opined that the every student those who visit the library should collect an acknowledgement (attendance) from the Library & to show it to the hostel warden to find out the use & Misuse.
 - 1.3 Discussion was also held to provide basic amenities like tea/coffee snacks stall, to keep open till the Library working hrs.
- 2. Subscription of Journals annually:** Dean informed the members not to change the Journals titles frequently. As per the apex bodies we have to show the continuity of the journals.
- 3. Book-Bank facility for all deserving students:** The secretary has briefed present status of the Book-Bank scheme. Number of Books added for Book Bank. Dean said that this matter has been discussed in the student's council meeting & motivated the students to donate books for Book Bank scheme.

4. **To maintain journals ratio by selecting most appropriate Journals:** It was felt that to balance the subscription of journals and to subscribe Qualitative journals within the budget, decided to subscribe the journals as per MCI guidelines 30:70 ratio. Dean has suggested to subscribe minimum 3 foreign print journals and 2 or more Indian journals within the budget limit.

5. **To proceed the Subscription of e-journals:** Dean opined that number of e-journals vendors have given quote for variety of e-journals, requested members opinion to take further decision. The secretary has briefed the price quoted by different vendors-

- JAMA +9 online Journals
- Clinical Key – Elsevier
- Up-to-date

Members felt that Up-to-date is very useful e-resource, the usage also good & suggested to renew it. Dean asked the secretary to forward the proposal to renew Up-to-date.

6. **Utilization of e-resources supplied by others:** Dean requested the members to utilize the e-resources supplied by different e-resource vendors and requested them to give their feedback to update the existing resources in the Library.

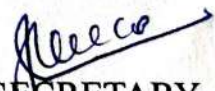
7. **Any other matter:**

7.1. The secretary informed the committee members that few outside college students use the reading hall without the knowledge of Library staff, asked solution to this problem. Dean opined that to inform the security to take necessary action.

7.2. Dr Malathi requested the Dean to transfer books purchased during Health Sciences Books Exhibition to their departmental Library. Dean opined that one copy of the reference books to be kept in the Library and the second copy can be given to the department.

The next meeting will be held on 27.06.2015.

The meeting adjourned at 4.15 pm., with vote of thanks to the Chair


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

FATHER MULLER CHARITABLE INSTITUTIONS

KNOWLEDGE CENTRE

FMCL/LC/002/2015

Date: 07.07.2015

Minutes of the Library Committee meeting held on 27th June 2015 at 3.00 p.m in the Senate Hall of Medical College 'B' Block.

Agenda :

- Endorsing the minutes of the previous meeting.
- To identify students who deserve Book Bank Books.
- Minimum number of Photocopies to be given to Postgraduates for Journal Club.
- Any other matter.

The Following Members were Present:

1. Dr B Sanjeev Rai, C.M.S, FMCI
2. Dr Jayaprakash Alva, Dean, FMMC
3. Dr Prakash Shetty, Vice-Dean, FMMC (Attended by - Dr Jayaprakash T. Asst. Prof. Anatomy)
4. Dr Malathi M, Professor & HOD, Biochemistry
5. Dr Venkatesha B M , Professor & HOD, Medicine
6. Dr Padmaja Udaykumar, Professor & HOD, Pharmacology (O.D)
7. Dr K Raghuvver Adiga , Professor & HOD, Orthopaedics
8. Dr B. G. Subbha Rao, Professor & HOD, Physiology
9. Dr H. B. Suresh, Professor & HOD, Radio-Diagnosis
10. Mrs Kavitha Vishal, Course Co-ordinator, Physiotherapy
11. Mrs Shwetha, Assoc. Professor, Speech & Hearing
12. Mrs Victoria D'Almeida – Vice Principal, FMCON
13. Mrs Irene Alvares, PG Co-ordinator, FMCON
14. Mrs Jasmine Sarita Vas, Principal, FMSON
15. Dr Janet Dotty Lobo, Librarian, Secretary

Members Absent:

1. Rev. Fr Rudolph Ravi D'Sa, Administrator, FMMC– L
2. Dr Erel A.I. Diaz, Professor & HOD, General Surgery – Chairperson - A
3. Sr Winnifred D'Souza, Principal, FMCON– L
4. Dr George J. Oliver Pinto, Professor & HOD, ENT - A
5. Dr Prema D'Cunha, Professor & HOD, OBG- A
6. Dr Norman B Mendonca, Professor & HOD, Ophthalmology -- L
7. Dr Pavan Hegde, Professor & HOD, Paediatrics - A
8. Dr P. John Mathai, Professor & HOD, Psychiatry - A
9. Dr Hasib A.G , Professor & HOD , Radiotherapy– L
10. Dr Sudhamathi S.M, Course Co-ordinator , MHA -A
11. Dr Jayaprakash, Course Co-ordinator, B.Sc. MLT - A
12. Dr Tessa N Kaneria, Course Co-ordinator, MIT – L

Library
Father Muller Charitable Institutions
Mangalore-575002

The Dean-FMMC extended a warm welcome to the committee members. It was observed by the Dean that many of the members were absent for the meeting and advised the secretary to send a memo to all the absentees. The secretary presented the minutes of the previous meeting and a follow up was done on the decisions of the previous meeting.

As per the Agenda the following issues were discussed :

➔ **Confirmation of the minutes of the previous meeting:**

The secretary read out the minutes of the previous meeting and briefed the suggestions given by the members and action taken against it.

➔ **To identify students who deserve Book Bank Books:**

Dean has requested the members to give suggestions how to implement this facility. The following question raised during the meeting. How to identify the deserving students ?

Members opined that to send a notice briefing the facility available and suggested to display the book list on the notice board of the Library

➔ **Minimum number of Photocopies to be given to Postgraduates for Journal Club:**

It has been observed by the secretary that too many photocopies are taken from the Library for Journal club. To minimise the cost and wastage, she has requested the members to give their suggestion. Members opined that minimum one or two copies of articles photocopies can be given and if they needed more copies, it was suggested to scan or download the articles into their systems and to forward the same to the emails of concerned departmental faculty and students

➔ **Any other matter:**

• **Misuse of e-library facility :**

It has been observed that majority of the students coming to e-library to browse film songs, movies and serials. Question raised how to control it? Dean advised the secretary to send their names to his office to take necessary action.

• **Adding new editions of publications in the Departmental Library:**

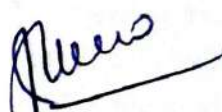
Members suggested that most of the books are older editions and suggested to shift the books to Central Library and requested to supply new editions to the Departmental Library. CMS and Dean opined that as per MCI standards minimum 100 books should be there in the Departmental Library and every year 10% hike should be made. They have requested all the HOD'S to update their departmental Library by adding books.

• **Usage Statistics of the Library:**

The Secretary presented a PPT of the usage statistics. By seeing it the Dean – FMMC opined that borrowing facility is declined in the Library instructed all the HOD's & other members to look into it. CMS observed that e-resources statistics contains only the figures taken from the Library, advised the secretary to collect statistics of the departmental usage from the IT Manager.

The next meeting will be held on 26.09.2015.

The meeting adjourned at 4.00p.m.


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

2015-2016

FATHER MULLER CHARITABLE INSTITUTIONS

KNOWLEDGE CENTRE

FMCL/LC/003/2015

Date: 03.10.2015

Minutes of the Library Committee meeting held on 26th September 2015 at 3.00 p.m in the Senate Hall of Medical College 'B' Block.

Agenda :

- Endorsing the minutes of the previous meeting.
- Renewal of Journals for the year 2016.
- Fixing the duration of the Chairperson.
- Any other matter.

The Following Members were Present:

1. Dr Jayaprakash Alva, Dean, FMCC
2. Dr Erel A.I. Diaz, Professor & HOD, General Surgery – Chairperson (O.D)
3. Dr Prakash Shetty, Vice-Dean, FMCC
4. Sr Winnifred D'Souza, Principal, FMCON
5. Dr Mahesh Bhat T., Professor & HOD, ENT
6. Dr Prema D'Cunha, Professor & HOD, OBG
7. Dr Norman B Mendonca, Professor & HOD, Ophthalmology
8. Dr K Raghuveer Adiga , Professor & HOD, Orthopaedics
9. Dr Pavan Hegde, Professor & HOD, Paediatrics (O.D)
10. Dr Padmaja Udaykumar, Professor & HOD, Pharmacology
11. Dr B. G. Subbha Rao, Professor & HOD, Physiology (Dr Shyamala Kumari V. – Assoc. Professor, Physiology - attended)
12. Dr P. John Mathai, Professor & HOD, Psychiatry (O.D)
13. Dr H. B. Suresh, Professor & HOD, Radio-Diagnosis
14. Mrs Sweta D'Cunha Course Co-ordinator , MHA
15. Mr Sudeep Pais, Course Co-ordinator, Physiotherapy
16. Dr Jayaprakash, Course Co-ordinator, B.Sc. MLT
17. Mrs Shwetha, Assoc. Professor, Speech & Hearing (Sr. Cynthia Santhmayor - Speech & Hearing - attended)
18. Mrs Victoria D'Almeida – Vice Principal, FMCON
19. Mrs Irene Alvares, PG Co-ordinator, FMCON (O.D)
20. Dr Janet Dotty Lobo, Librarian, Secretary

Members Absent:

1. Rev. Fr Rudolph Ravi D'Sa, Administrator, FMMC- L
2. Dr B Sanjeev Rai, C.M.S, FMCI - L
3. Dr Malathi M, Professor & HOD, Biochemistry - L
4. Dr Venkatesha B M , Professor & HOD, Medicine - L
5. Dr Hasib A.G , Professor & HOD , Radiotherapy- L
6. Dr Tessa N Kaneria, Course Co-ordinator, MIT - L
7. Mrs Jasmine Sarita Vas, Principal, FMSON- L

The Dean-FMMC extended a warm welcome to the committee members. The secretary presented the minutes of the previous meeting and a follow up was done on the decisions of the previous meeting.

The Agenda of the meeting was discussed as below:

❖ Confirmation of the minutes of the previous meeting:

The secretary read out the minutes of the previous meeting and briefed the suggestions given by the members and action taken against it.

Regarding the book bank facility available in the Library for deserving students. Presently this facility was extended to MBBS students only. It was observed by the Librarian that MBBS students response was very poor. Though notice put on the notice board no one as shown interest. The secretary requested the members opinion to extend the facility to all the students. Dean and members agreed on this and instructed the secretary to do the same.

❖ Renewal of Journals for the year 2016:

The secretary briefed the status of the journals subscribed during the year 2015. Highlighted the departments which are exceeded the budget limit. The Dean advised the members not to change the Journal titles frequently, opined that if the departments wanted to increase the number of titles can be subscribed.

❖ Fixing the duration of the chairperson:

It has been discussed and decided to fix the chairpersons duration as 2 years on rotation. Dean said that next chairperson will be declared during the next meeting.

❖ Any other matter

The secretary briefed the details on free trial access extended to us by Pharmaceutical Press On " Medicines Complete online". Its contents, price etc. seeked members feedback on this database. Dean said that for the time being we donot require this product.

Regarding the usage statistics of the Library, the Dean has suggested to prepare statistics department wise instead college wise. Also instructed to collect e-resources usage statistics of the departments from the IT Manager.

The meeting adjourned at 4.00p.m.


SECRETARY
LIBRARY COMMITTEE

Librarian
Fr. Muller Central Library
Kankanady, Mangalore - 575002

FATHER MULLER CHARITABLE INSTITUTIONS

KNOWLEDGE CENTRE

FMCL/LC/004/2015

Date: 26.12.2015

Minutes of the Library Committee meeting held on 19th December 2015 at 3.00 p.m in the Senate Hall of Medical College 'B' Block.

Agenda :

- Endorsing the minutes of the previous meeting.
- Take over and Hand over of the Chairperson.
- Any other matter.

The Following Members were Present:

1. Rev. Fr Rudolph Ravi D'Sa – Administrator, FMCC
2. Dr Jayaprakash Alva, Dean, FMCC
3. Dr Erel A.I. Diaz, Professor & HOD, General Surgery – Chairperson
4. Dr Prakash Shetty, Vice-Dean, FMCC
5. Sr Winnifred D'Souza, Principal, FMCON
6. Dr Malathi M, Professor & HOD, Biochemistry
7. Dr Venkatesha B M , Professor & HOD, Medicine
8. Dr Hasib A.G , Professor & HOD , Radiotherapy
9. Dr Mahesh Bhat T., Professor & HOD, ENT
10. Dr Norman B Mendonca, Professor & HOD, Ophthalmology
11. Dr K Raghuvver Adiga , Professor & HOD, Orthopaedics
12. Dr Pavan Hegde, Professor & HOD, Paediatrics
13. Dr Padmaja Udaykumar, Professor & HOD, Pharmacology
14. Dr B. G. Subbha Rao, Professor & HOD,
15. Dr P. John Mathai, Professor & HOD, Psychiatry
16. Mr Sudeep Pais, Course Co-ordinator, Physiotherapy
17. Mrs Irene Alvares, PG Co-ordinator, FMCON
18. Dr Janet Dotty Lobo, Librarian, Secretary
19. Dr Nagesh K. R, Professor & HOD, Forensic Medicine

Members Absent:

1. Dr B Sanjeev Rai, C.M.S, FMCI -- L
2. Dr Prema D'Cunha, Professor & HOD, OBG- A
3. Dr H. B. Suresh, Professor & HOD, Radio-Diagnosis- A
4. Mrs Sweta D'Cunha Course Co-ordinator , MHA - L

5. Dr Jayaprakash, Course Co-ordinator, B.Sc. MLT- L
6. Mrs Shwetha, Assoc. Professor, Speech & Hearing - A
7. Mrs Victoria D'Almeida – Vice Principal, FMCON- L
8. Dr Tessa N Kaneria, Course Co-ordinator, MIT – L
9. Mrs Jasmine Sarita Vas, Principal, FMSON– A

The Administrator – FMMC Welcomed the gathering. The Secretary presented the minutes of the previous meeting and a follow up was done on the decisions of the meeting.

The Agenda of the meeting was discussed as below:

→ Endorsing the minutes of the previous meeting:

The Secretary read out the minutes of the previous meeting and briefed the suggestions given by the members and action taken against it.

- Book – Bank facility for all the students – The Secretary briefed total number of books available in the book- bank. Number of students availed the facility etc.,
- Renewal of Journals for the year 2016. The Secretary briefed the problems faced the Journals subscription.

→ Take over and Hand over of the Chairperson:

The Dean appreciated the service extended by Dr Erel A.I. Diaz, Professor & H.O.D of Surgery and Chairperson of the Library Committee and thanked him on behalf of all the members. The Dean suggested Dr Nagesh K. R., Professor & HOD of Forensic Medicine & Toxicology to take the responsibility as a chairperson of the Library committee, Dr Nagesh K. R. accepted it. All the members congratulated Dr Nagesh K R.

→ Any other matter:

The Secretary requested to reformat the Library Committee by including all the H.O.D's and requested to exclude the members who are not attending the meeting regularly. The Dean sought members opinion on this matter and all the members unanimously accepted the agenda.

The Administrator – FMMC asked the secretary about the borrowing rules for undergraduates. The Secretary briefed that one book is issued for 2 days and the fine for overdue is Rs.50/- The Administrator suggested to increase the borrowing period upto one week, The Secretary requested to increase the number of copies. The Dean also agreed on this matter. Dr Mahesh Bhat, said that in KMC they won't lend books to the students, they have to refer in the Library. Dean said that Book-Bank facility is available in the Library. The lending period is nearly one month, suggested that the students to make use of the facility if they want for longer period.

Dr Padmaja Udaykumar requested to Air-conditioning of the Library reading rooms. The Secretary also briefed her experience during her recent visit to K.S. Hegde Medical Library. The number of Students usage strength is increased after air conditioning.

Dr Raghuveer Adiga opined that the budget allotted to orthopedics is not fulfilling their requirements, hence requested to increase it. The Dean said that every year 10-15% budget is increased over the previous year's budget.

The meeting adjourned at 4.00p.m.

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

FATHER MULLER CHARITABLE INSTITUTIONS

KNOWLEDGE CENTRE

FMCL/LC/001/2016

Date: 06.04.2016

Minutes of the Library Committee meeting held on 2nd April 2016 at 3.00 pm in the Senate Hall of Medical College 'B' Block.

Agenda :

- Endorsing the minutes of the previous meeting.
- Feedback from the departments on free trial access
- Demonstration of user awareness program
- Any other matter.

The Following Members were Present:

1. Rev Fr Rudolph Ravi D'Sa, Administrator, FMCC
2. Dr Nagesh K.R., Professor & HOD, Forensic Medicine, Chairperson
3. Dr Jayaprakash Alva, Dean, FMCC
4. Dr Amar Singh, Associate Professor (For HOD, Anatomy)
5. Sr. Winnifred D'Souza, Principal, FMCON
6. Dr Radhesh Hegde B, Professor & HOD, Anesthesiology
7. Dr Narayana V, Professor & HOD, Community Medicine
8. Dr. Ramesh Bhat M, Professor & HOD, Dermatology
9. Dr Norman B Mendonca, Professor & HOD, Ophthalmology
10. Dr K Raghuvver Adiga , Professor & HOD, Orthopedics
11. Dr Hilda Fernandes, Professor & HOD, Pathology
12. Dr Pavan Hegde, Professor & HOD, Paediatrics
13. Dr Padmaja Udaykumar, Professor & HOD, Pharmacology
14. Dr Shyamala Kumari, Associate Professor (For HOD, Physiology)
15. Dr P. John Mathai, Professor & HOD, Psychiatry
16. Dr H. B. Suresh, Professor & HOD, Radio-Diagnosis
17. Dr. Erel A. I. Diaz, Professor & HOD, General Surgery
18. Mrs. Sweta D'Cunha- Course Co-ordinator, MHA
19. Mr. Sudeep Mario J. Pais, Course Co-ordinator, Physiotherapy
20. Dr Jayaprakash C. S., Course Co-ordinator, Bsc. MLT
21. Mrs Shwetha, Assoc. Professor, Speech & Hearing
22. Mrs Victoria D'Almeida – Vice Principal, FMCON
23. Mrs Irene Alvares, PG Co-ordinator, FMCON
24. Mrs Jasmine Sarita Vas, Principal, FMSON
25. Dr Janet Dotty Lobo, Librarian, Secretary

Members Absent:

1. Dr B Sanjeev Rai, C.M.S, FMCI - L
2. Dr Malathi M, Professor & HOD, Biochemistry - L
3. Dr. Mahesh Bhat T, Professor & HOD, ENT - L
4. Dr Venkatesha B M , Professor & HOD, Medicine - L
5. Dr B Rekha, Professor & HOD, Microbiology - L
6. Dr Prema D'Cunha, Professor & HOD, OBG - A
7. Dr Hasib A. G ,Professor & HOD, Radiotherapy - A
8. Dr Tessa N Kaneria, Course Co-ordinator, MIT - A

The Administrator, FMFC welcomed the gathering. Also introduced & welcomed the new members. The secretary read the minutes of the previous meeting, and briefed about the action taken on the minutes of previous meeting. Action was already taken on all matters except Air Conditioning of the Library reading Halls.

The Agenda of the meeting was discussed as below:

Feedback from the departments on free trial access.

- Discussion was held on how to bring awareness on giving feedback among the faculty & students.
- The following solutions were given by the members:
 - To send user ID and passwords of the entire faculty to H.O.D's email & the H.O.D. has to distribute the same to the faculty members of their department.
 - HOD's have to appoint one staff for the departmental library. He/she will be responsible to bring awareness about the departmental activities.
 - To communicate the departmental secretary, Administrator's Secretary about the free trial access and instructing them to communicate the same to the faculty of their department.
 - To send reminders about the free trial access to the departments very often.

Demonstration of user awareness program.

- The secretary briefed that many publishers have come forward to give demonstration on the following e-resources.
 - ✓ Elsevier on "Scopus" and other databases.
 - ✓ McGraw Hill on "Access Medicine".
 - ✓ BMJ on "BMJ case report" & other databases.
 - ✓ ACCUCOMS on "The JAMA network – 9 titles & other databases.
 - ✓ Bhalani Infotech on "Plagiarism Software".
 - ✓ EBSCO on "Physiotherapy" "Speech & Hearing e-books" and on other e-resources.

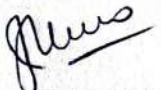
- The secretary sought member's opinion about these e-resources to arrange user awareness program. The committee discussed this point and given the following Suggestion:
 - ✓ To form a committee from each college & courses to recommend the product and to decide whether to hold or not to hold the user awareness program.

Any Other Matter:

- The secretary said that outside students are entering the Library reading halls without the knowledge of Library staff & the Security requested solution to control it & to identify them. The point was not discussed due to shortage of time.
- Few members discussed about shortage of budget allotted to their department. Dean said that every year 10% - 15% budget is hiked over the previous year's budget and instructed the secretary to send the budget allotted figures to each departmental heads.

The Chairperson thanked the Administrator, Dean & all the members. Next meeting will be held on 25th June 2016.

The meeting adjourned at 4.10 pm


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

2016 - 2017

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, FMCC
2. Dr Jayaprakash Alva, Dean, FMCC
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 Raghuvver 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, FMCC- 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. D r 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– FMCC 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
Kankana, 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, FMCC
2. Dr Nagesh K.R., Professor & HOD, Forensic Medicine, Chairperson
3. Dr B Sanjeev Rai, C.M.S, FMCI
4. Dr Jayaprakash Alva, Dean, FMCC
5. Dr Padmaja Udaykumar, Vice-Dean & Professor & HOD, Pharmacology, FMCC
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 Raghuveer 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, FMCC - 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 – FMCC 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 constrains 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.

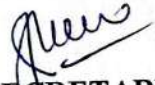
Contents:

- 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

FATHER MULLER CHARITABLE INSTITUTIONS

KNOWLEDGE CENTRE

FMCL/LC/002/2016

Date: 08.07.2016

Minutes of the Library Committee meeting held on 2nd July 2016 at 3.00 pm in the Senate Hall of Medical College 'B' Block.

Agenda :

- Endorsing the minutes of the previous meeting.
- Discussion on subscription of e-resources requested by various Publishers.
- Recovery of missing books of Departmental Library.
- Any other matter.

The Following Members were Present:

1. Rev Fr Rudolph Ravi D'Sa, Administrator, FMCC
2. Dr Nagesh K.R., Professor & HOD, Forensic Medicine, Chairperson
3. Dr Jayaprakash Alva, Dean, FMCC
4. Sr. Winnifred D'Souza, Principal, FMCON
5. Dr Radhesh Hegde B, Professor & HOD, Anesthesiology
6. Dr Malathi M, Professor & HOD, Biochemistry
7. Dr Narayana V, Professor & HOD, Community Medicine
8. Dr. Mahesh Bhat T, Professor & HOD, ENT
9. Dr Venkatesha B M , Professor & HOD, Medicine
10. Dr B Rekha, Professor & HOD, Microbiology
11. Dr K Raghuvver Adiga , Professor & HOD, Orthopedics
12. Dr Hilda Fernandes, Professor & HOD, Pathology
13. Dr Pavan Hegde, Professor & HOD, Paediatrics
14. Dr Padmaja Udaykumar, Professor & HOD, Pharmacology
15. Dr. Jnaneshwara P. Shenoy - Associate Professor, Physiology (for Physiology HOD)
16. Dr H. B. Suresh, Professor & HOD, Radio-Diagnosis
17. Mrs Sweta D'Cunha Course Co-ordinator , MHA
18. Mr Sudeep Mario J. Pais, Course Co-ordinator, Physiotherapy
19. Dr Jayaprakash C.S. Course Co-ordinator, B.Sc. MLT
20. Mrs Victoria D'Almeida – Vice Principal, FMCON
21. Mrs Irene Alvares, PG Co-ordinator, FMCON
22. Mrs Jasmine Sarita Vas, Principal, FMSON
23. 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 – L
4. Dr. Ramesh Bhat M, Professor & HOD, Dermatology– L
5. Dr Prema D'Cunha, Professor & HOD, OBG- – A
6. Dr Norman B Mendonca, Professor & HOD, Ophthalmology - A
7. Dr P. John Mathai, Professor & HOD, Psychiatry – O.D
8. Dr Hasib A.G , Professor & HOD , Radiotherapy – L
9. Dr Tessa N Kaneria, Course Co-ordinator, MIT - L
10. Ms Shwetha, Vice-Principal , Speech & Hearing - 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:

- Related to the action taken on air conditioning of the Library, the Administrator said that the request was considered by the management. The quotations were received and discussion is going on.
- Regarding subscription of e-resources requested by various publishers, the Dean said that we have already invested huge amount on e-resources, but the usage part is not so good. Also said that if we call the publishers to give demo then they will disturb us till we buy their product. Hence, advised the members to utilize the existing resources. The Administrator felt that this matter should be placed before the Sub-committee for reviewing e-resources for discussion.
- The secretary briefed about missing departmental library books and total number of books recovered. The Administrator observed that the number has come down and requested the H.O.D's to minimize the number by maintaining a record & by giving responsibility to the departmental library staff/secretary. Also discussed issues related to replacement of missing books. The Dean said that policy will be framed to recover missing departmental Library books.
- The secretary presented a statistics on:
 - Publisher-wise E-books available in the Library
 - Publisher-wise E-journals available in the Library
 - Department-wise Journal's usage
 - Amount spent on Journals and its comparison

- College-wise E-resources usage
- College-wise Library usage
- Total visitors to the Library
- Printout and photocopier service given to the end users.

All the members observed the statistics and discussed on the usage part. The Dean observed that e-resources usage and number of visitors to the Library is not satisfactory. The Administrator felt that total visitors to the Library are good but individual department wise is poor. The meeting was adjourned at 4.15 pm.


SECRETARY

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

2017-2018

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, FMCC
2. Dr. Jayaprakash Alva, Dean, FMCC
3. Dr. Padmaja Udaykumar, Vice-Dean & Professor & HOD, Pharmacology, FMCC
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, FMCC
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

Date: 29.03.2018

FMCL/LC/001/2018

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 FMCC
3. Dr Padmaja Udaykumar, Vice-Dean & Professor & HOD, Pharmacology, FMCC
4. Sr . Jacintha D'Souza, Principal, FMCC
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 Raghuvver 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, FMCC
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 FMCC 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, FMCC
2. Dr Nagesh K.R., Professor & HOD, Forensic Medicine, Chairperson
3. Dr Jayaprakash Alva, Dean FMCC
4. Dr Padmaja Udaykumar, Vice-Dean & Professor & HOD, Pharmacology, FMCC
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 Raghuvver 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, FMCC 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.



SECRETARY

LIBRARY COMMITTEE

Librarian

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

2018 - 2019

FATHER MULLER CHARITABLE INSTITUTIONS

KNOWLEDGE CENTRE

FMCL/LC/003/2018

Date: 05.10.2018

Minutes of the Library Committee meeting held on 29th September 2018 at 3.00 p.m in the Senate Hall of Medical College 'B' Block.

Agenda :

- Endorsing the minutes of the previous meeting.
- Renewal of Journals for the year 2019
- Maintaining Stock and Borrower's registers at Departmental Library
- Organizing Health Sciences Books Exhibition
- Any other matter.

The Following Members were Present:

1. Rev. Fr Ajith Menezes Administrator, FMCC
2. Dr Nagesh K.R., Professor & HOD, Forensic Medicine, Chairperson
3. Dr Jayaprakash Alva, Dean FMCC
4. Dr Padmaja Udaykumar, Vice-Dean & Professor & HOD, Pharmacology, FMCC
5. Sr. Jacintha D'Souza, Principal, FMCON
6. Dr Prakash Shetty, Professor & HOD, Anatomy
7. Dr Radhesh Hegde B, Professor & HOD, Anesthesiology
8. Dr Malathi M, Professor & HOD, Biochemistry
9. Dr Mahesh Bhat T., Professor & HOD, ENT
10. Dr B. Rekha, Professor and HOD, Microbiology
11. Dr Nagarathna G, Professor & HOD, OBG
12. Dr. Ronald Joseph Menezes – Professor , Dept of Orthopedics (for orthopedic HOD)
13. Dr Hilda Pinto, Professor, Department of Pathology (for pathology HOD)
14. Dr Pavan Hegde, Professor & HOD, Paediatrics
15. Dr Jnaneshwara P Shenoy - Professor & HOD, Physiology
16. Dr H. B. Suresh, Professor & HOD, Radio-Diagnosis
17. Dr Leo Francis Tauro, Professor & HOD, General Surgery
18. Mrs. Sweta D'Cunha, Prof. & H.O.D, HA
19. Mr Sudeep Mario J. Pais, Course Co-ordinator, Physiotherapy
20. Dr Santhosh - Associate Professor, Speech & Hearing
21. Mrs. Victoria D'Almeida – Vice Principal, FMCON
22. Mrs Devina Rodrigues, PG Co-ordinator, FMCON
23. Mrs Jasmine Sarita Vas, Principal, FMSON
24. Dr Janet Dotty Lobo, Librarian, Secretary

Members Absent:

1. Dr B. Sanjeev Rai, C.M.S, FMCI
2. Dr Narayana V, Professor & HOD, Community Medicine
3. Dr Sukumar, Professor & HOD, Dermatology
4. Dr (Col) Arunachalam R, Professor & HOD, Medicine
5. Dr Norman B Mendonca, Professor & HOD, Ophthalmology
6. Dr A.T. Safeekh, Professor & HOD, Psychiatry
7. Dr Hasib A.G, Professor & HOD, Radiotherapy

Rev. Fr Ajith Menezes, Administrator, FMCC 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 September 2018 and the minutes were confirmed.

Action taken

- Regarding Foreign Journals for ENT, Dr. Mahesh opined that he will discuss this matter in the department and allot a staff for subscribing the journal.
- Regarding INCISION database, Dr. Nagesh briefed the members about the discussion between him and the Head of INCISION database and the revised quotation is awaited.
- With regard to Journals for Departmental Library, the Secretary informed that there was no response from any of the department. Dean suggested to give indents for 2 Indian Journals for each departments.
- Disposal of Karnataka Gazette, the Administrator informed that MRD documents scanning are going on. After finishing this, we can start the scanning of Karnataka Gazette.
- Regarding Missing books in the Departmental Library, awareness was given to departmental secretaries on 10th April 2018 on the topic 'How to maintain the departmental Library'.
- Dr. Suresh asked the Secretary about the status of missing books in the Central Library. The secretary opined that Stock Verification was not done since we can't close the Library. The Administrator said that during students' vacation we can close the Library for 2-3 days and conduct the Stock Verification.

Agenda – 2: Renewal of Journals for the year 2019

The secretary informed that Journals subscription period begins from January and ends in December. So we have to renew the Journals on or before 31st December 2018. She has briefed about the Journals subscription status of 2018 of all the Colleges. Dr. Nagesh has placed few database vendors' quotations before the committee.

Agenda – 3: Maintaining stock and borrowers registers at Departmental Library

The Secretary presented new guidelines and formats of Stock and Borrower's registers prepared for Departmental Library to collect opinion from all the committee members. The Dean suggested to circulate the same to all the Departments. Administrator said that uniform log books should be maintained by all the colleges including CON/SON and Speech & Hearing.

Agenda – 4: Organizing Health Sciences Book Exhibition

The Secretary informed that like every year this year also Health Sciences Book Exhibition will be held on 11th & 12th October, 2018 and requested all members to cooperate by selecting books for Central Library and Departmental Library.

Any other Matter

The Secretary recommended the following Electronic Gadgets –

- RFID
- Digital Display Units at Central Library to display library's latest information and other related matter.
- Plagiarism Software
- Index databases like web of Science or Scopus

The Dean suggested to get a quotation for the RFID and Plagiarism software and then discuss later with management. The Administrator said that Digital TV can be installed at Central Library to display library's information and the decision will be taken after discussing with management.

At the end the Secretary presented the usage statistics of the Library. The Administrator suggested to prepare the statistics on monthly basis instead of daily.

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

The meeting was adjourned at 4.00 p.m.



SECRETARY

LIBRARY COMMITTEE

Librarian

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

FATHER MULLER CHARITABLE INSTITUTIONS

KNOWLEDGE CENTRE

FMCL/LC/004/2018

Date: 19.12.2018

Minutes of the Library Committee meeting held on 15th December 2018 at 11.15 am in the Senate Hall of Medical College 'B' Block.

Agenda :

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

The Following Members were Present:

1. Rev. Fr Ajith Menezes Administrator, FMCC
2. Dr Nagesh K.R., Professor & HOD, Forensic Medicine, Chairperson
3. Dr Jayaprakash Alva, Dean FMCC
4. Dr Padmaja Udaykumar, Vice-Dean & Professor & HOD, Pharmacology, FMCC
5. Sr. Jacintha D'Souza, Principal, FMCON
6. Dr Radhesh Hegde B, Professor & HOD, Anesthesiology
7. Dr Narayana V, Professor & HOD, Community Medicine
8. Dr Sukumar, Professor & HOD, Dermatology
9. Dr Mahesh Bhat T., Professor & HOD, ENT
10. Dr B. Rekha, Professor and HOD, Microbiology
11. Dr Nagarathna G, Professor & HOD, OBG
12. Dr Norman B Mendonca, Professor & HOD, Ophthalmology
13. Dr K Raghuveer Adiga , Professor & HOD, Orthopaedics
14. Dr Jayaprakash C.S, Professor & HOD, Pathology
15. Dr Pavan Hegde, Professor & HOD, Paediatrics
16. Dr Jnaneshwara P Shenoy - Professor & HOD, Physiology
17. Dr A.T. Safeekh, Professor & HOD, Psychiatry
18. Dr H. B. Suresh, Professor & HOD, Radio-Diagnosis

19. Dr. M.S Athiyamaan, Asst. Professor, Dept of Radiotherapy (for Radiotherapy HOD)
20. Dr Leo Francis Tauro, Professor & HOD, General Surgery
21. Mrs. Sweta D'Cunha, Prof. & H.O.D, Hospital Administration
22. Mr Sudeep Mario J. Pais, Course Co-ordinator, Physiotherapy
23. Dr Santhosh - Associate Professor, Speech & Hearing
24. Mrs. Victoria D'Almeida – Vice Principal, FMCON
25. Mrs Jasmine Sarita Vas, Principal, FMSON
26. Dr Janet Dotty Lobo, Librarian, Secretary

Members Absent:

1. Dr B. Sanjeev Rai, C.M.S, FMCI
2. Dr Prakash Shetty, Professor & HOD, Anatomy
3. Dr Malathi M, Professor & HOD, Biochemistry
4. Dr (Col) Arunachalam R , Professor & HOD, Medicine
5. Mrs Devina Rodrigues, PG Co-ordinator, FMCON

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 previous minutes of the Library committee meeting and the minutes were confirmed.

Action taken

- The quotation received for INCISION database for \$4135 approved by the Director, order placed and access provided from 1st December onwards.
- Regarding the stock verification of the Central Library, Dean suggested to fix 2-3 days between 15th to 31st January 2019.
- With regard to the status of 2019 Journals Subscription, the secretary said that Proforma Invoice received for few Journals. Totally work is in progress.

- The secretary said that New Stock Register, Borrowers Register and guidelines were prepared to maintain the uniform log books and the registers were already distributed to Medical College. The other colleges will get it shortly.
- With regard to electronic gadgets requirement, the following actions were taken:
 - RFID Quotation received from 4 vendors was forwarded to the Dean. Administrator opined that after the Stock Verification report the decision will be taken to purchase.
 - Digital Display Unit: The secretary informed that the request was submitted to the Administrator, FMMC.
 - Plagiarism Software: The secretary informed that RGUHS sent the circular to CON & HMC to depute Faculty and Library Staff to attend the training program. The training program was held on 22nd November 2018, 2 Library Assistants attended the program. Finally the RGUHS authorities said that they are sending the User ID and Password to access the Software.
 - Index Databases such as Scopus and Web of Science. The Secretary informed that the quotation forwarded to the Dean and it is kept pending for evaluation.

The following Observations were made:

- Request from Faculty and Postgraduate students placed before the committee to Serve Tea/Coffee during the training session. Dean opined that if the number exceeds 150 then will take decision to offer Tea/Coffee.
- Dr. Nagesh informed to all the members to utilize INCISION database. Also he suggested the Faculty of College of Nursing to use the database.
- With regard to Departmental Journal's indents, Dean said that co-operation from the department is very important while placing the Indents for Library and departmental Library, When you give Journal's Indents to see that to keep the continuity for future and to face apex bodies.
- The Administrator urged to utilize the Incision database and he said that they will judge the utilization part by taking feedback from the database. Dean stressed on the utilization part and requested the co-operation from all to continue the database.
- Dr. Adiga mentioned that WIFI and Internet connectivity is needed to use the INCISION in the class room. Dean told to send the request through proper channel.
- Dr. Nagesh said that 2 months Trail on Dynamed Plus is already activated in our Institution, informed the committee members to utilize it and send the feedback.

Agenda – 2: Report on Demonstration Program

The secretary briefed about the live demo on the following databases:

- 3D INCISION Surgical Database held on 27th November 2018 at 3.30 pm in the Knowledge Centre Hall. Total participants – 59.
- 3D Anatomy Model held on 30th November 2018 at 2.15pm in the Lecture Hall of Medical College B' Block. Total participants – 146.
- EBSCO's Dynamed Plus, the evidence based point of care clinical reference tool, held on 7th December 2018 at 3.30pm in the Conference Hall. Total participants – 64. The information on free trial access upto January 2019 brought to the notice of the committee members.
- She has also informed that one more workshop will be organized on 20th December in Association with College of Nursing Faculty on Pubmed access.

Any other matter

The following points brought to the notice of the Committee Members.

- Like Karnataka Gazette, there are old volumes of CIMS, MIMS and IDR in the Library. No one is using old information to refer drugs. The secretary raised the following questions, whether to digitalize or dispose? The Dean and majority of the members opined to keep maximum 2 years volumes and remaining to dispose.
- Subscription of Database – The secretary briefed that the following database:
 - Thieme Med Comm Science, Cost is Rs.2,05,875/- was subscribed for Father Muller College of Speech & Hearing. It contains E- books, E-Journals, Clinical Cases, Images, Videos etc., useful to Speech & Hearing Faculty & Students.
 - The proposal received from “Proquest Premium Collection”, its contents, cost and the importance of the database placed before the committee. She also briefed the problems of HELINET Consortium of RGUHS. She stressed that each colleges should buy at least one database to satisfy user's needs and to face apex bodies.
- Regarding the renewal of HELINET Consortium, Dean said that V.C of RGUHS has promised that he will take the decision to renew HELINET.
- The request received from following databases vendor to hold training session placed before the committee.
 - Up-to-date, Proquest, EBSCO, Thieme, J-gate and DELNET.
- The Principal of CON said that the stock verification report shows that books are missing from 2015 onwards. So she asked the members about the action to be taken and measures to replace. The Dean said that take stock verification annually and close the chapter by replacing the book by a defaulter.

- Dr. Sukumar asked the committee that whether the missing gifted books were also to be replaced? Dean said that once the books or journals are donated to the library, it becomes the property of the library. Hence, even those books has to be replaced if goes missing.
- The Administrator said that next year onwards every committee will be revised so that everyone will get the opportunity to contribute in different committees at different capacities. So, the Library Committee also will be revised. The Administrator requested the HODs to suggest interested faculty names to include in the Committee.
- The secretary presented the Usage Statistics of INCISION & Quotation of RFID. The Administrator suggested to send the other user statistics through email to the concerned colleges.

At the end, the Administrator thanked all the Members.

The meeting was adjourned at 12.00 noon



SECRETARY

LIBRARY COMMITTEE

Librarian

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