

KMCT AYURVEDA MEDICAL COLLEGE

Approved by NCISM and Affiliated to Kerala University of Health Sciences.

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This is to certify that the information in the attached documents is verified by me and is true to the best of my knowledge.



Arathin
Principal
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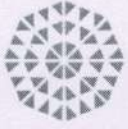
4.3.4.1 Library committee meeting minutes

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Minutes of meeting (2024-2025)

Name of Meeting Library committee meeting

Date 23/1/2024 **Venue** Library

DETAILS OF COMMITTEE MEMBERS

FACULTY NAME	DESIGNATION	SIGNATURE
Dr.Subhasree GH	Principal	
Mr.Shaji Joseph	Librarian	
Dr.Arathy V	Faculty Member	
Dr.Archana Radhakrishnan	Faculty Member	
Dr Sreelekshmi S	Faculty Member	
Ms.Nandana N	Student Representative	

Review of previous meeting:

1. Subscription of print journals from Total Library solution
2. Purchased the books as per the recommendation
3. KOHA Software Installed
4. DELNET subscription done

Present agenda:

1. Expansion of library infrastructure
2. Digitization of library forms and records
3. Collection of books and journals recommendation from departments
4. Repairing of damaged books
5. Appointment of assistant librarian
6. Stock verification

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1. Director
2. Principal
3. Administrative office
4. All Members



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Minutes of meeting (2023-2024)

Name of Meeting Library committee meeting

Date 23/6/2023 **Venue** Library

DETAILS OF COMMITTEE MEMBERS

FACULTY NAME	DESIGNATION	SIGNATURE
Dr.Subhasree GH	Principal	
Mr.Shaji Joseph	Librarian	
Dr.Arathy V	Faculty Member	
Dr.Archana Radhakrishnan	Faculty Member	
Dr Sreelekshmi S	Faculty Member	
Ms.Nandana N	Student Representative	

Review of previous meeting:

5. Subscription of print journals from Total Library solution
6. Purchased the books as per the recommendation
7. KOHA Software Installed
8. DELNET subscription done

Present agenda:

7. Expansion of library infrastructure
8. Digitization of library forms and records
9. Collection of books and journals recommendation from departments
10. Repairing of damaged books
11. Appointment of assistant librarian
12. Stock verification

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Minutes of meeting (2022-2023)

Name of Meeting Library Committee meeting

Date 14/08/2022 **Venue** Library

DETAILS OF COMMITTEE MEMBERS

FACULTY NAME	DESIGNATION	SIGNATURE
Dr.Subhasree GH	Principal	
Mr.Shaji Joseph	Librarian	
Dr.Arathy V	Faculty Member	
Dr.Archana Radhakrishnan	Faculty Member	
Dr Sreelekshmi S	Faculty Member	
Ms.Nandana N	Student Representative	

Review of previous meeting:

1. Damaged books repaired
2. Stock verification done.
3. Prepared rules and regulations for library.
4. Lost card raised 50 rupees

Present agenda:

1. Decision regarding purchase of journal from a supplier
2. Renewal of print journals
3. Revise the amount of overdue charges and fine.
4. Installation of KOHA Software
5. Subscription of DELNET
6. Stock verification

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Minutes of meeting (2021-2022)

Name of Meeting Library Committee meeting

Date 22/5 /2021 **Venue** Library

DETAILS OF COMMITTEE MEMBERS

FACULTY NAME	DESIGNATION	SIGNATURE
Dr.Subhasree GH	Principal	
Mr.Shaji Joseph	Librarian	
Dr.Arathy V	Faculty Member	
Dr.Archana Radhakrishnan	Faculty Member	
Dr Sreelekshmi S	Faculty Member	
Ms.Nandana N	Student Representative	

Review of previous meeting:

1. Received recommendation from departments regarding purchase of books
2. Damaged books repaired
3. Notice issued regarding overdue books
4. Renewal of print journals

Present agenda:

6. Extension of library hours
7. Renewal of print journals
8. Implementation of print form for library membership
9. Stock verification

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Minutes of meeting (2020-2021)

Name of Meeting Library Committee meeting

Date 22/10/2020 **Venue** :Library

DETAILS OF COMMITTEE MEMBERS

FACULTY NAME	DESIGNATION	SIGNATURE
Dr.Subhasree GH	Principal	
Mr.Shaji Joseph	Librarian	
Dr.Arathy V	Faculty Member	
Dr.Archana Radhakrishnan	Faculty Member	
Dr Sreelekshmi S	Faculty Member	
Ms.Ahila Noushad	Student Representative	

Review of previous meeting:

1. Purchased the books as per the previous meeting
2. Renewal of print journals
3. Damaged books repaired


Present agenda:

1. Collection of books and journals request from departments
2. Maintenance and binding of damaged books
3. Purchase of book shelf and periodical stack
4. Setting of library rules and regulations
5. Issuing of notice regarding overdue books

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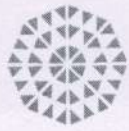
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Minutes of meeting (2019- 2020)

Name of Meeting Library Committee meeting

Date 30/12/2019 **Venue** :Library

DETAILS OF COMMITTEE MEMBERS

FACULTY NAME	DESIGNATION	SIGNATURE
Dr.Subhasree GH	Principal	
Mr.Shaji Joseph	Librarian	
Dr.Arathy V	Faculty Member	
Dr.Archana Radhakrishnan	Faculty Member	
Dr Sreelekshmi S	Faculty Member	
Ms.Ahalya	Student Representative	

Review of previous meeting:

1. Purchased the books
2. Renewal of print journals
3. Print form form for library membership implemented
4. Damaged books repaired

Present agenda:

1. Collection of books and journals request from departments
2. Maintenance and binding of damaged books
3. Purchase of book shelf
4. Issuing of notice regarding overdue books
5. Stock verification

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- 1.Principal
- 2.Administrative office
- 3.All Members



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