

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

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Thisistocertifythat theinformation in the attached documents is verified by me and is true to the best of my knowledge.



Principal MEDICAL COL K.M.C.

Manassery PO, Mukkam, 673602,Kozhikode,Kerala © 0495-229 4664 🖾 ayurveda@kmct.edu.in @ www.kmctayurvedacollege.org



INNOVATION AND ENTREPRENEURSHIP DEVELOPMENT CENTRE







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# 4.3.4.1 Library committee meeting minutes

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PRINCIPAL K.M.C.T. AYUPVEDA MEDICAL COLLEGE





# AYURVEDA MEDICAL COLLEGE

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

#### 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	androde .
Mr.Shaji Joseph	Librarian	Ramusen
Dr.Arathy V	Faculty Member	And .
Dr. Archana Radhakrishnan	Faculty Member	~ Oficher
Dr Sreelekshmi S	Faculty Member	(Solane .
Ms.Nandana N	Student Representative	prendapan.

#### **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

#### Copy to

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



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# Minutes of meeting (2023-2024)

Name of MeetingLibrary committee meetingDate 23/6/2023Venue Library

### **DETAILS OF COMMITTEE MEMBERS**

FACULTY NAME	DESIGNATION	SIGNATURE
Dr.Subhasree GH	Principal	Andeba
Mr.Shaji Joseph	Librarian	Congraves D.
Dr.Arathy V	Faculty Member	(page)
Dr. Archana Radhakrishnan	Faculty Member	Sicha
Dr Sreelekshmi S	Faculty Member	Annu.
Ms.Nandana N	Student Representative	Nandana

#### **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

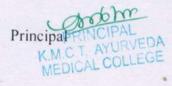
#### Present agenda:

- 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

#### Copy to

- 5. Director
- 6. Principal
- 7. Administrative office
- 8. All Members











AYURVEDA MEDICAL COLLEGE

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#### Minutes of meeting (2022-2023)

Name of MeetingLibrary Committee meetingDate 14/08/2022Venue Library

#### **DETAILS OF COMMITTEE MEMBERS**

FACULTY NAME	DESIGNATION	SIGNATURE
Dr.Subhasree GH	Principal	mobile
Mr.Shaji Joseph	Librarian	Blessager p_
Dr.Arathy V	Faculty Member	Hal
Dr.Archana Radhakrishnan	Faculty Member	Juhn
Dr Sreelekshmi S	Faculty Member	Selepante .
Ms.Nandana N	Student Representative	Wandana

#### 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. Subscrition of DELNET
- 6. Stock verification

#### Copy to

- 9. Director
  - 10. Principal
  - 11. Administrative office
  - 12. All Members



Principal



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#### Minutes of meeting (2021-2022)

Name of MeetingLibrary Committee meetingDate 22/5 /2021Venue Library

#### **DETAILS OF COMMITTEE MEMBERS**

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

#### 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

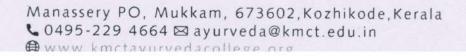
Copy to Principal Director al

Administrative office

All Members



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AYURVEDA MEDICAL COLLEGE

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#### Minutes of meeting (2020-2021)

Name of MeetingLibrary Committee meetingDate 22/10/2020Venue :Library

#### **DETAILS OF COMMITTEE MEMBERS**

FACULTY NAME	DESIGNATION	SIGNATURE
Dr.Subhasree GH	Principal	1 mobile
Mr.Shaji Joseph	Librarian	Chyogen -
Dr.Arathy V	Faculty Member	AR
Dr.Archana Radhakrishnan	Faculty Member	Jeehn
Dr Sreelekshmi S	Faculty Member	deproves.
Ms. Ahila Noushad	Student Representative	Ahdanoohad.

#### 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

#### Copy to

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



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Principal PRINCIPAL K.M.C.T. AYURVEDA MEDICAL COLLEGE







AYURVEDA MEDICAL COLLEGE Approved by CCIM and Affiliated to Kerala University of Health Sciences.

# Minutes of meeting (2019-2020)

Name of MeetingLibrary Committee meetingDate30/12/2019Venue :Library

#### **DETAILS OF COMMITTEE MEMBERS**

FACULTY NAME	DESIGNATION	SIGNATURE
Dr.Subhasree GH	Principal	drohm
Mr.Shaji Joseph	Librarian	(Decorate of )
Dr.Arathy V	Faculty Member	
Dr. Archana Radhakrishnan	Faculty Member	afectur
Dr Sreelekshmi S	Faculty Member	Ospanie.
Ms.Ahalya	Student Representative	Aharra .

Review of previous meeting:

- 1. Purchased the books
- 2. Renewal of print journals
- 3. Print 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

Copy to Principal

Principal
Administrative office
All Members







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