

MAHATMA GANDHI MISSION'S MEDICAL COLLEGE & HOSPITAL

Junction of NH-4 & Sion Panvel Expressway Sector -18, Kamothe, Navi Mumbai -410 209.

Our Ref: MGM/MEDC/LIB/13/62-11

23 December 2013

Minutes of the Library Committee Meeting

A meeting of Library *Committee* was held on Friday, 06 December 2013 at 03:00 p.m. in Dean's Office, MGM-MCH, Kamothe. The following were present:

 Dr G.S. Narshetty, Dean Dr Z.G. Badade, Registrar, MGMIHS Dr D.B. Borkar, Professor, Pathology Dr A.D. Urekar, HOD, Dept. of Microbiology Dr Padma Chavan, Director, MGMSBS Dr Vijay Kamala, Professor, Padiatai 	Chairman Member Member Member Member
6. Dr Vijay Kamale, Professor, Pediatrics7. Dr R.P. Dixit, Director Library	Member Member-Secretary

Agenda of the Meeting

- 1. Renewal subscription to International/National Journals for 2014;
- 2. Renewal subscription to WHO Global Subscription package for 2014;
- 3. Purchase of publication on USMLE (US Medical Licensing Examination);
- 4. Settlement of publications outstanding in the name of Dr. Col. KR Shivshankar; and
- 5. Any other items with the permission of the Chair.

RENEWAL SUBSCRIPTION TO INTERNATIONAL JOURNALS FOR 2014

LIB elaborated that the Central Library subscribed 65 core international periodical titles dealing with 26 broad medical subjects during 2013 (January-December) costing to net Rs. 40.51 lac approx. on the recommendation of respective HODs. The members were briefed before commencement of the meeting about criteria to be applied as per MCI's guidelines for selecting international periodical titles for subscription for 2014 for various departments of MGM Medical College, Navi Mumbai. It was stressed that at least two core titles <u>must be</u> subscribed in each subject in consultation with concerned HODs. In case, there was need to increase number of journals on any subject, the justification was required to be given suitably by the concerned HODs.

Forty core periodical titles covering 20 subject areas in the field of health and allied sciences were selected straight way in consultation with concerned HODs, for subscription for 2014. The members agreed, in principle, for subscribing to more than two titles on the subjects illustrated on next page as they were satisfied with justifications provided by the concerned subject specialists/HODs.

(a) <u>Cardiology</u>

Dr V.D. Chavan, Head, Department of Cardiology was consulted for finalization of titles for subscription to international journals for 2014. He stressed that all the three titles which were subscribed during 2013, be subscribed for 2014 as, these were required by UGs, PGs and Faculty for carrying out the research and studies. The members supported for subscription to three proposed titles on Cardiology for 2014.

(b) Cardiovascular & Thoracic Surgery

Dr SK Kaul, Hon. Pro-VC advised that three titles on the given subject should be subscribed as done during 2013. He further emphasized that since only one Indian title was available under the subject, it was pertinent that at least one more international journal be added for subscription for 2014 in order to fulfill the MCI's guidelines. Considering the importance of super-specialty subject, the committee opined to add the proposed three titles for subscription for 2014.

(c) Medicine

<u>BMJ</u> and <u>Lancet</u> were of common nature. Both were exclusively consulted by the medical scientists. Therefore, it was proposed that besides these, two more titles namely: (i) <u>Medical Clinics of North America</u>; and (ii) <u>New England Journal of Medicine</u> should be subscribed. It may be mentioned here that on the same ground, these four titles were subscribed during 2013.

(d) <u>Neurology</u>

Dr Aloke Banerjee, Head, Department of Neurology was in Calcutta to look after his ailing mother, therefore, he advised to consult Dr S. Patil, Associate Professor for finalizing the periodical titles on Neurology for subscription for 2014. Dr Pail insisted that at least three periodical titles namely; (a) Brain (ii) Lancet Neurology (iii) Neurology should be subscribed for 2014 with a view to meet the requirements of faculty and PGs. He suggested that "Neurologist" should be discontinued from 2014. It was opined that three suggested tiles on Neurology should be subscribed for 2014.

(e) Obstetrics & Gynecology

Dr B.G. Boricha, Head, Department of Obstetrics & Gynecology urged for subscribing to at least three titles on the given subject. However, he agreed for deleting one title namely "Clinical Obstetrics and Gynecology" from 2014 which was subscribed in 2013. Members opined for subscription to three international journals for 2014 on Obstetrics & Gynecology.

(f) Orthopedics

Head, Department of Orthopedics proposed that three titles subscribed during 2013, should be subscribed in 2014 also. Members agreed to the proposal.

(g) Pediatrics

Dr Vijay Kamale, Professor Pediatrics and member of the Library Committee strongly advocated for adding one more title in the area of pediatrics in order to meet the requirements of faculty and PGs. The members agreed to his proposal and accordingly, one more title namely: *Journal of Pediatrics*" was added for subscription for 2014.

(h) Urology

Dr Nitin Joshi, Head, Department of Urology strongly advocated that one more title namely "BJU International" should be added for subscription for 2014 as this journal was very important in the area of urology. The members opined for subscribing to three titles in the area of Urology as proposed.

(i) Library Visited by Officials Associated with NAAC Committee

A team of NAAC Committee visited on 18 December 2013 to Central Medical Library. They were fully satisfied with the collection (print & non-print version), organization and services offered including those rendered with the help of newer information technology. They appreciated Website of the Library created/developed recently. While concluding the visit of the library, they suggested that *Nature* and *Science* <u>must</u> <u>be</u> subscribed in order to maintain the ranking and status of the University as well as to meet the NAAC's requirements. They emphasized that these two titles should be subscribed as per NAAC's guidelines.

Besides, they suggested that the following activities should be carried out on priority basis in order to improve infrastructure and facilities of the library:

- (a) Entire library especially Reading Rooms meant for PGs, UGs and adjacent corridors, Technical Processing Section, Periodical Section should be covered with new tiles in order to avoid filthy look. Toilets meant for Ladies and Gents be renovated at the earliest possible as status of these were pathetic.
- (b) Plastic chairs should be replaced with proper iron/wooden chairs. Use of plastic chairs should be avoided.

In nutshell, 67 international periodical titles costing to Rs. 5914932.00 were selected for subscription for 2014. After deducting 7.97% discount offered by the Subscription Agent, the net payable amount would be Rs. 5443512.00. It is heartening note that discount tag was increased from 7.85 to 7.97% for subscription to international journals for 2014.

It was observed that usually 10 to 15% increases occur in annual subscription charges each year. It was proposed that while allocating the funds under the *Head: Renewal Subscription international journals for 2014*, at least increase of 10% should be considered. Keeping this in view, Rs. 5987863.00 {Net Amount: Rs.5443512.00 (+) 10% expected increase: Rs. 544351.00} would be needed for subscription to 67 selected international periodical titles for 2014. In other words, *Rs. 60.00 Lac approx.* would be required to meet the expenditure involved on account of renewal subscription to international journals for 2014.

A list of international journals intended to be subscribed during 2014 is attached at Flug "A".

(i) Appointment of Subscription Agent for 2014

The comparative tabulation on annual subscription rates and discount offered by various vendors revealed that M/s Total I.T. Solutions Private Limited, Delhi offered 7.97% discount which was found highest amongst all (Flag "B"). The following points are required to be reviewed before deciding for appointment of a Subscription Agent for 2014:

It was noticed that M/s Total I.T. Solutions Private Limited, Delhi was appointed as the Subscription Agent for 2013 for entertaining the subscription orders for international journals for all libraries of MGM attached to various institutions/colleges viz.; (i) MGM Medical College, Kamothe (63 Titles); (ii) MGM Medical College, Aurangabad (69Titles); (iii) MGM Dental College, Kamothe (52 Titles); (iv) MGM New Bombay College of Nursing, Kamothe (5 Titles); (v) MGM School of Physiotherapy, Kamothe (8 Titles); (vi) MGM School of Health Management Studies, Kamothe (2 Titles); (vii) MGM College of Nursing, Kamothe (12 Titles); and (viii) MGM College of Physiotherapy, Kamothe, (5 Titles). It was reported that services rendered by the Subscription Agent during 2013 found exceptionally satisfactory. The issues of journals were received in time on their publication. In addition, the following points needed to be highlighted:

- (A) M/s Total IT Solutions, Delhi supplied Virtual Library Solution including Library Portal & e-Quest Digital Library Software worth Rs. 9.50 lacs on complimentary. The Library Software was used for developing/creating the Website for Central Medical Library of MGMIHS. It provided comprehensive and analytical information of e-resources, e-journals and e-databases. The Website of Central Medical Library was hosted on their server. It was expected that in near future, the Website would contain huge electronic data pertaining to all libraries of MGM; therefore, it was that efforts should be made for having our own Web server.
- (B) The reprints/photocopies of articles which could not be obtained from the National Medical Library, Delhi, WHO and other local resources, were arranged through curtsey of M/s Total IT Solutions, Delhi from time to time during 2013 required by the medical scientists of MGM for accomplishing their research projects. They supplied the reprints of requested references free of cost and some time on chargeable basis as they could not procure them free from the concerned international publishers. In other words, they had such established mechanism/network of various international publishers with the result they were in a position to procure the copies of reprints directly from the concerned publishers on our request, as a special case, in a very short notice.

In the light of the above, it was decided, unanimously, that there was no need to change the Subscription Agent for 2014 as there performance was found satisfactory. They requested vide there letter no. TIT/2013/MGM/Dec/001 dated 16 December 2013 that Postdated Cheques should be accepted instead of Bank Guarantee as security deposits considering the maximum offered to MGM (Flag "C"). The matter was discussed at length and it was opined that Postdated Cheques should be accepted in place of Bank Guarantee, as a special case, considering their maximum discount offered on subscription to journals for 2014, outstanding supply position of journals, quick provision of reprints of requested articles, supply of Library Portal & e-Quest Digital Library Software on complementary, hosting of Website of our Central Medical Library on their server as well as technical input extended for

creation/development of the Website. With regard to mode of payment towards subscription to journals for 2014, the following terms and conditions were finalized:

- (1) 7.97% discount is applicable on (a) print, (b) print + non-print; and (c) online journals.
- (2) 100% payment of total value of orders in advance would be released on submission of copy of invoice along with the publishers' price proofs, GOC conversion rates, copies of orders sent to publishers for institutions/colleges of MGM, and copies of Cheques/Drafts as remittances made to international publishers for journals on behalf of institutions/colleges
- (3) The vendor would submit a postdated cheque for 50% of total bill amount at the time of receiving 100% payment for a period of 4 months and would take care of the following
 - Activation of online journals coming free at print subscription rates; (a)
 - (b) Activation of online journals for which online or print + online rates remitted; (c)
 - Submission of Subscription ID Nos./Registration IDs provided by publishers of international journals;
 - Submission of copies of acknowledgement receipts of subscriptions on behalf of (d) MGM's institutions/colleges obtained from International publishers;
 - Supply of issues of journals should commence within 45 days on receipt of confirm subscription orders from MGM's institutions/colleges; and
 - A fresh Postdated Cheque of 20% of total value of subscription orders for the period of 18 months would be submitted on expiry of Postdated Cheque of 50%. It would be valid till 30th June 2015 by this time all the supply would be completed. Refund of missing issues would be the last resort.
- (4) An agreement would be executed between the Subscription Agent and respective Head of the Institutions, stating all the terms and conditions in order to ensure uninterrupted and timely supply of copies of print and non-print materials subscribed through them during

RENEWAL SUBSCRIPTION TO INDIAN JOURNALS FOR 2014

It was opined that 103 Indian periodicals titles should be continued to subscribe during 2014 after deleting the 9 titles for which not a single issue was received during 2013. Advance payment towards subscription to these nine titles was not made. It was decided that these 9 titles should be deleted from the subscription list meant of 2014. It was proposed that 20 new recommended national journals should be added for subscription for 2014. Thus, 123 Indian journals (103 titles old (+) 20 new titles) costing to Rs. 4.50 lac approximately should be subscribed during 2014 with a view to strengthen the library collection as well as to provide sufficient latest and updated national health literature/information to medical scientists. Rs. 4.50 lac under the Head: Renewal Subscription to Indian Medical Journals for 2014 should be allocated. A list of Indian Medical Journals intended to be subscribed during 2014 along with a list of new suggested and deleted titles is attached at Flag "D" for perusal and information.

WHO GLOBAL SUBSCRIPTION PACKAGE FOR 2014

LIB explained that the entire WHO information products (copies of 6 journals and 40 books) included in WHO Global Subscription package for 2013 published so far were received (Flag "E").

A copy of renewal subscription notice was received from M/3. RA Book Agency, New Deinl – an authorized agent of WHO for marketing and dissemination of WHO information products in India (Flag "F"). WHO Global Subscription Package for 2013 was subscribed through the same Agent availing 5% discount. They offered 5% as a special discount on subscription to WHO Global them. It was concluded that considering the importance of WHO information products as well as its advisable to continue to subscribe WHO Global package for 2014. It was proposed that Rs. 71,700.00 payment towards renewal subscription to WHO Global Subscription package for 2014. It may not be 2014 was reduced considerably from Rs. 80,250/- (2013) to Rs. 71,700/- (2014).

PURCHASE OF PUBLICATION ON USMLE (US MEDICAL LICENSING EXAMINATION

LIB was authorized to invite quotations etc. in order to find out exact amount required for acquiring the copies of USMLE publications. However, it was stressed that the copies of USMLE publications should be acquired according to the established Acquisition Policy and Procedure of MGM. Later on, a proposal should be submitted to honourable VC for seeking his consent and subsequently for allocating the requisite funds.

SETTLEMENT OF OUTSTANDING PUBLICATIONS IN THE NAME OF DR. COL. KR SHIVSHANKAR

LIB briefed that Dr Shivshankar relinquished from the services of MGM. Accordingly, on the instruction of Dean, No-Dues certificate was issued by the Central Library. While checking the record of Department Library of Anesthesiology, it was found that 4 publications costing to Rs. 3828.00 was outstanding against his name (Flag "G"). For obtaining the replacement copies of these missing books, Rs. 4595.00 {cost of missing books: Rs. 3828.00 (+) increased prices/handling charges etc Rs. 765.60 (20% approx.)} would be required. It was opined that Head, Department of Anesthesiology should be advised that proportionate amount should be collected from PGs. The collected funds should be transferred to Accounts Department with publications.

ANY OTHER ITEMS

It was been suggested that:

- (1) Appropriate action should be initiated to continue to be the Associate Member of UGC INFLIBNET by way of remitting the annual subscription charges to Online Annual Only universities can become the Associate Member of UGC INFLIBNET Consortium and not its affiliated colleges.
- (2) Site Engineer should be approached for taking appropriate action for cleansing/polishing of window glasses in Reading Halls, closing of partition in area of UG and PG Reading

Halls with the provision of proper ventilators, provision of caous with vision a space available in both corners in General Reading Hall.

- (3) It was proposed that Reading Hulls meant for UGs, PGs and their comidors, Technical Processing Section, Periodical Section and Director's Office be covered with new tiles in order to avoid filthy look. Both toilets meant for Ladies and Gents be renovated at the earliest possible. NAAC Committee suggested pursuing the case with concerned authorities for implementation.
- (4) From security point of view, it was recommended that Sliding Grill Door be installed at the Entrance Gate of the Central Library.
- (5) A new modern building exclusively for housing all libraries, such as; medical, dental, engineering, nursing, physiotherapy, and management etc. located within the MGM Campus at one place be constructed.

RECOMMENDATIONS

- (1) Rs. 60 lac approximately be allocated under the Head: Renewal Subscription to International Journals for 2014. The allocated funds would be utilized for subscribing to 67 core international journals covering 28 broad medical subjects including super-specialty and newly created departments viz.; Geriatrics & Transfusion Medicine. Two more periodical titles viz. (i) Nature (ii) Science be included for subscription during 2014 as recommended by NAAC Committee.
 - (2) M/s. Total IT Solutions Private Limited, New Delhi/Mumbai be appointed as Subscription Agent for 2014. An agreement be executed with the Subscription Agent on the following terms and conditions:
 - I. 7.97% discount is applicable on print, (b) print + non-print; and (c) online journals.
 - II. 100% payment of total value of orders in advance would be released on submission of copy of invoice along with the publishers' price proofs, GOC conversion rates, copies of orders sent to publishers for institutions/colleges of MGM, and copies of Cheques/Drafts as remittances made to international publishers for journals on behalf of institutions/colleges of MGM
 - III. The vendor would submit a postdated cheque for 50% of total bill amount at the time of receiving 100% payment for a period of 4 months and would take care of the following points:
 - Activation of online journals coming free at print subscription rates;
 - Activation of online journals for which online or print + online rates remitted; (a). (b).
 - Submission of Subscription Nos./Registration IDs provided by publishers of (c).
 - Submission of copies of acknowledgement receipts of subscriptions remitted on behalf of institutions/colleges of MGM be submitted on obtaining them (d). from the concerned international publishers;
 - Supply of issues of journals should commence within 45 days on receipt of confirm subscription orders from MGM's institutions/colleges; and (e).

- (f). A fresh Postdated Cheque of 20% of total value of substription orders for the period of 18 months be submitted on expiry of Postdated Cheque of 50%. It would be valid till 30th June 2015 by this time all the supply would be completed. Refund of missing issues would be the last resort.
- IV. An agreement be executed between the Subscription Agent and respective Head of the Institutions, stating all the terms and conditions in order to ensure uninterrupted and timely supply of copies of print and non-print materials subscribed through them during 2014.
- (3) Rs. 4.50 lac approx. be allocated under the *Head: Indian Medical Journals* for subscribing to 123 *Indian Medical Journals for 2014* published in the field of health and allied sciences.
- (4) Rs. 71,700.00 being the net annual subscription charges be allocated for subscribing to WHO Global Subscription Package for 2014.
 - (5) Efforts be made to procure the copies of USMLE publications according to the established Acquisition Policy and procedure of MGM.
 - (6) Head, Department of Anesthesiology be advised to collect proportionate amount from PGs for acquiring missing copies of four books worth Rs. 4595.00, outstanding against the name of Dr. Col. KR Shivshankar who relinquished from the services of MGM.
 - (7) Appropriate action be initiated to continue to be the Associate Member of UGC INFLIBNET by way of remitting the Annual Subscription charges to Online Annual Reviews package being the cheapest among all available databases in their Consortium.
 - (8) For making proper data storage, organization, updation and its retrieval without any interpretation, a Web Server exclusively for Central Medical Library be acquired.
 - (9) For strengthening document delivery system, a Photocopier machine be made available exclusively for the use of Central Medical Library.
 - (10) LibSys on centralized server for the libraries located at Aurangabad and Navi Mumbai along with unified OPAC be acquired in order to having integrated data storage and retrieval system. It would facilitate the users for accessing e-data Online/Globally.
 - (11) Site Engineer be approached for taking appropriate action for cleansing/polishing of window glasses in Reading Halls, closing of partition in area of UG and PG Reading Halls with the provision of proper ventilators, provision of cabins with visible glasses in space available in both General Reading Hall (Suggested by NAAC Committee).
 - (12) Reading Halls meant for UGs, PGs and their corridors, Technical Processing Section, Periodical Section and Director's Office be covered with new tiles in order to avoid filthy look. Both toilets meant for Ladies and Gents be renovated as status of these toilets are pathetic (Suggested by NAAC Committee). Air or and the land of the control of the second of the control of the second of the control of the

4 (14) From security point of view, it was recommended that Sliding Grill Door be installed at the Entrance Gate of the Central Library. (15) A new modern building exclusively for housing all campus libraries (medical, dental, engineering, nursing, physiotherapy, and management etc.) at one place, be constructed. Dr. G.S. Narshetty Chairman Member Secretary LIB. Committee LIB. Committee LIB. Committee LIB. Committee Member Member Member LIB Committee LIB Committee LIB Committee As Suggested by the Dean, but & Notified the were to newed. The revised lists attached at flagh & B. Sussemption Amount would be required as follows: 1.59 lute Jls. Rs. 50,80 Lac Appox. 3 88 Nat Ils. 5. There is no Change in remaining recommendations -46.9L Expuded Han Pro-ve (Research) Han Pro-ve Hanve Directorhim Submitted to your approval \$1. Provision of 1/2 55 Pacs for 30/11/3

Provision of 1/2 55 Pacs for 30/11/3

Purchasing I national of intervibational journess on requirement be made. Actual expenditure mili be based on requirement be made. Actual expenditure mili be in 11/2 of purchases made following fourness quotating mili be in 11/2 of purchases made following the mamiliary rules.

(13) Plastic chairs be replaced with comfortable/sozy iron/wooden chairs urgently ins

suggested by MAAC Committee.



MAHATMA GANDHI MISSION'S MEDICAL COLLEGE & HOSPITAL

Junction of NH-4 & Sion Panvel Expressway Sector -1, Kamothe, Navi Mumbai -410 209

Our Ref: MGM/MEDC/LIB/SUBN 2015/14/7076

02 December 2014

Minutes of the Library Committee Meeting

A meeting of Library Committee was held on Monday, 17 November 2014, at 02:00 p.m. in Dean's Office, MGM-MCH, Kamothe to discuss the various issues for developing and strengthening the function of Central Medical Library as per expectations of Library users. The following were present:

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(i) (ii) (iii) (iv) (v) (vi) (vii) (viii) (viii) (ix)	Dr G.S. Narshetty, Dean, MGM-MCH Dr Z.G. Badade, Registrar, MGM-IHS Dr D.B. Borkar, Professor of Pathology Dr A.D. Urhekar, Head, Dept. of Microbiology Dr Padma Chavan, Director, MGM-SBS Dr Vijay Kamale, Professor of Pediatrics Dr R.S. Inamdar, Head, Department Physiology Dr Y.A. Deshmukh, Head, Department of Pharmacolo Dr Jaishree Ghanekar, Head, Department of Medicine Dr R.P. Dixit, Director Library	Chairman Member Member Member Member Member Invitee Invitee Invitee Member-Secretary

Subscription to International Journals on Health Sciences for 2015

It was decided that all those international periodical titles subscribed during 2014 should be continued to subscribe during 2015 except the following deletion/addition:

Periodical Titles to be deleted from the Subscription List for 2015

- (a) European Journal of Pediatric Surgery subscribed during 2014, was deleted from the subscription list for 2015 after obtaining the consent from the Head, Department of Pediatric Surgery. He had recommended for subscription to Journal of Pediatric Surgery only for 2015 which had been retained.
- (b) Journal of Neurosurgery (Pediatric + Spine) subscribed during 2014 was deleted from the subscription list for 2015 on the advice of Head, Department of Neurosurgery. One title namely: Neurosurgery had been retained for subscription for 2015 after seeking his
- (c) It was opined that only one title namely "Brain" should be subscribed as there was no Head, Department of Neurology. Thus, "Lancet Neurology" had been deleted from the subscription list for 2015.
- (d) It was noticed that Nature and Science were subscribed during 2014 on recommendation of NAAC. It was observed that these two journals did not find readers suitably as expected, therefore, it was not found advisable to subscribe these two costly journals merely to fulfill the recommendation of NAAC. It was opined that "Nature" should be subscribed for 2015 as it had been consulted at least by a few researchers. In the meantime, Science should be

deleted from Subscription list for 2015. However, in case, there was demand for this journal, it might be considered for subscription at later stage.

Periodical Titles to be added in the Subscription List for 2015

- (i) Emergency Medicine, a new department had been established recently, therefore, two international journals: (a) Critical Care Medicine; and (b) Shock dealing with the subject had been added in the subscription list for 2015.
- (ii) It was observed that each Department of Physiology and Pathology were subscribing one international periodical title on their subject areas, therefore, Journal of Physiology and Biochemistry, and American Journal of Clinical Pathology had been added in the subscription for 2015 for respective Departments on recommendation of concerned HODs to meet the MCI's requirement.

In nutshell, 59 core international periodical titles covering 29 broad health science subject areas costing to Rs. 52.00 lac approx. were selected and recommended for subscription for 2015 (Flag "A"). Net Rs. 48.00 lac approx., after deducting the 7.97% agency discount offered for 2015 by a vender, would be required for making the advance payment towards subscription to proposed 59 international periodical titles.

Supply Status Report on International Journals for 2013 & 2014

Achai Taleoft was noticed that all the issues of international journals subscribed during 2013 had been received except Neurologist, vol. 19 issue nos. 2-6 as these issues had not been published so far. It was decided that the since the publication status of Neurologist was uncertain, the Subscription Agent should be asked to refund for Rs. 46632.32 which was paid in advance towards subscription to this journal for 2013 (Flag "B").

It was observed that more than 80% copies of issues of international journals subscribed during 2014 had been received. It was expected that copies of issues of remaining journals would be supplied by end of June 2015 on their publication. Accordingly, a fresh post-dated cheque no. 021787 for Rs. 8,42,800.00 valid till 30th June 2015, being the 20% of total value of subscription orders, had been deposited by the Subscription Agent as security deposit (Flag "C").

3. Appointment of Agent for handling the Subscription to International Journals for 2015

It was noticed that supply status of international journals subscribed for 2013 & 2014 through M/s Total I.T. Solutions Private Limited, Delhi - an authorized Subscription Agent, had been found exceptionally satisfactory. It was observed that 99% and more than 80% copies of issues of journals for 2013 and 2014 respectively had been supplied. In addition, the following services were rendered by them:

- (A) M/s Total IT Solutions, Delhi had provided Virtual Library Solution including Library Portal & e-Quest Digital Library Software worth Rs. 9.50 lac on complimentary basis. The Library Software had been used for developing/creating the Website for Central Medical Library of MGMIHS. It provided comprehensive and analytical information of e-resources, e-journals and e-databases. At present, the Website of Central Medical Library is hosted on their server.
- (B) Reprints/photocopies of articles which could not be obtained from the National Medical Library, Delhi, WHO and other local resources, were arranged through curtsey of M/s Total IT Solutions, Private Limited, Delhi from time to time during 2013 and 2014 as these were required by the medical scientists of MGM for accomplishing their research projects. They supplied the reprints of requested references, free of cost, and some time on chargeable basis as they could

not procure them free from the concerned international publishers. In fact, they had such established mechanism/network and liaison with various international publishers which had helped them in procuring the copies of reprints directly from the concerned publishers as a special case on our requests in a very short notice.

(C) Most of the copies of missing issues of International journals pertaining to 2012 were supplied by them, free of cost, on our request in order to complete the respective volumes subscribed by MGMMC, Aurangabad and Navi Mumbai. The copies of missing issue of Journal of Physiology, vol. 303, no. 4 (Pt I & II) for 2012 was procured direct from the publisher and supplied to both colleges at Aurangabad and Navi Mumbai. Missing issue of Blood, vol. 120 publisher. They had procured the missing copies of issues of journals stated above for both colleges direct from the respective publishers on making advance payment on our behalf. We their efforts.

Taking into account the services rendered by the Subscription Agent during 2013 and 2014, it was opined that the same Subscription Agent should be appointed for 2015. However, it was suggested that a fresh quotations with regard to subscription to international journals for 2015 should be invited from the reputed and premiere venders dealing with the subscription transactions. The proposed exercise would not only pave the way in exploring the possibility in the increase of agency discount but would also help in avoiding the audit objections. Accordingly, an email was sent on 17 November 2014 to 10 venders (Flag "D"). Seven out of 10 venders responded to our request. Only 2 out 7 offered the Agency discount which is presented in the following Table:

SI. No.	Name of the Vender	Agency Discount Offered in %	Terms and Conditions	Mode of Delivery
1.	SITA Books & Periodicals Pvt. Ltd. 213, Arjun Centre, 'B' Wing P. B. No. T. F. B. 8, Govandi Station Road, Mumbai. Email: sitabook@gmail.com	3% provided received entire orders.	a) 50% with order : b) 50% balance within 30 days.	Hand delivery/courier of free of cost
2.	Total I. T. Solutions Pvt. Ltd. WZ – 248, 1st Floor, Plot No. 7, Inder Puri, New Delhi – 110 012 Tel: 011 – 2583 3341 / 2583 3323 Email: conact@totalit.co.in		100% payment of total value of order on submission of invoice along with copies of publishers' price proofs, GOC Conversion rate, copies of orders for international journals sent to respective publishers, copies of cheques/draft as remittances proofs. A postdated cheques of 50% of total bill amount for the period of four months at the time of receiving 100% payment for (i) activation of online journals, (ii) submission of subscription nos/registration ID's., (iii) submission of copies acknowledgement receipts obtained from respective publishers, and (iv) commencement of supplies of journals with in 45 days. Confirm that services, terms and conditions shall remain the same for 2015, which were offered in 2013 & 2014.	Delivery through courier service as did in 2013 & 2014

Five venders had shown their inability to offer agency discount as well as security deposit due to new directives laid down by the Good Offices Committee (GOC). According to new directives of GOC, the Subscription Agents are not supposed to offer the following:

- No discounts on Publishers Prices
 GOC approved Subscription Agents not supposed to offer any discounts as mentioned in point no-1 of GOC approved terms and conditions.
- No Security Deposit / Bank Guarantee GOC approved Subscription agents are not supposed to offer any Security Deposit / Bank Guarantee against Journal Subscription.

In order to understand the background of the new development, we had gone over the earlier documentation which revealed that initially GOC was formed with the participation from: (i) Ministry of Culture, (ii) Ministry of Finance, and (iii) Indian Library Association. But few years back, all these 3 organizations have withdrawn their participation from GOC. Currently GOC which is a body/committee under the Federation of Publishers' and Booksellers' Associations in India (FPBAI) is working of the government over it. Thus, it has no legal power to enforce their terms and conditions on libraries as well as subscription agents. However, it is essential that the vender whosoever is considered for appointment as Subscription Agent should be the bona fide member of FPBAI.

In the light of the above, it was proposed that M/s. Total IT Solutions Private Limited, Delhi should be appointed as Subscription Agent for 2015 for handling the subscription transactions of all colleges/institutions of MGM on the following terms and conditions:

- (1) 7.97% discount is applicable on (a) print, (b) print + non-print; and (c) online journals.
- (2) 100% payment of total value of orders in advance would be released on submission of copy of invoice along with the publishers' price proofs, GOC conversion rates, copies of orders sent to publishers for institutions/colleges of MGM, and copies of Cheques/Drafts as remittances made to international publishers for journals on behalf of institutions/colleges of MGM.
- (3) The vendor would submit a postdated cheque for 50% of total bill amount at the time of receiving 100% payment for a period of 4 months and would take care of the following points:
 - (a) Activation of online journals coming free at print subscription rates;
 - (b) Activation of online journals for which online or print + online rates remitted;
 - (c) Submission of Subscription ID Nos./Registration IDs provided by publishers of International journals;
 - (d) Submission of copies of acknowledgement receipts of subscriptions on behalf of MGM's institutions/colleges obtained from International publishers;
 - (e) Supply of issues of journals should commence within 45 days on receipt of confirm subscription orders from MGM's institutions/colleges; and
 - (f) A fresh post-dated cheque of 20% of total value of subscription orders for the period of 18 months would be submitted on expiry of postdated Cheque of 50%. It would be valid till 30th June 2016 by this time all the supply would be completed. Refund of missing issues would be the last resort.
- (4) An agreement would be executed between the Subscription Agent and respective Heads of the Institutions, stating all the terms and conditions in order to ensure uninterrupted and timely supply of copies of print and non-print materials subscribed through them during 2015.

4. Finalization of Agreement for execution between Heads of Institutions of MGM and Agent

A revised copy of Agreement on account of Subscription to International journals for 2015 for execution had been prepared (Flag "E").

Subscription to Indian Journals for 2015

It was expressed that only those Indian journals should be subscribed whose copies of issues were received regularly during 2014 on their publication. The following titles should be deleted from the subscription list of Indian journals for 2015 as library did not receive even a single issue during 2014 in spite of making advance payment towards subscription to these journals well in time:

SI. No.	Name of the Journals	Subscription paid in advance for 2014
1.	Annals of Tropical Medicine and Public Health	3,000.00
2.	Indian Journal of Chest Diseases & Allied Sciences	1,800.00
3.	International Journal of Head & Neck Surgery	4000.00
4.	International Journal of Infertility & Fetal Medicine	4,000.00
5.	International Journal of Keratoconus and Ectaticd Corneal Diseases	4,000.00
6.	International Journal of Perioperative Ultrasound & Applied Technologies	4,000.00
7.	International Journal of Medical Toxicology and Legal Medicine	7000.00
8.	Journal of Forensic Medicine and Toxicology	7,000.00
	Total Cost of Missing Issues:	34,800.00

It was concluded that efforts should be made to get refund of Rs. 34,800.00 paid in advance against subscriptions from respective publishers. It was further emphasized that status report in respect of these journals should be presented in the next meeting of the Library Committee for their perusal.

Eighty-eight Indian journals costing to Rs. 4.20 approx. had been selected/recommended for subscription during 2015 (Flag "F").

6. Supply Status Report of Indian Journals during 2014

A copy of statement showing the supply status of Indian journals for 2014 subscribed direct from respective publishers was presented (Flag "G"). It was suggested that efforts should be made to acquire the copies of missing issues of journals pertaining to 2013 & 2014 in order to complete the respective volumes.

7. Subscription to WHO Global Subscription package for 2015

LIB explained that the entire WHO information products (copies of 6 journals and 23 books) included in WHO Global Subscription package for 2014 published so far had been received. A copy of renewal subscription notice was received from M/s. RA Book Agency, New Delhi – an authorized agent of WHO for marketing and dissemination of WHO information products in India. It was submitted that WHO Global Subscription Package was subscribed during 2013 & 2014 through the same Agent availing 5% discount. Since we had been subscribing it for the last two years through them, we negotiated for offering us 15% agency discount. They agreed to our proposal. Accordingly, they have sent us a copy of revised invoice no. RAB/WHO-SUBS-PRO/14/15/1601 dated 17 November 2014 for net Rs 60,160.00 (Flag "H").

Furthermore, Professor & Head, Department of Community Medicine had strongly recommended for subscribing to WHO Global Subscription package for 2015. It was, unanimously, agreed that WHO Global package for 2015 should be subscribed with a view to having comprehensive record of everything nublished by WHO at reduced rates.

8. Subscription to e -Clinical Learning Resources: A few packages

LIB highlighted about all those steps undertaken till date with a view to make familiar e-Clinical Learning Resources among medical scientists especially meant for undergraduates. Two Information Circulars were sent on 01 November 2013 and 08 January 2014 respectively to all medical scientists informing them that, on our request, e-Clinical Learning Resources on (a) Biochemistry; (b) Medicine; (c) Microbiology; (d) Obstetrics and Gynecology; (e) Physiology: & (f) Surgery (g) Anesthesiology; (h) Community Medicine; (i) Dermatology; (j) ENT; (k) Neurology; (l) Ophthalmology; (m) Orthopedics; (n) Pathology; (o) Pediatrics; (p) Radiology; & (q) Nursing, were installed by M/s Elsevier on our IP addresses. These resources were accessible electronically, free of cost, from 1st November 2013 to 31st March 2014. They were requested to browse the resources applicable to their teaching and research areas for judging its usefulness for acquisition. The responses from the following were received:

(a) Head & Professor, Department of Medicine;

(b) Head & Professor, Department of Dermatology; and

(c) Director Professor (Orthopedics) & Chairman of Surgery Division

HODs stated above found e-Clinical Learning Resources on Medicine, Dermatology and Orthopedics useful for their respective departments. They recommended for subscription to these for their respective Departments. Taking into account the poor response, it was decided that concerned publisher should be approached again for installing the e-Clinical Learning Resource packages on our IP address with a view to provide an opportunity again to entire biomedical community of MGM for browsing it and subsequently to judge its suitability for acquisition.

9. Subscription to MEDLINE Complete Full-Text Database for 2015

LIB informed that EBSCOhost MEDLINE Complete Database could not be subscribed during 2014 due to some unavoidable circumstances. A copy of concessional combined subscription rates offered by M/s EBSCO Information Services India Private Limited for (i) "EBSCOhost MEDLINE Complete, (ii) CINAHL with full-text, and (iii) Dentistry & Oral Sciences Sources (DOSS)" accessible via Internet for period of 12 months have been received (Flag "I"). If we subscribe these three databases viz. MEDLINE, CINAHL and DOSS, the annual concessional subscription charges especially for us would be Rs. 16,08, 004.00 (USD 25624.20). Detailed descriptions on list price, special discount offered, and net price etc. may be seen in the following Table:

SI, no.	Databases	Lis	t Price	Price Special Discount		Net Price	
1		In \$	INR	In \$	INR	In \$	INR
1.	MEDLINE Complete	19845.00	1243884.00	6151.95	385604.00	13693.05	
2.	CINAHL with Full-	0040.00				13093.03	858280.00
	Text	9040.00	566626.00	2802.40	175654.00	6237.60	390972.00
3.	DOSS	8295.00	519930.00	2571.45	161178.00	5723.55	CSEASON STRATEGO
	Total:	37180.00	2330440.00	11525.80	722436.00	25624.20	358752.00 1608004.00

Note: Conversion Rate: 1 USD = Rs. 62.68. It may vary and may depend on the conversion price of the actual date of invoice and payment.

It may be observed from the table above that EBSCO has offered Rs. 7,22,436.00 (USD: 11525.80) as a special discount provided we subscribe all the three databases. The net payable amount for all the three databases would be Rs. 16,08,004.00 {Rs. 2330440.00 (-) 722436.00 = 1608004.00}. It is, therefore, MGM in order to avail the cumulative special discount. If agreed, the net amount involved on account of subscription to all the three databases which would be remitted from the funding of respective name of Institutes/Colleges, name of specific database shown against each would be acquired, and net amount involved on account of payment towards respective database:

Sl. No.	Land the minimage of the contract of the contr	D . I	
1.	MGM-MC, Kamothe Navi Mumba:	Database	Net Payable Amount in Rs.
2.	MGM-NBCN, Kamothe, Navi Mumbai	MEDLINE Complete	
3		CINAHL	030200.00
٥.	MGM-DC, Kamothe, Navi Mumbai	DOSS	390972.00
	e light of the 1	2033	358752.00

In the light of the above, it was opined that MEDLINE complete should be subscribed during 2015 as it is essential according to MCI. Thus, it is proposed that Rs 8.60 lac approx. may kindly be allocated. It is further stated that according to MCI's norms and guidelines E-Library should be "Air-conditioned Computer Room with MEDLINE and Internet facility with minimum of 40 nodes."

10. Status Report on Electronic Accessibility to Access Medicine

To maintain high standard of education system being practiced at MGMIHS and to undertake modernization of Central Medical Library, MGMIHS has subscribed Access Medicine database costing to Rs. 5.75 lac (USD 9240.00). The Access Medicine has been installed in IP addresses of colleges, viz. (i) of both these colleges within the campus at Aurangabad and Navi Mumbai since 1st April 2014. It contains more than 85 references help students and residents succeed throughout their medical education, including the latest editions of the world's most respected medical texts such as Arrison's Principles of Internal Medicine and CURRENT Medical Diagnosis & Treatment.

A unique collection of more than 250 examination and procedural videos, patient safety modules, audio files, and animations that feature complicated concepts, including videos illustrating fundamental medical concepts drawn from the world's most trusted medical textbook, Harrison's Principles of Internal Medicine. It connects to more than 1,000 diagnoses through Diagnosaurus - a downloadable tool. It allows browsing by symptom, disease, or organ system at the point of care.

With view to familiarize the Access Medicine among students, faculty, allied and health personnel, the information circulars were sent on 8.04.2014, 19.04.2014, 24.04.2014, 05.05.2014, 19.05.2014, 04.06.2014, 17.11.2014. Information circulars were sent through email on 24.04.2014, 19.05.2014. SMSs were sent to organized on 07 June 2014. Information Circular on Access Medicine was displayed on Notice Board of the and databases as well as other health literature, library and information services being provided by the Library.

It was proposed that a demonstration on Access Medicine should be organized on 19 November 2014. But the proposal had been turned down on the pretext that undergraduates were busy with their examination. It was decided that demonstration on Access Medicine should be organized in the first week of February 2015 on completion of examination of UGs.

11. Subscription to ProQuest Medical & Nursing Products for 2015

It had been observed that ProQuest Medical & Nursing database (USD 22250.00) was costly in comparison to MEDLINE Complete and CINAHL (USD 19931.00) (Flag "J"). It was opined that since MEDLINE is comparatively cheaper, more authentic, and provide latest and updated information, it should be subscribed during 2015. It would also meet the requirement of MCI.

12. Status Report on Website of MGM Central Medical Library

LIB briefed that the Central Medical Library has developed its own Website. The site is hyperlinked to a wide range of information resources, services and policies. The website contains comprehensive information on historical background of trust of Mahatma Gandhi Mission popularly known as MGM and establishment of a chain of schools in various fields, emergence of Medical Library and its mission. It provides the information on organization of collection, acquisition policy, library committee, eligibility to use Library, opening hours of the library, staff, library services, online journals, & digital library etc. It has a record of 96 theses, 80 peer reviewed papers and under subscribed sources: 5 databases, 206 online journals and 150 e-books (PDF format). Web links have been provided for 14 e-books, 14 e-databases and 3,600 e-journals for accessing the e-health literature/information, free of cost. Full-text of 4,560 journals and 412 books are accessible through the subscribed databases.

It was stressed that on availability of scanner, the copies of remaining thesis, historical publications, and papers emanating from MGM published in various peer-reviewed journals, would be scanned and published in the Website of Central Medical Library. It has been our endeavour to make the MGM Central Medical Library as a Digital Library so that it could be linked with the libraries of WHO, NML AIIMS and RMLIHS in order to strengthen the resource sharing mechanism.

13. Any other items with the permission of the Chair

(i) Justification on acquisition of 10 high quality Multimedia Computers

LIB elaborated that *Honowrable VC* has approved on 05 May 2014 for purchasing 10 high quality multimedia computers for Central Library to be used by the medical scientists for accessing the health literature/information, videos, patient safety modules, audio files, and animations can be accessed from the Access Medicine database. While sanctioning 10 multimedia computers for acquisition, he has taken into account the volume of library users. In fact, the library facilities are being used extensively by more than 2000 users come from - (a) MGM School of Health Management Studies, Kamothe; (b) MGM College of Nursing, Vashi; (c) MGM New Bombay College of Nursing, Kamothe; (d) MGM College of Physiotherapy, Kamothe; (e) MGM School of Physiotherapy; Kamothe (f) MGM School of Biomedical Sciences, Kamothe; and (g) MGM Medical College; (h) MGM Hospital, Kalamboli. (i) MGM Hospital, Kamothe; and (j) MGM Institute of Health Sciences.

Another point which needs to be mentioned here that according to MCI's norms and guidelines, the library must have minimum 40 workstations with MEDLINE and Internet facility. At present, E-Library has only 33 workstations out of which one computer is without monitor. The monitor was borrowed by the Account Officer for two days, but he did not return the same till date in spite of repeated requests. 14 out 33 workstations are very old make. These 14 old workstations may be used by the health and allied personnel, B.Sc. & M.Sc. students.

If 10 multimedia computes are added to library, the number of good quality computers would be 29 {19 workstations available (+) 10 intended to be acquired}. Thus, there would be shortfall of 11 computers according to fulfill the requirement of MCI. It is proposed that the remaining 11 computers with latest technology could be acquired in phased manner in future. In the meantime, for inspection purposes, the old computers would be used.

The above illustration justified that 10 high quality multimedia computers must be acquired urgently for which *honourable VC* has so kindly given his consent.

(ii) Provision of Web Server Exclusively for the Library

LIB briefed that the Website of Central Medical Library is running on the server, free of cost, provided by M/s Total IT Solutions Private Limited, Delhi – an authorized Subscription Agent of MGM. It was felt that a Web server should be provided exclusively to the library for making proper data storage, organization, updating and its retrieval without any interpretation. It was opined that Mr. Patrick, Manager, IT Department of MGM should be asked to find out the proper solution for providing a Web server to the Library.

(iii) Provision of LED TV

Library has non-functional 29" TV. It should be removed immediately as it gives bad impression to library users as well as inspectors. It is proposed that *Sony Bravia 40" Full HD LED KLV-10R452A Television* should be acquired and installed in Audio-visual Room of the Library. It may be mentioned here that according to MCI's norms & guidelines, it is essential for having a LED TV in the library to operate video and cassettes.

(iv) Renovation of Library Premises

It is submitted that during NAAC inspection officials had brought to the notice about the pathetic condition of *Wash Rooms* meant for ladies & gents. They advised that these should be renovated at the earliest possible as these *Wash Rooms* located adjacent to *Entrance of Gate* of the Library give bad impression because of foul smell. It was opined that existing Wash Rooms of Central Medical Library should be renovated urgently.

In addition, the remaining portion of corridor, of PG and UG Reading Halls, Technical Processing Section, Periodical Section and Director's Office should be covered with new tiles in order to avoid filthy look.

14. Recommendations

Rs. 52 lac approx. being the net amount after deducting the 7.97% agency discount be allocated under the *Head: Subscription to International Journals for 2015*. The allocated funds would be utilized for subscribing to 59 core international journals covering 29 broad medical subjects including super-specialty and newly created departments viz.; Geriatrics, Transfusion Medicine & Critical Care Medicine. The journal namely: *Nature* be included for subscription for 2015.

Subscription order for *Neurologist* for 2014 be cancelled as its publication is behind schedule. Efforts be made to get refund Rs. 46,632.32 paid in advance towards subscription to *Neurologists* for 2014.

(iii) M/s. Total IT Solutions Private Limited, New Delhi/Mumbai be appointed as Subscription Agent for 2015. An agreement be executed with the Subscription Agent on the following terms and conditions:

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- I. 7.97% discount is applicable on print, (b) print + non-print; and (c) online journals.
- II. 100% payment of total value of orders in advance would be released on submission of copy of invoice along with the publishers' price proofs, GOC conversion rates, copies of orders sent to publishers for institutions/colleges of MGM, and copies of Cheques/Drafts as remittances made to international publishers for journals on behalf of institutions/colleges of MGM
- III. The vendor would submit a postdated cheque for 50% of total bill amount at the time of receiving 100% payment for a period of 4 months and would take care of the following points:
 - (a). Activation of online journals coming free at print subscription rates;
 - (b). Activation of online journals for which online or print + online rates remitted;
 - (c). Submission of Subscription Nos. /Registration IDs provided by publishers of international journals;
 - (d). Submission of copies of acknowledgement receipts of subscriptions remitted on behalf of institutions/colleges of MGM be submitted on obtaining them from the concerned international publishers;
 - Supply of issues of journals should commence within 45 days on receipt of confirm subscription orders from MGM's institutions/colleges; and
 - (f). A fresh Postdated Cheque of 20% of total value of subscription orders for the period of 18 months be submitted on expiry of Postdated Cheque of 50%. It would be valid till 30th June 2016 by this time all the supply would be completed. Refund of missing issues would be the last resort.
- IV. An agreement be executed between the Subscription Agent and respective Head of the Institutions, stating all the terms and conditions in order to ensure uninterrupted and timely supply of copies of print and non-print materials subscribed through them during 2016.

Efforts be made to get refund of Rs. 34,800.00 from respective publishers of 8 Indian Journals as library did not received even a single issue of these journals for 2014 in spite of making advance payment.

Rs. 4.20 lac approx. be allocated under the *Head: Subscription to Indian Medical Journals for 2015*. The allocated fund would be utilized for subscribing to 88 Indian periodical titles in the area of health sciences for 2015.

Rs. 60,160.00 being the net amount after deducting the 15% discount be allocated under the Head: Subscription to WHO Global Subscription Package for 2015.

(vii) M/s. Elsevier be advised for installing on our IP addresses, the e-Clinical Learning Resources consisting of 9 subject categories; viz. (i) Surgery; (ii) Medicine; (iii) Obstetrics & Gynecology; (iv) Dermatology; (v) Orthopedics; (vi) Ophthalmology; (vii) ENT; (viii) Pediatrics; and (ix) Anesthesia - consisting of more than 150 modules at least for two months

to provide an opportunity to entire biomedical community of MGM to browse it in order to judge its suitability for acquisition.

Rs. 8,58,280.00 being the net amount after deducting Rs. 3,85,604.00 offered as special discount on subscription to three databases, be allocated under the Head: MEDLINE Complete Database for 2015 (January 2015 to December 2015).

Similarly the net amount as given below be allocated for acquiring databases for MGM New Bombay College of Nursing, Kamothe (CINAHL database), and MGM Dental College, Kamothe (DOSS database):

- (1) Rs. 3,90,972.00 being the net amount for CINAHL for MGM-NBCN, Kamothe; and
- (2) Rs. 3,58,752.00 being the net amount for DOSS database for MGM-DC, Kamothe.

These databases are mandatory to subscribe according to MCI's and DCI's norms and guidelines.

Demonstration on Access Medicine database for students, faculty, health and allied personnel be organized in the 1st week of February 2015 in order to enhance its utilization.

(x)

Efforts be made to scan the copies of thesis available in library holdings, peer-reviewed papers emanating from MGM published in various medical journals, rare and historical documents available in the Library for publishing them in the Website of the MGM Central Medical Library with a view to move towards Digital Library.

Web Server exclusively for MGM Central Medical Library be acquired for making proper data storage, organization, updation and its retrieval without any interruption. Mr. Patrick, Manager, IT Department of MGM be advised to find out the proper solution for provision of a Web server to the Library.

(xii)

A Sony Bravia 40" Full HD LED KLV-10R452A Television be acquired and installed in Audio-visual Room of the Library to operate the videos and cassettes as well as to meet the requirement of MCI.

(xiii)

Wash Rooms meant for Ladies and Gents be renovated on priority basis. The condition of existing Wash Rooms is pathetic. It is submitted that the officials during NAAC inspection suggested for the renovation of these Wash Rooms. Moreover, the visitors while entering the library get foul smell because of these toilets located adjacent to Entrance Gate of the library.

The remaining portion of corridors, of PG and UG Reading Halls, Technical Processing Section, Periodical Section and Director's Office be covered with new tiles in order to avoid filthy look.

Dr. G.S. Narshetty

Dr Z.G. Badade Member

MemberoH

Member-Secretary

LIB. Committee

LIB. Committee LIB. Committee

Chairman LIB. Committee

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Dr A.D. Urhekar Member

LIB Committee

Member LIB Committee

Dr. Vijay Kamale Member LIB. Committee

Dr R.S. Inamdar **HOD Physiology** Invitee

Dr Y.A. Deshmukh **HOD Pharmacology** Invitee

Dr. Padma Chavan

Dr Jaishree Ghanekar **HOD Medicine** Invitee

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Research
15/12/14

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Submitted for your approval pl.

Encls: As stated.



MAHATMA GANDHI MISSION'S

MEDICAL COLLEGE & HOSPITAL

Junction of NH-4 & Sion Panvel Expressway Sector -1, Kamothe, Navi Mumbai -410 209. Website: www.ejserver.com/wpress. E-mail: librarian@mgmuhs.com. Ph: 022-27436407

Our Ref: MGM/MEDC/LIB/COMMIT-16/15/8542

16 November 2015

Minutes of the Library Committee Meeting

A meeting of Library Committee was held on Tuesday, 20 October 2015, at 02:30 p.m. in Dean's Office, MGM-MCH, Kamothe to discuss the various issues for further development of the infrastructure of Central Medical Library as per expectations of Library users. The following were present:

(i)	Dr G.S. Narshetty, Dean, MGM-MCH	Chairman
(ii)	Dr Z.G. Badade, Registrar, MGM-IHS	Member
(iii)	Dr R.S. Inamdar, Head, Department Physiology	Member
(iv)	Dr A.D. Urhekar, Head, Dept. of Microbiology	Member
(v)	Dr Vijay Kamale, Professor of Pediatrics	Member
(vi)	Dr R.P. Dixit. Director Library	Member-Secretary

Note: Dr J Ghanekar, Dr DB Borker, and Dr YA Deshmukh could not attend the meeting as they were on annual vacation.

Subscription to International Journals on Health Sciences for 2016

It was opined that all international periodical titles subscribed during 2015 should be continued to subscribe during 2016. In addition, the following three more periodical titles were considered for subscription for 2016:

One journal: Critical Care Medicine was subscribed during 2015 for newly established Department of Emergency Medicine. It was concluded that one more title: Journal of Emergency Medicine should be subscribed for 2016 in order to meet the guidelines of MCI.

(ii) Two periodical titles: (i) Academic Medicine; (ii) Medical Education should be subscribed for 2016 under the subject "Medical Education." It was further stressed that print + non-print version of Medical Education should be subscribed with a view to avail the electronic accessibility of another journal: "Clinical Teacher," free of cost, available online only.

Sixty-one core international periodical titles covering 30 broad subject areas in health sciences were selected/recommended for subscription for 2016 (Flag "A"). The annual subscription charges will be Rs. 55.00 lac approximately after deducting 7.97% agency discount offered by a vender (being the highest amongst all). However, the estimated annual subscriptions for 2016 were worked out based on the subscription rates of 2015 as vender reported that they could not obtain the revised rates for 2016 for a number of journals from respective publishers. Keeping this in view, it was proposed that Rs. 63.25 lac approximately (15% enhanced subscription as expected usually) should be allocated for 2016 under the Head: Subscription to International Journals.

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Supply Status Report on International Health Sciences Journals for 2014 & 2015

20

The copies of all issues of 59 international periodical titles subscribed during 2014 were received. In addition, more than 95% copies of issues of international journals subscribed during 2015 were received. A copy of statement containing the information on non-supplied items for 2015 attached at Flag "B" revealed that so far copies of 40 issues pertaining to 16 titles were yet to be received. It was expected that these non-supplied items will be received by end of April 2016 on their publication. As a security on account of non-supplied items, the Subscription Agent had deposited Rs. 2,31,200.00 (20% of total value of journals subscribed during 2015) vide post-dated cheque no. 031444 dated 22 April 2016 (Flag "C").

3. Appointment of An Agent for Entertaining the Subscription to International Journals for 2016

The quotations for 76 international journals, which were selected/ recommended by HODs for subscription for 2016, were invited from 11 reputed and premiere venders dealing with the subscription transactions (Flag "D"). Seven out of eleven vendors responded. Only four vendors offered the discount which had been presented in the following Table:

SI. No.	Name of the Vender	Discount Offered in %	Terms and Conditions	Mode of Delivery
1.	Creative Books & Periodicals Private Limited, Mumbai-400 001	3%	a) 50% Advance payment with order. b) 40% Payment soon after submission of remittance details. c) 10% Payment after complete supply of journals.	Hand Delivery
2.	International Book House Private Limited, Mumbai-400 039'	3% discount on discounted journals	a) 100% Advance payment with order. b) Settlement with regard to non-receipt of issues of journals maximum 18 months from the date of payment. c) Cannot assure replacement of missing copies. d) Non-receipt of foreign journals to be reported within 90 days. e) Prevailing GOC Conversion rate will apply at the time of payment.	Hand Delivery once in ten days
3.	SITA Books & Periodicals Private Limited, Mumbai.	2% discount on if entire order is placed	a) 100% Advance payment with order. b) Prevailing GOC Conversion rate. c) Pro-rata refund towards lost in transit / missed journal issues.	Hand delivery/ courier of free of cost
4.	Total I.T. Solutions Private Limited, New Delhi-110 012	7.97%.	a) Willing to make advance payments to the publishers on our behalf upon receipt of confirm and commercially cleared supply order. b) To release 100% payment within 30 days on submission of invoices along with the remittance proof which includes publisher price proofs, photocopies of order sent along with the photocopies of drafts / cheques sent to publishers. c) Agreed to replace all non-supplied / missing issues and / or refund their proportionate / pro-rata amounts within a period of 6 months after the expiry of subscription period. d) GOC Conversion rate. e) Discount offered as special and exclusive discount be treated as confidential. f) To maintain / update Virtual Library Solution on complementary for 2016. It comprises of the following: 1. Web Portal maintenance / updation, worth Rs. 1.50 lac. 2. Digital Library Software maintenance / updation, worth Rs. 1.00 lac. g) Continue to provide photocopies of articles on request as did in the past. h). To provide internet based facility to check supply status.	Registered post/ Courier

It is perceived from tabulation that M/s Total I.T. Solutions Private Limited, Delhi offered the same discount i.e. 7.97% which they gave in 2015. The discount offered by them was found highest amongst all. It was observed that the supply status of international journals, subscribed during 2014 & 2015 through them was found exceptionally satisfactory. In addition, the following services, free of charge, were extended:

- (A) M/s Total IT Solutions, Delhi had installed Virtual Library Solution including Library Portal & e-Quest Digital Library Software worth Rs. 9.50 lac on complimentary. The Library Software was used for developing/creating the Website for Central Medical Library. It provided comprehensive and analytical information on e-resources, e-journals and e-databases. The Website hosted on their server was updated regularly.
- (B) Reprints/photocopies of articles which could not be acquired from National Medical Library, Delhi, BB Dikshit Library, WHO and other local resources under resource-sharing mechanism, were arranged through the curtsey of M/s Total IT Solutions, Private Limited, Delhi from time to time during 2015 as these were required by the medical scientists of MGM for their research projects. They supplied the reprints of requested references, free of cost. A few reprints, they supplied on chargeable basis because of having established nexus with various international publishers, who helped them in arranging the copies of reprints directly, as a special case, on our request at a very short notice.

Taking into account the needful services rendered and satisfactory supply status of international journals during 2014 & 2015, it was proposed that M/s Total I.T. Solutions, Private Limited, Delhi should be appointed as a Subscription Agent for 2016 for handling the subscription transactions to all libraries attached to various Institutions/Colleges of MGM on the following terms and conditions:

- (1) 7.97% discount applicable on (a) print, (b) print + non-print; and (c) online journals.
- (2) 100% payment of total value of orders in advance would be released on submission of copy of invoice along with the publishers' price proofs, GOC conversion rates, copies of orders sent to publishers for Institutions/Colleges of MGM, and copies of Cheques/Drafts as remittances made to international publishers for journals on behalf of respective Institutions/Colleges of MGM.
- (3) The vendor will submit a postdated cheque for 50% of total bill amount at the time of receiving 100% payment for a period of 4 months and also will take care of the following:
 - (a) Activation of online journals coming free on subscription to print version;
 - (b) Activation of online journals for which online or print + online rates remitted;
 - Submission of Subscription ID Nos./Registration IDs provided by publishers of International journals;
 - Submission of copies of acknowledgement receipts of subscriptions remitted on behalf of MGM's Institutions/Colleges obtained from International publishers;
 - Supply of issues of journals should commence within 45 days on receipt of confirmed subscription orders from MGM's Institutions/Colleges; and
 - (f) A fresh post-dated cheque of 20% of total value of subscription orders for the period of 18 months would be submitted on expiry of postdated Cheque of 50%. It would be valid till 30th June 2017 by this time all the supply would be completed. Refund of missing issues would be the last resort.
- (1) An agreement will be executed between the Subscription Agent and respective Heads of the Institution/Colleges of MGM, stating all the terms and conditions in order to ensure uninterrupted and timely supply of copies of print and non-print materials subscribed through them during 2016.

4. Finalization of Agreement for Execution between Heads of Institution of MGM and Agent

A revised copy of Agreement on account of Subscription to International journals for 2016 for execution was prepared (Flag "E").

Subscription to Indian Journals for 2016

It was expressed that only those Indian periodical titles will be subscribed whose issues were received regularly on time during 2015 on their publication. Effort will be made to acquire an updated status on publication of titles mentioned at SI nos. 2, 3, 5 & 6 from the respective publishers for taking appropriate decision for subscribing them in 2016. Till then, these titles will be kept in abeyance. It was accentuated that efforts should be made to acquire the copies of journals mentioned at SI nos. 1, 4 and 7 for the year 2015. Advance payment towards subscription to these journals had already been made. No need to remit the subscription in advance for 2016 till all issues pertaining to 2015 was received.

Sl. No.	Name of the Journals	Subscription paid in advance for 2015
1.	EDU TECH: For Leaders in Higher Education	Rs. 300.00
2.	Indian Practitioner	Payment not made
3.	JAPI: Journal of the Association Physicians of India	Payment not made
4.	JCSR: Journal of Clinical and Scientific Research	Rs.1000.00
5.	JIMA: Journal of the Indian Medical Association	Payment not made
6.	Journal of Applied Medicine and Surgery	Payment not made
7.	Management in Government	Rs. 400.00

One hundred four Indian health science journals costing to Rs. 4.50 approx. were selected and recommended by the respective HODs for subscription for 2016 (Flag "F").

6. Supply Status Report on Indian Health Science Journals

A copy of statement showing the supply status of Indian journals for 2015 subscribed directly from respective publishers was presented (Flag "G"). It was propounded that efforts should be made to acquire the missing issues pertaining to 2015 with a view to complete the respective volumes.

7. Subscription to WHO Global Subscription Package for 2016

LIB elaborated that WHO Global Subscription package for 2015 was subscribed through M/s RA Book Agency, New Delhi – an authorized agent of WHO availing 15% agency discount. Due to their unsatisfactory follow up action with WHO for arranging the supply of missing issues of journals, series and books, I have utilized my liaison and personal contacts in WHO for obtaining the copies of non-supplied items for 2015. Keeping this in view, it was opined that WHO Global Subscription Package for 2016 should be subscribed through another active authorized agent in consultation with WHO. They suggested the name of M/s Total I.T. Solutions Private Limited, Delhi being an authorized active WHO agent for marketing and dissemination of WHO information products in the country. We negotiated on the following terms and conditions with Managing Director of the proposed firm vide email of 09 October 2015(Flag "H"):

- (a) Enhancement in agency discount up to 20%;
- (b) Timely supply of issues of journals, series and copies of books included under the package;
- (c) Prompt follow up action for expediting the supply of missing issues, if any.

They agreed to our proposal as stated above. It was concluded that WHO Global subscription package for 2016 should be subscribed through M/s Total I.T. Solutions Private Limited, Delhi - an

authorized agent of WHO. However, while placing the confirmed order with the Subscription Agent, the terms and conditions as agreed upon should be mentioned explicitly in order to avoid misunderstanding, if any. It was proposed that net Rs. 68,600.00 after deducting 20% agency discount offered, should be allocated for making the advance payment towards subscription to WHO Global Subscription package for 2016. The Dean, MGMMC, Aurangabad should also be informed accordingly. Professor & Head, Department of Community Medicine strongly recommended for subscribing the package for 2016. It was, unanimously, agreed that WHO Global Subscription package for 2016 should be subscribed with a view to having comprehensive record of everything published by WHO at reduced rates.

8. Binding of Books & Volumes of Periodicals

LIB briefed that 200 copies of books and 350 volumes of periodicals were required to be bound in order to enhance the longevity as well as to ensure the safety of reading materials. It was opined that Rs. 1.10 lac approximately should be allocated under the *Head: Binding of Books and Volumes of Periodicals*.

9. Acquisition of 10 copies of Textbooks in each Subject for Undergraduate

Keeping in view MCI guidelines - "The number of copies of textbooks in each subject of undergraduate teaching shall be ten", it was proposed that 10 copies of textbooks (latest version/edition) on each subject for undergraduate should be purchased in consultation with concerned HODs.

10. Status Report on Stock Verification

LIB communicated that it was unfortunate that status report on stock verification since completed recently could not be presented. It was not documented properly as per need by Mr. Sachin Jadhav, Dy Librarian as he was on leave due to sickness in September 2015. Further he could not attend the office for a number of days in October 2015 as his daughter was hospitalized. However, it was assured that Status Report on Stock Verification will be submitted by mid December 2015. He will be assigned exclusively for preparing the stock verification report so that same could be completed within the stipulated time.

11. Subscription to MEDLINE Complete Full-Text Database for 2015

LIB informed that EBSCOhost MEDLINE Complete Database could not be subscribed during 2015 due to some unavoidable circumstances. A copy of concessional combined subscription rates offered by M/s EBSCO Information Services India Private Limited for (i) "EBSCOhost MEDLINE Complete, (ii) CINAHL Full-Text, and (iii) Dentistry & Oral Sciences Source (DOSS)" accessible via Internet for a period of 12 months have been received (Flag "I"). If we subscribe these three databases viz. MEDLINE, CINAHL and DOSS, the annual concessional subscription charges especially for us offering combo discount would be Rs. 15,88,672.86 (USD 23929.40). Detailed descriptions on list price, special discount offered, and net price etc. may be seen in the Table.

It is observed from the Table that if we purchase all the three databases *individually*, we would get the discount of Rs. 10,02,196.89. If we purchase all the three Databases viz. (i) MEDLINE Complete; (ii) CINAHL with Full-Text; and (iii) DOSS together, we would be able to avail the discount of Rs. 11,58,877.29. It shows that the EBSCO had offered discount of Rs. 1,56,680.40 more over and above on special discount on purchase of all the three Databases. If we purchase only MDLINE Complete, we would be able to avail the discount of Rs. 5,48,978.91 whereas under combo discount on purchase of all the three databases, we would be able to avail discount of Rs. 6,12,049.41. In other words, on purchase of all the three databases together, we would get more discount of Rs. 63,070.50 on purchase of MEDLINE complete.

For example, MGMDC, Navi Mumbai subscribed DOSS in 2015 and paid USD 8295.00 whereas if they subscribed it for 2016 under combo discount, they will have to remit USD 7495.00. Thus, there would be saving of USD 800.00.

Table: Showing the actual Price of each Database, Discount Offered and Net Price

SI. No.	Database		Price	Net Price after deducting special discount offered on purchasing the Database Individually		Net price after deducting combo special discount offered on purchasing together all the three Databases	
		USD	INR	USD	INR	USD	INR
1.	MEDLINE Complete	19845.00	1317509.55	11576.00	768530.64	10626.00	705460.14
2.	CINAHL with Full-Text	9040.00	600165.60	6418.40	426117.57	5808.40	385619.67
3.	DOSS	12500.00	829875.00	8295.00	550705.05	7405.00	
	Total:	41385.00	The state of the s			7495.00	497593.05
	Total:	41363.00	2747550.15	26289.40	1745353.26	23929.40	1588672.86

Note: Conversion Rate: 1 USD = Rs. 66.39 (as on 28.10.2015 Dutch Bank Rate). It may vary as it would depend on the conversion price of the actual date of invoice and payment.

It is submitted that while discussing with honourable VC in his office on 16 September 2015 about the discontinuation of Access Medicine Database which was found underutilized, he had agreed, in principle, for purchasing all the three databases including MEDLINE complete in order to avail the combo discount. Moreover, it was emphasized that according to MCI's guidelines, E-Library should be "Air-conditioned Computer Room with MEDLINE and Internet facility with minimum of 40 nodes.

In the light of the above, it was suggested that all the three databases should be purchased in order to avail the combo discount offered by EBSCO. The net amount involved on account of subscription to all the three databases will be remitted from the funding of respective colleges/institutions as given below:

Sl. No.	Name the Institutes/Colleges	Database	Net Payable Amount in Rs.
1.	MGM-MC, Kamothe, Navi Mumbai	MEDLINE Complete	Rs. 705460.14 (USD 10626.00)
2.	MGM-NBCN, Kamothe, Navi Mumbai		
3.	MGM-DC, Kamothe, Navi Mumbai		Rs. 497593.05 (USD 7495.00)

It was opined that MEDLINE complete should be subscribed during 2016 in order to meet the MCI guidelines. Thus, it was proposed to allocate Rs 7.06 lac approx. under the *Head: Subscription to MEDLINE Complete Database*.

12. Status Report on Website of MGM Central Medical Library

LIB narrated that the Website of Central Medical Library was updated regularly. The site was hyperlinked to a wide range of information resources, services and policies. The Website contained comprehensive information on historical background of Mahatma Gandhi Mission trust popularly known as MGM. It contained the information on a number of institutions emerged from time to time in various disciplines of health and allied sciences under the umbrella of MGM. It contained the information on organization of collection, acquisition policy, library committee, eligibility to use Library, opening hours of the library, staff, library services, online journals, & digital library etc. It had a record of 126 theses (PDF), 413 peer reviewed papers (PDF), 531 e-books (PDF) and 216 subscribed e-journals. Web links were provided for 412 e-books, 28 e-databases and 3,645 e-journals for accessing the e-health literature/information, free of cost.

13. Acquisition of Domain for Hosting the Website of Central Medical Library on Server

LIB requested that domain for hosting the Website of the Library on its own server should be explored. It was pointed out that the Website had comprehensive data which needed to be stored and organized with a view to make it accessible to medical scientists. The Virtual Library Solution including

Library Portal & e-Quest Digital Library Software worth Rs. 9.50 lac provided by M/s Total IT Solutions, New Delhi on complimentary had been used for developing/creating the Website for Central Medical Library. It provided comprehensive and analytical record on e-resources, e-journals and e-databases. The Website of Central Medical Library hosted on their server was updated regularly.

During the meeting, the Registrar, MGMIHS had shown his willingness to explore the possibilities of hosting Website of Library on University Domain. A link of it will be provided on WebPage of the University. He assured to look into the matter urgently for having its own domain for hosting the Website on its server.

14. Current Awareness Service (CAS): A status report

The library had introduced the Current Awareness Service (CAS) in January 2015 viz. (i) Circulation of e-copies of Contents Pages of latest issues of journals on receipt; and (ii) Library News containing the bibliographical descriptions on each latest book added to the library. Photocopies of articles were provided to users on request out of the circulation of e-copies of contents pages. Twelve issues containing e-copies of Contents Pages of latest issues of journals were issued till September 2015. Six issues of Library News till August 2015 were circulated.

Any other items with the permission of the Chair 15.

(i) Transfer of Library Fee Charged, if any from Allied Health Sciences Students

> Director, MGM School of Biomedical Sciences informed that no library fee as such being charged from Allied Health Sciences students. However, efforts would be made in consultation with honourable VC for allocating the requisite funds which could be utilized for purchasing the multiple copies of textbooks and workstations for the use of Allied Health Sciences students exclusively. Seperte / reoles/ Still orian la

(ii) Timings to be fixed for Allied Health Sciences Students for Using the Library Facilities

It was stressed that there was no need to fix timings especially for Allied Health Sciences students for using the library facilities. They should be allowed to use the library facilities as and when they wish. However, efforts would be made in consultation with honourable VC and Dean for having a separate reading hall for Allied Health students within the premises of out of Ready already weing

Efforts will be made for appointment of a person professionally qualified having at least 5 (iii) years experience in medical librarianship on suitable grade to look after the libraries meant for Allied Health Sciences students. In addition, the incumbent would assist in the compilation of MGM Journal of Medical Sciences (MGMJMS) brought out by the University. He would assist in data inputting and updating the Website of the Library. Job descriptions will be framed accordingly.

16. Recommendations

NOT MOR HOS Sol STLOW Rs. 63.25 lac approx., being the net amount after deducting 7.97% agency discount, be (i) allocated under the Head: Subscription to International Journals for 2016. The allocated funds will be used for making the advance payment towards subscription to 61 selected/ recommended core international periodical titles for 2016.

M/s. Total IT Solutions Private Limited, New Delhi be appointed as Subscription Agent for (ii) 2016 for handling the subscription transactions for all libraries attached to various (Institutions/Colleges of MGM. An agreement will be of MGM executed between the

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Subscription Agent and respective Heads of the Institutions/Colleges on the following terms

1. 7.97% discount applicable on (a) print, (b) print + non-print; and (c) online journals.

II. 100% payment of total value of orders in advance would be released on submission of copy of invoice along with the publishers' price proofs, GOC conversion rates, copies of orders sent to publishers for institutions/colleges of MGM, and copies of Cheques/Drafts as remittances made to international publishers for their journals on behalf of respective Institutions/Colleges of MGM.

III. The vendor will submit a postdated cheque for 50% of total bill amount at the time of receiving 100% payment for a period of 4 months and also will take care of the following:

Activation of online journals coming free on subscription to print version;

(e)

Activation of online journals for which online or print + online rates remitted; Submission of Subscription ID Nos. /Registration IDs provided by publishers of international journals;

Submission of copies of acknowledgement receipts of subscriptions remitted on behalf of MGM's Institutions/Colleges obtained from international publishers;

Supply of issues of journals should commence within 45 days on receipt of confirmed subscription orders from MGM's Institutions/Colleges; and

(f) A fresh Postdated Cheque of 20% of total value of subscription orders for the period of 18 months be submitted on expiry of Postdated Cheque of 50%. It would be valid till 30th June 2017 by this time all the supply would be completed. Refund of missing issues would be the last resort.

IV. An agreement be executed between the Subscription Agent and respective Heads of the Institutions/Colleges of MGM, illustrating all the terms and conditions explicitly with a view to ensure uninterrupted and timely supply of copies of print and non-print materials subscribed through them during 2016.

V. An appreciation letter be sent to Subscription Agent informing him about his efforts put forward in supplying all the issues of 59 international periodical titles for 2014. Besides, the Agent has been able to supply almost 95% copies of issues of journals pertaining to 2015.

VI. The Agent be thanked for providing the Virtual Library Solutions including Library Portal & e-quest Digital Library Software, free of cost, for creating/developing the Website for Central Medical Library.

Rs. 4.50 lac approx. be allocated under the Head: Subscription to Indian Medical Journals for (iii) 2016. The allocated funds will be utilized for making the advance payment towards subscription to 104 selected/recommended Indian periodical titles in the area of health and allied sciences for 2016.

Rs. 68,600.00, being the net amount after deducting 20% agency discount offered by an (iv) authorized agent of WHO, be allocated under the Head: Subscription to WHO Global Subscription Package for 2016. While placing the confirmed order with the Subscription Agent, the terms and conditions as agreed upon should be mentioned explicitly.

Rs. 1.10 lac approx. be allocated under the Head: Binding of Books and Volumes of (v) Periodicals. The sanctioned budget would be used to get bound 200 copies of books and 350 volumes of periodicals. After inspepling Books.

Efforts be made to acquire 10 copies of textbooks (latest version/edition) on each subject for undergraduate in consultation with the respective Head of the Department in order to meet the guidelines of MCI.

Long awaited status report on Sock verification be submitted by mid December 2015 positively.

Rs. 7.06 lac approx. (USD 10626.00), being the net amount after deducting Rs. 6.12 lac approx. (USD 9219.00) offered as an special combo discount on subscription to three databases (MEDLINE, CINAHL & DOSS), be allocated under the Head: MEDLINE Complete Database for 2016 (January 2016 to December 2016).

Similarly, the net amount as given below be allocated for acquiring databases for (I) MGM New Bombay College of Nursing, Kamothe (CINAHL database), and (II) MGM Dental College, Kamothe (DOSS database):

(1) Rs. 3.90 lac approx. (USD 5808.40) being the net amount for CINAHL (Dis. Rs. 2.14 lac approx.); and (2) Rs. 4.98 lac approx. (USD 7495.00) being the net amount for DOSS database (Dis Rs. 3.32 lac approx.).

These databases are mandatory to subscribe according to norms and guidelines of MCI &

Efforts be made to scan the remaining copies of theses available in library holdings, and peer-(ix) reviewed papers emanating from both Medical Colleges, Aurangabad & Navi Mumbai for publishing them in the Website of the MGM Central Medical Library with a view to move, towards Digital Library.

LLOVD Efforts be made to host the Website of Central Medical Library on University Domain in (X) consultation with Registrar, MGMIHS who assured for having its own domain for hosting the Website on its server. A link of it, should be provided on Webpage of the University

Three split ACs (2 tons each) be installed in Library Book Stacks area in order to safeguard (xi) the multi volume books, textbooks, encyclopedias, dictionaries, atlases, and monographs etc. from heat, dust & humidity.

Appropriate funds be allocated for purchasing the multiple copies of textbooks and computers (xii) for the use of Allied Health Sciences students exclusively.

Efforts be made for appointment of a person professionally qualified having at least five years (xiii) experience in medical librarianship on suitable grade to look after the libraries meant for Allied Health Sciences students. The incumbent would assist in the compilation of MGM Journal of Medical Sciences (MGMJMS) and data inputting in the Website as well as its updation.

From security point of view, Sliding Grill Door be installed at the entrance gate of the Central (XIV) Library.

Site Engineer be asked for taking appropriate action for cleansing/polishing the window glasses in Reading Halls, closing of partition in the area of UG & PG Reading Halls with the provision of paper ventilation.

(xvi) Follow-up action be initiated for renovating the both Wash Rooms of the Library meant for Ladies and Gents. A request was submitted to Site Engineer on 28 May 2015 with the

instruction endorsed therein by *Honourable Vice Chancellor* for taking up the proposed work immediately.

(xvii) Site Engineer be requested for undertaking the painting of entire Library premises (UG, PG Halls, Periodical, Reference, Technical Processing, & Recent Arrival Sections: Stacks area, Open Reading Hall, Library Conference Hall, Director Library's Office, MEU Cell, MBA Stack & Corridors etc).

(xviii) 8te Engineer be advised to replace the entire existing old doors along with frames installed in various sections of the Library at the earliest possible. Efforts be made to provide the standard unique colour code on each door and its frame.

Dr G.S. Narshetty Chairman LIB. Committee Dr Z.G. Badade Member

LIB. Committee

Dr R.S. Inamdar Member

LIB. Committee

Dr R.P. Dixit Member-Secretary LIB. Committee

Dr A.D. Urhekar

Member

LIB Committee

Dr Vijay Kamale

Member

LIB Committee

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MEDICAL COLLEGE & HOSPITAL

Junction of NH-4 & Sion Panvel Expressway Sector -1, Kamothe, Navi Mumbai -410 209. Website: www.ejserver.com/wpress. E-mail: librarian@mgmuhs.com. Ph: 022-27436407

Our Ref: MGM/MEDC/LIB/COMMIT-16/15/8542

16 November 2015

Minutes of the Library Committee Meeting

A meeting of Library Committee was held on Tuesday, 20 October 2015, at 02:30 p.m. in Dean's Office, MGM-MCH, Kamothe to discuss the various issues for further development of the infrastructure of Central Medical Library as per expectations of Library users. The following were present:

(i)	Dr G.S. Narshetty, Dean, MGM-MCH	Chairman
(ii)	Dr Z.G. Badade, Registrar, MGM-IHS	Member
(iii)	Dr R.S. Inamdar, Head, Department Physiology	Member
(iv)	Dr A.D. Urhekar, Head, Dept. of Microbiology	Member
(v)	Dr Vijay Kamale, Professor of Pediatrics	Member
(vi)	Dr R.P. Dixit. Director Library	Member-Secretary

Note: Dr J Ghanekar, Dr DB Borker, and Dr YA Deshmukh could not attend the meeting as they were on annual vacation.

Subscription to International Journals on Health Sciences for 2016

It was opined that all international periodical titles subscribed during 2015 should be continued to subscribe during 2016. In addition, the following three more periodical titles were considered for subscription for 2016:

One journal: Critical Care Medicine was subscribed during 2015 for newly established Department of Emergency Medicine. It was concluded that one more title: Journal of Emergency Medicine should be subscribed for 2016 in order to meet the guidelines of MCI.

(ii) Two periodical titles: (i) Academic Medicine; (ii) Medical Education should be subscribed for 2016 under the subject "Medical Education." It was further stressed that print + non-print version of Medical Education should be subscribed with a view to avail the electronic accessibility of another journal: "Clinical Teacher," free of cost, available online only.

Sixty-one core international periodical titles covering 30 broad subject areas in health sciences were selected/recommended for subscription for 2016 (Flag "A"). The annual subscription charges will be Rs. 55.00 lac approximately after deducting 7.97% agency discount offered by a vender (being the highest amongst all). However, the estimated annual subscriptions for 2016 were worked out based on the subscription rates of 2015 as vender reported that they could not obtain the revised rates for 2016 for a number of journals from respective publishers. Keeping this in view, it was proposed that Rs. 63.25 lac approximately (15% enhanced subscription as expected usually) should be allocated for 2016 under the Head: Subscription to International Journals.

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REF: 17.844.3

Supply Status Report on International Health Sciences Journals for 2014 & 2015

20

The copies of all issues of 59 international periodical titles subscribed during 2014 were received. In addition, more than 95% copies of issues of international journals subscribed during 2015 were received. A copy of statement containing the information on non-supplied items for 2015 attached at Flag "B" revealed that so far copies of 40 issues pertaining to 16 titles were yet to be received. It was expected that these non-supplied items will be received by end of April 2016 on their publication. As a security on account of non-supplied items, the Subscription Agent had deposited Rs. 2,31,200.00 (20% of total value of journals subscribed during 2015) vide post-dated cheque no. 031444 dated 22 April 2016 (Flag "C").

3. Appointment of An Agent for Entertaining the Subscription to International Journals for 2016

The quotations for 76 international journals, which were selected/ recommended by HODs for subscription for 2016, were invited from 11 reputed and premiere venders dealing with the subscription transactions (Flag "D"). Seven out of eleven vendors responded. Only four vendors offered the discount which had been presented in the following Table:

SI. No.	Name of the Vender	Discount Offered in %	Terms and Conditions	Mode of Delivery
1.	Creative Books & Periodicals Private Limited, Mumbai-400 001	3%	a) 50% Advance payment with order. b) 40% Payment soon after submission of remittance details. c) 10% Payment after complete supply of journals.	Hand Delivery
2.	International Book House Private Limited, Mumbai-400 039'	3% discount on discounted journals	a) 100% Advance payment with order. b) Settlement with regard to non-receipt of issues of journals maximum 18 months from the date of payment. c) Cannot assure replacement of missing copies. d) Non-receipt of foreign journals to be reported within 90 days. e) Prevailing GOC Conversion rate will apply at the time of payment.	Hand Delivery once in ten days
3.	SITA Books & Periodicals Private Limited, Mumbai.	2% discount on if entire order is placed	a) 100% Advance payment with order. b) Prevailing GOC Conversion rate. c) Pro-rata refund towards lost in transit / missed journal issues.	Hand delivery/ courier of free of cost
4.	Total I.T. Solutions Private Limited, New Delhi-110 012	7.97%.	a) Willing to make advance payments to the publishers on our behalf upon receipt of confirm and commercially cleared supply order. b) To release 100% payment within 30 days on submission of invoices along with the remittance proof which includes publisher price proofs, photocopies of order sent along with the photocopies of drafts / cheques sent to publishers. c) Agreed to replace all non-supplied / missing issues and / or refund their proportionate / pro-rata amounts within a period of 6 months after the expiry of subscription period. d) GOC Conversion rate. e) Discount offered as special and exclusive discount be treated as confidential. f) To maintain / update Virtual Library Solution on complementary for 2016. It comprises of the following: 1. Web Portal maintenance / updation, worth Rs. 1.50 lac. 2. Digital Library Software maintenance / updation, worth Rs. 1.00 lac. g) Continue to provide photocopies of articles on request as did in the past. h). To provide internet based facility to check supply status.	Registered post/ Courier

It is perceived from tabulation that M/s Total I.T. Solutions Private Limited, Delhi offered the same discount i.e. 7.97% which they gave in 2015. The discount offered by them was found highest amongst all. It was observed that the supply status of international journals, subscribed during 2014 & 2015 through them was found exceptionally satisfactory. In addition, the following services, free of charge, were extended:

- (A) M/s Total IT Solutions, Delhi had installed Virtual Library Solution including Library Portal & e-Quest Digital Library Software worth Rs. 9.50 lac on complimentary. The Library Software was used for developing/creating the Website for Central Medical Library. It provided comprehensive and analytical information on e-resources, e-journals and e-databases. The Website hosted on their server was updated regularly.
- (B) Reprints/photocopies of articles which could not be acquired from National Medical Library, Delhi, BB Dikshit Library, WHO and other local resources under resource-sharing mechanism, were arranged through the curtsey of M/s Total IT Solutions, Private Limited, Delhi from time to time during 2015 as these were required by the medical scientists of MGM for their research projects. They supplied the reprints of requested references, free of cost. A few reprints, they supplied on chargeable basis because of having established nexus with various international publishers, who helped them in arranging the copies of reprints directly, as a special case, on our request at a very short notice.

Taking into account the needful services rendered and satisfactory supply status of international journals during 2014 & 2015, it was proposed that M/s Total I.T. Solutions, Private Limited, Delhi should be appointed as a Subscription Agent for 2016 for handling the subscription transactions to all libraries attached to various Institutions/Colleges of MGM on the following terms and conditions:

- (1) 7.97% discount applicable on (a) print, (b) print + non-print; and (c) online journals.
- (2) 100% payment of total value of orders in advance would be released on submission of copy of invoice along with the publishers' price proofs, GOC conversion rates, copies of orders sent to publishers for Institutions/Colleges of MGM, and copies of Cheques/Drafts as remittances made to international publishers for journals on behalf of respective Institutions/Colleges of MGM.
- (3) The vendor will submit a postdated cheque for 50% of total bill amount at the time of receiving 100% payment for a period of 4 months and also will take care of the following:
 - (a) Activation of online journals coming free on subscription to print version;
 - (b) Activation of online journals for which online or print + online rates remitted;
 - Submission of Subscription ID Nos./Registration IDs provided by publishers of International journals;
 - Submission of copies of acknowledgement receipts of subscriptions remitted on behalf of MGM's Institutions/Colleges obtained from International publishers;
 - Supply of issues of journals should commence within 45 days on receipt of confirmed subscription orders from MGM's Institutions/Colleges; and
 - (f) A fresh post-dated cheque of 20% of total value of subscription orders for the period of 18 months would be submitted on expiry of postdated Cheque of 50%. It would be valid till 30th June 2017 by this time all the supply would be completed. Refund of missing issues would be the last resort.
- (1) An agreement will be executed between the Subscription Agent and respective Heads of the Institution/Colleges of MGM, stating all the terms and conditions in order to ensure uninterrupted and timely supply of copies of print and non-print materials subscribed through them during 2016.

4. Finalization of Agreement for Execution between Heads of Institution of MGM and Agent

A revised copy of Agreement on account of Subscription to International journals for 2016 for execution was prepared (Flag "E").

Subscription to Indian Journals for 2016

It was expressed that only those Indian periodical titles will be subscribed whose issues were received regularly on time during 2015 on their publication. Effort will be made to acquire an updated status on publication of titles mentioned at SI nos. 2, 3, 5 & 6 from the respective publishers for taking appropriate decision for subscribing them in 2016. Till then, these titles will be kept in abeyance. It was accentuated that efforts should be made to acquire the copies of journals mentioned at SI nos. 1, 4 and 7 for the year 2015. Advance payment towards subscription to these journals had already been made. No need to remit the subscription in advance for 2016 till all issues pertaining to 2015 was received.

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5.	JIMA: Journal of the Indian Medical Association	Payment not made
6.	Journal of Applied Medicine and Surgery	Payment not made
7.	Management in Government	Rs. 400.00

One hundred four Indian health science journals costing to Rs. 4.50 approx. were selected and recommended by the respective HODs for subscription for 2016 (Flag "F").

6. Supply Status Report on Indian Health Science Journals

A copy of statement showing the supply status of Indian journals for 2015 subscribed directly from respective publishers was presented (Flag "G"). It was propounded that efforts should be made to acquire the missing issues pertaining to 2015 with a view to complete the respective volumes.

7. Subscription to WHO Global Subscription Package for 2016

LIB elaborated that WHO Global Subscription package for 2015 was subscribed through M/s RA Book Agency, New Delhi – an authorized agent of WHO availing 15% agency discount. Due to their unsatisfactory follow up action with WHO for arranging the supply of missing issues of journals, series and books, I have utilized my liaison and personal contacts in WHO for obtaining the copies of non-supplied items for 2015. Keeping this in view, it was opined that WHO Global Subscription Package for 2016 should be subscribed through another active authorized agent in consultation with WHO. They suggested the name of M/s Total I.T. Solutions Private Limited, Delhi being an authorized active WHO agent for marketing and dissemination of WHO information products in the country. We negotiated on the following terms and conditions with Managing Director of the proposed firm vide email of 09 October 2015(Flag "H"):

- (a) Enhancement in agency discount up to 20%;
- (b) Timely supply of issues of journals, series and copies of books included under the package;
- (c) Prompt follow up action for expediting the supply of missing issues, if any.

They agreed to our proposal as stated above. It was concluded that WHO Global subscription package for 2016 should be subscribed through M/s Total I.T. Solutions Private Limited, Delhi - an

authorized agent of WHO. However, while placing the confirmed order with the Subscription Agent, the terms and conditions as agreed upon should be mentioned explicitly in order to avoid misunderstanding, if any. It was proposed that net Rs. 68,600.00 after deducting 20% agency discount offered, should be allocated for making the advance payment towards subscription to WHO Global Subscription package for 2016. The Dean, MGMMC, Aurangabad should also be informed accordingly. Professor & Head, Department of Community Medicine strongly recommended for subscribing the package for 2016. It was, unanimously, agreed that WHO Global Subscription package for 2016 should be subscribed with a view to having comprehensive record of everything published by WHO at reduced rates.

8. Binding of Books & Volumes of Periodicals

LIB briefed that 200 copies of books and 350 volumes of periodicals were required to be bound in order to enhance the longevity as well as to ensure the safety of reading materials. It was opined that Rs. 1.10 lac approximately should be allocated under the *Head: Binding of Books and Volumes of Periodicals*.

9. Acquisition of 10 copies of Textbooks in each Subject for Undergraduate

Keeping in view MCI guidelines - "The number of copies of textbooks in each subject of undergraduate teaching shall be ten", it was proposed that 10 copies of textbooks (latest version/edition) on each subject for undergraduate should be purchased in consultation with concerned HODs.

10. Status Report on Stock Verification

LIB communicated that it was unfortunate that status report on stock verification since completed recently could not be presented. It was not documented properly as per need by Mr. Sachin Jadhav, Dy Librarian as he was on leave due to sickness in September 2015. Further he could not attend the office for a number of days in October 2015 as his daughter was hospitalized. However, it was assured that Status Report on Stock Verification will be submitted by mid December 2015. He will be assigned exclusively for preparing the stock verification report so that same could be completed within the stipulated time.

11. Subscription to MEDLINE Complete Full-Text Database for 2015

LIB informed that EBSCOhost MEDLINE Complete Database could not be subscribed during 2015 due to some unavoidable circumstances. A copy of concessional combined subscription rates offered by M/s EBSCO Information Services India Private Limited for (i) "EBSCOhost MEDLINE Complete, (ii) CINAHL Full-Text, and (iii) Dentistry & Oral Sciences Source (DOSS)" accessible via Internet for a period of 12 months have been received (Flag "I"). If we subscribe these three databases viz. MEDLINE, CINAHL and DOSS, the annual concessional subscription charges especially for us offering combo discount would be Rs. 15,88,672.86 (USD 23929.40). Detailed descriptions on list price, special discount offered, and net price etc. may be seen in the Table.

It is observed from the Table that if we purchase all the three databases *individually*, we would get the discount of Rs. 10,02,196.89. If we purchase all the three Databases viz. (i) MEDLINE Complete; (ii) CINAHL with Full-Text; and (iii) DOSS together, we would be able to avail the discount of Rs. 11,58,877.29. It shows that the EBSCO had offered discount of Rs. 1,56,680.40 more over and above on special discount on purchase of all the three Databases. If we purchase only MDLINE Complete, we would be able to avail the discount of Rs. 5,48,978.91 whereas under combo discount on purchase of all the three databases, we would be able to avail discount of Rs. 6,12,049.41. In other words, on purchase of all the three databases together, we would get more discount of Rs. 63,070.50 on purchase of MEDLINE complete.

For example, MGMDC, Navi Mumbai subscribed DOSS in 2015 and paid USD 8295.00 whereas if they subscribed it for 2016 under combo discount, they will have to remit USD 7495.00. Thus, there would be saving of USD 800.00.

Table: Showing the actual Price of each Database, Discount Offered and Net Price

SI. No.	Database		Price	special disco purchasing	fter deducting ount offered on the Database idually	Net price after deducting combo special discours offered on purchasing together all the three Databases	
		USD	INR	USD	INR	USD	INR
1.	MEDLINE Complete	19845.00	1317509.55	11576.00	768530.64	10626.00	705460.14
2.	CINAHL with Full-Text	9040.00	600165.60	6418.40	426117.57	5808.40	385619.67
3.	DOSS	12500.00	829875.00	8295.00	550705.05	7405.00	
	Total:	41385.00	The state of the s			7495.00	497593.05
	Total:	41363.00	2747550.15	26289.40	1745353.26	23929.40	1588672.86

Note: Conversion Rate: 1 USD = Rs. 66.39 (as on 28.10.2015 Dutch Bank Rate). It may vary as it would depend on the conversion price of the actual date of invoice and payment.

It is submitted that while discussing with honourable VC in his office on 16 September 2015 about the discontinuation of Access Medicine Database which was found underutilized, he had agreed, in principle, for purchasing all the three databases including MEDLINE complete in order to avail the combo discount. Moreover, it was emphasized that according to MCI's guidelines, E-Library should be "Air-conditioned Computer Room with MEDLINE and Internet facility with minimum of 40 nodes.

In the light of the above, it was suggested that all the three databases should be purchased in order to avail the combo discount offered by EBSCO. The net amount involved on account of subscription to all the three databases will be remitted from the funding of respective colleges/institutions as given below:

Sl. No.	Name the Institutes/Colleges	Database	Net Payable Amount in Rs.
1.	MGM-MC, Kamothe, Navi Mumbai	MEDLINE Complete	Rs. 705460.14 (USD 10626.00)
2.	MGM-NBCN, Kamothe, Navi Mumbai		
3.	MGM-DC, Kamothe, Navi Mumbai		Rs. 497593.05 (USD 7495.00)

It was opined that MEDLINE complete should be subscribed during 2016 in order to meet the MCI guidelines. Thus, it was proposed to allocate Rs 7.06 lac approx. under the *Head: Subscription to MEDLINE Complete Database*.

12. Status Report on Website of MGM Central Medical Library

LIB narrated that the Website of Central Medical Library was updated regularly. The site was hyperlinked to a wide range of information resources, services and policies. The Website contained comprehensive information on historical background of Mahatma Gandhi Mission trust popularly known as MGM. It contained the information on a number of institutions emerged from time to time in various disciplines of health and allied sciences under the umbrella of MGM. It contained the information on organization of collection, acquisition policy, library committee, eligibility to use Library, opening hours of the library, staff, library services, online journals, & digital library etc. It had a record of 126 theses (PDF), 413 peer reviewed papers (PDF), 531 e-books (PDF) and 216 subscribed e-journals. Web links were provided for 412 e-books, 28 e-databases and 3,645 e-journals for accessing the e-health literature/information, free of cost.

13. Acquisition of Domain for Hosting the Website of Central Medical Library on Server

LIB requested that domain for hosting the Website of the Library on its own server should be explored. It was pointed out that the Website had comprehensive data which needed to be stored and organized with a view to make it accessible to medical scientists. The Virtual Library Solution including

Library Portal & e-Quest Digital Library Software worth Rs. 9.50 lac provided by M/s Total IT Solutions, New Delhi on complimentary had been used for developing/creating the Website for Central Medical Library. It provided comprehensive and analytical record on e-resources, e-journals and e-databases. The Website of Central Medical Library hosted on their server was updated regularly.

During the meeting, the Registrar, MGMIHS had shown his willingness to explore the possibilities of hosting Website of Library on University Domain. A link of it will be provided on WebPage of the University. He assured to look into the matter urgently for having its own domain for hosting the Website on its server.

14. Current Awareness Service (CAS): A status report

The library had introduced the Current Awareness Service (CAS) in January 2015 viz. (i) Circulation of e-copies of Contents Pages of latest issues of journals on receipt; and (ii) Library News containing the bibliographical descriptions on each latest book added to the library. Photocopies of articles were provided to users on request out of the circulation of e-copies of contents pages. Twelve issues containing e-copies of Contents Pages of latest issues of journals were issued till September 2015. Six issues of Library News till August 2015 were circulated.

Any other items with the permission of the Chair 15.

(i) Transfer of Library Fee Charged, if any from Allied Health Sciences Students

> Director, MGM School of Biomedical Sciences informed that no library fee as such being charged from Allied Health Sciences students. However, efforts would be made in consultation with honourable VC for allocating the requisite funds which could be utilized for purchasing the multiple copies of textbooks and workstations for the use of Allied Health Sciences students exclusively. Seperte / reoles/ Still orian la

(ii) Timings to be fixed for Allied Health Sciences Students for Using the Library Facilities

It was stressed that there was no need to fix timings especially for Allied Health Sciences students for using the library facilities. They should be allowed to use the library facilities as and when they wish. However, efforts would be made in consultation with honourable VC and Dean for having a separate reading hall for Allied Health students within the premises of out of Ready already weing

Efforts will be made for appointment of a person professionally qualified having at least 5 (iii) years experience in medical librarianship on suitable grade to look after the libraries meant for Allied Health Sciences students. In addition, the incumbent would assist in the compilation of MGM Journal of Medical Sciences (MGMJMS) brought out by the University. He would assist in data inputting and updating the Website of the Library. Job descriptions will be framed accordingly.

16. Recommendations

NOT MOR HOS Sol STLOW Rs. 63.25 lac approx., being the net amount after deducting 7.97% agency discount, be (i) allocated under the Head: Subscription to International Journals for 2016. The allocated funds will be used for making the advance payment towards subscription to 61 selected/ recommended core international periodical titles for 2016.

M/s. Total IT Solutions Private Limited, New Delhi be appointed as Subscription Agent for (ii) 2016 for handling the subscription transactions for all libraries attached to various (Institutions/Colleges of MGM. An agreement will be of MGM executed between the

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Subscription Agent and respective Heads of the Institutions/Colleges on the following terms and conditions:

1. 7.97% discount applicable on (a) print, (b) print + non-print; and (c) online journals.

II. 100% payment of total value of orders in advance would be released on submission of copy of invoice along with the publishers' price proofs, GOC conversion rates, copies of orders sent to publishers for institutions/colleges of MGM, and copies of Cheques/Drafts as remittances made to international publishers for their journals on behalf of respective Institutions/Colleges of MGM.

III. The vendor will submit a postdated cheque for 50% of total bill amount at the time of receiving 100% payment for a period of 4 months and also will take care of the following:

(a) Activation of Activation of Activation of Submission interesting

(e)

Activation of online journals coming free on subscription to print version; Activation of online journals for which online or print + online rates remitted;

Submission of Subscription ID Nos. /Registration IDs provided by publishers of international journals;

Submission of copies of acknowledgement receipts of subscriptions remitted on behalf of MGM's Institutions/Colleges obtained from international publishers;

Supply of issues of journals should commence within 45 days on receipt of confirmed subscription orders from MGM's Institutions/Colleges; and

(f) A fresh Postdated Cheque of 20% of total value of subscription orders for the period of 18 months be submitted on expiry of Postdated Cheque of 50%. It would be valid till 30th June 2017 by this time all the supply would be completed. Refund of missing issues would be the last resort.

IV. An agreement be executed between the Subscription Agent and respective Heads of the Institutions/Colleges of MGM, illustrating all the terms and conditions explicitly with a view to ensure uninterrupted and timely supply of copies of print and non-print materials subscribed through them during 2016.

V. An appreciation letter be sent to Subscription Agent informing him about his efforts put forward in supplying all the issues of 59 international periodical titles for 2014. Besides, the Agent has been able to supply almost 95% copies of issues of journals pertaining to 2015.

VI. The Agent be thanked for providing the Virtual Library Solutions including Library Portal & e-quest Digital Library Software, free of cost, for creating/developing the Website for Central Medical Library.

(iii) Rs. 4.50 lac approx. be allocated under the Head: Subscription to Indian Medical Journals for 2016. The allocated funds will be utilized for making the advance payment towards subscription to 104 selected/recommended Indian periodical titles in the area of health and allied sciences for 2016.

(iv) Rs. 68,600.00, being the net amount after deducting 20% agency discount offered by an authorized agent of WHO, be allocated under the *Head: Subscription to WHO Global Subscription Package for 2016.* While placing the confirmed order with the Subscription Agent, the terms and conditions as agreed upon should be mentioned explicitly.

(v) Rs. 1.10 lac approx. be allocated under the Head: Binding of Books and Volumes of Periodicals. The sanctioned budget would be used to get bound 200 copies of books and 350 volumes of periodicals.

His periodicals.

(8)

Efforts be made to acquire 10 copies of textbooks (latest version/edition) on each subject for undergraduate in consultation with the respective Head of the Department in order to meet the guidelines of MCI.

Long awaited status report on Sock verification be submitted by mid December 2015 positively.

Rs. 7.06 lac approx. (USD 10626.00), being the net amount after deducting Rs. 6.12 lac approx. (USD 9219.00) offered as an special combo discount on subscription to three databases (MEDLINE, CINAHL & DOSS), be allocated under the Head: MEDLINE Complete Database for 2016 (January 2016 to December 2016).

Similarly, the net amount as given below be allocated for acquiring databases for (I) MGM New Bombay College of Nursing, Kamothe (CINAHL database), and (II) MGM Dental College, Kamothe (DOSS database):

(1) Rs. 3.90 lac approx. (USD 5808.40) being the net amount for CINAHL (Dis. Rs. 2.14 lac approx.); and (2) Rs. 4.98 lac approx. (USD 7495.00) being the net amount for DOSS database (Dis Rs. 3.32 lac approx.).

These databases are mandatory to subscribe according to norms and guidelines of MCI &

Efforts be made to scan the remaining copies of theses available in library holdings, and peer-(ix) reviewed papers emanating from both Medical Colleges, Aurangabad & Navi Mumbai for publishing them in the Website of the MGM Central Medical Library with a view to move, towards Digital Library.

LLOVD Efforts be made to host the Website of Central Medical Library on University Domain in (X) consultation with Registrar, MGMIHS who assured for having its own domain for hosting the Website on its server. A link of it, should be provided on Webpage of the University

Three split ACs (2 tons each) be installed in Library Book Stacks area in order to safeguard (xi) the multi volume books, textbooks, encyclopedias, dictionaries, atlases, and monographs etc. from heat, dust & humidity.

Appropriate funds be allocated for purchasing the multiple copies of textbooks and computers (xii) for the use of Allied Health Sciences students exclusively.

Efforts be made for appointment of a person professionally qualified having at least five years (xiii) experience in medical librarianship on suitable grade to look after the libraries meant for Allied Health Sciences students. The incumbent would assist in the compilation of MGM Journal of Medical Sciences (MGMJMS) and data inputting in the Website as well as its updation.

From security point of view, Sliding Grill Door be installed at the entrance gate of the Central (XIV) Library.

Site Engineer be asked for taking appropriate action for cleansing/polishing the window glasses in Reading Halls, closing of partition in the area of UG & PG Reading Halls with the provision of paper ventilation.

(xvi) Follow-up action be initiated for renovating the both Wash Rooms of the Library meant for Ladies and Gents. A request was submitted to Site Engineer on 28 May 2015 with the

instruction endorsed therein by Honourable Vice Chancellor for taking up the proposed work immediately.

(xvii) Site Engineer be requested for undertaking the painting of entire Library premises (UG, PG Halls, Periodical, Reference, Technical Processing, & Recent Arrival Sections: Stacks area, Open Reading Hall, Library Conference Hall, Director Library's Office, MEU Cell, MBA Stack & Corridors etc).

(xviii) 8te Engineer be advised to replace the entire existing old doors along with frames installed in various sections of the Library at the earliest possible. Efforts be made to provide the standard unique colour code on each door and its frame.

Dr G.S. Narshetty Chairman LIB. Committee Dr Z.G. Badade Member

Member LIB. Committee Dr R.S. Inamdar Member

LIB. Committee

Dr R.P. Dixit Member-Secretary LIB. Committee

Dr A.D. Urhekar

Member

LIB Committee

Dr Vijay Kamale

Member

LIB Committee

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MAHATMA GANDHI MISSION'S

MEDICAL COLLEGE & HOSPITAL

Junction of NH-4 & Sion Panvel Expressway Sector -1, Kamothe, Navi Mumbai -410 209 .

E-mail: librarian@mgmuhs.com; mgmcentralmedicallibrary@gmail.com
Website: www.mgmlibrary.com Tel: 022 - 2743 6407; 7812; 7820

Our Ref. MGM/MEDC/LIB/COMMIT-17/16/2) 07

24 October 2016

Minutes of the Library Committee Meeting

A meeting of Library Committee was held on Wednesday, 05 October 2016, at 02:30 p.m. in Dean's Office to discuss the various issues for further developing the heath literature, library and information services of the Central Medical Library in order to meet the requirements of the biomedical community. The following were present:

(i) (ii) (iii; (iv) (v)	Dr G. S. Narshetty, Dean, MGM-MCH Dr Z. G. Badade, Registrar, MGM-IHS Dr R. S. Inamdar, Head, Department Physiology Dr A. D. Urhekar, Head, Dept. of Microbiology Dr Sushil Kumar, Prof. & Head, Dept. Obstetrics & Gynecology. Dr D. B. Borkar, Prof. of Pathology	Chairman Member Member Member Member Member
(vi) (vii)	Dr. D. B. Borkar, Prof. of Pathology Dr. R. P. Dixit, Director Library	Member-Secretary

Note: Dr J Ghanekar, Dr YA Deshmukh and Dr. V. Kamale could not attend the meeting as they were preoccupied with some official assignments.

Subscription to International Journals for 2017

LIB informed that a letter on 04 August 2016 was sent to all Head of the Departments (HODs) informing them about the international/national periodical titles subscribed during 2016 with the request to browse them and subsequently intimate to the Library about the addition/deletion of journals, if any with justifications in order to prepare a revised list of international journals for subscription for 2017 (Flag "A"). They have been advised to apply MCI's norms and standards while suggesting/recommending the periodical titles for subscription for 2017. According to MCI's norms and standards: International Journals = two; and National journals = three-four, can be subscribed on each subject. On receipt of feedback from HODs, a consolidated list of 74 International journals with annual subscription charges illustrated against each intended to be subscribed for 2017 was prepared and the same was presented before the members of Library Committee (Flag "B").

While going over the list, it was opined that all international periodical titles subscribed during 2016 should be continued to subscribe in 2017 in order to maintain the status quo. However, it was advised that the list of International journals including new titles suggested by the respective HODs should be sent back to them with the request to review it and include alternate titles, if required for subscription for 2017 as per their need applying MCI's norms and standards. Accordingly, all HODs were requested vide email of 06 and 07 October 2016 to undertake proposed exercise (Flag "C"), 1 3 out of 28 HODs responded. Head, Department of Medicine and Ophthalmology put forward that periodical titles subscribed in 2016, should be continued to subscribe in 2017. Head, Department of Obstetrics & Gynecology proposed that American Journal of Obstetrics and Gynecology should be subscribed in place of BJOG 4n International Journal of Obstetrics and Gynecology. The changes were made in the final list of International Journals.

Finally, a list of 57 core international periodical titles covering 29 broad subjects was prepared for subscription for 2017 (Flag "D"). The annual subscription charges for these 57 journals will be Rs. 49.65 lac approximately after deducting 8.19% agency discount offered by the vender (being the highest amongst all). However, the estimated annual subscriptions for 2017 were worked out based on the subscription rates of 2016 as vender reported that they could not obtain the revised rates for 2017 for a number of journals from respective publishers. Keeping this in view, it was proposed that Rs. 58,00 lac approximately (15% enhanced subscription as expected usually) should be allocated for 2017 under the Head: Subscription to international Journals.

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Supply Status Report on International Health Sciences Journals for 2015 & 2016

The copies of all issues of 59 international periodical titles subscribed during 2015 were received except three issues costing to worth Rs. 10430.00. They are (i) European Respiratory Journal: one issue; and British Medical Journal: 2 issues. The vendor has assured us that these three issues would be supplied by mid November 2016. In addition, more than 25% copies of issues of international journals subscribed during 2016 were received. A copy of statement showing the non-supply status report on 16 International journals for 2016 is attached herewith (Flag "E"). 49 issues of journals have not been received so far. The vendor has assured that all the missing issues would be supplied before the end of November 2016.

Appointment of An Agent for Entertaining the Subscription to International Journals for 2017

The quotations for 74 international journals, which were recommended by HODs for subscription for 2017, were invited from 7 reputed and premiere venders dealing with the subscription transactions (Flag "F"). Five out of seven vendors responded. The agency discounts, and other terms and conditions offered by them are as follows:

Sl. No.	Name of the Vender	Discount Offered in %	Terms and Conditions	Mode of Delivery
1.	Creative Books & Periodicals Private Limited, Mumbai– 400 001	4.25%	(a) 50% Advance payment with order. (b) 40% Payment soon after submission of remittance details. (c) 10% Payment after complete supply of journals.	Hand Delivery
2.	International Book House Private Limited. Mumbai 400 039* (a) 100% Advance payment with order. (b) Settlement with regard to non- receipt of issues of journals maximum 18 months from the date of payment. (c) Cannot assure replacement of missing copies. (d) Non-receipt of foreign journals to be reported within 90 days. (e) Prevailing GOC Conversion rate will apply at the time of payment.		Hand Delivery once in ten days	
3.	Rhino International Agencies. Navi Mumbai – 400 703	7%	(a) 80% advance payment along with PO. (b) 20% once single issue of the journal supplied (c) Settlement of non-supplied items as per GOC within one and half year.	Hand delivery in a week.
3.	SITA Books & Periodicals Private Limited, Mumbai.	SITA Books & (a) 50% Advance payment along with PO. (b) 50% after 30 days. (c) Propagation Private 5.5% (a) 50% Advance payment along with PO. (b) 50% after 30 days. (c) Propagation Private		delivery/ courier at free of cost
4.	Total I.T. Solutions Private Limited. New Delhi–110 012	8.19%	(a) Willing to make advance payments to the publishers on our behalf upon receipt of confirm and commercially cleared supply order. (b) To release 100% payment within 30 days on submission of invoices along with the remittance proof which includes publisher price proofs, photocopies of order sent along with the photocopies of drafts / cheques sent to publishers. (c) Agreed to replace all non-supplied / missing issues and / or refund their proportionate / pro-rata amounts within a period of 6 months after the expiry of subscription period. (d) GOC Conversion rate. (e) Discount offered as special and exclusive discount be treated as confidential. (f) To maintain / update Virtual Library Solution on complementary for 2017.	Registered post/ Courier

It may be observed from the above tabulation that M/s Total I.T. Solutions Private Limited, New Delhi had offered 8.19% agency discount which was found highest amongst all. It may be pointed out that they had increased the discount structure for 2017 i.e. 8.19% from 7.97% which they offered in 2016. The supply status of international journals, subscribed during 2015 & 2016 through them had been found exceptionally satisfactory by the Central Library as well as other libraries of MGM such as: Library of MGM-MC, Aurangabad and MGM-DC, Navi Mumbai etc. They have further offered to extend the following additional services, free of charge:

They shall maintain/update our *Virtual Library Solution*, on complementary basis for the year 2017, which comprises of the followings:

- (a) Web Portal maintenance/updation, worth Rs. 1.50 lac.
- (b) Digital Library software maintenance/updating, worth Rs. 1.00 lac.

The copies of articles published in International/National journals as and when required by our medical scientists would be supplied by them as they did in the past. Internet based facility to check supply status of journals using Internet based Subscription Management System would be continued.

Taking into account the provision of need-based services and exceptionally satisfactory supply status of international journals for the year 2015 & 2016, it was proposed that M/s Total 1.T. Solutions, Private Limited, New Delhi shall be appointed as a Subscription Agent for 2017 for handling the subscription transactions to all libraries attached to various Institutions/Colleges of MGM on the following terms and conditions:

- (1) 8.19% discount applicable on (a) print, (b) print + non-print; and (c) online journals.
- (2) 100% payment of total value of orders in advance would be released on submission of copy of invoice along with the publishers' price proofs, GOC conversion rates, copies of orders sent to publishers for Institutions/Colleges of MGM, and copies of Cheques/Drafts as remittances made to international publishers for journals on behalf of respective Institutions/Colleges of MGM.
- (3) The vendor will submit a postdated cheque for 50% of total bill amount at the time of receiving 100% payment for a period of 4 months and will take care of the following:
 - (a) Activation of online journals coming free on subscription to print version;
 - (b) Activation of online journals for which online or print + online subscriptions remitted;
 - (c) Submission of Subscription./Registration IDs numbers provided by publishers of International journals;
 - (d) Submission of copies of acknowledgement receipts of subscriptions remitted on behalf of MGM's Institutions/Colleges obtained from International publishers;
 - Supply of issues of journals should commence within 45 days on receipt of confirmed subscription orders from MGM's Institutions/Colleges; and
 - (f) A fresh post-dated cheque of 20% of total value of subscription orders for the period of 18 months shall be submitted on expiry of postdated Cheque of 50%. It would be valid till 30th June 2018 by this time supply of all journals subscribed through them will be completed. Refund of missing issues should be the last resort.
- (1) An agreement will have to be executed between the Subscription Agent and respective Heads of the Institutions/Colleges of MGM, stating all the terms and conditions explicitly in order to ensure uninterrupted and timely supply of copies of International Journals (print and non-print) subscribed through them during 2017.

4. Finalization of Agreement for Execution between Heads of Institution of MGM and Agent

A revised copy of Agreement in respect Subscription to International journals for 2017 to be executed in between Heads of Colleges/Institutions of MGM and Vendor was prepared. The same was presented for perusal (Flag "G"). The format of agreement was approved.

5. Subscription to Indian Journals for 2017

It was expressed that only those Indian periodical titles should be subscribed whose issues were received regularly on time on their publication during 2016. The status report on Indian journals subscribed in 2016 given below was presented:

(i) 104 Indian periodical titles dealing with various health sciences subjects were subscribed in 2016. Rs. 4.50 lac was allocated for making the advance payment towards subscription to 104 recommended Indian periodical titles. The renewal subscription orders were placed with respective publishers directly.

- 87 out of 104 publishers of Indian journals responded and submitted the copies of proforma invoices.
- (iii) Rs. 3.54 lac approx. was incurred on account of making advance payment towards subscription to 87 Indian periodical titles subscribed in 2016.
- (iv) Publishers of 6 Indian journals, viz.: (i) Indian Journal of Biotechnology, (ii) Indian Obstetrics and Gynecology; (iii) International Journal of Human Genetics; (iv) JCSR: Journal of Clinical and Scientific Research; (v) Journal of Applied Medicine & Surgery; and (vi) Journal of Prenatal Diagnosis & Therapy did not respond in spite of repeated reminders. It was proposed that efforts should be made to approach the publishers of these journals for obtaining the copies of proforma invoices for 2017 in order to subscribe them.
- (v) 4 Indian journals: (i) Indian Journal of Human Genetics; (ii) Journal of Vector Born Diseases; and (iii) EDU TECH: for Leaders in Higher Education; and (iv) Journal of Clinical and Biomedical Science - are accessible electronically, free of charge.
- (vi) Addresses of publishers of 3 Indian journals namely: (i) Indian Journal of Tropical Parasitology; (ii) Journal of Gynecological Endoscopy & Surgery; and (iii) Journal of Neurosurgery Trauma - could not be traced. It was proposed that efforts should be made to trace the addresses of the publishers of these 3 Indian journals with a view to subscribe them for 2017.
- (vii) While checking the publication status of "Journal of Human Genetics", it was found that it was an International journal. Thus, it was deleted from the subscription list.

In the light of the above, it was propose that Rs. 4.25 lac approx, should be allocated for subscribing 96 Indian health science journals recommended by the respective HODs for 2017 (Flag "H").

6. Supply Status Report on Indian Health Science Journals

A copy of statement showing the supply status of Indian journals for 2016 subscribed directly from respective publishers was presented (Flag "I"). It was propounded that efforts should be made to acquire the missing issues pertaining to 2016 in order to complete the respective volumes.

7. Subscription to WHO Global Subscription Package for 2017

LIB elaborated that WHO Global Subscription package for 2016 was subscribed through M/s Total IT Solutions, New Delhi - an authorized agent of WHO availing 20% agency discount, as special case. There was no increase in the subscription for 2017. It was, therefore, proposed that net Rs. 68,600.00 after deducting 20% agency discount offered, should be allocated for making the advance payment towards subscription to WHO Global Subscription package for 2017. The Dean, MGMMC, Aurangabad should also be informed accordingly. Professor & Head, Department of Community Medicine had strongly recommended for subscribing the WHO Global package for 2017. It was agreed that WHO Global Subscription package for 2017 should be subscribed with a view to having comprehensive record of everything published by WHO at reduced rates.

8. Binding of Books & Volumes of Periodicals

LIB briefed that Rs 1.10 was allocated binding the 200 copies of books and 350 volumes of periodicals during the year 2015-16. The allocated funds could not be utilized due to some unavoidable circumstances. It was proposed that Rs. 2.00 lac may kindly be allocated for undertaking the binding of 250 copies of books and 450 copies of bound volumes of journals during 2016-17. It was opined that Rs. 2.00 lac will be allocated under the *Head: Binding of Books and Volumes of Periodicals* as proposed.

9. Status Report on Stock Verification

LIB communicated that as on September 2016, the documents collection was 31,346 (Books & Monographs: 19065; Reference books: 1860; Bound Volumes of Journals: 8958; Theses and Disserations: 745; and CDs/DVDs: 718). The stock verification of entire collection was undertaken, first time, from 16-28 May 2015. On completion of the stock verification, 185 books were found missing. While observing the list of missing books, it was noticed that most of the books were very old. Since old publications had had no validity from clinical point of view, it was decided that books published prior to 2006 will be waved off (Flag "J"). However, efforts will be made either to trace the books published in 2006 and onwards or latest edition/replacement copies of these missing books will be acquired (Flag "K").

2811 books were issued from time to time to 29 Departmental Libraries. It was proposed that stock taking of books available in Departmental Libraries will be undertaken either in December 2016 or May 2017 during vacation in consultation with respective HODs.

Subscription to MEDLINE Complete Full-Text Database for 2017

LIB informed that EBSCOhost MEDLINE Complete Database could not be subscribed during 2015 and 2016 due to some unforeseen reasons. A copy of concessional combined subscription rates offered by M/s EBSCO Information Services India Private Limited for (i) "EBSCOhost MEDLINE Complete. (ii) CINAHL Full-Text, and (iii) Dentistry & Oral Sciences Source (DOSS)" accessible via Internet for a period of 12 months have been received (Flag "L"). On subscribing all the three databases viz. MEDLINE, CINAHL and DOSS, they had offered more discounts under Combo Discount on annual concessional subscription charges. Detailed descriptions on list price, special discount offered, and net price etc. has been presented in the following Table:

Table: Showing the actual Price. Discount Offered and Net Price in respect each Database

SI. No	Database	List Price		Net Price after deducting special discount offered on purchasing the Database Individually		Net price after deducting combo special discount offered on purchasing together all the three Dalabases	
		USD	INR	USD	INR	USD	INR
I.	MEDLINE Complete	20837.00	1471092.00	12155.00	858143.00	11360.00	802016.00
2.	CINAHL with Full-Text	9492.00	670135.00	6740.00	475844.00	5811.00	410256.00
3.	DOSS	12600.00	889560.00	8710.00	614926.00	7956.00	561694.00
	Total:	42929.00	3030787.00	27605.00	1948913.00	25127.00	1773966.00

Note: GOC conversion rate would be applicable at the time making the payment.

It was opined that since EBSCO's MEDLINE Complete database has been subscribed by MGM-MC, Aurangabad in 2015, 2016 and they would also continue to subscribe it in 2017, it was proposed that possibilities may be explored to make it accessible to the users of both Medical Colleges located at Aurangabad and Navi Mumbai if it was subscribed by MGM Institute of Medical Sciences (Deemed University) for them as it would be cost-effective. An email was sent on 13 October 2016 to Mr. Patrick, IT Manager of MGM with the request to find out ways and means in consultation with EBSCO to get MEDLINE Complete database accessible electronically in both campus i.e. Aurangabad and Navi Mumbai on subscription of one license by the MGMIHS. The Architecture and description on product, methodology of accessing the contents, and the base server details were provided to Mr. Patrick in order to facilitate him to discuss the issue with the service provider.

Mr. Patrick spoke to Ms. Shanti Epari and her immediate boss on 14 October 2016, regarding the possibilities of sharing one license for both Medical Colleges at Aurangabad and Navi Mumbai (Flag "M"). "They had very clearly stated that the product is location oriented single IP address product. The license cannot be shared to any other location. Mr. Patrick further raised a query that instead of single product license, if the license can be as per the set number of users, they conveyed that they did not have such pattern

of licensing either. He further stressed that there was no choice rather than to accept the offer if we are interested. During the discussion, they had pointed out they had given maximum discount on the pricing also."

In the light of the above narration, it was proposed that all the three databases viz. (i) MEDLINE Complete; (ii) CINAHL with Full-Text; and (iii) DOSS should be subscribed in order to avail maximum discount of Rs. 12,56,821.00 as EBSCO had offered discount of Rs. 1.74,947.00 more specially offered under combo discount on purchase of all the three databases.

It was agreed upon by all the members that MEDLINE Complete database will have to be subscribed in order to meet the MCI's guidelines. According to MCI's guidelines - "Air-conditioned Computer Room with MEDLINE and Internet facility with minimum of 40 nodes shall be in Central Library."

It was proposed that since MEDLINE Complete database had to be subscribed for 2017 in order to meet the MCI's requirement, and Dentistry and Oral Sciences Source (DOSS) database was continuously subscribed by the Library, MGM Dental College and Hospital, Navi Mumbai for the last 3-4 years, it was recommended that all the three databases which includes CINAHL with Full-Text database meant specifically for nursing students and faculty, should be considered for subscription to avail the combo discount offered by EBSCO. It was further proposed that the net amount involved on account of subscription to all the three databases will have to be remitted from the funding of respective colleges/institutions as given below:

Table: Net amount shown against each database to be paid by the respective Institutions

SI No.	Name of Institutions	Database	Net Price after deducting special discount offered on purchasing the Database Individually		Net price after deducting combo special discount offered on purchasing together all the three Databases	
			USD	INR	USD	INR
1,	MGM-MCH. Kamothe, Navi Mumbai	MEDLINE Complete	12155.00	858143.00	11360.00	802016.00
2.	MGM-NBCN, Kamothe, Navi Mumbai	CINAHL with Full-Text	6740.00	475844.00	5811.00	410256,00
3.	MGM-DCH, Kamothe, Navi Mumbai	DOSS	8710.00	614926.00	7956,00	561694.00
		Total:	27605.00	1948913.00	25127.00	1773966.00

It was concluded that MEDLINE complete database should be subscribed during 2017 in order to meet the MCI guidelines. If agreed, Rs. 8.20 lac approx. may be allocated under the *Head: Subscription to MEDLINE Complete Database*.

11. Status Report on Website of MGM Central Medical Library

LIB narrated that an exclusive website for the Library was launched in 2014. The site had been hyperlinked to a wide range of information resources, services and policies. It provided the information on organization of Library collection, acquisition policy, Library committee and eligibility to use the library facilities and so on. 220 subscribed online journals (121 International, 99 National), 234 copies of theses, 560 e-books and 674 manuscripts (160 from Aurangabad; 514 from Navi Mumbai) published in various peer-reviewed indexed scientific international/national journals during 2014, 2015 and till June 2016 were published. 49 peer-reviewed manuscripts emanated from MGMMC, Aurangabad were under process. In addition, web link to 3645 e-journals and 28 e-databases were provided.

All issues of MGM Journal of Medical Sciences (MGMJMS), MGM News and Annual Report of MGMIHS for 2014-15 were been published in order to make them electronically accessible throughout the world. The website is updated regularly.

12. Current Awareness Service (CAS): A status report

LIB informed that the library has been compiling continuously the two publications under Current Awareness Service (CAS) program since January 2015, viz.: (i) Library News: Contains the e-copies of Contents Pages of latest issues of journals and (ii) List of Additions: Contains the bibliographical descriptions on new books added to the library. So far 31 issues of Library News containing 2222 contents pages of latest issues of international and national journals received in the Library during January 2015 to 15 September 2016 were compiled and circulated widely among the medical scientists. Its periodicity was fortnightly. In addition, 18 issues of List of Additions containing the subject-wise bibliographical descriptions on 795 books added to the library from January 2015 to June 2016 were compiled and circulated. Its frequency was monthly till December 2015. From 2016, its frequency has been made quarterly. A cumulative List of Additions for the year 2015 was compiled. It contained the subject-wise bibliographical information on 614 books added to the Library during 2015.

13. Date and Venue for holding the Book Exhibition

LIB informed that a proposal for exhibiting publications on health sciences were received from medical booksellers and publishers, viz. (a) Bhalani Publishing House, Parel, Mumbai; (b) Readers World, Bandra (W), Mumbai; (c) CBS Publishers & Distributors Private Limited, Worli, Mumbai; (d) National Medical Book House, Near JJ Hospital Signal, Mumbai. It was decided that M/s Bhalani Publishing House, Parel, Mumbai will be asked to organize the book exhibition from 13-15 October 2016 at Pathology Demo Hall, Ground Floor, MGM College Building, from 10.00 A.M. to 6.00 P.M. On negations, M/s Bhalani offered the publishers' discounts which are as follows:

"Discount Structure: (i) CBS & Elsevier Publications=35%, (ii) Jaypee & Thieme Publishers=30%; Avichal Publications=20%; Medical Dictionaries=55%; and publications from other publishers=30%".

The exhibition dates were extended till 20 October 2016 on great demand received from the students.

Descriptions	1" year MBBS	2 nd Year MBBS	3 rd and Final Year Students	Dentals Students	Physiotherapy Students	Faculty and Others
Number of Books displayed	2200	450	560	470	360	150
Number of Publisher displayed	7	5	7	5	7	7
Number of Student visited	80	40	25	60	40	25
Number of Student Purchased the books	65	25	20	55	35	10
Total Net Sale	112000	35000	28000	70000	55000	10000

Table: Sales report on Book Exhibition held from 13-20 October 2016

It may be observed from the above that 4190 books brought out by 38 renowned medical publishers for 1^{st, 2nd, 3rd} year medical, dental, physiotherapy students, and faculty were displayed. 270 persons consisting of all categories visited the exhibition. 210 out of 270 visitors purchased the books costing to net Rs. 3,10,000.00. Over all, the book exhibition was found a successful event. It was proposed that such event should be organized each year.

14. Any other items with the permission of the Chair

(i) A book entitled "Practical guide to Obstetrics & Gynecology for Undergraduate and Postgraduate Students" compiled by Department of Obstetrics & Gynecology, MGM Hospital, Kalamboli was received for publication. Dr. Sushil Kumar, Professor & Head, Department of Obstetrics & Gynecology highlighted about the contents of the book and its usefulness. He demonstrated that as title of the book denotes, it is a practical guidebook in the field of obstetrics and gynecology specially meant for PGs and UGs. He emphasized that it should be published by a specialized, reputed and premier Indian publisher in order to having good outlook and best get up. A number of Indian publishers were discussed. At the end, it was decided that LIB may be authorized to explore the possibilities to get it published through M/s. Jaypee Brothers Medical Book Publishers – a renowned publisher in the area of health sciences in India. The information on account of Preface, Forward and Copyright etc. would be provided with professional write-up in consultation with the publisher.

(ii) Renovation of Library Premises

It was brought to the notice that for the last one year LIB had been requesting the Site Engineer for renovating the both ladies and gents Wash Rooms of the Library which give bad impression because of foul smell. It was described that in spite of Honorable Trusty's instructions. Mr. Patil, Site Engineer has not initiated any action so far. It was opined that Site Engineer should be approached again for renovating the Wash Rooms located adjacent to Entrance of Gate of the Library at earliest possible.

(iii) LIB briefed that tiling in all the areas of library has been done except 3 Rooms. It was opined that Site Engineer should be requested to undertake the tiling work in left out 3 Rooms at the earliest possible.

15. Recommendations

- (i) Rs. 58.00 lac approx., being the net amount after deducting 8.19% agency discount, be allocated under the *Head: Subscription to International Journals for 2017*. The allocated funds will be used for making the advance payment towards subscription to 57 selected/recommended core international periodical titles for 2017.
- (ii) M/s. Total IT Solutions Private Limited, New Delhi be appointed as Subscription Agent for 2017 for handling the subscription transactions for all libraries attached to various Institutions/Colleges of MGM. An agreement will be executed between the Subscription Agent and respective Heads of the Institutions/Colleges on the following terms and conditions:
 - 8.19% discount applicable on (a) print, (b) print + non-print; and (c) online journals.
 - II. 100% payment of total value of orders in advance would be released on submission of copy of invoice along with the publishers' price proofs, GOC conversion rates, copies of orders sent to publishers for institutions/colleges of MGM, and copies of Cheques/Drafts as remittances made to international publishers for their journals on behalf of respective Institutions/Colleges of MGM.
 - III. The vendor will submit a postdated cheque for 50% of total bill amount at the time of receiving 100% payment for a period of 4 months and also will take care of the following:
 - (a) Activation of online journals coming free on subscription to print version;
 - (b) Activation of online journals for which online or print + online rates remitted;
 - Submission of Subscription ID Nos. /Registration IDs provided by publishers of international journals;
 - (d) Submission of copies of acknowledgement receipts of subscriptions remitted on behalf of MGM's Institutions/Colleges obtained from international publishers,
 - Supply of issues of journals should commence within 45 days on receipt of confirmed subscription orders from MGM's Institutions/Colleges; and
 - (f) A fresh Postdated Cheque of 20% of total value of subscription orders for the period of 18 months be submitted on expiry of Postdated Cheque of 50%. It would be valid

till 30th June 2018 by this time all the supply would be completed. Refund of missing issues would be the last resort.

- IV. An agreement be executed between the Subscription Agent and respective Heads of the Institutions/Colleges of MGM, illustrating all the terms and conditions explicitly with a view to ensure uninterrupted and timely supply of copies of print and non-print materials subscribed through them during 2017.
- V. The Subscription Agent be asked to expedite the supply of missing issues of (i) European Respiratory Journal = one issue; and British Medical Journal = 2 issues for 2015 by mid of November 2016 as promised in order to settle the subscription transactions pertaining to 2015.
- VI. The Agent should be thanked for arranging the supply of almost 90% copies of issues of journals pertaining to 2016.
- VII. The Agent be thanked for providing the Virtual Library Solutions including Library Portal & e-quest Digital Library Software. free of cost, for creating/developing the Website for Central Medical Library.
- (iii) Rs. 4.25 lac approx. be allocated under the *Head: Subscription to Indian Medical Journals for 2017.* The allocated funds will be utilized for making the advance payment towards subscription to 97 selected/recommended Indian periodical titles in the area of health and allied sciences for 2017.
- (iv) Efforts be made to procure the missing issues of Indian Journals pertaining to 2015 and 2016.
- (v) Current Awareness Services (CAS) as initiated be continued. Efforts be made to prepare a Users' Database in order to assess its utilization.
- (vi) Rs. 68,600.00 being the net amount after deducting 20% agency discount offered by an authorized agent of WHO, be allocated under the *Head: Subscription to WHO Global Subscription Package for 2017.*
- (vii) Rs. 2.00 lac approx. be allocated under the Head: Binding of Books and Volumes of Periodicals. The sanctioned budget would be used to get bound 250 copies of books and 450 volumes of periodicals during 2016 – 17.
- (viii) 143 books published prior to 2006 be waved off as these are very old and have no significance from clinical point of view. Efforts be made to trace 42 books published in 2006 and onwards.
- (ix) Books Exhibition be organized each year in the same fashion as did in 2016.
- No 6M/C
- Rs. 8.20 lac approx. (USD 11360.00), being the net amount after deducting Rs. 6.69 lac approx. (USD 9477.00) offered as an special combo discount on subscription to three databases (MEDLINE, CINAHL & DOSS), be allocated under the Head: MEDLINE Complete Database for 2017 (January 2017 to December 2017).
- (a) Rs. 4.10 lac approx (USD 5811.00) being the net amount after deducting Rs. 2.60 lac approx. (USD 3681.00) offered as an special discount on subscribing three databases together. Director, MGM Institute's University Department of Nursing, Navi Mumbai may kindly be communicated for making the payment.
- (b) Rs. 5.62 lac approx (USD 7956.00) being the net amount after deducting Rs. 3.28 lac approx. (USD 4644.00) offered as an special discount on subscribing three databases

together. Dean, MGM Dental College & Hospital, Navi Mumbai may kindly be communicated for making the payment.

These databases are mandatory to subscribe according to norms and guidelines of MCI & DCI.

- Efforts be made to scan the remaining copies of theses available in library holdings, and peer-(xi) reviewed papers emanating from both Medical Colleges, Aurangabad & Navi Mumbai for publishing them in the Website of the MGM Central Medical Library with a view to move towards Digital Library.
- (xii) Efforts be made to host the Website of Central Medical Library on University Domain in consultation with Registrar, MGMIHS who assured for having its own domain for hosting the Website on its server. A link of it should be provided on Webpage of the University.
- (xiii) Efforts be made to get publish the book entitled "Practical guide to Obstetrics & Gynecology for Undergraduates and Postgraduates Students" compiled by Department of Obstetrics & Gynecology, MGM Hospital, Kalamboli through M/s Jaypee Medical Book Publishers of India applying all norms and procedure of MGM.
- From security point of view, Sliding Grill Door be installed at the entrance gate of the Central (xiv) Library.
- (XV) Site Engineer be asked for taking appropriate action for cleansing/polishing the window glasses in Reading Halls, closing of partition in the area of UG & PG Reading Halls with the provision of paper ventilation.
- (xvi) Follow-up action be initiated for renovating the both Wash Rooms of the Library meant for Ladies and Gents, A request was submitted to Site Engineer on 28 May 2015 with the instruction endorsed therein by Honourable Vice Chancellor for taking up the proposed work immediately.
- Site Engineer be requested for undertaking the painting of entire Library premises (UG, PG Halls, Periodical, Reference, Technical Processing, & Recent Arrival Sections: Stacks area, Open Reading Hall, Library Conference Hall, Director Library's Office, MEU Cell, MBA Stack & Corridors etc).

(xviii) Site Engineer be requested to undertake the tiling of floors of three left out rooms of the library urgently.

Dr G.S. Narshetty Chairman

LIB. Committee

Dr Z.G. Badade Member

LIB. Committee

Dr R.S. Inamdar Member

LIB. Committee

Member-Secretary

LIB. Committee

Dr Sushit Kumar

Member

LIB. Committee

Dr A.D. Urhekar

Member

LIB. Committee

Dr D.B. Borker

Member

LIB Committee



MAHATMA GANDHI MISSION'S MEDICAL COLLEGE & HOSPITAL

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Our Ref: MGM/MEDC/LIB/COMMIT-17/18/34-05

14 December 2017

Minutes of the Library Committee Meeting

A meeting of Library Committee was held on Thursday, 23 November 2017, at 02:00 p.m. in Dean's Office to discuss the various issues for further developing and strengthening the heath literature. library and information services of the Central Library in order to meet the requirements of the biomedical community as per their expectations. The following were present:

(a)	Dr. G. S. Narshetty, Dean, MGM-MCH	Chairman
(b)	Dr. Rajesh B. Goel, Registrar, MGMIHS	Member
(c)	Dr. J. Ghanekar, Prof, & Head, Dept. of Medicine.	Member
(d)	Dr. Sushil Kumar, Prof, & Head, Dept. of Obst. Gyne	Member
(e)	Dr. Kuldip R. Salgotra, Mcd. Supdt. MGM Hospital	Member
(f)	Dr. Reeta Dhar, Prof, & Head, Dept. of Pathology	Member
(2)	Dr. A. D. Urhekar, Prof, & Head, Dept. of, Microbiology	Member
(h)	Dr. Vijay Kamale, Prof. Pediatrics	Member
	Dr. R. P. Dixit, Director Library	Member-Secretary

Note: Dr R.S. Inamdar was on leave, therefore he could not attend the meeting.

Subscription to International Journals for 2017

LiB informed that a communication was sent through email on 06-10 September 2017 to 27 Head of the Departments (HODs) informing them about the international/national periodical titles subscribed during 2017 with the request to browse them and subsequently intimate to the Library about the addition/deletion of journals, if any with justification in order to prepare a revised list of journals intended to be subscribed for 2018 (Flag "A"). 3 out of 27 HODs responded. Finally, a list of 57 core international periodical titles covering 26 broad subjects in the area of health sciences was prepared (Flag "B").

Quotations were invited from 8 reputed and premier Subscription Agents of India vide letter no. MGM/MEDC/LIB/SUBN-18/17/3121 dated 04 October 2017 for 57 selected core international journals in order to avail the maximum discount as well as to work out actual funds required on account of subscription to International Journals for 2018 (Flag "C"). 6 out of 8 Subscription Agents submitted their quotations under sealed cover. On seeking the permission from Dr GS Narsheity, Dean, MGMMC, the quotations were opened on 25 October 2017 in the presence of (i) Dr Rajesh B. Goel, Registrar, MGMIHS, (ii) Dr AD Urehkar, Head, Department of Microbiology, and (iii) Dr RP Dixit. Director Library (Flag "D"). A comparative statement illustrating the annual subscription charges, discount offered and online journals available for subscription attracting 18% Good & Service Tax (GST) was prepared (Flag "E).

It was opined that each HOD should be consulted again for finalizing the international and national periodical titles for subscription for 2018. To facilitate them in the selection/recommendation process, they may be intimated that according to Medical Council of India's (MCI) norms and guidelines, 2 international and 3 national journals may be considered for subscription. To meet MCI requirements, only print sersion of journals is required to be subscribed. Keeping this in view, it was proposed that focus should be on subscription to print version journals only in order to avoid the unnecessar, payment of extra 18% GST

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imposed by the Government of India on electronic journals. Accordingly a communication through email was sent on 23, 24 and 27 November 2017 to 27 HODs, 10 out of 27 HODs responded. The responses received are summarized as below:

- (a) Head, Department Medicine suggested that 2 international journals namely; (i) Lancet; (ii) New England Journal of Medicine should be subscribed instead of 4 subscribed in 2017. She had recommended 4 Indian Journals viz. (1) JAPI, (2) Journal Postgraduate Medicine, (iii) National Medical Journal of India; (iv) Indian Practitioner for subscription for 2018.
- (b) Head, Department of Orthopedics recommended that 2 international journals namely: (i) Journal of Bone & Joint Surgery (American); and (ii) Orthopedic Clinics of North America should be subscribed instead of 3 subscribed in 2017. He has recommended 3 Indian Journals viz. (i) Indian Journal of Orthopedics, (ii) Indian Journal of Orthopedic Surgery; and (iii) IP Journal of Orthopedic Rheumatology Association for subscription for 2018.
- (c) Head, Department of Respiratory Medicine recommended that 2 international journals namely: (i) Tuberculosis, and (ii) Chest (American College of Chest Physicians) should be subscribed for 2018. Dr. Podar has confirmed that he has taken the consent of Dean for subscribing "Chest Journal" as a special case, for 2018 where 18% GST is to be paid as it is available for subscription in electronic format. There is no change in National journals
- (d) Head, Department of Radio-Diagnosis has recommended that 2 international journals namely: (i) Radiologic Clinics of North America, (ii) American Journal of Roentgenelogy should be subscribed for 2018. There is no change in National journals.
- (e) Head, Department of Biochemistry has recommended that 2 international journals viz. (i) Annals of Clinical Biochemistry, (ii) Clinical Chemistry and Laboratory Medicine should be subscribed for 2018. There is no change in National journals.
- (f) Head, Department of Psychiatry has recommended that 2 international journals viz. (i) American Journal of Psychiatry, and (ii) Psychiatry Clinics of North America should be subscribed for 2018. There is no change in National journals.
- (g) Head, Department of Microbiology has recommended that 2 international journals viz. (i) International Journal of Medical Microbiology, and (ii) Journal of Infectious Diseases should be subscribed for 2018. In addition, he recommended 4 national journals namely: (i) Indian Journal of Medical Microbiology. (ii) Virus Diseases, (iii) Indian Journal of Microbiology Research, and (iv) IP International Journal of Medical Microbiology and Tropical Diseases for subscription for 2018.
- (h) Head, Department of Immuno Hematology and Blood Transfusion (IHBT) has recommended that 2 international journals viz. (i) Transfusion Medicine Reviews, and (ii) Vox-Sanguinis should be subscribed for 2018. There is no change in National journals.
- (i) Head, Department of Surgery has recommended that 2 international journals viz. (i) British Journal of Surgery, and (ii) Annals of Surgery should be subscribed for 2018. He recommended 3 national journals namely: (i) Indian Journal of Surgery, (ii) Journal of Minimal Access Surgery, and (iii) Indian Journal of Surgical Oncology for subscription for 2018.
- (j) Head, Department of Ear, Nose, Throat (EN Γ) has recommended that 2 national journals viz. (i) Annals of Otology & Neurotology (Thieme), and (ii) Journal of Laryngology & Voice should be subscribed for 2018. There is no change in International journals.

On the basis of above, a revised consolidated list of 52 international journals intended to be subscribed for 2018 was prepared (Flag "F"). It may be observed from the tabulation that Rs. 53 lac

approximately will be required to meet the expenditure to be incurred on subscription to 32 International journals for 2018.

Supply Status of International Medical Journals for 2016 & 2017

The copies of all issues of 57 international periodical titles subscribed during 2016 were received except 9 issues costing to worth Rs. 35,242.21 (Flag "G"). Efforts will be made to procure the missing issues pertaining to 2016. The copies of issues of all 54 international periodical titles subscribed in 2017 were received except 15 issues (Flag "H"). The vendor had assured that all the missing issues will be supplied before the end of March 2018.

3. Appointment of Subscription Agent for Subscription to International Journals for 2018

The quotations received 6 vendors have been presented as foilows:

SL No.	Name of the Vender	Discount Offered in %	Terms and Conditions	Mode of Delivery
1.	Creative Books & Periodicals Private Limited, Mombai 400	5.5%	(a) 50% Advance payment with order. (b) 40% Payment soon after submission of remittance details. (c) 10% Payment after complete supply of journals.	Hand Delivery
2.	Elite Book Service, New Delhi	No Discount	100% advance payment by draft/wire transfer	Py Clovt. post Courier
3.	International Book House Private Limited, Mumbai–400 039*	2.5% on discounted journals	 (a) 100% Advance payment with order. (b) Scitlement with regard to non-receipt of issues of journals maximum 18 months from the date of payment. (c) Cannot assure replacement of missing copies. (d) Non-receipt of foreign journals to be reported within 90 days. (e) Prevailing GOC Conversion rate will apply at the time of payment. Subscription rates quoted for 2017 as they do not have 2018 rates. Suggested 12—15% increase in price for the purpose of budgetary sanction. 	Hand Delivery once in fifteen days
4.	IBH Publication Private Limited, Mumbai-400 039	2% or, discounted journals	(a) 100% Advance payment with order. (b) Settlement with regard to non-receipt of issues of journals maximum 18 months from the date of payment. (c) Cannot assure replacement of missing copies. (d) Non-receipt of foreign journals to be reported within 90 days. (e) Prevailing GOC Conversion rate will apply at the time of payment. Subscription rates quoted for 2017 as they do not have 2018 rates. Suggested 12—15% increase in price for the purpose of Ludgetary sanction.	Hand Delivery once in fifteen days
5.	SITA Books & Periodicals Private Limited, Mumbai.	3,5%	(a) 50% Advance payment along with PO. (b) 50% after 30 days. (c) Pro-rata refund towards lost in transit / missed issues of journals.	Hand delivery/ courier at free of cos
6.	Total I.T. Solutions Private Limited, New Delhi–110 012	8.19%	(a) Willing to make advance payments to the publishers on our behalf upon receipt of confirm and commercially cleared supply order. (b) To release 100% payment within 30 days on submission of invoices along with the remittance proof which includes publisher price proofs, photocopies of order sent along with the photocopies of drafts / cheques sent to publishers. (c) Agreed to replace all non-supplied / missing issues and / or refund their proportionate / pro-rata amounts within a period of 6 months after the expiry of subscription period. (d) Verification, if required in respect of timely remittances of subscriptions made concerned respective publishers on your behalf. (e) All terms and condition mentioned in the Agreement for execution are agreeable as followed in the previous year. (f) GOC Conversion rate. (g) Discount offered as special and exclusive discount be treated as confidential (h) To maintain / update Virtual Library Solution on complementary for 2018.	Registered post/ Courier

It may be observed from the above that M/s Total I.T. Solutions Private Limited, New Delhi had offered 8.19% agency discount which was found highest amongst all. Moreover, the supply status of

international journais, subscribed during 2016 & 2017 through them had been found excertionally satisfactory by the Central Library as well as other libraries of MGM such as; Library of MGM-MC, Aurangabad, and MGM-DC, Navi Mumbai etc. They have further offered to extend the following additional services, free of charge:

They shall maintain/update our *Virtual Library Solution*, on complementary basis for the year 2018, which comprises of the followings:

(a) Web Portal maintenance/updation, worth Rs. i.50 lac.

(b) Digital Library software maintenance/updating, worth Rs. 1.00 lac.

The copies of articles published in International/National journals as and when required by the medical scientists of MGMIHS would be supplied by them as they did in the past. Internet based facility to check supply status of journals using Internet based Subscription Management System will be continued. Taking into account the provision of need-based services and exceptionally satisfactory supply status of international journals for the year 2016 & 2017, it was proposed that M/s Total I.T. Solutions Private Limited, New Delhi shall be appointed as a Subscription Agent for 2013 for handling the subscription transactions in respect of all libraries attached to various Institutions/Colleges of MGM on the following terms and conditions:

- (1) 8.19% discount applicable on (a) print, (b) print + non-print; and (c) online journals.
- (2) 100% payment of total value of orders in advance would be released on submission of copy of invoice along with the publishers' price proofs, GOC conversion rates, copies of orders sent to publishers for Institutions/Colleges of MGM, and copies of Cheques/Drafts as remittances made to international publishers for journals on behalf of respective Institutions/Colleges of MGM.
- (3) The vendor will submit a postdated cheque for 50% of total bill amount at the time of receiving 100% payment for a period of 4 months and will take care of the following:
 - (a) Activation of online journals coming free on subscription to print version;
 - (b) Activation of online journais for which online or print + online subscriptions remitted:
 - (c) Submission of Subscription./Registration IDs numbers provided by publishers of International journals;
 - (d) Submission of copies of acknowledgement receipts of subscriptions remitted on behalf of MGM's Institutions/Colleges obtained from International publishers;
 - (E) Supply of issues of journals should commence within 45 days on receipt of confirmed subscription orders from MGM's Institutions/Colleges; and
 - (f) A fresh post-dated cheque of 20% of total value of subscription orders for the period of 18 months shall be submitted on expiry of postdated Cheque of 50%. It would be valid till 30th June 2019 by this time supply of all journals subscribed through them will be completed. Refund of missing issues should be the last resort.

4. Finalization of Agreement for Execution between Heads of Institution of MGM and Agent

An agreement will have to be executed between the Subscription Agent and respective Heads of the institutions/Colleges of MGM, stating all the terms and conditions explicitly in order to ensure uninterrupted and timely supply of copies of International Journals (print and non-print) subscribed through them during (Flag "I").

Subscription to Indian Journals for 2018

It was stressed that only those Indian periodical atles should be subscribed in 2018 whose issues were received regularly on time on their publication during 2017. The following decisions were taken:

- (i) 84 core Indian journals dealing on 28 broad subjects in the area of Health and Allied Sciences including Spiritual Medicine were finalized for subscription for 2018 in consultation with respective HODs.
- (ii) It was noticed that not a single issue of *Indian Journal of Thoracic and Cardiovascular Surgery* during 2017 was received in spite of repeated reminders. Advance payment towards subscription to this journal was remitted to concerned publisher well in time. It was decided that constant efforts should be made to procure all copies of issues of the journal pertaining to 2017. However, advance payment towards subscription to this journal for 2018 should be made only after receiving copies of all issues pertaining to 2017. The journal is being brought out by Springer India Pvt. Ltd. who conveyed that the publication of journal is behind schedule.
- (iii) It was opined that efforts should be made to procure 22 copies of missing issues of 8 Indian periodical titles from the respective publishers.

In the light of the above, it was proposed that Rs. 3.80 lac may be allocated under the *Head: Subscription to Indian Journals for 2018* in order to subscribe 84 Indian health science journals recommended by HODs for 2018 (Flag "J").

6. Subscription to WHO Global Subscription Package for 2018



LIB elaborated that WHO Global Subscription package for 2017 was subscribed through M/s Total IT Solutions, New Delhi - an authorized agent of WHO availing 20% agency discount, as a special case. The copies of entire WHO products included under WHO Global Subscription Package for 2017 were supplied by the Subscription Agent. The annual subscription charges for WHO Global Subscription Package for 2018 is Rs. 110100.00 (Subscription = Rs. 101100.00 and Postage Rs. 9000.00). Professor & Head, Department of Community Medicine had strongly recommended for subscription to WHO Global package for 2018. It was opined that WHO Global Subscription package for 2018 should be subscribed with a view to having comprehensive record of everything published by WHO at reduced rates. Thus net Rs. 89,880.00 after deduction 20% agency discount offered shall be allocated under the Head: WHO Global Subscription Package for 2018 (Flag "K"). The Dean, MGMMC, Aurangabad will be informed accordingly in order facilitate him to subscribe the WHO package on similar subscription rates.

7. Acquisition of Textbooks on various Health Sciences Subjects

LIB was authorized to initiate action suitably with regard to updating the library collection. It was observed that there was shortage of Textbooks in various subjects. It was opined that latest editions should be added in consultation with respective HODs. In the meantime, it was proposed that:

- (A) 15 cepies each of (i) Essentials of Forensic Medicine and Toxicology by KSN Reddy, 34 edition and (ii) Modi's Textbook of Medical Jurisprudence and Toxicology, 25 edition published in 2016 costing to net Rs. 30165.00 approximately, as recommended by the Head, Department of Forensic Medicine and Toxicology should be acquired. 10 copies of each book will be kept in Central Library and remaining 5 copies in Departmental Library. Thus Rs. 32,000.00 should be allocated under the Head. Acquisition of Books on FMT.
- (B) It was decided that 2 copies each of 6 books on Community Medicine costing to net Rs. 4662.00 as recommended by concerned HOD should be acquired. Thus Rs. 5000.00 should be allocated for acquiring the recommended copies of books on Community Medicine.
- (C) It was stressed that 75 copies of 18 titles on pediatrics costing to Rs. 69712.00 recommended by Head, Department of Pediatrics should be acquired urgently. It was proposed that Rs. 70,000.00 should be allocated under the Head: Acquisition of Copies of Books on Pediatrics
- (D) It was proposed that 5 copies of (i) Park's Textbook of preventive and social medicine, 24th edition published in 2017, (ii) 20 copies of Textbook of microbiology by CP Bavein, 4th edition published in 2012, and (iii) 5 copies of Roobins and Cotran pathologic basis of disease, 2 volume set (South Asia Edition) published in 2014 should be acquired as these were in great demand. It was recommended that Rs. 25000.00 approximately should be allocated.

8. Binding of Books & Volumes of Periodicals

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LIB briefed that Rs 1.10 was allocated for binding the 200 copies of books and 350 volumes of periodicals during the year 2015-16. The sanctioned budget could not be utilized due to some unavoidable circumstances. It was proposed that Rs.3.00 lac may be sanctioned for undertaking the binding of 300 copies of books and 450 copies of bound volumes of journals during 2017-18. The binding of books and journals will be undertaken during vacation.

9. To Initiate Action for making the payment on account of Installation of KOHA Library Software

LIB briefed and updated the members about action undertaken so far with regard to automation of library activities after installation of KOHA: Open-Source Library Management Software. It has been designed to manage physical collections of items (books, CD's, videos, reference, etc.) was installed as a replacement of LibSys. In this Software, user interface is configurable and adaptable. It provides cataloguing, Searching, Member/patron management, an acquisitions system, and circulation (issues, returns, and reserves). The salient features of KOHA are: (i) A felli featured modern integrated library software (ILS); (ii) Award winning, Free/Open-source Software. (No license fee); (iii) OS independent any operating system. Linux, UNIX, Mac; (iv) Web based. Web-based Interfaces and can integrate with website; (v) Full MARC21 and UNIMARC support for professional cataloguing; (vi) Multilingual and multi-user support; (vii) Library Standards-Compliant. Industrial standards & protocols; (viii) Z39.50 server; (ix) Customizable web based OPAC, circulation system; (x) Online reservation; (xi) Full catalogue, circulation, acquisition, & library stock management; (xii) Web based GPAC; (xiii) Major industry-standard database type (text, RDBMS), MYSQL; (xiv) Print barcode; (xv) KOHA support SIP2 protocol to provide unlimited connection for work with RFID; and ((xvi) Export and import records.

The customized reports such as; (i) Accession Register Branch wise; (ii) Accession Register Item Type Wise; (iii) Circulation-All Checked Out Books; (iv) Circulation-All returned books arranged – date-wise; (iv) Circulation-Items currently Checked out; (v) Circulation-Over dues by Item Type; (vi) Circulation-Over dues branch and day by Contact Info list; (vii) Circulation-Over dues With Holds Waiting; (viii) Circulation-Patrons with notes or messages; (ix) Unique Title Wise report count with bibliographical descriptions; (x) Unique title count report; and (xi) Subject-wise report, were taken out of KOHA. The reports generated by KOHA software were checked and verified by the undersigned when visited their office at New Delhi on 13 April 2017. A few prints-out such as; (a) Provision of selecting the fields for taking out prints of required items; (b) List of titles in ascending orders; (c) Bibliographical descriptions on each documents and no. of documents available in our holdings on same subject; (d) Subject-wise bibliographical descriptions on newly added books to the library for circulation among medical scientists of MGM under CAS; (e) Generation of Barcode etc.

LIB further explained that KOHA is being used extensively for keeping record of newly added documents to the library. Till date, bibliographical descriptions of more than 18386 documents of Central Library have been put. Data, such as; Date enrolled, Library Card No., Name/Surname, Address, Mobile number, Date of Birth, Branch and category code with regard to 2194 library members have been put in KOHA. Record of issue/receipt of books is maintained using KOHA software.

LIB emphasized that for streamlixing the functioning of KOHA, either RAM of server may be enhanced at least by 4 GB or a new server may be acquired. It will be used exclusively for keeping the data of all campus libraries and Digital Library of MGM Central Library. It was submitted that the bibliographical data of 6163 documents with regard to various campus libraries attached to - (a) MGM Institute's University Department of Physiotherapy (565 books); (b) MGM College of Physiotherapy (3109 books), (c) MGM Institute's Department of Bio-Medical Sciences (453 books); and (d) MGM Institute of Health Sciences (2036 books) are yet be put in KOHA. Mr. Punit, Manager and Computer Expert, Total IT Solutions had shown their willingness to transfer the entire data of all campus libraries from LibSys to KOHA on same approved rate i.e. 0.50 paise per record. No extra funds are needed for installation of KOHA software. He will provide training in the operation of KOHA software. He will visit our College to

accomplish the pending work, if any pertuning to MCM Central Library with a view to make KOHA fully operational as per our need. They have agreed to our proposal to execute the AMC for 3 years for providing the services, free of charge.

It was narrated that a copy of bill no. TISS/2017-18/22 dated 10 August 2017 for Rs. 1,17,968.06 has been received in compliance to our work order no. MGM/MEDC/LIB/KOHA/16/2144 (Flag "L"). It was opined that there was no point to hold the payment as most of the work according to work order was completed. Moreover, they were willing to undertake left our work, if any. The following recommendations were made:

- (a) To release the payment of Rs. 1,17,968.00 subject to satisfactory completion of the work as per work order.
- (b) To transfer the data pertaining to all campus libraries on approved rates i.e. 0.50 paise per record from LibSys to KOHA.

(c) To provide services, free of cost, at least for 3 years under AMC.

- (d) To acquire a new server for keeping the data of all campus libraries and Digital Library of MGM Central Library.
- (e) To integrate KOHA software, once it becomes operational in all campus libraries, into Cloud Next Vision Systems. The concerned party will provide <u>Software Code</u> and <u>Database Rights</u> free of cost besides technical guidance and expertise if required during the integration.

10. Provision of Public IP Address in order to download the Website of MGM Central Library

(NO September)

An exclusive website for the Library (http://www.mgmlibrary.com) was launched in 2014. The site

An exclusive website for the Library (http://www.mgmlibrary.com) was launched in 2014. The site was hyperlinked to a wide range of information resources, services and policies. It provided information on organization of Library collection, acquisition policy, Library committee and eligibility to use the Library facilities and so on. More than 235 copies of theses, 562 core medical books, and 1093 peer-reviewed papers emanated MGMMC, Aurangabad & Navi Mumbai were published. In addition, web links to 411 e-books & 3645 e-journals have been provided. Besides web links to a number prominent health science institutions/universities in the country and their libraries were added. Web links to prominent databases such as. WHOLIS, MUHS Digital Library, NLM (USA), NML (India), BB Dikshit Library, WHO-SEARO Library and Cochrane Library have been provided. All issues of MGM Journal of Medical Sciences (MGMJMS), MGM News, and Annual Report of MGMIHS for 2014-15, & 2015-16 published so far were linked with website in order to make them electronically accessible throughout the world. The website is updated regularly.

Keeping in view the importance of health literature/information, it was essential that Public IP Address should be provided to facilitate the medical sciencists to access required information pin-pointedly, exhaustively and without wasting time, from our Website and Digital KOHA through Web OPAC throughout the world. It is submitted that the Website of MGMIHS is already on public domain (Internet), thus, public iP address can be made available, free of cost, for hosting the Central Library alternatively it may be acquired by way of paying Rs. 2000.00 or Rs. 2500.00 only. At present, e-journals, e-books, e-articles and e-databases are accessible within the campus only.

11. Purchase of Library Furniture

LIB informed that Florence Nightingale Institute of Nursing Education (FNINE) had taken back the entire library furniture, equipments and books from Central Library as they shifted from MGM Campus. Kamothe to a new building of MGM constructed at Sanpada. It was proposed that 12 Tables and 48 chairs should be purchased in order to display them in one of the Reading Hall of Central Library which is presently lying vacant.

Reading Foundation

**Reading Fou

12. Installation of Sliding Grill Door at the Entrance Gate of the Central Library

It was opined that from security point of view sliding grill, door should be installed at Entrance Gate of the Library.

Any other items with the permission of the Chair

Keeping in view the NAAC inspection to be held in near future, it was proposed that:

- (i) Site Engineer should be asked to undertake the painting of entire Library premises (UG, PG Halls, Periodical, Reference, Recent Arrival, Technical Sections, Stack area, Director Library's Office, MEU Cell and Corridors etc).
- (ii) LiB briefed that tiling/carpeting in the library was done except 3 Rooms i.e. Recent Arrival & Reference Rooms, MEU Cell. It was opined that Site Engineer should be requested to undertake the tiling work in left out 3 Rooms at the earliest possible.
- (iii) There was great demand from students for extending the Opening hours of the Library. Accordingly it was decided that Library be opened from 09.00 am to 11.00 pm from Monday to Saturday.

14. Recommendations

- (1) Rs. 53.00 lac approximately being the net amount after deducting 8 19% agency discount, be allocated under the *Head: Subscription to International Journals for 2018*. It includes the expenditure involved on account of postal charges claimed separately in a few journals by the respective publishers and GST to be paid on subscription to "Chest" as a special case. The allocated funds will be used for making the advance payment towards subscription to 52 selected recommended core international periodical titles for 2018.
 - (2) Efforts be made to procure 9 and 15 copies of missing issues of international journals for the year 2016 & 2017 respectively.
 - (3) M/s. Total IT Solutions Private Limited, New Delhi be appointed as Subscription Agent for 2018 for handling the subscription transactions for all libraries attached to various Institutions/Colleges of MGM. An agreement will be executed between the Subscription Agent and respective Heads of the institutions/Colleges on the following terms and conditions:
 - 1. 8.10% discount applicable on (a) print, (b) print + non-print, and (c) online journals.
 - II. 100% payment of total value of orders in advance would be released on submission of copy of invoice along with the publishers' price proofs, GOC conversion rates, copies of orders sent to publishers for institutions/colleges of MGM, and copies of Cheques/Drafts as remittances made to international publishers for their journals on behalf of respective Institutions/Colleges of MGM.
 - III. The vendor will submit a postdated cheque for 50% of total bill amount at the time of receiving 100% payment for a period of 4 months and also will take care of the following:
 - (a) Activation of online journals coming free on subscription to print version;
 - (b) Activation of online journals for which online or print + online rates remitted;
 - Submission of Subscription ID Nos. /Registration IDs provided by publishers of international journals;
 - (d) Submission of copies of acknowledgement receipts of subscriptions remitted on behalf of MGM's Institutions/Colleges obtained from international publishers;
 - (e) Supply of issues of journals should commence within 45 days on receipt of confirmed subscription orders from MGM's Institutions/Colleges; and
 - (f) A fresh Postdated Cheque of 20% of total value of subscription orders for the period of 18 months be submitted on expiry of Postdated Cheque of 50%. It would be valid till 30th June 2019 by this time all the supply would be completed. Refund of missing issues would be the last resort.

- IV. An agreement be executed between the Subscription Agent and respective Heads of the Institutions/Colleges of MGM, illustrating all the terms and conditions explicitly with a view to ensure uninterrupted and timely supply of copies of print and non-print materials subscribed through them during 2018.
- V. The Agent should be thanked for arranging the supply of almost 99.36% and 95% copies of issues of International journals pertaining to 2016 & 2017 respectively.
- VI. The Agent be thanked for providing the Virtual Library Solutions including Library Portal & e-quest Digital Library Software, free of cost, for creating/developing the Website for Central Medical Library.
- (4) Rs. 3.80 lac approx. be allocated under the Head: Subscription to Indian Medical Journals for 2018. The allocated funds will be utilized for making the advance payment towards subscription to 84 selected/recommended Indian periodical titles in the area of health and allied sciences for 2018.
- (5) Constant efforts be made to procure the 22 copies of missing issues of 8 Indian periodical titles from the respective publishers for 2017.
- (6) Advance payment towards subscription to Indian Journal of Thoracic and Cardiovascular Surgery for 2018 be made after receiving the copies of all issues pertaining to 2017.
- (7) Current Awareness Services (CAS) as initiated be continued. Efforts be made to prepare a Users' Database in order to assess its utilization.
- (8) Rs. 89,880.00 being the net amount after deducting 20% agency discount offered by an authorized agent of WHO, be allocated under the Head: Subscription to WHO Global Subscription Package for 2018
- (9) For procuring the copies of latest edition of publications in consultation with respective HODs, the following funds be allocated:
 - (a) Rs. 32000.00 approx. be allocated for procuring 15 copies each of 2 books on FMT.
 - (b) Rs. 5000.00 approx. be allocated for procuring 2 copies each of 6 books on Community Medicine.
 - (c) Rs. 70000.00 approx. be allocated for procuring 75 copies of 18 books on Pediatrics.
 - (d) Rs. 25000.00 approx. be allocated for procuring 5 copies of (i) Park's Textbook of preventive and social medicine, 24th edition published in 2017, (ii) 20 copies of Textbook of microbiology by CP Baveja, 4th edition published in 2012, and (iii) 5 copies of Robbins and Cotran pathologic basis of disease, 2 vols set (South Asia Edition) published in 2014.
- (10) Rs. 3 00 lac be allocated under the *Head: Binding of Books and Volumes of Periodicals.* The sanctioned budget would be used to get bound 300 copies of books and 450 volumes of periodicals during 2017-18. The binding of Books and Journals be undertaken during vacation.
- (11) The members appreciated the efforts made on account of transferring the data from LibSys to KOHA and its operation successfully. It was recommended that:
 - (a) Rs 1,17,968.00 be released to concerned party on account of completion of Library automation activities in respect of MGM Central Library as per work order using newly installed KOHA Library Management Software.
 - (b) Efforts be made to get transferred the data pertaining to all campus libraries on approved rates i.e. 0.50 paise per record from LibSys to KOHA. The payment involved on this account be paid by the concerned institutions/ colleges.

(c) To execute the AMC for 3 years with concerned party for providing the required services free of charge.

(d) To integrate KOHA Software, once it becomes operational in all campus libraries, into Cloud Next Vision Systems. The concerned party will provide Software Code and Database Rights free of cost besides technical guidance and expertise if required during the integration.

(e) A new server be acquired in consultation MGM-IT for exclusive use of MGM Central Library, Departmental and Campus Libraries for keeping their data including Digital Library of MGM Central Library.

(12) Efforts be made to host the Website of Central Medical Library on University Domain in consultation with Registrar, MGMIHS who assured for having its own domain for hosting the Website on its server. A link of it should be provided on Webpage of the University.

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(13) 12 Tables and 48 chairs be acquired as per specifications provided by Director Library for displaying them in vacant Reading Hall.

(14) Reading Room facilities be extended from 10.00 night to 11.00 night.

(15) From security point of view, Sliding Grill Door be installed at the Entrance Gare Central Library

(16) Site Engineer be asked for taking appropriate action for cleansing/polishing the window glasses in Reading Halls, closing of partition in the area of UG & PG Reading Halls with the provision of proper ventilation.

(17) Site Engineer be requested for undertaking the painting of entire Library premises (UG, PG Halls, Periodical, Reference, Technical Processing, & Recent Arrival Sections: Stacks area, Open Reading Hall, Library Conference Hail, Director Library's Office, MEU Cell, MBA Stack & Corridors etc).

(18) Site Engineer be asked to undertake the tiling of floors of three left out rooms of the library urgently keeping in view NAAC inspection.

Dr G.S. Narshe Chairman

LIB Committee (.)

Dr Rajosh B Goel Member

LIB Committee

Dr J Ghanekar

Member LIB Committee

Dr R.P. Dixit Member-Secretary

LIB Committee

Dr Sushit Kumar

Member LIB Committee Dr A.D. Urhekar

Member

LIB Committee

Dr Kuldip R Salgotra

Member

LIB Committee

Dr Reeta Dhar

Member

LIB Committee

Dr Vijay

Member

LIB Committee

Encls: As stated.



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INWARD NO.

DATE

SIGN: 18/12/18

MAHATMA GANDHI MISSION'S MEDICAL COLLEGE & HOSPITAL

Junction of NH-4 & Sion Panvel Expressway Sector -1, Kamothe, Navi Mumbai -410 209 . E-mail: universitylibrarian@mgmuhs.com; mgmcentralmedicallibrary@gmail.com Website: www.mgmlibrary.com Tel: 022 – 2743 6407; 7812/ 7820

Our Ref: MGM/MEDC/LIB/COMMIT-18/19/4454

17 December 2018

Minutes of the Library Committee Meeting

A meeting of Library *Committee* was convened with due notice to all members held on Thursday, 22nd November 2018 at 2.30 p.m. in Dean's Office, MGM-MCH, Kamothe. The following were present:

 (a) Dr. G. S. Narshetty, Dean, MGM-MCH (b) Dr. Rajesh B. Goel, Registrar, MGM-IHS (c) Dr. R.S. Inamdar, Prof, & Head, Dept. of Physiology (d) Dr. Sushil Kumar, Prof, & Head, Dept. of Obst. Gyne. (e) Dr. Kuldip R. Salgotra, Med. Supdt. MGM Hospital. (f) Dr. A. D. Urhekar, Prof, & Head, Dept. of Microbiology (g) Dr. Vijay Kamale, Prof, & Head, Dept. of Pediatrics (h) Dr. Mansee Thakur, Director Dept. of MGM-SBS (i) Dr. R.P. Dixit, Director (LIB) 	Chairman Member Member Member Member Member Member Member Member
(1) Dr. K.I. Dixit, Director (LIB)	Member-Secretary

Note: Dr. J. Ghanekar, and Dr. Reeta Dhar could not attend the meeting as they were occupied with some official commitments. Dr Retu Raj Sette, Assistant Professor and Dr Meruna Bose, Assistant Professor, MGM-SOPH attended the meeting on behalf of Dr Rajani Mullerpatan, Director, MGM-SOPH and Member, Library Committee. Entire Library Staff was present during the Meeting.

Introduction

The Chairman, Library Committee welcomed new members who had joined on his request. He mentioned in his opening remarks that he was sure, new members whosoever joined Library Committee will extend their cooperation, guidance and input for strengthening the *health literature*, *library and information services*. He stressed that since HODs, faculty, research scholars and students from: (a) *MGM School of Physiotherapy*; (b) *MGM College of Physiotherapy*; and (c) *MGM School of Biomedical Sciences* had been availing the library facilities extensively, it was pertinent that their presentation should be in the Library Committee. He expressed that their participation will definitely pave the way in further development of library infrastructure.

Furthermore Dr Narshetty invited the entire library staff and asked them to be present during the deliberations in order to understand the nuances and functioning of the Library Committee. Their participation will facilitate them to answer the queries appropriately and pin-pointedly raised by NAAC officials during inspection. He welcomed them for their participation.

1. Subscription to Foreign Journals for 2019

LIB briefed that a communication was sent through email on 20 and 31 August 2018 respectively to 26 Head of the Departments (HODs) attaching lists of international/national journals in their respective areas subscribed during 2018 with the request to inform the Library whether the listed titles should be continued for 2019 or not. Addition/deletion, if any may be intimated (Flag "A"). 18 out of 26 HODs responded. Finally, a list of 53 core foreign periodical titles covering 26 broad medical subjects was

prepared (Flag "B"). A list of 90 Indian Medical Journals was prepared based on suggestions/recommendations received from HODs for subscription for 2019.

Quotations for 53 selected core foreign journals were invited from 8 Indian Subscription Agents vide letter no. MGM/MEDC/LIB/SUBN-19/18/4161 dated 28 September 2018 in order to avail the maximum discount as well as to assess the actual funds required on account of subscription for 2019 (Flag "C"). 5 out of 8 Subscription Agents had submitted their quotations under sealed cover. On seeking the consent from the Chairman, the quotations were opened on 31 October 2018 in the presence Members of Library Committee namely; (i) Dr Rajesh B. Goel, (ii) Dr AD Urehkar, (iii) Dr. R.S. Inamdar, (iv) Dr. Kuldip R. Salgotra, (v) Dr. J. Ghanekar, and (vi) Dr RP Dixit.

While going over the quotations received from 5 vendors, it was noticed that one vendor namely: M/s Samarth Publications & Subscriptions Private Limited, New Delhi had offered 19.25% discount which was observed as very high and impractical. Keeping this in view, a Library Sub-Committee comprising of the following was constituted to look into the background, credibility, and financial aspects and status of the vendor before taking any decision:

Dr Rajesh B Goel, Registrar, MGMIHS, Chairman

Dr Kuldip R. Salgotra, Med. Supdt. MGM Medical Hospital, Kamothe, Member

Dr Sushil Kumar, Prof. & Head, Dept of Obst & Gyne, MGM-MCH, Navi Mumbai, Member.

Dr RP Dixit, Director Library, Convener

The Library Sub-Committee meeting under the chairmanship of Dr Rajesh B. Goel was convened on Tuesday, 27 November 2018, at 06.00 p.m. in the Library Conference Room where all members were present. The minutes of the Library Sub-Committee meeting dated 30 November 2018 is attached at Flag "D". The recommendations of the Library Sub-Committee are as follows:

(a) The request received from M/s Samarth Publications and Subscriptions Private Limited, New Delhi for appointing him as Subscription Agent for 2019 be rejected as they do not meet the criteria, standards and norms of MGM.

(b) M/s Total IT Solutions, New Delhi who had been involved in the subscription transactions for the last 6 years and their services were found exceptionally satisfactory, be considered for appointing them as Subscription Agent for 2019. However, the comparative statement of quotations and basic terms and conditions required on account of subscription to journals for 2019 be reflected in the minutes of the Library Committee.

On the basis of above recommendations, the quotations on account of subscription to foreign journals for 2019 received from remaining 4 vendors were tabulated.

The following decisions were taken for subscription to foreign journals for 2019:

(1) It was decided to subscribe Bone and Joint (British) in place of Journal of Bone and Joint Surgery (American) as suggested by Dr Salgotra.

(2) It was opined during the deliberation that a few more titles in the area of "Medical Education" and "Ethics" should be subscribed. LIB informed that no such journal is being published which could cover the both subjects. One journal entitled "Indian Journal of Medical Ethics" was subscribed during 2013 to 2017. It was discontinued in 2018 as its electronic version was become accessible free of cost. It was concluded that journal namely "Medical Education" should be subscribed for 2019 as it was subscribed in 2016, 2017 and discontinued in 2018 as its subscription was considerably high. It was concluded that this journal should be subscribed for 2019 even though its subscription is high as medical education area required to be strengthened. LIB communicated that the following two options are offered by the publisher on subscription to Medical Education:

- (a) In case *Medical Education*, print version only is subscribed for 2019, the annual subscription charges will have to remit Rs. 3,16,755.00 (USD 4201/-).
- (b) If Medical Education Print + Online, both are subscribed for 2019, the annual subscription charges Rs. 3,96, 000.00 (USD 5252/-) will have to be paid. The online version of another journal namely "Clinical Teacher" will be made accessible free of cost.

The second option was recommended for subscription for 2019 as we get online version of *Clinical Teacher* free of charge besides print + online version of *Medical Education*.

- (3) It was decided that only two foreign journals should be subscribed on each subject as per MCI guidelines. Keeping this in view, *Journal of American Academy of Dermatology* suggested by Head, Department of Dermatology was not considered for subscription for 2019. Only two titles namely (i) *BJD: British Journal of Dermatology*; (ii) *Clinics of Dermatology* were found suitable for subscription for 2019.
- (4) It was opined that the journal entitled European Geriatric Medicine should be deleted from 2019 subscription list as its online version is only available for subscription.

Finally a list of 52 foreign journals selected/recommended for subscription for 2019 has been prepared (Flag 'E").

2. Supply Status of Foreign Medical Journals for 2016 & 2017 2 1 Supply Status of Foreign Medical Journals for 2016 & 2017 2 Supply Status of Foreign Medical Journals for 2016 & 2017 2 Supply Status of Foreign Medical Journals for 2016 & 2017 2 Supply Status of Foreign Medical Journals for 2016 & 2017 2 Supply Status of Foreign Medical Journals for 2016 & 2017 2 Supply Status of Foreign Medical Journals for 2016 & 2017 2 Supply Status of Foreign Medical Journals for 2016 & 2017 2 Supply Status of Foreign Medical Journals for 2016 & 2017 2 Supply Status of Foreign Medical Journals for 2016 & 2017 2 Supply Status of Foreign Medical Journals for 2016 & 2017 2 Supply Status of Foreign Medical Journals for 2016 & 2017 2 Supply Status of Foreign Medical Journals for 2016 & 2017 2 Supply Status of 2017 2 Supply Status of 2017 2 Supply Status of 2017 2 Supply Stat

It was reported that subscription transactions pertaining to 2016 & 2017 subscribed through M/s Total I.T Solution Private Limited, New Delhi had been completed and settled. The copies of all issues of 51 foreign journals subscribed in 2018 were received except 64 issues (Flag "F"). The majority of non-receipt of copies of issues of journals are yet to be published as some of them are behind schedule. It is expected that all non-supplied issues will be received before the end of March 2019. Thus, the supply status had been found exceptionally satisfactory.

3. Appointment of Subscription Agent for Subscription to Foreign Journals for 2019

The quotations received for 53 foreign journals for 2019 from 4 vendors were considered for tabulation as recommended by the Library Sub-Committee (PI refer Item no. 1). The quotations received from 4 vendors are illustrated in the following Table:

Sl. No.	Name of the Vender	Discount Offered in %	Terms and Conditions and provision of various services	Mode of Delivery
1.	Creative Books & Periodicals Private Limited, Mumbai–400 001 (a) 50% Advance payment with order. (b) 40% Payment soon after submission of remittance details. (c) 10% Payment after complete supply of journals. (d) The exchange rate for foreign currencies is as approved by GOC at the time of receiving order.		Hand Delivery	
2.	SITA Books & (a) Periodicals Private Limited, Mumbai. / mi		(a) 50% Advance payment along with PO. (b) 50% after 30 days. (c) Pro-rata refund towards lost in transit / missed issues of journals. (d) Exchange rate for the foreign currencies will be as per GOC.	
3.	Techno Books & Periodicals. Delhi- 110009	No Discount	(a)Require 100% advance payment. (b) Charge as per GOC conversion rates. (c) It is our responsibility to take up the claim with the publishers for missing issues, if any. We will make refund of proportionate	Registered post/

			amount of missing issues, if any, within a reasonable period of time.	
4.	Total I.T. Solutions Private Limited, New Delhi–110 012	8.19%	(a) Willing to make advance payments to the publishers on our behalf upon receipt of confirm and commercially cleared supply order. (b) To release 100% payment within 30 days on submission of invoices along with the remittance proof which includes publisher price proofs, photocopies of order sent along with the photocopies of drafts / cheques sent to publishers. (c) Agreed to replace all non-supplied / missing issues and / or refund their proportionate / pro-rata amounts within a period of 6 months after the expiry of subscription period. (d) Verification, if required in respect of timely remittances of subscriptions made concerned respective publishers on your behalf. (e) All terms and condition mentioned in the Agreement for execution are agreeable as followed in the previous year. (f) GOC Conversion rate. (g) Discount offered as special and exclusive discount be treated as confidential. (h) To maintain Virtual Library Solution	Registered post/ Courier
5)	Vender vo	suse	on complementary for 2019 which comprises of the following: (a) Web Portal maintenance/Updating worth Rs. 1.50 lac; (b) Digital Library Software maintenance/updating, worth Rs. 1.00 lac (c) Internet	*
<u> </u>	disqu	difice	based facility to check supply status of journals using their Internet based subscription management system.	

It may be observed from the above that M/s Total I.T. Solutions Private Limited, New Delhi had offered 8.19% agency discount which was found highest amongst all. The copies of issues of all Foreign Journals, subscribed during 2016 and 2017 had been received. The supply status for 2018 was found exceptionally satisfactory. They have further offered to continue the following additional services, in 2019 free of charge as did in 2018:

They shall maintain/update Virtual Library Solution, on complementary basis for the year 2019, which comprises of the followings:

(a) Web Portal maintenance/updating, worth Rs. 1.50 lac.

(b) Digital Library software maintenance/updating, worth Rs. 1.00 lac.

In this regards, the comments of the Library Sub-Committee are required to be highlighted which are as follows:

"M/s Total IT Solutions, New Delhi had been handling the subscription to journals in respect of all Colleges/Institutions of MGM since 2013 and their services during the least six years had been found exceptionally satisfactory. Since their discount criteria (8.19%) on account of subscription to journals for 2019 had been found significantly on higher side in comparison to other vendors, it was proposed that comparative statement should be prepared for subscription to journals for 2019. It was reported that they had provided continuously for the last 6 years internet based facility to check supply status of journals using their internet based Subscription Management System. They have also designed and developed an exclusive Website for MGM Central Library launched in 2014. Since then it has been running on their server, free of charge. The site was hyperlinked to a wide range of information, resources, services and policy, Library Committee and eligibility to use the library facilities and so on. The Website of MGM Central Library contains the comprehensive health literature and information in the form of e-books, e-journals, e-annual

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reports, e-articles, e-theses and dissertations etc. In addition, web-links to a number of e-resources and prominent health science institutions/universities in the country and their libraries were added. They have provided us free online access to "GlobalPeriodicals.com" worth Rs. 1.5 Lac. It provides web-links of full-text internet based/web-based e-journals, e-books and other e-contents. It contains web-links and search to 2200 e-journals, 2500 e-books, e-learning courses and online database covering all major important subject areas. The website is updated regularly with the assistance of M/s Total IT Solutions." The recommendation is as follows:

"M/s Total IT Solutions, New Delhi who had been involved in the subscription transactions for the last 6 years and their services were found exceptionally satisfactory, be considered for appointing them as Subscription Agent for 2019. However, the comparative statement of quotations and basic terms and conditions required on account of subscription to foreign journals be reflected in the minutes of Library Committee."

In the light of the above, it was proposed that M/s Total I.T. Solutions, Private Limited, New Delhi shall be appointed as a Subscription Agent for 2019 for handling the subscription transactions in respect of all libraries attached to various Institutions/Colleges of MGM on the following terms and conditions:

(1) 8.19% discount applicable on (a) print, (b) print + non-print; and (c) online journals.

- (2) 100% payment of total value of orders in advance would be released on submission of copy of invoice along with the publishers' price proofs, GOC conversion rates, copies of orders sent to publishers for Institutions/Colleges of MGM, and copies of Cheques/Drafts as remittances made to foreign publishers for journals on behalf of respective Institutions/Colleges of MGM.
- (3) The vendor will submit a postdated cheque for 50% of total bill amount at the time of receiving 100% payment for a period of 4 months and will take care of the following:
 - (a) Activation of online journals coming free on subscription to print version; Cist-> ?
 - (b) Activation of online journals for which online or print + online subscriptions remitted;
 - (c) Submission of Subscription./Registration IDs numbers provided by publishers of Foreign journals;
 - (d) Submission of copies of acknowledgement receipts of subscriptions remitted on behalf of MGM's Institutions/Colleges obtained from Foreign publishers:
 - (e) Supply of issues of journals should commence within 45 days on receipt of confirmed subscription orders from MGM's Institutions/Colleges; and
 - (f) A fresh post-dated cheque of 20% of total value of subscription orders for the period of 18 months shall be submitted on expiry of postdated Cheque of 50%. It would be valid till 30th June 2019 as it is expected that by this time supply of all journals subscribed through them will be completed. Refund of missing issues should be the last resort.

A comparative statement showing the rates quoted by 4 vendors with discount offered and postal charges claimed as applicable has been prepared (Flag "G").

4. Finalization of Agreement for Execution between Heads of Institution of MGM and Agent

An agreement will have to be executed between the Subscription Agent and respective Heads of the Institutions/Colleges of MGM, stating all the terms and conditions explicitly in order to ensure uninterrupted and timely supply of copies of Foreign Journals (print and non-print) subscribed through them during 2019. A revised copy of Agreement was prepared and presented. The format of agreement was approved (Flag "H").



It was stressed that only those Indian Medical Journals, whose issues were received timely and regularly on their publication during 2018, should be continued for 2019. The following decisions were taken:

(i) 90 core Indian Medical Journals dealing on 26 broad subjects in the area of health and allied sciences besides journals dealing on - Spiritual Medicine, Yoga and Library Science were finalized for subscription for 2019 in consultation with respective HODs.

- (ii) Since we have not received even a single issue of *Indian Journal of Thoracic and Cardiovascular Surgery* for 2017 till date from the publisher in spite of making the advance payment for Rs. 7870.00 towards subscription to journal under reference well in time, it was decided to request the publisher for arranging the supply of copies of all issues of the journal for 2017 failing which Rs. 7870.00 should be refunded.
- (iii) It was decided that Indian Journal of Thoracic and Cardiovascular Surgery should be continued to subscribe through M/s Total IT Solutions, New Delhi for 2019 as it was subscribed in 2018 through them and supply status has been found satisfactory.

(iv) It was opined that constant efforts should be made to procure 22 copies of missing issues of 8. Indian periodical titles from the respective publishers.

In the light of the above, it was proposed that Rs. 5.00 lac approx. may be allocated under the Head: Subscription to Indian Medical Journals for 2019 in order to subscribe 90 proposed titles recommended by respective HODs for 2019 (Flag "1").

6. Subscription to WHO Global Subscription Package for 2019

LIB elaborated that WHO Global Subscription package for 2018 was subscribed through M/s Total IT Solutions, New Delhi - an authorized agent of WHO availing 20% agency discount, as a special case. The copies of entire WHO products included under WHO Global Subscription Package for 2018 were supplied by the Subscription Agent. The annual subscription charges for WHO Global Subscription Package for 2018 was Rs. 110100.00 (Subscription = Rs. 101100.00 and Postage Rs. 9000.00). Honorable VC and Professor & Head, Department of Community Medicine had strongly recommended for subscription to WHO Global package for 2019. It was opined that WHO Global Subscription package for 2019 should be subscribed with a view to having comprehensive record of everything published by WHO at reduced rates.

LIB briefed that WHO Headquarter, Geneva has not yet finalized the subscription rates for their products for 2019, therefore, it was proposed that a provision of Rs. 100666.00 (Net Subscription paid in 2018 Rs. 89, 880.00 (+) expected 15% increase in subscription for 2019: Rs. 13482.00) approximately may kindly be allocated for utilizing the same towards subscription to WHO Global package for 2019.

7. Supply Status of WHO Global Subscription Package for 2018

WHO Global Subscription Package for 2018 was subscribed through M/s Total IT Solutions, New Delhi. They have supplied the copies of entire publications including copies of journals, serials and books included in the package for 2018 except WHO Drug Information, vol. 32, issue no. 3 and EMHJ: Eastern Mediterranean Health Journal, vol. 24, issues 8-10. The copies of these non-supplied items will be received on their release as their publications are behind schedule.

8. Binding of Books and Volumes of Periodicals During 2018-19

It is expected that about 350 copies of books, which are in a very pathetic condition because of their constant use, and 400 completed volumes of journals are intended to be bound during FY 2018-19. It was concluded that action for getting them bound as proposed, should be initiated during April-May 2019 being

the vacation period. It was emphasized that efforts should be made to get them bound at @ Rs. 260.00 per volume approved for FY 2017-18. Thus, it was proposed that Rs. 1.95 lac approx, should be allocated under the Head: Binding for Books and Journals in FY 2018-19.

9. Status Report on Acquisition of Textbooks for Undergraduates

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LIB informed that as per directives of honorable Medical Director, efforts were made to procure the copies of latest editions of textbooks for Undergraduates (UGs) in consultation with respective HODs. So far copies of latest editions of textbooks for UGs had been procured in the area of Anatomy, Community Medicine, ENT, Obstetrics and Gynecology, Ophthalmology, Orthopedics, Pharmacology, and Physiology costing to worth Rs. 2,75,945.00. Few copies of recommended books are yet to be supplied by the concerned vendors. It was directed that copies of non-supplied textbooks should be procured from the vendors with whom orders have been placed. Sate = ROOK

Furthermore it was stressed that action will have to be initiated for procuring the latest editions of left-out subjects in consultation with respective HODs with a view to meet the directives of honorable Medical Director However, it was pointed out that efforts will have to be made to procure the latest editions of those titles whose old editions are available in Library collection. Dr Goel suggested that request for acquisition of new titles should be referred to Board of Studies for seeking their guidance and consent.

10. To Replace Old, Outdated and Non-repairable Computers (12) with Multi-Media Computers

As per MCI guidelines Library should have "Air-conditioned Computer Room (E-Library) with MEDLINE and Internet facility with minimum of 40 nodes" E-Library is being used extensively by the senior medical scientists, faculty, research scholars, students and allied personnel of the following Sata teas many attended bai; lais/montsy/ colleges/institutions:

1. MGM Medical College & Hospital, Navi Mumbai

2. MGM School of Biomedical Sciences, Navi Mumbai;

3. MGM School of Physiotherapy, Navi Mumbai:

4. MGM College of Physiotherapy, Navi Mumbai; and

5. MGM School of Prosthetics & Orthotics, Navi Mumbai

MGM Central Library has a well-equipped virtual Learning Centre (E-Library), with excellent stateof-art computer facilities including 40 internet connected computer terminals, each provided with email facility and access to e-materials and e-resources. Besides internet/online facilities, the desk access to various departments and multiuser access with regard to Library Management Software at E-Library has been set up. Online Public Access Catalogue (OPAC) helps the readers in searching the books of their choice and its availability in library.

Intake of users in E-Library has increased immensely for the last 3-4 years but the number of computers are same (40 computers). Department of Biostatics under MGM School of Biomedical Sciences, a constituent unit of MGMIHS has been conducting on regular intervals for duration of 12 weeks for handson-Training on "Data Analysis Using Statistical Package for Social Sciences (SPSS)". SPSS software has been installed in 10 new multimedia computers purchase recently. In fact, E-Library is meant only for the users of MGM- MCH, Navi Mumbai applying norms and standards of MCI. Even then we have been facilitating in the use of E-Library continuously to all without any discrimination. Since Library has been facing a lot of problems in accommodating the visitors in E-Library, we have requested IT Manager for reviewing the functionality of all workstations. Mr. Anil Khandare, IT Personnel reviewed the operational capabilities of prevalent computers on 07 September 2018 and found that 12 LG make with p4 configuration are 15 years old. They are very slow and non-repairable. He has suggested that at least 14 multimedia computers with the following conjugation should be acquired - 12 as replacement of old LG computers and 2 extra for accommodating enhanced intake of users (Flag "J"):

CPU-13 processor, ITB HDD, 4GB RAM, LCD Key Board, Mouse, Licence Office 16, Window 10 professional Marium at any juers.

The Director, MGM-SBS has agreed, in principle, to provide Rs. 4,76,000.00 approx. for acquiring the 14 multimedia computers as proposed. These computers are required to be procured rather urgently keeping in view NAAC inspection.

11. Proposal for replacing the 40 Broken and Non-usable Chairs for E-Library

n-usable chairs with latest

The Chairman agreed, in principle, for replacing the 40 broken and non-usable chairs with latest design and comfortable seats. He advised that action should be initiated to renovate E-Library considering NAAC inspection likely to be held soon.

12. Proposal for purchase of a Photocopier machine exclusively for Library

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It was proposed either existing non-functional, non-repairable photocopier machine lying in the Library for the last one and half year should be replaced with new one or functional photocopier on rental basis should be installed. Chairman assured that he will look into the matter and take appropriate action in this regard urgently.

13. Proposal for subscribing EbscoHostMEDLINE Complete Database for 2019

LIB informed that honorable Medical Director and honorable VC both were of the opinion to subscribe EbscoHost MEDLINE Complete for MGM Central Library in order to provide an opportunity to research scholars, PGs and medical scientists etc to access latest health literature/information produced throughout the world electronically. However, it was decided that a Live Demo should be organized in the presence of Hon. Medical Director and Hon. Vice Chancellor, Health Administrators and Planners, Deans, MGM-MCH and DCH, HODs, Senior Medical Scientists Director/Principal/Head of Institutions, Medical Supdts. Navi Mumbai and Kalamboli, Research Scholars and Postgraduates etc. Hon. Medical Director and Hon. VC have given their consent to organize the proposed demonstration in the afternoon either on 27 or 28 December 2018 as convenient to Dean followed by Live Demo on UpToDate as well.

14. Status Report on Automation of Entire Library Activities using KOHA:ILMS

LIB elaborated that entire library activities of MGM Central Library and libraries attached to various Institutions/Colleges of MGM come under the purview of MGMIHS have been automated fully using KOHA: Integrated Library Management Software (ILMS). All library modules such as; acquisition, cataloguing, issue/return, members' management and many other inter-linked programs are fully functional. Identity Cards meant for users of different categories such as, Health Administrators, HODs, Faculty, Research Scholars, Students and Staff etc. are being converted into Smart Cards duly pasted Barcodes generated by KOHA system depicting about the information of concerned individual user. These Smart Cards will replace the existing Library Borrower Cards which at present are being prepared and used manually besides Identity cards

15. Proposal for Purchase of 150 Chairs, 38 Tables to be used in Extended Reading Hall.

The plinth area (25000 sq. ft.) of MGM Central Library has been enhanced to meet the requirement of MCI. It was opined that since newly Reading Halls added to the Library have been made exclusively for library users of MGM School of Biomedical Sciences, MGM School of Physiotherapy and MGM College of Physiotherapy, it was proposed that required 150 Chairs and 38 Tables of standard size should be provided by these institutions. Dr Mansee Thakur, Dr Retu Raj Sette, and Dr Meruna Bose have assured to provide the required funds for acquisition of furnitures.

16 Installation of CCTV Cameras in Extended Area of the Library

IT Personnel had conducted a survey recently and suggested that 16 Cameras and one DVR of 32Port should be acquired for bringing the extended area of the Library under CCTV surveillance. It was

opined that these suggested required equipments should be purchased and installed in the specific extended area of the library urgently from security point of view.

17. Procurement of 3 Split ACS of 2 tons, each (Stack Room =1; Extended Reading Hall=2)

Dr Mansee volunteered to provide requisite funds for purchasing 2 split ACs of 2 tons for installing them in Reading Hall in extended area of the Library. Dean assured for funding of 1 AC of 2 Ton for installation in Stack Hall in order to protect the books from heat and dust.

18. Any Other Items with the permission of the Chair

Keeping in view the NAAC inspection likely to be held in near future, it was proposed that:

- (i) Site Engineer should be asked to undertake the painting of left-out area of the Library (Periodical & Reference Section, Recent Arrival Section, Technical Processing Section, Stack Area, Director Library's Office, MEU Cell and Corridors etc).
- (ii) LIB briefed that tiling/carpeting in the Library was completed except 3 Rooms i.e. Recent Arrival & Reference Rooms, MEU Cell. It was opined that Site Engineer should be asked to undertake the tiling work in left out 3 Rooms on urgent basis.
- (iii) Site Engineer should be requested to renovate the Wash Rooms meant for ladies and gents located in extended area of the Library rather urgently.
- (iv) Plastering work on broken walls of corridor in extended area should be undertaken as it gives filthy look.
- (v) It was opined that concerned Officials of MGMIHS should be requested for removing the copies of various types of documents dump in a Room for a long time located in extended area of the Library. This room is locked and is in the possession of MGMIHS. Since Library wants to make it as Reading Room for the use of Library users, it needs to be vacated rather urgently.

12. Recommendations

- (1) Bone and Joint (British edition) be added for subscription for 2019 in place of Journal of Bone and Joint Surgery (American).
- (2) For strengthening the medical education area, the journal entitled: Medical Education print+ online be subscribed for 2019 with added advantage to get access of electronic version of another journal namely: Clinical Teacher, free of cost.
- (3) Journal of American Academy of Dermatology suggested as new title for subscription for 2019 be removed from Subscription List for 2019 as according to MCI, only two foreign journals are required to be subscribed on each subject.
- (4) The journal entitled European Geriatric Medicine be deleted from the subscription list for 2019 as its only online version is available for subscription.
- (5) Rs. 59.40 lac approximately being the net amount after deducting 8.19% agency discount involved on subscription to 52 selected periodical titles for 2019 be allocated under the Head: Subscription to Foreign Journals for 2019. It includes the postal charges claimed separately in a few journals by the respective publishers.

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- (6) Efforts be made to procure 64 copies of missing issues of 21 Foreign journals for 2018.
- (7) M/s. Total IT Solutions Private Limited, New Delhi be appointed as Subscription Agent for 2019 for handling the subscription transactions for all libraries attached to various Institutions/Colleges of MGM. While placing the confirmed order for subscription to 52 Foreign Journals for 2019, the following points should be illustrated:
 - I. 8.19% discount applicable on (a) print, (b) print + non-print; and (c) online journals.
 - II. 100% payment of total value of orders in advance would be released on submission of copy of invoice along with the publishers' price proofs, GOC conversion rates, copies of orders sent to publishers for institutions/colleges of MGM, and copies of Cheques/Drafts as remittances made to foreign publishers for their journals on behalf of respective Institutions/Colleges of MGM.
 - III. The vendor will submit a post-dated cheque for 50% of total bill amount at the time of receiving 100% payment for a period of 4 months and also will take care of the following:

Activation of online journals coming free on subscription to print version;

Activation of online journals for which online or print + online subscription remitted;

Submission of Subscription ID Nos. /Registration IDs provided by publishers of foreign journals;

(d) Submission of copies of acknowledgement receipts of subscriptions remitted on behalf of MGM's Institutions/Colleges obtained from foreign publishers;

Supply of issues of journals should commence within 45 days on receipt of (e) confirmed subscription orders from MGM's Institutions/Colleges; and

(f) A fresh Postdated Cheque of 20% of total value of subscription orders for the period of 18 months will be submitted on expiry of Post-dated Cheque of 50%. It will be valid till 30th June 2020 by this time all the supply would be completed. Refund of missing issues would be the last resort.

IV. An agreement will have to be executed between the Subscription Agent and respective Heads of the Institutions/Colleges of MGM, illustrating all the terms and conditions explicitly with a view to ensure uninterrupted and timely supply of copies of print and non-print materials Sight Stoling Report and almost 95% for 2018. Dept wise subscribed through them for 2019.

V. The Subscription Agent should be thanked for -

Arranging 100% supply of foreign journals for 2017 and almost 95% for 2018.

Maintaining/updating the Web Portal (Rs. 1.50) and Digital Library Software (Rs. 1.00 lac) on complementary basis during 2018. The vendor has assured for providing the same services continuously during 2019. It is worth mentioning that they have also designed and developed an exclusive Website for MGM Central Library launched in 2014 (http://www.mgmlibrary.com). Since then it has been running on their server, free of charge. They have assured us to continue the services for updating the Website regularly during 2019.

Providing us free online access of "GlobalPeriodicals.com" worth Rs. 1.5 Lac. It provides web-links of full-text internet based/web-based e-journals (2200 titles), e-books (2500) and other e-contents.

> Maintaining/updating the Virtual Library Solutions including Library Portal & e-quest Digital Library Software.

2/14/ Rs. 5.00 ldc approx. be allocated under the Head: Subscription to Indian Medical Journals for 2019. The allocated funds will be utilized for making the advance payment towards subscription to 90 selected/recommended core Indian periodical titles in the area of health and allied sciences for 2019.

List = 9.

- (9) Constant efforts be made to procure the 22 copies of missing issues of 8 Indian periodical titles from the respective publishers for 2018.
- (10) The publisher of *Indian Journal of Thoracic and Cardiovascular Surgery* be asked either arrange to supply the copies of all issues of their journal for 2017 or refund Rs. 7870.00 paid in advance towards subscription to their journal.
- (11) Indian Journal of Thoracic and Cardiovascular Surgery be continued to subscribe for 2019 through M/s Total IT Solutions, New Delhi as supply position of this journal during 2018 was extremely good.
- (12) Rs. 1,00,666.00 approx. be allocated for making advance payment towards subscription to WHO.4 Global package for 2019.
- (13) Rs. 1.95 lac be allocated under the *Head: Binding of Books and Volumes of Periodicals*. The sanctioned budget will be used to get bound 350 copies of books and 400 volumes of periodicals during 2018-19. Action for binding of Books and Journals be initiated during vacation.
- (14) Efforts be made to procure the non-supplied copies of Textbooks to be used by undergraduates. Action be initiated for updating the collection of remaining subjects by way of procuring the copies of latest editions of Textbooks for UGs in consultation with respective HODs.
- (15) Director, MGM-SBS be requested for allocating Rs. 4.76,000.00 approx. for procuring 14 multimedia computers (CPU-13 processor, ITB HDD, 4GB RAM, LCD, Key Board, Mouse, Licence Office 16, Window 10 professional) as agreed for E-Library.
- (16) Action be initiated by LIB for procuring the 40 Chairs for replacing the existing broken and non-usable chairs for E-Library.
- (17) Non-functional Photocopier Machine lying in the Library for a long time be removed. Efforts be made to procure either new Photocopier Machine in place of it or get installed on hire basis.
- (18) Liv Demo on EbscoHostMEDLINE Complete be organized either on 27 or 28 December 2018 as desired by Honorable Medical Director and Honorable Vice Chancellor to judge its potentiality and usefulness for considering it for subscription for 2019. All potential users be invited to attend the demonstration in consultation with Dean, MGM-MCH, Navi Mumbai.
- (19) Entire library activities of MGM Central Library and libraries attached to various institutions/colleges of MGM come under the purview of MGMIHS has been fully automated. Efforts be made to generate the Smart Card out of KOHA: ILMS for patrons in order to keep the record in respect of issue/receipt documents as well as data on visitors for using the various library facilities.
- (20) 150 chairs and 38 tables of standard size be purchased with the financial support from MGM-SBS, MGMSOPH and MGMCOPH as promised for Reading Hall meant for their students in extended area of the MGM Central Library.
- (21) 16 Cameras and one DVR of 32 Port be acquired for installation in the extended and other specified areas of the Library from security point of view.
- (22) 3 Split ACs of 2 Tones be acquired. 2 for Reading Hall meant for the students of MGM-SBS and one for Stack Hall of MGM Central Library. Director, MGM-SBS has agreed, in principal, for providing the requisite funds to be incurred on purchasing 2 ACs. The Dean has agreed for providing

required funds for purchasing one AC for installing it in Stack Hall with a view to protect the costly and invaluable collection of the library from heat and dust.

- Site Engineer be asked to undertake the following work on priority bases keeping in view NAAC inspection likely to be held soon in near future:
 - (i) Painting work be undertaken in the left-out area of the Library (Periodical, Reference, Recent Arrival, Technical Section, Stack Area, Director Library's Office, MEU Cell and Corridors etc).
 - (ii) Tiling work be undertaken in left-our area of the Library viz. (a) Recent Arrival; (b) Reference Room, and (c) MEU Cell.
 - (iii) Wash Rooms meant for Ladies and Gents located in extended area of the Library be renovated so that these could be used.
 - (iv) Plastering be done in existing broken walls in corridor of extended area of the Library.

(24) Concerned Officials of MGMIHS be requested to give the possession of a Room located in extended area of the Library as it is locked. Various types of materials including copies of documents have been dumped inside the Room which should be removed so that it could be used as a Reading Room.

Dr. G.S. Narshetty Chairman

LIB. Committee

Dr. Raiesh B. Goel Member

LIB. Committee

Dr. R.S. Irlamdar

Member

LIB. Committee

Member

LIB. Committee

Member Secretary

LIB. Committee

Galack Dr. Kuldip R. Salgotra Dr.A.D. Urekar

Member

LIB. Committee

Member

LIB. Committee

Dr. Vijay Kamale

Member

LIB. Committee

Dr. Mansee Thakur

Member

LIB. Committee

Dr. Meruna Bose

Assistante Professor

Dr. Retu Raj Sette

Assistant Professor

MGM-SOPH

MGM-SOPH

Point is. No commitment was around during meeting

The requirement of liberary has been

Communicated to Dr. Lajoni M., Duiter-Physiokerapy.

Encls: As stated.

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MGM Institute's University Department of Nursing 5th Floor, MGM Educational Campus, Plot No. 1& 2, Sector-1 Kamothe, Navi Mumbai – 410 209.

CIRCULAR

1/8/2015

A meeting has been scheduled between 10.30–11.30 on 17th August,2015 at conference room 5th floor. All members are requested to be present.

Director

AGENDA

- I To discuss budget and proposal for the development of library
- 2 To advice books, journal and other material to be purchased for the library.
- 3 To seek feedback on library functions from readers.
- 4 Library orientation, functioning and timing for the academic year 2015-2016
- 5 Any other

SR.NO.	Name of the faculty	Designation	Designation in Committee	Signature
1	Dr. (Mrs) Prabha. K. Dasila	Professor/Director	Chairman	Jan 3
2	Mrs. Gayathri Kutty	Asst. Librarian	Secretary	Cray
3	Mrs. Bharthi Veer	Professor/Vice Principal	Member	Que
4	Mrs. Susan Jacob	Associate Professor (B.Sc Prog.Co-ordinator)	Member	July 1
5	Mrs. Swati Mane	Lecturer	Member	A.
6	Mrs. Sindhu Thonias.	Lecturer	Member	Carro
7	Mrs. Jayalakshmi Paniker	Accounts Assistant	Member	Box

the standard committee







MGM INSTITUTE'S UNIVERSITY DEPARTMENT OF NURSING 5th Floor, Nursing College Building, MGM Educational Campus, Plot No.: 1 & 2, Sector – 18, Kamothe, Navi Mumbai – 410209.

ATTENDANCE SHEET

TE :	17th August 2015	The state of
SR NO	NAME OF THE FACULTY	SIGNATURE
1.	Dr. (Mrs) Preble . K. Dasila.	Quis /
2 -	Mr. Gayetha Keetly	Carellasi
3 .	Mr. Psharf Vees	Dus .
4.	Mon. Sasan Jacob	24
5	Mn. Dock Mone	Repu
6.	Mn. Sindhu Thomas	Love
	Mn. Tayclatshir Pewicker.	



MGM New Bombay college of Nursing
5th Floor, MGM Educational Campus, Plot No. 1& 2, Sector-1
Kamothe, Navi Mumbai – 410 209.

MINUTES OF THE MEETING HELD AT MGM NEW BOMBAYCOLLEGE OF NURSING ON 17th august 2015 AT 10.30 am

Members present

1	Dr. (Mrs) Prabha. K. Dasila		
2.	Mrs. Gayathri Kutty		
3	Mrs. Bharthi Veer		ū.
4	Mrs. Susan Jacob	1	
5	Mrs. Swati Mane		
6	Mrs. Sindhu Thomas.		
7	Mrs. Jayalakshmi Paniker		

ITEM NO.1

To discuss budget and proposal for the development of library

Resolution

Respected Principal addressed the group and invited all the members to discuss on the agenda .!t was resolved by discussing the budget with the accountant Ms. Jayalakshmi Panicker . Accounts department had allotted Rs.5,60,000/- for the year 2015-16 for books and journals.

ITEM NO.2

To advice books, journal and other material to be purchased for the year 2015 - 2016Resolution

It was resolved that certain Books ,Journal and other materials like library furniture are to be purchased for the development of library. Total 175 books had added from August 2014 to July 2015. As instructed from Central Library International Journals had been subscribed from Total I.T. Solutions , Delhi. International Journals 5 and National Journals 8 have been subscribed for the year 2015 from direct vendors.

ITEM NO.3

TO SEEK FEEDBACK ON LIBRARY FUNCTIONS FROM READERS.

Resolution

It was resolved that feedback from the readers about library function should be taken and had been done the same from readers and submitted to the committee.

ITEM NO.4

Library orientation, functioning and timing for the academic year 2015-2016

Resolution

To give orientation to students regarding library rules and regulations and functioning of library. Orientation given and library cards have been issued to them. It has been resolved that MSc students must be given books for 5 days and the same has been implemented.

Meeting adjourned at 11.30am

Chairman



MGM Institute's University Department of Nursing 5th Floor, MGM Educational Campus, Plot No. 1& 2, Sector-1 Kamothe, Navi Mumbai - 410 209.

CIRCULAR

11/8/2016

A meeting has been scheduled between 10.30-11.30 on 22nd August 2016 at conference room 5th floor. All members are requested to be present.

Director

AGENDA

- 1 To discuss budget and proposal for the development of library
- 2 To advice books, journal and other material to be purchased for the library.
- 3 To seek feedback on library functions from readers.
- 4 Library orientation, functioning and timing for the academic year 2016-2017
- 5 Any other

SR.NO.	Name of the faculty	Designation	Designation in Committee	Signature
1 .	Dr. (Mrs) Prabha. K. Dasila	Professor/Director	Chairman	Jus 3
2	Mrs. Gayathri Kutty	Asst. Librarian	Secretary	Gal
3	Mrs. Bharthi Veer	Professor/Vice Principal	Member	Que
4	Mrs. Susan Jacob	Associate Professor (B.Sc Prog.Co-ordinator)	Member	dust/
5	Mrs. Ponchitra R	Associate Professor (P.B.BS.c Prog.Co-ordinator)	Member	000
6	Mrs. Sindhu Thomas.	Lecturer	Member	8-30
7	Mrs. Jayalakshmi Paniker	Accounts Assistant	Member	The over



MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s 3 of UGC Act, 1956)

Grade 'A' Accredited by NAAC

MGM New Bombay college of Nursing

5th Floor, MGM Educational Campus, Plot No. 1& 2, Sector-1

Kamothe, Navi Mumbai – 410 209.

MINUTES OF THE MEETING HELD AT MGM INSTITUTE'SUNIVERSITY DEPARTMENT OF NURSING ON 22nd august 2016 AT 10.39 am

Members present

1	Dr. (Mrs) Prabha. K. Dasila	
2	Mrs. Mrs. Gayathri Kutty	
3	Mrs. Bharthi Veer	
4	Mrs. Susan Jacob	
5	Mrs. Ponchitra R	
6	Mrs. Sindhu Thomas.	
7	Mrs. Jayalakshmi Panicker	





MGM INSTITUTE'S UNIVERSITY DEPARTMENT OF NURSING 5th Floor, Nursing College Building, MGM Educational Campus, Plot No.: 1 & 2, Sector – 18, Kamothe, Navi Mumbai – 410209.

ATTENDANCE SHEET

* T	nel	0
DATE	: 27 nd August . 2016.	
SR NO	NAME OF THE FACULTY	SIGNATURE
1	Dr. (Mrs) Probha: 6. Dasila:	Dus-
2.	Mon Gayethin Keetby	Gayetha)
3.	Mm- Bhast Veer	Den
4.	Mn. Susan Jacob	The work
5.	Mn. Ponchybr. R	PP
6.	Mr. Sindhy Thomas	()
7	Mon. Jayalatohin Panicker.	100
	4 ()	
		- X

ITEM NO.1

To discuss budget and proposal for the development of library

Resolution

Respected Principal addressed the group and invited all the members to discuss on the agenda .It was resolved by discussing the budget with the accountant Ms. Jayalakshmi Panicker . Accounts department had allotted Rs.5,00,000/- for the year 2016-17 for books and journals.

ITEM NO.2

To advice books, journal and other material to be purchased for the year 2016 - 2017

Resolution

It was resolved that certain Books ,Journal and other materials like library furniture are to be purchased for the development of library. Total 358 books had added from August 2015 to July 2016. As instructed from Central Library International Journals had been subscribed from Total IT. Solutions, Delhi. International Journals 6 and National Journals 8 have been subscribed for the year 2016 from direct vendors.

ITEM NO.3

TO SEEK FEEDBACK ON LIBRARY FUNCTIONS FROM READERS.

Resolution

It was resolved that feedback from the readers about library function should be taken and had been done the same from readers and submitted to the committee.

ITEM NO.4

Library orientation, functioning and timing for the academic year 2016-2017

Resolution

To give orientation to students regarding library rules and regulations and functioning of library. Orientation given and library cards have been issued to them.lt has been resolved that PostGraduate students must be given books for 5 days and at a time.

Meeting adjourned at 11.30am

Chairman



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MGM Institute's University Department of Nursing

5th Floor, MGM Educational Campus, Plot No. 1& 2, Sector-1 Kamothe, Navi Mumbai - 410 209.

CIRCULAR

06/9/2017

A meeting has been scheduled between 10.30-11.30 on 11th September,2017 at conference room 5th floor. All members are requested to be present.

AGENDA

- 1) To discuss budget and proposal for the development of library
- 2) To advice books, journal and other material to be purchased for the library.
- 3) To guide Librarian in formulating general library policies and regulations which govern the functions of the library.
- 4) To provide proper documentation services.
- 5) To formulate or modify policies and procedures for efficient use of library resources.
 - Number of books to be issued to students at a time
 - Time limit for the book issued from the library for students, teacher and other reader.
 - Penalty for the defaulter students.
 - Library Time.
- To seek feedback on library functions from readers.
- 7) Any other
 - Library hour for students
 - Other

SR.NO.	Name of the faculty	Designation	Designation in Committee	Signature
1.	Dr. (Mrs) Prabha. K. Dasila	Professor/Director	Chairman	(a) E
2.	Mrs. Mrs. Gayathri Kutty	Asst. Librarian	Secretary	Cayather
3.	Mrs. Bharthi Veer	Professor/Vice Principal	Member	Phleer.
4.	Mrs. Susan Jacob	Associate Professor (MS.c Prog.Co-ordinator)	Member	D.
5.	Mrs. Preethi Mathew	Associate Professor (BS.0c Prog.Co ordinator)	Member	Thus
6.	Mrs. Ponchitra R	Associate Professor (P.B.BS.c Prog.Co-ordinator)	Member	Rb
7.	Mrs. Sindhu Thomas.	Lecturer	Member	& som
8.	Mrs. Jayalakshmi Paniker	Accounts Assistant	Member	Turd?

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MGM INSTITUTE'S UNIVERSITY DEPARTMENT OF NURSING 5th Floor, Nursing College Building, MGM Educational Campus, Plot No.: 1 & 2, Sector – 18, Kamothe, Navi Mumbai – 410209.

ATTENDANCE SHEET

DATE :	1109/2017.	
SR NO	NAME OF THE FACULTY	SIGNATU
1. Dr.	(Mn) Posbhak. Davila.	3.00
2. Mas	- Bhasto Vecs	Rue
3. Mo	n. Susan Jacob	Vib
4. M.	n. Preet Mather	
	1. Ponchsids R.	06
	1 - Sindhy Thomas	(sans
	1- Tayelorehir Pander	Standar
8. Ma	. Gayothe Kuthy.	Gorgather
		900



MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s 3 of UGC Act, 1956)

Grade 'A' Accredited by NAAC

MGM New Bombay college of Nursing

5th Floor, MGM Educational Campus, Plot No. 1& 2, Sector-1

Kamothe, Navi Mumbai – 410 209.

MINUTES OF THE MEETING HELD AT MGM INSTITUTE'SUNIVERSITY DEPARTMENT OF NURSING ON 6th September 2017 AT 10.30 am

Members present

1	Dr. (Mrs) Prabha. K. Dasila
2	Mrs. Mrs. Gayathri Kutty
3	Mrs. Bharthi Veer
4	Mrs. Susan Jacob
5	Mrs. Preethi Mathew
6	Mrs. Ponchitra R
7	Mrs. Sindhu Thomas.
8	Mrs. Jayalakshmi Paniker

ITEM NO.1

To discuss budget and proposal for the development of library

Resolution

Respected Principal addressed the group and invited all the members to discuss on the agenda .It was resolved by discussing the budget with the accountant Ms. Jayalakshmi Panicker . Accounts department had allotted Rs.5,00,000/- for the year 2017-18 for books and journals.

ITEM NO.2

To advice books, journal and other material to be purchased for the year 2017 - 2018

It was resolved that certain Books "Journal and other materials like library furniture are to be purchased for the development of library. Total 519 books had added from August 2016 to July 2017. As instructed from Central Library International Journals had been subscribed from Total LT. Soulutions, Delhi. International Journals and National Journals 13 have been subscribed for the year 2017 from direct vendors.

ITEM NO.3

TO SEEK FEEDBACK ON LIBRARY FUNCTIONS FROM READERS.

Resolution

It was resolved that feedback from the readers about library function should be taken and had been done the same from readers and submitted to the committee.

ITEM NO.4

Library orientation, functioning and timing for the academic year 2017-2018

Resolution

To give orientation to students regarding library rules and regulations and functioning of library. Orientation given and library cards have been issued to them. It has been resolved that Faculty should return library books with in 5days and penalty should be avail from the defaulters and PostGraduate students must be given 3 books for 5 days and at a time. It has been resolved that library should be function till 6.00 and discussion and alternate ways are going on for the above said.

Meeting adjourned at 11.30am

Chairman



MGM Institute's University Department of Nursing 5th Floor, MGM Educational Campus, Plot No. 1& 2, Sector-1 Kamothe, Navi Mumbai - 410 209.

CIRCULAR

06/4/2018

Library Committee Meeting has been scheduled between 10.30–11.30 on 9th April,2018 at Seminar Hall 5th floor. All members are requested to be present.

AGENDA

- 1) To discuss budget and proposal for the development of library 2018-19
- 2) To advice books, journal and other material to be purchased for the library.
- 3) To guide Librarian in formulating general library policies and regulations which govern the functions of the library.
- 4) To seek feedback on library functions from readers.
- 5) Any other
 - Second year student card and about fine
 - Other



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MGM NEW BOMBAY COLLEGE OF NURSING

5th Floor, MGM Educational Campus, Plot No. 1& 2, Sector-1 Kamothe, Navi Mumbai – 410 209.

LIBRARY COMMITTEE MEMBERS

SR.NO.	NAME	DESIGNATION	DESIGNATION IN COMMITTE
1.	Dr. (Mrs) Prabha. K. Dasila	Professor/Director	Chairperson
2.	Mrs. Susan Jacob	Associate Professor	IQAC Co-ordinato
3,	Mrs. Gayathri Kutty	Assistant Librarian	Secretary
4.	Mrs. Preethi Mathew	Associate Professor (UG Program Co-ordinator)	Member
5.	Mrs. Ponchitra R	Associate Professor (PG Program Co-ordinator)	Member
6.	Mrs. Sindhu Thomas	Lecturer	Member
7.	Mrs. Jayalakshmi Panicker	Office Superintendent	Member
8.	Mr. Nithin N	Student (M.Sc Nursing)	Student Member
9.	Ms. Shradha Rane	Student (B.Sc Nursing)	Student Member



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MGM Institute's University Department of Nursing 5th Floor, MGM Educational Campus, Plot No. 1& 2, Sector-1 Kamothe, Navi Mumbai – 410 209.

ATTENDANCE SHEET

	Meeting Details:	Library	Committee	Nectings.	
t	Date: 9 4		171	3.	

Sl.No	Name of the Faculty	6:
1.	Dr.(Mrs) Prabha.K.Dasila	Signature Signature
2.	Mrs.Susan Jacob	Wants
3.	Mrs.Preethi Mathew	9/4/18
4.	Mrs.Ponchitra R	Release
5.	Mrs.Sindhu Thomas	Ban stuly
5.	Mrs.Jayalakshini Panicker	71.00
7.	Mrs.Gayathri Kutty	Gazella



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MGM NEW BOMBAY COLLEGE OF NURSING

5th Floor, MGM Educational Campus, Plot No. 1& 2, Sector-1 Kamothe, Navi Mumbai – 410 209

Minutes of Meeting-Library Committee

9th April-2018

Date of Meeting- 09.04.2018

Time:- 10.30 - 11.30 am

Venue:-Seminar Hall, 5th Floor, MGM New Bombay College of Nursing, Kamothe

Item No.1

Item: Welcome and Attendance

The secretary welcomed all the members to the meeting

Members present in the meeting

Sl.No	Name	Designation
1	Dr.(Mrs) Prabha.K.Dasila	Chairperson
2	Mrs.Gayathri Kutty	Secretary
3	Mrs.Susan Jacob	Member
4	Mrs.Preethi Mathew	Member
5	Mrs.Ponchitra R	Member
6	Mrs.Sindhu Thomas	Member
7	Mrs.Jayalakshmi Panicker	Office Superintendent

Item No.2

Item:- To discuss budget and proposal for the development of Library 2018-19.

Discussion about the above item had been done. Members suggested that to have a detailed talk with accounts department.

Decision:- It has been resolved that expenses of books, Journals and other materials for library should be budgeted library expenses.

Item No.3

Item: To advice books, Journals and other material to be purchased for the Library.

Discussion: regarding which books and journals should be purchased for each specialities.

Decision: It has been resolved that faculties from concerned specialities will recommend required materials in advance.

Item No.4

<u>Item:-</u>To guide librarian in formulating general library policies and regulations which govern the functions of the library

Discussion had been done to guide librarian on various policies and rules for functioning of library.

Decision: As resolved all members will give valuable advices for smooth function of library.

Item No.5

Item:-To seek feedback on library functions from readers.

Discussion on how to get feedback from readers had been done and some members had suggested readers can give their opinions and when they feel which has been unanimously accepted by the committe.

Decision: Annual Feedback will carried out at the end of academic year and readers can give feedback as and when they required.

Item No.6

Item:-Any Other:- Second year student card and about fine, Other

Discussion had been done on various issues like library timing, students should be included in the committee and Actions to be taken to second year student Sharon Roy, who did not abide the library despite repeated reminders for return of the books to library.

Decision:

- 1. Library will be open from 8.30 am to 6.00 pm on all working days.
- Sarika Lokhande, Library clerk and one student from all nursing program should be included in the library committee.
- 3. Second year BSc Nursing student Sharon Roy who had kept library books for a period of one month, should pay fine as per rules.

Gayathri Kutty Assistant Librarian Chairperson
Dr.(Mrs.) Prabha.K.Dasila
Professor/ Director



MGM SCHOOL OF PHYSIOTHERAPY Sector 1, Plot No. 1 & 2, Kamothe, Navi Mumbai 410209

Sr No	0	Agenda	Headed by	No. of meeting per academic year
-	12/1/2015	Library book Sanctioning	Dr. Vijendra,(PT), Rupalipatil, Dr RajaniMullerapatan	2
2	26/11/2015	List of journals subscribed in 2015	Dr. Vijendra,(PT), Rupalipatil, Dr Dixit	
3	16/01/2016	Library Budget proposal for 2016-17	Dr. Vijendra,(PT), Rupalipatil, Dr Dixit	4
4	19/1/2016	Library book Sanctioning	Dr. Vijendra,(PT), Rupalipatil, DrRajaniMullerapatan	
5	22/06/2016	Payment towards subscription to International Journals for 2016 and Subscription orders for international journals for 2016	Dr.Vijendra,(PT), Rupalipatil, Dr Dixit, DrRajaniMullerpatan	
6	30/06/2016	Payment toward subscription to international journals for 2016	Dr. Vijendra,(PT), RupaliPatil, Dr Dixit	
7	3/07/2017	Budget proposals for library for 2017-18	Dr. Vijendra (PT), Rupalipatil, Dr. Dixit	5
8	23/03/2017	Subscription orders for international journals on physiotherapy for 2017	Dr. Vijendra (PT), RupaliPatil, Dr. Dixit,	
9	10/05/2017	Payment towards subscription to international journals for 2017	Dr. RajaniMullerpatan Dr. Vijendra (PT), RupaliPatil, Dr. Dixit	
0	20/06/2017	Non-receip, of copies of	Dr. Vijendra (PT), RupaliPatil, Dr. Dixit	
1	27/09/2017	Status report of departmental library of MGM SOP for	Dr. Vijendra (PT), RupaliPatil, Dr. Dixit	



MGM SCHOOL OF PHYSIOTHERAPY Sector 1, Plot No. 1 & 2, Kamothe, Navi Mumbai 410209 2017

Chairman

Library Committee

Member Secretary.



MGM SCHOOL OF PHYSIOTHERAPY

Sector I, Plot No. 1 & 2, Kamothe, Navi Mumbai 410209

MGM Physiotherapy - Library Committee Meeting Report

Agenda: - Library book Sanctioning

Date: 12/1/15

Attendees: -: Dr. Vijendra,(PT), Rupali Patil, Dr Rajani Mullerapatan

Points discussed during the meeting:

- Sanctioning for purchasing of books for department library.
- Sanctioning for purchasing journals for departmental library.

Sr No	Items	Estimate Cost
1	Library books	10 lakhs
2	International and National Journals	10 lakhs

Library Committee

Member Secretary



MGM SCHOOL OF PHYSIOTHERAPY

Sector 1, Plot No. 1 & 2, Kamothe, Navi Mumbai 410209

MGM Physiotherapy - Library Committee Meeting Report

Agenda: - List of journals subscribed in 2015

Date: 26/11/15

Attendees: -: Dr. Vijendra, (PT), Rupali patil, Dr Dixit

Points discussed during the meeting:

List of journals subscribed in 2015

Statement showing the supply status of journals pertaining to 2015.

Library Committee

Member Secretary



MGM SCHOOL OF PHYSIOTHERAPY

Sector 1, Plot No. 1 & 2, Kamothe, Navi Mumbai 410209

MGM Physiotherapy - Library Committee Meeting Report

Agenda: - Library Budget proposal for 2016-17

Date: 16/01/16

Attendees: -: Dr. Vijendra, (PT), Rupali patil, Dr Dixit

Points discussed during the meeting:

- Library Budget proposal for 2016-17
- Utilization of allocated funds vis-à-vis savings and allocation of funds for 2016-17

Library Committee

Member Secretary Library Committee



MGM SCHOOL OF PHYSIOTHERAPY

Sector 1, Plot No. 1 & 2, Kamothe, Navi Mumbai 410209

MGM Physiotherapy - Library Committee Meeting Report

Agenda: - Library book Sanctioning

Date: 19/1/16

Attendees: -: Dr. Vijendra,(PT), Rupali patil, Dr RajaniMullerapatan

Points discussed during the meeting:

- Sanctioning for purchasing of books for department library.
- Sanctioning for purchasing journals for departmental library.

Sr No	Items	Estimate Cost
1	Library books	Nil Nil
2	International and National Journals	11 lakhs

Library Committee

Member Secretary Library Committee



MGM SCHOOL OF PHYSIOTHERAPY

Sector 1, Plot No. 1 & 2, Kamothe, Navi Mumbai 410209

MGM Physiotherapy - Library Committee Meeting Report

Agenda: - Payment towards subscription to International Journals for 2016 and Subscription orders for international journals for 2016

Date: 22/06/16

Attendees: -: Dr. Vijendra, (PT), Rupali patil, Dr Dixit, Dr Rajani Mullerpatan

Points discussed during the meeting:

- Payment towards subscription to International Journals for 2016
- Subscription orders for international journals for 2016

Library Committee

Member Secretary.



MGM SCHOOL OF PHYSIOTHERAPY

Sector 1, Plot No. 1 & 2, Kamothe, Navi Mumbai 410209

MGM Physiotherapy - Library Committee Meeting Report

Agenda: Payment toward subscription to international journals for 2016

Date: 30/06/16

Attendees: -: Dr. Vijendra,(PT), Rupali Patil, Dr Dixit

Points discussed during the meeting:

Payment toward subscription to international journals for 2016

Chairman

Library Committee

Member Secretary.



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MGM SCHOOL OF PHYSIOTHERAPY

Sector 1, Plot No. 1 & 2, Kamothe, Navi Mumbai 410209

MGM Physiotherapy - Library Committee Meeting Report

Agenda: Permission to retain Physiotherapy Journals in the departmental library for 1

month period

Date: 27/07/16

Attendees: -: Dr. Vijendra,(PT), Rupali Patil, Dr Bela Agarwal

Points discussed during the meeting:

 Permission to retain Physiotherapy Journals in the departmental library for 1 month period

Library Committee

Member Secretary.



MGM SCHOOL OF PHYSIOTHERAPY

Sector 1, Plot No. 1 & 2, Kamothe, Navi Mumbai 410209

MGM Physiotherapy - Library Committee Meeting Report

Agenda: Budget proposals for library for 2017-18

Date: 3/07/17

Attendees: -: Dr. Vijendra (PT), Rupali patil, Dr. Dixit

Points discussed during the meeting:

- Budget proposals for library for 2017-18.
- Statement showing the utilisation of allocated funds vis-a vis savings for the year 2016-17s

Library Committee

Member Secretary. Library Committee



MGM SCHOOL OF PHYSIOTHERAPY

Sector 1, Plot No. 1 & 2, Kamothe, Navi Mumbai 410209

MGM Physiotherapy - Library Committee Meeting Report

Agenda: Subscription orders for international journals on physiotherapy for 2017

Date: 23/03/17

Attendees: -: Dr. Vijendra (PT), Rupali Patil, Dr. Dixit, Dr. Rajani Mullerpatan Points discussed during the meeting:

Subscription orders for international journals on physiotherapy for 2017

Library Committee

Member Secretary **Library Committee**

MGM SCHOOL OF PHYSIOTHERAPY

Sector 1, Plot No. 1 & 2, Kamothe, Navi Mumbai 410209

MGM Physiotherapy - Library Committee Meeting Report

Agenda: Payment towards subscription to international journals for 2017

Date: 10/05/17

Attendees: -: Dr. Vijendra (PT), Rupali Patil, Dr. Dixit

Points discussed during the meeting:

- Payment towards subscription to international journals for 2017
- Non-receipt of copies of International journals on Physiotherapy for 2017

Chairman Library Committee

Member Secretary Library Committee



MGM SCHOOL OF PHYSIOTHERAPY

Sector 1, Plot No. 1 & 2, Kamothe, Navi Mumbai 410209

MGM Physiotherapy - Library Committee Meeting Report

Agenda: Non-receipt of copies of International journals on Physiotherapy for 2017

Date: 20/06/17

Attendees:- Dr. Vijendra (PT), Rupali Patil, Dr. Dixit

Points discussed during the meeting:

Non-receipt of copies of International journals on Physiotherapy for 2017

Library Committee

Member Secretary. Library Committee



MGM SCHOOL OF PHYSIOTHERAPY

Sector 1, Plot No. 1 & 2, Kamothe, Navi Mumbai 410209

MGM Physiotherapy - Library Committee Meeting Report

Agenda: Status report of departmental library of MGM SOP for 2017

Date : 27/09/17

Attendees: -: Dr. Vijendra (PT), Rupali Patil, Dr. Dixit

Points discussed during the meeting:

- Detailed information of departmental library
- Status report of departmental library of MGM SOP for 2017
- Supply status of departmental library till 2017s

Library Committee

Member Secretary



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MGM New Bombay college of Nursing
5th Floor, MGM Educational Campus, Plot No. 1& 2, Sector-1
Kamothe, Navi Mumbai – 410 209.

CIRCULAR

18/8/2013

A meeting has been scheduled between 10.30–11.30 on 21st August 2013 at conference room 5th floor. All members are requested to be present.

Director

AGENDA

- 1 To discuss budget and proposal for the development of library
- To advice books, journal and other material to be purchased for the library.
- To seek feedback on library functions from readers.
- Library orientation, functioning and timing for the academic year 2013-2014

SR.NO.	Name of the faculty	Designation	Designation in Committee	Signature
1	Dr. (Mrs) Prabha. K. Dasila	Professor/Director	Chairman	Jours -
2	Mrs. Gayathri Kutty	Asst. Librarian	Secretary	agall
3	Mrs. Bharthi Veer	Professor/Vice Principal	Member	Brin
4	Ms. Stella money	lecturer	Member	00
5	Mrs. Swati Mane	Lecturer	Member	9/
6	Mrs. Sindhu Thomas.	Lecturer	Member	Jans.
7	Mrs. Jayalakshmi Paniker	Accounts Assistant	Member	1

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MGM INSTITUTE'S UNIVERSITY DEPARTMENT OF NURSING 5th Floor, Nursing College Building, MGM Educational Campus, Plot No.: 1 & 2, Sector – 18, Kamothe, Navi Mumbai – 410209.

ATTENDANCE SHEET

Hr	EATAILS: Library Achisory Committee	
DATE	: 21 St August 2013.	
SR NO	NAME OF THE FACULTY	SIGNATURI
1	Mm. (postba) to Davila.	Quis-
2.	Mon. Gayothic kestry	Gazethal
3.	Mn. Gagethe kutty Mn. Bhails vees	Blue
4.	Mg. Stella Money	
5.	Ms. Swap Mone	Alex
6.	Mr. Sindhu Thomas	Cem
7.	Mm. Jayalaloshmo Penicker	Toy .
0		



MGM INSTITUTE OF HEALTH SCIENCES (Deemed University u/s 3 of UGC Act, 1956)

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MGM New Bombay college of Nursing
5th Floor, MGM Educational Campus, Plot No. 1& 2, Sector-1
Kamothe, Navi Mumbai – 410 209.

MINUTES OF THE MEETING HELD AT MGM NEW BOMBAYCOLLEGE OF NURSING ON 21st august 2013 AT 10.30 am

Members present

1	Dr. (Mrs) Prabha. K. Dasila	
2	Mrs. Mrs. Gayathri Kutty	
3	Mrs. Bharthi Veer	
4	Ms. Stella money	
5	Mrs. Swati Mane	
6	Mrs. Sindhu Thomas.	
7	Mrs. Jayalakshmi Panicker	10

ITEM NO.1

To discuss budget and proposal for the development of library

Resolution

Respected Principal addressed the group and invited all the members to discuss on the agenda .It was resolved by discussing the budget with the accountant Ms. Jayalakshmi Panicker . Accounts department had allotted Rs.3,50,000/- for the year 2013-14 for books and journals.

ITEM NO.2

To advice books, journal and other material to be purchased for the year 2013 - 2614

Decolution

It was resolved that certain Books ,Journal and other materials like library furniture are to be purchased for the development of library. Total 682 books had added from August 2012 to July 2013. As instructed from Central Library International Journals had been subscribed from Total I.T. Soulutions, Delhi. International Journals 5 and National Journals 7 have been subscribed for the year 2013 from direct vendors.

ITEM NO.3

TO SEEK FEEDBACK ON LIBRARY FUNCTIONS FROM READERS.

Resolution

It was resolved that feedback from the readers about library function should be taken and had been done the same from students and submitted to the committee.

ITEM NO.4

Library orientation, functioning and timing for the academic year 2013-2014

Resolution

To give orientation to students regarding library rules and regulations and functioning of library. Orientation given and library cards have been issued to them.

Meeting adjourned at 11.30am

Chairman



MGM INSTITUTE OF HEALTH SCIENCES (Deemed University u/s 3 of UGC Act, 1956) Grade 'A' Accredited by NAAC

MGM New Bombay college of Nursing
5th Fioor, MGM Educational Campus, Plot No. 1& 2, Sector-1
Kamothe, Navi Mumbai – 410 209.

CIRCULAR

10/8/2014

A meeting has been scheduled between 10.30–11.30 on 18th August, 2014 at conference room 5th floor. All members are requested to be present.

AGENDA

- 1 To discuss budget and proposal for the development of library
- To advice books, journal and other material to be purchased for the library.
- To seek feedback on library functions from readers.
- 4 Library orientation, functioning and timing for the academic year 2014-2015

SR.NO.	Name of the faculty	Designation	Designation in Committee	Signature
1	Dr. (Mrs) Prabha. K. Dasila	Professor/Director	Chairman	Jam's
2	Mrs. Gayathri Kutty	Asst. Librarian	Secretary	Gazal
3	Mrs. Bharthi Veer	Professor/Vice Principal	Member	Queir
4	Mrs. Susan Jacob	Associate Professor (B.Sc Prog.Co-ordinator)	Member	This
5	Mrs. Swati Mane	Lecturer	Member	97
6	Mrs. Sindhu Thomas.	Lecturer	Member	gas,
7	Mrs. Jayalakshmi Paniker	Accounts Assistant	Member	200







MGM INSTITUTE'S UNIVERSITY DEPARTMENT OF NURSING 5th Floor, Nursing College Building, MGM Educational Campus, Plot No.: 1 & 2, Sector – 18, Kamothe, Navi Mumbai – 410209.

ATTENDANCE SHEET

DATE :	18th August 2014.	
8 / 1	1.000	
SR NO	NAME OF THE FACULTY	SIGNATURE
1	Dr. (Mm) Prebhe k. Darila.	Dus
2.	Mn. Gayethic Kutty	Crayettas
3 .	Mn- Bhast Vees	(Dien
4.	Mn. Susan Jacob	Truly
5.	Mn. Swad Mare	
6 .	Mn - Sindher Thomas	Sept.
7.	Mr. Toyelalosh Parker.	1500
*	00	



MGM INSTITUTE OF HEALTH SCIENCES

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MGM New Bombay college of Nursing

5th Floor, MGM Educational Campus, Plot No. 1& 2, Sector-1

Kamothe, Navi Mumbai – 410 209.

MINUTES OF THE MEETING HELD AT MGM NEW BOMBAYCOLLEGE OF NURSING ON 18th august 2014 AT 10.30 am

Members present

1	Dr. (Mrs) Prabha. K. Dasila				7.
2	Mrs. Mrs. Gayathri Kutty				
3	Mrs. Bharthi Veer		1.		
4	Mrs. Susan Jacob	0	14.7		4
5	Mrs. Swati Mane				
6	Mrs. Sindhu Thomas.		100	10	
7	Mrs. Jayalakshmi Paniker				

ITEM NO.1

To discuss budget and proposal for the development of library

Resolution

Respected Principal addressed the group and invited all the members to discuss on the agenda .It was resolved by discussing the budget with the accountant Ms. Jayalakshmi Panicker . Accounts department had allotted Rs.4,50,000/- for the year 2014-15 for books and journals.

ITEM NO.2

To advice books, journal and other material to be purchased for the year 2014 - 2015

Resolution

It was resolved that certain Books ,Journal and other materials like library furniture are to be purchased for the development of library. Total 76 books had added from August 2013 to July 2014. As instructed from Central Library International Journals had been subscribed from Total I.T. Solutions , Delhi. International Journals 5 and National Journals 5 have been subscribed for the year 2014 from direct vendors.

ITEM NO.3

TO SEEK FEEDBACK ON LIBRARY FUNCTIONS FROM READERS.

Resolution

It was resolved that feedback from the readers about library function should be taken and had been done the same from students, and submitted to the committee.

ITEM NO.4

Library orientation, functioning and timing for the academic year 2014-2015

Resolution

To give orientation to students regarding library rules and regulations and functioning of library. Orientation given and library cards have been issued to them.

Meeting adjourned at 11.30am

Chairman

DATE: 6-1-2014

5) Minutes of meeting of the library committee held on 6-1-2014

Venue: Central Library

Time: 3.30 pm

All Library committee members were present in the meeting.

- 1 Foreign Journal subscribed for 2014: For 2013 Foreign Journal subscribed from Total I. T., New Delhi. Three journals are added i.e. circulation, Nature and Science. These three journals are recommended by MCI Member in the time of inspection.
- 2 Medical Education Technology cell books requirement from Dr. Mrs. Kharkar. The books are from Ahuja Book Co. New Delhi.
- 3 Allocated Budget Rs. 1,14,35,681=12

Mrs. Madhuri Kulkarni thanked the members for attending the meeting.

Thanking ended with vote of thanks to the chair.

Dean Dr. A.G Shroff - Shrille

Dr. Sudhir Kulkarni -

Dr. Mrs. Deepali Vaishnav -

Dr. Mrs. Sanheeta Kulkarni -

Mrs. Madhuri Kulkarni -

Deapélandical Director MGM Medical College Aurangabad.

DATE: 26-6-2014

6) Minutes of meeting of the library committee held on 26-6-2014 Venue: Central Library

Time: 3.30 pm

All Library committee members were present in the meeting.

- 1 Requirement of Dept. Lib. Books: List of books from Dept's purchasing for 2014 verified by library committee members and finalise CEO Dr. P. R. Suryawanshi.
- 2 Book Exhibition: Library committee gives permission to the librarian for arranging book exhibition.
- News paper Raddi: Santosh Newspaper Raddi Paper Mart are not accepted to purchase raddi because the he will not agree to prepare Dharam Kata. So that Dr. S. G. Kulkarni suggest to the librarian he will send one supplier to purchase newspaper raddi.
- 4 Clinics and Yearbook: Library committee gives permission to the librarian to call quotation for Clinics and Yearbook for 2015 and back issues if available.
- 5 New building for central library: CEO Dr. Praveen Suryawanshi to show the new building to all library committee members.

Mrs. Madhuri Kulkarni thanked the members for attending the meeting.

Thanking ended with vote of thanks to the chair.

Dean Dr. A.G Shroff -

CEO Dr. P.R. Suryawanshi -

Dr. R.B. Bohara -

Dr. Mrs. Bansal M.P -

Dr.Mrs. Takelkar -

Dr.Mrs. Vaishnav -

Dr. Sudhir Kulkarni -

Mrs. Madhuri Kulkarni

Shillish

Dean
Dean/Medical Director
MGM Medical College
Aurangabad.

DATE: 20-11-2014

7) Minutes of meeting of the library committee held on 20-11-2014 Venue: Central Library

Time: 3.30 pm

All Library committee members were present in the meeting.

1 Foreign Journal Order for 2015: Library committee verifies the recommend list and subscribed the list for 2014 instead of Nephrology H-O-D Dr. Sudhir Kulkarni change to subscribe the Seminars in Nephrology, because the Nephrology Journal will be only on line for 2015.

For 2014 subscribed Foreign Journal are continue for 2015.

On line subscribing journals for medicine department and etc. are rejected.

- 2 Staff Increasing for Central Library: Library committee suggests the Librarian to write a letter through proper channel (through Dean) According to MCI norms and today's manpower mention in the letter.
- 3 Computer for Clerk: Use the computer which is in computer room for library clerk/employee.
- 4 Cochrane Library: Cochrane library site is free for all through ICMR. The letter received from MGM Institute of Health Sciences, Navi Mumbai. Circulate to all Dept's of MGM Medical College, Aurangabad.
- Purchase Textbook for Central Library: only latest edition will be purchased for every year and if the copies are limited and for issue to the student the copies are insuffient for that purpose copies will be purchased.
- 6 Shifting the central library basement to 4th floor: Dean Sir give assurance to the librarian the central library shifted basement to fourth floor as early as possible.
- 7 Utilized Expenditure Rs. 103.34 (Lack)

Mrs. Madhuri Kulkarni thanked the members for attending the meeting.

Thanking ended with vote of thanks to the chair.

Dean Dr. A.G Shroff - Shullham Dr. R.B. Bohara - Shullham

Dr. Mrs. Nayak -

Dr. Sachin Kale -

Dr. Mrs. Deepali Vaishnav -

Dr. Sudhir Kulkarni -

Mrs. Madhuri Kulkarni -

sluberh Dean/Medical Director MGMDearical College Aurangabad.

DATE: 9-7-2015

8) Minutes of meeting of the library committee held on 9-7-2015

Venue: Central Library

Time: 3.30 pm

All Library committee members were present in the meeting.

- 1 Weed out Book Policy: Library committee members suggest the Librarian old books kept in rack in back side and latest editions kept in front site. But when in inspection time the books are in one place. Don't show two sides.
- 2 Misprint and Damage Record book: committee members told to the Librarian misprint and damage record book show the H-O-D and correct it through the H-O-Ds.
- 3 Library Fine: Library Committed instructed the Librarian the fine on books for student Rs. 10/- instead of Rs. 2/- and for Teaching faculty Rs. 10/- instead of Rs. 5/-
- 4 Book Exhibition: Library committee gives permission for arranging book exhibition on the basis of rent.
- 5 E Library: Library committee members instructed to the librarian told one library employee to check the each computer in E- Library and report it to the System Administrator/Librarian/Dean.
- ICCME Aurangabad Jan. 9 -11 2015: For international convention on challenges in medical education arrange book exhibition by Ahuja Book Co. Pvt. Ltd. New Delhi kept the books on approval basis they give 32% discount. But Library committee told the Librarian ask the supplier for 50% discount. 7 Textbook and Ref. Book Purchase for 2015: : Library committee members suggested to the Librarian the budget for Physiology Dept for Rs. 50,000/- Orthopedic, Cardiology, OBGY, Nephrology, Urology, Neurosurgery Rs. 1,00,000/- and ask H-O-Ds for which books are necessary for two copies and which books are

necessary for one copy and after that finalise the order through proper channel. Rest of all Departments required copies are sanitation.

- Ebscohost Medline Complete Database: Librarian collect the feedback from Dep.'s Ten Dept's give feedback for continue / renew the subscription for 2015. So that Library committee recommend to continue the subscription but it require more training.
- Allocated Budget Rs. 1,21,94,000=00

Mrs. Madhuri Kulkarni thanked the members for attending the meeting.

Thanking ended with vote of thanks to the chair.

Dean Dr. A. G. Shroff - Shilling

CEO Dr. P.R Suryawanshi -

Dr. R.B. Bohara -

Dr. S.G. Kulkarni -

Mrs. Dr. M.H. Bhalchandra -

Mrs. M.G. Kulkarni -

Dean/Modical Director MGM Medical College Aurangabad.

DATE: 20-11-2015

9) Minutes of meeting of the library committee held on 20-11-2015 Venue: Central Library

Time: 3.30 pm

All Library committee members were present in the meeting.

1 Damage Record Book: Library committee members suggest the librarian the damage record book show the H-O-D'S and if they keep the record books in their Dept's for sample copy issue the record book to concern Dept. of H-O-D'S.

2 C D Library: Librarian and Shree Bhoyer inspected BAMU C D Library (or to see the C D Library) how it is installed & working procedure for final permission.

3 DELNET Developing Library Network: Library Committee instructed the Librarian & system Administrator to arrange on line training programme and visit the Bharti Vidyapeeth Deemed University Medical College, Pune.

4 E-Library: For 150 Students MCI recommended standard for having 40 computers in E-Library Central Library have twenty five 25 computers. Remaining Computer provide by I.T. Department.

New version for Library Software: Central Library have old version of Library software LIB MAN MASTER Software, from Nagpur. New Version of Library software Master software quotation Library committee accepted principally. Dean sir sign the quotation & the letter forwarded by system Administrator to CEO Dr. P. R. Suryawanshi for necessary action.

On Line E-Journals for Medicine Department: Library Committee not accepted the requirement of Medicine Department for on Line journals.

7. Missing Issue of Foreign Journal from Pharmacology Department for 2015: Library committee instructed the librarian to write a letter

through proper channel to H-O-D of Pharmacology for missing issue of Foreign journal Drug vol.75/1,15 for explanation.

- 8 Stock Verification: Library Committee instructed the Librarian verification of work is every year for central & Departmental Library. For Central Library within two months & Departmental Library for one month's duration & give the report for every year. For Central Library in December, Departmental Library December.
- 9 MGM Journal of Medical Sciences and MGM News: Library committee suggests the Librarian distribute the copies to each department (Only one copy for Department Library) only. And remaining copies are keep in Central Library.
- 10 Condomanation of Three printer & one old PC: Library committee suggest the system Administrator keep the three printer & old one P.C. in I.T. Department.
- 11 Books on Approval: ICCME- January 9-11,15 arrange book exhibition. The H-O-D's and teacher have select the books and send the list of books. Library committee suggest the Librarian all books are reselect from H-O-D's and teachers.
- 12 Subscribing Foreign Journals for 2016: Library committee suggest the Librarian continue the 2015 foreign Journals for 2016 Department of Anatomy, Biochemistry, Physiology, FMT, Pathology, Microbiology, Medicine, Cardiology, Nephrology, Psychiatry, Skin & VD,TB & Chest, Surgery, Plastic Surgery, Neurosurgery, Ophthalmology, ENT, Radiology, Anaesthesia, PSM, and Miscellaneous.
- 13 Utilized Expenditure Rs. 106.86 (Lakh)

Library Committee accepted new added titles

- 1) Department of Pharmacology- Journal of Clinical Pharmacology.
- 2) Department of Urology-Transplantation.
- 3) Department of OBGY- (a) American Journal of OBGY. (b) BJOG.
- 4) Department of Pediatrics- Pediatrics.
- 5) Department of Neonatology- Seminars in Perinatology.
- Library Committee rejected the titles of following Departments
- 1) Pharmacology Department British Journal of Clinical Pharmacology only online,

- 2) Medicine Department -Chest & Thorax,
- 3) Nephrology Department Journal of American Society of Nephrology & Nephrology only on Online,
- 4) TB & Chest Department Clinics in Chest Medicine,
- 5) CVTS Department -Annals of Thoracis Surgery, & Journals of Thoracic & Cardiovascular Surgery,
- 6) Urology Department- Urology Clinics of North America & Urology,
- 7) Neurosurgery Department- World Neurosurgery (Formerly surgical Neurology),
- 8) OBGY Department- Clinical Obst. & Gyneac., & OBGY Clinics of North America,
- 9) Pediatrics Department- Pediatrics Reviews,
- 10) Neonatology Department- Neo Reviews, American Academy of Pediatrics, Archives of

Diseases in Childhood,

- 11) ENT Department-Laryngoscope,
- 12) Orthopedics Department-Clinical Orthopedic & Related Research.

Mrs. Madhuri Kulkarni thanked the members for attending the meeting.

Thanking ended with vote of thanks to the chair.

Dean Dr. A.G. Shroff - Shamm

CEO Dr. P.R. Suryawanshi

Dr. R.B. Bohara -

Dr. Mrs. P.P. Nayak -

Dr. S.G. Kulkarni –

Dr. S.S. Kale -

Mr. S.R. Holekar -

Dr. V.P. Bansal -

Mrs. Rajesh Bhoyar -

Mrs. Madhuri Kulkarni -

Dean/Medical Director MGM Medical College Aurangabad.

DATE: 11-2-2016

10) Minutes of meeting of the library committee held on 11-2-2016

Venue: Central Library

Time: 3.30 pm

All Library committee members were present in the meeting.

1 Missing Issue of Foreign Journal from Pharmacology Department: Library Committee suggest the Librarian write a letter to Dean Sir through proper channel.

2 During College hours I Card is compulsory for every student .If the student misbehave with Library staff, call the time office/security giving letter through Dean for security department.

- 3 Stack Room Windows: Book protection from sunlight, library committee suggest the black curtain is possible for book protection from sunlight.
- 4 I.T.Department: Library committee suggest the system Administrator to prepare a proposal for CD Library, and if the CD is scratched or having some maintenance prepare a proposal for CD maintenance machine. Library Committee member also suggest for CC camera & electronic thumb for students when entering & exit in library. One PC and three printers send IT department for condemnation.
- Belongings (Bags, Big purse) are not allowed in stack room and reference and Journal room section: Library Committee suggest the librarian circulate notice to all departments for belongings are not allowed in Stack, Journal and Reference Section. (Through Dean)
- 6 For Resident Collect CD with Thesis: For CD of thesis give notice to each department.
- 7 Purchase /Accept MCQ's: Library Committee instructed the librarian MCQ's are guide type so that do not purchase accept the MCQ's.

- 8 A.C. for Librarian Cabin: Whenever the temperature is hot, Librarian cabin A.C. should be open or permitted for working procedure, sanction by library committee members.
- 9 Sale of Raddi handover to store Department: Library Committee suggest the librarian give a letter to store department through proper channel.
- 10 Book Exhibition: Book exhibition is temporary cancel only quotation system is possible for purchase of books.
- 11 Department library stock Verification: Library committee instructed the Librarian circulate letter to all departments for re-verify the missing books & give a list of books for 10 year back publication from departments within one month.
- 12 Stack Room Book Arrangement: Library committee suggest the librarian keep the books collectively (Book Bank Open Category + Donated + Central Library) the suggested arrangement is for permanent for MCI & other inspections.

13 Allocated Budget Rs. 1,33,18,000=00

Mrs. Madhuri Kulkarni thanked the members for attending the meeting.

Thanking ended with vote of thanks to the chair.

Dean Dr. A.G. Shroff - Sletterh

Dr. R.B. Bohara –

Dr. S.G. Kulkarni -

Dr.Mrs. P.P. Nayak -

Dr. Mrs. Vaishnav -

Dr. Mrs. Pathrikar T.G -

Shree Rajesh Bhoyer -

Mrs. Madhuri Kulkarni -

Dean Medical Director MGM Medical College Aurangabad.

DATE: 5-5-2016

11) Minutes of meeting of the library committee held on 5-5-2016

Venue: Central Library

Time: 3.30 pm

All Library committee members were present in the meeting.

- 1 Departmental Library Book Verification: Departments are not responded for giving first notice on 18-2-2016. So that committee suggest the Librarian issue the notice for reminder through proper channel.
- Old edition of books keep separate place: Old edition, Book Bank & donated books kept the stack room according to class number, subject-wise. Committee instructed the Librarian keep the books as it is in stack room. No provision for keeping separate place.
- 3 MGM's Dental College, A'bad having Thirty one titles of Dental books total number of books 102 these books are transfer to MGM Medical College, Central Library, suggested the Committee members.
- Bar code label for Departmental library books: Central library issue the books to Departments for that on books label only those books issue to departments mention the Department name in short on book label by I.T.Department Shree Rajesh Bhoyer, Suggest the committee members.
- 5 CD/DVD Library: Temporary Postponed to purchase E-Library maintenance: For E-Library having 40 computers. After 15 Fifteen day the PC's check by I.T. Department told the committee members to Librarian.
- 6 DELNET: Committee instructed the librarian prepare a comparative statement between EBSCO and DELNET. Mention the Journals name & Book name & etc.

- 7 E-Library for U.G., B.Sc. & M.Sc. Students: For U.G. students & B.Sc., M.Sc. students issue the Notice for using E-Library from 8a.m. to 8 p.m. through proper channel.
- For Reference Books Back Pages of Title mention one code number for reading online book. Use the H-O-D's e mail id for concern department for online reading purpose. the work should be done by I.T.Department with the help of I.T. Department & Library employee.
- I Card: Library committee instructed the librarian every student should have I Card wearing in neack.
- Gift/Donated Journals duplicate copies are sale in Raddi suggested the committee members.

Mrs. Madhuri Kulkarni thanked the members for attending the meeting.

Thanking ended with vote of thanks to the chair.

Dean Dr. A.G. Shroff -

CEO Dr. P.R. Suryawanshi -

Dr. R.B. Bohara -

Dr. S.G. Kulkarni -

Dr. Bhale D.V -

Dr. Mrs. Bhalchandra -

Shree Rajesh Bhoyer -

Mrs. Madhuri Kulkarni -

Shulle.

Dean/Medical Director MGM Medical College

Aurangabad.

DATE: 16-6-2016

12) Minutes of meeting of the library committee held on 16-6-2016

Venue: Central Library

Time: 3.30 pm

All Library committee members were present in the meeting.

- Purchase of Books for 2016: Departmental Library, Central Library, Book Bank & B.Sc. as per decided by Library committee & instructed the librarian to purchase the books for 2016.MET Cell Department required 84 copies 18 titles. But Committee suggest & decide to purchase 13 titles and 49 copies.
- 2 Missing Issue of Foreign Journal form Pharmacology Department: Library Committee suggest the Librarian ask MGM Medical College, Mumbai Director Dr. Dixit for "Drug" Foreign Journal Vol.75 Issue No.1, 2015" if they have.
- 3 DELNET: For using on trial basis for two months from JNEC. Committee suggest the Librarian Write a letter to Principal of JNEC for giving password.
- 4 MGM MCA Dental College Books: Old MGM's Medical College books transfer to MGM Dental College, A'bad. For old Acc. No. of Medical College continue for those transfer the books.
- 5 Old ISO Book (small) Diary & MGM Journal: Keep the 100 ISO Dairy & 1000 Journals & others are sale on Raddi by store Department.
- Departmental Stock Verification: Committee Suggest the Librarian this point discuss & forward to college Council on 17-6-2016 for collect the amount from teaching faculty, Library Clerk or concern person, peon also. (Missing Books from Departmental Library)
- 7 Tea Machine: Tea/Coffee sell in the month of March, May, June 2016 submitted to Library committee and sign on the paper which is shown Amt.Ru.2920/-

March-Ru.1630/-, May-Ru.730/-, June up to 15-6-2016 Ru.560/-.

8 Foreign Journal for MET Cell Department: Only one Journal will be approved by Library committee. The Journal of Graduate Medical Education one year subscription Ru.11,043.60

Mrs. Madhuri Kulkarni thanked the members for attending the meeting.

Thanking ended with vote of thanks to the chair.

Dean Dr. A.G. Shroff -

Dr. S.G. Kulkarni -

Dr. Mrs. Sangita Kulkarni -

Dr. Mrs. Deepali Vaishnav -

Dr. Mrs. M.H. Bhalchandra

Mrs. Madhuri Kulkarni -

Dean

Dean/Medical Director MGM Medical College Aurangabad.

shully.

DATE: 5-12-2016

13) Minutes of meeting of the library committee held on 5-12-2016 Venue: Central Library

Time: 4 p.m.

All Library committee members were present in the meeting.

1 Foreign Journal Requirement from Medicine Department for double copy: Foreign Journal Thorax required from Medicine & TB Chest.

Committee suggest the librarian provide colour Xerox copies to medicine department.

- 2 Foreign Journal subscribed for 2017: Library committee suggest the Librarian to check the required foreign Journals in Ebscohost Medline complete database & then finalize the order.
- I Card & Entry Register compulsory for student: Library Committee instructed the Librarian take strict action and give/issue by Notice to the students, wear I Card & enter the name in reading hall register otherwise disciplinary action will be taken against defaulter students.
- 4 Utilized Expenditure Rs. 108.34 (Lakh)

Mrs. Madhuri Kulkarni thanked the members for attending the meeting.

Thanking ended with vote of thanks to the chair.

Medical Director : Dr. A.G. Shroff - Shille

Dean: Dr. Bohara -

CEO: Dr. Suryawanshi P.R. -

Dr. Mrs. Nayak P.P -

Dr. Sudhir Kulkarni -

Dr. Mrs. Bhalchandra -

Dr. Mrs. Vaishnav D -

Mrs. Madhuri Kulkarni -

Dean/Medical Director MGM Medical College Aurangabad.

DATE: 27-4-2017

14) Minutes of meeting of the library committee held on 27-4-2017 Venue: Central Library

Time: 4 p.m.

All Library committee members were present in the meeting.

- 1 Departmental Library Stock Verification: Library Committee instructed to the librarian give a notice to all Head of Department search the missing books & replace the books which will be missing. Same title, author & edition is imp. for missing & which will be replace. Time limit will be one month.
- 2 Book Exhibition: Library committee agree to arrange book exhibition in the month of August 2017 and ask the publisher or book seller to donate missing books from Department & Central Library. (Those who are arrange)
- 3 Vice Chairman: Committee agree & suggest the name for Vice Chairman Dr. Shree Sudhir Kulkarni from April 2017.
- 4 C.C. Camera: Committee suggest the Librarian give the requirement for C. C. Camera for stack Room & Issue Counter.
- Foreign Journal Issue to Departments: Committee suggest the Librarian department demand/require the last three months foreign Journal only those Departments issue the foreign journals, remaining departments didn't issue the same.
- 6 Central Library Stock Verification: Committee instructed the Librarian old books not used before 10 years will be condemned and rest to be replaced.

Year of verification 1994, 1999, 2002, 2004, 2005, 2007, 2009, 2016.

Donated books: Untraced missing of donated books will be write off/condemned.

7 Missing Issue (Foreign Journal) form Pharmacology & OBGY Department: Committee suggest the Librarian as to the Dixit Sir through Dean Via telephone for Foreign Journal Drugs 75/1, 2015 & Obst. & Gyneac. Clinics of North America 42/1, March 2015.

- 8 Missing list of Books Central Library and Departmental Library: Committee member suggest the Librarian prepare subject wise list of missing books from central Library & Departmental library & issue the teaching faculty for searching or replace the same title if they have.
- 9 Allocated Budget Rs. 1,16,44,800=00

Mrs. Madhuri Kulkarni thanked the members for attending the meeting.

Thanking ended with vote of thanks to the chair.

Medical Director Dr. A.G. Shroff - Stelland

Dean. Dr. Bohara R.B.

Dr. Sudhir Kulkarni -

Dr. Sachin Kale -

Dr. Mrs. Bhalchandra -

Dr.Mrs. Pradnya Kulkarni -

Mrs. Madhuri Kulkarni -

Dean/Meas Director
MGM Medical College
Aurangabad.

DATE: 14-6-2017

15) Minutes of meeting of the library committee held on 14-6-2017 Venue: Central Library

Time: 4 p.m.

All Library committee members were present in the meeting.

1 Purchase of Books: Quotations were invited for the supply of medical books from five suppliers. All are responded. Highest discount, lowest net rate & new edition is recommended for all items. Hence the final rate is likely to change at the time of supply.

For Neurosurgery & Neonatology Department Library purchase only one title of the book. (Two copies rejected).

For Cardiology, Library Committee suggest the Librarian if the purchase urgent basis, without quotation place the order (where books are available) Cardiology, CVTS and Orthopedic Department not given requirement for purchase of books for 2017.

- 2 Missing of Foreign Journals from Department: Dr. Dixit from Mumbai took efforts to subscribe
 - 1) Medical Clinics of North America Vol.90/6,2006.
 - 2)OBGY Clinics of North America Vol.42/1,2015.
- 3) Drugs Vol.75/1,2015, from Various places. Our subscription Agent Total I.T. has come forward to help us. Medical clinics of North America Vol.90/6,2006 are sending us a complimentary copy which will receive it soon.

But OBGY Clinics of North America Vol.42/1,2015 & Drugs Vol.75/1,2015 payment Ru.6054/- Ru.16000/- subscribed from M/s International subscription Agency, Lucknow.

Library Committee suggest the librarian subscribe only complimentary copy & other two titles mention above, wait & carry forward till next order from higher authorities.

- 3 Scanning Newspaper cutting from 1990 to 2014: Library Committee suggest the Librarian scan the document form 1990 to 2014 & make a CD & then destroy the files. Only five years back files to be maintained properly.
- Man power: Deputy Librarian Shree Dhaide J.K.his retirement date is 18 June 2018. We require experience employee so committee suggest the Librarian under observation two employee fresh student or those willing to do the work without salary give training. We give only experience certificate, through proper channel.

Mrs. Madhuri Kulkarni thanked the members for attending the meeting.

Thanking ended with vote of thanks to the chair.

MGM'S MEDICAL COLLEGE

AURANGABAD

Medical Director Dr. A.G. Shroff -

Dean Dr. Bohara R.B. -

Vice Chairman Dr. Kulkarni S.G.-

Dr. Mrs. Vaishnav D.

Dr. Mrs. Bhalchandra M.

Dr. Mrs. Kulkarni Sanhita -

Dr. Mrs. Kulkarni M.G. -

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Dean/Medical Director MGM Medical College Aurangabad.

DATE: 24-8-2017

16) Minutes of meeting of the library committee held on 24-8-2017

Venue: Central Library

Time: 4 p.m.

All Library committee members were present in the meeting.

1 Purchase of B.Sc. and M.Sc. Books: Quotations were invited for the supply of M.Sc. & B.Sc., medical books from five suppliers. Four are responded. Highest discount, lowest net rate & new edition is recommended for all items.

For B.Sc. No. of Copies 31 Ru. 55,750/-

For M.Sc. No. of Copies 24 Ru.38,238.25

Total Approx. Exp. is

Ru. 93,988.25

Library Committee approved to purchase all these books.

- 2 Books Purchase & Quotation: Library Committee suggest the librarian all quotation & comparative statement show first to store, Incharge Shree Kailash Kadam. All books entry will taken from store department & then central library.
- 3 Ebscohost, Delnet & etc: Library committee suggest the Librarian wait for some time to subscribe/renew Ebscohost. All Library committee members search which database is useful & then subscribe.
- 4 Stock Verification Rule for Central Library: Library Committee instructed the Librarian to prepare & give a letter to A/c Section for missing books cost will be deduct from salary when employee leave the college. Missing book of cost will be equally deducted from all library staff.
- Department stock Verification: Library committee members give strict information to the Librarian prepare & submit the all department library stock verification report for next library committee meeting. Old editions of books will be write off or weed out from stock.

Department Stock Verification report complit within January Month every year.

- 6 E Journals: Subscribe individually all subjects e journals are costly so committee members suggest the Librarian it is not possible.
- 7 Lift for Central Library: Library Committee members suggest the Librarian to write a letter to the Dean for lift working 9am to 5 pm from Anatomy Department to Central Library.Biochemsity & Pharmacology department that two floors are closed.
- 8 Delnet Password Collect from JNEC but don't circulate to all Departments: Library committee suggest the Librarian collect the password from JNEC but use only within the Central Library.
- 9 Collect & prepare Volume for conference proceddings: Library committee suggest the Librarian it is not useful & it takes place so cancelled to collect & prepare volume for all Departments conference proceedings. Mrs.Mahajan Madam collect & preserve all CD's & Papers.
- 10 Book Exhibition: Book sellers & Publishers are not willing to pay the rent. So temporary the matter will be closed.
- 11 Utilized Expenditure Rs. 84.13 (Lakh)

Mrs. Madhuri Kulkarni thanked the members for attending the meeting.

Thanking ended with vote of thanks to the chair.

Medical Director Dr. A.G. Shroff - School

Dean Dr. Bohara R.B. -

CEO Dr. Survawanshi P.R. -

Voce Chairman Dr. Sudhir Kulkarni -

Dr. Mrs. Nayak -

Dr. Mrs. Bhalchandra -

Dr. Mrs. Vaishnav D.V. -

Mrs. Madhuri Kulkarni -

Dean/Medical Director MGM Medical College Aurangabad.

Date :- 23/01/2018

Minutes of the proceedings of the meeting of the Library committee held on 23-1-18

Venus : Central Library

Time: 4 pm. (Tuesday)

The minutes of the meeting of the library committee meeting 24-8-17 read & conformed/

- 1) Subscribing Foreign Journal for 2018: Lib. Committee select & teak mark the journals (Foreign Journals) which are to the purchased. And cancel the eight Titles.
- 2) Purchase and selection of literature books : Lib. Committee members suggest the Librarian collect the requirement from Lib. Committee members.
- 3) Database Requirement collect from all Dept's: For subscribing database before one month expiry of Ebscohost medline complete database collect the requirement from all Dept's to suggest different types/names of database to subscribed.
- 4) Book Review Activity: Lib. Committee suggest the Librarian send the specimen copy of book/ new Book to concern Head-of-Dept's for writing book Review activity.
- 5) For C D Storage: Lib. Committee instructed the Librarian all CDS put in P.C, Separate P.C. for download All Subject wise CD's of the books kept in a separate folder.
- 6) Unuse books from central lib. Committee suggest the Librarian prepare a list of books (Subject wise) kept in a stack room, which's not in use &

shift to the Dept. Lib. But First the List show to all can cern H-O-Ds.& then Shift the book to Dept. Lib.

- 7) National Digital Library: Lib. Committee agree to Register the institution for National Digital Lib. Which is free for on line use e-resources for staff & students.
- 8) Shodhganga: Shodganga is free on internet for that circulate the notice to all Dept's.
- 9) D Space Software: D Space Software is free on internet. It is useful for displaying any where research, papers, These, CD's & etc. lie Institutional Repository.

10) Allocated Budget Rs. 1,25,08,000=00

With the help of IT Dept & JNEC Computer section download & work will start. But write a letter to IT Dept. & JNEC computer section.

Mrs. Madhuri Kulkarni thanked the members for attending the meeting ended with vote of thanks to the Chair.

1) Dean Dr. R.B. Bohara.-



- 2) Vice. Chairman Dr. Sudhir Kulkarni –
- 3) Dr. Mrs. Nayak –
- 4) Dr. Mrs. Vaishnav -
- 5) Mrs. Mishra J.K -
- 6) Dr. Ganesh Kadam -
- 7) Mrs. Madhuri Kulkarni

Dean/Me**Deam** Director MGM Medical College Aurangabad.

Date :- 26/04/2018

Minutes of the proceeding of the meeting of the Library committee held on 26-4-2018

Venue: Central Library Time: 4 Pm (Thursday)

The minutes of the meeting of the library committee meeting 23-1-18 read and confirmed.

Foreign Journal missing issue from Dept's:

Pharm: Drugs Vol.75/2015 cost Ru 24,767/-

OBGY: Indian Journal of public Health Vol.60/1 Jan- March 2016 Ru. 1375/-

- 2) Weekly Epidemiological Record Vol. 91/16 22 April 2016 Cost Ru. 330
 - 3) Skin & VD: International Journal of Dermatology. Vol. 55/5, ay 2016. Ru. 13 283/-International Journal of Dermatology Vol. 55/6 June 2016 Ru. 15,865/-

Indian Journal of Dermatology Vol.61/3, May- June 2016, Ru 500/-

Indian Journal of Dermatology, Venereology & Leprology Vol. 82/1 Jan-Feb 2016. Ru. 700/-

- Lib. Committee Suggest the Librarian above missing Foreign Journals prepare a list & send to Dean office for necessary action. And also suggest the librarian enquiry above Journals for old back volume supplier/agents.
- 2) Overdue Book Reminder Dr. P.M Jadhav, Dr. Mrs. Aparna Kakkad, Dr. Khan & Shree Patil (Time office)

Library Committee suggest the Librarian old & unused books weedout / write off from Accession Register. Dr. Khan also not returned the books. So the list send to Dean office.

Shree Patil also not returned the two books. These two books transfer from his name to Time office Dept. permanently.

3) Man power Requirement for central Library:

Library committee suggest the Librarian to write a letter for man power requirement & but Dean sir already remarked to vice chairman for giving manpower.

4) Work-sheet for Library staff: Library committee instructed the librarian Job assign letter prepare & issue the staff through Dean.

Mrs. Madhuri Kulkarni thanked the members for attending the meeting. Thanking ended with vote of thanks to the chair.

1) Medical Director: Dr. Shroff A.G -

2) Dean : Dr. Bohra R.B –

3) Vice chairman: Dr. Sudhir Kulkarni -

4) Member Dr. Mrs. Vaishnav –

5) Member Dr. Ganesh Kadam -

6) Member Dr. Tejaswini, Pathrikar

7) Librarian Mrs. Madhuri Kulkarni

DEAN
MGM'S MEDICAL COLLEGE
AURANGABAD

Dean

Dean/Medical Director

MGM Medical College

Aurangabad.

Date :- 21/06/2018

Thursday

Minutes of the Proceeding of the meeting of the Library Committee held on 21-6-2018

Venue: Central Library

Time: 4 pm.

The minutes of the meeting of the Library committee 26-4-2018 read and confirmed.

- 1) Book purchasing for 2018: store Incharge shree. Kailas Kadam negotiate with Vikas Medical Book House. They give 2% on total amount & on 21-6-2018 4.30 pm Kailas Kadam added one new supplier so Dr. Shroff Sir told the Librarian prepare new comparative statement & there is no need to rearrange Lib. Committee Meeting for book purchasing. Prepare & show the members for Signature.
- 2) staffing Pattern: Library Committee members Suggest the Library Shree. Dhaide retire on 30th June 2018. So that told the Senior Lib. Staff member who are eligible for Deputy Librarian to write a letter for giving designation Deputy Librarian. Through proper channel.
- 3) M C Q Book's: Library committee members told the Librarian MCQs & Viva books are imp. Helpful for preparing question papers & etc. So purchase MCQ, Viva books.
- 4) Delnet: Delnet is imp. For NAAC & other inspection. So the proposal of Delnet submit to Vice Chairman through proper channel.

5) Old Foreign Journal Bound volume donated from Jaslok Hospital: These Journal are not to be in use. So that Committee decide to weedout all these bound Volumes Librarian prepare a list of Acc. No. for approval note.

Mrs. Madhuri Kulkarni thanked the members for attending the meeting. Thanking ended with Vote of thanks to the chair.

- 1) Medical Director: Dr Shroff A.G -
- 2) Dr. Mrs. Nayak -
- 3) Dr. Mrs. Dipali Vaishnav -
- 4) Dr. Mrs. Mulay -
- 5) Dr. Sachin Kale -
- 6) Mrs. Madhuri Kulkarni -

DEAN
MGM'S MEDICAL COLLEGE
AURANGABAD

Shull

Dean/Medical Director MGM Medical College Aurangabad.

Date :- 25/08/2018

Minutes of the proceedings of the meeting of the Library committee held on 25/08/2018

Venue: Central Library.

Tine: 4 p.m.

The minutes of the meeting of the library committee meeting 21/06/2018. Read and confirmed.

- 1) Database Requirement: Library committee suggest the Librarian up-todate or Pro-quest to be finalized by mgt.
- 2) General books/Marathi ficion books: Lib. Committee tick mark the book list purchase from saket praksh pvt. Ltd. Appro-x exp. Will be Ru. 16130/-
- 3) On mahatma Gandhi book Collection: Lib committee suggest the librarian purchase on & by gandhiji's book collection for Central Library. The book tike mark list from Santosh & saket prakashan approved approx. Ru. 7153 & Ru. 2780/-
- 4) Reading Hall Register: Lib committee instructed the Librarian prepare one separate Register for Indrayani Hostel Reading Hall entry Register.

 Only MBBS (U.G.) Students. They utilize the Hostel Reading Hall facility.
- 5) Keep Only one Reading Hall entry Register: Ex-outer students Reading Hall Register cancel from 1st September 2018. Ex-outer students sing in

the Register of MBBS U.G./P.G. & Faculty entry Register. The register will be Kent in front of E-Library hear fire door.

6 Utilized Expenditure Rs. 52.65 (Lakh)

Mrs. Madhuri Kulkarni thanked the member for attending the meeting. Thanking ended with vote of thanks to the chair.

1) Medical Director : Dr. Shroff A.G.

2) Vice Chairman: Dr. Kulkarni S.G.

3) Member: Mrs. Dr. Mulay

4) Member: Mrs. Dr. Nayak

5) Mrs. Kulkarni M. G.

Dean/Medical College MGM Medical College Aurangabad.

Date :- 04/09/2018

Library committee meeting resolved due to some unavoidable reason & the database subscribe up-to-date on pro-quest final decision by mgt.

Following member are present & discussion above points.

- 1) Dr. Sudhir Kulkarni.
- 2) Dr. Mrs. Mulay M. V.
- 3) Dr. Mrs. Vaishnav
- 4) Mrs. Madhuri Kulkarni.

Dear

Dean/Medical Director MGM Medical College Aurangabad.

Shillih

MGM'S MEDICAL COLLEGE
AURANGABAD

Date :- 17/01/2019

Minutes of the proceedings of the meeting of the Library Committee held on 17/01/2019

Venue: Central Library

Time: 4 p.m.

The minutes of the meeting of the Library Committee meeting held on 25/08/2018 read and confirmed.

1) Subscribing: Foreign Journal for 2019: Library Committee decided Dept's who are facing inspection in April-May 2019 priority will be given to subscribe recommended Journals (only hard copy)

I card uniform: Lib committee suggest the Librarian during exam. Period & during college hours

I Card & uniform will be compulsory for every students.

I Card & uniform will be compulsory for every students.

Allocated Budget Rs. 1,25,74,000 = 000

Mrs. Madhuri Kulkarni thanked the members for attending the meeting. Thanking ended with vote of thanks to the chair.

- 1) Medical Director: Dr. Shroff A. G.
- 2) Dr. Sudhir Kulkarni
- 3) Dr. Mrs. Vaishnav
- 4) Dr. Mrs. Nayak
- 5) Dr. Mrs. Choudhury (Wyawahare A. S.)
- 6) Dr. Sachin Kale
- 7) Mrs. Madhuri Kulkarni.

DEAN
MGM'S MEDICAL COLLEGE
AURANGABAD

Dean

Dean/Medical Director

MGM Medical College

'Aurangabad.

Date :- 08/08/2019

Minutes of the proceedings of the meeting of the Library Committee held on 8/8/2019.

Venue: Central Library

Time: 4 p.m.

The minutes of the meeting of the Library Committee Meeting held on 17/01/2019 read and confirmed.

1) Book Purchase: Librarian prepare comparative statement for Requirement of book purchase for 17 Depts. But store Incharge Shree Kadam. Negotiate the supplier and then final the order.

Lib. Committee member suggest the Librarian after negotiation by Shree. Kailash Kadam then prepare a final note & submit to concern authority.

MCI inspection for OBGY & etc. only those Dept. select & order the books or urgent basis.

2) Library Automation: Librarian told the Report about koha software etc. book, Theses, Non print media, Rare book and BBBC Book (Book Bank for Backward Category) data has been migrated Foreign & Indian Journal Loose Issue Entry during 2017-2019 are completed. Dept. Lib Book Issue from central Library also feed in Software. Barcode Label pasting for students & Teaching faculty members work in progress. Books Bar code label printing for NAAC five years 2014 to 2019 has been completed and

pasting work is in progress. Bound Volume Barcode Label printing work completed and pasting work is in progress.

3) Correction in Data Feeding: Librarian told to the Lib. Committee about data feeding So many/numerous mistakes in data migration.

Library Committee Suggest the Librarian correct the mistakes from library staff and write a letter to the Agency for correction of data.

4) Librarian Resignation: Librarian declared in meeting due to some unavoidable reason please sanitation the resignation of the Librarian Mrs. Madhuri Kulkarni.

 Mrs. Madhuri Kulkarni thanked the members for attending the meeting. Thanking ended with vote of thanks to the chair.

> MGM'S MEDICAL COLLEGE AURANGABAD

1) Dean: Dr. R. B. Bohara

2) CEO: Dr. P. R. Suryawanshi

3) Dr. Mrs. Vaishnav

4) Dr. Mrs. Nayak

5) Dr. Mrs. Mulay

6) Dr. Sachin Kale

7) Mrs. Madhuri Kulkarni.

Dean

Dean/Medical Directo MGM Medical College

Shimmh _

Aurangabad.



MGM SCHOOL OF PHYSIOTHERAPY Sector 1, Plot No. 1 & 2, Kamothe, Navi Mumbai 410209

Si No	40.000	Agenda	Headed by	No. of meeting per academic year
- 12/1/2013		Library book Sanctioning	Dr. Vijendra,(PT), Rupalipatil, Dr RajaniMullerapatan	2
2	26/11/2015	List of journals subscribed in 2015	Dr. Vijendra,(PT), Rupalipatil, Dr Dixit	
3	16/01/2016	Library Budget proposal for 2016-17	Dr. Vijendra,(PT), Rupalipatil, Dr Dixit	4
4	19/1/2016	Library book Sanctioning	Dr. Vijendra,(PT), Rupalipatil, DrRajaniMullerapatan	
5	22/06/2016	Payment towards subscription to International Journals for 2016 and Subscription orders for international journals for 2016	Dr.Vijendra,(PT), Rupalipatil, Dr Dixit, DrRajaniMullerpatan	
6	30/06/2016	Payment toward subscription to international journals for 2016	Dr. Vijendra,(PT), RupaliPatil, Dr Dixit	
7	3/07/2017	Budget proposals for library for 2017-18	Dr. Vijendra (PT), Rupalipatil, Dr. Dixit	5
8	23/03/2017	Subscription orders for international journals on physiotherapy for 2017	Dr. Vijendra (PT), RupaliPatil, Dr. Dixit,	
9	10/05/2017	Payment towards	Dr. RajaniMullerpatan Dr. Vijendra (PT), RupaliPatil, Dr. Dixit	
10	20/06/2017	Non-receipt of copies of	Dr. Vijendra (PT), RupaliPatil, Dr. Dixit	
1	27/09/2017	Status report of departmental library of MGM SOP for	Dr. Vijendra (PT), RupaliPatil, Dr. Dixit	



MGM SCHOOL OF PHYSIOTHERAPY Sector 1, Plot No. 1 & 2, Kamothe, Navi Mumbai 410209 2017

Chairman

Library Committee

Member Secretary.



MGM SCHOOL OF PHYSIOTHERAPY

Sector I, Plot No. 1 & 2, Kamothe, Navi Mumbai 410209

MGM Physiotherapy - Library Committee Meeting Report

Agenda: - Library book Sanctioning

Date: 12/1/15

Attendees: -: Dr. Vijendra,(PT), Rupali Patil, Dr Rajani Mullerapatan

Points discussed during the meeting:

- Sanctioning for purchasing of books for department library.
- Sanctioning for purchasing journals for departmental library.

Sr No	Items	Estimate Cost
1	Library books	10 lakhs
2	International and National Journals	10 lakhs

Library Committee

Member Secretary



MGM SCHOOL OF PHYSIOTHERAPY

Sector 1, Plot No. 1 & 2, Kamothe, Navi Mumbai 410209

MGM Physiotherapy - Library Committee Meeting Report

Agenda: - List of journals subscribed in 2015

Date: 26/11/15

Attendees: -: Dr. Vijendra, (PT), Rupali patil, Dr Dixit

Points discussed during the meeting:

List of journals subscribed in 2015

Statement showing the supply status of journals pertaining to 2015.

Library Committee

Member Secretary



MGM SCHOOL OF PHYSIOTHERAPY

Sector 1, Plot No. 1 & 2, Kamothe, Navi Mumbai 410209

MGM Physiotherapy - Library Committee Meeting Report

Agenda: - Library Budget proposal for 2016-17

Date: 16/01/16

Attendees: -: Dr. Vijendra, (PT), Rupali patil, Dr Dixit

Points discussed during the meeting:

- Library Budget proposal for 2016-17
- Utilization of allocated funds vis-à-vis savings and allocation of funds for 2016-17

Library Committee

Member Secretary Library Committee



MGM SCHOOL OF PHYSIOTHERAPY

Sector 1, Plot No. 1 & 2, Kamothe, Navi Mumbai 410209

MGM Physiotherapy - Library Committee Meeting Report

Agenda: - Library book Sanctioning

Date: 19/1/16

Attendees: -: Dr. Vijendra,(PT), Rupali patil, Dr RajaniMullerapatan

Points discussed during the meeting:

- Sanctioning for purchasing of books for department library.
- Sanctioning for purchasing journals for departmental library.

Sr No	Items	Estimate Cost	
1	Library books		
2	International and National Journals	11 lakhs	

Library Committee

Member Secretary Library Committee



MGM SCHOOL OF PHYSIOTHERAPY

Sector 1, Plot No. 1 & 2, Kamothe, Navi Mumbai 410209

MGM Physiotherapy - Library Committee Meeting Report

Agenda: - Payment towards subscription to International Journals for 2016 and Subscription orders for international journals for 2016

Date: 22/06/16

Attendees: -: Dr. Vijendra, (PT), Rupali patil, Dr Dixit, Dr Rajani Mullerpatan

Points discussed during the meeting:

- Payment towards subscription to International Journals for 2016
- Subscription orders for international journals for 2016

Library Committee

Member Secretary.



MGM SCHOOL OF PHYSIOTHERAPY

Sector 1, Plot No. 1 & 2, Kamothe, Navi Mumbai 410209

MGM Physiotherapy - Library Committee Meeting Report

Agenda: Payment toward subscription to international journals for 2016

Date: 30/06/16

Attendees: -: Dr. Vijendra,(PT), Rupali Patil, Dr Dixit

Points discussed during the meeting:

Payment toward subscription to international journals for 2016

Chairman

Library Committee

Member Secretary.



(Deemed University u/s 3 of UGC Act, 1956) Grade 'A' Accredited by NAAC

MGM SCHOOL OF PHYSIOTHERAPY

Sector 1, Plot No. 1 & 2, Kamothe, Navi Mumbai 410209

MGM Physiotherapy - Library Committee Meeting Report

Agenda: Permission to retain Physiotherapy Journals in the departmental library for 1

month period

Date: 27/07/16

Attendees: -: Dr. Vijendra,(PT), Rupali Patil, Dr Bela Agarwal

Points discussed during the meeting:

 Permission to retain Physiotherapy Journals in the departmental library for 1 month period

Library Committee

Member Secretary.



MGM SCHOOL OF PHYSIOTHERAPY

Sector 1, Plot No. 1 & 2, Kamothe, Navi Mumbai 410209

MGM Physiotherapy - Library Committee Meeting Report

Agenda: Budget proposals for library for 2017-18

Date: 3/07/17

Attendees: -: Dr. Vijendra (PT), Rupali patil, Dr. Dixit

Points discussed during the meeting:

- Budget proposals for library for 2017-18.
- Statement showing the utilisation of allocated funds vis-a vis savings for the year 2016-17s

Library Committee

Member Secretary. Library Committee



MGM SCHOOL OF PHYSIOTHERAPY

Sector 1, Plot No. 1 & 2, Kamothe, Navi Mumbai 410209

MGM Physiotherapy - Library Committee Meeting Report

Agenda: Subscription orders for international journals on physiotherapy for 2017

Date: 23/03/17

Attendees: -: Dr. Vijendra (PT), Rupali Patil, Dr. Dixit, Dr. Rajani Mullerpatan

Points discussed during the meeting:

Subscription orders for international journals on physiotherapy for 2017

Library Committee

Member Secretary **Library Committee**

MGM SCHOOL OF PHYSIOTHERAPY

Sector 1, Plot No. 1 & 2, Kamothe, Navi Mumbai 410209

MGM Physiotherapy - Library Committee Meeting Report

Agenda: Payment towards subscription to international journals for 2017

Date: 10/05/17

Attendees: -: Dr. Vijendra (PT), Rupali Patil, Dr. Dixit

Points discussed during the meeting:

- Payment towards subscription to international journals for 2017
- Non-receipt of copies of International journals on Physiotherapy for 2017

Chairman Library Committee

Member Secretary Library Committee



MGM SCHOOL OF PHYSIOTHERAPY

Sector 1, Plot No. 1 & 2, Kamothe, Navi Mumbai 410209

MGM Physiotherapy - Library Committee Meeting Report

Agenda: Non-receipt of copies of International journals on Physiotherapy for 2017

Date: 20/06/17

Attendees:- Dr. Vijendra (PT), Rupali Patil, Dr. Dixit

Points discussed during the meeting:

Non-receipt of copies of International journals on Physiotherapy for 2017

Library Committee

Member Secretary. Library Committee



MGM SCHOOL OF PHYSIOTHERAPY

Sector 1, Plot No. 1 & 2, Kamothe, Navi Mumbai 410209

MGM Physiotherapy - Library Committee Meeting Report

Agenda: Status report of departmental library of MGM SOP for 2017

Date : 27/09/17

Attendees: -: Dr. Vijendra (PT), Rupali Patil, Dr. Dixit

Points discussed during the meeting:

- Detailed information of departmental library
- Status report of departmental library of MGM SOP for 2017
- Supply status of departmental library till 2017s

Library Committee

Member Secretary



(Deemed University u/s 3 of UGC Act, 1956) Grade 'A' Accredited by NAAC

MGM New Bombay college of Nursing

5th Floor, MGM Educational Campus, Plot No. 1& 2, Sector-1 Kamothe, Navi Mumbai – 410 209.

CIRCULAR

10/8/2014

A meeting has been scheduled between 10.30–11.30 on 18th August, 2014 at conference room 5th floor. All members are requested to be present.

Directo

AGENDA

- 1 To discuss budget and proposal for the development of library
- 2 To advice books, journal and other material to be purchased for the library.
- 3 To seek feedback on library functions from readers.
- 4 Library orientation, functioning and timing for the academic year 2014-2015

ITEM NO.1

To discuss budget and proposal for the development of library

Resolution

Respected Principal addressed the group and invited all the members to discuss on the agenda. It was resolved by discussing the budget with the accountant Ms. Jayalakshmi Panicker. Accounts department had allotted Rs.4,50,000/f for the year 2014-15 for books and journals.

ITEM NO.2

To advice books, journal and other material to be purchased for the year 2014-2015

Resolution

It was resolved that certain Books ,Journal and other materials like library furniture are to be purchased for the development of library. Total 76 books had added from August 2013 to July 2014. As instructed from Central Library International Journals had been subscribed from Total I.T. Solutions , Delhi. International Journals 5 and National Journals 5 have been subscribed for the year 2014 from direct vendors.

ITEM NO.3

TO SEEK FEEDBACK ON LIBRARY FUNCTIONS FROM READERS.

Resolution

It was resolved that feedback from the readers about library function should be taken and had been done the same from students, and submitted to the committee.

ITEM NO.4

Library orientation, functioning and timing for the academic year 2014-2015

Resolution

To give orientation to students regarding library rules and regulations and functioning of library. Orientation given and library cards have been issued to them.

Meeting adjourned at 11.30am

Chairman



(Deemed University u/s 3 of UGC Act, 1956) Grade 'A' Accredited by NAAC

MGM Institute's University Department of Nursing

5th Floor, MGM Educational Campus, Plot No. 1& 2, Sector-1 Kamothe, Navi Mumbai - 410 209.

CIRCULAR

11/8/2015

A meeting has been scheduled between 10.30-11.30 on 17th August, 2015 at conference room 5th floor. All members are requested to be present.

Director

AGENDA

- To discuss budget and proposal for the development of library 1
- To advice books, journal and other material to be purchased for the library. 2
- To seek feedback on library functions from readers. 3
- Library orientation, functioning and timing for the academic year 2015-2016
- Any other

ITEM NO.1

To discuss budget and proposal for the development of library

Resolution

Respected Principal addressed the group and invited all the members to discuss on the agenda .It was resolved by discussing the budget with the accountant Ms. Jayalakshmi Panicker . Accounts department had allotted Rs.5,00,000/2 for the year 2015-16 for books and journals.

ITEM NO.2

To advice books, journal and other material to be purchased for the year 2015-2016

Resolution

It was resolved that certain Books ,Journal and other materials like library furniture are to be purchased for the development of library. Total 175 books had added from August 2014 to July 2015. As instructed from Central Library International Journals had been subscribed from Total I.T. Solutions, Delhi. International Journals 5 and National Journals 8 have been subscribed for the year 2015 from direct vendors.

ITEM NO.3

TO SEEK FEEDBACK ON LIBRARY FUNCTIONS FROM READERS.

Resolution

It was resolved that feedback from the readers about library function should be taken and had been done the same from readers and submitted to the committee.

ITEM NO.4

Library orientation, functioning and timing for the academic year 2015-2016

Resolution

To give orientation to students regarding library rules and regulations and functioning of library. Orientation given and library cards have been issued to them. It has been resolved that MSc students must be given books for 5 days and the same has been implemented.

Meeting adjourned at 11.30am

Chairman



MGM INSTITUTE OF HEALTH SCIENCES (Deemed University u/s 3 of UGC Act, 1956)

Grade 'A' Accredited by NAAC

MGM Institute's University Department of Nursing

.5th Floor, MGM Educational Campus, Plot No. 1& 2, Sector-1 Kamothe, Navi Mumbai - 410 209.

CIRCULAR

11/8/2016

A meeting has been scheduled between 10.30-11.30 on 22nd August 2016 at conference room 5th floor. All members are requested to be present.

Director

AGENDA

- To discuss budget and proposal for the development of library
- 2 To advice books, journal and other material to be purchased for the library.
- To seek feedback on library functions from readers.
- Library orientation, functioning and timing for the academic year 2016-2017
- 5 Any other

ITEM NO.1

To discuss budget and proposal for the development of library

Resolution

Respected Principal addressed the group and invited all the members to discuss on the agenda. It was resolved by discussing the budget with the accountant Ms. Jayalakshmi Panicker. Accounts department had allotted Rs.5,00,000/- for the year 2016-17 for books and journals.

ITEM NO.2

To advice books, journal and other material to be purchased for the year 2016 - 2017 Resolution

It was resolved that certain Books ,Journal and other materials like library furniture are to be purchased for the development of library. Total 358 books had added from August 2015 to July 2016. As instructed from Central Library International Journals had been subscribed from Total I.T. Solutions, Delhi. International Journals 6 and National Journals 8 have been subscribed for the year 2016 from direct vendors.

ITEM NO.3

TO SEEK FEEDBACK ON LIBRARY FUNCTIONS FROM READERS.

Resolution

It was resolved that feedback from the readers about library function should be taken and had been done the same from readers and submitted to the committee.

ITEM NO.4

Library orientation, functioning and timing for the academic year 2016-2017

Resolution

To give orientation to students regarding library rules and regulations and functioning of library. Orientation given and library cards have been issued to them. It has been resolved that PostGraduate students must be given books for 5 days and at a time.

Meeting adjourned at 11.30am

Chairman



(Deemed University u/s 3 of UGC Act, 1956) Grade 'A' Accredited by NAAC

MGM Institute's University Department of Nursing

5th Floor, MGM Educational Campus, Plot No. 1& 2, Sector-1 Kamothe, Navi Mumbai - 410 209.

CIRCULAR

06/4/2018.

Library Committee Meeting has been scheduled between 10.30-11.30 on 9th April,2018 at Seminar Hall 5th floor. All members are requested to be present.

AGENDA

- 1) To discuss budget and proposal for the development of library 2018-19
- 2) To advice books, journal and other material to be purchased for the library.
- 3) To guide Librarian in formulating general library policies and regulations which govern the functions of the library.
- 4) To seek feedback on library functions from readers.
- 5) Any other
 - Second year student card and about fine
 - Other



(Deemed University u/s 3 of UGC Act, 1956) Grade 'A' Accredited by NAAC

MGM Institute's University Department of Nursing 5th Floor, MGM Educational Campus, Plot No. 1& 2, Sector-1

Kamothe, Navi Mumbai - 410 209.

CIRCULAR

06/4/2018

Library Committee Meeting has been scheduled between 10.30–11.30 on 9th April,2018 at Seminar Hall 5th floor. All members are requested to be present.

SR.NO.	Name of the faculty	Designation	Designation in Committee	Signature
1,	Dr. (Mrs) Prabha. K. Dasila	Professor/Director	Chairman	
2.	Mrs. Mrs. Gayathri Kutty	Asst. Librarian	Secretary	(look lie)
3.	Mrs. Susan Jacob	Associate Professor (MS.c Prog.Co-ordinator)	Member	Stand
4.	Mrs. Preethi Mathew	Associate Professor (BS.c Prog.Co ordinator)	Member	g-z
5.	Mrs. Ponchitra R	Associate Professor (P.B.BS.c Prog.Co-ordinator)	Member	Robert
6.	Mrs. Sindhu Thomas.	Lecturer	Member	San-
7.	Mrs. Jayalakshmi Panicker	Office Superidadent.	Member	Tab.

SR.NO.	,		Designation in Committee	Signature
1.			Chairman	
2.	Mrs. Mrs. Gayathri Kutty	Asst. Librarian	Secretary	
3.	Mrs. Susan Jacob	Associate Professor (MS.c Prog.Co-ordinator)	Member	
4.	Mrs. Preethi Mathew	Associate Professor (BS.c Prog.Co ordinator)	Member	1
5.	Mrs. Ponchitra R	Associate Professor (P.B.BS.c Prog.Co-ordinator)	Member	
6.	Mrs. Sindhu Thomas.	Lecturer	Member	
7.	Mrs. Jayalakshmi Panicker	Accounts Assistant	Member	



(Deemed University u/s 3 of UGC Act, 1956) Grade 'A' Accredited by NAAC

MGM Institute's University Department of Nursing 5th Floor, MGM Educational Campus, Plot No. 1& 2, Sector-1 Kamothe, Navi Mumbai - 410 209.

ATTENDANCE SHEET

0	Meeting Details:	ibsey (ommitee	Nectines.	
	Date: 9/4/19			00	

Name of the Faculty	Signature
Dr.(Mrs) Prabha.K.Dasila	Signature
Mrs.Susan Jacob	W. L
Mrs.Preethi Mathew	9/4/18
Mrs. Ponchitra R	AB.
Mrs.Sindhu Thomas	914/18
Mrs.Jayalakshmi Panicker	Som glu V
Mrs.Gayathri Kutty	Gazelle
	Dr.(Mrs) Prabha.K.Dasila Mrs.Susan Jacob Mrs.Preethi Mathew Mrs.Ponchitra R Mrs.Sindhu Thomas Mrs.Jayalakshmi Panicker

ITEM NO.1

To discuss budget and proposal for the development of library

Resolution

Respected Principal addressed the group and invited all the members to discuss on the agenda .It was resolved by discussing the budget with the accountant Ms. Jayalakshmi Panicker . Accounts department had allotted Rs.5,00,000/- for the year 2017-18 for books and journals.

ITEM NO.2

To advice books, journal and other material to be purchased for the year 2017 - 2018

Resolution

It was resolved that certain Books ,Journal and other materials like library furniture are to be purchased for the development of library. Total 519 books had added from August 2016 to July 2017. As instructed from Central Library International Journals had been subscribed from Total I.T. Soulutions, Delhi. International Journals and National Journals 13 have been subscribed for the year 2017 from direct vendors.

ITEM NO.3

TO SEEK FEEDBACK ON LIBRARY FUNCTIONS FROM READERS.

Resolution

It was resolved that feedback from the readers about library function should be taken and had been done the same from readers and submitted to the committee.

ITEM NO.4

Library orientation, functioning and timing for the academic year 2017-2018

Resolution

To give orientation to students regarding library rules and regulations and functioning of library. Orientation given and library cards have been issued to them. It has been resolved that Faculty should return library books with in 5days and penalty should be avail from the defaulters and PostGraduate students must be given 3 books for 5 days and at a time. It has been resolved that library should be function till 6.00 and discussion and alternate ways are going on for the above said.

Meeting adjourned at 11.30am

Chairman