



**INDIRA GANDHI
INSTITUTE OF
DENTAL SCIENCES**

+91 96054 000 34 / 35

info@igids.org | www.igids.org

Nellikuzhi PO, Kothamangalam
Ernakulam Dt., Kerala 686 691, S.India.

Affiliated to Kerala University of Health Sciences, Thrissur
Recognized by Ministry of Health and Family Welfare,
Govt. of India & Dental Council of India, New Delhi

LIBRARY ADVISORY COMMITTEE

PROCEEDINGS OF THE PRINCIPAL, IGIDS, NELLIKKUZHI,
KOTHAMANGALKAM.

(Dr. ROMEL JOSEPH)

Read: Our institution library advisory committee – reg.

OFFICE DIRECTIONS IGIDS/LC/01/21 DATED 20/12/2019

A staff committee is hereby constituted to regularly monitor library functioning and to update the requirements. Following are the faculty members in charge of the committee.

Chairperson: Dr. Athira C P, Senior lecturer, Department of Oral Pathology and Microbiology

Members:

Dr. Gis George, Senior lecturer, Department of Conservative Dentistry and Endodontics

Dr. Manju Babu, Senior lecturer, Department of Periodontics

Dr. Indu Sundaram T S, Senior lecturer, Department of Oral Pathology and Microbiology

Copy to

Library

All departments




Dr. Sanu Tom Abraham, MDS
PRINCIPAL
Indira Gandhi Institute of Dental Sciences
Nellikuzhi P O, Kothamangalam
Kerala-686691

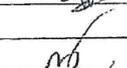
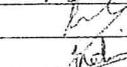
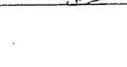
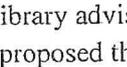
MINUTES OF MEETING

Date: 04-02-2020

Time: 10-11 am

Place: Library

Details of Committee members

FACULTY NAME	DESIGNATION	SIGNATURE
Shally Paul	Chief Librarian	
Umaiba P M	Assistant Librarian	
Athira C P	Faculty member	
Manju Babu	Faculty member	
Gis George	Faculty member	
Indu Sundaram T S	Faculty member	

The Chief Librarian welcomed all the members gathered for meeting of library advisory committee which is constituted to regularly monitor library functioning and proposed the agenda for the meeting.

Agenda:

1. Monitor functioning of the library and services provided by the library to students and staff
2. Promote Alumni students to donate books to the library.
3. To conduct an orientation program for 1st year students about the functioning of a library, library policy and library rules
4. Issue of notice for returning books that are overdue
5. Stock verification

The report of the same will be presented in the next meeting.

The committee members put forward other suggestions such as use of e contents and purchase of a large number of journals.

The Chief Librarian concluded the meeting with vote of thanks.

Copies to: All members, Notice board, PA To Principa




Dr. Sanu Tom Abraham, MDS
PRINCIPAL

Indira Gandhi Institute of Dental Sciences
Nellikuzhi P O, Kothamangalam
Kerala-686691

MINUTES OF MEETING

Date: 13-12-2020
Venue: Library
Time : 10 am -11 am

FACULTY NAME	DESIGNATION	
Mrs. Shally Paul	Faculty member Chief Librarian	<i>Shally Paul</i>
Mrs. Umaiba P M	Assistant Librarian	<i>Umaiba P M</i>
Dr. Manju Babu	Faculty member	<i>Manju Babu</i>
Dr. Gis George	Faculty member	<i>Gis George</i>
Dr. Indu Sundaram T S	Faculty member	<i>Indu</i>
Dr. Athira C P	Faculty member	Absent

Dr. Gis George, faculty member, welcomed all the members gathered for meeting.

Chief Librarian proposed the agenda for the meeting

1. Maintenance and binding of damaged books
2. Stock verification

Proceedings after the previous meeting were assessed by committee members.

Report on assessment of previous meeting was presented by chief librarian.:

1. Functioning of Library monitored
2. Promotion done among alumni students to donate books to the library
3. Stock verified
4. Overdue books brought into notice of receivers.

Assistant librarian concluded the meeting.

Copy to: All members, Notice board, PA To Principal



Dr. Sanu Tom Abraham
Dr. Sanu Tom Abraham, MDS
PRINCIPAL
Indira Gandhi Institute of Dental Sciences
Nellikuzhi P O, Kothamangalam
Kerala-686691

MINUTES OF MEETING

Date: 7-10-2021
Venue: Library
Time : 10 am -11 am

Details of Committee members

FACULTY NAME	DESIGNATION	SIGNATURE
Mrs. Shally Paul	Chief Librarian	<i>Shally Paul</i>
Mrs. Umaiba P M	Assistant Librarian	<i>Umaiba P M</i>
Dr. Athira C P	Faculty member	<i>Athira C P</i>
Dr. Manju Babu	Faculty member	<i>Manju Babu</i>
Dr. Gis George	Faculty member	<i>Gis George</i>
Dr. Pauline Susan Palose	Faculty member	<i>Pauline Susan Palose</i>
Dr. Anjitha Devaraj	Faculty member	<i>Anjitha Devaraj</i>

1. Chairperson welcomed all the members gathered for meeting.
2. Chief Librarian proposed the agenda for the meeting
 - Subscription of digital database for remote access- EBSCO
 - Subscription for online E content and MOOC platform- SWAYAM and suggestion to faculties to enroll for MOOC in SWAYAM.
 - Library orientation programme to be conducted for newly joining first year students.
 - Purchase of new book shelves suggested.
 - Decision on return of Books issued to departments for stock verification.
3. Agenda of previous meeting was assessed by committee members and the assessment report was presented by assistant librarian.
 - Maintenance and binding of damaged books done.
 - Stock verified.
4. Chief librarian concluded the meeting with vote of thanks.

Copy to: All members, Notice board, PA To Principal

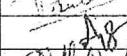


[Signature]
Dr. Sanu Tom Abraham, MDS
PRINCIPAL
Indira Gandhi Institute of Dental Sciences
Nellikuzhi P O, Kothamangalam
Kerala-686691

MINUTES OF MEETING

Date: 02-12-2021
Venue: Library
Time: 10.00 – 11. 00 pm

Details of Committee members

FACULTY NAME	DESIGNATION	SIGNATURE
Dr. Athira C P	Faculty member	
Dr. Gis George	Faculty member	
Dr. Manju Babu	Faculty member	
Dr. Pauline Susan Palose	Faculty member	
Dr. Anjitha Devaraj	Faculty member	
Mrs. Shally Paul	Chief Librarian	
Mrs, Umaiba P M	Assistant librarian	

Chairperson welcomed all the members gathered for meeting.

Chief Librarian proposed the agenda for the meeting. Present agenda:

- Decided to conduct EBSCO orientation programme for faculties and students.
- Decided to suggest purchase of Print journals.

Review of previous meeting was presented by chief librarian:

- Subscription of digital database for online reference- EBSCO done.
- Registered as SWAYAM local chapter and faculties registered and enrolled for various MOOC.
- Conducted library orientation program for 1st year students about the functioning of a library, library policy and library rules
- Return of books issued to department.
- Stock verified.

Assistant librarian concluded the meeting and delivered vote of thanks.

Copy to: All members, Notice board, PA To Principal

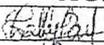
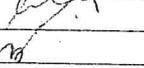
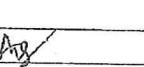
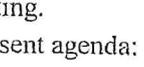



 Dr. Sanu Tom Abraham, MDS
 PRINCIPAL
 Indira Gandhi Institute of Dental Sciences
 Nellikuzhi P O, Kothamangalam
 Kerala-686691

MINUTES OF MEETING

Date: 01-02-2022
Venue: Library
Time: 10.00 – 11. 00 pm

Details of Committee members

FACULTY NAME	DESIGNATION	SIGNATURE
Mrs. Shaly Paul	Chief Librarian	
Mrs. Umaiba P M	Assistant Librarian	
Dr Athira C P	Faculty member	
Dr Gis George	Faculty member	
Dr Manju Babu	Faculty member	
Dr Gis George	Faculty member	
Dr Anjitha Devaraj	Faculty member	

1. Chairperson welcomed all the members gathered for meeting.
2. Chief Librarian proposed the agenda for the meeting. Present agenda:
 - Decision regarding new books purchase- decided to collect requirement from departments.
 - Maintenance and binding of damaged books
 - Library orientation and EBSCO orientation programme to be conducted for newly joining first year students.
3. Review of previous meeting was presented by chief librarian:
 - Conducted EBSCO orientation programme to staffs and students.
 - Purchase of print journals done.
4. Assistant librarian thanked everyone present for the meeting and concluded the meeting.

Copy to: All members, Notice board, PA To Principal

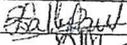
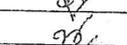
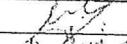
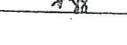



Dr. Sanu Tom Abraham, MDS
PRINCIPAL
Indira Gandhi Institute of Dental Sciences
Nellikuzhi P O, Kothamangalam
Kerala-686691

MINUTES OF MEETING

Venue: Library
Date: 12-08-2022
Time: 11.15 – 12.00 pm

Details of Committee members present for meeting

FACULTY NAME	DESIGNATION	SIGNATURE
Shally Paul	Chief Librarian	
Umaiba P M	Assistant Librarian	
Dr Athira C P	Faculty member	
Dr Manju Babu	Faculty member	
Dr Gis George	Faculty member	
Dr Pauline Susan Palose	Faculty member	
Dr Anjitha Devaraj	Faculty member	

1. Chairperson welcomed all the members gathered for meeting.
2. Librarian proposed the agenda for the meeting. Present agenda:
 - Purchase of reference books as proposed by each department
 - Renewal of EBSCO e- subscription to be done for the coming year.
 - UPS of one system to be replaced.
3. Assistant librarian reviewed the agenda of previous meeting:
 - Book shelves received
 - Maintenance and binding of damaged books done.
 - Conducted EBSCO orientation programme and library orientation programme for newly joined first year students.
 - Received requirement from departments regarding purchase of books.
4. Other members assessed the usage of e- contents in SWAYAM by teachers and suggested to promote MOOC programmes among faculties and students.
5. Members also suggested about enhancing the use of e journals and e books among students through EBSCO.

Copy to: All members, Notice board, PA To Principal




Dr. Sanu Ven Abraham, MDS
PRINCIPAL
Indira Gandhi Institute of Dental Sciences
Nellikuzhi P O, Kothamangalam
Kerala-686691