



# BISHOP BENZIGER COLLEGE

# OF NURSING

*Accredited by NAAC,*

*Member of United Nations Academic Impact Program*

*Approved Research Centre of Kerala University of Health Sciences*



## 4.3.4 Library Committee Register



# **BISHOP BENZIGER COLLEGE OF NURSING, KOLLAM**

**NAME OF COMMITTEE: Library Committee**

The committee members meet thrice in the year

**QUARUM : 2/3 of total members** ↓

## **OBJECTIVES**

1. To upgrade the knowledge of the students and faculties in all the areas according to the curriculum
2. To collect various materials and resources for the effective functioning of the educational programme
3. To provide learning facilities to the students and faculties whenever necessary
4. To maintain the quality and standards of library with modern technologies and latest periodicals and reviews
5. To deliver effective service to the students and faculties for updating the knowledge and research activities
6. To plan the matter regarding the purchase of books, journals and newspapers
7. To formulate library rules and regulations
8. To prepare the budget proposals for the purchase of new books and journals

**LIBRARY COMMITTEE MEMBERS** are

### **Chairman**

Rev Fr. Joseph John (Manager)

### **Co Chairperson**

Prof. Anoop (Principal)

### **Members**

1. Prof. Anand (Vice-Principal)
2. Prof. Bhasura Chandra Chood (HOD Pediatrics)
3. Prof. Annal Angeline (HOD OBG)
4. Asst. Prof. Sheeja (HOD Community Health)
5. Asst. Prof. Binutha (HOD Medical Surgical)
6. Mrs. Soumya (Librarian & Secretary of Library Committee)



Minutes of the meeting conducted on 21.3.14

Library Committee meeting of the Academic year 2013-14 on 21.3.14 at the Library Hall of B.B.C.O.N. The meeting started at 2 p.m. It was presided by the principal of B.B.C.O.N.

The members present on the meeting were

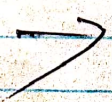
- 1) principal
- 2) Mr. Anand HOD - Mental Health
- 3) Mr. Sreenivasan HOD - Health Community
- 4) Mrs. Angel HOD - OBG
- 5) Mrs. Bhaskara HOD - Pediatrics
- 6) Cleeth Jose Librarian
- 7) Mrs. BIRUJHA HOD - M. Surgical

The Agenda for the meeting was

- 1) Matters arising from previous meeting
- 2) Physical facilities of the library
- 3) Purchase of Rack & Almah

The previous minutes was read by Mr. Anand followed by the principal asked about the total number of library books and Journals. Then the Librarian explained the library stock register number and Journals No.

The Library Committee decided library committee meeting regularly once in three months





In case the members resigned, the HOD of the Dept. nominate the member or HOD will be the member of the Committee. It should be informing 3 days before the proposal.

The Committee discussed the purchase of books and Cupboards for keeping books. The HOD of each Dept. with their respective staff and included the book list - Dept. wise. Seating arrangements of the library also discussed. Mr. Anoop K.R. (Principal) said that Journal Rack two in with capacity of 878, total of 16 Journals can be place at a time. was order and get back them soon.

The Librarian asked about the things to be taken to return the library of photocopy of library book. The principal replied the next day can be give the photocopy. The Committee is agree to do the yearly inventory of library books.

The another decision was the students the utilize the library the library the B.A B.S.C. Students - 1 to 5 p.m. and the M.S.C. Students - 1 to 6 p.m.

The Committee discussed about issue books and return and rules and regulations of the library.



The Committee decided to upgrade library rules and regulations for U.S. & sections  
ie

(1) No of books issued per membership level and time for issue.

(a) Staff - 3 books

(b) B.S.c. Students 2 books

(c) Msc 3 books

Time - 12 to 5.30.

books will be issued for a period of 14 days for students and 10 days for staff

Xerox facilities are available from 8 a.m. to 4 p.m. A fine of Rs. one Rs.

per day will be charged for books not returned on the due date. The previous rules were relaxed for M.S.c. students, on every Saturday they can be relaxed from the library at 5 p.m. If the students want to continue up to 6 p.m. the librarian should be allowed the students utilize the library.

The committee discussed about the book exhibition by the master book publisher during the workshop day.

The principal recommended to provide internet facilities in the library for the use of students.

The committee discussed about the coming inspection and gave instruction to the Chem's person and also recommended a gate register to the staff for using the library.



physical infrastructure were adequate for the coming years. The Committee recommended for adding more equipment for the 4<sup>th</sup> years requirements.

The Meeting concluded at 4.15 pm

~~Signature of Principal~~  
Dr. ANOORA K.F. PhD (M)  
BISHOP BENZIGER COLLEGE OF NURSING  
KOLLAM - 1, KERALA

~~Signature of the Coordinator~~

Supported by ~~Signature~~ - Mrs. Bhavura chandsachood

Sealed by ~~Signature~~ Mr. S. Anan





# Minutes of the 2<sup>nd</sup> meeting

The Second meeting of the Library Committee was held on 9-02-14 at the Seminar Hall of BBCol. The members present on the meeting were:

- (1) principal - Mrs. Anurupa K.R.
- (2) Mr. Anand -
- (3) Mrs. Anjeel
- (4) Mrs. Bhasura
- (5) Mrs. Benilka
- (6) Cletus Jose

The meeting started at 2 p.m. with a silent prayer. The agenda for the meeting was

- (a) Discussion of the previous meeting.
- b. Internet connection to the library
- c. Request of book list - from the Depts.
- d. Yearly inventory of library books and Journals

The Committee discussed the minutes of the previous meeting and it was passed.

- The Librarian is requested to do the follow up of Internet connection from the office particularly, through the Administrative Officer (AO)



The Second thing is request to all the HoD's to submit the book list by or before July 1st.

(3) Third session is inventors can be done at the time of Ours Holidays.

(iv) The Committee decided the utilization of the library by the students from other colleges can be permitted from the prior permission of principal of BBOH and can be charged chargeable 50/- Rs per day.

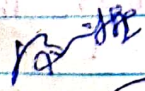
Tallied accounts of photocopies the librarian should be verified and signed the photocopies register.

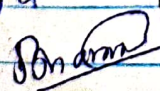
The Committee decided to collect library fine every six months.

As the librarian is requested to provide the foot stool to take Xerox copy of heavy books, the principal agreed to provide the foot stool.

The meeting adjourned concluded at 3 p.m.

Signature of the Coordinator

Supported by  (Mrs. Binu)

Sewaled by  (Prof. Bhawan Chand Chowdhury)



# Minutes of the third meeting

The third meeting of the library committee was held on Oct 1st 2014 at the library hall of BBCON. The members present on the meeting were.

1. principal
2. Mr. Anand
3. Mrs. Anand
4. Mrs. Bhesu Chaudran
5. Mrs. Binu
6. Mr. Sreenivasan
7. Clerk Jose

The meeting started at 2 p.m.  
The agenda for the meeting was.

1. Discussion of the previous meeting.

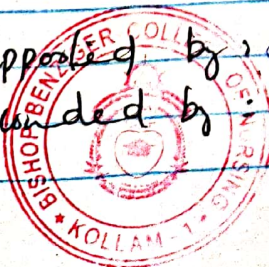
2. The committee discussed the beneficiaries of library books. The meeting selected a group headed by Mrs. Bhanu Chaudran and a group of teachers to take the responsibility. After that the renewal of journals - national and international.

The Committee concluded at 3 p.m.

Supervised by: S. Anand  
S. Anand

Sealed by: Mrs. Binu

Signature of Co-ordinator



Dr. ANOOPA, K.R. Ph.D (M)  
PRINCIPAL  
BISHOP BENZIGER COLLEGE OF NURSING  
KOLLAM - 1, KERALA



# Minutes of the 4<sup>th</sup> meeting.

The 4<sup>th</sup> meeting library committee meeting was held on Eleventh November the thousand fourteen (11.11.14) at the library Hall of BBCon. The members present on the meeting were-

1. Principal (a) Prof. Bhasma chand
2. Mr. Anand
3. Mrs. Anand
4. Mrs. Komthé
5. Mr. Sumth-
6. Mr. Election box

The meeting started at 2. p.m  
The agenda for the meeting was  
(a) the Discussion of the previous meeting.

The principal read and discussed about the library checking <sup>report</sup> from the management. As per the discussion of the management the library issue register purchase from 'Hill Top' at Kottayam and also recommended the library <sup>to be</sup> ~~the~~ issue and return <sup>only</sup> ~~the~~ the new library register.

The management recommended 5 new Blunahis for arranging books.

The committee discussed the -  
cutting of books <sup>and</sup> return <sup>of books</sup> only  
by lib safe.

The back volume of journals

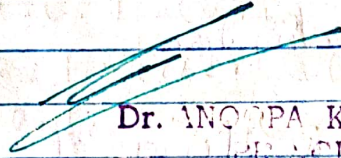


shifted to the Community Hall.

The principal discussed about the renewal of journals and stopping of some journals like ~~Journal of Health~~ ~~Research~~ ~~News~~, ~~English Language Teaching~~ etc. <sup>Journal of Health, Social Welfare</sup> ~~etc~~ <sup>instead of these journals</sup> like ~~Journal of Health~~ ~~Research~~ etc. The Asian Journal of Nursing ~~Ed: B~~ Research etc. The meeting concluded at 3 pm.

Supported by ~~Dr. Anand~~ (Miss Binu)   
 Seconded by: S. Anand & Anand

Signature of ~~Principal~~



Dr. ANOOPA K.R. Ph.D (N)  
PRINCIPAL  
BISHOP BENZIGER COLLEGE OF NURSING  
KOLLAM - 1, KERALA





## Minutes of the 5<sup>th</sup> meeting

The 5<sup>th</sup> meeting of the Library Committee meeting was held on 24<sup>th</sup> April Two thousand fifteen (24.04.2015) at the Library Hall of BRCW. The Members present on the meeting were

1. principal
2. Prof. Bhasurachand
3. ~~Mr. Anand~~ Anand, Vice principal
4. Ms. Angel A.D. O.B.G.
5. Mr. Cleethi rose - Librarian

The meeting started at 2 p.m. The agenda of the meeting was, the discussion of the previous meeting.

1) Minutes of the previous meeting

The previous meeting read by Cleethi rose (Librarian).

2) Library facilities:

Out of the June cupboard ~~has~~ received. The principal discussed and informed this matter to the A.D.

3) Journal accession & Missing journals :

New magazine like Argyi magazine, Argyam not received the library properly. The above said matter informed by the Prof. Bhasurachand. The principal discussed about the renewal of Journals.

4) Binding of previous journals :

The previous year journals of binding some errors were found & was given back to the concerned person for correction. principal



advised to inform this matter to the A.O. Moreover all Journals should be get back before inspection.

5

Library inspection

The committee decided the Librarian should be get ready issue registers, Journal registers, Journal books and shelf arrangements for the coming inspection.

6

New Malayalam Books added to the library

Librarian suggested some New Malayalam books like First Aid Malayalam encyclopaedia etc. The principal said that to be considered.

7

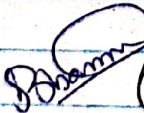
Issue of Magazine outside

The committee decided, magazines News papers should be read inside the library, not to give out side the library.

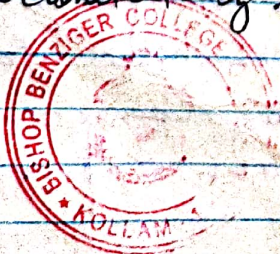
3. p.m.

The meeting concluded at

Signature of Co-ordinator

Supported by:  (Prof. Bhasara Chandee Choud)

Secordated by: S. Anif S. Anam



Dr. ANOOPA. K.P. Ph.D (N)  
PRINCIPAL  
BISHOP BENZIGER COLLEGE OF NURSING  
KOLLAM - 1, KERALA



## MINUTES OF 6<sup>th</sup> MEETING

The meeting was held on 19/11/2016 at 11:00 AM in the library of BBCONI. The meeting was presided by Principal. Meeting started with prayer.

Following members were present.

1. Prof. Anoop K. R. - Principal
2. Mr. Anand - Vice Principal
3. Mrs. Anna Angeline - Asso. Professor, HOD of OBG
4. Mrs. Sheeja - HOD of Community Health
5. Mr. Antony Thomas - Asst. Professor Medical Surgical Nursing
6. Mrs. Soumya D.G. - Librarian

Agenda of the meeting was,

1. Minutes of the previous meeting
2. Matters arising from previous meeting
3. Welcome to new members
4. Stock verification
5. Physical infrastructure
6. New Resources
7. Internet facility
8. Book Purchase
9. Department library books
10. Members Discipline
11. Xerox facility
12. Any other issues.

Agenda 1:

The minutes of the previous meeting was read and passed.

Agenda 2:

No matters arising from previous meeting

Agenda 3:

In the meeting Principal welcomed new library staffs Mrs. Soumya and Mrs. Sobhana in the presence of library committee members.



#### Agenda 4:

Committee discussed about stock verification. Stock verification started on 11<sup>th</sup> November 2015 and ended in the second week of December. 327 books physically not found. Stock verification conducted by Mrs. Saumya, Sr. Rini Peter, Mrs. Tiji, Mrs. Sujya and Miss. Aneta. In that time, arrangement of books in classification order was done.

#### Agenda 5:

The committee discussed about newly arrived two cupboards, but some reference books are stayed on the table. Some books transferred to department library that space utilized for table situated books.

#### Agenda 6:

Committee discussed about new resources. Libsoft implemented in 2009, but OPAC facility done December 2015. The committee decided to give an orientation to OPAC to all students and faculty. DELNET membership taken on October 2015. It was implemented in library January 2016. The committee discussed about password sharing to staff and MSc students. Print facility implemented in library and discussed about it.

#### Agenda 7

Committee discussed about internet facility. WiFi implemented in the library, but desktop system did not support it. So cable system was recommended. Two systems prepared for internet facility.

#### Agenda 8:

Committee discussed about book purchase. Principal gave a list of books. Some books are here. Some added to purchase list and also discussed about pediatric, Obg care plans, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 10<sup>th</sup> yr solved question paper books.



### Agenda 9

It was decided to shift 30 books to each department as per the request from HOD

### Agenda 10

Committee discussed about members discipline. Some students wanted paper, staples, punch etc to library staff and behaving in unprofessional way. Committee decided not to issue any stationary item to students for personal assignment. Silence maintenance in the library should be followed up.

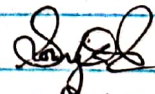
### Agenda 11

As discussed about xerox facility. At the evening xerox is reduced because one staff was at 4-6 PM


### Agenda 12

Malharboomi daily did not reach library. Committee decided to follow up the matter. Committee decided to renew the journal education research extension, social welfare, Herald of health are arriving added to journal list.

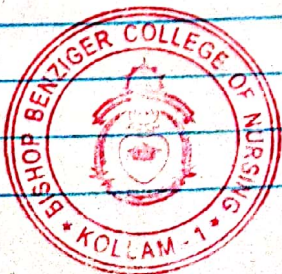
The meeting adjourned at 12.30 PM.

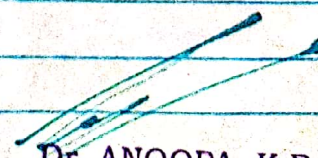


Signature of the Co-ordinator

Supported by: Mrs. Bhanu Chandrahood 

Seconded by: S. Anand S. Anand



  
Dr. ANOOPA, K.R. Ph.D (N)  
PRINCIPAL  
BISHOP BENZIGER COLLEGE OF NURSING  
KOLLAM - 1, KERALA



## MINUTES OF 7<sup>th</sup> MEETING

The meeting was held on 9/6/16 at 2:00 PM in the library of BBCON. The meeting was presided by Principal. Meeting started with prayer.

Following members were present.

1. Prof. Anoop K.R - Principal & Chairperson of meeting
2. Prof. Anand - Vice Principal & HOD of Mental Health Nsg
3. Prof. Bhesu Chandrashekar - HOD of Child Health Nursing
4. Prof. Annel Angeline - HOD of Obstetrics and Gynecological Nsg
5. Mrs. Sheeja - HOD of Community health Nsg
6. Mrs. Binutha - HOD of Medical Surgical Nursing
7. Mrs. Soumya D.G - Librarian & Secretary of meeting

### Agenda of the meeting,

1. Minutes of the previous meeting
2. Matters arising previous meeting
3. NAAC
4. Any other issues

### Agenda 1

Minutes of the previous meeting was read and passed.

### Agenda 2

No matters arising from previous meeting

### Agenda 3

The members discussed about NAAC Peer team visit in the library. And also discussed about powerpoint presentation and library profile. Some slides added to power point. Members give instruction to librarian register kept neatly.



## Agenda 4

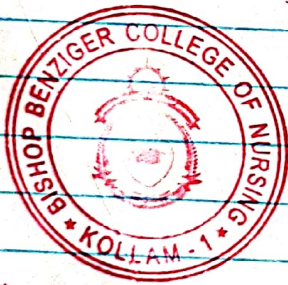
Committee discussed about Libsoft update. Already it was done in first week of June. Members discussed about Best reader award, and also discussed about Web OPAC. Committee decided to implement in future.

Meeting adjourned at 3.30 PM

Send  
Signature of Secretary

Supported by: Salima C.P. CST

Seconded by: S. Anand S. Prof  
16/2/17



[Signature]  
Dr. ANOOPA, K.R. Ph.D (N)  
PRINCIPAL  
BISHOP BENZIGER COLLEGE OF NURSING  
KOLLAM - 1, KERALA



## MINUTES OF 8<sup>th</sup> MEETING

This meeting was held on 16/2/17 at 11:00 AM in the library of BBCON. The meeting was presided by the Principal. The meeting started with prayers.

Following members were present.

1. Prof. Anasopa K.R. - Principal & Chairperson of the meeting
2. Prof. Anand. - Vice Principal & HOD of mental Health Nsg
3. Prof. Anna Angelini - HOD of obstetrics and Gynaecological Nsg
4. Mrs. Sheeja - HOD of Community health Nsg
- 5.
6. Mrs. Salima. Cp - HOD of Pediatric Nsg
7. Mrs. Soniya D.G - Librarian & Secretary of Library Committee

### Agenda of the meeting

1. Minutes of the previous meeting
2. Matters arising previous meeting
3. Welcome to the new members
4. Internet connection
5. Book purchase.
6. K-NC Inspection
7. Barcode purchase.
8. Any other issues

#### Agenda 1

Minutes of the previous meeting was read and passed.

#### Agenda 2

No matters arising in the previous meeting

#### Agenda 3

Welcome the new members Mrs. Salima and Mrs. Soniya.

#### Agenda 4

Disruption in the internet connection due to power failure. Committee decided to maintain a register about internet connection and power failure.

#### Agenda 5

Committee decided to purchase new titles. Managers told to the madam to purchase minimum 100 titles.



in a year. Members wanted to purchase competitive exam preparation books & IELTS books and also discussed about book bank. One old books transferred to book bank and it supplied to poor students.

#### Agenda 6

Committee discussed about KNC Inspection. Inspection team reaches in March first week. So committee decided to prepare for it.

#### Agenda 7



Discussed about barcode purchasing. Purchased very soon and pasted in all books

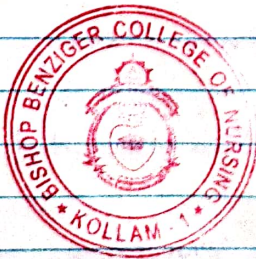
A training programme for non teaching programme on reproductive services and it was decided to conduct march 1st week and a awareness class for teachers about DELTA. Committee discussed about stock verification conducted vacation.

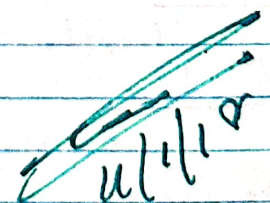
Meeting adjourned at 12.30 PM.



Signature of Secretary

Supported by:   
 Seconded by: 



  
 Dr. ANOOPA. K.R. Ph.D (N)  
 PRINCIPAL  
 BISHOP BENZIGER COLLEGE OF NURSING  
 KOLLAM - 1, KERALA



# MINUTES OF 9<sup>th</sup> MEETING

This meeting was held on 12/01/2018 at 11-30 AM at library of BBCON. The meeting was presided by Principal. The meeting started with prayer.

Following members were present.

1. Prof. Anesopa KR - Principal & Chairperson of meeting
2. Prof. Anand - Vice Principal & HOD of MHNsg
3. Prof. Anna Angelina - HOD of OBG Nursing
4. Mrs. Binukha - HOD of Medical Surgical Nursing
5. Mrs. Sheeja - HOD of Community Health Nursing
6. Mrs. Salima CP - HOD of Pediatric Nursing
7. Mrs. Soumya D.G - Librarian & Secretary of meeting

## Agenda of the meeting

1. Minutes of the previous meeting
2. Report of current status of library staff
3. Weeding out of old books
4. Purchasing of books
5. Any other issues

Agenda 1 Minutes of the previous meeting

Minutes of the previous meeting was read & passed

Agenda 2

Report of current status of library read.

Library books - 6195 (116 books added 2017)

99 books complimentary, 17 books purchased

30 books awaiting for accession work.

Journal - 38

International -

National -

Newly added - BJN, International Journal of Pediatric Nursing, Intenti brainformatics, Cardiovascular Nursing

Deleted - AJN, Bulletin, Journal of Community Guidance & Social Welfare



Thesis - 204 (12 from Mookambika College)  
 Daily - 5 (2 transferred to school)  
 Issue-return - monthly range 350-450  
 Back volumes - 650

### 3 weeding out of books

Some old, more number books and back volumes are transferred to the library Annex. It was arranged in 3<sup>rd</sup> week of January. All of them cooperate for it.

### Purchasing of books

Discussed about new title purchasing. Principal madam demanded that increase more number of titles than copies. and also catalogues are given to the HODs for list preparation.

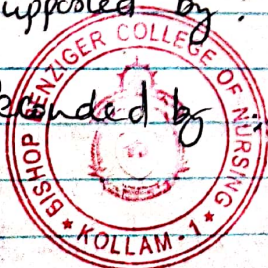
### Any other issues


Dust free library is a very high task. and also discussed about library washing in holidays. and also discussed about stock verification in holidays.


Meeting adjourned at 1:00 PM

Supported by: Mrs. Jaya Ladas

Seconded by: MRS. BETCY, K. JAYIMA



  
 Signature of Secretary

  
 DR. ANOOPA KR. PH.D.  
 PRINCIPAL  
 BISHOP BENZIGER COLLEGE OF NURSING  
 KOLLAM - 1, KERALA



## MINUTES OF 10<sup>th</sup> MEETING

This meeting was held on 07/02/19 at 12 N in library of BBCON. The meeting presided by Principal. The meeting started with prayer.

Following members were present.

- |                         |                                    |
|-------------------------|------------------------------------|
| 1. Prof. Anoopta K.R    | Principal & Chairperson of meeting |
| 2. Prof. Anand          | Vice-principal                     |
| 3. Prof. Anna Angeline  | HOD OBG Department                 |
| 4. Mrs. Binulhe         | HOD Medical Surgical Nursing       |
| 5. Mrs. Sheeja          | HOD Community Health Nursing       |
| 6. Mrs. Betay K. Jayams | HOD Pediatric Nursing              |
| 7. Mrs. Soumya D.G      | Librarian and Secretary of meeting |

### Agenda of the meeting.

1. Minutes of the previous meeting.
2. Purchase of book for library 2018-19
3. Library policy change
4. Library facility utilisation
5. Books & Journal Binding
6. Any other issues.

Agenda 1 : Minutes of the previous meeting.  
Minutes of the previous meeting was read and passed.

Agenda 2 . Purchase of book for library 2018-19  
Committee discussed about library purchasing.  
Committee decided to purchase only 2018-19 titles.

Agenda 3 Library policy change.

Committee discussed about library issue - return time. It was decided to change issue - return time 10-4 to 10-5 for clinical students.



#### Agenda 4 : library facility utilisation.

Committee discussed about DELNET application. New journals in DELNET and Print journals in library. Most number of students not utilised this facility. So we have discussed about it.

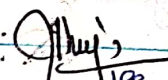

#### Agenda 5. Book and Journal Binding


Discussed about library binding. Some journals not reached. So bindy was extended to April.

#### Agenda 6. Any other issues

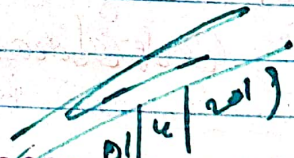
Committee decided to conduct financial stock verification from 23/2/19 to 28/2/19, issue and return stopped that time.

The meety' adjourned at 1.00 pm.

Supported by:   
Secounded by: 

  
Signature of Secretary



  
Dr. ANOOPA. K.R. Ph.D (N)  
PRINCIPAL  
BISHOP BENZIGER COLLEGE OF NURSING  
KOLLAM - 1, KERALA



# MINUTES OF 11<sup>th</sup> MEETING

This meeting was held on 01/04/2019 at 12N in library of BBCON. This meeting presided by Principal. The meeting started with prayer.

Following members are present.

1. ~~Dr~~ Anroopa . K.R Principal & chairperson of meeting
2. Prof. Anand. / Vice Principal
3. Prof. Anna Angelme' HOD OBG Department
4. Mrs. Binulthe HOD medical/surgical nursing
5. Mrs. Sheeja HOD Community health nursing
6. Mrs. Betty K. Jayaris HOD Pediatric Nursing
7. Mrs. Soumya. D.G Librarian & secretary of meeting

## Agenda of the meeting

1. Minutes of the previous meeting
2. Annual inventory report
3. KNMC inspection feed back
4. Library update with recent book
5. Plan for annual report (inventory) 2020
6. Library policy manual
7. Any other issues.

### Agenda 1 Minutes of the previous meeting

Minutes of the previous meeting was read and passed

### Agenda 2 Annual inventory report

In the meeting annual inventory report was read. Stock verification conducted from 23-02-2019 to 28-02-2019. Stock verification conducted by the librarian with the help of Mrs. Binulthe, Mrs. Tyothu/leeshmi, Mrs. Mercy, Mrs. Greeshma, Miss. Asha, Sr. Lilly, Mrs. Jiji and Mrs. Sobhana. In this 192 books are found to be missing



### Agenda 3 : KNMC inspection feedback

In KNMC inspection, some journals were not stamped properly, so inspector noted that journals. Committee discussed about journal sealing and all members said about the importance of sealing.

### Agenda 4 Library update with recent book.

Committee discussed about library recent stock. In 2018 library stock ends with 6286. In 2019 library stock was 6430. 144 books added to stock. 100 books were purchased and 44 complimentary books.

### Agenda 5 Library policy manual.

Committee discussed library policy preparation. members were discussed about contents. objectives, responsibilities, work-time, rules, issue-return, reference, Dep library, weeding out etc.

### Agenda 6 Any other issues

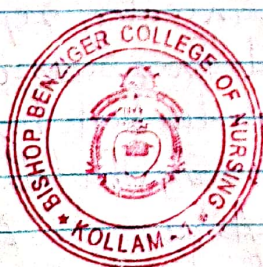
No other issues formed.

Meeting adjourned at 1. PM.

Supported by: Mrs. Betty K. Jayim

Sealed by: S. Anoop

Signature of Secretary



Dr. ANOOPA. K.R. Ph.D (N)  
PRINCIPAL  
BISHOP BENZIGER COLLEGE OF NURSING  
KOLLAM - 1, KERALA



## MINUTES OF 12<sup>th</sup> MEETING

This meeting was held on 04/11/2019 at 12:30 in library of BBCON. This meeting presided by Pannipal. The meeting started with prayer.

Following members are present.

- |                          |                                   |
|--------------------------|-----------------------------------|
| 1. Dr. Anupa K.R         | Pannipal & Chairperson of meeting |
| 2. Prof. Anand S         | Vice Pannipal                     |
| 3. Prof. Anjal Angelina  | HOD of OBG department             |
| 4. Mrs. Binu VP          | HOD of medical surgery dept       |
| 5. Mrs. Sheja            | HOD of community department       |
| 6. Mrs. Maryline Mathews | Asst. Prof Child health           |
| 7. Mrs. Soumya D. S      | Secretary of the meeting          |

### Agenda of the meeting

1. Minutes of the previous meeting
2. Book Purchase
3. Journal Renewal
4. Any other issues

- Agenda-1 Minutes of the previous meeting was read and passed.

### Agenda-2. Book purchase.

Committee discussed about annual purchase for the year 2020-21. Committee decided to collect new catalogue from different publishers and distributed to HOD of departments. They prepare needed books to our subject and also prepared most useful copies of books. Avoid duplication of books. Add new titles. In library cupboard space was little, so committee decided to purchase below 80 titles.

### Agenda-3. Journal Renewal.

Committee discussed about journal renewal. Every year we have purchased more <sup>than</sup> 6 lakh rupees.



For the year 2020 every journals rate was raised  
So committee decided to reduce some journals  
and add another journals to the list. Reduced  
journals from international subscription agency and  
Jaypee publishers, add journals from Vijayam  
publication.

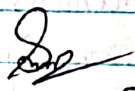
Added journals are,  
Malasyian journal of nursing  
American journal of Pediatrics  
International journal of advanced nursing studies

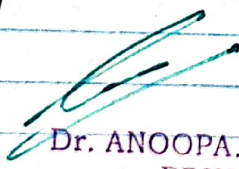
Agenda: 4 Any other issues  
No other issues formed

Meeting adjourned at 1.30 PM.

Supported by: Anand Jels

Seconded by: Binutha V.P.

  
Signature of Secretary

  
Dr. ANOOPA. K.R. Ph.D (N)  
PRINCIPAL  
BISHOP BENZIGER COLLEGE OF NURSING  
KOLLAM - 1, KERALA





## MINUTES OF 13<sup>th</sup> MEETING

The meeting was held on 18/6/2020 at 12:30 PM in library of BBCON. The meeting was presided by Principal. The meeting started with prayer.

Following members are present

1. Dr. Anoop. K.R
2. Prof. Anand. S
3. Prof. Annel Angelme
4. Mrs. Binulhi VP
5. Mrs. Bheja. S
6. Mrs. Belg. K Jaynis
7. Mrs. Sonnye. D.G

### Agenda of the meeting

1. Minutes of the previous meeting
2. Renewal of books - lockdown period
3. E-book sending
4. Any other issues

### Agenda 1. Minutes of the previous meeting

Minutes of the previous meeting was read and passed.

### Agenda 2 : Renewal of books - Lockdown period

Library closed on 17/3/2020 due to corona. This time almost 60% students taken library books. Lockdown continued to two months students were in their houses. So they returned books on proper time. So library committee decided to renew all books in this period and avoid fine and issue no due certificate to P.G and U.G students. When college opened some students returned library books.



### E-book Sending - Agenda 3

Students are in their houses. Some students have no reference materials. So committee decided to send ebooks and scanned books in PDF form. Already scanned materials send to class groups.

### Agenda 4. Any other issues

No other issues formed

Meeting adjourned at 1.45 PM.

*[Signature]*  
Signature of Secretary

Supported by: Binutha P. *[Signature]*

Seconded by: Ansal Anjeline

*[Signature]*  
19/5/2020

Dr. ANOOPA, K.R. Ph.D (N)  
PRINCIPAL  
BISHOP BENZIGER COLLEGE OF NURSING  
KOLLAM - 1, KERALA





## MINUTES OF 14<sup>th</sup> MEETING

This meeting was held on 27/10/2020 at 12.00 N in library of BBCN. This meeting presided by Pannupal. The meeting started with prayer.

Following members were present.

1. Dr. Anoop K.R	Pannupal and Chairperson of the meeting
2 Prof. Anand	Vice Pannupal, HOD of mental health dept
3 Prof. Annel Angelini	HOD of OBG & Gynaecology department
4 Mrs. Binulhe	HOD of Medical Surgical Dept
5 Mrs. Shejia	HOD of Community Health dept
6 Mrs. Betsy K. Jayins	HOD of Pediatric & Neonatology Dept
7 Mrs. Soumya D.G	Librarian & S

### Agenda of the meeting

1. Minutes of the previous meeting
2. Book purchase
3. Renewal of journals
4. Lockdown - Charging System
5. Any other issues

### Agenda 1. Minutes of the previous meeting

Minutes of the previous meeting was read and passed.

### Agenda 2. Book purchase.

Committee decided to purchase book for the year 2021. Cupboard space in the library was very little, so purchase below 80 titles, add only new titles. Brochures collected from publishers and distributed to departments for purchase list preparation, it was done before December.



## Renewal of Journals

Committee discussed about journal renewal. Most commonly it was done before December. Committee decided to avoid late journals and more rate journals. Some journals print was stopped due to corona, so it was pending. Some of them extended their renewal period due to corona. So committee decided to purchase journal most useful and relevant.

## Lockdown Charging system

In the previous meeting committee discussed about lockdown book renewal. That time committee decided to renew all. Present meeting decided about issue and return. Many of the students return library books. University exams came, so renewal was done in proper time. No due certificate issued to all UG and PG students.

## Any other issues

Committee discussed about computers in the library, power supply and restocking problem. These problems are also in departments. So committee decided to give a request to Pongal nam. Also decided about DELNET renewal. Subscription period ends on 31<sup>st</sup> October. Committee discussed about WEBOPAC facility. It was must for NAAC. Committee decided to visit Fatima College for its awareness. Committee discussed about cleaning in library and its schedule.

Committee discussed about plagiarism software purchasing and also about Urdu software in TN. To collect more knowledge about from other colleges and universities. Purchase only most useful and relevant software.

Meeting adjourned at 1.30 PM.

Signature of Secretary

Supported by :

Seconded by :