



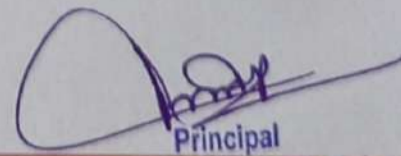
**KMCT**

**COLLEGE OF ALLIED HEALTH SCIENCES**

Affiliated to Kerala University of Health Sciences and approved by Govt. of Kerala

### 4.3.4 Library committee meeting minutes



  
Principal

Muthalam, Mukkam, Kozhikode - 673602

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✉ healthscience@kmct.edu.in 🌐 www.kmcthealthsciences.org



KMCT College of Allied Health Sciences  
P.O. Manassery, Mukkam

Kozhikode, Pin-673602

ASSOCIATION AND  
OWNERSHIP  
DEVELOPMENT CENTRE



# KMCT

## COLLEGE OF ALLIED HEALTH SCIENCES

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### LIBRARY COMMITTEE MEETING MINUTES 2018-19

| KMCT COLLEGE OF ALLIED HEALTH SCIENCES<br>Manassery, Thoongumpuram, Muthalam, Kozhikode-673602. |                             |
|---|-----------------------------|
| Committee   | Library Committee 2018-2019 |
| Meeting Number  | 1                           |
| Date  | 11/09/2018                  |
| Time  | 11 am to 12 pm              |
| Venue   | Seminar Hall 1              |

#### AGENDA

1. Formation of library committee
2. Library collection Development
3. Allocation of budget
4. Maintenance
5. Stock verification
6. Library orientation programme.

#### Minutes of Discussed Agenda

1. Library committee members has been selected
2. Decided to purchase more books and journals based on recommendations from HODs of department.
3. Rupees 1.5 lakh allocated to purchase books & subscription of journals.
4. Decided to send damaged books for maintenance.
5. Decided to conduct stock verification.
6. Decided to conduct an orientation class for first year students within one week after the classes begins.



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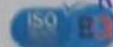
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ENTREPRENEURSHIP DEVELOPMENT CENTRE





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### Attendees:

- |                          |                        |  |
|--------------------------|------------------------|--|
| 1) Prof. Santhosh S.     | Principal              |  |
| 2) Prof. Vijay Selvan N. | HOD Dept of BPT        |  |
| 3) Mr. Ajith Chandran    | Librarian              |  |
| 4) Mr. Tajo A.P          | IAAC Member            |  |
| 5) Mrs. Lincy B.S        | IAAC Member            |  |
| 6) Akhila .C             | Faculty member         |  |
| 7) Jyothis maria         | Faculty member         |  |
| 8) Rinsha                | Faculty member         |  |
| 9) Rashina               | Student representative |  |
| 10) Mohammed Yasin       | Student representative |  |
| 11) Niji Varghese        | Student representative |  |



Principal





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## COLLEGE OF ALLIED HEALTH SCIENCES

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### KMCT COLLEGE OF ALLIED HEALTH SCIENCES Manassery, Thoongumpuram, Muthalam, Kozhikode-673602.

|                |                             |
|----------------|-----------------------------|
| Committee      | Library Committee 2018-2019 |
| Meeting Number | 2                           |
| Date           |                             |
| Time           | 11 am to 12 pm              |
| Venue          | Seminar hall                |

#### Action taken on previous meeting Agendas.

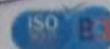
1. Books purchased and journals subscribed
2. Budget allocated for purchase of books & journals :- 1.5 lakh
3. Damaged books were send for maintenance
4. Stock verification is conducted
5. Library orientation class conducted for 1<sup>st</sup> year students.

#### Agendas.

1. Reviewed previous year budget
2. Collection of books and journals recommendations.

#### Minutes of Discussed Agendas.

1. Rupees 221032 utilised to purchase books & journals out of 2.5 lakh allocated.
2. Decided to collect list of recommended books & journals from the HODs of each department







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### Attendees

1) Prof. Santhosh S.

Principal

2) Prof. Vijay Selvan N.

HOD Dept of BPT

3) Mr. Ajith Chandran

Librarian

4) Mr. Tajo A.P

IAAC Member

5) Mrs. Lincy B.S

IAAC Member

6) Akhila .C

Faculty member

7) Jyothis maria

Faculty member

8) Rinsha

Faculty member

9) Rashina

Student representative

10) Mohammed Yasir

Student representative

11) Niji Varghese

Student representative



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### LIBRARY COMMITTEE MEETING MINUTES 2019-20

#### KMCT COLLEGE OF ALLIED HEALTH SCIENCES

Manassery, Thoongumpuram, Muthalam, Kozhikode - 673602.

|                |                             |
|----------------|-----------------------------|
| Committee      | LIBRARY COMMITTEE 2019-2020 |
| Meeting Number | 1                           |
| Date           | 06-09-2019                  |
| Time           | 12.00 pm                    |
| Venue          | SEMINAR HALL I              |

#### PREVIOUS MEETING AGENDA

1. Review of previous year budget
2. Collection of books and journals request

#### ACTION TAKEN ON PREVIOUS MEETING AGENDA

1. Rs 221032 utilized, out of Rs 2.5 lakh allotted for purchase of books and journals.
2. Suggestions for books and journals collected from the Head of the Departments.

#### AGENDAS

1. Formation of library committee
2. Allocation of Budget
3. Maintenance of Library infrastructure
4. Stock verification
5. Library orientation programme

#### MINUTES OF DISCUSSED AGENDA

1. Constituted a library committee
2. Budget allocated for purchasing books and journal subscription: 2.5 Lakh
3. Decided to examine and maintain the infrastructure of library
4. Decided to conduct stock verification
5. Decided to organise orientation programme for new coming students within one week after first year class begins

TENTATIVE DATE OF NEXT MEETING: 05-03-2020





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### ATTENDEES

Prof. Santheep S

Prof. Vijay Selvan N

Ajith Chandran

Tajo A P

Lincy B S

Arun Baby

Sansi P K

Silpa P Arumugan

Anoora P K

Jacob T Jayaraj

Samyuktha T P



Principal

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Mannassery, Mulkam

Kozhikode, Pin - 673602

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### KMCT COLLEGE OF ALLIED HEALTH SCIENCES

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|                |                             |
|----------------|-----------------------------|
| Committee      | LIBRARY COMMITTEE 2019-2020 |
| Meeting Number | 2                           |
| Date           | 05-03-2020                  |
| Time           | 12.00 pm                    |
| Venue          | SEMINAR HALL I              |

#### PREVIOUS MEETING AGENDA

1. Allocation of Budget
2. Maintenance of Library infrastructure
3. Stock verification
4. Library orientation programme

#### ACTION TAKEN ON PREVIOUS MEETING AGENDA

1. Budget allocated for the academic year: 2.5 Lakh
2. Maintenance of library is done
3. Stock verification is done
4. Library orientation programme is conducted

#### AGENDAS

1. Review of previous year budget
2. Collection of books and journals request
3. Digitalization of dissertations

#### MINUTES OF DISCUSSED AGENDA

1. Rs 126108 is utilized out of allocated budget of Rs 1.5 lakh.
2. Decided to collect suggestions for books and journals from each department HODs
3. Decided to digitalize the dissertations of students by installing D Space for easy storage and retrieval

TENTATIVE DATE OF NEXT MEETING: 02-09-2020



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### ATTENDEES

Prof. Santheep S

Prof. Vijay Selvan N

Ajith Chandran

Tajo A P

Lincy B S

Arun Baby

Sansi P K

Silpa P Arumugan

Anoora P K

Jacob T Jayaraj

Samyuktha T P

*Chae*

*Ajith*

*Tajo*

*Lincy*

*Arun*

*Sansi*

*Jacob T Jayaraj*

*Samyuktha*

*Principal*



*Principal*





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## COLLEGE OF ALLIED HEALTH SCIENCES

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### LIBRARY COMMITTEE MEETING MINUTES 2021-22



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COLLEGE OF ALLIED HEALTH SCIENCES

## MINUTES OF MEETING

**MEETING TITLE:** Library committee meeting 2021-2022 (1)

**DATE:** 01-12-2021

**TIME:** 11 – 12:00 PM

**VENUE:** Seminar Hall 1

### PREVIOUS MEETING AGENDAS

| SL NO: | SUGGESTED ACTIONS | LINE OF ACTION TAKEN |
|--------|-------------------|----------------------|
|        |                   |                      |
|        |                   |                      |
|        |                   |                      |

### Agendas

- Welcoming new members of IQAC
  - Discussion on plans to be executed for the academic year
1. Formation of library committee
  2. Allocation of Budget
  3. Restoration of damaged computers
  4. Automation of library
  5. Digitalization of Dissertations
  6. Stock verification
  7. Library orientation programme







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### MINUTES OF DISCUSSED AGENDA

| AGENDA | POINTS DISCUSSED   | DECISION MADE   | TIME FRAME                                     |
|--------|--|---|--|
| 1      | Formation of library committee inclusive of Principal, HODs, Faculties and student representatives | <ul style="list-style-type: none"> <li>Library committee member has been selected</li> </ul>  |  |
| 2      | Allocation of Budget   | <ul style="list-style-type: none"> <li>Budget allocated for purchase of books and journals: 1.6 Lakh</li> </ul>   |  |
| 3      | Restoration of damaged computers   | <ul style="list-style-type: none"> <li>Decided to repair and restore damaged computers of library</li> </ul>  | 10-12-2021                                     |
| 4      | Automation of library  | <ul style="list-style-type: none"> <li>Decided to reinstall Koha software and fully automate the library</li> </ul>   | 01-01-2022                                     |
| 5      | Digitization of dissertations  | <ul style="list-style-type: none"> <li>Decided to install D-Space software and digitalize student's dissertations for easy storage and retrieval</li> </ul> | 01-01-2022                                     |
| 6      | Stock verification   | <ul style="list-style-type: none"> <li>Plan to conduct stock verification</li> </ul>  | 10-01-2022                                     |
| 7      | Library orientation programme  | <ul style="list-style-type: none"> <li>Plan to organise orientation programme for new coming students</li> </ul>  | Within one week after new academic year begins |

TENTATIVE DATE OF NEXT MEETING: 11-04-2022



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### ATTENDEES

| SL NO: | NAME                 |                        | SIGNATURE |
|--------|----------------------|------------------------|-----------|
| 1      | Prof. Santheep S     | Principal              |           |
| 2      | Prof. Vijay Selvan N | Co Ordinator of IQAC   |           |
| 3      | Ajith Chandran       | Librarian              |           |
| 4      | Soumya V             | IQAC Member            |           |
| 5      | Manju Suresh         | IQAC Member            |           |
| 6      | Deeshma P            | Faculty Member         |           |
| 7      | Binisha M M          | Faculty Member         |           |
| 8      | Mekhna Parveen       | Faculty Member         |           |
| 9      | Adithya Sasi         | Student Representative |           |
| 10     | Mohammed Shameem     | Student Representative |           |
| 11     | Irshad               | Student Representative |           |



Principal  
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Kozhikode, Pin, 673602







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### KMCT COLLEGE OF ALLIED HEALTH SCIENCES

#### MINUTES OF MEETING

MEETING TITLE: Library committee meeting: 2021-22 (2)

DATE: 11-04-2022

TIME: 11 - 12:00 PM

VENUE: Seminar Hall 1

#### PREVIOUS MEETING AGENDAS

| SL NO: | SUGGESTED ACTIONS               | LINE OF ACTION TAKEN  |
|--------|---------------------------------|---|
| 1.     | Formation of Library committee  | Constituted a library committee                                 |
| 2.     | Allocation of budget            | Budget allocated for purchase of books and journals: 1.6Lakh    |
| 3.     | Restoration of computers        | Damaged computers repaired                                      |
| 4.     | Automation of library           | Fully automated library   |
| 5.     | Digitalization of dissertations | Digitalized dissertations with D Space                          |
| 6.     | Stock verification              | Stock verification is conducted                                 |
| 7.     | Orientation program             | An orientation program is conducted for the first-year students |

#### Agendas

1. Review of previous year budget
2. Collection of books and journals request

#### MINUTES OF DISCUSSED AGENDA

| AGENDA | POINTS DISCUSSED                         | DECISION MADE   | TIME FRAME |
|--------|--|---|------------|
|        | Review of previous year budget           | Rs 205948 utilized to purchase books and journals                               |            |
|        | Collection of books and journals request | Decided to collect suggestions for books and journals from each department HODs | 02-06-2022 |

TENTATIVE DATE OF NEXT MEETING: 03-10-2022



Principal

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EXTENSION AND  
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### ATTENDEES

| SL NO: | NAME                 |                        | SIGNATURE |
|--------|----------------------|------------------------|-----------|
| 1      | Prof. Santheep S     | Principal              |           |
| 2      | Prof. Vijay Selvan N | Co Ordinator of IQAC   |           |
| 3      | Ajith Chandran       | Librarian              |           |
| 4      | Soumya V             | IQAC Member            |           |
| 5      | Manju Suresh         | IQAC Member            |           |
| 6      | Deeshma P            | Faculty Member         |           |
| 7      | Binisha M M          | Faculty Member         |           |
| 8      | Mekhna Parveen       | Faculty Member         |           |
| 9      | Adithya Sasi         | Student Representative |           |
| 10     | Mohammed Shameem     | Student Representative |           |
| 11     | Irshad               | Student Representative |           |



Principal

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## COLLEGE OF ALLIED HEALTH SCIENCES

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### LIBRARY COMMITTEE MEETING MINUTES 2022-23



# KMCT

COLLEGE OF ALLIED HEALTH SCIENCES

## MINUTES OF MEETING

**MEETING TITLE:** Library committee meeting: 2022-23 (1)

**DATE:** 03-10-2022

**TIME:** 11 – 12:30 PM

**VENUE:** Seminar Hall 1

### PREVIOUS MEETING AGENDAS

| SL NO: | SUGGESTED ACTIONS                              | LINE OF ACTION TAKEN  |
|--------|--|---|
| 1.     | Review of previous year budget and Utilization | Rs 205948 utilized for purchase of books and journals (20-21)             |
| 2.     | Collection of Books and Journals request       | Collected suggestions for books and journals from HODs of each department |

### Agendas

- Welcoming new members of IQAC
  - Discussion on plans to be executed for the academic year
1. Formation of library committee
  2. Allocation of Budget
  3. Maintenance and binding of damaged books
  4. Stock verification
  5. Library orientation programme
  6. EBSCO Training programme

### MINUTES OF DISCUSSED AGENDA

| AGENDA | POINTS DISCUSSED   | DECISION MADE   | TIME FRAME |
|--------|--|---|------------|
| 1      | Formation of library committee inclusive of Principal, HODs, Faculties and student representatives | • library committee members have been selected                  |            |
| 2      | Allocation of Budget   | • Budget allocated for purchase of books and journals: 2.5 Lakh |            |



*(Signature)*  
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|   |  |  |  |
|---|--|--|--|
| 3 | Maintenance and binding of damaged books | <ul style="list-style-type: none"> <li>Decided to sent damaged books for maintenance</li> </ul>                      |  |
| 4 | Stock verification                       | <ul style="list-style-type: none"> <li>Plan to conduct stock verification</li> </ul>                                 | 03-11-2022                                     |
| 5 | Library orientation programme            | <ul style="list-style-type: none"> <li>plan to organise orientation programme for new coming students</li> </ul>     | Within one week after new academic year begins |
| 6 | EBSCO Training programme                 | <ul style="list-style-type: none"> <li>Decided to Conduct EBSCO training programme for staff and students</li> </ul> | 30-11-2022                                     |

TENTAIVE DATE OF NEXT MEETING: 14-03-2023

### ATTENDEES

| SL NO: | NAME                 |                        | SIGNATURE |
|--------|----------------------|------------------------|-----------|
| 1      | Prof. Santheep S     | Principal              |           |
| 2      | Prof. Vijay Selvan N | Co Ordinator of IQAC   |           |
| 3      | Ajith Chandran       | Librarian              |           |
| 4      | Resbina Ali N        | IQAC Member            |           |
| 5      | Gladies Kamalam S    | IQAC Member            |           |
| 6      | Ananya S             | Faculty Member         |           |
| 7      | Kashmeera P K        | Faculty Member         |           |
| 8      | Asly P               | Faculty Member         |           |
| 9      | Nandagopal           | Student Representative |           |
| 10     | Marjana Thasleem     | Student Representative |           |
| 11     | Abhirami K S         | Student Representative |           |







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**KMCT**  
COLLEGE OF ALLIED HEALTH SCIENCES

### MINUTES OF MEETING

MEETING TITLE: Library committee meeting: 2022-23 (2)

DATE: 14-03-2023

TIME: 11 – 12:00 PM

VENUE: Seminar Hall 1

#### PREVIOUS MEETING AGENDAS

| SL NO: | SUGGESTED ACTIONS                        | LINE OF ACTION TAKEN  |
|--------|--|---|
| 1      | Formation of Library committee           | Constituted a library committee                                 |
| 2      | Allocation of budget                     | Budget allocated for purchase and subscription: 2.5 lakhs       |
| 3      | Maintenance and binding of damaged books | Decided to send damaged books for maintenance                   |
| 4      | Stock verification                       | Stock verification is conducted                                 |
| 5      | Orientation program                      | An orientation program is conducted for the first-year students |
| 6      | EBSCO training programme                 | EBSCO training programme is conducted for students and teachers |

#### MINUTES OF DISCUSSED AGENDA

1. Review of previous year budget
2. Collection of books and journals request
3. Journal bound volumes

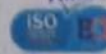
#### Agendas

| AGENDA | POINTS DISCUSSED                         | DECISION MADE   | TIME FRAME |
|--------|--|---|------------|
| 1      | Review of previous year budget           | Rupees 147665 utilized out of allocated budget of 1.6 lakh (21-22)              |            |
| 2      | Collection of books and journals request | Decided to collect suggestions for books and journals from each department HODs | 02-06-2023 |
| 3      | Keep journals as bound volumes           | Decided to bind previous years journals and keep them as bound volumes          |            |

TENTATIVE DATE OF NEXT MEETING: 03-10-2024



Principal







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### ATTENDEES

| SL NO: | NAME                 |                        | SIGNATURE |
|--------|----------------------|------------------------|-----------|
| 1      | Prof. Santheep S     | Principal              |           |
| 2      | Prof. Vijay Selvan N | Coordinator of IQAC    |           |
| 3      | Ajith Chandran       | Librarian              |           |
| 4      | Resbina Ali N        | IQAC Member            |           |
| 5      | Gladies Kamalam S    | IQAC Member            |           |
| 6      | Ananya S             | Faculty Member         |           |
| 7      | Kashmeera P K        | Faculty Member         |           |
| 8      | Asly P               | Faculty Member         |           |
| 9      | Nandagopal           | Student Representative |           |
| 10     | Marjana Thasleem     | Student Representative |           |
| 11     | Abhirami K S         | Student Representative |           |



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