

***MGM MEDICAL COLLEGE,***  
***NAVI MUMBAI***



## MGM MEDICAL COLLEGE AND HOSPITAL

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Our Ref: MGM/MEDC/LIB-Meet/Minutes/23/6108

14 July 2023

### Minutes of the Library Committee Meeting

On Thursday, 6th July 2023, at 2:30 p.m., the Library Committee convened a meeting in the Dean's Office on the Ground floor. The purpose of the meeting was to discuss matters related to the advancement of health literature, library services, and information services. Dr. G.S. Narshetty, Dean of MGM-MCH, chaired the meeting. The following members were in attendance:

a) Dr. G. S Narshetty, Dean	Chairman	(Mob: 9820873404)
b) Dr. Sushilkumar, Prof. & Head, Dept. of OB/GY	Member	(Mob: 9822072226)
c) Dr. Z. G. Badade, Prof. Dept. of Biochemistry	Member	(Mob: 9322880252)
d) Dr. Vijay Kamale, Prof. & Head, Dept. of Pediatrics	Member	(Mob: 9224475712)
e) Dr. Anahita, Prof. & Head, Dept. of Microbiology	Member	(Mob: 9820031818)
f) Dr. Mansee Thakur, Director, MGM-SBS	Member	(Mob: 9769909212)
g) Dr. Bela Agarwal, Professor, MGM SOP	Member	(Mob: 9819000674)
h) Dr. Raturaj S. Shete, Assistant Professor	Member	(Mob: 9870881008)
i) Dr. Hiran Mayee Bagwe, Assistant Professor	Member	(Mob: 9699969313)
j) Dr. Gaouri Panse, Assistant Professor, MGM P&O	Member	(Mob: 8779746377)
k) Dr. R. P. Dixit, University Librarian	Invitee	(Mob: 9821968971)
l) Mr. Sachin Jadhav, Librarian	Member-Secretary	(Mob: 7977529464)
m) Mr. Shantanu Khandge,	Student Representative UG	(Mob: 7738230203)

**Note:** Dr. Rajesh Goel, Dr. Jaishree Ghanekar, Dr. PN Khandelwal, Dr. Rajani Mullerpatan, Ms. Uttara Deshmukh, and Dr. Harhit Zaveri were unable to attend the meeting due to prior official commitments.

In his opening remarks, the chairman extended a warm welcome to the present members of the Library Committee. He highlighted the importance of their support and guidance in the development of the library and the improvement of the information services infrastructure.

#### 1. Present status of MGM Central Medical Library and Utilization of Allocated Budget

LIB highlighted the National Medical Commission (NMC) norms and guidelines concerning – library infrastructure development. LIB presented the existing position of the library materials and their utilization in tabulation form, which included: (i) Existing Position of Library Holdings; (ii) Journals and e-resources subscribed for 2023; (iii) Statistics on visits of Library users; and (iv) funds incurred on the procurement of library materials.

(1)

*Sachin Jadhav*  
Librarian, M.C., Kamothe

MGM Institute Of Health Sciences

INWARD NO. 7240

DATE: 21/07/2023

REF: *HL*

(i) Existing Position of Library Holdings

Table 1: Showing the existing position of library holdings till June 2023

Particular	Library of MGM Medical College & Hospital	Library of MGM School of Biomedical Sciences	Library of MGM School of Physiotherapy	Library of MGM Institutes University Department of Prosthetics & Orthotics	Total
Textbooks	18888	2561	900	58	22407
Reference Books	2323	33	158	-	2514
Total	21211	2594	1058	58	24921

(ii) Journals and e-resources subscribed for 2023 (January- December)

Table 2: Showing the status of advance payment remitted towards subscriptions to journals for 2023 (Jan-Dec)

Categories of Journals	Library of MGM-MC	Subscriptions remitted (In Rs)	Library of MGM SOP	Subscriptions remitted (In Rs)	MGM-SBS	Subn remitted (In Rs)	MGM – IUDP&O	Subn remitted (In Rs)	Total Jls Subscribed	Total Amount (In Rs)
International	52	72,38,397.52	5+ (1 online)	11,12,083.11	-	-	-	-	58	83,50,480.63
National	60	6,09,771.00	-	-	-	-	-	-	60	6,09,771.00
Total	112	78,48,168.52	6	11,12,083.11	-	-	-	-	118	89,60,251.63

Table 3: Showing the Status of Databases Subscribed by the Library of MGM-MC during FY 2022-23

Databases	Subscriptions to Databases
BMJ Case Reports (Online Only)	
BMJ Journals Smart Collection (January – December 2023)	8,82,735.00
DELNET (21 <sup>st</sup> May 2023 to 20 <sup>th</sup> May 2024)	13,570.00
UpToDate Database (Online) (1 <sup>st</sup> August 2022 to 31 <sup>st</sup> July 2023)	8,34,000.00
Total	17,30,305.00



**(iii) Statistics on visits of Library users**

It may be observed from the Table below that 12265 (Male: 3537, Female 8728) library users visited the library to utilize the various available health literature, library, and information services facilities during January – June 2023 (6 months). These data have been compiled using In/Out software. For detailed descriptions, please refer to Table 4.

**Table 4:** Showing the visits to MGM Central Medical Library by the users during January-June 2023

Sr. No.	Month	Male Visitors	Female Visitors	Total
1	January-2023	529	1349	1878
2	February-2023	321	946	1267
3	March-2023	415	1170	1585
4	April-2023	435	1040	1475
5	May-2023	659	1728	2387
6	June-2023	1178	2495	3673

**TOTAL= 12265**

**(iv) Funds incurred on the procurement of library materials**

**Table 5:** Showing expenditure incurred during 1<sup>st</sup> April – July 2023 out of sanctioned Budget for FY 2023-24

Sl. Nos.	Head	Allocated Funds	Funds Incurred	Balance funds to be utilized
1.	Journals	9200000.00	340396.00	8859604.00
2.	Books	3255000.00	717952.00	2537048.00
3.	Database	2000000.00	13570.00	1986430.00
Total		14455000.00	1071918.00	13383082.00

**2. Supply status of subscribed National/International Journals during 2022 and 2023**

**a) National/International Journals for 2022**

The copies of all issues of 53 international journals subscribed in 2022 were received except 02. The copies of issues of all 53 National journals subscribed in 2022 were received except 11.

**b) National/International Journals for 2023**

The copies of all issues of 52 international journals subscribed during 2023 were received except 12. It is submitted that the Subscription Agent had assured that all the missing issues would be supplied shortly. The copies of issues of 60 National journals subscribed during 2023 were received except 21. Constant efforts are being made to procure the missing issues of National journals direct from the respective publishers.

**3. Procurement of copies of Books**

The honorable Medical Director sanctioned the necessary funds for the purchase of recommended books received from the Heads of various Departments intended for the use of Postgraduates (PGs). Following the established procedures of MGM, the recommended books were acquired between January - June 2023. For further details regarding the procurement of books, please refer to Table 6.

**Table 6: Showing the status of procurement of books intended to be used by the Postgraduates (PGs)**

Sl No	Department	Titles	Copies	Cost	Received Copy	Received Book Cost	Pending Copy	Pending Book Amount
1	Cardiology	19	38	310834.00	28	198670.00	10	112164.00
2	Family Medicine	03	06	47714.00	6	47712.00	-	-
3	Traumatology and Surgery	23	33	423900.00	21	354052.00	12	69848.00
4	Respiratory Medicine	10	20	167278.00	15	143464.00	5	23814.00
5	Pathology	03	04	23000.00	2	3577.00	2	19423.00
6	Urology	12	24	295648.00	20	231496.00	4	64152.00
7	Dermatology	08	16	132009.00	16	132009.00	-	-
8	Community Medicine	01	20	27200.00	20	27200.00	-	-
9	Critical Care Medicine	29	54	345209.00	43	272070.00	11	73139.00
		108	215	1772792.00	169	1410250.00	46	362540.00

**4. Procurement of ACs to be installed in UG, PG reading Halls: A Proposal**

According to the guidelines set by the National Medical Commission (NMC), a centrally air-conditioned Library should provide sufficient space and proper lighting for storing books and journals. The library comprises nine Reading Halls designated for Faculty, Postgraduates (PGs), and Undergraduates (UGs). The proposal suggests upgrading all the Reading Halls to be fully air-conditioned, which involves replacing the outdated and old air conditioners with new ones. Two air conditioners with a capacity of 3 tons each have been purchased and installed in 2 Reading Halls of UGs to make air-conditioned Reading Halls. Additionally, there are plans to acquire eight more 3-ton air conditioners to be installed in the remaining Reading Halls.

**5. Proposal for purchase of New Furniture**

During the Library Committee meeting on 30th November 2022, a recommendation was made to replace the outdated reading tables and chairs in the Undergraduates (UGs) and Postgraduates (PGs) Reading Halls with new standard furniture. This initiative aims to create uniformity and enhance the overall appearance of the library. In the initial phase, 75 tables and 300 chairs were purchased and replaced with outdated furniture in the UGs Reading Halls. Further endeavors are underway to acquire additional tables and chairs to replace the old furniture in the remaining Reading Halls.

**6. Renewal Subscription to Up To Date for 2023-24.**



The subscription to UpToDate, which was initially subscribed for one year from 1st August 2022 to 31st July 2023, expired on 31st July 2023. Most of the Heads of Departments requested the renewal of the UpToDate subscription for 2023-24. Dr. Vijay Kamale highlighted UpToDate's usefulness for clinicians and emphasized its subscription for the upcoming year. Recognizing the importance and usefulness of UpToDate, a decision was made to renew the subscription for the year 2023-24. The agreement was reached to subscribe to UpToDate for 2023-24.

**7. Permission for the filling of vacant posts in the Central Medical Library**

During the discussion, it was explained that the current library staff is being utilized extensively and diligently. They are assigned to work on Sundays and holidays, except for national holidays, on a rotational basis to cater to the library and information services to meet the needs of medical scientists and students from various institutions, colleges, and schools within the MGM Campus. However, the library has a staff shortage, as per the specifications outlined by the National Medical Commission (NMC). Considering the existing human resources deficit, a proposal was put forth to appoint two trained and experienced individuals to the position of Library Assistant. It was opined that these two vacant posts of Library Assistant should be filled as early as possible.

**8. Pay scale should be equal for those working as an Assistant Librarian**

The recommendation is to have the Dean review the subject matter initially to assess its suitability before suggesting it for discussion in the upcoming Library Committee meeting.

**9. Any other items with the permission of the Chair.**


After an extensive discussion during the meeting, the following directives were issued:


- (i) A whiteboard should be displayed in the library to provide library information and create awareness among library users.
- (ii) The Library Committee suggested constructing a separate building for the library and the necessary infrastructure. It includes allocating a separate floor for the libraries of MGM Medical College, MGM School of Physiotherapy, MGM Biomedical Sciences, and the University Department of Prosthetics & Orthotics.
- (iii) It was proposed to provide an emergency exit in the library, along with clear directions, signboards, and stickers where necessary, to ensure the safety of individuals in case of an emergency.
- (iv) To further improve the CAS service as information of the latest issue of journals & books to the students, researchers, and medical scientists, etc.
- (v) Restructure, including changing and fitting broken floor tiles where necessary.
- (vi) To send a proper & polite reminder to the library users for recovery of late books with a penalty.
- (vii) It was directed at preparing a list of library users who holds library books long after the due date. It should be sent to the concerned Heads and Dean's Office for follow-up at the end of every month.

- (viii) It was proposed to acquire 30 computers from MGM Medical College and ten computers from MGM School of Physiotherapy to maintain 50 computers in the library.
- (ix) A directive was issued to replace existing Library Users Card numbers generated by the KOHA/ILMS with PRN numbers for identification.
- (x) It was proposed that Annual Maintenance Contract for KOHA/ILMS should be executed with the concerned party for 2023-24.
- (xi) It was proposed to purchase Radio Frequency Identification (RFID) equipment for updating the library system. The LIB briefly explained the importance and utility of RFID during the discussion. It was agreed upon that before acquiring the RFID equipment; the LIB should visit libraries where RFID systems are already in operation to evaluate their effectiveness within our existing library environment. Additionally, the LIB suggested that the budget be allocated in two phases. Phase I would allocate funds for book tags and security doors while other essential equipment can be procured. It is evident from the provided information that a budget of Rs.10 lakhs has been allocated from the 2023-24 budget, with an additional Rs.10 lakhs sanctioned and budgeted for the following year (2024-25).


#### Recommendations


- (1) An approximate amount of Rs. 11.00 lac had been utilized for various purposes such as renewing journal subscriptions for 2023, acquiring copies of books, databases, etc. The remaining amount of approximately Rs. 133.00 lac will be used towards purchasing additional copies of books, furniture (17 Reading Tables and 150 Chairs), 8 ACs of 3 Ton capacity, 40 multimedia computers, Annual Maintenance Contract (AMC) for KOHA: ILMS Software for 2023-24, and RFID, etc.
- (2) Necessary efforts should be made to procure any pending or non-supplied copies of issues from international/national journals for the year 2022.
- ✓(3) Rs. 9.00 lac approximately be allocated under the *Head: Subscription to UpToDate Database*, covering the period from 1st August 2023 to 31st July 2024.
- (4) The filling of 2 vacant positions for Library Assistants was recommended to meet the sanctioned strength requirements of the National Medical Commission.
- (5) It is suggested to construct a dedicated Library Building equipped with modern infrastructure, exclusively designed to accommodate the libraries of MGM Medical College, MGM School of Physiotherapy, MGM Biomedical Sciences, and University Department Of Prosthetics & Orthotics.
- ✓(6) The site engineer should be instructed to address the water leakage issues by repairing the false ceiling in the Undergraduate (UGs) and Postgraduate (PGs) Reading Halls, as well as the ladies washroom. Additionally, any broken false ceilings within the library premises should be replaced with new ones.


  
Dr. RP Dixit  
University Librarian &  
Invitee, LIB Committee


  
Mr. Sachin Jadhav  
Librarian &  
Member-Secretary  
LIB Committee




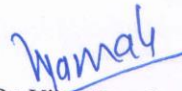
  
Dr. G.S. Narshetty  
Chairman  
LIB Committee

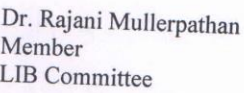
  
Dr. Rajesh Goel  
Spl. Invitee  
LIB Committee


  
Dr. Sushil Kumar  
Member  
LIB Committee


  
Dr. PN Khandelwal  
Prof-Incharge, Library  
LIB Committee


  
Dr. Z.G. Badade  
Member  
LIB Committee

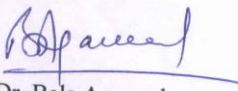
  
Dr. Vijay Kamale  
Member  
LIB Committee


  
Dr. Rajani Mullerpathan  
Member  
LIB Committee


  
Dr. Mansee Thakur  
Member  
LIB Committee


  
Dr. Uttara Deshmukh  
Member  
LIB Committee


  
Dr. Anahita Hodiwala  
Member  
LIB Committee

  
Dr. Bela Agarwal  
Actg. Member  
LIB Committee

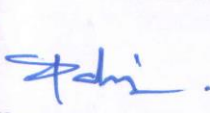
  
Dr. Rituraj S. Shete  
Actg. Member  
LIB Committee

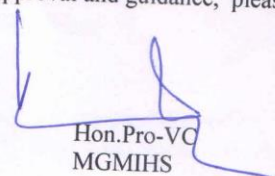
  
Dr. Hiranmayee Bagwe  
Actg. Member  
LIB Committee


  
Dr. Gaouri Panse  
Actg. Member  
LIB Committee

  
Dr. Shantanu Khandge  
Student Representative UG

Submitted herewith for approval and guidance, please.

  
Hon. VC  
MGMIHS

  
Hon. Pro-VC  
MGMIHS

  
Hon. Medical Director

Encls: As stated  
Annexure I: Library of MGM School of Physiotherapy  
Annexure II: Library of MGM School Biomedical Sciences and II.



## Annexure 1

### Minutes of the Library Committee Meeting held on 6 July 2023

The following decisions were made concerning the development of the library of MGM School of Physiotherapy:

#### 1. Acquisition of Books for BPT/MPT

The committee agreed to procure books on physiotherapy for FY 2023-24. LIB informed that a total of 441 copies of books from 201 titles were approved as per the curriculum for Bachelor of Physiotherapy (BPT) and Master of Physiotherapy (MPT). An approximate amount of Rs. 10.00 Lac was recommended for allocation under the *Head: Procurement of Books for BPT/MPT*.

#### 2. Budget Proposals for FY 2023-24

A budget proposal was put forth for allocation of approximately Rs. 31.85 Lac for renewing subscriptions to six journals and purchasing books during the FY 2023-24. The Library Committee approved it.

#### 3. Binding of Books and Journals

It was decided that binding activities for 16 books and 105 volumes of journals would be carried out during the Diwali vacation in 2023. An approved Rs. 00.50 Lac budget was designated for "Binding of Books and Journals."

#### 4. Stock Verification

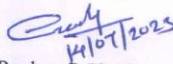
The Library Committee directed stock verification for the library collection during vacation. Emphasis was placed on the importance of this activity in identifying missing and overdue books. Additionally, reorganizing the library collection in a helpful sequence would facilitate easy access for users, saving them valuable time.

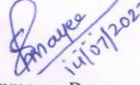
#### 5. Subscription to CINAHL Database for 2023-24

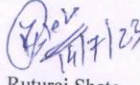
LIB informed the committee that EBSCO had agreed to provide complimentary access to the CINAHL database for libraries within the MGM Campus. However, if this offer was not materialized, it was decided to subscribe to the database in coordination with the MGM School of Physiotherapy, MGM New Bombay College of Nursing, and MGM School of Biomedical Sciences. A provision of approximately Rs. 05.00 Lac was made under the "*Subscription to CINAHL Database.*"

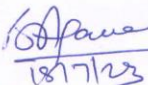
#### 6. Purchase of 10 Multimedia Computers

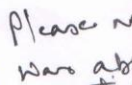
The Library Committee Chairman proposed purchasing 10 multimedia computers from MGM School of Physiotherapy and 30 computers from MGM Medical College. In light of this, a recommendation was made to MGM School of Physiotherapy for allocating approximately Rs. 05.00 Lac under the *Head: Purchase of Multimedia Computers*.

  
Pradeep R Phadke  
Assistant LIB

  
Dr. Hiranmayee Bagwe  
Library Committee

  
Dr. Raturaj Shete  
Library Committee

  
Dr. Bela Agarwal  
Professor

  
Dr. Rajani Mulelerpatan  
Director-Professor

Please note that I  
was absent for the  
meeting held on  
6th  
July  
2023  
RM

**Library of MGM School of Biomedical Sciences**  
**Agenda points in library committee minutes of the meeting.**

**Agenda Points No. 3 & 5**

**Purchase of Library stationery:** The Library Committee approved the printing of the following library stationery such as,

1. Library Book Card,
  2. Book Card Pocket
  3. Book Issue-Return Slip
  4. Library Fine Receipt Book,
- by the name MGM School of Biomedical Sciences, Kamothe,

**Agenda Point No. 4**

**Book Stock Verification:** The Library Committee approved conducting the process of book stock verification under MGM SBS Library books collection.

**Agenda Point No.6**

**Purchase of New Books:** The Library Committee approved the purchase of the latest edition of new books for BSc. & MSc. courses as per their syllabus & increase the SBS Library books collection.

**Agenda Point No. 7**

**Binding of Books:** The Library Committee approved binding damaged books under the Library MGM School of Biomedical Sciences collection to increase the utilization of books & maintain the collection.

**Agenda Point No. 8 & 9**

**Statistics of Library Visitors & Sending Reminders to Students:** The Library Committee directs to maintain & provide the statistics report of Library visitors record along with the records of sending a reminder to the students who are holding library books after the due date for a long time. At the end of every month, sending statistics of reminders are sent to students for proper recovery of issued books to the concerned HoD. & Dean Office.

**Additional point:** The Library Committee directs the process of issuing the Library membership cards with PRN numbers to the members.



Mr. Vivek Patil  
Assistant Librarian



Dr. Mansee Thakur  
Director