

## NAAC Criterion 4: Infrastructure and Learning Resources

### 4.5 Maintenance of Campus Infrastructure

**4.5.2: There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports facilities, computers, classrooms etc.**





# PES Institute of Medical Sciences & Research

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## Minutes of the meetings of the Maintenance Committee





**PES INSTITUTE OF MEDICAL SCIENCES & RESEARCH**  
**KUPPAM - 517 425, CHITTOOR DIST., A.P.**  
**CENTRAL LIBRARY**

Ref No: PESIMSR/CL/17/2024

Date: 06.03.2024

**CIRCULAR**

**LIBRARY ADVISORY COMMITTEE (LAC) MEETING REG.**

Dear Committee Members

This is to inform you that the Library Advisory Committee meeting will be held on 08.03.2024 at 2:00 p.m. in the college council hall. Your participation is crucial, and your valuable insights and expertise will help us improve the library services. Hence, all committee members are requested to attend the meeting without fail.

The agenda for the meeting includes the following items:

SN	AGENDA
1	Welcome and Introduction
2	Review of Previous Meeting Minutes
3	Books Procurement and budget allocation
4	Subscription of a few English Newspapers and magazines
5	Collection Development
6	Any Other Matter

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All the Library Advisory Committee Members,

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Date: 09.03.2024

**MINUTES OF MEETINGS OF LIBRARY ADVISORY COMMITTEE (LAC)**

The library Advisory Committee meeting of P E S Institute of Medical Sciences & Research, Kuppam, was held on 08.03.2024 in the college Council hall.

The following Members have Attended the Committee meeting:

NAMES	DESIGNATION	TITLE
Dr. H.R. Krishna Rao	Principal	Chairperson
Dr V S S R Ryali	Vice Principal(Academics)	Member
Dr. Chitra Nagaraj	Prof & Head, Com.Med	Officer Incharge
Mr. M Ananda Naick	Librarian	Coordinator
Mr. Shasikanth Sai B	MBBS 2023	Member
Dr. Johnavi Golla	MD Psychiatry 2023	Member

The meeting commenced with a word of welcome by the Coordinator. With the permission of the chair, the coordinator presented the agenda items, and the following decisions were made.

➤ **Review of Previous Meeting Minutes**

- The minutes from the previous Library Advisory Committee meeting were reviewed.
- The members confirmed that the minutes accurately reflected the discussions and decisions during the last meeting.

➤ **Books Procurement**

**Discussion:**

- Reviewed the proposed list of books for procurement, including new titles and essential additions based on faculty and student recommendations.
- Discussed budget allocation for book procurement.

**Decision:**

- The committee has approved the start of procurement of the books listed.
- Authorized the Librarian to finalise the purchase order and manage the procurement process.

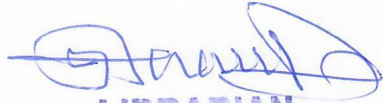
➤ **Subscription to a few English Newspaper**


- Evaluation of Current Newspaper Subscriptions
- Discussion on the Need for Additional newspapers
- Budget Allocation for Additional Subscriptions

➤ **Any Other Matter**

- Plagiarism detections of PG dissertations before sending them to the university
- Requirement of a New Trolley for the central library
- Binding work of pathology department documents
- Prepladder usage

The meeting ended with a vote of thanks to the chair and members by the Coordinator.

  
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CHAIRPERSON  
Library Committee  
**DEAN & PRINCIPAL**  
**PES Institute of Medical Sciences & Research**  
Kuppam - 517 425, Chittoor Dist. A.P.

Ref No: PESIMSR/CL/48/2023

Date: 06.11.2023

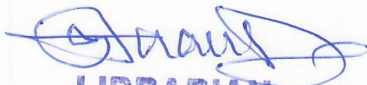
**CIRCULAR**

**LIBRARY ADVISORY COMMITTEE (LAC) MEETING REG.**

Dear Committee Members

This is to inform you that the Library Advisory Committee meeting will be held on 09.11.2023 at 2:00 p.m. in the college council hall. Your input into library development is crucial, so all committee members are requested to attend the meeting without fail. The agenda for the meeting includes the following items:

SN	AGENDA
1	Welcome and Introduction
2	Review of Previous Meeting Minutes
3	Renewal of the Journal Subscription for the year 2024
4	Requirement of a Computer System for Circulation Counter
5	Recruitment of Manpower
6	Any Other Matter

  
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Ref No: PESIMSR/CL/39/2023

Date: 11.11.2023

**MINUTES OF LIBRARY COMMITTEE(LAC) MEETING HELD ON 09.11.2023**

The library Advisory Committee meeting of P E S Institute of Medical Sciences & Research, Kuppam, was held on 09.11.2023 in the college Council hall.

The following Committee Members have Attended the Meeting:

Dr. H.R. Krishna Rao	Principal	Chairperson
Dr. V S S R Ryali	Vice principal(Academics)	Member
Dr. Chitra Nagaraj	Prof & Head, Com.Med	Officer Incharge
Mr. M Ananda Naick	Librarian	Coordinator
Mr. Shasikanth Sai B	MBBS 2023	Member
Dr. Johnavi Golla	MD Psychiatry 2023	Member

The meeting commenced with a word of welcome from the Coordinator. With the chair's permission, the coordinator presented the agenda items, and the following decisions were made.

**Review of Previous Meeting Minutes**

- The minutes from the previous Library Advisory Committee meeting were reviewed.
- The members confirmed that the minutes accurately reflected the discussions and decisions during the last meeting.

**Renewal of print Journal Subscription**

- **Discussion:** Reviewed the list of journals to be subscribed to.
- **Decision:** The Committee has approved the list of journals for renewal

**Requirement of a Computer system for Circulation counter.**

- **Discussion:** Identified the need for a new computer to improve circulation services.

- **Decision:** the committee approved for a new computer system for the circulation desk.

### **Requirement of Manpower for Central Library**

- **Discussion:** Discussed about the need of manpower for the library as vacancy were there
- **Decision:** Approval had been given by the committee to recruit Asst. Librarian

### **Any Other Matter:**

- Discussed about the Library Orientation program for newly joined students.
- A discussion has happened about the library services
- Queries regarding the NTRMEDNET Consortium were solved between the Committee members.
- The coordinator briefly explained the NTRMEDNET Consortium and its Digital resources and the usage of MyLoft Mobile Application.

The meeting ended with a vote of thanks to the chair and committee members by the Coordinator.



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CHAIRPERSON(LAC)  
**DEAN & PRINCIPAL**  
PES Institute of Medical Sciences & Research  
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# PES INSTITUTE OF MEDICAL SCIENCES & RESEARCH

KUPPAM - 517 425, CHITTOOR DIST., A.P.

## CENTRAL LIBRARY

Ref No: PESIMSR/CL/42/2022

Date: 19.10.2022

### CIRCULAR


#### LIBRARY ADVISORY COMMITTEE (LAC) MEETING REG.

Dear Committee(LAC) Members

This is to inform you that the Library Advisory Committee meeting will be held on 21.10.2022 at 2:00 p.m. in the college council hall. All committee members are requested to attend the meeting without fail.

The agenda for the meeting includes the following items:

SN	AGENDA
1	Welcome and Introduction
2	Review of Previous Meeting Minutes
3	Renewal of the Print journals for the year 2023
4	NTRMEDNET Consortium Membership Fees Renewal
5	To Purchase a few Book Shelves(Racks)
6	Any Other Matter

  
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Date: 25.10.2022

**MINUTES OF THE LIBRARY ADVISORY COMMITTEE(LAC) MEETING HELD ON**  
**21.10.2022**

The library committee meeting of P E S Institute of Medical Sciences & Research, Kuppam, was held on 21.10.2022 in the college Council hall.

The following Members have attended the meeting:

Dr. H.R. Krishna Rao	Principal	Chairperson
Dr. V S S R Ryali	Vice principal(Academics)	Member
Dr. Chitra Nagaraj	Prof & Head, Com.Med	Officer Incharge
Mr. J. Suresh Babu	Librarian	Coordinator
Mr Rudrasekhar	Library Assistant	Member
Mr.B.V. Dayasagar	Library assistant	Member

The meeting commenced with a word of welcome by the Coordinator. Later, with the chair's permission, the coordinator presented the agenda items and made the following decisions.

➤ **Review of Previous Meeting Minutes**

- The minutes from the previous Library Advisory Committee meeting were reviewed.
- The members confirmed that the minutes accurately reflected the discussions and decisions made during the last meeting.

➤ **Renewal of the Print Journals for the year 2023**

- Discussion has been held on the availability of journals in the library.
- A few lists of Indian journals have been taken for quotation
- The committee has approved to renew the journal subscription

➤ **NTRMEDNET Consortium Membership Fees Renewal**

- Review the benefits of the NTRMEDNET Consortium membership.
- Discussed, and the committee approved the renewal of membership fees.
- And discussed with NTR UNIVERSITY's librarian regarding new medical databases


➤ **Requirement of a few bookshelves for the central library**


- **Discussion:** Due to the increasing collection, the current book racks in the Central Library are insufficient. Hence, additional book racks are required
- **Decision:** Purchasing bookshelves for the central library has been approved, and the librarian is responsible for the work.

➤ **Any Other Matter**

A discussion was held between the committee members about the utilisation of the digital library.

The meeting ended with a vote of thanks to the chair and committee members

  
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**CENTRAL LIBRARY**

Date: 22.09.2020

**MINUTES OF LIBRARY ADVISORY COMMITTEE (LAC) MEETING HELD ON 19.09.2020**

The library committee meeting of the PES Institute of Medical Sciences & Research, Kuppam, was held on 19.09.2020 in the college Council hall.

The following Committee Members Attended the Meeting

Dr. H.R. Krishna Rao	Principal	Chairperson
Dr. B.C. Vastrad	Prof. HOD (Phy.)	Library Incharge officer
Dr. K.Thinakaran	Prof. Dept. Surg.	Member
Mr. M. Ramesh Babu	Librarian	Coordinator
Mr. J. Suresh Babu	Assistant Librarian	Member
Mr.B.V. Dayasagar	library assistant	Member

The meeting commenced with a word of welcome by the Coordinator. Later, with the chair's permission, the coordinator presented the agenda items and made the following decisions.

➤ **Review of Previous Meeting Minutes**

- The minutes from the previous Library Advisory Committee meeting were reviewed.
- The members confirmed that the minutes accurately reflected the discussions and decisions during the last meeting.

➤ **Procurement of Books**

- Discussed the books to procure for the Central Library and Departmental Library.
- The students and faculty members considered book recommendations for procurement.
- Committee members allocated the budget for book procurement.

➤ **Renewal of the Print Journals and Budget Allocation for the year 2021**

- the coordinator explained the requirements of print journals as per NMC Norms to the committee members.
- And Discussed the number of foreign and Indian journals required for all the departments
- Chairperson and committee members were given the approval for the Renewal of print journals and allocated the budget for the same for the Academic year 2021

Ref No: PESIMSR/CL/39/2020

Date: 17.09.2020

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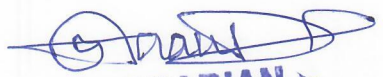
**LIBRARY ADVISORY COMMITTEE (LAC) MEETING REG.**

Dear Committee Members


This is to inform you that the Library Advisory Committee meeting will be held on 19.09.2020 at 2:00 p.m. in the college council hall. All committee members are requested to attend the meeting without fail.

The agenda for the meeting includes the following items:

SN	AGENDA
1	Welcome and Introduction
2	Review of Previous Meeting Minutes
3	Procurement of Books
4	Renewal of Journal Subscription & Budget Allocation for the year 2021
5	Remote Access to E-Resource
6	Discussion on COVID-19 precautions in Central Library.



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➤ **Remote Access to NTRMEDNET Consortium e-resources:**

- The Coordinator explained the benefits of Remote access to the committee members
- The coordinator clarified queries about remote access to digital resources.
- committee members had a brief awareness session on e-resource retrieval procedures, etc.

➤ **Discussion on COVID-19 Precautions**

- A Discussion was held on COVID-19 and its precautions.
- The chairperson suggested always using a face mask and keeping sanitisers at the library premises.
- All the Committee members have presented the meeting with COVID-19 precautions
- The chairperson was strictly advised to follow the COVID-19 precautions.

➤ **Any other matter**

- Discussed Putting signage to provide awareness about COVID-19 on the library premises.
- Had a conversation about the central library services.

The meeting ended with a vote of thanks to the chair and members.



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**CHAIRPERSON**  
**DEAN & PRINCIPAL**  
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**CENTRAL LIBRARY**

Ref No: PESIMSR/CL/45/2019

Date: 12.10.2019

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**LIBRARY ADVISORY COMMITTEE (LAC) MEETING REG.**

Dear Committee Members

This is to inform you that the Library Advisory Committee meeting will be held on 14.10.2019 at 2:00 pm in the college council hall. All committee members are requested to attend the meeting without fail.

SN	AGENDA
1	Welcome and Introduction
2	Review of Previous Meeting Minutes
3	Renewal of Journals Subscription & budget allocation for the year 2020
4	NTRMEDNET Consortium Membership Renewal (AMC)
5	To Conduct a book exhibition
6	Stock verification
7	Any other matter

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**CENTRAL LIBRARY**

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Date: 15.10.2019

**MINUTES OF LIBRARY ADVISORY COMMITTEE (LAC) MEETING HELD ON 14.10.2019**

The library committee meeting of the PES Institute of Medical Sciences & Research, Kuppam, was held on 14.10.2019 in the college Council hall.

The following Committee Members Attended the Meeting

Dr. H.R. Krishna Rao	Principal	Chairperson
Dr. B.C. Vastrad	Prof. HOD (Phy.)	Library Incharge officer
Dr. K.Thinakaran	Prof. Dept. Surg.	Member
Mr. M. Ramesh Babu	Librarian	Member
Mr. J. Suresh Babu	Assistant Librarian	Member
Mr.B.V. Dayasagar	library assistant	Member

The meeting commenced with a word of welcome by the Coordinator. Later, with the chair's permission, the coordinator presented the agenda items and made the following decisions.

➤ **Review of Previous Meeting Minutes**

- The minutes from the previous Library Advisory Committee meeting were reviewed.
- The members confirmed that the minutes accurately reflected the discussions and decisions during the last meeting.

➤ **Procurement of Books**


- Discussed the list of books to be procured for the Central Library and Departmental Library.
- The students and faculty members considered book recommendations for procurement.
- Committee members gave approval for the budget for book procurement.


➤ **NTRMEDNET Consortium & Digital Library(AMC) Membership Fees Renewal**

- Coordinator explained the benefits of the NTRMEDNET Consortium membership to the committee members.
- Discussed the various things related to digital libraries and the utilization of e-resources.

- Chairperson and committee members were given the approval for Renewal (AMC) of NTRMEDNET Consortium & Digital Library for the Academic year 2020
- **To Conduct Books Exhibition**
  - Planned to organise a book exhibition for the college.
  - Discussed potential dates and venues.
- **Stock Verification of Central Library Materials**
  - A Discussion was held on stock verification and its outcomes.
  - Committee members approved to start stock verification of the central library materials
  - And assigned a few staff to do the same.
- **Any other matter**
  - Committee members discussed about the Library awareness programs and library orientation programs for the newly joined students.
  - The chairperson suggested providing an awareness of e-resources on library orientation day itself.

The meeting ended with a vote of thanks to the chair and members.

  
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