

4.3.4. Proceedings for Library Meeting**INDEX**

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GOVERNMENT DENTAL COLLEGE & HOSPITAL, MUMBAI

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Date 18/12/2018

CIRCULAR


A Library meeting is to be held on 26/12/2018 at 11.30 am in Dean's cabin. All the committee members are requested to attend the same.

AGENDA

- > Confirmation of the minutes of previous meeting
- > Discussion on formation of a committee in accordance with the circular from Mantralaya
- > Purchase of journals for the year 2019
- > Budget allocation to library

Copy to

Dr. Jyoti Temburne , Professor and Head, Member
Dr. Rajesh Gaikwad, Associate Professor and Head, Member
Dr. Suryakant Powar, Associate Professor and Head, Member
Shri. Sanjay Kemkar, Librarian


Dean *Dimple Mishra*
Dean
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MINUTES OF LIBRARY COMMITTEE MEETING HELD ON 26/12/18

The meeting of the library committee, Government Dental College and Hospital, Mumbai was held on 26/12/18 at 11.30 am in Dean's chamber as per the schedule. Below mentioned members were present for this meeting.

Following members were present for the meeting.

1	Dr. J.v. Tupakari, Dean	Dean, Chairperson Member
2	Dr. Jyoti Tembhone	Professor and Head Department of Prosthodontics & Member
3	Dr. Rajesh Gaikwad	Associate Professor and Head, Department of Periodontology & Member
4	Dr. Suryakant Powar	Associate Professor and Head, Department of Orthodontics & Member
5	Mr Sanjay Kemkar	Librarian, Member

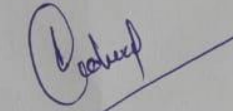
Mr Janak Joshi, Administrative officer, member of the library committee informed the Dean, committee chairperson, in advance about not being present for meeting due to some important work and requested to continue with meeting in his absence.

The chairperson, Library committee informed all the members that as per the letter received from Mantralaya (शा प क्र वैशिवि-२०१७/प्र.क्र.३१३- भाग-२/प्रशा २ मंत्रालय मुंबई-१ दिनांक ८ नोव्हेंबर २०१७) the role of Professors and Department heads will only be to recommend the titles of books and Journals that are required while the purchase will be done under the administrative head.


The librarian to follow up with the purchase of books and journals that are pending.

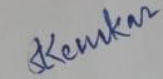
For purchase of journals for year 2019 the list of recommended journals were procured from all the departments head by the librarian. The purchase of the abovesaid journals will be done by the grant of Rs. 10 lakhs sanctioned by Government. The committee members made a final list of recommended journals .


Member


Member


Member


Dean
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Librarian



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Date 13/11/2019

CIRCULAR

A Library meeting is to be held on 20/11/2019 at 2.30 pm in Dean's cabin. All the committee members are requested to attend the same.

AGENDA

- Confirmation of the minutes of previous meeting
- Purchase of journals for the year 2019
- Objections of Lekha Padtalini Vibhag
- Budget allocation to library



Dean

Dean
Govt. Dental College & Hospital
Mumbai

Copy to

- Dr. Jyoti Temburne , Professor and Head, Member
Dr. Rajesh Gaikwad, Associate Professor and Head, Member
Dr. Suryakant Powar, Associate Professor and Head, Member
Shri. Sanjay Kemkar, Librarian



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MINUTES OF LIBRARY COMMITTEE MEETING HELD ON 20/11/19

The meeting of the library committee, Government dental college and Hospital, Mumbai was held on 20/11/19 at 2.30 pm in Dean's chamber as per the schedule. Below mentioned members were present for this meeting.

Following members were present for the meeting.

1	Dr. Vivek Pakhmode	Dean, Chairperson, Member, GDCH, Mumbai
2	Mr. Janak Joshi	Administrative officer, Member, GDCH, Mumbai
3	Dr. Jyoti Tembhurne	Professor and Head, Department of Prosthodontics, Member, GDCH, Mumbai
4	Dr. Suryakant Powar	Associate Professor and Head, Department of Orthodontics, Member
5	Dr. Rajesh Gaikwad	Associate Professor and Head, Department of Periodontology, Member, GDCH, Mumbai
6	Mr Sanjay Kemkar	Librarian, Member

Following resolutions were adopted:

- 1) Purchase of Journals for year 2019-20: The Librarian was requested to make a proposal regarding the budget allocation for the approval of grant for purchase of journals (for year 2019-20) for which the Librarian stated that the proposal for same has already been submitted to the office. Administrative officer informed the committee members that the

institution doesn't have a separate budget head allocated for library, the purchase of required books and journals for library is done from office/ administrative budget/expenses. Administrative officer also mentioned that as of now the institution has a balance of 45,000/- Rs from grants and institution will receive additional grant in month of January 2020 after which an amount of Rs. 15 lakhs can be allocated for library related purchase.

Dean sir took an update from the members of committee about the work done towards the purchase of books and journals for financial year 2019-20. The Librarian informed that all the department heads have been informed to provide a priority wise list of books and journals to library for procurement by 22nd November, 2019.

It was also discussed that as per the letter received by Mantralaya (शा प क्र वैशिवि-२०१७/प्र.क्र.३१३-भाग-२/प्रशा २ मंत्रालय मुंबई-१ दिनांक ८ नोव्हेंबर २०१७) a Library committee has been formed at the institution level and the work of the Chairperson, Professors of all departments who are members of the library committee will be restricted to recommendation and selection of books and journals as per the medical council and dental council of India. It was discussed and informed that the librarian will hold the post of Secretary, library committee and will be responsible for purchase of books and journals, procuring them from dealers, and will follow up with the pending purchase process of books and journals.

Administrative officer will also be a member of the library committee. He will be responsible for purchase of books and journals with will look into the terms and conditions of the annual budget/grants. The purchase will be done within the sanctioned amount and no extra purchase will be made.

- 2) Objection of *Lekha Padatalani Vibhag*, Matters pertaining to handing over of responsibilities of librarian and other 2 class IV staff were discussed as there will be limited manpower available due to promotion or retirement.

Librarian informed the committee members that the *Lekha Padatalani Vibhag* has raised objection to the fact that the books and the journals are not verified physically from 2010 to 2017. He also stated that the concerned work is not completed and the scrutiny is still

going on at Dean and Directorate level and the report will be submitted to *Lekha Padatalani Vibhag* once the work is done. The abovesaid has been communicated to the *Lekha Padtalini Vibhag* by the Librarian.

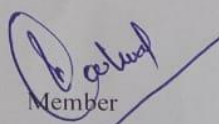
It was discussed and the librarian was requested that the work of physical verification of the books and journals should be started as early as possible. The Librarian commented that due to deficiency of class 3 staff (post vacant) since last two years and 2 posts of class 4 will be vacant from March 2020 is not possible for single librarian to physically verify and prepare a computerized documentation of the same. A request for more manpower allocation to the library was made.

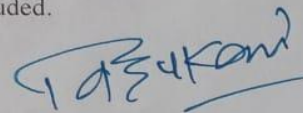
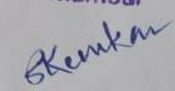
- 3) A committee comprising of Dr. Jyoti Tembhurne; Professor and Head Department of Prosthodontics GDCH, Mumbai, Dr. Suryakant Powar, Associate Professor and Head, Department of Orthodontics, Dr. Rajesh Gaikwad; Department of Periodontics was formed to look into the matter of infestation of books and journals by termites. The committee was asked to submit a detailed report regarding the extent and seriousness of the issue. No report was documented by the committee. Dr Jyoti Tembhurne, Professor and Head Department of Prosthodontics requested Dean sir to remove her name from the committee and so Dr. Prajwalit Kende was included in the same committee with agreement between all the members.

Dean sir thanked all the committee members and the meeting was concluded.


Member


Member


Member


Dean
Dean
Govt. Dental College & Hospital
Mumbai

Librarian



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Date 14/12/2020

CIRCULAR

A Library meeting is to be held on 18/12/2020 at 11.30 am in Dean's cabin. All the committee members are requested to attend the same.

AGENDA

- Confirmation of the minutes of previous meeting
- Purchase of journals for the year 2020
- Purchase of software for e-books and e-journals
- Sanitation of library

Dean

Dean
Govt. Dental College & Hospital
Mumbai 400 001

Copy to

Dr. Suryakant Powar, Associate Professor and Head, Member
Dr. Rajesh Gaikwad, Associate Professor and Head, Member
Dr. Prajwalit Kende, Associate Professor and Head, Member
Shri. Janak Joshi, Administrative officer
Shri. Sanjay Kemkar, Librarian



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MINUTES OF LIBRARY COMMITTEE MEETING HELD ON 18/12/2020

The meeting of the Library Committee was held on 18-12-2020 in the Dean's chamber, which was attended by the following members.

Dr. Suryakant Powar, Associate Professor, President

Dr. Prajwalit Kende, Associate Professor, Member

Dr. Rajesh Gaikwad, Associate Professor, Member

Dr. Janak Joshi, Administrative Officer, Member

Mr. Sanjay Kemkar, Librarian, Member Secretary

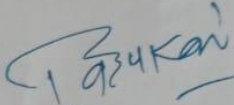
For the financial year 2021, the librarian suggested to the establishment office to request for sanction of additional grants for the purchase of library books and magazines for the financial year 2021, on which the administrative officer said that the grant would be made available to the library as per the funds available for this year.

Dr. Suryakant Powar and Dr. Rajesh Gaikwad suggested and instructed that library book and magazines purchase for the financial year 2020 which have not been constructed before this period action has to be taken to this effect by the Library Member Secretary

Dr. Prajwalit Kende suggested that the library software should be purchased for the library and that the library software should be purchased and used in his college even though it is being used in other dental colleges in Maharashtra.

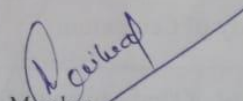
It was unanimously agreed that the librarians should not have to dry the books and magazines in the library, so that disinfectants are sprayed every year, in this financial year, action should be taken in this financial year and it should be reported in writing to the Dean.

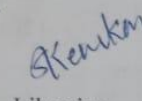
The librarian thanked all the members and announced the end of the meeting and the meeting was called off.


Dean
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Member

Member


Member


Librarian



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Date 4/3/2021

CIRCULAR

A Library meeting is to be held on 10/3/2021 at 1.30 pm in Dean's cabin. All the committee members are requested to attend the same.

AGENDA

- Confirmation of the minutes of previous meeting
- Disbursal of pending payments to books suppliers
- Purchase process of journals and magazines for year 2020
- Purchase of software for e-books and e-journals

Dean

Dean
Govt. Dental College & Hospital
Mumbai 400 001

Copy to

Dr. Suryakant Powar, Associate Professor and Head, Member

Dr. Rajesh Gaikwad, Associate Professor and Head, Member

Dr. Prajwalit Kende, Associate Professor and Head, Member

Shri. Janak Joshi, Administrative officer

Shri. Sanjay Kemkar, Librarian



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MINUTES OF LIBRARY COMMITTEE MEETING HELD ON 10/3/21

The meeting of the Library Committee was held on 10-03-2021 in the Dean chamber. The meeting was attended by the following members.

Dr. Suryakant Powar, Associate Professor, President

Dr. Prajwalit Kende, Associate Professor, Member

Dr. Rajesh Gaikwad, Associate Professor, Member

Dr. Janak Joshi, Administrative Officer, Member

Mr. Sanjay Kemkar, Granth Pal, Member Secretary

The librarian updated the committee about the remaining payments towards books and magazines made in the year 2020 has not been paid to the supplier, the librarian requested the President that the supply of the magazines will not be on time unless their dues are cleared. Library Books and magazines are expensive it is not possible for the post graduate students to purchase it on their own so it is mandatory to pay the suppliers of magazines so that the post graduate curricula can function smoothly.

Dr. Suryakant Powar inquired about purchase of the magazines for the year 2020 or how far it is processed, the librarian said that tender processing is going on in the office and the rate sheets have been called for in this regard and that they are being followed up for further appropriate action.

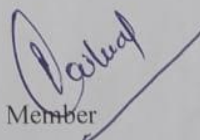
Dr. Prajwalit Kende asked about which software was purchased. What action was taken in the meeting dated 18-12-2020 for the purchase of library software and whether the library has purchased the software? The librarian is following up on this. The rate sheets for the software were called for, but due to the availability of the rate sheets of the three companies and the non-availability of them, the librarian told the meeting that action would be taken by calling for the leaflets once again.

In the meeting, it was announced that disinfectants have been sprayed so that the books and magazines do not have to be dried up in the library. The President thanked the committee members and the meeting was concluded.


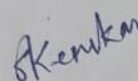


Member

Member



Member


Dean
Govt. Dental College & H
Mumbai 400 001

Librarian



Date 18/2/2022

CIRCULAR

A Library meeting has been convened on 21/2/2022 at 11.30 am in Dean's cabin. All the committee members are requested to attend the same.

AGENDA

- Confirmation of the minutes of previous meeting
- Online procurement of e-books and e-journals
- Budget allocation to library

Copy to

Dr. Prajwalit Kende, Associate Professor and Head, Member
Dr. Rajesh Gaikwad Associate Professor and Head, Member
Dr. Suryakant Powar Associate Professor and Head, Member
Shri. Sanjay Kemkar, Librarian


Dean
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Govt. Dental College & Hospital
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MINUTES OF LIBRARY COMMITTEE MEETING HELD ON 21/2/22

The meeting of the library committee, Government Dental College and Hospital, Mumbai was held on 21/2/22 at 11.30 am in Library as per the schedule. Following members were present for the meeting. Mr. Janak Joshi was on leave on the day of meeting due to some important work and hence the meeting was conducted in his absence.

Following members were present for the meeting.

1	Dr. Prajwalit Kende	Associate professor
2	Dr. Rajesh Gaikwad	Associate professor
3	Dr. Suryakant Powar	Associate professor
4	Mr. Sanjay Kemkar	Librarian

It was discussed that the Maharashtra University of Health Sciences and Dental Council of India mandates to have an online access to e-books and e-journals at institutional level. It was discussed and decided that availability of online database and resources e-Books and e journals will provide an easy access to students and teaching faculty from their departments /library/hostel through their mobile phone/laptop and the purchase of printed copies can be avoided to minimize expenses and ease of use.

The Librarian informed the members about the purchase of online resource and library management software for the library department. Dr.Suryakant Powar, Member and Dr. Prajwalit Kende, Member inquired if any library has used such a database. Librarian informed that AIMS, Delhi, Nair Dental College, Mumbai has been using this database.

Librarian informed the members of committee that each year Rs 30,000/- is being sanctioned by the Government for the purchase of journals. Due to some reason books and journals were not purchased in year 2021 and due to this the library and the student users have been facing inconvenience. The committee asked for the price list for purchase of e-books and e-journals for year 2022 subject to approval of grant.

Chairperson
Dean
Govt. Dental College & Hospital
Mumbai 400 001

Member

Member

Member

Librarian