



P. K. DAS COLLEGE
of **NURSING**

PANAYUR (PO), VANIYAMKULAM, PALAKKAD - 679522

(Approved by Indian Nursing Council, Kerala Nurses & Midwives Council & Kerala Government
Affiliated to Kerala University of Health Sciences)



(FORMERLY NEHRU COLLEGE OF NURSING)

LIBRARY COMMITTEE



NEHRU COLLEGE of NURSING



PANAYUR (P O), VANIYAMKULAM, PALAKKAD - 679 522

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CIRCULAR

NCN/CC/LIBRARY/2023-24/01

25.05.2024

The meeting with Library Committee members is scheduled on 01.06.2024 at 10:30 pm in Principal Office. All are instructed to attend the meeting without fail.


PRINCIPAL

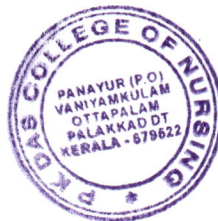
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Faculty and Students by name

Committee In-charge

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KERALA - 679522

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MINUTES OF LIBRARY COMMITTEE MEETING HELD ON 01/6/2024.

Date: 01 June 2024
 Venue: Principal Office.
 Time: 10.30 - 11.30 am
 Presiding Officer - Prof. Dr. Srinivasan Gandhi,
 Principal of PKDCN.

Members Present -

- 1) Prof. Puya Mary Stella - Vice Principal
- 2) Lt. Col. Regina - OBG dept.
- 3) Satyarthi - Mental health dept.
- 4) Mrs. Rani - Child health dept.
- 5) Mrs. Aswini - Child health dept.
- 6) Mrs. Anur. Pinto - Medical Surgical dept.
- 7) Aleena - student representative
- 8) Blessy - "
- 9) Anjana - "
- 10) Ashlin - "
- 11) Mohammed Anshid - " - "

Members Absent -

- 1) Prof. Zaina E; community health
- 2) Liji James, Mental health
- 3) Shincy K. community health dept.



GPSC

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The agenda of the meeting were as follows:-

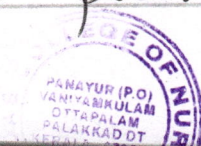
- => Endorsing the minute of the previous meeting.
- => Subscription of the e-journals;
- => Discussion on utilization of e-resources supplied
- => To increase students strength in the library.
- => To proceed the subscription of e-journals.

The meeting started at 10.30 am. Principal; Prof. Dr. Srinivasan Gandhi extended a warm welcome to the committee members. The secretary presented the minutes of the previous meeting and a follow up was done on the decisions of the previous meeting.

As per the Agenda the following issues were discussed.

- => Confirmation of the minute of the previous meeting.

The secretary read out the minutes of the previous meeting and



G.S.M.

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SCHOOL OF NURSING

briefed the suggestions given by members and action taken against it

⇒ Purchase order for books and the renewal of e-resources and journals were proceeded.

⇒ E-journals usage and research, publications activities by students and teachers utilisation of digital library was also discussed for maximising the usage of library resources.

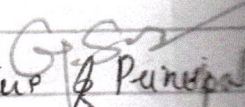
⇒ As per the last meeting discussion the cupboards were provided for library.

The next meeting will be held after 6 months

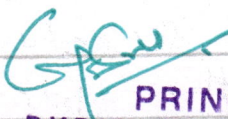
The meeting adjourned at 11.30 am.

Secretary
Library Committee


Signature of Librarian.


Signature of Principal




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CIRCULAR

NCN/CC/LIBRARY/2022-23/02

20.06.2023

The meeting with Library Committee members is scheduled on 27.06.2023 at 11:30 pm in Principal Office. All are instructed to attend the meeting without fail.


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MINUTES OF LIBRARY COMMITTEE MEETING - HELD ON 27/06/2023

Date: 27/06/23

Venue: Principal's office

Time: 11:30 am to 12:15 pm

Presiding officer - Dr. Prof. Srivasan Grandhi

Members Present:

- 1) Prof. Priya Mary Stella - Vice Principal *Ans*
- 2) Lt. Col. Dr. Regina - HOD. OBG. dpr *QDP*
- 3) Ms. Rani - Child health nsg dpr *QDP*
- 4) Mrs. Sathya Sri - HOD. Mental health dpr *Robert*
- 5) Mohammed Anshad C - Student representative *Anshad*
- 6) Afeena Juman - " " *Afeena*

Agenda

- 1) Utilisation of the library by students and teachers.
- 2) Digital library usage.
- 3) E-journals subscription
- 4) Library hour for students included in Time Tables



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NG -

Meeting started at 11:30 am. Principal Dr. Prof. Srinivasan Gandhi welcomed library committee members and HOD's of the department.

The updation of books and renewal of journals & e-journals were discussed in the meeting and proper utilisation by students and faculties must be initiated for research and publishing projects purpose from digital library.

The library hours for the students should be added in the time-table weekly atleast once was suggested by student representative.

Librarian should note the students who are misbehaving and misplacing the books and by those students should be punished if necessary by collecting fine through committee.

The book bank for library was suggested in order to maintain the books donated by the students & faculties for the reference purpose.

Proper discipline should be maintained in library by students at the time of library hours.

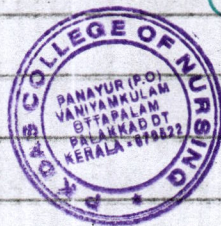
Computer usage of students should be strictly checked as the students

or not.

The meeting adjourned at 12:15 pm

Prepared by;
Mrs Rani (Members Secretary)
Mes. Savitha.
(Librarian) Rani

GP Suv
Signature of 27.6.202
Principal.



GP Suv
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CIRCULAR

NCN/CC/LIBRARY/2022-23/01

21.01.2023

The meeting with Library Committee members is scheduled on 28.01.2023 at 02:00 pm in Principal Office. All are instructed to attend the meeting without fail.

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Library Committee -

Minutes of Library Committee held
on 28/01/2023

Date: 28-01-2023

Venue: Principal Office.

Time: 2.00 pm to 3.00 pm.

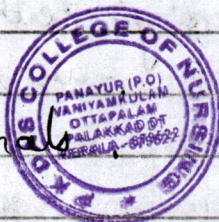
Presiding officer: Dr. Prof. Kavithmole P.J.

Members Present:

- 1) Mrs. Priya Mary Stella - Vice Principal Present
- 2) Mrs. Savitha - Librarian Present
- 3) Anjana - Student representative "
- 4) Blessy - " "
- 5) Nini - " "
- 6) Jithin - " "
- 7) Silpa - " "

Agenda:

- 1) Renewal of Journals
- 2) Purchase of textbooks.
- 3) Arrival of new cupboards.
- 4) Membership cards to new students



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In the meeting, we discussed about the renewal of journals of both national and international journals (17 journals) were renewed for Rs 34,000/- cheque dr. 12/10/23 dated 25/01/2023. (mode of payment) dr. 25/1/2023. No. 3419.

Novels and academic wise textbooks given by subject co-ordinators list the Cosmo books inv. no. K2462, dated 12/01/2023 51 books were purchased for Rs 54,855.00/- D.C books from exhibition conducted at Pampadi the purchase of 20 novels both english and malayalam including were supplied on dr. 12/01/2023 bill no. 00075.

The ideal books company, bill no: 168^(CC) and bill no: 525. dr. 23/01/2023, 25/1/2023 were purchased of community health nursing textbooks Rs 12,428.00 and Rs 15,160.00

The arrival of new 7 cupboards for library. as discussed in the meeting. Membership cards for newly entered batch of students were provided to fill the membership forms and cards for the issue of library books for reference. and the sign was taken from Principal and provided to students.



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The arrangement of books as per the subjectwise list and projects of students arrangements in the cupboards were also discussed in meeting.

Subscription and renewal process of e-journals and Delnet, K-hub period of its validity were discussed and Principal instructed for timely updation of e-resources.

The meeting adjourned at 3.00 pm.

Prepared by:

- 1) ZAINA ELIZABETH JOSE
- 2) Rose Jose.

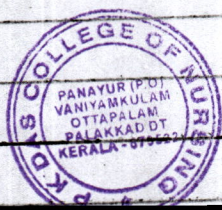
29/11/22
Principal

Librarian: Mrs. Saritha. S.

Sar

Principal: Dr. Prof. Kavithmole - P.J.

Kavithmole



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CIRCULAR

NCN/CC/LIBRARY/2021-22/01

05.04.2022

The meeting with Library Committee members is scheduled on 12.04.2022 at 02:00 pm in Principal Office. All are instructed to attend the meeting without fail.

PRINCIPAL

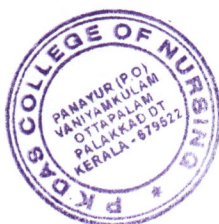
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MINUTES OF LIBRARY COMMITTEE MEETING.

HELD ON 12-04-2021.

Date: 12/04/2021

Venue: Principal Office

Time: 2.00 pm - 3.30 pm.

Presiding Officer: Dr. Prof. Kavitha Mole. P.J.

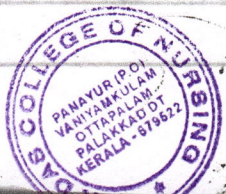
Members Present:

1. Mrs. Kumari Hanpriya OB Vice Principal - Present
2. Mrs. Savitha S. - Asst Librarian Present.
3. Mrs. Angali K.A. - Lecturer Present.
4. Mrs. ^{Annyweene} ~~Savitha~~ Thomas - Lecturer Present.
5. Ms. Angel Thomas - Student (4th yr) Present
6. Ms. Ayana E.M. - " (3rd yr) "
7. Ms. Blessy - " (1st yr) "
8. Ms. Nini. - " (2nd yr) "

Agenda:

- 1] Renewal of journals in library.
- 2] Textbooks newly purchased.
- 3] Discussion about library updation.
- 4] Membership cards & application form for new 10th batch students.

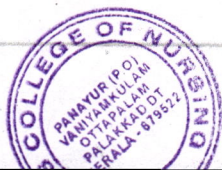
Meeting started at 2.00 pm. Principal; Dr. Kavithamole. P.J., welcomed Library Committee members and insisted the importance of this committee.



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- * International and National journals (No. of journals 15) was subscribed for Rs 62,499.00/- for the year 2022.
- * Purchase of textbooks from Ideal books company, M.I. Books were made and ^{total} of 210 ^{new} textbooks are added for this academic year 2022.
- * Updation of students and faculty entry register is maintained properly in library was checked.
- * For new 10th batch students the library membership form and card should be provided for issuing of textbooks from library as their classes started.
- * The membership cards were given to students to fill the cards details and submitted to library.
- * Subscription for K-hub & delner was requested for our library for NAAC.

Since there was no points to be discussed, the meeting was adjourned



GPB
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at 3:30 p.m.

Asst. Librarian.

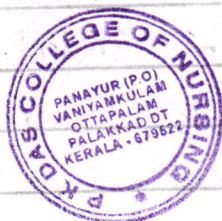
Mrs. Savitha S.

Ravi

Prepared by *[Signature]*

Mrs. Anuswara Thomas

[Signature]



[Signature]
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NCN/CC/LIBRARY/2020-21/01

30.01.2021

The meeting with Library Committee members is scheduled on 06.02.2021 at 09:30 pm in Principal Office. All are instructed to attend the meeting without fail.

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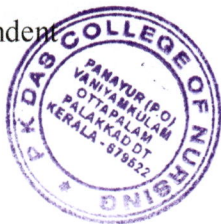
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MINUTES OF LIBRARY COMMITTEE MEETING HELD ON 06/02/2021

Date : 06/02/2021

Venue : Vice Principal's office

Time : 9.30am - 10am.

Presiding officer : Mrs. Lavanya, Vice Principal.

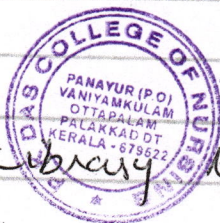
Members Present.

Prof. Mrs. Lavanya	- Present
Sr. Daisy Maria	- Present
Mrs. Savitha	- Present
Mrs. Anamol	- Present
Ms. Angel Thomas	- Present
Ms. Ayana E.M.	- Present
Ms. Bilga Johnson	- Present
Ms. Ninn	- Present.
Ms. Jithisha	- Absent.

Agenda

- Utilization of Library by student during Covid Pandemic

- Prof. Mrs. Lavanya informed the students about newly purchased books, E-Journals, Research wing etc.
- She informed students about the utilization library during this pandemic period.
- Students can use library batchwise



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(10-15 at a time) after discussing with Principal

- Use sanitizers and wear gloves while using the library
- She discussed with the students regarding time of using library. Students having afternoon posting, can use library at morning time and morning duty students can use library in the afternoon after having bath.

These points will be discussed with principal and inform the decisions to the students later.

→ Students informed that some of the students ~~are~~ library card is missing. Vice Principal instructed them to write request letter to principal for issuing the new cards.

The meeting was adjourned at 10am.

Rawi
08/21/2024

Darini
06/02/2024

JAR



GFC
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CIRCULAR

NCN/CC/LIBRARY/2019-20/02

22.01.2020

The meeting with Library Committee members is scheduled on 29.01.2020 at 03:30 pm in Principal Office. All are instructed to attend the meeting without fail.

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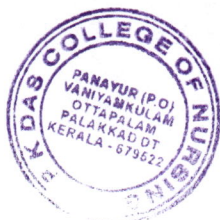
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MINUTES OF LIBRARY COMMITTEE MEETING HELD ON 29/01/2020.

Date : 29/01/2020
 Venue : Principal office
 Time : 3.30 PM - 4.30 PM
 Presiding Officer : Prof. Tamil Selvi. P.

MEMBERS PRESENT

1. MRS. LAVANYA - Absent
2. SR. DAISY MARIA - Present
3. MRS. SAVITHA - Present
4. MRS. ANUMOL - Present
5. MR. AJITH - Absent
6. MS. ANGEL THOMAS - Present
7. MS. ROSHY VINCENT - Present
8. MS. AYANA EM - Present
9. MS. BILGA JOHNSON - Present
10. MS. NINU - Absent
11. MR. JITHIN - Absent.

AGENDA.

- Maintenance and purchase of furniture for library.
- Utilization of library by students.

Librarian Mrs. Savitha informed about the level of cupboard for keeping the library book. Principal instructed the



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- office incharge Mr. Jayakrishnan to move cupboard from the hostel to library.
- Principal instructed the librarian to repair the damaged books by the use of fine collected from the students.
 - Principal Madam instructed the students to utilize the library books and journals for their improvement.
 - Mrs. Savitha informed that there is a gap in the entrance door and it should be repaired. Other wise during rainy season water will enter the library. Principal instructed the office staff to do the necessary arrangements to repair the door.

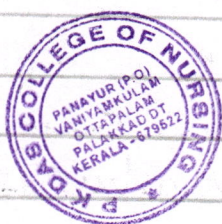
Also she instructed them to ~~was~~ do the maintenance of damaged furnitures.

- She also instructed to keep a complaint register to notify the problems and it should be done regularly.

The meeting was adjourned at 4-15 Pm.

Sanj
29/01/2020

Sanj
29/01/2020



GSR
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CIRCULAR

NCN/CC/LIBRARY/2019-20/01

16.07.2019

The meeting with Library Committee members is scheduled on 23.07.2019 at 01:00 pm in Principal Office. All are instructed to attend the meeting without fail.

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MINUTES OF LIBRARY COMMITTEE MEETING HELD ON 23-07-2019.

DATE : 23 : 07 : 2019.

VENUE : PRINCIPAL OFFICE

TIME : 01:00 PM — 01:30 PM.

DURATION : 30 MIN.

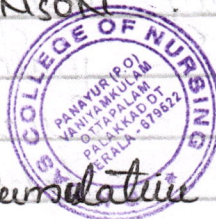
PRESIDING OFFICER : PROF. TAMILSELVI P.

MEMBERS PRESENT:-

- | | |
|------------------------|--------------------|
| 1. MRS. LAVANYA | : VICE PRINCIPAL |
| 2. MRS. DELNA P. DAVIS | : MEMBER SECRETARY |
| 3. MRS. SAVITHA | : LIBRARIAN |
| 4. MS. RESHMA RAJU | : ABSENT. |
| 5. MS. VIDHYA K | : PRESENT. |
| 6. MR. AJITH | : " |
| 7. MS. ANUMOL | : " |
| 8. MS. ANGEL THOMAS | : " |
| 9. MS. ROSHY VINCENT | : " |
| 10. MS. AYANA E.M. | : " |
| 11. MS. BILGA THONSON | : " |

AGENDA:

- Maintenance of Cummulative of library.
- Access to e-journals from PKDIMS
- Discussion regarding new purchase of library books
- Maintenance and purchase of furniture for library
- Utilization of library by students



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- Maintenance of cumulative monthly report of library
 - As a part of UGC accreditation programme principal advised librarian to maintain cumulative monthly report of library including the utilization percentage of library by staff and students.
 - New purchase of library books
 - Madam instructed to prepare a list of books in a departmental wise for the purchase, after discussing with each department.
 - Maintenance and purchase of furniture
 - Madam instructed to discuss with Mr. Jayakrishnan soon.
 - Utilization of library
 - Advance learners should increase the library usage by ~~start~~ initiating activities like - journal club.
 - Research works
 - debate & Quiz programmes.
 - Slow learners should be utilize the library from 5.00-6.00 pm
- Since there was no points to be discussed, the meeting was adjourned at 1:30 pm.
- Mrs. Savitha
Librarian.
- Prepared by:
Mrs. Delga P. Davis

Sri

28/7/19



28/7/19
GPA

28/7/19
28/07/19

LIBRARY
NURSING



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CIRCULAR

NCN/CC/LIBRARY/2018-19/01

27.02.2018

The meeting with Library Committee members is scheduled on 06.03.2018 at 02:30 pm in Principal Office. All are instructed to attend the meeting without fail.

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Office Superintendent




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LibraryMINUTES OF LIBRARY COMMITTEE MEETING

6/3/18

HELD ON 06-03-18

DATE : 06-03-2018

VENUE : PRINCIPAL OFFICE

TIME : 02.00 PM TO 02.30 PM.

DURATION: 1/2 HOUR

PRESIDING OFFICER : PROF. TAMIL SELVI P.

MEMBERS :-

1. MRS. DEENA P. DAVID	MEMBER - SECRETARY	PRESENT
2. MRS. SEENA M.B	LIBRARIAN	PRESENT
3. SRUTHI M.M	STUDENT REPRESENTATIVE	PRESENT
4. ALIWARA A. A.	"	PRESENT
5. AJITH R.	"	PRESENT
6. ANJANA H.S	"	PRESENT
7. ASWITHA PAULOSE	"	PRESENT
8. ANJANA SURESH	"	PRESENT
9. VIPIN	"	ABSENT
10. GREESHMA	"	ABSENT

AGENDA :-

1. Inventory of library books
2. Utilization of journals
3. Purchase of new books
4. discussion about library updation



Meeting started at 2.00 pm.
 Principal. Prof. Tamil Selvi P. welcomed the members. Madam instructed librarian to complete the inventory of library book within one week with the help of Mr. Ravi.

Then discussed about the utilization of journal by Students. And instructed to all Student representative to utilize journal and to update their knowledge.

Next had a discussion regarding the purchase of new book. Madam instructed to prepare a detail list of New edition books for purchase. Also madam insisted to pass a circular to all departments regarding this to prepare the list.

In addition had a discussion regarding the ~~the~~ binding of damaged books (60+). and decided to bind as soon as possible. As well madam enquired regarding the discipline of library and punctuality in returning books.

Moreover madam instructed to stay back with Students up to 5-30 pm for studying. Since there were no more points to be discussed, the meeting was adjourned at 2-30 pm.

Prepared by,

Mrs. DELNA P. DAVIS
Member Secretary.

Members Present.

1. Mrs. DELNA P. DAVIS
2. Mrs. SECNA MB.

RRR

Delna
Secna



G.P.S.N.
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