



# PUSHPAGIRI

We care God cures

COLLEGE  
OF  
DENTAL  
SCIENCES

MINUTES OF LIBRARY ADVISORY COMMITTEE MEETING ON 24.02.2016		
01	Dr Aby Mathew T	
02	Dr Benley George	
03	Dr Biju Sebastian	
04	Dr Nebu George Thomas	
05	Dr Joe Joseph	
06	Dr Arjun Parameswar	
07	Dr Haby Mathew Somson	
08	Dr Saumya John	
09	Dr Akhilesh Prathap	

**PUSHPAGIRI COLLEGE OF DENTAL SCIENCES**

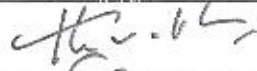
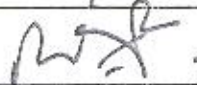
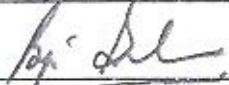
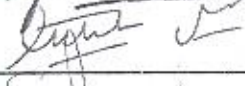



**MINUTES OF THE LIBRARY ADVISORY COMMITTEE MEETING HELD ON 24 FEBRUARY 2016**

Dr. AbyMathew (Principal), Dr. Benley(Vice-Principal Administrative), Dr. Biju(Vice-Principal Academic) , Dr.Nebu(Staff- In- Charge), Dr. joe, Dr.Arjun,Dr.Haby, Dr.Soumya, Dr.Akhilesh attended the meeting.

- 1) Dr.Akhilesh Suggested that Segregation should be done between subject books and general books.
- 2) Dr.Nebu suggested that there should be an annual budget for library.
- 3) Dr .Aby Mathew suggested that a fund of (Rs.3,0000) should be allotted to each department annually for purchasing speciality books during conferences.
- 4) DrAbyMathew told that separate section should be made for books and journals in Implantology.
- 5) Dr.Benley informed that reminder mail for back volumes of year 2014-2015 has been send to Standard Book Company and Globe Publications.
- 6) Dr.Benley told that seating capacity of UG students has to be increased.
- 7) Dr.Nebu suggested to Increase the band width of internet connection of EBSCO.
- 8) Dr.Nebu suggested that camera should be installed in PG and UG sections.
- 9) Dr.Akhilesh told that print and online subscription should be done forspecialityjournals.
- 10) Dr.Benleyinformed that ten books should be purchased in department of Periodontology,Prosthodontics &Oral & Maxillofacial Surgery department.

**PUSHPAGIRI COLLEGE OF DENTAL SCIENCES-0489-2645210, 2645282**

Library Advisory Committee Meeting On 11.01.2017

	Name	Signature
01	Dr. Aby Mathew T	
02	Dr Benley George	
03	Dr Biju Sebastian	
04	Dr. Akhilesh Pratap	
05	Dr Elizabeth Joseph	
06	Dr. Jose Jacob	
07	Dr. Nebu George Thomas	
08	Dr Shibu Thomas Sebastian	
09	Dr Saumya John	
10	Dr Arjun Parameswar	
11	Dr Haby Mathew Somson	
12	Dr Joe Joseph	
13	Dr Thomas Abraham	

PUSHPAGIRI COLLEGE OF DENTAL SCIENCES


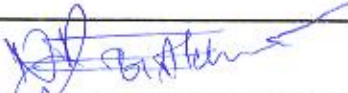
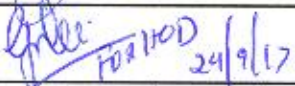

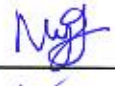



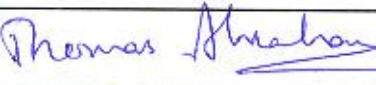

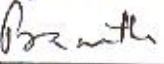




MINUTES OF THE LIBRARY ADVISORY COMMITTEE MEETING HELD ON 11 JANUARY 2017

Dr. Aby Mathew (Principal), Dr. Benley (Vice-Principal Administrative), Dr. Biju (Vice-Principal Academic), Dr. Nebu (Staff-In-Charge), Dr. Elizabeth, Dr. Akhilesh, Dr. Arjun, Dr. Haby, Dr. Jose, attended the meeting.

- 1) Dr. Benley suggested that stock verification should be done every year (month of December).
- 2) Dr. Aby Mathew told that the back volumes of Orthodontics and Conservative dentistry journals should be purchased as early.
- 3) Dr. Biju suggested that online journals should be made available ~~provide~~ to each department.
- 4) Dr. Nebu suggested that journal racks should be purchased before inspection.
- 5) Dr. Elizabeth suggested that it is good to the arrival of new journals through the respective departments.
- 6) Dr. Aby Mathew informed to take quotation for sunfilms for the e-library.
- 7) Dr. Nebu suggested that library membership card should be given to all users and the card should be kept in the library at the time of book issue.
- 8) Dr. Elizabeth suggested to change the position of the computer for easy access to online journals at the Pedodontics department.
- 9) Dr. Biju suggested that library timing should be given to staffs and PG students.
- 10) Librarians told that the evening shift is difficult due to lack of students after 6 pm.

**PUSHPAGIRI COLLEGE OF DENTAL SCIENCES-0469-2645210, 2645282**

**Library Advisory Committee Meeting On 29.09.2017**

	Name	Signature
01	Rev Fr Aby Vadakkumthala	
02	Dr K George Varghese	
03	Dr Benley George	
04	Dr Biju Sebastian	
05	Dr. Akhilesh Pratap	
06	Dr Elizabeth Joseph	 FOR HOD 24/9/17
07	Dr. Jose Jacob	
08	Dr. Nebu George Thomas	
09	Dr Shibu Thomas Sebastian	
10	Dr Saumya John	
11	Dr Arjun Parameswar	
12	Dr Haby Mathew Somson	For Dr. HABY 
13	<del>Dr Joe Joseph</del>	
14	Dr Thomas Abraham	
15	Dr Baker James	
16	Dr. Pramitha eperogi	
17	Dr. VIVEK SURESH NINTAL	
18	Dr. Within Pralap	
19	Dr. Rene Anwarose	
20	Dr. GIBI SYRIAC	

PUSHPAGIRI COLLEGE OF DENTAL SCIENCES

MINUTES OF THE LIBRARY ADVISORY COMMITTEE MEETING HELD ON 29 SEPT. 2017 AT 9 AM

The following members are present:

1. Dr.George Varghese (Principal)
2. Dr.Nebu George Thomas (Staff- In- Charge)
3. Dr.Baby James
4. Dr.Thomas Abraham
5. Dr.Jose Jacob
6. Dr.Arjun Parameswar
7. Dr.Shibu Thomas Sebastian
8. Dr.Vivek Suku Ninan representing Dr.Joe Joseph
9. Dr.Nithin Pratap representing Dr.Akilesh Prathap
10. Dr.Reni Kuriakose representing Haby Mathew Somson
11. Dr.Gibi Syriac representing Dr.Elizabeth Joseph
12. Dr.Prameetha George representing Dr.Soumya John
13. Mrs. Thara K Govindan,Chief Librarian
14. Mrs.Preethy S,Asst. Librarian

Director Medicity Rev.Fr.Aby Vadakkumthala, Dr.Benley George(Vice-Principal Administrative) and Dr.Biju Sebastian(Vice -Principal Academic) telephonically expressed their inability to attend the meeting.

The meeting started with a silent prayer

The Principal welcomed the gathering.

Minutes of the last library advisory committee meeting held on 11 January 2017 was read by Librarian Thara K Govindan. This was followed by the discussion on the action taken on the minutes. The agenda of the meeting was taken subsequently and an active discussion followed. Principal, Dr. George Varghese suggested that reminder should be sent to the firms who had been given purchase orders for journals and money has been paid in advance. The Chief Librarian agreed to act accordingly. The Principal added that books should be purchased for all departments based on the lists submitted by the HoD's after getting the sanction from the management. Those HoD's who have not submitted, should give it on or before 5<sup>th</sup> October. Possibility of purchase of books through book exhibition that is to be organized in the institution in November may be considered as was done last year.

Dr. Nebu suggested that the list of books to be purchased may be sent to various dealers and to take quotation from them. He added that measures to enhance the reading habit and use of library by the UG and PG students as well as the staff should be given due consideration.

Members from PG departments suggested that the institution should procure five international journals and two national journals for PG departments to satisfy DCI norms. It was

also suggested that one international journal should be procured for departments without PG course like OMR, Community Dentistry and Oral Pathology

Dr.Nebu requested that sufficient budget should be allotted to library each year in view of the DCI inspections in the subsequent years as well as the 2<sup>nd</sup> cycle of NAAC inspection after 5 years. The Principal agreed that all reasonable effort will be taken to appraise the management in this matter. Regarding the enrolling the 2017 batch of BDS and MDS students it was suggested that membership form should be distributed by the Librarian to UG and PG students (2017 batch). Dr.Baby James opined that book exhibition may be conducted in the month of November.

The following decision were taken unanimously.

1. Library Club formation to enhance the reading habits of students. This was agreed in principle. Dr.Nebu agreed to submit a feasible plan after the next HoD meeting.
2. Library hour should be given compulsorily to all PG students from 3 to 4 PM daily. HoD's to ensure the compliance of this.
3. Maintain separate register for PG students in the library which is to be regularly checked.
4. Library hour should be given to 1<sup>st</sup> year BDS students from 6 to 7 pm daily. This is to be decided after getting concurrence from the Warden Sister.
5. Best online journal provider with regard to cost and maximum number to be considered for purchase. Dr. Nebu agreed to give the proposal in a weeks' time after consulting all the HoD's. The possibility of considering the present firm viz. EBSCO will be decided after that
6. Budget required for the library for 2018 shall be Rs.30 lakhs. Out of this Rs. 20 lakhs may be considered for the purchase of journals, 10 lakhs for books and e-Journals. Proposal to be submitted to the management.
7. Purchase five international journals and two national journals for PG departments to satisfy DCI norms. One international journal to be procured for departments without PG course like OMR, Community Dentistry and Oral Pathology
8. To conduct book exhibition in the month of November
9. Membership form to be distributed by the Librarian to UG and PG students (2017 batch) to enroll them as members of library.

The meeting came to a close at 10.45 am.






Principal  
Dr.George Varghese

Minutes of the Library Committee  
held in the office of the Principal  
on 15/10/18 at 10 AM

---

The following members were present:-

- 1) Dr. K. George Vayhana, Principal 
- 2) Dr. Piju Sebastian, Vice Principal (Academics) 
- 3) Dr. Benley George, Vice Principal (Administration)
- 4) Nehru George, The Librarian Incharge
- 5) Dr. ELIZABETH JOSEPH -   
HOD → T & L
- 6) Thara K. Govindan - Thara Librarian
- 7) Preetby S - Preetby Librarian



**Minutes of The Library Committee Meeting Held In The Office Of The  
Principal On 15/10/2018 at 10 AM**

*The following members were present:-*

Dr K. George Varghese (Principal), Dr Biju Sebastian Vice Principal (Academics), Dr Benley George Vice Principal (Administration), Dr Nebu George Thomas (Library in charge), Dr Elizabeth Joseph , Ms Thara. K. Govindan, Ms Prethy. S.

The meeting was convened by the Principal to discuss the steps to be taken regarding the suggestions given by the inspectors during the DCI inspection in the Department of Pedodontics and Preventive Dentistry on 27<sup>th</sup> and 28<sup>th</sup> of September 2018

The suggestions and recommendations given by the DCI inspectors during the above inspection were discussed in detail and the following decisions were taken unanimously:


- 1) Inspectors suggestion for the need for 2 more specialty International Journals with 10 years back volume for Pedodontics to be implemented
- 2) Latest edition of books to be procured and newly arrived books and Journals to be displayed on a rack at the entrance of the library
- 3) The Inspectors had suggested 15% of The Income Over Expenditure of the total fees collected in the academic year be allotted for Library updation ( Approximately Rs 35 Lakhs)

The above decisions may be favourably considered by the management and appropriate steps to be taken.

Meeting ended at 10.30 am.

Copy to:

Medicity Director  
Academic Director  
Inspection cell PCDS

  
15/10/18



# PUSHPAGIRI

We care God cures

COLLEGE  
OF  
DENTAL  
SCIENCES

IT AND MISCELLANEOUS COMMITTEE MEETING ON 30.09.2019		
01	Dr K. George Varghese	
02	Dr Benley George	
03	Dr Biju Sebastian	
04	Dr Vinod Mathew	
05	Dr Jacob John	
06	Mr Sejoy Abraham	
07	Mr George Oommen	
08	Mr Bency John	
09	Mr Sheby	
10	Mr Marvin	
11	Mrs Thara	
12	Mrs Preethy	
13	Mrs Anitha K. Jose	

**MINUTES OF THE IT AND MISCELLANEOUS COMMITTEE MEETING on 30 SEPTEMBER 2019**  
**AT 11.00 A.M**

The following members were present.

1. Dr K. George Varghese, Principal PCDS
2. Dr Benley George Vice Principal Administration
3. Dr Biju Sebastian Vice Principal Academics
4. Dr Vinod Mathew, Inspection Cell
5. Dr Jacob John, Inspection Cell
6. Mr Sejoy Abraham, Finance Manager PCDS
7. Mr George Oommen, Engr.
8. Mr Bency John,
9. Mr Sheby, Supervisor
10. Mr Marvin, IT In charge
11. Mrs Thara, Librarian
12. Mrs Preethy, Librarian
13. Mrs Anitha K Jose, Clerk, PCDS

**Mr Bency, Electrical Engineer**

Dr Benley asked Mr Bency, Electrical Engineer regarding the report of Generator and lift. Mr Bency informed that the substation and panel require elevation upto 75 cm. (2.5 ft). He informed that the present generator can be used without problems for another 5 years. Generator is bare minimally used only during electricity failures.

He informed that the lift can be of assembled type which is cheaper compared to branded ones. Currently Johnson, Kone, Otis companies are of standard types. He enquired the capacity of the new lift. Dr Benley informed that the new lift provision is small and 5-7 passengers can use it. He informed that when we are obtaining quotation it should be with warranty and AMC.

He informed that there was a proposal for changing all electrical switches of the college. But since it was of large amount the same was not materialize. Principal informed that it is not needed and only those which are not working can be replaced. He informed that a complete list of switches and power plug should be prepared for all rooms of the college. Mr Sheby was entrusted to prepare it and submit it on Friday(along with other work quotations (4<sup>th</sup> October 2019).

Dr Vinod informed that the electrical drawing of dental college should be done. Mr Bency informed that he has done it with a software by IT department and the same can be done with medicity campus. He informed whether a solar distilled water plant can be done for the college for 100 litres requirement, He said it can be done and he will inform the rate of it.

Dr Benley enquired what is the time duration for the quotations for substation elevation and new lift. He informed that in 1 week he can show the requirement to the parties and in another one week quotations can be obtained. He informed that the deadline for the installation of new lift is 25 January 2020.

Dr Benley informed that if solar panel is feasible for an alternative to power supply. Mr Bency informed that solar grid system can be thought about as it will provide power during the day time use of the college.

**Civil Engineer – George Oommen**

Dr Benley informed that quotations for sewage treatment plant has not been obtained only one has been submitted. He informed that 2 quotations will be submitted in 1 week time. He informed that all other work quotations will be submitted in 1 week time.

**Library –**

Dr Nebu mentioned that budget required for the library for 2019 shall be Rs.44 lakhs. Out of this Rs 30 lakhs may be considered for the purchase of journals, 14 lakhs for books and e journals.

a. 2019 journals

Journals for all departments except department of Pedodontics should be purchased. The payment should be done this month itself.

b. EBSCO online journals renewal for the year 2019-2020. Payment should be done for 2019 from October onwards.

c. Latest edition of books – Books for UG and PG should be purchased as per the requirements from the department.

d. Purchase back volume journals – For departments having PG both national and international back volumes of journals are needed.

For the Pedodontics department back volumes of 2 international journals (International journal of pediatric dentistry 2013, 2015, 2017 and International journal Pediatric dentistry 2015, 2016.

Purchase back volume journals – For departments which do not have PG.

National journals 2015 – 2018 is needed.

Purchase journals for the year 2020.

Separation of space for Photocopy area and store & stocking area.

Dr Benley informed the librarians to submit the quotations in a weeks time.

**Marvin – Systems Engineer** told that backup facility should be increased. Dr Benley enquired was the time for obtaining the 3 quotations for the requirements. He informed that the quotations will be submitted on Tuesday 1<sup>st</sup> October 2019.

Principal informed that the next review meeting can be scheduled in 10 days time.





The meeting concluded at 12.00 p.m



# PUSHPAGIRI

*We care God cures*

COLLEGE  
OF  
DENTAL  
SCIENCES

INSPECTION CELL MEETING ON 16.11.2020		
01	Dr K. George Varghese	
02	Dr Benley George	
03	Dr Nebu George Thomas	
04	Dr Haby Mathew Somson	

## MINUTES of Meeting of Inspection Cell on 16.11.2020 at 1.00 pm at Council Room, Pushpagiri College of Dental Sciences

The following members were present

1. Dr K George Varghese
2. Dr Benley George
3. Dr Nebu George Thomas
4. Dr Haby Mathew Somson

The meeting started at 1.00 pm.

At the start of the meeting Dr George Varghese acknowledged the preparations and conduct of DCI PG renewal Inspection that happened in Dept. of Pedodontics on 27 and 28 October 2020 and said that the Pedodontics Dept HOD and faculty were appreciated by him for the smooth conduct and preparations by the dept.

Dr Benley said that no compliance has been notified for PCDS Pedodontics in the list prepared by DCI and hopefully the Inspection has been through and may take time to receive the order form DCI

Dr Benley enlisted the agenda for today's meeting and that was regarding the preparations to be made for upcoming KUHS Inspection in December 2020 and the expected DCI Renewal Inspection

### FACULTY

Dr Benley said that 2 deficiency are there regarding the no: of faculty. Deficiency of 1 Senior Lecturer in Orthodontics and 1 Senior lecturer in Prosthodontics. He said 1 Senior Lecturer in Orthodontics has been appointed few days back and one current faculty Dr Merin- Senior Lecturer in Orthodontics has submitted resignation which necessitates appointing a new Senior Lecturer in Orthodontics.

Regarding Prosthodontics, 1 senior Lecturer was already selected in March 2020 and he may be recalled to join officially before the KUHS inspection in Dec 2020.

### **Decision**

It was suggested by Dr George Varghese that deficiency of 1 Senior Lecturer in Orthodontics and 1 Senior Lecturer in Prosthodontics may be fulfilled by the end of November 2020. Necessary actions to be taken accordingly in consultation with Director-institutions.

### EQUIPMENTS

Dr George Varghese enquired about the status of Dental Chairs repair work and painting works. He reported that the work is progressing in a delayed manner which may be due to lack of enough mechanics and that 1 dental mechanic trainee is required for the dental college and the matter need to be brought to the attention of Director-Institutions. Dr Benley also said

that the painting work is delayed as no advance payment has been made to the person who has undertaken the work (that may be the agreement with them). The details regarding painting, repair, cleaning etc of dental chairs was enquired with Fathima (Biomedical person) during the meeting.

#### **Decision**

Fathima was asked to submit a report regarding the same and the required time for completion of all the work, which shall be updated by 20.11.2020.

The updates regarding the left-over work of dental chairs shall be notified by 21.11.2020 and minutes shall be modified then.

#### **LIBRARY**

Budget required for the library for 2020 shall be 40lakhs out of this 27 lakhs may be considered for the purchase of journals, 8 lakhs for e journals and 5 lakhs for books.

Dr Nebu mentioned that Rs 5, 00,000/- has been budgeted for Library books. The amount was divided between the 9 depts categorizing into PG and UG depts. On discussion it was decided that an amount of Rs 70,000/- shall be allocated for PG depts. And Rs 25,000/- for UG depts.

Dr Benley enquired whether purchase of print journals is required for the 2021 academic year or not, for which Dr George Varghese replied that as per the new update online journals are also accepted by DCI, so new print journals need not be purchased.

#### **Decision**

It was **decided** to send a communication to all dept HODs seeking list of new books which shall be purchased within a Budget of Rs 70,000/- for PG depts and Rs 25,000/- for UG depts. For updating the Library facility of the college.

#### **POLLUTION CONTROL BOARD (PCB)**

Dr Benley said that the certificate is yet to be received for PCB. He said the matter has been enquired with Mr Alex PMCH for which the reply was that the fees has been hiked and an affidavit needed stating the installation of sewage treatment plant in the institution.

He said the matter shall be followed up.

#### **FIRE & SAFETY**

Dr Benley said that the certificate of approval from Fire and safety dept. is also pending. Payment has been made (Rs 3lakhs) for inspection

He said that it would be appropriate if Mr George Oommen from PMCH come to dental college and inspect and verify if everything is appropriate or not.