

The image shows the front cover of a book. The cover is decorated with a red marbled paper pattern, featuring intricate, vein-like designs in various shades of red and brown. A white rectangular label is affixed to the center of the cover, containing the title in bold, black, sans-serif capital letters. The spine of the book is visible on the left side, showing a textured red binding.

**LIBRARY COMMITTEE
MINUTES BOOK**

Library

Committee

Minutes of the meeting - Library committee

03-05-2018

The meeting of the Library committee was conducted on 03-05-2018 at 10 am at the Principal's office.

Members present

1. Dr. V. A. Afzal: Chairperson
2. Dr. Sajil John: Coordinator
3. Dr. Shanila Abdul Majeed
4. Mr. Jestine Antony

AGENDA

- To formulate Guidelines for the committee.

The meeting of the Library committee was called to order on 03-05-2018 at 10 am at the Principal's office. It was presided by Principal Dr V. A. Afzal. The Principal welcomed all the members in the committee and gave his best wishes for the smooth functioning and carrying out of the duties.

The nominated members of the committee discussed about formulating guidelines. Suggestions were put forward by Dr Sajil John and all members agreed to the decisions taken in the meeting. It was also decided to conduct at least 2 meetings every year. The meeting adjourned at 11 am after tea.

Prof. Dr. V.A. AFZAL., M.D.S.
Principal
Al- Azhar Dental College
Perumpillichira P.O., Thodupuzha-685 605



Prof. Dr. Harvey Thomas MDS
Principal
Al-Azhar Dental College
Thodupuzha - 685 605

Coordinator

Minutes of the meeting - Library committee

19-10-2018

The meeting of the library committee was conducted on 19-10-2018 at 11 am at the Principal's office.

Members present

- 1. Dr. V. A. Afzal: Chairperson
- 2. Dr. Sajil John: Coordinator
- 3. Dr. Shanila Abdul Majeed
- 4. Mr. Jestine Antony

Agenda

- To discuss concerns regarding shortage of books in the central library as well as the department library.

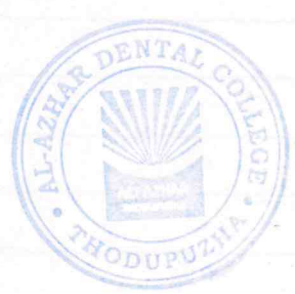
The meeting of the library committee was called to order on 19-10-2018 at 11 am at the Principal's office. It was presided by Principal Dr V. A. Afzal. It was decided to request department HODs to make a list of books required for the library before the list was sent for approval of the Principal. The meeting adjourned at 12:00 pm after tea and refreshments.

Action taken report of previous meeting

The guidelines were formulated, approved and handed over to the Principal.

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Al-Azhar Dental College
Thodupuzha - 685 605

Prof. Dr. V.A. AFZAL., M.D.S.
Principal
Al-Azhar Dental College
Perumpillichira P.O., Thodupuzha-685 605



Co-ordinator

Minutes of the meeting - Library committee

Members present

17-05-2019

1. Dr. V. A. Afzal: Chairperson
2. Dr. Sajil John: Coordinator
3. Dr. Shanila Abdul Majeed
4. Dr. Vishnu Thomas
5. Mr. Jestine Antony

Agenda

- To discuss the distribution of library usage cards to students

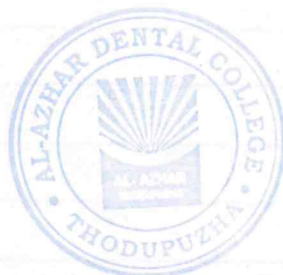
The library committee meeting was called to order on 17-05-2019 at 11 am at the Principal's office. It was presided by Principal Dr. V. A. Afzal. It was decided to instruct the librarian Mr. Jestine Antony to make a list of all students and get the format of the usage card approved by the members before giving it for printing and lamination. The meeting adjourned at 12:00 pm after tea and refreshments.

Action taken report of previous meeting

The list of books given by the individual department heads were forwarded for the approval of management after getting the purchase order ready.

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Prof. Dr. V.A. AFZAL., M.D.S.
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Coordinator

Minutes of the meeting- Library committee

Members present

11-11-2019

1. Dr. V. A. Afzal: Chairperson
2. Dr. Sajil John: Co-ordinator
3. Dr. Shanila Abdul Majeed
4. Dr. Vishnu Thomas
5. Mr. Jestine Antony

Agenda

- To discuss concerns regarding insufficient furniture in the library reading area.

The meeting of the Library committee was called to order on 11-11-2019 at 11 am at the Principal's office. It was presided by Principal Dr. V. A. Afzal. The librarian was instructed to make a list of furniture required including newspaper stand for purchase after approval from the management. The meeting adjourned at 12:00 pm after tea and refreshments.

Action Taken Report of previous meeting

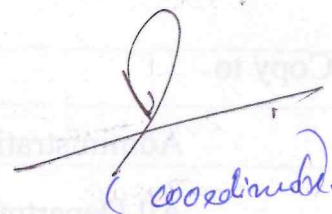
It was ensured that the library usage cards were issued to the students as instructed in the previous meeting. Library book usage registers were also made for the staff and students.



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Al-Azhar Dental College
mullichira P.O., Thodupuzha-685 605

coordinator

Minutes of the meeting - Library committee

Members present

13-03-2020

1. Dr. V. A. Afzal: Chairperson
2. Dr. Amal E. A: Administrative Officer
3. Dr. Sajil John: Coordinator
4. Dr. Shanila Abdul Majeed
5. Dr. Vishnu Thomas
6. Mr. Jestine Antony

Agenda

- Imposing fine for returning book late
- To formulate guidelines for e-library.

The meeting of the library committee was called to order on 13-03-2020 at 11 am at the Principal's office. It was presided by Principal Dr. V. A. Afzal. Some suggestions regarding imposing of fine to those returning the books late were put forward by Dr. Shanila Abdul Majeed. The members discussed and approved it. Guidelines for e-library were formulated as per suggestions of Dr. Sajil John. The meeting adjourned at 12:00 pm after tea and refreshments.

Action taken report of previous meeting

The list of furniture required including shelves for journals, newspaper stand and computer tables were finalized. Purchase order made and it was presented before the management for approval.

Prof. Dr. Harvey Thomas MDS
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Thodupuzha - 685 605



Prof. Dr. V.A. AFZAL., M.D.S.
Principal
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Perumpillichira P.O., Thodupuzha-685 605

(COPR) (M.D.S.)

Minutes of the meeting - Library committee

Members present

19-10-2020

1. Dr. V. A Afzal: Chairperson
2. Dr. Amal E. A: Administrative Officer
3. Dr. Sajil John: Coordinator
4. Dr. Shanila Abdul Majeed
5. Mr. Jestine Antony

Agenda

- To discuss the usage of the computers in central library for online classes.

The meeting of the library committee was called to order on 19-10-2020 at 11 am. It was presided by Principal Dr. V. A. Afzal. The suggestions regarding usage of the central library by the faculty for online classes were discussed. Timings for online classes allotted for each subject by the faculty were finalized. The meeting adjourned at 12:00 pm.

Action Taken Report of previous meeting

Guidelines for e-library were formulated, approved and handed over to the Principal.



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Al-Azhar Dental College
Thodupuzha - 685 605



Prof. Dr. V.A. AFZAL., M.D.S.
Principal
Al-Azhar Dental College
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(Co-ordinator)

Minutes of the meeting - Library committee

19-02-2021

Members present

- 1. Dr.V.A. Afzal: Chairperson
- 2. Dr. Amal E. A: Administrative Officer
- 3. Dr. Sajil John: Co-ordinator
- 4. Dr. Shanila Abdul Majeed
- 5. Mr. Jestine Antony

Agenda

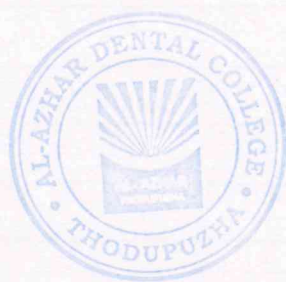
- To discuss about resuming the activities of the library after the college re-opening post lock down.

The meeting of the library committee was called to order on 19-02-2021 at 11 am at the Principal's office. It was presided by Principal Dr.V.A. Afzal. It was decided to resume all the activities of library as it used to be before the lock down including issuing of books and utilization of other facilities. The meeting adjourned at 12:00 pm.

Action taken report of previous meeting

The usage of the central library by the faculty for online classes were implemented. Time schedule for online classes allotted for each subject was carried out as decided and it was ensured that all the portions were covered as per the schedule.

Prof. Dr. Harvey Thomas MDS
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Thodupuzha - 685 605



Co-ordinator.

Prof. Dr. V.A. AFZAL., M.D.S.
Principal
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Perumpillichira P.O., Thodupuzha-685 605

Minutes of the meeting- Library committee

23-11-2021

Members present

- 1. Dr. Harvey Thomas: Chairperson
- 2. Dr. Amal E A: Administrative Officer
- 3. Dr. Sajil John: Co-ordinator
- 4. Dr. Shanila Abdul Majeed
- 5. Dr. Vishnu Thomas
- 6. Dr. Abhilash Mathews Thomas
- 7. Mr. Jestine Antony

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Agenda

- To welcome the newly appointed Principal Prof Dr Harvey Thomas and nominated member to the committee.
- To prepare the new list of books required for library

The meeting of the library committee was called to order on 23-11-2021 at 11:30 am at the Principal's office. It was presided by Principal Dr. Harvey Thomas. Dr. Sajil welcomed the newly appointed Principal Prof Dr Harvey Thomas and newly nominated member Dr. Abhilash Mathews Thomas to the committee. The Principal wished his best and promised his whole hearted support for the smooth functioning of the committee. The new member was given the responsibility to make a list of books required for the library as shortage of new editions of some books were reported from departments going Post Graduate MDS inspection. The meeting adjourned at 12:00 pm after tea and refreshments.

Action taken report of previous meeting

It was seen to it that all the functioning of the library resumed smoothly after the lockdown period.



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Prof. Dr. Harvey Thomas MDS
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Al-Azhar Dental College
Thodupuzha -685 605


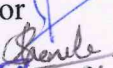
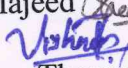

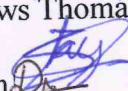


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Co-ordinator

Sg.

Minutes of the meeting- Library committee

20-07-2022

Members present

1. Dr. Harvey Thomas: Chairperson 
2. Dr. Amal E A: Administrative Officer
3. Dr. Sajil John ; Co-ordinator
4. Dr. Shanila Abdul Majeed 
5. Dr. Vishnu Thomas 
6. Dr. Abhilash Mathews Thomas 
7. Dr. Stacey Thomas 
8. Dr. Diana Kuriachan 
9. Ms. Aparna K V 

Members absent

Mr. Jestine Antony

Agenda


- To welcome new members to the committee.
- Discuss inadequate utilization of library facilities by students


The meeting of library committee was called to order on 20-07-2022 at 10 am at the Principal's office. It was presided by Principal Dr. Harvey Thomas and he welcomed the new members. Implementation of the suggestions put forward in the previous meeting were looked upon. Concerns regarding inadequate utilization of facilities offered by the reader's club was raised.

Action taken report of previous meeting

It was ensured that all the decisions of the previous meeting were implemented smoothly which included making a list of books required for the central library. Dr. Abhilash Mathews Thomas ensured that the HODs prepared a list of books required for the department library as well. The meeting adjourned at 11:00 pm after tea and refreshments.




Prof. Dr. Harvey Thomas MDS
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Co-ordinator

Minutes of the meeting- Library committee

20-11-2022

Members present

1. Dr. Harvey Thomas: Chairperson
2. Dr. Amal E. A: Administrative Officer
3. Dr. Sajil John: Co-ordinator
4. Dr. Vishnu Thomas
5. Dr. Abhilash Mathews Thomas
6. Dr. Stacey Thomas
7. Dr. Diana Kuriachan
8. Mr. Jestine Antony
9. Ms. Aparna K V

Agenda

- To discuss concern regarding shortage of computers in the central library

The meeting of library committee was called to order on 20-11-2022 at 10 am at the Principal's office. It was presided by Principal Dr. Harvey Thomas. It was decided to inform the management regarding the shortage of computers in the central library. Complaints regarding frequent disruption of internet connectivity was also discussed and it was decided to alert the IT department member Mr. Alex regarding this matter.

Action taken report of previous meeting

- Students were instructed to use the facilities offered by Reader's club to inculcate the habit of reading after college working hours.

The meeting adjourned at 12:00 pm after tea and refreshments.



Prof. Dr. Harvey Thomas MDS
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Co-ordinator

Minutes of the meeting - Library committee

20-02-2023

Members present

1. Dr. Harvey Thomas: Chairperson
2. Dr. Amal E. A: Administrative Officer
3. Dr. Sajil John: Co-ordinator
4. Dr. Vishnu Thomas
5. Dr. Abhilash Mathews Thomas
6. Dr. Stacey Thomas
7. Dr. Diana Kuriachan
8. Mr. Jestine Antony
9. Ms. Aparna K V

Agenda

- To discuss steps to replace torn covers and bind the books which were poorly maintained.


The meeting of library committee was called to order on 20-02-2023 at 10 am at the Principal's office. It was presided by Principal Dr. Harvey Thomas. The librarian was instructed to make a list of books that would require re-binding. It was also decided to thoroughly inspect the state of the books before and after the students issue them and to fine those students who return books in torn state.

Action taken report of previous meeting

- Proposal to procure few computers for the central library was put before management.

The meeting adjourned at 12:00 pm.




Prof. Dr. Harvey Thomas MDS
Principal
Al-Azhar Dental College
Thodupuzha - 685 605


coordinator.

Minutes of the meeting - Library committee

20-05-2023

Members present

- 1. Dr. Harvey Thomas: Chairperson
- 2. Dr. Amal E A: Administrative Officer
- 3. Dr. Sajil John: Co-ordinator
- 4. Dr. Vishnu Thomas
- 5. Dr. Abhilash Mathews Thomas
- 6. Dr. Stacey Thomas
- 7. Dr. Diana Kuriachan
- 8. Mr. Jestine Antony
- 9. Ms. Aparna K V

Agenda

- To discuss labelling and proper positioning of books donated by alumni association in the library books shelves

The library committee meeting was called to order on 20-05-2023 at 11 am at the Principal's office. It was presided by Principal Dr. Harvey Thomas. Previous meeting concerns and action taken were discussed. Dr Sajil instructed the librarian to label and position the books donated by alumni association in the library books shelves.

Action taken report of previous meeting

Department and central library books were inspected and maintenance was ensured. The meeting adjourned at 12:00 pm after tea and refreshments.



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Prof. Dr. Harvey Thomas MDS
Principal
Al-Azhar Dental College
Thodupuzha - 685 605

[Handwritten signature]
Co-ordinator