

CENTRAL LIBRARY TENTATIVE CALENDAR FOR THE YEAR 2016-17

Semester	Week No.	NATURE OF WORK	
VACATION PERIOD			
VACATION PERIOD	1	Review of issue and return books to staff	
	2	Preperation of list of books not return by student	
	3	Preperation of list of books not return by student	
	4	Starting of Stock verification	
	5	Stock verification continue	
	6	Searching of books which are reported lost during stock taking	
	7	Searching of books which are reported lost during stock taking	
Odd Semester			
First Half (Odd Semester) Begins in July	1	Preparation of Enrolment Card of First year B. Tech and M. Tech students	
	1	Social Welfare Book Bank Application forms distribution	
	3	Renewal of Journals	
	4	IIT Library Institutional Membership Renewal	
	5	Library Committee Meeting / Submission of Stock Verification Report	
	6	Distribution of Social Welfare Book Bank Books	
	7	Renewal of Second year to fourth year B. Tech. & M.Tech students Membership	
	8	Library Committee Meeting	
	9	Library Orientation	
	10	Scanning of Even Semister Question Papers	
	11	Alloting Barcode & Stickin of I Card of the Student	
	12	Creating Secon to fourth year B. Tech Students Database in System	
	13	Reminders for missing issues of journals	
	14/15		
	16	Renewal of Institutional Membership	
	17	Distribution of Requisition forms to Subject Teachers for recommendations of Books	
	18/19	Creating F.E. B. Tech & M. Tech students Database in the System	
	20	Library Committee Meeting	
	21	Scanning of Question Papers of Odd Semester	
	22	Renewal of Journals	
	23	Renewal of Journals	
	24	Renewal of Journals	
	25/26	Sending Reminders to teaching and non- teaching for returning books	
	Even Semester		
	Second Half (Even Semester) Begins in January	27	Renewal of Journals
28		Renewal of E-Journals	
29		Library Committee Meeting	
30		Rearrangement of Lending Section Books	
31		Rearrangement of Journals Back Volumes	
32		AMC of SLIM Software	
33		Renewal of Journals	
34		Book Exhibition	
35		Reminder letters to Publishers for Missing Issues	
36		Renewal of Journals	
37		Distribution of requisition forms to Subject Teachers for recommendations of books	
38		Scanning of Question Papers of Odd Semester	
39		Library Committee Meeting	
40		Sending bills of books purchased during book exhibition to account section for clearance	
41		submission of Library Stock Verification Report	
42		Reminder letters to Publishers for Missing Issues	
43		Submission of Expenditure Statement to Account	
44		Library Committee Meeting	
45		Beginning of Library Stock Verification	
46		Reminder letters to Publishers for Missing Issues	
47		Question Papers Scanning of Odd Semester	
48		Preparation of List of Books for Weeding out	
49		Preparation of Stock Verification Report	
50		Preparation of List of Books and Journals for Binding	
51/52		Sending Reminders to teaching and non- teaching for returning books	

LIBRARIAN

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