

CENTRAL LIBRARY TENTATIVE CALENDAR FOR THE YEAR 2017-18

Semester	Week No.	NATURE OF WORK	Date
VACATION PERIOD			
VACATION PERIOD	1	Review of issue and return books to staff	01-06-2017 to 02/06/2017
	2	Preparation of list of books not return by student	05/06/2017 to 10/09/2017
	3	Preparation of list of books not return by student	12/06/2017 to 16/06/2017
	4	Dusting, Cleaning and Re-arranging of Lending section Books	19/06/2017 to 23/06/2017
	5	Dusting, Cleaning and Re-arranging of Lending section Books	27/06/2017 to 30/06/2017
	6	Dusting, Cleaning and Re-arranging of Reference section Books	03/07/2017 to 07/07/2017
	7	Dusting, Cleaning and Re-arranging of Reference section Books	10/07/2017 to 14/07/2017
Odd Semester			
First Half (Odd Semester Begins in July)	1	Preparation of Enrolment Card of First year B. Tech and M. Tech students	17/07/2017 to 21/07/2017
	2	Social Welfare Book Bank Application forms distribution	24/07/2017 to 28/07/2017
	3	Renewal of Journals	01/08/2017 to 04/08/2017
	4	IIT Library Institutional Membership Renewal	07/08/2017 to 11/08/2017
	5	Library Committee Meeting	14/08/2017 to 18/08/2017
	6	Distribution of Social Welfare Book Bank Books	21/08/2017 to 24/08/2017
	7	Renewal of Second year to fourth year B. Tech. & M.Tech students Membership	28/08/2017 to 31/08/2017
	8	Library Committee Meeting	04/09/2017 to 08/09/2017
	9	Library Orientation	11/09/2017 to 15/09/2017
	10	Scanning of Even Semester Question Papers	18/09/2017 to 22/09/2017
	11	Alloting Barcode & Stickin of I Card of the Student	25/09/2017 to 29/09/2017
	12	Creating Seccon to fourth year B. Tech Students Database in System	03/10/2017 to 06/10/2017
	13	Reminders for missing issues of journals	09/10/2017 to 13/10/2017
	14/15	Preparation of Expenditure Statement till date and tally with account	16/10/2017 to 27/10/2017
	16	Renewal of Institutional Membership	30/10/2017 to 03/11/2017
	17	Distribution of Requisition forms to Subject Teachers for recommendations of Books	06/11/2017 to 10/11/2017
	18/19	Creating FE & ME students Database in the System	13/11/2017 to 24/11/2017
	20	Library Committee Meeting	27/11/2017 to 30/12/2017
	21	Scanning of Question Papers of Odd Semester	04/11/2017 to 08/11/2017
	22	Renewal of Journals	11/12/2017 to 15/12/2017
	23	Reminder letters to users for returning of over due books	18/12/2017 to 22/12/2017
	24	Renewal of Journals	26/12/2017 to 29/12/2017
	25/26	Sending Reminders to teaching and non- teaching for returning books	01/01/2018 to 12/01/2018
	Even Semester		
Second Half (Even Semester Begins in January)	27	Library Orientation	22/01/2018 to 26/01/2018
	28	Renewal of E-Journals	29/01/2018 to 02/02/2018
	29	Library Committee Meeting	05/02/2018 to 09/02/2018
	30	Rearrangement of Lending Section Books	12/02/2018 to 16/02/2018
	31	Rearrangement of Journals Back Volumes	19/02/2018 to 24/02/2018
	32	AMC of SLIM Software	26/02/2018 to 03/03/2018
	33	Preparation of budget for the year 2018-19	05/03/2018 to 09/03/2018
	34	Book Exhibition	12/03/2018 to 16/03/2018
	35	Reminder letters to Publishers for Missing Issues	19/03/2018 to 23/03/2018
	36	Renewal of Journals	26/03/2018 to 30/03/2018
	37	Distribution of requisition forms to Subject Teachers for recommendations of books	02/04/2018 to 06/04/2018
	38	Scanning of Question Papers of Odd Semester	09/04/2018 to 13/04/2018
	39	Library Committee Meeting	16/04/2018 to 20/04/2018
	40	Sending bills of books purchased during book exhibition to account section for clearance	23/04/2018 to 27/04/2018
	41	Reminder letters to Publishers for Missing Issues	01/04/2018 to 04/05/2018
	42	Reminder letters to Publishers for Missing Issues	07/05/2018 to 11/05/2018
	43	Submission of Expenditure Statement to Account	14/05/2018 to 18/05/2018
	44	Library Committee Meeting	21/05/2018 to 25/05/2018
	45	Beginning of Library Stock Verification	28/05/2018 to 01/06/2018
	46	Reminder letters to Publishers for Missing Issues	01/06/2018 to 08/06/2018
	47	Question Papers Scanning of Odd Semester	11/06/2018 to 15/06/2018
	48	Preparation of List of Books for Weeding out	18/06/2018 to 22/06/2018
	49	Reminder letters to student for returning of over due books	25/06/2018 to 29/06/2018
	50	Preparation of List of Books and Journals for Binding	02/07/2018 to 06/07/2018
51/52	Sending Reminders to teaching and non- teaching for returning books	09/07/2018 to 20/07/2018	

LIBRARIAN

**Bharatiya Vidya Bhavan's,
Sardar Patel College of Engineering,
Munshi Nagar, Andheri (W),
Mumbai - 400 058.**