Bharatiya Vidya Bhavan's
Sardar Patel College of Engineering
Andheri (West). Mumbai-58.
LIBRARY CALENDAR 2023-24

Semester	Week No.	NATURE OF WORK
VACATION PERIOD		
VACATION PERIOD	1	Review of issue and return books to staff
	2/3	Review of stock
	4	Review of stock
	5	Lending section books arrangement
	6	Arrange Reference Books on compactors
Odd Semester		
First Half (Odd Semester Begins in July)	1	Preparation of Enrolment Card of F. year B. Tech and M. Tech stud.
	2	Social Welfare Book Bank Application forms distribution
	3	Database Review
	4	Renewal of iSLIM
	5	Library Committee Meeting
	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	Reminiders for missing issues of journals
	14/15	Prepeartion of Expenditure Statement till date and tally with account
	16	Renewal of Institutional Membership
	17	Distribution of Requisition forms to Subject Teachers for recommentations of Books
	18/19	Creating FE & ME students Database in the System
	20	Library Committee Meeting
	21	Scanning of Question Papers of Odd Semester
	22/23	Renewal of Journals
	24	Reminder letters to users for returning of over due books
	25/26	Sending Reminders to teaching and non- teaching for returning books
Even Semester		
Second Half (Even Semester) Begins in January	27	Library Orientation
	28	Renewal of E-Journals
	29	Library Committee Meeting
	30	Rearrangement of Lending Section Books
	31	Rearrangement of Journals Back Volumes
	32	Book Exhibition
	33	Prepeation of budget for the year 2018-19
	34	Renewal of Science Direct Journals Subscription
	35	Reminder letters to Publishers for Missing Issues
	36	Renewal of Journals(J-GATE, IET, Remote Access Spftware, Turnitin)
	37	Distribution of requisition forms to Subject Teachers for recomm. 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	Reminder letters to Publishers for Missing Issues
	42	Reminder letters to Publishers for Missing Issues
	43	Sumbmission 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	Reminder letters to student for returning of over due books
	50	Preparation of List of Books and Journals for Binding
	51/52	Sending Reminders to teaching and non- teaching for returning books