



**Bharatiya Vidya Bhavan's  
Sardar Patel College of Engineering  
Andheri (West), Mumbai-58.  
LIBRARY CALENDAR 2022-23**



Semester	Week No.	NATURE OF WORK
<b>VACATION PERIOD</b>		
<b>VACATION PERIOD</b>	1	Review of issue and return books to staff
	2/3	Stock Verification
	4	Stock Verification
	5	Stock Verification
	6	Arrange Reference Books on compactors
<b>Odd Semester</b>		
<b>First Half (Odd Semester Begins in July)</b>	1	Preparation of Enrolment Card of F. year B. Tech and M. Tech stud.
	2	Social Welfare Book Bank Application forms distribution
	3	Preperation of Stock Verification Reoprt
	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	Reminders for missing issues of journals
	14/15	Preparation of Expenditure Statement till date and tally with account
	16	Renewal of Institutional Membership
	17	Distribution of Requisition forms to Subject Teachers for recommendations 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	
<b>Even Semester</b>		
<b>Second Half (Even Semester) Begins in January</b>	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	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	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	

**LIBRARIAN**

**Bharatiya Vidya Bhavan's,  
Sardar Patel College of Engineering,  
Munshi Nagar, Andheri (W),  
Mumbai - 400 068.**