



Sardar Patel College of Engineering
Andheri (West), Mumbai-58.
LIBRARY CALENDAR 2021-22



Semester	Week No.	NATURE OF WORK	
VACATION PERIOD			
VACATION PERIOD	1	Review of issue and return books to staff	
	2/3	Vacate backvolumes for installation of compactors	
	4	Arrange Back volumes on Compactors	
	5	Vacate Reference Books for installation of compactors	
	6	Arrange Reference Books on compactors	
Odd Semester			
First Half (Odd Semester Begins in July)	1	Preparation of Enrolment Card of First year B Tech and M. Tech students	
	2	Social Welfare Book Bank Application forms distribution	
	3	Renewal of Journals	
	4	IIT Library Institutional Membership Renewal	
	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 Semester 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	Prepeartion 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	
	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		AMC of SLIM Software	
35		Reminder letters to Publishers for Missing Issues	
36		Renewal of Journals	
37		Distribution of requisition forms to Subject Teachers fo 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 clearanec	
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

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