

CENTRAL LIBRARY TENTATIVE CALENDAR

Semester	Week No.	NATURE OF WORK
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
	6	Distribution of Social Welfare Book Bank Books
	7	Renewal of Second year to fourth year B. Tech. & M.Tech students Membership
	8	Renewal of Journals
	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	Reminiders 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	Creating FE & ME students Database in the System
	19	
	20	Library Committee Meeting
	21	
	22	Renewal of Journals
	23	Renewal of Journals
	24	Renewal of Journals
	25	Sending Reminders to teaching and non- teaching for returning books
	26	
	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	Submission of Library Stock Verification Report
	52	Sending Reminders to teaching and non- teaching for returning books