

Library Academic Calendar (2019-20):

Sn.	Work distribution	Month
1.	Notice for library Membership (Compulsory)	June 2019
2.	Library Orientation & Information Literacy Programme (New Admission)	July 2019
3.	Notice for Book Requirements from staff	June – July 2019
4.	Books Order	July –August 2019
5.	Library Advisory Committee Meeting	June, Aug, Nov, Mar.
6.	Books Exhibition of books	December 2019
7.	Open Suggestion box and discussion in the departmental meeting	November 2019
8.	Notice of Book return from students and staff	March, April 2020
9.	Prepare pending books list	April, May 2020
10.	Stock Verification	May –June 2020