

# **Bahirji Smarak Mahavidyalaya Basmath Dist. Hingoli**

## **Dept. of Library**

### **Academic Calendar 2026-2027**

| <b>Sr. No.</b> | <b>Particulars</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Month</b> |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 1              | Book quotation will be requested, ordering quotations of library stationary book card, Issue cards, barcode sticker etc .ordering of identity cards of the students admitted in the Junior and Senior department Distributing TC forms. Give No dues to students who want to clearance from library. Daily clean area of library.<br>1. Arrange meeting of library staff for daily work distribution. Daily clean area of library.<br>2. To call library Staff Meeting.                                                                                                                                                                                                                                                                                                                                                    | June         |
| 2              | Collecting books list as per new syllabus from teaching faculty. Book binding quotation will be requested, Give No dues to students who want to clearance from library. Creating Issue cards for student's by manually and also on SOUL software with printing barcode labeled. Paste barcode on I-Cards of student's users. Daily clean area of library.<br>1. To call library committee meetings and discuss library problems. Budget allocation and book purchasing.<br>2. Organize Library Induction Programme for Newly admitted B.A. Ist year Students to introduce library facilities.                                                                                                                                                                                                                              | July         |
| 3              | Distribute the software generated barcode on library membership card & I-Cards. To start, Newspaper & to periodicals section, to record the books in the entry book as per the demand form. Submission of texts. To record the texts in the computer system. Ordering a subscription to the magazine. Displaying and index of journals. Daily clean area of library.<br>1. Organize Library Induction Programme for Newly admitted B.Sc. & B.Com Ist Year students to introduce library facilities. Familiarize the new student with the various branches, methods of study, various facilities, and the academic and administrative set up in the Institute.<br>2. Dr. S.R.Ranganathan's birth anniversary will be celebrated as <b>Librarian Day</b> by the college in the library on <b>12/08/2026</b> .                | August       |
| 4              | Starting an e-library for students' users for internet facility and searching syllabus, study material. Use N-list e-books, e-journals and Web-OPAC for library books. Create what's app group for students. To give information of digital content. To start Night library section at 7 pm to 10 pm. for students, Ordering a subscription to the magazine. Displaying and index of journals. Collecting new syllabus wise book lists from teacher and send to publisher for ordering books. Scanning rare book collect e-content from teachers in audio video PPT, PDF format and upload on institutional repository. Daily clean area of library.<br>1. Arrange meeting of library committee for discuss new books purchasing.<br>2. N-list Awareness Programme for SR Teaching Staff.<br>3. Teacher's Day Celebration. | September    |

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| 5 | <p>Distribute the software generated barcode on library membership card. Exchanging books on library membership cards for students. Daily report of Issuing books generated on system and also takes on register. Daily book issuing work when complete in after noon those book cards arrange by sequence. When data entry of book completed then generated barcode, Spine label, and location of books and printed on A4 page. Generate new books list and display on board.</p> <ol style="list-style-type: none"> <li>15-10-2026 On the Occasion of Dr.A.P.J.Kalam's birth Anniversary celebration of Reading Inspiration Day.</li> <li>Diwali Ank Exhibition</li> </ol>                                                                                                                                                                                      | October  |
| 6 | <p>To take round and observe total working of library. To report anomalies to Principal. To render information services to the users. To create bibliographic database under soul package. Displaying an index of journals. Accessing new book manually and then data entry this book in software. When data entry of book completed then generated barcode, Spine label, and location of books and printed on A4 page. Barcode, spine label and location paste on book and give class no write title and author of book-on-book card and stamping completed then arranging book on rack for circulation. Magazine and periodicals issuing and recording to register.</p> <ol style="list-style-type: none"> <li>Arrange meeting of library staff.</li> </ol>                                                                                                     | November |
| 7 | <p>News Paper Clipping File Scanning &amp; uploading: Scanning rare book collect e-content from teachers in audio video PPT, PDF format and upload on institutional repository. Creating a text barcode. Ordering the subscription form of the magazine and filling the subscription and recording it in the register book. Displaying an index of journals. Accessing new book manually and then data entry this book in software. When data entry of book completed then generated barcode, Spine label, and location of books and printed on A4 page.</p> <ol style="list-style-type: none"> <li>Arrange meeting of library committee for discuss library services and future plans.</li> <li>06-12-2026 Dr. Baba Saheb Ambedkar Mahaparinairwan Din Programme.</li> </ol>                                                                                     | December |
| 8 | <p>To bring Newspapers &amp; make its entry in register, distributing students &amp; keeping it in rack. Taking attendance of students who come in reading hall &amp; keep control on them. To follow rules of librarian. To maintain library clean with help of others.</p> <p>Trading of books with student from, senior college Arts, Commerce, Science, &amp; fill their into manually as well as SOUL 2.0 software. Placing books &amp; books cards on it place. Distributing I-Cards to senior students. Making correction in book entries in Soul 3.0 Software. To prepare a catalog according to the traditional method of books purchased in the library and recorded in the register book. Continuing the study for the students studying for the competitive examination.</p> <ol style="list-style-type: none"> <li>Library staff Meeting.</li> </ol> | January  |
| 9 | <p>Making Issue card, Bar code &amp; uploading photo of senior students on it. Making entries in SOUL 3.0 Software and manually also of senior students of Arts, Commerce, Science. Note all receipts of Senior L.P. register as well as computer. Record all new books in Acc. Register as well as computer. Record Bill file year wise register and computer. Trading of books with professors, making their issue card, barcode &amp; uploading their photos. Scanning &amp; uploading of new books.</p> <ol style="list-style-type: none"> <li>Library Committee Meeting</li> </ol>                                                                                                                                                                                                                                                                           | February |

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| 10 | <p>Make excel entries of Junior in Acc. Register. Create new issue cards of junior Arts, Commerce, and Science. Keep record of withdrawals of books from junior. Treading of competitive books &amp; create issue cards Keep record of Loss of books receipts in register &amp; computer. Maintain cleanliness in library with help others &amp; work on order of librarian. Arrange meeting of library committee for discuss e-content.</p> <p>1. Organize Book exhibition on the occasion of International Women's Day.</p>                                                                                                                                                                                                                                                                         | March |
| 11 | <p>To prepare a catalog according to the traditional method of books purchased in the library and recorded in the register book. Continuing the study for the students studying for the competitive examination. Arranging the texts according to the changed locations of the texts throughout the year, placing the texts in the wrong place according to the class. To record texts in a computer system. Previous years Question papers set create a bunch by semester wise and give students manually. Scanning this previous year's question papers and create PDF of question papers by semester wise and subject wise and save this record on computer system. Paid N-list subscription and renewal this for e-journals and e-books.</p> <p>1. 15-04-2027 Dr. Baba Saheb Ambedkar Jayanti</p> | April |
| 12 | <p>Arranging the texts according to the changed locations of the texts throughout the year, placing the texts in the wrong place according to the class. Scanning of rare books in library and creating pdf books and upload IR Scanning All Senior &amp; Junior Bill files Scanning and store pdf form. Photo on Student Issue card scanning and upload on SOUL Software. All works related to system SOUL 3.0 server Backup, Internet facility, scanning all problems solving etc. Solving queries related to SOUL Software D-space software installation, Institutional repository creation all work home page setup, IP address configure.</p>                                                                                                                                                    | May   |
| 13 | <p><b>Future Plan -</b></p> <p>1. Giving SMS facility through Library Software by purchasing bulk SMS package.</p> <p>2. Increase users of library by using online services giving remote access facility. Increase N-list Users, Web OPAC Users, &amp; Institutional Repository Users.</p> <p>3. Future Plan of RFID technology.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |       |