

DATE	M				Cleaning all Computer				Reaching Section	Electric	Digital Section		Remarks	Signature				
	Stock Area	Circulation	Reference	Periodical	Stock Area	Circulation	Reference	Periodical			Digital Section	Computer		Intra-website	e-Journal	Data Collect	Stock Circulation	Digital Library
3/1/21	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
19/1/21	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
28/1/21	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

	MONTHLY					Remarks	Signature
	Circulation	Reference	Digital Library	e-Journal	Mobil Library		
Monthly Report for user	✓	✓	✓	✓	✓		Chiny
Monthly Report Repair equipment	✓	✓	✓	✓	✓		Chiny
Status of equipment tested of Expiry	✓	✓	✓	✓	✓		Chiny
Fire safety Equipments Date of Expiry	✓	✓	✓	✓	✓		Chiny
Technical Section	✓	✓	✓	✓	✓		Chiny
Fumigation	✓	✓	-	-	-		Chiny
Income Expenditure Statement	✓	✓	✓	✓	✓		Chiny

MAINTENANCE - WEEKLY

31

MONTH: FEB

DATE	Misplace of books / Journals / etc. the Paper Arrangement				Cleaning all keyboard check cables etc.				Computer				Reading Section				Electric		Digital Section		Remarks	Signature							
	Stack Area	Circulation	Reference	Periodicals	Stack Area	Circulation	Reference	Periodicals	Digital Section	Computer	Newspaper	Arrangement	Newspapers	Letter	Notice board	Fan	Light	UPS	Printer network	E-Journal		Date	Collection	Stack	Circulation	Digital library	Reference	Library	
2/2/21	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		2/2	2/2	2/2	2/2	2/2	2/2	2/2	2/2
8/2/21	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		8/2	8/2	8/2	8/2	8/2	8/2	8/2	8/2

	Circulation	Reference	MONTHLY Digital library	mobile library	Department Library	e-journal	Remarks	Signature
Monthly Report for User	✓	✓	✓		✓	✓		Chay
Monthly Report Repair Equipment	✓	✓	✓		✓	✓		Chay
Status of Equipment Dated for Expiry	✓	✓	✓		✓	✓		Chay
Technical section	✓	✓	✓		✓	✓		Chay
Furniture	-	-	-		-	-		
Income Expenditure Statement	✓	✓	✓		✓	✓		Chay
Fire safety equipment date of Expiry	✓	✓	✓		✓	✓		Chay 25/2/21

MONTH: MARCH

MAINTENANCE - WEEKLY

31

Date	Miscellaneous		Cleaning etc				Computer		Reading Section		Electrical			Digital Section		Remarks	Signature								
	Stack Area	Circulation	Reference	Periodicals	Stack Area	Circulation	Reference	Periodicals	Digital Section	Computer	Magazines	Newspapers	Notice board	Light	Fan		UPS	Internet	e-Journals	Data Collector	Stack Collector	Reference	Digital Librarian	Section	Librarian
1/3/21	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
12/3/21	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
23/3/21	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

	Circulation	Reference	Digital Library	Mobile Library	Ref. Library	Remarks - e-Journals	Remarks	Signature
Monthly Report for user	✓	✓	✓		✓	✓		day
Monthly Report Repair Equipment	✓	✓	✓		✓	✓		day
Staffing of Department dated for copying	✓	✓	✓		✓	✓		day
Technical Section	✓	✓	✓		✓	✓		day
Fumigation	-	-	-		-	-		
Fire Safety Equipment's date of Expiry	✓	✓	✓		✓	✓		day
Income Expenditure Statement	✓	✓	✓		✓	✓		day

April -2021

MONTH: -APRIL										MAINTENANCE- DAILY										YEAR: 2021										
DATE	Shelving the Books/ Journals of daily return				Daily Transaction Report				Cleaning all Section with Computer				Reading Section			Electrical			Digital Section		Remarks		Signature							
	Stock Area	Circulation	Reference	Periodicals	Stock Area	Circulation	Reference	Periodicals	Stock Area	Circulation	Reference	Periodicals	Digital section	Computer	News Paper	Interim	Non Interim	Periodicals	Reference	Light	Fan	UPS	Inter-visibility	e-Journals	Date	Category	Signature			
1-4-2021	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	16	AV	13	13	DM
2-4-2021	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	16	AV	13	13	DM
3-4-2021	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	16	AV	13	13	DM
4-4-2021	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	16	AV	13	13	DM
5-4-2021	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	16	AV	13	13	DM
6-4-2021	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	16	AV	13	13	DM
7-4-2021	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	16	AV	13	13	DM
8-4-2021	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	16	AV	13	13	DM
9-4-2021	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	16	AV	13	13	DM
10-4-2021	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	16	AV	13	13	DM
11-4-2021	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	16	AV	13	13	DM
12-4-2021	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	16	AV	13	13	DM
13-4-2021	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	16	AV	13	13	DM
14-4-2021	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	16	AV	13	13	DM
15-4-2021	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	16	AV	13	13	DM
16-4-2021	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	16	AV	13	13	DM
17-4-2021	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	16	AV	13	13	DM
18-4-2021	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	16	AV	13	13	DM
19-4-2021	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	16	AV	13	13	DM
20-4-2021	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	16	AV	13	13	DM
21-4-2021	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	16	AV	13	13	DM
22-4-2021	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	16	AV	13	13	DM
23-4-2021	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	16	AV	13	13	DM
24-4-2021	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	16	AV	13	13	DM
25-4-2021	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	16	AV	13	13	DM
26-4-2021	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	16	AV	13	13	DM
27-4-2021	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	16	AV	13	13	DM
28-4-2021	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	16	AV	13	13	DM
29-4-2021	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	16	AV	13	13	DM
30-4-2021	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	16	AV	13	13	DM
31-4-2021	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	16	AV	13	13	DM

MONTH: APRIL

MAINTENANCE: WEEKLY

DATE	Display of all books / journals regularly		Cleaning all antique keyboard check cables etc)		Reading Section		Electrical		Digital Station		Remarks	Signature
	Stock Area	Circulation	Reference	Periodical	Stock Area	Circulation	Reference	Periodical	Digital Section	e-Journal		
1/4/21	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
12/4/21	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
26/4/21	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

	Circulation	Reference	Digital Library	MONTHLY Mobile Library	Depts Library	e-Journal	Remarks	Signature
Monthly Report for user	✓	✓	✓		✓	✓		day
Monthly Report Repair equipment	✓	✓	✓		✓	✓		day
Status of Equipment data for expiry	✓	✓	✓		✓	✓		day
Technical Section	✓	✓	✓		✓	✓		day
Yamigation	✓	✓ (25/04/2021)	✓		✓	✓		day
Fire safety equipment's date of expiry	✓	✓	✓		✓	✓		day
Income Expenditure Statement	✓	✓	✓		✓	✓		day

May-2021

MONTH : MAY

MAINTENANCE : DAILY

YEAR: 2021
33

DATE	Shelving the Books/Journals at daily return				Daily Transaction				Cleaning all Section with Computer				Reading Section				Electrical		Digital Section		Remarks	Signature				
	Stack Area	Circulation	Reference	Periodicals	Stack Area	Circulation	Reference	Periodicals	Stack Area	Circulation	Reference	Periodicals	Digital Section	Computer	Newspaper	Attendance	News Annual	Letter	Notice board	Light			Fan	UPS	Inter-media	E-Journal
1-5-2021																										
2-5-2021																										
3-5-2021																										
4-5-2021																										
5-5-2021																										
6-5-2021	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7-5-2021																										
8-5-2021																										
9-5-2021																										
10-5-2021																										
11-5-2021	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
12-5-2021																										
13-5-2021																										
14-5-2021																										
15-5-2021																										
16-5-2021																										
17-5-2021																										
18-5-2021	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
19-5-2021																										
20-5-2021																										
21-5-2021																										
22-5-2021																										
23-5-2021																										
24-5-2021																										
25-5-2021																										
26-5-2021	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
27-5-2021																										
28-5-2021																										
29-5-2021																										
30-5-2021																										

Date collector
 Stack Circulation
 Digital library
 Reference
 Senior Librarian

13-5-2021
 14-5-2021
 18-5-2021
 22-5-2021
 26-5-2021

[Signatures]

DATE	Misplace of all books / Journals / Faculty / Paper Management				Cleaning all Computer keyboard / Check Cables etc				Reading Section				Electrical		Digital Section		Remarks	Signature						
	Stock Area	Circulation	Reference	Periodicals	Stock Area	Circulation	Reference	Periodicals	Digital Section	Computer	Network	Printer and Scanner	Books	Light	Fan	UPS		Internet	e-Journals	Dates Collection	Stock	Circulation	Digital Librarian	Reference
6/5/21	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓		
15/5/21	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓		
26/5/21	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓		

	Circulation	Reference	Digital Library	Main Library	Dept Library	e-Journals	Remarks	Signature
Monthly Report for user	✓	✓	✓		✓	✓		Chay
Monthly Report Repaire Equipment	✓	✓	✓		✓	✓		Chay
Safety of Equipment data for Expiry	✓	✓	✓		✓	✓		Chay
Technical Section	✓	✓	✓		✓	✓		Chay
Furniture	-	-	-		-	-		
Live Subjects equipment Expiry data of equipment	✓	✓	✓		✓	✓		Chay
Income Expenditure statements	✓	✓	✓		✓	✓		Chay 26/5/21

MONTH: JUNE

MAINTENANCE - WEEKLY

YEAR: 2021
37

DATE	Misplace of all books/journals Yagirdy to Puffs Arrangement				Cleaning and Computer keyboard Checkable etc.				Reading Section			Electrical			Digital Section		Remarks	Signature					
	Stack Area	Circulation	Reference	Periodicals	Stack Area	Circulation	Reference	Periodicals	Digital Section	Computer	Newspaper Arrangement	newspaper letter	Mobile board	Light	Fan	UPS		Infra-structure	e-Journal	Digit. Collector	Stack Circulation	Digital Librarian	Reference
4/6/21	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
6/6/21	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
29/6/21	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

	Circulation	Reference	Digital Library	Mobile Library	Dept. Library	e-Journal	Remarks	Signature
Monthly Report for users	✓	✓	✓		✓	✓		✓
Monthly Report Repair Equipment	✓	✓	✓		✓	✓		✓
Safety equipment date for expiry	✓	✓	✓		✓	✓		✓
Technical Section	✓	✓	✓		✓	✓		✓
Fumigation	-	-	-		-	-		
Fire Safety Equipment date for expiry	✓	✓	✓		✓	✓		✓
Income Expenditure Statement	✓	✓	✓		✓	✓		✓

MAINTENANCE - WEEKLY

MONTH - JULY

DATE	Miscellaneous		Cleaning		Reading Section		Digital Section		Electrical		Remarks		Signature	
	Stock check	Circulation	Books	Computer/Keyboard	Books	Magazines	Books	Magazines	Light	Fan	UPS	Date collector		Stock circulation
7/7/21	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	RM, 3	RM, 6	Chim
07/12/21	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	RM, 5	RM, 10	Chim

	Circulation	Reference	Digital Library	Mobile Library	Text Library	e-Journals	Remarks	Signature
Monthly Report for user	✓	✓	✓		✓	✓		Chim
Monthly Report repair equipment	✓	✓	✓		✓	✓		Chim
Safety equipment date for expiry	✓	✓	✓		✓	✓		Chim
Technical section	✓	✓	✓		✓	✓		Chim
Humidification	-	-	-		-	-		Chim
Fire safety equipments date for expiry	✓	✓	✓		✓	✓		Chim
Income Expenditure Statement	✓	✓	✓		✓	✓		Chim

MONTH : AUGUST

MAINTENANCE - WEEKLY

YEAR. 2021
44

DATE	Misplace all the books/ Journals. Technics Proper arrangement		Cleaning all Computer keyboard Click cables etc		Reading Section		Digital Section		Electric		Remarks	Signature													
	Stack Area	Circulation	Reference	Periodical	Stack Area	Circulation	Reference	Periodical	Digital Section	Computer		Newspaper	Arrange	Microfilm	Notice board	Intra-network	E-Journal	Light	Fan	UPS	Dates Collection	Stack	Circulation	Digital Library	Reference
12/8/21	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
10/8/21	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

	Circulation	Reference	Digital Library	Mobile Library	Dept Library	e-Journals	Remarks	Signature
Monthly Report for user	✓	✓	✓		✓	✓		✓
Monthly equipment repair	✓	✓	✓		✓	✓		✓
Safety equipment date for expiry	✓	✓	✓		✓	✓		✓
Technical Section	✓	✓	✓		✓	✓		✓
Humidification	-	-	-		-	-		-
Fire safety equipment date for expiry	✓	✓	✓		✓	✓		✓
Travel Expenditure Statement	✓	✓	✓		✓	✓		✓

MONTH: SEPTEMBER

MAINTENANCE - WEEKLY

2 YEAR: 2021

DATE	Misplace of old books, Journal No. etc. & library arrangement	Cleaning Computer key board, check cables etc	Reading Section	Digital Section	Electrical	Remarks	Signature				
	Stock Area Circulation Periodicals Reference	Stock Area Circulation Periodicals Reference	Digital Section Com. Part Newspaper Management Newspapers Notice board	IPMA - Website e-Journal Light Fan UPS	Data Collector Stack Circulation Digital Librio Reference						
1/9/21	✓	✓	✓	✓	✓		DM	DM	DM	DM	DM
4/9/21	✓	✓	✓	✓	✓		DM	DM	DM	DM	DM
11/9/21	✓	✓	✓	✓	✓		DM	DM	DM	DM	DM
18/9/21	✓	✓	✓	✓	✓		DM	DM	DM	DM	DM

	MONTHLY					Remarks	Signature
	Circulation	Reference	Digital Library	e-Journal	Mobile Library		
Monthly Report for user	✓	✓	✓	✓	-	✓	DM
Monthly Report repair equipment	✓	✓	✓	✓	-	✓	DM
Status of equipment date of expiry	✓	✓	✓	✓	-	✓	DM
Five safety equipment's date of expiry	✓	✓	✓	✓	-	✓	DM
Technical Section	✓	✓	✓	✓	-	✓	DM
Punigation	-	-	-	-	-	-	
Income Expenditure statement	✓	✓	✓	✓	-	✓	DM 22/9/21

October-2021

MONTH : OCTOBER		MAINTENANCE - DAILY												YEAR : 2021																			
		Shelving the books / Journals at daily return				Daily transaction Report				cleaning all seats with Computer				Reading Section				Electrical		Digital Library		Remarks	Signature										
DATE	Stock Area	Circulation	Periodicals	Reference	Stock Area	Circulation	Periodicals	Reference	Stock Area	Circulation	Periodicals	Reference	Digital history	computer	Newspaper	Attachment	Newspapers	Letters	Notice Board	Light	Fan	UPS	Intra-network	E-Journal		Date	Collector	Stock	Circulation	Digital	Librarian	Reference	Senior Librarian
1.10.21	✓	✓	✓	✓	✓	✓	✓	✓							✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		21	22	23	24	25	26	27	
2.10.21																																	
3.10.21																																	
4.10.21	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		28	29	30	31	1	2	
5.10.21	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		3	4	5	6	7	8	
6.10.21	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		9	10	11	12	13	14	
7.10.21	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		15	16	17	18	19	20	
8.10.21	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		21	22	23	24	25	26	
9.10.21																																	
10.10.21																																	
11.10.21	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		28	29	30	31	1	2	
12.10.21	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		3	4	5	6	7	8	
13.10.21	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		9	10	11	12	13	14	
14.10.21																																	
15.10.21																																	
16.10.21																																	
17.10.21																																	
18.10.21																																	
19.10.21																																	
20.10.21	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		28	29	30	31	1	2	
21.10.21	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		3	4	5	6	7	8	
22.10.21	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		9	10	11	12	13	14	
23.10.21	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		15	16	17	18	19	20	
24.10.21																																	
25.10.21	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		28	29	30	31	1	2	
26.10.21	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		3	4	5	6	7	8	
27.10.21	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		9	10	11	12	13	14	
28.10.21	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		15	16	17	18	19	20	
29.10.21	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		21	22	23	24	25	26	
30.10.21	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		27	28	29	30	31	1	
31.10.21																																	

VIJAYA DASAMJ
SATURDAY
SUNDAY

MILAD-UN-NABJ

SATURDAY
SUNDAY

MAINTENANCE - WEEKLY

MONTH: OCTOBER

DATE	miscellaneous of all books / Journals kept in the proper arrangement				Cleaning Computer Keyboard Check cables etc			Reading Section		Electrical			Digital Section		Remarks	Signature						
	Stack Area	Circulation	Periodicals	Reference	Stack Area	Circulation	Periodicals	Reference	Digital Library	Computer	Network	Light	Fan	UPS			Print-multiple	e-Journal				
4-10-21	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	OK	✓	✓	✓	✓	✓
11-10-21	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	OK	✓	✓	✓	✓	✓
20-10-21	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	OK	✓	✓	✓	✓	✓
27-10-21	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	OK	✓	✓	✓	✓	✓

MONTHLY

	Circulation	Reference	Digital Library	e-Journal	Mobile Library	Dept. Library	Remarks	Signature
Monthly Report for user	✓	✓	✓	✓		✓		OK
Monthly Report repair equipments	✓	✓	✓	✓		✓		OK
Status of equipment date of expiry	✓	✓	✓	✓		✓		OK
Fire safety equipment of expiry	✓	✓	✓	✓		✓		OK
Technical Section	✓	✓	✓	✓		✓		OK
Kunigation	-	-	-	-		-		
Income, Expenditure Statement	✓	✓	✓	✓		✓		OK

MONTH NOVEMBER.

MAINTENANCE - WEEKLY

6 YEAR, 2021

DATE	Misplace of books/journals/return of the proper arrangement				Cleaning Computer keyboard check cables etc.				Reading Section		Educational		Digital Library		Remarks	Signature			
	Stack Area	Circulation	Periodicals	Reference	Stack Area	Circulation	Periodicals	Reference	Computer	Newspapers	Arrangement	Notice board	Light	Fan			UPS	Intra-website	e-Journals
6-11-21	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	OK	OK
15-11-21	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	OK	OK
22-11-21	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	OK	OK
29-11-21	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	OK	OK

MONTHLY

	Circulation	Reference	Digital Library	e-Journals	Mobide Library	Dept. Library	Remarks	Signature
Monthly Report for user	✓	✓	✓	✓		✓		OK
Monthly Report repair equipment	✓	✓	✓	✓		✓		OK
Status of equipment date of expiry	✓	✓	✓	✓		✓		OK
Fire safety equipment of expiry	✓	✓	✓	✓		✓		OK
Technical section	✓	✓	✓	✓		✓		OK
Kunigation	-	-	-	-	-	-		
Income Expenditure Statement	✓	✓	✓	✓		✓		OK

MONTH 7 DECEMBER.

MAINTENANCE - WEEKLY

YEAR 202
8

DATE	misplacement books / journals stock 40 A + u Paper arrangement				changing computer keyboard check cables etc.				Reading Section				Electrical		Digital Library		Remarks	Signature		
	Stock area	Circulation	Periodicals	Reference	Stock area	Circulation	Periodicals	Reference	Computer	Network	Printer	Arrangement	Notice board	Light	Fan	UPS		Info-mobile	e-Journals	Date
1-12-21	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	DM	DM
7-12-21	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	DM	DM
13-12-21	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	DM	DM
20-12-21	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	DM	DM
27-12-21	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	DM	DM

MONTHLY

	Circulation	Reference	Digital Library	e-Journal	Mobile Library	Dept Library	Remarks	Signature
Monthly Report for user	✓	✓	✓	✓		✓		DM
Monthly Report repair equipment	✓	✓	✓	✓		✓		DM
Status of equipment of expiry	✓	✓	✓	✓		✓		DM
Fire safety equipment of expiry	✓	✓	✓	✓		✓		DM
Technical section	✓	✓	✓	✓		✓		DM
Fumigation	-	-	-	-	-	-		
Income Expenditure Statement	✓	✓	✓	✓		✓		DM