

Metric	Description	Link
4.4.2	<b>There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc</b>	<a href="#"><u>Click Here</u></a>

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*Bina*  
 Dr. T. BINA  
 Principal

# Maintenance Policy

### **Maintenance and Usage Policy**

The campus holds well established standard systems and procedures for maintaining the physical, academic and support facilities that are governed by the supervision of faculty in-charges. They ensure the various aspects of utilization and maintenance of the physical, academic and support facilities such as maintenance of buildings, laboratories, classrooms, library, computers, etc.

The proper function of computers in the computer lab is ensured in every semester by the lab-in-charge and minor repairs such as installing replacement parts are carried out by him as and when needed. When there is a major repair work, the maintenance request gets approved by the principal for outsourcing maintenance service.

#### **Building and equipment**

1. All the buildings are cleaned by housekeepers daily.
2. All the buildings are mopped by housekeepers weekly twice.
3. Any required repair work is intimated to the Estate Manager. He gets permission from principal and rectifies the problem.
4. The air conditioners, furniture, Projector and PA system are inspected once in a month for repair. If any maintenance is required, it is noted and the Estate Manager rectifies the problem.

#### **Library**

1. The maintenance of the library is done by the library staff.
2. A utilization register is used for maintaining the library usage
3. The library stock is periodically maintained.
4. The library staff will list down the new books to be installed in the library and on the permission from Principal and approval from management it is updated in the library.

*Binal*  
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Velanthavalam Road, Verappanur,  
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**Computer Lab**

The general maintenance procedures followed in the computer lab is as follows.

1. Stock verification is verified by the Head of the Department.
2. Old and outdated computers are discarded by standard procedure.
3. Proper functioning of computers in the lab is ensured in every semester by the lab-in-charge.
4. Breakage or repair if any, are reported to the principal by lab in-charge and appropriate measures are to be taken for quick functioning of the equipment.
5. All the computers are installed with required software at the start of every semester.
6. Set up weekly updates or automatic updates for computer software
7. Hard disc clean-up and defragmentation utility are done in every system regularly
8. All computers are checked for applications at the start of semester
9. Frequent maintenance of computers, printer toner filling etc are done for every 6 months or as when required.
10. Students are given proper instructions to work with the computer efficiently.

**RO Water Maintenance**

1. The RO service provider replaces all filters every 6-9 months or in a maximum of 12 months.
2. Replacing RO membrane is done every 24-36 months depending on the usage.
3. Sanitization of the water tanks is done every year.

**Vehicle Maintenance**

1. The driver checks the tyre pressure at the start.
2. The driver inspects the light bulbs throughout the vehicle.
3. The cleaner wipes and clean the seats with a damp rag or cloth.

**Sports and Gym Maintenance**

Indoor and Outdoor Games Equipment, playground and Gym are maintained by the Estate Manager and housekeepers of the college. The damaged Sports materials are immediately replaced with new ones.

1. The grounds are marked periodically.
2. The gym equipment are cleaned and serviced regularly.



**Types of maintenance:**

The following types of maintenance is followed in Happy Valley Business School

**Daily Maintenance:**

1. All the floors and outside building is cleaned by housekeeping.
2. Lab-Incharge checks the working condition of the systems on daily basis.
3. Everyday cleaning of computer and work tables are done by the lab-in-charge.
4. Library books are arranged in order.

**Weekly Maintenance**

1. Floor mopping of labs are done twice a week by housekeeping.
2. The proper working of all the systems checked in the computer lab with the help of the lab-in-charge and corrective measures are carried out.

**Monthly Maintenance:**

1. The monthly maintenance report is maintained for all the laboratories by the concerned lab-in-charge.
2. Once in three months UPS in charge checks the water level, voltage level and backup of the UPS.

**Yearly Maintenance**

1. Scrap items in the laboratories are identified with the concerned of the lab In-charge and HOD.
2. After decision by the principal the scrap items are given away as e-waste to the vendor (new system supplier).

**Preventive Maintenance:**

1. The working conditions of the computers are periodically checked.
2. The students are given instruction in handling the computers before and during the experiments.
3. Laboratory manual is given to the students which include list of computers and the procedure of doing the experiments.
4. Stock register is maintained in laboratories and audits are conducted by stock verification committee to check the availability and working of the computers.

  
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**Breakdown Maintenance:**

1. Minor repairs are carried out by the lab technicians. When a major repair occurs, service report is obtained from industry person. Approval for service of equipment is obtained from concerned in charges.
2. Service register is maintained in each laboratory.
3. Breakdown maintenance of the personal computer is done by the concerned in charge.

  
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# Supporting documents for Maintenance

# Building Maintenance

Date:	Room no:	complaints	worker's signature	Rectified person's signature	Date	Room no:	complaints	worker's signature	Rectified person's signature
07/09/2021	Ground floor	→ pull it complaint			21/09/21	first yr girls hostel	→ lighting not working		
07/09/2021	study room & guest room	→ fan is not working					1. → flush is not working		
07/09/2021	6	wash basin complaint					→ one CFL bulb is need in washbasin socket		
07/09/2021	9	fan, sound is coming	Moorthy				→ fan <del>socket</del> is not correct		
07/09/2021	9	water is falling from the pipe which is infant of the room.	Moorthy				→ closet should change		
20/09/2021	hostel						3. → fan <del>switch</del> is not correct		
	1	→ one fan need					4. → <del>fan</del> complaint → flush complaint		
		→ one bulb need in bathroom	Moorthy				→ flush is not working → switch problem		
		→ Tabelight is not working					5. → flush is not working		
	2	→ Need 4 bulb					6. → flush is not working		
		→ 2 tubelight didn't working	Moorthy				7. → mid flush is not working		
		→ one fan need					8. → flush is not working		
		→ one fan is not working	Moorthy				9. → tube light complaint		
		→ 2 bulb need					→ fan is not working		
		→ one window need					→ lighting and fan is not working		
		→ 2 table need	Moorthy				→ No light is installed in wash basin of the hostel		
	Ground floor	→ one bulb need					→ fan complaint		
	washing area	→ Bulb light is not working	Moorthy				2. → glass is needed in bathroom		
		→ fan complaint							

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## Maintenance Request Form

15/11/20

Equipment	Location	Repair
Computer	-	-
Printer	-	-
Projector	-	-
Air-conditioner	-	-
Gym Equipment	-	-
RO Plant	-	-
Fire Extinguisher	-	-
Civil work	-	-
Plumbing	Ladies Hostel.	Pipe repairing.
Electrical	-	-
Other:	-	-

Type of repair:

Pvc pipes are damaged due to heavy load salt and it is advised to run the water in pipe. few taps to be replaced.

Uthra

Requested by

Binal

Approved by

Binal

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## Maintenance Request Form

5/2/21

Equipment	Location	Repair
Computer		
Printer		
Projector		
Air-conditioner	II year class room	NO cooling
Gym Equipment		
RO Plant		
Fire Extinguisher		
Civil work		
Plumbing		
Electrical		
Other:		

Type of repair:

Yearly Service to be done in all  
 air rooms. Second year class room doesn't  
 have enough cooling.

Principa  
 Requested by



Binal

Approved by

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## Maintenance Request Form

18/12/20

Equipment	Location	Repair
Computer		
Printer		
Projector		
Air-conditioner		
Gym Equipment		
RO Plant		
Fire Extinguisher		
Civil work		
Plumbing		
Electrical		
Other: <i>Dores</i>	<i>Ladies Hostel.</i>	<i>Bathrooms</i> <sup>door</sup> <i>to be</i> <i>repaired</i> .

Type of repair:

*Ladies Bathroom door locks are not functioning due to that bath rooms doors to be replaced.*

Requested by

*Ch. Bina*

Approved by

**Dr. T. BINA**

PRINCIPAL

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## Maintenance Request Form

06/02/20

Equipment	Location	Repair
Computer		
Printer	Office	✓
Projector	<del>Office</del>	✗
Air-conditioner		
Gym Equipment		
RO Plant		
Fire Extinguisher		
Civil work		
Plumbing		
Electrical		
Other:		

Type of repair:

Printer not printing properly.

Action: Cartridge should be replaced *Bina*

Requested by

*J. Muthu*  
06/02/20



Approved by

**Dr. T. BINA**  
**PRINCIPAL**  
**HAPPY VALLEY BUSINESS SCHOOL,**  
**Velanthavalam Road, Verappanur,**  
**Pichanur Post, Coimbatore - 641 105.**

## Maintenance Request Form

Equipment	Location	Repair
Computer		
Printer		
Projector	I MBA	Focus is not proper
Air-conditioner		
Gym Equipment		
RO Plant		
Fire Extinguisher		
Civil work		
Plumbing		
Electrical		
Other:		

Type of repair:

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Requested by

*Dulim*  
*Ch. INDIRA*  
*12-11-2018*

Approved by

*Bina*  
**Dr. T. BINA**  
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*Rectified*  
*1.11.18*  
*12/11/18*



## Maintenance Request Form

Equipment	Location	Repair
Computer		
Printer		
Projector		
Air-conditioner		
Gym Equipment		
RO Plant	Academic Building	Taste is not good.
Fire Extinguisher		
Civil work		
Plumbing		
Electrical		
Other:		

Type of repair:

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Requested by

A. Muthu  
 20/01/21



Action Reqd:

Filter to be changed.

Approved by

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*Bina*

# Utilization Policy

**Library Usage Policy:**

1. Silence is to be strictly observed.
2. Except loose sheets, other personal belongings must be kept outside the library
3. Users are requested to avoid talking or discussion which will disturb others. Reading halls are meant for individual study only.
4. Care must be taken to see that the library walls, furniture and reading materials are not spoiled/damaged/soiled in any way.
5. Chairs and tables should not be disturbed from their position.
6. Books and bound volumes should be handled with great care. please avoid keeping the volumes open on the table by putting with their faces down or inserting notebooks or pencils in between the pages and closing them. Pages must not be folded to serve as bookmarks.
7. Mutilation and disfiguring of pages of library materials by ink or pencil marks are prohibited.
8. Defects found in the books and bound volumes taken out for reading or borrowing should be brought immediately to the notice of the librarian.
9. Books loaned should be protected from rain, dust, insects, etc.
10. Students can borrow books on all working days before 05.00 p.m.
11. Strict silence should be observed in the library
12. While entering the library the users should wear their identity card.
13. They should leave their personal belongings on the rack provided and should sign the library gate register.
14. Books borrowed should be returned on or before the due date.
15. If the book is not in a good condition, the matter must be brought to the notice of the librarian immediately.
16. Students are allowed to renew the borrowed books for a further period of 15days provided no other student has requested for those books.
17. If students lost the library books, the same to be informed to the librarian immediately. The users should replace the lost ones with new books.
18. Mobile phones are strictly prohibited.

  
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Supporting documents  
for  
Utilization

**Happy Valley Business School,  
STOCK**

**Coimbatore-105  
REGISTER**

11

Name of the Equipment : Projector

Sl.No.	Date	Equipment (Specification)	Supplier	Quantity	Invoice No. & Date
1	07/09/2007	DLP Multi Media Projector Make : Sharp Model : XR - 105 - L S.N.O : 704922616	FaxTec	1	615- 07/09/2007
2	11/9/07	Projector Ceiling Mount Kit	Proimedia Communications	2	122/11-P-08
3	27/08/08	DLP Multimedia Projector Make : sharp XR 3005 2300 Ansi Lumens	FaxTec	2	562 27/08/08
4	19/9/11	Acer Projector Model X110A DLP	Image Systems and Services, Trichy dt 19/9/11 etc		2500 VAT 762.50 Less Discount 750
5	11/11/12	Acer projector	Image Systems and Services	1 Nos	878/11/11/12 VAT 14.50% → 121.90 85190.00
6.	21/03/13	Dell Projector S320wi	Image Systems and Services	1 Nos	109/21/03/13 VAT 14.50% → 15,865/- 65,865/-
7.	13/3/13	Projector Ceiling wall mount kit	Image Systems and Services	1 Nos	390/13/03/13 VAT 5% → 59.50/- 1950/-
8.	31/7/14	Acer X1163N DLP Projector	22	1 Nos	245/31/7/14 VAT 14.5% → 34,397.38 3,102.62 24,500/-
9	27/01/15	Projector Epson S03	A GATE (Amazon)	1 NOS	1985/27/01/15 VAT 5.5% → 108.61 24,890.00
10.	10/8/2016	Projector	Image Systems and Services	1 NOS	63/10/8/16 VAT 14.50% → 3,609.05 0.95 28,500/-
11.	10/03/2020	EPSON Projector EH-7W5650	29	1 NOS	182/10/3/20 GST 21,500 6020 27,520/-

Warranty (AMC)	Cost Rs. Ps.	Total Value Rs. Ps.	H.O.D/Principal Signature	Remarks
	48,938 00	48,938 00	Binaf	class room
		10218	CK	
		75375 00	CK	17
		27,821 00	CK	Binaf
		85190.00	CK	17
		65,865/-	CK	17
		1950/-	CK	17
		24,500/-	CK	17
		28,890/-	CK	17
		28,500/-	CK	17
		28,500/-	CK	17
		27,520/-	Binaf	



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## GENERATOR

## RUNNING TIME

DATE	START TIME	OFF TIME	RUNNING TIME
22-3-21	1.00	1.35	35
24-3-21	7.25 PM	7.30 PM	5 min
24-3-21	10.00 PM	10.50 PM	0.5 hr
25-3-21	6.15 AM	6.25 AM	10 min
26-3-21	8.00 PM	8.25 PM	0.5
27-3-21	7.40 PM	8.50 PM	10 PM
29-3-21	7.55	8.05 PM	10 PM
31-3-21	7.50 PM	7.55 PM	0.5 hr
31-3-21	8.25 PM	8.40	15 min
31-3-21	9.40 AM	9.55 AM	15 AM
31-3-21	11.35 PM	11.55 PM	30 PM
-	31-3-21	- 00 PM	1-35
1-4-21	4.05 PM	4-10 PM	05
1-4-21	8.00 PM	8.10 PM	10 min
2-4-21	9.00 PM	10.45	55 min
6-4-21	7.15 PM	7.20 PM	05
6-4-21	7.45 PM	7.50 PM	05
8-4-21	7.10 PM	7.15 PM	05
13-4-21	5.45 PM	5.55 PM	10
16-4-21	10.20 PM	10.35 PM	15
17-4-21	10.45 AM	11.05 PM	24
27/4/21	- 00 PM	8.55	
28/4/21	2.45 PM	4.10 PM	1.25
28-4-21	4.30 PM	5-10 PM	3.20
28-5-21	5.45 AM	9.00 AM	15 AM
28-6-21	10.15 AM	10.45 PM	2.45 PM
24-6-21	10.50 AM	12.50 PM	2.05 PM
26-6-21	10.. AM	11.15	1.15
28-6-21	9.30 AM	9.30 PM	10 AM
28-6-21	10.25	10.35	10 AM
28-6-21	6.30	7.30	1.00
29-6-21	6.30	7.15	45 min

## GENERATOR -

## DIESEL

DATE: Bina, DIBL

28/4/21 8619 - 23-20

DATE	IN. STARTING TIME	OFF TIME	RUNNING TIME	DIESEL DATE	BILL NO.
8/7/21	2.30	3.20	30 min	5-00-21	2000
13/7/21	10.00 PM	5.20	7.20 hr	21-07-21	2000
20/7/21					
22-7-21	7.55 PM	8.00 PM	5 min		
22-7-21	8.25 PM	8.55 PM	30 min		
31-7-21	11.45 AM	12.20	35 min		
31-7-21	2.20	2.45	25 min		
18-8-21	6.55 PM	7.00 PM	5 min		
4-9-21	8.35 PM	9.55 AM	20. min		
4-9-21	1.45	1.50 PM	5 min		
4-9-21	2.55	3.00	5 min		
4-9-21	8.30 PM	9.45 PM	1.15 min		
10-9-21	6.45 PM	7.45	1.00 min		
11-9-21	7.00 AM	8.00 AM	40 min		
14-9-21	11.30	12.00	30 min		
14-9-21	4.00	4.15	15 min		
16-9-21	3.30	5.35	2. min		
17/9/21	3.45	4.25	25 min		
18-9-21	6.30	6.55	25 min		
18-9-21	7.5	7.30	25 min		
20-9-21	9.40 AM	6.20 PM	8.40 hr	20/9/21	21-08-2000
22-9-21	9.55	10.15	20 min	20/9/21	21-08-2000
22-9-21	10.05	10.50	5 min		
23-9-21	11.30	12.00	30 min		
24-9-21	2.40	2.45	5 min		
24-9-21	4.15	4.20	5 min		
25-9-21	12.10	12.20	10 min		
25-9-21	1.55	2.20	25 min		
25-9-21	2.25	2.30	5 min		
25-9-21	8.50	9.55	5 min		

Bina

Dr. T. BINA

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# GYM USAGE

Date	sl No	Name of Student	In Time	Out Time
18/01/2021	1.	Abhilash Mathew C	4.44 pm	6.25 pm
	2.	Aswin Divakaran	4.44 pm	6.25 pm.
19/01/2021	1.	Abhilash Mathew C	4.30 pm	6.35 pm.
20/01/2021	2.	Anand PB	4.45 pm	6.15 pm.
	3.	Robin Roy	4.47 pm	6.22 pm.
	4.	Murali V	5.21 pm	6.04 pm.
	5.	Sairin Pillaihottathil	5.14 pm	6.07 pm
20/01/2021	1.	Alair Manesh	5.00 pm	6.00 pm.
	2.	Abhilash Mathew C	5.05 pm	6.34 pm.
21/01/2021	1.	Navy Meryl	6.04 am	7.17 am.
	2.	Sulekshmi P	6.04 am	7.18 am.
	3.	Nayana	6.04 am	7.18 am.
	4.	Abhilash Mathew C	6.10 pm	6.30 pm
	5.	Anand PB	6.15 pm	6.45 pm.
Dr. T. BINA PRINCIPAL HAPPY VALLEY BUSINESS SCHOOL Velanthavalan Road, Verappanur, Pichanur Post, Coimbatore - 641 105.		Aswin Divakaran	6.15 pm	6.45 pm.
	7.	Murali V	6.15 pm	6.46 pm.



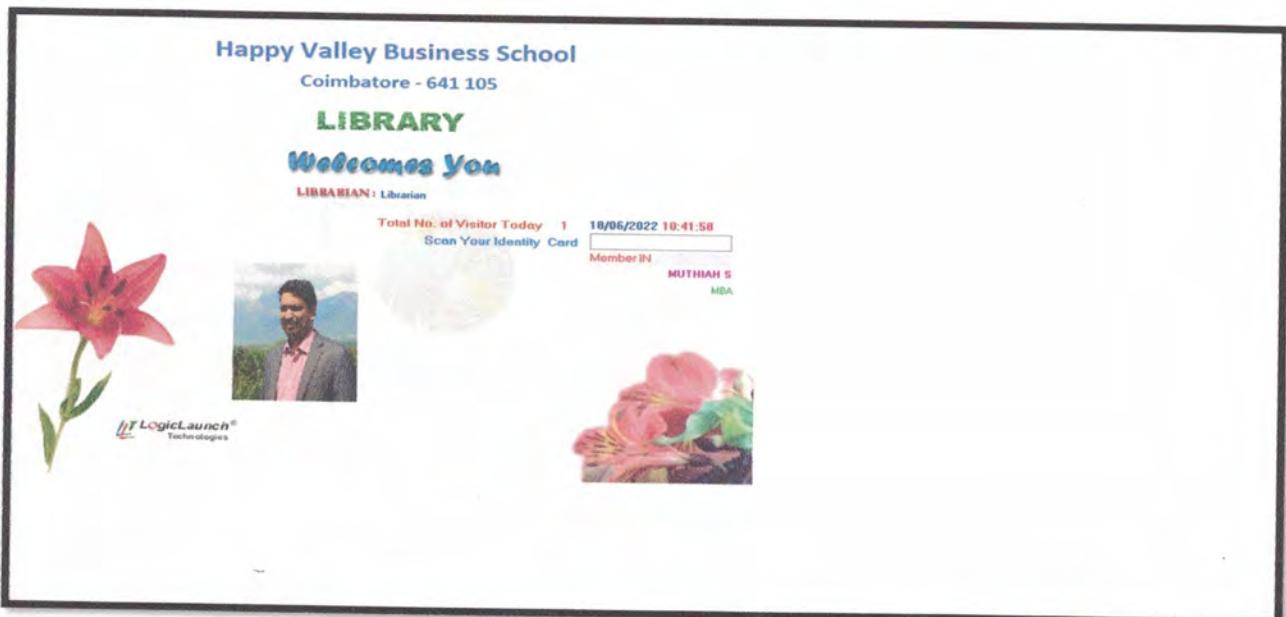
**Members Entry List**

SLNo	Member ID	Name	IN Time	OUT Time
<b>Section : Library</b>				
1 .	20MBA1042	MONISHA.N	10:30:00 AM	11:11:00 AM
2 .	20MBA1043	MRUDUL V	10:30:00 AM	11:11:00 AM
3 .	20MBA1042	MONISHA.N	11:08:00 AM	11:11:00 AM
4 .	20MBA1043	MRUDUL V	11:13:00 AM	11:21:00 AM
5 .	20MBA1070	SONA.K.A	11:13:00 AM	11:27:00 AM
6 .	20MBA1074	SREELAKSHMI.T.V	11:13:00 AM	11:25:00 AM
7 .	20MBA1042	MONISHA.N	11:13:10 AM	11:21:00 AM
8 .	20MBA1066	SHEENA.S	12:00:00 PM	12:10:00 PM
9 .	20MBA1055	PRANAV.B	12:00:00 PM	12:45:00 PM
10 .	20MBA1082	VISMAYA.M	12:00:00 PM	12:38:00 PM
11 .	20MBA1040	MADHUMITHA.T	12:15:00 PM	1:00:00 PM
12 .	20MBA1047	MURALI KRISHNA	12:20:00 PM	1:15:00 PM
13 .	20HVBS007	AGIN.M	12:30:00 PM	1:25:00 PM
14 .	20MBA1074	SREELAKSHMI.T.V	12:30:00 PM	1:25:00 PM
15 .	20MBA1074	SREELAKSHMI.T.V	12:40:00 PM	1:25:00 PM
16 .	20HVBS009	ANAGHA JOY	12:40:00 PM	1:20:00 PM
17 .	20MBA1070	SONA.K.A	12:50:00 PM	1:45:00 PM
18 .	20MBA1071	SONAL SANTHOSH	1:00:00 PM	1:10:00 PM
19 .	20MBA1067	SHEHANA	1:10:00 PM	1:25:00 PM
20 .	20MBA1064	S.B.BHARADHWAJ	1:15:00 PM	1:30:00 PM
21 .	20MBA1081	VINITHA.R	1:15:00 PM	3:50:00 PM
22 .	20MBA1063	SARIGA.A	1:16:00 PM	3:50:00 PM
23 .	20MBA1040	MADHUMITHA.T	1:30:00 PM	1:40:10 PM
24 .	20MBA1066	SHEENA.S	1:40:00 PM	2:30:00 PM
25 .	20MBA1052	NAVYA MERYL	1:40:00 PM	2:50:00 PM
26 .	20MBA1073	SREELAKSHMI.P	1:40:00 PM	2:00:00 PM
27 .	20HVBS011	ANNAPOORANI.V	1:55:00 PM	3:10:00 PM
28 .	20MBA1044	MUHAMMED ASHIF.M.K	1:57:00 PM	3:15:00 PM
29 .	20HVBS005	ABHINDAS.P	1:57:00 PM	3:15:00 PM
30 .	20MBA1045	MUHAMMED FAR SIN CT	1:57:00 PM	3:10:00 PM
31 .	20MBA1064	S.B.BHARADHWAJ	2:20:00 PM	3:35:00 PM
32 .	20HVBS009	ANAGHA JOY	3:00:00 PM	2:00:00 PM
33 .	20HVBS002	ABHAYA.S	3:15:00 PM	3:30:00 PM
34 .	20MBA1070	SONA.K.A	3:30:00 PM	2:00:00 PM
35 .	20MBA1057	RAFNA.P	4:10:00 PM	4:20:00 PM
36 .	20MBA1073	SREELAKSHMI.P	4:15:10 PM	2:30:00 PM
37 .	20MBA1066	SHEENA.S	4:30:00 PM	4:45:00 PM
38 .	20MBA1040	MADHUMITHA.T	4:40:00 PM	4:45:00 PM
39 .	20HVBS009	ANAGHA JOY	5:00:00 PM	5:10:00 PM
40 .	HVBS08F01	MUTHIAH S	5:15:00 PM	5:30:00 PM
41 .	HVBS14F01	SAMPATH KUMAR K	5:15:00 PM	5:30:00 PM
42 .	HVBS12F01	MANOJ KUMAR A	5:15:00 PM	5:30:00 PM
43 .	20MBA1075	SREELESH.M	5:40:00 PM	5:50:00 PM
44 .	20MBA1080	VIGNESH.B	5:40:00 PM	5:50:00 PM
45 .	20MBA001	ABDUL SAMAD.A.K	5:40:00 PM	5:50:00 PM
46 .	20MBA1031	JASAON JOHN COLBERT.S	5:40:00 PM	5:50:00 PM
47 .	20MBA1044	MUHAMMED ASHIF.M.K	5:40:00 PM	5:50:00 PM

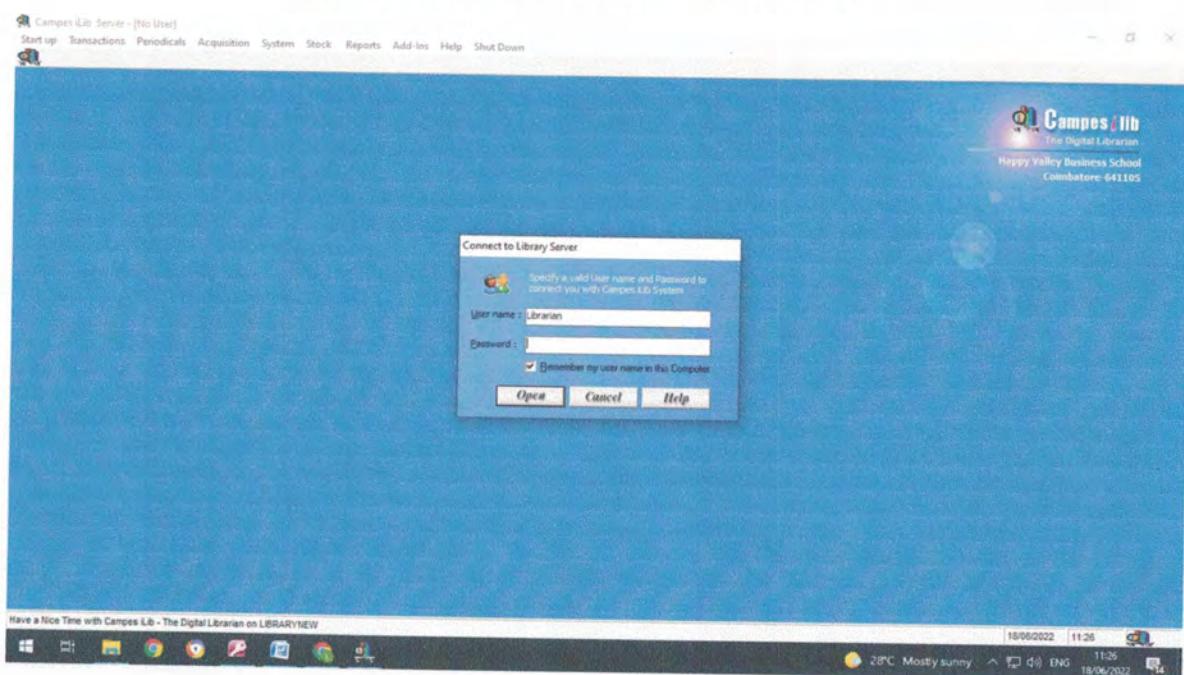

*Bina*

**Dr. T. BINA**  
Principal

**Gate Entry - Library**



**Login page of Library Automation Software**



**Dr. T. Bina**  
**Principal, HVBS**

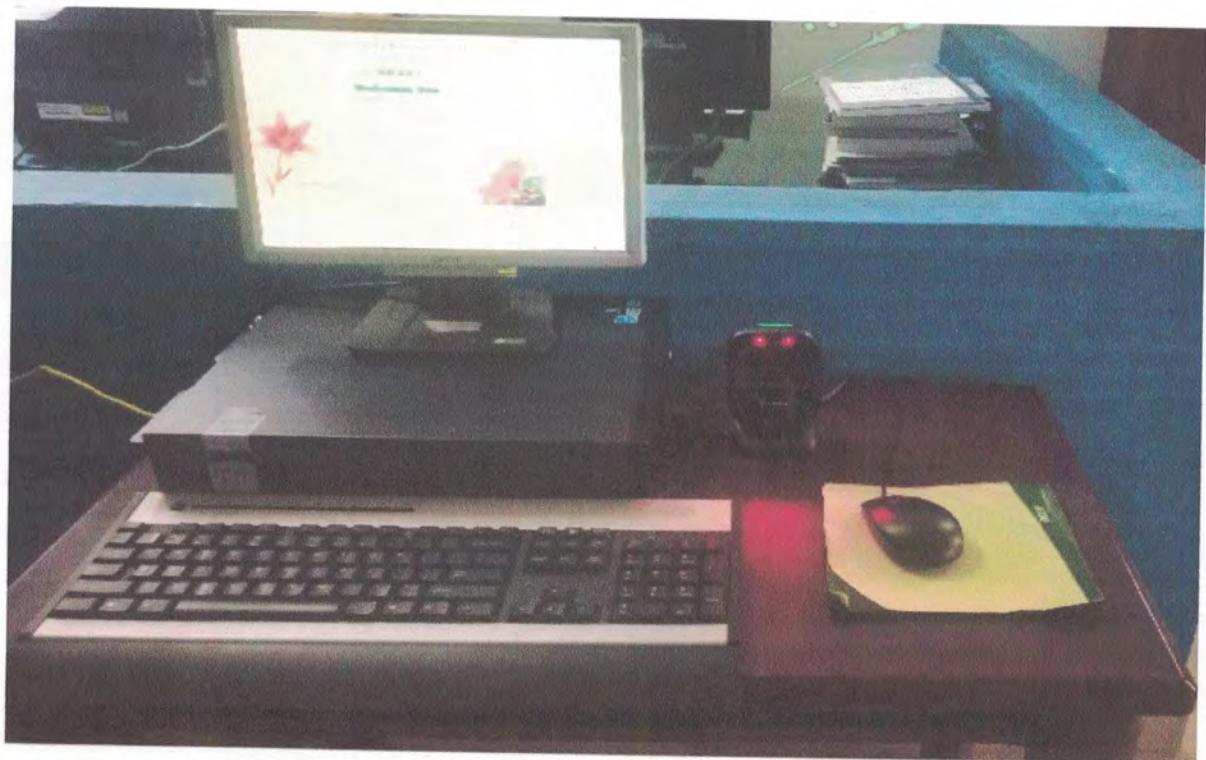


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## LIBRARY BARCODE HAND-FREE SCANNER

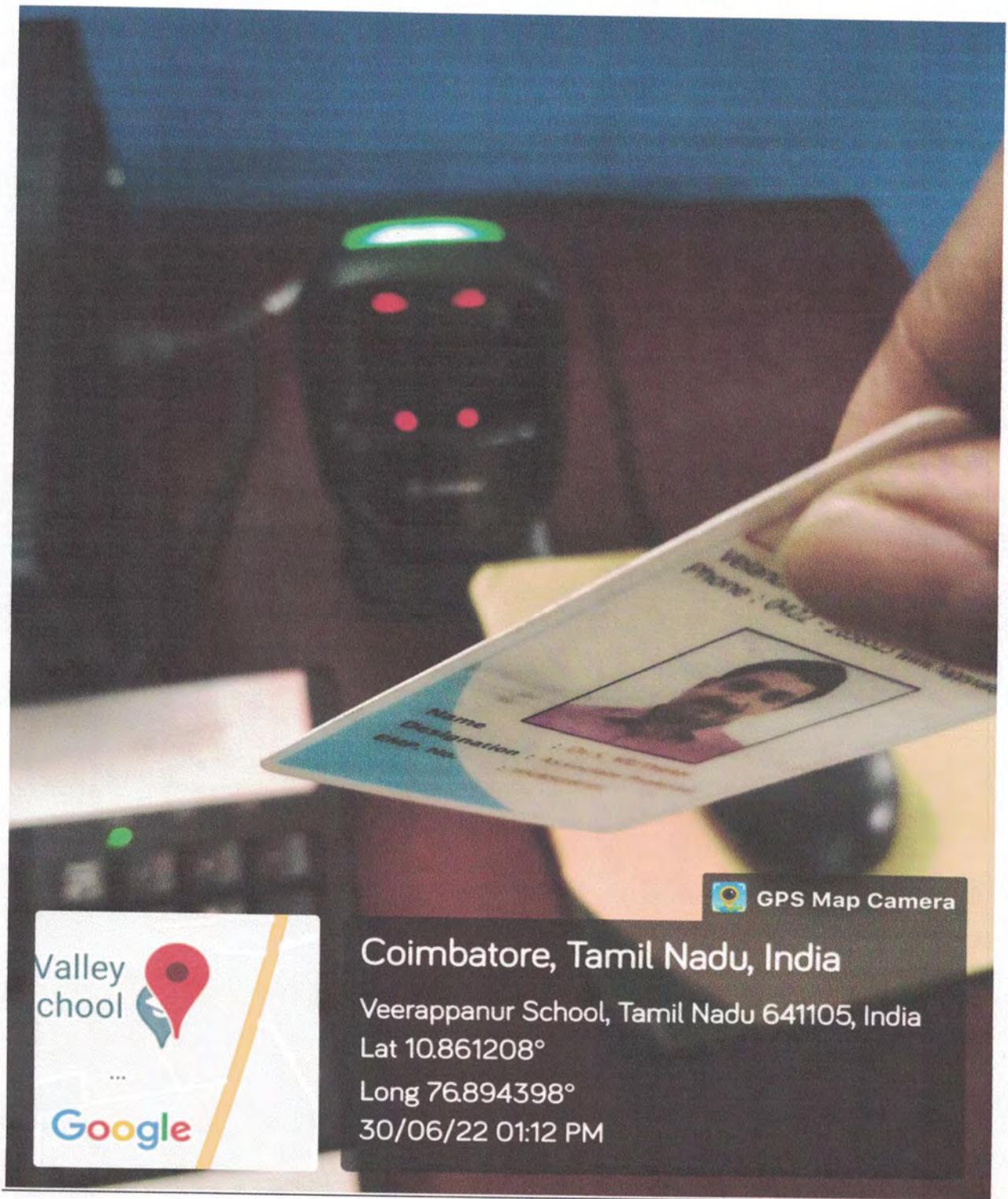


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