

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

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Bina I
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.

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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 Old and outdated computers are discarded by standard procedure.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.

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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	Warden Signature	Rectified person's Signature	Date	Room No.	Complaints	Warden Signature	Rectified person's Signature
22/09/2021	Ground floor	→ pipe it complaint			21/09/21	first yr girls hostel			
22/09/2021	Study room & Quat Room	→ fan is not working				1.	→ flush is not working → one CFL bulb is need in washbasin side	26/09/21	Mouli
07/09/2021	6	wash basin complaint				2.	→ fan ^{regulator} is not correct → closet should change	26/09/21	Mouli
07/09/2021	9	fan, sound is coming				3.	→ fan ^{switch} is not correct	30/09/21	Mouli
	9	heater is falling from the pipe which is adjacent of the room.	Shind. 7/09/2021	Mouli		4.	→ flush complaint - flush complaint → switch is not working	30/09/21	Mouli
23/09/2021	Host hostel - 1	→ one fan need → one bulb need in bathroom → Tube light is not working	20/9/21	Mouli		5.	→ flush is not working → switch problem	30/09/21	Mouli
	2	→ Need 4 bulb → 2 tube light didn't working	20/9/21	Mouli		6.	→ flush is not working	30/09/21	Mouli
	4	→ one fan need → one fan is not working → 2 bulb need → one window need → 2 table need	20/9/21	Mouli		7.	→ flush is not working	30/09/21	Mouli
	Ground floor	→ one bulb need	20/9/21	Mouli		8.	→ flush is not working	30/09/21	Mouli
	washing shed	→ bulb light is not working → fan complaint	20/9/21	Mouli		9.	→ tube light complaint	30/09/21	Mouli
						Study room	→ fan is not working		
						Guest room	→ light and fan is not working → No light in side of hostel		
						+	fan complaint		
					23/09/21	2.	→ glass is needed in bathroom	30/09/2021	Mouli

Maintenance Request Form

17/12/20

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 road salt and it is intended to run the water in pipe. few taps to be replaced.

[Signature]
Requested by

Bina
Approved by

Bina
Dr. T. BINA
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Maintenance Request Form

5/2/21

Equipment	Location	Repair
Computer		
Printer		
Projector		
Air-conditioner	11 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
 all rooms. Second year class room doesn't
 have enough cooling.

[Signature]
 Requested by



Bina I
 Approved by

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

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: <u>DOORS</u>	<u>Ladies Hostel</u>	<u>Bathrooms ^{door} to be repaired</u>

Type of repair:

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


Requested by



Bina.L

Approved by

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

Maintenance Request Form

06/02/20

Equipment	Location	Repair
Computer		
Printer	office	✓
Projector	office	✓
Air-conditioner		
Gym Equipment		
RO Plant		
Fire Extinguisher		
Civil work		
Plumbing		
Electrical		
Other:		

Type of repair:

Printer not printing properly.

Action: Cartridge should be refilled Binal

Requested by

S. Muthu
06/02/20



Approved by

Dr. T. BINA
PRINCIPAL

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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:

Requested by

Devin
(A. INDIRA)
 12-11-2018

Approved by

Bina P
Dr. T. BINA
 PRINCIPAL
 HAPPY VALLEY BUSINESS SCHOOL,
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Rectified
A. Inth
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:

Requested by

S. Muthu
20/01/21



Action Reqd:

Filter to be changed.

Approved by

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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

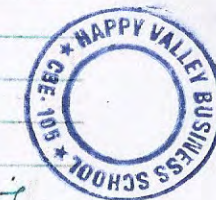
Happy Valley Business School, STOCK

Coimbatore-105 REGISTER

11

Name of the Equipment: Projector

Sl.No.	Date	Equipment (Specification)	Supplier	Quantity	Invoice No. & Date	Warranty (AMC)	Cost Rs. Ps.	Total Value Rs. Ps.	H.O.D/Principal Signature	Remarks
1	07/09/2007	DLP Multi Media Projector Make: Sharp Model: XR-105-L S.No: 704922616	Fax Tec	1	615 07/09/2007		48,938 00	48,938 00	Bina.P	
2	11/9/08	Projector Ceiling Mount Kit	Promedia Communications	2	122/11.8.08			10218		
3	27/08/08	DLP Multimedia Projector Make Sharp XR 305 2300 Ans, Lumen	Fax Tec	2	563 27/08/08		33500/-	75375.00	ck	
4	19/9/11	Acer Projector Model X1110A 7LP	Image Systems and Services, Tatchel dr 19/9/11				25000 Vat 7625 Less Discount 750	27825.00	ck	
5	11/7/10	Acer Projector	Image Systems and Services	1 Nos	878/11/7/10		28000 Vat 4.50% → 2190 85190	85190.00		
6	21/03/13	Dell projector s380wi	Image Systems and Services	1 Nos	409/21/03/13		57000 Vat 14.50% → 8265 65265/-	65265/-	ck	
7	13/2/13	Projector Ceiling wall mount kit	Image Systems and Services	1 Nos	390/13/02/13		1190.42/- Vat 5% → 59.52/-	1250/-	ck	
8	31/7/14	Acer X1163N DLP Projector		1 Nos	245/31/7/14		211397.38 Vat 14.5% → 30246.22	24500/-	ck	
9	27/01/15	Projector Epson 303	A GATE (Aravind)	1 Nos	1985/27/01/15		27383.88 VAT 5.5% → 1506.11	28,890/-	ck	
10	10/8/2016	Projector Epson	Image Systems and Services	1 Nos	63/10/8/16		24,890.00 Vat 14.50% → 3,609.05 0.95	28,500/-	ck	
11	10/03/2020	Epson Projector EH-75650		1 Nos	182/10/3/20		28,500/- 21,500 GST 6020	27,520/-	Bina.P	



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GENERATOR -

Running Time

DIESEL

QENHAGOR

71

DATE	START time	Q.T. time	P.O.N. time
22-3-21	1.00	1.35	35
24.3.21	7.25 PM	7.30 PM	05 PM
24.3.21	10. PM	10.5 PM	05 PM
25.3.21	6.15 AM	6.25 AM	10 AM
26.3.21	8.20 PM	8.25 PM	05
29.3.21	8.40 PM	8.50 PM	10 PM
29.3.21	7.35	8.05 PM	10 PM
31.3.21	7.30 PM	7.55 PM	05 PM
31.3.21	8.25 PM	8.40	15 PM
31.3.21	9.40 AM	9.55 PM	15 PM
31.3.21	11.25 PM	11.55 PM	20 PM
	3.8.21	4.0 PM	1.35
1-4-21	4.05 PM	4.10 PM	05
1.4.21	8. PM	8.10 PM	10 PM
2.4.21	9.50 PM	10.45	55 PM
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	5.15 PM	5.55 PM	10
16.4.21	10.20 PM	10.30 PM	5
17.4.21	10.45 PM	11.05 PM	20
27/4/21	—	Q.55	Q.55
28/4/21	2.45 PM	4.10 PM	1.25
28.4.21	4.30 PM	5.10 PM	3.30
30.5.21	9.45 AM	9.00 AM	0.40
29-6-21	10.15 AM	1.00 PM	15 AM
24-6-21	10.5 AM	12.50 PM	2.45 PM
26-6-21	10. AM	11.15	2.45 PM
28-6-21	9.20 PM	9.30 PM	10. AM
28-6-21	10.25	10.35	10. AM
28-6-21	6.30	7.30	1.00 PM
29-6-21	6.30	7.15	1.45 PM

DATE	Bino.	DIST
28/4/21	2619	23-20
24-6-21	2620	23-20 Mew

DATE	IN. STARTING TIME	OFF TIME	ENDING TIME
8/7/21	2:30	3:20	- 50 min
13/7/21			
20/7/21	10:00 AM	5:20	7:20 AM
22-7-21	7:55 AM	8:00 AM	5: PM
22-7-21	8:25 AM	8:55 AM	30 min
31-7-21	11:45 AM	12:20	35 min
31-7-21	2:20	2:25	5 min
18-8-21	6:55 AM	7:00 AM	5: AM
4-9-21	8:35 AM	3:55 PM	20 min
9-9-21	1:45	1:50 PM	5 min
9-9-21	2:55	3:00	5 min
9-9-21	8:30 AM	9:45 AM	1:15 PM
10-9-21	6:45 AM	7:45	1:00 PM
11-9-21	7:20 AM	8:00 AM	40 min
14-9-21	11:30	12:00	30 min
14-9-21	1:00	4:15	15 min
16-9-21	3:30	5:30	2 min
17/9/21	3:45	4:25	25 min
18-9-21	6:30	6:55	25 min
18-9-21	7:55	7:30	25 min
20-9-21	9:40 AM	6:20 PM	8:10 AM
22-9-21	9:55	10:15	20 min
22-9-21	10:25	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	2:55	5 min

L7		DATE	ROLL NO.
5-00000000	00000000	20000000	00000000
21 0000 20/7/21	RS. 2000	0	
21 0000 20/7/21	RS. 2000	0	
14/0000			
21 0000 20/7/21			
16/9/21	0000	21-0000	2000 0
20/9/12	0000	21-0000	2000 0
20/9/12	0000	21-0000	2000 0
20/12 0000			
Binal			
Dr. T. BINA			
PRINCIPAL			
HAPPY VALLEY BUSINES SCHOOL,			
Velanthavalam Road, Verappanur			
Pichanur Post, Coimbatore - 641 005.			

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 Divalakaran	4.44 pm	6.25 pm.
19/01/2021	1.	Abhilash Mathew C	4.30 pm	6.35 pm.
	2.	Anand PB	4.45 pm	6.15 pm.
	3.	Robin Roy	4.47 pm	6.22 pm.
	4.	Moudul V	5.21 pm	6.04 pm.
	5.	Sasini Prithothathi	5.17 pm	6.07 pm
20/01/2021	1.	Abhis Manesh	5.00 pm	6.00 pm.
	2.	Abhilash Mathew C	5.05 pm	6.34 pm.
21/01/21	1.	Navy Menyl	6.04 pm	7.17 am.
	2.	Sueleeshmi P	6.04 pm	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.
	6.	Aswin Divalakaran	6.15 pm	6.45 pm.
	7.	Moudul V	6.15 pm	6.46 pm.

Bina

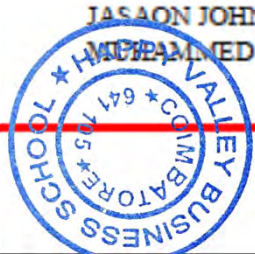
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Velanthavalam Road, Verappanur,
Pichanur Post, Coimbatore - 641 05.



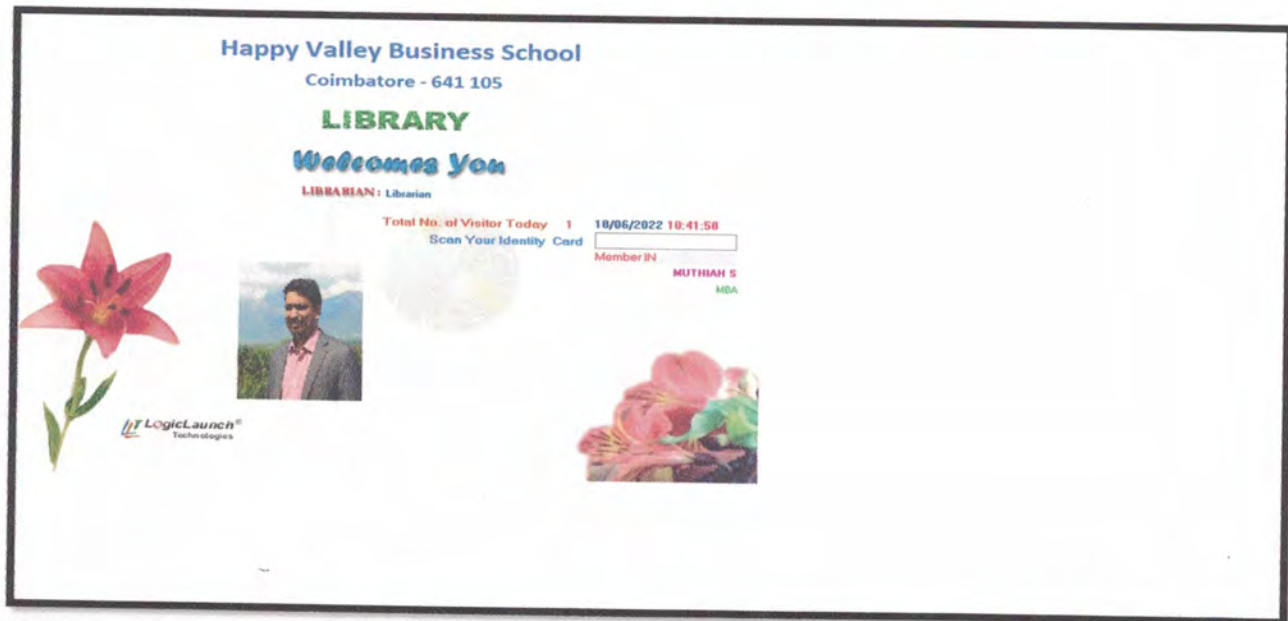
Members Entry List

SLNo	Member ID	Name	IN Time	OUT Time
Section : Library				
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	SREELAKSHMIT.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.	20HVB007	AGIN.M	12:30:00 PM	1:25:00 PM
14.	20MBA1074	SREELAKSHMIT.V	12:30:00 PM	1:25:00 PM
15.	20MBA1074	SREELAKSHMIT.V	12:40:00 PM	1:25:00 PM
16.	20HVB009	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	SREELAKSHMIP	1:40:00 PM	2:00:00 PM
27.	20HVB011	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.	20HVB005	ABHINDAS.P	1:57:00 PM	3:15:00 PM
30.	20MBA1045	MUHAMMED FARSEN CT	1:57:00 PM	3:10:00 PM
31.	20MBA1064	S.B.BHARADHWAJ	2:20:00 PM	3:35:00 PM
32.	20HVB009	ANAGHA JOY	3:00:00 PM	2:00:00 PM
33.	20HVB002	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	SREELAKSHMIP	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.	20HVB009	ANAGHA JOY	5:00:00 PM	5:10:00 PM
40.	HVB08F01	MUTHIAH S	5:15:00 PM	5:30:00 PM
41.	HVB014F01	SAMPATH KUMAR K	5:15:00 PM	5:30:00 PM
42.	HVB012F01	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	JASON 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

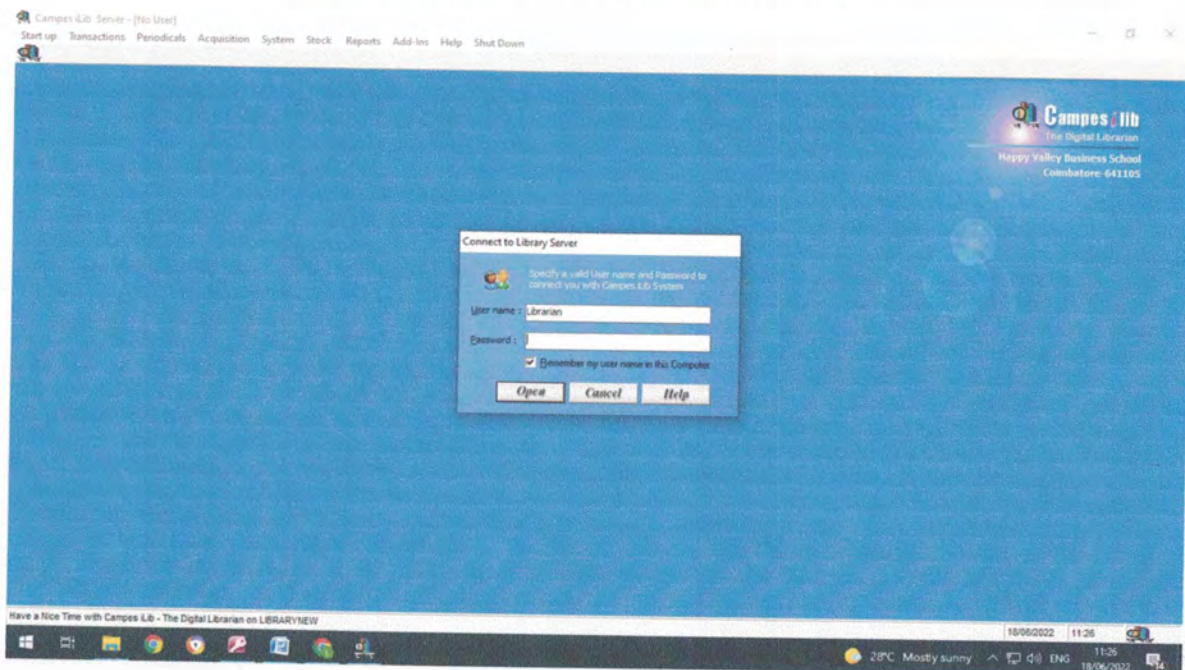


Dr. T. BINA
Principal

Gate Entry - Library



Login page of Library Automation Software



Dr. T. Bina
Principal, HVBS

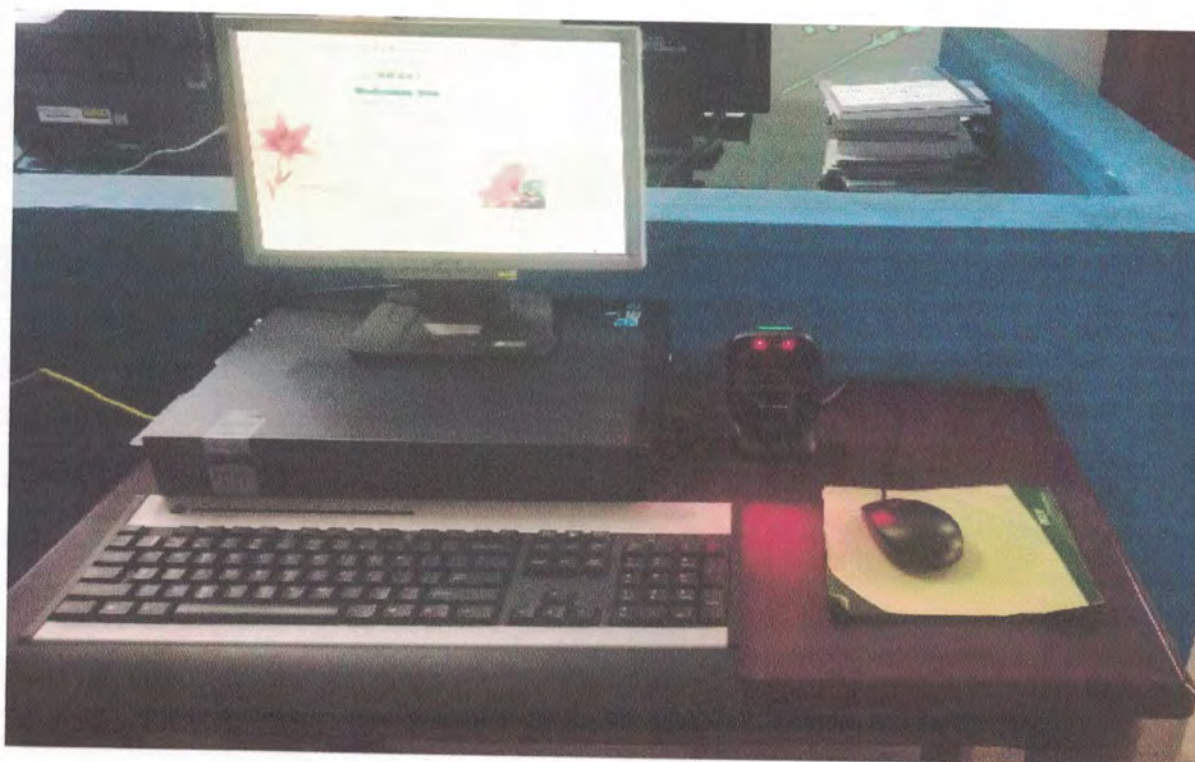


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LIBRARY BARCODE HAND-FREE SCANNER



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