

## **4.2.1 Library is automated using Integrated Library Management System (ILMS)**

### **Approved SOP for Library** **Standard operating procedures for the Library** **Purchase of Library books and their filling in shelves**

#### **Step 1: Approval for the book purchase**

1. Submission of list of books recommended by the teachers of different departments and students to the Library.
2. Approval is taken for the recommended books by Librarian.
3. Finally, sanction is taken from the Principal of the college for purchase.

#### **Step 2: Order placement and physically verification of purchased books**

1. Placing the order of books satisfying the terms and conditions of the Library.
2. Submission of Chelan by vendor along with the books.
3. Physically verification and checking of books received against the order.
4. Submission of bill by vendor to the college.

#### **Step 3: Processing of the Bill**

1. Accessioning of books in the accession register of Library.
2. Finally the bill is processed and submitted to account section through Principal for release of payment.

#### **Step 4: Technical Processing**


1. Technical processing of the books including classification and cataloguing is done.
2. Then the books are placed in shelves according to their classification number by the Library staff.

#### **Note:**

#### **Placement of books in shelves for those books which are in circulation:**

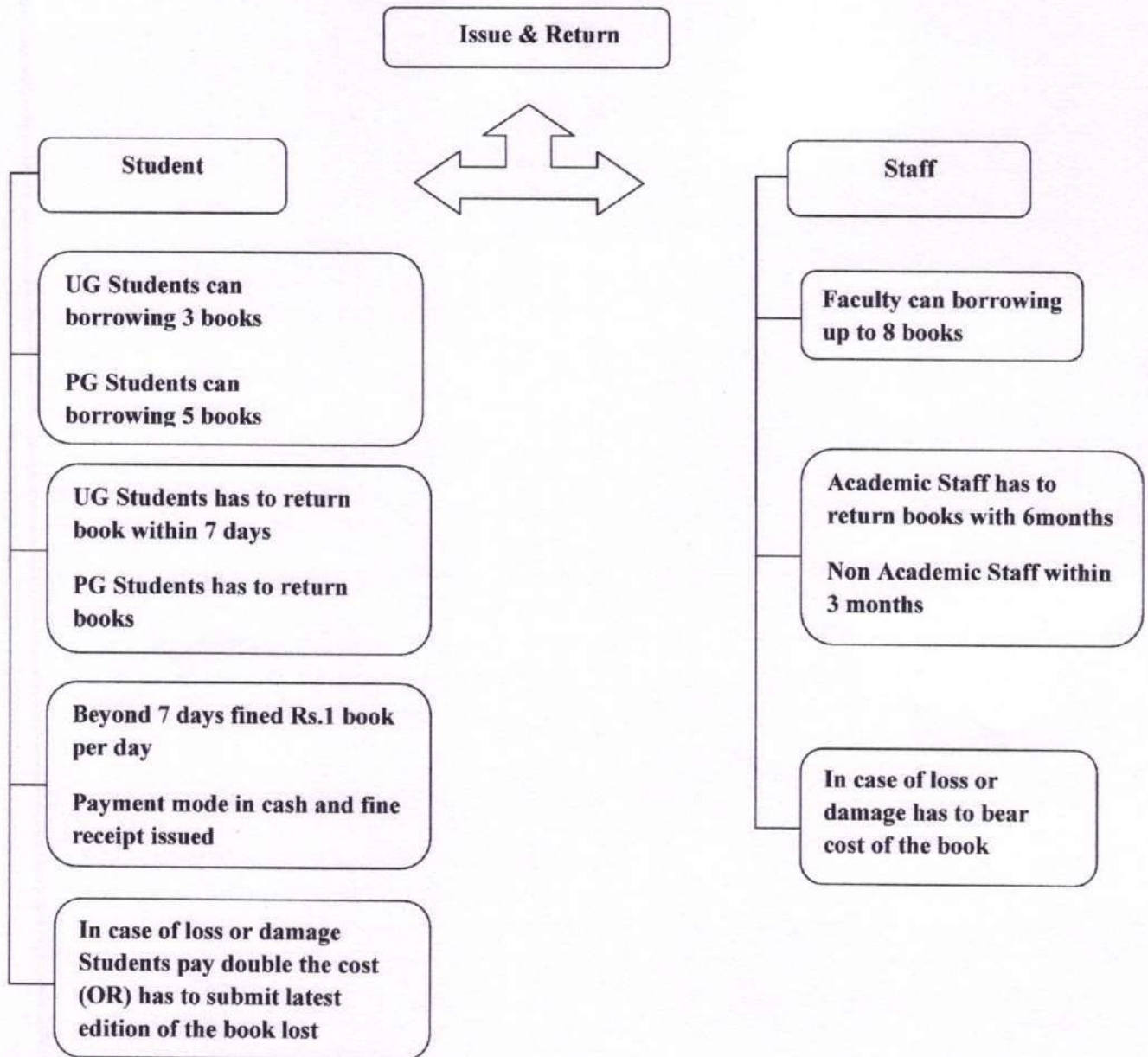
1. Books are returned at the circulation counter.
2. From there, the books are placed in shelves according to the classification number by Library staff.



  
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Shramika Nagar, Gajuwaka,  
VISAKHAPATNAM 530 026

## Circulation of Library Books

### Flowchart for the Issue & Return policy of Library Books



  
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Shramika Nagar, Gajuwaka,  
VISAKHAPATNAM 530 026





**M.V.R. DEGREE COLLEGE**  
(UG & PG Courses)  
(Affiliated to Andhra University)  
An Institution of Priyadarshini Educational Academy)

**4.2.1 : APPROVED LIBRARY BUILDING DETAILS & ILMS**

Library is a gateway to knowledge and culture .Teaching & learning system in supported by Library.

Library in MVR Degree & PG College Library has been established in the year 1991.The Library has been a spacious and easily accessible area of 5900 Sq. ft with good infrastructure and ambience and has been emerging as a knowledge Resource Centre mainly catering to the needs of the Faculty, Administrative staff ,Research scholars & students towards accessing information .Our library is well equipped with Reference books , Textbooks, Journals & Periodicals & Newspapers etc. Books related to the subject English ,Telugu, Hindi, Sanskrit, Mathematics, Physics, Chemistry, Botany, Zoology, Commerce and management & Computer Science & Electronics ,Biotechnology, Biochemistry, Microbiology, Human genetics, Statistics and acknowledged. Library also maintains different Computers books, Spiritual & Values books, subject Dictionaries , Encyclopedia's , General books are also available.

S. R. Ranganathan – Father of Library

A 21<sup>st</sup> century Library is required to be very much updated with technological changes .There are nearly 19,144 books in our college . SOUL software has been approved to our college in the year 2008. Online access of books issued and returns to both students and faculty is implemented & in progress. N-list has been approved in the year 2012. Online access to the members and issue of E-resources ,E-journals & E-books , Library SOP is accessed.

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VISAKHAPATNAM 530 026



# सूचना एवं पुस्तकालय नेटवर्क केन्द्र

(विश्वविद्यालय अनुदान आयोग का स्वायत्त अंतर विश्वविद्यालय केन्द्र)

## INFLIBNET

### Information and Library Network Centre

(An Autonomous Inter-University Centre of UGC)

BY REGD/SPEED POST

INF/SOUL/1413/2008

July 18, 2008

To,

The Principal  
M.V.R. DEGREE & P.G. COLLEGE  
Ramachandra Nagar, Nadupuru  
Visakhapatnam - 44  
ANDHRA PRADESH

Sub: SOUL Software Package

Dear Sir/Madam,

With reference to your letter regarding SOUL Software (2<sup>nd</sup> copy of Network Version) and (College Version) against D.D. No. 292821 & 292822 dated 26/06/2008 for Rs. 20,000/- & Rs. 15,000/- vide our Invoice No. 1421 of Rs. 20,000/- & Rs. 15,000/- dated 18/07/2008

As desired by you, please find enclosed herewith following the updated version of SOUL Software:

1. SOUL Software (2<sup>nd</sup> copy of Network Version) CD along with Hardware Lock and User Manual.
2. SOUL Software (College Version) CD along with Hardware Lock and User Manual.

Kindly acknowledge the receipt of the same.

Thanking you,

Yours faithfully



PRINCIPAL

M.V.R. DEGREE COLLEGE

Shramika Nagar, Gajuwaka,

VISAKHAPATNAM - 530 003

Encl: as above

(H.G. Mesanani)  
Scientist - B (I.S)

# INFLIBNET

## सूचना एवं पुस्तकालय नेटवर्क केन्द्र

(विश्वविद्यालय अनुदान आयोग का स्वयं चलायित विश्वविद्यालय केंद्र)

BY REGD/SPEED POST

INF/SOUL/INV-1423/2008

### Information and Library Network Centre

(An Autonomous Inter-University Centre of UGC)

July 18, 2008

To:

The Principal  
M.V.R. DEGREE & P.G. COLLEGE  
Ramachandra Nagar, Nadupuru  
Visakhapatnam - 53  
ANDHRA PRADESH

### INVOICE

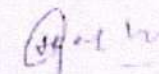
SR. NO.	DESCRIPTION	QUANTITY	AMOUNT (RUPEES)
01.	SOUL Software (2 <sup>nd</sup> copy of Network Version) on CD along with Hardware Lock and User Manual.	01 No.	20,000.00
02.	SOUL Software (College Version) on CD along with Hardware Lock and User Manual.	01 No.	15,000.00
SUB TOTAL			35,000.00
TAXES			---
TOTAL AMOUNT Rs.			35,000.00

#### GENERAL CONDITIONS:

1. The payment should be made by way of Demand Draft drawn on any Nationalized Bank, in favour of "The Director, INFLIBNET Centre" payable at "Ahmedabad". You are requested to send the DD for the full amount and Do not recover the Bank Charges from above amount.
2. Software will be dispatched within 15 days after receipt of the payment.
3. Taxes will be extra as applicable, presently Nil.
4. The training on Installation and Operation of SOUL will be conducted at INFLIBNET Centre, Ahmedabad. Dates will be conveyed in advance. You may depute One Person for the training programme at Free of Charge whose TA/DA will be borne by your University/College/Institute. But for the Second Person or Second Time training of SOUL then the amount of Rs. 2,500/- will be charged extra and payment has to be sent through Demand Draft only in favour of "The Director, INFLIBNET Centre" payable at "Ahmedabad". Note: Cash/Cheque will not be accepted.
5. The above software is warranted for a period of one year from the date of supply.

  
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Shramika Nagar, Gajuwaka  
VISA KHAPATNAM - 530 021



  
(H. G. Hosamani)  
Scientist - B (LS)  
For and on behalf of the  
Director, INFLIBNET Centre

BY REGD/SPEED POST

INF/SOUL/INV-1475/2008

Information and Library Network Centre

(An Autonomous Inter-University Centre of UGC)

July 18, 2008

To:

The Principal  
M.V.R. DEGREE & P.G. COLLEGE  
Ramachandra Nagar, Nadupuru  
Visakhapatnam - 44  
ANDHRA PRADESH

## INVOICE

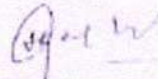
SR. NO.	DESCRIPTION	QUANTITY	AMOUNT (RUPEES)
01.	SOUL Software (2 <sup>nd</sup> copy of Network Version) on CD along with Hardware Lock and User Manual.	01 No.	20,000.00
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	SUB TOTAL		35,000.00
	TAXES		---
	TOTAL AMOUNT Rs.		35,000.00

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- The payment should be made by way of Demand Draft drawn on any Nationalized Bank, in favour of "The Director, INFLIBNET Centre" payable at "Ahmedabad". You are requested to send the DD for the full amount and Do not remove the Bank Charges from above amount.
- Software will be dispatched within 15 days after receipt of the payment.
- Taxes will be extra as applicable, presently Nil.
- The training on Installation and Operation of SOUL will be conducted at INFLIBNET Centre, Ahmedabad. Dates will be conveyed in advance. You may depute One Person for the training programme at Free of Charge whose TA/DA will be borne by your University/College/Institute. But for the Second Person or Second Time training of SOUL then the amount of Rs. 2,500/- will be charged extra and payment has to be sent through Demand Draft only in favour of "The Director, INFLIBNET Centre" payable at "Ahmedabad". Note: Cash/Cheque will not be accepted.
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VISA KHAPATNAM - 530 02



  
(H. G. Hosamani)  
Scientist - B (LS)  
For and on behalf of the  
Director, INFLIBNET Centre

**Fw: for upgrade soul software 3.0 version**

From: Mvr Colleges (mvrcolleges@yahoo.com)  
 To: soulhelp0007@gmail.com  
 Date: Monday, 2 August, 2021, 02:50 pm IST

please find the attachment

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 Shramika Nagar  
 Gajuwaka  
 Visakhapatnam - 530 026  
 Ph.No.: +91 891 2512891 / 2516124  
 +91 9866661134-37/39-42

e-mail: [mvrcolleges@yahoo.com](mailto:mvrcolleges@yahoo.com)  
 Web: <http://www.myreducation.com>

----- Forwarded message -----

From: SOUL Support Inlibnet <[soulhelp0007@gmail.com](mailto:soulhelp0007@gmail.com)>  
 To: Mvr Colleges <[mvrcolleges@yahoo.com](mailto:mvrcolleges@yahoo.com)>  
 Sent: Friday, 30 July, 2021, 02:33:47 pm IST  
 Subject: Re: for upgrade soul software 3.0 version

Dear sir  
 please send us your payment receipt soft copy and

For the upgrade of Soul 3.0, please visit this link given below and fill the requisition form

<https://soul.inlibnet.ac.in/requisition.php>

The system specifications for SOUL 3.0 server installation are given below:

Hardware Requirements - Processor Speed : 1.8 GHz or Higher, RAM : Minimum 2 GB for 32-bit and 4 GB for 64-bit  
 / 8 GB recommended for Server system , Free Hard Disk Space : Minimum 10 GB Free, Screen Resolution :  
 Minimum 1368 x 768

OS Requirements - Windows 10 or higher, Windows Server 2012/2016/2019 or higher

Thanks & Regards,  
 Vira Parekh

**SOUL Support Cell**  
**INFLIBNET Centre, Gandhinagar**

For more help call us on: 079 - 2326 8300/01/02/03/04/05/06 (9.30 AM - 6.00 PM | Mon-Fri)  
 OR

Visit our website at <https://soul.inlibnet.ac.in/>

On Fri, Jul 30, 2021 at 2:24 PM Mvr Colleges <[mvrcolleges@yahoo.com](mailto:mvrcolleges@yahoo.com)> wrote

Dear sir/Madam



*[Signature]*  
 PRINCIPAL  
 M.V.R. DEGREE COLLEGE  
 Shramika Nagar, Gajuwaka  
 VISAKHAPATNAM

We would like to inform you that find the attachment RTGS/NEFT UTR No:MAHB  
21208346859 for Rs 11800 (Eleven Hundred Eighty rupees only), dated 27.07.2021 payable at  
Bank of Maharashtra. So I request you to upgrade the soul software 3.0 version

Thanking you sir

yours sincerely

Librarian

**M.V.R.Degree & PG College**

Shramika Nagar

Gajuwaka


Visakhapatnam - 530 026

Ph.No.: +91 891 2512891 / 2516124


+91 9866661134-37/39-42

e-mail: [mvrcolleges@yahoo.com](mailto:mvrcolleges@yahoo.com)

Web: <http://www.mvreducation.com>

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353.9kB



  
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VISAKHAPATNAM



**CUSTOMER ACKNOWLEDGMENT**

Date: 27.03.2011

We acknowledge receipt NEFT / RTGS instruction(s) reference no. MAT/BH21208346859

Branch: \_\_\_\_\_ Name and Signature of Bank Official: \_\_\_\_\_

Libran



RTGS\_MTL\_May\_2019



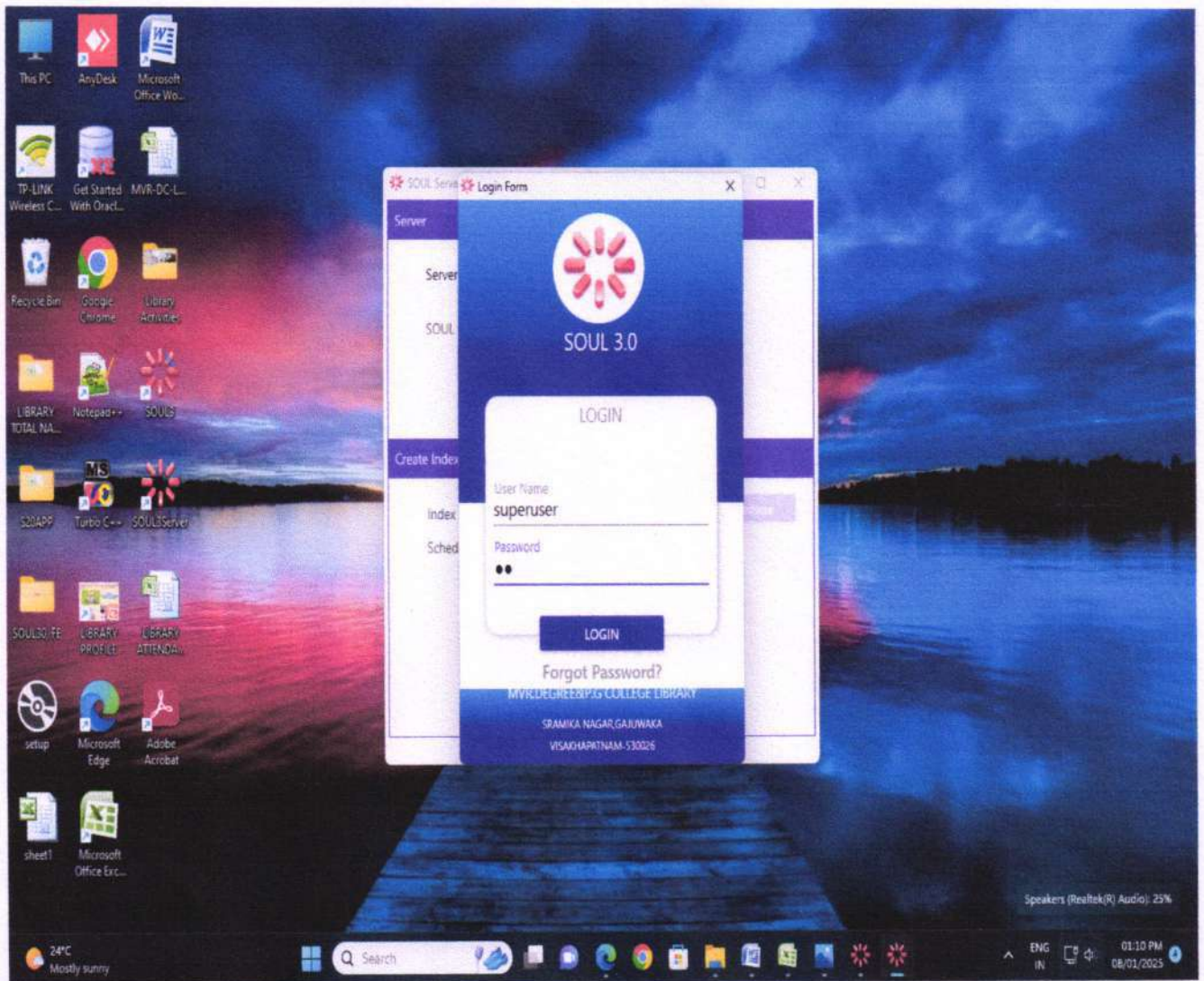
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VISAKHAPATNAM-530026



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**DOC-3: APPROVED SCREEN SHOTS OF ILMs**

**4.2.1: INTEGRATED LIBRARY MANAGEMENT SYSTEM**



*[Handwritten Signature]*

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SOUL 3.0

SOUL (Software for University Library)

<p>Total Members</p> <p>3,325</p>	<p>Total Material (Unique Copies)</p> <p>11,374</p>	<p>Total Material (Multiple Copies)</p> <p>19,329</p>	<p>Last 5 Entered Accession No</p> <p>D9857, D9858, D9859, D9860, D9861</p>
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<p>Pending For Order</p> <p>0</p>	<p>Pending For Received</p> <p>0</p>	<p>Pending For Accessioning</p> <p>0</p>	<p>ILL Issued Books</p> <p>0</p>
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	Today	Week	Month
<p>For Technical Support</p> <p>A.MAHALAKSHMI CENTRAL LIBRARY MVRCOLLEGES@YAHOO.COM</p> <p>Technical Person Details</p>	0	171	0
	New Books	Books Issued	New Member
<p>For Library Support</p> <p>R.NARAYANAMMA CENTRAL LIBRARY 9247817135 RONGALINARAYANAMMA@GMAIL.COM</p> <p>Library Person Details</p>			

Ver. 3.0.7 Full Edition

Logged in as: superuser

Library Name: MVR.DEGREE&PG COLLEGE LIBRARY, VISAKHAPATN.

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Search

ENG IN 01:14 PM 08/01/2025

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## USER LOGIN

SOUL3.0

Circulation

Membership | Transaction | Inter Library Loan (ILL) | Maintenance

Transaction Menu | Search By Title | Overdue Charges | Book-bank Issue | Reminder | Circulation Group | Stock Verification | Member Login | Book Transfer | Reports

Transactions -> Transaction Menu x Member Login x

### Member Log

Login/Logout Using Barcode Scanner

Select Location: Library Entrance | Library Entrance | Set

Member Code/Id: STCMBC220021

Welcome  
KANDALADA (STCMBC220021)

Logged In
Total: 17
Male: 1
Female: 16
Others: 0

Login/Logout | Logout All Members | Report

Recent logs

24°C Mostly sunny | Search | ENG IN | 01:21 PM 08/01/2023

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## TRANSACTION MENU

SOU 3.0

Circulation

**Transaction Menu**

**Book/Member Details**

Accession No: D6443      Member Code/Member ID: STCMBC220021

**Member Details**

Member Name	KANDALADA PAVANI	Category	STUDENT	Current Due	0
Member Code	STCMBC220021	Department	COMMERCE&MANAGEN	Course Designation	BACHELOR OF COMMERCI
Member ID	122130404021	Item Issued	3	Total Allowed Books	3

Accession No	Book Status	Title	Author	Call No	Material
D6443	Issued	ORGANIC CHEMISTRY	BRUCE PAULA	CS47	Textual Do
D5220	Issued	ATB OF MATHEMATICS OF ABSTRACT ALGEBRA CBSC 2ND YR,SEM -2	VENKATESWARA RAO ,(ETAL)	MS1	Textual Do
D4228	Issued	SACHITHRA JAGATHI TIRU	S.V LAKSHMIPATHI RAO	GEN08	Textual Do

Remove Item      Remove All Item(s)

**Issued / Reserved Book Details**

Borrowing Member: Reservation Details

Member:

Issue/Due Date:

**Privileges Details**

Issue    Privilege    Reserve

Book Name	Accession No	Issue Date	Due Date	User Code
SACHITHRA JAGATHI TIRU	D4228	18-Dec-2024	25-Dec-2024	superuser
ATB OF MATHEMATICS OF ABSTRACT ALGEBRA CBSC 2ND YR,SEM -2	D5220	18-Dec-2024	25-Dec-2024	superuser
ORGANIC CHEMISTRY	D6443	23-Dec-2024	30-Dec-2024	superuser

Issue [F3]  
 Return [F4]  
 Renewal [F6]  
 Reserve [F7]  
 Issue (On-Premises)  
 Return (On-Premises)  
 Lost  
 Missing  
 Damage  
 Withdraw  
 Reminder  
 Over Due

Print Issue Slip  
 Print Return Slip  
 Print Renew Slip  
 Print Payment Receipt

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*Shw*

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## MEMBER LOG REPORT

Member Log Report

Select Option: by Date

Date From: 08/01/2025 To: 08/01/2025

Filter By Location: Library Entrance

Show Member ID (in place of Member Code):

Display

Member Log Report

Total: 54

Member Code	Member Name	Log-in Time	Log-out Time
STCMBC230005	BHIMIREDDI DURGA PRASAD	08/01/2025 10:34:23 AM	08/01/2025 10:50:35 /
STCMBC230008	GOWRAV SINGH	08/01/2025 10:33:55 AM	08/01/2025 10:50:35 /
STCMLT230001	GANTI PRIYANKA	08/01/2025 10:32:52 AM	08/01/2025 10:50:35 /
STCSLT230005	KAMISETTI RUPINI	08/01/2025 10:31:41 AM	08/01/2025 10:50:35 /
STCSLT230009	BOIREDDI MEENAKSHI REDDY	08/01/2025 10:34:32 AM	08/01/2025 10:50:35 /
STCSLT230011	ANAKAPALLI LAVANYA	08/01/2025 10:28:24 AM	08/01/2025 10:50:35 /
STCSLT230012	BOOSA INDUSRI	08/01/2025 10:33:38 AM	08/01/2025 10:50:35 /
STCSLT230014	SIDAM NEERAJA	08/01/2025 10:30:35 AM	08/01/2025 10:50:35 /
STCSLT230017	MADDI SUDESHNA	08/01/2025 10:33:21 AM	08/01/2025 10:50:35 /
STCSLT230051	BEVARA MANIKANTA	08/01/2025 10:34:50 AM	08/01/2025 10:50:35 /
STCSLT230080	TAMMINANA RAMYA	08/01/2025 10:27:54 AM	08/01/2025 10:50:35 /
STCSLT230082	ALLA SAMPATH KUMAR	08/01/2025 10:30:43 AM	08/01/2025 10:50:35 /

Send Mail

*[Handwritten Signature]*

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SOUL 3.0

OPAC

Simple Search | Boolean Search | Advanced Search | Member OPAC

Transactions -> Simple Search

### Simple Search

Search By Title \* COMMERCE & MANAGEMENT 30 [Show Result](#)

Material Type All  Any where in word  Exact Search [Reset](#)

Select	Accession No	Title	Author	Location	Status	Call No
<input type="checkbox"/>	J308, J309	COMMERCE	D.NAGA VARDHAN RAO		Availal	CM654
<input type="checkbox"/>	UG3407	DICTIONARY OF COMMERCE	AHUJA,B.N.		Availal	D03/
<input type="checkbox"/>	D6015	E-COMMERCE	BHARDWAJ & PUNEETH		Availal	CM651
<input type="checkbox"/>	J599, J600	ELEMENTS OF COMMERCE	K.SAVULU		Availal	CM651
<input type="checkbox"/>	D5991	E-COMMERCE	MOHAN PRAKASH NEEI		Availal	CM651
<input type="checkbox"/>	D7879	E-COMMERCE	NAGRAJ		Availal	CM651
<input type="checkbox"/>	D8406	E-COMMERCE	NAIDU,JETALJ		Availal	CM651
<input type="checkbox"/>	D8366, D8367, ... + 3 more copies	E-Commerce	Sandeep Bansal,k& Sanj		Availal	CM651
<input type="checkbox"/>	D6019	E-COMMERCE	SUSHIL BHARDWAJ& PI		Availal	CM651
<input type="checkbox"/>	J310, J311	CHEMISTRY & COMMERCE	VARDHAN RAO		Availal	C54 &
<input type="checkbox"/>	D9182	E-COMMERCE /	B.E.V.L. NAIDU, K.V.NAG		Availal	CM651
<input type="checkbox"/>	D9272, D9273	E-COMMERCE/	SANDEEP K.BANSAL, SA		Availal	CM651
<input type="checkbox"/>	D5985	E-COMMERCE	NAGRAJ,JANISH KUMAR		Not Av.	CM651
<input type="checkbox"/>	J596, J597	COMMERCE T.M VOL 1	A NAGA VEERA BADRA		Availal	CM651
<input type="checkbox"/>	J1513, J1514	COMMERCE 1ST YR	ACHARYA RUDRA SAI B		Availal	CM651
<input type="checkbox"/>	D8405	E-COMMERCE & WEBDESIGNING	B.E.V.L.NAIDU,JETALJ		Availal	CM651
<input type="checkbox"/>	J423, J456	TEXT BOOK OF COMMERCE	CH SHANMUKA SWAMI		Availal	CM651
<input type="checkbox"/>	J611	COMMERCE VOL 1 T.M	DR RUDRA SAI SABA		Availal	CM651
<input type="checkbox"/>	J957, J958, ... + 1 more copies	COMMERCE -2	DR.A.SUDHAKAR		Availal	CM651
<input type="checkbox"/>	J960, J961, ... + 1 more copies	COMMERCE -2	DR.A.SUDHAKAR		Availal	CM651
<input type="checkbox"/>	J576	COMMERCE ACCONTANCY -2	G SATYANARAYANA		Availal	CM651

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Search By Authors: K.SAVULU [6], RATNAM RAVINDRANATHA TAGDI TRIVEDI R.P. [4], S.RAMA MOHAN RAO [3], ARORA M.N. [3], S.N.MAHESWARI [3], DR.A.SUDHAKAR [2], RUDRA SAI SABA [2], V.V. KATVIMARAVANI [1]

Search By Subjects

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*[Handwritten Signature]*

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## SOUL WEB OPAC

SOUL WEBOPAC

Q Search Home Member Registration Contact Us Important Links Log In

Welcome to MVR.DEGREE&P.G COLLEGE LIBRARY

Basic Search

Basic Search

Title Search Here Material Type Collection Type Q Search

Contains Exact Begins with Ends with

Free-text Search

Boolean Search

Advanced Boolean Search

Alphabetic Browse

Acquisition Suggestion

Developed by INFLIBNET Centre Gandhinagar

Activate Windows  
Visitor's Count 000093

Type here to search

03:33 PM  
10/02/2023

*[Handwritten Signature]*

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Vi. Hema	LEO	8900	10/10/23	6/10/24	ff						
Vi. Hema	MST	8771	10/10/23	10/10/23	ff						
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 Roll No.: \_\_\_\_\_ Class: B.Sc  
 Group: B.Com Medium: English  
 Academic Year: 2023-2027

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Roll No.: 7232304009 Class: 2 year

Group: Applied Msc (Mathematics) Medium: English

Academic Year: 2023-2025

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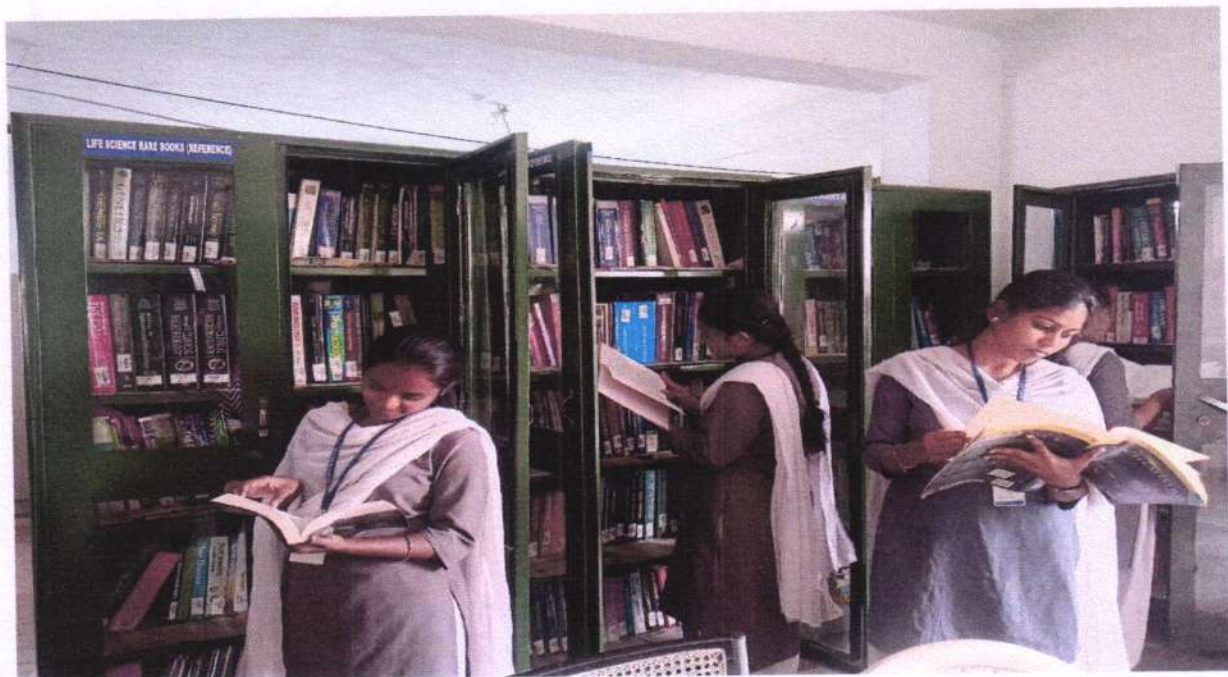
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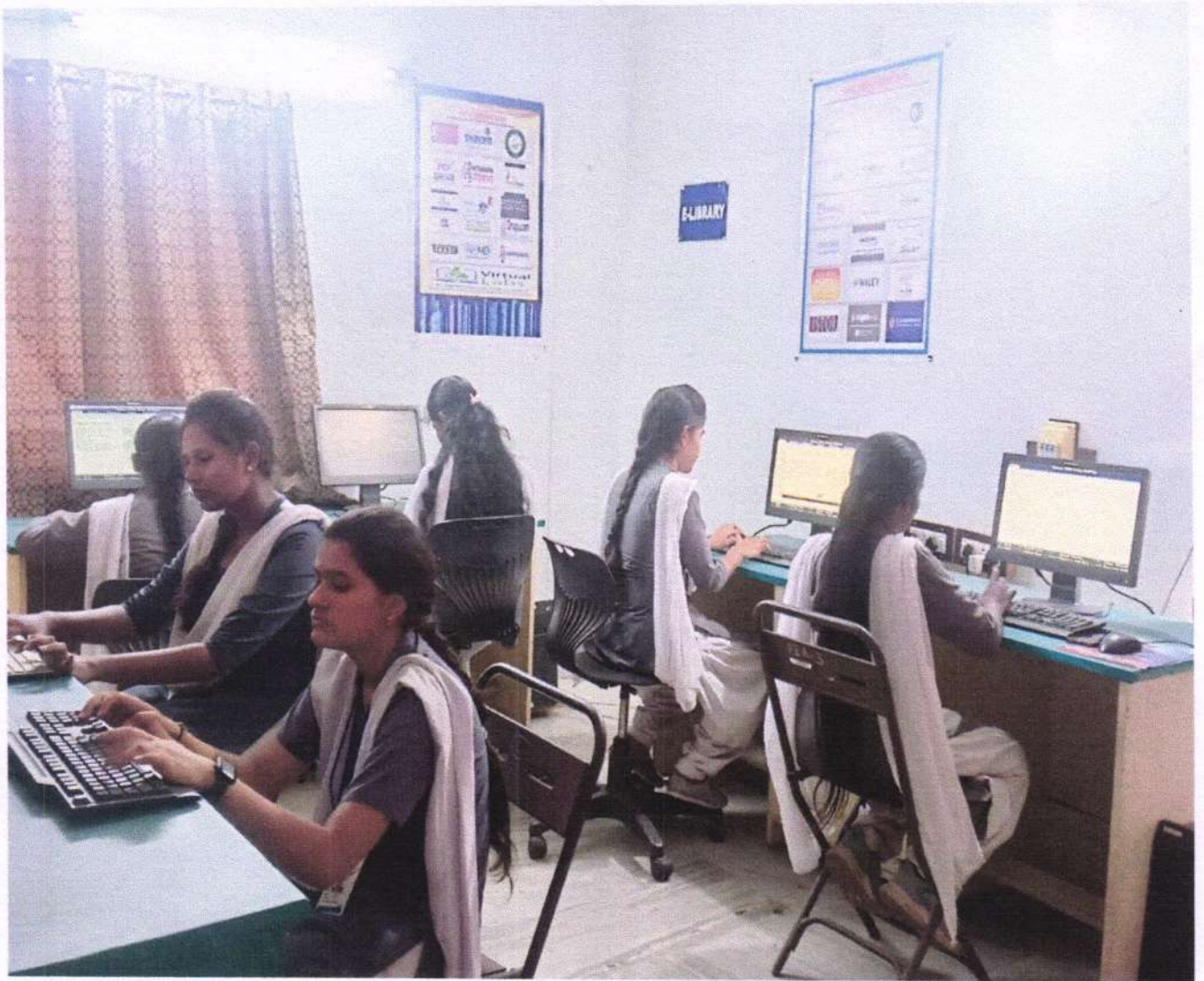
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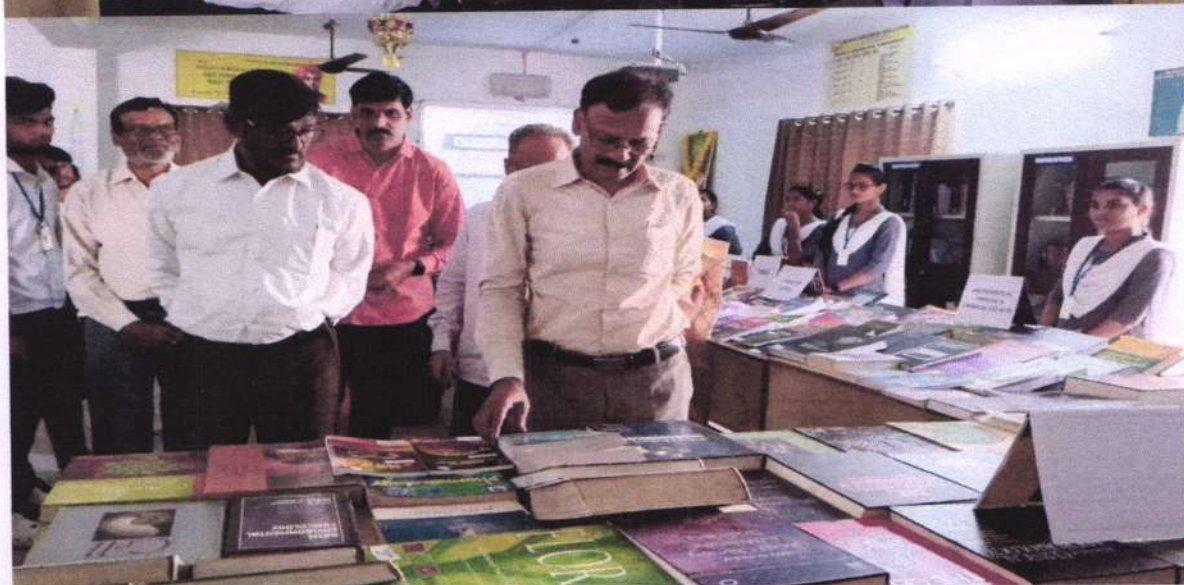
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