



SAINTGITS COLLEGE OF APPLIED SCIENCES

VALUE ADDED COURSES 2017-18

PROFESSIONAL ACCOUNTING



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ABOUT THE PROGRAMME

The programme is intended to make the student more skilled and experienced in accounting from an industry perspective. This programme was offered for the students of B.Com, BBA and BA



OBJECTIVES

To make the students skilled to enter into an accounting job after their graduation.

EXPECTED OUTCOMES

Students will be capable of being easily inducted into any accounting firm as an accountant without undergoing any further basics training.

INDUSTRY DEMANDS SKILLED CANDIDATES FOR VARIOUS JOBS. THIS COURSE HELPS TO BRIDGE THE GAP BETWEEN THE ACADEMIC CURRICULUM AND THE INDUSTRY REQUIREMENT.

DURATION

Total Duration - 70 hours



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SYLLABUS

- Introduction
- Basics of accounting
- Journalisation
- Accounts of Trading Concerns
- Accounts of Manufacturing Concerns
- Accounts of Non trading and Non manufacturing concerns
- Introduction to Tally ERP
- Introduction to ESI and EPF, Self Assessment tax, Income tax advance, TDS, Business planning



ADVANTAGES

- Course that addresses need of each young aspirant student yearning for jobs in today's accounting industries.
- Course makes the students industry ready and helps them to meet the current demands of the job sector.

DETAILS OF COURSE OFFERING BODY

THE INSTITUTE OF ACCOUNTANTS

The Institute of Accountants was established with the prime aim of providing practical training in Professional Accounting. We Commenced operations in May 23, 2000 at Judges Avenue, Kaloor, Ernakulam providing Training in Accounting and its practical application. We are a registered institute under CEST Dept., Ministry of finance, Govt. of India. within this period, we were able to mould able Accountants, much in demand at corporates and companies, all over. We are the first Accounting Institute in the world having ISO Certification. Our Courses and certificates are recognized and accepted in over 180 countries around the world.

The Institute of Accountants
Regd. Office Address
The Institute of Accountants
4th floor, Fortune Towers,
Judges Avenue Road,
Kaloor, Kochi-17
Tel: +91 484 2400454, 2405520
Email: mail@tiakochi.com



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SAINTGITS COLLEGE OF APPLIED SCIENCES

Pathamuttom, Kottayam - 686532
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e-mail : scas@saintgits.org, Web : www.saintgits.org

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PROFESSIONAL ACCOUNTING SYLLABUS

THE INSTITUTE OF ACCOUNTANTS

4TH FLOOR, JUDGES AVENUE

KALOOR, KOCHI-17

PH: 0484-2400454, 6421000

PROFESSIONAL ACCOUNTING & TAXATION (CPA)

Course Code - VEXTCPA008

SYLLABUS

- INTRODUCTION
- BASICS OF ACCOUNTING
- JOURNALISATION

WORK-1 - TRADING CONCERN (Proprietary) (40 Hours Approx)

Introduction of VAT - Preparation of Account Books(Cash book, journal, ledger, sales register, purchase register) - Finalization of Accounts - Preparation of Statements & Schedules - Tax Planning - Income Tax Computation (individual)

WORK-2 - MANUFACTURING CONCERNS (Partnership) (40 hrs-Approx.)

Introduction of Partnership - Registration formalities of Partnership - Introduction of GST - Preparation of Account books (Day book, ledger) - Finalization of Accounts - Computation of Production cost - Preparation of Statements & Schedules - Tax planning - Income Tax Computation (partnership)

Work – 3 - Non Trading & Non Manufacturing (Companies) (40 hours Approx.)



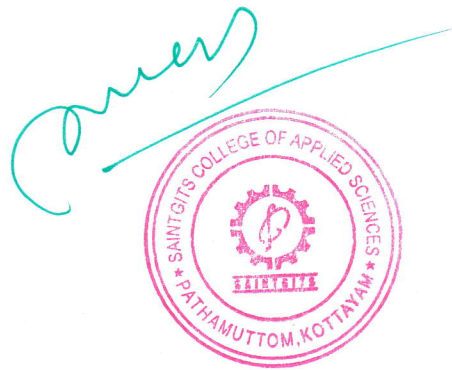
Introduction of Companies - Registration formalities of Companies - Preparation of Account Books- Finalization of Accounts - Preparation of Statements & Schedules - Tax Planning - Income Tax Computation (Companies)

Introduction to Tally ERP 9

Cash Book - Day Book - Journal (from manual books) - Purchase bills and Sales bills - E-Filing (up to export)

Introduction of ESI and EPF

Introduction of Self assessment tax - income tax advance - TDS - Business planning



STUDENTS ATTENDANCE

TS.

Roll No	Name	Month	6	6	6	6	6	6	6	7	7	7	7	7	7	
		Date	16	15	22	23	23	24	30	30	6	7	7	13	14	14
		Hour	3	3	2	3	3	2	3	3	2	3	3	13	14	14
1	A. ARAVIND	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
2	ABEY SAJU	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
3	ACHU ELIZABETH ABRAHAM	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
4	ADARSH A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
5	ADARSH VIJAY Book	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
6	AISWARYA PRAKASH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
7	ALEENA CHERIAN	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
8	AMIYA REJI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
9	ANANTHU MOHANAN	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
10	ATHIRA ANIL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
11	BONNY G. SKARIA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
12	CHRIS GEORGE	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
13	CHRISTY C. ALEX	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
14	FEBA MARIAM PAUL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
15	GOVIND K.J. Book	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
16	IRENE ANN GEORGE	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
17	JERRY JOHN JOSEPH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
18	JERRY V. JOHN	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
19	JERRY VARGHESE ABRAHAM	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
20	JIBIN JACOB JOHN	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
21	JOEL GEORGE NIXON	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
22	JOSMA E. PUNNOOSE	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
23	K.C. JOHN	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
24	KEVIN BABY GEORGE	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
25	MERRIN JACOB	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
26	MOHAMMED SAQLAIN	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
27	NIDHIN JOGY K.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
28	PARVATHY VIJAYA KUMAR	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
29	PHILIP SKARIA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
30	PRAISE MATHEW JOHN	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Name of the Faculty & Signature																

Signature of the lecturer incharge

STUDENTS ATTENDANCE

Roll No	Month	Date											
		6	8	6	6	8	6	6	6	4	4	4	4
		16	18	21	22	24	29	30	31	3	5	8	10
31. ROSHAN ROY KURIEN	X	X	X	X	X	X	X	X	X	X	X	X	
32. SHARU RACHEL VARGHEESE	X	X	X	X	X	X	X	X	X	X	X	X	
33. SHARON ALEX	X	X	X	X	X	X	X	X	X	X	X	X	
34. SHEETAL Biju THOMAS	X	X	X	X	X	X	X	X	X	X	X	X	
35. SONU J ABRAHAM	X	X	X	X	X	X	X	X	X	X	X	X	
36. THARON THOMAS	X	X	X	X	X	X	X	X	X	X	X	X	
37. VINISH C. VINOD	X	X	X	X	X	X	X	X	X	X	X	X	
38. ARYA LAL	X	X	X	X	X	X	X	X	X	X	X	X	
39. ASHITHA SABU	X	X	X	X	X	X	X	X	X	X	X	X	
40. ASHLEY P ABRAHAM	X	X	X	X	X	X	X	X	X	X	X	X	
41. ATHIRA SAJI MUKRADAN	X	X	X	X	X	X	X	X	X	X	X	X	
42. CHRISTINE ELZA GEORGE	X	X	X	X	X	X	X	X	X	X	X	X	
43. DHANYA SUSAN REJI	X	X	X	X	X	X	X	X	X	X	X	X	
44. GIBIN THOMAS ABRAHAM	X	X	X	X	X	X	X	X	X	X	X	X	
45. JUSTIN S. MATHEW	X	X	X	X	X	X	X	X	X	X	X	X	
46. KAVYA S.	X	X	X	X	X	X	X	X	X	X	X	X	
47. MANEESHA SURESH	X	X	X	X	X	X	X	X	X	X	X	X	
48. RAHMI CHINNU IDICOLA	X	X	X	X	X	X	X	X	X	X	X	X	
49. THOMAS C. GEORGE	X	X	X	X	X	X	X	X	X	X	X	X	
50. ASHWIN ALIKUTTY	X	X	X	X	X	X	X	X	X	X	X	X	

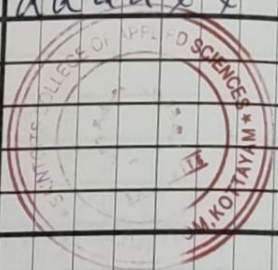
Name of the Faculty & Signature

[Handwritten signatures in blue ink]

Signature of the lecturer incharge

STUDENTS ATTENDANCE

Roll No	Month	01	01	01	01	11	11	11	11	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22
	Date	5	11	12	12	18	19	19	25	1	2	2	8	9	9	15	16	16	22	22	7	7	7	7	7
	Hour	3	3	2	3	11	11	11	3	3	2	3	3	2	3	3	2	3	2	3	2	3	2	3	2
31	X	X	A	A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
32	X	X	A	A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
33	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
34	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
35	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
36	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
37	X	A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
38	A	X	X	X	X	X	A	X	X	X	X	X	X	A	X	X	X	X	X	X	X	X	X	X	
39	X	A	X	X	X	A	A	A	A	A	X	X	X	A	X	X	X	X	X	X	X	X	X	X	
40	X	X	X	X	A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
41	X	X	X	X	X	X	A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
42	X	X	X	X	X	X	A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
43	X	X	X	X	X	X	A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
44	A	X	X	X	X	X	A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
45	A	X	X	X	X	X	A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
46	X	X	X	A	X	X	A	X	X	X	A	X	X	X	X	X	X	X	X	X	X	X	X	X	
47	X	X	X	X	X	X	A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
48	X	X	X	A	X	X	A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
49	X	X	X	X	X	X	A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
50	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	



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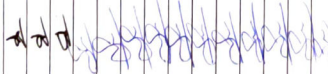
STUDENTS ATTENDANCE

Roll No		Month	6	6	6	6	6	6	7	7	7	7	7	7				
		Date	15	22	23	23	29	30	30	6	7	7	13	14	14	20		
		Hour	3	3	2	3	3	2	3	2	2	3	3	2	3	3		
SSA 3M ✓	1.	ADIN THOMAS	X	X	X	X	X	X	X	X	X	X	X	X	X			
✓	2.	ALAN EASO VARGHESE	X	X	X	X	X	X	X	X	X	X	X	X	X			
✓	3.	ANAND P.	X	X	X	X	X	X	X	X	X	X	X	X	X			
✓	4.	ANTO P THOMSON	X	X	X	X	X	X	X	X	X	X	X	X	X			
✓	5.	APARNA ABRAHAM	X	X	X	X	X	X	X	X	X	X	X	X	X			
✓	6.	APARNA MARY JOHN	X	X	X	X	X	X	X	X	X	X	X	X	a	a		
✓	7.	ASHIN MOHAMMED	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
✓	8.	CHRISTEENA ROSE J.	X	X	X	X	X	X	X	a	a	X	X	X	X	X		
✓	9.	DEAN MOHAN V.	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
✓	10.	DONU MORLIN S.	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
✓	11.	DOROTHY SEAL	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
BOB ✓	12.	ELDHO K. ANDREWS	X	X	X	X	X	X	X	X	X	X	X	X	a	X		
✓	13.	EMIL ROY	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
✓	14.	EMY JOHN	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
✓	15.	GOPIKA RAJ	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
✓	16.	JESSO JOHN JOY	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
SSB ✓	17.	MILCAH LEENA A.	X	X	X	X	X	X	X	X	X	X	X	X	a	a	X	X
✓	18.	MINSA ANNA SAM	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
✓	19.	NEHA R. BIJU	X	X	X	X	X	X	X	a	X	X	X	X	X	X	X	X
✓	20.	NIRMAL K. JOSEPH	X	X	X	X	X	X	X	X	X	X	X	X	a	a	X	X
✓	21.	NISHITHA SARA JAISON	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
✓	22.	NITHIN THOMAS	X	X	X	X	X	X	X	a	a	X	X	X	X	X	X	X
✓	23.	PARVATHY JAYAKUMAR.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
✓	24.	SANKEERTH T. S.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
✓	25.	SHARON ANN SAMUEL	X	X	X	X	X	X	X	X	a	X	X	X	X	X	X	a
✓	26.	SNEHA E. JACOB	X	X	X	X	X	X	X	a	a	a	a	a	a	a	X	X
✓	27.	SOPHIA THOMASKUTTY	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
✓	28.	SREELAKSHM K. S.	X	X	X	X	X	X	X	X	X	X	X	X	a	X	X	X
✓	29.	SURABI K. MOHAN	X	X	X	X	X	X	X	a	a	a	X	X	X	a	X	X
✓	30.	THARA VIJAYAN.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
		Name of the Faculty & Signature	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 60%; text-align: center;"> <p style="font-size: 2em; color: blue; margin: 0;">THARA VIJAYAN</p> </div> <div style="width: 35%; text-align: center;"> </div> </div>															

Signature of the lecturer incharge

STUDENTS ATTENDANCE

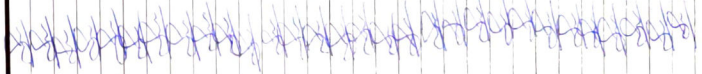
2017-18
III SEM

Roll No	Month	Date																	
		14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
		2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
1	Abhisek Thomas	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
2	Akhila Fathima Shajahan	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
3	Aksa Jacob	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
4	Alby Binu Mathew	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
5	Aleena Ann Korah	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
6	Alex K Lukose	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
7	Alisha Susan Shaji	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
8	AIKA Elizabeth George	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
9	Amal SreeKumar	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
10	Anu Susan Thomas	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
11	Aswin K Jacob	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
12	Ben Thomas John	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
13	Catherine Maria James	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
14	chris Korah Bijo	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
15	Christine Ann Mathew	x	x	a	a	x	x	x	x	x	x	x	x	x	x	x	x	x	
16	Gavin Thomas Skariah	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
17	Haritha Hari das	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
18	Jijil Biju Mathew	x	x	a	a	x	x	x	x	x	x	x	x	x	x	x	x	x	
19	Jithin Thoma John	x	x	x	x	x	a	x	x	x	x	x	x	x	x	x	x	x	
20	Joanna M George	x	x	a	a	x	x	x	x	x	x	x	x	x	x	x	x	x	
21	Kevin George Fernandez	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
22	Lakshmi Omanakuttan	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
23	Leyya Alice Jacob	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
24	Liya Anu Varghese	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
25	Lizbath Vincent	x	x	x	x	a	a	x	a	x	a	x	x	x	x	x	x	x	
26	Maria Sarah Paul	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
27	Mathew Philip	x	x	a	a	x	x	x	x	x	x	x	x	x	x	x	x	x	
28	Meenu Mary Mathews	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
29	Navya Babu	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
30	Noel Varghese Regi	x	x	a	a	x	x	x	a	x	x	x	x	x	x	x	x	x	
	Name of the Faculty & Signature																		

Signature of the lecturer incharge

STUDENTS ATTENDANCE

2017-18
IV SEM

Roll No	Month	Date												TA							
		13	14	15	16	17	18	19	20	21	22	23	24		25	26	27	28	29	30	31
		2	3	4	5	6	7	8	9	10	11	12	13		14	15	16	17	18	19	20
1	Abhisek Thomas	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
2	Akhila Fathima Shajahan	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
3	Aksa Jacob	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
4	Alby Binu Mathew	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
5	Aleena Ann Korah	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
6	Alex K Lukose	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
7	Alisha Susan Shaji	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
8	AIKA Elizabeth George	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
9	Amal SreeKumar	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
10	Anu Susan Thomas	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
11	Aswin K Jacob	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
12	Ben Thomas John	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
13	Catherine Maria James	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
14	chris Korah Bijo	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
15	Christine Ann Mathew	x	x	a	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
16	Gavin Thomas Skariah	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
17	Haritha Hari das	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
18	Jijil Biju Mathew	x	x	a	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
19	Jithin Thoma John	x	x	x	x	x	a	x	x	x	x	x	x	x	x	x	x	x	x	x	
20	Joanna M George	x	x	a	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
21	Kevin George Fernandez	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
22	Lakshmi Omanakuttan	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
23	Leyya Alice Jacob	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
24	Liya Anu Varghese	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
25	Lizbath Vincent	x	x	x	x	a	a	x	a	x	a	x	x	x	x	x	x	x	x	x	
26	Maria Sarah Paul	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
27	Mathew Philip	x	x	a	a	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
28	Meenu Mary Mathews	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
29	Navya Babu	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
30	Noel Varghese Regi	x	x	a	a	x	x	x	a	x	x	x	x	x	x	x	x	x	x	x	
	Name of the Faculty & Signature																				

*TA - Total Absent

