



# OFFICE AUTOMATION

VALUE ADDED COURSE

DEPARTMENT OF VOCATION  
B.VOC TRAVEL & TOURISM

CMS COLLEGE KOTTAYAM (AUTONOMOUS)

# **CMS College Kottayam (Autonomous)**

## **Department Of Vocation**

### **B Voc Information Technology**

#### Report – Value Added Course

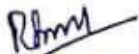
Title :OFFICE AUTOMATION

Course Code :TT18A1001

Semester :First semester

This course mainly consists of three modules. Module 1 is just about the 'introduction of computers'. The topics that were taught in this module are :- Computer characteristics, Evolution of Computers, Generations of computers, Classification of computers, The computer system, Applications of computers, Computer organization: Central processing unit, Applications of computers. Module 2 is concerned with 'Technical Support Fundamentals'. The topics that were taught in this module are :- Computer hardware-CPU RAM Motherboard Peripherals, Operating System –Components, Chrome OS , Process Management, Memory Management, IO Management, Logs, Boot Process, Installing Windows, Linux, Mac OS X , Networking basics, Networking hardware, IoT, Privacy and Security, Installing, Updating and Removing Software on Windows, Installing, Updating and Removing Software on Linux. Module 3 is concerned with 'MS Office Fundamentals'. The topics that were taught in this module are MS Word- Basic menus, tools, Document creation, MS Excel- Basic menus, tools, functions, formatting, MS Access- Basic menus, tools, MS Power point- Basic formatting of slides, creating animations, MS Outlook, Basic functions of Windows and Internet Explorer. All these topics was covered based on the syllabus and the students were asked to submit a report based on this. Upon completion of this course, the students will be able to implement system installation, keeping system in running condition and troubleshooting if any problem arises and also understand and create files in MS Office with different formatting features.



  
Head of the Department  
B.Voc  
CMS College, Kottayam (Autonomous)

# **SYLLABUS OF VALUE ADDED COURSES B Voc TTLM**

## **OFFICE AUTOMATION**

Course		Details				
Code						
Title		OFFICE AUTOMATION				
Degree		B.Voc Travel, Tourism and Logistics Management				
Branch(s)		Computer Science				
Year/Semester		First semester				
Type		Add-on				
Credits		2	Hrs/Week	Hours 6	Total Hours	36
C O No .	Expected Course Outcomes Upon completion of this course, the students will be able to:				Cognitive Level	PSO No.
1	Implement system installation, keeping system in running condition and troubleshooting if any problem arises.				Ap	1,2,3,4
2	Understand and create files in MS Office with different formatting features				C	1,2,3,4
Cognitive Level: R-Remember; U-Understanding; Ap-Apply; An-Analyze; E-Evaluate; C-Create						

Module	Course Description	Hrs	CO.No.
<b>1.0</b>	<b>Introduction</b>	<b>12</b>	
1.1	Computer characteristics	2	1
1.2	Evolution of Computers	2	1
1.3	Generations of computers	1	1
1.4	Classification of computers	1	1
1.6	The computer system	2	2
1.7	Applications of computers	1	1
1.8	Computer organization: Central processing unit	2	2
1.9	Applications of computers	1	1
<b>2.0</b>	<b>Technical Support Fundamentals</b>	<b>12</b>	
2.1	Computer hardware-CPU RAM Motherboard Peripherals	1	1
2.2	Operating System –Components, Chrome OS	1	1
2.3	Process Management, Memory Management, IO Management	1	1
2.4	Logs, Boot Process	1	1
2.5	Installing Windows, Linux, Mac OS X	2	1
2.6	Networking basics, Networking hardware	2	1
2.7	IoT, Privacy and Security	2	1
2.8	Installing, Updating and Removing Software on Windows	1	1
2.9	Installing, Updating and Removing Software on Linux	1	1
<b>3.0</b>	<b>MS Office Fundamentals</b>	<b>12</b>	

3.1	MS Word- Basic menus, tools, Document creation	2	2
3.2	MS Excel- Basic menus, tools, functions, formatting	1	2
3.3	MS Access- Basic menus, tools	1	2
3.4	MS Power point- Basic formatting of slides, creating animations	2	2
3.5	MS Outlook	3	2
3.6	Basic functions of Windows and Internet Explorer	3	2

### **Text Books for Reference**

1. Microsoft Office 2016 Step by Step: MS Office 2016- John Lambert, Curtis Frye
2. Lotia and Nair- Modern all about motherboard.
3. Operating System Principles, Seventh Edition, Abraham Silberschatz, Peter Galvin and Greg Gagne, John Wiley

## CUSTOMER SERVICE SKILLS

Course		Details				
Code						
Title		CUSTOMER SERVICE SKILLS				
Degree		B.Voc Travel, Tourism and Logistics Management				
Branch(s)		Tourism and Travel Management				
Year/Semester		Second Semester				
Type		Add-on				
Credits		2	Hrs/Week	Hours 6	Total Hours	36
CO No.	Expected Course Outcomes Upon completion of this course, the students will be able to:				Cognitive Level	PSO No.
1	Understanding the basic services skills of customer interaction				U	1,2,3,4
2	Understand the features of Customer services				U	1,2,3,4
Cognitive Level: R-Remember; U-Understanding; Ap-Apply; An-Analyze; E-Evaluate; C-Create						

Module	Course Description	Hrs	CO. No.
<b>1.0</b>	<b>SERVING THE TRAVEL CUSTOMER</b>	<b>12</b>	
1.1	Introduction about the Basic Customer Travel services	3	1
1.2	Communication With Customers	2	1
1.3	Non-Verbal Communication	2	1
1.4	Communicating by Telephone	3	2
1.5	Verbal Communication	2	1
<b>2.0</b>	<b>CUSTOMER SERVICE IN THE TRAVEL INDUSTRY</b>	<b>12</b>	
2.1	The Role of The Travel Professional	3	1
2.2	Exact functions of Customer Service	3	1
2.3	The Importance of Customer Service Skills	3	1
2.4	The Influence of the Internet	3	1
<b>3.0</b>	<b>WINNING CUSTOMER LOYALTY and HANDLING DIFFICULT CUSTOMERS</b>	<b>12</b>	

3.1	Four Steps in Delivering Exceptional Service	2	2
3.2	Provide After Sales Service and Support	1	2
3.3	Protect Customer Interests	1	2
3.4	Competing with the Internet	1	2
3.5	Why Customers Get Upset	1	2
3.6	Responding to an Upset Customer	1	2
3.7	Calming Customers on the Telephone	1	1
3.8	Calming the Customer: Do's and Don'ts	1	1
3.9	Dealing with Unreasonable Demands	2	2
3.10	Keeping Self-Control	1	1

## **SUGGESTED READING**

1. Sunil Sharma, Emerging International Tourism Markets, RajatPublications(2007)
2. PremnathDhar, International Tourism Emerging Challenges &Futureprospects, Kanishka Publishers Distributors
3. . Study Kit for IATA/UFTAA
4. Foundation Course: - Module – I – Introduction to tourism
5. Module – II – Travel Geography  
Module – III – Air Transport  
Module – IV – Air Fares &Ticketing



### COMPUTER RESERVATION SYSTEM

Course		Details				
Code						
Title		COMPUTER RESERVATION SYSTEM				
Degree		B.Voc Travel, Tourism and Logistics Management				
Branch(s)		Tourism and Travel Management				
Year/Semester		Third				
Type		Add-on				
Credits		2	Hrs/Week	Hours 6	Total Hours	36
C O No .	Expected Course Outcomes Upon completion of this course, the students will be able to:				Cognitive Level	PSO No.
1	Understand the features of GDS				U	1,2
2	Understand the functional structure of CRS				U	1,2
Cognitive Level: R-Remember; U-Understanding; Ap-Apply; An-Analyze; E-Evaluate; C-Create						

Module	Course Description	Hrs	CO. No.
<b>1.0</b>	<b>Introduction About Reservation System</b>	<b>10</b>	
1.1	Explain the Concept of Reservation	3	1
1.2	Reservation Process	2	1
1.3	Modes of Reservation	2	1
1.4	Various Reservation Sources	3	2
<b>2.0</b>	<b>GDS- Global Distribution System</b>	<b>12</b>	
2.1	Basic History of GDS	3	1
2.2	Role of GDS	4	1
2.3	Types of GDS	5	1
<b>3.0</b>	<b>Computer Reservation Systems: CRS</b>	<b>14</b>	
3.1	Introduction about CRS	2	2

3.2	Steps in Computer Reservation system	3	2
	Various CRS Soft wares	3	1
3.3	Amadeus- Galileo-Saber Computer Reservation Systems	6	1

## SUGGESTED READING

1. Rough Guides
2. Lloyd Goodman and Richard Jackson: Geography of Travel and Tourism –Delmar (1999)
3. Sunil Sharma, Emerging International Tourism Markets, RajatPublications(2007)
4. PremnathDhar, International Tourism Emerging Challenges &Futureprospects, Kanishka Publishers Distributors
5. . Study Kit for IATA/UFTAA
6. Foundation Course: - Module – I – Introduction to tourism
7. Module – II – Travel Geography  
Module – III – Air Transport  
Module – IV – Air Fares &Ticketing



## AIRPORT GROUND SERVICES

Course		Details				
Code						
Title		AIRPORT GROUND SERVICES				
Degree		B.Voc Travel, Tourism and Logistics Management				
Branch(s)		Tourism and Travel Management				
Year/Semester		Fourth				
Type		Add-on				
Credits		2	Hrs/Week	Hours 6	Total Hours	36
C O No .	Expected Course Outcomes Upon completion of this course, the students will be able to:				Cognitive Level	PSO No.
1	Understand the major Airport Services				U	1,2
2	Understand the Major Ground services in an Airport				U	1,2
Cognitive Level: R-Remember; U-Understanding; Ap-Apply; An-Analyze; E-Evaluate; C-Create						

Module	Course Description	Hrs	CO. No.
<b>1</b>	<b>Air Port Services</b>	<b>10</b>	
1.1	Introduction about Air Port Services	3	1
1.2	Divisions of Air Port Services	2	1
1.3	Major Functional Areas of Airport	2	1
1.4	Terminal Services	3	2
<b>2.0</b>	<b>Ground Handling Department</b>	<b>12</b>	
2.1	Functional Areas of Ground handling Department	3	1
2.2	Terminal Services	4	1

2.3	International and domestic terminal services	5	1
<b>3.0</b>	<b>Selection of Airport Ground staff.</b>	<b>14</b>	
3.1	Airline Departments	2	2
3.2	Ground handling Procedure - IATA Codes	3	2
3.3	Baggage Handlings – Fire Fighting, Dangerous goods	3	1
3.4	First Aids – Announcements.	6	1

## SUGGESTED READING

1. Rough Guides
2. Lloyd Goodman and Richard Jackson: Geography of Travel and Tourism –Delmar (1999)
3. Sunil Sharma, Emerging International Tourism Markets, RajatPublications(2007)
4. PremnathDhar, International Tourism Emerging Challenges &Futureprospects, Kanishka Publishers Distributors
5. . Study Kit for IATA/UFTAA
6. Foundation Course: - Module – I – Introduction to tourism
7. Module – II – Travel Geography  
Module – III – Air Transport  
Module – IV – Air Fares &Ticketing

### DANGEROUS GOODS FOR PASSENGERS HANDLING STAFF

Course		Details				
Code						
Title		DANGEROUS GOODS FOR PASSENGERS HANDLING STAFF				
Degree		B.Voc Travel, Tourism and Logistics Management				
Branch(s)		Tourism and Travel Management				
Year/Semester		Fifth				
Type		Add-on				
Credits		2	Hrs/Week	Hours 6	Total Hours	36
C O No .	Expected Course Outcomes Upon completion of this course, the students will be able to:				Cognitive Level	PSO No.
1	Understand the functional flow of DGs in an Airport				U	1.2
2	Understand awareness about the Passenger handling in an Airport				U	2,3
Cognitive Level: R-Remember; U-Understanding; Ap-Apply; An-Analyze; E-Evaluate; C-Create						

Module	Course Description	Hrs	CO. No.
<b>1</b>	<b>APPLICABILITY</b>	<b>10</b>	
1.1	Definition of Dangerous Goods	2	1
1.2	Course Objective	2	1
1.3	Basis of these Regulations	2	1
1.4	Training Requirements	2	2
1.5	Dangerous Goods Security	2	1
<b>2.0</b>	<b>LIMITATION</b>	<b>12</b>	
2.1	General	1	1
2.2	Forbidden Dangerous Goods	2	1

2.3	Hidden Dangerous Goods	2	1
2.4	Dangerous Goods Carried by Passengers or Crew (Ready Reference)	3	2
2.5	Dangerous Goods in Operators Property	2	1
2.6	State and Operator Variations	2	1
<b>3.0</b>	<b>MARKING AND LABELLING</b>	<b>14</b>	
3.1	Hazard Labels Handling Labels	8	2
3.2	<b>Handling Section</b>	3	2
3.3	<b>Dangerous and Emergency Charts</b>	3	1

## SUGGESTED READING

1. Sunil Sharma, Emerging International Tourism Markets, RajatPublications(2007)
2. PremnathDhar, International Tourism Emerging Challenges &Futureprospects, Kanishka Publishers Distributors
3. . Study Kit for IATA/UFTAA
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Module – III – Air Transport  
Module – IV – Air Fares &Ticketing

### SAFETY AND SECURITY SERVICES IN AN AIRPORT

Course		Details				
Code						
Title		Safety and Security Services in an Airport				
Degree		B.Voc Travel, Tourism and Logistics Management				
Branch(s)		Tourism and Travel Management				
Year/Semester		Sixth				
Type		Add-on				
Credits		2	Hrs/Week	Hours 6	Total Hours	36
C O No .	Expected Course Outcomes <i>Upon completion of this course, the students will be able to:</i>				Cognitive Level	PSO No.
2	Understand the awareness about safety and security services in an Airport				U	1,2,3,4
Cognitive Level: R-Remember; U-Understanding; Ap-Apply; An-Analyze; E-Evaluate; C-Create						

Module	Course Description	Hrs	CO. No.
1	<b>1 SECURITY 1 - CIVIL AVIATION SECURITY</b>	<b>10</b>	
1.1	Introduction to Civil Aviation Security	1	1
1.2	Airport Security Program	1	1
1.3	Airport Security Authority	2	1
1.4	Preventive Measures	2	2
1.5	Response to Acts of Unlawful Interference	2	2
1.6	Security Vs Facilitation	1	1
1.7	Training Awareness and Requirements	1	1

<b>2.0</b>	<b>AIRPORT OPERATIONS SECURITY PROGRAM</b>	<b>6</b>	
2.1	Programme	2	1
2.2	Control of Operators Premises and Materials	2	1
2.3	Control of Access to Parked Aircrafts	2	1
<b>3.0</b>	<b>SAFETY AND SECURITY</b>	<b>20</b>	
3.1	Definition, Testing, Inspections and Audits	2	2
3.2	Detecting Dangerous People	2	2
3.3	Screening of Checked Luggage	2	1
3.4	Threats to Aeronautical Safety	2	1
3.5	Aerodrome Emergency Response Plans	2	2
3.6	Risk to Human Health and Safety	2	1
3.7	Safety Management System	2	2
3.8	Safety Plans during Maintenance and Construction	2	2
3.9	<b>INSPECTIONS AND AUDIT</b> -Airside Vehicle Operator Training Program-Airside Vehicle Operator Training Requirements (AVOP)	4	1

## SUGGESTED READING

1. Rough Guides
2. Lloyd Goodman and Richard Jackson: Geography of Travel and Tourism –Delmar (1999)
3. Sunil Sharma, Emerging International Tourism Markets, RajatPublications(2007)
4. PremnathDhar, International Tourism Emerging Challenges &Futureprospects, Kanishka Publishers Distributors
5. . Study Kit for IATA/UFTAA
6. Foundation Course: - Module – I – Introduction to tourism
7. Module – II – Travel Geography  
Module – III – Air Transport  
Module – IV – Air Fares &Ticketing





**CMS COLLEGE, KOTTAYAM (AUTONOMOUS)**  
**DEPARTMENT OF VOCATION**  
**(B.Voc TTLM: SEMESTER 1)**

**VALUE ADDED COURSE: OFFICE AUTOMATION**  
**COURSE CODE: TT18A1001**  
**LIST OF STUDENTS**

<b>SL NO</b>	<b>NAME</b>	<b>UPRN</b>
1	ABHIRAMI G	192301201
2	AGNES MARIYA	192301202
3	AISWARYA R	192301203
4	AJAY KRISHNAN	192301204
5	AMAL N SAJU	192301205
6	APARNA VIJAYAN	192301206
7	AROMAL SUDEEP	192301207
8	ASWATHY BIJU	192301208
9	ASWIN DEV MJ	192301209
10	AYUSH P SURESH	192301210
11	BENET BINU	192301211
12	CHIPPY GEORGE	192301212
13	DANIYA ANN SAJI	192301213
14	FATHIMA HANNATH	192301214
15	GODWIN RAJAN	192301215
16	GOPIKA KRISHNAN	192301216
17	JAYALAKSHMI B	192301217
18	JEBY ABRAHAM JACOB	192301218
19	JINU ALEX	192301219
20	KEZIAH MARIAM JOHNY	192301220
21	LIYA REJI	192301221
22	MAHIN RASHIQ	192301222
23	MATHEWS MUPPRAKKALLIL	192301223
24	MUHHAMED ASLAM	192301224
25	MUHAMMED SHAHIN	192301225
26	NIJO JOSE	192301226
27	REJOMON TITUS	192301227
28	RESHMA S KUMAR	192301228
29	ROHITH S NAIR	192301229
30	SHARON SHAJI	192301230
31	SIFA SHAJI	192301231
32	SUVITH V SURESH	192301232
33	V SANDRA	192301233
34	VINIL .TS	192301235
35	VISHNUPRIYA N	192301236
36	YASAR MUJAHID	192301237

**CMS COLLEGE, KOTTAYAM (AUTONOMOUS)**  
**DEPARTMENT OF VOCATION**  
**(B.Voc TTLM: SEMESTER 2)**

**VALUE ADDED COURSE: CUSTOMER SERVICE SKILLS**

**COURSE CODE: TT18A1002**

**LIST OF STUDENTS**

<b>SL NO</b>	<b>NAME</b>	<b>UPRN</b>
1	ABHIRAMI G	192301201
2	AGNES MARIYA	192301202
3	AISWARYA R	192301203
4	AJAY KRISHNAN	192301204
5	AMAL N SAJU	192301205
6	APARNA VIJAYAN	192301206
7	AROMAL SUDEEP	192301207
8	ASWATHY BIJU	192301208
9	ASWIN DEV MJ	192301209
10	AYUSH P SURESH	192301210
11	BENET BINU	192301211
12	CHIPPY GEORGE	192301212
13	DANIYA ANN SAJI	192301213
14	FATHIMA HANNATH	192301214
15	GODWIN RAJAN	192301215
16	GOPIKA KRISHNAN	192301216
17	JAYALAKSHMI B	192301217
18	JEBY ABRAHAM JACOB	192301218
19	JINU ALEX	192301219
20	KEZIAH MARIAM JOHNY	192301220
21	LIYA REJI	192301221
22	MAHIN RASHIQ	192301222
23	MATHEWS MUPPRAKKALLIL	192301223
24	MUHHAMED ASLAM	192301224
25	MUHAMMED SHAHIN	192301225
26	NIJO JOSE	192301226
27	REJOMON TITUS	192301227
28	RESHMA S KUMAR	192301228
29	ROHITH S NAIR	192301229
30	SHARON SHAJI	192301230
31	SIFA SHAJI	192301231
32	SUVITH V SURESH	192301232
33	V SANDRA	192301233
34	VINIL .TS	192301235
35	VISHNUPRIYA N	192301236
36	YASAR MUJAHID	192301237

**CMS COLLEGE, KOTTAYAM (AUTONOMOUS)**  
**DEPARTMENT OF VOCATION**  
**(B.Voc TTLM: SEMESTER 3)**

**VALUE ADDED COURSE: COMPUTER RESRVATION SYSTEM**

**COURSE CODE: TT18A1003**

**LIST OF STUDENTS**

<b>SL NO</b>	<b>NAME</b>	<b>UPRN</b>
1	ABHIRAMI G	192301201
2	AGNES MARIYA	192301202
3	AISWARYA R	192301203
4	AJAY KRISHNAN	192301204
5	AMAL N SAJU	192301205
6	APARNA VIJAYAN	192301206
7	AROMAL SUDEEP	192301207
8	ASWATHY BIJU	192301208
9	ASWIN DEV MJ	192301209
10	AYUSH P SURESH	192301210
11	BENET BINU	192301211
12	CHIPPY GEORGE	192301212
13	DANIYA ANN SAJI	192301213
14	FATHIMA HANNATH	192301214
15	GODWIN RAJAN	192301215
16	GOPIKA KRISHNAN	192301216
17	JAYALAKSHMI B	192301217
18	JEBY ABRAHAM JACOB	192301218
19	JINU ALEX	192301219
20	KEZIAH MARIAM JOHNY	192301220
21	LIYA REJI	192301221
22	MAHIN RASHIQ	192301222
23	MATHEWS MUPPRAKKALLIL	192301223
24	MUHHAMED ASLAM	192301224
25	MUHAMMED SHAHIN	192301225
26	NIJO JOSE	192301226
27	REJOMON TITUS	192301227
28	RESHMA S KUMAR	192301228
29	ROHITH S NAIR	192301229
30	SHARON SHAJI	192301230
31	SIFA SHAJI	192301231
32	SUVITH V SURESH	192301232
33	V SANDRA	192301233
34	VINIL .TS	192301235
35	VISHNUPRIYA N	192301236
36	YASAR MUJAHID	192301237

**CMS College, Kottayam(Autonomous)**  
**VALUE ADDED COURSE (2019 Admission)**  
**Semester 1**  
**B.VoC TTLM**

**ATTENDANCE - OFFICE AUTOMATION-TT18A1001**

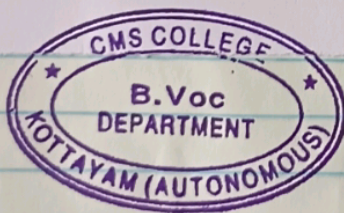
Roll No	Name	Date/Hrs																	
		4/11	5/11	7/11	8/11	11/11	12/11	13/11	14/11	20/11	21/11	24/11	27/11	28/11	29/11				
1	ABHIRAMI G	3	3	2	2	2	2	2	2	2	2	2	1	1	1				
2	AGNES MARIYA	x	x	x	x	A	x	x	x	x	x	x	x	x	x				
3	AISWARYA R	x	x	x	x	x	x	x	x	x	x	x	x	x	x				
4	AJAY KRISHNAN	x	x	x	x	x	x	x	x	x	x	x	x	x	x				
5	AMAL N SAJU	x	x	x	x	x	x	x	x	x	x	x	x	x	x				
6	APARNA VIJAYAN	x	x	x	x	x	x	x	x	x	x	A	x	x	x				
7	AROMAL SUDEEP	x	x	x	x	x	x	x	x	x	x	x	x	x	x				
8	ASWATHY BIJU	x	A	x	x	x	x	A	x	x	x	x	x	A	x				
9	ASWIN DEV MJ	x	x	x	x	x	x	x	x	x	x	x	x	x	x				
10	AYUSH P SURESH	x	x	x	x	x	x	x	x	x	x	x	x	x	x				
11	BENET BINU	x	x	A	x	x	A	A	x	x	x	A	x	x	x				
12	CHIPPY GEORGE	x	x	A	x	x	A	x	x	x	x	A	x	x	x				
13	DANIYA ANN SAJI	x	x	x	x	x	x	x	x	x	x	x	x	x	x				
14	FATHIMA HANNATH	x	x	x	x	A	x	x	x	x	x	x	x	x	x				
15	GODWIN RAJAN	x	A	x	x	x	x	x	x	A	x	x	x	x	x				
16	GOPIKA KRISHNAN	x	x	x	x	x	x	x	x	x	x	x	x	x	x				
17	JAYALAKSHMI B	x	x	x	x	x	x	x	x	x	x	x	x	x	x				
18	JEBY ABRAHAM JACOB	x	x	x	x	x	x	x	x	x	x	x	x	x	x				
19	JINU ALEX	x	x	x	x	x	A	x	x	x	x	x	x	x	x				
20	KEZIAH MARIAM JOHNY	x	x	x	x	x	x	x	x	x	x	x	x	x	x				
21	LIYA REJI	x	x	x	x	x	x	x	x	x	x	x	x	x	x				
22	MAHIN RASHIQ	x	x	x	x	x	x	x	x	A	x	x	A	x	x				
23	MATHEWS MUPPRACKALLIL	x	x	x	x	x	x	x	x	x	x	x	x	x	x				



*Rhm*  
 Head of the Department  
 B.Voc  
 CMS College, Kottayam (Autonomous)



24	MUHHAMED ASLAM	x	A	x	x	x	x	x	A	x	x	x	x	x				
25	MUHAMMED SHAHIN	x	x	x	x	x	x	x	x	x	A	A	A	x				
26	NIJO JOSE	x	x	x	x	x	x	x	x	x	x	x	x	x				
27	REJOMON TITUS	x	x	x	x	x	x	x	x	x	x	x	x	x				
28	RESHMA S KUMAR	x	x	x	x	x	x	x	x	x	x	x	x	x				
29	ROHITH S NAIR	x	x	x	A	x	x	x	x	x	x	x	x	x				
30	SHARON SHAJI	x	x	x	x	x	x	x	x	x	x	x	x	x				
31	SIFA SHAJI	x	x	x	x	x	x	x	x	x	x	x	x	x				
32	SUVITH V SURESH	x	x	x	x	x	A	x	x	A	A	x	x	x				
33	V SANDRA	A	x	x	x	x	A	x	x	x	x	A	x	x				
34	VINIL .TS	x	x	x	x	x	x	x	x	x	x	x	x	x				
35	VISHNUPRIYA N	x	x	x	x	x	x	x	x	x	x	x	x	A				
36	YASAR MUJAHID	x	x	x	x	x	A	x	x	x	x	x	x	A				



*Rhmy*  
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