



# KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)

**ERODE – 638 107**

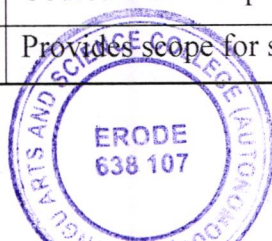
**DEPARTMENT OF TRAINING AND PLACEMENT CELL**


**17VPCFA – ASSOCIATE TRANSACTIONAL F&A IN BUSINESS PROCESS MANAGEMENT  
(INFOSYS) - REPORT**

Name of the Value Added Course	<b>ASSOCIATE TRANSACTIONAL F&amp;A IN BUSINESS PROCESS MANAGEMENT (INFOSYS)</b>
Course code	<b>17VPCFA</b>
Course Coordinator	<b>Mr. SURESHKUMAR K.K</b> Assistant Professor, Computer Science (P.G) & Placement Officer
Date	Starting Date: 10.07.2017      Ending Date: 11.10.2017
Duration of the Course	48 Hours
Total participants Enrolled	45
Successfully Completed	31
Type of Assessment	Multiple Choice Questions
Course Outcome	On Completion of this course the students will be able to <ul style="list-style-type: none"> <li>❖ Process invoices, credit notes and claims, Pay invoices and claims, Deal with queries at the accounts payable, helpdesk, Maintain customer accounts</li> <li>❖ Generate invoices and credit notes, Receive payments and apply cash</li> <li>❖ Deal with queries at the accounts receivable, Manage your work to meet requirements</li> <li>❖ Provide data/information in standard formats, Develop knowledge, skills and competence.</li> </ul>
Outcome Attainment	13 out of 31 Students scored above <b>60%</b> of Marks

## Feedback Question Analysis – Questions Asked

Q. No.	Parameters
Q1	The Course content was in line with my expectations
Q2	General content of the Course
Q3	The Course provided additional knowledge and skill
Q4	Well-designed Practical sessions
Q5	Schedule of the classes and other relevant details have been informed promptly
Q6	Course materials provided were useful
Q7	Provides scope for self-employment and fulfills the industrial needs



  
**DR. N. RAMAN**  
 PRINCIPAL,  
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 NANJANAPURAM, ERODE - 638 107

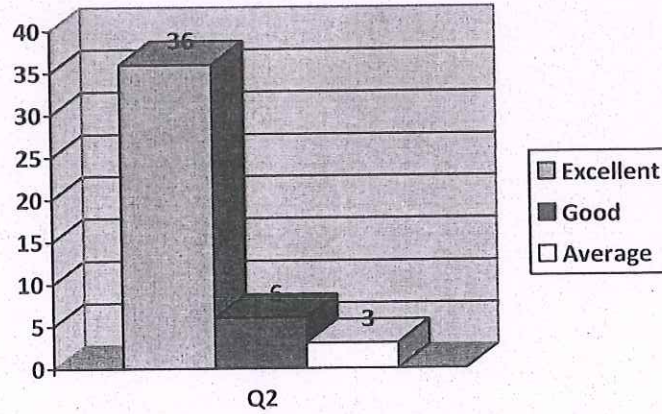
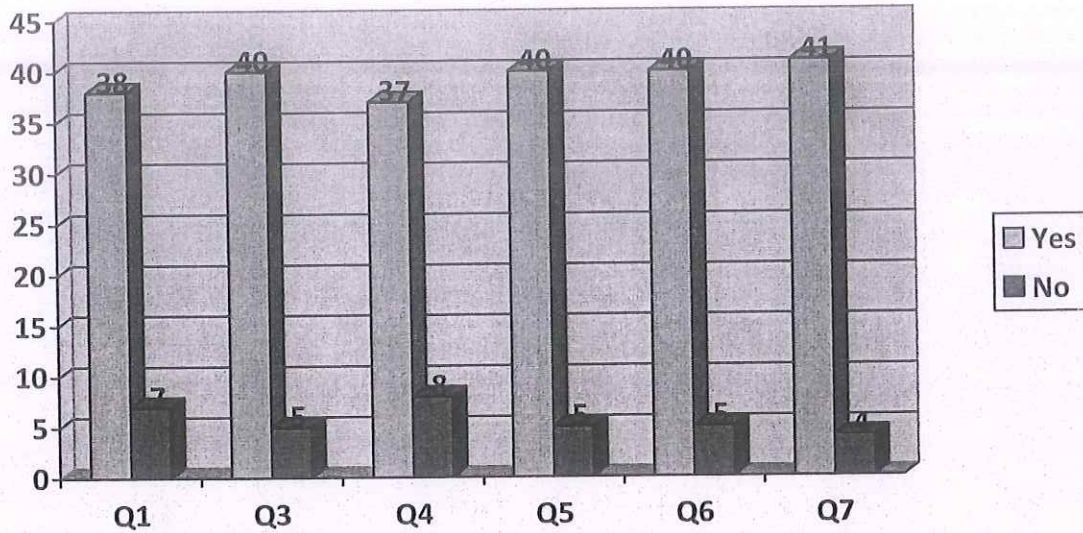


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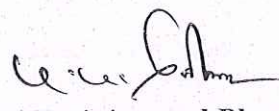
ERODE - 638 107


## FEEDBACK RATINGS



  
Course Coordinator

  
**Dr. N. RAMAN**  
PRINCIPAL,  
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NANJANAPURAM, ERODE - 638 107.

  
HOD/ Training and Placement Cell  
**Mr. K.K. SURESHKUMAR**  
PLACEMENT OFFICER  
TRAINING AND PLACEMENT CELL  
KONGU ARTS AND SCIENCE COLLEGE  
(AUTONOMOUS)  
ERODE - 638 107.

  
Principal  
KONGU ARTS AND SCIENCE COLLEGE  
(AUTONOMOUS)  
NANJANAPURAM, ERODE - 638 107







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**ERODE – 638 107**

**DEPARTMENT OF TRAINING AND PLACEMENT CELL  
VALUE ADDED COURSE (2017-2018) – PROPOSAL**

Date: 21.02.2017

**Submitted to the Principal**

We are planning to conduct a Value Added Course titled “17VPCFA – ASSOCIATE TRANSACTIONAL F&A IN BUSINESS PROCESS MANAGEMENT (INFOSYS)” for all department final year students. The course will be benefitting the students for their career and placement activities. We kindly request you to grant permission for conducting the same.

**COURSE DETAILS:**

<b>Name of the Course</b>	17VPCFA – Associate Transactional F&A in Business Process Management (Infosys)
<b>Duration of the Course</b>	48 Hours
<b>Conducting Department</b>	Training and Placement Cell
<b>Course Coordinator(s)</b>	<b>Mr. SURESHKUMAR. K. K</b> Assistant Professor, Computer Science (P.G) & Placement Officer
<b>Assessment Type (Total: 100 Marks)</b>	Answer All Questions Multiple Choice Questions (100 x 1=100 Marks)

**OUTCOMES:**

On Completion of this course the students will be able to

- Process invoices, credit notes and claims, Pay invoices and claims, Deal with queries at the accounts payable, helpdesk, Maintain customer accounts
- Generate invoices and credit notes, Receive payments and apply cash
- Deal with queries at the accounts receivable, Manage your work to meet requirements
- Provide data/information in standard formats, Develop knowledge, skills and competence

Course Coordinator

**Dr. N. RAMAN**  
PRINCIPAL,  
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HOD/ Training and Placement Cell  
Mr. K.K. SURESHKUMAR

PLACEMENT OFFICER  
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Principal

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**ERODE – 638 107**

**DEPARTMENT OF TRAINING AND PLACEMENT CELL**

**VALUE ADDED COURSE (2017-2018) – CIRCULAR**

**Date: 12.06.2017**

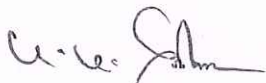
Ref. No.: KASC-AE/TPC/VAC/2017-18/03

It is informed that Value Added Course on “17VPCFA –ASSOCIATE TRANSACTIONAL F&A IN BUSINESS PROCESS MANAGEMENT (INFOSYS)” will be conducted from **10.07.2017 (Monday)**. Registration will be on **First-Come First-Serve** basis. Students are asked to enroll your names for the above mentioned course after the counselling sessions on the below mentioned date:

<b>III Year</b>
<b>Counselling Date</b> <b>Last date for Registration: 19.06.2017 (FN)</b>

HoDs and respective Department Staff Members are instructed to follow-up the same. Your whole hearted co-operation is needed to conduct the sessions in a gentle manner.


Total instruction Hours : 48 Hours  
Course Coordinator : **Mr. SURESHKUMAR K.K.**  
Assistant Professor/Computer Science (P.G)  
& Placement Officer  
Mail-id : konguplacements@gmail.com

  
**HOD/ Training and Placement Cell**

**Mr. K.K. SURESHKUMAR**  
PLACEMENT OFFICER  
TRAINING AND PLACEMENT CELL  
KONGU ARTS AND SCIENCE COLLEGE  
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Copy to:  
**All Department Notice Board**



  
**Principal**  
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**KONGU ARTS AND SCIENCE COLLEGE (AUTONOMOUS)  
NANJANAPURAM, ERODE – 638 107**



**KASC ACADEMY OF EXCELLENCE**

**Academic Year 2017 - 2018**

**DEPARTMENT OF TRAINING AND PLACEMENT CELL**

**Offers**

**VALUE ADDED COURSE ON**

**ASSOCIATE TRANSACTIONAL F&A IN BUSINESS PROCESS  
MANAGEMENT (INFOSYS)**

**Course Duration**

**48 Hours (Theory)**

**Eligibility**

**All Final Year UG  
Commerce & Accounts  
related Students**

**COURSE CONTENT**

**INTRODUCTION TO QP  
ASSOCIATE TRANSACTIONAL  
F&A, RECEIVE PAYMENTS &  
APPLY CASH  
MANAGE YOUR WORK TO MEET  
REQUIREMENTS  
PROVIDE DATA / INFORMATION  
IN STANDARD FORMATS**

**Course Outcomes**

On Completion of this course the students will be able to

- Process invoices, credit notes and claims, Pay invoices and claims, accounts payable, helpdesk, Maintain customer accounts
- Generate invoices and credit notes, Receive payments accounts receivable, Manage your work to meet requirements

**Coordinator:**

**Mr. K.K.Sureshkumar**

**Assistant Professor & Placement Officer**



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DEPARTMENT OF TRAINING AND PLACEMENT CELL

VALUE ADDED COURSE – SYLLABUS

17VPCFA –ASSOCIATE TRANSACTIONAL F&A IN BUSINESS PROCESS

MANAGEMENT (INFOSYS)

## Course Objective:

- This program is aimed at training candidates for the job of a “Associate-Transactional F & A” in the “IT-ITeS” Sector/Industry and aims at building the key competencies amongst the learner.

UNIT I	INTRODUCTION TO QP ASSOCAITE TRANSACTIONAL F&A	7 Hours
Introduction to Transactional F&A, Career growth in F&A, Qualification pack-Q/2301 Transactional F&A. <b>PROCESSING INVOICES, CREDIT NOTES &amp; CLAIMS:</b> BPM Industry Overview, F& A Function Overview, F & A Career Guide, Procure to pay overview, PO Creation & Contract Management, Vendor Management & Master set up, Invoice Processing, Invoice verification & dispute resolution, Criteria for assessment of Trainees. <b>PAY INVOICES AND CLAIMS:</b> Vendor Payments, Incorrect payments & Stop Payments, Criteria for assessment of trainees.		
UNIT II	DEAL WITH QURIES AT THE ACCOUNTS PAYABLE HELPDESK	9 Hours
Customer Service Helpdesk, Audits & Controls, Criteria for assessment of trainees. <b>MAINTAIN CUSTOMER ACCOUNTS:</b> Order to Cash Overview, Credit & Risk Management, Customer Master Data Management, Criteria for Assessment of Trainees. <b>GENERATE INVOICES &amp; CREDIT NOTES:</b> Invoicing & Credit Notes in Order to Cash Cycle, Accounting Aspects of Revenue Recognition, Criteria for Assessment of Trainees.		
UNIT III	RECEIVE PAYMENTS & APPLY CASH	10 Hours
Cash Applications, Collections Strategies, Deductions Management. Criteria for Assessment of Trainees. <b>DEAL WITH QURIES AT THE ACCOUNTS RECEIVABLE HELPDESK:</b> Query Handling in Helpdesk Call & Emails, Criteria for Assessment of Trainees.		



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<b>UNIT IV</b>	<b>MANAGE YOUR WORK TO MEET REQUIREMENTS</b>	<b>12 Hours</b>
<p>Time Management, Work Management and Prioritization, Quality and Standard Adherence, Criteria for Assessment of Trainees. <b>WORK EFFECTIVELY WITH COLLEAGUES:</b> Team Work, Professionalism at Work, Effective Team Communications, Criteria for Assessment of Trainees.</p> <p><b>MAINTAIN A HEALTHY, SAFE AND SECURE WORKING ENVIRONMENT:</b> Workplace Safety, Report Accidents and Emergencies, Protect Health and Safety at Work, Criteria for Assessment of Trainees</p>		
<b>UNIT V</b>	<b>PROVIDE DATA / INFORMATION IN STANDARD FORMATS</b>	<b>10 Hours</b>
<p>Knowledge Management, Standardized Reporting and Compliance, Decision Models, Criteria for Assessment of Trainees. <b>DEVELOP YOUR KNOWLEDGE, SKILLS AND COMPETENCE:</b> Knowledge, Skills &amp; Competence, Training and development, Learning and Development policies and record keeping, Criteria for Assessment of Trainees.</p>		
<b>Total Hours</b>		<b>48 Hours</b>

#### **Student Hand Book (IT – ITes SSC NASSCOM)**

1. Associate Transactional F&A, SSC/Q2301, Student Hand book powered by Accenture Services Pvt Ltd, EXL Services Pvt Ltd, HP, WNS Global Services Pvt Ltd, Wipro Ltd, Infosys BPO Ltd, GENPACT, KARVY Global and First American Published by Mindmap Consulting, Copyright © 2015. IT-ITes Sector Skill Council NASSCOM, NewDelhi.

- Sector: IT-ITes
- Sub-Sector: Business Process Management
- Occupation: Associate Transactional F&A
- Reference ID: SSC/Q2301, NSQF Level:7

**Course Outcome:** On Completion of this course the students will be able to

- Process invoices, credit notes and claims, Pay invoices and claims, Deal with queries at the accounts payable, helpdesk, Maintain customer accounts
- Generate invoices and credit notes, Receive payments and apply cash
- Deal with queries at the accounts receivable, Manage your work to meet requirements
- Provide data/information in standard formats, Develop knowledge, skills and competence



  
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**DEPARTMENT OF TRAINING AND PLACEMENT CELL**

**ACADEMIC YEAR: 2017-2018**

**17VPCFA –ASSOCIATE TRANSACTIONAL F&A IN BUSINESS PROCESS MANAGEMENT  
(INFOSYS)  
FINAL ENROLMENT LIST**

S.No.	REG. NO.	NAME OF THE STUDENT	CLASS
1	15UBAC017	GUGAN RAJ.M	III BBA (CA)
2	15UBAC018	HUZEFA.A.PATEL	III BBA (CA)
3	15UBAC042	PONMANI. E	III BBA (CA)
4	15UBAC045	PRASAANTH. C	III BBA (CA)
5	15UCB1010	KANAGAVALLI.S	III B.COM (BANKING & INSURANCE)
6	15UCB1016	MEGALA. N	III B.COM (BANKING & INSURANCE)
7	15UCB1019	NANDHINI. E	III B.COM (BANKING & INSURANCE)
8	15UCB1029	SOWMIYA. S	III B.COM (BANKING & INSURANCE)
9	15UCB1036	THEVI KEERTHANA	III B.COM (BANKING & INSURANCE)
10	15UCCA041	PAVITHRA.U	III B.COM (CA)
11	15UCCA079	DINESHKUMAR. V	III B.COM (CA)
12	15UCCA084	HARIPRASATH.S	III B.COM (CA)
13	15UCCA097	MANOJKUMAR. R	III B.COM (CA)
14	15UCCA108	PRADEEP. V	III B.COM (CA)
15	15UCCA111	PRASATHKUMAR. S	III B.COM (CA)
16	15UCCA117	ROJA. M.P	III B.COM (CA)
17	15UCCA120	SARUMATHI. R	III B.COM (CA)
18	15UCEC010	GNANAPRAKASH.J	III-B.COM (E-COMMERCE)
19	15UCEC014	JEFFERY.S	III-B.COM (E-COMMERCE)
20	15UCEC015	KANNIKAPARAMESWARAN.K	III-B.COM (E-COMMERCE)
21	15UCEC017	KARTHIKA. M	III-B.COM (E-COMMERCE)
22	15UCEC018	KARTHIKEYAN.K	III-B.COM (E-COMMERCE)
23	15UCEC020	KESAVAN.E.M	III-B.COM (E-COMMERCE)
24	15UCEC021	KIRUTHIKA.A	III-B.COM (E-COMMERCE)
25	15UCEC023	MEKALA.S	III-B.COM (E-COMMERCE)



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**DEPARTMENT OF TRAINING AND PLACEMENT CELL**

**ACADEMIC YEAR: 2017-2018**

**17VPCFA -ASSOCIATE TRANSACTIONAL F&A IN BUSINESS PROCESS**


**MANAGEMENT (INFOSYS)**

**FINAL ENROLMENT LIST**


S.No.	REG. NO.	NAME OF THE STUDENT	CLASS
26	15UCEC024	NAVEEN SELVAM.D	III-B.COM (E-COMMERCE)
27	15UCEC025	PRABHAKARAN. T	III-B.COM (E-COMMERCE)
28	15UCEC027	RAGAMATHULA.N	III-B.COM (E-COMMERCE)
29	15UCEC028	RAMYA.K	III-B.COM (E-COMMERCE)
30	15UCEC030	RAVIKUMAR.S	III-B.COM (E-COMMERCE)
31	15UCEC033	SURYA PRAKASH.S	III-B.COM (E-COMMERCE)
32	15UCOM013	GOWTHAM.G	III B.COM
33	15UCOM025	JANANI. R	III B.COM
34	15UCOM030	MANOJRAJA.C	III B.COM
35	15UCOM036	NANDINI. R	III B.COM
36	15UCOM037	NAVEEN. M	III B.COM
37	15UCOM040	NITHIYA DHARSHINI.G	III B.COM
38	15UCOM042	SANDHIYA.S	III B.COM
39	15UCOM049	REETHIGA.D	III B.COM
40	15UCPA007	CHANDRU.G	III B.COM (PROFESSIONAL ACCOUNTING)
41	15UCPA014	KAVITHA. S	III B.COM (PROFESSIONAL ACCOUNTING)
42	15UCPA025	MYTHILI. V	III B.COM (PROFESSIONAL ACCOUNTING)
43	15UCPA030	NIVEDIKA.T	III B.COM (PROFESSIONAL ACCOUNTING)
44	15UCPA045	SHARMILA.I	III B.COM (PROFESSIONAL ACCOUNTING)
45	15UCPA058	VISHNUKUMAR.P	III B.COM (PROFESSIONAL ACCOUNTING)

  
Course Coordinator



  
HOD/ Training and Placement Cell

**Mr. K.K. SURESHKUMAR**  
PLACEMENT OFFICER  
TRAINING AND PLACEMENT CELL  
KONGU ARTS AND SCIENCE COLLEGE  
(AUTONOMOUS)  
ERODE - 638 107.

  
Principal

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MANJANAPURAM, ERODE - 638 107.  
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**DEPARTMENT OF TRAINING AND PLACEMENT CELL**

**ACADEMIC YEAR: 2017-2018**

**SCHEDULE FOR THE VALUE ADDED COURSE**

**17VPCFA –ASSOCIATE TRANSACTIONAL F&A IN BUSINESS PROCESS**

**MANAGEMENT (INFOSYS)**

S. No.	Date	Time	Topics Covered	Theory Hours	Lab Hours
1	10.07.2017	3.20 pm – 4.20 pm	Introduction to Transactional F&A, Career growth in F&A, Qualification pack-Q/2301 Transactional F&A.	1	-
2	11.07.2017	3.20 pm – 4.20 pm	BPM Industry Overview, F& A Function Overview, F & A Career Guide,	1	-
3	12.07.2017	3.20 pm – 4.20 pm	Procure to pay overview, PO Creation & Contract Management	1	-
4	13.07.2017	3.20 pm – 4.20 pm	Vendor Management & Master set up, Invoice Processing	1	-
5	14.07.2017	3.20 pm – 4.20 pm	MANAGE YOUR WORK TO MEET REQUIREMENTS - Introduction	1	-
6	17.07.2017	3.20 pm – 4.20 pm	Time Management	1	-
7	18.07.2017	3.20 pm – 4.20 pm	Work Management and Prioritization	1	-
8	19.07.2017	3.20 pm – 4.20 pm	Invoice verification & dispute resolution, Criteria for assessment of Trainees.	1	-
9	20.07.2017	3.20 pm – 4.20 pm	PAY INVOICES AND CLAIMS: Vendor Payments	1	-
10	21.07.2017	3.20 pm – 4.20 pm	Incorrect payments & Stop Payments, Criteria for assessment of trainees.	1	-
11	31.07.2017	3.20 pm – 4.20 pm	Customer Service Helpdesk, Audits & Controls	1	-
12	01.08.2017	3.20 pm – 4.20 pm	PROVIDE DATA / INFORMATION IN STANDARD FORMATS - Introduction	1	-
13	02.08.2017	3.20 pm – 4.20 pm	Criteria for assessment of trainees	1	-
14	04.08.2017	3.20 pm – 4.20 pm	Quality and Standard Adherence	1	-
15	07.08.2017	3.20 pm – 4.20 pm	Criteria for Assessment of Trainees.	1	-
16	08.08.2017	3.20 pm – 4.20 pm	WORK EFFECTIVELY WITH COLLEAGUES: Team Work	1	-
17	09.08.2017	3.20 pm – 4.20 pm	Professionalism at Work	1	-
18	10.08.2017	3.20 pm – 4.20 pm	MAINTAIN CUSTOMER ACCOUNTS: Order to Cash Overview, Credit & Risk Management	1	-
19	16.08.2017	3.20 pm – 4.20 pm	Customer Master Data Management	1	-
20	17.08.2017	3.20 pm – 4.20 pm	Criteria for Assessment of Trainees.	1	-
21	18.08.2017	3.20 pm – 4.20 pm	GENERATE INVOICES & CREDIT NOTES: Invoicing & Credit Notes in Order to Cash Cycle	1	-
22	21.07.2017	3.20 pm – 4.20 pm	Credit Notes in Order to Cash Cycle	1	-
23	22.08.2017	3.20 pm – 4.20 pm	Accounting Aspects of Revenue Recognition		
24	23.08.2017	3.20 pm – 4.20 pm	Effective Team Communications		
25	24.08.2017	3.20 pm – 4.20 pm	Revenue Recognition, Criteria-Assessment of Trainees		



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**DEPARTMENT OF TRAINING AND PLACEMENT CELL**

**ACADEMIC YEAR: 2017-2018**

**SCHEDULE FOR THE VALUE ADDED COURSE**

**17VPCFA –ASSOCIATE TRANSACTIONAL F&A IN BUSINESS PROCESS**

**MANAGEMENT (INFOSYS)**

S. No.	Date	Time	Topics Covered	Theory Hours	Lab Hours
26	05.09.2017	3.20 pm – 4.20 pm	RECEIVE PAYMENTS & APPLY CASH - Cash Applications	1	-
27	07.09.2017	3.20 pm – 4.20 pm	Cash Applications	1	-
28	08.09.2017	3.20 pm – 4.20 pm	Collections Strategies	1	-
29	11.09.2017	3.20 pm – 4.20 pm	Deductions Management	1	-
30	12.09.2017	3.20 pm – 4.20 pm	Deductions Management. Criteria for Assessment of Trainees	1	-
31	13.09.2017	3.20 pm – 4.20 pm	Team Communication - Criteria for Assessment of Trainees	1	-
32	14.09.2017	3.20 pm – 4.20 pm	DEAL WITH QURIES AT THE ACCOUNTS RECEIVABLE HELPDESK: Query Handling in Helpdesk	1	-
33	15.09.2017	3.20 pm – 4.20 pm	Query Handling in Helpdesk	1	-
34	18.09.2017	3.20 pm – 4.20 pm	Call & Emails, Criteria for Assessment of Trainees.	1	-
35	19.09.2017	3.20 pm – 4.20 pm	Call & Emails, Criteria for Assessment of Trainees.	1	-
36	20.09.2017	3.20 pm – 4.20 pm	MAINTAIN A HEALTHY, SAFE AND SECURE WORKING ENVIRONMENT: Workplace Safety	1	-
37	21.09.2017	3.20 pm – 4.20 pm	Report Accidents and Emergencies	1	-
38	22.09.2017	3.20 pm – 4.20 pm	Protect Health and Safety at Work, Criteria for Assessment of Trainees	1	-
39	23.09.2017	3.20 pm – 4.20 pm	Criteria for Assessment of Trainees	1	-
40	25.09.2017	3.20 pm – 4.20 pm	Knowledge Management	1	-
41	26.09.2017	3.20 pm – 4.20 pm	Standardized Reporting and Compliance	1	-
42	10.10.2017	1.20 pm – 2.20 pm	Decision Models	1	-
43	10.10.2017	2.20 pm – 3.20 pm	Criteria for Assessment of Trainees	1	-
44	10.10.2017	3.20 pm – 4.20 pm	DEVELOP YOUR KNOWLEDGE, SKILLS AND COMPETENCE: Introduction	1	-
45	11.10.2017	9.30 am – 10.30 am	Knowledge, Skills & Competence	1	-
46	11.10.2017	10.30 am – 11.30 am	Training and development	1	-



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**ACADEMIC YEAR: 2017-2018**

**SCHEDULE FOR THE VALUE ADDED COURSE**

**17VPCFA –ASSOCIATE TRANSACTIONAL F&A IN BUSINESS PROCESS  
MANAGEMENT (INFOSYS)**

S. No.	Date	Time	Topics Covered	Theory Hours	Lab Hours
47	11.10.2017	11.30 am – 12.30 pm	Learning and Development policies and record keeping	1	-
48	11.10.2017	1.30 pm – 2.30 pm	Criteria for Assessment of Trainees.	1	-
<b>Total</b>				<b>48</b>	
<b>Total Hours (Theory)</b>				<b>48 Hours</b>	
<b>Assessment Date &amp; Time: 12.10.2017 (Thursday), 10.00 am – 11.30 am</b>					
<b>Type of Assessment : Multiple Choice Questions</b>					

**Course Coordinator**

**HOD/ Training and Placement Cell**

**Mr. K.K. SURESHKUMAR**  
PLACEMENT OFFICER  
TRAINING AND PLACEMENT CELL  
KONGU ARTS AND SCIENCE COLLEGE  
(AUTONOMOUS)  
ERODE - 638 107.

**Principal**  
**PRINCIPAL,**  
KONGU ARTS AND SCIENCE COLLEGE  
(AUTONOMOUS)  
NANJANAPURAM, ERODE - 638 107.



**Dr. N. RAMAN**  
PRINCIPAL,  
KONGU ARTS AND SCIENCE COLLEGE  
(AUTONOMOUS)  
NANJANAPURAM, ERODE - 638 107.





# KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)

ERODE - 638 107

DEPARTMENT OF TRAINING AND PLACEMENT CELL

17VPCFA - ASSOCIATE TRANSACTIONAL F&A IN BUSINESS PROCESS MANAGEMENT

(INFOSYS) - ATTENDANCE

S.No.	REG. NO.	NAME	Attendance Dates												
			08.07.17	09.07.17	10.07.17	11.07.17	12.07.17	13.07.17	14.07.17	15.07.17	16.07.17	17.07.17			
1	15UBAC017	GUGAN RAJ.M	/	/	/	/	/	/	/	/	/	/	/	/	A
2	15UBAC018	HUZEFA.A.PATEL	A	A	A	A	A	/	/	/	/	/	/	/	A
3	15UBAC042	PONMANI. E	A	/	/	/	/	/	/	/	/	/	/	A	A
4	15UBAC045	PRASAANTH. C	/	/	/	/	/	/	/	/	/	/	/	/	A
5	15UCB1010	KANAGAVALLI.S	/	A	A	/	/	/	/	/	/	/	/	/	A
6	15UCB1016	MEGALA. N	/	/	A	/	A	A	A	A	A	A	A	A	A
7	15UCB1019	NANDHINI. E	/	/	/	A	/	/	/	/	/	/	/	/	A
8	15UCB1029	SOWMIYA. S	A	/	/	/	A	/	/	/	/	/	/	/	/
9	15UCB1036	THEVI KEERTHANA	/	/	A	/	A	/	A	A	A	A	A	A	A
10	15UCCA041	PAVITHRA.U	/	/	/	/	/	/	/	/	/	/	/	/	/
11	15UCCA079	DINESHKUMAR. V	/	/	/	A	/	/	/	/	/	/	/	A	/
12	15UCCA084	HARIPRASATH.S	/	/	/	/	/	/	/	/	/	/	/	A	A
13	15UCCA097	MANOJKUMAR. R	/	/	/	/	/	/	/	/	/	/	/	A	A
14	15UCCA108	PRADEEP. V	/	/	/	/	/	/	/	A	/	/	/	A	/
15	15UCCA111	PRASATHKUMAR. S	/	/	/	/	/	/	/	/	/	/	/	A	A
16	15UCCA117	ROJA. M.P	/	/	/	/	/	/	A	/	/	/	/	A	/
17	15UCCA120	SARUMATHI. R	/	/	/	/	/	/	/	/	/	/	/	A	/
18	15UCEC010	GNANAPRAKASH.J	A	A	/	/	A	A	/	/	/	/	/	/	/
19	15UCEC014	JEFFERY.S	A	/	/	/	/	A	/	/	/	/	/	A	/
20	15UCEC015	KANNIKAPARAMESWARAN.K	A	/	A	A	A	/	/	/	/	/	/	/	/
21	15UCEC017	KARTHIKA. M	/	/	/	/	/	/	/	/	/	/	/	/	/
22	15UCEC018	KARTHIKEYAN.K	A	/	/	/	A	A	/	/	/	/	/	/	/
23	15UCEC020	GOSSAVAN.E.M	/	/	/	/	/	/	/	/	/	/	/	A	/
24	15UCEC021	KIRUTHIKA.A	/	/	/	/	/	/	/	/	/	/	/	/	/
25	15UCEC023	ERODE KALIAS	/	/	/	/	/	/	/	/	/	/	/	/	/



Dr. N. RAMAN  
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# KONGU ARTS AND SCIENCE COLLEGE

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**ERODE - 638 107**

DEPARTMENT OF TRAINING AND PLACEMENT CELL

17VPCFA -ASSOCIATE TRANSACTIONAL F&A IN BUSINESS PROCESS MANAGEMENT

(INFOSYS)

ATTENDANCE

S.No.	REG. NO.	NAME										
			3-20pm-4-20pm	3-20pm-4-20pm	3-20pm-4-20pm	3-20pm-4-20pm	3-20pm-4-20pm	3-20pm-4-20pm	3-20pm-4-20pm	3-20pm-4-20pm	3-20pm-4-20pm	3-20pm-4-20pm
26	15UCEC024	NAVEEN SELVAM.D	/	/	/	A	/	/	/	/	/	A
27	15UCEC025	PRABHAKARAN. T	/	/	/	/	/	/	/	/	/	/
28	15UCEC027	RAGAMATHULA.N	/	/	/	/	/	/	A	A	A	/
29	15UCEC028	RAMYA.K	/	/	/	/	/	/	/	/	/	/
30	15UCEC030	RAVIKUMAR.S	/	/	A	/	A	/	/	/	A	A
31	15UCEC033	SURYA PRAKASH.S	/	/	/	/	/	A	/	/	A	/
32	15UCOM013	GOWTHAM.G	/	/	/	/	A	/	/	/	/	A
33	15UCOM025	JANANI. R	/	/	/	/	/	/	/	/	/	/
34	15UCOM030	MANOJRAJA.C	/	/	/	/	A	/	/	/	/	/
35	15UCOM036	NANDINI. R	/	/	/	/	/	/	/	/	/	/
36	15UCOM037	NAVEEN. M	/	/	/	/	A	/	/	/	/	/
37	15UCOM040	NITHIYA DHARSHINI.G	/	/	/	/	/	A	/	/	/	/
38	15UCOM042	SANDHIYA.S	A	/	/	/	/	A	/	/	/	/
39	15UCOM049	REETHIGA.D	/	/	/	/	/	/	/	/	/	/
40	15UCPA007	CHANDRU.G	/	A	/	/	/	/	/	A	A	/
41	15UCPA014	KAVITHA. S	A	/	/	/	/	/	/	/	/	A
42	15UCPA025	MYTHILI. V	/	/	/	/	/	/	/	/	/	/
43	15UCPA030	NIVEDIKA.T	/	/	/	A	A	/	/	/	/	A
44	15UCPA045	SHARMILA.I	/	/	/	/	/	/	/	/	/	/
45	15UCPA058	VISHNUKUMAR.P	/	/	/	/	/	/	/	/	A	/
Initial of the Faculty			CP	SA	CA	SA	CO	CO	Dr. N. RAMAN PRINCIPAL			

KONGU ARTS AND SCIENCE COLLEGE  
(AUTONOMOUS)  
NANJANAPURAM, ERODE - 638 107.

Course Coordinator



HOD/ Training and Placement Cell

Mr. K.K. SURESHKUMAR  
PLACEMENT OFFICER  
TRAINING AND PLACEMENT CELL  
KONGU ARTS AND SCIENCE COLLEGE  
(AUTONOMOUS)  
ERODE - 638 107.

Principal

PRINCIPAL,  
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# KONGU ARTS AND SCIENCE COLLEGE

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**ERODE - 638 107**

DEPARTMENT OF TRAINING AND PLACEMENT CELL

17VPCFA - ASSOCIATE TRANSACTIONAL F&A IN BUSINESS PROCESS MANAGEMENT

(INFOSYS) - ATTENDANCE

S.No.	REG. NO.	NAME	Attendance Dates									
			31.7.17	01.08.17	02.8.17	04.08.17	07.08.17	08.08.17	09.08.17	10.8.17	16.8.17	17.8.17
1	15UBAC017	GUGAN RAJ.M	/	/	/	/	/	/	A	/	/	A
2	15UBAC018	HUZEFA.A.PATEL	/	/	/	/	/	/	A	/	/	A
3	15UBAC042	PONMANI. E	/	/	/	/	/	/	A	/	/	A
4	15UBAC045	PRASAANTH. C	/	/	/	/	/	/	/	/	/	A
5	15UCB1010	KANAGAVALLI.S	/	A	A	/	/	/	A	A	/	/
6	15UCB1016	MEGALA. N	A	A	A	/	/	A	A	A	A	/
7	15UCB1019	NANDHINI. E	/	/	A	/	A	/	/	/	A	/
8	15UCB1029	SOWMIYA. S	A	/	A	A	/	A	A	A	/	/
9	15UCB1036	THEVI KEERTHANA	/	A	A	/	/	A	/	A	A	/
10	15UCCA041	PAVITHRA.U	/	/	/	/	/	/	/	/	A	A
11	15UCCA079	DINESHKUMAR. V	/	/	/	/	/	A	A	A	A	A
12	15UCCA084	HARIPRASATH.S	/	/	/	/	/	/	/	/	/	/
13	15UCCA097	MANOJKUMAR. R	/	/	/	/	/	/	/	/	/	/
14	15UCCA108	PRADEEP. V	/	/	/	/	/	/	/	/	/	/
15	15UCCA111	PRASATHKUMAR. S	/	/	/	A	/	/	/	/	/	/
16	15UCCA117	ROJA. M.P	/	/	/	/	/	/	/	/	A	A
17	15UCCA120	SARUMATHI. R	/	/	/	/	/	/	/	/	A	/
18	15UCEC010	GNANAPRAKASH.J	/	/	A	/	/	/	/	/	A	A
19	15UCEC014	JEFFERY.S	A	/	A	A	/	/	/	/	A	A
20	15UCEC015	KANNIKAPARAMESWAR AN.K	/	/	A	/	/	/	/	/	A	A
21	15UCEC017	KARTHIKA. M	/	/	/	/	/	/	/	/	A	/
22	15UCEC018	KARTHIKEYAN.K	/	/	/	/	A	/	/	/	A	A
23	15UCEC020	KESAVAN.E.M	/	/	/	/	/	A	/	/	A	A
24	15UCEC021	KIRUTHIKA.A	/	/	/	/	/	/	/	/	/	/
25	15UCEC023	MEKALA.S	/	A	/	/	/	/	/	/	/	/



**Dr. N. RAMAN**  
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(INFOSYS) - ATTENDANCE

S.No.	REG. NO.	NAME											
			31.7.17	01.08.17	2.8.17	04.08.17	07.08.17	08.08.17	09.08.17	10.8.17	16.8.17	17.8.17	
26	15UCEC024	NAVEEN SELVAM.D	3-20pm-4-20pm	3-20pm-4-20pm	3-20pm-4-20pm	3-20pm-4-20pm	3-20pm-4-20pm	3-20pm-4-20pm	3-20pm-4-20pm	3-20pm-4-20pm	3-20pm-4-20pm	3-20pm-4-20pm	
27	15UCEC025	PRABHAKARAN. T	/	/	/	/	/	/	/	/	/	/	
28	15UCEC027	RAGAMATHULA.N	/	/	/	/	/	/	/	/	/	/	
29	15UCEC028	RAMYA.K	/	/	/	/	/	/	/	/	/	/	
30	15UCEC030	RAVIKUMAR.S	/	/	A	A	A	/	/	/	/	/	
31	15UCEC033	SURYA PRAKASH.S	A	A	A	/	/	A	A	A	A	A	
32	15UCOM013	GOWTHAM.G	/	/	/	/	/	/	/	/	/	/	
33	15UCOM025	JANANI. R	/	/	/	/	/	/	/	/	/	/	
34	15UCOM030	MANOJRAJA.C	/	/	/	/	/	/	/	/	/	/	
35	15UCOM036	NANDINI. R	/	/	/	A	A	A	A	A	A	A	
36	15UCOM037	NAVEEN. M	/	/	/	/	/	/	/	/	/	/	
37	15UCOM040	NITHIYA DHARSHINI.G	/	/	/	A	/	/	/	/	/	/	
38	15UCOM042	SANDHIYA.S	/	/	/	A	/	/	/	/	/	/	
39	15UCOM049	REETHIGA.D	/	/	/	A	/	/	/	/	/	/	
40	15UCPA007	CHANDRU.G	A	/	/	A	/	A	A	A	A	A	
41	15UCPA014	KAVITHA. S	/	/	/	A	A	/	A	A	A	/	
42	15UCPA025	MYTHILI. V	/	/	/	A	/	/	/	/	/	/	
43	15UCPA030	NIVEDIKA.T	A	/	/	A	A	/	A	A	A	/	
44	15UCPA045	SHARMILA.I	/	/	/	A	/	A	A	A	A	/	
45	15UCPA058	VISHNUKUMAR.P	A	/	/	A	/	A	A	A	A	A	
Initial of the Faculty			/	/	/	/	/	/	/	/	/	/	

KONGU ARTS AND SCIENCE COLLEGE  
(AUTONOMOUS)  
NANJANAPURAM, ERODE - 638 107

Course Coordinator  
ERODE 638 107  
KONGU ARTS AND SCIENCE COLLEGE (AUTONOMOUS)

HOD/ Training and Placement Cell  
Mr. K.K. SURESHKUMAR  
PLACEMENT OFFICER  
TRAINING AND PLACEMENT CELL  
KONGU ARTS AND SCIENCE COLLEGE  
(AUTONOMOUS)  
ERODE - 633 107.

Principal  
KONGU ARTS AND SCIENCE COLLEGE  
(AUTONOMOUS)  
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DEPARTMENT OF TRAINING AND PLACEMENT CELL

17VPCFA - ASSOCIATE TRANSACTIONAL F&A IN BUSINESS PROCESS MANAGEMENT

(INFOSYS) - ATTENDANCE

S. No.	REG. NO.	NAME	Attendance Dates										
			3.20pm-4.20pm 18.8.17	3.20pm-4.20pm 21.7.17	3.20pm-4.20pm 22.8.17	3.20pm-4.20pm 23.08.17	3.20pm-4.20pm 24.8.17	3.20pm-4.20pm 5.9.17	3.20pm-4.20pm 7.9.17	3.20pm-4.20pm 8.9.17	3.20pm-4.20pm 11.9.17	3.20pm-4.20pm 12.9.17	
1	15UBAC017	GUGAN RAJ.M	A	A	I	/	I	I	I	I	I	I	
2	15UBAC018	HUZEFA.A.PATEL	A	A	I	/	I	I	I	I	I	I	
3	15UBAC042	PONMANI. E	A	A	I	/	I	I	I	I	I	I	
4	15UBAC045	PRASAANTH. C	A	A	I	/	I	I	I	A	I	I	
5	15UCB1010	KANAGAVALLI.S	A	A	I	/	I	I	I	I	I	A	
6	15UCB1016	MEGALA. N	A	I	I	/	A	A	I	A	A	A	
7	15UCB1019	NANDHINI. E	I	I	A	/	I	A	I	I	I	I	
8	15UCB1029	SOWMIYA. S	A	A	I	/	I	A	A	A	I	I	
9	15UCB1036	THEVI KEERTHANA	A	I	I	/	A	I	I	A	A	A	
10	15UCCA041	PAVITHRA.U	A	I	I	/	I	I	I	I	I	I	
11	15UCCA079	DINESHKUMAR. V	A	A	I	/	A	I	I	I	I	I	
12	15UCCA084	HARIPRASATH.S	A	I	A	A	I	I	A	I	I	I	
13	15UCCA097	MANOJKUMAR. R	A	I	A	/	I	I	I	I	I	A	
14	15UCCA108	PRADEEP. V	A	I	I	/	I	I	I	I	I	I	
15	15UCCA111	PRASATHKUMAR. S	A	I	A	/	I	I	I	I	I	I	
16	15UCCA117	ROJA. M.P	A	I	I	A	A	I	I	I	I	I	
17	15UCCA120	SARUMATHI. R	A	I	I	A	I	I	I	I	I	I	
18	15UCEC010	GNANAPRAKASH.J	A	A	A	/	A	I	I	I	I	I	
19	15UCEC014	JEFFERY.S	A	A	I	/	A	I	A	A	I	I	
20	15UCEC015	KANNIKAPARAMESWAR AN.K	A	I	I	A	I	I	I	A	I	I	
21	15UCEC017	KARTHIKA. M	A	I	I	/	I	A	I	I	I	I	
22	15UCEC018	KARTHIKEYAN.K	A	I	I	/	I	A	I	A	I	I	
23	15UCEC020	KESAVAN.E.M	A	I	I	A	I	I	I	I	I	A	
24	15UCEC021	KIRUTHIKA.A	A	A	I	/	I	I	I	I	I	I	
25	15UCEC023	MEKALAN.S	A	I	I	/	I	I	I	I	I	I	



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17VPCFA - ASSOCIATE TRANSACTIONAL F&A IN BUSINESS PROCESS MANAGEMENT

(INFOSYS) - ATTENDANCE

S.No.	REG. NO.	NAME	Attendance Dates											
			18.08.17	19.08.17	20.08.17	21.08.17	22.08.17	23.08.17	24.08.17	25.08.17	26.08.17	27.08.17	28.08.17	29.08.17
26	15UCEC024	NAVEEN SELVAM.D	A	/	/	/	A	A	A	A	/	A		
27	15UCEC025	PRABHAKARAN. T	A	/	/	/	/	/	/	/	/	/		
28	15UCEC027	RAGAMATHULA.N	A	/	/	A	/	A	/	/	/	A		
29	15UCEC028	RAMYA.K	A	/	/	/	/	/	/	/	/	/		
30	15UCEC030	RAVIKUMAR.S	A	/	/	/	/	/	/	A	/	A		
31	15UCEC033	SURYA PRAKASH.S	A	/	/	/	/	/	A	A	/	A		
32	15UCOM013	GOWTHAM.G	/	/	/	/	A	/	/	/	/	/		
33	15UCOM025	JANANI. R	/	/	/	/	/	/	/	/	/	/		
34	15UCOM030	MANOJRAJA.C	A	/	/	/	/	/	/	/	/	/		
35	15UCOM036	NANDINI. R	/	/	/	/	/	A	/	/	/	/		
36	15UCOM037	NAVEEN. M	/	/	/	/	/	/	/	/	A	/		
37	15UCOM040	NITHIYA DHARSHINI.G	A	/	/	/	/	/	/	/	/	/		
38	15UCOM042	SANDHIYA.S	A	/	/	/	/	A	/	/	A	/		
39	15UCOM049	REETHIGA.D	A	/	/	/	/	/	/	/	/	/		
40	15UCPA007	CHANDRU.G	A	/	/	/	/	A	A	/	A	/		
41	15UCPA014	KAVITHA. S	/	/	A	/	/	/	/	/	/	/		
42	15UCPA025	MYTHILI. V	/	/	/	/	/	/	/	/	/	/		
43	15UCPA030	NIVEDIKA.T	/	A	A	/	/	/	/	/	/	/		
44	15UCPA045	SHARMILA.I	A	/	/	/	/	/	A	/	/	A		
45	15UCPA058	VISHNUKUMAR.P	A	/	/	/	/	/	/	A	/	A		
Initial of the Faculty			/	/	/	/	/	/	/	/	/	/		

PRINCIPAL,  
KONGU ARTS AND SCIENCE COLLEGE  
(AUTONOMOUS)  
NANJANAPURAM, ERODE - 638 107.

*[Signature]*  
Course Coordinator



HOD/ Training and Placement Cell

Mr. K.K. SURESHKUMAR  
PLACEMENT OFFICER  
TRAINING AND PLACEMENT CELL,  
KONGU ARTS AND SCIENCE COLLEGE  
(AUTONOMOUS)  
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Principal  
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(INFOSYS) - ATTENDANCE

S.No	REG. NO.	NAME												
			13.09.17	14.09.17	15.09.17	18.09.17	19.09.17	20.09.17	21.09.17	22.09.17	23.09.17	25.09.17		
1	15UBAC017	GUGAN RAJ.M	3.20pm-4.20pm	A	A	A	A	A	A	A	A	A	A	A
2	15UBAC018	HUZEFA.A.PATEL	3.20pm-4.20pm	A	A	A	A	A	A	A	A	A	A	A
3	15UBAC042	PONMANI. E	3.20pm-4.20pm	A	A	A	A	A	A	A	A	A	A	A
4	15UBAC045	PRASAANTH. C	3.20pm-4.20pm	A	A	A	A	A	A	A	A	A	A	A
5	15UCB1010	KANAGAVALLI.S	3.20pm-4.20pm	A	A	A	A	A	A	A	A	A	A	A
6	15UCB1016	MEGALA. N	3.20pm-4.20pm	A	A	A	A	A	A	A	A	A	A	A
7	15UCB1019	NANDHINI. E	3.20pm-4.20pm	A	A	A	A	A	A	A	A	A	A	A
8	15UCB1029	SOWMIYA. S	3.20pm-4.20pm	A	A	A	A	A	A	A	A	A	A	A
9	15UCB1036	THEVI KEERTHANA	3.20pm-4.20pm	A	A	A	A	A	A	A	A	A	A	A
10	15UCCA041	PAVITHRA.U	3.20pm-4.20pm	A	A	A	A	A	A	A	A	A	A	A
11	15UCCA079	DINESHKUMAR. V	3.20pm-4.20pm	A	A	A	A	A	A	A	A	A	A	A
12	15UCCA084	HARIPRASATH.S	3.20pm-4.20pm	A	A	A	A	A	A	A	A	A	A	A
13	15UCCA097	MANOJKUMAR. R	3.20pm-4.20pm	A	A	A	A	A	A	A	A	A	A	A
14	15UCCA108	PRADEEP. V	3.20pm-4.20pm	A	A	A	A	A	A	A	A	A	A	A
15	15UCCA111	PRASATHKUMAR. S	3.20pm-4.20pm	A	A	A	A	A	A	A	A	A	A	A
16	15UCCA117	ROJA. M.P	3.20pm-4.20pm	A	A	A	A	A	A	A	A	A	A	A
17	15UCCA120	SARUMATHI. R	3.20pm-4.20pm	A	A	A	A	A	A	A	A	A	A	A
18	15UCEC010	GNANAPRAKASH.J	3.20pm-4.20pm	A	A	A	A	A	A	A	A	A	A	A
19	15UCEC014	JEFFERY.S	3.20pm-4.20pm	A	A	A	A	A	A	A	A	A	A	A
20	15UCEC015	KANNIKAPARAMESWARAN.K	3.20pm-4.20pm	A	A	A	A	A	A	A	A	A	A	A
21	15UCEC017	KARTHIKA. M	3.20pm-4.20pm	A	A	A	A	A	A	A	A	A	A	A
22	15UCEC018	KARTHIKEYAN.K	3.20pm-4.20pm	A	A	A	A	A	A	A	A	A	A	A
23	15UCEC019	KEESAVAN.E.M	3.20pm-4.20pm	A	A	A	A	A	A	A	A	A	A	A
24	15UCEC021	KIRUTHIKA.A	3.20pm-4.20pm	A	A	A	A	A	A	A	A	A	A	A
25	15UCEC023	MEENA.A.S	3.20pm-4.20pm	A	A	A	A	A	A	A	A	A	A	A



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# KONGU ARTS AND SCIENCE COLLEGE

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**ERODE - 638 107**

DEPARTMENT OF TRAINING AND PLACEMENT CELL

17VPCFA - ASSOCIATE TRANSACTIONAL F&A IN BUSINESS PROCESS MANAGEMENT

(INFOSYS) - ATTENDANCE

S.No.	REG. NO.	NAME	Date											
			13.09.17	14.09.17	15.09.17	16.09.17	17.09.17	18.09.17	19.09.17	20.09.17	21.09.17	22.09.17	23.09.17	25.09.17
26	15UCEC024	NAVEEN SELVAM.D	3.20pm-4.20pm	3.20pm-4.20pm	3.20pm-4.20pm	3.20pm-4.20pm	3.20pm-4.20pm	3.20pm-4.20pm	3.20pm-4.20pm	3.20pm-4.20pm	3.20pm-4.20pm	3.20pm-4.20pm	3.20pm-4.20pm	3.20pm-4.20pm
27	15UCEC025	PRABHAKARAN. T	/	/	/	/	/	/	/	/	/	/	/	/
28	15UCEC027	RAGAMATHULA.N	/	/	/	/	/	/	/	/	/	/	/	/
29	15UCEC028	RAMYA.K	/	/	/	/	/	/	/	/	/	/	/	/
30	15UCEC030	RAVIKUMAR.S	A	/	A	A	/	A	A	/	/	/	/	/
31	15UCEC033	SURYA PRAKASH.S	/	/	A	/	A	A	A	A	A	A	A	A
32	15UCOM013	GOWTHAM.G	/	/	A	/	/	/	/	/	/	/	/	/
33	15UCOM025	JANANI. R	/	/	/	/	/	/	/	/	/	/	/	/
34	15UCOM030	MANOJRAJA.C	/	/	A	/	/	/	/	/	/	/	/	/
35	15UCOM036	NANDINI. R	/	/	/	/	/	/	/	/	/	/	/	/
36	15UCOM037	NAVEEN. M	/	A	A	A	A	A	A	A	/	/	/	/
37	15UCOM040	NITHIYA DHARSHINI.G	/	/	A	/	A	/	A	A	A	/	/	/
38	15UCOM042	SANDHIYA.S	/	/	A	/	A	/	A	A	A	A	/	/
39	15UCOM049	REETHIGA.D	A	/	A	/	A	/	A	A	A	/	/	/
40	15UCPA007	CHANDRU.G	/	A	A	/	A	A	/	/	/	/	/	/
41	15UCPA014	KAVITHA. S	/	/	A	/	/	/	/	/	/	/	/	/
42	15UCPA025	MYTHILI. V	/	/	A	/	/	A	/	/	/	/	/	/
43	15UCPA030	NIVEDIKA.T	/	/	A	/	/	/	/	/	/	/	/	/
44	15UCPA045	SHARMILA.I	/	A	A	A	/	A	A	A	A	A	/	/
45	15UCPA058	VISHNUKUMAR.P	A	A	A	A	A	/	/	/	/	/	/	/
Initial of the Faculty			(Signature)	(Signature)	(Signature)	(Signature)	(Signature)	(Signature)	(Signature)	(Signature)	(Signature)	(Signature)	(Signature)	(Signature)

**Dr. N. RAMAN**

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*(Signature)*  
Course Coordinator



*(Signature)*  
HOD/ Training and Placement Cell  
Mr. K.K. SURESHKUMAR  
PLACEMENT OFFICER  
TRAINING AND PLACEMENT CELL  
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ERODE - 638 107

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17VPCFA - ASSOCIATE TRANSACTIONAL F&A IN BUSINESS PROCESS MANAGEMENT

(INFOSYS) - ATTENDANCE

S.No.	REG. NO.	NAME	3-20pm-4-20pm	10-10-17	10-10-17	10-10-17	10-10-17	11-10-17	11-10-17	11-10-17
			26.9.17	10-10-17	10-10-17	10-10-17	11-10-17	11-10-17	11-10-17	
1	15UBAC017	GUGAN RAJ.M	/	A	A	A	/	/	/	/
2	15UBAC018	HUZEFA.A.PATEL	A	A	A	A	/	/	/	/
3	15UBAC042	PONMANI. E	/	A	A	A	/	/	/	/
4	15UBAC045	PRASAANTH. C	/	A	A	A	/	/	/	/
5	15UCB1010	KANAGAVALLI.S	/	/	/	/	/	/	/	/
6	15UCB1016	MEGALA. N	/	/	/	/	/	/	/	/
7	15UCB1019	NANDHINI. E	/	/	/	/	A	A	A	A
8	15UCB1029	SOWMIYA. S	/	/	/	/	/	/	/	/
9	15UCB1036	THEVI KEERTHANA	/	/	/	/	/	/	/	/
10	15UCCA041	PAVITHRA.U	/	/	/	/	/	/	/	/
11	15UCCA079	DINESHKUMAR. V	A	/	/	/	/	/	/	/
12	15UCCA084	HARIPRASATH.S	/	/	/	/	/	/	/	/
13	15UCCA097	MANOJKUMAR. R	/	/	/	/	/	/	/	/
14	15UCCA108	PRADEEP. V	/	/	/	/	/	/	/	/
15	15UCCA111	PRASATHKUMAR. S	/	/	/	/	/	/	/	/
16	15UCCA117	ROJA. M.P	/	/	/	/	/	/	/	/
17	15UCCA120	SARUMATHI. R	/	/	/	/	/	/	/	/
18	15UCEC010	GNANAPRAKASH.J	/	A	A	A	A	A	A	A
19	15UCEC014	JEFFERY.S	/	A	A	A	A	A	A	A
20	15UCEC015	KANNIKAPARAMESWARAN. K	/	A	A	A	/	/	/	/
21	15UCEC017	KARTHIKA. M	/	/	/	/	/	/	/	/
22	15UCEC018	KARTHIKEYAN.K	/	/	/	/	A	A	A	A
23	15UCEC020	KESAVAN.E.M	/	/	/	/	<b>Dr. N. RAMAN</b> PRINCIPAL KONGU ARTS AND SCIENCE COLLEGE (AUTONOMOUS) NANJANAPURAM, ERODE - 638 107			
24	15UCEC021	KIRUTHIKA.A	/	/	/	/				
25	15UCEC023	MEKALAS	/	/	/	/				



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17VPCFA –ASSOCIATE TRANSACTIONAL F&A IN BUSINESS PROCESS MANAGEMENT  
(INFOSYS) - ATTENDANCE

S.No.	REG. NO.	NAME	26.09.17	10.10.17	10.10.17	10.10.17	10.10.17	11.10.17	11.10.17	11.10.17
			3-20 Pm - 4.20 Pm	1.20 Pm - 2.20 Pm	2.20 Pm - 3.20 Pm	3.20 Pm - 4.20 Pm	9.30 Am - 10.30 Am	10.30 Am - 11.30 Am	11.30 Am - 12.30 Am	1.30 Pm - 2.30 Pm
26	15UCEC024	NAVEEN SELVAM.D	/	A	A	A	A	A	A	A
27	15UCEC025	PRABHAKARAN. T	/	/	/	/	/	/	/	/
28	15UCEC027	RAGAMATHULA.N	/	/	/	/	/	/	/	/
29	15UCEC028	RAMYA.K	/	/	/	/	/	/	/	/
30	15UCEC030	RAVIKUMAR.S	/	A	A	A	A	A	A	A
31	15UCEC033	SURYA PRAKASH.S	A	A	A	A	/	/	/	/
32	15UCOM013	GOWTHAM.G	/	A	A	A	/	/	/	/
33	15UCOM025	JANANI. R	/	/	/	/	/	/	/	/
34	15UCOM030	MANOJRAJA.C	/	A	A	A	/	/	/	/
35	15UCOM036	NANDINI. R	/	/	/	/	/	/	/	/
36	15UCOM037	NAVEEN. M	/	A	A	A	/	/	/	/
37	15UCOM040	NITHIYA DHARSHINI.G	/	/	/	/	/	/	/	/
38	15UCOM042	SANDHIYA.S	/	/	/	/	/	/	/	/
39	15UCOM049	REETHIGA.D	/	/	/	/	/	/	/	/
40	15UCPA007	CHANDRU.G	A	X	/	/	A	A	A	A
41	15UCPA014	KAVITHA. S	/	A	A	A	/	/	/	/
42	15UCPA025	MYTHILI. V	/	/	//	/	A	A	A	A
43	15UCPA030	NIVEDIKA.T	/	A	A	A	/	/	/	/
44	15UCPA045	SHARMILA.I	/	/	/	/	A	A	A	A
45	15UCPA058	VISHNUKUMAR.P	/	/	/	/	A	A	A	A
Initial of the Faculty			SA	GM	GM	GM	SA	SA	SA	SA

Staff Handled:

1. Mr. S.Arumugaraj (SA)
2. Ms. G.Manju (GM)

Course Coordinator



HOD/ Training and Placement Cell  
Mr. K.K. SURESHKUMAR  
PLACEMENT OFFICER  
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DEPARTMENT OF TRAINING AND PLACEMENT CELL

17VPCFA –ASSOCIATE TRANSACTIONAL F&A IN BUSINESS PROCESS

MANAGEMENT (INFOSYS)

QUESTION PAPER

**Date: 12.10.2017 (Thursday), 10.00 am – 11.30 am**

**Time: 1½ hours**

**Max. Marks: 100**

**Section – A (100 x 1 = 100 Marks)**

**Answer ALL the Questions**

1. BPM stands for \_\_\_\_\_.
  - a) Business process Management
  - b) Business Progress Measurement
  - c) Best Personnel Manager
  - d) Business People Movement
2. NASSCOM stands for \_\_\_\_\_.
  - a) New Accounting Standard for Service Companies
  - b) National Association for Software & Service Companies
  - c) New Application and Software Service in Computer
  - d) North American Shipping Service Communities
3. ISPs meant for \_\_\_\_\_.
  - a) International Service Programmers
  - b) Indian Service Professionals
  - c) Indian Service Providers
  - d) Integrated System Processors
4. KPI means \_\_\_\_\_.
  - a) Key Process Identification
  - b) Key Promotion Improvement
  - c) Key Procurement Identification
  - d) Key Performance Indicators
5. ITeS stands for \_\_\_\_\_.
  - a) Information Technology Enabled Services
  - b) Industrial Training for Eligible Students
  - c) Institutional Training for Eligible Staff
  - d) Information Technology in European Standards
6. P2P stands for \_\_\_\_\_.
  - a) Purchase To Pay
  - b) Procure To Pay
  - c) Purchase To Plan
  - d) Promise To Pay
7. O2C stands for \_\_\_\_\_.
  - a) Order To Count
  - b) Order To Credit
  - c) Order To Cash
  - d) Order to Cancel



Associate Transactional Finance and Accounting in BPM (Infosys)

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8. PO means \_\_\_\_\_.
- a) Personal Opinion                      b) Personal Office      c) Pay Order                      d) Purchase Order
9. This refers to a notice sent by the supplier along with the goods, advising the customer of the goods delivered.
- a) Debit Note                      b) Credit Note                      c) Delivery Note                      d) Promissory Note
10. GRN means \_\_\_\_\_.
- a) Goods Record Number                      b) General Record Note
- c) Goods Received Note                      d) Goods Record Note
11. AP denotes \_\_\_\_\_.
- a) Average Period                      b) Advance Payment      c) Accounts Payable      d) Amount Pending
12. Who creates the invoice, debit note and delivery note?
- a) Buyer                      b) Seller                      c) Customer                      d) Middlemen
13. This is a written request to a vendor to supply materials or services.
- a) Invoice                      b) Purchase Order      c) Memo                      d) Debit note
14. This PO is created for one-time purchase of materials.
- a) Blanket PO                      b) Standard PO                      c) Contract PO                      d) Planned PO
15. SAP denotes \_\_\_\_\_
- a) Sample Analysis & Programme                      b) System Analysis & Products
- c) System Annexure & Products                      d) System Application & Products
16. All the transactions related to P2P is included in \_\_\_ module.
- a) AR                      b) AP                      c) Inter- company                      d) Inventory
17. EDI stands for \_\_\_\_\_.
- a) Electronic Data Interchange                      b) Expected Date of Installment
- c) Empowerment Department in India      d) Enrolled Doctors in India
18. This document indicates the description, quantity, rate, amount and the date of delivery of goods from the seller for credit sale.
- a) Invoice                      b) GRN                      c) Debit note                      d) Delivery Note
19. RfQ is also known as \_\_\_\_\_.
- a) PR                      b) PO                      c) RfP                      d) DN
20. PR stands for \_\_\_\_\_.
- a) Purchase Receipt                      b) Purchase Register      c) Payment Record                      d) Purchase Requisition
21. This form is used to gather information about an independent contractor.
- a) Form W-7                      b) Form W-8                      c) Form W-9                      d) Form W-10









35. Which of the following one is not a valid reason for Check (cheque) returns?  
 a) Signature mismatched    b) Material Alteration    c) Sufficient Funds    d) Validity expired
36. GAAP stands for \_\_\_\_\_.  
 a) Global Application for Accounts Payable    b) Generally Accepted Accounting Principles  
 c) Global Accounting Accepted Principles    d) General Applications for Accounts Payable
37. IFRS stands for \_\_\_\_\_.  
 a) Indian Financial Reporting Service    b) Indian Forest Range Service  
 c) Institute of Forensic Research Studies    d) International Financial Reporting Standards
38. KPO stands for \_\_\_\_\_.  
 a) Knowledge Process Outsourcing    b) Knowledge Providing Organization  
 c) Known Purchase Order    d) Korean Petroleum Organization
39. Which of the following one is not included in 3 way matching?  
 a) Invoice Price  $\leq$  PO Price    b) Quantity Billed  $\leq$  Quantity Ordered  
 c) Quantity Billed  $\leq$  Quantity Received    d) Quantity Billed  $\leq$  Quantity Accepted
40. FOB stands for \_\_\_\_\_.  
 a) First Outcome Basis    b) Fruits and Oil Business    c) Free On Business    d) Free On Board
41. Any accounting period without regard to its relationship to a calendar year is \_\_\_\_\_.  
 a) Previous Year    b) Financial Year    c) Assessment Year    d) Fiscal Year
42. Dunning letters are also called as \_\_\_\_\_.  
 a) Complaint letters    b) Circular letters    c) Order letters    d) Collection letters
43. COD stands for \_\_\_\_\_.  
 a) Cash On Delivery    b) Common Office Document  
 c) Credit On Durables    d) Commission On Delivered goods
44. TAT is meant for \_\_\_\_\_.  
 a) Total of Accounting Transaction    b) Turn Around Time  
 c) Turn Against Time    d) Total Average Time
45. Time is \_\_\_\_\_.  
 a) Adjustable    b) Perishable    c) Retrievable    d) Storable
46. The main aim of prioritization is \_\_\_\_\_.  
 a) to avoid a crisis    b) to avoid delay    c) to avoid credit    d) to avoid damage
47. Time management is required for \_\_\_\_\_.  
 a) only individual level    b) only management level  
 c) Both individual and management level    d) neither individual nor management level



  
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Associate Transactional Finance and Accounting in BPM (Infosys)











72. IFX stands for \_\_\_\_\_.
- a) Interactive Financial Exchange                      b) Indian Financial Exchange  
c) Integrated Foreign Exchange                      d) Information Filed Exchange
73. MICR is meant for \_\_\_\_\_.
- a) Magnetic Ink Character Recognition                      b) Management of Investment Control Reforms  
c) Monetary Information Credit Register                      d) Monthly Interest Control Register
74. ASTD denotes for \_\_\_\_\_.
- a) American Society for Training and Development                      b) Actual Sales Turnover Data  
c) Average Sales Turnover in Days                      d) Asian Society for Trade and Development
75. This measure is used to identify which the employees need training.
- a) Motivation                      b) Incentives                      c) Performance Appraisal                      d) Rewards
76. This survey is one of the best feedbacks for professionals and also called as multi-source feedback.
- a) 360 degree feedback survey                      b) 90 degree feedback survey  
c) 0 degree feedback survey                      d) 30 degree feedback survey
77. What is the main purpose of Bank Reconciliation?
- a) To locate cashiers mistake                      b) To find out cash balances  
c) To find out bank balances                      d) Reconciliation of the cash book and bank balances
78. An unapplied funds are parked in \_\_\_\_\_.
- a) Reserve                      b) Provisions                      c) Suspense                      d) Bad debts
79. Misapplied cash means \_\_\_\_\_.
- a) Cash posted to correct account                      b) Cash posted to incorrect account  
c) Cash not posted to any other account                      d) Cash posted to twice the correct account
80. KSC is the short form of \_\_\_\_\_.
- a) Knowledge, Skills & Competence                      b) Knowledge, Skills & Control  
c) Keeping Sales certificate                      d) Knowledge ,Secured & Control
81. MES stands for \_\_\_\_\_.
- a) Manufacturing Executive System                      b) Marketing Enabled Service  
c) Motivate the Employees Savings                      d) Marketing Engineers Society
82. It is a document used to acknowledge the receipt of the shipment of goods.
- a) FD receipt                      b) Dock Receipt                      c) Bill of Lading                      d) FPR
83. \_\_\_\_\_ is calculated for each new customer.
- a) Credit Score                      b) Debit Score                      c) Account Balance                      d) Private estate



  
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96. This is a deficit in a bank account caused by drawing more money than the account holds.  
a) Cash credit                      b) Advances against goods      c) Overdraft                      d) Bounty
97. Which of the following ratio helps to measure the exact liquidity position of the company?  
a) Quick ratio                      b) Inventory ratio                      c) Debt-equity ratio                      d) Working capital ratio
98. A legal document between a lender and a borrower where the borrower promises to repay the loan by a given date is called as \_\_\_\_\_.  
a) Bill of lading                      b) Dock warrant                      c) Bill of exchange                      d) Promissory note
99. A business that is owned and operated by one individual is called \_\_\_\_\_.  
a) Sole Proprietorship                      b) Partnership                      c) Company                      d) Co-operative
100. Excess of current assets over current liabilities is called as \_\_\_\_\_.  
a) Working capital                      b) Seed capital                      c) Venture capital                      d) Paid-up capital



  
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## DEPARTMENT OF TRAINING AND PLACEMENT CELL

### 17VPCFA -ASSOCIATE TRANSACTIONAL F&A IN BUSINESS PROCESS MANAGEMENT (INFOSYS) - MARK STATEMENT

SI NO.	REG.NO.	Theory - I	RESULT	GRADE
1	15UBAC017	41	PASS	C
2	15UBAC018	ABSENT	-	-
3	15UBAC042	40	PASS	C
4	15UBAC045	41	PASS	C
5	15UCB1010	ABSENT	-	-
6	15UCB1016	57	PASS	B
7	15UCB1019	64	PASS	B+
8	15UCB1029	ABSENT	-	-
9	15UCB1036	64	PASS	B+
10	15UCCA041	69	PASS	B+
11	15UCCA079	47	PASS	C
12	15UCCA084	42	PASS	C
13	15UCCA097	42	PASS	C
14	15UCCA108	42	PASS	C
15	15UCCA111	57	PASS	B
16	15UCCA117	81	PASS	A+
17	15UCCA120	74	PASS	A
18	15UCEC010	ABSENT	-	-
19	15UCEC014	ABSENT	-	-
20	15UCEC015	ABSENT	-	-
21	15UCEC017	60	PASS	B+
22	15UCEC018	32	FAIL	FAIL
23	15UCEC020	40	PASS	C
24	15UCEC021	58	PASS	B
25	15UCEC023	52	PASS	B
26	15UCEC024	ABSENT	-	-
27	15UCEC025	49	PASS	C
28	15UCEC027	ABSENT	-	-
29	15UCEC028	57	PASS	B
30	15UCEC030	ABSENT	-	-



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# KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)

ERODE - 638 107

## DEPARTMENT OF TRAINING AND PLACEMENT CELL


### 17VPCFA - ASSOCIATE TRANSACTIONAL F&A IN BUSINESS PROCESS MANAGEMENT (INFOSYS) - MARK STATEMENT

SI NO.	REG.NO.	Theory - I	RESULT	GRADE
31	15UCEC033	ABSENT	-	-
32	15UCOM013	67	PASS	B+
33	15UCOM025	76	PASS	A
34	15UCOM030	57	PASS	B
35	15UCOM036	85	PASS	A+
36	15UCOM037	64	PASS	B+
37	15UCOM040	65	PASS	B+
38	15UCOM042	62	PASS	B+
39	15UCOM049	45	PASS	C
40	15UCPA007	ABSENT	-	-
41	15UCPA014	76	PASS	A
42	15UCPA025	50	PASS	B
43	15UCPA030	70	PASS	A
44	15UCPA045	ABSENT	-	-
45	15UCPA058	ABSENT	-	-


90-100	A++ - Outstanding		60-69	B+ - Good
80-89	A+ - Excellent		50-59	B - Average
70-79	A - Very Good		40-49	C - Satisfactory

#### SUBJECT DETAILS


CODE	SUBJECT	MAX.MARKS
Theory - I	Associate Transactional F&A in Business Process Management (Infosys)	100

  
Course Coordinator

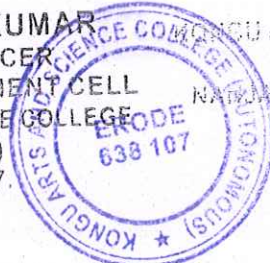
**Dr. N. RAMAN**  
PRINCIPAL,  
KONGU ARTS AND SCIENCE COLLEGE  
(AUTONOMOUS)  
NANJANAPURAM, ERODE - 638 107.

  
HOD/ Training and Placement Cell

**Mr. K.K. SURESHKUMAR**  
PLACEMENT OFFICER,  
TRAINING AND PLACEMENT CELL  
KONGU ARTS AND SCIENCE COLLEGE  
(AUTONOMOUS)  
ERODE - 638 107.

  
Principal

**Principal**  
KONGU ARTS AND SCIENCE COLLEGE  
(AUTONOMOUS)  
NANJANAPURAM, ERODE - 638 107







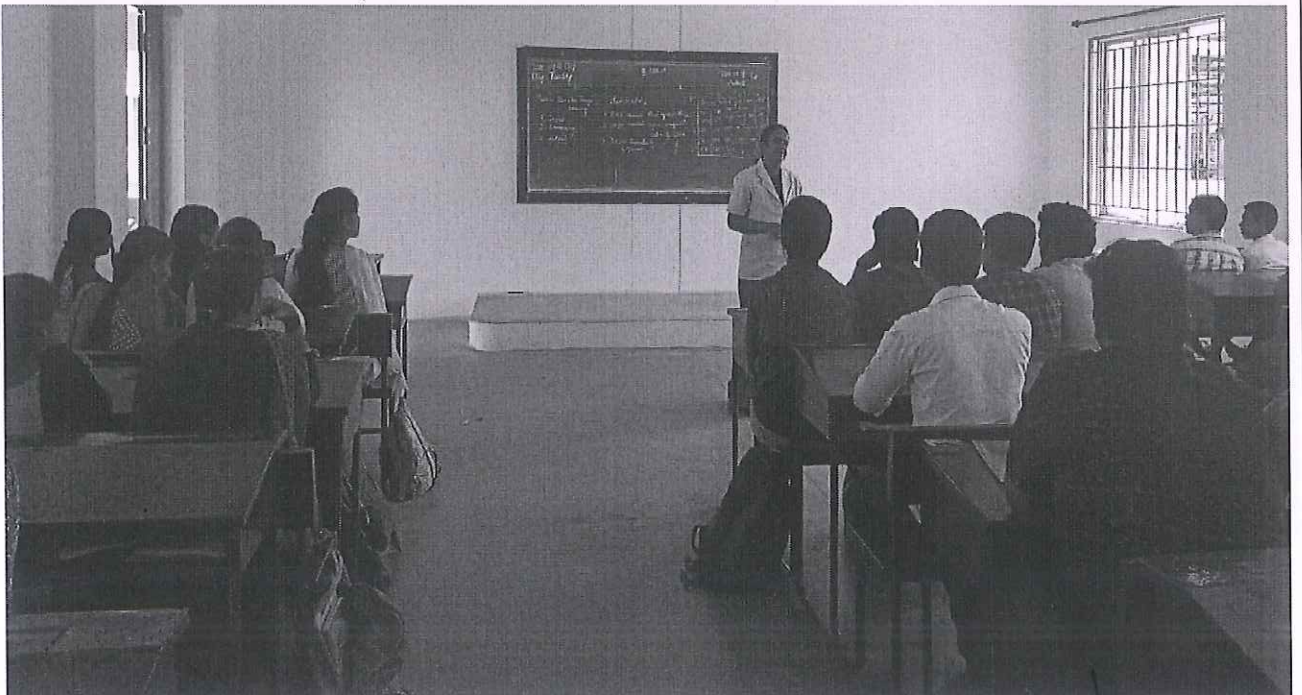
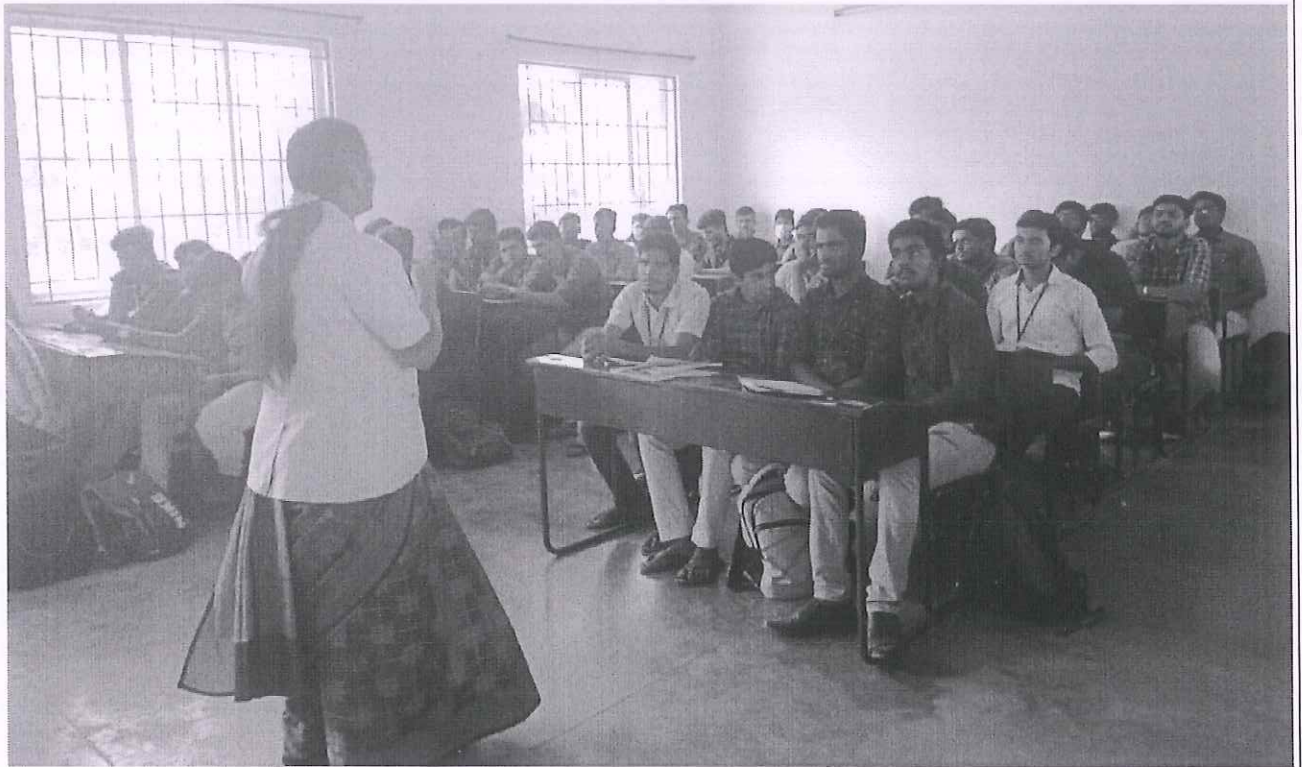
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DEPARTMENT OF TRAINING AND PLACEMENT CELL

17VPCFA - ASSOCIATE TRANSACTIONAL F&A IN BUSINESS PROCESS MANAGEMENT  
(INFOSYS) - PHOTOGRAPH



Dr. N. RAMAN  
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**DEPARTMENT OF TRAINING AND PLACEMENT CELL**

**17VPCFA – ASSOCIATE TRANSACTIONAL F&A IN BUSINESS PROCESS MANAGEMENT  
(INFOSYS) - STUDENTS FEEDBACK**

Name of the Student	
Register Number	
Department	
Year	

Parameters	Yes	No	
The Course content was in line with my expectations	Yes	No	
General content of the Course	Excellent	Good	Average
The Course provided additional knowledge and skill	Yes	No	
Well-designed Practical sessions	Yes	No	
Schedule of the classes and other relevant details have been informed promptly	Yes	No	
Course materials provided were useful	Yes	No	
Provides scope for self-employment and fulfills the industrial needs	Yes	No	

Student Signature



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## KONGU ARTS AND SCIENCE COLLEGE

(AUTONOMOUS)

Affiliated to Bharathiar University, Coimbatore

Approved by UGC, AICTE, New Delhi and Re-accredited by NAAC

(An ISO 9001:2015 Certified Institution)

NANJANAPURAM, ERODE - 638 107.



### KASC ACADEMY OF EXCELLENCE

## Certificate

This Certificate is awarded to



**DINESHKUMAR V**

III B.Com (CA)

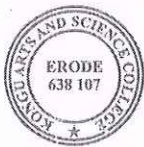
for the successful completion of the Certificate Course in

Associate Transactional F&A in Business Process Management (Infosys)

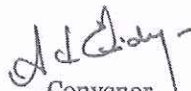
with C Grade conducted by the

Training and Placement Cell

during the Academic Year 2017 -2018



  
Course Coordinator

  
Convenor  
Academy of Excellence

  
Principal

  
Correspondent

90 - 100 : A++ - Outstanding  
80 - 89 : A+ - Excellent

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60 - 69 : B+ - Good

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**Dr. N. RAMAN**  
PRINCIPAL

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