#### Dr.Mahalingam College of Engineering and Technology, Pollachi-642003

#### Office of Dean Research and Innovation

#### Report

### "Going through peer review, Creating & managing author profile"

Date: 17.06.2023

#### **About the Session**

The Office Dean Research and Innovation organized a Knowledge Sharing Session for the benefit of the Faculty members of MCET. The session details are given below for your kind reference.

S.No	Name of the Resource Person	Topic	Date &Time	Venue	No of Participants
1	Dr. N. Natarajan, ASP/Civil	Going through peer review, Creating & managing author profile	20.05.2023 & 9.30am to 11.30am	EEE Seminar Hall	93

Dean R&I delivered Inaugural address and welcomed the Resource Person and participants to the session. The welcome address commenced by expressing gratitude for the presence of Dr. N. Natarajan, Associate Professor/Civil Engineering at the session. The address acknowledged the Resource Person's notable achievements on Research and contributions in their field, which have served as an inspiration to many. In addition, the Dean of Research and Innovation expressed sincere appreciation to Dr. N. Natarajan for their valuable contributions to research article publications in renowned journals indexed in Q1, Scopus, and other reputable sources.

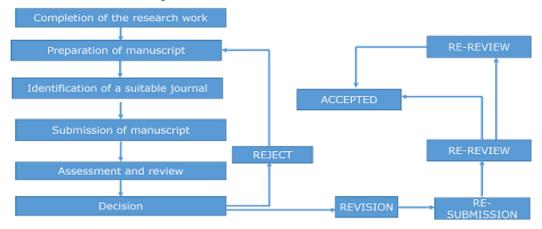
During the address, the Dean of Research and Innovation discussed the forthcoming External Expert sessions in Knowledge Sharing Session and outlined the management's expectations from the faculty members during the appraisal meeting.

# **Topics Covered:**

#### **Publication process**

The publication process was discussed by the resource person.

# Publication process

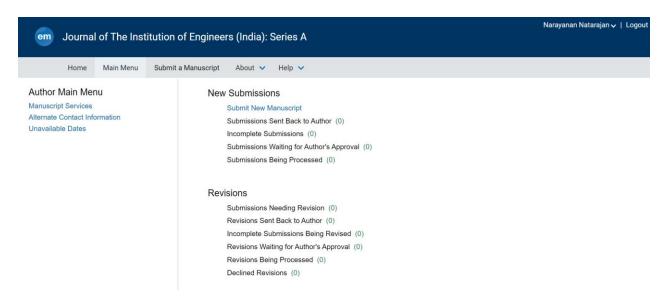


# **Submission Process in Springer**

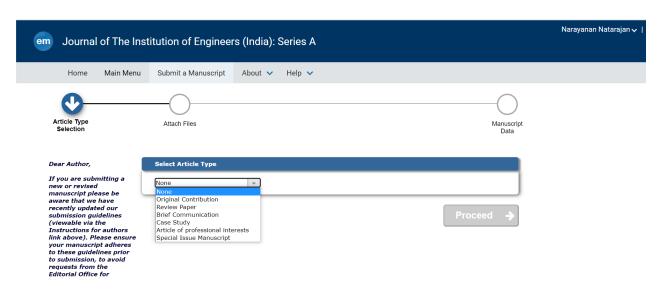
Login into the springer Journal page.



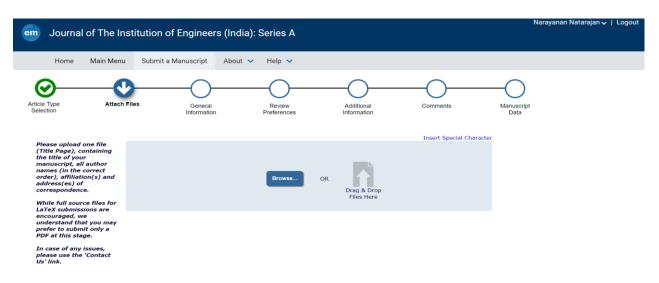
Select main menu and click on submit New Manuscript option.



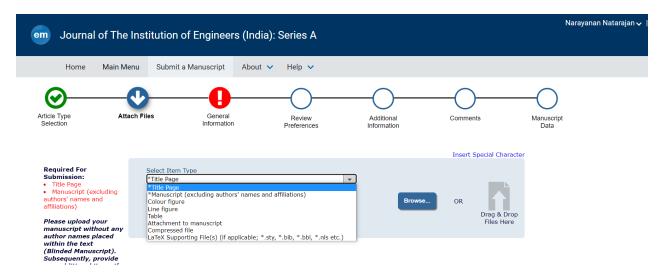
Select none from Select Article Type.



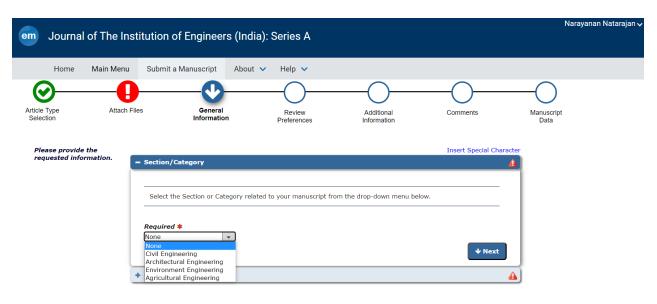
Browse and drop the required file.



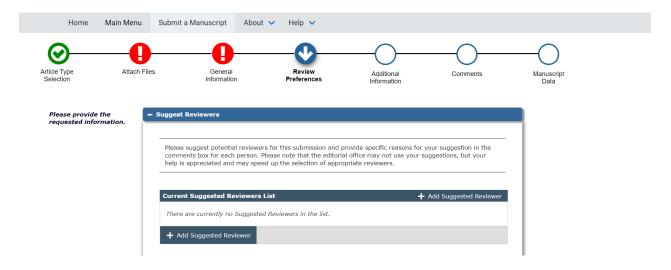
To attach the title page, select title page from Select Item Type drop down menu.



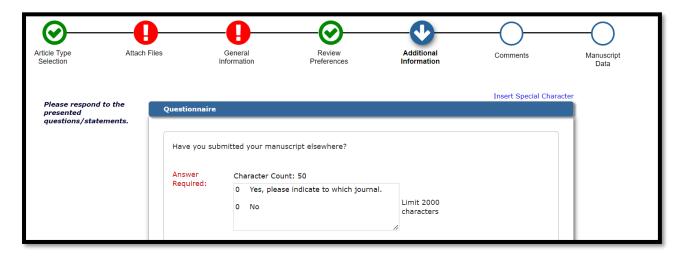
Select the section or category related to your manuscript from thr drop down menu.



Add suggested reviewers in this page.



Select an appropriate answer from the Questionnaire.



# Declarations Have you included all required declarations statements in your manuscript including the subheadings listed below and the relevant information under each? • Competing interests • Funding For more information on what is required for each statement please consult the instructions for authors using the link at the top of the page. Please use the 'Contact Us' link above if you require further assistance. Answer Required: Please select a response Please select a response.

#### **Conflict of interests**

- 1. Financial
- 2. Non-financial

#### 1. Financial/tangible

The most common type of conflict of interest in research is financial connections, such as:

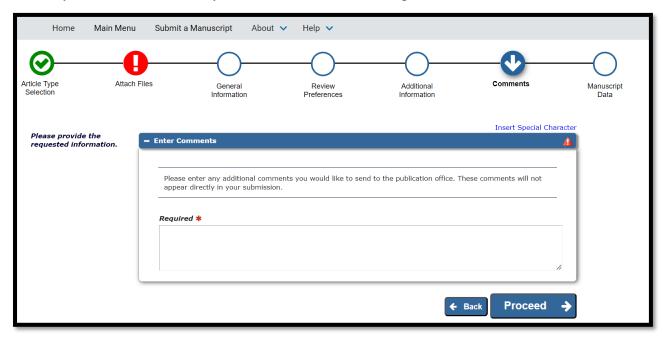
- Sources of funds/grants for the research conducted
- Receipt of a consulting fee from a company manufacturing the drugs/equipment used in the research
- Other financial connections that might influence an individual's thinking and affect the research outcome.

#### 2. Non-financial/intangible

• The most common non-financial conflicts of interest in research are personal relationships or professional affiliations.

• For example, this type of conflict of interest would exist if an author is the spouse/sibling/child of the editor of the journal to which they submit a manuscript or if the editor is, or was until recently, a supervisor who the author reported to.

Enter any additional comments you would like to send to the publication office.

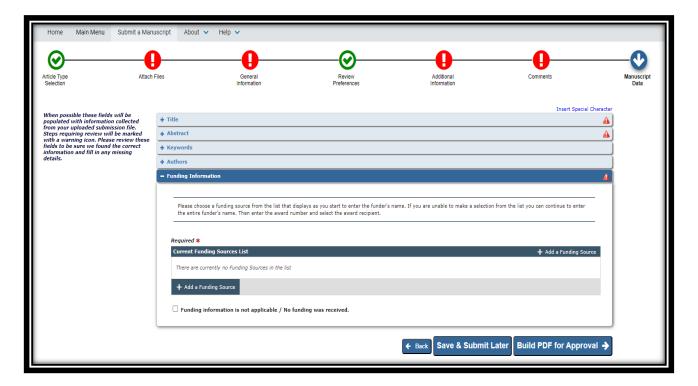


#### Attached the cover letter with manuscript

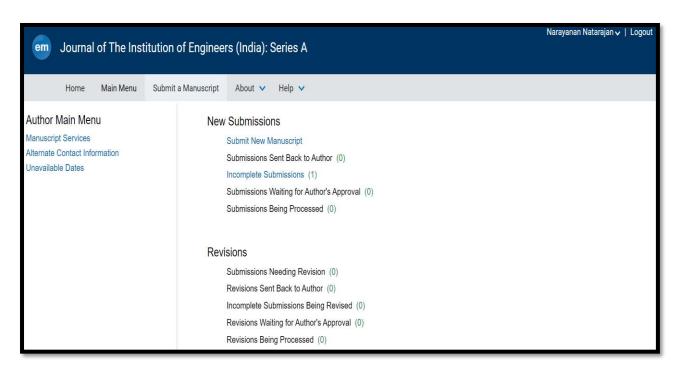
#### Sample cover letter

[Your Name] [Your Affiliation] [Your Address]	
Dear [Editor name],	
I/We wish to submit an original research article entitled "[title of article]" for consideration by [journal name].  I/We confirm that this work is original and has not been published elsewhere, nor is it currently under consideration for publication elsewhere.	
In this paper, I/we report on / show that This is significant because We believe that this manuscript is appropriate for publication by [journal name] because it [specific reference to the journal's Aims & Scope]	
[Please explain in your own words the significance and novelty of the work, the problem that is being addressed, and why the manuscript belongs in this journal. Do not simply insert your abstract into your cover letter! Briefly describe the research you are reporting in your paper, why it is important, and why you think the readership of the journal would be interested in it.]	
We have no conflicts of interest to disclose.	
Please address all correspondence concerning this manuscript to me at [email address].	
Thank you for your consideration of this manuscript.	
Sincerely,	
[Your name]	
[Date]	

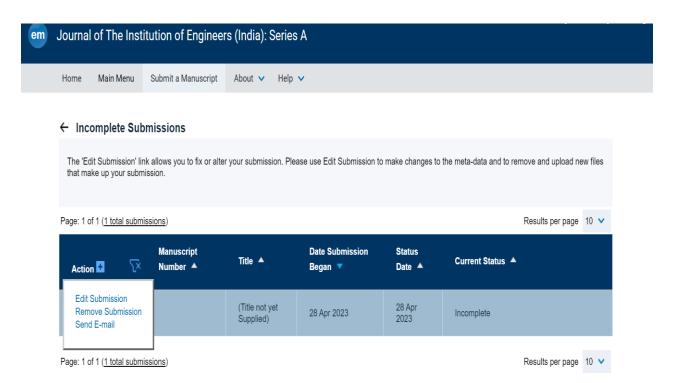
#### Add a Funding source and Select Build PDF for Approval option



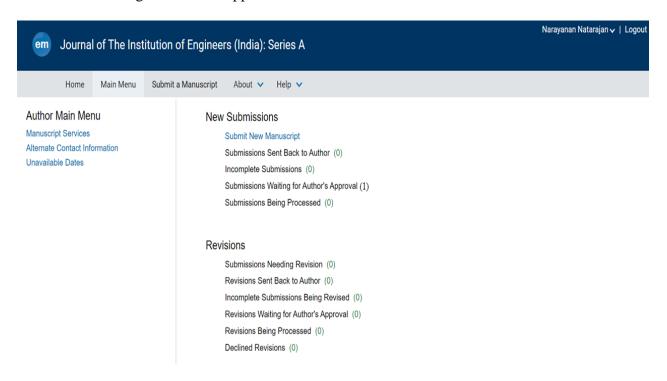
Still the manuscript was in Incomplete Submission stage



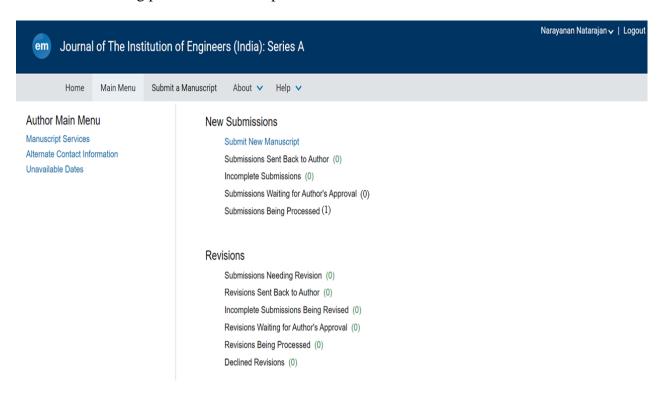
In Incomplete Submission, Edit Submission Link allows you alter the submission. The Author can delete and upload a new file.



#### Submission waiting for Authors approval.



Submission is being processed and accepted.



Never ever submit the same manuscript to multiple journals. Two reasons to avoid the submission of same manuscript to multiple journals are

- 1. The main one is because submitting a manuscript to more than one journal at the same time is a waste of reviewers' time, and that time is precious to editors. Finding suitably qualified reviewers is one of the hardest parts of an editor's job.
- 2. The second reason why editors discourage multiple submissions is because they fear that some authors would let their work be published in more than one journal. Such multiple publication is only permissible under certain, specific circumstances, for example a journal might publish a translation of an article it considered particularly relevant to its readers that would otherwise be inaccessible because it was first published in another language. However, such multiple publications must always be clearly referenced to the first publication and acknowledge the original source.

Both of a submissions being sent to the same reviewer,

- 1. Rejection of the paper by both the journals
- 2. Loss of rights for any more submissions in those journals
- 3. Dismissal from the institute

Editorial office will perform the following editorial check

- 1. Manuscript guidelines (headings/subheadings, line spacing, font size, font type, Quoting references, Fig./Figure.)
- 2. References format
- 3. Artwork quality check
- 4. Language

Technical check by Editor/Associate editor. The A

- 1. Title, abstract, keywords
- 2. Introduction
- 3. Novelty
- 4. Objectives/aims
- 5. Redundant text
- 6. Length of the manuscript
- 7. References format

#### Peer review process

- 1. Editor assigns the manuscript to a topical editor/associate editor
- 2. Associate editor assigns 2-3 reviewers (Time taking process)
- 3. Reviewers review the manuscript
- 4. Reviewers recommend a decision to the editor
- 5. Associate editor takes a final decision after receiving the reviews from the reviewers
- 6. Total time taken to review the manuscript is 3-6 months or more (Depending on the journal)
- 7. If you do not receive any comments from publication office within 3 to 6 months, You can always send a mail to the editorial office requesting for the current status of your submission.

#### MANUSCRIPT DECISIONS

#### **Reasons for rejection**

- 1. Out of scope of the journal
- 2. Lack of novelty
- 3. Study was poorly designed
- 4. Conclusions made are not supported by proper results
- 5. Discussions are not deep
- 6. Manuscript poorly written or organised
- 7. Journal receiving large number of submissions

When the paper is rejected by the Associate editor,

- 1. Read the reviews carefully
- 2. Do additional experiments or simulations if required
- 3. Include some more work to expand the paper if needed
- 4. Rewrite/revise the manuscript based on the reviewers' comments

#### Resubmission to the same journal

The author should address the issues from the previous review and resubmit paper to same journal.

Submission to an alternate journal (Higher or lower impact factor)

The author must address the issues from the previous review and format the paper as per the new journal guidelines.

#### **Benefits of rejections**

- Learn from your past failures and improve your writing skills
- Fast rejection is actually a blessing in disguise.

#### MAJOR/MINOR REVISION





# Preparing the rebuttal

Prepare a separate document with a point to point reply for the queries raised by the reviewers For example:

Comment 1: Meaning not clear whether x happened

Response: Sentence re-written to show that x actually happened

Comment 2: Period missing in line no 233 (page 2)

Response: Period inserted

- Reply to the comments in a polite and scientific manner
- Highlight the changes you have made in the revised manuscript with a different color or highlighter
- This document MUST be submitted along with the revised manuscript during re-submission
- You can choose to defend yourself for some of the comments but should be done politely with strong arguments
- Discuss the reviews with collaborators and mentors if necessary
- Consider which issues are critical.
- Give way on minor inconsequential points
- You MUST add the references that are being suggested by the reviewers
- Re-write unclear or incomplete text
- Request colleagues or friends to go through for additional comments before submission
- A new cover letter should be prepared for the re-submission thanking the editor and reviewers
- Figure quality has to be re-checked
- Figure and table numbers should be re-checked
- References should be included for the new citations inserted in the text
- Manuscript should be thoroughly proof-read for grammatical and spelling errors
- Don't forget to upload any annexures or additional files during this submission

#### **Resubmissions:**

Resubmission of manuscript includes

- 1. New cover letter
- 2. Revised manuscript
- 3. Document with point to point responses

After the resubmission of manuscript,

- The revised manuscript is sent back to the reviewers for review
- The reviewers can be same or different
- Sometimes reviewers may send some more review comments to improve the quality of submission.
- If the reviewers are satisfied the manuscript is accepted for publication
- Rarely, it can also be rejected.

When the work is approved, the editorial office sends a letter of final approval.

Ref.: Ms. No. AMSURG-D-09-00455R1
The effect of excisional biopsy on the accuracy of sentinel lymph node mapping in early stage breast cancer: Comparison with core needle biopsy.
The American Surgeon

Dear Dr.

I am pleased to inform you that your revised work has been accepted for publication in The American Surgeon.

You will receive proofs electronically from the printer approximately six weeks prior to publication. If your email address changes, you need to go to "Update my Information" on Editorial Manager to make that correction. When you receive the proofs, they should be returned to the printer within 48 hours to ensure inclusion of your article in the journal.

Once the editorial office has provided a Final Acceptance letter,

- 1. You will have asked to choose if you are going for open access or subscription model
- 2. Wait for the accepted article proofs to be sent to you
- 3. Always check the proof. Sometimes there may be lot of errors in them
- 4. Some journals have special online system for proof reading and making changes in proofs
- 5. You cannot make any major changes at this point of time
- 6. Some journals will charge you if you want to make major changes at this juncture.
- 7. Attached with the proofs is an author query form which you should carefully answer!
- **8.** If you want your figures to be printed in color you have to pay separate charges for each figure.

#### Reprints order form

- 1. Once published, all the rights of your paper goes to the publisher
- 2. You cannot distribute your paper without permission of the publisher
- 3. Now your article is published and will be posted online shortly with doi
- 4. In some journals, they post the accepted manuscripts as it is with a mention "uncorrected proof" before proofreading
- 5. Volume, issue and page numbers will be assigned depending the publishing speed of the journal.
- 6. Then, it will be indexed in SCOPUS/WEB OF SCIENCE, etc.
- 7. Some journals have the option "OPEN REVIEW"

#### **Retraction Watch**

An engineering Journal has retracted an article that was posted on a website claiming to sell author positions. The retraction comes nearly two years after we reported on the website and a whistle blower informed the journal.

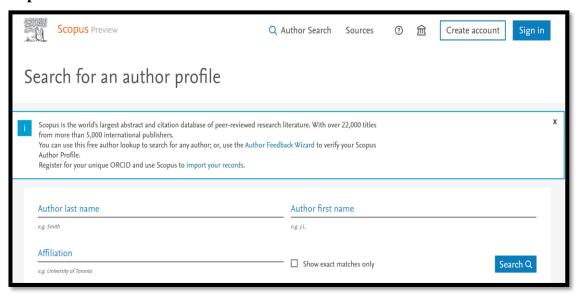
#### **CREATING AUTHOR PROFILE**

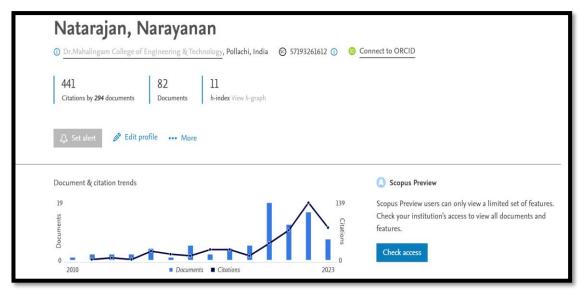
#### **Author profiles:**

# Google scholar

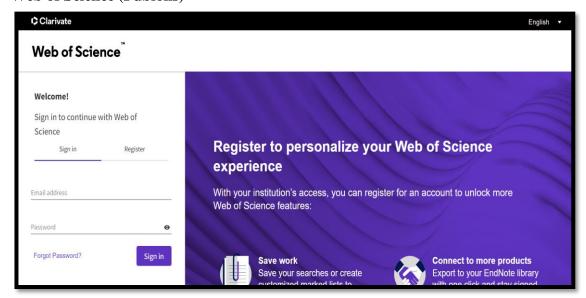


#### **Scopus**

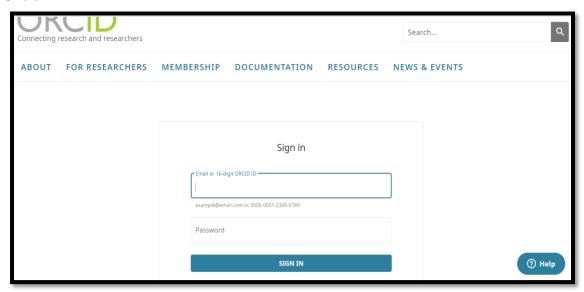


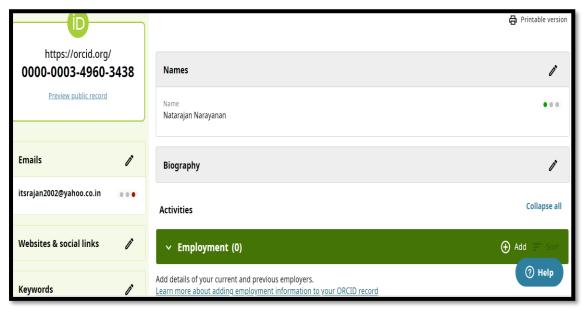


#### Web of Science (Publons)

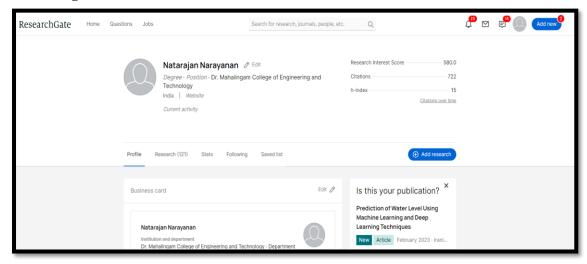


#### Orcid





#### Researchgate



#### **IRINS**



#### **Valedictory Address**

Dean R&I winded up the session with a Vote of Thanks. He extended his gratitude of thanks to Resource Person and all participants for the successful completion of Workshop. He also honors the resource person and presents him with a certificate of appreciation.

#### Feedback and Assessment

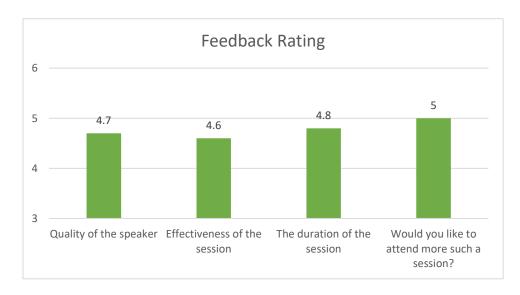
Feedback was collected from all participants and they shared positive views about the session. Based on the topic discussed multiple choice questions assessment was given to participants to assess the effectiveness of the session.

- 1. Which type of article can be uploaded in a journal?
  - A. Research article
  - B. Review article
  - C. Short communication
  - **D.** All of the above ✓
- 2. Cover letter for the journal can be entered/typed in the \_\_\_\_\_section while uploading the manuscript

	A. Files upload
	B. Comments ✓
	C. Potential reviewers
	D. Article type
3.	Journal portal also provides the options for entering the list of opposing reviewers while
	submitting the manuscript
	A. <b>True</b> ✓ B. False
4.	The copyright transfer agreement is collected from the authors
	A. Before submission of the manuscript
	B. During the review process
	C. After acceptance of the manuscript ✓
	D. None of the above
5.	After submitting the manuscript to the journal, the editor sends the paper to the
	A. Reviewers
	B. Associate editor ✓
	C. Author
	D. All of the above
6.	decision is never taken by the journal for any manuscript submission
	A. Minor revision
	B. Major revision
	C. Accept as it is ✓
	D. Rejection
7.	The editor offers a chance for the authors to get their paper published under thecategory.
	A. Minor revision
	B. Major revision
	C. Reject with resubmission
	D. All of the above ✓
8.	i -10 index number indicates that an author is havingpapers with each one
	havingcitations
	A. N, 100
	B. N, 10 ✓
	C. 10, 100
	D. 10, 10
9.	H- index indicates that an author is having papers with each one having
	citations
	A. 10, H
	B. H, 10
	C. H, H ✓
	D. 10, 100
10	. Revision is mandatory for any manuscript submission since it helps in improving the
	of the paper.
	A. References

- B. Quantity
- C. Metrics
- D. Quality ✓
- 11. Following the \_\_\_\_\_\_ is very important for the submission of the manuscript in the journal portal.
  - A. Author guidelines ✓
  - B. Journal webpage
  - C. Impact factor
  - D. Indexing
- 12. During the submission of the revised manuscript, \_\_\_\_\_has to be submitted along with the revised manuscript.
  - A. Author guidelines
  - B. Rebuttal ✓
  - C. Copyright agreement
  - D. Money
- 13. While addressing each comment of the reviewers, the author should \_\_\_\_\_\_with the reviewers.
  - A. Agree
  - B. Disagree
  - C. Agree or disagree ✓
  - D. None of the above
- 14. Under certain circumstances, the author can request the editor in charge to reconsider the decision on their manuscript
  - A. True ✓
  - B. False
- 15. \_\_\_\_\_\_ is the option where the author can make his /her paper available for everyone to download.
  - A. Subscription model
  - **B.** Open access ✓
  - C. Both
  - D. None of the above

#### **Feedback Rating:**



# **Participants Score Distribution**



#### **Interaction:**

# How to find the duplicate Journal?

Examine the list of journals. We can determine whether a journal is authentic or duplicate based on the name alone.

# What is the appropriate tense used in Manuscript?

Use present tense to write a manuscript. You may also use past tense, but whatever tense used, use throughout the manuscript.









# **Outcomes**

❖ As outcomes of the session, participants are able to understand Publication process, Peer Review process and how to Create and Manage Author Profile.

Dean R&I

S. Runkauer

Principal

-Sd-

Secretary

# Dr. Mahalingam College of Engineering and Technology, Pollachi - 642003 Office of Dean Research & Innovation

# **Knowledge Sharing Session - Faculty Attendance**

Venue: Electrical Seminar Hall

Time: 9:30 am - 11:30 am

Date: 20.05.2023

S.No.	Name of the Faculty  Members with Designation	Department	Signature
1.	R. SHERINE JENNY, APCED)	ECE	R. Shereie Terry
2.	N. SUGIRTHAM, AP	ECE	Supris
3.	T. RANAGA SABAPATUR, AP	CSE	T. K. St.
4.	(22) PA , GETANT MITAPOCO . 1	CIE	l-5
5.	C. SUTHAVIJI AP	CE	Bamhfi
6.	S. SHARMILD, AP	Œ	Dufa.
7.	R. ANUTA, AP	CE	Retreeve.
8.	R-Bhoeallo, AP	CSE	D.R.
9.	K. ANANTHI, AP	Asads	July.
10.	R. Dhivya AP/CSE	CSE	Laure
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12.	J. ARTHUR VASANTH, AP	EEE	Au.
13.	S.NANDHINI, AP	AINDS	Nell
14.	S. Esther Nowson, AP	ALGOS	A. Su
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23.	C. Devipriya	CSE	Dedys
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29.	J. Rini	(SE (CYS)	J. R.
30.	S. YAMUNADEVI	CSE (AIRML)	#
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34.	T. Gowohaun	Apleie	T.Atti
35.		APPEC	V4-20-d
36.	C. Jayashree	AP/CSE	
37.	A. G. Riye Varstini	AP (50) /17	dod.
38.	S. Soundaniy	AP(ss) IT	S.02 Ag
39.	Ms. N. Chithra	AP Chemism	111
40.	Ms-R-Nishanthi	Aplmaths	R. Will'
41.	Ms. P. Mythwader	AP/Maths	
42.	B. Maheswan	AP/maths	B. nahmi.
43.	G. Conayathri	AP/ CSE	G.H. f
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63.	K. Radha	APICSE	
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# **Dr.Mahalingam College of Engineering and Technology, Pollachi**

## Office of Dean Research and Innovation

Topic:Going Through Peer Review and Creating and Managing Author Profile

Resource Person: Dr. N. Natarajan, ASP/CIVIL			Date: 20.05.2023
S.No.	Name of the Faculty	Designation	Score
1	Shafeek A	AP/ECE	10
2	Aarthi N	AP/EEE	10
3	SUGANYA A	AP/EEE	10
4	Selvanayakam A	AP/EEE	10
5	M.Giridharadhayalan	AP(SS)/MECHATRONICS	10
6	Gurunathan V	AP/ECE	9
7	Prabhu K	AP/CSE	9
8	Mr.M.Nithyakumar	AP/ECE	9
9	ARUN M	AP/MECH	9
10	MUTHUKUMAR T	AP/S&H	9
11	BOOPATHI RAJAN P	AP(SS)/CSE	9
12	J NAGARAJAN	AP/EEE	9
13	Kanagasabapathy. T	AP/CSE	9
14	D. Manojkumar	AP/IT	9
15	Gowtham T	AP/EIE	9
16	G Keerthika	AP/IT	9
17	Prabhu Raj M	AP/EEE	9
18	Sharmila S	AP/CIVIL	9
19	Shanmugaveni V	AP/CYS	9
20	VijayaKumar	AP/AIDS	9
21	M Bhagavathi Priya	AP/AIML	9
22	P.S.Sathish Kumar	AP/CIVIL	9
23	Bharathi R	AP/CSE	8
24	Dhivya R	AP/CSE	8
25	RAJARAJESHWARI K C	AP/ECE	8
26	M. Kavitha	AP/AMIL	8
27	K.SARANYA	AP/IT	8
28	Sathiyapriya T	AP/ECE	8
29	Theepika.K.C	AP/MCA	8
30	Priya Varshini A G	AP(SS)/IT	8
31	Praveen Kumar A	AP/CIVIL	8
32	R. ANUJA	AP/CIVIL	8
33	A VENKATESH	AP/EIE	8
34	Suthaviji S	AP/CIVIL	8
35	R Sherine Jenny	AP(SS)/ECE	8
36	Rajeswari P	AP/IT	8
37	Jayashree C	AP(SS)/CSE	8
38	Ms. V.Sathya	AP/MCA	8
39	P.Selvanayaki	AP/IT	8

40	Nivetha D	AP/S&H	8
41	S Deepa	AP/IT	8
42	Devipriya C	AP/CSE	8
43	Saravanakumar M	AP/EEE	8
44	R.VIDHYA	AP/S&H	8
45	Elakkiya R	AP/ECE	7
46	K Durgalakshmi	AP/EEE	7
47	M. Vignesh	AP/ECE	7
48	N.Nithiyameenatchi	AP/ECE	7
49	G.KARTHIKEYAN	AP/EIE	7
50	ARTHUR VASANTH J	AP/EEE	7
51	Praveen Sundra Kumar N	AP/IT	7
52	Ms. S. Dharani	AP/ECE	7
53	S.Soundariya	AP(SS)/IT	7
54	N SUGIRTHAM	AP/ECE	7
55	K.RADHA	AP/CSE	7
56	MYTHURADEVI P	AP/S&H	7
57	N. Punitha	AP/S&H	7
58	Rini Angeline Vinshia J	AP/CYS	7
59	Sudhishna K S	AP/IT	7
60	T.Sathesh Kumar	AP/EEE	7
61	Mahalingam.P.P	AP/MECH	7
62	Anand Kumar T	AP(SS)/EEE	7
63	Senthil Prabhu S	AP/CSE	6
64	Gokila C	AP/ECE	6
65	R.Nishanthi	AP/S&H	6
66	Thilagavathi S	AP/ECE	6
67	Chithra.N	AP/S&H	6
68	Saranya G	AP(SS)/IT	6
69	N. Sumathi	AP/CSE	6
70	Maheswari.B	AP/S&H	6
71	K R Gokul Anand	AP/ECE	6
72	P.Vanjipriya	AP/ECE	6
73	K.Renuka Devi	AP/IT	6
74	Rathika R	AP/CYS	6
75	A.Suganya	AP/CSE	6
76	Binisha R	AP/CSE	6
77	M. Sivakumar	AP/IT	6
78	Dr.S.Monolisa	AP/S&H	6
79	Manikandan A	AP/CIVIL	6
80	ARUN M	AP(SS)/AIDS	6
81	K. ANANTHI	AP/AIDS	5
82	Nandhini S	AP/AIDS	5
83	Abiramasundari S	AP/ECE	5
84	KIRUTHIKKA DC	AP/AIDS	5

85	A. Jayalakshmi	AP/CSE	5
86	S.Yamunadevi	AP/AIML	5
87	G.Deepa	AP/CSE	4
88	Gayathri G	AP/CSE	4
89	S.Esther nowroji	AP/AIDS	3
90	Gowri D	AP/CYS	3
91	Radhakrishnan Chandran	AP(SS)/S&H	3