ST. THOMAS COLLEGE, RANNI

Assessment Procedures of certificate /diploma courses for the academic year 2018-2019.

ASSESSMENT PERIOD 2017-2022

Assessment Procedure for Certificate & Diploma Course

Academic Year: 2018 – 2019

Certificate Course in Soil Analysis	
Course structure and Evaluation	
The course consists of a theory paper and practical. The Evaluation is based on the assignment, attendance, final written, practical and viva voce examination. Certificates are issued for the eligible students for the successful completion of the course.	
Distribution of Instructional Hours	
Theory	18hrs
Practical	12hrs
Total	30hrs
Components of Evaluation	
Attendance	5 marks
Assignment / Seminar	5 marks
Practical	30 marks
External Examination	50 marks
Viva	10 marks
Total	100 marks
Grading Pattern	
Grades are given on a 7-point scale based on the total percentage of marks secured in internal and external assessment, as given below:	
95% and above	S: Outstanding
85% to below 95%	A^+: Excellent
75% to below 85%	A: Very Good
65% to below 75%	B^+: Good
55% to below 65%	B: Above Average
45% to below 55%	C: Satisfactory
35% to below 45%	D: Pass
below 35%	F: Fail
Certificate Course in Communicative Hindi	
Course structure and Evaluation	
The course consists of a theory paper. The Evaluation is based on the assignment, attendance, internal and final written examination. Certificates are issued for the eligible students for the successful completion of the course.	
Distribution of Instructional Hours	
Module 1	10hrs
Module 2	10hrs
Module 3	10hrs
Total	30hrs
Components of Evaluation	
Attendance	5 marks
Assignment	5 marks
Internal exam	10 marks
External Examination	80 marks
Total	100 marks

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Grading Pattern

Grades are given on a 7-point scale based on the total percentage of marks secured in internal and external assessment, as given below:

95% and above	A⁺: outstanding
85% to below 95%	A: Excellent
75% to below 85%	B⁺: Very Good
65% to below 75%	B: Good
55% to below 65%	C⁺: Satisfactory
45% to below 55%	C: Fair
35% to below 45%	D: Pass
below 35%	F: Fail

Certificate Course in Nalla Malayalam

Course structure and Evaluation

The course consists of a theory paper. The Evaluation is based on the assignment, attendance, internal and final written examination. Certificates are issued for the eligible students for the successful completion of the course.

Distribution of Instructional Hours

Module 1	10hrs
Module 2	10hrs
Module 3	10hrs
Total	30hrs

Components of Evaluation

Attendance	5 marks
Assignment	5 marks
Internal exam	10 marks
External Examination	80 marks
Total	100 marks

Grading Pattern

Grades are given on a 7-point scale based on the total percentage of marks secured in internal and external assessment, as given below:

95% and above	A⁺: outstanding
85% to below 95%	A: Excellent
75% to below 85%	B⁺: Very Good
65% to below 75%	B: Good
55% to below 65%	C⁺: Satisfactory
45% to below 55%	C: Fair
35% to below 45%	D: Pass
below 35%	F: Fail

Certificate Course in Horticultural Nursery Techniques

Course structure and Evaluation

The course consists of a theory paper. The evaluation is based on the assignment, attendance, internal and final written examination. Certificates are issued for the eligible students for the successful completion of the course.

Distribution of Instructional Hours

Module 1	5hrs
Module 2	10hrs
Module 3	15hrs
Total	30hrs

Components of Evaluation	
Attendance	5 marks
Assignment	5 marks
Internal exam	10 marks
External Examination	80 marks
Total	100 marks

Grading Pattern

Grades are given on a 7-point scale based on the total percentage of marks secured in internal and external assessment, as given below:

95% and above	A^+: outstanding
85% to below 95%	A: Excellent
75% to below 85%	B^+: Very Good
65% to below 75%	B: Good
55% to below 65%	C^+: Satisfactory
45% to below 55%	C: Fair
35% to below 45%	D: Pass
below 35%	F: Fail

Certificate Course in Basic Propagation Techniques in Horticulture

Course structure and Evaluation

The course consists of a theory paper. The Evaluation is based on the assignment, attendance, internal and final written examination. Certificates are issued for the eligible students for the successful completion of the course.

Distribution of Instructional Hours	
Module 1	2hrs
Module 2	10hrs
Module 3	4hrs
Module 4	10hrs
Module 5	4hrs
Total	30hrs

Components of Evaluation	
Attendance	5 marks
Assignment	5 marks
Internal exam	10 marks
External Examination	80 marks
Total	100 marks

Grading Pattern

Grades are given on a 7-point scale based on the total percentage of marks secured in internal and external assessment, as given below:

95% and above	A^+: outstanding
85% to below 95%	A: Excellent
75% to below 85%	B^+: Very Good
65% to below 75%	B: Good
55% to below 65%	C^+: Satisfactory
45% to below 55%	C: Fair
35% to below 45%	D: Pass
below 35%	F: Fail

Diploma Course in airline Ticketing

Course structure and Evaluation

The course consists of a theory paper. This course includes 90 instructional hrs. The Evaluation is based on the assignment, attendance, class performance and final written examination .Certificates are issued for the eligible students for the successful completion of the course.

Distribution of Instructional Hours

Module 1	30hrs
Module 2	30hrs
Module 3	30hrs
Total	90hrs

Components of Evaluation

Evaluation process consist of mark system. Total mark awarded is 100.

Certificate Course in MS Office

Course structure and Evaluation

The course consists of theory and practical. Assessment procedure include evaluation of theoretical and practical knowledge in MS word, MS Excel and Power Point. Total instructional hour is 30. Internal mark has three components such as attendance, assignment and exam. Certificates are issued for the eligible students for the successful completion of the course.

Assessment Procedure

Assessment procedure include evaluation of theoretical and practical knowledge in MS word, MS Excel and Power Point.

Components of Evaluation

Internal Mark	20 marks
Theory	40 marks
Practical	40 marks
Total	100 marks

Grading Pattern

90% and above	A^+
80-89%	A
70-79%	B^+
60-69%	B
50-59%	C

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