



ST. THOMAS COLLEGE, RANNI

**Assessment Procedures of certificate /diploma courses for the
academic year 2020-2021.**

ASSESSMENT PERIOD 2017-2022



Assessment Procedure for Certificate & Diploma Course

Academic Year: 2020-2021

| Bio and Organic fertilizers and its application | |
|---|----------------------------|
| Course Structure | |
| The course consists of a theory and demonstration of experiments. The Evaluation is based on the assignment, attendance, project, viva and final written examination. Certificates are issued for the eligible students for the successful completion of the course. | |
| Distribution of Instructional Hours | |
| Theory | 15hrs |
| Practical | 15hrs |
| Total | 30hrs |
| Evaluation | |
| 1. The value-added courses shall be evaluated through an examination at the end of the course. | |
| 2. The duration of the examination is two hours. | |
| 3. The total marks of the examination shall be 100. | |
| Attendance | 10 |
| Assignment / Seminar | 10 |
| Project & Viva | 30 (20+10) |
| External Examination | 50 |
| Total | 100 |
| 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: Satisfactory |
| 45% to below 55% | C: Fair |
| 35% to below 45% | D: Pass |
| below 35% | F: Fail |
| Certificate Course in Water Quality Assessment | |
| Course Structure and Evaluation | |
| The course consists of a theory paper, practical and project. The Evaluation is based on the assignment, attendance, final written, practical examination and a project. Certificates are issued for the eligible students for the successful completion of the course. | |
| Distribution of Instructional Hours | |
| Module 1 | 10hrs |
| practical | 15hrs |
| Project | 5hrs |
| Total | 30hrs |
| Components of Evaluation | |
| Attendance | 5 marks |
| Assignment/Seminar | 5 marks |



| | |
|----------------------|-----------|
| Practical | 30 marks |
| External Examination | 50 marks |
| Viva/Project | 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 | 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 Computerized Accounting

Course Structure and Evaluation

The course consists of a theory paper and a practical. The Evaluation is based on the assignment, attendance, final written and practical examination. Total instructional hours is 30. 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 | 10hrs |
| Module 4 | 5hrs |
| Total | 30hrs |

Components of Evaluation

| | |
|-------------|-----------|
| Assignment | 10 marks |
| Attendance | 10 marks |
| Examination | 50 marks |
| Practical | 30 marks |
| Total | 100 marks |

Grading pattern

Grades are given on a 4-point scale based on the total percentage of marks secured in internal and external assessment as given below.

| | |
|------------------|------------|
| Above 80% | A |
| 60% to below 80% | B |
| 40% to below 60% | C |
| Below 40% | D (failed) |

Certificate course in Computer Awareness

Course Structure and Evaluation

The course consists of a theory and practical. The Evaluation is based on the assignment, attendance, internal exam, final written examination and practical. 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 | 5 marks |
| Internal exam | 10 marks |
| Practical | 30 marks |
| External Exam | 50 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 Airport Operations - Airline and Airport Management

Course Structure and Evaluation

The course consists of a theory paper. This course includes 90 instructional hours. 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 | 20hrs |
| Module 2 | 10hrs |
| Module 3 | 20hrs |
| Module 4 | 10hrs |
| Module 5 | 10hrs |
| Module 6 | 20hrs |
| Total | 90hrs |

Components of Evaluation

| | |
|----------------------|-----------|
| Attendance | 5 marks |
| Internal exam | 10 marks |
| Class performance | 5 marks |
| External Examination | 80 marks |
| Total | 100 marks |

Grading Pattern

Grades are given on a 4-point scale based on the total percentage of marks secured in internal and external assessment, as given below:

| | |
|------------------|--------------|
| Above 90% | A: Excellent |
| 75% to below 90% | B: Very Good |
| 55% to below 75% | C: Good |
| 40% to below 55% | D: Average |
| below 40% | F: Fail |



Certificate course in Ecotourism

Course Structure and Evaluation

The course consists of a theory paper. The Evaluation is based on the assignment, attendance, and final written examination .Total instructional hour is 30.Certificates are issued for the eligible students for the successful completion of the course.

Components of Evaluation

| | |
|---------------------|----------|
| Assignment | 5 marks |
| Attendance | 5 marks |
| Written Examination | 40 marks |
| Total | 50 marks |

Grading Pattern

Grading pattern based on the total percentage of marks secured in internal and external assessment, as given below:

| | |
|------------------|----------------------------|
| 45% and above | A ⁺ : Excellent |
| 40% to below 45% | A: Very good |
| 35% to below 40% | B ⁺ : Good |
| 30% to below 35% | B: Above Average |
| 25% to below 30% | C: Satisfactory |
| 20% to below 25% | D: pass |
| below 20% | F: Fail |

Certificate Course in Functional English

Course Structure and Evaluation

The course consists of a theory paper and a practice session. The Evaluation is based on the assignment, attendance, practice session 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 | 5hrs |
| Module 4 | 10hrs |
| Total | 30hrs |

Components of Evaluation

| | |
|---------------------|-----------|
| Assignment | 20 marks |
| Attendance | 20 marks |
| Written examination | 25 marks |
| Practice session | 35 marks |
| Total | 100 marks |

Grading Pattern

Grades are given on a 4-point scale based on the total percentage of marks secured in internal and external assessment, as given below:

| | |
|------------------|--------------|
| Above 90% | A: Excellent |
| 75% to below 90% | B: Very Good |
| 55% to below 75% | C: Good |
| 40% to below 55% | D: Average |
| below 40% | F: Fail |

Certificate Course in History of Plantation Industry in High Ranges

Course Structure and Evaluation



The course consists of a theory paper. The Evaluation is based on the assignment, attendance, final written and a project. Certificates are issued for the eligible students for the successful completion of the course. Total instructional hour is 30.

Distribution of Instructional Hours

| | |
|----------|-------|
| Module 1 | 4hrs |
| Module 2 | 10hrs |
| Module 3 | 6hrs |
| Module 4 | 10hrs |
| Total | 30hrs |

Components of Evaluation

| | |
|---------------------|-----------|
| Assignment | 5 marks |
| Attendance | 5 marks |
| Written examination | 60 marks |
| Project | 20 marks |
| Internal exam | 10 marks |
| Total | 100 marks |

Grading Pattern

Grades are given on a 4-point scale based on the total percentage of marks secured in internal and external assessment, as given below:

| | |
|------------------|--------------|
| Above 90% | A: Excellent |
| 75% to below 90% | B: Very Good |
| 55% to below 75% | C: Good |
| 40% to below 55% | D: Average |
| below 40% | F: Fail |

Certificate Course in Training in Maintenance and Repairing of Physics lab equipment

Course Structure and Evaluation

The course consists of theory and practical. Assessment procedure include evaluation of learners theoretical and practical knowledge in repairing and maintenance of lab equipment. Total instructional hour is 30. Components of evaluation include attendance, assignment, practical and final written exam. Certificates are issued for the eligible students for the successful completion of the course.

Distribution of instructional hours

| | |
|----------|-------|
| Module 1 | 11hrs |
| Module 2 | 16hrs |
| Module 3 | 5hrs |
| Total | 32hrs |

Components of Evaluation

| | |
|-----------|-----------|
| Internal | 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 |

Diploma in Practical Accounting and Tax Practice



Course Structure and Evaluation

The course consists of three theory paper and a practical. The Evaluation is based on the assignment, attendance, final written and practical examination. The duration of course is 6 months. Certificates are issued for the eligible students for the successful completion of the course.

For each paper 50 marks are set apart for internal evaluation and 50 marks for final written examination and 100 for practical.



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