



ST. THOMAS COLLEGE, RANNI

**Assessment Procedures of certificate /diploma courses for the
academic year 2021-2022.**

ASSESSMENT PERIOD 2017-2022



Assessment Procedure for Certificate & Diploma Courses

Academic Year: 2021 – 2022

| Certificate Course in Solid Waste Management | |
|--|----------------------------|
| 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 | 18hrs |
| Practical | 12hrs |
| Total | 30hrs |
| Evaluation | |
| 1. The certificate 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 | |
| Components of Evaluation | |
| Attendance | 10 marks |
| Assignment / Seminar | 10 marks |
| Project & Viva | 30 marks (20+10) |
| External Examination | 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 | 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 Polymer Processing | |
| Course Structure and Evaluation | |
| The course consists of a theory paper and practical. The Evaluation is based on the assignment, attendance, viva, final written and practical examination. Certificates are issued for the eligible students for the successful completion of the course. | |
| Distribution of Instructional Hours | |
| Module 1 | 5hrs |
| Module 2 | 3hrs |
| Module 3 | 4hrs |
| Module 4 | 3hrs |
| Practical | 15hrs |
| Total | 30hrs |
| Components of Evaluation | |



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|----------------------|-----------|
| 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 Information Technology for Office

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 | 8hrs |
| Module 2 | 10hrs |
| Module 3 | 6hrs |
| Module 4 | 6hrs |
| 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 Agri based Microenterprises

Course Structure and Evaluation

The course consists of a theory and practical. The Evaluation is based on the assignment, attendance, internal exam 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 |
| 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 |
| Certificate Course in Food preservation Technology | |
| Course Structure and Evaluation | |
| The course consists of a theory and practical paper. The Evaluation is based on the assignment, attendance, internal exam, practical and final written examination. Certificates are issued for the eligible students for the successful completion of the course. | |
| Distribution of Instructional Hours | |
| Theory | 24hrs |
| Practical | 6hrs |
| Total | 30hrs |
| Components of Evaluation | |
| Attendance | 10 marks |
| Assignment | 10 marks |
| Internal exam | 10 marks |
| Practical | 20 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 Airline and Airport Operations | |
| 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. | |
| Attendance | 5 marks |
| Internal exam | 10 marks |
| Class performance | 5 marks |
| External Examination | 80 marks |
| Total | 100 marks |
| Certificate Course in Rural Development | |
| 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. | |
| Distribution of Instructional Hours | |
| Module 1 | 10hrs |
| Module 2 | 10hrs |
| Module 3 | 10hrs |
| Total | 30hrs |
| 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 ⁺ : Outstanding |
| 40% to below 45% | A: Excellent |
| 35% to below 45% | B ⁺ : Very Good |
| 30% to below 35% | B: Good |
| 25% to below 30% | C: Satisfactory |
| 20% to below 25% | D: Fair |
| below 20% | F: Fail |
| Certificate Course in Communication Skills in 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 | 15hrs |
| Module 2 | 5hrs |
| Module 3 | 10hrs |
| Total | 30hrs |

Components of Evaluation

| | |
|---------------------|-----------|
| Assignment | 20 marks |
| Attendance | 20 marks |
| Written examination | 35 marks |
| Practice session | 25 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 Application of IT in History Learning

Course Structure and Evaluation

The course consists of a theory paper and a project. 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

| | |
|---------|-------|
| Theory | 25hrs |
| Project | 5hrs |
| Total | 30hrs |

Components of Evaluation

| | |
|---------------------|-----------|
| Assignment | 10 marks |
| Attendance | 10 marks |
| Written examination | 50 marks |
| Project | 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 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 Introduction of Astronomy and Astrophysics

Course Structure and Evaluation



The course consists of theory and practical. Assessment procedure include evaluation of theoretical and practical knowledge in understanding astrophysics. Total instructional hour is 30. Internal mark include attendance, assignment, practical and exam. Certificates are issued for the eligible students for the successful completion of the course.

Distribution of Instructional Hours

| | |
|-----------|-------|
| Theory | 26hrs |
| Practical | 4hrs |
| Total | 30hrs |

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 |

Certificate Course in MS Powerpoint and Page maker

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 | 12hrs |
| Module 2 | 18hrs |
| 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 based on the total percentage of marks secured in internal and external assessment as given below.

| | |
|------------------|------------|
| Above 75% | A |
| 50% to below 75% | B |
| 40% to below 50% | C |
| Below 40% | D (failed) |