



Training and Placement Cell Certificate Course on Corporate Skills and Practical Communication

GUIDELINES FOR CERTIFICATE COURSE

1. Evaluation

The Certificate Course shall carry 100 marks and shall be evaluated through internal Assessments only.

The evaluation consist of continues evaluation and a test at the end of the course

Continuous Assessment (CA)

The CA shall be a combination of a variety of tools such as class test, assignment, seminars, and viva-voce that would be suitable to the course.

Test at the end of course

At the end of the course a test shall be through a variety of tools either through a physical or through online.

The break-up of marks shall be as follows:

Sr. No	Item	Marks
1	Quiz Tests/Class Assignments/Home Assignments/Presentation/Class Performance (CA)	20
2	Google form online test	80
Total		100

2. Grading

Evaluation of the performance of the student will be rated as shown in the table.

Marks	Grade	Grade Points
Marks equal or more than 90%	O	10
Marks equal or more than 85 to 89.99%	A+	9
Marks between 80 to 84.99%	A	8
Marks between 75 to 79.99%	B+	7
Marks between 70 to 74.99%	B	6
Marks between 65 to 69.99%	C+	5
Marks between 40 to 64.99%	C	4
Marks less than 40%	Fail	0

The grades and credits obtained in Certificate Course shall not be considered for calculating the GPA and CGPA of the regular course that the student is undergoing. The percentage of marks obtained by a candidate in a course will be indicated in the awarding certificate.

3. Awarding Certificate

On successful completion of the Certificate Course, the student shall be issued a certificate duly signed by the Head of the Department and the Course Coordinator.

Successful completion of the course requires a minimum of eighty percent (80%) attendance in the program and a minimum of 40% marks in the evaluation.


Dr. Nivedita
Head - Training and Placement Cell

