



Evaluation Policy for Add-On Course

The main principle of any evaluation policy for an add-on course is criterion based assessment. Every skill is defined by relevant criteria and all the criteria must be measured to certify skill development.

In this add-on course “Basic Computing” assessment will be done using the following strategies.:

EVALUATION MODALITIES					
Sl. No.	Unit	Number of Classes/Hours			Method of evaluation
		Lecture/ demonstration session	Practice session	Total	
1.	Introduction to Computer	2	1	3	MCQ test
2.	Introduction to Operating system	2	1	3	Viva-voce
3.	Word Processing	4	2	6	Mini project
4.	Creating Presentations	4	2	6	Presentation (10 minutes)
5.	Working with Spreadsheet	4	2	6	Creative Ability Test
6.	Introduction to Internet	8	4	12	Online examination
Total		24	12	36	

Continuous evaluation (Unit end) (6 Unit)	Capstone Project	End-term Evaluation (Consolidated)			Attendance	Total
		Written Examination	Practical Examination	Viva-Voce		
10 X 6 = 60	35	10	30	10	05	150



Table for Qualification

Score on 100% Scale	Grade
90-100	O – Outstanding
80-89	E- Excellent
70-79	A- Very Good
60-69	B- Good
50-59	C- Fair
< 50	F - Failed

Rules and Regulations

1. Students must attend all the assessments that have been scheduled to be eligible for certification.
2. Total marks of assessment will be 150 marks.
3. Minimum 50% has to be scored to receive any certificate. There will be only one attempt allowed for assessment. No provision for backlog clearance.
4. Students must attend minimum 60% of classes to receive any certificate. Marks for attendance will be as followed:

Attendance	Marks allotted
≥ 90%	5
80-89%	4
75-79%	3
70-74%	2
60-69%	1
< 60%	Not Eligible for certificate

5. If a student is nonresponsive in first Nine hours of the course, his/her studentship stands cancelled.
6. General “Rules and Regulations” of the college must be followed without any exception