



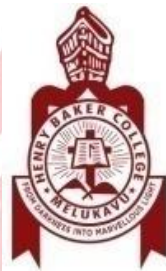
# **HENRY BAKER COLLEGE, MELUKAVU**

A Christian Minority Educational Institution run by CSI East Kerala Diocese



**CERTIFICATE PROGRAMMES 2015-2020**

**Assessment Procedures**



# HENRY BAKER COLLEGE, MELUKAVU

## *Certificate Programme Regulations – 2015*

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### 1. Short Title

- 1.1. These Regulations shall be called *Henry Baker College Regulations (2015) governing Certificate Programmes*.
- 1.2. These Regulations shall come into force from the Academic Year 2015- 2016 onwards.

### 2. Scope

- 2.1. The regulation provided herein shall apply to all Certificate Programmes conducted by the College with effect from the academic year 2015-2016 admission onwards.
- 2.2. Medium of instruction is English except in the case of language courses other than English unless otherwise stated therein.

### 3. Definitions

- 3.1 '**College**' means Henry Baker College, Melukavu, Kottayam, Kerala
- 3.2 '**Academic Committee**' means the College Council. Every Programmes conducted under these regulations shall be monitored by the College Council.
- 3.3 '**Certificate Programmes**' means a segment of subject matter to be covered in a period. It is to be designed variously under lectures / tutorials / laboratory or fieldwork / seminar / project / practical training / assignments/ evaluation etc., to meet effective teaching and learning needs.
- 3.4 '**Duration of Programme**' means the period of time required for the conduct of the programme. The duration of each Certificate Programme shall be of minimum 30 hours as pronounced by University /UGC.
- 3.5 '**Department**' means any teaching department in a college. The Departments concerned shall design and introduce new Certificate Programme, modify or re-design existing Certificate Programme and replace any existing Certificate Programme with new/modified Certificate Programme to facilitate better exposures and training for the students.
- 3.6 '**Tutorial**' Tutorial means a class to provide an opportunity to interact with students at their individual level to identify the strength and weakness of individual students.
- 3.7 '**Programme Teacher**' means the teacher who is taking classes for a Certificate Programme.
- 3.8 '**College Co-ordinator**' means a teacher from the college nominated by the College Council to look into the matters relating to Certificate programmes.
- 3.9 '**Letter Grade**' or simply 'Grade' in a course is a letter symbol (A,B,C,D, E) which indicates the broad level of

performance of a student in a Certificate Programme.

4. The syllabus of a course shall include the name of the department, Code and title of the certificate programme, Instruction hours and reference materials.
5. **Admission:** The admission to all Certificate Programmes shall be as per the rules and regulations of the college. The eligibility criteria and applications for admission shall be as announced by the college from time to time.
6. **Attendance :** Students having a minimum of 75% average attendance for the Certificate Programme concerned only can register for the final examination. Condonation of shortage of attendance to a maximum of 10% days by the college on valid grounds.
7. **Examinations:** There shall be a uniform academic calendar prepared by the college for the smooth conduct of the Certificate Programmes. The college shall ensure that the calendar is strictly followed. The evaluation and assessment of each Certificate Programme shall be a maximum of **30 marks** final examination. For all courses (theory & practical), grades are given on a 7-Point Scale based on the total percentage of marks as given below:

Percentage of Marks	Grade
90 and above	A+ - Outstanding
80-89	A - Excellent
70-79	B - Very Good
60-69	C - Good
50-59	D - Satisfactory
40-49	E - Adequate
Below 40	F - Failure

**Note:** Decimals are to be rounded off to the next whole number

**Note:** A minimum of 40% Marks with Grade E are required for a pass for a Certificate Programme.

11. **Question Pattern :** A question paper may contain short answer type/annotation, short essay type questions/problems and long essay type questions. Combination of questions can vary from programme to programme depending on their comparative importance, but a general pattern may be followed by the Academic Committee.

12. **Mark cum Grade Card and Certificate**

Candidate who secures E grade and above will be eligible for Certificates. The College under its seal shall issue to the students a **Mark cum Grade Card and Certificate** on completion of each Certificate Programme, which shall contain the following information:

**a. Mark cum Grade Card**



**HENRY BAKER COLLEGE, MELUKAVU**  
(Affiliated to Mahatma Gandhi University, Kottayam)  
**Melukavumattom P.O., Kottayam Dist., Kerala**

**Certificate Programme 2015-2016**  
**MARK CUM GRADE CARD**

Name of the Student :  
Student Enrollment Id :  
Name of the Department :  
Name of the UG/PG Programme :  
Name of the Certificate Programme :  
Certificate Programme Code :

**FINAL RESULT**

Total Marks		Grade	Result
Marks Obtained	Max. Marks		

Dr. ....  
HOD

Dr. ....  
Co-ordinator

Dr. ....  
Principal

College Seal  
Date of Issue

**b. Certificate**

Candidate who secures minimum of 40% Marks with E grade and above will be eligible for Certificates. The College under its seal shall issue to the students a Certificate along with Mark cum Grade Card on completion of each Certificate Programme, which shall contain the following information:



**HENRY BAKER COLLEGE MELUKAVU**

(Affiliated to Mahatma Gandhi University, Kottayam, Kerala, India)  
Melukavumattom P.O, Kottayam(Dist.), Kerala, India, PIN. 686652

**Certificate Programme 20... .. - ... ..**  
**CERTIFICATE**

This is to certify that Mr./ Ms. ....  
of .....has successfully  
completed the Certificate Programme .....  
conducted by the Department of ..... with ..... Grade in the examination held in .....

Head of the Department

Course Co-ordinator

Principal

Place: Melukavu  
Date of Issue:

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