



ADVANCE COURSE

EVALUATION CRITERIA



Course Features

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- 30 working days programme
 - Classes
 - Case study and presentation
 - Home assignment and presentation
 - Fieldwork and report writing
 - Field visit report presentation



Training Evaluation Criteria

S.N.	Evaluation Criteria	Weight
1	Participation	10%
2	Attendance	5%
3	Learning Test	20%
4	Real life case	20%
	a. Writing	15%
	b. Presentation	5%
5	Home Assignment	20%
	a. Writing	15%
	b. Presentation	5%
6	Field Visit	25%
	a. Report Writing	15%
	b. Report Presentation	10%
	Total	100



1. Participation (10 marks)

4

Name of participants	Evaluation Criteria and Score					Total Marks
	Understanding of learning objective	Learning initiatives in the training	Contribution in class room discussions	Interactive skills during group works	Self confidence	
	0.5, 0.75, 1.0, 1.25, 1.50, 2.0	0.5, 0.75, 1.0, 1.25, 1.50, 2.0	0.5, 0.75, 1.0, 1.25, 1.50, 2.0	0.5, 0.75, 1.0, 1.25, 1.50, 2.0	0.5, 0.75, 1.0, 1.25, 1.50, 2.0	



2. Attendance (5 marks)

5

- Total 90 sessions = 5 marks
- If any three sessions are missed then 87 sessions = 3.5
 - ▣ 1.5 marks will be deduced (0.5 each for first three session)
- If any five sessions are missed then 85 sessions = 1.5
 - ▣ 3.5 marks will be deduced (1 each for fourth and fifth)
- If any six sessions are missed then 84 sessions = 0
 - ▣ 5 marks will be deduced (1.5 for sixth session)
- If more than six sessions are missed then the training becomes incomplete



3. Learning Test (20 marks)

6

Learning Test – Sample Questions (The list is not exhaustive, and just the sample one)

- What are the various approaches of decision making that a leader takes ?
- As a leader/manager in an organisation, when you see the performance of the team is degrading, how would you include in your performance improvement plan?
- Mention any two communication skills.
 - a)
 - b)



□ Case Study Guidelines



4. Real Life Case (20 Marks)

8

Case study report evaluation (15 marks)

S.N.	Name of Participants	Identification & Justification of Problem	Presentation of Facts	Analysis of Problem	Recommendation & Action Plan	Organization, Language & Neatness	Total (15)

Case study presentation evaluation (5 marks)

S.N.	Name of Participants	Presentation Style	Expression Quality	Content Covered	Self Confidence	Intellectual Interpretation	Total (5)



□ Home Assignment Guidelines



5. Home Assignment (20 marks)

10

Home assignment evaluation (15 marks)

S.N.	Name of Participants	Writing Style	Originality in Writing	Studios & Innovative Writing	Appropriate Answer of Given Question	Total (15)

Home assignment presentation evaluation (5 marks)

S. N.	Name of Participants	Presentation Style (PS)	Expression Quality (EQ)	Content Covered (CC)	Self Confidence (SC)	Intellectual Interpretation (II)	Total (5)



□ Field Visit Guideline



6. Field Visit (25 marks)

12

Field study report (group) evaluation (15 marks)

Name	Study Design	Presentation of Information	Analysis of Information	Study Findings	Recommendations	Learning Applications	Total (15)

Field visit report presentation (individual) evaluation (10 marks)

Name	Maintenance of Sequential Order	Logical and Convincing Capacity	Question Handling Skills	Display of Materials	Time Keeping	Total (10)



□ Any Querries



Thank You