



EVALUATION METHODOLOGY

Programme: Diploma in Office Management (DOM)

No. of Courses: 7

Total Credits: 32

Course Code	Course Title	Credit	Continuous Evaluation (Assignments)			Term End Examination			Minimum Pass %
			Full Mark	Pass Mark	Weightage %	Full Mark	Pass Mark	Weightage %	
DOM-01	Management Principles and Applications	4	100	40	25%	100	40	75%	40%
DOM-02	Office Management	4	100	40	25%	100	40	75%	40%
DOM-03	Information Technology for Management	6	100	40	25%	100	40	75%	40%
DOM-04	Communication and Soft Skills	4	100	40	25%	100	40	75%	40%
DOM-05	Human Resource Management & Organisational Behaviour	4	100	40	25%	100	40	75%	40%
DOM-06	Introduction to Accounting & Finance	6	100	40	25%	100	40	75%	40%
DOM-07	Project/Internship	4	#	#	#	100 (Report:75 Marks Viva: 25 Marks)	40 (Report:30 Marks Viva: 25 Marks)	100 (Report: 75 Marks Viva: 25 Marks)	40%

Not Applicable

Division Criteria

First Division	: 60% and above
Second Division	: 50% but below 60%
Pass	: 40% but below 50%
Unsuccessful	: Below 40%

Co-relates of the letter grade with point grade

O (Outstanding)	: 10	C (Average)	: 5
A+ (Excellent)	: 9	P (Pass)	: 4
A (Very Good)	: 8	F (Fail)	: 0 (Zero)
B+ (Good)	: 7	Ab (Absent)	: 0 (Zero)
B (Above Average)	: 6		