

Assessment Procedure

Time management- CVAC027

The assessment procedure of 'Time Management' course was done by a descriptive exam and GD. The exam was out of 40 and GD was out of 10. Those who secured a minimum of 50% in both the exam and GD were declared passed. A sample question paper is given below:

CHRIST COLLEGE (AUTONOMOUS) IRINJALAKUDA VALUE ADDED CERTIFICATE COURSE EXAMINATION 2017 TIME MANAGEMENT

TIME: 2 Hours

MAX. MARKS: 50

Answer any four questions. Each question carries 10 marks.

1. How do you plan your work when you have multiple conflicting tasks?
2. If you are expected to report to several managers, how would you prioritize your duties?
3. Describe a time when you successfully delegated tasks to your team.
4. How would you react if your manager or supervisor asked you to complete a challenging or unfamiliar task within a short deadline?
5. Have you ever been overwhelmed with work? How did you handle the situation?
6. Can you describe an instance where your supervisor or manager gave you too much work? What did you do?

4X10 = 40

GROUP DISCUSSION

MARK: 10

1. **TOPIC:** Describe a time when you successfully delegated tasks to your team.

1x10 = 10



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