

Assessment Procedure

Time management- CVAC027

The assessment procedure of this course was done by a descriptive exam and GD. The total mark for the exam was 80 and for GD it was 20. The minimum percentage to pass the exam was 50 %. Those who secured minimum pass marks in both were declared qualified. A sample question paper is given below:

CHRIST COLLEGE (AUTONOMOUS) IRINJALAKUDA VALUE ADDED CERTIFICATE COURSE EXAMINATION 2018 TIME MANAGEMENT

TIME: 2 Hours

MAX. MARKS: 50

Answer any four questions. Each question carries 10 marks.

1. Have you ever missed a deadline? If yes, how did you go about it? If not, how do you ensure that you are not falling behind?
2. How do you plan your work when you have multiple conflicting tasks?
3. If you are expected to report to several managers, how would you prioritize your duties?
4. What productivity tools do you use? Explain how they are useful.
5. How would you react if your manager or supervisor asked you to complete a challenging or unfamiliar task within a short deadline?
6. Have you ever been overwhelmed with work? How did you handle the situation?

4X10 = 40

GROUP DISCUSSION

MARK: 10

TOPIC: Describe a time when you asked for extra responsibility in your previous roles.

1x10 = 10



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