

Assessment Procedure

Time management- CVAC027

The assessment of 'Time Management' course was done by a descriptive exam and GD. The total mark of the exam was 40 for exam and 10 for GD. Those who secured a minimum of 50% in both qualified this course. A sample question paper is given below:

CHRIST COLLEGE (AUTONOMOUS) IRINJALAKUDA VALUE ADDED CERTIFICATE COURSE EXAMINATION 2019 TIME MANAGEMENT

TIME: 2HRS

MAX. MARKS: 50

Answer any four questions. Each question carries 10 marks.

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

4X10 = 40


GROUP DISCUSSION

MARK: 10

TOPIC: Would you describe yourself as an organized person? Provide situations that highlight your organization skills.

1x10 = 10




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