

Assessment Procedure

Name of Add-On Course - Essential Ethics of Communication in Cooperate

1. For participation and obtaining certificate in the Add-On Certification course, each student must be registered himself/herself two days before from the starting the Add-On certification courses.
2. Course Faculty will maintain and preserve the daily attendance record of students in Add-On Certificate Courses.
3. For awarding certificate to students, it is must to attend minimum duration of the course (minimum 30 Hours).
4. The minimum attendance for the course should be between 75%.
5. Those students are eligible for Add-On Course Certificate whose attendance will be above 75%.
6. Those students are eligible for Add-On Course Certificate who successfully clear verbal assignment regularly.
7. Concerned teaching faculty will assess the performance of student through interactive mode and viva questioning before awarding add-on-certificate.

