

Appendix- E

Scheme of Examination and Teaching Leading to the Certificate Courses in –

i) Business and Workplace English Communication (3 Months)

Theory/ Practical	Maximum Marks		Total Marks	Minimum Pass Marks	Duration of Theory and Practical Examination	Total Teaching Workload for Theory and Practical
	External Exam. Marks	Internal Assessment Marks				
1	2	3	4	5	6	7
Theory	40	10	50	25	1 Hrs	30Hrs
Practical	120	30	150	75	3 Hrs	30Hrs
Total			200	100	-	60 Hrs

- Notes :
1. Minimum marks for passing in theory or practical shall be considered for exemption in theory or practical.
 2. Minimum pass marks for theory or practical shall be 50% of the maximum marks allotted to the theory or practical.
 3. Grade shall be awarded to the successful examinee on securing minimum pass marks in theory and practical as provided under para 17 of the Direction.