

## ASSESSMENT AND EXAMINATIONS

The Foundation Course aims at enhancing professional knowledge, providing job oriented skills, inculcating esprit de corps and building appropriate attitudes and values. We try to achieve these objectives through a harmonious blend of academic inputs and non - academic activities. We expect the course will help the officer trainee not only to acquire more knowledge and professional skills, but also to imbibe officer like qualities and understand the administrative environment. Regular evaluation of these qualities would form part of our duties. We do not intend to burden you with heavy end of course examinations, but would prefer to test you as you go along the course through examinations and also observation and interaction.

The overall breakup of evaluation is as follows:

Director General's Assessment	: 100 marks
Academic inputs	: 300 marks
<b>TOTAL</b>	<b>: 400 Marks</b>

SI No	Subject	Marks
1	Public Administration, Governance and Ethics (PAGE)	50
2	Financial Management in Government and Public Accountability (FMG&PA)	50
3	Law and Legal matters (L&LM)	50
4	Management and Behavioural Studies (M &BS)	50
5	Service Matters and Office Procedures ( SM&OP)	50
6	IT and e-Governance (e-Gov)	50
	<b>Total</b>	<b>300</b>

Officer Trainees will be assessed on a continuous basis on the participation and performance in the academic and non-academic activities, their general behavior, punctuality and personal conduct. This evaluation forms part of the Director General's Assessment.

- Officer Trainees will have to secure at least 50% marks in each subject to pass the examination.