ST. JOSEPH'S COLLEGE

PROGRAMME:FULL SECRETARIAL

NTA LEVEL 4(I)

Year of Study : DECEMBER 2017 Weight : CA 40% Weight: SE 60%

Module Credits:																																										
Module Code:			OFFICE PRACTICE				TYPING STAGE I				SECRETARIAL DUTIES				SHORTHAND I				ENGLISH				MICRO-COMP APPLICATION				COMMUNICATION SKILLS				BOOK KEEPING										
Max. Marks			CA	SE	Total	Grade	CA	SE	Total	Grade	CA	SE	Total	Grade	CA	SE	Total	Grade	CA	SE	Total	Grade	CA	SE	Total	Grade	CA	SE	Total	Grade	CA	SE	Total	Grade	CA	SE	Total	Grade			
s/no	Name	Sex																																							
1	HAWA RAMADHANI	F	26	32	58	C	34	47	81	A	27	35	62	C	31	34	65	B	31.5	36	67.5	B	31	53	84	A	30	44	74	B	27	23	50	C							
2	ASHA HANDO	F	26	41	67	B	28	28	56	C	27	28	55	C	26	27	53	C	29.5	44	73.5	B	31	49	80	A	29.5	38.5	68	B	23	27	50	C							
3	ZAHARA J LUNDI	F	24.5	35	59.5	C	26	28	54	C	28	24	52	C	28	24	52	C	24.5	14	38.5	F	32	40	72	B	28.5	36.5	65	B	25	27	52	C							
4	SALMA BAKARI	F	23	24	47	D	25	26	51	C	25	26	51	C	26	26	52	C	24	36	60	C	31	48	79	B	31	29	60	C	28	25	53	C							

NAME OF HEAD OF DEPARTMENT:.....

SIGNATURE OF HEAD OF DEPARTMENT:.....

DATE:.....

NAME OF INSTITUTE'S EXAMINATIONS OFFICER:.....

SIGNATURE OF INSTITUTE'S EXAMINATIONS OFFICER:.....

DATE:.....

MODE CODE : MODULE NAME