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Google m.com attendance

Gmail 45 of about 110

COMPOSE

Online attendance system for M.Com Tutorials 2016

Inbox x

Rinku Wadhawan <rinkuwadhawan@gmail.com> 9/12/16

to shikha, shilpi, Shankar, Heena, HEENA, me, Sakshi, Manisha, kiran, chetann.yadav, kavita, Vijay

Dear Colleagues,

As discussed in Department council, this semester we are going to start with the online attendance system in M.Com courses through google drive.

Kindly go through the step by step attached process document for the the online attendance system.

Please feel free to contact in case of any queries.

Warm regards
Dr. Rinku Wadhawan Mahindru
Assistant Professor
Department Of Commerce
Delhi School Of Economics
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New Delhi
Phone No-9871127459

Attendance Onlin...

Rinku Wadhawan <rinkuwadhawan@gmail.com> 9/12/16

to jayakar.s13, rajan, Pradeep, chetann.yadav, HEENA, Heena, Manisha, shikha, shilpi, me, Sakshi

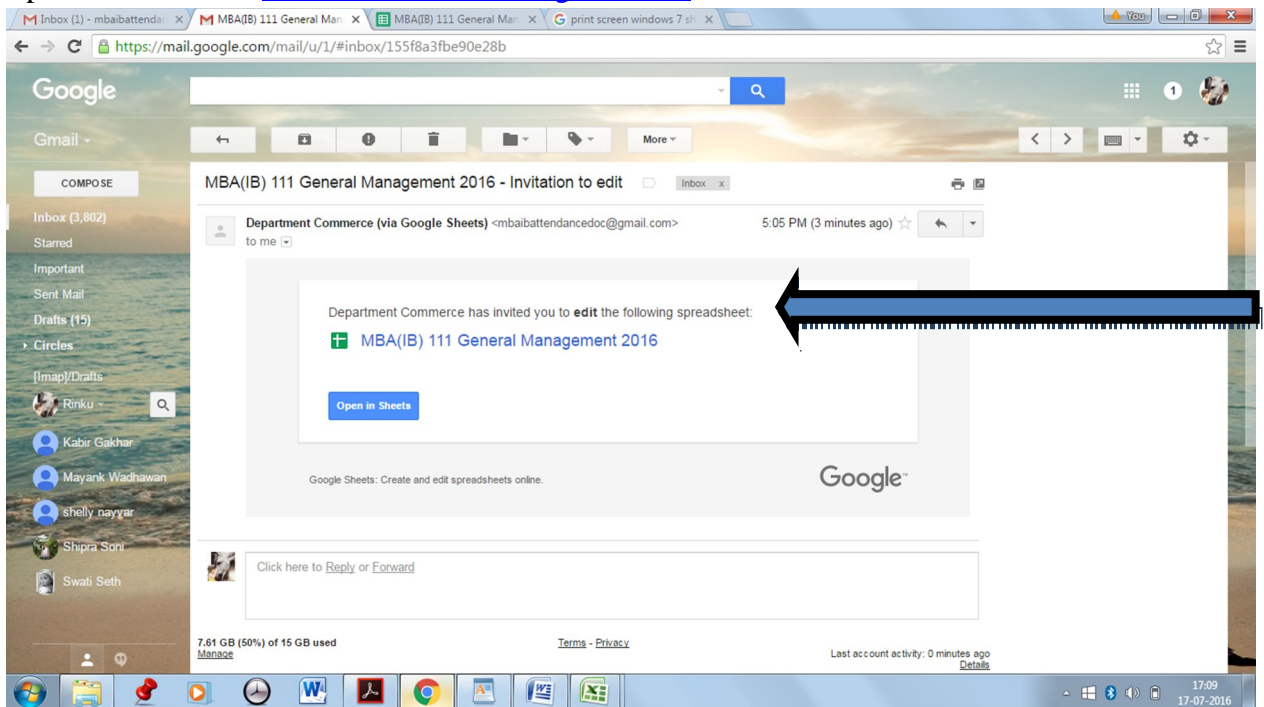
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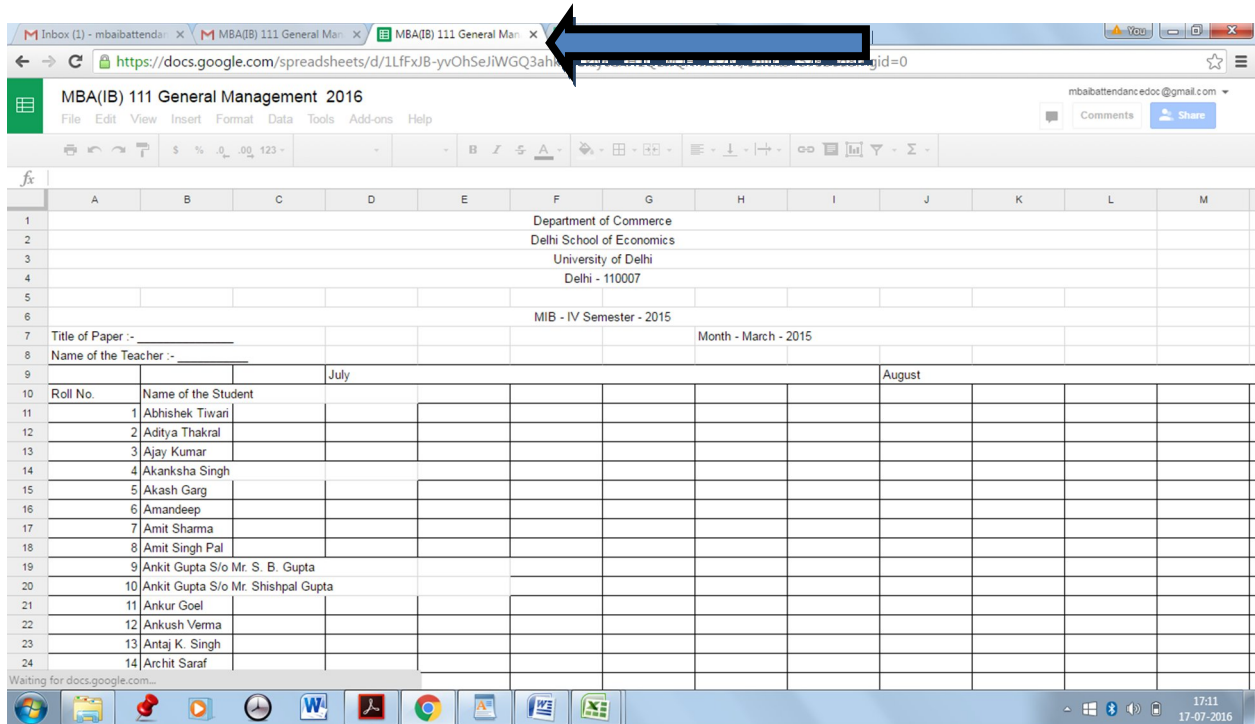
**Department of Commerce
Delhi School of Economics
University of Delhi
Delhi**

Easy Steps for online Attendance:

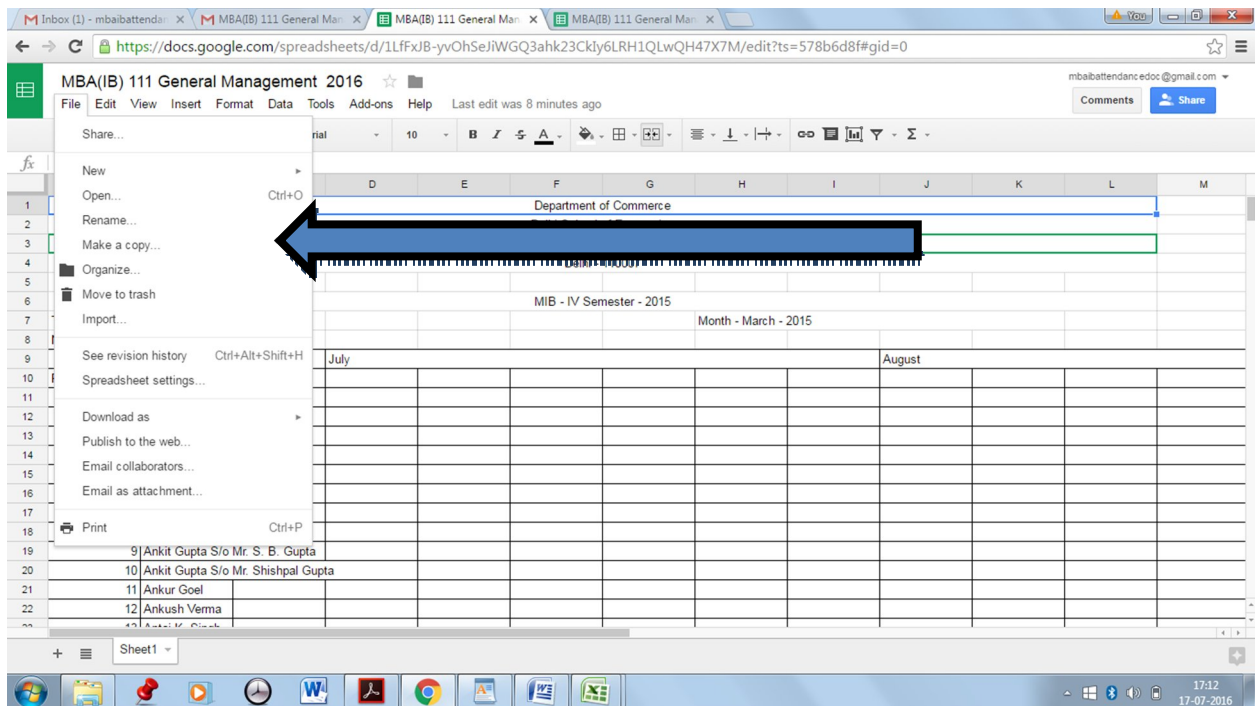
1. Login to your gmail account
2. Open the mail from mcomattendancedoc@gmail.com



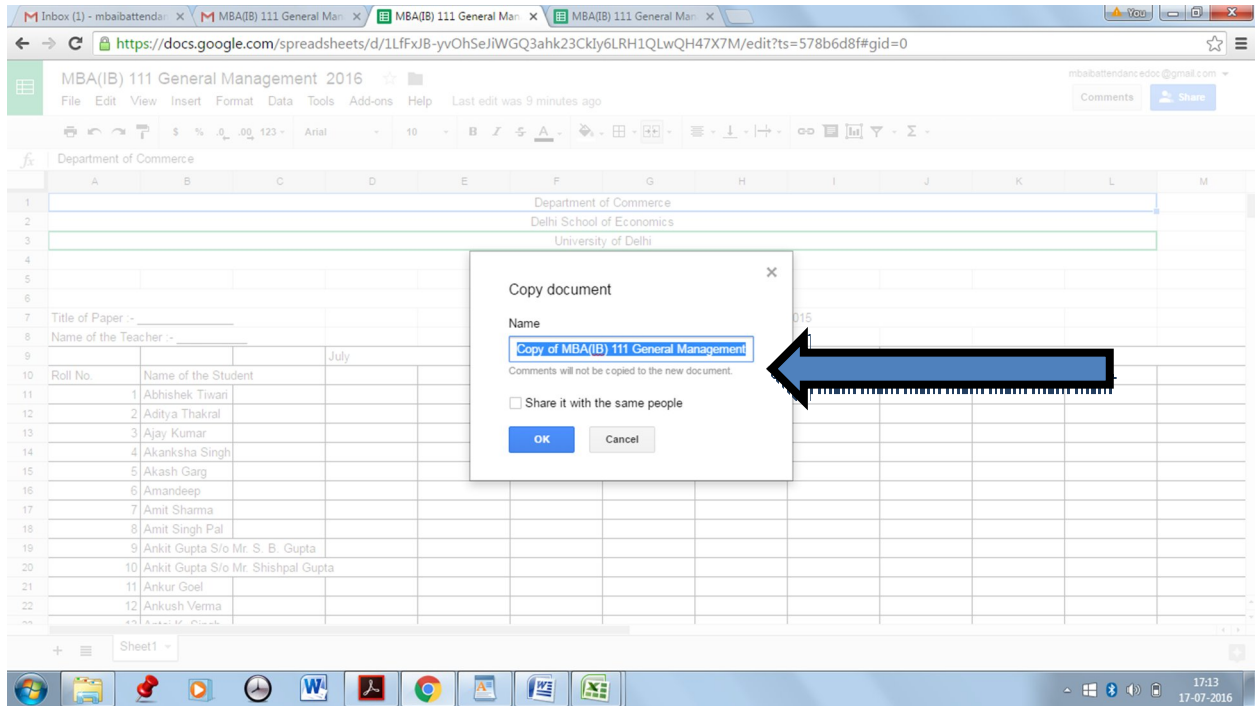
3. Click on the link in Blue (mentioning your Subject no. etc.)
4. A new window will open in Google Drive (Google Drive is a online service from Google where one can do things similar to windows environment)



5. Click on the file tab at the top-left corner of the page and navigate to **MAKE A COPY.**



6. You will be prompted to enter a new file name

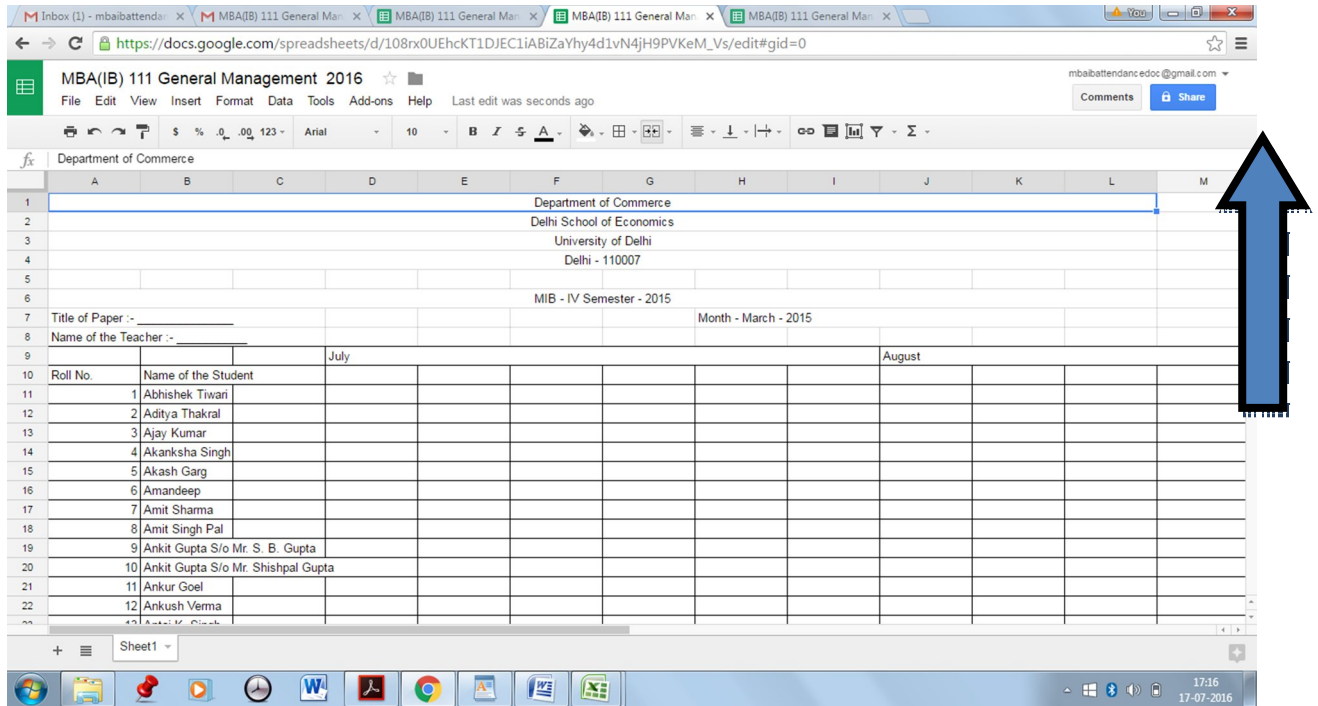


7. Enter a file name in the format :

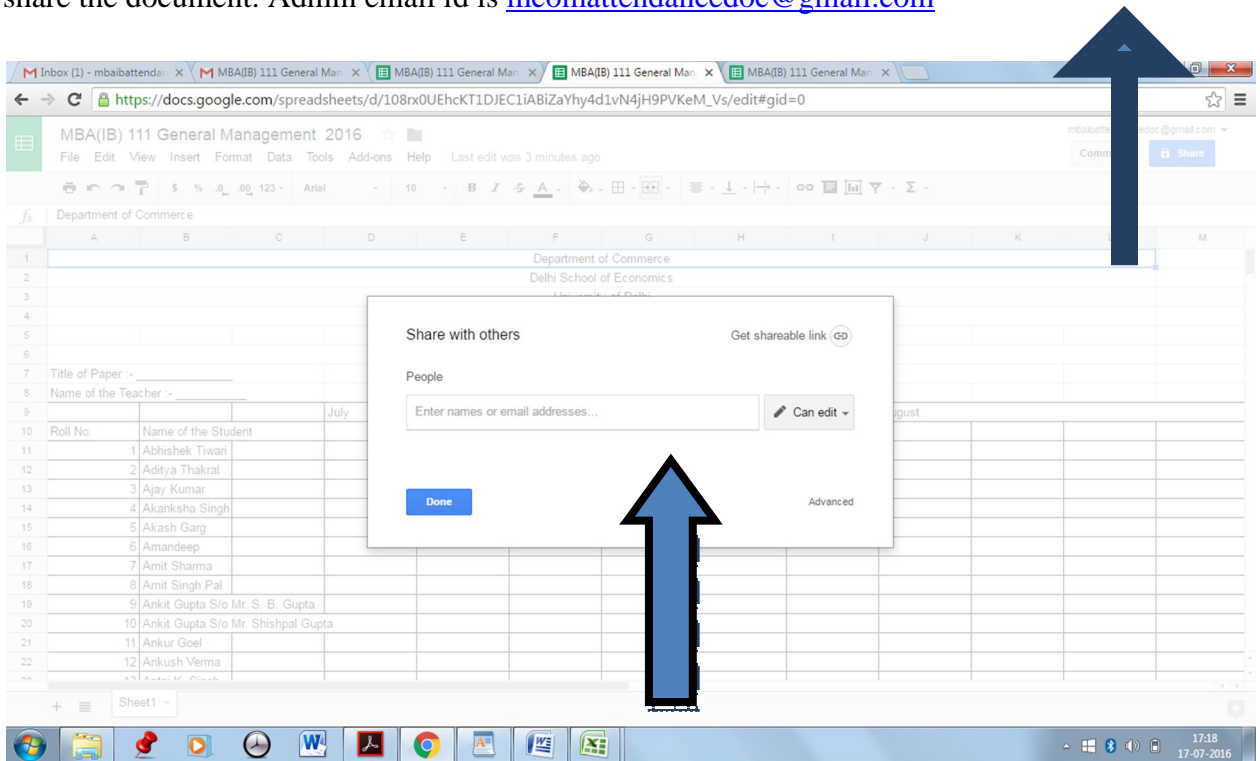
Your Name_subject name_M.Com sem I Tutorials 2016 and press OK.

8. A new window will appear with the new file name. You are now the owner of this document. You can use the document to record attendance/internal assessment marks for the concerned class. To share the document with others (administration office, DOC, DSE and students) you can set permissions.

9. To set permissions, click on the **SHARE** at the top right corner of the screen.

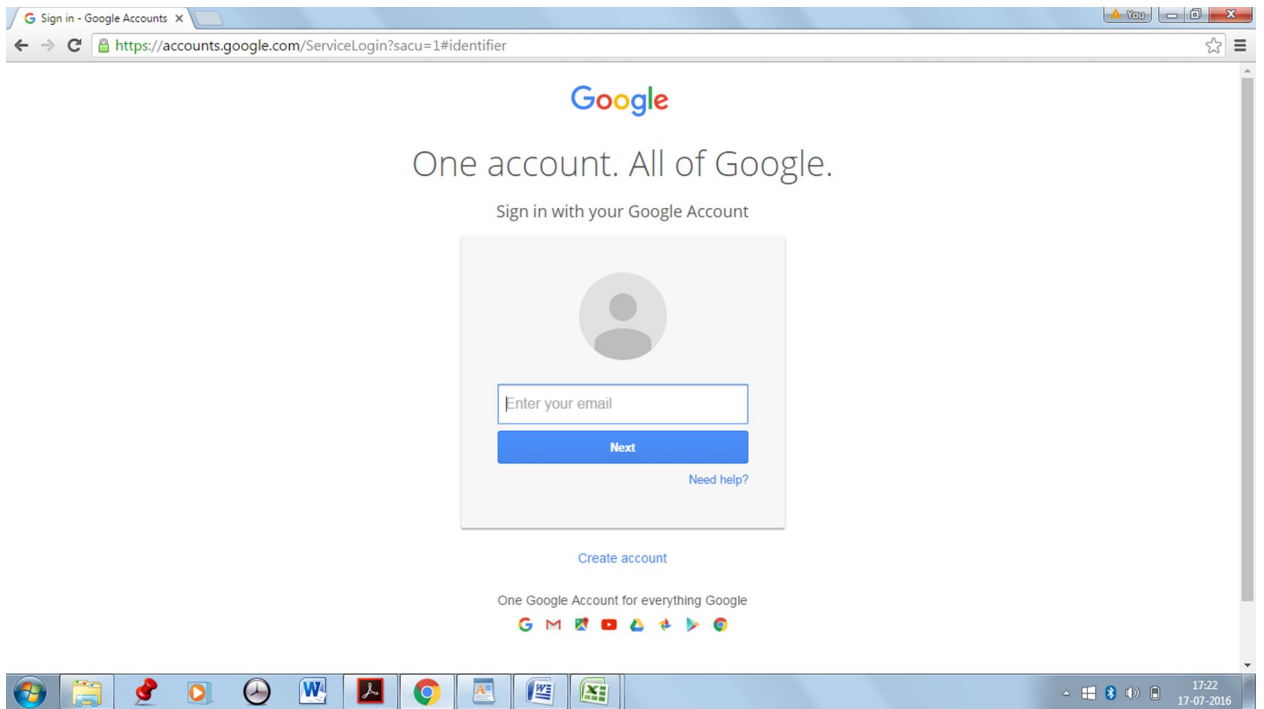


10. Now in the share dialogue box, enter the email IDs of all with whom you would like to share the document. Admin email id is mcomattendancedoc@gmail.com

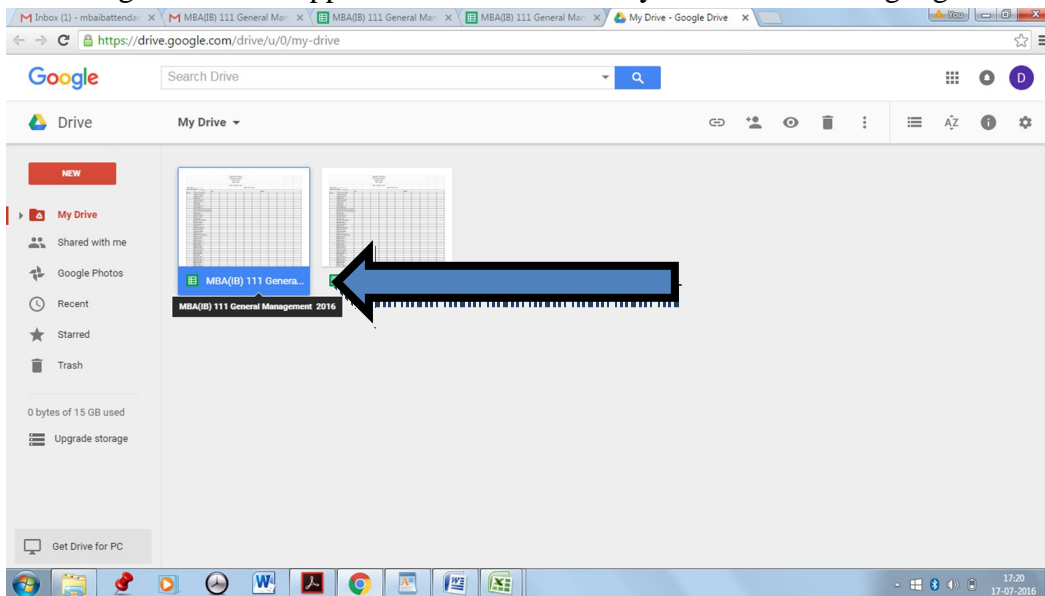


11. The default permission is 'can edit'. Change it to '**CAN VIEW**' in the adjacent drop down menu. NEVER GIVE CAN EDIT PERMISSION TO ANYBODY.

12. The press Send. You can also give viewing permission to anybody who has a link to this page. As a result this page will be available online.
13. To access the document in future:
Type www.drive.google.com in web browser
14. Type in your google account user name (e-mail ID) and password and press sign in button.



15. Following Screen will appear. You can view/edit your documents in google drive.





Guidelines for Award of Internal Assessment Marks for the M.Com course (Semester)

As per the decision of Department Council meeting held on 27th July, 2009, the following are the guidelines for the award of Internal Assessment marks to the students admitted to M.Com Semester-based Course Scheme:-

- For each paper, there are 30 marks allocated for internal assessment and 70 marks for the Annual Examination. Out of 30 marks allocated for internal assessment for each paper:
 - 20 marks are to be assigned for class test
 - 5 marks are to be assigned for assignment
 - 5 marks are to be assigned for attendance
- A class test of 20 marks in each paper will be conducted by the teachers teaching the paper at the Department of Commerce. The date and time of the class test will be notified to the students by the respective teachers-in-charge of (M.Com) course at the Department of Commerce.
- Five marks are to be awarded for assignment based work by the college/institution where the students are enrolled. The marks to be awarded on the basis of student's performance in any one or combination of assignments/activities such as presentation, participation in seminar/workshop, case study discussion, and submission of written assignments as part of their continuous evaluation. The composition of assignments/activities for each paper will be decided by the concerned college/institution in advance and will be notified to the students.
- Five marks are to be awarded for attendance in the assignment/activities mentioned above by the college/institution where students are enrolled. The marks shall be awarded on the basis of existing norms for award of marks for attendance as per the Internal Assessment Scheme of University. The marks for attendance shall be as follows:

i)	More than 67% but less than 70%	1 Marks
ii)	70% or more but less than 75%	2 Marks
iii)	75% or more but less than 80%	3 Marks
iv)	80% or more but less than 85%	4 Marks
v)	85% and above	5 Marks

Scheme of Examination

The system of examination shall be as follows:

- (i) Excepting papers 237, 247 in MBA (IB) and 337 and 347 in MBA (HRD) each paper shall carry 100 marks of which 30 marks shall be reserved for internal assessment based on class room participation, seminar, term papers, study reports, tests, viva-voce and attendance. The weightage given to each of these factors shall be decided and announced at the beginning of the Semester. The remaining 70 marks in each paper shall be awarded on the basis of a written examination at the end of each semester. The duration of the written examination of each paper shall be three hours.
- (ii) Paper 237 and 337: Training Report: After the end of second semester, each student will go for summer training for a period of two months in a company. Immediately after the completion of the summer training, each student will submit a Training Report to the Department for evaluation in the beginning of the third semester. The evaluation of the Training Report shall be as follows:

Report evaluation -70 marks

Report presentation and viva-voce -30 marks
- (iii) Paper 247 and 347: Project Report : The scheme of evaluation for the Project Report shall be as follows:
 - (a) Project Report work shall begin from the third semester of Part – II. Students shall select topic of their project work at the commencement of Semester – III in consultation with the Faculty members. After approval of the project topics by the MBA (IB)/ MBA (HRD) Committee, they shall begin their work. At the completion of the project work, they shall submit three typed copies of their project report for evaluation before the commencement of the Semester – IV examination. Project report shall be a viva-voce examination at the end of Part-II and each candidate shall be evaluated out of 30 marks. The viva-voce examination shall be conducted by the internal and external examiners.
 - (b) Based on the project work shall be a viva-voce examination at the end of Part-II and each candidate shall be evaluated out of 30 marks. The viva-voce examination shall be conducted by the internal and external examiners.

Evaluation and span period

- (i) The minimum marks for passing the examination shall be 45% in each paper and 50% in the aggregate of the semester, student who fails to secure 45 percent marks in any of the papers; he/she can reappear in those paper/papers in the subsequent semesters.

If a candidate admitted to the examination in any semester secures the minimum marks to pass in each paper but fails to secure the minimum marks to pass in the aggregate, he/she may appear in any of the paper/s of the Semester concerned according to his/her choice in order to be able to secure the minimum marks prescribed to pass in the aggregate in each semester.

- (ii) If a student fails to appear in any of the papers in MBA (IB)/ MBA (HRD) Semester – I of Part-I of the University examination, he/she will be allowed to take examination in that paper/papers along with second semester examination of Part – I.