

Department of Commerce Delhi School of Economics University of Delhi Delhi

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- 3. Click on the link in Blue (mentioning your Subject no. etc.)
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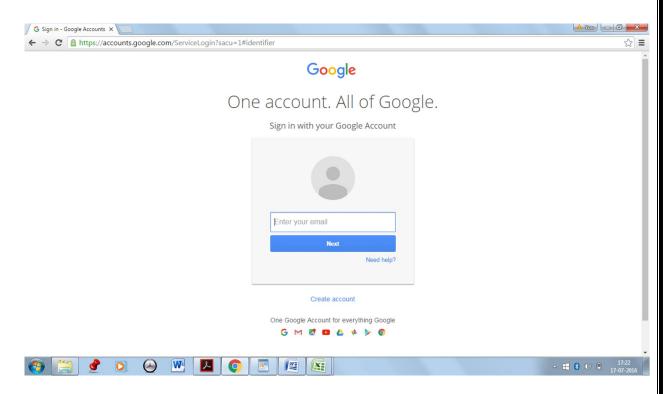
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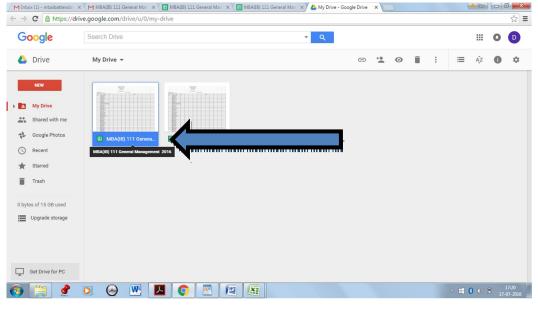
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<u>Guidelines for Award of Internal Assessment Marks for the M.Com</u> <u>course (Semester)</u>

As per the decision of Department Council meeting held on 27^a July, 2009, the following are the guidelines for the award of Internal Assessment marks to the students admitted to M.Com Semesterbased 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.