

**DEPARTMENT OF COMMERCE**  
**DSE, University of Delhi, Delhi – 110 007**

Guideline for submission of Internal Assessment Marks of MHROD / MIB for the Academic Year 2013 – 14

**MHROD / MIB**

1. For each paper there are 30 marks allocated for internal assessment and 70 marks for the Semester Examination. Out of 30 marks allocated for internal assessment for each paper:
  - 10 marks are assigned for class test / presentation / written assignment
  - 10 marks are assigned for class participation / project work / any other
  - 10 marks are assigned for attendance
2. Ten marks are assigned for class test / presentation / assignment work which will be evaluated by the concerned teacher as part of their continuous evaluation.
3. Ten marks are allocated for attendance in the class. The marks for attendance shall be as follows:

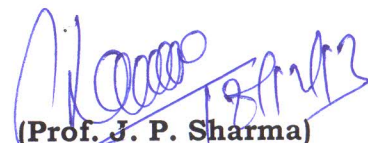
|       |       |                       |       |      |
|-------|-------|-----------------------|-------|------|
| i)    | 75%   | or more but less than | 77.5% | = 1  |
| ii)   | 77.5% | or more but less than | 80%   | = 2  |
| iii)  | 80%   | or more but less than | 82.5% | = 3  |
| iv)   | 82.5% | or more but less than | 85%   | = 4  |
| v)    | 85%   | or more but less than | 87.5% | = 5  |
| vi)   | 87.5% | or more but less than | 90%   | = 6  |
| vii)  | 90%   | or more but less than | 92.5% | = 7  |
| viii) | 92.5% | or more but less than | 95%   | = 8  |
| ix)   | 95%   | or more but less than | 97.5% | = 9  |
| x)    | 97.5% | and above             |       | = 10 |
4. The teachers are expected to submit internal assessment marks for semester – I and III by end of November, and for semester II and IV by end of April each year
5. Internal Assessment awardsheet must bear the signature of the concerned teacher.



**(Dr. Sunaina Kanojia)**  
Coordinator – MHROD



**(Dr. Kavita Sharma)**  
Coordinator – MIB



**(Prof. J. P. Sharma)**  
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