

Department of Commerce  
Delhi School of Economics  
University of Delhi  
Delhi – 110007

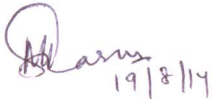
19.08.2014

NOTICE

**Sub: Attendance in Guest Lectures for MBA (IB) and MBA (HRD)/ MIB-MHROD**

This is to bring to the immediate notice of all MBA (IB) and MBA (HRD)/ MIB-MHROD students of the Department of Commerce, about the following resolution in regard to the captioned subject:

1. Attendance in guest lectures will be recorded and considered for internal assessment along with lecture classes.
2. Placement Advisor for the two courses is given the responsibility of keeping the Attendance Register to record students' attendance in guest lectures, and will ensure the attendance being marked at time of the guest lecture only and will counter sign the attendance for each guest lecture.
3. Attendance during convention will also be considered for internal assessment purpose and will be recorded in the register.
4. For the purpose of internal assessment, attendance in guest lectures and during convention will be equally divided among the courses taught during the semester and the number will be added to the lecture class attendance. Attendance marks out of 10 will be allotted on the basis of *total* as per the existing criteria for calculating attendance marks.

  
19/8/14

(Dr. Kavita Sharma)  
Coordinator MBA (IB)

  
20/8/14

(Dr. Sunaina Kanojia)  
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20/8/14

(Prof. J.P. Sharma)  
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