

Evaluation criteria

- Total mark for one subject is 200 Marks
- Total Mark is divided into 2 sections:
100 marks CIA and 100 marks through project.
- CIA evaluation components are: Attendance, behavioural attitude, Report submission, Presentation, Case study and Quiz.
The Guidelines for each component are given along with the mark weightage.

- Attendance for 10 Marks**

Following is the marking criteria under attendance Component:

<i>Attendance percentage range</i>	<i>Marks to be Given</i>
Above 95%	10
90%-94%	9
85%-89%	7
80%-84%	5
50%-80%	3
Below 50%	0

- Behavioural Attitude for 10 Marks**

Faculty should treat this only for the academical purpose and should give valuable reason for the mark given if it is asked by higher authority

- Report Submission for 20 Marks**

Instruction to be followed under this component

- Report format and day of Submission for each subject is attached in this File.
- There will be an award for the best report in each month.

- Presentation for 20 Marks**

Under presentation the faculty should give the proper guideline for the students like, group or individual quality and quantity of contents no of slides, etc.

- Case study for 20 Marks**

Under presentation the faculty should give the proper guideline for the students like, the situation of case, objective of the case study and what should be the outcome of the study, etc.

- Quiz for 20 Marks**

Faculty should conduct a quiz each month for 20 Marks.

- There will be a weekly updating system in attendance, behavioural attitude and report submission.



5. Attendance will be treated as most important aspect for the total grade also. Following rules will be applied in calculation of total mark.

<i>Attendance percentage range</i>	<i>Reduction percentage in total marks</i>
85%-89%	5% of Total marks will be deducted
80%-84%	10% of total marks will be deducted
75%-79%	20% of total marks will be deducted
Below 79%	30% of Total marks will be deducted

6. There will be a grading system along with mark for the evaluation:

<i>Percentage of mark</i>	<i>Grade</i>
90%-100%	A*
80%-89%	A
70%-79%	B*
60%-69%	B
50%-59%	P
Below 50%	R

7. There will be various awards distribution for the best performers:

<i>Name of Awards</i>	<i>Criteria</i>
Best Report	Monthly will be finalised.
Stars of the month	The students who secured A* grade.
Gold medal	The Rank holder from UG and PG and should secure more than 80% mark also.
Employee of the Month	On the basis of performance during the Internship
Best Industry Performer	The best performer during internship for UG and PG each.



Report Format

1. Title Page

- **Title:** The main title of the report, centred and bolded.
- **Subtitle** (if any): A secondary title or description, centered and italicized.
- **Author:** Your name or the name of the author, centered.
- **Date:** The date of publication or submission, centered.
- **Organization:** The name of the organization or institution, centered.

2. Table of Contents

- **Headings and Subheadings:** List all major sections and subsections with corresponding page numbers.
- **Formatting:** Use Table

3. Main Body

- **Headings and Subheadings:** Clearly marked to break the content into sections. Apply the Style Heading1 for headings and heading2 for Sub headings
- **Content:** Detailed analysis, data, or findings. Use bullet points or numbered lists for clarity.
- **Tables and Figures:** Include tables, charts, and graphs where necessary.

General Formatting Tips

- **Font:** Use Times New Roman font style in a standard size (usually 12 pt for text).
- **Spacing:** Typically, use double spacing for the main text and single spacing for footnotes or references.
- **Margins:** Standard margins are usually 1 inch on all sides.
- **Page Numbers:** Include page numbers, typically at the bottom centre or bottom right of each page.
- **Alignment:** justified.

Report Submission days for each Subject:

Name of the subject	Submission Day
Finance	Monday
Accounting	Tuesday
Operation	Wednesday
HR/ Marketing	Thursday
Office	Friday
Language	Saturday

