

ORIENTATION SHEET –2021-22

1. There will be continuous internal assessment of 25 marks per paper throughout the semester. The division of 25 marks is as follows:-
 - a. Unit tests, snap tests, assignments - 20 marks
 - b. Attendance – 2 marks would be awarded for attendance – 1 mark if attendance is between 75%-85% and 2 marks if attendance is above 85%.
 - c. Participation discussion - 3 marks would be for classroom participation and discussion.

2. **Dissertation:** Each student will carry out a research study and submit the report at the end of the academic year. It is mandatory to run all submissions through a University-approved anti-plagiarism software and to attach the report with the thesis. Each student will be assigned a supervisor at the start of the third semester. Each student is required to strictly adhere to the deadlines; and **present a progress report regarding the same to the Academic Committee as per the stipulated deadlines below.** The same will be reflecting in the internal assessment. The deadlines are as follows:

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|-------------------------|--------------------------------|---------|
| a) Topic finalization | On or before 16 September 2021 | 5 marks |
| b) Review of Literature | On or before 18 October 2021 | 5 marks |
| c) Methodology | On or before 15 November 2021 | 5 marks |

3. **Major Project Report: Students can consult any or all faculty members regarding their MPRs.**

Students have two options:

Option A: Students are required to practically demonstrate any theoretical concept taught during the course.

OR

Option B: The students are required to present the critical appreciation of any of the following - Book/Committee Reports/ Monograph/U.N. Govt. documents/collectors issues of Magazines or Journals etc.

They will have to submit the titles for the approval of the Academic Committee.

The deadlines will be as follows:

- a) Submission of Major Project Report (3 titles to be submitted in order of preference) **1 September 2021.**
- b) Proposal will be approved by the Academic Committee

It is mandatory to run the document through a University-approved anti-plagiarism software before submission, and the report thus generated be attached with the document at the time of submission.

Presentations will be held in the first week of November. The written report and presentation marks for option A are 15 and 20 respectively while those for option B are 25 and 10. The remaining 5 marks are for defence and participation.

4. **Minor Project Report:** Minor Project Reports/Position Papers have to be submitted/presented in all the 5 Papers of 10 marks each.
5. Students are encouraged to do summer jobs and freelance, **provided it is not done during class hours.**
6. The 75% attendance rule will be strictly observed. The attendance will be marked by the faculty and uploaded on 5th of each month. No change would be possible once the data is uplinked. It is in the interest of the students to provide an immediate explanatory submission for any prolonged absence. **Monthly attendance record will be displayed on the notice board, both online and offline. The attendance will be uploaded on the online notice board of SCS. The important guidelines regarding attendance are available on <http://dui.puchd.ac.in/show-noticeboard.php?nbid=7> . Students are advised to follow the guidelines.**
9. Each student will be assigned a mentor from amongst the faculty members whom he/she can approach when/if in need of guidance/counseling regarding both professional and personal issues under the mentor-mentee programme of SCS.