



**J.D. Birla Institute**  
**Department of Commerce**  
**NOTICE**

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All 2<sup>nd</sup> year B.Com students are hereby being informed of the rules that will be followed for seminar presentations.

1. Each student will have to present her seminar individually; group presentation will not be permitted.
2. Only approved seminars will be allowed for presentations.
3. Seminar presentations will be allowed only as per the prescribed class timetables and no student will be allowed to change her schedule of presentation. 6-7 students from a section will be allowed to present their seminars on each day of the week.
4. No mentors will be allotted for the seminar; students can take help from any teacher of their department.
5. Open seminars will be conducted; all 2<sup>nd</sup> year students must be present during the seminar periods. All students will be marked for their attendance during all presentations.
6. Students will have to submit three hard-copies of seminar reports (loose sheets of paper), in original along with their PPTs to the teacher coordinators.

**MARKINGS**

1. Each student will be allotted a 5 minutes for her presentation that can be extensible by another one minute. Additional three minutes will be allowed for Q & A.
2. Marking will be done individually by the five teacher coordinators and an average will be computed.
3. The marking will be as follows:
  - a) Class Attendance: 8 marks  
(This will be based on the total attendance of the student who would be required to attend the seminar of fellow classmates).
  - b) PPT presentation: 28 marks  
(5 for assimilation of content; 5 for efforts made; 5 for articulation; 5 for design of the aids/slides used; 4 for references used; 2 for confidence & eye contact; 2 for physical appearance)
  - c) Report Writing: 8 marks
  - d) Question & Answer: 6 marks

**TOTAL: 50 marks**
4. In case the teacher coordinators are not satisfied with the seminar report and/or presentation given by a student, they can ask the student to redo the seminar for improvement of marks. Re-presentation of such seminars will be permitted only after all other students have completed their seminar presentations.



## DEADLINES

1. Publication of the list of approved topics along with the date of presentations on 28<sup>th</sup> July 2018.
2. Submission of presentations (PPT) along with the seminar reports on 3<sup>rd</sup> August 2018 by students to the teacher coordinators as follows:
  - 2<sup>nd</sup> year B.Com (Section 2A): Mrs. Anrita Khandelwal
  - 2<sup>nd</sup> year B.Com (Section 2B): Ms. Namrata Roy
  - 2<sup>nd</sup> year B.Com (Section 2C): Ms. Sapna Mishra
  - 2<sup>nd</sup> year B.Com (Section 2D): Ms. Shreya Agarwal
  - 2<sup>nd</sup> year B.Com (Section 2E): Mrs. Sneha Singhania
3. Presentations would commence from 6<sup>th</sup> August 2018.

## REPORT WRITING

- Paper Used: Bond, A4 size (11¾ X 8¼ inches).
- Margins: Right hand side, top and bottom margins - 1 inch, the left hand margin should be 1½ inches for binding.
- Font: Time New Roman
- Font Size: 12 for the main text, 14 for headings.
- Line Spacing: 1½ for the text and double spacing between paragraphs.
- Matter should be 'Justified'
- Paragraph Indent: 2 to 4 spaces.
- Page numbering: Consecutively and at the bottom centre.
- Each chapter should commence from a separate page; different chapters may be separated from each other by extra pages with chapter numbers.
- All tables, figures and charts should have a caption with the source.

## References

1. A minimum of five references should be there; referencing only from the internet will not be allowed.
2. Bibliography should be arranged in the alphabetical order with respect to the name of the author with the surname coming first in the text. In case of the same author being referred to, the chronological sequence with respect to the year of publication must be followed.
3. The full title of the research paper must be cited.
4. Abbreviated versions of journal name should not be used.
5. The bibliography should be written following the APA format; the same is available with the teacher coordinators.

## TEACHER COODINATORS

Students may report to the following teacher coordinators only regarding their seminars:

- Collection of Reports: Ms. Namrata Roy
- Collection of Presentations (PPT): Mrs. Amrita Khandelwal
- Recording Attendance: Mrs. Sneha Singhania
- Tabulation of Marks: Ms. Sapana Mishra
- Overall In-charge: MS. Shreya Agarwal

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Principal