

Department of Distance Education
Punjabi University, Patiala
(Established under Punjab Act No.35 of 1961)

Dear Student

We welcome you for joining **B.B.A. Part-I** (Session 2019-2020) in the Department of Distance Education, Punjabi University, Patiala. You all are aware that the subject of Commerce has become very significant in today's fast changing world. Commerce is the foundation of modern trade and economy.

B.B.A. is a three year semester course. In first semester you will study four theory papers, one workshop and a seminar. In second semester there are six theory papers, one workshop, a seminar and viva-voce. All theory papers carry 100 marks each, out of which 40 marks will be based on Internal Assessment (in case of Punjabi subject, internal assessment is of 25 marks).

Internal assessment will be awarded on the basis of written tests and your class attendance. It is compulsory for every student to take the test. Internal test will be conducted once only. The internal assessment of Drug Abuse and Environment papers is based on assignments, the questions for which can be downloaded from www.dccpbi.com. It is compulsory for every student to prepare and submit the assignments of Drug Abuse and Environment in the department before the due date i.e. 08-11-2019.

Two personal contact programmes (PCP) of 5 days will be held to provide intensive class room teaching and personal guidance. It is **compulsory** for every student to attend at least **75% lectures** in the Personal Contact Programmes. Throughout the academic session, you can meet your teachers and discuss your problems on any working day during office hours. Students are advised to visit the department website www.dccpbi.com regularly for getting all kind of updates.

This system of Distance Education courses varies from the conventional system because of limited class room teaching. In any case, we endeavour to reach out to you through best possible means. The department has prepared video lessons and you can enrich your knowledge related to the subject through these lessons. Once again we extend you a hearty welcome and wish you success in all your academic endeavours.

(Dr. Harpreet Kaur Kohli)
Subject Incharge – Commerce