

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

Dear Student,

We welcome you for joining **M.Com Part-I** (Session 2019-2020) in the Department of Distance Education, Punjabi University, Patiala. As you know, M.Com is a two year course with four semesters and you will be required to take exams at the end of each semester. In Semester-I you are going to study five theory papers and in Semester-II there are four theory papers and one viva-voce. All theory papers carry 100 marks each, out of which 30 marks will be based on Internal Assessment.

**Internal assessment will be awarded on the basis of assignments/response sheets and your class attendance. It is compulsory for every student to prepare and submit the assignments in the department before the due date i.e. 08-11-2019. No assignment will be accepted after that. The questions for the assignments can be downloaded from [www.dccpbi.com](http://www.dccpbi.com).**

One 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** of the Personal Contact Programmes. The second PCP is for those candidates who have not attended the first PCP. 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](http://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