

PUNJABI UNIVERSITY PATIALA

(Established under Punjab Act No . 35 of 1961)

SCHOOL OF MANAGEMENT STUDIES

No. 2086-2115/SMS

Date 20/09/2017

Sh\Smt.....

Roll No.....

Subject:-Important information for MBA(CC) Semester- I Session Dec-2017.

Dear Sir/Madam,

I take this opportunity to welcome you on joining MBA (CC) course. I am sure your being with us will be a rewarding experience for all of us. I would like to bring to your notice the following information:

- (1) **The Personal Contact Programme for MBA (CC) Semester Ist Session Dec-2017 will be conducted from 23-10-2017 to 27-10-2017.** Attending this program is compulsory. You can see the time table on departmental website www.smspup.ac.in
- (2) In case you have not collected your Study Material/ Lesson, you can collect the same from office of the School of Management Studies on any working day. You are advised to download assignment and syllabus for MBA(CC) first semester subjects from the departmental website smspup.ac.in There will be two assignments of ten marks each during this semester which will constitute 20 marks of internal assessment for each paper and students have to appear in one internal test of 30 marks during the PCP for each paper. Thus total internal marks will be 50. You are also advised to go through the study material and complete the assignments (each in a separate folder) and send the same to the office SMS latest by 27-10-17 (**without late fee**). For completing your assignments, you can also refer to the books suggested in the accompanying syllabi.
- (3) Assignments can be submitted along with late fee of Rs.100/- per assignment i.e. rupees 200 per subject latest by 07-11-2017. No assignment will be accepted after 17-11-2017.
- (4) The semester-1 Examination is scheduled to be held in November Last Week/ December First Week, 2017. However the final date sheet will be sent to you well in advance.
- (5) The **Pattern of the final examination** is as under:
The external paper will carry 50 marks and would be of three hours duration. The question paper will be divided into three groups, i.e. I, II, and III. The question paper will consist of nine questions; three from each group. Candidate will be required to attempt five questions in all, selecting not more than two questions from each group.
- (6) The candidates will be allowed to borrow 4 books from the departmental library for the fixed period of time.

I wish all of you best and look forward to meeting you on the Punjabi University, Campus.

Note:- The assignments of all the subjects will be available at departmental website. www.smspup.ac.in

[Signature]
Co-ordinator MBA (CC)

