



Aishwarya College of Education

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Department of Management Studies

Ref. No.: ACE/23-24/MGMT/001

Date: 06-09-2023

IMPORTANT NOTICE (Regarding Seminar)

All students of BBA I Semester are hereby informed that under the New Education Policy, a seminar is to be organized from 9th September to 13th September 2023 in the first phase of the activities scheduled and directed by the University for the Internal Assessment of the students, in which the presence of every student is mandatory. Students are required to pay attention to the following points and ensure that they are followed –

1. Group of 4-5 students will be prepared by the Class Coordinator for the seminar.
2. Each group will be given a topic of each subject on which to make a PowerPoint presentation of 10 to 15 slides. A front slide in the format for PowerPoint presentation is being sent to you via WhatsApp group.
3. Students will take a set of print out and submit the same with spiral binding to the subject teacher on the seminar day. The front page of the report must include the names of all members of the group.
4. Seminar will be conducted of each subject separately. It means all students are required to present seminars on all subjects as per the date and time allotted to their group.
5. Each group will be given 10 Minutes approx. to present the seminar. Every student of the group has to perform individually and marking will be given on the basis of contents and presentation of individual student.
6. The seminar will be of 5 marks as internal marks which are bifurcated as 2 marks for contents and 3 marks for presentation.
7. The internal marks obtained by students will be submitted to the University which will be added in the Mark-Sheet.
8. If any student remains absent in the seminar, his marks will not be sent and he will be marked as ABSENT, the responsibility of which will be on the student himself.
9. Students are expected to cooperate and cooperate with their group mates so that the ppt and report of the seminar can be made proper and correct.
10. It is compulsory for all the students to appear for the seminar. No excuse will be considered for absenteeism.

6.9.23

NB / WB

Head

Department of Management Studies