



Prahladrai Dalmia Lions College of Commerce & Economics
(Government Aided & Affiliated to University of Mumbai & AICTE, New Delhi)
NAAC Re-accredited with 'A' Grade (III Cycle) ISO 21001:2018 Certified
University of Mumbai Recognised Research Centre in Accountancy, Commerce & Business Economics
A Government Approved Hindi Linguistic Minority Institute
54 Years of Sterling Performance in Education

NOTICE

Date: 11th July, 2026.

This is to inform all FYBBI (sem. 1) students that the internal assessment (20 marks) for the course Business Communication will be evaluated on the following criteria:

1. **CV Making:** 5 marks
2. **Letter Writing:** 5 marks
Types of Letter options (any one):
A. Job Application
B. Job Acceptance
C. Resignation Letter
D. Job Offer Letter
Note: The letter can be of any format- Block, Modified Block or Semi Block.
3. **Viva based on assignment (Letter and CV):** 5 marks
4. **Attendance:** 5 marks

Submission for FYBBI - A ROLL 1 TO 30 on: 2nd of Sep, 26 (Wednesday)
Submission for FYBBI - A ROLL 31 TO 60 on: 5th of Sep, 26 (Saturday)
Time: During Lecture hours

Submission for FYBBI - B ROLL 61 TO 90 on: 1st of Sep, 26 (Tuesday)
Submission for FYBBI - B ROLL 91 to 120 on: 3rd of Sep, 26 (Thursday)
Time: During Lecture hours

Note -

1. Students have to be present in person for the submission in **formal attire**.
 2. Submission of projects or assignments to be done on proper A4 size paper ONLY.
- The page order -

1. Certificate
2. CV
3. Letter

All pages need to be stapled before submission

3. A Google link will be provided to the students on the day to upload their Certificate (will be provided), CV and Letter.
4. If the student fails to present himself on the given date and time, they will be marked ABSENT for the said subject.
5. Any Submissions after the above-mentioned date and time will **not be accepted and entertained under any circumstances**.

Snaitkar

Ms. Subhashini Naikar
Vice Principal (SFC)
DI/N-STD/GEN/00

[Signature]

Prof.(Dr.) D.N Ganjewar
Principal