

**CENTRE FOR DISTANCE EDUCATION**  
**SNDT WOMEN'S UNIVERSITY**  
**MUMBAI-49**

**GENERAL INFORMATION**  
**(B.Com. I /II /III – 2013-2014)**

**Dear Student,**

**Welcome to Centre for Distance Education (CDE)**

When you register with the CDE we provide student support in the form of contact lecture programmes and self-instructional material. Your success & timely completion of the course depend on your own initiative, hard-work and self-study. You must therefore help the centre to serve you better. Therefore you requested to please read carefully all the instruction given in the circular. When in doubt approach the appropriate Person in the centre for clarification and guidance.

**1) About Admission Process**

- The admission to all the course of CDE are online.
- Student should select the course from the list.
- Admission for academic year 2013-2014 is open from 15<sup>th</sup> June 2013 to 31st July 2013.
- Please follow the instruction for filling in online form.
- You have to submit the filled in online admission form with the Fees as per the course you have opted for details of the fees are also given below.
- Admission is open to women only.

**2) Eligibility**

**B. Com. I**

You can register for B. Com. Part -I (Distance Education), if you have passed.

1. The University Entrance Test in Arts of SNDT Women's University.

or

2. Standard XII (H.S.C) Examination commerce or Science

**B. Com. II**

- Pass F.Y.B.Com. from SNDT or equivalent examination from other University.
- Student who have passed B.Com. Part I or have acquired ATKT in B.Com. I Must register for B.Com. Part II

**B. Com. III**

Pass B.Com. I & II from SNDT or equivalent examination from other University.

**(The students from CBSE, NIOS, HSC Boards other than Maharashtra State Diploma Education and Degree from other than S.N.D.T. University will have to get Eligibility Certificate from our University.)**

**3) Subject Selection : Commerce**

**a.) B.Com. I**

All Six subjects are compulsory.

- English
- Business Economics
- Business Management
- Financial Accounting
- Business Mathematics and Business statistics
- Commercial Geography & Environmental & studies

**b.) B.Com. II (Four compulsory)**

- English paper I
- Economics paper II
- Commerce & Computer paper- II
- Accountancy paper- II

**Specialization subject (any one)**

- Company law, Secretarial practice and office Administration paper-I
- Banking & Finance paper – I

**Elective subject (any one)**

- Industrial Psychology
- Advertising

**c.) B.Com part- III**

- English paper – III
- Economics paper – III
- Commerce paper – III
- Business Law- III
- **Specialization as opted in B.Com. II**
  - Company Law secretarial practice and office Administration
  - Banking & Finance

**4) Examinations:**

**A) Patterns of Examination:**

CDE is having annual examination patterns til now for BA and B.com. Distance Education having more than 35 Examination Centre all over Maharashtra & Gujarat. Students can opt for any one of it (The list is given below). For B.Com.Part – I and B.Com. Part – II Freshers Examination will be conducted in May. For Repeater the examination will be conducted in October and May. Of every year. b.) Passing criterion: for B.Com/B.A-I and II the passing marks for each paper is 35 out of 100 and at B.com.B.A-III level it is 40.

**B.) Scheduled of Examination:**

**a. Supplementary Exam (for repeaters):**

- 15<sup>th</sup> Nov., 2013 to 21<sup>st</sup> Nov., 2013
- Collection of admit card 12<sup>th</sup> Nov. 2013

**b. Annual Examination:**

- 2<sup>nd</sup> May to 7<sup>th</sup> May 2014.
- Collection of admit card 27<sup>th</sup> April 2014.

**C) Collection of Hall Tickets:**

- Examination hall tickets will be available at your respective examination Centre.
- Student has to obtain proper hall tickets prior to each examination and present the same in the examination hall.
- If in case of non availability of Hall tickets student should immediately approach to CDE office
- Without proper hall tickets students will not allowed to appear in the examination.

**D) List of the examination Centre is as under:**

**Examination Centre List of B.Com. I & II**

Centre Name	Centre Code	Centre Name	Centre Code
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Ahmedabad	*001	Dwarka	032
Bhavnagar	*003	Sangamner	035
Ghatkopar	*005	Chiplun	036
Malad	006	Dongar Kathore	*039
Matunga	007	Rajula	059
Vile-parle	*008	Betawad	070
Dombivali	009	Dahod	87
Dhule	10	Bhiwandi	093
Nashik	*011	Bhuj kutch	95
Pune	*012	Vadodara	98
Sangli	*013	Tadwadi (Surat)	110
Surat	014	Vadnagar	114
Sawantwadi,	019	Jule Solapur	124
Vajreshwari,	023	Ranpur	127
Rajkot	025	Pranlij B.K.	132
Jalgaon	028	Babulgaon	148
Amalner	029	Morva Rena	156
Kolhapur	031	Surat (Delhi Gate )	240
		Valsad	203
<b>All Centres are available for May Exam.</b> <b>*Star marked centers are available for Oct/Nov. exams [only].</b>			

### Examination Centre List of B.Com. III

Name	Centre Code	Name	Centre Code
Baroda	002	Surat	014
Bhavnagar	003	Satara	050
Church gate	004	Rajula	059
Ghatkopar	005	Kharghar	067
Malad	006	Bharuch(vct)	069
Matunga	007	Atkot	081
Vile-parle (W)	008	Vadodara (Geeviba)	098
Dombivali	009	Morva (Rena)	156
Nashik	011	Vile – Parle (East),	170
Pune	012	Thane	244
Sangli	013		
All Centers are available for March Exam. *Star marked Centers are available for B.Com. III Oct. Exam only			

## 5) Submission of Documents

### a. B.Com. Part - I Fresher

- Attested 2 Xerox copy of mark-list of U.E.T / H.S.C. or any other qualifying University / Board Exam for the student has to produce their leaving certificate with attested Xerox copy.
- Original Migration Certificate and Marriage Certificate where applicable.
- Two Passport size photographs. One pasted on the registration form the other on Identity Card.
- Marriage certificate if applicable.
- Caste certificate.
- Non- Creamy layer certificate if applicable.

**b. B.Com. Part - I Repeater**

- Attested 2 Xerox copy of mark- list of B.A. Part I result and if not appeared for the examination Xerox copy of registration fee receipt.
- Receipt or Xerox copy of previous examination form.
- Two passport size photographs. One pasted on registration form the other on identity card.
- Marriage certificate if applicable.
- Caste certificate.
- Non-Creamy layer certificate if applicable.

**c. B.Com. Part - II Fresher**

- Mark-list Xerox copy of B.Com. Part-I pass. (for those who have passed or acquired ATKT as Distance Education Students)
- Two Passport size photographs. One pasted on the Registration form the other on Identity Card.
- Registration fees and exam fees if wishing to join October B.Com. Part- I / B.Com. Part-II supplementary exam. Contact lecture fees extra if you wish to attend lectures.
- Marriage Certificate if applicable.
- Caste certificate.
- Non- creamy layer certificate if applicable.

**d. B.Com. Part - II Repeater**

- Attested 2 Xerox copy of mark-list of B.Com. Part II fail.
- Two passport size photographs. One pasted on registration form the other on identity card.
- Marriage certificate if applicable.
- Caste certificate.
- Non- creamy layer certificate if applicable.

**e. B.Com. Part - III Fresher**

- Mark-list Xerox copy each of B.Com. Part -I, B.Com. Part -II result.
- Two Passport size photographs. One pasted on the Registration form the other on Identity Card.
- Registration fees and exam fees if wishing to join October B.Com. Part- I / B.Com. Part II (supplementary exam)
- Contact lecture fees extra if you wish to attend lectures.
- Marriage certificate if applicable.
- Caste certificate.
- Non- creamy layer certificate if applicable.

**f. B.Com. Part - III Repeater**

- Mark-list Xerox copies each of B.Com. Part -I, B.Com. Part -II, B.Com. Part-III result.
- Two Passport size photographs. One pasted on the Registration form the other on Identity Card.
- Marriage certificate if applicable.
- Caste certificate.
- Non- creamy layer certificate if applicable.

**Students can also submit application at:**

**Centre for Distance Education, Sub Centre at Pune:**

**Address :** Co-ordinator, Sub centre, Centre for Distance Education, S.N.D.T.  
Women's University, Karve Kutir, Karve Road, Erandwane,  
Pune – 422038 Tel : 9520 – 25425366.

**6) FEES SCHEDULE AND OTHER CHARGES OPERATIVE  
IN THE YEAR 2013-14 FOR B. Com. PART- I/ II / III**

<b>Examination</b>	<b>Registration Fee Rs.</b>	<b>Contact Lecture (Optional) Rs.</b>	<b>Examination Fee to be Paid at the time of Registration Rs.</b>
B.Com – I (Freshers)	Rs. 2650/-	Rs. 700/-	Rs. 1050/-
B.Com – I (Repeaters)	Rs. 1100/-	Rs. 700/-	Rs. 1050/-
B.Com – I (Freshers from other University)	Rs. 2900/-	Rs. 700/-	Rs. 1050/-
B.Com – II (Freshers)	Rs. 2400/-	Rs. 700/-	Rs. 1050/-
B.Com – II (Freshers from other University)	Rs. 2900/-	Rs. 700/-	Rs. 1050/-
B.Com – II (Repeaters)	Rs. 1100/-	Rs. 700/-	Rs. 1050/-
B.Com – III (Freshers)	Rs. 2400/-	Rs. 700/-	Rs. 1200/-
B.Com – III (Freshers from other University)	Rs. 2900/-	Rs. 700/-	Rs. 1200/-
B.Com – III (Repeaters)	Rs. 1100/-	Rs. 700/-	Rs. 1200/-

**Fees for Student of Schedule Caste and Other Backward Classes.**

For detail about the free ship and scholarship facility student should read point no.13 and 14.  
**All the students of SC and OBC (Coming under non Creamy layer) should pay Rs. 50/- only**

**CHARGES, OTHER THAN FEES (YEAR 2013-2014)**

1. Lesson set of 1 paper	Rs. 150/-
2. Duplicate Marklist B.Com.- I	Rs. 150/-
3. Duplicate Marklist B.Com.II Only w.e.f. exam of 2006	Rs. 150/-
4. Question Paper set of B.Com.- I/ II	Rs. 30/-
5. Verification B.Com.– I/II	Rs. 20/- per paper
6. Transcript	Rs. 1500/-
7. Bonafide Certificate	Rs. 100/-
8. Examination Late Fee :	

1. Upto 10 days after due date	Rs. 150/-
2. 11 to 25 days after the due date	Rs. 500/-
3. Extra ordinary late fees (Upto 1 week before the Examination)	Rs. 1500/-
9. Practical Exam Fee (Art & Painting / Music)	Rs. 700/-
10. Marksheet Verification	Rs. 100/-
11. Revaluation for B.Com.I/II	Rs. 750/- per paper

## 7) Refund of Fees

- As per the norms of the CDE.

## 8) Payments of Fees

- Fee can be paid in cash from Monday to Friday between **10:15a.m. to 1:00 p.m.** or by Demand Draft, drawn in favour of The **Registrar SNDT Women's University**, Payable at Mumbai.
- Fees by money orders, Postal orders, cheques etc. are not accepted.
- Demand Draft will be accepted during the office hours on working days between 10.00 a.m. to 4.30 p.m.
- Examination Fee is to be paid at the time of Registration only.

## 8) Subject change

Fresher of B.Com. Part – I. B.Com. Part – II can change their subject with center's permission within a Months after the admission date Subject can be changed only once. The student will not be allowed to change the subject at B.Com. Part – III level.

## 9) Rules for repeaters

- Repeaters must ascertain the course units/papers they have to study. The repeaters can purchase the self instructional material new course units, if their syllabus changes. A list of course units for papers will be set in 2013 March/May examination will be available in the Centre.
- Repeater students are requested to check with the concern section about change of syllabus, for new course,
- lessons will be available to the repeaters on payment of Rs. 150/- per set after producing registration fee receipt.

## 10) Other information

- A candidate, whether in India or abroad should supply a local address (India) for correspondence. The Centre will correspond only at the local address. All students are required to appear for the test from one of the scheduled examination centres in India.
- If your enquiry is about: Certificate, Migration Certificate. Old Question Paper of B.Com.-III verification of B.Com. Part- III Correction in B.Com. Part – III , Marklist, Duplicate B.Com. Part – III Marklist and transcript. Please contact University office of Controller of Examination Pariksha Bhavan S.N.D.T. Women's University, Juhu Tara Road, Mumbai 400049. Ph. 2660 6197 / 26604706 (Exam Section)
- When to submit the form Fees should be paid fully. Fees are paid for particular academic year. It cannot be carried forward to the next year.
- The students can submit their admission forms at the following Distance Education Centres.

**Centre for Distance Education, Sir Vithaldas Vidyavihar, Juhu Tara Road, Santacruz (W).**

## 11) Student Support

### 1. Personal counseling:

- Personal guidance through phone, post or email.

### 2. Course material:-

- Students should start studying on their own, for any academic as well as administrative help student can approach the office staff through given email id, phone no. Through post or personal visit.

### 3. Contact Lectures:-

#### • Minimum Students Require

Contact lecture are arranged if there are minimum 25 students in a subject. Lectures are based on the current years syllabus only.

#### • Contact Lecture Fee

Contact lecture fees have to be paid as mentioned in the fee chart if you wish to attend the contact lectures (mentioned in the chart below).

#### • Schedule of Contact Lectures

##### **B.Com. - I , II & III:**

**1<sup>st</sup> Phase :** 20, 27 oct., 10, 17, 24 Nov., 1, 8, 15 Dec., 2013

**2<sup>nd</sup> Phase :** 29 Dec., 5, 12, 19 Jan., 2014, 2, 9, 16, 23 Feb. 2014

#### • Library Facility

Students can avail library facilities at S.N.D.T. Women's University's Churchgate and Juhu Campus.

#### • Old question paper

Question papers for the B.Com. Part I /II /III will be set as per the current syllabus and for the preceding two years only. For example in the exam of 2014 the question papers will be set on the syllabus of the academic year 2013-2014 well as on the academic year 2012-2013 and 2011-2012.

## 12) Result

- Result will be sent via post however students can get the result in had by written request to the CDE office.
- Result are always kept on website; [www.sndt.ac.in](http://www.sndt.ac.in)

## 13) Scholarship/Free ship

**(SC, NT, DT, SBC & OBC Students for all courses)**

### **Eligibility for Scholarship / Freeship Only**

- Scholarship for SC Category – Family annual Income Limit should be up to 1,00,000/-.
- OBC/NT/DT/SBC Category Family Annual Income limit must be between 49,000/- to 65290/- (50%) Scholarship.
- OBC/NT/DT/SBC Category Family Annual Income limit must be up to 49,000/- (100%) Scholarship.
- Students from OBC/NT/DT/SBC Category Income above 65,290/- will get Freeship.
- The students from other than Maharashtra state are not eligible for Scholarship / free ship schemes.(other state Eligibility case)

**The candidates who want to claim free ship should submit.**

**The following documents at the time of admission.**

## 14) Procedure for applying

- Students should apply for freeship on <https://mahaeschol.maharashtra.gov.in>
- Printout of The filled application form of freeship should be submitted to CDE office with the registration form of respective course.
- Students should submit all the documents as per the information given in the online form.

### **Document to be submitted with freeship/scholarship form:**

- ✓ One copy of the passport size photograph with signature of the candidate thereon (for fresh scholarship)

- ✓ One attested copy of certificates, Diploma, Degree etc. in respect of all examination passed.
- ✓ One attested photocopy of Caste certificate issued and duly signed by an authorized Revenue Officer not below the rank of Tahsildar.
- ✓ An Income declaration by the parents / guardians / own stating definite income from all sources of last year
- ✓ Income Certificate from Tahsildar or Form No. 16 A (As per Circular number 1749 Dated 14-6-2008 By Spl. District Social Welfare Officer, Mumbai Suburban.
- ✓ Non Creamy layer Certificate for VJ / NT / OB / SBC.
- ✓ Gap Certificate if there is gap in education.
- ✓ Residential proof – Ration card ( Compulsory).
- ✓ District change Certificate in case any candidate change his district.
- ✓ Death certificate in case father / mother expired.
- ✓ Any other documents which is mentioned on <https://mahaeschol.maharashtra.gov.in>
- ✓ A receipt in acknowledgement of the scholarship in the previous year on the form attached to the application only duly countersigned by the Head of the Institution concerned, if the application was in receipt of a scholarship under this scheme in the preceding year.

**Incomplete applications or applications received after the prescribed Date will not be considered.**

**(Note:** If free ship/Scholarship not sanctioned from the Govt. Of any reason then candidate will have to pay the entire Fees to the Institute)

**Director  
Centre Distance Education**