



CENTRE FOR DISTANCE EDUCATION  
S. N. D. T. Women's University

Sir Vithaldas Vidyavihar, Juhu Road, Santacruz (W), Mumbai - 400 049.  
Phone : 2660 7758, 2660 8193, 2660 9829, 2660 8493, 2660 8462, 2660 8198 - Ext.: 223.  
Fax : 2660 4759 • E-mail : [cde@sndt.ac.in](mailto:cde@sndt.ac.in) • Website : [www.sndt.ac.in](http://www.sndt.ac.in) / [sndt.digitaluniversity.ac](http://sndt.digitaluniversity.ac)

Batch No.			Serial No.		

REGISTRATION FORM FOR M. Com. PART I YEAR : 2022 - 2023					
FOR OFFICE USE ONLY					
D. D. Rs. _____ No. _____		Total Reg. Fees _____			
Date _____ Bank _____		Receipt No. _____			
C.M. / Diary issued on _____		Date _____			
Course Material Form sent to Section on _____		Exam fees / Sundry fees _____			
_____		Receipt No. _____			
Date _____ Signature _____		Date _____			

Please attach a passport size (34 x 45 mm) Latest photograph here. Do not Staple. Photo should not exceed the border.

**IMPORTANT INSTRUCTIONS** Please read the form carefully and put [✓] marks only where applicable. While filling the name and address use one box only for one alphabet and any punctuation mark. Leave one box blank after each word ( or punctuation if any). Do not split the word, use next line. Please write your surname first and then your first name and then write Father's / Husband's name. Fill in all the particulars in the boxes in block letter only. Please avoid over writing. **Use black ink pen to fill this form.**

TO BE FILLED IN BY STUDENT

↑ Student should sign strictly inside this box only with BLACK ink.

1.	SURNAME										NAME										FATHER/HUSBAND									
& MOTHER'S NAME																														
2.	ADDRESS (Please give Students Residential address only No C/o. address)																													
															CITY															
3.	District										4. State										PIN									
5.	STD CODE										TEL.										MOBILE									
6.	E-mail (Compulsory)																													
7.	Date of Birth (DD/MM/YY)					/ /					8. Place of Birth																			
9.	Blood Group										10. Mother Tongue																			
11.	Religion										12. Citizen of (Name of the Country)																			

Please tick [ ✓ ] in the appropriate box below to indicate the category applicable to you:

13. Student's location Category :	17. Legal Reservation Information Section : Domicile of State :
1. <input type="checkbox"/> Rural 2. <input type="checkbox"/> Urban 3. <input type="checkbox"/> Tribal	18. Category : 1. <input type="checkbox"/> Open 2. <input type="checkbox"/> Reserved
14. Gender: 1. Women's <input type="checkbox"/> 2. Women's Transgender <input type="checkbox"/>	
15. Employment Status :	19. If reserved :
1. <input type="checkbox"/> Employed 2. <input type="checkbox"/> Unemployed	1. <input type="checkbox"/> SC 2. <input type="checkbox"/> ST 3. <input type="checkbox"/> DT(A) 4. <input type="checkbox"/> NT(B)
16. Marital Status :	5. <input type="checkbox"/> NT(C) 6. <input type="checkbox"/> NT(D) 7. <input type="checkbox"/> OBC 8. <input type="checkbox"/> SBC
1. <input type="checkbox"/> Unmarried 2. <input type="checkbox"/> Married	
3. <input type="checkbox"/> Divorced 4. <input type="checkbox"/> Widow	20. Caste : _____ Sub-caste : _____

**Instructions**  
It is mandatory to fill the accurate information in serial number 2 to 12.

2. <input type="checkbox"/> Speech and/or Hearing impaired	4. <input type="checkbox"/> Learning Disabled
21. If Physically Challenged : 1. <input type="checkbox"/> Visually impaired 3. <input type="checkbox"/> Orthopedically impaired	5. <input type="checkbox"/> Others

22. Guardian information Section _____ Occupation of the Guardian
1. <input type="checkbox"/> Service 2. <input type="checkbox"/> Business 3. <input type="checkbox"/> Farmer 4. <input type="checkbox"/> Labourer 5. <input type="checkbox"/> Retired
Annual Income of the Guardian (Rs.) _____ (last financial year) Phone No. _____

23. Write the No. of papers exam wise which you are appearing for	24. Examination Center (Refer the list overleaf)								
<table><tr><th>Part</th><th>I</th></tr><tr><td></td><td></td></tr></table>	Part	I			<table><tr><th>Exam</th><th>P-I</th></tr><tr><td></td><td></td></tr></table>	Exam	P-I		
Part	I								
Exam	P-I								

25. Specify details of previous appearance, if any, and attach xerox attestad copies of supporting documents.

Examination	Seat No.	Month & Year of appearance	University	Passed	Total Marks	Out of	Failed	A.T.K.T.	Absent
S.S.C.									
H.S.C.									
B. Com.									
Any other									

**Declaration :** I hereby declare that I have read the rules related to admission and the information filled in by me in this form is accurate and true to the best of my knowledge. I will be responsible for any discrepancy arising out of the form signed by me and I undertake that, in absence of any document, the final admission will not be granted and/or admission will stand cancelled. I am aware of the Maharashtra Prohibition of Ragging Act, 1999, and I state that I will abide by all the rules and regulations of the said Act. Details regarding my subjects/papers/medium are tick marked on overleaf.

Place : \_\_\_\_\_ Date : \_\_\_\_\_ Signature of the Student \_\_\_\_\_

Admission Centre Stamp with Mobile Number

CENTRES FOR M. COM. PART I

Code Nos.	Exam Centres
005	Ghatkopar
006	Malad
011	Nashik
012	Pune
016	Aurangabad (Adarsh)
019	Sawantwadi
036	Chiplun
137	Satara
222	Yavatmal
235	Latur
264	Darwah
292	Umraj
295	Zari
299	Navapur
302	Achara
<b>Note</b> : In the absence of sufficient number of students, a guidance / exam centre may be cancelled. New Centres may be started too.	

M. COM. I

SEMESTER - I	
COURSE NAME	COURSE CODE
Management of Finance	110051
Strategic Management	110052
Corporate Accountancy	110053
Economic Environment of Business	110054
Basics of Accounting	110055

SEMESTER - II	
COURSE NAME	COURSE CODE
Business & Economic Policies of India	210051
Accounting for Managers	210052
Research Methodology	210053
Consumer Behaviour	210054
Retail Banking Operations	210055



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**COURSE MATERIAL FORM FOR M. Com. PART I (New Course 80 Credits)**

Course Material File Code

**TO BE FILLED IN BY THE OFFICE**

Academic Year : 2022 - 2023

Course Material Form Sent to the section on

Date : \_\_\_\_\_

Examination : M.Com. Part \_\_\_\_\_

Sign : \_\_\_\_\_

“To be filled by the “Fresh” candidate along with the registration form”

Name : \_\_\_\_\_  
(Surname) (Name) (Father/Husband)

Address : (Students Residential address only No C/o. address) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
City : \_\_\_\_\_

Pincode : \_\_\_\_\_ STD Code : \_\_\_\_\_ Tel. No.: \_\_\_\_\_

Subject : \_\_\_\_\_ E-mail : \_\_\_\_\_

Medium : \_\_\_\_\_

Paper Code ::	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

**Note A :** While filling in Paper numbers please see the circular indicating paper numbers / titles to be studied in the year.

Date : \_\_\_\_\_ Students signature : \_\_\_\_\_

- Note B :**
- (1) Course Material will be available to all the freshers students can pay Rs. 150/- per Paper
  - (2) Course Material will be posted to outstation students.
  - (3) Students should intimate change in her address, if any, immediately to the department .
  - (4) Freshers need not have to pay extra cost for Course Material, it is included in registration fee only.

TO BE FILLED IN BY THE OFFICE			
COURSE MATERIAL FORM M. Com. PART I ( Sem I / II)			
Subject :			
Code No. :	Ist Instalment	IIInd Instalment	IIIrd Instalment
Paper	Lesson Nos.	Lesson Nos.	Lesson Nos.
110051			
110052			
110053			
110054			
110055			
210051			
210052			
210053			
210054			
210055			
Receiver's Signature			
Date : .....			
Date of Dispatch			
.....			



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## GENERAL INFORMATION

### M. Com. PART I - YEAR 2022-2023

[Please keep this Circular with you for your reference]

Dear Student,

Welcome to the S.N.D.T. Family. We are happy that you have decided to join the Centre for Distance Education (CDE) for further study. The general information will help to fill in the admission form correctly. It will also tell you about the rules and regulations a student should know as a distance learner of SNDT Women's University. **Please read the general information carefully before filling the form, and keep it with you for reference, you can also retain a Xerox copy of your filled in application form for your personal record.**

#### ABOUT THE CDE, SNDT WOMEN'S UNIVERSITY :

SNDT Women's University was established in 1916 by Bharat Ratna Maharshi Dhondo Keshav Karve and was given statutory recognition by the Government of India in 1951. The Centre for Distance Education was established in the year 1979. By applying to the Centre, you are opting for self-study and distance education mode. By filling in the form you are applying to Centre for Distance Education of SNDT Women's University degree course.

#### IMPORTANT INSTRUCTION :

When you register with the CDE we provide students support in the form of self instruction material. Your success & timely completion of the course depends on your own initiative, hard-work and self-study. You must therefore help the Centre serve you better.

#### Please remember the following points :

1. Keep in touch with the Centre either through personal visit or correspondence. **We do not encourage mediators, unauthorized body or persons for information or payment of fees or submission of forms.**
2. Submit the forms etc. in time, Please remember incomplete, late forms, forms without complete fees and without necessary enclosures will not be accepted.
3. Inquire as early as possible with the Centre regarding non-receipt of forms, self instructional materials etc.
4. When in doubt approach the appropriate person in the Centre for Clarification and guidance.
5. You must give your correct and complete address and intimates any change in the address immediately to the Centre. All correspondence, letters, forms, circular, self instructional material etc. will be dispatched to this address. Whenever you write to us, please mention your address examination and purpose clearly. Though the Centre dispatches forms, self instructional material etc. By post we cannot take responsibility for postal delay or non-delivery of material.

#### A.T.K.T. RULES :

The Student will be allowed to keep terms (ATKT) in all heads of passing and such student will be permitted to carry forward all heads of passing. It is mandatory to enroll Name for M.Com- II

#### VALIDITY OF TERMS

Minimum duration of the programme is in accordance with the U.G.C. notification on specification of degrees 2014. i.e. 2 years and maximum duration is double the minimum duration i.e. 4 years.



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## IMPORTANT INFORMATION FOR

### M. Com. PART I (New Course 80 Credit)

Year 2022 - 2023

#### CIRCULAR

1. Admission form, lesson form, identity card and address slip is attached herewith. Fee details are also given below.
2. Admission are open to women only.
3. The Centre will try to provide printed study materials (lessons) However students should start studying on their own.
4. **Library Facility** : Students can avail library facilities at S.N.D.T. Women's University's Churchgate and Juhu Campus & also access E-database after paying Library fees per the rule. For more information student can **Contact at University Library, SNDT Women's University Churchgate, Mumbai-400 020 OR University Library, SNDT Women's University Juhu Tara Road, Santacruz (W), Mumbai -400 049.**
5. **Enclosures to be submitted with the Admission Form**
  - I) Attested Xerox Copies of H.S.C. Marksheet
  - II) Attested Xerox Copies of Certificates / Marksheet of your last qualifying examination.
  - III) 2 Passport size photographs.
  - IV) Original migration certificate in case of student migrating from other University. If a student does not submit the Migration Certificate within stipulated period, Her admission will be cancelled and fees cannot be refunded.
  - V) **Payment of Registration fees** : Fee Shall be paid by Demand Draft only between 10.00 a.m. and 1.00 p.m. drawn in favour of **the Registrar, SNDT Women University, Mumbai.** Payable at Mumbai.  
Fees by Cash, money order, Postal order, cheques etc, are not accepted.
6. Inquiries pertaining verification of marks, preparing corrected or duplicate statement of marks, M.Com degree certificate, migration certificate, transcript etc. should be made at **Pariksha Bhavan, Director Board of Examinations & evaluation, office of Controller of Examination SNDT Women's University, Juhu Campus, Mumbai - 400 049.**  
**Contact No.: 2661 2877**
7. Examination Fees is to be paid at the time of Registration only subject once selected can not be change.

10. M.Com FEE SCHEDULE

Examination	Total Fees (Rs.)
1. M. Com. Part I Freshers (with first degree from SNDT Women’s University only	Rs. 8220/-
2. M. Com. Part I Freshers (with first degree from SNDT Women’s University in India.)	Rs. 8520/-
3. M. Com Part I ( Reserved Category Students )	Rs. 2350/-

11. Examination Fee is to be paid at the time of Registration only.
12. For Registration at Pune, the Students can contact :  

The Co-ordinator,  
Sub-Centre,  
Centre for Distance Education SNDT Women's University,  
Karve Kutir, Karve Road, Erandwane, Pune - 411 038. Tel : 020 - 2542 5366
13. Tentative Date for Examination :  
April / May, 2023 the date will be declare later on.
14. IMPORTANT NOTE :  
A) All the time tables / circulars will be available on [www.sndt.ac.in](http://www.sndt.ac.in) / [sndt.digitaluniversity.ac](http://sndt.digitaluniversity.ac)  
B) Student are requested to check the website regularly.

**SCHOLARSHIP**  
**(SC, NT, DT, SBC, OBC Students for all course)**

Scholarship available as per government of Maharashtra Norms

- 1) Scholarship is available only to the students of the state of Maharashtra only.
- 2) Fees for student of Schedule Caste and Other Backward Classes/NT/VJNT/SBC/OBC  
Category who are eligible for scholarship (Coming under non Creamy Layer) Should pay Rs. 750/- + Exam Fees (refer the table)
- 3) **Procedure for applying**
  - **Students Should apply for Scholarship on <https://mahadbtmahait.gov.in>**
  - Printout of the filled application form of scholarship should be submitted to CDE office with the registration form of respective course.
  - Students should submit all the documents mentioned in the scholarship form submitted online
- 4) **Document to be submitted with scholarship**
  - Two copy of the passport size photographs with signature of the candidate thereon (for fresh scholarship)
  - Two attested copy of certificates, Diploma, Degree etc. in respect of all examination passed.
  - Two 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.
  - Non Creamy layer Certificate for VJ/NT/OBC/SBC.
  - Gap Certificate if there is gap in education.
  - Residential proof - Ration card & Adhar card (Compulsory).
  - District change Certificate in case any candidate change her district.
  - Death certificate in case father / mother expired.
  - **Any other documents which is mentioned on <https://mahaeschol.maharashtra.gov.in>**
  - The acknowledgment of previous year to be attached along to the application from which should be countersigned by the HOD of the Institution concerned, if the application was in receipt of a scholarship under this scheme in the preceding year.
  - Those Students who have got scholarship for 1st year i.e. either B. A. / B.Com. / M. A. or M. Com. I has to renew her admission for 2nd year and take the Xerox copy of 1st year form and not need to attached documents.
  - Student should have an account in any Nationalise Bank & Should submit xerox copy of the passbook to CDE.
  - Any other document as prescribed by social welfare officer.

**IMPORTANT NOTE : .**

- Incomplete Registration Form, without proper documents or Registration Form received after the prescribed date will not be considered.
  - If any Registration of Scholarship is rejected by the social welfare department then respective candidate should pay full Fees for the course applied to the office of CDE.
  - Student should submit Zerox copies of all required documents at the time of admission Those failed to submit online form at the time of admission should submit it within a month from the date of admission with all required documents.
- In case of non-receipt of all documents office is not responsible to process registration form.





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**SUBJECT FRAMEWORK**

M. Com. Part I Sem - I		
Sr. No.	Course Name	Course Code
1.	Management of Finance	110051
2.	Strategic Management	110052
3.	Corporate Accountancy	110053
4.	Economic Environment of Business	110054
5.	Basics of Accounting	110055

M. Com. Part I Sem - II		
Sr. No.	Course Name	Course Code
1.	Business & Economic Policies of India	210051
2.	Accounting for Managers	210052
3.	Research Methodology	210053
4.	Consumer Behaviour	210054
5.5	Retail Banking Operations	210055

ADDRESS SLIP

Exam. \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_

Pin \_\_\_\_\_

Telephone No. \_\_\_\_\_

Exam. \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_

Pin \_\_\_\_\_

Telephone No. \_\_\_\_\_

Exam. \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

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\_\_\_\_\_

City \_\_\_\_\_

Pin \_\_\_\_\_

Telephone No. \_\_\_\_\_

Exam. \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

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\_\_\_\_\_

City \_\_\_\_\_

Pin \_\_\_\_\_

Telephone No. \_\_\_\_\_

ADDRESS SLIP

Exam. \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

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\_\_\_\_\_

City \_\_\_\_\_

Pin \_\_\_\_\_

Telephone No. \_\_\_\_\_

Exam. \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

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City \_\_\_\_\_

Pin \_\_\_\_\_

Telephone No. \_\_\_\_\_

Exam. \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

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\_\_\_\_\_

City \_\_\_\_\_

Pin \_\_\_\_\_

Telephone No. \_\_\_\_\_

Exam. \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

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\_\_\_\_\_

City \_\_\_\_\_

Pin \_\_\_\_\_

Telephone No. \_\_\_\_\_