



CENTRE FOR DISTANCE EDUCATION

S. N. D. T. Women's University

Sir Vithaldas Vidyavihar, Juhu Road, Santacruz (W), Mumbai - 400 049.
 Phones : 2660 7758, 2660 8193, 2660 9829, 2660 8198, 2660 8493, 2660 8462 - Ext.: 223 Fax : 2660 4759
 E-mail : cde@sndt.ac.in / ma.cde.sndt@gmail.com | Website : www.sndt.ac.in/sndt.digitaluniversity.ac/cde.sndt.ac.in

Batch No.	Serial No.

Online Admissions available : sndt.digitaluniversity.ac.in

REGISTRATION FORM FOR B.COM. PART I, YEAR : 2019-2020	
FOR OFFICE USE ONLY	
D.D. Rs. _____ No. _____	Total Reg. Fees _____
Date _____ Bank _____	Receipt No. _____
_____	Date _____
Lesson Form sent to Section on _____	Exam fees / Sundry fees _____

Date _____ Signature _____	

Please attach a passport size (34 x 45 mm) 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.**

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

TO BE FILLED IN BY STUDENT

1.	SURNAME	NAME	FATHER/HUSBAND
	& MOTHER'S NAME		
2.	ADDRESS (Please give your own address not C/o. address)		
		CITY	PIN
3.	District	4. State	
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.

<p>13. Gender: 1. Women's <input type="checkbox"/> 2. Women's Transgender <input type="checkbox"/></p> <p>14. Student's location Category : 1. <input type="checkbox"/> Rural 2. <input type="checkbox"/> Urban 3. <input type="checkbox"/> Tribal</p> <p>15. Employment Status : 1. <input type="checkbox"/> Employed 2. <input type="checkbox"/> Unemployed</p> <p>16. Marital Status : 1. <input type="checkbox"/> Unmarried 2. <input type="checkbox"/> Married 3. <input type="checkbox"/> Divorced 4. <input type="checkbox"/> Widow</p> <p>22. If Physically Challenged : 1. <input type="checkbox"/> Visually impaired 2. <input type="checkbox"/> Speech and/or Hearing impaired 3. <input type="checkbox"/> Orthopedically impaired 4. <input type="checkbox"/> Learning Disabled 5. <input type="checkbox"/> Others</p> <p>23. 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)</p>	<p>17. Legal Reservation Information Section : Domicile of State : _____</p> <p>18. Category : 1. <input type="checkbox"/> Open 2. <input type="checkbox"/> Reserved</p> <p>19. If reserved : 1. <input type="checkbox"/> SC 2. <input type="checkbox"/> ST 3. <input type="checkbox"/> DT(A) 4. <input type="checkbox"/> NT(B) 9. <input type="checkbox"/> SEBC (Maratha) 5. <input type="checkbox"/> NT(C) 6. <input type="checkbox"/> NT(D) 7. <input type="checkbox"/> OBC 8. <input type="checkbox"/> SBC</p> <p>20. Caste : _____</p> <p>21. Sub-caste : _____</p> <p>24. Write the No. of papers exam</p> <table border="1" style="margin-left: 20px;"> <tr> <td style="width: 50%;">Part</td> <td style="width: 50%;">I</td> </tr> <tr> <td></td> <td></td> </tr> </table> <p>25. Examination Center</p> <table border="1" style="margin-left: 20px;"> <tr> <td style="width: 50%;">Exam</td> <td style="width: 50%;">I</td> </tr> <tr> <td>May</td> <td></td> </tr> </table>	Part	I			Exam	I	May	
Part	I								
Exam	I								
May									

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

Examination	Seat No.	Month & Year of appearance	Board / University	Passed	Total Marks	Out of	Failed	A.T.K.T.	Absent
S.S.C.									
U.E.T./H.S.C.									
B.Com. I									
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 by me overleaf are correct. I will abide by the centre allotted to me for examination.

Admission Centre Stamp with Mobile Number

Place : _____ Date : _____ Signature of the Student _____

B.Com. Part - I

All 12 Paper Compulsory attends

Medium of Examination

English	1	<input type="text"/>
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Compulsory

(100 Mark Per Paper)

	Paper I	Paper II
1. English - Paper I	110101 <input type="text"/>	210201 <input type="text"/>

B. Com. Part I	Paper I	Paper II
2. Business Economics	145105 <input type="text"/>	245205 <input type="text"/>
3. Commerce Paper	145106 <input type="text"/>	245206 <input type="text"/>
4. Accountancy Paper	145107 <input type="text"/>	245207 <input type="text"/>
5. Compulsory Component	145108 <input type="text"/>	245208 <input type="text"/>
6. Business Environment & Environment Studies	145109 <input type="text"/>	245209 <input type="text"/>

All Centre are Tentative for May Exam.

CENTRES FOR B.COM. PART I			
Centre Code	Centre Name	Centre Code	Centre Name
*005	Ghatkopar	285	Yelgaon
006	Malad	288	Bhadgaon (Dist. Jalgaon)
*008	Vile-Parle	291	Saverkheda (Aurangabad)
009	Dombivali	292	Umraj (Dist. Nanded)
010	Dhule	293	Aurangabad
*012	Pune	294	Islapur (Dist. Nanded)
035	Sangamner	295	Zari (Dist. Nanded)
036	Chiplun	296	Pusad (Dist. Yavatmal)
039	Dongarkathore	297	Dhamangaon Badhe
093	Bhiwandi	298	Somthane (Dist. Akola)
124	Jule (Solapur)	299	Navapur
213	Bhayander	300	Naigaon
215	Ridhora (Dist. Akola)	301	Shilgaon
222	Yavatmal	312	Ambejogai
235	Latur	314	Ahmednagar
239	Gangakhed	316	Nashik
263	Gamdevi (Grant Road)	317	Sawantwadi
276	Divia	* Star marked centres are available for B.A.-I Dec. Exam.	
281	Dahanu		

Important Note : Due to insufficient number of student will be shifted to another Exam. Centre.

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GENERAL INFORMATION

B.COM. PART I YEAR 2019-2020

(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, in case you need, make any correction later regarding medium / subject / address etc.**

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 contact lecture programmes and 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 accepted.**
3. Inquire as early as possible with the Centre regarding non-receipt of result, self instructional materials.
4. When in doubt approach the appropriate person in the Centre for Clarification and guidance.
5. You must give your correct and complete residential address and intimates any change in the address immediately to the Centre. All correspondence, letters, forms, circular, self instructional material, timetable 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.**

Registration for B.Com.-I :

1. Registration means filling forms, along with all required certificates, paying fees by Demand Draft / online payment.
2. Fresher and repeater both have to register, if they want to appear for the exam.

ELIGIBILITY FOR B.COM. PART - I

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

1. The University Entrance Test of SNDT Women's University. (within two years after passing (UET)
OR
2. Standard XII (H.S.C. Com) Examination (with English language as one subject)
3. SNDT Women's University Pre-university Examination.
OR
4. First year examination of SNDT Women's University in Commerce stream according to the 3 year degree course passed in all the prescribed subject.
OR
5. Students other than Maharashtra State should apply for Eligibility.

REGISTRATION PROCEDURE:

1. Those Student who have passed B.Com. Part - I or have acquired ATKT in B.Com. Part-I Must register for B.Com. Part - II
2. Registration is valid only for a particular academic year. Every student has to pay registration fee & exam fee.
3. In the registration form there are separate boxed for B.Com. I subject paper coders. You should correctly tick-mark your subject codes.

For communication at Pune Subj-Centre students can contact at following address :

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

Examination Timetable will be uploaded on **Website: sndt.ac.in**

Please keep checking updates on **Website: sndt.ac.in**

PAYMENT OF FEES :

1. Fees can be paid by Demand Draft between 10.00 a.m. to 02.30 p.m. on all working days (except 2nd and 4th Saturday) at Centre for Distance Education. Demand Draft should be drawn in favour of **The Registrar, S.N.D.T. Women's University, Mumbai, Payable at Mumbai.** OR Student can pay the fees through debit / credit card in the office of CDE.
2. Student must preserve fee receipt provided by the **bank. Money order, Postal order, Personal Cheques** are not accepted. For fee details refer to the schedule of fees given with this general information.
3. Only the Centre office at Juhu and Pune Sub-Centre are authorized to collect the fees and accept registration forms/ examination forms. **Do not submit forms/fees through unauthorized agencies or person**, the Centre for Distance Education will not be responsible for delays or non-receipt of the same, Students should take follow up with admission centre.
4. **Fees are non refundable and should be paid fully. Fees are paid for a particular academic year. It cannot be carried forwarded to the next year.**

Submission of Documents : With the Registration form you have to submit the following.

B.Com. Part – I FRESHER

- Attested Xerox Copy of all previous mark-list of S.S.C./U.E.T./H.S.C. & School Leaving or any other qualifying University / board exam. (Only clear Xerox copy will be accepted)
- Two Passport size photographs, one pasted on the Registration form the other on Identify Card.
- Original Migration certificate if application.
- Attested Xerox copy of marriage certificate if applicable.
- Caste certificate if applicable.

MEDIUM OF STUDY AND EXAMINATION

For Commerce guidance will be in English Language. Question Paper will be only in English.

EXAMINATION SELECTED AT THE TIME OF REGISTRATION

B. Com. Part I Examination with of Distance learner will be conducted in B.Com-I 2020.

PROVISION OF SELF INSTRUCTIONAL MATERIAL

To facilitate self study, the Centre Provide self instructional material in all subject. For fresh students the course fee include cost of self instructional material supplied to the students and the same is compulsory. Self instructional material is partially given at the time of admission or dispatched to the student later by post.

For ELIGIBILITY CRITERIA & VALIDITY OF TERMS PLEASE REFER SNDT Website : www.cde.sndt.ac.in

A student is allowed to keep terms upto 4 years as follows.

B.Com I : May 2020, 2021, 2022, 2023, 2024

After that a student has to re-register from B.Com. I

SOME IMPORTANT DATES FOR B.COM. (TENTATIVE) ACADEMIC YEAR 2019-2020

Admission : 1st June to 31st August 2019 for B.A. fresher for May 2020 Exam.

Examination : B.Com.-I Annual Exam : May 2020.

Library Facility : Students can avail library facilities at S.N.D.T. Women's University Churchgate and Juhu Campus & also access E-database after payment of Library fees as 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.**

NOTE : Please contact University office of Director, **Board of Examination & Evaluation Pariksha Bhavan SNDT Women's University, Juhu Tara Road, Santacruz-West, Mumbai - 400 049. Ph. : 2660 2877 / 2660 3322 (Pariksha Bhavan).**

SCHOLARSHIP

(SC, OBC, SBC, VJNT Students for all Courses)

Scholarship available as per government of Maharashtra Norms.

- 1) Scholarship is available only to the student of the state of Maharashtra.
- 2) Fees for student of Schedule Caste and Other Backward Classes SBC / VJNT.
Fee should pay Rs.50/- + examination fees as per the table.
- 3) **Procedure for applying**
 - **Students should apply for Scholarship on <https://mahaeschol.maharashtra.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 16A.
 - Non Creamy layer Certificate for VJ/NT/OBC/SBC.
 - Gap Certificate if there is gap in education.
 - Residential proof - Ration card & Aadhar Card (Compulsory). Aadhar Card should be linked with Bank Account & Same to be acknowledge by the Bank.
 - District change Certificate in case any candidate change her district.
 - Death certificate in case father / mother expired.
 - Student should have an account in any Nationalized Bank Should submit Xerox copy of the passbook to CDE.
 - **Any other documents which is mentioned on <http://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 from and no need to attached documents.
 - Bank A/c link with Aadhar Card (Aadhar Sending)
 - Domicile Certificate Compulsory.

IMPORTANT NOTE :

- Incomplete Registration Form without proper document or applications received after the prescribed date will not be considered.
- If any application of Scholarship is rejected by the social welfare department then respective candidate should pay Full fees to the office of CDE.
- Student should submit Xerox Copies of all required Document at the time of admission, those failed to submit online forms at the time of admission should submit is within a month from the date of admission will all required documents.

In case of Non-receipt of all document office is not responsible to process-registration form.



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Fees Schedule and Other Charges Operative in the Year 2019-2020 B.Com. PART - I

Examination	Registration Fee (Rs.)	Contact Lecture (Optional) (Rs.)	Examination Fee to be Paid at the time of Registration (Rs.)
B. Com. – I (Freshers)	Rs.2990/-	Rs.1200/-	Rs.1050/-
B. Com. – I (Freshers from other University)	Rs.3240/-	Rs.1200/-	Rs.1050/-

1. Course Material set of 1 paper	Rs.150/-
2. Duplicate Mark-list B. Com. - I	Rs.150/-
3. Duplicate Mark-list B. Com. - II w.e.f. exam of 2006	Rs.150/-
4. Question Paper set of B. Com. I	Rs.50/-
5. Verification B. Com. - I	Rs.20/- per paper
6. Transcript	Rs.500/-
7. Bonafide Certificate	Rs.100/-
8. Examination Late fee : 4 Upto 10 days after due date 5 11 to 25 days after the due date 6 Extra ordinary late fees (upto 1 week before the Examination)	Rs.150/- Rs.500/- Rs.1500/-
9. Practical Late fee:	Rs.700/-
10. Marksheet Verification	Rs.500/-
11. Revaluation for B. Com. - I	Rs.750- per paper

Admission Centre Stamp
with Mobile No.

COURSE MATERIAL FORM FOR B.COM. - I

TO BE FILLED IN BY THE OFFICE

Course Material Form Sent to The Lesson Section On: _____

Date : _____ Sign : _____

Course Material File Code

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TO BE FILLED BY THE FRESH CANDIDATE ALONG WITH THE REGISTRATION FORM (PLEASE FILL IN THE FORM IN ENGLISH)

Examination B. Com. Part : _____

Academic Year : _____

Student's Name : _____
(IN BLOCK LETTERS) (SURNAME) (NAME) (FATHER/HUSBAND)

Address : _____

_____ Pin Code : _____

E-mail ID : (Compulsory) _____ Mobile No.: _____

Medium : _____

Note : Students should write her Permanent Address & Mobile No. not C/o. Address

SUBJECT OFFERED FOR B.COM. - I

Component	B.COM. Part I (All 12th PAPERS COMPULSORY)
Paper - I	CC English (For English Medium)
	Business Economics (Compulsory)
	Commerce Paper
	Accountancy Paper
	Compulsory Component
	Business Environment
Paper - II	CC English (For English Medium)
	Business Economics (Compulsory)
	Commerce Paper
	Accountancy Paper
	Compulsory Component
	Envorinmental Studies

Date : _____

Student's Signature _____

Academic Year : _____

TO BE FILLED IN BY THE OFFICE

Medium : _____

B.COM. Part ____I____

Subject	Paper No.	1st Installment Lesson Nos.	2nd Installment Lesson Nos.	3rd Installment Lesson Nos.
Paper - I Paper I - CC English	110101			
Paper I - Theory of Consumer Behaviour and Demand	145105			
Paper I - Principles of Management	145106			
Paper I - Financial Accounting	145107			
Paper I - Business Mathematics	145108			
Business Environment	145109			
Paper - II Paper II - CC English	210201			
Paper II - Theory of Production, Costs and Competitive Markets	245205			
Paper II - Human Resource Management	245206			
Paper II - Advanced Financial Accounting	245207			
Paper II - Business Statistics	245208			
Environmental Studies	245209			
Receiver's Signature / Date				
Date of Dispatch				

NOTE : (1) For outside students lesson will be posted in about 2/3 installments. (2) While intimating change of address. Please write your name, exam and new address in your letter. (3) The student should fill in the correct columns, depending upon the exam for which she is appearing. (4) Fresher need not have to pay extra for Course material; it is included in registration fee only. (5) Repeater students will get course material on payment of Rs.150/- per paper.

ADDRESS SLIP

Exam. _____

Name _____

Address _____

City _____

Pin _____

Telephone No. _____

Exam. _____

Name _____

Address _____

City _____

Pin _____

Telephone No. _____

Exam. _____

Name _____

Address _____

City _____

Pin _____

Telephone No. _____

Exam. _____

Name _____

Address _____

City _____

Pin _____

Telephone No. _____