

COURSE INSTRUCTION

Degree Courses:

- **B. Com (Bachelor of Commerce)**
- **B. Com (BAF - Accounting & Finance)**
- **BMS (Bachelor of Management Studies)**

GUIDELINES FOR ADMISSION

RULES FOR ADMISSION

A student seeking admission to the college shall have to present himself / herself, along with an application in the prescribed form duly filled in and signed by him/her and by his/her parents/guardians. No admission shall be granted unless it is granted by the authority of the Principal and the necessary fees have been received by the College.

A student of this College, who has qualified himself/herself for admission to a higher class, provided an application for the same, in the prescribed form.

Once admitted to the College he/she shall be liable to pay the full fees. A penalty will be levied upon a student who fails to pay the fees and other dues on or before the prescribed date.

A student once, admitted will be considered as duly enrolled for the academic year, unless he/she informs the Principal, in writing of his/her intention to leave the College.

Documents required at the time of Admission:

1. Admission form in original

2. Printed Copy of Pre-Enrollment Form (College Copy) of University of Mumbai
3. Two Self attested photo copy of HSC Mark sheet.
4. One self attested photo copy of SSC Mark sheet.
5. Original Leaving Certificate.
6. Original Passing Certificate, Provisional Certificate & Migration Certificate with two attested photocopies (for other than Maharashtra Board Students).
7. Two attested copies of caste certificate in case of OBC/SBC/SC/ST/NT category.
8. Two attested photocopies of AADHAR Card / Address Proof.
9. Attested photocopy Conversion of Grades. (For IB/CAMBRIDGE/Other Foreign Boards)
10. Attested photocopy Prima facie Certificate issued by Eligibility Section, University of Mumbai, Kalina, Santacruz. (For Foreign Boards)

The student belongs to SC/ST/NT/VJ/OBC/SBC must submit.-

- ◆ Caste Certificate with one attested copy of the same.
- ◆ Non Creamy Certificate with one attested copy of the same.(For NT/OBC/SBC students).

For Second & Third Year Classes

- ◆ Duly filled – in Admission Form
- ◆ Two attested copy of statement of marks of the last examination passed.

- ◆ Three passport size latest colored photographs of the students.
- ◆ Attested Copy of Adhar Card

Student from other college must submit-

- ◆ Eligibility certificate from the University of Mumbai.
- ◆ No Objection certificate from the last attended College.

All Students belonging of Other Boards are required to contact the college office with all Documents. Such students will be admitted on priority basis as per the rules. Admission will be treated as 'PROVISIONAL' until all the necessary certificates /documents such as original mark sheet, eligibility certificate, transfer certificate, school leaving etc. are submitted and approved by the College University authorities.

Status of Admission

1. All admissions will be treated as provisional until all the necessary certificates, documents are submitted and approved by the appropriate authorities.
2. No admission will be regarded as proper unless it is granted by the authority of the Principal.
3. All admissions will be valid for one academic year and requires renewal for each subsequent year.
4. Admission to this college will be as per the admission norms prescribed by University of Mumbai.

Admission Cancellation

Cancellation of Admission and Refund of Fees are as per University Ordinance {O. 2859, O.2859 (A), O.2859 (B)} Fee deduction on cancellation of admission as per University norms:

1. Prior to commencement of academic year Rs.500/- Lump sum
2. Up to 20 days after the commencement of academic year 20% of the total fee amount
3. From 21st day up to 50 days after the commencement of academic year 30% of the total fee amount.
4. From 51st day up to 80 days after the commencement of academic year or August 31st whichever is earlier 50% of the total fee amount
5. From September 1st to 30th 60% of the total fee amount
6. After October 1st 100% of the total fee amount

BMS -BACHELOR OF MANAGEMENT STUDIES

Objectives of the Course:

- / To provide adequate basic understanding of management education to the students
- / To create self-employment and also benefit the industry by providing them with suitable trained persons
- / To give adequate exposure to operational environment in the field of management
- / To prepare students to exploit opportunities being newly created in the management professional field
- / To inculcate training for the use of modern technology for the benefit of all parties concerned.

Eligibility:

- / H.S.C. Examination of the Maharashtra Board of Higher Secondary Education or its equivalent examination or Diploma in any Engineering branches with two years or three years duration after S.S.C. conducted by the Board of Technical Education, Maharashtra State or its equivalent examination.
- / Students should secure minimum 45% marks for general category (in one attempt) at the respective Examination and minimum 40% marks for the reserved category (in one attempt).
- / Admissions will be provided at merit basis.
- / While drawing the merit list, weightage will be given to students from Arts, Commerce and Science Stream at 12th standard level. The stream wise weightage is given below:

Stream	Comm er ce	Arts	Science	Diploma in Engineer ing and Other
Percent age	45%	25 %	25%	5%

- a. The merit list is to be prepared and displayed stream wise.
- b. In case if no applications are received under the “Diploma in Engineering and other Category” or if the seats remain vacant in “Diploma in Engineering and other Category” after all the merit lists/forms are exhausted, the vacant seats must be transferred to Commerce Stream.
- c. In case if no application is received from any stream the vacant seats are to be distributed equally between the remaining two streams only.

COURSE STRUCTURE
BMS - BACHELOR OF MANAGEMENT STUDIES

FYBMS

Semester -I	Semester -II
Introduction to Financial Accounts	Principals of Marketing
Business Law	Industrial Law
Business Statistics	Business Mathematics
Business Communication	Business Communication
Foundation of Human Skills	Business Environment
Business Economics	Principles of Management
Foundation Course	Foundation Course

SYBMS

Semester -III	Semester -IV
Information Technology in Business Management	Information Technology in Business Management
Foundation Course	Foundation Course
Business Planning & Entrepreneurial Management	Business Research Methods
Strategic Management	Production & Total Quality Management
Consumer Behaviour	Integrated Marketing Communication
Advertising	Rural Marketing

TYBMS

Semester -V	Semester -VI
Logistics & Supply Chain Management	Operation Research
Corporate Communication & Public Relations	Project Work
Services Marketing	Brand Management
E-Commerce & Digital Marketing	Retail Management
Sales & Distribution Management	International Marketing
Customer Relationship Management	Media Planning & Management

BAF (BCOM - ACCOUNTING AND FINANCE)

Eligibility:

A candidate for being eligible for admission to the Bachelor of Commerce (Accounting & Finance) degree must have passed the Higher Secondary School Certificate (Std. XII) examination conducted by different Divisional Boards of Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent examination and secured not less than 45% marks in aggregate at first attempt (40% in case of reserved category students).

COURSE STRUCTURE

BAF (B.COM - ACCOUNTING & FINANCE)

FYBAF

Semester I	Semester II
Financial Accounting (Elements of Financial Accounting) I	Financial Accounting (Special Accounting Areas) II
Cost Accounting (Introduction and Element of cost) I	Auditing (Introduction and Planning) I
Financial Management (Introduction to Financial Management) I	Taxation I (Indirect Taxes I)
Business Communication I	Business Communication II
Foundation Course- I	Foundation Course - II
Commerce (Business Environment) I	Business Law
Business Economics I	Business Mathematics

SYBAF

Semester III	Semester IV
Financial Accounting Paper III (Special Accounting Areas)	Financial Accounting Paper IV (Special Accounting Areas)
Cost Accounting Paper II (Methods of costing)	Taxation III
Taxation Paper II (Indirect Taxes)	Management Accounting I (Introduction to Management)
Information Technology in Accountancy – I	Information Technology in Accountancy – II
Commerce Paper II (Financial Market Operations)	Management I (Introduction to Management)
Business Law Paper II	Business Law Paper III (Company Law)
Business Economics – II	Research Methodology in Accounting and Finance

TYBAF

Semester V	Semester VI
Financial Accounting Paper – V	Financial Accounting Paper VI
Cost Accounting Paper III	Cost Accounting Paper IV
Financial Management Paper – II	Financial Management Paper III
Taxation Paper III Direct Tax Paper I	Taxation Paper IV (Direct Taxes – II)
Auditing Paper III	Economics Paper – III Indian Economy
Management Paper II (Management Applications Management)	Financial Accounting Paper VII

B.COM –BACHELOR OF COMMERCE

Eligibility:

A candidate for being eligible for admission to the three year degree course leading to the Bachelor of Commerce degree must have passed the Higher Secondary School Certificate (Std. XII) examination conducted by different Divisional Boards of Maharashtra State Board of Secondary and Higher Secondary Education. OR Must have passed the Higher Secondary School Certificate (Std. XII) examination with vocational subjects/minimum competency based vocational course conducted by the different Divisional Boards of the Maharashtra State Board of Secondary and Higher Secondary Education. OR Must have passed an examination of another Board /University or Body recognized as equivalent to Higher Secondary School Certificate (Std. XII) Examination.

COURSE STRUCTURE

B.Com. (Bachelor of Commerce)

First Year

Semester -I (Seven Papers)	Semester – II (Seven Papers)
Accountancy & Financial Management- I	Accountancy & Financial Management- I
Commerce I	Commerce I
Business Economics I	Business Economics I
Business Communication I	Business Communication I
Environmental Studies I	Environmental Studies I
Mathematical & Statistical Techniques I	Mathematical & Statistical Techniques I
Foundation Course – I	Foundation Course – I

Second Year

Semester - III (Six Papers)	Semester – IV (Six Papers)
Accountancy & Financial Management- III	Accountancy & Financial Management- IV
Financial Accounting and Auditing V	Financial Accounting and Auditing VI

Commerce	Commerce IV
Business Economics III	Business Economics IV
Computer Programming I	Computer Programming II
Foundation Course – III	Foundation Course – IV
Business Law I	Business Law II

Third Year

Semester – V (Seven Papers)	Semester – VI (Seven Papers)
Marketing & Human Resource Management (MHRM)	Marketing & Human Resource Management (MHRM)
Business Economics	Business Economics
Financial Accounting & Auditing III (Financial Accounting)	Financial Accounting & Auditing III (Financial Accounting)
Financial Accounting & Auditing IV (Cost Accounting & Auditing)	Financial Accounting & Auditing IV (Cost Accounting & Auditing)
Financial Accounting & Auditing V (Management Accounting)	Financial Accounting & Auditing V (Management Accounting)
Computer System & Application	Computer System & Application
Export Marketing	Export Marketing