

**SAVITRIBAI PHULE PUNE UNIVERSITY
SCHOOL OF OPEN AND DISTANCE LEARNING**

M.Com. Admission Brochure

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Introduction:

In School of Open and Distance Learning', Savitribai Phule Pune University, Pune, offers Master of Commerce (M.Com.) for 2 years (post graduate course). These admissions are given through distance learning method (No new admissions are given as External Students). According to a circular issued by the University Grants Commission, New Delhi, degrees in the traditional system, and degrees in the distance learning system are equivalent.

The academic year of distance learning students is not like the traditional learning system (regular students). As per the instructions received from the University Grants Commission, New Delhi, the academic year for distance learning students will start from November 2021.

The admission process will partly be online. There is no need to go to the University for Admission. The School of Open and Distance Learning has provided a number of study centres for the students pursuing distance learning. Students have to choose a study center according to their convenience and complete their admission process there.

These study centres are in selected colleges affiliated to Savitribai Phule University are located in: Pune, Ahmednagar, and Nashik districts. A list of colleges with study centers will be available to students during the online admission process. From the displayed list, students have to choose any one of the study centers (colleges) according to their convenience.

Eligibility for admission:

Bachelors' degree in Commerce branch from any recognized university is required for admission.

There is no minimum / maximum age limit for admission to distance learning.

Curriculum design:

M.Com. course has a total of 74 Credits.

The Credits are divided as follows:

Year	Core Courses	Special Subjects	Credits
First	CC-1(8) CC-2(8)	Paper 1(8) Paper 2(8)	32
Second	CC-3(8) CC-4(8)	Paper 3(8) Paper 4(8)	32
Credits	64	--	64

Add on Courses Credit (10)

1.First Year – 4 Credit

- Introduction to Constitution - 4 Credit

2.Second Year – (4+2=6) Credit

- Introduction to Cyber Security- 4 Credit
Any ONE of the following
- Living Human Values- 2 Credit
OR
- MOOC Course/ Online Skill Enhancement Course (20 Hours)- - 2 Credit
OR
- Human Right- 2 Credit
OR
- Research paper Presentation at State/National/ International level - 2 Credit
OR
- Introducing the Indian electoral system and voter participation in the context of democratic processes-2 Credit

Total add on Credit to be secure =10

The student is required to obtain these 74 credits in a minimum of 2 years, or within maximum of 4 years.

Subjects available for the course:

Subject Group	M.Com. 1st Year Subjects			M.Com. 2nd Year Subjects		
	Subject Code	Subject	Medium	Subject Code	Subject	Medium
Compulsory Course	101	Management Accounting and Financial Analysis and Control	English	201	Business Finance And Capital Market and Financial Services	English / Marathi
Any <u>one</u> Course	102 A	Strategic Management and Industrial Economics	English / Marathi	202 A	Research Methodology for Business And Industrial Economic Environment	English / Marathi
	102 B	Strategic Management and Business Statistics	English	202 B	Research Methodology for Business And Operations Research	English / Marathi
Any <u>One</u> Group from the Following:						
A	103	Advanced Accounting and Specialized Areas in Accounting	English	203	Advanced Auditing And Recent Advances in Accounting, Taxation & Auditing	English
	104	Income Tax and Business Tax Assessment & Planning	English	204	Specialized Auditing And Case Studies	English
B	105	Information system and E-Commerce Practices & E-Security & Cyber Laws	English / Marathi	205	Laws Relating to International Business And Recent Advances in Commercial Laws and Practices	English / Marathi
	106	Intellectual Property Laws and Laws Regulating to Copyrights & Design	English / Marathi	206	WTO – Norms & Practices And Case Studies	English / Marathi
C	107	Advanced Cost Accounting and Application of Cost Accounting	English	207	Cost Audit And Recent Advances in Cost Auditing and Cost System	English
	108	Costing Techniques and Responsibility Accounting and Cost Control & Cost System	English	208	Management Audit And Case Studies	English

Entrance fee composition:

The fee also includes admission fee, examination fee, self-study material fee. So, there is no need to pay any fee after paying the entrance fee online during the online admission process.

Online Admission Process:

The school has made available the website sppuoa.digitaluniversity.ac to complete the online admission process. Detailed information about the online admission process has been made available on the following links on the given website.

<https://sppuoa.digitaluniversity.ac/esuvidha/instructionFinal/SavitribaiPhulePune.pdf>

<https://youtu.be/RAHj5oNbqlg>

There will be no entrance exam or merit list for admission. Admission will be for limited seats available on a first-come, first-served basis.

Scanned copies of the student's passport size photo and the student's signature are to be required for upload during the online admission process.

Admission process at the study center:

After completing the online admission process, download the PDF file of the admission application as well as the admission fee receipt and print it out. This admission form, along with the required documents should be submitted immediately to the study center of your choice. The application form along with the required documents is dated, must be submitted to the study center otherwise the student's admission application will be canceled.

If it is not possible for the student to go to the study center, he can send his representative to submit the admission form and documents. However, admission forms sent by post or courier cannot be accepted as it is necessary to check the original documents of the students.

Admission applications will be verified by the university and then all the admitted students will receive PRN on their registered mobile number. After that, the introductory sessions of the professors will start at the study center chosen by the students.

Documents required for admission:

After completing the online admission process, the following documents should be submitted while submitting the admission application at the study centre:

- 1) Admission Form (Copy of Study Centre)
- 2) Admission Form (Student Copy)
- 3) Aadhar Card (Original copy and Xerox)
- 4) Degree Marksheet (Original Copy and Xerox)
- 5) One of the following documents (whichever is applicable)
 - i) Transfer Certificate
 - ii) Migration Certificate

i) Transfer Certificate Required for the following students:

If the student has taken admission in Savitribai Phule Pune University or affiliated college before getting admission in Open and Distance Learning School, 'Transfer Certificate' (original copy) issued by that college / university department will be required.

ii) Migration Certificate Required for the following students:

If a student has taken admission in a university other than Savitribai Phule Pune University before getting admission in Open and Distance Learning School, a 'Migration Certificate' (original copy) issued by that university will be required.

Gap Certificate is not required for admission.

Important Note:

- 1) If the student needs to submit Migration Certificate, such students are not required to submit TC.
- 2) Even if the student has not received the Migration Certificate while submitting the admission form at the study centre, the student can still submit the admission form. A copy of the receipt of application made by such students for obtaining migration certificate should be attached with the admission application. Admission of such students will not be guaranteed unless they are submitted to the Open Studies School after receiving the Migration Certificate.

Course:

The same syllabus that is applicable to the students of regular colleges is also applicable to the students of distance learning system. The syllabus has been made available on the school's website; unipune.ac.in/sol.

All study centers will have the same curriculum. Even if the study center is in an autonomous college, the curriculum will be school-based (autonomous college curriculum will not apply). Since all the subjects are available at all the study centers, the student can choose any subject at any study center.

Self-study literature:

All admitted students are provided with 'Self-Study Materials', (books for all subjects) prepared as per the university syllabus. Books will be available to the student in PDF format first. The printed books will then be made available to the students at their study center.

With the guidance / lecture of the professor

The distance learning system does not require regular attendance at the college as is the case with the traditional education system. After the admission process is completed, an introductory 'Identification Class' will first be conducted to guide the students. Also, expert professors will provide guidance on how to do self-study, using the books made available to the students. For this, academic counselling sessions for each subject are to be conducted on Sundays / holidays.

In these sessions, the relevant subject as well as the syllabus of that subject will be introduced. Also, since self-study is very important in the distance learning method, guidance will be given on how to do self-study using study materials (books). Also, the problems / doubts related to the students will be addressed in these sessions. However, it is in the interest of the students to actively participate in these sessions. These sessions will be held in online mode.

Examination Systems:

For M. Com, There is an 'annual' examination system for pedagogy courses. At the end of the academic year, an 'annual' examination is held for 70 marks. Also, 30 marks are reserved for the internal examination conducted by the study centre. In order to pass each subject, it is necessary to pass both the 'Internal Examination'

and 'Annual Examination' independently with at least 40% marks. The annual examination will be held at the study centre of the Open Learning School.

After getting at least 40% marks in both internal and annual examinations in each subject, the student will get the marks of that subject. The student will be eligible for admission in the second year after obtaining at least 16 marks out of 32 marks in 4 subjects of the first year with 8 marks each. The course can be completed in a maximum of 4 years from the first year of admission.

If you have any doubts about admission, you can contact the study center of your choice.

Contact details of the study center are available on the school's website unipune.ac.in/sol.

For Any Information Contact:

**Dr. Dileep Baragade
Subject Coordinator**