



SAVITRIBAI PHULE PUNE UNIVERSITY
(University with Graded Autonomy)



Centre for Distance and Online Education

Academic Year 2025-26

Admission Prospectus



B.Com. (Distance Learning mode) (Semester System)

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Online Admission

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Support for Admission Process

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Academic Year 2025-26

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B.Com. (ODL Mode) (Semester System) Admission Prospectus

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Preface:

Savitribai Phule Pune University has been awarded 'Category-I' status by the University Grants Commission and the University has achieved 'Graded Autonomy'. As per the new National Education Policy, to increase the gross enrolment ratio in Higher Education, Savitribai Phule Pune University is also providing higher education through 'distance learning' mode along with regular mode.

Various courses have been made available through distance learning mode through the 'Centre for Distance and Online Education' of the University. Higher education becomes accessible to the people who cannot opt for regular college education (especially the working class, housewives, senior citizens, citizens of remote areas, professionals, etc.).

Distance Education System:

The Distance education system facilitates to access the higher education to the students, who cannot attend college regularly. The University Grants Commission (UGC), New Delhi has declared that the degree obtained through 'Distance Learning' mode is equivalent to the degree obtained through the regular colleges.

For admission in the distance education system, a student is required to select a study centre (college) and submit an admission form to the study centre. Study materials (books) written according to the syllabus are available to the students. The subject wise teachers are also made available to guide the students. The examination of the student is conducted at one of the study centres.

Available Subjects:

In Distance Learning mode, **B.Com. (Bachelor of Commerce)** programme is available in Marathi & English medium. The subjects available for this programme are as follows:

Special Level –Business Administration / Banking and Finance / Cost and Works Accounting / Business Entrepreneurship / Insurance, Transport and Tourism

Admission Eligibility:

- 1) Higher Secondary School Certificate (10+2) or its equivalent Examination with English.
- 2) Three Years Diploma Course after S.S.C. (10th standard) of Board of Technical Education conducted by Government of Maharashtra or its equivalent.
- 3) Diploma in Education of Bureau of Government of Maharashtra with English.
- 4) Industrial Training (I.T.I.) Certificate of minimum 2 Years Duration after S.S.C. (10th standard)

Admission Fee:

The Admission Fee for First Year of B.Com. is Rs. 7430/- for the students of Educational Boards from Maharashtra and Rs. 8250/- for the students of Educational Boards outside Maharashtra. This fee needs to be submitted online during the admission process. This Fee includes registration fee, tuition fee, eligibility fee, study material fee, study centre fee and regular examination fee. After paying the admission fee online at the time of admission, no other fee is required to be paid.

Admission Process

Online Admission Process:

The student has to register online on the university website <http://unipune.ac.in/SOL/admission2025.html> and then the admission form has to be filled online.

A student has to select a study centre while taking admission in distance learning mode. The university has provided 'Distance Education' study centres in various colleges of Pune, Ahilyanagar and Nashik districts. The list of study centres is available in the online admission form. While filling the admission form, the student can choose any convenient study centre from the available colleges in the list.

Thereafter, the student has to select the medium of learning and subject of study and pay the admission fee online. After paying the fee online, the student has to download the admission form (PDF File) and take a print out of it. There is no need to scan and upload any documents while filling the online admission form.

Admission Process at Study Centre (College):

The student has to submit the printed copy of the admission form along with the required documents at the study centre (college) selected in the admission form. Admission will be confirmed only after submitting the admission form along with the required documents at the study centre. However, the admission form must be submitted at the study centre within the prescribed time limit. If the admission form is not submitted to the study centre within the prescribed period, the admission form will be cancelled and admission will not be confirmed.

Documents required for Admission:

There is no need to scan and upload any documents while filling the online admission form. However, after completing the online admission process, the following documents are required to be produced while submitting the admission form at the study centre:

- 1) Admission Form (Study Centre Copy)
- 2) Admission Form (Student Copy)
- 3) Aadhar Card (Original & Xerox Copy)
- 4) Marksheet of Qualifying Examination (Original & Xerox Copy)
- 5) S.S.C. (10th Standard) Certificate (Original & Xerox Copy)
- 6) Proof of Change in Students' name, if any (Original & Xerox Copy)
- 7) One of the following (as applicable) (Original)

Leaving / Transfer / Migration / Bonafide Certificate:

i) **Leaving Certificate** is required in case the previous admission is as a regular student in Junior College affiliated to Maharashtra State Board of Secondary & Higher Secondary Education.

ii) **Transfer Certificate** is required in case the previous admission is

a) in the college affiliated to Savitribai Phule Pune University

or

b) as a regular student in any Department of Savitribai Phule Pune University

or

c) as an external student of Savitribai Phule Pune University

Transfer Certificate is not required if the previous admission is in Centre for Distance and Online Education (School of Open and Distance Learning) of Savitribai Phule Pune University.

iii) **Migration Certificate** is required in case the previous admission is

a) as an external(private) student of Maharashtra State Board of Secondary & Higher Secondary Education

or

b) in Educational board other than Maharashtra State Board of Secondary & Higher Secondary Education

or

c) in Department /College of any other University

iv) If the student is simultaneously admitted for UG / PG course at any other College / University, then the Bonafide Certificate from that College / University shall be necessary.

➤ If the student does not have the transfer / migration certificate while submitting the admission form at the study centre, the student must submit an undertaking in the prescribed format along with the admission form. The admission of the student will be confirmed only after the transfer / migration certificate is submitted to the study centre.

➤ Before submitting the admission form to the study centre, the student must carefully check the personal details (name, mobile number, e-mail ID, address, date of birth etc.) in the admission form. If any correction is to be made in these details, the application in the prescribed format must be submitted to the study centre along with the admission form.

Syllabus, Study Material & Teachers' Guidance

The syllabus for the various courses through Distance Learning mode has been made available on the website of Centre for Distance and Online Education <http://unipune.ac.in/SOL/>. This syllabus will be applicable in all study centers. The study material written as per the prescribed Syllabus is available in printed (Books) format. After completion of the entire admission process, the student will get the study material (books). Students admitted to study Centres in Pune city will get the books from the Centre for Distance and Online Education of Savitribai Phule Pune University and other students will get books from their Study Centre (College).

After completion of the entire admission process, an "Induction Programme" is conducted to guide the students. Students are informed on how to do 'self-study' using the books provided. The Academic Counselling Sessions for each subject are conducted on Sundays or public holidays through the Study Centre.

The difficulties / doubts faced by the students during the Self-Learning can be discussed with the subject teachers in the counselling sessions. So, students are advised to actively participate in these sessions. The instructions are given regarding Internal Evaluation during the counselling sessions.

Scheme of Examination:

The Internal & End-Semester Examination is conducted for every subject. The proportion of marks in Internal & End-Semester Examination is 30:70.

Internal Examination is conducted by the Study Centre. The details regarding the Internal examination are provided to the students by the Study Centre from time to time.

The End-Semester Examination (Pen & Paper format Examination) is conducted by the Examination Department of the University generally in the months of December-January & June. The Examination centres are located at Pune, Pimpri-Chinchwad, Malegaon Bk. (Baramati), Ahilyanagar, Nashik, Ravalgaon & Silvassa. The examination centre may be made available at other places based on the number of students. The Time-Table for End-Semester Examination, Question Paper Format & other details get displayed on the website of Centre for Distance and Online Education.

To complete the course, the student has to obtain minimum 40 % marks separately in the both – Internal Assessment & End-Semester examination. After passing in a subject, the student will get the credits of that subject. A student will be eligible for second year admission if s/he obtains at least 50 % of the total credits in the first year.

While taking admission in the 3rd year of B.Com., the student must obtain all the credits (pass in all subjects) of the 1st year and at least 50 % credits of the 2nd year.

B.A. programme is of 3 years duration & can be completed in a maximum of 6 years from the time of admission to this course. (All subjects must be passed within a total period of 6 years.) After that, the student cannot appear for the examination as the registration period of the student ends.

Important Instructions for the students:

1) The University / College sends message on the mobile number used by the student during registration & online admission process. So, the students should use their own mobile number & e-mail ID during online admission process.

2) While registering online for admission, the students should enter the name as exactly appears on their Aadhaar Card.

3) It is very essential for the student to carefully preserve the User-ID received through message (sms) on the mobile number used for the registration. This User-ID is required further to login on the portal, to get the PRN (Permanent Registration Number) and to download Examination Hall Ticket.

4) For any assistance regarding admission process, the students can write to student.sol@unipune.ac.in with the following details:

Name of the student, Mobile Number, Course Name

Name of the Study Centre (College)

Admission Form number (if form submitted)

5) While paying online admission fee, if the amount gets debited from the bank account (transaction successful), but admission form (PDF) is not downloading, the student should not make the repayment (Double Payment). Student should write to student.sol@unipune.ac.in with the following details:

Name of the Bank, Transaction ID & mode of Payment–Card / UPI / Netbanking

6) While applying for B.Com., the students who have passed 12th standard Examination from CBSE / ICSE / NIOS board should select the state 'Delhi'.

7) If the student fails to submit the admission form along with the necessary documents to the study centre within duration mentioned in the Admission Notice, the online form will be rejected and the admission will not be confirmed.

8) After completing online admission process the students can download (PDF copy) admission form. The admission form is in 2 copies – Study Centre copy and Student Copy. Students have to submit the Study Centre copy at the college and should take the stamp of the study centre (college) on the Student Copy. The students should carefully preserve the ‘Student Copy’ of the admission form till the completion of the course.

9) The students should carefully select the subjects and medium of learning during the online admission process. For changes, if any the charges will be applicable as per the norms.

10) For the important updates regarding Admission process, Examination, Result etc., the students should regularly visit the website <http://unipune.ac.in/sol/>.

11) Internal Examination is conducted by the Study Centre (College). Students should regularly follow the instructions given by the Study Centre & complete the Internal Examination within prescribed time period.

12) The important instructions regarding the submission of Backlog Examination form & admission form for 2nd/3rd Year are given on the website <http://unipune.ac.in/sol/>. There is limited time period to submit these forms online. So, the students should regularly visit the website and submit the online form within prescribed time period.

13) The students can write e-mail to student.sol@unipune.ac.in for any assistance / query regarding admission process. The students can also contact Study Centre for assistance regarding admission process.

Course – Credit Structure:

B.Com.

1st Year B.Com.

F.Y.B.Com. Semester-I

Code	Subject	Credits
Compulsory Subjects:		
111 - I	Compulsory English - I	3
112 - I	Financial Accounting - I	4
113 - I	Business Economics - I	3
Any One of the following:		
114A - I	Business Mathematics & Statistics - I	3
114B - I	Computer Concepts and Application - I	3
Any One of the following:		
115A - I	Organization Skill Development – I	3
115B - I	Banking and Finance - I	3
115C - I	Commercial Geography - I	3
115D - I	Defence Organization & Management in India - I	3
115E - I	Theory and Practice of Cooperation - I	3
115F - I	Managerial Economics - I	3
Any One of the following:		
116A - I	Essentials of E-Commerce - I	3
116B - I	Insurance and Transport - I	3
116C - I	Marketing and Salesmanship - I	3
116D - I	Consumer Protection and Business Ethics - I	3
116E - I	Business Environment & Entrepreneurship - I	3
Any One of the following:		
117A - I	Additional English - I	3
117B - I	Marathi - I	3
Compulsory Add-On Subject:		
AOC I	Human Rights	4

F.Y.B.Com. Semester-II

Code	Subject	Credits
Compulsory Subjects:		
111 - II	Compulsory English - II	3
112 - II	Financial Accounting - II	4
113 - II	Business Economics - II	3
One of the following:		
114A - II	Business Mathematics & Statistics - II	3
114B - II	Computer Concepts and Application - II	3
One of the following:		
115A - II	Organization Skill Development - II	3
115B - II	Banking and Finance - II	3
115C - II	Commercial Geography - II	3
115D - II	Defence Organization & Management in India - II	3
115E - II	Theory and Practice of Cooperation - II	3
115F - II	Managerial Economics - II	3
One of the following:		
116A - II	Essentials of E-Commerce - II	3
116B - II	Insurance and Transport - II	3
116C - II	Marketing and Salesmanship - II	3
116D - II	Consumer Protection and Business Ethics - II	3
116E - II	Business Environment & Entrepreneurship - II	3
One of the following:		
117A - II	Additional English - II	3
117B - II	Marathi - II	3

The optional subject selected in Semester-I will be applicable for Semester-II also. The Study material (Books) & Examination of ‘Financial Accounting’, ‘Business Mathematics & Statistics’, ‘Computer Concepts and Application’, ‘Essentials of E-Commerce’ is in English medium only. The Study material (Books) & Examination of ‘Consumer Protection and Business Ethics’ & ‘Insurance and Transport’ is in Marathi medium only.

2nd Year B.Com.

S.Y.B.Com. Semester-III

Code	Subject	Credits
Compulsory Subjects:		
AECC-I	Environmental Studies - I	2
201 - I	Business Communication - I	4
202 - I	Corporate Accounting - I	3
203 - I	Business Economics (Macro) - I	3
204 - I	Business Management - I	3
205 - I	Elements of Company Law - I	3
Any One of the following:		
206A - I	Business Administration - I(I)	4
206B - I	Banking and Finance - I(I)	4
206E - I	Cost and Works Accounting - I(I)	4
206G - I	Business Entrepreneurship - I(I)	4
206K - I	Insurance, Transport and Tourism - I(I)	4
Compulsory Add-On Subjects:		
AOC 2	Cyber Security	4
AOC 3	Introduction to Constitution	2

S.Y.B.Com. Semester-IV

Code	Subject	Credits
Compulsory Subjects:		
AECC - II	Environmental Studies - II	2
201 - II	Business Communication - I(II)	4
202 - II	Corporate Accounting - I(II)	3
203 - II	Business Economics (Macro) - I(II)	3
204 - II	Business Management - I(II)	3
205 - II	Elements of Company Law - I(II)	3
Any One of the following:		
206A - II	Business Administration - I(II)	4
206B - II	Banking and Finance - I(II)	4
206E - II	Cost and Works Accounting - I(II)	4
206G - II	Business Entrepreneurship - I(II)	4
206K - II	Insurance, Transport and Tourism - I(II)	4
Compulsory Subjects:		
VE	Value Education	1
ESEP	Employability Skill Enhancement Programme	1

The Study Material (Books) & Examination of the subjects 'Business Communication', 'Corporate Accounting' & 'Cost and Works Accounting' is in English medium only.

The optional subject selected in Semester-III will be applicable for Semesters- IV, V & VI also.

3rd Year B.Com.

T.Y.B.Com. Semester-V

Code	Subject	Credits
Compulsory Subjects:		
301 - I	Business Regulatory Framework – I	3
302 - I	Advanced Accounting - I	3
303 - I	Indian and Global Economic Development - I	3
304 - I	Auditing & Taxation - I	4
One Group of the following:		
305A - I	Business Administration - II(I)	4
306A - I	Business Administration - III(I)	4
305B - I	Banking and Finance - II(I)	4
306B - I	Banking and Finance - III(I)	4
305E - I	Cost and Works Accounting - II(I)	4
306E - I	Cost and Works Accounting - III(I)	4
305G - I	Business Entrepreneurship - II(I)	4
306G - I	Business Entrepreneurship - III(I)	4
305K - I	Insurance, Transport and Tourism - II(I)	4
306K - I	Insurance, Transport and Tourism - III(I)	4
Compulsory Subject:		
IPRL	Intellectual Property Rights Laws	1

T.Y.B.Com. Semester-VI

Code	Subject	Credits
Compulsory Subjects:		
301 - II	Business Regulatory Framework - I	3
302 - II	Advanced Accounting - I	3
303 - II	Indian and Global Economic Development - I	3
304 - II	Auditing & Taxation - I	4
One Group of the following:		
305A - II	Business Administration - II(II)	4
306A - II	Business Administration - III(II)	4
305B - II	Banking and Finance - II(II)	4
306B - II	Banking and Finance - III(II)	4
305E - II	Cost and Works Accounting - II(II)	4
306E - II	Cost and Works Accounting - III(II)	4
305G - II	Business Entrepreneurship - II(II)	4
306G - II	Business Entrepreneurship - III(II)	4
305K - II	Insurance, Transport and Tourism - II(II)	4
306K - II	Insurance, Transport and Tourism - III(II)	4
Compulsory Subject:		
CA	Computerised Accounting	1

The Study material & Examination of the subjects ‘Advanced Accounting’& ‘Cost and Works Accounting’ at T.Y.B.Com. is in English Medium only.