



**Knowledge is Supreme**

# **Tolani College of Commerce (Autonomous)**

**Re-Accredited (3rd Cycle) by N.A.A.C.  
with 'A' Grade CGPA of 3.03**

**Bachelor of Commerce (B.Com.)**

**Prospectus A.Y. 2022 - 2023**



## ABOUT THE PROGRAM

The College, right from its inception in 1989, is offering the B.Com. program. The curriculum has commerce, management, accounting, finance, business economics, business law, business communication and business mathematics related courses. This prepares the student for careers in many sectors and also for self-employment. There are four divisions of 120 seats each in the first, second and third years of the Program in the College. Students have to earn a total of 132 credits for the award of the degree.

### The courses that are part of the curriculum:

<b>First Year B.Com.</b>				
<b>Sr. No.</b>	<b>Semester I</b>	<b>Credits</b>	<b>Semester II</b>	<b>Credits</b>
1.	Commerce- I: Introduction to Business	03	Commerce- II: Service Sectors	03
2.	Business Economics-I	03	Business Economics-II	03
3.	Accountancy & Financial Management-I	03	Accountancy & Financial Management-II	03
4.	Business Communication-I	03	Business Communication-II	03
5.	Foundation Course-I	02	Foundation Course-II	02
6.	Environmental Studies -I	03	Environmental Studies -II	03
7.	Mathematical & Statistical Techniques-I	03	Mathematical & Statistical Techniques-II	03
	Total Credits	20	Total Credits	20
<b>Total Credits of Semester - I and Semester - II</b>				<b>40</b>
<b>Additional Credits to be earned (Value added certificate course/capacity building and skill enhancement courses)</b>				<b>04</b>
<b>Total Credits for the First Year</b>				<b>44</b>

<b>Second Year B.Com.</b>				
<b>Sr. No.</b>	<b>Semester III</b>	<b>Credits</b>	<b>Semester IV</b>	<b>Credits</b>
<b>Compulsory Courses</b>				
1.	Commerce- III: Management - Functions & Challenges	03	Commerce- IV: Management-Production & Finance	03
2.	Business Economics-III	03	Business Economics-IV	03
3.	Accountancy & Financial Management-III	03	Accountancy & Financial Management-IV	03
4.	Foundation Course-III	02	Foundation Course-IV	02
5.	Business Law-I	03	Business Law-II	03
6.	Financial Accounting & Auditing-V: Introduction to Management Accounting	03	Financial Accounting & Auditing-VI: Auditing	03
<b>Ability Enhancement Courses: The student has to opt for any one of the following: *</b>				
7.	Advertising-I	03	Advertising-II	03
	Travel & Tourism Management- I		Travel & Tourism Management-II	
	Company Secretarial Practice-I		Company Secretarial Practice-II	
	Total Credits	20	Total Credits	20
<b>Total Credits of Semester - III and Semester - IV</b>				<b>40</b>
<b>Additional Credits to be earned (Value added certificate course/capacity building and skill enhancement courses)</b>				<b>04</b>
<b>Total Credits for the Second Year</b>				<b>44</b>

**In the Second and Third Years of the B.Com. Program, the College is offering Financial Accounting & Auditing Group.**

**\*Students have to exercise the option in Semester III and have to continue with the same option in Semester IV.**

<b>Third Year B.Com.</b>				
<b>Sr. No.</b>	<b>Semester V</b>	<b>Credits</b>	<b>Semester VI</b>	<b>Credits</b>
	<b>Compulsory Courses:</b>			
1.	Commerce- V: Marketing	03	Commerce- VI: Human Resource Management	03
2.	Business Economics-V	03	Business Economics-VI	03
3.	Financial Accounting & Auditing-VII: Financial Accounting	04	Financial Accounting & Auditing-IX: Financial Accounting	04
4.	Financial Accounting & Auditing-VIII: Cost Accounting	04	Financial Accounting & Auditing-X: Cost Accounting	04
	<b>Ability Enhancement Courses* (Any one of the two Groups)</b>			
5.	Group A) Export Marketing -I Group B) Direct & Indirect Taxes-I	03	Group A) Export Marketing -II Group B) Direct & Indirect Taxation-II	03
	&			
6.	Group A) Marketing Research-I Group B) Computer Systems & Applications-I	03	Group A) Marketing Research-II Group B) Computer Systems & Applications-II	03
	Total Credits	20	Total Credits	20
	<b>Total Credits of Semester - V and Semester - VI</b>			<b>40</b>
	<b>Additional Credits to be earned (Value added certificate course/capacity building and skill enhancement courses)</b>			<b>04</b>
	<b>Total Credits for the Third Year</b>			<b>44</b>

\*Students who select Group A have to study Export Marketing-I and Marketing Research-I in Semester V and Export Marketing-II and Marketing Research-II in Semester VI.

Students who select Group B have to study Direct & Indirect Taxes-I and Computer Systems & Applications-I in Semester V and Direct & Indirect Taxation-II and Computer Systems & Applications-II in Semester VI.

**\*\*Note that students must exercise the option in Semester V and have to continue with the same option in Semester VI.**

**ADMISSION PROCEDURE  
F.Y.B.COM.**

**Eligibility**

Link to the University of Mumbai Eligibility Conditions:

<http://archive.mu.ac.in/courses/Faculty%20of%20Commerce.pdf>

**The admission process is online. Click on the following link for the First Year admission process of A.Y. 2022-2023:**

<https://tcc.tolani.edu/wp-content/uploads/2022/06/Admission-Notice-to-First-Year-Undergraduate-Programs-for-A.Y.-2022-2023-1-1.pdf>

**First Year B.Com. Admission Fees: Fees to be paid online.**

PROGRAM	INR *(Inclusive of Rs. 100/- for the Admission Form)
FIRST YEAR B.COM. (OPEN CATEGORY)	<b>7,400</b>
FIRST YEAR B.COM. (RESERVED CATEGORY)	<b>2,859</b>

**P.S. : Fees are subject to revision.**

**\* Admission Form fees to be paid online at the time of filling the Online Admission Form.**

- 1. Students from other than Maharashtra State Board have to pay additional fees for Document Verification fees - Rs. 400/- and Eligibility fees - Rs. 320/-**
- 2. Additional Fees have to be paid for the value-added certificate course/capacity building and skill enhancement courses for earning the additional credit, which is compulsory.**
- 3. Foreign students will have to pay five times the fees mentioned in the above table.**

**I. After completion of the online admission process students have to submit the following documents on the dates intimated by the College.**

- a) Copy of the College Online Admission form.
- b) Three photocopies of mark sheets of H.S.C./equivalent of XIIth std. examination.
- c) Photocopy of Leaving Certificate of H.S.C./equivalent of XIIth std.
- d) Photocopies of mark sheets & Passing Certificate of S.S.C./equivalent of Xth std.
- e) Photocopies of Certificate of Learning Disability (L.D.) & that of being Physically Challenged (if applicable).
- f) Photocopy of Blood Group Report.
- g) Photocopy of Aadhar Card.
- h) Photocopy of valid caste certificate, if belonging to any reserved category.

**II. Additional documents required from candidates applying under the Sindhi Linguistic Minority Quota:**

Affidavit on a stamp paper of Rs.100/- (Rupees One Hundred Only), certified by a Notary stating that the candidate belongs to the Sindhi Linguistic Minority.

**III. Additional documents required from candidates having a gap of more than two years in their Education between passing the Xth std. equivalent examination and XIIth std. equivalent examination:**

- a) Affidavit on a stamp paper of Rs.100/- (Rupees One Hundred Only), certified by a Notary stating the reason for the Gap of more than two years in the Education between passing the Xth std. equivalent examination and XIIth std. equivalent examination.
- b) Affidavit on a stamp paper of Rs.100/- (Rupees One Hundred Only), certified by a Notary stating the reason for the Gap of more than one year in the Education after passing the XIIth std. equivalent examination.

**IV. Additional documents required from candidates who have passed H.S.C./ equivalent of XIIth std. from other than Maharashtra State Board:**

- a) Original and photocopies of mark sheets and Passing Certificate of H.S.C./equivalent of XIIth std. examination
- b) Original and two photocopies of Transference / Leaving Certificate.
- c) Original and two photocopies of Migration Certificate (In the event there is no practice of issuing Migration Certificate by the Board, the candidate shall produce a letter to this effect from the Board)

**V. Students belonging to SC, ST, DT, NT, OBC & SBC categories who wish to apply for scholarship/freeship are requested to bring the following documents and should contact Mr. Magan Purabia - Head Clerk in Admin Office before paying their fees:**

- a) Photocopy of Aadhar Card
- b) Photocopy of valid Caste Certificate (Maharashtra State Only)
- c) Income Certificate issued by Tahsildar's Office, Mumbai.
- d) Photocopy of Ration Card.
- e) Photocopies of mark sheets of examination of S.S.C./Xth std equivalent, H.S.C./XIIth std equivalent.
- f) Saving Bank Account in any nationalised bank or post office has to be opened and the Account details have to be submitted.

**Note:**

1. Please carry the Original documents for verification purpose only
2. Kindly upload photo (Max Size 115kb) and signature (Max Size 15-18kb). Mention the name in 'English' (As per H.S.C. mark sheet), Name in 'Devnagiri' (Marathi) should be strictly entered in the following format: (Surname- Name –Father's name - Mother's name) as the same cannot be changed/edited once entered in the pre-admission online enrolment form.
3. The admission will remain purely on PROVISIONAL basis till the receipt of confirmation of enrolment from University of Mumbai.

## **ATTENDANCE REQUIREMENTS**

As per the provisions in the University ordinance issued from time to time

## **EXAMINATION & EVALUATION**

- As per the directives of University of Mumbai, the Choice Based Credit, Grading and Semester Systems will be followed.
- The Degree Program will comprise of Six Semesters spread over three years. Each Year will consist of two semesters. In each semester for each course, there will be a continuous evaluation for 40 marks and semester end examination for 60 marks.
- Students have to earn 2 additional credits in every semester by successful completion of value added certificate course/capacity building and skill enhancement courses offered by the College.
- The students will be briefed about the details of the Choice, Grade and Semester system at the commencement of the academic year.

For details about the Library resources, Co & Extra–Curricular activities, Infrastructure and facilities please visit other section of the College website.

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