

# **Tolani College of Commerce**

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

**Junior College**  
**Prospectus 2025 - 2026**

## **GOVERNING BODY**

Dr. Sujata A. Naik – Chairperson

Dr. Govind S. Shahani – Secretary

Mr. Rohet N. Tolani

Dr. Shyam Bulchandani

Mr. Adhiraj Harish

Mr. Prashant Hingorani

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## **ADVISORY COMMITTEE**

Dr. Sujata A. Naik – Chairperson

Dr. Govind S. Shahani – Secretary

Mr. R. Kumar – Member

Dr. Sadhana Venkatesh – I/c  
Principal

## **ABOUT THE COURSE**

### **Higher Secondary Certificate (Commerce)**

**The Higher Secondary Certificate (HSC) is a two-year programme.**

After H.S.C. one may opt for a three year degree course leading to a general Bachelor of Commerce (B.Com.) degree or for specialised degree courses like Bachelor of Management Studies (B.M.S.), B.Com. (Accounting and Finance) and B.Com. (Banking and Insurance). All these courses are offered by the College.

### **Academic Subjects Taught (F.Y.J.C. and S.Y.J.C.)**

- 1) English
- 2) One of the following Subjects:

#### **Hindi / Marathi / French / Sindhi / Information Technology**

Seats in French are very limited and are given to students who have studied French at S.S.C. level or have scored exceptionally high marks in English and the total aggregate in S.S.C.

- 3) Economics
- 4) Book Keeping and Accountancy
- 5) Organisation of Commerce and Management
- 6) Mathematics or Secretarial Practice
- 7) Environmental Studies
- 8) Health & Physical Education.

The medium of instruction in all subjects, other than the optional languages, is English. N. B.: In the F.Y.J.C. Class the number of seats in Information Technology is 120. Information Technology subject is offered in only in combination with Mathematics subject in the un-aided section of our Junior college. In the Aided Divisions of the F.Y.J.C. Class, the number of seats in Mathematics is 240.

Seats in Mathematics are limited and are given on the basis of marks obtained in the subject at the SSC level. The cut off percentage in Mathematics is decided on the basis of the applications received in a particular year. Requests for changes in optional subjects must be given in writing to the Vice-Principal, within four days of the commencement of the first term. Application for change in optional subjects will not be accepted after the stipulated time period.

### **Remedial English Classes:**

Special English Classes are held for students who are weak in the subject at the beginning of each academic year. It is a well structured course and 12 lectures are conducted. Emphasis is given on the improvement of spoken as well as written English.

The objective of this course is to improve the students' proficiency in English as all the main subjects in the commerce stream are taught through the English medium. A nominal fee is charged for this course. The lectures of Remedial English are held from 11.40 a.m. To 12.20 p.m. Attendance in these lectures is compulsory and the students who have enrolled themselves for the Remedial English course should not plan any other activity during the timings given.

## Admission Procedure

### F.Y.J.C.

Admissions for F.Y.J.C. are conducted online. The merit lists are prepared by M.K.C.L. (Maharashtra Knowledge Corporation Limited).

Students are required to take admission in the college allotted to them by M.K.C.L.

For further information students should check the website of Dy. Director of Education,  
[www.maharashtra.gov.in](http://www.maharashtra.gov.in)

Only students belonging to the Sindhi Minority Quota are required to fill admission forms available at the college office as per the dates announced in the college notice board.

**A) Students from Schools which are affiliated to the Maharashtra State Board of Secondary and Higher Secondary Education Board, must submit the following :**

Sr. No.	Name of Document / Certificate
1	Mark sheet of Std. 10 <sup>th</sup>
2	S.S.C. Leaving Certificate /Transfer Certificate
3	Certificate of Caste with Category & Non Creamy Layer Certificate issued by the <b>Government of Maharashtra only</b>
4	Certificate for Physically Challenged or Learning Disability issued by Government recognized body.
5	Photocopy of Aadhar Card or the Acknowledgement No.
6	Valid Address Proof (Electricity Bill / Telephone Bill or Any other)
7	Three passport size photographs. (one photograph of each Parent or Guardian)

**B) For Students from Schools not affiliated to the Maharashtra Board, (other than Maharashtra State Board of Sec. & Higher Sec. Edu.) (CBSE, ICSE. IB, Gujarat Board /UP Board / Rajasthan Board / Telangana Board / Bihar Board / Goa Board, etc.), they must submit:**

Sr. No.	Name of Document / Certificate
1	Original and two attested photocopies of Xth Marksheet issued by the Relevant Board
2	Original and two attested photocopies of Xth Passing Certificate issued by the Relevant Board
3	Original and two attested photocopies of Transfer Certificate/Leaving Certificate

4	Original and two attested 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)
5	Eligibility Form is available at the counter No. 1 of college office on payment of Rs. 100/-
6	10th Class (std. 10th ) Marksheet must be verified along with the stamps from the Board concerned (if needed)
7	All the above documents must be submitted strictly within 10 days after admission in FYJC

## **S.Y.J.C.**

### **Eligibility**

A student who has passed Standard XI from any recognised Board can seek admission to S.Y.J.C. Provided he/she fulfills all eligibility rules.

### **Documentation**

Originals of all the documents must be available for verification at the time of submission of the respective documents.

### **All students must submit**

1. Duly filled S.Y.J.C. admission forms (available at the College office).
2. One passport size photograph and 4 stamp size photographs.
3. One stamp size photograph of Guardian / Mother & Father.

### **A. Students from Tolani College of Commerce**

Attested photocopy of F.Y.J.C. report card.

### **B. Students from other Colleges in Maharashtra (for admission in SYJC)**

1. One attested copy of Standard X Mark Sheet.
2. One attested copy of F.Y.J.C. report card.
3. Original School/College Leaving Certificate with one attested copy.
4. No Objection Certificate signed by the Principal of the previous institution.
5. a. Students seeking admission under the Linguistic (Sindhi) Minority Quota are required to submit an affidavit on stamp paper of Rs.100/-, certified by a Notary stating that they belong to the Sindhi Minority community.  
b. Students seeking admission under any of the Reserved Categories are required to submit an attested copy of the relevant certificate/document.

### **C. Students from Boards other than the Maharashtra Board (CBSE/ICSE,IB, etc.)**

1. Two attested copies of Standard Xth mark sheet.
2. Two attested copies of Standard XIth mark sheet.
3. Original School/College Leaving Certificate / Transfer certificate (with counter signature by appropriate educational authority), with two attested copies.

4. a. Students seeking admission under the Linguistic (Sindhi) Minority Quota are required to submit an affidavit on stamp paper of Rs.100/-, certified by a Notary stating that they belong to the Sindhi Minority Community.
- b. Students seeking admission under any of the Reserved Categories are required to submit an attested copy of the relevant certificate/ document.
5. Application for provisional eligibility certificate (prescribed form available at the College).
6. Original Passing Certificate issued by the relevant Board with two attested copies.
7. Deed of undertaking on stamp paper of Rs.100/- (format available in the eligibility form).
8. Migration Certificate (in case there is no practice of issuing migration certificate by the Board, the candidate shall produce a letter to that effect from the Board).
9. Foreign students have to submit a duly filled 'Appendix A' form (available at the College).

### **Reservations and Quotas**

#### **Junior College (Total number of seats in F.Y.J.C. class – 480)**

Category I	Linguistic minority (Sindhi)	50%
Category II	a) Dependent wards of	5%
	i) Employees on transfer	
	ii) Employees of Defence Forces	
	iii) Ex-Servicemen	
	iv) Freedom Fighters, Children affected by natural calamities	
	b) Differently abled children including Dyslexia, Dyscalculia, Dysgraphia, Spastics etc.	3%
	c) Medals and certificates of Sports and Cultural activities held at National and International levels.	5%
	d) College Management	5%
	Total of Category –II	18%
Category III	Open/General Merit	32%
	<b>Grand Total</b>	<b>100%</b>

All the above quotas are subject to change as per guidelines issued by authorities.  
All admissions are provisional until confirmed by the appropriate authorities.

### FEE STRUCTURE FOR AIDED SECTION

**Fee chargeable from the student of Jr. College for the academic year 2024-2025  
FEES (Yearly)**

	F.Y.J.C.	S.Y.J.C. (SP)	S.Y.J.C. (Maths)
ADMISSION FORM FEES	-	20	20
ADMISSION FEES	20	-	-
GROUP INSURANCE	50	50	50
TUITION FEES	240	264	264
TERM FEES	40	44	44
H.S.C. EXAMINATION FEES	-	550	550
MATHS PRACTICAL FEES	-	-	15
COLLEGE EXAMINATION FEES	400	400	400
ID CARD FEES	50	50	50
OTHER FEES	210	210	210
<b>TOTAL</b>	<b>1010</b>	<b>1588</b>	<b>1603</b>

1. Admission Form and Prospectus Fees of Rs.50/- (For FYJC Students) to be paid at the time of filling the online admission form

**Kindly Note : Fees are likely to be revised by HSC Board/ Govt. Authorities**

### FEE STRUCTURE FOR UNAIDED SECTION

	F.Y.J.C.(I.T)	S.Y.J.C.(I.T.)
ADMISSION FORM FEES	-	100
COURSE FEES	15870	13800
LABORATORY FEES	2300	2000
H.S.C.EXAMINATION FEES	-	550
H.S.C.MATHS PRACTICAL FEES	-	15
H.S.C. IT PRACTICAL FEES	-	200
<b>TOTAL</b>	<b>18170</b>	<b>16665</b>

1. Admission form fees Rs. 100/- (for FYJCIT students only) to be paid at the time of sale of admission form.

**Kindly Note : Fees are likely to be revised by HSC Board/ Govt. Authorities and fees must be paid online only.**

### Terms for 2024-2025

Term dates will be put up on the college notice board and Website [www.tolani.edu](http://www.tolani.edu) as and when information is received from the Deputy Director's Office.

### Attendance

Attendance of students is drawn to Regulation No.88, of the Maharashtra State Board of Secondary and Higher Secondary Education Board Regulation, 1977, according to which students are required to have minimum 75% attendance in each term failing which, they will not be allowed to appear for the Higher Secondary Examination (Std. XII) or the F.Y.J.C. (Std. XI) Annual Examination.

Parents are requested to take special notice of the mandatory condition of minimum attendance of their ward. Application for leave on account of bonafide illness or other reasons should be submitted to the college office (inward section), for condonation of absence. The decision of the Principal shall be final and binding in such matters.

If a student remains absent without prior permission for a long time, his / her name will be removed from the college roll. The college is not required to send any intimation regarding the same to the student or to the parents / guardians concerned. S.Y.J.C. Admissions will take place in the first week of May. Students are requested not to plan their vacation during this period.

A student will not be allowed to appear for any examination if the college dues have not been paid. Attendance in all the examinations: written and Oral/ABT/Practical is compulsory.

The following examinations are held during the academic year:

	<b>F.Y.J.C.</b>	<b>S.Y.J.C.</b>
Unit Test – I	Third week of August	NIL
Terminal	In October, before the commencement of Diwali Vacation	Third week of September
Preliminary Examination	NIL	Second week of January
Unit Test –	II Third week of January	NIL
Annual / H.S.C.	<b>Last week of March/</b> First week of April	Third week of February as announced by the Maharashtra State Board of Secondary and Higher Secondary Education.

The results of the F.Y.J.C. (Std. XI) examination are decided on the basis of the rules laid down by the Maharashtra State Board of Secondary and Higher Secondary Education. Equal weightage is given to marks obtained in (a) the unit tests, (b) the terminal examination and (c) the annual examination and Oral/ABT/Practical. The final results of the student is decided on the average of the marks obtained in a, b and c.

**The marks allocation is as follows for the subjects, English, Hindi, French, Marathi and Sindhi.**

**UNIT TEST – I                      AND    UNIT TEST – II (F.Y.J.C.)**

Written Examination    - 25 marks

Total                                - 25 marks

**TERMINAL (F.Y.J.C.)**

Written Examination - 50 marks

**Total                                - 50 marks**

**ANNUAL (F.Y.J.C.)**

Written Examination - 80 marks

Oral Examination        - 20 marks

**Total                                - 100 marks**

In Environmental Studies the allocation of marks is as follows:

**1<sup>st</sup> Term**

Project Work & Viva- 30 marks

Journal / Seminar        - 20 marks

**Total                                - 50 marks**

Grades are allotted in this subject.

In Health and Physical Education the allocation of marks is as follows:

**Ist Term**

Practical                    - 25 marks

Written                      - 25 marks

**Total                                - 50 marks**

Grades are allotted in this subject

In all the Commerce subjects and in Economics maximum marks allocated are as follows:

**UNIT TEST I AND UNIT TEST II (F.Y.J.C.)**

Written Examination - 25 marks

**Total - 25 marks**

**TERMINAL EXAMINATION - 50 marks**

**ANNUAL / H.S.C. EXAMINATION**

Written Examination - 80 marks

Application Based Test - 20 marks

**Total - 100 marks**

**In Mathematics and Statistics subject the allocation of marks is as follows:**

**UNIT TEST - I AND UNIT TEST II (F.Y.J.C.)**

Written Examination - 25 marks

**Total - 25 marks**

**TERMINAL EXAMINATION - 50 MARKS**

**ANNUAL / H.S.C. EXAMINATION (F.Y.J.C. and S.Y.J.C.)**

Paper I - 40 marks

Paper II - 40 marks

Practical Examination- 20 marks

**Total - 100 marks**

**In Information Technology the allocation of marks is as follows:**

**Unit Test I and II (F.Y.J.C.) Theory - 25 marks**

**TERMINAL EXAMINATION - 50 marks**

**ANNUAL / H.S.C. EXAMINATION (F.Y.J.C. And S.Y.J.C.)**

Theory - 80 marks

Practical - 20 marks

N. B.: The marking scheme may change subject to the directives from the education department.

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