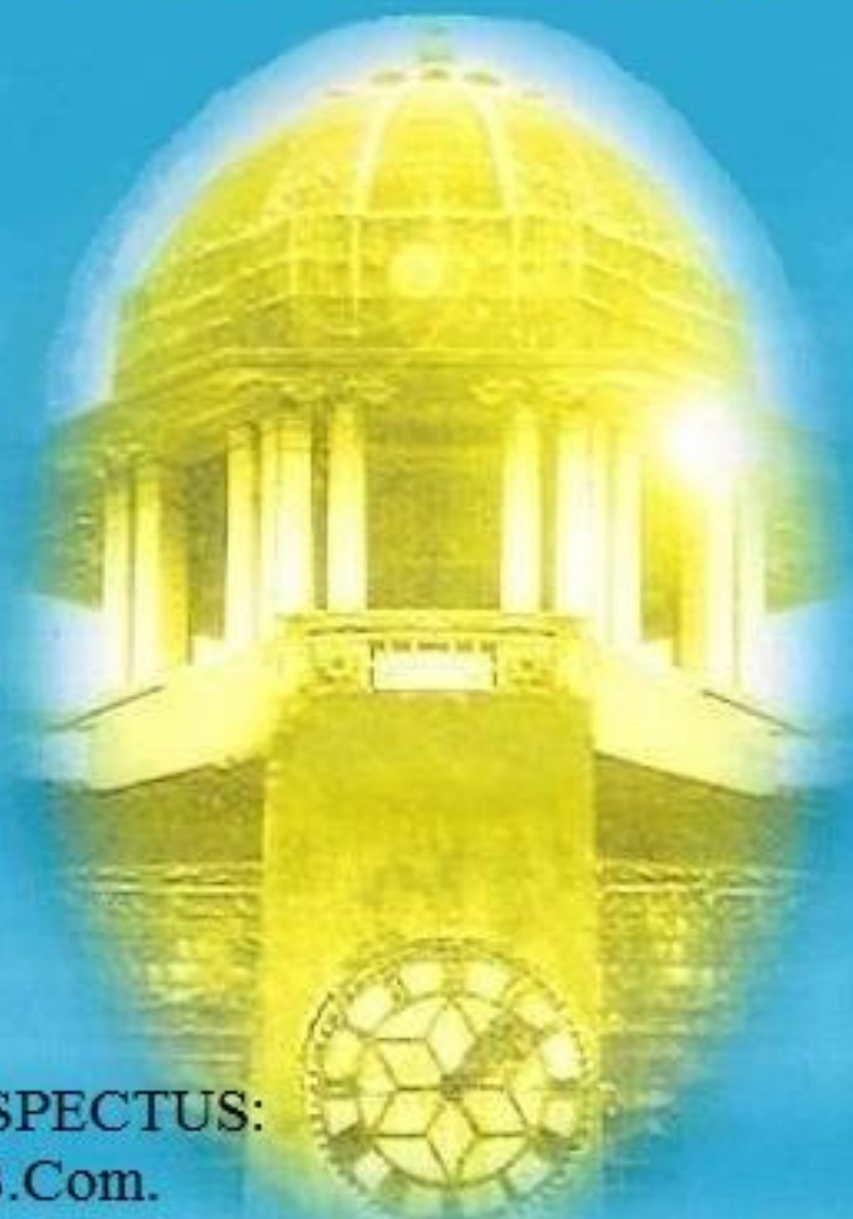


**K. A. Podar College of Commerce & Economics  
(Autonomous)**

Matunga, Mumbai – 400019

Accredited A+ Grade by NAAC



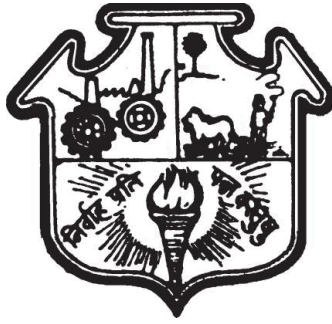
**PROSPECTUS:**

**F.Y.B.Com.**

**F.Y.B.Com. ( Actuarial Studies)**

**F.Y.B.M.S.**

**2019 -20**



**S. P. MANDALI'S**

**Ramniranjan Anandilal Podar College of Commerce and Economics  
(Autonomous)**

**MUMBAI – 400019**

**ACCREDITED A+ by NAAC**

**2019-20**

**The rules, regulations, ordinances etc. are subject to change from time to time as may be prescribed by the Competent Authorities governing the College, S. P. Mandali, Pune, University of Mumbai and Government of Maharashtra.**



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**Our Vision : समानी व आकूति: समाना हृदयानि व: |**  
**Our Mission : न हि ज्ञानेन सदृशम् पवित्रमिह विद्यते |**



**SHIKSHANA PRASARAKA MANDALI, PUNE**

**Managing Council**

<b>Chairman</b>	:	Shri Sohanlal K. Jain
<b>Vice-Chairman</b>	:	Shri Shrikrishna R. Chitale
<b>Secretary</b>	:	Smt. Radhika Inamdar

**Chairperson, Administrative Board** : Dr. Shobana Vasudevan

**College Development Committee**

Shri. Sohanlal K. Jain (Chairman)  
Smt. Madhuri Misal  
Shri. Suresh M. Deole  
Shri. Sunil Joshi  
Shri. Shrikrishna Chitale (Special Invitee)  
Dr. Mrs. Amitha Sehgal  
Shri. Suryakant Pagare  
Shri. Kapildeo Indurkar  
Shri Anil Trikal  
Shri Anand Ladsariya  
Vice-Principal S. Natarajan  
Vice-Principal Kavita Jajoo  
Principal Dr Smt Shobana Vasudevan ( Member secretary )

## Institutions of the Shikshana Prasaraka Mandali, Pune

### PUNE :

Sir Parshurambhau College	Tel. : 24331978
Tilak College of Education	Tel. : 24332035
Nutan Marathi Vidyalaya High School	Tel. : 24458485
Nutan Marathi Vidyalaya Girls' Secondary School	Tel. : 24333517
S.P.M. English Medium Secondary School, Sadashiv Peth	Tel. : 24321988
S.P.M. English Medium Secondary School, Yamunanagar, Pune	Tel.: 27661738
S.P.M. Marathi Medium Secondary School, Yamunanagar, Nigdi, Pune	Tel. : 27661738
Nutan Marathi Vidyalaya Marathi School	Tel. : 24458452
Late V. D. Vaidya Girls' Primary School	Tel. : 24337374
S.P.M. English Medium Primary School, Sadashiv Peth	Tel.:24331955
S.P.M. English Medium Primary School, Yamunanagar, Pune	Tel. : 27661738
S.P.M. Marathi Medium Primary School	Tel. : 27661738
N.M.V. Pre-Primary School	Tel. : 24434171
S.P.M. Girls' Pre-Primary School	Tel. : 24337374
S.P.M. English Medium Pre-Primary School, Sadashiv Peth	Tel. : 24331955
S.P.M. English Medium Pre-Primary School, Yamunanagar, Pune	Tel. : 27661738
S.P.M. Marathi Medium Pre-Primary School, Yamunanagar, Nigdi, Pune	Tel. : 27661738
V. R. Ruia Mook Badhir Vidyalaya	Tel. : 24338288
Prin. N.G. Naralakar Institute of Career Development and Research	Tel. : 24456589
Institute of Management Research and Career Development, Yamunanagar, Nigdi, Pune	Tel. : 27661754
Late Prin. B. V. Bhide Foundation for Education Research in Chemistry Ayurveda & Allied Sciences	Tel. : 24334324
S.P.M. Public School, S.P. College Campus, Pune	Tel. : 24330114

### MUMBAI :

Ramnarain Ruia College	Tel. : 24143098
R. A. Podar College of Commerce & Economics	Tel. : 24143178
Institute of Commerce	Tel. : 24143178
Prin. L. N. Welingkar Institute of Management Development & Research	Tel. : 24178300
Institute for Advanced Training and Research in Inter Disciplinary Sciences (formerly known as T.D.M. Laboratory)	Tel.:24078300

### SOLAPUR :

Haribhai Deokaran Secondary School	Tel: 0217 -2310734
Late V. M. Mehta Secondary School, Vishalnagar	Tel: 0217 – 2301460
Nutan Marathi Vidyalaya Marathi School	Tel: 0217 – 2318003
N. M. V. Pre-Primary School	Tel. : 0217 – 2316356
Late V. M. Mehta Primary School, Vishalnagar	Tel. : 0217 – 2342295
S.P.M. Shishu Shala, Vishalnagar	Tel. : 0217 – 2301326
Prin. K. P. Mangalvedhekar Institute of Management, Career Development & Research	Tel. : 0217 – 2317964

**CHIPLUN :**

S.P.M. English Medium Secondary School, Shree Kshetra  
Parashuram

Tel.: 02355 - 258389, 02356 -  
281711 / 281001

S.P.M. English Medium Primary School, Shree Kshetra  
Parashuram

Tel.: 02355 - 258389, 02356 -  
281001/281711

Late R. S. Joshi English Medium Pre-Primary School, Shree  
Kshetra Parashuram

Tel. : 02355 - 258389, 02356 -  
281001/291711

Institute of Management Studies, Career Courses & Research,  
Bhogale, Near S.T. Stand, Chiplun

Tel. : 02355 – 255790

**SCHOOLS UNDER THE MANAGEMENT OF S. P. MANDALI****RAIGAD**

J. H. Ambani Vidyalaya Marathi Medium (Lodhwali) Tal.  
Khalapur

Tel. : 02192 – 255005

J. H. Ambani Petrochemicals Vidyamandir Marathi Medium  
(Nagothane) Tal. Roha

Tel. : 02194 – 666084

**BANGALORE (BENGALURU)**

Prin. L. N. Welingkar Institute of Management Development &  
Research

Tel. : 080-41303781



## INTRODUCTION

R. A. Podar College of Commerce and Economics (Autonomous) is a bright star in the galaxy of educational institutions run under the flagship of the Shikshan Prasarak Mandali, Pune. It is one of the leading commerce colleges in Mumbai city. Podar College was the first non-government commerce college to be started by the University of Bombay, in January 1941. It was the generosity of the House of Podar that made this possible. The college was granted permanent affiliation by the then University of Bombay, on 17<sup>th</sup> August 1950. The College was accredited with an A+ grade and a CGPA of 3.68 by NAAC, in the third cycle, the accreditation valid for 7 years i.e. until 21st February, 2024.

A single faculty Commerce College, it offers three UG Degree Course - B. Com with Accountancy, B.Com with Business Management, BMS; two PG programmes- Masters in Commerce (Management) Masters in Commerce (Accountancy) and three Ph.D. programmes- Ph.D. in Commerce (Banking & Finance), Ph.D. in Commerce (Business Policy & Administration) and Ph.D. in Accountancy. From the academic year 2019-20, the College is introducing a degree program in Bachelor of Commerce ( Actuarial Studies ).

The College is situated close to the Dadar and Matunga railway stations, as well as several bus routes from Vashi to C. S. T. and Churchgate. The quiet, almost rural setting of the institution, close to and yet far away from the maddening city crowd, provides an ambience that is just right for teaching and learning.

**Recently the college has joined the select league of Higher education institutions which were conferred 'Autonomous' status by the UGC and the affiliating university. This shall be operational from 2019-20 onwards.**

**Postal Address** : R. A. Podar College of Commerce & Economics  
Lakhamsi Napoo Road, Matunga [East],  
Mumbai 400 019.  
Maharashtra, India.

**Telephone #** : 24143178 / 24143350 / 24142960

**Fax** : 24141964

**E – Mail** : [info@rapodar.ac.in](mailto:info@rapodar.ac.in)

**URL** : [www.rapodar.ac.in](http://www.rapodar.ac.in)

## **PHILOSOPHY, AIMS AND OBJECTIVES OF THE COLLEGE**

At R. A. Podar College the Philosophy of education may be summed up in two sentences.

**‘Samaani va aakooti samaanaa hridayaani vaham’** ( one in mind and one in heart ) — may this be the atmosphere in which we work at this college, so that a spirit of healthy competition prevails — one in which, each lives and lets another live a more purposeful life.

**‘Na hi gnyaanen sadrasham pavitranih vidyate’** (there is nothing in this universe as pure as knowledge) — may this be the mission that guides our students, so that they never stop drinking at the fountain of knowledge in all its forms, curricular, co-curricular and extracurricular.

**The broad aims and specific objectives of education are as follows:-**

### **BROAD GOALS:**

- To impart sound principles of Commerce and Trade.
- To develop congenial personalities that can work both as leaders and team members.

### **OBJECTIVES**

The student should

- acquire knowledge of the principles, the organisation and working of modern business.
- develop the ability to apply the knowledge of commercial and economic principles to specific business problems.
- be able to appreciate the working of market forces and their effect on business.
- develop the ability to judge the feasibility and profitability of a business proposition.
- be able to collect, organise and interpret commercial data.
- acquire the ability to assume responsibility, to take decisions and to work unflinchingly towards the achievement of his goal.
- be informed of judgements regarding the effect of relevant laws and economic policies on business.
- develop skills in communication and should be able to express his ideas clearly.
- be able to manage scientifically the human resources at the workplace.
- acquire a sense of self-discipline and moral conduct so as to execute with responsibility his/ her role in society.
- be provided a platform to exhibit and develop his/her talents in fields other than academics.
- develop a sense of social obligation and service to the Nation.

## **R.A. Podar College of Commerce and Economics (Autonomous)**

The college have joined the select league of autonomous colleges in the country and the college is embarking on yet another journey in providing inclusive, accessible and affordable quality higher education in the field of Commerce. Academic autonomy empowers to try innovative methods in teaching, learning and evaluation processes.

Under Autonomy, the college has the freedom to frame and design the syllabus prepared by the Board of Studies and approved by the Academic Council and the Governing Body of R. A. Podar College of Commerce and Economics (Autonomous). Autonomy, shall enable the College to upgrade the quality of its education and nurture 'THE' enablers of a generation who can think, analyze, synthesize, discuss, deliberate and decide.

### ***About Autonomy:***

*Autonomy is a functional status given to the colleges, by the University Grants Commission (UGC) and University. It provides greater flexibility towards purely academic development for upliftment of academic standards and excellence.*

*An autonomous college will have the freedom to:*

- *Determine and prescribe its own courses of study and syllabi, and restructure and redesign the courses to suit local needs;*
- *Offer student-centric wide choice in courses, wide range of electives and freedom in choice of courses.*
- *Periodical change in syllabus as per changing needs*
- *Prescribe rules for admission in consonance with the reservation policy of the state government;*
- *Evolve methods of assessment of students' performance, the conduct of examinations and notification of results;*
- *Use modern tools of educational technology to achieve higher standards and greater creativity;*
- *Promote healthy practices such as community service, extension activities, projects for the benefit of the society at large, neighbourhood programmes, etc.*

***Source: University Grants Commission***

## Under Graduate Program (UGP) at R.A. Podar College of Commerce and Economics (RAPCCE)

The College offers the following courses at the Under graduate level:

- Bachelors in Commerce (Accountancy)
- Bachelors in Commerce (Management)
- Bachelors in Management Studies
- Bachelors in Commerce ( Actuarial Studies)

### Credit System for Semester I and Semester II for the Batch of 2019-20 of UGP

RAPCCE follows a Credit Based Semester Grade System (CBSGS). The students have an option of choosing from a wide range of electives and complete the program at their own pace. Skill and ability development courses are also offered as a part of extended learning in interdisciplinary and multidisciplinary domains. Thus the CBSGS facilitates continuous learning and assessment.

a) The duration of each lecture for a theory course is 48 minutes.

b) The duration of each tutorial/ and Practical (Laboratory Courses) is 48 minutes.

- Minimum academic credits required by a learner to earn his/her degree is 132. (120 academic credits+ additional academic courses 12 credits) where 1 credit is of 30 hours of learning.
- In addition to academic courses, a learner shall complete 4 credits of non-academic courses.
- Each course in the first 4 semesters of UGP is of three credits except in, case of Foundation Course-I, II, III and IV which would carry two credits respectively. In the final two semesters i.e. 5<sup>th</sup> and 6<sup>th</sup> semesters Accountancy / Management courses shall have 4 credits.
- The learner would earn 20 credit points from the core courses for every semester.
- The regular course would comprise of six semesters in the span of three academic years.
- The learner would hence earn 120 credit points from the core courses at the end of six semesters
- The CGPA (Cumulative Grade Point Average) shall be calculated on the basis of core courses only.

### Credit Structure for course work in Under Graduate Program

Programme	Normal Duration		Total No of Credits to be earned		
	Year	Semester	Core Course	Additional Academic Courses	Total credits
B.Com	3	6	120	12	132
BMS	3	6	120		
B.Com in Actuarial Studies	3	6	120		

**Please note:** Apart from the above credits a learner has to earn mandatory credit -value education and life skill. If the learner earns credits on non-academic courses which are not mandatory those courses are also incorporated in the mark sheet.

### Course Details of First Year (2019-20)

The compulsory courses and elective courses semester wise (F.Y.) are as follows:

#### F.Y.B.Com

SEMESTER I		SEMESTER II	
Subjects	Credits	Subjects	Credits
Accountancy and Financial Management I	3	Accountancy and Financial Management II	3
Commerce -I	3	Commerce -II	3
Business Economics- I	3	Business Economics- II	3
Business Communication-I	3	Business Communication-II	3
Environmental Studies -I	3	Environmental Studies -II	3
Mathematical and Statistical Technique-I	3	Mathematical and Statistical Technique-II	3
Foundation Course-I	2	Foundation Course-II	2
<b>TOTAL ACADEMIC CREDITS</b>	<b>20</b>	<b>TOTAL ACADEMIC CREDITS</b>	<b>20</b>

#### F.Y.B.M.S.

SEMESTER I		SEMESTER II	
Subjects	Credits	Subjects	Credits
Introduction to Financial Accounting.	3	Principles of Management.	3
Business Law.	3	Industrial Law.	3
Business Communication I.	3	Business Mathematics.	3
Business Statistics.	3	Business Communication-II	3
Foundation of Human Skills	3	Principles of Marketing.	3
Business Economics	3	Business Environment.	3
Foundation Course	2	Foundation Course-II	2
<b>TOTAL ACADEMIC CREDITS</b>	<b>20</b>	<b>TOTAL ACADEMIC CREDITS</b>	<b>20</b>

## F.Y. B.Com (Actuarial Studies)

SEMESTER I		SEMESTER II	
Subjects	Credits	Subjects	Credits
Accountancy and Financial Management I	3	Accountancy and Financial Management II	3
Insurance Business I	3	Insurance Business -II	3
Business Economics- I	3	Business Economics- II	3
Business Communication-I	3	Business Communication-II	3
Environmental Studies -I	3	Environmental Studies -II	3
Financial Mathematics - I	3	Financial Mathematics -II	3
Foundation Course-I	2	Foundation Course-II	2
<b>TOTAL ACADEMIC CREDITS</b>	<b>20</b>	<b>TOTAL ACADEMIC CREDITS</b>	<b>20</b>

### **Innovation, Incubation and Skill Enhancement Courses (IISE) (Additional 12 credits):**

The additional academic course studied by the learner in the respective semesters shall be 'graded' and thereby would be reflected in the semester end mark sheet as well as in the final consolidated mark sheet. The list of the certificate courses shall be displayed on the website.

### **Mandatory Non- Academic Courses**

In addition, the learner would need to undertake programs endorsed by the institution that would earn him/her 4 non-academic credits.

<b>1</b>	<b>Certificate Course in Disaster Management</b>	<b>12 hours</b>	<b>02</b>	<b>Practical sessions</b>
<b>2</b>	<b>Certificate Course in Value Education</b>	<b>12 hours</b>	<b>02</b>	<b>Practical sessions</b>

### **Internship/fieldwork experience\*:**

Maximum 5 Mandatory credit points for BMS. Internship/fieldwork experiences encouraged by the college for experiential learning so that the students gain practical experience in their sphere of study.

For this activity to be awarded the 'mandatory credits' on the consolidated mark sheet, the following criteria should be met:

- It must be undertaken during the summer breaks between two semesters

- The internship duration should be for a minimum of 150 hours, with five hours of work a day and should total up to a minimum of 30 working days.
- The department would collect from the student a certificate given to him/her by the said organization, post the internship.
- A project report on the internship would need to be submitted by the learner.
- A detailed description about the structure of the organization, job profile of the learner, personal experience at work, job responsibility, suggestions and recommendations if any would be explicitly covered.
- A Viva Voce would be conducted by the head of the Department and a report would be submitted to the examination Department not later than two months from the opening date of the Academic year for semester VI.
- The learner would be evaluated on the basis of his /her performance in the programs undertaken by him /her for the mandatory academic credits.
- The performance of the learner, post-evaluation, would be graded and mentioned as ‘Mandatory academic credits’ on the mark sheet

**Please note: For the other courses, the above mentioned internship is non-mandatory however, the credit points so earned by the learner would be shown on the mark sheet.**

## **Evaluation at RAPCCE**

A student shall be evaluated under the semester grade point average (SGPA) and Cumulative Grade Point Average (CGPA) System.

The assessment is carried out in two parts as follows:

- a. Continuous Internal Evaluation (CIE), to be conducted by the subject teacher all through the semester; CIE includes Internal Assessment tests, assignments, tutorials, problem solving, group discussions, quiz, seminar, mini-project and any other innovative method developed by the teachers..
- b. Semester End Examination (SEE), shall be a written examination (max 60 marks) on the dates fixed by the Examination Committee.

Student's performance in a course shall be judged by taking into account the results of CIE and SEE individually and also together. Individual passing for the both is necessary.

- The evaluation pattern for each semester of the Core courses shall be 60:40, wherein 60 Marks shall be assigned for a written examination (Semester End Examination or External Examination) and 40 marks would be for internal evaluation
- In each course, the learner would need to secure minimum 40 % marks in the semester End (SEE) and 40% in internal (CIE) in order to Pass the course

### **Continuous Internal Assessment**

- The internal evaluation of 40 marks for UGP for each semester shall be of tests/ class participation/project/case study analysis/PowerPoint presentations/ group discussion/ book review and any other mode depending on the nature and scope of the course. The total mark break up would be suitably divided and the total marks scored by the learner shall be submitted to the CE (Controller of Examination).
- The evaluation pattern for 40 marks for internal examination shall be decided by the respective departments and the final marks out of 40 shall be submitted to the COE in the prescribed format.
- In case the learner is unable to attend the external examination then, the learner shall be given an opportunity to appear for the additional external examination provided the leave of absence is approved by the Principal.
- In case learner fails in the internals then he/she shall appear for a special test of 40 marks which shall be held along with the SEE (ATKT).



- For the additional 12 credits, the learner would need to enroll for and complete skill enhancement and ability enhancement programs (Innovation, Incubation & Skill Enhancement Center) in 3 years (6 semesters together)

### **Grade Points Scale (Absolute Grading)**

- The performance of the learner would be indicated by a grade on the basis of a 10 Grade Point pattern which is as follows:

Marks	Grade	Grade Point
75 & above	O	10
70-75	A++	9
65-70	A+	8
60-65	A	7
55-60	B+	6
50-55	B	5
45-50	C	4
40-45	D	3
Less than 40	F	0

### **Evaluation Method Passing (minimum score)**

- Continuous Internal Evaluation Score: 40%
- Semester End Examination Score: 40%

### **Learners disability gracing:**

If the learner comes under the category of Learning Disability and others, then the Government rules shall be followed and not the general or special gracing norms

### **Termination from the Programme:**

A student shall be required to withdraw from the programme and leave the College on the following grounds:

- Failure (getting F Grade) and not passing a Course to earn credits for the same, in spite of seven attempts.
- Misbehavior in college campus would lead to withdrawal from the course.
- If the student does not complete the programme within seven years then the learner shall take readmission from the first semester.

**Definitions and notes used in CBSGS of RAPCCE**

**Program** A Program is a set of courses (subjects) that are linked together academically and generally ends with the award of a Certificate or Diploma or Degree depending on the level of knowledge attained and the total duration of study. For example,

Certificate in office Computing, Diploma in Journalism, B. Com, M. Com etc. would be called '**Programs**' at the Certificate, Diploma, Degree and Post Graduate Degree level respectively

**UGP at RAPC** are B.Com with Accountancy and Financial Management, B.Com with Business Management, B.Com with Actuarial Studies and BMS.

**Course**

A 'course' simply means subject. For example Accountancy & Financial Management, Business Economics, Foundation Course, Commerce etc. included under the B. Com would be called 'Courses'.

**Core Courses**

Core courses are a set of courses. The credit points of these courses go into the calculation of the SGPA and CGPA.

**Credit** 1 credit point is approximately equivalent to 30 hours of learning for a learner (student)

## Admission criteria at R.A. Podar College

The admission is strictly on the basis of overall merit. This includes reservation of seats as under:

### University of Mumbai



No. Aff./Recog./Admission/ (2019-20) / 06 / of 2019

#### C I R C U L A R :-

The Principals of the affiliated colleges in Arts, Science, Commerce and Co-ordinator University sub center are hereby informed to follow the procedure of admission scrupulously.

1. The reservation for different reserved categories are as under % allocation seats:-

१) अनुसूचित-जाती	: १३%
२) अनुसूचित जमाती	: ७ %
३) विमुक्त जाती (अ)	: ३ %
४) भटक्या जमाती (ब)	: २.५%
५) भटक्या जमाती (क)	: ३.५%
६) भटक्या जमाती (ड)	: २%
७) विमात्र	: २% शासन निर्णय विद्यापीठ परिपत्रक क. बीसीसी/२९/३३४/१९९७ दिनांक २५.०९.१९९७
८) इमाव	: १९%
९) मराठा समाजासह सामाजिक व शैक्षणिकदृष्ट्या मागासवर्ग (एसईबीसी)	: १६% शासन निर्णय क. संकीर्ण-२०१९/प्र.क.२२/विशी-३, दिनांक ८ मार्च, २०१९
१०) खुल्या प्रवर्गातील आर्थिकदृष्ट्या दुर्बल घटक	: १०% शासन निर्णय क. संकीर्ण-२०१९/प्र.क.२२/विशी-३, दिनांक ८ मार्च, २०१९
११) खुल्या प्रवर्गास	: शासन निर्णया प्रमाणे.
A) Women	: As per circular No aff/Recog./322 of 2000 dated 7 <sup>th</sup> September, 2000.
B) Physically Handicapped	: As per circular No. Special Cell/2/2008 dated 25 <sup>th</sup> January, 2008
१२) 3% Seats	: खालील संवर्गातील (परिपत्रक क्रमांक मान्यता/ संलग्नता/निर्देश/२२१, दिनांक ६.६.१९९८ प्रमाणे)

१. बदलून आलेले केंद्रिय/ राज्य शासकिय कर्मचारी/ अधिकारी यांचे पाल्य
२. संरक्षण दलातील आजी/ माजी सैनिकांचे पाल्य
३. राष्ट्रीय /राज्य पातळीवर क्रिडा व संस्कृतिक कार्यक्रमात विशेष नैपुण्य मिळवलेले विद्यार्थी
४. विधवा/ परित्यक्ता विद्यार्थिनी
५. स्वातंत्र सैनिकांचे पाल्य/ नातवंडे

१३) Two supernumerary seats for students from Jammu & Kashmir as per University Circular No. Aff/ICC/2012-13/22 dated 8<sup>th</sup> January, 2013

2/-

# R. A. Podar College of Commerce & Economics

(Autonomous)

Fee Structure

F.Y.B.COM 2019-20

Fees Items	General Category Students (Rs.)	Reserved Category Students (Rs.)
Tuition Fees	800	
Library Fees	300	
Gymkhana Fees	400	
Other Fees / Extra Curricular Activity	300	
Exam Fees (Sem. I & II)	2000	2000
Enrollment Fees	220	
Development Fees	600	
Utility Fees	300	
Magazine Fees	200	
Project Fees	200	
Admission Processing	200	200
ID Card & Library Fee	150	50
Group Insurance Fees	40	40
Student Welfare Fund	50	50
Disaster Relief Fund	10	10
Vice Chancellors Fund	20	20
Uni Sports & Cultural Activity	30	
E - Suvidha	50	50
E - Charges	20	
Alumini Association Fees	25	25
Univ. NSS Fees	10	10
<b>Total</b>	<b>5925</b>	<b>2455</b>

**\*Document Verification Fees Rs.400/-** (be charged from the students those who are not from Board of Higher Secondary Education in Maharashtra)

\*Attention is drawn from learners from reserved category that they have to pay the full fee in case their application for freeship / scholarship is rejected by the department of social welfare for any reason as per their norms.

**Principal**

**R. A. Podar College of Commerce & Economics**  
**(Autonomous)**  
**Fee Structure**  
**F.Y.B.M.S. 2019-20**

Fees Items	General Category Students (Rs.)	Reserved Category Students (Rs.)
Tuition Fees (Sem.I & II)	16000	
Library Fees	300	
Gymkhana Fees	400	
Other Fees / Extra Curricular Activity	500	
Exam Fees (Sem. I & II)	2300	2300
Development Fees	1000	
Computer Practical Fees	1500	
Enrollment Fees	220	
Industrial Visit Fees	500	
Utility Fees	250	
Magazine Fees	200	
Project Fees	1000	
Admission Processing	200	200
ID Card & Library Fee	150	50
Group Insurance Fees	40	40
Student Welfare Fund	50	50
Disaster Relief Fund	10	10
Vice Chancellors Fund	20	20
Uni Sports & Cultural Activity	30	
E - Suvidha	50	50
E - Charges	20	
Alumini Association Fees	25	25
Univ. NSS Fees	10	10
<b>Total</b>	<b>24775</b>	<b>2755</b>

**\*Document Verification Fees Rs.400/-** (be charged from the students those who are not from Board of Higher Secondary Education in Maharashtra)

\*Attention is drawn from learners from reserved category that they have to pay the full fee in case their application for free ship / scholarship is rejected by the department of social welfare for any reason as per their norms.

**Principal**

**R. A. Podar College of Commerce & Economics (Autonomous)**

**Fee Structure**

**First Year Actuarial Studies (2019-20)**

<b>Fees Items</b>	<b>General Category Students (Rs.)</b>	<b>Reserved Category Students (Rs.)</b>
Tuition Fees (Sem.I & II)	26000	
Library Fees	1500	
Gymkhana Fees	1000	
Other Fees / Extra Curricular Activity	800	800
Exam Fees (Sem. I & II)	3000	3000
Development Fees	2000	2000
Computer Practical Fees	2000	2000
Enrollment Fees	220	
Industrial Visit Fees	1000	
Utility Fees	500	
Magazine Fees	500	
Project Fees	1500	1500
Admission Processing	400	400
ID Card & Library Fee	150	150
Group Insurance Fees	40	40
Student Welfare Fund	50	50
Disaster Relief Fund	10	10
Vice Chancellors Fund	20	20
Uni Sports & Cultural Activity	30	
E - Suvidha	50	50
E - Charges	20	
Alumni Association Fees	100	25
Univ. NSS Fees	10	10
<b>Total</b>	<b>40900</b>	<b>10055</b>
<b>*Document Verification Fees Rs.400/-</b> (be charged from the students those who are not from Board of Higher Secondary Education in Maharashtra)		
	<b>Principal</b>	

## DISCIPLINE AND LECTURE TIMINGS

A Podarite is one who stands tall among all men, distinguished by his scholarship, versatility and above all DISCIPLINE and DIGNITY. Students must therefore take special care to observe the following rules:-

1. Attendance at lectures, class assignments and class participation is compulsory. A student has to attend college on at least 75% of the days on which classes are conducted. **Only if a student is present for all lectures, class assignments and class participation, for the day, will it be counted as one day's attendance. The attendance at various co-curricular and extra-curricular activities shall be noted by the college authorities.**
2. Students are required to wear their identity card when they are in the college campus and must produce it whenever called upon to do so by the authorities.
3. Conduct of the students in the class as well as on the campus shall be such as will cause no disturbance to fellow students, teachers or to other classes.
4. Students must not loiter about or congregate in and around the college premises while the classes are in progress.
5. Students shall do nothing either inside or outside the college that will, in any way, interfere with the orderly functioning of the college.
6. **Mobile phones if any, shall be switched off on the college campus. If found using it, the student will be liable to have his/her mobile phone confiscated or will have to face any disciplinary and penal action taken by the college authorities as per relevant norms.**
7. Students are prohibited from carrying mobile phones into the examination hall. Carrying of mobile phones into the examination hall amounts to unfair means.
8. In the name of the college or premises of the college, no society, association, organization etc. shall be formed, no collection be made, no tickets be sold, no function or meeting be held, no person be invited to address the students, no socials be arranged, nothing be printed and/or circulated without the written permission of the Principal. No notice shall be put up on the notice boards (including Blackboards) or announcements be made without the Principal's written permission of the persons authorised in the matter concerned.
9. Students should, in their own interest, read the notices placed on the notice boards from time to time. **Students are required to** download the college app as well as visit college website [www.rapodar.ac.in](http://www.rapodar.ac.in) regularly .
10. Every association / organization formed under the auspices of the college is in charge of a Faculty Member nominated by the Principal. Students shall submit all the relevant notices, applications, budgets, accounts, annual reports etc. only through the concerned Faculty Member.
11. All meetings, functions, programmes and official outings of the authorised and duly constituted

associations, societies, councils etc. of the college must be organised / conducted under the supervision and control of the Chairman with prior written permission of the Principal. However, the college shall not be responsible for any untoward incident that may occur on such occasions.

12. Students are required to note that they are not permitted to organise class / group picnics, socials and outings in the name of the college. Disciplinary action will be taken against the organizer and those who accompany them.
13. Agenda of meetings, subjects of debates and guest lectures arranged by the various authorized associations of the college must have the prior written approval of the Principal. No unauthorized person shall arrange any activity within or outside our premises in the name of the college.
14. Any matter published in the college magazine, wall paper, newsletter and the Press must have the prior written approval of the Principal. Any publication without the prior written approval of the Principal shall be treated as unauthorized.
15. Students must not indulge in political work in the college premises.
16. Students should not communicate without prior permission of the Principal, any information, or write any information or write about any matter concerning / regarding the college administration to the Press / outside agencies.
17. Students joining the college are required to abide by all the Rules, Regulations and Instructions that are issued by the college authorities from time to time and to submit to the normal enforcement of the same to the satisfaction of the college authorities, whose decision in all matters shall be final.
18. All the Departments of the college, Gymkhana, Library, Extra Curricular etc. will work according to the rules made from time to time by the concerned competent authority.
19. Students are required to note that **‘SMOKING IS STRICTLY PROHIBITED IN THE COLLEGE CAMPUS’**.
20. Defaulters will be liable for disciplinary action.

**LECTURE TIMINGS: Morning ( B Com and B.M.S)**

**Afternoon (B Com –Actuarial Studies)**

**Evening: M Com**

#### **PUBLIC HOLIDAYS**

The college will remain closed on all Sundays and Public Holidays declared by the Government of Maharashtra.



## COLLEGE LIBRARY

### **Timings: 8.30 a.m. to 5.00 p.m.**

The college library has a rich collection of 72648 books and 1050 CDs / video tapes. The library subscribes to over 75 periodicals and 8 newspapers. It has a spacious and airy Reading Hall, which provides seating accommodation for 350 students at a time. Normally, the library is open to the students and staff between 8.30 a.m. and 5.00 p.m. However, the timing of the reading hall is extended to 8.00 p.m., between January and March every year to enable students to prepare for the examinations. In order to keep pace with strides made in educational technology, a Library Management software, SLIM21 and the library have been computerized. OPAC (Online Public Access Catalogue) and Internet facilities are made available to both students and teachers. The library provides Book Bank facility for deserving students, for one academic year at a time. It also renders other services like, Reference, Circulation, Documentation, Photocopying, Bibliography, Inter-library loan, Current Awareness service etc. It also conducts Library Orientation Programmes for Freshers in order to make them aware of library facilities and services offered to them.

### **RULES AND REGULATIONS OF THE LIBRARY**

1. Absolute SILENCE must be maintained in the Library
2. Library membership can be obtained by paying a deposit of Rs.100/-. The deposit may be forfeited if the book is lost or spoilt.
3. A member will get two library cards, one for Textbook and one for Non-Text Book.
4. Library books must be returned on time.
5. In case of late return of books, a fine of Re. 2/- will be charged per book for each day after the due date.
6. Reference books i.e. Encyclopaedias, Directories, Handbooks, Dictionaries, Atlases, Maps, etc. are meant exclusively for use in the library only.
7. OPAC (Computerized Database) and Card catalogue for author, title and subject have been provided for tracing books out of the library collection. Library orientation is conducted for freshers.
8. To get a book for home reading, all particulars on the Demand Slip must be properly filled in and the demand slip must be handed over at the counter.
9. Books in the Reading Hall Counter will be issued for referenc in the library only. These books shall not be taken out on any account. Infringement of the rule will cost the defaulter a fine of Rs.10/- per day.
10. Holders of the Readers' tickets will bear full responsibility for books issued on their tickets.
11. If Identity cards or Readers' ticket is lost, fresh one will be issued on payment of Rs. 100/- and or Rs. 25/- respectively.

12. Cell phones are not allowed in the Library. Keep them off while present in the library.
13. Cooperation of students is earnestly requested in observing these rules and regulations.

## **SCHOLARSHIPS**

### **GOVERNMENT CONCESSIONS / SCHOLARSHIP**

The following concessions are available and the relevant information in this regard is displayed on the College Notice Board from time to time.

- 1) **F.Y.B.Com.** (State Government Open Merit Scholarship) only Maharashtra Board Students securing more than 85.83% (515 / 600) of mark at the H.S.C. Examination. सदर मुलांनी अर्ज सादर करणे.
- 2) **P.T.W./S.T.W.** माध्यमिक / प्राथमिक शिक्षक / शिक्षकेतर कर्मचाऱ्यांच्या पाल्यांना मोफत शिक्षण सदर मुलांनी अर्ज सादर करणे.
- 3) **Freedom Fighter / Ex-Serviceman** पाल्यांना मोफत शिक्षण सदर मुलांनी अर्ज सादर करणे.
- 4) अपंग मुलांना मोफत शिक्षण सदर मुलांनी अर्ज सादर करणे.
- 5) **On Line** - इयत्ता १२ वी नंतर उच्च शिक्षण घेणाऱ्या अल्पसंख्यांक (मुस्लीम, बुध्द, ख्रिश्चन, पारशी, शिख, जैन) विद्यार्थ्यांसाठी महाराष्ट्र शासनाची शिष्यवृत्ती सूचना : विद्यार्थ्यांना एका वेळी एक शिष्यवृत्ती मिळते.
- 6) **Dr. Ambedkar National Merit Award Rs. 40,000/- Scholarship** (Dr. Ambedkar Foundation, New Delhi) इ. १२ वी मध्ये महाराष्ट्र राज्य माध्यमिक व उच्च माध्यमिक (मुंबई विभागीय) मागासवर्गीय विद्यार्थीमधून प्रथम किंवा द्वितीय क्रमांक येणे आवश्यक आहे.
- 7) **Govt. of India SC / ST / DT NT / OBC / SBR Scholarship / Freeship (Only B. Com. & M. Com)**

### **CENTRAL GOVERNMENT SCHOLARSHIP**

- (a) National Scholarship
- (b) Government of India Scholarship to Backward Class students

### **STATE GOVERNMENT SCHOLARSHIP**

### **R.A.P.C.C.E. SCHOLARSHIP TO OPEN CATEGORY STUDENTS**

Rules and Regulations regarding the above scholarship and free-studentships are available at the college office. Students and parents are requested to take note of the dates on which applications should be submitted.

### **NICHAL ISRANI FOUNDATION**

10 academically meritorious F.Y.B.M.S. students with family income less than Rs. 3 Lakhs per annum would be granted scholarship. Selection to be done by a committee & with the approval of the Principal.

The Scholarship will be called “GEETA ISRANI SCHOLARSHIP”.

## CO-CURRICULAR ACTIVITIES

### 1. **Artists' Guild**

To nurture artists and encourage all forms of art, Artists' Guild acts as a catalyst attracting all raw, unblemished talents and drives them ahead to make them flourish as the jewels of Podar.

Artists' Guild is one of the most active forums in college and the one which is credited with earning the golden feather in Podar's prestigious cultural hat, i.e., The Youth Festival Trophy for the maximum number of times by any college in the history of Mumbai University.

### 2. **Computer Association of Podar :**

The CAP strives to keep the students abreast of the emerging opportunities and developments in the field of Computers.

### 3. **Career Guidance Forum**

The Career Guidance Forum, an initiative of R. A. Podar College of Commerce & Economics, has been functioning with the primary objective of guiding students towards an appropriate career choice.

### 4. **English Literary Circle (ELC):**

The English Literary Circle is a forum working towards promoting a superior command over the language along with fun and games – through its various events.

### 5. **Gujarati Literary Circle**

Gujarati Literary Circle showcases the culture, lifestyle and language of Gujarat through various events. The Gujarati Literary Circle is formed to promote Gujarati culture, yet it's open to everyone including the students who are non Gujarati.

### 6. **Group Discussion Cell**

The Group Discussion Cell (GDC) conducts seminars, workshops and intra-college Group Discussions (GDs) for Degree College and Junior College.

### 7. **Gymkhana**

The College Gymkhana provides facilities for indoor and outdoor games like Cricket, Tennis, Table-Tennis, Badminton, Volleyball, Basketball, Boxing, Judo, Carom and Chess. It also inspires promising sportspersons with special incentives and coaching.

### 8. **Hobby Circle**

Hobby circle gives a platform to the students to showcase their hobbies. From fine arts to performing art, every hobby a student cherishes is explored in the hobby circle. It gives them an opportunity to identify their talents.

## **9. Industrial Interface Forum**

The Industrial Interface Forum focuses on learning through interaction with the Industry, the recent developments, the various strategies and market moves of the companies in their respective domains, helps bridge the gap between classroom and boardroom. Industrial visits are arranged for the students to various companies for giving industrial exposure.

## **10. Lifelong Learning and Extension**

R. A. Podar College of Commerce & Economics is affiliated with Department of Lifelong Learning & Extension, University of Mumbai. The motto of Extension Work Unit is 'Reach to Unreached'

## **11. Magazine :**

This annual publication with separate sections in English, Hindi, Gujarati and Marathi provides students with an outlet for their creative skills in writing prose and poetry.

## **12. Marathi Language and Literary Circle**

Marathi Literary Circle is a forum for promoting the talent, skills and creativity of all the students. It strives to promote overall development and emerging talent in Marathi culture. Although the forum has been formed with a view to promote Marathi Culture, it is open to all.

## **13. NCC**

To prepare the students to appreciate "service" and instil discipline and spread the motto about service to nation.

## **14. NSS**

It helps the students to get closer to the society and makes them understand the joy in serving others. It helps to promote the mission not 'Me' but 'you'.

## **15. Photography Club**

The Photography Club was initially formed with the idea that Podar's own students should photographically document all its various events conducted in the college premises. Over time it has expanded its scope to help students build photography as a hobby, through workshops and practical exposure.

## **16. Planning Forum and Economics Association**

The Planning Forum and Economics Association aims to create a dialogue and discussion on various topics ranging from finance, economics and governance within the country to stimulate the minds of the students and promote better understanding of various issues among them. Its motto is "*If you fail to plan, you plan to fail.*"

## **17. Podar Hikers' Club**

The Podar Hikers' Club organizes TREKS for PODARITES throughout the Academic Year. It also conducts other activities like RAPPELLING, ROCK CLIMBING etc., which are generally carried out during ENIGMA & RAPPORT. The hikes play an important role in personality development.

## **18. Podar Nature Club**

The main objective of the forum is to inculcate the environmental ethics in the mind and souls of the young students transforming them into a responsible citizen. Conservation of resources, understanding

the Ecological problems and taking a step ahead to do something for the environment is the need of the hour which can be effectively spread across the society through youth.

#### **19. Placement Cell**

The Placement Cell of the college is truly a forum 'of the students, by the students and for the students'. It is operated by students of the College under the aegis of its chairperson to provide Podarites with jobs of their choice and helping them develop their talents even after they leave the College. It establishes a link between the students and the recruiters, enabling recruiters to recruit the best and brightest of the students that the College has to offer.

#### **20. Planning Forum**

The Planning Forum and Economics Association aims to create a dialogue and discussion on various topics ranging from finance, economics and governance within the country to stimulate the minds of the students and promote better understanding of various issues among them

#### **21. Research, Development & Consultancy Cell**

Research is a way to establish facts and reach conclusions through systematic and scientific study. To stimulate research aptitude amongst staff members and to encourage the staff members to pursue research. The Research and Development Cell at Podar, aims to help its students understand the importance of research. The cell aims to develop a questioning attitude, foster and nurture the curious young minds of students and help them develop a strong research base which would help them in their future endeavours.

#### **22. Student's Council**

The members representing the first year, second year and third year B.Com and BMS are selected purely on the basis of academic merits on confirmation of their willingness and availability to work for the Council. The two lady representatives are nominated by the Principal keeping in view their contribution to the College where one member represents the reserved category. All remaining members of the Council are the senior members in the college forums represented by them viz. Cultural, Sports, NCC and NSS.

#### **23. Tamil Literary Circle:**

Tamil Literary Circle showcases the culture, lifestyle and language of Tamil through events. The Tamil Literary Circle is formed to promote Tamil culture, yet it's open to everyone including the students who are non-Tamils.

#### **24. Speakers' Academy**

Speakers' Academy is a forum where every student gets to voice their opinions on various topics. It is one of the premium clubs in Podar College giving students the chance to hone their debating skills. Speakers Academy trains the brightest minds of the city (our students) in Public Speaking, which is nowadays a prerequisite to take up bigger responsibilities and succeed at different levels. It builds the confidence, the self-esteem and the fluency of speaking to an audience and also helps in grooming the student in all aspects to compete at any given level.

#### **25. Women Development Cell:**

Motto of the Women Development Cell R. A. Podar: '*Encourage, Enhance and Empower*'. The formation of a college level Women Development Cell was made mandatory by the University of Mumbai after the Vishaka Judgment in the year 2001. In compliance of this mandate of the University, the Women Development Cell was formed in our college in the year 2001 and conducts awareness programs like gender equality, health awareness and general well-being. It conducts seminars and

workshops at college and University level and organises various types of training programs and self-employment schemes among women.

#### **26. Quizzers' League:**

Quizzers' League is one of the most active and innovative forums in R. A. Podar College. The Quizzers League functions as a confluence of all the quizzing minds of the college. It conducts quizzes throughout the year on various topics and genres at an intra-collegiate level like Sports Quiz, Literature Quiz, General Quiz, etc. Also, it acts as a window to many inter-collegiate level, University and National level quizzes.

#### **Other committees for college administration:**

- Academic Cell
- Alumni Coordination
- Attendance & Discipline Committee
- Canteen & Gardening Committee
- College Development
- Counselling Scheme
- Estate Management
- Examination Committee
- Grievances Redressal Cell
- Internal Complaints Committee
- Library Committee
- Record Keeping of C. L. & Lectures
- Remedial Teaching & Intensive Coaching
- Staff Common Room Club
- Seminars/Workshops Planning Board
- Students Aid and Scholarships
- Time Table Committee