



**R.A.PODAR COLLEGE OF COMMERCE & ECONOMICS
(EMPOWERED AUTONOMOUS), MATUNGA-19**

ADMISSION NOTICE

AICTE Approved Program

BMS/BBA (Shipping and Logistics Management)

Students who are eligible for admission as per the CAP Round-IV for the FY BMS (Bachelor of Management Studies /FY BBA (Shipping and Logistics Management for the academic year 2025-2026, kindly note the **schedule and documents** which are required to be submitted during the admission process.

Students are required to visit the college website and fill the College Admission form (online).

Students are required to visit college with the documents (List attached) for verification. After the verification process is completed, payment of fees may be done Online or by a Demand draft may be submitted.

Admission process is complete only on the payment of college fees.

The Demand draft is payable to “Principal R.A. Podar College of Commerce and Economics, Matunga.

To know more about the college we would encourage you to visit college website : www.rapodar.ac.in

S/d
Principal

Schedule for First Year Bachelor of Management Studies (BMS) and First Year Bachelor of Business Administration (Shipping & Logistics Management)

CAP ROUND I	
Option Form	29/08/2025 to 31/08/2025
Allotment List Display	02/09/2025
Physical verification of Document & Admission (OFFLINE MODE ONLY)	03/09/2025 to 08/09/2025 (10.30 a.m. to 3.30 p.m.)
CAP ROUND II	
Option Form	10/09/2025 to 12/09/2025
Allotment List Display	14/09/2025
Physical verification of Document & Admission (OFFLINE MODE ONLY)	15/09/2025 to 17/09/2025 (10.30 a.m. to 3.30 p.m.)
CAP ROUND III	
Option Form	19/09/2025 to 21/09/2025
Allotment List Display	23/09/2025
Physical verification of Document & Admission (OFFLINE MODE ONLY)	24/09/2025 to 26/09/2025 (10.30 a.m. to 3.30 p.m.)
CAP ROUND IV	
Option Form	27/09/2025 to 29/09/2025
Allotment List Display	30/09/2025
Physical verification of Document & Admission (OFFLINE MODE ONLY)	01/10/2025 to 04/10/2025 (10.30 a.m. to 3.30 p.m.)

List of documents to be submitted: Original + two sets of self attested documents only

- 1) Provisional Seat allotment letter issue by CET Cell
- 2) Documents Verification Receipt cum acknowledgement
- 3) Seat Acceptance Fee Receipt
- 4) R.A. Podar College Admission Form
- 5) University of Mumbai Pre Enrolment form (E Samarth)
- 6) General Undertaking, Online Anti Ragging Undertaking from Parent & Student
- 7) MHT-CET 2025 score card
- 8) S.S.C. Marksheet
- 9) H.S.C. Marksheet
- 10) H.S.C. Leaving Certificate/ Transfer Certificate
- 11) Birth Certificate issued by the Municipal Corporation
- 12) Domicile /Nationality certificate
- 13) Migration Certificate
- 14) Caste Certificate
- 15) Caste Validity Certificate
- 16) Non-Creamy Layer Certificate valid upto 31st March 2026
- 17) Defence Certificate
- 18) Gap Certificate
- 19) Income certificate issued by Tahasildar for the Financial Year 2024-2025 for SC, ST, NT, VJ, DT, OBC, SBC, SEBC, TFW, EWS students
- 20) Physically Handicap Certificate
- 21) Eligibility Certificate for Economically Weaker Section (EWS)
- 22) i) Type C- Proforma A, Transfer Order, Joining Letter
 ii) Type D – Proforma B-1, Transfer Order, Joining Letter/ Proforma B-2, Pension Pay Order, Proof of Settlement
 iii) Type E- Proforma – G1/G2
 iv) Proforma U- Orphan Candidate
- 23) For J & K Category- a) Allotment Letter b) Proforma J/K/L/M (as applicable)
- 24) Photocopy of UID Aadhar Card
- 25) Original Migration Certificate for other than Maharashtra Board Students. (i.e. CBSE/ICSE/ IB/ Other Board. CBSE board student are also required to submit their online result copy)

Kindly submit the documents as per given above.
