



**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-II for the FY BMS (Bachelor of Management Studies /FY BBA (Shipping and Logistics Management for the academic year 2024-2025, 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.

Payment of Fees may be done Online or a Demand draft may be submitted **at the time of admission.**

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](http://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)**

<b>CAP ROUND I</b>	
Option Form	23/09/2024 to 25/09/2024
Allotment List Display	28/09/2024
Physical verification of Document & Admission <b>(OFFLINE MODE ONLY)</b>	29/09/2024 to 03/10/2024 (10.00 a.m. to 3.00 p.m.)
<b>CAP ROUND II</b>	
Option Form	04/10/2024 to 06/10/2024
Allotment List Display	09/10/2024
Physical verification of Document & Admission <b>(OFFLINE MODE ONLY)</b>	10/10/2024 to 14/10/2024 (10.00 a.m. to 5.00 p.m.)
<b>CAP ROUND III</b>	
Option Form	15/10/2024 to 17/10/2024
Allotment List Display	20/10/2024
Physical verification of Document & Admission <b>(OFFLINE MODE ONLY)</b>	21/10/2024 to 23/10/2024 (10.00 a.m. to 5.00 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) General Undertaking, Online Anti Ragging Undertaking from Parent & Student
- 5) MHT-CET 2024 score card
- 6) S.S.C. Marksheet
- 7) H.S.C. Marksheet
- 8) H.S.C. Leaving Certificate/ Transfer Certificate
- 9) Birth Certificate issued by the Municipal Corporation
- 10) Domicile /Nationality certificate
- 11) Migration Certificate
- 12) Caste Certificate
- 13) Caste Validity Certificate
- 14) Non-Creamy Layer Certificate valid upto 31<sup>st</sup> March 2025
- 15) Eligibility Certificate
- 16) Defence Certificate
- 17) Gap Certificate
- 18) Income certificate issued by Tahasildar for the Financial Year 2023-2024 for SC, ST, NT, VJ, DT, OBC,SBC, SEBC, TFW, EWS students
- 19) Physically Handicap Certificate
- 20) Eligibility Certificate for Economically Weaker Section (EWS)
- 21) 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
- 22) For J & K Category- a) Allotment Letter b) Proforma J/K/L/M (as applicable)
- 23) Photocopy of UID Aadhar Card
- 24) 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.

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