



**S.P. MANDALI'S
R. A. PODAR COLLEGE OF COMMERCE & ECONOMICS
MATUNGA -19**

**INSTRUCTIONS FOR FYJC ONLINE ADMISSIONS (2025-26)
THIRD - II**

Admission procedure will involve the following steps:

STEP 1: Allotment of College on the Government website

The admission procedure in college will start only after the College has been allotted on the Government website.

STEP 2: Visit the college along with required documents to admit student on Government website as per the government admission schedule.

STEP 3: Fill R. A. Podar College admission form (ONLINE). Login ID & Password will be available after the submission of the original documents.

STEP 4: Submitting the printout of the R. A. Podar College Admission Online Form (A Separate Notice is displayed)

STEP 5: Payment of college fees (ONLINE).

STEP 1: ALLOTMENT OF THE COLLEGE ON THE GOVERNMENT WEBSITE

Students are expected to come to college personally only after R.A. Podar College is allotted through the Government Portal.

If your name has appeared in the Third Merit List for R.A.Podar College you have to complete the following procedure. **Only then your admission to the college shall be confirmed.**

- Please check your registered mobile number to know the name of the college allotted to you.
- Please visit the website www.mahafyjcadmissions.in , use your login & password to enter the portal.
- Please check for instructions for uploading any documents that is pending from your side. Upload pending documents.
- If you want to confirm the admission please click on '**PROCEED FOR ADMISSION**' tab.
- The college authorities will confirm after checking the documents. Students will receive an SMS of admission confirmation after the college complete the confirmation process. Now your admission is confirmed on Government portal.

STEP 2: VISITING THE COLLEGE WITH THE REQUIRED DOCUMENTS

Once the College is allotted, students are requested to visit R. A. Podar College as per the schedule mentioned below along with the following documents.

Class	Date	Time	Room No. G-6	Room No. G-7
FYJC	25-07-2025	11.00 a.m. to 2.00 p.m.	Open category	Reserved category
FYJC	26-07-2025	11.00 a.m. to 2.00 p.m.	Open category	Reserved category

R. A. PODAR COLLEGE ADMISSION ONLINE FORM FILLING & SUBMISSION PROCEDURE .

1. At the end of every admission round, the student who has been admitted on the Government Portal and has submitted documents in the college, will then receive a text message on general messaging from the college (MSERP) on the registered mobile number providing the link to fill the R.A.Podar College Admission form online. They will also receive User Name and Password. Students to follow the link, fill the form (With the User Name and Password) and upload Pdf of the required documents.

Visit the college website – www.rapodar.ac.in

1. Click on Admission Tab press the FYJC admission form.

Link- <https://enrollonline.co.in/Registration/Apply/RAPJR>

PPT for form filling :

https://drive.google.com/file/d/1FSa0QBQUTb0-GuzEnYJCau291AwD-LTK/view?usp=drive_link

2. Enter the Username and Password received on your registered mobile number
3. Fill up the form and CONFIRM the same.
4. Student has to fill his / her own mobile number & Email ID while filling the R.A. Podar College Admission form.
5. Students are advised not to change their mobile number mentioned in the admission form as all messages from the office, teachers and links for lectures and exams and fee payment will be sent on it.
6. **Submit the printout of the college Admission form immediate next day between 11.00 am to 1.30 pm.**
7. Notification about the College Orientation, commencement of lectures etc. will be given on the website and messages sent to students on the registered mobile number.
8. All students are requested to look up the college website for further instructions.

ONLINE PAYMENT OF COLLEGE FEES

Once the online R. A. Podar College form is submitted, in a day or two, students will receive a link for fee payment on their registered phone number as SMS. The students have to pay the fees as mentioned in the SMS. Take a print out of the receipt and keep with them for further procedure.

फी रिसीट ची प्रिंट आउट काढून विद्यार्थ्यांनी त्यांच्या जवळ ठेवावी पुढील कार्यवाही करिता.

For Maharashtra State Board students

1. Government Admission Form Part I &Part- II.
2. 10th Std Marksheet (Original) + Two Photocopies
3. Leaving Certificate. (Original) + Two Photocopies
4. Aadhar Card (Original) + Two Photocopies
5. Caste certificate and income certificate / Non-creamy Layer Certificate / Receipt for NCL/Undertaking as per requirement (for Reserved Category students only and the necessary undertaking).
6. Sports/Defence/Freedom Fighter/Govt. Transfer/Phy. Handicapped should submit relevant supporting documents.
7. Girls freeship form. (Form Link is as follow)
https://drive.google.com/file/d/1mNmdlmAFLVxVS3kN7WIU6CPXGkG76_ni/view?usp=sharing

For Other than the Maharashtra State Board (i.e. CBSE, ICSE, IGCSE, IB, CAMBRIDGE ETC.)

1. Government Admission Form Part I &Part- II.
2. 10th Std marksheet & Passing Certificate (Original) + Two Photocopies (Self Attested)
3. Leaving Certificate (Original) + Two Photocopies (Self Attested)
4. Original Migration Certificate + Two Photocopies. (Self Attested)
5. Aadhar Card (Original) + Two Photocopies (Self Attested)
6. Caste certificate and income certificate / Non-creamy Layer Certificate / Receipt for NCL/Undertaking as per requirement (for Reserved Category students only and the necessary undertaking).
7. Sports/Defence/Freedom Fighter/Govt. Transfer/Phy. Handicapped should submit relevant supporting documents.
8. Girls freeship form. (Form Link is as follow)
https://drive.google.com/file/d/1mNmdlmAFLVxVS3kN7WIU6CPXGkG76_ni/view?usp=sharing

9. Eligibility Form. (Other than Maharashtra State Board students i.e. CBSE / ICSE / IGCSE / IB etc.) Link for Eligibility form as follow :

<https://drive.google.com/file/d/1AIBu1tWxe7AHY1J8T6BCJyVmoxjro5-Q/view?usp=drivesdk> .

DOCUMENTS REQUIRED

खालील क्रमाने **College Admission form** ला **Documents** लावावे.

- 1) College admission form.
- 2) Government Admission Form Part I & Part- II.
- 3) 10th Std marksheet one Photocopy
- 4) **Original Leaving Certificate** and one Photocopy
- 5) Aadhar Card one Photocopy
- 6) Photocopy of Caste certificate and income certificate / Non-creamy Layer Certificate / Receipt for NCL/Undertaking as per requirement (for Reserved Category students only and the necessary undertaking).
- 7) Sports/Defence/Freedom Fighter / Govt. Transfer / Phy. Handicapped relevant supporting documents photocopy.

Separate bunch for following forms :-

- Girls freship form with ration card copy +.Marksheet Photocopy + Leaving Certificate Photocopy + Aadhar Card Photocopy.

Link for Girls freship form :

https://drive.google.com/file/d/1mNmdlmAFLVxVS3kN7WIU6CPXGkG76_ni/view?usp=sharing

- Eligibility form + Original Migration certificate + Original Marksheet & Passing certificate + photocopy of school leaving certificate + Grade Conversation letter. (Student who get grades i.e. IB Board / Cambridge Board / International Board)

Link for Eligibility form :

<https://drive.google.com/file/d/1AIBu1tWxe7AHY1J8T6BCJyVmoxjro5-Q/view?usp=drivesdk> .

Pl. note :- Eligibility form is mandatory to the students who have passed their 10 std. examination from OTHER THAN MAHARASHTRA STATE BOARD i.e. CBSE / IGCSE / ICSE / IB /CAMBRIDGE / etc. without this form their FYJC admission will not be confirmed. (As per Maharashtra state board Rule)

ADDITIONAL DOCUMENTS REQUIRED FOR DIFFERENT CATEGORIES

CATEGORY	REQUIRED DOCUMENTS
RESERVED CASTE	Caste Certificate by competent authority of Maharashtra State
VJ/NT, OBC, SBC, SEBC	Caste Certificate + Non- Creamy Layer Certificate
EWS	EWS Eligibility Certificate
DIVYANG/ DISABILITY	Certificate by Civil Surgeon or Dean of Government Hospital
PROJECT/ EARTHQUAKE AFFECTED	Certificate by Collector/ District Rehabilitation Officer
WIFE OR WARDS OF SERVICEMAN AND EX-SERVICEMAN	SERVICEMAN: Defence Service Certificate EX-SERVICEMAN: Discharge Certificate issued by District Sainak Board
WARDS OF FREEDOM FIGHTERS	Certificate Issued by the District Collector
NATIONAL AND INTERNATIONAL PLAYER	Won medal at International level Participated at International level Won medal at National level (Authenticated by District Sports Officer or Regional Director of Sports)
ORPHAN	Authentication Certificate issued by the Divisional Deputy Commissioner of Woman and Child Development