



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

NOTICE

INSTITUTIONAL LEVEL/ ACAP ADMISSION – 2025-2026

SCHEDULE AND PROCEDURE

**BMS (BACHELOR OF MANAGEMENT STUDIES) and
BBA (SHIPPING AND LOGISTICS MANAGEMENT)**

Candidates are hereby informed that the interse merit list (Provisional merit list) under institutional level/ ACAP admission is displayed herewith. Kindly follow the procedure and the time line stated so that the process can move smoothly. Candidates are required to be present during the given slot failing which their claim for admission stands cancelled. The next list shall be considered for the admission procedure. It is reiterated that the timeline shall be followed strictly as far as admission for this round is concerned.

Fees for Reserved Category candidates will be the same as open category candidates as the Scholarship / Free-ship scheme is not applicable to the candidates who secures admission at institute level round.

PROCEDURE FOR ADMISSION

Sr. No.	Merit List No.	Date	Time	Venue
1	Interse Merit List Sr. No. 1 to 36	09-10-2025	10.30 am to 11.30 am	G2(A)
2	Interse Merit List Wait List- 1 Sr. No. 37 to 72	09-10-2025	11.45 am to 12.45 pm	G4
3	Interse Merit List Wait List- 2 Sr. No. 73 to 108	09-10-2025	1.00 pm to 2.00 pm	G6
4	Interse Merit List Wait List- 3 Sr. No. 109 to 144	09-10-2025	2.15 pm to 3.15 pm	G7
5	Interse Merit List Wait List- 4 Sr. No. 145 to 180	09-10-2025	3.30 pm to 4.30 pm	G4
6	AI Interse Merit Sr. No. 1 to 11	10-10-2025	10.30 am to 11.30 am	G2(A)

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After physical verification of documents candidates are required to proceed to **Room No. G-1** to complete the admission process by fee payment through Demand Draft or online mode immediately.

Please bring the following documents (**Original + two sets of Self-attested Documents**) at the time of admission. The candidate shall lose the claim on their seat in case of non-submission of required documents, which please note. The decision of the admission committee of the college is final and binding.

- 1) MHT-CET 2025 Score Card
- 2) E Scrutiny form
- 3) R.A. Podar College Admission Form
- 4) Mumbai University Pre-Enrolment Form (E- Samarth)
- 5) General Undertaking, Online Anti Ragging Undertaking from Parent & Student
- 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 up to 31st March 2026
- 15) Eligibility Certificate
- 16) Defense Certificate
- 17) Gap Certificate
- 18) Income certificate issued by Tahasildar for the Financial Year 2024-2025 for SC, ST, NT, VJ, DT, OBC, SBC, SEBC, 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) Photocopy of UID Aadhar Card

Please ensure that you have paid the seat acceptance fee on the CET Portal.

Candidates are required to fill the college admission form and University of Mumbai Pre Enrolment form.

Please find the link for the same.

Link for R.A. Podar College Admission form : <https://enrollonline.co.in/Registration/Apply/podar>

Link for Mumbai University Pre enrolment form : <https://muugadmission.samarth.edu.in/>

BBA (Shipping and Logistics Management): Rs.83,610/- (Plus document verification fee for students from other board like CBSE /ICSE etc.)

BMS (Bachelor of Management Studies): Rs.66,115/- (Plus document verification fee for students from other board like CBSE /ICSE etc.).

Sd/-

Principal
