



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

NOTICE

INSTITUTIONAL LEVEL ADMISSION – 2024-2025

SCHEDULE AND PROCEDURE

BACHELOR OF MANAGEMENT STUDIES

Candidates are hereby informed that the interse merit list (Provisional merit list) under institutional level admission is displayed herewith. Kindly follow the procedure and the time line stated so that the process can move smoothly. Candidates are required to 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 remain 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

List Displayed

Activity	Venue	Date & Time
Verification of documents. For Serial No. 1 to 24	G-2 (A) (Ground Floor)	26-10-2024 10.30a.m. to 11.30a.m.
Verification of documents For Serial No. 25 to 48	G-2 (A) (Ground Floor)	26-10-2024 12.noon. to 1.00p.m
Verification of documents For Serial No. 49 to 72	G-2 (A) (Ground Floor)	26-10-2024 1.30p.m. to 2.30p.m

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

Fee: BMS: Rs.37,765/- (Plus document verification fee for students from other board like CBSE /ICSE etc.)

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) Documents Verification Receipt cum acknowledgement
- 2) Seat Acceptance Fee Receipt
- 3) General Undertaking, Online Anti Ragging Undertaking from Parent & Student
- 4) MHT-CET 2024 score card
- 5) S.S.C. Marksheet
- 6) H.S.C. Marksheet
- 7) H.S.C. Leaving Certificate/ Transfer Certificate
- 8) Birth Certificate issued by the Municipal Corporation
- 9) Domicile /Nationality certificate
- 10) Migration Certificate
- 11) Caste Certificate
- 12) Caste Validity Certificate
- 13) Non-Creamy Layer Certificate valid up to 31st March 2025
- 14) Eligibility Certificate
- 15) Defense Certificate
- 16) Gap Certificate
- 17) Income certificate issued by Tahasildar for the Financial Year 2023-2024 for SC, ST, NT, VJ, DT, OBC, SBC, SEBC, students
- 18) Physically Handicap Certificate
- 19) Eligibility Certificate for Economically Weaker Section (EWS)
- 20) 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
- 21) Photocopy of UID Aadhar Card

Admission Committee