

College Admission form filling Notice
F.Y.J.C – 2020-2021

Complete this admission procedure on or before 12/12/2020

Those students whose name is included in the FYJC Second List (2020-21) sent to us by the **Dy. Director of School Education, shall** complete the College admission procedure through college website.

Dear students,

Before starting the college admission procedure, please keep ready the scanned copy of the following documents for your convenience.

- i) Application Form Part I
- ii) Application Form Part- II
- iii) Leaving Certificate / Transfer Certificate
- iv) S.S.C./CBSE/ICSE marksheet
- v) Aadhar Card
- vi) Caste certificate and income certificate as per requirement (for Reserved Category students only and the necessary undertaking)
- vii) Sports/Defence/Freedom Fighter/Govt. Transfer/Phy. Handicapped should submit relevant supporting documents.
- viii) Photo and signature (Parent/Guardian) (For uploading in the College form) (Photo in school uniform will not be accepted. Kindly upload latest passport size photograph.)

Steps to fill the College Admission form online :

1. Visit the college website – www.rapodar.ac.in
2. Click on online FYJC admission form link.
3. Enter mobile number (All correspondence will be to the registered mobile number which please note.)
4. Enter the OTP received on the registered mobile number.
5. Enter Application Form number and name of the student as per Part I form filled on Govt. Link.
6. Fill the following details of the form :
 - a) Personal Information.
 - b) Residential address.
 - c) Education Information.
 - d) Parents/Guardian information.
7. **Upload the following documents :**
 - a)Application Form Part I
 - b) Application Form Part- II
 - c)Leaving Certificate/Transfer Certificate
 - d) S.S.C./CBSE/ICSE marksheet/E-mark statement
 - e)Aadhar Card
 - f) Caste certificate and income certificate as per requirement (for Reserved Category students only and the necessary undertaking)

g) Sports/Defence/Freedom Fighter/Govt. Transfer/Phy. Handicapped should submit relevant supporting documents.

h) Photo and signature (Parent/Guardian) (For uploading in the College form)

(Photo in school uniform will not be accepted. Kindly upload latest passport size photograph.)

8. Please check that information is filled in all the fields.

9. Submit the form. After form submission and uploading document online payment link will appear

10. Students eligible for Freeship (All Girl students) who are not a third child should download the freeship form from the college website and keep it ready and submit the same with all other original documents as per the announcement by the college.

11. Pay your college fees.

12. After successful payment SAVE the admission form and the fee receipt for further procedure.

- The Students belongs to CBSE / ICSE / IGCSE / IB etc. board are require to meet Ms. Rashmi Mahulkar in the college office Monday between 11 am to 1.00 pm to complete their eligibility form procedure. They should bring Original Marksheet + Passing certificate, Original Migration, Original Leaving certificate and 2 photocopies of each of these documents. One latest passport size photograph. Students should come personally on the Monday, so same day he can fill the Eligibility form and submit also. (College will give the Blank Eligibility form.)

PLEASE CHECK THE COLLEGE WEBSITE FROM TIME TO TIME FOR THE FOLLOWING ANNOUNCEMENTS:

1) FILLING OF THE SUBJECT OPTION /PREFERENCE FORM

(MARATHI/HINDI/FRENCH/GERMAN/INFORMATION TECHNOLOGY/OFFICE MANAGEMENT/MARKETING AND SALESMANSHIP)

2) ANNOUNCEMENT ABOUT SUBMISSION OF ORIGINAL AND RELEVANT DOCUMENTS.

WELCOME TO PODAR COLLEGE.

**YOU ARE ENTERING THE TEMPLE OF LEARNING AND become a part of
79 years of LEGACY OF Quality Education**

THANKS FOR FOLLOWING THE INSTRUCTIONS

S/d

Principal

R.A.Podar College of Commerce & Economics (Autonomous)

Matunga,Mumbai – 400019.