



**S.P.Mandali's**  
**R. A. Podar College of Commerce and Economics**  
**(Autonomous)**

**Notice**

**T.Y.B.Com**

**2021-22**

**Document Submission and Verification**

Students are required to follow the procedure and schedule given below for the purpose of Credit course documents and TY BCom admission form submission. Students who complete both the document submissions can collect their College Identity card and Semester V mark sheet.

**Part- I :Credit Courses Certificate Submissions**

1. The college is in the process of documenting and recording credit points earned by students up to January 23, 2022 for TY.B.Com students. Students may refer to the PowerPoint Presentation of document submissions uploaded in the MS Teams of their class

The schedule for various classes and divisions is as follows:

Sr. No.	CLASS	DIVISION	ROLL NOS.		TIME		DATE	CLASS
			From	To	From	To		
1	T.Y.B.Com	A	1	40	9.00 am	10.00 am	Tuesday 15 <sup>th</sup> February 2022	F-2
			41	80	10.15 am	11.15 am		
			81	116, 706	11.30 am	12.30 pm		
2	T.Y.B.Com	B	117	156	9.00 am	10.00 am	Wednesday, 16 <sup>th</sup> February 2022	F-2
			157	196	10.15 am	11.15 am		
			197	215, 708, 709, 710, 715, 716, 723, 724	11.30 am	12.30 pm		
	T.Y.B.Com		216	255	9.00 am	10.00 am		

3		C	256	295	10.15 am	11.15 am	Thursday, 17 <sup>th</sup> February 2022	F-2
			296	334	11.30 am	12.30 pm		
4	T.Y.B.Com	D	336	375	9.00 am	10.00 am	Friday, 18 <sup>th</sup> February 2022	F-2
			376	415	10.15 am	11.15 am		
			416	441, 711, 712, 713, 717, 722	11.30 am	12.30 pm		
5	T.Y.B.Com	E	442	501	9.00 am	10.00 am	Monday, 21 <sup>st</sup> February 2022	F-2
			502	561	10.15 am	11.15 am		
			562	632, 707, 714, 718, 719, 720, 721, 726	11.30 am	12.30 pm		
6	T.Y.B.Com	F	634	673	9.00 am	10.00 am	Tuesday, 22 <sup>nd</sup> February 2022	F-2
			674	705, 729	10.15 am	11.15 am		

2. On complete and successful submission of credit course documents, student can collect their ID Card and mark-sheet in F-4 class. The details regarding which are given in Part II of the notice.
3. Kindly note that if students have any Doubts / Queries they can meet the concerned faculty who will be available on college premises

## **Part II : Admission form submission and ID Card Collection**

Students who have failed to submit the TYBCom admission form 2021-22 are given an opportunity to submit the admission form and other related documents.

### **Guidelines for ID card collection :**

Students have to bring the following documents arranged in order as follows with the photocopies and submit hardcopy **BEFORE** collecting the ID Card.

1. Duly filled Admission form.( Login On fees portal for downloaded form)
2. Photocopy of FYBCOM Sem I &Sem II mark-sheet.
3. Photocopy of SYBCOM Sem III &Sem IV mark-sheet
4. Photocopy of Aadhar card
5. Photocopy of caste certificate (if applicable)
6. Fee Receipt

**Write the roll number on top of the left side corner of college admission form and Fee receipt.**

**While visiting college, all students are requested to strictly follow the COVID19 protocols announced by the Government.**

**No mask No entry. Please note that identity cards and Mark sheet shall be handed over only to the concerned student. If any student could not complete the process on health grounds they will be intimated about further procedure later.**

### **Steps to download Admission form & Fees receipt**

- 1) Log into Onfees.com with your user Id and password
- 2) Download the duly filled admission form
- 3) Take a printout of the form and sign.

Onfees helpline: 11:00 am to 5:00 pm Helpline Nos. : 8104502268, 9324962895

**No mask No entry**

Please note that identity cards shall be handed over **only to the concerned student after submission of the said documents**

S/d

Vice Principal