

The rules, regulations, ordinances etc. are subject to change from time to time as may be prescribed by the Competent Authorities governing the College viz. Government, University of Mumbai and S. P. Mandali, Pune.

S.P. Mandali's

Ramniranjan Anandilal Podar College of Commerce & Economics (Estd. 1941)

1.0 LOCATION

The college is situated in Central Mumbai, between Dadar and Matunga Railway stations. The governing Body of the College is the Shikshana Prasarak Mandali, Pune. The college was established in 1941 with the help of a colossal donation given by the House of Podars.

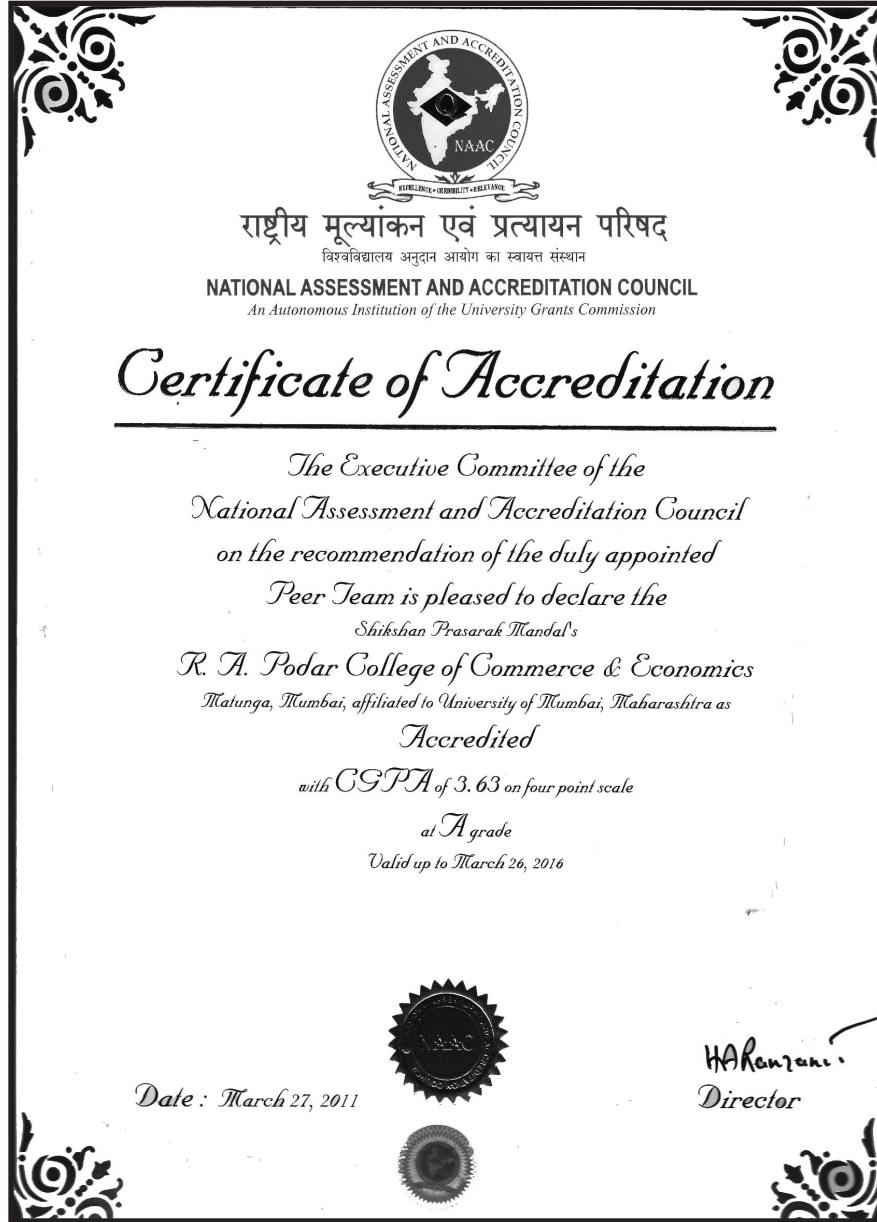
2.00 AFFILIATION

The college is a constituent unit of the University of Mumbai. It prepares students for the Degrees of Bachelor of Commerce, Degree of BMS, Master of Commerce and the Degree of Doctor of Philosophy in Commerce. (Banking & Finance) Accountancy and Commerce.

3.01 ADMISSIONS

- (i)** Students who have passed their H.S.C. Examination conducted by the Maharashtra State Board for the Secondary & Higher Secondary Education are eligible to seek admission to the F.Y.B.Com. Class.
- (ii)** Students who have passed their H.S.C./I.C.S.C./CBSE or any other equivalent examination conducted by the statutory Board other than Maharashtra State Board for the Secondary & Higher Secondary Education must obtain the eligibility forms from college office prior to their seeking admission to the F.Y.B.Com. Class in our college.

The admission to F.Y.B.Com. will be strictly on the basis of overall merit. This includes reservation of seats for different categories as under :



The reservation for different categories i.e.B.C./O.B.C.and other are as under :

- | | |
|--------------------------|---|
| i) 13% Seats : S.C. | viii) a) Woman : As per circular No. Aff./Recog. /322 of 2000 dated 7.9.2000 |
| ii) 7% Seats : S.T. | b) S.B.C. : 2% As per University circular No. BCC/29/334 of 1997 dated 28.9.1997 |
| iii) 3% Seats : D.T.(A) | c) Physically : 3% As per University circular Handicapped No. Special Cell/2/2008 dated 25.1.2008 |
| iv) 2.5% Seats : N.T.(B) | |
| v) 3.5% Seats : N.T.© | |
| vi) 2% Seats : N.T.(D) | |
| vii) 19% Seats : O.B.C. | |
- ix) 3% Seats : खालील संवर्गातील (परिपत्रक क्रमांक मान्यता / संलग्नता निर्देश / २११. दिनांक ६.६.१९९८ प्रमाणे)
१. बदलून आलेले केंद्रिय / राज्य शासकिय कर्मचारी / अधिकारी यांचे पाल्य
 २. संरक्षण दलातील आजी / माजी सैनिकांचे पाल्य
 ३. राष्ट्रीय / राज्य पातळीवर क्रिडा व सांस्कृतिक कार्यक्रमांत विशेष नैपुण्य मिळवलेले विद्यार्थी
 ४. शारीरिक दृष्ट्या अपंग / विकलांग विद्यार्थी
 ५. विधवा / परित्यक्ता विद्यार्थीनी
 ६. स्वातंत्र्य सैनिकांचे पाल्य / नातवंडे
- x) Two supernumerary seats for students from Jammu & Kashmir as per University Circular No. Al/ICC/2012-13/22 dated 8th January, 2013.

3.02 STUDENTS OF FOREIGN NATIONALITY

Application for admission for foreign nationals must be accompanied by a clearance certificate from the Indian High Commission / Embassy and other clearance certificate from their country's High Commission / Embassy in Indian.

4.00 IDENTITY CARDS

Every student is expected to obtain an Identity Card from the College office, by presenting the fee receipt and a passport - size photograph. The Identity Cards will be issued every year **after students surrender the cards issued to them for the previous year. Students are required to wear round their neck Identity card when they are in the College Campus and must produce it whenever called upon to do so by the authorities.** It is obligatory for students to return their Identity cards to the college office when they cease to be students of the college.

5.00 EXAMINATION RULES AND STANDARDS OF PASSING

Examination for the Third Year Degree course is conducted by the University of Mumbai while those for the First Year B. Com. (F.Y.B.Com.) and the Second Year B.Com (S.Y.B.Com) are conducted by the College, on behalf of the University, **You may visit University of mumbai website "www.mu.ac.in"for more details**

Programmes Under the Faculty of Commerce along with the assignment of Credits
Title of the Programme : - Bachelor of Commerce (B. Com.) Degree Course
Structure of the Programme with Credit System

Year	Semester	Course	Code	Title of the Course	Lectures / Tutorials	Credit	
I	I	Core Courses / Commerce Discipline					
		1	UBCOMFSI 1	Accountancy and Financial Management - I	04	03	
		2	UBCOMFSI 2	Commerce - I (Business Development)	03	03	
		3	UBCOMFSI 3	Business Economics - I	03	03	
		Allied Courses					
		4	UBCOMFSI 4	Business Communication - I (Tut.-1 per Batch)	03	03	
	5	UBCOMFSI 5	Environmental Studies - I	04	03		
	6	UBCOMFSI 6	Mathematical and Statistical Techniques - I (Tut.-1 per Batch)	05	03		
		Foundation Course (Interdisciplinary)					
	7	UBCOMFSI 7	Foundation Course - I	03	02		
II	I	Core Courses / Commerce Discipline					
		1	UBCOMFSII 1	Accountancy and Financial Management - II	04	03	
		2	UBCOMFSII 2	Commerce - II (Business Development)	03	03	
		3	UBCOMFSII 3	Business Economics - II	03	03	
		Allied Courses					
		4	UBCOMFSII 4	Business Communication - II (Tut.-1 per Batch)	03	03	
	5	UBCOMFSII 5	Environmental Studies - II	04	03		
	6	UBCOMFSII 6	Mathematical and Statistical Techniques - II (Tut.-1 per Batch)	05	03		
		Foundation Course (Interdisciplinary)					
	7	UBCOMFSI 7	Foundation Course - II	03	02		

सुंबई विद्यापीठ
University of Mumbai



उत्कृष्ट महाविद्यालय पुरस्कार
 (शाहसी विभागा - वर्ष २०१०-११)

आर.पु. पोदार कॉलेज ऑफ कॉमर्स अँड
 इकॉनॉमिक्स, लक्ष्मीबाई नॉपू रोड,
 माटुंगा (म.रे.), सुंबई

यांना बहुमोल शैक्षणिक संपादन आणि विद्यापीठातील
 विविध संशोधनार्थक महाविद्यालयातील शिक्षकांचा
 विद्यापीठाच्या कामकाजातील सहभाग प्रित्यर्थ प्रदान
 करण्यात येत आहे.

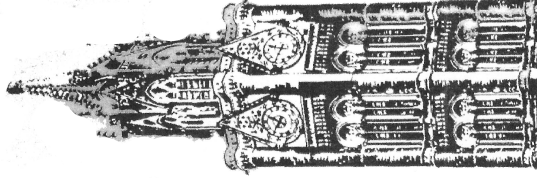
सुंबई ४०० ०३२
 २६ जानेवारी, २०१२

डॉ. राजन वेळुकर
 कुलसचिव

Best College Award
 (Urban Area - Year 2010-11)

**R.A. Podar College of Commerce &
 Economics, Laxmibai Nappu Road,
 Matunga (C.R.), Mumbai.**

*In recognition of valuable academic
 achievements and participation of the college
 teachers in the University system through
 various bodies of the University.*



Dr. Rajan Welukar
 Vice-Chancellor

Mumbai - 400 032
 26th January, 2012

18.16 HIKER'S CLUB :

The Hiker's Club is synonyms with adventure. Activities include mountain hiking, trekking, rock climbing and rapelling. Day as well as overnight hikes are arranged during all seasons.

19.00 MASTER OF COMMERCE :

Our college is a centre for conducting a two-year M. Com. Degree Course on behalf of the University of Mumbai. Lectures for M. Com. courses are held in the evening.

20.00 Ph.D. CENTRE :

R.A.Podar College has a recognised centre for pursuing Ph.D. in Commerce (Banking and Finance.), Ph.D. in Commerce (Business Policy & Administration) and Ph.D. in Accountancy.

21.00 U.G.C. Add on Courses

21.01 Customer Relationship management (C.R.M.)

21.02 Communicative English

21.03 Project Management

21.04 NETSIM

21.05 E.R.P.

Year	Semester	Course	Code	Title of the Course	Lectures / Tutorials	Credit	
II	III	Core Courses / Commerce Discipline					
		1	UBCOMSSIII 1	Accountancy and Financial Management - III	04	03	
		2	UBCOMSSIII 2	Commerce - III (Management and Finance)	03	03	
		3	UBCOMSSIII 3	Business Economics - III	03	03	
		Allied Course					
		4	UBCOMSSIII 4	Business Law - III	04	03	
II	IV	Allied Component Courses (Any One) *					
		5	UBCOMSSIII 5	CSP I / JR I / Advt. I / MC I	04	03	
		Foundation Course (Interdisciplinary)					
		6	UBCOMSSIII 6	Foundation Course - III	03	02	
		Core Courses / Commerce Discipline					
		1	UBCOMSSIV 1	Accountancy and Financial Management - IV	04	03	
2	UBCOMSSIV 2	Commerce - IV (Management and Finance)	03	03			
		3	UBCOMSSIV 3	Business Economics - IV	03	03	
II	IV	Allied Course					
		4	UBCOMSSIV 4	Business Law - II	04	03	
		Allied Component Courses (Any One) *					
		5	UBCOMSSIV 5	CSP II / JR II / Advt. II / MC II	03	03	
		Foundation Course (Interdisciplinary)					
		6	UBCOMSSIV 6	Foundation Course - IV	03	02	

* Referred the List of the Courses

Year	Semester	Course	Code	Title of the Course	Lectures / Tutorials	Credit	
III	V	Core Courses / Special Group					
		1	UBCOMTSV 1	Paper - V	04	04	
		2	UBCOMTSV 2	Paper - VI	04	04	
		3	UBCOMTSV 3	Related Applied Component	03	03	
		Core Courses / Commerce Discipline					
		4	UBCOMTSV 4	Commerce - V (Marketing and Human Resource)	03	03	
		5	UBCOMTSV 5	Business Economics - VI	03	03	
Allied Component Courses (Any Two) *							
		6	UBCOMTSV 6	EM I / Direct & Indirect - Tax I	03	03	
		7	UBCOMTSV 7	CS I / MR I / PHBW I / OR I	03	03	
III	VI	Core Courses / Special Group					
		1	UBCOMTSV 1	Paper - VI	04	04	
		2	UBCOMTSV 2	Paper - VII	04	04	
		3	UBCOMTSV 3	Related Applied Component	03	03	
		Core Courses / Commerce Discipline					
		4	UBCOMTSV 4	Commerce - VI (Marketing and Human Resource)	03	03	
		5	UBCOMTSV 5	Business Economics - VI	03	03	
Allied Component Courses (Any Two) *							
		6	UBCOMTSV 6	EM II / Direct & Indirect - Tax II	03	03	
		7	UBCOMTSV 7	CS II / MR II / PHBW II / OR II	03	03	

* Referred the List of the Courses

New Delhi. By now about 12 candidates have taken part on different occasions, in the Republic Day Parade, New Delhi.

18.12 WOMEN DEVELOPMENT CELL :

Established under University Guidelines, the Women Development Cell has been functioning in college since 2002 and conducts awareness programs like gender equality, health awareness and general well - being. It conducts seminars and workshops at college and University level and organises various types of training programs and self - employment schemes among women.

18.13 GROUP DISCUSSION CELL :

Group discussions these days are an integral part of the procedure of selecting candidates for professional courses and for employment. The Group Discussion Cell in the College endeavours to acquaint the students with this and develop in them self confidence and communication skills so as to improve their performance and prospects.

18.14 HOBBY CIRCLE :

The aim of the Hobby Circle is to encourage students to develop hobbies of their interest. Every year a Hobby Exhibition is held in the College.

18.15 SELF DEVELOPMENT CENTRE :

Self development refers to activities that improve self knowledge and identity, develop talents and potential, enhance the quality of life and contribute to the realization of dreams and aspirations. The self development center conducts personal counselling, developmental sessions, career counselling and personality assessment free of cost. It functions on every Thursday between 10am and 2pm in the audio visual room. It also conducts various interesting workshops and seminars.

18.07 INDUSTRIAL INTERFACE FORUM :

To encourage interaction with industry and to help bridge the gap between class-room and board-room, this association organizes educational visits to several key companies.

18.08 COLLEGE MAGAZINE :

This annual publication with separate sections in English, Hindi, Gujarati and Marathi provides students with an outlet for their creative skills in writing prose and poetry, besides reporting on college events.

18.09 GYMKHANA :

Many Podarites have achieved national and international recognition in the field of sports. The college Gymkhana not only provides facilities for indoor and outdoor games, but also inspires promising sportsmen and sportswomen with special incentive and coaching, Cricket, Tennis, Table-Tennis, Badminton, Volley ball, Boxing, Judo, Carrom, Gymnastic and Chess are among the popular sports.

18.10 NATIONAL SERVICE SCHEME UNIT (N.S.S.) :

Social service camp, blood donation drives and schemes to promote small savings are among the regular activities of this association. A notable achievement is the adoption of the Barhanpur Village in Thane District of Maharashtra where volunteers have helped in construction of roads, children's education and tree plantation, among other things, over the past 20 years. Our NSS team also contribute to the development of chandip near vasai.

18.11 NATIONAL CADET CORPS (N.C.C.) :

There is provision for N.C.C. training for boys and girls. It is for about 5 hours in a week, and is given by an Army instructor. We have a great tradition. Former Principal L. N. Welingkar himself was an N.C.C. officer. Then we had Late Prof. M. V. Chandgadkar who rose to the rank of Major, He had participated in the Republic Day Parade,

Revised Fees Structure for the Academic Year 2008 - 2009 onwards

Particulars	B.Com. / B.A.		
	F.Y.	S.Y.	T.Y.
	Revised	Revised	Revised
Tuition Fees	800	800	800
Library Fees	200	200	200
Gymkhana Fees	200	200	200
Other Fees/Extra Curricular Activity	250	250	250
Exam Fees	600	600	0
Enrollment Fees	220		
Disaster Relief Fund	10	10	10
Adm. Processing Fees	200	200	200
Utility Fees	250	250	250
Magazine Fees	100	100	100
ID Card & Library Fee	50	50	50
Group Insurance Fees ***	20	20	20
Student Welfare Fund	50	50	50
Development Fees	500	500	500
Vice Chancellors' Fund	20	20	20
Uni Sports & Cultural Activity	30	30	30
E-Suvidha	50	50	50
E-Charges	20	20	20
(A)	3570	3350	2750
Laboratory Fees	0	800	800
(B)	0	800	800
Refundable			
Caution Money	150		
Library Deposit	250		
Laboratory Deposit	0	400	400
(C)	400	400	400
Fees (A+B+C)	3970	4550	3950
*** Rs. 20 on 50,000.00 Policy			
* Enrollment Fees - Only at the time of Entry	220		
Wherever Applicable			
- Transcript - 5 copies (Additional copy - 50/- each)	1000	1000	1000
- Admission Form - Pros. + Inform Brouchure	100	100	100
- Transfer Certificate	100	100	100
- Bonafied Certificate	20	20	20
- No Objection Certificate	20	20	20
- Industrial Visit Fees	500	500	500
Computer Practical		600	600
- Alumni Association Fees - (be collected from the Students at the time of admission)	25	25	25
- Document Verification Fees - (be charged from the Students those who are not from Board of Higher Secondary Education in Maharashtra)	400	400	400
- Project Fees - (be collected from the Students who are required to do the Project as per the Syllabus)	**	**	**

(** Rs. 500/- for 100 marks Project Rs. 100/- for 20 marks Project and proportionately otherwise)

Note : In case of permanently unaided division and the unaided divisions in aided and unaided colleges in Faculty of Arts & Commerce, tuition fees shall be Rs. 3000/- per annum.

In case of unaided subjects in Faculty of Arts & Commerce (aided colleges) an increase of Rs.300/- per paper per student as tuition fees each unaided subject / paper. / Gymkhana Fees Rs. 400/- as per circular क्र. क्रिडा समिती/१८ दि. १८/४/१४

11.0 TERMS

The academic year comprises of two terms - First term (June to October) and Second term (November to April). Actual dates of commencement and close of the said terms are declared by the University of Mumbai every year.

11.01 LECTURE TIME

Degree College : 7.50 a.m. to 1.00 p.m.

Tutorial classes and computer practicals are held, within the lectures timing

11.02 LECTURE ROOMS

Lecture are conducted in well ventilated rooms.

All classrooms are ICT enabled.

11.03 OFFICE TIMINGS FOR STUDENTS

10.00 a.m. to 1.00 p.m.

11.04 HOLIDAYS :

The college will remain closed on all Sundays and Public holidays.

11.05 TUTORIALS

Tutorials are conducted in small batches to encourage better interaction between teacher and students to solve student's difficulties in the respective subjects. Students are required to attend tutorials regularly.

11.05 COMPUTER SYSTEMS PRACTICALS

For students of T.Y.B.Com class who opt for Computer systems, the College has Computer Laboratory and provides adequate facilities to help them with their practicals. Additional Fees as prescribed by the University are charged for the same.

18.00 CO-CURRICULAR ACTIVITIES

In its efforts to help students to develop their talent, skills and personality traits the college provides facilities for a wide range of co-curricular activities. Over the years, Podar students have won laurels in inter - collegiate, inter university, inter - state and international competitions. Among the forums where such activities are encouraged are :

18.01 STUDENT'S COUNCIL :

This apex body organizes major events in the college such as the Students intra Collegiate Festivals as per the Maharashtra state University Act 1994. The college has more than forty active forums. some of them are stated below

18.02 LITERARY ASSOCIATIONS :

A plethora of literary circles including those for Marathi, English, Hindi, and Gujarati, regularly conduct programmes.

18.03 ARTIST'S GUILD :

Through several talent competitions and cultural programmes, this body promotes the performing arts.

18.04 SPEAKERS ACADEMY :

Aspirant students find a platform here to develop their skills in oratory.

18.05 ECONOMIC AND PLANNING FORUM :

Lectures / Seminars / Discussions / Debates / Workshops are conducted. Symposia on topics of interest to students and teachers form an integral part of the Planning Forum.

18.06 CAREER AND EMPLOYMENT GUIDANCE FORUM :

Students are guided by providing knowledge about various career options.

permission of the Principal. The college shall not be responsible for any untoward incident that may occur on any such occasion.

Students are required to note that they are not permitted to organize picnics, socials and outings on their own. Disciplinary action will be taken against the organisers and those who accompany them.

Agenda of meetings, subjects of debates and guest lecture arranged by the various authorized association of the college must have the prior written approval of the Principal. No one will arrange any activity within or outside the college premises in the name of the college without prior written permission of the Principal.

- 17.10 Students must not indulge in political activities in the college premises.
- 17.11 Without prior permission of the Principal, students should not communicate any information or write about any matter concerning / regarding the college administration to the press / outside agencies.
- 17.12 If the continuance of a student/s in the college is detrimental to the best interest of discipline of the college, the Principal may direct such students to leave the college. The decision of the Principal shall be final and binding on the students concerned.
- 17.13 Students joining the college are required to abide by all the Rules, Regulations and Instructions that may be issued by the college authorities from time to time and to submit the normal enforcement of the same to the satisfaction of the college authorities, whose decision in all matters shall be final and the same shall not be questioned on any ground.
- 17.14 All the departments of the college will work according to rules laid down from time to time by the concerned competent authority.
- 17.15 Students are required to note that “SMOKING IS STRICTLY PROHIBITED IN THE COLLEGE CAMPUS”. Defaulters will be liable for disciplinary action.
- 17.16 Use of mobile phones is strictly prohibited. disciplinary action will be taken against the defaulters and mobile phones will be confiscated.

12.00 ATTENDANCE

If attendance at lectures, tutorials and practicals is un satisfactory, terms will not be granted. The University Ordinance (6086) governing attendance is followed.

13.01 GOVERNMENT CONCESSIONS

The following concessions are available and the relevant information in this regard is displayed on the College Notice Board from time to time.

13.01A CENTRAL GOVERNMENT SCHOLARSHIP

- (a) National Scholarship
(b) Government of India Scholarship to Backward Class students

13.01B STATE GOVERNMENT SCHOLARSHIP

- 1) **F.Y.B.Com.** (State Government Open Merit Scholarship) only Maharashtra Board Students securing more than 85.83% (515 / 600) of mark at the H.S.C. Examination. सदर मुलांनी अर्ज सादर करणे.
- 2) **P.T.W./S.T.W.** माध्यमिक / प्राथमिक शिक्षक / शिक्षकेतर कर्मचाऱ्यांच्या पाल्यांना मोफत शिक्षण सदर मुलांनी अर्ज सादर करणे.
- 3) **Freedom Fighter / Ex-Serviceman** पाल्यांना मोफत शिक्षण सदर मुलांनी अर्ज सादर करणे.
- 4) अपंग मुलांना मोफत शिक्षण सदर मुलांनी अर्ज सादर करणे.
- 5) **On Line** - इयत्ता १२ वी नंतर उच्च शिक्षण घेणाऱ्या अल्पसंख्यांक (मुस्लीम, बुध्द, ख्रिश्चन, पारशी, शिख, जैन) विद्यार्थ्यांसाठी महाराष्ट्र शासनाची शिष्यवृत्ती सूचना : विद्यार्थ्यांना एका वेळी एक शिष्यवृत्ती मिळते.
- 6) **Dr. Ambedkar National Merit Award Rs. 40,000/- Scholarship** (Dr. Ambedkar Foundation, New Delhi)
इ. १२ वी मध्ये महाराष्ट्र राज्य माध्यमिक व उच्च माध्यमिक (मुंबई विभागीय) मागासवर्गीय विद्यार्थीमधून प्रथम किंवा द्वितीय क्रमांक येणे आवश्यक आहे.
- 7) **Govt. of India SC / ST / DT NT / OBC / SBR Scholarship / Freeship (Only B. Com. & M. Com)**

13.01C R.A.P.C.C.E. SCHOLARSHIP TO OPEN CATEGORY STUDENTS

RAPCCE Scholarship to economically weak Students

Rules and Regulations regarding the above scholarship and free-student ships are available at the college office. Students and parents are requested to take note of the dates on which applications should be submitted. No excuses will be tolerated.

14.00 AWARDS & PRIZES

Students are encouraged to pursue their search for excellence in academics.

Cash prizes & Trophies are awarded to those securing the highest number of marks in select subjects. Co-Curriculars and Extra Curriculars activities.

15.00 LIBRARY

The College Library has a rich collection of 71,523 books. It subscribes to over 75 Print and e Journals and 8 newspapers with sets. It has a spacious and airy reading halls, measuring 510 sq. mtrs. (17 mts x 30 mts), providing sitting accommodation for 400 students at a time Library is open between 8.30 a.m. to 4.30 p.m. on all working days During Jan - April it is open for 12 hours, 8 a.m. to 8 p.m. The Library provides "Set of books" for deserving students for home use, for one academic year. It also provides online services, Internet facilities reprographics facility with other basic services like home lending, reference, bibliographic list, SDI / CAS etc.

www.rapodarc.ac.in/library.php

17.00 DISCIPLINE

17.01 Attendance is compulsory at lectures, tutorials, clas, tests, project presentations practicals and examinations, as per University Ordinance No. (6086) and as per the college time-table. The attendance and performance of the students in the tutorials, Lectures, project viva, guest lectures etc., their progress at the examinations and their good conduct and applications will be taken into consideration while granting terms and deciding their candidature for the semester end.

17.02 Conduct of the students in their classes as well as in the premises of the College shall be such that it will cause no disturbance to fellow students, teachers or to other classes, which are in progress.

17.03 Students must not loiter about or congregate in the College premises while the classes are in progress.

17.04 Students shall not indulge in any illegal activity either inside or outside the college that will, in any way, interfere with the orderly administration and discipline.

17.05 Students must take proper care of the College property and help in keeping the premises neat and clean. Any damage done to the property of the College will have to be made good by the students concerned. Scribbling on walls and desks in class rooms is strictly prohibited.

17.06 In the name of the College no society, association, organization, etc. shall be formed, no collection be made, no tickets be sold, no function or meeting be held, no person be invited to address students, no socials be arranged, nothing be printed and / or circulated without the written permission of the Principal. No notice shall be put up on the notice-boards (including Black - Boards) or announcements be made without the Principal's written permission or the written permission of the person authorized in the matter concerned.

17.07 Students should, in their own interest, read the notices including those containing the rules made by the College / University / Government placed on the notice boards from time to time.

17.08 Every association / organization etc. formed under the auspices of the college, functions under a faculty member nominated by the Principal. Students shall submit all the relevant notices, applications, budgets, accounts etc. only through the concerned faculty member.

17.09 All meetings, functions, programmes and official outings of the authorised and duly constituted associations, societies, councils etc. of the College must be organised / conducted under the supervision of the Chairperson with prior written