



शिक्षण प्रसारक मंडळी, पुणे  
**R. A. Podar College of Commerce & Economics**

**AUTONOMOUS**

Matunga, Mumbai - 400 019

An 'A+' Institution as Accredited by NAAC  
Certified as 'Best College' by University of Mumbai

Tel.: 2414 3178 • Fax: 2414 1964 • E-mail: [info@rapodar.ac.in](mailto:info@rapodar.ac.in)

Website : [www.rapodar.ac.in](http://www.rapodar.ac.in)

**6.5.1 Internal Quality Assurance Cell (IQAC)/ Internal Quality Assurance System (IQAS) has contributed significantly for institutionalising the quality assurance strategies and processes, by constantly reviewing the teaching-learning process, structures & methodologies of operations and learning outcomes, at periodic intervals**

**Practice 2: Quality and Ethical Practices Institutionalized under the Evaluation System**

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# **Paper Reviewer**

## **Sample Form**



S.P.MANDAL'S  
R. A. PODAR COLLEGE OF COMMERCE & ECONOMICS (AUTONOMOUS)  
(Affiliated to University of Mumbai)  
MATUNGA, MUMBAI - 400019.

Expert reviewer report  
Review of Question Papers

Date: \_\_\_\_\_

Review Checklist

Course: \_\_\_\_\_

	Y	N
• The question paper is complete.		
• The Header has all relevant details such as time allocation, name of the subject, and instructions to candidates.		
• The instructions to candidates are clearly specified and unambiguous.		
• The layout of the paper is easily understood by the learner.		
• Mark allocations are clearly indicated and are the same as mentioned in the syllabus.		
• The paper can be completed in the time allocated.		
• Is there any ambiguity in the grammar that might create confusion.		
• Where there is a choice, questions are of an equal level of difficulty and value.		
• The question paper covers the prescribed syllabus for the course.		

COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reviewer's Name: \_\_\_\_\_

Designation: \_\_\_\_\_

College: \_\_\_\_\_

Signature: \_\_\_\_\_

# **Paper Reviewer Sample Appointment Letter**



शिक्षण प्रसारक मंडळी, पुणे  
**R. A. Podar College of Commerce & Economics**

**AUTONOMOUS**  
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Tel.: 2414 3178 • Fax: 2414 1964 • E-mail: info@rapodar.ac.in  
Website : www.rapodar.ac.in

To,  
Dr. Archana Padgaonkar,  
K.J Somaiya College of Sci. & Com,  
Ghatkopar.

Date: 25/09/2023

Dear Madam,

Greetings from R.A. Podar College.

We are happy to inform you that as part of our continuous endeavour for quality enhancement in our Institution, we conduct an external review of our question papers set by the internal panel of paper setters. In this context, we request you to be a member in the review panel of experts in the course **Business Law I for S.Y.B.Com.** We have scheduled the review session on **26/09/2023 at 12:30 p.m.**

You shall be paid an honorarium as per norms.

In case of any queries please free to contact Prof. Dr. Vinita Pimpale, Controller of Examination,  
022-24143178-ext 32.

We hope you accept our invitation and enable us to achieve our goal of excellence in education.

Looking forward to hearing from you.

Warm Regards,

**Dr. Shobana Vasudevan**  
Principal and Chief Controller of Examination

*Podar : Nurturing Intellect, Creating Personalities.*

**Paper Reviewer  
Sample Thank you  
Letter**



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Website : www.rapodar.ac.in

To,  
Dr. Archana Padgaonkar,  
K.J Somaiya College of Sci. & Com,  
Ghatkopar

Date: 26/09/2023

Dear Madam,

We wish to express our sincere thanks for the duties rendered by you as an expert reviewer of the question papers, in the course **Business Law I** for S.Y.B.Com. We appreciate the interest you have shown in sharing your expertise and contributing towards our goal in achieving excellence in education.

We look forward to a continued association with you in the future as well.

Thanking you once again,

Warm regards

**Dr. Shobana Vasudevan**  
**Principal and Chief Controller of Examination**

*Nurturing Intellect, Creating Personalities.*

# Pledge



S. P. Mandali's



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

*Accredited With A+ grade by NAAC*

### PLEDGE

I a student of R. A. Podar Autonomous, am aware of the rules and regulations under which the examination is conducted.

I have prepared well for the examination today. I am aware that I should not carry my mobile phone to the examination hall.

I pledge that I will not indulge in any unfair practices as I am confident about myself, my knowledge of the subject and my preparedness for today's examination and I will not help my colleagues in unfair practices.

I am aware of the consequences like annulment of examination or being debarred, if I indulge in any kind of malpractice while at the examination.

# Sample of Hall ticket

**R. A. PODAR COLLEGE OF COMMERCE & ECONOMICS**  
MATUNGA, MUMBAI- 400 019.  
F. Y. BMS EXAMINATION  
**STUDENTS ADMIT CARD**  
FYBMS REGULAR JAN-18 SEM 1 25-75



NAME: Miss. TAPARIA KASHISH KAILASHCHAND

SEAT NO.: 622146

**SUBJECTS**

INTRODUCTION TO FINANCIAL ACCOUNTING  
BUSINESS LAW  
BUSINESS STATISTICS  
BUSINESS COMMUNICATION-I  
FOUNDATION COURSE-I  
FOUNDATION OF HUMAN SKILLS  
BUSINESS ECONOMICS

\_\_\_\_\_  
Signature of the Student  
Place: Mumbai.

  
PRINCIPAL

**R. A. PODAR COLLEGE OF COMMERCE & ECONOMICS**  
(AUTONOMOUS)  
MATUNGA, MUMBAI-400 019.  
F.Y.B.COM. (COMMERCE) EXAMINATION  
**STUDENTS ADMIT CARD**  
FYBCOM REGULAR SEP-19 sem 1 40-60



NAME : Miss.MALPURE ADITI AJIT REVATI

SEAT NO.: 389

**SUBJECTS**

ACCOUNTANCY & FINANCIAL MANAGEMENT – I  
BUSINESS COMMUNICATION – I  
BUSINESS ECONOMICS – I  
COMMERCE – I  
ENVIRONMENTAL STUDIES – I  
FOUNDATION COURSE - I  
MATHEMATICAL & STATISTICAL TECHNIQUES. - I

\_\_\_\_\_  
Signature of the Student  
Place : Mumbai.

PRN/Reg.No.2019016402009717

PRINCIPAL



S. P. Mandali

**R.A.PODAR COLLEGE OF COMMERCE AND ECONOMICS (AUTONOMOUS)**

LAKHAMSI NAPOO ROAD, MATUNGA, MUMBAI 400019

**HALL TICKET : MARCH REGULAR 2023 (EVEN)**

**NAME OF CANDIDATE** : ACHAREKAR ATHARVA ARUN  
**PROGRAM** : SYBCOM SEM IV  
**EXAM SEAT NUMBER** : 3  
**EXAM CENTER** : R.A.PODAR COLLEGE OF COMMERCE AND ECONOMICS (AUTONOMOUS)  
LAKHAMSI NAPOO ROAD, MATUNGA, MUMBAI 400019  
**CATEGORY** : REGULAR

**PRN No. :** 2021016401302863



**Student Id**  
3717358

COURSES	External		
	DATE	TIME	SUPERVISOR SIGN.
010407 - BUSINESS LAW - II	06/03/2023	10:30AM - 12:30PM	
010404 - BUSINESS ECONOMICS - IV	09/03/2023	10:30AM - 12:30PM	
010403 - COMMERCE - IV	11/03/2023	10:30AM - 12:30PM	
010402 - FINANCIAL ACCOUNTING AND AUDITING - INTR. TO Mgmt	15/03/2023	10:30AM - 12:30PM	
010401 - ACCOUNTANCY & FINANCIAL MANAGEMENT - IV	18/03/2023	10:30AM - 12:30PM	
010406 - FOUNDATION COURSE - CONTEMPORARY ISSUES -IV	21/03/2023	10:30AM - 12:30PM	
010405 - ADVERTISING - II	24/03/2023	10:30AM - 12:30PM	

Signature of the Candidate

Seal

*S. P. Mandali*  
Principal

Note : No corrections are to be made directly (using pen) on Hall Ticket. In case of any corrections students are required to contact the college examination section immediately.

# Sample of Marksheet





**10 Point Grading System**

Marks	Grade	Grade Point	Performance
75 & above	O	10	Outstanding
70 - 74.99	A++	9	Excellent
65 - 69.99	A+	8	Very Good
60 - 64.99	A	7	Good
55 - 59.99	B+	6	Above Average
50 - 54.99	B	5	Average
45 - 49.99	C	4	Fair
40 - 44.99	D	3	Pass
39.99 & Below	F	0	Fail

**Symbols and Interpretation**

Symbol	Interpretation
\$	Graced to get O grade.
*	Graced to Pass.
#	Marks added for NSS / NCC / Sports / Youth Festival / Life Long Learning
@	Graced for getting next higher Grade
~	Marks added for Certified Disability (Such as LD, Visually Impaired, etc.)
Λ	Mandatory academic Credit Course.
\$\$	Mandatory non-academic Course.
AB	Absent.

Abbreviation	Expansion
CE	Credits Earned
SGPA	Semester Grade Point Average
CGPA	Cumulative Grade Point Average

**Recognised Courses for Additional Credits**

Abbreviation	Expansion
CCAIE	Certificate Course in Ability Enhancement
CCCC	Certificate Course in Core Competency
CCEPD	Certificate Course in Emotional & Physical Development
CCLA	Certificate Course in Liberal Arts
CCSE	Certificate Course in Skill Enhancement

**Additional Credits For Reflective Learning**

ECC	Extra Curricular Credits
ELI	Experiential Learning through Internship
SIP	Student Induction Program

