



Code of Conduct for Learners

Discipline and lecture timings

A Podarite is one who stands tall among all men, distinguished by his scholarship, versatility and above all DISCIPLINE and DIGNITY. Learners must therefore take special care to observe the following rules: -

- **Attendance at lectures, class assignments and class participation is compulsory. A learner has to attend college on at least 75% of the days on which classes are conducted. Only if a learner is present for all lectures, class assignments and class participation, for the day, will it be counted as one day's attendance. The attendance at various co-curricular and extra-curricular activities shall be noted by the college authorities.**
- Learners are required to wear their identity card when they are in the college campus and must produce it whenever called upon to do so by the authorities.
- Conduct of the learners in the class as well as on the campus shall be such as will cause no disturbance to fellow learners, teachers or to other classes.
- Learners must not loiter about or congregate in and around the college premises while the classes are in progress.
- Learners shall do nothing either inside or outside the college that will, in any way, interfere with the orderly functioning of the college.
- **Mobile phones if any, shall be switched off on the college campus. If found using it, the learner will be liable to have his/her mobile phone confiscated or will have to face any disciplinary and penal action taken by the college authorities as per relevant norms.**
- Learners are prohibited from carrying mobile phones into the examination hall. Carrying of mobile phones into the examination hall amounts to unfair means.
- In the name of the college or premises 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 the learners, 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 Blackboards) or announcements be made without the Principal's written permission of the persons authorised in the matter concerned.
- Learners should, in their own interest, read the notices placed on the notice boards from time to time. Learners are required to download the college app as well as visit college website www.rapodar.ac.in regularly.



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
Website : www.rapodar.ac.in

- Every association / organization formed under the auspices of the college is in charge of a Faculty Member nominated by the Principal. Learners shall submit all the relevant notices, applications, budgets, accounts, annual reports etc. only through the concerned Faculty Member.
- 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 and control of the Chairman with prior written permission of the Principal. However, the college shall not be responsible for any untoward incident that may occur on such occasions.
- Learners are required to note that they are not permitted to organise class / group picnics, socials and outings in the name of the college. Disciplinary action will be taken against the organizer and those who accompany them.
- Agenda of meetings, subjects of debates and guest lectures arranged by the various authorized associations of the college must have the prior written approval of the Principal. No unauthorized person shall arrange any activity within or outside our premises in the name of the college.
- Any matter published in the college magazine, wall paper, newsletter and the Press must have the prior written approval of the Principal. Any publication without the prior written approval of the Principal shall be treated as unauthorized.
- Learners must not indulge in political work in the college premises.
- Learners should not communicate without prior permission of the Principal, any information, or write any information or write about any matter concerning / regarding the college administration to the Press / outside agencies.
- Learners joining the college are required to abide by all the Rules, Regulations and Instructions that are issued by the college authorities from time to time and to submit to the normal enforcement of the same to the satisfaction of the college authorities, whose decision in all matters shall be final.
- All the Departments of the college, Gymkhana, Library, Extra Curricular etc. will work according to the rules made from time to time by the concerned competent authority.
- Learners are required to note that **'SMOKING IS STRICTLY PROHIBITED IN THE COLLEGE CAMPUS'**.
- Defaulters will be liable for disciplinary action.

Podar : Nurturing Intellect, Creating Personalities.