



**St. Vincent College (Arts and Commerce)
Pune -411037**

Administrative Rules

Examinations

Students are required to attend all the tests, tutorials and examinations conducted during the year. Malpractices of any kind will not be condoned and will result in serious action being taken. Journals and Practical Assignments must be completed and submitted within the stipulated period.

Identity Card

Each student must possess an Identity Card, which he/she shall always carry with him/her to the college and produce it whenever called upon by the competent authority. Students should note that attempting to use forged identity cards or identity cards of previous years is a punishable offence that could lead to dismissal.

Behaviour Code

1. These rules are meant to act as guidelines for all students to enable them to maintain a good institutional culture and prompt academic excellence.
2. Chewing of Tobacco, Gutka, Consumption of alcoholic drinks and smoking in the campus is strictly prohibited.
3. Students are not permitted to carry eatables to college classrooms, computer lab and the library.
4. Chewing gum is strictly prohibited in the classrooms, computer lab and the library.
5. Students are strictly prohibited to use cell phones in the classrooms, computer lab and the library. If anyone is found using the cell-phone his/her cell-phone will be confiscated.
6. Safety of valuables such as laptop, cell-phones, gold, valets or any other, will be the sole responsibility of the concerned student.