



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

**Attendance Guidelines**

1. A value-based and disciplined approach to education implies that the students be present on the campus on a day-to-day basis, not only attending all the lectures but also participating in extra and co-curricular activities and availing themselves of the facilities of the college.
2. Students who wish to take leave are required to obtain prior permission/sanction from the Principal/Class Teacher.
3. If any student proceeds on an outdoor assignment during the college hours, he/she should obtain prior permission/sanction from the Principal/Class Teacher.
4. 100 % attendance is appreciated but 75 % attendance is required of every student as per the requirement of the Savitribai Phule Pune University.