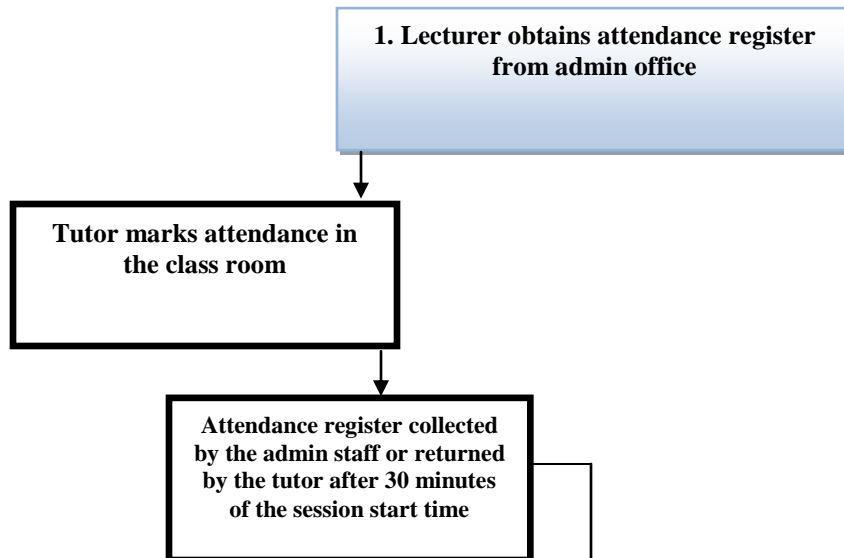
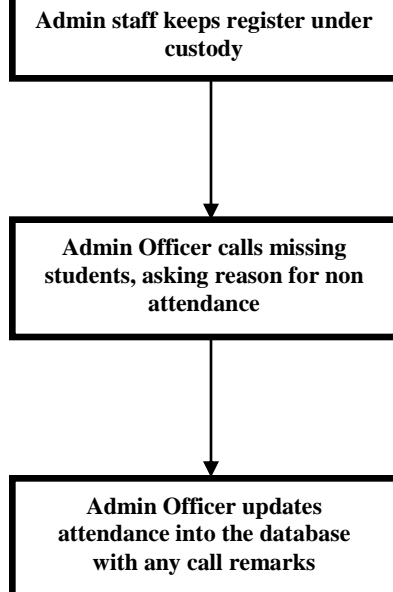


ATTENDANCE POLICY / PROCEDURE



Non Arrival Policy:

1. Student who can not reach the college by the latest course start date should inform the college for necessary arrangements / advice.
2. Students who fail to enrol by the latest course start date due to any reason will be reported to the UKBA / HO with in 10 working days.



Attendance Policy:

1. Students coming within 15 minutes of the start time will be marked as present.
2. Students coming between 15-30 minutes from the start time will be marked as late.
3. Students coming later than 30 minutes will be marked as absent.
4. 3 lateness count as one absence in one month.
5. Attendance dropping below 80% will result in issuance of warning / termination.