

**STANDARD OPERATING PROCEDURE (SOP) FOR WARNING & BARRING OF STUDENT ABSENTEESIM**

<b>PROCEDURES</b>	<b>RESPONSIBILITY</b>
<ul style="list-style-type: none"><li>To check and verify the student's attendance records</li></ul>	Department Course Coordinator
<ul style="list-style-type: none"><li>To issue warning letters to students who are absent for 10% and 15% of attendance during the block</li></ul>	Head of Department
<ul style="list-style-type: none"><li>To recommend the student's name for barring to the Dean for approval</li></ul>	Head of Department
<ul style="list-style-type: none"><li>To approve and issue the barring letter to student</li></ul>	Dean
<ul style="list-style-type: none"><li>Student to repeat year. The result of the barring status marked as 'Y' grade and equivalent to an 'F' grade.</li></ul>	

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<b>ABSENTEESIM PROCEDURES</b>	<b>RESPONSIBILITY</b>
<ul style="list-style-type: none"><li>• To check and verify the student's attendance records</li></ul>	<b>Department Course Coordinator</b>
<ul style="list-style-type: none"><li>• To issue first and second warning letters to students who are absent for 10% and 15% respectively during the block.</li></ul>	<b>Head of Department</b>
<ul style="list-style-type: none"><li>• To recommend the student's name for barring to the Dean for approval</li></ul>	<b>Head of Department</b>
<ul style="list-style-type: none"><li>• To approve and issue the barring letter to student</li></ul>	<b>Dean</b>
<ul style="list-style-type: none"><li>• Student to repeat year. The result of the barring status marked as 'Y' grade and equivalent to an 'F' grade.</li></ul>	<b>Academic Office</b>

## SOP of STUDENT'S ABSENTEEISM

