



# ST. FRANCIS COLLEGE

P. B. No. 3417, 8th Main, 3rd Block, Koramangala, Bengaluru - 560 034

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Affiliated to Bengaluru City University: Recognized by Govt. of Karnataka & Approved by AICTE  
Recognized under section 2(f) of the UGC Act, 1956: ISO 9001:2015 Certified

COLLEGE CODE : 1214

Ref. No: SFC/PG/St. C/2024-25/40

Date: 16.06.2025

## CIRCULAR

### **Strict Enforcement of Timely Reporting to College – Implementation of Penalty for Late Arrival**

**Dear Students,**

This is to inform you all that punctuality is a critical aspect of discipline and academic responsibility. It has been observed that despite repeated reminders, some students continue to report late to college, causing disruptions to the academic schedule and overall discipline.

With a view to inculcate a sense of responsibility and to ensure smooth functioning of academic activities, the college has decided to strictly enforce the timely reporting rule with immediate effect from the commencement of the 2024-25 even semester.

#### Guidelines for Timely Reporting:

1. All students must report to the college before the scheduled commencement of classes every day (8:20 am)
2. Late reporting will be monitored through the Biometric device.
3. Each student will be allowed up to three (3) warnings per month for late arrival.
4. From the fourth (4<sup>th</sup>) instance of late reporting in the same month, a penalty of ₹ 100 will be levied for each time you are late after that.
5. This penalty will be automatically charged to the student's Linways account.
6. Kindly note that any pending penalty for late reporting must be cleared before the issuance of the hall ticket for internal tests and university exam and requests for waiving penalties due to late coming will not be entertained except under genuine emergencies, which must be supported with proper documentation and approval by the HOD and Principal/Director.

Your cooperation in maintaining punctuality and discipline is expected and highly appreciated.

  
PRINCIPAL

PRINCIPAL  
ST. FRANCIS COLLEGE  
PB NO. 3417, 3RD BLOCK, 8TH MAIN,  
KORAMANGALA BENGALURU-560034

  
DIRECTOR

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#### Copy to:

- All the students through notice from Linways LMS
- Notice Boards of all the classes
- The File

