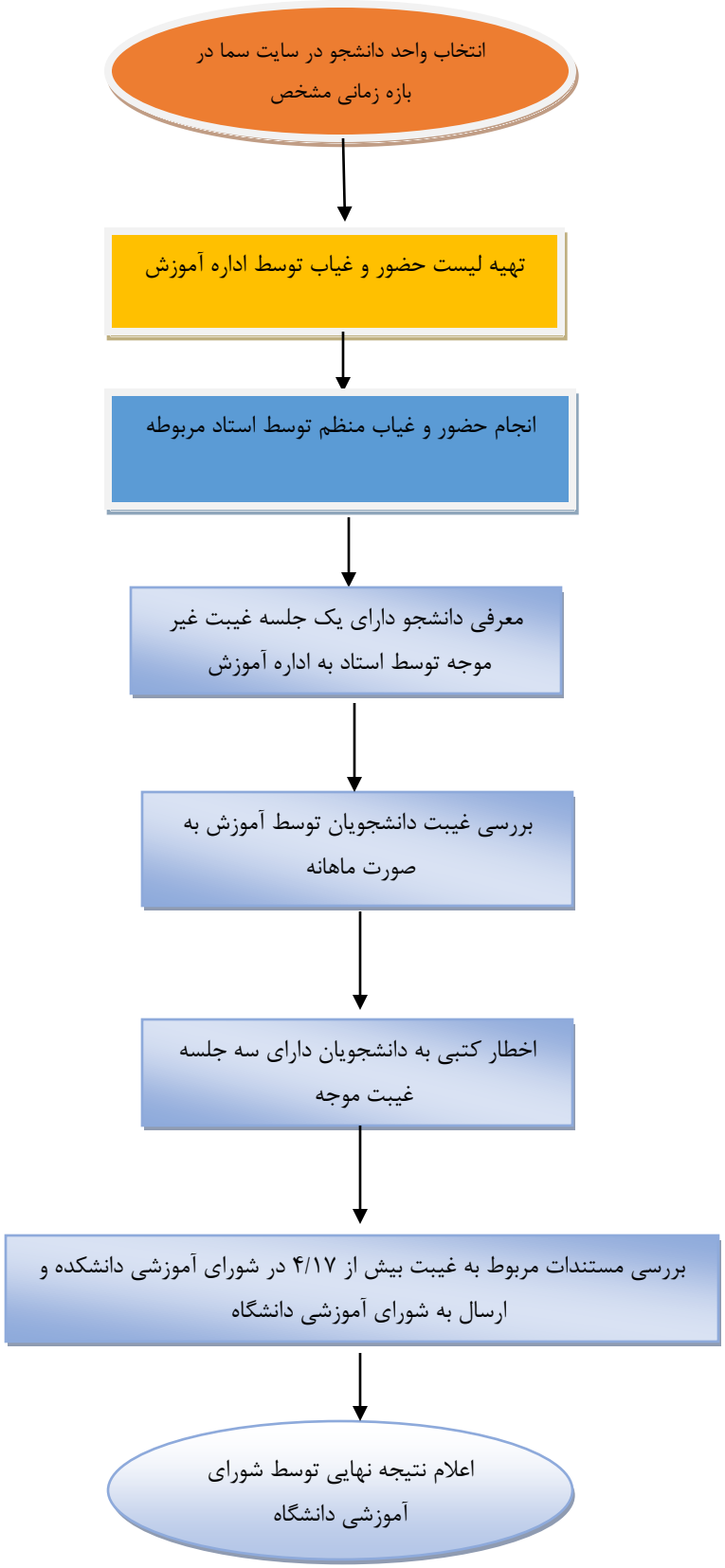فرآیند حضور و غیاب دانشجو