



Ref. No.: AJU/BAENG/51/2022

Date: 09-11-2022

## NOTICE

It is to inform all the Students of B. A.-English (H), Batches 2020, 2021 and 2022 that 75% attendance in classes is mandatory for appearing in the end semester exams. All are directed to be regular in attending the classes to avoid any debarment from examinations. In the same context all are directed to submit an undertaking of the same within a week from today with signatures of the students and their parents. The undertaking form would be provided in soft copy.

Further, all are instructed to convey their parents to attend the parents-teacher meeting whenever conducted without fail.

By the order of Honorable Vice Chancellor Sir

Copy To:

- PS to Hon'ble Vice Chancellor
- PS to Director
- AJU website
- Academic Coordinator
- Office file
- Notice board
- Students group (Email)

**Rajkumari Ghosh**

**Program Coordinator**  
**( Dept of English)**

## **School of Humanities**

### *Department of English*

#### **Undertaking from the Student Regarding 75% Attendance**

I am a student of B.A.-English (H) \_\_\_\_ semester bearing the college registration number\_\_\_\_\_.

I am aware of the fact that an attendance of 75 % and above is required for writing the end semester examinations and promotion to the next semester. I further undertake to attend all my classes regularly and take part in all the academic activities of the University to be allowed for appearing in the end sem exams.

(Signature)

NAME OF THE STUDENT: \_\_\_\_\_

#### **Undertaking from the Parents Regarding 75% Attendance**

I, \_\_\_\_\_  
Father/Mother/Guardian of \_\_\_\_\_ studying in  
B.A.-English (H) \_\_\_\_ semester bearing the college registration  
number\_\_\_\_\_ hereby undertake:

1. That I am aware that as per the ARKA JAIN University norms minimum 75% attendance is compulsory.
2. I am also aware that if the attendance of my ward is less than the norms as specified above, his/her term will not be granted and he/she may not be permitted to appear for ARKA JAIN University End semester examination.
3. I hereby give the undertaking that my ward will attend all the classes regularly. In case, he or she falls short of attendance in the current semester of the academic year, he/she may face penalty as decided by the competent authorities of the University.

(Signature)

NAME OF THE PARENT: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_