

## SCHOOL OF PHARMACY

### CIRCULAR

**No: AJU/SOHAS/020/26**

**Date 24.01.2026**

It is hereby notified to all the teaching and non-teaching employees of School of Pharmacy that as per the order of Pro-Vice chancellor called on 22<sup>nd</sup> Jan 2026 at 2 PM in the block A Seminar Hall, following points need to be strictly followed on immediate effect.

- Teachers and Assistants should be present in the class as per the mentioned time.
- Appraisal will be affected for the Faculties or Assistants those who will not be available in the class in time.
- Class must be conducted by the allotted teacher or substituted teacher even with minimum attendance of the student.
- Teacher who will be absent in his/her upcoming classes should assigned a substitute faculty informing both on mail (CC mark to Dean\_Substitute Faculty\_ Class Coordinator) and register available in Deans office.
- Class Coordinator must share the syllabus of the respective semester to the eligible students during the starting of the semester.
- All faculties must encourage students to bring the subject book to the class.
- Academic Coordinator (Ms Nahid Akhtar) will send a weekly report to Pro-VC regarding Semester/Total number of classes allotted against the subject (Theory/ Practical)/total number of classes conducted against the subject (Theory/ Practical)/Faculty responsible/remarks

  
Dean  
School of Pharmacy  
ARKA JAIN University Jharkhand

**Dean**  
**School of Pharmacy**  
**Copy to**

Vice Chancellor  
Office of the Registrar  
IQAC  
Timetable Committee  
Class coordinator  
Academic Coordinator  
Website In-charge  
Office file  
Student Whatsapp group