



**SCHOOL OF HUMANITIES**  
**Department of English**

Ref: AJU/BAENG/05/2026

Date: 30/01/2026

**CIRCULAR**

**Serious Irregularity in Attendance – IV & VI Semester Students**

Dear All,

It has been brought to the notice of the undersigned that a **large number of students of the Fourth and Sixth Semesters are willfully skipping classes and showing gross irregularity in attendance.** This behavior reflects a **serious lack of discipline** and is a **direct violation of university and institutional norms.**

Students are hereby **warned** that **regular attendance is compulsory.** Any student found continuing this practice will face **strict disciplinary action without further notice,** including but not limited to:

- **Shortage of attendance**
- **Loss of internal assessment marks**
- **Debarment from appearing in examinations**
- **Other disciplinary measures as deemed fit by the institution**

This notice shall be treated as a **FINAL WARNING.** No explanation or request for leniency will be entertained hereafter.

All concerned students are directed to **resume regular attendance immediately** and comply strictly with the rules.

**Dr. Rajkumari Ghosh**

Program Coordinator

Dept. of English

Program Coordinator

Department of English

ARKA JAIN University, Jharkhand

**Copy To:**

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