



LOYOLA COLLEGE

Mettala

Oilpatty-Post, Rasipuram (Tk),

Namakkal (Dt) - 636202

Tamil Nadu, South India.

Date: 14-06-2025

From The Principal Loyola College of Arts & Science Mettala, Oilpatty – Post, Rasipuram – Tk., Namakkal – Dt. 636202	To The Head of the Department, Loyola College of Arts & Science Mettala, Oilpatty – Post, Rasipuram – Tk., Namakkal – Dt. 636202
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CIRCULAR

Ref: LCAS/PRI-OFF/2025-26/005

Subject: Submission of Comprehensive Academic Planning Documents

As part of our efforts to enhance academic excellence, all departments are required to submit comprehensive academic planning documents. These documents will guide our strategic planning and decision-making for the upcoming academic period. The following documents are to be prepared in consultation with faculty members and submitted to the Principal's office by June 19, 2025.

- a. **Workload:** Submit documents in the prescribed format.
- b. **Timetable:** Individual faculty timetables, class timetables, and overall respective department timetable.
- c. **Academic Plan:** A comprehensive plan outlining department objectives, including:
 - Event schedules and Guest lecture profiles
 - Budgetary requirements
 - Requirements
- d. **LST Hours Detailed Report:** A comprehensive report covering:
 - Course outcomes and learning objectives
 - Syllabus and curriculum details
 - Theory and practical components
 - Brochure and promotional materials
 - Evaluation patterns and assessment criteria
 - Result analysis and feedback mechanisms
 - Certificate models and templates
 - Staff handling details and responsibilities
 - Last year – LST hours feedback and suggestions
- e. **Report on Previous Academic Events:** A detailed report on events, conferences, workshops, or seminars conducted by the department, including outcomes, photos and feedback.

We look forward to receiving the comprehensive academic planning documents from all departments by June 19, 2025.

Thank you for your cooperation and commitment to academic excellence.

CC to:

1. Secretary
2. Vice Principal (Academics)
3. Vice Principal (Administration)
4. College Office File



J. Josephine Devi
Principal

PRINCIPAL
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