



Date: 08-10-2025

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| <b>From</b><br>The Secretary & Principal<br>Loyola College of Arts & Science<br>Mettala,<br>Oilpatty – Post,<br>Rasipuram – Tk.,<br>Namakkal – Dt. 636202 | <b>To</b><br>All the Staff<br>Loyola College of Arts & Science<br>Mettala,<br>Oilpatty – Post,<br>Rasipuram – Tk.,<br>Namakkal – Dt. 636202 |
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**CIRCULAR**

Ref: LCAS/PRI-OFF/2025-26/024

Dear Staff,

This is to inform all faculty members that the following guidelines are to be strictly adhered to for the On-Duty (OD) approval process, given the current academic emergency:

OD Guidelines

1. OD requests must be submitted to the Principal in advance.
2. For OD related to external examiner duties or invigilation, a copy of the official order must be submitted along with the OD application.
3. OD will not be permitted without official correspondence (mail/letter) supporting the request.
4. In cases where you are invited to serve as a resource person, judge, or similar roles, prior approval from the Principal is mandatory before confirming your participation.

Please ensure all OD applications are routed through proper channels with requisite documentation.

For urgent approvals, faculty members are required to obtain approval from the Principal via email. In extreme cases, a phone call or message may be made for immediate action.

Faculty members are expected to adhere to the above mentioned guidelines and communicate promptly with the administration.

Thanking you



*J. Cosyline Raju*  
Principal 08/10/25  
PRINCIPAL  
LOYOLA COLLEGE  
ARTS & SCIENCE (Co. Ed.)  
METTALA, OILPATTY-636 202  
Rasipuram (Tk), Namakkal (Dt)

*Deena Jeyaraj*  
08/10/25  
Secretary

SECRETARY  
LOYOLA COLLEGE  
OF ARTS & SCIENCE (Co.Ed.)  
METTALA, Oilpatty-636 202,  
Rasipuram (Tk), Namakkal Dt.

CC to:

1. Secretary
2. College Notice Board
3. College Office File