LOYOLA COLLEGE
Mettala
Oilpatty-Post, Rasipuram (Tk),
Namakkal (Dt) - 636202
Tamil Nadu, South India.

Date: 18-10-2025

From	To
The Principal **Loyola College of Arts & Science** **Mettala,** **Oilpatty – Post,** **Rasipuram – Tk.,** **Namakkal – Dt. 636202**	**The Heads of the Departments** **Loyola College of Arts & Science** **Mettala,** **Oilpatty – Post,** **Rasipuram – Tk.,** **Namakkal – Dt. 636202**

CIRCULAR

Ref: LCAS/PRI-OFF/2025-26/027

Dear Heads of the Departments,

Greetings!

You are hereby requested to prepare and submit the following documents pertaining to your department for the **upcoming even semester:**

1. Department Time Table (as per the prescribed format – Class wise, Individual wise & Overall)
2. Course Allotment
3. Subject Handlers List

Kindly ensure that a copy of the above documents is submitted to the IQAC, Vice Principal (Academics), and the Principal on or before 27th October 2025 without fail.

In addition, all faculty members are required to submit the Theory Course File for the subjects handled during the ODD semester on 28th October 2025.

Principal

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

Loyola College of Arts & Science (Co.Ed.) Oilpatty, Namakkal Dt. METTALA

CC to:

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

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