



LOYOLA COLLEGE OF ARTS AND SCIENCE (Co-Ed)

(Affiliated to Periyar University, Salem)

Accredited by NAAC with 'B' Grade (I-Cycle) | Recognised under section 2(f) of the UGC Act 1956

Mettala, Oilpatty Village, Rasipuram Taluk, Namakkal District – 636 202 Tamil Nadu, India.

Date: 05-12-2025

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

Ref: LCAS/PRI-OFF/2025-26/031

Dear Faculty,

All faculty members are expected to be present on 08 December 2025, the day of commencement of the EVEN semester classes. The faculty members can go for valuation only from 09 December 2025. **Heads of Departments are requested to submit the timetable for the EVEN semester to me by today, December 05, 2025.**

It is imperative that each department ensures a minimum of 50% staff presence on campus at all times. Faculty members who are designated for valuation duties are instructed to make alternative arrangements for their classes, ensuring that they are substituted by colleagues. The substitute staff member is expected to deliver quality instruction and engage students meaningfully, rather than merely occupying the hour. The faculty member who takes the class will be held responsible for its conduct and outcome.

Please treat this as a top priority and make necessary arrangements accordingly.

Non-compliance will be viewed seriously.



CC to:

1. Secretary
2. College Notice Board
3. Staff Whatsapp Group
4. College Office File

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

Secretary

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