



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: 13-01-2026

From The Principal Loyola College of Arts & Science (Co-Ed) Mettala, Oilpatty – Post, Rasipuram – Tk., Namakkal – Dt. 636202	To The Faculty Members Loyola College of Arts & Science (Co-Ed) Mettala, Oilpatty – Post, Rasipuram – Tk., Namakkal – Dt. 636202
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CIRCULAR

Ref: LCAS/PRI-OFF/2025-26/037

Dear Faculty Members and Heads of the Departments,

Herewith, the Staff Evaluation Form and the Department Evaluation Form are enclosed. The detailed list of documents to be attached and duly affixed is also enclosed for reference. Faculty members are requested to keep all relevant supporting documents ready, well in advance. During the evaluation process, faculty members shall be required to produce the necessary documents as and when sought by the evaluators. Further, during the Department-level result analysis and academic review, all concerned faculty members must present the same documents for verification and informed academic discussion. All faculty members are expected to extend their fullest cooperation and ensure timely readiness and submission of documents to facilitate effective documentation, transparency, and quality assurance. Heads of the Departments are requested to coordinate, verify, and systematically maintain the faculty appraisal records at the departmental level.



CC to:

1. Secretary
2. Vice Principal (Academics)
3. Staff WhatsApp Group
4. College Office File

J. Coymone Kelly
Principal

PRINCIPAL
LOYOLA COLLEGE
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Rasipuram (Tk), Namakkal (Dt.)