



LOYOLA COLLEGE

Mettala

Oilpatty-Post, Rasipuram (Tk),

Namakkal (Dt) - 636202

Tamil Nadu, South India.

Date: 17-03-2026

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

Ref: LCAS/PRI-OFF/2025-26/042

Dear Heads of the Departments,

Greetings!

You are hereby requested to prepare and submit the following documents pertaining to your department for the **upcoming odd semester (2026-2027)**:

1. Department Workload (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 18th March 2026 without fail.

J. Josephine Daisy

Principal

PRINCIPAL

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

CC to:

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

