



LOYOLA COLLEGE

Mettala

Oilpatty-Post, Rasipuram (Tk),

Namakkal (Dt) - 636202

Tamil Nadu, South India.

Date: 28-04-2026

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

Ref: LCAS/PRI-OFF/2025-26/049

Dear Staff,

This is to inform all faculty members that, with effect from 28.04.2026 to 30.04.2026, they are required to remain within the college premises until 03:30 p.m. after the completion of examinations. If the assigned work is not completed within this period, the duration will be extended for the concerned staff until all tasks are fully completed.

This two days should be utilized to complete all pending academic and administrative work, including but not limited to:

- Preparation of lesson plans incorporating AI tools
- Department planning for the upcoming semester
- Timetable preparation and related tasks
- Submission of Self-Appraisal Forms
- Completion of theory course files (odd and even semesters)
- Submission of Internal Marks

Furthermore, the Management Evaluation process will be conducted during this period. The detailed schedule will be communicated in due course. All staff members are requested to make their own travel arrangements accordingly.

J. Cooray
Principal

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



CC to:

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