



**LOYOLA COLLEGE**

**Mettala**

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

**Date: 16-05-2026**

<b>From</b> The Principal Loyola College of Arts & Science Mettala, Oilpatty – Post, Rasipuram – Tk., Namakkal – Dt. 636202	<b>To</b> All Staff & Students Loyola College of Arts & Science Mettala, Oilpatty – Post, Rasipuram – Tk., Namakkal – Dt. 636202
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**CIRCULAR**

**Ref: LCAS/PRI-OFF/2025-26/051**

This is to inform you that the original certificates of the passed out students (2023-2026) will be available on the following dates between **09.30 am to 03.00 pm**. Students can collect their original certificates only after clearing all the dues on the respective dates. If anyone fails to collect the originals on that allotted date, they can collect their certificates during the office hours between **10.00 am to 01.00 pm**.

**Very Important: It is informed that Alumni subscription fee of Rs. 750/- will be collected for life membership. Please note only on payment of this alumni subscription fee the TC will be issued.**

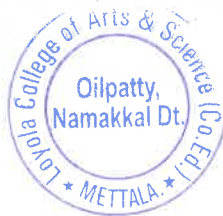
- 25-05-2026 – B.A. English, B.Sc. Chemistry, B.Sc. Mathematics and B.Sc. Physics**
- 26-05-2026 – B. Com. and B. Com. (A&F)**
- 27-05-2026 – B.A. Tamil and B.B.A.**

**Note:**

- 1. Students are required to bring their ID cards while collecting certificates. Certificates will not be issued without a valid ID card.**
- 2. The date for issuing TC for CS and BCA students will be informed later.**
- 3. The rescheduled date for issuing TC for all departments, if any, will be communicated separately after June.**

CC to:

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



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



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## **Procedure for Applying for Transfer Certificate (TC):**

1. Write a Request Letter - A formal request letter in A4 Sheet addressed to the Principal forwarded by the Head of the Department with seal.
2. Get the Application form (No Due Form) for applying for TC from College Office.
3. Fill out the Form and clear all the dues from respective sections.
4. Once the dues are cleared get the Principal's signature and submit it to the College Office.
5. In 2 to 3 batches the certificates will be distributed.
6. College ID card is mandatory for collecting the certificates.



*J. Cooraino*  
PRINCIPAL 16/05/2016  
LOYOLA COLLEGE  
OF ARTS & SCIENCE (Co.Ed)  
METTALA, OILPATTY-636 202  
Rasipuram (Tk), Namakkal (Dt.)