



Date: 16-04-2025

From The Principal Loyola College of Arts & Science Mettala, Oilpatty – Post, Rasipuram – Tk., Namakkal – Dt. 636202	To 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/2024-25/082

Dear staff,

Kindly note the following important announcements:

1. All the staff members are expected to be available for spot admissions in different locations / parishes in our region / Salem Diocese on May 09, 10, 11 & 12.
2. The detailed plan including staff allotment to different locations of Spot Admission will be communicated to you soon. Those who are living in areas closer to the Spot Admission locations will be assigned to those locations for the sake of convenience.
3. On May 09, 10 & 12, four or five of our faculty will have exam duty and the rest will be engaged in Spot Admission duty.
4. The staff will have regular working days from April 21 onwards and have both academic & admission work during these working days.
5. On April 22 & 23 there will be a Training of Trainers program for the faculty members of the Department of English. On the same days, the Departments of Commerce & BBA organise Tally course for their students.
6. From April 24 to May 04 the college organises Summer Camp for the +2 students in our college premises.
7. The Spell Leave commences on May 15. COE will send you the communication soon in this regard.



[Handwritten Signature]

Secretary

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

[Handwritten Signature]

Principal

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

CC to:

1. Vice Principal (Academics)
2. Vice Principal (Administration)
3. College Office File