LOYOLA COLLEGE

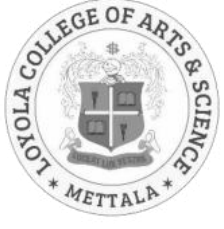
OF ARTS AND SCIENCE (Co. Ed.)

(Affiliated to Periyar University, Salem)
Recognised under section 2(f) & 12(B) of the UGC Act 1956

METTALA

Ayilpatty - Post, Rasipuram - Taluk,
Namakkal - District, Pin Code - 636 202

ACADEMIC CALENDAR
2023-2024



CONTACT DETAILS

College Office	: **04287-246455**
Secretary	: **04287-246055**
Principal	: **04287-246455**
Treasurer	: **04287-246355**
Men's Hostel	: **04287-246955**
Women's Hostel	: **04287-246855**

E-mail : **loyolacollege.mettala@gmail.com**
Website : **http://loyolacollege.ac.in**

College Working Hours
09.00 am to 03.30 pm

PERSONAL INFORMATION

Name : ……

Register Number : ……

Degree : ……

Year : ……

Father's Name : ……

Mother's Name : ……

Permanent Address : ……

……

……

Pin Code : ……

Mobile Number : ……

E-Mail : ……

IN CASE OF EMERGENCY

Contact Number : ……

Blood Group : ……

BANK DETAILS

Name of the Bank : ……

Bank Account Number : ……

இறைவா! தாராள மனதை எனக்குத் தந்தருளும்,
உமக்கு உகந்த விதத்தில் அன்பு காட்டவும்,
உம் அடிச்சுவடுகளில் பணியாற்றவும்,
கணக்கிடாமல் கொடுக்கவும்,
காயத்தைக் கவனியாமல் போரிடவும்,
ஓய்வைத் தேடாமல் உழைக்கவும்,
கைம்மாறு கருதாமல் கொடுக்கவும்,
வேண்டிய மனப்பக்குவத்தை எனக்குத் தாரும்.
உமது திருவுளத்தை நிறைவேற்றுகிறேன்
என்பதில் மட்டுமே நிறைவு காண
எனக்கு வரமருளும்.

- ஆமென்.

PRAYER FOR GENEROSITY
(St. Ignatius of Loyola)

Teach us, Lord,
to serve you as you deserve
to give and not to count the cost
to fight and not to heed the wounds,
to toil and not to seek for rest
to labor and not to ask for any reward,
save that of knowing that
we do your holy will. Amen.

A TEACHER'S PRAYER

First and foremost, I love teaching;

Teaching is my mission; being a teacher, I am making an important contribution to the efforts of National Development.

I become worthy when I am capable of elevating the average student to the higher level.

I organize my way of life in such a way that my life itself becomes a message for my students.

I will encourage my students to have interactive learning.

I will treat all the students equally without partiality on account of Religion, Community or Language.

I will keep on cultivating my own capacities in teaching, so that I can impart quality education to my students.

And I will always celebrate the success of my students.

Dr. A.P.J. Abdul Kalam,
Former President of India

தேசிய கீதம்

ஜன கண மன அதிநாயக ஜய ஹே

பாரத பாக்ய விதாதா

பஞ்சாப சிந்து குஜராத்த மராட்டா

திராவிட உத்கல பங்கா

விந்திய ஹிமாசல யமுனா கங்கா

உச்சல ஜலதி தரங்கா

தவ சுப நாமே ஜாகே

தவ சுப ஆசிஸ மாகே

ஜாஹே தவ ஜய காதா

ஜன கண மங்கள நாயக ஜய ஹே

பாரத பாக்ய விதாதா

ஜய ஹே ஜய ஹே ஜய ஹே

ஜய ஜய ஜய ஜய ஹே!

-மகாகவி இரவீந்திரநாத் தாகூர்

நாட்டுப்பண் - பொருள்

இந்தியத் தாயே! மக்களின் இன்ப துன்பங்களை கணிக்கின்ற நீயே எல்லோருடைய மனதிலும் ஆட்சி செய்கின்றாய். நின் திருப்பெயர் பஞ்சாபையும் சிந்துவையும் குஜராத்தையும் மராட்டியத்தையும் திராவிடத்தையும் ஒரிசாவையும் வங்காளத்தையும் உள்ளக் கிளர்ச்சி அடையச் செய்கிறது. நின் திருப்பெயர் விந்திய இமயமலைத் தொடர்களில் எதிரொலிக்கின்றது. யமுனை கங்கை ஆறுகளின் இன்னொலியில் ஒன்றுகிறது. இந்தியக் கடலலைகளால்வணங்கப்படுகிறது.

அவை நின்னருளை வேண்டுகின்றன.நின் புகழைப் பரப்புகின்றன. இந்தியாவின் இன்ப துன்பங்களை கணிக்கின்ற தாயே உனக்கு வெற்றி! வெற்றி!! வெற்றி!!!

தமிழ்த்தாய் வாழ்த்து

நீராருங் கடலுடுத்த நிலமடந்தைக் கெழிலொழுகும்
சீராரும் வதனமெனத் திகழ்பரதக் கண்டமிதில்
தெக்கணமும் அதிற்சிறந்த திராவிடநல் திருநாடும்
தக்கசிறு பிறைநுதலும் தரித்தநறுந் திலகமுமே!
அத்திலக வாசனைபோல் அனைத்துலகும் இன்பமுற
எத்திசையும் புகழ்மணக்க இருந்தபெருந் தமிழணங்கே! தமிழணங்கே!
உன் சீரிளமைத் திறம்வியந்து
செயல்மறந்து வாழ்த்துதுமே!
வாழ்த்துதுமே!
வாழ்த்துதுமே!

-மனோன்மணியம் பெ.சுந்தரனார்

தேசிய ஒருமைப்பாட்டு உறுதிமொழி

நாட்டின் உரிமை வாழ்வையும், ஒருமைப்பாட்டையும் பேணிக்காத்து வலுப்படுத்தச் செயற்படுவேன் என்று உளமார நான் உறுதி கூறுகின்றேன்.

ஒருபோதும் வன்முறையை நாடேன் என்றும், சமயம், மொழி, வட்டாரம் முதலியவை காரணமாக எழும் வேறுபாடுகளுக்கும், பூசல்களுக்கும், ஏனைய அரசியல்,பொருளாதாரக் குறைபாடுகளுக்கும், அமைதி நெறியிலும், அரசியலமைப்பின் வழியிலும் நின்று தீர்வு காண்பேன் என்றும் நான் மேலும் உறுதியளிக்கின்றேன்.

கல்லூரிப்பண்

இலொயோலாவின் ஒளி வீசட்டும்

இலொயோலாவின் ஒளி வீசட்டும்
உலகெங்கும் ஒளி வீசட்டும்
இளைய தீபங்களே இந்தியத் தாயவளின் இணையில்லா
அருட்செல்வங்களே
உங்கள் ஒளி உலகெங்கும் பரவட்டும் நிறையட்டும்

1. நேர்மையின் பாதையில் சென்றிடுவோம்
   கடமையே கண்ணாய் செயல்படுவோம்
   அன்புடன் கூடி அமைதியை நாடி
   அறத்தினை வளர்த்திடுவோம்.

(எங்கள் இலொயோலாவின்...)

2. உரிமைக் குரலினை எழுப்பிடுவோம்
   உழைப்பிற்கு என்றுமே கை கொடுப்போம்
   எளியவர் துன்பம் நீங்கிட என்றும்
   காலத்தை அர்ப்பணிப்போம்.

(எங்கள் இலொயோலாவின்...)

3. இறைவனுக்கென்றுமே அடிபணிவோம்
   இஞ்ஞாசியாரின் வழி நடப்போம்
   சோதனை வாழ்வில் எது வந்தாலும்
   உறுதியுடன் இருப்போம்.

(எங்கள் இலொயோலாவின்...)

4 நாட்டிற்குப் பணி பல புரிந்திடுவோம்
  அறிவொளி முழங்கிடச் செய்திடுவோம்
  இருளினை அகற்றி ஒளியினைப் பரப்பி
  வீரநடை இடுவோம்.

(எங்கள் இலொயோலாவின்...)

HISTORICAL PERSPECTIVE

IN THE FOOTSTEPS OF OUR FOUNDER ST. IGNATIUS OF LOYOLA

Saint Ignatius was born in1491 in the ancestral castle at Loyola which was loyal to the Spanish crown. He was raised to be a courtier. In 1521 when Ignatius was trying to defend the fortress town of Pamplona, he was very badly wounded in his leg. While he recuperated, he read the books on the Life of Christ and Lives of the Saints. He underwent a conversion of heart and decided to lay aside the "sword of war" and took up the "sword of Christ".

In 1537, he was ordained in Venice. He founded the Society of Jesus in 1540 in Rome with six of his companions with whom he dedicated himself to the greater glory of God and the good of humanity. Together, they placed themselves at the Service of the Pope who could send them whenever and wherever there was a need.

He contributed greatly to the Catholic revival in the sixteenth century and to the renewal of the Church's missionary activities. He died in Rome in 1556 and was canonized by Gregory XV in 1622.

IGNATIAN SPIRITUALITY

Ignatian spirituality explained in the Spiritual Exercises written by St Ignatius is a tool that guides us to realize a meaningful journey of life. It is a set of values, attitudes and insights and not hard and fast rules on how to pray. The central theme is that God is present everywhere every person and everything in all moments of life. What is more important is discerning His presence in the routine of ordinary life and adding deeper value to our experiences. And the value addition is gained when we become "men and women for others".

SOCIETY OF JESUS

The Society of Jesus (in Latin: Societatis Iesu) is a Christian Religious Congregation of the Catholic Church whose members are called Jesuits. The term Jesuit is an anglicized version of the Latin Jesuit and it is the combination of the two latin words Jesu and Ita which means "Yes, Jesus".

The names of the members of the Society of Jesus are affixed with an abbreviation, 'SJ' whose meaning is 'Society of Jesus".

The Portuguese, who had political control over certain regions in the Indian sub-continent from 16th Century, supported the Catholic Church and the Jesuit Mission in many respects. Due to political and ideological conflicts in Europe, on 21stJuly 1773, the Society of Jesus was suppressed by Pope Clement XVI. But after 41 years, Pope Pius VII restored the Society of Jesus in 1814 and the Jesuit order was re-established throughout the world.

Today, there are more than 16,000 Jesuits serving in 112 countries 180Jesuits are working at social action centres, schools and colleges in Jesuit Chennai Province. The Jesuits are well-known for their social involvement through educational, pastoral service with fervent focus on social justice and human rights.

OUR MISSION

"One mission, many ministries", is the popular maxim about the Jesuits' Mission throughout the world. In the beginning, the Jesuits were sent as missionaries to the Asian, African and American continents. Today, the Jesuits are the best known for their colleges, universities, and high schools. With the spirit of a fierce spanish soldier, St. Ignatius instructed the early Jesuits to go out and "find God in all things". Nothing binds their endeavour and passion. They are propelled to commit themselves in anything "For the Greater Glory of God" (*Ad Majorem Dei Gloriam*).

Pope Benedict XVI emphasizes this commitment in his message to the 35th General Congregation of Jesuits. "The Church needs you, counts on you, and continues to turn to you with confidence, particularly to reach the geographical and spiritual places where others do not reach or find it difficult to reach."

STRUCTURE

The Society of Jesus is spread all over the world. The headquarter lies in Rome, known as Curia Generalis which is headed by Fr Superior General. There are ten 'Assistancies' which are known as regions that might include a continent or a part of a continent. Each Assistancyis made up of territories called 'Provinces'. There are 83 Jesuit provinces around the world. Each Province is headed bya 'Provincial' who reports directly to the Curia.

JESUIT CHENNAI PROVINCE

Jesuit presence in the land of Tamils began since the time of St. Francis Xavier on his arrival in Goa on 6 May, 1542.When Robert De Nobili, a saintly scholar, visited the southern city of Madurai in 1606, he founded a mission which he called it the Madura Mission. After Nobili, the Jesuits worked in the Madura Mission till 1759. When Pope Clement XIV suppressed the Society of Jesus on 21 July 1773, the Jesuits ceased to exist openly and officially anywhere.

The Society of Jesus was re-established on 7th August 1814 by Pope Pius VII. Fr. Roothan, General of the Society of Jesus, entrusted the Madura Mission - the new Madura Mission- to the Provincial of France, Fr. Francis Renault.

Therefore, the two Madura Missions - the 'Old Madura Mission' (1606-1773) run by the Portuguese Jesuits (before the suppression) and the 'New Madura Mission' (1837-1952) by the French Jesuits of the Society became eventually the

Madurai Province in 1953. With effect from 15th of August 1952, an Independent Jesuit Madurai Mission came into existence. It was the First Independent Mission of the new society in Asia.

The Northern region of the Jesuit Madurai Province in Tamil Nadu State was officially created as the Jesuit Chennai Mission in June 2007 in order to strengthen and enhance the mission. In fact, it was launched in 1990to empower the marginalized, especially the rural poor and the Dalits, considered and treated as untouchables in the society. The objective was holistic development of people with human dignity and economic stability. This will pave the way for social equality so that the oppressed could become the decision making leaders of the society they live in.

Jesuit Chennai Mission raised to the status of a Province in October 2019 by Fr Arturo Sosa, S.J., Superior General and Fr L. Jebamalai Irudayaraj, S.J., was appointed as its Provincial on Nov.27, 2019. Fr Jebamalai Irudayaraj assumed office of Provincial on Dec.28, 2019 in a jubilant celebration at Loyola College, Chennai.Fr Provincial is the chairman of Loyola College, Mettala.

OUR LOYOLA COLLEGE, METTALA

Loyola College, Mettala, is a minority Catholic Co-Educational Institution, affiliated to the Periyar University, Salem. The College Recognised under section 2(f) & 12(B) of the University Grants Commission (UGC) Act 1956. It is one of the Higher Educational Institutions run by the Jesuits of Chennai Province. The other Institutions in Chennai Province are Loyola College (Autonomous), Chennai, Loyola College of Education, Chennai, Loyola-ICAM College of Engineering Technology (LICET), Chennai, Loyola Institute of Business Administration (LIBA), Chennai and Loyola College, Vettavalam, all these institutions under the chairmanship of the Provincial of the Jesuit Chennai Province follow a common policy for admissions, appointments and administration.

As a minority Institution, Loyola College caters primarily to the formation of Catholic students. However, it keeps its portals open to any student without discrimination on the basis of caste and creed. The College emblem with the motto 'Let your light shine' (*Luceat Lux Vestra*) brings lights of hope and liberation to others.

FOUNDATION

Rev. Fr. Gunasekaran Rajaiah, S.J., and a band of dedicated Jesuits came over to Salem Diocese at the invitation of the Most Rev. Dr. Singaroyan, Bishop of Salem, to open a Catholic College for young men and women in the Diocese of Salem. Rev. Fr Sebastiraj, Provincial and Rev. Fr. Jebamalai Irudayaraj, Mission

Superior, took all necessary initiative to start an Arts and Science Co-Education College. The foundation stone was laid on 23rd November 2014. The college started functioning in July 2015 with 75 students on the rolls in the undergraduate courses of Mathematics, Physics, Computer Science, Commerce and English Literature.

GOALS AND OBJECTIVES

The prime objective of Loyola College, Mettala, is to provide university education to the deprived and marginalized sections of the Society. The College aims at training young men and women to become leaders and to serve their fellowmen with justice, truth and love. It is expected that this training would play a vital role in bringing about the desired change for the betterment of the people of our country, more particularly the poor and the marginalized sections of the Society.

COLLEGE EMBLEM

The coat of arms of the college consists of a shield divided into four quarters with a torch and an open book motif. The crest is the monogram and seal of the Society of Jesus: IHS (iota-eta-sigma), being the first three letters in Greek of the name JESUS. The crest is in yellow, a colour that represents sunshine, joy and happiness. The laurel leaves above the crest do stand for victory and prosperity. The open book represents wisdom and other forms of intellectual information and the burning torch symbolize enlightenment. These are the fundamental tenets of the education imparted in this College which challenges the students to live up to the motto of the College: Let your light shine (Matthew 5:16) by their learning and good example so that they may become beacon of light and hope.

OUR VISION

Intellectual formation of men and women for the holistic development of the Nation

MISSION

1. Imparting technology integrated education and making the learners excellent and globally competent.
2. Ensuring equitable access of higher education to the rural poor in the service area.
3. Facilitating vertical mobility in academic and employment avenues.
4. Enabling students to become agents of social transformation by imparting Constitutional values.
5. Training the students in life skills, research and social analysis

STRATEGIES

1. Moving from tradition to modern in teaching –learning process.
2. Promotion of experiential learning, enhancing curriculum based knowledge and skills.
3. Offering skill based optional add-on courses to augment employability.
4. Updating and enhancing learning capacities through professional guidance and counselling.
5. Exposing to new academic avenues through academic collaborations and linkage.

UG COURSES

- B.A. Tamil
- B. A. English
- B. B. A.
- B. C. A.
- B. Com. (General)
- B. Com. (Accounting & Finance)
- B. Sc. Chemistry
- B. Sc. Computer Science
- B. Sc. Mathematics
- B. Sc. Physics

LIFE SKILL TRAINING (LST)

- Effective English Communication
- Leadership & Personality Development
- Computer Literacy
- Value & Environmental Education
- Time Management
- Civil Services Training
- Competitive Exams Coaching
- Calligraphy Training
- Value added Certification Courses like ERP, Tally, Image Processing, Machine Learning, Artificial Intelligence, etc.,
- SWAYAM-NPTEL, Spoken Tutorial Online Programme & Industrial courses from Boston & Infosys

BOARD OF MANAGEMENT OF LOYOLA-METTALA REGISTERED SOCIETY

Rev. Dr. Alphonse Manickam, S.J.	- Vice-Superior
Rev. Dr. Albert William, S.J.	- Secretary
Rev. Dr. Samuel Jeyaseelan, S.J.	- Principal
Rev. Dr. Maria Wenisch, S.J.	- Campus Treasurer & Vice-Principal
Rev. Fr. Pon Ruban, S.J.	- Hostel Director

GOVERNING BODY OF THE COLLEGE

Rev. Dr. L. Jebamalai Irudayaraj, S.J., Provincial	- Chairman
Rev. Dr. Alphonse Manickam S.J., Vice – Superior	- Vice-chairman
Rev. Dr. Albert William S.J., Secretary	- Secretary
Rev. Dr. Samuel Jeyaseelan, S.J., Principal	- Member
Rev. Dr. Maria Wenisch, S.J., Vice-Principal (Academics) & Campus Treasurer	- Member
Rev. Fr. Pon Ruban, S.J., Hostel Director	- Member

ADMINISTRATIVE SENATE

Rev. Dr. Alphonse Manickam, S.J.	- Vice-Superior
Rev. Dr. Albert William S.J.	- Secretary
Rev. Dr. Samuel Jeyaseelan, S.J.	- Principal
Rev. Dr. Maria Wenisch, S.J.	- Vice-Principal (Academics) & Campus Treasurer
Dr. L. Rakesh Sharma	- Vice-Principal (Administration)
Mr. V. Sabarinathan	- Dean of Students
Ms. B. Catherine Pradeepa	- Dean of Women Students
Dr. R. Manikandan	- Coordinator, Exam Cell
Head of the Departments	- Members

ACADEMIC COUNCIL

Rev. Dr. Samuel Jeyaseelan, S.J.	- Principal
Rev. Dr. Albert William, S.J.	- Secretary
Rev. Dr. Maria Wenisch, S.J.	- Vice-Principal (Academics)
Dr. L. Rakesh Sharma	- Vice-Principal (Administration)
Mr. V. Sabarinathan	- Dean of Students
Ms. B. Catherine Pradeepa	- Dean of Women Students
Dr. R. Manikandan	- Coordinator, Exam Cell
Mr. R. Lakshmikaandan	- Coordinator, LST
Head of the Departments	- Members

ADMISSION COMMITTEE

Rev. Dr. Samuel Jeyaseelan, S.J.	- Principal
Rev. Dr. Albert William S.J.	- Secretary
Rev. Dr. Maria Wenisch, S.J.	- Vice-Principal (Academics) & Campus Treasurer
Dr. L. Rakesh Sharma	- Vice-Principal (Administration)
Mr. V. Sabarinathan	- Dean of Students

Ms. B. Catherine Pradeepa	- Dean of Women Students
Mr. J. Amuthan	- Coordinator
Ms. S. Kavitha	- Member
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Dr. L. Rakesh Sharma	- Vice-Principal (Administration)
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Ms. B. Catherine Pradeepa	- Dean of Women Students
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Dr. R. Manikandan	- Member
Dr. R. David Prabu	- Member
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Dr. P. Ashok	- Member
Dr. A. Kayalvizhi	- Member
Dr. S. Antony Vinoth	- Member
Dr. P. Shunmuga Sundaram	- Member
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Mr. M. Nichodemus	- Member
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Ms. B. Catherine Pradeepa	- Asst. Director, Women's Hostel
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Ms. B. Anitha	- Member
Mr. B. Andrew	- Member
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Students Class Representatives	- Member

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Rev. Dr. Justine Y. Emma	- Convener
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Rev. Fr. S. Paul Benedict, S.J.	- Harur
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Ms. T. Sofia Nirmala	- Member
Ms. M. Shalini	- Member
Ms. B. Anitha	- Member

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Mr. V. Sabarinathan	- Dean of Students & Convenor
Mr. S. John Michael	- President
Mr. A. Darwin	- Vice-President
Ms. G. Martina Sakila	- Secretary
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Mr. L. Franklin (C21UG199CAP011)	- Media Team Member
Mr. K. S. Nikilan (C21UG199ENG028)	- Media Team Member

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Mr. V. Sabarinathan	- Dean of Students
Ms. B. Catherine Pradeepa	- Dean of Women Students
Mr. M. Nichodemus	- Coordinator
Mr. A. Raja Prabhu	- Member
Mr. M. Ruban Chandrapaul	- Member
Ms. S. Kavitha	- Member
Ms. A. Jaya	- Member

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Rev. Dr. Maria Wenisch, S.J.	- Vice-Principal (Academics)
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Mr. B. Andrew	- Physical Director
Mr. J. Amuthan	- Member
Mr. A. Raja Prabhu	- Member
Mr. J. Lourdus Rajeev	- Member
Mr. G. Mohan	- Member
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YOUTH RED CROSS (YRC) & RED RIBBON CLUB (RRC)

Rev. Dr. Samuel Jeyaseelan, S.J.	- Principal
Mr. K. Thangavel	- Program Officer
Ms. S. Shyamala	- Member
Mr. V. Praveen Kumar	- Member

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Flg. Officer. A. Raja Prabu	- ANO
Mr. A. Vijayakumar	- Advisor
Ms. R. Janani Iswariya	- Advisor

ECO CLUB

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Dr. J. Selvakumar	- Coordinator
Mr. B. Andrew	- Member
Ms. A. Jaya	- Member

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Rev. Dr. Maria Wenisch, S.J.	- Vice-Principal (Academics)
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Mr. J. Amuthan	- Coordinator
Mr. K. Thangavel	- Member
Ms. B. Anitha	- Member
Dr. C. Ragu	- Member

AICUF

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Mr. V. Sabarinathan	- Dean of Students
Mr. M. Ruban Chandrapaul	- Advisor
Ms. M. Shalini	- Advisor

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Rev. Dr. Samuel Jeyaseelan, S.J., M.Sc., M.Phil., PGDCA., MBA., Ph.D. - Principal

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Mr. A. Raja Prabhu, M.Sc., B.Ed., M.Phil.	-	Asst. Prof.
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Mr. N. S. Divagar, B.A., [M.B.A.]	-	Exam Cell Assistant

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Mr. J. Edwin Rosario, B. Com., [M.B.A.]	-	Junior Accountant

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Mr. D. R. Mathew, B.E.	-	System Admin
Mr. A. Suresh, Dip. (E.E.E.)	-	Electrician

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Mr. P. Rajendran	-	Watchman
Mr. S. Tamilselvan	-	Watchman
Mr. R. Kandasamy	-	Gardener
Mr. C. Samarparithi	-	Gardener
Mr. R. Mahalingam	-	Maintenance
Ms. S. Manimegalai	-	Maintenance
Ms. R. Selvarani	-	Maintenance
Ms. R. Shanthi	-	Maintenance
Ms. P. Jeyarakkini	-	Maintenance
Ms. S. Jyothi Lakshmi	-	Maintenance
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Mr. S. Stephen	-	College Bus
Mr. M. Settu	-	College Bus
Mr. A. Ragul	-	College Bus
Mr. K. Rajendhiran	-	College Bus
Mr. R. Rajendhiran	-	College Bus

JUNE – 2023			
DATE	DAY	EVENTS	DAY ORDER
1	THU		
2	FRI		
3	SAT		
4	SUN		
5	MON		
6	TUE		
7	WED		
8	THU		
9	FRI		
10	SAT		
11	SUN		
12	MON		
13	TUE		
14	WED		
15	THU		

“Start where you are. Use what you have. Do what you can.” – Arthur Ashe

JUNE – 2023			
DATE	DAY	EVENTS	DAY ORDER
16	FRI		
17	SAT		
18	SUN		
19	MON	Staff Orientation	Week - I Day 1
20	TUE	Staff Orientation	Day 2
21	WED	College Reopens for the Academic Year 2023-24 Prayer Service for II & III Years	Day 3
22	THU	Classes Commence for the First Year Students Prayer Service for I Years	Day 4
23	FRI	Intel One Day Workshop for Students	Day 5
24	SAT		Day 6
25	SUN		
26	MON		Week - II Day 1
27	TUE		Day 2
28	WED	Freshers Day Last Day for Payment of First Instalment	Day 3
29	THU	Feast of St. Peter & Paul the Apostles Bakrid (Idul Azha)	
30	FRI		Day 4

"Even the greatest were beginners. Don't be afraid to take that first step." – unknown

JULY – 2023			
DATE	DAY	EVENTS	DAY ORDER
1	SAT	Inauguration of Associations	Day 5
2	SUN		
3	MON	Feast of St. Thomas	Day 6
4	TUE		Week - III Day 1
5	WED		Day 2
6	THU		Day 3
7	FRI	Fine Arts Team Selection	Day 4
8	SAT		
9	SUN		
10	MON		Day 5
11	TUE	World Population Day	Day 6
12	WED		Week - IV Day 1
13	THU		Day 2
14	FRI	Science Expo 2023	Day 3
15	SAT		

"Start where you are. Use what you have. Do what you can." – Arthur Ashe

JULY – 2023			
DATE	DAY	EVENTS	DAY ORDER
16	SUN		
17	MON		Day 4
18	TUE		Day 5
19	WED		Day 6
20	THU	Student Council Selection	Week - V Day 1
21	FRI		Day 2
22	SAT	5th Graduation Day Non-instructional Working Day	
23	SUN		
24	MON	Investiture Ceremony	Day 3
25	TUE	Feast of St. James	Day 4
26	WED		Day 5
27	THU		Day 6
28	FRI	Mentoring	Week - VI Day 1
29	SAT	Muharram	
30	SUN		
31	MON	Feast of St. Ignatius of Loyola, Founder of the Society of Jesus	

"Even the greatest were beginners. Don't be afraid to take that first step." – unknown

AUGUST– 2023			
DATE	DAY	EVENTS	DAY ORDER
1	TUE		Day 2
2	WED		Day 3
3	THU		Day 4
4	FRI		Day 5
5	SAT	Non-instructional Working Day	
6	SUN		
7	MON		Day 6
8	TUE		Week - VII Day 1
9	WED		Day 2
10	THU		Day 3
11	FRI		Day 4
12	SAT		
13	SUN		
14	MON		
15	TUE	Independence Day, Assumption of the Blessed Virgin Mary	

"You are never too old to set another goal or to dream a new dream." – C.S.Lewis

AUGUST– 2023			
DATE	DAY	EVENTS	DAY ORDER
16	WED	I CIA Exams	Day 5
17	THU	I CIA Exams	Day 6
18	FRI	Inter School Tournament	Week - VIII Day 1
19	SAT	I CIA Exams	Day 2
20	SUN		
21	MON	I CIA Exams	Day 3
22	TUE	I CIA Exams	Day 4
23	WED		Day 5
24	THU		Day 6
25	FRI	Rock 'n' Roll – State Level Dance Fest for School Students	Week - IX Day 1
26	SAT	II & III-Year Parent-Teachers' Meet	
27	SUN		
28	MON		Day 2
29	TUE		Day 3
30	WED		Day 4
31	THU		Day 5

"Self-discipline is the magic power that makes you virtually unstoppable." – Dan Kennedy

SEPTEMBER– 2023			
DATE	DAY	EVENTS	DAY ORDER
1	FRI		Day 6
2	SAT		
3	SUN		
4	MON		Week - X Day 1
5	TUE	Teacher's Day Feast of Saint Teresa of Calcutta	Day 2
6	WED	Krishna Jayanthi	
7	THU	Examination Online Application Entry	Day 3
8	FRI	Birthday of Our Lady	Day 4
9	SAT		
10	SUN		
11	MON		Day 5
12	TUE		Day 6
13	WED		Week - XI Day 1
14	THU		Day 2
15	FRI	Last Date for Submission of Online Applications	Day 3

"The expert in anything was once a beginner." —Helen Hayes

SEPTEMBER– 2023			
DATE	DAY	EVENTS	DAY ORDER
16	SAT		
17	SUN	Vinayakar Chathurthi	
18	MON	II CIA Exams	Day 4
19	TUE	II CIA Exams	Day 5
20	WED	II CIA Exams	Day 6
21	THU	II CIA Exams	Week - XII Day 1
22	FRI	II CIA Exams	Day 2
23	SAT	Non-instructional Working Day	
24	SUN		
25	MON	Commencement of Semester Practical Examinations	Day 3
26	TUE		Day 4
27	WED		Day 5
28	THU	Milad-un-Nabi	
29	FRI		Day 6
30	SAT	9thAnnual Sports Meet	Week - XIII Day 1

"Good students aim for good grades. Great students aim for understanding." – Maxime Lagace

OCTOBER – 2023			
DATE	DAY	EVENTS	DAY ORDER
1	SUN		
2	MON	Gandhi Jayanthi	
3	TUE		Day 2
4	WED	Last Day for Paying Fees	Day 3
5	THU		Day 4
6	FRI		Day 5
7	SAT		
8	SUN		
9	MON		Day 6
10	TUE		Week - XIV Day 1
11	WED	Fr. Victor's Trophy Tournament (Basket Ball)	Day 2
12	THU	Fr. Victor's Trophy Tournament (Basket Ball)	Day 3
13	FRI	Fr. Victor's Trophy Tournament (Basket Ball)	Day 4
14	SAT	Non-instructional Working Day	
15	SUN		

"Success is the sum of small efforts, repeated day in and day out." – Robert Collier

OCTOBER – 2023			
DATE	DAY	EVENTS	DAY ORDER
16	MON	Model Semester Exam Last date for Practical Examinations	Day 5
17	TUE	Model Semester Exam	Day 6
18	WED	Model Semester Exam	Week - XV Day 1
19	THU	Model Semester Exam	Day 2
20	FRI	Model Semester Exam	Day 3
21	SAT	Model Semester Exam	Day 4
22	SUN		
23	MON	Ayutha Pooja	
24	TUE	Vijaya Dasami	
25	WED		
26	THU	Pre-conference Workshop AICMM 2023	Day 5
27	FRI	International Conference AICMM 2023	Day 6
28	SAT	International Conference AICMM 2023	
29	SUN	International Conference AICMM 2023	
30	MON	Issue of Hall Tickets	
31	TUE		

"If you cannot do great things, do small things in a great way." – Napoleon Hill

NOVEMBER– 2023			
DATE	DAY	EVENTS	DAY ORDER
1	WED	All Saints' Day & Commencement of Semester Theory Examinations	
2	THU	All Souls' Day	
3	FRI		
4	SAT		
5	SUN		
6	MON		
7	TUE	National Cancer Awareness Day	
8	WED		
9	THU		
10	FRI	World Science Day for Peace and Development	
11	SAT	National Education Day	
12	SUN	Deepavali	
13	MON		
14	TUE	Children's Day	
15	WED		

"Work hard until the lamp light of your study table becomes a spot light on stage." – Unknown

NOVEMBER– 2023			
DATE	DAY	EVENTS	DAY ORDER
16	THU		
17	FRI		
18	SAT		
19	SUN	International Men's Day	
20	MON		
21	TUE		
22	WED		
23	THU		
24	FRI		
25	SAT		
26	SUN	Constitution Day of India	
27	MON		
28	TUE		
29	WED		
30	THU	Last date for Semester Theory Examinations	

"Hard work beats talent when talent doesn't work hard." – Tim Notke

DECEMBER– 2023			
DATE	DAY	EVENTS	DAY ORDER
1	FRI		
2	SAT	National Pollution Control Day	
3	SUN	Saint Francis Xavier	
4	MON	College Reopens for Even Semester Indian Navy Day	Week - I Day 1
5	TUE		Day 2
6	WED		Day 3
7	THU		Day 4
8	FRI		Day 5
9	SAT	Gloria & Non-instructional Working Day International Anti-Corruption Day	
10	SUN	Human Rights Day	
11	MON		Day 6
12	TUE		Week - II Day 1
13	WED		Day 2
14	THU		Day 3
15	FRI		Day 4

"The noblest question in the world is: What good may I do in it?" — Benjamin Franklin

DECEMBER– 2023			
DATE	DAY	EVENTS	DAY ORDER
16	SAT	Loyola Family Christmas Celebration, Bala Mela for Neighbourhood Children	Day 5
17	SUN		
18	MON	Minority Rights Day in India	Day 6
19	TUE		Week - III Day 1
20	WED	International Human Solidarity Day	Day 2
21	THU		Day 3
22	FRI	Christmas Celebrations	Day 4
23	SAT		
24	SUN	National Consumer Rights Day	
25	MON	Christmas	
26	TUE		
27	WED		
28	THU		
29	FRI		
30	SAT		
31	SUN		

"The Best way to predict your Future is to create it."— Abraham Lincoln

JANUARY – 2024			
DATE	DAY	EVENTS	DAY ORDER
1	MON	New Year's Day	
2	TUE		Day 5
3	WED		Day 6
4	THU	World Braille Day	Week - IV Day 1
5	FRI		Day 2
6	SAT	Industry Placement Training Mentoring	Day 3
7	SUN		
8	MON		Day 4
9	TUE		Day 5
10	WED		Day 6
11	THU		Week - V Day 1
12	FRI	Pongal Celebration National Youth Day	Day 2
13	SAT	Non-instructional Working Day	
14	SUN	Bhogi Pongal	
15	MON	Pongal Army Day	

"Don't watch a clock; do want it does. Keep going." – Sam Levenson

JANUARY – 2024			
DATE	DAY	EVENTS	DAY ORDER
16	TUE	Uzhavar Thirunal	
17	WED	Thiruvalluvar Day	
18	THU		Day 3
19	FRI		Day 4
20	SAT		Day 5
21	SUN		
22	MON		Day 6
23	TUE		Week - VI Day 1
24	WED		Day 2
25	THU		Day 3
26	FRI	Republic Day	
27	SAT		
28	SUN		
29	MON		Day 4
30	TUE		Day 5
31	WED	St. John Bosco	Day 6

"The art of being happy is to be satisfied with what you have." - Unknown

FEBRUARY– 2024			
DATE	DAY	EVENTS	DAY ORDER
1	THU		Week - VII Day 1
2	FRI		Day 2
3	SAT	Last Day for First Instalment Fees Payment	Day 3
4	SUN		
5	MON	I CIA Exams	Day 4
6	TUE	I CIA Exams	Day 5
7	WED	I CIA Exams	Day 6
8	THU	I CIA Exams	Week - VIII Day 1
9	FRI	I CIA Exams	Day 2
10	SAT	Job Fair	
11	SUN	Our Lady of Lourdes	
12	MON		Day 3
13	TUE		Day 4
14	WED	Ash Wednesday	Day 5
15	THU	IGNITE – Day 1	Day 6

"Life is an improvisation. You have no idea what's going to happen next and you are mostly just making things up as you go along. – Stephen Colbert

FEBRUARY – 2024			
DATE	DAY	EVENTS	DAY ORDER
16	FRI	IGNITE – Day 2	Week - IX Day 1
17	SAT	Alumni Meet 2024	
18	SUN		
19	MON		Day 2
20	TUE	World Day of Social Justice	Day 3
21	WED		Day 4
22	THU	St. Peter, the Apostle	Day 5
23	FRI		Day 6
24	SAT	Non-instructional Working Day	
25	SUN		
26	MON		Week - X Day 1
27	TUE	Examination Online Application Entry	Day 2
28	WED	National Science Day	Day 3
29	THU		Day 4

"The best view comes from the hardest climb" – Unknown

MARCH– 2024			
DATE	DAY	EVENTS	DAY ORDER
1	FRI		Day 5
2	SAT	I Year Parent-Teachers' Meet	
3	SUN		
4	MON	Last Day for Paying Fees	Day 6
5	TUE		Week - XI Day 1
6	WED	Last Date for Submission of Online Applications	Day 2
7	THU	Valedictory of all Associations	Day 3
8	FRI	International Women's Day	Day 4
9	SAT	Non-instructional Working Day Hostel Day	
10	SUN		
11	MON	II CIA Exams	Day 5
12	TUE	II CIA Exams & Commencement of Semester Practical Examinations	Day 6
13	WED	II CIA Exams	Week - XII Day 1
14	THU	II CIA Exams	Day 2
15	FRI	II CIA Exams World Consumer Rights Day	Day 3

"Education is something we have to keep pursuing day after day." — Premier Brian Gallant

MARCH – 2024			
DATE	DAY	EVENTS	DAY ORDER
16	SAT		
17	SUN		
18	MON		Day 4
19	TUE	Feast of St. Joseph	Day 5
20	WED		Day 6
21	THU	**9th College Day**	Week - XIII Day 1
22	FRI	Telugu New Year	
23	SAT		
24	SUN		
25	MON	Annunciation of the Lord	Day 2
26	TUE		Day 3
27	WED		Day 4
28	THU		
29	FRI	Good Friday	
30	SAT		
31	SUN		

"With the realization of one's own potential and self-confidence in one's ability, one can build a better world."– Dalai Lama

APRIL– 2024			
DATE	DAY	EVENTS	DAY ORDER
1	MON		Day 5
2	TUE		Day 6
3	WED	Model Exams	Week - XIV Day 1
4	THU	Model Exams	Day 2
5	FRI	Model Exams	Day 3
6	SAT		
7	SUN	World Health Day	
8	MON	Model Exams	Day 4
9	TUE	Model Exams	Day 5
10	WED	Model Exams	Day 6
11	THU	Model Exams	Week - XV Day 1
12	FRI	Model Exams	Day 2
13	SAT		
14	SUN	Tamil New Year	
15	MON		Day 3

“Your families are extremely proud of you. You can’t imagine the sense of relief they are experiencing.” – Gary Bolding

APRIL – 2024			
DATE	DAY	EVENTS	DAY ORDER
16	TUE	Last date for Practical Examinations	Day 4
17	WED	Issue of Hall Tickets	Day 5
18	THU		Day 6
19	FRI	Commencement of Semester Theory Examinations	
20	SAT	Non-instructional Working Day	
21	SUN	Staff Tour	
22	MON		
23	TUE		
24	WED		
25	THU		
26	FRI		
27	SAT		
28	SUN		
29	MON		
30	TUE		

"You will find the key to success under the alarm clock." – Benjamin Franklin

MAY – 2024			
DATE	DAY	EVENTS	DAY ORDER
1	WED		
2	THU		
3	FRI		
4	SAT		
5	SUN		
6	MON		
7	TUE		
8	WED	World Red Cross Day	
9	THU		
10	FRI		
11	SAT		
12	SUN		
13	MON		
14	TUE		
15	WED		

"Courage doesn't always roar. Sometimes courage is the quiet voice at the end of the day saying 'I will try again tomorrow'."– Mary Anne Radmacher

MAY – 2024			
DATE	DAY	EVENTS	DAY ORDER
16	THU		
17	FRI		
18	SAT		
19	SUN		
20	MON		
21	TUE		
22	WED		
23	THU		
24	FRI	Last date for Semester Theory Examinations	
25	SAT		
26	SUN		
27	MON		
28	TUE		
29	WED		
30	THU		
31	FRI		

"The mind is not a vessel to be filled, but a fire to be ignited." - Plutarch

ENDOWMENT SCHOLARSHIPS

S. No.	Name of the Scholarship	Name of the Sponsor	Student Beneficiaries	Amount in Rupees
1	**Antonia Jerry – 2019**	Rev. Fr. Jerry Rosario SJ	**Merit cum Means**	2,00,000
2	**Ms. Rosammal Teacher**	Ms. Mariarathinam	**Merit cum Means**	1,00,000
3	**Rev. Dr. N. Casimir Raj SJ Priestly Golden Jubilee -2021**	Mr. Paul Sengole Raj, JSPR Constructions	**Poorest and First Generation (Two Dalit Girls)**	1,00,000
4	**Mr. Evarist Kumar & Ms. Sylvia Kumar**	Fr. Maria Joseph M. Mahalingam, SJ, Principal	**Vivekanandar Thoughts (Best outgoing Boy student)**	50,000
5	**Principal, Dr. Maria Joseph Mahalingam, SJ**	Mr. Evarist Kumar & Ms. Sylvia Kumar	**Mahakavi Bharathiyar Thoughts (Best outgoing Girl student)**	50,000
6	**Principal, Dr. Maria Joseph Mahalingam, SJ**	Dr. P. Prakash, Ph.D., D.Sc., FRSC	**Best outgoing student in UG Chemistry**	50,000
7	**Principal, Dr. Maria Joseph Mahalingam, SJ**	Ms. T. Shiba Neenu	**Best outgoing student in Tamil Martyrs such as Tiyagi Immanuel Sekaran**	50,000

EXAMINATION SYSTEM

There are two components in the evaluation and assessment of a student, namely Continuous Internal Assessment (CIA) and Semester Examination (SE). The CIA will take place during the course of the semester and the SE shall be conducted at the end of each semester. i.e., the Odd Semester in November-December and the Even Semester in April-May.

CONTINUOUS INTERNAL ASSESSMENT

- ✓ The component and actual conduct of CIA are entrusted to the respective Departments.
- ✓ The maximum marks for CIA are 25 for UG Courses.
- ✓ Two written tests are conducted centrally and the average is taken. In case a student is absent for a valid reason, another test may be conducted at the discretion of the Principal.
- ✓ There is no provision for improvement of CIA.
- ✓ Attendance marks are to be given for each paper for UG.

CIA I	CIA II	Other Components		Total
		Attendance	Quiz/Seminar/Assignment	
7.5	7.5	5	5	25

EXAMINATIONS

1. Students should enter the exam hall at the stroke of first bell. No one can enter the hall 30 minutes after the commencement of test or examination.
2. No student will be allowed to leave the examination hall within two hours after the commencement of the examination.
3. Students are prohibited from bringing/carrying into the Examination Hall any book or portion of a book, manuscript or any matter of any description. Any communication with another is subject to severe punishment.
4. No paper other than the question paper should be taken out of the examination hall.
5. Students indulging in malpractice will be dealt with as per the directives of the State Government and Periyar University.

RULES REGARDING WRITING ARREARS

Every Semester, two or three weeks prior to the date of submission of semester exam applications, the list of courses offered by the Department in that semester will be published in the departments. Students are advised to apply for those courses.

All the students are required to sign the Continuous Internal Assessment Mark sheets. Requests for correction in C.I.A. marks after the date for signing will not be entertained.

Applications for Semester Examinations are distributed through the Departments. After paying the prescribed fees at the College Office, students should submit the same in the college office on or before the prescribed dates. Applications submitted after the due dates will not be accepted.

Mark sheets for the Semester I, II, III, IV and V will be distributed to the Parents on a notified date normally during Parents-Teachers' Meet. For the VI Semester, the mark sheets will be distributed to the students within one month from the publication of results by the University.

Parents and Students are welcome to meet the concerned authorities for any clarification or grievance.

CERTIFICATE

- A former or present student desiring to obtain a certificate (transfer, age, conduct, bonafide, course completion, etc.,) shall apply for it by making a formal written request to the Principal.
- A Certificate will not generally be issued in less than 24 hours' notice.

SCHOLARSHIPS

- Those who wish to apply for or renew scholarship can have the application forms from the College Office. Duly filled in application should reach the College Office on or before the due date.
- Scholarship will be disbursed to students only after the amount is sent to the Principal by the Government. Students should sign the register on receipt of the scholarship.
- All money due to the College will be recovered from the scholarship amount at the time of disbursement. Intimation will be sent to parents and the balance amount if any, will be disbursed only after reply is received from them.
- As per the present rules and regulations of the Government, each scholarship holder is expected to open a saving account in a national bank, wherein the amount will be credited directly by the Government.

RULES AND REGULATIONS

1. Application for admission to the degree courses must be made in the prescribed form. Applicants should have completed 17 years and 6 months on the 15th day of July of the current year.
2. Incomplete application forms will be rejected. All admissions are provisional and subject to the approval of the University.
3. The Principal reserves the right to cancel the admission of the provisionally selected applicants at any time without assigning any reason.

FEES REGULATION

1. Newly admitted students shall pay their fees in full for the first semester at the time of admission.
2. Students who withdraw during the course of the year are required to pay the entire college fees and other fees of that year.
3. Students are permitted to pay the examination fees only after they pay their college fees.
4. Students, who leave the college during the course, cannot claim any portion of the fees paid.

CONDUCT DURING CLASS HOURS

1. When a teacher enters the classroom, all students should stand and greet him/her. They should sit only when they are asked to do so. At the end of the class, students should stand till the teacher leaves the room.
2. During working hours no student is allowed to enter or leave the classroom without the permission of the teacher.
3. During working hours' students should avoid loitering on the verandas and college campus. They should be either in the classroom or in the library as instructed by the class teacher concerned.
4. When in transit from one class to another, students shall walk silently and in an orderly manner.
5. Students attending meetings and other gatherings should conduct themselves with dignity, decorum and maintain silence.

ATTENDANCE

All the students are expected to attend classes every day without fail. However, students can avail leave after obtaining permission from the Vice-Principal on genuine grounds.

1. Daily attendance of students is marked in a register by individual teachers for every period.
2. 80% attendance is a pre-requisite for;
   I. Permission to write the Semester Exams
   II. Award of Scholarships of any kind. No exemption will be granted.
3. If a student is absent for one period in a day, he/she will be marked absent for one period only. Two such one periods of absence will be marked as half a day and three such single periods of absence will be marked as full day.

LEAVE LETTER

1. The leave letter must be duly signed by parents/guardian/Hostel Director for genuine reasons well in advance with the prior approval of the HOD.
2. In the case of unforeseen circumstances, a leave letter must be submitted on the first day of return to the class in the proper form.
3. Medical leave letter must be submitted to the HOD with the endorsement of parents and medical certificate.

CODE OF RELATIONSHIP

They (boys and girls) shall respect each other and follow the directions strictly with regard to code of conduct on and off the campus.

CODE OF BEHAVIOUR

1. Student found drunk and using drugs and ragging on the campus will be summarily dismissed from the college.
2. Whether on or off the college campus, students are to conduct themselves decently.
3. Students should not indulge in anti-social activities of any kind.
4. Under the Educational Rules of the Government, the Principal has full power to impose on students the following punishments: fine, suspension and expulsion from the college.
5. Use of mobile phones by the students is prohibited inside the college campus.
6. All the students shall wear the Identity Card inside the campus and while representing our college for specific programme.
7. Talking in English in the college – premises is mandatory.

DRESS CODE

1. Every student is expected to be in simple and modest formal dress. Girls are expected to be either in saree with sleeved blouse or chudithar or salwar kameez with sleeved long kurtha with thuppatta.
2. Boys are expected to come in Full Pants and Shirt. T-Shirts are not allowed.

DISCIPLINARY RULES

The following are strictly forbidden: any violation of these rules will result in dismissal / suspension from the college:

1. Ragging of any kind and of any magnitude inside / outside the college campus.
2. Any kind of wild noisy and disturbing behaviour / celebrations in the campus.
3. Smoking in the campus (including College Hostel).
4. Possession / use of drugs, alcohol or peddling drugs in the campus or anywhere else.
5. Tampering with the contents or misuse of the college identity cards, train / bus identity cards, passes, tickets and tokens.
6. Any kind of misconduct / misbehaviour inside / outside the campus (in public places, buses, etc.) or unruly behaviour in buses or any kind of annoyance to fellow students will also result in the immediate withdrawal / permanent cancellation of student travel concessions and the scholarships.
7. Malpractices such as cheating, bribing, gambling, copying in tests and exams, giving false declarations, spreading rumours / unfounded accusations / writing / printing / distributing/ displaying unauthorized notices of any kind, etc., in the campus or anywhere else.
8. Inviting / meeting strangers or unauthorized person inside the campus without written permission from the Principal.
9. Causing damage to college / public property.
10. Canvassing the students in any unpermitted manner during Students Council Election.

LIBRARY

1. Absolute silence must be maintained in and around the library.
2. Both the Library &Browsing Centre are open from 8.30 a.m. to 5.30p.m. on all workings days and on all Saturdays.
3. While entering the library, all have to register their names.
4. Personal belongings such as Bags, Tiffin-boxes, Notebooks, etc., should be left at the entrance of the library in the place allotted for it.
5. Books are to be borrowed or returned between 9.30 a.m. to 12.30 p.m. and 01.15 p.m. to 05.00 p.m.
6. Books are usually lent for a period of two weeks and may be renewed for further period, if those books are not in demand by other students.
7. Students are allowed to take upto three books by using their own ID card.
8. Books should be returned on or before the due date indicated in the issue-slip of the book. An overdue fine of Rs.1 per day will be charged if the book is not returned in time.
9. The Librarian may ask for the return of any book even before the expiry of the due date on demand.
10. Reference Books such as dictionaries, yearbooks, encyclopaedia and books labelled as Reference will not be lent.
11. Students are forbidden to make any marking or underlining in books and periodicals.

12. Students are advised to examine and ascertain the conditions of the book at the time of borrowing itself. If there is any damage, it should be immediately brought to the notice of the librarian. Otherwise, the borrower will be held responsible for the damage.
13. If a book is damaged or lost, the cost of replacing it with a new copy along with fine will be recovered from the borrower. If one book in a set of books is damaged or lost, the cost of replacing the whole set will be recovered.
14. All students should produce their identity card at the time of borrowing library books.
15. Students should return books borrowed from the library a week before the last working day of the semester.
16. While borrowing books, the student shall verify the book pocket card and accession number to be the same.
17. Members of the Teaching Faculty can borrow up to five books at a time. They must return the books on or before the last Monday of the respective semester.

ECO-FRIENDLY ZONE

The cleanliness of the college building, furniture and surroundings should be the personal responsibility of every student. It is the duty and responsibility of every student to keep the campus litter free zone.

NOTICE BOARD

1. Students are expected to read the information displayed on the notice boards daily. Ignorance of any notice will not be accepted as an excuse.
2. Students shall neither tamper with the notice put up on the notice boards nor shall they fix any notice on the notice board without the permission of the Principal/ Vice-Principal.

COLLEGE BUS

1. A student using the College bus is expected to be at the bus stop at least ten minutes before the scheduled arrival of the bus. Buses will NOT wait for late comers. The student has to be on the correct side of the arriving bus.
2. Students are allowed to use only their allotted bus and bus stop. No changes will be allowed without prior permission of the Vice-principal (Administration).
3. No student should come near the entry / exit door of the bus until it comes to a complete halt.
4. All students must occupy the seats allotted immediately after boarding their respective buses.
5. Students will sit in the seats allotted to them and are responsible for the area in which they sit at. Any damage inflicted to the bus will be paid for by the student(s) responsible.
6. Tampering with emergency door, windows, bus seats or equipment's is prohibited.
7. Students are strictly not allowed to misuse of any electronic gadgets like cell phones/mobile phones, cameras, etc. inside the bus.
8. Harassment, aggressive behaviour, bullying, shouting, fighting, or discriminatory / abusive language or conduct towards the driver / attendant or other people is prohibited.
9. At any case, don't speak with other genders without prior permission of the bus In-charges
10. No student is allowed to enter the driver's cabin in the bus.
11. Consumption of edibles is not permitted in the bus.
12. One-way transport facility is not provided.
13. Parents and Hostellers are not allowed to board the bus for any reason.
14. Parents / guardians of students shall not compel the bus employee to divert any route or change any pick-up or drop-off point allotted at the beginning of the year.

15. The bus route may be altered temporarily if the road condition hinders smooth plying of buses and in such cases students and parents are requested to cooperate with transport department.
16. Indiscipline /misbehaviour in the bus or non-payment of bus fees may lead to cancellation of the bus facility for the student. Bus facility is a privilege for any person desiring to avail the facility. The College retains the right to deny the facility to anyone without providing any reason whatsoever.
17. Any indiscipline in the bus will be reported to the College Vice-principal (Administration) for necessary action.
18. The student must wear their ID card at the entry.
19. In case of any misbehaviour or violation of the college bus rules, ID cards of the students will be with the Disciplinary committee members till the enquiry is over.

HOSTELS

Loyola Men's Hostel and Loyola Women's Hostel are closely-knit units of Loyola family.

- The main concern of two hostels is character formation coupled with intellectual formation of the students. Our hostel is a home away from home, a temple of learning and a family that has a long living tradition.
- All the inmates are expected to co-operate fully with the Director and Assistant Directors and with one another in achieving these objectives. They should not engage any activity which may be detrimental to realizing these two objectives.

Admission to Hostels

Students will be admitted to the Hostel only after admission to the College and a personal interview with the Hostel Director. The parent of the candidate has to be present at the interview by the Director. Application for admission in the form prescribed should be accompanied by a certificate from the Parish Priest (for Catholics) and from the authorities of the hostel or institution where the student previously resided. Membership of the Hostel is for only one year. Senior students wishing to be readmitted will repeat the same procedure for readmission. Those who have not shown sufficient improvement in their studies and have been failing consistently in the examinations may be denied renewal of membership. Dismissal or suspension of a member from the College will involve automatic dismissal or suspension from the Hostel also.

To Parents

Parents and Guardians are requested to co-operate with college authorities in the formation of good character, in maintaining regularity in attendance and progress in studies of their children/wards. Warning letters will be sent to parents of the students who are irregular in attendance. At the same time, parents and guardians are advised to check in person with HODs/Vice-Principal regarding the attendance of their children/wards. All the parents/guardians have to come with their wards for Parents-Teachers' Meeting.

I / III / V Semesters (June 2023– November 2023)								
Day Order /Hour	I 9.00-9.55 a.m.	II 9.55-10.50 a.m.	BREAK 10.50 a.m. - 11.05 a.m.	III 11.05a.m. - 12.00 p.m.	IV 12.00 p.m. – 12.55 p.m.	LUNCH 12.55 p.m. - 01.40 p.m.	V 1.40 p.m. – 2.35 p.m.	VI 2.35 p.m. – 3.30 p.m.
I								
II								
III								
VI								
V								
VI								

II / IV / VI Semesters (December 2023 -May 2024)								
Day Order /Hour	I 9.00-9.55 a.m.	II 9.55-10.50 a.m.	BREAK 10.50 a.m. - 11.05 a.m.	III 11.05 a.m. -12.00 p.m.	IV 12.00 p.m. – 12.55 p.m.	LUNCH 12.55 p.m. - 01.40 p.m.	V 1.40 p.m. – 2.35 p.m.	VI 2.35 p.m. – 3.30 p.m.
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II								
III								
VI								
V								
VI								