



LOYOLA COLLEGE

(AUTONOMOUS)

NUNGAMBAKKAM, CHENNAI - 600 034.

TAMILNADU, INDIA

Tel : +91-44-28178200

Fax : +91-44-28175566

Email : welcome@loyolacollege.edu

Web : www.loyolacollege.edu

March 14, 2019

NOTICE

- College Day will be celebrated on 15th March, 2019. The function will begin at 5.30 p.m.
- Regular classes will be conducted for the Shift I students on 15.03.2019. Shift I students are asked to attend College day function without fail.
- For Shift II students, first three hours of regular classes of 55 minutes duration will be conducted on 15.03.2019.
- A detailed information chart regarding seating arrangements for various departments for the college day function will be put up on the notice board. Students are requested to be seated in the allotted places by 5.00 p.m.
- HODs, Coordinators and Staff are expected to impress upon the students the value of participating in the College day celebrations.
- The staff members especially Shift II should accompany the students to the venue and be with them till the end.
- Members of the staff are asked to remain till the end of this very important function of the college.
- Attendance of the students should be marked both at the beginning and at the end of the function by the staff members.
- Students coming from distant places are asked to meet their HOD to get prior permission to leave the venue early if needed only by showing valid address proof.
- All staff members are asked to sign twice on 15th March, 2019. The attendance register for teaching staff members will be kept in the staff common room as usual and also after the college day function. Shift I staff are asked to sign in the register kept in the staff common room and Shift II staff are asked to sign in the register kept in the Lawrence Sundaram Hall after the function.

PRINCIPAL

Principal
LOYOLA COLLEGE
CHENNAI - 600 034

"Let Your Light Shine"