

## GENERAL INFORMATION TO STUDENTS (SHIFT - II)

### ACADEMIC REQUIREMENTS :

Nature	Contact Person	Time Limit
1. Optional Courses : (GE/AO) Registration / Change	Academic Deans (Shift - II)	Refer to Notice Board
2. Registration for Repeating Continuous Assessment (CA)	Academic Deans (Shift - II)	Refer to Notice Board
3. Semester Examination (SE)		
A. Registration for regular/ arrears/ semester improvement	Controller of Exams	Refer to college calendar
B. Publication of results of I,III, V Semester Exams	Controller of Exams	on the first working day after Pongal Holidays
II, IV, VI Semester Exams	Controller of Exams	On 15th June for outgoing students and on the reopening day after the summer vacation for other students
C. Distribution of cumulative mark sheets	Controller of Exams	30 days after the publication of the results
4. Applying for Provisional Certificate and Degree Certificate	College Office (Shift - I)	Within 7 days after the Publication of the results

### NON - ACADEMIC REQUIREMENTS :

5. Attestation of Certificates	NCC Officers / Vice-Principals / Academic Deans	At their convenient time
6. Bonafide Certificate / Transfer certificate / Conduct certificate	Deputy Principal	After verifying with the clerk at the certificate counter in Shift - II office.
7. General Scholarships	Deputy Principal	After verifying with the clerk at the Scholarship counter in Shift - II office.
8. Endowment Scholarships	HOD's	
9. Bus/Train/Air Concessions	Vice-Principal (Shift - I) Prof. G.Ramamurthy	After verifying with the clerk at the concession counter in Shift - II office within ten days from the beginning of the semester.
10. Leave application -		
a. Day scholars	Vice-Principals (Shift - II)	Refer to the College Calendar regarding leave rules
b. Hostellers	Vice-Principals (Shift - II)	
11. Rectification of Daily Attendance	Vice-Principals / (Shift - II) Course-Teacher	Within 2 days of the display of daily attendance
12. On duty (OD)	Deputy Principal	Refer to the College Calendar

### FEES PAYMENT

a. College Fees	IOB, Loyola Branch	College calendar
b. Exam Fees	IOB, Loyola Branch	College calendar
c. All other cash payments	Bursar's Office	As per the note given by officials