9. Norms and Guidelines
NORMS AND GUIDELINES

ATTENDANCE PROCEDURE

Regular attendance not only fetches you high score of marks but also an enriching experience with your classmates and teachers. Therefore, all the students must attend classes regularly. If there are some important and compelling reasons such as family celebrations, ill-health etc., students can avail leave after obtaining permission from the Vice Principal (Administration/Academic & Services).

1. For every hour, the attendance of students is marked in a register/tablet by individual course teacher.

2. Students can check their attendance in the college website. In case of any discrepancy, they can get it rectified by contacting the teacher concerned and the Vice Principal (Administration) within two days.

3. After the final attendance list is displayed on the notice board at the end of semester, any request for correction of attendance will not be accepted.

4. It should be remembered that 80% attendance is a pre-requisite for: a) Permission to write the Semester Exams and b) Award of Scholarships of any kind. No exemption will be granted.

   a) Students who have attendance less than 80% and above 70% will not be permitted to write the
semester examination of the paper with least attendance.

b) Students who have attendance less than 70% and above 60% will not be permitted to write two papers with the lowest attendance.

c) Students who have attendance less than 60% will not be permitted to write any semester examination and will have to repeat the semester after the completion of final semester.

Other Duty Attendance:

5. **Prior permission is required from Vice-Principal (Administration) to avail Other Duty leave.**

6. Students who miss regular classes due to their involvement in Co & Extra - Curricular activities should contact the respective authorities (HODs, Coordinators of various clubs, Physical Director, NCC Officers, Dean of Students) who would recommend the OD to the Vice Principal (Administration) for attendance within three working days. All other-duty leave forms have to be forwarded to the Vice Principal through Dean of Students only.

7. A student can avail upto a maximum of 50 Hours per semester of on duty attendance. Specific cases, which are likely to exceed this maximum, will have to write to the Principal in advance for his special permission. However, students before
undertaking these activities must obtain written permission from the authorities concerned. On the completion of the activities, they must submit a prescribed application form to the same authorities to claim on duty attendance.

**LEAVE**

1. Students have to apply for leave only in the prescribed leave application form available in the college website.

2. The leave must be sanctioned by the Vice Principal (Administration).

3. If leave is asked for reasons of illness for more than two days, the leave application along with a medical certificate should be submitted by the parents / local guardian on or before the 3rd day of illness. A fitness certificate from the Doctor who treated the student should be submitted on the day of rejoining the college. The Medical leave should be verified and recommended by the Medical Officer of the Loyola Health Centre to the Vice Principal (Administration).

4. Leave letters submitted after 3 days from availing leave will not be accepted.

5. The name of the student will be removed from the rolls if he/she is absent continuously for more than 10 days without proper permission from the officials.
CURRICULUM - EVALUATION

Evaluation System:

Evaluation is based on **Continuous Assessment and Terminal Assessment** with equal weightage of 50% each.

1) Continuous Internal Assessment includes two organised tests and other components such as quiz, seminar, assignment, etc.

2) Both Continuous Internal Assessment tests are compulsory to students.

3) Terminal Assessment consists of End Semester Examination.

4) Passing minimum for UG is 40% and for PG is 50%

REGULATIONS FOR PROMOTION

1. A student who is admitted to the college is not automatically eligible for promotion.

2. Only students who satisfy the minimum requirement of attendance will be eligible for promotion.

3. Besides the attendance, his/her conduct assessed by the staff, Vice Principal and the Principal of the college will also be a criterion for promotion to the next year.
TIME CEILING FOR COMPLETION OF DEGREE (UG/PG)

Students who do not fulfill the minimum required percentage of attendance will not be allowed to appear for the semester exam. Also, they will not be automatically promoted to the next semester. For such students, semester will be treated as a break semester. However, Conditional Promotion to the next semester is allowed for the students. The courses of the break semester should be repeated after the final semester. A student can have at the most two break semesters for UG and one for PG during the entire period of the course.

The Academic Council permits UG and MCA students to complete their course within six years (3+3) and other PG Students within four years (2+2).

ELIGIBILITY FOR SUPPLEMENTARY EXAMINATION

Special Supplementary Examinations are conducted in June every year ONLY FOR THE OUTGOING STUDENTS of UG and PG.

A UG & a PG student can take a maximum of only three papers in any Semester (I - VI)

This does not apply to Courses which do not have Terminal Assessment (End Semester Examination).

DISCIPLINARY NORMS

Loyola is dedicated not only to learning and the advancement of knowledge but also to developing ethical and responsible human beings. The disciplinary policies are made with this uncompromising perspective.
The following are strictly forbidden:

1. Ragging of any kind and any magnitude inside / outside the college campus.

2. Possession / use of camera cellular phones within the campus.

3. Use of cellular phones inside buildings / corridors.

4. Any kind of boisterous and disturbing behavior in the campus.

5. Smoking in the campus

6. Possession / use of drugs, alcohol or peddling drugs in the campus or anywhere else.

7. Racing the vehicles or use of vehicles with defective silencers or parking the vehicles of any description outside the parking area in the campus.

8. Taking tuition from the teachers of our college without written permission from the Principal.

9. Tampering with the contents or misuse of the college/library identity cards, train / bus identity cards, passes, tickets and tokens.

10. Any kind of misconduct / misbehaviour inside / outside the campus (in public places, buses, trains, etc.) or detection of foot - board travel, blocking the traffic, unruly behaviour in buses /
trains or any kind of annoyance to the public will also result in the immediate withdrawal / permanent cancellation of all student travel concessions and the scholarships.

11. Malpractices such as cheating, bribing, gambling, copying in tests and exams, giving false declarations, spreading rumours / unfounded accusations / writing / printing /distributing / displaying unauthorised notices of any kind / SMS, etc., in the campus or anywhere else.

12. Inviting / meeting strangers or unauthorised person(s) inside the campus without written permission from the Principal.

13. Causing damage to college / public property.


15. Standing in parking places and chatting during class hours.

16. Canvassing and organising students for any programme without prior permission.

17. Posting of unpleasant / unacceptable / damaging statements / views about the college or staff in social media websites.

Any violation of the above will result in dismissal/ suspension from the college.
DRESS CODE

Dress code is not about what is convenient to wear as boys and girls but convincing to wear as students of Loyola. Hence, every student is expected to wear simple and modest formal dress. Girls are expected to be either in saree with sleeved blouse or churidar or salwar kameez with sleeved long kurtha with dupatta. Boys are expected to come in full pants with bush shirt. All types of T-Shirts are prohibited.

FEE REGULATIONS

1. The academic year for the purpose of fees shall be divided into two semesters. The first semester commences from the re-opening of the college after the summer vacation and continues till about the middle of November and the second semester from the end of November till the summer vacation.

2. Every student shall be liable to pay the whole fees for each semester as long as his/her name is on the rolls of the college.

3. The Semester / Exam fees should be paid on the date indicated in the College Calendar.

4. If a student leaves the college during the semester he/she shall have no right to claim remission of any portion of the semester fees.

5. Students who do not pay the fees on or before the last date indicated shall pay a fine as may be imposed by the Principal.
6. The names of students who do not pay the prescribed fees on or before the last date will be removed from the rolls.

7. Fee defaulters will not be promoted to the next semester.

LIBRARY RULES

Loyola Library is one of the biggest in the city with more than 1 lakh books comprising of different disciplines. The college encourages students to make use of the vaults of resources for research and study needs.

1. Absolute silence in and around the library is to be maintained. Loud consultation, animated conversation etc., are strictly prohibited.

2. The Library will remain open between 8.00 a.m. and 8.00 p.m. on all working days.

3. While entering the library, students should present their identity card. The same ID Card can be used to borrow books.

4. Students are advised to keep their barcoded identity cards safely and not to lend their I.D. Cards to any other student and do not make photocopy of the original I.D. cards will not be valid.
TWO WHEELER/FOUR WHEELER REGULATIONS

Four wheeler parking is not available for students. Two wheelers of students may be parked at the allotted space in the campus after paying the parking fee. All students who come to college by two wheelers are expected to wear a helmet.

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. Attendance of students is available at www.loyolacollege.edu. Warning letters / SMS 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 formation of their children/wards. The results of even and odd semesters are published in the months of June and December respectively. All the parents/ guardians have to come with their wards for “Parents - Teachers Meeting.”
## GENERAL INFORMATION TO STUDENTS

### ACADEMIC

<table>
<thead>
<tr>
<th>Nature</th>
<th>Contact Person</th>
<th>Time Limit</th>
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<tbody>
<tr>
<td>1. Optional courses: (GE/AO/CP) Registration / Change</td>
<td>Academic Deans</td>
<td>Refer to Academic Deans Office</td>
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<tr>
<td>2. Registration for Repeating Continuous Assessment (CA)</td>
<td>Academics Deans</td>
<td>Refer to Academic Deans Office</td>
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<td>3. Semester Examination (SE)</td>
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<tr>
<td>A. Registration for regular / Arrears / semester Improvement</td>
<td>Controller of Exams</td>
<td>Refer to the schedule in college calendar</td>
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<td>B. Publication of results of I, III, V Sem. Exams</td>
<td>Controller of Exams</td>
<td>On the first week after Pongal Holidays</td>
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<td>II, IV, VI</td>
<td>Controller of Exams</td>
<td>On 15th June for outgoing students and in the Second week after the summer vacation for other students</td>
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<td>C. Distribution of cumulative Mark sheets</td>
<td>Controller of Exams</td>
<td>30 days after the publication of the result</td>
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<tr>
<td>D. Applying for Provisional Certificate and Degree Certificate</td>
<td>College Office</td>
<td>within 7 days after the Publication of the results</td>
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Non-Academic Requirements:

4. Attestation of Certificates
   - Principal/Deputy Principal/Vice-Principal/Academic Deans/NCC Officers
   - At their convenient time

5. Student Bonafide Certificate / Transfer certificate / Conduct Certificate
   - Principal / Deputy Principal / Vice-Principals
   - After verifying with the clerk at the certificate counter in College office.

6. General Scholarships
   - Vice-Principal (LSSS)
   - After contacting the clerk at Scholarship counter in the College office

7. Endowment Scholarships
   - HOD’s / LSSS
   - do-

8. Bus / Train / Air Concessions
   - Vice-Principal (Admin)
   - After contacting the clerk at the concessions counter in the college office within ten days from the beginning of the semester.

9. Leave application -
   a. Day Scholars
   - Vice-Principal
   - Refer to the College Calendar
   b. Self Financed
   - Vice Principal
   c. Hostellers
   - Vice-Principal (Hostel Director)
10. Rectification in the Daily attendance
    Vice-Principal / Course-Teacher
    Within 2 days of the display of the daily attendance

11. On duty (OD) and ML
    Deputy Principal
    Refer to the College Calendar

**Fees Payment**

a. College Fees
   At any Branch of Axis Bank in India
   Refer to the College Calendar

b. Exam Fees
   Refer to the College Calendar

c. All other cash Payments
   At IOB College Branch
   As per the office advice note related to individual cases.

**Repeater / Casual Registration**

Registration for repeaters / casual
Vice Principal (Admin)
Within 10 days from the reopening of the college for the Semester
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