

# LOYOLA ACADEMY DEGREE & PG COLLEGE

ALWAL, SECUNDERABAD 500 010



(Autonomous and affiliated to Osmania University)  
Re-accredited with 'A' Grade (3.50/4.00 CGPA) by NAAC  
A "College with Potential for Excellence" by UGC

Aspire Inspire Achieve [www.loyolaacademyugpg.ac.in](http://www.loyolaacademyugpg.ac.in) Ph: 040-27862363/27860077



## CALENDAR & HANDBOOK

### 2014 - 2015

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## ST. IGNATIUS OF LOYOLA

(1491-1556)



**Founder of the Society of Jesus  
Student & Teacher - Soldier & Saint**

### TELEPHONES

#### College

#### Hostels

Degree & : 040 - 27862363

Boys' Hostel : 040 - 27862883

PG : 27860077

Junior : 040 - 27864620

Girls' Hostel : 040 - 27862882

Fax : 040 - 27867939

**Jesuit Residence : 040 - 27862044**

**URL: [www.loyolaacademyugpg.ac.in](http://www.loyolaacademyugpg.ac.in)**

**E-mail : [academyinformation@yahoo.in](mailto:academyinformation@yahoo.in)**

## **PRAYER TO GOD THE FATHER**

Our Father in heaven  
Holy be your name  
Your kingdom come  
Your will be done on earth  
As it is in heaven.  
Give us today our daily bread.  
Forgive us our sins  
As we forgive those who sin against us.  
Do not bring us to the test  
But deliver us from evil. Amen.

★

## **PRAYER TO LOVE & SERVE GOD**

Loving God! Teach me to be generous  
Teach me to love you and 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 work and not to look for reward.  
All I want to know  
Is that I do your most holy will.  
(Prayer of St. Ignatius of Loyola)

★

## **PLEDGE TO THE NATION**

India is my country  
All Indians are my brothers and sisters.  
I love my country  
And I am proud of its rich and varied heritage.  
I shall always strive to be worthy of it.  
I shall give my parents, teachers and all elders respect  
And treat everyone with courtesy.  
To my country and my people  
I pledge my devotion;  
In their well-being and prosperity alone  
Lies my happiness.

# राष्ट्र गीत

( NATIONAL ANTHEM )

जन-गण-मन-अधिनायक जय हे !

भारत भाग्य विधाता !

पंजाब, सिंधु, गुजरात, मराठा,

द्राविड-उत्कल-वंगा

विंध्य-हिमाचल यमुना-गंगा

उच्छल जलधि तरंगा

तव शुभ नामे जागे

तव शुभ आशिष मागे

गाहे तब जय-गाथा

जन-गण-मंगल दायक जयहे।

भारत भाग्य विधाता।

जय हे, जय हे। जय हे।

जय, जय, जय, हे ।

## జయ జయహే తెలంగాణ జననీ జయకేతనం

జయ జయహే తెలంగాణ జననీ జయకేతనం  
ముక్కోటి గొంతుకలు ఒక్కటైన చైతనం  
తరతరాల చరిత్రగల తల్లీ నీరాజనం  
పది జిల్లాల నీ పిల్లలు ప్రణమిల్లిన శుభతరుణం  
జై తెలంగాణ - జై జై తెలంగాణ

పోతనది పురిటిగడ్డ, రుద్రమది వీరగడ్డ  
గండరగండకు కొమురం భీముడే నీ బిడ్డ  
కాకతీయ కళాప్రభల కాంతిరేఖ రామప్ప  
గోలుకొండ నవాబుల గొప్ప వెలుగే చార్ మినార్  
జై తెలంగాణ - జై జై తెలంగాణ

జానపద జన జీవన జావలీలు జాలువారే  
కవి గాయక వైతాళిక కళలా మంజరాలు  
జాతినీ జాగృత పరచే గీతాల జన జాతర  
అనునిత్యం నీ గానం అమ్మ నీవే మా ప్రాణం  
జై తెలంగాణ - జై జై తెలంగాణ

సిరి వెలుగులు విరజిమ్మే సింగరేణి బంగారం  
అణువనుపు ఖనిజాలే నీ తరువుకు సింగారం  
సహజమైన వన సంపద సక్కువైన పూవుల పొద  
సిరులు పండే సొరమున్న మాగాణి కరములీయ  
జై తెలంగాణ - జై జై తెలంగాణ

గోదావరి కృష్ణమ్మలు మన దీళ్ళకు మల్లారి  
పచ్చని మాగాణిలో పసిడి సీరులు పందారి  
మఖశాంకుల తెలంగాణ సుభిక్షంగా ఉండాలే  
స్వరాష్ట్రమైన తెలంగాణ స్వర్ణయుగం కావాలి  
జై తెలంగాణ - జై జై తెలంగాణ

# STUDENT'S PARTICULARS (2014-2015)

1. Name of the Student: \_\_\_\_\_  
(In block letters as per SSC Memo)
2. Roll No./ Unique ID No: \_\_\_\_\_
3. Date of Birth: \_\_\_\_\_ Blood Group: \_\_\_\_\_
4. Religion: Catholic / Christian / Hindu / Muslim / Sikh / Others:  
Specify \_\_\_\_\_

Particulars	Father	Mother	Local Guardian
Name:			
Mobile No.:			
Occupation:			
Office Address with Tel Nos.:			
Present residential address with Tel Nos.:			
Permanent residential address:			
If staying in a private Hostel:	Address:		Warden's Contact No:

## Note:

- Please do not submit incomplete forms, as complete information is mandatory.
- Any change in address/Tel no. should be intimated to the Principal immediately,

- The college reserves the right to cancel the admission of the candidate at any stage, if and when it is detected that the admission is against the rules and was secured by giving WRONG or INCORRECT information.
6. a) Please mention if the student has any chronic ailment, for timely medical care: \_\_\_\_\_
- b) Any precautions to be taken for the same (specify) \_\_\_\_\_

7. Person to be contacted in case of an emergency

Name : \_\_\_\_\_

Relationship : \_\_\_\_\_

Tel No., Mobile No. & Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I, hereby, declare that I fully understand the rules, regulations, attendance system and the examination pattern of Loyola Academy and agree to abide by the same.

Signature of the Parent/ Guardian

Signature of the Student

Date : \_\_\_\_\_ Place : \_\_\_\_\_

**Note:** Any case of breach of rules and regulations of the College may result in suspension or expulsion from the College, depending upon the gravity of the case. (As per the State Government Education Code)

## STUDENT'S PARTICULARS (2014-2015)

1. Name of the Student: \_\_\_\_\_  
(In block letters as per SSC Memo)
2. Roll No./ Unique ID No: \_\_\_\_\_
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Particulars	Father	Mother	Local Guardian
Name:			
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b) Any precautions to be taken for the same (specify): \_\_\_\_\_

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Tel No., Mobile No. & Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Date : \_\_\_\_\_ Place : \_\_\_\_\_

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# Loyola Academy

## VISION:

The vision of Jesuit education is to form

- Leaders in Service following the example of Jesus Christ,
- Men and Women of Competence, Conscience and Compassionate Commitment,
  - Who will love tenderly, act justly and walk humbly before God and
  - Who will become men and women for others to love and serve God, Country and Humankind.

## MISSION:

The above-mentioned vision is realized by Loyola Academy

- a) by inculcating in every student
  - The Sense of the Divine
  - Reverence of the Sacred
  - Respect for Human Life
  - Care for Mother Earth
  - Compassion for the Poor and
  - Concern for Justice
- b) and by providing a Christian milieu irrespective of caste and creed, language and region to all deserving students - particularly to the socially and economically marginalized – giving special attention to those belonging to the Catholic Christian Community.

## OBJECTIVES:

We fulfill this Vision-Mission

- through a more integrated formation in academics and spirituality, as well as through value-based training and social commitment;
- by creating an ambience for *Ignatian Pedagogy Paradigm*, namely "Learning, Experience, Reflection and Action" and by implementing the following:
  - Developing in students, knowledge as well as skills
  - Guiding them to grow in wisdom and harmony
  - Nurturing in them a deep sense of right values
  - Directing them in fostering healthy relationships
  - Celebrating with them diverse forms of faiths and culture
  - Helping them to develop as holistic persons and
  - Motivating them to become aware of the socio, cultural, religious and economic realities, locally and globally, and to respond to them creatively and constructively.

VISION  
MISSION &  
OBJECTIVES  
OF  
LOYOLA  
ACADEMY -  
A  
JESUIT  
EDUCATIONAL  
INSTITUTION

## ORIGIN AND GROWTH OF LOYOLA ACADEMY

Loyola Academy (LA) is managed and administered by the members of the Society of Jesus belonging to "Jesuit Province Society- Hyderabad", covering both the states of Telangana and Andhra Pradesh.

The Society of Jesus is an International Catholic Religious organization of men founded in 1540 by St. Ignatius of Loyola. These religious men, popularly known as "**Jesuits**", are about 18,000, spread all over the world, of whom over 4000 are working in 20 provinces of India. In Telangana and Andhra Pradesh states alone, about 220 Jesuits are working in Schools and Colleges, Youth and Social Service centres, Spirituality and Counselling centres and in Parishes and Missions of the Catholic Church.

LA was founded by **Rev Fr TJ Baliah SJ** in 1976 with Intermediate Courses, also offering an Associate Degree in Chemical Technology. It then developed into a Degree (1978) and PG (1993) College. LA is situated in Old Alwal, Secunderabad, Telangana, India.

LA is blessed with a fairly spacious campus of about 132 acres of land, with playfields and farm. It is affiliated to the prestigious Osmania University. LA Degree College was granted autonomous status in 1992 by the University Grants Commission. The same autonomy was granted to the PG College in 2010 by Osmania University. Appreciating the achievements and qualitative pursuit of higher educational needs, UGC has awarded LA a rare status known as a "**College with Potential for Excellence**" (CPE) and has also extended CPE phase II projects.

In addition to this, National Accreditation and Assessment Council reaccredited this college in 2011 and, for the second time, awarded 'A' grade (3.50 out of 4.00 CGPA), in recognition of its excellent contribution to the cause of higher education.

Sl. No.	Name of the Course	Year of Commencement
<b>UNDER - GRADUATE COURSES</b>		
01.	B.Sc. Chemical Technology	1978
02.	B.Sc. (Hons) Agricultural Science & Rural Development (4 years) *	1983
03.	B.Sc. Computer Science & Engineering	1988
04.	B.Com. Honours	1991
05.	B.Sc. Electronics Technology	1991
06.	B.Sc. Computer Systems & Engineering	1994
07.	B.Com. Advertising, Sales Promotion & Sales Management	1994
08.	B.Sc. Biotechnology, Chemistry & Genetics	2001
09.	B.Com. General	2003
10.	B.A. Mass Communication	2004
11.	B.Sc. Food Technology & Management	2004
12.	B.A. Psychology, English & Journalism	2006
13.	B.Sc. Maths, Statistics & Computer Science	2007
14.	B.Sc. Animation Design	2008
15.	B.Com. Computers	2010
16.	B.B.A. Bachelor of Business Administration	2011
<b>POST - GRADUATE COURSES</b>		
01.	M.C.A. Master of Computer Applications	1993
02.	M.B.A. Master of Business Administration	2001
03.	M.Sc. Organic Chemistry	2003
04.	M.Sc. Biotechnology	2006
05.	M.Sc. Food Technology & Management	2013

**Note:**

- MCA / MBA : Candidates must qualify in I-CET examination conducted by the University and admissions are made by the I-CET Convenor.
- M.Sc. Courses: Candidates must qualify in OU, PG-CET Examination. After OU, PG-CET results, candidates are to contact the Director, PG Admissions, Osmania University.
- M.Sc. Food Technology & Management : Admissions are made by the College.

\* Upgraded to a Four-Year Degree Course in the year 2000.

## JESUIT EDUCATION FOR TRANSFORMATION OF PERSONS & SOCIETY

### 1. Dedication to Human Dignity from a Jesuit Faith Perspective

- Men and women are created in love to reflect the wisdom and goodness of God.
- The continued presence of Jesus Christ's Spirit enhances human dignity.
- Men and women are
  - o enfolded in God's care and compassion
  - o offered companionship as brothers and sisters and
  - o empowered to complete the compassionate mission of Jesus Christ on earth
- Jesuits believe that their colleagues from other religious and ethical traditions share this dedication to human dignity and work for its implementation.

### 2. Reverence for and an Ongoing Reflection on Human Experience

- A Jesuit College must be a place of intellectual honesty, pluralism and mutual respect/reverence
- Reverence was pivotal for St. Ignatius of Loyola, reverence for him was an attitude of regard
  - before the majesty of God and
  - for all that God has created both as a gift from God and as a way to God's presence
- The Jesuit ideal of seeking and finding God in all things is inspired by this sense of reverence
- This ideal
  - promotes a rigorous yet sensitive attention to the demands of the professions and of technology
  - exults in the world of creative energy in literature and music, in art and theatre, in business and in the sciences
  - engages the world both locally and globally

### 3. Creative Companionship with Colleagues

- The contemporary Jesuit College is committed to creating a community of dialogue and service
- Service signifies a mutual willingness among faculty, staff and administration to enhance the entire

environment of learning and service within the college community and between it and the world outside

#### **4. Focused Care for Students**

- At the heart of the Jesuit educational ideal is community care for the integral development of the students
- Everyone - faculty, staff, administration and board members—play a role in student development
- In their relationship with students, faculty and staff inevitably model what they value
- In communicating those values, they act as mentors to their students
- The following student-concerns demand our attention and response:
  - the pursuit of wisdom and competence
  - the quest for psychological maturity and spiritual depth
  - the desire for ethical grounding and
  - the challenge of social solidarity and global awareness

#### **5. Well-Educated Justice and Solidarity**

- Justice, primarily, is God's saving action for men and women
- Each Jesuit College must examine its own social environment, including its own commitment to justice and solidarity
- Solidarity with the rest of the human race means
  - working together as human family to meet effectively the challenges of worldwide hunger, ignorance, disease and violence;
  - extending of care to those close at hand who have been ignored or abandoned within our society; and
  - a commitment to change the economic, political and social structures that enslave, dehumanize and destroy human life and dignity.
- More and more Jesuit institutions provide supervised opportunities for their students to meet and to learn from people from other economic and social groups through
  - community service,
  - service-learning projects,
  - immersion experiences and
  - faculty-student research projects.

WHAT  
IS  
THE  
WORLD  
VISION  
OF  
THE  
JESUITS?

(1491-1556)

**Founder of the Society of Jesus  
Student & Teacher - Soldier & Saint**

### **Passion for Life**

Íñigo López de Loyola was born in the Basque Country, Spain, in 1491. The youngest of 13 children, Íñigo López was brought up by María de Garín, the local blacksmith's wife, after his own mother died soon after his birth. He later became a page in the service of a relative, Juan Velázquez de Cuéllar, treasurer of the kingdom of Castile. As a young aristocrat Ignatius had a "love of martial exercises and a vainglorious desire for fame." At this period he framed his life around the stories of adventures. Joining the army at seventeen he strutted about "with his cape slinging open to reveal his tight-fitting hose and boots, a sword and dagger at his waist."

### **Grit and determination in times of adversity**

His diplomacy and leadership qualities made him very useful to Duke Antonio Manrique de Lara. Under the Duke's leadership, he participated in many battles without injury. But when a French-Navarrese army stormed Pamplona's fortress on May 20, 1521, a cannonball wounded one of his legs and broke the other. He was thirty, then. Soldiers carried the wounded Íñigo to his ancestral home to recuperate from wounds received in battle. He was very concerned about the injuries and had several surgical operations, which were very painful in the days before anesthetics.

### **Passion for reading leads to a desire to change**

During his days of recovery he asked for books on chivalry, his favorite reading, but there were no such romances in the Loyola castle in Spain. Instead he was given the only books in the house: the "Life of Christ" and a collection of the "Lives of the Saints". Íñigo set about reading them: as he continued to read these books, he continued to reflect. He asked himself "If St. Francis could do this, why not I? If St. Dominic could do this, why not I?" The more he reflected, the more did God become the centre of his life. His injury at Pamplona was God's way of telling him that He wanted him in the service of Jesus Christ, the eternal King.

WHERE  
DID  
IT  
ALL  
BEGIN?  
AND  
WITH  
WHOM?

WITH  
IGNATIUS  
OF  
LOYOLA  
OF  
COURSE!

### **A romantic knight, now a passionate Pilgrim of God**

By March 1522, Iñigo's right leg was sufficiently healed for him to put his plan into action. Every knight in his time would stand guard at the door of his lady-love. For Iñigo it would no longer be the earthly ladies. On 24 March he went to Mother Mary's altar at Montserrat, and spent the whole night in a vigil of arms, kneeling or standing before her. At dawn he offered his sword and dagger to Our Lady, hanging them on the chapel wall. He gave the fine clothes he was wearing to a beggar and clothed himself in his sackcloth-tunic. A romantic knight now became a passionate Pilgrim of God.

### **A docile Student of the 'school-master' God**

Iñigo became God's student. On his way to Barcelona he stopped at Manresa, a town on the banks of the river Cardener. There he spent ten months in total communion with God. He spent seven hours a day in prayer in a cave he had discovered. For several hours a day he helped the sick in the hospital of St. Lucy. God – he says – was like a school master teaching him step by step. He read other spiritual books, among them the "Imitation of Christ", a book which he always esteemed. Whenever a passage from his reading particularly struck him, he jotted it down in the notebook he carried. In the same note book he recorded his meditations and the illuminations he received in prayer. It was from this little book that his famous Book of Meditations, called the "Spiritual Exercises", would later emerge.

### **Passion to live and work in his Master's Holy Land**

Iñigo visited the Holy Places in the ancient city of Jerusalem. He prayed and walked on the streets where Jesus his Master had walked. Since he was unable to remain in the Holy Land, Iñigo, now thirty-three years old, had to chart his future anew. His only desire was to help people to come closer to God; so he decided to study for the priesthood. At the age of 34 he began to study Latin grammar, sitting in class with young boys.

### **Passion to lead people to God makes him a dedicated Student**

When he had finally mastered the elements of Latin, he moved to the renowned University at Alcalá. In that great University City Iñigo gathered students and grownups about him, speaking about prayer and explaining to them the

WHAT  
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meaning of the Gospels, St. Paul, the Ten Commandments, and so forth. As some complained that he was not qualified enough to teach others about God, Iñigo went to Salamanca to continue his studies at its famous university. From there, at the age of 38, he went to Paris and for seven years studied there: Latin grammar, philosophy and theology. To support himself during these years he spent two months each summer begging for money from the rich Spanish merchants and saving it for the rest of the year.

### **A Magnetic Personality attracts many good Student-Friends**

In Paris he shared a room with Peter Faber and Francis Xavier. His magnetic personality attracted many young students to him. James Laynez, Alphonsus Salmeron, Nicholas Bobadilla and Simon Rodrigues joined him soon. He was for them a friend, philosopher and spiritual guide. With three more (Claude LeJay, Paschase Broët, and John Codure who came later), Ignatius would start the 'Company of Jesus' in 1540 to love God and serve humanity.

### **A Teacher and Educationist with a heart for the downtrodden**

When Iñigo received his Master's degree at Eastertime in 1534, the university Latinized his name, and thenceforth he used the name **Ignatius**. He continued to teach the lettered and the unlettered, the rich and the poor, elders and children. He taught them about God, religion and prayer and cared for the sick in hospitals.

Iñigo was also attuned to the needs of the people around. He established the House of St. Martha for women unfortunately pushed into prostitution. He built a home for young girls who were especially in danger of being exploited. He founded an orphanage for those who lost their parents. He built a house for those who came in search of Christ.

He started the Roman College in 1551 as a model for all Jesuit colleges throughout the world. In 1552 he opened a college in Rome for seminarians to prepare themselves better to preach Christ.

### **Inigo, Ignatius, becomes St. Ignatius of Loyola**

Ignatius died on 31 July, 1556. When the body was made ready for visitors, there was a long line of cardinals, bishops and priests, of Rome's nobility and Rome's poor, all coming to kiss the holy venerable hands of the Founder of the Society of Jesus. He was declared a Saint by the Church in 1622. The day he died and went home to Jesus whom he loved dearly is celebrated as his Feast Day: 31 July.

## **RECTORS OF LOYOLA ACADEMY**

1976	-	1978	Rev Fr Antony J. Thamby SJ
1978	-	1980	Rev Fr Tharigopula J. Balaiah SJ
1980	-	1985	Rev Fr Mathew Vattakunnel SJ
1985	-	1991	Rev Fr Uppuluri S. Paul SJ
1991	-	1993	Rev Fr J. Thainese SJ
1993	-	1999	Rev Fr M. Louis Philip SJ
1999	-	2001	Rev Fr J. Thainese SJ
2001	-	2006	Rev Fr M. V. Amalanathan SJ
2006	-	2009	Rev Fr K. S. Casimir SJ
2009	-	2012	Rev Fr Gujjula A. P. Kishore SJ
2012	-		Rev Fr K. A. Stanislaus SJ

## **CORRESPONDENTS OF LOYOLA ACADEMY**

1976	-	1980	Rev Fr Nelapaty Joseph SJ
1980	-	1985	Rev Fr Mathew Vattakunnel SJ
1985	-	1993	Rev Fr Uppuluri S. Paul SJ
1993	-	1995	Rev Fr C. Peter Raj SJ
1995	-	1998	Rev Fr Tharigopula Inniah SJ
1998	-	1999	Rev Fr M. Louis Philip SJ
1999	-	2001	Rev Fr Uppuluri S. Paul SJ
2001	-	2006	Rev Fr M.V. Amalanathan SJ
2006	-	2009	Rev Fr K. S. Casimir SJ
2009	-	2012	Rev Fr Cheruparambil J John SJ
2012	-	2013	Rev Fr Dr Dasari Showraiah SJ
2013	-		Rev Fr Dr A. Francis Xavier SJ

## **PRINCIPALS OF LOYOLA ACADEMY**

1976	-	1980	Rev Fr Nelapaty Joseph SJ
1980	-	1985	Rev Fr Mathew Vattakunnel SJ
1985	-	1993	Rev Fr Uppuluri S. Paul SJ
1993	-	1995	Rev Fr C. Peter Raj SJ
1995	-	1998	Rev Fr Tharigopula Inniah SJ
1998	-	2002	Rev Fr Cheruparambil J. John SJ
2002	-	2009	Rev Fr Dr A. Francis Xavier SJ
2009	-	2013	Rev Fr Dr S. Emmanuel SJ
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 HOD B.Com. Honours  
 Lecturer in Electronics  
 Lecturer in Biotechnology  
 Lecturer in English

### **ALUMNI ASSOCIATION**

Fr Dr A. Francis Xavier SJ  
 Fr Dr K.S. Casimir SJ  
 Fr A. Stanislaus SJ

Director  
 Principal  
 Rector

Fr Dr L. Joji Reddy SJ  
Fr K. Anil Kumar SJ  
Mr. Samson Jacob  
Dr. A. Raja Reddy  
Mr. P.V.R. Sai Prasad  
Mr. K. Lucas Reddy  
Mrs. E. Praveena  
Dr. K. Adithya Kumar

Vice-Principal (UG)  
Vice-Principal (PG)  
Placement Cell in-charge  
Dean of Science  
Dean of Developmental Affairs  
HOD B.Sc. Comp. Systems & Engg.  
HOD B.Com. Honours  
Reader in Zoology

### **HOSTEL COMMITTEE**

Fr A. Stanislaus SJ  
Fr Dr A. Francis Xavier SJ  
Fr Dr K.S. Casimir SJ  
Fr M.A. Alex SJ  
Fr M. Kishore Kumar SJ  
Br Y.A. Mary, S.S.A.

Rector  
Correspondent  
Principal  
Principal, L A Junior College  
Boys' Hostel Director  
Girls' Hostel Director

### **HYGIENE & CLEANLINESS COMMITTEE**

Fr Dr A. Francis Xavier SJ  
Fr Dr K.S. Casimir SJ  
Fr Dr L. Joji Reddy SJ  
Fr K. Anil Kumar SJ  
Dr. N. Maria Das  
Dr. Sadhana Jayaswal  
Mr. P.V.R. Sai Prasad  
Ms. Jacintha Vincent  
Mr. S. Chandra Shekaran  
Mr. Ch. Sandeep Reddy  
Mr. Ignatius Prasad  
Mr. Y.M. Alexis

Correspondent  
Principal  
Vice-Principal (UG)  
Vice-Principal (PG)  
Dean of Administration  
Dean of Academics  
Dean of Developmental Affairs  
HOD B.Com. Computers  
HOD Physical Education  
Lecturer in Physical Education  
Admin Officer  
Estate Officer

### **CALENDAR & HANDBOOK COMMITTEE**

Fr Dr K.S. Casimir SJ  
Fr Dr L. Joji Reddy SJ  
Fr K. Anil Kumar SJ  
Fr M. Kishore Kumar SJ  
Fr J. Packiaraj SJ  
Dr. Sadhana Jayaswal  
Dr. A. Raja Reddy  
Ms. Jacintha Vincent  
Mrs. Zehra Samana  
Dr. K. Adithya Kumar  
Dr. N. Maria Das

Principal  
Vice-Principal (UG)  
Vice-Principal (PG)  
Controller of Examinations  
Campus Minister  
Dean of Academics  
Dean of Science  
HOD B.Com. Computers  
HOD B.Sc. Biotech., Chem. & Gen.  
Reader in Zoology  
Lecturer in Economics

## IQAC STUDENT COUNCIL

### Student Representatives (Head Boy / Head Girl)

1	Mr. Mohammed Asif Ali Khan	DCP 63
2	Ms. P. Yashaswini	DFT 17
3	Ms. V. Hiranmayee	NMCH 1

### Cultural Secretaries

1	Mr. Moses Marian	DCS 60
2	Ms. M. Apoorva	DAD 34

### Fine Arts Secretaries

1	Mr. Akash J Mathew	DMSCS 32
2	Ms. Marion Carissa	DMC 15

### Literary Secretaries

1	Mr. Vollala Pradeep	DMC 65
2	Ms. Asra Tabassum Khan	DEL 5

### Sports Secretaries

1	Mr. Ganesh Kumar Bhosle	DCP 48
2	Ms. N. Sneha Priya	DCG 16

## STUDENT DISCIPLINE & VOLUNTEERS' FORUM

1.	Mr. K. Prithvi	Coordinator	DEL 55
2	Mr. Rahul Reshaph	Asst. Coordinator	DMSCS 46
3	Ms. Ranjana Singh Rathore	Asst.Coordinator	DMC 16
4	Ms. Priyanka Sherlin	Asst.Coordinator	DCE 2
5	Mr. Vishal Sharma	Asst.Coordinator	DCP 23
6	Mr. Alex	Asst.Coordinator	DCH 21
7	Mr. M. Pranay		DMC 39
8	Ms. Natalie Edith Oldbury		DBA 13
9	Mr. Syed Ahmed Hussian		DBA 59

10	Mr. M. Moses	DCE 15
11	Ms. Maken Sukhdeep Kaur	DCS 9
12	Mr. Sunkari Thambi Southik	DET 33
13	Ms. Muthrak Asha Jyothi	DET 50
14	Ms. Thota Deepika	DMSCS 16
15	Ms. Joddie Elaine Cresswell	DBT 13
16	Ms. S. Priyanka	DCH 28
17	Mr. Rashab Kanodia	DCH 55
18	Mr. Yesh Matta	DCP 30
19	Mr. Ramagoni Mukesh	DAG 51
20	Ms. Bavaji Neha	DAG 8
21	Mr. Daniel Joshua	DCG 37
22	Ms. Rose Mary Sajan	DCG 13
23	Ms. G. Diana	DCG 8
24	Mr. Y. Nagamallikarjun	DCC 65
25	Mr. Prashanth Nair	DCH 42
26	Ms. Tarjani Dube	DEL 25
27	Mr. C. Rahul Raju	NMBA 51
28	Ms. Afreen Siddique	NMBT 4
29	Mr. M. Vivekanand	NMCA 6
30	Mr. Rahim VKani	DAD 30
31	Ms. Khyati Moorjani	DAD 06
32	Mr. Jerone Xavier	DCT 41
33	Ms. B. Sowmya	DCT 02
34	Ms. Navnetha	NMCH 03
35	Mr. Sujit	DFT 35
36	Ms. Ashwitha	DFT 07



## COLLEGE CLUBS

### **Dance Club**

Mrs. Saras Chandra  
Mrs. P.M. Mamatha Rani  
Mrs. S. Hemalatha  
Mrs. T. Jaya Parimala

### **Dramatics Club**

Mrs. P. Veena  
Mrs. Grace Sarojini Israel  
Mrs. G. Anitha Mary  
Dr. G. Ratna Vani

### **Literary Club**

Mrs. Nita B. George  
Dr. Sonika Sharma  
Mrs. P. Sudha Rani

### **Music Club**

Mrs. Sritama Maitra  
Mrs. J. Nivedita  
Mr. S. Chandrasekharan

### **Drawing & Painting/ Arts Club**

Mr. B. Bhaskara Rao  
Mr. A. Ramesh  
Mr. K.B. Sharath Chandra Raju

### **Elocution Club**

Mrs. R. Beulah Rani  
Mrs. Sritama Maitra  
Mr. N. Ghosh

### **Debate Club**

Mrs. P.M. Mamatha Rani  
Mrs. P. Veena  
Mr. Dheeraj Kumar Sahu

### **G K Club**

Mr. P.V.R.S. Prasad  
Mr. K. Sivaganesh  
Mrs. A. Esther Sandhya

### **Photography Club**

Mr. B. Bhaskar Rao  
Mr. P. Vikram Kumar  
Mr. V. M. Rajashekhar Reddy  
Mr. R. Ravinder Singh

### **Film Club**

Mr. Khaja Azizuddin  
Mr. K. Shiva Ganesh  
Mr. S. Uma Maheswar Rao  
Mr. A. Ramesh

### **Innovation Club**

Mrs. V. Theresa Vinayasheela  
Mr. Nithyanand Ghosh  
Mrs. B. Rama

### **Entrepreneurs' Club**

Mrs. Kavitha Joshi  
Mr. K. Prashanth  
Mr. A. Sandeep Abraham

## ACADEMIC INFORMATION

### CHOICE-BASED CREDIT SYSTEM

The academic year consists of two semesters. At the undergraduate level, the curriculum is spread over three years except B.Sc. (Hons.) Agricultural Science and Rural Development, which lasts for four years. The duration of a semester is approximately 16-18 weeks, each consisting of six working days.

In the academic year 2009-10, the college introduced the Choice-Based Credit System (CBCS). All degree students are expected to earn a minimum of 135 Credits for the completion of the Undergraduate Degree Course. Besides these credits, they should also put in 50 hours of social service under PLANET Programme. Students are also encouraged to get certificates by involving themselves in NSS/NGC/SPORTS & GAMES/AICUF/Women Cell/NCC etc.

The second year students, besides undergoing the regular curriculum, also choose one General Elective from across the streams. These courses are add-on and career-oriented which will make them more employable after completing their respective Degree Course.

In order to make the students research-oriented, all the final year students are to undertake a Project Work and submit their Dissertation as well as take a Viva Voce. All these components of the Degree Curriculum under the CBCS have to be completed before one gets one's Undergraduate Degree.

#### CHOICE-BASED CREDIT SYSTEM CHART

Part I: Languages & Foundation Courses	Part II: Major Subjects
<ol style="list-style-type: none"> <li>1. English</li> <li>2. Indian Heritage and Culture</li> <li>3. Value Education</li> <li>4. PLANET (Community Service)</li> </ol>	<ol style="list-style-type: none"> <li>1. Core Subjects</li> <li>2. Environmental Studies</li> <li>3. General Elective</li> <li>4. Fundamentals of</li> <li>5. Information Technology</li> <li>6. Project Work</li> </ol>

The College has adopted the system of valuation based both on Continuous Internal Assessment (C.I.A.) and Semester-End Examination (S.E.E). The C.I.A and S.E.E. will have the weighting of 40% and 60% respectively. C.I.A. consists of Weekly Tests, Assignments, Seminar/Viva Voce, Mid-Semester and Pre-Final Exams as part of Theory. C.I.A. consists of Practicals (laboratory work etc.) too. The student's regularity, as indicated by attendance, will also be taken into account for C.I.A. The S.E.E. will be in the form of a comprehensive written examination for each course at the end of the semester and most of the subjects have Practical Exam too. The question papers for these examinations will be set by experts chosen from outside the College and answer scripts will be valued by external examiners.

#### **Continuous Internal Assessment (CIA):**

1) A student becomes eligible to appear for the Semester-End Examinations only if he/she has secured the **MINIMUM ATTENDANCE OF 75%**. If he/she fails to get the minimum attendance, he/she has to repeat that Semester in the following academic year. His/her name will be off the rolls for the following semester.

In case a student is absent from classes due to grave illness/accident, he/she should have a minimum of 65% of attendance and should have already obtained permission prior to their absence due to grave illness/accident. However, medical certificate for minor ailments like cold, cough and fever will not be accepted. They should submit a Medical Certificate issued by a registered medical practitioner along with the medical prescription on the first day that he/she returns to regular classes. Medical certificates that are submitted later or just before the Semester End Exams will NOT be accepted.

#### **EVALUATION**

#### **ELIGIBILITY TO APPEAR FOR THE SEMESTER- END EXAMI- NATIONS (SEE) & MEDICAL LEAVE**

**ATTENDANCE  
MARKS  
AND  
CIA  
COMPO-  
NENTS**

Attendance Marks			
Percentage	Marks Allotted	Percentage	Marks Allotted
75.1 to 77.5	01	87.6 to 90.0	06
77.6 to 80.0	02	90.1 to 92.5	07
80.1 to 82.5	03	92.6 to 95.0	08
82.6 to 85.0	04	95.1 to 97.5	09
85.1 to 87.5	05	97.6 to 100	10

**N.B:** The attendance of the previous month will be displayed in the first week of every month in the Information Kiosk. It is the student & parent /guardian's responsibility to verify it and in case of a shortage of attendance to meet the HOD/Block In-charge /Vice-Principal concerned.

2) A student can appear for the Semester-End Examinations only if he/she has obtained a minimum of **40%** marks in the Continuous Internal Assessment (CIA). Under the CIA system in the college, there are **Weekly tests, Mid-Semester Exam, Pre-final Exam, Assignment, Viva/Seminar and Attendance**. Weekly test is conducted for 50 minutes, Mid Semester for 2 hours, Pre-final Exam for 3 hours, Semester-End Exam (SEE), both Theory and Practical, is conducted for 3 hours each. The pass marks for S.E.E. Theory and Practical are 40% and 50% respectively.

**CIA Components for all UG courses (Theory):**

Component	Marks Allotted	Component	Marks Allotted
Weekly test	15	Assignment	05
Mid-Semester	25	Viva/Seminar	05
Pre-final Exam	40	Attendance	10

**Grand Total = 100 (100 will be converted into 40 as per CIA Weighting and SEE Weighting is 60)**

**CIA Components for all UG courses  
(Practicals):**

<b>Component</b>	<b>Marks Allotted</b>
Attendance	05
Observation / record book	05
Practical skills acquired	10
Pre-final Practical (3 hours)	20
<b>Total Marks for CIA</b>	<b>40</b>

3) In principle, there will not be any re-exams. In case of accident or grave illness or death in the family, the Principal/Vice-Principal should be informed immediately and a written permission to be absent from the exams should be obtained by the parent. The decision to conduct or not to conduct the re-mid exams rests with the Principal/Vice-Principal and will be examined case by case, purely on the merit of the case. The decision of Principal/Vice-principal is final and binding. Under extraordinary circumstances and for genuine reasons on a case-to-case basis, it is the Principal's discretion to call all the officials concerned to decide whether or not to give permission for a re-examination.

For applying for re-examination, the students along with their parents should approach the Vice-Principal with all the necessary documents, who, in consultation with the Block In-charge and the Head of the Department concerned would analyze the case and forward it to the Principal. The Principal would finally decide whether or not to permit the student to take a re-exam and the same would be communicated to the COE on a case-to-case basis. If permitted, the Examination Coordinating Cell headed by the Chief Superintendent of Exams coordinates the conduct of the re-exams.

**RE-EXAM  
NORMS  
(CIA)**

**SEMESTER  
END  
EXAMI-  
NATIONS**

The Semester-End Examinations will be held in the **MIDDLE OF OCTOBER** and in the **MIDDLE OF MARCH** every year under normal circumstances.

**Semester-End Examinations (SEE):**

- 1) Passing the first year subjects (I Year – Semester - I & II: Theory and Practical) is mandatory to be promoted to the Third year. If there is any backlog, **NO INSTANT EXAM** is conducted.
- 2) The number of backlogs, if any, in any year shall not exceed 50% of the papers prescribed for that year.
- 3) There will be no re-evaluation of the practical exams.

**RULES  
OF  
PROMOTION  
TO  
VARIOUS  
SEMESTERS**

I Year – I Semester	a	Admission
I Year – II Semester	a	Regular course of study of I Year - Semester I
II Year –I Semester	a	Regular Course of Study of I Year - Semester II
	b	The number of backlogs, if any, of I Year - Semester I & II shall not exceed 50% of the papers prescribed for the I Year - Semester I & II
II Year – II Semester	a	Regular Course of Study of II Year-Semester I
III Year – I Semester	a	Pass in I Year-Semesters I & II (both Theory and Practical)
	b	Regular Course of Study of II Year - Semester II
	c	The number of backlogs, if any, of II Year - Semester - I & II shall not exceed 50% of the papers prescribed for II Year - Semester I & II

III Year – II Semester	a	Regular Course of Study of III Year - Semester I
IV Year – I Semester	a	Pass in second year – Semesters I & II (both Theory & Practical)
	b	Regular Course of Study of III Year – Semester II
	c	The number of backlogs, if any, of III Year – Semester – I & II shall not exceed 50% of the papers prescribed for III Year – Semester I & II
IV Year – II Semester	a	Regular Course of Study of IV Year – Semester I, i.e. Students have to complete both Industry Internship and RAWEP.

**NB :** 1) Where the total number of subjects (both Theory and Practical) is odd, the student is given the advantage (e.g., If the total number of subjects for a year is 19, the student is expected to clear at least 9 of them). No instant exam for outgoing students will be conducted.

2) There is no instant exam in the Examination System of Loyola Academy.

3) It is clear that those who have not completed the course of study within double the duration of the course, are not eligible to appear for any examination to clear the failed papers. They will forfeit their admission. (e.g. if one has joined for a 3-year degree in the academic year 2012-13, one should complete one's degree by 2017-18).

**GRADING:** Grading is done as per SGPA & CGPA norms.

**RULES  
OF  
PROMOTION  
TO  
VARIOUS  
SEMESTERS  
(Contd.)**

## SGPA & CGPA

As part of Choice-based Credit System, Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be implemented from the academic year 2014-15 onwards for the first year students admitted in 2014-15. As part of SGPA and CGPA the following resolutions are passed by the Academic Council to be implemented from the current academic year onwards starting with the current first year students (2014-15 batch).

**Theory Paper:** After having secured a minimum of 40% in every theory paper (S.E.E.), there should be a minimum of 40% when Internal (CIA) and External (S.E.E.) marks are put together, i.e. 40 marks out of 100.

**Practical Paper:** After having secured a minimum of 50% in every practical paper (S.E.E.), there should be a minimum of 40% when Internal (CIA) and External (S.E.E.) marks are put together, i.e. 40 marks out of 100.

SEMESTER  
GRADE  
POINT  
AVERAGE  
&  
CUMULATIVE  
GRADE  
POINT  
AVERAGE



## COLLEGE FEE

### GENERAL INFORMATION

- § The admission of the first year student is complete only on the payment of the total fee of the academic year.
- § The other (i.e. II / III / IV year) students will have to pay the semester fees in the bank before the classes resume for that particular semester and submit the challan/online transaction number (NEFT/UTR No.) in the college office **before the commencement of the semester**, failing which their names will not be found on the nominal rolls.

**Note :** All the College fees are paid in the IOB, Loyola Academy branch, by way of a bank challan issued by the college office. Hence, it is illegal for any student or staff to collect any fees or raise any fund from any student or staff for any purpose or organization on the college premises or to direct the student or staff to pay any fee or to make any contribution to any organization without the explicit written permission of the Principal.

## PLANET

Extension Programme is the third important limb of University Education along with teaching and research. Loyola Academy Degree & PG College in its efforts to lay stress on this aspect has undertaken an ambitious social program i.e., PLANET (Project of Loyola Academy for Neighborhood Empowerment and Transformation). The objective of this programme is to inculcate in the students the spirit of social responsibility, besides academic excellence and spiritual growth. Even as they are encouraged to strive for acquiring more knowledge and skills through different courses, they are exposed to the stark social realities of rural and urban poor, to develop in them an attitude of deep concern for the neglected section of our society. In line with the mission of our college to mould, 'Men and Women for Others', PLANET Programme makes it mandatory for all the first year degree students to participate in social service extension activities.

## MEDICAL CONSUL- TATION

Dr. E.P. Chandrakala Reddy, MBBS., M.D. is available for consultation and general medical checkup at the doctor's room (Room No.208, Inigo Block) on **Mondays and Wednesdays** from 12.50 p.m. to 01.40 p.m. **Consultation is free** for staff and students.

§ The placement cell of the college helps facilitate the placement of eligible students in various private companies that visit our campus. This is merely an additional service rendered by the college and the management of the college does not promise nor is under any obligation to secure any specific jobs either in the private or public sectors.

## PLACE- MENT CELL

§ The students of B.Sc. (Hons) Agricultural Science & Rural Development (IV/I semester) will follow the rules regarding **Industry Internship** and **RAWEP** (Rural Agricultural Work Experience Programme) as articulated in the manual on Industry Internship and RAWEP in the syllabus copy.

## B.Sc. (Hons) Agri. Sci. & RD

§ B.Sc. (Hons) Agricultural Science & Rural Development course is recognized\* by Osmania University under UGC, New Delhi, but not equivalent to B.Sc. Agriculture of ANGRAU, Hyderabad / State Agricultural Universities, as the admissions are not done through EAMCET. This course does not come under Indian Council of Agricultural Research (ICAR), New Delhi.

§ Although the University prescribes a minimum of 75% of attendance, this college insists on regular attendance in all classes. Hence, no one should be absent from class except for genuine reasons and with prior leave.

## ATTEN- DANCE

§ Students should check their attendance which will be displayed at the beginning of each month in the information kiosk.

§ Students are to regularly read the notices and circulars displayed in the **Information Kiosk** and other notice boards, regarding various matters such as examinations, fees payments, scholarship, extra and co-curricular activities, etc. Students will be solely responsible for their failure to follow the instructions given in the notices and circulars and adhere to the given schedule.

## NOTICES & CIRCULARS

## CERTIFI- CATES

01. A student (past or present) desiring to obtain a certificate (transfer, conduct, study, age, etc.) shall apply for it in the prescribed form available in the College Office.
02. To obtain any certificate the student needs to apply 48 hours in advance.
03. Application for certificates should be addressed to the Principal.
04. The annual certificates of attendance and progress required for the End-Semester Examination will not be issued unless:
  - a) The Principal is satisfied with the student's progress and conduct.
  - b) The student has attended three-fourths of the total working days in the academic year.

## GENERAL NORMS

### DISCIPLINE PUNC- TUALITY

- § Students are expected to be punctual in attending all classes, especially, the First Hour in the morning and the Fourth Hour in the afternoon.
- § Attendance is taken at the beginning of each hour
- § No one is allowed to enter the class after the second bell without obtaining a LATE SLIP duly signed either by Fr. Principal / Fr. Vice-Principal / Block In-charge.
- § If a student reaches after the class begins, he/she should stay in the library for the rest of the period and attend the next class.
- § All lecturers are expected to strictly enforce this rule.

### CLASS ROOM CONDUCT

- § Do not loiter anywhere on the College Campus during the class hours.
- § Do not transact any work in the College Office during the class hours.
- § Do not go to the canteen during the class hours or hang around the canteen unnecessarily after 4.30 p.m.
- § Do observe strict silence in the class after the second bell.

## CODE OF BEHAVIOUR AND CAMPUS CULTURE

- § The Government and the University have issued detailed instructions with regard to the banning of any sort of RAGGING on the College campus by any student. LOYOLA ACADEMY right from the beginning has enforced this ban on ragging or any type of intimidation with severe sanctions attached. Instant dismissal is the usual punishment for any offender in this regard.
- § Smoking, drinking or taking drugs on the College campus are strictly forbidden. Any violation of this rule will be viewed very seriously and appropriate penal action will be taken against the offender/s. Any student found drunk inside the campus at any time of the day or night, will be dismissed from the college.
- § No one should spoil the name of the staff or the officials or the institution or fellow students on the social network websites such as Face Book, Whatsapp, Twitter, Viber, Orkut etc. If any one does so, legal action will be taken against the culprit based on cyber laws.
- § Students should not get involved in politics and hold membership in political student unions.
- § By order of the Supreme Court, the students are prohibited from using their mobile phones on the campus. No student is permitted to use any electronic gadgets like MP3, IPOD, etc on the campus.
- § All vehicles (Scooters, Motorbikes, Mopeds, Cycles, etc.,) should be parked only in the parking lot near the main gate. Pleasure riding on the campus is strictly forbidden.

- § Any act subversive of discipline or good behaviour on the premises or outside the premises, if it affects the discipline or administration of the College/Hostel or has a bearing on their smooth and efficient working, or their reputation.
- § Organizing, holding, attending or taking part in any meeting, exhibition, sticking or distributing any handbills, notices, leaflets, booklets, pamphlets or posters on the premises without prior written permission of the management.
- § Holding a meeting without permission, staging or

## MAJOR MIS- CONDUCT

<p><b>MAJOR MIS- CONDUCT</b></p>	<p>participating in demonstration, shouting, coercing others to join in group action within the premises or its immediate vicinity.</p> <p>§ Participating in any illegal strike or stay-in-strike or abetting, inciting, instigating or acting in furtherance of a strike or stay-in-strike on the campus or / and within the radius of 100 mts of the premises of the Institution.</p> <p>§ Squatting or remaining within the premises with a view to intimidate or coerce or threaten the management or its officials or staff.</p> <p>§ Engaging in any act or conduct within the premises which is likely to endanger the life or safety of any management, superior, co-staff, students, visitors or others.</p>
<p><b>DRESS CODE</b></p>	<p>§ Students should wear formal dress to attend classes in the college.</p> <p>§ Wearing of casual dresses like collarless T-Shirts, collared T-Shirts with images or words on them, sleeveless tops, short skirts and tight pants must be avoided.</p>
<p><b>LEAVE OF ABSENCE</b></p>	<p>§ Those who abstain from class for some genuine reason should submit a LEAVE LETTER duly signed by their parent/warden, preferably before they avail their leave or as soon as they return to attend classes. Due permission must be obtained from either Fr. Principal / Fr. Vice-Principal / Block-in-charge before they attend class.</p> <p>§ In case of a medical problem, a medical certificate has to be submitted immediately after the student recovers and returns to the college.</p>
<p><b>PARENT- TEACHER INTER ACTION</b></p>	<p>§ Parents are encouraged to interact with the faculty regularly regarding their ward's attendance, performance or any other related issue.</p>

§ Students are advised to visit the information kiosk regularly for all important updates regarding the curriculum, notices and extra-curricular activities.

INFORMATION  
KIOSK

§ Students can drop their suggestions / complaints about any aspect of the college, in the complaint box placed next to the Principal's office with their name and roll number. Strict confidentiality will be maintained and their identity will not be disclosed.

SUGGES-  
TIONS/  
COM-  
PLAINTS

§ An on-campus internet café is open for all students and staff to access the internet.

CYBER  
WORLD

01. Strict silence must be observed in the Library and the Reading Room.
02. To borrow books from the Library, an application must be made prior to borrowing books from the issue counters.
03. Books will be issued only on presentation of the identity card of the student on which his/her photograph and signature has been attested.
04. Borrowing on other's identity cards is not allowed and their library membership will be cancelled if found guilty of the same.
05. No one is allowed to sub-lend the library books which he/she has borrowed.
06. For I & II year students, a maximum of three books and for the final year students, a maximum of four books at a time will be allowed.
07. The borrower will be held responsible for loss, exchange or damage done to the books which he/she borrows and in case of loss of the book, he/she has to replace the new and latest book of that title, after reporting to the Librarian.
08. The borrower should not mark with pencil or pen on the pages of the book. Before leaving the library-counter, the student must carefully check the books

GENERAL  
RULES  
OF  
THE  
LIBRARY

## GENERAL RULES OF THE LIBRARY (CONTD)

issued to him/her. If any damage is noticed, it must be reported to the Librarian at once, lest the student be held responsible for it later.

09. The loss of a library book should be immediately reported to the Librarian.
10. Books must be returned to the library on or before the due date stamped on them. If not, an over-due charge of 2 Rs. per day will be collected from the defaulter.
11. No books will be issued to those who have not cleared their over-due charges in full.
12. The library hours are 9 a.m. to 5 p.m.

## Administration

1	Rev Fr K.A. Stanislaus SJ	Rector
2	Rev Fr Dr A. Francis Xavier SJ	Correspondent
3	Rev Fr Dr K.S. Casimir SJ	Principal
4	Rev Fr Dr L. Joji Reddy SJ	Vice Principal (UG)
5	Rev Fr K. Anil Kumar SJ	Vice Principal (PG)
6	Rev Fr M.A. Alex SJ	Principal, LA Junior College
7	Rev Fr D. Karunaidass SJ	Treasurer
8	Rev Fr M. Kishore Kumar SJ	Controller of Examinations & Hostel Director (Boys Hostel)
9	Rev Fr T. Lourdhu Reddy SJ	Finance Controller
10	Rev Fr J. Packiaraj SJ	Campus Minister
11	Rev Sr Y.A. Mary	Hostel Director (Girls Hostel)

# LOYOLA ACADEMY MEMBERS OF THE STAFF FOR THE YEAR 2014-15

Sl.No.	Name of the Employee	Designation
<b>I B.Sc. CHEMICAL TECHNOLOGY 1</b>		
1	Rev Fr Dr K.S. Casimir S.J., M.A., PGCTE, Ph.D.	Lecturer in English & Principal
2	Mrs. B. Lalitha Kumari, M.Tech. PGDPM	Lecturer in Chemical Technology & HOD
3	Mr. P.V.R. Sai Prasad, B.E.	Lecturer in Chemical Engg. HOD Coordinator & Dean of Developmental Affairs
4	Mrs. T. Lalitha, M.Tech.	Lecturer in Chemical Technology
5	Dr M. Jayaramadu, M.Sc., M.Phil, Ph.D.	Lecturer in Chemistry
6	Mr. B. Samareesh, M.Sc., PGDTC	Lecturer in Physics
7	Mrs. D. Jyothsaka, M.Sc.	Lecturer in Chemistry
<b>II B.Sc. (Hons) AGRICULTURAL SCIENCE &amp; RURAL DEVELOPMENT</b>		
1	Dr K. Shanthi, M.Sc.(Ag), Ph.D	Lecturer in Agriculture & HOD
2	Dr K. Aditya Kumar, M.Sc., Ph.D.	Reader in Zoology
3	Dr A. Raja Reddy, M.Sc. (Ag), Ph.D.	Reader in Agriculture & Dean of Science
4	Dr K. Krishna Mohan, M.Sc.(Ag), Ph.D	Reader in Agriculture
5	Mr S. Babu Rao, M.Sc.	Farm Superintendent
6	Mrs. D. Saritha, M.Sc. (Horti)	Lecturer in Horticulture
7	Mrs. K. Sudha Sundari, M.Sc. (Ag.)	Lecturer in Agriculture
8	Mr. C. Vani Prasad, M.Sc. (Ag. Ext)	Lecturer in Agri. Extension
9	Ms. U. Divya Rani, M.Sc. (Ag.)	Lecturer in Agriculture
<b>III DEPARTMENT OF COMPUTER SCIENCE 2</b>		
1	Dr K. Vijayalakshmi, M.Sc., Ph.D	Director
2	Mrs. M. Geetha, M.Sc. M.Tech	Lecturer in Computer Science & HOD
3	Rev Fr A. Stanislaus S.J., MCA, EXEC-PGDGM	Associate Professor
4	Mrs. K. Bharathi, MCA, M.Tech., (Ph.D)	Associate Professor
5	Mrs. P.S.R. Malathi, M.Tech. (S.E.)	Lecturer in Computer Science
6	Mrs. V. Theresa Vinayashree, MCA, M.Tech	Lecturer in Computer Science & HOD
7	Mrs. A. Lourdurajini Kumari, MCA, M.Tech	Lecturer in Computer Science
8	Mrs. P.V. Nagalakshmi, MCA, M.Tech	Lecturer in Computer Science
9	Mrs. S. Hemalatha, MCA	Lecturer in Computer Science
10	Mrs. G. Ansha Mary, MCA (Ph.D.)	Lecturer in Computer Science
11	Mrs. G. Sirisha, MCA, (M.Tech)	Lecturer in Computer Science
12	Mrs. K. Ansha, MCA, M.Tech	Lecturer in Computer Science
13	Mr. K. Lucas Reddy, M.Tech.	Lecturer in Electronics & HOD
14	Mrs. Shobha Rani, M.Sc. DISM, PGCCA (C.Sc.)	Lecturer in Computer Science
15	Mr. Rajee Koshy, B.E.	Lecturer in Computer Science



16	Ms. B. Shara Sudha, MCA, M.Tech.	Lecturer in Computer Science
17	Mr. V. Harsha, M.Sc., M.Phil, M.Tech, M.Sc.	Lecturer in Computer Science
18	Ms. P. Ramya, B.Tech	Lecturer in Computer Maintenance
19	Mr. J. Jesu Padam, B.E., (Mech.), DBM	Lecturer in Engg. Drawing
20	Mr. Harry Joseph M	Lab Technician

#### **IV B.Sc. BIOTECHNOLOGY, CHEMISTRY & GENETICS**

1	Mrs. Zehra Samana, M.Sc., B.Ed	Lecturer in Genetics & <b>HOD</b>
2	Mrs. T. Suchitra Naidu, M.Sc., (Ph.D) (B.Ed.)	Lecturer in Bio-Chemistry
3	Mrs. A. Jaya Madhuri Latha, M.Sc., (Ph.D)	Lecturer in Biotechnology
4	Mrs. N. Kavitha, M.Sc.	Lecturer in Chemistry
5	Mrs. M. Archana, M.Sc.	Lecturer in Biotechnology

#### **V B.Sc. ELECTRONICS TECHNOLOGY**

1	Mr. T. Venkatesh, M.Sc.	Lecturer in Electronics & <b>HOD</b>
2	Mr. Nityananda Ghosh, B.Sc.(Hons) M.Sc., M.Phil	Lecturer in Physics
3	Mrs. B. Rama, M.Sc., M.Phil	Lecturer in Electronics
4	Mr. V. Jagadish, M.Sc., M.Phil	Lecturer in Mathematics
5	Ms. S. Saritha Sawalkar, M.Sc.	Lecturer in Electronics
6	Mr. I. Balaji, B.Tech (PGDENM)	Lecturer in Electronics
7	Mrs. Y. Lakshmi Parimaja, M.Sc.	Lecturer in Electronics

#### **VI B.Com.(Hons), (Advt., Sales Promotion & Sales Mgmt.), (General) & (Computers) & BBA**

1	Mrs. E. Praveena, M.Com	Lecturer in Commerce & <b>HOD (Honours)</b>
2	Mrs. Suja Mathew, M.Com, B.Ed.	Lecturer in Commerce & <b>HOD (General)</b>
3	Mr. G. Srivatsa, M.C.J	Lecturer in Communication & <b>HOD (Advt., SP&amp;SM)</b>
4	Ms. Jacintha Vincent, M.Com, PGDCA, DCST(II, Sc.)	Lecturer in Computers & <b>HOD (Computers)</b>
5	Ms. Phebi Priya Darshini P. MBA	Lecturer in Business Administration & <b>HOD BBA</b>
6	Dr N. Maria Das, M.A., Ph.D	Lecturer in Economics & <b>Dean of Administration</b>
7	Mrs. Y. Anjani Kumari, M.Com, PGDBM, MBA	Lecturer in Commerce & <b>Dean of Commerce</b>
8	Mrs. N. Indra Prasad, M.Com, MBA, (Ph.D)	Lecturer in Commerce (on-lien)
9	Mrs. P. Sudha Rani, M.Com	Lecturer in Commerce
10	Mr. K. Kiran Kumar, M.Sc, M.Phil	Lecturer in Mathematics
11	Mrs. Sunindita Pan, M.A.	Lecturer in Economics

12	Dr Neeli Deepa, M.A., Ph.D.	Lecturer in Economics
13	Ms. Dolly Isaac, M.Com, B.Ed., PGDM, (M.Phil)	Lecturer in Commerce
14	Mrs. K. Saras Chandra, M.Com	Lecturer in Commerce
15	Mrs. V. Lakshmi Nerusha, MBA	Lecturer in Business Administration
16	Ms. Chalcedony Kaitha, MBA	Lecturer in Business Administration
17	Mrs. K. Rajani, M.Com, M.Phil, B.Ed.	Lecturer in Commerce
18	Mrs. Chandra Kanta, M.Com, M.Phil	Lecturer in Commerce
19	Mr. A Sandeep Abraham, M.A, M.Com, MBA, M.Phil, (Ph.D.)	Lecturer in Commerce
20	Mr. N. Anil Kumar, M.Com, M.Phil	Lecturer in Commerce
21	Mrs. G. Shiva Ranjini Yadav, M.Com, M.Phil	Lecturer in Commerce

## VII DEPARTMENT OF FOOD TECHNOLOGY & MANAGEMENT

1	Mr. A. Ravinder, M.Tech. (Ph.D.)	Lecturer in Food Technology & HOD (M.Sc.)
2	Mrs. T. Sravanthi, M.Sc., PGD (Ph.D.)	Lecturer in Food Technology & HOD (B.Sc.)
3	Mrs. A. Esther Sandhya, B.Tech., (M.Tech)	Lecturer in Food Technology
4	Ms. N.C. Swathi Sirisha, M.S.	Lecturer in Food Technology
5	Mr. M. Karthik, M.Sc.	Lecturer in Food Technology
6	Ms. P. Anjali E Kunan, M.Sc.	Lecturer in Food Technology
7	Ms. Monica Yadav, M.S.	Lecturer in Food Technology
8	Ms. M. Spandana, M.Sc.	Lecturer in Food Technology

## VIII B.A. MASS COMMUNICATION

1	Mr. V.M. Rajasekhar Reddy, M.Sc.	Lecturer in Communication & HOD
2	Mrs. V.J. Bharathi, M.Com, ADCA, MCI, PGD in Multimedia	Lecturer in Multimedia
3	Mr. P. Vikram Kumar, M.Sc. (CS), Diploma in Video	Lab instructor
4	Mr. Moses Abhishek, B.Tech	Sound Engineer
5	Mr. Khaja Azbuddin, M.A (MCJ)	Lecturer in Mass Communication
6	Mr. K. Shivaganesh, M.A. Communication	Lecturer in Mass Communication
7	Mr. Keshav Vivek, M.A. Communication	Lecturer in Mass Communication
8	Mr. M. Murajidharan, M.A.	Lecturer in Mass Communication

## IX B.A. PSYCHOLOGY, ENGLISH LITERATURE & JOURNALISM

1	Mr. W. Phani Raj, M.A.	Lecturer in Psychology & HOD
2	Ms. K. Jessica, M.Sc. (Applied Psychology)	Lecturer in Psychology
3	Ms. D. Elita, M.C.J	Lecturer in Journalism

## X ENGLISH

1	Mrs. Grace Sarojini Israel, M.A., M.Phil, M.A. (CS)	Lecturer in English, HOD & Dean of Student Affairs
2	Mrs. PM. Mamatha Rani, M.A., B.Ed. (PGDELT)	Lecturer in English
3	Mrs. R. Baulah Rani, M.A., B.Ed., (PGCTE)	Lecturer in English

- |   |  |                     |
|---|--|---------------------|
| 4 | Mrs. P. Veena, M.A.B.Ed.,PGCTE,PGDTE.(Ph.D.) | Lecturer in English |
| 5 | Ms. Sritama Maity, M.A.                      | Lecturer in English |
| 6 | Mrs. Nita B George, M.A., B.Ed.              | Lecturer in English |

#### **XI B.Sc. MATHS, STATISTICS & COMPUTER SCIENCE**

- |   |   |                               |
|---|---|-------------------------------|
| 1 | Dr. K. Vijayalakshmi, M.Sc., Ph.D.      | Lecturer in Mathematics & HOD |
| 2 | Mr. M.V. Rajagopal, M.Sc.               | Lecturer in Mathematics       |
| 3 | Mr. N.V.D. Maruthiam, M.Sc.             | Lecturer in Statistics        |
| 4 | Mrs. M. Shalaja, M.Sc.                  | Lecturer in Statistics        |
| 5 | Mrs. K. Nivutha, M.Sc., B.Ed., (M.Phil) | Lecturer in Statistics        |
| 6 | Mr. B. Prasad, M.Sc.                    | Lecturer in Statistics        |

#### **XII B.Sc. ANIMATION DESIGN**

- |   |  |  |
|---|--|--|
| 1 | Mr. B. Bhaskara Rao, MFA                 | Lecturer in Animation,<br>HOD & Dean of Arts |
| 2 | Mr. A. Ramesh, MFA                       | Lecturer in Animation                        |
| 3 | Mr. K.B. Sharath Chandra Raju, M.Sc.-3D  | Lecturer in Animation                        |
| 4 | Mr. S. Umamaheswara Rao, M.A., (MFA)     | Lecturer in Animation                        |
| 5 | Mr. R. Ravinder Singh, B.Sc. (CS), (MFA) | Lab Technician                               |

#### **XIII INDIAN CULTURE**

- |   |   |   |
|---|---|---|
| 1 | Dr. Sathona Jayaswal, M.A., B.Ed., Ph.D.          | Lecturer in Indian Culture &<br>Dean of Academics |
| 2 | Dr. Ratna Vani Gadda, M.A., M.Phil., PGDMM, Ph.D. | Lecturer in Public Administration                 |

#### **XIV VALUE EDUCATION**

- |    |  |                                     |
|----|--|-------------------------------------|
| 1  | Rev Fr M. Kishore Kumar S.J., M.A.       | Lecturer in Value Education & HOD   |
| 2  | Rev Fr Dr K.S. Casimir                   | Lecturer in English                 |
| 3  | Rev Fr A. Stanislaus                     | Associate Professor                 |
| 4  | Rev Fr Dr L. Joji Reddy                  | Associate Professor                 |
| 5  | Fr K. Anil Kumar S.J., MBA               | Lecturer in Business Administration |
| 6  | Rev Fr J. Packiaraj                      | Campus Minister                     |
| 7  | Dr K. Aditya Kumar, M.Sc., Ph.D.         | Reader in Zoology                   |
| 8  | Dr N. Maria Das, M.A., Ph.D.             | Lecturer in Economics               |
| 9  | Mrs. PM. Mamutha Rani, M.A., B.Ed.       | Lecturer in English                 |
| 10 | Mrs. Grace Sarojini Israel, M.A., M.Phil | Lecturer in English                 |

#### **XV MASTER OF BUSINESS ADMINISTRATION**

- |   |   |                                     |
|---|---|-------------------------------------|
| 1 | Dr K. Vijayalakshmi, M.Sc., Ph.D.         | Director                            |
| 2 | Mrs. Kavitha Joshi, MBA, (Ph.D.)          | Associate Professor & HOD           |
| 3 | Mr. T. Hanok, MBA, (Ph.D.)                | Associate Professor                 |
| 4 | Mrs. R. Sindhu, MBA, (Ph.D.)              | Lecturer in Business Administration |
| 5 | Mrs. Rachel Shalini, MBA, M.Phil, (Ph.D.) | Lecturer in Business Administration |

6	Mrs. G.L. Apama, MBA	Lecturer in Business Administration
7	Mr. K. Prachanth, MBA	Lecturer in Business Administration
8	Mrs. Suvarchala P, M.Com, MBA	Lecturer in Business Administration
9	Fr K. Anil Kumar SJ, MBA	Lecturer in Business Administration

## **XVI M.Sc. ORGANIC CHEMISTRY**

1	Mrs. S P Mythili, M.Sc., M.Phil	Lecturer in Chemistry & HOD
2	Dr Sonika Sharma, M.Sc, Ph.D.	Lecturer in Chemistry
3	Mr. Dheeraj Kumar Sahu, M.Sc., (Ph.D)	Lecturer in Chemistry
4	Mrs. Shalini-Mamata Jyothi Rekala, M.Sc., B.Ed.	Lecturer in Chemistry
5	Mrs. M. Nirmala, M.Sc.	Lecturer in Chemistry
6	Ms. Sayyada Noushin, M.Sc.	Lecturer in Chemistry

## **XVII M.Sc. BIOTECHNOLOGY**

1	Dr Ch. Sirisha, M.Sc., Ph.D., B.Ed.	Associate Professor & HOD
2	Rev. Fr Dr L. Joji Reddy SJ, M.Sc, M.Phil, Ph.D	Associate Professor
3	Dr Roseita Marline, M.Sc, Ph.D.	Lecturer in Biotechnology (on lien)
4	Mrs. B. Jaya Parimala, M.Sc., B.Ed.	Lecturer in Biotechnology
5	Mr. V.V.S. Chalapathi Rao, M.Sc., B.Ed.	Lecturer in Bio-Chemistry
6	Ms. J. Nivedita, M.Sc.	Lecturer in Biotechnology
7	Ms. Marie Deepthi, M.Sc., M.Phil	Lecturer in Biotechnology

## **XVIII DEPARTMENT OF LIBRARY**

1	Mr. D. Vital Rao, M.A, M.Li.Sc.	Librarian
2	Mrs. T. Showritu, M.A, M.Li.Sc.	Lecturer in Library Science
3	Mrs. T. Sharada, B.A., M.Li.Sc, M.Phil	Lecturer in Library Science

## **XIX DEPARTMENT OF ENVIRONMENTAL SCIENCE**

1	Mr. V. Kiran Kumar, M.Sc.	Lecturer in Environmental Science
2	Mrs. D. Saritha, M.Sc. (Horti)	Lecturer in Horticulture

## **XX DEPARTMENT OF PHYSICAL EDUCATION**

1	Mr. S. Chandrasekaran, M.PEd	Lecturer in Physical Education & HOD
2	Mr. Ch. Sandeep Reddy, M.PEd	Lecturer in Physical Education

## **XXI CONTROLLER OF EXAMINATIONS & EXAMINATION CELL**

1	Fr M. Kishore Kumar SJ, M.A.	Controller of Examinations (UG)
2	Mr. T. Hanok, MBA, (Ph.D.)	Controller of Examinations (PG)
3	Rev Fr Dr L. Joji Reddy SJ, M.Sc, M.Phil, Ph.D	Vice-Principal (UG)
4	Fr K. Anil Kumar SJ, MBA	Vice-Principal (PG)
5	Dr K. Adithya Kumar, M.Sc., Ph.D	Reader in Zoology
6	Dr N. Maria Das, M.A., Ph.D.	Lecturer in Economics
7	Mr. M.V. Rajagopal, M.Sc.	Lecturer in Maths
8	Mr. V. Jagadhis, M.Sc., M.Phil	Lecturer in Maths

## NON-TEACHING

### AIDED STAFF

1	C.P. SRINIVAS REDDY	Junior Assistant
2	P. SRINIVASA CHARY	Junior Assistant (on on-duty basis)
3	M.V.KRISHNAIAH NAIDU	Typist
4	Y. LOURDES RAJAN	Store Keeper
5	M.T.JAYALAKSHMI	Store Keeper
6	M.CHAKRADHAR	Record Assistant (on on-duty basis)
7	K. RAJESH BABU	Record Assistant
8	S. MARGARETTA	Record Assistant
9	K. RAMANAIAH	Record Assistant
10	T. PRABHAKARA CHARY	Record Assistant (on on-duty basis)
11	C.H. MOSES	Record Assistant
12	K. YESUDAS	Museum Keeper
13	K. ARULRAJ	Herbarium Keeper
14	A. REMIN JUISE	Attender
15	K.C. ANJANEYULU	Attender
16	K. JAYASEELAN	Attender
17	D. VINOD KUMAR	Attender
18	P. NICHOLAS	Watchman
19	B. AMBROSE	Watchman
20	P.S. MURTHY	Sweeper Cum Scavenger
21	K. AMULIYA	Gardener cum Waterwoman

### UN-AIDED STAFF

#### COLLEGE OFFICE / ADMIN STAFF (UG & PG)

1	IGNATIUS PRASAD	Admin Officer
2	KOCHUTHRISA SEBASTIAN	Senior Assistant
3	N. MARTHENAMMA	Junior Assistant
4	KIRAN KUMAR	Junior Assistant
5	G. PUSHPA LATHA	Junior Assistant
6	GODFIE FERNANDES	Junior Assistant
7	STEPHEN ASIRVADAM	Jr. Assistant (In-charge exten. prog.)

8	MURALIDHAR.B.RAO	Junior Assistant
9	B. N. USHA RANI	Junior Assistant
10	S.B. CHARY	Junior Assistant
11	S. MARIA DAS	Record Assistant

#### **PLACEMENT OFFICER**

11	SAMSON R. JACOB	Placement In-charge
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#### **COE OFFICE STAFF (UG & PG)**

12	G.B.SANTOSH KUMAR	Senior Assistant
13	D. SAPNA	Junior Assistant
14	M. SRINIVASA RAO	Junior Assistant
15	VEENA G. GOWLIKAR	Junior Assistant
16	C. ARUL DASS	Record Assistant
17	E. HARRY DOMINIC	Record Assistant
18	A. WILLIAM STALINE	Attender

#### **LAB TECHNICIANS**

19	V. Gangaraju	Lab Technician
20	M. Vinod Kumar	Record Assistant cum Technician

#### **CAMPUS MAINTENANCE STAFF**

21	Y.M. ALEXIS	Estate Officer
22	T. JAYARAMAN	Attender
23	I. CHRISTU RAJU	Attender

#### **LIBRARY STAFF**

24	Y. SUSHILA	Junior Assistant
25	P. SUBHAASHINI	Junior Assistant
26	P. VENKATAIAH	Attender
27	B. NARASING RAO	Attender
28	H. VISHAL	Attender

#### **MINISTERIAL / SUPPORTING STAFF**

29	REGINA JANE	Programmer cum Data Entry Operator
30	K. PRAVEEN KUMAR	Programmer
31	T. SHAILAJA	Programmer

32	V. SUJATHA	Programmer
33	S. INDIRA	Programmer
34	S. ARUNA PRABHA	Store Keeper
35	V. CHANDRAIAH	Record Assistant
36	M. VINOD KUMAR	Record Assistant Cum Technician
37	M. SUDHAKAR	Attender
38	R. ANTHONY RAJ	Attender
39	P. KOTIVEERAAIAH	Attender
40	M. SHOBHANA BABU	Attender
41	M. RAJESH REDDY	Attender
42	T. VENKATESWARLU	Attender
43	V. NAGESWARA RAO	Attender
44	CH. KOTESWARA RAO	Attender
45	U. JAYARAJU	Attender
46	M. ASHOK KUMAR	Attender
47	J. JOJAPPA	Attender
48	U. SOLMON	Attender
49	J. ARULDAS	Attender
50	B. RAJU	Attender
51	P.A. NAVEEN	Attender
52	N. CHINNAIAH	Attender
53	L. KIRAN KUMAR	Attender
54	M. BALASHOW REDDY	Attender
55	CH. PRAKASH	Attender
56	G. SRIDHAR	Attender
57	P.A.V. PRASADA RAO	Attender
58	B. KOTESWARA RAO	Attender
59	V. STEPHEN	Attender
60	D. INDRA BABU	Attender
61	R. DANIEL	Attender
62	S. HANUMANTH RAO	Attender

**N.B.:** The staff of the College Office and Library will have their lunch break either before or after the scheduled / regular lunch break of the college

# MAY / JUNE 2014

<b>SUN</b> <b>25</b>	
<b>MON</b> <b>26</b>	
<b>TUE</b> <b>27</b>	
<b>WED</b> <b>28</b>	
<b>THU</b> <b>29</b>	
<b>FRI</b> <b>30</b>	
<b>SAT</b> <b>31</b>	

<b>SUN</b> <b>1</b>	
<b>MON</b> <b>2</b>	
<b>TUE</b> <b>3</b>	
<b>WED</b> <b>4</b>	
<b>THU</b> <b>5</b>	
<b>FRI</b> <b>6</b>	
<b>SAT</b> <b>7</b>	



## JUNE 2014

<b>SUN 8</b>	
<b>MON 9</b>	Staff Orientation
<b>TUE 10</b>	Staff Orientation
<b>WED 11</b>	College reopens for II, III & IV year students
<b>THU 12</b>	
<b>FRI 13</b>	
<b>SAT 14</b>	Second Saturday

<b>SUN 15</b>	
<b>MON 16</b>	
<b>TUE 17</b>	
<b>WED 18</b>	Classes Commence for I year Degree students
<b>THU 19</b>	
<b>FRI 20</b>	
<b>SAT 21</b>	

## JUNE / JULY 2014

<b>SUN 22</b>	
<b>MON 23</b>	
<b>TUE 24</b>	
<b>WED 25</b>	
<b>THU 26</b>	
<b>FRI 27</b>	Holy Spirit Mass
<b>SAT 28</b>	

<b>SUN 29</b>	
<b>MON 30</b>	
<b>TUE 1</b>	
<b>WED 2</b>	
<b>THU 3</b>	
<b>FRI 4</b>	
<b>SAT 5</b>	Last date for submission of W.T - I Q.P.

## JULY 2014

<b>SUN 6</b>	
<b>MON 7</b>	Deans' & HODs' Meeting at 3.45 pm
<b>TUE 8</b>	
<b>WED 9</b>	
<b>THU 10</b>	<ul style="list-style-type: none"> <li>• Weekly Test - I</li> <li>• Staff Meeting at 3.45 pm.</li> </ul>
<b>FRI 11</b>	Last date for submission of W.T - II Q.P.
<b>SAT 12</b>	Second Saturday

<b>SUN 13</b>	
<b>MON 14</b>	
<b>TUE 15</b>	
<b>WED 16</b>	Last date for submission of W.T - I Marks
<b>THU 17</b>	Weekly Test - II
<b>FRI 18</b>	PLANET - CT
<b>SAT 19</b>	Last date for submission of W.T - III Q.P.

(43)

## JULY / AUGUST 2014

<b>SUN</b> <b>20</b>	
<b>MON</b> <b>21</b>	<b>BONALU</b>
<b>TUE</b> <b>22</b>	
<b>WED</b> <b>23</b>	Last date for submission of W.T - II Marks
<b>THU</b> <b>24</b>	Weekly Test - III
<b>FRI</b> <b>25</b>	<ul style="list-style-type: none"> <li>• Last date for submission of Mid-Semester Q.P.</li> <li>• PLANET - AG</li> </ul>
<b>SAT</b> <b>26</b>	Last date for submission of W.T - IV Q.P.

<b>SUN</b> <b>27</b>	
<b>MON</b> <b>28</b>	
<b>TUE</b> <b>29</b>	<b>RAMZAN</b>
<b>WED</b> <b>30</b>	Last date for submission of W.T - III Marks
<b>THU</b> <b>31</b>	<b>FEAST OF ST. IGNATIUS OF LOYOLA</b> the Patron Saint of Loyola Academy
<b>FRI</b> <b>1</b>	Weekly Test - IV
<b>SAT</b> <b>2</b>	<b>PLANET - CS</b>

## AUGUST 2014

<b>SUN 3</b>	
<b>MON 4</b>	Deans' & HODs' Meeting at 3.45 pm
<b>TUE 5</b>	
<b>WED 6</b>	Last date for submission of W.T - IV Marks
<b>THU 7</b>	Staff Meeting at 3.45 pm
<b>FRI 8</b>	PLANET - CH
<b>SAT 9</b>	Second Saturday

<b>SUN 10</b>	RAKSHABANDHAN
<b>MON 11</b>	Mid-Semester Exams
<b>TUE 12</b>	Mid-Semester Exams
<b>WED 13</b>	Mid-Semester Exams
<b>THU 14</b>	Mid-Semester Exams
<b>FRI 15</b>	INDEPENDENCE DAY
<b>SAT 16</b>	

## AUGUST 2014

<b>SUN 17</b>	<b>JANMASTAMI</b>
<b>MON 18</b>	
<b>TUE 19</b>	
<b>WED 20</b>	
<b>THU 21</b>	
<b>FRI 22</b>	<b>PLANET - ET</b>
<b>SAT 23</b>	<b>Last date for submission of W.T - V Q.P.</b>

<b>SUN 24</b>	
<b>MON 25</b>	<b>Last date for submission of Mid-Semester Marks</b>
<b>TUE 26</b>	
<b>WED 27</b>	
<b>THU 28</b>	<b>Weekly Test - V</b>
<b>FRI 29</b>	<b>VINAYAKA CHATURTHI</b>
<b>SAT 30</b>	<ul style="list-style-type: none"> <li>• <b>PLANET - CE</b></li> <li>• <b>Last date for submission of W.T - VI Q.P.</b></li> </ul>

## AUGUST / SEPTEMBER 2014

<b>SUN 31</b>	
<b>MON 1</b>	
<b>TUE 2</b>	
<b>WED 3</b>	Last date for submission of W.T - V marks
<b>THU 4</b>	Weekly Test - VI
<b>FRI 5</b>	TEACHERS' DAY & ETHNIC DAY
<b>SAT 6</b>	<ul style="list-style-type: none"> <li>• Last day for submission of Pre-final Q.P. &amp; W.T - VII Q.P.</li> <li>• PLANET - CP</li> </ul>

<b>SUN 7</b>	
<b>MON 8</b>	FEAST OF OUR LADY OF HEALTH
<b>TUE 9</b>	Deans' & HODs' Meeting at 3.45 pm
<b>WED 10</b>	Last date for submission of W.T - VI marks
<b>THU 11</b>	<ul style="list-style-type: none"> <li>• Weekly Test - VII</li> <li>• Staff Meeting at 3.45 pm</li> </ul>
<b>FRI 12</b>	<ul style="list-style-type: none"> <li>• Last date for submission of W.T - VIII Q.P.</li> <li>• PLANET - BT</li> </ul>
<b>SAT 13</b>	Second Saturday

## SEPTEMBER 2014

<b>SUN 14</b>	
<b>MON 15</b>	Last date for submission of Assignment & Viva marks
<b>TUE 16</b>	
<b>WED 17</b>	Last date for submission of W.T - VII Marks
<b>THU 18</b>	<ul style="list-style-type: none"> <li>• Weekly Test - VIII</li> <li>• Final G.E. Practical Exam (IV&amp;V hrs)</li> </ul>
<b>FRI 19</b>	Last date for submission of exam applications without penalty
<b>SAT 20</b>	Last date for submission of Prefinal Practical Marks & the list of students who completed PLANET

<b>SUN 21</b>	
<b>MON 22</b>	
<b>TUE 23</b>	Last date for submission of exam applications with penalty
<b>WED 24</b>	<ul style="list-style-type: none"> <li>• Commencement of BOS (UG &amp; PG)</li> <li>• Last date for submission of W.T - VIII Marks</li> </ul>
<b>THU 25</b>	Pre-final Theory Exams
<b>FRI 26</b>	Pre-final Theory Exams
<b>SAT 27</b>	Pre-final Theory Exams



## SEPTEMBER / OCTOBER 2014

<b>SUN 28</b>	<b>Dussehra Vacation</b>
<b>MON 29</b>	
<b>TUE 30</b>	
<b>WED 1</b>	
<b>THU 2</b>	<ul style="list-style-type: none"> <li>• GANDHI JAYANTHI</li> <li>• DURGASHTAMI</li> </ul>
<b>FRI 3</b>	<b>VIJAYA DASAMI</b>
<b>SAT 4</b>	

<b>SUN 5</b>	<b>BAKRID</b>
<b>MON 6</b>	<ul style="list-style-type: none"> <li>• College re-opens • Pre-final Theory Exams</li> <li>• Deans' &amp; HODs' Meeting at 3.00 pm</li> </ul>
<b>TUE 7</b>	<b>Pre-final Theory Exams</b>
<b>WED 8</b>	<b>Pre-final Theory Exams</b>
<b>THU 9</b>	<ul style="list-style-type: none"> <li>• Pre-final Theory Exams</li> <li>• Staff Meeting at 3.00 pm</li> </ul>
<b>FRI 10</b>	<b>Pre-final Theory Exams</b>
<b>SAT 11</b>	<b>Second Saturday</b>

## OCTOBER 2014

<b>SUN 12</b>	
<b>MON 13</b>	<ul style="list-style-type: none"> <li>• Publication of Final percentage of attendance</li> <li>• Last date for submission of Prefinal Theory Marks</li> </ul>
<b>TUE 14</b>	
<b>WED 15</b>	C.I.A. Meeting
<b>THU 16</b>	<ul style="list-style-type: none"> <li>• C.I.A. Publication</li> <li>• Issue of Hall Tickets</li> </ul>
<b>FRI 17</b>	Final Practical Exams
<b>SAT 18</b>	Final Practical Exams

<b>SUN 19</b>	
<b>MON 20</b>	Final Practical Exams
<b>TUE 21</b>	Final Practical Exams
<b>WED 22</b>	Final Practical Exams
<b>THU 23</b>	DEEPAVALI
<b>FRI 24</b>	<ul style="list-style-type: none"> <li>• Fee payment Starts for II, IV, VI &amp; VIII Semesters</li> <li>• Final Practical Exams</li> </ul>
<b>SAT 25</b>	Final Practical Exams

## OCTOBER / NOVEMBER 2014

<b>SUN 26</b>	
<b>MON 27</b>	Final Practical Exams
<b>TUE 28</b>	Final Practical Exams
<b>WED 29</b>	Final Theory Exams
<b>THU 30</b>	Final Theory Exams
<b>FRI 31</b>	Final Theory Exams
<b>SAT 1</b>	Final Theory Exams

<b>SUN 2</b>	All Souls Day
<b>MON 3</b>	Final Theory Exams
<b>TUE 4</b>	MOHARRAM
<b>WED 5</b>	Final Theory Exams
<b>THU 6</b>	Final Theory Exams
<b>FRI 7</b>	Final Theory Exams
<b>SAT 8</b>	<ul style="list-style-type: none"> <li>• Last date for payment of Fee for II, IV, VI &amp; VIII Semesters</li> <li>• Second Saturday    • Alumni meet</li> </ul>

## NOVEMBER 2014

<b>SUN</b> <b>9</b>	
<b>MON</b> <b>10</b>	<ul style="list-style-type: none"> <li>• Final Theory Exams</li> <li>• BOS (UG &amp; PG) Ends</li> </ul>
<b>TUE</b> <b>11</b>	Even Semesters (II, IV, VI & VIII) Begins
<b>WED</b> <b>12</b>	
<b>THU</b> <b>13</b>	
<b>FRI</b> <b>14</b>	CHILDRENS' DAY
<b>SAT</b> <b>15</b>	

<b>SUN</b> <b>16</b>	
<b>MON</b> <b>17</b>	
<b>TUE</b> <b>18</b>	
<b>WED</b> <b>19</b>	
<b>THU</b> <b>20</b>	Resonance
<b>FRI</b> <b>21</b>	Resonance
<b>SAT</b> <b>22</b>	<ul style="list-style-type: none"> <li>• Resonance</li> <li>• Last date for submission of W.T - I Q.P.</li> </ul>

## NOVEMBER / DECEMBER 2014

<b>SUN 23</b>	
<b>MON 24</b>	
<b>TUE 25</b>	
<b>WED 26</b>	
<b>THU 27</b>	<b>Weekly Test - I</b>
<b>FRI 28</b>	<b>PLANET - CG</b>
<b>SAT 29</b>	<b>Last date for submission of W.T - II Q.P.</b>

<b>SUN 30</b>	
<b>MON 1</b>	
<b>TUE 2</b>	
<b>WED 3</b>	<b>Last date for submission of W.T - I Marks</b>
<b>THU 4</b>	<b>Weekly Test - II</b>
<b>FRI 5</b>	<b>PLANET - MC</b>
<b>SAT 6</b>	<b>Last date for submission of W.T - III Q.P.</b>

## DECEMBER 2014

<b>SUN 7</b>	
<b>MON 8</b>	Deans' & HODs' Meeting at 3.45 pm
<b>TUE 9</b>	
<b>WED 10</b>	Last date for submission of W.T - II Marks
<b>THU 11</b>	<ul style="list-style-type: none"> <li>• Weekly Test - III</li> <li>• Staff Meeting at 3.45 pm</li> </ul>
<b>FRI 12</b>	<ul style="list-style-type: none"> <li>• Last date for submission of W.T - IV Q.P.</li> <li>• PLANET - EL</li> </ul>
<b>SAT 13</b>	Second Saturday

<b>SUN 14</b>	
<b>MON 15</b>	Last date for submission of Mid-Semester Q.P.
<b>TUE 16</b>	
<b>WED 17</b>	Last date for submission of W.T - III Marks
<b>THU 18</b>	Weekly Test - IV
<b>FRI 19</b>	
<b>SAT 20</b>	COLLEGE CHRISTMAS CELEBRATIONS

**DECEMBER 2014 / JANUARY 2015**

<b>SUN 21</b>	
<b>MON 22</b>	
<b>TUE 23</b>	Christmas Vacation
<b>WED 24</b>	
<b>THU 25</b>	CHRISTMAS
<b>FRI 26</b>	
<b>SAT 27</b>	

<b>SUN 28</b>	
<b>MON 29</b>	
<b>TUE 30</b>	
<b>WED 31</b>	
<b>THU 1</b>	New Year
<b>FRI 2</b>	Holiday in lieu of Second Saturday
<b>SAT 3</b>	MILAD-UN-NABI

## JANUARY 2015

<b>SUN 4</b>	
<b>MON 5</b>	<ul style="list-style-type: none"> <li>• College Re-opens</li> <li>• Deans' &amp; HODs' Meeting at 3.45 pm</li> </ul>
<b>TUE 6</b>	Last date for submission of W.T - V Marks
<b>WED 7</b>	
<b>THU 8</b>	Staff Meeting at 3.45 pm
<b>FRI 9</b>	PLANET - FT
<b>SAT 10</b>	Working Day

<b>SUN 11</b>	
<b>MON 12</b>	
<b>TUE 13</b>	BHOGI
<b>WED 14</b>	SANKRANTHI
<b>THU 15</b>	KANUMA
<b>FRI 16</b>	Mid-Semester Exams
<b>SAT 17</b>	Mid-Semester Exams



# JANUARY 2015

<b>SUN 18</b>	
<b>MON 19</b>	Mid-Semester Exams
<b>TUE 20</b>	Mid-Semester Exams
<b>WED 21</b>	
<b>THU 22</b>	
<b>FRI 23</b>	PLANET - MSCS
<b>SAT 24</b>	<ul style="list-style-type: none"> <li>• SPORTS DAY</li> <li>• Last date for submission of W.T - V Q.P.</li> </ul>

<b>SUN 25</b>	
<b>MON 26</b>	REPUBLIC DAY
<b>TUE 27</b>	
<b>WED 28</b>	
<b>THU 29</b>	Weekly Test - V
<b>FRI 30</b>	Last date for submission of Mid-Semester Marks
<b>SAT 31</b>	<ul style="list-style-type: none"> <li>• COLLEGE DAY</li> <li>• Last date for submission of W.T - VI Q.P.</li> </ul>

4

## FEBRUARY 2015

<b>SUN</b> <b>1</b>	
<b>MON</b> <b>2</b>	
<b>TUE</b> <b>3</b>	
<b>WED</b> <b>4</b>	Last date for submission of W.T - V Marks
<b>THU</b> <b>5</b>	Weekly Test - VI
<b>FRI</b> <b>6</b>	Fr Baliah Memorial Tournments
<b>SAT</b> <b>7</b>	<ul style="list-style-type: none"> <li>• Last date for submission of W.T - VII Q.P.</li> <li>• Fr Baliah Memorial Tournments</li> </ul>

<b>SUN</b> <b>8</b>	Fr Baliah Memorial Tournments
<b>MON</b> <b>9</b>	<ul style="list-style-type: none"> <li>• Fr Baliah Memorial Tournments</li> <li>• Last date for submission of Prefinal Q.P.</li> </ul>
<b>TUE</b> <b>10</b>	Deans' & HODs' Meeting at 3.45 pm
<b>WED</b> <b>11</b>	Last date for submission of W.T - VI Marks
<b>THU</b> <b>12</b>	<ul style="list-style-type: none"> <li>• Weekly Test - VII</li> <li>• Staff Meeting at 3.45 pm</li> </ul>
<b>FRI</b> <b>13</b>	<ul style="list-style-type: none"> <li>• Last date for submission of Exam Applications without penalty</li> <li>• Submission of W.T - VIII Q.P.</li> <li>• PLANET - A.D.</li> </ul>
<b>SAT</b> <b>14</b>	Second Saturday

## FEBRUARY 2015

<b>SUN 15</b>	
<b>MON 16</b>	
<b>TUE 17</b>	<b>MAHASIVARATHRI</b>
<b>WED 18</b>	<ul style="list-style-type: none"> <li>• Last date for submission of Exam applications with penalty</li> <li>• Submission of W.T - VII Marks</li> </ul>
<b>THU 19</b>	<b>Weekly Test - VIII</b>
<b>FRI 20</b>	<b>PLANET - CC</b>
<b>SAT 21</b>	<b>Last date for submission of Assignment &amp; Viva Marks</b>

<b>SUN 22</b>	
<b>MON 23</b>	<b>Last date for submission of Project Reports for III Year students</b>
<b>TUE 24</b>	
<b>WED 25</b>	<b>Last date for submission of W.T - VIII Marks</b>
<b>THU 26</b>	
<b>FRI 27</b>	<b>PLANET - BBA</b>
<b>SAT 28</b>	

## MARCH 2015

<b>SUN 1</b>	
<b>MON 2</b>	Last date for submission of Prefinal Practical Marks & the list of students who completed PLANET
<b>TUE 3</b>	
<b>WED 4</b>	
<b>THU 5</b>	HOLI
<b>FRI 6</b>	Pre-final Theory Exams
<b>SAT 7</b>	Pre-final Theory Exams

<b>SUN 8</b>	
<b>MON 9</b>	<ul style="list-style-type: none"> <li>• Pre-final Theory Exams</li> <li>• Deans &amp; HODs Meeting at 3.00 pm</li> </ul>
<b>TUE 10</b>	Pre-final Theory Exams
<b>WED 11</b>	Pre-final Theory Exams
<b>THU 12</b>	<ul style="list-style-type: none"> <li>• Pre-final Theory Exams</li> <li>• Staff Meeting at 3.00 pm</li> </ul>
<b>FRI 13</b>	Pre-final Theory Exams
<b>SAT 14</b>	Second Saturday

## MARCH 2015

<b>SUN 15</b>	
<b>MON 16</b>	<b>Pre-final Theory Exams</b>
<b>TUE 17</b>	<b>Last date for submission of Prefinal Theory Marks</b>
<b>WED 18</b>	<b>Publication of final percentage of attendance</b>
<b>THU 19</b>	<b>C.I.A. Meeting</b>
<b>FRI 20</b>	<b>C.I.A. Publication &amp; Issue of Hall Tickets</b>
<b>SAT 21</b>	<b>UGADI</b>

<b>SUN 22</b>	
<b>MON 23</b>	<b>Final Practical Exams</b>
<b>TUE 24</b>	<b>Final Practical Exams</b>
<b>WED 25</b>	<b>Final Practical Exams</b>
<b>THU 26</b>	<b>Final Practical Exams</b>
<b>FRI 27</b>	<b>Final Practical Exams</b>
<b>SAT 28</b>	<b>Final Practical Exams</b>

## MARCH / APRIL 2015

<b>SUN 29</b>	
<b>MON 30</b>	Final Practical Exams
<b>TUE 31</b>	Final Practical Exams
<b>WED 1</b>	Final Practical Exams
<b>THU 2</b>	Final Theory Exams
<b>FRI 3</b>	GOOD FRIDAY
<b>SAT 4</b>	Final Theory Exams

<b>SUN 5</b>	<ul style="list-style-type: none"> <li>• EASTER</li> <li>• BABU JAGJIVAN RAM'S BIRTHDAY</li> </ul>
<b>MON 6</b>	Final Theory Exams
<b>TUE 7</b>	Final Theory Exams
<b>WED 8</b>	Final Theory Exams
<b>THU 9</b>	Final Theory Exams
<b>FRI 10</b>	Final Theory Exams
<b>SAT 11</b>	Second Saturday

## APRIL 2015

<b>SUN</b> <b>12</b>	
<b>MON</b> <b>13</b>	Final Theory Exams
<b>TUE</b> <b>14</b>	DR. B.R. AMBEDKAR JAYANTHI
<b>WED</b> <b>15</b>	Final Theory Exams
<b>THU</b> <b>16</b>	Supplementary Exams Begin
<b>FRI</b> <b>17</b>	
<b>SAT</b> <b>18</b>	

<b>SUN</b> <b>19</b>	
<b>MON</b> <b>20</b>	
<b>TUE</b> <b>21</b>	
<b>WED</b> <b>22</b>	
<b>THU</b> <b>23</b>	
<b>FRI</b> <b>24</b>	
<b>SAT</b> <b>25</b>	

# APRIL / MAY 2015

SUN 26	SUMMER VACATION
MON 27	<b>Note: Admissions (UG) 2015-16</b> Application forms can be bought from the college office the day after the publication of the Board of Intermediate results on all the working days from 9.00 a.m. to 1.00 p.m. and 2.00 p.m. to 4.00 p.m. on producing the Inter Marks Memo. In case of CBSE/ICSE/other Boards, kindly produce your Hall ticket/ID of XII class.
TUE 28	
WED 29	
THU 30	
FRI 1	MAY DAY
SAT 2	

SUN 3	
MON 4	
TUE 5	
WED 6	
THU 7	
FRI 8	
SAT 9	



## MAY 2015

<b>SUN</b> <b>10</b>	
<b>MON</b> <b>11</b>	
<b>TUE</b> <b>12</b>	
<b>WED</b> <b>13</b>	
<b>THU</b> <b>14</b>	
<b>FRI</b> <b>15</b>	
<b>SAT</b> <b>16</b>	

<b>SUN</b> <b>17</b>	
<b>MON</b> <b>18</b>	
<b>TUE</b> <b>19</b>	
<b>WED</b> <b>20</b>	
<b>THU</b> <b>21</b>	
<b>FRI</b> <b>22</b>	
<b>SAT</b> <b>23</b>	

# **MAY / JUNE 2015**

<b>SUN</b> <b>24</b>	
<b>MON</b> <b>25</b>	<b>Commencement of payment of fees for III, V &amp; VII Semesters</b>
<b>TUE</b> <b>26</b>	
<b>WED</b> <b>27</b>	
<b>THU</b> <b>28</b>	
<b>FRI</b> <b>29</b>	
<b>SAT</b> <b>30</b>	

<b>SUN</b> <b>31</b>	
<b>MON</b> <b>1</b>	
<b>TUE</b> <b>2</b>	
<b>WED</b> <b>3</b>	
<b>THU</b> <b>4</b>	
<b>FRI</b> <b>5</b>	
<b>SAT</b> <b>6</b>	

## JUNE 2015

<b>SUN 7</b>	
<b>MON 8</b>	<b>Staff Orientation Day</b>
<b>TUE 9</b>	<ul style="list-style-type: none"> <li>• <b>Staff Orientation Day</b></li> <li>• <b>Fee payment ends for III, V &amp; VII Semesters</b></li> </ul>
<b>WED 10</b>	<b>College reopens for II, III &amp; IV year Students</b>
<b>THU 11</b>	
<b>FRI 12</b>	
<b>SAT 13</b>	

<b>SUN 14</b>	
<b>MON 15</b>	
<b>TUE 16</b>	
<b>WED 17</b>	<b>College reopens for I year Degree students (ORIENTATION DAY)</b>
<b>THU 18</b>	
<b>FRI 19</b>	
<b>SAT 20</b>	



Name: \_\_\_\_\_

Class &amp; Roll / UID No.:

[illegible]

**N.B.:** Reason for taking leave must be mentioned and signed by the Parent/Guardian when the student returns to classes.

# LATE ARRIVAL RECORD

Name: \_\_\_\_\_

Class & Roll / UID No.: \_\_\_\_\_

June	July	August	September	October	November
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9
10	10	10	10	10	10
11	11	11	11	11	11
12	12	12	12	12	12
13	13	13	13	13	13
14	14	14	14	14	14
15	15	15	15	15	15
16	16	16	16	16	16
17	17	17	17	17	17
18	18	18	18	18	18
19	19	19	19	19	19
20	20	20	20	20	20
21	21	21	21	21	21
22	22	22	22	22	22
23	23	23	23	23	23
24	24	24	24	24	24
25	25	25	25	25	25
26	26	26	26	26	26
27	27	27	27	27	27
28	28	28	28	28	28
29	29	29	29	29	29
30	30	30	30	30	30
	31	31	31	31	31

# LATE ARRIVAL RECORD

Name: \_\_\_\_\_ Class & Roll / UID No.: \_\_\_\_\_

December	January	February	March	April	May
1 .....	1 .....	1 .....	1 .....	1 .....	<b>S U M M E R  H O L I D A Y S</b>
2 .....	2 .....	2 .....	2 .....	2 .....	
3 .....	3 .....	3 .....	3 .....	3 .....	
4 .....	4 .....	4 .....	4 .....	4 .....	
5 .....	5 .....	5 .....	5 .....	5 .....	
6 .....	6 .....	6 .....	6 .....	6 .....	
7 .....	7 .....	7 .....	7 .....	7 .....	
8 .....	8 .....	8 .....	8 .....	8 .....	
9 .....	9 .....	9 .....	9 .....	9 .....	
10 .....	10 .....	10 .....	10 .....	10 .....	
11 .....	11 .....	11 .....	11 .....	11 .....	
12 .....	12 .....	12 .....	12 .....	12 .....	
13 .....	13 .....	13 .....	13 .....	13 .....	
14 .....	14 .....	14 .....	14 .....	14 .....	
15 .....	15 .....	15 .....	15 .....	15 .....	
16 .....	16 .....	16 .....	16 .....	16 .....	
17 .....	17 .....	17 .....	17 .....	17 .....	
18 .....	18 .....	18 .....	18 .....	18 .....	
19 .....	19 .....	19 .....	19 .....	19 .....	
20 .....	20 .....	20 .....	20 .....	20 .....	
21 .....	21 .....	21 .....	21 .....	21 .....	
22 .....	22 .....	22 .....	22 .....	22 .....	
23 .....	23 .....	23 .....	23 .....	23 .....	
24 .....	24 .....	24 .....	24 .....	24 .....	
25 .....	25 .....	25 .....	25 .....	25 .....	
26 .....	26 .....	26 .....	26 .....	26 .....	
27 .....	27 .....	27 .....	27 .....	27 .....	
28 .....	28 .....	28 .....	28 .....	28 .....	
29 .....	29 .....		29 .....	29 .....	
30 .....	30 .....		30 .....	30 .....	
31 .....	31 .....		31 .....		

## GATE PASS (1st Semester)

Name: \_\_\_\_\_ Class & Roll / UID No.: \_\_\_\_\_

Date	Reason	Time Out	Time In	Sign. of V.P / B.I	
				Out	In

**N.B.:** Reason for taking Gatepass must be mentioned and obtain the signature of V.P/B.I.



## GATE PASS (2nd Semester)

Name: \_\_\_\_\_ Class & Roll / UID No.: \_\_\_\_\_

Date	Reason	Time Out	Time In	Sign. of V.P / B.I	
				Out	in

**N.B.:** Reason for taking Gatepass must be mentioned and obtain the signature of V.P/B.I.

# LOYOLA ACADEMY DEGREE & PG COLLEGE

## Application for Leave of Absence

Date: \_\_\_\_\_

Day Scholar / Hosteller: \_\_\_\_\_ Boy / Girl: \_\_\_\_\_

Name of the Student: \_\_\_\_\_

Dept. \_\_\_\_\_ Class \_\_\_\_\_ Roll / UID No.: \_\_\_\_\_

Reason for applying for leave: \_\_\_\_\_

\_\_\_\_\_

Absent on (dates) : \_\_\_\_\_ Hours : \_\_\_\_\_

No. of days of absence so far: This week: \_\_\_\_\_

This month: \_\_\_\_\_ This semester: \_\_\_\_\_

In this semester my attendance (percentage) \_\_\_\_\_ as on (date) \_\_\_\_\_

Name of the Parent/Guardian: \_\_\_\_\_

Contact number of the Parent/Guardian: \_\_\_\_\_

Present Residential address: \_\_\_\_\_

\_\_\_\_\_

Permanent Address: \_\_\_\_\_

\_\_\_\_\_

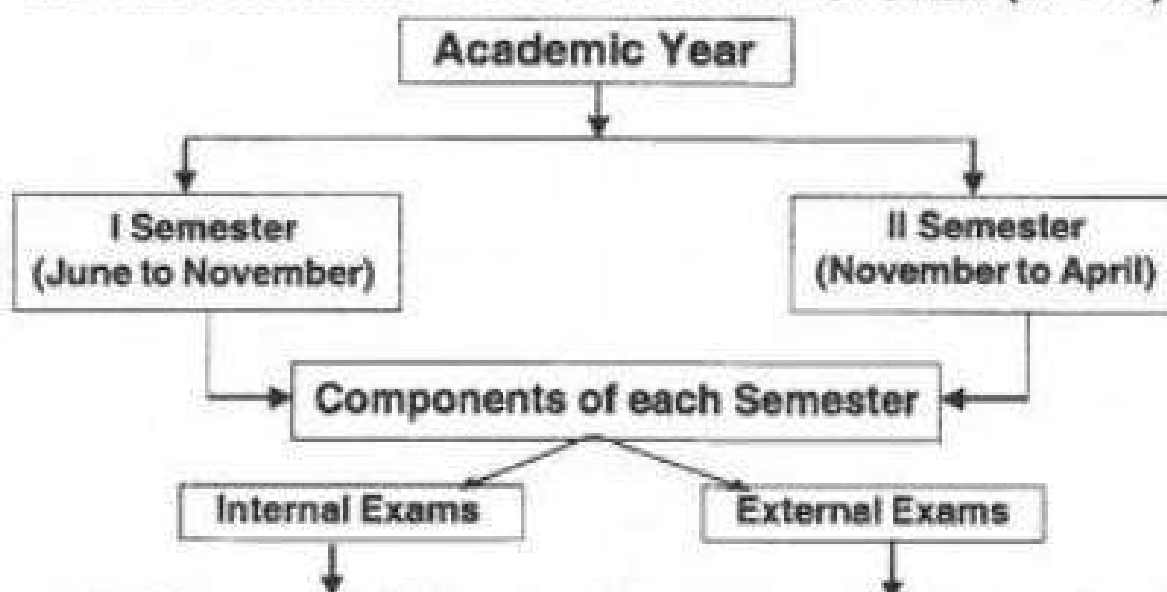
I am aware that a minimum of 75% of attendance is required for eligibility to appear for Semester End Examinations (SEE).

Signature of the Parent/Guardian

Signature of the Student

- Note :**
- a) In case of a sick leave for 3 or more days, please attach a copy of the doctor's prescription and a medical certificate duly signed by a registered medical practitioner. No sick leave of more than 3 days would be granted without a medical certificate and a copy of the prescription.
  - b) A student with attendance of 65% to 74% (due to grave illness/ serious accident) is eligible for condonation by on medical grounds.

# LOYOLA ACADEMY UG EXAMINATION SYSTEM (In Gist)



## CIA Components (Theory):

Components	Marks (100)	Marks (40)
1) Weekly test (50min)	15	06
2) Mid-Semester (2hrs)	25	10
3) Pre-final Exam (3hrs)	40	16
4) Assignment	05	02
5) Viva/Seminar	05	02
6) Attendance	10	04
<b>Total</b>	<b>100</b>	<b>40</b>

100 will be converted into 40 as per CIA Weighting.

### Attendance Marks

Minimum attendance required to be eligible for SEE : 75% (attendance marks are zero).

Percentage	Marks	Percentage	Marks
75.1 to 77.5	01	87.6 to 90.0	06
77.6 to 80.0	02	90.1 to 92.5	07
80.1 to 82.5	03	92.6 to 95.0	08
82.6 to 85.0	04	95.1 to 97.5	09
85.1 to 87.5	05	97.6 to 100	10

### CIA Components for all UG courses (Practical):

Component	Marks
1) Attendance	05
2) Observation / record book	05
3) Practical skills acquired	10
4) Pre-final Practical (3 hours)	20
<b>Total Marks for CIA</b>	<b>40</b>

Min. pass % for CIA is 40% (theory + practical)

## SEE Components

Component	Max. Marks
1) Theory	100
100 will be converted into 60 as per SEE Weighting	
2) Practical	60

## Minimum Pass Marks

Theory	40% (24/60)
Practical	50% (30/60)

### Overall / Aggregate minimum pass marks :

- a) Theory (CIA + SEE) : 40%
- b) Practical (CIA + SEE) : 40%

(applicable to the students enrolling from 2014-15 onwards)

### ELIGIBILITY FOR CAMPUS PLACEMENT

- 1. Minimum 60% in X Class, Inter & Degree (considered up to III/I, for Agri. students up to III/II)
- 2. Only final year students are eligible
- 3. There should not be any backlogs in I & II year
- 4. In case of Agricultural Students, there should not be any backlogs in I, II & III year

# DAILY TIME TABLE (I SEMESTER)

Period / hour	1	2	3	L U N C H B R E A K		4	5
Time	9.45 a.m. 10.45 a.m.	10.45 a.m. 11.45 a.m.	11.45 a.m. 12.45 a.m.			1.45 p.m. 2.45 p.m.	2.45 p.m. 3.45 p.m.
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							

# DAILY TIME TABLE (II SEMESTER)

Period / hour	1	2	3	L U N C H B R E A K		4	5
Time	9.45 a.m. 10.45 a.m.	10.45 a.m. 11.45 a.m.	11.45 a.m. 12.45 a.m.			1.45 p.m. 2.45 p.m.	2.45 p.m. 3.45 p.m.
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							

## NOTES

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## **ENDOWMENT SCHOLARSHIP**

1. Mr. K.S.S. Prasad Raju Gold Medals for outstanding students in Academics and Sports & Games.
2. 2008 – 2011 Batch of Chemical Technology Students Endowment Scholarship for the best outgoing student/s of the Department of Chemical Technology .
3. Rev Fr U.S. Paul SJ Memorial Scholarship established by Prof. B. Hanumanthrao for B.Sc. (Hons) Agricultural Science & Rural Development student/s.

**Holidays such as Bonalu, Bathukamma and Ramzan will be on the days decided by the Government.**

**EDUCATION FOR TRANSFORMATION OF PERSONS & SOCIETY**



**ST. IGNATIUS OF LOYOLA**  
Founder of the Society of Jesus



**Rev. Fr. ADOLFO NICOLAS SJ**  
Superior General  
of the Society of Jesus



**Rev. Fr. TJ BALIAH SJ**  
Founder of Loyola Academy

**LOYOLA ACADEMY DEGREE & PG COLLEGE**

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