

From Director's Desk...

Dear Officials/ HODs/ Coordinators/ Professors,

We appreciate sincerely the support and encouragement rendered to Office of Media Relations from different quarters of our College. Loyola College website has been developed reasonably well by the effort of all members of Office of Media Relations. However, I would like to bring the following points to the notice of all those who associate themselves with daily update in terms of reports of the department/institutes/units/etc. notices and photographs for the gallery for enhancing the webpage:

Staff in Charge of webpage of individual departments, institutes/units/etc are expected to send appropriate information to fill up the empty pages and well prepared reports of any events organized at department level and photographs with relevant captions

Any information including soft copy of printed invitations, brochures and notices for uploading in our College webpage should be sent to web@loyolacollege.edu & omr@loyolacollege.edu

Invitations (hard copy to Office of Media Relations and soft copy to spokesperson@loyolacollege.edu & omr@loyolacollege.edu) to the **PRESS Release** for the programmes organized in your departments

All those staff who have not uploaded and updated their profiles are expected to take steps to fill in

Hope you may understand the need for us to adhere to the points for effective functioning.

Assuring you of our prompt service and looking forward to your cooperation.