

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).

1. For every hour, the attendance of students is marked by individual course teacher and updated in the college website.
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 three days. Any request for correction in the attendance after three days will not be entertained.
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. A minimum of 65% attendance is a pre-requisite for permission to write all the papers in the Semester Exams.
5. 80% attendance is a pre-requisite for award of scholarship of any kind. No exemption will be granted.
6. If a student fails to get a minimum of 50% attendance in individual paper, s/he will not be permitted to take up that particular paper in the end semester examination. S/he will write it as an arrear in the following semesters.

7. 75 hours of medical leave will be considered in a semester for the students who are genuinely sick with proper medical records.
8. Students who have physical attendance less than 50% will not be permitted to write semester examination and will have to repeat the semester after the completion of the final semester. Physical attendance includes other duty attendance also.

OTHER DUTY ATTENDANCE

- ❖ Prior permission is required from Vice-Principal (Administration) to avail Other Duty leave.
- ❖ 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 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.
- ❖ A student can avail upto a maximum of 50 Hours of other duty attendance per semester. Specific cases, which are likely to exceed this maximum, will have to write to the Principal/Deputy Principal / Vice Principal in advance for 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 other duty attendance.

LEAVE

1. Students have to apply for leave only **in the prescribed leave application** form available in the Student Portal 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 three 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 physician 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.

EVALUATION SYSTEM

Evaluation is based on Continuous Assessment and End Semester Examination 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) Passing minimum for UG is 40% and for PG it 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/Deputy Principal of the college will also be a criterion for promotion to the next year.

BREAK OF SEMESTERS (BOS)

Students who do not have 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, that semester will be treated as a break of semester.

However, Conditional Promotion to the next semester is allowed for the students.

The courses of the break of semester should be repeated after the final semester.

TIME CEILING FOR COMPLETION OF DEGREE (UG/PG)

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.

This does not apply to Courses which do not have 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. Abuse of cellular phones within the campus like taking photos/videos anywhere in the campus without explicit permission of Principal / Secretary.
3. Use of cellular phones inside Classrooms/Labs/Library/ corridors.
4. Any kind of disturbing behavior in the campus.
5. Smoking / use of or peddling drugs, alcohol in the campus.
6. Driving the two wheeler fast or use of vehicles with defective silencers or parking the vehicles outside the parking area in the campus.
7. Taking tuition from the teachers of our college without written permission from the Principal.
8. Tampering with the contents or misuse of the college identity cards, train / bus identity cards, passes, tickets and tokens.
9. 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 disciplinary action and the immediate withdrawal / permanent cancellation of all student travel concessions and the scholarships.

10. 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, cyber space etc., in the campus or anywhere else.
11. Inviting / meeting strangers or unauthorised person(s) inside the campus without written permission from the Principal/Deputy Principal / Vice Principal.
12. Causing damage to college / public property.
13. Misusing of Instruments / Computers and Electric and Electronic devices in the Campus.
14. Standing in parking places and chatting during class hours.
15. Canvassing and organising students for any programme inside and outside the college without prior permission.
16. Posting of unpleasant / unacceptable / damaging statements / views about the college or staff in social media websites.

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

DRESS CODE

Loyola expects its students to exercise their responsibility in the manner of dressing as befitting college students. Simple, modest and formal dress is the norm.

FEE REGULATIONS

1. The academic year for the purpose of fees shall be divided into two semesters. The first semester commences in June and continues till November and the second semester in Novemeber till April.
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 as indicated in the college calendar shall pay a fine.
6. Students who have paid semester fees alone will be allowed to pay the semester exam fee.
7. Only those students who have paid semester fee will be allowed to write semester examinations.
8. The students who do not pay the prescribed fees on or before the last date are liable to be removed from the rolls.
9. Fee defaulters will not be promoted to the next semester.

LIBRARY /DIGITAL LIBRARY RULES

Loyola houses one of the largest academic libraries. The college encourages students to make use of the vaults of resources for research and study needs.

Facilities in the library are:

- * 1,21,300 books, 140 journals, 8000 e-journals and 1,00,000 e-books
- * air-conditioned digital library furnished with 200 computers
- * open from 8 a.m. to 8 p.m. on all working days
- * free internet access
- * printing, scanning and photocopying facilities

1. Absolute silence in and around the library is to be maintained. Loud consultation, animated conversation etc., are strictly prohibited.
2. While entering the library, students should present their identity card. The same ID Card can be used to borrow books.
3. Students are advised to keep their smart identity cards safely and not to lend their I.D. Cards to any other student.
4. Photocopy of the original I.D. cards will not be accepted.

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 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 REQUIREMENTS		
No.	Nature	Contact Person
1.	Optional courses: (GE/AO/CP) Registration / Change	Academic Deans
2.	Registration for Repeating Continuous Assessment (CA)	Academics Deans
3.	Semester Examination (SE)	
	a. Registration for Regular / Arrears / Semester Improvement	Controller of Exams
	b. Publication of results of I, III, V Sem. Exams	Controller of Exams
	II, IV, VI Semester Exams	Controller of Exams
	c. Distribution of Cumulative Mark sheets	Controller of Exams
	d. Applying for Provisional Certificate and Degree Certificate	College Office

NON-ACADEMIC REQUIREMENTS		
4.	Attestation of Certificates	Principal/ Deputy Principal/ Vice-Principals/ Academic Deans/ NCC Officers/ HODs
5.	Student Bonafide Certificate / Transfer Certificate/ Conduct Certificate	Principal / Deputy Principal Vice-Principal
6.	General Scholarships	Vice-Principal (LSSS)
7.	Endowment Scholarships	LSSS / HODs

8.	Bus / Train / Air Concessions	Vice-Principal (Admin)
9.	Leave application -	
	a. Shift - I	Vice-Principal (Admin Sh-I)
	b. Shift - II	Vice-Principal (Admin Sh-II)
	c. Hostellers	Vice-Principal (Hostel Director)
10.	Rectification in the daily attendance	Vice-Principal / Course-Teacher
11.	Other Duty (OD) and ML	Vice-Principals

FEES PAYMENT		
12.	a. Semester Fees & b. Semester Exam Fees	At any Branch of Axis Bank in India & CMS Counter, Axis Bank, Loyola College
	c. All other cash payments	CMS Counter, Axis Bank, Loyola College

REPEATER / CASUAL REGISTRATION		
13.	Registration for repeaters / casual	Vice-Principal (Admin)

I, III, V Semester June - November 2017						
Day	1st Hour	2nd Hour	3rd Hour	4th Hour	5th Hour	
1st						
2nd						
3rd						
4th						
5th						
6th						

II, IV, VI Semester November 2017 - April 2018						
Day	1 st Hour	2 nd Hour	3 rd Hour	4 th Hour	5 th Hour	
1st						
2nd						
3rd						
4th						
5th						
6th						

