

## **PROCEDURE FOR ADMISSION**

The application form with Information Brochure can be had from the Office of Admissions, PU-LC Twinning Programme, Loyola college, Chennai on payment of Rs.200/- in cash or Rs.250/- by demand draft, in favour of the Principal, Loyola college, Chennai – 600034, by post.

Filled in application form, along with three stamp size photographs and originals and copies of relevant certificates should be submitted to the admission committee in person. The original certificates will be returned after verification.

The Admission Committee, if satisfied, will request you to pay the fee in cash. Fees once paid will not be refunded. After the payment of the fees the candidates are advised to keep the receipt for their future reference.

Candidates waiting for the results are also eligible to apply. However, such candidates must produce the relevant certificates prescribed for the eligibility on or before 30th September.

Candidates seeking admission for Post Graduate programmes including MBA programmes should submit their original Degree Certificate / Provisional Certificate and Statement of Marks.

Transfer Certificate is not required for the admission to any PG Programmes.

### **Identity Card**

Students will be issued identity card by the College. The Identity card should be kept safely till the completion of the programme. In the event of the original card being lost, duplicate Identity Card will be issued only on payment of prescribed fee of Rs.100/-.

### **PCP Classes**

There will be classes only on Sundays in the campus of Loyola College. A minimum of 80% of attendance is necessary to make a student eligible for University examinations.

### **IMPORTANT NOTE:**

Candidates once admitted in the Twinning Programme will not be shifted to the usual Distance Education Programme under any circumstances.

## **UNIVERSITY EXAMINATIONS**

**The Examinations will be held in June/December every year for all the programmes in Loyola College Campus itself.**

### **Enquiries and Correspondence**

**All enquiries and correspondence must be addressed to:**

**The Co-ordinator,  
Administrative Office,  
PU-LC Twinning Programme,  
Loyola College,  
Chennai-600 034.  
Phone: 044 – 28178321, 044-28178391  
Fax: 044 - 28175566,**

**Office Hours: 9.00 a.m to 5.00 p.m from Tuesday to Friday**

**Sunday – Only Classes**

**Monday - Holiday**

**Course Fees to be paid in the IOB LOYOLA COLLEGE BRANCH only.**

**Time: 10.00A.M – 12.50P.M.**

**Days: Tuesday to Friday**