



LOYOLA COLLEGE

(AUTONOMOUS)

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9th October, 2026

NOTICE TO PARENTS & STUDENTS

This is to bring to the notice of all students and parents that the attendance of certain students has fallen below the prescribed requirements of the College for appearing in the forthcoming semester examinations. Regular attendance is essential for academic progress and is a fundamental requirement for eligibility to appear for semester examinations.

In view of the shortage of attendance, the College Management has decided to meet the parents of the concerned students from **13th to 16th October, 2026 between 9:00 a.m. to 5:00 p.m.** to discuss about their wards' attendance requirement and to ensure that the necessary formalities are completed before the issue of hall tickets. The following guidelines shall be followed based on the attendance percentage of the students:

1. **Students with attendance above 74.50% and below 79.49%** shall pay the prescribed condonation fee to fulfil the requirements for obtaining their semester examination hall tickets.
2. **Students with attendance above 69.50% and below 74.49%** should meet the **Head or Coordinator** of the respective department, accompanied by their parent. Both Parent & Student should submit a "**Letter of Undertaking**" and shall pay the requisite condonation fee, subject to the applicable rules, for obtaining hall ticket.
3. **Students with attendance above 64.50% and below 69.49%** should meet the Officials of the College, accompanied by their parents. Both Parent & Student should submit a "**Letter of Undertaking**" and shall pay the requisite condonation fee, for obtaining hall ticket.

Parents are requested to take this matter seriously and extend their cooperation to the College in ensuring regular attendance and academic discipline among students. **Cooperation of parents and students is earnestly solicited in this regard.**

Note: Hall Ticket will be released only upon completion of the above formalities.


Principal.