



# LOYOLA COLLEGE

(AUTONOMOUS)

NUNGAMBAKKAM, CHENNAI - 600 034.

TAMILNADU, INDIA

Tel : +91-44-28178200

Fax : +91-44-28175566

Email : welcome@loyolacollege.edu

Web : www.loyolacollege.edu

17 November 2020

## NOTICE

### **Certificate Dispatch: 17 UG and MCA & 18 PG**

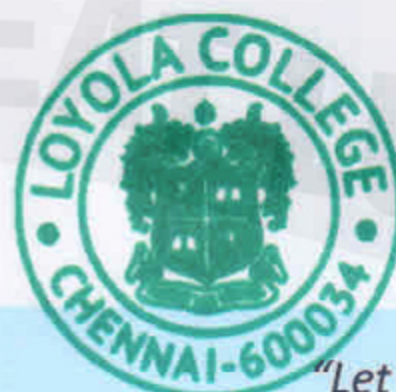
Keeping in mind the difficulties students face due to Covid'19 Pandemic, Loyola College Management sent you a Google link to give your options to collect your certificates from 22.10.2020 to 28.10.2020. Some of you opted *in person*, whereas others opted *by post*. However, students who had no dues and no standing arrears (even though cleared) received their certificates from 07.11.2020 to 17.11.2020. We appreciate your promptness in collecting your certificates in time. Certificates were also dispatched *by post* on 07<sup>th</sup> & 09<sup>th</sup> November 2020 for students who had opted *by post* (only to students who reside out of Chennai)

Students who have not yet received their certificates due to pending dues are asked to clear their dues and collect the certificates *in person*. Those who reside out of Chennai may also come and collect the certificates *in person*. However, if you are unable to come *in person* due to valid reasons you may authorize anyone well-known to you by following the below mentioned procedures:

1. Authorization letter of the student
2. Original ID card of the Student (to be surrendered at the office)
3. Copy of ID proof of the person who is authorized to collect certificates ( to be submitted at the office)
4. Original ID card of the person who is authorized to collect certificates (to be shown at the office)

### **Please Note:**

- ❖ Dispatch of Certificates by post is closed.
- ❖ Transfer Certificate has to be collected at the College office (Shift I & II respectively)
- ❖ Mark sheets have to be collected at the office of the Controller of Examinations
- ❖ Course Completion Certificate (if needed) can be collected at the office of the Controller of Examinations after paying the prescribed fee.



"Let Your Light Shine"



**VICE PRINCIPAL**

Vice Principal  
Loyola College  
Chennai-34.