



LOYOLA ACADEMY

OLD ALWAL, SECUNDERABAD - 500 010, TELANGANA, INDIA

(Autonomous and Affiliated to Osmania University)

A "College with Potential for Excellence" by UGC

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LA/COE/34/2025-26

Date: 28-08-2025

CONTROLLER OF EXAMINATIONS

STUDENT NOTICE

Semester-End Examinations – October-November 2025

Registration & Payment of Examination fee

All Undergraduate (UG) students who wish to appear for the **Regular Examinations** (I, III, V Semesters) to be held in **October-November 2025** are required to **register and pay the examination fee** for both **Theory & Practical** examinations through the **Student ERP Portal** from **28 August 2025**.

Important Dates:

- Last date for registration and fee payment without fine is **12 September 2025**.
- Last date for registration and fee payment with a fine of **₹200/-** is **20 September 2025**.

Important Instructions:

- All subjects for which the student wishes to appear must be applied for in a single transaction. Separate transactions for the examinations will not be accepted.
- Before registering, ensure that all your subjects are correctly reflected in the ERP portal. If any discrepancies are found, report them to the COE office before proceeding with registration.
- After completing registration, save a copy of the registered subjects along with the exam fee payment details for future reference.
- Examination fee details will be available on the ERP Portal (**Rs. 200/- for each paper and Rs. 100/- for Semester memo**).
- Transactions marked as "Registered but not paid" will not be considered.
- Examination fees, once paid, are non-refundable under any circumstances.
- Mere payment of the examination fee does not confirm eligibility to write the semester exams.
- After the last date, no registrations will be accepted, and no fees will be refunded.

Note:

Before proceeding with registration, verify the following details in the ERP portal: Student's Name, Father's Name, Mother's Name, Photograph.

If any discrepancies are found, contact the Administrative Officer in the Administrative Block immediately.

N.B. Babu

Fr. Dr. N.B. Babu, S.J.,

Principal
PRINCIPAL

LOYOLA ACADEMY

OLD ALWAL, SECUNDERABAD-500 010
TELANGANA, INDIA

M.L. Thomas

Fr. Dr. M.L. Thomas, S.J.,

Controller of Examinations

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