Instructions for Collecting Semester Memos/Consolidated Memo / Provisional Certificate by Guardian

- **Email Notification**:The student must send an email to info@loyolaacademy.edu.in informing the college of the guardian's intent to collect the documents.
- **Visit the College Office**:The guardian should visit the college office and request a printed copy of the email sent by the student.
- **Obtain Principal's Attestation**:The guardian must have the printed email letter attested by the principal.
- **Prepare Required Documents**:Attach the following:
- A xerox copy of the guardian's ID proof (e.g., Aadhaar card).
- A copy of the student's College ID proof.
- **Attestation by COE**:The letter must also be attested by the Controller of Examinations (COE). The guardian can collect the attested letter at the COE counter.

Controller of Examinations

Instructions to Apply for Duplicate Semester Memos/Consolidated Memo

1. **DOWNLOAD APPLICATION LETTER:** Visit the college website at www.loyolaacademy.edu.inand download the application letter for requesting duplicate semester memos.
2. **File an FIR:**Obtain a First Information Report (FIR) from the local police station regarding the loss of the memo.
3. **PAYMENT OF FEE:** Visit the college accounts section to get a challan.Pay the required fee at the designated bank.
4. **SUBMIT APPLICATION:** Compile the following documents:
   - ☞ The signed application form.
   - ☞ The paid bank challan.
   - ☞ Xerox copies of the original semester memos/ consolidated memo.
   - ☞ Present these documents to the Controller of Examinations (COE) for attestation and submit them at the COE office.

Controller of Examinations