

**A One-Day Capacity Building Workshop**

**For**

**Administrative Staff**

**On**

**“BUILDING EMOTIONAL INTELLIGENCE”**

**FOR NON-TEACHING STAFF**

**21 SEPTEMBER, 2024**

**Report**

**Internal Quality Assurance Cell (IQAC)**  
**Loyola College (Autonomous) Chennai - 34**



## LOYOLA COLLEGE

(AUTONOMOUS)

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19-09-2024

### **CIRCULAR ON CAPACITY-BUILDING TRAINING PROGRAMME**

On 21<sup>st</sup> September 2024, a **One-Day Capacity Building Training Programme** is organised by IQAC for all Non-Teaching Staff at LS Hall, between 09.30 a.m. and 04.00 p.m. The registration is open from 09:10 a.m. to 09:25 a.m. at the venue. Lunch will be provided.



**Rev. Dr. A. Louis Arockiaraj, S.J.**

**Principal**

**Principal**  
**LOYOLA COLLEGE**  
CHENNAI - 600 034



**Rev. Dr. B. Jeyaraj, S.J.**

**Secretary & Correspondent**

**Rev. Dr. B. Jeyaraj S.J.**  
**Secretary & Correspondent**  
**LOYOLA COLLEGE**  
**CHENNAI - 600 034.**



**Internal Quality Assurance Cell (IQAC)  
Loyola College (Autonomous)  
Chennai - 34**

Invites you to the

**Capacity-Building Training Programmes**

(For the Non-Teaching Staff)

On

**Building Emotional Intelligence**

**Creating a Collaborative Workplace**

**Enhancing Computer Proficiency and  
Communication Skills**

**Patrons**

**Rev.Dr. Antony Robinson, SJ**  
Rector

**Rev.Dr.A.Louis Arockiaraj, SJ**  
Principal

**Rev.Dr.B.Jeyaraj, SJ**  
Secretary & Correspondent

**Dr.J.A. Charles**  
Deputy Principal

**Organisers**

Prof. D. Francis Xavier  
IQAC Coordinator

Dr Dorathy Pushparani  
Assistant IQAC Coordinator

**21, September 2024 | 9.30 a.m. to 04:00 p.m.**

**LS Hall, YD Hall & MCA Lab  
Loyola College, Chennai**

**Internal Quality Assurance Cell (IQAC)**  
**Loyola College (Autonomous), Chennai – 600034**

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A REPORT ON THE CAPACITY-BUILDING TRAINING PROGRAMME ON  
“BUILDING EMOTIONAL INTELLIGENCE” FOR NON-TEACHING STAFF

As part of its commitment to continuous professional enrichment, the **Internal Quality Assurance Cell (IQAC)** of **Loyola College (Autonomous), Chennai** organized a **Capacity-Building Training Programme** on “**Building Emotional Intelligence**” for the **non-teaching staff** of the college from 09:00 a.m. to 11:00 p.m. The programme as an integral part of IQAC’s broader initiative to foster personal development, emotional well-being, and professional effectiveness among administrative personnel was delivered by **Ms. Dimple Victor, Principal of YWCA Community College, Chetpet, Chennai.**

### **Objectives**

The training programme was designed around the central theme of **Emotional Intelligence (EI)**—the ability to recognize, understand, regulate, and express emotions effectively, both personally and in professional interactions. In an academic institution where non-teaching staff serve as the vital interface between students, faculty, and administration, emotional intelligence is essential for fostering a positive, responsive, and empathetic work culture.





The **objective** of the session was to help staff members:

- Understand the components and importance of emotional intelligence
- Recognize and manage their emotional triggers in challenging situations
- Enhance empathy and interpersonal communication
- Develop emotional resilience and stress-handling capabilities
- Improve workplace relationships and team dynamics through emotional awareness

## Highlights

The session was facilitated by **Ms. Dimple Victor, Principal of YWCA Community College, Chetpet, Chennai**, an experienced educator and trainer known for her dynamic approach to personality development and human relations. Through a blend of lectures, interactive discussions, and reflective exercises, she created an engaging environment that allowed participants to explore the emotional dimensions of their roles.

Ms. Dimple Victor emphasized the **practical applications of emotional intelligence** in daily work routines—handling complaints with patience, responding empathetically to students’ needs, managing workload pressure, and sustaining a supportive office environment. Her session encouraged introspection and guided staff on tools to **balance emotions, build trust, and maintain composure under stress**. Participants also engaged in group activities that fostered active listening, perspective-taking, and mindfulness.



## Felicitations

The programme was graced by **Rev. Dr. B. Jeyaraj, S.J., Secretary & Correspondent**, and **Rev. Dr. A. Louis Arockiaraj, S.J., Principal of Loyola College**. In his address, **Fr. Secretary** highlighted the importance of emotional intelligence in both personal life and workplace dynamics. He appreciated the efforts of the IQAC in organizing timely and meaningful development programmes for non-teaching staff and encouraged participants to adopt emotionally intelligent practices in their professional interactions. **Fr. Principal** also spoke on the significance of emotional awareness and positive engagement in fostering an efficient and compassionate administrative culture. The resource person was honoured with a **shawl and memento** by the dignitaries as a token of appreciation.





## Outcome and Impact

The training session on emotional intelligence resulted in a **heightened awareness of the importance of managing emotions in professional settings**. Participants expressed that the session helped them become more self-aware, empathetic, and composed in their day-to-day responsibilities. Many noted that they gained **valuable techniques for diffusing tension, building rapport**, and improving workplace morale. The overall impact of the session was reflected in the **renewed confidence, enhanced interpersonal sensitivity**, and a more emotionally attuned approach to administrative responsibilities.




The IQAC coordinators—**Prof. D. Francis Xavier, IQAC Coordinator**, and **Dr. Dorathy Pushparani, Assistant IQAC Coordinator**—expressed their sincere thanks to the Management for their support and guidance. They lauded the enthusiastic participation of the non-teaching staff and welcomed their feedback and suggestions for future programmes that can address a wider spectrum of professional and personal development needs.

## Conclusion

With this successful session, IQAC reinforces its vision of nurturing a **competent, emotionally intelligent, and service-oriented workforce** at Loyola College. Through such capacity-building initiatives, the institution remains steadfast in its commitment to holistic staff development, aligned with the values of empathy, integrity, and excellence.

  
**Prof. D. Francis Xavier**  
IQAC Coordinator

  
**Dr Dorathy Pushparani**  
Assistant IQAC Coordinator

**LOYOLA COLLEGE (AUTONOMOUS), CHENNAI- 600034**

**CAPACITY-BUILDING TRAINING PROGRAMMES  
ORGANISED BY IQAC - 21.09.2024 (SATURDAY)**

S.NO	DEPARTMENT	NAME	Signature
1	SHIFT II OFFICE	Mr. Richard Baskar . S-	
2	LIBRARY	Mr. Stanley Joseph. R -	
3	SHIFT I OFFICE	Mr. Amala Rajendran B V -	
4	SHIFT I OFFICE	Ms. Emelda Rani. S -	
5	CHEMISTRY LAB	Mr. Arockiadass. A -	
6	COMPUTER ACADAMY	Mr. Lazar B -	
7	COE	Mr. Amalraj. A -	
8	ZOOLOGY LAB	Mr. Christy Raj E.V. -	
9	MAINTENANCE OFFICE	Mr. Rajavelu. P -	
10	LIVE	Ms. Melchis Rani. S -	
11	BURSAR OFFICE	Mr. Joseph Sandhanam. N.C -	
12	PHYSICS LAB	Mr. James. S -	
13	PLANT - BIO LAB	Mr. Rajesh Kumar. D -	
14	LIBRARY	Mr. Sugumaran. K -	
15	COE	Mr. Anthonysamy S.A -	
16	PHYSICS LAB	Mr. Anthoni Sagayaraj. T -	
17	PURCHASE OFFICE	Mr. Sahaya Justine. P -	
18	SHIFT I OFFICE	Mr. Thomas. M -	
19	CHEMISTRY LAB	Mr. Casimir Raj. J -	
20	COMPUTER ACADAMY	Mr. Sankara Vadivel. A.B -	
21	SHIFT I OFFICE	Mr. Devarajan. S -	
22	SHIFT I OFFICE	Mr. Bosco Amirtharaj. A -	
23	PHYSICS LAB	Mr. Gaspar. C -	
24	MAINTENANCE OFFICE	Mr. Rajasekar A -	
25	IQAC	Mr. Backianathan J.A. -	


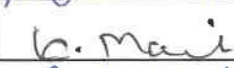
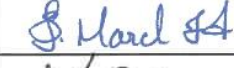

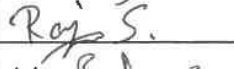
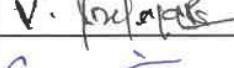
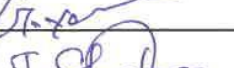
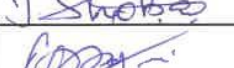

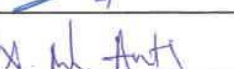
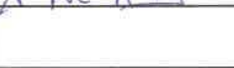




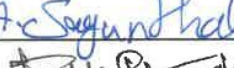


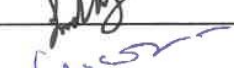

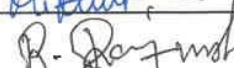
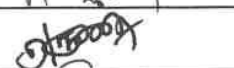
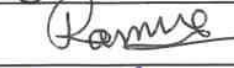

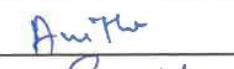
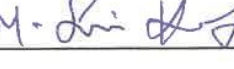




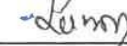


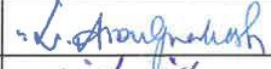
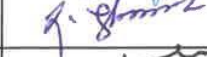


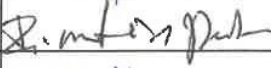
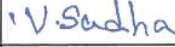

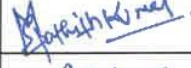

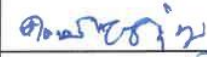
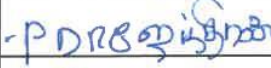






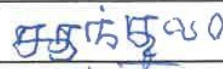

26	IQAC	Mr. Anthonysamy. A -	Anthony Samy
27	PRINCIPAL OFFICE	Mr. Vijayakumar. D -	D. Vijay
28	COMPUTER ACADAMY	Mr. Rubert Jebastin Joy -	Rubert
29	SHIFT I OFFICE	Mr. Rajasekar. A -	Rajasekar
30	COE	Mr. Soosai Manickam. A -	Soosai
31	PHYSICS LAB	Mr. Peter. S -	P. Peter
32	PURCHASE OFFICE	Mr. Antonisamy. J	Antonisamy
33	SHIFT I OFFICE	Mr. Baskar. A -	Baskar
34	COE	Mr. John Gilbert. M -	M. John Gilbert
35	SHIFT I OFFICE	Ms. Theresa Joseph -	Theresa
36	CHEMISTRY LAB	Mr. Chellan. S -	S. Chellan
37	SHIFT II OFFICE	Mr. James Alexandar Mani. D-	D. Mani
38	MAINTENANCE OFFICE	Mr. Jegan. S -	Jegan
39	LIBRARY	Mr. Gnana Prakasam. D -	D. Gnana
40	LIBRARY	Ms. Susana Felicia. A -	A. Susana
41	SHIFT II OFFICE	Ms. Vinnarasi Thanuja. J -	Thanuja
42	PLACEMENT OFFICE	Mr. Arul. S -	Arul
43	COMPUTER ACADAMY	Mr. Varadhan. R -	R. Varadhan
44	COMPUTER ACADAMY	Mr. Subbiah. R -	R. Subbiah
45	COMPUTER ACADAMY	Mr. Peter Wenisch. S -	S. Peter Wenisch
46	SHIFT I OFFICE	Mr. Prabhu. V -	V. Prabhu
47	PURCHASE OFFICE	Mr. Anthonysamy. Y -	Y. Anthonysamy
48	MAINTENANCE OFFICE	Mr. Thangaprakasam. J-	J. Thangaprakasam
49	MAINTENANCE OFFICE	Mr. Anthony Louis. J -	J. A. Louis
50	PHYSICS LAB	Mr. Arockia John Britto. V -	V. John
51	PHYSICS LAB	Mr. George Gilbert. S -	S. George
52	COE	Mr. William Tarchies. C -	C. William
53	COE	Mr. Irudayam. U -	U. Irudayam
54	PHYSICS LAB	Mr. Arul Raja. R -	R. Arul Raja
55	COE	Mr. Durai V. -	V. Durai










56	COMPUTER SCIENCE	Mr. Antony Charles Suresh. W -	W. Suresh
57	ZOOLOGY LAB	Mr. Leo Raja. S -	Leo
58	PULC	Mr. Kathiravan M -	M. Kathiravan
59	LIBRARY	Mr. Anthony Raj L -	L. Raj
60	DEANS OFFICE	Mr. Raman L. -	L. Raman
61	PULC	Ms. Nambikkai Rani. B -	B. N. Rani
62	LS HALL	Mr. Kannan. P -	P. Kannan
63	UGC OFFICE	Mr. Paulraj. S	S. Paulraj
64	ZOOLOGY LAB	Mr. Vijaya Raman. K	K. Vijaya Raman
65	GARDEN	Mr. Durai.V.A -	M. Durai V. A
66	BURSAR OFFICE	Mr. Moorthy. S -	S. Moorthy
67	MAINTENANCE OFFICE	Mr. Erussappan. M -	
68	GARDEN	Mr. China Kasiah Vaiyeti. Y -	K
69	GARDEN	Mr. Abraham. Y -	Y. Abraham
70	PD OFFICE	Mr. D.Palani -	D. Palani
71	MAINTENANCE OFFICE	Mr. Dhayalan. K -	K. Dhayalan
72	PD OFFICE	Mr. David Anthony. V -	V. David Anthony
73	MAINTENANCE OFFICE	Mr. Stalin. T -	T. Stalin
74	PD OFFICE	Mr. Balaraman. E -	E. Balaraman
75	ZOOLOGY LAB	Mr. Ganesan. S -	S. Ganesan
76	GARDEN	Mr. Velayudham.R -	R. Velayudham
77	LIAC	Ms. Jesper Daisy Joseph Dennis -	J. Jesper Daisy Joseph Dennis
78	LOYOLA FM	Ms. Amali Arul. R -	R. Amali Arul
79	BURSAR OFFICE	Ms. Umamaheswari. V	V. Umamaheswari
80	SHIFT I VP OFFICE	Mr. Yujin Ignatius. A -	A. Yujin Ignatius
81	COE	Mr. Jayakishore.P -	P. Jayakishore
82	PLANT - BIO LAB	Mr. Kasper. M -	M. Kasper
83	SHIFT II OFFICE	Mr. Sebastian. D -	D. Sebastian
84	PD OFFICE	Mr. Thomas Wilson. B -	B. Thomas Wilson
85	PULC	Mr. John Peter.S -	S. John Peter









86	SOCIAL WORK	Mr. Suresh.M -	<i>16899</i>
87	LIBRARY	Ms. Nirmala Geraldine. A	<i>A. Nirmala</i>
88	LIAC	Mr. Sarath Kumar. C	<i>[Signature]</i>
89	MAINTENANCE OFFICE	Mr. Mubeen Basha. S.H.	<i>Mubeen Basha</i>
90	MAINTENANCE OFFICE	Mr. Parthiban. P	<i>[Signature]</i>
91	OMR	Ms. Jancy Priya. J	<i>Jancy Priya</i>
92	PULC	Mr.Vino Brit. L	<i>[Signature]</i>
93	COMMERCE	Mr. John Arockia Doss. G -	<i>John</i>
94	SHIFT II DP OFFICE	Mr. Rochallwin. V -	
95	SHIFT II OFFICE	Mr. Nelson. S -	<i>[Signature]</i>
96	UGC OFFICE	Ms. Catherine Pradeepa. S -	<i>[Signature]</i>
97	MAINTENANCE OFFICE	Mr. Iyamperumal. E -	<i>E. Iyamperumal</i>
98	MAINTENANCE OFFICE	Ms. Bhavani. D -	<i>Bhavani</i>
99	IQAC	Ms. Shyamala. K -	<i>K. Shyamala</i>
100	MAINTENANCE OFFICE	Ms. Sathya. A -	<i>A. Sathya</i>
101	MAINTENANCE OFFICE	Ms. Sumathi. M -	<i>M. Sumathi</i>
102	LISSTAR	Mr.Victor Ashok Kumar. G	<i>[Signature]</i>
103	PLANT - BIO LAB	Mr. Mariyan. R -	<i>[Signature]</i>
104	LISSTAR	Mr.Lourdusamy. K -	<i>[Signature]</i>
105	LIAC	Ms.Anitha Elavarasi. M	<i>M. Anitha</i>
106	LIFE	Ms. Lakshmi. J	<i>J. Lakshmi</i>
107	OMR	Mr. Antony. A -	<i>A. Antony</i>
108	KAUSHAL	Mr. Udhaya Deepam. P	<i>P. Udhaya</i>
109	LIVE	Mr. Manikandan. S	<i>[Signature]</i>
110	COMPUTER ACADAMY	Mr. Ram Kumar. R	<i>[Signature]</i>
111	SHIFT II OFFICE	Ms. Mary Sangeetha. J	<i>[Signature]</i>
112	IQAC	Mr. Joseph Xavier. V	<i>[Signature]</i>
113	DIGITAL LIBRARY	Mr. Maria Dennis Sahayam. T	
114	LIVE	Mr. Vinoth Kanna. E	<i>[Signature]</i>
115	STUDENTS COMMON	Mr. Irudayaraj. S	<i>[Signature]</i>



116	ERP	Mr. Vibin Brit. L	
117	LSSS	Mr. Mani. K	
118	DEAN OF WOMEN	Ms. Marcelin Jeniefer. S	
119	VISCOM	Mr. Remigious. M	
120	PHYSICS LAB	Mr. Raju S	
121	MAINTENANCE OFFICE	Mr. Irudaya Raja. V	
122	MAINTENANCE OFFICE	Mr. Xavier. G	
123	COE	Ms. Shobana Gezia. J	
124	SHIFT II OFFICE	Mr. Charles Manoj. J	
125	VISCOM	Mr. Selvarasu. E	
126	KAUSHAL	Mr. Nelson Amalanathan. X	
127	BURSAR OFFICE	Ms. Vinitha Sangeetha. P	
128	CHEMISTRY LAB	Mr. Gangadharan. E	
129	DATA SCIENCE	Mr. Antony Prakash. S	
130	ECONOMICS	Mr. Parthiban. P (LONG ABSENT)	
131	ENGLISH DEPT.	Ms. Malar. R	
132	MAINTENANCE OFFICE	Ms. Sagunthala. A	
133	SECRETARY OFFICE	Mr. Packiyaraj. V	
134	CHEMISTRY LAB	Mr. Prasanth. M	
135	PLANT - BIO LAB	Mr. Sridhar. T	
136	SHIFT II OFFICE	Mr. Visuvasam. G	
137	LIVE	Mr. Marimuthu. M	
138	COE	Mr. Rajmohan. R	
139	SHIFT II VP OFFICE	Mr. Arockia Arun Kumar. M	
140	VP OFFICE INFRASTRUCTURE	Mr. Ramu. M	
141	KAUSHAL	Mr. Hariharan. K	
142	COE	Ma. Anitha. A	
143	CHEMISTRY LAB	Mr. Sasi Kumar. M	
144	SHIFT I OFFICE	Mr. Arunpandiyan. S	
145	ALUMNI OFFICE	Mr. Mohan Raj. B	

146	DEAN OF STUDENTS	Mr. Savio Dominic Middleton	
147	SECRETARY OFFICE	Mr. Louis. M	
148	SHIFT II DP OFFICE	Mr. Joseph. G	
149	SHIFT II OFFICE	Mr. Suresh. S	
150	SHIFT II OFFICE	Mr. Amulprakash. L	
151	RCDS	Mr. Premanand. D	
152	RCDS	Mr. Arul Jegan. G	
153	ECONOMICS	Mr. Mohan Shankar. N	
154	MAINTENANCE OFFICE	Mr. Martinprabu. R	
155	MAINTENANCE OFFICE	Ms. Sudha. V	
156	MAINTENANCE OFFICE	Mr. Gopi. D	
157	LSSS	Mr. Sathish Kumar. E	
158	MAINTENANCE OFFICE	Mr. Moses. P	
159	MAINTENANCE OFFICE	Mr. Veeramuthu. P	
160	PD OFFICE	Mr. Rajendran. P	
161	VISCOM	Mr. Janakiraman. M	
162	MAINTENANCE OFFICE	Ms. Kamala Mary G.V.	
163	MAINTENANCE OFFICE	Mr. Manikandan B (01.02.2024)	
164	ERP	Mr. Sebestiraj K	
165	GARDEN	Mr. Agastin A	
166	PRINCIPAL OFFICE	Mr. Krishnan P	
167	SECRETARY OFFICE	Mr. Michael Raj S	
168	LIBRARY	Ms. Sagunthala. C -	
169	SHIFT I OFFICE	Mr. Antony. S -	

S.NO	DEPARTMENT	NAME	SIGNATURE
1	Counselling	Ms. Christiana Venita Deepa. D	
2	Counselling	Mr. Kiran Kisku. W	
3	Computer Academic	Mr. P S Albert	
4	Computer Academic	Mr. Sebastian Maria Joseph	
5	Computer Academic	Mr. Jegan Seelan	
6	Computer Academic	Mr. Edmund Paul S	
7	Computer Academic	Ms. A. Amali Mary Bastina	
8	Viscom	Mr. Adaikalasamy. M	
9	Viscom	Mr. Ramesh. B	
10	Viscom	Mr. Kiran Prasad. G	
11	Lsss	Ms. Jeeva. S	

S.NO	DEPARTMENT	NAME	SIGNATURE
1	College Office	T. Cleophus	
2	Chemistry Dept.	Mr. B.V. Thiruthuva Raja	
3	College Office	Mr. M. Xavier Selvaraj	
4	College Office	Mr. J. Peter Francis	
5	College Office	Mr. I. Arockiam	
6	Chemistry Dept.	Mr. I. Arockiaraj	
7	College Office	Mr. A. Jhon	
8	College Office	Mr. A. Sagayaraj	
9	LSSS Office	Mr. K.V. Wilson	
10	COE Office	Mr. D. Edward Rayappan	
11	College Office	Mr. V. Murugan	