



A Career Progression Training

On

**“Cultivate a Productive Mindset –
Be a Better Version of Yourself”**

29th January, 2025

Report

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



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27th January, 2025

Circular on Administrative Staff Training

IQAC is organising a career progression training for the Administrative Staff (Group 4) on “Cultivate a Productive Mindset – Be a Better Version of Yourself” delivered by **Ms. Pooja Bardia**, Life Coach, Energy Healer & Counsellor, The Blissful Navigator, Chennai to be held on 29th January, 2025 between 02.00 p.m. and 04.30 p.m. in LIFE Hall.

Kindly check the noticeboard for further information.

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

Secretary & Correspondent

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

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

Principal

Principal
LOYOLA COLLEGE
CHENNAI - 600 034

“Let Your Light Shine”



**INTERNAL QUALITY ASSURANCE CELL (IQAC)
LOYOLA COLLEGE (AUTONOMOUS)
CHENNAI - 34**

*invites you to the administrative staff
training program on*

**"CULTIVATE A PRODUCTIVE
MINDSET-BE A BETTER VERSION
OF YOURSELF"**

Resource Person



Ms Pooja Bardia

- Life Coach,
- Energy healer Counsellor,
- The Blissful Navigator



HELD ON: 29TH JANUARY 2025



TIME : 2:00 P.M. - 4:30 P.M.



VENUE : LIFE HALL



Loyola College (Autonomous), Chennai - 34

Internal Quality Assurance Cell (IQAC)

Report on

A Career Progression Training

“Cultivate a Productive Mindset – Be a Better Version of Yourself”

Date & Time : 29th January, 2025, 02.00 p.m. and 04.30 p.m.

Venue : LIFE Seminar Hall.

Trainer : Ms. Pooja Bardia, Life Coach, Energy Healer & Counsellor, The Blissful Navigator, Chennai

IQAC organised a career progression training for the Administrative Staff (Group 4) on 29th January, 2025. The training program titled “Cultivate a Productive Mindset – Be a Better Version of Yourself” was conducted with the aim to inspire and equip participants with the attitude, approach and outlook needed to enhance personal and professional productivity, while fostering positive interactions with colleagues.



The session began with a prayer seeking divine guidance for the fruitful outcome of the training programme. This was followed by the welcome address by Mr Dominic, Dean of Students Office and the introduction of the resource person Ms. Pooja Bardia, Life Coach, Energy Healer & Counsellor, The Blissful Navigator, Chennai.



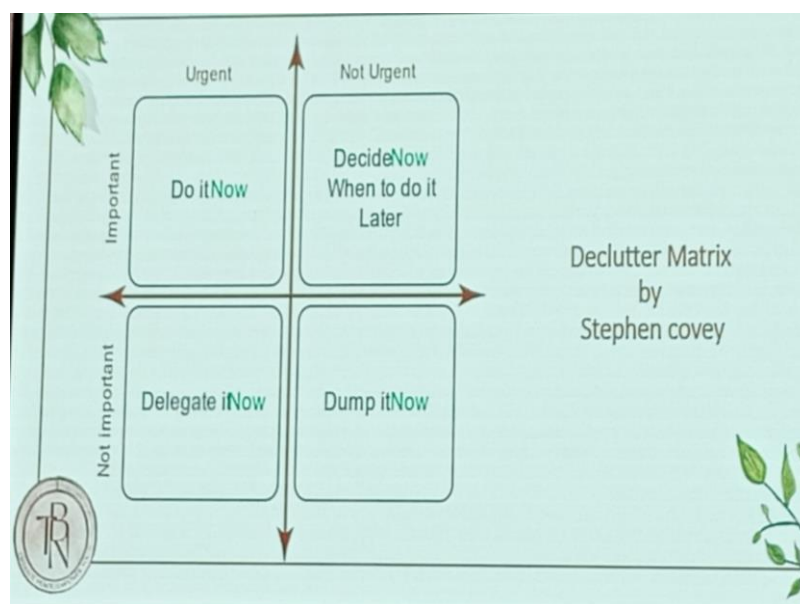
Felicitation was offered by Rev.Fr. Boniface Jeyaraj, Secretary and Correspondent, who emphasized the importance of self-discipline, time management and continuous self-improvement in achieving excellence, both as an individual and as a team. He highlighted the significance of developing a growth-oriented mindset in the dynamic educational environment. He added that these trainings are pivotal in creating a productive and harmonious work environment.

To kick start the program, Ms. Pooja Bardia introduced a clapping technique designed to engage participants and help them relieve stress, effectively setting the tone for an engaging experience.

She stressed on the fact that a productive mindset means cultivating habits that foster focus, discipline and developing positive routines. She spoke about setting clear goals, staying organized and continuously upgrading oneself to enhance one's efficiency to reach your full potential. Every step taken toward self-improvement brings you closer to becoming your best self - A Better Version of Yourself.



Emphasis was placed on setting realistic goals, maintaining focus, and prioritizing tasks effectively. Techniques for organizing the day task, avoiding distractions, and creating productive routines were shared to enhance time management.






Discussions and activities highlighted the power of daily habits, mindfulness and self-reflection in driving long-term success.

Interactive exercises and strategies to stay motivated and cultivate inner discipline were provided during the training by the resource person.

Throughout the session, participants engaged in interactive discussions, activities, and self-assessment tasks, which helped them internalize key concepts and reflect on their current habits and mindset showing them the way forward for self-improvement.

The program concluded with a vote of thanks to express gratitude to the trainers, organizers, and participants for making the session meaningful and impactful. Participants left the training motivated and empowered, equipped with practical tools to cultivate a productive mindset and Be A Better Versions Of Themselves


Mr. D. Francis Xavier
IQAC Coordinator


Dr. Dorathy Pushparani
IQAC Assistant Coordinator

LOYOLA COLLEGE (AUTONOMOUS), CHENNAI- 600034
INTERNAL QUALITY ASSURANCE CELL
A Training programme for the Administrative Staff (Group - IV)
on
"CULTIVATE A PRODUCTIVE MINDSET – BE A BETTER VERSION OF YOURSELF"

Date: 29-01-2025

Time: 2.00 pm to 4.30 pm

Venue: LIFE HALL

S.NO	DEPARTMENT	NAME	SIGNATURE
1	ALUMNI OFFICE	Mr. Mohan Raj. B	
2	BURSAR OFFICE	Mr. Joseph Sandhanam. N.C	
3	BURSAR OFFICE	Ms. Umamaheswari. V	
4	BURSAR OFFICE	Ms. Vinitha Sangeetha. P	
5	COE	Mr. John Gilbert. M	
6	COE	Ma. Anitha. A	
7	COMPUTER ACADAMY	Mr. Lazar B -	
8	COMPUTER ACADAMY	Mr. Sankara Vadivel. A.B	
9	COMPUTER ACADAMY	Mr. Rubert Jebastin Joy	
10	COMPUTER ACADAMY	Mr. Varadhan. R	
11	COMPUTER ACADAMY	Mr. Subbiah. R	
12	COMPUTER ACADAMY	Mr. Peter Wenisch. S	
13	COMPUTER ACADAMY	Mr. Ram Kumar. R	
14	COMPUTER ACADAMY	Mr. P S Albert	
15	COMPUTER ACADAMY	Mr. Sebestian Maria Joseph	
16	COMPUTER ACADAMY	Mr. Jegan Seelan	
17	COMPUTER ACADAMY	Mr. Edmund Paul S	
18	COMPUTER ACADAMY	Ms. A. Amali Mary Bastina	
19	Counselling	Ms. Christiana Venita Deepa. D	
20	Counselling	Mr. Kiran Kisku. W	
21	DATA SCIENCE	Mr. Antony Prakash. S	
22	DEAN OF STUDENTS	Mr. Savio Dominic Middleton	
23	ERP	Mr. Vibin Brit. L	
24	ERP	Mr. Sebestiraj K	
25	LIAC	Ms. Jesper Daisy Joseph Dennis	
26	LIAC	Mr. Sarath Kumar. C	

27	LOYOLA FM	Ms. Amali Arul. R -	R.A.A. A1.
28	LSSS	Ms. Jeeva. S	
29	MAINTENANCE OFFICE	Mr. Rajasekar A	Rajasekar
30	OMR	Ms. Jancy Priya. J	Jancy Priya
31	PRINCIPAL OFFICE	Mr. Krishnan P	P. Krishnan
32	PULC	Mr. John Peter. S	S. Schupeler
33	PULC	Mr. Vino Brit. L	L. Vino Brit
34	PURCHASE OFFICE	Mr. Antonisamy. J	J. Antonisamy
35	SECRETARY OFFICE	Mr. Packiyaraj. V	V. Packiyaraj
36	SECRETARY OFFICE	Mr. Michael Raj S	S. Michael Raj
37	SHIFT I OFFICE	Mr. Rajasekar. A	A. Rajasekar
38	SHIFT I OFFICE	Mr. Antony. S	S. Antony
39	SHIFT I VP OFFICE	Mr. Yujin Ignatius. A	A. Yujin Ignatius
40	SHIFT II OFFICE	Mr. Nelson. S -	S. Nelson
41	SHIFT II OFFICE	Mr. Charles Manoj. J	J. Charles Manoj
42	SHIFT II OFFICE	Mr. Visuvasam. G	G. Visuvasam
43	SHIFT II OFFICE	Mr. Sebastian. D	D. Sebastian
44	UGC OFFICE	Mr. Paulraj. S	S. Paulraj
45	VISCOM	Mr. Remigious. M	M. Remigious
46	VISCOM	Mr. Adaikalasamy. M	M. Adaikalasamy
47	VISCOM	Mr. Ramesh. B	B. Ramesh
48	VISCOM	Mr. Kiran Prasad. G	G. Kiran Prasad
49	VP OFFICE INFRASTRUCTURE	Mr. Ramu . M	M. Ramu