



A Two Capacity Building Workshop
For
Administrative Staff
On
‘Mastering Advanced Computer
Techniques for Enhanced Productivity’

30th & 31st January, 2025

Report

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



LOYOLA COLLEGE

(AUTONOMOUS)

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27th January, 2025

Circular on a Two-Day Workshop for Administrative Staff

IQAC is organising a two-day capacity-building workshop for Administrative Staff (Group 1) on “**Mastering Advanced Computer Techniques for Enhanced Productivity**” delivered by **Mr. Saravanakumar**, Excel Futuro Focus, Chennai to be held on 30th & 31st January, 2025 between 09.30 a.m. and 12.30 p.m. in UG Computer Lab, 3rd Floor, Jubilee Building.

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
A TWO-DAY CAPACITY-BUILDING WORKSHOP
for Administrative Staff
On

**"MASTERING ADVANCED COMPUTER
TECHNIQUES FOR ENHANCED PRODUCTIVITY"**

RESOURCE PERSON:

MR. SARAVANAKUMAR

EXCEL FUTURO FOCUS
CHENNAI



ON: JANUARY 30 & 31, 2025



TIME : 9:30A.M. - 12:30 P.M.



VENUE : UG COMPUTER LAB, JUBILEE BLOCK

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



Loyola College (Autonomous), Chennai - 34

Internal Quality Assurance Cell (IQAC)

Report on

A Two-Day Workshop

‘Mastering Advanced Computer Techniques for Enhanced Productivity’

Date & Time: 30th & 31st January, 2025, 9.30 a.m. – 12.30 pm.

Venue: Xavier UG Computer Lab, 3rd Floor, Jubilee Building.

Trainer: Mr. Saravan Kumar, Director, Futuro Focus, Chennai

The Internal Quality Assurance Cell (IQAC) of Loyola College successfully organized a two-day focused workshop for the administrative staff (Group I), titled "Mastering Advanced Computer Techniques for Enhanced Productivity" on 30th and 31st January 2025. The objective of workshop was primarily to boost their technical skills in managing office-related digital tasks.



The event commenced with a prayer, and a welcome address from Mr. Cleophus, the Office Superintendent, emphasizing the importance of such training programs. Rev. Dr. Boniface Jeyaraj, S.J., Secretary and Correspondent, Loyola College, delivered the felicitation address, encouraging participants to learn from these workshops, sharpen their digital skills and strive for excellence.



Led by Mr. Saravan Kumar, Director of Futuro Focus, the workshop focused on enhancing proficiency in Advanced Microsoft Office Skills, particularly Excel. This workshop aimed to empower the participants to work smarter, faster and with greater confidence. Topics covered included formulas, pivot tables and other essential tools for improving office efficiency.

This hands-on session with a computer system provided to each participant, was designed to enable office staff to streamline workflows, automate tasks and leverage advanced software tools, learn tips, shortcuts, and strategies to boost efficiency and stay ahead in the technology driven world.




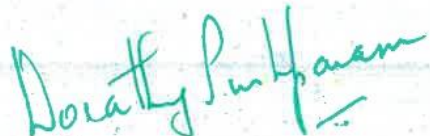
Interactive sessions and hands-on exercises were incorporated to ensure participants could practice what they learned and clarify their doubts with the trainer.



The participants found the training extremely valuable in upgrading their computer skills, leading to greater workplace productivity.

The event concluded with a vote of thanks by Mr. Xavier Selvaraj from Shift I Office, appreciating the trainer's efforts and the success of the workshop.


Mr. D. Francis Xavier
IQAC Coordinator


Dr. Dorathy Pushparani
IQAC Assistant Coordinator



LOYOLA COLLEGE (AUTONOMOUS), CHENNAI- 600034
INTERNAL QUALITY ASSURANCE CELL (IQAC)
A Two-day Workshop for Administrative Staff (Group - I)



on
“MASTERING ADVANCED COMPUTER TECHNIQUES FOR ENHANCED PRODUCTIVITY”

Date: 30-01-2025

Time: 9.30 am to 12.30 pm

Venue: UG Computer Lab 3rd Floor, Jubilee Building

S.NO	DEPARTMENT	NAME	SIGNATURE
1	Chemistry Dept.	Mr. I. Arockiaraj	<i>I. Arockiaraj</i>
2	COE	Mr. Amalraj. A -	<i>A. Amalraj</i>
3	COE	Mr. Soosai Manickam. A -	<i>S. Manickam</i>
4	COE	Mr. Irudayam. U -	<i>U. Irudayam</i>
5	COE	Mr. Durai V. -	<i>D. V.</i>
6	COE Office	Mr. D. Edward Rayappan	<i>D. Edward Rayappan</i>
7	College Office	T. Cleophus	<i>T. Cleophus</i>
8	College Office	Mr. M. Xavier Selvaraj	<i>M. Xavier Selvaraj</i>
9	College Office	Mr. J. Peter Francis	<i>J. Peter Francis</i>
10	College Office	Mr. I. Arockiam	<i>I. Arockiam</i>
11	College Office	Mr. A. Jhon	<i>A. Jhon</i>
12	College Office	Mr. A. Sagayaraj	<i>A. Sagayaraj</i>
13	DEAN OF WOMEN	Ms. Marcelin Jeniefer. S	<i>S. Marcelin Jeniefer</i>
14	DEANS OFFICE	Mr. Raman L. -	<i>L. Raman</i>
15	KAUSHAL	Mr. Hariharan. K	<i>K. Hariharan</i>
16	KAUSHAL	Mr. Nelson Amalanathan. X	<i>X. Nelson Amalanathan</i>
17	LIBRARY	Mr. Stanley Joseph. R -	<i>R. Stanley Joseph</i>
18	LIBRARY	Ms. Susana Felicia. A -	<i>A. Susana Felicia</i>
19	LISSTAR	Mr. Lourdusamy. K -	<i>K. Lourdusamy</i>
20	LISSTAR	Mr. Victor Ashok Kumar. G	<i>G. Victor Ashok Kumar</i>
21	LIVE	Ms. Melchis Rani. S - (afternoon)	<i>attended in afternoon session</i>
22	LIVE	Mr. Manikandan. S	<i>S. Manikandan</i>
23	LIVE	Mr. Vinoth Kanna. E	<i>E. Vinoth Kanna</i>
24	LSSS	Mr. Sathish Kumar. E	<i>E. Sathish Kumar</i>
25	LSSS Office	Mr. K.V. Wilson	<i>K.V. Wilson</i>
26	PD OFFICE	Mr. Thomas Wilson. B -	<i>B. Thomas Wilson</i>
27	PHYSICS LAB	Mr. Anthoni Sagayaraj. T -	<i>T. Anthoni Sagayaraj</i>

28	PHYSICS LAB	Mr. Peter. S -	S. Peter
29	PHYSICS LAB	Mr. George Gilbert. S -	Ge
30	PLACEMENT OFFICE	Mr. Arul. S -	Arul
31	PLANT BIO LAB <i>Health Centre</i>	Mr. Sridhar. T	T. Sridhar
32	PULC	Ms. Nambikkai Rani. B -	B.N.R.
33	PULC	Mr. Kathiravan M -	M. Kathiravan
34	PURCHASE OFFICE	Mr. Sahaya Justine. P -	Justine
35	RCDS	Mr. Premanand. D	on leave
36	RCDS	Mr. Arul Jegan. G	A. Jegan
37	SHIFT I OFFICE	Mr. Amala Rajendran B V -	Amala
38	SHIFT I OFFICE	Ms. Emelda Rani. S -	E. Rani
39	SHIFT I OFFICE	Ms. Theresa Joseph -	Theresa
40	SHIFT I OFFICE	Mr. Baskar. A -	Baskar
41	SHIFT I OFFICE	Mr. Arunpandiyan. S	Arunpandiyan
42	SHIFT II OFFICE	Mr. Richard Baskar . S-	R. Baskar
43	SHIFT II OFFICE	Ms. Vinnarasi Thanuja. J -	J. Thanuja
44	SHIFT II OFFICE	Ms. Mary Sangeetha. J	M. Sangeetha
45	UGC OFFICE	Ms. Catherine Pradeepa. S -	attended yesterday meeting
46	VISCOM	Mr. Selvarasu. E	E. Selvarasu
47	ZOOLOGY LAB	Mr. Leo Raja. S -	Leo Raja
48	ZOOLOGY LAB	Mr. Vijaya Raman. K	V. Raman
49	IQAC	Mr. Backianathan J.A. -	J.A. Backianathan
50	IQAC	Mr. Joseph Xavier. V	J. Xavier
51	IQAC	Mr. Anthonysamy. A -	A. Anthonysamy
52	SHIFT II DP OFFICE	Mr. Rochallwin. V	V. Rochallwin
53	COE	Mr. William Tarchies. C	W. Tarchies
54	COE	Ms. Shobana Gezia. J	J. Shobana
55	SHIFT II VP OFFICE	Mr. Arockia Arun Kumar. M	A. Arun Kumar

56 S. HIFI Iqfice

57 S. ANTONY

58 A. B. Sankar

Mr. S. Devargan

MS S. ANTONY

A. B. Sankar

S. Devargan

S. ANTONY

A. B. Sankar



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INTERNAL QUALITY ASSURANCE CELL (IQAC)
A Two-day Workshop for Administrative Staff (Group - I)



on
“MASTERING ADVANCED COMPUTER TECHNIQUES FOR ENHANCED PRODUCTIVITY”

Date: 31-01-2025

Time: 9.30 am to 12.30 pm

Venue: UG Computer Lab 3rd Floor, Jubilee Building

S.NO	DEPARTMENT	NAME	SIGNATURE
1	Chemistry Dept.	Mr. I. Arockiaraj	
2	COE	Mr. Amalraj. A -	
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21	LIVE	Ms. Melchis Rani. S -	
22	LIVE	Mr. Manikandan. S	
23	LIVE	Mr. Vinoth Kanna. E	
24	LSSS	Mr. Sathish Kumar. E	
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29	PHYSICS LAB	Mr. George Gilbert. S -	<i>G. Gilbert</i>
30	PLACEMENT OFFICE	Mr. Arul. S -	<i>S. Arul</i>
31	PLANT - BIO LAB	Mr. Sridhar. T	<i>T. Sridhar</i>
32	PULC	Ms. Nambikkai Rani. B -	<i>B. N. Rani</i>
33	PULC	Mr. Kathiravan M -	<i>M. Kathiravan</i>
34	PURCHASE OFFICE	Mr. Sahaya Justine. P -	<i>P. Justine</i>
35	RCDS	Mr. Premanand. D	<i>D. Premanand</i>
36	RCDS	Mr. Arul Jegan. G	<i>G. Arul Jegan</i>
37	SHIFT I OFFICE	Mr. Amala Rajendran B V -	<i>B. V. Amala Rajendran</i>
38	SHIFT I OFFICE	Ms. Emelda Rani. S -	<i>S. Emelda Rani</i>
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44	SHIFT II OFFICE	Ms. Mary Sangeetha. J	<i>J. Mary Sangeetha</i>
45	UGC OFFICE	Ms. Catherine Pradeepa. S -	<i>S. Catherine Pradeepa</i>
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47	ZOOLOGY LAB	Mr. Leo Raja. S -	<i>S. Leo Raja</i>
48	ZOOLOGY LAB	Mr. Vijaya Raman. K	<i>K. Vijaya Raman</i>
49	IQAC	Mr. Backianathan J.A. -	<i>A. Backianathan</i>
50	IQAC	Mr. Joseph Xavier. V	<i>V. Joseph Xavier</i>
51	IQAC	Mr. Anthonysamy. A -	<i>A. Anthonysamy</i>
52	SHIFT II DP OFFICE	Mr. Rochallwin. V	<i>V. Rochallwin</i>
53	COE	Mr. William Tarchies. C	<i>C. William Tarchies</i>
54	COE	Ms. Shobana Gezia. J	<i>J. Shobana Gezia</i>
55	SHIFT II VP OFFICE	Mr. Arockia Arun Kumar. M	<i>M. Arockia Arun Kumar</i>

56. Shift I Office - Mr. S. Dauraja

57. SHANKAR - LAB

58. RAJASRIKAR OFFICE

S. Dauraja

B. Shankar