



**Capacity Building Workshop
For
Administrative Staff
On
“Fostering a Spirit of Cooperation:
Work Harmony Strategies”**

31st 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 training programme for the Administrative Staff (**Group 3**) on **"Fostering a Spirit of Cooperation: Work Harmony Strategies"** led by **Mr. Boopathy**, Lead Trainer, Loopex Technologies, Chennai to be held on 31st January, 2025 between 10.00 a.m. 12.00 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
ADMINISTRATIVE STAFF TRAINING
ON

**"FOSTERING A SPIRIT OF
COOPERATION: WORK HARMONY
STRATEGIES"**

RESOURCE PERSON:

MR. BOOPATHI RAJA.R
LEAD TRAINER - HR TALENT
DEVELOPMENT, IOPEX TECHNOLOGIES



ON: 31ST JANUARY 2025



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



VENUE : LIFE HALL



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. Dorothy Pushparani
Assistant IQAC Coordinator



Loyola College (Autonomous), Chennai - 34

Internal Quality Assurance Cell (IQAC)

Report on

A Training Programme

on

“Fostering a Spirit of Cooperation: Work Harmony Strategies”

Date & Time: 31st January, 2025, 10.00 a.m. 12.00 p.m

Venue: LIFE Seminar Hall.

Trainer: **Mr. Boopathy**, Lead Trainer, Loopex Technologies, Chennai

IQAC organised a training programme for the Administrative Staff (Group 3) on “Fostering a Spirit of Cooperation: Work Harmony Strategies” by Mr. Boopathy, Lead Trainer, Loopex Technologies, Chennai on 31st January, 2025.



A training programme titled “Fostering a Spirit of Cooperation: Work Harmony Strategies” was organized for the Administrative Staff (Group 3) to promote better teamwork, communication, and interpersonal harmony in the workplace ultimately enhancing the overall functioning of the institution.

The session was led by Mr. Boopathy, a trainer known for his engaging and practical approach to workplace development. The effectiveness of a college's operations often hinges on the ability of its administrative personnel to navigate interpersonal dynamics, manage stress and work collaboratively.

The programme began with the rendition of a prayer song, setting a calm and positive tone. This was followed by a welcome address by Mr. Cleophus, the Office Superintendent encouraging staff for maintaining harmony in the workplace and fostering a cooperative spirit among staff for collective growth.



The staff warmly received the felicitations from Rev. Dr. Boniface Jeyaraj, S.J., Secretary and Correspondent of Loyola College. His presence and heartfelt address was an encouraging gesture for the staff. He expressed his gratitude to the trainer for taking the time to motivate the staff and encouraged him to share the valuable lessons that will help build a harmonious workplace.

At the outset Mr. Boopathy highly appreciated the management and IQAC for their concern towards the maintenance and hygiene contract workers in organising such programs and providing such platforms for them to interact and gain their confidence. With a very friendly and professional approach he led the session through a series of interactive discussions,

real-life scenarios and group activities. Major topics covered include understanding each other, workplace cooperation, conflict resolving ability, building trust and mutual respect among staff members.



With a very positive attitude participants were actively involved in role-playing and guided reflection exercises. The session was both enlightening and enjoyable, keeping participants engaged and motivated.

The session concluded with a heartfelt vote of thanks acknowledging Mr. Boopathy's insightful and impactful training. Participants shared their takeaways and appreciated the opportunity to improve both personal and team dynamics, laying the foundation for a more harmonious work environment among administrative staff.

Mr. D. Francis Xavier

IQAC Coordinator

Dr. Dorothy Pushparani

IQAC Assistant Coordinator



LOYOLA COLLEGE (AUTONOMOUS), CHENNAI- 600034

INTERNAL QUALITY ASSURANCE CELL (IQAC)

A Training programme for the Administrative Staff (Group - III)

on

“FOSTERING A SPIRIT OF COOPERATION: WORK HARMONY STRATEGIES”



Date: 31-01-2025

Time: 10.00 am to 12.00 pm

Venue: LIFE HALL

S.NO	DEPARTMENT	NAME	SIGNATURE
1	BURSAR OFFICE	Mr. Moorthy. S	
2	CHEMISTRY LAB	Mr. Gangadharan. E	E. Gangadharan
3	COE	Mr. Rajmohan. R	R. Rajmohan
4	COMMERCE	Mr. John Arockia Doss. G	J. Arockia Doss
5	ENGLISH DEPT.	Ms. Malar. R	R. Malar
6	GARDEN	Mr. Durai.V.A	V. A. Durai
7	GARDEN	Mr. China Kasiah Vaiyeti. Y	Y. Kasiah
8	GARDEN	Mr. Abraham. Y	Y. Abraham
9	GARDEN	Mr. Velayudham.R	R. Velayudham
10	GARDEN	Mr. Agastin A	A. Agastin
11	ADV. ZOOLOGY	Ms. Shyamala. K	K. Shyamala
12	LIBRARY	Mr. Sugumaran. K	K. Sugumaran
13	LIBRARY	Mr. Anthony Raj L	L. Anthony Raj
14	LIFE	Ms. Lakshmi. J	J. Lakshmi
15	LIVE	Mr. Marimuthu. M	M. Marimuthu
16	LSSS	Mr. Mani. K	K. Mani
17	MAINTENANCE OFFICE	Mr. Rajavelu. P	P. Rajavelu
18	MAINTENANCE OFFICE	Mr. Thangaprakasam . J	J. Thangaprakasam
19	MAINTENANCE OFFICE	Mr. Erussappan. M	M. Erussappan
20	MAINTENANCE OFFICE	Mr. Dhayalan. K	K. Dhayalan
21	MAINTENANCE OFFICE	Mr. Stalin. T	T. Stalin
22	MAINTENANCE OFFICE	Mr. Mubeen Basha. S.H.	S.H. Mubeen Basha
23	MAINTENANCE OFFICE	Ms. Bhavani. D	D. Bhavani
24	MAINTENANCE OFFICE	Ms. Sathya. A	A. Sathya
25	MAINTENANCE OFFICE	Ms. Sumathi. M	M. Sumathi
26	MAINTENANCE OFFICE	Mr. Xavier. G	G. Xavier
27	MAINTENANCE OFFICE	Ms. Sagunthala. A	A. Sagunthala

28	MAINTENANCE OFFICE	Mr. Martinprabu. R	<i>M. Martinprabu</i>
29	MAINTENANCE OFFICE	Ms. Sudha. V	<i>V. Sudha</i>
30	MAINTENANCE OFFICE	Mr. Gopi. D	<i>D. Gopi</i>
31	MAINTENANCE OFFICE	Mr. Moses. P	<i>P. M</i>
32	MAINTENANCE OFFICE	Mr. Veeramuthu. P	
33	MAINTENANCE OFFICE	Ms. Kamala Mary G.V.	<i>G.V. Kamalambary</i>
34	PD OFFICE	Mr. D.Palani	<i>D. Palani</i>
35	PD OFFICE	Mr. David Anthony. V	<i>V. David Anthony</i>
36	PD OFFICE	Mr. Balaraman. E	<i>E. Balaraman</i>
37	PD OFFICE	Mr. Rajendran. P	<i>P. Rajendran</i>
38	PHYSICS LAB	Mr. Raju S	<i>S. Raju</i>
39	SECRETARY OFFICE	Mr. Louis. M	<i>M. Louis</i>
40	SHIFT II DP OFFICE	Mr. Joseph. G	<i>G. Joseph</i>
41	SHIFT II OFFICE	Mr. Suresh. S	<i>S. Suresh</i>
42	SOCIAL WORK	Mr. Suresh.M	
43	VISCOM	Mr. Janakiraman. M	<i>M. Janakiraman</i>
44	ZOOLOGY LAB	Mr. Ganesan. S	