



A Two-Day Capacity-Building Workshop

on

“Computer Proficiency for Beginners: A Step-by-Step Approach”

30th & 31st January, 2025

Report

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



LOYOLA COLLEGE

(AUTONOMOUS)

NUNGAMBAKKAM, CHENNAI - 600 034.

TAMILNADU, INDIA

Tel : +91-44-28178200

Fax : +91-44-28175566

Email : welcome@loyolacollege.edu

Web : www.loyolacollege.edu

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 2) on “**Computer Proficiency for Beginners: A Step-by-Step Approach**” delivered by **Dr. Sumathy**, Assistant Professor, Dept. of Statistics, Loyola College, Chennai to be held on 30th & 31st January, 2025 between 02.00 p.m. and 04.30 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
TWO-DAY CAPACITY-BUILDING WORKSHOP
FOR ADMINISTRATIVE STAFF
ON

**"COMPUTER PROFICIENCY FOR
BEGINNERS: A STEP-BY-STEP APPROACH"**

RESOURCE PERSON:

DR.SUMATHY

ASST. PROFESSOR, DEPARTMENT OF STATISTICS
LOYOLA COLLEGE, CHENNAI



ON: JANUARY 30 & 31, 2025



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



VENUE : PG COMPUTER LAB

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 Capacity-Building Workshop

on

“Computer Proficiency for Beginners: A Step-by-Step Approach”

Date & Time: 30th & 31st January, 2025, 02.00 - 04.30 p.m.

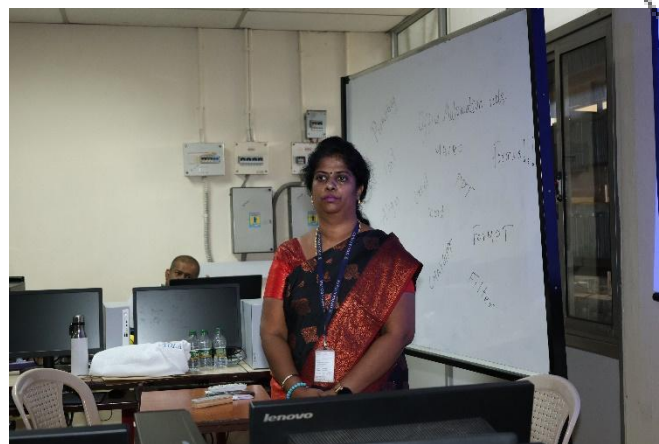
Venue: Xavier UG Computer Lab, 3rd Floor, Jubilee Building.

Trainer: **Dr. V.Sumathy**, Assistant Professor, Dept. of Statistics, Loyola College, Chennai

A two-day capacity-building workshop titled **“Computer Proficiency for Beginners: A Step-by-Step Approach”** was organized for the **Administrative Staff (Group 2)** by the Internal Quality Assurance Cell (IQAC) of Loyola College. With the objective of strengthening basic computer skills essential for office operations, the workshop aimed to improve the efficiency of the participants in handling routine computer-based tasks and put to use their gained computer skills in their day-to-day tasks.

The workshop commenced with a **prayer** to invoke blessings for a fruitful learning experience. Mr. Cleophus, the Office Superintendent **welcomed the participants and thanked the college management and the organisers for these learning opportunities provided to the office staff.**

Rev. Dr. Boniface Jeyaraj, S.J., Secretary and Correspondent, Loyola College, delivered the **felicitation address**, highlighting how such workshops play a crucial role in professional development and contribute to smoother administrative functioning. **He** emphasized the importance of computer literacy and encouraged staff to make the most of this opportunity.



With a brief introduction and honouring of the resource person Dr. Sumathy, the session commenced

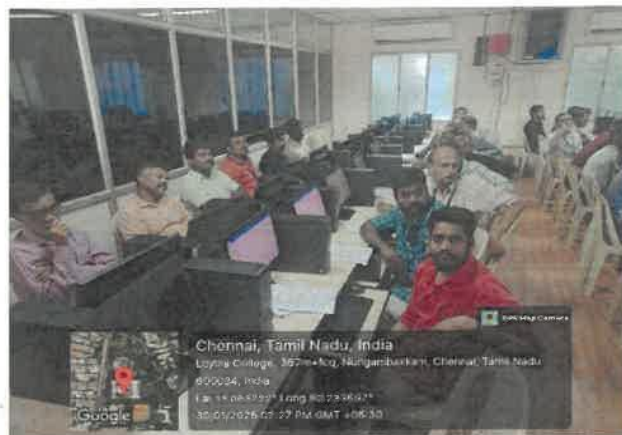
Workshop Highlights & Key Learnings:

With her vast experience as a tutor, the sessions were designed with a beginner-friendly, hands-on approach, covering key topics such as:

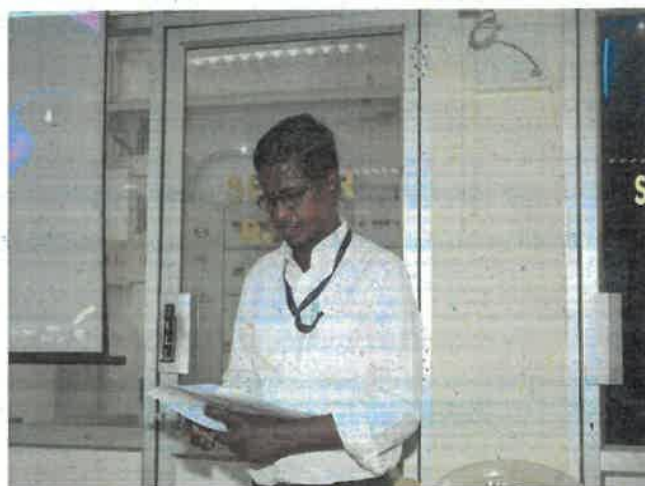
- ✓ Microsoft Word
- ✓ Microsoft PowerPoint
- ✓ Microsoft Excel
- ✓ Gmail & Email Automation
- ✓ Digital safety and ethics as beginners



The training included **step-by-step demonstrations**, followed by **guided exercises** to enable participants to understand and learn these skills. To ensure experiential learning, participants were given **individual computer systems** to practice the exercises given, type a letter and share an email.



The workshop featured Q&A sessions, one-on-one support with suitable examples to clarify and boost the digital confidence of participants. Dr.Sumathy encouraged questions and provided immediate feedback, ensuring a supportive and collaborative environment.



The two-day workshop concluded with a quiz to evaluate the participants, with feedback to know the effectiveness of such training sessions.

A **vote of thanks** appreciating the effort of the trainers and organizers concluded the workshop. Participants expressed gratitude for the opportunity and shared positive feedback on how the sessions had made them more comfortable and capable in using computers.

This workshop was a significant step toward empowering our administrative staff with essential digital skills and preparing them for more efficient office work in the future.

Francis Xavier
Mr. D. Francis Xavier
IQAC Coordinator

Dorothy Pushparani
Dr. Dorothy Pushparani
IQAC Assistant Coordinator



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



on

“COMPUTER PROFICIENCY FOR BEGINNERS: A STEP-BY-STEP APPROACH”

Date: 30-01-2025

Time: 2.00 pm to 4.30 pm

Venue: UG Computer Lab 3rd Floor, Jubilee Building

S.NO	DEPARTMENT	NAME	SIGNATURE
1	College Office	Mr. V. Murugan	V. Murugan
2	CHEMISTRY LAB	Mr. Arockiadass. A -	on leave
3	CHEMISTRY LAB	Mr. Casimir Raj. J -	J. Casimir
4	CHEMISTRY LAB	Mr. Chellan. S -	S. Chellan
5	CHEMISTRY LAB	Mr. Prasanth. M	Prasanth
6	CHEMISTRY LAB	Mr. Sasi Kumar. M	M. Sasi Kumar
7	COE	Mr. Anthonysamy S.A -	S. Anthonysamy
8	COE	Mr. Jayakishore.P -	P. Jayakishore
9	COMPUTER SCIENCE	Mr. Antony Charles Suresh. W -	W. Antony Charles Suresh
10	ECONOMICS	Mr. Mohan Shankar. N	N. Mohan Shankar
11	KAUSHAL	Mr. Udhaya Deepam. P	on leave
12	LIAC	Ms.Anitha Elavarasi. M	M. Anitha Elavarasi
13	LIBRARY	Mr. Gnana Prakasam. D -	D. Gnana Prakasam
14	LIBRARY	Ms. Nirmala Geraldine. A	on leave
15	LS HALL	Mr. Kannan. P -	P. Kannan
16	MAINTENANCE OFFICE	Mr. Jegan. S -	S. Jegan
17	MAINTENANCE OFFICE	Mr. Anthony Louis. J -	J. A. Louis
18	MAINTENANCE OFFICE	Mr. Parthiban. P	P. Parthiban
19	MAINTENANCE OFFICE	Mr. Iyamperumal. E -	E. Iyamperumal
20	MAINTENANCE OFFICE	Mr.Irudaya Raja. V	V. Irudaya Raja
21	MAINTENANCE OFFICE	Mr. Manikandan B (01.02.2024)	B. Manikandan
22	OMR	Mr. Antony. A -	A. Antony
23	PHYSICS LAB	Mr. James. S -	S. James

24	PHYSICS LAB	Mr. Gaspar. C -	C. Gung
25	PHYSICS LAB	Mr. Arockia John Britto. V -	V. John
26	PHYSICS LAB	Mr. Arul Raja. R -	Arul Raja
27	PLANT - BIO LAB	Mr. Rajesh Kumar. D -	R. Rajesh Kumar
28	PLANT - BIO LAB	Mr. Kasper. M -	M. Kasper
29	PLANT - BIO LAB	Mr. Mariyan. R -	R. Mariyan
30	PRINCIPAL OFFICE	Mr. Vijayakumar. D -	D. Vijayakumar
31	PURCHASE OFFICE	Mr. Anthonysamy. Y -	Y. Anthonysamy
32	SHIFT I OFFICE	Mr. Thomas. M -	M. Thomas
33	SHIFT I OFFICE	Mr. Devarajan. S -	S. Devarajan
34	SHIFT I OFFICE	Mr. Bosco Amirtharaj. A -	A. Bosco Amirtharaj
35	SHIFT I OFFICE	Mr. Prabhu. V -	V. Prabhu
36	SHIFT II OFFICE	Mr. James Alexandar Mani. D -	D. James Alexandar Mani
37	SHIFT II OFFICE	Mr. Amulprakash. L	L. Amulprakash
38	STUDENTS COMMON	Mr. Irudayaraj. S	S. Irudayaraj
39	ZOOLOGY LAB	Mr. Christy Raj E.V. -	E.V. Christy Raj

CDE

Live

R. Rajanathan

S. MELCHISRAVI

S. Melchisravi



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



on

“COMPUTER PROFICIENCY FOR BEGINNERS: A STEP-BY-STEP APPROACH”

Date: 31-01-2025

Time: 2.00 pm to 4.30 pm

Venue: UG Computer Lab 3rd Floor, Jubilee Building

S.NO	DEPARTMENT	NAME	SIGNATURE
1	College Office	Mr. V. Murugan	
2	CHEMISTRY LAB	Mr. Arockiadass. A -	
3	CHEMISTRY LAB	Mr. Casimir Raj. J -	
4	CHEMISTRY LAB	Mr. Chellan. S -	
5	CHEMISTRY LAB	Mr. Prasanth. M	
6	CHEMISTRY LAB	Mr. Sasi Kumar. M	
7	COE	Mr. Anthonysamy S.A -	
8	COE	Mr. Jayakishore.P -	
9	COMPUTER SCIENCE	Mr. Antony Charles Suresh. W -	
10	ECONOMICS <i>Biotech</i>	Mr. Mohan Shankar. N	
11	KAUSHAL	Mr. Udhaya Deepam. P	
12	LIAC	Ms.Anitha Elavarasi. M	
13	LIBRARY	Mr. Gnana Prakasam. D -	
14	LIBRARY	Ms. Nirmala Geraldine. A	
15	LS HALL	Mr. Kannan. P -	
16	MAINTENANCE OFFICE	Mr. Jegan. S -	
17	MAINTENANCE OFFICE	Mr. Anthony Louis. J -	
18	MAINTENANCE OFFICE	Mr. Parthiban. P	
19	MAINTENANCE OFFICE	Mr. Iyamperumal. E -	
20	MAINTENANCE OFFICE	Mr.Irudaya Raja. V	
21	MAINTENANCE OFFICE	Mr. Manikandan B (01.02.2024)	
22	OMR	Mr. Antony. A -	
23	PHYSICS LAB	Mr. James. S -	

24	PHYSICS LAB	Mr. Gaspar. C -	P. G. Gaspar
25	PHYSICS LAB	Mr. Arockia John Britto. V -	V. John
26	PHYSICS LAB	Mr. Arul Raja. R -	Arul Raja
27	PLANT - BIO LAB	Mr. Rajesh Kumar. D -	R. Rajesh Kumar
28	PLANT - BIO LAB	Mr. Kasper. M -	M. Kasper
29	PLANT - BIO LAB	Mr. Mariyan. R -	R. Mariyan
30	PRINCIPAL OFFICE	Mr. Vijayakumar. D -	D. Vijayakumar
31	PURCHASE OFFICE	Mr. Anthonysamy. Y -	Y. Anthonysamy
32	SHIFT I OFFICE	Mr. Thomas. M -	
33	SHIFT I OFFICE	Mr. Devarajan. S -	
34	SHIFT I OFFICE	Mr. Bosco Amirtharaj. A -	A. Bosco Amirtharaj
35	SHIFT I OFFICE	Mr. Prabhu. V -	V. Prabhu
36	SHIFT II OFFICE	Mr. James Alexandar Mani. D-	D. James Alexandar Mani
37	SHIFT II OFFICE	Mr. Amulprakash. L	L. Amulprakash
38	STUDENTS COMMON	Mr. Irudayaraj. S	S. Irudayaraj
39	ZOOLOGY LAB	Mr. Christy Raj E.V. -	

40 CDE

41 Live

R. Rajmohan

S. Melehisken

R. Rajmohan

S. Melehisken