

**A TWO-WEEK
WORKSHOP FOR ADMINISTRATIVE STAFF
ON
FORMAL WRITING SKILLS**

RESOURCE PERSON

Ms. Achamma Abraham

Guest Lecturer - LIBA / IIM, Trichy



DATE

FEBRUARY 08 - MARCH 03, 2023

VENUE

IQAC SEMINAR HALL

TIME

BATCH 1 - 11:30 A.M. TO 1:00 P.M.

BATCH 2 - 3:00 P.M. TO 4:30 P.M.

ORGANIZED BY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

LOYOLA COLLEGE (AUTONOMOUS)

CHENNAI - 34



Programme Schedule

11:30 A.M. : PRAYER

11:35 A.M. : WELCOME & INTRODUCTION

DR. R. RAVINDHRAN (COORDINATOR - IQAC)

11:40 A.M. : FELICITATION

REV. DR. B. JEYARAJ S.J. (SECRETARY & CORRESPONDENT)

11:55 A.M. : VOTE OF THANKS

VALEDICTORY FUNCTION FOR ADMINISTRATIVE STAFF (ORGANIZED BY IQAC)



Loyola College (Autonomous) Chennai - 34	
Organized by IQAC A Two-Week Workshop for Administrative Staff on Letter Drafting Skills	
Participants Name List	
S.No	Name
1	Mr. Gnanaraj .A
2	Mr. Arockiam.I
3	Mr. Edward Rayappan.D
4	Ms. Theresa Joseph
5	Mr.Antony.S
6	Mr. J.A. Backianathan
7	Mr. Rajasekar.A
8	Mr.William Tarchies.C
9	Mr.Irudayam.U
10	Mr.Sebastian. D
11	Mr. Nelson.S
12	Mr.Visuvasam.G
13	Mr.Arunpandiyan.S
14	Ms. Jesper Daisy Joseph Dennis
15	Mr.John Peter.S
16	Ms. Marcelin Jeniefer.S
17	Ms. Nambikkai Rani.B
18	Mr. Sathish Kumar. E
19	Ms.Umamaheswari.V
21	Ms. Melchis Rani.S

Loyola College (Autonomous) Chennai - 34	
Organized by IQAC A Two-Week Workshop for Administrative Staff on Letter Drafting Skills	
Participants Name List	
S.No	Name
1	Mr.Cleophus T.
2	Mr.Sagayaraj.A
3	Mr.Peter Francis.J
4	Mr. Richard Baskar.S
5	Mr.Amala Rajendran.B.V
6	Ms. Emelda Rani.S
7	Mr. Anthoni Sagayaraj.T
8	Mr. Bosco Amirtharaj.A
9	Mr. Baskar.A
10	Mr. John Gilbert.M
11	Mr.Rochallwin.V
12	Ms. Shobana Gezia.J
13	Ms. Vinitha Sangeetha.P
14	Mr. Packiya Raj. V
15	Mr.Joseph Sathanam.N.C
16	Mr.Vino Brit.L
17	Ms. Mary Sangeetha.J
18	Mr. Vinoth Kanna.E
19	Mr.Victor Ashok Kumar.G
20	Mr. Kathiravan.M
21	Ms. Catherine Pradeepa
22	Ms. Anitha.A