



# **SPRINGBOARD LEADERSHIP PROGRAMME**

**For**

**QUALITY CIRCLE MEMBERS**

**On**

**“How to be a Master Communicator”**

**21 February, 2024**

**Report**

**Internal Quality Assurance Cell (IQAC)**

**Loyola College (Autonomous)**

**Chennai - 34**



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

*invites you to the 3rd Session & Valedictory of the*

**Springboard – A Leadership Programme  
for Quality Circle Members**

*on*

**“How to be a Master Communicator”**

**Resource Person**

**Dr. J. John Sunil Manoah,**

LLM., M.Ed., M.Phil., B.Th., Ph.D.,

**Associate Professor in English**

**S.A. Engineering College, Chennai**

**Prof. D. Francis Xavier**

**IQAC Coordinator**

**Dr Dorothy Pushparani**

**Assistant IQAC Coordinator**

**21 February, 2024 | 11:30 a.m. to 01:00 p.m.  
Y.D. Hall, Loyola College, Chennai**

**Coordinator**  
IQAC



**LOYOLA COLLEGE**  
(AUTONOMOUS)  
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17 February, 2024


(For Shift-I and Shift II)

**Springboard Leadership Programme**  
**Third Session**

The third session & valedictory of the *Springboard – A Leadership Programme for Quality Circle Members* will be held on 21<sup>st</sup> February, 2024 between 11:30 a.m and 01:00 p.m in Viscom Preview Theatre on the topic, “**How to be a Master Communicator**” by Dr. J John Sunil Manoah, M.A., LL.M., M.Ed., M.Phil. B.Th., Ph.D., Associate professor in English, S.A. Engineering College, Chennai.

All Quality Circle members of each class of UG and PG are asked to attend the session without fail.

Registration starts at 11.00 a.m. Coffee is served at the venue.

  
Prof. D. Francis Xavier

IQAC Coordinator

Prof. D. Francis Xavier  
IQAC Coordinator  
Loyola College, Chennai-34

“Let Your Light Shine”

## Report on the Springboard Leadership Programme on "How to be a Master Communicator"

### Programme information

Date/s	21.02.2024
Time	11.30 am -1.00 pm
Venue	Viscom Preview Theatre, Loyola College, Chennai.
Organizers	IQAC, Loyola College.

### Details of the Resource Person

Name	Dr. J. John Sunil Manoah, LL.M., M.Ed., M.Phil., B.Th., Ph.D.,
Position	Associate Professor in English, S.A. Engineering College, Chennai
Title of Presentation	How to be a Master Communicator


### Participants Profile

Type of Participants	Students – Quality Circle members from various departments.
No. of Participants	

### Synopsis of the Programme

Highlights	<p>IQAC of Loyola College (Autonomous) Chennai organised the Springboard Leadership session titled "How to be a Master Communicator". This leadership programme targeted college student leaders, aiming to enhance their communication skills, which are critical for effective leadership. The session was comprehensive, covering various facets of communication essential for today's leaders.</p>
Summary	<p>The lecture began with an emphasis on the power of thought control. Participants were encouraged to be mindful of their thoughts, as these shape their communication style and effectiveness. Responding with patience was another key point; the ability to pause and consider responses carefully can prevent misunderstandings and foster better interactions. Learning from others' mistakes was highlighted as a valuable strategy. By observing and analysing the errors made by others, student leaders can avoid similar pitfalls in their communication practices. The lecturer stressed that effective communication often involves more than just words. Actions, body language, and non-verbal cues play a significant role in conveying messages and establishing trust.</p> <p>Self-motivation and the ability to seek and accept guidance were underscored as critical traits. A master communicator is one who is proactive in self-improvement and open to constructive feedback. Gathering and integrating information efficiently were presented as skills that enable leaders to communicate clearly and confidently.</p> <p>Overall, the program equipped student leaders with essential communication skills, empowering them to become more effective</p>

	<p>Preparation and clarity were also discussed. The importance of being well-prepared before communicating ensures that messages are delivered accurately and persuasively.</p> <p>Mastering vocabulary and adapting language to suit different audiences were other focal points. The ability to choose the right words and adjust one's language based on the audience can significantly enhance the impact of communication.</p> <p>The lecture concluded with an in-depth discussion on the 7 Cs of communication: Clear, Concise, Concrete, Correct, Coherent, Complete, and Courteous. These principles provide a framework for effective communication, ensuring that messages are well-received and understood.</p> <p>Overall, the program equipped student leaders with essential communication skills, empowering them to become more effective and impactful in their roles. The session was highly interactive, with students actively participating and engaging in discussions, making it a valuable learning experience for all attendees.</p>
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<b>Report Prepared by</b>	
Name of the Organiser	Mr. K.D. Francis and Dorathy Pushparani
Designation/Title	IQAC Coordinator and Asst. IQAC Coordinator
Signature	
Annexures	<ol style="list-style-type: none"> <li>1. Communication Sent</li> <li>2. Photos of the activity</li> <li>3. Participants Attendance Sheets</li> </ol>

Prof. D. Francis Xavier  
IQAC Coordinator

Loyola College, Chennai-34



## Springboard Leadership Programme on "How to be a Master Communicator"



Loyola College (Autonomous), Chennai 600 034

Internal Quality Assurance Cell Quality Circle Members - Shift-I

Date : 21/02/2024 Time : 11.30 a.m and 01.00p.m Venu : Viscum Preview Theatre

Department	Name of the Student	Dept. No	Signature
Economics	RISHI ANAND.S	22-PEC-003	Rishi Anand S
	BASU SIVARAJ.H	23-PEC-040	
	ARUN KUMAR.U	21-UEC-002	
	SHIVA .C	22-UEC-057	Shiva
	ADITH YOOGESHWARAN.K.M	23-UEC-080	A. thiy
English	JOE MAMMEN	22-PEL-034	
	RACHEL VERGHESE	23-PEL-006	
	CYRIL ANDREWS	21-UEL-017	P.A. Cyril Andrews
	DEVESH KIRUBAKARAN	22-UEL-001	
	JAIKRRISH	23-UEL-033	Jaikrish
History	VISHAL.S	21-UHT-011	
	KUMARAGURU.V	22-UHT-027	
	BERNAS TONY.R	23-UHT-020	BERNAS TONY
Sociology	JEBIN MV	21-USO-022	J.V. JEBIN
	YASHVANTH A	22-USO-076	Yashv
	NETHAJI SUBASH CHANDRA BOSE	23-USO-022	A. L. S. J.
Social Work	RAJALAXMI T	22-PSW-002	
	ADITHYA ANIL R	23-PSW-018	
Tamil	MOHITH KHANNA.S.M	21-UTL-018	
	MANOJKUMAR.J	22-UTL-060	
	SANTHOSH.R	23-UTL-019	
Advanced Zoology	MAHALASKHMI.V	22-PZO-27	V. Mahalingam
	AKSHAYA.S	23-PZO-006	
	SAM MATHEW ANTONY	21-UAZ-26	
	CEDRIC M FRANCIS	22-UAZ-002	
	DAVID JONATHAN.A	23-UAZ-024	David
Chemistry	ANGEL PRINCY.A	22-PCH-001	
	CHRISTAL BLESSY.Y	23-PCH-006	V. Blessy
	PRASANTH RAJ.C	21-UCH-007	
	VALLARASU.B	22-UCH-041	
	EUGINE JOSHVA.A.W	23-UCH-019	W. Eugene Joshvaca
Mathematics	RICHARD RAJ.R	22-PMT-023	R. Raj
	DEEPAK FRANCIS.A	23-PMT-002	Deepak
	JEFFRIN ANTONY.S	21-UMT-053	Jeffrin
	ABINESH.S	22-UMT-050	S. Abin

	VISHVA.R	23-UMT-062	Vishva.R
Physics	BARKATH BEGUM.S	22-PPH-001	Barkath S.
	DANIEL TITUS.J	23-PPH-005	Daniel Titus
	AKASH SURI SHATHA.A	21-UPH-025	A. Suri
	PRINCE WILFRED.J	22-UPH-021	Prince Wilfred
	PAUL LASAN.K.L	23-UPH-002	K.L. Paul
Plant Biology	SANJAY.C.L	21-UPB-017	
	HARINI.P	22-UPB-004	Harini.P
	SALESH.I	23-UPB-036	
Statistics	KAVITHA.R	22-PST-016	R. Kavitha
	HARIS	23-PST-009	Haris
	MELVIN JOSHUA DAVID	21-UST-018	Melvin Joshua
	BONI FACE.J	22-UST-004	Boni Face
	VIGNESH.K	23-UST-019	Vignesh
Visual Communication	MEGALA YAZHINI R	21-UVC-043	
	ANNIE KEZIA A	22-UVC-032	Annie
	JOEL ANTONY R	23-UVC-012	Joel Antony
3D Animation	ALFRIN GNANARAJ L	22-PAN-016	
	SAVITHA S	23-PAN-023	
	PRAVINA G	21-UAN-025	
	THARUN D	22-UAN-041	Tharun D
	PRITHIKA BENEDICT ESTHER	23-UAN-003	Prithika
Digital Journalism	SEBASTIAN ALEX	22-PDJ-002	
	MANJULA G	23-PDJ-010	
	VELAYUTHAM.D	21 UDJ 014	
	ANUSHA S	22-UDJ-054	Anusha
	TARITA KRISHNA KUMAR	23-UDJ-040	Tarita
Commerce	UKTHA JOSHY	22-PCO-047	Uktha Joshy
	VIVEKRAJ.A	23-PCO-011	
	PRASANNA.S	21-UCO-069	S. Prasanna
	JANISH .N.Y	21-UCO-149	Janish
	SREENIVAS.R	22-UCO-025	
	SARAVANAN.M.S	22-UCO-159	
	PERARASU.D	23-UCO-077	Perarasu
	SACHIN.N.C	23-UCO-170	Sachin



Computer Science	KRISHNAN K	21-UCS-001	
	DARREN CHRISTOPHER ANTONY	21-UCS-108	<i>D.Antony</i>
	ADITHIYAN S	22-UCS-040	
	DANISH DAN J	22-UCS-127	<i>Danish</i>
	KIM LEVI S P	23-UCS-049	
	AKIVA BEN JOSEPH J	23-UCS-131	<i>Abhilash</i>
	ATHIKUR RAHUMAN S	22-PCS-027	
	ARIHARAN M	23-PCS-008	
Mathematics	SIDDHARTH M.S	21-UMT-314	
	AHMAD ZAIN	22-UMT-208	<i>Ahmad</i>
	JEEVANANDAM	23-UMT-210	
Physics	GUNALAN. U	21-UPH-208	<i>G. Gunalan</i>
	TRISHAL. P	21-UPH-326	
	SMURTI RANJAN SAMAL	22-UPH-210	
	ADITYAN	23-UPH-211	<i>Adityan</i>
Biotechnology (Plant Biology)	MARATHAKA RANI SA	22-PBT-004	
	RIFA FATHIMA P	23-PBT-026	<i>Rifa</i>
Visual Communication	ARUN RAJ S	22-PVC-017	
	SARAH AMITHA SAMUEL	23-PVC-008	
	NITHISH A V	21-UVC-149	
	SHANMUGA RAJESHWAR M	22-UVC-201	
	MALLAPU SURAJ LAKSHMIDHAR	22-UVC-205	
	THIRUNESAN	23-UVC-125	
	BENITTA PRINCY	23-UVC-215	
BMM	SARAN PRANAVV K	21-UMM-005	
	CLEWINN ABISAN C	22-UMM-001	
	BARANITHARAN	23-UMM-035	
Counselling Psychology	SAHAYA JEFFINA B	22-PCP-004	<i>R. Sahaya B</i>
	DEEPTHI JOYCE P	23-PCP-005	<i>Deepti</i>
Commerce	SHAILESH. K. S	21-UCO-662	
	SANTHOSH. S	21-UCO-528	
	SARAN. S	21-UCO-446	
	KAMESH. H. R	21-UCO-339	<i>Kamesh</i>
	ADITHYA EZHIL. E	21-UCO-281	
	AJAY. M	22-UCO-638	
	MOHAMED SHAHID. B	22-UCO-554	
	JOHNAZ KUTTIKAT	22-UCO-424	
	AKSHAY KUMAR. S	22-UCO-333	
	KESHAVARAJ. B	22-UCO-257	
	SEDHESH RAJ	23-UCO-659	
	MOHAMMED FAZIL	23-UCO-566	
	NAVEEN SUBRAMANIAN. P.	23-UCO-439	<i>Naveen</i>
	MOHAMMEED ZAINUL ABIDEEN KHAN	23-UCO-358	
NITHIN. M. A.	23-UCO-231		
Commerce (Hons.)	MOHAMMED SUHAIL A	21-UBH-036	<i>Suhail</i>
	NOEL ANTONY VICTOR	22-UBH-005	<i>Noel Antony Victor</i>
	YUG DAGA	23-UBH-024	<i>Yug</i>
Commerce (Accounting & Finance)	ARAVIND KUMARAPPAN P	21-UAF-023	<i>P. Aravind</i>
	VISHNU KANTH C	22-UAF-006	<i>Vishnu</i>
	PRITHVI S	23-UAF-037	
Commerce (Computer Application)	REUBEN JACOB STANLEY	21-UCC-016	<i>R. Stanley</i>
	RATHIN R	22-UCC-018	<i>R. Rathin</i>
	K.B.AKSHITH RAGHAV	23-UCC-058	<i>K.B. Akshith</i>
BBA	AJAY R	21-UBU-002	
	ARJUN	21-UBU-180	
	VIKRAM SHIVKUMAR EASWARAN	22-UBU-069	
	GAUTHAM AJAY RAJ E J	22-UBU-166	
	UMAR FAROOQ K	22-UBU-222	
	F.MOHAMED ASHFAQ	23-UBU-053	
	MARIA DEAN JONES A	23-UBU-105	
	CEDRIC JACOB L	23-UBU-216	

<b>B.Com. Corporate Secretaryship</b>	ADITYA UDUPA A	21 UBC 268	
	B.SASWATH DHARANA RAYALU	21 UBC 151	
	A.SIDHAARTH	21 UBC 072	
	ADITYA UDUPA A	21 UBC 268	<i>AD</i>
	B.SASWATH DHARANA RAYALU	21 UBC 151	
	A.SIDHAARTH	21 UBC 072	
	MICHAEL NAVEEN	22 UBC 208	
	KARMUKILAN P V	22 UBC 105	<i>P.v. karmukilany</i>
	RICHARD MENDEZ	22 UBC 031	
	S. NAWFAL AHMED	23 UBC 239	<i>NA</i>
	RISHI KANE. G	23 UBC 105	<i>Rishi</i>
	B.A.NITHISH	23 UBC 027	<i>BAIP</i>