



Administrative Staff Orientation

On

**“Building a Supportive Environment:
Work, Welfare, and Wellbeing ”**

15 JUNE, 2024

Report

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

Rev. Dr. B. Jeyaraj, SJ
Secretary & Correspondent



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13 ஜூன் 2024

அந்நீவீப்பு

ஆசிரியரல்லாத பணியாளர்களுக்கு IQAC நடத்தும் “ஒரு ஆதரவான குழலை உருவாக்குதல்: வேலை, நலன் மற்றும் நல்வாழ்வு” (Building a Supportive Environment: Work, Welfare and Wellbeing) என்ற தலைப்புகளில் ஒரு நாள் புத்தொளிப் பயிற்சி 15.06.2024 (சனிக்கிழமை) அன்று லாரன்ஸ் சுந்தரம் அரங்கில் (L.S. Hall) காலை 9.00 மணி முதல் மாலை 3.30 மணிவரை நடைபெற உள்ளதால் அனைத்து பணியாளர்களும் இப்பயிற்சியில் கலந்து கொள்ளுமாறு கேட்டுக்கொள்கிறேன். ஏதாவது முக்கிய வேலை இருப்பின் செயலரின் முன் அனுமதி பெற்று செல்ல வேண்டும் என்று அறிவுறுத்தலாகிறது.

குறிப்பு :

1. அன்றைய தினத்தில் காலை 8.30 மணிமுதல் 8.50 மணிவரை தங்களது பெயர்களை பதிவு செய்யுமாறும் மற்றும் வருகை பதிவேட்டில் கையொப்பமிடுமாறும் கேட்டுக்கொள்ளப்படுகிறீர்கள்.
2. மதிய உணவு மாணவர் விடுதியில் ஏற்பாடு செய்யப்பட்டுள்ளது.


செயலர் மற்றும் தாளாளர்

Administrative Staff Orientation

As we commemorate our college's 100-year legacy, we reflect on and enhance the aspects that contribute to a supportive and thriving work environment. The one-day orientation for the Administrative Staff aims to nurture a deeper understanding of how a supportive work environment contributes to individual and organizational success and equip them with the requisite knowledge, resources, and strategies to cultivate a healthy workplace prioritizing work, welfare, and overall well-being.



Patrons

Rev. Dr. Antony Robinson, S.J.,
Rector
Rev. Dr. B. Jeyaraj, S.J.,
Secretary & Correspondent
Rev. Dr. A. Louis Arockiaraj, S.J.,
Principal
Dr. J. A. Charles, Deputy Principal

Conveners

Prof. D. Francis Xavier, IQAC
Coordinator
Dr. Dorathy Pushparani
Asst. IQAC Coordinator

IQAC Staff

Mr. A. Anthonysamy
Mr. J.A. Backianathan
Mr. V. Joseph Xavier



Centenary Year
(1925-2025)



Administrative Staff Orientation

Building a Supportive Environment: Work, Welfare, and Wellbeing

15-06-2024, L S. HALL

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

Sessions

09:00 a.m. – 09:45 a.m.
Inaugural

Felicitations

Fr. Rector, Fr. Secretary,
Fr. Principal

09:45 a.m. – 11:00 a.m.

Session I – Honouring the 100-Year Legacy of the College

Rev. Fr. Maria Arul Raja, SJ

11:20 a.m. – 12:50 p.m.

Session II – Creating a Healthy Workplace: Work-Life Balance, Mental Wellness and Employee Welfare

Mr. J. Amaladoss,
Life Skills Coach

02:00 p.m. – 03:30 p.m.

Session III – Enhancing Commitment to Work and Embracing a Passion to Excel

Mr. Simon Anandh Raj S,
Corporate Trainer



MOTTO

Let your light shine



Vision

Towards holistic formation of youth, grounded in excellence, through accompaniment to serve the humanity.

Report on the Administrative Staff Orientation Programme

Loyola College (Autonomous), Chennai – 34

Internal Quality Assurance Cell (IQAC)

June 15, 2024, L.S. Hall

"Building a Supportive Environment: Work, Welfare, and Wellbeing"

In celebrating the 100-year legacy of Loyola College, the Internal Quality Assurance Cell (IQAC) hosted a one-day orientation program for the administrative staff. This event aimed to enhance the understanding of a supportive work environment, emphasizing work, welfare, and well-being as critical factors for individual and organizational success. The program was meticulously designed to equip staff with the knowledge, resources, and strategies necessary to foster a healthy workplace.

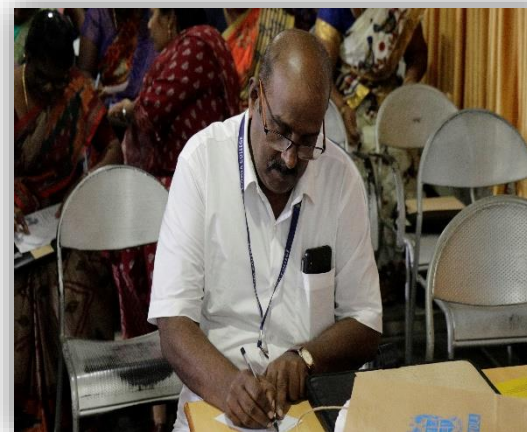
Inaugural Session (09:00 a.m. – 09:45 a.m.)

The orientation commenced with an inaugural session featuring felicitations from distinguished members of the college administration, including Fr. Secretary and Fr. Principal. Their speeches highlighted the significance of the orientation in aligning with the college's century-old tradition of nurturing excellence and supportive work culture.



Session I: Honoring the 100-Year Legacy of the College (09:45 a.m. – 11:00 a.m.)

Rev. Fr. Maria Arul Raja, SJ, led the first session, which delved into the rich history of Loyola College. Fr. Raja traced the institution's origins, reflecting on its founding principles, values, and accomplishments over the past century. He emphasized the college's contributions to higher education and its unwavering commitment to nurturing intellectual growth and moral integrity. This session served as a reminder of the legacy that the administrative staff are part of and their role in upholding and furthering these values.



Session II: Creating a Healthy Workplace: Work-Life Balance, Mental Wellness, and Employee Welfare (11:20 a.m. – 12:50 p.m.)

The second session, conducted by Mr. J. Amaladoss, a renowned Life Skills Coach, focused on the critical aspects of work-life balance, mental wellness, and employee welfare. Mr. Amaladoss shared practical strategies for fostering a supportive workplace culture where employees can thrive both professionally and personally.



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He highlighted the importance of prioritizing health and happiness, which in turn ensures a vibrant and productive work environment. Participants gained insights into various welfare initiatives and practices that can enhance their overall well-being.

Session III: Enhancing Commitment to Work and Embracing a Passion to Excel (02:00 p.m. – 03:30 p.m.)

Mr. Simon Anandh Raj S, a Corporate Trainer, led the final session of the day, which concentrated on cultivating a strong work commitment and a drive for excellence. Mr. Raj emphasized the importance of supportive interpersonal relationships and the impact of a passionate approach to work. He provided strategies for deepening dedication to tasks and embracing a mindset geared toward surpassing goals.



The session aimed to empower participants to excel in their roles, thereby contributing to the overall success of the organization.

Conclusion

The orientation program concluded with a tea session, allowing participants to reflect on the day's learnings and engage in informal discussions. This event successfully underscored the importance of a supportive work environment and equipped the administrative staff with valuable insights and tools to foster work, welfare, and well-being within Loyola College.

Prof. D. Francis Xavier
IQAC Coordinator

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

Dr. Dorathy Pushparani
Assistant. IQAC Coordinator

Dr. Dorathy Pushparani
Assistant IQAC Coordinator
Loyola College, Chennai-34

LOYOLA COLLEGE, (AUTONOMOUS) CHENNAI.

Centenary year (1925-2025)

Internal Quality Assurance Cell (IQAC) - 2024

ADMINISTRATIVE STAFF ORIENTATION - L.S. HALL



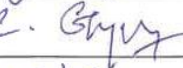

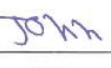

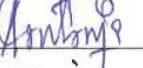


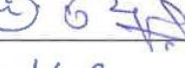
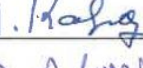
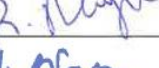
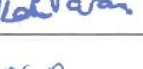





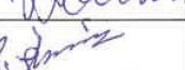









NON TEACHING STAFF BOTH SHIFT - I & II


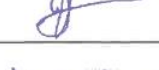
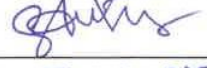

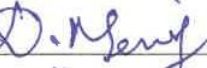
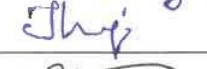



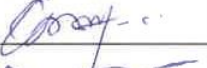
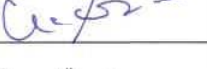
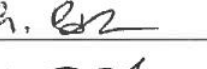
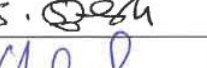
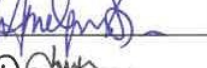
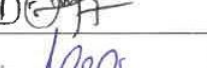
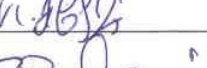
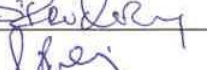
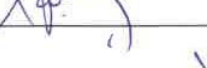
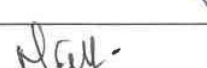

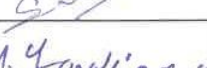
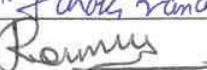

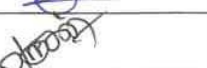

S. No.	DEPARTMENT	NAME	15-06-2024
1	PRINCIPAL OFFICE	MR. KRISHNAN P	<i>P. Krishnan</i>
2	SECRETARY OFFICE	MR. MICHAEL RAJ S	<i>M. Raj S</i>
3	SECRETARY OFFICE	MR. PACKIYARAJ. V	<i>P. Packiyaraj V</i> 15/06/2024
4	PRINCIPAL OFFICE	MR. VIJAYA KUMAR. D	<i>P. Vijaya Kumar D</i>
5	SECRETARY OFFICE	MR. LOUIS. M	<i>M. Louis</i>
6	ALUMNI OFFICE	MR. MOHAN RAJ. B	<i>M. Mohan Raj B</i>
7	BURSAR OFFICE	MR. JOSEPH SANDHANAM. N.C	<i>J. Sandhanam N.C</i>
8	BURSAR OFFICE	MS. UMAMAHESWARI. V	<i>U. Maheswari V</i>
9	BURSAR OFFICE	MS. VINITHA SANGEETHA. P	<i>V. Vinitha Sangeetha P</i>
10	CHEMISTRY LAB	MR. AROCKIA DOSS. A	<i>A. Arockia Doss A</i>
11	CHEMISTRY LAB	MR. CASIMIR RAJ. J	<i>J. Casimir Raj J</i>
12	CHEMISTRY LAB	MR. CHELLAN. S	<i>S. Chellan</i>
13	CHEMISTRY LAB	MR. GANGADHARAN. E	<i>E. Gangadharan</i>
14	CHEMISTRY LAB	MR. PRASANTH. M	<i>M. Prasanth</i>
15	CHEMISTRY LAB	MR. SASI KUMAR. M	<i>M. Sasi Kumar</i>
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17	COE	MR. ANTONY SAMY. S. A	<i>S. Antony Samy S. A</i>
18	COE	MR. SOOSAI MANICKAM. A	<i>A. Soosai Manickam</i>
19	COE	MR. JOHN GILBERT. M	<i>M. John Gilbert</i>
20	COE	MR. WILLIAM TARCHIES. C	<i>C. William Tarchies</i>
21	COE	MR. IRUDAYAM. U	<i>U. Irudayam</i>
22	COE	MR. DURAI. V	<i>V. Durai</i>
23	COE	MR. JAYAKISHORE. P	<i>P. Jayakishore</i>


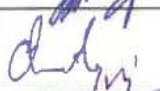


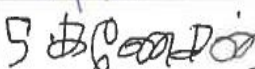



24	COE	MS. SHOBANA GEZIA.. J	<i>J. Shobana</i>
25	COE	MR. RAJ MOHAN. R	<i>Raj Mohan</i>
26	COE	MA. ANITHA. A	<i>Anitha</i>
27	COMMERCE	MR. JOHN AROCKIA DOSS. G	<i>John</i>
28	COMPUTER ACADAMY	MR. LAZAR. B	<i>B. Lazar</i>
29	COMPUTER ACADAMY	MR. SANKAR VADIVEL. A.B.	<i>Sankar</i>
30	COMPUTER ACADAMY	MR. RUBERT JEBASTIN JOY. J	<i>Leave</i>
31	COMPUTER ACADAMY	MR. VARADHAN. R	<i>R. Varadhan</i>
32	COMPUTER ACADAMY	MR. SUBBIAH. R	<i>Subbiah</i>
33	COMPUTER ACADAMY	MR. PETER WENISCH. S	<i>Peter Wensch</i>
34	COMPUTER ACADAMY	MR. RAM KUMAR. R	<i>Ram Kumar</i>
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36	DATA SCIENCE	MR. ANTONY PRAKASH. S	<i>S. Prakash</i>
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38	DEAN OF WOMEN	MS. MARCELIN JENIEFER. S	<i>Marcelin</i>
39	DEANS OFFICE	MR. RAMAN. L	<i>L. Raman</i>
40	DIGITAL LIBRARY	MR. MARIA DENNIS SAHAYAM. T (174)	
41	ERP	MR. VIBIN BRIT. L	<i>Vibin</i>
42	ERP	MR. SEBESTIRAJ K	<i>Sebestiraj</i>
43	GARDEN	MR. DURAI.V.A.	<i>Durai</i>
44	GARDEN	MR. CHINA KASIAH VAIYETI. Y	<i>Chinai</i>
45	GARDEN	MR. VELAYUDHAM. R	<i>Velayudham</i>
46	IQAC	MR. ANTHONY SAMY. A	<i>Anthony</i>
47	IQAC	MR. BACKIANATHAN J.A.	<i>Backianathan</i>
48	IQAC	MR. JOSEPH XAVIER. V	<i>Joseph</i>
49	KAUSHAL	MR. UDHAYA DEEPAM. P	<i>Udhaya</i>
50	KAUSHAL	MR. NELSON AMALANATHAN. X	<i>Nelson</i>
51	KAUSHAL	MR. HARIHARAN. K	<i>Harihara</i>

52	LIAC	MS. JESPER DAISY JOSEPH DENNIS	Jesper 20
53	LIAC	MR. SARATH KUMAR. C	Leave
54	LIAC	MS.ANITHA ELAVARASI. M	M. Anitha
55	LIBRARY	MR. STANLEY JOSEPH. R	R. Stanley
56	LIBRARY	MR. SUGUMARAN. K	K. Sugumar
57	LIBRARY	MR. GNANAPRAKASAM. D	D. Gnanaprasam
58	LIBRARY	MS. SUSANA FELCIA. A	A. Susana
59	LIBRARY	MR. ANTONY RAJ. L	L. Antony Raj
60	LIBRARY	MS. NIRMALA GERALDINE. A	A. Nirmala
61	LIBRARY	MRS. SAGUNTHALA. C	C. Sagunthala
62	LIFE	MS. LAKSHMI. J	J. Lakshmi
63	LISSTAR	MR. VICTOR ASHOK KUMAR. G	G. Victor Ashok Kumar
64	LISSTAR	MR. LOURDUSAMY. K	K. Lourdasamy
65	LIVE	MS. MELCHIS RANI. S	S. Melchis Rani
66	LIVE	MR. MANIKANDAN. S	S. Manikandan
67	LIVE	MR. VINOOTH KANNA. E	E. Vinooth Kanna
68	LIVE	MR. MARIMUTHU. M	M. Marimuthu
69	LOYOLA FM	MS. AMALI ARUL. R	R. Amali Arul
70	LS HALL	MR. KANNAN. P	P. Kannan
71	LSSS	MR. MANI. K	K. Mani
72	LSSS	MR.SATHISH KUMAR. E	E. Sathish Kumar
73	MAINTENANCE OFFICE	MR. RAJAVELU. P	P. Rajavelu
74	MAINTENANCE OFFICE	MR. RAJASEKAR. A(MM)	A. Rajasekar
75	MAINTENANCE OFFICE	MR. JEGAN. S	S. Jegan
76	MAINTENANCE OFFICE	MR. THANGAPRAKASAM. J	J. Thangaprasam
77	MAINTENANCE OFFICE	MR. ANTONY LOUIS. J	J. Antony Louis
78	MAINTENANCE OFFICE	MR. MOORTHY. S	S. Moorthy
79	MAINTENANCE OFFICE	MR.ERUSAPPAN. M	M. Erusappan

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81	MAINTENANCE OFFICE	MR. DAYALAN. A	Dayalan
82	MAINTENANCE OFFICE	MR. STALIN. T	Stalin
83	MAINTENANCE OFFICE	MR. MUBEEN BASHA. S.H.	Mubeen Basha
84	MAINTENANCE OFFICE	MR. PARTHIBAN. P	Parthiban
85	MAINTENANCE OFFICE	MR. IYAMPERUMAL. E	Iyamperumal
86	MAINTENANCE OFFICE	MRS. BHAVANI. D	Bhavani
87	MAINTENANCE OFFICE	MS. SHYAMALA. K	Shyamala
88	MAINTENANCE OFFICE	MS. SATHYA. A	Sathya
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93	MAINTENANCE OFFICE	MS. SAKUNTHALA. A	Sakunthala
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96	MAINTENANCE OFFICE	MR. GOPI. D	Gopi
97	MAINTENANCE OFFICE	MR. MOSES. P	Moses
98	MAINTENANCE OFFICE	MR. VEERAMUTHU. P	Veeramuthu
99	MAINTENANCE OFFICE	MS. KAMALA MARY G.V.	Kamala Mary
100	MAINTENANCE OFFICE	MR. MANIKANDAN B	Manikandan
101	OMR	MS. JANCY PRIYA. J	Jancy Priya
102	OMR	MR. ANTONY. A	Antony
103	PD OFFICE	MR. PALANI. D	Palani
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