LOYOLA COLLEGE
(AUTONOMOUS), CHENNAI-34

ADMINISTRATIVE STAFF ORIENTATION

ON

WORKPLACE EXCELLENCE: CONNECT, COLLABORATE, GROW

12th June, 2026

Report

Internal Quality Assurance Cell (IQAC)

Loyola College (Autonomous)

Chennai – 34

LOYOLA COLLEGE
(AUTONOMOUS)
NUNGAMBAKKAM, CHENNAI - 600 034.
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April 18, 2026

NOTICE

- Orientation for the newly recruited faculty (who **joined service in academic years 2024-25, 2025-26 & 2026-27**) will be held on the 9th & 10th of June 2026.

- The General Staff Orientation for all Faculty members for the Academic Year, 2026-27 will be held on 11th and 12th June 2026.

- The Orientation for the Administrative Staff will be held on 12th June 2026.

- The Leadership programme for Officials, HODs, and Coordinators will be held on 13th June 2026.

- The College reopens for II UG, III UG and II PG students on **15th June 2026**.

Principal

Principal
LOYOLA COLLEGE
CHENNAI - 600 034

Loyola College (Autonomous), Chennai - 34

&

Internal Quality Assurance Cell (IQAC)

Cordially invite you to the

Administrative Staff

ORIENTATION

On

WORKPLACE EXCELLENCE: CONNECT, COLLABORATE, GROW

Patrons

Rev.Dr Antony Robinson, SJ
Rector

Rev.Dr A. Louis Arockiaraj, SJ
Principal

Rev.Dr D.Thomas Alexander SJ
Secretary & Correspondent

Mr. L. Joseph Arockiasamy
Deputy Principal

Organisers

Mr. D. Francis Xavier
IQAC Coordinator

Dr Dorathy Pushparani
Assistant IQAC Coordinator

JUNE

FRIDAY **12** **09:00 AM – 04:00 PM**

2026

De Nobili Hall
Loyola College (Autonomous), Chennai

Internal Quality Assurance Cell (IQAC)

LOYOLA COLLEGE, CHENNAI

ADMINISTRATIVE STAFF ORIENTATION

ON

WORKPLACE EXCELLENCE: CONNECT, COLLABORATE, GROW

Academic Year 2026–2027

Date: 12th June 2026 Time: 09:00 AM – 4:00 PM

Venue: De Nobili Hall, Loyola College

Organised by: Internal Quality Assurance Cell (IQAC), Loyola College

Total No. of Participants: 156

The Internal Quality Assurance Cell (IQAC), Loyola College (Autonomous), Chennai, organized the Administrative Staff Orientation for the academic year 2026-2027 on 12th June 2026. The program was designed to foster professional growth, enhance workplace synergy, and equip administrative personnel with the skills needed to cultivate an efficient, supportive, and collaborative office environment.





The orientation commenced with a prayer service followed by an official welcome address. The management patrons Rev. Dr. D. Thomas Alexander, SJ, Secretary and Correspondent, and Rev. Dr. A. Louis Arockiaraj, SJ, Principal, highlighted the invaluable role of administrative staff in the daily operations, and smooth functioning of Loyola College. The opening remarks set a collaborative tone for the day, highlighting how individual efficiency translates into overall institutional excellence.

Session 1: Workplace Culture & Expectations

Resource Person: Rev. Dr A. Irudayaraj, SJ, Controller of Examinations, Loyola College





This opening session, led by Rev. Dr A.Irudayaraj, SJ, focused extensively on defining the workplace culture and core operational expectations within Loyola College. He highlighted the critical role of the administrative team in preserving the college's prestigious Jesuit legacy and reflecting its spiritual and academic values. He emphasized essential professional attributes such as transparency, strict accountability, mutual respect, and a service-minded approach when addressing the needs of students, faculty, and visiting stakeholders. Participants were encouraged to align their daily administrative functions with the broader Jesuit vision of holistic service and institutional governance, ensuring that efficiency always pairs with empathy.

Session 2: Employee Well-being & Development (11:30 a.m. – 01:00 p.m.)

Resource Person: Rev. Fr. John Peter Suvick, SDB, Principal, St. Bede's Anglo Indian Higher Secondary School, Chennai and Rev.Sr. Jenis Mary. Delivered by Rev. Fr. John Peter Suvick, SDB and Rev. Sr. Jenis Mary, the session addressed the vital connection between personal well-being and professional productivity. The speakers encouraged the administrative staff to prioritize their physical, mental, and spiritual health to avoid workplace burnout. They shared practical strategies for maintaining a healthy work-life balance, managing daily occupational stress, and cultivating emotional resilience in a fast-paced academic environment. Staff members were urged to view their daily administrative tasks not merely as a job, but as a meaningful vocation of service, which significantly contributes to their personal development and overall life satisfaction.





Session 3: Communication & Collaboration (02:00 p.m. – 03:30 p.m.)

Resource Person: Mr Princely Samuel S, Training and Placement Coordinator, Loyola College, Chennai.

Facilitated by Mr Princely Samuel S, this highly engaging, activity-based session centred on enhancing interpersonal communication and fostering robust inter-departmental collaboration. Through a series of dynamic team-building exercises, interactive group tasks, and problem-solving simulations, the participants actively practiced the principles of clear verbal exchange, active listening, and conflict resolution. The resource person demonstrated how miscommunication frequently leads to administrative bottlenecks and highlighted how shared responsibility improves institutional workflow. By working closely in diverse groups, the administrative staff learned practical ways to break departmental silos, build mutual trust, and work cohesively as a unified organisational force.





Outcome

The Administrative Staff Orientation successfully equipped the participants with the practical strategies and motivational tools required to excel in their daily duties. Feedback gathered from the staff indicated a high level of appreciation for the focus on well-being and collaborative activities.

Prof. D. Francis Xavier

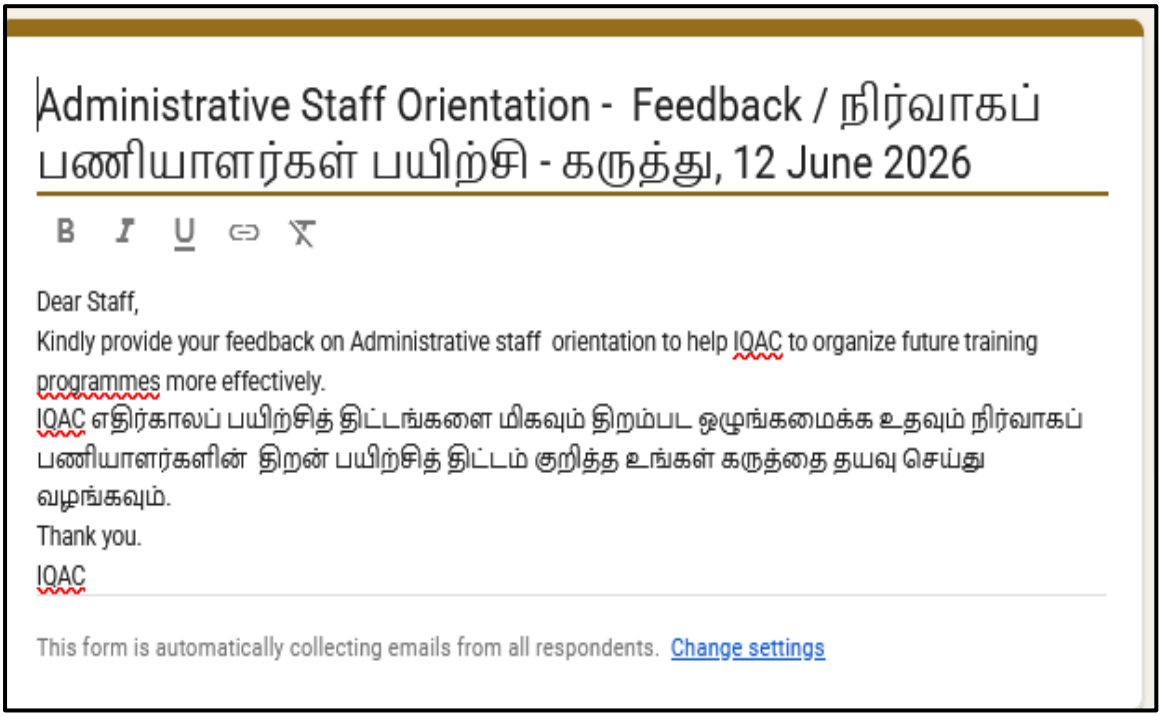
IQAC Coordinator

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

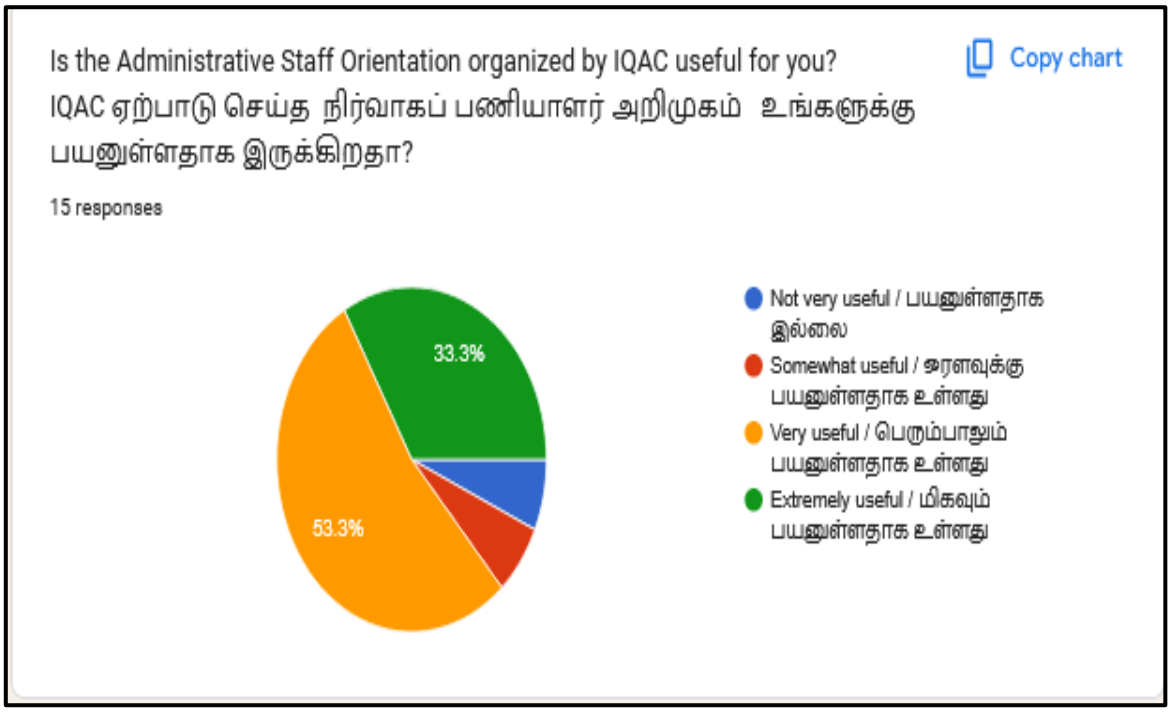
Dr. Dorothy Pushparani

Asst. IQAC Coordinator

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



Feedback Form



The feedback for the Administrative Staff Orientation programme was overwhelmingly positive, with majority of the participants finding the programme highly beneficial. 53.3% of respondents rated the session as "Extremely Useful," while another 33.3% marked it as "Very Useful". Only a small fraction of staff found it somewhat useful or not very useful, demonstrating that the training effectively met its goals of supporting staff development and workplace collaboration.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ADMINISTRATIVE STAFF ORIENTATION

WORKPLACE EXCELLENCE:

CONNECT, COLLABORATE, GROW

12 JUNE 2026

Venue : De Nobili Hall **Time: 9.00 am to 4.00 pm**

S.NO.	DEPARTMENT	NAME	12-06-2026
1	Alumini Office	Mr. Parthibaskaran	
2	Biotechnology	Mr. Mohan Shankar. N	
3	Bursar Office	Mr. Joseph Sandhanam. N.C	
4	Bursar Office	Mr. Bosco Amirtharaj. A	
5	Bursar Office	Ms. Umamaheswari. V	
6	Bursar Office	Ms. Vinitha Sangeetha. P	
7	Chemistry Lab	Mr. Arockiadoss. A	
8	Chemistry Lab	Mr. Casimir Raj. J	
9	Chemistry Lab	Mr. Chellan. S	
10	Chemistry Lab	Mr. Gangadharan. E	
11	Chemistry Lab	Mr. Prasanth. M	
12	Chemistry Lab	Mr. Sasi Kumar. M	
13	Coe	Mr. Amalraj. A	
14	Coe	Mr. Antony Samy. S. A	
15	Coe	Mr. Soosai Manickam. A	
16	Coe	Mr. John Gilbert. M	
17	Coe	Mr. William Tarchies. C	
18	Coe	Mr. Irudayam. U	
19	Coe	Mr. Durai. V	
20	Coe	Mr. Jayakishore. P	
21	Coe	Ms. Shobana Gezia.. J	
22	Coe	Mr. Raj Mohan. R	
23	Coe	Ms. Anitha. A	
24	Commerce	Mr. John Arockia Doss. G	
25	Computer Acadamy	Mr. Lazar. B	

26	Computer Acadamy	Mr. Sankar Vadivel. A.B.	
27	Computer Acadamy	Mr. Rubert Jebastin Joy. J	
28	Computer Acadamy	Mr. Varadhan. R	
29	Computer Acadamy	Mr. Subbiah. R	
30	Computer Acadamy	Mr. Peter Wenisch. S	
31	Computer Acadamy	Mr. Ram Kumar. R	
32	Computer Science	Mr. Antony Charles Suresh. W	
33	Data Science	Mr. Antony Prakash. S	
34	Dean Of Student	Mr. Savio Dominic Middleton	
35	Dean Of Women	Ms. Marcelin Jeniefer. S	
36	Deans Office	Mr. Raman. L	
37	Economics	Mr. Ganesan. S	
38	Erp	Mr. Vibin Brit. L	
39	Erp	Mr. Sebestiraj K	
40	ERP Development Office	Mr. Dinesh H K	
41	ERP Development Office	Mr. Aravindh V	
42	Food Court	Mr Jayasuriya.J	
43	Food Court	Mr Rohith P	
44	Garden	Mr. Durai.V.A.	
45	Garden	Mr. China Kasiah Vaiyeti. Y	
46	Garden	Mr. Velayudham. R	
47	Garden	Mr. Agastin A	
48	Health Centre	Mr. Sridhar. T	
49	Iqac	Mr. Backianathan. J.A.	
50	Iqac	Mr. Anthonysamy. A	
51	Iqac	Mr. Joseph Xavier. V	
52	Kaushal	Mr. Udhaya Deepam. P	
53	Kaushal	Mr. Nelson Amalanathan. X	
54	Kaushal	Mr. Hariharan. K	
55	Liac	Ms. Jesper Daisy Joseph Dennis	
56	Liac	Mr. Sarath Kumar. C	
57	Liac	Ms.Anitha Elavarasi. M	
58	Library	Mr. Stanley Joseph. R	

59	Library	Mr. Sugumaran. K	
60	Library	Mr. Gnanaprakasam. D	
61	Library	Ms. Susana Felcia. A	
62	Library	Mr. Antony Raj. L	
63	Library	Ms. Nirmala Geraldine. A	
64	Life	Ms. Lakshmi. J	
65	Lisstar	Mr. Victor Ashok Kumar. G	
66	Lisstar	Mr. Lourdusamy. K	
67	Lisstar	Mr. Ramu. M	
68	Live	Ms. Melchis Rani. S	
69	Live	Mr. Manikandan. S	
70	Live	Mr. Vinoth Kanna. E	
71	Live	Mr. Marimuthu. M	
72	Loyola Fm	Ms. Amali Arul. R	
73	Ls Hall	Mr. Kannan. P	
74	LSSS	Mr. Mani. K	
75	LSSS	Mr.Sathish Kumar. E	
76	LSSS	Ms. Magalina J	
77	Maintenance Office	Mr. Rajavelu. P	
78	Maintenance Office	Mr. Rajasekar. A	
79	Maintenance Office	Mr. Jegan. S	
80	Maintenance Office	Mr. Thangaprakasam. J	
81	Maintenance Office	Mr. Antony Louis. J	
82	Maintenance Office	Mr. Moorthy. S	
83	Maintenance Office	Mr.Erusappan. M	
84	Maintenance Office	Mr. Abraham. Y	
85	Maintenance Office	Mr. Dayalan. A	
86	Maintenance Office	Mr. Stalin. T	
87	Maintenance Office	Mr. Parthiban. P	
88	Maintenance Office	Mr. Iyamperumal. E	
89	Maintenance Office	Ms. Sathya. A	
90	Maintenance Office	Ms. Sumathi. M	
91	Maintenance Office	Mr. Irudaya Raja. V	

92	Maintenance Office	Mr. Xavier. G	
93	Maintenance Office	Ms. Malar. R	
94	Maintenance Office	Ms. Sakunthala. A	
95	Maintenance Office	Mr. Martinprabu. R	
96	Maintenance Office	Mr. Gopi. D	
97	Maintenance Office	Mr. Moses. P	
98	Maintenance Office	Mr. Veeramuthu. P	
99	Maintenance Office	Ms. Kamala Mary G.V.	
100	Omr	Ms. Jancy Priya. J	
101	Omr	Mr. Antony. A	
102	Pd Office	Mr. Palani. D	
103	Pd Office	Mr. David Anthony. V	
104	Pd Office	Mr. Balaraman. E	
105	Pd Office	Mr.Thomas Wilson. B	
106	Pd Office	Mr. Rajendran. P	
107	Pd Office	Mr. Dinesh Kumar G	
108	Physics Lab	Mr. James. S	
109	Physics Lab	Mr. Anthoni Sagayaraj. T	
110	Physics Lab	Mr. Gaspar. C	
111	Physics Lab	Mr. Peter. S	12/06/26
112	Physics Lab	Mr. Arockia John Britto. V	
113	Physics Lab	Mr. George Gilbert. S	
114	Physics Lab	Mr. Arul Raja. R	
115	Physics Lab	Mr. Raju. S	
116	Placement Office	Mr. Arul. S	12/06/2026
117	Plant - Bio Lab	Mr. Rajesh Kumar. D	
118	Plant - Bio Lab	Mr. Kasper. M	
119	Plant - Bio Lab	Mr. Mariyan. R	
120	Principal Office	Mr. Vijaya Kumar. D	
121	Purchase Office	Mr. Sahaya Justin. P	
122	Purchase Office	Dr. Antonisamy. J	
123	Purchase Office	Mr. Anthonysamy. Y	
124	Rcda	Mr. Premanand. D	

125	Rcda	Mr. Arul Jegan. G	
126	Rcda	Mr. Manikandan B	
127	Secretary Office	Mr. Packiyaraj. V	
128	Secretary Office	Mr. Louis. M	
129	Shift I Office	Mr. Amala Rajendran. B.V	
130	Shift I Office	Ms. Emelda Rani. S	
131	Shift I Office	Mr. Thomas. M	
132	Shift I Office	Mr. Devarajan. S	
133	Shift I Office	Mr. Raja Sekar. A(Office)	
134	Shift I Office	Mr. Baskar. A	
135	Shift I Office	Ms. Theresa Joseph	
136	Shift I Office	Mr. Prabhu. V	
137	Shift II Office	Mr. Richard Bhaskar. S	
138	Shift II Office	Mr. James Alexandar Mani. D	
139	Shift II Office	Ms. Vinnarasi Thanuja Machado J	
140	Shift II Office	Mr. Sebastian. D	
141	Shift II Office	Mr. Rochallwin. V	
142	Shift II Office	Mr. Nelson. S	
143	Shift II Office	Ms. Mary Sangeetha	
144	Shift II Office	Mr. Charles Manoj. J	
145	Shift II Office	Mr. Visuvasam. G	
146	Shift II Office	Mr. Joseph. G	
147	Shift II Office	Mr. Suresh. S	
148	Shift II Office	Mr. Amulprakash. L	
149	Social Work	Mr. Suresh. M	
150	Student Com. Room	Mr. Irudayaraj. S	
151	Ugc Office	Mr. Paulraj. S	
152	Ugc Office	Ms. Catherine Pradeepa. S	
153	Viscom	Mr. Remigious. M	
154	Viscom	Mr. Selvarasu. E	
155	Viscom	Mr. Janakiraman. M	
156	Vp Office Shift I	Mr. Yujin Ignatius. A	
157	Vp Office Shift II	Mr. Arockia Arun Kumar. M	

ADMINISTRATIVE STAFF (AIDED) - 2026 - 2027			
Sl. No.	**Faculty Name**	**Designation**	***Signature***
1	MR.T.CLEOPHUS	Superintendent	
2	MR.XAVIER SELVARAJ	Lab Assistant, Spl Grade	
3	MR.J.PETER FRANCIS	Lab Assistant, Spl Grade	
4	MR.I.AROCKIAM	Lab Assistant, Sel. Grade	
5	MR.I. AROCKIA RAJ	Lab Assistant Sel. Grade	
6	MR.A.JOHN	Lab Assistant Sel. Grade	
7	MR.A.SAGAYARAJ	Lab Assistant, Sel. Grade	
8	MR.K.V.WILSON	Lab Assistant Sel. Grade	
9	MR.D.EDWARD RAYAPPAN	Lab Assistant Sel. Grade	
10	MR.V.MURUGAN	Record Clerk, Sel Grade	

158	Women Student Room	Ms. Sudha. V	V. Sudha
159	Zoology Lab	Mr. Christy Raj. E.V	
160	Zoology Lab	Mr. Leo Raja. S	
161	Zoology Lab	Mr. Vijaya Raman. K	
162	Zoology Lab	Ms. Shyamala. K	
163	Pulc	Mr. Karthiravan. M	
164	Pulc	Ms. Nambikkai Rani. B	
165	Pulc	Mr. John Peter. S	
166	Pulc	Mr. Vino Brit. L	
167	Maintenance Office	Mr. Mubeen Basha. S.H. (Leave Taken Without Informing From	
168	Principal Office	Mr. Krishnan P	
169	Secretary Office	Mr. Michael Raj S	
170	Shift I Office	Mr. Arunpandiyan. S	

LSSS Jeeva S