



**SACRED  
HEART  
COLLEGE**  
Autonomous



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## **ORIENTATION ON SERVICE RULES**

The IQAC of the college is organizing an orientation programme for the administrative staff on Service Rules. The programme is aimed at making the administrative staff well-versed in Kerala Education Rules and Kerala Service Rules.

**Resource Person** : **BIJU V. V., Librarian**  
**Date** : **06 June 2018, Wednesday** **Time : 3.30 to 5.00 pm**  
**Venue** : **Marian Hall**

### **Programme:**

- Welcome
- Presidential Address : Dr. K. M. Johnson, IQAC Co-ordinator
- Inauguration : Fr. Dr. Prasant Palackappillil CMI, Principal
- Technical Session : Mr. Biju V. V.
- Discussion
- Vote of Thanks

All the administrative staff should attend the programme.

Date : 04-06-2018

Place: Thevara

  
PRINCIPAL



## ORIENTATION ON SERVICE RULES

**Date: 06 June 2018, Wednesday**

**Time : 3.30 to 5.00 pm**

### REPORT

The IQAC of the college organized an orientation programme for the administrative staff on Service Rules. The programme was aimed at making the administrative staff well-versed in Kerala Education Rules and Kerala Service Rules.

The orientation programme was held in Marian Hall. Mr. K. J. Lukose welcomed the gathering. Principal Rev. Dr. Prasant Palackappillil CMI inaugurated the orientation. He urged the administrative staff to study the government rules very well so as to make the functioning office smooth and effective.

Mr. Biju V. V., the resource person is an expert in the field of KER and KSR. He presented the clauses and sub-clauses of the rules necessary for the effective office administration. The session was succeeded by an enriching discussion session in which the participants asked several questions and Mr. Biju could successfully clear the doubts and answered the queries.

The office staff of the college attended the orientation.

**PHOTO**



**Mr. Biju V. V. during the orientation on Service rules (06/06/2018)**

**ORIENTATION ON SERVICE SULES**

Date: 06 June 2018, Wednesday

Time : 3.30 to 5.00 pm

**LIST OF PARTICIPANTS**

Sl. No.	Name
1.	Mr. Joseph K. J.
2.	Mr. Saju A. J.
3.	Mr. Jose Mathew
4.	Mr. Jude T. V.
5.	Mr. Lukose K. J.
6.	Mr. Johnson S. V.
7.	Mr. Reji Joseph
8.	Mr. Davies K. T.
9.	Mrs. Divya Vinayan
10.	Mr. T. A. Babu



Dr. Johnson X Palackappillil  
Principal  
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