

SACRED HEART COLLEGE, THEVARA
Orientation Program on Green Protocol

Date: 17th July, 2015

Time: 3.00 pm to 4.00 pm

BROCHURE



SH SACRED HEART COLLEGE Autonomous 

IQAC, SH COLLEGE (AUTONOMOUS), THEVARA

**ORIENTATION PROGRAM
ON
GREEN PROTOCOL**

Resource Person:
Rev. Fr. Prasant Palackappillil CMI
Principal, Sacred Heart College (Autonomous), Thevara

DATE: 17-07-2015

REPORT

Green protocol is essentially a set of measures which when implemented results in significant reduction of waste. The primary focus is on waste minimization through prevention of use of disposables and using reusable alternatives like glass/stainless/porcelain cutleries. In line with this movement, the IQAC of Sacred Heart College, Thevara organized an orientation program for the faculty members and administrative staffs of the college on Green Protocol on July 17th, 2015.

IQAC coordinator of Sacred Heart College, Thevara Dr. Joseph T Moolayil welcomed the participants and the resource person. He introduced the participants about the importance of conducting the program. The resource persons for the program was Rev. Fr. Prasant Palackappillil CMI, Principal, Sacred Heart College.

Fr. Prashant gave a deep analysis into the problem of Solid Waste Management and mentioned that waste started becoming an unmanageable problem hardly ten to fifteen years back at the most and the reason for that narrows down to one word "Disposables". He urged the members of Sacred Heart College to avoid the use of all types of disposables (including plastic, paper) in daily life. Avoid banned plastic materials and follow government rules in this regard. He instructed the faculty members to make sure to use cloth banners instead of flex for all the department and college programs. Always use eco-friendly materials like leaves flowers etc for decoration and while making bouquets for felicitating guests. Finally he pointed that waste reduction occupies the top position in the waste management hierarchy and the Green Protocol's methodology is focused on the prevention of waste generation. More importantly, implementing the Green Protocol could save money as well as the resources.

The participants took a pledge to make the campus of Sacred Heart College a green zone. The participants congratulated the IQAC for taking initiatives to organize the program and shared their views about reducing the solid waste in the college. The program concluded with a vote of thanks by the IQAC joint coordinator, Dr. K. M. Johnson.

PHOTO



**Rev. Dr. Johnson X Palackappillil CMI during the Orientation Session on Green Protocols
(17 July 2015)**

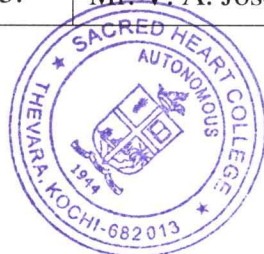
SACRED HEART COLLEGE (AUTONOMOUS), THEVARA

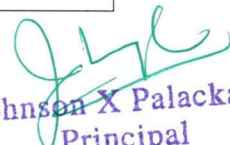
Orientation on Green Protocols

17 July 2015

List of Participants

Sl. No.	Name
1.	Mr. A. L. Thomas
2.	Mr. K. J. Lukose
3.	Mr. Jose Mathew
4.	Sr. Marykutty Joseph
5.	Mr. Bamdev Sharma
6.	Mr. P. M. Joseph
7.	Mr. Saju A J
8.	Mr. Reji Joseph
9.	Mr. George Thaddeus
10.	Mr. Johnson S. V.
11.	Mr. Nethra Bahadur Chetri
12.	Mr. T. V. Jude
13.	Mr. Babu T A
14.	Mr. A. D. Jose
15.	Mr. Mathew Uthuppu
16.	Mr. Abin Ambily
17.	Mr. Manu S Mohan
18.	Mr. Thomas Peechattu
19.	Mr. K. J. Kuriakose
20.	Mr. Davies K. T.
21.	Mr. K. J. Joseph
22.	Mr. Poullose Joseph
23.	Mr. Paul K. A.
24.	Sr. Celin
25.	Mr. V. A. Jose




Dr. Johnson X Palackappan
Principal
Sacred Heart College (Autonomous)
Thevara, Kochi-682 013

SACRED HEART COLLEGE, THEVARA

Orientation on the Application of EXCEL

Date: 4 December, 2015

Time: 2.30 pm to 4.00 pm

BROCHURE:

**ORIENTATION ON
APPLICATIONS OF EXCEL**

Resource Person

Ms. ACHAMMA CHERIAN

ASSISTANT PROFESSOR

DEPARTMENT OF COMPUTER SCIENCE

04 DECEMBER 2015

REPORT

Microsoft Excel is one of the most popular and commonly used spreadsheets applications used nearly by all the firms in every industry in the world. Corporates, educational institutions, and government agencies all use Excel to manage and analyze data. It is a simple but powerful tools for faculties, students and office staffs to manage their day to day data and information. It is widely used for Management Information System (MIS) to maintain, frequently update data and keep track of progress. A comparative study of the growth of an organization or a project over the time period can be traced using Excel. It's no wonder why a working knowledge of this spreadsheet software is an essential skill for people who spend part of their workday in front of a computer. With an aim to introduce the administrative staff to the various advantages and functionalities of the software EXCEL, the IQAC of Sacred Heart College, Thevara organized an orientation programme on the application of EXCEL on 4th December 2015.

Inaugural Session

Mr. A. L. Thomas welcomed the participants and the resource person. He introduced the resource person and spoke about the context of conducting the program. The technical session was handled by **Mrs. Achamma Cherian**, Assistant Professor, Department of computer Science, Sacred Heart College, Thevara.

Technical Session

In the technical session Mrs. Achamma Cherian gave pa brief introduction of MS-EXCEL and its importance in data handling. In her lecture she pointed that knowing the ins and outs of Excel could make a huge difference in how quickly tasks are completed. Mrs. Tressa explained lucidly the use of simple functions like sum, average and various ways of formatting the entered data. She also explained the uses of data validation and pivot tables in EXCEL. Finally she briefly explained on the some advanced features such as filling data formulas and functions, number formatting, data linking, conditional formatting, sorting data etc.

In the concluding session Mr. T. V. Jude, on behalf of the administrative staff proposed vote of thanks to the resource person and the organizing committee.

PHOTO:



Ms. Achamma Cherian during EXCEL training (04/12/2015)

SACRED HEART COLLEGE (AUTONOMOUS), THEVARA

Orientation on the Applications of EXCEL

04 December 2015

LIST OF PARTICIPANTS

Sl. No.	Name
1.	Mr. K. J. Lukose
2.	Mr. Saju A J
3.	Mr. Reji Joseph
4.	Mr. George Thaddeus
5.	Mr. Johnson S. V.
6.	Mr. T. V. Jude
7.	Mr. Babu T A
8.	Mr. Davies K. T.
9.	Mr. K. J. Joseph
10.	Mr. Poulose Joseph



Dr. Johnson X Palackappillil
Principal
Sacred Heart College (Autonomous)
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SACRED HEART COLLEGE, THEVARA

Training Program on Tally

Date: 4th MAY, 2016

Time: 9.00 am to 4.00 pm

BROCHURE



REPORT

Tally ERP 9 is a perfect business management solution and GST software. With an ideal combination of function, control and customizability built in, Tally. ERP 9 permits business owners and their associates to do more. It is a complete product that retains its original simplicity yet offers comprehensive business functionalities such as Accounting, Finance, Inventory, Sales, Purchase, Point of Sales, Manufacturing, Costing, Job Costing, Payroll and Branch Management along with compliance capabilities for GST too. Hence IQAC of Sacred Heart College, Thevara organized a training program for the administrative staffs of the college on Tally Software on May 4th, 2016.

The program started with a silent prayer. Sri. A. L. Thomas welcomed the participants and the resource person Sri. Sanu Varghese. He gave a brief outline about the program. Rev. Fr. Johnson Palackappillil CMI, Principal, Sacred Heart College, inaugurated the program and graced the occasion with his valuable words. The resource person for the program was Sri. Sanu Varghese

Technical Session

In the technical session, Mr. Sanu gave a detailed introduction about Tally Software. The session was mainly based on various types of accounting information/entries etc. A detailed discussion was held on the accounting information as to what are groups and ledgers. Administrative staff members were taught about stock groups, Stock items and units of measures are created. They were made to practice the various entries for a particular company, the maintenance of group's ledgers and inventory. Participants were also imparted knowledge of the area related to taxation. The resource person made the participants to create groups and ledgers. It was a good learning session for the students. Entire workshop on Tally ERP was very informative, interactive and knowledgeable.

In the concluding session Mr. Saju, Superintendent of Sacred Heart College on behalf of administrative staff members congratulated the IQAC for taking initiatives to organize the program and shared their views about program. The program concluded with a vote of thanks by the IQAC joint coordinator.

SACRED HEART COLLEGE (AUTONOMOUS), THEVARA


TRAINING ON TALLY

04 May 2016

LIST OF PARTICIPANTS

Sl. No.	Name
1.	Mr. Saju A J
2.	Mr. George Thaddeus
3.	Mr. Johnson S. V.
4.	Mrs. Simla K V




Dr. Johnson X Palackappillil
Principal
Sacred Heart College (Autonomous)
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