



**SACRED
HEART
COLLEGE**
Autonomous



Thevara, Kochi 682 013, Kerala, Tel: 0484 2663380,4044414, Fax: 0484 2663813
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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
Sacred Heart College (Autonomous)
Thevara, Kochi-682 013



Internal Quality Assurance Cell (IQAC)
SACRED HEART COLLEGE (AUTONOMOUS), THEVARA

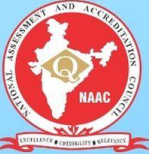
ORIENTATION ON NAAC RE-ACCREDITATION PROCESS

25 January 2019

BROCHURE:



SH SACRED HEART COLLEGE
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**IQAC ORIENTATION PROGRAMME
FOR NON-TEACHING STAFF**

ON

**NAAC RE-ACCREDITATION
PROCESS**

2019 January 25,
Friday

2.00 to 4.00 pm

Fr. Hadrian Hall

Resource Person
Dr. K. M. Johnson
IQAC Co-ordinator

- CURRICULAR ASPECTS
- TEACHING & LEARNING, EVALUATION
- RESEARCH, CONSULTANCY, AND EXTENSIONS
- INFRASTRUCTURE AND LEARNING RESOURCES
- STUDENT SUPPORT AND PROGRESSION
- GOVERNANCE, LEADERSHIP, AND MANAGEMENT
- INSTITUTIONAL VALUES & BEST PRACTICE

REPORT

The IQAC of Sacred Heart College Thevara organized an orientation programme for non-teaching staff on the orientation programme on NAAC reaccreditation process.

The program was organized on 25 January 2019 in Hadrian hall. The objective of the program was to enrich the administrative staff regarding the 4th cycle of NAAC re-accreditation process and the documentation process.

Principal Rev. Fr. Johnson X Palackappillil CMI opened the orientation program by mentioning the significance of NAAC accreditation and the role to be played by non-teaching staff in the documentation process.

Resource person Dr. K. M. Johnson led the orientation program. He described in detail the operating procedures of NAAC documentation process. NAAC accreditation is done on the basis of seven criteria.

Dr. Johnson explained the seven criteria to the participants. The role of administrative staff is essential for maintaining the quality of office administration, which is vital to the effective academic activities of the college. The new methodology of accreditation process demands perfect documentation. The participants interacted with the IQAC co-ordinator and got clarification for their queries. 18 Non-teaching staff participated in the program.

PHOTO:




Dr. K. M. Johnson Delivering the Orientation on NAAC Re-Accreditation Process (25/01/2019)

ORIENTATION ON NAAC RE-ACCREDITATION PROCESS

25 January 2019

LIST OF PARTICIPANTS

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. Mr. Paulose Joseph
10. Mr. Paul K. A
11. Mr. M. V. Sebastian
12. Mrs. Divya Vinayan
13. Mr. George Thaddeus
14. Mr. Babu T. A.
15. Mr. Sreejith M. G.
16. Mrs. Rakhi Menon
17. Mr. Abin Ambily
18. Mr. Priju Joseph


Dr. Johnson X Palackappillil
Principal
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