



ORIENTATION PROGRAMME ON CODE OF CONDUCT FOR THE ADMINISTRATIVE STAFF 2014-15

Programme Schedule – 30/05/2014

Welcome Address-Jose VA

Dr. Johnson, Opening Remarks –
IQAC team member

Session & address – Principal

Discussion

Concluding Remarks – Fr. Xavier
Cheeramthara CMI

Vote of Thanks

Lunch

The administrative/ministerial staff of any institution has an important and inalienable role to play in the running and growth of the institution. They have to feel proud that they are partners in the great process of educating young minds. The Carmelites of Mary Immaculate right from its beginning in 1831, found education one of the principal avenues for their apostolate, and considered an educational institution a second home having close collaboration with the families of all its stake holders. This intimate collaboration with the families of administrative, ministerial, students and teachers has been the hallmark of CMI education. There is a fundamental shift in our society and everyone finds themselves in a condition of radical instability. Many live in an environment devoid of good human relationships, human values and moral integrity. Hence the CMI education policy envisages enlightening everyone with proper direction in all the ethical and moral aspects of life. In order to attain this end, an Orientation

Programme on the Code of Conduct was conducted for college administrative staff members on 30/05/2015 at the Sacred Heart College Auditorium. Mr. Jose. VA, the Superintendent of the college, welcomed the gathered staff members. Dr. KM. Johnson, IQAC team member of the college encouraged the administrative staff to equip themselves for the smooth running of the college. The programme began with the Principal's address where he talked about the vision and mission of the college. As an initiation towards feeling one with the college, he unfolded the history of the college touching upon the major cornerstones in the evolution of the institution. The programme was meant for the staff members to create a sense of belongingness to the college and thereby reinstate the legacy of the Heartian community. The vision of the programme was to equip the staff members with the essential etiquette and code of conduct that they have to follow while working in the college. The thrust areas which were discussed include basic areas like dress code, cyber security and digital devices, conflict of interest, employee relationships and workplace visitors. The Principal insisted that the staff members to follow a formal dress code. The college permits grooming styles, clothing, and accessories dictated by religious beliefs, ethnicity, or disability. The guidelines for using computers, phones, and social media were intimated to all the staff members to ensure security and protect the college assets. The Principal made it clear that there should be a healthy working atmosphere between the employees. He also laid down the ground rules regarding the workplace visitors. All the staff were very attentive throughout the session. The session was also interactive with group discussion and queries. Fr. Xavier made a short concluding remark, and Mr. Reji Joseph delivered the vote of thanks. The session came to an end with a sumptuous meal for all the administrative staff.



Dr Johnson addressing the Gathering