
CODE OF CONDUCT

ORIENTATION PROGRAMME ON CODE OF CONDUCT FOR THE ADMINISTRATIVE STAFF 2015-16



The 21st century presents colleges with unprecedented challenges and opportunities, and demands that we think carefully and strategically about how best to educate the young minds and hearts who will be entrusted to the college for higher education. Christian colleges must not only educate minds to handle these challenges, but also educate the supporting staff of the college to make solid ethical choices that benefit society and human life. In order to achieve this end, an Orientation Programme on the Code of Conduct was conducted for college administrative staff on 29/05/2016 at the Hadrian Hall. The programme was meant for the newly admitted staff members of the college. Representatives from already existing staff

Programme Schedule - 29/05/2015

- Welcome Address Jose VA
- Prayer and Opening Remarks - Dr. Fr. Jose John Vice
Principal Spiritual Animator
- Inaugural Session & addresses - Principal
Discussion
- Concluding Remarks - Fr. Tomy Palatty CMI
- Vote of Thanks - Reji Joseph
- Lunch

members too attended the programme. It envisioned creating awareness among the staff members regarding the rules and regulations of the college. Mr. Jose VA, the superintendent of the College, delivered the welcome address. Fr. Sabu Thomas, the spiritual guide and a faculty member of the English Department made a short prayer. The discussion started with a group activity. Later on, the Principal of the college explained the code of conduct that the staff members have to adhere to while working on the campus. He talked about the vision and mission of the college to educate the new staff members about the facts and fables of the college. He explained the historical evolution of the college and welcomed the new members to follow the Heartian legacy. His key topics included dress code, conflict of interest, solicitation and distribution, workplace visitors, and employee relationships. He made it a point that all the staff members should stick to a formal way of dressing. He informed them regarding the policies of using internet facilities and mobile phones on the campus. Basic tenets regarding solicitation and distribution were discussed. It was informed that as employees they can solicit from the colleagues only under certain conditions like seeking support for a cause or invite colleagues for employee activities. The session was fruitful as it helped the staff members to have a clear understanding of the functioning of the college. The programme ended with a vote of thanks delivered by Mr. Reji Joseph and lunch thereafter.



Fr. Jose John
Addresses the
gathering

“The administrative staff of our institution have an important and inalienable role to play in the running and growth of the institution”

FR. PRASANT PALACKAPPILLIL CMI PRINCIPAL