

Sacred Heart College, Thevara, Kochi

Orientation Programme on

Code of Conduct to Administrative Staff

Programme Schedule

30/05/2016

Welcome – A. L. Thomas

Prayer and Opening

Remarks

Fr. Sabu Thomas,
Spiritual Animator

Inaugural Session Fr.
Principal

Discussion

Computer training Mr.
Dileep

Vote of Thanks

Reji Joseph

Lunch



Report- 2016-2017

Sacred Heart College always provides rich opportunities for personal growth and cultural development. Students find a meaningful and lasting community experience on the campus, with the support of administrative staff. We also believe that it is through meaningful interaction and conversations with the teaching and non-teaching staff equip them to face the challenges of life and also help them to shape the world. The acquisition of knowledge in college is only one goal of education. Another primary goal of education should be enabling students to gain moral and ethical values. We believe that success in this mission is possible only through the concerted efforts of all; Friends, Parents, Colleagues, Administrative Staff, Teaching Community. In order to achieve this, an Orientation Programme on the Code of Conduct was conducted for college administrative staff on 30/05/2017 at the Marian Hall. The session was started with the welcome address by AL Thomas, the superintendent. The programme aimed to support the newly appointed staff members. But as usual, the existing staff members also participated in the workshop. A





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silent prayer was held to refresh the gathering. Fr. Sabu, the spiritual animator of the administrative staff gave the opening remarks. Fr. Principal's talk established several ground rules for the smooth functioning of the employee activities. He initiated his talk by stating the college vision and mission as an introductory session. Then he moved on to discuss the history of the college exposing the peculiar facts about the institution. Later part of the talk was about the various codes of conduct that every staff member has to follow as part of the college. This included diverse aspects ranging from dress code to cyber security policies and employee relationships. He also touched upon the policies regarding solicitation and distribution and workplace visitors. He insisted the staff members to follow a formal dress code and strictly intimated them regarding the necessities of maintaining a healthy relationship between the staff members for a smooth functioning. Employees who work together may naturally form friendships either in or outside of the workplace. The college encourages this relationship between peers, as it can help the staff to communicate and collaborate and at the same time expect them to focus on their work and keep personal disputes outside of the workplace. Having laid down the ground rules for the employees, the Principal welcomed the new members to the Heartian family and expressed his gratitude for enriching the legacy of the Heartian community. Special computer training was also provided to equip the administrative staff to meet the requirements of the time. The session ended with lunch. Mr. Reji Joseph, the Administrative staff secretary conveyed words of appreciation and gratitude to all the participants and especially to Fr. Principal and the management.

