

Sacred Heart College, Thevara, Kochi
ORIENTATION PROGRAMME ON CODE OF CONDUCT TO
ADMINISTRATIVE STAFF 2017-18



**Fr. Prasant
Addresses the
Gathering**

Education

Education in its general sense is a form of learning in which knowledge, skills and habits of a group of people are transferred from one generation to the next through teaching, training and research. However, there is a moral decadence everywhere. The college management believes that it is their duty to equip everyone with moral principles. The college believes that before it focuses on the importance of teaching moral values to the students, the college community should be aware of the importance of moral and ethical values in life. To mould a morally integral generation, an Orientation Programme on Code of Conduct was conducted on 31/05/2018 at Sacred Heart College, Thevara to prepare the College Administrative Staff to collaborate with the College Management. The programme aimed to acquaint the newly appointed staff members with the codes of conduct they have to follow being part of the Heartian family. The programme was attended by both the new staff members as well as the existing staff members. Mr. George Thaddeus, the Superintendent of the college welcomed all the staff members to the campus. This was followed by the Principal's session on the rules and regulations of the college. He began his talk discussing the college motto, vision, and mission, the basic things that any new Heartian should understand before starting their campus life. He unravelled the historical evolution of the college highlighting the peculiar and most distinguishing aspects of the college. It was followed by a discussion of the code of conduct for the staff members. The Principal stressed the need for a formal dress code within the campus. An employee's position may also inform how they should dress. The college expects each staff member to be clean when

Programme Schedule

31/05/2017

Welcome Address – George Thaddeus

Inaugural Session & addresses – Principal

Discussion

Computer training – Mr. Santhosh

Vote of Thanks – Saju A. J

Lunch

coming to work and avoid wearing unprofessional clothes. The ground rules for the usage of mobile phones and internet facilities were laid down with a particular mention of the use of social media in the most appropriate ways. How to build a healthy relationship among the members was also on the list of discussed topics. Language training was also part of the training programme; teachers from the department of English handled the session and discussed the various nuances of the English language. The sessions helped create a better understanding of the English language as well as an initial awareness about the working atmosphere of the campus. The session ended with lunch and Mr. A J Saju thanked everyone.



Fr. Principal summarised the profile of the administrative / ministerial staff

Each of our ministerial / administrative staff:

Is committed to his/her specific duties

Obeys promptly the orders of superiors

Respects teachers, parents and authorities

Leads ideal family life and gives good example to students

Take up social responsibilities without neglecting duty or family

Is vigilant to keep his / her area of work clean and tidy

Maintains files and copies of communication systematically

