

---

# SACRED HEART COLLEGE COCHIN

## ORIENTATION PROGRAMME ON CODE OF CONDUCT TO ADMINISTRATIVE STAFF -2018-19

---



Welcome Address KJ Joseph

Inaugural Session & addresses – Principal

Discussion

Computer training

Vote of Thanks – Saju A. J

Lunch

As an educational agency of the state with a specific apostolic dimension of the Catholic Church, the management believes that it is the primary duty and responsibility to guide and equip students and staff to grow in moral and ethical values. Moral values need to be nurtured for all ages, and it is important to note that society, to some extent, stimulates healthy conduct in an individual. This cannot be achieved by one person alone but by the cooperation of all. To equip non-teaching staff to achieve this goal, IQAC

The core element in any educational institution is the teaching and administrative staff.

---

organized an Orientation Programme on 30/05/2019 at Hadrian Hall. In addition, the programme envisages raising awareness among the newly appointed staff members and existing administrative staff members about the basic principles and codes of conduct of the college to be followed. Mr. Joseph (Babychan), the Superintendent of the college welcomed the gathering. The second part of the programme was devoted to the Principal's discussion on the codes of conduct that staff members should adhere to while working in the college. He started the topic by giving an introduction regarding the college motto, vision, and mission. He also mentioned the history of the college stating prominent facts about the institution. Then he talked about the ground rules regarding dressing, using mobile phones, and the internet within the college campus. He insisted the staff members follow a formal way of dressing. He laid down a few policies regarding workplace visitors and employee relationships. He stressed the importance of maintaining a healthy relationship within the college campus. He embarked on a discussion on solicitation and distribution. It was informed that as employees they could solicit from the colleagues only under certain conditions like seeking support for a cause etc. The session was successful in acquainting the staff members about the rules and workplace policies of the college. The programme ended with the vote of thanks delivered by the Mr. A. J. Saju, the secretary of the administrative staff association of the College.



Fr. Principal  
addresses the  
gathering

*“COR RECTUM  
INQUIRIT SCIENTIAM”*

**A Righteous Heart  
Seeks after Wisdom**

COLLEGE MOTTO