

ANNUAL AWARENESS PROGRAM FOR NON-TEACHING STAFF ON CODE OF CONDUCT 2020-21

Programme date: 30-07-2021

[Refresher course for non-teaching staff on 30-07-2021](#)

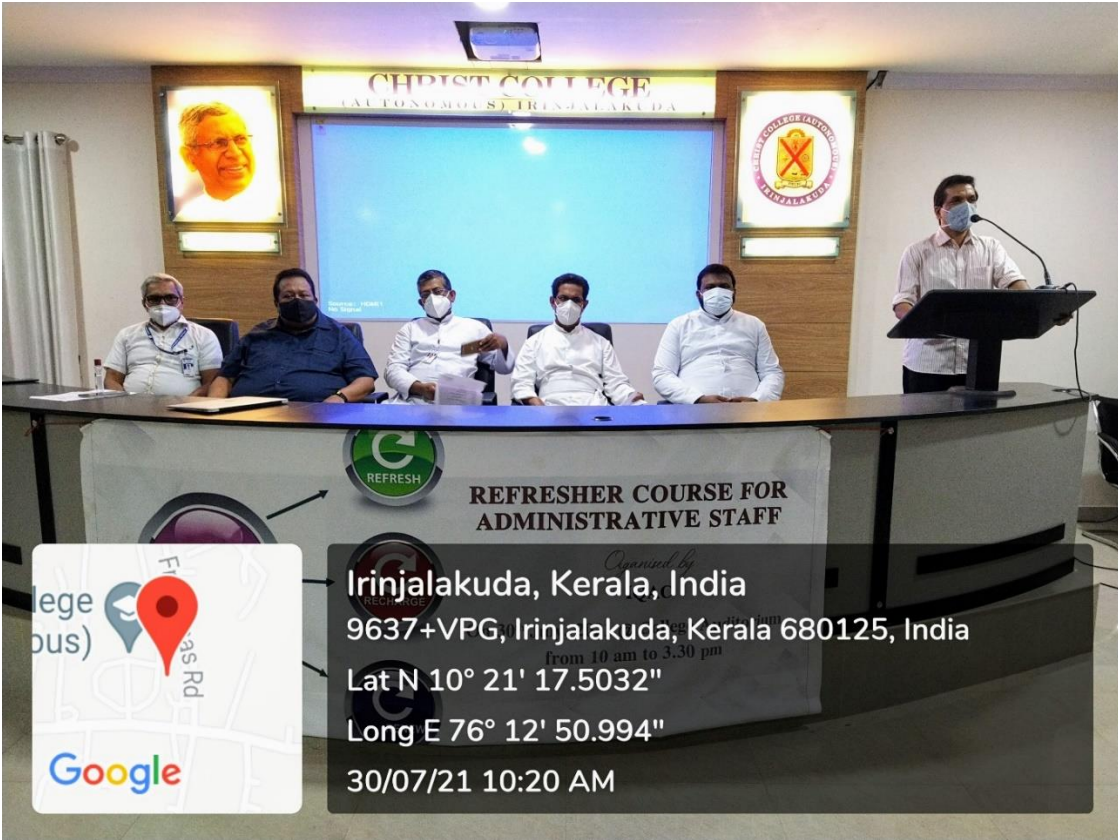
RE-REFRESH, RECHARGE, RENEW

A Refresher course for the non-teaching staff of Christ College Irinjalakuda was conducted on 30 July 2021. The inaugural program was started with a prayer at 10 am. Mr Shaju Varghese, the superintendent, was welcomed every person who gathered in the refresher course. The number of participants for the course was 54. The program was presided over by the principal Fr.Dr.Jolly Andrews and Fr. Jacob Njerinjapilly declared the presidential address. Vice-principal, Dr K.Y. Shaju, Fr. Vincent N.J, Dr. Robinson have felicitated the program. Meanwhile, "Book of office procedures" was published, was prepared by clerks and office staff. The principal and the coordinator were given special appreciation for the people

who worked behind the venture. Head accountant, Mr Jijo Johny produced the vote of thanks to the program.

After the completion of the inaugural function, the first session of the refresher course was begun. The session was led by Dr Harri Cleatus, ex-principal of St: Albert College. The main focus of the opening session was about work and workers, their responsibilities. The second session was started after lunch at 2 pm, was led by the Principal himself he talked about how spirituality and work related to each other. The session was followed by Fr joy P.T, who talked about 'Synergy'. The final session of the refresher course was managed by Dr Wilson Tharayil, who discussed the organizational 'harmony and its importance in the workplace'

The refresher course for non-teaching staff was wind up with a speech of gratitude to all of them who participated by the coordinator, Dr Arun Balakrishnan. The program was finished at 4:45 completed



Refresher course for non-teaching staff on 30-07-2021

RE-REFRESH, RECHARGE, RENEW

ANNUAL AWARENESS PROGRAM FOR NON-TEACHING STAFF ON CODE OF CONDUCT 2019-20

Programme date: 14/06/2019

A training programme on college admission procedures and code of conduct was held on 14/06/2019. Admission convener Dr. Xavier Joseph detailed about the admission procedures. IQAC coordinator Dr. Robinson explained the code of conduct to newly joined administrative staff.



Awareness programme for non-teaching staff on 14/06/2019

ANNUAL AWARENESS PROGRAM FOR NON-TEACHING STAFF ON CODE OF CONDUCT 2018-19

Programme date: 20/08/2018

Orientation programme for non-teaching staff for the year was conducted on 20/08/2018 in Chavara Seminar Hall. Newly wedded couple Mr. and Mrs. Rajaneesh was congratulated on the occasion. Vice Principal Dr. Fr. Jolly Andrews CMI detailed about the code of conduct to be maintained by administrative staff. Office superintendent advice all members to participate in MS Office excel training programme conducted by IQAC in the next month



awareness programme for non-teaching staff on 20/08/2018

ANNUAL AWARENESS PROGRAM FOR NON-TEACHING STAFF ON CODE OF CONDUCT 2017-18

Programme date: 29/08/2017

Orientation programme and Onam celebration was jointly held on 29/08/2017 in College auditorium. Retired office staff Mr Ramakrishnan V gave tips on office procedures to all the administrative staff. Fr. Jacob Njerinjampilly CMI, manager of the college delivered the talk on “best practice in college office”.





2017-18 awareness programme for administrative staff

ANNUAL AWARENESS PROGRAM FOR NON-TEACHING STAFF ON CODE OF CONDUCT 2016-17

Awareness program to non-teaching staffs on role of friendship for effective work

Programme date: 27/07/2016

Office superintendent Mr. Shaju Varghese welcomed the gathering. Principal Dr. Fr. Jose Thekkan CMI was the resource person. He highlighted the importance of friendship in work place which will create a conducive relaxed atmosphere in the office. Accountant Mr. Jijo Johny offered the vote of thanks

After lunch Dr. Fr. Jolly Andrews CMI addressed the gathering on emotional balance. The session was followed by a group discussion competition in which the team of Hari Thomas the first prize. The event was followed by sports competition.



2016-17 Awareness programme for administrative staff

