

CHRIST

COLLEGE (AUTONOMOUS)
IRINJALAKUDA, KERALA

STAFF

INDUCTION

PROGRAMME

2022-2023



Report on Faculty Induction Program and Code of Conduct Sessions at Christ College Autonomous Irinjalakuda

Introduction:

This report aims to provide an overview of the faculty induction program and the code of conduct sessions conducted at Christ College Autonomous Irinjalakuda. The induction program serves as an essential introduction for new faculty members, while the code of conduct sessions ensure alignment with the college's values and standards. Christ college always insist its staff dedicate and develop themselves professionally so that effective and holistic education could happen and for which the management promote timely FDP's and classes.

Christ College Autonomous Irinjalakuda prioritizes the professional development and integration of new faculty members into its academic community. As part of this commitment, the college organizes a comprehensive induction program to familiarize new faculty with the college's mission, policies, and expectations.

Induction Program Overview:

The faculty induction program commenced under the guidance of the college principal, Rev Fr. Dr. Jolly Andrews CMI, and Dr. Anilkumar N, the Dean of Students and Faculty Affairs. The program aimed to provide new faculty members with a holistic understanding of the college's academic environment and support systems.

Code of Conduct Sessions:

As integral components of the induction program, code of conduct sessions were conducted to emphasize the importance of upholding ethical standards and fostering a positive campus culture. Both the principal and Dr. Anilkumar N led sessions that addressed various aspects of the code of conduct applicable to faculty members.

Content Covered:

The code of conduct sessions for faculty covered the following key areas:

- Professional ethics and integrity in teaching, research, and academic interactions.
- •Compliance with college policies and procedures, including those related to grading, assessment, and academic freedom.
- •Responsibilities towards students, colleagues, and the college community.
- •Promotion of diversity, inclusion, and respect within the academic environment.
- •Reporting mechanisms and procedures for addressing violations of the code of conduct.

Impact and Feedback:

The faculty induction program and code of conduct sessions were well-received by new faculty members, who appreciated the comprehensive overview of the college's expectations and support structures. Feedback indicated a strong sense of commitment among faculty to uphold the values and standards outlined in the code of conduct.

Conclusion:

In conclusion, the faculty induction program and code of conduct sessions at Christ College Autonomous Irinjalakuda play a crucial role in integrating new faculty members into the college community while reinforcing a culture of professionalism, integrity, and mutual respect. By providing clarity and guidance on expected behaviours and responsibilities, these initiatives contribute to the overall success and cohesion of the academic institution.



Picture of Dr. N Anilkumar Addressing teachers regarding Code of Conduct on 31/5/2022



Dr. Jolly Andrews, CMI addressing teachers regarding Code of conduct

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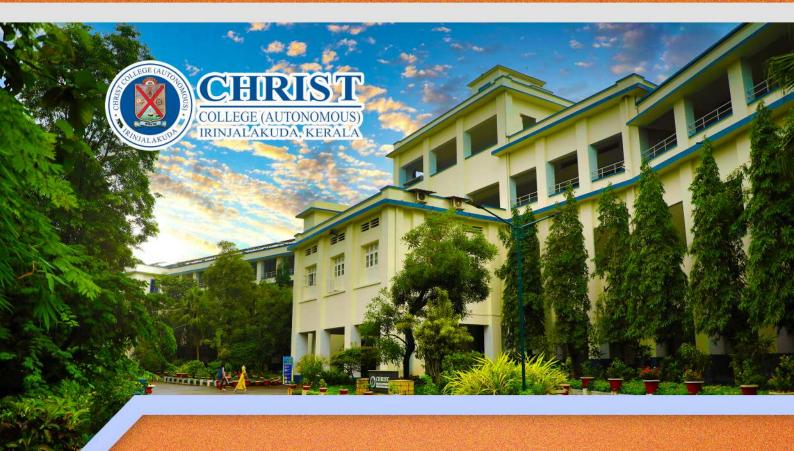


Christ College (Autonomous) in Association with IQAC

RENOVARÉ "Renew Yourself"

A Three - Day
Faculty Development Program

The Art of Effective Teaching Developing the Next Generation Teachers



CHRIST COLLEGE (AUTONOMOUS)

Affiliated to University of Calicut and Reaccredited by NAAC with 'A++' Grade & SAAC 'A+' IRINJALAKUDA - 680 125, KERALA, INDIA.

FACULTY DEVELOPMENT PROGRAM

Date: 29th, 30th & 31th May 2023

Time: 9.30 am to 4.00 pm Venue : Fr. Jose Thekkan A/C Seminar Hall

Resource Persons



Fr. Roy Vadakkan (Asst. Prof. Jyothi Engineering College and Vicar, St. Theresa's Church Eravu.)



Dr. Benny Joseph (CEO, Jubilee Mission Hospital Medical College, Thrissur)

All teachers of
Self-financing Departments
and Aided Guest Teachers
should attend the Programme.
Lunch will be provided

SCHEDULE

Date: 29-05-2023 (Monday)

9.30 am Inaugural Meeting

Prayer : Ms. Nivedhya C A (Asst. Prof., Dept. of Economics, Unaided)
Welcome Speech : Mr. Pius Joseph (Asst. Prof. Dept. of Hotel Management)

Presidential Address: Rev. Fr. Joy Peenikaparambil CMI (Manager, Christ College)

Key Note Address : Rev. Dr. Jolly Andrews CMI (Principal, Christ College) 10.00 am- Talk I : About Christ College & Eco-friendly Teaching

Rev. Fr. Joy Peenikaparambil CMI (Manager, Christ College)

Tea Break

11.30 am - Talk II : Guidelines for effective Teaching

Dr. Vivekanandhan. T, (Co-Ordinator, Self-Financing Programmes, Christ College)

Lunch Break

1.30 pm- Talk III : About Examination Procedures

Dr. Sudheer Sebastian (Controller of Exam, Christ College)

2.20 pm- Talk IV : Role of IQAC Dr. Shinto K G (IQAC Coordinator)

2.45 pm- Talk V : Importance of Changing Scenario of Education System Responsibilities of teachers

Rev. Dr. Jolly Andrews CMI (Principal, Christ College).

Tea Break

Date: 30-05-2023 (Tuesday)

9.45 am - Talk VI : Education Industry Correlation Teacher's Perspective

Dr. Benny Joseph Neelankavil (CEO Jubilee Mission Hospital Medical College, Thrissur)

Lunch Break

1.30 pm- Talk VII : Adaptive Learning and Infosys Spring Board

Dr.Robinson P. P. (Former IQAC Coordinator, Christ College)

2.30 pm- Talk VIII : Legacy of Christ College

Prof. V P Joseph (Dept of Physics Unaided, Christ College)

Date: 31-05-2023 (Wednesday)

9.30 am- Talk IX : Effective Teaching Learning Techniques

Fr. Roy Vadakkan, (Asst. Prof. Jyothi Engineering College and Vicar of St. Theresa's Church Eravu.)

Lunch Break

1.30 pm - Talk X : Effective Mentoring Techniques

Dr. Joju K T, (Co-Ordinator, Dept. of Mathematics Unaided, Christ College)

2.20 pmTalk XI : Campus Discipline and responsibilities of teachers

Dr. N. Anil Kumar (Staff Advisor, Christ College)

3.00 pm- Talk XII : Guidelines for effective Teaching

Dr. Vivekanandhan. T, (Co-Ordinator, Self-Financing Programmes, Christ College)

3.30 pm- Talk XIII : Concluding Remarks - Rev. Dr. Jolly Andrews CMI (Principal, Christ College)



Training Programme for Administrative Staff

Jointly organised by
The Deputy Directorate of Collegiate Education, Thrissur
and
Christ College (Autonomous), Irinjalakuda

15 November 2022, 10.00 a.m. to 4.00 p.m. Venue: Fr. Jose Thekkan Seminar Hall

Inaugurated by
Sri. Sajeev S. Menon (Junior Superintendent)
Dy. Directorate of Collegiate Edn., Thrissur

Presided over by
Fr. Dr. Jolly Andrews CMI
(Principal)

Resource Persons:

Smt. Dilna J. Prakash (Senior Clerk)

Smt. Jasmine C. Luis (Senior Clerk)

Smt. Smitha N.N. (Senior Clerk)

Smt. Divya C. G. (Senior Clerk)





CHRIST COLLEGE (AUTONOMOUS) IRINJALAKUDA

Affiliated to the University of Calicut and Re-accredited with A++ Grade

Programme

Prayer

Welcome : Sri. Shaju Varghese, Jr. Superintendent

Christ College, Irinjalakuda

Presidential Address: Fr. Dr. Jolly Andrews CMI, Principal

Christ College, Irinjalakuda

Inaugural Speech : Sri. Sajeev S. Menon, Jr. Superintendent,

Dy. Directorate of Collegiate Edn, Thrissur

Session 1 (PENSION) 10.15 A.M. - 11.45 A.M.

Smt. Divya C. G. (Senior Clerk),

Dy. Directorate of Collegiate Edn., Thrissur

Tea Break

Session 2 (GRADE) 11.50 A.M. - 1.15 P.M.

Smt. Smitha N.N. (Senior Clerk),

Dy. Directorate of Collegiate Edn., Thrissur

Lunch Break

Session 3 (UGC) 2.00 P.M. - 4.00 P.M.

Smt. Dilna J. Prakash (Senior Clerk)

Smt. Jasmine C. Luis (Senior Clerk)

Dy. Directorate of Collegiate Edn., Thrissur

Vote of Thanks: Sri. Gejo Johny, Head Accountant,

Christ College, Irinjalakuda



Report on Administrative Staff Training Programme at Christ College Irinjalakuda

Introduction:

Date: 15th November 2022

Venue: Fr. Jose Thekken Seminar Hall,

Christ College Irinjalakuda

On the 15th of November 2022, Christ College Irinjalakuda organized a comprehensive training programme for administrative staff members. The event aimed to enhance the skills and efficiency of the administrative staff in carrying out their duties effectively. The programme was held at the prestigious Fr. Jose Thekken Seminar Hall within the college premises.

Inauguration:

The training programme was inaugurated by Sri Sajeev S Menon, Junior Superintendent, Deputy Directorate of Collegiate Education. His presence added a significant value to the event, symbolizing the importance of such training initiatives in educational institutions. Sri Sajeev S Menon's insightful words during the inauguration set the tone for the day's proceedings, inspiring the administrative staff to actively participate and benefit from the training.

Presiding Officer:

The event was presided over by Principal Christ College, Rev. Fr. Dr. Jolly Andrews, CMI. As the leader of the institution, his guidance and support were instrumental in organizing and executing the training programme successfully. Rev. Fr. Dr. Jolly Andrews emphasized the importance of continuous learning and development for all staff members to adapt to the evolving demands of the educational sector.

Programme Details:

The training programme encompassed various topics relevant to administrative roles within an educational institution. Sessions were conducted by experienced professionals and faculty members, covering areas such as:

- 1. Effective Communication Skills: Techniques to enhance verbal and written communication for better interaction with students, faculty, and stakeholders.
- 2. Time Management: Strategies to prioritize tasks, manage workload efficiently, and meet deadlines in a fast-paced environment.
- 3. Digital Tools and Technologies: Introduction to relevant software and applications to streamline administrative processes and enhance productivity.
- 4. Team Collaboration: Importance of teamwork and methods to foster a collaborative work culture within the administrative department.
- 5. Conflict Resolution: Techniques to identify, manage, and resolve conflicts effectively to maintain a harmonious work environment.

The Administrative Staff Training Programme at Christ College Irinjalakuda was a resounding success, thanks to the active participation of the administrative staff and the support of esteemed dignitaries like Sri Sajeev S Menon and Rev. Fr. Dr. Jolly Andrews. The knowledge and skills gained during the programme are expected to contribute significantly to the efficiency and effectiveness of administrative operations within the college. Such initiatives underline the institution's commitment to continuous improvement and excellence in all aspects of its functioning.





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