



ST FRANCIS DE SALES COLLEGE

Graded 'A' by NAAC || Affiliated to Bangalore University

Electronics City Post, Bengaluru – 560 100 || www.sfscollege.in

Registration:

Registration fee : Rs. 100

Contact the Registration Committee for further details.

*The registration fee includes Kit and Refreshments

** Certificates will be provided.

Last date to register: 22.01.2019

Contact:

Registration Committee:
Prof. Mahesh - 9481028563

Address
SFS College
Electronic City Post
Bengaluru – 560100
Karnataka, India

sfscollege.ecity@gmail.com



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Faculty Development Program
on
Workplace Ethics

Date:
24.01.2019 to 25.01.2019

Organised by
IQAC

Venue: Conference Hall, SFS College

About the College

St. Francis de Sales is managed by the missionaries of St. Francis de Sales (MSFS) of South West India province who firmly believe that 'the education of the heart is the heart of education' hailed by the founder Fr. Peter Marie Mermier. The MSFS Fathers have nearly two centuries of experience in imparting quality higher education in every continent of the world. With the aim of imparting higher collegiate education and, thereby, provide meritorious service to the Indian society, St. Francis De Sales College focuses on the academic excellence of the student community of the college. The College was graded "A" grade by the NAAC team for its excellent educational track as well as infrastructure and quality in May 2015 and has received the permanent affiliation to the Bangalore University.

About the IQAC:

Internal Quality Assurance Cell (IQAC) of St. Francis de Sales College functions with a major purpose to maintain long-term quality standards. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the performance of the College and to channelize the efforts and measures of the institution towards academic excellence.

About the FDP:

Workplace Ethics are the moral guidelines that an organisation as a whole, and the individuals who comprise it, follow to comply with the norms of the society. Workplace ethics apply to every organisation and the conducive environment that the organisation offers to work better. Learning workplace ethics will make the workers understand the culture of the institution and also learn to adapt to the environmental needs. To create a good workplace environment and to educate the employees on workplace ethics, the IQAC is organising this Faculty Development Program. This FDP aims at creating a good workplace environment by educating the employees on workplace ethics and making them to understand what are the obligations of an employee in an institution.

Resource Person : Rev. Fr. Tony
Financial Administrator,
SFS Institutions

Schedule:

24.01.2019
Inauguration
Ethical and Unethical Workplace Behaviour

25.01.2019
Employee Obligation
Valediction

Time:
10.00 am to 12.30 pm

Convenor:
Prof. Maya Mathew
IQAC Coordinator



ST FRANCIS DE SALES COLLEGE

Permanently Affiliated to Bangalore University | Electronics City, Bengaluru - 100

Accredited with NAAC "A" Grade || Recognised under 2(f) & 12(b) of the UGC Act
A FRANSALIAN INSTITUTE OF HIGHER LEARNING

A Report of Faculty Development Program on

"Workplace Ethics"

Date: 24.01.19 to 25.01.19

The FDP "Workplace Ethics" was conducted for the non-teaching staff by our Finance Administrator, Rev. Fr. Tony. He said that Workplace Ethics are the moral guidelines that an organisation as a whole, and the individuals who comprise it, follow to comply with the norms of the society. Workplace ethics apply to every organisation and the conducive environment that the organisation offers to work better. Learning workplace ethics will make the workers understand the culture of the institution and also learn to adapt to the environmental needs.

To create a good workplace environment, the IQAC organised this FDP on workplace ethics to make the staff understand and adapt to the environmental needs. The FDP started with a prayer. The IQAC Coordinator, welcomed the Fr. Tony and the faculty members. Around eighteen members participated in the FDP. The FDP took place in the seminar Hall of the College.

The IQAC Coordinator, welcomed the Finance Administrator to take over the session. Fr. Tony started his session with a small story on workplace ethics. Fr. Tony gave a clear description on work ethics and why everyone should follow the same. He first gave a brief description on what are the workplace ethics that should be followed in the college. Then he explained what are the consequences if workplace ethics are being broken.

Fr. Tony spoke on what is ethical and what is unethical and those that are illegal. Employers must determine how those types of acts will be tolerated within the organisation. Many factors must be considered in running an organisation. First is striving for high professional and ethical standards in all business activities and its stakeholders needs to be at the top of that list. It is very important for business organisations. It is very important to keep in mind that an emphasis on high ethical standards and the ability to exhibit best practices go hand in hand. Employers should take steps to create a workplace environment that promotes a



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culture of support and respect for all. That includes having written ethics standards or codes of conduct that are read and signed by each employee annually. Accepted ethical practices may vary from one person to the next, so employers should give clear instruction of what is expected when an employee discovers unethical behaviour within the organisation. Employers should provide multiple avenues, some anonymous to report unethical happenings in order to prevent that uncertainty and fear.

Another way to promote ethical behaviour is by providing meaningful and relevant training on the importance of ethics and how to handle ethical dilemmas. It is sad but true that most employees will experience some type of unethical act. Because of this, it is important to offer resources for employees who need advice on how to handle situations that may arise. In an ethical workplace, employees must consider the impact of their employment practices, as lawsuits in this area should be a major concern for employers of all sizes.

On the second day he spoke of Employee obligation. He stated that employees have an obligation as well. Employees also have a moral obligation, and they go beyond giving a full day's work for a full day's work. Loyalty goes both ways. Employees have moral duties to the organisation, co-workers and customers. People of character take into account their moral obligation to their employer before they interview for another job. The employer and employee relationship operates in the context of understanding, there is a tendency to play by different rules dictated by who has the leverage and principles of expediency and understand the moral principles.

After explaining the nuances of workplace ethics, Fr. Tony spoke on what are the expectations of an employer and what are the expectations of an employee. To have a good workplace, both the sides have to adapt to a conducive environment. Knowing the rules and regulations of a college should provide a good environment for both the sides. The employer should make clear the rules and regulations and there should be no preferences given to certain staff. Such kind of environment will affect the climate of the organisation.

He also explained the rules and regulations of the college and the policies followed in the college. Making the staff aware of this will solve most of the problems for the management. He then explained what are the problems that arises in the workplace and whom to approach and how to solve it. The management should be ready to help the staff and the staff should also understand how the management works. This kind of relationship will create a healthy environment to work.

He also spoke on the ethical dilemmas workers face at workplace since they belong to different places and different ideologies. He also spoke on the ethics that has to be followed



in official mails and messages. The program gave a great input on the workplace ethics to the faculty and a confidence in the institution.



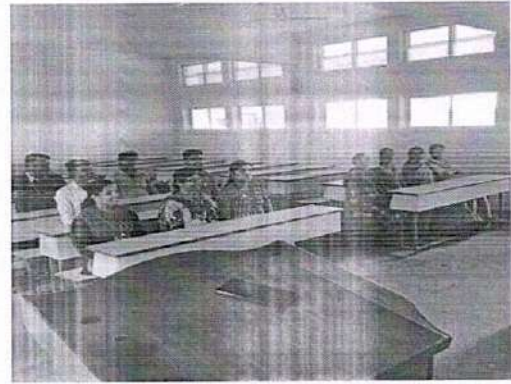
Co-ordinator

Internal Quality Assessment Cell
St Francis de Sales College
Electronics City Post, Bangalore - 560 100.



PRINCIPAL

St. Francis de Sales College
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M. S. Jayaram

Co-ordinator
Internal Quality Assurance Cell (IQAC)
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