



St Joseph College of Communication

Media Village, Changanassery
Affiliated to Mahatma Gandhi University, Kottayam, Kerala

Vision: Transforming Media for a Wholesome World

Founded in 2004

Academic Policy

Responsible Executive	Principal, St Joseph College of Communication
Responsible Office	Principal's Office, St Joseph College of Communication
Date Issued	November 2020
Date Last Revised	November 2023
Code	SJCC/ACAP/01/23

1. Statement of Policy

St. Joseph College of Communication, Chanaganssery, aims for academic excellence by providing quality education through ICT-based teaching methods and research, with continuous assessment of academic activities. We strive to empower our students to become self-reliant citizens who contribute to human welfare and sustainability.

The college takes academic integrity very seriously and adheres to strict quality policies. These policies and procedures ensure that faculty and students clearly understand their rights and responsibilities, uphold the college's honor, and offer fair and transparent guidelines for teaching and learning. Faculty and students are expected to familiarize themselves with all academic policies.

2. Objectives

The academic policy discloses the principle objectives implemented for quality teaching at St Joseph College of Communication, Chanaganssery and defines the procedures for the multiple levels of accountability in teaching-learning and ensuring quality education with responsibility.

The college is responsible to its students in developing professional skills, communication skills, a sense of creativity, design capabilities, depth knowledge, ethical standards in professional works, awareness of the competence and important technical areas etc. and preparing them as quality professionals to meet the challenges in the present scenario of advanced latest technology.

The quality parameters in the institute are mainly ensured by:

- Academic Accountability and Assessment to enable quality assurance through continuous improvement in all sectors.
- Ensuring the quality of technical education including preparation of the course materials/ syllabi following adequate standards and also inculcating with societal and ethical values among students.
- Delivery of course content adopting appropriate ICT-based technologies and in alignment with industry trends.

3. Academic Responsibilities

The academic Responsibilities of different officials of the college are in accordance with those specified by the affiliating university, Department of Higher Education, Government of Kerala, and the University Grant Commission, India.

The college management ensures the implementation of various policies to fulfil the college's vision and mission and manages it in line with the required parameters.

The Directors of the college ensure the development and implementation of quality assurance policies and procedures prescribed by regulating authorities regarding academics and other fields.

The Principal and Vice-Principal oversee both academic and non-academic activities in the college, ensuring that these activities enrich and uplift both students and the college.

The Academic Committee ensures the preparation of Academic Calendars, and Semester Plans, and oversees all academic activities, including examinations, in accordance with the college's policies.

The Research Promotion Committee ensures the mobilization of facilities and students for research activities, aiming for an increase in research paper publications and organizing/participating in seminars, conferences, workshops, etc.

The Examination Committee ensures the timely conduct of internal and external examinations, adhering to examination policies, academic calendars, and the publication of final results.

Heads of Departments ensure proper subject allocation, course completion, lecture planning, teaching-learning progress, and other academic duties.

Faculty members ensure quality teaching, timely syllabus completion, and the organization of invited talks/guest lectures, remedial/compensatory classes, class tests, etc. They also complete additional assignments as assigned by higher authorities.

Academic audits are conducted annually to improve academic and other related activities in the interest of students and the institute.

The Principal of the college maintains all records with the assistance of the office staff responsible for the documentation.

4. Action Plan

In general, the step-by-step processes of academic activities in the college are as follows:

Heads of each department allocate subjects to faculty members based on their preferences before each semester's commencement. The department's timetable is then prepared accordingly.

The general and departmental academic calendars are prepared, including academic, co-curricular, and extracurricular activities, as well as a list of holidays.

The teaching diary and Course Planner are prepared by faculty members, and verified by the department head.

Departments review the attainment of Course Outcomes (COs) of previous batches and devise techniques for improvement.

Course materials and content delivery are prepared using appropriate ICT tools to enhance teaching effectiveness and make it more student-centric.

Induction/bridge programs are conducted for newly admitted students in the 1st year class, familiarizing them with academic and other institute activities, as well as rules and regulations.

Workshops are organized at regular intervals to improve teaching effectiveness for faculty.

The Research committee ensures timely research activities related to seminars, workshops, conferences, and projects.

Faculty members ensure the conduct of assignments, tutorials, and class work, completing courses according to plans while maintaining attendance records.

Assignment, tutorial, and internal test marks are mapped for computing Course Outcome (CO) and Program Outcome (PO) attainment.

Class teachers prepare student's profiles. A mentor-mentee system assigns faculty as mentors to groups of 15 to 20 students, monitoring and addressing students' concerns.

The academic audit committee collects feedback from students, alumni, teachers, parents, and the institute's management.

The Examination Committee ensures the timely conduct of internal examinations, assessment, and publication of assessment marks. It also conducts university examinations according to the schedule.

Various skill development workshops, guest lectures, and student-related activities are organized during the session, including cultural, sports, athletics, expert lectures, industrial tours, and educational tours.

5. Academic Monitoring and Student Support

Various committees have been constituted to ensure proper monitoring of academic activities and provide support services to students, including co-curricular and extracurricular activities.

The Academic Audit Committee monitors teaching-learning, adherence to course plans, syllabus completion, examination standards, and student difficulties. It recommends necessary remedial actions. The Committee collects feedback from various stakeholders and processes it accordingly.

The class teachers prepare student profiles, maintain academic and non-academic records and act as primary contacts for students and parents.

The Student Welfare Committee organizes activities involving students and addresses student grievances.

The Grievance Redressal Cell addresses the grievances of students and staff transparently and fairly.

The Discipline Committee ensures discipline in the institute and may take appropriate actions against defaulters.

The Events Committee organizes various extension activities involving staff and students, including inter-collegiate fests, cultural and sports activities, tree plantation, blood donation camps, cleanliness drives and more.

The college may constitute other committees/cells for better coordination regarding academic affairs.

6. Faculty Development Program

Faculty development programs are regularly organized in the institute to facilitate continuous learning and improvement for faculty and staff. These programs promote the sharing of good teaching practices and innovative teaching methods among faculty members.

7. Personality Development Program

Soft skill and life skill programs are conducted continuously and regularly, featuring prominent counsellors and expert guest lecturers. Senior faculty members also contribute by delivering lectures to students.

8. Placement Activities

The college has a dedicated Training and Placement Cell focused on making placement drives successful. This cell organizes placement drives on campus and also secures placements for our students through joint placement drives at other institutions. It trains and equips students by conducting training programs, industry expert sessions, and mock interviews.

9. Approval & Review Details

Approval Authority:

Executive Director, St Joseph College of Communication

Officer In-charge:

Principal's Office, St Joseph College of Communication

Approved on: November 2023

Next Review Date: November 2024

10. Feedback:

Stakeholders may provide feedback about this document by e-mailing IQAC.