



# 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

## Student Support Services Policy

<b>Responsible Executive</b>	Student Welfare Officer, St Joseph College of Communication
<b>Responsible Office</b>	Student Welfare Office, St Joseph College of Communication
<b>Date Issued</b>	November 2020
<b>Date Last Revised</b>	November 2023
<b>Code</b>	SJCC/ INSP /27/23

### 1. Statement of Policy

At St. Joseph College of Communication, we recognize that students are the primary beneficiaries and stakeholders of our educational endeavours. Committed to fostering the integral development of our student community, we uphold a student-centric approach in all aspects of our operations. This policy outlines our dedication to providing comprehensive support services, ensuring that every student receives the necessary resources and assistance to thrive academically, personally, and professionally within our college environment.

### 2. Extension and Outreach Programmes

The extension activities of St. Joseph College of Communication serve as a vital bridge between our institution and the wider community. Primarily facilitated through our ventures, 90.8 FM Radio Media Village and MVTv, these initiatives encompass a diverse array of outreach programs. We conduct awareness campaigns, commemorate significant days, and promote social sensitization, fostering a more informed and empathetic society. Our dialogues, recreational activities, and interactive programs encourage active community

participation and engagement. Additionally, group discussions and events honouring distinguished individuals contribute to the communal upliftment. Various clubs and cells within the college also play an active role in these extension activities, further enhancing our outreach efforts.

The quality policies regarding Extension and Outreach Programmes include:

- The Principal shall delegate a coordinator to monitor extension and outreach activities
- The coordinator shall design and schedule extension and outreach events to create awareness among the masses about their rights, access to information, exploitation, discrimination, employment opportunities
- Spearheaded by the Coordinator, all departments have to carry out a minimum of one social sensitization programme and an outreach activity every year
- All students are required to participate in at least one extension or outreach activity annually
- The coordinator should prepare an annual report on extension and social outreach activities

### 3. Library

The Library at St. Joseph College of Communication is a cornerstone of our student support services, designed to enhance the academic experience and foster a love for learning. Overseen by the Library Committee and its dedicated Student Wing, the Library ensures efficient and effective functioning to meet the diverse needs of our students. With access to the INFLIBNET service, both staff and students can effortlessly tap into a vast digital knowledge pool, expanding their research and learning horizons. The Library Personnel are committed to providing seamless access to a well-stocked collection of books, journals, and other resources, ensuring that every student and faculty member can fully utilize these facilities to support their academic endeavours.

- The library Committee and its Student Wing shall facilitate the effective functioning of the Library
- A complete automated system shall be implemented to ensure the felicitous operating mechanism
- INFLIBNET service shall be launched to help staff and students avail the digital knowledge pool with ease
- The working hours of the library shall be decided by the Principal and the Librarian and ratified by the library committee
- The Library Personnel shall ensure easy access of the students and faculty to the well-stocked and automated library facilities
- Currently enrolled students, research scholars and faculty shall use the library facilities
- Students and staff shall avail and return library books as per the norms constituted by the Library Committee
- Students and staff shall abide by the norms regarding non-circulating materials
- Students and staff shall accede to the rules concerning overdue materials
- The Coordinator of the library committee shall collect a list of library requirements from the departments at the beginning of the academic year which has to be forwarded to the Governing body through the Principal
- Regular updating should be done concerning books, journals, other subscriptions and digital source

#### **4. Studios**

St. Joseph College of Communication owns a comprehensive collection of state-of-the-art studios as part of its infrastructure, significantly enhancing the hands-on learning experience for our students. These facilities include a recording studio, editing studio, 2D animation studio, stop motion animation studio, photography studio, mixing studio, sculpture studio, green matte studio, and TV studio, among others. Each studio is equipped with industry-standard equipment, providing students with the practical skills and technical expertise necessary for their professional development. These studios are readily available to all students, ensuring they have the resources and environment to bring their creative projects to life, refine their craft, and prepare for successful careers in the media industry.

- Students shall avail studio facilities as per the norms of the college
- The teaching faculty members and demonstrators shall facilitate the learning experience of the students in studios
- The Planning Committee shall ensure the optimum working condition of equipment on the campus through annual maintenance contracts (AMC).
- The System administrator shall maintain the efficiency of the college computers and accessories
- Every department shall maintain a stock register for the available equipment
- The Planning Committee shall conduct proper inspection and verification of stock at the end of every year

## 5. Counseling

The institution aims to provide access to independent and confidential counselling to our students. Counselling is intended to provide support and/or intervention (practical or therapeutic) to enhance student well-being and academic progress.

Students shall have access to independent and confidential counselling from a dedicated, professional Counsellor

- The counsellor will provide support and therapeutic intervention
- In working with a student, the Counsellor's approach will be flexible, using a variety of professionally recognized interventions to empower the student to bring about change in self and to enhance the likelihood of improved personal and academic outcomes
- The Counsellor will liaise with relevant academic staff, where appropriate, in responding to requests for assistance and in the provision of support to students deemed to be at academic risk.

- The counsellor and the related staff shall keep the information provided by the students as confidential
- The counsellor and the related staff shall maintain records of the Counselling sessions of each student

## 6. Placement

St. Joseph College of Communication is dedicated to ensuring the successful placement of its students in the media industry. Our robust placement activities include career counselling, skill development workshops, and regular industry interactions. We actively collaborate with leading media organizations to facilitate internships and job opportunities. Our commitment to student success is reflected in the high employability of our graduates.

- A placement cell shall be constituted with a coordinator delegated by the Principal
- The Placement cell shall conduct pre-placement training and may also arrange campus interviews as well as online interviews
- Placement cell shall maintain the minutes of all its meetings and the records of student placement

## 7. Students' Council

The Student Council at St. Joseph College of Communication plays a pivotal role in representing the student body and enhancing campus life. Comprising elected student leaders, the council organizes various events, addresses student concerns, and fosters a sense of community. It acts as a bridge between the administration and students, ensuring effective communication and collaboration. Through its initiatives, the Student Council promotes leadership, teamwork, and active participation among students.

- A student council shall be formed every academic year in adherence to the university norms
- The election of the students to the designated posts of the student council should comply with the norms of the affiliating university
- The members of the Students Council should work in compliance with the mandates of the Principal and the Staff advisors

- The student council should represent the student community and should identify and offer proactive solutions to their issues
- The student council should convene regular meetings and maintain a record of the same
- Ample opportunities should be made available for the student community to draw out and fine-tune their innate talents
- Wide platforms should be provided to the students, within and outside the campus, to amplify their unique skill sets and capabilities
- Proper scaffolding should be given to the students to facilitate their personal growth, both academic and non-academic

## 8. Clubs and Cells

St. Joseph College of Communication hosts a diverse array of clubs and cells that cater to various interests and talents of students. These groups organize activities, workshops, and events that enrich the academic and social experience, fostering a vibrant campus life. By participating in these clubs and cells, students can develop their skills, network with peers, and pursue their passions beyond the classroom.

- A Coordinator shall be delegated by the Principal to supervise and monitor the activities of the clubs
- Each club and cell should have two staff advisors to coordinate the activities
- Each club and cell should work following the action plan prepared at the beginning of the academic year
- Each club/cell should organize a minimum of one activity for each semester
- Each club/cell should select two student secretaries who will lead the activities
- The staff advisors should maintain records of each activity in the prescribed activity format
- Formation of any particular club will be sole discretion of the Principal

## 9. Sports, Art and Culture

St. Joseph College of Communication offers a dynamic range of sports and cultural activities, providing students with opportunities to excel beyond academics. Regularly organized sports events and cultural festivals foster teamwork, creativity, and school spirit. These activities enrich the campus experience, promoting holistic development and a vibrant community life.

- The coordinator of the sports cell shall organize interdepartmental and inter-collegiate competitions with prior permission from the Principal. A schedule may be formed and submitted to the Principal every year
- The coordinator of the sports cell should select and train students for Intercollegiate and University sports events
- The coordinator of the sports cell should inform the Principal of events that are participating
- The coordinator of the sports cell should submit quarterly reports to the Principal
- The Coordinator for Art's and Culture will be in charge of the conduct of College and University Youth festivals along with the student Art's club secretary
- The Planning Committee shall upgrade the Sports and Games facilities periodically

## 10. Approval & Review Details

### **Approval Authority:**

Executive Director, St Joseph College of Communication

### **Officer In-charge:**

Student Welfare Officer, St Joseph College of Communication

**Approved on: November 2023**

**Next Review Date: November 2024**

## 11. Feedback:

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