



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

Administration 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/ADMP/06/23

1. Statement of Policy

Educational administration systematically arranges and coordinates the human and material resources of an institution to achieve its goals. The primary aim of administration is to ensure tasks are completed to meet defined objectives. To expedite its journey towards excellence, St. Joseph College of Communication, Changanassery has established the following quality policies:

2. Governing Body

- There shall be a Governing body of the institution with College Manager as the Chairman
- The principal, executive director, bursar and any member who is authorized by management shall be ex-officio members
- The Governing body shall supervise the entire functioning of the college
- The Principal shall be responsible for all Academic, Financial (other than Management) and general functioning of the college

- The Manager/Bursar shall be accountable for all the accounts relating to Management
- All policies pertaining to the institution shall be framed/ratified by the Governing body
- There shall be at least two meetings of the Governing body every academic year
- The principal will be in charge of scheduling the meetings, informing members, to keeping the minutes of the meetings and periodic reports. He/She shall also monitor the adherence to all policies by the staff and students
- All submissions of any kind to the Manager should be through the Principal, the Proper Channel.
- The Governing body should visit all the departments and the office at least once in an academic year
- There can be a subcommittee of the Governing body for monitoring the Academic progress of the Institution.

3. Appointments

The appointments of teaching staff and non-teaching staff members by the executive director shall be done in adherence to the service rules and instructions of UGC, the Government and the affiliated University

The appointment of temporary/contract-based staff shall abide by the norms of the Management.

4. Admission

The Principal shall be in charge of all student admissions according to the rules and regulations of the affiliating university.

An admission committee may be constituted by the Principal to execute, supervise and oversee the admission procedure

The Committee shall abide by the norms and policies of the Government, UGC and the affiliating university concerning the admission and reservation of students

5. Student Orientation

The newly admitted students shall be given an orientation on rules and regulations, code of conduct, Curricular, Co-Curricular and extracurricular activities, NAAC imperatives etc. to help them assimilate into the institutional system

The Vice Principal shall be in charge of the Orientation Programme with a well-defined orientation charter and schedule

Periodic workshops, seminars, webinars and training programmes shall be organized for the students on various topics related to skill enhancement, innovation, entrepreneurship, and life skills, along with motivational and counselling classes to bolster them to grow in dynamics.

6. Staff Orientation and Empowerment

The management organizes a 30-hour faculty development program at the beginning of each academic year.

Regular soft skills and life skills programs are arranged for both teaching and non-teaching staff.

All teaching faculty members must attend at least one national or international seminar, workshop, or conference every year.

All teaching faculty members must publish at least one paper annually in accordance with UGC regulations.

All teachers are encouraged to attend at least one online faculty development program (FDP) each year.

In addition to their academic duties, all teachers must take on at least two administrative duties each year. The Principal will issue a certificate at the end of each academic year to confirm this.

Every teaching staff member must participate in at least one extension activity each academic year.

Subject to the discretion of the Executive Director and the Principal's recommendations, financial assistance may be provided for professional development. Funds for this purpose are allocated in the annual budget.

All teachers will receive training on selected topics such as mentoring, tutorials, extension activities, and e-content development.

7. Planning

The finance committee shall decide on an annual budget for maintenance of all Infrastructure facilities at the beginning of the year.

The committee shall categorise all requirements into day-to-day requirements and yearly requirements.

The committee shall convene a meeting at the end of the year to assess the infrastructural facilities and requirements for the next academic year.

The Committee shall prepare the budget as per the requirements of the departments and shall submit it to the governing body for approval.

The committee shall require the Head of the Departments for the day to day reporting on requirements of repairs and maintenance which may be submitted to the Principal's office. The bursar shall process the requirements in 4- 5 working days so as to keep things ready as soon as possible.

The Bursar shall ensure adequate monitoring and maintenance of civil and electrical work.

8. Resource Mobilization

The Principal shall ensure a transparent and well-planned financial management system whereby the income and funds are effectively mobilized for the developmental, maintenance, academic and other support activities in the college.

A Fund mobilization committee has to be constituted with a coordinator delegated by the Principal

The committee should convey information regarding funding agencies/resources and other related announcements to the Management, Departments and the staff

The Principal shall monitor effective resource utilization under the supervision of the Committee constituted for the same

The Principal shall arrange to conduct internal and external financial audits for both Government/UGC and Management account

9. Purchase

There should be a Purchase committee with a bursar as the Coordinator

The official purchases should be carried out by the Purchase committee following all the stipulated regulations

Regular meetings should be convened to decide and record the disbursement of funds for varied purchases

A Minutes book should be maintained to document the discussions and decisions

A Register should be maintained to preserve transparency concerning Receipt and Expenditure of funds

10. Maintenance

All requirements for maintenance of infrastructure and instruments are to be forwarded to the bursar

A register should be maintained in the bursar's office to record the maintenance requirements

Maintenance work sanctioned for the departments is to be supervised by the respective HODs

Cleanliness of the class rooms/laboratories and other departmental facilities are to be monitored and maintained by the concerned Departments

11. 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

12. Feedback:

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