



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

Department Level Co-Curricular, Extra-Curricular and Extension Activities Policy

Responsible Executive	Head of the Departments, St Joseph College of Communication
Responsible Office	Academic Departments, St Joseph College of Communication
Date Issued	November 2020
Date Last Revised	November 2023

1. Statement of Policy

The departmental activities take initiative for the overall development of students and give them a practical orientation to face this competitive world. Activities are focused on imparting technical knowledge along with its application in the practical world. Simultaneously personality development and employability of students is given priority. It includes major activities conducted under respective departments such as expert lectures, workshops, seminars, film festivals, industrial visits, observation trips, exhibitions etc.

2. Objectives

The general purpose of the policy is to:

- Ensure that all the students of the college get adequate training in organizing and participating in co-curricular, extracurricular and extension activities.
- Ensure that all the academic departments of the college are providing opportunities to their students, as envisaged in the mission of the college, to expand their horizon of experiences in teamwork, planning and execution of activities.

- Ensure that all the academic departments are reaching out to society with the wisdom of scientific knowledge and procedure.

3. Policies & Procedures

- All the Academic Departments of the college should prepare an activity calendar in advance so that they can chart various co-curricular, extracurricular and extension activities from the beginning of the academic year onwards in a regular and phased manner.
- The preparation of the activity calendar for the upcoming academic year should be done at the end of the current academic year under the leadership of the Head of the Department. However, the finalization of the activity calendar should be done only after the release of the academic calendar of the college.
- To record the minutes of the meeting and to help the head of the department in organizing the brainstorming sessions and reprography a staff member shall be selected as the Secretary.
- If the tenure of the head of the department is completed at the end of the current academic year the new designate to the office should coordinate the preparation of the activity calendar.
- The activity calendar should also include befitting activities to observe international/national days related to the academic department.
- While planning and choosing the activities care should be taken to align them with the mission of the college.
- The responsibility to organize at least one activity must be entrusted to each faculty member of the department.
- A coordinator and an assistant coordinator must be selected from among the faculty members to coordinate the various activities of the student association of the department.
- Whoever is the organizer of a programme all the faculty members should cooperate with the organization of the programme and should extend all the required support for the smooth conduct of the same.

- All the students of the department/ selected batch of students must attend the events/programmes organized for them
- All the activities should be planned following the Energy, Water Conservation and Waste Management policy of the college and the Green Protocol of the Government of Kerala.
- Even if an activity is enlisted in the activity calendar, prior permission for the conduct of the same, from the Principal, is mandatory.
- When a programme is announced hard copies of the brochure should be forwarded to the Office of the IQAC and the Office of the Public Relations Officer.
- A record of attendance of the participants of various events should be maintained in the department.
- Once the programme is completed, a detailed report with geo-tagged photos should be forwarded to the Office of the IQAC and the Office of the Public Relations Officer.
- If an event requires practice/rehearsal as far as possible it should be confined to the premises of the department. If public facilities of the college are to be used for the same prior permission from the Principal is mandatory.
- Practice/rehearsal should be under the strict supervision of at least one faculty member.
- No practice/rehearsal should be allowed after 6 pm. Extending the practice/rehearsal time will be at the sole discretion of the Principal.
- If an event includes field trips/tours, prior sanction from the competent authority is mandatory. In such cases, the rules and regulations provided by the Director of Collegiate Education should be followed strictly.
- If an event includes fund collection prior sanction from the principal is mandatory.

4. Individuals and entities affected by this Policy

All the teaching faculty, students and non-teaching staff are assigned to various academic departments.

5. Roles & Responsibilities

- Planning and shortlisting of the activities are the responsibilities of all the faculty members of the department.
- Convening the meeting of all the faculty members, initiation of brainstorming sessions and the finalization of the activity calendar are the responsibilities of the head of the department.
- Recording of the minutes and logistic support to convene the meeting are the responsibilities of the Secretary.
- Communicating the activity calendar to the Principal is the responsibility of the head of the department.
- The time-bound completion of the various activities included in the activity calendar should be ensured by the head of the department.
- Activities associated with the student association of the department should be coordinated by the coordinator and assistant coordinator of the student associations.
- Compliance of various programmes with the Energy, Water Conservation and Waste Management policy of the college and the Green Protocol of the Government of Kerala is the collective responsibility of all the faculty members, students and non-teaching staff of the department.
- Obtaining prior permission from the competent authority, wherever necessary, is the responsibility of the head of the department.
- Preparation of the reports, forwarding of the brochures, reports, photographs etc. to the PRO and IQAC office are the responsibilities of the IQAC representative and the secretary.
- Maintenance of attendance reports of various programmes is the responsibility of the Secretary.
- The head of the department has the authority to use the service of the non-teaching staff of the department for the organization and conduct of programmes.

7. Approval & Review Details

Approval Authority:

Executive Director, St Joseph College of Communication

Officer In-charge:

Head of the Departments, St Joseph College of Communication

Approved on: November 2023

Next Review Date: November 2024

8. Feedback

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