



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

Infrastructure, Maintenance and Utilization Policy

Responsible Executive	Bursar, St Joseph College of Communication
Responsible Office	Office of the Principal, St Joseph College of Communication
Date Issued	November 2020
Date Last Revised	November 2023

1. Statement of Policy:

The development and maintenance of a well-developed infrastructure is critical for the consistent growth of any Higher Education Institution. The infrastructure policy of the college aims to meet both current and future infrastructure demands of the college. The policy has both physical and virtual assets in its purview and it aims to promote the development of infrastructure by adhering to the Vision and Mission of the college.

2. Objectives

- To ensure infrastructure for curricular, co-curricular, extra-curricular and administrative needs of the college.
- To guarantee stakeholders the benefits of optimal utilization of the infrastructural facilities.
- To avert mismanagement and misconduct of college amenities and services.

3. Individuals and entities affected by this Policy

All stakeholders of St Joseph College of Communication will come under the purview of this policy.

4. Role & Responsibilities

4.1 General Infrastructure

- The new infrastructure requirement, raised by various stakeholders, shall be discussed at various levels of authority, such as the College Managing board and The Finance Committee. Once approved, it will be executed through the office of the Principal/bursar.
- The departmental requests for new purchases duly signed by the Head of the Department have to be submitted to the College Purchase Committee for endorsement.
- Every department has to keep a stock register of the departmental infrastructure facilities and an annual stock verification has to be done.
- The fixation and revision of the rental amount of infrastructural facilities is made by the office of the finance officer.

4.2 Class Rooms, Theatre, Seminar/Conference Hall and Auditorium

- The Department Heads have to carry out periodic inspections of the academic facilities to assess the repair and maintenance requirements of their respective Departments.
- A Maintenance Complaints Register is maintained in the College office to register, the grievances of the staff and students related to infrastructural cleanliness and maintenance. The complaints can also be raised through the College Grievance Redressal Cell.
- The cleaning of the campus is done by the housekeeping staff, appointed by the management.
- Restricted use of the College infrastructural facilities like the Theatre, Auditorium, Class Rooms and Seminar halls are allowed for outsiders without disturbing the academic activities. The applicant has to submit their application elaborating the nature, purpose and time of the event, attached with the brochure, to the Principal/Bursar for permission.

4.3 IT Infrastructure

- IT Infrastructure facilities are open to all the staff and students. IT Hardware Installation and Maintenance are performed by the Technical Assistant and team in college at the request of the HOD or authority.
- The everyday procedures of the allotment and maintenance of computer systems have to be intimated to the Head of the Department by the lab assistants.
- The requirement of the repair of the systems has to be reported to the Bursar/Technical Assistant appointed by the authority through the Head of the Department and the Department Head has to check whether the timely action is taken.
- A stock register and a complaint register have to be kept in all the departments, Computer Labs, and Studios and have to be regularly inspected by the Head.
- The technical Assistant will be in charge of the maintenance and repair of the Internet and Wi-Fi facility for the entire campus.

4.5 Laboratories/Studios/ Editing Suits and Instrumentation Facilities

- Laboratories/Studios/ Editing Suits are taken care of by the respective staff members. Maintenance works, when needed, are to be reported to the office by the Head of the Department.
- Students are not permitted to remain in the laboratory/studios without the supervision of a staff member and should adhere to laboratory/studio Rules and Regulations prepared by the department.
- All damages and breakages should be reported to the designated staff as soon as possible.

4.6 Sports and Gymnasium Infrastructure

- The proper utilization and maintenance of the Sports Infrastructure is the responsibility of the Bursar.
- The gymnasium is open to registered members and the schedule has to be kept by the users.
- A Stock Register of the Sports materials has to be kept and an annual stock verification has to be performed.

- The Ground Marker has to take care of the maintenance of the playground and supply of the play kits.
- Prior written permission from the Principal/ Bursar is required for the use of the College sports facilities by personnel other than SJCC sports students.

4.7 Library

- The policy for the utilization, maintenance and augmentation of the library facilities has to be framed by the Library Advisory Committee.
- The librarian has to ensure the implementation of the library policy. The requirement of the infrastructure augmentation and maintenance shall be intimated to the Principal/Bursar by the librarian.
- The librarian has to confirm the entry of the new books to the stock register.

4.8 Hostel Infrastructure

- The Hostel Committee consists of the Executive Director, Principal, Bursar, Hostel Wardens, and the Mess Manager.
- Rules and regulations instructed by the Hostel Committee for the discipline and mess administration of the hostel should be kept by the inmates of the Hostels.
- The Hostel warden has to be vigilant in maintaining the discipline of the hostel.
- The periodic repair of the hostel infrastructure is to be carried out by the Warden and the Bursar.
- An admission register, Complaint book and movement register have to be kept in the hostel office and entries have to be reviewed.

4.9 Radio Media Village 90.8/ MVTV/MV Studio

- Aims to impart experiential learning while the students study at St Joseph College of Communication.
- Students interested in availing of this infrastructure should take prior permission from the executive director.

- The college provides guidance, equipment and personnel for the completion of students' work but no financial assistance will be given from the college.
- All programmes realized with such infrastructure have to be launched and broadcast through college-owned media platforms such as Radio Media Village and MVTV.
- All productions must adhere to the ethics and values of the college and its management.

5. Approval & Review Details

Approval Authority:

Executive Director, St Joseph College of Communication

Officer In-charge:

Bursar, St Joseph College of Communication

Approved on: November 2023

Next Review Date: November 2024

6. Feedback:

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