



St. JOHN'S COLLEGE OF ARTS & SCIENCE

(Accredited with B++ by NAAC & Approved by UGC under section 2(f) & 12(B) status)

(Affiliated to Maronmani Sundaranar University, Tirunelveli)

(A Christian Minority Institution)

St. John's College Road, Ammandivilai, Kanyakumari District - 629 204,
Tamil Nadu, South India. Visit us at : www.stjohns.ac.in



Ph : 04651 200014 | E-mail : Off. stjcas@gmail.com | e-mail Per. : edwingnanathas@gmail.com | Mob. 9485272021

6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management

Decentralization

Fine Arts

List of Committees

Staff Council Minutes

Name of Academic Administrative Bodies	Functions and Responsibilities
Governing Body	<ul style="list-style-type: none"> • To monitor academic, teaching, research and all activities of the college • To review the policy decisions and to consider faculty development • To review the academic performance of students • To hold Academic Council meetings • To co-ordinate and motivate the administrative Authorities and the teaching and non- teaching staff.
Academic Council	<p>*To ensure the standards of education, teaching, research, examination, inter departmental co-ordination and performs other functions conferred by the rules</p> <p>*To recommend new programmed of study</p> <p>*To recommend Governing body for scholarships.</p>
Finance Committee	<ul style="list-style-type: none"> • Approval of fees and expenditure activities • Auditing of budget estimation and accounts
Controller of Examinations	<ul style="list-style-type: none"> • To Conduct the examinations as per the schedule • To plan the invigilation duty chart, seat allotment in exam halls • To arrange for question paper setting for the smooth running of examinations • Responsible for the evaluation of answer scripts and also connected with the Publication of results
Internal Quality Assurance Cell	<ul style="list-style-type: none"> • To monitor the improvement of Quality education

	<ul style="list-style-type: none"> • To suggest certain measures to be taken for the development of college • To prepare a detailed Annual Quality Assurance Report (AQAR) at the end of the academic year And submit to Governing Council and NAAC.
Discipline Committee	<p>*To detect and examine the behavioral problems among students</p> <p>To meet he misbehaving students and bring changes in their negative side of life</p>
Counselling and Guidance Cell	*To encourage and assist the students to comprehend the troubles and guide them to resolve their issues.
Fine Arts Committee	*To conduct various programs to elicit the leadership quality and hidden talents of youth
Scholarship Committee	*To create awareness among students about various scholarship schemes provided by college, state government, central government and NGO
Women's Cell Liturgy Committee	<p>*To up lift the wellbeing of girl students and women employees and educate in personal, professional success</p> <p>*To help students in spiritual journey and scheduling of liturgical celebrations</p>
Library Committee	<p>*To create awareness among the students about reading, buying and donating books.</p> <p>*To update the students about latest information in their area.</p>
Sports Committee	*To train them to face state level and national level tournaments.
Anti Ragging Committee	<ul style="list-style-type: none"> • To create awareness about anti-eve teasing • To ensure protection of every Students and eradicate it from this institution
Alumni Association Committee	<ul style="list-style-type: none"> • To promote the spirit of unity and to Provide forum for them to exchange their ideas.
Rotract / Ecoclub	<ul style="list-style-type: none"> • To educate students to create awareness among public about nature.
Mentors Committee	<ul style="list-style-type: none"> • To guide their wards in academic excellence, personal issues and in co-Curricular activities
Entrepreneurial Cell	<ul style="list-style-type: none"> • To promote strong entrepreneurship among students
Parents Teachers Association	<ul style="list-style-type: none"> • To foster good relationship among parents and Teachers for maintaining good discipline and high academic standards.


St. John's College of Arts and Science
Ammandivilai
Fine Arts Committee Meeting for FINE ARTS DAY
Circular (01.09.2023)

There is a fine arts day competition and a fine arts day celebration convenors meeting will be held in the secretary's room tomorrow (01-09-2023) at 10.30 AM. Please attend without fail.


Agenda

- Discussion about Fine Arts Day competition.

Members:

Dr. J. Jeba Lisa (Mathematics) 


Ms. S. Cathrin Jonisha (English) 

Mrs.S. Sterose (Computer Applications) 

Dr. C.S Juliet Brintha (Physics) 

Mrs. D. Joy Juli (Business Administration) 

Mrs. G. Parvathi (Commerce) 

Mrs. P. Jasmine Lizy (Computer Science) 


Principal


Fine Arts Convenor

Dr. J. Jeba Lisa

St. John's College of Arts and Science
Ammandivilai
Fine Arts Committee Meeting for FINE ARTS DAY
Circular (15.09.2023)

There is a fine arts day competition and a fine arts day celebration convenors meeting will be held in the secretary's room tomorrow (15-09-2023) at 10.30 AM. Please attend without fail.

Agenda

- Discussion about Fine Arts Day competition and Fine arts day in chargers duties allocation regarding.

Members:

Dr. J. Jeba Lisa (Mathematics)

Ms. S. Cathrin Jonisha (English)

Mrs.S. Sterose (Computer Applications)

Dr. C.S Juliet Brintha (Physics)

Mrs. D. Joy Juli (Business Administration)

Mrs. G. Parvathi (Commerce)

Mrs. P. Jasmine Lizy (Computer Science)

Ms. M.U. Mebisiya Persive (English)

Dr.G. Godwin (English)

Mrs. A. Archana(English)

Ms. Infant Grice Sabiya (English)

Mrs. S.Sheeba Kumari(English)

Principal

J. Jeba Lisa
Fine Arts Convenor
Dr. J. Jeba Lisa

St. John's College of Arts and Science
Ammandivilai

Fine Arts Committee Meeting for FINE ARTS DAY

Circular (21.09.2023)

There is a fine arts day competition and fine arts day celebration *conveners meeting* held in Principal's room tomorrow (21-09-2023) 10.30 AM. Please attend without fail.

Agenda

- Discussion about Fine Arts Day competition and celebration.

Members:

Dr. J. Jeba Lisa (Mathematics) *Lisa J*
Ms. S. Cathrin Jonisha (English) *Cathy*
Mrs. S. Sterose (Computer Applications) *Sterose*
Dr. C.S Juliet Brintha (Physics) *Brintha*
Mrs. D. Joy Juli (Business Administration) *Juli*
Mrs. G. Parvathi (Commerce) *Parvathi*
Mrs. P. Jasmine Lizy (Computer Science) *Lizy*
Ms. M.U. Mebisiya Persive (English) *Mebisiya*
Dr. G. Godwin (English) *Godwin*
Mrs. A. Archana (English) *Archana*
Ms. Infant Grice Sabiya (English) *Sabiya*
Mrs. S. Sheeba Kumari (English) *Sheeba*

Principal

J. Jeba Lisa
Fine Arts Convenor

Dr. J. Jeba Lisa

**St. John's College of Arts and Science,
Ammandivilai**

FINE ARTS DAY

Notice

All Faculty Members and Students,

The Fine Arts Day celebration will be conducted on 22-09-2023 (Friday) and 23-09-2023 (Saturday) from 9:45 a.m. The competitions details have been attached herewith.


Principal

Copy to

1. The Chairman
2. The Secretary

St. John's College of Arts and Science

Fine Arts Day Competitions (2023-2024)

Fine Arts Day Committee decided to conduct the following competitions regarding Fine Arts Day (22-09-2023 and 23-09-2023) Celebration:

Venue: Fr. Jan Vriend Auditorium

Sl. No	Competition Name	Date	Duration & Time	Competition Order	Number of Participants
1	Solo Song	22/09/23	3 minutes & 9:45 a.m.	I	2 participants per department
2	Solo dance(Free style)	22/09/23	3 minutes	II	2 participants per department
3	Music show without musical instrument	22/09/23	3 minutes & After the 10 minute break	III	Minimum 7 to maximum 10 participants from each department
4	Talent show	22/09/23	3 minutes & After the 45 minute lunch break	IV	2 participants from each department
5	Short Film Theme: ஆடம்பரமா? அவசியமா?	22/09/23	7 minutes	V	Minimum 7 to maximum 10 participants from each department
6	Group song	23/09/23	4 minutes & 9:45 a.m.	I	Minimum 10 to maximum 15 participants from each department
7	Group dance 70's and 2k's mixed songs	23/09/23	7 minutes	II	Minimum 10 to maximum 15 participants from each department

St. John's College of Arts and Science

Fine Arts Day Competitions (2023-24)

Inchargers list

Fine Arts Day (22-09-2023 and 23-09-2023) Celebration:

Sl No	Competition Name	Date	Duration	In-Charges
1	Solo Song	22/09/23	3 minutes	Mrs. S. Sterose (computer applications)
2	Music show without musical instrument	22/09/23	3 minutes	Mrs.D. Joy Juli (Business Administration)
3	Solo dance(Free style)	22/09/23	3 minutes	Dr.C. S. Juliet Brintha (physics)
4	Talent show	22/09/23	3 minutes	Dr. J. Jeba Lisa (Mathematics)
5	Short Film Theme: ஆடம்பரமா? அவசியமா?	23/09/23	7 minutes	Mrs. G. Parvathi Mani (Commerce)

6	Fashion Parade Theme : Cartoon and Horror movie characters.	23/09/23	3 minutes	Mrs. P. Jasmine Lizy (computer science)
7	Group dance 80's and 2k's mixed songs	23/09/23	7 minutes	Ms. S. Cathrin Jonisha (English)
8	Group Song	23/09/23	7 minutes	Mrs. S. Sterose (computer applications)

Responsibilities:

- Collect participant lists for your respective competition.
- Give a printed name list to the fine arts convener.
- Collect the competition-needed songs, karaoke, short film, or fashion parade and get ready before the competition.
- Collect talent show information from all departments.
- Make sure the participants are ready before the competitions.

Lizy J
Convener

Dr. M. EDWIN GRANADHAS
PRINCIPAL
St. John's College of Arts and Science
Annandivitali- 629 204

St. John's College of Arts and Science
Fine Arts Day Celebrations- (2023-2024)

22-09-2023 & 23-09-2023

Overall Conveners:

Dr. J. Jeba Lisa (Mathematics)

Ms. S. Cathrin Jonisha (English)

Mrs. S. Sterose (Computer Applications)

Dr. C.S. Juliet Brintha (Physics)

Mrs. D. Joy Juli (Business Administration)

Mrs. G. Parvathi (Commerce)

Mrs. P. Jasmine Lizy (Computer Science)

Discipline Committee: All the department HOD's

Mr. Praveen (Physical Education)

Mrs. V. A. Shalini (Physical Education)

Stage Committee:

Convenor: Mr. M. Durai Singh (commerce)

Invitation Committee:

Convenor: Mrs. P. Jasmine Lizy (Computer Science)


Member: Mrs. E. Helen Kiruba (Computer Applications)

Responsibilities:

- Designing and printing the invitation
- Sending invitation to the invitees.
- Create Advertisement.
- Create Promo videos and circulate to the faculty and students.

Prayer Song: Mrs. S. Sterose (Computer Applications)


Stage Decoration Committee:

Convener: Ms. M.U. Mebisiya Persave (English) 
Members: Dr. B. Priya (Tamil)

Responsibilities:

- stage decoration, chairs for the meeting
- Responsible for flower vase, podium etc..
- decorating the kuthuvilaku and Urull (if needed).
- Dismantle the stage



Stage Management committee:

Convener: Dr. G. Godwin (English) 
Members: Dr. C. Bency (Mathematics)

Responsibilities:

- Mementos for the guest, shawls and drinking water.
- Preparing Agenda



Prize Distribution committee:

Convener: Mrs. A. Archana (English) 
Members: Ms. A. Anzil Ninu (Business Administration) 

Responsibilities:

- Distribution of prizes and getting their confirmation of attending programme.
- Certificate writing


Receiving the judges during competition:

Convener: Ms. Infant Grice Sabiya (English) 
Members: Mrs. T.P. Pradeepa (Computer science) 

Responsibilities:

- Receiving Judges
- Prepare Score Sheet
- Hospitality

Seating Arrangements:

Convener: Mr. Praveen (Physical Education)
Mrs. V. A. Shalini (Physical Education) 

Responsibilities:

- Arranging the seats for guests, press, audience & students.


Sound & light system committee:

Convener: Mr. Manish Nair
Member: Mr. Merlin
Mr. Pradheep Kumar

Responsibilities:

- Taking care of light & sound

Compeering:

Convener: Mrs. S. Sheeba Kumari (English) 
Members: Mrs. G. Ishiya Manji (Mathematics)

Responsibilities:

- Train the students for compeering
- Welcome address, Vote of Thanks.


Convener


Secretary
ST. JOHN'S COLLEGE OF ARTS AND SCIENCE
AMMANDIVILAI


Principal
Dr. M. EDYANANAD
PRINCIPAL
St. John's College of Arts and S
Ammandivilai- 629 2

St. John's College of Arts and Science, Ammandivilai.

Fine arts Day Report (2023-2024)

Fine Arts Day Planning:

The first fine arts committee meeting regarding Fine Arts Day (2023-2024) was conducted on 01-09-2023, with Fr. Sam F. Mathew and all the department Fine Arts convenors. At that meeting, we planned to conduct the Fine Arts Day with the following competitions: solo song with free style, solo dance with free style, music show without musical instruments, talent show and short film on 22-09-2023, and group song, group dance, and fashion parade on 23-09-2023. The proposal and the outline of the competition were given to the management on 07-09-2023. After getting approval, Rev. Fr. Sam F. Mathew shared the competition details with the John's family staff group on 09-09-2023. Individual copies of the Fine Arts Day competition details, along with Rules and Regulations, the Fine Arts Day committee's in-charge list, and the individual in-charge list, were given to each of the department's HODs on 11-09-2023. After that, the next fine arts committee meeting with Rev. Fr. Sam F. Mathew and all the fine arts day committee members was held on 15-09-2023. In this meeting, all the fine arts day duties like discipline committee, budget committee, invitation committee, prayer song, stage decoration committee, stage management committee, prize distribution committee, receiving the judges during competition committee, seating arrangement committee, sound and light system committee, and competition committee were allotted to our staff members. During this meeting, all the doubts raised by the staff members are clarified. After that, all the HOD's meetings were held after this meeting with Rev. Fr. Sam F. Mathew and Fine Arts Convenor Dr. J. Jeba Lisa. In this meeting, competition lot numbers were taken by all the department HOD's. Also, the doubts regarding fine arts competitions were clarified. Finally, all the Fine Arts Day information details were circulated to all the departments and classes on 20-09-2023. Then the next fine arts committee meeting regarding Fine Arts Day was conducted on 21-09-2023, with the principal, Dr. M. Edwin Gnanadhas, and all the fine arts convenors and duty convenors. In this meeting, all the duties are again recalled to their in-chargers.

Fine Arts Day Competition and Fine Arts Day:

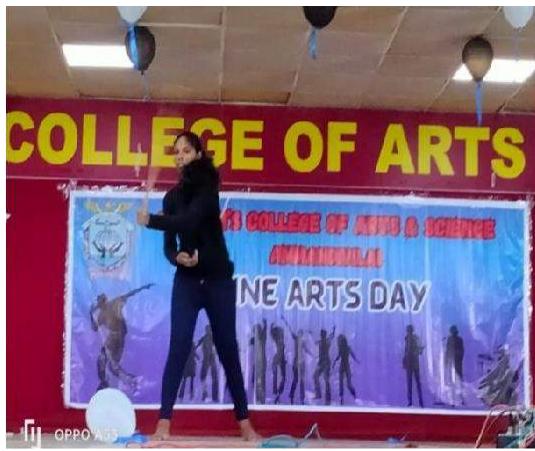
Date : 22-09-2023 and 23-09-2023

Venue: Jan Vriend Auditorium

On 22-09-2023, the first day of the fine arts competition starts sharply at 10:00 a.m. with a prayer song by our college choir, followed by an introduction about our judges by Dr. Juliet Brintha C. S. Then the first competition for solo songs started. Two participants from each department participated. A total of 14 participants participated. After that, the next competition, solo dancing, started. 14 students participated, with a rule of two participants from each department. After that, we had a 10-minute break for our students. After the 10-minute break, a music show without musical instruments started.

Out of 7 departments, 6 participated in this competition. After this competition, we had a 40-minute lunch break. After the lunch break, judges announced the winners of these first three competitions. For solo song, I prize: Commerce Department; II prize: BCA Department; III prize: Computer Science Department. For solo dance, I prize physics, and II and III prize computer science. For music shows without musical instrument competition, I prize: BBA, II prize: BCA, and III prize: English. After that, the talent show competition started. Out of 14 participants, 9 students participated. After this short film competition, it played continuously. These competitions came to an end with the college anthem at 3:15 p.m.







On 23-09-2023, the second day of the fine arts competition starts sharply at 9:45 a.m. with a prayer song by our college choir, followed by the announcement of the talent show and the short film competition by three judges. Our chief guest, Rev. Fr. T. Andrew, was joined during the competitions. For the talent show, the first prize was BCA, the second prize was computer science, and the third prize was computer science. For short films, I prize: English; II prize: BCA; III prize: Computer Science. After the prize winners announcement, we started the group song competition. All 7 departments participated, and after this competition, we started the group dance. All seven departments participated. After this, a fashion parade competition happened with all seven departments. After this competition, we started the Fine Arts Day celebration immediately. The programme started with a chief guest introduction by our student's Fine Arts Secretary, Mr.S. Naresh Reshmon. Then the Guest of Honour, Rev. Fr. T. Andrew, was honoured by the Principal, Dr. M. Edwin Gnanadhas, followed by the chief guest address. In the chief guest address, he sang a song, and he congratulated all the participants. After that, we started to distribute the prizes by Rev. Fr. T. Andrew to all the winners. After that, group song, group dance, and fashion parade winners were announced by Fine Arts Convenor Dr. J. Jeba Lisa and distributed by Rev. Fr. T. Andrew.







After that, the overall trophy was won by the department of computer science with a top score of 46, and Onam celebration trophy also won by the department of computer science announced by the guest of honor and distributed by Rev. Fr. T. Andrew.



The Department of English secured second place with a score of 40, and the Department of BCA placed third with 38 marks. Finally, college was suspended with a college song around 12:15 p.m.

Feedback:

Feedback was collected from some of the random staff and students from all departments.

Appreciation Feedback from Staff:

- The unique music show without musical instruments and talent show impressed well.
- Overall arrangements for Fine Arts Day were satisfactory.
- Fine Arts Day was correctly organized by all the department fine arts convenors. There is no time waste between any competitions, and time is managed correctly through the full event.
- Stage decorations and stage arrangements were creative.
- Students disciplined were correctly followed.
- Some staff thought the judgment went correctly

Needs to improve feedback from staff:

- There is no off-stage competition; try to conduct this type of competition next year.
- felt like we didn't give more importance to the chief guest this time because it was time-consuming.
- Some staff thought the judgment were not fair.

Appreciation Feedback from students:

- The music show without musical instruments was more unique and different, which is mostly liked by the students.
- The stage decorations that were done by the students are more creative and attractive.
- The fine arts team organized and arranged the programme very well.
- The department gave full support to practice for the programme.
- The programme ran smoothly and efficiently.
- Student coordination was good.
- The programme went well.
- All the short films were played to an audience and that impressed well.
- All students performed with good interest.

Needs to improve feedback from students:

- The sound and visual systems need to be arranged even more nicely in advance of the programme.
- Two days went very fast. We can also have another day for prize distribution and announce the result with a time gap.
- Keeping us quit while dancing or singing makes the performers and the audience bored.
- Open topics for the events can increase the creativity and the willingness of the participants.
- For the short film and group, some of the departments have taken more than the given duration, so some students raised concerns about the timing of the short film and group song competition. Also, concern was raised about reducing the dance timing next time.
- Almost all the talent shows were good, so you can give prizes to all participants.
- The fashion parade went like a fancy dress competition.
- The number of competitions was lower compared to last year, so students felt bored.
- We can have more individual competitions such as different variety of solo dances, arts, paintings, quiz, etc., so that much more students have participated.
- The judgment given was okay, but not the best.

Fine Arts Convenor

Dr. J. Jeba Lisa

THE ADMINISTRATION

St. John's College of Arts and Science is owned and managed by the JVDC Trust run by **Rev. Dr. V. John Bosco** and **Rev. Fr. A. Albin Roby**, the priests of the Diocese of Kottar. The Managing Trustee of the Trust (JVDC) appoints the Secretary, the Bursar, the Chaplain and the Principal. The Secretary shall appoint the teaching and Non-teaching faculty members as per the advice of the Managing Trustee. The JVDC Trust formulates the financial and administrative policies of the College. The academic administration and discipline of the college rests in the hands of the Principal. He is assisted by the other members of the college. The Bursar is responsible for the accounts and the properties of the college in accordance with the rules stipulated by the Trust and the University.

BOARD OF DIRECTORS

1. **Rev. Dr. V. John Bosco**, Founder & Managing Trustee
2. **Rev. Fr. A. Albin Roby**, Founder & Trustee
3. **Rev. Fr. Sam F. Mathew**, Secretary
4. **Rev. Fr. B. Nixon**, Bursar
5. **Rev. Fr. H. Glacin**, Transport & Chaplain
6. **Rev. Fr. S. Britto**, Library
7. **Dr. M. Edwin Gnanadhas**, Principal

FINANCE COMMITTEE

- | | |
|--------------------------|------------------------------|
| 1 Rev. Dr. V. John Bosco | - Founder & Managing Trustee |
| 2 Rev. Fr. A. Albin Roby | - Founder & Trustee |
| 3 Rev. Fr. Sam F. Mathew | - Secretary |
| 4 Rev. Fr. B. Nixon | - Bursar |
| 5 Rev. Fr. H. Glacin | - Transport Manager |
| 5 Mr. Chellappan | - Auditor |

Legal Advisor

Adv. Leenus, B.Com., B.L.

University Representative

Dr. M. Rajathurai (Principal)

Rajalekshmi College of Arts and Science, Vakaikulam.

Succession List of Secretaries

- | | | | | |
|---------------------------|---|------------|---|------------|
| 1. Rev. Dr. V. John Bosco | : | 05.03.2009 | - | 03.01.2016 |
| 2. Rev. Fr. Sam F Mathew | : | 04.01.2016 | - | |

Succession List of Bursars

- | | | | | |
|---------------------------|---|------------|---|------------|
| 1. Rev. Dr. V. John Bosco | : | 05.03.2009 | - | 24.11.2017 |
| 2. Rev. Fr. B. Nixon | : | 25.11.2017 | - | |

Succession List of Principals

- | | | | | |
|-----------------------------|---|------------|---|------------|
| 1. Dr. G.M. Joseph Dunston | : | 01.04.2009 | - | 31.05.2013 |
| 2. Dr. K. Pazhani | : | 01.06.2013 | - | 01.01.2014 |
| 3. Dr. R. Ruskin Chelladhas | : | 02.01.2014 | - | 03.01.2016 |
| 4. Dr. R. Jeba Malar | : | 04.01.2016 | - | 31.05.2018 |
| 5. Dr. M. Edwin Gnanadhas | : | 01.06.2018 | - | |

Succession List of Vice - Principals

- | | | | | |
|-----------------------------|---|------------|---|------------|
| 1. Dr. R. Ruskin Chelladhas | : | 21.11.2013 | - | 01.01.2014 |
| 2. Dr. R. Jeba Malar | : | 01.06.2018 | - | |

THE STAFF COUNCIL

The Staff Council consists of the Principal, Heads of the Departments the Office Superintendent and the staff representative. The Principal is the Chairman of the Council. The Council shall appoint the Secretary who shall hold office for one year and is eligible to be re-elected. The staff Council shall be the advisory committee to help the Principal in the administration and the maintenance of discipline and decorum in the College. Some of the work may be delegated by the Principal to the council or the committee member for the better administration of the college. Meetings shall be convened at such times as the Principal may consider necessary. The Secretary shall keep a record of the proceedings of all the meetings and report to the Chairman.

Staff Council Members: 2023 - 2024

1. Dr. M. Edwin Gnanadhas, M.Com., M. Phil., Ph.D., - Principal & Chairman
2. Dr. R. Jeba Malar, M.A., M. Phil., Ph. D - Vice- Principal
3. Dr. E. Anita, M.A., M. Phil., Ph. D - Head of the Dept. of English
4. Dr. S. Elizabeth Bernie, M.Sc., B.Ed., M. Phil., Ph. D
- Head of the Dept. of Mathematics
5. Dr. R. Amala Rose, M.C.A., M. Phil., Ph. D
- Head of the Dept. of Computer Science
6. Dr. J. Clemy Monicka, M.Sc., M. Phil., Ph. D - Dept. of Physics
7. Dr. G. Jai Arul Jose, M.Sc., M. Phil., Ph. D
- Head of the Dept. of Computer Application
8. Dr. S. David, M.Com., M. Phil. Ph.D., - Head of the Dept. of Commerce
9. Mrs. S. Asha Parvin, MBA., M.Sc (psy), M. Phil., NET
- Head of the Dept. of Business Administration
10. Mr. M.J. Praveen, M.P.Ed., M.Phil., - Physical Director
11. Dr. R. Arulmathi, M. L. I. Sc., M. Phil., Ph. D - Librarian
12. Dr. G. Godwin, M.A., M. Phil., Ph.D - Staff Secretary
13. Mrs. A. Mable - Office Superintendent

CO-CURRICULAR ACTIVITIES

The Principal shall be the President of all the committees of the Co- Curricular Activities.

ASSOCIATIONS

Each department runs an association. The aim of all the associations is to help students engage themselves in meaningful pursuits to develop the talents and leadership qualities of students. These associations shall organize debates, seminars, guest lecturers pertaining to their respective subjects.

Rules of the Association:

1. The Principal is the patron of all associations.
2. The Head of the Department of the subject concerned is the President and the next Senior Professor in the Department is the Vice President of the association.
3. Each association Committee consists of the President, Vice President and student representatives of UG & PG Classes.
4. The student representative of the final year will be the Secretary & the student representative of Second year will be the joint Secretary of the associations.

Tamil Association	- Dr. R. Jeba Malar
English Association	- Dr. E. Anita
Mathematics Association	- Dr. S. Elizabeth Bernie
Computer Science Association	- Dr. R. Amala Rose
Physics Association	- Dr. J. Clemy Monicka
Computer Application Association	- Dr. G. Jai Arul Jose

Commerce Association	- Dr. S. David
Business Administration Association	- Mrs. S. Asha Parvin
Student Representatives	- T. Sherin Shanel, III BBA S. Varshika, III B.Sc. Physics

LEARN A WORD A DAY

Objectives :

1. To implement the usage of numerous diction in day-to-day communication.
2. To teach students the correct pronunciation of a word.
3. Enable the students to appreciate and enjoy wide range of vocabulary.
4. A word along with its origin, meaning, pronunciation and usage were displayed on the Notice Board and read in the assembly as well.
5. At the end of the Semester, a test will be conducted based on the words given all through the year.

COMMITTEES

WOMEN'S CELL

Objectives:

1. To promote general well-being of girls students and women employee (teaching and non-teaching).
2. To uplift by conducting various awareness program on health, defense technique, entrepreneurship, etc.
3. To built a gender sensitive and inclusive campus.
4. To educate them in personal enhancement and professional success.

Convener

Mrs. G. Ishiya Manji - Department of Mathematics

CONSUMER CLUB

Objectives:

1. To bring awareness and realization among the students about the rights and responsibilities of consumers.

Convener

Dr. T. Sujin - Department of Business Administration

YOUTH RED CROSS / RED RIBBON CLUB

Objectives:

1. To channel and guide youth energy to act humane.
2. To bring spirit of service to the society.

Convener

Mr. M. Durai Singh - Department of Commerce

NSS

Objectives:

1. Finds the needs and problem of Community.
2. To adapt and provide social service to the village.
3. Encourage the students for voluntary blood donation.
4. To provide awareness for practical solution such as Swachh Bharath

Convener

Dr. G. Jai Arul Jose - Department of Computer Application

COUNSELING AND GUIDANCE CELL

Objectives:

1. To counsel students through individual counseling sessions based on their needs.
2. To help the students to solve their personal, educational and psychological problems.

3. To assist the students in planning for educational and vocational choices.
4. To help the students know themselves regarding their interests, abilities, aptitude, passion and opportunities.

Convener

Rev. Fr. H. Glacin - Transport Manager

TRANSPORT AND VEHICLE MAINTENANCE

Objectives:

1. Arrangement of college bus to various places in a proper manner.
2. Periodic checking and maintenance of college bus.
3. Any grievances regarding transport is solved by this committee.

Convener

Rev. Fr. H. Glacin - Transport Manager

LITURGY COMMITTEE

Objectives:

1. To coordinate the planning and scheduling of the liturgical celebrations for seasonal and special celebrations.
2. To every worshipper encounters God in every of liturgical worship, sacramental and spiritual celebration to grow deeper relationship with God and with neighbors.
3. To seek ways to help students in their spiritual journey and growth.
4. To help to create a proper environment for work ship.

Convener

Ms. S. Catherine Jonisha - Department of English

DISCIPLINE COMMITTEE

Objectives:

1. To detect and examine some behavioral problems among the students.
2. To meet the misbehaving student and clarify the negative effects of bad behavior inside the college.
3. Taking necessary action towards student's misconduct.
4. Instruct the students to follow the rules and regulations of the college.

Convener

Mr. M.J. Praveen - Physical Director
Mrs. V.A. Shalini - Physical Instructor

LIBRARY COMMITTEE

Objectives:

1. Call for students to utilize e- resources to full extent.
2. Help the students to get aware about the latest updating in every field.
3. Guide them to prepare book reviews and make them able to appear for outside competition in this regard.
4. To create awareness to the students about reading, buying and donating books.

Convener

Principal and Team

TIME TABLE AND HAND BOOK

Objectives:

1. Verify the university prescribed syllabus for various programmes and prepare the overall master timetable.

Convener

Mrs. S. Renuka - Department of Computer Science

EXAMINATION COMMITTEE

Objectives:

1. Regulate and proper conduct of two Internal Assessment test of 40 marks with 1½ hours duration and one model Exam with 75 marks of 3 hours duration.
2. Performance of the students in each examination will be properly intimated to the parents.
3. A one hour weekly test is conducted at the end of every week to improve the academic performance of the students.
4. Any grievance regarding the internal and University exam the students can conduct the examination Committee.

Convener

Mrs. S. Renuka - Department of Computer Science

FINE ARTS COMMITTEE

Objectives:

1. To bring the hidden talents of the students.
2. To increase the student's leadership quality.
3. Actively make the students to think in creative manner.
4. Conducting various programmes in cultural and arts for the benefit of the youth.

Convener

Dr. Jeba Lisa.J - Department of Mathematics

S. Naresh Reshmon, III C.S. - Secretary

S. Haritha, III B.Com. - Joint Secretary

SPORTS

Objectives:

1. To prepare and practice the sports students to become an achievers.
2. Give encouragement and energetic training to compete with state level tournament.

Convener

Mr. M.J. Praveen	- Physical Director
Mrs. V.A. Shalini	- Physical Instructor
Nishok, III BBA	- Secretary
A. Monisha, III BBA	- Joint Secretary

ASSEMBLY & PRAYER SERVICE**Objectives :**

1. To Unify The College.
2. To familiarize the students with common rules and ideals of the college
3. To create a sense of belonging and togetherness among those in the Johnians family.
4. To revive the spirit of worship in the mind of these growing students.

Convener

Ms.J. Valan Anusha	- Department of English
--------------------	-------------------------

CHOIR COMMITTEE**Objectives :**

1. To play an integral part in morning vespers and assemblies.
2. To perform in special occasions, official meetings and events.
3. To play a part numerous competitions and develop their chanting skills professionally.

Convener

Mrs. S. Sterose	- Department of Computer Application
-----------------	--------------------------------------

SCHOLARSHIP COMMITTEE**Objectives:**

1. To the main aim of the scholarship committee is to aware student about varies scholarship scheme provided by college, state government, central government and NGO.

2. To the committee will review all college-wide undergraduate and graduate scholarship applications of SC, ST, OBC, Minority and physically challenged students make recommendation to the principal of the college for final decision.
3. To taking steps to make education affordable and accessible to the meritorious and economically disadvantaged students.

Convener

Mrs. P.J. Maliiba - Department of Computer Application

RELIGIOUS HARMONY COMMITTEE

Objectives:

1. To make sure equal opportunity is given for the students from various religion interns of cordial.
2. To establish relationship with the local community.
3. To implement government sachem in relationship with educational institution and the local administrative bodies.
4. To ensure the smooth executes of the extension activities by the students to the local community.

Convener

Dr. C. Sunitha - Department of Physics

Anti-eve teasing, Anti-harassment and Anti-ragging

Objectives:

1. To prevent ragging inside the college campus.
2. To create awareness among the students about Anti-eve teasing.
3. To ensure protection of every female student from abusive language and harassment.
4. To eradicate eve- teasing in the institution.

Convener

- Mr. M.J. Praveen - Physical Director
Mrs. V.A. Shalini - Physical Instructor

NOTICE BOARD COMMITTEE**Objectives:**

1. Collecting the articles, drawings, riddles, verse writings from the students and put it on the notice board.

Convener

- Ms. S. Viveha - Department of English

ADMISSION COMMITTEE**Objectives:**

1. Regulate the admission process in a good manner.

Convener

- Dr. R. Amala Rose - Department of Computer Science

CAMPUS BEAUTIFICATION COMMITTEE**Objectives:**

1. To encourage the students to make clean, beauty and green campus.
2. To maintain the healthy and hygienic campus.

Convener

- Mrs. V.A. Shalini - Physical Instructor

ALUMNI ASSOCIATION COMMITTEE**Objectives:**

1. To promote the spirit of unity among the former students.
2. To maintain the updated and current information of all alumni.
3. To provide a forum for the alumni for exchange of ideas on academic, cultural and social issues of the day by organizing and co-ordinating reunion activities of the alumni.

Convener

Dr. R. Jeba Malar - Vice - Principal

WEBSITE UPDATING COMMITTEE**Objectives:**

1. To Effective website can increase conversion strengthen institutional credibility and brand, Improve students satisfaction.

Convener

Mrs. T.P. Pradeepa - Department of Computer Science

INTERNAL QUALITY ASSURANCE CELL(IQAC)**Objectives:**

1. To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of university Departments.
2. To promote measures for functioning of the institution towards quality enhancement through internalization of quality culture and implementation of best practices.
3. To ensure an enhancement and integration among the various activities of the university and institutionalize many good practices.

Convener

Mrs. S. Asha Parvin - Department of Business Administration

ROTARACT CLUB/ECO CLUB**Objectives:**

1. To motivate the students to keep their surroundings green and clean by undertaking plantation of trees.

2. To promote culture of conservation of water by minimizing the use of water in the college premises as well as in their locality.
3. To maintain cleanliness in and around the campus.
4. To educate students to create awareness amongst public and sanitary workers, so as to stop the indiscriminate dumping and burning of waste which causes respiratory diseases.

Convener

Dr. Vibin Hershon.W - Department of Commerce

MENTORS COMMITTEE

Objectives:

1. For the effective monitoring of the welfare of the students a mentor system is followed.
2. Twenty students will be under the guidance of a faculty member called mentor for a period of one year.
3. The mentor will guide their wards to grow in academic excellence, family background and in co-curricular activities.
4. The mentor make a good interaction and relationship with each mentees to understand their family background and individual character.

Convener

Mrs. P. Jasmine Lizy - Department of Computer Science

SPOKEN ENGLISH

Objectives:

1. In essence, an English speaking course is one whose main goal is to help students speak English more fluently and confidently, which will ultimately help them communicate more successfully in the language.
2. The Process of improving speaking abilities has numerous components.

Convener

Mrs S Sheeba Kumari - Department of English

ENTREPRENEURIAL CELL**Objectives:**

1. To create awareness among students in various facets of entrepreneurship as an alternative career option.
2. To promote strong entrepreneurship among students.
3. To develop a business plan through entrepreneurship.
4. To achieve financial stability for their future.
5. To gets corporate exposure while studying and develops a spirit of entrepreneurship.

Convener

Dr.S. David - Department of Commerce

PARENT TEACHERS ASSOCIATION**Objectives:**

1. To foster and good relationship among the members of the teaching Staff, Students and Parents/guardians of the Students.
2. To create in members a keen interest for the smooth working of the college and for maintaining good discipline and high academic standards.
3. Parents Teachers Association has to be conducted twice a semester.
4. Super Parents system would be carried through out the academic year (2023-2024)

Convener

Dr. B. Priya - Department of Tamil

EXTRA CURRICULAR ACTIVITIES**Convener**

Dr. R. Amala Rose - Department of Computer Science

COMPANY SECRETARYSHIP

Objectives:

1. To bring in high level professional specialized in corporate laws management and governance.
2. To give direction clear path and goals to be achieve within defined time frame.
3. To ensure placement opportunities with sound financial position.

Convener

Dr.S.David - Department of Commerce

ACADEMIC BANK OF CREDIT (ABC), NATIONAL CAREER SERVICE(NCS), NAAN MUDHALVAN

Convener

Dr. G. Godwin - Department of English

ALL INDIA SURVEY ON HIGHER EDUCATION (AISHE), NATIONAL INSTITUTIONAL RANKING FRAMEWORK (NIRF)

Convener

Dr. C.S. Juliet Brintha - Department of Physics

ATAL RANKING OF INSTITUTIONS ON INNOVATION ACHIEVEMENTS (ARIIA), INSTITUTION'S INNOVATION COUNCIL (IIC), PLACEMENT, ELECTORAL COMMITTEE

Convener

Dr. T. Sujin - Department of Business Administration



St. John's College of Arts & Science Ammandivilai

14.07.2023

Notice

Staff Council Meeting

Dr. R. Jeba Malar (Vice-Principal) *[Signature]*
 Dr. E. Anita *[Signature]*
 Dr. R. Amala Rose *[Signature]*
 Dr. S. David *[Signature]*
 Mrs. S. Asha Parvin *[Signature]*
 Dr. S. Elizabeth Bernia *[Signature]*
 Dr. J. Clemy Monicka *[Signature]*
 Mrs. S. Renuka *[Signature]*
 Dr. R. Arul Mathi *[Signature]*
 Mr. M.J. Praveen *[Signature]*
 Dr. G. Godwin (Staff Secretary) *[Signature]*
 Mrs. A. Mable (Superintendent) *[Signature]*

You are asked to attend the meeting at 11.30 a. m today (14.07.2023) in the Principal's Chamber.

Agenda

1. Minutes of the previous meeting
2. Fresher's Day Celebration
3. All Association Inauguration
4. First CIA Test
5. Nann Mudhalvan
6. Any other matter

Copy to

The Chairman
 The Secretary

[Signature]
 Principal
 Dr. M. EDWIN GUNASEKARAN
 PRINCIPAL
 St. John's College of Arts and
 Ammandivilai

St. John's College of Arts and Science

Ammandivilai-629204

Staff Council Meeting Minutes

Date: 14-07-2023

Time: 12:45pm

Venue: Principal Chamber

Staff council Meeting was conducted on 14th June, 2023 in the Principal's Chamber. The minutes of the previous meeting was read and unanimously accepted by all the members.

The Principal presided over the meeting and discussed the following:

- ❖ Based on the Fresher's day discussion, it was decided to start the program by 10:00am and end by 12:00pm. The decoration could be carried out till 10:00am. And the bus would leave the campus around 12:10pm.
- ❖ Regarding the refreshment, it was instructed to have the orders from each department from canteen alone.
- ❖ Regarding all association inauguration ceremony, Mrs. Mahiba would convene the program and the chief guest being not finalized so far.
- ❖ The Principal welcomed Mrs. Renuka to continue her work as head of the department to the department of computer applications.
- ❖ Mrs. Renuka, the exam coordinator informed the time table in regard to the first internal assessment. The timetable being ready and would be circulated by the day itself. Also she informed the examination functions as per the scheduled time. The faculties are asked to get the questions by 9:20am and be on time to the venue sharply by 9:30am. The seating numbers' would be displayed in the notice board the day before the examination.
- ❖ Also for the convenience of the girl students, the hall numbers would be displayed on the girls waiting hall too.
- ❖ Regarding the paper submission, the name of the departments would be stickered at the desk and only the subject in-charge is allowed to take the bundles.
- ❖ It was instructed to allow the students to leave the examination venue only after the second bell.

St. John's College of Arts & Science
Ammandivilai

26.10.2023

Notice

Staff Council Meeting

Dr. R. Jeba Malar (Vice-Principal)

Dr. E. Anita

Dr. R. Amala Rose

Dr. S. David

Mrs. S. Asha Parvin

Dr. S. Elizabeth Bernice

Dr. J. Clemy Monicka

Dr. S. Renuka

Dr. R. Arul Mathi

Mr. M.J. Praveen

Dr. G. Godwin (Staff Secretary)

You are asked to attend the meeting at 2.15 p. m today (26.10.2023) in the Principal's Chamber.

Agenda

1. Prayer
2. Minutes of the previous meeting
3. Last Working Day
4. Staff Meeting
5. No Dues
6. Any other matter

Copy to

The Chairman

The Secretary


Principal

St. John's College of Arts and Science
Ammandivilai-629204
Staff Council Meeting Minutes

Date: 26-10-2023

Time: 02:15 pm

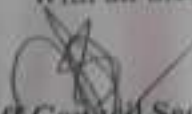
Venue: Principal Chamber


Staff council Meeting was conducted on 26th October, 2023 in the Principal's Chamber. The minutes of the previous meeting was postponed to the next meeting.

The Principal presided over the meeting and discussed the following:

- ❖ The Principal informed that the management committee meeting decided the last working day for students by 27th October, 2023. The last working day ends by a prayer at 12:00pm followed by few instructions to the students from the management. By 12:30pm the students can leave the campus.
- ❖ He informed each department should inform the students that the students lacking attendance less than 75% have to pay Rs.500 to the college. Also he enquired the status of no dues clearance by students and insisted to complete the pending due clearance on time.
- ❖ The Principal informed that the staff meeting been scheduled on 30th October, 2023 by 10:00am sharply.
- ❖ He emphasized the importance of self appraisal form for the benefit of staff which plays vital role for the NAAC purpose too. He notified the importance of API score for the faculties. IQAC would analyze the deficiency for the further improvement.
- ❖ The Principal informed that the management is deciding to present high achievers award for the faculties. Likewise he motivated the publications of the faculties.
- ❖ Also he announced Mrs.S.Asha Parvin as the convener for Skill Development Courses specifically based on Central Government Programs. The team includes four faculties from Commerce department, two faculties from Computer applications and two faculties from Computer Science department.
- ❖ The Principal advised each department to conduct more guest lecturers related to the subject without affecting the classes.

With all these decisions, the meeting adjourned by 2:45pm.


Staff Council Secretary


Principal



St. JOHN'S COLLEGE OF ARTS & SCIENCE

(Accredited with B++ by NAAC & Approved by UGC under section 2(f) & 12(B) status)
(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)
(A Christian Minority Institution)

St. John's College Road, Ammandivilai, Kanyakumari District - 629 204,
Tamil Nadu, South India. Visit us at : www.stjohnskk.ac.in



Ph : 04651 200013 | E-mail : Off.: stjcas@gmail.com | e-mail Per.: dasappanvy@gmail.com | Mob. 6282239186

Declaration

I hereby declare that the details and information given above are complete and true to the best of my knowledge and belief.

Dr. V.Y. DASAPPAN M.A., M.Phil., Ph.D.
PRINCIPAL
ST. JOHN'S COLLEGE OF ARTS & SCIENCE
AMMANDIVILAI - 629204
KANYAKUMARI DISTRICT