



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



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POLICY ON THE MAINTENANCE OF INFRASTRUCTURE FACILITIES

1. Introduction

The physical, academic, and support facilities at St. John's College of Arts and Science are used and maintained in accordance with rules and procedures that have been set forth. The college considers the committee's recommendations while preparing its physical infrastructure and instructional facilities, including the upkeep of its libraries, classrooms, seminar rooms, IT systems, and other resources.

MAINTENANCE COMMITTEE

The committee comprises the following

Founder & Chairman

Secretary

Principal

Bursar

Hod's

Teaching Staff

Office Superintendent

Non-Teaching Staff

2. Upkeep of Tangible Assets

The Planning Committee and requirements must be submitted by Heads and Coordinators to the Principal at the conclusion of each academic year. The Finance Committee will be consulted in order to approve the budget. Following a thorough review, the Finance Committee will report the needs for budget approval.

The management will improve the facilities at the beginning of the academic year.

- Bursar is responsible for maintaining the physical facilities. Stakeholder feedback should be collected via suggestion boxes positioned at strategic locations.
- Common areas such as auditoriums, multimedia halls, seminar halls, smart classrooms, etc. are available upon request for use in a variety of departmental and college activities.
- The relevant Heads of Departments and Lab-in Charges are responsible for maintaining the laboratories.
- Depending on the needs, a maintenance contract might be approved.

3. Classroom Maintenance

Department Heads, Faculty, and Contingent Staff are responsible for overseeing and maintaining the classroom facilities.

- Maintenance issues should be brought to the attention of the administration and addressed in priority order.
- All requirements pertaining to labs, classrooms, furniture, and other equipment must be scheduled ahead of time.

4. Auditorium/Multimedia Hall / Seminar Halls Maintenance

- Bursar, lab supervisors, electricians, and housekeeping staff will be part of the dedicated crew that maintains the auditorium, multimedia hall, and seminar halls.
- The auditorium, multimedia hall, and seminar halls must be reserved in advance using the Hall Booking Form and Event Permission Form, depending on the requirements of the programme and the anticipated number of attendees.
- A committed team will handle all the preparations required for the conduct of an event.

5. Laboratory Maintenance

- Expensive equipment acquired for different laboratories that is insured to prevent loss and theft
- During any experiment, all lab users—faculty, non-teaching staff, and students—must adhere to the safety protocols and rules while handling electricity, chemicals, and organisms (biosafety precautions).
- After making an inquiry, the Head of the Department is responsible for notifying the administration of any property damage or instrument damage caused by incorrect handling so that necessary action can be taken.
- Instructors and lab participants should make sure that every electrical panel is grounded for every electrical connection, properly labelled, and kept in good condition. Any discrepancies must be brought to the electrician's attention so that appropriate action can be taken.

6. Library Maintenance

- The library's volumes are checked out, stamped, and then placed on shelves in accordance with the appropriate classification.
- Bookbinding is done on a regular basis to keep books from getting damaged.
- The purpose of the Library Advisory Committee is to enhance and optimise the library's offerings.
- A considerable quantity of books are bought and stored annually.
- Periodic book maintenance and an annual humification process are carried out.

7. Sports Centre Maintenance

- A Physical Director, the physical instructor and (marker) form a committed team that is available to oversee and maintain the sports wing's efficient operation.
- Periodically, sports equipment is refurbished, and new equipment is bought in accordance.
- Various grounds are regularly maintained, mowed, cleaned, and cared for.
- There are always first-aid kits on hand for any situation.
- Indoor and outdoor stadiums host tournaments and other sporting events on a regular basis.

8. IT Infrastructure

- System administrators will purchase computers, software, and accessories under the Bursar's supervision, depending on the quotation and needs.
- Upkeep of computer labs, cables, networks, LCD projectors, smart boards, and computer systems and accessories; software installation is the responsibility of the lab supervisors.
- Local service providers should carry out regular upkeep and make necessary repairs to equipment and systems.

Troubleshooting software is handled by the system administrator and specialists when necessary. Qualified technicians handle troubleshooting in computer laboratories.

9. Cafeteria Maintenance

Bursar oversees the Cafeteria Maintenance Committee, which handles pricing and quality concerns in addition to other pertinent canteen-related matters. The management regularly inspects the food's availability and quality of preparation.

10. Standard Maintenance

- The college maintenance team will work with the heads of their respective departments to maintain the facilities.
- Repairs and construction work will be reported to the administrative officer for proper action.
- The campus manager and his team of auxiliary workers will take care of maintenance, repair work, and carpentry work.
- Plumbers are responsible for maintaining tanks and pipes and repairing valves, tanks, drains, and other equipment.
- Purified water treatment facilities need to be maintained. Facilities that supply potable water have access to water tanks, which are regularly maintained.
- A transport manager to oversee the upkeep of the college vehicles Typical services offered by AMC.
- College cars must be reserved well in advance for academic, professional, and field trips by students.
- College management is in charge of managing the college garden and greenhouse.
- Departments may hold activities on college property during business days upon permission to the Principal.
- College grounds may be permitted to organize events by staff members/ local community during holidays.
- To maintain the academic, support, and physical facilities, the institution will update its machinery.
- CCTV surveillance cameras will be placed at strategic locations for security reasons.
- Security experts will be hired to guard the campus.
- The Centre for Campus Planning and Facilities Management would be in charge of directing the use of fire safety procedures, systems, and measures.
- It is required of the contractors, guests, and stakeholders to adhere to fire safety rules.

11. Inspection

Every year, an audit of every department will take place. The audit team will examine the inventory and ensure that the equipment is maintained in excellent working order.

12. Outsourcing

If necessary, an outside organisation may be contracted to maintain campus hygiene, infrastructure, and information technology.



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DECLARATION

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


Dr. M. EDWIN GNANADHAS
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INFORMATION TECHNOLOGY (IT) POLICY,

The college's Information Technology (IT) policy lays out rules, regulations, and guidelines to guarantee their moral and appropriate usage as well as the security and safety of information, goods, services, and users.

THE PURPOSE OF AN IT (INFORMATION TECHNOLOGY) POLICY

An information technology (IT) policy of the college serves to support the college's mission and goals by offering guidelines and regulations for the proper and responsible use of technology and resources. It also encourages safety, security, and innovation while adhering to legal requirements and college policies.

The following provisions for the efficient use of computer resources are part of the IT policy.

Acceptable Use: The only use of computer resources is instructional, research, and educational. For educational and research purposes, they are allowed to use proprietary software with a valid license in addition to open-source tools and applications.

Network Security: Only authorized workers have access to network resources, and it is completely forbidden to transmit sensitive data across unprotected networks or devices without authorization.

Hardware & Computer Peripherals Installation: All purchases of software and hardware adhere to all applicable laws and rules, including those about agreements, licensing, and intellectual property rights.

MAINTENANCE

To reduce downtime, safeguard data and security, and maximize performance, the college's IT systems must be kept in excellent operating order, and this requires adherence to the maintenance policy.

1. To guarantee optimal performance and minimize downtime
2. The college's change management policy shall apply to all upgrades, patches, and other modifications made to IT systems. Appropriate testing, documentation, and approval processes fall under this category.

VIDEO SURVEILLANCE POLICY

The purpose of a video surveillance policy is to establish guidelines and procedures for the use of video surveillance on campus and to ensure that they are used in a manner that promotes safety and security while protecting the privacy rights of individuals on campus.

1. To secure stakeholders, resources, and college property, security cameras have been placed at strategic locations throughout the whole campus.
2. Throughout the year, the entire campus is monitored around the clock to guarantee the stakeholders' security and safety.
3. Regular backups of the recorded videos are made and kept until the end of the semester.
4. The appropriate channel is required to request video footage of crimes like theft and detrimental student behavior.

DATA BACKUP AND RECOVERY POLICY

Minor violations may result in a warning or reprimand and a financial penalty, while more serious violations may lead to suspension of IT privileges, disciplinary action, suspension or dismissal, or even legal action in some cases.

In cases of dispute, the laws enacted by the Government of India regarding IT (the Information Technology Act, 2000) are followed to arrive at resolutions or levy punishments.

The clauses as specified in the policy document are mere guidelines, and their implications are governed by the legislation about IT (Information and Technology Act, 2000) in the Indian context.

CONCLUSION:

The institution maintains an IT policy that stresses adherence to ensure the security and integrity of the college's computer resources. It also describes the repercussions of breaking the policy, which may include losing IT rights, facing disciplinary action, and, in extreme circumstances, possibly going to court. Therefore, the college's IT policy seeks to establish a responsible and safe IT environment for the campus community.



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LIBRARY

The core of the learning resources is the library. It acts as a repository for information and a platform for keeping one's research paths up-to-date. In order to make the best use of the Library's resources, the college has created the following policy and set of rules.

Vision

Create a learning environment to spread knowledge.

Mission

- To enable the appropriate information in the appropriate way at the appropriate time.
- Creative application of technology to provide users with adaptable resource services.
- Establish a solid library-to-institution connectivity.

I. Book Procurement Policy

On the advice of the corresponding HODs and subject matter experts, books and other reading materials will be acquired for the College Library. On the other hand, general books will be chosen by the librarian staff. Students can also suggest new books and periodicals to be added to the college library by completing the required recommendation form.

Only recent editions or brand-new copies should be chosen.

Only legitimate book publishers, distributors, and sellers should be considered. The allocated budget must not be exceeded, and the expense must be closed before the date established by the librarian or bursar.

Working Hours of Library

The Library is open for Nine hours from Monday to Saturday. Lending services are available Monday to Saturday 9.00 am to 4.00pm. Students visiting time to library is 9.am to 9.30. 11.30 am-11.50 pm .12.45am to 1.15.am,3 to 4
12.15 pm to 12.45pm and 1.45 pm to 4.00 pm.

Section	Time
Circulation Section	9.00 am to 4.00 pm
Reference & Periodical Section	9.00 am to 4.00 pm
E –Learning Center	9.00 am to 4.00 pm

General Rules and Regulations

- ◇ The library is open to all students as well as members of the teaching and non-teaching staff. The library is open from 9:00 a.m. to 4:00 p.m. on all weekdays.
- ◇ Those who would like to join the library are asked to complete the Performa that the library provides. Books will only be distributed to members based on their borrower's ticket.
- ◇ UG students will receive two tickets, while PG, M.Phil., and Ph.D. scholars will receive three tickets from the library.
- ◇ Non-teaching staff members will receive two, and teachers will receive five. Each ticket can be used to check out one book per member. Upon the return of the books, the tickets will be refunded.
- ◇ As a member departs the college, they are required to return all of their tickets to the library. If an employee or student needs to leave the college in the middle of a class, they should return the tickets and books first.
- ◇ Tickets and books for library borrowers will only be provided to student members upon presentation of their identity card. It is the responsibility of the borrower to replace any lost or damaged books.
- ◇ Upon return, each book will be checked to see whether any have been marked. If the item is dirty or broken, the borrower must swap out the book for a new copy or give the principle any more money as determined by them.
- ◇ Upon receiving books, it is the responsibility of the borrower to inspect them before leaving the library and to report any damage to the librarian.
- ◇ A book may be kept by a UG student for one week. Fifteen days for PG, M.Phil., and Ph.D. researchers. The staff member may keep the book for one month after it is issued. Books checked out of the library must be returned by the date indicated on the return slip.
- ◇ It is not permitted for members to bring personal items into the library. No periodicals, reference books, or magazines will be checked out.
- ◇ Strict silence should be kept in the library. No reading materials should be taken out of the reading room without the librarian's permission.

II. E-Learning Centre

- ◇ The only acceptable use of computers on library property is for academic purposes. Social networking site browsing, gaming, and online communication are strongly forbidden.
- ◇ It is not allowed to alter the configuration or presentation of the computers housed in the library.
- ◇ It is not permitted for patrons to remove or unplug network cables, computer cables, or other devices within the library.
- ◇ It is not permitted to hold discussions within the library.

III. Policy for accessing e - resources

- The online databases that are available for use by all students, research scholars, and faculty members provide access to electronic resources.

- Students and staff have access to Wi-Fi in the college library.
The amenities listed below are open for use:
- N - LIST
- National Digital Library of India (NDLI)

Policy for Clearance

- When leaving the college in the middle of a term, staff members or students should return the books and get permission (a No Due Certificate) from the college library.

CONCLUSION

To sum up, having clear policies and standards at the library is essential to making the best use of its resources. Policies addressing a range of library operations, such as book acquisition, lending, access to electronic resources, and clearance processes, have been created by St. John's College. These principles will help academics, staff, and students make effective and efficient use of the resources available in the library.



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POLICY ON SPORTS AND GAMES

Preamble

Sports and games have a big impact on young learners' lives because they help them stay active, fit, and improve their social skills. It supports the body's and mind's entire growth. In educational institutions, sports not only stimulate the mind but also enhance physical strength and agility while instilling in students the importance of self-discipline and teamwork.

Department of Physical Education

I. Objectives

The Department's principal goals are to:

- Encourage social consciousness;
- Involve most students in sports activities for youth empowerment and nation-building;
- To help pupils improve their abilities and mental focus;
- To keep students physically prepared for sports

II. Roles and Responsibilities

- The Department will upgrade its state-of-the-art infrastructure to meet international standards.
- The Department will invite and encourage athletes with excellent credentials to enrol in the College.
- The Department will assign well-known coaches to prepare athletes for competitions and events.
- The Department will give the disabled first priority by promoting and organising sports that are appropriate for them.
- The Department will host an annual sport meet to foster a culture of sportsmanship among undergraduate and graduate students.
- The Department will host invitation tournaments at the state level to encourage players to participate in sports and games.
- The Department will provide first aid to injured players, assist with their medical care, and provide financial support.

- The Department, in collaboration with the College, will implement strict measures to ensure that students follow the sports policy.

III. Physical Education and Sports Management

- The Director of Physical Education shall organize, lead and administrate the entire sports activities conducted inside the premises.
- All sporting equipment to be purchased will be recommended to the Sports Committee, endorsed and forwarded to the Head of the Institution
- Damaged and tampered sports equipment are liable to be auctioned in the presence of Sports Committee Members
- The Director of Physical Education shall identify talented sportsmen/sportswomen through Extension Clubs, Sports and Games club, giving an opportunity to play by representing the College
- The Director of Physical Education will also oversee the upkeep of the college's indoor multipurpose stadium, grounds, courts, and fitness center.
- The Director of Physical Education will have the authority to choose which players will represent the college in athletic competitions.
- The Director of Physical Education will be the only one in charge of keeping an eye on the players' attendance, training schedules, and attire.

IV. College Sports Committee

Independent of the staff council, the Sports Committee will make recommendations and provide the council with professional counsel on issues about collegiate athletics.

The members of the Sports Committee are:

- > Chairman and Founder
- > Secretary
- > Principal
- > Bursar
- > Director of Physical education
- > Member Representative
- > Student Representatives of Sports Events

V. Roles of Sports Committee

- Selecting the sports and games to be provided; reviewing and keeping an eye on the sports policy, which includes the grievance redressal process;
- Manage the Department of Physical Education and provide guidance when needed.
- Compiling Department of Physical Education reports for College and University

- Encourage the Department of Physical Education to assist with the admissions process;
- Suggest fee reductions and management scholarships to athletes.
- Motivate the students to enroll in career development programs and coaching for competitive exams to obtain employment in the public sector.
- Offer a forum for renowned athletes and college athletes to communicate and mingle.

VI. Procedures and Policy for Maintaining and Utilizing Support Facilities

- St. John's College will periodically maintain the tennis and cricket courts for a small fee. • The courts and their efficient use are under the care of exceptional coaches, who will provide the college team(s) with free training.
- This Department will assist so that the nearby community can utilize the facilities.
- The administration and the coaches of the individual academies will split a minimal charge that the academy for the games of table tennis and badminton collects.
- Schoolchildren will be drawn to the Academy for training and summer camp enrollment, and it will have first-rate neighborhood networking.
- In addition to meeting social obligations, these policies will provide financial support for the management through consulting services.
- Fields for football and cricket can be rented by the general public, organizations, and corporations to host sporting events and games when they're not in use.
- Equipment for sports and fitness is maintained and made available at no cost to all athletes.
- It is recommended that football, hockey, and cricket grounds be kept in good condition and that records be kept. Maintenance tasks include watering, cutting the grass, leveling the ground, marking the playfields, keeping wickets, weeding, and pest management.
- At the conclusion of each academic year, college students are allowed to bid on tampered-with and rejected sports equipment.
- Purchasing new sports equipment, as well as performing repairs and maintenance, should be done using the correct procedure.
- The Department of Physical Education will provide the necessary technical assistance for organizing the sporting events.

VII. Sports Admission Policy

- Every academic year, the Department will use brochures and social media to publicize admission under the Sports Quota.
- The management may alter the players' fee schedule under the appropriate circumstances.
- The Sports Committee will approve the list of chosen players and the payment schedule.

VIII. Attendance and Examination Policy

- The Director of Physical Education shall ask the Principal to allow candidates who have represented the College in sports meets held on the same days of Internal and End-Semester Examinations to retake the test.
- The Director of Physical Education is authorized to produce the On-duty list of students who participate in sports events every Monday, to the Attendance Cell, duly signed by the Principal.

IX. Accident/Injury and Insurance coverage

- It is recommended that students who participate in sports apply for individual health insurance.
- Any injury or accident must be reported right away to the sports committee and the principal.
- Every squad will receive a medical kit. In order to replenish it, the director of physical education must be notified by the coach or team assistant who is in charge of the aforementioned.
- The College is solely liable for athletes hurt during games and will cover all associated medical and financial costs.

X. Code of Ethics for Academy Managers and Coaches

They agree to follow all institutional policies and guidelines, including those regarding attendance and reporting for duty, PRINCIPAL

- In addition to following the institution's decisions, players must be well-mannered, behave appropriately, and receive constant motivation from their coaches and academy managers.
- Coaches and academy managers are exclusively in charge of ensuring the players' safety and fair play during practices and competitions.

XI. Building Up Infrastructure and Improving Sports Facilities

A necessary prerequisite for the growth of sports is the availability of suitable facilities.

While the indoor and outdoor stadiums and play fields that are currently in place will be kept for sporting events, the addition of new facilities is taken into consideration to provide open spaces that encourage athletics. In this sense, efforts are made to develop affordable, useful, and environmentally friendly designs so that the greatest possible advantages can be obtained with very few financial outlays. Additionally, an attempt will be made to make the best use of the infrastructure and labor that are at hand. During the summer, there will be special coaching camps to give gifted athletes extra training. Sports and physical education-related activities are vital parts of human resource development because they support the

development of youths' personalities overall by fostering camaraderie, good health, and a spirit of friendly rivalry. Sports greatness boosts one's sense of accomplishment, pride in the country, and patriotism. In addition to being a healthy kind of recreation, sports also increase productivity and promote discipline and social harmony.



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