



HENRY BAKER COLLEGE

MELUKAVU, KOTTAYAM

Founded 1981

Accredited by NAAC With 'A' Grade An ISO 9001 : 2015 Certified Institution

A Christian Minority Educational Institution run by C.S.I East Kerala Diocese
Affiliated to Mahatma Gandhi University, Kottayam

CRITERION 6: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Supporting Documents

Submitted to



THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

Welfare measures for teaching and non- teaching staff

1. Staff Recreation Facilities

Henry Baker College offers recreational facilities for staff to get rid of the tiring moments and refreshes themselves when they feel stressed. In the busy working schedule, the best way to refill their energy is to offer them access to an area where they can relax and socialize with their colleagues.





2. Library facilities

Henry Baker College has a well maintained library which offers adequate facilities for teachers and students. Suggestions from the teaching faculties are considered while selecting and purchasing/ subscribing books/ journals for the college library. Separate reading area is provided for the Teachers in the Library. Reference Books can be borrowed for one night, on request.



3. Parking facility

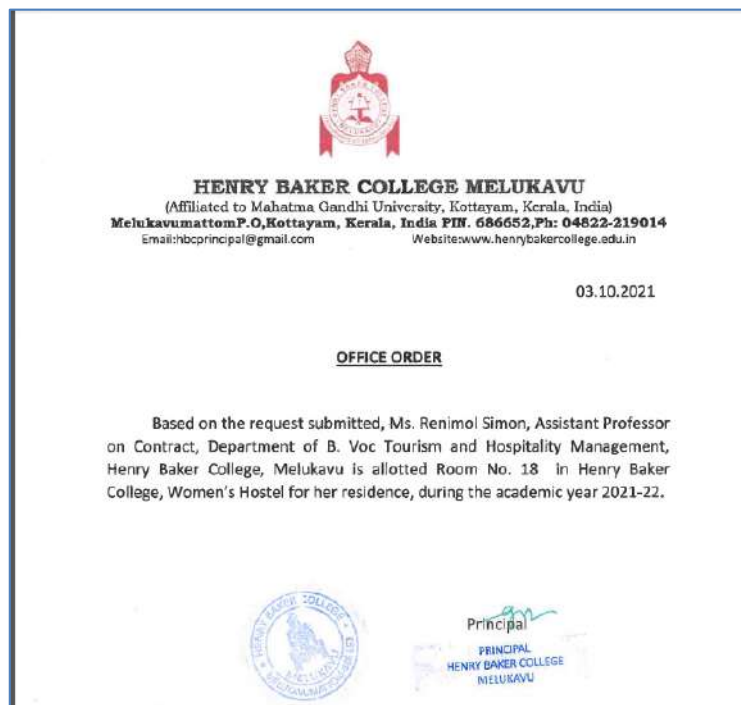
Separate vehicle parking space is provided for the teaching and non-teaching staff, which is

guarded by the security guard. The parking area is covered by CCTV camera for security monitoring.



4. Residential facility

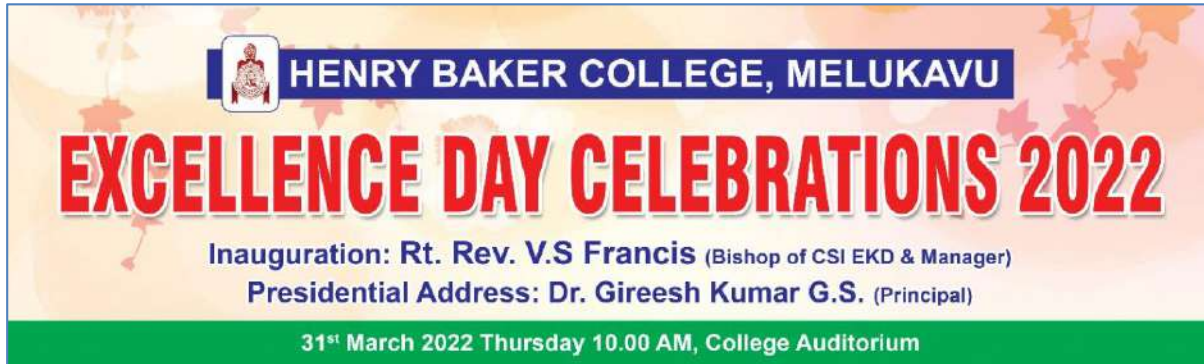
Henry Baker College Women's Hostel offers excellent residential facilities for the students and the teachers. Teachers, who want to enjoy the hostel facility will get accommodation on request. It provides comfortable and serene atmosphere for all residents.



5. Excellence Day

Excellence day, the most prestigious event of our college, is conducted every year. It is organised by the PTA to honour the teachers and students who bagged meritorious achievements during the academic year. The day was extremely special for the college as the academic efforts of the students and teachers are recognised. Toppers from all departments and students who secured rank in the university examinations were honoured with merit certificates, awards, scholarships and endowments. Teachers are also appreciated for their excellence in academics like securing doctoral degrees, publishing books and cracking competitive examinations along with other meritorious achievements.

Excellence day for the academic year 2021-22 was held on 31/3/2022 at 10.30 am in the college auditorium. College Manager Bishop Rt. Rev. V. S. Francis inaugurated the programme. The function was presided by the Principal Dr. G. S. Gireesh Kumar and presented the annual report showcasing the laurels and academics, co-curricular and extra-curricular activities of the students and faculty for the academic year 2021-22. Scholarships and mementos for rank holders and toppers were given. And special awards were given to the faculties for their excellence in academics and other achievements. In the afternoon a spectacular cultural programme was presented by our students. Department wise performances became a fiesta for the students.



George Thomas P V Asst. Prof. in English	UGC NET Qualified
Mariya Susan Mathew Asst. Prof. on contract in Commerce	UGC NET Qualified
Jayakumar P V Asst. Prof. in Malayalam	Spl. Achievement Award in the field of Arts & Academics
Justin J Paul LD Clerk	Spl. Achievement Award, 2 nd prize in intercollegiate Quiz Secured K-TET



HENRY BAKER COLLEGE, MELUKAVU

Excellence Day Celebrations - 2022

31-03-2022 : 10 AM : @ College Auditorium

 Anand Jashy 1st Rank B.Voc	 Trensa Rese V J 1st Rank B.Com Co-operation	 Soja Markose 2nd Rank M A History	 Inauguration Rt.Rev. V. S Francis (East Kerala Bishop Bishop)	 Presidential Address Dr.Gireesh Kumar G.S (Principal HBC)	 Siraja K.A 3rd Rank B.Com Co-operation	 Surya Devi M Madhu 3rd Rank B A English	 Anja C P 5th Rank B.Voc	
 Shijon Mathew 5th Rank B.Voc	 Anjali Sarath 5th Rank B.Com Co-operation	 Handhu S Santhosh 7th Rank B.Voc	MG University Rank Holders & Special Achievement Award Winners		 Vignia N P 7th Rank M A History	 Athira K S 8th Rank B.Com Co-operation	 Sandra Santhosh 9th Rank B.Com Co-operation	
 Anjana Sadanandhan 10th Rank M A History	 Rasul Varghese 11th Rank B.Voc	 Athul Ravichandran 12th Rank B.Voc	 Abhin Jahn Rija 13th Rank B.Voc	 Jin Joy 14th Rank B.Voc	 Shija Shaja 15th Rank B.Voc	 Athalya Reji 16th Rank B.Voc	 Anwarya R 19th Rank B.Voc	 Vinit Raj Special Achievement Award I) B.Com Co-operation
 George Thomas P V Asst. Prof in English Qualifying UGC-NET	 Mariya Susan Mathew Asst Prof in Commerce Qualifying UGC-NET	 Thamaskatty Varkay Iled M.Com Qualifying UGC-NET	 Annie Summer Andrews Class Topper B A History(2018-2021)	 Nithyanal Mathews Class Topper Bac Physics(2018-2021)	 Jacin Mary Vincent Class Topper M.Com(2018-2021)	 Ann Treasa Jajo Class Topper B.Coe(2018-2021)	 Jayakumar P V Asst. Prof in Malayalam Special Achievement Award	 Justin J Paul I. B Clerk Special Achievement Award



Sri. George Thomas P V, Asst. Prof. on contract in English



Ms. Maria Susan Mathew, Assistant Professor on contract in Commerce



Sri. Jayakumar P.V, Assistant Professor on Contract in Malayalam



Sri. Justin J Paul, LD Clerk



6. Network Resource Centre

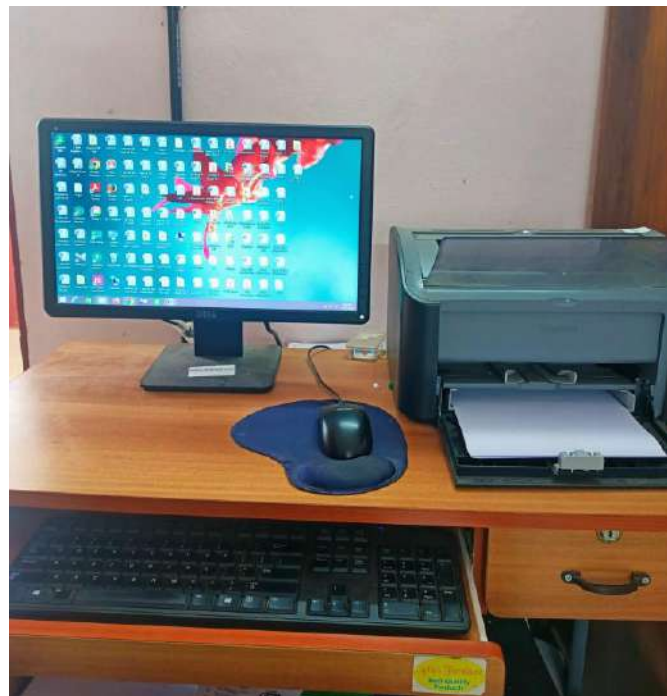
Established with the aid from UGC, well equipped Network Resource Centre is functioning in the college. The objective of the NRC is to create awareness among staff and students regarding use of information & communication network. In addition to it, the information and communication

network would help the colleges to have an access to multimedia material in teaching and learning. It caters to the faculty and the students alike for furthering their capacities in the use of multimedia or learning activity. It is equipped with desktop computers with internet connectivity.



7. Computer and Internet Facility in the Department

Desktop computer and printer, with internet connection is available in all departments. Teachers are using the same in every possible way.



8. Separate washrooms

Separate Washrooms are ensured in all blocks for teachers. It is clean and well maintained.



9. Cooperative Store

Cooperative society caters to the academic need of student and teaching and non-teaching community. It provides study materials and stationery materials to the teachers as and when needed.



10. Canteen

Henry Baker College Canteen caters to needs of the staff and students by providing nutritious and delicious food at a very reasonable price. Many students and teachers use canteen facilities for their breakfast and mid-day meals. There are separate seating arrangements for teaching and non teaching staff. It has a well furnished and hygienic kitchen.



College Canteen

11. Fitness Centre

Physical activity is good for mental health. Experts believe that exercise releases chemicals in brain that make feel good. Regular exercise can also boost self-esteem and help us to concentrate, sleep, look and feel better. The college has a well managed gym within the campus for students and faculties.



12. Staff Rest Room

The college has a restroom for staff with an attached washroom



13. Indoor Stadium

Staff Members can use the facilities of the indoor stadium for recreational games and sports like Foot Ball 3's, Table Tennis, Indoor Cricket, Badminton, Wrestling, Power Lifting and Weightlifting.



14. CCTV

To ensure the security of staff and students, the entire college and its premises are under surveillance of 24X7 CCTV cameras. And the entire surveillance system can be monitored from the Principal's Cabin and office.



12. Group Insurance Scheme

The Students and the staff of Henry Baker College is covered under Group Insurance Scheme.

13. Henry Baker College Staff Association

The Henry Baker College Staff Association is a platform for sharing information and ideas and to actively engage in the campus and social life of the institution. The Staff Association was formed

in 2017. It will be registered in the imminent future.

Objectives

The purpose of the Henry Baker College Staff Association is to represent the interests of the staff of the college by:

1. Making a bridge between the college staff and the HBC Management as a formal line of communication
2. Fostering a sense of shared community among staff members
3. Providing a helping hand when a staff is in need
4. Providing a forum for discussing the policies, procedures and conditions of employment of the institution
5. Identifying and presenting the concerns of the college staff to the HBC Management
6. Acting as a participative decision making body for matters specifically related to the staff
7. Arranging picnics, providing grand farewells to our retiring staff, visiting the homes of our alumni staff and any other ancillary activities so as to attain the preceding objectives.

Farewell Functions and Birthday Greetings:

The HBC Staff Association is eager in explaining daily specials, arranging programs and functions relating to farewells of our Staff and other HBC stakeholders. The Association also celebrates employee's birthday with cake cutting.





2. Onam, Christmas and New Year celebrations:

We celebrate Onam and Christmas. The merrymaking in Christmas and Athapookalam in Onam and New Year Celebrations are the hallmark of the Association. There is a special get together of all staff as part of Onam and Christmas festivities. In addition to a grand feast (Onasadya) there will be a number of cultural activities as part of Onam celebrations. In the midst of dazzling Christmas lights and merry-making, staff and students sing carol songs.



Christmas Celebrations 2021-22







Get together of staff members:

Get together of retired staff members is conducted regularly once in a year. It is a special enjoyable event which promotes a sense of belonging and community.







Get Together of Retired Staff Members on 9 December 2021 as part of Ruby Jubilee Celebrations.

**FACULTY DEVELOPMENT CENTRE
HENRY BAKER COLLEGE, MELUKAVU
ANNUAL REPORT-2021-2022**

Orientation Programme

(i) 'Digital Libraries and Online Facilities in Education'

The programmes of Faculty Development Centre of the college for the academic year 2020-21 was inaugurated by the principal, Dr. Gireesh Kumar G.S. on 18/11/2021. The first session was on 'Digital Libraries and Online Facilities in Education' by Mr. Isson George, College Librarian. Objective of the programme was to get familiarized with Digital Libraries and other online facilities for education. Hands on training on how to access digital library resources of the college was effective and informative for each one of us.


HENRY BAKER COLLEGE,
MELUKAVU

FACULTY DEVELOPMENT
CENTRE

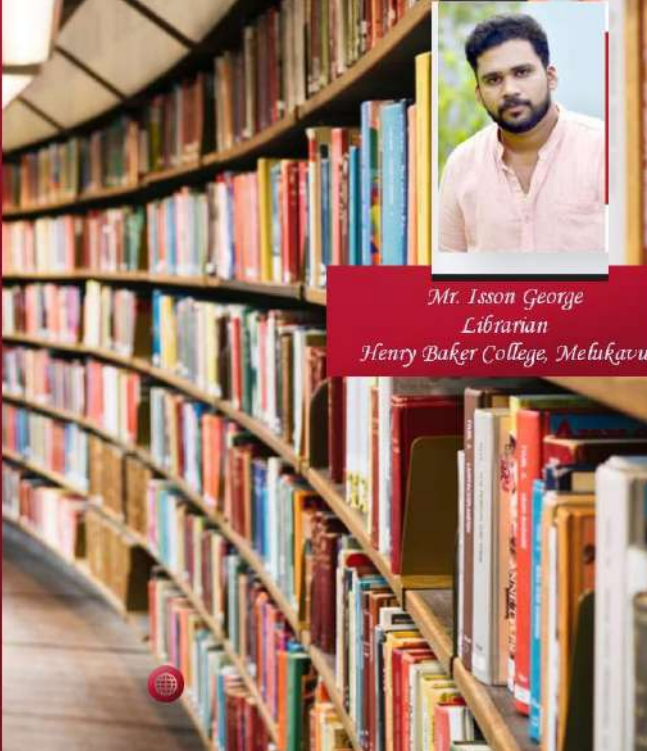
in association with IQAC
organises an orientation
programme on

"Digital Libraries & Online
Facilities in Education"

Date: 18th November 2021
Venue: Computer Lab



Mr. Isson George
Librarian
Henry Baker College, Melukavu



‘Digital Libraries and Online Facilities in Education’-Mr. Isson George, Librarian

(ii) Google Add-ons and App

The second session was taken by Mr. Sudhish S. Nair, Assistant Professor in Computer Application, Henry Baker College, Melukavu on *Google Add-ons* and *App*. The objective was to

familiarise various customized applications that integrate with Google Workspace applications. Hands on training on various applications like Form Presenter, Certify'em, Google Lens and Google Art and Culture was an eye-opener for us. Form presenter is an add-on application for Google G-suit that present a Google Form with various configurations for conducting on line assessments and exams with time. Certify'em enables to generate and issue certificates online. Google Lens is an image recognition technology designed to bring up relevant information related to objects it identifies using visual analysis based on a neural network. Google Arts & Culture is an online platform of high-resolution images and videos of artworks and cultural artifacts from partner cultural organizations throughout the world.

The session was very informative and gave an idea regarding how we can integrate these *Google Add-ons* in teaching and learning. The program was attended by twenty-eight teachers

Henry Baker College, Melukavu

Faculty Development Centre

in association with IQAC
organises an orientation
programme on

"Google Add-ons and App"

Resource Person:
Mr. Sudhish S Nair
Assistant Professor in Computer
Application

Date: 18.11.2021
Time: 2.30 pm
Venue: Computer Lab



'Google Add-ons and App' - Mr. Sudhish S. Nair

(iii) Tools for Effective Online Teaching

Faculty Development Centre in association with the Internal Quality Assurance cell organized a faculty training programme on various ICT tools for online teaching. The resource person was Dr Prince Thomas, Assistant Professor, Department of Physics. The training held on 22nd November 2021, at the college computer lab was aimed to introduce various ICT tools which are very useful for online teaching. He introduced the applications of OpenBoard, Xournal, Edpuzzle and some useful Chrome Extensions- Wikiwand and Mercury Reader. OpenBoard is a free and open-source interactive whiteboard software compatible with any projector and pointing device. It is almost like a board that can be used for writing in real-time teaching. Xournal is an application for note taking, sketching with PDF annotation support. The programme was attended by twenty-eight participants.

*HENRY BAKER COLLEGE,
MELUKAVU*
FACULTY DEVELOPMENT CENTER

*in Association with IQAC
organizes Faculty Development
Programme on*

*" Tools for Effective Online
Teaching "*

Faculty Development Programme
Date: 22/11/2021
Venue: Computer Lab

*Dr. Prince Thomas
Assistant Professor
Henry Baker College, Melukavu*



‘Tools for Effective Online Teaching’- Dr. Prince Thomas

ORIENTATION PROGRAMME FOR ADMINISTRATIVE STAFF

Faculty Development Centre in association with the Deputy Directorate of Collegiate

Education, Kottayam and IQAC of the college organised an orientation programme for administrative staff. The programme held on 27.11.2021 was aimed at making them aware of various rules and regulations regarding the functioning of the college office. The programme was inaugurated by Dr R. Pragash, Deputy Director, Collegiate Education, Kottayam. Principal Dr Gireesh Kumar GS, presided over the meeting and office superintendent Mr Jomon K. Joseph proposed a vote of thanks. The first session was engaged by Mr. Shine K.S, about PD Rules. The second session was taken by Mr. Babu N P, on the store purchase manual and various registers related to purchasing. Both the sessions were very much informative and useful for the administrative staff. It was attended by 11 participants.

The poster for the orientation programme features a top section with a photograph of the college building and the logo of the Department of Collegiate Education, Kottayam, which includes the text '1981-2021'. Below this is the college's name, 'HENRY BAKER COLLEGE', with 'MELURAYU, KOTTAYAM' and 'Founded 1981' underneath. Accreditation details are listed: 'Accredited by NAAC With 'A' Grade' and 'An ISO 9001 : 2015 Certified Institution'. The main title of the event is 'Orientation Programme For Administrative Staff', organized by IQAC on 27-Nov-2021 at 10:00 am in the Seminar Hall. The inauguration is by Dr. R. Pragash, Deputy Director of Collegiate Education, Kottayam. Two sessions are detailed: Session - I (11:00 am - 12:30 pm) on 'Store Purchase Manual' by Resource Person Mr. Babu N.P., Senior Superintendent, Deputy Director of Collegiate Education, Kottayam; and Session - II (01:30 pm - 03:30 pm) on 'E Grants & P.D Rules' by Resource Person Mr. Shine K.S., Junior Superintendent, Deputy Director of Collegiate Education, Kottayam. The Principal, Dr. Gireesh Kumar G.S., is shown presiding over the event. At the bottom, the IQAC Co-ordinator, Dr. Nisha Joseph, and Office in-Charge, Mr. Jomon K. Joseph, are listed.

Orientation Programme For Administrative Staff
Organized by IQAC
27 - NOV - 2021
10.00 am @ Seminar Hall

INAUGURATION
Dr. R. PRAGASH
Deputy Director
Collegiate Education,
Kottayam

SESSION - I
11.00 am - 12.30 pm
Topic: Store Purchase Manual

SESSION - II
01.30 pm - 03.30 pm
Topic: E Grants & P.D Rules

Resource Person: Mr. BABU N.P.
Senior Superintendent
Deputy Director of
Collegiate Education, Kottayam

Resource Person: Mr. SHINE K.S
Junior Superintendent
Deputy Director of
Collegiate Education, Kottayam

Dr. GIREESH KUMAR G.S
(PRINCIPAL)

Dr. NISHA JOSEPH
IQAC Co-ordinator

Mr. JOMON K JOSEPH
Office in-Charge



Inauguration by Dr R. Pragash, Deputy Director, Collegiate Education, Kottayam

WORKSHOP ON OUTCOME BASED EDUCATION

On 30th April 2022, FDC and Internal Quality Assurance Cell in association with Kerala Higher Education Council organised a workshop on *Outcome Based Education; Measurement of PO, PSO & CO* on Principal, Dr. Gireesh Kumar GS, introduced the resource person, Dr. Manulal P. Ram, Research Officer, Kerala State Higher Education Council. This programme was conducted with a view to make a change in on-going educational practices and upgrade ourselves to Outcome Based Education. Dr. Manulal P. Ram introduced the basic concepts of Programme Outcome (PO), Programme Specific Outcome (PSO) and Course Outcome (CO) and how to formulate these based on Bloom's Revised Taxonomy. Dr. Shafeeque V, Research Officer, Kerala State Higher Education Council, also handled a session on the need for OBE in the present educational scenario in online mode. The workshop was informative and effective for each one of us. The workshop helped us prepare the Programme Outcome, Programme Specific Outcome and Course Outcome of our programmes. It was attended by 20 teachers.



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Internal Quality Assurance Cell
&
Faculty Development Center

ORGANIZES

Workshop On **OUTCOME BASED EDUCATION**

MEASUREMENT OF PO, PSO & CO

RESOURCE PERSONS



Dr. Manul P Ram

Research Officer
Kerala State Higher Education Council



Dr. Shafeeque V

Research Officer
Kerala State Higher Education Council

30 APR | **10 - 5** AM - PM | **HBC** Seminar Hall



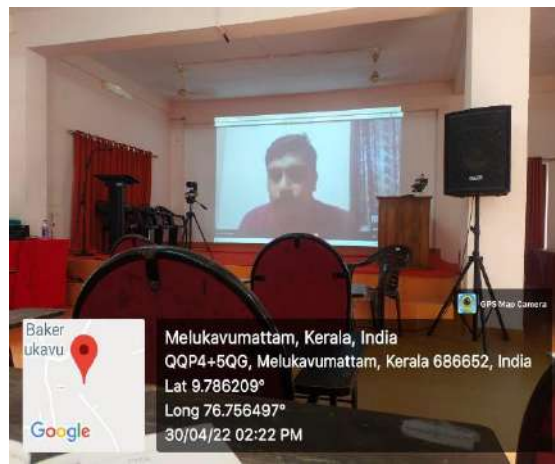
Dr. Gireesh Kumar G.S
(Principal)



E-Certificate will be Provide to all the Participants



Dr. Manulal P Ram



Dr. Shafeeq V

Redesigning higher Education in India: Embracing a new paradigm

The IQAC of the college organised a lecture on the topic ‘Redesigning Higher Education in India: Embracing a New Paradigm’ on 28.04.2022, 2 pm at HBC Conference Hall. . The resource person was Prof. Dr. R K Chauhan, Former Secretary, UGC, New Delhi, Pro-Chancellor, Lingayas Vidyapeeth, Faridabad, Former Vice Chancellor, (Guru Jambhashwar University, Haryana, Siksha O Anusandhan University, Bhubaneswar, Lingayas University, Faridabad, The Global Open University, Nagaland).Dr. Nisha Joseph, IQAC Co-ordinator welcomed the gathering. Dr. Gireesh Kumar G S, Principal presided over the function. During the presidential address, he briefly explained the historical advances of the country’s education policies after its independence. Prof. Dr. R K Chauhan, started his speech with the ancient university of Bologna and its education policy. He also explained the different aspects of policymaking and the evolution of National Education Policy 2020. Mr Chauhan reiterated that quality in education is a significant challenge for higher education. To improve education quality, UGC is trying to instill New Education Policy in higher education. The present perspectives on the new education system and the need for change required for the development of the nation through education were analysed in the second session.

A fruitful discussion on thequeries from the audience was done at the end of the talk. With this session, it was made clear that the fundamental objective behind NEP is to bring education out of the limits of narrow thought-process and to integrate it with the thoughts and ideas of the 21st century. It was followed by felicitation speech of Rev. Biju Joseph, College Bursar.



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ERUDITE LECTURE SERIES - 2022

INAUGURATION



Prof.(Dr) R.K Chauhan

Former Secretary, UGC, New Delhi
Pro-Chancellor, Lingaya Vidyapeeth, Faridabad
Former Vice Chancellor
Bharati Jambhaskar University, Haryana
Siksha 'O' Anusandhan University, Bhubaneswar
Lingaya University, Faridabad
The Global Open University, Nagaland



28
APR



2
PM



HBC
Conference Hall

Inaugural Lecture

REDESIGNING HIGHER EDUCATION IN INDIA:
EMBRACING A NEW PARADIGM



Presidential Address
Rt. Rev. V. S Francis
(Bishop, East Kerala Diocese)



Welcome Address
Dr. Gireesh Kumar G.S
(Principal)



Facilitation
Rev. Biju Joseph
(Rector)



Prof. Dr. R K Chauhan