



# YEARLY STATUS REPORT - 2022-2023

## Part A

### Data of the Institution

#### 1.Name of the Institution

HENRY BAKER COLLEGE, MELUKAVU

- Name of the Head of the institution **Dr.GIREESH KUMAR G S**
- Designation **PRINCIPAL**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **04822-219014, 9605470018**
- Mobile no **09447070018**
- Registered e-mail **principal@henrybakercollege.edu.in**
- Alternate e-mail **hbcprincipal@gmail.com**
- Address **HENRY BAKER COLLEGE, MELUKAVU,  
MELUKAVUMATTOM P O, KOTTAYAM,  
KERALA PIN-686652**
- City/Town **KOTTAYAM**
- State/UT **KERALA**
- Pin Code **686652**

#### 2.Institutional status

- Affiliated /Constituent **AFFILIATED**
- Type of Institution **Co-education**
- Location **Rural**

- Financial Status **Grants-in aid**
- Name of the Affiliating University **MAHATMA GANDHI UNIVERESITY,  
KOTTAYAM**
- Name of the IQAC Coordinator **Dr.NISHA JOSEPH**
- Phone No. **9526354675**
- Alternate phone No. **9526354675**
- Mobile **9526354675**
- IQAC e-mail address **iqac@henrybakercollege.edu.in**
- Alternate Email address **iqac@gmail.com**

**3.Website address (Web link of the AQAR  
(Previous Academic Year)**

<https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2021-22/AQAR%202022%20HBC.pdf>

**4.Whether Academic Calendar prepared during the year?**

**Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

<https://www.henrybakercollege.edu.in/Academics/0/Academic%20Calendar>

**5.Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>A</b>	<b>3.06</b>	<b>2021</b>	<b>27/09/2021</b>	<b>26/09/2026</b>

**6.Date of Establishment of IQAC**

**01/06/2014**

**7.Provide the list of funds by Central / State Government**

**UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>

**8.Whether composition of IQAC as per latest NAAC guidelines**

**Yes**

- Upload latest notification of formation of

[View File](#)

IQAC

**9.No. of IQAC meetings held during the year**      **4**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?      **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report      No File Uploaded

**10.Whether IQAC received funding from any of the funding agency to support its activities during the year?**      **No**

- If yes, mention the amount

**11.Significant contributions made by IQAC during the current year (maximum five bullets)**

Participated in NIRF RANKING 2023 Conducted FDP on Teaching Organized FDP on Outcome Based Education, Youth Empowerment programmes, PG Department of History upgraded to a Research Department

**12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

Plan of Action	Achievements/Outcomes
Bridge course and Remedial coaching	Arranged Bridge courses and Remedial coaching sessions.
Annual Academic Audit	Conduct Annual Academic Audit
Institutional Development Plan	Developed an IDP based on the National Education Policy (NEP)
New certificate programme for academic year 2022-23	Initiated entirely new certificate programs for the academic year 2022-23
IPR Workshop	Conducted an Intellectual Property Rights (IPR) workshop on 11th November 2022
Skill development and youth empowerment programme	Organized skill development and youth empowerment programme
Organise Faculty Development programme	Conducted a two Faculty Development program - 24 September 2022 & May 31st , 2023
Collection and analysis of feedback	Feedback committee was entrusted to collect and analyse feedback from all stakeholders

**13. Whether the AQAR was placed before statutory body?** Yes

- Name of the statutory body

Name	Date of meeting(s)
College Staff Council	29/11/2023

**14. Whether institutional data submitted to AISHE**

## Part A

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<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2021-22/AQAR%202022%20HBC.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2021-22/AQAR%202022%20HBC.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.henrybakercollege.edu.in/Academics/0/Academic%20Calendar">https://www.henrybakercollege.edu.in/Academics/0/Academic%20Calendar</a>				
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Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A	3.06	2021	27/09/2021	26/09/2026
<b>6.Date of Establishment of IQAC</b>			01/06/2014		
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Yes

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Name	Date of meeting(s)
College Staff Council	29/11/2023

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
2021-22	20/01/2023

**15. Multidisciplinary / interdisciplinary**

Being an affiliated college under MG University, the college follows the curriculum and syllabus of the university. The choice of open courses and elective courses as part of UG Programmes and electives as part of PG programmes enable interdisciplinary discourses. The mandatory Open Course offered by all Departments at Graduation level for students of other streams encourage interdisciplinary participation for which credits are awarded. The college became a Local Chapter for NPTEL/SWAYAM courses in 2019 and has been encouraging students to enrol and access different specialisations of study. B. Voc. programme in Tourism and Hospitality Management provide multiple entry and exit options. The College has various add-on/Certificate Courses which have been started with the aim of enhancing and enriching the learning experience of students.

#### **16.Academic bank of credits (ABC):**

Being an affiliated college under Mahatma Gandhi University Kottayam, the institution does not currently get to register for ABC and is waiting for positive amendments. However, students are encouraged to enrol in online MOOC programs/courses under NPTEL.

#### **17.Skill development:**

For strengthening vocational training in tune with the National Skills Qualifications Framework (NSQF), Henry Baker College offers one B. Voc., programme in Tourism & Hospitality Management. Skill development of the learner is ensured through add on courses approved by the Centre for Continuing Education Kerala, certificate courses and workshops. The artistic and sports programmes and other club and association activities are directed at developing Life skills along with the co-curricular and extra -curricular ones. Entrepreneurship Development Club, in association with Industries Department of the Govt. of Kerala organizes different training programmes to inculcate the entrepreneurial spirit among the students. There are also collaborations with Institutes to provide hands-on training for the students in areas such as Hospitality Management. Career development and placement cell periodically conducts career orientation classes and employability skill development training. In collaboration with Mahindra Pride Classroom Naandi, the Career Guidance and Placement Cell, and IQAC of Henry Baker College conducted a comprehensive six-day employability skills training program for girls.

#### **18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

Henry Baker College always integrate Indian knowledge and culture in our teaching learning practices. We have switched over to Malayalam as the official language. We promote bilingual classroom sessions and encourage our students to undertake field visits to the indigenous community and settings to internalize the diverse culture and tradition of the region. The college library has a special collection of vernacular books on Indian literature, tradition, history, and culture. We ensure that all first year undergraduate students enrol as NSS volunteers, and take part in a seven day rural live-in camp. Every year we celebrate yoga day. This year we had an MoU with Yoga institute for the practice of Yoga. To uphold the Indian culture and tradition, we celebrate important festivals and commemorates days of National Importance. The college is offering Hindi and Malayalam as additional languages through classroom. Through interactions with literary luminaries, the college encourages the interest of the students in these languages. The degree course in History will make the students aware of the significant periods of ancient Indian history. Study tours conducted by different departments enables the students familiar with historically significant places and monuments of the country. HBC radio broadcasts programmes related to culture and heritage of our country. Arangola 2023, a vibrant folk arts festival, was organized by the Folklore Club in collaboration with the Kerala State Folklore Academy to raise awareness about the beauty and significance of folk traditions and arts of Kerala.

#### **19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

IQAC organized a workshop for faculties on Outcome Based Education in association with Kerala State Higher Education Council. IQAC organizes orientation programme for first year students at the beginning of the academic year. POs and PSOs are introduced to the students during the induction programme. At the beginning of the semester, each faculty member in charge of the course introduces the Course Outcomes (COs) to the students and explains the mode of delivery and assessment. Course plan is prepared by the faculties for the assessment of respective course outcomes. The outcomes are displayed at prominent places in each department, classrooms and also in the website for proper awareness.

#### **20.Distance education/online education:**

The college had equipped all our teachers through periodic training in the use of various ICT tools. The college is well-equipped with IT infrastructure for online programmes. The

facilities available in the classrooms—smart boards, high speed Wi-Fi internet, LCD projector with Wi-Fi access—enable blended learning. College is a local chapter of SWAYAM-NPTEL and students have been encouraged to join MOOC courses. The final year undergraduate students are encouraged to do a MOOC course in Organic Farming. The students can access the study materials, e-resources and other learning materials from the college website.

## Extended Profile

### 1.Programme

1.1	<b>241</b>
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 2.Student

2.1	<b>467</b>
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2	<b>48</b>
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	<b>196</b>
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 3.Academic

3.1	39
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	39
Number of sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	25
Total number of Classrooms and Seminar halls	
4.2	4907513
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	52
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

1. The Institution ensures effective curriculum delivery through a well - planned and documented process

Henry Baker College being affiliated to Mahatma Gandhi University has implemented CBCS in UG and CSS in PG programmes as per the regulations of Mahatma Gandhi University.

#### Planning of Curriculum Delivery

- A College Academic Calendar prepared by the IQAC every year

along the lines of the University Academic Calendar with the schedule of the internal examinations.

- A master time table and department time tables are prepared under the supervision of the Principal and the IQAC, at the commencement of every academic year.

#### Implementation

- Teacher's Diary
- Daily Worksheet
- Jyothirgamaya
- Prefect's Dossier

#### Curriculum Implementation and Delivery

- Entry-level Exam
- Bridge Course
- College Library with e-resources
- Literary Quiz
- Orientation Programme
- Gandhi Jayanti Observance
- Reading Day Observance
- National Science Day Celebration
- Night Sky Watch
- A Word A Day
- Tribal Visit
- Industrial Visit
- Destination Visit
- Workshops on Research Methodology and on Research Methods
- Creative Writing competitions
- Invited Lectures
- Writers and their Work
- Poster Designing on Great Writers
- Tourism Fest
- Book Talk
- Cross-Age Teaching
- Extension Programme
- World Poetry Day

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%201/1.1.1/1.1.1%20Link.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%201/1.1.1/1.1.1%20Link.pdf</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The institution adheres to the academic calendar including for the conduct of CIE

**Response:**

The college is affiliated to Mahatma Gandhi University and adheres to the rules and regulations set by the university in conducting CIE and End Semester Examinations.

- **Academic Calendar:** At the commencement of the academic year, an Academic Calendar along with an Internal Examination Calendar is charted out by the IQAC, in tune with the University Academic Calendar.
- **Continuous Internal Evaluation** is done on the basis of Assignments, Seminars, Project Reports, and internal examinations.
- **Internal Examinations.** The Internal Examination Cell with a coordinator is in charge of the internal examinations. The schedule for conducting internal examinations, time-bound valuation of answer scripts, publishing of results and PTA meeting is intimated to the teachers and students one week before the commencement of the examinations.
- **Parents' Meeting:** A parents' meeting is organized by the end of each semester adhering to the Academic Calendar.

IQAC ensures the strict adherence to the Academic Calendar in the conduct of CIE.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%201/1.1.2/1.1.2%20link.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%201/1.1.2/1.1.2%20link.pdf</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

8

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year****1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

7

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

124

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

**1.3 - Curriculum Enrichment****1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

**Institution integrates cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum:**

**The curriculum incorporates several courses which directly focus on gender sensitization, environment, sustainability, human values and professional ethics.**

**The NSS unit, Nature club, Women Cell, Gender Justice Forum and various departments offer a profusion of activities to instill eco-consciousness, gender sensitivity and humanitarian concerns in the students.**

**Environment and Sustainability**

- World Environment Day Celebration
- Nature Walk
- Seminar on Climate Crisis and Remedies
- Distribution of Paper Pen with Seeds
- Swatch Bharat Mission- Cleaning Drive
- Puzhanadatham -cleaning rivers
- Harithamithram Smart Garbage Monitoring System
- Pachathuruthu - green space
- Campus Cleaning

#### Human Values

- Mini Marathon
- Visit to Old Age Homes
- Aarogymela - Health Fest
- Freedom Wall
- Observance of World Constitution Day
- Observance of Food Day
- Observance of World Aids Day
- Seminar on Motor Accident, Road Safety and Anti-Ragging Laws
- Flood Relief Activities
- Sahapadikkoru Kaithaangu (support for a fellow-student)
- Swath Bharata Mission - Cleaning Drive
- Anti-Drug Awareness Campaign
- We Care- Fund Collection
- Voter Awareness and Fire and Rescue Classes
- Blood Donation and Eye Test camp
- Yoga Day
- Gender Awareness Programmes
- Documentary Presentation
- Talk Shows
- Free Haemoglobin Check-up for girls
- Self Defense Programme
- Six Day Employability Skill Training Programme

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

#### 1.3.2 - Number of courses that include experiential learning through project work/field

**work/internship during the year****8**

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Institutional Data in Prescribed Format	<a href="#">View File</a>

**1.3.3 - Number of students undertaking project work/field work/ internships****190**

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

**1.4 - Feedback System**

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders**  
**Students**  
**Teachers**  
**Employers**  
**Alumni**

**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%201/1.4.1/Feedback%20Analysis%20Report%202022-23.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%201/1.4.1/Feedback%20Analysis%20Report%202022-23.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%201/1.4.1/Feedback%20Analysis%20Report%202022-23.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%201/1.4.1/Feedback%20Analysis%20Report%202022-23.pdf</a>

### TEACHING-LEARNING AND EVALUATION

#### 2.1 - Student Enrollment and Profile

##### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of students admitted during the year

132

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

##### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

##### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

15

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Bridge courses for the first year students are conducted before the commencement of the classes. Advanced and Slow Learners are identified and categorized by each department based on plus two marks, entry level exam, one-to-one-counselling during the bridge course

Measures for advanced learners:

Career orientation programmes are arranged for the advanced learners.

Advanced learners are encouraged to participate in InterCollegiate/University competitions.

Students are motivated to attend and present papers in national seminars and conferences which boosted up their confidence and updated knowledge.

Advanced learners are motivated to enrol in NPTEL Courses that enriched their academic pursuits.

Endowments are instituted by the institution to motivate the bright and diligent students to maintain their scholastic excellence.

Measures for slow learners:

Remedial Teaching is conducted by each department to reduce the knowledge gap between slow learners and advanced learners.

PTA meetings are conducted in each semesters and it reduced the stress factor of the slow learners.

Peer learning is implemented where advanced learners assist slow learners in their studies.

Personal mentoring sessions enable and motivate the aspirants.

File Description	Documents
Paste link for additional information	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%20/2.2.1/Adv%20and%20Slw%20learners%20list%202022%2023%20for%20link.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%20/2.2.1/Adv%20and%20Slw%20learners%20list%202022%2023%20for%20link.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
467	39

File Description	Documents
Any additional information	<a href="#">View File</a>

## 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The college employs student-centric approaches as an integral part of its teaching-learning strategy, aiming to enrich students' educational journeys.

Through Invited talks and participation in various workshops, students benefit from diverse perspectives and knowledge, elevating their learning experiences.

Industrial visits, study tours, and field visits provide students with first-hand exposure and practical insights into their chosen fields, further enriching their understanding.

Talk shows, Book Talk, Literary Quiz, Tourism Festival PIONERO 2023, Scientific Demonstration and Night Sky Watch Programme, offer ample opportunities for students to engage actively in Participative learning.

Initiatives like exploring Gandhian footprints and the Manuscript magazine 'Penma' provide platforms for students to evaluate relevant issues and deepen their social perspectives.

Various skill development programs, such as the Six-Day Employability Skill Training Programme For Girls, boost students' confidence and equip them with essential skills for their future endeavours.

Exhibitions like the Alchemy of Colours and INNOVICS nurture students' creativity.

Arangola 2023 - Folk Arts Festival exposes them to the beauty and significance of folk traditions and arts.

Commemorating the 75th anniversary of India's independence "Azadi ka Amrit Mahotsav" through the Making of "Freedom Wall" encourages a participatory outlook among students, fostering a sense of creativity and patriotism.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%202/2.3.1/2.3.1%20for%20link.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%202/2.3.1/2.3.1%20for%20link.pdf</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The institution practices a blended teaching-learning strategy with a combination of offline and online learning.

Faculty and students are encouraged to take up MOOC Courses.

Many of our faculty had completed various MHRD assisted FDPs, training programmes, workshops on ICT enabled teaching for a rigorous personal and professional development.

Online classes are offered through LMS like Moodle, Google Classroom, Edmodo and Video Conferencing Platforms like Zoom, Webex, Google Meet etc.

Campus wide net connectivity and the Digital library and

Eresources like N-LIST, DELNET, NDLI, access to British Library and INFLIBNET facility ensure access to e-resources.

The college library is fully automated with Koha. Online assessment tools-Google Forms, Quizizz are used to facilitate effective communication and collaborations in the virtual classroom.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

37

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

39

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

12

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

#### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

##### 2.4.3.1 - Total experience of full-time teachers

277

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The College strictly adheres to the prescribed guidelines of the Mahatma Gandhi University with regard to internal assessment evaluation.

- The continuous internal evaluation is based on four components- internal examinations, attendance, assignments/seminar/viva voce, with fixed weightages.
- The internal examinations are conducted by Internal Examination Cell (IEC) headed by a Coordinator. Planning the time table, allotting class rooms, collection and sorting of question papers, valuation and the publishing of consolidated mark lists are the chief responsibilities of IEC.
- The venue and the date of the internal exam will be announced one week prior to the exam. The answer scripts are valued within the stipulated time and distributed to students to ensure transparency. Discussion during the distribution of valued answer scripts enables the students to verify the fairness of valuation. Parents are informed about the performance of their wards.
- CCTV Surveillance in the examination halls ensures utmost transparency. Assignment/seminar topics are for each course is given in advance and evaluated assignments are returned with proper suggestions.
- Internal mark sheets of each course, Form A and consolidated internal mark sheets Form B are published on the notice board.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.henrybakercollege.edu.in/Academics/0/Internal%20Evaluation">https://www.henrybakercollege.edu.in/Academics/0/Internal%20Evaluation</a>

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The College takes effective measures to identify and resolve grievances of students related to examination. The students are given provision to verify the internal marks and submit grievances.

- A three-level Grievance Redressal mechanism is implemented in the institution to address the grievances of students, at Department Level, College level and University level.

Grievance redressal application form is available in the website for any time access.

- Students can also put complaints in complaint box outside the camera surveillance.
- At the Department level, grievances are resolved by concerned faculty and the HoD.
- Grievances related to inability to attend examination on specified dates can be first presented to the concerned teacher, then HoD, and IEC coordinator. Grievance regarding valuation are brought to the notice of the concerned teacher at the time of distribution of valued answer scripts.
- Display of internal mark sheets of each course, form A and consolidated internal marks, Form B in the notice board give provision for the students to verify their internal marks and ensures transparency.
- Grievances are resolved through a committee constituting principal as chairman, internal examination cell coordinator and HOD of the concerned department. If the grievance is not resolved at the lower levels, a student can approach the University level.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.henrybakercollege.edu.in/GrievanceForms/Grievance%20Redressal%20form%20for%20Internal%20Evaluation">https://www.henrybakercollege.edu.in/GrievanceForms/Grievance%20Redressal%20form%20for%20Internal%20Evaluation</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The college website shares POs, PSOs and COs of all programmes offered by the college.

- IQAC organizes faculty development programmes on Outcome Based Education for the measurement of POs, PSOs and COs.
- Displayed on the Department Notice Boards and College Calendar.
- Department meetings are held at the beginning of every academic year to allocate courses and communicate POs, PSOs and COs to each of the faculty members.
- Teachers attended Webinars on Outcome based Education to know different learning outcomes.

- At the onset of academic year, expected outcome, PO, PSO and COs are communicated to the students during the Orientation Programmes and Bridge Courses.
- The faculty members communicated POs, PSOs and COs to the students while introducing the topics.
- Curricular and Co-Curricular Programmes are planned to attain the expected PO.
- Exhibition of PO and PSO of every programme in front of each respective department. COs of each course are displayed inside the classroom.
- The tests, assignments, seminars, projects and learning activities are aligned to incorporate the attainment of COs and PSOs envisaged in the Course plans and are properly communicated to the students.
- Each department has published a handbook of POs, PSOs and COs.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.henrybakercollege.edu.in/academics/0/PO%2c%20PSO%2c%20CO">https://www.henrybakercollege.edu.in/academics/0/PO%2c%20PSO%2c%20CO</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Faculty Development Programme on Outcome Based Education helps to evaluate the attainment of POs and PSOs for all programmes and COs for each course. As per the instructions of IQAC Course plans are made by the faculty in charge. Course plans facilitate learning and evaluation process by providing different Learning Activities for each module. Learning Activities including test papers are conducted so as to evaluate the attainment of the course outcome envisaged. The POs, PSOs and COs are evaluated through immediate and circuitous techniques. Immediate Technique The college gathers information on learning outcome through: Class tests for estimating COs Seminar introductions and classroom discussions Participation in field trips Performance in viva The course plan additionally incorporates estimating scale of the learning activity. The accomplishment of every one of the PSOs and COs is done through a planning lattice technique through assessments, learning exercises and tasks. The matrix is made by figuring the degree to which a CO contributes towards a PSO. The accomplishment

of every CO is determined by the exhibition in the tests and assigned exercises. Circuitous techniques Feedback collected from stakeholders through a structured format onCO and PSO attainment strategies and Analysis of feedback is conducted.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.henrybakercollege.edu.in/academics/0/PO%2c%20PSO%2c%20CO">https://www.henrybakercollege.edu.in/academics/0/PO%2c%20PSO%2c%20CO</a>

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

122

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://henrybakercollege.edu.in/Uploads/Files/RESULT%20ANALYSIS%202022-23.pdf">https://henrybakercollege.edu.in/Uploads/Files/RESULT%20ANALYSIS%202022-23.pdf</a>

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://henrybakercollege.edu.in/Uploads/Files/SSS%202022-23.pdf>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

##### 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

###### 3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

### 3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

#### 3.1.2.1 - Number of teachers recognized as research guides

3

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

### 3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	Nil

## 3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The innovation ecosystem at Henry Baker College Melukavu refers to the network of students, faculty, researchers, and alums who collaborate to promote and support innovation. This ecosystem includes the IIC, ED Club, and industrial visits.

- Established IIC in the campus as per the norms of IIC ,Ministry of Education Government of India during the academic calendar year 2021-22 (Date Of Registration : 27/7/2023).
- The ED club collaborated with other college departments to organize INNOVICS. The event exhibited many business ideas, including low-cost concepts, homemade products, culinary offerings, handicrafts, and innovative creations
- Our ED club conducted a hand embroidery workshop on April 11, 2023. The workshop aimed to enhance the embroidery skills of our selected students.
- The IPR Cell organized a workshop on "Intellectual Property Rights" at the college seminar hall on November 11, 2022. The presence of Adv graced the event. Rashida Chemmenampally, an eminent examiner of trademarks and geographical indications from Chennai, served as the esteemed resource person.
- Post Graduate Department of History, Postgraduatertment of Commerce and Department of Physics organized study tours and Industrial visits various places

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%203/3.2.1/3.2.1%20-%20link%20for%20adnl%20info%20to%20aqa_r.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%203/3.2.1/3.2.1%20-%20link%20for%20adnl%20info%20to%20aqa_r.pdf</a>

### **3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year**

#### **3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year**

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

7

File Description	Documents
URL to the research page on HEI website	<a href="https://www.henrybakercollege.edu.in/Research/Research%20Guides">https://www.henrybakercollege.edu.in/Research/Research%20Guides</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

##### 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

3

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

##### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

1

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Henry Baker College, through various campus- community interactive programmes, sensitize students to social issues and there by helps the overall development of students.

Campaigns and awareness programmes like anti-drug awareness rally, public meetings, distribution of notices to the public, health survey , Arogyamela, nature walk , mini marathon , puzhanadatham, and Independence day rally, flash mob, public meeting for national integration were organized.

HBC care promotes philanthropic works through Blood donation , free eye testing camp, donation of wheelchair , walker and walking stick to old age homes, Financial aid of RS.46,500 to orphanage and Medical College. Through Sahapadikkoru Kaithangu Rs.1, 35, 000/-has contributed for house construction .

Rain gauge was provided to 9 wards of Melukavu Gramapanchayath and Folk art festival was conducted as part of campus community Interaction.

Green Initiatives like Pachathuruthu cleaning, construction of fruit garden and haritamitram smart gague waste disposal was started.

Flood relief activities were taken up by the NSS volunteers in three affected areas.

Knowledge was extended through night sky watch, imparting English language skills to school students, seminar on river Meenachil , Gurukulam for future higher education aspirants and tourism fest .

Swatchh Bharath mission was carried out through the Cleaning drive

on Gandhi Jayanthi day.

File Description	Documents
Paste link for additional information	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%203/3.4.1/3.4.1%20Link%20for%20adnl%20info-%20for%20link%20-to%20aqar.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%203/3.4.1/3.4.1%20Link%20for%20adnl%20info-%20for%20link%20-to%20aqar.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

3

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### 3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

30

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

### 3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

#### 3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

2039

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

#### 3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

##### 3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

3

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

#### 3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

4

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Henry Baker College has all the necessary physical infrastructure for good teaching and learning environment. The classrooms, a total of twenty-four rooms, are all well-ventilated and are having LCD projectors for information technology-enabled education. We have five smart classrooms. There are two state-of-the-art Laboratories, one for physics and the other for chemistry. The library with digital and physical resources can accommodate eighty students at a time. The library is fully automated with the KOHA version 2019. There is a fully furnished airconditioned hall, with modern audio and LCD projector. This hall can accommodate hundred and twenty persons and a non-airconditioned seminar hall with an LCD projector which can accommodate seventy-five persons. The campus is Wi-Fi enabled. The students have a computer lab and a UGC network resource centre. The campus has a video conferencing facility. There are enough water coolers with Reverse osmosis purified water. There are certified Fire Extinguishers to ensure safety on the campus. The college has enough restrooms for boys and girls. A ramp facility is provided on the campus for the differently abled to make the campus more accessible. The campus is under close-circuit television surveillance, for the safety of the students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%204/4.1.1/4.1.1%20CLICK%20HERE%20FOR%20ADDITIONAL%20INFORMATION.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%204/4.1.1/4.1.1%20CLICK%20HERE%20FOR%20ADDITIONAL%20INFORMATION.pdf</a>

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college have provisions for sports and arts. For sports and games, we have a football ground where can play sevens football. On the same ground, we do have a hundred-meter track for athletic events. We have a long jump and a high jump pit and four - tracks of 100 meters ground for athletic events. This ground is used by our teams for practising cricket and football. We have an indoor court. It does have wooden flooring which can be used for playing shuttle badminton. At the far end of the indoor court, we have a facility for playing table tennis. We have one standard table tennis board. We are providing a training facility for wrestling for our wrestlers with the required mats. We have a well-equipped gymnasium. The gymnasium has multi-gym machines, barbells, and different weights. We have an outdoor clay volleyball court as per standards for our volleyball players. The court is used by the volleyball team as well as casual game enthusiasts. We have a full-fledged auditorium which can seat around 350 students. All the major functions and cultural activities are taken care of in the auditorium.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%204/4.1.2/additional%20info%204.1.2%20adequate%20infrastructure-link.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%204/4.1.2/additional%20info%204.1.2%20adequate%20infrastructure-link.pdf</a>

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%204/4.1.3/4.1.3.docx%20Link%20to%20lcd%20projector%20,seminar%20hall%20and%20lms%20with%20cover%20page.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%204/4.1.3/4.1.3.docx%20Link%20to%20lcd%20projector%20,seminar%20hall%20and%20lms%20with%20cover%20page.pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

32697

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The college employs a centralized library system housing over sixteen thousand books, journals, and reference texts spanning diverse subjects, including a notable 19th-century collection from the UK's Henry Baker family. This compilation encompasses rare magazines and books in fields ranging from theology to philosophy. Embracing modernity, the library is fully digitalized, offering students access to electronic journals and books. Operational from 9 am to 4.30 pm, Monday to Saturday (with Saturdays reserved for maintenance), the digital library is accessible campus-wide.

Library amenities include INFLIBNET/IUC facilities, N-list access, public services upon request, information dissemination, and new book displays. The digital section features four computers with internet connectivity, nominal printing charges for students, and Wi-Fi with a 100 Mbps speed. Tailored for postgraduate students, the library provides Braille open-source software, materials on Tribal Studies, and resources for competitive exams. Additionally, orientation programs guide first-semester students, while assistance is available for database searches through OPAC, D. Space and Digital Library.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria 4/4.2.1/4.2.1 ADDITIONAL INFO -PASTE LINK CLICK HERE.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria 4/4.2.1/4.2.1 ADDITIONAL INFO -PASTE LINK CLICK HERE.pdf</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources** A. Any 4 or more of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

115369

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

##### 4.2.4.1 - Number of teachers and students using library per day over last one year

1.84

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

##### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college consistently expands its IT facilities to accommodate technologically proficient students and adapt to evolving academic trends. The campus, featuring Wi-Fi connectivity, allows all departments to access the internet, facilitating knowledge augmentation for both teachers and students.

The institution maintains a well-organized website providing comprehensive information on ongoing events, and student attendance is efficiently managed through a mobile application-based system, facilitating report generation.

With five broadband connections offering a speed of 200 Mbps from multiple service providers, the college ensures a reliable, high-speed internet connection. The well-established computer center, equipped with 30 computers featuring licensed Microsoft products, functions as a hub for various IT activities. Additionally, the college serves as an authorized testing center for the Microsoft Office Specialist CERTPORT.

The computer centre conducts training programs in Tally, Microsoft Office, and web designing. Operating on a 200 Mbps broadband

connection, accessibility is provided to students from 9 am to 4:30 pm on every working day. Moreover, the UGC-funded Network Resource Centre features 22 systems and printer facilities for student use.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%204/4.3.1/4.3.1%20LINK%20FOR%20ADDITIONAL%20INFO.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%204/4.3.1/4.3.1%20LINK%20FOR%20ADDITIONAL%20INFO.pdf</a>

#### 4.3.2 - Number of Computers

52

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

855673

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The collegiate institution's management ensures perpetual immaculacy on the premises throughout the year. In their wisdom, the astute management has engaged two custodial personnel on daily wages for the meticulous upkeep of the grounds. Each day, these dedicated individuals tend to the entire campus, ensuring the classrooms and lavatories maintain their pristine condition.

In a nod to gender-sensitive hygiene, two sanitary napkin incinerators reside in facilities designated for women. To fortify premises sanctity, the sagacious management has a security personnel on a monthly contract, with continuous surveillance via closed-circuit cameras.

Solar-powered luminaries adorn the campus, dispelling nocturnal shadows. Electrical and plumbing concerns are promptly addressed based on immediate needs. Classroom accoutrements undergo periodic scrutiny and necessary repairs during semester breaks.

Architectural edifices, including the auditorium and seminar hall, undergo systematic examinations during the annual summer sojourn. The Library Advisory Committee adjudicates on literary tomes procurement and drafts the fiscal blueprint.

Departmental needs are methodically delineated annually and submitted to the principal. In collaboration with the Planning Board, the discerning principal accedes to and procures requisites. Notably, the college's culinary abode operates under a contractual agreement, ensuring well-regulated governance.

Top of Form

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%204/4.4.2/4.4.2%20Link.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%204/4.4.2/4.4.2%20Link.pdf</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

262

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

##### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

19

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**A. All of the above**

File Description	Documents
Link to Institutional website	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%205/5.1.3/5.1.3-LINK.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%205/5.1.3/5.1.3-LINK.pdf</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**1**

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**1**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## **5.2 - Student Progression**

### **5.2.1 - Number of placement of outgoing students during the year**

#### **5.2.1.1 - Number of outgoing students placed during the year**

**2**

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### **5.2.2 - Number of students progressing to higher education during the year**

#### **5.2.2.1 - Number of outgoing student progression to higher education**

**6**

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

### **5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**

#### **5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

1

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

### **5.3 - Student Participation and Activities**

#### **5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

##### **5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

9

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

Henry Baker College, Melukavu implements a well-structured Student Council elected via parliamentary mode following Lyngdoh Commission and Mahatma Gandhi University guidelines. The Election Committee, overseen by the Discipline Committee, conducts elections with University-declared nomination and voting dates, ensuring ethical practices. Initially, class representatives are elected, who then choose College Union office bearers, including a Chairperson, Vice-Chairperson (female), General Secretary, and others. The Principal administers their oath, acting as President, with a staff advisor appointed by the College Council. The Union appoints members to various committees like Grievance Redressal, Sports, and IQAC, fostering student participation. They organize arts, sports festivals, and encourage involvement in external events. Students actively engage in committees like Anti-Narcotic and Anti-Ragging Cells, Internal Compliance, and Discipline. They lead NSS volunteering, manage the College Magazine, and coordinate clubs. Students have representation in academic and administrative bodies, providing feedback for improvement. Leadership training is provided, facilitating effective management. The Union collaborates with the Principal and staff advisor on campus activities, discipline, assemblies, and event planning, encapsulating a holistic student governance approach.

File Description	Documents
Paste link for additional information	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%205/5.3.2/5.3.2%20AI%20link.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%205/5.3.2/5.3.2%20AI%20link.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

15

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	<a href="#">View File</a>

## 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Henry Baker College Alumni Association, registered under the Societies' Registration Act, is dedicated to fostering a cohesive network of Henry Baker alumni and enhancing the personal and professional growth of both current and former students. Operating both at the college level as the Old Students' Association (OSA) and at the departmental level through individual alumni groups, the association actively engages in college activities and facilitates interactions between alumni and present students, fostering an exchange of experiences and insights. Moreover, alumni generously contribute both financially and through non-financial support, exemplified by initiatives such as sponsoring a solid waste incinerator and offering expertise as resource persons

for various academic events. Furthermore, the association has spearheaded scholarship programs for students and actively solicits feedback from alumni on academic matters, including curriculum, teaching methods, and support services. Regular family gatherings are also organized to strengthen familial bonds among alumni.

File Description	Documents
Paste link for additional information	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%205/5.4.1/5.4.1%20Link.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%205/5.4.1/5.4.1%20Link.pdf</a>
Upload any additional information	<a href="#">View File</a>

#### 5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	<a href="#">View File</a>

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

**MOTTO: FROM DARKNESS INTO MARVELLOUS LIGHT**

- The institution aims at imparting quality education so that people may be liberated from the darkness of ignorance to the dawn of knowledge.

**VISION:**

- To be a centre of higher education imparting qualitatively high, socially relevant and holistic education to all without discriminating anyone on the ground of caste, creed, region, religion, language or gender.

**MISSION:**

- To liberate young men and women from the darkness of ignorance to the dawn of knowledge and wisdom through value

based education.

The college provides education founded on Christian values and secular principles. Under a democratic leadership, the college strives hard to live out its commitments by its strategic initiatives in tune with its vision and mission.

- Admission is open to all irrespective of their caste, religion, region and economic strata. Ample opportunity is provided to Christian Minority students and students who belong to the Scheduled Castes and Scheduled Tribes and other marginalized communities to infuse in them a spirit of urge for knowledge and social commitment.
- The Manager of the College, the College Governing Body, the Principal, the Staff Council, IQAC and various statutory and non statutory committees endorse the democratic leadership by participative decision making.
- The institution endorses participative management by delegating the staff and students in several clubs and cells.

File Description	Documents
Paste link for additional information	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%206/6.1.1/6.1.1%20for%20link.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%206/6.1.1/6.1.1%20for%20link.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

The institution strongly believes in democratic and participatory mode of governance in all its academic and administrative affairs. The institution's commitment to decentralization and participative management is evident in the way the institution carries out its infrastructural developments. These developments are meticulously planned and executed through extensive discussions with all stakeholders. The necessity of equipping students with essential technical skills and creating a technologically advanced learning environment was expressed by various stakeholders. Recognizing this need, the management decided to renovate the computer lab. The proposed plan was presented to the Governing Body for approval. Considering its feasibility and impact on student learning, the Governing Body thoroughly reviewed and approved the

plan. This decision reflects the institution's unwavering commitment, to ensure that the students have access to the best possible resources and facilities to enhance their learning experiences. By involving all stakeholders and seeking their input, the institution ensures that decisions are made collectively, considering the diverse perspectives and expertise of those involved. Thus, the project was successfully executed in the academic year 2022-23. The participatory management approach not only ensures transparency and inclusivity but also creates a sense of ownership and shared responsibility among all members of the institution.

File Description	Documents
Paste link for additional information	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%206/6.1.2/Computer%20Lab.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%206/6.1.2/Computer%20Lab.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution has a well-charted strategic plan, and the successfully implemented activities based on this plan is a cluster of green initiatives aimed at promoting eco-friendly practices. In addition to the eco-friendly activities conducted on our campus, such as rainwater harvesting, tri-color waste bins, a plastic crushing unit, a vermi-compost pit, bird water feeders, solar panels, a herbal garden, organic farming, tree planting, Nakshatravanam, and a butterfly garden, the institution extends its green practices to the community. This is done with the goal of educating people about sustainable living and the significance of preserving the environment. The following outlines the green initiatives undertaken by the institution during the academic year 2022-23.

- Cleaning programme at tourist destination- Kayoor, Nadukani.
- Cleaning of Pachathuruthu (Mini Forest), Fruit Tree Planting & Organic Farming and Distribution of paper pens with seeds of plants. in M.D.C.M.S. High School, Erumapramattom.
- River Cleaning Programme- " Puzhanadatham"
- Distributed rain gauges for measuring the amount of liquid precipitation over the area and updated the information to Meenachil River and Rain Monitoring Network.

- Affixed QR Code and collected data for QR Code scanning of Harithamitram Smart Garbage Monitoring System i
- Nature Walk for the students to familiarize the importance of biodiversity and sustainability.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.henrybakercollege.edu.in/AboutUs/Strategic%20Plan">https://www.henrybakercollege.edu.in/AboutUs/Strategic%20Plan</a>
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

**Manager:** The governance and the management of Henry Baker College, Melukavu, which is a minority Educational Institution, are anchored by Henry Baker Educational Society of the C.S.I East Kerala Diocese. The Manager is the appointing authority of the college.

**College Governing Body:** The institution is governed by College Governing Body consisting of 8 members including the Principal and Bursar of the college. It is the policy making apex forum of the institution.

**Principal:** The Principal, the Chief Executive and the Chief Academic Officer of our college, spearheads the academic, administrative and other activities of the institution.

**The Staff Council:** The Staff Council, advisory body in the institution, consists of the Principal, the Heads of the Department, IQAC coordinator and two elected members assists the Principal in academic and all other internal matters.

**IQAC:** The IQAC, constituted under the chairmanship of Principal, facilitates quality assurance and quality enhancement and channelize the institution to academic excellence.

**Service Rules and Procedures:** We strictly follow the service rules in accordance with the UGC/ State Government/ University norms. Appointments are carried out in accordance with the norms of the UGC and the State Service Rules.

File Description	Documents
Paste link for additional information	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%206/6.2.2/6.2.2%20cover%20page%20%20for%20link.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%206/6.2.2/6.2.2%20cover%20page%20%20for%20link.pdf</a>
Link to Organogram of the institution webpage	<a href="https://www.henrybakercollege.edu.in/AboutUs/Organogram">https://www.henrybakercollege.edu.in/AboutUs/Organogram</a>
Upload any additional information	<a href="#">View File</a>

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

## 6.3 - Faculty Empowerment Strategies

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

The college provides the following welfare schemes for the staff:

- Faculty Development Programmes
- Financial support is provided for the staff members to meet medical expenses.
- Remarkable achievements of staff members are honoured in the Excellence Day.
- Retirement function for the staff in recognition of their commendable service.
- Residential facilities for the lady staff in the Women's Hostel.

- Separate section for teachers in the college library.
- Recreation facilities, staff rest room, co-operative store
- Separate parking area for the vehicles of staff members.
- Computer, internet facility and printer are provided in the departments for the teachers.
- Toilet facilities in all blocks for teachers.
- Canteen facilities are provided for the staff members at a subsidized rate.
- A well-equipped fitness centre is provided for the staff members.
- Get together of staff members is conducted during the Onam and Christmas celebrations.
- Free Wi-Fi facility is available in the campus.
- Computer Lab and UGC Network Resource Centre are available for staff members.
- CCTV surveillance system is available for ensuring campus security.
- The entire staff is covered under group insurance.
- An Internal Complaints Committee is functioning in the college for staff and students as per guidelines issued by the honourable High Court of Kerala.

File Description	Documents
Paste link for additional information	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%206/6.3.1/6.3.1%20for%20link.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%206/6.3.1/6.3.1%20for%20link.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

#### 6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

1

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### **6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

#### **6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### **6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

#### **6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

15

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

#### Self-Appraisal form for teachers:

- A self-appraisal form which records annual performance of teachers is collected in the prescribed format of UGC. It serves as a record of curricular, extracurricular and professional development activities of the teacher. Principal holds confidential meetings with the teachers and provides suggestions for their professional growth.

#### Teachers Diary:

- Teachers Diary is maintained by all teachers to record their daily academic activities as well as curricular and co-curricular activities.

#### Daily Work Sheet:

- Daily Work Sheet is prepared by the Department to register daily duty engagements of the teachers.

#### Self-Appraisal form for non-teaching staff:

- A Self-appraisal form of Non-teaching staff is collected annually to evaluate their work and document their activities. Principal monitors the performance of non-teaching staff and conducts personal meetings for assessment and gives them feedback.

#### Duty Register of non-Teaching staff:

- The Head of the administrative section of the college maintains a duty Register for the non teaching staff to document their assigned duties. This register ensures that each staff member is fulfilling their assigned duties and responsibilities.
- A duty register for the cleaning and security staff also is maintained in the office.

File Description	Documents
Paste link for additional information	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%206/6.3.5/6.3.5%20adnl%20docs%20for%20upload.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%206/6.3.5/6.3.5%20adnl%20docs%20for%20upload.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

**Financial Audit of all Funds:**HBC's financial audit of accounts are:

- **Audit by External Chartered Accountant:** The accounts are audited by a privately practicing Chartered Account after the closure of every financial year.
- **Audit of HBC Co-operative Society by DCA:** The Auditor of Directorate of Co-operative Audit (DCA), comes under Assistant Registrar (Co-operation), Pala conducts Audit of "The Melukavu HBC Co-operative Society" after the closure of every financial year.
- **Internal Audit:** It is conducted by an internal auditor under the supervision of the Internal Audit Committee
- **Audit by Directorate of Collegiate Education:** The Directorate of Collegiate Education, Trivandrum through the Audit Team of Deputy Directorate of Collegiate Education, Kottayam conducts periodical audit of books and accounts of the Institution
- **Audit by Accountant General, Kerala:** The Accountants General, Kerala also conducts their periodic audit of the Institution. Their suggestions and directions are also incorporated for the utilization of the funds.

File Description	Documents
Paste link for additional information	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%206/6.4.1/Audit%20Statements%202022-23%20original.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%206/6.4.1/Audit%20Statements%202022-23%20original.pdf</a>
Upload any additional information	<a href="#">View File</a>

#### 6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0.408

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The Resource Mobilization Policy of Henry Baker College describes the strategies and protocols for financial planning and funds mobilization. The Management monitors the optimal utilization of funds in such a way to promote learning and in line with the vision and mission of the institution.

The prime financial sources of the college are budgetary support from the Kerala Government, Management, University Funds, PTA, Alumni, Endowments and Scholarships to students and Grants From individuals, Govt. Grants for NSS,

The funds from various sources are primarily used for two purposes: Academic and Extension Initiatives

- Seminars/ Conferences/ Workshops/ Faculty Development Programmes
- Scholarships and free ships for deserving students

- Extracurricular activities of the students such as sports and cultural activities
- Incentives for faculty attending seminars/workshops/training programmes

#### Infrastructure Augmentation

- New infrastructure facilities for new programmes/courses
- Maintenance of existing facilities (infrastructure and lab)
- Purchase of new lab equipment
- Purchase/upgradation of ICT facilities

Resource Mobilization Policy also defines the policy for outsourcing physical and other resources of the institution.

Physical facilities such seminar hall, auditorium and class rooms are provided for the conduct of government initiatives like conduct of exams by Kerala PSC, NSS camps etc.

Students/Research Scholars/Faculty from other institutions can avail the library facilities.

File Description	Documents
Paste link for additional information	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%206/6.4.3/6.4.3%20res%20mob%20policy.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%206/6.4.3/6.4.3%20res%20mob%20policy.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC has been instrumental in the implementation of new initiatives at the college. It makes significant interventions in the quality enhancement initiatives of the college in curricular as well as co-curricular aspects. Major quality initiatives of IQAC are listed below.

### 1. Faculty Development Programmes

The Internal Quality Assurance Cell (IQAC) initiatives encompass strategies and measures aimed at enhancing the efficacy of the teaching-learning process and faculty development. The institution

adheres to the UGC/NAAC/University stipulated outcome-based blended learning. IQAC also supports teachers in enhancing their professional development and helps them stay updated with the latest educational trends, technologies, and pedagogical techniques.

#### 1. IQAC/360 degree feedback system and AAA

Feedback is gathered from various stakeholders involved in the teaching-learning process, encompassing teachers, students, parents and employers. The IQAC oversees the efficient delivery of the curriculum and the overall functioning of the institution by synthesizing the feedback received, in conjunction with Annual Academic and Administrative Audits. Additionally, an integral feedback mechanism is the annual Performance-Based Appraisal System (PBAS), wherein each faculty member conducts a self-appraisal at the conclusion of the academic year, submitting the findings to the IQAC for evaluation.

#### 1. HBC Chronicle

The "HBC Chronicle" serves as a transparent platform for the presentation, scrutiny, and analysis of the institution's performance in each academic year. It functions as an outlet for showcasing and evaluating all academic and non-academic initiatives undertaken by the institution.

File Description	Documents
Paste link for additional information	<a href="https://www.henrybakercollege.edu.in/Uploads/Files/Chronicle%202022-23%20(2)_compressed.pdf">https://www.henrybakercollege.edu.in/Uploads/Files/Chronicle%202022-23%20(2)_compressed.pdf</a>
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The Internal Quality Assurance Cell (IQAC) diligently oversees the institution's commitment to maintaining high teaching and learning standards. Focusing on Outcome-Based Education (OBE), the IQAC conducts Faculty Development Programs (FDPs) to equip educators

with the latest pedagogical insights and assessment techniques. This hands-on training ensures teachers stay updated on evolving educational practices, contributing significantly to ongoing improvements.

The Academic Calendar, meticulously planned and distributed, guides the institute's activities, including departmental action plans and internal examination schedules. Teachers record their plans in the Course Plan and Teachers' diary, facilitating timely syllabus completion. Department heads and the Principal actively monitor and review this process.

To assess course outcomes, Program Outcomes (PO), Programme Specific Outcomes (PSO), and Course Outcomes (CO) measurements are employed, with results regularly reviewed by the Principal. The IQAC collects feedback on teaching and learning annually, analyzing it comprehensively. Feedback-driven improvements are communicated and implemented, fostering a continuous enhancement of the teaching-learning process.

File Description	Documents
Paste link for additional information	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%206/6.5.2/6.5.2%20link%20for%20Additional.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%206/6.5.2/6.5.2%20link%20for%20Additional.pdf</a>
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**A. All of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2021-22/Criteria%206/6.5.3/Annual%20Report%20of%20the%20college%202021-2022.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2021-22/Criteria%206/6.5.3/Annual%20Report%20of%20the%20college%202021-2022.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

#### Specific Facilities Provided for Women

- Safety and Security

Through relentless care, vigilance and surveillance safety as well as security of women is assured

**Security Personnel:** A security guard is posted at the Main Gate

**Regulated Entry:** Entrance is regulated by checking Identity Cards at the main gate

**CCTV Surveillance:** 43 CCTV cameras are installed at various points to ensure safety

**Redressal of Grievances:** The Internal Complaints Committee (ICC) deals with grievance and is alert to assure a safe atmosphere for women

The college is vigilant to matters pertaining to any kind of harassment and gender sensitivity

The Women's Cell supervises all activities and training programmes related to safety and security of women

Vigilance against Ragging: Anti-ragging Cell functions as per the U.G.C. guidelines

All students give an online affidavit about non- involvement in ragging activities in the UGC Anti-Ragging Cell Website

Constant vigilance is kept to thwart any instance of ragging in the campus

The Women's Hostel provides the students a safe and comfortable environment and is a Zero ragging space.

- 

Well-regulated Mentoring system for regular academic and personal counselling

Every student is assigned a faculty as her mentor who provides constant care and support

- Common rooms

There are three common rooms for girl students with the following facilities

Bed for the sick to recline and relax

Medicine chest and First Aid Box

Incinerators and Sanitary Napkin kiosk

File Description	Documents
Annual gender sensitization action plan	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%207/7.1.1/Annual%20Gender%20Sensitisation%20Action%20Plan%20WL.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%207/7.1.1/Annual%20Gender%20Sensitisation%20Action%20Plan%20WL.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%207/7.1.1/7.1.1%20%20Facilities.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%207/7.1.1/7.1.1%20%20Facilities.pdf</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment** **A. 4 or All of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

**and non-degradable waste (within 200 words)**

**Waste materials are systematically classified and dealt with. We have an effective and well-structured method of waste management. To keep the ecosystem sustainable, Degradable, Non-degradable and Bio-degradable wastes are collected in specially constructed Tri-colour waste bins for each of these waste materials.**

**Solid Waste Management**

**Biodegradable materials are collected separately and turned into vermicompost**

**An incinerator for decomposing solid waste is installed in the campus**

Equipment are put to maximum use through maintenance

Equipment damaged beyond repair are disposed of without polluting the environment

Thumboormoozhi Model Eco-friendly Waste Disposal system employed

Plastic waste disposed with the help of Plastic crushing machine

#### Liquid Waste Management

Liquid waste is drained through proper sewers into covered pits

Liquid waste from the chemistry laboratory is channeled through pipes and collected in tanks which prevent contact of such chemical waste with the soil

#### E-waste Management

Damaged computers and peripherals are repaired and reused

Optimum use of all electronic equipment through repair

The policy of 'Repair and Reuse' ensures to keep e-waste to the minimum

Tie up with a government approved agency for managing e-waste as per safety norms

No hazardous chemicals and radioactive waste in the campus

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution:** Rain water harvesting  
 Bore well /Open well recharge Construction of tanks and bunds Waste water recycling  
 Maintenance of water bodies and distribution

**system in the campus**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

**A. Any 4 or All of the above**

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following**  
**1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

**A. Any 4 or all of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms.**

**Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**

**5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

#### **7.1.8 Inclusive Environment**

**Henry Baker College prioritizes inclusiveness, welcoming students from diverse backgrounds without favoring any religion, caste, or class. The institution operates on a foundation of perfect**

equality and enduring tolerance in all aspects of academic, administrative, and co-curricular activities. With a student and staff population representing varied cultural, socio-economic, and regional backgrounds, the college actively fosters an inclusive environment to promote harmony. Emphasizing values of togetherness, the institution disregards communal, religious, caste-based, and class-driven differences on campus. Dedicated to the upliftment of all students, irrespective of gender, the college remains committed to fostering a harmonious and tolerant community.

### Integrating the Campus community through Festivities

#### Onam Celebrations

Onam, the chief festival of Kerala, marks the harvest season and the New Year. Celebrated in August-September, it honors the legendary rule of King Mahabali, symbolizing an era of equality. Mahabali is believed to visit during Onam, fostering unity and joy. Festivities encompass Athapookkalam, Vallam Kali, Thiruvathira dance, and Tug of War. In the college, vibrant celebrations include Uriyadi, musical chairs, Vanchipattu, and the traditional Onasadya banquet, fostering oneness and unity among teachers and students. This national festival embodies the spirit of collective joy, erasing individual differences.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

For the promotion of constitutional values, rights, duties, and responsibilities of citizens is deeply ingrained in our educational ethos of the college. We recognize the significance of fostering a strong sense of national integration and unity among our students and employees. To achieve this, we actively participate in the celebration and commemoration of key national days that hold immense historical and constitutional importance.

Independence Day marks the liberation of our nation, while Gandhi

Jayanti pays tribute to the Father of the Nation and his principles of non-violence and truth. Republic Day and Constitution Day serve as poignant reminders of the democratic ideals that form the bedrock of our nation. These celebrations not only instill a sense of pride but also contribute to a better understanding of our constitutional heritage.

Additionally, we actively engage in initiatives such as NSS Day, where the National Service Scheme plays a pivotal role in community service and social responsibility. Our NSS Unit spearheads cleanliness drives as part of the Swachh Bharat Mission, emphasizing the importance of a clean and hygienic environment.

Moreover, our commitment extends to civic education through initiatives like the Voters' Awareness Programme. By imparting knowledge about the electoral process and encouraging active participation, we empower our students and employees to exercise their democratic rights responsibly. Through these multifaceted efforts, our college strives to create conscientious citizens who are not only aware of their rights but also dedicated to upholding the constitutional values that define our great nation.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%207/7.1.9/7.1.9%20%20Sensitization.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%207/7.1.9/7.1.9%20%20Sensitization.pdf</a>
Any other relevant information	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%207/7.1.9/7.1.9%20ARI.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%207/7.1.9/7.1.9%20ARI.pdf</a>

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website. There is a committee to monitor adherence to the Code of Conduct. Institution organizes professional ethics programmes for students, teachers, administrators and other staff.**

**4. Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

**7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals**

**Celebration of National Days:**

The celebration of national days commemorates historic days and the luminaries who moulded our nation.

Celebration of National days provides a message of service and social commitment.

On occasions like Gandhi Jayanti programmes are initiated to clean the campus and nearby villages as well as cleaning water bodies and roads.

In case of science related days, programmes are organized to augment scientific temper

**National Days Celebrated:**

Independence Day

Gandhi Jayanthi

Constitution Day

National Unity Day

NSS Day

National Science Day

Celebration of International Days:

Integrates the individual with the larger humanity. Enhances commitment to preserve the ecosystem and the need to safeguard a sustainable environment.

International Days celebrated:

World Population Day

International Girl Child Day

Hiroshima-Nagasaki day

Malala Day

World Environment Day

International Women's Day

International Day of Yoga

World Poetry Day

Regional and Religious Festivals:

Festivals like Onam, Christmas, Ramadan and Holi are celebrated bringing in a spirit of oneness and harmony. Such celebrations convey the message of national integration and communal harmony. Respect for the beliefs and customs of all religions is cultivated in the young minds.

To enhance awareness about the multicultural social fabric of the nation.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### Best Practice 1

**Title: Initiatives for Psychosomatic Wellbeing**

#### Objectives

: - To preserve physical and psychic health in the campus community

: -To empower the students physically and mentally so that it would enhance their academic and extracurricular activities

: -To ensure quality life, moulding the students into better persons having a sound mind in the sound body

: -To make the campus community realise the need for equanimity in times of the pandemic

1. Inculcating the spirit of being mentally healthy Individuals
2. Cautioning the Youth against damaging pathways to ill health
3. Channeling Healthy Minded Youth to Social Service
4. Special Attention to Women's Healt

There was a sort of reluctance on the part of the students to engage in social service activities. But the timely intervention of NSS Volunteers and Programme Officers helped to overcome such hazards.

**Best Practice 2: Women Empowerment through Enhancing Gender Equity****Objectives**

1. To make the students aware of the need to uphold gender equity.
2. To inculcate the need for women empowerment.
3. To counter the debilitating patriarchal ideology which creates a feeling of inferiority among women
4. To make students realize the pitfalls of traditional gender roles and resist them
5. To make girl students realise their potential and crucial role in society

File Description	Documents
Best practices in the Institutional website	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%207/7.2/7.2%20Best%20practice.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%207/7.2/7.2%20Best%20practice.pdf</a>
Any other relevant information	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%207/7.2/7.2%20ARI%20.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%207/7.2/7.2%20ARI%20.pdf</a>

**7.3 - Institutional Distinctiveness**

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

**7.3**

In accordance with its lofty vision and mission, Henry Baker College is dedicated to the bring light of wisdom to the marginalized and socially backward sections. A large majority of the students belongs to the Minority and Marginalized Sections (MMS) of the community. Every year the number of students belonging to these underprivileged sections, viz., Scheduled Castes, Scheduled Tribes, Other Backward Communities including the Muslim minority, Other Eligible Communities and the Christian Minorities, is invariably above 90 per cent. This sizable chunk of students is the pride and distinction of our institution. We have put a great effort and special care to the academic and personal development this major slice of our student community. The college

makes a dedicated effort to inculcate necessary skills and confidence among these students, enabling them to be worthy young men and women who could easily overcome the challenges of life. For this, the college gives them training in leadership skills, communication and job oriented soft skills through carefully chalked out, structured programmes led by the Minority Cell and all other functional bodies in the college. Their performance in academic and co-curricular activities bear witness to the consistent effort of the college.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

1. The Institution ensures effective curriculum delivery through a well - planned and documented process

Henry Baker College being affiliated to Mahatma Gandhi University has implemented CBCS in UG and CSS in PG programmes as per the regulations of Mahatma Gandhi University.

#### Planning of Curriculum Delivery

- A College Academic Calendar prepared by the IQAC every year along the lines of the University Academic Calendar with the schedule of the internal examinations.
- A master time table and department time tables are prepared under the supervision of the Principal and the IQAC, at the commencement of every academic year.

#### Implementation

- Teacher's Diary
- Daily Worksheet
- Jyothirgamaya
- Prefect's Dossier

#### Curriculum Implementation and Delivery

- Entry-level Exam
- Bridge Course
- College Library with e-resources
- Literary Quiz
- Orientation Programme
- Gandhi Jayanti Observance
- Reading Day Observance
- National Science Day Celebration
- Night Sky Watch
- A Word A Day
- Tribal Visit
- Industrial Visit
- Destination Visit

- Workshops on Research Methodology and on Research Methods
- Creative Writing competitions
- Invited Lectures
- Writers and their Work
- Poster Designing on Great Writers
- Tourism Fest
- Book Talk
- Cross-Age Teaching
- Extension Programme
- World Poetry Day

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AOAR/2022-23/Criteria%201/1.1.1/1.1.1%20Link.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AOAR/2022-23/Criteria%201/1.1.1/1.1.1%20Link.pdf</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The institution adheres to the academic calendar including for the conduct of CIE

Response:

The college is affiliated to Mahatma Gandhi University and adheres to the rules and regulations set by the university in conducting CIE and End Semester Examinations.

- Academic Calendar: At the commencement of the academic year, an Academic Calendar along with an Internal Examination Calendar is charted out by the IQAC, in tune with the University Academic Calendar.
- Continuous Internal Evaluation is done on the basis of Assignments, Seminars, Project Reports, and internal examinations.
- Internal Examinations. The Internal Examination Cell with a coordinator is in charge of the internal examinations. The schedule for conducting internal examinations, time-bound valuation of answer scripts, publishing of results and PTA meeting is intimated to the teachers and students one week before the commencement of the examinations.

- **Parents' Meeting:** A parents' meeting is organized by the end of each semester adhering to the Academic Calendar.

IQAC ensures the strict adherence to the Academic Calendar in the conduct of CIE.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AOAR/2022-23/Criteria%201/1.1.2/1.1.2%20link.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AOAR/2022-23/Criteria%201/1.1.2/1.1.2%20link.pdf</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## **1.2 - Academic Flexibility**

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

**8**

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

## 1.2.2 - Number of Add on /Certificate programs offered during the year

### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

7

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

## 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

124

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

## 1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

**Institution integrates cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum:**

**The curriculum incorporates several courses which directly focus on gender sensitization, environment, sustainability,**

human values and professional ethics.

The NSS unit, Nature club, Women Cell, Gender Justice Forum and various departments offer a profusion of activities to instill eco-consciousness, gender sensitivity and humanitarian concerns in the students.

#### Environment and Sustainability

- World Environment Day Celebration
- Nature Walk
- Seminar on Climate Crisis and Remedies
- Distribution of Paper Pen with Seeds
- Swatch Bharat Mission- Cleaning Drive
- Puzhanadatham -cleaning rivers
- Harithamithram Smart Garbage Monitoring System
- Pachathuruthu - green space
- Campus Cleaning

#### Human Values

- Mini Marathon
- Visit to Old Age Homes
- Aarogymela - Health Fest
- Freedom Wall
- Observance of World Constitution Day
- Observance of Food Day
- Observance of World Aids Day
- Seminar on Motor Accident, Road Safety and Anti-Ragging Laws
- Flood Relief Activities
- Sahapadikkoru Kaithaangu (support for a fellow-student)
- Swath Bharata Mission - Cleaning Drive
- Anti-Drug Awareness Campaign
- We Care- Fund Collection
- Voter Awareness and Fire and Rescue Classes
- Blood Donation and Eye Test camp
- Yoga Day
- Gender Awareness Programmes
- Documentary Presentation
- Talk Shows
- Free Haemoglobin Check-up for girls
- Self Defense Programme
- Six Day Employability Skill Training Programme

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

8

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

190

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the

A. All of the above

**institution from the following stakeholders**  
**Students Teachers Employers Alumni**

File Description	Documents
URL for stakeholder feedback report	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AOAR/2022-23/Criteria%201/1.4.1/Fee%20dback%20Analysis%20Report%202022-23.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AOAR/2022-23/Criteria%201/1.4.1/Fee%20dback%20Analysis%20Report%202022-23.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.4.2 - Feedback process of the Institution may be classified as follows**

**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AOAR/2022-23/Criteria%201/1.4.1/Fee%20dback%20Analysis%20Report%202022-23.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AOAR/2022-23/Criteria%201/1.4.1/Fee%20dback%20Analysis%20Report%202022-23.pdf</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of students admitted during the year

**132**

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of**

supernumerary seats)

### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

15

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Bridge courses for the first year students are conducted before the commencement of the classes. Advanced and Slow Learners are identified and categorized by each department based on plus two marks, entry level exam, one-to-one-counselling during the bridge course

Measures for advanced learners:

Career orientation programmes are arranged for the advanced learners.

Advanced learners are encouraged to participate in InterCollegiate/University competitions.

Students are motivated to attend and present papers in national seminars and conferences which boosted up their confidence and updated knowledge.

Advanced learners are motivated to enrol in NPTEL Courses that enriched their academic pursuits.

Endowments are instituted by the institution to motivate the bright and diligent students to maintain their scholastic excellence.

Measures for slow learners:

Remedial Teaching is conducted by each department to reduce the knowledge gap between slow learners and advanced learners.

PTA meetings are conducted in each semesters and it reduced the stress factor of the slow learners.

Peer learning is implemented where advanced learners assist slow learners in their studies.

Personal mentoring sessions enable and motivate the aspirants.

File Description	Documents
Paste link for additional information	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%20/2.2.1/Adv%20and%20Slw%20learners%20list%202022%203%20for%20link.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%20/2.2.1/Adv%20and%20Slw%20learners%20list%202022%203%20for%20link.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
467	39

File Description	Documents
Any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The college employs student-centric approaches as an integral part of its teaching-learning strategy, aiming to enrich students' educational journeys.

Through Invited talks and participation in various workshops, students benefit from diverse perspectives and knowledge, elevating their learning experiences.

Industrial visits, study tours, and field visits provide students with first-hand exposure and practical insights into their chosen fields, further enriching their understanding.

Talk shows, Book Talk, Literary Quiz, Tourism Festival PIONERO 2023, Scientific Demonstration and Night Sky Watch Programme,

offer ample opportunities for students to engage actively in Participative learning.

Initiatives like exploring Gandhian footprints and the Manuscript magazine 'Penma' provide platforms for students to evaluate relevant issues and deepen their social perspectives.

Various skill development programs, such as the Six-Day Employability Skill Training Programme For Girls, boost students' confidence and equip them with essential skills for their future endeavours.

Exhibitions like the Alchemy of Colours and INNOVICS nurture students' creativity.

Arangola 2023 - Folk Arts Festival exposes them to the beauty and significance of folk traditions and arts.

Commemorating the 75th anniversary of India's independence "Azadi ka Amrit Mahotsav" through the Making of "Freedom Wall" encourages a participatory outlook among students, fostering a sense of creativity and patriotism.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%202/2.3.1/2.3.1%20for%20link.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%202/2.3.1/2.3.1%20for%20link.pdf</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The institution practices a blended teaching-learning strategy with a combination of offline and online learning.

Faculty and students are encouraged to take up MOOC Courses.

Many of our faculty had completed various MHRD assisted FDPs, training programmes, workshops on ICT enabled teaching for a rigorous personal and professional development.

Online classes are offered through LMS like Moodle, Google Classroom, Edmodo and Video Conferencing Platforms like Zoom,

Webex, Google Meet etc.

Campus wide net connectivity and the Digital library and Eresources like N-LIST, DELNET, NDLI, access to British Library and INFLIBNET facility ensure access to e-resources.

The college library is fully automated with Koha. Online assessment tools-Google Forms, Quizizz are used to facilitate effective communication and collaborations in the virtual classroom.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

37

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

39

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### **2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**

##### **2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

12

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

#### **2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**

##### **2.4.3.1 - Total experience of full-time teachers**

277

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

#### **2.5 - Evaluation Process and Reforms**

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The College strictly adheres to the prescribed guidelines of the Mahatma Gandhi University with regard to internal assessment evaluation.

- The continuous internal evaluation is based on four components- internal examinations, attendance, assignments/seminar/viva voce, with fixed weightages.
- The internal examinations are conducted by Internal Examination Cell (IEC) headed by a Coordinator. Planning the time table, allotting class rooms, collection and sorting of question papers, valuation and the publishing of consolidated mark lists are the chief responsibilities of IEC.
- The venue and the date of the internal exam will be announced one week prior to the exam. The answer scripts are valued within the stipulated time and distributed to students to ensure transparency. Discussion during the distribution of valued answer scripts enables the students to verify the fairness of valuation. Parents are informed about the performance of their wards.
- CCTV Surveillance in the examination halls ensures utmost transparency. Assignment/seminar topics for each course is given in advance and evaluated assignments are returned with proper suggestions.
- Internal mark sheets of each course, Form A and consolidated internal mark sheets Form B are published on the notice board.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.henrybakercollege.edu.in/Academics/0/Internal%20Evaluation">https://www.henrybakercollege.edu.in/Academics/0/Internal%20Evaluation</a>

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

The College takes effective measures to identify and resolve grievances of students related to examination. The students are given provision to verify the internal marks and submit grievances.

- A three-level Grievance Redressal mechanism is implemented in the institution to address the grievances of students, at Department Level, College level and

University level. Grievance redressal application form is available in the website for any time access.

- Students can also put complaints in complaint box outside the camera surveillance.
- At the Department level, grievances are resolved by concerned faculty and the HoD.
- Grievances related to inability to attend examination on specified dates can be first presented to the concerned teacher, then HoD, and IEC coordinator. Grievance regarding valuation are brought to the notice of the concerned teacher at the time of distribution of valued answer scripts.
- Display of internal mark sheets of each course, form A and consolidated internal marks, Form B in the notice board give provision for the students to verify their internal marks and ensures transparency.
- Grievances are resolved through a committee constituting principal as chairman, internal examination cell coordinator and HOD of the concerned department. If the grievance is not resolved at the lower levels, a student can approach the University level.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.henrybakercollege.edu.in/GrievanceForms/Grievance%20Redressal%20form%20for%20Internal%20Evaluation">https://www.henrybakercollege.edu.in/GrievanceForms/Grievance%20Redressal%20form%20for%20Internal%20Evaluation</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The college website shares POs, PSOs and COs of all programmes offered by the college.

- IQAC organizes faculty development programmes on Outcome Based Education for the measurement of POs, PSOs and COs.
- Displayed on the Department Notice Boards and College Calendar.
- Department meetings are held at the beginning of every academic year to allocate courses and communicate POs, PSOs and COs to each of the faculty members.
- Teachers attended Webinars on Outcome based Education to

know different learning outcomes.

- At the onset of academic year, expected outcome, PO, PSO and COs are communicated to the students during the Orientation Programmes and Bridge Courses.
- The faculty members communicated POs, PSOs and COs to the students while introducing the topics.
- Curricular and Co-Curricular Programmes are planned to attain the expected PO.
- Exhibition of PO and PSO of every programme in front of each respective department. COs of each course are displayed inside the classroom.
- The tests, assignments, seminars, projects and learning activities are aligned to incorporate the attainment of COs and PSOs envisaged in the Course plans and are properly communicated to the students.
- Each department has published a handbook of POs, PSOs and COs.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.henrybakercollege.edu.in/academics/0/PO%2c%20PSO%2c%20CO">https://www.henrybakercollege.edu.in/academics/0/PO%2c%20PSO%2c%20CO</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Faculty Development Programme on Outcome Based Education helps to evaluate the attainment of POs and PSOs for all programmes and COs for each course. As per the instructions of IQAC Course plans are made by the faculty in charge. Course plans facilitate learning and evaluation process by providing different Learning Activities for each module. Learning Activities including test papers are conducted so as to evaluate the attainment of the course outcome envisaged. The POs, PSOs and COs are evaluated through immediate and circuitous techniques. Immediate Technique The college gathers information on learning outcome through: Class tests for estimating COs Seminar introductions and classroom discussions Participation in field trips Performance in viva The course plan additionally incorporates estimating scale of the learning

activity. The accomplishment of every one of the PSOs and COs is done through a planning lattice technique through assessments, learning exercises and tasks. The matrix is made by figuring the degree to which a CO contributes towards a PSO. The accomplishment of every CO is determined by the exhibition in the tests and assigned exercises. Circuitous techniques Feedback collected from stakeholders through a structured format on CO and PSO attainment strategies and Analysis of feedback is conducted.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.henrybakercollege.edu.in/academics/0/PO%2c%20PSO%2c%20CO">https://www.henrybakercollege.edu.in/academics/0/PO%2c%20PSO%2c%20CO</a>

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

122

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://henrybakercollege.edu.in/Uploads/Files/RESULT%20ANALYSIS%202022-23.pdf">https://henrybakercollege.edu.in/Uploads/Files/RESULT%20ANALYSIS%202022-23.pdf</a>

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://henrybakercollege.edu.in/Uploads/Files/SSS%202022-23.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

0

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)****3.1.2.1 - Number of teachers recognized as research guides**

3

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year****3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	Nil

### 3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The innovation ecosystem at Henry Baker College Melukavu refers to the network of students, faculty, researchers, and alums who collaborate to promote and support innovation. This ecosystem includes the IIC, ED Club, and industrial visits.

- Established IIC in the campus as per the norms of IIC ,Ministry of Education Government of India during the academic calendar year 2021-22 (Date Of Registration : 27/7/2023.
- The ED club collaborated with other college departments to organize INNOVICS. The event exhibited many business ideas, including low-cost concepts, homemade products, culinary offerings, handicrafts, and innovative creations
- Our ED club conducted a hand embroidery workshop on April 11, 2023. The workshop aimed to enhance the embroidery skills of our selected students.
- The IPR Cell organized a workshop on "Intellectual Property Rights" at the college seminar hall on November 11, 2022. The presence of Adv graced the event. Rashida Chemmenampally, an eminent examiner of trademarks and geographical indications from Chennai, served as the esteemed resource person.
- Post Graduate Department of History, Postgraduatertment of Commerce and Department of Physics organized study tours and Industrial visits various places

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%203/3.2.1/3.2.1%20-%20link%20for%20adnl%20info%20to%20aqar.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%203/3.2.1/3.2.1%20-%20link%20for%20adnl%20info%20to%20aqar.pdf</a>

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

#### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

10

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

7

File Description	Documents
URL to the research page on HEI website	<a href="https://www.henrybakercollege.edu.in/Research/Research%20Guides">https://www.henrybakercollege.edu.in/Research/Research%20Guides</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

**3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year**

3

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

**3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year****3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year**

1

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.4 - Extension Activities**

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Henry Baker College, through various campus- community interactive programmes, sensitize students to social issues and there by helps the overall development of students.

Campaigns and awareness programmes like anti-drug awareness rally, public meetings, distribution of notices to the public, health survey , Arogyamela, nature walk , mini marathon , puzhanadatham, and Independence day rally, flash mob, public meeting for national integration were organized.

HBC care promotes philanthropic works through Blood donation , free eye testing camp, donation of wheelchair , walker and walking stick to old age homes, Financial aid of RS.46,500 to orphanage and Medical College. Through Sahapadikkoru Kaithangu Rs.1, 35, 000/-has contributed for house construction .

Rain gauge was provided to 9 wards of Melukavu Gramapanchayath and Folk art festival was conducted as part of campus community Interaction.

Green Initiatives like Pachathuruthu cleaning, construction of fruit garden and haritamitram smart gague waste disposal was started.

Flood relief activities were taken up by the NSS volunteers in three affected areas.

Knowledge was extended through night sky watch, imparting English language skills to school students, seminar on river Meenachil , Gurukulam for future higher education aspirants and tourism fest .

Swatchh Bharath mission was carried out through the Cleaning drive on Gandhi Jayanthi day.

File Description	Documents
Paste link for additional information	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%203/3.4.1/3.4.1%20Link%20for%20adnl%20info-%20for%20link%20-to%20aqar.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%203/3.4.1/3.4.1%20Link%20for%20adnl%20info-%20for%20link%20-to%20aqar.pdf</a>
Upload any additional information	<a href="#">View File</a>

### **3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

#### **3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

3

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### **3.4.3 - Number of extension and outreach programs conducted by the institution through**

**NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

30

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**

**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

2039

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.5 - Collaboration**

**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year**

**3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

3

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

#### 3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

4

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Henry Baker College has all the necessary physical infrastructure for good teaching and learning environment. The classrooms, a total of twenty-four rooms, are all well-ventilated and are having LCD projectors for information technology-enabled education. We have five smart classrooms. There are two state-of-the-art Laboratories, one for physics and the other for chemistry. The library with digital and physical resources can accommodate eighty students at a time. The library is fully automated with the KOHA version 2019. There is a fully furnished airconditioned hall, with modern audio and LCD projector. This hall can accommodate hundred and twenty persons and a non-airconditioned seminar hall with an

LCD projector which can accommodate seventy-five persons. The campus is Wi-Fi enabled. The students have a computer lab and a UGC network resource centre. The campus has a video conferencing facility. There are enough water coolers with Reverse osmosis purified water. There are certified Fire Extinguishers to ensure safety on the campus. The college has enough restrooms for boys and girls. A ramp facility is provided on the campus for the differently abled to make the campus more accessible. The campus is under close-circuit television surveillance, for the safety of the students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AOAR/2022-23/Criteria%204/4.1.1/4.1.1%20CLICK%20HERE%20FOR%20ADDITIONAL%20INFORMATION.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AOAR/2022-23/Criteria%204/4.1.1/4.1.1%20CLICK%20HERE%20FOR%20ADDITIONAL%20INFORMATION.pdf</a>

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college have provisions for sports and arts. For sports and games, we have a football ground where can play sevens football. On the same ground, we do have a hundred-meter track for athletic events. We have a long jump and a high jump pit and four - tracks of 100 meters ground for athletic events. This ground is used by our teams for practising cricket and football. We have an indoor court. It does have wooden flooring which can be used for playing shuttle badminton. At the far end of the indoor court, we have a facility for playing table tennis. We have one standard table tennis board. We are providing a training facility for wrestling for our wrestlers with the required mats. We have a well-equipped gymnasium. The gymnasium has multi-gym machines, barbells, and different weights. We have an outdoor clay volleyball court as per standards for our volleyball players. The court is used by the volleyball team as well as casual game enthusiasts. We have a full-fledged auditorium which can seat around 350 students. All the major functions and cultural activities are taken care of in the auditorium.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AOAR/2022-23/Criteria%204/4.1.2/additional%20info%204.1.2%20adequate%20infrastructure-link.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AOAR/2022-23/Criteria%204/4.1.2/additional%20info%204.1.2%20adequate%20infrastructure-link.pdf</a>

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

25

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AOAR/2022-23/Criteria%204/4.1.3/4.1.3.docx%20Link%20to%20lcd%20projector%20,seminar%20hall%20and%20lms%20with%20cover%20page.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AOAR/2022-23/Criteria%204/4.1.3/4.1.3.docx%20Link%20to%20lcd%20projector%20,seminar%20hall%20and%20lms%20with%20cover%20page.pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

32697

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The college employs a centralized library system housing over sixteen thousand books, journals, and reference texts spanning diverse subjects, including a notable 19th-century collection from the UK's Henry Baker family. This compilation encompasses rare magazines and books in fields ranging from theology to philosophy. Embracing modernity, the library is fully digitalized, offering students access to electronic journals and books. Operational from 9 am to 4.30 pm, Monday to Saturday (with Saturdays reserved for maintenance), the digital library is accessible campus-wide.

Library amenities include INFLIBNET/IUC facilities, N-list access, public services upon request, information dissemination, and new book displays. The digital section features four computers with internet connectivity, nominal printing charges for students, and Wi-Fi with a 100 Mbps speed. Tailored for postgraduate students, the library provides Braille open-source software, materials on Tribal Studies, and resources for competitive exams. Additionally, orientation programs guide first-semester students, while assistance is available for database searches through OPAC, D. Space and Digital Library.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria_4/4.2.1/4.2.1_ADDITIONAL_INFO_-PASTE_LINK_CLICK_HERE.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria_4/4.2.1/4.2.1_ADDITIONAL INFO -PASTE LINK CLICK HERE.pdf</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

**115369**

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)**

**4.2.4.1 - Number of teachers and students using library per day over last one year**

1.84

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

#### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college consistently expands its IT facilities to accommodate technologically proficient students and adapt to evolving academic trends. The campus, featuring Wi-Fi connectivity, allows all departments to access the internet, facilitating knowledge augmentation for both teachers and students.

The institution maintains a well-organized website providing comprehensive information on ongoing events, and student attendance is efficiently managed through a mobile application-based system, facilitating report generation.

With five broadband connections offering a speed of 200 Mbps from multiple service providers, the college ensures a reliable, high-speed internet connection. The well-established computer center, equipped with 30 computers featuring licensed Microsoft products, functions as a hub for various IT activities. Additionally, the college serves as an authorized testing center for the Microsoft Office Specialist CERTPORT.

The computer centre conducts training programs in Tally, Microsoft Office, and web designing. Operating on a 200 Mbps broadband connection, accessibility is provided to students from 9 am to 4:30 pm on every working day. Moreover, the UGC-funded Network Resource Centre features 22 systems and printer facilities for student use.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%204/4.3.1/4.3.1%20LINK%20FOR%20ADDITIONAL%20INFO.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%204/4.3.1/4.3.1%20LINK%20FOR%20ADDITIONAL%20INFO.pdf</a>

**4.3.2 - Number of Computers**

52

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

**4.3.3 - Bandwidth of internet connection in the Institution**

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

**4.4 - Maintenance of Campus Infrastructure****4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

855673

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The collegiate institution's management ensures perpetual immaculacy on the premises throughout the year. In their wisdom, the astute management has engaged two custodial personnel on daily wages for the meticulous upkeep of the grounds. Each day, these dedicated individuals tend to the entire campus, ensuring the classrooms and lavatories maintain their pristine condition.

In a nod to gender-sensitive hygiene, two sanitary napkin incinerators reside in facilities designated for women. To fortify premises sanctity, the sagacious management has a security personnel on a monthly contract, with continuous surveillance via closed-circuit cameras.

Solar-powered luminaries adorn the campus, dispelling nocturnal shadows. Electrical and plumbing concerns are promptly addressed based on immediate needs. Classroom accoutrements undergo periodic scrutiny and necessary repairs during semester breaks.

Architectural edifices, including the auditorium and seminar hall, undergo systematic examinations during the annual summer sojourn. The Library Advisory Committee adjudicates on literary tomes procurement and drafts the fiscal blueprint.

Departmental needs are methodically delineated annually and submitted to the principal. In collaboration with the Planning Board, the discerning principal accedes to and procures requisites. Notably, the college's culinary abode operates under a contractual agreement, ensuring well-regulated governance.

## Top of Form

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AOAR/2022-23/Criteria%204/4.4.2/4.4.2%20Link.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AOAR/2022-23/Criteria%204/4.4.2/4.4.2%20Link.pdf</a>

**STUDENT SUPPORT AND PROGRESSION****5.1 - Student Support****5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year****5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

262

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

**5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year****5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

19

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**A. All of the above**

File Description	Documents
Link to Institutional website	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%205/5.1.3/5.1.3-LINK.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%205/5.1.3/5.1.3-LINK.pdf</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

1

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

1

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

<p><b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</b></p>	<p><b>A. All of the above</b></p>								
<table border="1"> <thead> <tr> <th data-bbox="97 607 531 674">File Description</th> <th data-bbox="531 607 1394 674">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="97 674 531 887">Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee</td> <td data-bbox="531 674 1394 887"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="97 887 531 987">Upload any additional information</td> <td data-bbox="531 887 1394 987"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="97 987 531 1133">Details of student grievances including sexual harassment and ragging cases</td> <td data-bbox="531 987 1394 1133"><a href="#">View File</a></td> </tr> </tbody> </table>	File Description	Documents	Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>	Upload any additional information	<a href="#">View File</a>	Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>	
File Description	Documents								
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>								
Upload any additional information	<a href="#">View File</a>								
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>								
<p><b>5.2 - Student Progression</b></p>									
<p><b>5.2.1 - Number of placement of outgoing students during the year</b></p>									
<p><b>5.2.1.1 - Number of outgoing students placed during the year</b></p>									
<p><b>2</b></p>									
<table border="1"> <thead> <tr> <th data-bbox="97 1424 531 1491">File Description</th> <th data-bbox="531 1424 1394 1491">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="97 1491 531 1592">Self-attested list of students placed</td> <td data-bbox="531 1491 1394 1592"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="97 1592 531 1693">Upload any additional information</td> <td data-bbox="531 1592 1394 1693"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="97 1693 531 1850">Details of student placement during the year (Data Template)</td> <td data-bbox="531 1693 1394 1850"><a href="#">View File</a></td> </tr> </tbody> </table>	File Description	Documents	Self-attested list of students placed	<a href="#">View File</a>	Upload any additional information	<a href="#">View File</a>	Details of student placement during the year (Data Template)	<a href="#">View File</a>	
File Description	Documents								
Self-attested list of students placed	<a href="#">View File</a>								
Upload any additional information	<a href="#">View File</a>								
Details of student placement during the year (Data Template)	<a href="#">View File</a>								
<p><b>5.2.2 - Number of students progressing to higher education during the year</b></p>									
<p><b>5.2.2.1 - Number of outgoing student progression to higher education</b></p>									
<p><b>6</b></p>									

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

### **5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**

#### **5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

1

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

### **5.3 - Student Participation and Activities**

#### **5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

##### **5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

9

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

Henry Baker College, Melukavu implements a well-structured Student Council elected via parliamentary mode following Lyngdoh Commission and Mahatma Gandhi University guidelines. The Election Committee, overseen by the Discipline Committee, conducts elections with University-declared nomination and voting dates, ensuring ethical practices. Initially, class representatives are elected, who then choose College Union office bearers, including a Chairperson, Vice-Chairperson (female), General Secretary, and others. The Principal administers their oath, acting as President, with a staff advisor appointed by the College Council. The Union appoints members to various committees like Grievance Redressal, Sports, and IQAC, fostering student participation. They organize arts, sports festivals, and encourage involvement in external events. Students actively engage in committees like Anti-Narcotic and Anti-Ragging Cells, Internal Compliance, and Discipline. They lead NSS volunteering, manage the College Magazine, and coordinate clubs. Students have representation in academic and administrative bodies, providing feedback for improvement. Leadership training is provided, facilitating effective management. The Union collaborates with the Principal and staff advisor on campus activities, discipline, assemblies, and event planning, encapsulating a holistic student governance approach.

File Description	Documents
Paste link for additional information	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%205/5.3.2/5.3.2%20AI%20link.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%205/5.3.2/5.3.2%20AI%20link.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

15

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	<a href="#">View File</a>

### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Henry Baker College Alumni Association, registered under the Societies' Registration Act, is dedicated to fostering a cohesive network of Henry Baker alumni and enhancing the personal and professional growth of both current and former students. Operating both at the college level as the Old Students' Association (OSA) and at the departmental level through individual alumni groups, the association actively engages in college activities and facilitates interactions between alumni and present students, fostering an exchange of experiences and insights. Moreover, alumni generously contribute both financially and through non-financial support, exemplified by initiatives such as sponsoring a solid waste

incinerator and offering expertise as resource persons for various academic events. Furthermore, the association has spearheaded scholarship programs for students and actively solicits feedback from alumni on academic matters, including curriculum, teaching methods, and support services. Regular family gatherings are also organized to strengthen familial bonds among alumni.

File Description	Documents
Paste link for additional information	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%205/5.4.1/5.4.1%20Link.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%205/5.4.1/5.4.1%20Link.pdf</a>
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**      **E. <1Lakhs**

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

#### MOTTO: FROM DARKNESS INTO MARVELLOUS LIGHT

- The institution aims at imparting quality education so that people may be liberated from the darkness of ignorance to the dawn of knowledge.

#### VISION:

- To be a centre of higher education imparting qualitatively high, socially relevant and holistic education to all without discriminating anyone on the ground of caste, creed, region, religion, language or gender.

#### MISSION:

- To liberate young men and women from the darkness of ignorance to the dawn of knowledge and wisdom through value based education.

The college provides education founded on Christian values and secular principles. Under a democratic leadership, the college strives hard to live out its commitments by its strategic initiatives in tune with its vision and mission.

- Admission is open to all irrespective of their caste, religion, region and economic strata. Ample opportunity is provided to Christian Minority students and students who belong to the Scheduled Castes and Scheduled Tribes and other marginalized communities to infuse in them a spirit of urge for knowledge and social commitment.
- The Manager of the College, the College Governing Body, the Principal, the Staff Council, IQAC and various statutory and non statutory committees endorse the democratic leadership by participative decision making.
- The institution endorses participative management by delegating the staff and students in several clubs and cells.

File Description	Documents
Paste link for additional information	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%206/6.1.1/6.1.1%20for%20link.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%206/6.1.1/6.1.1%20for%20link.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

The institution strongly believes in democratic and participatory mode of governance in all its academic and administrative affairs. The institution's commitment to decentralization and participative management is evident in the way the institution carries out its infrastructural developments. These developments are meticulously planned and executed through extensive discussions with all stakeholders. The necessity of equipping students with essential technical skills and creating a technologically advanced learning environment was expressed by various stakeholders. Recognizing this need, the management decided to renovate the computer lab.

The proposed plan was presented to the Governing Body for approval. Considering its feasibility and impact on student learning, the Governing Body thoroughly reviewed and approved the plan. This decision reflects the institution's unwavering commitment, to ensure that the students have access to the best possible resources and facilities to enhance their learning experiences. By involving all stakeholders and seeking their input, the institution ensures that decisions are made collectively, considering the diverse perspectives and expertise of those involved. Thus, the project was successfully executed in the academic year 2022-23. The participatory management approach not only ensures transparency and inclusivity but also creates a sense of ownership and shared responsibility among all members of the institution.

File Description	Documents
Paste link for additional information	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%206/6.1.2/Computer%20Lab.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%206/6.1.2/Computer%20Lab.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution has a well-charted strategic plan, and the successfully implemented activities based on this plan is a cluster of green initiatives aimed at promoting eco-friendly practices. In addition to the eco-friendly activities conducted on our campus, such as rainwater harvesting, tri-color waste bins, a plastic crushing unit, a vermi-compost pit, bird water feeders, solar panels, a herbal garden, organic farming, tree planting, Nakshatravanam, and a butterfly garden, the institution extends its green practices to the community. This is done with the goal of educating people about sustainable living and the significance of preserving the environment. The following outlines the green initiatives undertaken by the institution during the academic year 2022-23.

- Cleaning programme at tourist destination- Kayoor, Nadukani.
- Cleaning of Pachathuruthu (Mini Forest), Fruit Tree Planting & Organic Farming and Distribution of paper pens with seeds of plants in M.D.C.M.S. High School,

Erumapramattom.

- River Cleaning Programme- " Puzhanadatham"
- Distributed rain gauges for measuring the amount of liquid precipitation over the area and updated the information to Meenachil River and Rain Monitoring Network.
- Affixed QR Code and collected data for QR Code scanning of Harithamitram Smart Garbage Monitoring System i
- Nature Walk for the students to familiarize the importance of biodiversity and sustainability.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.henrybakercollege.edu.in/AboutUs/Strategic%20Plan">https://www.henrybakercollege.edu.in/AboutUs/Strategic%20Plan</a>
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

**Manager:** The governance and the management of Henry Baker College, Melukavu, which is a minority Educational Institution, are anchored by Henry Baker Educational Society of the C.S.I East Kerala Diocese. The Manager is the appointing authority of the college.

**College Governing Body:** The institution is governed by College Governing Body consisting of 8 members including the Principal and Bursar of the college. It is the policy making apex forum of the institution.

**Principal:** The Principal, the Chief Executive and the Chief Academic Officer of our college, spearheads the academic, administrative and other activities of the institution.

**The Staff Council:** The Staff Council, advisory body in the institution, consists of the Principal, the Heads of the Department, IQAC coordinator and two elected members assists the Principal in academic and all other internal matters.

**IQAC:** The IQAC, constituted under the chairmanship of Principal, facilitates quality assurance and quality enhancement and channelize the institution to academic

excellence.

**Service Rules and Procedures:** We strictly follow the service rules in accordance with the UGC/ State Government/ University norms. Appointments are carried out in accordance with the norms of the UGC and the State Service Rules.

File Description	Documents
Paste link for additional information	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%206/6.2.2/6.2.2%20cover%20page%20%20for%20link.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%206/6.2.2/6.2.2%20cover%20page%20%20for%20link.pdf</a>
Link to Organogram of the institution webpage	<a href="https://www.henrybakercollege.edu.in/AboutUs/Organogram">https://www.henrybakercollege.edu.in/AboutUs/Organogram</a>
Upload any additional information	<a href="#">View File</a>

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

The college provides the following welfare schemes for the staff:

- Faculty Development Programmes
- Financial support is provided for the staff members to meet medical expenses.

- Remarkable achievements of staff members are honoured in the Excellence Day.
- Retirement function for the staff in recognition of their commendable service.
- Residential facilities for the lady staff in the Women's Hostel.
- Separate section for teachers in the college library.
- Recreation facilities, staff rest room, co-operative store
- Separate parking area for the vehicles of staff members.
- Computer, internet facility and printer are provided in the departments for the teachers.
- Toilet facilities in all blocks for teachers.
- Canteen facilities are provided for the staff members at a subsidized rate.
- A well-equipped fitness centre is provided for the staff members.
- Get together of staff members is conducted during the Onam and Christmas celebrations.
- Free Wi-Fi facility is available in the campus.
- Computer Lab and UGC Network Resource Centre are available for staff members.
- CCTV surveillance system is available for ensuring campus security.
- The entire staff is covered under group insurance.
- An Internal Complaints Committee is functioning in the college for staff and students as per guidelines issued by the honourable High Court of Kerala.

File Description	Documents
Paste link for additional information	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%206/6.3.1/6.3.1%20for%20link.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%206/6.3.1/6.3.1%20for%20link.pdf</a>
Upload any additional information	<a href="#">View File</a>

**6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

<b>1</b>	
File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>
<b>6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year</b>	
<b>6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year</b>	
<b>2</b>	
File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>
<b>6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)</b>	
<b>6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year</b>	
<b>15</b>	

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

#### Self-Appraisal form for teachers:

- A self-appraisal form which records annual performance of teachers is collected in the prescribed format of UGC. It serves as a record of curricular, extracurricular and professional development activities of the teacher. Principal holds confidential meetings with the teachers and provides suggestions for their professional growth.

#### Teachers Diary:

- Teachers Diary is maintained by all teachers to record their daily academic activities as well as curricular and co-curricular activities.

#### Daily Work Sheet:

- Daily Work Sheet is prepared by the Department to register daily duty engagements of the teachers.

#### Self-Appraisal form for non-teaching staff:

- A Self-appraisal form of Non-teaching staff is collected annually to evaluate their work and document their activities. Principal monitors the performance of non-teaching staff and conducts personal meetings for assessment and gives them feedback.

#### Duty Register of non-Teaching staff:

- The Head of the administrative section of the college maintains a duty Register for the non teaching staff to document their assigned duties. This register ensures that each staff member is fulfilling their assigned duties and responsibilities.
- A duty register for the cleaning and security staff also is maintained in the office.

File Description	Documents
Paste link for additional information	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%206/6.3.5/6.3.5%20adnl%20docs%20for%20upload.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%206/6.3.5/6.3.5%20adnl%20docs%20for%20upload.pdf</a>
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

**Financial Audit of all Funds:**HBC's financial audit of accounts are:

- **Audit by External Chartered Accountant:** The accounts are audited by a privately practicing Chartered Account after the closure of every financial year.
- **Audit of HBC Co-operative Society by DCA:** The Auditor of Directorate of Co-operative Audit (DCA), comes under Assistant Registrar (Co-operation), Pala conducts Audit of "The Melukavu HBC Co-operative Society" after the closure of every financial year.
- **Internal Audit:** It is conducted by an internal auditor under the supervision of the Internal Audit Committee
- **Audit by Directorate of Collegiate Education:** The Directorate of Collegiate Education, Trivandrum through the Audit Team of Deputy Directorate of Collegiate Education, Kottayam conducts periodical audit of books and accounts of the Institution
- **Audit by Accountant General, Kerala:** The Accountants General, Kerala also conducts their periodic audit of the Institution. Their suggestions and directions are also incorporated for the utilization of the funds.

File Description	Documents
Paste link for additional information	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%206/6.4.1/Audited%20Statements%202022-23%20original.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%206/6.4.1/Audited%20Statements%202022-23%20original.pdf</a>
Upload any additional information	<a href="#">View File</a>

#### 6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0.408

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The Resource Mobilization Policy of Henry Baker College describes the strategies and protocols for financial planning and funds mobilization. The Management monitors the optimal utilization of funds in such a way to promote learning and in line with the vision and mission of the institution.

The prime financial sources of the college are budgetary support from the Kerala Government, Management, University Funds, PTA, Alumni, Endowments and Scholarships to students and Grants From individuals, Govt. Grants for NSS,

The funds from various sources are primarily used for two purposes: Academic and Extension Initiatives

- Seminars/ Conferences/ Workshops/ Faculty Development

### Programmes

- Scholarships and free ships for deserving students
- Extracurricular activities of the students such as sports and cultural activities
- Incentives for faculty attending seminars/workshops/training programmes

### Infrastructure Augmentation

- New infrastructure facilities for new programmes/courses
- Maintenance of existing facilities (infrastructure and lab)
- Purchase of new lab equipment
- Purchase/upgradation of ICT facilities

Resource Mobilization Policy also defines the policy for outsourcing physical and other resources of the institution.

Physical facilities such seminar hall, auditorium and class rooms are provided for the conduct of government initiatives like conduct of exams by Kerala PSC, NSS camps etc.

Students/Research Scholars/Faculty from other institutions can avail the library facilities.

File Description	Documents
Paste link for additional information	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%206/6.4.3/6.4.3%20res%20mob%20policy.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%206/6.4.3/6.4.3%20res%20mob%20policy.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC has been instrumental in the implementation of new initiatives at the college. It makes significant interventions in the quality enhancement initiatives of the college in curricular as well as co-curricular aspects. Major quality initiatives of IQAC are listed below.

### 1. Faculty Development Programmes

The Internal Quality Assurance Cell (IQAC) initiatives encompass strategies and measures aimed at enhancing the efficacy of the teaching-learning process and faculty development. The institution adheres to the UGC/NAAC/University stipulated outcome-based blended learning. IQAC also supports teachers in enhancing their professional development and helps them stay updated with the latest educational trends, technologies, and pedagogical techniques.

#### 1. IQAC/360 degree feedback system and AAA

Feedback is gathered from various stakeholders involved in the teaching-learning process, encompassing teachers, students, parents and employers. The IQAC oversees the efficient delivery of the curriculum and the overall functioning of the institution by synthesizing the feedback received, in conjunction with Annual Academic and Administrative Audits. Additionally, an integral feedback mechanism is the annual Performance-Based Appraisal System (PBAS), wherein each faculty member conducts a self-appraisal at the conclusion of the academic year, submitting the findings to the IQAC for evaluation.

#### 1. HBC Chronicle

The "HBC Chronicle" serves as a transparent platform for the presentation, scrutiny, and analysis of the institution's performance in each academic year. It functions as an outlet for showcasing and evaluating all academic and non-academic initiatives undertaken by the institution.

File Description	Documents
Paste link for additional information	<a href="https://www.henrybakercollege.edu.in/Uploads/Files/Chronicle%202022-23%20(2) compressed.pdf">https://www.henrybakercollege.edu.in/Uploads/Files/Chronicle%202022-23%20(2) compressed.pdf</a>
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The Internal Quality Assurance Cell (IQAC) diligently oversees the institution's commitment to maintaining high teaching and learning standards. Focusing on Outcome-Based Education (OBE), the IQAC conducts Faculty Development Programs (FDPs) to equip educators with the latest pedagogical insights and assessment techniques. This hands-on training ensures teachers stay updated on evolving educational practices, contributing significantly to ongoing improvements.

The Academic Calendar, meticulously planned and distributed, guides the institute's activities, including departmental action plans and internal examination schedules. Teachers record their plans in the Course Plan and Teachers' diary, facilitating timely syllabus completion. Department heads and the Principal actively monitor and review this process.

To assess course outcomes, Program Outcomes (PO), Programme Specific Outcomes (PSO), and Course Outcomes (CO) measurements are employed, with results regularly reviewed by the Principal. The IQAC collects feedback on teaching and learning annually, analyzing it comprehensively. Feedback-driven improvements are communicated and implemented, fostering a continuous enhancement of the teaching-learning process.

File Description	Documents
Paste link for additional information	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%206/6.5.2/6.5.2%20link%20for%20Additional.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%206/6.5.2/6.5.2%20link%20for%20Additional.pdf</a>
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**A. All of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2021-22/Criteria%206/6.5.3/Annual%20Report%20of%20the%20college%202021-2022.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2021-22/Criteria%206/6.5.3/Annual%20Report%20of%20the%20college%202021-2022.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

#### Specific Facilities Provided for Women

- Safety and Security

Through relentless care, vigilance and surveillance safety as well as security of women is assured

**Security Personnel:** A security guard is posted at the Main Gate

**Regulated Entry:** Entrance is regulated by checking Identity Cards at the main gate

**CCTV Surveillance:** 43 CCTV cameras are installed at various points to ensure safety

**Redressal of Grievances:** The Internal Complaints Committee (ICC) deals with grievance and is alert to assure a safe atmosphere for women

The college is vigilant to matters pertaining to any kind of harassment and gender sensitivity

The Women's Cell supervises all activities and training programmes related to safety and security of women

Vigilance against Ragging: Anti-ragging Cell functions as per the U.G.C. guidelines

All students give an online affidavit about non- involvement in ragging activities in the UGC Anti-Ragging Cell Website

Constant vigilance is kept to thwart any instance of ragging in the campus

The Women's Hostel provides the students a safe and comfortable environment and is a Zero ragging space.

- 

Well-regulated Mentoring system for regular academic and personal counselling

Every student is assigned a faculty as her mentor who provides constant care and support

- Common rooms

There are three common rooms for girl students with the following facilities

Bed for the sick to recline and relax

Medicine chest and First Aid Box

Incinerators and Sanitary Napkin kiosk

File Description	Documents
Annual gender sensitization action plan	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AOAR/2022-23/Criteria%207/7.1.1/Annual%20Gender%20Sensitisation%20Action%20Plan%20WL.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AOAR/2022-23/Criteria%207/7.1.1/Annual%20Gender%20Sensitisation%20Action%20Plan%20WL.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AOAR/2022-23/Criteria%207/7.1.1/7.1.1%20%20Facilities.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AOAR/2022-23/Criteria%207/7.1.1/7.1.1%20%20Facilities.pdf</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**A. 4 or All of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

**and non-degradable waste (within 200 words)**

**Waste materials are systematically classified and dealt with. We have an effective and well-structured method of waste management. To keep the ecosystem sustainable, Degradable, Non-degradable and Bio-degradable wastes are collected in specially constructed Tri-colour waste bins for each of these waste materials.**

**Solid Waste Management**

**Biodegradable materials are collected separately and turned into vermicompost**

An incinerator for decomposing solid waste is installed in the campus

Equipment are put to maximum use through maintenance

Equipment damaged beyond repair are disposed of without polluting the environment

Thumboormoozhi Model Eco-friendly Waste Disposal system employed

Plastic waste disposed with the help of Plastic crushing machine

#### Liquid Waste Management

Liquid waste is drained through proper sewers into covered pits

Liquid waste from the chemistry laboratory is channeled through pipes and collected in tanks which prevent contact of such chemical waste with the soil

#### E-waste Management

Damaged computers and peripherals are repaired and reused

Optimum use of all electronic equipment through repair

The policy of 'Repair and Reuse' ensures to keep e-waste to the minimum

Tie up with a government approved agency for managing e-waste as per safety norms

No hazardous chemicals and radioactive waste in the campus

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

<b>7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus</b>	<b>A. Any 4 or all of the above</b>
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File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

<b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b> <ol style="list-style-type: none"> <li><b>1. Restricted entry of automobiles</b></li> <li><b>2. Use of bicycles/ Battery-powered vehicles</b></li> <li><b>3. Pedestrian-friendly pathways</b></li> <li><b>4. Ban on use of plastic</b></li> <li><b>5. Landscaping</b></li> </ol>	<b>A. Any 4 or All of the above</b>
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File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b>	<b>A. Any 4 or all of the above</b>
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

#### **7.1.8 Inclusive Environment**

**Henry Baker College prioritizes inclusiveness, welcoming**

students from diverse backgrounds without favoring any religion, caste, or class. The institution operates on a foundation of perfect equality and enduring tolerance in all aspects of academic, administrative, and co-curricular activities. With a student and staff population representing varied cultural, socio-economic, and regional backgrounds, the college actively fosters an inclusive environment to promote harmony. Emphasizing values of togetherness, the institution disregards communal, religious, caste-based, and class-driven differences on campus. Dedicated to the upliftment of all students, irrespective of gender, the college remains committed to fostering a harmonious and tolerant community.

### Integrating the Campus community through Festivities

#### Onam Celebrations

Onam, the chief festival of Kerala, marks the harvest season and the New Year. Celebrated in August-September, it honors the legendary rule of King Mahabali, symbolizing an era of equality. Mahabali is believed to visit during Onam, fostering unity and joy. Festivities encompass Athapookkalam, Vallam Kali, Thiruvathira dance, and Tug of War. In the college, vibrant celebrations include Uriyadi, musical chairs, Vanchipattu, and the traditional Onasadya banquet, fostering oneness and unity among teachers and students. This national festival embodies the spirit of collective joy, erasing individual differences.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

#### 7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

For the promotion of constitutional values, rights, duties, and responsibilities of citizens is deeply ingrained in our educational ethos of the college. We recognize the significance of fostering a strong sense of national integration and unity among our students and employees. To achieve this, we actively participate in the celebration and commemoration of key

national days that hold immense historical and constitutional importance.

Independence Day marks the liberation of our nation, while Gandhi Jayanti pays tribute to the Father of the Nation and his principles of non-violence and truth. Republic Day and Constitution Day serve as poignant reminders of the democratic ideals that form the bedrock of our nation. These celebrations not only instill a sense of pride but also contribute to a better understanding of our constitutional heritage.

Additionally, we actively engage in initiatives such as NSS Day, where the National Service Scheme plays a pivotal role in community service and social responsibility. Our NSS Unit spearheads cleanliness drives as part of the Swachh Bharat Mission, emphasizing the importance of a clean and hygienic environment.

Moreover, our commitment extends to civic education through initiatives like the Voters' Awareness Programme. By imparting knowledge about the electoral process and encouraging active participation, we empower our students and employees to exercise their democratic rights responsibly. Through these multifaceted efforts, our college strives to create conscientious citizens who are not only aware of their rights but also dedicated to upholding the constitutional values that define our great nation.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%207/7.1.9/7.1.9%20Sensitization.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%207/7.1.9/7.1.9%20Sensitization.pdf</a>
Any other relevant information	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%207/7.1.9/7.1.9%20ARI.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%207/7.1.9/7.1.9%20ARI.pdf</a>

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct**

**A. All of the above**

**Institution organizes professional ethics programmes for students, teachers, administrators and other staff**  
**4. Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

**7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals**

**Celebration of National Days:**

The celebration of national days commemorates historic days and the luminaries who moulded our nation.

Celebration of National days provides a message of service and social commitment.

On occasions like Gandhi Jayanti programmes are initiated to clean the campus and nearby villages as well as cleaning water bodies and roads.

In case of science related days, programmes are organized to augment scientific temper

**National Days Celebrated:**

**Independence Day**

Gandhi Jayanthi

Constitution Day

National Unity Day

NSS Day

National Science Day

Celebration of International Days:

Integrates the individual with the larger humanity. Enhances commitment to preserve the ecosystem and the need to safeguard a sustainable environment.

International Days celebrated:

World Population Day

International Girl Child Day

Hiroshima-Nagasaki day

Malala Day

World Environment Day

International Women's Day

International Day of Yoga

World Poetry Day

Regional and Religious Festivals:

Festivals like Onam, Christmas, Ramadan and Holi are celebrated bringing in a spirit of oneness and harmony. Such celebrations convey the message of national integration and communal harmony. Respect for the beliefs and customs of all religions is cultivated in the young minds.

To enhances awareness about the multicultural social fabric of the nation.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### Best Practice 1

**Title: Initiatives for Psychosomatic Wellbeing**

#### Objectives

- : - To preserve physical and psychic health in the campus community
- : -To empower the students physically and mentally so that it would enhance their academic and extracurricular activities
- : -To ensure quality life, moulding the students into better persons having a sound mind in the sound body
- : -To make the campus community realise the need for equanimity in times of the pandemic

1. Inculcating the spirit of being mentally healthy Individuals
2. Cautioning the Youth against damaging pathways to ill health
3. Channeling Healthy Minded Youth to Social Service

#### 4. Special Attention to Women's Health

There was a sort of reluctance on the part of the students to engage in social service activities. But the timely intervention of NSS Volunteers and Programme Officers helped to overcome such hazards.

##### Best Practice 2: Women Empowerment through Enhancing Gender Equity

##### Objectives

1. To make the students aware of the need to uphold gender equity.
2. To inculcate the need for women empowerment.
3. To counter the debilitating patriarchal ideology which creates a feeling of inferiority among women
4. To make students realize the pitfalls of traditional gender roles and resist them
5. To make girl students realise their potential and crucial role in society

File Description	Documents
Best practices in the Institutional website	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%207/7.2/7.2%20Best%20practice.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%207/7.2/7.2%20Best%20practice.pdf</a>
Any other relevant information	<a href="https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%207/7.2/7.2%20ARI%20.pdf">https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2022-23/Criteria%207/7.2/7.2%20ARI%20.pdf</a>

#### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

##### 7.3

In accordance with its lofty vision and mission, Henry Baker College is dedicated to the bring light of wisdom to the marginalized and socially backward sections. A large majority of the students belongs to the Minority and Marginalized

Sections (MMS) of the community. Every year the number of students belonging to these underprivileged sections, viz., Scheduled Castes, Scheduled Tribes, Other Backward Communities including the Muslim minority, Other Eligible Communities and the Christian Minorities, is invariably above 90 per cent. This sizable chunk of students is the pride and distinction of our institution. We have put a great effort and special care to the academic and personal development this major slice of our student community. The college makes a dedicated effort to inculcate necessary skills and confidence among these students, enabling them to be worthy young men and women who could easily overcome the challenges of life. For this, the college gives them training in leadership skills, communication and job oriented soft skills through carefully chalked out, structured programmes led by the Minority Cell and all other functional bodies in the college. Their performance in academic and co-curricular activities bear witness to the consistent effort of the college.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

#### Plan of action for the next academic year

##### The establishment of a Research Centre in History

The educational landscape is poised for transformative change with the launch of a Research Center in History. This initiative aims to enrich academic offerings and enhance research capabilities, serving as a hub for scholarly pursuits. This undertaking not only fosters intellectual growth but also elevates the academic prestige of the institution.

##### The inauguration of a Local Chapter of Sreenarayanaguru Open University, Kollam

For amplifying educational access, the inauguration of a Local Chapter of Sreenarayanaguru Open University in Kollam promises

to open new avenues for learning.

The implementation of additional Faculty Development Programmes focused on AI tools

In tandem with the technological evolution, the implementation of additional Faculty Development Programmes with a focus on AI tools signifies a commitment to staying at the forefront of innovation. This ensures that educators can equip with the latest pedagogical tools to enhance the overall learning experience.

Increase the number of certificate programmes

To broaden educational horizons is evident in the decision to increase the number of certificate programs. This diversification responds to the dynamic needs of learners, offering specialized knowledge and skill development in various disciplines.

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