

# WELFARE MEASURES FOR TEACHING AND NON- TEACHING STAFF

## HENRY BAKER COLLEGE, MELUKAVU

### Excellence day 2022-23

The Excellence Day 2023 took place on March 21, 2023, at 10:00 am in the college auditorium. It was a remarkable event dedicated to honoring the outstanding achievements of both students and faculty during the academic year 2021-22.

Excellence Day 2023 is of special significance as we celebrated four university rank holders, students who secured the second prize in M G University Kalolsavam, a third prize in wrestling at the university level, and the Best NSS volunteer of M G University. Additionally, the short film 'Voter's Ink,' created by third-year B Voc. students, received the third prize at the state level and the first prize at the District level competition held by the Election Commission.

The program commenced with a solemn opening prayer led by Rev. Roy Thomas P., followed by a warm welcome from Dr. Soumya Paul, PTA Secretary. Dr. G. S. Gireesh Kumar, the Principal, provided an insightful overview of the annual report, highlighting the academic accomplishments, co-curricular and extra-curricular activities of both students and faculty for the academic year 2021-22. He extended his heartfelt congratulations to the students who brought glory to the college.

The esteemed College Manager, Bishop Rt. Rev. V. S. Francis, presided over the programme. In his presidential address, Bishop Francis recognized the University Rank holders and special achievers. The guest of honor for the day was Sri. K G Simon IPS, a retired Superintendent of Police renowned for his exceptional service. In his motivational speech, he shared stories of the various crises and incidents he faced as a police officer, emphasizing the importance of goal setting and hard work as the keys to success. Sri. K G Simon IPS also had the honor of distributing scholarships and mementos to rank holders, toppers, and special achievers. Special awards were bestowed upon the faculty members, Sri. Jayakumar P.V., Assistant Professor on Contract, Department of Malayalam and Ms. Shemi Paul, Assistant Professor on Contract, Postgraduate Department of Commerce, for their excellence in academics and other achievements.





Bibin Rajesh- Best NSS Volunteer



Hiba Fathima- 9<sup>th</sup> Rank B Com Cooperation



Sri. Jayakumar P V – Short Film award



Sri. George Joseph K



Smt. Ajitha V R receiving memento from Bishop Rt. Rev. V S Francis

## **RECREATION FACILITY**

Recreational facilities are always a great addition to any workplace. Henry Baker College offers recreational facilities for the staff members to recharge and rejuvenate during breaks or after a long day of work. Engaging in recreational activities like chess, gym, or badminton can also promote physical fitness and overall well-being. These recreational options not only promote a healthy lifestyle but also help foster team building and friendly competition among colleagues.



## **LIBRARY FACILITIES**

Henry Baker College has a well maintained library which offers adequate facilities for teachers and students. Special library facilities including a separate reading area provided for the teachers. It offers a conducive environment for research, study, and preparation. It allows teachers to have access to a wide range of resources, references, and academic materials specific to their subjects.



### **Parking Facility**

Separate vehicle parking space is provided for the teaching and non-teaching staff to ensure convenience and accessibility. The parking area is covered by CCTV camera for security monitoring.



### **Henry Baker College Women's Hostel**

Henry Baker College Women's Hostel offers accommodation for the staff members, especially for those who live far from the college or those who prefer to have hostel accommodation. It provides convenience, reduces commuting time, and enables staff members to be fully engaged in their work without the added stress of long-distance travel.

 **HENRY BAKER COLLEGE, MELUKAVU**  
*(Affiliated to Mahatma Gandhi University, Kottayam, Kerala)*  
*A Christian Minority Educational Institution*  
Accredited by NAAC with 'A' Grade  
An ISO 9001:2015 Certified Institution

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10.02.2022

**Office Order**

Based on the request submitted, Dr. Beena Paul, Head & Associate Professor, Postgraduate Department of History, is allotted Room No. 16 in Henry Baker College Women's Hostel for her residence from 21.02.2023-31.03.2023.

Copy to:

Dr. Ansa Andrews, Staff Warden

Ms. Susamma Joseph, Hostel Warden

   
PRINCIPAL  
HENRY BAKER COLLEGE  
MELUKAVU

### **UGC Network Resource Centre**

A well equipped Network Resource Centre is functioning in the college. It serves as a space where faculty members and students can collaborate, share knowledge, and access educational materials. It supports professional development, encourages research, and facilitates the exchange of ideas and best practices among teachers, ultimately enhancing the quality of education in the college. It is equipped with desktop computers with internet connectivity.



### **Computer and Internet Facility in the Departments**

Computer and internet and printing facilities in each department offers seamless access to online resources, research materials, and academic tools.



### **Wash Room Facilities**

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



### **Cooperative Society**

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



### **College Canteen**

Henry Baker College Canteen serves as a central gathering place for students and staff during meal times. It provides nutritious meals, snacks, and cool drinks and ensures that students and staff have access to a balanced diet throughout their day. There are separate seating arrangements for teaching and non teaching staff. It has a well furnished and hygienic kitchen.



### **Fitness Centre**

The college has a well-managed gym within the campus for students and faculties. It offers an accessible space for students and staff to engage in various exercise and fitness activities. It promotes a healthy lifestyle, encourages physical well-being, and can help in reducing stress and improving mental health.



### **Staff Rest Room**

The staff rest room with a bathroom provides a comfortable and convenient space for the staff members to take breaks and attend to personal needs. It offers privacy, hygiene, and allows staff members to relax and recharge during their working hours, ultimately improving their well-being and productivity.



## Indoor Stadium

Indoor stadium in the college provides a space for various sports and recreational activities. It offers opportunities for the students and staff to engage in physical exercise, team sports, and other events, promoting a healthy lifestyle, teamwork, and physical fitness.



## CCTV Surveillance

To help in enhancing the security of staff and students and ensuring the safety of students, staff, and college property, the entire college and its premises are under surveillance by 24 x 7 CCTV cameras.



## Group Insurance Scheme

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

## Computer Lab

The well-equipped computer lab in the college provides opportunity to enhance the technology skills of its users. Teachers can learn new software applications, develop proficiency in digital tools, and gain experience in integrating technology into their teaching practices. It also serves as a hub for

professional development workshops and training sessions, allowing teachers to expand their knowledge and skills in areas related to educational technology.



### **Free Wi- Fi Facility in the campus**

Free Wi-Fi facilities in the campus enable the staff members to access online resources and communicate effectively while on campus. It contributes to the overall professional environment and support the academic pursuits of the staff.

### **Staff Association**

The Henry Baker College Staff Association acts as a representative body for staff members and works towards promoting their welfare, interests, and professional development. It fosters a sense of community among staff members and advocates for the needs and concerns of the staff member. The Staff Association was formed in 2017. It will be registered in the imminent future.

### **OBJECTIVES OF THE ASSOCIATION**

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

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

### **Farewell Functions:**

Henry Baker College, Melukavu Staff Association organizes farewell events to bid farewell to retiring staff members. These events provide a platform to express gratitude, acknowledge their contributions, and create memorable experiences.



Smt. Ajitha V R & Sri. George Joseph K receiving memento from Bishop Rt. Rev. V S Francis

### **Birthday Celebrations:**

Celebrating the birthdays of staff members by cutting cakes contribute to a positive work environment. It's a wonderful way to show that each staff member is valued and that their contributions are recognized and celebrated by their colleagues.



### **Onam and Christmas Celebrations:**

Organizing get-togethers and celebrations for staff members can enhance staff morale and create a sense of appreciation and togetherness. Onam and Christmas celebrations provide an opportunity for staff members to socialize, strengthen relationships, and celebrate accomplishments, fostering a positive work culture and sense of belonging.





Carol Service

### **Helping hands for needy**

Staff association provides financial assistance to staff members and students who are facing health issues or other challenges. During the academic period 2022-23, Staff Association collected Rs.262300/- and handed over to a teacher for his medical treatment and raised a sum of Rs. 100000/- for a student of our college for his medical emergency.

## **FACULTY DEVELOPMENT PROGRAMME**

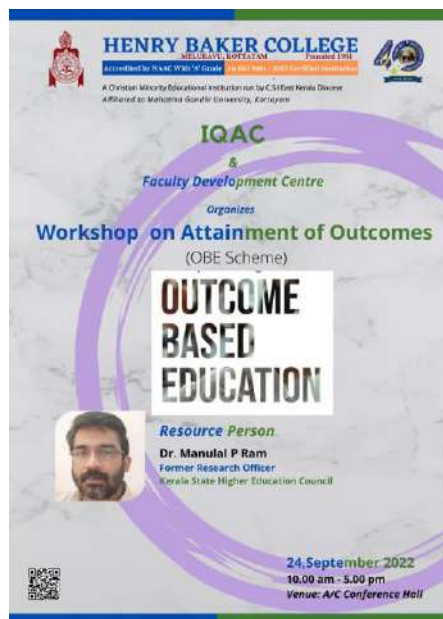
### **1. WORKSHOP ON OUTCOME BASED EDUCATION**

**Objective:** To raise awareness among teachers regarding the significance of outcome-based education (OBE) and provide guidance on achieving course outcomes effectively.

On September 24, 2022, the Internal Quality Assurance Cell, in collaboration with the Kerala Higher Education Council, organized a workshop focused on the Attainment of Outcomes (OBE Scheme), commonly known as Outcome Based Education. Dr. Manulal P. Ram, a Research Officer from the Kerala State Higher Education Council, served as the distinguished resource person for the event. Dr. Nisha Joseph, the IQAC Coordinator, extended a warm welcome to all attendees. In his introductory remarks, Dr. Gireesh Kumar G. S., the Principal, underscored the significance of outcome-based education and its measurement in alignment with the National Education Policy 2020 implementation. This workshop marked a continuation of the faculty development program from previous years, specifically addressing the introduction to outcome-based education. Dr. Manulal P. Ram elucidated various concepts related to the measurement of Program Outcomes (PO), Program Specific Outcomes (PSO), and Course Outcomes (CO). He emphasized that POs should consist of both

technical and generic components. The technical aspect should encompass problem-solving, critical thinking, and computing skills, while the generic aspect should involve social interaction, group discussions, seminars, and similar elements. He also provided detailed insights into the domains of learning, knowledge categories, and the process of attaining Course Outcomes (CO) and Continuous Internal Evaluation (CIE). In conclusion, he underscored the significance of effective evaluation processes as the primary means of assessing the attainment of course outcomes. He also guided participants in formulating effective methods for evaluating these outcomes. The workshop proved to be highly informative and impactful for all attendees.

Outcome: Participants gained a deeper understanding of Program Outcomes, domains of learning, and evaluation processes, which will enhance their teaching practices and benefit students in the pursuit of quality education



Introductory remarks by Dr. Gireesh Kumar G. S., Principal



Dr. Manulal P. Ram, Research Officer, Kerala State Higher Education Council

## 2. "HOW TO ENABLE THE TEACHING FRATERNITY TO BECOME ASSETS FOR ANY INSTITUTION"

**Dated: 31 May 2023**

**Objective:** To motivate the participants to improve their acceptability among all their stakeholders, to enhance their confidence and career growth.

The Faculty Development Program on the topic "How to Enable the Teaching Fraternity to Become Assets for Any Institution" was held on May 31, 2023, at the A/C Conference Hall of the college. The programme aimed to empower educators with strategies and tools to enhance their teaching skills and contribute effectively to their profession. The programme commenced at 10:00 am with a warm welcome by Dr. Nisha Joseph, FDC-Coordinator and Dr. Gireesh Kumar G.S. chaired the session. Dr. N.R.U.K. Kartha, the esteemed guest and Former General Manager of VSSC/ISRO, inaugurated the event. In his opening remarks, Dr. Kartha emphasized the pivotal role teachers play in shaping the future and underscored the need for continuous professional development. He highlighted the program's objective to help teachers become valuable assets for their institutions.

In the first session, Dr. Kartha focused on strategies for effective teaching. He discussed various pedagogical approaches, including active learning, flipped classrooms, and technology integration. Attendees were encouraged to share their experiences and challenges in the teaching-learning process. The lecture also delved into curriculum development. Mr. Kartha emphasized the importance of aligning curriculum with institutional goals and industry demands. Practical tips for designing and implementing an engaging curriculum were shared. The speaker highlighted the significance of formative and summative assessments and discussed strategies to provide constructive feedback to

students. Case studies and best practices were shared to enhance understanding.



**The second** session was dedicated to discussing avenues for educators to enhance their skills and stay updated with the latest trends in education. Information on workshops, conferences, online courses, and research opportunities was provided. In the final segment of the programme, attendees participated in interactive workshops tailored to their subject areas. The Faculty Development Program concluded with a closing session where participants shared their key takeaways and insights gained from the day's sessions. Dr. N.R.U.K. Kartha thanked the attendees for their active participation and urged them to apply the knowledge and skills acquired in their classrooms. He emphasized the importance of continuous improvement in education.



Honouring Dr. N.R.U.K. Kartha by College Management