

HBC/SCM/2018-19/01






HENRY BAKER COLLEGE MELUKAVU

STAFF COUNCIL MEETING –MINUTES

MINUTES OF THE STAFF COUNCIL HELD ON 04/06/18, Monday

Chairman: Dr. Gireesh Kumar G.S., Principal

List of Attendees:

- 1) Dr.Gireeshkumar G.S. 
- 2) Shinu Thomas P 
- 3) Ashly Mereena Mathew 
- 4) Disha V.J 
- 5) Dr.Beena Paul 
- 6) Ajitha V.R

Agenda of the Meeting:

1. Deputing various cells and clubs
2. Approval of Course plans
3. Approval of paper allocation.
4. Admission
5. Purchases
6. Approval of Academic Calendar
7. Certificate Courses
8. New Courses



The meeting started with the introductory speech of Dr. Gireesh Kumar G.S Principal of our college. Staff secretary Shinu Thomas presented the minutes of the last meeting held on 10.01.2018 and it is unanimously passed by the members present. During the presidential remarks Principal explained about the improvements of campus facilities during the vacation and it is appreciated by the Staff Council Members. The meeting congratulated Ms. Ashmin V.S, Ms. Rifna V Subair and Mr. Muhammed Anwar who secured university level First, Second and Fourth ranks in the B.Com Degree Examinations. Staff Council also congratulated Ms. Princy Mathew on her achievements in securing Third Rank in the B.A English Examination. Meeting also appreciated Mr. Bijumon V.M who completed Ph.D from Research Department of Commerce under the Guidance of Dr. Antony Joseph

Decisions

1. It was resolved to:

- i. Approve the Nominations of faculties and students to various cells and clubs proposed by the Principal.
 - ii. Approve the course plans of the academic year 2018-19 for all courses offered to B.Com, BSc Physics, B A English, BA. History, M.Com, and MA History Programmes submitted by the Heads of the department.
 - iii. Approve the paper allocation for the academic year 2018-19 prepared by the Heads of the Department after making the discussion with other faculties of the concerned departments.
 - iv. Approve the academic calendar for the year 2018-19
2. The meeting entrusted the principal to purchase stationery and to utilise the funds received from various agencies.

3. It is decided to follow day order timetable from the academic year 2018-19
4. It is decided to conduct model examinations according to the directions of the university .In addition to the model examinations, there will be a monthly test of one hour with a common timetable, during the last week of every month. The scheduled timing for exams will be 10 am to 11 am. The responsibility to conduct the monthly examinations is entrusted to the Internal Examination Cell under the leadership of Dr. Santo Jose
5. .It is decided to follow the present attendance system strictly
6. It is decided to go for NAAC accreditation in June 2019 window
7. It is decided to implement tutorial system
8. All the club activities of this academic year should be completed before December 2018
9. The reports of association, club activities for the year 2017-18 should be submitted immediately on or before 8th June 2018
10. After each programme a brief report about programme along with the notice, brochure and a few photos should be submitted to IQAC coordinator and a copy should be kept in the department file within a week.
11. It is decided to promote Government /PSC approved Certificate /Diploma courses conducted by CCEK among the students and public
12. Mobile phone use during the working hours is strictly prohibited
13. Presence of all teachers is ensured in all common programmes conducted by the college
14. The Meeting decided to arrange a farewell meeting to Smt. Liza George, HOD Department of Physics on 27/6/2018
15. The meeting approved the syllabus of various Certificate Courses submitted by departments. The following are the Certificate Courses for the academic year 2018-2019
 - i. Archival Studies
 - ii. Tour Guiding
 - iii. Introduction to financial management
 - iv. User interface design
 - v. Soft skills
 - vi. Income tax
 - vii. Behavioural finance
 - viii. Environmental ethics
 - ix. Introduction to R software

The meeting disbursed at 4.30 pm

Dr. Gireesh Kumar G.S.
Chairman of the Meeting

PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU



Shinu Thomas P
Staff Secretary

HBC/SCM/2019/20/01








HENRY BAKER COLLEGE MELUKAVU

STAFF COUNCIL MEETING –MINUTES

MINUTES OF THE STAFF COUNCIL HELD ON 12/06/19, Wednesday

Chairman: Dr.Gireesh Kumar G.S., Principal

Members Present

1. Dr. Gireesh Kumar G.S ,Principal 
2. Dr. Beena Paul 
3. Smt. Dona Sebastian 
4. Prof. AshlyMereena Mathew 
5. Dr. Santo Jose 
6. Dr. Disha V.J 
7. Prof. Ajitha V.R
8. Prof. ShinuThomas P 

Agenda

1. Deputing various cells and clubs
2. Approval of Course plans
3. Approval of paper allocation.
4. Admission
5. Purchases
6. Bridge Course
7. Farewell
8. Certificate Courses

The meeting was presided by our principal Dr. Gireesh Kumar G S and following decisions were taken during the meeting:

1. It was resolved to:


- i. Approve the Nominations of faculties and students to various cells and clubs proposed by the Principal.
 - ii. Approve the course plans of the academic year 2019-20 for all courses offered to B.Com, BSc Physics, B A English, BA. History, M.Com, and MA History Programmes submitted by the Heads of the department.
 - iii. Approve the paper allocation for the academic year 2019-20 prepared by the Heads of the Department after making the discussion with other faculties of the concerned departments.
 - iv. Approve the academic calendar for the year 2019-20
- 2) The meeting entrusted the principal to purchase stationery and to utilise the funds received from various agencies.
- 3) The Meeting approved the scheme of the following Certificate Courses submitted by the Departmental Heads:

1	Certificate Programme in an introduction to the cultural heritage of Kerala
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2	Certificate Programme in Archival Studies
3	Certificate Programme in IT Applications in History
4	Certificate Programme in Theory and Practice of Oral History
5	Certificate Programme in Stress Management
6	Certificate Programme in Fundamentals of Tourism
7	Certificate Programme in Art of Small Talk
8	Certificate Programme in Communication And Personality Skills for Tourism
9	Certificate Programme in Household Wiring and Equipment Servicing
10	Certificate Programme in Communications Skills in English
11	Certificate Programme in Film Studies
12	Certificate Programme in First Aid
13	Certificate Programme in Health and Physical Fitness
14	Certificate Programme in Human Resource Management (HRM)
15	Certificate Programme in Covid -19; Timeline of WHO
16	Certificate Programme in Fundamentals of Computer System
17	Certificate Programme in Soft Skills
18	Certificate Programme in Income Tax
19	Certificate Programme in Environmental Ethics
20	Certificate Programme in an Introduction to R' software
21	Certificate Programme in Behavioural Finance
22	Certificate Programme in Research Methodology
23	Certificate Programme in Entrepreneurship Development
24	Certificate Programme in Journalism And Modern Technology
25	Certificate Programme in Hindi in Daily Life


- 4) The valedictory function of the Bridge Course program will be arranged on 28/7/19 to take the feedback and for giving participation certificates to the students. All the Heads of the Departments should prepare detailed proceedings of the Bridge Course program.
- 5) Decided to arrange medical and counselling facility on the campus for students.

- 6) Principal informed that the farewell program to Rt. Rev. Dr. K G Daniel Thirumeni will be arranged on first July. Former Vice Chancellor of MG University Dr. Syriac Thomas will be the chief guest of the programme.


Dr. Gireesh Kumar G.S.
Chairman of the Meeting

PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU




Shinu Thomas P
Staff Secretary

HBC/SCM/2019/20/02

HENRY BAKER COLLEGE MELUKAVU







MINUTES OF THE STAFF COUNCIL HELD ON 23/07/2019, Tuesday

Time: 3.00 Pm - 5.00 Pm.

Venue: Principal's Office

Chairman :Dr.Gireesh Kumar G.S., Principal

Members Present

1. Dr. Gireesh Kumar G.S., Principal 
2. Prof. Ajitha V.R. HOD, Dept. of Hindi
3. Prof. Dona Sebastian . HOD, Dept. of English 
4. Dr. Beena Paul. HOD. Dept. of History 
5. Dr. Disha V.J. HOD (I/C). Dept. Physics 
6. Dr. Santo Jose. HOD. Dept.of Commerce & IQAC Co-ordinator
7. Prof. Ashly Mereena Mathew. Assistant Professor. Dept.of Commerce 
8. Prof. Shinu Thomas P., Assistant Professor. Dept.of Commerce 

HENRY BAKER COLLEGE, MELUKAVU

HBC/SCM/2015-16/01

Minutes of the Staff Council Meeting

held on 01/06/2015, Monday Venue: Principal's office Time :1.30 PM

Chairperson: Dr. Aneyamma Varghese, Principal

List of Attendees:

1. Dr. Aneyamma Varghese (Principal)
2. Sri. Renjith Sebastian (Secretary)
3. Sri. Annie Mary Francis
4. Smt. Ajitha V.R.
5. Smt. Annie George
6. Sri. Korah Jacob
7. Dr. Beena Paul
9. Sri. G P Vijayakumar
10. Sri. K.P George

Aneyamma Varghese

Annie Mary Francis

Ajitha V.R.

Annie George

Korah Jacob

Beena Paul

G.P. Vijayakumar

Agenda of the Meeting

1. Deputing various cells and clubs
2. Approval of Course plans
3. Approval of paper allocation.
4. Admission
5. Purchases
6. Approval of Academic Calendar
7. Certificate Courses
8. NAAC Workshop
9. New Courses

Principal, Dr.Aneyamma Varghese welcomed the staff council members. The Principal expressed appreciation for the hard work of staff and also stated that the purpose of the Council Meeting was to give direction to the staff members for their work emphasizing the value of teamwork, cooperation, and trust. The Principal concluded by reiterating his view that unity in our endeavours leads to take better decisions for the college.

Decisions of the Meeting

It was resolved to:

1. Approve the Nominations of faculties and students to various cells and clubs proposed by the Principal.

2. Approve the course plans of the academic year 2015-16 for all courses offered to B.Com, BSc Physics, BA English, BA. History, M.Com, and MA History Programmes submitted by the Heads of the department.
3. Approve the paper allocation for the academic year 2015-16 prepared by the Heads of the Department after making the discussion with other faculties of the concerned departments.
4. Approve the academic calendar for the year 2015-16
5. The college successfully undergoing a new admission procedure. The meeting congratulated the team members
6. The meeting entrusted the principal to purchase stationery and to utilise the funds received from various agencies.
7. The meeting approved the Proposal for the starting of the following certificate courses submitted by Departments.
 - a. Basics of science and organic farming
 - b. Introduction to co operation
 - c. Basics of computer application
 - d. Soft skills
 - e. Income Tax
 - f. Environmental Ethics
 - g. R Soft Ware
 - h. Behavioural Finance
 - i. Fundamentals of Computer Applications

2. The Meeting decided to appoint Sri. Jenipher Carlos Hossanna Asst.Professor Department of commerce as the co-ordinator for all Certificate Programmes.
3. The Meeting directed IQAC to organise one day workshop on NAAC Accreditation process for all staff members.
4. I was decided to submit application for starting model 2 B.Com Computer Application from this Academic year

Prof.Renjith Sebastian, Staff Council Secretary thanked all the council members for their valuable suggestions. The meeting concluded at 2.30 P.M



Prof. Renjith Sebastian
Staff Council Secretary



Dr. Aneyamma Varghese
Principal
PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU

HENRY BAKER COLLEGE MELUKAVU

HBC/SCM/2016-17/01

MINUTES OF THE STAFF COUNCIL MEETING

held on 01/06/2016, Wednesday

Venue: Principal's Office, Time 1.30 PM. Chairman: Prof. Renjith Sebastian., D&D.O.

List of Attendees:

1. Prof. Renjith Sebastian D & DO 

2. Sri Korah Jacob 

3. Smt. Ajitha V.R. 

4. Dr. Beena Paul 

5. Dr. Antony Joseph

6. Dr. Jeevan Kumar 

7. Sri. Justin Jose 

8. Smt. Liza George 

9. Sr. Michel John 

Agenda

1. Nominations faculties and staff to various cells and clubs
2. Approval of Course plans
3. Approval of paper allocation.
4. Admission
5. Purchases
6. Certificate Courses 2016-17
7. Approval of Academic calendar

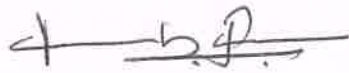
At the outset of the meeting, Prof. Renjith Sebastian, Principal in charge welcomed members of the staff council attending the meeting. Thereafter, the Agenda items were taken up for discussion.

Decisions

It was resolved to:

1. Approve the Nominations of faculties and students to various cells and clubs proposed by the Principal in charge.
2. Approve the course plans of the academic year 2016-17 for all courses offered to B.Com, BSc Physics, BA. English, B.A. History, M.Com, and MA History Programmes submitted by the Heads of the department.
3. Approve the paper allocation for the academic year 2015-16 prepared by the Heads of the Department after making the discussion with other faculties of the concerned departments.
4. Approve the Academic calendar for the academic year 2016-17

5. The meeting entrusted the Prof. Renjith Sebastian, Principal incharge to purchase all stationery and to utilise the funds received from various agencies.
6. The meeting decided to start Eight Certificate Programmes this year namely
 - 1) Fundamentals of Computer application
 - 2) Basics of Computer application
 - 3) Introduction to Co operation
 - 4) Soft Skills
 - 5) Income Tax
 - 6) Environmental Ethics
 - 7) R software
 - 8) Behavioural Finance
7. The meeting approved the Syllabus of various certificate courses submitted by Various Departments.
8. The meeting decided to constitute an admission committee for PG and UG admissions. Dr.Beena Paul, Sri Korah Jacoba and Sri. Jenipher Carlos Hosanna were nominated to the admission committee.
Prof.Korah Jacob, Staff Council Secretary thanked all the council members for their valuable suggestions. The meeting concluded at 3.30 P.M



Prof. Korah Jacob

Staff Council Secretary



Prof. Renjith Sebastian

D & DO

Drawing & Disbursing Officer
Henry Baker College
Melukavu

HENRY BAKER COLLEGE, MELUKAVU






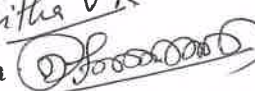
HBC/SCM/2017-18/01

MINUTES OF THE STAFF COUNCIL MEETING

held on 01/06/2017, Thursday Venue: Principal's Office Time: 1.30 PM

Chairman: Smt.Liza George D & DO

List of Attendees:

1. Smt. Liza George, D & DO 
2. Sri.Korah Jacob 
3. Dr.Jeevan Kumar 
4. Dr.Beena Paul 
5. Smt.Ajitha V.R 
6. Sr.Thomas Kuruvilla 

Agenda

1. Nominations faculties and staff to various cells and clubs
2. Approval of Course plans
3. Approval of paper allocation.
4. Admission
5. Certificate Programmes 2017-18

At the outset of the meeting Prof.Liza George, welcomed members of the Staff Council. Thereafter, Agenda items were taken up for discussion.

Decisions

It was resolved to:

1. Approve the Nominations of faculties and students to various cells and clubs proposed by the Principal in charge.
2. Approve the course plans of the academic year 2017-18 for all the courses offered such as B.Com, BSc Physics, BA English, B A History, M. Com, and MA History Programmes submitted by the Heads of the department.
3. Approve the paper allocation for the academic year 2017-18 prepared by the Heads of the Department after making the discussion with other faculties of the departments concerned.
4. Approve the proposal for the starting of the following certificate courses during the year 2017-2018:
 - i. Introduction to co-operation
 - ii. Introduction to financial Management
 - iii. IT application in History
 - iv. An Introduction to Folklore Studies
 - v. Soft skills
 - vi. Income tax
 - vii. Environmental Ethics
 - viii. Introduction To R software
 - ix. Behavioural Finance

Sri. Korah Jacob, Staff Council Secretary thanked all the Council Members for their valuable suggestions. The meeting concluded at 2.30 P.M



Sri. Korah Jacob
Staff Council Secretary



Smt. Liza George
D & DO

Drawing & Disbursing Officer
Henry Baker College
Melukavu