

Assessment Period 2015-2020



HENRY BAKER COLLEGE, MELUKAVU

A Christian Minority Educational Institution run by CSI East Kerala Diocese



Criterion I: Curricular Aspects

Feedback Committee Minutes

Submitted to



THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

INTERNAL QUALITY ASSURANCE CELL(IQAC)

HENRY BAKER COLLEGE, MELUKAVU

HBC/IQAC/2019-20/01

MINUTES OF THE IQAC MEETING

held on 07/06/2019, Friday at 3.00 Pm. in Principal's Office

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

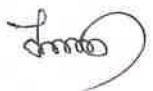
Members Present the Meeting


1. Dr. Gireesh Kumar G.S., Principal 


2. Dr. Santo Jose 

3. Dr. Disha V J. 

4. Prof. Ansa Andrews 

5. Prof. Jenipher Carlos Hosanna 

6. Prof. Justin Jose 

7. Dr. Nisha Joseph 

8. Sri. Dennis Cherian

9. Sri. Anish Thanikkal

10. Mr. Isson George 

Agenda of the Meeting

1. Review of minutes of previous IQAC Meeting and subsequent action taken.
2. Review of Academic Result and Action plan for improvement.
3. Academic Calendar and Plan
4. Resources and Infrastructure requirement for addition of new courses.
5. Approval of New Certificate Programmes.
6. Approval of Course Plans 2019-20
7. Teachers Duty 2019-20
8. Bridge Course 2019
9. Any other point with permission of the chair

Decisions of the Meeting

1. Approved the minutes of the last Meeting.
2. Decided to prepare an action plan on the basis of academic results
3. Approved the Academic Calendar and Plan 2019-20
4. Decided to inform the necessity of Resources and Infrastructure requirement.
5. Decided to approve 25 certificates courses offered by different departments.
6. Decided to approve Course Plans 2019-20
7. Approved and forwarded Teachers Duty 2019-20
8. Decided to conduct bridge course immediately after the admission.
9. Decide to arrange a work shop to all staff members for NACC Accreditation Process.

The meeting ends up with 4.00 PM

Dr. Santo Jose
Co-ordinator, IQAC




Dr. Gireesh Kumar G.S.
Principal

PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU

INTERNAL QUALITY ASSURANCE CELL (IQAC)

HENRY BAKER COLLEGE, MELUKAVU









HBC/IQAC/2019-20/02

MINUTES OF THE IQAC MEETING

held on 05/08/2019, Monday at 3.00 Pm. in Principal's Office

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

Members Present the Meeting

1. Dr. Gireesh Kumar G.S., Principal 
2. Dr. Santo Jose 
3. Dr. Disha V J. 
4. Prof. Ansa Andrews 
5. Prof. Jenipher Carlos Hosanna 
6. Prof. Justin Jose 
7. Dr. Nisha Joseph 
8. Sri. Dennis Cherian
9. Sri. Anish Thanikkal
10. Mr. Isson George 

Agenda of the Meeting

1. Review of minutes of previous IQAC Meeting and subsequent action taken.
2. Mentoring Activities 2019-20
3. Feedback form all stakeholders - student, parent, alumni, Parent and employer.
4. Excellence Day 2019
5. Remedial Classes
6. Orientation Classes
7. Any other point with permission of the chair

Decisions of the Meeting

1. Approved the minutes of the last Meeting.
2. Decided to give directions for Start Mentoring Works with new "Jyothirgamaya"
3. Decided to Collect feedback from the stake holders.
4. Decided to organize Excellence day celebration for this academic year on 6th September 2019
5. Decided to give directions for starting remedial classes
6. Decided to arrange orientation classes for all second and final year Programmes.
7. Decided to give directions for using students uniforms

The meeting ends up with 4.00 PM

Dr. Santo Jose
Co-ordinator, IQAC




Dr. Gireesh Kumar G.S.
Principal

PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU

INTERNAL QUALITY ASSURANCE CELL(IQAC)

HENRY BAKER COLLEGE MELUKAVU









HBC/IQAC/2019-20/03

MINUTES OF THE IQAC MEETING

held on 04/10/2019, Friday at 3.00 Pm. in Principal's Office

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

Members Present the Meeting

1. Dr.Gireesh Kumar G.S.,Principal 
2. Dr. Santo Jose 
3. Dr. Disha V J. 
4. Prof. Ansa Andrews 
5. Prof. Jenipher Carlos Hosanna 
6. Prof. Justin Jose 
7. Dr. Nisha Joseph 
8. Sri. Dennis Cherian
9. Sri. Anish Thanikkal
10. Mr. Isson George 

Agenda of the Meeting

1. Review of minutes of previous IQAC Meeting and subsequent action taken.
2. Library Books & E- Journals
3. Guidance and Counseling
4. Ramps and Special Toilets
5. Safe Drinking Water Facility
6. Any other point with permission of the chair

Decisions of the Meeting

1. Approved the minutes of the last Meeting.
2. Decided to Purchase Rs. 300000/- Books and E- Journal.
3. Decided to arrange Guidance and Counseling Room.
4. Decided to buildup ramps with handrail and special Toilets
5. Decided to arrange safe drinking water facility in all blocks and floors
6. Decided to give directions for keeping Zero free hour policy.

The meeting ends up with 4.00 PM

Dr. Santo Jose
Co-ordinator, IQAC




Dr. Gireesh Kumar G.S.

Principal
PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU

INTERNAL QUALITY ASSURANCE CELL(IQAC)

HENRY BAKER COLLEGE MELUKAVU

HBC/IQAC/2019-20/04

MINUTES OF THE IQAC MEETING

held on 06/12/2019, Friday at 3.00 Pm. in Principal's Office

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

Members Present the Meeting

1. Dr.Gireesh Kumar G.S.,Principal
2. Dr. Santo Jose
3. Dr. Disha V J.
4. Prof. Ansa Andrews
5. Prof. Jenipher Carlos Hosanna
6. Prof. Justin Jose
7. Dr. Nisha Joseph
8. Sri. Dennis Cherian
9. Sri. Anish Thanikkal
10. Mr. Isson George

Agenda of the Meeting

1. Review of minutes of previous IQAC Meeting and subsequent action taken.
2. Solar system
3. Pedestal Pathways
4. Sign Boards and Name Boards
5. Cyber Safe Campus
6. NAAC Workshop
7. Any other point with permission of the chair

Decisions of the Meeting

1. Approved the minutes of the last Meeting.
2. Decided to implement solar system in the campus.
3. Decided to buildup pedestal pathways in the campus.
4. Decided to fix sign boards and name boards in the campus
5. Decided to arrange a Cyber Safe Campus Programme.
6. Decided to organize a work shop for showing NAAC Accreditation process.
7. Decided to sign MOU with MES College Marampally Mentoring the college as per the Paramarsh Scheme of UGC- NACC.

The meeting ends up with 4.00 PM

Dr. Santo Jose



Dr. Gireesh Kumar G.S.

PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU

INTERNAL QUALITY ASSURANCE CELL(IQAC)

HENRY BAKER COLLEGE MELUKAVU


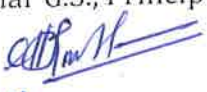






HBC/IQAC/2019-20/05

MINUTES OF THE IQAC MEETING

held on 07/02/2020, Friday at 3.00 Pm. in Principal's Office

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

Members Present the Meeting

1. Dr.Gireesh Kumar G.S., Principal 
2. Dr. Santo Jose 
3. Dr. Disha V J. 
4. Prof. Ansa Andrews 
5. Prof. Jenipher Carlos Hosanna 
6. Prof. Justin Jose 
7. Dr. Nisha Joseph 
8. Sri. Dennis Cherian
9. Sri. Anish Thanikkal
10. Mr. Isson George 

Agenda of the Meeting

1. Review of minutes of previous IQAC Meeting and subsequent action taken.
2. Students Parking Place
3. Staff Parking Place
4. Thumpoormuzhi Project
5. Stone Benches in the Campus
6. NAAC - SSR Data - Criteria Wise Presentations
7. Mg University Arts Fest Participations
8. Any other point with permission of the chair

Decisions of the Meeting

1. Approved the minutes of the last Meeting.
2. Decided to arrange separate parking place for students outside the campus with CCTV Surveillance.
3. Decided to new parking place for Staff Vehicle Parking.
4. Decided to implement Thumpoormuzhi waste disposal system in the campus
5. Decided to build more stone benches in the campus
6. Decided to arrange a Criteria Depart wise presentation of NAAC -SSR data on 15th March 2020.
7. Decided to encourage more students for participating MG University Arts Fest 2020.
8. Decided Departments Presentation on 22nd February 2020 and Club/ cells Presentation on Presentation on 27th February 2020.

The meeting ends up with 4.00 PM

Dr. Santo Jose
Co-ordinator, IQAC




Dr. Gireesh Kumar G.S.
Principal

HENRY BAKER COLLEGE
MELUKAVU

INTERNAL QUALITY ASSURANCE CELL(IQAC)

HENRY BAKER COLLEGE, MELUKAVU









HBC/IQAC/2019-20/06

MINUTES OF THE IQAC MEETING

held on 30/03/2020, Monday at 3.00 Pm. in Principal's Office

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

Members Present the Meeting

1. Dr.Gireesh Kumar G.S., Principal 
2. Dr. Santo Jose 
3. Dr. Disha V J. 
4. Prof. Ansa Andrews 
5. Prof. Jenipher Carlos Hosanna 
6. Prof. Justin Jose 
7. Dr. Nisha Joseph 
8. Sri. Dennis Cherian
9. Sri. Anish Thanikkal
10. Mr. Isson George 

Agenda of the Meeting

1. Review of minutes of previous IQAC Meeting and subsequent action taken.
2. HBC Cloud
3. HBC Career Care
4. HBC Covid Cell
5. HBC Herbal Garden
6. Try Coloured Bins
7. Any other point with permission of the chair

Decisions of the Meeting

1. Approved the minutes of the last Meeting.
2. Decided to encourage HBC Cloud mass tree planting extension activity.
3. Decided to support HBC Career care programme for taking classes in different schools.
4. Decided to form a Covid Cell in the campus and organize covid related informations activities
5. Decided to build a herbal garden in the campus.
6. Decide to fix Try Coloured bins in the campus as a part of Green campus – Clean Campus initiative.
7. Decided to Criteria wise presentation on 15th April 2020..

The meeting ends up with 4.00 PM

Dr. Santo Jose
Co-ordinator, IQAC




Dr. Gireesh Kumar G.S.
Principal

PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU

INTERNAL QUALITY ASSURANCE CELL (IQAC)

HENRY BAKER COLLEGE, MELUKAVU










HBC/IQAC/2018-19/01

MINUTES OF THE IQAC MEETING

held on 01/06/2018, Friday at 3.00 Pm. in Principal's Office

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

Members Present the Meeting

1. Dr. Gireesh Kumar G.S., Principal 
2. Prof. Korah Jacob 
3. Dr. Disha V J. 
4. Dr. Santo Jose 
5. Prof. Shinu Thomas P. 
6. Dr. Nisha Joseph 
7. Mr. Aravind Shaji 
8. Ms. Archana P. 
9. Mr. Gopu Surendren
10. Mr. Reno Reese 

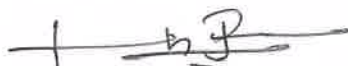
Agenda of the Meeting

1. Review of minutes of previous IQAC Meeting and subsequent action taken.
2. Review of Academic Results and Action plan for improvement.
3. Approval of Academic Calendar and Plan
4. Approval of New Certificate Programmes.
5. Approval of Course Plans 2018-19
6. Deciding Committees and individual Charges of Teachers for the Academic Year 2018-19
7. Bridge Course 2018
8. Any other point with permission of the chair

Decisions of the Meeting

1. Approved the minutes of previous IQAC Meeting.
2. Decided to prepare an action plan on the basis of academic results
3. Approved the College Academic Calendar and Plan 2018-19
4. Decided to approve Certificates Programmes offered by the departments for the AY 2018-19
 - 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
5. Decided to approve Course plans submitted by the different departments for the AY 2018-19
6. Decided and forwarded Teachers Duty 2018-19
7. Decided to start first year UG classes with a one week bridge course.
8. The meeting analysed the previous academic year activities and approved the suggestions

The meeting ends up with 4.00 PM



Prof. Korah Jacob
Co-ordinator, IQAC



Dr. Gireesh Kumar G.S.
Principal

PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU

INTERNAL QUALITY ASSURANCE CELL(IQAC)

HENRY BAKER COLLEGE, MELUKAVU










HBC/IQAC/2018-19/02

MINUTES OF THE IQAC MEETING

held on 03/08/2018, Friday at 3.00 Pm. in Principal's Office

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

Members Present the Meeting

1. Dr. Gireesh Kumar G.S., Principal 
2. Prof. Korah Jacob 
3. Dr. Disha V.J. 
4. Dr. Santo Jose 
5. Prof. Shinu Thomas P. 
6. Dr. Nisha Joseph 
7. Mr. Aravind Shaji 
8. Ms. Archana P. 
9. Mr. Gopu Surendren
10. Mr. Reno Reese 

Agenda of the Meeting

9. Review of minutes of previous IQAC Meeting and subsequent action taken.
10. Mentoring Activities 2019-20
11. Feedback form all stakeholders - student, parent, alumni , Parent and employer.
12. Excellence Day 2019
13. Remedial Classes
14. Orientation Classes
15. Any other point with permission of the chair

Decisions of the Meeting

1. Approved the minutes of the last Meeting.
2. Decided to give directions for Start Mentoring Works with new" Jyothirgamaya"
3. Decided to Collect feedback from the stake holders.
4. Decided to organize Excellence day celebration for this academic year on 4th August 2018
5. Decided to give directions for starting remedial classes
6. Decided to arrange orientation classes for all second and final year Programmes.
7. Decided to give directions for using students uniforms

The meeting ends up with 4.00 PM



Prof. Korah Jacob
Co-ordinator, IQAC




Dr. Gireesh Kumar G.S.
Principal
HENRY BAKER COLLEGE
MELUKAVU

INTERNAL QUALITY ASSURANCE CELL (IQAC)

HENRY BAKER COLLEGE, MELUKAVU









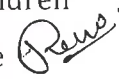
HBC/IQAC/2018-19/03

MINUTES OF THE IQAC MEETING

held on 05/10/2018, Friday at 3.00 Pm. in Principal's Office

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

Members Present the Meeting

1. Dr. Gireesh Kumar G.S., Principal 
2. Prof. Korah Jacob 
3. Dr. Disha V J. 
4. Dr. Santo Jose 
5. Prof. Shinu Thomas P. 
6. Dr. Nisha Joseph 
7. Mr. Aravind Shaji 
8. Ms. Archana P. 
9. Mr. Gopu Surendren
10. Mr. Reno Reese 

Agenda of the Meeting

1. Review of minutes of previous IQAC Meeting and subsequent action taken.
2. Library Books & E- Journals
3. Guidance and Counseling
4. Ramps and Special Toilets
5. Safe Drinking Water Facility
6. Any other point with permission of the chair

Decisions of the Meeting

1. Approved the minutes of the last Meeting.
2. Decided to Purchase Books and E- Journal College Library.
3. Decided to arrange Guidance and Counseling Room.
4. Decided to buildup ramps with handrail and special Toilets
5. Decided to arrange safe drinking water facility in all blocks and floors
6. Decided to give directions for keeping Zero free hour policy.

The meeting ends up with 4.00 PM



Prof. Korah Jacob
Co-ordinator, IQAC



Dr. Gireesh Kumar G.S.

Principal

PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU

INTERNAL QUALITY ASSURANCE CELL(IQAC)

HENRY BAKER COLLEGE, MELUKAVU










HBC/IQAC/2018-19/04

MINUTES OF THE IQAC MEETING

held on 07/12/2018, Friday at 3.00 Pm. in Principal's Office

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

Members Present the Meeting

1. Dr. Gireesh Kumar G.S., Principal 
2. Prof. Korah Jacob 
3. Dr. Disha V J. 
4. Dr. Santo Jose 
5. Prof. Shinu Thomas P. 
6. Dr. Nisha Joseph 
7. Mr. Aravind Shaji 
8. Ms. Archana P. 
9. Mr. . Gopu Surendren
10. Mr. Reno Reese 


Agenda of the Meeting

1. Review of minutes of previous IQAC Meeting and subsequent action taken.
2. Solar system
3. Pedestal Pathways
4. Sign Boards and Name Boards
5. Cyber Safe Campus
6. NAAC Workshop
7. Any other point with permission of the chair

Decisions of the Meeting

1. Approved the minutes of the last Meeting.
2. Decided to implement solar system in the campus.
3. Decided to buildup pedestal pathways in the campus.
4. Decided to fix sign boards and name boards in the campus
5. Decided to arrange a Cyber Safe Campus Programme.
6. Decided to organize a work shop for showing NAAC Accreditation process.
7. Decided to sign MOU with MES College Marampally Mentoring the college as per the Paramarsh Scheme of UGC- NACC.

The meeting ends up with 4.00 PM


Prof. Korah Jacob
Co-ordinator, IQAC




Dr. Gireesh Kumar G.S.
Principal

PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU

INTERNAL QUALITY ASSURANCE CELL(IQAC)

HENRY BAKER COLLEGE, MELUKAVU


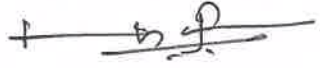






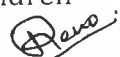
HBC/IQAC/2018-19/05

MINUTES OF THE IQAC MEETING

held on 01/02/2019, Friday at 3.00 Pm. in Principal's Office

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

Members Present the Meeting

1. Dr. Gireesh Kumar G.S., Principal 
2. Prof. Korah Jacob 
3. Dr. Disha V J. 
4. Dr. Santo Jose 
5. Prof. Shinu Thomas P. 
6. Dr. Nisha Joseph 
7. Mr. Aravind Shaji 
8. Ms. Archana P. 
9. Mr. . Gopu Surendren
10. Mr. Reno Reese 


Agenda of the Meeting

1. Review of minutes of previous IQAC Meeting and subsequent action taken.
2. Students Parking Place
3. Staff Parking Place
4. Thumpoormuzhi Project
5. Stone Benches in the Campus
6. NAAC - SSR Data - Criteria Wise Presentations
7. Mg University Arts Fest Participations
8. Any other point with permission of the chair

Decisions of the Meeting

1. Approved the minutes of the last Meeting.
2. Decided to arrange separate parking place for students outside the campus with CCTV Surveillance.
3. Decided to new parking place for Staff Vehicle Parking.
4. Decided to implement Thumpoormuzhi waste disposal system in the campus
5. Decided to build more stone benches in the campus
6. Decided to arrange a Criteria Depart wise presentation of NAAC -SSR data on 15th March 2020.
7. Decided to encourage more students for participating MG University Arts Fest 2020.
8. Decided Departments Presentation on 22nd February 2020 and Club/ cells Presentation on Presentation on 27th February 2020.

The meeting ends up with 4.00 PM


Prof. Korah Jacob
Co-ordinator, IQAC




Dr. Gireesh Kumar G.S.
Principal
HENRY BAKER COLLEGE
MELUKAVU

INTERNAL QUALITY ASSURANCE CELL(IQAC)

HENRY BAKER COLLEGE, MELUKAVU


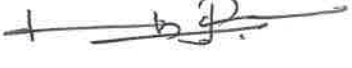







HBC/IQAC/2018-19/06

MINUTES OF THE IQAC MEETING

held on 29/03/2019, Friday at 3.00 Pm. in Principal's Office

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

Members Present the Meeting

1. Dr. Gireesh Kumar G.S., Principal 
2. Prof. Korah Jacob 
3. Dr. Disha V J. 
4. Dr. Santo Jose 
5. Prof. Shinu Thomas P. 
6. Dr. Nisha Joseph 
7. Mr. Aravind Shaji 
8. Ms. Archana P. 
9. Mr. Gopu Surendren
10. Mr. Reno Reese 

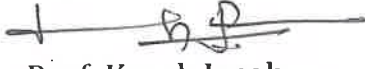
Agenda of the Meeting

1. Review of minutes of previous IQAC Meeting and subsequent action taken.
2. Annual Academic and Administrative Audit
3. Management Audit
4. Academic Strategic Plan 2019-2022
5. Action Plan 2019-20
6. Self Appraisal of Teachers
7. Performance appraisal of Non teaching Staff
8. Any other point with permission of the chair

Decisions of the Meeting

1. Approved the minutes of previous IQAC Meeting.
2. Decide that to complete an Annual Academic and Administrative Audit within 31/03/2019.
3. Decide that to request for conducting Management Audit in this upcoming summer vacation.
4. A committee headed by Prof. Jenipher Carlos Hosanna, constituted for preparing Academic Strategic Plan 2019-2022
5. Decided that to prepare an action plan for next academic year.
6. Decided to collect UGC self appraisal form of all teachers within 31/03/2019.
7. The meeting entrusted to the principal for confidentially collecting the Performance appraisal of Non teaching Staff
8. Decided that to give proper directions to students and all for keeping our campus neat, clean and eco friendly.

The meeting ends up with 4.00 PM


Prof. Korah Jacob
Co-ordinator, IQAC




Dr. Gireesh Kumar G.S.

Principal
PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU

HBC/SCM/2017-18/03

HENRY BAKER COLLEGE, MELUKAVU






Minutes of the meeting held on 10-1-2018, Wednesday

Time: 2.00 PM - 5.15 PM.

Venue: Principal's Office

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

Members Present

- 1) Dr. G.S.Girishkumar. 
- 2) Dr. Jeevan Kumar 
- 3) Dr. Antony Joseph
- 4) Smt. Liza George
- 5) Dr. Beena Paul 
- 6) Smt. Ajitha V.R
- 7) Sri. KorahJacob 
- 8) Sri. Shinu Thomas P 
- 9) Smt. Ashly Mereena Mathew 
- 10) Sr. Thomas Kuruvilla

Agenda of the Meeting:

1. Class Timings
2. Faculty Development Programme (FDP)

The meeting started with the introductory speech of the principal of our college. Dr. Gireesh Kumar G S. During his remarks, he explained matters regarding notice given by the students demanding changes in the college class time schedule. Detailed discussions were made in this issue and decided to make changes in the college class schedule as follows:

First hour	9.55 am to 10.50 am
Second hour	10.50 am to 11.45 am
Third hour	11.55 am to 12.50 pm
Fourth hour	1.30 pm to 2.20 pm
Fifth Hour	2.20 pm to 3.10 p m
Sixth Hour	3.10 pm to 4.00 p m

The meeting also directed the IQAC to convene a meeting to analyse the University Results.

The meeting decided to organize FDP for staff members


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

PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU




Shinu Thomas P
Staff Secretary

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









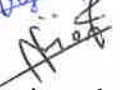
Shinu Thomas P
Staff Secretary

HBC/SCM/2018-19/02

HENRY BAKER COLLEGE MELUKAVU
STAFF COUNCIL MEETING –MINUTES
MINUTES OF THE STAFF COUNCIL HELD ON 04/07/18, Wednesday

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


List of Attendees:

- 1) Dr.Gireesh Kumar G.S. 
- 2) Shinu Thomas P 
- 3) Dr. Beena Paul 
- 4) Ashly Mereena Mathew 
- 5) Disha V.J 
- 6) Ajitha V.R
- 7) Dr.Jeevan Kumar 
- 8) Jomon K Joseph 

The meeting started with the introductory remarks of the college principal Dr. Girish Kumar G.S. During his speech he informed the introduction of SMS system. And he also informed that Soumya Paul of department of Malayalam and Elizabeth Joseph of Department of English were nominated as the coordinators for SSP and WWS respectively and the application for these programs will be submitted shortly. Teachers' diary also is to be getting ready by this week.


1. It is decided to implement the SMS system in our college for recording attendance. As this is a new initiative, July 9th is fixed as a tentative date for giving training to teachers in this regard. Both manual and SMS system will run simultaneously.
2. It is decided to ensure Wi-Fi System on the campus to ensure proper implementation of attendance system.
3. Decided to give orientation program to all students as early as possible.
4. Decided to constitute statutory committees with the participation of students
5. Kaviyarangu, a Joint initiative of Melukavu Janamythri Police and Gramapanchayath will be organised on 6th July 2018

The Meeting disbursed at 4.30 P.M


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

PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU










Shinu Thomas P
Staff Secretary

HBC/SCM/2018-19/03

HENRY BAKER COLLEGE MELUKAVU
MINUTES OF THE STAFF COUNCIL HELD ON 05/09/2018, Wednesday


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

Members Present

1. Dr. Gireesh Kumar G.S ,Principal 
2. Dr .Beena Paul 
3. Dr. Jeevan Kumar K 
4. Prof. AshlyMereena Mathew 
5. Dr. Disha V.J 
6. Prof. Ajitha V.R
7. Prof. ShinuThomas P 

The meeting was presided by the Principal of the college and the following decisions were taken:

1. Decided to conduct model examination for all students from 24/9/2018 and it should be as per the University pattern.
2. A PTA meeting will be arranged on 4th October to discuss the model examination result.
3. CCEK courses should be started on 19th of September


Dr. Gireesh Kumar G.S.(Principal)
Chairman of the Meeting


Shinu Thomas P
Staff Secretary

PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU



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
---	---

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 

9. Sri. AnishThanikkan. HOD. Dept.of Tourism Studies
10. Sri. Dennis Cherian. HOD. Dept.of Commerce (Self- Financing)


Agenda of the Meeting

- 1) Farewell to Kunjettan (Office Staff)
- 2) Welcome Programme to New Manager
- 3) Students Strike
- 4) College Magazine
- 5) Canteen Manners
- 6) College Union Election
- 7) Overall discipline.

Decisions Taken at the Meeting

1. The meeting decided to arrange a combined programme on 30th July 2019 for honouring our new Manager Rt. Rev. Francis and for giving send off to our retiring office staff Sri. Thomas Kuruvilla.
2. A committee is constituted for organizing the above programme under the leadership of Dr. Nisha Joseph Asst. Professor, Department of History.
3. The staff council meeting suggested the following arrangements for the program:
 - The meeting will start at 11.15 AM
 - Allow students to wear color dress preferably Kerala style arrange the students in both sides of the road from the college gate to accept bishop
 - Arrange tea and snacks to participants.
4. It is noticed that some students are not wearing ID Cards and uniform. All the teachers should be responsible for insisting the students to wear ID cards and uniform. Uniform to First year classes will be distributed within one week.
5. Decided to entrust all the HODs to collect Rs. 250 for paying to the office staff to meet the traveling expenses in connection with office matters.
6. Decided to start the second monthly test from July 29th onwards.
7. Decided to accept the tentative exam calendar submitted by the exam coordinator and same should be distributed to all the faculty members.
8. Decided to arrange an orientation program to teachers in connection with the NAAC accreditation.
9. The meeting informed the Editorial board members of the student magazine to check all the articles and not to allow the students to publish any article without the consent of the Editorial board.
10. The meeting decided the following decisions in connection with students' strike:
 - Strike inside the college premises is banned
 - Outsiders were not permitted to enter in the campus premises

- Any kind of processions, poster exhibition, campaigning should be banned
 - It is the sole discretion of the students to participate the strike and no use of force is allowed.
11. The following decision is taken to the smooth functioning of our college canteen:
- Decided to convene a meeting of College Canteen Committee
 - Not to allow any kind of outside foods by the students inside the campus
 - Students are prohibited to enter in the Kitchen
 - Students are not allowed to sit in the canteen during the class hours.
 - Canteen committee should monitor all the above matters.\
12. College union election will be conducted as per the University order and Dr. Santo Jose is nominated as the Returning officer for the smooth conduct of union election
13. Teachers should go to the classes as early as possible in the first hour and forth hour
14. Decided to schedule the Excellence Day Celebrations on 9th August 2019
15. Decided to reconstitute the PTA executive Committee
16. If any change is required in the personal details of the staff members in College Calendar, then it should be reported.
17. Decided to call a staff meeting on 26th July 2019


Dr. Gireesh Kumar G.S.
Chairman of the Meeting
PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU




Shinu Thomas P
Staff Secretary

HBC/SCM/2019-20/03

HENRY BAKER COLLEGE MELUKAVU






Minutes of staff council held on **20/8/2019** (Tuesday)

Time: 1.30 Pm.-2.00 Pm.

Venue: Principal's Chamber

Chairman: Dr. Gireesh Kumar G.S, Principal

Members Present

1. Dr. Gireesh Kumar G.S, Principal 
2. Sri. DennisCherian.
3. Smt. Dona Sebastian 
4. Dr. BeenaPual 
5. Dr. Disha V.J 
6. Dr. Santo Jose
7. Prof: AshlyMereena Mathew 

8 Sri. Shinu Thomas P

9 Sri .Jomon K Joseph

Agenda

1. College Union Election
2. Internal Examination
3. Attendance System

Decisions

1. College Union Election is scheduled to be conducted on 21/8/2019 according to the directions of the University
2. Unit examination for the month of July has conducted successfully. It is decided to convene the PTA meeting of respective classes from 2nd September onwards.
3. Due to the shortage of working days, the model examination scheduled on 16th September is postponed and decided to conduct an one hour examination covering questions from all modules.
4. It is decided to implement automated attendance system in final year classes only. After examining the pros and cons of this system, it can be implemented in other classes also.

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

PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU



Shinu Thomas P
Staff Secretary

HBC/SCM/2019/20/04

HENRY BAKER COLLEGE MELUKAVU

STAFF COUNCIL MEETING –MINUTES

MINUTES OF THE STAFF COUNCIL HELD ON 02/09/2019. Monday

Venue: Principal's Office & Time: 1.30 PM

Chairman: Dr. Gireesh Kumar G.S. Principal

Members Present

1. Dr. Gireesh Kumar G.S .Principal
2. Dr. Beena Paul
3. Dr. Jeevan Kumar K
4. Prof. ShinuThomas P
5. Dr. Santo Jose
6. Dr. Disha V.J
7. Prof. Ajitha V.R
8. Sri. Jomon K Joseph


Agenda of the Meeting

- 1) Excellence Day
- 2) Teachers day and Onam Celebration
- 3) Model Examination

Decisions Taken


1. Excellence Day Celebrations is scheduled on 3rd September 2019 and decided to arrange the program without affecting the class time.
2. It is decided to arrange Teachers' Day Celebration on 5th September 2019.
3. Decided to grant permission to college Union to celebrate Onam under the aegis of Dr. Santo Jose
4. Staff Council members unanimously agreed to conduct the model examination for the first year students on convenient dates. Dates will be decided after getting the University timetable.
5. During the meeting, Principal informed about the tie up agreement made with G-Tech Computers for starting SAP courses on the Campus.

The meeting was wound up at 2.30 PM


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

PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU




Shinu Thomas P
Staff Secretary

HBC/SCM/2019-20/05

HENRY BAKER COLLEGE, MELUKAVU

Staff Council & IQAC Combined Meeting - Minutes






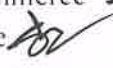

Minutes of the meeting held on 18th October 2019, Friday

Time: 2.00 Pm - 5.15 Pm.

Venue: Principal's Office

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

Members Present

1. Dr. Gireesh Kumar G.S., Principal 
2. Prof. Dr K . Jeevan Kumar , HOD, Dept. of English 
3. Dr. Beena Paul, HOD, Dept. of History 
4. Dr. Disha V.J. HOD (I/C), Dept. Physics 
5. Dr. Santo Jose, HOD, Dept.of Commerce & IQAC Co-ordinator
6. Prof. Ashly Mereena Mathew, Assistant Professor, Dept.of Commerce 
7. Prof. Shinu Thomas P., Assistant Professor, Dept.of Commerce 
8. Sri. Dennis Cherian, HOD, Dept.of Commerce (Self- Financing)
9. Smt.Ajitha V.R
10. Sri. Jomon K Joseph 

Agenda

1. IQAC & NAAC
2. Model Examination
3. Parents Meet
4. Modernization of College Attendance System

Our principal, Dr Gireesh Kumar G S, welcomed the gathering


Decisions taken in the Meeting

1. Keep NAAC files as per revised criteria.
2. Start two certificate courses by each department.
3. Conduct a Mega Alumni Meeting in December 2019.


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

PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU




Shinu Thomas P
Staff Secretary

HBC/SCM/2019/20/06

HENRY BAKER COLLEGE MELUKAVU








MINUTES OF THE STAFF COUNCIL HELD ON 23/01/2020, 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 
9. Sri. Anish Thanikkan, HOD, Dept. of Tourism Studies

Agenda of the Meeting

1. Utilisation of B.Voc Fund Received
2. Internal Examination

Decisions

- 1) The meeting authorised Dr. Gireesh Kumar G.S.. Principal to utilise the fund received from UGC for B.Voc Course.
- 2) The Meeting Decided to schedule the internal examination for second .Fourth and Sixth semester UG Classes from 27/1/2020 too 05/02/2020 and publish the result on 10/02/2020

Dr. Gireesh Kumar 
Chairman of the Meeting

Shinu Thomas P 
Staff Secretary

PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU



HENRY BAKER COLLEGE MELUKAVU

FEEDBACK COMMITTEE -MINUTES

Minutes of the meeting held on 04/12/2017




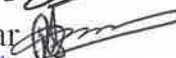


Time: 4.00pm

Venue: Principal's Chamber

Chairman: Dr. Gireeshkumar G.S.

Principal

Members Present

1. Dr.GireeshkumarG.S., Principal 
2. Dr.Santo Jose. 
3. Shinu Thomas P 
4. Dr.Jeevan Kumar 
5. Dr.Beena Paul 
6. Dr.Disha V.J 

Agenda

Feedback Analysis Committee

Decision

As per the direction from the IQAC, a Feedback Committee was constituted for the academic year 2017-2018 and the committee decided to conduct the feedback analysis of curriculum at the end of every academic year.


Dr. GireeshkumarG.S.

Principal

PRINCIPAL
HENRY BAKER COLLEGE-
MELUKAVU



HENRY BAKER COLLEGE MELUKAVU

FEEDBACK COMMITTEE - MINUTES

Minutes of the meeting held on 02/01/2018







Time: 2.00 pm

Venue: Principal's Chamber

Chairman: Dr. Gireeshkumar G.S

Principal

Members Present

1. Dr. Gireeshkumar G.S., Principal 
2. Dr. Santo Jose. 
3. Shinu Thomas P 
4. Dr. Jeevan Kumar 
5. Dr. Beena Paul 
6. Dr. Disha V.J 

Agenda

1. Feedback Analysis
2. Submission of the analysis report

Decision

The committee decided to conduct an appropriate analysis of the feedback on curriculum. The committee appointed Prof. Dona Mathew to make the curriculum feedback analysis and to submit the analysis report at the end of the academic year.


Dr. Gireeshkumar G.S.

Principal

PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU



HENRY BAKER COLLEGE MELUKAVU

FEEDBACK COMMITTEE -MINUTES

Minutes of the meeting held on 28/02/2018


Time: 1.30 pm

Venue: Principal's Chamber

Chairman: Dr. GireeshkumarG.S., Principal

Members Present

Dr .GireeshkumarG.S., Principal 

Dr. Santo Jose. 

Shinu Thomas P 

Dr. Jeevan Kumar 

Dr. Beena Paul 

Dr. Disha V.J 

Agenda

Submission of analysis report

Decision

The committee decided to submit the feedback analysis report on 20th March 2020. The committee suggested conducting at least two certificate courses by each department which help the student to improve his/her may career.


Dr. GireeshkumarG.S.

Principal

PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU



HENRY BAKER COLLEGE MELUKAVU

FEEDBACK COMMITTEE -MINUTES







Minutes of the meeting held on 09/11/2018

Time: 4.00 pm

Venue: Principal's Chamber

Chairman: Dr. Gireeshkumar G.S., Principal

Members Present

1. Dr. Gireeshkumar G.S., Principal 
2. Dr.Santo Jose. 
3. Shinu Thomas P 
4. Dr.Jeevan Kumar 
5. Dr.Beena Paul 
6. Dr.Disha V.J 
7. Sri Dennis Cherian
8. Sri.Anish Thanikkan

Agenda

Feedback Analysis Committee

Decision

As per the direction from the IQAC, a Feedback Committee was constituted for the academic year 2018-2019 and decided to conduct a feedback analysis of curriculum at the end of every academic year.


Dr. Gireeshkumar G.S.

Principal

PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU



HENRY BAKER COLLEGE MELUKAVU

FEEDBACK COMMITTEE -MINUTES

Minutes of the meeting held on 31/12/2018

Time: 2.00 pm

Venue: Principal's Chamber

Chairman: Dr. Gireeshkumar G.S., Principal

Members Present

1. Dr. Gireeshkumar G.S., Principal
2. Dr.Santo Jose.
3. Shinu Thomas P
4. Dr.Jeevan Kumar
5. Dr.Beena Paul
6. Dr.Disha V.J
7. Sri. Dennis Cherian
8. Sri.Anish Thanikkan

Agenda

1. Feedback Analysis
2. Submission of analysis report

Decision

The committee decided to conduct a proper feedback analysis of the curriculum. The committee entrusted Dr. Jincy Devasia to make the curriculum feedback analysis and to submit the analysis report at the end of the academic year.



Dr. Gireeshkumar.G.S.

Principal

PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU

HENRY BAKER COLLEGE MELUKAVU
FEEDBACK COMMITTEE -MINUTES







Minutes of the meeting held on 28/02/2019

Time: 4.00 pm

Venue: Principal's Chamber

Chairman: Dr. Gireeshkumar G.S., Principal

Members Present

1. Dr. Gireeshkumar G.S., Principal 
2. Dr.Santo Jose. 
3. Shinu Thomas P 
4. Dr.Jeevan Kumar 
5. Dr.Beena Paul 
6. Dr.Disha V.J 
7. Sri Dennis Cherian
8. Sri.Anish Thanikkan


Agenda

Submission of the analysis report

Decision

The committee decided to submit a feedback analysis report on 18th March 2019. The committee suggested conducting more skill oriented certificate courses to supplement the curriculum.



Dr. Gireeshkumar G S 
Principal

PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU

HENRY BAKER COLLEGE MELUKAVU

FEEDBACK COMMITTEE -MINUTES

Minutes of the meeting held on 06/11/2019

Time: 2.00 pm

Venue: Principal's Chamber

Chairman: Dr. Gireeshkumar G.S, Principal

Members Present

1. Dr . Gireeshkumar.G.S., Principal
2. Dr.Santo Jose.
3. Shinu Thomas P.
4. Dr.Jeevan Kumar
5. Dr.Beena Paul
6. Dr.Disha V.J
7. Sri Dennis Cherian
8. Sri.Anish Thanikkan

Agenda

Feedback Analysis Committee

Decision

As per the direction from the IQAC, a Feedback Committee was constituted and a special meeting was held on 6th November 2019. The committee decided to conduct a feedback analysis of the curriculum at the end of every academic year.



Dr. Gireeshkumar G.S.

Principal

PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU

HENRY BAKER COLLEGE MELUKAVU

FEEDBACK COMMITTEE -MINUTES







Minutes of the meeting held on 3/12/2019

Time: 2.00 pm

Venue: Principal's Chamber

Chairman: Dr. Gireeshkumar G.S, Principal

Members Present

1. Dr. Gireeshkumar G.S., Principal 
2. Dr.Santo Jose. 
3. Shinu Thomas P 
4. Dr.Jeevan Kumar 
5. Dr.Beena Paul 
6. Dr.Disha V.J 
7. Sri. Dennis Cherian
8. Sri.Anish Thanikkan

Agenda

1. Feedback Analysis
2. Submission of analysis report

Decision

The committee decided to conduct a proper feedback analysis of the curriculum and students from the entire department participated in the analysis. The committee entrusted Mr. Jennifer Carlos Hosana to prepare the curriculum feedback analysis and to submit the analysis report at the end of the academic year.


Dr. Gireeshkumar.G.S.

Principal

PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU

HENRY BAKER COLLEGE MELUKAVU

FEEDBACK COMMITTEE -MINUTES

Minutes of the meeting held on 3/3/2020

Time: 2.00 pm

Venue: Principal's Chamber

Chairman: Dr. Gireeshkumar G.S., Principal

Members Present

Dr. Gireeshkumar G.S., Principal 

Dr. Santo Jose. 

Shinu Thomas P 

Dr. Jeevan Kumar 

Dr. Beena Paul 

Dr. Disha V.J 

Sri. Dennis Cherian

Sri. Anish Thanikkan

Agenda

Submission of analysis report

Decision

The committee decided to submit a feedback analysis report on 23rd march 2020 and suggested conducting various certificate courses to supplement the curriculum.


Dr. Gireeshkumar G.S.

Principal

PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU

