

Assessment Period 2015-2020



HENRY BAKER COLLEGE, MELUKAVU

A Christian Minority Educational Institution run by CSI East Kerala Diocese



Criterion 6: Governance, Leadership and Management

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

Submitted to



THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL



HENRY BAKER COLLEGE MELUKAVU

(Affiliated to Mahatma Gandhi University, Kottayam, Kerala, India)

Melukavumattom P.O, Kottayam, Kerala, India PIN. 686652

Email:hbcprincipal@gmail.com Website:www.henrybakercollege.edu.in

HENRY BAKER COLLEGE MELUKAVU

Office order No. 1/NTS/2019 dated 07.01.2019


The following members of the office staff are assigned with the duties mentioned against each section, with immediate effect for the smooth functioning of the office.

PRINCIPAL

- General supervision
- Assistance to all sections in the office
- Confirm that all papers are upto date in the office & follow up action
- Distribution of articles received in Tappal to the concerned sections in the office and to the departments

SECTION A –Sri. JOMON K. JOSEPH




- Verification of all accounts and claims related to cash
- Maintenance and management of Treasury PD account (PD cash book subsidiary registers, Bills and Vouchers)
- Custodian of Cash & Register of Valuables
- Audit Objections from Higher offices
- Maintenance of Service Books
- Experience certificate for teaching staff
- Filing of Income Tax returns
- Spark
- Preparation of pay bills – Teaching staff and Non-Teaching Staff, Arrear Bills, Contingent Claims, Bonus, Festival Allowance
- LPC-NLC
- Salary certificate
- Acquittance statement, Professional Tax
- Seniority list of teachers, Non-Teaching Staff

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- Appointment and Approval of Teaching & Non-Teaching Staff including Guest Lecturers
 - Preparation of proposal, Distribution & Documentation of fund from UGC & other funding agencies
 - PF
 - Custodian of University Answer books
 - Pay fixation of Teaching & Non-Teaching staff
 - Workload related matters
 - Pension related works
 - Leave application of staff
 - Half yearly Return

SECTION B- SRI. JUSTIN J PAUL

- SLI, GIS
- Tapal & Despatch registers
- Attendance Register
- Course certificate
- Conduct certificate
- TC & Conduct Certificate
- Attendance certificate
- Duty Certificate
- Course Completion Certificate
- Acquittance Register
- Students attendance details
- All works related to E-Grantz
- Scholarship
- ABLC Fund statement/ Claim of stipend fee concession
- Certificates relating to scholarship
- To attend to students & visitors, help desk
- Annual Administration report
- AISHE
- Malayalam official language Report
- MEDISEP
- Right to Information communications
- Election
- Condonation for shortage of Attendance of Students

SECTION C – Sri. ISSON GEORGE

- Conduct of University Examinations
 - Downloading and issue of Hall tickets (With the help of office attendant)
 - Preparation of bills related to examinations
 - Uploading of Internal marks
 - All letters related to examinations
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- Registering students to various University Examinations
- Collection/ Remittance of exam fee
- Preparation of Bills related to SSP, WWS
- Teachers, Students, Non-Teaching staff ID Cards
- Admission – Fee collection
- Admission register
- Remittance certificate and DCB
- Issue of Mark Lists and other certificates received from University
- Examination Hall Arrangement
- Preparation of Examination Duty Chart
- Maintenance of Fee Receipt Book, Stock Register and DFCR
- Annual financial statements from Treasury
- Uploading Students Admission Details
- Caution Deposit Register and its disbursement

RECEPTION

- Delivery of Registered & other important Tappals to staff
- Assistance in the calculation of students Attendance
- Issue of MQ application form
- Photocopying

Files, Registers and connected Records of the concerned sections will be transferred/ handed over to the newly assigned person in case of section change/ subject change.




PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU

Academic Plan

Academic Calendar 2019-2020

SEMESTER I		SEMESTER II	
		Semester started on 12/11/2019	
24/6/2019	I Semester Classes started on	Date of submission of assignment	02/12/2019
Entry level Test	25/6/2019	Date of first internal exam	27/1/2020-5/2/2020
Date of submission of assignment	23/7/2019	Publication of Results	12/02/2020
Date of first internal exam	14/10/2019-18/10/2019	Last date for filing a grievance	17/02/2020
Publication of Results	21/10/2019	Result Analysis	21/02/2020
Last date for filing a grievance	23/10/2019	PTA	25/02/2020
Result Analysis	24/10/2019	Date of second internal exam	11/3/2020-17/3/2020
PTA	25/10/2019	Last date for filing a grievance	18/3/2020
Date of second internal exam	1/11/2019-8/11/2019	Result Analysis	20/3/2020
Last date for filing a grievance	13/11/2019	Publication of A form	24/03/2020
Result Analysis	19/11/2019	Last date for filing any grievance	31/03/2020
Publication of A form	25/11/2019	Publication of B form	06/04/2020
Last date for filing any grievance	29/11/2019		
Publication of B form	2/12/2019		




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MELUKAVU

UGC -SERVICE RULES

[भाग III—खण्ड 4]

भारत का राजपत्र : असाधारण

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UNIVERSITY GRANTS COMMISSION NOTIFICATION

New Delhi, the 13th June, 2013

No. F. 1-2/2009(EC/PS) V(i) Vol-II.—In exercise of the powers conferred under clause (e) and (g) of sub-section (1) of Section 26 of University Grants Commission Act, 1956 (3 of 1956), the University Grants Commission hereby frames the following amendment Regulations, namely :—

1. Short title, application and commencement:

1.1. These Regulations may be called the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (2nd Amendment) Regulations, 2013.

1.2 They shall come into force with immediate effect from their publication in the Official Gazette.

2. The clause 6.1.0 of the Annexure of University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2010 (hereinafter to be called 'The Principal Regulations') shall stand amended and be substituted by the following clause:-

"6.1.0 The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on weightages given to the performance of the candidate in different relevant dimensions and his/her performance on a scoring system proforma, based on the Academic Performance Indicators (API) as provided in this Regulations in Tables I to IX of Appendix III.

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Provided that API scores will be used for screening purpose only and will have no bearing on expert assessment of candidates in Direct Recruitment/ CAS

Provided also that the API score claim of each of the sub-categories in the Category III (Research and Publications and Academic Contributions) will have the following cap to calculate the total API score claim for Direct Recruitment / CAS

Sub-Category	Cap as % of API cumulative score in application
III (A) : Research papers (Journals, etc)	30%
III (B) Research publications (Books, etc)	25%
III (C) Research Projects	20%
III (D) Research Guidance	10%
III (E) Training Courses and Conference /Seminar, etc	15%

In order to make the system more credible, universities may assess the ability for teaching and/or research aptitude through a seminar or lecture in a class room situation or discussion on the capacity to use latest technology in teaching and research at the interview stage. These procedures can be followed for both direct recruitment and CAS promotions wherever selection committees are prescribed in these Regulations."

3. The clause 6.0.2 of the Principal Regulations shall stand amended and be substituted by the following clause:-

"6.0.2The Universities shall adopt these Regulations for selection committees and selection procedures through their respective statutory bodies incorporating the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) at the institutional level for University Departments and their Constituent colleges/ affiliated colleges (Government/Government-aided/Autonomous/ Private Colleges) to be followed transparently in all the selection processes. An indicative PBAS template proforma for direct recruitment and for Career Advancement Schemes (CAS) based on API based PBAS is annexed in Appendix III. The universities may adopt the template proforma or may devise their own self-assessment cum performance appraisal forms for teachers. While adopting this, universities shall not change any of the categories or scores of the API given in Appendix-III. The universities can, if they wish so, increase the minimum required score or devise appropriate additional criteria for screening of candidates at any level of recruitment."

HR POLICY LINK:

<https://henrybakercollege.edu.in/AboutUs/HR%20Policy>

ORGANOGRAM LINK:

<https://henrybakercollege.edu.in/AboutUs/Organogram>

