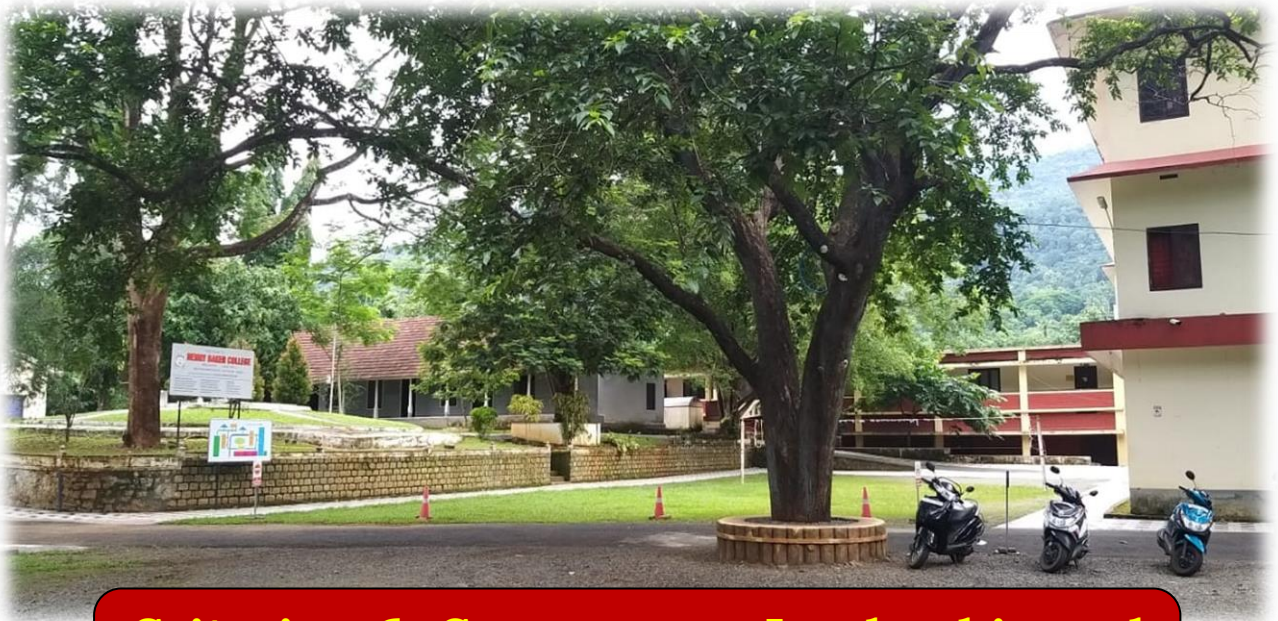


Assessment Period 2015-2020



HENRY BAKER COLLEGE, MELUKAVU

A Christian Minority Educational Institution run by CSI East Kerala Diocese



Criterion 6: Governance, Leadership and Management

Additional Information (IQAC, Reports and MOUs)

Submitted to



THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

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

IQAC

Additional Information

Sl No	Item	Link
1	Regular meeting	<u>Click Here</u>
2	Feedback collected, analysed	<u>Click Here</u>
3	ATR	<u>Click Here</u>



HENRY BAKER COLLEGE, MELUKAVU

A Christian minority Educational Institution runs by C.S.I East Kerala Diocese
Affiliated to Mahatma Gandhi University

+91 9605470018 principal@henrybakercollege.edu.in



ACADEMIC RETREATS

ACADEMIC YEAR 2015-20

HBC AR

Henry Baker College, Melukavu is a Christian, Minority, Co-Educational, Government-aided Arts and Science College
Established in 1981, Affiliated to Mahatma Gandhi University,
Kottayam, Kerala.

www.henrybakercollege.edu.in

Academic Retreats

Considering the immense value of Academic retreats in faculty development and pedagogical practices, the management of Henry Baker College, Melukavu organizes academic retreats for the teaching staff at the commencement of every Academic year. The academic retreat is a promising strategy to enhance the teaching quality, to analyze the existing teaching methods, to adopt novel directions in teaching- learning process, to revive the vigor of the teaching community and to increase the academic output of the teachers. It is designed to provide an exposure to the teachers to various effective teaching- learning techniques which will guarantee a quality assured dynamic academic year.

Academic Retreat 2019-20

The Academic Retreat of the Year 2019-20, was conducted on 04 June 2019 at the Bishop's House, Chalamattom. The retreat was beneficial for the teachers as the sessions dealt with the strenuous role of ICT in pedagogy. Over the years, technology has revolutionized the process of education. Integrating modern technology in teaching and learning process is indispensable in higher Education. The academic session provided deep insights into the global practice of new educational technologies.

The academic retreat initiated with a short opening prayer by Rev. Biju Joseph, Bursar of the college. The welcome speech of the Principal, Dr. Gireesh Kumar G S was followed by the inaugural ceremony of the programme by his Excellency, Bishop Rt. Rev. V S Francis, Manager of the college. The Resource Person for the Academic session, Dr.Reji MA, Retd. Principal St. Peter's College, Kolenchery made a presentation on the topic "The Role of ICT in Teaching- Learning Process. He elaborated on the new techniques in the field of ICT enabled teaching. He emphasized that modern technological advancements have given new impetus in teaching learning process. He also dealt with the pros and cons of the ICT enabled education. The Session II, Bishop, Rt. Rev V S Francis delivered a lecture on the topic "Teachers as Agents of Character Formation." He highlighted the value of healthy teacher- student relationship. He also emphasized the prime role of mentoring in the character

formation of the students. As the teachers plays a powerful role in the character formation of the students, the personality of a teacher should possess traits of integrity, loyalty, love, truthfulness etc. The meeting discussed in detail about the Academic Plan of the forthcoming year. The programme was concluded by the vote of thanks proposed by the Staff Secretary, Prof. Korah Jacob.

List of Participants

Sl.No	Name of the teacher	Department
1.	DR. GIREESH KUMAR G. S.	Commerce
2.	DR. ANTONY JOSEPH	Commerce
3.	DR. SANTO JOSE	Commerce
4.	JENIPHER CARLOS HOSANNA	Commerce
5.	SHINU THOMAS P.	Commerce
6.	ASHLY MEREENA MATHEW	Commerce
7.	JUSTIN JOSE	Commerce
8.	LENITTAMOL ABRAHAM	Commerce
9.	ANUMOL SAM	Commerce (SF)
10.	DENNIS CHERIAN	Commerce (SF)
11.	NIMMY RAJAN	Commerce (SF)
12.	BEINIMOL GEORGE	Commerce (SF)
13.	ANS MARIYA JOSE	Commerce (SF)
14.	DIVYAMOL T.	Commerce (SF)
15.	SOJAN THOMAS	Commerce(SF)
16.	DR. BEENA PAUL	History
17.	DR. NISHA JOSEPH	History
18.	BENCY MOHANDAS	History
19.	KRISHNADAS CHINNAPPAN	History
20.	DR. JIBIN MATHEW	History
21.	RAGI K. R.	History
22.	KORAH JACOB	Economics
23.	SABITHA KRISHNAN	Politics
24.	DR. JINCY DEVASIA/ JERRY JOSEPH	Physics
25.	DR. PRINCE THOMAS	Physics
26.	DR. DISHA V. J.	Chemistry
27.	ATHIRA VENUGOPAL	Mathematics
28.	DR. JEEVAN KUMAR K.	English
29.	DONA SEBASTIAN	English
30.	ANSA ANDREWS	English
31.	PAUL MATHEWS	English
32.	STEFFY JAMES/ELIZABETH JOSEPH	English
33.	ARUNA VIMALAN	English
34.	AJITHA V. R.	Hindi

35.	SOUMYA PAUL	Malayalam
36.	JITHIN THOMAS ABRAHAM	Physical Education
37.	ANISH THANIKKAL	B. Voc
38.	ANEETTA ELIZABETH MANUEL	B Voc
39.	JOSHY SAM JOHNSON	B Voc
40.	RENIMOL SIMON	B Voc

HENRY BAKER COLLEGE, MELUKAVU



ACADEMIC RETREAT 19-20

FACULTY DEVELOPMENT PROGRAMME

DR. REJI M. A.

PRINCIPAL (RETD.),
ST. PETER'S COLLEGE, KOIENCHERRY

BISHOP'S HOUSE

4 JUNE 2019

10.30 AM

IQAC & FDC



Dr. Reji MA Delivering the Lecture on 4th June 2019



Academic Retreat 2018-19

The Academic Retreat of the Year 2018-19, was conducted on 02 June 2018 at the Bishop's House, Chalamattom. The academic deliberations on the significance of Research in the teaching - learning process provided novel insights to the participants, especially to the young researchers.

The programme started with an opening invocation by Rev. P.K Sebastian, Bursar of the college. Principal Dr. Gireesh Kumar G S welcomed all the dignitaries and participants. His Excellency, Bishop Rt. Rev. Dr. K G Daniel, Manager of the college inaugurated the Academic Retreat. In his inaugural address, he briefly highlighted the magnitude of Research works in the present academic scenario. The resource person, Dr. JiJi Thomson IAS, Former Chief Secretary provided a commendable lecture on "The Significance of Research in Faculty Development." As Research is crucial in the Higher Education sphere, the talk was advantageous for all the participants. He motivated the faculties to undertake quality research projects in their thrust areas for exploring new horizons of knowledge. The afternoon session was commenced by 1.30 pm. Bishop, Rt. Rev. Dr. K G Daniel delivered lecture on the topic "Education for Global Peace." He underscored that education is the only powerful tool to promote world peace. Quality education can foster good values which promote, a lasting harmony among the citizens which is pivotal for the global peace. After the session, the meeting chalked out the Academic plan of the year. The programme was concluded with the vote of thanks proposed by Prof. Korah Jacob, Staff Secretary of the college.

List of Participants

Sl. No	Name of the teacher	Department
1.	DR. GIREESH KUMAR G. S.	Commerce
2.	DR. ANTONY JOSEPH	Commerce
3.	DR. SANTO JOSE	Commerce
4.	JENIPHER CARLOS HOSANNA	Commerce
5.	SHINU THOMAS P.	Commerce
6.	ASHLY MEREENA MATHEW	Commerce
7.	JUSTIN JOSE	Commerce
8.	LENITTAMOL ABRAHAM	Commerce
9.	VINSHA P SAM	Commerce

10.	ANUMOL SAM	Commerce (SF)
11.	JUNA DOMINIC	Commerce (SF)
12.	NIMMY RAJAN	Commerce (SF)
13.	SANTHOSH T. G.	Commerce (SF)
14.	DIVYAMOL T.	Commerce (SF)
15.	MANJU GEORGE	Commerce (SF)
16.	SOFEL SEBASTIAN	Commerce(SF)
17.	DR. BEENA PAUL	History
18.	DR. NISHA JOSEPH	History
19.	BENCY MOHANDAS	History
20.	KRISHNADAS CHINNAPPAN	History
21.	SHABANA BEEGUM K. K.	History
22.	NIMISHA JOSEPH	History
23.	KORAH JACOB	Economics
24.	AROMAL C. P.	Politics
25.	LIZA GEORGE / ARDRA S. NAIR	Physics
26.	DR. JINCY DEVASIA	Physics
27.	DR. DISHA V. J.	Chemistry
28.	ATHIRA VENUGOPAL	Mathematics
29.	DR. JEEVAN KUMAR K.	English
30.	DONA SEBASTIAN	English
31.	ANJALYKUTTY K VELAYUDHAN	English
32.	PAUL MATHEWS	English
33.	ELIZABETH JOSEPH	English
34.	STESSY S VARALIKARA	English
35.	AJITHA V. R.	Hindi
36.	SOUMYA PAUL	Malayalam
37.	ANISH THANIKKAL	B.Voc
38.	ANEETTA ELIZABETH MANUEL	B. Vov
39.	JOSHY SAM JOHNSON	B.Voc



Sri. Jiji Thomson IAS delivering the lecture

HENRY BAKER COLLEGE, MELUKAVU



Faculty Development Programme

Academic Retreat 18-19

Sri. Jiji Thomson IAS

.....
FORMER CHIEF SECRETARY, KERALA

2 June 2018

10 am

Venue: Bishop's House, Chalamattom

IQAC & FDC

Academic Retreat 2017-18

The Academic Retreat of the Year 2017-18, was conducted on 3 June 2017 at the Seminar Hall, Henry Baker College, Melukavu. The academic sessions enlightened the participants that in order to meet the needs of today's world, our educational system must adopt new initiatives and practices.

The programme started with an opening prayer by Rev. P. K Sebastian, Bursar of the college. Staff Secretary, Prof. Korah Jacob delivered the Welcome address. The Retreat was inaugurated by his excellency, Bishop Rt. Rev. Dr. K G Daniel, Manager of the college. It was followed by his talk on the topic " Spirituality in Education." He associated spirituality with holistic education, which is integral for the transformation of a man into a perfect being. It is the cornerstone of a person's intellectual, ethical and moral development. The afternoon session was taken by Dr. A. T Devasia, First Vice Chancellor of M G University, Kottayam. He dealt with the topic "Best Practices in Higher Education." The session provided a platform for the participants to discuss in detail about the innovative pedagogical practices in higher education. An outline of the academic plan of the forthcoming year was discussed in the programme. The retreat wound up by 4.30 pm. Dr. Nisha Joseph, Assistant Professor, Department of History proposed vote of thanks.

List of Participants

Sl .No	Name of the teacher	Department
1.	DR. ANTONY JOSEPH	Commerce
2.	DR. BABU JOSEPH	Commerce
3.	DR. SANTO JOSE	Commerce
4.	JENIPHER CARLOS HOSANNA	Commerce
5.	SHINU THOMAS P	Commerce
6.	ASHLY MEREENA MATHEW	Commerce
7.	JUSTIN JOSE	Commerce
8.	LENITTAMOL ABRAHAM	Commerce
9.	ANUMOL SAM	Commerce
10.	JUNA DOMINIC	Commerce (SF)
11.	MIDHU ELSA JOSE	Commerce (SF)
12.	Dr. ASWATHY A. V.	Commerce (SF)

13.	DIVYAMOL T	Commerce (SF)
14.	MANJU GEORGE	Commerce (SF)
15.	ANUPAMA MOHAN	Commerce (SF)
16.	DR. BEENA PAUL	History
17.	DR. NISHA JOSEPH	History
18.	DINU SEBASTIAN	History
19.	KRISHNADAS CHINNAPPAN	History
20.	SHABANA BEEGUM K. K.	History
21.	NIMISHA JOSEPH	History
22.	KORAH JACOB	Economics
23.	TOBY SEBASTIAN	Politics
24.	LIZA GEORGE	Physics
25.	Dr. JINCY DEVASIA	Physics
26.	DR. DISHA V. J.	Chemistry
27.	ATHIRA R NAIR	Mathematics
28.	DR. JEEVAN KUMAR K.	English
29.	DONA SEBASTIAN	English
30.	ANJALYKUTTY K VELAYUDHAN	English
31.	PAUL MATHEWS	English
32.	ELIZABETH JOSEPH	English
33.	ANISHA SAM MERIN	English
34.	AJITHA V. R.	Hindi
35.	SOUMYA PAUL	Malayalam



Dr. A T Devasia delivering the Lecture on 03.06.2017

HENRY BAKER COLLEGE, MELUKAVU



Faculty Development Programme

ACADEMIC RETREAT 17-18

Dr. A. T. Devasia

First Vice Chancellor
Mahatma Gandhi University

Venue: Bishop's House, Chalamattom

3 June 2018

10 am

IQAC & FDC

Academic Retreat 2016-17

The Academic Retreat of the Year 2016-17, was conducted on 04 June 2016 at the Bishop's House, Chalamattom. The retreat was advantageous for the teachers as the sessions identified and addressed the multifarious crisis in the sphere of Higher Education.

The academic retreat started with a short opening prayer by Rev. P. K Sebastian, Bursar of the college. The welcome speech of Staff Secretary, Prof. Renjith Sebastian was followed by the inaugural ceremony of the Academic Retreat by his Excellency, Bishop Rt. Rev. Dr. K G Daniel, Manager of the college. The interactive session on "Higher Education: Challenges and Issues" by Dr. Cyriac Thomas, Former Vice Chancellor Mahatma Gandhi University, Kottayam, was extemporaneous. He dealt with the emerging challenges in the present higher education scenario. He provided insights into the changing responsibilities of teachers in the Higher Education sphere. The afternoon session was handled by Bishop, Rt. Rev. Dr. K G Daniel on the topic "Christian Values and Education." He underpinned that, the respect for truth and love is the pivotal value one must follow throughout his life. As the students internalize values from the educational institutions, these values must be practiced and communicated by our teachers. After the discussion of the Academic plan, the program was concluded with the vote of thanks proposed by Prof. Korah Jacob, IQAC coordinator.

List of Participants

Sl.No	Name of the teacher	Department
1.	DR. ANTONY JOSEPH	Commerce
2.	DR. BABU JOSEPH	Commerce
3.	DR. SANTO JOSE	Commerce
4.	JENIPHER CARLOS HOSANNA	Commerce
5.	SHINU THOMAS P	Commerce
6.	ASHLY MEREENA MATHEW	Commerce
7.	JUSTIN JOSE	Commerce
8.	ANUMOL SAM	Commerce
9.	DIVYAMOL T	Commerce
10.	JUNA DOMINIC	Commerce (SF)
11.	ANUPAMA MOHAN	Commerce (SF)
12.	MANJU GEORGE	Commerce (SF)
13.	DR. ASWATHY A. V.	Commerce (SF)
14.	DR. BEENA PAUL	History
15.	DR. NISHA JOSEPH	History

16.	ANCY CHERIYAN	History
17.	SHIBI SIVADAS	History
18.	DINU SEBASTIAN	History
19.	KRISHNADAS CHINNAPPAN	History
20.	KORAH JACOB	Economics
21.	MARIETT MATHEW	Politics
22.	LIZA GEORGE	Physics
23.	REJINA MARY JOSEPH	Physics
24.	DR. DISHA V. J.	Chemistry
25.	ATHIRA R NAIR	Mathematics
26.	DR. JEEVAN KUMAR K.	English
27.	DONA SEBASTIAN	English
28.	ANSA ANDREWS	English
29.	PAUL MATHEWS	English
30.	KABANI R.	English
31.	ANISHA SAM MERIN	English
32.	AJITHA V. R.	Hindi
33.	SOUMYA PAUL	Malayalam
34.	RENJIT SEBASTIAN	Physical Education




**HENRY BAKER COLLEGE
MELUKAVU**

Faculty Development Programme
ACADEMIC RETREAT 16-17

DR. CYRIAC THOMAS
 FORMER VICE CHANCELLOR, MAHATMA GANDHI
 UNIVERSITY

BISHOP'S HOUSE, CHALAMATTOM
 4 JUNE 2016 | 10 AM

IQAC & FDC



Dr. Cyriac Thomas delivering the lecture-04 June 2016



Bishop Rt. Rev Dr. K G Daniel delivering the lecture- 04-June 2016

Academic Retreat 2015-16

The Academic Retreat of the Year 2015-16, was a perfect platform for the teachers to refine their perspectives on the NAAC Accreditation process, which was conducted on 1st June 2015 at the Bishop's House, Chalamattom.

The programme started with the invocation by Rev. P.K Sebastian, Bursar of the college. Principal Dr. Aniyamma Varughese welcomed all the dignitaries and participants. His Excellency, Bishop Rt. Rev. Dr. K G Daniel, Manager of the college inaugurated the programme. In his inaugural address, he highlighted that NAAC Accreditation is imperative for our institution. The resource person Prof. Tomychen Joseph, Associate professor in Commerce, K E College, Manganam provided new impetus on the topic "NAAC Accreditation Frame Work." He discussed in detail about the Seven Criteria for assessment. The session was highly valuable for the institution, as it sensitizes the participants about the objectives of NAAC, its vision, assessment and accreditation process and the grading system. The afternoon session was handled by the Bishop, Rt. Rev. Dr. K G Daniel on the topic "Education for Social Change and Transformation." His talk reinvigorated the participants as he underscored the role of teachers as agents who foster social change in all fields of life. The Academic Plan of the year was discussed and tentatively chalked out in Session III. The programme concluded with the vote of thanks proposed by Prof. Renjith Sebastian, Staff Secretary of the college.

List of Participants

Sl. No	Name of the teacher	Department
1.	DR. ANEYAMMA VARUGHESE	Principal
2.	DR. ANTONY JOSEPH	Commerce
3.	DR. BABU JOSEPH	Commerce
4.	DR. SANTO JOSE	Commerce
5.	JENIPHER CARLOS HOSANNA	Commerce
6.	SHINU THOMAS P	Commerce
7.	ASHLY MEREENA MATHEW	Commerce
8.	JUSTIN JOSE	Commerce
9.	JUNA DOMINIC	Commerce
10.	ANUMOL SAM	Commerce (SF)
11.	SONY JOHNY	Commerce (SF)
12.	ANIT JOSE	Commerce (SF)
13.	DIVYAMOL T	Commerce (SF)

14.	DR. BEENA PAUL	History
15.	DR. NISHA JOSEPH	History
16.	ANCY CHERIYAN	History
17.	BLESSY MERLIN CHERIYAN	History
18.	RASIYA RASHEED	History
19.	SHIBI SIVADAS	History
20.	KORAH JACOB	Economics
21.	MARIETT MATHEW	Politics
22.	ANIE GEORGE	Physics
23.	LIZA GEORGE	Physics
24.	DR. DISHA V. J.	Chemistry
25.	MARTIN THOMAS	Mathematics
26.	ANIE MARY FRANCIS	English
27.	DR. JEEVAN KUMAR.K	English
28.	DONA SEBASTIAN	English
29.	ANSA ANDREWS	English
30.	PAUL MATHEWS	English
31.	ASHA K. G.	English
32.	AJITHA V. R.	Hindi
33.	SOUMYA PAUL	Malayalam
34.	RENJIT SEBASTIAN	Physical Education

HENRY BAKER COLLEGE, MELUKAVU
ACADEMIC RETREAT(FDP) 2015-16

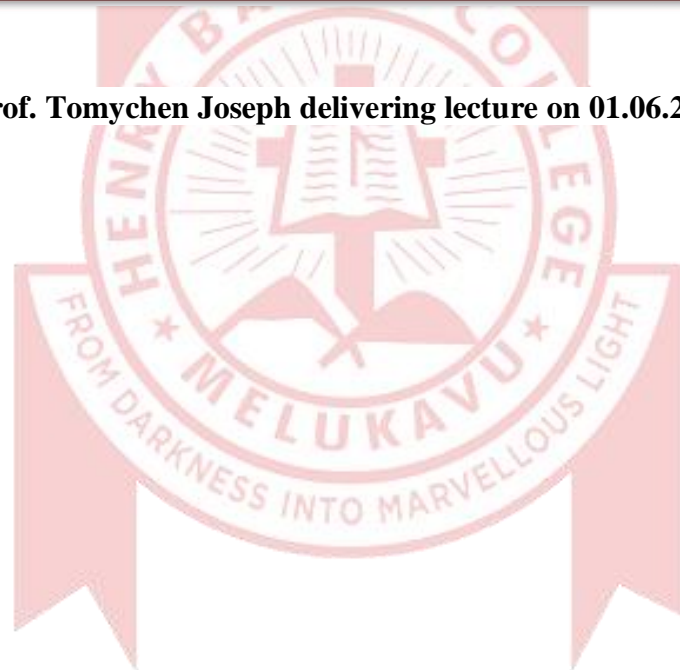
1.

Session I
Prof. Tomychan Joseph, Associate Professor in Commerce, K E
College, Manganam
Topic: NAAC Accreditation Frame Work

Session II
Rt. Rev. Dr. K G Daniel
Bishop East Kerala Diocese and Manager of the College.
Topic: Education for Social Change and Transformation
Date: 01.06.2015
Venue: Bishop's House, Chalamattom



Prof. Tomychen Joseph delivering lecture on 01.06.2015





HENRY BAKER COLLEGE, MELUKAVU

A Christian minority Educational Institution runs by C.S.I East Kerala Diocese
Affiliated to Mahatma Gandhi University

+91 9605470018 principal@henrybakercollege.edu.in

FACULTY DEVELOPMENT PROGRAM

ACADEMIC YEAR 2015-20

HBC FDP

Henry Baker College, Melukavu is a Christian, Minority, Co-Educational, Government-aided Arts and Science College
Established in 1981, Affiliated to Mahatma Gandhi University,
Kottayam, Kerala.

Faculty Development Programme on Academic Excellence in the Digital Era (Webinar)

- **Date: 25.04.2020**
- **Time: 11 am to 1 pm**

A National Webinar on " Academic Excellence in the Digital Era' organized by the College , Henry Baker College, Melukavu was conducted on Wednesday, 25th May 2020 from 11 am to 1pm. Dr.Sameer Babu M, Assistant Prof of Education ,Kerala University was the resource person. Prof. Justin Jose welcomed the participants. Dr. Gireesh Kumar, Principal of the college delivered introductory remarks. Dr.Sameer Babu M introduced some digital instructional methods for the teachers, in order to keep abreast with the new teaching-learning process for enhancing academic excellence. 39 participants were attended the Webinar. Prof. Ansa Andrews proposed vote of thanks.

List of Participants

Sl.No	Name of the teacher	Department
1.	DR. GIREESH KUMAR G. S.	Commerce
2.	DR. SANTO JOSE	Commerce
3.	JENIPHER CARLOS HOSANNA	Commerce
4.	SHINU THOMAS P.	Commerce
5.	ASHLY MEREENA MATHEW	Commerce
6.	JUSTIN JOSE	Commerce
7.	LENITTAMOL ABRAHAM	Commerce
8.	ANUMOL SAM	Commerce (SF)
9.	DENNIS CHERIAN	Commerce (SF)
10.	NIMMY RAJAN	Commerce (SF)
11.	BEINIMOL GEORGE	Commerce (SF)
12.	ANS MARIYA JOSE	Commerce (SF)

13.	DIVYAMOL T.	Commerce (SF)
14.	SOJAN THOMAS	Commerce(SF)
15.	DR. BEENA PAUL	History
16.	DR. NISHA JOSEPH	History
17.	BENCY MOHANDAS	History
18.	KRISHNADAS CHINNAPPAN	History
19.	DR. JIBIN MATHEW	History
20.	RAGI K. R.	History
21.	KORAH JACOB	Economics
22.	SABITHA KRISHNAN	Politics
23.	DR. JINCY DEVASIA/ JERRY JOSEPH	Physics
24.	DR. PRINCE THOMAS	Physics
25.	DR. DISHA V. J.	Chemistry
26.	ATHIRA VENUGOPAL	Mathematics
27.	DR. JEEVAN KUMAR K.	English
28.	DONA SEBASTIAN	English
29.	ANSA ANDREWS	English
30.	PAUL MATHEWS	English
31.	STEFFY JAMES/ELIZABETH JOSEPH	English
32.	ARUNA VIMALAN	English
33.	AJITHA V. R.	Hindi
34.	SOUMYA PAUL	Malayalam
35.	JITHIN THOMAS ABRAHAM	Physical Education
36.	ANISH THANIKKAL	B. Voc
37.	ANEETTA ELIZABETH MANUEL	B Voc
38.	JOSHY SAM JOHNSON	B Voc
39.	RENIMOL SIMON	B Voc


HENRY BAKER COLLEGE, MELUKAVU
Affiliated to MG University, Kottayam

National Webinar on
Academic Excellence in the Digital Era
Organised by
INTERNAL QUALITY ASSURANCE CELL
 Faculty Development Programme

RESOURCE PERSON
Dr. Sameer Babu M
 Assistant Professor of Education
 University of Kerala
 Thiruvananthapuram



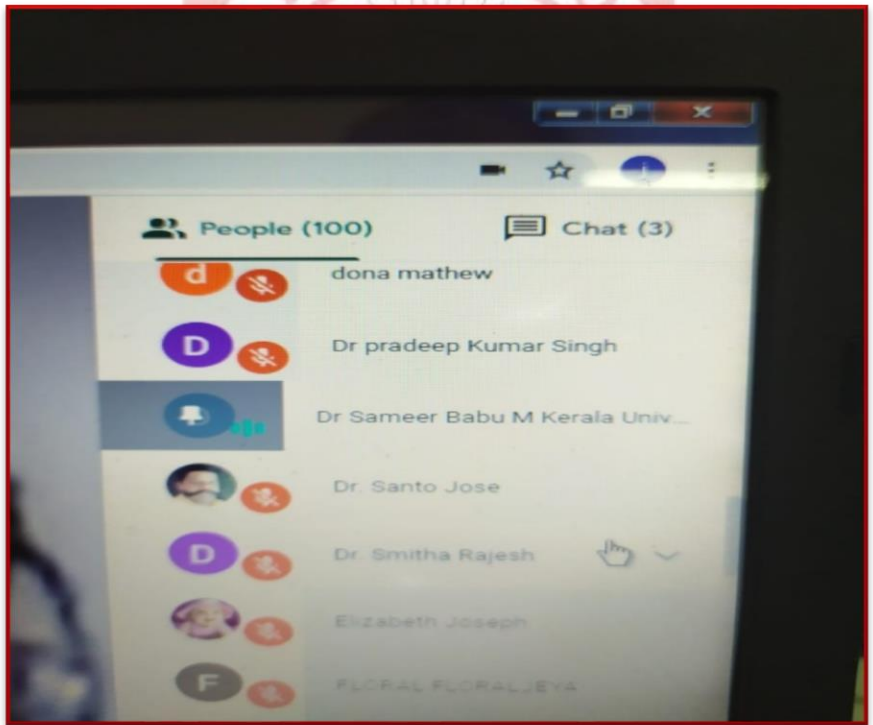

25 MAY, 2020
MONDAY
11.00 AM TO 1.00 PM

Contact

JUSTIN JOSE, ASST.PROFESSOR (COMMERCE)
 justin jose.jose@gmail.com
 ANSA ANDREWS, ASST.PROFESSOR (ENGLISH)
 ansaliza@gmail.com
 +919446786859

Dr. Santo Jose (IQAC -Co-ordinator) Dr.Gireesh Kumar G.S (Principal)

Free E-Certificates for Participants
www.henrybakercollege.edu.in



Screenshot of FDP

Topic: Faculty/ Professional Development Programme on Academic and Administrative Audit for Quality Enhancement

A faculty development programme was organised by the IQAC in association with FDC on 27 January 2020 in the Seminar Hall. Dr. K. N. Krishnakumar, Deputy Director of Collegiate Education, Kottayam was the key speaker of the programme and the topic was “Academic and Administrative Audit for Quality Enhancement”. The programme began at 1.30 pm and most of the teaching faculty attended the session. Staff Secretary Prof. Ansa Andrews welcomed the gathering and Principal Dr. Gireesh Kumar G. S. made a brief remark on the importance of audits in academic sphere. Following Principal’s remarks, Dr. K. N. Krishnakumar, an eminent teacher, delivered a lecture on “Academic and Administrative Audit for Quality Enhancement”. He detailed how certain level of standard is maintained in higher education institutions through regular auditing of the academic and non-academic activities. The programme ended at 4.30 and IQAC Coordinator Dr. Santo Jose proposed the vote of thanks


List of Participants

Sl .No	Name of the teacher	Department
1.	DR. GIREESH KUMAR G. S.	Commerce
2.	DR. SANTO JOSE	Commerce
3.	JENIPHER CARLOS HOSANNA	Commerce
4.	SHINU THOMAS P.	Commerce
5.	ASHLY MEREENA MATHEW	Commerce
6.	JUSTIN JOSE	Commerce
7.	LENITTAMOL ABRAHAM	Commerce
8.	ANUMOL SAM	Commerce (SF)

9.	DENNIS CHERIAN	Commerce (SF)
10.	NIMMY RAJAN	Commerce (SF)
11.	BEINIMOL GEORGE	Commerce (SF)
12.	ANS MARIYA JOSE	Commerce (SF)
13.	DIVYAMOL T.	Commerce (SF)
14.	SOJAN THOMAS	Commerce(SF)
15.	DR. BEENA PAUL	History
16.	DR. NISHA JOSEPH	History
17.	BENCY MOHANDAS	History
18.	KRISHNADAS CHINNAPPAN	History
19.	DR. JIBIN MATHEW	History
20.	RAGI K. R.	History
21.	KORAH JACOB	Economics
22.	SABITHA KRISHNAN	Politics
23.	DR. JINCY DEVASIA/ JERRY JOSEPH	Physics
24.	DR. PRINCE THOMAS	Physics
25.	DR. DISHA V. J.	Chemistry
26.	ATHIRA VENUGOPAL	Mathematics
27.	DR. JEEVAN KUMAR K.	English
28.	DONA SEBASTIAN	English
29.	ANSA ANDREWS	English
30.	PAUL MATHEWS	English
31.	STEFFY JAMES/ELIZABETH JOSEPH	English
32.	ARUNA VIMALAN	English
33.	AJITHA V. R.	Hindi
34.	SOUMYA PAUL	Malayalam
35.	JITHIN THOMAS ABRAHAM	Physical Education
36.	ANISH THANIKKAL	B. Voc
37.	ANEETTA ELIZABETH MANUEL	B Voc
38.	JOSHY SAM JOHNSON	B Voc
39.	RENIMOL SIMON	B Voc



Dr. K N Krishnakumar, Deputy Director of Collegiate Education, Kottayam, delivering Lecture

 **HENRY BAKER COLLEGE, MELUKAVU**

FACULTY DEVELOPMENT PROGRAMME

ACADEMIC AND ADMINISTRATIVE AUDIT FOR QUALITY ENHANCEMENT

DR. K. N. KRISHNAKUMAR
DEPUTY DIRECTOR OF COLLEGIATE EDUCATION, KOTTAYAM

////////////////////

SEMINAR HALL
27 JANUARY 2020
1.30 PM

IQAC & FDC

Faculty/ Professional Development Programme on 'Online Attendance System'

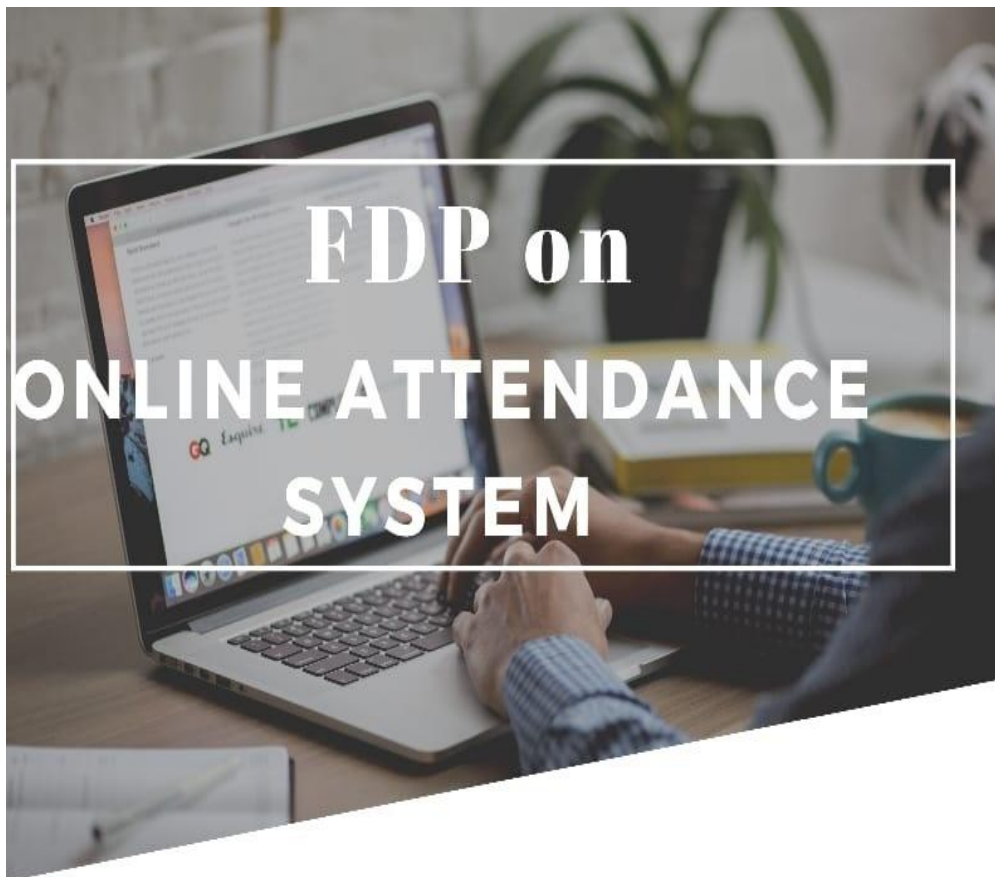
- **Date: 29.03. 2019**

IQAC& FDC of Henry Baker College, organized a Faculty Development programme/ Professional Training Programme on "Online Attendance System" on 16th September 2019 at the Seminar Hall. Staff. Principal Dr. Gireesh Kumar G S chaired the session and IQAC Co-ordinator Dr. Santo Jose welcomed the key note speaker Sri. Sirajudhin from TCS. He provided proper guidance for accessing the system. He elaborated on the significance of an Online attendance System as it let the teachers to accurately record the attendance of the students either subject wise or day wise in a single click through their own mobile phone or laptop. Teachers could keep a comprehensive report to keep a check on the students who are regular & who are not. As our college is planning to initiate online attendance system, the programme was very beneficial for the teaching staff. The programme was conducted from 10:00 am to 12:00 pm and concluded with a vote of thanks proposed by Prof. Justin Jose.

List of Participants:

Sl. No	Name of the teacher	Department
1.	DR. GIREESH KUMAR G. S.	Commerce
2.	DR. ANTONY JOSEPH	Commerce
3.	DR. SANTO JOSE	Commerce
4.	JENIPHER CARLOS HOSANNA	Commerce
5.	SHINU THOMAS P.	Commerce
6.	ASHLY MEREENA MATHEW	Commerce
7.	JUSTIN JOSE	Commerce
8.	LENITTAMOL ABRAHAM	Commerce

9.	VINSHA P SAM	Commerce
10.	ANUMOL SAM	Commerce (SF)
11.	JUNA DOMINIC	Commerce (SF)
12.	NIMMY RAJAN	Commerce (SF)
13.	SANTHOSH T. G.	Commerce (SF)
14.	DIVYAMOL T.	Commerce (SF)
15.	MANJU GEORGE	Commerce (SF)
16.	SOFEL SEBASTIAN	Commerce(SF)
17.	DR. BEENA PAUL	History
18.	DR. NISHA JOSEPH	History
19.	BENCY MOHANDAS	History
20.	KRISHNADAS CHINNAPPAN	History
21.	SHABANA BEEGUM K. K.	History
22.	NIMISHA JOSEPH	History
23.	KORAH JACOB	Economics
24.	AROMAL C. P.	Politics
25.	LIZA GEORGE / ARDRA S. NAIR	Physics
26.	DR. JINCY DEVASIA	Physics
27.	DR. DISHA V. J.	Chemistry
28.	ATHIRA VENUGOPAL	Mathematics
29.	DR. JEEVAN KUMAR K.	English
30.	DONA SEBASTIAN	English
31.	ANJALYKUTTY K VELAYUDHAN	English
32.	PAUL MATHEWS	English
33.	ELIZABETH JOSEPH	English
34.	STESSY S VARALIKARA	English
35.	AJITHA V. R.	Hindi
36.	SOUMYA PAUL	Malayalam
37.	ANISH THANIKKAL	B.Voc
38.	ANEETTA ELIZABETH MANUEL	B. Vov
39.	JOSHY SAM JOHNSON	B.Voc



FDP on ONLINE ATTENDANCE SYSTEM

SRI. SIRAJUDHIN M.

Chief Developer, TCS

16.9.2019 | 10 am

Seminar Hall

IQAC & FDC



**HENRY BAKER COLLEGE,
MELUKAVU**

FACULTY DEVELOPMENT CENTRE

FACULTY DEVELOPMENT PROGRAMME

NAAC: Accreditation and Ranking

A faculty development programme on “NAAC: Accreditation and Ranking” was organised under the auspices of the Faculty Development Centre of the college on 26.08.2019. Prof. Ajay Joseph, Assistant Professor, Bharatmatha College, Trikkakara led the sessions and all the teaching staff attended the seminar. IQAC coordinator Dr. Santo Jose officially welcomed the guests and the participants. Principal Dr. Gireeshkumar G. S. briefed the necessity of being familiar with the various accreditations and ranking processes in the contemporary higher education scenario. In his talk, Sri, Ajay Joseph detailed the various aspects of the accreditation and ranking process to the staff. A criteria-wise presentation of the seven aspects of the NAAC accreditation process indeed helped our teachers to understand various parameters set by NAAC. The programme ended by 12 pm. and Staff Secretary Prof. Ansa Andrews proposed the vote of thanks.

List of Participants:

Sl. No	Name of the teacher	Department
1.	DR. GIREESH KUMAR G. S.	Commerce
2.	DR. ANTONY JOSEPH	Commerce
3.	DR. SANTO JOSE	Commerce
4.	JENIPHER CARLOS HOSANNA	Commerce
5.	SHINU THOMAS P.	Commerce
6.	ASHLY MEREENA MATHEW	Commerce
7.	JUSTIN JOSE	Commerce
8.	LENITTAMOL ABRAHAM	Commerce
9.	VINSHA P SAM	Commerce

10.	ANUMOL SAM	Commerce (SF)
11.	JUNA DOMINIC	Commerce (SF)
12.	NIMMY RAJAN	Commerce (SF)
13.	SANTHOSH T. G.	Commerce (SF)
14.	DIVYAMOL T.	Commerce (SF)
15.	MANJU GEORGE	Commerce (SF)
16.	SOFEL SEBASTIAN	Commerce(SF)
17.	DR. BEENA PAUL	History
18.	DR. NISHA JOSEPH	History
19.	BENCY MOHANDAS	History
20.	KRISHNADAS CHINNAPPAN	History
21.	SHABANA BEEGUM K. K.	History
22.	NIMISHA JOSEPH	History
23.	KORAH JACOB	Economics
24.	AROMAL C. P.	Politics
25.	LIZA GEORGE / ARDRA S. NAIR	Physics
26.	DR. JINCY DEVASIA	Physics
27.	DR. DISHA V. J.	Chemistry
28.	ATHIRA VENUGOPAL	Mathematics
29.	DR. JEEVAN KUMAR K.	English
30.	DONA SEBASTIAN	English
31.	ANJALYKUTTY K VELAYUDHAN	English
32.	PAUL MATHEWS	English
33.	ELIZABETH JOSEPH	English
34.	STESSY S VARALIKARA	English
35.	AJITHA V. R.	Hindi
36.	SOUMYA PAUL	Malayalam
37.	ANISH THANIKKAL	B.Voc
38.	ANEETTA ELIZABETH MANUEL	B. Vov
39.	JOSHY SAM JOHNSON	B.Voc



Sri. Ajay Joseph delivering the Lecture on 26.08.2019

 **HENRY BAKER COLLEGE, MELUKAVU**

FACULTY DEVELOPMENT PROGRAMME

**NAAC:
ACCREDITATION
AND BANKING**

MR. AJAY JOSEPH
ASSISTANT PROFESSOR
BHARATMATHA COLLEGE,
THRIKKAKKARA

26 AUGUST 2019
10.00 AM

IQAC & FDC

Faculty Development Programme on Research and Innovation

- **Date:10.02.2018**
- **Venue: Seminar Hall**
- **Time:1.30 pm-3.30 pm**

The IQAC in association with FDC of Henry Baker College organized a one day Faculty Development Programme for Teaching Staff on the topic “Research and Innovation” on 10.02.2018. The Resource Person of the programme was Dr. A Biju, Principal, MES College, Marampally Aluva. Dr. Santo Jose, IQAC coordinator welcomed all. In his talk, Dr. A Biju emphasized the synergy between research and teaching. As teachers get novel insights in the specialized areas of their Research, it is necessary for the quality enhancement of the institution. Students are benefitted when the teachers link their research with innovative methods of teaching. The programme was concluded by 3.30 p.m. Prof. Renjith Sebastian proposed vote of thanks.

List of Participants

Sl.No	Name of the teacher	Department
1.	DR. ANTONY JOSEPH	Commerce
2.	DR. BABU JOSEPH	Commerce
3.	DR. SANTO JOSE	Commerce
4.	JENIPHER CARLOS HOSANNA	Commerce
5.	SHINU THOMAS P	Commerce
6.	ASHLY MEREENA MATHEW	Commerce
7.	JUSTIN JOSE	Commerce
8.	LENITTAMOL ABRAHAM	Commerce
9.	ANUMOL SAM	Commerce
10.	JUNA DOMINIC	Commerce (SF)
11.	MIDHU ELSA JOSE	Commerce (SF)

12.	Dr. ASWATHY A. V.	Commerce (SF)
13.	DIVYAMOL T	Commerce (SF)
14.	MANJU GEORGE	Commerce (SF)
15.	ANUPAMA MOHAN	Commerce (SF)
16.	DR. BEENA PAUL	History
17.	DR. NISHA JOSEPH	History
18.	DINU SEBASTIAN	History
19.	KRISHNADAS CHINNAPPAN	History
20.	SHABANA BEEGUM K. K.	History
21.	NIMISHA JOSEPH	History
22.	KORAH JACOB	Economics
23.	TOBY SEBASTIAN	Politics
24.	LIZA GEORGE	Physics
25.	Dr. JINCY DEVASIA	Physics
26.	DR. DISHA V. J.	Chemistry
27.	ATHIRA R NAIR	Mathematics
28.	DR. JEEVAN KUMAR K.	English
29.	DONA SEBASTIAN	English
30.	ANJALYKUTTY K VELAYUDHAN	English
31.	PAUL MATHEWS	English
32.	ELIZABETH JOSEPH	English
33.	ANISHA SAM MERIN	English
34.	AJITHA V. R.	Hindi
35.	SOUMYA PAUL	Malayalam

HENRY BAKER COLLEGE
MELUKAVU



FACULTY DEVELOPMENT
PROGRAMME

**RESEARCH
AND
INNOVATION**

DR. A. BIJU

Principal
M. E. S. College, Marampally

SEMINAR HALL
10 FEBRUARY 2018
1.30 - 3.30

IQAC & FDC

The poster features a central text area surrounded by various educational icons: a globe, a document with a red circle, a yellow square on a stand, a pencil and paper, a yellow triangle, a globe, a document with a yellow circle, a yellow circle with a dot, a red triangle, and a red square. The text is in a mix of bold and regular fonts, with the main title in large, bold, black letters.



Dr. A Biju delivering lecture 10th Feb 2018

Faculty Development Programme: Green Efforts for an Eco-Friendly Campus

- **Date: 23.07.2016**
- **Venue: Seminar Hall**
- **Time: 10.30 am -12.30 pm**

The IQAC and FDC of Henry Baker College organized a Faculty Development Programme / Professional Development Programme on “**Green Efforts for an Eco-Friendly Campus**” at the Seminar Hall on 23.07.2016. The Programme started by 10.30. Dr.Raju D Krishnapuram. Associate Professor Retd., Henry Baker College, was the Resource Person. IQAC coordinator Prof. Korah Jacob welcomed the gathering. Dr. Antony Joseph presided over the meeting. Dr. Raju D Krishnapuram in his remarks elaborated on the need of an eco friendly campus. He discussed on the initiatives and innovations taken by the institution to sustain an eco- friendly campus. He emphasized the significance of Green audit, Energy Audit, Bio- diversity Audit and Water Audit. He highlighted the importance of Rainwater harvesting, Solar panel, Usage of LCD Bulbs and vegetable garden in a campus. He appreciated the institution for its Green Efforts. The Seminar was concluded with the vote of thanks proposed by Prof. Korah Jacob, Staff Secretary.

List of Participants

Sl .No	Name of the teacher	Department
1.	Dr. Antony Joseph	Commerce
2.	Dr. Babu Joseph	Commerce
3.	Dr. Santo Jose	Commerce
4.	Jenipher Carlos Hosanna	Commerce
5.	Shinu Thomas P	Commerce
6.	Ashly Mereena Mathew	Commerce

7.	Justin Jose	Commerce
8.	Anumol Sam	Commerce
9.	Divyamol T	Commerce
10.	Juna Dominic	Commerce (SF)
11.	Anupama Mohan	Commerce (SF)
12.	Manju George	Commerce (SF)
13.	Dr. Aswathy A. V.	Commerce (SF)
14.	Dr. Beena Paul	History
15.	Dr. Nisha Joseph	History
16.	Ancy Cheriyan	History
17.	Shibi Sivadas	History
18.	Dinu Sebastian	History
19.	Krishnadas Chinnappan	History
20.	Korah Jacob	Economics
21.	Mariett Mathew	Politics
22.	Liza George	Physics
23.	Rejina Mary Joseph	Physics
24.	Dr. Disha V. J.	Chemistry
25.	Athira R Nair	Mathematics
26.	Dr. Jeevan Kumar K.	English
27.	Dona Sebastian	English
28.	Ansa Andrews	English
29.	Paul Mathews	English
30.	Kabani R.	English
31.	Anisha Sam Merin	English
32.	Ajitha V. R.	Hindi
33.	Soumya Paul	Malayalam
34.	Renjit Sebastian	Physical Education

HENRY BAKER COLLEGE, MELUKAVU

Faculty Development Programme

**GREEN EFFORTS FOR AN
ECO-FRIENDLY CAMPUS**



DR. RAJU D. KRISHNAPURAM
ASSOCIATE PROFESSOR (RETD.),
HENRY BAKER COLLEGE, MELUKAVU

SEMINAR HALL
23 JULY 2016
10.30-12.30

IQAC & FDC



Dr. Raju D Krishnapuram delivering the lecture (23 July 2016)

Faculty/ Professional Development Programme: Quality Assurance in Higher Education Sphere

- **Date: 05.09.2015**
- **Venue: Auditorium**
- **Time: 10.30am-3.30 pm**

The IQAC of Henry Baker College organized a one day faculty Development Programme on “Quality Assurance in Higher Education Sphere” on 05 September 2015. Dr.Tharsis Joseph, Retd. Principal, Devamatha College Kuruvillangad, NAAC Peer Team Member and Deepika DMD was the Resource Person. IQAC coordinator Prof. Korah Jacob welcomed the gathering. Principal Dr. Aneyamma Varughese presided over the meeting. In his talk, Dr.Tharsis Joseph upheld the prerequisite of retaining a desired quality at every point of the teaching-learning process. He defined Quality Assurance as a collective process which encompasses all the activities of the academic institution. It can be assured through continuous evaluation and assessment. He discussed in detail about adopting new innovative practices in the process of education.

In the afternoon session he provided an overview of NAAC Accreditation process. He briefed about the Registration process, IQA submission,SSR preparation and uploading and NAAC Peer Team Visit. He reminded us that through the accreditation process, we can identify the strengths and weaknesses of our institution as well as the internal areas of planning and resource allocations. The programme concluded by 3.30 pm. Prof. Renjith Sebastian, Staff Secretary proposed the vote of thanks.

List of Participants:

Sl. No	Name of the teacher	Department
1.	DR. ANEYAMMA VARUGHESE	Principal
2.	DR. ANTONY JOSEPH	Commerce
3.	DR. BABU JOSEPH	Commerce
4.	DR. SANTO JOSE	Commerce
5.	JENIPHER CARLOS HOSANNA	Commerce
6.	SHINU THOMAS P	Commerce
7.	ASHLY MEREENA MATHEW	Commerce
8.	JUSTIN JOSE	Commerce
9.	JUNA DOMINIC	Commerce
10.	ANUMOL SAM	Commerce (SF)
11.	SONY JOHNY	Commerce (SF)
12.	ANIT JOSE	Commerce (SF)
13.	DIVYAMOLT	Commerce (SF)
14.	DR. BEENA PAUL	History
15.	DR. NISHA JOSEPH	History
16.	ANCY CHERIYAN	History
17.	BLESSY MERLIN CHERIYAN	History
18.	RASIYA RASHEED	History
19.	SHIBI SIVADAS	History
20.	KORAH JACOB	Economics
21.	MARIETT MATHEW	Politics
22.	ANIE GEORGE	Physics
23.	LIZA GEORGE	Physics
24.	DR. DISHA V. J.	Chemistry
25.	MARTIN THOMAS	Mathematics
26.	ANIE MARY FRANCIS	English
27.	DR. JEEVAN KUMAR.K	English
28.	DONA SEBASTIAN	English
29.	ANSA ANDREWS	English
30.	PAUL MATHEWS	English

31.	ASHA K. G.	English
32.	AJITHA V. R.	Hindi
33.	SOUMYA PAUL	Malayalam
34.	RENJIT SEBASTIAN	Physical Education



Dr. Tharsis Joseph addressing the audience on 05 Sep 2015



HENRY BAKER COLLEGE, MELUKAVU

A Christian minority Educational Institution runs by C.S.I East Kerala Diocese
Affiliated to Mahatma Gandhi University

+91 9605470018 principal@henrybakercollege.edu.in



FDP REPORT

ACADEMIC YEAR 2015-20

HBC SP

Henry Baker College, Melukavu is a Christian, Minority, Co-Educational, Government-aided Arts and Science College
Established in 1981, Affiliated to Mahatma Gandhi University,
Kottayam, Kerala.

Colonialism and Christianity

A Professional Development Programme on **Colonialism and Christianity** was held on 4th February 2020. Dr. Beena Paul, Head of the Department of History delivered the welcome address. Dr. Gireesh Kumar G S inaugurated the seminar. Sri. Vinil Paul, Research scholar JNU, delivered the lecture, **Colonialism and Christianity: A History of Evangelical Mission Work among the Travancore Hill Tribes**. Sri. Vinil Paul, a budding historian has a very clear perspective on colonial evangelical mission. Being a social scientist, he authoritatively discussed about various events which substantiate the colonial encounter with indigenous and marginalized people. Though colonialism was a setback to many social evils, majority of the historians look upon colonialism as a socio-political evil. Among the native downtrodden it was a great opportunity to escape from the caste/ creed differences and social discrimination. One Hundred and Twenty Four students and fifteen faculty members attended the programme. Dr. Jibin Mathew proposed vote of thanks.

Name of the Participant

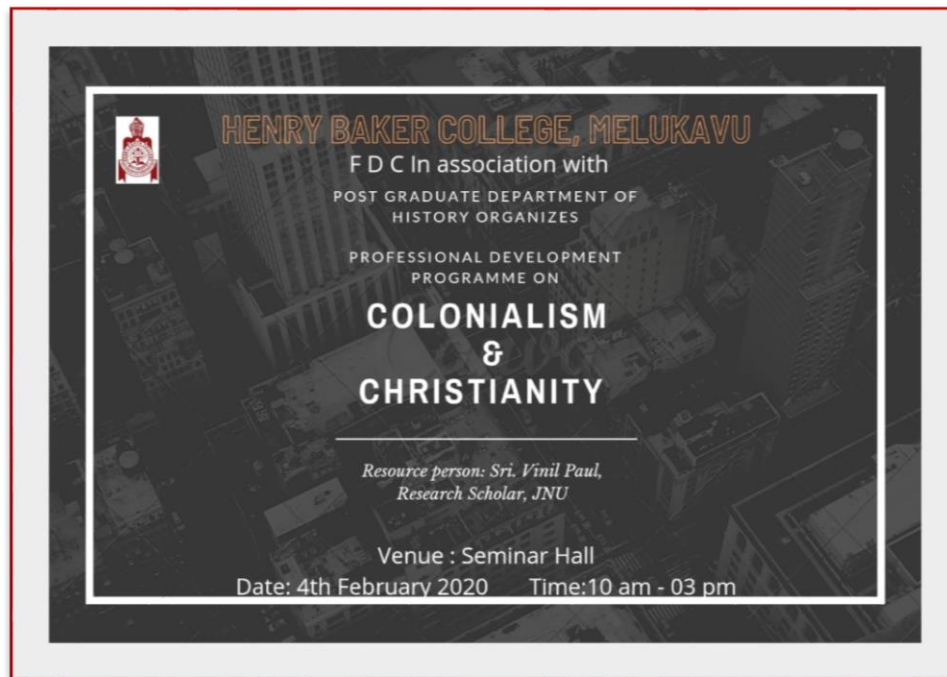
Sl.No	Name
1	ABHIJITH ABHILASH
2	ABHIRAM CHANDRABABU
3	AJITH V. R.
4	ANITTA JES CHARLY
5	ARAVIND SHAJI
6	ATHIRA BALAKRISHNAN
7	ATHIRA SURESH
8	ATHULYA THOMAS
9	BINILA THOMAS
10	CIBIN THOMAS
11	DONA JOSEPH
12	GRESHMA DANIEL
13	JOBIN JOSE
14	JOHNY GURUSWAMY

15	MINNU SUKUMARAN
16	MUHAMMED ABY K. P.
17	NAVYA JOSE
18	NEENUMOL THOMAS
19	SARANYA SASI
20	SARATH P. B.
21	SATHISH K. K.
22	SHAMLATH NOUSHAD
23	SONA SOJAN
24	TESSY TOMY
25	AISHAMOL SIYAD
26	AISWARYA P. S.
27	AJAY P RAJU
28	AKBARSHA ANSARI
29	AKHIL SASIDHARAN
30	AKHILRAJ P. R.
31	AL AMEEN RAHIM
32	ALAN CHRISTY
33	ALEENA JOHN
34	AMAL MANOJ
35	ANEESH KUTTAPPAN
36	ANILKUMAR N. K.
37	ANJALY BIJU
38	ANNIE SUMMER ANDREWS
39	ANU SUGUNAN
40	ARAVIND K AJIKUMAR
41	ASWATHY M JEEV
42	BEEMA SUBAIR
43	BIBIN ANTONY
44	CHRISTY ELAKKANAN
45	EMMANUEL THOMAS
46	FATHIMA T NISHAD
47	JERIN JOHNY
48	JERIN JOSEPH
49	JOSNA SEBASTIAN
50	KRISHNAPRIYA J. N.
51	NEENU MOL RAJU
52	NOBY KURIAN
53	PRINCE FRANCIS
54	RICHARD JAMES
55	SANDHYA MURUKAN

56	SANEESHA SABU
57	SHONYMOL SUNNY
58	SONA SUNNY
59	SREELAKSHMI SURESH
60	SUNU BABY
61	ABIN SAJI
62	AJAYKUMAR P AJI
63	AKHIL SUNIL
64	ALAN JOSEPH ROY
65	ALBERT JOSEPH
66	ANSAL P. S.
67	RAJUL RAJAN
68	THOMASKUTTY MICHAEL
69	TOM JAMES
70	VASEEM SALAM
71	AIDA MURUKAN
72	AISWARYA RAJU
73	AKSHAYAMOL SAJI
74	ALFIYA C. R.
75	ALFIYA ELLIYAS
76	AMINA K ANSARI
77	AMMUKUTTY S.
78	ANCILA SILJU
79	ANN MARIYA JOSEPH
80	ARYA SURESH
81	ASWATHY M. S.
82	ASWATHY PUSHPAN
83	BIJIMOL JOSEPH
84	CHINJUMOL SEBASTIAN
85	CHITHRA SUDHAKARAN
86	DEENAMOL JOHNSON
87	KAVYA SUKUMARAN
88	MEGHA SANTHOSH
89	NANDANA K SUDHAN
90	PRIYA KURIAN
91	ROSMY C. BIJU
92	SARASWATHY M.
93	SHELBY BENNY
94	SHEMEEMA THASNI
95	SNEHA JAMES

96	VIDHYA BABU
97	AMITHA GEORGE
98	ANITA JOY
99	ANJANA PRADEEP
100	ARATHI S
101	ARCHANA P
102	ATHIRA K. J.
103	BRINTO MICHAEL
104	JESMIN JOSE
105	KAVYA WILSON
106	KRISHNA K. S.
107	RENO REESE
108	RESHMA JAYAN
109	SARANYA A. N.
110	SASIKALA SASI
111	SHARI M. B.
112	SREELAKSHMI SATHEESAN
113	SHIFANA SAKEER
114	ABHIRAMI KAILAS
115	ABIN JOSE
116	ALEENA THOMAS
117	ANANDHUKRISHNA T.
118	ANJANA SADANANDHAN
119	ARYA RAJU
120	ASWATHI M. K.
121	ATHIRA P. S.
122	KESIYA SAJI
123	LAKSHMI SURENDRAN
124	SAJANA V. A.
125	DR. BEENA PAUL
126	DR. NISHA JOSEPH
127	BENCY MOHANDAS
128	KRISHNADAS CHINNAPPAN
129	DR. JIBIN MATHEW
130	RAGI K. R.
131	ANS MARIYA JOSE
132	DIVYAMOL T.
133	SOJAN THOMAS
134	ARUNA VIMALAN
135	AJITHA V. R.
136	SOUMYA PAUL

137	DONA SEBASTIAN
138	ANSA ANDREWS
139	PAUL MATHEWS



Sri. Vinil Paul, Research Scholar JNU (04 Feb 2020)

Finding the Local: Methodology and Perspectives

Faculty Development Centre of Henry Baker College, in association with the Postgraduate Department of History organized a Professional Development Programme on “**Finding the Local: Methodology and Perspectives**” on 15/03/2019. Dr. Beena Paul Head of the Department of History welcomed the gathering. Dr. Gireesh kumar GS, Principal of the college delivered the presidential address. The chief guest of the programme was Dr. P.S Manoj Kumar, Associate Professor, Sree C.Achuthanmenon Govt. College, Kuttanellur. He delivered the lecture on ‘**Finding the Local: Methodology and Perspectives**’. He opined that the local historian needs to have some preparation before writing a historical account. He/she must have a good grasp of the national history of the country. This does not mean the memorization of obscure or irrelevant trivia but a familiarity with the general developments and trends of national significance. Dr. Nisha Joseph, FDC coordinator and Assistant Professor of Dept. of History felicitated over the meeting. Sixteen Students and fifteen faculty members attended the programme.

List of Participants

Sl.No	Name
1	Nileena Babu
2	Saneeshamol P. C.
3	Shibina Moosa
4	Jolsna Thomas
5	Anita Joy
6	Anjana Pradeep
7	Arathi S.
8	Archana P.

9	Arya Suresh
10	Brinto Michael
11	Kavya Wilson
12	Krishna K. S.
13	Libin P Toms
14	Reno Reese
15	Reshma Jayan
16	Saranya A. N.
17	Dr. Disha V. J.
18	Athira Venugopal
19	Dr. Disha V. J.
20	Athira Venugopal
21	Dr. Beena Paul
22	Dr. Nisha Joseph
23	Bency Mohandas
24	Krishnadas Chinnappan
25	Shabana Beegum K. K.
26	Nimisha Joseph
27	Korah Jacob
28	Aromal C. P.
29	Dona Sebastian
30	Anjalykutty K Velayudhan
31	Paul Mathews



HENRY BAKER COLLEGE, MELUKAVU

FACULTY DEVELOPMENT CENTRE
in association with
POST GRADUATE DEPARTMENT OF HISTORY
organises
PROFESSIONAL DEVELOPMENT PROGRAMME

Finding the Local: Methodology and Perspectives

Resource Person:
Dr. P.S Manoj Kumar,
*Associate Professor, Sree C.Achuthanmenon Govt. College,
Kuttanellur.*

Date: 15 March 2019 Time:10 am-3.00 pm
Venue: Seminar Hall



Dr. P.S Manoj Kumar delivering the Lecture on 15 March 2019

Iron Age: Burial Monument and Time Frame

A Professional Development Programme was conducted in the Post Graduate Department of History on 01.10.2018. Dr Jenne Peter, Assistant Professor, U C College, Aluva talked on **“Iron Age: Burial Monument and Time Frame”**. Dr Jenne Peter, in her power point presentation, exhibited the photographs of various types of megaliths and explained its specialties to the participants. According to Dr. Jenne Peter, the presence of megaliths in cultural heritage is of great importance for most countries throughout the world. These objects exist in all continents, creating a unique network of priceless cultural geosites. Areas on which megalithic buildings are located create a uniquely mysterious aura; they intrigue, stimulate the imagination, and often evoke the feeling of communing with something supernatural. Since the dawn of time, these places have been surrounded by a specific cult, playing an important role in the development of civilization. Kerala is abundant with megalithic monuments. During her discussion she emphasized the need of preserving such monuments for conserving our past and, in many places, local people sometimes damaged such stones. So, it is our responsibility to preserve our past. Several students asked questions and had a live discussion on the topic. Nineteen students and eighteen teachers attended the programme.

HENRY BAKER COLLEGE MELUKAVU
 F D C in association with
POST GRADUATE DEPARTMENT OF HISTORY
 Professional Development Programme

**IRON AGE: BURIAL MONUMENT
 &
 TIME FRAME**

RESOURCE PERSON : DR. JANNE PETER
 ASST. PROFESSOR, U. C. COLLEGE ALUVA
VENUE : SEMINAR HALL

DATE : 01/10/2018 TIME :10 AM - 3PM



Dr. Jenne Peter delivering the Lecture (01.10.2018)

Name of the Participants:

Sl No.	Name
1	Ancy B.
2	Aryamol A. R.
3	Asha Venu
4	Chinnu George
5	Nileena Babu
6	Reshma Anna M Sam
7	Shibina Moosa
8	Jolsna Thomas

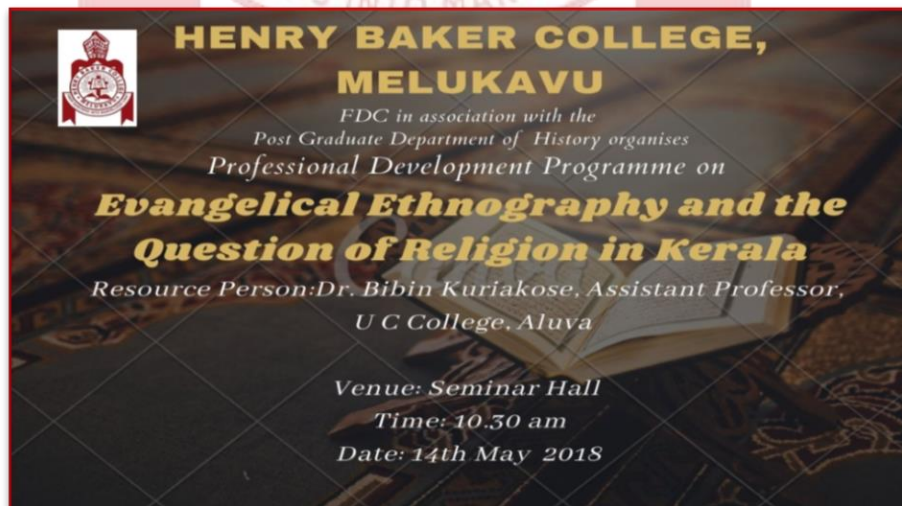
9	Amitha George
10	Anita Joy
11	Anjana Pradeep
12	Archana P.
13	Arya Suresh
14	Athira K. J.
15	Brinto Michael
16	Jesmin Jose
17	Krishna K. S.
18	Libin P Toms
19	Reno Reese
20	Dr. Gireesh Kumar G. S.
21	Dr. Antony Joseph
22	Dr. Santo Jose
23	Jenipher Carlos Hosanna
24	Shinu Thomas P.
25	Dona Sebastain
26	Vinsha P Sam
27	Anumol Sam
28	Anjalykutty K Velayudhan
29	Nimmy Rajan
30	Dr. Beena Paul
31	Dr. Nisha Joseph
32	Bency Mohandas
33	Krishnadas Chinnappan
34	Shabana Beegum K. K.
35	Nimisha Joseph
36	Korah Jacob
37	Paul Mathews

FDC & IQAC

In association with

Post Graduate Department of History

A Professional Development Programme on *Evangelical Ethnography and the Question of Religion in Kerala* was held on 14th May 2018. The programme started by 10.30 am. Dr. Bibin Kuriakose, Asst. Professor, Marthoma College for Women, Perumbavoor delivered the lecture on *Evangelical Ethnography and the question of Religion in Kerala*. Dr. Beena Paul, Head of the Department of History welcomed the gathering. Dr. Gireeshkumar G.S, Principal of the college presided over the meeting. In his lecture, Dr. Bibin Kuriakose highlighted that Evangelical ethnography is an ever-challenging subject among intellectuals. Most of the backwards came to the mainstream only after the influence of western education, until then they were considered as mere creatures left for work hard in the farms of landlords. Evangelical ethnography reveals the real life of the destitute. Dr. Nisha Joseph, FDC coordinator proposed the vote of thanks. P G Students and teachers participated in the meeting. The programme was concluded by 3.00 pm.



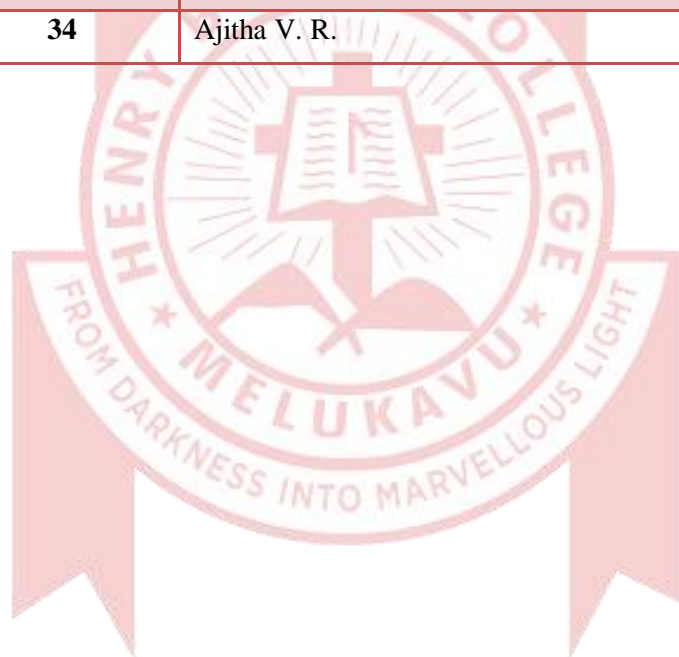


Dr. Bibin Kuriakose delivering the Lecture on 14.05.2018

Name of the Participants

SI No	Name
1	Arabhi Raju
2	Aswathykutty K. M.
3	Gintu Maria Antony
4	Reshma V. R.
5	Sandra M. S.
6	Sonia Babu
7	Sruthy George
8	Vasundhara K. V.
9	Ancy B.
10	Aryamol A. R.
11	Asha Venu
12	Chinnu George
13	Gireesh P. T.
14	Mary Angel V. A.
15	Nileena Babu

16	Dr. Beena Paul
17	Dr. Nisha Joseph
18	Dinu Sebastian
19	Krishnadas Chinnappan
20	Shabana Beegum K. K.
21	Nimisha Joseph
22	Korah Jacob
23	Toby Sebastian
24	Liza George
26	Dr. Disha V. J.
27	Athira R Nair
29	Dona Sebastian
30	Anjalykutty K Velayudhan
31	Paul Mathews
32	Elizabeth Joseph
33	Anisha Sam Merin
34	Ajitha V. R.



Faculty Development Centre in association with the Department of English

Professional Development Programme

**Resource Person: Sri. Cherri Jacob , Assistant Professor, U. C. College,
Aluva**

The Myth of Reading: Film, Literature, Text.

Date: 4.11.2016

Time: 10.00 am

Venue: Seminar Hall

The Department of English in association with the Faculty Development Centre organised a professional Development Programme on 4 November 2016 on different aspects of reading. Sri. Cherri Jacob, assistant professor, U. C. College, Aluva led the sessions. The morning session began at 10.00 am with a formal welcome by Dr. K. Jeevankumar, Head of the Department. Principal, Dr. Anne Angeline Abraham, made a brief address and inaugurated the seminar. Sri. Cherri Jacob delivered a lecture on “The Myth of Reading: Film, Literature, Text”. He enlightened the students by familiarising them with ‘reading’ that goes beyond the realm of literary texts. The morning session was closed at 1.00pm and the afternoon session began at 2.00 pm. It was an interactive session where students raised various questions. Sri. Cherri Jacob addressed the curiosity of the students and replied to them in detail almost every aspect of their doubts. The session prolonged upto 4.00 pm and Sri. Paul Mathews, Assistant Professor in the Department of English proposed the formal vote of thanks.



Inaugural Speech by Dr. Anne Angeline Abraham, Principal

Date: 04/11/2016



Sri. Cherri Jacob delivering the lecture

List of Participants:

Sl No	Name
1	ANN MERLIN MAMMEN
2	RENIMOL JOSE
3	SREEKUTTY SANTHOSH
4	VISHNUPRIYA ARAVIND
5	AJITH V S
6	ANNIE V M
7	ANU SARA ROY
8	GOPIKA SHAJU
9	KARISHMA TOM
10	MANUEL TOMY
11	MINTU GEMINI
12	SHIYANA M S
13	AMBIKA G
14	JANCY M
15	SIBIYA N
16	LEKSHMIPRIYA M
17	ALBIN C J
18	AMALA MARIA GEORGE
19	ANN GEORGE

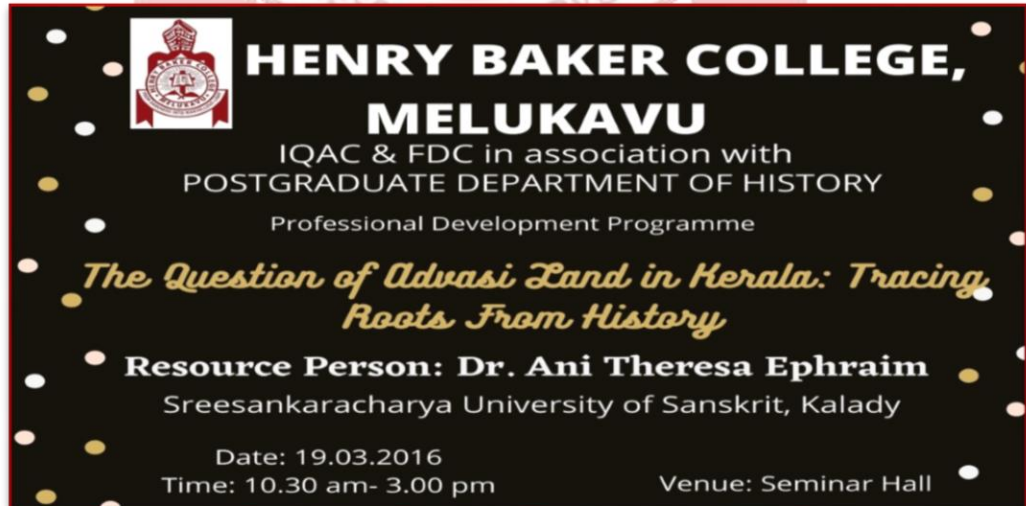
20	ASWATHY RAJAGOPAL
21	BINZON P THOMAS
22	DIVYA DEVADAS
23	KIRAN RAJU
24	FRANKLIN SAM FRANCIS
25	MEBIYA BINOY
26	NEENA BAIJU
27	NIMMIY MOL ISSAC
28	PRINCY MATHEW
29	RESHMA AUGUSTINE
30	SHARALAT JOY
31	VIDHYA M R
32	VINEESHKUMAR V S
33	ATHIRA P V
34	CHANCY CHACKO
35	EBIN JOSEPH
36	SHERIN FATHIMA
37	SHYMOL SHAJI
38	ABIN PAUL SAM
39	AMAL SAM ZEN
40	GOKUL CHANDRAN
41	JOICE JAISON
42	KRIPA M MANI
43	NANICILY JOHNSON
44	PRASAD JOHNSON
45	AJITH ROY
46	AKHIL RAMANKUTTY
47	ASHKAR T ANAS
48	AMRUTHA SABU
49	CHIPPY JOSE
50	AMINA NAZAR
51	HUSNA V B


52	JYOTHIS MURALI
53	LINTA GEORGE
54	NIMMY RAJESH
55	DR. ANTONY JOSEPH
56	DR. BABU JOSEPH
57	DR. SANTO JOSE
58	JENIPHER CARLOS HOSANNA
59	SHINU THOMAS P
60	ASHLYMEREENA MATHEW
61	JUSTIN JOSE
62	DIVYAMOL T
63	JUNA DOMINIC
64	MANJU GEORGE
65	DR. ASWATHY A. V.
66	DR. BEENA PAUL
67	DR. NISHA JOSEPH
68	SHIBISIVADAS
69	DINU SEBASTIAN
70	KRISHNADASCHINNAPPAN
71	KORAH JACOB
72	MARIETT MATHEW
73	DR. DISHA V. J.
74	ATHIRA R NAIR
75	DR. JEEVAN KUMAR K.
76	DONA SEBASTIAN
77	ANSA ANDREWS
78	PAUL MATHEWS
79	KABANI R.
80	ANISHA SAM MERIN
81	AJITHA V. R.
82	SOUMYA PAUL

Faculty Development Centre & Post Graduate Department of History

- **Seminar: The Question of Adivasi Land in Kerala: Tracing Roots from History**
- **Date: 19.03.2016**
- **Venue: Seminar Hall**
- **Time: 10.30am- 3.00 pm**

During the academic year 2015-16, a Professional Development Programme on “**The Question of Adivasi Land in Kerala**” conducted on 19th March 2016. The Meeting was presided over by Dr. Abraham Daniel, former principal and HOD of the Department of History. Dr. Ani Teresa Ephraim, Associate Professor, SreeSankaracharya University of Sanskrit, Kalady delivered the lecture on the topic, **The Question of Adivasi Land in Kerala: Tracing Roots from History**. She illustrates that the question of Adivasi land was always a contesting subject. From the British period onwards Adivasis started their struggle. Even after the independence this struggle is continuing. The struggles like Vellarada Land Struggle, Muthanga Land struggle; Arippa Land Struggles and Thovarimala Land Struggles are a few instances of their struggle. These are some popular movements, whereas for Adivasis’ every day in their life is a struggle -struggle with non-tribes, struggle with wild animals, struggle for their rights etc. She reiterated the concern for this voiceless marginal and entrusted each of us to stand for their cause. Faculties and PG students has been benefitted from the programme.



 **HENRY BAKER COLLEGE,
MELUKAVU**
IQAC & FDC in association with
POSTGRADUATE DEPARTMENT OF HISTORY
Professional Development Programme
*The Question of Advvasi Land in Kerala: Tracing
Roots From History*
Resource Person: Dr. Ani Theresa Ephraim
Sreesankaracharya University of Sanskrit, Kalady
Date: 19.03.2016
Time: 10.30 am- 3.00 pm
Venue: Seminar Hall



List of Participants

Sl No	Name
1	Aleena Saju
2	Arun Jose James
3	Bency Mohandas
4	Ebin Mathew
5	Ponnu Elizabeth Joy
6	Ragi K R
7	Shemeena Thasnim P S
8	Sherin Sam
9	Stephy Sebastian
10	Sumi Sudhakaran
11	Harimon V S
12	Akhil M V
13	Amitha Jayaraj
14	Jimmy John
15	Akhilkumar S
16	Albin Jose
17	Anjaly Hariharan
18	Arathi P Nair
19	Aswathy P S

20	Faith Antony
21	Harsha Vijayan
22	Jeemol V Thampi
23	Jwala Mary Baby
24	Lakshmi M
25	Midhu Mathew
26	Sariimol Raju
27	Saumia Saseendran
28	Dr. Aneyamma Varughese
29	Dr. Antony Joseph
30	Dr. Babu Joseph
31	Dr. Santo Jose
32	Justin Jose
33	Juna Dominic
34	Anumol Sam
35	Sony Johny
36	Anit Jose
37	Divyamol T
38	Dr. Beena Paul
39	Dr. Nisha Joseph
40	AncyCheriyam
41	Blessy Merlin Cheriyam
42	RasiyaRasheed
43	ShibiSivadas
44	Korah Jacob
45	Mariett Mathew
46	Anie George
47	Liza George
48	Dr. Disha V. J.
49	Martin Thomas
50	Anie Mary Francis

Department of Malayalam

Two Day Seminar on “Vayanayum Sargathmakathayum” (Reading & Creativity)

Department of Malayalam organized a two day seminar on VayanayumSargathmakathayum (Reading & Creativity) in association with Kerala State BalaSahithya Institute (Kerala State Institute of Children’s Literature, KSICL) Thiruvananthapuram on 17th and 18th January 2020. The seminar was inaugurated by Dr. Paul Manalil, Director Balasahithya Institute (Rtd), Thiruvananthapuram. Other resource persons of the seminar were Dr. Geetha G Nair Assistant Professor, Dept.of Malayalam, N S S College, Cherthala; Dr. Sumesh A S, Assistant Professor, Dept. of Hindi, M E S college, Nedumkandomand Dr. Sabu De Mathew Associate Professor, Dept. of Malayalam, St. Thomas College, Pala (Rtd.)In addition to our students and staff, 80 students from our neighboring schools also were participated in the seminar

The programme was to boost the creativity of the students and to stimulate their reading habit. The Programme was also intended to show how the reading will change readers’own perspective as well as on that of the world.

രണ്ടാം ദിവസം
(2020 ജനുവരി 18, ഞെ)

10.00 am -12.45 pm ശേഷൻ നാൾ

പ്രാർത്ഥന : മോ. എ.എസ്. സുജേഷ്
(മേൽപ്പറഞ്ഞ വിഷയം സംബന്ധിച്ച് അതിർത്തിയും അതിർത്തിയും സംബന്ധിച്ചും) ഡോ. സാബു വർഗ്ഗീസ്

12.45 pm - 1.00 pm : ചർച്ച

1.00 pm - 1.45 pm : ഭക്ഷണം

1.45 pm -3.15 pm ശേഷൻ അഞ്ച്

പ്രാർത്ഥന : മോ. സാബു വർഗ്ഗീസ്, മാത്യു (മേൽപ്പറഞ്ഞ വിഷയം സംബന്ധിച്ച്) അതിർത്തിയും അതിർത്തിയും സംബന്ധിച്ചും) ഡോ. സാബു വർഗ്ഗീസ്

3.00 pm - 3.15 pm : ചർച്ച

3.15 pm - 4.00 pm : സമാപന സമ്മേളനവും സർട്ടിഫിക്കറ്റ് വിതരണവും

കാരുണ്യപരിപാടികൾ

ഇരട്ടപ്രാർത്ഥന : ശ്രീ. സോമൻ ജോൺ (മേൽപ്പറഞ്ഞ വിഷയം സംബന്ധിച്ചും) ഡോ. സാബു വർഗ്ഗീസ്

അനുഷ്ഠാനം : മോ. സിദ്ദീഖ് റാഹ്മാൻ (മേൽപ്പറഞ്ഞ വിഷയം സംബന്ധിച്ചും) ഡോ. സാബു വർഗ്ഗീസ്

സെമിനാർ അവലോകനം : സർട്ടിഫിക്കറ്റ് വിതരണം : മി. ജോൺ മാത്യു (മേൽപ്പറഞ്ഞ വിഷയം സംബന്ധിച്ചും) ഡോ. സാബു വർഗ്ഗീസ്

വിദിന സെമിനാർ

വായനയും സർഗ്ഗാത്മകതയും

2020 ജനുവരി 17, 18 (വെള്ളി, രേനി) കോളേജ് ഓഡിറ്റോറിയം

ഉദ്ദേശ്യം
(വായനയും, കേരളസംസ്ഥാന ബാലസാഹിത്യ ഇൻസ്റ്റിറ്റ്യൂട്ട്)

പ്രഭാഷകർ
മോ. പോൾ ജനലിൽ
മോ. ശീത ജി.നായർ
മോ.എ.എസ്.സുജേഷ്
മോ. സാബു വർഗ്ഗീസ്

പുസ്തകപ്രദർശനം, പ്രഭാഷണങ്ങൾ, ചർച്ചകൾ

Department of Physics

One day seminar on World Ozone day 2019

To create awareness about the preservation of ozone layer and the need for adopting an eco-friendly lifestyle among students and teachers, the Department of Physics, Henry Baker College organized a one day programme on 25th September 2019 with the financial support from Kerala State Council for Science, Technology and Environment (KSCSTE) based on this year's focal theme "**32 Years and Healing**".

The programme was organized in three sessions. The meeting was commenced with the inaugural session, followed by an invited lecture and an intercollegiate science quiz competition. More than 90 UG students and faculties were participated in the event.

In the inaugural session, Dr. Disha V. J., coordinator of the programme welcomed the gathering. Dr. G. S. Gireesh Kumar, Principal, Henry Baker College, presided over the function wherein he highlighted the main objectives of the programme. The function was inaugurated by lighting the lamp by chief guest, Dr. Ajith James Jose, Assistant Prof. in Chemistry, St. Berchmans College, Changanacherry. Session-I was concluded by delivering vote of thanks by Dr. Prince Thomas.

In session II, Dr. Ajith James Jose delivered a lecture on '32 years and Healing'. In his scientific lecture, various topics related to ozone layer depletion, its causes, impacts and the efforts made by international community for the preservation of ozone layer were highlighted. He also pointed out various ways for keeping our environment and atmosphere clean so that not only humans, but also the plants and animals can live a healthy life in future.

Session-III started at 12 pm with the preliminary round of Intercollegiate Science Quiz Competition. The preliminary round was a written test comprising of 30 questions based

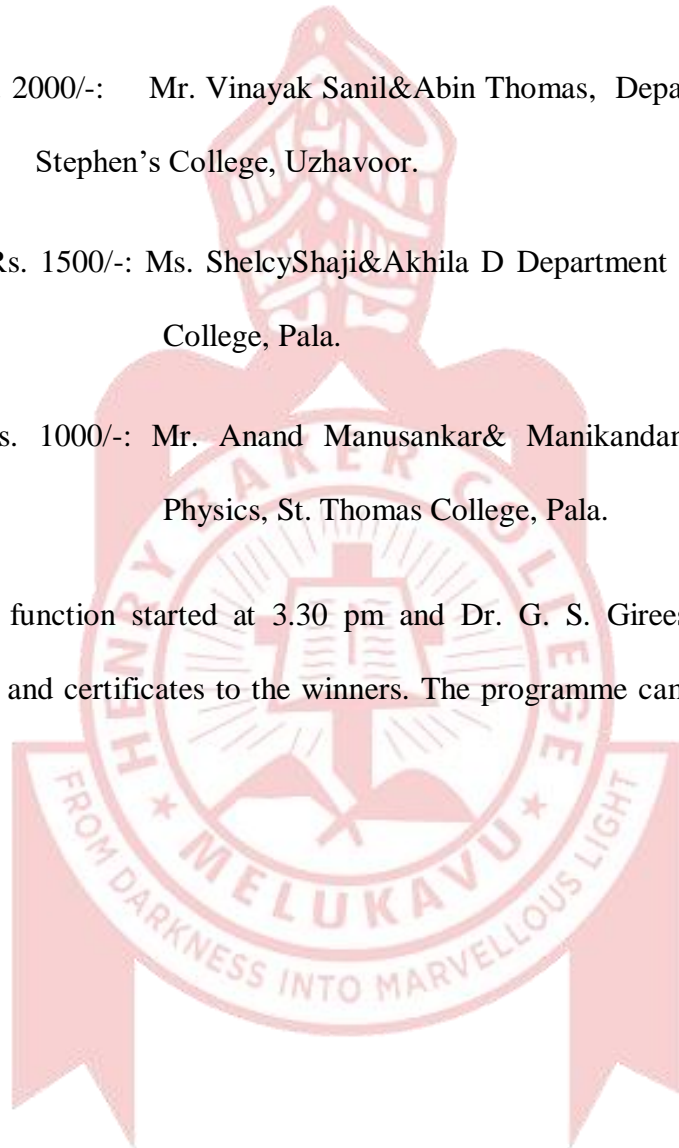
on Environmental Science and Basic Science. Twenty-one teams from nearby colleges participated in the event. After the preliminary round five teams were selected for the final round. Dr. Jobin Job Mathen, Department of Physics, St. Thomas College, Pala presided as the Quiz master. Final round started at 1.30 pm. The winners were:

First Prize- Rs. 2000/-: Mr. Vinayak Sanil&Abin Thomas, Department of Physics,St. Stephen's College, Uzhavoor.

Second Prize-Rs. 1500/-: Ms. ShelcyShaji&Akhila D Department of Physics Alphonsa College, Pala.

Third Prize-Rs. 1000/-: Mr. Anand Manusankar& Manikandan S. Department of Physics, St. Thomas College, Pala.

Valedictory function started at 3.30 pm and Dr. G. S. Gireesh Kumar, Principal awarded cash prize and certificates to the winners. The programme came to an end by 3.45 pm.





World ozone day 2019 – Inauguration by Dr. Ajith James Jose, St. Berchmans College, Changanacherry.

World ozone day 2019- Presidential address by Dr. G. S. Gireeshkumar, Principal





Talk on '32 years and Healing' by Dr. Ajith James Jose



Intercollegiate Science Quiz Competition- Final Round



Winners of Intercollegiate Science Quiz Competition

<p>Invitation</p> <p>Dear Sir/Madam,</p> <p>The Department of Physics, Henry Baker College, Melukavu is organising a <i>Seminar and an Intercollegiate Science Quiz Competition on 25th September 2019</i> in connection with International Ozone Day sponsored by Kerala State Council for Science, Technology and Environment (KSCSTE). We most cordially invite you to be a part of this event.</p> <p style="text-align: center;">Thanking You,</p> <p>Dr. Disha V. J. Dr. G. S. Gireeshkumar Coordinator Principal</p> <p>About Us</p> <p>Henry Baker College, Melukavu, a Christian Minority Educational Institution, owned and managed by CSI East Kerala Diocese, was established in 1981. The college is affiliated to the Mahatma Gandhi University, Kottayam and named after Rev. Henry Baker Junior, the pioneering CMS Missionary. Our objective is to uphold the great vision and mission of Henry Baker Junior, educating the marginalised people from the darkness of ignorance to the marvellous light of knowledge.</p> <p>About the Seminar</p> <p>The United Nations International Day for the Preservation of the Ozone Layer is celebrated on September 16 every year to commemorate the date of signing of the Montreal Protocol in 1987. The focal theme for Ozone day 2019 is 32 Years and Healing. This year celebrates the three decades of remarkable international cooperation to protect the ozone layer and the climate under the Montreal Protocol. To create awareness on protection of ozone layer we are organizing this event and the Intercollegiate Science Quiz Competition is focusing mainly on the focal theme and general sciences.</p>	<div style="text-align: center;"> </div> <table border="0" style="width: 100%;"> <tr> <td colspan="2">Inaugural Session</td> </tr> <tr> <td>9.45 am</td> <td>: Registration</td> </tr> <tr> <td>10.00am</td> <td>: Prayer</td> </tr> <tr> <td>10.05am</td> <td>: Welcome</td> </tr> <tr> <td>10.10am</td> <td>: Presidential address Dr. Gireeshkumar G. S. (Principal)</td> </tr> <tr> <td>10.20am</td> <td>: Inauguration</td> </tr> <tr> <td>10.25am</td> <td>: Vote of Thanks</td> </tr> <tr> <td colspan="2">Session II</td> </tr> <tr> <td>10.30 am</td> <td>: Invited Lecture Dr. Ajith James Jose Assistant Professor in Chemistry St. Bernhards College Changanacherry.</td> </tr> <tr> <td>Topic</td> <td>: 32 Years and Healing</td> </tr> <tr> <td colspan="2">Session III</td> </tr> <tr> <td>12.00</td> <td>: Intercollegiate Science Quiz Preliminary round</td> </tr> <tr> <td>1.00 pm</td> <td>: Lunch Break</td> </tr> <tr> <td>1.30 pm</td> <td>: Intercollegiate Science Quiz Final Round</td> </tr> <tr> <td>3.30 pm</td> <td>: Prize Distribution</td> </tr> </table>	Inaugural Session		9.45 am	: Registration	10.00am	: Prayer	10.05am	: Welcome	10.10am	: Presidential address Dr. Gireeshkumar G. S. (Principal)	10.20am	: Inauguration	10.25am	: Vote of Thanks	Session II		10.30 am	: Invited Lecture Dr. Ajith James Jose Assistant Professor in Chemistry St. Bernhards College Changanacherry.	Topic	: 32 Years and Healing	Session III		12.00	: Intercollegiate Science Quiz Preliminary round	1.00 pm	: Lunch Break	1.30 pm	: Intercollegiate Science Quiz Final Round	3.30 pm	: Prize Distribution
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3.30 pm	: Prize Distribution																														

Department Of Physics

One day seminar : National Science Day 2018

The Department of Physics observed National Science Day in association with Breakthrough Science Society, Kottayam on 28th February 2018 in the seminar hall at 10 am. The meeting started around 10 am. Prof. Liza George proposed the welcome address. Dr. G. S Principal gave the presidential address. Our chief guest, Professor T. N. Thankachen, Department of Electrical and Electronics, Rajiv Gandhi Institute of Technology, Kottayam delivered the inaugural address. The meeting was structured in sessions.

Session- I

(i) **Science lecture** - Professor T. N. Thankachen, Department of Electrical and Electronics, Rajiv Gandhi Institute of Technology, Kottayam delivered a lecture on ‘**Science in Ancient India- Myth & Reality**’. His talk was mainly on the rich scientific tradition in the past. He also discussed the formation of Indian scientific culture and credibility of the various myths circulated by passing off mythology as history. The students and teachers of our college and higher secondary students from C.M.S Higher secondary school, Melukavu participated.



Session II

ii) **Poster exhibition** – A poster exhibition on ‘**Life & Contributions of Albert Einstein**’ was also held. It was open to all students and teachers at the college.



(iii) Science quiz competition - A science quiz competition on ‘**Science & scientists of pre-independent India**’ was held for undergraduate students of this department and higher secondary students of C.M.S Higher secondary school, Melukavu. After preliminary round (written exam) five teams were selected for the final round. Jeletta Babu & Akhaye Gigi of II B. Sc. won Ist prize.

Session III

(iv) Demonstration of physics experiments to higher secondary students –

As part of our knowledge sharing programme our students demonstrated physics experiments which are not familiar to higher secondary school students in the afternoon session.





Knowledge sharing programme to higher secondary students



Post Graduate Department of Commerce

GST SEMINAR

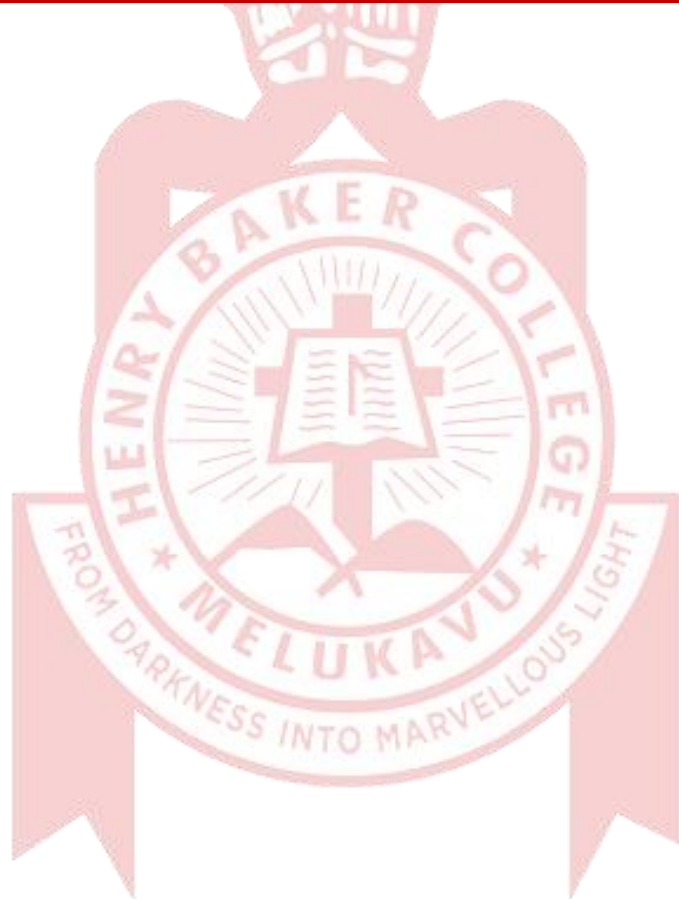
18 January 2017

Henry Baker College, Melukavu, Research and PG Department of Commerce, organised a GST Seminar on 18 Jan 2017, at the HRDTC Centre. The programme was inaugurated by Rt. Rev. Dr.K. G Daniel, Bishop CSI East Kerala Diocese. Dr. Thomas Thoonkuzhy, Registrar, Gulathi Institute of Taxation Studies was the Chief Guest and the Resource Person. Dr Antony Joseph , Kallampally welcomed the gathering . He stated the importance of such a seminar in this changing business conditions. The programme was intended for Entrepreneurs, Students , Teachers and general public as a whole.

Dr.Thomas Thoonkuzhy, in his session explained the various changes that came to the tax structure in comparison to VAT. As it was an interactive session, many of the participants cleared their doubt. GST will be a beginning of a new regime as “One Nation One Tax” and game-changing reform for Indian economy by developing a common Indian market and reducing the cascading effect of tax on the cost of goods and services. It will impact the tax structure, tax incidence, tax computation, tax payment, compliance, credit utilization and reporting leading to a complete overhaul of the current indirect tax system. GST will have a far reaching impact on almost all the aspects of the business operations in the country. Industry experts call it more as a business reform rather than the Tax Reform. The Government of India seems committed to replace all the indirect taxes levied on goods and services by the center and states and implement GST by July 2017. With GST, it is anticipated that the tax base will be comprehensive, as virtually all goods and services will be taxable, with minimum exemptions. Thus it is important for Industry professionals to get acclimatized with this new regime.

Mr.Anurag Pandilkattu(Ward member), Prof.Korah Jacob (Staff Secretary) Rev.V.S Francis (Tresurer EKD), Sri Tomy Thekkekandom (Vyapara Vyavasayi Akepanapa Samithi, President Melukavu) felicitated the function. Dr.Santo Jose moderated the question answer session. Prof.Justin Jose, proposed the vote of thanks.





**ONE DAY SEMINAR :
ENTREPRENEURIAL SKILLS IN PRESENT ERA**

DATE OF EVENT	RESOURCE PERSON
20-08-2015.	Dr. K. Sreeranganathan, Director, School of Management and Business Studies, Mahatma Gandhi University

The Department of Commerce organized a one day seminar for commerce students on the topic **Entrepreneurial Skills in Present Era** on 20th August 2015. The Resource Person of the programme was Dr. K. Sreeranganathan, Director, School of Management and Business Studies, Mahatma Gandhi University. As a token of gratitude towards the people who have taken pains to mark their presence, the welcome speech was given by Dr. Santo Jose, Secretary, Department of Commerce. The meeting was presided by Dr. Antony Joseph, Head of the Department of Commerce and inaugurated by Dr. Aneyamma Varghese, our Principal. The Seminar in College auditorium was commenced at 10 am and came to an end by 3.00 p.m. with the vote of thanks by Prof. Justin Jose.

The main objective of the programme was to create entrepreneurial traits and ideas among students. The other objectives of the seminar were to inculcate in the mind of our students the answers to the following questions:

1. How can we be job creators rather than job seekers?
2. How can we take part in regional development ultimately part of nation building?
3. As a citizen of this country how can we contribute to the GDP and rise the per capital income of our citizens?
4. How can we raise our standard of living and that of our fellow citizens?
5. How can we form part of community development?

The seminar also discussed 'the role of entrepreneurs as exporters'. Total number of Participants of the programme was 118.



Dr. K. Sreeranganathan Director, School of Management and Business Studies, Mahatma Gandhi University

Key factors to succeed in business

RESOURCE PERSON: Dr. K Sreeranganathan
Director, School of Management & Business Studies, M G University, Kottayam

HENRY BAKER COLLEGE, MELUKAVU

One Day Seminar on Entrepreneurial Skills in Present Era

Seminar of HBC Department of Commerce on 20 August 2015
Registration from: 9 am to 10 am
Venue: HBC Seminar Hall

WORKSHOP ON THE APPLICATION OF STATISTICAL TECHNIQUES IN COMMERCE AND MANAGEMENT RESEARCH	
DATE OF EVENT	RESOURCE PERSON
16-10-2015 to 17-10-2015	D. R Ramanan, HOD Department of Statistics, Presidency College Chennai.

The inaugural session of U.G.C sponsored National Seminar on APPLICATION OF STATISTICAL TECHNIQUES IN COMMERCE AND MANAGEMENT RESEARCH held on 16th & 17th of October 2015 was commenced at 9.30 am in the college seminar hall with a

prayer song of the college choir. Dr. Antony Joseph, Head of the Department of Commerce welcomed the chief guests and the participants. Dr. AneyammaVarughese, Principal delivered the introductory remarks. The principal congratulated the Department for taking the pain and enthusiasm for the smooth conduct of the programme. Rt. Rev. Dr. K.G Daniel, Bishop and Manger of the college delivered the presidential address and he inaugurated the meeting.

He pointed out the relevance of social science research in the present scenario. He also congratulated the college authorities especially the Department of Commerce for arranging such a seminar on research methods and statistical application. As the Manager of the college he also appreciated the UGC for their assistance for conducting workshops and seminars of this kind.

66 participants attended the function consisting of teachers and students from other colleges/ universities doing M.Com and MBA courses and the teachers and students from various departments of our college.

Mr. Justin Jose, Assistant Professor, and organizing secretary of the meeting proposed the vote of thanks. The meeting was concluded at 9.45 am.

The main objective of the programme was to enrich commerce research scholars on the Application of Statistical Techniques in Commerce and Management Research. The seminar had four sessions:

Session I -Statistical Application in Research

Session II - Sampling Techniques

Session III -Workshop on Statistical Application in Research

Session IV - SPSS and Tools of Analysis



Our Manager Rt. Rev. K G Daniel inaugurating the programme

Registration Details

- ❖ Registration Fee Rs.200/- (Include Workshop Kit, Lunch & Refreshment)
- ❖ Fee shall be paid by Demand Draft in the favour of "HOD PG Department of Commerce Henry Baker College, Melukavu" payable at melukavumattom, it can also be paid in cash.
- ❖ Number of participants are limited. Hence, the selection is purely on FCFS basis.
- ❖ Participants are requested to bring their own laptops, for doing exercises & store important materials.

Organizing Committee

Rt. Rev. Dr. K.G. Daniel (Bishop & Manager)
Dr. Aneyamma Varughese (Principal)
Rev. P. K. Sebastian (Bursar)
Dr. Antony Joseph (Asso. Prof. HOD Commerce,
E-mail: akallampally@gmail.com, Cell: +91 9446560974)
Dr. Babu Joseph (Asso. Prof.)
Dr. Santo Jose (Asst. Prof.)
Sri. Jenipher Carlos Hosanna (Asst. Prof.)
Sri. Shinu Thomas P. (Asst. Prof.)
Smt. Ashly Mercena Mathew (Asst. Prof.)

Organizing Secretary

Sri. Justin Jose
Assistant Professor of Commerce
Henry Baker College, Melukavu
E-mail: justinjose.jose@gmail.com,
Mob.: +919446786859

(UGC sponsored workshop on)
**APPLICATION OF STATISTICAL TECHNIQUES
IN COMMERCE AND MANAGEMENT RESEARCH**

Organized By
RESEARCH AND POSTGRADUATE DEPARTMENT OF COMMERCE
on 16th and 17th October 2015



HENRY BAKER COLLEGE

(Affiliated to Mahatma Gandhi University, Kottayam)
Melukavumattom, Kottayam, Kerala - 686 652
Tele: 04822 219014

E-mail: hbcprincipal@gmail.com; URL: www.henrybakercollege.edu.in



In association with
St. Antony's Educational and Charitable Society, Kanjirappally
Venue: HBC Seminar Hall

About the College

Henry Baker College, Melukavu is a Christian Minority Educational Institution established owned and administered by C.S.I East Kerala Diocese. The college aims at imparting education so that people may be liberated from the darkness of ignorance to the dawn of knowledge

Department of Commerce

To meet the challenges of emerging scenario in the 21st Century and to optimally exploit the new opportunities in the field of commerce, the Research and Postgraduate Department of Commerce was established in the year 1991. After remarkable 25 Years of success. The Department offers two programmes viz., B.Com. (Co-operation) and M.Com. (Finance). The college has secured 100% result in 2015 March B.Com. Exam. Since its inception, the department has contributed substantially to the development of commerce education in Kerala.

About the Workshop

For a researcher, an understanding of statistical package essential for quantitative and qualitative research. A statistical computing package provides a convenient means to store the data and derive descriptive and inferential statistics. Besides, the statistical package can provide a unified operating framework and common interface for data manipulation visualization and statistical analysis. The Statistical Package for Social Science (SPSS) is a widely used general purpose survey analysis package. SPSS is a leading global provider for predictive analytics software solutions. Research and Postgraduate Department of Commerce of Henry Baker College is organizing two day workshop on Application of Statistical Technique in Commerce and Management. It aims at providing hands on training on the application of statistical tools used in.

SPSS statistics is used by the ten of thousands of commercial, government and academic organizations worldwide to solve a range of business and research problems. It offers rich statistical capabilities paired with features that make it easier to access and manage data, select and perform analyses and share results. **Dr. R. Ravanan, Associate Professor of Statistics, Presidency College, Chennai**, he is a well known academician and statistician. He will offer training to meet the analytical requirement for researchers.

Workshop Content

Day-1 : Creating Variables, Importing Data into SPSS Visual & Optimal Binning, Data Validation Reporting.
Day-2 : Summary Statistics, Chi-Square Test, ANOVA, Correlation & Linear Regression Discriminant Analysis, Factor and Cluster Analysis.

Target Participants

Academics, Research Supervisors, Research Scholars and all who have strong interest in research.

We invite original research papers on any topic of social science based on appropriate statistical tools. An abstract not exceeding 200 words a full paper not exceeding 2000 words in MS word with 1.5 Line Spacing In Times New Roman Font with heading in size of 14 and text matter in size 12 with margin of one inch on all size should be submitted to organizing secretary via email to

justinjose.jose@gmail.com
on or before the following specified dates
Abstract - 05.10.2015
Acceptance of paper - 07.10.2015
Full Paper - 10.10.2015



ONE DAY SEMINAR ON HUMAN RIGHTS AND INTELLECTUAL PROPERTY RIGHTS

DATE OF EVENT	RESOURCE PERSON
05 -02- 2016	Adv. Frinso Mathew, Govt. of India Notary

The Department of Commerce organized a one day seminar for commerce students on the topic “Human Rights and Intellectual Property Rights” on 5th February 2016. The Resource Person of the programme was Adv. Frinso Mathew, Govt. of India Notary. The programme was welcomed by Dr. Santo Jose, Secretary, Department of Commerce, presided by Dr. Antony Joseph, Head of the Department of Commerce and inaugurated by Dr. Aneyamma Varghese, Principal. The Seminar was organized in College auditorium from 10.a.m and came to an end by 3.00 p.m. with the vote of thanks by Prof. Justin Jose.

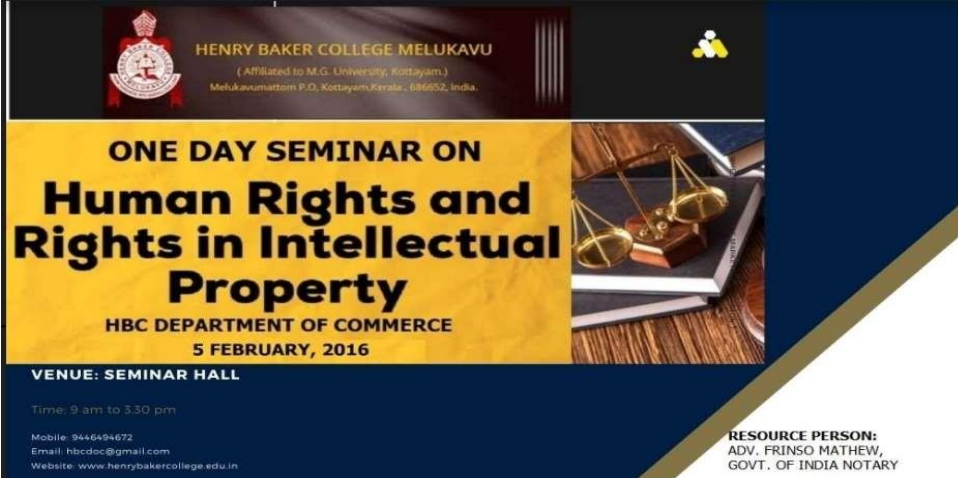
The main objective of the programme was to create awareness about Human Rights and Intellectual Property Rights among students.

The ultimate objective of the program on human rights was to do the following:

- Enhance the knowledge and understanding of human rights among our students.
- Foster their attitudes of tolerance, respect, solidarity, and responsibility.
- Develop awareness of how human rights can be translated into social and political reality.
- Develop skills for protecting human rights.

The main objective of the session on intellectual property rights was to encourage student innovation and to provide incentives for their innovation by making them aware of the fact that there is legal protection available through legislative enactment to such a student/learner inventor(s) that will allow them to recover research and development investments and reap the benefits of their inventions for a limited period of time.

Total number of Participants of the programme was 144.



HENRY BAKER COLLEGE MELUKAVU
(Affiliated to M.G. University, Kottayam.)
Melukavumattom P.O., Kottayam, Kerala., 686632, India.

**ONE DAY SEMINAR ON
Human Rights and
Rights in Intellectual
Property**

**HBC DEPARTMENT OF COMMERCE
5 FEBRUARY, 2016**

VENUE: SEMINAR HALL

Time: 9 am to 3.30 pm
Mobile: 9446494672
Email: hbcdoc@gmail.com
Website: www.henrybakercollege.edu.in

**RESOURCE PERSON:
ADV. FRINSO MATHEW,
GOVT. OF INDIA NOTARY**

ONE DAY SEMINAR ON METHODOLOGY AND RESEARCH DATA ANALYSIS	
DATE OF EVENT	RESOURCE PERSON
23 -08- 2016	Dr. Tharsis Joseph, Former Principal, Devamatha College, Kuruvilangadu.

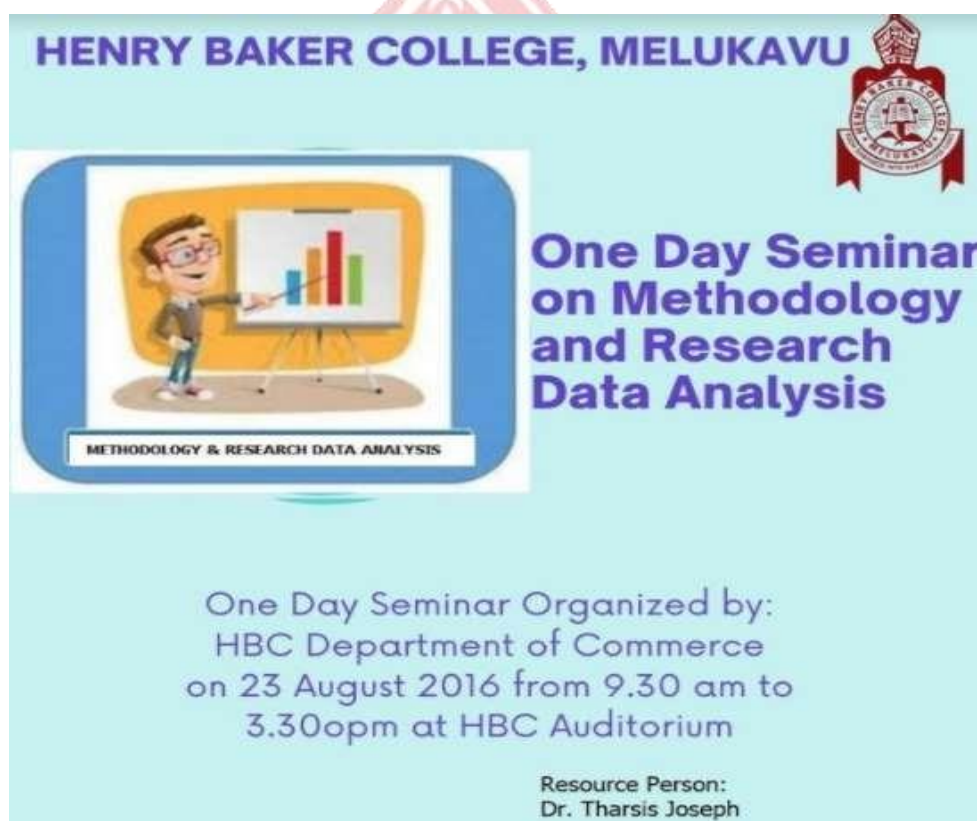
The Department of Commerce organized a one day seminar for commerce students on the topic One Day Seminar on **Methodology and Research Data Analysis** on 23rd August 2016. The Resource Person of the programme was Dr. Tharsis Joseph, Former Principal, Devamatha College, Kuruvilangadu. The programme was welcomed by Dr. Santo Jose, Secretary, Department of Commerce and presided by Dr. Antony Joseph, Head of the Department of Commerce. The Seminar was arranged in College Auditorium from 10 a.m. and came to an end by 3.00 p.m. with the vote of thanks by Prof. Ashly Mareena Mathew.

The main objective of the programme was to create Research Skills and Aptitude among students. The other objectives of the seminar with respect to data presentation and analysis inter alia include:

1. To review good practice in data presentation
2. To provide examples of different data presentation formats
3. To provide sufficient information allowing students to select the presentation format most applicable to their own data
4. What are the purposes of presenting data?
5. To allow others to judge our work
6. How are data presented?
7. Ambiguity in data presentation
8. Clarity in data presentation
9. Format of figures and tables
10. Guidelines for authorship presentation
11. Table or Figure? No hard and fast rule but....
12. Tables – content and style
13. Table format – some pointers
14. Figures – What sort?

15. Figures – What are you plotting?
16. Figures – Suitable Charts
17. Dealing with sentences
18. Combined graphics
19. Presenting data – final pointers

Total number of Participants of the programme was 122.



ENTREPRENEURS MEET CUM WORKSHOP –EXCELLENTIA 2017		
DATE OF EVENT	OF	RESOURCE PERSONS
10 -02- 2017		Sri. Sreenath Vishnu Executive Director, Brahmins Foods. Sri. Joseph B. Fenn , Manager Periyar Connemara Estate .

The Department of Commerce organized an Entrepreneurs Meet 2017 on 10 February 2017. The programme was welcomed by Dr. Santo Jose, Secretary, Department of

Commerce, presided by Dr. Antony Joseph, Head of the Department of Commerce. The Seminar was conducted in College auditorium from 10 am and came to an end by 3.00 pm. with the vote of thanks by Prof. Justin Jose.

The main aim of this programme was to create vibrant business ideas in the minds of students. Question and Answer Session was one of the key elements in the programme. Eminent business persons from different fields shared their business experiences with our students and also clarified their entrepreneurial queries.

Total number of participants of the programme was 152.

RESEARCH & PG DEPARTMENT OF COMMERCE, HENRY BAKER COLLEGE, MELUKAVU
ENTREPRENEURS' MEET CUM WORKSHOP: EXCELLENCIA 2017
COMMERCE DAY CELEBRATIONS & YOUNG ENTREPRENEURS MEET 2017
 ഉദ്ഘാടനം 2017 ഫെബ്രുവരി 10 വെള്ളി, രാവിലെ 10.30 - പൊതു അടർ കൊച്ചി ഓഡിറ്റോറിയം






*** വാണിജ്യ വ്യവസായ രംഗത്ത് അനുഭവപരമായ പ്രവൃത്തികളുടെ പങ്കെടുക്കുന്നു.**
*** സംവാദങ്ങൾ * ബിസിനസ്സ് അനുഭവങ്ങൾ പങ്കുവെക്കൽ**
*** ചോദ്യോത്തരങ്ങൾ * പുതിയ വ്യവസായ സാധ്യതകൾ വിലയിരുത്തൽ**
*** മെമ്പർമാരുടെയും സാധാരണ സഹകരണ ആത്മീയതയുടെയും പ്രവൃത്തികളുടെയും ആരംഭം.**

പ്രസിദ്ധപ്പെടുത്തൽ:
 പൊതു അടർ കൊച്ചി ഓഡിറ്റോറിയം 10 ഫെബ്രുവരി 2017 രാവിലെ 10.30 ന്. വിഷയം: വ്യവസായ മേഖലയിൽ സജീവമായ പങ്കെടുക്കലും മെമ്പർമാരുടെയും സാധാരണ സഹകരണ ആത്മീയതയുടെയും പ്രവൃത്തികളുടെയും ആരംഭം. **Excellencia 2017** എന്ന പേരിൽ കൊച്ചിയിൽ നടന്നു. **Dr. A. J. Jacob**, **Dr. Justin Jose**, **Dr. Anandhan** എന്നിവർ പ്രവൃത്തികളുടെയും പങ്കെടുക്കലും പങ്കുവെക്കൽ, ചോദ്യോത്തരങ്ങൾ, പുതിയ വ്യവസായ സാധ്യതകൾ വിലയിരുത്തൽ, മെമ്പർമാരുടെയും സാധാരണ സഹകരണ ആത്മീയതയുടെയും പ്രവൃത്തികളുടെയും ആരംഭം. **Dr. Anand** എന്നിവർ പ്രവൃത്തികളുടെയും പങ്കെടുക്കലും പങ്കുവെക്കൽ, ചോദ്യോത്തരങ്ങൾ, പുതിയ വ്യവസായ സാധ്യതകൾ വിലയിരുത്തൽ, മെമ്പർമാരുടെയും സാധാരണ സഹകരണ ആത്മീയതയുടെയും പ്രവൃത്തികളുടെയും ആരംഭം.

അവർ: **Dr. A. J. Jacob** (പ്രസിദ്ധപ്പെടുത്തൽ), **Dr. Justin Jose** (പ്രസിദ്ധപ്പെടുത്തൽ), **Dr. Anandhan** (പ്രസിദ്ധപ്പെടുത്തൽ), **Dr. Anand** (പ്രസിദ്ധപ്പെടുത്തൽ)



Mr. Nizam V N our III B.Com student clearing his doubts during the workshop

EXPLORING ENTREPRENEURIAL SKILLS - TWO DAY WORKSHOP FOR HIGHER SECONDARY STUDENTS		
DATE OF EVENT	OF	RESOURCE PERSONS
26 -10- 2017 to 27 -10 - 2017		Sri. Abin M Abraham, General Manager, Meenachil East Urban Co-operative Bank Ltd. Poonjar. Dr. Antony Joseph, HoD PG Department of Commerce, HBC Dr. Santo Jose, Assistant Professor, PG Department of Commerce Sri. Justin Jose Assistant Professor, PG Department of Commerce

Department of Commerce organized a Two Day Workshop for Higher Secondary Students on 26th& 27thOctober 2017). The program was formally inaugurated on 26th October 2017 by Sri. Abin M Abraham, General Manager, Meenachil East Urban Co-operative Bank Ltd. Poonjar. The valedictory speech was delivered by Rev. Dr. P.T. George (Treasurer, CSI East Kerala Diocese.

94 students from different higher secondary schools at Kottayam and Idukki districts participated in the programme.

RESEARCH & POSTGRADUATE DEPARTMENT OF COMMERCE
HENRY BAKER COLLEGE, MELUKAVU

Milestones of the Department

- 1981 : College started with Commerce Group
- 1991 : First UG Course (B.Com.)Started
- 1999 : First PG Course (M.Com.)Started
- 2002 : 98% Pass in B.Com Degree & Second Place in University Results
- 2011 : Secured University Rank in B.Com. Degree Course.
- 2012 : Mahatma Gandhi University Research Centre
- 2013 : Secured University Rank in M.Com. Degree Course.
- 2013 : Bharathiar University Research Centre (Part-Time)
- 2015 : 100% Pass in B.Com. Degree
- 2016 : B.Com. Degree, Secured 9 A Grades & M.Com. Degree 5th Rank
- 2016 : No. of UGC NET/JRF from the Department, Up to Dec, 2016 is 15
- 2017 : Secured 1st Rank in B.Com. Degree, 2 A+ Grades and 10 A Grades

College Motto: "From Darkness into Marvellous Light"

Department Motto: **Learn to Lead**
Excellent Student gets an opportunity to study up to Ph.D here

EXPLORE - 2017
EXPLORING ENTREPRENEURIAL SKILLS
TWO DAY WORKSHOP FOR HIGHER SECONDARY STUDENTS
on 26th & 27th October 2017
at Henry Baker College, Melukavu

Organized by
RESEARCH AND POSTGRADUATE DEPARTMENT OF COMMERCE
HENRY BAKER COLLEGE MELUKAVU



Sri. Abin M Abraham General Manager, Meenachil East Urban Co-operative Bank Ltd. Poonjar inaugurating the workshop and the students getting ready

ONE DAY WORKSHOP ON INTELLECTUAL PROPERTY RIGHTS		
DATE OF EVENT	OF	RESOURCE PERSON
27 -10 - 2017		Adv. Frinso Mathew, Govt. of India Notary.

The Department of Commerce organized a workshop on the topic “Intellectual Property Rights” on 27 October 2017. The Resource Person of the programme was Adv. Frinso Mathew, Govt. of India Notary. The programme was welcomed by Dr. Santo Jose, Secretary, Department of Commerce, presided by Dr. Antony Joseph, Head of the Department of Commerce and inaugurated by Dr. Gireesh Kumar G.S, Principal. The Seminar was arranged in the College Auditorium at 10 am and came to an end by 3.30 pm with the vote of thanks by Prof. Jenipher Carlos Hosanna.

The main objectives on IPR Session were:

1. To create awareness in students about the benefits of intellectual property
2. The need for the creation and growth of intellectual property by undertaking relevant measures
3. Need for having strong and effective laws with regard to IP rights, consistent with international obligations.
4. How to catalyse commercialization of IP rights.

5. To strengthen the enforcement and adjudicatory mechanisms for combating IP violations and to promote awareness and respect for IP rights.
6. How the capacity development with respect to IPR is possible? –(Let our students understand that it is possible by strengthening and expanding human resources, institutions for training, research and skill building in IP)

As far as human rights session is concerned, our major objective was let the HBC's young minds understand equality and know their rights, let them also understand how they should be treated, and how they should treat others. It was our ultimate objective that if we could provide this kind of topics through a seminar, it will create a safe place for students to explore, discuss, challenge and form their own opinions and values. There were 110 participants in the programme



**HENRY BAKER COLLEGE,
MELUKAVU**

RESEARCH AND PG DEPARTMENT OF COMMERCE

WORKSHOP ON IPR

On 27-10-2017 from 9 am to 3.30 pm at HBC
Seminar Hall

RESOURCE PERSON:
Adv. Frinso Mathew
Govt. of India Notary

DR. SANTO JOSE
Workshop Co-ordinator

Trade Secrets, Trademarks, Copyrights, Patents, Industrial Designs

WORKSHOP ON Intellectual property rights

RESEARCHING LAST SIXTY YEARS OF KERALA : CHANGING METHODOLOGIES.

DATE OF EVENT	RESOURCE PERSONS
20 -11- 2017	Dr. K.K.N Kurup former Vice-Chancellor, University of Calicut Prof. T. M. Yesudasan,Asso. Prof. (Rtd.) CMS College Kottayam Dr. K. S. Pradeepkumar, Deputy Director, KIRTADS, Kozhikode

Department of History organised a one day regional seminar on **Researching Last Sixty Years of Kerala: Changing Methodologies** on 20th November 2017. Rt. Rev. Dr. K.G. Daniel, Bishop, CSI East Kerala diocese presided over the meeting. Dr. Beena Paul, Head of the Department of History welcomed the gathering. Dr. K. K. N. Kurup, former Vice-Chancellor, University of Calicut inaugurated the seminar and talked on **“Impact of Land Reforms on Kerala Society”**. In the afternoon session, Dr. K. S. Pradeepkumar, Deputy Director (Training) KIRTADS, Kozhikode talked on **Trajectories of tribal development** and Prof. T. M. Yesudasan,Asso. Prof. (Rtd.) CMS College Kottayam talked on **Sixty Years of Life on the Margins** respectively. The seminar in the College auditorium ended at 4.00p.m with the vote of thanks of Dr. Nisha Joseph.

The purpose of the seminar was to have an overview of changing methodologies on researching Kerala History and Culture over the last sixty years. The focus of the seminar was on three key areas, viz., land, tribes and daliths. The seminar was intended to identify and analyze sixty years of challenges and prospects of the weak and marginalized sections in Kerala. Also changes in the land patterns and relationships and its impact thereof.

There were altogether 119 participants. Research scholars and staff from other institutions also attended the seminar.

Henry Baker College, ever since its inception in 1981, with the motto "From darkness into marvelous light", has been playing a leading role in the spread of modern education and quality education to disadvantaged young people living in Melukavu and surrounding areas of Kottayam and Idukki districts. The strength of the college lies on a blend of programmes in Science, Humanities and Social Sciences as well as the hard work of dedicated teachers.

Postgraduate Department of History

Established in 1995, the Department of History of the college has been contributing to the field of academic and non-academic activities. It has always in the front of Department also provides postgraduate course since 2014. The thrust

Researching Last Sixty Years of Kerala: Changing Methodologies

REGIONAL 9GMIⁿAR

POSTGRADUATE DEPARTMENT OF HISTORY
HENRY BAKER COLLEGE, MELUKAVU

ISO-IJ.1kn

2.45 - 3.45 pm

Prof. T. M. Yasudasan (Asso. Prof. (Ret.) CMS College Kottayam)

4.00 - 4.30 pm





Dr. K. K. N. Kurup, former Vice-Chancellor, University of Calicut inaugurating the seminar and addressing the audience and Prof. T.M.Yesudas Asso. Prof. (Rtd.) CMS College delivering the lecture.



Dr. K. S. Pradeepkumar, Deputy Director (Training) KIRTADS, Kozhikode delivering talk

WORKSHOP ON ORAL HISTORY ARCHIVING AND METHODOLOGY		
DATE OF EVENT	OF	RESOURCE PERSONS
3 -02 - 2018		Dr. Sebastian Joseph, HOD, Dept. of History, U.C. College, Aluva; Smt. Manjusha K.A, Asst. Prof. School of Gandhian Thought & Development Studies, M. G. University, Kottayam.

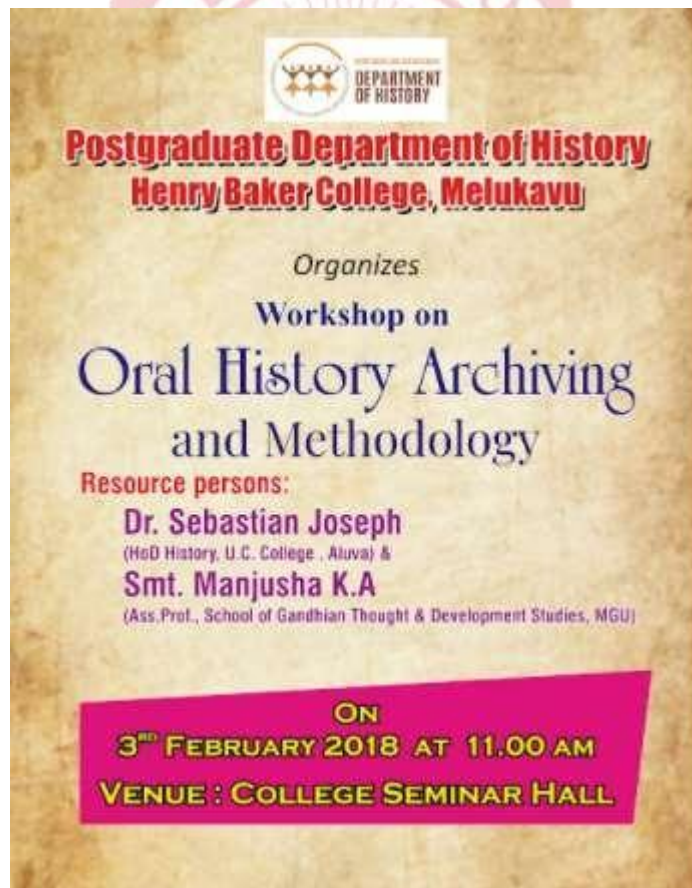
On 3rd February 2018, department of History organised a **Workshop on Oral History Archiving and Methodology**. The purpose of the seminar was to equip the students of the department to record and preserve the oral memories of the people in and around Melukavu.

With this, department of History started **Henry Baker College Oral History Archives (HBCOHA)**. Dr. Sebastian Joseph, HOD, Dept. of History, U.C. College, Aluva and Smt. Manjusha K.A, Asst. Prof. School of Gandhian Thought & Development Studies, M. G. University, were the resource persons of the workshop. Dr. Sebastian Joseph talked on **Spoken Histories** and Smt. Manjusha K.A on **Methods of Collecting Oral Testimonies**.

Objectives of the workshop were:

- To train students in doing Oral Histories.
- To understand an organic resource base for studying and understanding the past.
- To introduce the need to recognize and acknowledge the unheard memories and voices that would otherwise remain invisible.

Twenty Eight students and teachers participated in the workshop.

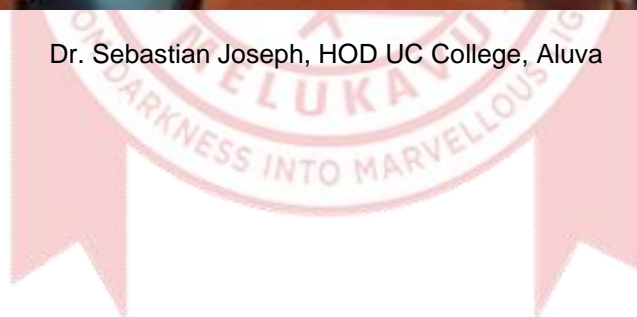




Oral History Team with Principal and Resource Persons



Dr. Sebastian Joseph, HOD UC College, Aluva



ONE DAY SEMINAR ON RESEARCH DESIGNS AND METHODS		
DATE OF EVENT	OF	RESOURCE PERSON
30 -07 - 2018		Sri. Abin Jose, Assistant Professor, St. Joseph College, Moolamattom.

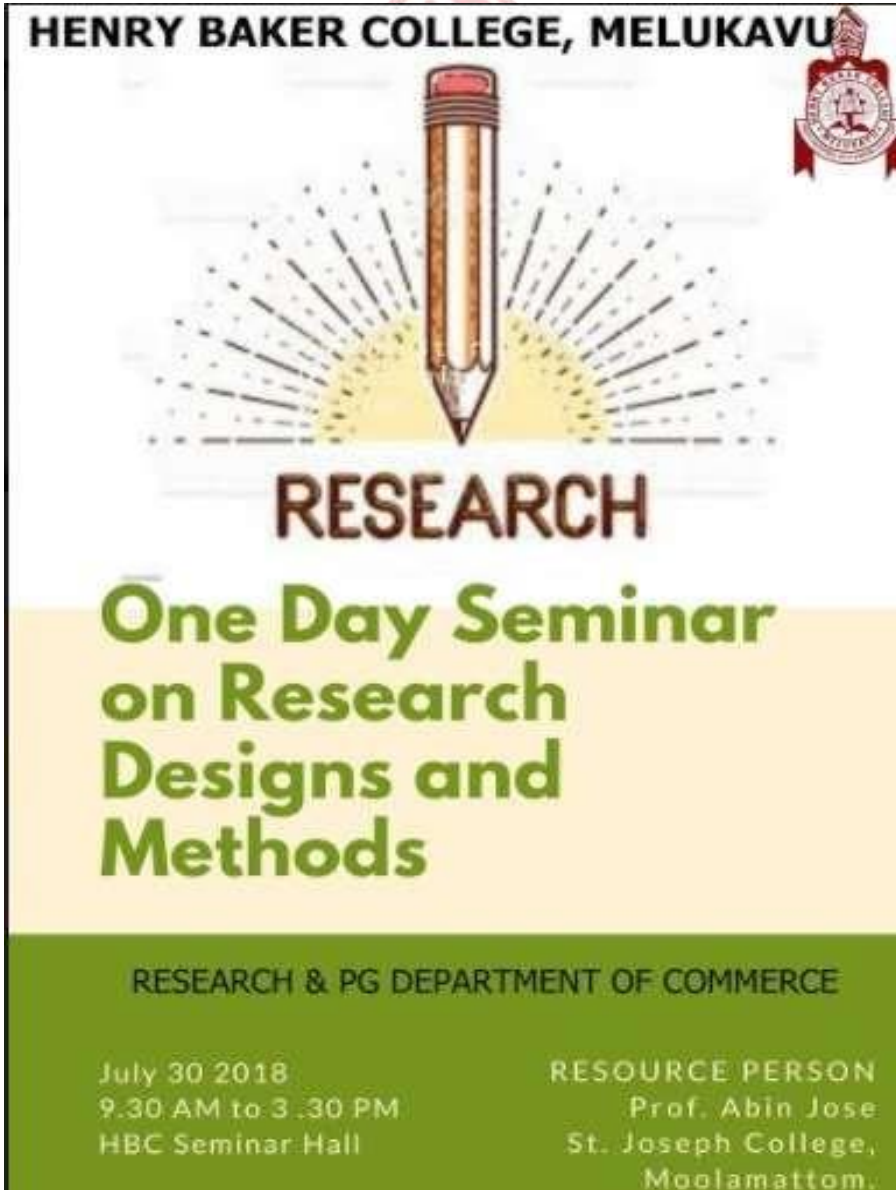
The Department of Commerce organized a one day seminar for commerce students on the topic One Day Seminar on **Research Designs and Methods**. on 30th July 2018. The Resource Person of the programme was Sri. Abin Jose, Assistant Professor, St. Joseph College, Moolamattom. The programme was welcomed by Dr. Santo Jose, Secretary, Department of Commerce, presided by Dr. Antony Joseph, Head of the Department of Commerce and inaugurated by Dr. Gireesh Kumar G.S, our Principal. The Seminar in College Seminar Hall from 10 am came to an end by 3.00 p.m. with the vote of thanks by Prof. Shinu Thomas P.

The following were the expected outcome from our students based on the seminar in the area of research methods:


1. Students should understand a general definition of research design.
2. Students should know why educational research is undertaken, and the audiences that profit from research studies.
3. Students should be able to identify the overall process of designing a research study from its inception to its report.
4. Students should be able to identify a research problem stated in a study.
5. Students should be familiar with how to write a good introduction to an educational research study and the components that comprise such an introduction.
6. Students should be familiar with conducting a literature review for a scholarly educational study:
 - a. The steps in the overall process.
 - b. The types of databases often searched.
 - c. The criteria for evaluating the quality of a study.
 - d. The ways of organizing the material found.
 - e. The different types of literature reviews.
7. Students should be able to distinguish a purpose statement, a research question or hypothesis, and a research objective.
8. Students should be able to define the meaning of a variable, and to be able to identify independent, dependent, and mediating variables.
9. Students should be able to define theory use in quantitative research.
10. Students should be able to design a good quantitative purpose statement and good quantitative research questions and hypotheses.
11. Students should know the steps in the process of quantitative data collection.
12. Students should be able to distinguish between a population and a sample.

13. Students should know the various types of quantitative sampling and which ones present the most rigorous approach to use.
14. Students should understand the link between quantitative research questions and data collection and how research questions are operationalized in educational practice.
15. Students should be familiar with the steps involved in identifying and selecting a good instrument to use in a study

The total number of participants of the programme was 52.



HENRY BAKER COLLEGE, MELUKAVU



RESEARCH

**One Day Seminar
on Research
Designs and
Methods**

RESEARCH & PG DEPARTMENT OF COMMERCE

July 30 2018
9.30 AM to 3.30 PM
HBC Seminar Hall

RESOURCE PERSON
Prof. Abin Jose
St. Joseph College,
Moolamattom.

**ONE DAY SEMINAR:
ENTREPRENEURSHIP SKILLS-CHANGES AND CHALLENGES**

DATE OF EVENT	RESOURCE PERSON
14 -06 - 2019	B Sathyanarayana, Vice Chairman, Hedge Equities, Kottayam.

The Department of Commerce organized a one day seminar for commerce students on the topic “Entrepreneurship Skills - Changes and Challenges” on 14 June 2019. The Resource Person of the programme was B Sathyanarayana, Vice Chairman, Hedge Equities, Kottayam. The welcome speech was given by Prof. Shinu Thomas P, presided by Dr. Santo Jose, Head of the Department of Commerce and inaugurated by Dr. Gireesh Kumar G S, Principal. The Seminar was arranged in College Seminar Hall from 10 am and came to an end at 3.00 pm. with the vote of thanks by Prof. Ashly Mareena Mathew.

The main objective of the programme was to create awareness about the ‘Changes and Challenges of Entrepreneurship’ among students and it also includes inter alia:

1. Understanding the procedures and formalities relating to setting up of a newbusiness venture
2. Awareness on the sources of seed capital
3. Cash Flow Management and Solutions (Proper Budgeting, Faster Invoice Payments, etc.)
4. Hiring Employees
5. Time Management
6. Delegating Tasks
7. Choosing What to Sell
8. Marketing Strategy
9. Raising of Capital
10. Strapped Budget
11. Business Growth
12. Clearing Self-doubts

Total number of Participants of the programme was 36



Various sessions of the one day seminar on Entrepreneurship Skills : Changes & Challenges



ONE DAY SEMINAR ON PROJECT WORK PREPARATION - A METHODOLOGICAL INTRODUCTION	
DATE OF EVENT	RESOURCE PERSON
25 -07 - 2019	Dr. Stephen Mathew , Head of the Department, St. Stephens College, Uzhavoor.

The Department of Commerce organized a one day seminar for commerce students on the topic **Project Work Preparation - A Methodological Introduction** on 25th July 2019. The Resource Person of the programme was **Dr. Stephen Mathew**, Head of the Department, St. Stephens College, Uzhavoor. The welcome speech was delivered by Prof. Justin Jose and the meeting was presided over by Dr. Santo Jose. Dr. Gireesh Kumar G.S, Principal of the college Inaugurated the seminar. The Seminar was arranged in HBC Auditorium from 10 am and came to an end by 3.00 pm. with the vote of thanks by Prof. Ashly Mareena Mathew.

The main objective of the programme was to provide an idea on the best way to prepare students' Dissertation Presentation (Project Work) and to review their work carefully. Further, to take notes of the key decisions that they have made throughout their research and the scholarly literature that supports these choices

Total number of Participants of the programme was 37.



ONE DAY SEMINAR ON NEXT GENERATION BOOK KEEPING: SKILLS FOR ACCOUNTANTS	
DATE OF EVENT	RESOURCE PERSON
29 -08 - 2019	Mr. Anwar Sadath, Marketting Manager, G-Tec Computers, Erattupetta.

Postgraduate Department of Commerce organized a One Day Seminar on **Next Generation Book Keeping: Skills for Accountants** in association with G-Tech Computer Education Erattupetta on 29th August 2019. All students and faculty members were actively participated in the programme. Formal inauguration of this programme was done by our Principal Dr. Gireesh Kumar G.S. and the resource person of the programme was Mr. Anwar Sadath, Marketting Manager, G-Tec Computers, Erattupetta.

Major Objectives of the Seminar

1. To make aware the students on the role of accountants in the business world, instilling confidence in the quality of financial reporting.
2. To give our students a fundamental knowledge on automated and cognitive technologies like artificial intelligence, robotics processing and predictive analytics and its role and impact on the preparation of financial statements and its analysis.
3. To make aware our students that the technology is not displacing accountants; rather, it is augmenting their technical proficiency as well as their critical thinking and problem-solving skills to make more insightful decisions, reducing the risks and increasing the efficiency of producing financial statements and tax filings.

There were altogether 127 students participated in the programme



Morning and Afternoon Sessions of the Seminar on “Next Generation Book-keeping: Skills for Accountants

HENRY BAKER COLLEGE, MELUKAVU
ONE DAY SEMINAR ON
nextgeneration

**BOOKKEEPING
SKILLS FOR
ACCOUNTANTS**
HBC DEPARTMENT OF COMMERCE

**VENUE: HBC SEMINAR HALL
DATE: 29 AUGUST 2019
TIME 9.30 AM TO 3.30 PM**

MR. ANWAR SADATH
This program is in association with
G-tech Computer Education,
Erattupetta

ONE DAY SEMINAR		
BUILDING ENTREPRENEURIAL SKILLS.		
DATE OF EVENT	OF	RESOURCE PERSON
13 -01 - 2020		Mr. George Mathew, Managing Director, Starline Academy Monippally.

The Department of Commerce organized a one day seminar for commerce students on the topic **Building Entrepreneurial Skills** on 13th January 2020. The Resource Person of the programme was Mr. George Mathew, Managing Director, Starline Academy Monippally. The programme was welcomed by Sri. Justin Jose, Department of Commerce and presided over by Dr. Santo Jose, Head of the Department of Commerce. The programme was inaugurated by Dr. Gireesh Kumar G.S. Principal. The Seminar came to an end by 3.00 p.m. with the vote of thanks by Prof. Dennis Cherian.

The main objective of the programme was to develop entrepreneurial skills among students.

Total number of Participants of the programme was 31.



Mr. George Mathew Managing Director, Starline Academy Monippally. addressing the students on the topic **Building Entrepreneurial Skills**



DEPARTMENT OF COMMERCE
HENRY BAKER COLLEGE, MELUKAVU

**One Day Seminar on
Building
Entrepreneurial Skills**

"A ship in the harbour is safe, but that is not what
ships are built for" (John A Shedd)

**13 JAN 2020 AT HBC SEMINAR HALL
FROM 9 AM TO 3.30 PM**

Contact: 9446494672

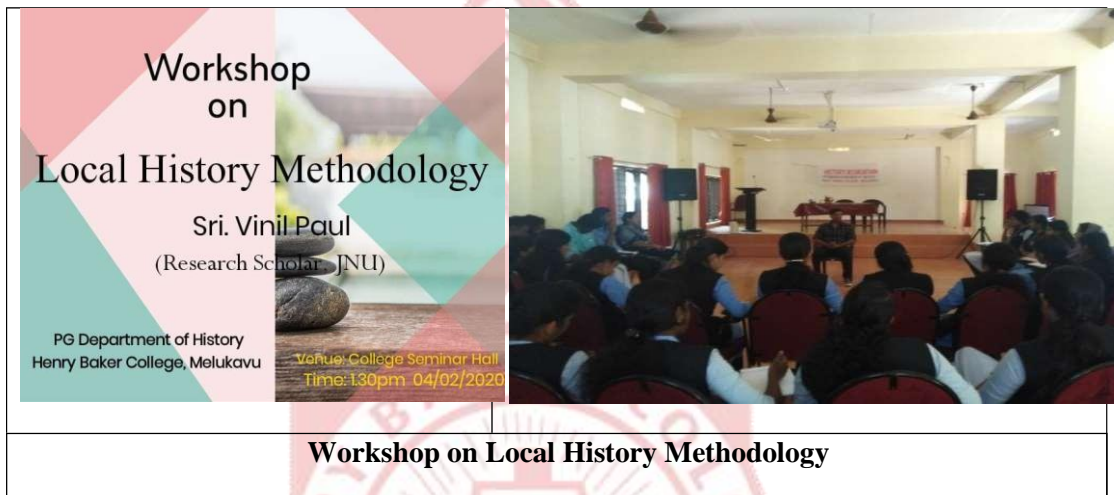
WORKSHOP ON LOCAL HISTORY METHODOLOGY		
DATE OF EVENT	OF	RESOURCE PERSON
4 -02 - 2020		Sri. Vinil Paul, Research Scholar, Jawaharlal Nehru University ,Delhi

A **Workshop on local History** was organized by the Department of History on 4th February 2020. Dr. Beena Paul, Head of the Department, welcomed the gathering. Principal, Dr. Gireeshkumar G.S, presided over the meeting and talked on the scope and significance of

local history. The Resource person of the programme was Sri. Vinil Paul, Research scholar JNU. The workshop started at 1.30p.m and continued till 4.30p.m.

The purpose of the workshop was to give training in the local history methodology and also doing local history. How to identify the research problem and how to collect and analyze the sources were the focus of the workshop.

30 students and 7 teachers attended the workshop.



Workshop on Local History Methodology

ONLINE PLAGIARISM CHECKING –AN EASY METHOD FOR IPR PROTECTION	
DATE OF EVENT	RESOURCE PERSON
21 -05 - 2020	Ms. Jyothy Maria Johny, Research scholar, University of Kerala.

In order to make our lockdown days more fruitful and as a brighter side of it, we arranged a webinar on the title **Online Plagiarism Checking –An Easy Method for IPR Protection** on 21st May 2020. The talk was arranged in association with Research and Postgraduate Department of Commerce and IQAC. The programme was mainly for the postgraduate students of Department of History and Commerce. The resource person was Ms. Jyothy Maria Johny, Research scholar, University of Kerala. Thirty nine students participated in the webinar.

Objective of the talk was to give training on online plagiarism checking. The talk also intended to convince the students, about the need for uniqueness of the work as well as the originality of the work. It also wanted to communicate how academic dishonesty devalues everyone else’s hard work.

The webinar could provide a broad view on different Plagiarism Detection Tools such as Dupli Checker, Copyleaks, Paper Rater, Plagiarisma, Plagiarism Checker, Plagium, PlagScan, PlagTracker, etc.

HENRY BAKER COLLEGE, MELUKAVU
(Affiliated to Mahatma Gandhi University, Kottayam)

WEBINAR SERIES - 1

On **21 MAY 2020**
11 am

Online Plagiarism Checking: An Easy Method for IPR Protection

ORGANIZED BY
Research and PG Department of Commerce & PG Department of History in association with IQAC

Exclusively for PG Students

Resource Person
Ms. JYOTHI MARIA JOHNY
(M.Com, Mphil, Research Scholar -Kerala University)

For more Details
Email: iqachbc@gmail.com
-9633190007

Link will be send to the registered email ID
30 minutes before the programme.

Google Meet

TWO DAY SEMINAR ON “VAYANAYUM SARGATHMAKATHAYUM” (READING SKILLS & CREATIVITY)	
DATE OF EVENT	RESOURCE PERSONS
17-01-2020 to - 18-01- 2020	<p>Dr. Paul Manalil, Director Balasahithya Institute (Rtd), Thiruvananthapuram.</p> <p>Dr. Geetha G Nair Assistant Professor, Dept.of Malayalam, N S S College, Cherthala;</p> <p>Dr. Sumesh A S, Assistant Professor, Dept. of Hindi, M E S college, Nedumkandom</p> <p>Dr. Sabu De Mathew Associate Professor, Dept. of Malayalam, St. Thomas College, Pala (Rtd.)</p>

Department of Malayalam organized a two day seminar on Vayanayum Sargathmakathayum in association with Kerala State BalaSahithya Institute (Kerala State Institute of Children’s Literature, KSICL) Thiruvananthapuram on 17th and 18th January 2020. The seminar was inaugurated by Dr. Paul Manalil, Director Balasahithya Institute (Rtd), Thiruvananthapuram. Other resource persons of the seminar were Dr. Geetha G Nair Assistant Professor, Dept.of Malayalam, N S S College, Cherthala; Dr. Sumesh A S, Assistant Professor, Dept. of Hindi, M E S college, Nedumkandom and Dr. Sabu De Mathew Associate Professor, Dept. of Malayalam, St. Thomas College, Pala (Rtd.) In addition to our students and staff, 144 students from our neighbouring schools also participated in the seminar.

The programme was to boost the creativity of the students and to stimulate their reading skills. The Programme was also intended to show how the reading will change readers' own perspective as well as on that of the world.

The poster is titled 'ക്രിയേറ്റീവ് ചിന്തയും വായനയും സർഗ്ഗാത്മകതയും' (Creative Thinking and Reading Skills). It is for the 2020 August 17th (Wednesday) event. The central theme is '2020 ജൂലൈ 17, 18 (വെള്ളി, ശനി) ഓൺലൈൻ വായനയും സർഗ്ഗാത്മകതയും'. The poster lists a detailed schedule from 10:00 AM to 4:00 PM, including sessions for 'പ്രവേശനം', 'പ്രൊഫ. അൻസാ ആൻഡ്രൂസ്', 'പ്രൊഫ. അജിത വർമ്മ', 'ഡോ. ഗിരീഷ് കുമാർ', 'ഡോ. പാൽ മണലിൽ', 'ഡോ. സോമ പൗൾ', and 'പ്രശ്നോത്തരം'. It also features a central image of a stack of books and a globe.



From left to right Prof. Ansa Andrews, Prof. Ajitha V R, Dr.Gireesh Kumar G S, Dr. Paul Manalil, and Prof. Souma Paul





HENRY BAKER COLLEGE, MELUKAVU

A Christian minority Educational Institution runs by C.S.I East Kerala Diocese
Affiliated to Mahatma Gandhi University

+91 9605470018 principal@henrybakercollege.edu.in



ADMINISTRATIVE TRAINING PROGRAM

REPORT OF ACADEMIC YEAR 2015-20

HBC ATP

Henry Baker College, Melukavu is a Christian, Minority, Co-Educational, Government-aided Arts and Science College Established in 1981, Affiliated to Mahatma Gandhi University, Kottayam, Kerala.


Administrative Training Programme

- Topic: **Audit and Accounts**
- Date: 27/01/2020

A training on Audit and Accounts was conducted on 27 January 2020, from 10 am to 12 pm, as part of the Audit Review meeting organised for the non teaching staff. Principal Dr. G S Gireesh Kumar, IQAC coordinator Dr. Santo Jose were present in the meeting. Dr. K N Krishnakumar, Deputy Director, Collegiate Education, Kottayam was the resource person. Dr. Santo Jose welcomed the dignitaries. Dr. K N Krishnakumar appreciated the College Office for maintaining accuracy in the accounts. He pointed out some deficiencies or weaknesses in the institution's administrative systems and offered suggestions for the improvement. He highlighted the significance of efficient PD Account management and maintaining Stock Registers. He also provided some additional information on managing accounts. The participants clarified their doubts in the interactive session. Sri. Jomon Joseph, proposed vote of thanks.

1. GEORGE JOSEPH.K
2. JOHN THOMAS
3. THOMAS KURUVILA (RETIRED)
4. JOMON K JOSEPH
5. JUSTIN J PAUL
6. ISSON GEORGE
7. SAM GEORGE SAMUEL
8. JIJO PAUL
9. SILBIMOL.M
10. CLEMANT DANI ALEX
11. SHIBIN GEORGE


**HENRY BAKER COLLEGE,
MELUKAVU**
FDC & IQAC Organizes



TRAINING ON
**AUDIT AND
ACCOUNTS**

RESOURCE PERSON:
**DR. K. N. KRISHNAKUMAR,
DEPUTY DIRECTOR,
COLLEGIATE EDUCATION**

27 January 2020 | 10:00 am - 12:00 PM
Venue: Seminar Hall



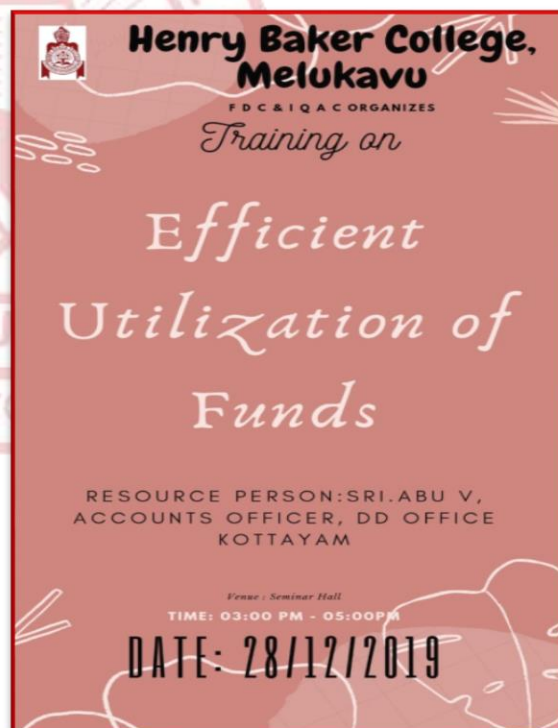
Dr. K N Krishnakumar with Principal Dr. G S Gireesh Kumar and Office Staff

- Topic: **Efficient Utilization of Funds**
- Date: 28/ 12/2019

A training programme titled “Efficient Utilization of Funds” was conducted for the Non – Teaching Staff on 28 th December 2019 from 3 pm to 5 pm. Sri. Abu V, Accounts Officer DD Office Kottayam was the Resource Person. The Prime objective of the seminar was to provide a general information on the magnitude of proper utilization of funds. FDC coordinator and Joint IQAC coordinator Dr. Nisha Joseph welcomed all. In the introductory remarks, Principal Dr. Gireesh Kumar G S reminded the participants that the effective use of funds brightens the future of the institution.He highlighted the significance of transparency in fund utilization. Sri. Abu V in his talk explained in detail regarding the Fund Procurement, Fund Utilization, Financial Reporting and Financial Control. Sri. Jomon Joseph proposed the vote of thanks.

List of Participants:

1. GEORGE JOSEPH.K
2. JOHN THOMAS
3. THOMAS KURUVILA
(RETIRED)
4. JOMON K JOSEPH
5. JUSTIN J PAUL
6. ISSON GEORGE
7. SAM GEORGE SAMUEL
8. JIJO PAUL
9. SILBIMOL.M
10. CLEMANT DANI ALEX
11. SHIBIN GEORGE



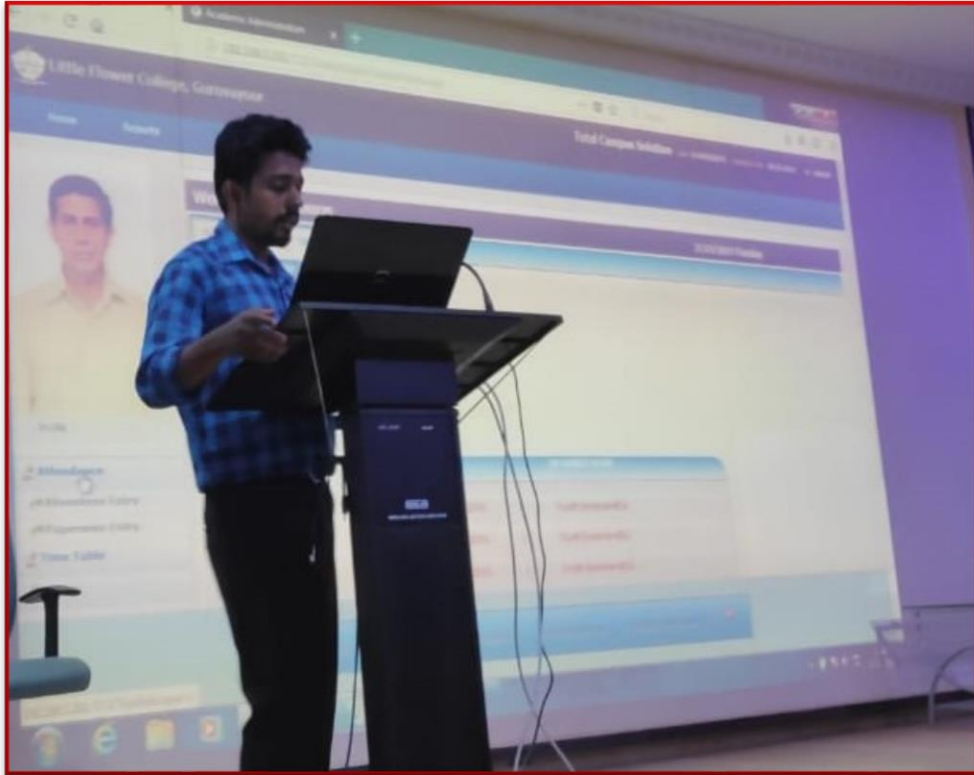
- Topic: **Efficient Use of Technology in Administration**
- Date: 16/09/2019

A training programme was organized for non - teaching staff on the topic “Efficient Use of Technology in Administration” on 16. 09. 2019. The seminar started at 10.30 a.m. Sri. Viasakh P, Software Support Engineer, Meshilogic was the resource person. He demonstrated how technology plays a significant role in enhancing the office administration. The implementation of E-governance system in the college facilitates transparency in administration and enhances the system of governance. As the college office administration is fully automated and all the administrative processes like examinations and scholarship, students’ administration and support, attendance system, finance and accounts, library, are programmed to function automatically with the aid of certain software’s. The seminar provided new insights to the staff members to improve their way of carrying out the tasks. Sri. Justin Paul expressed gratitude on behalf of all participants.

Name of the Participants

1. GEORGE JOSEPH.K
2. JOHN THOMAS
3. THOMAS KURUVILA (RETIRED)
4. JOMON K JOSEPH
5. JUSTIN J PAUL
6. ISSON GEORGE
7. SAM GEORGE SAMUEL
8. JIJO PAUL
9. SILBIMOL.M
10. CLEMANT DANI ALEX
11. SHIBIN GEORGE





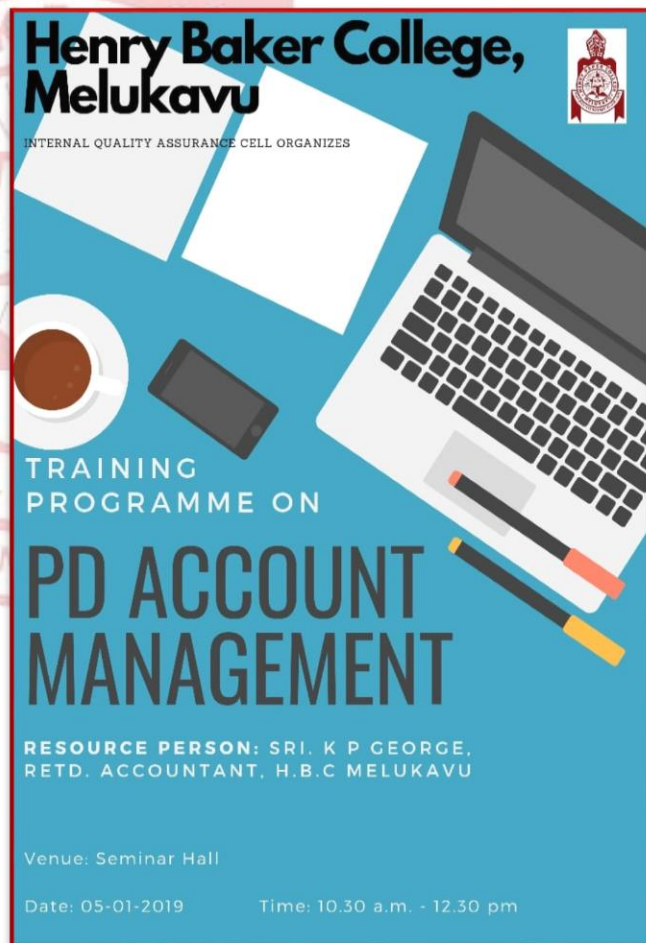
Training Programme by Sri. Viasakh P 16/09/2019



- **Topic: PD Account Management**
- **Date:5.01.2019**

A training programme on **PD Account Management** was conducted for non-teaching staff on 05-01-2019. The programme started at 10.30 a.m. with a silent prayer. Dr. Santo Jose, IQAC coordinator welcomed all. The programme was chaired by Principal, Dr. Gireesh Kumar G S and lectures given by Sri. K P George, Retd. Accountant, H.B.C Melukavu. He elaborated on how the effective and efficient utilization of P D accounts can pave way for the advancement of an academic institution. The resource person cleared the doubts and queries of the participants. The workshop was a fruitful one. Sri. Jomon Joseph proposed the vote of thanks.

1. GEORGE JOSEPH.K
2. JOHN THOMAS
3. THOMAS KURUVILA
4. JOMON K JOSEPH
5. JUSTIN J PAUL
6. ISSON GEORGE
7. SAM GEORGE SAMUEL
8. SEBIN SEBASTIAN
9. SILBIMOL.M

A blue poster for a training programme. At the top, it says 'Henry Baker College, Melukavu' in bold black text, with a small crest logo to the right. Below that, it says 'INTERNAL QUALITY ASSURANCE CELL ORGANIZES'. The central part of the poster features illustrations of a laptop, a smartphone, a coffee cup, and a pen. The main title 'TRAINING PROGRAMME ON PD ACCOUNT MANAGEMENT' is written in large, bold, white letters. Below the title, it says 'RESOURCE PERSON: SRI. K P GEORGE, RETD. ACCOUNTANT, H.B.C MELUKAVU'. At the bottom, it provides the venue 'Seminar Hall', the date '05-01-2019', and the time '10.30 a.m. - 12.30 pm'.

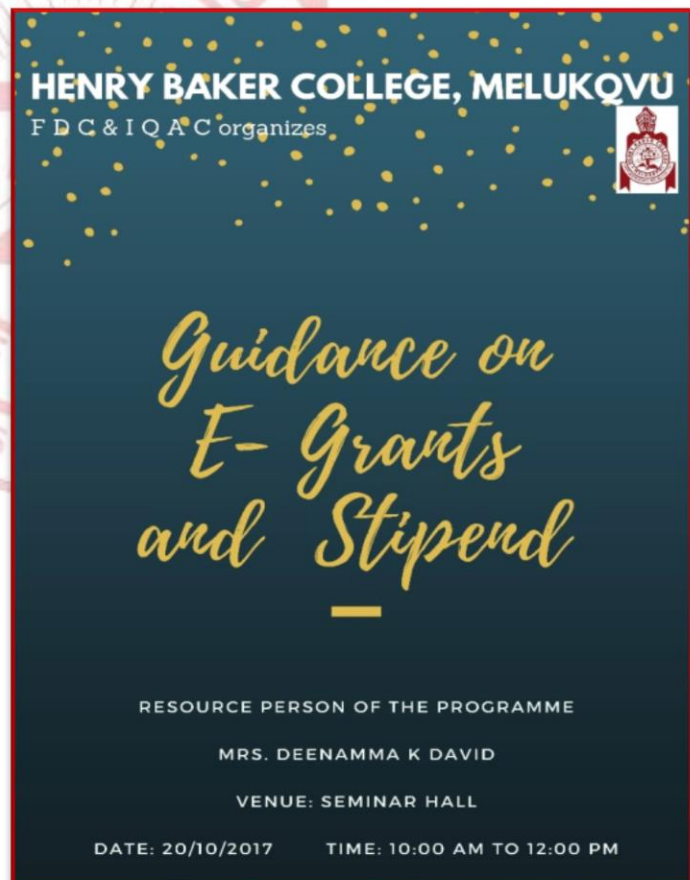
Training by Sri. K P George on 5.01.2019

- **Topic: Guidance on E- Grants and Stipend**
- **Date : 20/10/2017**

A training programme was held on the topic **Guidance on E- Grants and Stipend** on 20/10/2017 at the Seminar Hall. The training programme was commenced with the introductory remarks delivered by the Principal, Dr. Gireesh Kumar GS. IQAC Co-ordinator Dr. Santo Jose welcomed Smt. Deenamma K David, Retd. L D Store Keeper, H.B.C Melukavu, the resource person of the programme. She discussed about the steps to be taken for the proper management of E grants and stipends. The programme was scheduled from 10:00 am to 12:00 pm. Sri. Justin Paul concluded the seminar by expressing gratitude for conducting an insightful training programme.

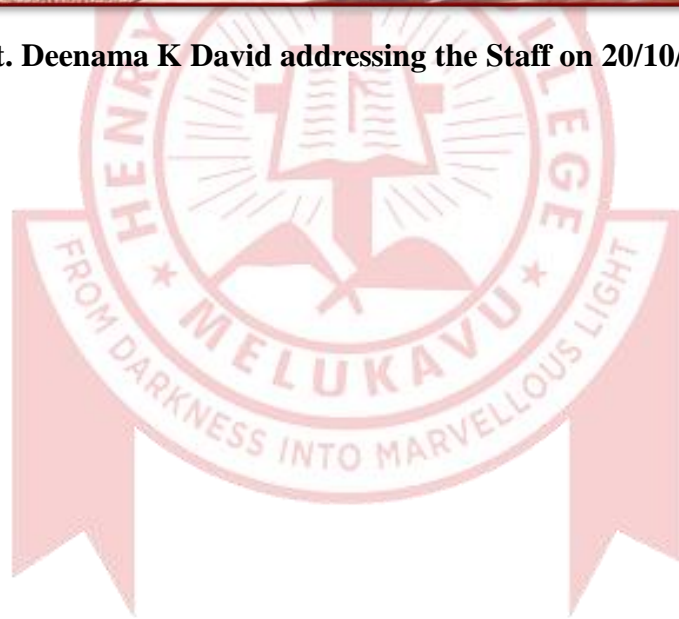
List of Participants:

1. GEORGE JOSEPH.K
2. JOHN THOMAS
3. THOMAS KURUVILA
4. JOMON K JOSEPH
5. JUSTIN J PAUL
6. ISSON GEORGE
7. SAM GEORGE SAMUEL
8. SEBIN SEBASTIAN
9. SILBIMOL.M
10. SHIBIN GEORGE





Smt. Deenama K David addressing the Staff on 20/10/2017

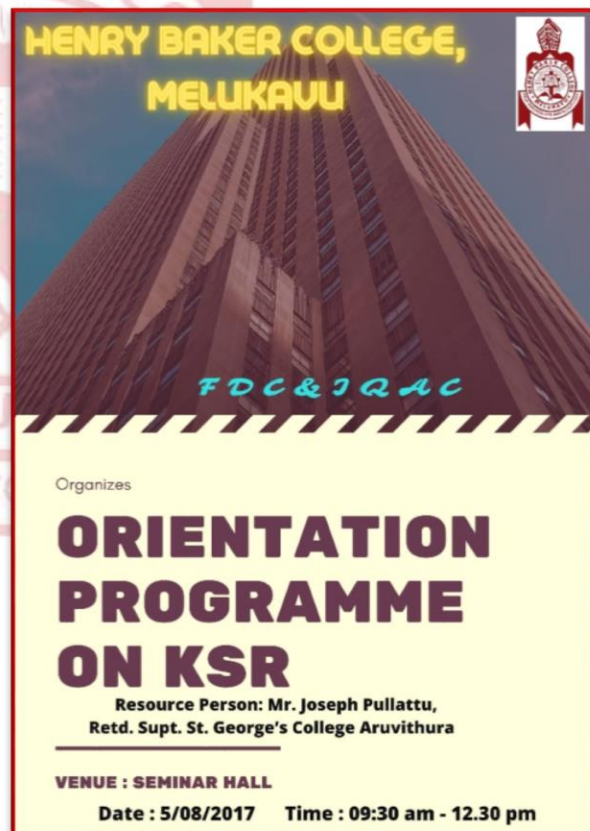


- **Topic: Orientation programme on KSR**
- **Date : 5/08/2017**

The IQAC of Henry Baker College, organized an Orientation Programme on Non-Teaching Orientation programme on KSR on 05/08/2017 from 9.00 am to 12.00 pm. IQAC Co-ordinator, Prof Korah Jacob and Staff Secretary Prof. Renjith Sebastiam were present. The idea behind having such a work-shop was to guide the Non-Teaching Staff of college regarding Kerala Service Rules (KSR) and Salary fixation. Prof. Renjith Sebastain delivered the introductory speech. He welcomed the speaker of the programme, Mr. Joseph Pullattu, Retd. Supt. St. George's College Aruvithura, and all the participants on behalf of the institution. The participants asked several doubts on the topic and he clarified them properly. The programme was concluded by the vote of thanks proposed by Prof. Korah Jacob.

Name of Participants:

1. GEORGE JOSEPH.K
2. JOHN THOMAS
3. THOMAS KURUVILA
4. JOMON K JOSEPH
5. JUSTIN J PAUL
6. ISSON GEORGE
7. SAM GEORGE SAMUEL
8. SEBIN SEBASTIAN
9. SILBIMOL.M
10. SHIBIN GEORGE



- **Topic:Guidance on Store Purchase Manual and Accounts**
- **Date : 26/11/2016**

IQAC of Henry Baker College organised a one day training programme on the topic “**Guidance on Store Purchase Manual and Accounts**” for non teaching staff on 26 November 2016 . IQAC Coordinator Prof. Korah Jacob welcomed all and the Principal Dr. Aneyamma Varughese delievered the introductory remarks.Sri K P George, Retd. Accountant H.B.C Melukavu was the chief speaker of the programme who provided an indepth knowledge regarding the topic ‘*Store Purchase Manual and Accounts.*’ All the participants were benefited from the programme as they imbibed new methods for the proper handling and management of financial accounts in the college. An effective guidance was given by the speaker, for a uniform, systematic and efficient management of accounts. The information regarding preparation & maintenance of college office & other accounts, was the thrust area of his speech. The session was scheduled from 9.30 am to 12.30 pm and was concluded by the vote of thanks proposed by the office staff Sri. Thomas Kuruvilla.

Name of the Participants:

- GEORGE JOSEPH .K
- JOHN THOMAS
- THOMAS KURUVILA
- ISSON GEORGE
- SHIBIN GEORGE
- JOMON K JOSEPH
- JUSTIN J PAUL

**HENRY BAKER COLLEGE,
MELUKAVU**

**FDC & IQAC
Organises Training on**

**GUIDANCE ON STORE PURCHASE
MANUAL & ACCOUNTS**

**RESOURCE PERSON : SRI. K P GEORGE,
RETD. ACCOUNTANT H.B.C MELUKAVU**

VENUE: SEMINAR HALL | DATE : 26/11/2016 | TIME: 9.30 AM -12.30 PM



Sri. K. P George addressing the Office staff on 26 November 2016

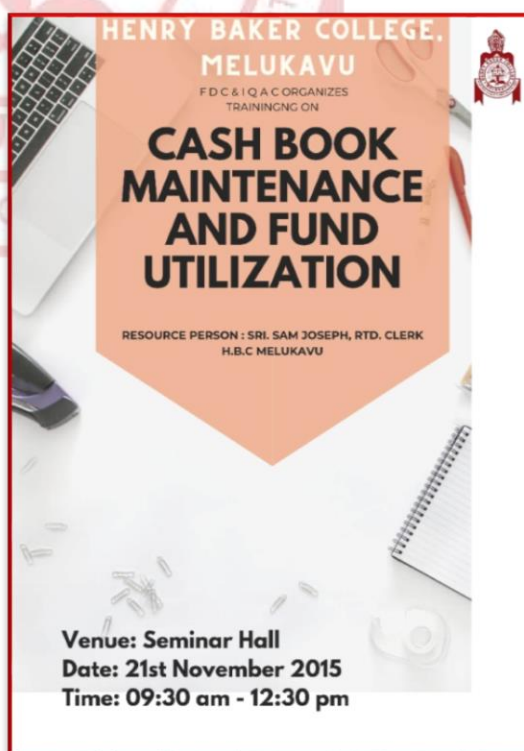


- **Topic: Training on Cash Book Maintenance and Fund Utilization**
- **Date : 21 November 2015**

A seminar on 'Cash Book Maintenance and Fund Utilization' was held on 21st November 2015 at Seminar Hall, Henry Baker College, Melukavumattom. IQAC Co-ordinator Dr. Santo Jose welcomed the key speaker Sri. Sam Joseph, Retd Clerk H.B.C Melukavu for the session. Principal, Dr Aneyamma Varughese, delivered the opening address and explained the purpose of the seminar. The speaker discussed in detail about the importance of the systematic maintenance of cash book as it is the record of all cash and bank transactions. It is a ledger for keeping track of fund utilization. It is also significant in preventing manipulation of funds. There was an active participation of all the non teaching staff of the college. He further clarified the queries raised by the participants and provided solution in the best way. The programme was scheduled from 9.30 am to 12.30 pm including tea breaks. Overall the session was informative as the speaker provided various methods for effective financial management. The session was concluded with the vote of thanks proposed by Sri. Jomon Joseph.

Name of the Participants

1. CICILIAMMA GEORGE
2. DEENAMA K DAVID
3. K.P GEORGE
4. G.P VIJAYAKUMAR
5. AI ESTHERAMMA
6. MICLE JOHN
7. GEORGE JOSEPH .K
8. JOHN THOMAS
9. THOMAS KURUVILA
10. SHIBIN GEORG





Sri SaM Joseph delivering Lecture on 21.11.2015



- **One day Training Programme on ‘Pay Fixation and Increment’**
- **Date : 15 October 2015**

A One day Training Programme on ‘**Pay Fixation and Increment**’ was conducted on 15th October 2015, in the College Auditorium. All the non-teaching staff actively participated in the training programme. As the head of the institution, Principal Dr. Aneyamma Varughese delivered an introductory speech. IQAC Co-ordinator Prof Korah Jacob welcomed all. He briefly presented the details of the programme and explained the need for conducting it. The speaker of the programme was Sri. Sam Joseph, Retd. Clerk H.B.C Melukavu. He helped the office staff to fix their queries on financial payments and increments and its documentation. Prof. Korah Jacob concluded the session by expressing gratitude towards the speaker and other participants who attended the seminar.

Name of the Participants:

1. CICILIAMMA GEORGE
2. DEENAMA K DAVID
3. K.P GEORGE
4. G.P VIJAYAKUMAR
5. AI ESTHERAMMA
6. MICLE JOHN
7. GEORGE JOSEPH .K
8. JOHN THOMAS
9. THOMAS KURUVILA
10. SHIBIN GEORGE





Training by Sri. Sam Joseph on 15 October 2015

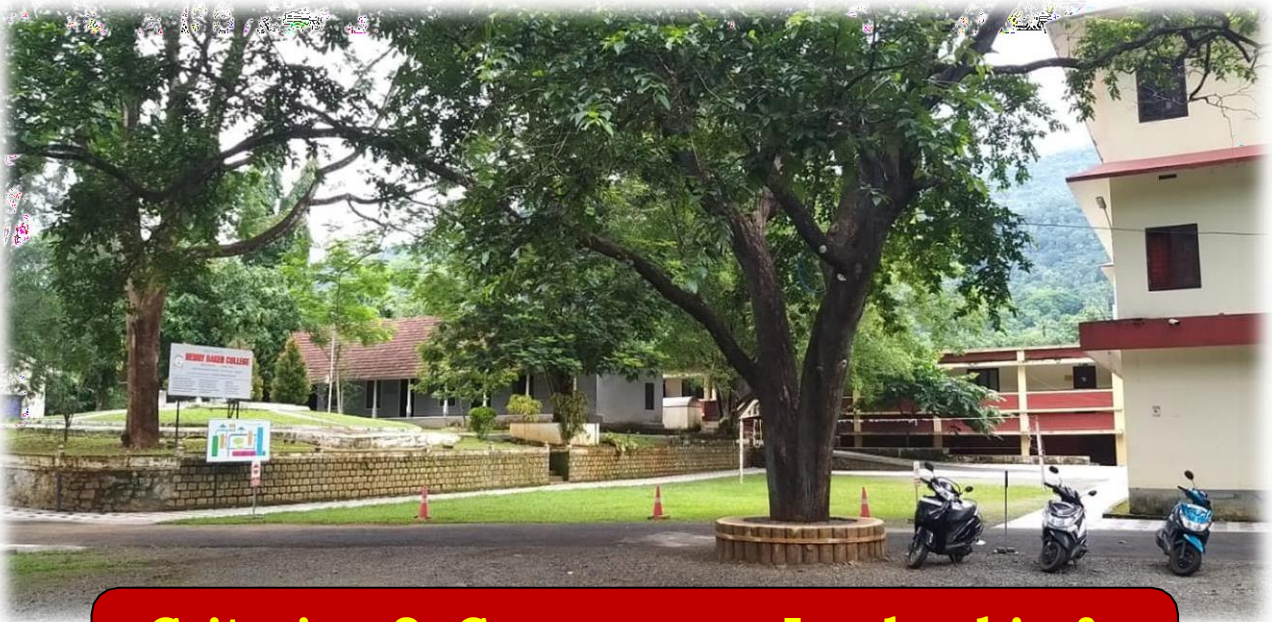


Assessment Period 2015-2020



HENRY BAKER COLLEGE, MELUKAVU

A Christian Minority Educational Institution run by CSI East Kerala Diocese



Criterion 3: Governance, Leadership & Management

6.5.3 Quality Assurance Initiatives of the Institution

Submitted to



THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

**MEMORANDUM OF UNDERSTANDING
(MoU)**

BETWEEN

HENRY BAKER COLLEGE, MELUKAVU

&

Vitree Business Solutions Private Limited

27/540-C, 3rd Floor, EAK Towers, Main Avenue, Panampilly
Nager, Kochi-862036

FOR

**SKILL DEVELOPMENT, OUTCOME BASED TRAININGS,
PLACEMENT, R&D SERVICES AND RELATED SERVICES**

Henry Baker College	Name of Industry
Melukavumattom P. O, Kottayam Dt., Kerala, India. Pin-686652	Vitree Business Solutions Private LTD 27/540-C, 3 rd , Main Avenue, Kochi
Principal- Dr. Gireesh Kumar G.S, Ph:+919447070018 Bursar- Rev. V.S Francis, Ph:+919495126055	Sajith CR, Ph.+919645555330
E-mails: hbcprincipal@gmail.com	E-mails: Sajith.cr@vitree.com
Web: www.henrybakercollege.edu.in	Web: www.vitree.com

Witness1:

Beena Paul
Dr. Beena Paul

Witness2:

Joseph
JOMON K JOSEPH

Witness3:

Disha V.S
Dr. Disha V.S

Witness4:

Silbimol M
Smt. Silbimol. M



MEMORANDUM OF UNDERSTANDING

This **Memorandum of Understanding** (hereinafter called as the 'MOU') is entered in to on this the 28th day of June –Two Thousand and Nineteen (~~28-06-2019~~), by and between

Henry Baker College, Melukavu, Melukavumattom P O, Kottayam District, Kerala, State, India here in by its **Name of Competent Authority** (herein after referred as '**First Party**', the institution which expression, unless excluded by or repugnant to the subject or context shall include its successors–in-office, administrators and assigns).

AND

Vitree Business Solutions Private Limited, 27/540-C, 3rd Floor, EAK Towers, Main Avenue, Panampilly Nager, Kochi-682036, **The Second Party** and represented by its Director Mr.Sajith CR (herein after referred to as "**Second Party**", company which expression, unless excluded by or repugnant to the subject or context shall include its successors–in-office, administrators and assigns).

(First Party and Second Party are herein after jointly referred to as 'Parties' and individually as 'Party') as

WHEREAS:

- A) First Party is a Higher Educational Institution named: **Henry Baker College, Melukavu**
- B) First Party & Second Party believe that collaboration and co-operation between themselves will promote more effective use of each of their resources, and provide each of them with enhanced opportunities.
- C) The Parties intent to cooperate and focus their efforts on cooperation within area of Skill Based Training, Education and Research.
- D) Both Parties, being legal entities in themselves desire to sign this MOU for advancing their mutual interests.
- E) The Second Party is engaged in Finance Process Outsourcing, Finance Process Outsourcing, Assurance Services, Decision Support services with offices in Kochi, Thodupuzha and Middle East.

NOW THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES SET FOR THIS MOU, THE PARTIES HERE TO AGREE AS FOLLOWS:

CLAUSE1

CO-OPERATION

- 1.1 Both Parties are united by common interests and objectives, and they shall establish channels of communication and co-operation that will promote and advance their respective operations within the **Institution** and its related wings. The Parties shall keep each other informed of potential opportunities and shall share all information that may be relevant to secure additional opportunities for one another.
- 1.2 First Party and Second Party co-operation will facilitate effective utilization of the intellectual capabilities of the faculty of First Party providing significant inputs to them in developing suitable teaching/training systems, keeping in mind the needs of the industry, the Second Party.
- 1.3 The general terms of co-operation shall be governed by this MOU. The Parties shall cooperate with each other and shall, as promptly as is reasonably practical, enter into all relevant agreements, deeds and documents (the 'Definitive Documents') as may be required to give effect to the actions contemplated in terms of this MOU. The term of Definitive Documents shall be mutually decided between the Parties. Along with the Definitive Documents, this MOU shall represent the entire understanding as to the subject matter here of and shall supersede any prior understanding between the Parties on the subject matter hereof.

CLAUSE2

SCOPE OF THE MoU

- 2.1 The budding graduates from the institutions could play a key role in technological up-gradation, innovation and competitiveness of an industry. Both parties believe that close co-operation between the two would be of major benefit to the student community to enhance their skills and knowledge.
- 2.2 **Curriculum Design:** Second Party will give valuable inputs to the First Party in teaching/ training methodology and suitably customize the curriculum so that the students fit into the industrial scenario meaning fully.
- 2.3 **Industrial Training& Visits:** Industry and Institution interaction will give an insight into the latest developments /requirements of the industries; the Second Party to permit the Faculty and Students of the First Party to visit its group companies and also involve in Industrial Training Programs for the First Party.

2.4 **Research and Development:** Second Party to support the research activities in the fields of Education, Retail & Fashion, Automotive, Media & Entertainment, Travel & Leisure, Technology.

- 2.5 **Skill Development Programs:** Second Party to train the students of First Party on the emerging technologies in order to bridge the skill gap and make them industry ready.
- 2.6 **Guest Lectures:** Second Party to extend the necessary support to deliver guest lectures to the students of the First Party on the technology trends and in house requirements.
- 2.7 **Faculty Development Programs:** Second Party to train the Faculties of First Party for imparting training as per the industrial requirement considering the National Occupational Standards in concerned sector, if available.
- 2.8 **Placement of Trained Students:** Second Party will actively engage to help the delivery of the training and placement of students of the First Party into internships /jobs; and will facilitate placements for atleast 10% of the students. The Second Party will itself absorb atleast 50 of the trained students.
- 2.9 Both Parties to obtain all internal approvals, consents, permissions, and licenses of what so ever nature required for offering the Programmes on the terms specified here in
- 2.10 There is no pre financial commitment on either part of the parties to take up any programme mentioned in the MoU. If there is any financial consideration, It will be dealt separately.

CLAUSE3 INTELLECTUAL PROPERTY

- 3.1 Nothing contained in this MOU shall ,by express grant ,implication, Estoppel or otherwise, create in either Party any right, title, interest, or license in or to the intellectual property (including but not limited to know-how , inventions , patents, copy rights and designs) of the other Party.


CLAUSE4 VALIDITY

- 4.1 This Agreement will be valid until it is expressly terminated by either Party on mutually agreed terms, during which period Vittree Business Solutions Private Limited, the Second Party, as the case may be, will take effective steps for implementation of this MOU. Any act on the part of **Training Partner** or **Vittree Business Solutions**, Private Limited the Second Party after termination of this Agreement by way of communication, correspondence etc., shall not be construed as an extension of this MOU

- 4.2 Both Parties may terminate this MOU upon 30 calendar days notice in writing. In

CLAUSE 5
RELATIONSHIP BETWEEN THE PARTIES

5.1 It is expressly agreed that **First Party** and **Second Party** are acting under this MOU as independent contractors, and the relationship established under this MOU shall not be construed as a partnership. Neither Party is authorized to use the other Party's name in any way, to make any representations or create any obligation or liability, expressed or implied, on behalf of the other Party, without the prior written consent of the other Party. Neither Party shall have, not represent itself as having, any authority under the terms of this MOU to make agreements of any kind in the name of or binding up on the other Party, to pledge the other Party's credit, or to extend credit on behalf of the other Party.


Henry Baker College, Melukavu
PRINCIPAL
HENRY BAKER COLLEGE,
MELUKAVU

For VITTREE BUSINESS SOLUTIONS PVT LTD

Director
Vittree Business Solutions Pvt Ltd

Any divergence or difference derived from the interpretation or application of the MoU shall be resolved by arbitration between the parties as per the Arbitration Act, 1996. The place of the arbitration shall be District Head Quarters of the First Party. This undertaking is to be construed in accordance with Indian Law with exclusive jurisdiction in the Courts of **Kottayam**.

AGREED:

For Henry College, Melukavu

For Vittree Business Solutions Pvt Ltd


Authorized Signatory
PRINCIPAL
HENRY BAKER COLLEGE,

For VITTREE BUSINESS SOLUTIONS PVT LTD

Director
Authorized Signatory

Linkage

HENRY BAKER COLLEGE, MELUKAVU

&


SKILLS INDIA, THRISSUR

This Linkage is signed on 8th July 2019 between **Henry Baker College, Melukavu** (Here after called First Party) & **Skills India, Thrissur** (Here after called Second Party). It is agreed by Henry Baker College, Melukavu & Skills India, Thrissur to impart Certification for all students in the college, for enhancing the employability and excellence of students for various skills. Both the parties have discussed in detail the area of cooperation and mutually agreed to make the linkage. Now it is agreed by and between the parties with the following terms & conditions.

Terms & Conditions

1. The Tentative date for the training should be initiated to the Second party by the first party in the beginning of the academy year.
2. First party will provide facilities to the second party in their premises to impart training in the prescribed areas as agreed by both parties.
3. First party will pay the agreed honorarium, subject to revision every year, on satisfactory completion of the training every year,
4. The linkage will be valid for a period of 5 years starting from the date of signing the agreement.






PRINCIPAL
HENRY BAKER COLLEGE,
MELUKAVU





5. The Linkage may be terminated by either side giving 3 months' notice to the effect in writing.

Institution	Henry Baker College, Melukavu	Skills India, Thrissur
Party	First Party	Second Party
Name	Dr. Gireesh Kumar G S	Dr. James C J
Designation	Principal	Chief Executive
Signature		





MEMORANDUM OF UNDERSTANDING (MOU)

Between

Henry Baker College, Melukavu

&

Synergy H R Solutions Society, Cochin

This document constitutes an agreement between **Henry Baker College, Melukavu** and **Synergy H.R Solutions, Cochin** (Corporate Trainers, Consultants & Mentors), on 02-09-2019.

1. Objective

The objective of this MOU is to express the willingness of both parties to engage in an effort to promote collaborative activities in the following areas:

1. See you at the top (Employment enhanceability training)
2. Placement training
3. Career counselling
4. Soft Skill training
5. Miracle worker (Faculty Development Training)

2. General Terms of MOU

2.1 Duration of MOU: This MOU shall be operational upon signing. All activities conducted within the vision of the joint collaboration will be deemed to fall under this MOU.

2.2 Co-ordination: In order to carry out and fulfill the aims of this agreement, each party will appoint an appropriate person(s) to represent its organization and to co-ordinate the implementation of activities.

2.3 Financial implications: There is financial cost involved in this MoU from both the parties.

2.4 Confidentiality: Each party agrees that it shall not, at any time, after executing the activities of this MOU, disclose any information in relation to these activities.



2.5 Termination of MOU: The agreement may be terminated with a written one month notice from either side. In the event of non-compliance or breach by one of the parties of the obligations binding upon it, the other party may terminate the agreement with immediate effect.

2.6 Extension of Agreement: The MOU may be extended provided the parties agree upon, and can provide the necessary resources.


2.7 Communications: All notice, demands and other communication under this agreement in connection herewith shall be sent to the last known address, e-mail, or fax of the concerned party. Any notice shall be effective from the date on which it reaches the other party.

2.8 Addendum: Any Addendum to this MOU shall be in writing and signed by both parties.

Both parties assume that this agreement does not go against the rules and regulations of the Government policies.


The terms and provisions in this MOU also apply to any subsequent Addendum to this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this MOU on the 2nd day of September, 2019 [Date].


Dr. Gireesh Kumar G.S
Principal
Henry Baker College,
Melukavu,
Pin 686652

PRINCIPAL
HENRY BAKER COLLEGE,
MELUKAVU




Benny Kurian
Director, Synergy H R Solutions Society,
Cochin,
Pin 682019
JCI Certified Head Trainer





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BP 768384

**MEMORANDUM OF UNDERSTANDING
(E-waste Management Services Agreement)**

This agreement is entered into between **Henry Baker College, Melukavu** and M/s. **Micro Hard Systems, Muvattupuzha** registered with Kerala State Pollution Control Board for the management and dismantling/ disposal of all our e-waste in order to protect HBC campus, and to conserve our natural and human resources.

As part of the agreement M/s. **Micro Hard Systems, Muvattupuzha** will collect all our E-waste generated from HBC Campus and dispose the same at their plant at **Muttom**

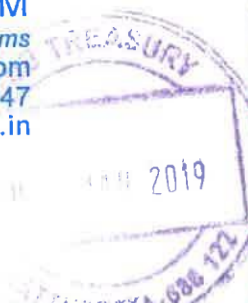
This agreement is for a period of 2 years after the expiry of two years the agreement shall either be renewed or enter into a new agreement with M/s: **Micro Hard Systems, Muvattupuzha** or any other third party service provider.

Defined Terms in this Agreement

In this contract the term “e-waste” is defined as ‘electrical and electronic equipment, whole or in part discarded as waste that have become unwanted, non-working or obsolete and have essentially reached the end of their useful life.’

gs
**PRINCIPAL
HENRY BAKER COLLEGE,
MELUKAVU**

M. Anitha
P.J. DIGITAL SYSTEM
All Solution For Digital Systems
Opp: Sakthi Theatre, Muttom
Ph:04862 255442, 9495110447
Web : www.pjdigitalsystem.in



Handwritten notes in Malayalam: '14/11/2019', '2019', and 'സംബന്ധിത വിവരങ്ങൾ കൈമാറ്റം ചെയ്തത്' (Related information handed over).

Handwritten notes in Malayalam: 'ഉത്തരവ് നമ്പർ 100000' (Order No. 100000), '14/11/2019', and 'പമ്പ' (Pump).

E-waste also contains toxic and hazardous materials in our Chemistry lab including mercury, lead, cadmium, beryllium, chromium, and chemical flame retardants, and other lab related items which have the potential to leach into our soil and water. It also includes the items used in Physics lab of the college.

For the purpose of this Agreement, the term “**Waste Material**” shall mean any and all electrical, electronic and hazardous waste material.

For the purpose of this agreement, the term “**Hazardous Material**” shall mean any and all hazardous material (storage devices, acids and chemicals), used in our laboratories for students’ practical purposes.

For the purpose of this agreement, the term “**Waste Management Services**” is the services that are provided by contractor (M/s.**Micro Hard Systems, Muvattupuzha**) as directed by HBC, and including the handling. The rates as agreed between both the parties will be applicable.


The compensation for breach of this agreement will be as per the provisions of the Indian Contract Act, 1872 and any dispute between the parties will be settled through an arbitrator appointed by Henry Baker College as per the provisions of the Arbitration and Conciliation Act, 1996.


Mutually agreed between **Henry Baker College, Melukavu** and M/s. **Micro Hard Systems, Muvattupuzha** on this **15th February, 2019**

On Behalf of


Henry Baker College, Melukavu
PRINCIPAL
HENRY BAKER COLLEGE,
MELUKAVU


M/s. Micro Hard Systems, Muvattupuzha

Witness: 1. *Dr. Nisha Joseph, Assistant Professor* 

Witness: 2. *GOMON K JOSEPH, clerk* 

P.J. DIGITAL SYSTEM
All Solution For Digital Systems
Opp: Sakthi Theatre, Muttom
Ph: 04862 255442, 9495110447
Web : www.pjdigitalsystem.in



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BX 026900

MEMORANDUM OF UNDERSTANDING (MoU)

BETWEEN

MES COLLEGE MARAMPALLY AND
HENRY BAKER COLLEGE MELUKAVU

This MoU is entered into on the 18th September 2019 by and between MES College Marampally, Aluva (herein after called mentor) situated at Marampally, Ernakulam, Kerala, an Arts & Science Government aided college affiliated to the Mahatma Gandhi University, Kerala and Henry Baker College Melukavu, Melukavumattom P.O, Kottayam (District), Kerala (hereinafter called mentee) a Government aided college affiliated to Mahatma Gandhi University, Kerala.

Whereas the mentor institution is NAAC accredited at 3rd cycle with an A+ grade having an overall score of 3.38 and recognized under 2 (f) & 12 (B) of UGC Act 1956 and hence eligible to mentor non-accredited NAAC Accreditation Aspirant Institutions under the UGC scheme PARAMARSH to promote Quality Assurance in Higher Education

Whereas the mentee institution is a Government aided college non-accredited and consenting to be mentored by the mentor institution under the UGC scheme PARAMARSH in order to enable them to upgrade their academic performance and get NAAC accredited.

The objective of the MoU is to enhance the overall quality of the mentee institution and mentor it to enable to get NAAC accredited. The Mentor Institution will have the responsibility of guiding the Mentee institution through additional services provided to the mentee for quality up gradation and self-improvement, especially based on the NAAC criteria for assessment namely Curricular aspects, Teaching-Learning & Evaluation, Research, Innovations and Extension, Infrastructure & Learning Resources, Student Support & Progression, Governance, Leadership & Management, and Institutional Values and Best Practices.



15401 18/9/2019 50

Principal MES college
Marampally P.O 683105

[Signature]

Dr. Biju
Principal
MES College
Marampally, Aluva



1
[Signature]
PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU

Mentoring will facilitate the following between mentor and mentee:

- Training of Faculty and Staff of the mentee institution for proper processes, documentation, presentation
- Sharing of knowledge, information and resources,
- Opportunities for research collaboration and faculty development
- Guidance and encouragement to the mentee to adopt best practices.

The Mentee will have the following benefits from the scheme:

1. Brings about enhancement in the overall Quality of the Mentee Institution
2. Enhances the profile of institutions as a result of improved quality of research, teaching and learning methodologies.
3. Receives support in the Professional Development of Academics
4. Increased exposure and speedier adaptation to best practices
5. Advantage point in NIRF ranking and NAAC Accreditation

The Mentor will have the following benefits from the scheme:

1. Additional learning acquired from experience
2. Intellectual challenge of working in different environment
3. Opportunities for increased collaboration
4. Satisfaction of helping other and see them succeed

DURATION


Duration of the project shall be of one year which can be extended up to two years subject to the approval and grant of necessary funds by the UGC.

DUTIES AND PROPOSED MODE OF ACTION

- The mentor institution will identify the various potential areas of improvement in each of the NAAC assessment criteria for accreditation in the mentee institution.
- Further, the mentor institution will guide the mentee institution to focus and guide their application procedure for accreditation at different stages.
- Mentoring shall be imparted through the Internal Quality Assurance Cell (IQAC) of the Mentor Institution, which shall be primarily responsible for the implementation of the program.
- The IQAC of the mentor will create a Standing Committee where expertise can be pooled from multiple sources. The Committee shall work under the stewardship of an Accreditation Ambassador (AA), an academician with insight in the Accreditation process.
- The expert/resource persons will be drawn not only from the full time faculty of the mentor institution but also from industry experts from other institutions/retired persons etc.


Dr. A. Biju
Principal
MES College
Marampally, Aluva




PRINCIPAL
HENRY BAKER COLLEGE,
MELUKAVU

- The mentee institution is required to nominate a fulltime faculty member as the Coordinator of the project.
- A detailed framework for the proposed accreditation mentorship along with targets and timelines shall be prepared.
- Mentor institution shall study the present status of the mentee institution and make a ground assessment to design a program with well-established key indicators.
- An implementation plan will be developed with clear timeline and schedule for monitoring of progress.
- Execution of the implementation Plan may include various activities like mentor-mentee meetings, developing strategies, defining goals and deliverables.
- A manual to guide the institution to prepare for accreditation may be developed.
- The mentee Institution should undergo the complete Accreditation process with the help of Mentor institution in order to prepare them for the actual NAAC assessment process.
- The mentor institution shall utilize the amount sanctioned by the UGC for the scheme strictly in accordance with the norms laid down by UGC and as per the approved budget.
- The mentor institution shall not charge the mentee institution any amount for the services provided. The mentee institution however is welcome to provide any essential local hospitality for any resource person(s) who may be visiting the mentee for possible guidance and mentorship.

CONFIDENTIALITY

- Both the mentor and mentee institutions agree to hold in confidence all information/data designated by the mentor and mentee as confidential which is obtained from either party or created during the performance of the MoU and will not disclose the same to any third party without the written consent of the other party.
- The above confidential clause under this MoU excludes the information/ data possessed by either party before entering into this MoU or independently developed and/or information already available through public domain.

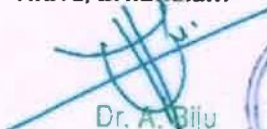
SIGNED IN DUPLICATE

- This MoU is executed in duplicate with each copy being an official version and having equal legal validity. By signing below the mentor and mentee, acting by their duly authorized officers, have caused this MoU to be executed, effective as on the day and year first above written.

On behalf of

MES College Marampally

Aluva, Ernakulam



Dr. A. Biju
Principal
MES College
Marampally, Aluva



Henry Baker College Melukavu

Melukavumattom P.O, Kottayam




PRINCIPAL
HENRY BAKER COLLEGE,
MELUKAVU 3



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BT 881420

MEMORANDUM OF UNDERTAKING

THIS DEED OF AGREEMENT (Tripartite) made this 01st Day of Oct 2019 between M/ S. G-TEC COMPUTER EDUCATION ERATTUPETTA' CENTRE functioning at MURIKKOLIL ARCADE , NR.PVT BUS STAND, ERATTUPETTA P.O., KOTTAYAM DISTRICT, represented by its Centre Director Mr. SYAM SIVAN referred to as the "G-TEC CENTRE" (which expression shall unless excluded by or repugnant to the subject or context be deemed to mean and include heirs, executors, administrators, legal representatives and assigns) of the FIRST PART; AND HENRY BAKERS COLLEGE, represented by its Principal, Dr GIREESH KUMAR GS, hereinafter referred to as the "ASSOCIATE CENTRE" (Which expression shall unless excluded by or repugnant to the subject or context to deemed to mean and include heirs, executors, administrators, legal representatives and assigns) of the SECOND PART; AND M/s G-TEC EDUCATION PVT. LTD., "HOUSE OF G-TEC", Indus Avenue, Kallai Road, Calicut - 673002, Kerala, India, represented by its Chairman & Managing Director hereinafter referred to as the "APPROVING AUTHORITY" (which expression shall unless excluded by or repugnant to the subject or context be deemed to mean and include heirs, executors, administrators, legal representatives and assigns) of the THIRD PART

For G-TEC EDUCATION
 Achraf T Manalady
 Chairman & Managing Director

Page 1 of 7

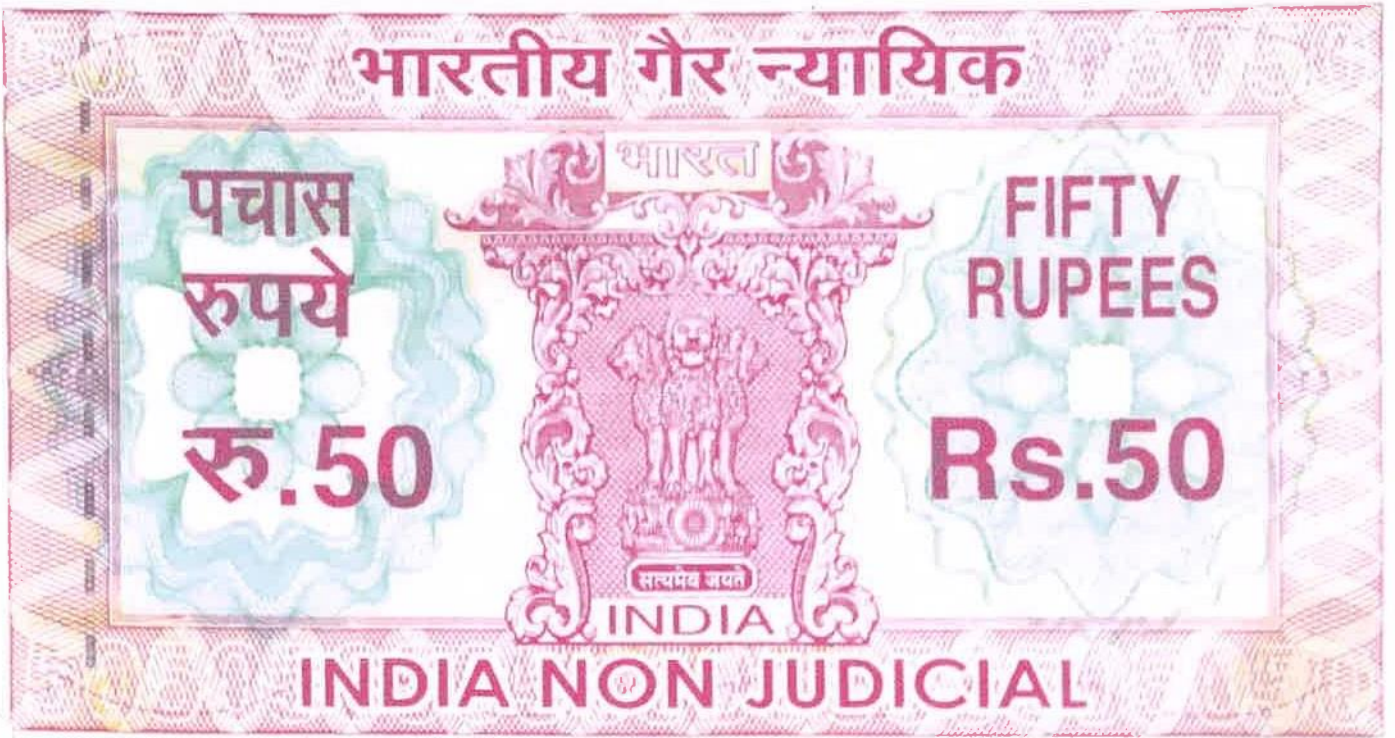
[Signature]

[Signature]

No. 13459
 Rs 50/-
 Date: 11/10/2019
 Director:
 Gireesh Education
 Erattupetta

[Signature]
MEENACHIL VENDOR
CHANDRAN NAIR

19 SEP 2019



കേരളം കേരल KERALA

BT 881421

WHEREAS

A. The APPROVING AUTHORITY is the authorised partner in South India for conducting SAP Knowledge Accelerator and Power User Programmes

B. The G-TEC CENTRE has approached the APPROVING AUTHORITY to grant permission for conducting the courses of the said PROGRAMMES at HENRY BAKERS COLLEGE, MELUKAVU, KOTTAYAM DISTRICT, KERALA STATE also, to which the APPROVING AUTHORITY has agreed on the terms and conditions recorded herein.

C. The G-TEC CENTRE has represented to the APPROVING AUTHORITY that, they will be offering the courses to the students through this ASSOCIATE CENTRE for which the ASSOCIATE CENTRE shall arrange the infrastructure and would be able to maintain the reputation and goodwill of the APPROVING AUTHORITY.

Page 2 of 7

For G-TEC EDUCATION

Chairman & Managing Director

No 13460

Rs 50/-

No

Place

Kara / Post Office

Director

Griev Education

G. S. H. P. K. A.

MEENACHIL VENDOR
G. P. CHANDRAN NAIR

19 SEP 2019

ABOUT SAP

WHEREAS, SAP is a German based and largest ERP Company in the world, G-TEC is its Authorised Partner in South India for conducting SAP Knowledge Accelerator and Power User Programmes. G-TEC has associated with SAP to deliver their SAP Knowledge Accelerator courses through its network of Centre, Colleges and Associated learning centres across India. The courses are official, genuine SAP Education programs and endorsed by them. The students would learn the modules in their official LMS's controlled environment and obtain a genuine SAP Education Qualification with their course completion details which are printed and distributed from G-TEC HO.

SAP KNOWLEDGE ACCELARATION PROGRAMS help students to learn how to use SAP software faster with SAP Knowledge Acceleration and Power User with in-depth knowledge in the said domain. This software provides a shortcut to creating training content by providing job-specific training scenarios, activities, and support materials – all of which can be used out-of-the-box or easily customized – accelerating your ability to use SAP to its fullest potential.

The Course Modules will be provided through LMS (Learning Management System) for which the ASSOCIATE CENTRE has to procure Static IP which will be intimated to G-TEC HO alongwith Rs. 5000/- for enabling the association.

WHEREAS, the eligibility for undergoing SAP Modules is a Degree in any Discipline, Plus One and Plus Two ongoing students may also join for the Courses, provided the candidates who have passed Plus Two or above will only be benefitted in terms of job opportunities.

NOW THIS AGREEMENT WITNESSETH as follows: -

1. The ASSOCIATE CENTRE shall at its own costs and expenses provide required infrastructure which shall include adequate space, computers of latest configuration, electric fittings (like lights & fans), toilet etc. and other required fixtures for smooth conduct of the course programme.
2. The G-TEC CENTRE shall conduct courses as per the timings scheduled by the ASSOCIATE CENTRE.
3. The ASSOCIATE CENTRE has to provide prior intimation to the G-TEC CENTRE with regard to University Examination or any Special Examination arranged for the students who are attending the PROJECT so as to arrange Batches for conduct the Programme accordingly.
4. The ASSOCIATE CENTRE shall conduct the Courses in their own Computer Lab. The G-TEC CENTRE shall depute faculty for training the students of ASSOCIATE CENTRE



5. THE ASSOCIATE CENTRE shall not have any right, title, interest, claim or demand over and in respect of the business name of G-TEC COMPUTER EDUCATION, nor shall carry on business in the said name without the permission or authority in writing from the APPROVING AUTHORITY.

6. The ASSOCIATE CENTRE shall not promote the Courses externally with other Institutions and shall not register students from other Institutions.

7. THE ASSOCIATE CENTRE shall not discontinue the contract until completion of the Agreement period.

8. The present Agreement shall be valid only on approval by the Approving Authority and for a period of one year or upto 30.09.2020, whichever is later. This Agreement can be renewed further on mutual consent for which conditions shall apply.

9. THE ASSOCIATE CENTRE has to strictly follow the procedures for admission of students as per the Norms and as required by the APPROVING AUTHORITY to ensure proper Registration of the Students for the Project.

10. The payment terms per student for the Course under this Project is given as Annexure to this Agreement.

12. The G-TEC CENTRE or the ASSOCIATE CENTRE shall have no write to alter the fee structure or the course curriculum and shall strictly adhere to the norms of the APPROVING AUTHORITY.

13. New courses under this Programme may be added and conducted as and when required with the prior consent of the APPROVING AUTHORITY.

14. The G-TEC CENTRE shall issue acknowledgement to the students of ASSOCIATE CENTRE for collecting fees from the students through G-TEC ELECTRONIC MANAGEMENT SYSTEM (GEMS).

15. THE ASSOCIATE CENTRE shall be liable to use the courseware supplied by the APPROVING AUTHORITY through the G-TEC CENTRE and shall not venture with other courseware or print the same.

16. Promotional Materials if any required will be supplied by the G-TEC CENTRE at a nominal cost to be borne by the ASSOCIATE CENTRE. All advertisements should bear the name of G-TEC as "Powered by G-TEC".

17. THE APPROVING AUTHORITY shall not be liable, responsible or answerable for any claims whatsoever that may arise due to any negligence, deficiency in service or unfair trade practice includes statutory/legal proceedings of the state/central government that may be there in the part of the G-TEC CENTRE and THE ASSOCIATE CENTRE. The APPROVING AUTHORITY has all the right to terminate the ASSOCIATE CENTRE who involves in any activity which comes



against the modusoperandi/goodwill/reputation of the APPROVING AUTHORITY.

18. On termination of the ASSOCIATE CENTRE or on expiry of the agreement period, the Agreement shall become obsolete and the ASSOCIATE CENTRE shall return all the resources to the APPROVING AUTHORITY. Any continued use of G-TEC properties including materials, G-TEC Logo or SAP Partner Logo may lead to legal procedures against the ASSOCIATE CENTRE and the concerned G-TEC Centre.

19. THE ASSOCIATE CENTRE shall keep the confidentiality of all SAP related resources including Trademark, Logos, Training resources, Learning resources, Books, Certificates, Marketing resources bearing SAP Logos etc. Any misuse will lead to strict legal action against the concerned Centre/College. The G-TEC Centre shall be liable for all activities of its Associate centre and is liable for penalty for their misleading, non-agreed actions.

20. The ASSOCIATE CENTRE should ensure all arrangements for conduct of Examination of their students in its premises.

21. The APPROVING AUTHORITY or his authorised officials / Representative shall have the right to inspect the ASSOCIATE CENTRE at any time with respect to conduct of the programme and to take feed back from the students and the ASSOCIATE CENTRE should extend cooperation and provide all necessary assistance in this regard.

22. All disputes arising from association, execution and promotion of the Courses shall be purely the responsibility and liability of the concerned G-TEC CENTRE and the ASSOCIATE CENTRE alone and in no way can affect the APPROVING AUTHORITY.

23. All disputes and differences between the parties hereto regarding construction and or interpretation of any of the terms and conditions herein contained or for determination of any liability hereunder or touching or concerning the same, shall be referred to the arbitration under the provisions of Indian Arbitration Act, 1940.

24. Courts of CALICUT alone shall have the jurisdiction to try and determine all actions, suits and proceedings in respect of any disputes arising out of this agreement.



IN WITNESS WHEREOF the parties have hereinto set and subscribed their respective hands and seals the day, month and year first above written.

For G-TEC CENTRE

Geetha R. Pillai

For ASSOCIATE CENTRE

CENTRE DIRECTOR



PRINCIPAL

PRINCIPAL
HENRY BAKER COLLEGE,
MELUKAVU

APPROVING AUTHORITY

For G-TEC EDUCATION

Madhuj

Chairman & Managing Director
CHAIRMAN & MANAGING DIRECTOR
G-TEC EDUCATION PVT. LTD



SIGNED in presence of:

1) *Ashtey George Varghese*
.....
Manager Operation
.....
.....

2) *Selvaraj George*
.....
Regional Manager
.....
.....

DATED:

DATED:

Annexure
(Refer to Para 10 above)

Payment Terms (Per Student):

- 30% during sign up
- 0% on 50% completion
- Rest 40% before examination

Note: Exam Fee is to be paid before starting the classes

Terms	Registration Fee	Course Fee	Exam Fee	Total
Initial Payment (30%)	Rs. 300	Rs. 3,717	Rs. 7,080	Rs. 11,097
Second Payment (30%)		Rs. 3,717		Rs. 3,717
Final Payment (40%)		Rs. 4,956		Rs. 4,956
Total	Rs. 300/-	Rs. 12,390	Rs. 7,080	Rs. 19,770

For G-TEC CENTRE
(G-TEC Edattayalath)

for ASSOCIATE CENTRE

CENTRE DIRECTOR



THE PRINCIPAL

APPROVING AUTHORITY HENRY BAKER COLLEGE, MELUKAVU

For G-TEC EDUCATION

Chairman & Managing Director

CHAIRMAN & MANAGING DIRECTOR
G-TEC EDUCATION PVT. LTD





കേരളം കേരल KERALA

20AA 647162

MEMORANDUM OF UNDERSTANDING

This **Memorandum of Understanding** (here in after called as the 'MOU') is entered in to on this the 20th day of December –Two Thousand and Nineteen (20.12.2019), by and between

Henry Baker College, Melukavu, Melukavumattom P O, Kottayam District, Kerala State, India here in by its **Name of Competent Authority** (here in after referred as '**First Party**', the institution which expression, unless excluded by or repugnant to the subject or context shall include its successors-in-office, administrators and assigns).

AND

Gramavikas Society, The Second Party and represented Melukavumattom here in after referred to as "**Second Party**", company which expression, unless excluded by or repugnant to the subject or context shall include its successors-in-office, administrators and assigns).

(First Party and Second Party are herein after jointly referred to as 'Parties' and individually as 'Party') as

No. 6262 Rs 100/-
13-6-18

Manojer

Henry Baker College melukavu

12/5

 എൻ. ബാക്കർ കോളേജ് നായർ
 മെലുകാവ്, കൊട്ടയം ജില്ല
 12 JUN 2018

WHEREAS:

NOW THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES SET FOR THIS MOU, THE PARTIES HERE TO AGREE AS FOLLOWS:

CLAUSE1

CO-OPERATION

- 1.1 Both Parties are united by common interests and objectives, and they shall establish channels of communication and co-operation that will promote and advance their respective operations within the **Institution** and its related wings. The Parties shall keep each other informed of potential opportunities and shall share all information that may be relevant to secure additional opportunities for one another.
- 1.2 First Party and Second Party co-operation will facilitate effective utilization of the intellectual capabilities of the faculty of First Party providing significant inputs to them in developing suitable teaching/training systems, keeping in mind the needs of the industry, the Second Party.
- 1.3 The general terms of co-operation shall be governed by this MOU. The Parties shall cooperate with each other and shall, as promptly as is reasonably practical, enter into all relevant agreements, deeds and documents (the 'Definitive Documents') as may be required to give effect to the actions contemplated in terms of this MOU. The term of Definitive Documents shall be mutually decided between the Parties. Along with the Definitive Documents, this MOU shall represent the entire understanding as to the subject matter here of and shall supersede any prior understanding between the Parties on the subject matter hereof.

CLAUSE2

SCOPE OF THE MoU

- 2.1 Both parties believe that close co-operation between the two parties in Rain Water Harvesting
- 2.2 Second Party will give valuable inputs to the First Party in Environment Awareness, Organic Farming, Vegetable Cultivation, Honeybee Keeping, Energy Management, Sustainable Agriculture
- 2.3 There is no financial commitment on the part of the **Henry Baker College, Melukavu**, the First Party to take up any programme mentioned in the MoU. If there is any financial consideration, it will be dealt separately.

CLAUSE3
INTELLECTUAL PROPERTY

- 3.1 Nothing contained in this MOU shall, by express grant, implication, Estoppel or otherwise, create in either Party any right, title, interest, or license in or to the intellectual property (including but not limited to know-how, inventions, patents, copy rights and designs) of the other Party.

CLAUSE 4
VALIDITY

- 4.1 This Agreement will be valid until it is expressly terminated by either Party on mutually agreed terms, during which period Gramvikas Society, the Second Party, as the case may be, will take effective steps for implementation of this MOU. Any act on the part of **Training Partner** or **Gramvikas Society**, the Second Party after termination of this Agreement by way of communication, correspondence etc., shall not be construed as an extension of this MOU.
- 4.2 Both Parties may terminate this MOU upon 30 calendar days 'notice in writing. In the event of Termination, both parties have to discharge their obligations

CLAUSE 5
RELATIONSHIP BETWEEN THE PARTIES

5.1 It is expressly agreed that **First Party** and **Second Party** are acting under this MOU as independent contractors, and the relationship established under this MOU shall not be construed as a partnership. Neither Party is authorized to use the other Party's name in any way, to make any representations or create any obligation or liability, expressed or implied, on behalf of the other Party, without the prior written consent of the other Party. Neither Party shall have, not represent itself as having, any authority under the terms of this MOU to make agreements of any kind in the name of or binding up on the other Party, to pledge the other Party's credit, or to extend credit on behalf of the other Party.

Henry Baker College, Melukavu & Gramvikas Society

Any divergence or difference derived from the interpretation or application of the MoU shall be resolved by arbitration between the parties as per the Arbitration Act, 1996. The place of the arbitration shall be District Head Quarters of the First Party. This undertaking is to be construed in accordance with Indian Law with exclusive jurisdiction in the Courts of **Kottayam**.

AGREED:

For Henry College, Melukavu

For Gramvikas Society, Melukavumattom



Authorized Signatory
Dr. GIREESH KUMAR. G.S.
PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU, KERALA - 686 652


Authorized Signatory **SIBI PURAYIDOM**
SECRETARY
Grama Vikas Society No. K.162/95
Melukavumattom P.O.-686 652
Kottayam Dt, Kerala




Henry Baker College	Name of Industry
Melukavumattom P. O, Kottayam Dt., Kerala, India. Pin-686652	Gramvikas Society, Melukavumattom
Principal- Dr.Gireesh Kumar G.S, Ph:+919447070018 Bursar- Rev. Biju Joseph	Sri.Siby Purayidam
E-mails: hbcprincipal@gmail.com	
Web: www.henrybakercollege.edu.in	

Witness1: 
Dr. Beene Paul

Witness2: 
K.R. Anand
Pandikeyattu.
Member ward-12.

മെമ്പർ
വാർഡ് XII
ഗ്രാമവികാസ സമാജം
പി.ഒ.
686 652

Witness3: 
Justin J. Anand

Witness4: 
Jomon K Joseph



കേരളം KERALA

20AA 647163

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (hereinafter called as the 'MOU') is entered in to on this the 28th day of June –Two Thousand and Eighteen (28.06.2018) by and between **Henry Baker College, Melukavu, Melukavumattom P O, Kottayam District, Kerala, State, India** here in by its Name of Competent Authority (here in after referred as 'First Party', the institution which expression, unless excluded by or repugnant to the subject or context shall include its successors-in-office, administrators and assigns).

AND

MY TOUR HOLIDAYS, The Second Party and represented Near Head Post Office Idukkikavala Kattappana Kerala, Pin – 685508, (here in after referred to as "Second Party", company which expression, unless excluded by or repugnant to the subject or context shall include its successors-in-office, administrators and assigns).

(First Party and Second Party are herein after jointly referred to as 'Parties' and individually as 'Party') as

No. 6263 of 102 / 28.6.18
 മനോരമ

Henry Baker College, Melukavu

1750
 ഹെൻറി ബേക്കർ കോളേജ്, മലുകാവം, കോട്ടയം ജില്ല, കേരളം

2 JUN 2018

WHEREAS:

- A) First Party is a Higher Educational Institution named: ***Henry Baker College, Melukavu***
- B) First Party & Second Party believe that collaboration and co-operation between themselves will promote more effective use of each of their resources, and provide each of them with enhanced opportunities.
- C) The Parties intent to cooperate and focus their efforts on cooperation within area of Skill Based Training, Education and Research.
- D) Both Parties, being legal entities in themselves desire to sign this MOU for advancing their mutual interests.

NOW THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES SET FOR THIS MOU, THE PARTIES HERE TO AGREE AS FOLLOWS:

CLAUSE1

CO-OPERATION

- 1.1 Both Parties are united by common interests and objectives, and they shall establish channels of communication and co-operation that will promote and advance their respective operations within the **Institution** and its related wings. The Parties shall keep each other informed of potential opportunities and shall share all information that may be relevant to secure additional opportunities for one another.
- 1.2 First Party and Second Party co-operation will facilitate effective utilization of the intellectual capabilities of the faculty of First Party providing significant inputs to them in developing suitable teaching/training systems, keeping in mind the needs of the industry, the Second Party.
- 1.3 The general terms of co-operation shall be governed by this MOU. The Parties shall cooperate with each other and shall, as promptly as is reasonably practical, enter into all relevant agreements, deeds and documents (the 'Definitive Documents') as may be required to give effect to the actions contemplated in terms of this MOU. The term of Definitive Documents shall be mutually decided between the Parties. Along with the Definitive Documents this MOU shall represent the entire understanding as to the subject matter here of and shall supersede any prior understanding between the Parties on the subject matter hereof.

CLAUSE 2

SCOPE OF THE MoU

- 2.1 The budding graduates from the institutions could play a key role in technological up-gradation, innovation and competitiveness of an industry. Both parties believe that close co-operation between the two would be of major benefit to the student community to enhance their skills and knowledge.
- 2.2 **Curriculum Design:** Second Party will give valuable inputs to the First Party in teaching/ training methodology and suitably customize the curriculum so that the students fit into the industrial scenario meaning fully.
- 2.3 **Industrial Training& Visits:** Industry and Institution interaction will give an insight into the latest developments /requirements of the industries; the Second Party to permit the Faculty and Students of the First Party to visit its group companies and also involve in Industrial Training Programs for the First Party. The industrial training and exposure provided to students and faculty through his association will build confidence and prepare the students to have a smooth transition from academic to working career. The Second Party will provide its Labs /Workshops /Industrial Sites for the hands-on training of the learners enrolled with the First Party.

- 2.1 **Research and Development:** Both Parties have agreed to carry out the joint research activities in the fields of Tourism and Hospitality Industry.
- 2.2 **Skill Development Programs:** Second Party to train the students of First Party on the emerging technologies in order to bridge the skill gap and make them industry ready.
- 2.3 **Guest Lectures:** Second Party to extend the necessary support to deliver guest lectures to the students of the First Party on the technology trends and inhouse requirements.
- 2.4 **Faculty Development Programs:** Second Party to train the Faculties of First Party for imparting training as per the industrial requirement considering the National Occupational Standards in concerned sector, if available.
- 2.5 **Placement of Trained Students:** Second Party will actively engage to help the delivery of the training and placement of students of the First Party into internships /jobs; and will facilitate placements for at least 10% of the students. The Second Party will itself absorb at least 50 of the trained students.
- 2.6 Both Parties to obtain all internal approvals, consents, permissions, and licenses of what so ever nature required for offering the Programmes on the terms specified here in
- 2.7 There is no financial commitment on the part of the **Henry Baker College, Melukavu**, the First Party to take up any programme mentioned in the MoU. If there is any financial consideration, I will be dealt separately.

CLAUSE 3

INTELLECTUAL PROPERTY

- 3.1 Nothing contained in this MOU shall by express grant, implication, Estoppel or otherwise, create in either Party any right, title, interest, or license in or to the intellectual property (including but not limited to know-how, inventions, patents, copy rights and designs) of the other Party.

CLAUSE 4

VALIDITY

- This Agreement will be valid until it is expressly terminated by either Party on mutually agreed terms, during which period MY TOUR HOLIDAYS, the Second Party, as the case may be, will take effective steps for implementation of this MOU. Any act on the part of Training Partner or MY TOUR HOLIDAYS, the Second Party after termination of this Agreement by way of communication, correspondence etc., shall not be construed as an extension of this MOU

- 4.1 Both Parties may terminate this MOU upon 30 calendar days 'notice in writing. In the event of Termination, both parties have to discharge their obligations

CLAUSE 5
RELATIONSHIP BETWEEN THE PARTIES

5.1 It is expressly agreed that **First Party** and **Second Party** are acting under this MOU as independent contractors, and the relationship established under this MOU shall not be construed as a partnership. Neither Party is authorized to use the other Party's name in any way, to make any representations or create any obligation or liability, expressed or implied, on behalf of the other Party, without the prior written consent of the other Party. Neither Party shall have, not represent itself as having, any authority under the terms of this MOU to make agreements of any kind in the name of or binding up on the other Party, to pledge the other Party's credit, or to extend credit on behalf of the other Party.

Henry Baker College, Melukavu

My Tour Holidays

Any divergence or difference derived from the interpretation or application of the MoU shall be resolved by arbitration between the parties as per the Arbitration Act, 1996. The place of the arbitration shall be District Head Quarters of the First Party. This undertaking is to be construed in accordance with Indian Law with exclusive jurisdiction in the Courts of **Kottayam**.


AGREED:

For Henry College, Melukavu

For My Tour Holidays

PRINCIPAL
HENRY BAKER COLLEGE,
MELUKAVU

MY TOUR HOLIDAYS
Near Head Postoffice
Idukkikavala
Kattappana, Pin-685500



Authorized Signatory



Authorized Signatory

Henry Baker College	Name of Industry
Melukavumattom P. O, Kottayam Dt., Kerala, India. Pin-686652	Vitree Business Solutions Private LTD 27/540-C, 3 rd , Main Avenue, Kochi
Principal- Dr. Gireesh Kumar G.S, Ph:+919447070018 Bursar- Rev. V.S Francis, Ph:+919495126055	Saji Sebastian, Ph.+919645555330
E-mails: hbcprincipal@gmail.com	E-mails:
Web: www.henrybakercollege.edu.in	Web: www.vitree.com

Witness1:

Anish Tharikkal

Witness2:

Prof. Justin Jose

Witness3:

Issa George

Witness4:

SOMON K JOSEPH



കേരളം KERALA

BW 487227

MEMORANDUM OF UNDERSTANDING
BETWEEN
TROPICAL INSTITUTE OF ECOLOGICAL SCIENCES (TIES),
Kottayam, Kerala
AND
HENRY BAKER COLLEGE, MELUKAVU
Melukavumattam P O, Kottayam

This Memorandum of Understanding (MoU) is entered into between TROPICAL INSTITUTE OF ECOLOGICAL SCIENCES (hereinafter called TIES) with the registered office at Ecological Research Campus, Velloor, Kottayam, Kerala and HENRY BAKER COLLEGE, MELUKAVU, Melukavumattam P O, Kottayam for the purpose of expanding and promoting teaching, research, and community extension and development programmes for the benefit of the community, nature, faculty, students and NGO.

I Tropical Institute of Ecological Sciences (TIES) agrees that:

- A. TIES will provide partner Colleges with experts for projects and programmes under CNPI, and all technical assistance such as research methodologies, survey sheets, trainings etc.

5 OCT 2018

No-25941
12/10/2018



Rs 100/-
Rev. Dr. K. G. Daniel
Manager

PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU

ETTUMANOUR VENDOR
R. VENUGOPAL
No. 6980 / 93 / C

Henry Baker College, melukavu

- B. TIES will provide identification keys, field guides, and laboratory and field research protocols to conduct experiments for the projects/programmes under CNPI.
- C. TIES will provide expert trainings to conduct various research and community development programmes of the college under CNPI.
- D. TIES will provide project opportunities for individual students/ faculty members recommended by the college for projects in various funded projects as per the rules and regulations of the Universities and Governments.
- E. TIES will submit grades for each student/ faculty participated in CNPI to the college for evaluation purposes.
- F. The CNPI activities will be monitored regularly by TIES team and periodic reports will be communicated to the college.
- G. TIES will assist in preparation of publicity materials, publication of reports, scientific papers and other publications.
- H. TIES will provide its infrastructure facilities of TIES campus for various projects/programmes under CNPI, if needed.
- I. TIES will make the arrangements and provide sufficient help for getting legal permissions and other official permissions required for community linked activities such as sample collection, studies inside the forest areas, visit to government institutions, etc.
- J. TIES will not be responsible for any loss incurred to the participants due to unforeseen reasons beyond our control.
- K. No financial support will be provided by TIES in conducting CNPI projects and programmes.
- L. The services offered by TIES under CNPI are chargeable and the same should be agreed by both parties and given in Annexure I. But the expenses towards laboratory experiments, printing and publication expenses, food expenses (during seminar/ workshop etc.) etc. if any, should be borne by the college.

II. Henry Baker College agrees that:

- A. College will be responsible for organising all programmes and projects under CNPI as per pre-agreed time schedule. Timely conduct of programmes and implementation of project is the sole responsibility of the college.




PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU

- B. College shall identify and select the faculty members and students to work with CNPI for every academic year. Three to ten teachers and 75 to 150 students should be part of the CNPI. The rest of the students and faculty in the college shall be facultative participants. But all should be the beneficiaries of the CNPI.
- C. College shall provide its laboratory or other infrastructure facilities for the conduct of projects/programmes under CNPI.
- D. College shall make arrangements for regular monitoring and documentation of the programmes/projects under CNPI. This will be used for the final report publication.
- E. The organising expenses of various projects and programmes under CNPI will be borne by the college.
- F. College shall pay the consultation fee for TIES as per the schedule given in Annexure I.

III Conditions of the Agreement

- A. This agreement will become effective upon signing by the designated representatives from both institutions for a period of one year (Or the period agreed by the parties).
- B. Any alteration of the provisions of this agreement will become effective only upon the mutual written consent of both institutions.
- C. This agreement is valid from the midnight of < > to the midnight of < > Indian Standard Time or it may be terminated upon the request of either parties made at least one month prior to the proposed termination date.

General Terms and conditions

- A. All communications and publicity materials (notices, flyers, banner, boards) should carry the CNPI logo and footer/ header as

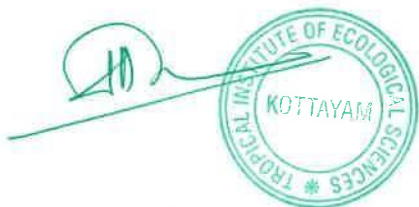
Organised by:

----- College

In collaboration with:

TROPICAL INSTITUTE OF ECOLOGICAL SCIENCES, Kottayam

- B. Any Research papers / Publications/ Popular science articles in electronic or print media, which will be produced in association with the programme will mention TIES & IISAC with due credits.



PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU

- C. Under no circumstances, the participants may engage in any action which is against various laws of India especially various laws to protect the biodiversity of the country. No specimen collection and transportation / possession allowed without written consent from the statutory authorities. In case of any violation, the individual will be solely responsible for his / her act.
- D. Involvement of any other agencies in CNPI programmes should be done with written consent of both parties only.

IV. Jurisdiction clause

In the event of any dispute arising out of this agreement the jurisdiction of the court of District, Kottayam, shall apply.

Principal 
Henry Baker College, Melukavu
Melukavumattom P O
Kottayam-686652

PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU

Date: 7th December, 2018

Director 

Tropical Institute of Ecological Sciences
Velloor P.O., Kottayam 686 501

Secretary
Tropical Institute of Ecological Sciences
Kottayam

Annexure I Financial Commitments

All expenses related to the project should be borne by the college.

The consultation fee and other payments to TIES should be made as follows:

Sl.No.	Particulars	Amount	Payment time	Milestones
1	Consultation fee 1 st Instalment	10000.00	At the time of MOU	1. Selecting optional programmes 2. Fixing time schedule of the project (implementation of both mandatory and optional projects) 3. Appointing project team in the

				college 4. TIES provide Manual for conducting Mandatory programmes; and guidelines for optional projects
2	Consultation fee Final instalment	10000.00	After completing the final report	1. Completion of mandatory projects and final report prepared. [TIES should provide all support for analysing the survey report]]

Note: TIES experts will conduct separate one-day training sessions for Energy audit (one-day), water audit (one-day) and optional projects (one-day). The college should pay the travelling expenses for the expert team (3 trips- From TIES campus, Kottayam to the college campus). If additional visits are demanded the travelling expense of such trips also should be paid by the college. The travelling expense bills should be settled by the college on the same day itself.



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PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU

Annexure II

CNPI - Checklist of Events

First step Send a request letter to TIES expressing interest to participate in CNPI 2019-2020

Second step After getting confirmation from TIES sign the MOU

Third step Conduct a staff meeting in the presence of representative of the Management and explain the CNPI programme. Appoint one teacher co-ordinator and Asst.co-ordinator for CNPI. Also select 3 teachers as Audit officers (one each for water audit, energy audit and biodiversity audit)

Fourth step Select 50-60 students from various departments (any student who wish to participate). Fix the date of formal inauguration.

Fifth step Preparations of the inauguration. Invite suitable persons for inauguration (see the suggestive programme below). All students, faculty members and non-teaching staff should be participate in the inaugural session which lasts only for one hour. The knowledge of the programme to all members is essential for the success of CNPI.

Audio-visual support including LCD projector should be provided.

Print 2 Banners –preferably on cloth; see this is an environmental conservation programme. (one for stage and other for entrance) with the following matter:

CNPI GREEN AUDIT 2019-2020

*Inauguration of water, energy and biodiversity
audit of the college campus*

Date

Name of the Venue

Organised by:

Name of the College

College Emblem

In Technical Collaboration with:



Tropical Institute of Ecological Sciences (TIES)

Add our logo just before our title (logo will be given after signing MOU). College emblem also may added.

Take sufficient number of copies of all forms given (Data entry sheets, forms and manuals will be given after signing MOU) should be prepared (to be used in training sessions of inaugural day)

Sixth step Inauguration and first training. Inaugural session will be of one hour duration (10 AM to 11 AM). The whole college including, teaching and non teaching staff, representatives of Management and PTA and all students must attend the first one hour session. The selected 50-60 students, teacher co-ordinators and audit officers should attend the following training sessions which will last for the full day. A tentative schedule for the day is given below:

11.00 AM	Tea Break
11.10 AM to 12.30 Noon	Energy Audit Training
12.30 Noon	Practical session (mock audit of water and energy)
01.00 PM	Lunch Break
01.45 PM	Biodiversity Audit Training (with field trial)
03.00 PM	Water audit
04.15 PM	Valedictory Session

Divide the selected students into three groups of 18-20 students each, just after the inaugural session for three audits. But all of them shall attend the whole day training. Select one student co-ordinator and asst-co-ordinator for each group. Decide the schedule of each audit and fix the time table and duty assignments for each student. Fix the day of weekly Progress and Monitoring meeting.

Seventh Step Communicate the list of teacher co-ordinator, asst. co-ordinator, audit officers, student co-ordinators and asst. Co-ordinators, schedule of the programme, day of weekly meeting in writing to TIES (on the next day of inauguration itself by e mail).

Eighth Step Try to conduct the surveys in the fixed time schedule itself. Strictly conduct weekly progress and monitoring meetings and sent weekly report to TIES. College shall seek technical help of any manner related audit as and when it requires.

Ninth Step Workshop on data analysis and draft report preparation. One day technical training programme for all participants of CNPI in the college. TIES experts will train the team with software. 2-3 lap tops or computers, LCD projector etc. should be provided. (Tentative programme of the day will be given) CNPI team should finish the work and present draft report within two week period.

Tenth Step Final report presentation at the college Auditorium. Three hour programme (preferably forenoon session). All staffs, students, Principal, Manager, and representatives of PTA should participate. Experts from TIES will also participate. The bound version of the report also should be published on the day. (Tentative programme of the day will be given)

Note: All students and teachers participating in CNPI should be awarded with a certificate (format will be given) on satisfactory completion of their assigned work.

Light refreshments should be provided on training days to all participants. If funds are available, it is encouraging to provide lunch to the college CNPI team on training sessions.

Seminar materials (pad and Pen) for the inaugural training programme & Data analysis workshop (100 numbers each) will be provided by TIES.



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BW 794605

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (hereinafter referred to as MoU) is made and entered into by and between M/s.ENBRIDG, 2nd Floor, Holy Tuesday Building, Kaloor -17, Ernakulam, Kerala represented by its Executive Manager, Miss. Rohini Unnikrishnan, hereinafter referred to as the **FIRST PARTY** is authorized by M/s. Active Edu-Technologies India Private Limited, a Certiport Authorized State Reseller- Kerala and Karnataka to sell certification products of Certiport in the territory specified in their mutual MoU.

And

HENRY BAKER COLLEGE, having its registered office / campus at Melukavumattom, Kottayam, Kerala, represented by its **Principial, Dr. Gireesh Kumar G.S**, here in after referred to as the **SECOND PARTY**; which expression shall, unless repugnant to the context or meaning thereof, include its successor and assigns;

No. 13458
7/11/2018

Rs 1000. Enbridg
kaloor
kochi

Rohini

gs

[Signature]



The FIRST PARTY and the SECOND PARTY are herein after collectively referred to as the 'PARTIES';

1. **Whereas**, the FIRST PARTY is authorized to sell Certiport certification programs as it is authorized by M/s. Active Edu-Technologies India Private Limited a Certiport Authorized State Reseller- Kerala and Karnataka to sell certification products of Certiport in the territory specified in their mutual MoU.
2. And **Whereas**, the SECOND PARTY is desirous to certify its students in Microsoft Office Specialist.

NOW THIS AGREEMENT WITNESSES AS UNDER:

1. The SECOND PARTY has approached the FIRST PARTY and its desirous to certify its **100 (One Hundred) Students** in Microsoft Office Specialist certifications and the FIRST PARTY has accordingly accepted the proposal based on which both the parties hereby agreed to conduct the above said program under the terms and conditions laid down in this agreement.
2. Whereas the FIRST PARTY and the SECOND PARTY consider it as necessary, and in the best interest of the parties to reduce such terms and conditions to writing on a stamped paper. The Validity of the MoU will be for one year from **7th November 2018 to 31st November 2019**.

OBLIGATIONS

1. The FIRST PARTY will at all times maintain good working order in all deliverables for the order placed.
2. The FIRST PARTY will dedicate a managing member of its staff with adequate support structure to act as the focal point to co-ordinate activities with the SECOND PARTY.
3. Both the parties agreed that the '**Training, Exam and Certification Fee**' for the students of SECOND PARTY shall be at a concessional rate of **Rs. 2300/- (Two Thousand Three Hundred)** only, for **MICROSOFT OFFICE** online examination and certification as the SECOND PARTY agreed to purchase a minimum of **100 (One Hundred)** exam vouchers for its students. The SECOND PARTY shall make the payment in **two installments** as follows ;

12th November 2018	:	Rs. 1,15,000/-
5th December 2018	:	Rs. 1,15,000/-
<hr/>		
Total	:	Rs. 2,30,000/-

4. The SECOND PARTY agreed to pay the entire project amount of **Rs.2,30,000/- (Two Lakhs Thirty Thousand Only)** for the total number of exam vouchers purchased, irrespective of whether they fully utilized it or not during the MoU Period.
5. The SECOND PARTY will get 12 months time to utilize the entire thousand vouchers from the date of MoU.
6. The FIRST PARTY agrees to provide 2 Days orientation training for the students before the exam. Training timing shall be fixed as per the mutual discussion & understanding between both the parties.

7. The minimum number of participating students for each batch should be 50. No batches will be started without the minimum number of students.
8. The venue and classroom facilities including PCs and internet connectivity for online test and training will be provided by the SECOND PARTY.
9. Under any circumstances, if a class cannot be conducted on a given day, the same will be informed by the SECOND PARTY to the FIRST PARTY at least two days in advance and vice versa. Every student's presence is to be ensured by the School, and if the trainer arrives for a scheduled class as per program, the class will be taken irrespective of the number of students present.
10. It will be the responsibility of the SECOND PARTY to inform the students regarding the scheduled classes or special arrangements. Proper record of attendance of the students shall be maintained by the SECOND PARTY if required. Otherwise the attendance taken by FIRST PARTY shall be accepted as final.
11. As a part of this agreement The SECOND PARTY will get ATC Status from CERTIPORT.
12. SECOND PARTY will be able to display the ATC status on their Boards / websites / brochures.
13. Second Party agrees to use, in advertising and promoting the Products and Services, only those materials approved by FIRST PARTY and in compliance with Program marketing and logo usage guidelines set forth, and to use the same in accordance with instructions from First Party
14. The SECOND PARTY shall consider all the information provided by the FIRST PARTY under this Agreement as confidential. The SECOND PARTY undertakes not to divulge any confidential information to any person except to its employees who need to know the information for successful conduct of the training.
15. The SECOND PARTY shall not transfer, reproduce or reuse any material, soft copy, software or otherwise provided by the FIRST PARTY in personal or institutional capacity.
16. The SECOND PARTY undertakes that the Certification shall be propagated and exercised only through the FIRST PARTY and no other party shall be approached for the delivery of the Certification in any of the campus under the management ownership of the SECOND PARTY, during the term of this MoU.
17. The certificates of the successfully completed students will be provided as per the given schedule.
 - * Soft Copies within 30 days of the examination.
 - * Printed Certificates within 60 days of the examination.
18. The PARTIES shall not be considered in default of the performance of their obligations under the terms of this 'Memorandum', if such performance is prevented or delayed for any causes beyond the reasonable control of the PARTY affected including war, hostilities, revolution, riots, civil commotion, strikes, lockouts, epidemic, fire, explosion, flood, earth-quake, act of God, any act of Government, espionage, , governmental action or interruption of services or any other cause beyond the control of the concerned PARTY which could not have been foreseen or avoided by the exercise of due diligence.
19. All the advertisement materials will be designed and publicized with prior approval from FIRST PARTY in writing.

gs

20. TERMS

Second party agrees:

- a) To conduct its business operations in accordance with all applicable local laws and regulations.
 - b) It shall (a) conduct business in conformance with sound ethical standards of integrity and honesty; (b) conduct business in such a way as to not give the appearance of impropriety, even when the behavior or activity is in compliance with the law; (c) not achieve business results by illegal acts or unethical conduct; (d) prohibit Second Party's Support Staff and other employees, agents and subcontractors from offering, paying or authorizing financial, and/or any other item of value or other advantage to be given to any official or employee of any government or political party, political candidates, employees of government enterprises or any other person or entity, with knowledge or a reason to believe that such payment or promise to pay will be made to any government official (each, an Official) for the purposes of (i) obtaining an improper business advantage; (ii) influencing such Official to take, or not to take, any action or decision; or (iii) inducing such Official to use his or her influence to affect any act or decision of a government
21. Except as provided in this agreement the initial term of the SECOND PARTY's association with the FIRST PARTY shall be for a period of one year initially from the date of commencement of this agreement which shall be the date of signing of this agreement by the parties.
 22. The title conferred vide this agreement is not transferable to any third party, individual or otherwise other than legal heirs for which a transfer of title has to be executed with adequate reasons for transfer.
 23. The agreement shall get lapsed at the end of the first year and at the option of the parties and the agreement may be renewed for another term as mutually agreed upon by the parties. If in any case any of the parties don't want the agreement to be renewed, the same may be communicated in writing 30 days in advance to the date of renewal.
 24. The FIRST PARTY reserves the right to terminate this agreement at their option if they are convinced that the SECOND PARTY has violated the purview of this agreement at any point of time with a prior written notice stating the points of violation thirty days in advance and vice versa.
 25. The expenses incurred if any in case of termination shall be borne by the party who is at fault.

DISPUTE RESOLUTION:

26. If any dispute arises between the PARTIES here to during the subsistence of this 'Memorandum' or thereafter, in connection with the validity, interpretation, implementation or alleged material breach of any provision of this 'Memorandum', the PARTIES hereto shall endeavor to settle such dispute amicably. In the case of failure by the PARTIES to resolve the dispute in the manner set out above within **15 (fifteen) days** from the date when the dispute arose, the dispute shall be referred to arbitration of a Sole Arbitrator to be appointed by the SECOND PARTY. The place of arbitration shall be Ernakulam.
 27. The arbitration proceeding shall be governed by the Arbitration and Conciliation Act, 1996 and shall be in the English language. The Arbitrator shall also decide on the costs of the arbitration proceedings.
 28. The Arbitrator's award shall be substantiated in writing and the PARTIES hereto shall submit to the Arbitrator's award which shall be enforceable in any competent court of law.
- 92

JURISDICTION OF COURTS:

29. This 'Memorandum' shall be governed and construed in accordance with the prevailing laws of India and subject to the provisions of this clause, shall be subject to the exclusive jurisdiction of the courts at Ernakulam.

MISCELLANEOUS:

30. It is agreed between the PARTIES that this 'Memorandum' is on a Principal-to-Principal basis and does not create any employer-employee or principal-agent relationship between the FIRST PARTY on the one hand and the SECOND PARTY on the other. The FIRST PARTY shall not represent or designate his / its business premises as an office of the SECOND PARTY. The FIRST PARTY shall not advertise in any form on behalf of the SECOND PARTY.

31. Stamp duty and other taxes and levies on this 'Memorandum' shall be borne by the SECOND PARTY.

NOTICES:

32. All notices required to be served by either of the PARTIES hereto shall be deemed to have been duly and effectually served, if delivered by hand or addressed by registered post at the following addresses:

Executive Manager
M/s. Enbridg
2nd Floor, Holy Tuesday Building
Kaloor, Cochin,
Kerala-682017

Principal
Henry Baker College
Melukavumattom,
Kottayam,
Kerala-685605



33. This 'Memorandum' shall be executed in duplicate. The FIRST PARTY shall keep the original. The SECOND PARTY shall keep the copy.

IN WITNESS WHEREOF the parties hereto have signed this deed on this **Date 07-11-2018**

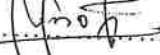
Signature of the FIRST PARTY


Executive Manager
M/s. Enbridg


Signature of the SECOND PARTY


Principal
Henry Baker College
Melukavu

PRINCIPAL
HENRY BAKER COLLEGE,
MELUKAVU

Witness:

1. 
JOMON K SOSEPH

Witness:

2. 
ANAND K RISHNAN



CENTRE FOR CONTINUING EDUCATION KERALA
Anathara Lane, Charachira, Kowdiar P.O, Thiruvananthapuram

PROCEEDINGS

Centre for Continuing Education Kerala, Thiruvananthapuram – Sub centres and registration granted and Orders issued.

C SECTION

No: CE/C/7499/2016

Thiruvananthapuram, Dated : 09/02/2018

Read : Application from the Principal, Henry Baker College, Melukavu, Kottayam.

ORDER No. 110/2018/CCEK

The Principal, Henry Baker College, Melukavu, Kottayam has submitted an application for getting sub centre registration which is complete, verified and found acceptable. Hence sanction is hereby accorded to the Principal to function as sub centre of the Centre for Continuing Education Kerala for the purpose of undertaking the Continuing Education Programmes of CCEK. The registration number allotted to the institution is CE/A/438/2018.

The sub centre is directed to conduct the courses of CCEK in accordance with the guidelines of CCEK and with prior permission from the undersigned. You are also directed to quote the registration number in all the future correspondence to be made with CCEK.

Sd/-
DIRECTOR

Forwarded by Order


FINANCE OFFICER (i/c)

To,

- 1) The Principal, Henry Baker College, Melukavu, Melukavumattom.P.O, Kottayam - 686652
- 2) Dispatch Section
- 3) S/F, O/C



Henry Baker College,
Melukavu



Rev. Henry Baker (Dr.)



BIRCH HALL
Centre for Learning and Leadership

Memorandum of Understanding (MOU) between Birch Hall, Centre for Learning and Leadership, Kirby, England and Henry Baker College, Melukavu, Kerala, India.

1. Introduction

This MOU is an expression of a covenant made between Birch Hall and Henry Baker College, for educational partnership and cooperating duly signed by Mr. Alexander Phillips, Director of Birch Hall, Kirby and Prof. Dr. Abraham Daniel, Principal, Henry Baker College, Melukavu for and on behalf of the respective institutions.

2. Objective

1. To witness the living presence of God which Rev. Henry Baker (Dr.) from Kirby has demonstrated to the people of Melukavu and adjoining places.
2. To enhance the English speaking and communicative skills of students of Henry Baker College through service of volunteers sent from Kirby.
3. To provide exposure to the Indian life and culture to the volunteers from Kirby.

3. Terms

1. The Birch Hall agrees to serve the students of Henry Baker College by providing English Communicative skill training through Student Volunteers.
2. Henry Baker College agrees to offer all possible opportunities to the volunteer to experience and to learn the diverse Indian life and culture.
3. Henry Baker College will provide local hospitality to the volunteer.
4. This memorandum is signed in connection with Rev. Henry Baker (Dr.) Birth Bi-Centenary programme that lasts for 3 years. Extension of the student volunteer programme depends on evaluation of its performance at the previous year end.

We hope that this programme, which came into existence by signing this MOU, will help students of our institutions to know each other and will lead to mutual enrichment.

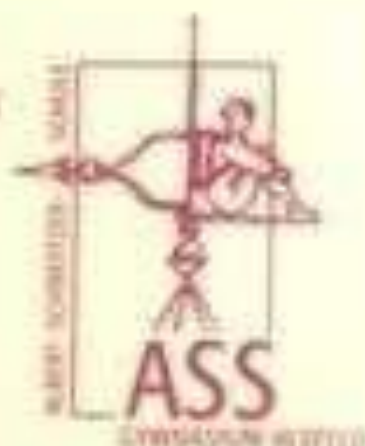
Mr. Alexander Phillips BScg, MEd
Director
Birch Hall, Centre for Learning and Leadership

Prof. Dr. Abraham Daniel M.A Ph.D
Principal
Henry Baker College

Signed on June 14, 2013 on the 125th Birthday of Rev. Henry Baker (Dr.)



MEMORANDUM OF UNDERSTANDING
BETWEEN
HENRY BAKER COLLEGE
MELKAYYIL (KERALA, INDIA)
AND
ALBERT-SCHWEITZER-SCHULE
ALSFELD (GERMANY)



This Memorandum of Understanding (MoU) is an agreement between Henry Baker College Melkayyil/India (HBC) and Albert-Schweitzer-Schule Alsfeld/Germany (ASS) for mutual partnership and cooperation in the field of education.

1. Vision

The Objective of the partnership is to promote intercultural and global learning. We want to encourage and enable students and staff to get to know and understand how people in our partner region live socially, culturally and religiously, to handle cultural differences, to widen their personal horizons and to think and act in a global context.

2. Partnership Program aims

- To provide opportunities for the students and staff for learning and encounter through exchange visits
- To provide an international learning opportunity through cultural programs, home stay with students and staff and participatory learning experiences during visits
- To provide opportunities for longer stays of ASS-students at HBC after their graduation and stays of HBC-students at ASS. German students may offer German classes; Indian students may cooperate with German teachers in the preparation of classes in their fields of study. These stays are to be organized within the framework of an official institution of the State or Church, who are to administer them
- To encourage cooperation in mutual Projects: students of ASS and HBC may cooperate from their respective point of view in different projects, with particular emphasis on digital media
- To encourage establishing personal contacts between students and staff via digital media
- To learn about the education system, teaching and learning practice of both countries

3. Terms of Service

Henry Baker College & Albert-Schweitzer-Schule mutually agree to

- Provide all institutional support for organizing the team's visit to both institutions
- Provide local hospitality and internal travel for the team during their visit
- Arrange mutually agreed programs in cooperation to both institutions
- Discuss programs and projects of common interest for mutual enrichment
- Regularly inform students and staff of both institutions about the partner

4. Address of organizations

Henry Baker College
Melukavimattom P.O
Kottayam - 686 652
Kerala, India

Web: www.henrybakercollege.edu.in/
Email: hbcprincipal@gmail.com
Ph: (0091) 04822 - 219014

Albert-Schweitzer-Schule Alsfeld
Schillerstrasse 1
D-36304 Alsfeld
Germany

Web: www.ass-alsfeld.de
Email: poststelle@albert-schweitzer-alsfeld.schulverwaltung@hessen.de
Ph: (0049)-6631-705900

The Henry-Baker-College is administered by the Church of South India (East Kerala Diocese) and officially recognized. The Albert-Schweitzer-Schule is a public school qualifying for university admission.

The partnership between HBC and ASS cooperates with the existing church partnership between the Protestant deaneries in Oberhessen (Protestant Church of Hesse and Nassau - EKHN) and the Diocese East Kerala within the Church of South India (CSI).

5. Period of validity

This MoU is signed for a period of 5 years as first phase and will be extended further based on evaluation of its performance in the previous years.

Signed by representing institutions on 6 September 2013

Prof. Dr. Abraham Daniel
Principal, Henry Baker College

Elisabeth Hillebrand
Headmistress, Albert-Schweitzer-Schule

Prof. Joseph Thomas
Staff Chaplain, HBC

Rev. Dr. Jochen Walldorf
School pastor, Albert-Schweitzer-Schule

Assessment Period 2015-2020



HENRY BAKER COLLEGE, MELUKAVU

A Christian Minority Educational Institution run by CSI East Kerala Diocese



Criterion 6: Governance, Leadership & Management

6.5.3 Quality Assurance Initiatives of the Institution

Submitted to



Additional
Information

THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

Activities under each MOU		
Organisation with which MoU is signed	Name of the institution/ industry/ corporate house	Year of signing MoU
Micro Hard systems Muvattupuzha	Micro Hard systems Muvattupuzha	2019
Vitree Buisness solutions Private Lmtd.	Vitree Buisness solutions Private Lmtd.	2019
Synergy H.R.Solutions and Society, Cochin	Synergy H.R.Solutions and Society, Cochin	2019
MES College Marampally	MES College Marampally	2019
G.Tech Computer education, Erattupettah, Nr.Private Bus stand, erattupettah, P.O	G.Tech Computer education, Erattupettah, Nr.Private Bus stand, erattupettah, P.O	2019
Gramvikas Society,Melukavumattom	Gramvikas Society,Melukavumattom	2019
My Tour Holidays, Idukkikavala, Kattappana	My Tour Holidays, Idukkikavala, Kattappana	2018
Tropical institute of Ecological Sciences	Tropical institute of Ecological Sciences	2018
M/s ENBRIDG, 2nd Floor ,Holy Tuesday Building kallor	M/s ENBRIDG, 2nd Floor ,Holy Tuesday Building kallor	2018
Centre for Continuing Education Kerala	Centre for Continuing Education Kerala	2018
Indian Red Cross Society, Kottayam	Indian Red Cross Society, Kottayam	2017
Henry Baker College with Birch Hall Centre for Learning and Leadership, Kirby, England	Birch Hall Centre for Learning and Leadership, Kirby, England	2013
Henry Baker College with Albert Swchweitzer Schule Alsfeld, Germany	Albert Swchweitzer Schule Alsfeld, Germany	2013

MOU with Vittree Buisness Solutions Private Lmtd.

1. Mr. Anish Mohan, a well known motivational speaker, came to our college to interact with our students on 26.07.2019. He gave our students an orientation towards the successful mastering of general awareness for various competitive exams.



2. Abin Joseph, a well known trainer gave training on Learning skills, interpersonal skills, Public speaking ,language practice, time and stress management etc. The programme was arranged in the college auditorium on 29th November 2019 from 10.am to 3.pm



(MoU)

BETWEEN

HENRY BAKER COLLEGE, MELUKAVU

&

Vitree Business Solutions Private Limited

27/540-C, 3rd Floor, EAK Towers, Main Avenue, Panampilly
Nager, Kochi-862036

FOR

**SKILL DEVELOPMENT, OUTCOME BASED TRAININGS,
PLACEMENT, R&D SERVICES AND RELATED SERVICES**

MEMORANDUM OF
UNDERSTANDING

This Memorandum of Understanding (hereinafter called as the 'MOU') is entered in to on this the 28th day of June –Two Thousand and Nineteen (2019), by and between

Henry Baker College, Melukavu, Melukavumattom P O, Kottayam District, Kerala, State, India here in by its Name of Competent Authority (herein after referred as '**First Party**'), the institution which expression, unless excluded by or repugnant to the subject or context shall include its successors-in-office, administrators and assigns).

AND

Vitree Business Solutions Private Limited, 27/540-C, 3rd Floor, EAK Towers, Main Avenue, Panampilly Nager, Kochi-682036, The **Second Party** and represented by its Director Mr.Sajith CR (herein after referred to as '**Second Party**'), company which expression, unless excluded by or repugnant to the subject or context shall include its successors-in-office, administrators and assigns).

(First Party and Second Party are herein after jointly referred to as 'Parties' and individually as 'Party') as

WHEREAS:

- A) First Party is a Higher Educational Institution named: **Henry Baker College, Melukavu**
- B) First Party & Second Party believe that collaboration and co-operation between themselves will promote more effective use of each of their resources, and provide each of them with enhanced opportunities.
- C) The Parties intent to cooperate and focus their efforts on cooperation within area of Skill Based Training, Education and Research.
- D) Both Parties, being legal entities in themselves desire to sign this MOU for advancing their mutual interests.
- E) The Second Party is engaged in Finance Process Outsourcing, Finance Process Outsourcing, Assurance Services, Decision Support services with offices in Kochi, Thodupuzha and Middle East.

NOW THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES SET FOR THIS MOU, THE PARTIES HERE TO AGREE AS FOLLOWS:

CLAUSE1

CO-OPERATION

- 1.1 Both Parties are united by common interests and objectives, and they shall establish channels of communication and co-operation that will promote and advance their respective operations within the Institution and its related wings. The Parties shall keep each other informed of potential opportunities and shall share all information that may be relevant to secure additional opportunities for one another.
- 1.2 First Party and Second Party co-operation will facilitate effective utilization of the intellectual capabilities of the faculty of First Party providing significant inputs to them in developing suitable teaching/training systems, keeping in mind the needs of the industry, the Second Party.
- 1.3 The general terms of co-operation shall be governed by this MOU. The Parties shall cooperate with each other and shall, as promptly as is reasonably practical, enter into all relevant agreements, deeds and documents (the "Definitive Documents") as may be required to give effect to the actions contemplated in terms of this MOU. The term of Definitive Documents shall be mutually decided between the Parties. Along with the Definitive Documents, this MOU shall represent the entire understanding as to the subject matter here of and shall supersede any prior understanding between the Parties on the subject matter hereof.

CLAUSE2

SCOPE OF THE MoU

- 2.1 The budding graduates from the institutions could play a key role in technological up-gradation, innovation and competitiveness of an industry. Both parties believe that close co-operation between the two would be of major benefit to the student community to enhance their skills and knowledge.
- 2.2 **Curriculum Design:** Second Party will give valuable inputs to the First Party in teaching/ training methodology and suitably customize the curriculum so that the students fit into the industrial scenario meaning fully.
- 2.3 **Industrial Training& Visits:** Industry and Institution interaction will give an insight into the latest developments /requirements of the industries; the Second Party to permit the Faculty and Students of the First Party to visit its group companies and

research activities in the fields of Education, Retail & Fashion, Automotive, Media & Entertainment, Travel & Leisure, Technology.

- 2.5 **Skill Development Programs:** Second Party to train the students of First Party on the emerging technologies in order to bridge the skill gap and make them industry ready.
- 2.6 **Guest Lectures:** Second Party to extend the necessary support to deliver guest lectures to the students of the First Party on the technology trends and in house requirements.
- 2.7 **Faculty Development Programs:** Second Party to train the Faculties of First Party for imparting training as per the industrial requirement considering the National Occupational Standards in concerned sector, if available.
- 2.8 **Placement of Trained Students:** Second Party will actively engage to help the delivery of the training and placement of students of the First Party into internships jobs, and will facilitate placements for atleast 10% of the students. The Second Party will itself absorb atleast 50 of the trained students.
- 2.9 Both Parties to obtain all internal approvals, consents, permissions, and licenses of what so ever nature required for offering the Programmes on the terms specified here in
- 2.10 There is no pre financial commitment on either part of the parties to take up any programme mentioned in the MoU. If there is any financial consideration, It will be dealt separately.

CLAUSE3 INTELLECTUAL PROPERTY

- 3.1 Nothing contained in this MOU shall ,by express grant ,implication, Estoppel or otherwise, create in either Party any right, title, interest, or license in or to the intellectual property (including but not limited to know-how ,inventions ,patents, copy rights and designs) of the other Party.

CLAUSE4 VALIDITY

- 4.1 This Agreement will be valid until it is expressly terminated by either Party on mutually agreed terms, during which period Vitree Business Solutions Private Limited, the Second Party, as the case may be, will take effective steps for implementation of this MOU. Any act on the part of **Training Partner** or **Vitree Business Solutions Private Limited** the Second Party after termination of this Agreement by way of communication, correspondence etc, shall not be construed as an extension of this MOU.

CLAUSE 5
RELATIONSHIP BETWEEN THE PARTIES

5.1 It is expressly agreed that **First Party** and **Second Party** are acting under this MOU as independent contractors, and the relationship established under this MOU shall not be construed as a partnership. Neither Party is authorized to use the other Party's name in any way, to make any representations or create any obligation or liability, expressed or implied, on behalf of the other Party, without the prior written consent of the other Party. Neither Party shall have, not represent itself as having, any authority under the terms of this MOU to make agreements of any kind in the name of or binding up on the other Party, to pledge the other Party's credit, or to extend credit on behalf of the other Party.


Henry Baker College, Melukavu
PRINCIPAL
HENRY BAKER COLLEGE,
MELUKAVU

For VITREE BUSINESS SOLUTIONS PVT LTD

Director
Vitree Business Solutions Pvt Ltd

Any divergence or difference derived from the interpretation or application of the MoU shall be resolved by arbitration between the parties as per the Arbitration Act, 1996. The place of the arbitration shall be District Head Quarters of the First Party. This undertaking is to be construed in accordance with Indian Law with exclusive jurisdiction in the Courts of **Kottayam**.

AGREED:

For Henry College, Melukavu

For Vitree Business Solutions Pvt Ltd



Authorized Signatory
PRINCIPAL
HENRY BAKER COLLEGE

For VITREE BUSINESS SOLUTIONS PVT LTD


Director


Authorized Signatory

Henry Baker College	Nameof Industry
Melukavumattom P. O, Kottayam Dt., Kerala, India. Pin-686652	Vitree Business So 27/540-C, 3 rd Main A
Principal- Dr.Gireesh Kumar G.S, Ph.+919447070018 Bursar- Rev. V.S Francis, Ph:+919495126055	Sajith CR, Ph +9196
E-mails: hbcprincipal@gmail.com	E-mails: Sajith.cr@vit
Web: www.henrybakercollege.edu.in	Web www.vitree.co

Witness1: 
Dr. Beena Paul

Witness2: 
Jomon K J

Witness3: 
Dr. Disha V.S

Witness4: 
Smt. Silbi



MOU with Skill India.

As per the agreement Skill India conducted exams and provided certificates for the students who completed the Archival Studies Certificate Course conducted by Department of History.



Linkage

HENRY BAKER COLLEGE, MELUKAVU

&

SKILLS INDIA, THRISSUR

This Linkage is signed on 8th July 2019 between Henry Baker College, Melukavu (Here after called First Party) & Skills India, Thrissur (Here after called Second Party). It is agreed by Henry Baker College, Melukavu & Skills India, Thrissur to impart Certification for all students in the college, for enhancing the employability and excellence of students for various skills. Both the parties have discussed in detail the area of cooperation and mutually agreed to make the linkage. Now it is agreed by and between the parties with the following terms & conditions.

Terms & Conditions

1. The Tentative date for the training should be initiated to the Second party by the first party in the beginning of the academy year.
2. First party will provide facilities to the second party in their premises to impart training in the prescribed areas as agreed by both parties.
3. First party will pay the agreed honorarium, subject to revision every year, on satisfactory completion of the training every year.
4. The linkage will be valid for a period of 5 years starting from the date of signing the agreement.






[Signature]
PRINCIPAL
HENRY BAKER COLLEGE,
MELUKAVU



[Signature]

5. The Linkage may be terminated by either side giving 3 months' notice to the effect in writing.

Institution	Henry Baker College, Melukavu	Skills India, Thrissur
Party	First Party	Second Party
Name	Dr. Gireesh Kumar G S	Dr. James C J
Designation	Principal	Chief Executive
Signature	 PRINCIPAL HENRY BAKER COLLEGE, MELUKAVU	 



SYNERGY HR SOLUTIONS

1. One day Orientation for Students By Benny Kurian , Manager Synergy Solutions, Cochin on 26th November 2019.



2. Orientation for I Year students by Sri Justin Thomas, International Trainer and Councilor on 9th October 2019.





MEMORANDUM OF UNDERSTANDING (MOU)

Between

Henry Baker College, Melukavu

&

Synergy H R Solutions Society, Cochin

This document constitutes an agreement between **Henry Baker College, Melukavu** and **Synergy H.R Solutions, Cochin** (Corporate Trainers, Consultants & Mentors), on 02-09-2019.

1. Objective

The objective of this MOU is to express the willingness of both parties to engage in an effort to promote collaborative activities in the following areas:

1. See you at the top (Employment enhanceability training)
2. Placement training
3. Career counselling
4. Soft Skill training
5. Miracle worker (Faculty Development Training)

2. General Terms of MOU

2.1 Duration of MOU: This MOU shall be operational upon signing. All activities conducted within the vision of the joint collaboration will be deemed to fall under this MOU.

2.2 Co-ordination: In order to carry out and fulfill the aims of this agreement, each party will appoint an appropriate person(s) to represent its organization and to co-ordinate the implementation of activities.

2.3 Financial implications: There is financial cost involved in this MoU from both the parties.

2.4 Confidentiality: Each party agrees that it shall not, at any time, after executing the activities of this MOU, disclose any information in relation to these activities.

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2.5 Termination of MOU: The agreement may be terminated with a written one month notice from either side. In the event of non-compliance or breach by one of the parties of the obligations binding upon it, the other party may terminate the agreement with immediate effect.

2.6 Extension of Agreement: The MOU may be extended provided the parties agree upon, and can provide the necessary resources.

2.7 Communications: All notice, demands and other communication under this agreement in connection herewith shall be sent to the last known address, e-mail, or fax of the concerned party. Any notice shall be effective from the date on which it reaches the other party.

2.8 Addendum: Any Addendum to this MOU shall be in writing and signed by both parties.

Both parties assume that this agreement does not go against the rules and regulations of the Government policies.

The terms and provisions in this MOU also apply to any subsequent Addendum to this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this MOU on the 2nd day of September, 2019 [Date].


Dr. Gireesh Kumar G.S
Principal
Henry Baker College,
Melukavu,
Pin 686652

PRINCIPAL
HENRY BAKER COLLEGE,
MELUKAVU

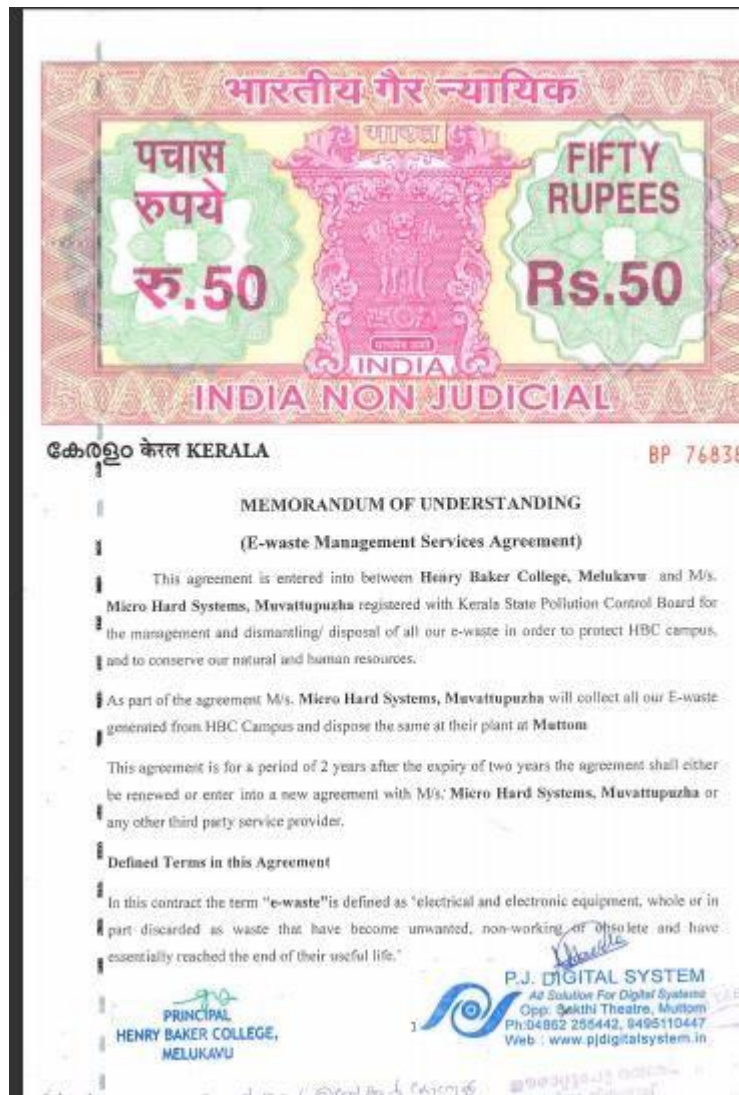



Benny Kurian
Director, Synergy H R Solutions Society,
Cochin,
Pin 682019
JCI Certified Head Trainer



MOU with Micro Hard Systems

Henry Baker College , Melukavu has entered into an agreement with Micro Hard Systems, which is registered with Kerala State Pollution Board for the disposal of all e-waste in order to protect the campus and to conserve our natural and human resources. The contract was signed on 15th February 2019 for a period of two years. Micro Hard system will collect all the e-waste from the campus and dispose the same in their plant at Muttom.



E-waste also contains toxic and hazardous materials in our Chemistry lab including mercury, lead, cadmium, beryllium, chromium, and chemical flame retardants, and other lab related items which have the potential to leach into our soil and water. It also includes the items used in Physics lab of the college.

For the purpose of this Agreement, the term "Waste Material" shall mean any and all electrical, electronic and hazardous waste material.

For the purpose of this agreement, the term "Hazardous Material" shall mean any and all hazardous material (storage devices, acids and chemicals), used in our laboratories for students' practical purposes.


For the purpose of this agreement, the term "Waste Management Services" is the services that are provided by contractor (M/s. Micro Hard Systems, Muvattupuzha) as directed by HBC, and including the handling. The rates as agreed between both the parties will be applicable.

The compensation for breach of this agreement will be as per the provisions of the Indian Contract Act, 1872 and any dispute between the parties will be settled through an arbitrator appointed by Henry Baker College as per the provisions of the Arbitration and Conciliation Act, 1996.

Mutually agreed between Henry Baker College, Melukavu and M/s. Micro Hard Systems, Muvattupuzha on this 15th February, 2019

On Behalf of


Henry Baker College, Melukavu
PRINCIPAL
HENRY BAKER COLLEGE,
MELUKAVU


M/s. Micro Hard Systems, Muvattupuzha

Witness: 1. Dr. Ajitha Joseph, Assistant Professor

Witness: 2. Simon K Joseph, clerk


P.J. DIGITAL SYSTEM
All Solution For Digital Systems
Opp: Sakthi Theatre, Muttom
Ph: 04862 255442, 9495110447
Web : www.pjdigitalsystem.in

MOU WITH MES MARAMPALLY.

A Memorandum of understanding between Henry Baker college and MES COLLEGE MARAMPALLY was signed on 18th September 2019 with the objective to enhance the quality of the mentee institution and mentor it to enable to get NAAC accredited. The agreement is to guide the Mentee institution through additional services provided to the mentee for quality gradation and self-improvement, especially based on the NAAC criteria for assessment namely Curricular aspects

As per the MOU MES College Marampally team has visited the college, gave guidance and additional services on various occasions.

Meeting with MES Team on 2nd October 2019



Meeting with MES Team on 16th October 2019



NAAC Review Meeting on 22 February 2020





കേരളം KERALA

BX 026900

MEMORANDUM OF UNDERSTANDING (MoU)
BETWEEN
MES COLLEGE MARAMPALLY AND
HENRY BAKER COLLEGE MELUKAVU

This MoU is entered into on the 18th September 2019 by and between MES College Marampally, Aluva (herein after called mentor) situated at Marampally, Ernakulam, Kerala, an Arts & Science Government aided college affiliated to the Mahatma Gandhi University, Kerala and Henry Baker College Melukavu, Melukavumattom P.O, Kottayam (District), Kerala (hereinafter called mentee) a Government aided college affiliated to Mahatma Gandhi University, Kerala.

Whereas the mentor institution is NAAC accredited at 3rd cycle with an A+ grade having an overall score of 3.38 and recognized under 2 (f) & 12 (B) of UGC Act 1956 and hence eligible to mentor non-accredited NAAC Accreditation Aspirant Institutions under the UGC scheme PARAMARSH to promote Quality Assurance in Higher Education

Whereas the mentee institution is a Government aided college non-accredited and consenting to be mentored by the mentor institution under the UGC scheme PARAMARSH in order to enable them to upgrade their academic performance and get NAAC accredited.

The objective of the MoU is to enhance the overall quality of the mentee institution and mentor it to enable to get NAAC accredited. The Mentor Institution will have the responsibility of guiding the Mentee institution through additional services provided to the mentee for quality up gradation and self-improvement, especially based on the NAAC criteria for assessment namely Curricular aspects, Teaching-Learning & Evaluation, Research, Innovations and Extension, Infrastructure & Learning Resources, Student Support & Progression, Governance, Leadership & Management, and Institutional Values and Best Practices.



[Signature]
Principal
MES College
Marampally, Aluva

1540/ 18/9/2019 50
Principal MES college
marampally ph 683605
[Signature]



2019
[Signature]
PRINCIPAL
HENRY BAKER COLL
MELUKAVU

Mentoring will facilitate the following between mentor and mentee:

- Training of Faculty and Staff of the mentee institution for proper processes, documentation, presentation
- Sharing of knowledge, information and resources.
- Opportunities for research collaboration and faculty development
- Guidance and encouragement to the mentee to adopt best practices.

The Mentee will have the following benefits from the scheme:

1. Brings about enhancement in the overall Quality of the Mentee Institution
2. Enhances the profile of institutions as a result of improved quality of research, teaching and learning methodologies.
3. Receives support in the Professional Development of Academics
4. Increased exposure and speedier adaptation to best practices
5. Advantage point in NIRF ranking and NAAC Accreditation

The Mentor will have the following benefits from the scheme:

1. Additional learning acquired from experience
2. Intellectual challenge of working in different environment
3. Opportunities for increased collaboration
4. Satisfaction of helping other and see them succeed

DURATION

Duration of the project shall be of one year which can be extended up to two years subject to the approval and grant of necessary funds by the UCC.

DUTIES AND PROPOSED MODE OF ACTION

- The mentor institution will identify the various potential areas of improvement in each of the NAAC assessment criteria for accreditation in the mentee institution.
- Further, the mentor institution will guide the mentee institution to focus and guide their application procedure for accreditation at different stages.
- Mentoring shall be imparted through the Internal Quality Assurance Cell (IQAC) of the Mentor institution, which shall be primarily responsible for the implementation of the program.
- The IQAC of the mentor will create a Standing Committee where expertise can be pooled from multiple sources. The Committee shall work under the stewardship of an Accreditation Ambassador (AA), an academician with insight in the Accreditation process.
- The expert/resource persons will be drawn not only from the full time faculty of the mentor institution but also from industry experts from other institutions/retired persons etc.



- The mentee institution is required to nominate a fulltime faculty member as the Coordinator of the project.
- A detailed framework for the proposed accreditation mentorship along with targets and timelines shall be prepared.
- Mentor institution shall study the present status of the mentee institution and make a ground assessment to design a program with well-established key indicators.
- An implementation plan will be developed with clear timeline and schedule for monitoring of progress.
- Execution of the implementation Plan may include various activities like mentor-mentee meetings, developing strategies, defining goals and deliverables.
- A manual to guide the institution to prepare for accreditation may be developed.
- The mentee Institution should undergo the complete Accreditation process with the help of Mentor institution in order to prepare them for the actual NAAC assessment process.
- The mentor institution shall utilize the amount sanctioned by the UGC for the scheme strictly in accordance with the norms laid down by UGC and as per the approved budget.
- The mentor institution shall not charge the mentee institution any amount for the services provided. The mentee institution however is welcome to provide any essential local hospitality for any resource person(s) who may be visiting the mentee for possible guidance and mentorship.

CONFIDENTIALITY

- Both the mentor and mentee institutions agree to hold in confidence all information/data designated by the mentor and mentee as confidential which is obtained from either party or created during the performance of the MoU and will not disclose the same to any third party without the written consent of the other party.
- The above confidential clause under this MoU excludes the information/ data possessed by either party before entering into this MoU or independently developed and/or information already available through public domain.

SIGNED IN DUPLICATE

- This MoU is executed in duplicate with each copy being an official version and having equal legal validity. By signing below the mentor and mentee, acting by their duty authorized officers, have caused this MoU to be executed, effective as on the day and year first above written.

On behalf of

MES College Marampally
Aluva, Ernakulam

Dr. Anjali
Principal
MES College
Marampally, Aluva



Henry Baker College Melukavu
Melukavumattom P.O, Kottayam

PRINCIPAL
HENRY BAKER COLLEGE,
MELUKAVU

G-TEC COMPUTER EDUCATION

Henry Baker college has made an agreement between G-TEC COMPUTER EDUCATION ERATTUPETTA' CENTRE functioning at MURIKKOLIL ARCADE NR.PYT BUS STAND, ERATTUPETTA P.O., KOTTAYAM DISTRICT, on 1st October 2019. G.tech being a recognized trainer, agreed to conduct courses, and provide various job training programmes.



1. CYBER SAFE SEMINAR

A Seminar on 'Mission to Secure Youth' is arranged by the college in association with G-TECH Computer Education on 28th November 2019 at 10.00am. The seminar primarily intended to safeguard the campus community from internet risks associated with cyber space. The programme was conducted in association with Police department, Students cadets(SPC), Scoutes and Guides, Cyber experts, staff and students.



2. ORIENTATION PROGRAMME ON “HOW TO FACE INTERVIEWS”

In order to meet day to day challenges facing in interviews, Henry Baker College in association with G-Tec Computer Education organized an orientation programme for resume writing and interview skill by Anwar Sadath, Marketing Manager, G-Tec Computer Education on 6th December 2019.



Mega Job Fair

3. Mega job fair was conducted at Henry Baker college in Association with G-Tec Computer Education on 7th December 2019.



4. Postgraduate Department of Commerce organized a One Day Seminar on Next Generation Book Keeping: Skills for Accountants in association with G-Tech Computer Education Erattupetta on 29th August 2019.



Morning and Afternoon Sessions of the Seminar on “Next Generation Book-keeping: Skills for Accountants”



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BT 881420

MEMORANDUM OF UNDERTAKING

FOR G-TEC EDUCATION
Nehalathil Achuthan N. Manalaly
Chairman & Managing Director

THIS DEED OF AGREEMENT (Tripartite) made this 01st Day of Oct 2019 between M/s G-TEC COMPUTER EDUCATION ERATTUPETTA CENTRE functioning at MURIKKOLIL ARCADE, NR.PVT BUS STAND, ERATTUPETTA P.O., KOTTAYAM DISTRICT, represented by its Centre Director Mr. SYAM SIVAN referred to as the "G-TEC CENTRE" (which expression shall unless excluded by or repugnant to the subject or context be deemed to mean and include heirs, executors, administrators, legal representatives and assigns) of the FIRST PART; AND HENRY BAKERS COLLEGE, represented by its Principal, Dr GIREESH KUMAR G.S, hereinafter referred to as the "ASSOCIATE CENTRE" (Which expression shall unless excluded by or repugnant to the subject or context be deemed to mean and include heirs, executors, administrators, legal representatives and assigns) of the SECOND PART; AND M/s G-TEC EDUCATION PVT. LTD., "HOUSE OF G-TEC", Indus Avenue, Kallai Road, Calicut - 673002, Kerala, India, represented by its Chairman & Managing Director hereinafter referred to as the "APPROVING AUTHORITY" (which expression shall unless excluded by or repugnant to the subject or context be deemed to mean and include heirs, executors, administrators, legal representatives and assigns) of the THIRD PART

Page 1 of 7

[Signature]
Nehalathil Achuthan N. Manalaly
Chairman & Managing Director
G-tec Education
Erattupetta

[Signature]
REERACHIL VENDOR
CHANDRAN NAR

[Stamp]
19 SEP 2019



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BT 881421

WHEREAS

A. The APPROVING AUTHORITY is the authorised partner in South India for conducting SAP Knowledge Accelerator and Power User Programmes

B. The G-TEC CENTRE has approached the APPROVING AUTHORITY to grant permission for conducting the courses of the said PROGRAMMES at HENRY BAKERS COLLEGE, MELUKAVU, KOTTAYAM DISTRICT, KERALA STATE also, to which the APPROVING AUTHORITY has agreed on the terms and conditions recorded herein.

C. The G-TEC CENTRE has represented to the APPROVING AUTHORITY that, they will be offering the courses to the students through this ASSOCIATE CENTRE for which the ASSOCIATE CENTRE shall arrange the infrastructure and would be able to maintain the reputation and goodwill of the APPROVING AUTHORITY.

Page 2 of 7

For G-TEC EDUCATION
[Signature]
Chairman & Managing Director

[Signature]
13460
501
Director
G-tec Education
Kottayam

[Signature]
MEENACHIL VENDO
S. S. CHANDRAN NAIR

[Stamp]
19 SEP 2019

ABOUT SAP

WHEREAS, SAP is a German based and largest ERP Company in the world, G-TEC is its Authorized Partner in South India for conducting SAP Knowledge Accelerator and Power User Programmes. G-TEC has associated with SAP to deliver their SAP Knowledge Accelerator courses through its network of Centre, Colleges and Associated learning centres across India. The courses are official, genuine SAP Education programs and endorsed by them. The students would learn the modules in their official LMS's controlled environment and obtain a genuine SAP Education Qualification with their course completion details which are printed and distributed from G-TEC HO.

SAP KNOWLEDGE ACCELERATION PROGRAMS help students to learn how to use SAP software faster with SAP Knowledge Acceleration and Power User with in-depth knowledge in the said domain. This software provides a shortcut to creating training content by providing job-specific training scenarios, activities, and support materials - all of which can be used out-of-the-box or easily customized - accelerating your ability to use SAP to its fullest potential.

The Course Modules will be provided through LMS (Learning Management System) for which the ASSOCIATE CENTRE has to procure Static IP which will be intimated to G-TEC HO alongwith Rs. 5000/- for enabling the association.

WHEREAS, the eligibility for undergoing SAP Modules is a Degree in any Discipline, Plus One and Plus Two ongoing students may also join for the Courses, provided the candidates who have passed Plus Two or above will only be benefited in terms of job opportunities.

NOW THIS AGREEMENT WITNESSETH as follows: -

1. The ASSOCIATE CENTRE shall at its own costs and expenses provide required infrastructure which shall include adequate space, computers of latest configuration, electric fittings (like lights & fans), toilet etc. and other required fixtures for smooth conduct of the course programme.
2. The G-TEC CENTRE shall conduct courses as per the timings scheduled by the ASSOCIATE CENTRE.
3. The ASSOCIATE CENTRE has to provide prior intimation to the G-TEC CENTRE with regard to University Examination or any Special Examination arranged for the students who are attending the PROJECT so as to arrange Batches for conduct the Programme accordingly.
4. The ASSOCIATE CENTRE shall conduct the Courses in their own Computer Lab. The G-TEC CENTRE shall depute faculty for training the students of ASSOCIATE CENTRE.



5. THE ASSOCIATE CENTRE shall not have any right, title, interest, claim or demand over and in respect of the business name of G-TEC COMPUTER EDUCATION, nor shall carry on business in the said name without the permission or authority in writing from the APPROVING AUTHORITY.
6. The ASSOCIATE CENTRE shall not promote the Courses externally with other institutions and shall not register students from other institutions.
7. THE ASSOCIATE CENTRE shall not discontinue the contract until completion of the Agreement period.
8. The present Agreement shall be valid only on approval by the Approving Authority and for a period of one year or upto 30.09.2020, whichever is later. This Agreement can be renewed further on mutual consent for which conditions shall apply.
9. THE ASSOCIATE CENTRE has to strictly follow the procedures for admission of students as per the Norms and as required by the APPROVING AUTHORITY to ensure proper Registration of the Students for the Project.
10. The payment terms per student for the Course under this Project is given as Annexure to this Agreement.
12. The G-TEC CENTRE or the ASSOCIATE CENTRE shall have no write to alter the fee structure or the course curriculum and shall strictly adhere to the norms of the APPROVING AUTHORITY.
13. New courses under this Programme may be added and conducted as and when required with the prior consent of the APPROVING AUTHORITY.
14. The G-TEC CENTRE shall issue acknowledgement to the students of ASSOCIATE CENTRE for collecting fees from the students through G-TEC ELECTRONIC MANAGEMENT SYSTEM (GEMS).
15. THE ASSOCIATE CENTRE shall be liable to use the courseware supplied by the APPROVING AUTHORITY through the G-TEC CENTRE and shall not venture with other courseware or print the same.
16. Promotional Materials if any required will be supplied by the G-TEC CENTRE at a nominal cost to be borne by the ASSOCIATE CENTRE. All advertisements should bear the name of G-TEC as "Powered by G-TEC".
17. THE APPROVING AUTHORITY shall not be liable, responsible or answerable for any claims whatsoever that may arise due to any negligence, deficiency in service or unfair trade practice includes statutory/legal proceedings of the state/central government that may be there in the part of the G-TEC CENTRE and THE ASSOCIATE CENTRE. The APPROVING AUTHORITY has all the right to terminate the ASSOCIATE CENTRE who involves in any activity which comes



against the institutions and its reputation of the APPROVING AUTHORITY.

18. On termination of the ASSOCIATE CENTRE or on expiry of the agreement period, the Agreement shall become obsolete and the ASSOCIATE CENTRE shall return all the resources to the APPROVING AUTHORITY. Any continued use of G-TEC properties including materials, G-TEC Logo or SAP Partner Logo may lead to legal procedures against the ASSOCIATE CENTRE and the concerned G-TEC Center.

19. THE ASSOCIATE CENTRE shall keep the confidentiality of all SAP related resources including Trademark, Logos, Training resources, Learning resources, Books, Certificates, Marketing resources bearing SAP Logos etc. Any misuse will lead to strict legal action against the concerned Centre/College. The G-TEC Centre shall be liable for all activities of its Associate centre and is liable for penalty for their misleading, non-agreed actions.

20. The ASSOCIATE CENTRE should ensure all arrangements for conduct of Examination of their students in its premises.

21. The APPROVING AUTHORITY or his authorised officials / Representative shall have the right to inspect the ASSOCIATE CENTRE at any time with respect to conduct of the programme and to take feed back from the students and the ASSOCIATE CENTRE should extend cooperation and provide all necessary assistance in this regard.

22. All disputes arising from association, execution and promotion of the Courses shall be purely the responsibility and liability of the concerned G-TEC CENTRE and the ASSOCIATE CENTRE alone and in no way can affect the APPROVING AUTHORITY.

23. All disputes and differences between the parties hereto regarding construction and or interpretation of any of the terms and conditions herein contained or for determination of any liability hereunder or touching or concerning the same, shall be referred to the arbitration under the provisions of Indian Arbitration Act, 1940.

24. Courts of CALCUT alone shall have the jurisdiction to try and determine all actions, suits and proceedings in respect of any disputes arising out of this agreement.

IN WITNESS WHEREOF the parties have hereinto set and subscribed their respective hands and seals the day, month and year first above written.

For G-TEC CENTRE

For ASSOCIATE CENTRE



PRINCIPAL

PRINCIPAL
HENRY BAKER COLLEGE,
MELLANGANU

APPROVING AUTHORITY

For G-TEC EDUCATION

[Signature]
CHAIRMAN & MANAGING DIRECTOR
G-TEC EDUCATION PVT. LTD.



SIGNED in presence of:

1) *[Signature]*
[Signature]

2) *[Signature]*
[Signature]

DATED:

DATED:

MOU WITH GRAMVIKAS SOCIETY, MELUKAAVUMATTOM

Henry Baker Collage in Association with Gramvikas Society , started water re-charging of wells.

കുടിവെള്ളക്ഷാമം നേരിടാൻ കിണർ റീചാർജിങ്ങുമായി മേലുകാവ് കോളേജ്



ജലക്ഷാമം നേരിടാൻ മേലുകാവ് ഹെൻറി ബേക്കർ കോളേജ് അധികൃതർ സ്ഥാപിച്ച മഴവെള്ള കിണർ റീചാർജിങ്ങ് യൂണിറ്റ്

മേലുകാവുമറ്റം ▶ വേനൽക്കാലത്തെ കുടിവെള്ളക്ഷാമം നേരിടാൻ കിണർ റീചാർജിങ്ങുമായി ഹെൻറി ബേക്കർ കോളേജ്, പ്രധാന ബ്ലോക്കിന്റെ ടെറസിൽ വീഴുന്ന മഴവെള്ളം മുഴുവൻ കാനസിലെ കിണറിലേക്ക് എത്തിക്കുന്നതാണ് പദ്ധതി. നാലിഞ്ചു പൈപ്പുവഴി ശുദ്ധീകരിച്ച് കിണറിനുള്ളിലേക്ക് എത്തിക്കുന്ന ശുദ്ധീകരണ സംവിധാനമാണ് ഒരു കിണറിൽക്കുറേ. കാലാവസ്ഥ വ്യതിയാനവും, വരൾച്ചയും, ശുദ്ധജലക്ഷാമവും പ്രതിരോധിക്കാൻ ഭൂഗർഭ ജലത്തിന്റെ അളവ് വർദ്ധിപ്പിച്ച് കിണറുകളിൽ ശുദ്ധജലലഭ്യത ഉറപ്പുവരുത്തുകയാണ് ലക്ഷ്യം. കോളേജ് ബർസാർ റവ. ബിജു ജോസഫ്, പ്രിൻസിപ്പൽ ഡോ. ജി.എസ്. ഗിരീഷ്കുമാർ എന്നിവരാണ് സംരംഭത്തിന് മുൻകൈ എടുത്തത്. ഗ്രാമവികാസ് സൊസൈറ്റി ഡയറക്ടർ സിബി പുരയിടം റീചാർജിങ്ങ് യൂണിറ്റ് സ്ഥാപിക്കുന്നതിനാവശ്യമായ സാങ്കേതിക സഹായം നൽകി. ലക്ഷക്കണക്കിന് ലിറ്റർ വെള്ളം ഭൂമിയിൽ സംഭരിക്കുന്ന ഈ പദ്ധതി ഭാവിതലമുറയ്ക്കുള്ള കരുതലും മഹത്തായ ഒരു സന്ദേശവുമാണെന്ന് പ്രിൻസിപ്പൽ പറഞ്ഞു.



കേരളം KERALA

20AA 647162

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (here in after called as the 'MOU') is entered in to on this the 20th day of December -Two Thousand and Nineteen (20.12.2019), by and between

Henry Baker College, Melukavu, Melukavumattom P O, Kottayam District, Kerala State, India here in by its Name of **Competent Authority** (here in after referred as '**First Party**', the institution which expression, unless excluded by or repugnant to the subject or context shall include its successors-in-office, administrators and assigns).

AND

Gramavikas Society, The Second Party and represented Melukavumattom here in after referred to as "**Second Party**", company which expression, unless excluded by or repugnant to the subject or context shall include its successors-in-office, administrators and assigns).

(First Party and Second Party are herein after jointly referred to as 'Parties' and individually as 'Party') as

No. 6862 / 13-618 Rs 100/-

Manoj

Henry Baker College Melukavu

12



12 JUN 2018

WHEREAS:
NOW THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES SET FOR THIS
MOU, THE PARTIES HERE TO AGREE AS FOLLOWS:

CLAUSE1

CO-OPERATION

- 1.1 Both Parties are united by common interests and objectives, and they shall establish channels of communication and co-operation that will promote and advance their respective operations within the **Institution** and its related wings. The Parties shall keep each other informed of potential opportunities and shall share all information that may be relevant to secure additional opportunities for one another.
- 1.2 First Party and Second Party co-operation will facilitate effective utilization of the intellectual capabilities of the faculty of First Party providing significant inputs to them in developing suitable teaching/training systems, keeping in mind the needs of the industry, the Second Party.
- 1.3 The general terms of co-operation shall be governed by this MOU. The Parties shall cooperate with each other and shall, as promptly as is reasonably practical, enter into all relevant agreements, deeds and documents (the 'Definitive Documents') as may be required to give effect to the actions contemplated in terms of this MOU. The term of Definitive Documents shall be mutually decided between the Parties. Along with the Definitive Documents, this MOU shall represent the entire understanding as to the subject matter here of and shall supersede any prior understanding between the Parties on the subject matter hereof.

CLAUSE2

SCOPE OF THE MoU

- 2.1 Both parties believe that close co-operation between the two parties in Rain Water Harvesting
- 2.2 Second Party will give valuable inputs to the First Party in Environment Awareness, Organic Farming, Vegetable Cultivation, Honeybee Keeping, Energy Management, Sustainable Agriculture
- 2.3 There is no financial commitment on the part of the **Henry Baker College, Melukavu**, the First Party to take up any programme mentioned in the MoU. If there is any financial consideration, it will be dealt separately.

**CLAUSE 3
INTELLECTUAL PROPERTY**

- 3.1 Nothing contained in this MOU shall, by express grant, implication, Estoppel or otherwise, create in either Party any right, title, interest, or license in or to the intellectual property (including but not limited to know-how, inventions, patents, copy rights and designs) of the other Party.

**CLAUSE 4
VALIDITY**

- 4.1 This Agreement will be valid until it is expressly terminated by either Party on mutually agreed terms, during which period Gramvikas Society, the Second Party, as the case may be, will take effective steps for implementation of this MOU. Any act on the part of **Training Partner** or **Gramvikas Society**, the Second Party after termination of this Agreement by way of communication, correspondence etc., shall not be construed as an extension of this MOU.
- 4.2 Both Parties may terminate this MOU upon 30 calendar days' notice in writing. In the event of Termination, both parties have to discharge their obligations.

CLAUSE 5
RELATIONSHIP BETWEEN THE PARTIES

5.1 It is expressly agreed that **First Party** and **Second Party** are acting under this MOU as independent contractors, and the relationship established under this MOU shall not be construed as a partnership. Neither Party is authorized to use the other Party's name in any way, to make any representations or create any obligation or liability, expressed or implied, on behalf of the other Party, without the prior written consent of the other Party. Neither Party shall have, not represent itself as having, any authority under the terms of this MOU to make agreements of any kind in the name of or binding up on the other Party, to pledge the other Party's credit, or to extend credit on behalf of the other Party.

Henry Baker College, Melukavu & Gramvikas Society

Any divergence or difference derived from the interpretation or application of the MoU shall be resolved by arbitration between the parties as per the Arbitration Act, 1998. The place of the arbitration shall be District Head Quarters of the First Party. This undertaking is to be construed in accordance with Indian Law with exclusive jurisdiction in the Courts of **Kottayam**.

AGREED:

For Henry College, Melukavu

For Gramvikas Society, Melukavumattom


Authorized Signatory
Dr. GIREESH KUMAR, G.S.
PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU, KERALA - 686 652


Authorized Signatory **ശ്രീമതി പുകയ്ക്കി ദേശ്**
SECRETARY
Grama Vikas Society No. K.162/95
Melukavumattom P.O.-686 652
Kottayam Dt, Kerala



Henry Baker College	Name of Industry
Melukavumattom P. O, Kottayam Dt., Kerala, India. Pin-686652	Gramvikas Society, Melukavumattom
Principal- Dr Gireesh Kumar G.S, Ph:+919447070018 Bursar- Rev. Biju Joseph	Sri.Siby Purayidam
E-mail: hbcprincipal@gmail.com	
Web: www.henrybakercollege.edu.in	

Witness1: 
Dr. Gireesh Kumar

Witness2: 
K.R. Anwarudheen
Pandiikkattu.
Member ward-12.

Witness3: 
Gireesh Kumar

Witness4: 
Biju Joseph

MY TOUR HOLIDAYS
ORIENTATION ON TOUR GUIDING

Resource Person- Mr. Anish Joseph (Muziris Project Guide-27-06-2019)



भारतीय गैर न्यायिक
दस
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TEN
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RS.10
INDIA NON JUDICIAL

കേരളം KERALA 20AA 647163

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (hereinafter called as the 'MOU') is entered in to on this the 28th day of June –Two Thousand and Eighteen (28.06.2018) by and between **Henry Baker College, Melukavu, Melukavumattom P O, Kottayam District, Kerala, State, India** here in by its Name of Competent Authority here in after referred as 'First Party', the institution which expression, unless excluded by or repugnant to the subject or context shall include its successors-in-office, administrators and assigns).

AND

MY TOUR HOLIDAYS, The Second Party and represented Near Head Post Office Idukikavala Kattappana Kerala, Pin – 685508, (here in after referred to as "Second Party", company which expression, unless excluded by or repugnant to the subject or context shall include its successors-in-office, administrators and assigns).

(First Party and Second Party are herein after jointly referred to as 'Parties' and individually as 'Party') as

No. 6267/2018
13.6.2018
Mamayas
Henry Baker college melukavu

12
TREASURY
12 JUN 2018

WHEREAS:

- A) First Party is a Higher Educational Institution named: *Henry Baker College, Melukavu*
- B) First Party & Second Party believe that collaboration and co-operation between themselves will promote more effective use of each of their resources, and provide each of them with enhanced opportunities.
- C) The Parties intent to cooperate and focus their efforts on cooperation within area of Skill Based Training, Education and Research.
- D) Both Parties, being legal entities in themselves desire to sign this MOU for advancing their mutual interests.

NOW THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES SET FOR THIS MOU, THE PARTIES HERE TO AGREE AS FOLLOWS:

CLAUSE1

CO-OPERATION

- 1.1 Both Parties are united by common interests and objectives, and they shall establish channels of communication and co-operation that will promote and advance their respective operations within the Institution and its related wings. The Parties shall keep each other informed of potential opportunities and shall share all information that may be relevant to secure additional opportunities for one another.
- 1.2 First Party and Second Party co-operation will facilitate effective utilization of the intellectual capabilities of the faculty of First Party providing significant inputs to them in developing suitable teaching/training systems, keeping in mind the needs of the industry, the Second Party.
- 1.3 The general terms of co-operation shall be governed by this MOU. The Parties shall cooperate with each other and shall, as promptly as is reasonably practical, enter into all relevant agreements, deeds and documents (the 'Definitive Documents') as may be required to give effect to the actions contemplated in terms of this MOU. The term of Definitive Documents shall be mutually decided between the Parties. Along with the Definitive Documents this MOU shall represent the entire understanding as to the subject matter here of and shall supersede any prior understanding between the Parties on the subject matter hereof.

CLAUSE 2

SCOPE OF THE MoU

- 2.1 The budding graduates from the institutions could play a key role in technological up-gradation, innovation and competitiveness of an industry. Both parties believe that close co-operation between the two would be of major benefit to the student community to enhance their skills and knowledge.
- 2.2 **Curriculum Design:** Second Party will give valuable inputs to the First Party in teaching/ training methodology and suitably customize the curriculum so that the students fit into the industrial scenario meaning fully.
- 2.3 **Industrial Training& Visits:** Industry and Institution interaction will give an insight into the latest developments /requirements of the industries; the Second Party to permit the Faculty and Students of the First Party to visit its group companies and also involve in Industrial Training Programs for the First Party. The industrial training and exposure provided to students and faculty through his association will build confidence and prepare the students to have a smooth transition from academic to working career. The Second Party will provide its Labs /Workshops /Industrial Sites for the hands-on training of the learners enrolled with the First Party.

- 2.1 **Research and Development:** Both Parties have agreed to carry out the joint research activities in the fields of Tourism and Hospitality Industry.
- 2.2 **Skill Development Programs:** Second Party to train the students of First Party on the emerging technologies in order to bridge the skill gap and make them industry ready.
- 2.3 **Guest Lectures:** Second Party to extend the necessary support to deliver guest lectures to the students of the First Party on the technology trends and inhouse requirements.
- 2.4 **Faculty Development Programs:** Second Party to train the Faculties of First Party for imparting training as per the industrial requirement considering the National Occupational Standards in concerned sector, if available.
- 2.5 **Placement of Trained Students:** Second Party will actively engage to help the delivery of the training and placement of students of the First Party into internships /jobs; and will facilitate placements for at least 10% of the students. The Second Party will itself absorb at least 50 of the trained students.
- 2.6 Both Parties to obtain all internal approvals, consents, permissions, and licenses of what so ever nature required for offering the Programmes on the terms specified here in
- 2.7 There is no financial commitment on the part of the **Henry Baker College, Melukavu**, the First Party to take up any programme mentioned in the MoU. If there is any financial consideration, it will be dealt separately.

CLAUSE 3

INTELLECTUAL PROPERTY

- 3.1 Nothing contained in this MOU shall by express grant, implication, Estoppel or otherwise, create in either Party any right, title, interest, or license in or to the intellectual property (including but not limited to know-how, inventions, patents, copy rights and designs) of the other Party.

CLAUSE 4

VALIDITY

* This Agreement will be valid until it is expressly terminated by either Party on mutually agreed terms, during which period MY TOUR HOLIDAYS, the Second Party, as the case may be, will take effective steps for implementation of this MOU. Any act on the part of Training Partner or MY TOUR HOLIDAYS, the Second Party after termination of this Agreement by way of communication, correspondence etc., shall not be construed as an extension of this MOU

- 4.1 Both Parties may terminate this MOU upon 30 calendar days 'notice in writing. In the event of Termination, both parties have to discharge their obligations

CLAUSE 5
RELATIONSHIP BETWEEN THE PARTIES

5.1 It is expressly agreed that **First Party** and **Second Party** are acting under this MOU as independent contractors, and the relationship established under this MOU shall not be construed as a partnership. Neither Party is authorized to use the other Party's name in any way, to make any representations or create any obligation or liability, expressed or implied, on behalf of the other Party, without the prior written consent of the other Party. Neither Party shall have, not represent itself as having, any authority under the terms of this MOU to make agreements of any kind in the name of or binding up on the other Party, to pledge the other Party's credit, or to extend credit on behalf of the other Party.

Henry Baker College, Melukavu

My Tour Holidays

Any divergence or difference derived from the interpretation or application of the MoU shall be resolved by arbitration between the parties as per the Arbitration Act, 1996. The place of the arbitration shall be District Head Quarters of the First Party. This undertaking is to be construed in accordance with Indian Law with exclusive jurisdiction in the Courts of **Kottayam**.

AGREED:

For Henry College, Melukavu

PRINCIPAL
HENRY BAKER COLLEGE,
MELUKAVU



Authorized Signatory

For My Tour Holidays

MY TOUR HOLIDAYS
Near Head Postoffice
Idukki Road
Kottayam - 686004


Authorized Signatory

Henry Baker College	Name of Industry
Melukavumattom P. O, Kottayam Dt., Kerala, India. Pin-686552	Vitree Business Solutions Private LTD 27/540-C,3 rd Main Avenue, Kochi
Principal- Dr.Gireesh Kumar G.S, Ph:+919447070018 Bursar- Rev. V.S Francis, Ph:+919495126055	Saji Sebastian ,Ph.+91954555330
E-mails: hbcprincipal@gmail.com	E-mails:
Web: www.henrybakercollege.edu.in	Web:www.vitree.com

Witness1: 
Anny Thomas

Witness2: 
Prof. Lucia Jara

Witness3: 
Isron George

Witness4: 
SIMON K JOSEPH

MOU WITH TROPICAL INSTITUTE OF ECOLOGICAL SCIENCES



₹. 100 Rs. 100 ONE HUNDRED RUPEES

भारत INDIA INDIA NON JUDICIAL

കേരളം KERALA BW 487227

MEMORANDUM OF UNDERSTANDING
BETWEEN
TROPICAL INSTITUTE OF ECOLOGICAL SCIENCES (TIES),
Kottayam, Kerala
AND
HENRY BAKER COLLEGE, MELUKAVU
Melukavumattam P O, Kottayam

This Memorandum of Understanding (MoU) is entered into between TROPICAL INSTITUTE OF ECOLOGICAL SCIENCES (hereinafter called TIES) with the registered office at Ecological Research Campus, Velloor, Kottayam, Kerala and HENRY BAKER COLLEGE, MELUKAVU, Melukavumattam P O, Kottayam for the purpose of expanding and promoting teaching, research, and community extension and development programmes for the benefit of the community, nature, faculty, students and NGO.

Tropical Institute of Ecological Sciences (TIES) agrees that:

A. TIES will provide partner Colleges with experts for projects and programmes under CNP, and all technical assistance such as research methodologies, survey sheets, trainings etc.

[Signatures and Stamps]

[Stamp: TROPICAL INSTITUTE OF ECOLOGICAL SCIENCES] *[Stamp: HENRY BAKER COLLEGE MELUKAVU]*

No-25941 12/10/2018 Rev. Dr. K. C. Daniel Manager Henry Baker College, melukavu.

ETTUMANOOR B. V. No. 6850 / E

protocols to conduct experiments for the projects/programmes under CNPI.

- C. TIES will provide expert trainings to conduct various research and community development programmes of the college under CNPI.
- D. TIES will provide project opportunities for individual students/ faculty members recommended by the college for projects in various funded projects as per the rules and regulations of the Universities and Governments.
- E. TIES will submit grades for each student/ faculty participated in CNPI to the college for evaluation purposes.
- F. The CNPI activities will be monitored regularly by TIES team and periodic reports will be communicated to the college.
- G. TIES will assist in preparation of publicity materials, publication of reports, scientific papers and other publications.
- H. TIES will provide its infrastructure facilities of TIES campus for various projects/programmes under CNPI, if needed.
- I. TIES will make the arrangements and provide sufficient help for getting legal permissions and other official permissions required for community linked activities such as sample collection, studies inside the forest areas, visit to government institutions, etc.
- J. TIES will not be responsible for any loss incurred to the participants due to unforeseen reasons beyond our control.
- K. No financial support will be provided by TIES in conducting CNPI projects and programmes.
- L. The services offered by TIES under CNPI are chargeable and the same should be agreed by both parties and given in Annexure I. But the expenses towards laboratory experiments, printing and publication expenses, food expenses (during seminar/ workshop etc.) etc. if any, should be borne by the college.

ii. Henry Baker College agrees that:

- A. College will be responsible for organising all programmes and projects under CNPI as per pre-agreed time schedule. Timely conduct of programmes and implementation of project is the sole responsibility of the college.



PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU

Annexure II CNPI - Checklist of Events

- First step** Send a request letter to TIES expressing interest to participate in CNPI 2019-2020
- Second step** After getting confirmation from TIES sign the MOU
- Third step** Conduct a staff meeting in the presence of representative of the Management and explain the CNPI programme. Appoint one teacher co-ordinator and Asst.co-ordinator for CNPI. Also select 3 teachers are Audit officers (one each for water audit, energy audit and biodiversity audit)
- Fourth step** Select 50-60 students from various departments (any student who wish to participate). Fix the date of formal inauguration.
- Fifth step** Preparations of the inauguration. Invite suitable persons for inauguration (see the suggestive programme below). All students, faculty members and non-teaching staff should be participate in the inaugural session which lasts only for one hour. The knowledge of the programme to all members is essential for the success of CNPI.
- Audio-visual support including LCD projector should be provided.
Print 2 Banners –preferably on cloth; see this is an environmental conservation programme. (one for stage and other for entrance) with the following matter:

CNPI GREEN AUDIT 2019-2020
*Inauguration of water, energy and biodiversity
audit of the college campus*

Date

Name of the Venue

Organised by:

College Emblem

Name of the College

In Technical Collaboration with:

Tropical Institute of Ecological Sciences (TIES)



Add our logo just before our title (logo will be given after signing MOU). College emblem also may added.

- Take sufficient number of copies of all forms given (Data entry sheets, forms and manuals will be given after signing MOU) should be prepared (to be used in training sessions of inaugural day)
- Sixth step** Inauguration and first training. Inaugural session will be of one hour duration (10 AM to 11 AM). The whole college including, teaching and non teaching staff, representatives of Management and PTA and all students must attend the first one hour session. The selected 50-60 students, teacher co-ordinators and audit officers should attend the following training sessions which will last

**MOU WITH M/S ENBRIDG, 2ND FLOOR,
HOLY TUESDAY BUILDING KALLOR.**

**Offered Microsoft Office Specialist Certificate programme.
75 Students attended the programme**



HENRY BAKER COLLEGE MELUKAVU
(Affiliated to Mahatma Gandhi University, Kottayam, Kerala, India)
Melukavumattom P.O, Kottayam, Kerala, India PIN. 686652
Email:hbcpprincipal@gmail.com Website:www.henrybakercollege.edu.in

PRINCIPAL

26-07-2019

LIST OF STUDENTS ATTENDED

MICROSOFT OFFICE SPECIALIST CERTIFICATE PROGRAMME 2019-20

SL.NO	NAME OF THE STUDENT	CLASS
1	Karthika Sunil	I-B.Com
2	Prornima Dileep	I-B.Com
3	Gokul Ajayan	I-B.Com
4	Maria Varghese	I-B.Com
5	Bibin Rajesh	I-B.Com
6	Divya Saseendran	I-B.Com
7	Yadu Krishnan M	I-B.Com
8	Sumina A.II	I-B.Com
9	Klinse Manuel	I-B.Com
10	Prabudhiya Karuppaswamy	I-B.Com
11	Hiba Fathima M	I-B.Com
12	Dhanya Mohan	I-B.Com
13	Deepak S	I-B.Com
14	Athul Dev Mursli	I-B.Com
15	Ashish Ipe Thomas	I-B.Com
16	Albert Jacob	I-B.Com
17	Amitha Binu	I-B.Com
18	Soanya Shajan	I-B.Com SF
19	Josna Josekutty	I-B.Com SF
20	Rohan Cherian John	I-B.Com SF
21	Muhammed Aslam	I-B.Com SF
22	Basil Babu	I-B.Com SF
23	Bibi Das B	I-B.Com SF
24	Vishnu Vijayan	I-B.Com SF
25	Reshma Joseph	I-B.Com SF
26	Jithu C.S	I-B.Com SF
27	Athul B Nair	I-B.Com SF
28	Ajesh V.S	I-B.Com SF
29	Sreejith Sasikumar	I-B.Com SF


PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU

30	Josemy Jose	I-B.Com SF
31	Gopika Sunil	I-B.Com SF
32	Ananthakrishnan A	I-B.Com SF
33	Akhil V.H	I-B.Com SF
34	Adith Wilson	I-B.Com SF
35	Denimon Johnson	I-B.Voc
36	Aromal Sajeev	I-B.Voc
37	Anandu S	I-B.Voc
38	Abhijith T Prathapan	I-B.Voc
39	Pooja Satheesh	I-B.Voc
40	Nandana Unnikrishnan	I-B.Voc
41	Mohammed Suhail	I-B.Voc
42	Sachu Mon O.S	I-B.Voc
43	Arya Bina	I-B.Voc
44	Anupriya Biju	I-B.Voc
45	Anila Laji	I-B.Voc
46	Anandhu Babu	I-B.Voc
47	Geethu K.R	I-B.Voc
48	Ajin Joseph	I-B.Voc
49	Chinju Mol Sebastian	I-BA History
50	Shyla R	I-BA History
51	Sneha James	I-BA History
52	Naraswathy M Micheal	I-BA History
53	Priya Kurian	I-BA History
54	Akhil Sunil	I-BA History
55	Abin Saji	I-BA History
56	Bijimol Joseph	I-BA History
57	Ann Mariya Joseph	I-BA History
58	Ancila Silju	I-BA History
59	Ann Maria Sebastian	I-BA English
60	Laya Maria Lal	I-BA English
61	Ajisha George	I-BA English
62	Leyon Joy Manimala	III-B.Com SF
63	Liny Sam	I-B.SC
64	Honey Thomas	I-M.Com
65	Akhila Mathew	I-M.Com
66	Jaslyn Ashraf	I-M.Com
67	Nivya Reji	I-M.Com
68	Jisna Mathew	I-M.Com
69	Athira Shaji	I-M.Com
70	Ashly R	I-M.Com
71	Akshatha C Shaju	I-M.Com
72	Joice Mary Vincent	I-M.Com
73	Suja Markose	I-MA
74	Abin Jose	I-MA
75	Kavyamol K.R	Outsider




 PRINCIPAL
 HENRY BAKER COLLEGE
 WELLSBORO



केरल KERALA

BW 794605

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (hereinafter referred to as MoU) is made and entered into by and between M/s. ENBRIDG, 2nd Floor, Holy Tuesday Building, Kaloor -17, Ernakulam, Kerala represented by its Executive Manager, Miss, Rohini Unnikrishnan, hereinafter referred to as the **FIRST PARTY** is authorized by M/s. Active Edu-Technologies India Private Limited, a Certipoint Authorized State Reseller- Kerala and Karnataka to sell certification products of Certipoint in the territory specified in their mutual MoU.

And

HENRY BAKER COLLEGE, having its registered office / campus at Melkavayattom, Kottayam, Kerala, represented by its Principal, Dr. Gireesh Kumar G.S, here in after referred to as the **SECOND PARTY**; which expression shall, unless repugnant to the context or meaning thereof, include its successor and assigns;

No. 13458 Rs 100/- Enbridy
7/11/2018 Kaloor
Kochi



The FIRST PARTY and the SECOND PARTY are herein after collectively referred to as the 'PARTIES'.

1. **Whereas**, the FIRST PARTY is authorized to sell Certipoint certification programs as it is authorized by M/s. Active Edu-Technologies India Private Limited a Certipoint Authorized State Reseller- Kerala and Karnataka to sell certification products of Certipoint in the territory specified in their mutual MoU.
2. And **Whereas**, the SECOND PARTY is desirous to certify its students in Microsoft Office Specialist.

NOW THIS AGREEMENT WITNESSES AS UNDER:

1. The SECOND PARTY has approached the FIRST PARTY and its desirous to certify its **100 (One Hundred) Students** in Microsoft Office Specialist certifications and the FIRST PARTY has accordingly accepted the proposal based on which both the parties hereby agreed to conduct the above said program under the terms and conditions laid down in this agreement.
2. Whereas the FIRST PARTY and the SECOND PARTY consider it as necessary, and in the best interest of the parties to reduce such terms and conditions to writing on a stamped paper. The Validity of the MoU will be for one year from **7th November 2018 to 31st November 2019**.

OBLIGATIONS

1. The FIRST PARTY will at all times maintain good working order in all deliverables for the order placed.
2. The FIRST PARTY will dedicate a managing member of its staff with adequate support structure to act as the focal point to co-ordinate activities with the SECOND PARTY.
3. Both the parties agreed that the '**Training, Exam and Certification Fee**' for the students of SECOND PARTY shall be at a concessional rate of **Rs. 2300/- (Two Thousand Three Hundred)** only, for **MICROSOFT OFFICE** online examination and certification as the SECOND PARTY agreed to purchase a minimum of **100 (One Hundred)** exam vouchers for its students. The SECOND PARTY shall make the payment in **two installments** as follows :

12th November 2018	:	Rs. 1,15,000/-
5th December 2018	:	Rs. 1,15,000/-
Total	:	Rs. 2,30,000/-

4. The SECOND PARTY agreed to pay the entire project amount of **Rs.2,30,000/- (Two Lakhs Thirty Thousand Only)** for the total number of exam vouchers purchased, irrespective of whether they fully utilized it or not during the MoU Period.
5. The SECOND PARTY will get 12 months time to utilize the entire thousand vouchers from the date of MoU.
6. The FIRST PARTY agrees to provide 2 Days orientation training for the students before the exam. Training timing shall be fixed as per the mutual discussion & understanding between both the parties.

7. The minimum number of participating students for each batch should be 50. No batches will be started without the minimum number of students.
8. The venue and classroom facilities including PCs and internet connectivity for online test and training will be provided by the SECOND PARTY.
9. Under any circumstances, if a class cannot be conducted on a given day, the same will be informed by the SECOND PARTY to the FIRST PARTY at least two days in advance and vice versa. Every student's presence is to be ensured by the School, and if the trainer arrives for a scheduled class as per program, the class will be taken irrespective of the number of students present.
10. It will be the responsibility of the SECOND PARTY to inform the students regarding the scheduled classes or special arrangements. Proper record of attendance of the students shall be maintained by the SECOND PARTY if required. Otherwise the attendance taken by FIRST PARTY shall be accepted as final.
11. As a part of this agreement The SECOND PARTY will get ATC Status from CERTIPORT.
12. SECOND PARTY will be able to display the ATC status on their Boards / websites / brochures.
13. Second Party agrees to use, in advertising and promoting the Products and Services, only those materials approved by FIRST PARTY and in compliance with Program marketing and logo usage guidelines set forth, and to use the same in accordance with instructions from First Party
14. The SECOND PARTY shall consider all the information provided by the FIRST PARTY under this Agreement as confidential. The SECOND PARTY undertakes not to divulge any confidential information to any person except to its employees who need to know the information for successful conduct of the training.
15. The SECOND PARTY shall not transfer, reproduce or reuse any material, soft copy, software or otherwise provided by the FIRST PARTY in personal or institutional capacity.
16. The SECOND PARTY undertakes that the Certification shall be propagated and exercised only through the FIRST PARTY and no other party shall be approached for the delivery of the Certification in any of the campus under the management ownership of the SECOND PARTY, during the term of this MoU.
17. The certificates of the successfully completed students will be provided as per the given schedule.
 - Soft Copies within 30 days of the examination.
 - Printed Certificates within 60 days of the examination.
18. The PARTIES shall not be considered in default of the performance of their obligations under the terms of this 'Memorandum', if such performance is prevented or delayed for any causes beyond the reasonable control of the PARTY affected including war, hostilities, revolution, riots, civil commotion, strikes, lockouts, epidemic, fire, explosion, flood, earth-quake, act of God, any act of Government, espionage, , governmental action or interruption of services or any other cause beyond the control of the concerned PARTY which could not have been foreseen or avoided by the exercise of due diligence.
19. All the advertisement materials will be designed and publicized with prior approval from FIRST PARTY in writing.

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20. TERMS

Second party agrees:

- a) To conduct its business operations in accordance with all applicable local laws and regulations.
 - b) It shall (a) conduct business in conformance with sound ethical standards of integrity and honesty; (b) conduct business in such a way as to not give the appearance of impropriety, even when the behavior or activity is in compliance with the law; (c) not achieve business results by illegal acts or unethical conduct; (d) prohibit Second Party's Support Staff and other employees, agents and subcontractors from offering, paying or authorizing financial, and/or any other items of value or other advantage to be given to any official or employee of any government or political party, political candidates, employees of government enterprises or any other person or entity, with knowledge or a reason to believe that such payment or promise to pay will be made to any government official (each, an Official) for the purposes of (i) obtaining an improper business advantage; (ii) influencing such Official to take, or not to take, any action or decision; or (iii) inducing such Official to use his or her influence to affect any act or decision of a government.
21. Except as provided in this agreement the initial term of the SECOND PARTY's association with the FIRST PARTY shall be for a period of one year initially from the date of commencement of this agreement which shall be the date of signing of this agreement by the parties.
22. The title conferred vide this agreement is not transferable to any third party, individual or otherwise other than legal heirs for which a transfer of title has to be executed with adequate reasons for transfer.
23. The agreement shall get lapsed at the end of the first year and at the option of the parties and the agreement may be renewed for another term as mutually agreed upon by the parties. If in any case any of the parties don't want the agreement to be renewed, the same may be communicated in writing 30 days in advance to the date of renewal.
24. The FIRST PARTY reserves the right to terminate this agreement at their option if they are convinced that the SECOND PARTY has violated the purview of this agreement at any point of time with a prior written notice stating the points of violation thirty days in advance and vice versa.
25. The expenses incurred if any in case of termination shall be borne by the party who is at fault.

DISPUTE RESOLUTION:

26. If any dispute arises between the PARTIES here to during the subsistence of this 'Memorandum' or thereafter, in connection with the validity, interpretation, implementation or alleged material breach of any provision of this 'Memorandum', the PARTIES hereto shall endeavor to settle such dispute amicably. In the case of failure by the PARTIES to resolve the dispute in the manner set out above within 15 (fifteen) days from the date when the dispute arose, the dispute shall be referred to arbitration of a Sole Arbitrator to be appointed by the SECOND PARTY. The place of arbitration shall be Ernakulam.
27. The arbitration proceeding shall be governed by the Arbitration and Conciliation Act, 1996 and shall be in the English language. The Arbitrator shall also decide on the costs of the arbitration proceedings.
28. The Arbitrator's award shall be substantiated in writing and the PARTIES hereto shall submit to the Arbitrator's award which shall be enforceable in any competent court of law.

JURISDICTION OF COURTS:

29. This 'Memorandum' shall be governed and construed in accordance with the prevailing laws of India and subject to the provisions of this clause, shall be subject to the exclusive jurisdiction of the courts at Ernakulam.

MISCELLANEOUS:

30. It is agreed between the PARTIES that this 'Memorandum' is on a Principal-to-Principal basis and does not create any employer-employee or principal-agent relationship between the FIRST PARTY on the one hand and the SECOND PARTY on the other. The FIRST PARTY shall not represent or designate his / its business premises as an office of the SECOND PARTY. The FIRST PARTY shall not advertise in any form on behalf of the SECOND PARTY.

31. Stamp duty and other taxes and levies on this 'Memorandum' shall be borne by the SECOND PARTY.

NOTICES:

32. All notices required to be served by either of the PARTIES hereto shall be deemed to have been duly and effectually served, if delivered by hand or addressed by registered post at the following addresses:

Executive Manager
M/s. Enbridg
2nd Floor, Holy Tuesday Building
Kaloor, Cochin,
Kerala-682017

Principal
Henry Baker College
Melukavumattom,
Kottayam,
Kerala-685605



33. This 'Memorandum' shall be executed in duplicate. The FIRST PARTY shall keep the original. The SECOND PARTY shall keep the copy.


IN WITNESS WHEREOF the parties hereto have signed this deed on this Date 07-11-2018

Signature of the FIRST PARTY


Executive Manager
M/s. Enbridg


Signature of the SECOND PARTY


Principal
Henry Baker College
Melukavumattom,
Kottayam,
Kerala-685605

PRINCIPAL
HENRY BAKER COLLEGE,
MELUKAVU

Witness:
1 
JOMON K JOSEPH

Witness:
2 
ANANDIA KRISHNAN, B.A., M.A., C

MOU with Centre for Continuing Education.

Offered Courses in DCA and Diploma in shipping and Logistic Management



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

PRINCIPAL

06-08-2019

LIST F STUDENTS ATTENDED DCA COURSE 2018-19

Sl. NO	NAME	CLASS
1	Aleena Therese Raj	I-B.Com
2	Amalamol P Sathesh	I-B.Com
3	Anjali Suresh	I-B.Com
4	Agartha S.	I-B.Com
5	Aarathy P.K	I-B.Com
6	Ashira A.S	I-B.Com
7	Ashira Baburaj	I-B.Com
8	Grace Mary George	I-B.Com
9	Minu Pious	I-B.Com
10	Robin Ninan	I-B.Com
11	Ann Treasa Jojo	I-B.Com SF
12	Aarwan Pradespan	I-B.Com SF
13	Dino Joshy	I-B.Com SF
14	Shinto Jojo	I-B.Com SF
15	Sneha Soman	I-B.Com SF
16	Melvin Sebastian	I-BA English
17	Nibiya Biju	I-BA English
18	Suryalevi M Madhu	I-BA English
19	Tinoy Elvis	I-BA English
20	Nandhu K Surendren	I-B.Sc
21	Anandhu Sasankan	I-B.Sc
22	Joe P Thomson	I-B.Sc
23	Jayalakshmi V.S	I-M.Com
24	Abhijeeth Aji	I-M.Com
25	Reno Reese	I-MA
26	Sarikala Sasi	I-MA
27	Anita Joy	I-MA
28	Amitha George	I-MA
29	Josmimol Kurien	Outsider




PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU



GOVERNMENT OF KERALA



CENTRE FOR CONTINUING EDUCATION KERALA



CERTIFICATE



Certificate No. : 190717708

Registration No. : C18052700CA0042 Online Verification Code : C190011739

Certified that Mr./Ms. **ABHIJITH AJI**

has successfully completed the course **Diploma in Computer Application**

at the sub centre

Henry Baker College, Melukavu

with the duration of **Six Months**

The candidate has been awarded Grade **B+** for his / her performance

in the examination conducted in **July 2019**



[Signature]
Controller of Examinations

Date of Issue: **09.08.2019**

DIRECTOR
Centre for Continuing Education Kerala
Thiruvananthapuram - 695 002

Grade : A - Marks > 85% ; B - Marks > 75% and < 85% ; B+ - Marks > 65% and < 75% ; C - Marks > 55% and < 65% ; D - Marks > 35% and < 55%
To verify this certificate visit the URL: <http://www.ccek.org.in/>



GOVERNMENT OF KERALA

CENTRE FOR CONTINUING EDUCATION KERALA



CERTIFICATE



Certificate No. 190717710

Registration No. C18052700CA0034

Online Verification Code C190011741

Certified that Mr./Ms. AMALAMOL P SATHEESH

has successfully completed the course Diploma in Computer Application

at the sub centre

Henry Baker College, Melukavu

with the duration of Six Months

The candidate has been awarded Grade B+ for his / her performance

in the examination conducted in July, 2018

Date of Issue: 06.09.2019



Signature of Director

DIRECTOR
Centre for Continuing Education Kerala,
Thiruvananthapuram - 695 023

Grade: A - Marks > 90% ; B - Marks > 80% and < 90% ; C - Marks > 70% and < 80% ; D - Marks > 60% and < 70% ; E - Marks > 50% and < 60% ; F - Marks > 40% and < 50% ; G - Marks > 30% and < 40% ; H - Marks > 20% and < 30% ; I - Marks > 10% and < 20% ; J - Marks > 0% and < 10%
To verify this certificate online visit: <http://www.ccek.org.in/verify>



GOVERNMENT OF KERALA

CENTRE FOR CONTINUING EDUCATION KERALA



CERTIFICATE



Certificate No. 190717711

Registration No. C1805270DCA0051

Online Verification Code C190011742

Certified that Mr./Ms. AMITHA GEORGE

has successfully completed the course Diploma in Computer Application

at the sub centre

Henry Baker College, Melukavu

with the duration of Six Months

The candidate has been awarded Grade B+ for his / her performance

in the examination conducted in July 2019

Date of Issue 06.08.2019



Handwritten signature of the Director

Director of Examinations

DIRECTOR

Centre for Continuing Education Kerala
Thiruvananthapuram - 695 033

Grade: A+ (Rank 1-10%), A (Rank 11-20%), B+ (Rank 21-30%), B (Rank 31-40%), C (Rank 41-50%), D (Rank 51-60%), E (Rank 61-70%), F (Rank 71-80%), G (Rank 81-90%), H (Rank 91-100%)
To verify this certificate online visit: <http://www.ccek.org/verify>



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.henrybakercollge.edu.in

PRINCIPAL

18-10-2019

LIST OF STUDENTS ATTENDED

PROFESSIONAL DIPLOMA IN SHIPPING & LOGISTICS 2018-19

SL.NO	NAME OF THE STUDENT	CLASS
1	Aswin N.K	I-B.Com
2	Arundakrishnan M.P	I-B.Com
3	Richard Mathew	I-B.Com
4	Amal Joseph	I-B.Com
5	Aswath T.M	I-B.Com
6	Rohan Cherian John	I-B.Com SF
7	Sreekanth Sreenivasan	I-B.Com SF
8	Martin Joseph	I-B.Com SF
9	Nandhu S Nair	I-B.Com SF
10	Abin Sebastian	I-B.Com SF
12	Gokul Krishna	I-B.Com SF
11	Joe K Thomas	I-B.Sc
13	Jithin Johnson	II-B.Com
14	Dona Sebastian	II-B.Com
15	Shilpa Sauthosh	II-B.Com
16	Abin V.T	Outsider
17	Ajithkumar V.A	Outsider




PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU



GOVERNMENT OF KERALA



CENTRE FOR CONTINUING EDUCATION KERALA

STATEMENT OF MARKS

Name of Course	Professional Diploma in Shipping & Logistics
Name of Student	ABIN V T
Registration No.	C18052700140005

Subject	Marks Awarded	Maximum Marks
Fundamentals of Logistics and Inventory Management [PDSL T001]	95	150
Export Documentation And Shipping [PDSL T002]	87	150
Marketing Principles And Business Communication [PDSL T003]	95	150
Total Marks	267	450
Percentage of Marks	63.78%	
Final Grade	Grade: B	

Grade:

Marks \geq 91%	A+
Marks \geq 81% and $<$ 91%	A
Marks \geq 66% and $<$ 81%	B+
Marks \geq 51% and $<$ 66%	B
Marks \geq 35% and $<$ 51%	C

Compared by :Verified by :

Date of Issue: 18.10.2019



Controller of Examinations

DIRECTOR
Centre for Continuing Education Kerala
Thiruvananthapuram - 695 003



GOVERNMENT OF KERALA



CENTRE FOR CONTINUING EDUCATION KERALA

STATEMENT OF MARKS

Name of Course	Professional Diploma in Shipping & Logistics
Name of Student	RICHARD MATHEW
Registration No.	C1805270D140909

Subject	Marks Awarded	Maximum Marks
Fundamentals of Logistics and Inventory Management [PGDL 1001]	103	150
Export Documentation And Shipping [PGDL 1002]	86	150
Marketing Principles And Business Communication [PGDL 1003]	97	150
Total Marks	286	450
Percentage of Marks	63.56%	
Final Grade	Grade: B	

Grade:

Marks \geq 91%	A+
Marks \geq 81% and $<$ 91%	A
Marks \geq 66% and $<$ 81%	B+
Marks \geq 51% and $<$ 66%	B
Marks \geq 35% and $<$ 51%	C

Compared by: _____

Verified by: _____

Date of Issue: 18.10.2019



Controller of Examinations

DIRECTOR
Centre for Continuing Education Kerala
Thiruvananthapuram - 695 002



GOVERNMENT OF KERALA



CENTRE FOR CONTINUING EDUCATION KERALA

STATEMENT OF MARKS

Name of Course	Professional Diploma in Shipping & Logistics
Name of Student	ANANDAKRISHNAN M P
Registration No.	C180527ED140011

Subject	Marks Awarded	Maximum Marks
Fundamentals of Logistics and Inventory Management [FDSL 1001]	102	150
Export Documentation And Shipping [FDSL 1102]	90	150
Marketing Principles And Business Communication [FDSL 1003]	90	150
Total Marks	282	450
Percentage of Marks	62.67%	
Final Grade	Grade: B	

Grades:

- Marks ≥ 91% A+
- Marks ≥ 81% and < 91% A
- Marks ≥ 66% and < 81% B+
- Marks ≥ 51% and < 66% B
- Marks ≥ 35% and < 51% C

Compared by : 

Verified by : 

Date of Issue: 10.10.2019



Controller of Examinations

DIRECTOR
Centre for Continuing Education Kerala
Thiruvananthapuram - 695 022

HENRY BAKER COLLEGE, MELUKAVU

International Linkage Programme

Report of the English Volunteer Service conducted in Henry Baker College, Melukavu in collaboration with Birch hall Learning Centre, Kirby, England.

The Memorandum of Understanding between Birch Hall Centre for Learning and Leadership, Kirby, England and Henry Baker College, Melukavu was duly signed by Mr. Alexander Philips, Director of Birch Hall and Dr. Abraham Daniel, Principal of the college on 14 June 2013 on the 195th birthday of Rev. Henry Baker Junior. It is a covenant made between both Institutions for educational partnership and cooperation.

Prime Objectives:

- To witness the loving presence of God which Rev. Henry Baker(Jr.)from Kirby has demonstrated to the people of Melukavu and adjoining places.
- To enhance the English speaking and communicative skills of the students through service of volunteers sent from Kirby.
- To provide exposure to the Indian life and culture to the volunteers from Kirby.

During the Academic Year 2013 -14, Mr. Felix Austin, the first volunteer tutor from Bridge hall joined the college on 1 June 2013. He had taken communication English training class for the students. He returned to England on 15 August 2013. Birch Hall volunteer tutors Miss. Olivia Vonberg and Miss Rebecca Smalden were in the college from 22 of September 2013 to 28 December 2013. They were provided accommodation in the women's hostel. The following programs were organized in the college:

1. Language Training programmes\
2. Certificate Course in Communicative English

The classes were scheduled from 1.20-2.00 p.m as well as 4.00-4.30 p.m. The training programs helped the students to enhance their English speaking skills. The college provided all the possible opportunities for them to experience the Indian life and culture by visiting places of historical importance and tourist destinations. They were given farewell on 28 December 2013. Principal Dr. Abraham Daniel presided over the meeting. They were given mementos as a token of gratitude.

During the Academic Year 2015-16, Ms. Tracey Walker, Birch Hall volunteer tutor visited our college in the month of June 2015. She had taken conversation English training sections through various speaking activities like group discussions, role plays, debates and games. Classes were scheduled from 1.20 p.m- 2.00 p.m. As she had given accommodation in the women's hostel, the hostellers got an opportunity to interact with her. She conducted special Communicative English classes in the hostel along with Yoga classes. The classes were concluded by 3 July 2015 by giving her a Farewell by the students. Dr. Aniyamma Varughese presided over the meeting and presented a memento to Ms. Tracey Walker as a token of appreciation.

The Conversational English Training Programme of the academic year 2016-17 started on 6 September 2016. Mr. Joby Philip and Mr. Oscar Gravell, from the Birch Hall were the tutors. They were provided accommodation at Bishop's House, Chalamattom. Classes were scheduled from 1.20 to 2.00 pm as well as the free hours. To make learning more interesting the students were introduced into various games and other activities. They had visited some of the student's home and made familiar with our culture and lives. The classes were concluded on 3 November 2016. The farewell meeting was presided over by Smt. Lisa George, Principal in charge of the college. Dr. Antony Joseph, Head of the Department of Commerce presented the mementoes to Mr. Toby Philip and Mr. Oscar Gravell.



Students with Mr. Joby Philip and Mr. Oscar Gravell



Henry Baker College
Melkote



Rev. Henry Baker(D.J.)



BIRCH HALL
Centre for Learning and Leadership

Memorandum of Understanding (MOU) between Birch Hall, Centre for Learning and Leadership, KIRPA, England and Henry Baker College, Melkote, Karnataka, India.

1. Introduction

This MOU is an expression of a covenant made between Birch Hall and Henry Baker College, for educational partnership and cooperation duly signed by Mr. Alexander Phipps, Director of Birch Hall, Kirby and Prof. Dr. Abraham Daniel, Principal, Henry Baker College, Melkote for and on behalf of the respective institutions.

2. Objectives

1. To witness the living process of God which Rev. Henry Baker (D.J.) from Kirby has demonstrated to the people of Melkote and adjoining places.
2. To enhance the English speaking and communicative skills of students of Henry Baker College through service of volunteers sent from Kirby.
3. To provide exposure to the Indian life and Culture to the volunteers from Kirby.

3. Terms

1. The Birch Hall agrees to serve the students of Henry Baker College by providing English Communicative skill training through Student Volunteers.
2. Henry Baker College agrees to offer all possible opportunities to the volunteer to experience and to learn the diverse Indian life and culture.
3. Henry Baker College will provide local hospitality to the volunteer.
4. This memorandum is signed in connection with Rev. Henry Baker (D.J.) Birth 50th Centenary programme that lasts for 7 years. Extension of this student volunteer programme depends on evaluation of its performance in the previous year (6).

We hope that this programme, which came into existence by signing this MOU, will help students of our institutions to know each other and will help for mutual enrichment.

Mr. Alexander Phipps BSc, MA
Director
Birch Hall, Centre for Learning and Leadership

Prof. Dr. Abraham Daniel M.A., Ph.D
Principal
Henry Baker College

Signed on June 14, 2012 on the 120th Birthday of Rev. Henry Baker (D.J.)

REPORT OF THE PARTNERSHIP EXCHANGE PROGRAM BETWEEN HENRY BAKER COLLEGE, MELUKAVU AND ALBERT SCHWEITZER SCHOOL, GERMANY.

The Memorandum of understanding between Henry Baker college and Albert Schweitzer School for mutual partnership and cooperation in the field of education, was signed on 6th September 2013. The period of validity of the MOU has been for 5 years of the first phase and will be extended further based on the evaluation of its performance in the previous years. The prime objective of the partnership is to promote intercultural and global learning. It is signed by the Dr. Abraham Daniel Principal of the College, Prof. Joseph Thomas, Staff Chaplin of the college, Elizabeth Hillebrand, Headmistress Albert Schweitzer School and Rev. Dr. Jochen Waldorf, School Pastor.

Vision:

- To Promote intercultural and global learning.
- To Encourage and enable students and staff to get to know and understand how people in our partner country live socially, culturally and religiously.
- To think and act in a global context.
- To handle cultural differences.

Aims:

- To provide opportunities for the students and staff for learning through exchange visits.
- To provide international learning opportunity through cultural programmes, home stay with students and staff and participatory learning experiences during visits.
- To provide opportunities for longer stays of ASS-students at HBC after their graduation and stays of HBC students at ASS.
- To encourage cooperation in mutual projects

- To encourage establishing personal contacts between students and staff via digital media.
- To learn about education system, teaching and learning practice of both countries.

The Partnership between HBC and ASS cooperates with existing church partnership between the Protestant deaneries in Oberhessen and the Diocese of East Kerala within the Church of South India. MOU signed for a period of 5 Years as first phase and will be extended further based on evaluation of its performance.

During the Academic Year 2013- 14, from 6 – 13 September 2013, a team of 8 members, including School Pastor, teachers and students from Albert Schweitzer School visited the college as part of the program. The following were the team members:

1. Rev. Dr. Jochen Waldorf, School Pastor
2. Mr. Ralf Muller, Volunteer Exchange Programme Coordinator, Protestant Diocese, Germany.
3. Ms. Miriam Reus, Teacher
4. Mr. Mirko Pietz, Teacher
5. Mr. Josia Clemens, Student
6. Ms. Miriam Knan, Student
7. Ms. Katherina Deisernoth, Student
8. Ms. Lea Julia Scholl, Student

The college provided them accommodation. Five of them stayed in the College Women's Hostel and the rest resided in the Bishop's House, Chalamattom. They visited our class to learn about the education system as well as teaching and learning methodologies. Along with the teachers and students of our college, they visited some historically important places and tourist destinations in Kerala. They got the opportunity to take part in the Onam celebrations of the college. Bishop Rt. Rev Dr. K J Samuel, Former Bishop in East Kerala Diocese and former Manager of the College, presented mementos to the guests. As per the MOU, a group of teachers and students from the college will visit ASS in 2014, in order to promote participatory learning experiences.



During the Academic Year 2014-15, as part of the Partnership Exchange Program between the Albert Schweitzer School and Henry Baker College, a group of 10 members, including staff and students of the college were selected for the Partnership Visit to Germany for a period of 3rd September to 19th September 2014. The following was the list of the team members:-

1. Dr. Aniyamma Varughese, Associate professor, Department of Chemistry
2. Mrs. Liza George, Associate Professor, Department of Physics
3. Dr. Santo Jose, Assistant professor, Department of Commerce
4. Mrs. Ansa Andrews, Assistant Professor, Department of English
5. Mr. K. P George, Office Staff.
6. Ms. Anitha K Andrews- III B A English
7. Ms. Aparna Merin Mathew-III B. Com
8. Ms. Sandyamol Sajan-III BSc Physics
9. Ms. Ahana Maria David-II B.com
10. Mr. Justus Jose – III B A History

The Deanery of Alsfield met all the expenses of the visit and provided hospitality for the team. The team members visited Albert Schweitzer School, Churches and many historically important places in Germany. The team members attended the classes in the school, interacted with the students and teachers and made presentations about Henry Baker College. The students in the team got several opportunities for performing cultural programs. The team celebrated Onam in Germany with Pookkalam and Onasadhya. Albert Schweitzer School provided home stays for our team members with the students and staff members of the school. It facilitated a better understanding of how the people in the partner region live socially and culturally.



MEMORANDUM OF UNDERSTANDING



MEMORANDUM OF UNDERSTANDING
BETWEEN
HENRY BAKER COLLEGE
MELUKAVU (KERALA, INDIA)
AND
ALBERT-SCHWEITZER-SCHULE
ALSFELD (GERMANY)



This Memorandum of Understanding (MoU) is an agreement between Henry Baker College Melukavu India (HBC) and Albert-Schweitzer-Schule Alsfeld/Germany (ASS) for mutual partnership and cooperation in the field of education.

1. Vision

The Objective of the partnership is to promote intercultural and global learning. We want to encourage and enable students and staff to get to know and understand how people in our partner region live socially, culturally and religiously, to handle cultural differences, to widen their personal horizons and to think and act in a global context.

2. Partnership Program aims

- To provide opportunities for the students and staff for learning and encounter through exchange visits
- To provide an international learning opportunity through cultural programs, home stay with students and staff and participatory learning experiences during visits
- To provide opportunities for longer stays of ASS-students at HBC after their graduation and stays of HBC-students at ASS. German students may offer German classes; Indian students may cooperate with German teachers in the preparation of classes in their fields of study. These stays are to be organized within the framework of an official institution of the State or Church, who are to administer them
- To encourage cooperation in mutual Projects: students of ASS and HBC may cooperate from their respective point of view in different projects, with particular emphasis on digital media
- To encourage establishing personal contacts between students and staff via digital media
- To learn about the education system, teaching and learning practice of both countries

3. Terms of Service

Henry Baker College & Albert-Schweitzer-Schule mutually agree to:

- Provide all institutional support for organizing the team's visit to both institutions
- Provide local hospitality and internal travel for the team during their visit
- Arrange mutually agreed programs in cooperation to both institutions
- Discuss programs and projects of common interest for mutual enrichment
- Regularly inform students and staff of both institutions about the partner

4. Address of organizations

Henry Baker College
Melukavumattom P.O
Kottayam - 686 652
Kerala, India

Web: www.henrybakercollege.edu.in/
Email: hbcprincipal@gmail.com
Ph: (0091) 04822 - 219014

Albert-Schweitzer-Schule Alsfeld
Schillerstrasse 1
D-36304 Alsfeld
Germany

Web: www.ass-alsfeld.de
Email: poststelle@albert-schweitzer-alsfeld.schulverwaltung@hessen.de
Ph: (0049)-6631-705900


The Henry-Baker-College is administered by the Church of South India (East Kerala Diocese) and officially recognized. The Albert-Schweitzer-Schule is a public school qualifying for university admission.

The partnership between HBC and ASS cooperates with the existing church partnership between the Protestant deaneries in Oberhessen (Protestant Church of Hesse and Nassau - EKHN) and the Diocese East Kerala within the Church of South India (CSI).


5. Period of validity


This MoU is signed for a period of 5 years as first phase and will be extended further based on evaluation of its performance in the previous years.

Signed by representing institutions on 6 September 2013


Prof. Dr. Abraham Daniel
Principal, Henry Baker College


Prof. Joseph Thomas
Staff Chaplain, HBC


Elisabeth Hillebrand
Headmistress, Albert-Schweitzer-Schule


Rev. Dr. Jochen Walldorf
School pastor, Albert-Schweitzer-Schule