

## **Annual Reports of the Professional Development/Administrative Training Programmes organized by the Institution**

The Faculty Development Centre of the college organizes various Professional Development and Training Programmes for teaching and non-teaching staff of the college. The FDC was established in 2015 with the prime objective to organize faculty development programmes in order to enrich their knowledge and skill and thereby ensure excellence in academics. It immensely contributes to the growth of the institution.

### **Functions of the Faculty Development Centre:**

1. Organize and conduct faculty development and training programmes such as Seminars, Workshops and Invited Talks.
2. Provide resources and means to proceed and continue the research works of teachers in their respective disciplines to acquire doctoral qualification.
3. Recognize the accomplishment of the faculties awarded with Ph.D.
4. Encourage the teachers to take up Major and Minor Research Projects.
5. Facilitate the faculty members to publish their research papers in reputed journals.
6. Motivate the faculties to participate in National/ International Seminars/Workshops and Conferences.
7. Intimate the faculty members about the Induction Programmes, FDP's, Orientation Programmes and Refresher Courses conducted by UGC and other agencies.

### **Faculty Development Centre Members**

- **Chairman :** Dr. G S Gireesh Kumar, Principal
- **Coordinator:** Dr. Nisha Joseph, Department of History
- **Members:**
  - Dr. Beena Paul, Department of History
  - Dr. Disha V J, Department of Chemistry
  - Smt. Ansa Andrews, Department of English
  - Sri. Jennipher Carlos Hossanna, Department of Commerce

## Annual Report of the Professional Development/ Administrative Training Programmes organized by the Institution during the Academic Year 2019-20

Considering the significance of Faculty Development Programmes in the academic/ professional development of the staff, the IQAC in association with the Faculty Development Centre of our institution organized four faculty development programmes for the teaching staff and three administrative training programmes for the non-teaching staff during the academic year 2019-20. Among these Programmes, “Colonialism and Christianity: A History of Evangelical Mission Work Among the Travancore Hill Tribes”, on 04.02.2020 was organized by the Postgraduate Department of History, in association with the Faculty Development Centre.

**The following are the list of Professional/ Faculty Development programmes/ Academic Retreats/ Administrative Training Programmes conducted during the year 2019-20.**

Date	Title of the professional development program organised for teaching staff	Title of the administrative training program organised for non-teaching staff	No. of participants
04.06.2019	Academic Retreat(FDP)		40
16.09.2019		Efficient use of Technology in Administration	10
28.12.2019		Efficient Utilization of Funds	11
27.01.2020		Audit Review and Accounts	11
27.01.2020	Academic and Administrative Audit for Quality Enhancement		39
04.02.2020	Colonialism and Christianity: A History of Evangelical Mission Work Among the Travancore Hill Tribes		40
25.05.2020	Faculty Development Programme on Academic Excellence in the Digital Era		40

**Coordinator**

  
Dr. Nisha Joseph



**Principal**

  
Dr. G S Gireesh Kumar

**PRINCIPAL**  
**HENRY BAKER COLLEGE**  
MELUKAVU

## Annual Report of the Professional Development/ Administrative Training Programmes organized by the Institution during the Academic Year 2018-19

Faculty Development Centre of our institution is very keen about the academic/ administrative development of the staff. Faculty Development Centre and IQAC organized six professional development and administrative training programmes for the teaching and non-teaching staff during the academic year 2018-19. The programmes “Iron Age: Burial Monument and Time Frame” and “Finding the Local: Methodology and Perspectives” were organized in association with the Postgraduate Department of History.

**The following are the list of Professional/ Faculty Development programmes/ Academic Retreats/ Administrative Training Programmes conducted during the year 2018-19.**


Date	Title of the professional development program organised for teaching staff	Title of the administrative training program organised for non-teaching staff	No. of participants
02.06. 2018	Academic Retreat(FDP)		39
01.10.2018	Iron Age: Burial Monument and Time Frame		37
20.10.2018		Guidance on E- Grants and Stipend	10
05.01.2019		Training on PD Account	9
15.03.2019	Finding the Local: Methodology and Perspectives		67
29.03.2019	Online Attendance System		25

**Coordinator**

  
Dr. Nisha Joseph



**Principal**

  
Dr. G S Gireesh Kumar  
PRINCIPAL  
HENRY BAKER COLLEGE  
MELUKAVU

## Annual Report of the Professional Development/ Administrative Training programmes organized by the Institution during the Academic Year 2017-18

The Faculty Development Centre of our college convened well charted faculty development and training programmes during the academic year 2017-18. Several faculty members have been benefited from the programmes. Apart from the Academic Retreat conducted on 03.06.2017, two other professional development programmes conducted for the teaching staff. An administrative development programme on KSR was conducted for the non-teaching staff. “Evangelical Ethnography and the Question of Religion in Kerala”, conducted on 14.05.2018, was in association with the Postgraduate Department of History. The following are the list of programmes conducted during the year 2017-18.

Date	Title of the professional development program organised for teaching staff	Title of the administrative training program organised for non-teaching staff	No. of participants
03.06.2017	Academic Retreat(FDP)		35
05.08.2017		Orientation programme on KSR	10
10.02.2018	Green Efforts for an Eco-friendly campus		25
14.05.2018	Evangelical Ethnography and the Question of Religion in Kerala		34

**Coordinator**

  
Dr. Nisha Joseph



**Principal**

  
Dr. G S Gireesh Kumar

**PRINCIPAL**  
**HENRY BAKER COLLEGE**  
**MELUKAVU**

## Annual Report of the Professional Development/ Administrative Training Programmes organized by the Institution during the Academic Year 2016-17

The IQAC and the Faculty Development Centre of our institution facilitates various faculty development and academic training programmes for the all-round development of the faculty members. Our institution organised three programmes for the teachers including Academic Retreat(FDP), FDP on “ Research and Innovation” and “The Myth of Reading: Film, Literature,Text” during the year 2016-17. Among these, “The Myth of Reading: Film, Literature, Text,” conducted on 04.11.2016 was organized in association with the Department of English. List of Programmes conducted during the year 2016-17 are as follows.

Date	Title of the professional development program organised for teaching staff	Title of the administrative training program organised for non-teaching staff	No. of participants
04.06.2016	Academic Retreat(FDP)		34
23.07.2016	Research and Innovation		26
04.11.2016	The Myth of Reading: Film, Literature,Text.		82
26.11.2016		Guidance on Store Purchase Manual and Accounts	7

**Coordinator**

*Nisha Joseph*  
Dr. Nisha Joseph



**Principal**

*G S Gireesh Kumar*  
Dr. G S Gireesh Kumar

**PRINCIPAL**  
**HENRY BAKER COLLEGE**  
**MELUKAVU**

## Annual Report of the Professional Development/ Administrative Training Programmes organized by the Institution during the Academic Year 2015-16.

The Internal Quality Assurance Cell of the college in association with the Faculty Development Centre provides ample opportunity for our faculty members to attend Professional/ Administrative Development programmes. Our institution conducted five such programmes during the year 2015-16. Among the five programmes, two were conducted for non-teaching staff. “The Question of Adivasi Land in Kerala: Tracing Roots from History,” was organized in collaboration with the Postgraduate Department of History. The following are the list of programmes:

Date	Title of the professional development program organised for teaching staff	Title of the administrative training program organised for non-teaching staff	No. of participants
06.06.2015	Academic Retreat(FDP)		34
05.09.2015	Quality Assurance in Higher Education Sphere		33
15.10.2015		Pay Fixation and Increment	10
21.11.2015		Training on “Cash Book Maintenance and Fund Utilization”	10
19.03.2016	The Question of Adivasi Land in Kerala: Tracing Roots from History		50

**Coordinator**

  
Dr. Nisha Joseph



  
**Principal**

Dr. G S Gireesh Kumar

