



HENRY BAKER COLLEGE

MELUKAVU, KOTTAYAM **Founded 1981**

Accredited by NAAC With 'A' Grade **An ISO 9001 : 2015 Certified Institution**

A Christian Minority Educational Institution run by C.S.I East Kerala Diocese
Affiliated to Mahatma Gandhi University, Kottayam

INTERNAL QUALITY ASSURANCE CELL

Minutes and Action Taken Report

2021-2022

INTERNAL QUALITY ASSURANCE CELL (IQAC) HENRY BAKER COLLEGE, MELUKAVU










HBC/IQAC/2021-2022

MINUTES OF THE IQAC MEETING

held on 27.07.2021, Tuesday 2.00 pm at Principal's Office

Chairman: Dr. Gireesh Kumar G S, Principal

Members present in the meeting

1. Dr. Gireesh Kumar G S, Principal 
2. Dr. Disha V J, IQAC Co-ordinator 
3. Dr. Nisha Joseph, Joint Co-ordinator 
4. Dr. Beena Paul 
5. Dr. Ansa Andrews 
6. Mr. Justin Jose 
7. Mr. Isson George 
8. Mr. Jithin Thomas Abraham 
9. Mr. Jomon K Joseph 


Agenda of the meeting


1. Remedial classes for 3rd semester UG Degree students.
2. IQAC file work
3. PPT presentations- Principal's Presentation and Department presentation.
4. Department File Work completion and verification
5. 2020-2021 Report Submission/correction/minutes
6. 2021-2022 Programmes Listing
7. 2021-2022 Club/Cells/ Committees-Action Plan/Minutes
8. Certificate programme

Decisions Taken

1. Conduct remedial classes for 3rd semester degree students on
28/07/2021- 01/08/2021- Core & Complimentary Courses,
02/08/2021-03/08/2021- Common Course - English
09/08/2021-Hindi/Malayalam.
2. Complete the Principals Presentation by 2nd August 2021 and IQAC file work by 13th August 2021.
3. Complete Department's file work by 05/08/2021 and file verification on 6th August 2021.

4. Conduct revised PPT presentations of Departments on 6th August 2021
5. Last date for the submission of 2020-2021 Report /minutes is on 30th July 2021
6. Mr. Jithin Thomas Abraham was entrusted to list out the activities of 2021-2022.
7. All Clubs/Cells/ Committees must submit the Action Plan/Minutes of 2021-2022 on 30th July 2021
8. The departments were entrusted to conduct at least one certificate programme for the Academic year 2021-2022 and submit the syllabus on/before 30th September 2021.

Dr. Disha V. J. 
IQAC Co-ordinator


Dr. Gireesh Kumar G.S.
Principal



PRINCIPAL
HENRY BAKER COLLEGE,
MELUKAVU

INTERNAL QUALITY ASSURANCE CELL (IQAC)
HENRY BAKER COLLEGE, MELUKAVU









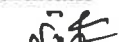
HBC/IQAC/2021-2022

MINUTES OF THE IQAC MEETING

held on 12.08.2021, 2.00 pm at Principal's Office

Chairman: Dr. Gireesh Kumar G S, Principal

Members present in the meeting


1. Dr. Gireesh Kumar G S, Principal 
2. Dr. Disha V J, IQAC Co-ordinator 
3. Dr. Nisha Joseph 
4. Dr. Beena Paul 
5. Dr. Ansa Andrews 
6. Mr. Justin Jose 
7. Mr. Isson George 
8. Mr. Jithin Thomas Abraham 
9. Mr. Jomon K Joseph 

Agenda of the meeting

1. Preparation of NAAC Peer Team Visit

Decisions Taken

1. Submit the finalised PPT, profile and 4 page leaflet of all Departments, Clubs and Cells on or before 16/08/2021.
2. All Departments, Clubs and Cells must hand over the documents and photos to Exhibition committee by 30/08/2021.
3. Conduct Pre- Peer Team visit of Mentor Institution MES College, Marampally on 04/09/2021 in online mode and on 11/09/2021 in offline mode.

Dr. Disha V. J. 
IQAC Co-ordinator

Dr. Gireesh Kumar G.S. 
Principal

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INTERNAL QUALITY ASSURANCE CELL (IQAC)
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HBC/IQAC/2021-2022

MINUTES OF THE IQAC MEETING

held on 19.11.2021 at 2.30.pm at Seminar Hall

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

Members & Criteria convenors:


1. Dr. Gireesh Kumar G S, Principal
2. Dr. Nisha Joseph, IQAC Co-ordinator
3. Mr. Jithin Thomas Abraham,
4. Dr. Disha V J
5. Dr. Beena Paul
6. Dr. Ansa Andrews
7. Dr. Jeevan Kumar
8. Mrs. Dona Sebastian
9. Mr. Justin Jose
10. Mr. Korah Jacob
11. Mr. Jomon K Joseph
12. Mr. Isson George
13. Mr. Shinu Thomas P

Agenda


1. Reconstitution IQAC Core Committee
2. IQAC's Significant contribution for the current academic year
3. College Best Practice for the next cycle of accreditation
4. NIRF Ranking India 2022
5. Criteria wise Meeting

Decisions

1. IQAC reconstituted after the NAAC Peer Team Visit.
2. Arrange faculty development programme for Teaching and non-teaching staff,
Orientation Programme for students.
3. Gender and Wellness were selected as the college best practice.
4. Apply for NIRF Ranking India 2022
5. Conduct criteria wise meeting for further improvement.


Dr. Nisha Joseph
IQAC Coordinator




Dr. Gireesh Kumar G S
Principal
HENRY BAKER COLLEGE
MELUKAVU

INTERNAL QUALITY ASSURANCE CELL (IQAC)
HENRY BAKER COLLEGE, MELUKAVU









HBC/IQAC/2021-2022

MINUTES OF THE IQAC MEETING

held on 13.04.2022 at 11.15 am, IQAC Room

Chairman: Dr. Gireesh Kumar G S, Principal

Members:


1. Dr. Gireesh Kumar G S, Principal 
2. Dr. Nisha Joseph, IQAC Co-ordinator 
3. Mr. Jithin Thomas Abraham 
4. Dr. Disha V J 
5. Dr. Beena Paul 
6. Dr. Ansa Andrews 
7. Dr. Jeevan Kumar K 
8. Mr. Justin Jose 

Agenda:


1. AQAR data collection
2. Workshop on PO, PSO & CO Measurement
3. Professional ethics programmes & IPR workshop
4. Green Audit, Energy Audit, Environment audit

Decisions:

1. Collect activity reports of clubs, cells and departments.
2. Conduct Workshop on PO, PSO & CO Measurement
3. Conduct IPR workshop
4. Conduct Professional ethics programmes for TS/NTS
5. Green Audit, Energy Audit, Environment Audit – decided to appoint teachers to collect data.


Dr. Nisha Joseph
IQAC Coordinator




Dr. Gireesh Kumar G S
Principal
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MELUKAVU

Action Taken Report

2021-2022

Sl. No.	Proposed Activity	Action Taken
1	Remedial Coaching	Remedial coaching conducted as per schedule
2	Preparation of Pre- Peer Team Visit	Pre- Peer Team Visit by Mentor Institution was conducted on 04/09/2021 and 11/09/2021 in online and offline mode respectively
3	NAAC Peer Team Visit	NAAC Peer Team Visit was conducted successfully on 20 th and 21 st September 2021 and accredited with A Grade with CGPA-3.06
4	Reconstitution IQAC Core Committee	IQAC Core Committee is reconstituted after NAAC Peer Team visit
5	Faculty development programme for Teaching and non-teaching staff	Faculty development programme on ICT Enabled Teaching for Teaching and administrative training for non-teaching staff
6	Orientation Programme for students.	Conducted Orientation Programme for students.
7	Participation in AISHE and NIRF College Ranking	Participated in All India Survey on Higher Education. Registered and uploaded the data in NIRF ranking for the year 2022 in February 2022
8	AQAR data collection for the academic Year 2021-2022.	Collected activity reports of clubs, cells and departments
9	Workshop on PO, PSO & CO Measurement	Workshop on PO, PSO & CO Measurement- Part 1 conducted
10	Professional ethics programmes & IPR workshop	Conducted Professional ethics programmes for TS/NTS and IPR workshop
11	Green Audit, Energy Audit, Environment Audit	Conducted Green Audit, Energy Audit, Environment Audit




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