

INTERNAL QUALITY ASSURANCE CELL(IQAC)

HENRY BAKER COLLEGE, MELUKAVU

HBC/IQAC/2018-19/01

MINUTES OF THE IQAC MEETING

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

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

Members Present the Meeting

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

Agenda of the Meeting

1. Review of minutes of previous IQAC Meeting and subsequent action taken.
2. Review of Academic Results and Action plan for improvement.
3. Approval of Academic Calendar and Plan
4. Approval of New Certificate Programmes.
5. Talent Hunt - Aspire 2K20
6. Approval of Course Plans 2018-19
7. Deciding Committees and individual Charges of Teachers for the Academic Year 2018-19
8. Bridge Course 2018
9. Any other point with permission of the chair

Decisions of the Meeting

1. Approved the minutes of previous IQAC Meeting.
2. Decided to prepare an action plan on the basis of academic results
3. Approved the College Academic Calendar and Plan 2018-19
4. Decided to approve Certificates Programmes offered by the departments for the AY 2018-19
 - i. Archival Studies
 - ii. Tour Guiding
 - iii. Introduction to financial management
 - iv. User interface design
 - v. Soft skills
 - vi. Income tax
 - vii. Behavioural finance
 - viii. Environmental ethics
 - ix. Introduction to R software
5. Decide to conduct a Talent Hunt - Aspire 2K20 immediately after first year admission.
6. Decided to approve Course plans submitted by the different departments for the AY 2018-19
7. Decided and forwarded Teachers Duty 2018-19
8. Decided to start first year UG classes with a one week bridge course.
9. The meeting analysed the previous academic year activities and approved the suggestions

The meeting ends up with 4.00 PM

Prof. Korah Jacob
Co-ordinator, IQAC

Dr. Gireesh Kumar G.S.
Principal