

INTERNAL QUALITY ASSURANCE CELL(IQAC)

HENRY BAKER COLLEGE, MELUKAVU

HBC/IQAC/2017-18/06

MINUTES OF THE IQAC MEETING

held on 28/03/2018, Wednesday 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. Dr. Antony Joseph
3. Dr. K. Jeevan Kumar
4. Dr. Beena Paul
5. Prof. Korah Jacob
6. Prof.Shinu Thomas P.
7. Prof. Paul Mathews
8. Dr. Nisha Joseph
9. Dr. JincyDevasia
10. Smt. Elizabeth Joseph

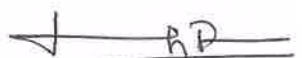
Agenda of the Meeting

1. Review of minutes of previous IQAC Meeting and subsequent action taken.
2. Annual Academic and Administrative Audit
3. Management Audit
4. Action Plan 2018-19
5. Self Appraisal of Teachers
6. Performance appraisal of Non teaching Staff
7. Any other point with permission of the chair

Decisions of the Meeting

1. Approved the minutes of previous IQAC Meeting.
2. Decide that to complete an Annual Academic and Administrative Audit within 31/03/2018.
3. Decide that to request for conducting Management Audit in this upcoming summer vacation.
4. Decided that to prepare an action plan for next academic year 2018-19.
5. Decided to collect UGC self appraisal form of all teachers within 31/03/2018.
6. The meeting entrusted to the principal for confidentially collecting the Performance appraisal of Non teaching Staff
7. Decided that to give proper directions to students and all for keeping our campus neat, clean and eco friendly.

The meeting ended up with 4.00 PM


Prof. Korah Jacob
Co-ordinator, IQAC




Dr. Gireesh Kumar G.S.
Principal

PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU