

INTERNAL QUALITY ASSURANCE CELL(IQAC)

HENRY BAKER COLLEGE, MELUKAVU

HBC/IQAC/2018-19/06

MINUTES OF THE IQAC MEETING

held on 29/03/2019, 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. GopuSurendren

10. Mr. Reno Reese


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. Academic Strategic Plan 2019-2022
5. Action Plan 2019-20
6. Self Appraisal of Teachers
7. Performance appraisal of Non teaching Staff
8. 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 31/03/2019.
3. Decide that to request for conducting Management Audit in this upcoming summer vacation.
4. A committee headed by Prof. Jenipher Carlos Hosanna, constituted for preparing Academic Strategic Plan 2019-2022
5. Decided that to prepare an action plan for next academic year.
6. Decided to collect UGC self appraisal form of all teachers within 31/03/2019.
7. The meeting entrusted to the principal for confidentially collecting the Performance appraisal of Non teaching Staff
8. 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
HENRY BAKER COLLEGE
MELUKAVU