

# INTERNAL QUALITY ASSURANCE CELL (IQAC)

HENRY BAKER COLLEGE, MELUKAVU

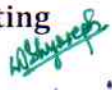
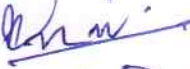
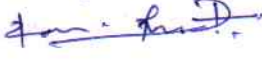




HBC/IQAC/2016-17/06

## MINUTES OF THE IQAC MEETING

held on 30/03/2017 Friday at 3.00 Pm .in Principal's Office

Chairperson: Dr. Nisha Joseph, D & DO

### Members Present the Meeting

1. Dr. Nisha Joseph , D& DO 
2. Prof. Renjith Sebastian 
3. Prof. Korah Jacob 
4. Dr. Antony Joseph
5. Dr. K. Jeevan Kumar 
6. Dr. Beena Paul 
7. Prof. Liza George 
8. Ms. Jeena Mary Johnson 

### 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 2016-17
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 31/03/2016.
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 2017-18.
5. Decided to collect UGC self appraisal form of all teachers within 31/03/2017.
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. Nisha Joseph  
Drawing & Dorsing Officer  
Henry Baker College  
Melukavu