

INTERNAL QUALITY ASSURANCE CELL(IQAC)

HENRY BAKER COLLEGE, MELUKAVU

HBC/IQAC/2015-16/06

MINUTES OF THE IQAC MEETING

held on 31/03/2016, Thursday at 3.00 Pm. in Principal's Office

Chairperson: Dr. Aneyamma Varghese, Principal

Members Present the Meeting

1. Dr. Aneyamma Varghese, Principal *Aneyamma Vg.*
2. Prof. Korah Jacob *Korah Jacob*
3. Prof. Renjith Sebastian *Renjith Sebastian*
4. Prof. Annie George *Annie George*
5. Dr. Antony Joseph *Antony Joseph*
6. Dr. K. Jeevan Kumar *K. Jeevan Kumar*
7. Dr. Babu Joseph *Babu Joseph*
8. Dr. Beena Paul *Beena Paul*
9. Prof. Ansa Andrews *Ansa Andrews*
10. Prof. Shinu Thomas P *Shinu Thomas P*
11. Prof. Paul Mathews *Paul Mathews*
12. Sri. K P George *K P George*
13. Mr. Sibin Raju *Sibin Raju*
14. Ms. Aparna Merin Mathew *Aparna Merin Mathew*

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 2016-2019
5. Action Plan 2016-17
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 31/03/2016.
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 2016-2019
5. Decided that to prepare an action plan for next academic year.
6. Decided to collect UGC self appraisal form of all teachers within 31/03/2016.
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

Korah Jacob

Prof. Korah Jacob
Co-ordinator, IQAC



Aneyamma Vg.
Dr. Aneyamma Varghese

Principal
HENRY BAKER COLLEGE
MELUKAVU