

INTERNAL QUALITY ASSURANCE CELL(IQAC)

HENRY BAKER COLLEGE, MELUKAVU

HBC/IQAC/2019-20/01

MINUTES OF THE IQAC MEETING

held on 07/06/2019, 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. Dr. Santo Jose
3. Dr. Disha V J.
4. Prof. Ansa Andrews
5. Prof. Jenipher Carlos Hosanna
6. Prof. Justin Jose
7. Dr. Nisha Joseph
8. Sri. Dennis Cherian
9. Sri. Anish Thanikkal
10. Mr. Isson George

Agenda of the Meeting

1. Review of minutes of previous IQAC Meeting and subsequent action taken.
2. Review of Academic Result and Action plan for improvement.
3. Academic Calendar and Plan
4. Resources and Infrastructure requirement for addition of new courses.
5. Talent Hunt – Aspire 2K20
6. Approval of New Certificate Programmes.
7. Approval of Course Plans 2019-20
8. Teachers Duty 2019-20
9. Bridge Course 2019
10. Any other point with permission of the chair

Decisions of the Meeting

1. Approved the minutes of the last Meeting.
2. Decided to prepare an action plan on the basis of academic results
3. Approved the Academic Calendar and Plan 2019-20
4. Decided to inform the necessity of Resources and Infrastructure requirement.
5. Decided to Conduct a Talent Hunt for identifying students for arts and sports events.
6. Decided to approve 25 certificates courses offered by different departments.
7. Decided to approve Course Plans 2019-20
8. Approved and forwarded Teachers Duty 2019-20
9. Decided to conduct bridge course immediately after the admission.
10. Decide to arrange a work shop to all staff members for NACC Accreditation Process.

The meeting ended up with 4.00 PM

Dr. Santo Jose

Co-ordinator, IQAC




Dr. Gireesh Kumar G.S.


Principal
HENRY BAKER COLLEGE
MELUKAVU

Attachment : **List of Certificate Programmes for the Academic Year 2019-20**

1	Certificate Programme in an introduction to the cultural heritage of Kerala
2	Certificate Programme in Archival Studies
3	Certificate Programme in IT Applications in History
4	Certificate Programme in Theory and Practice of Oral History
5	Certificate Programme in Stress Management
6	Certificate Programme in Fundamentals of Tourism
7	Certificate Programme in Art of Small Talk
8	Certificate Programme in Communication And Personality Skills for Tourism
9	Certificate Programme in Household Wiring and Equipment Servicing
10	Certificate Programme in Communications Skills in English
11	Certificate Programme in Film Studies
12	Certificate Programme in First Aid
13	Certificate Programme in Health and Physical Fitness
14	Certificate Programme in Human Resource Management (HRM)
15	Certificate Programme in Covid -19; Timeline of WHO
16	Certificate Programme in Fundamentals of Computer System
17	Certificate Programme in Soft Skills
18	Certificate Programme in Income Tax
19	Certificate Programme in Environmental Ethics
20	Certificate Programme in an Introduction to R' software
21	Certificate Programme in Behavioural Finance
22	Certificate Programme in Research Methodology
23	Certificate Programme in Entrepreneurship Development
24	Certificate Programme in Journalism And Modern Technology
25	Certificate Programme in Hindi in Daily Life


Dr. Santo Jose
 Co-ordinator, IQAC




Dr. Gireesh Kumar G.S.
 Principal
 PRINCIPAL
 HENRY BAKER COLLEGE
 MELUKAVU