



HENRY BAKER COLLEGE

MELUKAVU, KOTTAYAM

Founded 1981

Accredited by NAAC With 'A' Grade An ISO 9001 : 2015 Certified Institution

A Christian Minority Educational Institution run by C.S.I East Kerala Diocese

Affiliated to Mahatma Gandhi University, Kottayam

INTERNAL QUALITY ASSURANCE CELL

Minutes

2022-2023

Minutes of the IQAC Meeting Held on 19.10.2022 at 4.00.pm

Members:

1. Dr. Gireesh Kumar G S, Principal *gn*
2. Dr. Nisha Joseph, IQAC Co-ordinator *KJBW*
3. Dr. Jeevan Kumar *J*
4. Dr. Disha V J *D*
5. Dr. Beena Paul *B*
6. Dr. Ansa Andrews *A*
7. Mrs. Dona Sebastian *D*
8. Mr. Justin Jose *J*
9. Mr. Korah Jacob *K*
10. Mr. Jithin Thomas Abraham *J*
11. Mr. Shinu Thomas P. *S*
12. Mr. Jomon K Joseph *J*

Agenda

1. AQAR 2021-22 submission
2. Annual Academic Audit
3. Bridge course and Orientation for new comers
4. Submission of Anti-ragging Affidavit
5. Institutional Development Plan
6. Certificate Programme
7. IPR Seminar

Decisions

1. Ensure the submission of the AQAR by December 15, 2022.
2. Complete the AAA by November 26, 2022.
3. Conduct Bridge Courses and Orientation Programme for PG and UG students on November 3, 7, and 8, 2022.
4. The meeting decided to complete the submission of the Anti-ragging Affidavit by October 20, 2022.
5. It decided to develop a Institutional Development Plan for the next ten years.
6. The meeting also entrusted each department to start new certificate programme for the academic year 2022-23.
7. It is also decided to conduct IPR seminar for the students by November, 2022.

KJBW
IQAC Coordinator

gn
Principal
HENRY BAKER COLLEGE
MELUKAVU



Minutes of the IQAC Meeting Held on 28.11.2022 at 1.30.pm

Members:

1. Dr. Gireesh Kumar G S, Principal *gm*
2. Dr. Nisha Joseph, IQAC Co-ordinator *NJM*
3. Dr. Jeevan Kumar *JK*
4. Dr. Disha V J *DVJ*
5. Mrs. Dona Sebastian *DS*
6. Mr. Korah Jacob ~~*KJ*~~
7. Dr. Ansa Andrews *AA*
8. Mr. Shinu Thomas P *STP*
9. Mrs. Ashly Mereena Mathew *AM*
10. Mr. Jithin Thomas Abraham *JTA*
11. Mr. Jomon K Joseph *JKJ*

Agenda

1. AQAR present status
2. Course Schedule
3. Henry Baker Memorial Lecture
4. NIRF data preparation and submission
5. Organise skill development and youth empowerment programme

Decisions

1. The criteria conveners are directed to submit the Annual Quality Assurance Report (AQAR) by December 12, 2022.
2. The submission deadline for the Course Schedule is on or before December 14, 2022.
3. The Henry Baker Memorial Lecture is scheduled to be conducted on December 22, 2022.
4. The meeting entrusted Dr. Disha VJ and Mr. Isson George to compile and coordinate the work of preparing NIRF data.
5. The meeting has decided to collaborate with the Career Guidance Cell to organize a youth empowerment and skill development program.

NJM
IQAC Coordinator

gm
Principal

PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU



Minutes of the IQAC Meeting Held on 13.03.2023 at 4.00.pm

Members:

1. Dr. Gireesh Kumar G S, Principal *gn*
2. Dr. Nisha Joseph, IQAC Co-ordinator *WDSM*
3. Dr. Jeevan Kumar *JK*
4. Dr. Disha V J *DVJ*
5. Mrs. Dona Sebastian *DS*
6. Mr. Korah Jacob *KR*
7. Dr. Ansa Andrews *AA*
8. Mr. Shinu Thomas P *STP*
9. Mrs. Ashly Mereena Mathew *AMM*
10. Mr. Jithin Thomas Abraham *JTA*
11. Mr. Jomon K Joseph *MJKJ*

Agenda

1. Activity Report submission 2022-2023
2. AQAR data collection
3. Arangola- Folklore Festival
4. Two Day Residential Program for Tenth and Plus Two Students

Decisions

1. All departments and relevant stakeholders are directed to ensure timely and comprehensive submission of the activity report for the academic year 2022-2023.
2. The collection of AQAR (Annual Quality Assurance Report) data is mandated for the academic year.
3. The meeting also decided to conduct a folklore fest 'Arangola' on 23rd March 2023.
4. A Two-Day Residential Program for Tenth and Plus Two Students is scheduled. The organizing committee is directed to plan and execute the program, considering the academic and personal development needs of the students. Necessary resources and support will be provided by the college to ensure the success of the program.

WDSM
IQAC Coordinator

gn
Principal



PRINCIPAL
HENRY BAKER COLLEGE
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Minutes of the IQAC Meeting Held on 19.05.2023 at 11.00 am

Members:

1. Dr. Gireesh Kumar G S, Principal *gn*
2. Dr. Nisha Joseph, IQAC Co-ordinator *NJBW*
3. Dr. Disha V J *Di*
4. Dr. Ansa Andrews *A*
5. Mr. Shinu Thomas P *ST*
6. Mr. Justin Jose *JJA*
7. Mr. Jomon K Joseph *JJK*

Agenda

1. Faculty Development Programme
2. Academic Year Planning
3. Feedback collection & analysis
4. Annual Academic Audit

Decisions

1. The meeting decided to conduct a Faculty Development Programme on May 31, 2023.
2. The meeting decided to prepare an Academic Plan for the year 2023-2024.
3. Entrust the Feedback Committee to conduct feedback analysis.
4. Conduct the Annual Academic Audit by the end of June, 2023.

NJBW
IQAC Coordinator

gn
Principal
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