



YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	HENRY BAKER COLLEGE, MELUKAVU
• Name of the Head of the institution	Dr.Gireesh Kumar G S
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	9656170018
• Mobile no	9447070018
• Registered e-mail	principal@henrybakercollege.edu.in
• Alternate e-mail	hbcprincipal@gmail.com
• Address	Melukavumattom P O, Kottayam
• City/Town	Kottayam
• State/UT	Kerala
• Pin Code	686652
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	Mahatma Gandhi University, ,Kottayam				
• Name of the IQAC Coordinator	Dr. Nisha Joseph				
• Phone No.	9526354675				
• Alternate phone No.	9526354675				
• Mobile	9526354675				
• IQAC e-mail address	iqac@henrybakercollege.edu.in				
• Alternate Email address	iqachbc@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://henrybakercollege.edu.in/Uploads/Files/SSR-%20After%20DVV.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.henrybakercollege.edu.in/Academics/0/Academic%20Calendar				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A	3.06	2021	28/09/2021	27/09/2026
6.Date of Establishment of IQAC			02/06/2014		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NA	NA	NA	NA	NIL	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of			View File		

IQAC		
9.No. of IQAC meetings held during the year	4	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>Accredited with NAAC A Grade with CGPA 3.06, 4th October 2021 Participated in NIRF RANKING 2022 Conducted FDP on ICT Enabled Teaching Organized FDP on Outcome Based Education Conducted FDP on National Education Policy Conducted FDP for Administrative Staff</p>		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
Mock peer team visit	Before the actual Peer Team visit, the Mock visit by an expert team by mentoring institution helped to smoothen the rough edges in our preparation and get better equipped for actual visit
Co-ordinate and Arrange exhibition for Peer Team visit, with space for club, cells and extension activities	Relevant data of the college was presented in the exhibition in a systematic and structured manner
FDP for teaching staff	Conducted three workshops on ICT enabled teaching, OBE workshop, FDP on National Education Policy.
FDP for Administrative staff	Conducted FDP for administrative staff
Orientation classes for students	Orientation classes for students on Learning in Digital environment, orientation programme 'Power Stream'
Orientation class for Teaching and administrating staff	Conducted
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
College Staff Council	20/12/2022
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2020-21	10/03/2022
15. Multidisciplinary / interdisciplinary	

Being an affiliated college under MG University, the college follows the curriculum and syllabus of the university. The choice of open courses and elective courses as part of UG Programmes and electives as part of PG programmes enable interdisciplinary discourses. The mandatory Open Course offered by all Departments at Graduation level for students of other streams encourage interdisciplinary participation for which credits are awarded. The college has become a Local Chapter for NPTEL/SWAYAM courses in 2019 and has been encouraging students to enrol and access different specialisations of study. B. Voc. programme in Tourism and Hospitality Management provide multiple entry and exit options. The College has various Add-On/Certificate Courses which have been started with the aim of enhancing and enriching the learning experience of students.

16.Academic bank of credits (ABC):

Being an affiliated college under Mahatma Gandhi University Kottayam, the institution does not currently get to register for ABC and is waiting for positive amendments. However, students are encouraged to enrol in online MOOC programs/courses under NPTEL.

17.Skill development:

For strengthening vocational training in tune with the National Skills Qualifications Framework (NSQF), Henry Baker College offers one B. Voc., programme in Tourism & Hospitality Management. Skill development of the learner is ensured through add on courses approved by the Centre for Continuing Education Kerala, certificate courses and workshops. The artistic and sports programmes and other club and association activities are directed at developing Life skills along with the co-curricular and extra -curricular ones. Entrepreneurship Development Club, in association with Industries Department of the Govt. of Kerala organizes different training programmes to inculcate the entrepreneurial spirit among the students. There are also collaborations with Institutes to provide hands-on training for the students in areas such as Hospitality Management. Career development and placement cell periodically conducts career orientation classes and employability skill development training.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Henry Baker College always integrate Indian knowledge and culture in our teaching learning practices. We have switched over to Malayalam as the official language. We promote bilingual classroom sessions and encourage our students to undertake field visits to the indigenous community and settings to internalize the diverse culture

and tradition of the region. The college library has a special collection of vernacular books on Indian literature, tradition, history, and culture. We ensure that all first year undergraduate students enrol as NSS volunteers, and take part in a seven day rural live-in camp. Every year we celebrate yoga day. To uphold the Indian culture and tradition, we celebrate important festivals and commemorates days of National Importance. The college is offering Hindi and Malayalam as additional languages through classroom. Through interactions with literary luminaries, the college encourages the interest of the students in these languages. The degree course in History will make the students aware of the significant periods of ancient Indian history. Study tours conducted by different departments enables the students familiar with historically significant places and monuments of the country. HBC radio broadcasts programmes related to culture and heritage of our country.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

IQAC organized a workshop for faculties on Outcome Based Education in association with Kerala State Higher Education Council. IQAC organizes orientation programme for first year students at the beginning of the academic year. POs and PSOs are introduced to the students during the induction programme. At the beginning of the semester, each faculty member in charge of the course introduces the Course Outcomes (COs) to the students and explains the mode of delivery and assessment. Course plan is prepared by the faculties for the assessment of respective course outcomes. The outcomes are displayed at prominent places in each department, classrooms and also in the website for proper awareness.

20.Distance education/online education:

The college had equipped all our teachers through periodic training in the use of various ICT tools. The college is well-equipped with IT infrastructure for online programmes. The facilities available in the classrooms—smart boards, high speed Wi-Fi internet, LCD projector with Wi-Fi access—enable blended learning. College is a local chapter of SWAYAM-NPTEL and students have been encouraged to join MOOC courses. The first year undergraduate students are encouraged to do a MOOC course in Organic Farming. The students can access the study materials, e-resources and other learning materials from the college website.

Extended Profile

1.Programme

1.1	239
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	View File
2.Student	
2.1	551
Number of students during the year	
File Description	Documents
Institutional Data in Prescribed Format	View File
2.2	56
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	View File
2.3	207
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	38
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	40
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4. Institution

4.1	25
Total number of Classrooms and Seminar halls	
4.2	126.17
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	52
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Henry Baker College, Melukavu being affiliated to Mahatma Gandhi University, Kottayam has implemented CBCS in UG and CSS in PG programmes as per the regulations of Mahatma Gandhi University.

Planning of Curriculum Delivery

- A College Academic Calendar prepared by the IQAC every year in lines with the University Academic Calendar charts out the schedule of the internal examinations.
- A Three - Year Strategic Plan is charted by the IQAC in order to plan the curricular as well as co-curricular activities for three years.
- Course Plans (graduate attribute linked) and Course Schedules.
- A master time table and department time tables are prepared under the supervision of the Principal and the IQAC, at the commencement of every academic year.

Implementation

- Teacher's Diary, Daily Worksheet, Jyothirgamaya (Mentoring record), and Prefect's Dossier

Curriculum Implementation and Delivery

- Entry-level exam, Bridge Course, College Library with e-resources, SWAYAM NPTEL, Quiz competitions (once a week via Quizizz) and Orientation Programme conducted by Career Guidance Cell, Seminar participation (KHC) Historica, A Word A Day, Film Show, Exhibitions, Exposure Visits, Industrial Visits, Invited Lectures, World Poetry Day and Peer Teaching.
- The level of knowledge acquisition is measured through an alignment of PO-PSO-CO framework.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.henrybakercollege.edu.in/NAAC-Docs/AOAR/2021-22/Criteria%201/1.1.1/Link.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The college is affiliated to Mahatma Gandhi University, Kottayam and adheres to the rules and regulations set by the University in conducting CIE and End Semester Examinations.

- Academic Calendar: At the commencement of the academic year, an Academic Calendar along with an Internal Examination Calendar is charted out by the IQAC, in tune with the University Academic Calendar. The Academic Calendar incorporates information on monthly tests, internal examinations, model examinations, study leave, semester break and parents' meet. An Internal Examination Calendar is also prepared.
- Continuous Internal Evaluation is done on the basis of Assignments, Seminars, Project Reports, Internship etc.
- Internal Examinations. The Internal Examination Cell headed by coordinator is in charge of the internal examinations. The schedule for conducting monthly tests, internal examinations, model examinations, time-bound valuation of answer scripts, publishing of results and PTA meeting is intimated to the teachers and students two weeks before the commencement of the examinations.
- Parents' Meeting: A parents' meeting is organized by the end of each semester adhering to the Academic Calendar.

- **Internal Examination on Research Methodology for VI Semester B.A English students.**

IQAC ensures the strict adherence to the Academic Calendar in the conduct of CIE.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.henrybakercollege.edu.in/Academics/0/Academic%20Calendar

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

6

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

4

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

204

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Several courses in the curriculum directly focus on gender sensitization, environment, sustainability, human values and professional ethics.

The NSS unit, Nature club, Women Cell, and Gender Justice Forum offer a plethora of activities to instill eco-consciousness, gender

sensitivity and humanitarian concerns in the students.

Environment and Sustainability

- World Environment Day Celebration
- Vriksha Rakhsa Bandhan
- Swatch Bharat Mission- Cleaning Drive
- Jackfruit Sapling Planting
- Pachathuruthu and Illickkal Kallu Cleaning Drive
- Tree Planting Drive

Human Values

- World Blood Donor's Day- 'Donate Your Blood and Save Life', Webinar on Anaemia
- Webinar on POCSO Act and Gender Equality and Cyber Law
- International Day of Yoga- 'Yoga in Daily Life'
- International Day against Drug Abuse and Illicit Trafficking
- Financial Aid to Flood Relief Activities
- Vaccination Drive
- Distribution of Corona Relief Ration Kits
- Anti-Narcotic Awareness Seminar

Gender Awareness Programmes

- Webinars on Gender Equality,
- Menstrual Health and Hygiene,
- Domestic Violence and Dowry Prohibition Act
- Seminar on Child Rights Law and Prohibition of Selection Act
- Oath Taking to end violence against women and girls
- 'Break the Bias' Rally

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

8

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

200

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://henrybakercollege.edu.in/Uploads/Files/STAKEHOLDERS%20FEEDBACK%20REPORT.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
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File Description	Documents
Upload any additional information	View File
URL for feedback report	https://henrybakercollege.edu.in/Uploads/Files/STAKEHOLDERS%20FEEDBACK%20REPORT.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

195

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

37

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Bridge courses for the first year students are conducted before the commencement of the classes. Advanced and Slow Learners are

identified and categorized by each department based on plus two marks, entry level exam, one-to-one-counselling during the bridge course

Measures for advanced learners:

- Career orientation programmes are arranged for the advanced learners.
- Advanced learners are encouraged to participate in Inter-Collegiate/University competitions. Students are motivated to attend and present papers in national seminars and conferences which boosted up their confidence and updated knowledge.
- Advanced learners are motivated to enrol in NPTEL Courses that enriched their academic pursuits.
- Endowments are instituted by the institution to motivate the bright and diligent students to maintain their scholastic excellence.

Measures for slow learners:

- Remedial Teaching is conducted by each department to reduce the knowledge gap between slow learners and advanced learners.
- PTA meetings are conducted in each semesters and it reduced the stress factor of the slow learners.
- Peer learning is implemented where advanced learners assist slow learners in their studies. Slow learners are less likely to fear or detest difficult subjects.
- Personal mentoring sessions as well as webinars by eminent psychologists enable and motivate the aspirants.

File Description	Documents
Paste link for additional information	https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2021-22/Criteria%202/2.2.1/Advanced%20and%20slow%20learners%20list.pdf
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
551	38

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The College implements a teaching learning strategy through student centric methods for enriching learning experiences. The college sustained these interactive approaches through online and offline mode in the post covid scenario.

- Programmes on Digital learning and Soft skills fostered career orientation and skill development.
- Student Initiatives-To augment the experience beyond classroom, B. Voc. Students created 'Voter's Ink'- I Prize in the short film competition organized by District Election Department, Kottayam.
- Launched HBC-Digital History Archive to digitize documents.
- Webinars, Invited talks, and Workshops elevated students' learning experience.
- Industrial visits/Study tours, field visits equipped the students with first-hand experience, knowledge and exposure in their chosen fields
- Online and Offline competitions offered ample opportunity for the students in participative learning.
- Manuscript magazine 'Historica', HBC FM Radio offered platforms to evaluate relevant issues and intensified the social perspectives of students.
- Exhibition during NAAC visit and Art Exhibition fostered the creativity of the students.
- Commemoration of days of educational significance infused a participatory outlook among the students.
- A Word A Day, Book Talk, Poster Designing programmes ensured student participation.
- NPTEL courses
- Extensive use of online quiz platform- Quizizz, Quiz club, Women cell activities moulded the reasoning and verbal skills of the students.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2021-22/Criteria%202/2.3.1/2.3.1%20for%20link.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

In education, the aftermath of pandemic was characterized by traditional as well as digital and virtual methods of teaching and learning. The institution practices a blended teaching-learning strategy with a combination of offline and online learning.

- To equip faculty and students to the changing digital needs of the society, faculty development programmes on ICT Enabled Teaching and orientation programmes are organised.
- Faculty and students are encouraged to take up MOOC Courses.
- Many of our faculty had successfully completed various MHRD assisted FDPs, training programmes, workshops on ICT enabled teaching for a rigorous personal and professional development.
- Online classes are offered through LMS like Moodle, Google Classroom, Edmodo and Video Conferencing Platforms like Zoom, Webex, Google Meet etc.
- Campus wide net connectivity and the Digital library and E-resources like N-LIST, DELNET, NDLI, access to British Library and INFLIBNET facility ensure access to e-resources. College library is fully automated with Koha.
- Online assessment tools-Google Forms, Quizizz are used to facilitate effective communication and collaborations in the virtual classroom.
- Weekend online quiz programs using Quizizz Application by career guidance and placement cell, online competitions as part of World Space Week Celebrations and World Ozone day, PowerPoint Presentation Competitions on National Science day, Online Seminars etc. are adopted.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

35

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

38

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

11

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

267

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The College strictly adheres to the prescribed guidelines of the Mahatma Gandhi University with regard to internal assessment evaluation.

- The continuous internal evaluation is based on four components- internal examinations, attendance, assignments/seminar/viva voce, with fixed weightages.
- The internal examinations are conducted by Internal Examination Cell (IEC) headed by a Coordinator. Planning the time table, allotting class rooms, collection and sorting of question papers, valuation and the publishing of consolidated mark lists are the chief responsibilities of IEC.
- The venue and the date of the internal exam will be announced one week prior to the exam. The answer scripts are valued within the stipulated time and distributed to students to ensure transparency. Discussion during the distribution of valued answer scripts enables the students to verify the fairness of valuation. Parents are informed about the

performance of their wards.

- CCTV Surveillance in the examination halls ensures utmost transparency. Assignment/seminar topics are for each course is given in advance and evaluated assignments are returned with proper suggestions.
- Due to pandemic, as per the MG University order additional assignments are given to students for calculating attendance.
- Internal mark sheets of each course, Form A and consolidated internal mark sheets Form B are published on the notice board.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.henrybakercollege.edu.in/Academics/0/Internal%20Evaluation

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The College takes effective measures to identify and resolve grievances of students related to examination. The students are given provision to verify the internal marks and submit grievances.

- A three-level Grievance Redressal mechanism is implemented in the institution to address the grievances of students, at Department Level, College level and University level. Grievance redressal application form is available in the website for any time access.
- Students can also put complaints in complaint box outside the camera surveillance.
- At the Department level, grievances are resolved by concerned faculty and the HoD
- Grievances related to inability to attend examination on specified dates can be first presented to the concerned teacher, then HoD, and IEC coordinator. Grievance regarding valuation are brought to the notice of the concerned teacher at the time of distribution of valued answer scripts.
- Display of internal mark sheets of each course, form A and consolidated internal marks, Form B in the notice board give provision for the students to verify their internal marks and ensures transparency.
- Grievances are resolved through a committee constituting principal as chairman, internal examination cell coordinator and HOD of the concerned department. If the grievance is not resolved at the lower levels, a student can approach the

University level.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.henrybakercollege.edu.in/GrievanceForms/Grievance%20Redressal%20form%20for%20Internal%20Evaluation

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The college website shares POs, PSOs and COs of all programmes offered by the college.

- IQAC organizes faculty development programmes on Outcome Based Education to introduce the basics of preparing POs, PSOs and COs.
- Displayed on the Department Notice Boards and College Calendar.
- Department meetings are held at the beginning of every academic year to allocate courses and communicate POs, PSOs and COs to each of the faculty members.
- Teachers attended Webinars on Outcome based Education to know different learning outcomes.
- At the onset of academic year, expected outcome, PO, PSO and COs are communicated to the students during the Orientation Programmes and Bridge Courses.
- The faculty members communicated POs, PSOs and COs to the students while introducing the topics.
- Curricular and Co-Curricular Programmes are planned to attain the expected PO.
- Exhibition of PO and PSO of every programme in front of each respective department. COs of each course are displayed inside the classroom.
- The tests, assignments, seminars, projects and learning activities are aligned to incorporate the attainment of COs and PSOs envisaged in the Course plans and are properly communicated to the students.
- Each department has published a handbook of POs, PSOs and COs.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.henrybakercollege.edu.in/academics/0/PO%2c%20PSO%2c%20CO
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Faculty Development Programme on Outcome Based Education helps to redesign the POs and PSOs for all programmes and COs for each course. As per the instructions of IQAC Course plans are made by the faculty in charge. Course plans facilitate learning and evaluation process by providing different Learning Activities for each module. Learning Activities including test papers are conducted so as to evaluate the attainment of the course outcome envisaged. The POs, PSOs and COs are evaluated through immediate and circuitous techniques.

Immediate Technique

The college gathers information on learning outcome through:

Class tests for estimating COs

Seminar introductions and classroom discussions

Participation in field trips

Performance in viva

The course plan additionally incorporates estimating scale of the learning activity. The accomplishment of every one of the PSOs and COs is done through a planning lattice technique through assessments, learning exercises and tasks. The matrix is made by figuring the degree to which a CO contributes towards a PSO. The accomplishment of every CO is determined by the exhibition in the tests and assigned exercises.

Circuitous techniques

Feedback collected from stakeholders through a structured format on

CO and PSO attainment strategies and Analysis of feedback is conducted.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.henrybakercollege.edu.in/academics/0/PO%2c%20PSO%2c%20CO

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

124

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://www.henrybakercollege.edu.in/IQAC/Result%20Analysis

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://www.henrybakercollege.edu.in/IQAC/Feedback%20Analysis>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

2

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The institution creates an ecosystem for innovation and transfer of

knowledge to make them innovative, productive and self-reliant-

- Academic enrichment is made through seminars and workshops, participation of seminars in other institutions, publishing of books and papers.
- Oral History Archives collect, record, and preserve the history of the nameless, who have never been documented or recorded.
- Digital History Archives collect and digitise historical documents like, diaries, letters and photographs.
- Visits to knowledge hubs like Kerala Kaumudy, Planetarium, wild life Sanctuary Muthanga , Veli Tourist village, Marayoor Jaggery Factory, Travancore Rubber and Tea Company Limited broaden their perspectives and enhance their industrial capacities.
- Exhibitions like Hues and shadows and exhibition during the Peer team visit enabled the students to exhibit their talents and creativity.
- Students Initiatives like first prize won short film on Electoral literacy 'Voter's Ink', Covid Awareness Youtube Videos, Historica, FM Radio and Heritage Museum exemplify the student's involvement in social issues and participatory and experiential learning.
- Entrepreneurship Development Club instils an entrepreneurial culture through activities like YUVA Boot Camp, Cake Baking Workshop and Industrial Visits
- Skills and creativity are developed through orientation programmes, internships and talks.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2021-22/Criteria%203/3.2.1/3.2.1%20-%20LINK%20add.pdf

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

7

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

6

File Description	Documents
URL to the research page on HEI website	https://www.henrybakercollege.edu.in/Research/Research%20Guides
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

3

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

1

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Henry Baker College through various Campus - Community Connect programmes sensitize students, develops social commitment and responsibility.

- To fight social issues Campaigns like Sparsham, by NSS Unit and the Excise Department, Government of Kerala, An Awareness Rally on the International Women's day by the Women's Cell and A Two-day Filaria Elimination Programme by the NSS Unit and the PHC Edamaruku were organized.
- As part of HBC Care, NSS unit provided an aid of Rs.1, 35000/- to purchase a three-cent plot of land through "Sahapadik Oru Kaithangu" project and also distributed ration kits to twenty-five Corona-affected families.
- Green Initiatives like Plant a Tree Programme by NSS Unit planted trees in Melukavu Grama Panchayath and Bhoomitrasena Club and NSS organized Pachathuruthu Cleaning.
- To Extend Knowledge, History Department organized an online awareness online quiz on Hiroshima-Nagasaki day.
- Swatch Bharath activities includes the "Illickal Kallu Cleaning Programme" by NSS along with D.T.P.C. and Kottayam District Suchitwa Mission, One-day Panchayath Road Cleaning program and Illaveezha Poonchira cleaning drive on Gandhi Jayanthi Day, Drainage construction in Melukavu Gramapanchayath.
- Rs. 32,000 was collected and distributed in flood affected areas.

File Description	Documents
Paste link for additional information	https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2021-22/Criteria%203/3.4.1/3.4.1-Link%20to%20additional%20info.pdf
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

3

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

13

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

942

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year****3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

3

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year**

6

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Henry Baker College has the adequate physical infrastructure for good teaching and learning environment. The classrooms, a total of twenty-three rooms, are all well-ventilated and are having LCD projectors for information technology-enabled education. We have five smart classrooms. There are two state-of-the-art Laboratories, for science one for physics and the other for chemistry. The library with digital and physical resources can accommodate eighty students at a time. The library is fully automated with the KOHA version 2019. Digital Library with rich collection of books & journals.. There is a fully furnished airconditioned hall, with modern audio and LCD projector. This hall can accommodate one hundred persons and a non-airconditioned seminar hall with an LCD projector which can accommodate ninety persons. The campus is Wi-Fi enabled high speed up to 200mbps. Besides, the college has well furnished equipped computer lab with LCD Projector for practical and experiential learning and a UGC network resource centre. Fully air conditioned meeting hall with 20 chairs and advanced video conferencing facility. There are enough water coolers with purified water. There are certified Fire Extinguishers to ensure safety on the campus. The college has enough restrooms for boys and girls. A ramp facility is provided on the campus for the differently abled to make the campus more accessible. The campus is under close-circuit television surveillance, for the safety of the students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2021-22/Criteria%204/4.1.1/4.1.1%20CLICK%20HERE%20FOR%20ADDITIONAL%20INFORMATIOM.pdf

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college have ample provisions for sports and arts. For sports and games, we have a football ground where students can play sevens football. On the same ground, we do have a hundred-meter track for athletic events. We have a long jump and a high jump pit and four - tracks of 100 meters ground for athletic events. This ground is used by our teams for practising cricket and football. We have an indoor court. We have an indoor court with wooden flooring which can be used for playing shuttle badminton. At the far end of the indoor court, we have a facility for playing table tennis. We have one standard table tennis board. We are providing a training facility for wrestling for our wrestlers with the required mats. We have a well-equipped gymnasium. The gymnasium has multi-gym machines, barbells, and different weights. We have an outdoor clay volleyball court as per standards for our volleyball players. The court is used by the volleyball team as well as casual game enthusiasts. We have a full-fledged auditorium which can seat around 350 students. All the major functions and cultural activities are taken care of in the auditorium. These facilities are shared to public also for wider interests of the community.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2021-22/Criteria%204/4.1.2/4.pdf%20merged.pdf

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

25

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2021-22/Criteria%204/4.1.3/4.1.3.docx%20Link%20to%20lcd%20projector%20,seminar%20hall%20and%20lms%20with%20cover%20page.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

12617010

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The college follows a centralized library system. The college library has more than sixteen thousand books, journals from different subjects and reference texts. The Henry Baker collection contributed by the Henry Baker family from the United Kingdom has some rare magazines and books from the 19th century. To keep up with modern times, the library is fully automated. The students can have access to electronic journals and electronic books through the digital library. The library functions from 9 am to 5.00 pm from Monday to Saturday. Saturdays are considered to be maintenance days. The digital library can be accessed by staff and students anywhere

on campus.

Facilities provided by the library.

INFLIBNET/IUC Facilities

N-list facility available

Service provided to the public on request

Information deployment and notification

Display of new books in new arrivals rack

Digital Library

Five computers with internet connectivity

Nominal charge for printing per page from students

Orientation programmes are given to all first-semester students.

Assistance in searching databases- OPAC, D. Space, Digital Library, N. List, Delnet

Exclusive connection with Wi-Fi with a speed up to 200 Mbps

Facilities for Postgraduate students

Braille open-source software

Books on Tribal Studies.

Books for competitive exams

A rare collection of books- "Shelf for Melukavu"

Library Blog

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2021-22/Criteria%204/4.2.1/4.2.1%20ADDITIONAL%20INFO%20-PASTE%20LINK%20CLICK%20HERE.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

182380

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

13.92

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college has always been augmenting its Information technology facilities to address the changing trends in the academic scenario and to accommodate students who are technologically well-equipped.

? The campus is a Wi-Fi enabled campus. All the departments can access the internet which is helpful for teachers as well as students to enhance their knowledge at their convenience.

? The institution has a well-maintained website which gives a piece of complete information about the events that are happening in the college.

? The student's attendance is also taken using an Attendance Management System through mobile applications. Reports can also be generated through this system.

? We have four broadband connections with a speed up to 200 Mbps, with multiple service providers.

? We have a well-established Computer Lab with 30 computers with a licensed version of Microsoft products.

? The college is an authorised testing centre of Microsoft Office specialist CERTPORT.

? The computer centre provides training to students on Tally, Microsoft Office, and web designing. The computer centre has a broadband connection up to 200 Mbps speed.

? The students can use the facilities of the computer centre from 9 am to 5.00 pm every working day.

? Network resource centre funded by UGC is also having 22 systems with printer facilities for the use of students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2021-22/Criteria%204/4.3.1/4.3.1.docx%20%20CLICK%20HERE.pdf

4.3.2 - Number of Computers

52

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

8419819

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college management ensures the campus is spic and span throughout the year. The Management appointed two cleaning staff on daily wages to clean and maintain the campus. The entire campus is cleaned every day by these people. Classrooms and toilets are cleaned daily by them. The office annexure is taken care of by office staff as they vacuum the entire annexure daily. Two sanitary napkin incinerators are also attached to the girl's toilets. To protect the campus, management appointed a security person on a contract basis. Closed-circuit cameras will do surveillance of campus 24x7. Solar-powered lamps will light up the campus during the night. Electrical and plumbing needs are taken care of on a need basis. The furniture and fixtures in the classrooms are routinely checked by the designated staff and repaired during the semester break. The library advisory committee will take decisions about the purchase of books and prepare the budget based on requisition by departments. The reading area of the library is cleaned regularly by the cleaning staff. The books are vacuumed every week by the library assistant, damaged books are repaired, if repairable on an annual basis.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.henrybakercollege.edu.in/NAAC-Docs/AOAR/2021-22/Criteria%204/4.4.2/Miantanence%20Policy.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year	
5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year	
285	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File
5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year	
5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year	
1	
File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above

File Description	Documents
Link to Institutional website	https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2021-22/Criteria%205/5.1.3/5.1.3-LINK.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

4

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

4

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

4

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

30

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

1

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

4

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The college has a well-organized Student Council elected through the parliamentary mode as stipulated by Lyngdoh Commission and guidelines of Mahatma Gandhi University, Kottayam. An Election

Committee formed for the purpose conduct the election under the close monitoring of the Discipline Committee.

The institution has a mechanism for constituting a Students' Union every year.

The College Union has a Chairperson, Vice-Chairperson (exclusively reserved for female students), General Secretary, Magazine Editor, two University Union Councilors, two Lady Representatives and Arts Club Secretary besides the degree representatives for each year and a PG representative.

The IQAC ensures that there is student's participation in all the decision making/implementing bodies.

The students union is in constant interaction with the teachers and the Principal. Student's participation is ensured in all committees like Anti Narcotic Cell, Anti Ragging Cell, Internal Compliance Cell, Students' Grievance Redressal Cell, Sports Committee and the IQAC etc.

Representatives in Academic and Administrative Bodies

The Students have representation in many ad-hoc committees.

Roles and responsibilities

The Students frequently meet the Principal and Staff Advisor on all matters regarding College activities. The College Union assists in maintaining campus discipline, organizing general assemblies, planning and execution of college events and various celebrations.

File Description	Documents
Paste link for additional information	https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2021-22/Criteria%205/5.3.2/5.3.2%20%20Link%20for%20AI.pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

93

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Henry Baker College Association is registered under the Societies' Registration Act. Its mission is 'to build a Society/ network of Henry Baker Alumni and to contribute to the personal and career development of the present and passed out students'.

The Alumni Association of the college functions at the College level and at the Departmental level. At the college level, the association is called OSA (Old Students' Association). All the departments have their own alumni groups. OSA is an active and functional body which involves itself proactively in the activities of the college. Besides, the alumni regularly visit the college to interact with the present students to share their experiences, successes and failures. The department alumni associations meet regularly.

The alumni extend their generosity and support to their Alma Mater both financially and non-financially. Alumni sponsored one solid waste incinerator during the year. Our alumni also render their expertise as resource persons for Seminars/Conferences and Association meetings. The Alumni Association has initiated various Scholarships for Students.

The college values the feedback of alumni on its academic function. It is a regular practice to collect feedback on curriculum, teaching methodology and support services. A get together of families are

conducted every year to strengthen the bond of relations.

File Description	Documents
Paste link for additional information	https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2021-22/Criteria%205/5.4.1/5.4.1%201ink.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

MOTTO: FROM DARKNESS INTO MARVELLOUS LIGHT

- The College aims at imparting Education so that people may be liberated from the darkness of ignorance to the dawn of knowledge.

VISION:

- To be a centre of higher education imparting qualitatively high, socially relevant and holistic education to all without discriminating anyone on the ground of caste, creed, region, religion, language or gender.

MISSION:

- To liberate young men and women from the darkness of ignorance to the dawn of knowledge and wisdom through value based education.

Towards realizing the vision of holistic education, the college

visualizes a pattern of education founded on Christian values and secular principles. Under a democratic leadership, the college strives hard to live out its commitments by its strategic initiatives in tune with its vision and mission.

- Admission is open to all irrespective of their caste, religion, region and economic strata.
- Ample opportunity is provided to Christian Minority students and students who belong to the Scheduled Castes and Scheduled Tribes and other marginalized communities to infuse in them a spirit of urge for knowledge and social commitment.
- The Manager of the College, the College Governing Body, the Principal, the Staff Council, IQAC and various statutory and non statutory committees endorse the democratic leadership by participative decision making.
- The institution endorses participative management by delegating the staff and students in several clubs and cells.

File Description	Documents
Paste link for additional information	https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2021-22/Criteria%206/6.1.1/6.1.1%20for%20link.pdf
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The practice of decentralization and participative management is clearly manifested in the infrastructural developments of the college, as they are planned and executed with proper discussion with all the stakeholders. The desire to develop the institutional infrastructure facilities was put forward by the stakeholders. Therefore, the management decided to convert one of our seminar halls to an air conditioned one fully equipped with modern technological devices so that both online and offline programmes can be conducted. A guest house was also a dire need of the college as it did not have a fully furnished guest room and dining room for receiving our guests cordially and comfortably. After proper discussion with all the stakeholders, the building proposal was submitted to the Governing Body for approval. The governing body, thoroughly examined the plan and approved it. The responsibility of the execution of the plan was vested with the Management consisting of Manager, Bursar and a nominated member. In order to raise funds

for the proposed plan of A/C conference hall and guest house, the teaching and non-teaching staff and retired staff joined hands with the management. They also contributed substantially for the good cause of ensuring the standard of knowledge dissemination through modern infrastructural facilities. Thus, the construction/renovation of the buildings was successfully completed in the academic year 2021-22.

File Description	Documents
Paste link for additional information	https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2021-22/Criteria%206/6.1.2/Additional%20info.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

One of the activities which successfully implemented in the campus based on the strategic plan is the implementation of Green Campus Drive.

The lush green and tranquil campus of Henry Baker College bestows a positive learning atmosphere for the students. For preserving its nature the IQAC instigates "Green Campus Drive." It is a cluster of initiatives and innovations taken by the institution to sustain an eco- friendly campus.

- Rainwater Harvesting is established in the campus for conserving and store rain water for later use.
- For Consumption and Conservation of Energy, the college switched over LED bulbs.
- Solar panel is installed to reduce the energy consumption.
- Tri- colour Bin encourages the students to keep their campus clean by dumping wastes in the proper bin. Thus the concept of the Zero - Waste Campus is realized.
- Plastic crushing unit in the college is used for crushing the plastic wastes collected from the college.
- Incinerator in the campus is used for proper waste management.
- Vermi- Compost pit is used to turn garbage into nutrient rich organic fertilizer.
- Bird Water feeders are placed in different places on the campus.

The institution encourages other Green initiatives like tree plantation, organic farming, herbal garden, nakshatra vanam and butterfly garden.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.henrybakercollege.edu.in/NAAC-Docs/AOAR/2021-22/Criteria%206/6.2.1/6.2.1%20upload%201.pdf
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

- **Manager:** The governance and the management of Henry Baker College, Melukavu, which is a minority Educational Institution, are anchored by Henry Baker Educational Society of the C.S.I East Kerala Diocese. The Manager is the appointing authority of the college.
- **College Governing Body:** The institution is governed by College Governing Body consisting of 8 members including the Principal and Bursar of the college. It is the policy making apex forum of the institution.
- **Principal:** The Principal, the Chief Executive and the Chief Academic Officer of our college, spearheads the academic, administrative and other activities of the institution.
- **The Staff Council:** The Staff Council, advisory body in the institution, consists of the Principal, the Heads of the Department, IQAC coordinator and two elected members assists the Principal in academic and all other internal matters.
- **IQAC:** The IQAC, constituted under the chairmanship of Principal, facilitates quality assurance and quality enhancement and channelize the institution to academic excellence.
- **Service Rules and Procedures:** We strictly follow the service rules in accordance with the UGC/ State Government/ University norms. Appointments are carried out in accordance with the norms of the UGC and the State Service Rules.

File Description	Documents
Paste link for additional information	https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2021-22/Criteria%206/6.2.2/6.2.2%20cover%20page%20%20for%20link.pdf
Link to Organogram of the institution webpage	https://www.henrybakercollege.edu.in/AboutUs/Organogram
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The college provides the following welfare schemes for the staff:

- Faculty Development Programmes and Administrative training programmes are organized by the institution for teaching and non teaching staff.
- Separate section for teachers in the college library.
- The teaching and non- teaching staff who make magnificent achievements are honoured duly in the Excellence Day Celebrations.
- Recreation facilities for staff members.
- Well maintained Staff Rest Room.

- Residence facility is available for lady staff in the girls' hostel.
- Separate car parking facility is available for the staff members.
- Computer, internet facility and printer are provided in the departments for the teachers.
- Separate toilet facilities are ensured in all blocks for teachers.
- The co-operative store provides study materials and stationery materials to the teachers at a subsidized price.
- The college canteen ensures healthy and delicious food for staff and students at affordable prices.
- Fitness centre: The department of physical education maintains a well equipped fitness centre for the teachers and students.
- Get together of staff members conducts during the Onam and Christmas celebrations.
- CCTV surveillance system for ensuring campus security.
- The entire staff is covered under group insurance.
- An Internal Complaints Committee is functioning in the college for staff and students as per guidelines issued by the honourable High Court of Kerala.

File Description	Documents
Paste link for additional information	https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2021-22/Criteria%206/6.3.1/6.3.1%20a%20dnl%20info_compressed.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

3

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

6

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

17

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Self-Appraisal form for teachers:

- A self-appraisal form which provides annual performance of teachers is collected yearly in the prescribed format of UGC.
- It comprises profile, curricular, co-curricular, and extracurricular as well as research activities of the teacher.
- Principal holds confidential meetings with the teachers and provides suggestions for the academic enhancement.

Teachers Diary:

- Teachers Diary is maintained by all teachers to record their academic activities as well as curricular and co-curricular activities.
- Daily Work Sheet
- Daily Work Sheet is prepared by the Department as per the directions of IQAC. It registers the daily duty engagements of the teachers.

Self-Appraisal form for non-teaching staff:

- A Self-appraisal form of Non-teaching staff, which documents their activities, is collected annually.
- Principal reviews their performance and conducts personal meetings for assessment and provides suggestions for the improvement.

Duty Register of non-Teaching staff:

- The Head of the administrative section of the college maintains a duty Register for the non teaching staff to document their assigned duties.
- The Principal regularly checks the book and offers necessary suggestions.
- There is a duty register for the cleaning staff also, which is duly checked by the concerned office staff.

File Description	Documents
Paste link for additional information	https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2021-22/Criteria%206/6.3.5/6.3.5%2020adnl%20%20doc%20for%20upload.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The prime financial sources of the college are the budgetary support from the Kerala Government, Grants and special funds from the UGC, Management, University Funds, PTA, Alumni, Endowments and Scholarships to students, Grants From individuals, philanthropist, Tuition fee and Hostel Fee collected from students, College Development Fund, Govt. Grants for NSS/WWS, Financial assistance from MP/MLA and Contribution from teachers used for common special needs of staff and students.

HBC's financial audit of accounts are:

- **Audit by External Chartered Accountant:** The accounts are audited by a privately practicing Chartered Account after the closure of every financial year.
- **Audit of HBC Co-operative Society by DCA:** The Auditor of Directorate of Co-operative Audit (DCA), comes under Assistant Registrar (Co-operation), Pala conducts Audit of "The Melukavu HBC Co-operative Society" after the closure of every financial year.
- **Internal Audit:** It is conducted by an internal auditor under the supervision of the Internal Audit Committee.

File Description	Documents
Paste link for additional information	https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2021-22/Criteria%206/6.4.3/Auditors%20report%2021-22.pdf
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

131300

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The Resource Mobilization Policy of Henry Baker College describes the strategies and protocols for financial planning and funds mobilization. The Management monitors the optimal utilization of funds in such a way to promote learning and in line with the vision and mission of the institution.

The prime financial sources of the college are the budgetary support from the Kerala Government, Grants and special funds from the UGC, Management, University Funds, PTA, Alumni, Endowments and Scholarships to students, Grants From individuals, philanthropist, Tuition fee and Hostel Fee collected from students, College Development Fund, Govt. Grants for NSS/WWS, Financial assistance from MP/MLA and Contribution from teachers used for common special needs of staff and students.

The funds from various sources are primarily used for two purposes:

Academic and Extension Initiatives

1. Seminars/ Conferences/ Workshops/ Faculty Development Programmes
2. Scholarships and free ships for deserving students
3. Extracurricular activities of the students such as sports and cultural activities
4. Incentives for faculty attending seminars/workshops/training programmes

Infrastructure Augmentation

1. New infrastructure facilities for new programmes/courses
2. Maintenance of existing facilities (infrastructure and lab)
3. Purchase of new lab equipment
4. Purchase/upgradation of ICT facilities

Resource Mobilization Policy also defines the policy for outsourcing physical and other resources of the institution.

- Physical facilities such seminar hall, auditorium and class rooms are provided for the conduct of government-initiatives like conduct of exams by Kerala PSC, NSS camps etc.
- Students/Research Scholars/Faculty from other institutions can avail the library facilities.

File Description	Documents
Paste link for additional information	https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2021-22/Criteria%206/6.4.3/6.4.3%20res%20mob%20policy.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC has been instrumental in the implementation of new initiatives at the college. It makes significant interventions in the quality enhancement initiatives of the college in curricular as well as co-curricular aspects. Major quality initiatives of IQAC are listed below.

1. Faculty Development Programmes

Internal Quality Assurance Cell initiatives include strategies and measures to enhance the efficacy of the teaching-learning process, and faculty development. The institution adheres to the UGC/NAAC/University stipulated outcome-based blended learning. IQAC had taken significant steps to supplement regular classroom teaching with ICT tools.

1. IQAC/360 degree feedback system and AAA

Feedback is collected from all stakeholders of the teaching-learning process including teachers, students, and parents. IQAC supervises effective curriculum delivery and institutional functioning through the consolidation of the above feedback along with Annual Academic and Administrative Audits. Another important feedback mechanism is the annual Performance Based Appraisal System (PBAS) undertaken by each faculty at the end of each academic year and submitted to the IQAC for review.

1. HBC Chronicle

"HBC Chronicle", is a transparent medium for the presentation, scrutiny and analysis of performance of the institution in each academic year. It is an embouchure of all academic and non-academic initiatives of the institution.

File Description	Documents
Paste link for additional information	https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2021-22/Criteria%206/6.5.1/IQAC%20Report%202021-2022%20any%20additional.pdf
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the

incremental improvement in various activities

1. Enhancement of Digital Delivery of Curriculum:

IQAC regularly improves the ICT skills of teaching and non-teaching staff by hosting training programmes and orientations on topics such as Google add-ons, digital library and online facilities in education, and LMS. As online education has become a boon in the current scenario, teachers must be skilled and creative. At this point, IQAC played a critical role in providing hands on training to teachers and administrative staff to keep them updated on cutting-edge online teaching methods and administrative services.

2. Periodical Academic Review and Reflection:

The Academic Calendar is planned, displayed and distributed throughout the Institute, and strictly followed. Academic programmes, Action plan of departments and internal examination schedules are announced in the Academic Calendar. Teachers record teaching plan in the Course Plan and in the Teachers diary which facilitates timely completion of syllabus. Heads of the departments and Principal monitor and review the process. PO, PSO, & CO measurements help to find the outcome of each course. Result analysis of each course is reviewed by the Principal regularly. At the end of each year, the IQAC collects feedback on Teaching - Learning which is analyzed and steps for improvement are communicated.

File Description	Documents
Paste link for additional information	https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2021-22/Criteria%206/6.5.2/6.5.2%20link%20for%20Additional.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.henrybakercollege.edu.in/NAAC-Docs/AOAR/2021-22/Criteria%206/6.5.3/Annual%20Report%20of%20the%20college%202021-2022.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender equity and sensitivity are reflected in the routine activities of the college and are endorsed through gender equity promotion programmes. The college keeps all students on a par, irrespective of gender. Specific programmes are organised to promote a sensitivity to gender equity. Girls are encouraged to participate in the academic and cultural activities along with boys, thus highlighting their agency in society. In teaching the modules on gender issues in different programmes, we emphasize equity of gender and the need to subvert the gender stereotypes in the society and media. The Women's Cell, NSS Unit and Gender Justice Form of our college conducted webinars on POCSO Act, Gender Equality, Domestic Violence & Dowry Prohibition Act, 'The Role of Youth in Combating Gender Stereotypes,' Cyber Law, Menstrual Health and Hygiene, and a seminar on Child Right Laws in connection with International Girl Child Day, an Online Gender Awareness Programme, an Oath Taking to Stop Atrocities against Women, Debate on 'Should the Age of Marriage for Women be Raised to 21,' and various competitions for women as part of the International Women's Day Celebrations like theme based Photography contest and Quiz, Intercollegiate Pencil Drawing Competition, Tug of War and Arm Wrestling.

File Description	Documents
Annual gender sensitization action plan	https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2021-22/Criteria%207/7.1.1/7.1.1%20Annual%20Gender%20Sensitisation%20Action%20Plan%20and%20Report.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2021-22/Criteria%207/7.1.1/7.1.1%20Facilities.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	A. 4 or All of the above
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File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Waste materials are systematically classified and dealt with. We have an effective and well-structured method of waste management. Plastic being the greatest threat to the ecosystem and environmental sustainability, the college takes specific measures to manage plastic waste. The college has been declared plastic free.

Solid Waste Management

Biodegradable materials are collected separately and turned into vermicompost

An incinerator for decomposing solid waste is installed in the campus

Equipment are put to maximum use through maintenance

Equipment damaged beyond repair are disposed of without polluting the environment

The Plastic Waste Crushing Unit is effectively used to overcome the threat of plastic waste

Liquid Waste Management

Liquid waste is drained through proper sewers into covered pits

Liquid waste from the chemistry laboratory is channeled through pipes and collected in tanks which prevent contact of such chemical waste with the soil

E-waste Management

Damaged computers and peripherals are repaired and reused

Optimum use of all electronic equipment through repair

The policy of 'Repair and Reuse' ensures to keep e-waste to the minimum

Tie up with a government approved agency for managing e-waste as per safety norms

No hazardous chemicals and radioactive waste in the campus

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following
1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

<p>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</p>	<p>A. Any 4 or all of the above</p>
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

<p>7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).</p>
<p>The college is a hub of cultural and social diversity where students from varied backdrops harmoniously engage in academic and extra-curricular activities. The college upholds inclusiveness accepting students from all communities without privileging any religion, caste or class.</p>

Policy of Inclusiveness and Tolerance

Does not privilege or discriminate anyone on the basis of class, religion or caste

The college functions on the basis of perfect equality and tolerance

Harmony and Amity

Assures harmony of students from diverse regions, classes, religions, castes, and social and cultural backdrops

Caring for the Minorities

90.56 % of the students belong to Marginalised and Minority Sections

The college is dedicated to the overall development of MMS

Special care for weaker sections of the society like tribals

Inculcates the notion that sexual minorities and transgenders are norm, not aberration

The college imparts the message of oneness through celebrating various festivals like:

Onam

Christmas

Ramadan

Holy

Catering to the needs of the immediate society

Outside the campus environmental initiatives like cleaning drives including water bodies

Tree planting drives in nearby villages

Providing the facility for computer literacy and IT based education for the youth around

Science Quiz competitions for school students

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Imparting Humane Values:

The college is vigilant to inculcate values and a sense of social responsibility moulding students into responsible citizens

Celebration of National days invariably brings in a sense of pride in being Indians and to be dedicated individuals eager to serve the nation

The activities of the NSS highlight social responsibility and commitment to the underprivileged sections of the society

Imparting Social Responsibility:

The students are made conscious of their rights and social responsibilities

They are free to express their opinions and dissent

The social responsibility and dedication to values are evident through their participation in community service programmes like

Cleaning missions of Swachh Bharath Abhiyan

Activities that promote the preservation of environment

Imparting Constitutional Values:

The college envisions our students as dedicated citizens of the nation

Constitutional rights, responsibilities and values are conveyed to the students through programmes led by the NSS Unit

Celebrates National days like the Independence Day, the Republic Day, and Constitution Day

Commemorates the watersheds of Indian history

Celebrates birthdays of the makers of India like Mahatma Gandhi, Jawaharlal Nehru, Dr. B. R. Ambedkar, Sardar Vallabhbhai Pattel.

Electoral Literacy Club helps first year students to register their names in the voters' list and avail election identity cards

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2021-22/Criteria%207/7.1.9/7.1.9%20Sensitization%20of%20Constitutional%20Obligations.pdf
Any other relevant information	https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2021-22/Criteria%207/7.1.9/7.1.9%20ARI%20.pdf

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Celebration of National Days:

The celebration of national days commemorates historic days and the luminaries who moulded our nation.

Celebration of National days provide a message of service and social commitment

On occasions like Gandhi Jayanti programmes are initiated to clean the campus and nearby villages as well as cleaning water bodies and roads

In case of science related commemorative days, programmes are organized to augment scientific temper

National Days Celebrated:

Independence Day

Gandhi Jayanthi

Constitution Day

National Unity Day

NSS Day

National Science Day

Celebration of International Days:

Aims at integrating the individual with the wider perspective of the humanity at large.

Enhances commitment to the issues that threaten existence and the need of keeping a sustainable environment.

International Days celebrated:

World Population Day

International Girl Child Day

Commemoration of Hiroshima-Nagasaki day

World ozone day

World Environment Day

International Women's Day

World Blood Donor Day

World Mental Health Day

International Day of Yoga

World Poetry Day

World Photography Day

Regional and Religious Festivals

Festivals like Onam, Christmas, Ramadan and Holi are celebrated bringing in a spirit of oneness and harmony

Such celebrations convey the message of national integration and communal harmony

Respect for the beliefs and customs of all religions is cultivated in the young minds

Enhances an awareness about the multicultural social fabric of the nation

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Henry Baker College has adopted two best practices: Initiatives for Psychosomatic Wellbeing and Women Empowerment through Enhancing Gender Equity.

The first Best Practice originates from the concern for the psychic and physical well being of the students during the Covid pandemic. It aims at moulding physically and mentally healthy individuals so that their academic and extracurricular activities are improved. The students were given expert knowledge with the help of eminent doctors. Through Yoga lessons their routine was modified, thus inculcating the spirit of physical and psychological vigour. As part of the practice the students were given awareness classes against the use of drugs so that they are abstained from diverting into precarious habits.

The second best practice 'Women Empowerment through Enhancing Gender Equity' aims at making the girl students able to meet the challenges of the contemporary world by enhancing their confidence and instilling faith in their talents. Perfect gender equality is maintained in the campus so that women feel indispensable in every aspect of campus life. For empowering women they are made aware of their rights and various laws that protect and uphold their integrity. The practice makes a sustained effort to make the campus a gender-neutral space.

File Description	Documents
Best practices in the Institutional website	https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2021-22/Criteria%207/7.2/7.2%20BP.pdf
Any other relevant information	https://www.henrybakercollege.edu.in/NAAC-Docs/AQAR/2021-22/Criteria%207/7.2/7.2%20ARI.pdf

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

7.3 Institutional Distinctiveness

Henry Baker College is dedicated to the marginalized and socially backward communities. For the academic year 2021-22 the percentage of students belonging to Minority and Marginalized Sections (MMS) is 90.56.

The college has been keen on moulding them into confident youth, ready to face the challenges of the competitive world. The congenial atmosphere of the college fostered their leadership qualities. This is evident from the fact that out of the 11 Members of the College Union Executive during the academic year 2021-22 9 (81.82%) belong to MMS.

Achievements

Thomaskutty Varkey qualified UGC NET (Commerce)

Bibin Rajesh of III B. Com (Model I - Cooperation) was selected the Best NSS Volunteer by Mahatma Gandhi University.

Lekshmipriya PS, of III B. Sc. Physics got the Second Prize in Mahatma Gandhi University Youth Festival in Classical Music

Vinil Raj of II B. Com (Model I - Cooperation) secured the Third Prize in the Intercollegiate Wrestling Competition and in the Intercollegiate Powerlifting Tournament of the Mahatma Gandhi

University.

Ten students of M. A. History attended the Seminar organized by Kerala History Congress.

Three students of M. Com participated in online National Level Paper Presentation Competition organised by Society of Innovative Researchers and Academicians.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Plan of Action for the Academic Year 2022-23

The College intends to continue Catering to Minority and Marginalized Students through various programmes like:

1. Guidance for competitive exams like UGC NET
2. Initiatives to enhance leadership qualities
3. Training in essential soft skills
4. Augmenting skills in sports and other extracurricular activities
5. Seminars on topics like Intellectual Property Rights and Research Methodology
6. Establishment of Institution Innovation Council (IIC)
7. Augmentation of Infrastructural facilities