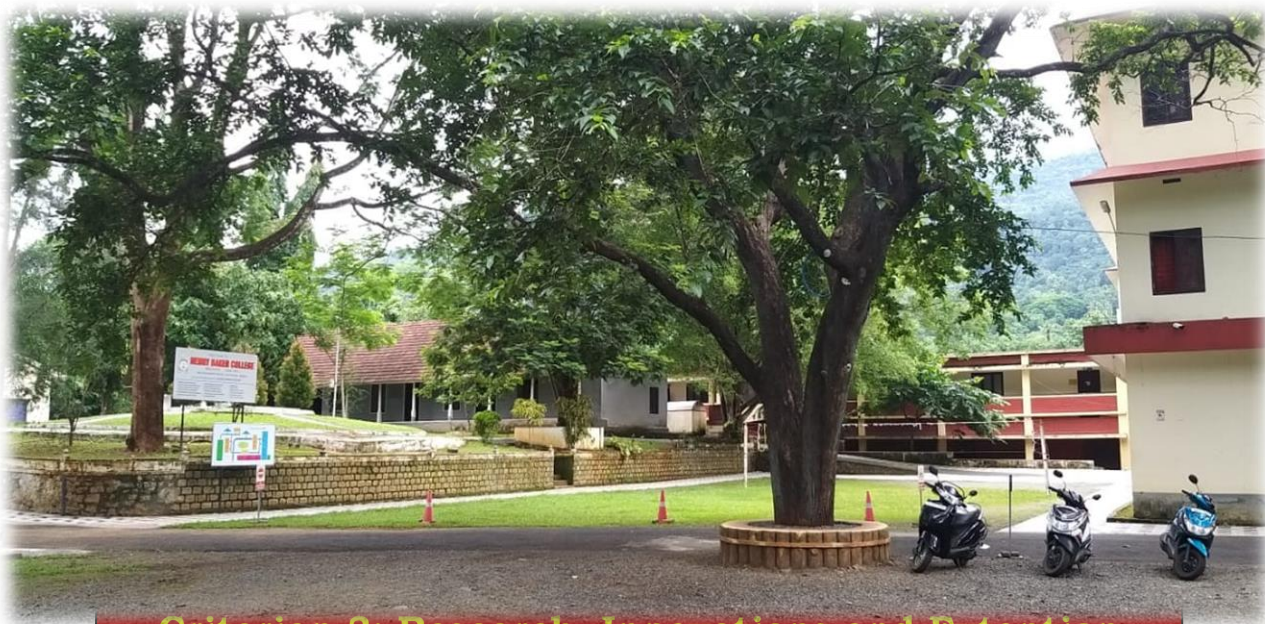


Assessment Period 2015-2020



HENRY BAKER COLLEGE, MELUKAVU

A Christian Minority Educational Institution run by CSI East Kerala Diocese



Criterion 3: Research, Innovations and Extention

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Submitted to



Additional
Information

THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

Activities under each MOU		
Organisation with which MoU is signed	Name of the institution/ industry/ corporate house	Year of signing MoU
Micro Hard systems Muvattupuzha	Micro Hard systems Muvattupuzha	2019
Vitree Business solutions Private Lmtd.	Vitree Business solutions Private Lmtd.	2019
Synergy H.R.Solutions and Society, Cochin	Synergy H.R.Solutions and Society, Cochin	2019
MES College Marampally	MES College Marampally	2019
G.Tech Computer education, Erattupettah, Nr.Private Bus stand, erattupettah, P.O	G.Tech Computer education, Erattupettah, Nr.Private Bus stand, erattupettah, P.O	2019
Gramvikas Society,Melukavumattom	Gramvikas Society,Melukavumattom	2019
My Tour Holidays, Idukkikavala, Kattappana	My Tour Holidays, Idukkikavala, Kattappana	2018
Tropical institute of Ecological Sciences	Tropical institute of Ecological Sciences	2018
M/s ENBRIDG, 2nd Floor ,Holy Tuesday Building kallor	M/s ENBRIDG, 2nd Floor ,Holy Tuesday Building kallor	2018
Centre for Continuing Education Kerala	Centre for Continuing Education Kerala	2018
Indian Red Cross Society, Kottayam	Indian Red Cross Society, Kottayam	2017
Henry Baker College with Birch Hall Centre for Learning and Leadership, Kirby, England	Birch Hall Centre for Learning and Leadership, Kirby, England	2013
Henry Baker College with Albert Swchweitzer Schule Alsfeld, Germany	Albert Swchweitzer Schule Alsfeld, Germany	2013

MOU with Vittree Buisness Solutions Private Lmtd.

1. Mr. Anish Mohan, a well known motivational speaker, came to our college to interact with our students on 26.07.2019. He gave our students an orientation towards the successful mastering of general awareness for various competitive exams.



2. Abin Joseph, a well known trainer gave training on Learning skills, interpersonal skills, Public speaking ,language practice, time and stress management etc. The programme was arranged in the college auditorium on 29th November 2019 from 10.am to 3.pm



(MoU)

BETWEEN

HENRY BAKER COLLEGE, MELUKAVU

&

Vittree Business Solutions Private Limited

27/540-C, 3rd Floor, EAK Towers, Main Avenue, Panampilly
Nager, Kochi-862036

FOR

**SKILL DEVELOPMENT, OUTCOME BASED TRAININGS,
PLACEMENT, R&D SERVICES AND RELATED SERVICES**

MEMORANDUM OF
UNDERSTANDING

This Memorandum of Understanding (hereinafter called as the 'MOU') is entered in to on this the 28th day of June –Two Thousand and Nineteen (~~2019~~), by and between

Henry Baker College, Melukavu, Melukavumattom P O, Kottayam District, Kerala, State, India here in by its Name of Competent Authority (herein after referred as '**First Party**'), the institution which expression, unless excluded by or repugnant to the subject or context shall include its successors-in-office, administrators and assigns).

AND

Vitree Business Solutions Private Limited, 27/540-C, 3rd Floor, EAK Towers, Main Avenue, Panampilly Nager, Kochi-682036, The **Second Party** and represented by its Director Mr.Sajith CR (herein after referred to as "**Second Party**", company which expression, unless excluded by or repugnant to the subject or context shall include its successors-in-office, administrators and assigns).

(First Party and Second Party are herein after jointly referred to as 'Parties' and individually as 'Party') as

WHEREAS:

- A) First Party is a Higher Educational Institution named: **Henry Baker College, Melukavu**
- B) First Party & Second Party believe that collaboration and co-operation between themselves will promote more effective use of each of their resources, and provide each of them with enhanced opportunities.
- C) The Parties intent to cooperate and focus their efforts on cooperation within area of Skill Based Training, Education and Research.
- D) Both Parties, being legal entities in themselves desire to sign this MOU for advancing their mutual interests.
- E) The Second Party is engaged in Finance Process Outsourcing, Finance Process Outsourcing, Assurance Services, Decision Support services with offices in Kochi, Thodupuzha and Middle East.

NOW THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES SET FOR THIS MOU, THE PARTIES HERE TO AGREE AS FOLLOWS:

CLAUSE1

CO-OPERATION

- 1.1 Both Parties are united by common interests and objectives, and they shall establish channels of communication and co-operation that will promote and advance their respective operations within the Institution and its related wings. The Parties shall keep each other informed of potential opportunities and shall share all information that may be relevant to secure additional opportunities for one another.
- 1.2 First Party and Second Party co-operation will facilitate effective utilization of the intellectual capabilities of the faculty of First Party providing significant inputs to them in developing suitable teaching/training systems, keeping in mind the needs of the industry, the Second Party.
- 1.3 The general terms of co-operation shall be governed by this MOU. The Parties shall cooperate with each other and shall, as promptly as is reasonably practical, enter into all relevant agreements, deeds and documents (the 'Definitive Documents') as may be required to give effect to the actions contemplated in terms of this MOU. The term of Definitive Documents shall be mutually decided between the Parties. Along with the Definitive Documents, this MOU shall represent the entire understanding as to the subject matter here of and shall supersede any prior understanding between the Parties on the subject matter hereof.

CLAUSE2

SCOPE OF THE MoU

- 2.1 The budding graduates from the institutions could play a key role in technological up-gradation, innovation and competitiveness of an industry. Both parties believe that close co-operation between the two would be of major benefit to the student community to enhance their skills and knowledge.
- 2.2 **Curriculum Design:** Second Party will give valuable inputs to the First Party in teaching/ training methodology and suitably customize the curriculum so that the students fit into the industrial scenario meaning fully.
- 2.3 **Industrial Training& Visits:** Industry and institution interaction will give an insight into the latest developments /requirements of the industries; the Second Party to permit the Faculty and Students of the First Party to visit its group companies and

research activities in the fields of Education, Retail & Fashion, Automotive, Media & Entertainment, Travel & Leisure, Technology.

- 2.5 **Skill Development Programs:** Second Party to train the students of First Party on the emerging technologies in order to bridge the skill gap and make them industry ready.
- 2.6 **Guest Lectures:** Second Party to extend the necessary support to deliver guest lectures to the students of the First Party on the technology trends and in house requirements.
- 2.7 **Faculty Development Programs:** Second Party to train the Faculties of First Party for imparting training as per the industrial requirement considering the National Occupational Standards in concerned sector, if available.
- 2.8 **Placement of Trained Students:** Second Party will actively engage to help the delivery of the training and placement of students of the First Party into internships /jobs, and will facilitate placements for atleast 10% of the students. The Second Party will itself absorb atleast 50 of the trained students.
- 2.9 Both Parties to obtain all internal approvals, consents, permissions, and licenses of what so ever nature required for offering the Programmes on the terms specified here in
- 2.10 There is no pre financial commitment on either part of the parties to take up any programme mentioned in the MoU. If there is any financial consideration, It will be dealt separately.

CLAUSE3 INTELLECTUAL PROPERTY

- 3.1 Nothing contained in this MOU shall ,by express grant ,implication, Estoppel or otherwise, create in either Party any right, title, interest, or license in or to the intellectual property (including but not limited to know-how ,inventions ,patents, copy rights and designs) of the other Party.

CLAUSE4 VALIDITY

- 4.1 This Agreement will be valid until it is expressly terminated by either Party on mutually agreed terms, during which period Vitree Business Solutions Private Limited, the Second Party, as the case may be, will take effective steps for implementation of this MOU. Any act on the part of **Training Partner** or **Vitree Business Solutions Private Limited** the Second Party after termination of this Agreement by way of communication, correspondence etc, shall not be construed as an extension of this MOU

CLAUSE 5
RELATIONSHIP BETWEEN THE PARTIES

- 5.1 It is expressly agreed that **First Party** and **Second Party** are acting under this MOU as independent contractors, and the relationship established under this MOU shall not be construed as a partnership. Neither Party is authorized to use the other Party's name in any way, to make any representations or create any obligation or liability, expressed or implied, on behalf of the other Party, without the prior written consent of the other Party. Neither Party shall have, not represent itself as having, any authority under the terms of this MOU to make agreements of any kind in the name of or binding up on the other Party, to pledge the other Party's credit, or to extend credit on behalf of the other Party.


Henry Baker College, Melukavu
PRINCIPAL
HENRY BAKER COLLEGE,
MELUKAVU

For VITREE BUSINESS SOLUTIONS PVT LTD

Director
Vitree Business Solutions Pvt Ltd

Any divergence or difference derived from the interpretation or application of the MoU shall be resolved by arbitration between the parties as per the Arbitration Act, 1996. The place of the arbitration shall be District Head Quarters of the First Party. This undertaking is to be construed in accordance with Indian Law with exclusive jurisdiction in the Courts of **Kottayam**.

AGREED:

For Henry College, Melukavu

For Vitree Business Solutions Pvt Ltd


Authorized Signatory
PRINCIPAL
HENRY BAKER COLLEGE

For VITREE BUSINESS SOLUTIONS PVT LTD

Director


Authorized Signatory

Henry Baker College	Name of Industry
Melukavumattom P. O, Kottayam Dt., Kerala, India Pin-686652	Vitree Business So 27/540-C, 3 rd Main A
Principal- Dr. Gireesh Kumar G.S, Ph:+919447070018 Bursar- Rev. V.S Francis, Ph:+919495126055	Sajith CR, Ph +9194
E-mails: hbcprincipal@gmail.com	E-mails: Sajith.cr@vit
Web: www.henrybakercollege.edu.in	Web: www.vitree.co

Witness1: 
Dr. Beena Paul

Witness2: 
Somon K J

Witness3: 
Dr. Disha V.S

Witness4: 
Smt. Silbir



MOU with Skill India.

As per the agreement Skill India conducted exams and provided certificates for the students who completed the Archival Studies Certificate Course conducted by Department of History.



Linkage

HENRY BAKER COLLEGE, MELUKAVU

&

SKILLS INDIA, THRISSUR

This Linkage is signed on 8th July 2019 between Henry Baker College, Melukavu (Here after called First Party) & Skills India, Thrissur (Here after called Second Party). It is agreed by Henry Baker College, Melukavu & Skills India, Thrissur to impart Certification for all students in the college, for enhancing the employability and excellence of students for various skills. Both the parties have discussed in detail the area of cooperation and mutually agreed to make the linkage. Now it is agreed by and between the parties with the following terms & conditions.

Terms & Conditions

1. The Tentative date for the training should be initiated to the Second party by the first party in the beginning of the academy year.
2. First party will provide facilities to the second party in their premises to impart training in the prescribed areas as agreed by both parties.
3. First party will pay the agreed honorarium, subject to revision every year, on satisfactory completion of the training every year,
4. The linkage will be valid for a period of 5 years starting from the date of signing the agreement.






[Signature]
PRINCIPAL
HENRY BAKER COLLEGE,
MELUKAVU



[Signature]

5. The Linkage may be terminated by either side giving 3 months' notice to the effect in writing.

Institution	Henry Baker College, Melukavu	Skills India, Thrissur
Party	First Party	Second Party
Name	Dr. Gireesh Kumar G S	Dr. James C J
Designation	Principal	Chief Executive
Signature	 PRINCIPAL HENRY BAKER COLLEGE, MELUKAVU	 



SYNERGY HR SOLUTIONS

1. One day Orientation for Students By Benny Kurian , Manager Synergy Solutions, Cochin on 26th November 2019.



2. Orientation for I Year students by Sri Justin Thomas, International Trainer and Councilor on 9th October 2019.





MEMORANDUM OF UNDERSTANDING (MOU)

Between

Henry Baker College, Melukavu

&

Synergy H R Solutions Society, Cochin

This document constitutes an agreement between **Henry Baker College, Melukavu** and **Synergy H.R Solutions, Cochin** (Corporate Trainers, Consultants & Mentors), on 02-09-2019.

1. Objective

The objective of this MOU is to express the willingness of both parties to engage in an effort to promote collaborative activities in the following areas:

1. See you at the top (Employment enhanceability training)
2. Placement training
3. Career counselling
4. Soft Skill training
5. Miracle worker (Faculty Development Training)

2. General Terms of MOU

2.1 Duration of MOU: This MOU shall be operational upon signing. All activities conducted within the vision of the joint collaboration will be deemed to fall under this MOU.

2.2 Co-ordination: In order to carry out and fulfill the aims of this agreement, each party will appoint an appropriate person(s) to represent its organization and to co-ordinate the implementation of activities.

2.3 Financial implications: There is financial cost involved in this MoU from both the parties.

2.4 Confidentiality: Each party agrees that it shall not, at any time, after executing the activities of this MOU, disclose any information in relation to these activities.



2.5 Termination of MOU: The agreement may be terminated with a written one month notice from either side. In the event of non-compliance or breach by one of the parties of the obligations binding upon it, the other party may terminate the agreement with immediate effect.

2.6 Extension of Agreement: The MOU may be extended provided the parties agree upon, and can provide the necessary resources.

2.7 Communications: All notice, demands and other communication under this agreement in connection herewith shall be sent to the last known address, e-mail, or fax of the concerned party. Any notice shall be effective from the date on which it reaches the other party.

2.8 Addendum: Any Addendum to this MOU shall be in writing and signed by both parties.

Both parties assume that this agreement does not go against the rules and regulations of the Government policies.

The terms and provisions in this MOU also apply to any subsequent Addendum to this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this MOU on the 2nd day of September, 2019 [Date].


Dr. Gireesh Kumar G.S
Principal
Henry Baker College,
Melukavu,
Pin 686652

PRINCIPAL
HENRY BAKER COLLEGE,
MELUKAVU

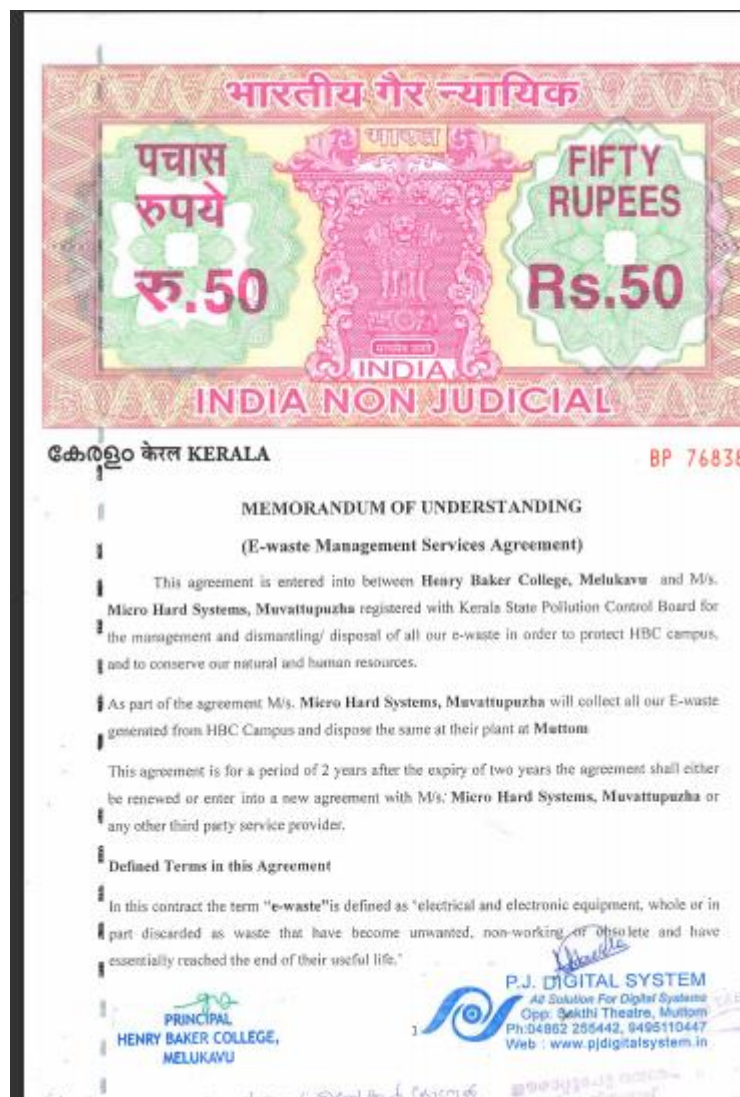



Benny Kurian
Director, Synergy H R Solutions Society,
Cochin,
Pin 682019
JCI Certified Head Trainer



MOU with Micro Hard Systems

Henry Baker College , Melukavu has entered into an agreement with Micro Hard Systems, which is registered with Kerala State Pollution Board for the disposal of all e-waste in order to protect the campus and to conserve our natural and human resources. The contract was signed on 15th February 2019 for a period of two years. Micro Hard system will collect all the e-waste from the campus and dispose the same in their plant at Muttom.



E-waste also contains toxic and hazardous materials in our Chemistry lab including mercury, lead, cadmium, beryllium, chromium, and chemical flame retardants, and other lab related items which have the potential to leach into our soil and water. It also includes the items used in Physics lab of the college.

For the purpose of this Agreement, the term "Waste Material" shall mean any and all electrical, electronic and hazardous waste material.

For the purpose of this agreement, the term "Hazardous Material" shall mean any and all hazardous material (storage devices, acids and chemicals), used in our laboratories for students' practical purposes.

For the purpose of this agreement, the term "Waste Management Services" is the services that are provided by contractor (M/s. Micro Hard Systems, Muvattupuzha) as directed by HBC, and including the handling. The rates as agreed between both the parties will be applicable.

The compensation for breach of this agreement will be as per the provisions of the Indian Contract Act, 1872 and any dispute between the parties will be settled through an arbitrator appointed by Henry Baker College as per the provisions of the Arbitration and Conciliation Act, 1996.

Mutually agreed between Henry Baker College, Melukavu and M/s. Micro Hard Systems, Muvattupuzha on this 15th February, 2019

On Behalf of


Henry Baker College, Melukavu
PRINCIPAL
HENRY BAKER COLLEGE,
MELUKAVU


M/s. Micro Hard Systems, Muvattupuzha

Witness: 1. Dr. Nisha Joseph, Assistant Professor 

Witness: 2. Sonny K Joseph, clerk 


P.J. DIGITAL SYSTEM
All Solution For Digital Systems
Opp: Sakthi Theatre, Muttam
Ph: 04862 255442, 9495110447
Web : www.pjdigitalsystem.in

MOU WITH MES MARAMPALLY.

A Memorandum of understanding between Henry Baker college and MES COLLEGE MARAMPALLY was signed on 18th September 2019 with the objective to enhance the quality of the mentee institution and mentor it to enable to get NAAC accredited. The agreement is to guide the Mentee institution through additional services provided to the mentee for quality gradation and self-improvement, especially based on the NAAC criteria for assessment namely Curricular aspects

As per the MOU MES College Marampally team has visited the college, gave guidance and additional services on various occasions.

Meeting with MES Team on 2nd October 2019



Meeting with MES Team on 16th October 2019



NAAC Review Meeting on 22 February 2020





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BX 026900

MEMORANDUM OF UNDERSTANDING (MoU)

BETWEEN

MES COLLEGE MARAMPALLY AND
HENRY BAKER COLLEGE MELUKAVU

This MoU is entered into on the 18th September 2019 by and between MES College Marampally, Aluva (herein after called mentor) situated at Marampally, Ernakulam, Kerala, an Arts & Science Government aided college affiliated to the Mahatma Gandhi University, Kerala and Henry Baker College Melukavu, Melukavumattom P.O, Kottayam (District), Kerala (hereinafter called mentee) a Government aided college affiliated to Mahatma Gandhi University, Kerala.

Whereas the mentor institution is NAAC accredited at 3rd cycle with an A+ grade having an overall score of 3.38 and recognized under 2 (f) & 12 (B) of UGC Act 1956 and hence eligible to mentor non-accredited NAAC Accreditation Aspirant Institutions under the UGC scheme PARAMARSH to promote Quality Assurance in Higher Education

Whereas the mentee institution is a Government aided college non-accredited and consenting to be mentored by the mentor institution under the UGC scheme PARAMARSH in order to enable them to upgrade their academic performance and get NAAC accredited.

The objective of the MoU is to enhance the overall quality of the mentee institution and mentor it to enable to get NAAC accredited. The Mentor Institution will have the responsibility of guiding the Mentee institution through additional services provided to the mentee for quality up gradation and self-improvement, especially based on the NAAC criteria for assessment namely Curricular aspects, Teaching-Learning & Evaluation, Research, Innovations and Extension, Infrastructure & Learning Resources, Student Support & Progression, Governance, Leadership & Management, and Institutional Values and Best Practices.



1540/ 18/9/2019 50

Principal MES college
marampally pin 683605

[Handwritten signature]

Dr. Biju
Principal
MES College
Marampally, Aluva



2019
Principal
HENRY BAKER COLLEGE
MELUKAVU

Mentoring will facilitate the following between mentor and mentee:

- Training of Faculty and Staff of the mentee institution for proper processes, documentation, presentation
- Sharing of knowledge, information and resources.
- Opportunities for research collaboration and faculty development
- Guidance and encouragement to the mentee to adopt best practices.

The Mentee will have the following benefits from the scheme:

1. Brings about enhancement in the overall Quality of the Mentee Institution
2. Enhances the profile of institutions as a result of improved quality of research, teaching and learning methodologies.
3. Receives support in the Professional Development of Academics
4. Increased exposure and speedier adaptation to best practices
5. Advantage point in NIRF ranking and NAAC Accreditation

The Mentor will have the following benefits from the scheme:

1. Additional learning acquired from experience
2. Intellectual challenge of working in different environment
3. Opportunities for increased collaboration
4. Satisfaction of helping other and see them succeed

DURATION

Duration of the project shall be of one year which can be extended up to two years subject to the approval and grant of necessary funds by the UGC

DUTIES AND PROPOSED MODE OF ACTION

- The mentor institution will identify the various potential areas of improvement in each of the NAAC assessment criteria for accreditation in the mentee institution.
- Further, the mentor institution will guide the mentee institution to focus and guide their application procedure for accreditation at different stages.
- Mentoring shall be imparted through the Internal Quality Assurance Cell (IQAC) of the Mentor institution, which shall be primarily responsible for the implementation of the program.
- The IQAC of the mentor will create a Standing Committee where expertise can be pooled from multiple sources. The Committee shall work under the stewardship of an Accreditation Ambassador (AA), an academician with insight in the Accreditation process.
- The expert/resource persons will be drawn not only from the full time faculty of the mentor institution but also from industry experts from other institutions/retired persons etc.


Dr. A. Sri
Principal
MES College
Marumally, Aluva



2
PRINCIPAL
HENRY BAKEWELL COLLEGE,
MELUKAVU

- The mentee institution is required to nominate a fulltime faculty member as the Coordinator of the project.
- A detailed framework for the proposed accreditation mentorship along with targets and timelines shall be prepared.
- Mentor institution shall study the present status of the mentee institution and make a ground assessment to design a program with well-established key indicators.
- An implementation plan will be developed with clear timeline and schedule for monitoring of progress.
- Execution of the implementation Plan may include various activities like mentor-mentee meetings, developing strategies, defining goals and deliverables.
- A manual to guide the institution to prepare for accreditation may be developed.
- The mentee Institution should undergo the complete Accreditation process with the help of Mentor institution in order to prepare them for the actual NAAC assessment process.
- The mentor institution shall utilize the amount sanctioned by the UGC for the scheme strictly in accordance with the norms laid down by UGC and as per the approved budget.
- The mentor institution shall not charge the mentee institution any amount for the services provided. The mentee institution however is welcome to provide any essential local hospitality for any resource person(s) who may be visiting the mentee for possible guidance and mentorship.

CONFIDENTIALITY

- Both the mentor and mentee institutions agree to hold in confidence all information/data designated by the mentor and mentee as confidential which is obtained from either party or created during the performance of the MoU and will not disclose the same to any third party without the written consent of the other party.
- The above confidential clause under this MoU excludes the information/ data possessed by either party before entering into this MoU or independently developed and/or information already available through public domain.

SIGNED IN DUPLICATE

- This MoU is executed in duplicate with each copy being an official version and having equal legal validity. By signing below the mentor and mentee, acting by their duly authorized officers, have caused this MoU to be executed, effective as on the day and year first above written.


On behalf of

MES College Marampally
Aluva, Ernakulam


Dr. Anjali
Principal
MES College
Marampally, Aluva

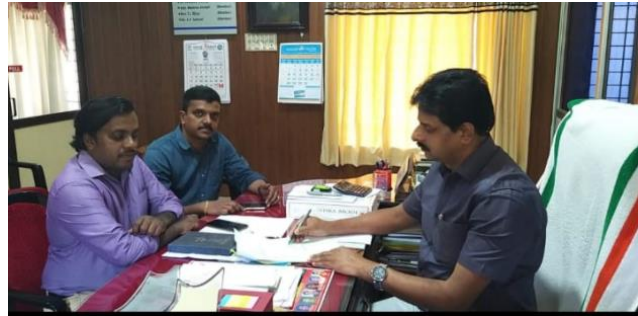


Henry Baker College Melukavu
Melukavumattom P.O. Kottayam


PRINCIPAL
HENRY BAKER COLLEGE,
MELUKAVU

G-TEC COMPUTER EDUCATION

Henry Baker college has made an agreement between G-TEC COMPUTER EDUCATION ERATTUPETTA' CENTRE functioning at MURIKKOLIL ARCADE NR.PYT BUS STAND, ERATTUPETTA P.O., KOTTAYAM DISTRICT, on 1st October 2019. G.tech being a recognized trainer, agreed to conduct courses, and provide various job training programmes.



1. CYBER SAFE SEMINAR

A Seminar on 'Mission to Secure Youth' is arranged by the college in association with G-TECH Computer Education on 28th November 2019 at 10.00am. The seminar primarily intended to safeguard the campus community from internet risks associated with cyber space. The programme was conducted in association with Police department, Students cadets(SPC), Scoutes and Guides, Cyber experts, staff and students.



2. ORIENTATION PROGRAMME ON “HOW TO FACE INTERVIEWS”

In order to meet day to day challenges facing in interviews, Henry Baker College in association with G-Tec Computer Education organized an orientation programme for resume writing and interview skill by Anwar Sadath, Marketing Manager, G-Tec Computer Education on 6th December 2019.



Mega Job Fair

3. Mega job fair was conducted at Henry Baker college in Association with G-Tec Computer Education on 7th December 2019.



4. Postgraduate Department of Commerce organized a One Day Seminar on Next Generation Book Keeping: Skills for Accountants in association with G-Tech Computer Education Erattupetta on 29th August 2019.



Morning and Afternoon Sessions of the Seminar on “Next Generation Book-keeping: Skills for Accountants”



കേരളം KERALA

BT 881420

MEMORANDUM OF UNDERTAKING

FOR G-TEC EDUCATION
M. S. Acharya
Chairman & Managing Director

THIS DEED OF AGREEMENT (Tripartite) made this 01st Day of Oct 2019 between M/s. G-TEC COMPUTER EDUCATION ERATTUPETTA CENTRE functioning at MURIKKOLIL ARCADE, NR.PVT BUS STAND, ERATTUPETTA P.O., KOTTAYAM DISTRICT, represented by its Centre Director Mr. SYAM SIVAN referred to as the "G-TEC CENTRE" (which expression shall unless excluded by or repugnant to the subject or context be deemed to mean and include heirs, executors, administrators, legal representatives and assigns) of the FIRST PART; AND HENRY BAKERS COLLEGE, represented by its Principal, Dr GIREESH KUMAR G S, hereinafter referred to as the "ASSOCIATE CENTRE" (Which expression shall unless excluded by or repugnant to the subject or context be deemed to mean and include heirs, executors, administrators, legal representatives and assigns) of the SECOND PART; AND M/s G-TEC EDUCATION PVT. LTD., "HOUSE OF G-TEC", Indus Avenue, Kallai Road, Calicut - 673002, Kerala, India, represented by its Chairman & Managing Director hereinafter referred to as the "APPROVING AUTHORITY" (which expression shall unless excluded by or repugnant to the subject or context be deemed to mean and include heirs, executors, administrators, legal representatives and assigns) of the THIRD PART

Page 1 of 7

Signature
Director
G-tec Education
Erattupetta

Signature
WEENACHIL VENDOR
P CHANDRAN NATH

19 SEP 2019



കേരളം കേരള KERALA

BT 881421

WHEREAS

A. The APPROVING AUTHORITY is the authorised partner in South India for conducting SAP Knowledge Accelerator and Power User Programmes

B. The G-TEC CENTRE has approached the APPROVING AUTHORITY to grant permission for conducting the courses of the said PROGRAMMES at HENRY BAKERS COLLEGE, MELUKAVU, KOTTAYAM DISTRICT, KERALA STATE also, to which the APPROVING AUTHORITY has agreed on the terms and conditions recorded herein.

C. The G-TEC CENTRE has represented to the APPROVING AUTHORITY that, they will be offering the courses to the students through this ASSOCIATE CENTRE for which the ASSOCIATE CENTRE shall arrange the infrastructure and would be able to maintain the reputation and goodwill of the APPROVING AUTHORITY.

Page 2 of 7

For G-TEC EDUCATION
[Signature]
Chairman Managing Director

13460
SD/-
Director
G-tec Education
[Signature]

[Signature]
SREENACHIL VENDO
S. CHANDRAN NAIR

19 SEP 2019

ABOUT SAP

WHEREAS, SAP is a German based and largest ERP Company in the world, G-TEC is its Authorised Partner in South India for conducting SAP Knowledge Accelerator and Power-User Programmes. G-TEC has associated with SAP to deliver their SAP Knowledge Accelerator courses through its network of Centre, Colleges and Associated learning centres across India. The courses are official, genuine SAP Education programs and endorsed by them. The students would learn the modules in their official LMS's controlled environment and obtain a genuine SAP Education Qualification with their course completion details which are printed and distributed from G-TEC HO.

SAP KNOWLEDGE ACCELERATION PROGRAMS help students to learn how to use SAP software faster with SAP Knowledge Acceleration and Power User with in-depth knowledge in the said domain. This software provides a shortcut to creating training content by providing job-specific training scenarios, activities, and support materials – all of which can be used out-of-the-box or easily customized – accelerating your ability to use SAP to its fullest potential.

The Course Modules will be provided through LMS (Learning Management System) for which the ASSOCIATE CENTRE has to procure Static IP which will be intimated to G-TEC HO alongwith Rs. 5000/- for enabling the association.

WHEREAS, the eligibility for undergoing SAP Modules is a Degree in any Discipline, Plus One and Plus Two ongoing students may also join for the Courses, provided the candidates who have passed Plus Two or above will only be benefited in terms of job opportunities.

NOW THIS AGREEMENT WITNESSETH as follows: -

1. The ASSOCIATE CENTRE shall at its own costs and expenses provide required infrastructure which shall include adequate space, computers of latest configuration, electric fittings (like lights & fans), toilet etc. and other required fixtures for smooth conduct of the course programme.
2. The G-TEC CENTRE shall conduct courses as per the timings scheduled by the ASSOCIATE CENTRE.
3. The ASSOCIATE CENTRE has to provide prior intimation to the G-TEC CENTRE with regard to University Examination or any Special Examination arranged for the students who are attending the PROJECT so as to arrange Batches for conduct the Programme accordingly.
4. The ASSOCIATE CENTRE shall conduct the Courses in their own Computer Lab. The G-TEC CENTRE shall depute faculty for training the students of ASSOCIATE CENTRE.

5. THE ASSOCIATE CENTRE shall not have any right, title, interest, claim or demand over and in respect of the business name of G-TEC COMPUTER EDUCATION, nor shall carry on business in the said name without the permission or authority in writing from the APPROVING AUTHORITY.

6. The ASSOCIATE CENTRE shall not promote the Courses externally with other institutions and shall not register students from other institutions.

7. THE ASSOCIATE CENTRE shall not discontinue the contract until completion of the Agreement period.

8. The present Agreement shall be valid only on approval by the Approving Authority and for a period of one year or upto 30.09.2020, whichever is later. This Agreement can be renewed further on mutual consent for which conditions shall apply.

9. THE ASSOCIATE CENTRE has to strictly follow the procedures for admission of students as per the Norms and as required by the APPROVING AUTHORITY to ensure proper Registration of the Students for the Project.

10. The payment terms per student for the Course under this Project is given as Annexure to this Agreement.

12. The G-TEC CENTRE or the ASSOCIATE CENTRE shall have no write to alter the fee structure or the course curriculum and shall strictly adhere to the norms of the APPROVING AUTHORITY.

13. New courses under this Programme may be added and conducted as and when required with the prior consent of the APPROVING AUTHORITY.

14. The G-TEC CENTRE shall issue acknowledgement to the students of ASSOCIATE CENTRE for collecting fees from the students through G-TEC ELECTRONIC MANAGEMENT SYSTEM (GEMS).

15. THE ASSOCIATE CENTRE shall be liable to use the courseware supplied by the APPROVING AUTHORITY through the G-TEC CENTRE and shall not venture with other courseware or print the same.

16. Promotional Materials if any required will be supplied by the G-TEC CENTRE at a nominal cost to be borne by the ASSOCIATE CENTRE. All advertisements should bear the name of G-TEC as "Powered by G-TEC".

17. THE APPROVING AUTHORITY shall not be liable, responsible or answerable for any claims whatsoever that may arise due to any negligence, deficiency in service or unfair trade practice includes statutory/legal proceedings of the state/central government that may be there in the part of the G-TEC CENTRE and THE ASSOCIATE CENTRE. The APPROVING AUTHORITY has all the right to terminate the ASSOCIATE CENTRE who involves in any activity which comes

against the modulus/brand/goodwill/reputation of the APPROVING AUTHORITY.

18. On termination of the ASSOCIATE CENTRE or on expiry of the agreement period, the Agreement shall become obsolete and the ASSOCIATE CENTRE shall return all the resources to the APPROVING AUTHORITY. Any continued use of G-TEC properties including materials, G-TEC Logo or SAP Partner Logo may lead to legal procedures against the ASSOCIATE CENTRE and the concerned G-TEC Centre.

19. THE ASSOCIATE CENTRE shall keep the confidentiality of all SAP related resources including Trademark, Logos, Training resources, Learning resources, Books, Certificates, Marketing resources bearing SAP Logos etc. Any misuse will lead to strict legal action against the concerned Centre/College. The G-TEC Centre shall be liable for all activities of its Associate centre and is liable for penalty for their misleading, non-agreed actions.

20. THE ASSOCIATE CENTRE should ensure all arrangements for conduct of Examination of their students in its premises.

21. The APPROVING AUTHORITY or his authorised officials / Representative shall have the right to inspect the ASSOCIATE CENTRE at any time with respect to conduct of the programme and to take feed back from the students and the ASSOCIATE CENTRE should extend cooperation and provide all necessary assistance in this regard.

22. All disputes arising from association, execution and promotion of the Courses shall be purely the responsibility and liability of the concerned G-TEC CENTRE and the ASSOCIATE CENTRE alone and in no way can affect the APPROVING AUTHORITY.

23. All disputes and differences between the parties hereto regarding construction and or interpretation of any of the terms and conditions herein contained or for determination of any liability hereunder or touching or concerning the same, shall be referred to the arbitration under the provisions of Indian Arbitration Act, 1946.

24. Courts of CALICUT alone shall have the jurisdiction to try and determine all actions, suits and proceedings in respect of any disputes arising out of this agreement.

IN WITNESS WHEREOF the parties have hereinto set and subscribed their respective hands and seals the day, month and year first above written.

For G-TEC CENTRE

S. Sathish Kumar

For ASSOCIATE CENTRE



PRINCIPAL

PRINCIPAL
HENRY BAKER COLLEGE,
MELUNGAU

APPROVING AUTHORITY

For G-TEC EDUCATION

[Signature]
Chairman & Managing Director
G-TEC EDUCATION PVT. LTD



SIGNED in presence of:

1) *[Signature]*
Arthy George
Manager

2) *[Signature]*
Arthy George
Regional Manager

DATED:

DATED:

MOU WITH GRAMVIKAS SOCIETY, MELUKAAVUMATTOM

Henry Baker Collage in Association with Gramvikas Society , started water re-charging of wells.

കുടിവെള്ളക്ഷാമം നേരിടാൻ കിണർ റീച്ചാർജിങ്ങുമായി മേലുകാവ് കോളേജ്



ജലക്ഷാമം നേരിടാൻ മേലുകാവ് ഹെൻറി ബേക്കർ കോളേജ് അധികൃതർ സ്ഥാപിച്ച മഴവെള്ള കിണർ റീച്ചാർജിങ് യൂണിറ്റ്

മേലുകാവുമറ്റം ▶ വേനൽക്കാലത്തെ കുടിവെള്ളക്ഷാമം നേരിടാൻ കിണർ റീച്ചാർജിങ്ങുമായി ഹെൻറി ബേക്കർ കോളേജ്, പ്രധാന ബ്ലോക്കിന്റെ ടെറസിൽ വീഴുന്ന മഴവെള്ളം മുഴുവൻ കാമ്പസിലെ കിണറിലേക്ക് എത്തിക്കുന്നതാണ് പദ്ധതി. നാലിഞ്ചു പൈപ്പുവഴി ശുദ്ധീകരിച്ച് കിണറിനുള്ളിലേക്ക് എത്തിക്കുന്ന ശുദ്ധീകരണ സംവിധാനമാണ് ഒരുക്കിയിരിക്കുന്നത്. കാലാവസ്ഥ വ്യതിയാനവും, വരൾച്ചയും, ശുദ്ധ ജലക്ഷാമവും പ്രതിരോധിക്കാൻ ഭൂഗർഭ ജലത്തിന്റെ അളവ് വർദ്ധിപ്പിച്ച് കിണറുകളിൽ ശുദ്ധ ജലലഭ്യത ഉറപ്പുവരുത്തുകയാണ് ലക്ഷ്യം. കോളേജ് ബർസാർ റവ. ബിജു ജോസഫ്, പ്രിൻസിപ്പൽ ഡോ. ജി.എസ്. ഗിരീഷ്കുമാർ എന്നിവരാണ് സംരംഭത്തിന് മുൻകൈ എടുത്തത്. ഗ്രാമവികാസ് സൊസൈറ്റി ഡയറക്ടർ സിബി പുരയിടം റീച്ചാർജിങ് യൂണിറ്റ് സ്ഥാപിക്കുന്നതിനാവശ്യമായ സാങ്കേതിക സഹായം നൽകി. ലക്ഷക്കണക്കിന് ലിറ്റർ വെള്ളം ഭൂമിയിൽ സംഭരിക്കുന്ന ഈ പദ്ധതി ഭാവിതലമുറയ്ക്കുള്ള കരുതലും മഹത്തായ ഒരു സന്ദേശവുമാണെന്ന് പ്രിൻസിപ്പൽ പറഞ്ഞു.



കേരളം കേരള KERALA

20AA 647162

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (here in after called as the 'MOU') is entered in to on this the 20th day of December -Two Thousand and Nineteen (20.12.2019), by and between

Henry Baker College, Melukavu, Melukavumattom P O, Kottayam District, Kerala State, India here in by its Name of

Competent Authority (here in after referred as **'First Party'**, the institution which expression, unless excluded by or repugnant to the subject or context shall include its successors-in-office, administrators and assigns).

AND

Gramavikas Society, The Second Party and represented Melukavumattom here in after referred to as **"Second Party"**, company which expression, unless excluded by or repugnant to the subject or context shall include its successors-in-office, administrators and assigns).

(First Party and Second Party are herein after jointly referred to as 'Parties' and individually as 'Party') as

No. 6862 /ad 1.
13/01/18

Manoj

Henry Baker College melukavu


TREASURY - VIZHAKKAM
12 JUN 2018

WHEREAS:
NOW THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES SET FOR THIS
MOU, THE PARTIES HERE TO AGREE AS FOLLOWS:

CLAUSE1

CO-OPERATION

- 1.1 Both Parties are united by common interests and objectives, and they shall establish channels of communication and co-operation that will promote and advance their respective operations within the **Institution** and its related wings. The Parties shall keep each other informed of potential opportunities and shall share all information that may be relevant to secure additional opportunities for one another.
- 1.2 First Party and Second Party co-operation will facilitate effective utilization of the intellectual capabilities of the faculty of First Party providing significant inputs to them in developing suitable teaching/training systems, keeping in mind the needs of the industry, the Second Party.
- 1.3 The general terms of co-operation shall be governed by this MOU. The Parties shall cooperate with each other and shall, as promptly as is reasonably practical, enter into all relevant agreements, deeds and documents (the 'Definitive Documents') as may be required to give effect to the actions contemplated in terms of this MOU. The term of Definitive Documents shall be mutually decided between the Parties. Along with the Definitive Documents, this MOU shall represent the entire understanding as to the subject matter here of and shall supersede any prior understanding between the Parties on the subject matter hereof.

CLAUSE2

SCOPE OF THE MoU

- 2.1 Both parties believe that close co-operation between the two parties in Rain Water Harvesting
- 2.2 Second Party will give valuable inputs to the First Party in Environment Awareness, Organic Farming, Vegetable Cultivation, Honeybee Keeping, Energy Management, Sustainable Agriculture
- 2.3 There is no financial commitment on the part of the **Henry Baker College, Melukavu**, the First Party to take up any programme mentioned in the MoU. If there is any financial consideration, it will be dealt separately.

**CLAUSE 3
INTELLECTUAL PROPERTY**

- 3.1 Nothing contained in this MOU shall, by express grant, implication, Estoppel or otherwise, create in either Party any right, title, interest, or license in or to the intellectual property (including but not limited to know-how, inventions, patents, copy rights and designs) of the other Party.

**CLAUSE 4
VALIDITY**

- 4.1 This Agreement will be valid until it is expressly terminated by either Party on mutually agreed terms, during which period Gramvikas Society, the Second Party, as the case may be, will take effective steps for implementation of this MOU. Any act on the part of **Training Partner** or **Gramvikas Society**, the Second Party after termination of this Agreement by way of communication, correspondence etc., shall not be construed as an extension of this MOU.
- 4.2 Both Parties may terminate this MOU upon 30 calendar days' notice in writing. In the event of Termination, both parties have to discharge their obligations

CLAUSE 5
RELATIONSHIP BETWEEN THE PARTIES

5. It is expressly agreed that **First Party** and **Second Party** are acting under this MOU as independent contractors, and the relationship established under this MOU shall not be construed as a partnership. Neither Party is authorized to use the other Party's name in any way, to make any representations or create any obligation or liability, expressed or implied, on behalf of the other Party, without the prior written consent of the other Party. Neither Party shall have, not represent itself as having, any authority under the terms of this MOU to make agreements of any kind in the name of or binding up on the other Party, to pledge the other Party's credit, or to extend credit on behalf of the other Party.

Henry Baker College, Melukavu & Gramvikas Society

Any divergence or difference derived from the interpretation or application of the MoU shall be resolved by arbitration between the parties as per the Arbitration Act, 1996. The place of the arbitration shall be District Head Quarters of the First Party. This undertaking is to be construed in accordance with Indian Law with exclusive jurisdiction in the Courts of **Kottayam**.

AGREED:

For Henry College, Melukavu

For Gramvikas Society, Melukavumattom


Authorized Signatory
Dr. GIREESH KUMAR, G.S.
PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU, KERALA - 686 652


Authorized Signatory **ശ്രീമതി പുഷ്പാദി ദേവി**
SECRETARY
Grama Vikas Society No. K.162/95
Melukavumattom P.O.-686 652
Kottayam Dt. Kerala




Henry Baker College	Name of Industry
Melukavumattom P. O., Kottayam Dt., Kerala, India Pin-686652	Gramvikas Society, Melukavumattom
Principal- Dr. Gresh Kumar G.S, Ph: +919447070018 Bursar- Rev. Biju Joseph	Sri.Siby Purayidam
E-mail: hbcprincipal@gmail.com	
Web: www.henrybakercollege.edu.in	

Witness1: 
Dr. Gresh Kumar

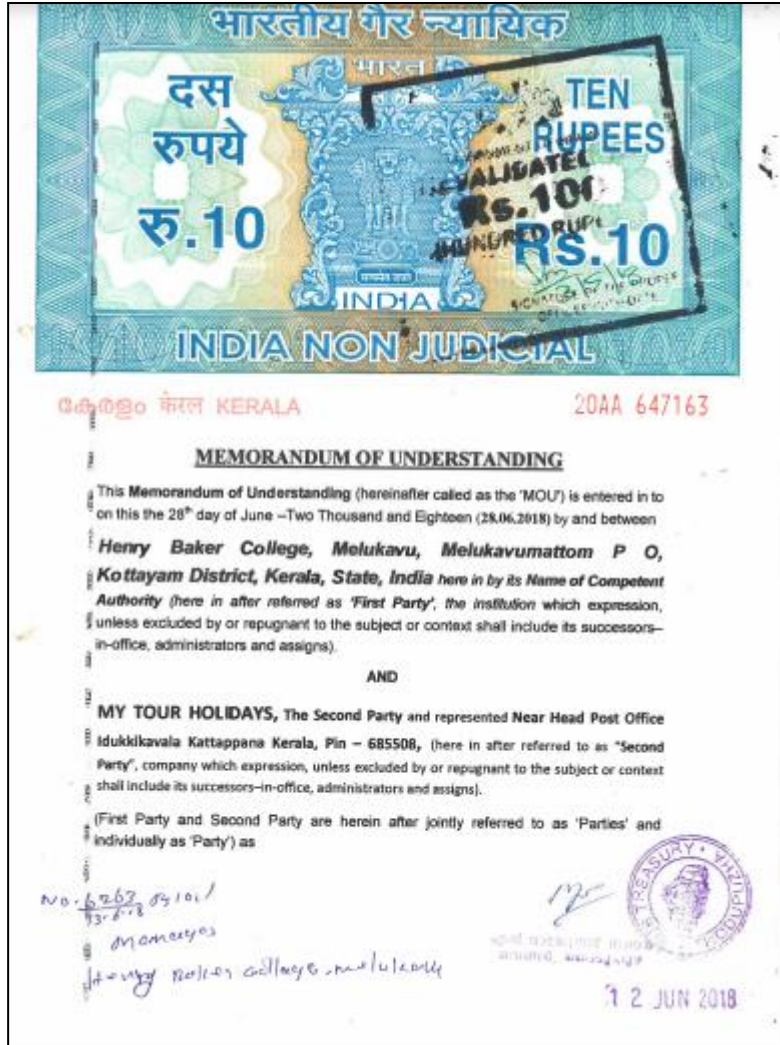
Witness2: 
K.R. Anwar
President of Gramvikas Society
Aandikkattu.
Member ward-12.

Witness3: 
Biju Joseph

Witness4: 
James K. Joseph

MY TOUR HOLIDAYS
ORIENTATION ON TOUR GUIDING

Resource Person- Mr. Anish Joseph (Muziris Project Guide-27-06-2019)



WHEREAS:

- A) First Party is a Higher Educational Institution named: *Henry Baker College, Melukavu*
- B) First Party & Second Party believe that collaboration and co-operation between themselves will promote more effective use of each of their resources, and provide each of them with enhanced opportunities.
- C) The Parties intent to cooperate and focus their efforts on cooperation within area of Skill Based Training, Education and Research.
- D) Both Parties, being legal entities in themselves desire to sign this MOU for advancing their mutual interests.

NOW THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES SET FOR THIS MOU, THE PARTIES HERE TO AGREE AS FOLLOWS:

CLAUSE1

CO-OPERATION

- 1.1 Both Parties are united by common interests and objectives, and they shall establish channels of communication and co-operation that will promote and advance their respective operations within the Institution and its related wings. The Parties shall keep each other informed of potential opportunities and shall share all information that may be relevant to secure additional opportunities for one another.
- 1.2 First Party and Second Party co-operation will facilitate effective utilization of the intellectual capabilities of the faculty of First Party providing significant inputs to them in developing suitable teaching/training systems, keeping in mind the needs of the industry, the Second Party.
- 1.3 The general terms of co-operation shall be governed by this MOU. The Parties shall cooperate with each other and shall, as promptly as is reasonably practical, enter into all relevant agreements, deeds and documents (the 'Definitive Documents') as may be required to give effect to the actions contemplated in terms of this MOU. The term of Definitive Documents shall be mutually decided between the Parties. Along with the Definitive Documents this MOU shall represent the entire understanding as to the subject matter here of and shall supersede any prior understanding between the Parties on the subject matter hereof.

CLAUSE 2

SCOPE OF THE MoU

- 2.1 The budding graduates from the institutions could play a key role in technological up-gradation, innovation and competitiveness of an industry. Both parties believe that close co-operation between the two would be of major benefit to the student community to enhance their skills and knowledge.
- 2.2 **Curriculum Design:** Second Party will give valuable inputs to the First Party in teaching/ training methodology and suitably customize the curriculum so that the students fit into the industrial scenario meaning fully.
- 2.3 **Industrial Training& Visits:** Industry and Institution interaction will give an insight into the latest developments /requirements of the industries; the Second Party to permit the Faculty and Students of the First Party to visit its group companies and also involve in Industrial Training Programs for the First Party. The industrial training and exposure provided to students and faculty through his association will build confidence and prepare the students to have a smooth transition from academic to working career. The Second Party will provide its Labs /Workshops /Industrial Sites for the hands-on training of the learners enrolled with the First Party.

- 2.1 **Research and Development:** Both Parties have agreed to carry out the joint research activities in the fields of Tourism and Hospitality Industry.
- 2.2 **Skill Development Programs:** Second Party to train the students of First Party on the emerging technologies in order to bridge the skill gap and make them industry ready.
- 2.3 **Guest Lectures:** Second Party to extend the necessary support to deliver guest lectures to the students of the First Party on the technology trends and inhouse requirements.
- 2.4 **Faculty Development Programs:** Second Party to train the Faculties of First Party for imparting training as per the industrial requirement considering the National Occupational Standards in concerned sector, if available.
- 2.5 **Placement of Trained Students:** Second Party will actively engage to help the delivery of the training and placement of students of the First Party into internships jobs; and will facilitate placements for at least 10% of the students. The Second Party will itself absorb at least 50 of the trained students.
- 2.6 Both Parties to obtain all internal approvals, consents, permissions, and licenses of what so ever nature required for offering the Programmes on the terms specified here in
- 2.7 There is no financial commitment on the part of the **Henry Baker College, Melukavu**, the First Party to take up any programme mentioned in the MoU. If there is any financial consideration, it will be dealt separately.

CLAUSE 3

INTELLECTUAL PROPERTY

- 3.1 Nothing contained in this MOU shall by express grant, implication, Estoppel or otherwise, create in either Party any right, title, interest, or license in or to the intellectual property (including but not limited to know-how, inventions, patents, copy rights and designs) of the other Party.

CLAUSE 4

VALIDITY

- This Agreement will be valid until it is expressly terminated by either Party on mutually agreed terms, during which period MY TOUR HOLIDAYS, the Second Party, as the case may be, will take effective steps for implementation of this MOU. Any act on the part of Training Partner or MY TOUR HOLIDAYS, the Second Party after termination of this Agreement by way of communication, correspondence etc., shall not be construed as an extension of this MOU

- 4.1 Both Parties may terminate this MOU upon 30 calendar days 'notice in writing. In the event of Termination, both parties have to discharge their obligations

CLAUSE 5
RELATIONSHIP BETWEEN THE PARTIES

5.111 is expressly agreed that **First Party** and **Second Party** are acting under this MOU as independent contractors, and the relationship established under this MOU shall not be construed as a partnership. Neither Party is authorized to use the other Party's name in any way, to make any representations or create any obligation or liability, expressed or implied, on behalf of the other Party, without the prior written consent of the other Party. Neither Party shall have, not represent itself as having, any authority under the terms of this MOU to make agreements of any kind in the name of or binding up on the other Party, to pledge the other Party's credit, or to extend credit on behalf of the other Party.

Henry Baker College, Melukavu


My Tour Holidays

Any divergence or difference derived from the interpretation or application of the MoU shall be resolved by arbitration between the parties as per the Arbitration Act, 1996. The place of the arbitration shall be District Head Quarters of the First Party. This undertaking is to be construed in accordance with Indian Law with exclusive jurisdiction in the Courts of **Kottayam**.

AGREED:

For Henry College, Melukavu

PRINCIPAL
HENRY BAKER COLLEGE,
MELUKAVU



Authorized Signatory

For My Tour Holidays

MY TOUR HOLIDAYS
Near Head Postoffice
Idukki - 686502
Kottayam - 686001




Authorized Signatory

Henry Baker College	Name of Industry
Melukavumattom P. O, Kottayam Dt., Kerala, India. Pin-686552	Vitree Business Solutions Private LTD 27/540-C, 3 rd Main Avenue, Kochi
Principal- Dr. Gireesh Kumar G.S, Ph: +919447070018 Bursar- Rev. V.S Francis, Ph: +919495126055	Saji Sebastian, Ph: +91994555330
E-mails: hbcprincipal@gmail.com	E-mails:
Web: www.henrybakercollege.edu.in	Web: www.vitree.com

Witness 1: 
Anny Tharikkal

Witness 2: 
Prof. Jeehi Jore

Witness 3: 
Issa George

Witness 4: 
SIMON K JOSEPH

MOU WITH TROPICAL INSTITUTE OF ECOLOGICAL SCIENCES



protocols to conduct experiments for the projects/programmes under CNPI.

- C. TIES will provide expert trainings to conduct various research and community development programmes of the college under CNPI.
- D. TIES will provide project opportunities for individual students/ faculty members recommended by the college for projects in various funded projects as per the rules and regulations of the Universities and Governments.
- E. TIES will submit grades for each student/ faculty participated in CNPI to the college for evaluation purposes.
- F. The CNPI activities will be monitored regularly by TIES team and periodic reports will be communicated to the college.
- G. TIES will assist in preparation of publicity materials, publication of reports, scientific papers and other publications.
- H. TIES will provide its infrastructure facilities of TIES campus for various projects/programmes under CNPI, if needed.
- I. TIES will make the arrangements and provide sufficient help for getting legal permissions and other official permissions required for community linked activities such as sample collection, studies inside the forest areas, visit to government institutions, etc.
- J. TIES will not be responsible for any loss incurred to the participants due to unforeseen reasons beyond our control.
- K. No financial support will be provided by TIES in conducting CNPI projects and programmes.
- L. The services offered by TIES under CNPI are chargeable and the same should be agreed by both parties and given in Annexure I. But the expenses towards laboratory experiments, printing and publication expenses, food expenses (during seminar/ workshop etc.) etc. if any, should be borne by the college.

ii. Henry Baker College agrees that:

- A. College will be responsible for organising all programmes and projects under CNPI as per pre-agreed time schedule. Timely conduct of programmes and implementation of project is the sole responsibility of the college.



PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU

Annexure II CNPI - Checklist of Events

- First step** Send a request letter to TIES expressing interest to participate in CNPI 2019-2020
- Second step** After getting confirmation from TIES sign the MOU
- Third step** Conduct a staff meeting in the presence of representative of the Management and explain the CNPI programme. Appoint one teacher co-ordinator and Asst.co-ordinator for CNPI. Also select 3 teachers are Audit officers (one each for water audit, energy audit and biodiversity audit)
- Fourth step** Select 50-60 students from various departments (any student who wish to participate). Fix the date of formal inauguration.
- Fifth step** Preparations of the inauguration. Invite suitable persons for inauguration (see the suggestive programme below). All students, faculty members and non-teaching staff should be participate in the inaugural session which lasts only for one hour. The knowledge of the programme to all members is essential for the success of CNPI.

Audio-visual support including LCD projector should be provided.

Print 2 Banners –preferably on cloth: see this is an environmental conservation programme. (one for stage and other for entrance) with the following matter:

CNPI GREEN AUDIT 2019-2020
*Inauguration of water, energy and biodiversity
audit of the college campus*

Date

Name of the Venue

Organised by:

College Emblem

Name of the College

In Technical Collaboration with:



Tropical Institute of Ecological Sciences (TIES)

Add our logo just before our title (logo will be given after signing MOU). College emblem also may added.

Take sufficient number of copies of all forms given (Data entry sheets, forms and manuals will be given after signing MOU) should be prepared (to be used in training sessions of inaugural day)

- Sixth step** Inauguration and first training. Inaugural session will be of one hour duration (10 AM to 11 AM). The whole college including, teaching and non teaching staff, representatives of Management and PTA and all students must attend the first one hour session. The selected 50-60 students, teacher co-ordinators and audit officers should attend the following training sessions which will last

**MOU WITH M/S ENBRIDG, 2ND FLOOR,
HOLY TUESDAY BUILDING KALLOR.**

**Offered Microsoft Office Specialist Certificate programme.
75 Students attended the programme**



HENRY BAKER COLLEGE MELUKAVU
(Affiliated to Mahatma Gandhi University, Kottayam, Kerala, India)
Melukavumattom P.O, Kottayam, Kerala, India PIN. 686652
Email:hbprincipal@gmail.com Website:www.henrybakercollege.edu.in

PRINCIPAL

26-07-2019

LIST OF STUDENTS ATTENDED

MICROSOFT OFFICE SPECIALIST CERTIFICATE PROGRAMME 2019-20

SL.NO	NAME OF THE STUDENT	CLASS
1	Karthika Sunil	I-B.Com
2	Poornima Dileep	I-B.Com
3	Gokul Ajayan	I-B.Com
4	Maria Varghese	I-B.Com
5	Bibin Rajesh	I-B.Com
6	Divya Saseendran	I-B.Com
7	Yadu Krishnan M	I-B.Com
8	Sumina A.II	I-B.Com
9	Khinse Manuel	I-B.Com
10	Prabudhiya Karuppaswamy	I-B.Com
11	Hiba Fathima M	I-B.Com
12	Dhanya Mohan	I-B.Com
13	Deepak S	I-B.Com
14	Athul Dev Murali	I-B.Com
15	Ashish Ipe Thomas	I-B.Com
16	Albert Jacob	I-B.Com
17	Amitha Binu	I-B.Com
18	Seamys Shajon	I-B.Com SF
19	Josna Josekutty	I-B.Com SF
20	Rohan Cherian John	I-B.Com SF
21	Muhammed Aslam	I-B.Com SF
22	Basil Baba	I-B.Com SF
23	Bibi Das B	I-B.Com SF
24	Vishnu Vijayan	I-B.Com SF
25	Reshma Joseph	I-B.Com SF
26	Jithu C.S	I-B.Com SF
27	Athul B Nair	I-B.Com SF
28	Ajesh V.S	I-B.Com SF
29	Sreejith Sasikumar	I-B.Com SF


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30	Josemy Jose	I-B.Com SF
31	Gopika Sunil	I-B.Com SF
32	Ananthakrishnan A	I-B.Com SF
33	Akhil V.H	I-B.Com SF
34	Adith Wilson	I-B.Com SF
35	Denimon Johnson	I-B.Voc
36	Aromal Sajeev	I-B.Voc
37	Anandu S	I-B.Voc
38	Abhijith T Prathapan	I-B.Voc
39	Pooja Sathesh	I-B.Voc
40	Nandana Unnikrishnan	I-B.Voc
41	Mohammed Suhail	I-B.Voc
42	Sachu Mon O.S	I-B.Voc
43	Arya Bina	I-B.Voc
44	Anupriya Biju	I-B.Voc
45	Anila Laji	I-B.Voc
46	Anandhu Babu	I-B.Voc
47	Geethu K.R	I-B.Voc
48	Ajin Joseph	I-B.Voc
49	Chinju Mol Sebastian	I-DA IHistory
50	Shyla R	I-BA History
51	Sneha James	I-DA IHistory
52	Saravathy M Micheal	I-BA History
53	Priya Kurian	I-BA IHistory
54	Akhil Sunil	I-BA History
55	Abin Saji	I-BA History
56	Bijamol Joseph	I-BA History
57	Ann Mariya Joseph	I-BA History
58	Ancila Silju	I-BA History
59	Ann Maria Sebastian	I-BA English
60	Laya Maria Lal	I-BAEnglish
61	Ajisha George	I-BAEnglish
62	Leyon Joy Manimala	III-B.Com SF
63	Lincy Sam	I-B.SC
64	Honey Thomas	I-M.Com
65	Akhila Mathew	I-M.Com
66	Jasyya Asharaf	I-M.Com
67	Nivya Reji	I-M.Com
68	Jisra Mathew	I-M.Com
69	Athira Shaji	I-M.Com
70	Ashly R	I-M.Com
71	Aksharha C Shaju	I-M.Com
72	Joice Mary Vincent	I-M.Com
73	Suja Markose	I-MA
74	Abin Jose	I-MA
75	Kavyamol K.R	Outsider



PRINCIPAL
HENRY BAKER COLLEGE
WELLSBORO



കേരളം KERALA

BW 794605

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (hereinafter referred to as MoU) is made and entered into by and between M/s. ENBRIDG, 2nd Floor, Holy Tuesday Building, Kaloor -17, Ernakulam, Kerala represented by its Executive Manager, Miss. Rohini Unnikrishnan, hereinafter referred to as the **FIRST PARTY** is authorized by M/s. Active Edu-Technologies India Private Limited, a Certipoint Authorized State Reseller- Kerala and Karnataka to sell certification products of Certipoint in the territory specified in their mutual MoU.

And

HENRY BAKER COLLEGE, having its registered office / campus at Melakavumattom, Kottayam, Kerala, represented by its Principal, **Dr. Gireesh Kumar G.S.**, here in after referred to as the **SECOND PARTY**; which expression shall, unless repugnant to the context or meaning thereof, include its successor and assigns;

No. 13458
7/11/2018 Rs 100/- Enbridy
Kaloor
Kochi



The FIRST PARTY and the SECOND PARTY are herein after collectively referred to as the 'PARTIES';

1. **Whereas**, the FIRST PARTY is authorized to sell Certipoint certification programs as it is authorized by M/s. Active Edu-Technologies India Private Limited a Certipoint Authorized State Reseller- Kerala and Karnataka to sell certification products of Certipoint in the territory specified in their mutual MoU.
2. **And Whereas**, the SECOND PARTY is desirous to certify its students in Microsoft Office Specialist.

NOW THIS AGREEMENT WITNESSES AS UNDER:

1. The SECOND PARTY has approached the FIRST PARTY and its desirous to certify its **100 (One Hundred) Students** in Microsoft Office Specialist certifications and the FIRST PARTY has accordingly accepted the proposal based on which both the parties hereby agreed to conduct the above said program under the terms and conditions laid down in this agreement.
2. Whereas the FIRST PARTY and the SECOND PARTY consider it as necessary, and in the best interest of the parties to reduce such terms and conditions in writing on a stamped paper. The Validity of the MoU will be for one year from **7th November 2018 to 31st November 2019**.

OBLIGATIONS

1. The FIRST PARTY will at all times maintain good working order in all deliverables for the order placed.
2. The FIRST PARTY will dedicate a managing member of its staff with adequate support structure to act as the focal point to co-ordinate activities with the SECOND PARTY.
3. Both the parties agreed that the **'Training, Exam and Certification Fee'** for the students of SECOND PARTY shall be at a concessional rate of **Rs. 2300/- (Two Thousand Three Hundred)** only, for **MICROSOFT OFFICE** online examination and certification as the SECOND PARTY agreed to purchase a minimum of **100 (One Hundred)** exam vouchers for its students. The SECOND PARTY shall make the payment in **two installments** as follows ;

12th November 2018	:	Rs. 1,15,000/-
5th December 2018	:	Rs. 1,15,000/-
Total	:	Rs. 2,30,000/-

4. The SECOND PARTY agreed to pay the entire project amount of **Rs.2,30,000/- (Two Lakhs Thirty Thousand Only)** for the total number of exam vouchers purchased, irrespective of whether they fully utilized it or not during the MoU Period.
5. The SECOND PARTY will get 12 months time to utilize the entire thousand vouchers from the date of MoU.
6. The FIRST PARTY agrees to provide 2 Days orientation training for the students before the exam. Training timing shall be fixed as per the mutual discussion & understanding between both the parties.

7. The minimum number of participating students for each batch should be 50. No batches will be started without the minimum number of students.
8. The venue and classroom facilities including PCs and internet connectivity for online test and training will be provided by the SECOND PARTY.
9. Under any circumstances, if a class cannot be conducted on a given day, the same will be informed by the SECOND PARTY to the FIRST PARTY at least two days in advance and vice versa. Every student's presence is to be ensured by the School, and if the trainer arrives for a scheduled class as per program, the class will be taken irrespective of the number of students present.
10. It will be the responsibility of the SECOND PARTY to inform the students regarding the scheduled classes or special arrangements. Proper record of attendance of the students shall be maintained by the SECOND PARTY if required. Otherwise the attendance taken by FIRST PARTY shall be accepted as final.
11. As a part of this agreement The SECOND PARTY will get ATC Status from CERTIPORT.
12. SECOND PARTY will be able to display the ATC status on their Boards / websites / brochures.
13. Second Party agrees to use, in advertising and promoting the Products and Services, only those materials approved by FIRST PARTY and in compliance with Program marketing and logo usage guidelines set forth, and to use the same in accordance with instructions from First Party
14. The SECOND PARTY shall consider all the information provided by the FIRST PARTY under this Agreement as confidential. The SECOND PARTY undertakes not to divulge any confidential information to any person except to its employees who need to know the information for successful conduct of the training.
15. The SECOND PARTY shall not transfer, reproduce or reuse any material, soft copy, software or otherwise provided by the FIRST PARTY in personal or institutional capacity.
16. The SECOND PARTY undertakes that the Certification shall be propagated and exercised only through the FIRST PARTY and no other party shall be approached for the delivery of the Certification in any of the campus under the management ownership of the SECOND PARTY, during the term of this MoU.
17. The certificates of the successfully completed students will be provided as per the given schedule.
 - * Soft Copies within 30 days of the examination.
 - * Printed Certificates within 60 days of the examination.
18. The PARTIES shall not be considered in default of the performance of their obligations under the terms of this 'Memorandum', if such performance is prevented or delayed for any causes beyond the reasonable control of the PARTY affected including war, hostilities, revolution, riots, civil commotion, strikes, lockouts, epidemic, fire, explosion, flood, earth-quake, act of God, any act of Government, espionage, , governmental action or interruption of services or any other cause beyond the control of the concerned PARTY which could not have been foreseen or avoided by the exercise of due diligence.
19. All the advertisement materials will be designed and publicized with prior approval from FIRST PARTY in writing.

Handwritten signature

20. TERMS

Second party agrees:

- a) To conduct its business operations in accordance with all applicable local laws and regulations.
- b) It shall (a) conduct business in conformance with sound ethical standards of integrity and honesty; (b) conduct business in such a way as to not give the appearance of impropriety, even when the behavior or activity is in compliance with the law; (c) not achieve business results by illegal acts or unethical conduct; (d) prohibit Second Party's Support Staff and other employees, agents and subcontractors from offering, paying or authorizing financial, and/or any other item of value or other advantage to be given to any official or employee of any government or political party, political candidates, employees of government enterprises or any other person or entity, with knowledge or a reason to believe that such payment or promise to pay will be made to any government official (each, an Official) for the purposes of (i) obtaining an improper business advantage; (ii) influencing such Official to take, or not to take, any action or decision; or (iii) inducing such Official to use his or her influence to affect any act or decision of a government
21. Except as provided in this agreement the initial term of the SECOND PARTY's association with the FIRST PARTY shall be for a period of one year initially from the date of commencement of this agreement which shall be the date of signing of this agreement by the parties.
22. The title conferred vide this agreement is not transferable to any third party, individual or otherwise other than legal heirs for which a transfer of title has to be executed with adequate reasons for transfer.
23. The agreement shall get lapsed at the end of the first year and at the option of the parties and the agreement may be renewed for another term as mutually agreed upon by the parties. If in any case any of the parties don't want the agreement to be renewed, the same may be communicated in writing 30 days in advance to the date of renewal.
24. The FIRST PARTY reserves the right to terminate this agreement at their option if they are convinced that the SECOND PARTY has violated the purview of this agreement at any point of time with a prior written notice stating the points of violation thirty days in advance and vice versa.
25. The expenses incurred if any in case of termination shall be borne by the party who is at fault.

DISPUTE RESOLUTION:

26. If any dispute arises between the PARTIES here to during the subsistence of this 'Memorandum' or thereafter, in connection with the validity, interpretation, implementation or alleged material breach of any provision of this 'Memorandum', the PARTIES hereto shall endeavor to settle such dispute amicably. In the case of failure by the PARTIES to resolve the dispute in the manner set out above within 15 (fifteen) days from the date when the dispute arose, the dispute shall be referred to arbitration of a Sole Arbitrator to be appointed by the SECOND PARTY. The place of arbitration shall be Ernakulam.
27. The arbitration proceeding shall be governed by the Arbitration and Conciliation Act, 1996 and shall be in the English language. The Arbitrator shall also decide on the costs of the arbitration proceedings.
28. The Arbitrator's award shall be substantiated in writing and the PARTIES hereto shall submit to the Arbitrator's award which shall be enforceable in any competent court of law.

JURISDICTION OF COURTS:

29. This 'Memorandum' shall be governed and construed in accordance with the prevailing laws of India and subject to the provisions of this clause, shall be subject to the exclusive jurisdiction of the courts at Ernakulam.

MISCELLANEOUS:

30. It is agreed between the PARTIES that this 'Memorandum' is on a Principal-to-Principal basis and does not create any employer-employee or principal-agent relationship between the FIRST PARTY on the one hand and the SECOND PARTY on the other. The FIRST PARTY shall not represent or designate his / its business premises as an office of the SECOND PARTY. The FIRST PARTY shall not advertise in any form on behalf of the SECOND PARTY.

31. Stamp duty and other taxes and levies on this 'Memorandum' shall be borne by the SECOND PARTY.

NOTICES:

32. All notices required to be served by either of the PARTIES hereto shall be deemed to have been duly and effectually served, if delivered by hand or addressed by registered post at the following addresses:

Executive Manager
M/s. Enbridg
2nd Floor, Holy Tuesday Building
Kaloor, Cochin,
Kerala-682017

Principal
Henry Baker College
Melukavumattom,
Kottayam,
Kerala-685605



33. This 'Memorandum' shall be executed in duplicate. The FIRST PARTY shall keep the original. The SECOND PARTY shall keep the copy.

IN WITNESS WHEREOF the parties hereto have signed this deed on this Date 07-11-2018


Signature of the FIRST PARTY


Executive Manager
M/s. Enbridg



Signature of the SECOND PARTY


Principal
Henry Baker College
Melukavumattom - ERNAKULAM

PRINCIPAL
HENRY BAKER COLLEGE,
MELUKAVU

Witness:

1. 
JOMAN K JOSEPH

Witness:

2. 
ANANDIA KRISHNAN

MOU with Centre for Continuing Education.

Offered Courses in DCA and Diploma in shipping and Logistic Management



HENRY BAKER COLLEGE MELUKAVU

(Affiliated to Mahatma Gandhi University, Kottayam, Kerala, India)
Melukavumattom P.O, Kottayam, Kerala, India PIN. 686652.
Email: hbcprincipal@gmail.com Website: www.henrybakercollege.edu.in

PRINCIPAL

06-08-2019

LIST F STUDENTS ATTENDED DCA COURSE 2018-19

Sl. NO	NAME	CLASS
1	Aleena Therese Raj	I-B.Com
2	Amalamol P Suthoesh	I-B.Com
3	Anjali Suresh	I-B.Com
4	Aparna S	I-B.Com
5	Arwathy P.K	I-B.Com
6	Ashira A.S	I-M.Com
7	Ashira Baburaj	I-B.Com
8	Grace Mary George	I-B.Com
9	Minnu Pious	I-B.Com
10	Robin Ninan	I-B.Com
11	Ann Treasa Jojo	I-B.Com SF
12	Arwani Pradespan	I-B.Com SF
13	Ditto Joshy	I-B.Com SF
14	Shinto Jojo	I-B.Com SF
15	Sneha Soman	I-B.Com SF
16	Melvin Sebastian	I-BA English
17	Nibiya Biju	I-BA English
18	Saryudevi M Madhu	I-BA English
19	Tiney Elvis	I-BA English
20	Nandhu K Surendren	I-B.Sc
21	Anandhu Sasankan	I-B.Sc
22	Joe P Thomson	I-B.Sc
23	Jyulakutuj V.S	I-M.Com
24	Abhijeeth Aji	I-M.Com
25	Reno Reese	I-MA
26	Satikala Sasi	I-MA
27	Anita Joy	I-MA
28	Amitha George	I-MA
29	Josmimol Kurien	Outsider



PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU



GOVERNMENT OF KERALA



CENTRE FOR CONTINUING EDUCATION KERALA



CERTIFICATE



Certificate No. : 190717708

Registration No. : C1805270DCA0042

Online Verification Code : C190011739

Certified that Mr./Ms. **ABHIJITH AJI**

has successfully completed the course **Diploma in Computer Application**

at the sub centre

Herry Baker College, Melukavu

with the duration of **Six Months**

The candidate has been awarded Grade **B+** for his / her performance

in the examination conducted in **July, 2019**



[Signature]
Controller of Examinations

DIRECTOR

Centre for Continuing Education Kerala
Thiruvananthapuram - 552 002

Date of Issue: **06.08.2019**

Phone : A1 - 9844 2315, A - 9844 2376 and 2378, B1 - 9844 2676 and 2678, B2 - 9844 2176 and 2178, C - 9844 2376 and 2178
To verify the certificate online visit: <http://www.ccek.org/verify>



GOVERNMENT OF KERALA

CENTRE FOR CONTINUING EDUCATION KERALA



CERTIFICATE



Certificate No. 190717710

Registration No. C18052700CA0034

Online Verification Code C190011741

Certified that Mr./Ms. AMALAMOL P SATHEESH

has successfully completed the course Diploma in Computer Application

at the sub centre

Henry Baker College, Melukavu

with the duration of Six Months

The candidate has been awarded Grade B+ for his / her performance

in the examination conducted in July, 2018

Date of Issue: 06.09.2019



Signature of Controller of Examinations

DIRECTOR
Centre for Continuing Education Kerala
Thiruvananthapuram - 695 023

Grade: A - Marks > 85% ; B - Marks > 75% and < 85% ; C - Marks > 65% and < 75% ; D - Marks > 55% and < 65% ; E - Marks > 45% and < 55% ; F - Marks > 35% and < 45% ; G - Marks > 25% and < 35% ; H - Marks > 15% and < 25% ; I - Marks > 5% and < 15%
To verify this certificate online visit: <http://www.ccek.org/verify>



GOVERNMENT OF KERALA

CENTRE FOR CONTINUING EDUCATION KERALA



CERTIFICATE



Certificate No. 190717711

Registration No. C1805270DCA0051

Online Verification Code C190011742

Certified that *Mr./Ms.* **AMITHA GEORGE**

has successfully completed the course **Diploma in Computer Application**

at the sub centre

Henry Baker College, Melukavu

with the duration of **Six Months**

The candidate has been awarded Grade **B+** for his / her performance

in the examination conducted in **July, 2019**

Date of Issue **06.08.2019**



[Signature]
Controller of Examinations

DIRECTOR
Centre for Continuing Education Kerala
Thiruvananthapuram - 695 001

Grade: A+ - Marks > 90% ; A - Marks > 80% and < 90% ; B+ - Marks > 70% and < 80% ; B - Marks > 60% and < 70% ; C - Marks > 50% and < 60% ; D - Marks > 40% and < 50%
To verify this certificate online visit: <http://www.ccek.org/kerala>



HENRY BAKER COLLEGE MELUKAVU
(Affiliated to Mahatma Gandhi University, Kottayam, Kerala, India)
Melukavumattom P.O, Kottayam, Kerala, India PIN. 686652
Email: hbcprincipal@gmail.com Website: www.henrybakercollege.edu.in

PRINCIPAL

18-10-2019

LIST OF STUDENTS ATTENDED

PROFESSIONAL DIPLOMA IN SHIPPING & LOGISTICS 2018-19

SL.NO	NAME OF THE STUDENT	CLASS
1	Arwin N.K	I-B.Com
2	Anandakrishnan M.P	I-B.Com
3	Richard Mathew	I-B.Com
4	Amal Joseph	I-B.Com
5	Aswath T.M	I-B.Com
6	Rohan Cherian John	I-B.Com SF
7	Sreekanth Sreenivasan	I-B.Com SF
8	Martin Joseph	I-B.Com SF
9	Nandhu S Nair	I-B.Com SF
10	Abin Sebastian	I-B.Com SF
12	Gokul Krishna	I-B.Com SF
11	Joe K. Thomas	I-B.Sc
13	Jithin Johnson	II-B.Com
14	Dona Sebastian	II-B.Com
15	Shilpa Sauthosh	II-B.Com
16	Abin V.T	Outsider
17	Ajithkumar V.A	Outsider




PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU

Serial No. 23437



GOVERNMENT OF KERALA



CENTRE FOR CONTINUING EDUCATION KERALA

STATEMENT OF MARKS

Name of Course	Professional Diploma in Shipping & Logistics
Name of Student	ABIN V T
Registration No.	C18052700140905

Subject	Marks Awarded	Maximum Marks
Fundamentals of Logistics and Inventory Management [PDSL T001]	95	180
Export Documentation And Shipping [PDSL T002]	97	190
Marketing Principles And Business Communication [PDSL T003]	95	190
Total Marks	287	460
Percentage of Marks	63.78%	
Final Grade	Grade: B	

Grade:

Marks \geq 91%	A+
Marks \geq 81% and $<$ 91%	A
Marks \geq 66% and $<$ 81%	B+
Marks \geq 51% and $<$ 66%	B
Marks \geq 35% and $<$ 51%	C

Compared by :
Verified by :

Date of Issue: 18.10.2019



Controller of Examinations

DIRECTOR
Centre for Continuing Education Kerala
Thiruvananthapuram - 695 003



GOVERNMENT OF KERALA

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EDUCATION
KERALA

CENTRE FOR CONTINUING EDUCATION KERALA

STATEMENT OF MARKS

Name of Course	Professional Diploma in Shipping & Logistics
Name of Student	RICHARD MATHEW
Registration No.	C1805270D140009

Subject	Marks Awarded	Maximum Marks
Fundamentals of Logistics and Inventory Management [POBL T001]	105	150
Export Documentation And Shipping [PDSE T002]	86	150
Marketing Principles And Business Communication [MSBL T003]	97	150
Total Marks	288	450
Percentage of Marks	63.56%	
Final Grade	Grade: B	

Grade:

Marks \geq 91%	A+
Marks \geq 81% and $<$ 91%	A
Marks \geq 66% and $<$ 81%	B+
Marks \geq 51% and $<$ 66%	B
Marks \geq 35% and $<$ 51%	C

Compared by: _____

Verified by: _____

Date of Issue: 18.10.2019



Controller of Examinations

DIRECTOR
Centre for Continuing Education Kerala
Trivandrum - 682 003



GOVERNMENT OF KERALA



CENTRE FOR CONTINUING EDUCATION KERALA

STATEMENT OF MARKS

Name of Course	Professional Diploma in Shipping & Logistics
Name of Student	ANANDAKRISHNAN M P
Registration No.	C1805270D140011

Subject	Marks Awarded	Maximum Marks
Fundamentals of Logistics and Inventory Management [PDSL 1001]	102	150
Export Documentation And Shipping [PDSL 1102]	90	150
Marketing Principles And Business Communication [PDSL 1003]	90	150
Total Marks	282	450
Percentage of Marks	62.67%	
Final Grade	Grade: B	

Grades:

Marks \geq 91%	A+
Marks \geq 81% and $<$ 91%	A
Marks \geq 66% and $<$ 81%	B+
Marks \geq 51% and $<$ 66%	B
Marks \geq 35% and $<$ 51%	C

Compared by : Verified by : 

Date of Issue: 18.10.2019



Controller of Examinations

DIRECTOR
Centre for Continuing Education Kerala
Thiruvananthapuram - 695 022

HENRY BAKER COLLEGE, MELUKAVU

International Linkage Programme

Report of the English Volunteer Service conducted in Henry Baker College, Melukavu in collaboration with Birch hall Learning Centre, Kirby, England.

The Memorandum of Understanding between Birch Hall Centre for Learning and Leadership, Kirby, England and Henry Baker College, Melukavu was duly signed by Mr. Alexander Philips, Director of Birch Hall and Dr. Abraham Daniel, Principal of the college on 14 June 2013 on the 195th birthday of Rev. Henry Baker Junior. It is a covenant made between both Institutions for educational partnership and cooperation.

Prime Objectives:

- To witness the loving presence of God which Rev. Henry Baker(Jr.)from Kirby has demonstrated to the people of Melukavu and adjoining places.
- To enhance the English speaking and communicative skills of the students through service of volunteers sent from Kirby.
- To provide exposure to the Indian life and culture to the volunteers from Kirby.

During the Academic Year 2013 -14, Mr. Felix Austin, the first volunteer tutor from Bridge hall joined the college on 1 June 2013. He had taken communication English training class for the students. He returned to England on 15 August 2013. Birch Hall volunteer tutors Miss. Olivia Vonberg and Miss Rebecca Smalden were in the college from 22 of September 2013 to 28 December 2013. They were provided accommodation in the women's hostel. The following programs were organized in the college:

1. Language Training programmes\
2. Certificate Course in Communicative English

The classes were scheduled from 1.20-2.00 p.m as well as 4.00-4.30 p.m. The training programs helped the students to enhance their English speaking skills. The college provided all the possible opportunities for them to experience the Indian life and culture by visiting places of historical importance and tourist destinations. They were given farewell on 28 December 2013. Principal Dr. Abraham Daniel presided over the meeting. They were given mementos as a token of gratitude.

During the Academic Year 2015-16, Ms. Tracey Walker, Birch Hall volunteer tutor visited our college in the month of June 2015. She had taken conversation English training sections through various speaking activities like group discussions, role plays, debates and games. Classes were scheduled from 1.20 p.m- 2.00 p.m. As she had given accommodation in the women's hostel, the hostellers got an opportunity to interact with her. She conducted special Communicative English classes in the hostel along with Yoga classes. The classes were concluded by 3 July 2015 by giving her a Farewell by the students. Dr. Aniyamma Varughese presided over the meeting and presented a memento to Ms. Tracey Walker as a token of appreciation.

The Conversational English Training Programme of the academic year 2016-17 started on 6 September 2016. Mr. Joby Philip and Mr. Oscar Gravell, from the Birch Hall were the tutors. They were provided accommodation at Bishop's House, Chalamattom. Classes were scheduled from 1.20 to 2.00 pm as well as the free hours. To make learning more interesting the students were introduced into various games and other activities. They had visited some of the student's home and made familiar with our culture and lives. The classes were concluded on 3 November 2016. The farewell meeting was presided over by Smt. Lisa George, Principal in charge of the college. Dr. Antony Joseph, Head of the Department of Commerce presented the mementoes to Mr. Toby Philip and Mr. Oscar Gravell.



Students with Mr. Joby Philip and Mr. Oscar Gravell



Henry Baker College
Melukavu



Rev. Henry Baker (Fr.)



BIRCH HALL
Centre for Learning and Leadership

Memorandum of Understanding (MOU) between Birch Hall, Centre for Learning and Leadership, KIBS, England and Henry Baker College, Melukavu, Kerala, India.

1. Introduction

This MOU is an expression of a commitment made between Birch Hall and Henry Baker College, for educational partnership and cooperation duly signed by Mr. Alexander Phillips, Director of Birch Hall, KIBS and Prof. Dr. Abraham Daniel, Principal, Henry Baker College, Melukavu for and on behalf of the respective institutions.

2. Objectives

1. To witness the living presence of God which Rev. Henry Baker (Fr.) from KIBS has demonstrated to the people of Melukavu and adjoining places.
2. To enhance the English speaking and communicative skills of students of Henry Baker College through service of volunteers sent from KIBS.
3. To provide exposure to the Indian life and culture to the volunteers from KIBS.

3. Terms

1. The Birch Hall agrees to serve the students of Henry Baker College by providing English Communicative skill training through Student Volunteers.
2. Henry Baker College agrees to offer all possible opportunities to the volunteer to experience and to learn the diverse Indian life and culture.
3. Henry Baker College will provide local hospitality to the volunteer.
4. This memorandum is signed in connection with Rev. Henry Baker (Fr.) Birch St. Canterbury programme that lasts for 7 years. Extension of this student volunteer programme depends on evaluation of its performance in the previous year (s).

We hope that this programme, which came into existence by signing this MOU, will help students of our institutions to know each other and will help for mutual enrichment.

Mr. Alexander Phillips BSc, MEd
Director
Birch Hall, Centre for Learning and Leadership

Prof. Dr. Abraham Daniel M.A., Ph.D
Principal
Henry Baker College

Signed on June 14, 2013 on the 121st Birthday of Rev. Henry Baker (Fr.)

REPORT OF THE PARTNERSHIP EXCHANGE PROGRAM BETWEEN HENRY BAKER COLLEGE, MELUKAVU AND ALBERT SCHWEITZER SCHOOL, GERMANY.

The Memorandum of understanding between Henry Baker college and Albert Schweitzer School for mutual partnership and cooperation in the field of education, was signed on 6th September 2013. The period of validity of the MOU has been for 5 years of the first phase and will be extended further based on the evaluation of its performance in the previous years. The prime objective of the partnership is to promote intercultural and global learning. It is signed by the Dr. Abraham Daniel Principal of the College, Prof. Joseph Thomas, Staff Chaplin of the college, Elizabeth Hillebrand, Headmistress Albert Schweitzer School and Rev. Dr. Jochen Waldorf, School Pastor.

Vision:

- To Promote intercultural and global learning.
- To Encourage and enable students and staff to get to know and understand how people in our partner country live socially, culturally and religiously.
- To think and act in a global context.
- To handle cultural differences.

Aims:

- To provide opportunities for the students and staff for learning through exchange visits.
- To provide international learning opportunity through cultural programmes, home stay with students and staff and participatory learning experiences during visits.
- To provide opportunities for longer stays of ASS-students at HBC after their graduation and stays of HBC students at ASS.
- To encourage cooperation in mutual projects

- To encourage establishing personal contacts between students and staff via digital media.
- To learn about education system, teaching and learning practice of both countries.

The Partnership between HBC and ASS cooperates with existing church partnership between the Protestant deaneries in Oberhessen and the Diocese of East Kerala within the Church of South India. MOU signed for a period of 5 Years as first phase and will be extended further based on evaluation of its performance.

During the Academic Year 2013- 14, from 6 – 13 September 2013, a team of 8 members, including School Pastor, teachers and students from Albert Schweitzer School visited the college as part of the program. The following were the team members:

1. Rev. Dr. Jochen Waldorf, School Pastor
2. Mr. Ralf Muller, Volunteer Exchange Programme Coordinator, Protestant Diocese, Germany.
3. Ms. Miriam Reus, Teacher
4. Mr. Mirko Pietz, Teacher
5. Mr. Josia Clemens, Student
6. Ms. Miriam Knan, Student
7. Ms. Katherina Deisernoth, Student
8. Ms. Lea Julia Scholl, Student

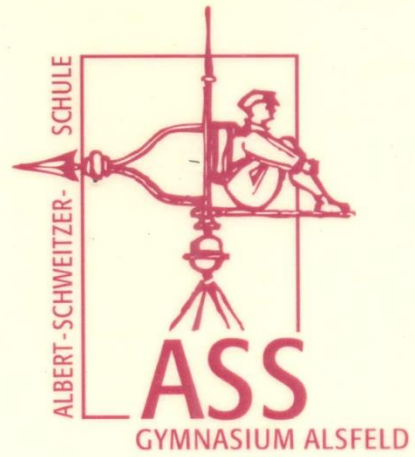
The college provided them accommodation. Five of them stayed in the College Women's Hostel and the rest resided in the Bishop's House, Chalamattom. They visited our class to learn about the education system as well as teaching and learning methodologies. Along with the teachers and students of our college, they visited some historically important places and tourist destinations in Kerala. They got the opportunity to take part in the Onam celebrations of the college. Bishop Rt. Rev Dr. K J Samuel, Former Bishop in East Kerala Diocese and former Manager of the College, presented mementos to the guests. As per the MOU, a group of teachers and students from the college will visit ASS in 2014, in order to promote participatory learning experiences.



During the Academic Year 2014-15, as part of the Partnership Exchange Program between the Albert Schweitzer School and Henry Baker College, a group of 10 members, including staff and students of the college were selected for the Partnership Visit to Germany for a period of 3rd September to 19th September 2014. The following was the list of the team members:-

1. Dr. Aniyamma Varughese, Associate professor, Department of Chemistry
2. Mrs. Liza George, Associate Professor, Department of Physics
3. Dr. Santo Jose, Assistant professor, Department of Commerce
4. Mrs. Ansa Andrews, Assistant Professor, Department of English
5. Mr. K. P George, Office Staff.
6. Ms. Anitha K Andrews- III B A English
7. Ms. Aparna Merin Mathew-III B. Com
8. Ms. Sandyamol Sajan-III BSc Physics
9. Ms. Ahana Maria David-II B.com
10. Mr. Justus Jose – III B A History

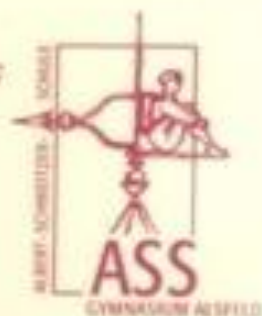
The Deanery of Alsfield met all the expenses of the visit and provided hospitality for the team. The team members visited Albert Schweitzer School, Churches and many historically important places in Germany. The team members attended the classes in the school, interacted with the students and teachers and made presentations about Henry Baker College. The students in the team got several opportunities for performing cultural programs. The team celebrated Onam in Germany with Pookkalam and Onasadhya. Albert Schweitzer School provided home stays for our team members with the students and staff members of the school. It facilitated a better understanding of how the people in the partner region live socially and culturally.



MEMORANDUM OF UNDERSTANDING



MEMORANDUM OF UNDERSTANDING
BETWEEN
HENRY BAKER COLLEGE
MELUKAVU (KERALA, INDIA)
AND
ALBERT-SCHWEITZER-SCHULE
ALSFELD (GERMANY)



This Memorandum of Understanding (MoU) is an agreement between Henry Baker College Melukavu/India (HBC) and Albert-Schweitzer-Schule Alsfeld/Germany (ASS) for mutual partnership and cooperation in the field of education.

1. Vision

The Objective of the partnership is to promote intercultural and global learning. We want to encourage and enable students and staff to get to know and understand how people in our partner region live socially, culturally and religiously, to handle cultural differences, to widen their personal horizons and to think and act in a global context.

2. Partnership Program aims

- To provide opportunities for the students and staff for learning and encounter through exchange visits
- To provide an international learning opportunity through cultural programs, home stay with students and staff and participatory learning experiences during visits
- To provide opportunities for longer stays of ASS-students at HBC after their graduation and stays of HBC-students at ASS. German students may offer German classes; Indian students may cooperate with German teachers in the preparation of classes in their fields of study. These stays are to be organized within the framework of an official institution of the State or Church, who are to administer them
- To encourage cooperation in mutual Projects; students of ASS and HBC may cooperate from their respective point of view in different projects, with particular emphasis on digital media
- To encourage establishing personal contacts between students and staff via digital media
- To learn about the education system, teaching and learning practice of both countries

3. Terms of Service

Henry Baker College & Albert-Schweitzer-Schule mutually agrees to:

- Provide all institutional support for organizing the team's visit to both institutions
- Provide local hospitality and internal travel for the team during their visit
- Arrange mutually agreed programs in cooperation to both institutions
- Discuss programs and projects of common interest for mutual enrichment
- Regularly inform students and staff of both institutions about the partner

4. Address of organizations

Henry Baker College
Melukavumattom P.O
Kottayam - 686 652
Kerala, India

Web: www.henrybakercollege.edu.in/
Email: hbcprincipal@gmail.com
Ph: (0091) 04822 - 219014

Albert-Schweitzer-Schule Alsfeld
Schillerstrasse 1
D-36304 Alsfeld
Germany

Web: www.ass-alsfeld.de
Email: poststelle@albert-schweitzer-alsfeld.schulverwaltung@hessen.de
Ph: (0049)-6631-705900


The Henry-Baker-College is administered by the Church of South India (East Kerala Diocese) and officially recognized. The Albert-Schweitzer-Schule is a public school qualifying for university admission.

The partnership between HBC and ASS cooperates with the existing church partnership between the Protestant deaneries in Oberhessen (Protestant Church of Hesse and Nassau - EKHN) and the Diocese East Kerala within the Church of South India (CSI).


5. Period of validity


This MoU is signed for a period of 5 years as first phase and will be extended further based on evaluation of its performance in the previous years.

Signed by representing institutions on 6 September 2013


Prof. Dr. Abraham Daniel
Principal, Henry Baker College


Prof. Joseph Thomas
Staff Chaplain, HBC


Elisabeth Hillebrand
Headmistress, Albert-Schweitzer-Schule


Rev. Dr. Jochen Walldorf
School pastor, Albert-Schweitzer-Schule