

ANNUAL QUALITY ASSURANCE REPORT (AQAR 2016-17)



**Mercy College
Palakkad-678006**

Submitted to
National Assessment and Accreditation Council

The Annual Quality Assurance Report (AQAR) of the IQAC

(July 1, 2016 to June 30, 2017)

Part – A

1. Details of the Institution

1.1 Name of the Institution

Mercy College, Palakkad

1.2 Address Line 1

Mercy College,

Address Line 2

Thirunellai Road, Pallipuram

City/Town

Palakkad

State

Kerala

Pin Code

678 006

Institution e-mail address

mercycollegepkd@yahoo.com

Contact Nos.

Office: 0491-2541124, 0491-2541149

Name of the Head of the Institution

Dr. Sr. Lilly P.V.
Principal

Tel. No. with STD Code

0491-2541124

Mobile

8281460699

Name of the IQAC Co-ordinator

Dr. R. Girija

Mobile

9447645273

IQAC e-mail address

iqacmercy@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

KLCOGN14812

1.4 NAAC Executive Committee No. & Date

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC(SC)/01/RAR/91 Dated: 5.5.2014

1.5 Website address

www.mercycollege.edu.in

Web-link of the AQAR:

<http://www.mercycollege.edu.in/AQAR>

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	4 Stars	-	1999	2004
2	2 nd Cycle	A	-	2007	2012
3	3 rd Cycle	A	3.32	2014	2019

1.7 Date of Establishment of IQAC DD/MM/YYYY

1/7/2004

1.8 AQAR for the year (for example 2010-11)

2016-2017

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

The AQAR for the year 2015-16 was submitted to NAAC on 24.12.2018.

1.10 Institutional Status

University State ☒ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☐ No ☒
(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education ☐ Men ☐ Women ☒

Urban ☐ Rural ☒ Tribal ☐

Financial Status Grant-in-aid ☐ UGC 2(f) ☒ UGC 12B ☒

Grant-in-aid + Self Financing ☒ Totally Self-financing ☐

1.11 Type of Faculty/Programme

Arts ☒ Science ☒ Commerce ☒ Law ☐ PEI (Phys Edu) ☐

☐ TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management

Others (Specify)

-

1.12 Name of the Affiliating University (for the Colleges)

University of Calicut

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

-

University with Potential for Excellence

-

UGC-CPE

-

DST Star Scheme

-

UGC-CE

-

UGC-Special Assistance Programme

-

DST-FIST

√

UGC-Innovative PG programmes

-

Any other (*Specify*)

-

UGC-COP Programmes

-

2. IQAC Composition and Activities**2.1 No. of Teachers**

7+1

2.2 No. of Administrative/Technical staff

5

2.3 No. of students

3

2.4 No. of Management representatives

3

2.5 No. of Alumni

1

2. 6 No. of any other stakeholder and community representatives

1

2.7 No. of Employers/ Industrialists

1

2.8 No. of other External Experts

1

2.9 Total No. of members

22

2.10 No. of IQAC meetings held :

3

2.11 No. of meetings with various stakeholders No. Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution

(ii) Themes

Preparation of Data Bank

2.14 Significant Activities and contributions made by IQAC

The College was ranked 48 among colleges in India.

The IQAC strengthened the extension activity conducted in the college through the coordinators of various cells/committees/clubs.

The IQAC initiated steps to conduct various Health Awareness Programmes focusing on Adolescent health in the college campus through the Heads of the departments/coordinators of various clubs/cells.

The infrastructure for Research in Science Departments was upgraded with the help of DST-FIST Scheme.

The faculties were encouraged to take up online courses offered by NPTEL/SWAYAM

Emphasis was made to celebrate various days/week in commemoration of various personalities/events etc

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Promotion of quality in teaching learning by updation of knowledge in subjects to Faculty	*Some of the faculty members enrolled for the online courses offered by NPTEL/SWAYAM *New certificate courses introduced in sales tax practice
To apply for NIRF ,MHRD	Applied for NIRF2017 and was ranked 48 among colleges in India.

Strengthening of activities done of Clubs/Committees/Cells	*Enhancement in the extension activities of the Clubs/Committees/Cells *Programmes on Adolescent Health were conducted by departments and various student support services .Emphasis was given to Yoga classes.
Infrastructure for research to be enhanced	*Upgradation of research facilities by purchase of Research equipments through DST-FIST scheme *BCA lab set up with DST FIST Scheme
Ensuring quality Research	Faculty were promoted to apply for major and minor projects Enhancement in field study oriented student projects focusing on local issues in and around college campus. 4 research scholars were awarded Ph.D from Dept. of English
Awareness on Eco-friendly Practices	Shade Garden initiated; Ozone day celebrations, Fests on eco-friendly food fests etc
Proposal put up for seminar for Non teaching staff	An orientation programme conducted for Non-teaching staff.
Increasing visibility	The departments and clubs were requested to update the activities conducted in college website
Enhancement in student activities in the campus	Fests, Fairs, Exhibitions etc were highlights of the various awareness programmes conducted by students
Gender Sensitization Programmes	Awareness talks on Gender Sensitization. Self defense classes organized by Physical Education department.

** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body

Yes ☒ No ☐

Management ☐ Syndicate ☐ Any other body ☒

Provide the details of the action taken

The AQAR was placed in the Staff Council and it was approved.

Part – B
Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	1	-	-	-
PG	8	-	-	-
UG	13	-	4	-
PG Diploma	-	-	3	1
Advanced Diploma	1	-	-	1
Diploma	1	-	-	3
Certificate	1	-	-	12
Others	-	-	-	-
Total	24	-	7	17

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum:

Choice Based Credit System (CBCS) , All the UG programmes have 2 elective subjects ,1 open course and an elective paper

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	All programs
Trimester	---
Annual	---

1.3 Feedback from stakeholders Alumni ☒ Parents ☒ Employers ☐ Students ☒
(On all aspects)

Mode of feedback : Online ☐ Manual ☒ Co-operating schools (for PEI) ☐

**Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Yes, Being an affiliated college, university updates/revision is followed.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
52	40	12	-	-

2.2 No. of permanent faculty with Ph.D.

23

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V		
5	-	-	1	-	-	-	-	6	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

33

-

-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	39	3
Presented papers	1	35	2
Resource Persons	-	12	-

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Tutorship, Mentoring, Smart Class, Value addition courses, Compulsory field visit by science students, Movie screening on gender equity , Mobile Quiz, Street plays & Flash mobs by students on environmental and social issues to enhance students output, research paper presentations, value education classes.

2.7 Total No. of actual teaching days during this academic year

235

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

2.9 No. of faculty members involved in curriculum

3

**restructuring/revision/syllabus development
as member of Board of Study/Faculty/Curriculum Development workshop**

2.10 Average percentage of attendance of students

87

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Pass %
BSc.Maths	93
BSc.Physics	91
BSc.Chemistry	90
BSc.Botany	91
BSc.Zoology	97
BSc.Computer Science	94
BSc.Biotechnology	93
B.A. English	98
B.A. Economics	100
B.A. History	92
B.Com.	98
MSc.Maths	92
MSc.Physics	100
MSc.Chemistry	100
M.A. English	95
M.A. Economics	100

UNIVERSITY RANK HOLDERS

We have 11 rank holders who have made us proud; 8 from the Under graduate level and 3 from the Post graduate level.

- Ms. Neelima M. P.** - I Rank in B.Sc. Computer Science for the academic year
- Ms. Stefy George** - I Rank in B. A. History Examination for the academic year
- Ms. Induja R. Gupta** - I Rank, in B.Sc. Biotechnology
- Ms. Shebina Babu M.** - II Rank in B.Sc. Biotechnology.
- Ms. Sayana M. P.** - II Rank B.Com
- Ms. Lubna A.** - III Rank in B.Sc. Botechnology.
- Ms. Anjali Menon K.** - III Rank in B.Sc. Zoology.
- Ms.Sukanya K.** - III Rank in B.Sc. Chemistry
- Ms. Nandini S. G.** - II Rank in the M.Sc.Physics Examination , 2016.
- Ms. Reshma Mathew** - III Rank in M.Sc. Chemistry
- Ms. Gopika S. S.** - III rank in M.Com.

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

The IQAC took steps to improve the best practices in Teaching and Learning. Each department was asked to adopt their own methods of delivery of subjects in the departments. The departments adopted academic videos for teaching the students. The department of Zoology allows the students to use alternative software as Prodissector, Biolab frog etc as an alternative to animal dissections in their virtual labs. Various shock wave flashes are used by the science departments to give a vivid picture on the procedures involved in scientific techniques. Such flashes help the students to improve the understanding level of basic concepts.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	5
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	2
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	13	7	-	5
Technical Staff	13	6	-	5

Criterion –III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- * IQAC encouraged Faculty members to get involved in presentations of research papers in National Seminars/Conferences/Symposia
- * IQAC through the research forum in the College encouraged the students to participate and present work based and review research papers in Seminars conducted by other institutions.
- * Research infrastructure in the College especially in the Science departments was upgraded with the purchase of scientific instruments through the DST-FIST Scheme.
- * Research papers were presented outside the campus by students in various National Seminars.
- *The IQAC encouraged the Librarian to take necessary steps to conduct sessions on library resources available and explained them the mode of reference searches available for research to students.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	1	-	2
Outlay in Rs. Lakhs	11,56,800	19,00,030	-	31 lakhs

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	6	9	3	11
Outlay in Rs. Lakhs	6,08,500	21,72,000	2,75,000	30,41,000

3.2.4 Details on research publications

	International	National	Others
Peer Review Journals	1	21	-
Non-Peer Review Journals	-	4	4
e-Journals	-	3	-
Conference proceedings	1	19	-

3.5 Details on Impact factor of publications:

Range 0.3-1.76

Average 3.2

h-index 4

Nos. in SCOPUS 1

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2015-2018	DST	1900300	-
Minor Projects	2016-18	UGC	2,75,000/-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published i) With ISBN No.

4

Chapters in Edited Books

6

ii) Without ISBN No.

-

3.8 No. of University Departments receiving funds from

UGC-SAP -

CAS -

DST-FIST

√

DPE -

DBT Scheme/funds

-

3.9 For colleges

Autonomy -

CPE -

DBT Star Scheme

-

INSPIRE -

CE -

Any Other (specify)

-

3.10 Revenue generated through consultancy

6000

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	1	3	7	-	11
Sponsoring agencies	UGC	UGC, KSCSTE	Clubs, Various Departments		Clubs, Various Departments

3.12 No. of faculty served as experts, chairpersons or resource persons

12

3.13 No. of collaborations

International

-

National

5

Any other

3.14 No. of linkages created during this year

13

3.15 Total budget for research for current year in lakhs :

From Funding agency

4072030

From Management of University/College

-

Total

4072030

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

6

15

3.19 No. of Ph.D. awarded by faculty from the Institution

4

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events: 203

University level State level
National level International level

3.22 No. of students participated in NCC events: 106

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

COLLEGE UNION ACTIVITIES

The newly elected union was inaugurated by Sri. Anil Radhakrishnan Menon, Film Director on 10 November, 2016.

- **Fine Arts Fest 2016-17** was conducted on January 6, 2017.
- **“Drishyam 2K17”** Cultural Film Festival was inaugurated by Sri. Vinod Mankara, Film Director.
- **MC Espo 2K16”** Inter-departmental Sports Meet, Mercy day, Principal’s feast, Live crib competition and carol competition as a part of Christmas celebrations,
- Fine arts Fest **“Srishti”** Fine Arts competitions and Republic Day were conducted.

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

CAMPUS MINISTRY

Activities held under the auspices of Campus Ministry include:

- **Consecration to the Sacred Heart of Jesus by the college chaplain**, Rev. Dr. Mathew Vazhayil, Vicar, St. Raphael's Cathedral, Palakkad.
- A luck -dip was organized as a part of Mission day celebrations.
- Dr. Sr. Rosamma addressed the students on the occasion of Chavara -Euphrasia Day Celebrations.
- The **students** went on a **pilgrimage to Euphrasia's tomb at Ollur**.
- **Orientation class** to students by Sr. Rogi CMC.
- **Rosary procession** in the campus in connection with Rosary Month.
- **Mission Day message** by Sr. Priya Rose CMC.
- **Retreat** for Catholic students.
- **Christmas Day message** was given by Fr. Biju Kallingal, Vicar, Nithyasahayamatha Church, Mankavu.

NSS

The overall aim of National Service Scheme is to give an extension dimension to the higher education and orient the student youth to community service while they study in an educational institution. Keeping this as mission, the Mercy College NSS units planned and executed activities that could arouse the social conscience of the students, and to provide them an opportunity to work with the topic. The activities held are:

- NSS volunteers **planted tree saplings in the college ground** on the eve of environment day and distributed tree saplings to the students, teachers and non-teaching staff in the campus.
- A feedback on NSS activities by the former NSS volunteers were conducted in room no: 10 in the college on 7th June 2016. The second year NSS volunteers were the benefactors.
- NSS volunteers distributed **"Pothichorru" free meals to the homeless in the streets** of Palakkad every Thursday.
- The **International Yoga Day**, 10 NSS volunteers participated in the inaugural session and practiced yoga conducted by the Ministry of Youth Affairs and Sports, Nehru Yuva Kendra, Palakkad on 21st June 2016.
- NSS volunteers **distributed note books and pencils to the students of Govt. U.P. School**, Pallipuram and entertained them on 29th June 2016.
- **Awareness on NSS and its activities were given to the new students** who were interested to enrol in NSS this year on 22nd July 2016.
- **10 NSS volunteers visited Nirmala Social Centre, Cherupushpalayam, Meparambu, Palakkad** on 17th September 2016.
- 12 NSS volunteers visited **SaiSnehatheeram, Perinthalmanna** and engaged the children with games. Also **prepared and served food items** to them on 24th September 2016.
- 7 NSS Volunteers visited **Bethlehem Charitable Trust, Chittadi, Vadakkenchery, Palakkad, distributed food items and engaged them** on October 8, 2016.
- 8 volunteers visited **Karunya Charitable Trust, Erattiyal, Palakkad, prepared food items and**

engaged them with various entertainments on October 12, 2016.

- Kavya H., Aparna K.R., Thushara S. and Anju R. of our NSS unit went to attend a workshop and poster making competition conducted by the NSS Department, University of Calicut, held at EMS Seminar complex on 17th October 2016.
- 7 students of English department **visited Anganvadi situated at Chanthapuram and Vadakanthara** which are near to Palakkad town and entertained them with poems, rhymes, stories, numbers, alphabets etc. on 22nd and 23rd October 2016.
- 8 NSS volunteers of B.Com department **visited Cherupushpalayam, an orphanage** under the control of Mar Jacob Mannothodath, Bishop of Palakkad on 29th October 2016. They entertained the children with games and other accessories. Also they provided **with various books and other needy items** for these children for their studies.
- 4 NSS volunteers of chemistry department **visited Ottapalam Thanal Balasramam**, consisting of children and old age people on 5th November 2016. They **distributed food products and items** necessary for the studies of these children and these senior citizens.
- 60 NSS volunteers accompanied by 2 teachers **took part in a rally conducted by Childline on the topic child issues and necessity to secure Children in India** on 17th November 2016. The rally commenced from DPO Palakkad to Palakkad Civil Station.
- **An awareness class on Law and Justice** was conducted by the NSS unit in the seminar hall on 18th November 2016.
- A **class on motivation** was organised by NSS unit in the Seminar hall on 30th November 2016.
- **Awareness on Food and Safety** was organised by the NSS unit in the seminar hall from on 1st December 2016. The chief guest for the day was Rev. Sr. Lisuix Rose, Home Science, University of Germany.
- A **class on Personality Development** was conducted by the NSS unit in the seminar hall on 7th December 2016.
- A **class on Discover Yourself** was given to the students by the NSS unit in the seminar hall on 8th December 2016.
- NSS volunteers are distributing **“Pothichorru” (free meals) every Thursday to homeless at Palakkad district in collaboration with Satya Sai Baba Organisation.**
- An Orientation programme (**Ice breaking**) session was conducted by the NSS unit to its volunteers in the seminar hall on 17th December 2016. The chief guest for the day was Dr. R.P. Sreenivasan, Practicing Lawyer in High Court of Kerala, President of Gramodaya Kendra, Chairman of Social Justice Forum. The class was on the topic **“Motivation, Goal setting, Communication Skill Development”**.
- NSS unit started the **Seven day Special camp** at Pallipuram U.P. School on 26th December 2016 with 84 volunteers. Various classes on **Management of Stress and Strain in Adolescence, Law and Justice, Personality development, Fire and Safety, awareness and motto of NSS, Charming personality, how to win success, Food and Nutrition, Tips for a fruitful Life, Skill Development** etc were organised in the camp. NSS volunteers also **cleaned the school and its surroundings along with 2 medical camps** which were the major work carried out in the seven day camp.
- On 29th December 2016 NSS volunteers conducted a **free medical camp at Primary Health Centre, Mercy College, Palakkad. 83** patients registered for consultation.
- On 30th December 2016 NSS volunteers conducted a **free Ayurveda Camp at Pallipuram Union Upper Primary School in collaboration with Kottakal Arya Vaidya Sala.** The programme was inaugurated by Dr.Radhamani, Senior Physician, Kottakal Arya Vaidya Sala. Felicitations were given by Dr. Rajiv, Physician, Kottakal Arya Vaidya Sala , Dr.Nithin Raj, Physician, Kottakal Arya Vaidya Sala . **113** patients registered for the same.
- The camp came to a winding up session on 1st January 2017. **Valedictory session** was presided by **Dr. R.P. Sreenivasan**, Practising Lawyer in High Court of Kerala, President of Gramodaya Kendra, Chairman of Social Justice Forum, Shri. Sinto M.S., Researcher, Regional Cancer

Centre, Thiruvananthapuram. The camp souvenir “*Varnathoovalukal*” was released by handing over the same to Smt. Jency Baby, NSS officer, Mercy College, Palakkad.

- 5 NSS volunteers attended a seminar on National Youth Day (District Programme) at Civil Station on 12th January 2017 from 10 a.m. to 1p.m. Palakkad District Collector Smt. P. Marykutty inaugurated the function.

NATIONAL CADET CORPS

NCC unit 27(k) BN of Mercy College has a total strength of 106 cadets.

38 cadets passed ‘B’ certificate exam, and 23 cadets passed ‘C’ certificate exam this year.

- **Sgt Little Flower Jini A. V. attended eight camps, and was selected to the Thal Sainik Camp held at New Delhi from 19to 30 September 2016, representing Kerala and Lakshadweep Contingent. She was awarded gold medal in the Judging Distance and Field Signal Competition held in the camp.**
-
- Our cadets, under the **Platoon Commander S/NO Noreen Samad V., won the first place in the parade conducted in connection with the Independence Day and Republic Day Celebrations** at Fort Maidan Palakkad.
- Another platoon, under Commander U/O Mridula, participated in the Republic Day Celebrations organized by District Court, Palakkad.
- **Ninety cadets participated in various camps at state and national levels:**
 - Sgt Pravdha E. V. was selected to Pre-TSC-II at Westhill, Kozhikode.
 - UO Unnimaya P. C. and Sgt. Pravdha E.V. attended NIC-I at Alapuzha.
 - Sgt Pravdha E. V., Sgt Little Flower Jiny and Sushma Kumari S. attended TSC-II at Westhill Kozhikode.
- **UO Haritha V.** attended NIC at Ludhiyana, Punjab. She was also **awarded gold medal in NIAP.** U/O Hiba Abdul Salam and Sgt. Pravdha E. V. were invited to deliver a Motivational talk to NCC cadets of Jawaharlal College of Engineering Technology, Lakkidi , Palakkad.
- 25 cadets took part in the “**Swach Bharath Campaign**” organized by State Bank of India, Palakkad.
- S/NO Noreen Samad V. , U/O Haritha V., U/O Unnimaya P. C. and Sgt Vishna V. K. **volunteered at the Flag Day Celebrations** held at District Panjayath Hall on 2 Nov. 2016. The piloting was done by U/O Haritha V. and U/O Unnimaya P. C.
- **68th NCC Day was celebrated at Mercy Home** on 25 Nov. 2016
- Cadets **donated blood to the blood bank** at the District Hospital, Palakkad.
- Cash prize was given to cadet Little Flower Jini, the gold medal winner in the JD-TSC at Delhi-2016.
- **Maj. Lillykkutty Thomas T., ANO, was designated as camp adjutant in the CATC-29** at JNV Malampuzha, from 1 to 11 May, 2016.
- There was a participation of **40 cadets in the CATC** at Calicut from 20th to 29th Aug 2016.
- Sgt Pravdha E V, Sgt Little Flower Jiny and Sushma Kumari S attended **TSC-II at Westhill**

Kozhikode from 14th to 24th Sep 2016.

- UO Haitha V attended **NIC** at Punjab- Ludhiyana from 27th Sep to 8TH Oct 2016. She was **awarded gold medal in NIAP**.
- **29 cadets participated CAWATC** at KMCT Engineering College Mukkam from 24Dec 16 to 2Jan17.
- Sgt Sini S was the sole participant in the **CATC at NCC complex Calicut** from 13th to 22nd Jan2017.
- In connection with the **FLAG Day celebrations** at District Panjayath Hall on 2nd Nov-16 S/UO Noureen Samad V , U/O Haritha v, U/O Unnimaya P C and Sgt Vishna V K rendered their service throughout the programme. The piloting was under U/O Haritha V and U/O Unnimaya P C.
- 38 cadets appeared for 'B' certificate exam at GPTC PKD on 11th Feb2017 and 32 cadets will appear for 'C' certificate exam in this year.

MERCY IT PARK

Staff and students make use of online searching, browsing social networking and other facilities provided by the centre. The centre also provides DTP, scanning, and spiral binding services.

MEDIA CENTRE

- Awareness programme on "Music and its Healing Power" was conducted at Jayamatha Hostel, Palakkad on 22 August 2016.
- CD recordings of the songs composed by (Late) Dr. Sr. Sheela , former faculty, Department of English, Mercy College, Palakkad, was released.
- A debate, "Media a Powerful Tool - Merits and Demerits," was conducted for the UG students on 17 September 2016.
- A book titled "Ardram Karunardram" by Dr. Sr. Christy, Dept. of Chemistry, was released on 13 August 2016.

ACTIVITIES OF SOCIAL WORK DEPARTMENT

- Seminars were conducted on various topics such as: “**Role of youth in Conserving Environment,**” “**Social Change through Ahimsa**” “**Mental Health : A Taboo & Stigma in Our Society,**” and “**Inspiring Goal Setting.**”
- An **eco-monsoon film festival** was held.
- The dept. organized a workshop on **street plays on social issues.**
- Awareness classes on “Law” and “Self Confidence and Stress Management for Adolescent Girls” were held.
- A class on the early detection, prevention and treatment of cancer given on World Cancer day. The department also conducted a camp on “**Household Cancer Survey**” as a part of Cancer Suraksha Project.
- A **signature campaign against Women and Child Abuse** was organized on 28 November 2016.
- Students conducted cultural programmes as a part of **International Aged Day Celebrations at Mercy Home** on 1 October 2016.
- Observance of **World Aids Day**. Sri. P.B.Nooh, IAS was the chief guest.
- **Legal Awareness class** by Sri. V. C. Kabeer, Chairman, Gandhi Darshan.
- Students performed a **street play on AIDS awareness** in the campus on 2 December 2016.
- **Rural camp and survey on endosulphan** were the other highlights of the camp.
- Children’s Day was conducted in Malampuzha Gardens.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	23.6 acres	-	-	23.6 acres
Class rooms	85	-	-	85
Laboratories	11	-	-	11
Seminar Halls	2	-	-	2
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	11	10	DST	21
Value of the equipment purchased during the year (Rs. in Lakhs)		51.99 Lakhs	UGC	51.99 Lakhs
Others (smart class)	-	17	UGC	17

4.2 Computerization of administration and library

Library

User orientation programmes were conducted at two levels i.e. Fresh students, and faculty level. For senior students orientation is conducted whenever new changes or new systems are adopted in the library.

Informal trainings and user guides with web address are provided to search databases.

The Library staff also provides help in accessing the database.

INFLIBNET facility is available.

Audio CDs are available for visually handicapped students.

The student can also use the library IT room, where they can listen to the contents of the CD.

It is equipped with CCTV, e-check in and checkout facilities. The library has a digital database, an internet access room and separate reading areas for UG and PG students.

Online Public Access Catalogue is provided to the users of the Library in a separate computer placed near the Circulation Counter.

Library processes have been automated with the Library Management Software Book Magic 5.0 software (Meshil Logic) .

E--resources available in the Internet including Inflibnet.

Two Reprography machines

Library promotes the use of e-publications by providing usernames and passwords

for the subscribed e-journals and link to various e resources are added in the Mercy College

Website.

Library IT room provides a CD workstation which facilitates the browsing of vast collection of CD-ROMS

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	2185	1053470	200	222000	2385	1275470
Reference Books	92	119841	14	32000	106	151841
e-Books	11000	-	3135000	5900	3146000	5900
Journals	50	70800	4	12000	54	82800
e-Journals	157	-	10000	5900	10157	5900
Digital Database	5	5900	-	-	5	5900
CD & Video	190	6100	10	250	200	6350
Others (specify)	71	44000	2	3000	73	47000

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	106	2	Wifi	1	0	2	10	-
Added	19	2	1	1	1	0	1	-
Total	125	4	-	2	1	2	11	-

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- Non teaching staff was given orientation in e-governance and effective administration was conducted
- Sr. Jose Mary, Sr. Triny and Sri John Kennedy, attended a one-day training programme on “Effective Office Administration” at Farook College, Calicut.

4.6 Amount spent on maintenance in lakhs :

i) ICT	3,04,164
ii) Campus Infrastructure and facilities	3,48,620
iii) Equipments	1,83,199
iv) Others	-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- * The common display board and intercom facility in the portico and the common announcement system regularly updates the students of the day-to-day functioning of the Institution
- * IQAC conducted recruitment of Communicative English Trainers in association with ASAP.
- * IQAC initiated steps towards the development of the Data Bank of the activities of the college
- * IQAC co-ordinates with the coordinators of various cells and committees and arranges several programmes such as orientation for first year students and their parents
- * IQAC suggestions in Staff council meetings enables Tutor to elect representatives, and class tutors play a significant role in briefing students about student support services available in the campus.
- * Motivates the students to join various clubs/cells/committees and get involved in extension activities.
- * Monitor WWS, SSP and ASAP

5.2 Efforts made by the institution for tracking the progression

- * Parent teachers meet is conducted every year to report the parents of their wards progress
- * Alumnae meet is conducted every year.
- * Tutors maintain contact of their wards and document regularly the students progress
- * Group Whats app and Group mail of outgoing students.
- * Meeting and Discussion with retired staff to update the progress of our alumnae
- * Alumnae corner in the college website
- * Social networks

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1590	226	15	

(b) No. of students outside the state

3

(c) No. of international students

-

No	%
-	-

Men

No	%
1831	100

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
677	231	55	66	-	1624	870	245	73	628	-	1816

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- Coaching classes for Bank tests and PSC tests at the alumnae block. Dept. of English initiated NET coaching classes for the PG students.

No. of students beneficiaries 135

5.5 No. of students qualified in these examinations

NET	5	SET/SLET	14	GATE	-	-	
IAS/IPS etc	-	State PSC	7	UPSC	1	Others	-

5.6 Details of student counselling and career guidance

CAREER GUIDANCE AND PLACEMENT CELL

- Computer courses were offered to **the women of neighbouring locality. Beneficiaries include 18 women from the locality and 15 college students.**
 - Mr. Arun C. A., Chairman, Southern India Regional Council, ICAI, Palakkad, delivered a lecture on **“Chartered Accountancy: A Promising Job Avenue for the Career Aspirants.”**
- Dr. Deepa, Psychiatrist, Welcare Hospital, Palakkad, was the keynote speaker at the seminar on **“Mental Health and Psychiatric Illness,”** organised in association with Sun Pharma Pvt. Ltd .
- Dr. R. Vishal Kumar and Dr. K. Sampath Kumar, Asst. Professors, Happy Valley Business School, Coimbatore, conducted a **workshop on “A Placement Readiness.”**
- Mr. Rakesh Kooliyat, HR Department, TCS Bangalore, inaugurated the **“TCS Free Employability Training for SC/ST and Underprivileged” for the final year UG students.**
- A class on **“Personality Development and Soft Skills “** was handled by Dr. Nila N., Asst. Prof. in English, Mercy College.
- Edu Expo** was held by NSS volunteers at Prasanna Lakshmi Auditorium.
- A campus Career Guidance Programme** was organized by the Dept. Of Commerce, Economics and History. It was sponsored by the University Employment Information and Guidance Bureau, University of Calicut.
- The following recruiters visited this year:

- 1.TCS
- 2.Atees Infomedia Pvt. Ltd.
- 3.Danone Nutrica India Ltd. And Newgen Knowledge Works Ltd.

The following number of students were recruited.

- 1.Danone Nutrica – 3
- 2.Newgen Knowledge – 21
- 3.TCS - 28

No. of students benefitted

413

5.7 Details of campus placement

	<i>On campus</i>		<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
3	185	52	-

5.8 Details of gender sensitization programmes

SOCIAL SERVICE LEAGUE

- A Class on “Traffic Rules” was organized by Janamaitri Police in collaboration with SSL for the students of Mercy College on 20 January 2016.
- Free stitching classes for 50 students and free type writing classes for 24 students were provided in connection with Chavara Euphrasia Day.
- Social service league gave a donation of Rs.1000 to the “Silent Fest” conducted by All Kerala Association of the Deaf.
- Conducted classes on lifestyle diseases in collaboration with Physical Education Department and Ahalia Physiotherapy Centre.
- Various cultural programmes were organized in connection with the fund collection campaign to Anugraha Bhavan, Chittady on 10 July 2017.

Programmes conducted in connection with “Year of Mercy”

- The SSL Volunteers distributed educational materials to the students of the Observation Home at Muttikulangara on 30 June 2016.
- A fund collection programme “Ashakiran” was organized to support Cancer patients in collaboration with PSSP, Diocese of Palakkad and the collection, a total amount of over Rs.17,845(Coupon- 7,500 and kudukka collection- 10,345), was handed over to the Principal on 5 October 2016.

- The SSL Volunteers paid three **visits to Anugraha Bhavan** and handed over a collection of **Rs.10,000** on 30 July 2016.
- **Remedial classes** were conducted for the children of **daily wage workers of the college**.
- Meal Packets were distributed among street dwellers as a part of “**Spare a Meal**” programme.
- A film was screened and a fund of **Rs.7,500** was collected in collaboration with **KESA for the welfare of AIDS patients**.
- Social Service League volunteers **collected clothes and distributed it to the needy people**.
- **Onam kits** were collected and distributed to the residents of **Ward No 6 at Panangad** on 7 September 2016.
- A **playground** was created and the compound wall was beautified with paintings by SSL volunteers as a part of the **renovation of the Crèche** on 21 December 2016.

CHILDLINE

- Childline conducted a **signature campaign at Palakkad town** for the protection of child rights.
- Childline, Palakkad presented a **street play** to create awareness among the public about **child protection**.
- Childline organized a **rally and campaign against child labour**.
- Ms Sowmya conducted a **class on the topic “Childline & Prevention of CSA”** to Balasangam members at Manisseri village.
- Childline conducted **Anti- drugs campaign at Thiruvallur Higher secondary School**.
- A **resource organization meeting** was conducted.
- A **training programme for high school teachers** was organized.

FAMILY COUNSELLING AND SERVICE PROVIDING CENTRE

- An **Awareness Class for parents** was conducted by Ms. Dimple Maria.
- A **Legal Awareness class** was given to **NSS volunteers** by Adv. Ms. Beena.
- A **Class on “ Misuse of Mobile”** was conducted by family counselor Ms. Mercy Thomas.
- A **class** was conducted by legal counselor, Adv. Ms. Beena, for the ward members and *kudumbasree* members of Palakkad Municipality.

WOMEN DEVELOPMENT CELL

- The main highlight on the celebration of International Women’s Day was the function of the **key hand overing of eight sewing machines to our students** by the District Collector; Mrs. Marykutty along with her interactive session with our student community and a variety of cultural programmes was also arranged by WDC on the same celebration day.
- The **“Image Creative Education Centre”** organized an **exhibition on the Women’s Day**.

“Mathrubhoomi” gave a free supplement edition highlighting the Women’s day special to all our Mercian Women Community on the very same day.

- A talk on ‘**Management of stress**’ by Mrs. Mercy Thomas, Counsellor of Family Counseling Centre, Mercy College was organized for the U. G students.
- As a part of the curriculum, MSW students of the Department of Social work conducted a **community organisation by arranging a class on “Inspiring Goal Setting”** in association with Women Development Cell. The session was handled by Mr. Prasad Manik (psycho linguistic trainer).
- In collaboration with the Social Service League and Department of Physical Education, **classes on self defensive arts, typewriting and tailoring classes** were organized.
- **Remedial language classes for the first year degree SC, ST and OBC students** were also conducted.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events : 93

State/ University level National level International level

SPORTS	
Level Category	No. of Participants
All India Inter-University Championship	Athletics : 13 members Ball Badminton : 5 members Cross Country : 1 member Soft Ball : 6 members Kho-Kho : 6 members
State Level participation	Athletics - 24 members Cross country - 4 Kho-Kho - 11 Soft Ball - 12 Net Ball - 12 Taekwondo - 4 Ball Badminton - 10

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level

National level

-

International level

STUDENT UNION ACTIVITIES

The newly elected union was inaugurated by Sri. Anil Radhakrishnan Menon, Film Director on 10 November, 2016.

Fine Arts Fest 2016-17 was conducted on January 6, 2017.

“Drishyam 2K17” Cultural Film Festival was inaugurated by Sri. Vinod Mankara, Film Director.

MC Espo 2K16” Inter-departmental Sports Meet, Mercy day, Principal’s feast, Live crib competition and carol competition as a part of Christmas celebrations,

Fine arts Fest **“Srishti”** Fine Arts competitions and Republic Day were conducted.

SPORTS

- The dept. hosted **Calicut University Inter-collegiate Kho-kho Ball Badminton and Softball Tournaments.**
- **International Yoga Day** was observed by the dept. Dr. Vibhas, Associate Professor, BNYS , JSS Naturopathy and Yoga Medical College, Coimbatore was the chief guest.
- **Self defense classes on Taekwondo** were conducted for the students.
- Our College received the **‘Third Best College Award’** instituted by the University of Calicut for **overall performance in various sport events.**
- Ms. Mintu P. R. and Ms. Sreethu V. S. were awarded the **‘Star of Kerala’** title in the Kerala State Junior Ball Badminton Championship.

International Participation

- Ms. Nijeesha M. won the I place in Kho-Kho, in the South Asian Federation Games.
- Ms. Varsha K. won the I place in Asian Kho-Kho Championship

New Records

- Ms. Neena K. T. created a new record in the 5 km walk in the University Inter-zone Championship
- Ms. Sophiya M. Shaju created a record in Discuss Throw, and
- Ms. Jyothi Krishna in 100 m hurdles in the Kerala State Senior Inter- District Championship.

National Level Medal Winners:

Athletics:

- Ms. Vinaya K. -- Gold Medal in 4 x 400 m relay in the South- Zone Junior National Athletic

Championship.

Soft Ball

- Ms. Praveena C. R., Ms. Nithya T. & Ms. Sreeja P. S. were **Members of the Kerala State Senior Team that won the II position in the Senior National Softball Championship:**

Ball Badminton

- Ms. Nimisha N. was – a. Member of the Kerala State Junior team that won II place in the National Championship. b. **Members of the Kerala State Junior team that won the I position in Junior National Championship and III position in South-Zone National Championship**

Kho-Kho

- Ms. Anju P. & Ms. Reshma R.- **Members of the Kerala State team that won II position in the South-Zone Senior National Championship, III position in the Senior National Championship, and III place in the Federation Cup Senior National Championship:**
- Ms. Aiswarya P.
- Ms. Raveena R.
- Ms. Varsha S.
- Ms. Kalaivani K.
- Ms. Anju P.
- Ms. Sajana V.S.

All India Inter-University Medal Winners

Athletics

- Ms. Neena K. T. won Gold Medal in 5km Walk
- Ms. Thara M. D. won Silver Medal in Half Marathon Race
- Ms. Akhila M. and Ms. Anju P. S. won Gold Medals in 4x100 m Relay
- Ms. Jisha V. V. won Bronze Medal in 4 x 100 m Relay

Members of Calicut University Kho-Kho team that won I place in the South Zone and All India Inter-University Championship:

Kho-Kho

- Ms. Sajana V. S., Ms. Kalaivani K., Ms. Raveena R., Ms. Varsha S. , Ms. Aiswarya P. and Ms. Anju P.

Inter-Collegiate Tournament Winners

- I position in Soft Ball, Kho-Kho and Ball Badminton
- II position in Athletics, Cross Country and Taekwondo
- Our College secured 7 Gold, 7 Silver and 5 Bronze medals in the Calicut University Interzone

Athletic championship.

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	45	55310
Financial support from government	195	1600250
Financial support from other sources	1	10000
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs	: State/ University level	<input type="text" value="4"/>	National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>
Exhibition:	State/ University level	<input type="text" value="3"/>	National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

FAIRS

- **Fine Arts Fest 2016-17** was conducted on January 6, 2017.
- **Drishyam 2K17** Cultural Film Festival was inaugurated by Sri. Vinod Mankara, Film Director.
- **MC Espo 2K16** Inter-departmental Sports Meet
- Fine arts Fest “**Srishti**” Fine Arts competitions and Republic Day were conducted.
- **A Book Fair** was organized in association with D.C. Books, Palakkad.
- ‘**Native Food Fest**’ was conducted in connection the Tourism Week Celebrations.
- ‘**Native Food Fest**’ was conducted in connection the Tourism Week Celebrations.
- **A technical festival, "TRAILBLAZER 2k16"** was organized .
- **Food fest** by students of SSL, Computer Science and Computer application

EXHIBITIONS

- **An exhibition, EXPO-2017**, was conducted in connection with Saint Chavara Day and the Diamond Jubilee Celebrations of Palakkad District.
- “**Ecobhition 2K16**,” an exhibition-cum-food fest, was also conducted.
- Women development cell in association with The “Image Creative Education Centre” organized an **Exhibition on the Women’s Day**. “**Mathrubhoomi**” gave a free supplement edition highlighting the Women’s day special to all our Mercian Women Community on the very same day.

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

The major complaints that have been addressed by the Grievance Redressal Cell: There was a complaint regarding lack of sufficient drinking water facility in the campus. This was resolved by installation of more numbers of water purifiers in the campus. A few students complained of the existence of foul smell near the hostel, the college authority assured a clean environment near the hostel and took necessary steps in disposing kitchen and other wastes. The students also suggested “Teach without Fee System’ .The College authorities told that the College has to follow the fee system and rules of the University. No other special fee system can be opted by the College.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

Academic excellence, development of skills and character formation based on love of God and service of man as modeled in Jesus Christ. The College also aims at training women for the service of God and humanity.

Mission

- To become a center par excellence.
- To provide value- based education.
- To promote quality education aimed at global competence.
- To ensure an integrated development of individuals.
- To empower women through education.

6.2 Does the Institution has a management Information System

The staff council of the College has senior faculty members as participants who plan, implement and evaluate various academic activities of the College. Council meetings are held twice every month and staff meetings once in a month. Discussion on all the activities of the college is done in the council meeting. The meetings enable the Management to discuss , suggest and interact with the faculty fruitfully.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

The college being affiliated, curriculum development is done by University. Many teachers are active members of Board of studies and curriculum development committees. During this period 3 faculty were members of board of studies and were also involved in curriculum restructuring. The departments offer various certificate, diploma, and advanced diploma courses and value added courses to enrich the curriculum.

6.3.2 Teaching and Learning

The Management gives top priority for the appointment of competent and meritorious candidates as faculty. Orientation programmes are provided to the faculty for their professional development. An ambience for learning is created in the campus by constant up gradation of learning resources to meet the academic requirements. The library functions as a major learning support service and is continuously updated. The Library Committee organizes several contact classes for the students to develop a reading culture. To ensure that academic excellence across all categories of students: tutorial, mentoring sessions

catering to the advanced learners as well as slow learners, peer teaching, bridge courses, remedial courses, etc are implemented . The feedback of the students and suggestions of the stakeholders are given serious considerations. Value education and extension programmes are made part of the curriculum

6.3.3 Examination and Evaluation

In a semester two internal exams are conducted by college and the internal grades are published. Continuous internal assessment and evaluation is done on the basis of the student's performance in assignments, projects, seminars and attendance. End semester examinations are conducted by University

6.3.4 Research and Development

Faculty members are encouraged to pursue Ph.D. through the FDP facility provided by the UGC. The Institution has three ISSN No. Research-oriented National Journals ---*Pursuits*, *Scientia* and *JiggyAsA*.. Besides this, the Centre has formed a Research Committee which conducts various programmes to promote Research. The Institution promotes Research through a. Research Centre for Comparative Studies (Department of English) and b. Mercy Research Forum. The Mercy Research Forum encourages students to present and publish papers in their respective disciplines. The activities conducted for promotion of research in the current year were

- A **motivational talk on “Inculcating Research Talent in Youth”** was delivered by Ibrahim M. Subhan, Financial Analyst, International Energy Forum Secretariat, Saudi Arabia.
- **Release of the national journals, *Scientia*, Vol.11 & *JiggyAsA*** by Dr. V. P. Gangadharan, Sr. Consultant & Head of Department of Medical and Paediatric *Oncology, Lakeshore, Kochi*.
- A talk on **“The Mechanics of Research Writing,” and “Personality Development, Soft Skills and Emotional Intelligence Quotient”** was given to the members.
- **Research Forum paper presentation competition, “*Stimuli-2017*,”** for conducted the arts and science streams.

The **classes on “ Research Paper Writing “** were handled by Dr. Nila N., Department of English, and Dr. Nithya A. A., Department of Mathematics.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library

The central library is a major learning resource and has an impressive collection of books, periodicals, magazines, digital resources, and audio visual collections. All the resources are catalogued and the functioning of the library is fully automated. It has access to Infilbnet facility also. Most of the Departments have their own library to cater to immediate requirements.

ICT

Smart interactive boards are installed in all departments.

The Departments are also equipped with computers, printers, internet connectivity, LCD projector, and so on.

The other facilities provided are TV, tape recorder, digital camera, video camera, and so forth.

The College has consistently upgraded both the physical and learning infrastructure to meet the growing academic needs. Internet facility was made available to the students through the new computer lab.

6.3.6 Human Resource Management

All curricular and co-curricular activities utilize manpower optimally. The staff is recruited as per the Kerala Government service norms. There are 52 teachers under the Government pay roll and 33 guest faculty members to cater to the self-financing courses.

6.3.7 Faculty and Staff recruitment

Appointments are made according to the rules of the Collegiate Education, Kerala Government. The vacancies that arise in the general merit quota, as well as community merit quota are advertised separately in leading dailies, sufficiently in advance. The interview panel comprises a subject expert, a Government nominee, the manager and a representative of the management. The interview is transparent enough to facilitate selection of the most competent candidate, and prevent vested interests.

6.3.8 Industry Interaction / Collaboration

Though the Institution does not have direct industrial collaboration, students from certain departments interact with industries to complete their academic projects. The major industrial interactions include interactions with IRTC, Mundur, Jubilee Mission Hospital, Kerala State Health Department etc. Visits and research interactions with various industries and research institutions are carried out on a regular basis by students. The departments organise Seminars, conferences and various programmes in collaboration with such agencies. Faculty members also collaborate with such agencies in their research and consultancy work. Various Departments have both formal and informal linkages and collaborations with other institutes of higher learning and these are utilized for the fruitful completion of curriculum.

6.3.9 Admission of Students

The process of admission is strictly in accordance with the University and State Government norms. The eligibility criteria, dates for distribution and collection of application forms, publication of rank list that includes confirmed list and waiting list, admission notification and date for the completion of admission process, are all decided by the University. Currently single window admission system is used by Calicut University

The Admission Committee in the College coordinates the entire process. The Committee comprises the Principal, Vice Principal, Office Superintendent, Coordinator, Joint Coordinator and ten staff members. On the day of the admission, students whose admission has been confirmed meet with the Principal and tutor for a personal interview. All the necessary documents and mark list are verified and the candidate is admitted after payment of fees. They are required to present a detailed resume to the tutor. An orientation programme is conducted for the students and their parents

6.4 Welfare schemes for

Teaching	Hostel Facility for Staff, Creche, Canteen, Store, Salary advance to Guest Faculty, onam and Christmas allowances to guest faculty, Wards of staff are given admission to courses of their choice in the college.
Non teaching	Welfare Schemes for marriage, House Construction , Medical aid, Creche, Canteen, Store,
Students	Institutional Scholarships, Freeships, Fund to deserving students for cultural activities, Distribution of Sewing Machines

6.5 Total corpus fund generated

Rs.70,90,7630

6.6 Whether annual financial audit has been done Yes

☒

No

☐

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External	Internal
	Yes/No	Yes/No
Academic	Yes	Yes
Administrative	Yes	Yes
	Agency	Authority
	CAs	HODs
	CAs	

All financial aids both central govt. funded and state govt. funded are audited periodically by AGs and DD office

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes

Yes

☐

No

☒

For PG Programmes

Yes

☐

No

☒

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

NA

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NA

6.11 Activities and support from the Alumni Association

The Alumnae Association of the College has made remarkable contribution to the Institution through various activities. The Alumnae association held a reception for the outgoing students to formally welcome them to its fold. The general Body meeting was held on second Saturday of July 2016. The association continues to run an STD booth and Instant Coffee facility in the campus. Under the Golden Jubilee Edu-health Project, financial help was extended to an old-student suffering from cancer. Alumnae members gathered together to celebrate Christmas. Coaching classes in tailoring and stitching, home science and cooking are being held in the Alumnae Block .

6.12 Activities and support from the Parent – Teacher Association

Our college has a strong Parent –Teacher Association which undertakes several activities of the college. About 570 members attended the General body meeting this year, and new office bearers were elected. The highlights of the activities for this year include:

- Life Insurance cover for all the students and their parent.
- Financial support for initiating Netball coaching in the college.
- Laying of a connecting road in the campus.

6.13 Development programmes for support staff

The faculty is sent for workshops and conferences organized by the UGC or other Institutions. Regular training programmes are organized for the entire faculty two times a year. The non teaching staff is encouraged to attend various orientation programme. The management also provides financial support for their welfare. The College provides financial support for the conduct of general programmes and activities of various club/ cells/ committees.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- The College takes care to maintain a green campus. There are well-maintained gardens such as Herbal garden, medicinal garden and two vegetable gardens within the campus. Apart from this, there are coconut groves and banana plantations, seasonal fruit bearing trees etc. within the College premises.
- Planting of saplings in the campus.
- College office makes use of used papers for the office copy of the College documents
- Rain water harvesting unit is available in the campus
- Vermi composting of kitchen and garden wastes. Solid waste management through windrow composting.
- Use of LED lights to reduce carbon dioxide emissions.
- The Clementia specimen park also aims to provide a refuge to rare, endangered plant species. A

Nakshatravanam has been established inside the specimen park with twenty seven medicinal plants.

- A Plastic free campus is encouraged by the Institution.
- Department deals with various environmental issues and its Management.
- Sensitization talks on e-waste management, Plastics Management are arranged in the campus as a part of curriculum.
- Leisure Tower and Garden benches in the campus
- Sensitization talks on e-waste management are arranged in the campus.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- NIRF 2017 ranking- College was ranked 48 among colleges in India.
- An increase in the number of student activities in the campus in the form of Fest, Fairs, Exhibition, Rallies, StreetPlays etc
- Faculty enrolling for online courses
- Increase in the infrastructure for research via DST FIST scheme
- New certificate courses introduced in sales tax practice and bank coaching
- Student participatory projects focusing on local issues and enhancement in students participation in programmes outside the campus.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- *NIRF 2017 ranking- College was ranked 48 among colleges in India.
- *Day Celebrations enhanced in the campus and Awareness Programmes were conducted through Rallies. Fests, Fairs, Exhibition, Street Plays, etc.,
- *Initiation for increasing visibility through website updation.
- *New certificate courses introduced in sales tax practice and bank coaching
- *Enhancement in the extension activities of the Clubs/Committees/Cells
- *Programmes on Adolescent Health were conducted by departments and various student support .Emphasis was given to Yoga classes.
- *Up gradation of research facilities by purchase of Research equipments through DST-FIST scheme
- *BCA lab set up with DST FIST Scheme
- *Faculty published research papers in journals of repute and also presented research papers in many National and International Seminars/Conferences
- *Enhancement in field study oriented student projects focusing on local issues in and around college campus.
- * 4 research scholars were awarded Ph.D from Dept. of English
- *Shade Garden initiated; Ozone day celebrations, Fests on eco friendly food fests etc
- * An orientation programme conducted for Non-teaching staff.
- *Fests, Fairs, Exhibitions etc were highlights of the various awareness programmes conducted by students
- *Self defense classes organized by Physical Education department.

7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals)

Best Practice I
SOUHRUDAM – Building Friendliness and Togetherness in Children

Best Practice II

ALPHABET - Activity initiated towards service to school children in the neighbourhood in Basic Grammar and Communicative Skills in English.

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

- “Environment Day” was observed, and students staged plays depicting the need for environmental awareness.
- The “Shade House,” was erected as part of the ‘Skill Development Programme in Horticulture and Nursery Management,’ and it was inaugurated by Sri. Thomas Samuel, Asst. Director of Argiculture, Horticulure Development Farm, Malampuzha.
- An awareness programme on Indian traditional medicines was organized as a part of World Diabetes Day-2016.
- The Department planted fruit tree saplings in the department garden in connection with World Environment Day.
- An awareness class on “How to Make Surroundings Green” was organized for the students was organised by Maths department
- Windrow Compost Training to Self Help Groups (SHG) was organized in collaboration with IRTC, Mundur.

7.5 Whether environmental audit was conducted?

Yes

No

☐☒


7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis

Strength	Weakness	Opportunities	Challenge
<ul style="list-style-type: none"> *The only aided women's college in Palakkad *Research ambience enhanced by frequent Seminars, Workshops, interaction with experts, projects, publications and consultancies *Encouragement towards sports and games *Many of the College activities as Skill Development Programmes, Gender Sensitization Programmes etc focus towards Women Empowerment *Learn with Nature program comprising Nature and Biodiversity clubs for eco-friendly practices *Active Alumnae Association, and highly supportive PTA *An on-campus, govt. recognized, registered SSL for Students, Staff and Community *DST/FIST recognized Departments *Healthy Teacher – Student relationship 	<ul style="list-style-type: none"> *Lack of adequate aided Post graduate programmes and Research Centres. *Lack of consultancy services *Lack of job oriented vocational courses *Inadequate Collaborative Research, MoUs and linkages *Less Academic flexibility *Inadequate entrepreneur venture by students 	<ul style="list-style-type: none"> *Introducing aided PG course. *Offering short term career orientation courses and add on courses. *Introduction of interdisciplinary programs *Consultancy to be developed into more income generating source *Set up more research centres by elevating departments with PG programs 	<ul style="list-style-type: none"> *Mobilizing fund for research from International Agencies & Organizations. *Government/university regulations *Paucity of funds for infrastructural and developmental requirements *Delay in the appointment of regular faculty leading to larger number of adhoc/guest faculty *Availing students from other states and countries for enhanced diversity

8. Plans of institution for next year

- *To apply for NIRF 2018
- *To enhance infrastructural development in the campus
- *To motivate students and faculty to do online courses of learning
- *To strengthen the linkages of institution with NGOs/ industry
- *To promote gender sensitization programmes
- * To conduct sponsored seminars and workshops.
- *To inculcate research aptitude among students
- * To strengthen extension activities
- * To encourage faculty for research oriented activities.
- *To boost up student participatory programmes in academics and co-curricular activities.
- *Offering short term Academic and Skill training Programmes.

Name DR. R. GIRISA



Signature of the Coordinator, IQAC

Name DR. SR. LILLY P V



Signature of the Chairperson, IQAC

PRINCIPAL
MERCY COLLEGE
Palakkad - 678 006.



ACADEMIC CALENDAR 2016-17

June 2016

Date	Day		Particulars
1.	Wed		College Re-opened, Sent off to the Principal Dr. Sr. Lilly P V took charge as Principal
2.	Thurs		Staff Council Meeting
3.	Fri		Holy Mass
4.	Sat		
5.	Sun	H	
6.	Mon		World Environment Day Celebrations – NSS
7.	Tue		
8.	Wed		Screening of Short Films for General English Students – Dept. of English
9.	Thurs		Awareness on Environmental Protection – Echos Green – MSW Dept. Traffic Awareness Programme Awareness class on Environmental Protection – MSW Dept.
10.	Fri		Screening of Short Films = Dept. of English Environment Day Observations - Dept. of Botany
11.	Sat	H	
12.	Sun	H	
13.	Mon		
14.	Tue		
15.	Wed		Action Plan Submission
16.	Thurs		Screening of Short Films = Dept. of English
17.	Fri		Screening of Short Films = Dept. of English Meeting of Internal Mentors - WWS
18.	Sat		
19.	Sun	H	
20.	Mon		
21.	Tue		International Yoga Day Observation – Yoga & Healthy Living – Dept. of Education International Yoga Day – Yoga Camp - NSS
22.	Wed		Talk on Paliative Care – Dept. of Economics
23.	Thurs		Open Defense – Geetha Priya Nair – Dept. of English
24.	Fri		
25.	Sat		
26.	Sun	H	
27.	Mon		Awareness on Sales Tax – Dept. of Commerce
28.	Tue		Staff Council Meeting
29.	Wed		Quiz on Newspaper Reading – Dept. of History
30.	Thurs		

JULY 2016

Date	Day		Particulars
1.	Fri		Holy Mass
2.	Sat		
3.	Sun	H	
4.	Mon		
5.	Tue	H	Id-Ul-Fitr
6.	Wed		
7.	Thurs		
8.	Fri		III Semester I internal exam begins
9.	Sat	H	
10.	Sun	H	
11.	Mon		World Population Day – Mobile Quiz – Dept. of Economics
12.	Tue		
13.	Wed		1 st DC Class begins Orientation for 1 st DC students and Parents
14.	Thurs		Orientation for 1 st DC Students
15.	Fri		Carmel Day Celebrations Film Festival and Discussion – Dept. of MSW
16.	Sat		
17.	Sun	H	
18.	Mon		
19.	Tue		A Warning against Cancer – Dept of Biotechnology & Economics
20.	Wed		
21.	Thurs		Class on Menstrual Problems – Dept. of Zoology Awareness Programme on Menstrual Problems and Sexual Hygiene – Dept. of Zoology
22.	Fri		Staff Council Meeting Research Forum Paper Presentation
23.	Sat		
24.	Sun	H	
25.	Mon		
26.	Tues		
27.	Wed		Lucky Draw – SSL Career Guidance – CG Cell Workshop on Capital Market – Dept. of Commerce Class on Chartered Accountancy – CG Cell
28.	Thurs		Talk on Lifestyle Diseases and its Management – Dept. of Physical Education
29.	Fri		
30.	Sat		Charity to Anugraha Bhavan – SSL
31.	Sun	H	

AUGUST 2016

Date	Day		Particulars
1.	Mon		ASSA Orientation for 1 st DC Students
2.	Tue	H	Karkidaga Vavu
3.	Wed		V Semester I internal exam begins Seminar on Mental Health and Psychiatric illness
4.	Thurs		Open Defense – Mr. Najeeb – Dept. of English Physics Association Inauguration – Dept of Physics
5.	Fri		
6.	Sat		
7.	Sun	H	
8.	Mon		
9.	Tue		Staff Council Meeting Merit Day -Dept of Commerce
10.	Wed		Personality Development Class – CG Cell
11.	Thurs		
12.	Fri		Independence Day Celebrations
13.	Sat	H	
14.	Sun	H	
15.	Mon	H	Independence Day
16.	Tue		Kerala Chakka Vilambara Yathra
17.	Wed		Nadan Pattinte Oru Thirunju Nottam – Dept of History
18.	Thurs		Association Inauguration – Dept. of Biotechnology Onam Celebrations – Shooting of Flowers Channel
19.	Fri		Consecration to the Sacred Heart of Jesus
20.	Sat		
21.	Sun	H	
22.	Mon		Legal Awareness Programme – NSS Chemistry Association Inauguration Economics Association Inauguration
23.	Tues		Feast of Principal
24.	Wed	H	Krishna Jayanthi
25.	Thurs		A class on Company Secretary Profession – Dept. of Commerce
26.	Fri		Open Defense – Krishna Prabha – Dept. of English Sub Committee Meeting – SSL
27.	Sat		
28.	Sun	H	
29.	Mon		
30.	Tues		Introduction to Clinical Research Programme – Dept. of Biotechnology
31.	Wed		Class on Public Issues - SSL

SEPTEMBER 2016

Date	Day		Particulars
1.	Thurs		
2.	Fri		
3.	Sat		
4.	Sun	H	
5.	Mon		Celebrating the Cannonization of St. Teresa of Calcutta Fresher's Day – Dept. of Maths Fresher's Day – Dept. of Physics
6.	Tue		Introduction to Photography for 1 st DC Students – Photography Club
7.	Wed		Viva-Voce – Dept. of English Ozone Day Observation – Dept. of Chemistry Food Fest – Dept. of History
8.	Thurs		Introduction to Photography Club Pookkalam Competition
9.	Fri		Onam Celebration – Staff and Students
10.	Sat	H	
11.	Sun		
12.	Mon	H	Bakrid
13.	Tue	H	Ist Onam
14.	Wed	H	Thiruvonam
15.	Thurs	H	III Onam
16.	Fri	H	IV Onam
17.	Sat		
18.	Sun	H	
19.	Mon		
20.	Tues		
21.	Wed	H	Sree Narayana Guru Samadhi
22.	Thurs		Staff Council Meeting
23.	Fri		
24.	Sat		Mercy Day Celebrations
25.	Sun	H	
26.	Mon		Orientation Class – SPC & FCC
27.	Tues		Class on merits and demerits of Yoga – Dept. of Physical Education ASAP Orientation for Parents
28.	Wed		Film by Visarani Entertainments A talk on Ahimsa – SSL Talk on Mechanics of Research Writing for English –Dept. of English
29.	Thurs		Class on Resume Writing – CG Cell Clinical Research Programme – Dept. of Biotechnology
30.	Fri		

October 2016

Date	Day		Particulars
1.	Sat		
2.	Sun	H	Gandhi Jayanthi
3.	Mon		
4.	Tue		
5.	Wed		Talk on Nuclear Physics – Dept of Physics
6.	Thurs		Talk on Environment Pollution – Dept. of Chemistry A talk for the parents
7.	Fri		Rosary Procession Staff Council Meeting
8.	Sat	H	
9.	Sun	H	
10.	Mon	H	Mahanavami
11.	Tue	H	Vijayadashmi
12.	Wed	H	Muharram
13.	Thurs		
14.	Fri		Job Oriented Quiz Programme – Dept. of Maths APJ Abdul Kalam Memorial Exhibition
15.	Sat		Training for CDPO and ICDS Supervisors
16.	Sun	H	
17.	Mon		
18.	Tues		Trail Blazer – 2K16 – Dept. of BCA
19.	Wed		Trail Blazer – 2K16 – Dept. of BCA Awareness class on Civil Service Examination – CG Cell Staff Council Meeting
20.	Thurs		College Union Election Retreat for Catholic Students
21.	Fri		Technical Orientation for teaching staff RAC Meeting – Dept. of English
22.	Sat	H	Deepavali
23.	Sun	H	Blood Donation Camp – Dept of Zoology
24.	Mon		
25.	Tues		II Internal exam for II DC begins
26.	Wed		
27.	Thur		
28.	Fri		
29.	Sat		
30.	Sun	H	
31.	Mon		

November 2016

Date	Day		Particulars
1.	Tue		
2.	Wed		
3.	Thurs		
4.	Fri		Kerala Piravi Celebrations
5.	Sat		
6.	Sun	H	
7.	Mon		
8.	Tue		Mission Day Celebrations
9.	Wed		Staff Council Meeting Motivational Class – FCC Chrisantha Memorial Quiz Competition- Dept of Maths
10.	Thurs		Health Awareness Programme – to divert lifestyle diseases - Dept. of Biotechnology Union Inauguration
11.	Fri		
12.	Sat	H	
13.	Sun	H	
14.	Mon		
15.	Tues		
16.	Wed		Staff Council Meeting
17.	Thurs		Awareness programme on Blood Donation = Dept. of Zoology Open Defense – Nisha M – Dept. of English Rally on Child Issues – NSS/Child Line
18.	Fri		SSP Meeting of Class Teachers Awareness class on Law & Justice – NSS
19.	Sat		
20.	Sun	H	
21.	Mon		
22.	Tues		
23.	Wed		Blood Donation Camp – Dept. of Zoology
24.	Thur		
25.	Fri		PTA General Body Meeting Workshop on Research Methodology – Dept. of English Internal exam for I, II, III DC classes
26.	Sat		
27.	Sun	H	
28.	Mon		
29.	Tues		
30.	Wed		Awareness class for 1-2 DC Students – FCC A Health Awareness Programme for 1 st and 2 nd DC

December 2016

Date	Day		Particulars
1.	Thurs		II Internal exam for I Semester begins Awareness on Fowod & Safety – NSS
2.	Fri		World AIDS Day – Dept. of Social Work Details of CMA Course – Dept. of Commerce Training Programme – TCS CSR Project – CG Cell
3.	Sat		
4.	Sun	H	
5.	Mon		
6.	Tue		
7.	Wed		Calicut University Kho Kho Tournament Personality Development Class – NSS
8.	Thurs		UGC Sponsored International Seminar on Socio Economic Perspectives of Women Entrepreneurship in Kerala – Dept. of Eco, Class on Discover Yourself – NSS
9.	Fri		
10.	Sat	H	
11.	Sun	H	
12.	Mon	H	Nabi dinam
13.	Tues		National Energy Conservation Day – Dept. of Physics Book Fair – Dept. of English
14.	Wed		Ecobition – Food Fest and Exhibition – Dept. of Eco Final of Ball Badminton Tournament
15.	Thurs		Orientation Programme for Students
16.	Fri		Sports Day – Students, TS, NTS – Dept. of Physical Education
17.	Sat		
18.	Sun	H	
19.	Mon		
20.	Tues		
21.	Wed		Recruitment Drive – Danone Nutrica – CG Cell Inauguration of Skill Development Courses – Horticulture and Nursery Management
22.	Thur		
23.	Fri		Christmas Day Celebrations – Students Staff
24.	Sat		
25.	Sun	H	Christmas
26.	Mon		7 Days Special Camp – NSS
27.	Tues		
28.	Wed		
29.	Thurs		
30.	Fri		
31.	Sat		

January 2017

Date	Day		Particulars
1.	Sun		New Year
2.	Mon		
3.	Tue		Staff Council Meeting
4.	Wed		Management Meet INNOWIZ – Dept. of Commerce
5.	Thurs		Stalls were organized – Dept. of Commerce Value Education Exam- III DC
6.	Fri		Fine Arts Day –Srishty
7.	Sat	H	
8.	Sun	H	
9.	Mon		
10.	Tues		Recruitment Drive – New Gen Knowledge Works – CG Cell
11.	Wed		
12.	Thurs		
13.	Fri		I,II DC value education exam Research Forum Paper Presentation Holy Mass Calicut University Inter Collegiate Soft Ball Competition
14.	Sat		
15.	Sun	H	
16.	Mon		Meeting of Sisters
17.	Tues		
18.	Wed		Staff Council Meeting Talk on Management of Stress – FCC
19.	Thur		
20.	Fri		Recruitment Drive – TCS – CG Cell Traffic Awareness Class
21.	Sat		
22.	Sun	H	
23.	Mon		Career Guidance Class – CG Cell
24.	Tues		
25.	Wed		Orientation for 1 st DC Students
26.	Thurs	H	Republic day – Flag Hoisting
27.	Fri		ASAP Orientation Programme
28.	Sat		
29.	Sun	H	
30.	Mon		World Peace Day – 13 Hrs Adoration 7 th National Level Paper Presentation Competition
31.	Tues		Staff Council Meeting VI semester I Internal begins Meeting of Internal Mentors – WWS Research Centre Inspection – Dept. of Physics Retirement of Smt. Lilly P V, NTS – Prayer

February 2017

Date	Day		Particulars
1.	Wed		Career Guidance Programme – CG Cell (University Career Guidance Bureau)
2.	Thurs		Career Guidance Programme – CG Cell (University Career Guidance Bureau)
3.	Fri		Career Guidance Programme – CG Cell (University Career Guidance Bureau) Cancer Day Observance – Dept. of History & Economics
4.	Sat		
5.	Sun	H	
6.	Mon		
7.	Tues		Seminar on Human Harmony – Dept. of Language
8.	Wed		External Mentoring – WWS
9.	Thurs		Recruitment by ICICI Bank – CG Cell
10.	Fri		External Mentoring – WWS
11.	Sat	H	
12.	Sun	H	
13.	Mon		Value Education Examination External Mentoring – WWS
14.	Tues		Chavara's Speech Competition Self Defense Class Integrity Pledge
15.	Wed		Self Defense Class
16.	Thur		Self Defense Class Class on Azhimathi Rahitha Keralam – NSS
17.	Fri		Self Defense Class Inter Collegiate Physics Competition
18.	Sat		
19.	Sun	H	
20.	Mon		Film Fest –Drishyam 2017
21.	Tues		Seminar on Vikasanavum Yuvathavum – Dept. of Maths Hair Donation Orientation Class
22.	Wed		Orientation for CET Recruitment – ASAP, IQAC
23.	Thurs		College Day Celebrations
24.	Fri		Staff Tour
25.	Sat		
26.	Sun	H	
27.	Mon		
28.	Tues		Staff Council Meeting Merit Day and Union Valedictory CET Recruitment – ASAP, IQAC

March 2017

Date	Day		Particulars
1.	Wed		
2.	Thurs		
3.	Fri		Holy Mass
4.	Sat		
5.	Sun	H	
6.	Mon		Sent off to 3 rd B.Com Students – Dept. of Commerce
7.	Tues		Farewell Prayer, Programme
8.	Wed		Farewell – Dept. of History General Quiz Competition Value Education – SAY exam
9.	Thurs		Hair Donation CAMP – Dept of Social Work
10.	Fri		Staff Council Meeting
11.	Sat	H	
12.	Sun	H	
13.	Mon		National Seminar on Wet Land for Disaster Risk Reduction – Dept. of Botany Valedictory Session – Dept. of Economics SSP External Mentoring Talk on Women and Cyber Safety – Dept. of Social Work
14.	Tues		SSP External Mentoring
15.	Wed		Release of Pursuits, Paper Presentation – Dept of English
16.	Thur		Social Service League Day Celebrations
17.	Fri		External Mentoring - WWS
18.	Sat		
19.	Sun	H	
20.	Mon		I,II DC II internal exam begins External Mentoring – WWS Awareness on Leharikku Ethire Yuvathvam – SSL
21.	Tues		
22.	Wed		
23.	Thurs		Class on Mind Power – NSS
24.	Fri		
25.	Sat		
26.	Sun	H	
27.	Mon		Sub Committee Meeting – SSL
28.	Tues		PTA Sent off programme
29.	Wed		Prayer – for retiring staff
30.	Thurs		Photo Session of TS, NTS SAM Meeting
31.	Fri		College closes for summer holidays

April 2017

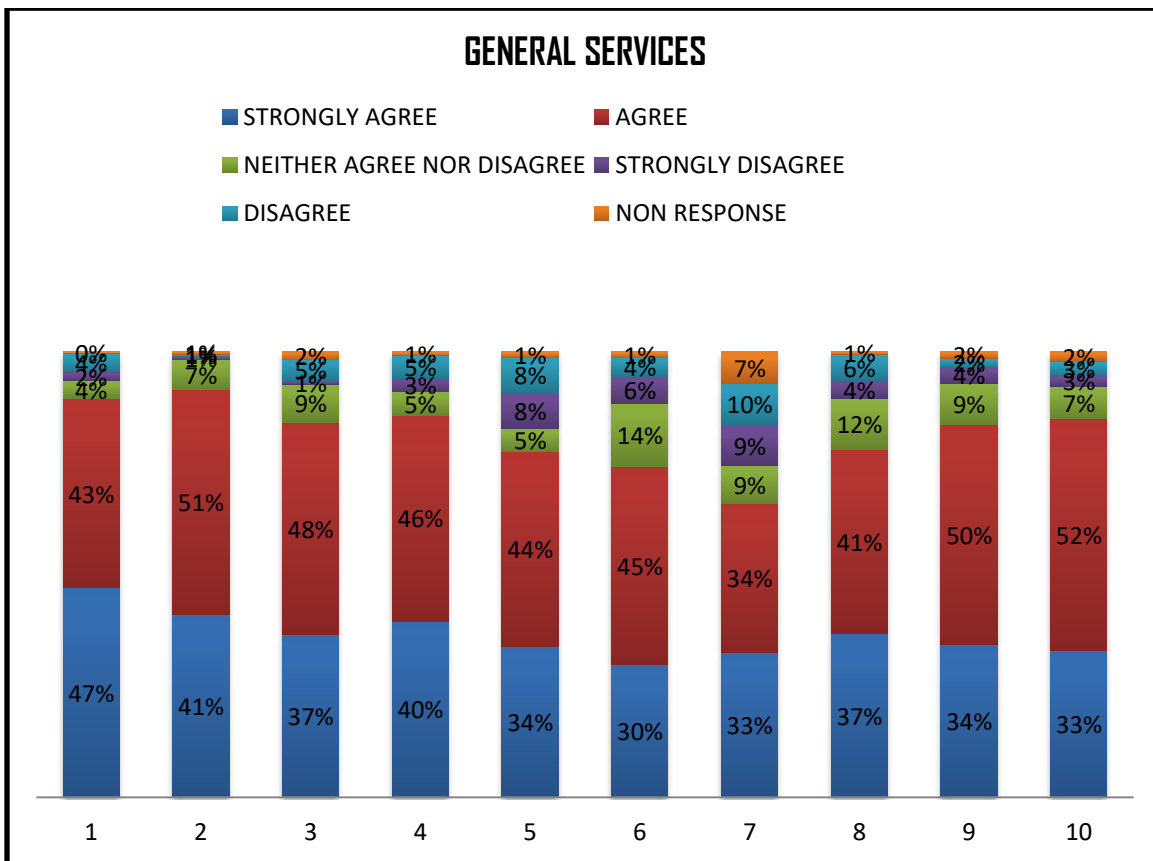
Date	Day		Particulars
1.	Sat		
2.	Sun	H	
3.	Mon		
4.	Tues		
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May 2017

Date	Day		Particulars
1.	Mon		
2.	Tue		
3.	Wed		
4.	Thurs		
5.	Fri		
6.	Sat		
7.	Sun	H	
8.	Mon		
9.	Tues		
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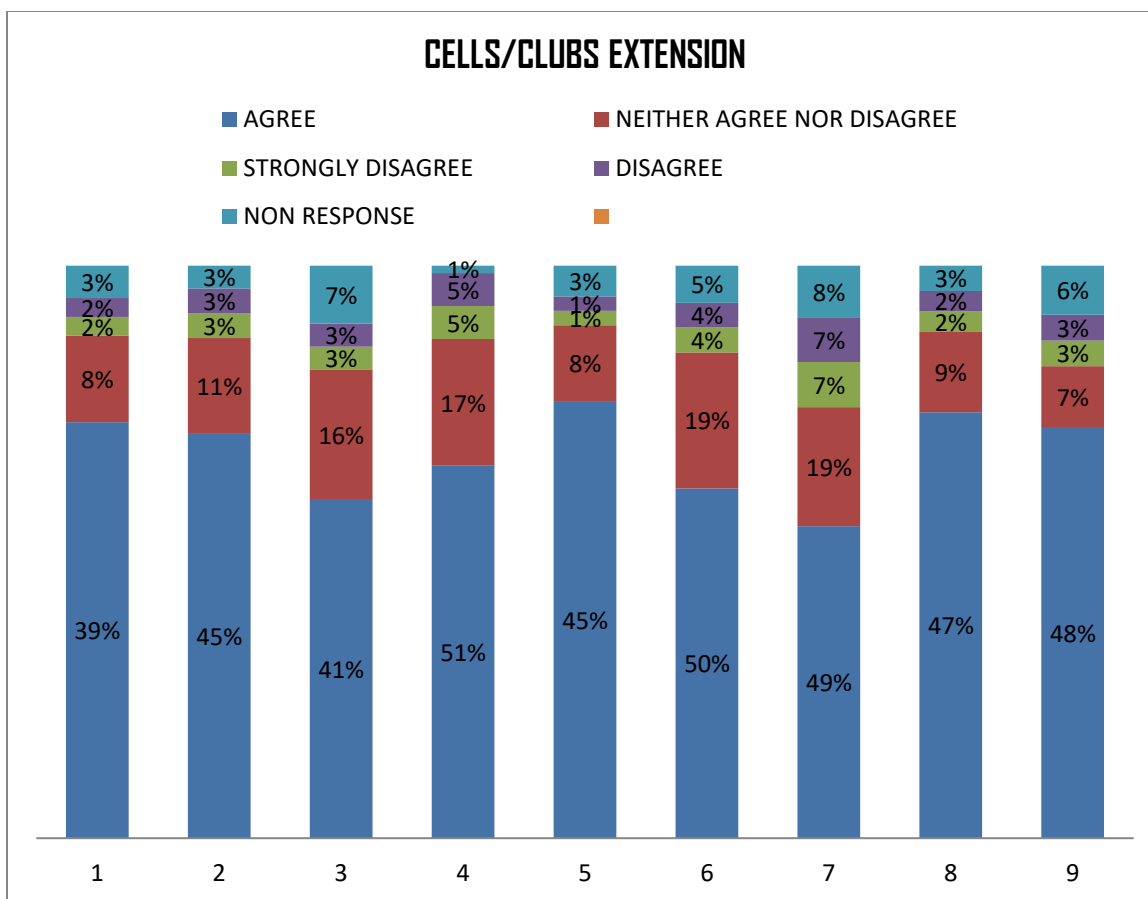
FEEDBACK FROM STUDENTS

Each student of the college is given an opportunity to provide confidential feedback on various aspects of the college as 1. General facilities 2. Student Support Services 3. Offered by services of various clubs, cells, college union etc 4. Teacher quality, teaching learning assessment, research etc.



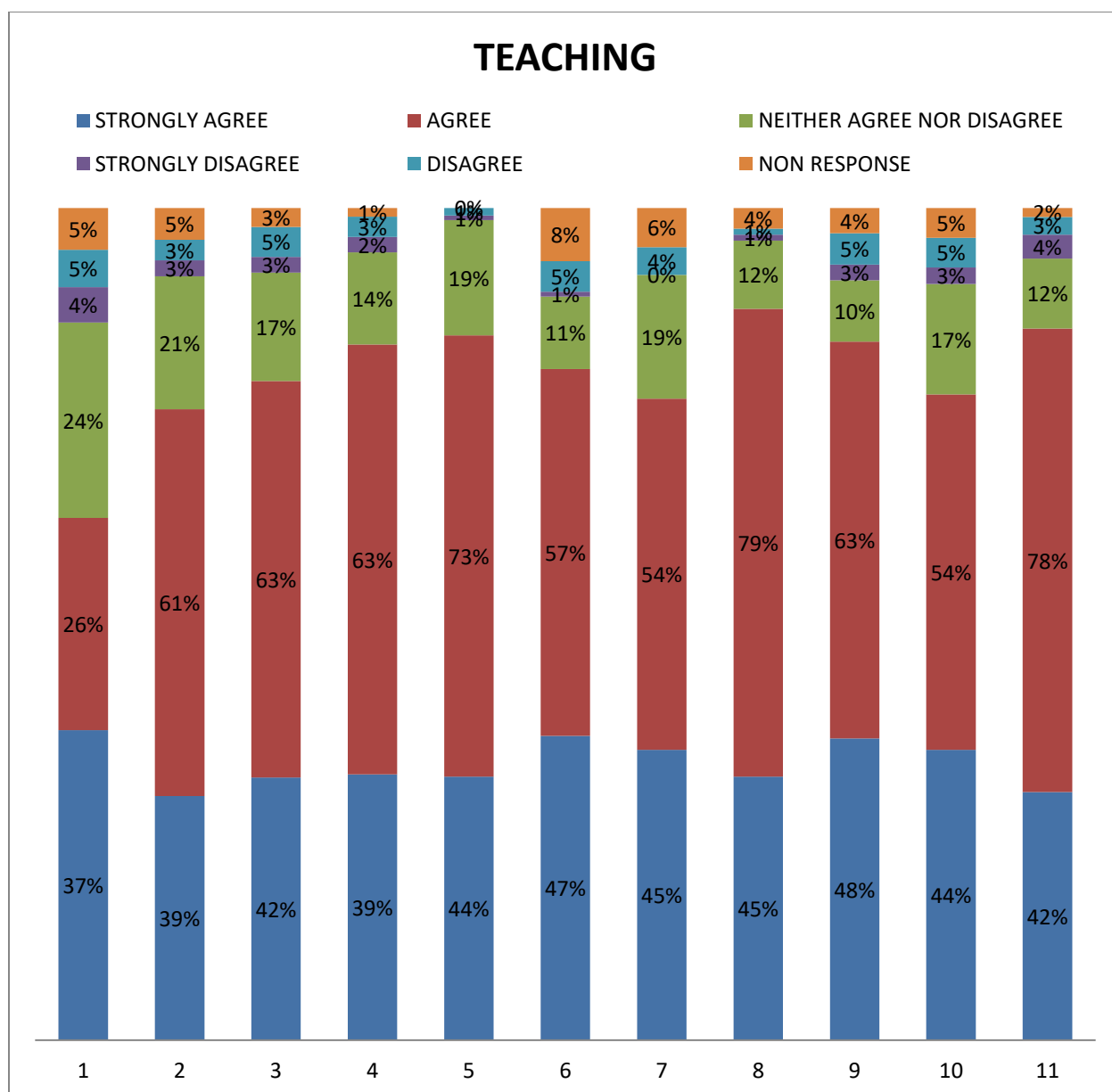
1-Campus 2- Drinking water 3-Classrooms 4-Power supply 5-Toilets/washrooms 6-Classroom accessibility for Disabled 7-internet facility 8- Xerox facility 9- Promotion of skills and promotion for women empowerment 10-Promotion of moral values and social responsibility

It is observed that the students were satisfied with the general services provided in the college excepting for the internet and toilet services provided.



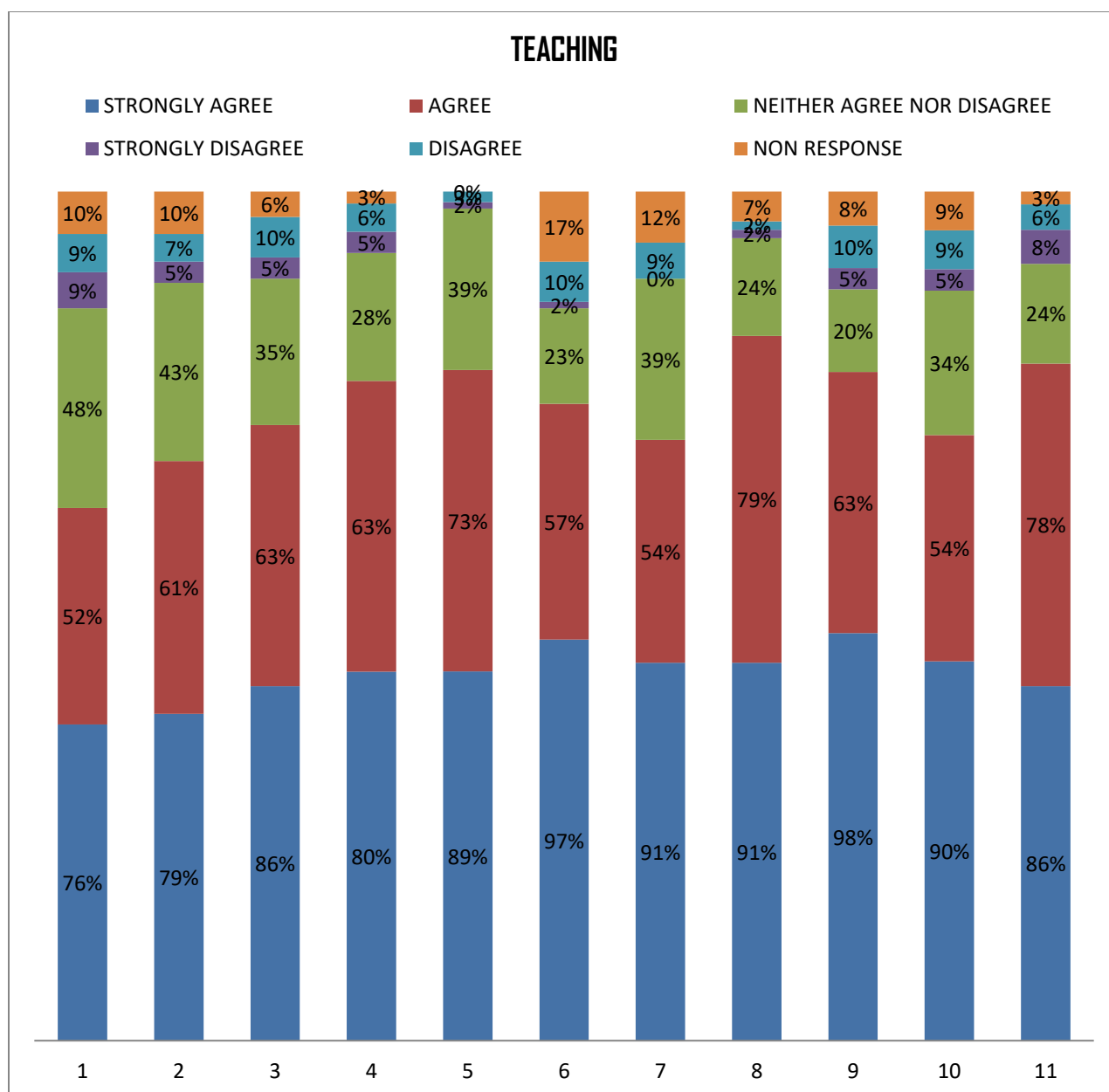
1-NCC,NSS,SSL Services 2- Legal and Counselling services 3- Clubs (Women Development Cell, Nature Club, Cine Forum) 4-Career guidance cell 5- Alumnae 6- PTA 7-Grievance Redressal Cell 8-Antiragging cell 9-College Union.

On analysis it is observed that about most of the students were satisfied with the activities organized by various clubs/cells in the college campus.



1-Library staff 2- Reference books 3- E-resources 4 – office procedures 5-office staff 6- equipment satisfying syllabus 7- Working condition of equipment 8- Hostel facility 9- Food in hostel 10 – Canteen 11-Stationery store.

The students were satisfied with the student support services offered in the college, but concerns regarding library facility (reference books), Hostel and food offered in the hostel is explicitly marked.

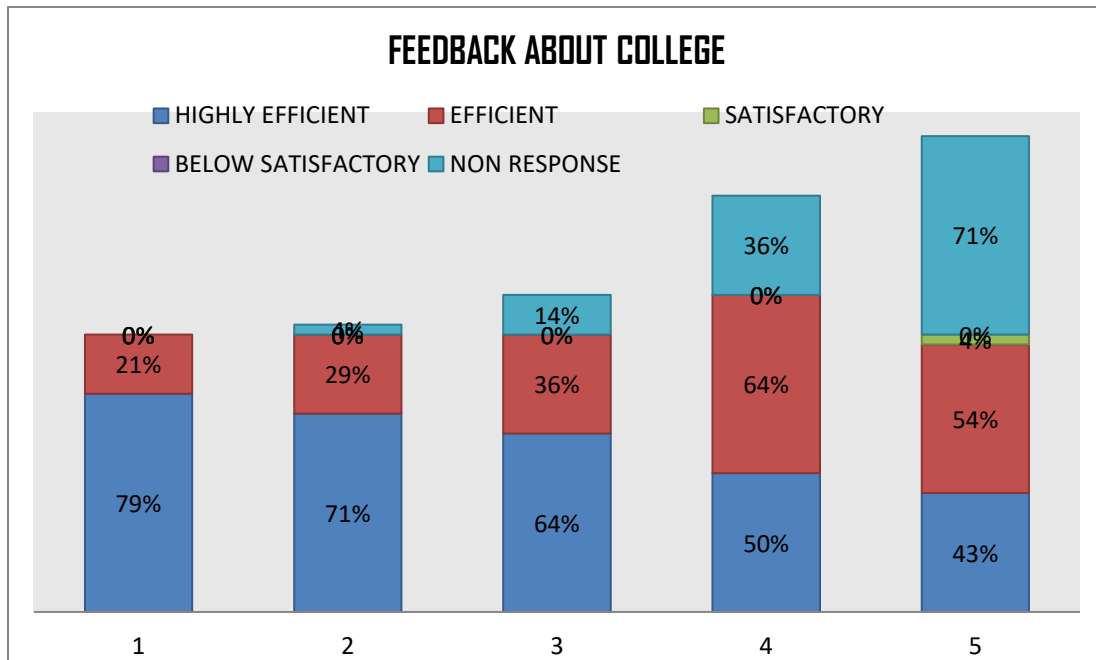


1-syllabus satisfaction 2- syllabus completion in time 3- Provision of Analytical classrooms 4- Feedback mechanism 4- Teacher friendliness 5-ICT teaching 6- Periodical Assessment 7- Feedback mechanism 8-Evaluation –fair and unbiased 9- Teacher as research facilitator 10- Efficiency of mentor system 11- teacher as guide.

On analysis it is observed that about most of the students were satisfied with the teacher quality, teaching learning assessment and research facilities, teacher as guide to students has been a concern .

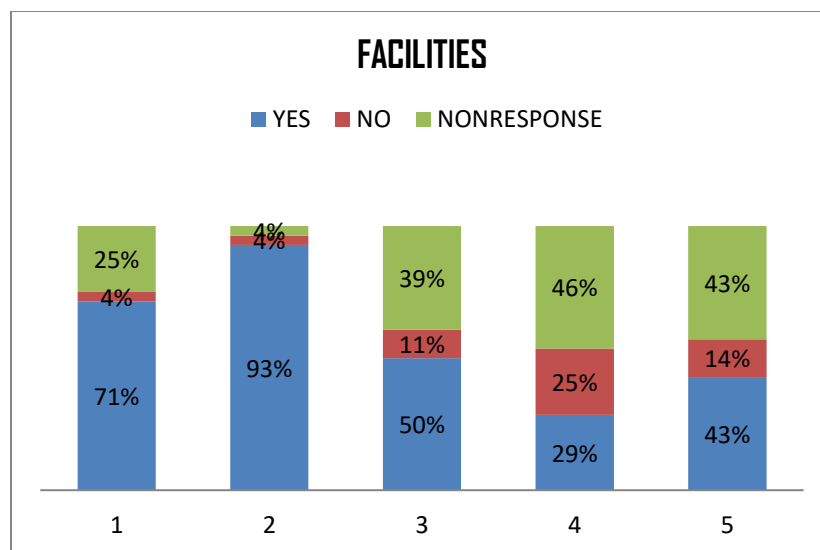
FEEDBACK FROM ALUMNI

The feedback from Alumni is collected during the alumnae meetings conducted . The feedback relating to the college, facilities offered by the college, departmental quality was assessed.



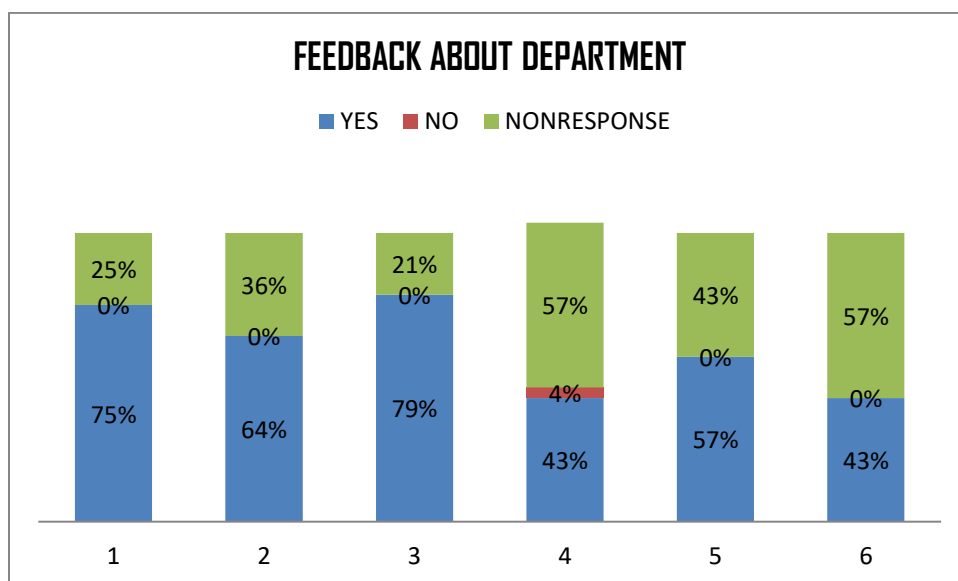
1-Proud as a Mercian 2-overall rating of college 3- Alumni willingness to contribute to college 4- Grievances addressal in college

Most of them strongly agreed to be proud of being alumni of the college, and believes that college has contributed much to their overall development.



1-Lab & Equipments 2- Library 3-Computer Facilities 4- internet & WiFi 5-R & D Projects

The Laboratory and Library facility was appreciated. But concerns on ICT facility provided by the college then was expressed.



1-Academic quality (theory and practicals) 2-Relevance of mercy education to present job 3-Co-operation of HOD and Faculty 4-Industry oriented projects 5-Seminars & Workshops 6-Training to bridge industry academic gap

The Alumni expressed satisfaction on the academic activities conducted in the Department. They are dissatisfied only with the non conduct of industry oriented projects , industry academics gap . The Percentage of non-response in each category of alumni feedback is to be quenched to.

FEEDBACK FROM PARENTS

Feedback from parents relating to various activities in the college was obtained through a questionnaire. The parameters for which the feedback was collected were admission procedures, academic quality, Basic lab amenities, conduct of exam, canteen facility, Library, extracurricular activities, Counseling facility, ICT facilities, Inculcation of Institutional social responsibilities with moral values, guides for opportunities for research. Parents expressed concerns to provide bus facility for students, to improve hostel facility and food. Another suggestion from parents was to improve the ICT facilities in the college, allow students to browse through NET. Even insufficiency of phone was also pointed out by them.

Best Practice I***SOUHRUDAM – Building Friendliness and Togetherness in Children***

Souhrudam club of Mercy College functions with an aim for clubbing the children of the neighbouring locality for developing friendliness and togetherness in them.

Goals:

The club provides basic education, promoting soft skills, cultural orientation through folk songs, games, proverbs, stories, drawing and other entertainments to the needy and poor children of the locality. The club also aims to identify their problems, suggest solutions and tries to bring them to the mainstream of the society.

Context:

The club is initiated under the auspices of Child Line of Palakkad for giving exposure to the children as most of them come from financially, socially, culturally and educationally backward families .

The Practice:

Souhrudam club meets twice in a month on Saturdays. It provides basic education, cultural orientation and various entertainments to the club members. A three day Sauhrudam Camp is organised annually in summer vacation for the club members and school going children of the locality. Awareness classes, training in soft skills and various competitions are conducted for them in the camp. By declaring '**Child Line Se Dhosthi**', Souhrudam Club very actively co-operates with the Child Line of Palakkad Zone to execute their reputable objectives. The faculty in charge of the club actively attends the meetings of child line at national, state and regional level. The staff and students of the club share the activities of Child Line in finding out and rehabilitating the street children.

4. Evidence of Success:

The evidence of the success of the practice is the development of inter/intra personal skills among children.

Problems Encountered and Resources Required:

Lack of adequate financial resource, non- participation of some children due to social stigma prevalent among parents.

Best Practice II

1. Title Of The Practice

ALPHABET - Activity initiated towards service to school children in the neighbourhood in Basic Grammar and Communicative Skills in English.

2. Objectives of the Practice

- To give grammar classes to the Upper Primary students of Pallipuram Junior Basic U. P School
- To facilitate students to:
 - Read English easily, fluently and with good understanding,
 - Widen their vocabulary
 - Gain an understanding of grammar
 - Gain knowledge of linguistic conventions for reading, writing and speaking

3. The Context

Different students can have different difficulties and problems in learning English. They make different mistakes in English pronunciation, grammar and vocabulary usage. Since English is a foreign language, students find it difficult to use English language fluently. Often, their mother tongue or first language interferes while speaking or writing English language. The Department of English, Mercy College, decided to give a helping hand to students of Pallipuram Junior Basic UP School, by sending first year degree students to help them acquire the basic skills in language learning.

4. The Practice

On every Thursday a group of ten first year degree students volunteer to take classes for the school children. Students in the school are made in to small groups of three or four, and student -teachers handle the classes. Since they are made into small groups, it becomes convenient to give individual attention to these students. They are given various tasks to speak, write and read in English. They are also given tasks like Self Introduction, Just a Minute Sessions (JAM), Spelling Tests etc. Language games are also introduced in the classes to develop interest in students. After a few classes they gain confidence to speak and write in English.

5. The Outcome

Students develop their skills in using English Language. They speak with confidence and shows interest in creative writing. The interaction with the student- teachers help them to get over their inhibitions in using English.

6. Evidence of Success

Students of standard V, VI and VII have been participating in this programme. After one year of training visible changes have been noticed in the way they respond in the class and the way in which they speak and write.

7. Problems Encountered and Resources Required

- Lack of computer facility in the school.
 - Difficulty in using multi- media equipments in class room.
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