

**ANNUAL QUALITY ASSURANCE REPORT
(AQAR 2018-19)**



**Mercy College
Palakkad-678006**

Submitted to
National Assessment and Accreditation Council

The Annual Quality Assurance Report (AQAR) of the IQAC
(For Affiliated/Constituent Colleges)

Part – A

1. Data of the Institution

1. Name of the Institution : Mercy College, Palakkad

Name of the Head of the institution : Dr. Sr.Lilly P.V.

Designation : Principal

Does the institution function from own campus: Yes

Phone no./Alternate phone no. : 04912541124 ; Mobile no. : 7356615245

Registered e-mail : mercycollegepkd@yahoo.com

- Alternate e-mail : iqacmercy@gmail.com
- Address : Thirunellai Road, Pallipuram PO
- City/Town : Palakkad
- State/UT : Kerala
- Pin Code : 678006

2. Institutional status:

- Affiliated / Constituent : Affiliated
- Type of Institution : Co-education/Men/Women: Women
- Location : Rural/Semi-urban/Urban: Semi-urban
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing: UGC 2f and 12 (B)
- Name of the Affiliating University: University of Calicut
- Name of the IQAC Co-ordinator : Dr. Girija R. Phone no. : 04912541149
- Alternate phone no. : 9495422593 Mobile: 9447645273
- IQAC e-mail address : iqacmercy@gmail.com
- Alternate Email address : srjessin@gmail.com

3. Website address: www.mercycollege.edu.in

Web-link of the AQAR: (Previous Academic Year):

<http://www.mercycollege.edu.in/wp-content/uploads/2017/08/AQAR-Report-2017-18-.pdf>

4. Whether Academic Calendar prepared during the year? No

Yes/No....., if yes, whether it is uploaded in the

Institutional website : Not Applicable

Weblink : Nil

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation
1 st	Four Star		1999
2 nd	A		2007
3 rd	A	3.32	2014

6. Date of Establishment of IQAC: DD/MM/YYYY: 01/07/2004

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
Regular Meetings of IQAC	20.06.2018;21.08.2018; 17.10.2018; 12.1.2019 (1 hour)	90
NIRF 2019	15.11.2019	90
FDP on MOODLE	12.2.2019 (5 hrs)	30
National Workshop on IPR & Patents	25.2.2019	110
Office Automation via Information Management System of academics and nonacademics by Total Campus Solution of Meshilogic was done relating to student and staff management, Online Examination .	27.1.2019	700
Upliftment of Women and their role in Society	10.7.2018 (2 hrs)	335
Role of Education in betterment of Citizens	10.10.2018 (2 hrs)	870

Note: Some Quality Assurance initiatives of the institution are:

(Indicative list)

- Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements
- Academic Administrative Audit (AAA) conducted and its follow up action

- *Participation in NIRF*
- *ISO Certification*
- *NBA etc.*
- *Any other Quality Audit*

8. Provide the list of funds by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
Ms.Ambily Jacob/Chemistry	Student Project	KSCSTE, Govt. of Kerala	2018, 1 yr	10,000/-
Dr.Priya Varma/ Chemistry	Student Project	KSCSTE, Govt. of Kerala	2018, 1 yr	10,000/-
Ms.Delmy Davis/ Chemistry	Student Project	KSCSTE, Govt. of Kerala	2019, 1 yr	10,000/-
Dr.Divya K Nair / Chemistry	Student Project	KSCSTE, Govt. of Kerala	2019, 1 yr	10,000/-
Dr. Biji CP /Zoology	Student Project	KSCSTE, Govt. of Kerala	2019, 1 yr	8,000/-

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: YES

*upload latest notification of formation of IQAC

<https://www.mercycollege.edu.in/quality-management/internal-quality-assurance-cell/>

10. No. of IQAC meetings held during the year: 4

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website.....

Yes ✓ No

Website Link : <https://www.mercycollege.edu.in/quality-management/internal-quality-assurance-cell/minutes-of-the-iqac-meetings/>

(Please upload, minutes of meetings and action taken report)

IQAC MEETING 2018-2019

Minutes of the meeting of IQAC of Mercy College, Palakkad held on 20.06.2018

Agenda

NIRF

Modification on web pages to increase visibility

Initiation of MOODLE

Following points were discussed and decisions were taken:

Apply for NIRF 19

Separate sites for research journals published by college.

To prepare reports for SSR of NAAC

Student insurance to be renewed through PTA. Newly admitted students to be enrolled for insurance.

Initiate online learning management system by training faculty on MOODLE

To form IPR Cell

Minutes of the meeting of IQAC of Mercy College, Palakkad held on 21.08.2018

Agenda

NPTEL online course enrollment by students and faculty

Feedback to be made online

World Space Week Celebration in association with ISRO

Following points were discussed and decisions were taken:

Students and faculty to take up online NPTEL courses

Feedback of students, alumni to be made online

Physics dept. to take charge for the conduct of World space week exhibition in association with VSSC, TVM.

Student Union to conduct Malayala Mangai Competition.

Counselling sessions to be arranged for students.

CCTV cameras to be installed in front of the gate.

Minutes of the meeting of IQAC of Mercy College, Palakkad held on 17.10.2018

Agenda

Evaluation of learning to be made online
Office Automation
RUSA

Following points were discussed and decisions were taken:

Test papers (any one) to be made as MCQ`s to initiate online evaluation
Research Advisory board for UGC Block Development Grant formed
Automation of office by TCS of Meshilogic
Depts to revise RUSA proposal with regard to Renovation
Depts to extend their garden, museum, lab etc to neighbourhood schools.
Students to enroll for online learning of courses.
ESAF Recruitment Drive to be conducted in the campus.

Minutes of the meeting of IQAC of Mercy College, Palakkad held on 12.1.2019

Agenda

Green Audit –Audit measures
Strengthening social outreach activities
ARIIA
Niyukthi 19

Following points were discussed and decisions were taken:

Green audit e surveys to be compiled. Post audit measures initiated
IPR cell initiated .A Seminar on IPR and Patents to be conducted under the sponsorship of
KSCSTE-PIC, Govt. of Kerala
Strengthen Social Outreach activities of the institution. Lab to be extended to the schools of
neighboring community
To apply for Atal Ranking (ARIIA) of the Institutions 2018
Career Guidance and Placement Cell to organize a MegaJob Fest.

SHG`s in the neighbouring communities were trained in Skill up techniques to become successful entrepreneurs

**Action Taken Report
on the decisions of the IQAC meeting held during the Academic Year 2018-19**

S.No.	Decision	Action taken
1	Faculty Awards and recognitions	<p>*The College won “First Best College Award ” instituted by the University of Calicut for overall performance in various sports events in the Women’s section.</p> <p>* The College won “Second Best College Award ” instituted by the University of Calicut Overall outstanding performance in various sports disciplines among all affiliated colleges.</p> <p>Faculty were promoted to apply for awards.</p> <p>* Faculty Awards- a. “Kreedha Bharathi Award to Dr.Rita Mary Thomas, Dept. of Physical Education b. “Dr.APJ Abdul Kalam Award to Dr.Lakshmi, Dept. of Physics c. Malayalee Mudra Award to Dr.Nila N, Dept. of English d. Penma Award to Dr.Sr.Gisala George, Dept of Physical Education.</p>
2	<p>To apply for NIRF 2019, MHRD</p> <p>To apply for ARIIA, 2019</p> <p>To apply for AKHES, 2019</p>	<p>*The College was placed in 150-200 band among colleges in India.</p> <p>*The College participated in the ARIIA ranking , 2019, MHRD</p> <p>*The College completed the All Kerala Higher Education Survey as a preliminary step for participation SAAC of KSHEC, Govt. of Kerala.</p>
3	NAAC SSR Preparation	<p>*IQAC coordinators of each department to involve in criteria wise compilation and to provide documents of evidence for scanning. Representatives of student union and departments also got involved in collection, documentation of evidences/photographs for SSR.</p>
4	Promotion of quality in teaching learning by updating knowledge in subjects to Faculty	<p>*Various Orientation programmes organized for staff and students</p> <p>*Some of the faculty were selected to offer SWAYAM MOOC Course CEC through EMMRC, University of Calicut.</p> <p>*Many students and faculty took up online courses offered by NPTEL/SWAYAM through our college which is now a local chapter for NPTEL Online Courses</p>

		<p>*There was an increase in research publications of the faculty.</p> <p>*Erudite Lecture under the sponsorship of KSHEC-Erudite Scholar in residence programme was organized to expose students to new trends in toxicology was organised by department of Zoology. Department of Chemistry organized an Erudite lecture series on New areas in Material Sciences.</p> <p>*Online examinations were conducted by some departments.</p>
5	Introduction of new certificate courses and skill courses	<p>* Alankara – a Beautician course by Dept. of Chemistry initiated.</p> <p>* Bridge course to Research initiated.</p> <p>*Certificate course on Human Rights</p>
6	Promotion of sports and games	<p>*College hosted Calicut University Intercollegiate Cross Country Championship and Interzone Sepak Takraw Championship in the college campus</p> <p>*Sports women encouraged to make landmark achievements at National and International Levels. New Meet Record in Discus Throw in the Interzone Athletic Meet.2 of the sports students participated in the International Kho-Kho Championship at London</p>
7	Initiation of MOODLE	<p>*Initiation of learning management system by training faculty on MOODLE was done</p>
8	Feedback to be made online	<p>*Feedback of students made online. Analysis of Feedback from stakeholders was done and Actions taken were discussed and recorded</p>
9	Ensuring quality Research	<p>*IQAC encouraged Faculty members to get involved in publications of research papers in journals of repute / presentations of research papers in National seminars/Conferences/Symposia</p> <p>* Physics dept. inspected for conversion to Research Centre.</p> <p>* 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.</p> <p>* Research infrastructure in the College especially in the Science departments was extended to neighbouring schools/colleges as a consultancy services.</p>

		<p>* Some of the Research projects taken up by the students were focused on local issues.</p> <p>*Establishment of Research Advisory Committee (RAC) and Intellectual Property Rights (IPR) cell</p> <p>* Workshops and Seminars on Research Methodology conducted .</p>
10	Infrastructure modifications to be made in academic and non-academic blocks	<p>*Renovation of Academic Blocks- St. Alphonsa</p> <p>*A new Throw Ball court established</p> <p>*Installation of Tug of War Equipment</p>
11	Office Automation	*Information Management System of academics and nonacademics by Total Campus Solution of Meshilogic was done relating to student and staff management, Online Examination .
12	Involvement of students in community based projects	<p>*Student Projects related to local issues in and around college campus were undertaken .Industry oriented projects</p> <p>*The student participatory programmes in academics and co-curricular activities were boosted up. Students of MSW and NSS took part in various community involved programmes.</p>
13	Enhancement of the extension activities of the Clubs/Committees/Cells	<p>*The linkages of institution with NGOs/ industry were strengthened for conduct of academic and non academic activities.</p> <p>*Extension activities were strengthened by Social Service League, NSS and NCC</p> <p>* SHG`s in the neighbouring communities were trained in Skill up techniques to become successful entrepreneurs</p>
14	Introduce students to Online courses	<p>*The IQAC made efforts to motivate students to do online courses of learning.Faculty was also introduced to Moodle platforms through organization of a workshop on MOODLE.</p> <p>*A Seminar on Online courses, NPTEL Local Chapter, SPOC were organized by IQAC to the students</p>
15	Counselling /Capability enhancement /Awareness programmes for students	<p>*Orientation for first year students and their parents conducted.</p> <p>*Students were individually counselled and sessions on Mind power etc were conducted in the campus. Programmes as WWS and SSP continued.</p>

16	Security/Safety of students	*Students were given orientation ti give online undertaking against ragging
17	Career guidance and placement activities to be strengthened	*A Mega Job Niyukthi 2019 conducted. *ESAF Recruitment Drive was also conducted,
18	Enhancement in student activities in the campus	*Fests, Fairs, Exhibitions and awareness programmes were conducted by students of various depts. and college union. *Coin exhibition conducted by Dept. of History. *Felicitation of C.Balachandra Menon in association with Swaralaya. *National and intercollegiate programmes was organized by various departments *Sponsored day celebrations and training programmes were conducted in the campus. Vayanapakshacharanam observed – each department ot organize one activity associated with reading. *World Space Week was hosted in college campus in association with ISRO, TVM. *Speak for India conducted in association with Mathrubhumi
19	Introduction of Fitness programme	*Self defense Classes on Karate , Tykaewondo ongoing- Physical Edn. *Fortress – Self defense classes was initiated . *College Fitness Education Programme (COFE) was introduced for UG sports students. Training in Yoga to sports students.
20	Awareness on Eco-friendly Practice	*Awareness programmes on various Green practices done. *Green Management and survey on various as aspects of green audit initiated . *A Sewage Management System was also installed in the College Canteen. *Waste Recycling activities initiated through ASAP, Dept. of Zoology etc.
21	Green Audit to be compiled.	*Green audit was done –Water, energy, green management, waste management and carbon foot print audit which was done in the previous year in the campus was compiled. Post audit measures to be implemented.

22	Updation of website	*The departments and clubs updated the activities conducted by them in the college website. *Separate web pages for Journals published by the College.
23	Extension/Outreach Programmes	*Staff to contribute to Chief Minister`s Flood Relief Fund. Staff onam celebration was cancelled and the fund was contributed to the students affected under flood .NSS and MSW took active participation in Flood Relief activities through Rescue Operation team of the District

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? Yes No ✓

If yes, mention the amount: Nil Year: Not Applicable

12. Significant contributions made by IQAC during the current year (maximum five bullets)

- *Information Management System for e-Governance
- *Seminars relating to IPR
- *Participation in NIRF & ARIIA
- *Internal Green Audit
- *Feedback online initiated

13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Faculty Awards and recognitions	*The College won “First Best College Award ” instituted by the University of Calicut for overall performance in various sports events in the Women’s section. * The College won “Second Best College Award ” instituted by the University of Calicut Overall outstanding performance in various sports disciplines among all affiliated colleges. Faculty were promoted to apply for awards. * Faculty Awards- a. “Kreeda Bharathi Award to Dr.Rita Mary Thomas, Dept. of Physical Education b. “Dr.APJ Abdul Kalam Award to Dr.Lakshmi, Dept. of Physics c. Malayalee Mudra Award to Dr.Nila N, Dept. of English d. Penma Award to Dr.Sr.Gisala George, Dept of Physical Education.
To apply for NIRF 2019, MHRD	*The College was placed in 150-200 band among colleges in

<p>To apply for ARIIA, 2019</p> <p>To apply for AKHES, 2019</p>	<p>India.</p> <p>*The College participated in the ARIIA ranking , 2019, MHRD</p> <p>*The College completed the All Kerala Higher Education Survey as a preliminary step for participation SAAC of KSHEC, Govt. of Kerala.</p>
<p>NAAC SSR Preparation</p>	<p>*IQAC coordinators of each department to involve in criteria wise compilation and to provide documents of evidence for scanning. Representatives of student union and departments also got involved in collection, documentation of evidences/photographs for SSR.</p>
<p>Promotion of quality in teaching learning by updating knowledge in subjects to Faculty</p>	<p>*Various Orientation programmes organized for staff and students</p> <p>*Some of the faculty were selected to offer SWAYAM MOOC Course CEC through EMMRC, University of Calicut.</p> <p>*Many students and faculty took up online courses offered by NPTEL/SWAYAM through our college which is now a local chapter for NPTEL Online Courses</p> <p>*There was an increase in research publications of the faculty.</p> <p>*Erudite Lecture under the sponsorship of KSHEC-Erudite Scholar in residence programme was organized to expose students to new trends in toxicology was organised by department of Zoology. Department of Chemistry organized an Erudite lecture series on New areas in Material Sciences.</p> <p>*Online examinations were conducted by some departments.</p>
<p>Promotion of sports and games</p>	<p>*College hosted Calicut University Intercollegiate Cross Country Championship and Interzone Sepak Takraw Championship in the college campus</p> <p>*Sports women encouraged to make landmark achievements at National and International Levels. New Meet Record in Discus Throw in the Interzone Athletic Meet.2 of the sports students participated in the International Kho-Kho Championship at London</p>

Initiation of MOODLE	*Initiation of learning management system by training faculty on MOODLE was done
Feedback to be made online	*Feedback of students made online. Analysis of Feedback from stakeholders was done and Actions taken were discussed and recorded
Infrastructure modifications to be made in academic and non-academic blocks	*Renovation of Academic Blocks- St. Alphonsa *A new Throw Ball court established *Installation of Tug of War Equipment
Office Automation	*Information Management System of academics and nonacademics by Total Campus Solution of Meshilogic was done relating to student and staff management, Online Examination .
Introduce students to Online courses	*The IQAC made efforts to motivate students to do online courses of learning.Faculty was also introduced to Moodle platforms through organization of a workshop on MOODLE. *A Seminar on Online courses, NPTEL Local Chapter, SPOC were organized by IQAC to the students
Counselling /Capability enhancement /Awareness programmes for students	*Orientation for first year students and their parents conducted. *Students were individually counselled and sessions on Mind power etc were conducted in the campus. Programmes as WWS and SSP continued.
Career guidance and placement activities to be strengthened	*A Mega Job Niyukthi 2019 conducted. *ESAF Recruitment Drive was also conducted,
Enhancement in student activities in the campus	*Fests, Fairs, Exhibitions and awareness programmes were conducted by students of various depts. and college union. *Coin exhibition conducted by Dept. of History. *Felicitation of C.Balachandra Menon in association with Swaralaya. *National and intercollegiate programmes was organized by

	<p>various departments</p> <p>*Sponsored day celebrations and training programmes were conducted in the campus. Vayanapakshacharanam observed – each department of organize one activity associated with reading.</p> <p>*World Space Week was hosted in college campus in association with ISRO, TVM.</p> <p>*Speak for India conducted in association with Mathrubhumi</p>
Introduction of Fitness programme	<p>*Self defense Classes on Karate , Tykaewondo ongoing- Physical Edn.</p> <p>*Fortress – Self defense classes was initiated .</p> <p>*College Fitness Education Programme (COFE) was introduced for UG sports students. Training in Yoga to sports students.</p>
Green Audit to be compiled.	<p>*Green audit was done –Water, energy, green management, waste management and carbon foot print audit which was done in the previous year in the campus was compiled. Post audit measures to be implemented.</p>
Extension/Outreach Programmes	<p>*Staff to contribute to Chief Minister`s Flood Relief Fund. Staff onam celebration was cancelled and the fund was contributed to the students affected under flood .NSS and MSW took active participation in Flood Releif activities through Rescue Operation team of the District</p>

14. Whether the AQAR was placed before statutory body? Yes /No: No

Name of the Statutory body: Not Applicable Date of meeting(s): Nil

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

Yes/No: NO

Date: Not Applicable

16. Whether institutional data submitted to AISHE: Yes/No: YES

Year: 2019

Date of Submission: 21.8.2019

17. Does the Institution have Management Information System?

Yes ✓ No

If yes, give a brief description and a list of modules currently operational.
(Maximum 500 words)

VERSION DETAIL

Meshilogic Software suggested the implementation of a hybrid, integrated ERP solution
“Total Campus Solution” version

VERSION	IMPLEMENTATION BY	APPROVED BY	APPROVAL DATE
TOTAL CAMPUS SOLUTION 2.0.0	MESHILOGIC SOFTWARE	Principal	27-11-2018

PURPOSE:

Meshilogic Software will implement “Total Campus Solution” an educational ERP software for Mercy College, Palakkad.

OVERVIEW:

“Total Campus Solution” is an educational ERP solution which integrates the different functionalities of the institution. The list of modules to be installed and run

Sl. No	Module	Remarks
1	Academic Management	Integrated
2	Attendance	Integrated
3	Time Table	Integrated
4	Examination	Integrated
5	Portals	Integrated
6	Android Mobile App for Teachers & Parents	Integrated
7	SMS Integration	Integrated

DATA MAPPING & MIGRATION:

Module Ref. No	Data Required
1	Institution Name, Logo in .png Format, University affiliation, Programme List, Class, Batch and Semester Details, Academic Calendar, Admission Quota List, Department List, Faculty List with Grade, Details of HoD& Class Tutors, Admission register of Students, Parent Details
3	Semester wise course (paper) details, Faculty appropriation to the course (paper), Day and Period settings.
4	University Examination List for each programme, Internal Examination List for each programme, Internal Exam schedule and mark split-up for each programme.

Part-B

CRITERION I – CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

1.1.1 Institution has the mechanism for well planned curriculum delivery , implementation and documentation. Explain in 500 words

Planning Effective Curriculum delivery:

- Mercy College is affiliated to the University of Calicut and it follows the curriculum prescribed by the University.
- The Staff Council headed by Principal, Heads of Departments and two elected faculty members, meet regularly and decide on the action plan of academic matters regarding dates of internal exam, submission of mark-lists, Parent- Teacher meetings for signing of progress reports etc.
- Each Department prepares an action plan at the beginning of the year.
- Departmental meetings are held at regular intervals to develop, formulate and implement the action plan for each academic year.

Steps taken to implement the Action Plan:

- Effective curriculum delivery is chalked out at the beginning of the year with a semester-wise teaching plan.
- All activities are scheduled without loss of working hours. The loss of working days/ hours is compensated by working on Saturdays.
- Talks by eminent personalities from other institutions in India and abroad are arranged to augment teaching-learning process under the auspices of Association/ Research Centre Activities.
- To fulfill the requirements of the curriculum, students of certain departments are taken to Research Institutes to become aware of the latest trends in their respective disciplines. Students also visit industries/hospitals/rehabilitation centers to carry out their project works. Students also carry out their projects in reputed research Institutes
- The Association activities include quiz, poster- exhibitions, screening movies, awareness programmes, educational visits, student participatory projects, paper presentations etc.
- Curriculum-oriented activities such as paper presentation contests, one-day seminars, inter-collegiate seminars/workshops etc are also conducted by the departments. UGC /ICSSR/KSCSTE - sponsored national/international seminars are also held to upgrade knowledge.
- To promote research culture, students are taken to seminars conducted by other colleges.
- To promote research culture, the Research Centre, Department of English (affiliated to the University of Calicut) gives Research Guides the freedom to devise the course syllabus of the research scholars.
- Besides this, the Institution encourages the students to:
 - Take part in participatory projects—project design contest etc.
 - Publish scientific papers in peer reviewed journals
 - Oral/poster presentations of their research papers in national/international seminars
 - Take part in industrial training programmes

Conduct exhibitions, fairs and fests to promote social interactions, hone technical skills and develop soft skills. The students thus, develop essential skills such as – planning, teamwork, leadership, and multi-tasking.					
1.1.2 Certificate/ Diploma Courses introduced during the Academic year					
Name of the Certificate Course	Name of the Diploma Courses	Year of introduction and duration	focus on employability/ entrepreneurship	Skill development	
Bridge course to Research	-	2018; 30 hrs	-----	Skill	
Beautician course- Alankara	-	2018 ; 30 hrs	Employability	Skill	
Pre marital course	-	2018 30 hrs	-----	Skill	
1.2 Academic Flexibility					
1.2.1 New programmes/courses introduced during the Academic year					
Programme with Code	Date of Introduction	Course with Code		Date of Introduction	
Nil	Nil	Nil		Nil	
1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.					
Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
Economics	✓	✓	2010	✓	✓
English	✓	✓	2010	✓	✓
Commerce (CA)	✓	✓	2015	✓	✓
Commerce (Finance)	✓	✓	2017	✓	✓
Computer Application	✓	----	2016	✓	----
Computer Science	✓	----	2016	✓	----
Biotechnology	✓	----	2014	✓ ✓	-----
Social Work	----	✓	2015	----	✓
Mathematics	✓	✓	2014	✓	✓

Physics	✓	✓	2014	✓	✓
Chemistry	✓	✓	2014	✓	✓
Botany	✓	✓	2014	✓	✓
Zoology	✓	---	2014		-----

Already adopted (mention the year)

1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year

Certificate		Diploma Courses	
Courses	Total no. Of students	Courses	Total no. Of students
Certificate course on Bio informatics	66	Diploma course on Bio informatics	50
Certificate course in Tally	1	Advanced diploma course on Bio informatics	27
MS Office	3	Post Graduate Diploma course in Computer Applications	8
CTTC	3		
Bridge course to Research	10		
Alankara	12		
Pre Marital course	62		
Total	154		85

1.3 Curriculum Enrichment

1.3.1 Value-added courses imparting transferable and life skills offered during the year

Value added courses	Year of introduction	Number of students enrolled
Alankara Beautician Course	2018	21
Certificate course in communicative English	2017	34
Driving Class	2018	60
Pre marital course	2018	62
Post Graduate Diploma course in Computer Applications	2014	8
Certificate course in MS office and internet	2014	3
Certificate course in Tally	2014	1

Certificate in Computer Teacher Training	2017	3		
1.3.2 Field Projects / Internships under taken during the year				
Project/Programme Title	No. of students enrolled for Field Projects / Internships			
B.COM CA	69			
B.COM FINANCE	58			
M.COM FINANCE	30			
BSC ZOOLOGY	35			
BSC.COMPUTER SCIENCE	32			
M.SC.PHYSICS	11			
CHEMISTRY	6			
MSW	20			
BIOTECHNOLOGY	12			
BCA	34			
BOTANY	8			
MA ECONOMICS	16			
B.A ECONOMICS	38			
1.4 Feedback System				
1.4.1 Whether structured feedback received from all the stakeholders.				
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes ✓ / No	Yes/ No ✓	Yes/ No ✓	Yes ✓ / No	Yes ✓ / No
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)				
<p>Students are the most important stakeholders of Higher Education systems. Their interest and participation at all levels play a pivotal role in internal and external quality assurance. The Student Feedback Approach is basically about institutional practices, processes and frameworks that take into account students' concern regarding the quality of the education they receive.</p> <p>A questionnaire was designed to make a survey of the Institutional Feedback. This was analysed to create an Institutional Quality Index Profile for 2018-19 . The questionnaire discusses four major aspects. They are:</p> <p>Category I: General Services</p> <p>Category II: Student Support Services</p> <p>Category III: Cells/Club Extensions</p> <p>Category IV: Teaching</p>				

The respondent`s review of the institution in the above five sections were analysed to create a quality index profile for the year in relation to institutional vision and goals. Feedbacks were collected on the requirements regarding facilities, teaching quality and services. Their responses to various aspects with regard to relevance, content of the curriculum, student placement and professional competency were also analysed.

Parents, the important stakeholders of this system, provide valuable inputs that would help the college serve the needs of their wards better. This is explicit in the feedback received from parents.

Information was gathered from parents for the 2018-19 and their response has been documented.

The categories cover several areas as is illustrated below:

1. Admission Procedures
2. Academic Excellence
3. Lab Facilities
4. Conduct of Examinations
5. Canteen Facilities
6. Library Facilities
7. Extra-curricular Promotions
8. Student Counselling Services
9. Guidance to Students
10. ICT Facilities
11. Role in imparting moral values
12. Encouragement in research and for pursuing higher studies

The annual Alumnae meeting, held regularly on the second Saturday in the month of July, brings together former students to the Mercy fraternity. Feedback collected from the Alumnae for the past 5 years from 2015 -2019 covers three categories, ranging from a general overview of the college to specific areas such as curriculum, syllabus and infrastructure.

CATEGORY I : FEEDBACK ON COLLEGE

- Grievance Redressal as Alumnae
- Grievance Redressal as Student
- Willingness of Alumnae to contribute to College
- Overall rating of College
- Are you proud as an Alumnae of the Institution?

CATEGORY II : FEEDBACK ON FACILITIES

- R & D Projects
- Internet and Wi-Fi
- Computer Facilities
- Library
- Lab and Equipment

CATEGORY III : FEEDBACK ON DEPARTMENTS RELATING TO CURRICULUM AND SYLLABUS

- Training to Bridge Industry Academy Gap
- Seminar & Workshops
- Industry- Oriented Projects
- Cooperation of Head of the Department and Faculty
- Relevance of Mercy Education to Job
- Academic Quality (Theory & Practicals)

Suggestions were taken in the right spirit and their constructive criticism lighted our path to make the necessary changes in several spheres.

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1.1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
B.Sc. Mathematics	48	496	41
B.Sc. Physics	48	675	45
B.Sc. Chemistry	48	874	43
B.Sc. Botany	39	638	39
B.Sc. Zoology	39	689	39
B.Sc. Computer Science	34	546	33
B.Sc. Biotechnology	34	631	35
BCA	36	745	33
B.A. English	44	723	43
B.A. Economics	60	865	60
B.A. History	65	625	66
B.Com. with C. A.	65	895	66
B.Com. with Finance	45	893	45
M.Sc. Mathematics	20	45	14
M.Sc. Physics	12	92	12
M.Sc. Chemistry	12	87	12
M.Sc. Botany	12	75	12
M.A. English	20	65	21
M.A. Economics	20	98	18
MSW	15	74	14
MCom	20	95	18

2.2 Catering to Student Diversity

2.2.1. Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018-19	588	121	70	24	94

2.3 Teaching - Learning Process

2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of	Number of	ICT tools and resources available	Number	Number	E-resources and techniques used

teachers on roll	teachers using ICT (LMS, e-Resources)		of ICT enabled classrooms	smart classrooms	
94	73	Administration and Management Software Portable Projector Laptop LCD Projector Powerpoints, Swf Smart Board Google, Gmail, You Tube Videos, whatsapp Graphical Demonstration OHP Video Clippings Teaching Games Using Audio Device DVDs Online resources Digital presentation Video assisted lecture	17	17	Google Class room e-PG Pathshala MOOC INFLIBNET NPTEL Coursera SWAYAM edX Stanford Online Libsoft- Library automation software Kerala MOOCs Language Lab Video conference technology LAN, WAN & Wifi LCD Projector with audio/video Recording studio -audio & video

2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)

The College follows a tradition of mentor-ward system wherein each teacher is assigned twenty five students who are guided by the concerned teacher. The personal bio-data of students are collected at the time of admission by the tutor. The students are also required to classes give a feedback appraising the entire period of their study in the final. Apart from this, tutorial and remedial classes are conducted for the benefit of academically backward students. Personal, psycho-social guidance are provided to students by the student counselor at the Family Counseling centre which is located at the campus. Students are allocated to specific tutors who are expected to know the academic and personal details of each student. A professional counselor who is in charge of the Family Counselling Centre is also available for the counselling of the students.

Number of students enrolled in the	Number of fulltime teachers	Mentor: Mentee Ratio
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institution		
2034	94	2034:77 26.4

2.4 Teacher Profile and Quality				
2.4.1 Number of full time teachers appointed during the year				
No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
94	94	0	-	28
2.4.2 Honours and recognitions received by teachers <i>(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)</i>				
Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies	
2019	Dr.M.Lakshmi	Assistant Professor	Dr.APJ Abdul Kalam Life Time Achievement Award	
2019	Ms. Rita Mary Thomas	Associate Professor	Kreedha Barathi- Jeejabai Puraskaram	
2019	Dr.Sr Gisala George	Associate Professor	Penma- Celebrating Women's Day	
2019	Dr. CG Shyamala	Assistant Professor	Speaking Examiner for Trichur Educational Trust(Cambridge English,BEC Preliminary and Vantage)	
2018	Dr.Nila N	Assistant Professor	Malayalee Mudra	
2.5 Evaluation Process and Reforms				
2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year				
The college being affiliated to University of Calicut, the dates of the end semester exam and the the declaration of the results depend on the Parent University and does not have a role in this process.				

2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The University of Calicut introduced the Choice Based Credit Semester System (CUCCSS) in the year 2009 and the institution followed the same. In the year 2015, University of Calicut introduced a revision in the evaluation of internal exams. The former system of 5-point Direct Grading at the individual programme level was reformed into the modified Choice based credit semester system (CUCBCSS). This was replaced by evaluation through a 7-point Indirect Grading System in which marks at the individual programme level was finally converted to an overall cumulative grading at the course level.

The components of CIE reforms at the institutional level are as follows:

The modified CUCBCSS evaluation scheme consists of two parts:

1. Internal Evaluation (20%), 2. External evaluation (80%).

Internal evaluation is based on a pre-determined transparent system involving periodic written tests, assignments, seminars and attendance in respect to theory course and based on written test, lab skills/ records/ viva and attendance in respect to practical courses.

Reforms in the Internal examination:

Methods of Conduct of Examination:

- Open Book examinations by Dept. of Mathematics
- Online Internal examinations by Dept. of Zoology, BCA

Infrastructural reforms:

- 13 exam halls were constructed during the period 2014-2019.
- Surveillance cameras were installed in 10 exam halls.

Valuation and feedback:

- The answer scripts are valued within 15 days after the examination. The value CIA answer scripts are distributed individually to students and discussed. The feedback relating to the questions are discussed by the respective course teacher from the students.

2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The institution does not have a pre-determined academic calendar before the commencement of each academic year. This is because of the frequent changes in the university examination schedule.

Our institution sets our academic plans within the framework of the academic calendar set by the University of Calicut. Important dates like closing of admission, date of examination, etc are decided by

the University.

Staff Council of the college, headed by the Principal chooses convenient dates for the conduct of internal examinations. The Council also fixes dates for the submission of question papers, final mark list and progress reports.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://www.mercycollege.edu.in/pos-psos-and-cos/>

2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
MAT	B.Sc. Mathematics	46	36	78.3
PHY	B.Sc. Physics	47	39	83
CHE	B.Sc. Chemistry	44	38	86.4
BOT	B.Sc. Botany	36	30	83.3
ZOO	B.Sc. Zoology	34	24	70.6
CS	B.Sc. Computer Science	29	20	69
BT	B.Sc. Biotechnology	34	33	97.1
BCA	BCA	34	25	73.5
ENG	B.A. English	51	46	90.2
Eco	B.A. Economics	51	38	74.5
HIS	B.A. History	56	47	84
BCOM CA	B.Com. with C. A.	60	55	91.7
BCOM FIN	B.Com. with Finance	58	54	93.1
MMAT	M.Sc. Mathematics	11	10	90.9
MPHY	M.Sc. Physics	12	12	100
MCHE	M.Sc. Chemistry	12	12	100
MBOT	M.Sc. Botany	12	12	100
MSW	MSW	16	15	93.75
MCOM	MCom	15	14	93.3
MENG	MA English	17	15	88.24
MECO	M.A. Economics	12	11	91.7

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored Projects	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students Research Projects <i>(other than compulsory by the College)</i>	1yr	KSCSTE, Govt.of Kerala	48,000/-	30,000/-
International Projects	-	-	-	-
Any other(Specify)	-	-	-	-
Total			48,000/-	

3.2 Innovation Ecosystem

3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of Workshop/Seminar	Date(s)
Workshop on capital market	4 th June 2019
National workshop on Research methodology and SPSS	26 th March, 2019
KSCSTE sponsored National workshop on IPR and Patents	25 th March, 2019
Seminar on GST	5 th December 2018
Seminar on CMA	29 th November 2018
Awareness class on Capital Market	7 th November 2018

3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of the Awardee	PAN	Year of Award
Dr. APJ Abdul Kalam Life Time	Dr. M.	AWQPS8795J	2018

Achievement National Award- International Institute for Social and Economic Reforms	Lakshmi,Assistant Professor,Mercy College, Palakkad Ph: 9495825056		
Kreeda Barathi- Jeejabai Puraskaram	Ms. Rita Mary Thomas	AFRPP3499Q	2019
Penma- Celebrating Women's Day	Dr.Sr Gisala George	CCNPG3856K	2019
Speaking Examiner for Trichur Educational Trust(Cambridge English,BECPriliminary and Vantage)	Dr. CG Shyamala	AUYPM5850C	2019
Malayalee Mudra	Dr.Nila N	ASFPN0682C	2018
Best Donor College 2018	Blood Donation Camp		2018-19
Niyukthi Award	For hosting Mega job fest		2018-19
World Space Week-outstanding contribution	For outstanding contribution diring Worlg Space Programme-Space Exhibition 2018		2018-19
3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year			
Incubation Centre	Name	Sponsored by	
NIL	NIL	NIL	
Name of the Start-up	Nature of Start-up	Date of commencement	
NIL	NIL	NIL	
3.3 Research Publications and Awards			
3.3.1 Incentive to the teachers who receive recognition/awards			
State	National	International	
felicitation in common faculty meeting	felicitation in common faculty meeting	felicitation in common faculty meeting	
3.3.2 Ph. Ds awarded during the year (<i>applicable for PG College, Research Center</i>)			
Name of the Department	No. of Ph. Ds Awarded		
English	1		
3.3.3 Research Publications in the Journals notified on UGC website during the year			
Category	No. of Publication	Average Impact Factor, if any	
National	10	2.98	
International	23	1.37	
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year			
Category	No. of publication		
National	12		
International	1		
3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index			

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index/Impact factor	Institutional affiliation as mentioned in the publication
Silver Doped Sputtered ZnO Thin Films	Melda Francis	AIP Proceedings	2019	0.40	Mercy College, Palakkad-678006
Role of amphiphilic [metal:chelator] complexes in a non-chromatographic antibody purification platform	Dr Divya K. Nair	Journal of chromatography B	2019	2.72	Mercy College, Palakkad-678006
Base and catalyst-free synthesis of nitrobenzodiazepines via a cascade N-nitroallylation-intramolecular aza-Michael addition involving o-phenylenediamines and nitroallylic acetates	Dr Divya K. Nair	Tetrahedron	2019	2.27	Mercy College, Palakkad-678006
Silver Doped Sputtered ZnO Thin Films	M. Lakshmi	AIP Proceedings	Oct 2019	0.40	Mercy College, Palakkad-678006
Effect of deposition parameters on the properties of PbS/CdS thin film using SILAR method	Smiya John	AIP Proceedings	Oct 2019	0.40	Mercy College, Palakkad-678006
Preparation and characterization of AgSbSe ₂ thin films	M. Lakshmi	AIP Proceedings	Oct 2019	0.40	Mercy College, Palakkad-678006

Preparation and characterization of AgSbSe ₂ thin films	Melda Francis	AIP Proceedings	Oct 2019	0.40	Mercy College, Palakkad-678006
Titanium Dioxide Nanotubes by Electrochemical Oxidation of Titanium Sheet for Dye Sensitised Solar Cell Application	M. Lakshmi	AIP Proceedings	Mar 2019	0.40	Mercy College, Palakkad-678006
Preparation and characterization of AgSbSe ₂ thin films	Anu Kuruvilla	AIP Proceedings	Oct 2019	0.40	Mercy College, Palakkad-678006
Deposition of tin Disulfide thin films by thermal evaporation and sulphurisation	K. Anlin Lazar	AIP Proceedings	Oct 2019	0.40	Mercy College, Palakkad-678006
The Subdued voices: Postmemory in Doris Lessing's Martha Quest and Alfred and Emily	Dr. C.G.Shyamala	NEW ACADEMI A: An International Journal of English Language, Literature and Literary Theory.	Apr 2019	0.765	Mercy College, Palakkad-678006
Extremal Irregularity of Totally Segregated Unicyclic Graphs	Jorry T.F, Parvathy K.S	Far East Journal of Mathematical Sciences	Mar 2019	2.08	Mercy College, Palakkad-678006
Studies on optical properties of Thermally Evaporated (Sb ₂ S ₃) _{1-x} (Bi ₂ S ₃) _x Thin Films	Jessy Mathew N	International Journal Of Creative Research Thoughts	Apr 2018	5.97	Mercy College, Palakkad-678006
Cultural Contours and Dynamics: A Study of	Praseedha G.	IJELLH	Dec 2018	5.48	Mercy

the Palestinian Terrain in Susan Abulhawa's Mornings in Jenin					College, Palakkad-678006
3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)					
Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Institutional affiliation as mentioned in the publication
Silver Doped Sputtered ZnO Thin Films	Melda Francis	AIP Proceedings	2019	75	Mercy College, Palakkad-678006
Role of amphiphilic [metal:chelator] complexes in a non-chromatographic antibody purification platform	Dr Divya K. Nair	Journal of chromatography B	2019	149	Mercy College, Palakkad-678006
Base and catalyst-free synthesis of nitrobenzodiazepines via a cascade N-nitroallylation-intramolecular aza-Michael addition involving o-phenylenediamines and nitroallylic acetates	Dr Divya K. Nair	Tetrahedron	2019	168	Mercy College, Palakkad-678006
Silver Doped Sputtered ZnO Thin Films	M. Lakshmi	AIP Proceedings	Oct 2019	75	Mercy College, Palakkad-678006
Effect of deposition parameters on the properties of PbS/CdS thin film using SILAR method	Smiya John	AIP Proceedings	Oct 2019	75	Mercy College, Palakkad-678006
Preparation and characterization of AgSbSe ₂ thin films	M. Lakshmi	AIP Proceedings	Oct 2019	75	Mercy College, Palakkad-678006
Preparation and characterization of AgSbSe ₂ thin films	Melda Francis	AIP Proceedings	Oct 2019	75	Mercy College, Palakkad-678006
Titanium Dioxide	M. Lakshmi	AIP	Mar 2019	75	Mercy College,

Nanotubes by Electrochemical Oxidation of Titanium Sheet for Dye Sensitised Solar Cell Application		Proceedings			Palakkad-678006
Preparation and characterization of AgSbSe ₂ thin films	Anu Kuruvilla	AIP Proceedings	Oct 2019	75	Mercy College, Palakkad-678006
Deposition of tin Disulfide thin films by thermal evaporation and sulphurisation	K. Anlin Lazar	AIP Proceedings	Oct 2019	75	Mercy College, Palakkad-678006
The Subdued voices: Postmemory in Doris Lessing's Martha Quest and Alfred and Emily	Dr. C.G.Shyamala	NEW ACADEMI A: An International Journal of English Language, Literature and Literary Theory.	Apr 2019	-	Mercy College, Palakkad-678006
Extremal Irregularity of Totally Segregated Unicyclic Graphs	Jorry T.F, Parvathy K.S	Far East Journal of Mathematical Sciences	Mar 2019	32	Mercy College, Palakkad-678006
Studies on optical properties of Thermally Evaporated (Sb ₂ S ₃) _{1-x} (Bi ₂ S ₃) _x Thin Films	Jessy Mathew N	International Journal Of Creative Research Thoughts	Apr 2018	-	Mercy College, Palakkad-678006
Cultural Contours and Dynamics: A Study of the Palestinian Terrain in Susan Abulhawa's Mornings in Jenin	Praseedha G.	IJELLH	Dec 2018	-	Mercy College, Palakkad-678006
3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :					
No. of Faculty	International level	National level	State level	Local level	
Attended Seminars/ Workshops	15	28	8	2	

Presented papers	7	17	3	1
Resource Persons	4	5	3	-

3.4 Extension Activities

3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities
Yoga Day Celebration	Ministry of Youth Affairs	3	200
NSS organized district level blood donation inauguration and promotion at mercy college Auditorium.	District Health Mission	2	200
Poster competition on blood donation	District Medical Health Office, NSS	2	200
Participated on international day of Yoga celebration	Ministry of Youth Affairs and Sports, Govt of India	2	168
Minikrishi home development	Malayala Manorama and Vegetable and Fruit Promotion Council Keralam (VFPCCK)	2	178
JAL SAKTI ABHIYAN and Blue Army formation for conservation of water by rain water harvest	Central Govt and District Collectorate	4	289
Participated in a Filariasis Awareness rally from Palakkad Municipality to Indira Gandhi Municipal Stadium, Palakkad	Health Department , Govt. of Kerala	2	50
Planted saplings in the college premises on World Environment Day	Mercy College NSS	2	90
Cleaned the houses at the flood affected Sundaran colony area, Palakkad .	Rescue Operation, Govt. of Kerala	2	150
A collection centre was put up in the college. Collected necessary items and distributed the same at the flood relief camps of Kunnamkulam, Vadakkancherry and	Rescue Operation, Govt. of Kerala	2	56

Thrissur through agents			
Participated in the packing and forwarding of the necessary items at Indoor Stadium, Palakkad to the flood relief camps across Kerala.	District Collectorate, Palakkad	2	67
Visited the flood relief camp at Koonammavu, Ernakulam and distributed various items.	Rescue Operation, Govt. of Kerala	2	10
Cleaned the camp premises at Koonammavu, Ernakulam	Rescue Operation, Govt. of Kerala	2	10
Volunteers participated in an exhibition organized in the college as a part of World Space Week activities	ISRO	2	30
Participated in the Run for Unity Marathon as a part of RashtriyaEkta Divas	Kerala Youth Voluntary Action Force, Govt. of Kerala	2	40
Participated in a Green Protocol Rally for a plastic free Kalpathi Car Festival	Health Department, Palakkad	2	75
Visited Kallikkad School, Palakkad (LP or UP)and distributed books and pencils as a part of Children's Day celebrations	Mercy College NSS	2	89
Quiz competition was held as a part of National Integration Day for the NSS volunteers	NSS District Unit,Palakkad	2	89
Visited Chaithanya School for the mentally challenged, cleaned the school premises and conducted various cultural activities	Mercy College NSS	1	78
As a part of World AIDS Day, volunteers participated in an awareness rally from District Hospital, Palakkad	AID Control Society & Red Cross, Palakkad	2	50
An inter-collegiate camp on Leadership Skill Development was held.- Sathmyam I	NSS District Unit,Palakkad	3	110
Cleaned the bare land near	Suchitwa Mission, Palakkad	4	150

the college premises and turned it into a farmland.			
A district level Blood donation camp	NSS District Unit, Palakkad	4	128
Run for Unity	Ministry of Youth affairs	1	55
Antifilaria Rally	Health Department, Palakkad	1	60
Campus cleaning	Suchitwa Mission, Palakkad	2	90
Green Protocol Rally at Kalpathy	Health Dept, Kerala	2	85
Childrens day celebration at Pallipuram UP school	NSS	4	60
Nagarjuna Medical Camp	Nagarjuna ayurvedic centre, Palakkad branch	3	90
Visit to Mercy college Museum and Botanical Garden by Big Bazar School, Palakkad	Mercy College NSS	3	90
Organic farming promotion to nss volunteers by a Visit to Kanikkamatha Convent for participating in harvesting	Organic farming promotion center	2	70
National Eco fest at Attapadi	Aadhi Eco Centre	2	55
Sathyam I, mercy college NSS units Co-ordinated district level leadership camp	NSS District Unit, Palakkad	2	40
Data collection and Survey from Biodeversity Register	Kerala Biodiversity Board, Govt. of Kerala	2	50

3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
Blood Donation Camp	Best Donor College 2018	National Health Mission, Palakkad Chapter	203
For hosting Mega job fest	Niyukthi Award	District Employment Exchange Palakkad	1034
For outstanding contribution during World Space Programme-Space Exhibition 2018	World Space Week-outstanding contribution	VSSC, LPSC, ISRO	9000

3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year				
Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities
Day against child labour	District Child Protection Unit Palakkad	Awareness program on Issues related ot child labour	3	25
Women's day celebration	Collaboration with women cell (police) and social justice department	Awareness program on women empowerment	2	325
Observation of senior citizen day	RDO Ottappalam and social justice department and Mercy College	Street play	1	1435
Breast feeding week observation	ICDS project	Skit and flashmob	2	17
Women's day celebration	Social security mission	Mime on gender issues	2	12
Speak for India	Association with mathrubhoomi	Debate	2	325
Swathana paricharanam	NRHM, District Hospital, Palakkad	Palliative Care		300
Promotion of Organic Farming	Malayala Manorama and Vegetable and Fruit Promotion Council Keralam (VFPCK)	Minikrishi in home development	2	178
Water Conservation Programme	Central Govt and District Collectorate	JAL SAKTI ABHIYAN and Blue Army formation for conservation of water by rain water harvest	4	289
Swatch BharatAbhiyan	Students	Mass Campus Cleaning	70	1850
Green Canopy in Campus	Mercy College,NSS	Planted saplings in the college premises on World Environment Day	2	90

Adhijeevan - Rehabilitation after flood	Rescue Operation, Govt. of Kerala	Cleaned the houses at the flood affected Sundaran colony area, Palakkad .	2	150
Adhijeevan - Rehabilitation after flood	Rescue Operation, Govt. of Kerala	Cleaned the camp premises at Koonammavu, Ernakulam	2	10
Bringing back unity	Kerala Youth Voluntary Action Force, Govt. of Kerala	Participated in the Run for Unity Marathon as a part of RashtriyaEkta Divas	2	40
Green practice promotion	Health Department, Palakkad	Participated in a Green Protocol Rally for a plastic free Kalpathi Car Festival	2	75
AIDS Awareness	AID Control Society & Red Cross, Palakkad	As a part of World AIDS Day, volunteers participated in an awareness rally from District Hospital, Palakkad	2	50
Reclamation of barren land	Suchitwa Mission, Palakkad	Cleaned the bare land near the college premises and turned it into a farmland.	4	150
Bringing back equity and unity	Ministry of Youth affairs	Run for Unity	1	55
Swatch BharatAbhiyan	Suchitwa Mission , Palakkad	Campus cleaning	2	90
Promotion of Green Practices	Health Dept, Kerala	Green Protocol Rally at Kalpathy	2	85
In Harvesting-- Back to Land	Organic farming promotion center	Organic farming promotion to NSS volunteers by a Visit to Kanikkamatha Convent for	2	70

		participating in harvesting		
Back to Nature	Aadhi Eco Centre	National Eco fest at Attapadi	2	55
3.5 Collaborations				
3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year				
Nature of Activity	Participant	Source of financial support	Duration	
NIL				
3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year				
Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	Participant
HEALTH AWARENESS CLASSES AND CONSULTANCY	HEALTH AWARENESS CAMPAIGN	AHALIA EYE FOUNDATION HOSPITAL, AHALIA CAMPUS PALAKKAD	2017- 2019	90
CONDUCTING BLOOD DONATION CAMPS AT THE COLLEGE CAMPUS AND TO PROVIDE HEALTH AWARENESS LECTURES TO THE STUDENTS OF THE COLLEGE	DONATE BLOOD AND SAVE LIFE	DISTRICT BLOOD BANK, PALAKKAD	2016 -2019	203
A JOB ORIENTED TRAINING FOR WOMEN STUDENTS OF THE COLLEGE AND FOR THE SHG'S)	MORI CULTURE TO SKILL UP RURAL KERALA	SILK MARK	2015- 2019	96
TRAINING PROGRAMME	PROJECT TRAINING	CREDIZEINFOTECHSOLUTIONS,THRISSUR.	2018-2019	75
TRAINING	TWO DAY	VIDHYA ACADEMY OF	5-6	34

PROGRAMME	WORKSHOP ON PYTHON PROGRAMMING	SCIENCE AND TECHNOLOGY ,TRISSUR	OCTOBER 2018	
TRAINING PROGRAMME	ANDROID TRAINING PROGRAMME	SKYFY INNOVATIONS PALAKKAD	2018-2019	32
TRAINING PROGRAMME	CAREER DEVELOPMENT COURSE	TCS KOCHI	2018-2019	63
TALLY CERTIFICATE COURSE	CERTIFICATE COURSE	IT SPACE TECHNOLOGY PVT. LTD67/5012/10TH FLOORPIONEER TOWER, MARINE DRIVE P.O, KOCHI	2018-2019	63
TRAINING PROGRAMME	PROJECT TRAINING	CREDIZE INFOTECH SOLUTIONS,THRISSUR.	28/06/2018	48
TRAINING PROGRAMME	TWO DAY WORKSHOP	VIDHYA ACADEMY OF SCIENCE AND TECHNOLOGY ,TRISSUR	4/10/2018	57
TRAINING PROGRAMME	CAREER DEVELOPMENT COURSE	TCS KOCHI	5/12/2018	43
INDUSTRIAL VISIT	ONE DAY INDUSTRIAL VISIT D3 BCA	KAYNES TECHNOLOGY, MYSORE	1/12/2018	48
TRAINING PROGRAMME	ANDROID TRAINING PROGRAMME	SKYFY INNOVATIONS PALAKKAD	12/12/2018	37
INDUSTRIAL VISIT	ONE DAY INDUSTRIAL VISIT D2 ECONOMICS	KITEX, KOCHI	14/2/2018	69

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
Lakshmi Academy of English	2017-2018	Communicative English Training	35
Hedge School of Applied Economics	2018-2019	Foundation Programme in Banking and Financial Services	37
Lakshmi Academy of English	2018-2019	Communicative English Training	34
Directorate of Minority Welfare, Govt of Kerala	2018-2019	Pre marital Counselling Course	33

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year	
Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
341.88	46.38

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	23.6 acres	-
Class rooms	58	17
Laboratories	25	2
Seminar Halls	3	1
Classrooms with LCD facilities	15	2
Classrooms with Wi-Fi/ LAN	34	-
Seminar halls with ICT facilities	3	1
Video Centre	-	-
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	21	4
Value of the equipment purchased during the year (Rs. in Lakhs)	-	10lkhs
Others	-	-

4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System -ILMS }						
Name of the ILMS software	Nature of automation (fully or partially)		Version		Year of automation	
BookMagic	Fully		2.0		2000	
4.2.1 Library Services:						
	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	2535	1511455	150	16500	2685	1676455
Reference Books	114	157641	25	35000	139	192641
e-Books	3146012	5900	-	5900	3146012	5900
Journals	58	90600	3	10000	61	100600
e-Journals	10157	5900	-	5900	10157	5900
Digital Database	5	5900	-	5900	5	5900
CD & Video	208	5900	12	-	220	5900
Library automation	-	-	-	-	-	-

Weeding (Hard & Soft)	-	-	-	-	-	-
Others (specify)	76	5500	2	4500	78	59500

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)									
	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available bandwidth (MGBPS)	Others
Existing	152	4	Wifi	2	1	4	13	-	-
Added	16	1	1	0	1	2	10	-	-
Total	168	5	-	2	2	6	23	-	-

4.3.2 Bandwidth available of internet connection in the Institution (Leased line)

14-25MBPS /GBPS

4.3.3 Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	NIL

4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the module	Platform on which module is developed	Date of launching e - content
Dr.CG.Shyamala (Literary Criticism)	SWAYAM	April 2019

4.4 Maintenance of Campus Infrastructure

4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
315.5	315.5	26.38	26.38

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (*maximum 500 words*)

A system of procedures has evolved over the years for the maintenance and optimal utilisation of infrastructure. Management has constituted a subcommittee for infrastructure maintenance and regularly holds consultation with College Planning Forum constituted of the Principal, IQAC Coordinator, Office Superintendent and senior faculty members. Rules and regulations of the labs and library are displayed and given in the College website and calendar. Bursar assisted by support staff is in charge of campus maintenance. Class rooms and campus cleanliness, campus maintenance are ensured by the support staff. Security staff provides safety to the students.

The lab assistants maintain the labs and periodically check the lab equipments and facilities. A Stock and Maintenance register kept in all the labs are verified by the Heads of the departments and the Principal. Annual maintenance contract ensures the upkeep of important equipment. UPS is provided to power sensitive equipment and computers. Air-conditioner is provided for sensitive installations. The optimum utilisation of the lab is ensured by providing additional lab hours for student projects and for research activities. Lab is also extended to higher secondary students of nearby schools and for conduct of workshops to students and teachers. IT resources are supported by UPS/automatic switch over generators. Solar panels have been installed to support computer labs. There is a computer lab available in the library for the students to facilitate internet access and a reprographic Unit. The computer assistants are in charge of TCS software, website, and computer maintenance and camera surveillance. Computers are monitored by the technical assistants and sensitive computers are provided anti-virus software. Design of brochures, banners and Newsletters are made by the faculty in charge and students. The students snap pictures using the SLR camera which helps the documentation of the programme of the college. IT resources are used for film screening and review etc. Public address system of the college is used by the students to form a campus Radio AWAZ. Library is fully automated. It hosts a separate website; Walk-ins and Log in registers are kept. Stock verification is carried out every year.

Sports amenities in the campus are maintained by the support staff. Hostel facility is provided to the students in sports quota in association with Kerala Sports council. College Play ground is available for hosting university championships and for the conduct of various sports activities of neighbouring schools on request. The school students of neighborhoods use the ground for training and schools for /colleges for the conduct of sports day. Auditorium, Seminar and Conference Hall are extensively used for the conduct of academic and cultural programmes. Water purification plant, sanitary pad vending machines and incinerators are routinely serviced. Biogas plants manage Solid waste disposal, Rain water harvesting tanks help in collection, storage and proper usage of water.

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

Financial support from institution	Name /Title of the scheme	Number of students
	INSTITUTIONAL SCHOLARSHIPS	18
	INSTITUTIONAL MERIT AWARDS	86
	INSTITUTIONAL ENDOWMENTS	6
	INSTITUTIONAL FREESHIPS	3
	INSTITUTIONAL FEE CONCESSIONS	90
	PTA CASH AWARDS FOR SPORTS	13
	PTA CULTURAL AWARDS	10
	MANAGEMENT AWARDS FOR OUTSTANDING STUDENTS	12
	CHRISANTHA TRUST SCHOLARSHIP	3

Financial support from other sources

a) National	Nil	Nil	Nil
b) International	Nil	Nil	Nil

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Guidance for Competitive Examination			
A session on “Civil Service and UPSC examination”	2018	865	Ms. Neeharika Reddy D., Director IAS Brains/Advocate High Court, Hyderabad, Smrithi P. Director IAS Brains and Paavan Srikanth, Faculty, IAS Brains, Hyderabad. Contact No.8943020200
A session on “How to face PSC exams” by Mr. Mansoor Ali, Assistant Jail Superintendent, Palakkad	2018	138	Department of History, Mercy College, Palakkad Shyni L Contact No.9656014055
Interview skills	2019	30	Dr. P V Joseph Associate Professor of English, Christ College Irinjalakkuda Kuruthukulangara House, P.O.Pullazhi, Olarikkara, Thrissur,kerala-680012
Mock test	2019	30	Dr. P V Joseph Associate Professor of English, Christ

			College Kuruthukulangara P.O.Pullazhi, Thrissur,kerala-680012
Career Counseling			
A session on “Truth that MBA Institutes do not tell”	2018	190	Mr.Sridhar Babu, AGM- Career Development Center, Firebird Institute of Research in Management Chettipalayam, Coimbatore Contact No 7904077923
An online aptitude exam for technical vacancies	2018	47	ATEES Infomedia Pvt. Ltd, Thrissur 2nd Floor, Ananya tower, M.G road ,Thrissur, Kerala Pin :680001 Ph: + 0487 2445556 +91 7907698211
An online aptitude exam for Non-technical vacancies	2018	127	ATEES Infomedia Pvt. Ltd, Thrissur 2nd Floor, Ananya tower, M.G road ,Thrissur, Kerala Pin :680001 Ph: + 0487 2445556 +91 7907698211
A session on “job opportunities in IT Sector and registration process to TCS Open Ignite exam”	2018	98	Mr. Unnikrishnan P. Center Manager, TCS ion Training Partner, Palakkad. OPP.Govt Victoria College Ground, Parakkunnam, Palakkad.678001. Mob: 94464 81873
A session on “Career opportunities and higher studies options for Arts students”	2018	142	Calicut University Career Guidance Bureau - Mr. Zakariya M.V. Rtd. Asst. Registrar and PRO, University of Calicut, Former Announcer Akashavani, Career Trainer Kozhikode Smt. Deepa N , Dept. of Sociology , Mercy College, Palakkad Contact No.9495822935
A session on ICAI Career, scope and GST	2018	52	Department of Commerce, Mercy College, Palakkad in collaboration with ICAI and Edu Skills Ms Remya John Contact No 9946331390
Vocational seminar on Employability skill	2018	12	Rotary, Palakkad Palakkad City, - 678014 Contact No 9846038263

development			
A motivational class on Career after UG and how to face exams	2018	164	Department of Economics, Mercy College, Palakkad ecomercypkd@gmail.com Contact No Dr Liji KT Contact No 9745582567
A session on “Employment Exchange , Employability Centre: Registration Procedure and Job Drive”	2019	367	Ms. Amritha M(Executive Trainer) Employability Centre, District Employment Office Palakkad Contact No 9400316128
A session on “ Careers in Commerce” was handled byMr. Mathew, Director, Unique Solutions,Thrissur	2019	100	Department of Commerce, Mercy College, Palakkad Ms Remya John Contact No 9946331390
hand gestures as a language in Kathakali.	2019	30	Dr. K Sadanam Harikumar, Artist, Sadanam Academy, Pathirippala, Palakkad-678642 Sadanamkharikumar@gmail.com Contact No9447940455
Creative Dramatics in Education	2019	30	Mr. M U Praveen Ax Farm, Pirayiri, Palakkad petromaxtheatre@gmail.com Contact No 9495637990
Attitude, Time management, Goal setting and Study tips.	2019	30	Mr. M K Bhuvandas Freelance Motivator and Blogger Manamadathil House, P.O.Irinjalakuda, Thrissur-680121
Soft Skill Development			
Self awareness, Communication and behavioural skills.	2019	30	Dr.Mary Matilda, Rtd. Principal Maharajas College, Ernakulam Contact No9388605198
Communicative skills, Value and culture, women empowerment	2019	30	Dr. Parvathy Warriar, Rtd. Professor, Vice President OISCA, South Indian Women Chapter Saranya, Lions School Road , Palakkad – 678 001 Contact No 9447003467
Effective learning through technology and communication skills.	2019	30	Dr. K J Varghese Associate Professor of English, Christ College Irinjalakkuda Kuruthukulangara House, P.O.Pullazhi, Olarikkara, Thrissur,kerala-680012
Remedial Coaching			

Remedial Coaching classes by Departments-Botany Zoology	2018	312	Head, Departments of Botany and Zoology Mercy College Palakkad Dr Jayasree S Contact No 9446143023
Bridge Course			
Bridge Course for all First Year Students	2018	640	Fr. Arun Kalamattathil Board of Director STARS Centre for Integral Formation, Kodunthirapully Palakkad Phone : 0491 - 2508070 E-mail : starspalghat@gmail.com
Yoga and Meditation			
Demonstration of different Yoga Aasanas on International Yoga Day	2018	232	Dr. Sr. Gisala George, Department of Physical Education, Mercy College, Palakkad Contact No 9496139077
Emotions and Psychological techniques	2018	30	Mr. Nandajan K.A. Free Lance Personality Development Trainer Lexmi Nivas, Pallanchathanur P.O., Palakkad-678 575 (Kerala) Contact No 9447173004 and Ms. Vijitha, Psychologist, Thankam Hospital Palakkad.
An orientation programme	2019	122	Rev. Fr. John Melemuriyel Asst Vicar St.Raphael Cathedral Church Palakkad Contact No
A session on “Cognitive Behaviour Therapy”	2019	24	Dr. Sr. Gisala George, Dept. of Physical Education, Mercy College, Palakkad organized by Dept. of Social Work, Mercy College, Palakkad. Contact No 9496139077
An orientation session on “Psychiatric Social Work”	2019	25	Department of Social Work, Mercy College, Palakkad.Smt. Deepa N , Dept. of Sociology , Mercy College, Palakkad Contact No.9495822935
13 hours adoration on account of World Peace Day	2019	1890	CMC Sisters Mercy Convent palakkad Contact No 04912542537
Motivation.	2019	30	Adv. Phijo Joseph, Advocate, High Court of Kerala Chembakassery, IJK- 680125,Trichur,Kerala

			Contact No 8281312729
Personal Counseling			
An orientation was conducted on the topic “Celebrate Life”	2018	112	Dr Tony Joseph Member, Pro-life Movement, Orthopaedic Surgeon District Palakkad .
A motivational talk on “Women and Career”	2018	65	Mr.Bristo Mathew (Motivational counsellor and project coordinator of YR Gaitonde(YRG care), Head Office PSSP,Palakkad)
A session on Counselling and Psychological Touch on personality development	2018	48	Sr Sherena CMC.Student Counsellor, Jai Christo,Palakkad Contact No 04912534929
Counselling class	2018	70	Dr.Sr Carmel and Team Vincent De Paul Hospital Ollur W Bazar Ollur Rd, Near St. Antony Church, Pallinada, Ollur, Thrissur, Kerala 680306 Contact No 0487 235 1943
A session on Psychology and personality development	2018	72	Sr Sherena CMC.Student Counsellor, Jai Christo,Palakkad Contact No 04912534929
An awareness class and counseling on Sex education	2018	125	Sr Jipcy Pro life Movement Member-Jai Christo,Palakkad Contact No 04912534929
An Investors Awareness Programme	2018	30	Mr. Sanil Kumar, Manager, Ms. Pritha P.K., Assistant Manager and Mr. Rakesh Singh,Executive, NSE, Mumbai.Contact No
Emotions and Psychological techniques	2019	30	Mr. Nandajan K.A. Free Lance Personality Development Trainer Lexmi Nivas, Pallanchathanur P.O., Palakkad-678 575 (Kerala) Contact No 9447173004 and Ms. Vijitha, Psychologist, Thankam Hospital Palakkad.
Motivation.	2019	60	Adv. Phijo Joseph, Advocate, High Court of Kerala Chembakassery, IJK- 680125,Trichur,Kerala Contact No 8281312729
Empowering minds.	2019	30	Mr. Lipin Raj IRS Divisional Personnel Officer, Southern Railway, Palakkad Division Quarter No.635/C, Railway Station Colony,Hemambika

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination
2018-2019	Job oriented series	232
2018-2019	APT- Talent Search Examination (TSE)	76
2018-2019	NET coaching	30
2018-2019	Career Guidance in Commerce CA, CMA	122
2018-2019	Career Guidance on CS	122
2018-2019	Counselling for GST Practitioner Course	122
2018-2019	Career Orientation Programme on CA, CMA, CS, CPA, ACCA, CFA, CIA, CMA USA, IFRS, FRM, DGP	122
2018-2019	CMA orientation programme	122
2018-2019	Orientation class on learning application	142
2018-2019	Tally Exam	33
2018-2019	Seminar on ICA Career, Scope and SAP and GST	122
2018-2019	Career awareness session on MBA, Bank/SSC/PSC	122
2018-2019	Capital Market Awareness	122
2018-2019	Career in Commerce	122
2018-19	NET Coaching	24

5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
3	3	2

5.2 Student Progression

5.2.1 Details of campus placement during the year					
On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
HDFC Palakkad	58	20	Chatamkulam Business School	62	29
ESAF Thrissur	145	34	WIPRO Technologies	6	2
NIYUKTHI2019	890	496			
5.2.2 Student progression to higher education in percentage during the year					
Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2018	18	BSc	Physics	Calicut University	MSc Physics(18)
2018	1	MSc	Physics	Calicut University	Mphil(1)
2018	15	BSc	Department of Botany	Calicut University (12) Bharatiyar University(3)	MSc Botany(9) MA Philosophy(1) BEd(4) Diploma in Fashion designing (1)
2018	2	MSc	Department of Botany	Calicut University (2)	Mphil(2)
2018	8	BSc	Computer Science	GRD College(1) Nehru College Coimbatore(1) Sree Narayana Guru College(1) VTB College(2) Nehru College Pampadi(2) Lead College(1)	MCA (1) MCA (1) MSC CS (1) MSC CS (1) MSC CS (2) MBA(1)

2018	16	B Com Finance	Commerce	Bharthiar University(2) APJ Abdul Kalam Technological university(1) Madurai Kamaraja University(2) Bharthiar University(3) Symbiosis Deemed International university(1) SDM Autonomous College(2) Calicut University(5)	M Com IB(2) MBA(1) Mcom(2) MBA(3) MBA(1) MBA(2) M Com(5)
2018	23	B Com CA	Commerce	Bharthiar university(3) Kerala University(4) Amrita university(1) Annamalai university(2) Calicut university(8) Calicut University(5)	MBA(3) MBA(4) MBA(1) M Com(2) M Com(8) MBA(5)
2018	10	BCA	BCA	KTU(2) CUSAT(3) Calicut University(5)	MCA(10)
2018	1	Social Work	Social Work	St.Paul Institution, Vellimadukunnu	Counselling Psychology Diploma(1)
2018	14	Biotechnology	Dept of Biotechnology	Nehru College, Coimbatore(9) SRM University(1) CUSAT(1) SNGC Chavadi(1) Hindustan College, Coimbatore(1) Sreekrishna Arts and science(1)	M.Sc Biotechnology (9) M.Sc Dairy Science (1) M.Sc Biotechnology (1) M.Sc Biotechnology (1) M.Sc Biotechnology (1) M.Sc Biotechnology (1) M.Sc Biotechnology (1)

2018	17	B Sc	Dept. Of Zoology	Nirmala College, Coimbatore (3) RVS College (1) Kerala Veterinary and Animal Science, Pookkode (1) Calicut University (1) SN College, Alathur (1) Govt. Victoria College, Palakkad (3) SNGS, Pattambi (2) Christ College, Irinjalakuda (2) Little Flower, Guruvayoor (1) Holy Family College of Education (2)	MSc(3) MSc(1) MSc(1) MSc(1) MSc(1) MSc(1) MSc(3) MSc(2) MSc(2) MSc(1) BEd(2)
2018	19	B Sc	Chemistry	CUSAT,(1) Calicut University(2) Nirmala College, Coimbatore(1) N.S.S Nenmara,(2) MES Mannarkad,(3) Farook College, Kozhikode(1) GVC ,Palakkad(4) Vimala College ,Thrissur(1) Mercy College(4)	MSc Chemistry (19)
2018	21	BSc	Physics	Govt chittur college(4) NSS Nemmara(3) NSS Ottapalam(3) Victoria College(5) Mercy College(6)	MSc Physics(21)
2018	5	M.Sc	Mathematics	Calicut University(3)	BEd(3)
2018	15	B.Sc	Mathematics	Govt chittur college(4) NSS Nemmara(1) NSS Ottapalam(4)	B.Ed(4) M.Sc Maths(10)

				Victoria College(3) Mercy College(3)	M.Sc Statistics(1)
2018	25	B.A.	Dept.of Economics	Calicut University -20 GVC PKD-(8) NSS college Ottappalam- (3) Mercy College-(4) MES Kalladi-(2) GC Pattambi-(3) Madras Uty-(1) Bharathyar Uty-(1) MalaysianUniversity -(1) Anna Uty-(2)	M.A. Economics-21 MBA – 3 MSW-1
2018	29	B.A.	English	Pondichery Univerity(2) Amritha Viswa peedam(3) EFLU,Hyderabad(1) TISS,Hyderabad(1) NGM Pollachi(2) Calicut Uniersity(20)	MA English(21) MA Women studies,(1) MSW, (1) Interior Designing (1) BEd(5)
2018	1	M.A.	English	Calicut University	PhD(1)

5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	12	201802 511916 511009 71006491 71004043
SET	4	
SLET	6	
GATE	-	
GMAT	3	
CAT	3	
GRE	-	
TOFEL	-	
Civil Services	-	
State Government Services	4	
Any Other	12	

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Participants
Environment Day observation-Dept of Social Work	cultural activities- institution level	235

Vaayanapakshacharanam	cultural activities- institution level	620
Balachandrasmitham-Felicitating Padmasri Bharat Balachandra Menon	cultural activities- institution level	1165
Vaayanapakshacharanam Quiz Competition-Dept of Physics	cultural activities- institution level	120
Bibliophilia 2018-Book Exhibition-Dept of English	cultural activities- institution level	220
Vibgyor- Book Exhibition -Dept of Commerce	cultural activities- institution level	240
PPT Competition-Dept of Computer Science	cultural activities- institution level	165
Debate Competition-Dept of BCA	cultural activities- institution level	110
Cultural programs in connection with Carmel Day	cultural activities- institution level	1200
Akshara Slogam and Quiz Competition in connection with Sanskrit Day Celebrations	cultural activities- institution level	40
Debate Competition – Dept. of History	cultural activities- institution level	135
Bhajan Competition by Media Centre	cultural activities- institution level	105
Bhajan Competition by Media Centre	cultural activities- institution level	135
Cultural programs in connection with Mercy Day	cultural activities- institution level	1630
Paper Presentation Competition by Dept. of BCA	cultural activities- institution level	120
Paper Presentation Competition for BCA students	cultural activities- institution level	110
Malayalee Manga Competition	cultural activities- institution level	1830
Cultural programs in connection with Kerala Piravi	cultural activities- institution level	1750
“Speak for India” in collaboration with Mathrubhumi & Federal Bank by Dept. of English	cultural activities- institution level	175
Power Quiz	cultural activities- institution level	156
Quiz Competition in collaboration with ICA by Dept. of Commerce	cultural activities- institution level	135
Debate Competition on Child Rights and Law by	cultural activities- institution level	102

Child District Protection Unit		
Sister Chrisantha Memorial Quiz Competition for Higher Secondary Students by Dept. of Maths	cultural activities- institution level	85
Inter Collegiate Literature Quiz by Dept. of English	cultural activities- institution level	112
Trial Blazer competitions by Dept. of BCA	cultural activities- institution level	85
Arts Day and various competitions	cultural activities- institution level	1895
Computer exhibition in connection with Computer Literacy Day by Dept. of BCA	cultural activities- institution level	1230
Coin and Currency Exhibition “Nomizo 2K19” by Dept. of History	cultural activities- institution level	1380
Jogo Voxiito All Kerala Inter Collegiate Quiz Competition by Dept. of Maths	cultural activities- institution level	65
Inter Collegiate Physics Quiz Competition by Dept. of Physics	cultural activities- institution level	85
Republic Day Celebrations by NCC	cultural activities- institution level	865
Management Fest ‘Trident 2K19’ by Dept. of Commerce	cultural activities- institution level	500
13 hour adoration-World Peace Day	cultural activities- institution level	1800
Chavara Speech Competition	cultural activities- institution level	58
B.Com Students’ Participation in Karma Management Meet	cultural activities- institution level	25
Paper Presentation Competition for students by Dept. of English	cultural activities- institution level	20
Cultural programs in connection with College Merit Day	cultural activities- institution level	1700
Observation of World day of Social Justice at Thrissur by Social Work students	cultural activities- institution level	100
Cultural programs in connection with Social Service	cultural activities- institution level	685

League Day						
Farewell and Send off – Cultural Programs					cultural activities- institution level	1875
5.3 Student Participation and Activities						
5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)						
Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
2018-19	First Position in the International Kho-Kho Championship held at London.	International	Sports		7734 7678	Ms.Varsha S. and Ms.Kalaivani K
2018-2019	Kerala Voluntary Youth Action force training	National		Cultural	8231	Athira M
2018-2019	Management Fest II Prize	National		Cultural	37	Sukritha KR
2018-2019	Monoact I Position	National		Cultural	8283	Nandhana Shaju
2018-2019	Mohiniyattam II Position	National		Cultural	9361 8556 9313 9321 016 9728 9298 9420	Akhila S
2018-2019	Sanskrit Drama II Position	National		Cultural	8385	Anjana K.S, Athira Ramachandran, Arathi K, Amritha Harsha H, Bhavya.m, Kirthy.R.Nair, Swetha, Thanima P.U
2018-2019	Best from Waste III Prize	National		Cultural	8358	Sony S
2018-2019	Best from Waste III Prize	National		Cultural	9282	Nayana Augustine
2018-2019	Management Meet I Prize	National		Cultural	76	Amritha R
2018-2019	Yuva Prathibha Scholarship	National		Cultural	8283	Annriya Joji
2018-2019	Selected for the South Indian Level Bharatha Natyam	National		Cultural	8231	Akhila

	Competitions					
2018-2019	Management Meet III Prize Ad Selfie	National		Cultural		Sukritha K R
2018-2019	Second Prize in the Khelo Indian Kho-Kho Championship.	National	Sports		7678 8505 10310 10113	Ms.Kalaivani K. Ms.Anju P. Ms.Aiswarya P. Ms. Shijitha R.
2018-2019	Second Prize in the South Zone National Kho-Kho Championship.	National	Sports		8505 7736 7678 7737 9170 7734	Ms. Anju P.Ms.Aiswarya a P.Ms.Varsha S.Ms.Raveena R.Ms.Kalaivani K.Ms.Hemamalini.
2018-2019	Third Prize in the Federation Open National Kho-Kho Championship	National	Sports		8505 7736 7678 7737 9170 7734	Ms. Anju P.Ms.Aiswarya a P.Ms.Varsha S.Ms.Raveena R.Ms.Kalaivani K.Ms.Hemamalini.
2018-2019	First Prize in the Junior National Tug Of War Championship.	National	Sports		9183 9425	Ms.Pooja V. Nair. Ms.Jishna V.
2018-2019	First Prize in the South Zone National Soft ball Championship.	National	Sports		7927	Ms.Akshaya N.
2018-2019	Third Prize in the South Zone All India Inter University Kho-Kho Championship	National	Sports		8505 7736 7678 7737 9170 7734	Ms. Anju P.Ms.Aiswarya a P.Ms.Varsha S.Ms.Raveena R.Ms.Kalaivani K.Ms.Hemamalini.
2018-2019	Second Prize In The All India Inter	National	Sports		9314 9987 10150	Ms.Steffi Paulson.

	University Tug Of War Championship					Ms.Sivaranjini S. Ms.Soorya.
2018-2019	Second Place In The All India Inter University Ball Badminton Championship	National	Sports		139 7086 8444	Ms.Nimisha N. Ms.Maneesha K. M. Ms.Sujimol T.
2018-2019	Discuss Throw – National Level – 11 th position	National	Sports		992213842611	Sophia M. Saju
2018-2019	Softball – All India Level – 1 st Position	National	Sports		491644122905	Nithya. A

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

Yes

The Alumnae Association of Mercy College is the forum for all former students to be in touch with the Alma Mater. The association can track back its birth to an informal gathering that took place in 1971. The Alumnae Association became a registered unit under the society Registration Act XXI of 1860 on 24th of June 1993. The association holds two general body meetings every year. The first general body meeting held on the second Saturday of July elects a 20 member executive. The association has its own premises within the campus with an office room, four class rooms and a kitchen area.

1. The association runs an Instant Coffee booth, ISD/STD Booth and a fax facility in the campus which is greatly made use of by the staff and students of the college.
2. Several skill development classes are held as part of the Home Science Centre run by the association.
3. Students, former students and women from the nearby locality attend classes on stitching, tailoring, embroidery, glass painting, umbrella making, cooking soft toy making etc.
4. The association has extended support to the Alma Mater as and when needed. The elegant gateway at the entrance of the college, the pavement of the approach road, several garbage bins in the campus are some of the contributions made by the association.
5. The Alumnae Association is always willing to stretch a helping hand to the needy. Students from poor financial background are helped to pursue their studies. As part of the Golden Jubilee Celebrations, a new initiative called Edu-Health Project has been started with the objective of

helping students to overcome sudden health crisis and unexpected financial difficulty.

6. Festivals like Onam and Christmas are celebrated at the Alumnae block with colourful activities.
7. Every year a reception is given to the outgoing students

5.3.2 No. of ~~registered~~ enrolled Alumni:

657

5.3.3 Alumni contribution during the year (in Rupees) :

Rs. 224900

5.3.4 Meetings/activities organized by Alumni Association :

Mercy Alumnae Association meetings were held on 7.7.18 , 19.12.18 & 4.3.2019

- Skill development classes are held as part of the Home Science Centre
- Onam and Christmas are celebrated
- A reception is given to the outgoing students
- Edu-Health Project has been started with the objective of helping students
- Classes on stitching, tailoring, embroidery, glass painting, umbrella making, cooking soft toy making are conducted.

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Yes. All the councils in the Institution have senior faculty members as members 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. Such meetings enable the Management to discuss, suggest and interact with the faculty fruitfully thus promoting a culture of participative management.

The Institution provides operational autonomy to departments:

- a. Departments formulate their own annual action plans at the beginning of each academic year keeping with the vision and mission of the College and implements activities with the help of the faculty and students of the department.
- b. Each faculty member is entrusted with the role of tutoring students on issues related to curricular, extra - curricular and psychological issues. Mentoring issues, if unresolved by the faculty, is be taken up at the departmental or the College level.
- c. The departments are also given full freedom to host seminars, workshops and association related activities etc.

6.1.2 Does the institution have a Management Information System (MIS)?

Yes/No/Partial: No

6.2 Strategy Development and Deployment

6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):
<p>❖ Curriculum Development</p> <p>Our college follows a systematic strategic plan for development</p> <p>In order to strive for excellence in academics we plan and introduce new UG and PG courses which are of high demand in the society. Introduce students to skill and employability oriented courses.</p>
<p>❖ Teaching and Learning</p> <p>Adopt methods to impart value based education to students</p> <p>Arranging for driving classes within the campus for the convenience of students</p> <p>ICT classrooms to be strengthened</p>
<p>❖ Examination and Evaluation</p>

Online mode of Examination & Evaluation.	
❖ Research and Development	Advance through establishment of new Research Centers Applying and procuring financial aid from government and non government agencies like FIST and RUSA
❖ Library, ICT and Physical Infrastructure / Instrumentation	Extension of available area through construction of new buildings to find space for running new courses and laboratories Demolition of old staff quarters and construction of new hostel. Building a new and compact mess hall. Construction of parking shed for two wheelers. Ramp construction for physically handicapped. Advancement in the field of sports by introducing improved fitness center and coaching for new games and events Providing sufficient drinking water facilities and washrooms for students. Opting for non conventional energy sources, especially solar panels and bio gas plant. Replacement of incandescent bulb and resistor regulators of fan with energy efficient device like LED lamp, electronic choke, etc
❖ Human Resource Management	Advancement in administration through the purchase of administrative software and modules.
❖ Industry Interaction / Collaboration	To conduct seminars and workshops related to IPR and improve industry-academia practices

6.2.2 : Implementation of e-governance in areas of operations:	
❖ Planning and Development	
❖ Administration	✓
❖ Finance and Accounts	✓
❖ Student Admission and Support	✓
❖ Examination	✓

6.3 Faculty Empowerment Strategies

6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
30/05/2019	MS. ANU KURUVILLA, MS. DELMY DAVIS	THREE DAY FACULTY ORIENTATION FOR STUDENT INDUCTION-UGC SWRO		4000
27/05/2019	DR. SR LILLY P.V, DR SR GISALA GEORGE	SEMINAR ON HIGHER EDUCATION AND ITS CHALLENGES AT POC, PALARIVATTAM		1670
27/04/2019	DR. SR LILLY P.V	CONFERENCE ON ROLE OF HIGHER EDUCATION IN ECONOMIC DEVELOPMENT AT MARI IVANIOUS COLLEGE		5500
25/03/2019	DR.LIJI K.T.	RUSA COORDINATORS WORKSHOP		470
27/03/2019	DR SR GISALA GEORGE	CONFERENCE ON HIGHER EDUCATION AT ST.THOMAS COLLEGE, TRICHUR		500
6/3/2019	DR. SR LILLY P.V	ORIENTATION FOR PRINCIPAL AT UNIVERSITY OF KERALA, KARIAVATTOM, TVM		755
23/02/2019	DR.LIJI K.T., MS. RAMYA JOHN	TRAINING FOR RUSA COORDINATOR AND FINANCIAL OFFICER AT KARIVATTOM, TVM		1570
5/2/2019	DR. SR LILLY P.V	NATIONAL SEMINAR AT KRISTU JAYANTHI COLLEGE, BANGALORE		2880
8/2/2019	DR. SR LILLY P.V, DR MEENA P KUMAR DR.LIJI K.T.	MEETING ON RUSA AT MAR IVANIOUS COLLEGE, TRIVANDRUM		1754
9/2/2019	SR JULIE P J.	NATIONAL SEMINAR - RESEARCH SCHOLARS - RESEARCH METHODOLOGY AT PATTAMBI		320
22/01/2019	DR SR GISALA GEORGE, MS. SHUBITHA MENON	PFMS TRAINING AT TRIVANDRUM		1550

5/11/2018	DR. SR LILLY P.V, DR SR GISALA GEORGE	SEMINAR ON HIGHER EDUCATION & ITS CHALLENGES & PERSPECTIVES AT ST.TERESA'S COLLEGE, EKM		1000
27/10/2018	DR. SR LILLY P.V	WORKSHOP ON HIGHER EDUCATION AT AUTONOMOUS AT MARIVANIOUS COLLEGE, TRIVANDRUM		730
31/05/2018	DR. SR LILLY P.V, DR SR JESSY MATHEW	WORKSHOP ON COUNSELLING FOR TEACHERS AT CHUNGANVELI, EKM		1000
30/05/2018	DR. SR LILLY P.V	ANNUAL CONFERENCE OF PRINCIPAL AT MARIAM COLLEGE KUTTIKKANAM		4660
24/05/2018	DR.LIJI K.T.	WORKSHOP - ADMISSION - UG & PG, CALICUT UNIVERSITY		484
6/3/2018	SR.N.M.LOULY	REFRESHER COURSE AT CALICUT UNIVERSITY		6570
24/02/2018	DR. SR.SINDHU K.K. SR.JAINY JACOB	ORIENTATION PROGRAMM AT UNIVERSITY OF KANNUR (2 TEACHERS)		8000
21/06/2017	DR. SR LILLY P.V, DR SR JESSY MATHEW DR. SR.SINDHU K.K.	SEMINAR ON IT, UNIVERSITY OF CALICUT		600

6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
2018-19	One- day seminar on IPR Issues and Challenges sponsored by KSCSTE- Patent Information Centre	----	26.3.2019	47	

2018-19	“How to become effective teachers”	----	5.9.2018	62	
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6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
Orientation	SMT.ANLIN LAZAR K	19/06/2018 - 16/07/2018 (28 days)
Orientation	SMT.RAKHI N.P	22/06/2018-19/07/2018 (28 days)
Orientation	SMT.HARSHA PAUL	1/11/2018-28/11/2018 (28 days)
Orientation	SMT.DELMY DAVIS K	12/09/2018-9/10/2018 (28 days)
Refresher	DR.BIJI C.P	24/10/2018-13/11/2018(21 days)
Refresher	DR.R GIRIJA	24/10/2018-13/11/2018(21 days)
Refresher	SMT.MEMSY C.K	24/10/2018-13/11/2018(21 days)
Refresher	SMT.TANIYA ANTONY	30/10/2018-21/11/2018(21 days)
Refresher	DR.REGINA JOSE	19/12/2018-11/1/2019(21 days)
Refresher	SMT.PRIYA VARMA C	2/3/2019-22/3/2019(21 days)
Refresher	SMT.DIVYA K NAIR	2/3/2019-22/3/2019(21 days)
Short term course	SMT.SHYNI E.T	22/3/2019-28/3/2019 (6 days)
Refresher	SMT.AMBILY JACOB K	1/11/2018-28/2/2019 (16 weeks)
Refresher	SMT.TANIYA ANTONY	1/11/2018-28/2/2019 (16 weeks)

Refresher	SMT.HARSHA PAUL	1/11/2018-28/2/2019 (16 weeks)
Short Term Course	SMT.PRASEEDHA G	19/3/2019-25/3/2019 (7days)

6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
Nil			

6.3.5 Welfare schemes for

Teaching	<ul style="list-style-type: none"> • On- campus hostel facility for staff. • Doctors' Consultation facility available free of cost during working hours in the health centre attached to college • Crèche facility for faculty • Attractive remuneration packages are given to management staff • Management pays advance to departments /committees to host seminars/workshops, awareness programmes etc • Honouring of the Staff with memento and gift, as an appreciation of their service to the institution, at the time of retirement • Wards of all teaching granted admission to courses of their choice in the Institution.
Non teaching	<ul style="list-style-type: none"> • Cash given to augment medical emergencies for non-teaching staff. • Crèche facility for faculty and non-teaching staff. • Onam, Christmas and Vishu festival allowances to Non-teaching staff and adhoc/ guest faculty. • Non-teaching staff revolving fund. • Wards of all non-teaching faculty granted admission to courses of their choice in the Institution.
Students	<ul style="list-style-type: none"> • Advance is also sanctioned for students educational visits to the department. • Canteen facilities at subsidized rates • Co-operative society store available in the college • Fee Concession, Concession in Uniform, Free sports hostel for deserving students

Other general welfare schemes include:

- Maternity leave for lady staff as per government norms

- Casual leave of 15 days for teaching staff and 20 days for non-teaching staff per year with leave(Relaxation for Self-financing staff)
- Medical reimbursement facility available for staff
- All the staff is provided the benefit of the coverage of the Group Insurance Scheme (GIS), State Life Insurance (SLI) and Group Personal Accident Insurance Scheme (GPAIS).

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

(with in 100 words each)

- The members of the Management Committee plan the allotment of finance to various Heads and periodically monitor the effective use of the allotted financial resources. Apart from this, the Institution has a two-tier system of monitoring the effective and efficient use of available financial resources. They are:
 - **Internal Audit-** Auditors are appointed by the Mother Superior of the congregation (Top head of the Management)
 - **External Audit** is conducted by Indian Audit and Accounts Department, Thiruvananthapuram and Deputy Director of Collegiate Education, Thrissur.

The Institution has a transparent and well planned financial management system in which Government and Management are the main source of funds. The institution has mechanisms of external and internal audit for both Government and Management accounts separately

Financial audits of grants and funds sanctioned by Government/UGC

These are the levels of audit for the funds sanctioned by the Government. They are as follows

Chartered Accountant-After a stipulated period of time, the accounts for all the grants and funds sanctioned by the Government/UGC are initially submitted to an external Chartered Accountant. The audit report issued by the auditor with utilization certificate and all necessary ratified accounts are submitted to the concerned sanctioned authorities.

Directorate of Collegiate Education-At the time of annual audits by the Directorate of Collegiate Education, the audit team verifies all the financial documents related to the public funds utilized by College. After hearing the clarifications and corrections, the final accounts are settled.

Accountant General, Kerala-The Accountant General, Kerala also conducts their periodic verification of all the accounts sanctioned by the Government. Their suggestions and directions are also incorporated in the further utilization of the funds.

Financial Audits of grants and funds sanctioned by Management

The institution has a strong financial advisory board for Management of accounts and all the accounts sanctioned are audited internally as well as externally. On behalf of the Management, all daily transactions are verified by the financial advisor of the college. The internal audit of Management accounts is done by the Treasurer/Bursar of Mercy College periodically. They verify all financial transactions and submit a detailed report of observations. Based on the observations given by internal auditor the financial advisor of the college modifies the statements of accounts. The Management has appointed Ms. Abraham & Jose, CA, Mission Quarters Road, Thrissur-680001 as the external auditor of the Management accounts. At the end of every financial year they prepare annual financial statements and audit reports.

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

Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose
SDF Palakkad District MLA Fund	3,30,530/-	Upgradation of Common Computer lab with 10 desktop computers
SBI Mercy College Branch, Palakkad	25,000/-	Hosting Tug of War competition

6.5 Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	--	No	--
Administrative	No	--	No	--

6.5.2 Activities and support from the Parent – Teacher Association (at least three)

Major activities of Parent – Teacher Association

Initiatives

- ❖ Setting up of new research lab and PG labs
- ❖ Accident Insurance scheme for every student

Recognition of merits

- ❖ Medals/Cash awards to University level Rank holders, Cash awards to National and University level winners in sports

Providing support to

.....Students

- Financial support to ‘Career Guidance Cell’
- Sponsoring good journals based on students request

..... administration

- Salary for non teaching temporary staff
- Salary for student counselor
- Provisional affiliation fees for unaided courses
- University Registration fees for newly sanctioned courses
- University Registration fees for permanent increase in UG seats
- Advancing money for accreditation procedures of NAAC

.....Department of Physical education

- Financial support to set up Net ball court
- Financial support for conducting ball badminton tournament and cross country championship
- Providing advance money to deserving sports students to participate in International championships.

Infrastructure development

- ❖ 24 hrs Surveillance camera with 2 weeks backup data at entrance and exit gates of the college
- ❖ Donation of lump sum amount towards building of new block
- ❖ Financial support for office automation program
- ❖ Construction of new two wheeler shed
- ❖ Provision for telephone at the college gate
- ❖ Renovation of kitchen in canteen with a storage room and toilet. Construction of sewage system for canteen. Freezer facility in canteen.
- ❖ Construction of leisure tower for students

6.5.3 Development programmes for support staff

- Training to improve entrepreneurship skills (Compost making, Mushroom culture etc.)
- Orientation to improve mental and physical health
- Financial Assistance through Revolving Fund

6.5.4 Post Accreditation initiative(s) (mention at least three)

- Introduction of new course - M.Sc Botany, BCA and M.Com Finance
- New department of Social Work was introduced
- All science departments got assistance from DST-FIST. Utilised 79.5 lakhs out of the sanctioned 90 lakh rupees.
- Life Insurance policy was introduced to all students and their parents by PTA
- The whole campus has wi-fi connectivity
- Automation of office initiated through TCS of Meshilogic
- Introduced new skill development courses. 11 skill development courses are in progress.
- Tailoring classes are conducted as part of the 'Chavara darsan' programme
- SC/ST students are given special coaching classes for Bank tests and PSC tests as a part of SC Empowerment Programme.
- Introduced online feedback system for students and alumni
- Some of the faculties developed E-content through EMMRC of Calicut to NEC. All faculties were given introduction to E- content development through workshop organized by IQAC
- Students and faculties encouraged to do NPTEL online courses

- Initiated online learning management system by training faculty on MOODLE
- Surveillance through CCTV in examination halls and laboratories to ensure utmost transparency. 24 hour CCTV recording with 4 cameras at the entrance gates, with 4 week backup of data for security purpose.
- Workshop and Seminars relating to IPR was conducted.
- Strengthened Social Outreach activities of the institution. Flood relief activities undertaken by NSS students were really appreciated.
- 10 computers separately installed to access INFLIBNET and EDU-SAT programmes
- E-learning resources added to the library
- 11 classrooms were upgraded with smart class facility
- Programme like Walk with Scholar (WWS), Scholar Support Programme (SSP) and ASAP are given encouragement
- Applied for NIRF and was ranked 48 among colleges in India in 2016; in 101 band-150 in 2017 and 150-200 in 2018. The institution also participated in ARIIA Ranking.
- A report for Swatch Bharath Ranking of college campus was submitted to Govt. of India
- Govt. of Kerala certified Professional Diploma in Hotel Management and Catering was conducted.
- Opportunity for students to learn 2 wheeler and 4 wheeler driving was introduced in the campus.
- Campus was made eco-friendly. Green audit was made formal.
- Various energy conservation measures were initiated in the campus. Especially biogas plant and solar modules were installed
- Initiation of Organic Farming & Biodiversity Park. Plant saplings distributed to students .
- Awareness talks on Gender Sensitization.
- Self defense classes organized by Physical Education department and social work department.
- Shade Garden was initiated. Fests on eco-friendly food, many other exhibitions, blood donation camps, eye camps etc were conducted.
- Ozone day celebrations, Wetland Day celebrations, Environment Day Celebrations, Energy Conservation Day Celebrations were organized. Awareness programmes on Solid Waste Management done.

6.5.5

- | | | |
|--|-------------|-----|
| a. Submission of Data for AISHE portal | : (Yes /No) | Yes |
| b. Participation in NIRF | : (Yes /No) | Yes |
| c. ISO Certification | : (Yes /No) | No |
| d. NBA or any other quality audit | : (Yes /No) | No |

6.5.6 Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to-----)	Number of participants
2018-19	A talk on Chavarul- by Dr.Sr. Christy	7.6.2018	10.00-12.30	74
	One- day seminar on IPR Issues and Challenges sponsored by KSCSTE- Patent Information Centre	26.3.2019	10.00 - 4.00	102
	One-day workshop on MOODLE	26.3.2019	9.30 -4.00	57
	Orientation on How to be effective Teachers by Saji vattukalathil	5.10.2018	9.30-1.30	86

Other Quality initiatives

- Paperless Communications of IQAC via What`s app and e-mail
- Restructuring of Feedback mechanism. Feedback made online.
- Online Examination, Open book Examination promoted
- Data Bank development
- Promotion of online courses (NPTEL, Coursera) among faculty and students
- Internal Green Audit made formal
- Implementation of Information Management system in Academic Management, Student Management, Examination and Evaluation

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Year	Title of the programme	Date and Duration (from-to)	Number of participants
2018-2019	Cancer Awareness Class and Hair Donation Awareness (MSW)	21/07/2018	1258
	Observation of World Breast Feeding Week	3/8/2018	106
	Observation of World Breast Feeding Week	6-8/8/2018	20
	Awareness Programme on Law & Justice for Women, Domestic Violence etc.	1/9/2018	464
	Awareness class and Counselling on Sex Education	3/9/2018	1768
	Talk on Gynaecological Issues	7/9/2018	1596
	Awareness Programme on Gynaec Issues and Consultation Camp	30/10/2018	1204
	Malayala Manga Competition by student union	31/10/2018	1294
	Pre-Marital Course for students of Economics	03/11/2018,10/11/2018,24/11/2018 & 01/12/2018	50
	Debate on Child Rights and Law	19/11/2018	30
	Interactive session with Woman Entrepreneur – Ms. Deepa Vinay	11/12/2018	210
	Silk Mark Exhibition Awareness and Sale – Sericulture to skill up Rural Kerala	12/12/2018	94
	Women empowerment - Mat Making Class	12/12/2018	148
	Awareness class on Mushroom Cultivation to Self Help Groups, Non-teaching Staff and Students	13/02/2019	162

	Pre-marital Counselling by Dr. Fr. Arun & Dr.Sindhu Sajan	26/02/2019	907
	A talk on General Awareness on Law relating to Women	20/03/2019	1635

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:
Percentage of power requirement of the College met by the renewable energy sources

Percentage of power requirement of the Institution met by the renewable energy sources

Power requirement met by renewable energy sources	Total Power generated	Renewable energy source	Renewable energy generated and used	Energy supplied to the grid
2910 KWh	10500 KWh	Solar Panel	2910 KWh	Nil

Annual power requirement met by renewable energy source : 2910 KWH

$\frac{\text{Annual power requirement met by renewable energy sources}}{100}$

Annual power requirement

$$= \frac{2910 \text{KWH}}{10500 \text{ kWh}} = 20\%$$

Percentage of lighting power requirements met through LED bulbs

Total lighting requirements	Percentage lighting through LED bulbs	Percentage lighting through other sources
268 KWh	10%	90%

Annual lighting power requirement met through LED bulbs: 27 KWH

Annual lighting power through LED/ annual lighting power requirement = 27/268
= 10% approximately

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Yes	4
Provision for lift	No	-
Ramp/ Rails	Yes	4
Braille Software/facilities	No	-
Rest Rooms	Yes	4
Scribes for examination	Yes	4
Special skill development for differently abled students	No	-
Any other similar facility	Audio recording – Mobile Phone	1

7.1.4 Inclusion and Situatedness

Year	No of Initiatives to address locational Advantages /Disadvantages	No of Initiatives to taken to engage with and contribute with local community	Date & Duration of Programme	Name of the initiative	Issues Addressed	No of Students participated
2018-2019	3	12	23/10/18	Blood Donation Camp	Saving Life through Donation of Blood	45
			23/5/18 – 25/5/18 (3 days)	Orientation Programme for Children	Inculcate sense of responsibility and academic aptitude among poor children in the society	45
			22/11/18- 22/1/19	Training on Communicative English	Impart Basic Grammar and Communicative	40

		(8 Sections)		Skills in English to the Upper Primary students	
		June - May	Skill training for women	making women in the society self reliant	
		Every Thursday	Santhwana Paricharanam	Palliative care	180
		June - May	Environmental Awareness Pgm	Promoting environmental awareness	30
		21/11/2018	Mother mary chrisantha memorial quiz and job oriented test series	Initiative to develop numerical ability among school students	20
		10/10/18	Lab Visit	Providing an platform for academic exposure	40
		June- May	Extension of Playground	Offering college ground facility to the nearby schools	
		September 2018	Flood relief Camps	To help the people devastated by the flood	65
		9/10/18-11/10/2018 (3 days)	Space Week Exhibition	To make public aware of Indian Space Programmes	160
		9/10/18-11/10/2018 (3 days)	Lecture series on Space Research	Innovative and interactive sessions with eminent scientists for the students of other schools and colleges.	40
		15.01.2019 – 21.01.2019	Rural Camp	To interact with the people and understand the problems of rural area	24

			9/2/2019	JOB FAIR and Recruitment Drive	To give opportunity for the local community to get employment	60
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7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders		
Title	Date of Publication	Follow up (maximum 100 words each)
Refer to https://www.mercycollege.edu.in/code-of-conduct/		

Based on the vision and mission of the Institution, emphasis is laid on value-based education. To strive towards this end, the Institution, in association with the Chair for Christian Studies and Research, University of Calicut, decided in 2014-15 to stream-line the existing Value Education programme.

As a part of this venture, a three-year certificate programme was envisioned and implemented in the Institution. This programme requires about 25-45 working days and about 225 hours of study, three-years put together. While the stress on contact class hours is only 50%, the rest of the study hours were divided into 30% library work, 10% book review and 10% assignments.

The University of Calicut prepared the syllabus, provided the study materials and conducted exams for each year. The Institution set apart one day in a week (every Monday) to facilitate this process. The exams for the third year students would be conducted between the first- third week of January and those of the first and second year degree programme the exams will be conducted in the last week of February. At the end of the three-year programme, student`s marks were sent to the University. The certificate is issued by the University and students are given their graded certificate. This programme was also made mandatory for all the students to receive their final Under Graduation certificate. This programme has been going on for the past 5 years.

7.1.6 Activities conducted for promotion of universal Values and Ethics

Independence day, Republic day, Mercy Day, Carmel Day etc are celebrated every year with great enthuse.

Year	Title of the Program/Activity	Duration (from to)	Number of participants
2018-19	Hair Donation Camp	25.7.2018	65
	Debate on Assam Citizenship issue	2.8.2018	120
	Awareness on Law and justice for Women, Domestic Violence	1.9.2018	30
	Debate on Speak for India	19.10.17	175

	Anti-child Labour Day Observation by department of Social Work	13.6.2018	30
	Re-Use Day observed by Dept. of Economics	8.8.18	210
	Blood Donation Camp	23.10.2018	155
	Debate on Child rights and Laws	19.11.2018	45
	Mothers Meet	30.11.2018	90
	Heritage Conservation Day	18.1.2019	170
	Blood Donation Camp	30.1.19	120
	Importance of Organ Donation -	14.2.2019	480
	Building Relationship – Community extension Program at Perungottukara Panchayath	18.3.2019	100

7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)

Harmony Club: a New Venture to Recycle Under this club, with a bit of magic they make “THINGS from things” inspiring lives with greener solutions. • Paper pens from recycled news paper: 316 paper pens were sold out under this venture and were able to prevent 1.58kg of plastic as ball point pens reaching earth. • Ornamental portrayal of waste bottles: glass bottles especially wine bottles and plastic bottles have been used for the purpose. • Flower baskets, flowers and pen stands: all these from plastic bottles which usually sits on the dumping site without degrading for centuries.

Paperless Office: Efforts are made in providing study materials to students in soft copy through whats app, email and MOODLE (Just in the initial stage). Certain departments practice online examinations to reduce paper use. As an initiative towards paperless office, college has a Total Campus Solution, an Information Management System which has made administrative work partly paperless. Attendance marking, internal assessment, question papers etc are made online. The library is computerized with OPAC system. E-resources as INFLIBNET (Nlist) are available in the library. Blackboards in front of the visitors room, public announcement system and communication through emails, whats app etc between teachers and office are initiatives towards paperless office.

Plastic and e-waste recycling : Around 1 tonne e-waste from various departments of the college and 0.25 tonnes of plastic waste has been collected and transferred to a recycler from Erode, Tamil Nadu. More than 100 students and 20 faculties supported the programme.

Awareness Programs:

- As part of National Environmental Awareness Campaign, seminar on Biodiversity conservation has been conducted with extension talk by Dr. K. Haridasan, Emeritus Scientist, FRLHT, Trivandrum

- In connection with World Wetland Day Celebration, national seminars on wetlands for sustainable urban future, Wetland and Climate Change and Wetlands for Disaster Risk Reduction have been conducted on subsequent years. Dr. VB Sreekumar, Scientist, KFRI, Peechi and Dr. KK Sivadasan, Associate Professor, Dept. of Botany, Govt. Mahathma Gandhi Arts College, Mahe, Dr. Udayan PS, Asst Professor, Department of Botany, Sree Krishna College, Guruvayur and Sojan Jose K, Assistant Prof. Dept. of Botany, Government Victoria college Palakkad gave extension talks.

- Ozone day observation has been conducted yearly in the month of September. Various programs are arranged for the students like poster making, collage, cartoon competition, theme based drama, quiz competition and debates. The highlight of the event is the paper presentation by the students who take up burning issues concerning environment. The students also presented a theme based song and involved actively in planting trees in the campus.

- Every year college celebrates World Environmental day in the month of June with the collaboration of Kerala State Council for Science, Technology and Environment-KSCSTE. A week-long environment Day observance at our campus included Planting of tree saplings, Popular Lectures, competitions for students including essay writing, elocution, poster making, painting and quiz, short film screening etc.

Nature Camps and Jungle Treks: We strongly believe that nature is the quintessential teacher. By making our students to participate in Jungle camps & Nature trails we hope to inculcate, appreciation and curiosity for the environment which may make them more aware of the fragility of the earth. A nature camp in and around the protected areas of Muthanga Wild Life Sanctuary, Wayanad was organized jointly with Kerala Forest Department for 34 students for 3 days. This sanctuary is located on the Kerala part of Western Ghats and spreads over an area of 344.44 km² with 4 ranges namely, Sultan Bathery, Muthanga, Kurichiyat and Tholpetty. During the stay campers interacted with the forest officials and were able to understand their efforts in conserving and preserving nature to uphold its value. A jungle trek of almost 2 km from the Wayanad, Ooty road will take to Meenmutty water falls in Wayanad. It is a three tiered fall where water cascades from almost 1000 ft height and these 3 tiers have separate trekking trails for access. Throughout this nature trail, members have felt the moist deciduous forest with lush green foliage.

Greening initiatives :

- Aforestation of bare land: Gayathri river is one among the major tributaries in the catchment area of 4 major reservoirs in Palakkad District. Large scale deforestation in its origin apart from adverse land-use patterns has almost killed Gayathripuzha, a perennial source of drinking water for a vast portion of Palakkad District. Meenakara Dam built on Meenkarapuzha and the surrounding area comes under ECS Zone of Muthamada II village of Palakkad District where water scarcity is a continuing problem. As part of the aforestation program envisaged by the

nature club almost 70 tree saplings has been introduced and is being watered at the site. In the coming years it is planned to continue the afforestation program.

7.2 Best Practices

1. Title of the Practice

Green Canopy: Growing a Greener World

2. Objectives of the Practice

As environmental sustainability is becoming an increasingly important issue for the world, the role of institutions of higher education in relation to environmental sustainability initiatives is becoming more and more prevalent. Colleges have a right and a duty to indicate where problems exist and they should also look for, find and create tools to solve those problems.

In this context, we the Zoology Dept. , Botany Dept., NSS, MSW etc of Mercy College took efforts in creating a healthy environment and conservation of natural resources under the practice, “Green Canopy: Growing a Greener World”.

Under this practice we look forward to establish a sustainable development through following aspects:

- 1. Environmental Education**
- 2. Extension & Outreach**
- 3. Research**

3. The Context

The world in 21st Century is developing at an alarming rate while on the other hand heavy destruction of natural resources is going on too. Efforts to meet the needs of a growing population are interconnected. But unequal and human-dominated world are ignoring the Earth’s essential life-support systems (Kofi Annan, 2000). Today, the human society is facing severe environmental problems like climate change, greenhouse effect, energy crisis, depletion of natural resources, biodiversity loss, pollution of air, water, soil, etc. The scope of the problems is from local level to global level. Higher educational institutions can be the best option to solve this situation because; environmentally responsible citizens accept responsibility for what happens in their community – not only environmentally but also politically, and socio-economically. If it is the role of colleges to educate members of society, then they must be actively instrumental in the sustainability movement.

Every college is unique and has its own traditions, culture and geographical area. They are familiar with their surroundings. They can use their existing knowledge and trained man power to address problems and issues concerned at the local level, as well as related to the national and global community.

4. The Practice

- ❖ **Environmental Education for Sustainable Development:** A primary educational mission has been adopted to teach students to make them able to influence public decisions where environmental issues are extremely important.

❖ ***Biodiversity Education to Schools***

To provide biodiversity education through collaborative efforts with nearby schools, annual visits to our Biodiversity Museum are arranged where students will get acquainted with various biological specimens representing different taxonomical categories.

❖ ***Field Projects to Degree Students***

To provide an insight regarding environmental issues faced by common people and remedial measures that has to be opted; degree students are encouraged to take up issues mostly related to solid waste management (Household Solid Waste especially Plastic Waste).

❖ ***Nature Camps***

We strongly believe that nature is the quintessential teacher. By making our students to participate in Nature camps; we hope to inculcate appreciation and curiosity for the environment in them.

❖ ***Nature Photography Exhibition***

To advocate *conservation* outcomes, a Nature Photography Exhibition was arranged inspiring our students as *wildlife photographers* and nature enthusiasts.

❖ ***People Make the Difference***

We highlight stories of people making a difference in their communities and organize an interactive session with those dignitaries for the students to get motivated.

❖ **Extension & Outreach:**

❖ ***Tree Planting Drive:*** It is told that the **Creation of a thousand forests is in one acorn**; hence a target of *planting* 1000 trees around the college campus has been set for the upcoming years while the practice started in 2011.

❖ ***Medicinal Garden:*** To popularize the usefulness of commonly available and frequently used ethno botanically important plants among students and to conserve the associated traditional knowledge for future generations, a medicinal garden has been set up inside the campus.

❖ ***Reduce, Reuse and Recycle:*** *Reduce, Reuse, Recycle* — three great ways to eliminate waste and protect our environment!

When earth is literally drowning in plastic, e-waste and other Solid wastes, the only way out is to reduce, reuse and recycle. A move to say NO to PLASTIC and to manage e-waste the 3 R's programme which was initiated in 2017 in the campus. As an eco-friendly alternative to open dumping and open burning of solid wastes produced from various sources within the campus, a Vermi Compost unit and a Windrow Composting unit has been established.

❖ ***Hands on training on Windrow Composting technique to women SHGs:*** During 2016, under the sponsorship of KSCSTE, a hands on training cum demonstration of solid waste recycling through Windrow composting technique was arranged for 50 Self Help Group (SHG) members of Kallikad Panchayat, Palakkad District.

❖ ***Rain Water Harvesting:***

The college takes all possible efforts for rain water harvesting and effective utilization in the campus. A Rain Water Harvesting (RWH) is available in the campus to collect, store and reuse rain water as the department the department is in need of enormous quantities of water for laboratory purpose. Dr. Liji KT of Dept. of Economics has carried out a project entitled “Economics of Rain Water Harvesting in Kerala with special reference to Palakkad district “with financial assistance from UGC under Minor research Project Scheme.

❖ **Research:**

❖ ***Student Project:***

Plastic biodegradation: prospecting foliar fungal endophytes for their ability to degrade LDPE funded by KSCSTE, Govt. of Kerala.

❖ ***Faculty Project:***

Evaluation of Phytoremediation potential of *Pepperomiapellucida* for organophosphorus pesticides -Quinalphos an cytogenotoxic assessment of degraded metabolites was funded by UGC, Govt. of India.

A project undertaken by Dr.Liji KT by conducting surveys on the efficiency of WHU's in Palakkad Districts was very useful , and the results of the survey has been presented to local public and also in international seminars.

5. Evidence of Success

- ❖ Sensitized 240+90 students from 4+2 nearby schools regarding the importance of biodiversity by acquainting them with various biological specimens representing different taxonomical categories.
- ❖ Using field projects on Solid Waste-- almost 600 individuals representing 135 households in various parts of the District were made conscious of the negative impacts of inappropriate solid waste disposal. Almost 69% of the surveys are encouraged to participate in home composting through compost bins, biogas plant, incinerators and manure pits. The data also showed that all income groups use plastics and monthly percapita plastic waste generation ranged from 368 gm to 1265 gm and this has a lot to do with lifestyle, accessibility to resources and income status of the family.
- ❖ During a nature camp in Muthanga Wild Life Sanctuary, Wayanad, Kerala that was organized jointly with Kerala Forest Department for 3 days, 34 students explored nature and its wilderness in *its* natural state and assured to work for its conservation.
- ❖ A Nature Photography Exhibition arranged in collaboration with LEAP Nature Foundations, Palakkad, an NGO witnessed *nature* at its most dramatic, graceful and unexpected ways celebrating our *natural* heritage and inspired our students as *wildlife photographers* and nature enthusiasts.
- ❖ Experience shared by Ms. Arya Vinod on Bird Watching and Mr. Shyam Kumar on his endeavors as environmentalist, oriented our students on a mission towards sustainable utilization of natural produces and nature conservation.
- ❖ As an eco-friendly alternative to open dumping and open burning of solid wastes a Vermi Compost unit and a Windrow Composting unit has been established within the campus, that can handle 0.5 tone solid waste /week from which 150kg compost is produced.

- ❖ Through intensive hands on training on *Windrow Composting technique*, 50 Self Help Group (SHG) members of Kallikad Panchayat, Palakkad District extended an eco-friendly solid waste management approach and also created an increased ***entrepreneurial*** acumen.
- ❖ To make the students aware on the extent of plastic and e-waste consumption and pollution, a campaign to reduce, reuse and recycle plastic and e-waste has been initiated. Around 1 tonne e-waste from various departments of the college and 2 tonnes of plastic waste has been collected and transferred to a recycler in Erode, Tamil Nadu. More than 100 students and 20 faculty members supported the programme.
- ❖ Started planting tree saplings to meet the target of 1000 trees and a medicinal garden has been set up inside the campus to popularize the usefulness of commonly available and frequently used ethno botanically important plants among students and to conserve the associated traditional knowledge for future generations.
- ❖ Research grants were mobilized from UGC, Govt. of India as well as from KSCSTE, Govt. of Kerala to undertake projects on phytoremediation and plastic biodegradation respectively.

BEST PRACTICE 2

1. Title of the Practice

SPORTS--- Believe It , Achieve It

2.Objectives of the Practice

- ❖ To identify talented sportswomen at school level throughout the state of Kerala and provide them with admission in the college.
- ❖ To upgrade the competence of selected sports students by supporting them in terms of concessions regarding fees, food, accommodation etc.
- ❖ To provide them with a congenial atmosphere in the sports hostel so as to enable them to concentrate on their sports training.
- ❖ To hone the skills of the sports women through excellent coaches selected in consultation with Kerala State Sports Council.
- ❖ To mould and perfect the talents of the selected sports students so as to make them globally competent.
- ❖ Providing the selected sportswomen with training in additional life skills such as typewriting, stitching and computer courses etc., for the all round development of the individual.
- ❖ To secure optimum employment for these students through achievements in field and track events.

3.The Context:

The college is in a semi-urban locality. Therefore it is very difficult for the students to develop their sports skills. The mission of the college is to empower women both

academically and physically and the institution strives to keep this up. The college has played a great role in producing Olympian participants like **M.D.Valsamma, P.T. Usha and Mercy Kuttan**. The College was adjudged the “**Best College In Sports And Games**” under the University of Calicut in Women`s section in 2015-16 and 2018-19, the “**Second Best College in Sports and Games**” in 2014-15 and 2017-18 and “**Third Best College in Sports and Games**” for its overall outstanding performances in various sports disciplines.(details in the table below).

YEAR	POSITION/ TITLE OF THE AWARD	DESCRIPTION OF AWARD
2018-19	First Best College Award	Instituted by the University of Calicut for overall performance in various sports events in the Women’s section.
	Second Best College Award	Instituted by the University of Calicut for overall performance in various sports events in the Women’s section.

The sports students in games such as Kho- Kho, Ball Badminton, Soft Ball and Athletics have also been adjudged as Champions .

The Institution was the first to initiate a Kerala State Sports Council sponsored hostel in Sports and games. The unique feature of the sports hostel is that it is situated inside the campus facilitating easy access to the sports ground and the academic blocks. As a result of such excellent performance in sports, the students have been suitably placed at the Central Government offices (Railways, LIC, CRPF, CISF) State Government offices ,PSUs etc.

4.The Practice

The Institution follows a systematic process in grooming women with sports skills. They are:

- Identifying sportswomen at school level.
- Providing training in summer camps and Sports Council selection trials.
- Segregation of such women as per their potential.
- Providing free hostel, University fee concession.
- Honing their skills through rigorous coaching.
- Making them job-competent by providing them with job-oriented training and life-skill training.

Such a system is rigorously followed which is in line with the mission and Vision of the College. The Department of Physical Education has provided impetus to skill development by initiating an extension activity titled “**Catch them Young**”. As a part of this programme, the Institution aims at nurturing sports women with potential by:

*Hosting and sponsoring the ‘Chavara Sports Meet for Girls’ of the financially backward schools of the neighbourhood.

* Making ground facilities available on request to the neighbouring schools, PSU’s, alumnae, government organizations etc.

- * Extending the services of the Institution's athletic coach to the neighboring schools.
- * College conducts a certificate in college Fitness (COFE) for the sports students to make them physically fit for the various sports events

1. Evidence of Success:

The following charts are testimony to the success rate of our sportswomen at University, Inter University, National and International level:

Awards won by the College for outstanding performance in Sports

Year	Position/ Title Of The Award	Description Of Award
2018-19	First Best College Award	Instituted by the University of Calicut for overall performance in various sports events in the Women's section.
	Second Best College Award	Instituted by the University of Calicut for overall performance in various sports events in the Women's section.

NEW MEET RECORDS

Year	Name Of The Candidate	Event	Category
2018-19	Sophia M. Shaju	Discus Throw	Calicut University Interzone Athletic Meet

INTERNATIONAL PARTICIPATION

YEAR	NAME OF THE CANDIDATE	EVENT PARTICIPATED	PLACE
2018-19	Varsha S	International Kho-Kho Championship	London
	Kalaivani K	International Kho-Kho Championship	London

7.3 Institutional Distinctiveness

The Social Service League (SSL) of Mercy College was registered in 1970 under the aegis of Kerala State Social Welfare Board. Its aim is to work for the general welfare of the women and children of the locality. The President, Secretary and representatives from each department form

the governing body. The Principal is the President of the Social Service League and a faculty is selected as the Secretary.

Objectives of SSL

- ❖ To provide optimal support for the development and welfare of women and children of all age groups
- ❖ To conduct awareness programmes for the economically backward women and children of the locality.
- ❖ To provide job-oriented courses to the women of the locality to eradicate social evils such as superstitious beliefs through proper awareness programmes.
- ❖ To establish linkages with governmental organizations in order to empower women of the locality.
- ❖ To reach out to the most marginalized children of Palakkad district and provide interventions in terms of shelter, medical aid, repatriation, rescue, sponsorship and emotional support.

The Social Service League of Mercy College functions with various social service units as

- ❖ ***Mercy Home ,***
- ❖ ***Family Counselling Centre,***
- ❖ ***Anupam Day Centre,***
- ❖ ***Childline, Creche,***
- ❖ ***Typewriting and Tailoring Centre***
- ❖ ***Legal Service Providing Centre and***
- ❖ ***Student Service Volunteers.***

MERCY HOME

Mercy Home, Home for Aged and Destitute women arose as an offshoot of Mercy College since the Social Service League of the College desired to give love and care to the deserted and aged women of the state. Established in 1980`s, it`s now like a tree that shelters and heals the wounded birds, lodging 25 senior citizens who are above 60 yrs age , who lead a life of love and peace. Viomitran Palliative care also provides additional facilities available are dormitory, recreational hall, sick room, chapel and parlour. Additional facilities include Vermi compost unit and biogas plant. Some the activities that inmates involve include organic farming, nurturing fresh water fish and rearing domestic animals.

ANUPAM DAY CARE CENTRE

Anupam Day Care Centre is a Help Age Centre with free day care facility to senior women who are aged above 60. The women engage in candles, broom making, making paper bags, paper covers, book binding and agriculture. The day care centre has basic facilities such as spacious hall, recreation room with a TV. Besides offering chances for companionship they are provided with food, entertainments and pocket money. Jan Shikshan Sansthan and Dept. of Commerce jointly help in the functioning of the centre.

FAMILY COUNSELING CENTRE

Family counseling centre is a comprehensive psycho-educational centre that offers services of the highest standards to families, children and individuals. FCC offers counseling, referral and rehabilitation services to women victims who are in mortal danger within the family or society at large including those affected by disputes, marital discord or maladjustments..

At FCC centre we work with couples to help them learn and practice the skills to keep love alive. These include listening, clear communication, conflict resolution and negotiation, fighting fair, handling anger appropriately and so on. In addition we also offer free legal aid to needy women.

The kind of cases range from dowry demands to marital maladjustments due to alcohol /drug addiction and extra marital relations. Many of these cases require many counseling sessions with client and sometimes with their families and spouses. Efforts have been made to resolve the cases at the community level. However, if the cases require professional assistance/help, then they are referred to the relevant and concerned agencies for legal aid. Some cases have been successfully closed on the basis of mutual settlement.

The Centre provides individual counseling, group counseling, family therapy, behavioural modification therapy, environmental modification therapy, marital therapy, reality therapy and psychological support to client and family members. Counselling services are extended to different government bodies as Women`s cell, Women`s Commission and Family court, Palakkad. The Centre also deals with all types of cases such as marital problems, family problems, alcoholism, adolescents and psychiatric problems. The qualified staff at the centre constantly network with lawyers, counselors and psychiatrists to provide holistic solutions to the problems ranging from harassment by husband and in – laws and other problems encountered by teenagers and students.

Awareness programmes are conducted on issues related to adolescent problems, family issues, suicide prevention, child development, exam phobia, alcoholism and drug abuse, marital problem etc. Apart from this, a variety of seminars and workshops are conducted on a regular basis by the Centre to help women become aware of their legal rights and legal resources available to them.

Regular subcommittee meetings are conducted once in three months. During these meeting women police officials, lawyers, welfare officers, social workers, psychologists, therapists and

district social welfare officers are invited to discuss the problems and offer solutions in the different case. The subcommittee meetings guide the counselors for the effective implementation of the project.

SUCCESS RATE FAMILY COUNSELING CENTRE

Year	Total Cases	Follow-up Cases	No.of Beneficiaries	No.of Success Cases
2018	291	266	293	247

CRECHE

Creche provides maximum facility for children **below five years of age** of socially and economically backward women and working mothers of the locality at subsidized rates. The children are provided with health check-up and are given nutritious food free of cost. Two support staff is taking care to improve the academic, communicative and social skills of the children. Their facilities include Kerala Social Welfare Board Hall, separate play area and washroom. They are additionally served with Toys, Blackboards, charts, teaching aids.

TYPEWRITING AND TAILORING CENTRE

The centre provides students of the Institution and local women from poor families the basic facilities for Tailoring and Typewriting through trainings and courses at an affordable cost. These trainings help them get equipped in basic skills and also earn their livelihood.

SERVICE PROVIDING CENTRE (SPC)

SPC of Mercy College started functioning according to “Domestic Violence Act 2005” aided by the Kerala State Social Welfare Board, Thiruvananthapuram. An experienced advocate works as Legal Counsellor. SPC has a Subcommittee which meets quarterly to evaluate the functioning. District Protection Officer, District Probation Officer, Police Officials, Lawyers and Ward Councilors are included in the subcommittee. Outreach programmes are also conducted to women from grass root level to make them aware of the Domestic violence Act and its implications. Apart from the awareness classes, free legal, psychological aid and medical aids are also provided.

SUCCESS RATE FAMILY COUNSELING CENTRE

Year	Total No. of Cases	Handled	Follow-up	Settled
2018	83	112	29	55

STUDENT SERVICE VOLUNTEERS

A student's wing is formed under Social Service League to create social awareness to the students. Our students visit orphanages, short stay homes, and old age homes frequently and distribute stationary items and cloths. Different occasions are celebrated with the inmates of these homes.

Problems Encountered and Resources Required

Challenging Issues:

- Delay in release of funds by the funding agency and lack of adequate financial support for infrastructural development.
- Inability to appoint experienced and qualified counselors, lawyers, teachers due to inadequate funding.
- Delay in processing domestic violence cases filed by Legal Service Providing Centre, Mercy College, at the law courts.
- No conveyance facilities to the Daycare due to lack of funds.
- Since the computer has replaced typewriter there is a need to accommodate more computers in the Typewriting Centre.

Challenges are overcome by:

- Amount advanced by the Management.
- Infrastructural benefits provided by the Management.
- Measures adopted by the concerned staff for the speedy redressal of legal cases.
- Efforts taken to include computers in the Typewriting Centre.

Name : Dr.R.Girija

Coordinator, IQAC

Name : Dr.Sr.Lilly PV

Chairperson, IQAC

