# YEARLY STATUS REPORT - 2021-2022

| Part A | |
|---|---|
| **Data of the Institution** | |
| **1.Name of the Institution** | Mercy College, Palakkad |
| • Name of the Head of the institution | Dr. Sr. Gisala George |
| • Designation | Principal |
| • Does the institution function from its own campus? | Yes |
| • Phone no./Alternate phone no. | 04912541149 |
| • Mobile no | 7356615245 |
| • Registered e-mail | mercycollegepkd@yahoo.com |
| • Alternate e-mail | mercycollege.edu.in |
| • Address | Pallipuram |
| • City/Town | Palakkad |
| • State/UT | Kerala |
| • Pin Code | 678006 |
| **2.Institutional status** | |
| • Affiliated /Constituent | Affiliated |
| • Type of Institution | Women |
| • Location | Rural |
| • Financial Status | UGC 2f and 12(B) |

| | | |
|---|---|---|
| | • Name of the Affiliating University | **University of Calicut** |
| | • Name of the IQAC Coordinator | **Rekha Vasudevan A** |
| | • Phone No. | **9746938137** |
| | • Alternate phone No. | **9746938137** |
| | • Mobile | **9746938137** |
| | • IQAC e-mail address | **iqac@mercycollege.edu.in** |
| | • Alternate Email address | **iqacmercy@gmail.com** |
| **3.Website address (Web link of the AQAR (Previous Academic Year)** | | [https://www.mercycollege.edu.in/AQAR/aqar-2020-21.pdf](https://www.mercycollege.edu.in/AQAR/aqar-2020-21.pdf) |
| **4.Whether Academic Calendar prepared during the year?** | | **Yes** |
| • if yes, whether it is uploaded in the Institutional website Web link: | | [https://www.mercycollege.edu.in/iqac/academic-schedule/](https://www.mercycollege.edu.in/iqac/academic-schedule/) |

**5.Accreditation Details**

| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
|---|---|---|---|---|---|
| **Cycle 3** | **A** | **3.34** | **2014** | **08/12/2015** | **08/12/2020** |
| **Cycle 4** | **A** | **3.15** | **2020** | **19/04/2021** | **18/04/2026** |

| **6.Date of Establishment of IQAC** | **01/06/2020** |
|---|---|

**7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

| Institutional/Department /Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|---|---|---|---|---|
| **Dr. Liji KT** | **KDISC ODOI programme** | **KDISC,Govt of Kerala** | **2021; 2 years** | **9,14,000** |
| **Dr Deepa N** | **Women commission** | **Women commission** | **2021; 8 months** | **2,00,000** |

| **8.Whether composition of IQAC as per latest NAAC guidelines** | **Yes** |
|---|---|
| • Upload latest notification of formation of | [View File](#) |

| IQAC | | |
|---|---|---|
| **9.No. of IQAC meetings held during the year** | `15` | |
| • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? | `Yes` | |
| • If No, please upload the minutes of the meeting(s) and Action Taken Report | No File Uploaded | |
| **10.Whether IQAC received funding from any of the funding agency to support its activities during the year?** | `No` | |
| • If yes, mention the amount | | |

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

`1. Integrated extension activities - Helping hands 2. Biodiversity register initiated 3. Separate audits for Science and Arts streams 4. No. of MoU's increased from 8 to 13 5. Under IQAC's initiative and guidance176 curricular, co-curricular and extension programmes were conducted by various departments`

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

| Plan of Action | Achievements/Outcomes |
|---|---|
| IQAC conducted a self evaluation of the performance of individual departments and the institution | Results were tabulated and circulated among departments streamlining their plan of action |
| IQAC initiated the departments to increase MoU's | Number of MoU's were considerably increased |
| Departments were asked to apply for Research Grants | Four research grants were sanctioned |
| As it is a women's college all departments were urged to conduct programmes related to Gender issues | Ten programmes related to gender issues were conducted |
| Greater focus to be given to capacity building and skill enhancement programmes | Ten programmes were conducted by various departments |
| Green protocol to be implemented in phased manner | First phase of Biodiveristy register started |
| Utilisation of renewable energy to be initiated | Solar panels installed |
| New courses to be started | M Sc Zoology started in the aided stream |
| To increase number of certificate courses | 17 certificate courses offered in the online and offline mode |
| Extension activities to be focused on the adopted ward | Seven activities conducted in the adopted ward |

| **13.Whether the AQAR was placed before statutory body?** | **Yes** |
|---|---|

- Name of the statutory body

| Name | Date of meeting(s) |
|---|---|
| Staff Council | 29/09/2023 |

**14.Whether institutional data submitted to AISHE**

| Year | Date of Submission |
|---|---|
| **2021-22** | **06/02/2023** |

**15.Multidisciplinary / interdisciplinary**

**NIL**

**16.Academic bank of credits (ABC):**

**NIL**

**17.Skill development:**

**NIL**

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

**NIL**

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

**NIL**

**20.Distance education/online education:**

**NIL**

## Extended Profile

**1.Programme**

| 1.1 Number of courses offered by the institution across all programs during the year | **525** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | [View File] |

**2.Student**

| 2.1 Number of students during the year | **1957** |
|---|---|

| File Description | Documents |
|---|---|
| Institutional Data in Prescribed Format | [View File] |

| 2.2 | **108** |
|---|---|
| Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | |

| File Description | Documents |
|---|---|
| Data Template | [View File](#) |

| 2.3 | **719** |
|---|---|
| Number of outgoing/ final year students during the year | |

| File Description | Documents |
|---|---|
| Data Template | [View File](#) |

## 3.Academic

| 3.1 | **97** |
|---|---|
| Number of full time teachers during the year | |

| File Description | Documents |
|---|---|
| Data Template | [View File](#) |

| 3.2 | **97** |
|---|---|
| Number of sanctioned posts during the year | |

| File Description | Documents |
|---|---|
| Data Template | [View File](#) |

## 4.Institution

| 4.1 | **85** |
|---|---|
| Total number of Classrooms and Seminar halls | |

| 4.2 | **995.3982772** |
|---|---|
| Total expenditure excluding salary during the year (INR in lakhs) | |

| 4.3 | **220** |
|---|---|
| Total number of computers on campus for academic purposes | |

# Part B

**CURRICULAR ASPECTS**

**1.1 - Curricular Planning and Implementation**

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

College being affiliated to University of Calicut follows curriculum prescribed by the University. IQAC and Academic Calendar Committee prepare an academic calendar based on University academic calendar and is followed. Timetable committee prepares a master timetable for the smooth delivery of curriculum. Each department prepares action plan at the beginning of the academic year Departmental meetings are held regularly to develop, formulate, and implement the action plan. Academic matters regarding dates of internal exam, submission of mark-lists, Parent- Teacher meetingsfor signing of progress reports are decided in the Staff Council meetings by the Principal, Heads of Departments and two elected staff secretaries. Various courses prescribed in the syllabus are allocated to faculty who prepares a teaching plan and handle the course. Students are given orientation on the POs, PSOs and COs by the class tutors and faculty handling each course. All activities by the departments are scheduled without loss of working hours.The systematic conduct of internal examinations, timely assessment, publication of results are done. Feedback from students on internal examinations, assignments, and other activities are collected. The effectiveness of curriculum delivery is analysed based on feedback from stakeholders, student satisfaction survey, mentor-mentee and tutorial system and PTA meetings.

| File Description | Documents |
|---|---|
| Upload relevant supporting document | [View File](#) |
| Link for Additional information | Nil |

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

Academic calendar is prepared every year by the staff Council in consultation with the Principal, Vice Principal, IQAC Coordinator and the Heads of various Departments considering University of Calicut as well as Government of Kerala Calendar. All the Departments as well as Cell/ Clubs/ Association/ Forums prepares action plan which is incorporated into the general academic

calendar. The calendar provides information on the dates of commencement of internal and external examinations, commemorative days and events, holidays, publication of results of exams, semester breaks etc.

The Examination Committee plans and gives direction to conduct Internal Assessments through Continuous Internal Evaluation. Each faculty prepares the Continuous Internal Evaluation of their respective courses and publishes it on time and each department uploads it to the university portal under the guidance and supervision of Principal.

Transparency is maintained in the entire process. The Grievance Redressal Committee looks into the examination related grievances and makes effort for its timely redressal. IQAC Academic Audit is done every year to ensure the good functioning of all departments, Cell/ Clubs/ Association/ Forums. Management, Principal, IQAC, Staff council give meticulous care in the conduct of exams and all the activities and strictly monitors the functioning of the college.

| File Description | Documents |
|---|---|
| Upload relevant supporting document | [View File]() |
| Link for Additional information | https://www.mercycollege.edu.in/AQAR/curricular-co-curricular-calendar-2021-22.pdf |

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

| File Description | Documents |
|---|---|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | View File |
| Any additional information | **No File Uploaded** |

## 1.2 - Academic Flexibility

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

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

**22**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Minutes of relevant Academic Council/ BOS meetings | View File |
| Institutional data in prescribed format (Data Template) | View File |

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

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

**27**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Brochure or any other document relating to Add on /Certificate programs | View File |
| List of Add on /Certificate programs (Data Template ) | View File |

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

**1366**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | <u>View File</u> |

## 1.3 - Curriculum Enrichment

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

**The syllabus of the University of Calicut provides for a number of programmes / courses on cross cutting issues. Core, Common courses, and Elective papers offered at the UG and PG level also aim at promoting life skills and ethical values among learners by integrating crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. Research Scholars enrolled in the college are taught research ethics. A mandatory course and exam in Research and Publication Ethics are a requisite for research scholars. In a similar manner several courses related to gender, environment and sustainability, human values, professional ethics are incorporated in the syllabus of different UG and PG programmes. Apart from this the college also takes an effort to integrate issues related to gender, environment and sustainability, human values etc., This is done through a series of lectures, seminars, awareness campaigns, talks, discussions, power point presentations, competitions, rallies, debates, street plays on relevant social issues like gender, environment etc. The curriculum also has been designed in such a manner to generate social awareness.**

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

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

**22**

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

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

**734**

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

## 1.4 - Feedback System

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

**C. Any 2 of the above**

| File Description | Documents |
|---|---|
| URL for stakeholder feedback report | https://www.mercycollege.edu.in/iqac/aqar-2021-22-feed-back/ |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management | View File |
| Any additional information | View File |

**1.4.2 - Feedback process of the Institution may be classified as follows**

**A. Feedback collected, analyzed and action taken and feedback available on website**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| URL for feedback report | https://www.mercycollege.edu.in/iqac/aqar-2021-22-feed-back/ |

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

### 2.1.1 - Enrolment Number Number of students admitted during the year

### 2.1.1.1 - Number of students admitted during the year

**660**

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Institutional data in prescribed format | [View File](#) |

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

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

**108**

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Number of seats filled against seats reserved (Data Template) | [View File](#) |

### 2.2 - Catering to Student Diversity

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

**Student are initially assessed and divided into groups according to their learning abilities. Bridge courses are conducted for all**

**students as an introduction to the particular subject. Remedial classes are conducted for slow learners. Advance learners are motivated to further their ability by giving them special assignments. All the courses should have the following documents as proof : Syllabus, objectives, expected outcome and assessment schedule an feedback.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | View File |

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

| Number of Students | Number of Teachers |
|---|---|
| **1957** | **97** |

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |

## 2.3 - Teaching- Learning Process

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

**Departments conduct various programms like seminars, conferences, workshops to augment the curriculum. Some departments conduct peer teaching as part of participative learning. All students are required to work on projects of their choice as part of the requirement for completing their course or degree.**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Link for additional information | **Nil** |

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

**Good number of classrooms have ICT facilities and teachers are encouraged to use them regularly. Further, the covid pandemic has necessitated the compulsory use of online platforms for teaching.**

**Some of the platforms used are, Google meet, Microsoft Teams, Zoom, Moodle etc. This has also made the teachers make use of new softwares for imparting knowledge to students. Faculty has been actively involved in making videos, automated presentations and similar techniques to deliver the curriculum as effectively as possible. Further examinations were conducted online assignments submitted through the same.**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | **No File Uploaded** |

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

### 2.3.3.1 - Number of mentors

**97**

| File Description | Documents |
|---|---|
| Upload, number of students enrolled and full time teachers on roll | View File |
| Circulars pertaining to assigning mentors to mentees | **No File Uploaded** |
| Mentor/mentee ratio | **No File Uploaded** |

## 2.4 - Teacher Profile and Quality

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

**97**

| File Description | Documents |
|---|---|
| Full time teachers and sanctioned posts for year (Data Template) | View File |
| Any additional information | View File |
| List of the faculty members authenticated by the Head of HEI | **No File Uploaded** |

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

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

**42**

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

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

**2.4.3.1 - Total experience of full-time teachers**

**659.25**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | View File |

**2.5 - Evaluation Process and Reforms**

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

**The curriculum demands periodical assessment and the cumulative marks of assignments seminars and written examinations to be added to the final tally of marks of grades obtained by the student. Marks tabulated by the concerned teacher are put up on the notice board for a minimum period of atleast two weeks for the students to verify and confirm the same. They are free to raise any query related to the award of marks. The examination committee also has an internal grievance system where in the student can raise any grievance related to the conduct of Internal examination, through the website.**

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Link for additional information | **Nil** |

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

**Students can approach both the Examination committee and grievance redressal committee with any query or grievance related to the award of marks in the internal examinations. The student may submit her complaint in person or in writing or drop in the suggestion boxes, kept for the addressal of the issue or through the website.The faculty concerned will look into the matter and resolve it with in two weeks.**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Link for additional information | **Nil** |

## 2.6 - Student Performance and Learning Outcomes

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

**Programme and Course outcomes for all programmes are displayed in the website and the same is communicated to students**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for Additional information | [https://www.mercycollege.edu.in/pos-psos-cos/](https://www.mercycollege.edu.in/pos-psos-cos/) |
| Upload COs for all Programmes (exemplars from Glossary) | **No File Uploaded** |

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

**Nil**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for Additional information | **Nil** |

**2.6.3 - Pass percentage of Students during the year**

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

**597**

| File Description | Documents |
|---|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | <u>View File</u> |
| Upload any additional information | **No File Uploaded** |
| Paste link for the annual report | **Nil** |

**2.7 - Student Satisfaction Survey**

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

https://www.mercycollege.edu.in/iqac/aqar-2021-22-criterion-ii/

**RESEARCH, INNOVATIONS AND EXTENSION**

**3.1 - Resource Mobilization for Research**

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

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

**11,14,000**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| e-copies of the grant award letters for sponsored research projects /endowments | View File |
| List of endowments / projects with details of grants(Data Template) | View File |

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

**3.1.2.1 - Number of teachers recognized as research guides**

**8**

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

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

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

**1**

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

**3.2 - Innovation Ecosystem**

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

**Nil**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for additional information | **Nil** |

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

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

**16**

| File Description | Documents |
|---|---|
| Report of the event | **No File Uploaded** |
| Any additional information | **No File Uploaded** |
| List of workshops/seminars during last 5 years (Data Template) | <u>View File</u> |

**3.3 - Research Publications and Awards**

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

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

**2**

| File Description | Documents |
|---|---|
| URL to the research page on HEI website | <u>https://www.mercycollege.edu.in/AQAR/criterion-2021-22/criterion-3/3-3-1-Guideship-PhD-scholars-details.pdf</u> |
| List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template) | <u>View File</u> |
| Any additional information | <u>View File</u> |

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

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

**35**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List of research papers by title, author, department, name and year of publication (Data Template) | [View File](#) |

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

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

**22**

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| List books and chapters edited volumes/ books published (Data Template) | [View File](#) |

### 3.4 - Extension Activities

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

**The second wave of covid pandemic posed serious challenges to society. The college focussed on reaching out to people in the immediate surroundings who were in need of help.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | [View File](#) |

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

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

**2**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Number of awards for extension activities in last 5 year (Data Template) | View File |
| e-copy of the award letters | View File |

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

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

**33**

| File Description | Documents |
|---|---|
| Reports of the event organized | View File |
| Any additional information | **No File Uploaded** |
| Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template) | View File |

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**

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

**2375**

| File Description | Documents |
|---|---|
| Report of the event | View File |
| Any additional information | **No File Uploaded** |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | View File |

**3.5 - Collaboration**

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

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

**81**

| File Description | Documents |
|---|---|
| e-copies of related Document | **No File Uploaded** |
| Any additional information | **No File Uploaded** |
| Details of Collaborative activities with institutions/industries for research, Faculty | View File |

**3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**

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

**19**

| File Description | Documents |
|---|---|
| e-Copies of the MoUs with institution./ industry/corporate houses | View File |
| Any additional information | **No File Uploaded** |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | View File |

**INFRASTRUCTURE AND LEARNING RESOURCES**

**4.1 - Physical Facilities**

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

**The college has adequate infrastructure to carry out curricular and co-curricular activities. This is augmented by adding more facilities as and when required. Regular maintenance is carried out to ensure the smooth functioning of the facilities. Adequate staff**

**are deployed to maintain the efficiency and quality.**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for additional information | https://www.mercycollege.edu.in/AQAR/criterion-2021-22/criterion-4/4.1.1.pdf |

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

**College has the following infrastructure facilities for the smooth conduct of all activities: Auditorium, hostel, canteen, seminar hall, playground, library, spacious class rooms and labs, landscaped campus, reprography unit, gymnasium, water coolers, restroom facility, stationery store, IT park, vehicle parking, facility for indoor and outdoor games, counselling centre, leisure tower.**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for additional information | https://www.mercycollege.edu.in/AQAR/criterion-2021-22/criterion-4/4.1.2.pdf |

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

**23**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for additional information | **Nil** |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |

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

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

**59.0369318**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Upload audited utilization statements | <u>View File</u> |
| Upload Details of budget allocation, excluding salary during the year (Data Template | <u>View File</u> |

## 4.2 - Library as a Learning Resource

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

**The college libray is fully automated using the LMS Book Magic Version 5.0 : 2000. This software provides automation for circulation, cataloguing, classification andgate entry and ensures good user service.**

| File Description | Documents |
|---|---|
| Upload any additional information | <u>View File</u> |
| Paste link for Additional Information | **Nil** |

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

**A. Any 4 or more of the above**

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

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

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

**62.23**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Audited statements of accounts | <u>View File</u> |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | <u>View File</u> |

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

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

**965**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Details of library usage by teachers and students | <u>View File</u> |

## 4.3 - IT Infrastructure

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

**The campus is a wi-Fi enabled campus and the bandwidth is periodically updated. Classrooms are provided with smart boards and projection facility. Online teaching is implemented through Learning Managemnt System , Moodle accessed through the website. Library is fully automated with INFLIBNET and DELNET subscription.**

| File Description | Documents |
|---|---|
| Upload any additional information | <u>View File</u> |
| Paste link for additional information | **Nil** |

## 4.3.2 - Number of Computers

**220**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| List of Computers | **No File Uploaded** |

## 4.3.3 - Bandwidth of internet connection in the Institution   **B. 30 - 50MBPS**

| File Description | Documents |
|---|---|
| Upload any additional Information | **No File Uploaded** |
| Details of available bandwidth of internet connection in the Institution | <u>View File</u> |

## 4.4 - Maintenance of Campus Infrastructure

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

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

**99539827.72**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Audited statements of accounts | <u>View File</u> |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | <u>View File</u> |

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

**Infrastructure committee is entrusted with the responsibility of maintenance of all facility in the campus. Adequete funds are earmarked for the maintenance of infrastructure of the campus. In the annual meeting of the Governing body a review of the anticipated**

**maintenance id done. Accordingly funds are allotted and Bursar is entrusted wiht the implementation of various activities. Regular maintenance and replacement wherever necessary are carried out promptly. College employs adequate staff to supervise and carry out maitenance work.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | **Nil** |

## STUDENT SUPPORT AND PROGRESSION

## 5.1 - Student Support

## 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

## 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

**1574**

| File Description | Documents |
|---|---|
| Upload self attested letter with the list of students sanctioned scholarship | **No File Uploaded** |
| Upload any additional information | [View File](#) |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | [View File](#) |

## 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

## 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

**37**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | [View File](#) |

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**A. All of the above**

| File Description | Documents |
|---|---|
| Link to Institutional website | **Nil** |
| Any additional information | [View File](#) |
| Details of capability building and skills enhancement initiatives (Data Template) | [View File](#) |

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

**504**

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

**504**

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template) | [View File](#) |

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student**

**A. All of the above**

**grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

| File Description | Documents |
|---|---|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | View File |
| Upload any additional information | **No File Uploaded** |
| Details of student grievances including sexual harassment and ragging cases | **No File Uploaded** |

## 5.2 - Student Progression

## 5.2.1 - Number of placement of outgoing students during the year

## 5.2.1.1 - Number of outgoing students placed during the year

**41**

| File Description | Documents |
|---|---|
| Self-attested list of students placed | **No File Uploaded** |
| Upload any additional information | View File |
| Details of student placement during the year (Data Template) | View File |

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

## 5.2.2.1 - Number of outgoing student progression to higher education

**267**

| File Description | Documents |
|---|---|
| Upload supporting data for student/alumni | **No File Uploaded** |
| Any additional information | <u>View File</u> |
| Details of student progression to higher education | <u>View File</u> |

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

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

**10**

| File Description | Documents |
|---|---|
| Upload supporting data for the same | <u>View File</u> |
| Any additional information | **No File Uploaded** |
| Number of students qualifying in state/ national/ international level examinations during the year (Data Template) | <u>View File</u> |

**5.3 - Student Participation and Activities**

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

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

**11**

| File Description | Documents |
|---|---|
| e-copies of award letters and certificates | **No File Uploaded** |
| Any additional information | _View File_ |
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) | _View File_ |

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

**College union council is constituted as per the rule of University of Calicut. The College Union constitutes the following office bearers-Chairperson, Vice Chairperson, General Secretary, JointSecretary, Fine Arts Secretary, Student Editor, University Union Council members and General Captain.. An elected Student Union is the main student body which represents the student community. The Union which has representatives from all the programmes interacts with the students regularly and puts forth the concerns of the student community to the Staff Advisor and Principal. Student Union is also responsible for conducting cultural events, intra and intercollegiate activities under the guidance of the Staff Advisor.Due ton Covid , every class elected a representative and the Members of the previous council still studying in the college were entrusted with the coordination of the activities, with the support of Class representatives of respective classes. There are several cells and committees with student representation. They include: 1.IQAC 2.Anti Ragging Cell 3.Library advisory Committee 4.Student council 5.Fine Arts Association 6.Associations of each department 7.All extension activities have student representatives.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | **No File Uploaded** |

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

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

**65**

| File Description | Documents |
|---|---|
| Report of the event | **No File Uploaded** |
| Upload any additional information | <u>View File</u> |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template) | <u>View File</u> |

## 5.4 - Alumni Engagement

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

**The Alumnae Association is a registered association under the Societies Act. Two General Body meetings are held annually. The activities are coordinated by an elected Executive Committee of 15. The association functions from its own premises within the campus is involved in supporting the alamamater and also reaches out to the local community.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | **No File Uploaded** |

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

**A. ? 5Lakhs**

| File Description | Documents |
|---|---|
| Upload any additional information | <u>View File</u> |

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

## 6.1 - Institutional Vision and Leadership

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

Motto

Dare and Hope

Vision:

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

Mission

To become a centre par excellence. To provide value- based education.

To promote quality education aimed at global competence.

To ensure an integrated development of individuals.

To empower women through education.

Striving for Academic Excellence:

The departments provide workshops, talks, and seminars to supplement the regular classes. Use of audio- visual aid to enhance the teaching-learning process. Industry interface also provided.

Value - based Education and Character Formation:

The Institution, in association with the Chair for Christian Studies and Research, University of Calicut, offers a three-year certificate

programme in value education. Exams are conducted annually and students are awarded certificates..

Training for Empowerment of Women:

Skill development programmes such as driving classes, classes in computers, tailoring, cooking classes, making windrow/vermin compost is conducted for students and women of the locality.

Inculcating Employability skills: Bank coaching, PSC coaching, NET coaching, sales Tax certificate course, Tally certificate course, certificate course, diploma and advanced diploma in Bio- Informatics are conducted.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://www.mercycollege.edu.in/vision-mission |
| Upload any additional information | View File |

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

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:

1.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.

2.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.

3.The departments are also given full freedom to host seminars, workshops and association related activities etc.

The perspective plan covers three broad areas: they involve activities and initiatives targeting faculty and staff, student community and development of infrastructure.

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | [View File](#) |

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The perspective plan covers three broad areas: they involve activities and initiatives targeting faculty and staff, student community and development of infrastructure. 1. Enhancement of student strength by applying for new courses,conduct certificate courses, upgradation of PG department to research centers 2. To enhanceinfrastructure promotesustainable use of resources,and enhancing physical facilities in the college. 3. To apply for accreditation by other national accreditation agencies and to become an autonomus institution of higher education. 4.To design programmes for all categories of leraners to ensure student participation in curricular and co-currico\ular activities and to increase the employability of students. 5. Enhancement of teacher quality and motivate them to engage in activities leading to the promotion of a research culture in the campus. 6. To institute wellfare measures for teachers and students and to engage in extension activities aimed at the wellfare of the local community.

| File Description | Documents |
|---|---|
| Strategic Plan and deployment documents on the website | **No File Uploaded** |
| Paste link for additional information | https://mercycollege.edu.in/quality-management/internal-quality-assurance-cell/criterion/criterion-2020-21/criterion-vi |
| Upload any additional information | **No File Uploaded** |

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

**Mercy College, administered by Jai Christo CMC Educational Agency has a governing body and Management Committee, that comprises of the Provincial Superior and Manager, the Education Councillor, the Local Manager, the Principal and management representatives from teaching and non-teaching staff and a secretary-cum-treasurer. Apart from this,Finance Committee, College Council and the Planning Board governs the activities of the college. IQAC, Anti-ragging Cell and Grievance Redressal Cell have been established as per statutory regulations. The supporting organisations include PTA, Old Students Association and Souhridha Association of Mercy.**

**The vacant aided posts are advertised in leading dailies and eligible candidates are selected by an interview panel consisting of Principal, Manager, Government nominee, and external subject expert. The selection of members through interview is ratified by the University of Calicut and Directorate of Collegiate Education, Trivandrum.**

**Adhoc teachers and teachers in self financing courses are recruited as per requirement. The vacancies are advertised in dailies and candidates are selected by a panel consisting of Principal, Bursar, and Head/subject experts from the concerned disciplines. The selection is subject to Kerala Service rules and procedures. In the self-financing courses, faculty is recruited on a yearly contract and given annual increment if they continue their service.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Link to Organogram of the institution webpage | https://www.mercycollege.edu.in/iqac/aqar-2021-22-criterion-vi/ |
| Upload any additional information | View File |

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

**D. Any 1 of the above**

| File Description | Documents |
|---|---|
| ERP (Enterprise Resource Planning)Document | View File |
| Screen shots of user inter faces | View File |
| Any additional information | **No File Uploaded** |
| Details of implementation of e-governance in areas of operation, Administration etc(Data Template) | **No File Uploaded** |

## 6.3 - Faculty Empowerment Strategies

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

**Major Welfare Schemes for Faculty & Staff**

**1.On- campus hostel facility for staff.**

**2.Wards of all teaching and non-teaching faculty granted admission to courses at the Institution.**

**3.Cash given to augment medical emergencies for non-teaching staff.**

**4.Crèche facility for children offaculty and non-teaching staff.**

**5.Onam ,Christmas and Vishu allowances to Non-teaching staff and adhoc/ guest faculty.**

**7.Counselling facility**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | View File |

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

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

**0**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | **No File Uploaded** |

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

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

**1**

| File Description | Documents |
|---|---|
| Reports of the Human Resource Development Centres (UGCASC or other relevant centres). | **No File Uploaded** |
| Reports of Academic Staff College or similar centers | **No File Uploaded** |
| Upload any additional information | View File |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | View File |

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

**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

**39**

| File Description | Documents |
|---|---|
| IQAC report summary | **No File Uploaded** |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers) | **No File Uploaded** |
| Upload any additional information | <u>View File</u> |
| Details of teachers attending professional development programmes during the year (Data Template) | <u>View File</u> |

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

**Students' evaluation of teachers: Teachers are assessed by the students usually at the end of each semester. Students' feedbacks are collected in the prescribed format online. The received feedbacks are systematically analysed and the report is discussedin the college council, and remedial measures are taken, if necessary. Or the Principal analyses the final evaluation report and hands over the report to the concerned teacher.**

**Self-Appraisal Form for teachers: It is compulsory for every teacher to furnish the self-appraisal form. The teachers have to prepare and submit self appraisal report related to their performance in teaching, participation in academic and extension activities, co-curricular activities etc. This includes curricular, co-curricular and extracurricular as well as research activities of every year. The self-appraisal form is then reviewed by the head of the department and Principal.Overall performance of the teacher is evaluatedand suggestions for improvement are given.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | [View File](#) |

## 6.4 - Financial Management and Resource Mobilization

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

**The Management Committee 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 three levels of audit are as follows**

**Accounts for all the grants and funds sanctioned by the Government/UGC are submitted to an external Chartered Accountant, Messrs Abraham and Jose, Thrissur.The audit report is then submitted to the concerned sanctioned authorities.**

**Directorate of Collegiate Education's audit team verifies all the financial documents related to the public funds utilized by The Accountant General, Kerala also conducts their periodic verification of all the funds sanctioned by the Government.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | **No File Uploaded** |

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

## 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during

**the year (INR in Lakhs)**

**12,32.32,92750**

| File Description | Documents |
|---|---|
| Annual statements of accounts | [View File](#) |
| Any additional information | **No File Uploaded** |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | **No File Uploaded** |

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

**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.**

**Major sources of income for the college are from the following streams:.**

**Grant in aid from the Government**

**Fees collected from self-financing courses and Hostel fees**

**Endowments and Scholarships from state government andCentral/State Government funding for NSS and NCC**

**PTA and Alumni support the various projects of the College as per the plan designed by departments and organizations of the College**

**Management contributes by way of scholarships the payment of term fees to needy students, salary to self-financing staff, financing of the construction of buildings, maintenance and infrastructural development of the College.**

**Income from Self Financing Courses is also used for College development**

**Aid from philanthropists**

**Contributions from staff**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | View File |

## 6.5 - Internal Quality Assurance System

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

**IQAC conducted an evaluation of the activities of the previous year and departments were asked to submit action plans based on the academic audit and the review by IQAC. As a result the following results were achieved-**

1. **Increase in number of certificate courses (both in online and offline mode) and MOU.**
2. **Increase in number of activities related to gender issues, skill development and green protocol.**
3. **Utilisation of renewable energy by installing solar panels.**
4. **Extension activities focused on the adopted ward.**
5. **New P G course in Zoology was started.**
6. **First phase of biodiversity register started.**
7. **New formats created for documentation of all activities.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | View File |

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

**The college gives prime importance tothe academic outcome of every student.**

**IQAC has initiated several measures to review teaching, learning process and has implemented several reforms to evaluate student's learning outcome.**

**Academic audit: The institution reviews its teaching learning process regularly by a comprehensive process operated at three different levels through the structures formulated by the institution, which ultimately culminates into an academic audit at the end of each semester.**

**IQAC plays a key role in thisprocess.**

**.All members of faculty are given charge of various cocurriculur activities and extension activities.**

**Students' feedback is obtained by the IQAC on teaching process for review and evaluation.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | [View File](#) |

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

**C. Any 2 of the above**

| File Description | Documents |
|---|---|
| Paste web link of Annual reports of Institution | https://www.mercycollege.edu.in/iqac/6-5-3-quality-assurance-initiatives-of-the-institution-include/ |
| Upload e-copies of the accreditations and certifications | **No File Uploaded** |
| Upload any additional information | **No File Uploaded** |
| Upload details of Quality assurance initiatives of the institution (Data Template) | [View File](#) |

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

**A webinar on the topic " Empowering Women Through Gender Sensitization" was delivered by Dr.Sr.Sunirose I.P., Assistant Professor , Department of Social Work,Rajagiri College was coducted on 6th December 2021. A national level programme on International Women's Day was conducted. A one day seminar was conducted on Gender Sensitization and Gender issues. The spaeaker was Adv.Vijaya K., District Legal Services Authority, Palakkad.National Girl Child day was also observed.A seminar on the topic " Violence against Women" was organized.**

| File Description | Documents |
|---|---|
| Annual gender sensitization action plan | https://www.mercycollege.edu.in/AQAR/criterion-2021-22/criterion-7/7.1.pdf |
| Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | https://www.mercycollege.edu.in/AQAR/criterion-2021-22/criterion-7/gender-equity-measures.pdf |

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**B. Any 3 of the above**

| File Description | Documents |
|---|---|
| Geo tagged Photographs | View File |
| Any other relevant information | **No File Uploaded** |

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

**The waste in the campus is sorted into solid, liquid and E-waste .The wastes are effectively disposed to make the campus clean and**

healthy.

**Solid Waste Management:**

Food, plastic and paper wastes are collected by placing waste bins at various locations in the campus. Waste binsare kept in all class rooms and staff rooms. The waste from hostel kitchen is deposited to the Biogas plant of200kg capacity.

The faculty of Department of Zoology acts as a consultant for solid waste management in the neighbourhood.

As a part of plastic free campus college discourages the use of flex boards. Paper usage is minimized by promoting online systems and printing on both sides. One side papers are also reused for printing. To promote the principles of reuse and recycle, used clothes were recycled into finished mats by the students of Department of History.

**Liquid Waste Management**

Theeffluents from toilets and laboratories are collected in septic tanks .Such effluent pits are not located near the water bodies. The unstored liquid chemical wastes are discharged to effluents. Well constructed drainage systems leading to the closed collection tanks are located in the campus. The tanks are regularly cleaned to avoid stagnation of water.

| File Description | Documents |
|---|---|
| Relevant documents like agreements / MoUs with Government and other approved agencies | **No File Uploaded** |
| Geo tagged photographs of the facilities | View File |

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

A. Any 4 or all of the above

| File Description | Documents |
|---|---|
| Geo tagged photographs / videos of the facilities | [View File](#) |
| Any other relevant information | **No File Uploaded** |

## 7.1.5 - Green campus initiatives include

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**    **A. Any 4 or All of the above**

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

| File Description | Documents |
|---|---|
| Geo tagged photos / videos of the facilities | [View File](#) |
| Various policy documents / decisions circulated for implementation | [View File](#) |
| Any other relevant documents | **No File Uploaded** |

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

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

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

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment      5. Provision for enquiry and  information : Human assistance, reader, scribe, soft copies of reading material, screen              reading**    **B. Any 3 of the above**

| File Description | Documents |
|---|---|
| Geo tagged photographs / videos of the facilities | View File |
| Policy documents and information brochures on the support to be provided | View File |
| Details of the Software procured for providing the assistance | **No File Uploaded** |
| Any other relevant information | **No File Uploaded** |

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

**Covid pandemic hampered conducting offline programmes. Still the College managed to celebrate online important festivals like Onam and Christmas.Cultural programmes were conducted online.**

| File Description | Documents |
|---|---|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | **No File Uploaded** |
| Any other relevant information | [View File](#) |

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

**A Collegiate Webinar in connection with National Voters Day was organised by the Department of History and Political science on "Understanding Voting Rights and Civic Responsibilities in the Indian Context" by Dr. Arun K. V., Assistant Professor, Sree Keralavarma College, Thrissur on 25.1.2022 at 7 pm ( google meet). A webinar on Constitutional Awareness: Evolution of the Indian Republic in the Past 72 Years" on the 30th of January 2022 by the Department of English. The resource person was L.Prem Shankar ( Retd ), Faculty, School of International Studies, Pondicherry University.**

| File Description | Documents |
|---|---|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | https://www.mercycollege.edu.in/AQAR/criterion-2021-22/criterion-7/7.19.pdf |
| Any other relevant information | **Nil** |

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

**C. Any 2 of the above**

| File Description | Documents |
|---|---|
| Code of ethics policy document | **No File Uploaded** |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | [View File](#) |
| Any other relevant information | **No File Uploaded** |

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

**Inspite of Covid, College managed to celebrate all important events like Independendence Day, Onam, Gandhi Jayanthi, Kerala Piravi, Christmas and Republic Day. tThe links for the same are given below**

**Independence Day https://www.youtube.com/watch?v=1irjjVScCDg**

**Kerala Piravi https://www.youtube.com/watch?v=V7iG6RQA-QI**

**Gandhi Jayanthi https://www.youtube.com/watch?v=0SIWZehSDJI**

**Onam Celebrations https://www.youtube.com/watch?v=eYtAahtxi5M**

**Christmas Celebrationshttps://www.youtube.com/watch?v=tk1XmzuvVog**

**Republic Day Celebrations https://www.youtube.com/watch?v=ijBjIKCPVnU**

.

| File Description | Documents |
|---|---|
| Annual report of the celebrations and commemorative events for the last (During the year) | **No File Uploaded** |
| Geo tagged photographs of some of the events | **No File Uploaded** |
| Any other relevant information | <u>View File</u> |

## 7.2 - Best Practices

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

**1.Title of the Practice- Believe It , Achieve It**

**2.Objectives of the Practice To identify sportswomen at school level through out Kerala.**

**To hone the skills of the sports women through extensive coaching.**

**3.The Context:**

**The college is in a semi-urban locality. Therefore it is very difficult for the students to develop their sports skills.**

**4.The Practice**

**Providing training in summer camps and Sports Council selection trials.**

**Providing fee concessions.**

**"Catch them Young"an extension activity aims at extending the services of the Institutionto the neighboring schools.**

**5.Result**

**Our students have performed commendably by winning recognitions at the university, state, and national level. ( Report Attached).**

**2.Mercy Helping Hands**

**2.Objectives of the Practice**

**To contribute to the society and tohelp combat Covid.**

**3.The Context:**

**2021- 2022 saw the emergence of the second wave of Covid in Kerala and it posed seriousproblems to the public.**

**3.The Practice**

**The College distributedicu beds,Covid defense and medecine kits andbiomedical items. Foodstuff was distributedto the needy.Two vaccination drives were conducted. Financial help was rendered to two individuals.**

**4.The Result**

**.As evidenced from these activities,College could support society's fight against the pandemic.**

**Detailed report attached of both activities.**

**.**

| File Description | Documents |
|---|---|
| Best practices in the Institutional website | https://www.mercycollege.edu.in/AQAR/criterion-2021-22/criterion-7/7.2.1.pdf |
| Any other relevant information | **Nil** |

## 7.3 - Institutional Distinctiveness

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

**Title of the Practice - Social Service League**

**Objectives**

**1.To provide optimal support for the development and welfare of women and children.**

**2.To conduct awareness programmes and job-oriented coursesfor economically backward women and children..**

**3.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 Context

The district of Palakkad is one of the educationally backward areas of Kerala. Therefore it has a higher degree of women from marginalized communities.

The Practice The Social Service League of Mercy College functions with units as

1.Mercy Home,

Mercy Home for Aged and Destitute women houses 25 senior citizens

. 2.Family Counselling Centre

FCC offers counseling, awareness programmes, referral and rehabilitation services to victims.

3.Creche

Creche takes care of children below five years of age at subsidized rates. Health check-up, nutritious food are provided free of cost.

5 Service Providing Centre

An experienced advocate in unison with District Protection Officer, District Probation Officer, Police Officials, Lawyers and Ward Councilors, work to providefree legal, psychological aid and medical aids.

6.Kaval Plus

Kaval Plus offers counselling and legal aid to survivors of sexual abuse and street children.

# Part B

## CURRICULAR ASPECTS

## 1.1 - Curricular Planning and Implementation

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

**College being affiliated to University of Calicut follows curriculum prescribed by the University. IQAC and Academic Calendar Committee prepare an academic calendar based on University academic calendar and is followed. Timetable committee prepares a master timetable for the smooth delivery of curriculum. Each department prepares action plan at the beginning of the academic year Departmental meetings are held regularly to develop, formulate, and implement the action plan. Academic matters regarding dates of internal exam, submission of mark-lists, Parent- Teacher meetingsfor signing of progress reports are decided in the Staff Council meetings by the Principal, Heads of Departments and two elected staff secretaries. Various courses prescribed in the syllabus are allocated to faculty who prepares a teaching plan and handle the course. Students are given orientation on the POs, PSOs and COs by the class tutors and faculty handling each course. All activities by the departments are scheduled without loss of working hours.The systematic conduct of internal examinations, timely assessment, publication of results are done. Feedback from students on internal examinations, assignments, and other activities are collected. The effectiveness of curriculum delivery is analysed based on feedback from stakeholders, student satisfaction survey, mentor-mentee and tutorial system and PTA meetings.**

| File Description | Documents |
|---|---|
| Upload relevant supporting document | [View File]() |
| Link for Additional information | **Nil** |

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

**Academic calendar is prepared every year by the staff Council in consultation with the Principal, Vice Principal, IQAC Coordinator and the Heads of various Departments considering University of Calicut as well as Government of Kerala Calendar. All the**

Departments as well as Cell/ Clubs/ Association/ Forums prepares action plan which is incorporated into the general academic calendar. The calendar provides information on the dates of commencement of internal and external examinations, commemorative days and events, holidays, publication of results of exams, semester breaks etc.

The Examination Committee plans and gives direction to conduct Internal Assessments through Continuous Internal Evaluation. Each faculty prepares the Continuous Internal Evaluation of their respective courses and publishes it on time and each department uploads it to the university portal under the guidance and supervision of Principal.

Transparency is maintained in the entire process. The Grievance Redressal Committee looks into the examination related grievances and makes effort for its timely redressal. IQAC Academic Audit is done every year to ensure the good functioning of all departments, Cell/ Clubs/ Association/ Forums. Management, Principal, IQAC, Staff council give meticulous care in the conduct of exams and all the activities and strictly monitors the functioning of the college.

| File Description | Documents |
|---|---|
| Upload relevant supporting document | View File |
| Link for Additional information | https://www.mercycollege.edu.in/AQAR/curricular-co-curricular-calendar-2021-22.pdf |

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

| File Description | Documents |
|---|---|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | View File |
| Any additional information | **No File Uploaded** |

## 1.2 - Academic Flexibility

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

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

**22**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Minutes of relevant Academic Council/ BOS meetings | View File |
| Institutional data in prescribed format (Data Template) | View File |

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

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

**27**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Brochure or any other document relating to Add on /Certificate programs | View File |
| List of Add on /Certificate programs (Data Template ) | View File |

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

**1366**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | <u>View File</u> |

## 1.3 - Curriculum Enrichment

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

**The syllabus of the University of Calicut provides for a number of programmes / courses on cross cutting issues. Core, Common courses, and Elective papers offered at the UG and PG level also aim at promoting life skills and ethical values among learners by integrating crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. Research Scholars enrolled in the college are taught research ethics. A mandatory course and exam in Research and Publication Ethics are a requisite for research scholars. In a similar manner several courses related to gender, environment and sustainability, human values, professional ethics are incorporated in the syllabus of different UG and PG programmes. Apart from this the college also takes an effort to integrate issues related to gender, environment and sustainability, human values etc., This is done through a series of lectures, seminars, awareness campaigns, talks, discussions, power point presentations, competitions, rallies, debates, street plays on relevant social issues like gender, environment etc. The curriculum also has been designed in such a manner to generate social awareness.**

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

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

**22**

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

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

**734**

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

## 1.4 - Feedback System

| 1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni | **C. Any 2 of the above** |
|---|---|

| File Description | Documents |
|---|---|
| URL for stakeholder feedback report | https://www.mercycollege.edu.in/iqac/aqar-2021-22-feed-back/ |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management | View File |
| Any additional information | View File |

| 1.4.2 - Feedback process of the Institution may be classified as follows | A. Feedback collected, analyzed and action taken and feedback available on website |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| URL for feedback report | [https://www.mercycollege.edu.in/iqac/aqar-2021-22-feed-back/](https://www.mercycollege.edu.in/iqac/aqar-2021-22-feed-back/) |

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

### 2.1.1 - Enrolment Number Number of students admitted during the year

### 2.1.1.1 - Number of students admitted during the year

**660**

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Institutional data in prescribed format | [View File](#) |

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

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

**108**

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Number of seats filled against seats reserved (Data Template) | [View File](#) |

### 2.2 - Catering to Student Diversity

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

Student are initially assessed and divided into groups according to their learning abilities. Bridge courses are conducted for all

**students as an introduction to the particular subject. Remedial classes are conducted for slow learners. Advance learners are motivated to further their ability by giving them special assignments. All the courses should have the following documents as proof : Syllabus, objectives, expected outcome and assessment schedule an feedback.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | View File |

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

| Number of Students | Number of Teachers |
|---|---|
| **1957** | **97** |

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |

## 2.3 - Teaching- Learning Process

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

**Departments conduct various programms like seminars, conferences, workshops to augment the curriculum. Some departments conduct peer teaching as part of participative learning. All students are required to work on projects of their choice as part of the requirement for completing their course or degree.**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Link for additional information | **Nil** |

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

**Good number of classrooms have ICT facilities and teachers are encouraged to use them regularly. Further, the covid pandemic has necessitated the compulsory use of online platforms for teaching.**

Some of the platforms used are, Google meet, Microsoft Teams, Zoom, Moodle etc. This has also made the teachers make use of new softwares for imparting knowledge to students. Faculty has been actively involved in making videos, automated presentations and similar techniques to deliver the curriculum as effectively as possible. Further examinations were conducted online assignments submitted through the same.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | No File Uploaded |

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

**2.3.3.1 - Number of mentors**

97

| File Description | Documents |
|---|---|
| Upload, number of students enrolled and full time teachers on roll | View File |
| Circulars pertaining to assigning mentors to mentees | No File Uploaded |
| Mentor/mentee ratio | No File Uploaded |

**2.4 - Teacher Profile and Quality**

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

97

| File Description | Documents |
|---|---|
| Full time teachers and sanctioned posts for year (Data Template) | View File |
| Any additional information | View File |
| List of the faculty members authenticated by the Head of HEI | **No File Uploaded** |

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

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

**42**

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

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

**2.4.3.1 - Total experience of full-time teachers**

**659.25**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | View File |

**2.5 - Evaluation Process and Reforms**

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

**The curriculum demands periodical assessment and the cumulative marks of assignments seminars and written examinations to be added to the final tally of marks of grades obtained by the student. Marks tabulated by the concerned teacher are put up on the notice board for a minimum period of atleast two weeks for the students to verify and confirm the same. They are free to raise any query related to the award of marks. The examination committee also has an internal grievance system where in the student can raise any grievance related to the conduct of Internal examination, through the website.**

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Link for additional information | **Nil** |

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

**Students can approach both the Examination committee and grievance redressal committee with any query or grievance related to the award of marks in the internal examinations. The student may submit her complaint in person or in writing or drop in the suggestion boxes, kept for the addressal of the issue or through the website.The faculty concerned will look into the matter and resolve it with in two weeks.**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Link for additional information | **Nil** |

## 2.6 - Student Performance and Learning Outcomes

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

**Programme and Course outcomes for all programmes are displayed in the website and the same is communicated to students**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for Additional information | https://www.mercycollege.edu.in/pos-psos-cos/ |
| Upload COs for all Programmes (exemplars from Glossary) | **No File Uploaded** |

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

**Nil**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for Additional information | **Nil** |

## 2.6.3 - Pass percentage of Students during the year

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

**597**

| File Description | Documents |
|---|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | View File |
| Upload any additional information | **No File Uploaded** |
| Paste link for the annual report | **Nil** |

## 2.7 - Student Satisfaction Survey

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

https://www.mercycollege.edu.in/iqac/aqar-2021-22-criterion-ii/

**RESEARCH, INNOVATIONS AND EXTENSION**

**3.1 - Resource Mobilization for Research**

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

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

11,14,000

| File Description | Documents |
|---|---|
| Any additional information | View File |
| e-copies of the grant award letters for sponsored research projects /endowments | View File |
| List of endowments / projects with details of grants(Data Template) | View File |

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

**3.1.2.1 - Number of teachers recognized as research guides**

8

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

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

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

1

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

### 3.2 - Innovation Ecosystem

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

**Nil**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for additional information | **Nil** |

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

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

**16**

| File Description | Documents |
|---|---|
| Report of the event | **No File Uploaded** |
| Any additional information | **No File Uploaded** |
| List of workshops/seminars during last 5 years (Data Template) | View File |

### 3.3 - Research Publications and Awards

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

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

**2**

| File Description | Documents |
|---|---|
| URL to the research page on HEI website | https://www.mercycollege.edu.in/AQAR/criterion-2021-22/criterion-3/3-3-1-Guideship-PhD-scholars-details.pdf |
| List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template) | View File |
| Any additional information | View File |

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

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

**35**

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| List of research papers by title, author, department, name and year of publication (Data Template) | View File |

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

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

**22**

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

**3.4 - Extension Activities**

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

**The second wave of covid pandemic posed serious challenges to society. The college focussed on reaching out to people in the immediate surroundings who were in need of help.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | [View File](#) |

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

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

**2**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Number of awards for extension activities in last 5 year (Data Template) | [View File](#) |
| e-copy of the award letters | [View File](#) |

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

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

**33**

| File Description | Documents |
|---|---|
| Reports of the event organized | [View File](#) |
| Any additional information | **No File Uploaded** |
| Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template) | [View File](#) |

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**

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

**2375**

| File Description | Documents |
|---|---|
| Report of the event | View File |
| Any additional information | **No File Uploaded** |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | View File |

**3.5 - Collaboration**

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

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

**81**

| File Description | Documents |
|---|---|
| e-copies of related Document | **No File Uploaded** |
| Any additional information | **No File Uploaded** |
| Details of Collaborative activities with institutions/industries for research, Faculty | View File |

**3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**

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

**19**

| File Description | Documents |
|---|---|
| e-Copies of the MoUs with institution./ industry/corporate houses | View File |
| Any additional information | **No File Uploaded** |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | View File |

## INFRASTRUCTURE AND LEARNING RESOURCES

## 4.1 - Physical Facilities

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

**The college has adequate infrastructure to carry out curricular and co-curricular activities. This is augmented by adding more facilities as and when required. Regular maintenance is carried out to ensure the smooth functioning of the facilities. Adequate staff are deployed to maintain the efficiency and quality.**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for additional information | https://www.mercycollege.edu.in/AQAR/criterion-2021-22/criterion-4/4.1.1.pdf |

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

**College has the following infrastructure facilities for the smooth conduct of all activities: Auditorium, hostel, canteen, seminar hall, playground, library, spacious class rooms and labs, landscaped campus, reprography unit, gymnasium, water coolers, restroom facility, stationery store, IT park, vehicle parking, facility for indoor and outdoor games, counselling centre, leisure tower.**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for additional information | https://www.mercycollege.edu.in/AQAR/criterion-2021-22/criterion-4/4.1.2.pdf |

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

**23**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for additional information | **Nil** |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |

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

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

**59.0369318**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Upload audited utilization statements | View File |
| Upload Details of budget allocation, excluding salary during the year (Data Template | View File |

## 4.2 - Library as a Learning Resource

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

**The college libray is fully automated using the LMS Book Magic**

**Version 5.0 : 2000. This software provides automation for circulation, cataloguing, classification andgate entry and ensures good user service.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for Additional Information | **Nil** |

| 4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources | **A. Any 4 or more of the above** |
|---|---|

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

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

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

**62.23**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Audited statements of accounts | [View File](#) |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | [View File](#) |

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

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

**965**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Details of library usage by teachers and students | View File |

## 4.3 - IT Infrastructure

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

**The campus is a wi-Fi enabled campus and the bandwidth is periodically updated. Classrooms are provided with smart boards and projection facility. Online teaching is implemented through Learning Managemnt System , Moodle accessed through the website. Library is fully automated with INFLIBNET and DELNET subscription.**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | **Nil** |

## 4.3.2 - Number of Computers

**220**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| List of Computers | **No File Uploaded** |

| **4.3.3 - Bandwidth of internet connection in the Institution** | **B. 30 - 50MBPS** |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional Information | **No File Uploaded** |
| Details of available bandwidth of internet connection in the Institution | View File |

| **4.4 - Maintenance of Campus Infrastructure** |
|---|

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

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

**99539827.72**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Audited statements of accounts | <u>View File</u> |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | <u>View File</u> |

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

**Infrastructure committee is entrusted with the responsibility of maintenance of all facility in the campus. Adequete funds are earmarked for the maintenance of infrastructure of the campus. In the annual meeting of the Governing body a review of the anticipated maintenance id done. Accordingly funds are allotted and Bursar is entrusted wiht the implementation of various activities. Regular maintenance and replacement wherever necessary are carried out promptly. College employs adequate staff to supervise and carry out maitenance work.**

| File Description | Documents |
|---|---|
| Upload any additional information | <u>View File</u> |
| Paste link for additional information | **Nil** |

**STUDENT SUPPORT AND PROGRESSION**

**5.1 - Student Support**

**5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

**5.1.1.1 - Number of students benefited by scholarships and free ships provided by the**

**Government during the year**

**1574**

| File Description | Documents |
|---|---|
| Upload self attested letter with the list of students sanctioned scholarship | **No File Uploaded** |
| Upload any additional information | <u>View File</u> |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | <u>View File</u> |

**5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**

**5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

**37**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | <u>View File</u> |

| | |
|---|---|
| **5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills** | **A. All of the above** |

| File Description | Documents |
|---|---|
| Link to Institutional website | **Nil** |
| Any additional information | View File |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

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

**504**

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

**504**

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

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

| File Description | Documents |
|---|---|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | View File |
| Upload any additional information | **No File Uploaded** |
| Details of student grievances including sexual harassment and ragging cases | **No File Uploaded** |

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

### 5.2.1.1 - Number of outgoing students placed during the year

**41**

| File Description | Documents |
|---|---|
| Self-attested list of students placed | **No File Uploaded** |
| Upload any additional information | View File |
| Details of student placement during the year (Data Template) | View File |

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

### 5.2.2.1 - Number of outgoing student progression to higher education

**267**

| File Description | Documents |
|---|---|
| Upload supporting data for student/alumni | **No File Uploaded** |
| Any additional information | View File |
| Details of student progression to higher education | View File |

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

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

`10`

| File Description | Documents |
|---|---|
| Upload supporting data for the same | *View File* |
| Any additional information | **No File Uploaded** |
| Number of students qualifying in state/ national/ international level examinations during the year (Data Template) | *View File* |

**5.3 - Student Participation and Activities**

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

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

`11`

| File Description | Documents |
|---|---|
| e-copies of award letters and certificates | **No File Uploaded** |
| Any additional information | *View File* |
| Number of awards/medals for outstanding performance in sports/cultural activities at univ ersity/state/national/internationa l level (During the year) (Data Template) | *View File* |

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

`College union council is constituted as per the rule of University of Calicut. The College Union constitutes the following office bearers-Chairperson, Vice Chairperson, General`

**Secretary, JointSecretary, Fine Arts Secretary, Student Editor, University Union Council members and General Captain.. An elected Student Union is the main student body which represents the student community. The Union which has representatives from all the programmes interacts with the students regularly and puts forth the concerns of the student community to the Staff Advisor and Principal. Student Union is also responsible for conducting cultural events, intra and intercollegiate activities under the guidance of the Staff Advisor.Due ton Covid , every class elected a representative and the Members of the previous council still studying in the college were entrusted with the coordination of the activities, with the support of Class representatives of respective classes. There are several cells and committees with student representation. They include: 1.IQAC 2.Anti Ragging Cell 3.Library advisory Committee 4.Student council 5.Fine Arts Association 6.Associations of each department 7.All extension activities have student representatives.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | **No File Uploaded** |

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

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

**65**

| File Description | Documents |
|---|---|
| Report of the event | **No File Uploaded** |
| Upload any additional information | <u>View File</u> |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template) | <u>View File</u> |

**5.4 - Alumni Engagement**

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

**The Alumnae Association is a registered association under the Societies Act. Two General Body meetings are held annually. The activities are coordinated by an elected Executive Committee of 15. The association functions from its own premises within the campus is involved in supporting the alamamater and also reaches out to the local community.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | **No File Uploaded** |

| **5.4.2 - Alumni contribution during the year (INR in Lakhs)** | **A. ? 5Lakhs** |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](View File) |

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

**Motto**

**Dare and Hope**

**Vision:**

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

**Mission**

To become a centre par excellence. To provide value- based education.

To promote quality education aimed at global competence.

To ensure an integrated development of individuals.

To empower women through education.

Striving for Academic Excellence:

The departments provide workshops, talks, and seminars to supplement the regular classes. Use of audio- visual aid to enhance the teaching-learning process. Industry interface also provided.

Value - based Education and Character Formation:

The Institution, in association with the Chair for Christian Studies and Research, University of Calicut, offers a three-year certificate programme in value education. Exams are conducted annually and students are awarded certificates..

Training for Empowerment of Women:

Skill development programmes such as driving classes, classes in computers, tailoring, cooking classes, making windrow/vermin compost is conducted for students and women of the locality.

Inculcating Employability skills: Bank coaching, PSC coaching, NET coaching, sales Tax certificate course, Tally certificate course, certificate course, diploma and advanced diploma in Bio-Informatics are conducted.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://www.mercycollege.edu.in/vision-mission |
| Upload any additional information | View File |

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

**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:**

**1.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.**

**2.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.**

**3.The departments are also given full freedom to host seminars, workshops and association related activities etc.**

**The perspective plan covers three broad areas: they involve activities and initiatives targeting faculty and staff, student community and development of infrastructure.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | View File |

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

**The perspective plan covers three broad areas: they involve activities and initiatives targeting faculty and staff, student community and development of infrastructure. 1. Enhancement of student strength by applying for new courses,conduct certificate courses, upgradation of PG department to research centers 2. To enhanceinfrastructure promotesustainable use of resources,and enhancing physical facilities in the college. 3. To apply for accreditation by other national accreditation agencies and to become an autonomus institution of higher education. 4.To design programmes for all categories of leraners to ensure student participation in curricular and co-currico\ular activities and to increase the employability of students. 5. Enhancement of teacher quality and motivate them to engage in activities leading to the promotion of a research culture in the campus. 6. To institute wellfare measures for teachers and students and to engage in extension activities aimed at the wellfare of the local community.**

| File Description | Documents |
|---|---|
| Strategic Plan and deployment documents on the website | **No File Uploaded** |
| Paste link for additional information | https://mercycollege.edu.in/quality-management/internal-quality-assurance-cell/criterion/criterion-2020-21/criterion-vi |
| Upload any additional information | **No File Uploaded** |

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

**Mercy College, administered by Jai Christo CMC Educational Agency has a governing body and Management Committee, that comprises of the Provincial Superior and Manager, the Education Councillor, the Local Manager, the Principal and management representatives from teaching and non-teaching staff and a secretary-cum-treasurer. Apart from this,Finance Committee, College Council and the Planning Board governs the activities of the college. IQAC, Anti-ragging Cell and Grievance Redressal Cell have been established as per statutory regulations. The supporting organisations include PTA, Old Students Association and Souhridha**

**Association of Mercy.**

**The vacant aided posts are advertised in leading dailies and eligible candidates are selected by an interview panel consisting of Principal, Manager, Government nominee, and external subject expert. The selection of members through interview is ratified by the University of Calicut and Directorate of Collegiate Education, Trivandrum.**

**Adhoc teachers and teachers in self financing courses are recruited as per requirement. The vacancies are advertised in dailies and candidates are selected by a panel consisting of Principal, Bursar, and Head/subject experts from the concerned disciplines. The selection is subject to Kerala Service rules and procedures. In the self-financing courses, faculty is recruited on a yearly contract and given annual increment if they continue their service.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Link to Organogram of the institution webpage | https://www.mercycollege.edu.in/iqac/aqar-2021-22-criterion-vi/ |
| Upload any additional information | View File |

| **6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination** | **D. Any 1 of the above** |
|---|---|

| File Description | Documents |
|---|---|
| ERP (Enterprise Resource Planning)Document | View File |
| Screen shots of user inter faces | View File |
| Any additional information | **No File Uploaded** |
| Details of implementation of e-governance in areas of operation, Administration etc(Data Template) | **No File Uploaded** |

| **6.3 - Faculty Empowerment Strategies** |
|---|

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

**Major Welfare Schemes for Faculty & Staff**

**1.On- campus hostel facility for staff.**

**2.Wards of all teaching and non-teaching faculty granted admission to courses at the Institution.**

**3.Cash given to augment medical emergencies for non-teaching staff.**

**4.Crèche facility for children offaculty and non-teaching staff.**

**5.Onam ,Christmas and Vishu allowances to Non-teaching staff and adhoc/ guest faculty.**

**7.Counselling facility**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | <u>View File</u> |

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

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

**0**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | **No File Uploaded** |

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

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

1

| File Description | Documents |
|---|---|
| Reports of the Human Resource Development Centres (UGCASC or other relevant centres). | **No File Uploaded** |
| Reports of Academic Staff College or similar centers | **No File Uploaded** |
| Upload any additional information | [View File](#) |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | [View File](#) |

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

**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

39

| File Description | Documents |
|---|---|
| IQAC report summary | **No File Uploaded** |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers) | **No File Uploaded** |
| Upload any additional information | [View File](#) |
| Details of teachers attending professional development programmes during the year (Data Template) | [View File](#) |

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

Students' evaluation of teachers: Teachers are assessed by the students usually at the end of each semester. Students' feedbacks are collected in the prescribed format online. The received feedbacks are systematically analysed and the report is discussedin the college council, and remedial measures are taken, if necessary. Or the Principal analyses the final evaluation report and hands over the report to the concerned teacher.

Self-Appraisal Form for teachers: It is compulsory for every teacher to furnish the self-appraisal form. The teachers have to prepare and submit self appraisal report related to their performance in teaching, participation in academic and extension activities, co-curricular activities etc. This includes curricular, co-curricular and extracurricular as well as research activities of every year. The self-appraisal form is then reviewed by the head of the department and Principal.Overall performance of the teacher is evaluatedand suggestions for improvement are given.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

## 6.4 - Financial Management and Resource Mobilization

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

The Management Committee 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 three levels of audit are as follows

Accounts for all the grants and funds sanctioned by the

**Government/UGC are submitted to an external Chartered Accountant, Messrs Abraham and Jose, Thrissur.The audit report is then submitted to the concerned sanctioned authorities.**

**Directorate of Collegiate Education's audit team verifies all the financial documents related to the public funds utilized by The Accountant General, Kerala also conducts their periodic verification of all the funds sanctioned by the Government.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | **No File Uploaded** |

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

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

**12,32.32,92750**

| File Description | Documents |
|---|---|
| Annual statements of accounts | [View File](#) |
| Any additional information | **No File Uploaded** |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | **No File Uploaded** |

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

**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.**

**Major sources of income for the college are from the following streams:.**

**Grant in aid from the Government**

Fees collected from self-financing courses and Hostel fees

Endowments and Scholarships from state government andCentral/State Government funding for NSS and NCC

PTA and Alumni support the various projects of the College as per the plan designed by departments and organizations of the College

Management contributes by way of scholarships the payment of term fees to needy students, salary to self-financing staff, financing of the construction of buildings, maintenance and infrastructural development of the College.

Income from Self Financing Courses is also used for College development

Aid from philanthropists

Contributions from staff

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | [View File](#) |

## 6.5 - Internal Quality Assurance System

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

IQAC conducted an evaluation of the activities of the previous year and departments were asked to submit action plans based on the academic audit and the review by IQAC. As a result the following results were achieved-

1. Increase in number of certificate courses (both in online and offline mode) and MOU.
2. Increase in number of activities related to gender issues, skill development and green protocol.
3. Utilisation of renewable energy by installing solar panels.
4. Extension activities focused on the adopted ward.
5. New P G course in Zoology was started.
6. First phase of biodiversity register started.
7. New formats created for documentation of all activities.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

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

The college gives prime importance tothe academic outcome of every student.

IQAC has initiated several measures to review teaching, learning process and has implemented several reforms to evaluate student's learning outcome.

Academic audit: The institution reviews its teaching learning process regularly by a comprehensive process operated at three different levels through the structures formulated by the institution, which ultimately culminates into an academic audit at the end of each semester.

IQAC plays a key role in thisprocess.

.All members of faculty are given charge of various cocurriculur activities and extension activities.

Students' feedback is obtained by the IQAC on teaching process for review and evaluation.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

| | |
|---|---|
| **6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality** | C. Any 2 of the above |

| | |
|---|---|
| **audit recognized by state, national or international agencies (ISO Certification, NBA)** | |

| File Description | Documents |
|---|---|
| Paste web link of Annual reports of Institution | https://www.mercycollege.edu.in/iqac/6-5-3-quality-assurance-initiatives-of-the-institution-include/ |
| Upload e-copies of the accreditations and certifications | **No File Uploaded** |
| Upload any additional information | **No File Uploaded** |
| Upload details of Quality assurance initiatives of the institution (Data Template) | View File |

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

**A webinar on the topic " Empowering Women Through Gender Sensitization" was delivered by Dr.Sr.Sunirose I.P., Assistant Professor , Department of Social Work,Rajagiri College was coducted on 6th December 2021. A national level programme on International Women's Day was conducted. A one day seminar was conducted on Gender Sensitization and Gender issues. The spaeaker was Adv.Vijaya K., District Legal Services Authority, Palakkad.National Girl Child day was also observed.A seminar on the topic " Violence against Women" was organized.**

| File Description | Documents |
|---|---|
| Annual gender sensitization action plan | https://www.mercycollege.edu.in/AQAR/criterion-2021-22/criterion-7/7.1.pdf |
| Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | https://www.mercycollege.edu.in/AQAR/criterion-2021-22/criterion-7/gender-equity-measures.pdf |

| **7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy   Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment** | **B. Any 3 of the above** |
|---|---|

| File Description | Documents |
|---|---|
| Geo tagged Photographs | [View File](#) |
| Any other relevant information | **No File Uploaded** |

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

The waste in the campus is sorted into solid, liquid and E-waste .The wastes are effectively disposed to make the campus clean and healthy.

Solid Waste Management:

Food, plastic and paper wastes are collected by placing waste bins at various locations in the campus. Waste binsare kept in all class rooms and staff rooms. The waste from hostel kitchen is deposited to the Biogas plant of200kg capacity.

The faculty of Department of Zoology acts as a consultant for solid waste management in the neighbourhood.

As a part of plastic free campus college discourages the use of flex boards. Paper usage is minimized by promoting online systems and printing on both sides. One side papers are also reused for printing. To promote the principles of reuse and recycle, used clothes were recycled into finished mats by the students of Department of History.

Liquid Waste Management

Theeffluents from toilets and laboratories are collected in septic tanks .Such effluent pits are not located near the water bodies. The unstored liquid chemical wastes are discharged to effluents. Well constructed drainage systems leading to the closed collection tanks are located in the campus. The tanks are regularly cleaned to avoid stagnation of water.

| File Description | Documents |
|---|---|
| Relevant documents like agreements / MoUs with Government and other approved agencies | **No File Uploaded** |
| Geo tagged photographs of the facilities | View File |

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

**A. Any 4 or all of the above**

| File Description | Documents |
|---|---|
| Geo tagged photographs / videos of the facilities | View File |
| Any other relevant information | **No File Uploaded** |

**7.1.5 - Green campus initiatives include**

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

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

**A. Any 4 or All of the above**

| File Description | Documents |
|---|---|
| Geo tagged photos / videos of the facilities | View File |
| Various policy documents / decisions circulated for implementation | View File |
| Any other relevant documents | **No File Uploaded** |

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

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

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

| 7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and  information : Human assistance, reader, scribe, soft copies of reading material, screen                  reading | B. Any 3 of the above |
|---|---|

| File Description | Documents |
|---|---|
| Geo tagged photographs / videos of the facilities | View File |
| Policy documents and information brochures on the support to be provided | View File |
| Details of the Software procured for providing the assistance | No File Uploaded |
| Any other relevant information | No File Uploaded |

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e.,

tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

**Covid pandemic hampered conducting offline programmes. Still the College managed to celebrate online important festivals like Onam and Christmas.Cultural programmes were conducted online.**

| File Description | Documents |
|---|---|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | **No File Uploaded** |
| Any other relevant information | View File |

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

**A Collegiate Webinar in connection with National Voters Day was organised by the Department of History and Political science on "Understanding Voting Rights and Civic Responsibilities in the Indian Context" by Dr. Arun K. V., Assistant Professor, Sree Keralavarma College, Thrissur on 25.1.2022 at 7 pm ( google meet). A webinar on Constitutional Awareness: Evolution of the Indian Republic in the Past 72 Years" on the 30th of January 2022 by the Department of English. The resource person was L.Prem Shankar ( Retd ), Faculty, School of International Studies, Pondicherry University.**

| File Description | Documents |
|---|---|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | https://www.mercycollege.edu.in/AQAR/criterion-2021-22/criterion-7/7.19.pdf |
| Any other relevant information | **Nil** |

| | |
|---|---|
| **7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for** | **C. Any 2 of the above** |

| | |
|---|---|
| **students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized** | |

| File Description | Documents |
|---|---|
| Code of ethics policy document | **No File Uploaded** |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | [View File](#) |
| Any other relevant information | **No File Uploaded** |

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

**Inspite of Covid, College managed to celebrate all important events like Independendence Day, Onam, Gandhi Jayanthi, Kerala Piravi, Christmas and Republic Day. tThe links for the same are given below**

**Independence Day https://www.youtube.com/watch?v=1irjjVScCDg**

**Kerala Piravi https://www.youtube.com/watch?v=V7iG6RQA-QI**

**Gandhi Jayanthi https://www.youtube.com/watch?v=0SIWZehSDJI**

**Onam Celebrations https://www.youtube.com/watch?v=eYtAahtxi5M**

**Christmas Celebrationshttps://www.youtube.com/watch?v=tk1XmzuvVog**

**Republic Day Celebrations https://www.youtube.com/watch?v=ijBjIKCPVnU**

**.**

| File Description | Documents |
|---|---|
| Annual report of the celebrations and commemorative events for the last (During the year) | **No File Uploaded** |
| Geo tagged photographs of some of the events | **No File Uploaded** |
| Any other relevant information | [View File](#) |

## 7.2 - Best Practices

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

**1.Title of the Practice- Believe It , Achieve It**

**2.Objectives of the Practice To identify sportswomen at school level through out Kerala.**

**To hone the skills of the sports women through extensive coaching.**

**3.The Context:**

**The college is in a semi-urban locality. Therefore it is very difficult for the students to develop their sports skills.**

**4.The Practice**

**Providing training in summer camps and Sports Council selection trials.**

**Providing fee concessions.**

**"Catch them Young"an extension activity aims at extending the services of the Institutionto the neighboring schools.**

**5.Result**

**Our students have performed commendably by winning recognitions at the university, state, and national level. ( Report Attached).**

**2.Mercy Helping Hands**

**2.Objectives of the Practice**

To contribute to the society and tohelp combat Covid.

3.The Context:

2021- 2022 saw the emergence of the second wave of Covid in Kerala and it posed seriousproblems to the public.

3.The Practice

The College distributedicu beds,Covid defense and medecine kits andbiomedical items. Foodstuff was distributedto the needy.Two vaccination drives were conducted. Financial help was rendered to two individuals.

4.The Result

.As evidenced from these activities,College could support society's fight against the pandemic.

Detailed report attached of both activities.

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| File Description | Documents |
|---|---|
| Best practices in the Institutional website | https://www.mercycollege.edu.in/AQAR/criterion-2021-22/criterion-7/7.2.1.pdf |
| Any other relevant information | Nil |

## 7.3 - Institutional Distinctiveness

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

Title of the Practice - Social Service League

Objectives

1.To provide optimal support for the development and welfare of women and children.

2.To conduct awareness programmes and job-oriented coursesfor economically backward women and children..

3.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 Context

The district of Palakkad is one of the educationally backward areas of Kerala. Therefore it has a higher degree of women from marginalized communities.

The Practice The Social Service League of Mercy College functions with units as

1.Mercy Home,

Mercy Home for Aged and Destitute women houses 25 senior citizens

. 2.Family Counselling Centre

FCC offers counseling, awareness programmes, referral and rehabilitation services to victims.

3.Creche

Creche takes care of children below five years of age at subsidized rates. Health check-up, nutritious food are provided free of cost.

5 Service Providing Centre

An experienced advocate in unison with District Protection Officer, District Probation Officer, Police Officials, Lawyers and Ward Councilors, work to providefree legal, psychological aid and medical aids.

6.Kaval Plus

Kaval Plus offers counselling and legal aid to survivors of sexual abuse and street children.

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

| 7.3.2 - Plan of action for the next academic year |
| :--- |
| **1. Post graduate departments to be upgraded to Research centres**<br><br>**2. Initiative to be taken to have Incubation centre**<br><br>**3. NEP policy to be introduced to the faculty**<br><br>**4. Phase II of maintaining Biodiversity register to be carried out**<br><br>**5. Number of Research guides to be increased**<br><br>**6. Infrastructure for alternate sources of energy and natural resources to be improved**<br><br>**7. Increase the number of Internships**<br><br>**8. To strive for autonomous status**<br><br>**9. To streamline the activities of various clubs**<br><br>**10. Training programme for faculty and staff** |