



**Mercy College**  
Palakkad, Kerala, India 678006  
Govt. Aided Arts and Science College  
Affiliated to the University of Calicut

## **Action Taken Report of IQAC 2021-22**

The activities of the IQAC started with the preparation of Academic schedule for the students, Calendar for Curricular and co-curricular activities and also for the IQAC itself. The performance of the college was evaluated with respect to the criteria in the AQAR manual. Departments were given suggestions to improve their performance and request was made to the governing council on the various aspects of development that has to be implemented in the campus. IQAC held several meetings with the entire faculty, with individual departments and committees from time to time.

## Minutes of various meetings



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### **Minutes of IQAC meeting**

**Date: 30-06-2021**

**Venue: Google meet**

#### **Agenda:**

- 1.2.2. Add-on/ Certificate Course – Compulsory for all departments
- 1.3.2. Experiential learning – Online mode possible; MoUs can be made; Field work; Internships
- 2.2.1. Advanced learners/Slow learners: Remedial, Peer Group, Cooperative learning: Screen shots as evidence along with attendance
- 2.3.1. Experiential learning -Virtual Lab
  - Participative learning
  - Problem solving methodologies
- 2.3.2. Teachers use ICT, develop e-content, and HoDs can recommend good modules to be posted in the website; enhance use of Moodle, Teams and other LMS facility with evidence
- 2.3.3. Mentoring
- 3.1. Funded Research projects, Publications
  - 3.2.1. Ecosystem for Innovation and initiatives for creation and transfer of knowledge
  - 3.2.2. Seminar or events on Research Methodology, IPR, entrepreneurship
  - 3.3.1. Extension activities Social issues, Holistic development, and impact through NCC, NSS, Red Cross, YRC

3.4.1. Internship, field trip, On-the Job training, Research for students

3.4.2. MoUs

5.1.3. Soft Skills, Language and Communication skills, Life skills, ICT/Computing Skills

5.1.4. NET coaching by all PG depts.

6.2.3. e-governance, effective use of TCS for examination

7.1.1 Gender equality One event /dept

7.1.2. Energy conservation

Bio gas. Led, Solar

7.1.3. Waste management

7.1.4. Water conservation

Water body maintenance

7.1.5. Green Campus initiative

7.1.6. Audits

**New Initiatives proposed:**

1. Mercy Kiosk – every department to provide products made by students to be sold at minimum profit under the Mercy Brand, the implementation to be done by the Ed club. Suggested products are
  1. Paper bags
  2. Cloth bags
  3. Notes pads from used paper
  4. Paper envelopes
  5. Sanitary napkins
  6. Paper files
  7. Pens
  8. Embroidered handkerchief
  9. Table napkins
  10. Handtowels
  11. Soap/cosmetics
  12. Pain balm
  13. Foot mats from old saris
  14. Sanitisers
  15. Handmade jewellery
  16. Bonsai plants
  17. Umbrella
  18. Bio-compost and organic manure
  19. LED bulbs
  20. Pickle, Jams
  21. Cakes on order
  22. Dolls and soft toys
  23. Bouquet and flower arrangement on order
  24. Candles
  25. Agarbathi
  
2. Database of Palakkad – a database covering the following information collected and compiled by students to be included in the website. The data to be collected on the following aspects.
  1. Literature
  2. Art forms and artists
  3. Folklore, history heritage
  4. Geography and fauna
  5. Flora and ethnobotany
  6. Celebrities
  7. Tourism
  8. Education – formal, informal; primary, secondary, tertiary
  9. Agriculture, manufacturing, local industries including food producers,
  10. Social service sector
  11. Women perspective
  12. Statistical data

Focus points common to all departments:

1. Certificate courses (minimum 30 hours, syllabus, attendance, exam, certificate, geotagged photos)
2. Capacity building courses (need not be for 30 hours, syllabus, attendance-presently without sign, geotagged photo)
3. Remedial coaching for slow learners, and Peer Group for advanced learners (Geotagged photos, screen shots, Certificate for Peer Teachers)
4. Mentoring system (new format to be used)
5. For online events screen shots can be used as evidence
6. Research projects to be taken up, with funding preferably
7. All PG departments to progress to Research Centre (guideship from other centres also to be applied)
8. Guest faculty to attend Refresher Courses
9. Increase no of Ph.Ds
10. Internships, field trips and exchange programmes to be encouraged
11. Seminars and initiatives on IPR
12. Enhanced use of ICT, LMS, Moodle
13. Develop e-learning content, MOOC, Swayam etc.
14. Programmes on gender sensitisation
15. Green initiatives to be done under the Environment Audit programme
16. ED run Mercy Point of Sale Kiosk - all departments to contribute products to be sold, preferable three products per dept.
17. Database – all departments to involve students in the collection of information pertaining to the area designated to them.
18. Increase Collaborations, Linkages with industry
19. To have as many MoUs as possible
20. All committees to issue circular through the website
21. To enhance the use of TCS as part of e-governance (Internal exams and evaluation to be done through TCS)
22. All PG departments to offer coaching for NET / GATE / Ph. D entrance etc.,

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**IQAC -Department of Economics & Sociology Interface Meeting**

**Date: 06-08-2021**

**Time: 11 am**

**Venue: Google Platform**

**Agenda:**

1. Action plan clarified
2. Certificate course topic to be finalised
3. To offer NET coaching
4. To offer programmes on Human Rights Awareness
5. MoU on the Social Auditing through RTI
6. Database on Palakkad – to contribute on the topic Celebrities from Palakkad
7. Common instructions to all Departments
8. Contribute a product to Mercy ED Kiosk
9. New Initiatives of IQAC

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**IQAC -Department of Commerce Interface Meeting**

**Date:** 06-08-2021

**Time:**

**Venue:** Google Platform

**Agenda:**

1. Action plan clarified
2. Common instructions to all Departments
3. To start Mercy ED Kiosk
4. New Initiatives of IQAC
5. Certificate Courses
6. Contribute product to Mercy ED Kiosk
7. To facilitate internships for students
8. Database on Palakkad – to contribute on the topic Agri/ Management/ Service Sectors, Primary, Secondary, Tertiary
9. NET coaching, Bank exams

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**IQAC -Department of Computer Science Interface Meeting**

**Date: 10-09-2021**

**Time: 12.00**

**Venue: Google Platform**

1. Action plan clarified
2. Common instructions to all Departments
3. Contribute a product to Mercy ED Kiosk
4. New Initiatives of IQAC
5. To conduct seminars on IPR
6. Certificate Courses
7. To facilitate internships for students
8. Extension activities
9. Database on Palakkad – to contribute on the topic Dance and other art forms

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**IQAC -Department of Social Work Interface Meeting**

**Date:** 6/08/2021

**Time:**

**Venue:** Google Platform

1. Action plan clarified
2. Common instructions to all Departments
3. Contribute a product to Mercy ED Kiosk
4. New Initiatives of IQAC
5. To conduct Gender Sensitisation programmes
6. Certificate Courses
7. To facilitate internships for students
8. Database on Palakkad – to contribute on the topic Women perspective

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**IQAC -Department of History & Political Science Interface Meeting**

**Date:** 06-08-2021

**Time:**

**Venue:** Google Platform

**Agenda:**

1. Action plan clarified
2. Common instructions to all Departments
3. Contribute a product to Mercy ED Kiosk
4. New Initiatives of IQAC
5. To conduct Gender Sensitisation programmes
6. Certificate Courses
7. To facilitate internships for students
8. Database on Palakkad – to contribute on the topic Historical monuments

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**IQAC -Department of Maths & Statistics Interface Meeting**

**Date:** 6.08.2021

**Time:**

**Venue: Google Platform**

1. Action plan clarified
2. Common instructions to all Departments
3. Contribute a product to Mercy ED Kiosk
4. New Initiatives of IQAC
5. To conduct Gender Sensitisation programmes
6. Certificate Courses
7. To facilitate internships for students
8. Database on Palakkad – to contribute on the topic Statistical data about Palakkad

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**IQAC -Department of Physics Interface Meeting**

**Date: 06-08-2021**

**Time: 2.00 pm**

**Venue: Google Platform**

1. Action plan clarified
2. Common instructions to all Departments
3. Contribute a product to Mercy ED Kiosk
4. New Initiatives of IQAC
5. To conduct Gender Sensitisation programmes
6. Certificate Courses
7. To facilitate internships for students
8. Database on Palakkad – to contribute on the topic educational facility both formal and informal in Palakkad

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**IQAC -Department of Chemistry Interface Meeting**

**Date: 06-08-2021**

**Time: 3.00 pm**

**Venue: Google**

**Platform**

**Agenda:**

1. Action plan clarified
2. Common instructions to all Departments
3. Contribute a product to Mercy ED Kiosk
4. New Initiatives of IQAC
5. Eligible faculty to register for Ph D
6. Guideship for faculty
7. To develop products and get patency
8. IPR initiatives
9. Certificate Courses
10. To facilitate internships for students
11. Database on Palakkad – to contribute on the topic Tourism

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**IQAC -Department of Computer Application Interface Meeting**

**Date: 06-08-2021**

**Time: 3.30 pm**

**Venue: Google**

**Platform**

**Agenda:**

1. Action plan clarified
2. Common instructions to all Departments
3. Contribute a product to Mercy ED Kiosk
4. New Initiatives of IQAC
5. To explore Earn While you Learn possibilities
6. Certificate Courses
7. To facilitate internships for students
8. Database on Palakkad – to contribute on the topic Women Perspective

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**IQAC -Department of Biotechnology Interface Meeting**

**Date:** 08.08.2021

**Time:**

**Venue:** Google Platform

**Agenda:**

1. Action plan clarified
2. Common instructions to all Departments
3. Contribute a product to Mercy ED Kiosk
4. New Initiatives of IQAC
5. To apply for patency
6. Certificate Courses
7. Extension activity – Lab facility, Tech Know how, Virtual lab, Experiential Learning
8. To have MoU, transfer of Knowledge
9. Gene Bank accessions to be increased
10. To facilitate internships for students
11. Database on Palakkad – to contribute on the topic Missionary Presence in Palakkad

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**IQAC -Department of English Interface Meeting**

**Date: 08-08-2021**

**Time: 2.30 pm**

**Venue: Google Platform**

**Agenda:**

1. Action plan finalised.
2. Soft skills to be added
3. Bridge course to be conducted
4. Research Guideship to be applied for by all eligible teachers
5. All eligible faculty to register for Ph. D
6. To contribute one product to Mercy ED Kiosk
7. To enhance Internships for students
8. Database on Palakkad – to contribute on the topic Literature

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**IQAC -Department of Botany Interface Meeting**

**Date: 10-09-2021**

**Time: 2.30**

**Venue: Google Platform**

**Agenda:**

1. Action plan clarified
2. Common instructions to all Departments
3. Contribute a product to Mercy ED Kiosk
4. New Initiatives of IQAC
5. To have research scholars
6. Funded Research Projects
7. Certificate Courses
8. Contribute product to Mercy ED Kiosk
9. To facilitate internships for students
10. To have collaborations with Industry, Academia
11. To have NET coaching
12. Database on Palakkad – to contribute on the topic Flora and Ethnobotany

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**IQAC -Department of Languages Interface Meeting**

**Date:** 10.09.2021

**Time:**

**Venue: Google Platform**

1. Action plan clarified
2. Common instructions to all Departments
3. Contribute a product to Mercy ED Kiosk
4. New Initiatives of IQAC
5. To conduct Gender Sensitisation programmes
6. Certificate Courses
7. To facilitate internships for students
8. Database on Palakkad – to contribute on the topic Dance and other art forms

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**IQAC -Department of Computer Science Interface Meeting**

**Date: 10-09-2021**

**Time: 12.00**

**Venue: Google Platform**

1. Action plan clarified
2. Common instructions to all Departments
3. Contribute a product to Mercy ED Kiosk
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5. To conduct seminars on IPR
6. Certificate Courses
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9. Database on Palakkad – to contribute on the topic Dance and other art forms

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**IQAC -Department of Zoology Interface Meeting**

**Date:** 08.08.2021

**Time:**

**Venue:** Google Platform

1. Action plan clarified
2. Common instructions to all Departments
3. Contribute a product to Mercy ED Kiosk
4. New Initiatives of IQAC
5. To conduct Gender Sensitisation programmes
6. Certificate Courses
7. To facilitate internships for students
8. Database on Palakkad – to contribute on the topic geography and Fauna of Palakkad

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**Format of Information to be collected for Pathrika**

**Emphasis to be given to information on features unique to Palakkad. All information should be authentic (not downloaded) and verified by the concerned Dept.**

**Literature – English Dept.**

- Name
- Biographical details
- Monuments with photographs
- Places related to his works with Photo
- You-tube link

**Arts forms and artists- Computer Science& Language dept.**

- Name
- Introduction / biographical
- Achievements
- Present status
- Monuments with photos
- You-tube link

Karakattam – origin – description – social background – group and artists presently performing –  
You-tube link – photos – recorded music

**Folklore history, heritage- History Dept.**

- Stories
- Community, version of story
- Available, narrating artists
- Live performance, recording
- Research work so far

Pulluvanpattu – practice – cultural relevance – community with photos – documentation of text – You-tube link – recorded

Heritage- Kalpathy gramam – history – culture – architecture – photos - You-tube link.

**Fauna- Zoology Dept.**

- Uniqueness of Palakkad geography
- Diversity of habitat
- Diversity of fauna
- Ethnozooology
- Places of Wildlife significance with contact details

**Geography – Biotech Dept.**

- Landmarks
- Rivers and habitats
- Topography

**Celebrities – Economics Dept.**

**Agriculture, Industry and Service sector– Commerce Dept.**

- Celebrities
- Biographical details
- Achievement
- Present
- You-tube link
- Monument with photos

**Local Industries**

- Product
- Origin
- Contact
- You-tube link

**Food products**

- Name
- Location
- Uniqueness
- Brief description

**Tourism- Chemistry**

- Place
- Relevance

- History
  - Photos
  - Location availability
  - Contact
  - Unknown places -tourism interest – local information
- Education  
Institution  
Name  
Details

**Women perspective – Social Work & Computer application**

- Women initiatives
- Kudumbasree
- Childline

**Educational facilities – Physics Dept.**

- Formal
- Informal
- Location
- Contact

**Statistical data- Maths Dept.**

- Demography
- Weather
- Trade

**Flora & ethnobotany – Botany Dept.**

- Name:
- Distribution:
- Endemism:

