



## **Policy Document on Quality**

Mercy College strictly adheres to its Vision and Mission statement and the policies adopted by the institution to improve and maintain quality in all activities of the college are the following.

**Planning and governance:** The Management of Mercy College, Palakkad is committed to devising policies that will ensure quality education to students through efficient planning and participative governance. The planning and policy making is always based on the changing scenario and on the expectations of the stakeholders. Policy making has, as one of its objective the qualitative and quantitative improvement in the enrolment and student diversity and outcome based assessments are relied upon to make this possible.

**Administration:** Mercy College, Palakkad has evolved a structured system for efficient administration of the institution. The hierarchal structure is monitored and periodic interventions and improvements are made to maintain the efficiency always.

**Infrastructure:** The management of Mercy College, Palakkad is determined to provide quality infrastructure to stakeholders. Academic, physical and digital infrastructure is provided based on meticulous planning. The requirements are prioritised based on stakeholder feedback and members of faculty are required to appraise the infrastructural needs through the Principal.

**Teaching and Learning:** The institution is greatly focussed on providing excellent learning experience to the students, by providing quality academic facilities, including well equipped laboratories, good IT facility, committed and well-motivated teachers, innovative pedagogical practices, fair and effective assessments and good student support system. Capacity building programmes for teachers are encouraged for maintain the academic standards of the institution.

**Research and Innovation:** The increasing focus on research and innovation is implemented in the campus through the establishment of research centres, support provided for Innovative research initiatives and collaborations. Faculty and students are encouraged to engage in meaningful research and to enhance the quality of publications by them.

**Career development, entrepreneurship and placement:** Considering the changing expectations of stakeholders the institution has decided to take all possible initiatives to encourage entrepreneurship in students. Programmes are planned to provide career counselling

to all students and to facilitate placement for as many students as possible. Skill development courses are offered to improve placement of students.

**Social commitment and extension:** In tune with the vision and mission of the College, students are moulded to develop a sense of social commitment by planning events and activities that inculcate human values in them. Extension activities are taken up by all departments and clubs and cells.

**Assessment, accreditation and auditing:** Institution views assessment and accreditation as an incentive to maintain high standards and is committed to strive for the best results in them. Special efforts are made to improve performance in all national and state level assessments, through a coordinated and collective exercise involving all units of the institution.

**IQAC:** The IQAC is entrusted with the improvement of quality in all activities of the institution through effective interventions that will help the institution to plan and implement initiatives. The effective communication and coordination will result in better preparedness to face all types of assessments and accreditations. Faculty members and students have to be motivated and engaged in all-round improvement initiatives that will be planned by the IQAC. Effective monitoring and appraisal system must be in force to ensure this.

**Monitoring, appraisal and incentivisation:** This activity is the driving force that ensures internal quality improvement. Multiple levels of appraisal must be done to maintain the quality of the institution. Appraisal will help to assess the performance and contribution of all members of the institution and this assessment can be used for providing incentives to staff and members of faculty whose contributions are exemplary in nature. Recognition is a motivation for better performance.

**Human resource management:** Mercy College, Palakkad gives priority for merit and qualification in recruiting personnel, complying to the guidelines laid down by the state government, affiliating University, and national authorities like the UGC, AICTE etc., Service benefits and other facilities are provided without fail. The management is committed to provide all support to all personnel in the institution and has evolved a welfare scheme with this objective.

**Information technology:** The institution has a policy of ensuring quality IT facility to all stakeholders, in tune with the requirements laid down by Government, University, UGC and AICTE. All the regulatory and mandatory guidelines will be adhered to in all aspects.

**Compliance with national and state government guidelines and initiatives:** With respect to the affiliated and aided status of the institution there are several regulations and guidelines that have to be followed and complied to. The management, administration is very keen to comply with all mandatory and desirable regulations and guidelines in planning and implementing the functioning of the institution.

**Public information:** Being a Higher Education Institution the College is bound to do mandatory public disclosure of information. The Administration is very careful in providing information to the public as and when needed to maintain necessary transparency.