

THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1. Details of the Institution

1.1 Name of the Institution

MONTFORT COLLEGE

1.2 Address Line 1

184 OLD MADRAS ROAD

Address Line 2

INDIRANAGAR P O

City/Town

BANGALORE

State

KARNATAKA

Pin Code

560038

Institution e-mail address

montfort@vsnl.com

Contact Nos.

080 -25283320 / 25284050

Name of the Head of the Institution:

BRO. GEORGE V. J

Tel. No. with STD Code:

080 – 25283320 / 25214686

Mobile:

+919448855435

Name of the IQAC Co-ordinator:

MRS. SRITHA SANDON

Mobile:

9980285644

IQAC e-mail address:

sampurna.montfort.iqac@gmail.com

1.3 NAAC Track ID(For ex. MHCOGN 18879)

12399

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC/60/RAR/09

1.5 Website address:

www.sampurnamontfort.com

Web-link of the AQAR:

www.sampurnamontfort.com/AQAR2013-14.doc

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

1.6 Accreditation Details

| Sl. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|---------|-----------------------|-------|------|-----------------------|-----------------|
| 1 | 1 st Cycle | B++ | | 2004 | Sept, 2009 |
| 2 | 2 nd Cycle | A | 3.04 | 2012 | July, 2017 |
| 3 | 3 rd Cycle | | | | |
| 4 | 4 th Cycle | | | | |

1.7 Date of Establishment of IQAC : DD/MM/YYYY

12/11/2004

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

2013 - 2014

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

- i. AQAR 20/12/2013 (DD/MM/YYYY)4
- ii. AQAR 27/09/2012 (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University State ☐ Central ☐ Med ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☐

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☐ No ☐

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education ☒ Men ☐ Women ☐
Urban ☒ Rural ☐ Tribal ☐

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

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

1.11 Type of Faculty/Programme

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

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

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

BANGALORE UNIVERSITY

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

Autonomy by State/Central Govt. / University

| | | | |
|------------------------------------------|----------------------|------------------------------|----------------------|
| University with Potential for Excellence | <input type="text"/> | UGC-CPE | <input type="text"/> |
| DST Star Scheme | <input type="text"/> | UGC-CE | <input type="text"/> |
| UGC-Special Assistance Programme | <input type="text"/> | DST-FIST | <input type="text"/> |
| UGC-Innovative PG programmes | <input type="text"/> | Any other (<i>Specify</i>) | <input type="text"/> |
| UGC-COP Programmes | <input type="text"/> | | |

2. IQAC Composition and Activities

| | | | | | |
|-------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|---------|--------------------------------|---------|--------------------------------|
| 2.1 No. of Teachers | <input type="text" value="5"/> | | | | |
| 2.2 No. of Administrative/Technical staff | <input type="text" value="1"/> | | | | |
| 2.3 No. of students | <input type="text" value="0"/> | | | | |
| 2.4 No. of Management representatives | <input type="text" value="1"/> | | | | |
| 2.5 No. of Alumni | <input type="text" value="1"/> | | | | |
| 2.6 No. of any other stakeholder and community representatives | <input type="text" value="1"/> | | | | |
| 2.7 No. of Employers/ Industrialists | <input type="text" value="1"/> | | | | |
| 2.8 No. of other External Experts | <input type="text" value="2"/> | | | | |
| 2.9 Total No. of members | <input type="text" value="12"/> | | | | |
| 2.10 No. of IQAC meetings held | 03 | | | | |
| 2.11 No. of meetings with various stakeholders: | <table> <tr> <td>No.</td> <td><input type="text" value="1"/></td> <td>Faculty</td> <td><input type="text" value="1"/></td> </tr> </table> | No. | <input type="text" value="1"/> | Faculty | <input type="text" value="1"/> |
| No. | <input type="text" value="1"/> | Faculty | <input type="text" value="1"/> | | |
| Non-Teaching Staff Students | <input type="text" value="0"/> | Alumni | <input type="text" value="0"/> | Others | <input type="text" value="0"/> |

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

If yes, mention the amount

NA

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level 3

(ii) Themes

Academic skills; expressive and creative art therapy; living mindful, not mind-full

2.14 Significant Activities and contributions made by IQAC

IQAC ensured that adequate number of workshops and seminars were carried out on relevant topics for the benefit of the students

New formats were introduced for peer evaluation to reduce the pressure felt by faculty while being evaluated. The new regulations ensure clarity in communicating feedback and confidentiality in sharing the feedback with larger groups

IQAC has encouraged faculty members to take up research initiatives. This has had some positive impact and faculty members are considering research options and carrying out a few research studies. They are ongoing and we hope to see some publications within the next two years.

IQAC has created new parameters for professionalization training of the students to include other areas such as working in multicultural environments and using teams effectively were introduced

IQAC has also encouraged SPEAR – an outreach and research initiative by the faculty of Montfort College. SPEAR aims at enhancing all-around development of adolescents in Urban schools. This three-year program is currently into its second year and faculty are presenting the results of Phase 1.

2.15 Plan of Action by IQAC/Outcome

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

| Plan of Action | Achievements |
|----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| Planned Kannada Classes for Non-Kannada speaking students | 10 Kannada classes were conducted to enable students to learn local language and counsel local clients |
| Planned workshop on Test Construction to enhance skills | 1 day workshop conducted to this end |
| Planned guest lectures on relevant current topics | 7 guest lectures were conducted to this end |
| Basic counselling skills program was planned to enable students to extend counselling skills | 100 hours basics counselling skills program was conducted for the students who enrolled for the same |

** Academic Calendar of the two semesters are attached as Annexures i and ii*

2.15 Whether the AQAR was placed in statutory body Yes ☒ No ☐

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

The AQAR was placed in the Governing body meeting and the Principal has been authorised to look at the feasibility of taking forward the suggestions proposed by the IQAC

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
|------------------------|-------------------------------|--------------------------------------------|-------------------------------------|----------------------------------------------------|
| PhD | 1 | 0 | 1 | 0 |
| PG | 2 | 0 | 2 | 0 |
| UG | | | | |
| PG Diploma | | | | |
| Advanced Diploma | | | | |
| Diploma | | | | |
| Certificate | 1 | 1 | 2 | 0 |
| Others | 1 | 0 | 1 | 0 |
| Total | 5 | 1 | 6 | |
| Interdisciplinary | | | | |
| Innovative | 2 | 0 | | |

1.2 (i) Flexibility of the Curriculum: Core

(ii) Pattern of programmes:

| Pattern | Number of programmes |
|-----------|----------------------|
| Semester | 2 |
| Trimester | |
| Annual | |

1.3 Feedback from stakeholders* Alumni Parents Employers ☒

(On all aspects)

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

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

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

Syllabi are revised by the university

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

NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

| Total | Asst. Professors | Associate Professors | Professors | Others |
|-------|------------------|----------------------|------------|--------|
| 8 | 06 | 01 | 01 | |

2.2 No. of permanent faculty with Ph.D.

2

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

| Asst. Professors | | Associate Professors | | Professors | | Others | | Total | |
|------------------|---|----------------------|---|------------|---|--------|---|-------|---|
| R | V | R | V | R | V | R | V | R | V |
| 3 | 0 | | | | | | | 3 | |

2.4 No. of Guest and Visiting faculty and Temporary faculty

1

4

2

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended | 3 | 2 | |
| Presented papers | 3 | 2 | |
| Resource Persons | | | |

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

Montfort College follows a student-centred learning environment. 60% lecture and 40% peer teaching, student presentations, guided discussion etc enable learning of both skills and concepts in an effective manner. The college emphasizes focus of application of conceptual knowledge through skills development programs and practical experiences in the field. Innovative practices such as case vignette analysis, group discussions, reflective learning experiences are all part of the lesson plans of the faculty and are incorporated as a matter of regular practice in the class room. These practices have yielded very satisfactory results as assessed by the student feedback and Montfort College continues to encourage faculty to adopt similar practices in teaching and learning so as to ensure the holistic professional development of students.

2.7 Total No. of actual teaching days

206

during this academic year

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

NA

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

| | | |
|----|----|--|
| 01 | 02 | |
|----|----|--|

2.10 Average percentage of attendance of students

89%

2.11 Course/Programme wise distribution of pass percentage :

| Title of the Programme | Total no. of students appeared | Division | | | | |
|--------------------------------|--------------------------------|---------------|-----|------|-------|--------|
| | | Distinction % | I % | II % | III % | Pass % |
| M.Sc Psychology | 26 | | 80% | 7% | 0% | 0% |
| M.Sc Psychological Counselling | 21 | | 90% | 4% | 0 | 0 |

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

Montfort College is a small institution in which every student is known to the IQAC coordinator and the management. The IQAC coordinator seeks oral feedback from students about three times during the semester to ensure that students are satisfied with the teaching of the various papers. When there are discrepancies in the expectations of the students and the actual performance of the faculty, the IQAC coordinator sits down with the concerned teacher and addresses the issue. At times dialogue between the faculty and students is encouraged. As and when needed other members of the IQAC as well as the Principal of the institution are invited to participate in these discussions. The purpose of these discussions is to ensure objective perspective taking and to help the faculty improve teaching strategies. IQAC members make suggestions for improvement to ensure the quality of teaching remains high. Moreover, formal peer review is carried out in which faculty sit in on each other's classes for learning and evaluation. Formal student feedback is sought at the end of each semester to assess the quality of the teaching and learning for every paper.

2.13 Initiatives undertaken towards faculty development

| <i>Faculty / Staff Development Programmes</i> | <i>Number of faculty benefitted</i> |
|------------------------------------------------|-------------------------------------|
| Refresher courses | |
| UGC – Faculty Improvement Programme | |
| HRD programmes | |
| Orientation programmes | 1 |
| Faculty exchange programme | |
| Staff training conducted by the university | |
| Staff training conducted by other institutions | 1 |
| Summer / Winter schools, Workshops, etc. | 1 |
| Others | |

2.14 Details of Administrative and Technical staff

| Category | Number of Permanent Employees | Number of Vacant Positions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
|----------------------|-------------------------------|----------------------------|------------------------------------------------------|----------------------------------------|
| Administrative Staff | 4 | | | |
| Technical Staff | 2 | | | |

Criterion – III

3. Research, Consultancy and Extension

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

IQAC has encouraged faculty to conduct research; SPEAR is one extension and research initiative in which seven faculty members are involved. This year has seen several faculty members beginning research initiatives which we hope will lead to fruitful publications and presentations.

3.2 Details regarding major projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|----------|------------|-----------|
| Number | | 1 | | |
| Outlay in Rs. Lakhs | | 809475/- | 809475/- | |

3.3 Details regarding minor projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | | 1 | | |
| Outlay in Rs. Lakhs | | | 100000/- | |

3.4 Details on research publications

| | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals | | 1 | |
| Non-Peer Review Journals | | | |
| e-Journals | | | |
| Conference proceedings | 1 | 4 | |

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

| Nature of the Project | Duration Year | Name of the funding Agency | Total grant sanctioned | Received |
|--------------------------------------------------------------------------------|---------------|----------------------------|------------------------|----------|
| Major projects | 2 years | ICSSR | 809475/- | |
| Minor Projects | | | | |
| Interdisciplinary Projects | | | | |
| Industry sponsored | | | | |
| Projects sponsored by the University/ College | 3 years | College Management | | |
| Students research projects <i>(other than compulsory by the University)</i> | | | | |
| Any other(Specify) | | | | |
| Total | | | | |

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

0

Chapters in Edited Books

0

ii) Without ISBN No.

0

3.8 No. of University Departments receiving funds from **NOT APPLICABLE**

UGC-SAP

CAS

DST-FIST

DPE

DBT Scheme/funds

3.9 For colleges

Autonomy

CPE

DBT Star Scheme

INSPIRE

CE

Any Other (specify)

3.10 Revenue generated through consultancy

36425/-

3.11 No. of conferences

organized by the Institution

| Level | International | National | State | University | College |
|---------------------|---------------|----------|-------|------------|---------|
| Number | 0 | 0 | | | |
| Sponsoring agencies | 0 | 0 | | | |

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

3.13 No. of collaborations

International

1

National

1

Any other

3.14 No. of linkages created during this year

0

3.15 Total budget for research for current year in lakhs :

From Funding agency

From Management of University/College

1 lakh

Total

3.16 No. of patents received this year

NOT APPLICABLE

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

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

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

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

01

05

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

0

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

JRF

SRF

Project Fellows

Any other

3.21 No. of students Participated in NSS events:

University level

State level

National level

International level

3.22 No. of students participated in NCC events:

University level

State level

National level

International level

3.23 No. of Awards won in NSS:

University level

State level

National level

International level

3.24 No. of Awards won in NCC:

University level State level
 National level International level

3.25 No. of Extension activities organized

University forum College forum
 NCC NSS Any other

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

- National Girl Child day was organized on organised for 221 children from nearby schools on 1st of February 2014
- National Girl Child week celebrated for the slum children at Grace Child Development Centre, Hoskote from 1st of February to 8th of February 2014
- Children's day program was celebrated for about 700 Orphan children on 24th November. The The home minister K.J. George was the chief guest who inaugurated the program. The day was filled with various activities that were also educational.
- Ms. Ashwini N V conducted group work at Vimochana – women rights forum, Bangalore - with women from Shelter homes on 8th and 9th July, 2013
- Women's day was celebrated at Dream India Network Home, Chamrajpet on 15th March 2014 and at Auxilium Navajeevana Centre, Chamrajpet on 29th March 2014

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

| Facilities | Existing | Newly created | Source of Fund | Total |
|-----------------------------------------------------------------------------|-----------|---------------|----------------|-------|
| Campus area | 1.5 acres | 0 | 0 | |
| Class rooms | 5 | 0 | | |
| Laboratories | 4 | 0 | | |
| Seminar Halls | 2 | 0 | | |
| No. of important equipments purchased (≥ 1-0 lakh) during the current year. | | 0 | | |
| Value of the equipment purchased during the year (Rs. in Lakhs) | | 0 | | |
| Others | | 0 | | |

4.2 Computerization of administration and library

Accounts are computerized

Administration is computerized

4.3 Library services:

| | Existing | | Newly added | | Total | |
|------------------|----------|-------|-------------|-------|-------|-------|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 6769 | | 319 | | | |
| Reference Books | 2062 | | 38 | | | |
| e-Books | 520 | | | | | |
| Journals | 16 | | 2 | | | |
| e-Journals | | | | | | |
| Digital Database | | | | | | |
| CD & Video | 80 | | | | | |
| Others (specify) | | | | | | |

4.4 Technology up gradation (overall)

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others |
|----------|-----------------|---------------|----------|------------------|------------------|--------|-------------|--------|
| Existing | 23 | 1 | 3 | 2 | 2 | 100% | 100% | |
| Added | 0 | 0 | 0 | 0 | 0 | | | |
| Total | | | | | | | | |

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

Students and faculty have access to computers and the internet via the computer lab and the library. Computer applications are part of the psychology program, ensuring that students gain adequate skills in the various uses of computers. Moreover, faculty encourage online research and submissions of assignments online which also contributes to technological knowledge. Even students of the psychological counselling program learn to use computers through informal peer teaching. Faculty inform students of their availability to teach specific skills should there be a need for the same. All faculty are currently well-versed in using the basic programs and applications on computers.

4.6 Amount spent on maintenance in lakhs :

i) ICT

Rs.218556/

ii) Campus Infrastructure and facilities

Rs.71082/-

iii) Equipments

Rs.56803/-

iv) Others

21363/-

Total :

251919/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

At the beginning of the academic program students are given a detailed handbook that provides them with a quick reference point regarding the most frequently asked questions. The handbook has information regarding the working of the college, the student expectations, facilities, and support services. In addition, a comprehensive orientation is provided to the students at the beginning of the 1st semester to acquaint them with the various support services among other things.

5.2 Efforts made by the institution for tracking the progression

The alumni association is making efforts towards ensuring that alumnus keep the college informed regarding the places where they are and what they are doing at least for the first five years after leaving college. Efforts are still at the beginning and only a small amount of progress has been made. However, the college intends to continue its efforts in this regard.

5.3 (a) Total Number of students

| UG | PG | Ph. D. | Others |
|----|-----|--------|--------|
| 0 | 102 | 0 | 0 |

(b) No. of students outside the state

11

(c) No. of international students

02

| Men | No | % |
|-----|----|------|
| | 6 | 5.88 |

Women

| No | % |
|----|-------|
| 96 | 94.11 |

| Last Year | | | | | | This Year | | | | | |
|-----------|----|----|-----|-----------------------|-------|-----------|----|----|-----|-----------------------|-------|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 37 | 2 | 1 | 6 | 1 | 47 | 40 | 6 | 3 | 6 | 0 | 55 |

Demand ratio 1:5

Dropout % 3%

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

Nil

No. of students beneficiaries

5.5 No. of students qualified in these examinations

| | | | | | |
|-------------|---|-----------|----|--------|---|
| NET | 1 | NET | GA | CAT | |
| IAS/IPS etc | | State PSC | | UPSC | |
| | | | | Others | ? |

5.6 Details of student counselling and career guidance

Counselling and personal therapy are mandated to the students of Montfort College since they will be working in the field of mental health. During the sessions, students work on personal and professional issues. Montfort College caters to post-graduate students who have basically chosen a career in the field of mental health. However, for choice of specializations and what they can expect from the future small orientation programs are organized in advance.

No. of students benefitted

100%

5.7 Details of campus placement

| <i>On campus</i> | | | <i>Off Campus</i> |
|---------------------------------|---------------------------------|---------------------------|---------------------------|
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| 2 | 50 | 2 | |

5.8 Details of gender sensitization programmes

An awareness program on gender sensitization was organized by Dr. Tony Sam George and Isabel George on the 29th of April. It was a workshop. The facilitators used demonstrations, group work, and reflective discussions to enable participants gain awareness of professional and non-professional interactions (especially physical) in different situations. The students and the faculty benefitted greatly from this program as it help clarify issues regarding what is appropriate and what is not appropriate in academic and other professional settings.

5.9 Students Activities

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

State/ University level

National level

International level

No. of students participated in cultural events

State/ University level

National level

International level

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

Sports : State/ University level

National level

International level

Cultural: State/ University level

National level

International level

5.10 Scholarships and Financial Support

| | Number of students | Amount |
|----------------------------------------------------------------------|--------------------|---------|
| Financial support from institution | 1 | 20000/- |
| Financial support from government | 5 | 85660/- |
| Financial support from other sources | | |
| Number of students who received International/ National recognitions | | |

5.11 Student organised / initiatives

Fairs : State/ University level

National level

International level

Exhibition: State/ University level

National level

International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

Students had concerns regarding two faculty members –

- Students expressed their concern that Ms. Anita Mary who had joined that term (01-08-2013) was not adequately prepared for the classes. They were requested to address the same issue with her. Several attempts on part of the students did not show positive results. The IQAC coordinator then

met with Ms. Mary and spoke to her. Ms. Mary acted upon the feedback and made sufficient efforts to improve her skills. Currently, students are much more satisfied with her teaching.

- Students expressed a similar concern regarding another lecturer, Ms. Angana Mukherjee. Initially, the same process was followed of students giving her feedback and then the IQAC coordinator talking to her. However, this did not result in any significant improvement so the issue was taken to the Principal. After several discussions, Ms. Mukherjee decided that teaching was not what she wished to pursue and thus gave notice and left the organization on 08.08.2014

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION

We envision mental and emotional well-being in society. The broad vision of SampurnaMontfortCollege is expressed in its logo “Liberation with Enlightenment”.

MISSION

Our mission is to train psychologists and counsellors with personal integration and professional competence; to provide contextually relevant, socially inclusive and acceptable mental healthcare support to all in need.

6.2 Does the Institution has a management Information System

Yes: accounts and library are computerized

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

6.3.1 Curriculum Development

Montfort college hosted one meeting for syllabus revision and members of the faculty attended two other meetings concerning the revision of syllabus

6.3.2 Teaching and Learning

Faculty are constantly trying to improve the teaching-learning environment via innovative practices, peer reviews, and feedback. Improvement is an on-going process and when a new practice has some positive impact for the learning environment, faculty members share it with each other and encourage one another to try it out. From the student feedback and feedback from alumni, the quality is well above standard.

6.3.3 Examination and Evaluation

NA

6.3.4 Research and Development

Faculty members are involved in SPEAR, an extension and research activity of Montfort college aimed at enhancing research and publications by the institution. The program aims at using innovative activities and reflective work to help holistic growth of adolescents. It aims at developing academic skills, enhance personal development, manage relationships, increase personal safety, and enhance emotional management. About 93 students of 8th standard of a nearby school are the beneficiaries of this multi-year program. SPEAR successfully completed its first year.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Books, journals, ebooks have been added

6.3.6 Human Resource Management

Workshop on Mentoring was conducted for the teaching faculty on 31st of July 2013

Workshop on Teaching-learning and Faculty Development conducted by resource persons from Martin Luther Christian University, Shillong between the 12th and 14th of March 2014.

6.3.7 Faculty and Staff recruitment

Faculty and staff recruitment is done by means of interview by selection committee. In addition, applicants to the post of faculty are required to carry out a demonstration class. Based on the feedback from these sources, faculty are chosen.

6.3.8 Industry Interaction / Collaboration

Montfort College is in the process of building a network base for industrial collaborations.

6.3.9 Admission of Students

College uses an entrance test and a personal interview by a panel of 3 to 5 members to select students. The marks of the entrance test, the aggregate marks of the UG exams and the score on the personal interview are compiled to create a final list of selected candidates.

6.4 Welfare schemes for

| | |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Teaching staff: | All members of the teaching staff benefit from Gratuity and Christmas gift. In addition, members can avail interest-free personal loan against salary if there is a need. |
| Non teaching | Members of the non- teaching staff benefit from Gratuity, Christmas gift, EPF, ESI, and assistance for children's education. In addition, members can avail interest-free personal loan against salary if there is a need. |
| Students | Deserving students are given scholarships. |

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes ☒ No ☐

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

| Audit Type | External | | Internal | |
|----------------|----------|-----------------------------------------------------|----------|------------|
| | Yes/No | Agency | Yes/No | Authority |
| Academic | Yes | Local Inquiry Committee of Bangalore University | Yes | Management |
| Administrative | ✓ | M/S. M. Thomas & Co. Chartered Accountants, Chennai | ✓ | Management |

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

For UG Programmes Yes ☐ No ☐

For PG Programmes Yes ☐ No ☐

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

Not Applicable

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

Not Applicable

6.11 Activities and support from the Alumni Association

Montfort College being a specialised institution offering programmes only at the Masters level in counselling & psychology, the number of intake per year is limited to 30 per programme. Hence the total number of alumni is comparatively small and spread all over the country and abroad. Presently alumni who are in professional counselling practices and located in Bangalore, offering counselling services to the current students. Alumni as a whole provide visibility and advertisement for the college

6.12 Activities and support from the Parent – Teacher Association

Montfort College teaches adult students who are pursuing their post-graduate education. Moreover, it is a small organization with a total possible strength of about 120 students. It does not have a Parent-Teacher Association. However, faculty members and the principal interact with parents as and when the need arises. Further, parents are made aware that they are welcome to meet with faculty members as well as the principal should they feel the need.

6.13 Development programmes for support staff

Due to certain difficulties, a training workshop could not be conducted for the members of the support staff this year. The college is looking to rectifying the same in the next academic year.

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

The college uses rain water harvesting to save water. There are several awareness posters placed around the campus regarding saving water, saving trees, reducing plastic, reducing photocopying etc. Faculty request for assignments and rough drafts of record work to be submitted online and in soft/ digital version to save paper. The campus is located in a spacious grounds surrounded by greenery making it a congestion-free environment conducive to learning.

Criterion – VII

7. Innovations and Best Practices

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

In order to improve the teaching-learning environment, a new method of peer-evaluation was introduced. In this system, the faculty feedback is first given to the faculty by the observer and after discussion of what innovations have been used, and what issues need to be addressed, a compiled report is given to the management on full agreement of both the faculty and the observer. This ensures that if the faculty feels that something can be worked on at an individual level itself and does not need management involvement, he/she can choose to do so. This takes the pressure off the faculty being observed and also ensures confidentiality of the peer feedback.

Professionalization, while being carried out was improved upon this year after some feedback from the alumni. In addition to skills such as report writing, and interviewing other areas such as working in multicultural environments and using teams effectively were introduced. Students expressed finding these skills interesting and useful. However, whether they benefit from it or not will be discovered after they get back to us from the professional field.

In addition, the faculty use innovative teaching methods routinely in lieu of lectures. Additionally, case conferences are organized every week to enable students to put theory to practice.

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

Two areas where there is a lacuna in Montfort College were the main focus of the IQAC this year – Research and Network building. Towards encouraging research, IQAC encouraged faculty members to begin individual and group research endeavours. As a result, SPEAR – an outreach and research initiative took form and the work of the first year was completed by the end of 2014. Faculty are also undertaking smaller research projects. In addition, two of our faculty members are currently pursuing their doctoral work. Towards network building, the college is making efforts to build stronger base among the alumni as well as with employing organizations.

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

Individual and Group Therapy: Towards Self Integration - Annexure iii

Bridging The Theory-Practice Gap: Case Conferences at Montfort College - Annexure - iv

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

7.4 Contribution to environmental awareness / protection

The college uses rain water harvesting to save water. There are several awareness posters placed around the campus regarding saving water, saving trees, reducing plastic, reducing photocopying etc. Faculty request for assignments and rough drafts of record work to be submitted online and in soft/ digital version to save paper.

7.5 Whether environmental audit was conducted?

Yes

☐

No

☒

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

NA

8. Plans of institution for next year

Kindly refer Annexure - v

Name: Ms. Sritha Sandon

Name: Bro. George Padikara

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC
