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 Numbers	:	080 – 25283320/ 25284050
	Name of the Head of the institution	:	BRO. GEORGE V. J.
	Telephone Numbers with STD Code	:	080 – 25283320 / 25214686
	Mobile	:	+91 9448855435
	Name of IQAC Co-ordinator	:	MRS. SRITHA SANDON
	Mobile	:	+91 9980285644
	IQAC email address	:	sampurna.montfort.iqac@gmail.com
1.3	**NAAC Track ID**	:	12399
1.4	NAAC Executive Committee No. & Date:	:	EC/60/RAR/09
1.5	Website of the institution	:	www.sampurnamontfort.in
	Weblink of the AQAR	:	http://www.sampurnamontfort.in/aqar-reports/

1.6 Accreditation Details

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

1.7   Date of establishment of IQAC   :   12/11/2004 (dd/mm/yyyy)

1.8   AQAR for the year   :   2017 - 2018

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

   i.   2016 – 2017 AQAR submitted on 17/10/2017
  ii.   2015 – 2016 AQAR submitted on 05/10/2016
 iii.   2014 – 2015 AQAR submitted on 04/11/2015
  iv.   2013 – 2014 AQAR submitted on 20/12/2014
   v.   2012 – 2013 AQAR submitted on 20/12/2013

1.10   Institutional Status

University	State ☐	Central ☐	Deemed ☐	Private ☐

Affiliated College   Yes ✓   No ☐

Constituent College   Yes ☐   No ✓

Autonomous college of UGC   Yes ☐   No ✓

Regulatory Agency approved Institution (eg. AICTE, BCI, MCI, PCI, NCI)   Yes ☐   No ✓

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/ Program

Arts	☐	Science	✓	Commerce	☐	Law	☐	PEI	☐
TEI	☐	Engineering	☐	Health Science	☐	Management	☐		

Others ☐

1.12   Name of the Affiliating University (*for colleges*)   BANGALORE UNIVERSITY

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

1.13	Autonomy by State/ Central Govt./ University	☐		☐
	University with Potential for Excellence	☐	UGC-CPE	☐
	DST Star Scheme	☐	UGC-CE	☐
	UGC-Special Assistance Programme	☐	DST-FIST	☐
	UGC-Innovative PG Programmes	☐	Any other (*Specify*)	☐
	UGC-COP Programmes	☐		

2.   IQAC Composition and Activities

2.1	Number of Teachers	:	2
2.2	Number of Administrative/ Technical Staff	:	1
2.3	Number of Students	:	0
2.4	Number of Management Representatives	:	2
2.5	Number of Alumni	:	1
2.6	Number of any other Stakeholders and Community Representatives	:	1
2.7	Number of Employers/ Industrialists	:	1
2.8	Number of other External Experts	:	2
2.9	Total number of members	:	10
2.10	Number of IQAC meetings held	:	02

2.11	Number of meetings with Various Stakeholders	:	Number	3	Faculty	1
			Non-teaching staff/ Students	1	Alumni	1	Others	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 No [2] International [ ] National [1] Institutional Level [1]

(ii)	Themes	The IQAC organized a National Level Faculty Development Programme on "Creative tools & Techniques towards futuristic education" moderated by Ian Faria on 10.02.2018. The concept was to bring the teachers up-to-date on the needs in current classrooms and help them learn techniques for the same.
		Faculty Development programme on "Multidimensional Transformation of Trauma" on 24.02.108 moderated by Ms. Regina U Hess from Germany

2.14 Significant Activities and Contributions made by IQAC

The IQAC is very happy to report that the faculty of Montfort College worked very hard over two weeks and completely revamped the syllabus for MSc in Psychology which has been approved by BNU and will be adopted in the new academic year (2018-19). The college also revised the syllabus for MSc in Counselling Psychology under BNU which has also been approved and will also come into effect for the academic year 2018-19.
Another significant development is the use of VLE for the classes. All classes are using open-source VLE software to enhance learning.
The IQAC also finally conducted the SWOCH analysis of the college and will now plan for the future based on this analysis.
The IQAC conducted regular meetings, took feedback, and is carrying out its regular activities of maintaining quality.
Other contributions by the IQAC are listed in section 6

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

The IQAC had chalked out the plan of action and the academic calendar for 2017-18. These plans and the outcome are provided as Annexure.

Academic Calendar is provided as Annexure 1; The Action Taken Report is provided as Annexure 2

2.16   Whether the AQAR was placed in a 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		0
PG	2	0	2	0
UG				
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	2	0	2	0
Others	1	0	1	0
Total	6	0	6	
Interdisciplinary				
Innovative	2	0		

1.2   (i) Flexibility of the Curriculum: Core   CBCS
       (ii) Pattern of programmes: Pattern   Number of Programmes

Pattern	Number of Programmes
Semester	2
Trimester	-
Annual	-

1.3   Feedback from stakeholders

Alumni [✓]   Parents [✓]   Employers [✓]   Students [✓]

Mode of feedback

Online [ ]   Manual [✓]   Cooperating schools (for PEI) [ ]

Analysis of the feedback is provided as Annexure 3

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

> In light of the trifurcation of Bangalore University and the subsequent affiliation of Montfort College to Bangalore North University (BNU), the BOS of BNU requested the college to make suggestions for the new syllabus. From November 2017, the faculty carefully considered this task and in June 2018, submitted a completely reworked syllabus for MSc Psychology and an updated syllabus for MSc Counselling Psychology. Both the MSc Counselling Psychology syllabus and the MSc in Psychology syllabus were accepted by the BOS. The new syllabus will come into effect for the academic year 2018-19.

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

> NIL. The college is dedicated to the field of psychology and counselling only and no new department has been introduced.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
10	7	1	2	0

2.2 No. of permanent faculty with Ph.D

4

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

Assistant Professors	Recruited	1	Vacant	0
Associate Professors	Recruited		Vacant	
Professors	Recruited		Vacant	
Others	Recruited		Vacant	
Total	Recruited	1	Vacant	

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest	Visiting	Temporary
2	2	3

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	10	0
Presented papers	1		0
Resource Persons	1		-

2.6   Innovative processes adopted by the institution in Teaching and Learning

> The faculty are constantly using non-lecture mode to teach many aspects of the syllabus. Guest lectures within (where experts within the faculty teach topics in other lecturer's papers), discussion groups, buzz-groups, etc., are being used regularly. In addition, the college has introduced Virtual Learning Environment for a few papers as an experiment using Google Classrooms. The feedback from students has been positive and the college is planning to increase the use of VLE in the programs.

2.7   Total No. of actual teaching days during this academic year   180

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

Board of Studies	Faculty	Curriculum Development Workshop
1	1	6

2.10   Average percentage of attendance of students   84%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Exemplary %	Distinction %	I Class %	II Class %	Failure %
M.Sc Psychology	38	0	71	26	-	1 (absent)
M.Sc Psychological Counselling	26	4	62	31	3	

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

> The IQAC seeks oral feedback from the students about 2-3 times during the semester to ensure that the students are satisfied with the teaching. Any time there is any indication that the quality of teaching is falling, the administration and the IQAC take it up with the students and faculty and work with a problem-solving approach to keep the standards high. 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

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	All teaching faculty
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	

A Two Week Capacity Building Programme (CBP) on Research Methodology organized by for the Study of Social Exclusion & Inclusive Policy (CSSEIP), BHU, Varanasi in collaboration with ICSSR, New Delhi from December 1st 2017 to December 14th, 2017.The program consisting research methods in social sciences, qualitative and quantitative research methodologies, academic writing, ICSSR research programs etc., Faculty (30) working in various universities and colleges were participated in the program. Sudha; certificate has been submitted to office already

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	6	0	0	0
Technical Staff	1	0	1	0

3. Research, Consultancy and Extension

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

The college has decided to focus more on research in this academic year. It is considering several options both to improve publications by faculty and also to bring in some research programs. The research committee is scheduled to meet early in the coming academic year to create a research plan.

3.2   Details regarding major projects

NIL

3.3   Details regarding minor projects

Effectiveness of mindfulness training program on emotional regulation and mental health among adolescents and young adults. Sponsored by Montfort College Society. Primary Investigator – Dr. Sudhamayi

3.4   Details on research publications

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

3.5   Details on Impact factor of publications

Range	Average	h Index	Nos. is SCOPUS
	3.7		

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				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College	1	Montfort College Society	1,40,000	30000.00
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

	With ISBN Number		Without ISBN Number	
3.7 Books Published	Books	Chapter in Edited Books	Books	Chapter in Edited Books
Number				
ISBN No.		NIL		

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

UGC-SAP [ ]   CAS [ ]   DST-FIST [ ]

DPE [ ]   DBT Scheme/ Funds [ ]

3.9   For Colleges **NOT APPLICABLE**

Autonomy [ ]   CPE [ ]   DBT Star Scheme [ ]

INSPIRE [ ]   CE [ ]   Other (specify) [ ]

3.10   Revenue generated through consultancy   119345.00

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		1			
Sponsoring Agencies					

3.12   Number of faculty served as experts, chairpersons or resource persons   8

3.13   Number of Collaborations   International   National   Any Other

3.14   Number of Linkages created during this year

3.15   Total budget for research for current year in lakhs   From funding agency   From management of university/ college   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	District	College

3.18   Number of faculty from the Institution who are Ph.D Guides

         Number of students registered under them

3.18   Number of Ph.D awarded by faculty from the institution   0

3.20   Number of research scholars receiving Fellowships (Newly enrolled + existing ones)

         JRF   SRF   Project Fellows   Any Other

3.21   Number of students Participated in NSS events:

         College Level   54   State Level   National Level   International Level

3.22   Number of students Participated in NCC events **NOT APPLICABLE**

         University Level   State Level   National Level   International Level

3.23   Number of Awards won in NSS events :

University Level [   ]   State Level [   ]   National Level [   ]   International Level [   ]

3.24   Number of Awards won in NCC events **NOT APPLICABLE**

University Level [   ]   State Level [   ]   National Level [   ]   International Level [   ]

3.25   Number of Extension activities organized

University forum [   ]   College Forum [4]   NCC [   ]   NSS [   ]   Any Other [5]

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

August 2017
The students of Montfort college organized an awareness programme on counselling for the public. They interacted with people at Metro Stations, Bus Stops, and other such public places on 30th August 2017 and spread awareness regarding the counselling services available and the need for the same.

September 2017
5th to 10th September suicide awareness week was observed and students spread awareness about prevention of suicide.
On 8th September Suicide Prevention Day was observed at the College, all about hope, lending a helping hand and creating awareness amongst those who are not yet on par with the increasing Suicide rates amongst the Indian Population. The program began with an insightful panel discussion. The panel consisted of Dr Sabina Roy, Psychiatrist and Dr Ashwini NV, Director, Mukta Foundation. Their presence was especially helpful in enabling us to understand the various preventive measures that can be used in times of imminent threat to lives of loved ones. Also part of the program were inspiring presentations by various classes on the efforts they put in contributing to awareness regarding suicide and also measures to take for prevention. The day ended with a candle light march and silent vigil on Old Madras Road, in front of Montfort College, with the help of students and faculty alike.

October 2017
On 2nd October 2017, a cleanliness awareness campaign was organised. The students and faculty engaged in cleaning up the campus and the areas around the college building as part of the Swacch Bharath Abhiyan.

On 10th October 2017, students of Montfort College in collaboration with the Family Counselling Centre organized a Mindfulness workshop at St. Antony's School, RM Nagar. The workshop was attended by students of 9th and 10th Standards.

NSS Unit of the college along with faculty coordinators conducted an in the Annual NSS camp from 10 October to 14 October 2017 at Sampath Nagar, Denganikottai, Hosur. Students conducted awareness programme on Alcohol Abuse and Mental Health of wives and children in and around 5 villages.

November 2017
Children's Day Celebration. Sampurna Montfort College organised KHUSHI programme. Around 340 underprivileged children from various orphanages are brought together on 18th November to celebrate children's day. Towards this, the students of the college organised a great many fun events for the children and gave them gifts and stationery.

March 2018
On 8th March, as part of Women's Day celebrations, 200 members of Montfort College (students, faculty and support) formed a human chain to increase awareness of women's issues.

April 2018
A Blood Donation Camp was organized on 5th April on campus.

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	8	0		
Laboratories	8	0		
Seminar Halls	3	0		
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		1		
Value of the equipment purchased during the year (Rs. in Lakhs)		234995.00	Management	
Others		0		

4.2   Computerization of administration and library

Accounts and Library are computerized

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books						
Reference Books	7747	923508	160	74009.00	7907	997517.00
e-Books	520	0	20		540	
Journals	13	27460				
e-Journals	01	0	01			
Digital Database	01	0				
CD & Video	80	0	06		86	
Others (specify) : Online commercial Digital Library	01					

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	38	24	0	4	0	7	2	1
Added	2	02				0	0	
Total	40	26	0	4	0	7	2	1

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

The college has several wireless internet connections (WIFI) for use of students and faculty. The computer lab and the library are also equipped with internet access. Computer Applications is a part of the syllabus for all students so all students are able to use computers and internet. Lessons are taught using slide presentations using LCD Projectors and computers. Faculty encourage online submission of several assignments as well. In addition, Virtual Learning Environments have been introduced for several papers on experimental basis. The college plans to increase the number of papers for which VLEs are being used.

4.6   Amount spent on maintenance in lakhs

ICT, Equipment, Others	
Total	₹ 3.42

Criterion – V

5. Student Support and Progression

5.1   Contribution of IQAC in enhancing awareness about Student Support Services

> Students are given a handbook with many details regarding the working of the college, the student expectations, facilities, and support services. They are oriented to the information at the beginning of the first semester. They are reminded of these services by various members of the office staff as and when the need arises.

5.2   Efforts made by the institution for tracking the progression

> The college Alumni Association needs strengthening. The College has been unable to make any significant progress in this area.

5.3   (a)   Total Number of students

UG | 0 | PG | 144 | PhD | 0 | Others | 0 |

(b)   No. of students outside the state | 49 |

(c)   No. of international students | 0 |

(d)   Percentage of Men and Women

	Men		Women	
Number	Percentage	Number	Percentage
9	6	135	94

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
60	03	02	01		66	66	06	02	04		78

Demand Ratio | 1:5 | Dropout % | 3 |

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

Number of student beneficiaries | |

5.5   Number of students qualified in these examinations

NET		SET/SLET		GATE		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. Various guest lectures and campus recruitment programs are organized to orient students to the different specializations in mental health and thus plan their career. In addition, class mentors guide students to make choices for the professional progress.

Number of students benefitted from these programs   100%

5.7 Details of campus placement:

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
5	99	4	12

5.8   Details of gender sensitization programmes

The percent of male students at Montfort College is less than 5%. In addition, our students are trained to be sensitive to gender and culture as part of the course itself. Montfort College encourages an environment in which all forms of discrimination are kept at bay. The college is small enough to ensure that all genders are treated equally. The issues related to gender sensitivity are regularly addressed through mentoring and supervision as well.

5.9 Students Activities

5.9.1 (a)   Number of students who participated in Sports, Games and other events

State/ University level [ ]   National level [0]   International level [0]

5.9.1 (b)   Number of students who participated in Cultural events

State/ University level | 14 | National level | 1 | International level | 0 |

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

State/ University level | | National level | 0 | International level | 0 |

5.9.2 (b)   No. of medals /awards won by students in cultural events

State/ University level | 3 | National level | 1 | International level | 0 |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	4	Rs.60000.00
Financial support from government	6	Rs.103740.00
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 | |

Exhibitions   State/ University level | 1 | National level | | International level | |

5.12   No. of social initiatives undertaken by the students | 8 |

5.13   Major grievances of students (if any) redressed

All grievances are first handled at the subject-teacher or class-mentor level. This academic year all minor grievances have been handled at this level and none have come up as a formal grievance for redressal by the grievance redressal committee.

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 Montfort College 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 was actively involved in designing the syllabi for both the Masters Programs under BNU. The College Proposed Syllabi were accepted by the BOS and will come into effect from the academic year 2018-19. Ten faculty members (the entire teaching staff) was involved. The staff divided themselves into two groups and developed the syllabi for the two programs for the 1st year (1st and 2nd semesters). The college has put the next two semesters' syllabus into place and these have been approved by the University.

6.3.2   Teaching and Learning

The student feedback regarding teaching learning is positive at Montfort College. The IQAC conducted a workshop on improving innovations in January 2015. Through seeking direct feedback from students from time to time as well as feedback from peers, faculty constantly strive to improve their learning. Students take the VARK learning styles. Students are finding VLE and video learning very useful and the college is actively trying to create more such learning opportunities.

6.3.3   Examination Evaluation

NOT APPLICABLE

6.3.4   Research and Development

The college was unable to collaborate and work towards a major research project. The research area has been weak and we intend to work towards this during the coming academic year. Innovative ways in which faculty could carry out minor and major research projects are being discussed and the research committee is looking into the ethics and logistics of the same to develop a plan of action for research.

6.3.5   Library, ICT and physical infrastructure / instrumentation

Books, journals, computers, HDMI Camera, and furniture have been added

6.3.6   Human Resource Management

All the teaching faculty of Montfort College attended the National Level Faculty Development Programme on "Creative tools & Techniques towards futuristic education" moderated by Ian Faria on 10.02.2018. The concept was to bring the teachers up-to-date on the needs in current classrooms and help them learn techniques for the same.

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 selected.

6.3.8   Industry Interaction / Collaboration

The college has maintained its original networks and is also creating new networks. Five organizations came for campus placement this year.
The University of Poland also initiated contact with the college for collaboration this academic year and the college is looking into this.

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 qualifying 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 staff	:	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   NIL

6.6   Whether annual financial audit has been done?   Yes ✓   No ☐

6.6   Whether Academic and Administrative Audit (AAA) has been done?   Yes ✓   No ☐

Audit Type		External		Internal
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Local Inquiry Committee of Bangalore University	Yes	Management

Audit Type		External		Internal
	Yes/No	Agency	Yes/No	Authority
Administrative	Yes	M/S. M. Thomas & Co. Chartered Accountants, Chennai	Yes	Management

6.8   Does the University/ Autonomous College declare results within 30 days?   **NOT APPLICABLE**

For UG Programs   Yes ☐   No ☐

For PG Programs   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

The alumni members offer psychological counselling services and group therapy to current students for a reduced consultation fees as support. The college is trying to find other ways of involving the alumni.

6.12   Activities and support from the Parent-Teacher Association

Montfort College teaches adult students who are pursuing their post-graduate education and does not have a formal Parent-Teacher Association. However, the commencement ceremony that happens at the end of each academic year is attended by a large number of parents and the college takes this opportunity to meet with the parents and collect feedback.

6.13   Development programmes for support staff

The college did not conduct any development program for its support staff. Since the numbers are very small, the supervisor looks into their needs individually and helps them.

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 ground surrounded by greenery making it a congestion-free environment conducive to learning.

<center>**Criterion – VII**</center>

7. <u>Innovations and Best Practices</u>

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

> The college continues to use alternatives to the lecture method regularly in the classes. This year, the college introduced VLE for some of the papers and this was well received. The college will look into increasing the number of papers that use VLE and also invest in training the faculty to use the same during the coming academic year.

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

> The college has carried out most of the activities planned for 2017-18. The action taken report is given as an Annexure.

<center>**Action Taken Report is provided as Annexure 2**</center>

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

> 1. Increasing Wellness: Counselling Services for Free
> 2.

<center>**Best Practices are provided as Annexure 4**</center>

7.3   Contribution to environmental awareness / protection

> The college uses rain water harvesting to save water. The rainwater is collected from the rooftops and passed to a treatment plant and then it feeds the bore-wells. In addition, much of the area of the campus is open mud (un-cemented) allowing rainwater to flow underground.
> The college has been segregating waste from its inception. Bio-degradable waste is fed into a Biogas plant through a compost pit to create energy. The biogas plant is located in a sister-institution.
> In addition, 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)

> The College has carried out a SWOT analysis and identified several areas that need work. The college is putting the plan together to bring in some changes for the coming academic year.

8. **Plans of institution for next year**

The Plan of Action for the Academic Year 2017-18 is provided as Annexure 5

Sritha Sandon
Coordinator, IQAC

Bro. V J George sg.
Chairperson, IQAC