



SAMPURNA MONTFORT COLLEGE

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The Annual Quality Assurance Report (AQAR)

For the year 2007 – 2008

IQAC Members

1. Chairperson- Br. Mathew Panathanath
2. Senior administrative officers- Ms. Saritha Mathew and Ms. Sritha Sandon
3. Teachers- Dr. Surya Rekha, Dr. Divya Paul John, Ms. Pompei Banerjee and Ms. Sarah Sruti Lall
4. Members of management- Br. George Padikara
5. Nominee from local society- Prof. Ranbir. S. Bhatti
6. IQAC coordinator- Dr. Tony Sam George

PART A:

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 plans for 2007-2008 and the corresponding outcomes are detailed below:

1. To organize an international conference - various committees were created and tasks were delegated in preparation for the upcoming conference, these activities resulted in the successful organization of the conference and fruitful deliberation that ensued.
2. To introduce weekly case conferences for the MSc Psychology programme – this was carried out and the psychology students had their own clinical case conferences every week
3. To introduce an honour's programme as a college initiative to encourage students to take up additional academic activities and recognize them for the same – the first batch of honours students enrolled for the programme. Five students fulfilled the necessary requirements to earn credits and were awarded certificates for the same.
4. To provide greater focus on skills in addition to conceptual knowledge – skills training was given greater focus in the course work and the internal assessments were restructured to assess skills in addition to knowledge
5. To enhance student learning by including guest lectures, seminars and workshops by professionals with expertise in various fields – Since the International conference was organized, the number of other workshops and seminars were limited
6. To computerize the library catalogue to make library administration more efficient – Nirmal software was installed to this end.
7. To provide canteen facility for students – a concrete structure was constructed to this end. Canteen facility was started by contracting with a caterer, however due to practical consideration of not enough students availing the facility, the same was temporarily discontinued.

PART B:

1. Activities reflecting the goals and objectives of the institution:

Sampurna Montfort College keeps the institutional objectives of (1) Personality building (2) Openness to growth (3) Intellectual competence and (4) Commitment to justice and cultural integrity at the core of all activities planned and implemented. Details of the same can be found under various heads of this report.

2. New academic programmes initiated (UG and PG):

No new academic programmes were initiated during this academic year.

3. Innovations in curricular design and transaction:

- Individual supervision was provided to students of M. Sc Psychology during the third and fourth semesters of their programme, when they carried out the placement work.
- Training in research conceptualization was introduced to the MSc Psychology students to enable them to carry out research projects in the II and IV semesters.
- Weekly case conferences was introduced for the III and IV semester students of the MSc Psychology programme to empower students in core competencies
- Honour's programme was started to encourage students to gain additional knowledge and experience and gain credits by attending workshops, conferences, seminars, publishing articles, carrying out small research projects, and writing book reviews.

4. Inter-disciplinary programmes started:

All courses offered at the college come under the single larger discipline of Psychology.

5. Examination reforms implemented:

All examination procedures are stated and implemented by the Bangalore University. However some reforms have been introduced at the internal assessment level where the institution has the freedom to do so.

The mode of assessment was made more standardized with students being assessed for conceptual knowledge, core competencies as well related academic skills to ensure objectivity and comparability across the various subjects. The assessments include:

- Assessment of conceptual knowledge and core competencies is done periodically through the semester in the form of tests.
- Assessment of related professional skills are done continuously (Communication skills; reflection skills; integration of theory and practice) through class room interaction and feedback.
- Class room interaction is assessed not only through large class activities but also through small group interactions
- Related academic skills such as public speaking skills and report writing skills are also assessed regularly through presentations and assignments

6. Candidates qualified: NET/SLET/GATE etc.
No candidates appeared in the above mentioned examinations.
7. Initiative towards faculty development programme:
- 9th to 11th March 2008 : Supervision training for Faculty conducted by Ms. Jan Rippin and Ms. Wendy Laughlin from U.K
 - 14th to 15th and 21st to 23rd June 2008. Faculty development programme by Mr. Clyde Murthy from Singapore
8. Total number of seminars/workshops conducted:

1	10/10/2007	Seminar to celebrate World Mental Health Day in association with the Medico Pastoral Association and the Indian Psychiatric Society, Karnataka.
2	09-01-2008 to 11-01-2008	International Conference on “Building Bridges for Wellness Through Counselling & Psychotherapy” in Collaboration with Bangalore University and centre for Diversity in Counselling & Psychotherapy, University of Toronto was organized. Over 600 delegates from India and over 50 delegates from abroad attended the Conference
3	11/02/2008	Workshop On “Group Process Training” by Ms. Christine Froy Macleod Lewin and Ms. Beverly Joyce Mcdowel from U.K. .
4	10/03/2008 & 11/03/2008	Workshop On “Sex Education” by Ms. Sangeetha Saxena of Enfold

9. Research projects : Research projects enlisted here are initiated and completed during the current academic year in partial fulfillment of the requirements of the M.Sc. Psychology course. They are all guided by the college faculty.

a) Newly Implemented:

b) Completed:

Thirty students of the II semester MSc Psychology programme submitted research projects related to various areas of cognitive psychology, fifteen students of the IV semester MSc Psychology programme submitted research projects related to clinical and five students of the MSc Psychology programme submitted research projects related to industrial psychology

10. Patents generated, if any: Not Applicable

11. New collaborative research programmes: No new collaborative research programmes were conducted during this year.

12. Research grants received from various agencies: No research grants were received for this academic year

13. Details of research scholars: No research scholars enrolled for the Doctoral programme through Bangalore University this academic year.

14. Citation index of faculty members and impact factor:
Published work of faculty members have not been cited during this academic year as far as the college is aware of.

15. Honors/Awards to the faculty:
Dr (Br). Mathew Panathanath, Principal of Montfort College was conferred the Montfort College award for outstanding contribution in the field of Counselling and Psychotherapy, by the Montfort College Governing Council.

16. Internal resources generated:
No financial resources were generated internally. However, a Student handbook (Provides information about course requirements and institutional guidelines) has been developed as a supplementary academic material and distributed to students.

17. Details of departments getting SAP, COSIST (ASSIST) /DST. FIST, etc.
Assistance/recognition: Assistance/recognition: No assistance is being received by any department in the institution

18. Community services:
In collaboration with the Family Counselling Center, Sampurna Montfort College provides counseling services for problems such as family discord, marital conflict, career guidance, personal problems, disinterest in studies, etc. awareness programmes and orientation programmes were also provided to members of neighbouring slums on various social issues such as dowry, alcoholism, and family violence.

Students of I and II semesters M.Sc. psychology were involved in community work in different settings like old age homes, child care organizations, aanganwadis and animal shelters on a weekly basis for a duration of two semesters

19. Teachers and officers newly recruited:

Sl.No	Name	Designation	Date of Appointment
1	Ms. Ruhaina Hydari Khan	Lecturer (full time)	02/07/2007
2	Ms. Karishma Chengappa	Lecturer	02/07/2007
3	Bro. Yuju Francis	Lecturer	01.08.2007
4	Ms. Janhavi Kumar	Lecturer	25.02.2008
5	Ms. Mary Catherine Sunil	Receptionist	16/08/2007
6	Ms. Anna Maria	Lab Assistant	16/08/2007
7	Mr. Ganesh	Attender	10.09.2007
8	Dr. Shweta Kadaba	Lecturer (Part-time)	18.02.2008
9	Dr. Kakli Gupta	Lecturer (Part-time)	03.03.2008

20. Teaching – Non-teaching staff ratio:

During this academic year there were 18 teaching staff and 7 non teaching staff. The ratio was 2.6: 1.

21. Improvements in the library services:

- The search and locate facility in the library was computerized by the installation of a new software programme. This programme enables students to search for any book, determine its availability and its location in the library. The software also enables the librarian to maintain issue-return records.
- A CD rack was organized in the library where CDs and Videotapes related to the subject were displayed.
- Two racks were provided for journals in addition to the existing two racks.

22. New books/journals subscribed and their value:

493 books, one journal and five magazines were added to the library at a cost of Rs. 61, 447/- during the academic year 2007-2008.

23. Courses in which student assessment of teachers is introduced and the action taken on student feedback:

Student assessment of teachers is an integral part of all courses run at Sampurna Montfort College. This is a confidential process in which the student's identity is not revealed to the teacher and only the relevant feedback is communicated. Appropriate actions such as initiating change in teaching style and lesson preparation are carried out when indicated.

24. Unit cost of education:

Total cost of education for the academic year: Rs. 27,02,986/-

Number of students: 86

Unit cost of education: Rs.31, 430/-

25. Computerization of administration and the process of admissions and examination results, issue of certificates:

The administration and admission process handled by Sampurna Montfort College has been fully computerized since 1998.

The examination results and issue of certificates are handled by the Bangalore University which is also fully computerized.

26. Increase in the infrastructural facilities:

A concrete building was put up for setting up the canteen

The faculty room was provided with wooden partitions so that each faculty member had an individual cubicle/ workspace. It was also furnished to provide comfortable seating for visiting lecturers.

Two white boards were added to the existing infrastructure.

Class rooms were equipped with more student desks,

27. Technology upgradation:

The computer lab was upgraded with six more computers and a wireless network (wi-fi) was also added.

A DVD player was installed in the audio visual room. A handycam was purchased and made available for learning purposes to students with regard to their counselling skills.

28. Computer and internet access and training to teachers and students:

A computer lab with internet access was available through the day for the use of students and faculty. The number of computers was increased to 20 and internet access was provided through all of them. Wi-fi connectivity for internet access was also introduced in the college campus for the benefit all students and faculty.

29. Financial aid to students:

Management of Sampurna Montfort College provides financial assistance to students from low income groups/ families. This year financial aid was provided to four students.

Apart from this, the college also facilitates financial assistance from international bodies committed to assist students from low income groups/ families. Two (2) students received financial assistance from international bodies this year.

30. Activities and support from the Alumni Association:

A meeting of the Alumini association was organized on the 10th January 2008 which brought together greater numbers of alumni.

31. Activities and support from the Parent-Teacher Association:

The college does not have a formal Parent teacher association. Parents are an integral part of the college's major events and celebrations. Parents and guardians are encouraged to visit their wards at College whenever they want to. Faculty members are open to interact with parents/ guardians. Parents/ guardians are informed of students' issues as and when necessary.

32. Health services:

All students are expected to submit a general medical report at the time of admission to the college. In case a student has a medical condition the college extends feasible help to address their medical needs. There is a room available in the college where students can rest when they feel unwell. First aid is available in the college administrative office. The college has close contacts with efficient hospitals in the vicinity.

33. Performance in sports activities:

Sports Day was conducted on 18th April 2008. All the students and staff participated in group games. In the week preceding the sports day various sports activities such as athletics, throw ball matches, Basketball, Badminton and Table Tennis matches were organized amongst teams created in the College. The teams were created through random allotment including all students and staff.

To foster interest in sporting activities among the students, the college has provided concrete Basket Ball courts; Volley Ball Courts as well as facilities to play throw ball, tenni-koit, shuttle badminton and Table Tennis. Indoor games facility is available. The large compound with its lush greenery and orchard provide a very relaxing environment for the students to spend their leisure time.

34. Incentives to outstanding sportspersons:

Medals and certificates are given for victorious sportspersons and teams.

35. Student achievements and awards:

Graduates of the 2005-2007 academic year received their rank certificates from Bangalore University.

Sunita Menezes secured 2nd Rank in M.Sc Psychological Counselling from Bangalore University, 2. Archana Bhushan S secured 3rd Rank, 3. James Mathew secured 4th Rank, 4. Jeseentha Joseph secured 5th Rank, 5. Lissamma Sebastian secured 5th Rank

Five students received the honours awards for having completed the honours programme – Tseng Xiao Ching, Loraine Pinto, Reshma Hirani, Maria Morris, and Diana Joseph.

College-initiated awards were also given to deserving students.

Annie VO and Veena Wilson received awards for outstanding achievement in academics; Sangeeta Jacob and Resham Hirani were declared Valedictorians of their respective classes and received awards to this effect.

36. Activities of the Guidance and Counselling unit:

Since Sampurna Montfort College is an institution specializing in higher education related to Counselling and Psychology, there is no separate guidance and counseling unit for students in the College. However, students are provided supervision for guidance related to professional issues and are encouraged to work with a Mentor to understand themselves and resolve issues if any.

37. Placement services provided to students:

Sampurna Montfort college has many professional contacts with various counseling centers and organizations. Through these and the personal contacts of the various faculty members, students are placed in organizations dealing with child development, employee assistance, etc every year.

38. Development programmes for non-teaching staff:

Since the number of non-teaching staff is very small and since the needs of each staff member is varied, it has not been feasible to carry out any development programme. However, an orientation is carried out to every new member regarding the job and specific training is imparted wherever indicated. In addition, the non-teaching staff is an integral part of all the events and celebrations carried out in college such as sports day, staff picnic, and extra-curricular activities to promote healthy interaction among all members of the institution.

The librarian attended a workshop on 'Network of Karnataka Library services' on 27th March 2008 at Jnanajyothi auditorium, Bangalore University.

39. Healthy practices of the institutions

Sampurna Montfort College is closely associated with the community and society. Students and staff are encouraged to participate in relevant community programmes. The College also fosters regular interactions with faculty and their families. A staff picnic was organized to allow staff to develop bonds among themselves, to relax and de stress.

The College emphasizes individual attention to personal growth of students. Students are also encouraged to go through counseling with a professional to understand themselves better and to resolve any issues that they might have.

The student's council along with the College administration organizes several academic and cultural events throughout the year. In the academic year 2007- 2008 the following events were organized: Independence Day, Cultural Day, World Mental Health day, Ethnic day, college sports day. In addition, the International conference was organized.

On the whole, the College constantly strives to create a conducive and healthy environment for the development of students.

40. Linkages developed with National/International, academic/ Research bodies

Sampurna Montfort Colleges has professional contacts with various departments of NIMHANS and with other organizations such as CSWB, KSWB, NIPCCD and the University of Toronto, Canada

41. Any other relevant information the institution wishes to add:

Workshops and Seminars attended by students:

- "National Conference on Psychology & Cinema' organized by Christ College during 14th to 16th February, 2008
- National Seminar of Learning Disabilities organized by Dept. Of Psychology, University of Kerala from 29th to March 2008

Exploring possibilities of future collaborations:

- In October 2007, the Principal and the Chairman of the college were invited by the President of De Sales University, USA to discuss possibilities for future collaboration with them. They also visited University of Toronto and BACP during their visit. These visits led to exploring future collaboration with these organizations.

A compilation of all the research carried out between 1998 and 2008 was carried out.

Part C: Detail the plans of the institution for the next year.

The following are planned for the year 2008-2009:

- The institution plans to develop a standard operating procedure (SOP) to ensure that training provided to the students is holistic, meaningful and relevant. The plan is to request Mr. Clyde Murthy who has immense experience in counseling training to facilitate the process.
- In addition, the institution also plans to organize a workshop on teaching methodology, class room management, and evaluation for the teaching faculty to ensure quality training and evaluation of the students.
- To enhance quality of education and recognition level of the college, the institution plans to explore possibilities of international collaboration for research and/or training
- To enhance the quality of learning by students through role plays and demonstrations, the institution plans to equip the audio-visual room and other counseling rooms with high quality recording equipment
- To empower faculty with better teaching and professional skills, the institution plans to introduce peer evaluation and peer supervision

Dr. Tony Sam George
Coordinator, IQAC

Dr. (Bro) Mathew Panathanath
Chairperson, IQAC