



**SAMPURNA MONTFORT COLLEGE**  
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**The Annual Quality Assurance Report (AQAR)**  
**For the year 2008 – 2009**

#### IQAC Members

1. Chairperson- Dr (Br.) Mathew Panathanath
2. Senior administrative officers- Dr. Divya Paul John and Ms. Saritha Mathew
3. Teachers- Dr. Surya Rekha, Ms. Pompi Banerjee, Dr. Shirdi Prasad Tekur and Nithya Poornima Ph. D.
4. Members of management- Br. K. V. Thomas
5. Nominee from local society- Prof. Coutino
6. IQAC coordinator- Ms. Sritha Sandon

#### **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.

In accordance with the goals of the institution, and the progress achieved in the previous years, the IQAC had chalked out a set of goals for this academic year. The plans of the IQAC for 2008- 2009 and the corresponding outcomes are as follows:

1. To develop a standard operating procedure that will ensure high quality training for all courses run by this college – A five-day workshop was carried out that lay the foundation for devising trainer manuals for both programs – the manual preparation is in progress
2. To develop concrete methods of maintaining high quality teaching and evaluation – a three-day workshop was carried out in teaching and evaluation methodology which resulted in the development of standard formats for developing educational objectives, lesson plans and evaluation procedures.
3. To enhance student learning by including guest lectures, seminars and workshops by professionals with expertise in various fields – Nine such events were organized this academic year.
4. To bring international recognition to Montfort College and raise the standards of training to international levels through collaborations – the possibilities of collaboration with the DeSales University and the University of Toronto are being followed up. In addition, a preliminary meeting was held with Dr. John Lees from the University of Leeds to explore possibilities of research collaboration through the UKIERI
5. To improve recording facilities to enable students to enhance their professional skills – multimedia projectors, speakers, mixer, DVD player and other audio-visual equipment was purchased to this end and made available for college use
6. To implement methods of peer evaluation of teaching – it was decided that faculty would sit in on each other's classes from time to time and provide feedback and a sounding board for new ideas. It was also decided that faculty would meet once every fortnight to exchange ideas on teaching and training and discuss any issues or problems. Only one such meeting was held this term, but the plan to continue it in the future remains
7. To revise the strategy of placements for III semester psychology students – the students of M.Sc. Psychology spent the third semester gaining in-house training in professional skills to ensure fruitful practicum exposure in the IV semester. Students were placed in practicum sites in the fourth semester.
8. To subscribe to increased number of journals- The process of subscribing to national and international journals has been initiated. Possibility of subscribing to online databases was explored, however as these options were very expensive the College has currently put these plans on hold.

## **PART B:**

1. Activities reflecting the goals and objectives of the institution:  
Sampurna Montfort College keeps the institutional objectives of (a) Personality building (b) Openness to growth (c) Intellectual competence and (d) 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:
  - a. Weekly case conferences were organized commonly for students pursuing Masters Degree in Psychological Counselling and those pursuing Masters degree in Psychology. This provided an opportunity for students of both disciplines to interact and learn from each others' expertise.
  - b. The foundations of a Standard Operating Procedure (SOP) were laid in order to set standards for the quality of instruction provided to students and to provide a general framework of the entire course to enable teachers to work within that framework. The following actions were carried out in accordance with the SOP.
    - i. Basic skills training was provided to students pursuing Masters Degree in Psychology to prepare them for hands on work experience at placement sites. This skills training is not mandated by Bangalore University. However, this was introduced as it was a crucial component in building competencies in students.
    - ii. Group supervision was provided to students of M. Sc Psychology in addition to individual supervision, during the fourth semester of their programme, when they carried out the placement work.
    - iii. Methods of instruction was modified; more experiential methods as opposed to traditional lectures. Faculty was trained in developing educational objectives for each unit being taught and ensuring that lesson plans were based on these objectives. The educational objectives ensured that teaching was learner-focused rather than teacher-focused.
    - iv. Explicit links were made between various papers taught during the same semester as well as previous semester; application value of concepts also highlighted
    - v. Peer evaluation of teaching was implemented in addition to the student evaluation, to enhance mutual learning among teachers and improve teaching techniques
4. Inter-disciplinary programmes started:  
All the courses offered at the College are primarily inter- related and belong to the major discipline of Psychology.  
In addition weekly case conferences were organized commonly for students pursuing Masters Degree in Psychological Counselling and those pursuing Masters degree in Psychology. This provided an opportunity for students of both disciplines to interact and learn from each others' expertise.

5. Examination reforms implemented:

All examination procedures are planned 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 assessments remain the same as listed below, however the manner in which the students are assessed focuses on the educational objectives that are developed for each learning session. All assessments are specifically designed to assess whether the students have reached the educational objectives set prior to the learning.

- 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.

Mr. Mohan Raju, Lecturer- qualified for NET examination held in June 2008.

7. Initiative towards faculty development programme:

a) Faculty training programme on preparing standard operating procedure (SOP) by Mr. Clyde Murthy from Singapore from 27<sup>th</sup> September to 1<sup>st</sup> October 2008.

b) Workshop on Teaching Learning Methodology by Dr. Shirdi Prasad Tekur on 26<sup>th</sup> November 2008

c) Workshop on Teaching Learning Methodology by Dr. Shirdi Prasad Tekur on 10<sup>th</sup> December 2008 and 19<sup>th</sup> to 21<sup>st</sup> January 2009.

8. Total number of seminars/workshops conducted:

	2/10/2008	Dr Jeevan Kumar, specialist on Gandhian Studies from Bangalore University gave a talk on Mahatma Gandhi to mark Gandhi Jayanthi
1	21/10/2008	“The United Nations University for Peace”; a talk by Rev. Bro. Varghese Theckanath, SG
2	13-12-2008 to 19-12-2008 And 27-10-2008 to 31-10-2008	Therapy and Skill training on “Trauma Counselling”: Workshops conducted at Pastoral Centre, Thasisigudda, and at Management Institute at Bhuvanesar
3	31/12/2008 and 01/01/2009	Two days workshop on “Counselling Skills” by Dr. Tony Sam George
4	09-02-2009	One day workshop on “A New Paradigm change in Counselling Research and Practice” by Mr. John Lees,

5	23/02/2009	“Remove Terrorism, save the Country”; an interactive session by Mr. Seby George
6	24/03/2009 and 25/03/2009	A talk by Mr. Farrokh J Buchia on “Healing and Integration”
7	02/04/2008 to 04/04/2009	Workshop on “Transactional Analysis” conducted by Ms. Annie Kariappa
8	15/04/2009 and 22/04/2009	Workshop on “Play Therapy” on conducted by Dr. Kakli Gupta,
9	21/04/2009 to 21/04/2009	Workshop on “Logo Therapy” conducted by Dr. Fr. Joe Thannical

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 not carried over from one year of the course to another

a) Newly Implemented: Nil

b) Completed: 30 research projects were completed by IV semester M.Sc. Psychology students. 15 students had specialized in Organizational Behaviour and 15 students had specialized in Clinical Psychology and their research projects studied issues related to their specialization. In addition, thirty students of the II semester submitted research projects on various areas related to Cognitive Psychology.

10. Patents generated, if any: Not Applicable

11. New collaborative research programmes:

A preliminary meeting was held with Dr. John Lees from University of Leeds, UK on 16<sup>th</sup> August 2008 to explore possibilities for future collaborative research through the UKIERI (UK- India Education and Research Initiative)

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:

Research work by Dr. Ranbir. S. Bhatti, guest faculty of the College was cited in the following research paper:

Longchar, S. and Sinha, V.K. (2008) Attributional style, Marital Quality and Family Interaction Pattern of Parents of Children having Epilepsy, Indian Journal of Social Psychiatry, 24, 38- 43.

(Reference: Bhatti, R.S., Krishna, D.K.S., Ageira, B.L. (1986) Validation of Family Interactions Scale. Indian Journal of Psychiatry, 28, 211- 216.)

15. Honors/Awards to the faculty:

No honours or awards were conferred upon the faculty members during this academic year

16. Internal resources generated:

No financial resources were generated internally.

However, supplementary academic materials like Student handbook (Provides information about course requirements and institutional guidelines) and Supervision kits (Provides standard procedure to be followed in supervision and documents that need to be maintained) have been developed and distributed to students.

17. Details of departments getting SAP, COSIST (ASSIST) /DST. FIST, etc.

Assistance/recognition: No assistance is being received by any department in the institution

18. Community services:

In collaboration with the Family Counselling Center, Montfort College provides counseling services for problems such as family discord, marital conflict, career guidance, personal problems, and disinterest in studies. 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 pursuing M. Sc. Psychological Counselling and M.Sc. Psychology were placed in different settings such as De-addiction centers, Psychiatry units of hospitals, Regular schools and Special schools, Colleges, Half way homes, Orphanages, Rehabilitation centers for mentally ill, Centers for the terminally ill.

Students were involved in a 2 week camp (April 13<sup>th</sup> to 25<sup>th</sup> 09) for underprivileged children and adolescents focusing on vocational guidance, personality development and addressing other psychological issues.

One day community participation with children was organized by ECHO and other organizations. Bala Mela (A movement towards a child's self respect and determination) – was conducted on 23 November 2008 at Jyothi school grounds, Bangalore. Several students participated in this event.

Students had organized a one day community outreach programme to an old age home (Little sisters of the poor- Home for the aged) in Bangalore. They visited the place, helped to serve lunch to the inmates, spent time talking to the inmates and also entertained them with music and songs.

19. Teachers and officers newly recruited:

Sl.No	Name	Designation	Date of Appointment
1	Ms. Mary Mani	Office Assistant	09.06.2008
2	Dr. Nithya Poornima .M	Lecturer	01.07.2008
3	Ms. Tulsi Achia B	Lecturer	16.07.2008
4	Mr. Mohan Raju S	Lecturer	18.07.2008
5	Ms. Noora Sinha	Lecturer (part-time)	07.08.2008
6	Ms. Sunitha Menezes	Lecturer	16.01.2009
7	Ms. Gayatri Swaminathan	Lecturer	01.02.2009

8	Dr. Nalini	Lecturer (Part-time)	05.02.2009
9	Dr. Anuradha Kabra	Lecturer (part-time)	22.02.2009
10	Ms. Kasturi Thakur	Lecturer	02.03.2009

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:

- Additional photocopy facility was introduced to make the process cost effective for students.
- Books that were deemed obsolete were removed from the library.

22. New books/journals subscribed and their value:

Four hundred and fifty six (456) books and five magazines were added to the library at a cost of Rs. 42,466/- during the academic year 2004-2005.

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 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 were carried out when indicated.

24. Unit cost of education:

Total cost of education for the academic year: Rs. 26, 38, 461/-

Number of students: 98

Unit cost of education: Rs.26, 923/-

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

The administration and admission process handled by 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 generator (30KVA DG set) was purchased and installed to counter the problem of interruptions in electricity supply.

Class rooms were equipped with more student desks and chairs and more furniture was added in the canteen.

The foundation stone for the new hostel building was laid on 12<sup>th</sup> November 2008. A microwave oven was provided for the use of staff.

27. Technology upgradation:

Purchase of Multimedia projectors, speakers, mixer, DVD player, and other audio-visual equipment worth Rs.2, 23,269.00

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

A computer lab with internet access is available through the day for the use of students and faculty. An open wireless network (wi-fi) operates within the college premises which the students can use for internet access through the day.

29. Financial aid to students:

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

Apart from this, the college also facilitates financial assistance from international bodies committed to assist students from low income groups/ families. Three (3) students received financial assistance from international bodies this year.

30. Activities and support from the Alumni Association:

A day long get-together was organized on 6<sup>th</sup> June 2009 where academician Dr. Indira Jayaprakash, senior psychologist, was called upon to share her insights on career development options for fresh graduates of Counselling Psychology. Apart from that we had Dr. Ajit Bhide, senior psychiatrist, who shared his thoughts on Suicide Prevention.

Elections were held and new representatives were elected to the alumni association. The following goals were set:

- to increase number of registered alumni.
- to create an informational database to support practicing counseling psychologists in terms of ongoing self-care and professional supervision.
- to arrange for smaller alumni meets during the year apart from an annual meeting.

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 March 7<sup>th</sup> 2009. 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 and Badminton games 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. 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:

2006-2008 batch of M.Sc Psychological Counselling students secured the 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and the 5<sup>th</sup> Rank from Bangalore University (Ms. Lorraine Bernadette Pinto -2<sup>nd</sup> Rank, Ms. Annie V O -3<sup>rd</sup> Rank, Ms. Reshma - 4<sup>th</sup> Rank and Mr. Vincent Kumar A - 5<sup>th</sup> Rank)

Tarannum Farheed received the honours awards for having completed the honours programme.

College-initiated awards were also given to deserving students.

Tanima Chatterjee and Lopamudra Goswami received awards for outstanding achievement in academics, Akanksha Vaswani and Anju John K received awards for outstanding initiatives in extracurricular activities, and Khushnam Wadia and Sharon Singh Lyngwa 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 counselling 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:

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:

Currently as the number of non teaching staff is less, it has not been feasible to conduct any development programmes for them. 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.

Moreover, short term work related development programmes are been planned as the number of non teaching staff is increasing.

39. Healthy practices of the institutions

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 on 18<sup>th</sup> February 2009 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 counselling 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 2008- 2009 the following events were organized: Independence day, Teacher's day, Onam, Christmas, College day and Farewell for the graduating students of the year.

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

Montfort Colleges has professional contacts with various departments of the National Institute of Mental Health and Neuro sciences (NIMHANS) and with other organizations such as Central Social Welfare Board (CSWB), Karnataka Social Welfare Board (KSWB) and National Institute for Public Cooperation and Child Development (NIPCCD).

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

- Seven students participated in a two-day intercollegiate psychology fest organized by Surana College, OG center, Bangalore

Seminars and Conferences attended by faculty:

- Principal attended the Conference of The South Asian Association of Transactional Analysts (SATA) organised by Spanda Foundation and Sparsh Foundation at Bangalore from 25<sup>th</sup> to 27<sup>th</sup> July 2008
- Ms. Sritha Sandon presented a paper at the 18<sup>th</sup> National Conference held by the National Academy of Psychology (NAOP) on "Effect of contextual cues in language processing" Panathanath
- Dr. Divya Paul attended the "Asia Pacific Rim International Counselling Conference" at Dept. of Counselling Psychology Hongkong Shue Yan University, Hongkong.

In India Psychologists and Counsellors are needed in large numbers to help to deal with various emotional problems faced by people in every walk of life. This being a specialised college offering only Psychology and Counselling, we are committed to train more counsellors and psychologists.

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

The following are planned for the 2009- 2010:

- To continue existing programmes such as emotional development, consolidating the SOP, standardizing lesson plans and peer supervision for faculty.
- To procure more scientific journals of National standing in print media
- To organize guest lectures by experts in various fields of Counselling and Psychology
- To organize an inter collegiate fest
- To organize an open day for undergraduate students of Psychology and provide them awareness about courses offered at the College and help them make a guide decision about career options.
- To organize an event to mark World Mental Health Day.
- To recruit more teaching and non teaching staff.
- To begin preliminary preparations for organizing a conference in early 2011.

Mrs. Sritha Sandon  
Coordinator, IQAC

Dr. (Bro) Mathew Panathanath  
Chairperson, IQAC