

# STUDENT HANDBOOK

## 2019-2020

A quick reference for most queries

Name.....

Course..... Reg. No.....

### **Liberation** with **Enlightenment**

### **Montfort College**

*(affiliated to Bengaluru North University)*  
#184, Old Madras Road, Indiranagar,  
Bengaluru - 560038, Karnataka, India  
Phone: +91 80 25283320, 25284050  
Email: [mail@montfortcollege.in](mailto:mail@montfortcollege.in)  
Website: [www.sampurnamontfort.in](http://www.sampurnamontfort.in)



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## WELCOME

### **Welcome to Sampurna – to the Montfort Family!**

We are happy to have you with us. We hope your life at Sampurna Montfort College will be enjoyable, beneficial and a happy one. You are here for a purpose; and you know it. During the time you spend with us, we exhort you to focus on *'learning to change positively'*, since change is inevitable in life. You have come to Montfort to learn, to unlearn, to contribute and to transform yourself. Your presence in this campus is going to be life-enhancing and transforming one for you and others. In your search for enlightenment and liberation you will remain focussed and open.

We wish you make use of every opportunity you are provided with here and make all efforts to become liberated persons in mind and heart. The years at Montfort will enable you to offload the unwanted baggage, and help you become lighter and happier.

Today, the world needs help to tackle the many evils plaguing it. Damage to the psyche is reaching immense proportions and there are very few qualified and trained to lend a helping hand. We aim through our training to equip you with the necessary knowledge, skills, tools and attitudes that will empower you to function effectively in the mental health profession, spreading positive energy and promoting wellbeing. We invite you to join us in our lofty pursuit, using all your learning experiences as a platform to refine your skills and expand your knowledge base. Our faculty and staff will support you in every way possible. We, as a family, try to maintain a culture that treats all with fairness and justice. You can expect from us the best possible that any college can offer.

As you peruse the pages of this handbook, you will begin to realise your responsibilities and privileges as well as our expectations from you. Be proactive, honest and responsible; treat every person with respect and excel in every task assigned to you. We are confident that in the course of time, most of you will consider this college as a 'home away from home'. As you spend your time here, you will begin to understand that Sampurna is a unique institution, in both the way it functions and the way it treats people. Sampurna Montfort College is not an average college; it is an awesome college!

Nurturing academic creativity and inspiring innovation are two of the key elements of a successful education, and Sampurna Montfort College is the perfect amalgamation of both. It harnesses the creative energies of the academic community, and distils the essence of the inspired imagination of its students in the most brilliant way possible.

We are proud of those who get high grades and university ranks. These are indeed worthy achievements. However, we are more proud of those who have learned the art of helping others, those who serve sincerely with dedication, those who show care and compassion, those who create safe spaces for people in need and those who understand that every human situation is worthy of help and deserving of respect.

Our world needs many more Montfortians. We hope you will become one!

Wishing you the best.

**Brother Paul Raj, sg.**  
Principal

## PURPOSE OF THE HANDBOOK

This handbook provides much of the information you will need during the course. Your course tutors hope that you find it useful and that you use it as a first reference and guide. We will provide you with updates as and when necessary. We will always be willing to discuss individual and group concerns.

## VISION & MISSION

We envision mental and emotional well-being in society. The broad vision of Montfort College is expressed in its motto “Liberation with Enlightenment”. Our mission is to train psychologists and counsellors with personal integration and professional competence; to provide contextually relevant, socially inclusive and affordable mental healthcare support to all in need.

## AIM

We aim to promote mental health and emotional well-being in society as well as advancement of learning and understanding. We endeavour to train personally integrated, emotionally balanced, professionally competent, socially committed and empathetic psychologists and counsellors.

## OBJECTIVES

We intend to provide an ambience of quiet learning; friendly and free interaction among students and faculty, to:

- Achieve adequate mental formation of students towards self-awareness and personal integration.
- Achieve excellence in teaching, learning, and research.
- Enthuse them in the promotion of holistic mental and emotional health.
- Provide experiential and skill-based training.
- Apply advances in learning and knowledge to the relevant fields of work.
- Promote excellence in the fields of psychology and counselling.
- Become uncompromising in respect for the individual and develop a genuine feeling of compassion for the marginalized and the needy.

## PHILOSOPHY OF SAMPURNA

The philosophy of Sampurna is reflected in its motto “*Liberation with Enlightenment*”. Students are invited to explore the depths of their being, for true enlightenment comes from knowing oneself. In this process, they are encouraged to build their strengths and to work through those aspects of self that hold them back from realizing their full potential. The atmosphere is one of positivity, acceptance, and tolerance.

## MONTFORT BROTHERS OF ST. GABRIEL

A Christian Religious Order educating and empowering the youth and the marginalised, in the footsteps of St. Montfort

Montfort Brothers of St. Gabriel are part of the worldwide Montfortian family founded by St. Louis Marie Grignion de Montfort in France in the early period of the 18th Century. He lived in a time when Europe was plunged in economic stagnation. Most of the population lived below the poverty line, without proper housing and means of livelihood. Despite his background, Louis Grignion opted to work with the poor, promoting their rights and enunciating the duties of the affluent society towards the poor. He established many charitable schools for the poor, educating the youth to become upright men and women; instilling in them love for God and love for the less privileged. These schools later became instruments for social transformation.

Carrying the mantle of this great man, Montfort Brothers of St. Gabriel have been continuing with a similar mission in India since 1903; mostly for the poor and rural population. Presently, the Montfort Brothers manage over 175 educational and career oriented institutions in 21 states of India in the field of general education, vocational training and the education of the visually challenged and the hearing impaired.

## MONTFORT COLLEGE SOCIETY

The Montfort College Society was established in 1984 as part of the initiative of Montfort Brothers to further the cause of higher education in India and contribute to the overall holistic growth and development of the youth of the Nation.



Today along with rapid economic growth, we see the breakdown of joint family system and changes in the traditional concept of family. A growing emphasis on the 'individual' (rather than the 'group'), with increasing demands for achievement, and the absence of traditional support systems compromise emotional, physical, mental and spiritual health of individuals. The diminishing familial support and the increasing demands of life make it imperative for Mental Health Professionals to evolve creative and need-based responses for the growing concerns of individuals. In order to address the large requirement for trained mental health professionals in educational, family, health-care and industrial settings, Montfort College Society has pioneered counsellor education training in India.

## MONTFORT COLLEGE

**Montfort College** was established in the year 1995 to offer a post graduate diploma in holistic psychological counselling. From 1998, it had been conducting M Sc. Psychological Counselling, affiliated to Bangalore University and later, from 2005 onwards, M Sc. Psychology was included. In 2005, Montfort College was recognised as a Research Centre of Bangalore University. In 2018, with trifurcation of Bangalore University, Montfort College has become affiliated to Bengaluru North University (BNU). It continues to offer M.Sc in Counselling Psychology & M.Sc in Psychology.

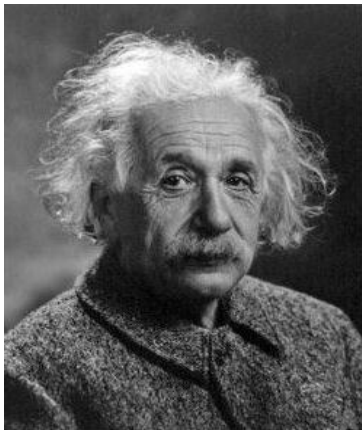
Its curricula entail teaching, evaluation, therapy, counselling and research in different sub-disciplines of psychology. Montfort College maintains a strong foundation which adapts effectively to cultural diversity and the needs of young learners. The programmes at Montfort College aim at equipping students with both conceptual inputs and hands-on skills training to identify and respond effectively to the needs of individuals and social systems.

At Montfort College, we pride ourselves on our tradition of maintaining friendly personal contact among faculty and students, encouraging a family atmosphere conducive for learning as well as personal growth. Although it is a Christian Minority Institution, we welcome everyone without distinction of caste, creed or community.

## PROGRAMMES OFFERED

- M.Sc in Counselling Psychology
- M.Sc in Psychology
- Ph. D in Counselling Psychology
- Certificate Courses in Counselling Psychology

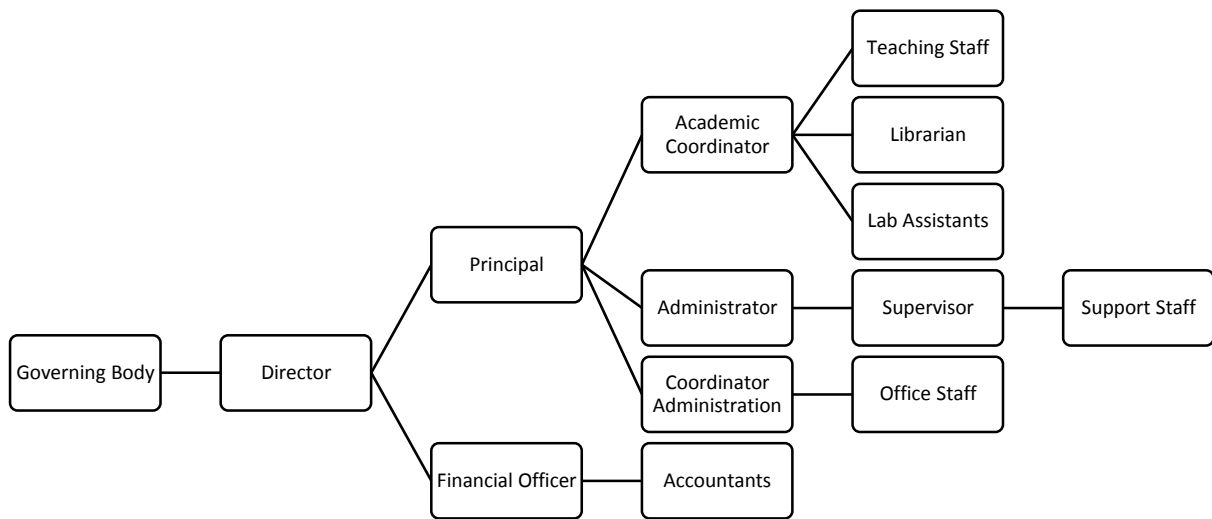
Montfort College is the first college in India to conceive and conduct a Master's level programme in Counselling Psychology. The course was called Psychological Counselling earlier but with affiliation to Bengaluru North University, the course has been renamed Counselling Psychology. It offers its students the unique facility of personal growth and counselling right through the course. The college also provides students with opportunities to practice in real life settings. All our programmes have a sound theoretical base and prepare the students to empower themselves with insights, skills and information to work effectively in the rapidly changing world. A distinctive feature of the college is the commitment of investing in the individual student. Each student is encouraged not only to gain knowledge and skills but also to explore and optimize her/his inherent potential, both through individual interactions with a well-qualified faculty, and through peer interaction and support.



The intuitive mind is a sacred gift and the rational mind is a faithful servant. We have created a society that honors the servant and has forgotten the gift.

(Albert Einstein)

## ORGANIZATIONAL STRUCTURE

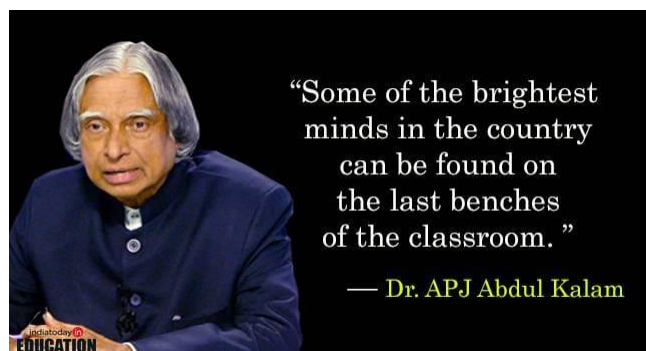


## AFFILIATION AND CBCS SYSTEM

Montfort College is affiliated to Bengaluru North University, Bangalore. It follows the syllabus, course work, and evaluation systems prescribed by the Bengaluru North University. Currently the University is following a Choice Based Credit System (CBCS).

## IQAC

Montfort College has an Internal Quality Assurance Cell (IQAC) which constantly strives towards offering better quality education and facilities. The IQAC has made a significant and meaningful contribution in the post-accreditation phase of the institution. It has been monitoring all the efforts and activities of the institution; promoting growth, and striving for excellence in every field. It is composed of members from the management, faculty, alumni and external experts.



## COURSE OVERVIEW

### M.SC IN COUNSELLING PSYCHOLOGY

The M.Sc. Counselling Psychology programme seeks to develop competent and integrated counsellors who value diversity and personal growth; who are able to provide services across a continuum of developmental stages for individuals and interrelated systems; who are able to collaborate with allied mental health services. The course focuses on the student's personal and professional development by enhancing theoretical understanding, increasing awareness to become a '*reflective practitioner*', deepening personal insight and developing Counselling Skills.

It strives to train counsellors who are:

- Committed to lifelong learning, self-care and professional development and who uphold their identity as professional counsellors.
- Skilful in providing contextually relevant counselling with a developmental and integrative focus.
- Adept in collaborating fruitfully with allied professionals.
- Open to challenging dominant paradigms with the goal of becoming culturally competent.

Through coursework, practicum, internship, and the successful completion of the prescribed projects and assignments, students are expected to satisfy overall programme objectives and specific course objectives.

### M.SC. IN PSYCHOLOGY

M.Sc. programme in Psychology aims at helping and equipping students with both conceptual inputs and hands-on skills training to identify and respond effectively to the needs of individuals and social systems in the world today. This programme lays the foundation for further research in Psychology. The overall philosophy of the M.Sc Psychology programme is to prepare master's level students with academic, professional, and personal credentials to perform effectively in their anticipated work setting.

It strives to train professionals who are:

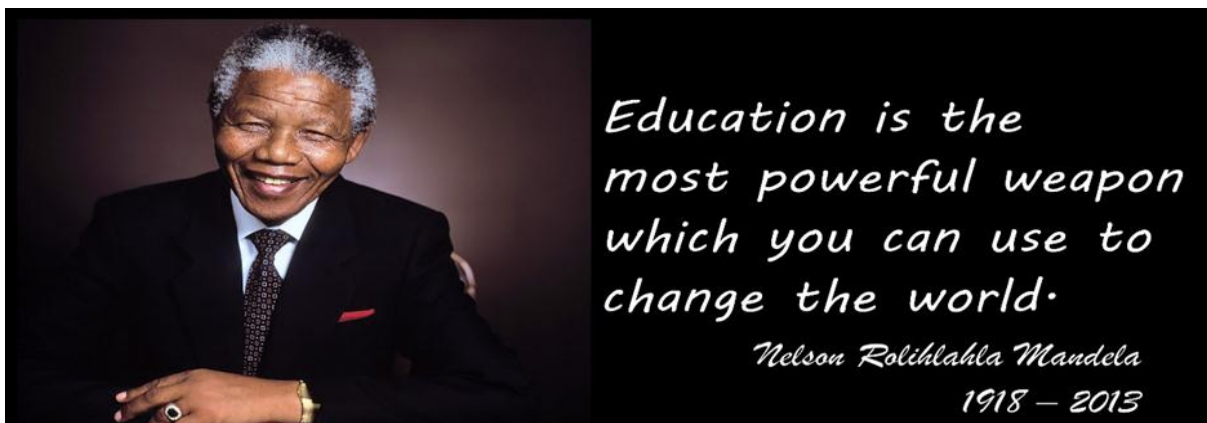
Committed to lifelong learning, self-care, professional development and who uphold their identity as professional psychologists:

- Capable of researching relevant areas and contributing to the general pool of psychological knowledge.
- Proficient in carrying out relevant assessments and providing appropriate guidance to clients.
- Adept in collaborating effectively with allied professionals.
- Open to challenging dominant paradigms with the goal of becoming culturally competent.

Through coursework, internship, and the successful completion of the prescribed projects and assignments, students are expected to satisfy overall programme objectives and specific course objectives.

## RESEARCH CENTRE

The institution was a recognised research centre of Bangalore University leading to Ph.D in Counselling Psychology. This allows students to move smoothly from masters' programme to research. The doctoral programme seeks to develop researchers who contribute significantly to the fields of Psychology and Counselling. Montfort College has an active research cell that carries out research activities regularly and also guides students to carry out their own research.



## COURSE OUTLINE

### MSC IN PSYCHOLOGY

#### SEMESTER 1 OVERVIEW

SI No	Paper	Credits
1	Theories of Psychology 1	4
2	Lifespan Development	4
3	Quantitative Research Methods	4
4	Counselling Psychology	4
5	Assessments 1 and Life-Skills Training	4
6	Basic Counselling Skills and Field Visits	4
7	Positive Psychology or Indian Psychology	2
	<b>TOTAL CREDITS</b>	<b>26</b>

#### SEMESTER 2 OVERVIEW

SI No	Paper	Credits
1	Theories of Psychology 2	4
2	Biological Basis of Behaviour	4
3	Qualitative Research Process	4
4	Health Psychology	4
5	Test Development and Documentation	4
6	Assessment 2 and Field Work or Professional Development	4
7	Career Counselling or Alternative Healing Practices or Psychometry and Test Construction	2
	<b>TOTAL CREDITS</b>	<b>26</b>

**SEMESTER 3 OVERVIEW**

Sl No	Paper	Credits
1	Cognitive Psychology	4
2	Abnormal Psychology	4
3	Experimental Psychology and Cognitive Assessments	4
4	Psychological Therapies I OR Human Resources in Organizations OR School Psychology 1 OR Child Psychopathology	4
5	One assessments paper along with Library Dissertation based on their area of specialization	4
6	Psychology for Everyday Living	4
	<b>TOTAL CREDITS</b>	<b>24</b>

**SEMESTER 4 OVERVIEW**

Sl. No	Paper	Credits
1	Social Psychology	4
2	Psychological Statistics and Research Data Analysis	4
3	Research Project	4
4	Rehabilitation Psychology 1 OR Organizational Behaviour OR Psychology of Teaching and Learning OR Children with Special needs	4
5	Psychological Therapies 2 OR Organizational Change and Development OR Persons with Disability OR School Psychology 2 OR Children with Special Needs	4
6	Internship in Clinical settings OR Internship in Organizational settings OR Internship in Rehabilitation settings OR Internship in School settings OR Internship in Special School settings	4
	<b>TOTAL CREDITS</b>	<b>24</b>

## MSC IN COUNSELLING PSYCHOLOGY

### SEMESTER 1 OVERVIEW

SI No	Paper	Credits
1	101 Theories of Counselling and Psychotherapy I	4
2	102 Psychopathology and Mental Health I	4
3	103 Quantitative Research	4
4	104 Life Span Development	4
5	105P Counselling Skills	4
6	106P Assessments 1 and Computer Applications	4
7	107SC Counselling Process	2
	<b>TOTAL CREDITS</b>	<b>26</b>

### SEMESTER 2 OVERVIEW

SI No	Paper	Credits
1	201 Theories of Counselling and Psychotherapy II	4
2	202 Psychopathology and Mental Health II	4
3	203 Qualitative Research	4
4	204 Group Counselling	4
5	205P Counselling Techniques	4
6	206P Assessments 2 and Academic Writing	4
7	207SC Transactional Analysis	2
	<b>TOTAL CREDITS</b>	<b>26</b>



### SEMESTER 3 OVERVIEW

SI No	Paper	Credits
1	301 Marriage and Family Therapy 1	4
2	302 Educational Counselling 1	4
3	303P Group Process Training	4
4	304 P Supervised Practicum	4
5	305SC Workplace Counselling	2
6	Open Elective	4
	<b>TOTAL CREDITS</b>	<b>22</b>

### SEMESTER 4 OVERVIEW

SI No	Paper	Credits
1	401 Marriage and Family Therapy 2	4
2	402 Educational Counselling 2	4
3	403P Internship	8
4	404 P Research	4
5	405SC Positive Psychology	2
	<b>TOTAL CREDITS</b>	<b>22</b>

## ACADEMIC CODE

We treat all our students as adult learners and expect them to approach their learning experiences with optimism, openness, and responsibility. Following are certain guidelines to help make your life at Montfort stress-free.

### CLASS HOURS

Classes are scheduled from Monday to Friday from 08:55 am to 04:30 pm and on Saturday from 08:55 am to 01:00 pm. The second Saturday is normally a holiday. There will be a tea break at 10:50 am and classes resume at 11:10 am. The lunch-break is from 01:00 pm to 01:50 pm and classes resume at 01:50 pm. Students are expected to be in class before the bell is rung. Faculty members may refuse to let the student into class and/or refuse to give them attendance if the student is late to class. The faculty members are not responsible to call students into the class. Students are expected to behave as mature adults and take responsibility of being in class ahead of time.

### PUNCTUALITY

Students are expected to be in the classroom by the first bell at 8:55 am. The second bell at 9:00 am signifies the commencement of the classes. Classes scheduled during regular class hours should be given priority over other activities. Unless there are serious reasons for absence on the day of a test or quiz, etc. no marks may be awarded for the missed work. However, a faculty member may excuse a student from a test, project, assignment, or quiz for reasons beyond the student's control and allow them to retake/resubmit the same. This is at the discretion of the faculty in charge.

### ATTENDANCE

- The UGC and Bengaluru North University has mandated a minimum of 75% attendance in each paper to be eligible to write the End Semester Exam. College is obliged to strictly adhere to this norm. There is no provision for condonation of attendance.
- Students are expected to maintain 100% attendance through the academic term. This may ensure that the necessary 75% will be maintained in the event of an unexpected illness or emergency.

- Realise that the number of classes held in a month for each paper are few and every absence will visibly affect the attendance percentage.
- Come on time to class so that you have a complete experience. If you are late, the faculty member may refuse entry or refuse to mark your attendance for the hour.
- Students who have low attendance (less than 80%) will be given oral/written warnings via emails by faculty. The students are expected to acknowledge the same and do the needful to make up the necessary percentage.
- As per the University guidelines, students who do not have the minimum required attendance of **75% in each paper** will not be eligible to pay exam fees or write the End Semester exams.

### LEAVE APPLICATION PROCESS

- Submit leave application in advance, in case you plan to take leave. The application form is available in the administrative office. Get the leave form signed by all the faculty members whose classes you would miss and then submit it to the Principal/ Coordinator for approval.
- Inform the class representative or a classmate if you are unable to attend class on any given day due to any emergency, who can then inform the faculty members for the day. On return, apply for leave in retrospect in the form mentioned above.
- Check with a faculty member or class representative about what happened in class during your absence and also about what you need to complete before the next class.
- Obtain prior permission from faculty members before approaching the Principal/coordinator to attend seminars, workshops or co-curricular activities, if you will miss classes on account of them.
- Use the convalescence room (Second floor room no. 11) if you are not keeping well and are unable to stay in class. You will not get attendance for this. Kindly avoid sleeping/ putting your head down in class citing reasons of poor health.

### PROFESSIONALISM

Students are responsible to the academic community for the preparation and presentation of work representing their own individual

efforts. Acceptance of this responsibility is essential to the educational process and must be considered as an expression of mutual trust, the foundation upon which their academic progress depends. Students are directed to take great care when preparing all written work and to acknowledge fully the sources of all ideas and language other than their own. When tasks are assigned in groups /teams, the team has to ensure that tasks are distributed fairly across all members considering individual ability; every member has to contribute fairly to the combined effort.

## **STUDENT -TEACHER INTERACTION**

Students are encouraged to facilitate the student - teacher interactions by making appointments in advance in consultation with the faculty members for project work/ practicum and research supervision. Students are expected to utilise the student-teacher interaction time between 3:40 - 4:30 pm for all types of academic related queries and remedial learning work.

## **INTERPERSONAL INTERACTIONS**

- Students are expected to have a cordial relationship with all their peers, encouraging each other to excel in curricular, co-curricular, and extra-curricular activities. Each member is expected to respect the other without discrimination of religion, caste, gender, socio-economic status or other individual differences.
- Students are expected to maintain professional and personal boundaries with peers and staff.
- Physical contact (touching, holding, pulling, pushing, etc.) that the other person is uncomfortable with is to be avoided on campus. While we encourage healthy interpersonal relationships that promote growth, any display of romantic relationships or behaviour leading to it is not acceptable on campus.
- Though the college is not responsible for the conduct of its students outside its premises, it will take note of any serious misconduct of students outside the campus.

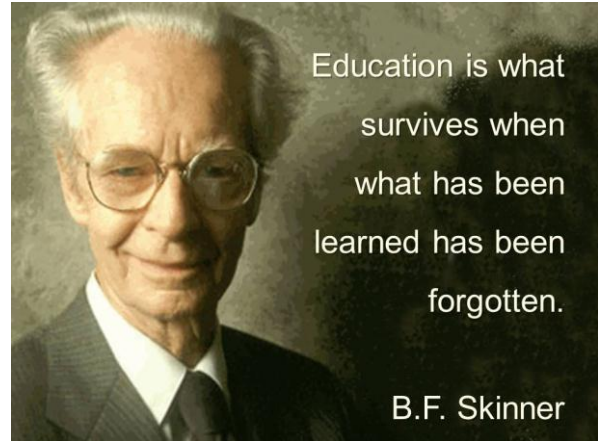
## **CLASSROOM REGULATIONS**

- The Program is intended to prepare students for professional roles in the mental health field. Therefore, students should expect

rigor in academic work. Individual faculty will explain methods of evaluation during the classes.

- If students do not demonstrate the expected skills in courses focused on skill acquisition they will be asked to repeat these courses until adequate skills are developed.
- Professional behaviour is expected in class; specifically, faculty expect students to come to class prepared for the day's topics/discussions and to arrive on time. Students are expected to exhibit a positive attitude, receptivity to new ideas, openness to feedback, flexibility in belief systems, and respect for faculty members and peers. Confidentiality is the norm for all classroom interaction.
- Students should refrain from holding side conversations during class lectures or activities. Students should come prepared with work assigned for a class (reading, assignment, discussions, test reports, records etc.) or else, they should stay out of class to complete that work before attending class.
- Students should give the college telephone number as the emergency contact number in case they need to be contacted during class. Students are to refrain from using mobile phones during class (No messaging, calling, playing, accessing internet etc.) unless asked to do so by the teacher in charge. The devices are to be kept in silent / switched off mode and placed in the bags. If anyone is found to be using a mobile phone, the instrument will be confiscated. It can be collected from the Principal, after submitting an apology letter. The Principal will determine the time of return. With repeated offences, the instrument may not be returned. Technological devices can be used in the class, if a teacher permits its use for the purpose of learning.
- Certain learning-related activities may require the use of PCs, smart phones, etc. In such cases, the teachers will give you permission to use the same. The use of these devices will be restricted to learning activities related to the class in progress only. The permission to use the device extends only until the completion of the activity or until the end of that class, whichever comes sooner. The devices may not be used during discussion of concepts unless permitted by the teacher.

- If you intend to use laptops to take notes, you need to ask for explicit permission from the teacher in charge. There may be times when you will not be allowed to do this, even if you had been permitted to do so earlier. The permission is given solely at the discretion of the teacher.



- Use of audio / video recording devices is not permitted except with the explicit permission. No lecture /class activity can be recorded in part or whole at any time, without permission.
- Possession of mobile phones, blue tooth, or similar electronic devices during evaluation related activities (such as internal tests or external exams) is deemed as resorting to unfair means during examination and is considered as a serious malpractice. Students are not allowed to carry such devices into the exam hall/ test room for any reason whatsoever.
- Intake of food including snacks / chewing gum while in the class is strictly prohibited.
- Failure to adhere to classroom regulations may warrant disciplinary action including suspension or expulsion.

## BREAKS AND ANNOUNCEMENTS

Students are expected to restrict their breaks to the time allotted. Recognize that the bell is rung to remind you to come back to class. Students are expected to be inside the class as soon as the bell rings. Wait for a break to make announcements in class. Refrain from interrupting classes to make announcements. If you are a member of the student council and must communicate messages from the student council to the class, request the class representatives who will communicate them to the class at an appropriate time.

## LEARNING CONTRACT

As a student working at postgraduate level, you are expected to demonstrate creativity in your approach to both theoretical and practical knowledge. We the faculty, exhort you to join us in constructive debate and to challenge the information provided actively as we seek to reconstruct traditions, professional theories, and personal ideologies. This can at times, be an uncomfortable process for the student as well as the teacher. As a student coming on these pathways, we encourage you to enter into a learning contract with us, which attempts to define the responsibility of both faculty and students.

The main principles for this contract are:

### FOR US, THE FACULTY AND THE STUDENT:

- To value each other as intrinsically worthwhile human beings
- To observe the spirit of equal opportunity, to actively engage in anti-oppressive practices and seek ways to make policies and procedures effective for everyone.
- To work in an open and honest way with each other.
- To be non-defensive when challenged.
- To be open to new ideas.
- To actively challenge and reconstruct current theoretical and practical positions.

### FOR YOU, THE STUDENT

- To take responsibility for your own learning process in relation to the learning outcomes of your particular specialised programme and chosen pathway.
- To use every opportunity to improve personal and professional skills.
- To create for yourself, opportunities to become aware of your 'self' and its dynamics with others.
- To approach every learning experience in a professional manner and treat it with the solemnity and sincerity it deserves.

## FOR US, THE FACULTY

- To facilitate student learning.
- To treat the student as a collaborator in the academic endeavour.
- To undertake assessment in a fair and unbiased manner in relation to the established criteria, especially with regard to the learning outcomes.

It is expected that students will read and abide by the Learning Contract provided in this document.

## TEACHING-LEARNING MODES AND METHODS

- We treat you as an adult learner and expect you to carry the onus of own learning, preparing for class tests, exams, and for life.
- Faculty members may use any teaching aid they deem necessary and efficient in order to provide the knowledge.
- Various teaching-learning activities will be adopted for all-round and holistic learning. These may include lectures, discussions, group activities, video reviews, presentations by students, peer learning, debates and any other deemed fit by the faculty in charge.
- Through these activities, faculty members will cover about 70% of the syllabus. Students are expected to be present and participate actively in all these activities to fully benefit from the learning experience.
- Students are expected to carry out self-study for the remaining 30% of the syllabus, which is to be outlined / evaluated in the class.
- Faculty will provide only the guidelines and references for the notes.
- Students are encouraged to use the library extensively and make notes.
- Students cannot expect the faculty to hand over their power-point slides, class notes, or notes of any other nature.
- Students are expected not to compare faculty members just as faculty members will not compare students; we recognize that each individual has a unique contribution to make to the teaching - learning environment.



## SUBMISSIONS, TESTS, AND ASSIGNMENTS

- Submit practical records, assignments, reports etc. on time; **no extensions of deadlines** will be given. If a faculty member agrees to give an extension due to certain reasons, the assignment will be given only **a certain per cent of the marks** that would have been given, had the assignment been submitted on time.
- A faculty member is within his/her rights to refuse to give marks for submissions that are below standard, are overdue, or are suspected as not student's own work.
- Test/evaluation dates are given ahead of time. If students are absent for a test, they will NOT be allowed to re-take it unless they have obtained permission of the concerned faculty member **IN ADVANCE**. Any student who takes a re-test for having missed a test will only get **a certain percentage** of the marks the student actually earns. This can range from 50% to 80%. It is up to the faculty to decide if a student can take a retest for improving own performance or not. Decision to give re-test lies at the discretion of the concerned faculty.
- If a student misses a surprise test that is counted for internal assessment, she/he will be permitted to re-take the test at the faculty member's convenience and in this case, will get the full deserving marks, since surprise tests have no advance warning.

## MEMO SYSTEM

Students are expected to take responsibility for own behaviour and studies. Failure to do so may warrant issuance of memos for the same. The first memo will be served directly to the student and is acknowledgement due. The second memo will go to student's parent/guardian, the Principal/Director as well as to the student. Students who get memos are expected to rectify the behaviour suitably to obviate further consequences. Failure to rectify behaviour suitably may result in disciplinary action including suspension or expulsion.

## GOOGLE GROUPS

Every class is expected to create a Google group including the email ids of all students in the class. This ensures that all communication from the college reaches the students and that no student is left out from the communication loop. The faculty members as well as the

administration will need this group id, to be able to send information to the students. The group id should be in the following format:

MCCP2019\_21@googlegroups.com for the students of Counselling Psychology and

MCPSY2019\_21@googlegroups.com for the students of Psychology

## CASE CONFERENCES

Regularly, the entire student body and faculty assemble for case conferences. In this gathering, student practitioners (usually third or fourth semester students) will present a clinical/counselling case on which they are working. This is followed by discussion and feedback. Montfort College prides itself in these case conferences as they provide a forum of learning from many real-life cases; an opportunity that is unavailable to many. As such, students are expected to be present at EVERY case conference and participate actively in conceptualization, diagnosis, and treatment planning. This forum is **non-judgemental** and students are expected to treat the forum with sanctity, confidentiality and respect.

Regulations expected in the **case conference**:

### FOR THE ATTENDEES

- Come on time.
- Collect case conference work sheet from the volunteers, one sheet per student.
- Complete the sheet given and return it to the class representative at the end of the conference; this will be the students' record of attendance.
- Do not discuss while the presenter is speaking; you may miss out on some vital information. Rather, make a note in own notebook or on the case conference sheet and then discuss when given the opportunity.
- Do not interrupt a speaker.
- When you have something to contribute, hold your hand up and wait for the microphone to be brought to you.
- Do not say anything that is demeaning, overly critical, upsetting, or seems to ridicule any person(s), culture(s), etc.

- Communicate your own observations / experiences as objectively as possible.
- Remember, this forum is non-judgemental, to enable learning. Even if a speaker is wrong, leave it to the faculty members to correct her/him when they deem fit. Faculty may decide to do that in private; that is their prerogative.

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## FOR THE PRESENTER

- Present only the case that has been supervised by the group supervisor.
- Come dressed in formal attire.
- Use the slide format given by the coordinator/supervisor.
- Ensure that slides have been sent to the group supervisor well in time and make appropriate changes based on the feedback.
- Ensure that the final slides reach the moderator at least two days before the case conference.
- Use only formal academic language (which is used in published scientific journals and textbooks).
- Do not use pictures.
- Do not use more than 7 lines of text in a slide.
- Use a timeline to give the history of events if there are many significant events
- The case presentation is not a stage performance. Do not treat it trivially, creating unnecessary suspense or drama.
- Be in the hall about 10 minutes before the case conference is to begin.
- Ensure that all necessary technical aids are set up and working before the conference begins.
- Respond to all questions. Remember it is a learning forum and people are welcome to have opinions different from your own and that of your supervisor.
- Be open to feedback so that learning is enhanced.

Presenters are to follow the additional guidelines given in the practicum handbook.

## HONOURS PROGRAMME

Honours programme is an opportunity for meritorious students to utilise their skills further. This takes them a step ahead of others. Those

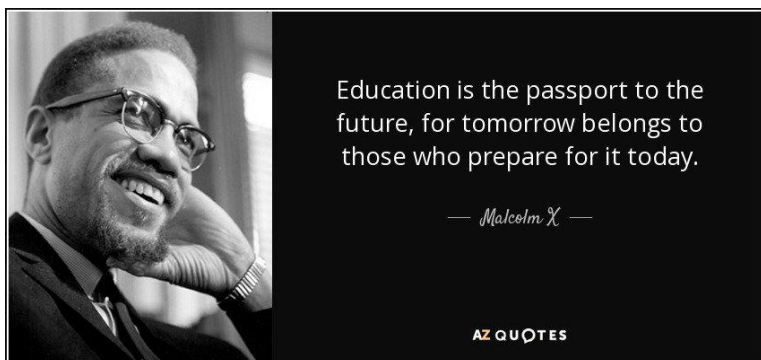
who are interested in enrolling for this programme may meet the coordinator for further information. There is a separate handbook with the honours programme details which will be made available on payment of the honours programme fees.

## EVALUATION

There are two forms of evaluation: internal assessments carried out by the college and external assessments carried out by the University.

### INTERNAL ASSESSMENT AND EVALUATION

The college follows the guidelines given by the affiliating university for internal assessment. The marks for internal assessment are 30% of the total marks for each paper. This is assessed at different points of time in the semester. The details of the internal assessment for each paper will be given by the concerned subject teachers.



In case a student fails to attend the evaluation activity on a scheduled date, University regulations deem that the student has dropped the test. As such, the student may not be given

another assessment in lieu of the missed one. However, in special cases under genuine circumstances, the student may be allowed a re-assessment but may only earn a percentage of the actual marks. This will be dealt with on a case-by-case basis. For the tests and assignments, students are expected to bring their own stationery including enough A4 size paper.

### END SEMESTER EXAMINATIONS

At the end of each semester, Bengaluru North University conducts End Semester examinations, which carry 70% of the marks for each paper. Students are expected to report to the allotted centre on time, formally dressed, with the ID card and hall ticket issued by Montfort College. They are expected to behave with dignity and decorum when in the examination centre and follow the rules of both Montfort College and

the centre as their behaviour will reflect both on them as well as on the institution.

Practical examinations will be carried out on campus. For these, students are expected to come prepared with the required subjects/clients. **The college will not be responsible for providing any student with clients / subjects, for practical examinations.**

## PROFESSIONAL STANDARDS

We believe that students have voluntarily chosen to study this program and that they are fully aware of the commitment it involves. As professionals in training, we expect students to take responsibility for their learning and growth. As training in mental health involves dealing with the lives of the other people, it is of utmost importance that trainees meet the standards of Professional Training. To ensure that you meet the training standards, it is imperative that you meet each of the criteria listed below. If students do not meet these criteria, they qualify to be dismissed / terminated from the course.

Some of the criteria are given below

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### FOR THE THEORY CLASSES:

- If students do not have 75% attendance for all papers for the first two months.
- If students miss to take two internal assessment continuously.

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### FOR PRACTICAL CLASSES:

- If students have less than 85% of attendance for practical papers during the first two months.
- If students miss to take two evaluations (C1 & C2) continuously.

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### FOR PROFESSIONAL TRAINING

- If students have less than 90% of attendance for supervision, practicum, internship, group therapy, group therapy training
- If students miss two supervision / training sessions continuously.

## FOR CO-CURRICULAR ACTIVITIES

If students do not have 80% attendance for Site Visits, Case Conferences, Workshops, Guest Lectures, Personal Therapy and such co-curricular activities.

In case of health/medical issues, students need to provide medical certificate and copy of the discharge summary.

Please note that the teacher in charge will be deciding factor as to whether you have met the necessary academic and professional standards for the course and this will also be a consideration of the standards.

## THE SAMPURNA ETHOS

Sampurna Montfort culture believes in providing a safe environment and freedom of expression for all within the campus. Thus it is expected that people within the campus be sensitive to others and not impinge on their rights in any way.

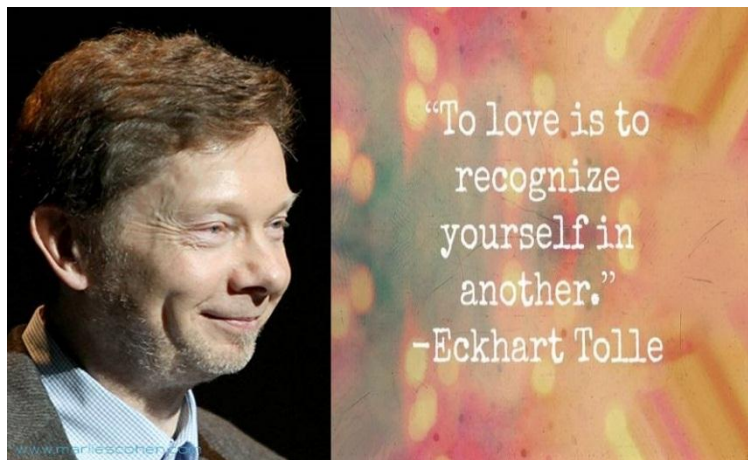
## VALEDICTORIAN:

At Sampurna Montfort College, holistic growth is the emphasis. This is seen through the student's attitudes towards work, frustrating situations, peers and towards life in general. It is also seen in student's involvement in curricular, co-curricular & extra-curricular activities. Students who show high standards in academics, skills in social relations, are involved in college activities and take ownership of Sampurna Montfort College will be recognized by their peers & teachers. One such student (who has the highest esteem of his / her peers and teachers) will be chosen as valedictorian at the end of the program.

## STUDENT EXPECTATIONS

- Maintain decorum on campus. Please be aware that you are sharing the facilities with others. Please respect Mother Nature; avoid any activity that defaces or pollutes the natural ambience of your college premises.
- Recognize that the atmosphere at Montfort College is relaxed. This does not mean casualness or stark informality.

- We expect you to respect individuality and uniqueness of every person who is a part of this Institution and abstain from ragging or teasing in any form.
- Faculty members have the freedom to structure and conduct classes in a manner they deem appropriate. Respect their freedom and do not compare faculty members.
- Outsiders are not permitted to attend college functions, unless invited by the college.
- No money is to be collected from students without prior permission of the Principal.
- When using mobile phones inside the college building, do ensure that you are not disturbing classes, library work, computer lab work or sessions that might be in progress at various places in the Institution. It is recommended that you use mobile phones only outside the college building.
- The lawn in the centre of the academic building may not be used for recreation or relaxation. Do not treat it like a public-park. Lying down on the lawn is prohibited. This space may be used for group work/activities as deemed appropriate by the faculty. Students may use the lawn for small- group activities and group study as long as it does not disturb the library or counselling sessions that may be in progress



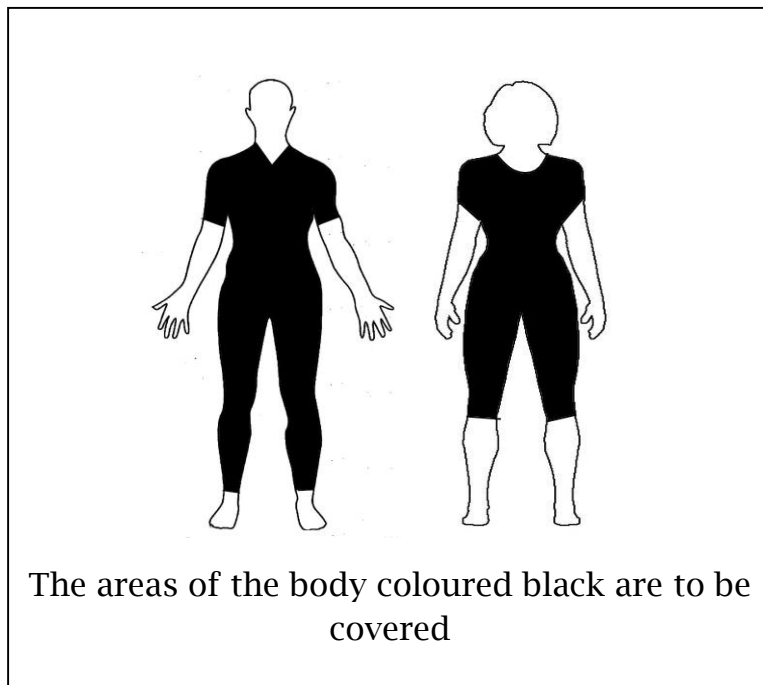
## DRESS CODE

Montfort College is an educational institution. Students are Psychologists / Counsellors-In-Trainings; representing the profession and the college in a number of ways during the course of their training. Therefore, maintaining a professional appearance is very important for the professional development of the students.

All students are expected to present a professional image in the classroom, to clients at practicum sites and to other organizations

where they may be representing the college. Thus, it is important for all students to be dressed appropriately and present a well-groomed appearance at college every day.

**Students are not permitted to wear any religious attire while on campus.** The college **does not discriminate against any religion.** It is because we wish to create a student community without divisions based on religion, culture, class, or gender and to ensure that students do not get discriminated, that we strictly enforce a secular dress code. All students are expected to follow the common dress code. Indian or western attire of formal, semi-formal/ casual nature is welcome, as long as the clothes abide by the general guidelines. Students have to ensure



that the clothes they wear cover the portions of their body that are indicated by the pictures.

In addition, the following kinds of clothes are prohibited:

Clothes that are worn-out, torn, frayed, have patches, or holes

Party wear, pyjamas, work-out clothes, track suits, sweat pants, and other such nightwear and sports wear

Clothes with offending/ demeaning messages/ images

Hats, caps, scarves, or any other kind of head covering

Flip-flops and bathroom slippers



Irrespective of the purpose of the visit to the campus, students are expected to follow the dress code on all working days. Violation of the dress-code will result in strict disciplinary measures.

## HOLISTIC GROWTH

Montfort College starts its Academic year with an Inaugural Function and Orientation programme for the students, and ends the Academic year with the Commencement Ceremony.

Focusing on the value of mental health, several important days are observed in the college. World Suicide Prevention Day, World Mental Health Day, Children's Day, Women's Day and International Girl Child Day are some of them.

At Montfort College, we take special interest in addressing the social needs of the hour and fostering the values of service by organising outreach programmes and site visits to mental hospitals, de-addiction centres, orphanages, special schools etc.

We place professionalism at the core of our programme. Since development of professionalism is our priority, we organise guest lectures on various topics by inviting noted academicians, social activists and other professionals. Students are strongly encouraged to take part in these lectures.

To foster interest in sporting activities among the students, the college has provided facilities for both outdoor and indoor games. Basketball, Volleyball, Throw ball, Badminton, Table Tennis, Chess and several board games are available on campus for those who wish to make use of these facilities. The College Sports Day is normally held during the month of February/ March every year.

The fairly large compound with its lush green canopy provides a relaxing environment for the students to spend their leisure time. These premises are available to students for studies, informal interactions and group activities.

## ENGAGEMENT BEYOND CLASS ROOM

### ELIXIR

A campus newsletter namely, “Elixir” has been initiated in 2007. This is to encourage students to take up and start publishing their ideas through articles, drawings, cartoons, etc. Elixir is a student initiative with the editorial team composed primarily of students under the guidance of a faculty coordinator. Students are encouraged to contribute regularly and edit and publish the same.

### EXTENSION AND OUTREACH

Extension activities are an integral component of programmes organized at Montfort College. We make efforts to contribute and help the community through various extension activities to promote mental health awareness. As our students, you are expected to engage the public through street plays, mimes, distributing pamphlets, conducting awareness programmes, etc.

### NSS

National Service Scheme (NSS) under the Ministry of youth affairs and sports is aimed at development of personality of students through community services. Montfort College has been allotted with “Self-financed NSS unit” during 2017 in order to expand the NSS activities. The NSS unit of the college, of which students are automatically a part, conducts several social work activities which would benefit the underprivileged. All students are expected to engage actively in NSS activities.

### CLUBS

Students are encouraged to form small clubs to organise extra-curricular activities such as reading club, movie club, discussion group, photography club etc. These clubs can meet after classes to conduct their activities.

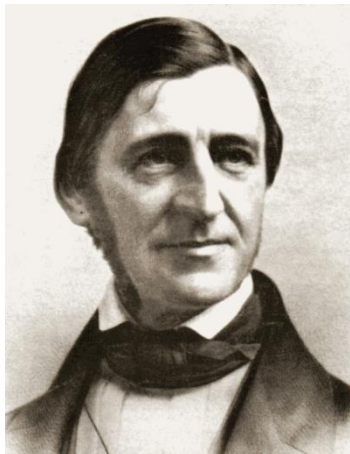
## PSYCHOLOGY EXHIBITION

Once a year, the college and student council organize a Psychology exhibition “Prabuddha Manasa – the awakened mind” in which various demonstrative and competitive activities are organised. All students are expected to contribute actively to the exhibition as volunteers and participants.

## FOCUS ON THE PERSON

At Sampurna, every student is treated as a unique person and hence every attempt is made to meet the diverse needs of the students. We aim to help our students reach their potential.

Participation as a client in **individual and group therapy** is a growth experience for the student. It is also a significant educational aspect of



“To be yourself  
in a world  
that is constantly trying  
to make you  
something else  
is the greatest  
accomplishment.”

—  
Ralph Waldo Emerson

the programme to prepare mental health professionals. At

Montfort, individual and group therapy are offered by trained therapists. It is mandatory for counselling trainees to undergo personal and group therapy, while it is

highly recommended for others. A minimum of six such sessions per semester are mandated of Counselling trainees.

**Basic academic workshops** are conducted frequently for the benefit of the students. Students are able to utilise these workshops as hands-on learning, apart from their regular classes.

**Remedial / Supplementary classes** are conducted for students who find it difficult to cope with the curriculum.

In addition to the above, Montfort College offers **Certificate Courses on Full Time and Part Time** basis. These programmes benefit anyone who is involved in social work, education, health care and are also useful for parents and corporate employees.

To be an effective and efficient mental health professional, one needs to develop appropriate professional skills in one’s area of specialization.

With this in mind, the college has taken the initiative to train the students in **professional skills** required to function as a mental health professional.

## MENTORING

Every class is assigned a class mentor who is a faculty member; class mentors provide students with necessary support and guidance in handling issues related to their course work, peers, teachers, etc. For all intents and purposes, the mentor is the first contact person for students.

Further, class mentors may from time to time organize certain mentoring activities directed at building professional skills among students. Students are expected to be present for all such activities.

### OBJECTIVES OF MENTORING:

- To supervise and guide the students academically.
- To have a contact person for the students when they are faced with any kind of issues (administrative, interpersonal with peers and faculty, management, social, familial, etc.) that may need assistance or guidance.

Students can consult the mentor regarding their personal issues (in cases where mentees need professional help, mentor will direct/refer them appropriately), any conflicts, issues or concerns they are having in the college or elsewhere or if they need to plan for their future, for example, career choices.

The students will be required to attend all individual / group mentoring sessions whenever they are organised.

Students may note that mentor will take special interest in their activities if the mentor feels any alarm or cause for concern regarding the students' attendance / behaviour.

Mentoring can include some structured activity planned by the mentor or mentees. Professional Development sessions may be guided by mentors and these may include watching movies on psychological topics, discussions on current affairs, careers trends in Psychology and Counselling, grooming to be a professional and so on. For such activities, more than one mentoring groups can be combined.

Sometimes workshops will be conducted by practicum students which will be announced as and when they are organized.

The college also has a **Buddy System**. Every new student has a 'buddy' - a senior student- who is available to help. This is particularly useful for new students to get familiar with the system, finding reference material, and contact places for internship etc. This has been found to be very useful as students get help from an experienced peer. Buddies are also assigned from classmates, to assist students with different skills and abilities.

## CITIZENSHIP TRAINING AND STUDENT COUNCIL

Citizenship training is aimed to evolve student's responsibility in upholding and adhering to the law and order of the society and to create a healthy environment. To help inculcate the above virtues, the college has established the Students' Council (SC) and its members are elected by the students. SC is also the representative body of student community of the college. SC helps to share students' interests, ideas and concerns with student community, staff and the Management. While it must not be mistaken for a student union, SC is expected to foster a spirit of cooperation among students by organizing events/activities in the best interest of the college and to promote Montfortian ethos. The SC trains and encourages students to become young leaders.

Every class will have an elected representative in the Student Council. A separate hand-out is issued for more details on eligibility, election process, duties and activities of Student Council.

## STUDENT SERVICES

### STUDENT GRIEVANCE REDRESS CELL

The Student Grievance Redress Cell is established to promote and maintain a conducive and unprejudiced educational environment and to ensure effective/acceptable solution to student grievances. Any grievance a student has, pertaining to other students/ staff/ facilities/ Management, etc. must first be discussed with the concerned faculty /Class Mentor. As far as possible, the problem should be resolved at this level. Complaint/grievance not resolved at the class room level, must be brought to the notice of the Grievance Committee.

Guidelines on who to contact and how to register a grievance are given in the **Grievance Redress Cell Handbook** available in the library. You may also contact the academic coordinator for the same in the event you do not find the necessary information in the library.

Any student may raise a grievance with any member of the faculty or of the grievance redressal cell orally or in writing.

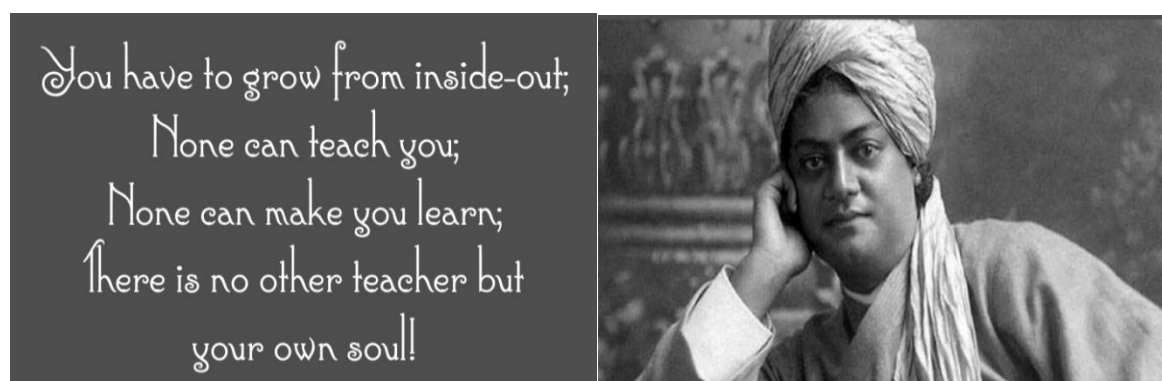
## PREVENTION OF CASTE BASED DISCRIMINATION

In line with the notification, from the Registrar, Bangalore University regarding the prevention of caste based discrimination; Montfort College (MC) hereby places on record its commitment to strive towards preventing caste based discrimination in all its academic activities.

Specifically, MC is committed to ensuring that all officials and staff members will refrain from any act of discrimination against SC/ST students on grounds of their social origin. Anybody who experiences or comes to know of any caste based discrimination in the College is requested to immediately bring it to the notice of the authorities or to the cell for prevention of caste based discrimination.

Any kind of discrimination on the basis of caste, creed, religion, language, ethnicity, gender or disability (Under Prevention, Prohibition and Redresser Act) is strictly prohibited in Montfort College. MC will be very sensitive while dealing with incidents of caste discrimination and strict action will be taken against such cases.

You will find guidelines in the **Prevention of Caste Based Discrimination Policy** available in the library. You may also contact the academic coordinator for the same.



## ANTI-RAGGING CELL

Ragging is a cognizable offence punishable with imprisonment according to the Government of Karnataka. The Anti-Ragging Cell is established to develop a responsive and accountable attitude in the Management to ensure that there is no laxity in dealing with any instance of ragging /bullying / teasing. The purpose of this cell very specifically, is to ensure that staff and students are not subjected to any form of ragging /bullying / teasing. The institution recognizes that ragging/ bullying / teasing could become a problem in any academic setup and the cell is established to ensure that victims of this evil have an approachable forum that works promptly and effectively towards ensuring a safe and harmonious environment. Students may lodge a complaint against any member of the institution if they bullied, ragged or teased.

You will find guidelines in the **Anti-Ragging Policy** handbook available in the library. You may also contact the academic coordinator for the same.

## COMMITTEE FOR INQUIRY AND REDRESS OF SEXUAL HARASSMENT COMPLAINTS (CIRSHC)

Sampurna Montfort College believes in maintaining an environment that is free from any form of harassment. Should any such practices come to notice, students may approach the members of the CIRSHC for redress of the same. An oral or written complaint could be given in person to the Coordinator of the Cell. For further details, refer to the manual on **Policy Against Sexual Harassment** available in the library. You may also contact the academic coordinator for the same in the event you do not find the necessary information in the library.

## SUGGESTION BOX

This provides a place for students to give their suggestions, ask their questions or make their observations to the college administration. The suggestion box is placed in the library and is opened on every alternate Wednesday. Suggestions and comments will be forwarded by the administration, to the person best able to address them. Every input to the suggestion box is considered carefully.

## **PARENTS AND GUARDIANS**

Parents and guardians are partners with the college in the education and training of their wards. It is in keeping with this concept of “partnership” in education that the college organises interaction with the parents and guardians periodically. Parents / guardians are requested to attend these meetings. It offers the opportunity for feedback on training and curriculum. It also fosters better relations between parents and faculty members; builds trust and maintains transparency in functioning of the college.

## **PLACEMENT CELL**

The college placement cell forms a liaison between students and various organizations working in the field of mental health. The cell organizes campus recruitment to provide students with career opportunities. The cell also notifies students regarding various placement opportunities through the notice board and via e-mail.

## **ALUMNI**

The alumni are the wealth of any institution. Sampurna has an active alumni network. All students enrol for memberships of the alumni as they graduate.

## **HEALTH**

First Aid services and a convalescence room (2nd floor, Room no. 11) are available in the college campus to care for students who are injured or sick. There are two hospitals within a few hundred meters of the college in case any student needs medical treatment. Please contact the administrative office to avail of the services.

## **EQUAL OPPORTUNITY CELL**

Equal Opportunity Cell functions to create a socially congenial atmosphere for academic interaction and for promotion of healthy interpersonal relationships among the students coming from various social backgrounds. It also provides guidance to students about different welfare programmes. It empowers the students to face the challenges of life.



## STUDENT ID CARDS

The College issues every student with an ID card to access entry into the college as well as to avail many of the student services such as labs, library, voting in student council elections etc. ID card has a number of important uses and is valid for the expected duration of the program. Students should personally possess their ID cards at all times in the campus.

## VEHICLE PASSES

The college provides vehicle pass/sticker for students' vehicles. Students should collect the vehicle pass from college office by submitting a copy of the Registration certificate of the vehicle as well as a copy of the Driving License and by paying a nominal fee. The security guard would not allow students' vehicles to enter the campus if they do not have the stickers on the vehicle.

## CERTIFICATES AND OTHER PROCEDURES

At various times students may need various kinds of certificates from the college office. These certificates may broadly be grouped into two categories: Routine and Special

Routine certificates are those which are applied for and obtained as a matter of course. For example, bonafide student certificate, provisional certificate, transfer certificate, student ID/ bus pass and bus/ train/ air student concession forms. Special certificates are in nature of those which call for special certification from the Head of the Institution. For example, a certificate to state that X holds a valid passport, and is a student of the college, or a transcript of the College / University marks, or a special commendation in response to a general or special request from the third part.

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### HOW TO APPLY:

The Student desiring to apply for a certificate should give a request in writing and submit after paying the requisite fee. **At least two working days** are needed to process the application. Requests for special certificates are to be made in person to the Principal along with a written application appended by a specimen of the desired certificate. **Special**

**certificates may not always be issued within 48 hours** if they need more time for verification or preparation.

Attestation of marks cards, etc. is done as a student service on request. The copies to be attested should be presented in the Office along with the original document and can usually be collected on the following day.

## OTHER FACILITIES

### LIBRARY

The college library is well equipped with textbooks, e-books, and research articles from e-journals, encyclopaedias, journals and variety of reading material. In addition, the college also subscribes to an online reading library. The user name and password will be available with the Librarian. Printing and photocopying facilities are available both in the library and in the computer lab. The library is normally open on all weekdays from 8.30 a.m. to 5.30 p.m. except Sundays and Government holidays.

The rules regarding use of library are displayed on the Library Notice Board.

### COMPUTER LAB

The college computer lab has systems for student use with internet and printing facilities. The lab is normally open on all weekdays from 8.30 a.m. to 5.00 p.m. except on Government holidays. The college has Wi-Fi internet access to all students. Rules governing the use of the Computer Lab are placed on the Computer Lab Notice Board. Students are expected to adhere to the rules of the lab.

### PSYCHOLOGY LABORATORY AND ASSESSMENT FACILITIES

The college has a well-equipped Psychology Lab to enable the students in learning and research. The psychology lab is an area where students can learn the use of various tests and assessments to be effective Psychologists. Specially designed assessment rooms provide students the opportunity to conduct assessments in a standardized and conducive atmosphere. Students will need to use laboratory equipment for various reasons. Based on the nature of the use, different sets of

rules become applicable. Please refer to the detailed guidelines in the Psychology Lab.

## CAFETERIA

The college cafeteria situated near the college entrance would remain open at designated times from Monday to Saturday. Breakfast and lunch are provided on request. Tea, coffee and snacks are also available.

## ATM

The college houses an ATM kiosk to provide students easy access to most banking needs.

## PRESERVE, PROTECT, AND ENHANCE LIFE

### SAFETY:

To ensure safety of all its members (students and staff), Montfort College has taken all the necessary safety precautions. Fire extinguishers are available in all floors of the building. Sand buckets are kept at the side entrance. We also have multiple exits and stairwells in the building in case of an emergency. Our campus is under 24x7 CCTV surveillance and we also have a round the clock security at the entrance, keeping track of whosoever is entering and exiting the campus.

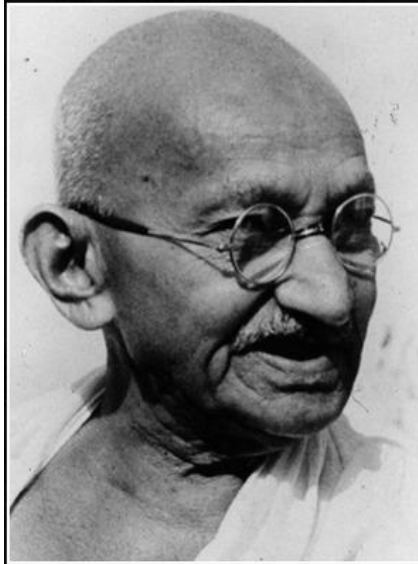
Here at Sampurna Montfort, we try to be as close as we can to nature by having a green environment around us. We maintain a litter-free zone on campus and try and minimize the use of paper and plastic.

Sampurna Montfort College is a strictly **'no-smoking'**, **'no-alcohol'** and **'no-drugs'** campus. Please help us maintain it as such. Please report any potential offenders to authorities. Students found violating this norm will face stern disciplinary action.

### EMOTIONAL AND PSYCHOLOGICAL WELLBEING:

We try and inculcate in our students a positive attitude through all our interactions and also through the in-house services we provide. We facilitate frank and open communication and a non-hierarchical

structure that enables students to approach management and faculty members directly. We also try to maintain a non-judgmental attitude towards everyone around us. This is very important and we strongly encourage members of the Montfort family to practice the same.



Your beliefs become your thoughts,  
Your thoughts become your words,  
Your words become your actions,  
Your actions become your habits,  
Your habits become your values,  
Your values become your destiny.

— *Mahatma Gandhi* —

## ANNEXURE

Montfort College  
Format for Submission of Grievance

Name : .....

Class : .....

Reg. No. : .....

E-mail id : .....

Phone/Mobile : .....

Grievance related to: .....

.....

A brief summary of the grievance: .....

.....

.....

.....

.....  
Signature of  
Complainant

.....  
Date

FOR OFFICE USE ONLY

Comments and Action Taken:

.....

.....

.....  
Signature of Coordinator of Grievance  
Committee

.....  
Date





