



MONTFORT COLLEGE

A PREMIER INSTITUTE IN UG & PG PROGRAMS
Affiliated to Bengaluru North University

2022-2023

Student Handbook



IQAC

Montfort College

2022-2023

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WELCOME

Welcome to the Montfort Family!

We are happy to have you with us, as you are about to start a new and fresh journey of your life with new challenges, milestones, and achievements. We all are here for you, to make sure that this journey is filled with enthusiasm and becomes a memorable 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 unlearn, to re-learn 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 focused 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. We aim to equip you with the necessary knowledge, skills, tools and attitudes that will empower you to function effectively as professionals in your specified field and contribute to making this world a better place. 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 Montfort is a unique institution, in both the way it functions and the way it treats people. 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 Montfort College is the perfect amalgamation of both. It harnesses the creative energies of the academic community, and distills 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 prouder 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.

Dr. Bro. Victor Raj
Principal

PURPOSE OF THE HANDBOOK

This handbook provides much of the information you will need during the programme. 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. Our team will always be willing to discuss individual and group concerns.

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 affluent 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 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. In 1998, the college became affiliated to Bangalore University and was the first college to offer a Post-Graduate Program in Counselling in India. Currently the college is affiliated to Bengaluru North University and offers Post Graduate and Undergraduate Programs.

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

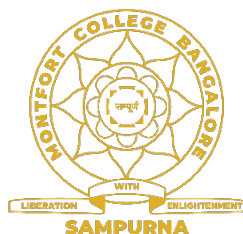
THE SAMPURNA (HOLISTIC) PHILOSOPHY OF MONTFORT COLLEGE

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.

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.

THE CREST



The emblem of Sampurna Montfort College consists of three parts:

The outer circle of eight petals is similar to the HRIT (Heart) Chakra, **the centre of devotion and unconditional love**.

The inner circle of eight petals represents our core values

- Academic Excellence
- Professional Competence
- Self-direction
- Personal Integrity
- Holistic Well being
- Empathy
- Cultural sensitivity
- Commitment and Service

The innermost geometric design is a MANDALA which **signifies the focusing of attention on inner-development**. It is the sacred space in which one can access progressively deeper levels of consciousness, ultimately experiencing oneness with the Universal Truth. The word “Sampurna” at the centre of the mandala signifies the wholeness within.

THE MOTTO

The college motto is “*Liberation with Enlightenment*”, signifying that liberation of the deepest kind is possible only through knowledge, leading to enlightenment.

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

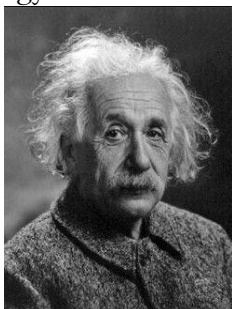
We intend to provide an ambience of quiet learning; friendly and free interaction among students and faculty, to achieve:

- Adequate mental formation of students towards self-awareness and personal integration.
- Excellence in teaching, learning, and research.
- To enthuse them in the promotion of holistic mental and emotional health.
- To provide experiential and skill-based training.
- To apply advances in learning and knowledge to the relevant fields of work.

- To promote excellence in the fields of psychology and counselling.
- To become uncompromising in respect for the individual and develop a genuine feeling of compassion for the marginalized and the needy.

PROGRAMMES OFFERED

- M. Sc. in Counselling Psychology
- M. Sc. in Psychology
- B. A. Psychology and Optional English
- B. A. Psychology and Journalism
- B. Sc. Psychology and Computer Science
- B. Com.
- B. B. A.



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

Montfort College is headed by the Director followed by the Principal. The Organogram is displayed on the college website. Click on the link below to learn about the organizational structure of the college.

<https://montfortcollege.edu.in/wp-content/uploads/2022/08/MC-Organogram.pdf>

AFFILIATION

Montfort College is affiliated to Bengaluru North University, Kolar, Bengaluru. It follows the syllabus, course work, and evaluation systems prescribed by the Bengaluru North University.

STUDENT CODE OF CONDUCT

We treat all our students as adult learners and expect them to approach their learning experiences with optimism, openness, and responsibility. The Program is intended to prepare students for professional roles in the mental health field. Therefore, students should expect rigor in academic work, whether it be self-directed learning, quality of submissions, classroom presentations etc. Following are certain guidelines to help make your life at Montfort stress-free.

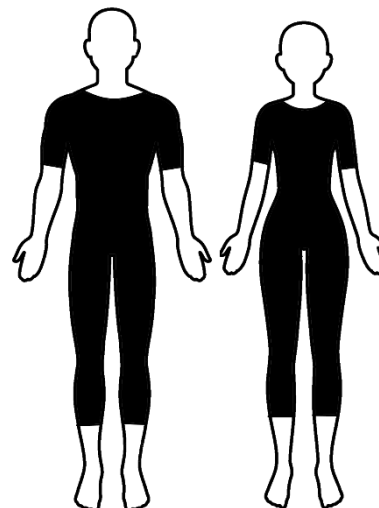
CLASS HOURS AND PUNCTUALITY

1. 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.
2. Students are expected to be in class before the bell is rung.
3. Faculty members may refuse to let the student into class and/or refuse to give them attendance if the student is late to class.

DRESS CODE

Montfort College is an educational institution. All students are expected to present a professional image on campus and in other professional settings.

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, gender, or sexual orientation 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.



During exams, practicum visits, field/industrial visits, internship, and while representing the college for co-curricular or extracurricular activities, students are expected to dress in formal or semi-formal clothes only and not in casual clothes. Irrespective of gender, sexual orientation, religion, or other social categories, students have to ensure that the clothes they wear cover the portions of their body that are indicated by the picture here.

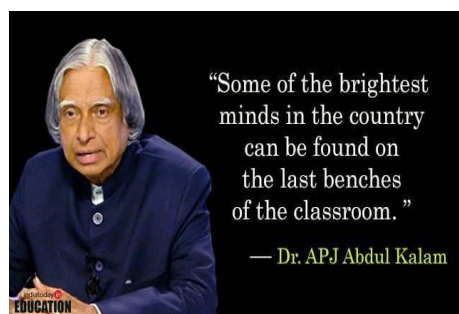
In addition, the following kinds of clothes are prohibited:

- Clothes that are worn-out, torn, ripped, 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
- 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.

ATTENDANCE AND LEAVE TAKING

- Submit leave application in advance, in case you plan to take leave. The application form is available in the college office.
- Inform the concerned teacher when you are unable to attend class
- In case you have to take a long leave (more than two days), please take permission from the principal/academic coordinator and keep the class teacher informed as well.
- Obtain permission from the Principal/coordinator to attend seminars, workshops or co-curricular activities and inform the concerned teachers if you will miss classes on account of them.
- Use the convalescence room if you are not keeping well and are unable to stay in class. You will not get attendance for this. You are required to avoid sleeping/ putting your head down in class citing reasons of poor health.
- 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 end semester exams.
- You may keep track of your attendance through the ERP. You may request the course instructor to view your attendance in the register.



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 use great care when preparing all written work and to acknowledge fully the source 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

Teachers are available for all types of academic related queries, remedial learning work, academic support, and professional discussions outside of class hours. Kindly check with them when they are available for consultation. Use this to deepen and strengthen your own personal knowledge base.

INTERPERSONAL INTERACTIONS

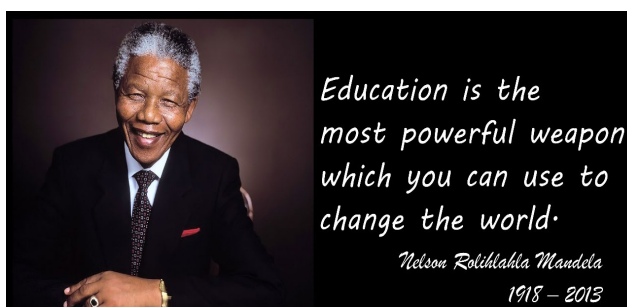
- Students are expected to have a cordial relationship with all their peers, encouraging each other to excel in curricular, co-curricular, and extra-curricular activities. Each member is expected to respect the other without discrimination of religion, caste, gender, sexual orientation, socio-economic 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.

THE MONTFORT ETHOS

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.

CAMPUS DECORUM

- 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.
- 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.
- 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 or lazing on the lawn is prohibited. This space may be used for group work/activities as deemed appropriate by the faculty.



ACADEMIC CODE

CLASSROOM REGULATIONS

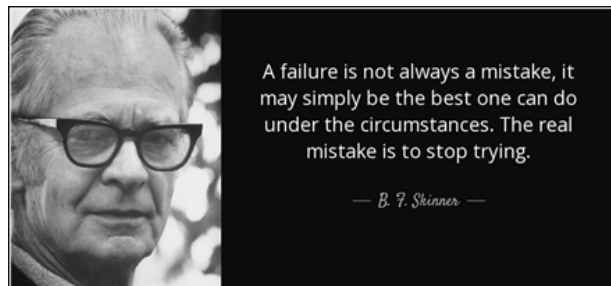
- Students should expect rigor in academic work.
- Students should be self-aware of their learning and reach out to teachers to build any focus skills/ knowledge they wish to acquire.
- Faculty expect students to come to class prepared for the day's topics/discussions and to arrive on time
- Students 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 private conversations during class lectures or activities.
- Students should refrain from using mobile phones for calling/ texting during class.
- Digital devices can be used for academic purposes with the explicit permission of the concerned course instructor.
- No lecture /class activity can be recorded in part or whole at any time, without permission.
- Intake of food including snacks / chewing gum while during class is strictly prohibited.
- Students are expected to restrict their breaks to the time allotted.
- Refrain from interrupting classes to make announcements.

GOOGLE CLASSROOMS AND ERP

- You are required to register to the respective google classrooms for all the courses you are enrolled in and stay updated of all academic and evaluation activities through the google classroom.
- You will also be registered into the college ERP through which you can keep track of your attendance, mentoring, and evaluation activities.

ONLINE CLASSROOM ETIQUETTE

- As and when online classes are planned, the course instructor will create links to an online platform such as google meet or zoom to facilitate the class.
- Students are expected to log in at least 5 minutes before the class is expected to begin.
- Repeated late login will result in disciplinary action.
- Students are to note that they have to be seated in a classroom like environment and be prepared to attend the whole class.
- Students are expected to adhere to the college code of conduct including the dress code for online classes as well.
- Students need to ensure that there is stable internet connectivity and a working digital device for all online classes.
- Students are expected to keep the camera on during the class and be interactive either on the chat box or through audio conversation during the class.
- Attendance will only be considered if the video was on throughout the class and the student had interacted at least two times during the class.
- Students who have any difficulty adhering to these regulations may contact the class teacher or academic coordinator for alternative solutions.



THE LEARNING CONTRACT

As a student at Montfort College, 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 methodologies. 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.

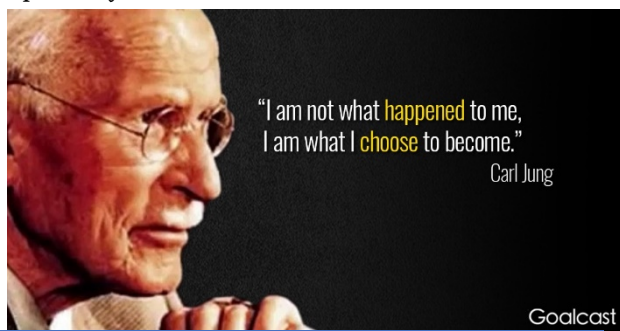
The main principles for this contract are:

FOR US, THE FACULTY AND THE STUDENT:

- To value each other as intrinsically worthwhile human beings
- To observe the spirit of equal opportunity and 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 have the freedom to structure and conduct classes in a manner they deem appropriate. They 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 etc.

- 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-directed learning for the remaining 30% of the syllabus, which is to be outlined / evaluated in the class.
- Self-directed learning is provided to facilitate individualized/ personalized learning based on the student's unique needs and abilities.
- 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.

EVALUATION

There are two forms of evaluation, internal assessments carried out by the college and end-semester examinations carried out by the University.

INTERNAL ASSESSMENT AND EVALUATION

The college follows the guidelines given by the affiliating university for internal assessment. The total marks for internal assessment are 30% of the total marks for each course. This is assessed at different points of time in the semester. The details of the internal assessment for each course will be given by the concerned course instructors. The course facilitator will share the course plan and evaluation plan with you at the beginning of the semester. These plans will be mapped to specific course outcomes, program outcomes, and graduate attributes.

You can chart your own progress towards the achievement of these outcomes through the semesters and they will also be clarified to you by your course teachers through the evaluation process. You will be oriented to outcome-based evaluation during the induction program as well as at the beginning of each course. You may connect with the academic coordinator or course teachers or your mentor for any further assistance regarding the same.

REGULATIONS FOR CIA

- Test/evaluation dates are given ahead of time. If students are absent for a test, they will NOT be allowed to retake it unless they have obtained permission of the concerned faculty member IN ADVANCE.
- Submit practical records, assignments, reports etc. on time; **no extensions of deadlines** will be given.
- Any student who takes a re-test for having missed a test will only get **80%** of the marks the student actually earns. The same holds true for assignments/ records that have been resubmitted because of low-standard work.
- Decision to give re-test/ resubmission lies at the discretion of the concerned faculty.
- 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.
- Plagiarism is NOT tolerated. Montfort College has a strict policy against plagiarism. Any submissions that are plagiarised will be subject to disciplinary action based on the policy. Kindly refer to college research policy to understand its policy and regulations against plagiarism.
<https://montfortcollege.edu.in/index.php/policies/>

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.**

EXAMINATION GUIDELINES

Students are expected to follow specific guidelines during examinations. Kindly follow this link to access the examination guidelines:

<https://montfortcollege.edu.in/wp-content/uploads/2023/01/EXAMINATION-GUIDELINES.pdf>

INDUSTRIAL VISIT, FIELD WORK, PRACTICUM INTERNSHIP AND RESEARCH

The course work of the various programs also incorporates experiential learning through field-visits, industrial-visits, internships, practicum, research and other projects. Students are expected to meet all the requirements of these courses as instructed by the course facilitator and given in the evaluation plans.

CO-CURRICULAR ACTIVITIES

The college provides various opportunities for extended learning through co-curricular activities. These include case conferences, value-added programs, advanced-learner programme, bridge courses, and remedial coaching.

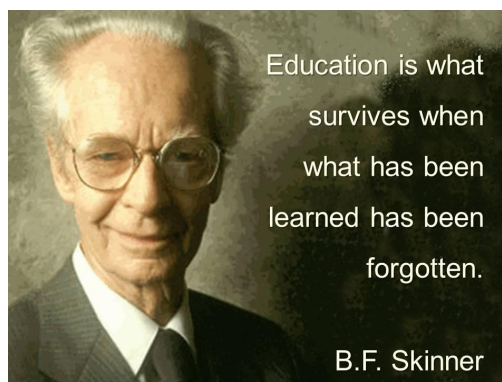
THERAPY

Participation as a client in **individual and group therapy** is a growth experience for the student. It is also a significant educational aspect of the programme to prepare mental health professionals. At Montfort, individual and group therapy are offered by trained therapists. It is mandatory for mental health trainees to undergo a minimum of six personal and sessions. Participation in group therapy highly recommended.

Kindly follow this link for further guidelines for individual personal therapy and group therapy. <https://montfortcollege.edu.in/index.php/student-support-services/>

MENTORING

Each student is assigned a mentor to provide academic support. Students are encouraged to utilize this opportunity to address any relevant academic/professional issues. Mentors may also be able to guide the student with personal issues, although students are strongly encouraged to take up personal issues in personal therapy. Kindly use this link to learn more about our mentoring system. <https://montfortcollege.edu.in/wp-content/uploads/2023/01/Mentoring-System.pdf>



CASE CONFERENCES

Regularly, the entire student body and faculty assemble for case conference. 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.

Case conference earns credit towards the practical papers of counselling skills in the first semester and assessments in the second semester. In the third and fourth semester, the credit goes towards internship and practicum.

VALUE-ADDED PROGRAMMES

The college regularly conducts various value-added/ add-on programmes each semester to enhance and extend learning beyond the university curriculum. Students are expected to enrol in one VAP each year. The VAPs also carry credit and students who complete the requirements will be given a certificate of completion.

ADVANCED LEARNERS PROGRAMME

Advanced Learner 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 necessary details which will be made available on payment of the fees. Follow this link to know more about our advanced learner programme.

REMEDIAL COACHING

Students who are struggling with any academic work irrespective of the reasons for the difficulties can avail remedial teaching of concepts/ constructs/ skills from the course-instructor. Time for remedial coaching is made available within the time table. You may also approach your course instructors for extra reading or videos on important concepts.

BRIDGE COURSES

The college provides bridge courses as and when needed. These courses aim at building necessary knowledge/ skills/ attitudes in students that are conducive to learning. Students are expected to attend all such bridge courses that are offered to them.

WORKSHOPS

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

CERTIFICATE PROGRAMS

Montfort College offers various **Certificate Courses on Full Time and Part Time** basis. These programmes benefit anyone who works in social work, education, health care and are also useful for parents and corporate employees.

Click on this link to learn more about our certificate courses. Look under Academics for diploma and certificate courses. <https://montfortcollege.edu.in/index.php/programmes-offered/#>

EXTRA-CURRICULAR ACTIVITIES AND ENGAGEMENT BEYOND THE CLASSROOM

COLLEGE NEWSLETTER AND SOCIAL MEDIA PAGES

A campus newsletter namely, “The 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. Kindly contact your teachers to learn more about the newsletter and social media. You can view older newsletters here:

<https://montfortcollege.edu.in/index.php/news-letter/>

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. Students are encouraged to participate in these activities to advance the depth of their learning and to contribute to society. Kindly click the following link to learn more about the extension outreach activities. <https://montfortcollege.edu.in/index.php/beyond-curriculum/>

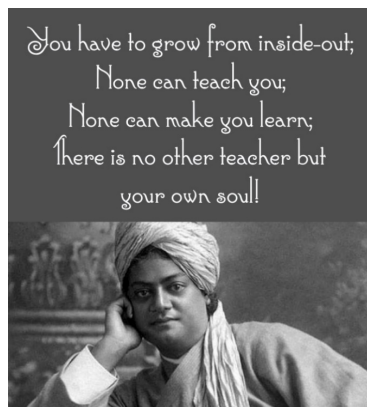
NSS

Montfort College is been allotted with “Self-financed NSS unit” during 2017 in order to expand the NSS activities. Students are automatically a part of the NSS unit. Students engage in several social work activities which would benefit the underprivileged through this unit. Please contact the NSS coordinator to learn more about the NSS unit.

CLUBS

The college provides opportunities for students to develop their interests and showcase their talents through various clubs. Students can enrol in these clubs and plan, organize, and participate in the activities organized by the club members. Your teachers and coordinators will tell you more about the various club activities at Montfort College.

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. Kindly click the

following link to learn more about the Montfort College Student Council.
<https://montfortcollege.edu.in/index.php/beyond-curriculum/>

STUDENT SUPPORT

GRIEVANCE REDRESS CELL

The college has a grievance redress mechanism for students. Students who have any grievance pertaining to academic/ administrative activities are encouraged to submit their grievance to grievances@montfortcollege.edu.in or approach any member of the grievance redress cell. Kindly follow this link to know more about the grievance redress process and policy.

<https://montfortcollege.edu.in/index.php/policies/>

ANTI-RAGGING COMMITTEE

Ragging is a cognizable offence punishable with imprisonment according to the Government of Karnataka. Montfort College has a stringent policy against ragging of any nature. The college anti-ragging committee is established to deal with any ragging-related grievances. Kindly submit your grievances to anti-ragging@montfortcollege.edu.in or approach any member of the anti-ragging committee. Kindly follow this link to know more about the anti-ragging policy of Montfort College and the redress process.

<https://montfortcollege.edu.in/index.php/policies/>

INTERNAL COMPLAINTS COMMITTEE

Montfort College has a strict policy against harassment of any nature. The 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 Internal Complaints Committee (ICC) for redress of the same or submit their complaint to icc@montfortcollege.edu.in. Kindly follow this link to know more about college policy against harassment and the redress process.

<https://montfortcollege.edu.in/index.php/policies/>

CASTE-BASED DISCRIMINATION CELL

Montfort College does not tolerate discrimination of any kind and has a strict policy against discrimination. The caste-based discrimination cell is created to ensure that students do not face discrimination of any nature due to caste. Should any such practices come to notice, students may approach the members of the Caste-based discrimination cell for redress of the same. Kindly follow this link to know more about college policy against discrimination and redress process.

<https://montfortcollege.edu.in/index.php/policies/>

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. If any student feels that they are not being treated equitably, they may approach the members of the equal-opportunity cell. Kindly follow this link to know more about college policy of equal opportunities and redress process.

<https://montfortcollege.edu.in/index.php/policies/>

SUGGESTION BOX

This provides a place for students to give their suggestions, questions, observations etc., 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.

STUDENT SERVICES

PARENTS AND GUARDIANS

Parents and guardians are partners with the college in the education and training of their wards. Whenever, the college organises interaction with the parents and guardians periodically, they are requested to attend these meetings.

PLACEMENT CELL

The college placement cell forms a liaison between students and various industries and facilitates campus recruitment to provide students with career opportunities.

ALUMNI

The alumni are the wealth of any institution. Montfort has an active alumni network. All students enrol for memberships of the alumni as they graduate. Follow this link to know more about the alumni of Montfort College. <https://montfortcollege.edu.in/index.php/alumni-2/>

HEALTH

First Aid services and a convalescence room are available on the college campus to care of students who are injured or sick. Kindly contact the college office to avail these facilities.

There is a counsellor on campus for any aid that the students may require. Kindly contact the college office for further assistance.

PERSONS WITH DISABILITY

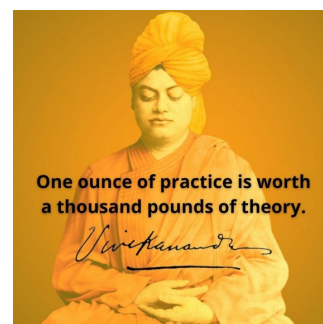
Montfort College strives to promote a disability-friendly environment. Persons with disability may avail several facilities based on their need. Kindly contact the college office to avail these facilities. Click on the link below to learn more about the disability policy and facilities available at Montfort College. <https://montfortcollege.edu.in/index.php/policies/>

BUDDY SYSTEM

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.

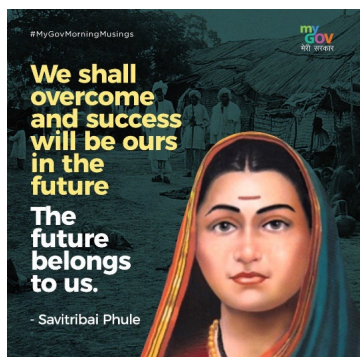
AWARDS AND APPRECIATION

The ethos of Montfort College is personal and professional growth and a sense of service to the community. Students may be recognized for these achievements through awards and appreciation certificates that are awarded at the end of the term/ programme. The award



certificates given students include, but are not limited to *Valedictorian*, *Salutorians*, *Academic Toppers*, and *No Absence Achievement*.

Appreciation certificates are given to students who have contributed to the college through extension activities, extra-curricular activities, and other such achievements.



The valedictorian is one who is esteemed by peers, show high academic achievement, and involve themselves in co-curricular and extracurricular activities consistently. Each graduating batch would have one valedictorian who is an all-rounder: in academics, co-curriculars, extra-curriculars, has high esteem among peers, and is considered as having high professional and personal growth by staff.

A Salutorian is a student other than the valedictorian who also show professional and personal growth as assessed by teachers, is involved in co-curricular and extracurricular activities, performs well in academics, and hold the esteem of their peers. A graduating batch can have up to 6 Salutorians.

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 course. Students should personally possess their ID cards at all times in the campus.

VEHICLE PARKING

The college provides limited vehicle parking. All students are welcome to park their two-wheelers on campus. Four-wheeler parking is limited and students may not be able to park four-wheelers on campus.

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. 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 24 hours if they need more time for verification or preparation.

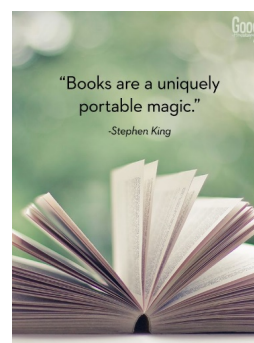
Attestation of marks cards, etc. is done as a student service on request. The copies to be attested should be presented in the Office along with the original document and can be collected on the following day.

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 library is normally open on all weekdays from 8.30 a.m. to 5.30 p.m on working days. Kindly click on this link to learn more about the library.

<https://montfortcollege.edu.in/index.php/library/>



COMPUTER LAB AND PHOTOCOPYING

The college computer lab has systems for student use with internet and printing and photocopying facilities. The college has total Wi-Fi internet access to all students. For more information, follow this link: Rules governing the use of Computer Lab are placed on the Computer Lab Notice Board.

<https://montfortcollege.edu.in/index.php/computer-lab/>

PSYCHOLOGY LABORATORY AND ASSESSMENT FACILITIES

The college has a well-equipped Psychology Lab to enable the students in learning and research. Please refer to the detailed guidelines in the Psychology Lab. Kindly click on this link to learn more about the labs.

<https://montfortcollege.edu.in/index.php/psychology-laboratory-and-assessment-facilities/>

GOOGLE DOMAIN AND LEARNING MANAGEMENT SYSTEM/ ONLINE RESOURCES

Montfort College will create domain email ids for all students. These will be used for all official communication. In addition, students will be added to Google Classrooms for each of the courses they are enrolled in. Students are expected to read all the posts and updates on the classroom regularly. The Google meet link of the classroom will be used for any online classes organized, unless otherwise notified by the teacher/ academic coordinator.

CAFETERIA

The college cafeteria situated near the college entrance would remain open at designated times from Monday to Saturday on all working days.

HOSPITAL

The College is located close to two hospitals: C. V. Raman hospital and Chinmaya Mission Hospital for easy access to medical care.

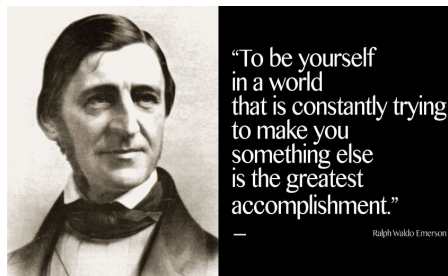
ATM

ATM is available close to the college in the Vivekananda Road Metro station.

PRESERVE, PROTECT, AND ENHANCE LIFE

SAFETY

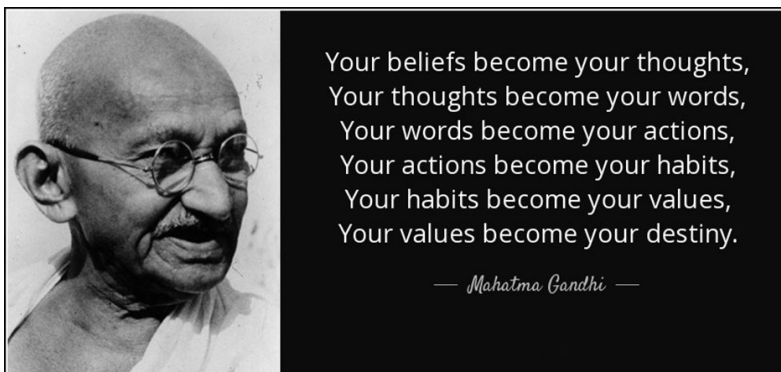
To ensure safety of all our members – students and staff, we have all the necessary safety infrastructure and protocols in place. We have fire extinguishers in all floors of the building. Sand buckets are kept at the side entrance. We also have multiple exits and stairwells in the building in case of 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.



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.



Liberation with Enlightenment!

Light a fire in my soul,
Kindle a longing to change the world.
Help me heal and make me whole;
Light a fire in my soul.

In this place, I found a home;
'mong the people, a family.
Help me look within myself,
Find my strengths and my destiny.

सम्पूर्णा...
Sampurna...
ज्ञानेस्तू एव कैवल्यम ।
jnanestu ēva kaivalyam.
Sampurna...
Liberation with Enlightenment!

There are people who view their lives
With hopelessness and despair;
Chalk the path and pave the way;
Teach me how to show, I care.

Create a space that's safe
With openness and empathy,
People can find respite,
Find comfort, serenity.

सम्पूर्णा...
Sampurna...
ज्ञानेस्तू एव कैवल्यम ।
jnanestu ēva kaivalyam.
Sampurna...
Liberation with Enlightenment!

Now through prayer and reflection
I kindle hope, I synergize
Ultimately, all are one,
The greatest truth, I realize!

So, light a fire in my soul,
Kindle a longing to change the world.
Help me heal and make me whole,
Light a fire in my soul!

सम्पूर्णा...
Sampurna...
ज्ञानेस्तू एव कैवल्यम ।
jnanestu ēva kaivalyam.
Sampurna...
Liberation with Enlightenment!

सम्पूर्णा...
Sampurna...

Sampurna...
Liberation with Enlightenment!

