



**MONTFORT**  
**COLLEGE**

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

# Student Handbook

2023- 2024

Montfort College

184, Old Madras Road, Indiranagar,  
Bangalore 560038

[www.montfortcollege.edu.in](http://www.montfortcollege.edu.in)

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“You don’t have to be great to start, but you have to start to be great.” –Zig Ziglar

With great joy and honour, I am glad to welcome you to the current academic year. Our goal is to impart a holistic learning environment since education is a lifetime process.

With its nurturing environment and intellectually stimulating curriculum, Montfort College prepares its students to be cutting edge thinkers, imaginative problem solvers, and passionate students who will flourish in the future. We continue to advance with self-assurance, pride, dedication, and excitement, having a lengthy and satisfying history of accomplishments in education behind us. In order to prepare our students to leave their mark on the world, we want them to become strong, open, perceptive individuals with an international viewpoint. Encouraging innovation and fostering academic creativity are two of Montfort College's core values. Instilling faith, integrity, commitment, civility, and compassion should be our goal.

Parents and students can find all the information about the guide lines and procedures that are followed in the institution in this handbook. It covers discipline issues, the code of conduct, and other pertinent details concerning the institution and university.

I wish, you have a successful academic career.

**Dr Molly Joy**

**Principal**

**Montfort college**

## ABOUT MONTFORT COLLEGE

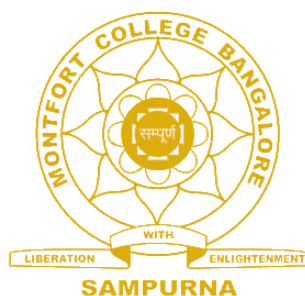
### ESTABLISHMENT

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. Due to its affiliation, Montfort College follows the syllabus, course work, and evaluation systems prescribed by Bengaluru North University.

Montfort College is managed by the Montfort College Society which is established by 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 Grignon de Montfort in France in the early period of the 18th Century.

For more information on the college, please visit: <https://montfortcollege.edu.in/index.php/history/>

### CREST



The crest of Montfort College is multi-layered with an outer eight-petal layer, an inner eight-petal layer, and an innermost mandala.

The outer circle of eight petals is similar to the HRIT (Heart) Chakra, the centre of devotion and unconditional love. Each petal holds one of the eight attributes that a true Montfortian would possess. Together, these form the graduate attributes.

The inner circle of eight petals represents our core values. Each core value is mapped to a graduate attribute.

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.

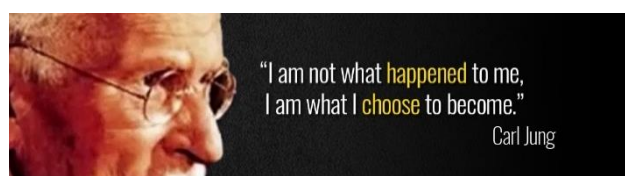
### VISION

"Liberation with Enlightenment"

The path to true freedom is through knowledge. We envision a society that is enlightened and thus liberated from narrow constructs of human invention; a society in which every individual is empowered.

### MISSION

Our mission is to empower individuals towards personal integration and professional competence creating locally relevant and globally employable citizens capable of providing contextual, inclusive, ethical services, creating resources of value within their milieu, and working towards social transformation.



## COLLEGE CULTURE

### STUDENT DRESS CODE

#### REGULAR COLLEGE DAYS

GIRLS	BOYS
salwar-kameez	shirts, collared tee-shirts, jeans, trousers
tops, shirts, collared tee-shirts, jeans, trousers	

#### SPECIAL OCCASIONS AND FORMAL EVENTS

GIRLS	BOYS
sarees or salwar kameez with dupatta	formal full sleeve shirts with formal trousers
formal sandals or formal slippers	formal shoes
	blazers and ties are preferred

### ATTIRE NOT PERMITTED

For both boys and girls, clothes that are not allowed include religious attire, shorts, skirts, cargo pants, sleeveless top-wear, collarless tee-shirts, crop-tops, top-wear with plunging necklines, caps, hats, party wear, beach wear, nightwear.

Clothes that are torn, tattered, or unkempt are also not allowed. Sportswear is allowed only when the occasion permits and will be specifically mentioned by the teachers or the principal.

### CAMPUS DECORUM

- Montfort College is a ragging-free campus. Any student indulging in any form of ragging on campus or even out of it will be punished.
- Any student indulging in harassment or discrimination of any nature will be disciplined.
- Any behaviour deemed as misconduct or untoward will result in disciplinary action.
- Montfort College promotes an eco-friendly campus so maintain tidy and neat surroundings on campus.
- Segregate waste appropriately.
- Littering of any form will be punished.
- Maintain personal and professional boundaries.
- Maintain physical distance in the class and on campus to ensure healthy interpersonal relationships.
- Maintain cordial relationships with all members of the college.
- Montfort college promotes diversity, equity, and inclusivity so ensure that you are welcoming of people from all walks of life.

## OFF-CAMPUS PROFESSIONALISM

- When you go for co-curricular/ extracurricular activities you are expected to comport yourself with dignity and professionalism and dress.
- Abide by the rules and regulations of the institution/ organization that you are visiting while adhering the Montfort Ethos and follow the college dress code.

## CURRICULAR RELATED GUIDELINES

We treat all our students as adult learners and expect them to approach their learning experiences with optimism, openness, and responsibility. Montfort College aims at providing quality education therefore, students should expect rigor in academic work.

## CLASS CODE

- Be punctual to every class. Plan your travel time and breaks properly to ensure you are on time for all your classes so that you will have attendance.
- Come prepared for the day's class by reviewing the previous session and carrying out any other activities that the teacher sets out for you.
- Digital/ smart devices are not permitted in class except with the explicit permission and knowledge of the subject teacher. They are not to be used for note-taking.
- No lecture /class activity can be recorded in part or whole at any time, without permission.
- Keep your classroom and labs neat and tidy. You are allowed to put up educational materials on the notice boards but not on the walls.
- Any destruction of college property will result in penalties, so treat all infrastructure with care.
- Expect rigor in academic work. Be aware of your learning and reach out to teachers to build any focus skills/ knowledge you wish to acquire.
- Exhibit a positive attitude, be receptive to new ideas, be open to feedback, have flexibility in belief systems, and respect teachers and peers.
- Refrain from holding private conversations during class lectures or activities.
- Intake of food including snacks / chewing gum in classrooms and labs is strictly prohibited.

## ATTENDANCE

- You are expected to maintain 85% attendance in all theory courses and 100% attendance in labs/ research/ internship/ fieldwork.
- If you don't have the required attendance, you will be ineligible to write the end-semester examinations.

- Due to the nature of the programmes, you are not allowed to be absent for longer than 2 days at any time in the semester. However, if you are absent for longer periods due to medical reasons, your parents should submit a letter to this effect along with the medical certificate and treatment plan to the principal. The university regulations allow us to give only 7 day consideration for absence due to medical reasons.
- For every absence, you must take prior permission by submitting a form duly filled and signed by your parent/guardian *before* the absence. If you were absent due to an emergency, ensure that you submit a form signed by your parent/guardian as soon as possible or on the day of your return. Keep the HOD/ academic coordinator and your class animator informed about your absence.

### CONTINUOUS INTERNAL ASSESSMENT (CIA)

Internal assessment is a part of your course work and every course you take will have some form of internal assessment. It is important that you complete the work in time and do your best on every assessment. For UG programmes, 40% of the marks for each paper are based on your performance on CIA; for PG programmes, CIA comprises 30% of the total marks.

- Each course teacher will give you the CIA requirements at the beginning of the term; some of this will be group work, some will be individual work.
- All work should be up to the mark and done in time. You should score a minimum of 50% marks in all components of the CIA, otherwise you will fail the course. So, work hard and take the CIA seriously.
- If you must miss a CIA due to illness or any emergency, you will be allowed to re-take the same at a later date, provided you have kept your HOD, class animator, and course teacher apprised of the same ahead of time.
- With prior permission, you may be allowed to retake a test/exam or receive an extension on a submission, however, you will receive only 80% of the actual marks.

### LIBRARY AND LABORATORIES

To facilitate your learning, the college provides you with a library and laboratories. While using these facilities, keep the following in mind:

- The librarian is the authority in the library and the lab in charge is the authority in the laboratory. Any student who uses these facilities are answerable to them.
- The rules and regulations that guide these bodies are displayed in the laboratory and library, adhere to the same.
- Enrol yourself in the library through the librarian and ensure that you log-in and log-out carefully each time you use the library.
- Use the library facilities extensively to extend and deepen your learning.
- Online learning resources such as JGate and Delnet are available along with books, journals, and magazines.
- The laboratory is equipped with the necessary materials, equipment, and software for your programmes. If you do not find a particular resource or material, ask the lab-in charge to help you locate the same.

- You can also make suggestions for materials that can be added to the library / lab through your HOD/ academic coordinator.
- Treat all book and lab materials with care, returning them in the same state that you received them.
- Any destruction of library books, magazines, or laboratory equipment/ materials will result in penalties.

## TEACHING LEARNING PEDAGOGIES

Teachers will use various teaching methods to enable your learning. These may include activities, field trips, peer learning, self-directed learning, experiential learning, and project-based learning. Your programmes may have projects/ dissertations, internships, field-work, or field-visits as well. Kindly ensure that you follow all the rules and regulations set forth by the teacher in charge and the HOD/ academic coordinator to facilitate a deep learning experience. Realize that you are responsible for your own learning and actively participate in all curricular activities.

## RESEARCH AND PROJECT WORK

Your programme may have research dissertation or other projects as coursework. For such projects, you are expected to follow these guidelines:

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### RESEARCH DISSERTATIONS/ RESEARCH PROJECTS

Towards building research skills, it is important for students to carry out research from the first semester PG itself. It is also important for UG students to try and carry out small research projects under the guidance of teachers. Students are strongly encouraged to attend seminars and conferences to hone their research skills.

Students are encouraged to present their literature review studies and their research projects in seminars. They can also try to get the same published. It is important to ensure that the research guide is the second author for such academic activities.

The final year of PG programmes will include a research dissertation. The process will be as detailed below:

- Proposal presentation by the students
- Allotment of research supervisors
- Completion of research according to the guidelines given which is valued phase-wise
- Submission of final soft copy of research project/ research dissertation
- Pre-exam presentation by students

The proposal presentation, on-going research work under the supervision of the guide and the pre-exam presentation are all valued towards the CIA for this paper.

The college also organizes research colloquium to build various research-related skills such as literature review, writing for publications, and presentation skills. In addition, the research colloquium will provide platform for presentations by organizing conferences and seminars.



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## OTHER PROJECTS

In addition to research, several other projects may become part of your programme such as test development or library dissertation. It is important to realize that all such projects are focused on building skills and as such will require the attainment of skills in order to get the necessary CIA marks. Follow the guidelines provided by the teacher in charge of the project/ course to complete the same. Please note that for project work, continuous evaluation by the course instructor determines the final grade and not merely the final submission of a completed project report.

## INTERNSHIPS, PRACTICUM AND FIELD WORK

In the final year of your programme, you may be required to go on internship or practicum/ field work. This will entail an extended time at the organization where you are placed.

- Read the internship/ practicum handbook and understand the requirements.
- Follow the rules of the college as well as of the organization. Your log-in and log-out time will be based on the organization that you are working at.
- Work with the intention to learn from the organization; keep an open mind to any unexpected events.
- While you are an intern, do not indulge in any behaviour that will shed poor light on you or your college.
- Maintain the log-sheets and other records that are required.
- Do not be absent from your internship site as you may not be able to make up the requirements later and you will fail the course.
- Report to your on-site supervisor every day. Report to your in-house supervisor as instructed.

Complete the internship report and submit it along with the certificate and log-sheets on time to the in-house supervisor.

## FIELD VISITS AND INDUSTRY VISITS

For some of the courses, you will be given the opportunity to visit organizations relevant to your learning. These will be organized by the Experiential Learning Committee. When you are asked to go on a field visit, follow these guidelines:

- Understand the purpose of the visit, listen carefully to all instructions.
- Take the time to look up the place online before the visit to understand the organization.
- Reach the location well ahead of time. Do not be absent from field visits / industry visits as you may not get another opportunity to make up the loss of marks/ credit due.
- During the visit, take careful notes of the important information.
- Take geo-tagged photos of your visit in which your group, the teacher in charge, and the name of the organization are clearly visible.
- Write a detailed report of the visit in the format given and submit the same to the concerned teacher on time.

## CO-CURRICULAR ACTIVITIES

The college provides various opportunities for extended learning through co-curricular activities. These opportunities will be provided as on the overall college plan based on the requirements of the programme. Some of the co-curricular activities are listed below.

1. Bridge course for the 1<sup>st</sup> semester UG students.
2. Foundation course for professional psychologists for the 1<sup>st</sup> semester PG students.
3. Special courses and coaching to meet the diverse needs of students.
4. Value-added programs for all students during certain specific semesters.
5. Case conferences for all PG students.
6. Seminars, workshops, guest-lectures, and conferences for different groups of students based on educational objectives.
7. Educational trips or excursions.

When these are organized, the HOD/ academic coordinator or the teacher in charge will inform you of the processes and the requirements.

## EXTENSION AND OUTREACH

The college also organises various extension and outreach programs through the Centre for Social Activities. These include NSS activities, Red Cross Activities, Swachh Bharat Abhiyan, etc. This centre also commemorates several important days. You are expected to participate in all these activities that are organized for you.

## SEMINARS AND CONFERENCES

As a student, you may choose to attend interesting conferences or seminars. You may also choose to present research papers. When you wish to do these activities, request the class animator and HOD/ academic coordinator for permission and submit the relevant certificate after the program. You will be marked as OD (on duty) and not as 'present'.

## EXTRA CURRICULAR ACTIVITIES

The college provides a vibrant platform for all the students to participate & explore in various cultural and club activities organized by various departments. These include activities such as intra-college fests, inter-collegiate fests, sports activities, observance of various cultural events, etc. In addition, departments may organize various activities through clubs. Your participation in all such activities is mandatory and the attendance recorded for these events will be counted towards your overall attendance for the semester.

## STUDENT SUPPORT

The college ensures support for all of you in several ways. The following sections detail the same.

## STUDENT DATA

- All student data needs to be maintained in the Unified University and College Management System (UUCMS) by the Government of Karnataka, The Academic Bank of Credits (ABC) by the Government of India, and the college's Enterprise Resource Planning (ERP) software.

- This is to ensure transparency and efficiency in record keeping.
- Since these portals are not managed locally by the college, it is important for students to enter their details accurately the first time itself. All information should be given including necessary certificates, documents, photographs, signatures, etc., on time.
- All documents should match with the Aadhar card.
- Any error made will become your record as it cannot be changed. So, you are cautioned to listen to the instructions and follow the guidelines carefully.

## ACADEMIC AND PERSONAL SUPPORT

### STUDENT COUNCIL

The student council is a democratically elected body which functions to enhance the overall college experience of students. The council will aid the different committees and cells in organizing various co-curricular and extracurricular activities based on student interests and needs. For more information, please meet the student council coordinator.

### QUALITY CIRCLE

The college also has a quality circle that works towards ensuring the quality of the academic and other related activities. This cell works in coordination with the student council and the IQAC of the college. For more information, you can contact the IQAC coordinator.

### MENTORING

Students are assigned mentors to help with academic and personal challenges. About 2 mentoring sessions are scheduled each semester. You may approach your mentors for any help that you require to deal with the academic load. Your mentor will also maintain a mentoring e-book in which your academic and professional progress will be recorded. For further information, you may approach your mentor or head of department/academic coordinator.

### BUDDY SYSTEM

Junior students will be paired with senior students as buddies for informal help in understanding the college processes and navigating any challenges.

### PERSONAL COUNSELLING

The college provides students with personal psychological counselling services at low costs. Students are free to avail these services if they need to. Students may approach the Family Counselling Centre which is on campus to schedule these services.

## STUDENT SAFETY

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. The college has four forums to address and resolve issues within the campus.

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#### GRIEVANCE REDRESS CELL

This cell investigates any grievance that it receives. The contact person is Dr. Maxim Pereira (9481244374). You can also email to [grievance@montfortcollege.edu.in](mailto:grievance@montfortcollege.edu.in). For more information, please look at the grievance redress policy of Montfort College available on the college website.

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#### ANTI-RAGGING CELL

This cell looks into issues concerning bullying, ragging and other problems related to physical, verbal, or psychological violence that does not come under the purview of the other cells. The contact person is Dr. Zubaida Anwar (9740151002). You can also write to [anti-ragging@montfortcollege.edu.in](mailto:anti-ragging@montfortcollege.edu.in). For more information, please look at the anti-ragging policy of Montfort College available on the college website.

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#### INTERNAL COMPLAINTS COMMITTEE

This cell investigates and redresses sexual harassment complaints. The contact person is Sritha Sandon (9980285644). You can also send an email to [icc@montfortcollege.edu.in](mailto:icc@montfortcollege.edu.in). For more information, please look at the policy against sexual harassment (POSH) of Montfort College available on the college website.

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#### ANTI-DISCRIMINATION CELL

This cell looks into complaints related to any form of discrimination. The contact person is Dr. Vittal Talavar (9686967672). You can also write to [antidiscrimination@montfortcollege.edu.in](mailto:antidiscrimination@montfortcollege.edu.in). For more information, please look at the anti-discrimination policy of Montfort College available on the college website.

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#### SUGGESTION BOX

A suggestion box is placed in the library. You are welcome to drop any useful suggestions that you may have into the same. The box is opened every alternative Wednesday. Suggestions that seem meaningful and doable will be acted upon.

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#### PLACEMENT CELL

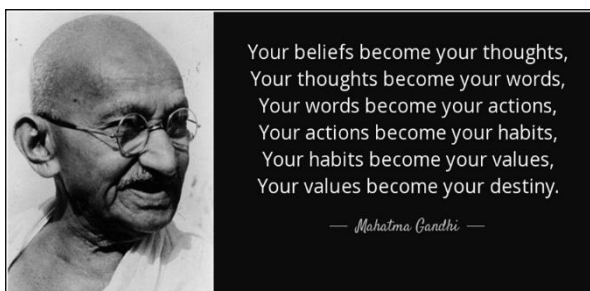
The college has an innovation-incubation-placement cell which conducts programs to facilitate placement upon graduation. For details, contact the placement coordinator.

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#### ALUMNI

The alumni are the wealth of any institution. Montfort has an active alumni network. All students should enrol for memberships of the alumni in their final semester by paying a minimal fee. The alumni have several benefits including continued library access, information regarding job opportunities and concessions for seminars and conferences. For details, contact the alumni coordinator.

*Wishing you a great and fun-filled learning experience at Montfort! All the best!*



**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...

ज्ञानेस्तू एव कैवल्यम ।  
jnanestu ēva kaivalyam.

Sampurna...

Liberation with Enlightenment!

