



## Institutional Best Practices

### **I. Title of the Practice:**

Pre – admission counseling for students.

### **Objectives of the Practice:**

1. To counsel students and their parents about the various programmes offered and the respective fee structure.
2. Students are informed about the course and programme outcomes.
3. The main highlight of this practice is that the students make the right choice among the several programmes based on their interest.
4. Students are provided with information regarding placement opportunities.
5. An interaction on a one to one basis helps in giving personal attention to the students seeking admission to different streams.
6. To appraise the students seeking admission about the various processes, regulations related to admission including clarifications.

### **The Context**

1. The need to provide right and suitable information to the students about the programmes offered stimulated this best practice. Earlier, it was observed that students made arbitrary and sometimes impulsive choices of the programmes offered in the institution.
2. First generation learners did not have an overall perspective of the various programmes. The arbitrary choices resulted in their inadequate performance in academics. Taking cognisance of this, the institution decided to establish a pre-admission counseling desk to assist and enable the students to make the right choice.
3. Pre-admission help desk had to be arranged at vantage points for easy access to the students and parents.
4. Dedicated teams comprising of faculty had to be constituted to interact with them all through the admission session.
5. Along with the details about the programmes, the help desk also provides information related to add-on courses and placement opportunities in the institution.

## **The Practice**

1. The pre- admission counselling cell is constituted as soon as the admission process for the UG and PG programmes begin. The entire committee is a judicious combination of senior and junior faculty members of all streams. They meet to decide on the plan of action related to the process.
2. This cell decides the manner in which the counseling should be done, taking into account the experiences and challenges of the previous years.
3. During personal interactions with the students, the members of the help desk find opportunity to explain the details related to latest developments and advancement made in the respective fields which helps in better understanding to make the choices.
4. The affordable fee structure of the programmes and the payment details are intimated to the students and parents.
5. In case of need, students are also put in touch with senior students or alumni for sharing of experiences of the programme.
6. At the end of pre-admission counseling, a feedback is obtained from the parents which helps in identifying the areas to be improved in the process, subsequently implemented for success of the practice.
7. The institution also introduced online fee payment facility for easy transaction and save valuable time of parents and students.

## **Evidence of Success:**

1. The initiative of pre- admission counselling to the students on the choice of the programmes and the career options available, has become successful till date.
2. Students are enabled and empowered with information that ranges from the admission process right up to placements.
3. They are also informed about the add-on courses that give more value to their resume.
4. The HOI and faculty of the institution have structured the pre-admission counseling process in such a way that the students gain optimum knowledge of the institution and its functioning.
5. The pre-admission counseling desk has gained more visibility and credibility among the stake holders and this has ensured its success.
6. The analysis of the feedback from the students and parents indicate that the counseling process is well received by them, and is of great help.
7. The information given about different extension services and cultural activities enables the holistic development of the students.



8. Parents are very appreciative of the facility of online payment of fee through QR codes.
9. Students and parents receive immense satisfaction and confidence after their counseling session.

### **Problems encountered and resources required**

In spite of the success in implementing the counseling desk with inputs from the previous years' feedback, there continues to be few challenges

1. The pre-admission counseling desk is set up immediately after the announcement of results of the qualifying exams. As it generally coincides with university exams and evaluation process, only few faculty members are able to attend.
2. Senior students are not able to share their valuable experiences and participate in the counseling process, as they have their exams at the time of the counseling process.

### **Notes (optional): -**

The best practice of having a pre-admission counseling desk is desirable in all institutions, as it gives a good forum for fruitful interaction between the faculty and those who come seeking admission to the institution. It helps in giving the entire picture of what facilities are made available to the students during their stay as a student in the institution. It gives reassurance to the parents about the choice made by the students after the interaction with the concerned faculty.



*K.M. Raghavendran*

**K.M.RAGHAVENDRAN**  
Associate Professor  
IQAC Co Ordinator  
MES College of Arts, Commerce & Science  
Malleswaram, Bengaluru - 560 003.

*James*

Principal  
M.E.S. College of Arts, Commerce & Science  
Malleswaram, Bangalore-560 003.

## II. TITLE OF THE PRACTICE:

### *Akanksha – The Teachers' Initiative Towards Financial Assistance*

#### **Objectives of the Practice:**

1. To help economically weak students with financial assistance at the time of admission to the institution.
2. To assist the needy students in fulfilling their dreams of education.
3. To enable students to pursue their education in an uninterrupted manner thus, encouraging and empowering them.
4. It privileges the teachers with an opportunity to help the needy students through their regular contribution.

#### **The Context**

1. This practice of creating the fund called Akanksha was initiated during one of the staff association meeting in the year 2009.
2. As a result of this concurrence, likeminded faculty members agreed to voluntarily contribute towards this fund. Over the years, the fund has grown with greater number of teachers contributing towards it.
3. Further, a few retired faculty members are still extending their support to this initiative.
4. The staff association had to draw a plan of action in creating, maintaining and disbursing of the funds.

#### **The Practice**

1. The teachers who wish to contribute to the fund give a Standing instruction to the State Bank of India, MES college branch to deduct a said amount on remittance of their monthly salary.
2. The corpus fund and the interest accrued there off are kept in a separate account operated by the designated members of the staff association.
3. The staff association provides information about the facility under Akanksha at the time of admission of students, so that economically poor students can avail this facility at the time of payment of fee.
4. The HOI and selected committee members comprising of office bearers of the staff association, meet at the beginning of the academic year to assess the total funds that are available to be distributed.



5. Request from the needy students are received in the form of applications.
6. These applications are placed before the Committee for consideration and action. The merit of each application is looked into in order to decide the disbursement of financial assistance to the eligible applicants.
7. To avoid the students dropout rate due to lack of adequate financial support, the funds are helping the needy students to pursue their higher education.
8. During the COVID-19 pandemic situation many parents were affected with unemployment and financial liabilities, so Akanksha came as a solace to them to pay the fees of their children.

### **Evidence of Success**

1. *By strengthening the funds year after year, Akanksha* has reached a lot of needy students.
2. The generous and timely assistance have strengthened the relationship between the students and teacher.
3. Benevolent teachers have extended their service towards *Akanksha* through their regular contribution.
4. This is a great service towards the student community.
5. The student beneficiaries under *Akanksha* are increasing year by year and this itself has become an evidence of the success of this flagship act.

<b>Year</b>	<b>Number of students</b>	<b>Amount in INR (in lakhs)</b>
2016-2017	11	0.56
2017-2018	09	0.51
2018-2019	13	0.60
2019-2020	09	0.66
2020-2021	23	1.12

### **Problems Encountered and Resources required**

1. The number of students seeking financial assistance under this facility are increasing every year. Therefore, the assistance could not be extended to a larger number.
2. The task of assessing the authenticity of the applications needs thorough scrutiny and it is time consuming.
3. It has also come to the notice that there are some deserving students who do not come forward to avail the facility.

4. In spite, of increase in the contribution by the faculty, there is a need of more funds to reach out to larger number.

**Notes**

This benevolent gesture by the faculty members to constitute a fund exclusively to support the needy students is a practice worthy of emulating the human values of generosity, compassion and care. Therefore, this practice deserves admiration and could be followed for the same cause.



**K.M.RAGHAVENDRAN**

Associate Professor  
IQAC Co Ordinator

MES College of Arts, Commerce & Science  
Malleswaram, Bengaluru - 560 003.



**Principal**

M.E.S. College of Arts, Commerce & Science  
Malleswaram, Bangalore-560 003.

