



## 7.2 Best Practices

### 1] TITLE OF THE PRACTICE:-

**Title of the Practice:** 'Counseling and Guidance for Admission Process'

**The Context:** Admission process of any higher education institution is somewhat a critical task especially for colleges located in rural area. Nevertheless, if it is well planned and executed professionally then satisfaction level of prospective students increase and it also helps in branding of the institute. Here is an attempt to improve the admission process of the institute so as to make it more accessible for socially and economically deprived sections of society.

**Objective of the Practice:** To adopt more convenient and transparent admission process by constituting 'Counseling and Guidance committee for Admission Process'.

**The Practice:** The college displays an advertisement of admission process for each course in the local and regional newspapers also displays the notice on notice board in the campus. When students approach to college, then they are helpless and don't understand how to complete the admission process. To overcome this committee helps the new students. The committee guides the students and explain him/her the different courses which are available in college also explains the prospectus of these courses after the completion of the graduation. They also brief about various subjects/group combinations along with the various second languages that are taught in the college. Over and above this, this committee gives idea about discipline, sports, cultural, library, laboratory facilities available in the college. Finally they help to complete the application form with required documents, its submission in office etc. The college adopts 'First come first serve' policy by maintaining the reservation policy of the government for the admission process. The college gives preference for minority students as it has minority status.



## **Evidence of Success**

Till this year, the admission quota was going to fulfill completely but the process was requiring at least one month time period for completing entire process from the date of commencement of admission. Due to this practice the admission quota for this academic year is fulfilled within fifteen days from the date of commencement of the admission. This reduction in time duration is an outcome of the efforts taken by counseling and guidance committee for admission process.

**Problems encountered:** The members of the admission committee face various problems while working on the admission process.

Most of the students request the committee members to fill up the admission form and ask to pay requisite admission fee in office as they are not having that much amount with them.

## **2] TITLE OF THE PRACTICE:-**

### **Azad Merit Prizes**

#### **1. Objective of the practice**

- To encourage the meritorious students in class to excel in the university exam
- To motivate the students lagging behind in studies and score good marks in final exams.

#### **2. The context**

The institution is located in the rural area; therefore many students admitted to various courses are from rural area. Most of them are not residing at local level. they are daily coming to college by MSRTC Buses or by private vehicles or on bicycles. Because of this daily wastage of time in travelling they are not getting sufficient time to study. Due to this their performance in final exams is not encouraging. Any way college encourages them by giving cash merit prizes in the class room after declaration of End Semester results which will encourage them and they will concentrate more on the studies and will try to excel in the final exam.



### 3. The practice

At the beginning of academic year almost all the results of even semester are declared. On the basis of result analysis first three toppers (class wise) are identified. After resuming the regular classes the Principal, Vice-Principal and Co-ordinator goes into the respective class rooms of UG II and III year and readout the list of three toppers in that class. The respective students are asked to come over the dais and the merit first student is given a cash prize of 1001 Rs/-, second student Rs. 501 and third student is given Rs. 301. In a similar manner third year pass out students who stood in the college merit list are specially called in college and prizes are distributed to them.

### 4. Evidence of Success

Due to this practice overall result at UG third year university examination is found to be enhanced.

### 5. Problems encountered and resources required

No major problems other than scarcity of funds.

  
**Coordinator**

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