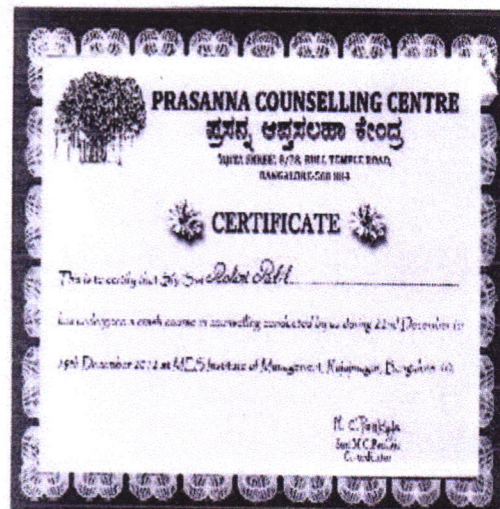
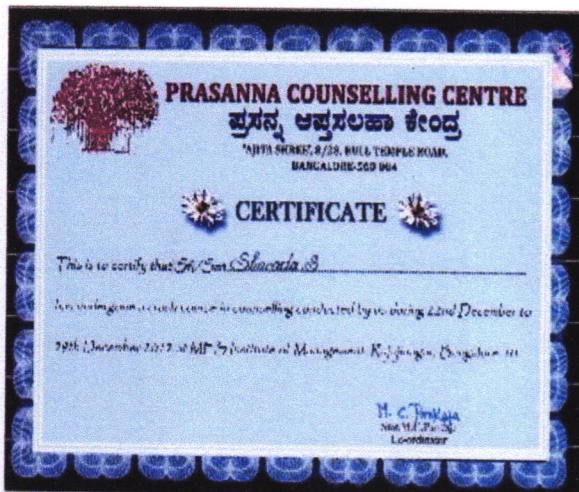



MES INSTITUTE OF MANAGEMENT
 VidyaVihar, 25/1, 17th Main, II Block, Rajajinagar, Bangalore-560 010

7.1 Faculty Members undergone a ten days Training Program conducted by Prasanna Counselling Centre and have been certified as para counsellors:

The teaching staff of MES Institute of Management has undergone a 10 days training programme conducted by **Prasanna Counselling Centre** and have been certified as Para counsellors. This training programme helps the teachers deal with various issues faced by college students such as lack of self-confidence, family problems, depression, achievement conflicts, loneliness, anxiety, classmate issues and so on. The purpose of counselling in the institution is to ensure the growth and progress of the students by providing them with emotional, interpersonal and intellectual development by the teachers themselves. Certain issues have been resolved quickly and easily by the teachers. If it is discovered that a student needs long term counselling, he or she will be referred to an appropriate counsellor. So far only one such case has been encountered.



Sharada S

Principal

MES Institute of Management
 Rajajinagar, Bangalore-560 010



7.1 A Qualified counsellor has been appointed by the management. She visits the college on need base.

Phone: 23562526

THE MYSORE EDUCATION SOCIETY

Date: 28.06.2019

MES 16 ADM 2017

To

Smt. Meena R
Teacher
MES Kishora Kendra
Malleswaram, Bangalore

Madam,

Sub: Appointment of full time Counsellor

The Management of Mysore Education Society is pleased to appoint you as a full-time Counsellor, on a starting pay of Rs.18050 in the pay scale of Rs. 18050 - 600 - 19850 - 700 - 22650 - 800 - 26650 - 900 - 33550 - 1000 - 39850 - 1100 - 44250 - 1250 - 45500 plus allowance as applicable, with the following functions:

1. Your gross initial emoluments including allowances will be Rs. 26,173/- per month.
2. For the present, you shall establish a Students Counselling Centre of MES at KK School, Malleswaram and continue to visit other campuses as and when required for purposes of counselling.
3. You will identify teachers from within MES institutions to function as Teacher-Counsellors, after suggesting due training including short-term courses in counselling and attending relevant workshops.
4. You will address the problems of students as also of parents/faculty, in matters relating to studies, attendance, behavioral, emotional and such other issues of the MES students. An illustrative list of such activities is given below:
 - 4.1 You will on a regular basis, identify and address students' problems such as their learning disabilities in lower classes, mental health issues, dyslexia, parenting problems especially of single parents, distraction due to adolescence, social media-based issues, aversion towards studies, etc., counsel and help them to come out of such problems.
 - 4.2 You will address problems/difficulties of students such as withdrawal, unhappiness, annoyance, anger, inability to meet needs, lack of knowledge, partial or total failure, inability to realize aspirations, anxiety and hyperactivity.
 - 4.3 You will, through personal and social counselling, assist in motivating students to educational and vocational opportunities; move in the direction of fulfilling their potential, or achieve integration of conflicting elements within themselves; alter their maladjusted behavior and help them to gain self-esteem.



THE MYSORE EDUCATION SOCIETY

- 4.4 You will provide students with the skills, awareness and knowledge, which will enable them to confront social inadequacy.
5. You will encourage and guide the teachers to become an integral part of the counselling machinery and act as virtual guides/teacher counsellors.
6. You will, through the Counselling Centre, conduct various programs periodically (with outside resource persons where required) to reach out to the students, parents and teachers.
7. You shall keep the MES management informed of your visits to the other institutions and discharge all related duties and responsibilities as may be assigned by the MES Management.
8. You shall abide by the Rules & Regulations and Code of Conduct and Professional Ethics of MES and its institutions.
9. You shall maintain the integrity and confidentiality of the students as also that of MES and its institutions.
10. You are required to execute an agreement with the Management and its institutions.
11. You shall report to the Principal of the Schools and PU/Degree colleges of the different campuses when you visit them. You shall, however, be under the control of KK High School for leave and other purposes such as performance appraisal etc.
12. Since you have been a Mathematics teacher for long, you may be required to engage a few classes in Mathematics, at the behest of the Principal of KK School, Malleswaram.

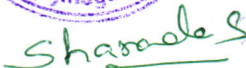
Yours faithfully


CHIEF EXECUTIVE

Copy to

1. Secretary (Academics), MES for kind information
2. All the Heads of Institutions of MES
3. Manager, (F & A), MES
4. Office Order book





Principal
MES Institute of Management
Rajajinagar, Bangalore-560 010