



# INDIA INTERNATIONAL SCHOOL

*A Heritage of Vision • A Legacy of Innovation*



## **University Counseling Policy 2017**

### **INDIA INTERNATIONAL SCHOOL**

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### ***Vision***

***– 'A Heritage of Vision, A Legacy of Innovation'***

### ***Mission Statement***

***The institution aims at uncompromising commitment towards holistic development and groom globally ethical citizens."***

### ***Philosophy***

***"IIS caters to the global need of today's youth, aims to engage learners in an active and creative learning journey, build knowledge and skills, promote and sustain high academic principles while retaining the strong value systems and ethics of the motherland and become responsible members of global community"***

## **University Counseling Policy**

The University Counseling Department at the India International School enables students to choose the best path out of the wide variety of career choices and supports them to reach their goals. The counselors ensure that the students and their parents are apprised with prevailing career trends and current information through workshops, professional Counseling and access to resources which enables all the students to make wise career choice and are able to successfully transit from high school to college.

### **Key Responsibility Areas of University Counselor**

The University Counselor continuously works in a progressive approach to prepare the students for the admission into the best colleges and also ensures that the university counseling meets its commitment and provides the best quality student-support services.



- Working towards developing clarity of purpose in the student's mind about their academic goals and professional choices.
- Sharing target grades with Students & Parents, as per university selection.
- Facilitating and motivating the student to shortlist good - fit colleges, universities and institutions for higher studies in India and Abroad.
- Providing an update and latest information on changes in International and National application process, SAT exams, application deadlines and all do's and don'ts of college applications.
- In case, student changes the subject combination, university counselor is taken in to confidence. University counselor to ensure the right modification of subject combination.
- Guiding students with the nuances of writing effective College Essays, Personal Statements and also coordinates with the teachers and students for the letter of teacher recommendations as per the desired criteria.
- Counseling and guiding the students in choosing their subjects after Grade X levels.
- Help each student in creating a detailed profile for university selection,
- Organizing Student Development Workshops, University Fairs, University Visits and talks by eminent persons so as to expand the horizon of the student mind.
- Reviewing all college applications and personal resume and achieve the strongest possible application.
- Steering students' right from selecting subjects to launching themselves in the undergraduate/ degree colleges.
- Requesting for result for various university, as per students' request.



- Providing letter of recommendations as required by students.

## **Expectations from Students and Parents**

### **Students**

- To attend all counseling presentations and workshops
- To keep parents informed of their own college search process and any new developments
- To be honest and sincere with the University Counselor and to keep updated on any new developments towards university selection
- To keep full awareness of critical admission deadlines and special requirements
- To meet the University Counselor on priority before the application deadlines
- To be open to new options and suggestions
- To aim at achieving the required grade points for the admission in the desired universities by concentrating on performing their best in the academic subjects
- To personally complete their college applications
- To make sure the application is completed and submitted on time

### **Parents**

- To be encouraging and supportive towards their ward and to offer advice and guidance when required
- To keep an open communication with their ward and also with the University Counselor



- To be careful not to exert undue pressure on the student and get influenced by the tracks of other students
- To be open to new options and suggestions
- To help the student understand that there are more than one college which will be appropriate for them
- To support an ethical approach to the college admission process
- To understand that student, parent and the University Counselor are all working towards the same goal

**Committee Members:**

- *Dr. Ashok Gupta, Director & Head of School*
  - *Ms. Mala Agnihotri, Principal and IBDP, CIE Coordinator*
  - *Dr. Shivi Saxena, University Counselor*
  - *Ms. Meghna Mittal, School Counselor*
  - *Ms. Prabhjeet khanna, Examination Incharge, IBDP*
  - *Dr. Manish Kumar Sharma, Academic Head, IBDP*
  - *Ms. Mukta Khandelwal, Academic Head, IBDP*
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