



KOTTAKKAL FAROOK

ARTS & SCIENCE COLLEGE

PARAPPUR P.O, KOTTAKKAL, MALAPPURAM DISTRICT, KERALA, 676503



Policy & Regulations

ADVISORY SYSTEM

Introduction

The advisory system at Kottakkal Farook Arts and Science College is designed to provide comprehensive support to students through personalized and group advising sessions. Each class is assigned a dedicated teacher who oversees the advisory process, ensuring that students receive the guidance and resources they need to succeed academically and personally. This system is structured to monitor student performance, address individual concerns, and maintain detailed records for effective follow-ups.

Structure and Implementation

1. Assignment of Advisors:

- Each class is assigned a dedicated teacher who acts as the advisor for all students in that class. The advisor is responsible for providing both individual and group advice, ensuring a holistic approach to student development.

2. Individual Advising:

- **Personalized Sessions:** The advisor meets with each student individually to discuss academic progress, personal challenges, and career aspirations. These sessions are scheduled regularly to ensure ongoing support.
- **Monitoring and Follow-ups:** The advisor keeps track of each student's performance, noting any issues or areas for improvement. Regular follow-ups are conducted to address these concerns and provide necessary interventions.

3. Group Advising:

- **Thematic Sessions:** Group advising sessions are organized on topics relevant to the entire class, such as time management, exam preparation, mental health, and career planning. These sessions encourage peer learning and foster a supportive community.
- **Workshops and Seminars:** The advisor arranges workshops and seminars featuring guest speakers and experts to provide additional insights and resources on various topics.

4. Record Keeping and Data Management:

- **Academic Records:** The advisor maintains detailed records of each student's academic performance, including grades, attendance, and any notable achievements or issues.
- **Personal Data:** Information regarding student problems, parent contacts, and follow-up actions are documented to ensure a comprehensive understanding of each student's situation.
- **Data Handover:** At the end of the semester/ academic year or when a student graduates, the advisor hands over all relevant data to the next advisor or the college administration to ensure continuity of support.

Benefits

1. Holistic Student Support:

- The advisory system ensures that students receive personalized guidance and support, addressing both academic and personal needs.

2. Enhanced Academic Performance:

- Regular monitoring and timely interventions help students stay on track with their studies and achieve their academic goals.

3. Improved Communication:

- Effective communication between advisors, students, and parents fosters a collaborative environment that supports student success.

4. Comprehensive Data Management:

- Detailed record-keeping allows for informed decision-making and consistent follow-ups, ensuring that no student falls through the cracks.