STANDARD OPERATING PROCEDURE DROPOUT MANAGEMENT COMMITTEE

DROPOUT MANAGEMENT COMMITTEE

A Dropout Management Committee (DMC) is a committee comprising members from all departments chaired by the Academic Coordinator. The committee tracks the attendance of the students four times in a semester treats the dropout-prone students and takes measures to bring them to the classrooms. Hence, this committee is responsible for reducing the dropoutrate in the college.

The DMC plays an important role in ensuring that all students have theopportunity to succeed in college. By working together, the DMC can help to reduce the dropout rate and ensure that all students have the chance to reach their full potential.

STANDARD OPERATING PROCEDURE (SOP) FOR DROPOUTMANAGEMENT COMMITTEE (DMC)

1. Purpose

The purpose of this SOP is to define the roles, responsibilities, and procedures for the Dropout Management Committee (DMC) at KottakkalFarook Arts and Science College. The DMC is responsible for tracking student attendance, identifying dropout-prone students, and implementing measures to reduce the dropout rate, ensuring that all students have the opportunity to succeed.

2. Scope

This SOP applies to all members of the Dropout Management Committeeand covers the following areas:

- ➢ Attendance tracking
- ➢ Identification of dropout-prone students
- ➢ Interventions and support measures
- ➢ Monitoring and follow-up
- ➢ Reporting and evaluation

3. Definitions

Dropout-Prone Students: Students who show signs of disengagement orirregular attendance and are at risk of dropping out.

Interventions: Measures taken to support dropout-prone students, such ascounseling, academic support, and parental involvement.

4. Responsibilities

DMC Chair (Academic Coordinator): Oversee the committee's activities, schedule meetings, and ensure compliance with policies.

DMC Members: Participate in meetings, provide input on dropoutprevention strategies, and assist in implementing interventions.

Administrative Staff: Support the tracking of attendance and maintenanceof student records.

5. Procedures

5.1 Formation of the Dropout Management Committee

The Principal appoints the Dropout Management Committee members atthe beginning of each academic year.

The committee should include representatives from all departments and administrative staff.

5.2 Meetings

The DMC will meet at the start of each semester and then monthly todiscuss and review dropout-related issues.

The Chair will prepare and distribute the agenda at least three days beforethe meeting.

Minutes of the meeting will be recorded and circulated to all memberswithin one week.

5.3 Attendance Tracking

Track student attendance four times per semester.

Use the college's attendance system to collect and analyze attendancedata.

Identify students with irregular attendance patterns or low attendancerates.

5.4 Identification of Dropout-Prone Students

Analyze attendance data to identify dropout-prone students.

Consider other factors such as academic performance, behavioral issues,and personal circumstances.

Maintain a confidential list of identified students for targeted interventions

5.5 Interventions and Support Measures

Develop a range of interventions to support dropout-prone students,including:

Counselling sessions to address personal or academic issues.

Academic support such as tutoring or study groups.

Parental involvement through meetings or regular updates.

Assign each dropout-prone student a faculty mentor for personalisedsupport.

Coordinate with the Student Support Services to provide additionalresources and assistance.

5.6 Monitoring and Follow-Up

Monitor the progress of dropout-prone students regularly.

Schedule follow-up meetings with students, parents, and mentors toassess the effectiveness of interventions.

Adjust support measures as needed based on student progress andfeedback.

5.7 Reporting and Evaluation

Maintain records of all interventions and support measures provided tostudents.

Prepare and submit quarterly reports to the Principal on the status ofdropout management activities.

Evaluate the effectiveness of the DMC's efforts at the end of eachsemester and make necessary improvements.

6. Documentation and Reporting

Maintain records of all DMC meetings, decisions, and actions. Document attendance tracking, identified dropout-prone students, andinterventions provided.

Submit quarterly reports to the Principal on the status of dropout management activities.

7. Review and Revision

This SOP will be reviewed annually by the Dropout ManagementCommittee. Any changes or updates will be documented and approved by thePrincipal before implementation.

8. Approval

This SOP is approved by the Principal and is effective from [Date].Principal's Signature:

Date:

9. Distribution

This SOP will be distributed to all Dropout Management Committee members, department heads, and relevant administrative staff. Copies will be available in the college's digital repository and on the intranet.