

ACADEMIC ADVISORY COMMITTEE

The main objective of academic advising is to assist students in their growth and development by constructing meaningful educational plans which are compatible with their life goals. It is a continuous and consistent process which is built upon the basis of frequent, accumulated personal contacts between advisor and advisee (student). Excellent academic programs will not accomplish the desired end result if students are not properly guided and counselled. Thus, academic advising fosters the development of the whole student who is a self-directed, motivated, responsible decision-maker and encourages the successful completion of degree requirements and timely graduation.

Roles and Responsibilities of Academic Advisors:

The role of an Academic Advisor is an active rather than a passive one and the advisor is responsible for:

- Assisting students (advisees) to identify their academic values and goals, consistent with their capabilities, interests, and educational backgrounds.
- Clarifying pertinent information and discussing the implications toward student's academic success.
- Being accessible and available to students to respond to their questions and concerns.
- Clarifying academic policies, College & University regulations, program requirements, procedures, promotion credit requirements and other college information.
- Maintaining professional integrity, confidentiality, respect and sensitivity in advising.
- Helping students to define and develop educational plans; assisting in the selection of appropriate course work and opportunities to achieve students' goals.
- Respecting students' individual needs and diversity.
- Assisting students to independently monitor their progress toward achieving their educational and career goals.
- Informing students of the roles and responsibilities of the advisor/student relationship.

- Proactively contact and be available for student advisees on a regular basis. Office hours (Meeting time) should be posted on the advisor's office door and preferably given to the advisee early in the semester.
- Conducting weekly meetings with advisees assigned to know their progress in studies, difficulty in understanding subjects, requirement of help sessions/remedial classes in specific subjects, if needed, conducting one to one meeting with the advisee to know their specific problems & arranging proper counseling to overcome their difficulties.
- Identifying advisees having poor English communication skills and arranging special sessions/programmes through English department faculty members for enhancing their English communication skills.
- Consulting regularly with faculty colleagues handling courses for the advisees assigned, Student Counseling and Attendance Monitoring committee members in order to have up-to-date information about advisees.
- Follow-up with the advisee on any report of unsatisfactory work, poor attendance, unsatisfactory performance in class tests/assignments/Mid-Exams and chalk out an action plan in discussion with concerned HOD & faculty members to improve advisee's performance & oversee the implementation of the Help sessions/Remedial classes/tutoring.
- Maintain an up-to-date Advising Portfolio, with a summary record of performance to date (grade reports, transcript, requirements completed, etc.), attendance reports, dates of conferences (meetings), up-to-date information and details of help sessions/tutoring/Remedial classes conducted to improve the performance of Advisees, etc.

Constitution of the Committee:

Committee Coordinator: **Dr. SudhaParimala,**

Committee Members: **Dr. J. Archana**