



KOTTAKKAL FAROOK
ARTS & SCIENCE COLLEGE

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COLLEGE DROP-OUT MANAGEMENT POLICY

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Policy Statement:

The College Dropout Management System (CDMS) Policy aims to establish guidelines and procedures for effectively managing college dropouts and supporting their academic progress and success. This policy outlines the responsibilities of relevant stakeholders, including faculty, advisors, administrators, and students, in identifying, monitoring, and providing necessary interventions to reduce dropout rates and enhance student retention.

Scope:

This policy applies to all colleges, departments, programs, and academic support services within the institution.

Definitions:

a) College Dropout: A college student who voluntarily withdraws from their enrolled program or fails to meet the academic requirements, resulting in discontinuation of their studies.

b) CDMS: College Dropout Management System, a comprehensive framework for identifying and addressing college dropout issues.

Responsibilities:

a) Faculty:

1. Monitor student attendance, academic progress, and performance.
2. Provide timely feedback and academic support to students who are at risk of dropping out.
3. Collaborate with advisors and administrators to identify potential challenges faced by students and provide appropriate assistance.

b) Advisors:

1. Regularly review student progress and identify warning signs of potential dropout risks.
2. Engage in proactive counselling and guidance to address personal, academic, and

financial challenges.

3. Connect students to necessary resources, such as tutoring, counselling, or career services.

c) Administrators:

1. Implement the CDMS framework and ensure its integration into existing student information systems.
2. Provide professional development opportunities for faculty and advisors on effective dropout prevention strategies.
3. Establish a support network comprising counsellors, mentors, and peer support groups to assist at-risk students.

d) Students:

1. Regularly attend classes, actively participate in academic activities, and meet assignment deadlines.
2. Seek guidance from advisors, faculty, and support services when facing academic or personal challenges.
3. Take responsibility for their own academic success and actively engage in strategies to improve their performance.

CDMS Procedures:

1) Early Identification and Intervention:

- a) **Regular Monitoring:** Establish a system to monitor student attendance, academic performance, and engagement indicators to identify potential dropouts at an early stage.
- b) **Alert Mechanisms:** Implement a mechanism for faculty, advisors, and support staff to report concerns about students who display warning signs of potential dropouts.
- c) **Student Support Teams:** Establish multidisciplinary teams to review and address individual cases, providing necessary interventions, counselling, and academic support.

2) Personalized Support and Mentorship:

- a) **Academic Advising:** Assign dedicated academic advisors to students to guide them in selecting appropriate courses, setting goals, and creating personalized academic plans.
- b) **Peer Mentoring Programs:** Implement mentoring programs where experienced students mentor incoming or struggling students, providing guidance, motivation, and support.
- c) **Individual Counselling:** Offer regular counselling services to address personal, academic, or emotional challenges that may contribute to dropout intentions.

3) Enhanced Engagement and Campus Involvement:

- a) **Student Engagement Initiatives:** Develop and promote extracurricular activities, clubs, and events that foster student engagement, social connections, and a sense of belonging.
- b) **Faculty-Student Interaction:** Encourage faculty members to engage with students outside the classroom through office hours, mentoring, and open-door policies to establish supportive relationships.
- c) **Career Services:** Provide career counselling, internships, and job placement support to help students see the relevance of their education and connect with future opportunities.

4) Academic Support and Remedial Programs:

- a) **Tutoring Services:** Establish tutoring programs to assist students who require additional academic support and help them improve their understanding of course material.
- b) **Remedial Courses:** Offer remedial courses or workshops to strengthen foundational knowledge and skills for students who need extra support in specific subjects.
- c) **Time Management and Study Skills:** Provide workshops or resources to help students develop effective time management, organization, and study skills to enhance academic performance.

5) Data Analysis and Continuous Improvement:

- a) **Dropout Analysis:** Conduct regular analysis of dropout data to identify trends, common reasons, and risk factors contributing to student attrition.
- b) **Program Evaluation:** Evaluate the effectiveness of interventions and support systems periodically, making necessary adjustments based on feedback and outcomes.
- c) **Collaboration with Stakeholders:** Foster collaboration with faculty, staff, students, parents, and external partners to gather insights, share best practices, and continuously improve dropout prevention strategies.

6) Communication and Awareness:

- a) **Student Outreach:** Develop targeted communication campaigns to inform students about available support services, resources, and strategies for overcoming challenges.

- b) **Parent/Guardian Involvement:** Encourage open lines of communication with parents or guardians to involve them in monitoring and supporting their child's academic progress.
- c) **Publicize Success Stories:** Highlight stories of successful students who have overcome obstacles or received support, creating positive examples for others and promoting a culture of perseverance.

Authority:

Implementation, monitoring, and periodic review of this policy should be the responsibility of the College Dropout Management Committee and IQAC. Continuous collaboration and feedback from stakeholders will ensure its effectiveness in reducing college dropout rates and promoting student success.

Conclusion:

The College Dropout Management System (CDMS) Policy establishes guidelines and procedures to effectively manage college dropouts and support student retention. By identifying at-risk students, providing interventions, and promoting a collaborative environment, the CDMS aims to enhance student success. Regular reviews and data analysis will ensure continuous improvement. Overall, the CDMS Policy emphasizes student engagement, responsibility, and proactive support to reduce dropout rates and foster a supportive learning environment.