



KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE

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



Standard Operating Procedure (SOP)

ADVISORY SYSTEM

Standard Operating Procedure (SOP) for Advisory System

Purpose

This SOP outlines the procedures and responsibilities involved in the advisory system at Kottakkal Farook Arts and Science College, aimed at providing comprehensive support to students.

Scope

This SOP applies to all teachers assigned as advisors and outlines their duties in providing individual and group advising, monitoring student performance, and maintaining records.

Procedure

1. Assignment of Advisors:

- At the beginning of the academic year, each class is assigned a dedicated advisor by the college administration.

2. Individual Advising Sessions:

- **Scheduling:** Advisors schedule regular one-on-one meetings with each student. The frequency should be at least once per month.
- **Conducting Sessions:** During these sessions, advisors discuss academic progress, address personal challenges, and help students set and achieve goals.
- **Documentation:** Advisors document the key points discussed in each session, including any issues raised and agreed-upon action plans.

3. Group Advising Sessions:

- **Planning:** Advisors plan group sessions on relevant topics, ensuring they address the common needs of the class.
- **Execution:** Advisors conduct these sessions, facilitating discussions and encouraging student participation.
- **Follow-up:** After each session, advisors note any additional support needs that arise and plan individual follow-ups as necessary.

4. **Monitoring and Tracking Performance:**

- **Academic Records:** Advisors maintain up-to-date records of student grades, attendance, and other academic metrics.
- **Personal Data:** Advisors keep detailed notes on student issues, parent contacts, and follow-up actions.
- **Regular Reviews:** Advisors review student performance regularly, identifying those who may need additional support.

5. **Parent Communication:**

- **Initial Contact:** At the beginning of the academic year, advisors introduce themselves to the parents of their assigned students.
- **Ongoing Updates:** Advisors provide regular updates to parents about their child's progress, and address any concerns they may have.
- **Meetings:** Advisors arrange parent-teacher meetings as needed to discuss student performance and plan joint interventions.

6. **Data Handover:**

- **Semester /End of Year:** At the end of the semester/ academic year, advisors compile all relevant data and hand it over to the next advisor or the college administration. This includes solicited data from the Internal Quality Assurance Cell (IQAC), internal attendance records, dropout tracking data, student-related problems, and parent contact information.
- **Graduation:** For graduating students, advisors ensure that all data is transferred to the alumni office or relevant departments for continued support and follow-up. This transfer includes all solicited data from the IQAC as well as semester data related to internal attendance, dropout tracking data, student-related problems, and parent contacts.

Responsibilities

- **Advisors:**
 - Provide individual and group advising.
 - Monitor and document student performance.
 - Maintain regular communication with parents.

- Ensure timely follow-ups and interventions.
- Hand over all relevant data at the end of the semester/ academic year or upon student graduation.
- **College Administration:**
 - Assign advisors to each class.
 - Provide training and resources for advisors.
 - Monitor the implementation of the advisory system and address any issues.

Review and Improvement

This SOP will be reviewed annually to ensure its effectiveness and updated as necessary to incorporate feedback and best practices.