

DUTIES AND RESPONSIBILITIES OF THE FACULTY ADVISOR: GUIDELINES

The following is a list of guidelines for Faculty Advisors, finalized on the basis of discussions with FAs of the present S3 FDP (held in June 2015).

1. Faculty Advisors are entrusted with the responsibility of overseeing all activities of their class; they are the 'friend, philosopher and guide' for all the students in their class.
2. Faculty Advisors will be responsible for the behaviour of their students on campus and shall monitor the behaviour and activities of their students. Students should be advised about appropriate behaviour and dress codes on the campus; they should, for example, be advised not to gather and sit on the main steps leading to the College portico as visitors to the College have found it difficult to walk along this way, and not to loiter outside the college campus or the road during class hours.
3. The Principal, or any member of the faculty, will seek their help for any issues regarding the students of their class.
4. They must make a sincere effort to know all the students in their class, to understand their problems and help them.
5. They should meet the whole class informally outside class hours or formally within class hours at least once in two weeks. They should however visit their class as frequently as possible even it is only for 5 mins, at least once a day. They must always be accessible to students.
6. They must ensure that attendance is taken regularly and the statement for each month is put up in public before the 5th working day of the next month; the attendance statement will be provided by the computer centre.
7. They should give explicit instructions to students about how attendance will be taken and calculated (on the basis of the guidelines given by the attendance committee).
8. They should inform teachers about the need to fill in all details while taking attendance, including date, hour, class and course name.
9. They should ensure that all details are up to date in the green attendance book.
10. They should ensure that attendance is taken on the basis of the exam registration numbers of students; the last two digits of these must be the same as the class roll numbers.
11. They should make students record the reason for leave in the pages at the end of the Attendance Book; only such days may be considered for leave.
12. They should allow students to clear the lack of attendance for valid reasons by the 10th working day of the next month; they should file the documents given as proof of leave.
13. They should publish the attendance statement by the 10th of every month.
14. They should identify students who are absent on a regular basis, and if they fall short of 75%, the parents of such students should be summoned to meet the HOD. They could maintain contact with parents and also inform them when their wards are doing very well in college.
15. They should upload the consolidated CE marks according to the schedule given by the CoE.
16. Teachers should be aware of any fund collection in class; any fund collected from students should be with the knowledge and permission of the Faculty Advisors.
17. They should maintain, with the help of the Class Reps, a record of the University/ End Semester Exams (ESE) results of their class.

18. They should convey to the students the information that the College does not support the concept of Re-test. Applications of genuine cases for re-test should be forwarded through the HOD to the Principal for approval.
19. They should inform students that birthday parties with cakes will not be allowed on campus or in class. However, sweets may be distributed on the occasion.
20. At the beginning of the semester they should ensure that:
 1. Students are given an outline of the various courses for that semester, faculty for the courses are introduced (an orientation for the semester)
 2. Course Co-ordinators are allotted to all courses by the HOD.
 3. Course Co-ordinators give students two sets of the following documents (one to the Boy Rep and one to the Girl Rep):
 - a. Course syllabus.
 - b. Model question papers
 - c. Question papers of previous years (if available)
 - d. Academic calendar for the semester/ year
 - e. Course schedules for each course for the semester (a copy of which they should keep).
21. They should organize Open House sessions at the end of each semester and give a copy of the Student Assessment Report to parents.
22. They should ensure that assignments and internal exam answer papers are returned to the students in time and any grievances resolved.
23. They should identify any student who needs counselling and send them to the College Counsellors if required.
24. They should ensure that mobile phones, if brought to class, are kept switched off during class hours.
25. They should be present at all programmes which the entire class attends.
26. They could initiate a Mentor system, whereby they identify good students who could mentor identified weaker students.
27. They could identify financially weaker students and find ways of providing them study material and/ or financial support; they could also recommend the names of students to be supported by the noon meal scheme to Dr Jessy Thomas.
28. They could organize Remedial or Bridge classes for weaker students.
29. They could identify the brilliant students in class and mentor them (or get colleagues to mentor them) for higher studies or to improve their academic or creative skills.
30. They could organize and monitor the tutorial system.
31. They could take the initiative to organize academic lectures by experts for their class with the permission of the HOD and the Principal (at least one lecture a semester)
32. They should ensure that students wear their ID card inside the campus.
33. Faculty Advisors of the second year FDP could initiate departmental programmes with the permission of the HOD as the second years are in charge of the co-curricular activities of the department. They should also allot students to the various university mandated extension clubs at the start of the semester.
34. They could encourage a Class Notice Board system, where student contributions are put up.