**ROLES AND RESPONSIBILITIES OF FACULTY ADVISORS**

1. **Advice on courses:** At the time of registration, each student to consult his/her faculty advisor to finalize the academic programme, keeping in view factors, such as, minimum/maximum numbers of total credits, past performance, backlog of courses, SGPA/CGPA, pre-requisite, work load and student’s interests, amongst others. Special provisions exist for academically weaker students.
2. If a student requests, faculty advisor can allow 1-1.5 credits over and above the prescribed limit, if he/she feels that the student will be able to take these credits for completion of his/her course requirement.
3. Instructor/Faculty advisor can recommend to waive off the pre-requisite for any particular course, if the student has gone through it once in a regular semester, if it effects the future courses.
4. **Probation/Restart:**
5. If a student is placed on probation/restart, faculty advisor shall monitor the student’s progress.
6. He/she has to advise the student on the courses;
7. Credits required to be taken by him;
8. Talk to his/her parents/guardians and Have a meeting with them, if he feels necessary;
9. Maintain proper records of course plan, separately, for each students.
10. Faculty advisor shall ask students to prepare a chart/plan of courses for helping the students in completion of course requirements/degree within the stipulated time, if he/she is placed on probation.
11. **Special measures for category (reserved) students:** A senior faculty member is appointed as advisor for such students for advising them on academic and non-academic matters. This is to be referred to the students, if necessary.
12. Faculty Advisors shall closely monitor the performance and attendance of probation students in order to ensure a corrective measures in respect of cases where the students are continuously abstaining from the classes. Further, the assistance of Student Counselor may be taken wherever required for corrective action:
13. For this, the Faculty Advisor can ask the concerned instructor, the Attendance/Marks/other feedback.
14. Faculty Advisors shall give his/her recommendations if the students want to withdraw the semester on medical grounds.
15. Class committee meetings, as per academic calendar, shall be conducted by Faculty Advisor. Timely report the same should be forwarded to HoD and concerned Dean for information/further action
16. Ist Class Committee Meeting to be held to see, if the course instructors have provided the course outline, grading policy, etc and any other initial issues in the course. Policy on missed quizzes / mid-sem policy on academic misconduct during the class / quiz / assignment, etc.
17. 2nd Class Committee Meeting to see the progress of the course and make some mid – term suggestions, if felt necessary.
18. Courses required by the students during summer semester, based on their performance, shall also be collected by the Faculty Advisor and forwarded through proper channel to HoD.
19. Faculty Advisors shall take care of the timely disposal of online registration request during registration/Add-Drop period.
20. Any other work not mentioned above, required for helping academically a student to improve his/her performance shall be taken up by the Faculty Advisor by consulting HoD/concerned Dean.