

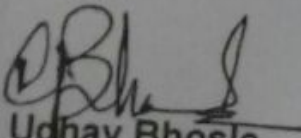
Date: 18/01/2017

NOTICE:

CLASS ADVISOR'S ROLES & RESPONSIBILITIES

The advisor's role is an active rather than a passive one and the process of advising requires the following objectives to be met

- Educate the class about **Vision, Mission and Program Educational Objectives and Program Outcomes**. Need to spend one lecture to educate the students.
- Nominate the **class representative**
- File the leave applications of students.
- **Mentoring** the class.
- Monitoring the **attendance and displays**.
- Interacting to parents through meeting and on other occasions.
- Maintain an up-to-date electronic student record.
- Help students define and develop realistic educational **career plans**.
- To motivate students to nurture their hobbies. Additionally, to align and utilize them on various platforms of activities brought by the professional bodies of the department.
- Assist students in **planning a program** consistent with their abilities and interests.
- Discuss and advise on all designated **educational transactions** (e.g. Institutional schedules on various event, Academic Calendar, Final Submission schedules, Holidays, etc.).
- Inform the class about the **institutional resources**.
- Proactively contact and be available for **student help**.
- Consult regularly with faculty colleagues in order to have up-to-date information.
- Report the Head of the Department about any situation affecting the class for any reason.
- To **consolidate and submit all the documents** of the semester in the central departmental file at the end of the semester.


Dr. Udhav Bhosle
Principal

cc → HoD (All Dept): for circulation in departments and to needful