


S.K.N. COLLEGE OF AGRICULTURE: JOBNER

Guidelines for Advisory Period:

Students Advisory is an integral part of Under Graduate & Post Graduate Programme in which certain no. of students are allotted to the teachers. For this purpose a period has been earmarked (Period No. 07) on Friday for UG Advisers specially to interact with the students, so that their academic as well as day to day problems may be tackled without any delay. For the sake of general guidance of the teachers & Students certain guidelines are laid down which are to be strictly followed:

1. Every teacher to whom the students have been allotted will hold the regular class of the students allotted to him regularly on the prescribed day & time in the department under the direction of the Head of Department.
2. He will mark the attendance in the attendance register as is done in other courses and will submit the progress report at end of every month in the Students Section of the College for the perusal of Nodal Teacher & UG Coordinator.
3. During the Advisory period the teacher advisor will listen to the problems of the students, if any, in regard to study, hostel, gender issues, harassment by the Seniors/Classmates, etc. and will take corrective measures as per rules.
4. The Advisor will also advise the students to produce him a dossier of the student mentioning all his particulars including blood group, diseases he is suffering from, if any, so that immediate action may be taken in case of casualty.
5. The student advisor will remain in touch with the parents/guardians of the students, informing about the performance of the student in College and will ask him to visit the College at least once in a semester to know about the statues of the student.
6. The advisor will ensure that any legitimate problem of the student is solved immediately, if the problem belongs to his purview, otherwise he will move to the concerned authorities for its quick disposal.
7. In case of PG (M.Sc. (Ag.) & Ph.D.) students the concerned Heads of Departments will act as Advisor to the students till the formal advisors an allotted to them by the Departmental Committee. After the allotment of major advisor will interact with the students & their parents/guardians regularly & see that the student's performance is good. If the performance & behavior of the student is not as per norms he should be educated according.


DEAN
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