

**FACULTY ADVISING MATTERS.**

We are gradually moving to e-advising.

**TEMPLATE FOR KEEPING NECESSARY RECORDS OF COUNSELING/MEETINGS**

FC COLLEGE (A CHARTERED UNIVERSITY)

**COUNSELING/MEETING RECORD**

Advisee's Name: \_\_\_\_\_ Roll # \_\_\_\_\_ Fall/Spring 20 \_\_\_\_\_

Date of first meeting during "FORMAN EXPERIENCE": \_\_\_\_\_

Date & Time of visit	Topic / Points need to be discussed	Important Points need to be recorded during counseling: <ul style="list-style-type: none"><li>• Observations</li><li>• Identification of problems/issues (Academic, Personal etc.)</li></ul>	Decisions, Recommendations, Advices or remarks  Students signatures (if necessary)

❖ We are gradually moving to e-advising.

**Advisor's Name & Signature:** \_\_\_\_\_