Process to be Followed in the Departments – Planning & Execution of Remedial Classes

Objective of the remedial classes is to improve the performance of slow learners and its result is to improve outcome attainment level by the end of the course. If it need to happen there should be a mechanism in place which identify slow learners at appropriate time and scheduling remedial classes for them and conducting remedial tests. Each course has different outcomes, course teaching and learning happens along with the day to day assessments, so course teacher has a scope to identify slow learners in their respective course by analysing the performance of all students in day to day assessments, which could be done at the end of every month. Below mentioned step wise process and proformas available shall help to conduct and record the data of remedial classes.

Proformas to Maintain record of Remedial Classes – Existing File F-36 may be updated in addition to existing proformas.

1. Record of Identification of Slow Learners (Input For Remedial Classes) – In Course File
2. Data Collection Form – Remedial Classes Planning– Department Level. – Dept. File – F-36
3. Month Wise Schedule for Remedial Classes – Year Wise. - Dept. File – F-36
4. Month Wise Remedial Classes Execution Compliance Report – Department Level – F36
5. Audit Report on Remedial Classes(IQAC)

Guide Lines for Planning, Execution and Record for Remedial Classes.

1. Semester length is for sixteen weeks and maximum each co may get two weeks for teaching and also teacher should complete the day to day assessment of that CO while moving up to handling next CO, at least by one class test and two more if required as his wish. After conduct of day to day assessments and by adding the performance data in the attendance register and RC05 excel chart he may identify the slow learners who performed low and shall maintain the data in his course file in FT14(attainment analysis) and also in the proforma (Record of Identification of Slow Learners). Also Record average CO performance (Average Percentage of Marks) as of the assessments conducted in FT14.

2. On the last day of every month respective Head of the Department shall collect the list of slow learners from all the course coordinators for the courses running in their programs through proforma (Data Collection Form – Remedial Classes Planning – Department Level) which help the head of the departments to identify the number of remedial classes required at department level.

3. By the end of next day head of the departments should schedule the remedial classes for next twenty days and circulate to students and respective staff and copy to file in F-36 and see that classes happens as per the schedule.

4. Course coordinator after conducting the remedial classes need to conduct the remedial tests for day to day assessment of that CO and shall update their Day to Day Assessments record and all such answer scripts to be preserved along with regular Day to Day assessment answer scripts. They also need to identify the average percentage of marks in remedial tests (Remedial students' performance) of that CO and record it in course file form FT14 against comparison with the average regular performance.

5. After completion of schedule Head of the departments shall conduct the impact of remedial classes through the proforma (Month Wise Remedial Classes Execution Compliance Report – Department Level) and make necessary conclusions and file the same in F-36 before the collection of next survey.

6. Institution level audit shall be conducted as scheduled and findings shall be recorded in the proforma (Audit Report on Remedial Classes).

PRINCIPAL