

KENDRAPARA AUTONOMOUS COLLEGE, KENDRAPARA, ODISHA

Guideline for Conducting Remedial Classes for Weak Learners

Heads of all Departments are requested to follow the revised procedure regarding the conduct of slow learner's remedial classes (RC) under UGC.

1. Remedial coaching is offered to new learners through personal as well as group counseling. The subject teachers analyze the marks or results obtained by the students who fail 1st Mid-Term Examination; students who fail and get low marks (below 50%) are selected as slow learners in that subject. College should take necessary steps through remedial Classes to increase knowledge and make them efficient for their academic development.
2. HOD will schedule the time table (Maximum 20 hours) for RC classes with regular time table.
3. HOD will send the class-schedule and the list of slow learners enrolled for RC to the immediate authority for approval.
4. a. Remedial classes to be conducted as per schedule. An attendance sheet will be maintained by the concerned teacher for each class obtaining the signature of the students.
b. Teachers should be friendly to the slow learners, which will make the learner to express his / her problem during academic period.
c. the teacher should keenly observe each student during class and should be behave politely and encourage them to express their difficulties and also to take part in extracurricular activities of the Institute.
d. Modern learning techniques should be adopted by the teacher for skill development of slow learners.
e. Parents/ guardians of the slow learners should be communicated periodically through parent teacher meeting to discuss the development of students.
5. A feedback has to filled-in by the students toward the end of the RC.
6. A budgetary provision should be made by the competent authority towards the remuneration of the teacher for RC.
7. The RC coordinator and all HODs will carry out the impact assessment of the remedial classes after the Examination Results are declared and submit the same to the authority.

Coordinator
KAC

Principal
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Kendrapara