

**College of Technology and Engineering, Udaipur**  
**TEQIP II – Guidelines for conducting REMEDIAL CLASSES FOR WEAK STUDENTS**

Ref: CTAE/TEQIP/Equity/2014/\_\_\_\_\_

Date: 31.10.2014

Head of the departments are requested to follow the revised procedure regarding the conduct of weak student's remedial classes (RC) under TEQIP-II

1. Diagnostic test (DT) for a course has to be conducted by the respective teachers. This DT must be conducted within 2-3 weeks of commencement of classes or midway between the commencement of classes and Mid Term Examination (MTE). *If no DTs are conducted this year, the Mid Term Examination (MTE) may also be used as one of the DT. However, it is preferred that one more DT be conducted.*
2. Student securing less than 50% in the DTs be considered as a weak student. Concerned HoD to identify a maximum of 3 such subjects for each class.
3. The faculty identified for conducting the remedial classes for a course must be, as far as possible, a senior regular internal faculty member with experience of teaching the subject. The faculty must be willing to undertake the task with zeal and must be tasked with selecting the contents, pedagogy and delivery processes with a view to stimulate the interest of the students in the RCs so as to enable the student to produce a difference in the final-examinations outcome.
4. HOD will schedule the timetable (Maxm. of 20 hrs) after discussing the same with the faculty of identified subjects. While making the time table for RCs clashes with the regular time tables must be taken into account.
5. The HOD to get the written consent from the student for attending the remedial classes. However, during RC if any student who has not registered for the RC also wishes to attend, they may also be permitted at a later date.
6. HoD will send the class-schedule and the list of weak students registered for RC to the TEQIP Coordinator for processing the matter and seeking approval from the competent authority; and same will be conveyed to HoD in due course of time.
7. Remedial classes to be conducted as per schedule. A attendance sheet will be maintained by the concerned teacher for the course on daily basis, obtaining the signature of the registered students on the attendance sheet itself.
8. A feedback has to be filled-in by the students towards the end of the RC for a subject. The feedback form may be obtained from the TEQIP office.
9. Teachers will be paid honourarium for engaging remedial classes as per the rates communicated by NPIU (Rs.750 per class for the teacher). The honourarium claims for remedial classes along with (i) class-schedule (ii) attendance sheets and (iii) feedback be submitted to the TEQIP office after remedial classes are over.
10. TEQIP coordinator will carry out the impact assessment of the remedial classes with the help of HODs after the examination results are declared and submit the same to the Dean.

DEAN

- To :
1. All HoDs
  2. Dr G P Sharma, Coordinator-TEQIP
  3. Dr Deepak Sharma, Nodal Officer (Finance)-TEQIP