



# **KOTTAKKAL FAROOK** **ARTS & SCIENCE COLLEGE**

KOTTAKKAL, PARAPPUR P.O, MALAPPURAM DISTRICT, KERALA, 676503

## **STANDARD OPERATING PROCEDURE FOR CONDUCTING REMEDIAL CLASS**

# **STANDARD OPERATING PROCEDURE FOR CONDUCTING REMEDIAL CLASSES**

KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE

## **1. Objective**

To elaborate the procedure for conducting remedial classes to support slow learners and ensure their academic improvement.

## **2. Scope**

This SOP applies to all teaching staff members, mentors, department remedial class coordinators, and Heads of Departments (HoDs) at Kottakkal Farook Arts and Science College.

## **3. Responsibilities**

- Teaching Staff Members: Identify slow learners, conduct remedial classes, and monitor attendance.
- Mentors: Communicate schedules to students, monitor attendance, and take corrective actions for absentees.
- Department Remedial Class Coordinator: Prepare student lists, schedule classes, and maintain records.
- Heads of Departments (HoDs): Approve schedules and facilitate the remedial class process.

## **4. Procedure**

S. No	Activities	Responsibility	Target Dates/Days
1	Identify slow learners after the first mid-term examinations	Class in-charge / Course handling faculty	At the end of the first mid-term examination of each semester
2	Prepare students' name list both class-wise and course-wise	Remedial class coordinator	At the end of the first mid-term examination

S. No	Activities	Responsibility	Target Dates/Days
3	Call for a common meeting of all department remedial class coordinators to share information	Respective HoDs	At the end of the first mid-term examination
4	Prepare schedule and get approval from HoD	Coordinator	Immediate after collecting the information of the slow learners
5	Circulate the schedule to the respective course handling teacher along with course-wise student name list	Remedial class coordinator	Immediate after collecting the information of the slow learners
6	Circulate the remedial class schedule and class-wise name list to students through mentors	Mentors	Before the start of remedial classes

S. No	Activities	Responsibility	Target Dates/Days
7	Monitor remedial class attendance daily and inform mentors of absentees	Course handling faculty	Daily basis
8	Take corrective action for absentees	Mentors	Daily basis
9	Submit attendance and evaluation sheet to the coordinator at the end of each semester	Course handling faculty and department remedial class coordinator	After the last working day of each semester

## 5. Detailed Procedures

### • 5.1 Identification of Slow Learners

- After the first mid-term examinations, class in-charges and course handling faculty will identify students who need additional academic support.

### • 5.2 Preparation of Student Lists

- The remedial class coordinator will prepare a list of slow learners both class-wise and course-wise.

### • 5.3 Departmental Meeting

- HoDs will call for a common meeting with all department remedial class coordinators to discuss and share information about slow learners.

### • 5.4 Schedule Preparation

- The coordinator will prepare a remedial class schedule and seek approval from the respective HoD.

- **5.5 Schedule Circulation**

- The remedial class coordinator will circulate the approved schedule to course handling teachers along with the list of students.

- **5.6 Communication to Students**

- Mentors will communicate the remedial class schedule and the list of slow learners to the respective students.

- **5.7 Attendance Monitoring**

- Course handling faculty will monitor attendance daily and inform mentors of any absentees.

- **5.8 Corrective Actions**

- Mentors will take necessary corrective actions for absentees to ensure they attend remedial classes regularly.

- **5.9 Record Submission**

- At the end of each semester, course handling faculty will submit the attendance and evaluation sheets to the remedial class coordinator for record maintenance.

## **6. Documentation and Records**

- All records of remedial class schedules, student attendance, and evaluation sheets will be maintained by the department remedial class coordinator.

## **7. Review and Compliance**

- The Principal Academic committee will review this SOP annually.
- Any updates or changes to the procedure will be communicated to all relevant staff members.

## **8. Approval**

This SOP is approved by the Principal is effective from [Date].

Principal's Signature:

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Date:

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Date:

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## 9. Distribution

This SOP will be distributed to all teaching staff members, mentors, department remedial class coordinators, HoDs, and relevant administrative staff. Copies will be available in the college's digital repository and on the intranet.