	<b>MADANAPALLE INSTITUTE OF TECHNOLOGY &amp; SCIENCE</b>		
	<b>SOP FOR CONDUCTING REMEDIAL CLASS</b>		
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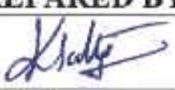

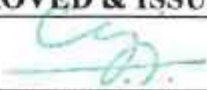
**Objective:** To elaborate the procedure for conducting Remedial class.


**Responsibility:**

- All the teaching staff members
- Mentors
- Department Remedial class Coordinator
- Heads of the respective Departments
- Principal

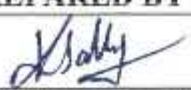
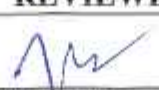

**Procedure:**

Sl.	Activities	Responsibility	Target days
1.	After each monthly test identify the slow learners	Subject Teacher	6 <sup>th</sup> day of each monthly test
2.	Prepare students name list both class wise and subject wise	Remedial Class coordinator	7 <sup>th</sup> day of each monthly test
3.	Call for common meeting of all department remedial class coordinators for sharing the information	Principal	7 <sup>th</sup> day of each monthly test
4.	Prepare schedule and get approval from HoD.	Coordinator	7 <sup>th</sup> day of each monthly test
5.	Circulation of the schedule to the respective subject teacher along with subject wise student name list.	Remedial Class coordinator	7 <sup>th</sup> day of each monthly test
6.	Circulate the remedial class schedule & class wise name list to students through Mentors	Mentors	7 <sup>th</sup> day of each monthly test
7.	Remedial class attendance must be monitored on daily basis and absentees details may be intimated to respective Mentors.	Subject Teacher	Daily basis
8.	In case of absentees mentors must take corrective action.	Mentors	Daily basis

<b>PREPARED BY</b>	<b>REVIEWED BY</b>	<b>APPROVED &amp; ISSUED BY</b>
		
EOMS Team member	EOMS Team Leader	PRINCIPAL

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<b>Sl.</b>	<b>Activities</b>	<b>Responsibility</b>	<b>Target days</b>
9.	At the end of each semester the subject teachers are asked to submit the attendance and evaluation sheet to the coordinator for maintaining records.	Subject Teacher and Department Remedial class Coordinator	After last working day of each semester.

<b>PREPARED BY</b>	<b>REVIEWED BY</b>	<b>APPROVED &amp; ISSUED BY</b>
		
<b>EOMS Team member</b>	<b>EOMS Team Leader</b>	<b>PRINCIPAL</b>