

Ready to Fly (Remedial) Club

Standard Operating Procedure (SOP)

1.0 Introduction:

This Cell will cater the specific needs of academically weak students .This will help them to do better in academics .This cell will provide necessary support in terms of content, Question bank and additional lectures to academically weaker students.

1.1 Objectives of the Club:

1. To Identify students not performing as per minimum standards set by subject teacher.
2. To identify the reasons / factors affecting student's Non performance .
3. To help students in getting the good score in university exam by additional lectures , doubt solving sessions, extra exams etc.
4. To provide special guidance regarding answer writing, memory techniques, etc through expert sessions.
5. To Give peer support to the students in getting the good score in university exam.

1.2 Student identification of Remedial Club Students:

Subject Teacher in consultation with course coordinator will identify remedial students for a particular subject. Standard may be different for different classes or different for different subjects in the same class. It will be decided by subject teacher at the beginning of each semester.

A) In the beginning : Based on last university result

B) Revise list after mid term result (Bottom 10 % or below standard percentage decided by subject teacher)

C) Revise list after end term result

1.3 Scope of Operation:

This Cell will be functional in all four units of AEF (HE). This cell will be functional in all classes of all units. One faculty will be appointed as Unit coordinator by Principal of unit and unit coordinator will ensure that remedial cell is effectively functional in his/her unit.

1.4 Activities to be carried out:

Sr. No.	Activity	Responsibility	Activity contribution to objective number
1.	Subject wise identification of students from each class.	Subject Teacher	1
2.	Identification of reasons/ factors affecting student non performance.	Subject Teacher	2
3.	Setting Marks Targets for each student	Subject Teacher	3
4.	Student study schedule preparation and monitoring	Subject Teacher	3
5.	Regular evaluation and monitoring through activities/Mid term/End term /University exam	Subject Teacher	3
6.	Organising Expert/Motivational Session once in a semester	Unit Co-ordinator	4
7.	Evaluation of Mid Term Result (Target Vs Actual)	Subject Teacher	3
8.	Evaluation of End Term Result (Target Vs Actual)	Subject Teacher	3
9.	Preparing and monitoring extra lecture schedules	Unit Co-ordinator	3
10.	Reporting to management & continues improvement	Subject Teacher	-

1.5 Club Meetings:

- Experts may be called for meetings as and when required. At least one session **per semester** is mandatory.
- Expert can be from AEF or outside person having rich knowledge and experience in academics.
- Some suggested topics for expert session are Answer writing techniques, Time management, Stress management, Effective study techniques, Effective Memory techniques and tools etc.
- Students will share their study methodologies, achievements etc in meetings.
- Discussions can be held regarding best reference books, study materials, effective study schedules etc amongst the students.
- Remedial club students can be linked to elite club or other students to help them in study.(Peer study).

1.6 Solving Old University Question Papers:

- All remedial club students will solve three old university question papers per subject in detail before final university exam.

- Remedial club students will solve and submit all important questions given by subject teacher.
- These papers will be evaluated by subject teacher
- All the feedback will be communicated to students in club meetings.
- This will help students to improve their answers before final exam.

1.7 Extra Lectures :

Remedial club students will be provided with extra lectures, doubt solving sessions etc. series of lectures as per requirement will be planned before one month of university exam .

1.9 Reporting Mechanism:

- Subject Teacher will prepare list of remedial club students after 1st evaluation (Mid Term) Unit coordinator will send list of remedial club students along with target percentage to QAG head.
- Subject teacher will keep record of activity conducted after the 1st evaluation and will submit to unit coordinator at the end of the month(Ex. If the Mid term exam was conducted in the month of sept 2021, activity conduction is expected in the month of october2021 along with compile report at the end of the month) unit coordinator will prepare and submit report of activities conducted on last working day of particular month to QAG head with CC to unit head.
- Students not responding to efforts taken by subject Teacher and not interested in remedial club activities can be replaced with other students by taking approval of unit head.

1.10 Check list:

Sr. No.	Activity	Target completion date	Status
1	Identification of students based on 1 st Evaluation	Within 1 week of Mid Term Exam	
2	Identification of reasons for non performance	Within 1 week of Mid Term Exam	
3	POA From subject teacher.	Within 10 days after end term exam..	
5	Updating list after mid term result	Within 1 week of Mid Term Exam	
6	Organising Expert Sessions	One in a semester for all students.	
7	Updating list after end term result	Within 5 days after end term exam..	
8	Old University Paper solving & checking by subject teacher	15 days before university exam	

Ashoka Education Foundation

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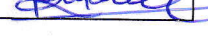
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READY TO FLY (REMEDIAL) CLUB

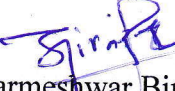
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3	Mr. Pramod Kumar Tadkar	Coordinator ACE	
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Checked by

Sr. No.	Name	Designation	Signature
1	Dr. Vikas Gaundare	Coordinator ABS	
2	Dr. Harsha Patil	Principal ACBCS	
3	Dr. Asha Thoke	Principal ACE	
4	Dr. Santosh Rukari	Principal AICESR	

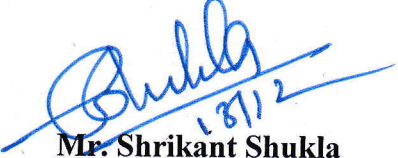
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