	Bharata Mata College of Commerce and Arts, Chunangamvely, Aluva	Policy No. XV Page 1 of 2 Revision No.00 Date 01.06.2023 Effective from 06.06.2023
	REMEDIAL & TUTORIAL	

STATEMENT

Bharata Mata College of Commerce and Arts (BMCCA), Choondy, Aluva recognizes the importance of providing Remedial & Tutorial classes to students which **can help the slow learners to shore up their basic skills & advanced learners to inculcate research culture.** This extra support can help them catch up to their peers & excel in their careers. It is a type of educational program which help students to improve & excel further in their studies.

The Remedial/Tutorial classes apply to all students enrolled in BMCCA.

Remedial & Tutorial policy is guided by the following principles


1. Responsibility of the Tutor

- Conduct an internal test paper at the beginning of all semesters.
- Categorize all students based on the knowledge level as slow learners and advanced learners.
- Remedial classes are designed for slow learners and tutorial class for advanced learners.

2. Remedial Classes

- Purpose:** Focuses on helping students who are struggling or need extra support to grasp fundamental concepts, primarily designed for students who are below the expected level in a subject and need additional help.
- Objective:** To improve student performance by providing additional guidance.
- Approach:** Foundational topics will be addressed at a slower pace to support students who need help for achieving foundational competencies.
- Eligibility:** Students who have low test scores, teacher recommendations or self-referrals.
- Frequency:** Classes should be held bi-weekly and duration can be 30 to 45 minutes, scheduled after the class hours.
- Feedback mechanism:** Use feedback to identify areas for improvement and to refine structure and frequency if needed.

Prepared By Mr. Joe Peter	Reviewed By Principal	Approved By Executive Director
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1. Tutorial Classes

Purpose: Aims to enhance understanding/deepen knowledge often complementing regular classes and to inculcate research culture by offering more personalized attention.

- Objective:** Increasing subject comprehension and building confidence.
- Approach:** May cover more complex topics, advanced concepts or review challenging material offering a chance to engage with the material in more depth.
- Eligibility:** Open to all students who wish to improve their understanding or seek additional support.
- Frequency:** Classes should be held bi-weekly and duration can be 30 to 45 minutes, scheduled after the class hours.
- Feedback mechanism:** Use feedback to identify areas for improvement and to refine structure and frequency if needed.

2. Structure to be maintained by the Tutor

- Each teacher should take a minimum of 2 remedial classes and 2 tutorial classes in a month.
- Time could be allotted to the faculty on rotation basis.
- Students who are advanced learners can also be roped in to help slow learners.
- A timetable for mentoring, remedial classes and tutor interaction may be made by the department and executed accordingly.
- The remedial and tutorial attendance registers should be maintained in the department and regularly updated.
- Record should be maintained separately for remedial and tutorial classes with the below mentioned details of the student.
 - Class & semester
 - Course type: Core/complementary/common
 - Title of the course
 - Name of the teacher
 - Name of the students
 - Date of remedial and tutorial class
 - Duration of remedial and tutorial class
 - Question papers discussed
 - Signature of student
 - Signature of teachers

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