



Annai Violet Arts & Science College

(Affiliated to the University of Madras, Co-Ed | NAAC Accredited)

Remedial File Preparation

Standard Operating Procedure

1. Principal Circular
2. HoD - To conduct staff meeting with agenda
3. Minutes of Meeting
4. Prepare subject wise pass percentage
5. To arrange the remedial class for minimum pass percentage subjects
6. Allotment of Remedial class
 - i. Prepare the Time table and approval from HOD
 - ii. Faculty allotment – approval from HOD
 - iii. File the syllabus
 - iv. Prepare the important questions from all units – approval from HOD

Part-A = 20
questions Part-B = 10
questions Part-C = 7
questions

Prepare answers for the above questions – approval from HOD

- v. Prepare the List of students
- vi. Prepare the attendance
- vii. Conduct the class as per schedule
- viii. Circulate the important questions and answers to the students.
- ix. To conduct test at the end of remedial class
- x. Evaluate the answers sheets
- xi. Issue the evaluated answer script and get their acknowledgement
- xii. Counsel the students

xiii. Prepare the mark statement

- xiv. At the end prepare the report about remedial class
- xv. Submit report to the HoD
- xvi. Report to be forwarded to the Principal
- xvii. File the report after countersigned by the Principal