

## **Guidelines for Conducting Remedial Classes as per NPIU**

### **For conducting Special Classes for Week students:**

Ref.:

**1. TEQIP-III Circular for Permissible & Non-permissible expenditure dated 10<sup>th</sup> August, 2018**

**2. TEQIP-III Circular for TA-DA norms: Norms for payment of honorarium dated 4<sup>th</sup> Jan, 2018**

- 1) The remedial classes can be conducted for backlog courses as well as regular courses.
- 2) The students who failed in last regular examination (for backlog courses) and mid-terms exams (for regular courses) shall be considered as academically challenged students. However, other students may also be permitted.
- 3) The course where such failure is observed due to inadequate academic inputs should be considered as Remedial course.
- 4) The remedial classes may be offered for entire curriculum or specific modules depending on analysis carried out at institute level.
- 5) Remedial classes may be conducted by faculty from own institute or mentor/mentee institute or any external expert.
- 6) Preferably, teacher for remedial course should be other than the one who actually taught.
- 7) Remedial classes shall be conducted with the consent of academically challenged students and without affecting the regular classroom timings (Academic calendar).
- 8) The faculty conducting the remedial classes will be provided the **remuneration of Rs.700/ hour** (limited to Rs.4000/day). The expenditure is admissible under the project in component of "Improved student learning" (2.1) and shall be booked by the institute whose students were taught.
- 9) The faculty will record all the data such as attendance, materials provided, students feedback, extent of academic improvement in the students' performance, etc.
- 10) The students should be examined regularly to see the progress in the performance.
- 11) The student's feedback (anonymous) will be taken every fortnight to know if the students are actually satisfied with these classes and should be kept with payment records. After final exams, a report showing the results of those students who attended the classes will be retained. Both these documents shall be produced during Performance audit.

Since the end-semester examinations are coming, you are kindly requested to start implementing the remedial classes scheme at the earliest. The institutes are expected to present the report on remedial classes to the performance auditor, in the format attached in **Annex-1**.

Thanking you,



**UTTAR PRADESH TEXTILE TECHNOLOGY INSTITUTE, KANPUR**  
**TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME (PHASE III)**

**REMUNEARTION BILL FOR REMEDIAL/ SPECIAL CLASSES (Theory/lab)**

Class: \_\_\_\_\_

Course Title: \_\_\_\_\_

Date(s): \_\_\_\_\_

Time: \_\_\_\_\_

S. No.	Name of Teaching faculty with Designation & department	Number of Special Classes held	Rate of Honorarium (Rs per lecture)	Total Amount
1				

(Kindly attach the copy of notification for special classes issued by Dean)


Verifies that the above mentioned Special Classes were held and that claim is correct.

Signature of teacher with date)

(Signature of Head of department)

(Signature of nodal officer-Academic)

(Signature of TEQIP- coordinator)

(Signature of Director)