

STATE BOARD OF TECHNICAL EDUCATION AND TRAINING
ANDHRA PRADESH :: VIJAYAWADA

From
Sri K. Vijaya Bhaskar,
SECRETARY,
State Board of Technical Education and Training, A.P.,
4th Floor, K K Garudadri Towers,
Sri Laxmi Narasimha Nagar, Bypass Road,
Mangalagiri, Guntur - 522 503.

To
All the Principals of
Govt. Polytechnics in the state of
Andhra Pradesh

Lr.No.SBTET AP/Academic/Remedial Classes/ 2022/001.

Dated: 15/10/2022.

Sir/Madam,

Sub: SBTET, AP - Academic - Certain instructions to the Principals of Government Polytechnics regarding the conduct of remedial classes and study hours for the students - Regarding.

Ref: Minutes of the Video Conference held on 13/10/2022 by DTE with the Principals of the Govt. Polytechnics.

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With reference to the subject and reference cited above, the DTE and Chairperson, SBTET AP has instructed to conduct remedial classes and study hours for students who are having backlog subjects.

In this connection, all the Principals of Government Polytechnics in the State of Andhra Pradesh are hereby instructed to take necessary measures for smooth conduct of remedial classes and study hours from 17/10/2022 to 31/03/2023.

Further the detailed schedule of remedial classes and study hours are here with enclosed as annexures and the report should be sent to remedialclassessbtet@gmail.com

Yours faithfully
Sd/- K.VIJAYA BHASKAR
Secretary, SBTET AP

Encl: Annexures



for Secretary

DETAILED REMEDIAL CLASSES PLAN

- 1) Identify the Students who failed in Mathematics, Physics, Chemistry and Engineering Drawing (Subject wise)
- 2) Assign the work to the concerned subject Teacher for Remedial Class:
 - a. In case of more failure Students in the Polytechnic, 2 Faculty Members of the Concerned Subject
 - b. In Case of GMR Polytechnics also 2 Faculty Members of the Concerned Subject
 - c. For others, 1 faculty member of the Concerned Subject
- 3) Scheduled Dates of Remedial Classes/ Study Hours
From 17-10-2022 to 31-03-2023
- 4) Conduct of Remedial Classes:
 - a. Conduct the Classes as per the schedule given by the CTE
 - b. Follow the Remedial Teaching Strategies, as you feel appropriate
 - c. Timings:4.00 P.M to 6.00 P.M (Mathematics, Physics, Chemistry)
 - d. Timings:9.30 to 1.30 (Engineering Drawing)
- 5) Study Hours (7.00 AM to 8.30 A.M)
 - a. One Faculty Member from each branch need to monitor
- 6) Assessment
 - a. Once in every week conduct the test/assignment
 - b. Results Analysis followed by class on the next day
- 7) Reporting as per the Given Format
 - a. Staff Attendance
 - b. Students Attendance
 - c. Performance of the Students
- 8) Roles and Responsibilities:
 - a. **Principal/OSD:** (1) Overall monitoring of remedial classes (2) Submission of Consolidated Daily Report in the given format to CTE On the next day of the class to remedialclassessbtet@gmail.com
 - b. **Head of Section/In charge Concerned:** (1) Allocation of remedial classes for the subjects to the faculty members (2) Monitoring of Classes and Periodical tests on remedial classes of the concerned Subject (3) Staff and Students Attendance Monitoring (4) Daily Report in the given format to Principal
 - c. **Faculty member Concerned:** (1) Conduct of remedial Class as per the Schedule (2) Adopting Appropriate Strategies during Teaching (3) Conduct of Periodical Tests (4) Daily Report in the given format to Head of Section

STRATEGIES FOR EFFECTIVE REMEDIAL TEACHING

- 1. Enhance learning interest and motivation:**
Help the Students to feel a sense of achievement and recover their confidence and interest in learning rewarding schemes
- 2. Encourage Students' active participation in class activities:**
Pleasurable learning experiences through participative learning
- 3. Focus on the learning process:**
Observe the capability of understand by their own. Otherwise give assistance in improving their learning skills
- 4. Show concern for the performances of individual pupils:**
Evaluation of assignments/test promptly and remove their learning obstacles by mentioning common errors
- 5. Preparation of Teaching Material:**
Design interesting and enjoyable activities to enhance pupils 'effectiveness of learning
- 6. Assignments:**
Teachers should make good use of the homework as a tool for evaluation and feedback to enhance the motivation and effectiveness of learning
- 7. Formulation of Teaching Plans:**
Concern on Basic Concepts
Main points for review
- 8. Setting of Learning Environment:**
Flexible learning environment
- 9. Handling pupils' behavioural problems:**
Do not pay undue attention to their mis-behaviour;
Keep in close contact with parents to find out the cause of pupils' behavioural problems;
Teachers should list out the problems and set the priorities with an aim to improve one or two of them at a time;
- 10. Development of Generic Skills:**
Teachers may teach, time management, note-taking, reading skills and examination taking skills, etc.
- 11. Assessment and Record on Learning:**
Teachers may assess the performance of students by means of examinations/tests from time to time
- 12. Liaison with Parents:**
Teachers must then keep in contact with parents to help them understand their children and to provide appropriate guidance to develop the pupils' potentials
- 13. Co-ordination with other Teachers and Professionals:**
Remedial teachers must keep in close contact with other teachers. They are encouraged to discuss or share their experiences with others to find out ways to improve pupils' learning and behaviour.

ONLY POSSIBLE THROUGH YOUR COMMITMENT, CARE AND CONCERN

REMEDIAL CLASSES SCHEDULE

Date	Day	SUBJECT	Content Covered (in a Single word)	Name of the Lecturer (1) Attended	Name of the Lecturer (2) Attended	Total No. of Students Failed	No. of Students Attended to the Remedial Class	% of Attendance	Specific Out Come (in a single line with <5 words)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
	MON DAY	Mathematics							
	TUES DAY	Physics							
	WEDNES DAY	Chemistry							
	THURS DAY	Mathematics							
	FRI DAY	Physics							
	SATUR DAY	Chemistry							
	SUN DAY	ENGG Drg Practice							