POLICY DOCUMENT ON REMEDIAL COACHING

Policy Code: **R D P 4 2**

1. INTRODUCTION

In the classical language Sanskrit, Naipunnya means 'expertise' or 'mastery'. Naipunnya, as the name signifies, aims at professionalism, discipline and holistic development of the students. The institute is unique in its approach towards professionalism whereby all get a platform to refine and mould their talents. Expansion of knowledge is an ongoing process here. Naipunnya School of Management, Cherthala (NSMC), a project of the Archdiocese of Ernakulam-Angamaly, was established in 2003 under the visionary leadership of His Excellency Mar Thomas Chakkiath. Naipunnya affiliated to the University of Kerala in 2005. Within a decade of its establishment, Naipunnya became synonymous with academic and professional excellence.

2. POLICY STATEMENT

The college has developed a strategy to bridge the knowledge gap between the students. Slow learners are identified on the basis of first internal examination's result and given special attention. Special theoretical, tutorial and practical classes are arranged as per the schedule notified in well advance. Teachers also arrange personal contact sessions for advancement of the slow learners. Such personalised interactions with the teachers help the students to clear doubts.

All the subject teachers guide the students to prepare model answers by providing books, reading materials, guidance and advice.

Students are also allowed to interact regularly with the teachers outside the classrooms either individually or in groups to address their course related or other general problems.

Objectives;

a)   To identify slow learners and facilitate better handling of students according to their academic needs.

b)   To make the students aware of their academic score and to revise the subject knowledge.

c)   To improve academic skills

d)   To strengthen the students for pursuing higher education

e)   To provide a strong foundation in their academics

3.   THE GUIDELINES FOR REMEDIAL COACHING

i.   Categorise students as advanced, average and slow learners according to the scores of first internal examination.

a.   0-40 % – Slow learners

b.   41-74– Average

c.   75-100 – Advanced learners

ii.   Provide remedial classes compulsorily to slow learners and to those students with genuine interest.

iii.   Group assignments and projects are given to slow learners

iv.   Duration should be at least 7 hours / subject

v. Counselling sessions with the help of UNARV scheme shall be conducted for individual support to ensure the emotional wellbeing of the students.

vi. Slow learners are to be motivated to prepare for competitive exams like NET/JRF/JAM etc. And undertake online courses in MOOC, NPTEL (SWAYAM) and Edx platforms.

vii. Department should use Linways LMS for attendance recording

viii. Advanced learners are to be encouraged to participate in various advanced skill programme.

ix. All departments are advised to keep a course file for remedial coaching. The course file shall contain;

    a) Time table

    b) Syllabus prepared for remedial coaching

    c) Hourly attendance record of Students with signature

    d) Signature of class in-charge and Head of the Department

    e) Counter signature of Principal and IQAC Stamp

Amendments/Review: This policy shall be reviewed periodically and may be amended as and when required to retain its contemporary relevance. Any stakeholder of the institution may submit proposal for the improvement of policy to the IQAC. The proposed changes shall be reviewed by IQAC and, if found suitable, shall be forwarded to the higher authorities for consideration.
Indicative time of Review: 06/03/2026
Administering Entity: Principal, Vice principal, Executive director, IQAC Coordinator
Approval Authority: College council