

**GOVERNMENT OF TELANGANA**

**OFFICE OF THE  
COMMISSIONER OF TECHNICAL EDUCATION  
TELANGANA:: HYDERABAD**

Memo.No.K1/227/2017

Dated:28.01.2017

Sub:- TECHNICAL EDUCATION – Guidelines for conducting of remedial classes to the weak Students in the Government Polytechnics/ Institutions – issued – Reg.

Ref:- This Office Memo No. K/910/2016-Vol-II, dt. 24.09.2016

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In continuation of this Office memo under reference cited, the following guidelines are issued for conducting of remedial classes to the weak Students in the Government Polytechnics/Institutions, the Principals are hereby directed to follow the guidelines appended to this memo scrupulously .

Encl: As above

Sd/- A.VANI PRASAD  
**COMMISSIONER**

To  
The Principals of Govt. Polytechnics /Institutions  
under the control of this Department  
Copy to the Secretary, SBTET, Telangana, Hyderabad.  
Copy to the Regional Joint Director (TE), Hyderabad  
Copy to the Stock File/ Spare.

//F.B.O//


K. Jyothi  
30/1/2017  
SUPERINTENDENT  
30/1/17

**GUIDELINES FOR CONDUCTING OF REMEDIAL CLASSES FOR WEAK STUDENTS IN GOVERNMENT POLYTECHNICS/INSTITUTIONS**

The Principals are directed to follow the procedure regarding the conduct of remedial classes (RC) for weak students as given below.

1. Diagnostic test (DT) for a course has to be conducted by the respective teachers. If no DTs are conducted, the Mid Term Examination (MTE) shall also be used as one of the DT.
2. Student securing less than 50% in the subject, in the DTs or MTE be considered as a weak student. Concerned HoS to identify a maximum of 3 such subjects for each class and register those students for Remedial Classes (RC).
3. The faculty identified for conducting the remedial classes for a course must be, as far as possible, a regular faculty member, with a view to stimulate the interest of the students in the remedial classes (RCs), so as to enable the student to produce a difference in the final-examinations outcome.
4. HoS will schedule the timetable for all weak students after discussing the same with the faculty of identified subjects preferably after working hours and from 3.30 PM to 5.30PM.
5. The Principal/ HoS shall monitor the engaging of remedial classes and submit the status along with (i) Time - Table (ii) attendance sheets to the DTE/RJD/ SBTET.
6. Secretary, SBTET, shall carry out the impact assessment of the remedial classes after the examination results are declared and submit the same to the CTE for kind perusal and for further instructions.
7. The faculty members engaged in conduct of remedial classes shall be paid remuneration as per the provisions of the G.O.Ms.No. 37, Dated 24-06-2002 of HE (TE-I) Department. Under any circumstances no new contract faculty shall be engaged.
8. Special concentration to be given to regular students having backlog Subjects right from First year to Final year.
9. Remedial teaching for these students also shall be conducted in holidays also as to compensate the content and uniform conduct of coaching.
10. Periodical slip tests shall be conducted for reviewing the Performance /improvement in understanding the subject.
11. Motivate and sensitize the students about the importance of remedial teaching in order to ensure the regularity of Attendance.

Sd/-A. VANI PRASAD  
COMMISSIONER

  
For COMMISSIONER  
30/01/17