



**MGM NEW BOMBAY OF NURSING**  
5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1  
Kamothe, Navi Mumbai – 410 209.

**STANDARD OPERATING PROCEDURE  
REMEDIAL CLASSES**

<b>Type of Document</b>	:	<b>Academic</b>
<b>Name of the document</b>		<b>REMEDIAL CLASSES</b>
<b>Document Number</b>	:	<b>MGM/NBCON/SOP/ACA/012</b>
<b>Number of Pages</b>		<b>1</b>
<b>Effective Date</b>	:	<b>2<sup>nd</sup> July 2015</b>
<b>Prepared by</b>		
Name		<b>Mrs. Ponchitra R.</b>
Designation		<b>Associate Professor</b>
Signature		
<b>Reviewed by</b>	:	
Name		<b>Dr. (Mrs.) Prabha K. Dasila</b>
Designation		<b>Professor &amp; Director</b>
Signature		
<b>Approved by</b>	:	
Name		<b>Dr. (Mrs.) Prabha K. Dasila</b>
Designation		<b>Professor &amp; Director</b>
Signature		
<b>Revised on</b>	:	<b>3<sup>rd</sup> July 2018</b>





**MGM NEW BOMBAY OF NURSING**  
5<sup>th</sup> Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1  
Kamothe, Navi Mumbai – 410 209.

## STANDARD OPERATING PROCEDURE REMEDIAL CLASSES

1. **PURPOSE** : To structure the activities of remedial classes.  
To provide encouragement and support for academic progression of the student.
2. **SCOPE** : Applies to all Nursing Programmes offered by the college
3. **RESPONSIBILITY** : Programme Coordinators and class coordinators of B.Sc Nursing, Post Basic B.Sc Nursing, M.Sc Nursing and Nurse Practitioner Programme.
4. **POLICY**

Sl. No.	POLICY
4.1	Remedial classes are planned for all subjects after routine college hours for one hour.
4.2	Teachers are assigned with specific subjects and days for remedial classes.
4.3	Remedial classes are open for all students irrespective of their grades.

### 5. PROCEDURES

S.NO	STANDARD PROCEDURES
5.1	Remedial classes and tutorials are mandatorily conducted for slow learners who are identified with the previous marks of first term examination results.
5.2	Extra classes are conducted as per the approved remedial time table
5.3	Subject teachers are physically present in the class room during the scheduled hour for the activity scheduled during the hour.
5.4	Subject teachers adopt different teaching methods according to the number of students present for remedial class
5.5	The remedial class is documented in the appropriate register with the topic, the method of teaching and the attendance of the students.
5.6	Objective evaluation to be done periodically after the remedial classes to assess the improvement of the students and to be reported to the Director.

