



MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY

(Approved by AICTE and Affiliated to Pondicherry University)

Kalitheerthalkuppam, Puducherry - 605107.

Standard Operating Procedure for ADVANCED/FAST AND SLOW LEARNERS

Approved in the Governing body meeting held on **March 12, 2015**



MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY

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NOTIFICATION

In pursuance of the approval passed in the Governing Body meeting held on March 12, 2015, It is hereby notified that Manakula Vinayagar Institute of Technology has published Standard Operating Procedure (SOP) for Advanced/Fast and Slow Learners.

The SOP for the Advanced/Fast and Slow Learners would serve as detailed guideline to be observed and followed with immediate effect.



Dr.S.Malarkkan


Principal 16.3.15
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PREFACE

The institution has a well-defined process of monitoring, guiding and assisting the Advanced/Fast as well as slow learners. The learning competency of the students would be assessed from their performance and grades in qualifying exam at the time of entering their first year and from their performance in internal assessment tests and end semester examinations. Regular cycle tests, two internal tests and one model examination are conducted every semester.

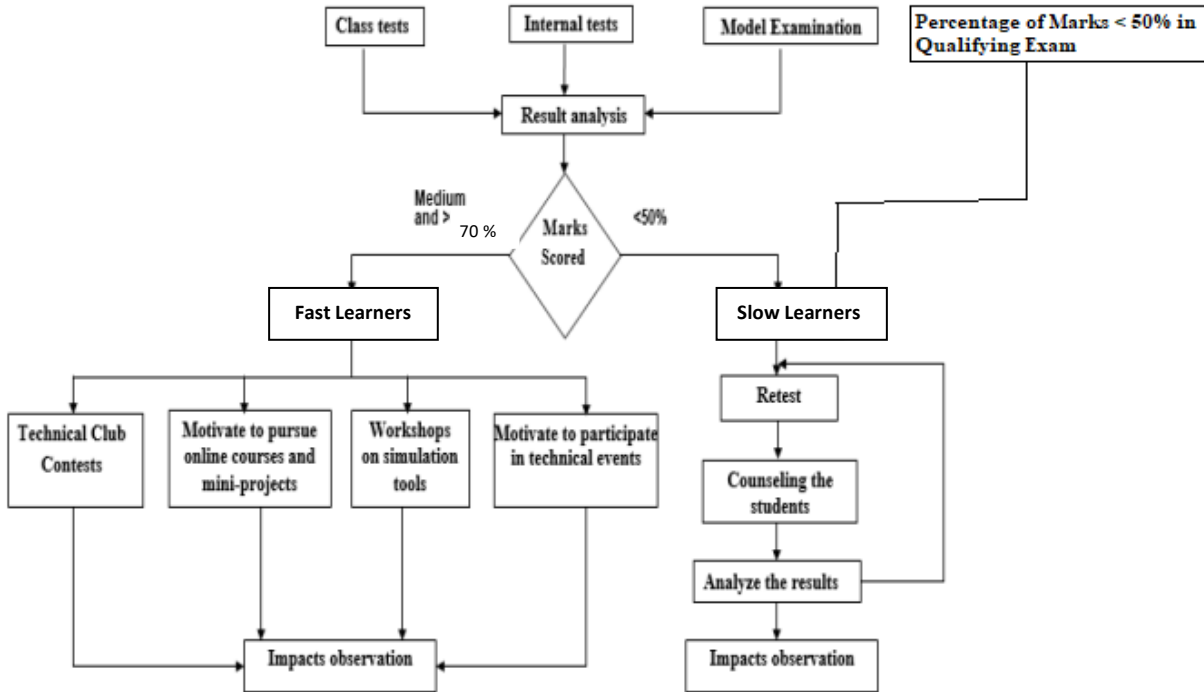
The performance or obtained grades/marks, interaction in class room and laboratory, their fundamental knowledge; concept understanding and articulation abilities etc. are also the indicators to categorize students as slow learners and advanced learners in a class.

The Advanced/Fast learners would be given opportunities to participate in varied co-curricular / extra-curricular/ Institute level extension activities and the performance of slow learners would be improved gradually through appropriate corrective measures.

STANDARD OPERATING PROCEDURE FOR ORIENTING / ENGAGING SLOW AND ADVANCED/FAST LEARNERS

1. PROCESS OF IDENTIFICATION OF SLOW AND ADVANCED/FAST LEARNERS

The institution follows a meticulous procedure to identify the slow and Advanced/Fast learners.



2. IDENTIFICATION CRITERIA

2.1 IDENTIFICATION CRITERIA OF SLOW LEARNERS

1. Students who have secured below 50% in qualifying exam (+2).
2. Students who scored below 50% marks in three or more subjects in internal assessment tests/ having more than 2 arrears in University exam results are identified as slow learners.
3. Corrective measures to improve the performance of slow learners.
4. After completion of each test, students who cannot cope up with the pace of learning are advised and counselled by the mentors.

5. Collaborative learning & Peer-group learning methods are employed where both the slow and advanced learners are combined and made to work together.
6. Necessary tools such as models, pictures, animated videos are employed to enhance the learning process of slow learners.
7. Special classes after college hours and exam oriented coaching classes with simplified study materials, solved university question banks and hand-outs for each subject are arranged for slow learners.
8. Special coaching classes are conducted to clear the arrear subjects before the University Examinations.
9. Student's performances are communicated to the parents through SMS and progress reports after the internal assessments and parents meetings are arranged for taking corrective measures to improve their performance.

2.1.1 Initiatives and Implementation details of Assisting Slow Learners

S.No.	Identification Criteria	Actions Taken
1.	Students scoring less than 50% of marks in the Internal Assessment and class tests and also having arrears in University Exams	<ul style="list-style-type: none"> ➤ Special classes will be conducted for slow learners after college hours i.e. from 4.40 pm to 5.30 pm. ➤ Student counselor follows their progress regularly and supports them to overcome difficulties in study. ➤ Conducting special counseling through external mentors ➤ Performance of students is informed regularly to parents. ➤ Conducting extra tutorial classes. ➤ Providing simplified material, solved university question banks which helps them to clear the University exams. ➤ Initiate collaborative learning among other students by forming teams to

		discuss and clarify their doubts.
2.	For the lateral entry students	Additional coaching on analytical subjects is given through remedial classes, simplified exam oriented coaching and materials are provided to them.
3.	Students who fail in the semester exams	Conducting coaching classes to those students before university exams for arrear subjects

2.1.2 Expected Outcomes

1. Improved performance in the internal assessment examinations and University end semester Examinations.
2. The number of students clearing the previous arrear papers has to increase substantially.
3. Counseling by faculty and Parents must create a positive mindset and help to overcome the difficulties faced by the slow learners.
4. Improvement in understanding the subjects by the students.

2.2 IDENTIFICATION CRITERIA OF ADVANCED/FAST LEARNERS

1. Students who scored above 70% marks in all subjects in Internal Assessment tests/ high academic track records in the semesters are identified as academically Advanced/Fast Learners.
2. Advanced/Fast Learners are encouraged to go beyond the syllabus and exhibit their knowledge and skills through participation in International & national level competitions, seminars, paper presentations, Conferences and project expos.
3. Advanced/Fast students are encouraged and guided to secure good grades and University ranks.
4. Training on latest technologies, periodical workshops and other technical activities to develop the core competencies are arranged.
5. Learning needs of advanced learners are further fulfilled by activities such as NPTEL Online Certification Course, MOOC, Spoken Tutorial classes (FOSS) etc.,
6. Special Internships are arranged in industries to the advanced learners to garnish their talents.

7. Advanced learners are encouraged to participate in various technical competitions and project expo conducted by the clubs/cells of the institution.
8. Academic Toppers in every semester are awarded with merit certificates and prizes during achievers day celebration. University Rank Holders are awarded with Gold medals and cash prizes.
9. Scholarship in the name “KESAVAN VIDYA PARIKSHHA YOJANA” is provided to the economically backward advanced learners.

2.2.1 Initiatives and Implementation details of Assisting Advanced/Fast Learners

S.No.	Identification Criteria	Actions Taken
1.	Students having high academic track records in the semesters.	<ul style="list-style-type: none"> ➤ Provide details of standard and higher learning level text books to be referred. Also suggest some e-resources and journals. ➤ Encourage to secure University ranks ➤ Guide to take up competitive exams like GATE, GRE etc., ➤ Encourage and guide to participate in various technical events such as paper presentations, projects competition etc. ➤ Direct them to acquire knowledge about recent trends in the field. ➤ Support and channel them to get industrial exposure through inplant training and internships ➤ Introduce new tool/simulation software. ➤ Conduct quiz.
2.	Class Toppers	<ul style="list-style-type: none"> ➤ Awarded with certificate and prize during achievers day celebration. ➤ Cash incentives are given under KESAVAN VIDYA PARIKSHHA YOJANA.
3.	University Rank Holders	<ul style="list-style-type: none"> ➤ Awarded with Gold coin & cash prizes.

2.2.2 Expected Outcomes

1. Excel both in academics and co-curricular activities.
2. Number of university rank holders should increase considerably.
3. Placement record should be appreciable.
4. Student's participation in various technical events/competitions should increase and the number of students excelling should increase year by year.

In view of the above, Manakula Vinayagar Institute of Technology, Puducherry aims at:

1. Identification of slow learners.
2. Tracking and assisting the slow learning students in improving their Academic Performance.
3. Identification of Advanced/Fast Learners,
4. Evolving opportunities / avenues for Advanced/Fast Learners to explore / showcase their skills and abilities.

**Sd/-
Dr. S.Malarkkan
Principal**



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