SAGE University, Bhopal
Standard Operating Procedure
SOP for Identification of Slow Learners and Advance Learners

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1. <u>Introduction</u>

Teachers are required to deal with students of different capabilities of learning. Few students are very fast in learning and few are weak and learn very slowly. Hence, it is essential to find out the abilities of the students in the class to guide them properly as per identified potential.

With this Policy SAGE University, Bhopal assures the vital facilitation of advance and slow learners after the assessment based upon comprehensive tests and evaluation at early stage. University caters to the needs of students from various backgrounds i.e. rural and urban, along with this University also aims to aid the advance learners to make them achievers and slow learners to be competitive to face challenges in academic life and professional career.

For newly admitted students, identification is based on their previous academic records, performance in entrance exam and in the first two weeks of class. For other year students identification is based on their previous exam performance, current course performance, and class observation.

2. <u>Policy for Identification</u>

a) Identification of learning abilities will be done through comprehensive evaluation to be taken by course teacher after two weeks of commencement of session along with his/her participation in classes.

b) Slow learner and advanced learners would be identified for **each course** separately by teacher.

c) Every course teacher should conduct class test/ Unit test (Objective/Descriptive) after 2 weeks of teaching on the syllabus covered till date of 20 marks and duration of one hour to identify slow learners and advanced learners.

d) Remedial classes to be arranged for specific course for slow learners. The classes shall be continued till first mid semester test.

e) In MST –I all the student who fall into category of slow learners shall be identified for remedial measures.

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f) If any slow learner continues to perform low in MST II after remedial classes, then case should be considered for personal coaching/ mentoring and/or counselling.

g) The remedial classes for slow learners identified after MST I shall continue till MST-II.

h) The analysis of slow learner shall be maintained in course file/ teacher's diary and to be renewed by concerned HOD/HOS/Dean on regular basis.

i) Students who have irregular attendance, absenteeism, lateral entry and students involved in sports/curricular/ extra-curricular activities shall be consider for remedial classes.

j) Progression Checks of improvements in Slow learners
   a) After 02 weeks of schedule of classes
   b) After MST-I
   c) After MST-II
   d) ESE result

Performa for tracing the improvement in performance of students

School _____

Name of the Faculty Member _____

Program_____ Sem _____ Session_____

S. No.	Number of Slow Learners				
	After 02 weeks	**MST -I**	**MST-II**	**ESE**	**Total Class Strength**

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k) Slow and advanced learners are identified based on following parameters and their weightage-

S. No	Parameter	Weightage
1	**Past Performance of students** (CGPA/ Percentage of Marks)	**25%**
2	**Course teacher observation/ Class Participation**	**25%**
3	**Marks obtained by student in Class test / Unit test (Objective/Descriptive) conducted for respective course**	**50%**

Rubrics for Identification

In each class, the marks out of 100 to be awarded to each students, Average (M) and Standard Deviation (S) to be computed through MS Excel.

S. No	Score	Identification
1	>M + S	Advance Learner
2	Between M - S to M + S	Average Learner
3	< M-S	Slow Learner

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(handwritten signature and date 30/04/2023)

3. **Activities for Slow and Advance Learner**

   A. **Conduction of activities for Slow learners in a course**

   a) Extra class of respective course should be added in weekly time table for problem solving /revision sessions. Online classes can also be planned on Saturday as per mutual concern.

   b) Personal attention should be provided by respective teacher in classes.

   c) Additional assignments and solving of past question papers of the University.

   d) Solving question bank and proving Lecture notes/ PPTs/ learning materials

   e) Counselling – special hints and techniques

   f) Special tutorial sessions.

   g) Making team of advance and slow learners to make their learning process more participatory and interesting.

   B. **Conduction of activities for Advanced Learners**

   a) Advanced assignments should be assigned to advanced learners.

   b) Motivate them to do MOOC/Advanced courses/ Projects/ On job training/ Industrial training and projects

   c) Participation in Seminars/Conferences/professional Events

   d) Motivate them to do Case Studies/ Patent / Copyright/ Research Publications in good journals