

TRIPURA UNIVERSITY
EQUAL OPPORTUNITY CELL

To,
The Head,
Department of
Tripura University

08/08/2017

Sub: Subject Remedial Classes

Madam/Sir,

With due prospect I would like to inform you that Hon'ble Vice-Chancellor desires that every department should start subject Remedial classes as per UGC guidelines for Coaching Schemes for SC/ST/OBC (non-creamy layer) & Minority students. The subject remedial classes may be arranged during the working days after the completion of regular classes at very department. Kindly make sure that every student who performed poorly in the previous exam should attend the classes and if possible kindly make it compulsory for those students who failed in those papers. Kindly take following stapes for proper implementation of the UGC scheme:

1. Inform the Coordinator EOC (through email-nishikantkolge@tripurauniv.in) regarding commencement of the Subject Remedial Classes at your department:
2. Prepare a separate time table for Subject Remedial Classes:
3. Prepare a separate attendance registrar for students of Subject Remedial Classes :
4. Collect the signature of the engaged faculty members in given format (a copy attached):
5. Fill Teacher Honorarium bill (THB) form (a copy attached):
6. At the end of very semester, submit time table, attendance registrar, faculty members' signature and filled THB form to the coordinator EOC for preparing honorarium bill. (according to UGC guideline an honorarium @ 300/- per classes will be paid)
7. For any clarification kindly contact to the undersigned

This is for your kind information and doing the needful.

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Copy to:

1. DSW, for information
2. P.S. to Hon'ble Vice-Chancellor, TU for his kind information