

## **MINUTES OF THE MEETING OF THE TUTORIAL SYSTEM**

**Date:** 03/10/2025

**Time:** 3:15 PM

**Venue:** Principal's Chamber

A meeting of the Tutorial System was convened on 03 October 2025 at 3:15 PM in the Principal's Chamber. The Principal, IQAC Coordinator, and one representative from each department were present.

The Tutorial System being an apex body, the following matters were discussed in detail:

### **Agenda**

- Overall and subject-wise attendance
- Academic performance of students
- Internal examinations
- Internal assessment marks
- Remedial classes
- University examination results
- Mentoring
- Tutorial reports
- Category-wise data of students

### **Decisions Taken**

#### **1. Attendance**

- Attendance must be recorded accurately.
- Absentees lists of Minor, MDC and open courses should be forwarded to the respective departments.
- Absentees lists should also be communicated to the parents' group.
- Monthly attendance percentage of students should be informed to them regularly.

#### **2. Internal Examinations and Remedial Measures**

- Students who were absent for internal examinations may be permitted to take a retest upon submitting a request.
- Remedial classes should be arranged for students with low marks.

#### **3. University Examination Results**

- The matter of conducting extra classes to improve university examination results was discussed.

#### **4. Student Engagement**

- It was suggested that if class tutors and the teachers handling the class interact with students personally and amicably, student participation and interest in academics will improve.

**5. Mentoring**

- Mentoring should be made more effective. Teachers must try to identify the personal and academic issues faced by students.

**6. Student Records**

- Tutors should update the list of students who have taken TC and those who have dropped out.

**7. Category-wise Data**

- As AISHE requires category-wise student data and category-wise results, all tutors should prepare these details accurately.

**8. Tutorial Reports**

- Semester-wise tutorial reports (hard copy) duly signed by the Principal, HoD, and Tutor must be submitted.

**9. The attendance of FYUGP students must be marked accurately using the attendance application.**