



Learn, Lead and Live

Tutorial Class Policy

1 Preamble

Khulna University strives to provide every student with the necessary support to excel academically, with tutoring recognized as an important element of this commitment. This policy governs the tutoring process for all students and includes the Tutorial Program as an integral part of academic offerings.

2 Definitions

- **Tutorial Class:** A scheduled academic support and interactive learning session conducted alongside lectures to reinforce and expand on course content.
- **Course Learning Outcomes (CLOs):** Measurable statements of what students are expected to know, understand, and demonstrate upon successful completion of a course.
- **Tutorial Facilitator:** A course instructor or designated faculty member responsible for planning and delivering tutorial sessions.
- **Tutorial Schedule:** The planned timetable/class routine for tutorials as approved by the discipline.

3 Policy Objectives

The purpose of this policy is to ensure effective learning support for students (both undergraduate and postgraduate) by providing structured tutorial classes that complement regular lectures. Tutorial classes are intended to:

- Facilitate deeper understanding of course content by reinforcing and clarifying key lecture concepts.
- Provide personalized academic guidance.
- Provide hands-on problem-solving and application-based activities.
- Bridge learning gaps identified during lectures or assessments.
- Monitor progress toward the achievement of Course Learning Outcomes (CLOs) through formative feedback.
- Address the needs of students requiring additional academic assistance.
- Facilitate active, collaborative learning, problem-solving, and peer-to-peer interaction practices.

Tutorial Class Policy



4 Policy Scope

This policy applies to:

- All undergraduate and postgraduate courses offered by Khulna University.
- All faculties, disciplines, and academic programs.
- All academic staff assigned as course instructors or tutorial facilitators.
- All enrolled undergraduate and postgraduate students.

5 Policy Provisions

Khulna University recognizes tutorial classes as a crucial component of course delivery to ensure students not only comprehend lecture materials but also attain the intended CLOs. Tutorials will be integrated into the teaching-learning process, aligned with course objectives, and monitored for effectiveness.

5.1 Frequency and Scheduling

- At least one tutorial session every one course, or more if deemed necessary by the students.
- Scheduled within the official academic timetable/class routine, separate from regular lectures.
- Each tutorial session will be 1 hour in duration depending on students' demand.

5.2 Class Size

The class size for tutoring will follow the regular class size for lecture classes.

5.3 Content and Methods

- Address difficult topics from lectures (not repeating full lecture classes).
- Focus on problem-solving practical exercises through using active learning strategies.
- Provide formative feedback on assignments, quizzes, and class participation.

5.4 Attendance and Participation

- Tutorial attendance is not mandatory.
- However, attendance records shall be maintained separately (date-wise) from lecture attendance.

5.5 Tutorial Assessment

- Tutorial impact will be measured through:
 - CLO attainment analysis.



Learn, Lead and Live

- Student feedback surveys.
 - Comparative performance trends between lecture and tutorial engagement.
- Annual reporting of tutorial provisions to the Academic Council.

5.6 Faculty Responsibilities

- Course teachers/tutorial facilitators shall plan tutorials as a part of the course delivery strategy.
- Tutorial facilitator will ensure interactive participation during the class and to solve students' problems rather to repeat the lecture classes.
- Incorporate tutorial plans in the Course Outline and Course File.
- Align tutorial activities with CLOs.
- Maintain records of attendance, topics covered, and student performance in the Course File.

6 Roles and Responsibilities

- **Tutorial Facilitator/Course Teachers:** Plan, design, conduct, and evaluate for effective tutorials.
- **Discipline Head:** Monitor scheduling, resource allocation, and monitoring for tutorials.
- **IQAC:** Arrange training sessions to ensure the best use of tutorial classes.
- **Students:** Actively participate in tutorials and use them to clarify learning gaps and facilitate academic improvement.

7 Review and Amendment

This policy will be reviewed every three years or as required to ensure it remains aligned with the university's teaching-learning objectives and evolving academic needs.

8 Approval and Effective Date

This policy becomes effective upon approval by the Academic Council/Syndicate of Khulna University.

Approved by:

Khulna University

Khulna-9208

Effective From: __/__/2025

Tutorial Class Policy

3