

GUIDELINES FOR CONDUCTING CONTACT CLASSES

- Conduct of contact classes is an important component of PGDAEM.
- In each semester five days contact classes have to be organized covering one course every day.
- A day may be divided into four sessions. Two sessions may be devoted for classroom teaching and other two sessions for clarification of doubts raised by candidates.
- Course coordinators have to identify an experienced academician / expert / counsellor for each course.
- Course coordinators are expected to hand over the printed study materials to the identified resource person well in-advance so as to enable the academic counsellor to understand the various facets of the course contents.
- The purpose of organizing such face-to-face contact between the learners and their tutors/counsellors is to give overall orientation about the course, give conceptual clarity on the key concepts in each unit and answer some of the candidates' questions and clarify doubts.
- At the end of each unit there are questions on check your progress, Academic counselors are expected to give emphasis on these questions for more clarity to the students.
- Contact classes should be different from the usual classroom teaching or lectures or training. It should help in exchanging the views among counsellor and candidates, comprehend some of the complex concept / theme / ideas and overcome academic difficulties of the candidates.
- Academic counselor should try to concentrate on the relevant and the most important issues pertaining to the course.
- Academic counselors are expected to guide the candidates on writing the assignments in a systematic and logical way.
- Contact classes are intended to provide an opportunity to meet fellow candidates to get mutual help for academic purposes.