

From

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Date: 13-05-2024

To

Dr. S. Ganesamoorthi

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Sir

Sub: Offering PGDAEM contact classes and also for answer paper and assignments evaluation – reg

Ref: Approval by Director of Extension, UASB Dated: 13-05-2024

As you are aware that MANAGE, Hyderabad is offering Post Graduate Diploma in Agricultural Extension management (PGDAEM) course for the Agricultural Extension functionaries from 2007-08. In this regard, for the academic year 2023-24 42 candidates from Karnataka have enrolled for the course. The first semester for 2023-24 was commenced from April 2024. Now the study center has to conduct contact classes and examinations of first semester in a gap of one month when announced by MANAGE.

In this regard, you have been nominated to conduct contact classes for Course **AEM 105: Leadership and Management Skills (3 Credits)** including briefing about the assignments of that course. Further, you are also requested to correct the answer booklets of the exam and assignments of the course at the end of the semester. The relevant course material and assignment topics are enclosed for your reference along with the guidelines for the contact classes. The date of the contact classes shall be informed to you once it received from the MANAGE. Also, you are entitled for the honorariums towards contact classes, and paper and assignments evaluation as per the MANAGE norms. In anticipation of a favourable cooperation from your end.

Thanking you

Yours faithfully
Sd /-
(Banuprakash K G)

GUIDELINES FOR CONTACT CLASS AND ASSIGNMENTS

Contact class:

- Conduct of contact classes is an important component of PGDAEM.
- In each semester, five days in first semester/ four days in second semester contact classes have to be organized covering one course 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.
- 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.

Assignments:

- Candidates should submit the assignments before appearing for the term-end examinations.
- The course-wise assignment topics will be placed in MANAGE website.
- Submission of assignments in each course is mandatory to complete the course.
- Non-submission of assignments will be considered as incomplete.