
UNIT 5 FACE-TO-FACE TRAINING

WORKSHOP FOR THE ACADEMIC COUNSELLORS

Background

Training and continuing professional development of distance education functionaries are very important for the development and success of the distance teaching-learning systems. The tutors/academic counsellors play an important role in this system. They have direct contact with the distance learners in face-to-face situations and also through various media at a distance. To perform their role effectively, the tutors/academic counsellors need to develop knowledge and skills in the theory and practice of Open Distance Learning.

IGNOU has organized three 15-day face-to-face training workshops for the academic counsellors so far. The first workshop was organized during May 12 to 26, 2007 at Main Campus, New Delhi, the second workshop was held during September 20 to October 04, 2007 at Shillong, Meghalaya, and the third workshop was held during February 04 to 18, 2008 in Main Campus, New Delhi.

Here, we present the report of the second workshop held during September 20 to October 04, 2007.

Objectives

The main objectives of the 15-day workshop were to:

- orient the participants to the concept, theory and practice of distance education;
- acquaint the participants with instructional design, principles of learning and characteristics of self-learning material;
- orient the participants with the process and methods of learner support in distance education;
- train the participants with the methods of organizing face-to-face academic counselling at study centres;
- acquaint the participants with the process and methods of organizing counselling at a distance using various media;
- provide hands-on experience in using computer for student support; and
- orient the participants providing student support using the latest technologies like e-mail, web technologies, and so on.

Methodology

Altogether 48 sessions excluding 2 Sundays, and 1 holiday were conducted – each session of one hour and fifteen minutes duration – i.e. total 60 hours were devoted to the face-to-face sessions in the workshop Appendix A. Around 20% of the total time was devoted to lecture (power-point) presentation; 20% in interaction, discussion, and 60% of the time to various individual and group activities, computer related activities, presentations by the participants and so on. Besides these the participants were engaged in various activities during Sundays, holiday and evening hours such as

reading the resource materials, evaluation of assignments response, preparation of leaflets, feedback on learner support system in study centre on various components like instructional components, infrastructural facilities, student information, activities and preparation of report (individual session) etc. The participants have spent around 30 hours to perform all these activities. Around 90 hours were spent by the participants including all the activities during the 15- day workshop.

Resource Persons

Altogether 8 resource persons were involved in the workshop.

Participants

The workshop was attended by 26 participants from the north-eastern states of India.

Workshop Deliberations

Day 1 (20-09-07)

Session 1-2: Registration and Inauguration

All the participants registered their names during the 1st session, and workshop materials were handed over to them. A structured questionnaire consisting of short answer and objective type questions was administered to the participants to test their knowledge in ODL concept, theory and practice.

The workshop was inaugurated by Hon'ble Minister of Tourism, C&RD, Govt. of Meghalaya, Shri Charles Pyngrope on September 20 at Don Bosco Youth Centre, Laitumkhrah, Shillong. The inaugural function was presided over by the Hon'ble Pro-Vice Chancellor of IGNOU, Professor O.P. Mishra. Professor Santosh Panda, Director, STRIDE; Professor Prabir Kr. Biswas, Professor, STRIDE; Dr. Jayshree Kurup, DD, NEP; Dr. D. Laloo, RD, IGNOU, RC, Shillong; Dr. A. K. Gaba, Deputy Director were also present. The inauguration was attended by around 70 invited delegates.

Prof. Santosh Panda delivered the welcome address. Prof. Prabir Kr. Biswas highlighted the objectives of the workshop. Prof. O.P. Mishra stated that IGNOU is committed towards building more infrastructures in the North-East so that the university becomes fully equipped to carry out various academic and developmental activities in a more effective manner. IGNOU being part of a national mission has taken up a lot of initiatives in promoting education by introducing new programmes, he added.

The Hon'ble minister in his inaugural address stated that North-East states require support of IGNOU in transforming and uplifting the education system in the region to higher levels. He also stated that frequent holding of vocational training on issues like tourism and rural development would not only help the state government departments to grow, these would also assist the people to tap these resources that can benefit the people and contribute to the economy of the State. He opined that IGNOU's initiatives in imparting education through open and distance learning would further improve education system.

After the inauguration the participants were asked to present their needs and expectations from the workshop. A brief session of 30 minutes was conducted by Prof. Prabir Kr. Biswas, Dr. A.K. Gaba and Dr. A. Guha.

Session 3-4: ODL: Concepts and Development

Professor Santosh Panda was the resource person for these sessions. Professor Panda through a power-point presentation discussed how distance education evolved through early correspondence to blended learning. He explained different generations of distance education and model of distance education in detail. He discussed the modes of distance education delivery. He also discussed the principles of adult learning. Prof. Panda highlighted the importance and functions of EDUSAT, The concept of learning and blended learning. He stressed on the networking and collaboration between open universities, dual-mode universities and other organizations and wider use of technological and infrastructural resources by all distance education institutions. After his presentation Prof. Panda invited questions for interaction. The participants interacted freely and asked for some clarifications for which Prof. Panda responded instantly with examples.

Day 2 (21-09-07)

Session 5-6: ODL: Instructional Design in Distance Education

Professor Prabir Kr. Biswas and A. Guha, Joint Director, Regional Service Division were the resource persons for these sessions.

In session 5, Professor Biswas explained various theoretical background of distance education. He explained the meaning of instructional design and discussed three approaches to instructional design: behaviouristic, cognitive and constructive. He explained the principles of learning and instructions. The participants took part in interaction throughout the session.

In session 6, the participants were divided into 5 groups, and each group was given an activity in relation to development of instructional events in self-learning materials. The activity was followed by a presentation by the group leaders and group interaction. The resource persons Prof. Biswas and Dr. Guha had given their suggestions after listening to the presentations.

Session 7-8: Needs and Characteristics of Self-Learning Print Material

Dr. A.K. Gaba, Dy. Director, STRIDE was the resource person in these two sessions. He explained the characteristics of self-learning materials in detail. He differentiated between SLM and text book, and discuss how to prepare SLM. Throughout the session interaction between the resource person and the participants took place.

The participants were divided into five groups for the purpose of developing one unit each on the basis of the topic selected by each group, like, communal harmony, environmental pollution, market management, intelligence etc.

Day 3 (22-09-07)

Session 9-10: Self Learning Print Material (Activity)

These sessions were continuation of session 7 & 8 on development of SLM. Dr. Gaba explained the detailed structure of a unit and its important features. Then he asked the participants to develop the main features like objectives, introduction, SAQs and a section of a unit. After the features of the unit were developed by the participants different group members presented their units. The resource person gave suggestions for modification.

Session 11-12: Research in Distance Education

Dr. Ashok Kr. Gaba was the resource person for these sessions. He discussed the status of research in ODL system. He highlighted the system based research. Dr. Gaba discussed global institutional research policy, IGNOU research policy, research areas in DE, research methods and highlighted the research gaps in the area of ODL systems. He also discussed the research activities at STRIDE, IGNOU.

The participants were divided into 5 groups. Each group was asked to develop a brief research proposal according to their interest for learning purposes. The member of each group presented the proposal. The peer group and the resource persons took part in interaction. The resource person gave suggestions for modification of their proposals

Day 4 (23-09-07)

There was no business session on Sunday. The participants were asked to prepare 3 days report and give their feedback on the sessions held during the first three days. They were also asked to read the relevant parts (Session details and supporting materials) from the Training Module for Academic Counsellors which was handed over to them at the time of registration.

Day 5 (24-09-07)

Session 13-14: Learner Support in Distance Education

Prof. Manjulika Srivastava, Professor, Distance Education council was the resource person in these sessions. In the first session she explained various concepts related to learners support in distance education. She discussed definition of learners support, its importance, types and models of support. She also discussed how to remove the feeling of isolation, how to motivate the learners, how to provide feedback. She highlighted the reasons of drop out and emphasized on learner activeness. Prof. Srivastava has given examples of learners' support system of different universities in the world including IGNOU.

For the next session, she had given an activity, i.e. identification of problems faced by the study centres and the academic counsellors. The participants identified problems related to various components like infrastructural facilities, student information etc. The activity followed by interaction and discussion.

Session 15-16: Delivering Student Support at Distance

Professor Prabir Kr. Biswas and Dr. A. Guha were the resource persons for these sessions. At the beginning they highlighted the importance of various media to reach out students at a distance. They selected few important media namely written media (letters, leaflets and query pages in newsletter/magazines), and non-print media (telephone, radio, teleconferencing, computer) and engaged the participants in group activities. The participants were divided into four groups, and a group leader was identified for each group. All the groups were given a common activity, i.e. to list the advantages and disadvantages they perceive or experienced while using the above mentioned media for providing student support. Two groups were asked to prepare a leaflet on the topic "Time Management" with a view to provide support to the learners. Other two groups were asked to prepare "Session Plan" for one hour interactive radio counselling.

After the group completed their activities one group member of each group presented their write-up. A fruitful interaction took place. Some suggestions were given to the participants for modifications.

Day 6 (25-09-07)

Session 17-20: Counselling in Distance Education

Day 6 began with a presentation by Prof. Srivastava on “Counselling in Distance Education”. She defined the term counselling and also exemplified the differences between tutoring and counselling. The typical problems of open and distance learners like family pressures, lack of books, lack of confidence, low levels of reading ability etc. were discussed. She elucidated on the two theories of counselling: Humanistic and Behaviouristic. She talked about what happens at counselling sessions and also about the different types of media to be used in counselling like audio, video, telephone, internet etc. She gave the participants tips for effective counselling sessions and also the methods of learning like problem based learning and co-operative learning. A short film on counselling in IGNOU was shown to the participants and also on the group-learning techniques used like brainstorming, snowballing, and discussion.

The post lunch sessions commenced with a discussions on the previous days activity. A mock radio counselling session was also held in which four participants took active part and others asked questions and took part in interaction.

Day 7 (26-09-07)

Session 21-24: Assessment in Distance Education

Prof. Prabir Kr. Biswas and Dr. A. Guha were the resource persons.

In the morning, Prof. Biswas distributed to the groups the pre-test questionnaire which were given on the first day, and were asked to respond to particular questions. Then the participants followed a discussion which gave a holistic information about different aspects of distance education. Prof. Guha then gave a talk on ‘Assessment in Distance Education’. Then Prof. Biswas asked the participants to come one by one to the dais and explain what they understood of the topics like, ‘What is an assignment?’ ‘Types of assignments’, ‘Importance of tutor comments’, ‘Types of tutor comments’ etc. Prof. Biswas explained each topic after the participants’ presentation.

The post lunch session consisted of an activity in which each individual participant was asked to evaluate certain answer sheets and write the margin comments, the global comments and give the overall grade. This was followed by a discussion in which the participants were asked to justify their evaluation.

The session was followed by a review session conducted by Prof. Biswas and Dr. Guha.

Day 8: (27-09-2007)

Session 25: Computer Components and Peripherals

Participants were introduced to ‘Computer components and peripherals’ by Mr. Sanjeev Singh. He explained about the various components of a computer, its hardware and software. He opened the CPU and demonstrated the function of all components. He also acquainted the participants with the different computer terminologies like GPRS, GSM, and IVRS etc.

Session 26-28: Introduction to MS Word – Text and Formatting

Ms. G. Mythili, Senior Analyst, STRIDE introduced MS-Word and explained the functions of MS-Word. She demonstrated various commands related to text formality with suitable examples. Participants were asked to do an actively which conceded of creating files, folders making columns, highlighting participles etc.

Day 9: (28-09-2007)

Session 29-30: MS-Word – Table Lists and Tracking, Mail Merging

The day began with demonstration by Ms. G. Mythili on MS-Word Tabel, Lists and Tracking. Here the participants got to know about page setup, how to insert page numbers, have to write the header and footer, and to do mail merging etc. followed by practice in the lab.

Session 31-32: MS-Word Graphics and Page Formatting

The post lunch session continued with Ms. G.Mythili's demonstration wherein she explained to insert symbols, about the format and format painter, how to produce file by creating a password etc. This was again followed by practices conducted by Mr. Singh and Ms. G.Mythili.

Day 10: (29-09-2007)

Session 33-34: MS-Word Graphics and Page Formatting

Day 10 began with a demonstration by Mr. S. Singh on 'Ms-Word: Graphics and Page formatting' where he explained to draw or insert a picture is a text. He also talked about HTML. Ms.G.Mythili continued the demonstration further, showing the participants to make templates and various other basic things.

Session 35-36: Introduction to MS-Power Point Presentation and Slide Formatting

Dr. Surajit Borkotoky, Associate professor, Dibrugarh University gave demonstration on 'Ms- Power point Presentation and slide formatting'. He explained to make slides design colour format and various components in the power point. In each session the participants were given an activity to complete. The activities were completed by the participants using various commands in MS-Word & Power point.

Day 11 (30-09-07)

There was no business session on Sunday. The participants were asked to prepare seven days report and give their feedback on the sessions held during day 4 to day 10. They were also asked to read the relevant parts (session details and supporting materials) from the Training Module for Academic Counsellors which was handed over to them at the time of registration.

Day 12 (01-10-07)

Session 37-38: MS – Power Point – Text, Colour, Printing

Day 12 started with a presentation on power point. Dr. Borkotoky gave a demonstration of' Ms Power point-text, colour, printing where he explained to insert charts, to create a hyperlink and to make a master slide and format in a power point slide. The presentation was followed by practical by the participants.

Session 39-40: MS=Power Point Graphics & Animation

The next session comprised of a demonstration by Ms. Mythili on MS Power Point, graphics and Animation, and to create a JPEG file. Also she showed the presentation how to do in custom animation of the slides. This was followed up by practical by the participants.

Day 13 (02-10-07)

This was a holiday (Mahatma Gandhi's birthday). There was no business session. However, the participants were suggested to read the other resources for example handbooks which were given to them at the time of registration.

Day 14 (03-10-07)

Session 41-42: Web-Teaching and Internet Learning

Day 14 began with a presentation by Ms. G. Mythili on 'web teaching and Internet learning'. Participants got acquainted with the terms as modem, the different internet connection types, the ISP's in India like ERNET, NICNET, GIAS, SOFTNET etc. and also got knowledge on E-mail and it's function. She also explained various search engines to browse the internet. This was followed by a presentation by Mr. Singh on 'Web learning'.

Session 43-44: MS - Outlook

The next session was a demonstration by Mr. Borkoloky on 'Ms Outlook'. He explained various components of Outlook, such as mail, task, creation, appointment setup by using power point presentation followed by demonstration. The last session was a demonstration by Mr. Singh on EDUSAT. He explained operations part of EDUSAT at regional centre.

Day 15 (4-10-07)

Session 45: Practice with Computer

The morning session was kept for practicing in computer. The participants were told to practice whatever they have learned during the workshop.

Session 46:

Review of the whole programme was made by Prof. Biswas & Ms. G. Mythili. Doubts raised by the participants were cleared by them.

Session 47: Post Workshop Evaluation of the Participants Knowledge

A structured questionnaire consisting of short answer and objective type questions were administered to the participants to test their knowledge with a view to compare their score with the one they received before the workshop. The results showing gain in achievement after the workshop is given in Table 5.1.

Table 5.1: Pre-workshop and post-workshop evaluation average score of the participants (in percentage)

Pre-workshop (average)	Post-workshop (average)	Increase in score (average)
34%	82%	48%

Session 48: Valediction

Participants expressed their opinion about the workshop. The valedictory address was delivered by Prof. Prabir Kr. Biswas, Coordinator of the workshop. The certificates of participation were distributed by Prof. Prabir Kr. Biswas, Dr. D. Laloo, Regional Director, Shillong and Ms. G. Mythili, Resource Person. Mr. Somi Joseph, ARD, Shillong presented the vote of thanks to all who helped in conducting the workshop successfully.

Resources

The following resources were distributed to the participants during the workshop.

- Training Module of Academic Counsellors,
- Seven STRIDE Handbooks (HB 1: Open and Distance Education, HB 2: Effective Learning, HB 3: Academic Counselling in Open and Distance Learning, HB 4: Assessment and Evaluation in Distance Education, HB 5: Development and Revision of Self-learning Materials, HB 7: Media and Technology in Distance Education, HB 14: Psychological Skills for Open and Distance Learning),
- Copy of all the presentations made by the resource persons in a CD/hard copy.

Feedback

All the participants had expressed satisfaction after attending the workshop. Some of the common impressions were: the workshop was scientifically designed; the concepts of ODL and all other contents were explained very well by the resource persons; individual and group activities made the understanding of the concept much easier and interesting and helped develop skills. The participants stated that they have come to know the actual roles and responsibilities of the academic counsellors. They were confident to organize counselling sessions in a more fruitful and organized manner. They also stated that they were confident to organize three day workshop at regional level for the academic counsellors as resource persons.

With regard to the organization of the workshop they stated that the whole workshop – right from the registration to the last day valediction – had been efficiently managed.

Individual comments by the participants

Some Individual Comments with regard to the Workshop are as follows:

“After completion of the workshop, we feel that the workshop is scientifically designed to maximize the learning output of the academic counsellors.”

“After attending the workshop we have come to know the actual role being played by the academic counsellors, as we were accustomed to simple lecturing in our counselling sessions. Now we can organize our counselling sessions in a more fruitful and organized manner.”

“Most of the sessions were activity oriented which demanded self learning, reasoning and finding out a solution for a particular problem. The interactive discussions at the end of the activities resulted in fruitful outputs which were understood better by us as compared to simple lecturing.”

“We will try our level best to implement these vital things and knowledge regarding ODL which we have come across in this MEGA Workshop.”

“In my opinion, the programme is successful and I am confident that the purpose for which the programme is launched will be fulfilled.”

“Above all, the workshop was a wonderful experience for me. Personally, I have benefited a lot because I have created awareness amongst the participants and about the actual role and responsibility of an academic counsellor.”

Report Prepared By

Workshop Coordinator: Professor Prabir Kr. Biswas, Professor in Distance Education, Staff Training and Research Institute of Distance Education (STRIDE), IGNOU.



STRIDE-NEP Collaborative 15-day Workshop for the Academic Counsellors (North-Eastern Region)
(20-9-07 to 04-10-07)
Venue: Regional Centre, Shillong, Meghalaya

Day & Date	Session (10.00-11.15hrs)	Tea Break (11.15- 11.30hrs)	Session (11.30-12.45hrs.)	Lunch Break (12.45- 13.45hrs.)	Session (13.45-15.00hrs.)	Tea Break (15.00- 15.15hrs.)	Session (15.15-16.30hrs.)
Day 1 20-9-07 Thu	S1: Registration & Pre-Workshop Evaluation of Participants knowledge(PKB/JK/AG/DL)		S2: Inaugural Session (Local dignitaries and IGNOU-STRIDE-NEP)		S3: ODL Concept and Development (SKP)		S4: ODL Concept and Development (SKP)
Day 2 21-09-07 Fri	S5: Instructional Design in Distance Education (Activity) (AG & PKB)		S6: Instructional Design in Distance Education (Activity) (AG & PKB)		S7: Needs and Characteristics of Self-Learning Print Material (AKG)		S8: Needs and Characteristics of Print Material (Activity) (PKB & AKG)
Day 3 22-09-07 Sat	S9: Self Learning Print Material (Activity) (PKB &AKG)		S10: Self Learning Print Material (Activity) (PKB, AG &AKG)		S11: Research in Distance Education (AKG)		S12: Research in Distance Education (Activity) (PKB, AG &AKG)
Day 4 23-09-07 Sun	Reading Training Module & Report Writing		Reading Training Module & Report Writing		Reading Training Module & Report Writing		Reading Training Module & Report Writing
Day 5 24-09-07 Mon	S13: Learner Support in Distance Education (MS)		S14: Learner Support in Distance Education (Activity) (MS)		S15: Delivering Student Support at Distance (PKB & AG)		S16: Delivering Student Support at Distance (Activity) (PKB & AG)
Day 6 25-09-07 Tue	S17: Tutoring Activities and Counseling (MS)		S18: Tutoring & Counseling (Activity) (MS)		S19: Counselling in Distance Education (Activity)(MS & AG)		S20: Counselling in Distance Education (Practical) Sr. Academic Counsellors

Day & Date	Session (10.00-11.15hrs)	Tea Break (11.15- 11.30hrs)	Session (11.30-12.45hrs.)	Lunch Break (12.45- 13.45hrs.)	Session (13.45-15.00hrs.)	Tea Break (15.00- 15.15hrs.)	Session (15.15-16.30hrs.)
Day 7 26-09-07 Wed	S21: Assessment in Distance Education (PKB & AG)		S22: Assessment in Distance Education (PKB & AG)		S23: Assessment in Distance Education (PKB/AG (Activity))		S24: Review Session (PKB/DL/AG)
Day 8 27-09-07 Thu	S25: Computer Components and Peripherals (SS)		S26: Introduction to MS Word – Text and Formatting (GM)		S27: Introduction to MS Word – Text and Formatting (Contd.) (GM)		S28: Introduction to MS Word – Text and Formatting (Practice) (SS)
Day 9 28-09-07 Fri	S29: MS Word – Table, Lists and Tracking (GM)		S30: MS Word, Mail Merging (GM)		S31: MS Word, Graphics and Page Formatting – Part I (SS)		S32: MS Word, Graphics and Page Formatting – Part I (Practice) (SS)
Day 10 29-09-07 Sat	S33: MS Word, Graphics and Page Formatting – Part II (GM)		S34: MS Word, Graphics and Page Formatting – Part-I I (GM)		S35: Introduction to MS – Power-point presentation and Slide formatting (SS/SB)		S36: Introduction to MS – Power-point presentation and Slide formatting (SS/SB)
Day 11 30-09-07 Sun	Reading Training Module and Supporting Materials and Report Writing		Reading Training Module and Supporting Materials and Report Writing		Reading Training Module and Supporting Materials and Report Writing		Reading Training Module and Supporting Materials and Report Writing
Day 12 01-10-07 Mon	S37: MS- Power-point – Text, Color, Printing (SS/SB)		S38: MS- Power-point – Text, Color, Printing (GM)		S39: MS Power-point Graphics & Animation (GM)		S 40: MS Power-point Graphics & Animation (Contd.) (GM)

Day & Date	Session (10.00-11.15hrs)	Tea Break (11.15-11.30hrs)	Session (11.30-12.45hrs.)	Lunch Break (12.45-13.45hrs.)	Session (13.45-15.00hrs.)	Tea Break (15.00-15.15hrs.)	Session (15.15-16.30hrs.)
Day 13 02-10-07 Tues	Holiday (Mahatma Gandhi's Birthday) Reading Handbooks and other Supporting Materials.						
Day 14 03-10-07 Wed	S41: Web-teaching (GM/SS)		S42: Internet Learning (GM/SS)		S43: MS-Outlook (SB)		S44: MS-Outlook (Contd.) (SB)
Day 15 04-10-07 Thu	S45: Review Session (PKB/GM)		S46: Review Session (PKB/GM)		S47: Evaluation (PKB/GM)		S48: Valedictory (Local dignitaries and IGNOU-STRIDE-NEP)

- 1) SKP: Prof. Santosh Kumar Panda
- 2) PKB: Prof. Prabir Kr. Biswas
- 3) AG: Dr. Ananya Guha
- 4) AKG: Dr. Ashok Kr. Gaba

- 5) MS: Prof. Manjulika Srivastava
- 6) SS: Mr. Sanjeev Singh
- 7) SB: Dr. Surajit Borkotoky
- 8) GM: Ms. G. Mythili

Two-day Training Workshop for the Academic Counsellors

Workshop Schedule (An Example)

	9:30-10:30 hrs. (60 mints)	10:31 - 10:45 hrs.	10:46 – 11:45 hrs. (60 mints)	11:46-13:15 hrs. (90 mints)	13:16 - 14:00 hrs.	14:01- 15:30 hrs. (90 mints)	15:31 - 15:45 hrs.	15:46-1 (75 min)
D A Y 1	<ul style="list-style-type: none"> • Registration, • Pre-Workshop Testing • Inauguration 	T	<ul style="list-style-type: none"> • ODL Concept and Development, • Organisational Structure of IGNOU <ul style="list-style-type: none"> ❖ Session Plan <ul style="list-style-type: none"> ➤ PowerPoint Presentation (35 mints) ➤ Interaction / Discussion (25 mints) 	<ul style="list-style-type: none"> • Needs and Characteristics of SLM with Special Reference to IGNOU Study Materials <ul style="list-style-type: none"> ❖ Session Plan <ul style="list-style-type: none"> ➤ PowerPoint Presentation (40 mints) ➤ Interaction / Discussion & Familiarisation with IGNOU Study Materials (50 mints) 	L	<ul style="list-style-type: none"> • Learners Support in Distance Education • Support Services in IGNOU with Special Reference to RC/SC • Role of Academic Counsellors <ul style="list-style-type: none"> ❖ Session Plan <ul style="list-style-type: none"> ➤ PowerPoint Presentation (40 mints) ➤ Interaction / Discussion/ Activity (50 mints) 	T	<ul style="list-style-type: none"> • Tutc in D • Whe • Con • Cou <ul style="list-style-type: none"> • Feec • Prog <ul style="list-style-type: none"> ❖ Ses ➤ Pow (35 <ul style="list-style-type: none"> • Inter Acti'
D A Y 2	<ul style="list-style-type: none"> • Review of 1st Day Programme • Development of Study Skills <ul style="list-style-type: none"> ❖ Session Plan <ul style="list-style-type: none"> ➤ PowerPoint Presentation (35 mints) ➤ Interaction / Discussion (25 mints) 	E A	<ul style="list-style-type: none"> • Assessment and Evaluation in Distance Education • Assignments in IGNOU • How to Write Tutor Comments <ul style="list-style-type: none"> ❖ Session Plan <ul style="list-style-type: none"> ➤ PowerPoint Presentation (35 mints) <ul style="list-style-type: none"> • Interaction / Discussion (25 mints) 	<ul style="list-style-type: none"> • How to Write Tutor Comments (Practical) <ul style="list-style-type: none"> ❖ Session Plan <ul style="list-style-type: none"> ➤ Activity (45 mints) ➤ Presentation by the Participants and Expert Comments (45 mints) 	U N C H	<ul style="list-style-type: none"> • Practicals/projects • Use of media • Issues and Concerns <ul style="list-style-type: none"> ❖ Session Plan <ul style="list-style-type: none"> ➤ Interaction / Discussion 	E A	<ul style="list-style-type: none"> • Post • Writ • Vale