

Orientation

All Faculty's and Student's will attend orientation on the first day (18th Jan, 2016) of the winter session, to be lead by Mr. GP Sharma. Mr. GP Sharma will be the winter session Officiating Dean while either the Dean or Assoc. Dean are out of station. Students arrive by 9:00 am and will be given a brief information document outlining the Winter Session and schedule. The orientation will begin at 9:30 am in B24. The orientation will cover the concept of the Winter Session and clearly lay out the expectation for students. Also, students may clarify any doubts and question regarding the winter session.

Concept / Teaching-Learning Modality

The Winter Session will be used as tutoring /structured study time for students. Faculty will not necessarily teach towards any one syllabus or exam. Rather, students will be guided through their own individual subject weaknesses to stand a better chance of clearing their module. Significant student effort will be required, and there is no guarantee that simply enrolling in the Winter Session will automatically result in the clearing of a module.

Tutors will ask students to gather all their learning materials and coordinate with each student a plan to study his/her own syllabus. Tutors should regularly check students' progress through frequent informal and formal assessments. Some students will be studying for upcoming supplementary exams. Others may be attempting a CA repeat – these students will have to complete at least three *different types* of assessments, including at least one test and one written assignment/report/project. In total the CA can include some combination of assignments, quizzes/tests, presentations, projects, etc. as required for the particular modules (but not, for example, simply three tests or three assignments). Ultimately the effort should approximate what would be expected of a regular student throughout a semester.

In a typical tutoring period, tutors will first get groups of students from common modules going on reading and exercises or practice tasks. Then, the tutor may focus on and work with the different groups of students in turn. As necessary, presentations, large group discussions, and lecturing on specific topics may also happen. At the end of each tutoring period, students should have been given some work to be completed by the next time they come for that subject class. The ACS class may be taught all the way through as a regular semester class.

After all new CA and SE marks are totaled, although these individual components will not be capped at 50%, the overall final mark for the module, assuming the student has fully cleared it, will be capped at 50% by AAD staff after the marks have been submitted by faculty.

Attendance will be taken and applied according to the same criteria as for a regular semester (min. 85%).

Schedule

Classes are Monday – Friday from 9:00 – 4:00, scheduled during three one-hour-long periods in the morning shift, and once again in a second shift of three periods in the afternoon. Out of the six hours total, every student and tutor will have in-class time of approximately four hours maximum. Every student will have at least one class in the morning and again in the afternoon, per subject. Each student will therefore have at least two hours of in-class time with a tutor every day per subject that he/she has signed up for. In the daily schedule, each student and tutor will have approximately one hour in the morning and one hour in the afternoon as independent study/prep time. The contact hours can be adapted as per the needs of the students at the discretion of the tutors. Attendance will be taken and applied according to the same criteria as for a regular semester (min. 85%). The general daily schedule is as follows (detailed class-wise schedule on notice boards):

9:00 – 10:00 am	Class 1		1:00 – 2:00 pm	Class 1
10:00 – 11:00 am	Class 2		2:00 – 3:00 pm	Class 2
11:00 – 12:00 pm	Class 3		3:00 – 4:00 pm	Class 3
12:00 – 1:00 pm	Lunch			

Tutor list

Tutor/Classroom	Module	Tutor/Classroom	Module
Carl Wonder/ A34	HRM201, MGT101, MGT303, RES301	Poonam Chhetri/C21	ACS101, EAP101, LAN101
Dolma Roder/ A35	PS103, PS302, SOCS369, SPT102	Radhika Chhetri/C22	PS122,
Gagan Mongar/ A36	EDP201, BLT101, FIN201, FIN305	Sonam Deki, Kimi/C26	LAN202, LIT101, LIT102, LIT204, LIT206, LIT307,
GP Sharma/ B11	ECL101, ENV101, ES241	Sonam Yeshey/C12	ECO101, ECO232, ECO302, MAC101, MAC202, MIC101, MIC102,
Jigme Tashi/ A26	AMT102, BMS101, BMS102, BMS204	Tshering Pemo/C23	ACT203, ACT307, BMS203,
Madhav Verma/ A25	ACT101, ACT202	Tsokey Dorji/C11	DZG101, DZO311, DZOII, LAM202, RIG102
Phub Namgay/ C13	APC101, BIM202, BIM303		

Facilities

- Class room - For the winter session A & C -Blocks will be used.
- Library - Students can avail the library from 9:00 am to 4:00pm. Book store will remain closed.
- IT Lab - Lab 2 and 3 available. (One for teaching, one for student use during off periods).
- Cafeteria will remain open, ready for lunch service.

Transportation

Schedule posted on notice boards and RTC website. Students registered for city bus services should avail E-Tickets from any city bus e-ticket agent in town.

Important Notes

- 1) Heaters will be provided in the classroom; please make sure they are not damaged or removed from the classrooms. Damages will be charged to the class of students.
- 2) Students driving their own vehicle to college must park their vehicle in the parking lot. No vehicle is to be found parked in and around the dormitory area. Gates will remain closed.
- 3) No smoking is allowed on campus; please take particular caution with the increased fire hazard during the dry winter months.

For any clarification and queries please contact Sir GP Sharma, Ms. Jamyang Choden or Mr. Tandin Dorji or please visit the AAD.

Mr. Tandin Dorji
Mob: +975-17634302
Tel: +975-2-351801 (Ext 133)
Email: tandindorji@rtc.bt / tandindorji7@gmail.com

Ms. Jamyang Choden
Mob: +975-17951212
Tel: +975-2-351801 (Ext 148)
Email: jamyangchoden@rtc.bt / jamyangc90@gmail.com