

Minutes of the school meeting held at 3:00 pm on 29th April 2020
(Wednesday) - Google Meet

Members present:

1. Prof. Surabhi Bharati
2. Dr. Suvarna Lakshmi
3. Dr. Asma Rasheed
4. Dr. Vishnu Priya
5. Dr. B. Venkat Rao
6. Dr. Smita Joseph
7. Dr. Anish Koshy
8. Dr. K. Lavanya
9. Dr. Kiran Kumar G.
10. Prof. Roopa Suzana, Dean
in the Chair

1. The members of the school congratulated Prof. Roopa Suzana on her appointment as the Dean of the School of Distance Education. The Dean thanked them and said that she would continue to seek the former Dean, Prof. Surabhi's guidance and the support of all the faculty members to keep the SDE flag flying high.
2. Under the present circumstances of Covid-19 pandemic, it was decided that the PGCTE contact programme that was scheduled to be held from July 1 to July 31 2020 would now be offered online during the same dates. However, if any participant is unable to join the online contact programme he/she will be allowed to attend the face to face contact programme that would be conducted in June-July 2021. As a special case and with the approval of the VC, all participants who are eligible to attend the CP in 2020 and are unable to do so, may be allowed to attend the CP in 2021 even if their term expires and they become ineligible to be on rolls for the next academic year (2020-21). The process of re-registration and payment of fee for the same also may be exempted for these candidates.
3. The mode of final examinations shall also be online. The individual teachers may decide on the pattern of the question paper, different methods, mechanisms and duration of the conduct of the exam of their course.
4. Members felt that attendance to the online classes should not be strictly monitored except for PT.
5. The Heads of the Departments of Linguistics and Phonetics and ELT informed the school the need for external members to teach Syntax and PT respectively on the CP.

6. The assignment submission for the PGCTE 2018 batch has been extended from 30 April to 15 May 2020 and as a one time waiver, participants will be allowed to submit their assignments by email if they are not able to post them.

7. The members suggested that the Dean may seek the approval of the VC for the extension of the last date for accepting the applications for the new admissions of PGCTE 2020 batch, from April 30 to May 15 2020 and for online submission of the application forms and online transaction of the course fee. A separate account for SDE may be created for this purpose.

8. Since the publications unit has not been able to print the study material to be sent to the participants of the new batch (2020 admissions), members suggested that approval of the VC may be sought to buy paper on a priority basis and get at least the first block of all the courses printed as soon as possible. The rest of the blocks may be printed after the dispatch of the first blocks.

9. The deadline for the first assignment submission of the PGDTE programme was extended from April 30 to May 31, 2020. The deadline for the first assignment submission of MA Part I and Part II which were June 15 and May 15 respectively have been postponed to June 30, 2020.

10. Members may be allowed to access their office rooms from 8th May 2020, so that monitoring of the examination scripts and tabulation of the results may be carried out. This will also enable them to work from home after collecting the required materials from the offices (in case covid-19 pandemic restrictions continue to be in place)

11. Members suggested that the Dean may seek the approval of the VC to ask for the support of EMMRC in helping the school convert the face to face CP to online and for recording video lessons which could be used in future to offer online courses in the School of Distance Education.

12. The members suggested that the Dean may seek the VC's approval for 1/3 of the office staff on rotational basis to attend to the routine duties of the office from 3rd/4th May onwards. They can carry out duties like sending mails to the participants, receiving applications, corrected assignments and examination scripts from the external evaluators, entering the grades after monitoring etc.

The meeting ended with mutual thanks.

Prof. Roopa Suzana
Dean

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The VC's Office
The Registrar's Office

