

Minutes of the school meeting held at 3:00 pm on 13th August, 2020 (Thursday) – 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. K. Lavanya
7. Dr.Smita Joseph
8. Dr. Anish Koshy
9. Prof. Roopa Suzana, Dean in the Chair

Dr. Kiran Kumar G. could not attend the meeting as his mother was unwell.

The Dean thanked the members for the stupendous efforts that each one of them had put in to make the conduct of the online PGCTE contact programme an outstanding success. She asked them for suggestions if any to be incorporated during the next online programme conducted by the school.

Members suggested that a feedback be taken from the participants who had registered for the programme and later dropped out. The programme coordinators agreed to get in touch with the participants for the same.

The Dean informed the members that the honourable Vice Chancellor said that there would be no face to face programmes for the next six months which would mean that the PGDTE contact programme in November will have to be conducted online. The members agreed to this and the programme coordinators Dr. Vishnu Priya and Dr. B. Venkat Rao and all the school members would in the next meeting plan for the same.

The Dean thanked the Programme Coordinators of the M.A. Part I and M.A. Part II, Dr. Asma Rasheed and Dr.Smita Joseph respectively, who had completed the tabulation and presented the results to the school. The M.A. Results were passed by the school.

Since there were a number of requests from participants and because of the extraordinary pandemic situation it was decided that the deadlines for the submission of the PGDTE second assignment would be extended from July 31 to September 15 and that of the project work submission from August 31 to October 15.

The monitors informed the Dean that the participants were mailed regarding the alternative ways to complete the project work and certain questions in PLT and TLL which required face to face classroom observation. As the deadlines were extended, and keeping in mind the time lapse for postal delays etc, it was thought that it may not be possible to send the assignments to the academic counsellors for evaluation. It was decided that all the monitors would correct the second assignments themselves in the hope that the participants could be given a quick feedback of their work.

The deadline for the submission of the second assignments of the M.A. Part I and Part II was extended to 30 September, 2020.

As some participants wrote mails stating that they were, because of the lockdown, stranded in places where they did not have the required material to complete the second assignments and requested for e.material/another set of blocks to be sent to them, it was decided that soft copies of the blocks with the options to *copy, print* or *download* disabled would be sent to them.

The Head of the Linguistics and Phonetics department, Prof. Surabhi Bharati, informed that the department had agreed to have Prof. Lakshmi Chandra as the Language and Format editor for the PGCTE materials being revised by the department. The Dean asked the other two departments also to give names of people they would like to have as Language and Format editors so that she could seek the approval of the Honourable Vice Chancellor for the same.

The Literature Department was requested to suggest suitable dates for the M.A. Part I and Part II contact programmes to be conducted in January-February.

As the school had a lot of work to be done in terms of preparation of digital content and asynchronous video lessons for the PGDTE online contact programme in November, the Heads of the Departments and the members felt that it may be difficult for each department to conduct an International Webinar by October 31. They requested the Dean to speak to the Registrar and seek approval for a single International Webinar on Distance Education to be conducted by the School. The Dean agreed to do the same.

The meeting ended with mutual thanks.


21/8/2020
Prof. Roopa Suzana
Dean, SDE

To
The VC Office
The Registrar's Office