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Minutes of the school meeting held at 11:00 am on 24th May, 2021(Monday) – Google Meet.

Members present:

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

in the Chair

1. The Dean informed the members of the school that the UGC, because of the pandemic and the grim situation in Delhi, could not call for applications for recognition of new programmes to be offered in the July cycle of admissions and that we were asked to go status quo. Therefore, the two-year PGDTE programme would not be offered in July, 2021. She conveyed that the Hon'ble Vice Chancellor has asked the school to offer PGCTE as usual and would let the school know about the one-year PGDTE programme very soon. The programme/s would be approved by the statutory bodies of the university before releasing the advertisement.
2. Regarding the conduct of the PGCTE Contact Programme in July 2021:
 - a. The members of the school were informed by the Dean that there were 252 participants eligible to attend the PGCTE online contact programme in July 2021. There may be an additional 30 participants (Grade improvement and Supplementary candidates) who may attend the CP though it was not mandatory for them to attend it. The Programme Coordinators will soon send the mails to them informing them of their eligibility to attend the online contact programme. Depending on the number of registrations it was decided to divide them into 2-3 groups.
 - b. The school decided to use the university's LMS for the conduct of the CP.
 - c. The number of live online classes and the asynchronous classes for each course, the type (Descriptive or MCQ) and the duration of

examination and the submission time would be decided at the department level and the required information would be given to the Programme Coordinators.

- d. The deadlines to submit the following to the programme coordinators were decided:
 - i. Fresh assignments for the 2021-22 admissions- 15 June 2021
 - ii. Asynchronous videos- To be uploaded on the LMS before the class time on the time table.
 - iii. Model question papers- 30 June 2021
 - iv. Final Question Papers- two sets, two days prior to the exam date
- e. The course on Practice Teaching would be a continuous assessment. The Head of the ELT Department, Prof. Suvarna Lakshmi voiced the need for at least 6-8 tutors from outside the school to handle the Practice Teaching sessions.
- f. It was decided that the monitors would explain to the participants all about the structure of the question paper, the format of submission, the submission details, the consequences of cheating etc. while presenting the model question paper. Participants may be told right at the beginning that each of them would be administered a different question paper so that none would attempt to communicate with each other for help.
- g. The 2017 participants who had re-registered and were eligible to attend the 2020 contact programme but did not attend as they had issues with the online conduct of the CP, were asked to attend the face to face CP in 2021. However, as this year's CP too is an online one, and if they still hold the same apprehensions, it was decided to allow them to attend the 2022 CP.

3. The concerns raised by the faculty members in the last meeting held on 30th March, with respect to the credits they would get for the work they have undertaken with respect to conforming the existing SLMs to the 2020 regulations was taken to the Hon'ble Vice Chancellor, as suggested by the school. This was also discussed with Ms. Deepa Chattopadhyay, Consultant on Publications at the University. The Vice Chancellor on being acquainted with the kind of work being undertaken with respect to the existing SLMs and Ms. Chattopadhyay's suggestions has approved the use of the term 'revised by (name of the faculty member)' to appear on the credits page of the SLMs.

4. The School has been offering the M.A. (English) Programme since 2010. The Coordinator of the Department of Literatures in English, proposed the floating of an M.A. in English Literature by the department, which was welcomed by the school. However, it was clarified that the department must continue to offer the courses that are currently being offered by them on other programmes and that they cannot withdraw from the same (As suggested by the Department Coordinator) and that it is possible for courses to be cross listed.

The meeting ended with mutual thanks.



Prof. Roopa Suzana
Dean

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