

The Faculty, Staff and Students
Paro College of Education
Paro

Date: 17 February 2022

Subject: Important matters related to teaching, planning and others for the semester

Dear Sir/Madam,

I would like to inform you of the following for your kind information and necessary action with immediate effect.

- 1) A meeting was held on the morning of 16 February 2022 at 9:40 a.m. to discuss and decide on the commencement of classes, teaching modality, reporting dates for students and backup plans for Teaching Practice modalities this semester.
- 2) The meeting was chaired by the President and attended by the three Deans, seven Programme Leaders, Administrative Officer, ICT Officer and Sr. Accountant. (The name list is at the end of this document.)
- 3) After a lengthy deliberation, taking all aspects presented by the current COVID situation, the following decisions were taken with immediate effect.
 - 3.1. Semester classes will commence on 28th February as announced earlier.
 - 3.2. Students will not have to report to the College for the classes until further notice and instruction from the College.
 - 3.3. The classes will be offered online for all the programmes.
 - 3.4. The online mode of classes will continue only as long as required by the situation. Once the situation in the country stabilizes, reporting dates for students will be announced.
 - 3.5. If the current situation persists, both the students and faculty should be prepared for online classes and examinations for the entire semester. However, under such a situation students in their final semester of B.Ed Primary, B.Ed Dzongkha and Dip PESC programmes will be required to report to the College physically 18 April. Classes for these final semester students will be carried out in containment mode, if necessary.
 - 3.6. Students will be paid their stipends with effect from 28 February.
 - 3.7. Tutors should upload their semester teaching plans and the initial learning materials for the students on VLE by 27th February. Subsequent learning materials should be uploaded on the VLE in a consistent and timely manner.

- 3.8. The Programme Leaders having new cohort of students and the ICT Officer will conduct their orientation programmes virtually on the following dates.

Orientation programme for new PgDE Dzongkha students:

Date: 24th February
Time: 10.00 a.m.
Training on VLE at 2.00 p.m.

Orientation programme for new M.Ed (Inclusive Education, Prg English, Prg Social Studies, Prg Science, Prg Maths) students:

Date: 25th February
Time: 10.00 a.m.
Training on VLE at 2.00 p.m.

- 3.9. Optional modalities of teaching practice requirements of the students on TP will be explored in case some or all of the TP students are not able to practise in the schools they have been sent to. TP Coordinator and Committee with support from the relevant PLs and DAA will explore all options and propose these in the coming weeks.

- 3.10. The Semester academic calendar will be as follows.

Semester end examinations: 13-20 June 2022
Evaluation and compilation of marks: 30 June
Programme Boards of Examinations: 4-5 July
College Academic Committee Meeting: 6 July
Result Declaration: 9 July
Summer Break for faculty: 11-25 July

Participant in the meeting:

- 1) Dr. Dorji Thinley, President
- 2) Dr. Kezang Sherab, Dean, RIL
- 3) Mr. Ngawang Phuntsho, Dean, SA
- 4) Mr. Karma Yeshey, Dean, AA
- 5) Dr. Karma Jigyel, PL, M.Ed in Inclusive Education
- 6) Dr. Dorji Wangchuk, PL, M.Ed in Primary English and M.Ed in Primary Social Studies
- 7) Mr. Kezang Dorji, PL, B.Ed Dzongkha
- 8) Mr. Jurmi Thinley, PL, B.Ed Prg (old)
- 9) Mr. Ugyen Namdel, PL, B.Ed Primary (New)
- 10) Mr. Penjor, PL, B.Ed Primary Dzongkha
- 11) Mr. Tandin Peljor, PL, PgDE Dzongkha
- 12) Mr. Kishor Kumar, Administrative Officer
- 13) Mr. Kuenzang Thinley, Sr. Accountant
- 14) Ms. Dawa Pem, ICT Officer

The meeting adjourned at 12:30 p.m.

The noting done by Karma Yeshey, DAA.