



# CHANGE AT THE HELM

We at TCX would like to welcome Associate Professor Dr Santhi Raghavan as the new director of the Centre for Tutor Management and Development (CTMD). Previously, she was the Deputy Director of the Centre for Graduate Studies. Nik Azlina, who was the senior manager of CTMD, is now a senior lecturer in the Faculty of Business and Management. We wish them both well in their new posts and hope that they will continue to contribute to TCX.

CTMD is responsible for the overall management of tutors. So, if you have any queries or comments, you are most welcome to contact the centre. Below are some CTMD phone numbers which could be of use to you:

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03-2773 2789

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## IMPORTANT DATES

### OMES Deadlines

PROGRAMME	ACTIVITY	DATE (2008)
Undergraduate	Key in marks for assignment and quizzes	27 October – 9 November
	Key in marks for online participation	24 – 30 November
Postgraduate	Key in marks for Assignment 1	13 – 26 October
	Key in marks for Assignment 2	10 – 23 November
	Key in marks for online participation	22 – 28 December

### Upcoming Activities

ACTIVITY	DATE	REMARKS
Tutors/ Facilitators Monitoring	Tutorials 2, 3 & 4	Class observations will be done by Lead Tutors and OUM academic staff  Observations will be made based on the training programme conducted in August 2008
Teaching Permit Application	Tutorial 5	Tutors who have not applied for a teaching permit must submit their application forms to the Administrator at your learning centre