

School of Distance Education

Information and Application Form

Post Graduate Diploma in the Teaching of English (PGDTE)

Programme Duration: 1 Year

Eligibility: PGCTE from EFLU/CIEFL

Fee structure for Indian Nationals:

| | General/ OBC | SC/ ST |
|---|-------------------|-------------------|
| Registration fee | Rs. 200/- | Rs. 200/- |
| Tuition fee (including examination fee) | Rs. 1100/- | Rs. 550/- |
| Student Welfare Fund | Rs. 2700/- | Rs. 1350/- |
| Development Fund | Rs. 1200/- | Rs. 600/- |
| Postage | Rs. 1000/- | Rs. 1000/- |
| Total programme fee | Rs. 6200/- | Rs. 3700/- |
| Cost of application form | Rs. 500/- | Rs. 250/- |

Differently-abled (VHC/PHC) students have to pay only the Registration fee and the postage.

| Fee structure for foreign nationals (including SAARC nationals) | | | |
|--|---|---|--|
| | Sponsored Students Rs. | Self-financed students from Non-SAARC countries Rs. | Self-financed students from SAARC countries (excluding India) Rs. |
| Registration fee | 200 | 200 | 200 |
| Tuition fee | 2200 | 2200 | 1650 |
| Examination fee | 500 | 500 | 500 |
| Students' welfare fund | 4200 | 4200 | 2700 |
| Computer, internet and sports fund | 500 | 500 | |
| Reserve fund | 41900 | 41900 | 4000 |
| Development fund | 4200 | 4200 | |
| Postage for all non-Asian countries | 8000* | 8000* | |
| Postage for other-Asian countries | 5000 | 5000 | |
| Postage SAARC countries | | | 1000 |
| Medical Insurance/need/help | | 2000 | 2000 |
| Total Programme fee | 58,700 (\$1277) 61,700* (\$1342) | 60,700 (\$1320) 63,700* (\$1385) | 12,050 (\$262) |
| Cost of application form | 500 (\$11) | 500 (\$11) | 500 (\$11) |

Other Information:

Refund of Fee:

Total programme fee will be refunded to the candidates who are ineligible for admission or, for any other reason, are not admitted to the programme.

Application for admission should be made in the prescribed form (an application form can also be downloaded) and mailed to The Dean, School of Distance Education, The English and Foreign Languages University, Hyderabad-500 007.

Procedure for application:

1. For an application form, you can make a request to the 'The Dean, School of Distance Education, The English and Foreign Languages University, Hyderabad 500 007' enclosing a crossed D.D. for Rs.500/- (Rs.250/- for SC/ST) drawn in favour of the Registrar, EFL University, Hyderabad 500 007. Application forms will be sold from 1 August to 15 October. Filled-in application forms will be accepted from 1 August to 31 October.
2. If you are using an internet application form, please enclose with your application form a demand draft for an amount of Rs.500/- (Rs.250/- for SC/ST) towards the cost of the application form and another demand draft for the total programme fee for PGDTE. That is, an Indian citizen living in India should send two crossed demand drafts: one for Rs.500/- (Rs.250/- for SC/ST) and one for Rs.6200/- (Rs.3700/- for SC/ST) along with the filled-in Internet application form to 'The Dean, School of Distance Education, The English and Foreign Languages University (Osmania University Campus), Hyderabad-500 007'. The demand drafts should be drawn in favour of 'The Registrar, EFL University, Hyderabad 500 007'
3. If you are using a printed application form that you have bought from the University you have to pay only the total programme fee for PGDTE. That is, an Indian citizen living in India should send only one crossed demand draft for Rs.6200/- (Rs.3700/- for SC/ST) along with the filled-in printed application form to 'The Dean, School of Distance Education, The English and Foreign Languages University, Hyderabad-500 007. The demand draft should be drawn in favour of 'The Registrar, EFL University, Hyderabad 500 007.

Courses offered on the programme:

1. Principles of Language Teaching
2. The Use of English
3. Testing Language and Literature
4. Stylistics
5. Indian Writing in English – I
6. Indian Writing in English – II
7. General and English Linguistics
8. The Phonetics of English

A participant will have to either

(a) choose any five of the above eight courses

or

(b) choose any four of the above eight courses and work on a project assigned to him / her. The project, like the other courses, will carry 100 marks. The project report should be not less than 5000 words in length.

The English and Foreign Languages University

Hyderabad 500 007, India.



Recent
photo attested by
gazetted
officer/head of
recognized
educational
Institution***

SCHOOL OF DISTANCE EDUCATION

APPLICATION FOR ADMISSION TO

POST-GRADUATE DIPLOMA IN THE TEACHING OF ENGLISH

Check list for applicants:

1. M.A. Certificate copy
2. Demand Draft
3. Hall Ticket
4. Photos
5. SC/ST/ OBC Certificate
6. Visually/Physically-challenged certificate
7. Document proof for change of name (if any)
8. PGCTE Certificate Copy

FOR OFFICE USE ONLY

Eligible: Yes No

Admitted: Yes No

Checked by:

1. 2. 3.

(Asst.)

(S.O.)

(Programme
Coordinator)

Roll No:

*** Candidates who are unable to get the attestation on the photograph from a Gazetted Officer may submit a photocopy of their **PAN card, Aadhar card** or **Passport**, wherein their photograph should be clearly visible. Details like *Candidate's name, Father's and/or Mother's name* and *Date of birth* should be exactly the same in the Application form and the Proof of Identity submitted.

INSTRUCTIONS TO CANDIDATES

1. All entries must be typed or written in **BLOCK LETTERS**.
2. Applications not accompanied by a copy of M.A. Pass/Provisional Certificate, Marks lists and the total fee will be rejected.
3. The Demand Draft should be drawn in favour of the “**Registrar, EFL University, Hyderabad**”.
4. Please send the application by **Registered Post with acknowledgement due to:**

**The Dean
School of Distance Education
The English and Foreign Languages University
Near Tarnaka, Hyderabad-500007, INDIA. Ph.040-27095025,27689431.**
5. If your present name is different from the one in your M.A. Certificate, please enclose a Document as proof (ie. marriage certificate or gazette notification) or else the name in the M.A. Certificate will be recorded.
6. Enclose a self addressed post-card for the acknowledgement of receipt of the application form.

1. Name in full: Mr./Ms.: _____
(in **Block Letters**)

2. Academic Record:

| Examination Passed (Begin with Master's Degree) | University/ Institution | Subject (s) | Division/Class | Percentage of Marks | Year of Passing |
|--|----------------------------|-------------|----------------|------------------------|-----------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

| | |
|--|---|
| <p>1. PGCTE (EFL University/CIEFL) Or PGDTE (EFL University/ CIEFL) (Semester-I)</p> | <p>Admitted_____ Passed_____</p> <p style="text-align: center;">Year</p> <p>Roll No.:_____ Overall Grade_____</p> |
| <p>2. DD No. Amount:</p> | <p>Date: Drawn on:</p> |
| <p>5. Mailing address:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Pin Code:_____</p> <p>State:_____</p> <p>Nearest Rly. Stn:_____</p> <p>Telephone No:_____</p> <p>Mobile No:_____</p> <p>### E-mail ID_____</p> | <p>Permanent address:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Pin Code:_____</p> <p>State:_____</p> <p>Nearest Rly. Stn:_____</p> <p>Telephone No:_____</p> |
| <p>6. Date of Birth</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Day Month Year</p> | <p>Place of birth_____</p> <p>District_____</p> <p>State_____</p> |

All future communication with and from the School of Distance Education, unless otherwise required, will preferably be only through e-mails. Therefore, please give us a working email id and write it **legibly**.

7. Mother's Name: _____

8. Father's Name: _____

9. Nationality_____

10. Do you belong to a Scheduled Caste/Scheduled Tribe/ OBC?

Scheduled Caste: **Yes/No.** Scheduled Tribe: **Yes/No.** OBC: **Yes/No.**

If yes, Please enclose a certificate from a competent authority.

11. If you are visually challenged or physically (orthopaedically) challenged, please enclose a certificate from a competent authority.

12. What languages other than English can you

Speak?

Read?

13. Teaching Experience:

| Institution | Designation | Subject taught (Indicate the level) | Date | |
|-------------|-------------|--|------|----|
| | | | From | To |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

14. Present Employment:

| Institution | Designation | Permanent/Temporary | Govt./Non-Govt. | Date of appointment |
|-------------|-------------|---------------------|-----------------|---------------------|
| | | | | |

15. Please tick (√) your choice against the Courses you wish to choose as per the instructions given in the prospectus.

- | | |
|--|-----|
| 1. Principles of Language Teaching | () |
| 2. The Use of English | () |
| 3. Testing Language & Literature | () |
| 4. Stylistics | () |
| 5. Indian Writing in English Course I | () |
| 6. Indian Writing in English Course II | () |
| 7. General and English Linguistics | () |
| 8. The Phonetics of English | () |

Project Course: (One of the eight above)

and the topic

DECLARATION

1. I will abide by the rules of the University and will not act in any manner that will hamper the discipline of the University.
2. The information I have given above is correct and complete to the best of my knowledge.
3. I understand that any false information given by me may result in cancellation of my admission.

Place:

Date:

Signature

The English and Foreign Languages University
Hyderabad-500 007, India.
SCHOOL OF DISTANCE EDUCATION
(Post-Graduate Diploma in the Teaching of English)
HALL TICKET
(_____ Month _____ Year)

Latest passport size photograph of the candidate. The certifying authority should sign across the photograph as well as the hall ticket form**

(To be signed by a gazetted officer or the head of a recognized educational institution at the high school or college level)

This is to certify that the candidate has signed in my presence.

He/She bears the following marks of identification. (This column must be filled in either by the candidate or the certifying authority)

(1) _____

(2) _____

Specimen
Signature of the
Candidate

Signature of the **certifying authority**

Name in Capitals (_____)

Designation:

Rubber Stamp:

Roll No.

Name

Centre

DA

S. O.

DEAN

** Candidates who are unable to get the attestation on the photograph from a *Gazetted Officer* or the *head of a recognized educational institution* may submit a photocopy of their **PAN card, Aadhar card** or **Passport**, wherein their photograph should be clearly visible. The **original** of the Proof of Identity submitted has to be produced in the exam hall for verification.

INSTRUCTIONS TO CANDIDATES

1. Candidates are required to bring their Hall Ticket along every day of the examination.
2. The photograph on the Hall Tickets should bear the signature of the certifying authority (any gazetted officer or head of a recognized educational institution at the high school or college level) across the photograph as well as the Hall Ticket form and should be presented for inspection whenever demanded.
3. Candidates should be in their seats at least five minutes before the distribution of the question papers.
4. No candidate shall be permitted to enter the examination hall after half an hour of the commencement of the examination. No candidate shall be permitted to leave the examination hall during the first half an hour of the examination.
3. Candidates are prohibited from writing their names on any part of the answer book. They should write their Roll No. legibly on the cover of the answer books only in the space specially provided for the purpose; otherwise their answers will not be valued.
4. Answers should be written on both sides of the paper.
5. Candidates should on no account address any communication to the examiner. They should also not address the examiner in any manner whatsoever in their answer books. If they do so, their papers will not be valued.
6. Candidates are prohibited from bringing into the Examination Hall any books, notebooks or loose sheets of paper. If they do, they are liable to expulsion. Candidates are also prohibited from talking to each other or from copying from others or allowing others to copy from them; or taking or giving any other kind of assistance, or talking to or communicating with a person outside the Examination Hall. If a candidate is found violating these rules, s/he will at once be expelled from the Examination Hall and will not be allowed to sit for the remaining papers.
7. No part of the answer book should be separated and no paper detached from the answer book. If the answer book is not sufficient, additional book(s) will be provided which should be securely fastened to the answer book.