

HANDBOOK FOR UNDERGRADUATE PROGRAMMES

2022-2023



THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY
HYDERABAD, LUCKNOW, SHILLONG

HANDBOOK FOR UNDERGRADUATE PROGRAMMES - 2022-23

Introduction

This Handbook provides detailed information regarding the academic requirements and course content pertaining to all Undergraduate programmes at the English and Foreign Languages University (EFLU). Its purpose is to inform the students of the guidelines and milestones relevant to successful completion of their degree programme and is to be used in conjunction with the University's Academic Ordinances which describe policies and procedures for Undergraduate programmes.

Students should follow the University policies described in this Handbook and in the University Ordinances. This includes following registration requirements, meeting deadlines, maintaining attendance, and acquiring adequate grades for promotion. In the event any information presented in this Handbook is changed during the academic year, students will be notified.

We hope this Handbook is of good use to you. We wish you a rewarding experience during your programme at the EFL University.

About the EFL University

The English and Foreign Languages University (EFLU) (formerly, the Central Institute of English and Foreign Languages [CIEFL] founded in 1958) was created by an Act of Parliament and came into being on 03 August 2007. The EFL University has three campuses: the headquarter is in Hyderabad, while the other two are in Lucknow (since 1979) and Shillong (since 1973).

The University continues to build upon the achievements of the CIEFL, and expand its activities on the national and global stage. Its mandate is to advance and disseminate "instructional, research, and extension facilities in the teaching of English and Foreign Languages and Literatures in India" as well as "to take appropriate measures for inter-disciplinary studies and research in Literary and Cultural Studies, and to develop critical inter-cultural understanding of civilizations," as mentioned in the Act (2006) (No.7 of 2007). The objectives of the University are to bring quality education in the disciplines and sub-disciplines of English and foreign languages within the reach of all Indian and international students.

The objectives of the University, as stated in the Act are:

- to disseminate and advance knowledge by providing instructional, research, and extension facilities in the teaching of English and foreign languages and literature in India;
- to train language teachers in methods and approaches appropriate to the Indian context;

- to provide expertise in language and teacher education to foreign professionals;
- to evolve indigenous ways of testing language proficiency;
- to make provisions for innovative teaching-learning materials in print and electronic media;
- to initiate inter-disciplinary studies and research in literary and cultural studies; and
- to develop critical intercultural understanding of civilizations.

November 2022 – August 2023

EVENTS	Semester-I	Semester-II
Registration of courses (only for postgraduate students pursuing courses in the English Stream)	16 November 2022	27 March 2023
Commencement of Classes (except for PG courses in the English Stream)	16 November 2022	27 March 2023
Commencement of classes for PG courses (English stream)	21 November 2022	28 March 2023
Payment of fees without late fee	--	6 April 2023
Last date for adding/dropping modular course	26 November 2022	5 April 2023
Final registration for courses	28 November 2022	6 April 2023
First Internal assessment	19-21 December 2022	27 to 29 April 2023
Second internal assessment	23-30 January 2023	26 – 28 June 2023
Third internal assessment	20-22 February 2023	17 – 19 July 2023
Submission of internal assessment grades in the Office of the COE	24 February 2023	21 July 2023
Submission of <i>No Dues</i> in the Office of the COE	4 March 2023	24 July 2023
Last day of Instruction	3 March 2023	20 July 2023
Submission of attendance in the Office of the COE	4 March 2023	21 July 2023
Preparation for exams	4 – 9 March 2023	21 – 27 July 2023
Issue of admit passes	9 March 2023	26 July 2023
Semester-end examinations	10 - 18 March 2023	28 July – 5 August 2023
Semester break for students	19 March – 26 March 2023 (reopening on 27 March 2023)	6 – 13 August 2023 (Re-opening on 14 August 2023)
Submission of grades of the semester- end examinations	21 March 2023	7 August 2023
Declaration of results	27 March 2023	11 August 2023

Last date for applying for supplementary/Grade improvement examinations	29 March 2023	14 August 2023
Conduct of Supplementary/Grade improvement examinations	30 March to 1 April 2023	17 – 19 August 2023
Declaration of results of the supplementary/Grade improvement examinations	5 April 2023	21 August 2023

Vacation	
Winter Vacation for teachers and students (2022 batch)	22 December 2022 - 1 January 2023
Re-opening for students and Teachers	2 January 2023
Summer Vacation for Teachers & students of 2022 Batch)	11 May 2023 – 4 June 2023
Re-opening	5 June 2023

Message from the Vice Chancellor

I cordially welcome you to the English and Foreign Languages University.

Here is a University that is the centre and cynosure of language and literary studies in India. Students can find an efficacious environment to pursue their studies and researches in the living, evolving miracle

called language. The Ramesh Mohan Library is geared to promote just such studies and research making the English and Foreign Languages University a veritable cornucopia for those brought up on and dedicated to learning and teaching English and foreign languages. Our courses are copious and comprehensive. The courses that we offer are tailor-made to suit your career and interests. An *India Today* all India ranking placed us the first in teacher-student ratio. It is no wonder that the University is at the leading edge, a major innovator of methods and materials for teaching English and foreign languages in India.

Our University is compact and cohesive in academic and extra-curricular activities and we provide for a rounded development of our students and staff. Our facilities such as the Multipurpose Indoor Sports Complex-cum Auditorium, Gymnasia, Amphitheatre, the Music Club, the Finishing School, to mention a few are designed to ensure a balanced growth. The Hostels are well-served with all possible facilities and are conducive to a comfortable stay and academic enrichment.

You are embarking on perhaps the most important and exciting journey of your life. Arguably, these are your best chances for academic achievements. We are confident that that this journey will enable you discover new interests, learn new skills, and help achieve your goals. *Abeunt studia in mores*— “studies pass into character”—and here is your best opportunity to shape it.

My best wishes to each one of you for a fulfilling and rewarding academic and personal experiences at the EFL University.

Prof. E. Suresh Kumar
Vice Chancellor



4-Year BA (Hons/Research) English Programme

The 4-Year BA (Hons/Research) English Programme draws upon the three major disciplinary streams of the University, namely English Language Education, Literary Studies, and Language Sciences, and from the broad spectrum of disciplines in the humanities and social sciences. The Programme has four exit points. Students exiting the Programme at the end of the first year will receive a Certificate, the second year, a Diploma, and the third year, a BA degree. Students who wish to continue on the Programme into the fourth year can opt for a BA (Honors) degree. Those students with a high OGPA can pursue the into the fourth year to obtain a BA (Research) degree.

The envisaged **Programme Outcomes** are as follows. Upon successful completion of the Programme, participants will be able to:

1. demonstrate (i) a systematic, extensive, and coherent knowledge and understanding of English Language, the linguistic system and usage, and Literature as a whole and its applications, and affinities to disciplinary areas/subjects of study; including a critical understanding of the established theories, principles, and concepts, and of a number of advanced and emerging issues in English Language and Literary Studies; (ii) knowledge of the English language and culture that creates different types of professionals related to these competencies, including research and development, teaching, and government and public service; and (iii) critical understanding of current developments in English language and literature, and an ability to use established techniques of analysis and enquiry within the humanities in general and English Language study, and Literary Studies in particular;
2. demonstrate a broad understanding of the materials, including current research, scholarly and/or professional literature, relating to essential and advanced learning areas pertaining to English Language and Literary Studies, and techniques and skills required for identifying problems and issues relating to the study of the English Language, and the Literatures in English;
3. demonstrate skills in collection of relevant quantitative and/or qualitative data drawing on a wide range of sources, analysis, and interpretation of data using methodologies appropriate to the humanities, and for formulating logical and evidence-based solutions and arguments;
4. use knowledge, understanding, and skills for critical assessment of a wide range of ideas and complex problems and issues relating to the use of the English Language and the study of Literatures in English and in other cultures;
5. communicate the results of studies undertaken in the humanities and language and Literary Studies accurately in a range of contexts using the main paradigm, concepts, constructs, and techniques within the disciplines;
6. identify and address one's own learning needs relating to current and emerging areas of study, making use of research, development, and professional materials, including those related to new frontiers of knowledge in the humanities;

7. apply one's knowledge of the humanities, English Studies in particular, and transferable skills to new/unfamiliar contexts, and to identify and analyze problems and issues, and seek solutions to real-life problems; and
8. demonstrate language and literary competencies and transferable skills that are relevant to some of the job trades and professions.

The structure of the Programme is illustrated in the template below:

TEMPLATE FOR UNDERGRADUATE PROGRAMMES AS PER NEP2020
4-year BA (Hons./Research) English
FL=Foreign language MD: Multidisciplinary course to be pursued through
the SWAYAM MOOCs platform where necessary

	Domain specific	Credit	FL	MD	Total
Semester I	12 credits (Introductory Courses-Level I) Communicative English-I (Listening, speaking) Genres of Writing-I History of English Phonetics of English	3 3 3 3	03	03	18
Semester II	12 credits Communicative English-II (Reading and vocabulary, writing) The Structure of English Genres of Writing-II Modern English Grammar and Usage	3 3 3 3	03	03	18
Exit Certificati on	Bridge Course – 4 Credits Internship – 6 Credits (36+10= 46 Credits) Undergraduate Certificate				36 Credits
Semester III	12 credits Academic reading and writing A course from Language Sciences A course from Literature A course from ELE	3 3 3 3	03	03	18
Semester IV	12 credits A course from Language Sciences A course from Literature A course from ELE An elective course in Film Studies/Media and Communication	3 3 3 3	03	03	18
Exit Certificati on	Bridge Course – 4 Credits Internship – 6 Credits (72+10= 82 Credits) Undergraduate Diploma				36 Credits
Semester V	12 credits A course from Language Sciences A course from Literature A course from ELE An elective course in Language Sciences/ Literature/ELE	3 3 3 3	A course in Cultural Studies/A& P/Social Exclusion Studies 03 credits	03	18
Semester	12 credits		A course in		18

VI	A course from Language Sciences A course from Literature A course from ELE An elective course in Language Sciences/ Literature/ELE	3 3 3 3	Cultural Studies/A& P/Social Exclusion Studies 03 credits		
Exit Certificati on	Bridge Course – 4 Credits Internship – 6 Credits B.A.Degree				108 +10 credits = 118
	B.A with OGPA of 7.5				
Semester VII	18 credits Research Methodology Graduate Seminar in the domain (Literature/Linguistics/ELT) Reading course in the domain (Literature/Linguistics/ELT) Critical and Evaluative Reading	5 3 5 5			18
Semester VIII	15 credits Dissertation Reading course in the domain (Literature/Linguistics/ELT)	10 5	Profession al Communi- cation 3 credits		18
Exit Certificati on	B.A. (Research)				154
	B.A Degree				
	15 credits 4 courses in the domain (Literature/Linguistics/ELT) for 3 credits each An elective course in the domain (Literature/Linguistics/ELT)	4x 3 =12 3		03	18
	15 credits 4 courses in the domain (Literature/Linguistics/ELT) for 3 credits each An elective course in the domain (Literature/Linguistics/ELT) 3 credits	4x 3 =12 3	A course in Cultural Studies/A& P/Social Exclusion Studies 03 credits		18
Exit Certificati on	B.A. (Hons.)				118+ 36 = 154 credits

BA (Hons./Research) Performance Arts and Humanities

The programme introduces students to performing arts from traditional to experimental forms to the students. Courses for eight semesters are about the introduction to performing arts; canonical and experimental drama; historiography of theatre; archeology of theatre; performing techniques; concepts and methods of acting, direction and production; possibilities of forging of body, space and technology in performances; and other related areas/topics. The courses aim at strengthening the conceptual, theoretical and performative aspects of the discipline among students. It stresses on the training and disciplining of students in artforms of their choice within the field of Performing arts and Humanities. In the third year of the programme, students will be encouraged to undertake research projects and internships with performance related industry to explore the innovative dimensions in the area, experiment with the available means and technologies, and generate scholarship in the domain area. Students exiting the Programme at the end of the first year will receive an Undergraduate Certificate, the second year, an Undergraduate Diploma, and the third year, a BA degree. Students who wish to continue on the Programme into the fourth year can opt for a BA (Honors) degree. Those students with a high OGPA can pursue the Programme to obtain a BA (Research) degree.

The Programme Outcomes are as follows:

At the end of the Programme the students will be able to:

1. demonstrate (i) a systematic, extensive and coherent knowledge and understanding of performance arts and affinities to disciplinary areas/subjects of study; including a critical understanding of the established theories, principles and concepts, and of a number of advanced and emerging issues in performance and theatre studies; (ii) explore possibilities of engagements between performance, theatre and new media; (iii) knowledge of the performance arts that creates different types of professionals related to these competencies, including actors-performers, directors, script writers, set and costume designers, and a critical understanding of the present forms of theatre arts, practices and theories
2. demonstrate a broad understanding of the study materials, research materials as well as documents of performances in various media and abilities to find problems and solutions through the innovative approaches in performance arts
3. use knowledge, understanding, and skills for critical assessment of a wide range of ideas and complex problems and issues relating to the performance arts in Indian and world theatre
4. demonstrate competencies and skills acquired through the training in performance arts that are relevant to performance related occupations such as performers, script writers, directors, set designers, and other related professions.

The structure of the Programme is illustrated in the template below:

	Domain specific	Credits	Interdisciplinary Course	Multidisciplinary Course	Total no. of credits
Semester I	12 credits 4 courses of 3 credits each 1. Performing Arts: History, Traditions and Practice 2. Indian Theatre /Performance Tradition I (Classical Theatre) 3. Greek Theatre and Theory of Performance 4. Folk Theatres in India	3 3 3 3	Foreign Language 03 credits	03	18
Semester II	12 credits 4 courses of 3 credits each 1. Theatre and other Performing Arts 2. Drama: Forms/Genres and Practice 3. Modern European Experimental Theatre 4. Indian Theatre Tradition II (Modern Indian Theatre)		Foreign Language 03 credits	03	18
Exit Certification	Bridge Course – 4 Credits Internship – 6 Credits (36+10= 46 Credits) Undergraduate Certificate				36 Credits
Semester III	12 credits 4 courses of 3 credits each 1. Theorising Performance and Theatre 2. Text to Performance (Writing for Stage) 3. Acting on Stage I (Body on Stage) 4. Archeology of Theatre (Theatre and Space)		Departmental Electives in the domain 03 credits	03	18
Semester IV	12 credits 4 courses of 3 credits each 1. Technology in Theatre 2. Direction on Stage 3. Theatre and Training of the Artists and Audience 4. An elective course in Film Studies/Media and Communication		Departmental Electives in the domain 03	03	18 36 credits
Exit Certification	Bridge Course – 4 Credits Internship – 6 Credits (72+10= 82 Credits) Undergraduate Diploma				72 credits
Semester V	12 credits 1. Acting on Stage II 2. Theatre Production		Foreign Language	03	18

	3. Theatre and Other Media 3. An elective course in Language Sciences/ Literature/ELE		03 credits		
Semester VI	12 credits 1. Theatre for Special Purposes 2. Theatre Pedagogy 3. Two elective courses from School of Language Sciences/ Literature/ELE		Foreign Language 03 credits	A course in Cultural Studies/A &P/Social Exclusion Studies 03 credits	18
Exit Certification	Bridge Course – 4 Credits Internship – 6 Credits B.A. Degree				108 + 10 = 118 credits
	B.A Degree + OGPA of 7.5				
Semester VII	18 credits Research Methodology 5 credits Graduate Seminar on Theatre /Performance 3 credits Reading course in the domain 5 credits Critical and Evaluative Reading 5 credits				18
Semester VIII	15 credits Reading course related to the research topic 5 credits Dissertation 10 credits		Professional Communication 03 credits		18
Exit Certification	B.A. Research				154 credits
Semester VII	15 credits 5 courses of 3 credits each			03	18
Semester VIII	15 credits 5 courses of 3 credits each		Professional Communication 03 credits		18
Exit Certification	B.A. Hons				154 credits

4-Year BA (Hons/Research) Digital Communication Programme

The 4-Year BA (Hons/Research) English Programme aims to create innovative pedagogical initiatives through integration of practice-based content with theoretical knowledge, and to integrate media theories into the ongoing digital transition in all aspects of human communication. The Programme has four exit points. Students exiting the Programme at the end of the first year will receive a Certificate, the second year, a Diploma, and the third year, a BA degree. Students who wish to continue on the Programme into the fourth year can opt a BA (Honors) degree.

Those students with a high OGPA can pursue the programme to obtain a BA (Research) degree.

Programme Outcomes

1. To critically examine the issues surrounding the digital transition of communication and their connections to contemporary socio-political and economic contexts.
2. To understand the convergence of mass media practices through digital and web-based technologies
3. To demonstrate a broad knowledge of the historical evolution of communication theories and media practices.
4. To develop and demonstrate design, visualization, and audio-visual production skills and their applications in digital media forms
5. To develop craft of writing and storytelling for digital media and online platforms
9. To prepare for careers in emerging fields in the digital media landscape.
10. To produce a portfolio of original work in various digital media formats that can be used for professional advancement and creative fulfilment
11. To learn and apply communication research methods to identify and analyse problems and questions in digital communication.
12. To learn techniques and skills for the critical analysis of media forms and content.

The structure of the Programme is illustrated in the template below:

	Domain specific	Credits	Interdisciplinary Course	Multidisciplinary Course	Total no. of credits
Semester I	12 credits 4 courses of 3 credits each	12	Foreign Language 03 credits	03	18
Semester II	12 credits 4 courses of 3 credits each	12	Foreign Language 03 credits	03	18
Exit Certification	Bridge Course – 4 Credits Internship – 6 Credits (36+10= 46 Credits) Undergraduate Certificate				36 credits
Semester III	12 credits 4 courses of 3 credits each	12	Departmental Electives in the domain 03 credits	03	18
Semester IV	12 credits 4 courses of 3 credits each	12	Departmental Electives in the domain 03	03	18 36 credits
Exit Certification	Bridge Course – 4 Credits Internship – 6 Credits (72+10= 82 Credits) Undergraduate Diploma				72 Credits
Semester V	12 credits 2 courses of 3 credits each (core) 1 course of 3 credits (elective) 1 course of 3 credits	12	Foreign Language 03 credits	03	18

Semester VI	2 courses of 3 credits each (core) 1 course of 3 credits (elective) 1 course of 3 credits	12	Foreign Language 03 credits		18
Exit Certification	Bridge Course – 4 Credits Internship – 6 Credits B.A. Degree				108+10 = 118 credits
B.A Degree + OGPA of 7.5					
Semester VII	18 credits Research Methodology 5credits Graduate Seminar for 3 credits in Reading course in the domain 5 credits Critical and Evaluative Reading5 credits	18			18
Semester VIII	15 credits Reading course related to the research topic 5 credits Dissertation 10 credits	15	Professional Communication03 credits		18
Exit Certification	B.A. Research				154 credits
Semester VII	15 credits 5 courses of 3 credits each	15		03	18
Semester VIII	15 credits 5 courses of 3 credits each	15	Professional Communication 03 credits		18
Exit Certification	B.A. Hons				154 credits

4-Year BA (Hons/Research) Arabic, French, German, Italian, Japanese, Korean, Persian, Russian, Spanish Programmes

The 4-Year BA (Hons/Research)Arabic, French, German, Italian, Japanese, Korean, Persian, Russian, Spanish Programmesnot only teach the various aspects of theseforeign languages like oral and written expression, reading and listening comprehension, and the use of the target foreign language for academic purposes. Students are also provided training in the use of the target foreign language in business communication. Students are trained for jobs in the tourism and hospitality industry, translation services, digital content creation etc. The Programmes have four exit points. Students exiting the Programme at the end of the first year will receive a Certificate, the second year, a Diploma, and the third year, a BA degree.Students who wish to continue on the Programme into the fourth year can opt a BA (Honors) degree. Those students with a high OGPA can pursue the programme to obtain a BA (Research) degree.

The envisaged **Programme Outcomes** are as follows. Upon successful completion of the Programme, participants will be able to:

- 1.demonstrate a systematic, extensive, and coherent knowledge and understanding of the chosen foreign language and its literature and culture.

2. use knowledge, understanding, and skills for critical assessment of a wide range of ideas and complex problems and issues relating to the use of the foreign language and the study of Literatures in in these languages and other cultures;
3. apply one's knowledge of the humanities and language studies, and transferable skills to new/unfamiliar contexts, and to identify and analyze problems and issues, and seek solutions to real-life problems; and
4. demonstrate language and literary competencies and transferable skills that are relevant to some of the job trades and professions.

4-year BA (Hons. /Research) (FL stream)

Multidisciplinary courses to be pursued through the SWAYAM platform

	Domain specific	Credits		Multi disciplinary Course	Total no. of credits
Semester I	12 credits (Introductory Courses-Level I) 4 courses of 3 credits each	12	Communicative English-I (L, S,R,W, Grammar, Vocabulary) 03 credits	03	18
Semester II	12 credits Level-II courses: 4 courses of 3 credits each	12	Communicative English-II (L, S,R,W, Grammar, Vocabulary) 03 credits	03	18
Exit Certification	Bridge Course – 4 Credits Internship – 6 Credits (36+10= 46 Credits) Undergraduate Certificate				36 credits
Semester III	12 credits Level-II 4 courses of 3 credits each	12	Departmental Electives in the domain 03 credits	03	18
Semester IV	12 credits Level-III 4 courses of 3 credits each	12	Departmental Electives in the domain 03	03	18 36 credits
Exit Certification	Bridge Course – 4 Credits Internship – 6 Credits (72+10= 82 Credits) Undergraduate Diploma				72 credits
Semester V	12 credits Level-III 2 courses of 3 credits each (core) 1 course of 3 credits (elective) 1 course of 3 credits in	12	Communicative English-III (L, S,R,W, Grammar, Vocabulary) 03 credits	03	18

	oral Translation and Interpretation-I (compulsory)				
Semester VI	15 credits 3 courses of 3 credits each (core) 1 course of 3 credits (elective) 1 course of 3 credits in oral Translation and Interpretation-II (compulsory)	15	Introduction to English Linguistics 03 credits		18
Exit Certification	Bridge Course – 4 Credits Internship – 6 Credits B.A. Degree				108 + 10 = 118 credits
	B.A Degree + OGPA of 7.5				
Semester VII	18 credits Research Methodology 5credits Graduate Seminar for 3 credits in Literature/Linguistics of the foreign language concerned Reading course in the domain 5 credits (Literature/Linguistics of the foreign language concerned) Critical and Evaluative Reading 5 credits				18
Semester VIII	15 credits Reading course related to the research topic 5 credits Dissertation 10 credits	15	Professional Communication 03 credits		18
Exit Certification	B.A. Research				144 credits
Semester VII	15 credits Level-V 4 courses of 3 credits each			03	18
Semester VIII	15 credits Level-VI 4 courses of 3 credits each	15	Professional Communication 03 credits		18
Exit Certification	B.A. Hons				144 credits

B.A. Dissertation Guidelines

Students of B.A. Research are required to write a dissertation on a research topic of their choice, under the supervision of a faculty member. The dissertation is worth 10 credits and intends to provide students with an introduction to independent research. The topic chosen should be directly from the domain the student is majoring in. The dissertation could be on theory or on application of a theory. The dissertation should have a modest focus so that it can be completed within a semester.

1. Format guidelines:
 - Length: 10,000 – 12,000 words (approximately 25-30 pages)
 - Paper size: A4, Spacing: double space, Font type: Times New Roman, Font size: 12
 - The Dissertation should have the following parts/sections:

Title page, DeclarationPage, Abstract, Table of Contents, Acknowledgement, Appendices, Bibliography
 - For formatting conventions, please follow the MLA or the APA style Sheet
2. Plagiarism clearance: The project should be checked for plagiarism by the Supervisor before submission (Please use Turnitin for this purpose.) The University allows up to 10% similarities. All sources cited in the body of the dissertation must be acknowledged.
3. Choosing a Supervisor: Students can choose a Supervisor based on the topic of their choice and the teacher's willingness to guide the student. A completed dissertation form with a tentative title has to be submitted in the Office of the Controller of Examinations by the deadline mentioned during course registration.
4. Meeting the Supervisor and attendance: Since the dissertation is equivalent to a taught course on the programme, students have to meet their Supervisors for at least 4 hours a week. The attendance sheet, duly signed by the Supervisor, has to be submitted at the end of every month in the Office of the Controller of Examinations (attendance sheets are available in the Office of the Controller of Examinations).
5. Submission and evaluation: Two hard-bound copies of the completed dissertation have to be submitted in the Office of the Controller of Examinations. It will be evaluated by the Supervisor and one external examiner, chosen by the department concerned, who is familiar with the area of work. A final grade arrived at by these two examiners will be submitted in the Office of the Controller of Examinations.

Attendance requirement

Students are required to attend all lectures, tutorials, language laboratory sessions, etc. A student shall be deemed to have pursued a regular course of study provided that he/she has attended at least 75% of the classes held in each course and has completed all class/periodical/continuous assessment/sessional tests, assignments, and practicals as prescribed by the School(s)/Department(s)/Programme Committee(s) concerned.

Please note as per University rules

Students who do not fulfill the attendance requirement are not eligible to appear for the semester-end examination.

Relaxation in attendance

- i. The 75% attendance requirement maybe relaxed by 5% for those who participate in extra-curricular activities with the **prior permission** of the authorities concerned.
- ii. The 75% attendance requirement may be relaxed by 10% on medical grounds.
- iii. Further to these concessions, the Vice-Chancellor, on the recommendation of the Dean(s)/Head(s) of the Department(s)/Programme Coordinator(s), may condone the shortage in attendance not exceeding 10% for valid and convincing reasons.

Absence due to authorized participation in sports activities (at national, state and university levels) will not be treated as shortfall in attendance.

Notwithstanding any of the above, the attendance requirement may not in any case be relaxed below 60%.

Evaluation

The performance of a student on a programme will be on the basis of

- (i) continuous assessments, and
- (ii) semester-end examinations.

The ratio of continuous assessment to semester-end examinations will be 40:60.

Continuous assessment may comprise class tests, assignments, presentations, or response papers. There will be a minimum of three continuous assessment tests. The best two of three will be considered for the final grade.

Semester-end assessment may be in the form of a sit-down, open-book, or take-home examination, or a term paper. The type of assessment for a particular course/programme will be declared by the tutor or programme coordinator at the beginning of the course/programme.

For all programmes, the credit system is employed. For evaluating a student's performance, the following 8-point grading scale will be used:

O A+ A B+ B C D F

Letter Grade	Grade Point Equivalent	OGPA Range	Marks Equivalence	Quality Descriptor
O	9	7.65-9.00	85-100	Outstanding
A+	7	6.75-7.64	75-84.9	Excellent
A	6	5.85-6.74	65-74.9	Very Good
B+	5	4.95-5.84	55-64.9	Good
B	4.7	4.5-4.94	50-54.9	Above Average
C	4.2	4.05- 4.49	45-49.9	Average
D	3.6	3.60-4.04	40-44.9	Pass
F	0	0- 3.59	0-39.9	Fail
AB	0			Absent

Formula for calculation of OGPA:

$$\frac{\text{Grade point for Course 1} + \text{Grade point for Course 2} + \text{Grade point for course 3} + \dots}{\text{Number of Courses}}$$

Formula for conversion to percentage: $\frac{\text{OGPA}}{9} \times 100$

For example, if OGPA is 9, percentage will be: $\frac{9}{9} \times 100 = 100\%$;

if OGPA is 3.6, percentage will be: $\frac{3.6}{9} \times 100 = 40\%$;

if OGPA is 4.95, percentage will be: $\frac{4.95}{9} \times 100 = 55\%$

Promotion to the next Semester, Credit transfer, Credit Accrual and Credit Redemption

- i. For promotion to the next semester, a student should not have a backlog of more than two Courses/papers at any given semester.
- ii. Students can obtain a certificate, diploma, or a degree from the University after the successful completion of each semester of a programme that they have enrolled for. The qualification (UG Certificate/ UG Diploma/Degree) will depend on the number of semesters they have successfully completed, when they choose to exit the programme.
- iii. The EFL University offers students the facility to bank your credits. The Academic Bank of Credits (ABC), linked to the National Academic Depository (NAD), where the academic and other data of students are stored, enables students to register or commence credit transfer. However, the University is responsible for the final outcomes of credit redemption and issuance of certificates, as well as the compilation of award records. These will be administered via the NAD Platform.
- iv. Credits earned and deposited with ABC shall be valid for the purpose of redemption to a degree or diploma or Post Graduate diploma or certificate, to a maximum duration of seven years.
- v. Credits obtained by undertaking Courses from the academic year 2021-2022 onwards are eligible for Credit transfer, Credit accrual and Credit redemption through Academic Bank of Credits.
- vi. To obtain a degree from the English and Foreign Languages University, students are required to earn a minimum of fifty per cent of the credits from the University.

(The University Grants Commission (Establishment and Operation of Academic Bank of Credits in Higher Education) Regulation, 2021)

Supplementary/Grade Improvement Examination

Students who obtain grade **B** or below and are desirous of improving their grades in any module/course may take a Grade Improvement/ Repeat Examination.

Supplementary examinations shall serve as repeat examinations. Supplementary examinations shall be scheduled around the second or third week of January (2nd, 4th, 6th, and 8th semesters) and July (1st, 3rd, and 5th semesters) in Hyderabad and Lucknow campuses and in the last week of February (for 2nd, 4th, and 6th semesters) and second and third week of June (for 1st, 3rd, and 5th semesters) in the Shillong campus.

Only those students who fulfill the attendance, discipline, and academic requirements of the programme shall be allowed to exercise the option of Supplementary/Grade Improvement/Repeat examination.

Students are required to apply to the Controller of Examinations through the Chairperson, BoS, concerned within seven days of commencement of the following semester or declaration of results whichever is later for Grade Improvement/Repeat

examination paying a fee of Rs.120/- subject to revision from time to time for each paper.

Rules of Discipline and Proper Conduct

The rules listed here shall apply to all students of the University under Article 29 of the Statutes of the EFL University. Any breach of discipline and conduct committed by a student inside or outside the EFL University Campus shall fall under the purview of these rules.

Categories of misconduct and indiscipline

- All acts of violence and forms of coercion such as gheraos, dharnas, sit-ins which disrupt the normal academic and administrative functioning of the University
- Sexual harassment
- Committing forgery, defacing/destroying/damaging books/journals of the library, etc.
- Furnishing false certificates or false information
- Eve-teasing or disrespectful behavior with a girl student
- Arousing communal, caste or regional feelings or disharmony among students
- Use of abusive, defamatory, derogatory language
- Pasting of posters of an objectionable nature
- Unauthorized occupation of the hostel room/s
- Indulging in acts of gambling
- Use of the title of the University when distributing any document other than academic work outside the University
- Consuming or possessing dangerous drugs
- Non-payment of fees and other dues including mess charges
- Ragging in any form
- Refusal to obey the directions of the officers of the University
- Unauthorized collection of funds for any student's programme
- Any other act which may be considered by the Competent Authority as a violation of discipline, or misconduct

Punishments

The Competent Authority may impose punishment on any student found guilty of any of the acts of indiscipline or misconduct mentioned above.

Anti-Ragging Committee

Any form of ragging within the premises of the EFL University will be viewed seriously and dealt with swiftly and severely by the Administration (vide Ordinance 6.2, entitled “Prohibition of and Punishment for Ragging,” of the English and Foreign Languages University.) Anti-ragging squads and an Anti-Ragging Committee will be empowered to take *suo moto* action or upon receiving a complaint. As per the directions of the Supreme Court of India, “if any incident of ragging comes to the notice of the authority, the concerned students shall be given liberty to explain and if his explanation is not found satisfactory, the authority would expel him from the University.”

Anti-Sexual Harassment and Redressal Mechanism

The EFL University has evolved a policy against sexual harassment to create for women students on its Campuses a gender-just and secure environment (vide Ordinance 7.2, Annexure-I, entitled “Sexual Harassment”, of the English and Foreign Languages University). Every Campus of the EFL University has a Complaints Committee, with representatives from all sections of the University, to address the complaints of women students and staff.

The names, addresses and phone numbers of the members of University Complaints Committee (UCC) are displayed in all prominent places in the Campus.

The complaints will be kept confidential and the Committee has the power to recommend any action(s) against the perpetrators. The Committee also takes upon itself the task of organizing various gender sensitization programmes. There is also an Appellate Committee to consider problems when the Complaints Committee’s decisions are not found satisfactory.

Removal of Students from the Courses

The Dean of the School/Proctor / Dean, Student’s Welfare / the Dean (Research) may recommend to the Vice Chancellor the removal of a student from a Programme/Course on the basis of unsatisfactory academic performance and / or misconduct (as defined in the Regulations) / or non-payment of fees on time.

Grievance Redressal Mechanism

All grievances within the University will be resolved through discussions and negotiations and through a Grievance-Redressal mechanism. The following are some of these:

- **Grievances with regard to the Hostels** may be referred to the Provost/Warden concerned
- **Individual grievances** may be referred to teachers in each Department who will be appointed staff advisers.

- **Group grievances** may be resolved within the Department.
- **Miscellaneous grievances** pertaining to Library/Finance/Sports, etc. will be resolved by the Committee concerned.
- **Academic grievances of students:** Students aggrieved due to the grade awarded in a course may apply in a prescribed form along with a fee of Rs. 100/- for each course to the Head of the Department giving reasons for his/her feeling aggrieved within one month of the notification of the results. A Committee will examine the case and the grade awarded by the Committee upon review will be final. All grievances should be submitted to the appropriate body within two weeks after the event at issue.

SCHOOLS AND DEPARTMENTS

School of English Language Education

Department of English as Second Language Studies
Department of Materials Development, Testing and Evaluation
Department of Training and Development
Department of Education

School of Language Sciences

Department of Phonetics and Spoken English
Department of Linguistics and Contemporary English
Department of Computational Linguistics

School of Literary Studies

Department of English Literature
Department of Indian and World Literatures
Department of Comparative Literature and India Studies
Department of Hindi
Department of Translation Studies

School of Distance Education

Department of English Language Teaching
Department of Linguistics and Phonetics
Department of Literatures in English

School of Interdisciplinary Studies

Department of Aesthetics and Philosophy
Department of Cultural Studies
Department of Communication
Department of Film Studies and Visual Culture
Department of Social Exclusion Studies

School of Arab and Asian Studies

Department of Arab Studies
Department of Asian Languages

School of European Languages

Department of Germanic Studies
Department of French and Francophone Studies
Department of Hispanic and Italian Studies
Department of Russian Studies