



THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY

(A Central University)

Hyderabad, Telangana State, India

Regional Campus: Shillong & Lucknow

Guidelines for Admissions

to

Postgraduate (PG) Programmes

2024-25

DISCLAIMER

The information in this Admission Notice is intended as a ready guide for the candidates and does not constitute a legal document. While all efforts have been made to make the information available here as authentic as possible, we are not responsible for any inadvertent error or inaccuracy that may have crept in.

All disputes relating to entrance tests/admission/allotment of students to various courses, programmes, examinations, conferment of degrees etc. in pursuance of the Admission Notice, shall be subject to the exclusive jurisdiction of the Courts in Hyderabad, Telangana State.

Contents

Number	Section	Page No.
I	General Instructions	3
II	Checklist of Documents	9
III	Fees Details	10
IV	Details of Relevant Documents 1. Caste Certificate 2. OBC Declaration Certificate 3. EWS Certificate 4. Medical Certificate 5. Kashmiri Migrant Certificate 6. WDP Certificate 7. Annexure I 8. Annexure II 9. Annexure III 10. Annexure IV 11. Annexure V	12
V	Useful Links	13

I. General Instructions

1. The CUET score card will be considered for admissions to Postgraduate (PG) Programmes at the EFL University.
2. All programmes are full-time.
3. It is the responsibility of the candidates to ensure that they satisfy the eligibility requirements before applying for admission to a programme. As candidates who are still awaiting the results of their final year/semester examinations are also eligible, the University will not be able to verify the eligibility of the candidates before/when they appear for the entrance test.
4. After the entrance test, in case the candidates awaiting their results are short-listed, they will be provisionally admitted to the programme, subject to their meeting the eligibility criteria and the submission of relevant documents.
5. Issue of Hall Ticket and appearance at the entrance test do not automatically make the candidate eligible for admission to the University. The University reserves the right to cancel the admission of a candidate at any stage of the admission process or after admission if he/she does not meet the eligibility requirements.
6. In terms of the ordinances of the EFL University Act, 2016, the cut-off marks for the entrance tests for admission to all PG Programmes for candidates belonging to the following categories are as follows:

Unreserved/ OBC creamy layer/ KM/ WDP	50%
OBC non-creamy layer	45%
SC/ST/ PwBD	30%

* OBC – Other Backward Classes; KM – Kashmiri Migrants; WDP – Wards of Defence Personnel
SC – Scheduled Castes; ST – Scheduled Tribes; PwBD – Persons with Benchmark Disabilities

7. **Eligibility Criteria:** Candidates must make sure that they fulfil the eligibility criteria for admissions to PG Programmes at the EFL University. Candidates are required to read the Prospectus carefully, understand the eligibility criteria and make sure that they meet the eligibility criteria before registering for PG Programmes.
PG Prospectus: <https://efluniversity.ac.in/CUET/2024/PG/CUET%20PG%20Prospectus%202024-25.pdf>
8. The candidate/s who applied for a specific programme and a specific campus will not have any claim whatsoever to change the campus/ programme during the admission process for his/ her convenience.

9. If a candidate has applied for TWO programmes and is provisionally selected in both the programmes, such candidate is restricted to choose any one programme. Once the provisional admission is offered, he/ she is not entitled to change the programme under any circumstances whatsoever.
10. If two or more candidates secure the same CUET score, the procedure mentioned below may be followed:
- i. The candidate with higher marks in degree or equivalent examination may be allotted the seat in case of seeking admission to a PG programme.
 - ii. The candidate with higher marks in Intermediate/ +2/ class 12 or equivalent examination may be allotted the seat in case of seeking admission to a UG programme.
 - iii. If the Intermediate/+2/class 12 or equivalent marks are not available for all the candidates or if the marks are the same for all the candidates, then SSC/ class X marks will be considered and the candidate who has higher marks in class X will be allotted the seat.
 - iv. In the case of candidates with the same marks in the SSC/ class X examinations, the age of the candidates will be taken into account. The older candidate will be allotted the seat.
11. **Reservation Policy:** Reservation of seats for eligible candidates shall be in accordance with the provisions of the Central Educational Institutions (Reservation in Admission) Act 2006 and Circulars of the Government of India issued and amended in this regard from time to time. Besides, the University shall also follow reservation in admission to all programmes of studies in accordance with the Rights of Persons with Disabilities (RPwD) Act, 2016.
- i. The rule of reservation for SC/ ST/ OBC (NCL)/ EWS/ PwBD/ WDP for admission to the programmes offered by the University is in terms of the present GoI norms, which are as follows:
 - Scheduled Castes: 15%
 - Scheduled Tribes: 7.5%
 - Other Backward Classes (Non-Creamy Layer): 27%
 - Economically Weaker Sections (EWS)*: 10%
 - ii. Candidates belonging to Scheduled Castes and Scheduled Tribes will be given relaxation to the extent of 5% in the aggregate of marks obtained in the qualifying examination.
 - iii. *PwBD candidates:* Supernumerary seats to an extent of 5% of the total intake are reserved for candidates with a minimum disability of 40%. Along with the application form, an eligible candidate under PwBD should submit attested copies of the certificate of disability from a Civil Surgeon of a government hospital, indicating the extent of the disability and also the extent to which the disability may affect the pursuance of the course of study for which admission is sought to.

Note: At any stage, if any candidate is found falling short of meeting the eligibility conditions, such candidate will be automatically disqualified resulting in the cancellation of the admission. In case a candidate, who is provisionally admitted to a programme, is found to have furnished false details/credentials or fallen short of meeting any of the prescribed eligibility conditions, his/ her provisional admission will be cancelled with immediate effect.

* The rule of reservation in respect of Economically Weaker Section (EWS) will be in accordance with circulars and guidelines issued by the Ministry of Education, Government of India, or UGC in this regard from time to time.

12. Persons dismissed by the Union Government or by a State Government or by a Local Authority or a Government Corporation owned or controlled by the Central Government or State Government or any other Public Sector Undertakings (PSUs) will be deemed to be ineligible for admission into PG programme of the University.
13. Any candidate, who applied for any admission against this Notification infringing on the said rule in suppression of the fact/s is automatically disqualified and will not have any claim whatsoever in this regard.
14. In case of a candidate from Central or State Government or Statutory Organizations or any other PSUs, who has been imposed of the major penalty of “Removal from Service”, as per CCS CCA Rules, the University in its own interest reserves the right whether or not to consider such application for admission.
15. It is solely the responsibility of the candidate to disclose that he/she is (a) dismissed, removed, terminated or debarred from Service (b) convicted by a criminal court (c) an FIR filed against the candidate in any police station or is pending for action. The University in its own interest reserves the right whether or not to consider such application for admission. If any candidate is verified / found later by the University of suppressing the above fact/s, the candidate is deemed to have resorted to fraudulent practice, and will be subject to legal action, and in such case the cancellation of the admission is automatic.
16. To ensure equity and equality of opportunity for all aspiring candidates to secure admission in the University, competent authority made a decision as follows:
 - a) *Those students who have once availed of an opportunity of pursuing a UG, PG or PhD course/ programme in the English stream or in a foreign language stream / or any other programme shall not be eligible for admission again if they repeat pursuing the same level course / programme in the University.*
 - b) *Those students who already availed of an opportunity of pursuing a course/ programme of the higher level earlier, but are now applying for a lower level course / programme in the University shall not be eligible for admission.*
 - c) *Those students who are employed full-time shall not be eligible for admission into a programme, unless they produce an evidence of duty leave for the duration of the course from their employer.*

d) As there is a stiff competition for the hostel accommodation, the same will not be made available to any of the students falling in the any of the above categories.

17. The University shall verify the antecedents of the applicant, or the documents submitted by him/her at any time i.e., at the time of admission or anytime during the tenure of the programme. In case it is found that the documents / information submitted by the candidate are/is fake or if the candidate has criminal/ clandestine antecedents/background he/she will not be admitted into any course, and if already admitted, his/her admission will be cancelled without prejudice to any other action initiated by the University.

18. In case of any disputes/ suites or legal proceedings against the University, the jurisdiction shall be restricted to the Courts in Hyderabad, which is the headquarters of the University.

19. Selection Process:

- i. A merit list is prepared based on the scores obtained in the CUET PG-2024 examination for each programme.
- ii. Candidates are shortlisted based on the merit and the rules of reservation.
- iii. The University reserves the right to fix the ratio for shortlisting of candidates for respective programmes which may vary from 1:1 to 1:10 depending on the availability of the number of candidates registered for each programme, with a view to filling the seats with eligible candidates.
- iv. Immediately upon their arrival at the counseling center at the university, the candidates shall sign the attendance sheet, which alone will entitle them to be considered for admissions to the PG programmes.
- v. Candidates shall submit the score cards and other relevant documents at the specific counter to the staff concerned. It is the responsibility of the candidate to submit the relevant document/s at the specific counter/s.
- vi. Candidates are to note that the process of taking attendance of the candidates at the counseling center for admission to PG programmes will be completed before 12 noon.
- vii. Candidates who are absent or fail to sign the attendance sheet for counseling will not be considered in preparing the final merit list for the respective PG programmes.
- viii. Candidates who are absent or fail to sign the attendance sheet of the chosen PG programmes by 12 noon shall not have any claim whatsoever for admission in this regard.

- ix. Further, candidates who are absent or fail to sign the attendance sheet will not be considered for admission in case vacancies arise due to withdrawal of provisionally admitted candidates.

Note: The shortlisting of candidates for counselling does not guarantee admission to any programme. The admissions to various PG programmes are purely based on the merit. On verification of the original documents and the eligibility requirements of the programme, a provisional admission will be given.

20. The University reserves the right to continue with the admission cycle as shown in the selection process mentioned above till all the seats are filled with the available registered candidates who are found eligible.
21. The University reserves the right in its own interest not to admit a candidate without assigning any reason whatsoever.
22. The provisional admission given to candidates stands cancelled in case they are found to have questionable antecedents, have been involved in a mob or riotous activity or faced disciplinary proceedings for misconduct.
23. Checklist of Documents: The provisionally shortlisted candidates should bring their original certificates for verification. They should also bring one set of photocopies of the relevant certificates as mentioned in section II.
24. Please note that the admission will continue to be provisional until all the certificates are submitted, verified with the original certificates, and found to be correct. At any stage, if it is found that the candidates do not meet the eligibility requirements, their provisional admission will be cancelled.
25. Candidates may be allowed to submit additional certificates, such as TC or MC, besides the ones from their qualifying examinations, on or before October 30, 2024, after which their admissions will be automatically withdrawn without further notice.
26. The provisionally admitted candidates need to pay the Semester I fees. They are required to pay the Prescribed Fees online through the payment gateway using SAMARTH portal.

Semester I Fees for various programmes:

Semester I Fees	General/ EWS/ OBC	SC/ST	VHC/ PHC
B.Ed. (English) Programme	Rs. 12,230/-	Rs. 11,050/-	Rs. 2110/-
M.A. Programmes in English Stream/ Foreign Languages/ Hindi	Rs. 4260/-	Rs. 3080/-	Rs. 2045/-

Link to Payment Gateway: <https://eflucuet.samarth.edu.in/pg/>

It is advised to make fees payment using a debit/ credit card or through internet banking instead of UPI payment to avoid any technical glitches.

27. Seats of candidates who fail to submit the required documents and/or do not pay the fees on the admission day will be cancelled.
28. Certificates of candidates belonging to SC/ ST/ OBC (Non-creamy Layer)/ EWS/ PwBD/ WDP/ KM have to be submitted in the formats used for admissions in Central Universities. They need to be issued by the authorized official on or after the date mentioned (where applicable) in the Checklist. Certificates which do not comply with the prescribed format will not be considered. Stipulations regarding the date of issue (where applicable) need to be adhered to.
Requests for extra time for getting SC/ ST/ OBC /EWS/ PwBD/ WDP/ KM certificates will not be entertained. Similarly, requests for more time to submit class X and XII certificates will not be considered.
29. There are five Annexures. Annexures I, II, IV, and V have to be submitted by all the candidates who are provisionally admitted. Candidates who have appeared in the qualifying examination and are awaiting their results have to submit a notarized Affidavit (Annexure III) compulsorily.
30. The EFL University does not guarantee accommodation to every student. Hostel rooms are allotted, subject to availability, on a sharing basis, to students from outside the city who are pursuing full-time courses at the University. Students provided with such accommodation shall abide by the rules and regulations of the Hostel.
31. The University reserves the right to make any changes in the admission process and decide upon all matters related to the admission process at its discretion, which shall be final and binding on all.
32. The candidates are advised to check the University website (www.efluniversity.ac.in) regularly for updates on the admission process.
33. For further information, the candidates may contact the Help Desk: **040-27689447/ 040-27689733.**

II. Checklist of Documents

The Checklist is to help you verify whether all the required documents have been included for a smooth admission process. Put a tick if the certificate/s mentioned below is/are applicable to you. Mention 'NA' if the certificate/s mentioned below is/are not applicable to you. Make sure you bring all the relevant documents in original for verification. The original documents will be returned after the verification.

Check the items, arrange in the same Serial order and remember to sign the Checklist after including the photocopies of the documents to be submitted to the verification committee during the admission process.

S. No	Items
1	Recent passport size colour photograph
2	Proof of Identity (Preferably Aadhaar Card)
3	Academic Bank of Credits (ABC) ID Proof
4	CUET Score Card
5	Class X or Equivalent Certificate
6	Class XII or Equivalent Certificate
7	Consolidated Marks Memo of the Postgraduate Programme
8	Marks Memos of the Postgraduate Programme (semester-wise/ year-wise as applicable)
9	Provisional/ Degree Certificate of the Postgraduate Programme
10	A Bachelor's Degree Certificate
11	Migration Certificate
12	Transfer Certificate
13	SC/ ST/ OBC (Non-Creamy Layer) *Certificate *OBC (Non-Creamy Layer) Certificate (should be issued on or after 1 April 2023)
14	OBC Declaration Certificate OBC Applicants are required to sign a Declaration about their 'Non-Creamy Layer Status'. The certificate should be issued on or after 1 April 2023 .
15	EWS Certificate (in case of Economically Weaker Section candidates) (should be issued on or after 1 April 2023)
16	Medical Certificate (in case of Persons with Benchmark Disabilities (PwBD) candidates)
17	Kashmiri Migrant Certificate
18	WDP Certificate (in case of WDP candidates)
19	Annexure I
20	Annexure II
21	Annexure III (in case of candidates who have appeared for the qualifying examinations and awaiting the results)
22	Annexure IV
23	Annexure V

III. Payment of Fees

The provisionally selected candidates are required to pay the Semester I fees through the payment gateway using Samarth portal.

Make fees payment using a debit/ credit card or through internet banking instead of UPI payment to avoid any technical glitches.

Submit the fees receipt and collect the provisional admission letter from the verification desk.

Fees for B.Ed. (English) Programmes

(Two-year B.Ed. Programme in English)

Semester I Fees for Indian students

S. No.	Heads	Fees for General/OBC category students per year Rs.	Fees for SC/ST category students per year Rs.	Fees for VHC/PHC category students per year Rs.
1.	Registration Fee (at the time of joining)	205	205	205
2.	Tuition Fee per year	4470	4470	--
3.	Library Fee per year	430	430	--
4.	Student Welfare Fund per year	1335	155	155
5.	Examination Fee per year	740	740	--
6.	Programme Fee (including field work)	3300	3300	--
7.	Grade Card Fee (2 Semesters)	135	135	135
8.	Identity Card Fee	330	330	330
9.	Medical Fee (per year)	485	485	485
10.	Library Deposit (at the time of joining) (Refundable)	800	800	800
11.	Total Fees payable at the time of joining Semester I	12,230	11,050	2,110

Fees for Postgraduate (PG) Programmes
(Two-year M.A. Programmes in English Stream/ Foreign Languages/ Hindi)

Semester I Fees for Indian students

S. No.	Heads	Fees for General/ OBC category students	Fees for SC/ ST category students	Fees for VHC/ PHC category students
		Rs.	Rs.	Rs.
1.	Registration Fee (at the time of joining)	205	205	205
2.	Tuition Fee (per semester)	550	550	--
3.	Library Fee (per semester)	220	220	--
4.	Student Welfare Fund (per semester)	1335	155	155
5.	Examination Fee (per semester)	265	265	--
6.	Grade Card Fee (per semester)	70	70	70
7.	Identity Card Fee	330	330	330
8.	*Medical Fee (per year)	485	485	485
9.	Library Deposit (at the time of joining) (Refundable)	800	800	800
10.	Total Fees at the beginning of the Programme (Semester I)	4260	3080	2045

*Medical Fee for Medical Insurance and on-campus medical facilities is to be paid by all students at the beginning of every academic year. Medical Insurance is subsidized by the University by Rs.300/- (three hundred rupees only).

Refund of fees:

On cancellation of admission, the fees will be refunded as per the UGC Fee refund policy.

IV. Details of Relevant Documents

The provisionally shortlisted candidates should submit the following certificates and Annexures wherever applicable:

S. No.	Details	
1.	Caste Certificate	SC/ST/OBC (Non-Creamy Layer) * Certificate *OBC (Non-Creamy Layer) Certificate (should be issued on or after 1 April 2019)
2.	OBC Declaration Certificate	OBC Applicants are required to sign a Declaration about their 'Non-Creamy Layer Status'. The certificate should be issued on or after 1 April 2023 .
3.	EWS Certificate	For Economically Weaker Section (EWS) candidates. The latest certificate should be submitted.
4.	Medical Certificate (for VHC/ HHI/ PHC candidates)	Supernumerary seats to the extent of 5% of the total intake are reserved for candidates with a minimum disability of 40%. Along with the application form, an eligible candidate should submit attested copies of the certificate of disability from a Civil Surgeon of a government hospital, indicating the extent of the visual/physical disability and also the extent to which the disability may affect the pursuance of the programme of study for which admission is sought to.
5.	KM Certificate	Supernumerary seats are reserved for Kashmiri Migrants to the extent of 5% of the total intake. Along with the application form, an eligible candidate should submit attested copies of the Kashmiri Migrant Certificate duly attested by the competent authority
6.	WDP Certificate	Wards of Defence Personnel (Army/ Air Force/ Navy). Supernumerary seats are reserved for Wards of Defence personnel to the extent of 5% of the total intake. Along with the application form, an eligible candidate should submit attested copies of the Kashmiri Migrant Certificate duly attested by the competent authority
7.	Annexure I	Anti-ragging affidavit by the prospective student Affidavit to be notarized
8.	Annexure II	Anti-ragging affidavit by the parent/guardian Affidavit to be notarized
9.	Annexure III	Bond executed by the candidates who are provisionally admitted (whose results are not yet published) To be executed on a non-judicial stamp paper of Rs.10
10.	Annexure IV	Letter of undertaking by the prospective student
11.	Annexure V	Letter of undertaking by the prospective student and by the parent/guardian

Caste Certificates of candidates belonging to SC, ST, OBC (Non-Creamy Layer), EWS, and Medical Certificates for VHC and PHC candidates should be issued within the date/s mentioned, where applicable. Certificates which do not comply with the prescribed format will not be considered. Stipulations regarding the date of issue (where applicable) need to be adhered to.

V. Useful Links

EFLU Website	https://www.efluniversity.ac.in/
PG Prospectus	https://efluniversity.ac.in/CUET/2024/PG/CUET%20PG%20Prospectus%202024-25.pdf
Samarth PG Admission Portal for Payment Gateway	https://eflucuet.samarth.edu.in/pg/
Proforma of Certificates	https://samarth-ac.s3.ap-south-1.amazonaws.com/eng-foreign-languages/admissioncuet23/4c476b5fa541f9fe1b1f3d7ad52d31e7de70b7f8900680c0bb79236fc62e5a4e100395/1690556911100395_admission_docs.pdf