

# **DIRECTORATE OF DISTANCE EDUCATION**

## **PROSPECTUS**

**POST-GRADUATE DIPLOMA IN THE TEACHING OF ENGLISH  
2024-2025**



**THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY  
HYDERABAD 500 007, INDIA**

## Duration

**One year: 1<sup>st</sup> December to 30 November**

The duration of the programme is one year. The programme consists of two parts:

- a. 8 months of effective study through correspondence (i.e. from December to July)
- b. A contact-cum-examination programme in November

## Eligibility

PGCTE (Post Graduate Certificate in the Teaching of English) from the EFL University (formerly CIEFL)

## Procedure for application

1. The application form in PDF format is available on the University website, < <http://www.efluniversity.ac.in/>>. Please download the PDF format if you wish to send us the application by Registered POST.
2. If you wish to apply ONLINE, please fill online application form by clicking on the link available on the University website (if clicking on the link does not work, please copy the entire link and paste it on your browser). The link is provided here as well.  
<<https://efluniversity.ac.in/DDE/PGDTE/DDEPGDTE24LOGIN.php>>
3. Application forms can be obtained from the University website from 23 December 2024
4. Last date for submission of filled in application forms is 10 January 2025

## Documents that must accompany the application form are:

- the PGCTE degree certificate,
- the Grade sheet,
- SSC Certificate or Marks Certificate and
- Aadhaar Card.

## Fees

Fee component	Category		
	General/ OBC Rs.	SC/ ST Rs.	VHC / PHC Rs.
Registration fee	220	220	220
Tuition fee (including examination fee)	1210	605	--
Student Welfare Fund	2970	1485	--
Development Fund	1320	660	--
Postage	1100	1100	1100
<b>Total Programme fee</b>	<b>6820</b>	<b>4070</b>	<b>1320</b>
<b>Application Processing fee</b>	<b>550</b>	<b>275</b>	<b>--</b>

**Note: Differently-abled (VHC/ PHC) participants have to pay only the *Registration fee* and the *Postage* costs, which is Rs.1320/- only.**

## Payment of fee

(1) Online payment	Account Name	Tuition Fee
	Account Number	62101676109
	Bank	State Bank of India
	Branch	EFLU branch, Hyderabad-500007
	IFSC	SBIN0021106

*Please take a screen shot of the payment or note the transaction details (transaction number, date and amount) and attach it to the application form.*

(2) Demand Draft	The DD should be drawn in favour of the “ <b>The Registrar, The EFL University, Hyderabad</b> ”
------------------	---

## Refund of fee

Total Programme Fees will be refunded to candidates ineligible for admission or who, for any other reason, are not admitted to the course. The application processing fee will not be refunded. Once the provisional letter of admission is issued, fees will **NOT** be refunded.

## Library fee and deposit

Participants who wish to use the University library will be required to pay a non-refundable fee of Rs.250/- per month when on rolls. Besides, participants who wish to borrow books from the library during the contact programme should pay a deposit of Rs.500/-, which will be refunded at the end of the contact programme.

## Period of registration

The normal period of study of the PGDTE programme (including contact sessions and examinations) is one year. That is, you can, and we would like you to, complete the programme within one year after your enrolment. That is, if you submit the first set of assignments in each course so as to reach us on or before **15 April 2025**, and you submit the second set of assignments so as to reach us on or before **31 July 2025**, you will be invited to the contact-cum- examination programme to be held in November 2025.

However, if for some reason you are unable to meet the deadlines and complete the programme within one year, you will be permitted to stay on the rolls for another year and complete the programme.

Please note that you are allowed to stay on the rolls for two years. If you submit your first 07 assignments (one in each course) by **15 April 2026** and your Second 07 assignments by **31 July 2026**, you will be invited to the PGDTE contact programme in November 2026.

Please note, however, that if you fail to submit the assignment responses even by the stipulated dates in 2025-26, your name will be struck off the rolls.

## Re-registration

Re-registration will be available to the following participants

1. those who are unable to (successfully) complete all the required assignments within two years; or

2. those who have completed the internal assignments but could not attend the contact programme and have not taken the final examinations within two years or
3. those who have taken the final examinations within two years, but wish to appear for supplementary or grade improvement examinations in their third year.

**Subject to the conditions mentioned below:**

- a. They will be required to pay 50% of all the fees they paid at the time of admission, except the postage.
- b. Their re-registration will be valid for one academic year. The total period of registration including re-registration will not exceed three years, under any circumstances.
- c. No new materials will be sent to them.

***If you wish to re-register for the third year you MUST:***

1. Apply in August of the second year of your enrolment. (i.e. August 2026)
2. Pay a fee of Rs. 2860/- (Two thousand five hundred and eighty-five only). You will have to send a DD for Rs.2860/- drawn in favour of **The Registrar, The EFL University, Hyderabad 500 007** along with your application for re-registration. If you are eligible for a fee concession (SC/ST/PH/VH), please call up our office (040-2768-9597) to find out the exact amount you need to make the DD for. The fee can be paid online too. Please send us an email with a screenshot of the transaction.

The total period of registration, including re-registration, will not exceed **03 (three) years**, under any circumstances.

**INSTRUCTIONS REGARDING LESSONS, ASSIGNMENTS, PROJECT OUTLINES AND PROJECT REPORTS FOR PGDTE<sup>I\*</sup>**

This programme is a continuation of the PGCTE. This programme comprises six courses:

**1. LESSONS**

As you already know, you are required to do 6 courses **and work on a project** on one of the courses from the list.

Listed below are all compulsory courses offered under the PGDTE programme.

Sl. No.	Name of the course	
1.	The Phonetics of English	Blocks I-III
2.	Principles of Language Teaching	Blocks I-III
3.	Testing of Language and Literature	Blocks I-IV
4.	Indian Writing in English – I (Drama & Poetry)	Blocks I-III
5.	Indian Writing in English – II (Fiction & Prose)	Blocks I-III
6.	General and English Linguistics	Blocks I-III
7	Project	

We are also sending the following text books: Lights On: Volume I & II for the course Indian Writing in English – I.

## 2. DOUBTS FOR CLARIFICATION

If you have any doubts or queries in any of the courses, you can use e-mail to communicate with us, indicating the course concerned. Address your queries to **ddepdte@efluniversity.ac.in** write your name and roll number, the name of the course and block/unit. Use the heading **Doubt for Clarification** when sending your query.

## 3. ASSIGNMENTS

For each course you have to do TWO assignments. Please plan your schedule in such a way that you work regularly for each of your courses.

## COURSE DESCRIPTIONS

### **Course 1      The Phonetics of English: (Three blocks)**

This course basically takes the participants knowledge of Phonetics to a higher level from their exposure in the area at the PGCTE programme. It offers a detailed description of the allophonic variants of all the English phonemes, their significant features and use of diacritic marks. Participants are trained to identify and use the *phonemic* and the *phonetic* transcriptions. In addition to imparting knowledge of the syllable, word accent, rhythm and intonation and a number of morphophonemic processes it introduces the participants to the software PRAAT which helps to analyse speech. Further, it includes repetition practice in the digital language laboratory which helps to acquire the correct sound patterns, accent and intonation.

Participants are trained to interpret a given speech wave and identify the phoneme/allophone, the stressed syllable and the kind of tone used. It helps immensely if one wishes to do research in Phonetics with instrumental evidence. This course ensures a smooth transition from knowledge of Articulatory Phonetics at the PGCTE level to acquiring a research orientation in the same.

### **Course 2      Principles of Language Teaching (Three blocks)**

This course disseminates advanced theoretical inputs on the new insights in the ELT as well as on integrating theory and practice. The focus is on introducing participants to communicative language teaching, alternative and other learner centred approaches to suit Indian classrooms in diverse contexts. The course aims at developing among the teachers the ability to analyze classroom settings and interactions and formulate strategies for effective classroom transactions by applying the insights from cognitive psychology and humanist approaches to education. It introduces teachers in a formal way to the individual learner factors and chart out ways of responding to diverse learning strategies used by learners.

### **Course 3      Testing of Language and Literature (Four blocks)**

This course prepares participants to take up the challenge of devising different ways of testing the language proficiency in the skills of learners in varied classrooms and educational/social settings. It highlights the differences between teaching and testing and explains the criteria of good language tests in all the areas of the four skills as well as grammar and vocabulary. It introduces the participants to the principles and practice of statistical analysis of data collected by them in their own educational settings. The course is intended to create professional competencies in participants necessary for being good evaluators. The knowledge and practical experience gained by the participants through this course enable them to be good teacher trainers themselves.

### **Course 4      Indian Writing in English – 1 (Three blocks)**

This course appraises participants with current approaches to English literature produced in India, i.e., Indian Writing in English (IWE). Beginning with a historical account of the introduction of English in India, it examines the contexts underlying the production and reception of this body of literature. Focusing on poetry and drama, the course locates IWE within the colonial context, and examines the ways in which it can be interpreted. Major pre- and post-Independence poets and dramatists are examined in terms of the major themes and styles in their works.

### **Course 5      Indian Writing in English II (Three blocks)**

This course appraises participants with current approaches to English literature produced in India, i.e., Indian Writing in English (IWE), with a focus on fiction and prose. Beginning with a historical account of the introduction of English in India, the course elucidates the colonial context underlying the production and reception of this body of literature. Themes, issues and fictional techniques employed in the Indian novel in English are examined through the works of established, canonical writers such as R.K. Narayan, Raja Rao and Rushdie. The course also provides a critique of this 'nationalist' canon of IWE from the emergent Dalit perspective.

### **Course 6      General and English Linguistics (Three blocks)**

This course offers a more advanced knowledge of the theoretical perspectives on language and linguistics. This course enables participants to pursue research in linguistics, viz. in phonology, morphology and syntax. Many of the theoretical concepts in this course are a continuation of as well as advancement on the theoretical concerns introduced and taught at the MA and PGCTE courses. This course has three blocks: Phonology, Morphology and Syntax. In Phonology, the participants are not only told about the theoretical aspects of phonology, they are also given some experience of what phonologists do. The block deals with the following topics: Segments vs features, Phonological alternations, Form and notation of rules, and Syllable in phonology. In Morphology, the participants are introduced to the fascinating world of word-formation. It has units on Morphology as study of word-formation, Compounding and Reduplication. In Syntax, some of the basic concepts of transformational (generative) or Chomskian syntax that had not been introduced in PGCTE are discussed. The block deals with X-bar theory, Binding principles, Empty categories and Logical form.

### **CONTACT-CUM-EXAMINATION-PROGRAMME**

There will be 54 hours of classes as part of the contact programme for PGDTE. 20% of (12 classes) these classes will be held online during the academic year. The offline contact-cum-examination programme will be held in November 2025.

Final Internal Assessment GP x 25      Final Examinations GP x 75

---

100                          +                          100

### **Calculation of Over-all Grade Point Average (OGPA) and Final Overall Grade**

The Final Overall Grade will be calculated on the OGPA earned over all the courses of the programme. The OGPA will be calculated as follows:

$$\text{GPA} = \frac{\text{GP1+GP2+GP3+GP4.....GP..n}}{\text{Total Number of Courses in the Programme}}$$

Where

GP1 = Course 1 Final Grade Points

GP2 = Course 2 Final Grade Points

GP3 = Course 3 Final Grade Points

GP4 = Course 4 Final Grade Points

***A participant who gets Grade F in one or more courses will be deemed to have failed.***

### **Facilities for reappearing for the final examination**

#### **Supplementary examinations**

Participants who have obtained an F grade in one or more courses are permitted to appear for supplementary examination in all and only in the courses in which they have obtained an **F** grade.

Participants who are deemed to have failed can reappear for the final examination on payment of the stipulated fees or re-registration fees, subject to the following conditions:

- (a) Participants who fail in the final examination will be permitted to take the supplementary examination once. This supplementary examination will be held along with the final examinations in the following year.
- (b) SC and ST participants will be given one more chance to appear for the supplementary examination, i.e., the second supplementary examinations held after the final examinations in which they were deemed to have failed for the first time.

#### **Re-evaluation**

Participants are eligible to apply for re-evaluation of their answer scripts by paying the stipulated fees. The application for re-evaluation will have to be made within fifteen days of the announcement of results. The answer script under reference will be sent to two examiners, who shall be other than the original examiner. The average of the grades given by these two examiners shall constitute the final grade irrespective of its being higher or lower than the original grade. A participant can apply for re-evaluation of an answer script in any course only once.



## Grade Improvement Examinations

1. Grade improvement examinations are conducted for the participants of the PGDTE programme.
2. Participants who obtain **grade B or below, up to grade D**, in a course may take the GradeImprovement examination for that course, by paying the stipulated fee.
3. Participants are allowed to take these examinations only once. However, SC/ST participants shallbe given one extra chance.
4. Applications for the Grade Improvement examinations will have to be made to the Director, Directorate of Distance Education, within two months of the declaration of results.
5. The Grade Improvement examinations will be conducted on the dates announced by the Directorate of Distance Education.
6. The better of the two grades obtained in the final examination and the Grade Improvement examination will be taken as final.
7. Participants taking supplementary examinations can also apply for grade improvement in courses where they have scored a grade of B, C or D.
8. Participants cannot apply for both re-evaluation and grade improvement in the same course simultaneously. After re-evaluation, if the student retains an **F** Grade, he/she can take thesupplementary examination, but if awarded a grade of D or above in re-evaluation, he/shecannot apply for Grade Improvement.
9. Grade Improvement examination in a course must be taken in the first Grade Improvement examinations held following the declaration of results.

## Make-up examinations

- i. Make-up examinations will be conducted for those participants who, because of circumstances beyond their control, are unable to take a part or the whole of the final examinations.
- ii. Participants desirous of taking the make-up examinations should have completed the obligatory residence requirement, i.e., attending the obligatory contact programme.
- iii. Participants must apply for permission to take the make-up examinations immediately after completing the contact programme and on or before the day(s) of the regular examinations they are going to be absent from. Applications should be made to the Director, Directorateof Distance Education, through the Coordinator(s) of the contact programme at the centre at which the student attends the contact programme. The make-up examinations will be held only at Hyderabad.
- iv. Participants will be allowed to take the make-up examinations only if they have valid reasons for not taking the regular examinations. A student's eligibility for make-up examinations will be decided by the Director of the Directorate in consultation with the Programme Coordinators.