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The English and Foreign Languages University
(A Central University Established by an Act of Parliament)
HYDERABAD-500 007 INDIA

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Dean
School of Distance Education

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M.A. ENGLISH (DISTANCE MODE)

Roll No.

Name

EFLU/SDE/MA Part- I/2017

January 2017

Dear Student

We are sending you the following blocks of course materials, and assignments relating to them:

Course No.	Course title	Block No.	Assignment No.
I	Academic Reading and Writing	I-IV	1 to 5 (5 Assignments)
II	Introduction to Linguistics	I -V	1 to 5 (5 Assignments)
III	British Literature I	I-V	1 to 5 (5 Assignments)
IV	British Literature II	I-V	1 to 5 (5 Assignments)
	Total	19 Blocks	20 Assignments

The following are also being sent now along with this letter:

1. Your Handbook for the M. A. programme. (You **must** read this first.)
2. A CD relating to Block II (Phonetics), Course II (Introduction to Linguistics)
3. *Tess of the D'Urbervilles* (a book relating to Course IV (British Literature II))
4. One sample cover sheet for the assignments.
(You will need to make photocopies of the cover sheet and attach them to the assignments. Please note that you should attach one cover sheet to **EACH** of the assignments you send in.)

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School of Distance Education
The EFLU University
HYDERABAD-500 007

Important information and instructions

- 1. Submission of assignments is compulsory.** Unless you send in the required number of assignments by the stipulated dates, you will not be permitted to attend the 8 to 10-day contact-cum-examination programme (contact classes for 4 to 6 days followed by examinations for 4 days) to be held in January/ February 2018 at the end of the M. A. Part I programme.
- 2. The deadline for submission of the first 2 assignments in each course is 31 July 2017. By this deadline you have to submit 8 assignments (2 assignments x 4 courses = 8 assignments).**
The deadline for submission of the remaining assignments in each course is **31 October 2017. By this deadline you have to submit the remaining 12 assignments (3 assignments x 4 courses = 12 assignments).**
- 3. The 8 to 10 day contact-cum-examination programme for Part I is likely to be held in January/February 2018 (The exact dates will be communicated to you when you are invited to the contact-cum-examination programme, after you have submitted the assignments by the deadlines given above). During this contact-cum-examination programme, contact sessions (at which attendance is optional) will be held during the first four to six days and the examinations (at which attendance is compulsory) will be held on the last four days.**
- 4. Eligibility to attend the contact-cum-examination programme:** To be eligible to attend this contact-cum-examination programme, which is likely to be held in January /February 2018, you must submit the assignments by the deadlines given above. That is, **you must submit the first 2 assignments in each course** so as to reach us on or before **31 July 2017 and you must submit the remaining assignments in each course** so as to reach us on or before **31 October 2017. You must meet both the deadlines.** If you do not meet the first deadline, you will **not** be invited to the contact-cum examination programme even if you submit all the 20 assignments by 31 October 2017. Please note that these deadlines will not be extended for any reason. No correspondence will be entertained in this regard.

5. Contact –cum- Examination Programme Centre

The contact-cum-examination programme will be held **only** at one centre: The EFL University, Hyderabad.

6. Period of enrolment : Registration is valid for two years (2017-19)

The normal period of study of Part I of the MA programme (including contact sessions and examinations) is one year (2017-18). That is, you may complete the programme within one year after your enrolment. To be eligible to take the Part I examination in 2018 you have to submit the **first 2 assignments in each course** on or before **31 July 2017, and the remaining assignments in each course** on or before **31 October 2017.** However, if for some reason you are unable to meet the deadlines and complete Part I of the programme within 2017-18, you will be permitted to stay on the rolls for another year (2018-19) to complete MA Part I. That is, if you **meet the above deadlines in 2018** you will be invited to the contact-cum-examination programme to be held in 2019. However, if you fail meet the deadlines in 2018 and/

or are unable to take the examination in 2019, you will be given a last chance to be on rolls for one more year (to take the examination in 2020) by re-registering on a payment of 50% of the programme fee, excluding the postal charges, and you will have to meet the assignment deadlines in the year 2019. Please note that if you fail to complete MA Part I within these 3 years (including re-registration) you will be out of rolls in 2020.

7. Change in name

For the purpose of certification and all official records, your name as recorded in your undergraduate degree certificate / provisional certificate will be taken into account. In the case of women participants, for change of name after marriage or divorce, a marriage certificate or a certificate from a competent issuing authority is acceptable. Change of name in the case of men will be accepted only on submission of documentary evidence (i.e., gazette notification or certificate from a competent issuing authority).

8. Change of address / email id / phone number

Please let us know whenever there is any change of address / email id / phone number. Please also send a self-addressed postcard along with your request for change of address / email id / phone number so that we can immediately inform you that we have effected the change in our records. Do not ask for frequent changes of address or for short periods of time. Rather, make arrangements for re-direction or safe forwarding of all communications.

9. Some general guidelines

Please go through *Your Handbook for the M.A. Programme* and the circulars issued by us from time to time and follow the instructions carefully. We would in particular request you to do the following:

- a. Write your roll number, name, address, assignment number and the name of the course on the cover sheet for each assignment separately.
- b. Check whether you have written your **complete** roll number **correctly**.
- c. Write the answer for different courses and different assignments on separate sheets. Pin each assignment separately **with a separate cover sheet**. We have sent you one sample cover sheet. You will need to photocopy 20 cover sheets – one for each assignment. **Each individual assignment must have a cover sheet**. If you send an assignment without a cover sheet, we will be constrained to return it. When you are sending in assignments, ensure that all assignments pertaining to a course are kept together in serial order. Also please enclose a self-addressed post card while sending assignments (with all the details of the assignments sent) if you wish to receive an acknowledgment.
- d. Do not send **Points for Clarification** along with the assignments. Send them separately.
- e. *Send assignments by Registered Post/ Speed Post, or through a reliable courier*, even though it is a little expensive. This will avoid any chances of assignments getting lost. We accept both handwritten and typed

assignments. But online/ e-mail submission of assignments is not allowed.

If possible, keep a photocopy of the assignments with you.

We have repeated here some of the information given in *Your Hand Book for the M.A. Programme*. Other information that is not covered by the handbook will be conveyed to you through circulars from time to time. If you have any queries, or if you wish to offer any suggestions, please feel free to write to us. You should always address your communications to:

Dean
School of Distance Education
The English and Foreign Languages University
Near Tarnaka
Hyderabad – 500 007 (Telangana)

Please check if you have received all the materials that are being sent herewith. If anything is missing do let us know immediately. If you do not tell us about it by 15 February 2017, we will not be in a position to supply any materials or assignments that might need replacement.

We hope you will find the programme useful and enjoyable.

With best wishes,

Yours sincerely


Dean
School of Distance Education

Encl:

1. *Handbook for the M.A. Programme*
2. 19 Blocks of course materials
3. 20 Assignments
4. *Tess of the D'Urbervilles*
5. One sample cover sheet
6. Acknowledgement


School of Distance Education
The English and Foreign Languages University
HYDERABAD-500 006.

TO BE RETURNED TO THE SCHOOL (by 15 Feb 2017)

To
The Dean
School of Distance Education
The English and Foreign Languages University
Near Tarnaka
Hyderabad-500 007(Telangana)

Dear Sir

A: I have received:

1. Your Letter No. EFL-U/SDE/2017-2018/MA Part I/ dated _____ 2017
2. Handbook for the MA Programme
3. 19 blocks of course materials and 20 assignments
4. *Tess of the D' Urbervilles*
5. One CD relating to Linguistics Block - II
6. One Sample Cover Sheet for the assignments

B. I have noted that I should **submit the first 2 assignments in each course** so as to reach you on or before **31 July 2017** and **the remaining 12 assignments** so as to reach you on or before **31 October 2017**, failing which I will not be eligible to attend the 8 to 10-Day Contact-cum-Examination Programme in Jan/Feb 2018.

C. I agree to abide by the rules of the University and will not act in any manner that will affect the discipline of the University.

Yours faithfully

(Signature)

Name _____ Roll No. _____

Present Address for Correspondence:

_____ Pin: _____

Phone: Landline _____ Mobile: _____

E-mail ID: _____

DEA
School of Distance Education
The EFL University
HYDERABAD-500 005.

