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

Prof. Roopa Suzana
 Dean
 School of Distance Education

Office : 040-27095025; 27689431;
 27689597
 E-mail ID: efludema@gmail.com

EFLU/SDE/MA Part-I/2021/

15 March, 2022

M.A. ENGLISH (DISTANCE MODE)

Roll No.

Name

Dear participant,

Greetings from EFLU!

Congratulations! We are glad to inform you that you have been admitted to the M.A. (English) programme by the distance mode at The English and Foreign Languages University, Hyderabad. You will find your roll number in this letter. You may please quote this number in addition to your name for all future correspondence with us. If you do not write your roll number, there may be a delay in replying to your letters/emails.

We are sending you the Self Learning Materials (SLMs) of the First Semester Courses along with this letter.

Course No.	Course title	Block No.	Assignment No.
I	Academic Reading and Writing	I-IV	1 to 3 (3 Assignments)
II	Introduction to Linguistics	I -III	1 to 3 (3 Assignments)
III	British Poetry	I-V	1 to 3 (3 Assignments)
IV	British Drama	I-IV	1 to 3 (3 Assignments)
	Total	16 Blocks	12 Assignments

The following books for Course III (British Poetry) are also being dispatched along with the SLMs.

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a. *Modern English Poetry- A Selection* With an Introduction and Critical Commentaries by Mohan G Ramanan

b. *English Poetry 1660-1780- An Anthology* Edited with an Introduction by Pramod K. Nayar

Apart from the above, we are sending

1. Your Handbook for the M. A. programme. (sent to you by e.mail) (**You must read this first.**)
2. One sample cover sheet for the assignments.
(You will need to make photocopies of the cover sheet and attach them to the assignments.)
3. Acknowledgement
Please note that you should attach one cover sheet to EACH of the assignments you send in.

Course materials for the second semester (September to February) will be sent to you later in the month of August.

Important information and instructions

1. **Submission of assignments is compulsory.** Unless you send in the required number of assignments (12 assignments) by the stipulated dates for all the courses, you will not be permitted to attend the 10-14 day contact-cum-examination programme to be held at the end of the semester.
2. The deadline for submission of the first 2 assignments in each course is **31 May, 2022. By this deadline you have to submit 8 assignments (2 assignments x 4 courses = 8 assignments).**
The deadline for submission of the remaining assignment in each course is **15 July 2022. By this deadline you have to submit the remaining 4 assignments (1 assignment x 4 courses = 4 assignments).**
3. The 10-14 days of contact-cum-examination programme for the first semester is likely to be held in August 2022. (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 75% attendance is mandatory) will be held during the first ten days and the examinations 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 August 2022, 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 May, 2022 and you must submit the remaining assignment in each course** so as to reach us on or before **15 July 2022. 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 12 assignments by 15 July 2022.** 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 is likely to be held in August **only** at one centre: The EFL University, Hyderabad.

6. **Period of enrolment: The normal period of study is 4 semesters (2021-22 to 2023-24) However, your Registration is valid for 8 semesters (2021-22 to 2025-26)**

The period of study for the first semester of the MA programme (including contact sessions and examinations) is six months (March 2022- August 2022).

SEMESTER	SEMESTER DURATION	CP and EXAMS
Semester I	March to August 2022	August 2022 - Exams of Sem I
Semester II	September to February 2023	February 2023- Exams of Sem II
Semester III	March to August 2023	August 2023- Exams of Semester I &III
Semester IV	September to February 2024	February 2024 -Exams of Semester II &IV
Extra semester 1	March to August 2024	Exams of Semester I and III
Extra semester 2	September to February 2025	Exams of Semester II and IV
Extra semester 3	March to August 2025	Exams of Semester I and III
Extra semester 4	September to February 2026	Exams of Semester II and IV

You may complete the semester within six months after your enrolment. To be eligible to write the first semester examinations in August 2022 you have to submit the **first 2 assignments in each course** on or before **31 May, 2022 and the remaining assignment in each course** on or before **15 July, 2022**. However, if for some reason you are unable to meet the deadlines and complete the first semester of the programme within six months, you will be permitted to stay on the rolls for eight semesters to complete MA Programme. That is, if you **meet the above deadlines in submitting your assignments** you will be invited to the contact-cum-examination programme of the first semester along with the third semester exams which will be held in August 2023. However, if you fail to take the first semester examinations by August 2023 as well, you will still be on rolls for a total of 8 semesters (4 + 4). You will be allowed to take your semester I exams during the stipulated time as mentioned in the table above. If you have not been able to give all the 16 exams and complete the course within 8 semesters, you may re-register yourself and remain on rolls for one more year more (two semesters to take the examination in March -August 2026 or September -February 2027). **Please note that if you fail to complete all the 16 courses these 5 years (including re-registration) you will be out of rolls in 2027.**

7. **Change in name**

For the purpose of certification and all official records, your name as recorded in your secondary school certificate will be taken into account. If your present name is different from the one in your SSC/ High School Certificate and is to be mentioned on the final certificate that would be issued on successful completion of the programme, a Gazette Notification is required or else the name in your SSC/High School Certificate would be considered.

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8. Change of address / email id / phone number

Please send us an email whenever there is any change of address / email id / phone number. 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 communication.

9. Some general guidelines

Please go through *Your Handbook for the M.A. Programme which is sent to you by e.mail as an attachement* 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 answers 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 12 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 send in an email while sending assignments by post (do mention your complete roll number and 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.**

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

We have repeated here some of the information given in your *Handbook for the M.A. Programme*. Other information that is not covered by the handbook will be conveyed to you through circulars by email 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:

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

Please check if you have received all the materials that are being sent herewith. **Please fill in the 'Acknowledgement' and return it to us by 15 April 2022.** If anything is missing do let


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us know immediately. We may not be in a position to supply any materials or assignments that might need replacement if you do not inform us about it by 15 April 2022.

We hope you will find the programme useful and enjoyable.

With best wishes

Yours sincerely



Dean
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Encl:

1. 16 Blocks of course materials
2. 2 books for Course III (British Poetry)
3. 12 Assignments
4. Your copy of the *Handbook for the M.A. Programme (sent through email)*
5. One sample cover sheet
6. Acknowledgement



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ACKNOWLEDGEMENT

TO BE RETURNED TO THE SCHOOL (by 15 April 2022)

To
The Dean, School of Distance Education
The English and Foreign Languages University
Tarnaka, Hyderabad – 500 007
Telangana

Dear Madam,

I have received the following:

A. The course materials, books and other material as follows:

1. 16 Blocks of course materials
2. 2 books for Course III (British Literature I)
3. 12 Assignments
4. *Handbook for the M.A. Programme*
5. One sample cover sheet
6. Acknowledgement

B. I have noted that I should **submit the first 2 Assignments of each course** so as to reach you on or before 31 May 2022 and the **remaining 1 Assignment of each course** so as to reach you on or before 15 July 2022, failing which I will not be eligible to attend the 14-day Contact-cum-Examination programme in August 2022.

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:

Postal code: _____

Phone (a) Landline _____

(b) Mobile _____

Email ID : _____


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