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The English and Foreign Languages University

(A Central University Established by an Act of Parliament)

HYDERABAD-500 007, INDIA

Prof. Tapas Ray
Dean
School of Distance Education

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POST-GRADUATE CERTIFICATE IN THE TEACHING OF ENGLISH

No. EFL-U/SDE/ PGCTE/2016-2017/

May 2016

Roll No.

Name

Dear participant

We are glad to inform you that you have been admitted to the one-year distance mode programme leading to a Post-graduate Certificate in the Teaching of English.

You will find your roll number at the top of this letter. In future, in all your correspondence with us, please quote this number in addition to your name. If you do not write your roll number, there may be delay in replying to your letters.

We are sending the following herewith:

1. The **PGCTE Handbook** (You must read this first.)
2. The following blocks of course materials, and assignments:

Subject	Blocks	Assignments
Phonetics & Spoken English	I-V	I-V
Introduction to Linguistics	I-V	I-V
Modern English Grammar and Usage	I-V	I-V
Interpretation of Literature	I-V	I-V
Methods of Teaching English	I-V	I-V
Materials for the Teaching of English	I-V	I-V
Practice Teaching	I-III	I-III
Total	33 Blocks	33 Assignments

3. **Exercises in Spoken English Part-I**
4. The play **Death of a Salesman** (discussed in Block II of the Interpretation of Literature course)
5. The novel **Heart of Darkness** (discussed in Block V of the Interpretation of Literature course)

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6. **3 CDs relating to Exercises in Spoken English Part-I**
7. One sample Cover Sheet for the Assignments (You will need to make photocopies of the cover sheet to be attached to the assignments. Please note that you should attach a Cover Sheet to EACH of the assignments you send in)

DEADLINES FOR SUBMITTING ASSIGNMENTS

To be eligible to attend the contact-cum-examination programme to be held in June-July 2017, you are required to submit:

- (i) the first 2 assignments in each course so as to reach us on or before
30 November 2016
- and
- (ii) the remaining assignments in each course so as to reach us on or before
28 February 2017.

Important Notes:

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 contact – cum –examination programme to be held at the end of the PGCTE programme.
2. The deadline for submission of the first 2 assignments in each course is **30 November 2016. By this deadline you have to submit 14 assignments (2 assignments x 7 courses).** The deadline for submission of the remaining assignments in each course is **28 February 2017. By this deadline you have to submit the remaining 19 assignments (1 (the 3rd) assignment in Practice Teaching + 18 assignments in other courses (3 assignments x 6 courses)).**
3. The 4-week contact – cum- examination programme will be held in June-July 2017 (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).
4. **Eligibility to attend the contact –cum- examination programme:** To be eligible to attend this contact –cum- examination programme, which will be held in June-July 2017, 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 **30 November 2016 and you must submit the remaining 19 assignments** so as to reach us on or before **28 February 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 33 assignments by 28 February 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 in one or more centres (i.e. Hyderabad and/or other centres).

ALLOTMENT OF CENTRES FOR THE CONTACT PROGRAMME TO EACH STUDENT WILL BE DONE BY THE SCHOOL AND NO REQUESTS FOR CHANGE WILL BE ENTERTAINED.

6. Period of enrolment

The normal period of study of the PGCTE 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. 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. That is, if **you submit the first 2 assignments in each course** so as to reach us on or before **30 November 2017**, and **you submit the remaining 19 assignments** so as to reach us on or before **28 February 2018**, you will be invited to the contact–cum-examination programme to be held in June/ July **2018**. Please note, however, that if you fail to submit the assignment responses even by the stipulated dates in 2017-18, your name will be struck off the rolls.

7. Change in name

For the purpose of certification and all official records, your name as recorded in your postgraduate 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 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 changes for short periods of time. Rather, make arrangements for re-direction or safe forwarding of all communications.

9. Some general guidelines

Please go through the **PGCTE Handbook** 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 33 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.**

10. Programme Coordinators:

The following are the Programme Coordinators of PGCTE

1. Mr. Anish Koshy, Asst. Professor Dept. of Linguistics & Phonetics	040-27689643	eflu.pgcte@gmail.com anish@efluniversity.ac.in
2. Dr. S. Vishnu Priya, Asst. Professor Dept. of Literatures in English	040-27689643	lavanya@efluniversity.ac.in

11. PGCTE GOOGLESITES:

The PGCTE has an exclusive google sites wiki available at <https://sites.google.com/site/eflupgcte/>. You will find a lot of useful information and timely updates on this site. Do not forget to bookmark or favourite this website. Do visit the site frequently.

We have repeated here some of the information given in the **PGCTE Handbook**. 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:

*The Programme Coordinator-PGCTE
School of Distance Education
The English and Foreign Languages University
Near Tarnaka, Hyderabad – 500 007, INDIA*


School of Distance Education
The EFL University
HYDERABAD-500 605.

Please fill in the enclosed acknowledgement and return it to us immediately. Please note that if we do not receive the acknowledgement letter from you by 31 July 2016, 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

(Tapas Ray)

Encl:

1. *The PGCTE Handbook*
2. 33 blocks of course materials, and 33 assignments
3. *Exercises in Spoken English Part-I*
4. *Death of a Salesman*
5. *Heart of Darkness*
6. 3 CDs relating to *Exercises in Spoken English Part-I*
7. One sample Cover Sheet for the assignments

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TO BE RETURNED TO THE SCHOOL (by 31 July 2016)

To
The Dean
School of Distance Education
The English and Foreign Languages University
Hyderabad-500 007, Andhra Pradesh.

Dear Sir

A: I have received:

1. Your Letter No. EFL-U/SDE/2016-2017/PGCTE/ dated _____ 2016
2. The *PGCTE Handbook*
3. 33 blocks of course materials and 33 assignments
4. *Exercises in Spoken English Part-I*
5. *Death of a Salesman*
6. *Heart of Darkness*
7. 3 CDs relating to *Exercises in Spoken English Part-I*
8. 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 **30 November 2016 and the remaining 19 assignments** so as to reach you on or before **28 February 2017**, failing which I will not be eligible to attend the 4-week Contact-cum-Examination Programme in June/July 2017.

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: _____


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