



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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POST-GRADUATE CERTIFICATE IN THE TEACHING OF ENGLISH

Detailed Admission Letter 2019

Please remember that all our future communication to you will be via emails. Therefore, ensure that we have your latest working email and that you check your email regularly, including the SPAM/JUNK folder.

Important guidelines

1. **Submission of assignments is compulsory.** Unless you send in the required number of 14 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 assignment in each course is **15 November 2019**. **By this deadline you have to submit 07 assignments (1 assignment x 7 courses).** The deadline for submission of the final assignment in each course is **29 February 2020**. **By this deadline you have to submit the remaining 07 assignments (1 assignment x 7 courses).**
3. The 4-week contact – cum- examination programme will be held in June-July 2020 (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 2020, you must submit the assignments by the deadlines given above. That is, **you must submit the first assignment in each course so as to reach us on or before 15 November 2019 and you must submit the remaining 07 assignments so as to reach us on or before 29 February 2020. 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 14 assignments by **29 February 2020**. 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 assignment in each course** so as to reach us on or before **16 November 2020**, and you **submit the remaining 07 assignments** so as to reach us on or before **27 February 2021**, you will be invited to the contact-cum- examination programme to be held in June/ July 2021. Please note, however, that if you fail to submit the assignment responses even by the stipulated dates in 2020-21, 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 Class X 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.

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. Make 14 copies of the Cover-sheet and 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. Do not send **Points for Clarification** along with the assignments. Send them separately, and preferably only by **EMAIL** to the Programme Coordinators or to the Course Monitors directly. We will share with you details of the Monitors shortly via email.
- d. 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 14 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 not return the corrected assignment(s), as there would be no address on the front page for us to take further action. When you are sending in assignments, ensure that all assignments pertaining to a course are kept together in serial order. Once you send us your assignments, please write an email to us with the details of the assignments submitted. They will be acknowledged once the parcel is received.
- 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 prefer typed assignments but accept handwritten assignments too.** **Online/ e-mail submission of assignments is not allowed.** **Please retain the receipt from the courier/post office for tracking the assignment. We may not be able to individually acknowledge receipt of assignments in time, depending on the number of assignments turned in.**

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 letters to

*The Dean
School of Distance Education
The English and Foreign Languages University
Near Tarnaka, Hyderabad – 500 007, INDIA*

Address all your emails to

<eflu.sde@gmail.com> and <eflu.pgcte@gmail.com>

We are sending the following by email:

1. The *PGCTE Handbook* (You must read this first.)
2. 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.)

We are sending the following by post:

1. The following blocks of course materials and 14 assignments corresponding to them:

Subject	Blocks	Assignments
Phonetics & Spoken English	I-V	I-II
Introduction to Linguistics	I-V	I-II
Modern English Grammar and Usage	I-V	I-II
Interpretation of Literature	I-V	I-II
Methods of Teaching English	I-V	I-II
Materials for the Teaching of English	I-V	I-II
Practice Teaching	I-III	I-II
Total	33 Blocks	14 Assignments

2. *Exercises in Spoken English Part-I*

3. 1 CD relating to *Exercises in Spoken English Part-I*

4. The play *Death of a Salesman* (discussed in Block II of the Interpretation of Literature course) and the novel *Heart of Darkness* (discussed in Block V of the Interpretation of Literature course)

Please fill in the enclosed acknowledgement and return it to us immediately by email. **Please note that if we do not receive the acknowledgement email from you by 30 June 2019, 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


(Surabhi Bharati)

TO BE RETURNED TO THE SCHOOL (by 30 June 2019)

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/2019-2020/PGCTE
2. The PGCTE Handbook
3. 33 blocks of course materials and 14 assignments
4. Exercises in Spoken English Part-I
5. 1 CD relating to Exercises in Spoken English Part-I
6. Death of a Salesman
7. Heart of Darkness
8. One Sample Cover Sheet for the assignments

B. I have noted that I should **submit the first assignment in each course** so as to reach you on or before **15 November 2019 and the remaining 07 assignments** so as to reach you on or before **29 February 2020**, failing which I will not be eligible to attend the 4-week Contact-cum-Examination Programme in June/July 2020.

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: _____

Please return this to us filled and complete in all respect by email to

<eflu.sde@gmail.com>

