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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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M.A. ENGLISH (DISTANCE MODE)

Roll No.

Name

EFLU/SDE/MA-Part- I/2018

December 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. Modern English Poetry: A Selection (related to BL-I & BL-II)
4. Gullivers Travels (related to BL-I)
5. 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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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 2019** 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 2018. 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 2018. 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 2019** (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 (for which attendance is optional) will be held during the first **4 to 6** days and the examinations (for 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 2019**, 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 2018** and **you must submit the remaining assignments in each course** so as to reach us on or before **31 October 2018. 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 2018.** 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 (2018-20)

The normal period of study of Part I of the MA programme (including contact sessions and examinations) is one year (2018-19). That is, you may complete the programme within one year after your enrolment. To be eligible to take the **Part I examination in 2019** you have to submit the **first 2 assignments in each course** on or before **31 July 2018**, and the **remaining assignments in each course** on or before **31 October 2018.** If for some reason you are unable to meet the deadlines and complete Part I of the programme within 2018-19, you will be permitted to stay on the rolls for another year (2019-20) 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 to meet the deadlines in **2018** and/ or are unable to take the examination in **2019**, you will be given a last chance to

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2020

be on rolls for one more year (to take the examination **in 2021**) 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 2020**. 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 2021**.

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 any other cause, 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 e-mails sent 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:

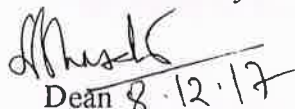
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The English and Foreign Languages University
Near Tarnaka
Hyderabad – 500 007 (Telangana)

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 January 2018**, 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 8.12.17

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Encl:

1. *Handbook for the M.A. Programme*
2. 19 Blocks of course materials
3. Gullivers Travels (related to BL-I)
4. Modern English Poetry, A Selection (related to BL-I & BL-II)
5. One sample cover sheet for the assignments
6. Acknowledgement
7. A CD relating to Block II (Phonetics)

The following books and 20 Assignments will be sent later.

1. Emma
2. Robinson Crusoe
3. Wuthering Heights
4. Tess of the D'Urbervilles
5. English Poetry 1160-1780


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ACKNOWLEDGEMENT

TO BE RETURNED TO THE SCHOOL (by 15 January, 2018)

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. Handbook for the M.A. Programme
2. 19 Blocks of course materials
3. Gullivers Travels (related to BL-I)
4. Modern English Poetry, A Selection (related to BL-I & BL-II)
5. One sample cover sheet for the assignments
6. Your Letter No. EFL-U/SDE/2017-2018/MA Part I/ dated _____ 2017
7. A CD relating to Block- II (Phonetics)

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 2018** and **the remaining 12 assignments** so as to reach you on or before **31 October 2018**, 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: _____


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