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

**Prof. Surabhi Bharati**  
Dean  
School of Distance Education

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EFLU/SDE/MA Part-I/2020/

20 February 2020

**M.A. ENGLISH (DISTANCE MODE)**

Roll No.

Name

Dear Participant,

We are sending you the following Blocks of course materials and assignments relating to them for Part – I of the M. A. English programme:

Course No.	Course title	Block No.	Assignment No.
I	Academic Reading and Writing	I-IV	1 to 4 (4 Assignments)
II	Introduction to Linguistics	I -V	1 to 4 (4 Assignments)
III	British Literature I	I-V	1 to 4 (4 Assignments)
IV	British Literature II	I-V	1 to 4 (4 Assignments)
	Total	19 Blocks	16 Assignments

The following books for Course III (British Literature I) and Course IV (British Literature II) are also being dispatched now along with this letter.

- Daniel Defoe, *Robinson Crusoe*
- Jonathan Swift, *Gulliver's Travels*
- Jane Austen, *Emma*
- Emily Bronte, *Wuthering Heights*
- English Poetry 1660 – 1780*
- Modern English Poetry*
- Thomas Hardy, *Tess of the D'Urbervilles*

Apart from the above, we are sending

- Your Handbook for the M. A. programme. (You **must** read this first.)
- A CD relating to Block II (Phonetics), Course II (Introduction to Linguistics).
- One sample cover sheet for the assignments.

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

(You will need to make photocopies of the cover sheet and attach them to the assignments.

4. Acknowledgement

**Please note that you should attach one cover sheet to EACH of the assignments you send in.)**

**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 18-day contact-cum-examination programme to be held at the end of the M. A. Part I programme.

2. The deadline for submission of the first 2 assignments in each course is **15 June 2020. 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 **30 September 2020. By this deadline you have to submit the remaining 8 assignments (2 assignments x 4 courses = 8 assignments).**

3. The 18 days of contact-cum-examination programme for Part I is likely to be held in January/February 2021. (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 fourteen 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 2021, 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 **15 June 2020 and you must submit the remaining assignments in each course** so as to reach us on or before **30 September 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 16 assignments by 30 September 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 **only** at one centre: The EFL University, Hyderabad.

6. **Period of enrolment :** Registration is valid for two years (2020-22)

The normal period of study of Part I of the MA programme (including contact sessions and examinations) is one year (2020-21). That is, you may complete the programme within one year after your enrolment. To be eligible to write the Part I examination in 2021 you have to submit the **first 2 assignments in each course** on or before **15 June 2020, and the remaining assignments in each course** on or before **30 September 2020.** However, if for some reason you are unable to meet the

deadlines and complete Part I of the programme within 2020-21, you will be permitted to stay on the rolls for another year (2021-22) to complete MA Part I. That is, if you **meet the above deadlines in 2020** you will be invited to the contact-cum-examination programme to be held in 2021. However, if you fail to take the examination in 2022 as well, you will be given a last chance to be on rolls for one more year (to take the examination in 2023) by re-registering on a payment of 50% of the programme fee, excluding postal charges, and you will have to meet the assignment deadlines in the year 2022. **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 2023.**

**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. 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 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* 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 16 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. 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  
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 31 March 2020.** If anything is missing do let 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 **31 March 2020.**

We hope you will find the programme useful and enjoyable.

With best wishes

Yours sincerely



Dean I/c  
School of Distance Education

Encl:

1. 19 Blocks of course materials
2. 7 books
3. 16 Assignments
4. Your copy of the *Handbook for the M.A. Programme*
5. A CD relating to Block II (Phonetics), Course II (Introduction to Linguistics)
6. One sample cover sheet
7. Acknowledgement



School of Distance Education  
The English and Foreign Languages University  
HYDERABAD-500 007.

ACKNOWLEDGEMENT

TO BE RETURNED TO THE SCHOOL (by 31 March 2020)

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

Dear Madam / Sir,

I have received the following:

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

1. 19 Blocks of course materials
2. 7 books for Course III (British Literature I) and Course IV (British Literature II)
3. 16 Assignments
4. *Handbook for the M.A. Programme*
5. A CD relating to Block II (Phonetics), Course II (Introduction to Linguistics)
6. One sample cover sheet
7. Acknowledgement

B. I have noted that I should **submit the first 2 Assignments of each course** so as to reach you on or before **15 June 2020** and the **remaining 2 Assignments of each course** so as to reach you on or before **30 September 2020**, failing which I will not be eligible to attend the 18-day Contact-cum-Examination programme in **January/February 2021**.

C. I agree to abide by the rules of the University and will not 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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