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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

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EFLU/SDE/MA Part-I/2021/

08 April, 2021

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 following blocks.

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) are also being dispatched now along with this letter.

- Daniel Defoe, *Robinson Crusoe*
- Jonathan Swift, *Gulliver's Travels*

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HYDERABAD-500 007

Apart from the above, we are sending

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. One sample cover sheet for the assignments.
(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 **31 July, 2021. 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 2021. 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 February/March. (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 February/March 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 July, 2021 and you must submit the remaining assignments in each course** so as to reach us on or before **31 October 2021. 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 31 October 2021.** 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 **February/March only** at one centre: The EFL University, Hyderabad.

6. **Period of enrolment :** Registration is valid for two years (2021-23)

The normal period of study of Part I of the MA programme (including contact sessions and examinations) is one year (2021-22). That is, you may complete the programme within one year after your enrolment. To be eligible to write the Part I examination in 2022 you have to submit the **first 2 assignments in each course** on or before **31 July, 2021 and the remaining assignments in each course** on or before **31 October, 2021**. However, if for some reason you are unable to meet the deadlines and complete Part I of the programme within 2021-22, you will be permitted to stay on the rolls for another year (2022-23) to complete MA Part I. That is, if you **meet the above deadlines in 2021** you will be invited to the contact-cum-examination programme to be held in 2022. 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 2023. **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 2024.**

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.

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 30 April 2021.** 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 30 April 2021.

We hope you will find the programme useful and enjoyable.

With best wishes

Yours sincerely



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School of Distance Education

Encl:

1. 19 Blocks of course materials
2. 2 books for Course III (British Literature I)
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

ACKNOWLEDGEMENT

TO BE RETURNED TO THE SCHOOL (by 30 April 2021)

To
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. 19 Blocks of course materials
2. 2 books for Course III (British Literature I)
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 31 July 2021 and the **remaining 2 Assignments of each course** so as to reach you on or before 31 October 2021, failing which I will not be eligible to attend the 18-day Contact-cum-Examination programme in February 2022.

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