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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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### POST-GRADUATE CERTIFICATE IN THE TEACHING OF ENGLISH

#### *Detailed Admission Letter 2020*

**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. You have **TWO** assignments for each course. There are **SEVEN** courses to complete in PGCTE.
2. Because of the lockdown, we have not been able to get all the study materials printed. As such, we are sending you the complete blocks of **THREE** courses in the first instance, namely, *Interpretation of Literature, Materials for the Teaching of English, and Practice Teaching*. The study materials for the other **FOUR** courses will be sent to you shortly.
3. By the **first deadline** you must submit to us **06 assignments: Both assignments** of the **THREE** courses sent to you in the first lot, that is, both **Assignment 01** and **Assignment 02** of *Interpretation of Literature, Materials for the Teaching of English, and Practice Teaching*.
4. By the **second/final deadline** you must submit to us the remaining **08 assignments: Both assignments** of the **FOUR** courses we will be sending you in the second lot.
5. The **first deadline** is **16 November 2020**. **By this deadline you have to submit 06 assignments (2 assignments x 3 courses).**
6. The **second/final deadline** is **27 February 2021**. **By this deadline you have to submit the remaining 08 assignments (2 assignments x 4 courses).**
7. The 4-week contact – cum- examination programme will be held in June-July 2021 (the exact dates will be communicated to you when you are invited to the contact-cum-

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examination programme, after you have submitted the assignments by the deadlines given above).

#### 8. 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 2021, you must submit the assignments by the deadlines given above. That is, **you must submit 06 assignments** so as to reach us on or before **16 November 2020** and **you must submit the remaining 08 assignments** so as to reach us on or before **27 February 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 14 assignments by **27 February 2021**. Please note that these deadlines will not be extended for any reason. No correspondence will be entertained in this regard.

#### 9. 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.**

#### 10. 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 **15 November 2021**, and you submit the **remaining 07 assignments** so as to reach us on or before **28 February 2022**, you will be invited to the contact–cum- examination programme to be held in June/ July **2022**. Please note, however, that if you fail to submit the assignment responses even by the stipulated dates in 2021-22, your name will be struck off the rolls.

#### 11. 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. Change of name after marriage or divorce or for any other reason will be accepted only on submission of documentary evidence in the form of a **Gazette notification**.

#### 12. Change of address/ email id/ phone number

Please let us know whenever there is any change of address/ email id/ phone number. Please send an email on **<eflu.sde@gmail.com>** 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 (after retaining a photocopy with you) 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>

