

The English and Foreign Languages University, Hyderabad
School of Distance Education
Academic Calendar 2016-17

Sl.No.	Duty	Work done	MA - I	MA - II	PGCTE	PGDTE
1	Dean	Call for applications (Advertisement)	Aug.	*	Nov	by email/website
2	SDE office & Coordinators	Receiving and Scrutinizing applicaions	1 Aug - 30 Nov.	*	1 Dec - 15 Mar.	15 Sep-20 Oct.
3	Dean, Coordinators & SDE Office	Following up with Publications for materials	1 - 30 Nov.	1 - 30 Nov.	1 - 28 Feb.	1 - 30 Sep.
4	Course Monitors	New assignments submission by monitors	1 - 15 Jan.	1 - 15 Jan.	1 - 15 April	1 - 15 Oct.
5	SDE office & Coordinators	Photocopying Assignments; Preparing materials	16 - 31 Jan.	15 - 20 Jan.	16 - 30 April	16 - 31 Oct.
6	Dean	Admission committee meeting	1 - 30 Jan.	*	1 - 15 April	25 - 31 Oct.
7	Dean & Coordinators	Admission confirmation letters	20 - 31 Jan.	25 - 28 Jan.	16 - 30 April	01 - 05 Nov.
8	Coordinators & SDE office	Materials dispatch with assignments	1 - 28 Feb.	25 - 28 Jan.	1 - 31 May	01 - 30 Nov.
9	SDE Office	Assignment I - Deadline	31 - July.	15 - Aug.	15 - Nov.	15-Apr
10	SDE Office & Moniors	Assignment sent to Academic Counsellors	22 - 30 June	22 - 31 May	23 - 30 Nov	23 - 30 April
11	Course Monitors	Monitoring	21 July - 15 Aug.	21 June - 15 July	1 - 30 Jan	01 - 30 June
12	SDE Office	Assignments returned to students	16 - 22 Aug.	16 - 31 July	1 - 7 Feb	1 - 7 July
13	SDE Office	Assignment II - Deadline	31 - Oct.	15 - Nov.	28 Feb.	31-Jul
14	SDE Office & Moniors	Assignment sent to Academic Counsellors	7 - 15 Oct	7 - 15 Sep.	8 - 15 mar.	8 - 15 Aug.
15	School Meeting	Fixing the dates for the Contact Programme	15 - 20 Oct.	15 - 20 Sep.	15 - 20 Mar.	15 - 20 Aug.
16	Couse Monitors	Monitoring	8 - 30 Nov.	8 - 31 Oct	1 - 30 April	8 - 15 Sep.
17	SDE Office	Assignments returned to students	1 - 15 Dec.	1 - 15 Nov.	1 - 15 May	15 - 25 Sep.
18	Coordinators	Contact Programme	6 - 28 Jan.	27 Jan - 28 Feb.	15 June - 15 July	1 - 30 Nov.
19	Coordinators	Question paper submission by Monitors	15 Jan.	15 - Feb.	30-Jun	15 - Nov.
20	SDE office & Coordinators	Exam scripts dispatch and return	25 Jan - 20 Feb.	25 Feb - 20 Mar.	16 Jul. - 15 Aug.	1 - 31 Dec.
21	Course Monitors	Exam Monitoring	1 - 31 Mar	1 - 15 April.	16 Aug. 15 Sep.	1 - 30 Jan.
22	Coordinators & SDE Office	Exam results and Tabulaion	1 - 15 April	16 - 25 April	15 - 30 Sep.	1 - 15 Feb.
23	SDE office & Coordinators	Grade cards printing	15 - 20 April	25 - 30 April	1 - 5 Oct.	15 - 20 Feb.
24	Dean, Coordinators & SDE Office	Following up with CoE to sign Grade cards	20 - 20 April	1 - 5 May	6 - 15 Oct.	20 - 28 Feb.
25	Dean, Coordinators & SDE Office	Following up with CoE and VC's office for	*	6 May - 30 June	1 Nov. 30 Dec	1 Mar - 15 April
26	SDE Office	Dispatch of Certificates	16 - 30 June	1 - 15 July	1 - 15 Jan.	15 - 30 April
	Programme Duration	MA I & II January 1 - December 31 [2 years] PGCTE: July 16 - July 15 [1 year] PGDTE: December 1 - November 30 [1 year]				

अधिष्ठाता / Dean
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