DISTANCE EDUCATION BUREAU
A Bureau of University Grants Commission (UGC)

APPLICATION FOR RECOGNITION OF HEI / PROGRAMMES UNDER OPEN AND DISTANCE LEARNING MODE UGC (ODL) REGULATIONS, 2018

Academic session beginning July, 2018

Part A

कुल सचिव / Registrar
अंग्रेजी एवं विदेशी भाषा विश्वविद्यालय
The English and Foreign Languages University
हैदराबाद-500 007.
Hyderabad-500 007.

Higher Educational Institutions Details

Registration ID :	DEB/TEL/129/2017/173
Name of the Higher Educational institution :	ENGLISH AND FOREIGN LANGUAGES UNIVERSITY
Address :	THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY, TARNAKA, HYDERABAD
Tel :	04027689000
Email :	REGISTRAR@EFLUNIVERSITY.AC.IN
State :	TELANGANA
Fax :	04027095025
Official Website of HEI :	WWW.EFLUNIVERSITY.AC.IN
Name of the Vice Chancellor :	E. SURESH KUMAR
Name of the Pro Vice Chancellor/Rector(if any):	ALI RAZA MOOSVI
Name of the Registrar	SURABHI BHARATI
Name of the Department/School/Centre of Distance Education :	SCHOOL OF DISTANCE EDUCATION
Address of the Department/School/Centre of Distance Education:	SCHOOL OF DISTANCE EDUCATION, EFL UNIVERSITY, TARNAKA, HYDERABAD - 500007
Tel of the Department/School/Centre of Distance Education:	04027689431
Email of the Department/School/Centre of Distance Education:	EFLU_SDE@REDIFFMAIL.COM
Fax of the Department/School/Centre of Distance Education:	04027095025
Official website for distance education, if any :	HTTP://WWW.EFLUNIVERSITY.AC.IN /DISTANCE_EDUCATION.PHP
Name of Director/Head of Department/Head of School/Centre of Distance Education :	SURABHI BHARATI
Designation :	PROFESSOR AND DEAN
Mobile No. :	9849748540
Type of HEI :	CENTRAL
Year of establishment of HEI :	Year : 1958 Month: 1
Recognition status of the HEI as per UGC Act, 1956:	SECTION 2(F)
Is HEI also recognized under 12 (B):	YES
Whether accredited by NAAC? :	YES
Year of assessment of NAAC :	2016
NAAC CGPA Score :	3.260
NAAC Accreditation valid upto :	2021
Whether valid for the academic year 2018-19 :	YES
Whether HEI is ready or has already applied for NAAC assessment:	YES

TABLE 1.1

Academic Year Planner [Programmes under yearly system]:

Sr.No.	Name of the Activity	Tentative months schedule (specify months) during Year	
		From(Month)	To(Month)
1.	Admission	APR	MAY
2.	Distribution of SLM	MAY	JUN
3.	Contact Programmes(counselling, Practicals,etc.)	JUN	JUL
4.	Assignment Submission (if any)	DEC	MAR
5.	Evaluation of Assignment	APR	MAY
6.	Examination	JUN	JUL
7.	Declaration of Result	SEP	OCT

TABLE 1.2

Academic Year Planner [Programmes under Semester System]:

Sr.No.	Name of the Activity	July		January	
		From	To	From	To
1.	Admission	NOT	NOT	NOT	NOT
2.	Distribution of SLM	NOT	NOT	NOT	NOT
3.	Contact Programmes(counselling, Practicals,etc.)	NOT	NOT	NOT	NOT
4.	Assignment Submission (if any)	NOT	NOT	NOT	NOT
5.	Evaluation of Assignment	NOT	NOT	NOT	NOT
6.	Examination	NOT	NOT	NOT	NOT
7.	Declaration of Result	NOT	NOT	NOT	NOT

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TABLE 1.3

TOTAL BUILT UP AREA EXCLUSIVELY FOR OPEN AND DISTANCE LEARNING (MINIMUM 15000 SQ):

Builit-up Area Type	Minimum Built up area required as per Regulations	Built-Up Area available(Carpet Area Sq. ft)	Difference
Academic	7500	39550	-32050
Administrative	1500	13025	-11525
Academic support such as Library, Reading Room, Computer Centre, Information and Communication technology labs, Video and Audio Labs etc.	4500	63550	-59050
Amenities or other support facilities(Excluding toilets)	1500	26432	-24932
Total built-up area for ODL activities	**15000**	142557	-127557

TABLE 1.4

DETAILS OF STUDENTS ENROLLED AND PASSED UNDER ODL MODE :

Academic year	Particular	UG Degree	PG Degree
2017-18	No. of students enrolled	0	830
	No. of students passed	0	138
2016-17	No. of students enrolled	0	847
	No. of students passed	0	158
2015-16	No. of students enrolled	0	821
	No. of students passed	0	197

TABLE 1.5(Proposed Programme details for Distance Education)

SrNo.	Name of Programme proposed to be offered from July, 2018 onward	Whether as per UGC Degree specification 2014(Y/N)	Minimum Duration of programmes (years)	Type of Programme: Professional or General	Whether SLM prepared for complete programme	Whether offered under Regular mode
1	MASTER OF ARTS (ENGLISH)	YES	2	GENERAL	YES	YES
2	POSTGRADUATE CERTIFICATE IN THE TEACHING OF ENGLISH	YES	1	GENERAL	YES	YES
3	POSTGRADUATE DIPLOMA IN THE TEACHING OF ENGLISH	YES	1	GENERAL	YES	YES

TABLE 1.6(Regional Centre details)

SrNo.	Name & Address of Regional Centre	HEI Association with RC (Owned, maintained etc.)	Name and Contact Details of Coordinator/Counsellor	Qualification of Coordinator/Counsellor at RC	No. of Counsellor at RC	No. of LSC covered under RC
1	NA	NA	NA	NA	0	0

TABLE 1.7(Learner Support Centre (LSC) details)

SrNo.	Name & Address of College/institute (where LSC is established):	Name of HEI to which College/institute is affiliated (where LSC is established)	Whether the College/institute is private or Govt.(where LSC is established)	Name and Contact Details of Coordinator/counsellor	Qualification of Coordinator/Counsellor	No. of Counsell
1	SCHOOL OF DISTANCE EDUCATION, EFL UNIVERSITY, HYDERABAD - 500007	OWNED	NA	PROF. SURABHI BHARATI	PHD	13

TABLE 1.8(Staff Details)

ACADEMIC STAFF FOR ODL PROGRAMMES:

Type of Staff	Number of officials on full time and dedicated basis	No. of official exclusively for ODL	No. of temporary staff
Director	1	1	0
Associate Professor	1	1	0
Assistant Professor	7	7	0
Any other (Please specify)PROFESSOR	4	4	0

TABLE 1.9(Administrative staff)

ADMINISTRATIVE STAFF FOR ODL PROGRAMMES:

Type of Staff	Number of officials	No. of official exclusively for ODL	No. of temporary staff
Deputy Registrar	0	0	0
Assistant Registrar	0	0	0
Section Officer	1	1	0
Assistants	3	3	0
Computer Operators	0	0	2
Class-IV/Multi Tasking Staff	0	0	3
Technical / Professional	1	1	0
Any other (Please specify) NA	0	0	0

TABLE 1.10(Examination Centre)

A). PROPOSED EXAMINATION CENTRE FOR TERM END EXAMINATION FOR ODL PROGRAMME FOR UPCOMING ACADEMIC YEARS :

Sr No.	Preparedness Status	YES/NO
(i)	Whether examination centre is within the territorial jurisdiction of the HEI as per Annexure IV of ODL Regulations	YES
(ii)	Whether the examination centre is located as per clause 13 (7) of Part IV of Regulations	YES
(iii)	Provision of CCTV Cameras	NO
(iv)	Provision of Bio-metric attendance	NO
(v)	Provision of Video recording	NO

Activities for Examination

B). ACTIVITIES FOR EXAMINATION :

Sr No.	Activity	By the HEI/Outsider Agency/ Both
(i)	Paper setting	BY THE HEI
(ii)	Conduct of examination	BY THE HEI
(iii)	Evaluation of answer sheets	BOTH
(iv)	Declaration of results	BY THE HEI
(v)	If any other , specify NA	NA

Other Information

TABLE 1.11(COMPUTERIZATION/DIGITIZATION STATUS OF THE FOLLOWING ACTIVITIES):

Sr No.	Activities	Yes or No
(i)	Student registration/Admission	NO
(ii)	Administration	NO
(iii)	Finance	NO
(iv)	Academic activities	NO
(v)	Student Support System	NO
(vi)	Continuous Evaluation	NO
(vii)	Online support	YES

TABLE 1.12(Details of full time dedicated Help Desk for ODL mode Student)

(i)	Help Desk Address	THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY, TARNAKA, HYDERABAD
(ii)	Name of Contact Person	K JYOTHI
(iii)	Designation	SECTION OFFICER
(i)	Phone no.	4027689597
(i)	Email Id	EFLU_SDE@REDIFFMAIL.COM
(i)	Contact hours for Help Desk	10.00-17.30

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TABLE 1.13(Status of a Court case(s) pertaining to (if any) filed by the HEI or any Institution or body related to the HEI offering Open and Distance Education wherein UGC has been made a party)

W.P.No	Court/Jurisdiction	Status as on date
NA	NA	NA

Part B

Sr No.	Name of Programme
1	MASTER OF ARTS (ENGLISH)
2	POSTGRADUATE CERTIFICATE IN THE TEACHING OF ENGLISH
3	POSTGRADUATE DIPLOMA IN THE TEACHING OF ENGLISH

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NAME OF THE PROGRAMME : MASTER OF ARTS (ENGLISH)

Details of the Programme Proposed to Be Offered Through Open & Distance

Learning Mode

Name of the Programme :	MASTER OF ARTS (ENGLISH)
Whether nomenclature of proposed Programme is as per UGC norms :	YES
Whether duration of the proposed Programme is as per UGC norms :	YES
Whether minimum eligibility criteria for admission in the proposed Programme is as per UGC norms. :	YES
Name of the Department :	SCHOOL OF DISTANCE EDUCATION
Whether complete SLM prepared for full Programme :	YES
Whether SLM approved by Statutory bodies of HEI :	YES
Whether Program Project Report (PPR) prepared for the Programme and approved as per clause 11(2)&(3) of Part III of Regulations :	YES
Upload Document :	View Document
Whether approval obtained from concerned Regulatory Authority, such as AICTE, NCTE etc. for offering the proposed Programme through distance mode. If yes, specify authority and give details :	NO
Upload Document :	View Document
No. of permanent faculty available at Headquarters for Regular classes of proposed Programme :	13
No. of permanent faculty available exclusively for proposed Programme through ODL mode(No. of Professor) :	5
No. of permanent faculty available exclusively for proposed Programme through ODL mode(No. of Associate Professor) :	1
No. of permanent faculty available exclusively for proposed Programme through ODL mode(No. of Assistant Professor) :	7
Whether the proposed Programme is offered under Regular mode also. If yes, since when :	YES
since when :	2000
Whether Choice Based Credit System (CBCS) is being	YES

Details of students under the Proposed Programme

Year	Level	Mode of education	Intake capacity	Students admitted	Students Passed
2017-18	Under Graduate	Regular mode	0	0	0
		ODL mode	0	0	0
	Post Graduate	Regular mode	90	94	0
		ODL mode	1000	285	38
2016-17	Under Graduate	Regular mode	0	0	0
		ODL mode	0	0	0
	Post Graduate	Regular mode	90	98	0
		ODL mode	1000	311	57
2015-16	Under Graduate	Regular mode	0	0	0
		ODL mode	0	0	0
	Post Graduate	Regular mode	90	67	64
		ODL mode	1000	322	58

Mode of evaluation for the proposed programme under distance mode

	Yes or No	Weightage in overall assessment
Assignments	YES	25
Practicals	NO	75
Project	NO	0
Term End Exam	YES	75

Mode of delivery of SLM/SIM (State Yes or No)

Printed material	E-content	Audio/Video	Online Mode
YES	NO	NO	NO

NAME OF THE PROGRAMME : POSTGRADUATE CERTIFICATE IN THE TEACHING OF ENGLISH

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Details of the Programme Proposed to Be Offered Through Open & Distance Learning Mode

Name of the Programme :	POSTGRADUATE CERTIFICATE IN THE TEACHING OF ENGLISH
Whether nomenclature of proposed Programme is as per UGC norms :	YES
Whether duration of the proposed Programme is as per UGC norms :	YES
Whether minimum eligibility criteria for admission in the proposed Programme is as per UGC norms. :	YES
Name of the Department :	SCHOOL OF DISTANCE EDUCATION
Whether complete SLM prepared for full Programme :	YES
Whether SLM approved by Statutory bodies of HEI :	YES
Whether Program Project Report (PPR) prepared for the Programme and approved as per clause 11(2)&(3) of Part III of Regulations :	YES
Upload Document :	View Document
Whether approval obtained from concerned Regulatory Authority, such as AICTE, NCTE etc. for offering the proposed Programme through distance mode. If yes, specify authority and give details :	NO
Upload Document :	View Document
No. of permanent faculty available at Headquarters for Regular classes of proposed Programme :	13
No. of permanent faculty available exclusively for proposed Programme through ODL mode(No. of Professor) :	5
No. of permanent faculty available exclusively for proposed Programme through ODL mode(No. of Associate Professor) :	1
No. of permanent faculty available exclusively for proposed Programme through ODL mode(No. of Assistant Professor) :	7
Whether the proposed Programme is offered under Regular mode also. If yes, since when :	YES
since when :	1958

Details of students under the Proposed Programme

Year	Level	Mode of education	Intake capacity	Students admitted	Students Passed
2017-18	Under Graduate	Regular mode	0	0	0
		ODL mode	0	0	0
	Post Graduate	Regular mode	35	29	0
		ODL mode	1000	479	67
2016-17	Under Graduate	Regular mode	0	0	0
		ODL mode	0	0	0
	Post Graduate	Regular mode	35	26	20
		ODL mode	1000	473	64
2015-16	Under Graduate	Regular mode	0	0	0
		ODL mode	0	0	0
	Post Graduate	Regular mode	35	18	14
		ODL mode	1000	428	92

Mode of evaluation for the proposed programme under distance mode

	Yes or No	Weightage in overall assessment
Assignments	YES	25
Practicals	YES	75
Project	NO	0
Term End Exam	YES	75

Mode of delivery of SLM/SIM (State Yes or No)

Printed material	E-content	Audio/Video	Online Mode
YES	NO	YES	NO

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NAME OF THE PROGRAMME : POSTGRADUATE DIPLOMA IN THE TEACHING OF ENGLISH

Details of the Programme Proposed to Be Offered Through Open & Distance Learning Mode

Name of the Programme :	POSTGRADUATE DIPLOMA IN THE TEACHING OF ENGLISH
Whether nomenclature of proposed Programme is as per UGC norms :	YES
Whether duration of the proposed Programme is as per UGC norms :	YES
Whether minimum eligibility criteria for admission in the proposed Programme is as per UGC norms. :	YES
Name of the Department :	SCHOOL OF DISTANCE EDUCATION
Whether complete SLM prepared for full Programme :	YES
Whether SLM approved by Statutory bodies of HEI :	YES
Whether Program Project Report (PPR) prepared for the Programme and approved as per clause 11(2)&(3) of Part III of Regulations :	YES
Upload Document :	View Document
Whether approval obtained from concerned Regulatory Authority, such as AICTE, NCTE etc. for offering the proposed Programme through distance mode. If yes, specify authority and give details :	NO
Upload Document :	View Document
No. of permanent faculty available at Headquarters for Regular classes of proposed Programme :	13
No. of permanent faculty available exclusively for proposed Programme through ODL mode(No. of Professor) :	5
No. of permanent faculty available exclusively for proposed Programme through ODL mode(No. of Associate Professor) :	1
No. of permanent faculty available exclusively for proposed Programme through ODL mode(No. of Assistant Professor) :	7
Whether the proposed Programme is offered under Regular mode also. If yes, since when :	YES
since when :	1962

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Details of students under the Proposed Programme

Year	Level	Mode of education	Intake capacity	Students admitted	Students Passed
2017-18	Under Graduate	Regular mode	0	0	0
		ODL mode	0	0	0
	Post Graduate	Regular mode	35	29	0
		ODL mode	500	66	33
2016-17	Under Graduate	Regular mode	0	0	0
		ODL mode	0	0	0
	Post Graduate	Regular mode	35	26	20
		ODL mode	500	63	37
2015-16	Under Graduate	Regular mode	0	0	0
		ODL mode	0	0	0
	Post Graduate	Regular mode	35	18	14
		ODL mode	500	71	47

Mode of evaluation for the proposed programme under distance mode

	Yes or No	Weightage in overall assessment
Assignments	YES	25
Practicals	NO	0
Project	YES	100
Term End Exam	YES	75

Mode of delivery of SLM/SIM (State Yes or No)

Printed material	E-content	Audio/Video	Online Mode
YES	NO	NO	NO

Part C

Annexures

Copy of Resolution of the HEI for establishment of Distance Education Department :	View Document
Copy of NAAC Accreditation Certificate :	View Document
Copy of Academic Planner for 2018-19 :	View Document
Copy of Affidavit on stamp paper of Rs. 100, notarized and duly signed by the Vice Chancellor/Registrar:	View Document
Copy of approval of Statutory bodies for all PPR:	View Document
Copy of Statutory bodies approval for SLM	View Document
Copy of faculty (Teaching staff) details :	View Document
Copy of administrative staff details :	View Document

Copy of Programme Project Report (PPR) for each programme :

Name of Programme	View PPR
MASTER OF ARTS (ENGLISH)	View
POSTGRADUATE CERTIFICATE IN THE TEACHING OF ENGLISH	View
POSTGRADUATE DIPLOMA IN THE TEACHING OF ENGLISH	View

WHETHER APPROVAL OBTAINED FROM CONCERNED REGULATORY AUTHORITY, SUCH AS AICTE, NCTE ETC. FOR OFFERING THE PROPOSED PROGRAMME THROUGH DISTANCE MODE:

PRINT | PRINT ANNEXURES

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