

School of Distance Education
Application Form and Some Important Information

M.A. ENGLISH

Programme Duration: 2 Years

Eligibility: Graduation with English as one of the subjects.

Fee structure for Indian Nationals:

	M.A. Part I (General/ OBC)	M.A. Part I (SC/ ST)
Registration fee	Rs. 200/-	Rs. 200/-
Tuition fee	Rs. 1100/-	Rs. 550/-
Student Welfare Fund	Rs. 1800/-	Rs. 900/-
Development Fund	Rs. 1000/-	Rs. 500/-
Postage	Rs. 1000/-	Rs. 1000/-
Total Programme Fee	Rs. 5100/-	Rs. 3150/-
Cost of Application form	Rs. 500/-	Rs. 250/-

Differently-abled (VHC/PHC) students have to pay only the Registration fee and the postage.

Fee structure for Foreign Nationals (including SAARC nationals) or Indian nationals living in foreign countries:

	Sponsored students Rs.		Self-financed students from Non-SAARC countries Rs.		Self-financed students from SAARC countries Rs.	
	Part-I	Part-II	Part-I	Part-II	Part-I	Part-II
Registration fee	200		200		200	
Tuition fee	2200	2200	2200	2200	2200	2200
Library fee						
Reserve fund	41900	41900	41900	41900	4000	4000
Examination fee	1000	1000	1000	1000	1000	1000
Computer, internet and sports fund	500	500	500	500		
Development fund	3000	3200	3000	3200		
Foreign Students' welfare fund	2800	2800	2800	2800		
Students' welfare fund					1800	1800
Medical insurance/need/help			1000	1000	1000	1000
Teaching materials/books	2000		2000		2000	
Postage for all Non-Asian countries	8000*	8000*	8000*	8000*		
Postage for other Asian countries	5000	5000	5000	5000		
Postage for SAARC countries					1000	1000
Total programme Fee	58600 (\$1274) 61600* (\$1340)	56600 (\$1231) 59600* (\$1296)	59600 (\$1296) 62600* (\$1361)	57600 (\$1253) 60600* (\$1318)	13200 (\$287)	11000 (\$240)
Cost of application form	500 (\$ 11)	500 (\$ 11)	500 (\$ 11)	500 (\$ 11)	500 (\$ 11)	500 (\$ 11)

Refund of Fee:

Total programme fees will be refunded to the candidates who are ineligible for admission or, for any other reason, are not admitted to the programme.

Application for admission should be made in the prescribed form (an application form can also be downloaded) and mailed to The Dean, School of Distance Education, The English and Foreign Languages University, Hyderabad-500 007.

Procedure for application:

1. For an application form, you can make a request to the 'The Dean, School of Distance Education, The English and Foreign Languages University, Hyderabad 500 007' enclosing a crossed D.D. for Rs.500/- (Rs.250/- for SC/ST) drawn in favour of "**The Registrar, EFL University, Hyderabad**". Application forms will be sold from 1 August to 15 October. Filled-in application forms will be accepted from 1 August to 31 October.

2. If you are using an internet application form, please enclose with your application form a demand draft for an amount of Rs.500/- (Rs.250/- for SC/ST) towards the cost of the application form and another demand draft for the total programme fee for MA Part I. That is, an Indian citizen living in India should send two crossed demand drafts: one for Rs.500/- (Rs.250/- for SC/ST) and one for Rs.5100/- (Rs.3150/- for SC/ST) along with the filled-in Internet application form to 'The Dean, School of Distance Education, The English and Foreign Languages

University, Hyderabad-500 007'. The demand drafts should be drawn in favour of 'The Registrar, EFL University, Hyderabad'

3. If you are using a printed application form that you have bought from the University you have to pay only the total programme fee for MA Part I. That is, an Indian citizen living in India should send only one crossed demand draft for Rs.5100/- (Rs.3150/- for SC/ST) along with the filled-in printed application form to 'The Dean, School of Distance Education, The English and Foreign Languages University, Hyderabad-500007'. The demand draft should be drawn in favour of 'The Registrar, EFL University, Hyderabad''

You must also enclose a photo copy of your Degree certificate or provisional Degree certificate and a photo copy of your Degree Marks List with your application.

Courses offered on the programme

MA Part – I (all compulsory)

1. Academic Reading and Writing
2. Introduction to Linguistics and Phonetics
3. British Literature –I
4. British Literature –II

MA Part – II (1 & 2 are compulsory, 3 to 6 are elective from which one has to choose any two)

1. Second Language Learning and Teaching
2. Literary Criticism and Theory
3. American Poetry and Drama
4. American Fiction
5. Indian Writing in English
6. Postcolonial Literatures in English

The courseware for each of these courses is a set of 3/4/5 booklets (blocks)

Note: You need Acrobat Reader-5 or above to download the application form.

M.A. Application

☎: 040 27095025

27689431

The English and Foreign Languages University

Hyderabad 500 007 (India)



Recent
photo attested by
gazetted
officer/head of
recognized
educational
Institution

SCHOOL OF DISTANCE EDUCATION

APPLICATION FOR ADMISSION TO
M.A. ENGLISH (Distance Mode)

FOR OFFICE USE ONLY

Check list for applicants:

1. Degree Certificate

2. Degree Marks list

3. Demand Draft

(Total fee for M. A. Part -I)

4. SC/ST/OBC Certificate

5. Ward of Defence
Personnel Certificate

6. Visually/Physically-
challenged certificate

7. Document proof for
change of name (if any)

8. Hall Ticket

Eligible: Yes No

Admitted: Yes No

Checked by:

1. 2. 3.

(Dealing Asst.)

(S.O.)

Roll No:

INSTRUCTIONS TO CANDIDATES

1. All entries must be typed or written in **BLOCK LETTERS**
2. Applications not accompanied by a xerox copy of Degree Certificate and marksheets and the total fee for MA Part I will be rejected.
3. The Demand Draft should be drawn in favour of the “*The Registrar, EFL University, Hyderabad*”.
4. Please send the application by **Registered Post with acknowledgement due to:**

**The Dean
School of Distance Education
The English and Foreign Languages University
Near Tarnaka, Hyderabad-500 007. INDIA.
Ph.040-27095025/27689431**
5. If your present name is different from the one in your Degree Certificate, please enclose a document as proof (ie. Marriage certificate or gazette notification) or else the name in the Degree certificate will be recorded.
6. Enclose a post card for acknowledgement.

1. Name in full: Mr/Mrs/Miss: _____

(in **Block Letters**)

2. Date of Birth

_____ _____ _____
Day Month Year

Place of birth _____

District _____ State _____

3. Nationality: _____

4. Mother's Name: _____

5. Father's Name: _____

6. Educational qualifications:

Examination Passed (Degree)	University/ Institution	Subject (s)	Division/Class	Percentage of Marks in English	Year of Passing

7. D.D. No.

Date:

Amount:

Drawn on:

8. Mailing address:

Pin Code: _____

State: _____

Nearest Rly.Stn: _____

Telephone No: _____

Mobile _____

E-mail ID _____

Permanent address:

Pin Code: _____

Telephone No: _____

10. Do you belong to any of these categories?(Enclose a certificate from a competent authority.)

SC ST OBC Ward of Defence Personnel

Visually-challenged(VHC) Physically-challenged(PHC)

DECLARATION

The information I have given above is correct and complete. I understand that if any part of this information is found to be false my application may be rejected.

Date:**Signature:****Name:**

INSTRUCTIONS TO CANDIDATES
(To be printed on the back side of the HALL TICKET)

1. Candidates are required to bring along with them their Hall Ticket every day of the examination.
2. The photograph on the Hall Tickets should bear the signature of the certifying authority (any gazetted officer or head of a recognized educational institution at the high school or college level) across the photograph as well as the Hall Ticket form and should be presented for inspection whenever demanded.
3. Candidates should be in their seats at least five minutes before the distribution of the question papers.
4. No candidate shall be permitted to leave the examination hall during the first half an hour of the examination. If a candidate leaves the Hall during the first half an hour of the examination s/he will not be permitted to re-enter the Hall to answer the paper.
5. Candidates are prohibited from writing their names on any part of the answer book. They should write their Roll No. legibly on the cover of the answer books only in the space specially provided for the purpose; otherwise their answer books will not be valued.
6. Answers should be written on both sides of the paper.
7. Candidates should on no account address any communication to the examiner. They should also not address the examiner in any manner whatsoever in their answer books. If they do so, their papers will not be valued.
8. Candidates are prohibited from bringing into the Examination Hall any books, notebooks or loose sheets of paper. If they do, they are liable to expulsion. Candidates are also prohibited from talking to each other or from copying from others or allowing others to copy from them; or taking or giving any other kind of assistance, or talking to or communicating with a person outside the Examination Hall. If a candidate is found violating these rules, s/he will at once be expelled from the Examination Hall and will not be allowed to sit for the remaining papers.
9. No part of the answer book should be separated and no paper detached from or attached to the answer book. If the answer book is not sufficient, additional book or books will be provided which should be securely fastened to the answer book.

**School of Distance Education
Information and Application Form**

Post Graduate Diploma in the Teaching of English (PGDTE)

Programme Duration: 1 Year

Eligibility: PGCTE from EFLU/CIEFL

Fee structure for Indian Nationals:

	General/ OBC	SC/ ST
Registration fee	Rs. 200/-	Rs. 200/-
Tuition fee (including examination fee)	Rs. 1100/-	Rs. 550/-
Student Welfare Fund	Rs. 2700/-	Rs. 1350/-
Development Fund	Rs. 1200/-	Rs. 600/-
Postage	Rs. 1000/-	Rs. 1000/-
Total programme fee	Rs. 6200/-	Rs. 3700/-
Cost of application form	Rs. 500/-	Rs. 250/-

Differently-abled (VHC/PHC) students have to pay only the Registration fee and the postage.

Fee structure for foreign nationals (including SAARC nationals) or Indian nationals living in foreign countries			
	Sponsored Students Rs.	Self-financed students from Non-SAARC countries Rs.	Self-financed students from SAARC countries (excluding India) Rs.
Registration fee	200	200	200
Tuition fee	2200	2200	1650
Examination fee	500	500	500
Students' welfare fund	4200	4200	2700
Computer, internet and sports fund	500	500	
Reserve fund	41900	41900	4000
Development fund	4200	4200	
Postage for all non-Asian countries	8000*	8000*	
Postage for other-Asian countries	5000	5000	
Postage SAARC countries			1000
Medical Insurance/need/help		2000	2000
Total Programme fee	58,700 (\$1277) 61,700* (\$1342)	60,700 (\$1320) 63,700* (\$1385)	12,050 (\$262)
Cost of application form	500 (\$11)	500 (\$11)	500 (\$11)

Other Information:

Refund of Fee:

Total programme fee will be refunded to the candidates who are ineligible for admission or, for any other reason, are not admitted to the programme.

Application for admission should be made in the prescribed form (an application form can also be downloaded) and mailed to The Dean, School of Distance Education, The English and Foreign Languages University, Hyderabad-500 007.

Procedure for application:

1. For an application form, you can make a request to the 'The Dean, School of Distance Education, The English and Foreign Languages University, Hyderabad 500 007' enclosing a crossed D.D. for Rs.500/- (Rs.250/- for SC/ST) drawn in favour of "**The Registrar, EFL University, Hyderabad**". Application forms will be sold from 1 August to 15 October. Filled-in application forms will be accepted from 1 August to 31 October.
2. If you are using an internet application form, please enclose with your application form a demand draft for an amount of Rs.500/- (Rs.250/- for SC/ST) towards the cost of the application form and another demand draft for the total programme fee for PGDTE. That is, an Indian citizen living in India should send two crossed demand drafts: one for Rs.500/- (Rs.250/- for SC/ST) and one for Rs.6200/- (Rs.3700/- for SC/ST) along with the filled-in Internet application form to 'The Dean, School of Distance Education, The English and Foreign Languages University (Osmania University Campus), Hyderabad-500 007'. The demand drafts should be drawn in favour of 'The Registrar, EFL University, Hyderabad'
3. If you are using a printed application form that you have bought from the University you have to pay only the total programme fee for PGDTE. That is, an Indian citizen living in India should send only one crossed demand draft for Rs.6200/- (Rs.3700/- for SC/ST) along with the filled-in printed application form to 'The Dean, School of Distance Education, The English and Foreign Languages University, Hyderabad-500 007. The demand draft should be drawn in favour of 'The Registrar, EFL University, Hyderabad'.

Courses offered on the programme:

1. Principles of Language Teaching
2. The Use of English
3. Testing Language and Literature
4. Stylistics
5. Indian Writing in English – I
6. Indian Writing in English – II
7. General and English Linguistics
8. The Phonetics of English

A participant will have to either

- (a) choose any five of the above eight courses

or

(b) choose any four of the above eight courses and work on a project assigned to him / her. The project, like the other courses, will carry 100 marks. The project report should be not less than 5000 words in length.

The English and Foreign Languages University

Hyderabad 500 007, India.



Affix photograph
attested by a
Gazetted officer

SCHOOL OF DISTANCE EDUCATION

APPLICATION FOR ADMISSION TO

POST-GRADUATE DIPLOMA IN THE TEACHING OF ENGLISH

Check list for applicants:

1. M.A. Certificate copy
2. Demand Draft
3. Hall Ticket
4. Photos
5. SC/ST/ OBC Certificate
6. Visually/Physically-challenged certificate
7. Document proof for change of name (if any)
8. PGCTE Certificate Copy

FOR OFFICE USE ONLY

Eligible: Yes No

Admitted: Yes No

Checked by:

1. 2. 3.

(Asst.)

(S.O.)

(Programme
Coordinator)

Roll No:

INSTRUCTIONS TO CANDIDATES

1. All entries must be typed or written in **BLOCK LETTERS**.
2. Applications not accompanied by a copy of M.A. Pass/Provisional Certificate, Marks lists and the total fee will be rejected.
3. The Demand Draft should be drawn in favour of the “**The Registrar, EFL University, Hyderabad**”.
4. Please send the application by **Registered Post with acknowledgement due to:**

**The Dean
School of Distance Education
The English and Foreign Languages University
Near Tarnaka, Hyderabad-500007, INDIA. Ph.040-27095025,27689431.**
5. If your present name is different from the one in your M.A. Certificate, please enclose a Document as proof (ie. marriage certificate or gazette notification) or else the name in the M.A. Certificate will be recorded.
6. Enclose a self addressed post-card for the acknowledgement of receipt of the application form.

1. Name in full: Mr./Ms.: _____
(in **Block Letters**)

2. Academic Record:

Examination Passed (Begin with Master's Degree)	University/ Institution	Subject (s)	Division/Class	Percentage of Marks	Year of Passing

**3. PGCTE (EFL University/CIEFL)
Or**

**PGDTE (EFL University/ CIEFL)
(Semester-I)**

Admitted_____ Passed_____ }
Year

Roll No.:_____ Overall Grade_____ }

**4. DD No.
Amount:**

**Date:
Drawn on:**

5. Mailing address:

Pin Code:_____

State:_____

Nearest Rly. Stn:_____

Telephone No:_____

Mobile No:_____

E-mail ID:_____

Permanent address:

Pin Code:_____

State:_____

Nearest Rly. Stn:_____

Telephone No:_____

6. Date of Birth

Day Month Year

Place of birth_____

District_____

State_____

7. Mother's Name: _____

8. Father's Name:

9. Nationality _____

10. Do you belong to a Scheduled Caste/Scheduled Tribe/ OBC?

Scheduled Caste: **Yes/No.** Scheduled Tribe: **Yes/No.** OBC: **Yes/No.**

If yes, Please enclose a certificate from a competent authority.

11. If you are visually challenged or physically (orthopaedically) challenged, please enclose a certificate from a competent authority.

12. What languages other than English can you

Speak?

Read?

13. Teaching Experience:

Institution	Designation	Subject taught (Indicate the level)	Date	
			From	To

14. Present Employment:

Institution	Designation	Permanent/Temporary	Govt./Non-Govt.	Date of appointment

15. Please tick (√) your choice against the Courses you wish to choose as per the instructions given in the prospectus.

1. Principles of Language Teaching ()
2. The Use of English ()
3. Testing Language & Literature ()
4. Stylistics ()
5. Indian Writing in English Course I ()
6. Indian Writing in English Course II ()
7. General and English Linguistics ()
8. The Phonetics of English ()

Project Course: (One of the eight above)

and the topic

DECLARATION

1. I will abide by the rules of the University and will not act in any manner that will hamper the discipline of the University.
2. The information I have given above is correct and complete to the best of my knowledge.
3. I understand that any false information given by me may result in cancellation of my admission.

Place:

Date:

Signature

The English and Foreign Languages University
Hyderabad-500 007, India.
SCHOOL OF DISTANCE EDUCATION
(Post-Graduate Diploma in the Teaching of English)
HALL TICKET
(_____ Month _____ Year)

Latest passport size photograph of the candidate. The certifying authority should sign across the photograph as well as the hall ticket form

(To be signed by a gazetted officer or the head of a recognized educational institution at the high school or college level)

This is to certify that the candidate has signed in my presence.

He/she bears the following marks of identification. (This column must be filled in either by the candidate or the certifying authority)

(1) _____

(2) _____

Specimen
Signature of the
Candidate

Signature of the **certifying authority**

Name in Capitals (_____)

Designation:

Rubber Stamp:

Roll No.

Name

Centre

DA

S. O.

DEAN

INSTRUCTIONS TO CANDIDATES

(To be printed on the back side of the HALL TICKET)

1. Candidates are required to bring their Hall Ticket along every day of the examination.
2. The photograph on the Hall Tickets should bear the signature of the certifying authority (any gazetted officer or head of a recognized educational institution at the high school or college level) across the photograph as well as the Hall Ticket form and should be presented for inspection whenever demanded.
3. Candidates should be in their seats at least five minutes before the distribution of the question papers.
4. No candidate shall be permitted to enter the examination hall after half an hour of the commencement of the examination. No candidate shall be permitted to leave the examination hall during the first half an hour of the examination.
5. Candidates are prohibited from writing their names on any part of the answer book. They should write their Roll No. legibly on the cover of the answer books only in the space specially provided for the purpose; otherwise their answers will not be valued.
6. Answers should be written on both sides of the paper.
7. Candidates should on no account address any communication to the examiner. They should also not address the examiner in any manner whatsoever in their answer books. If they do so, their papers will not be valued.
8. Candidates are prohibited from bringing into the Examination Hall any books, notebooks or loose sheets of paper. If they do, they are liable to expulsion. Candidates are also prohibited from talking to each other or from copying from others or allowing others to copy from them; or taking or giving any other kind of assistance, or talking to or communicating with a person outside the Examination Hall. If a candidate is found violating these rules, s/he will at once be expelled from the Examination Hall and will not be allowed to sit for the remaining papers.
9. No part of the answer book should be separated and no paper detached from the answer book. If the answer book is not sufficient, additional book(s) will be provided which should be securely fastened to the answer book.