HANDBOOK FOR UNDERGRADUATE PROGRAMMES

2019-2020

THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY
HYDERABAD, LUCKNOW, SHILLONG

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DISCLAIMER

This Handbook is for the information of our students, and does not constitute a legal document. While all efforts have been made to ensure that the information in this Handbook is as authentic as possible, the English and Foreign Languages University does not accept any responsibility for any inadvertent errors may be in the document.

The information in this booklet is intended for students entering the University in the academic year 2018-2019 and is subject to change without notice as required.

ADVICE TO STUDENTS

Some of the programmes/courses mentioned in the document may or may not be offered in a particular academic year/semester. The student is advised to consult the Coordinator of the respective programmes at the beginning of every semester.

Table of Contents

Introduction

This Handbook provides detailed information regarding the academic requirements and course content pertaining to all Undergraduate programmes at the English and Foreign Languages University (EFLU). Its purpose is to inform the students of the guidelines and milestones relevant to successful completion of their degree programme, and is to be used in conjunction with the University's Academic Ordinances which describe policies and procedures for Undergarduate programmes.

Students should follow the University policies described in this Handbook and in the University Ordinances. This includes following registration requirements, meeting deadlines, maintaining attendance, adequate grades for promotion. In the event any information presented in this Handbook is changed during the academic year, students will be notified about any changes that may be made in the Handbook.

We hope this Handbook is of good use to you. We wish you a rewarding experience during your programme at the EFL University.

About the EFL University

The English and Foreign Languages University (EFLU) (formerly, the Central Institute of English and Foreign Languages [CIEFL] founded in 1958) was created by an Act of Parliament and came into being on 03 August 2007. The EFL University has three campuses: the main campus is in Hyderabad, while the other two are in Lucknow and Shillong.

The University continues to build upon the achievements of the CIEFL, and expand its activities on the national and global stage. Its mandate is to advance and disseminate "instructional, research, and extension facilities in the teaching of English and Foreign Languages and Literatures in India" as well as "to take appropriate measures for inter-disciplinary studies and research in Literary and Cultural Studies, and to develop critical inter-cultural understanding of civilizations," as mentioned in the Act (2006) (No.7 of 2007).The objectives of the University are to bring quality education in the disciplines and sub-disciplines of English and foreign languages within the reach of all Indians.

The objectives of the University, as stated in the Act are:

- to disseminate and advance knowledge by providing instructional, research, and extension facilities in the teaching of English and foreign languages and literature in India;

- to train language teachers in methods and approaches appropriate to the Indian context;
- to provide expertise in language and teacher education to foreign professionals;
- to evolve indigenous ways of testing language proficiency;
- to make provisions for innovative teaching-learning materials in print and electronic media;
- to initiate inter-disciplinary studies and research in literary and cultural studies; and
- to develop critical intercultural understanding of civilizations.

Academic Calendar

The Undergraduate course is spread over six semesters, and the academic calendar is as follows:

- August-November (Semesters I, III, and V)
- January-April (Semesters II, IV, and VI)

EVENTS	Semester I, III, V August - November	Semester II, IV, VI January-April
Deeksharambh—Student Induction Programme—SIP	1-6 August 2019	--
Registration for courses	2-7 August 2019	6-7 January 2020
Commencement of classes	7 August 2019	8 January 2020
Last date for adding/dropping modular courses	12 August 2019	13 January 2020
Final registration for courses	13 August 2019	15 January 2020
First internal assessment	26-30 August 2019	27-31 January 2020
Second internal assessment	23-30 September 2019	24-28 February 2020
Third internal assessment	29 October - 4 November 2019	24-31 March 2020
Submission of internal assessment grades to the Office of the COE	8 November 2019	7 April 2020
Submission of No Dues Certificate in the Office of the COE	15 November 2019	16 April 2020
Last day of instruction	15 November 2019	15 April 2020
Submission of attendance to the Office of the COE	18 November 2019	16 April 2020
Issue of admit passes for the examination	21-22 November 2019	21-22 April 2020

Semester-end examinations	23-30 November 2019	23-30 April 2020
Submission of semester-end examination grades	4 December 2019	1 May 2020
Declaration of results	20 December 2019	22 May 2020
Application for supplementary/Grade improvement examinations	6 January 2020	2 July 2020
Supplementary/ Grade improvement Examination	9-13 January 2020	5-7 August 2020
Declaration of supplementary results	17 January 2020	13 August 2020

Vacation	
Winter Vacation	5 December 2019 – 6 January 2020
Summer Vacation	4 May - 17June 2020

Payment of Fees	Semester I, III, V August-November	Semester II, IV, VI January-April
Payment of fees without late fee	6 August 2019	7 January 2020
Payment of fees with late fee 10%	7-16 August 2019	8-17 January 2020
Payment of fees with late fee 20%	17-26 August 2019	18-27 January 2020
Payment of fees with late fee 30%	27-31 August 2019	28-31 January 2020

Message from the Vice Chancellor

I cordially welcome you to the English and Foreign Languages University.

Here is a University that is the centre and cynosure for language and literary studies in India. Students can find an efficacious environment to pursue their studies and researches in the living, evolving miracle called language. The Ramesh Mohan Library is geared to promote just such studies and research, making the English and Foreign Languages University a veritable cornucopia for those brought up on and dedicated to learning and teaching English and foreign languages. Our courses are copious and comprehensive. The courses that we offer are tailor-made to suit your career and interests. An *India Today* all India ranking placed us the first in teacher-student ratio. It is no wonder that the University is at the leading edge, a major innovator, of methods and materials for teaching English and foreign languages in India.

Our University is compact and cohesive in academic and extra-curricular activities and we provide for a rounded development of our students and staff. Our facilities such as the Gymnasia, the Music Club, and the Finishing School, to mention a few, are designed to ensure a balanced growth. The Hostels are well-served with all possible facilities and are conducive to a comfortable stay and academic enrichment.

You are embarking on perhaps the most important and exciting journey of your life. Arguably, these are your best chances for academic achievements. We are confident that that this journey will enable you discover new interests, learn new skills, and help achieve your goals. *Abeunt studia in mores*—"Studies pass into character"—and here is your best opportunity to shape it.

My best wishes to each one of you for a fulfilling and rewarding academic and personal experience at the EFL University.

Prof. E. Suresh Kumar
Vice Chancellor

B.A. (Hons.) programmes

The EFL University offers a B.A. (Hons.) in English, and in six other foreign languages—Arabic, French, German, Japanese, Russian, and Spanish.

The Programmes follow the Choice-based Credit System (CBCS) mandated by the University Grants Commission (UGC). Courses offered on our programmes adopt a variety of teaching styles that are intense and at the same time engaging. Courses are offered as seminars, tutorials, presentations, lectures and or laboratory-based practicals (held in language laboratories and digital laboratories).

The overall objectives of our Undergraduate programmes are to help students
- interact with academic content in reading, writing, listening and speaking (the primary language skills)
- demonstrate ability to think critically;
- utilize information and digital literacy skills; and
- demonstrate behaviour and attitudes appropriate to a university environment.

Choice-Based Credit System

Please refer to the UGC Document:

https://www.ugc.ac.in/pdfnews/8023719_Guidelines-for-CBCS.pdf for details:

Traditionally, higher educational institutions in India have remained rooted in the marks- or percentage-based system of evaluation. Such systems have offered only blinkered views of learners' potential, and have resulted in setbacks to talent and potential. A more appropriate way to evaluate is the Choice-based Credit System (CBCS) which is more just and is on par with similar systems across the world. The choice-based credit system not only offers opportunities and avenues to learn core subjects but also explore additional avenues of learning beyond the core subjects for holistic development of an individual. The CBCS will undoubtedly facilitate the benchmarking of our courses with the best international academic practices. While it is nobody's claim that the CBCS is perfect, its advantages warrant a shift toward it.

Advantages of the choice-based credit system:
- Shift in focus from the teacher-centric to student-centric education.
- Students may undertake as many credits as they can cope with (without repeating all courses in a given semester if they fail in one/more courses).
- CBCS allows students to choose inter-disciplinary, intra-disciplinary courses, skill-oriented papers (even from other disciplines according to their learning needs, interests and aptitude) and more flexibility for students.
- CBCS makes education broad-based and on par with global standards. One can take credits by choosing uniquely personalized combinations of courses.

- CBCS offers flexibility for students to study at preferred times and at appropriate institutions to complete one course (ease of mobility of students). Credits earned at one institution can be transferred to another institution.

In the B.A. (Hons.) programme, there are five types of courses (as listed by the UGC: (http://www.ugc.ac.in/pdfnews/4426331_Instructional-Template.pdf)

A. Core Courses (CC)

B. Discipline Specific Elective (DSE) Courses

C. Generic Elective (GE) Courses

D. Skill Enhancement Courses (SEC)

E. Ability Enhancement Compulsory Courses (AECC)

Core Courses
The B.A. (Hons.) programme has 14 courses. A core course is one which is to be compulsorily studied by a student as a basic requirement to complete a programme in a said discipline of study. This is to ensure that all the institutions follow a minimum common curriculum so that each institution/university adheres to a common minimum standard. Also, the courses designed for papers under this category aim to cover the basics that a student is expected to be familiar with that particular discipline.

Discipline-Specific Elective (DSE) - 4
An elective course offered under the main discipline/subject of study is referred to as Discipline-Specific Elective. The list provided under this category is suggestive and not comprehensive; and each University has complete freedom to suggest their own papers under this category based on their expertise, specialization, requirements, scope and need. The university/institute may also offer discipline-related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).

Generic Elective (GE) Course - 4
An elective course chosen from an unrelated discipline/subject, with an intention to provide exposure beyond the discipline/s of choice is called a Generic Elective. The purpose of this category of papers is to offer the students the option to explore disciplines of interest beyond the choices they make in Core and Discipline Specific Elective papers. The list provided under this category are suggestive in nature and each University has complete freedom to suggest their own papers under this category Based on their expertise, specialization, requirements, scope and need.

Ability Enhancement Courses (AEC) and Skill Enhancement Courses (SEC)
The Ability Enhancement (AE) Courses may be of two kinds: Ability Enhancement Compulsory Courses (AECC), and Skill Enhancement Courses

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(SEC). AECC courses are those that are based on the content that leads to knowledge enhancement in Environmental Science, and communication in English/Hindi/MIL. These are mandatory for all disciplines. SEC courses are value-based and/or skill-based and are aimed at providing hands-on-training, competencies, skills, etc.

A student can opt for more number of Elective and AE Elective courses than proposed. She/He can choose from the Swayam portal. Students can register every year.

- A student registered for the B.A. programme should obtain a minimum of 140 credits and a maximum of 160 credits across the six semesters of study.

- The Programme Coordinator will announce at the beginning of every semester, the list of courses on offer. This information will be uploaded on the University's website to enable students to register online. The sections overleaf list the courses that are on offer for each of the B.A. (Hons.) programmes.

- A student registered for the B.A. (Hons.) programme in English can register for a foreign language. He/She can mention his/her preference at the time of admission, and the allocation of seats is subject to availability.

B.A. (Hons.) English

The B.A. (Hons.) English programme is designed to take the student beyond the traditional boundaries of the English Literature course. The addition of new areas of interest makes it different from the run-of-the-mill B.A. English programmes offered by most Indian universities, and is job-oriented.

Core Course (C): 14 Ability Enhancement Compulsory Courses (AECC): 2 Skill Enhancement Courses (SEC): 2 Discipline Specific Elective Courses (GSE): 4 Generic Elective Courses(GE): 4			
Sem. I	C-1	British Poetry and Drama: 14th to 17th Centuries	6
	C-2	Indian Classical Literature	6
	AECC-1	Environmental Science	4
	SEC-1	Academic Writing	4
	GE-1	French/ German/ Japanese/ Russian/ Spanish/ Arabic/ Italian/ Korean/ Chinese/ Persian	6
	Extra-curricular activities	Hobby–based Initiatives / NSS	Non-credit
Sem. II	C-3	British Poetry and Drama: 17th to 18th Centuries	6
	C-4	Literary Movements: An Introduction	6
	SEC-2	Public Speaking/ Presentation Skills/ Soft Skills	4
	AECC-2	Hindi Communication Skills	4
	GE-2	French/ German/ Japanese/ Russian/ Spanish/ Arabic/ Italian/ Korean/ Chinese/ Persian	6
	Extra-curricular activities	Hobby–based Initiatives / NSS	Non-credit
Sem. III	C-5	British Literature 18th Century-II	6
	C-6	Structure of Modern English	6
	C-7	Modern European Drama	6

	SEC-3	Editing and Publishing	**4**
	GE-3	French/ German/ Japanese/ Russian/ Spanish/ Arabic/ Italian/ Korean/ Chinese/ Persian Or Psychology: Theory and Practice Or Translation: Theory and Scope	**6**
	Extra-curricular activities	Hobby–based Initiatives / NSS	**Non-credit**
Sem. IV	**C-8**	American Literature	**6**
	C-9	British Literature of the 19th and 20thCenturies	**6**
	C-10	History of ELT in India/ A Course in ELE/ Language Arts/ Approaches and Methods in Language Teaching	**6**
	SEC-4	Business Communication/ Technical Writing/ Writing for the Digital Media	**4**
	GE-4	French/ German/ Japanese/ Russian/ Spanish/ Arabic/ Italian/ Korean/ Chinese/ Persian Or Basic Concepts in Philosophy	**6**
	Extra-curricular activities	Community Service/ Hobby-based Initiatives	**6**
Sem. V	**C11**	Women's Writing /Postcolonial Literatures	**6**
	C12	Indian Writing in English/Popular Literature	**6**
	AEC-3	An Introduction to English Phonetics	**4**
	DSE-1	Film Studies/ Understanding Media	**6**
	DSE-2	Introduction to Gender Studies/Discourse Analysis/Creative Writing	**6**
Sem. VI	**C-13**	Second Language Learning/Instructional Materials and Pedagogic Approaches	**6**
	C-14	Introduction to Linguistics	**6**

	DSE-3	ELE Paper/ Language Arts/Visual Literacy	6
	DSE-4	World Literatures and Literatures in Translation/Literary Theory/ Dissertation	6

B.A. (Hons.) Arabic

Core Course (C): 14
Ability Enhancement Compulsory Courses (AECC): 2
Skill Enhancement Courses (SEC): 2
Discipline Specific ElectiveCourses (GSE): 4
Generic Elective Courses(GE): 4

Sem. I	C-1	Applied Grammar (Level I) Introduction to Arabic Script and Phonetics	6
	C-2	Reading Text and Comprehension (Level I)	6
	AECC-1	Hindi	4
	GE-1	English	6
Sem. II	C-3	Applied Grammar (Level II)	6
	C-4	Reading Text and Comprehension (Level II)	6
	AECC-2	Environmental Science	4
	GE-2	English	6
Sem. III	C-5	Applied Grammar (Level III)	6
	C-6	Arabic Conversation (Oral Expression)	6
	C-7	Reading Text and Comprehension (Level III)	6
	SEC-1	Communicative Arabic	4
	GE-3	English	6
Sem. IV	C-8	Applied Grammar (Level IV)	6
	C-9	Translation (Level I) Arabic English	6
	C-10	Arabic Prose and Poetry	6
	SEC-2	Creative Writing	4
	GE-4	English	6
Sem. V	C11	Essay Writing (Level I)	6
	C12	Translation (Level II) English-Arabic	6
	DSE 1	History of Arabic Language and Literature	6

		(Pre-Islamic and Umayyid Periods)	
	DSE 2	Modern Aarbic Prose (Short stories)	**6**
Sem. VI	**C-13**	Essay Writing (Level II)	**6**
	C-14	Translation (Level III) Arabic-English and vice versa	**6**
	DSE-3	Modern Arabic Prose (Novel)	**6**
	DSE-4	Modern Arabic Poetry	**6**

B.A. (Hons.) French

The B.A.(Hons.) programme in French not only teaches the various aspects of the French language and literature but also trains them for jobs in the tourism and hospitality industry, translation services, etc.

Core Courses (C): 14 Ability Enhancement Compulsory Courses (AECC): 2 Skill Enhancement Courses (SEC): 2 Discipline Specific Elective Courses (GSE): 4I Generic Elective Courses (GE): 4			
Sem. I	**C-1**	Text and Grammar-I	**6**
	C-2	Communicative French-I	**6**
	AECC-1	Hindi	**4**
	GE-1	English	**6**
Sem. II	**C-3**	Text and Grammar-II	**6**
	C-4	Communicative French-II	**6**
	AECC-2	Environmental Science	**4**
	GE-2	English	**6**
Sem. III	**C-5**	Text and Grammar-III	**6**
	C-6	Language in Use: Oral Communication	**6**
	C-7	Language in Use: Written Expression	**6**
	SEC-1	French for Tourism and Hospitality	**4**
	GE-3	English	**6**
Sem. IV	**C-8**	Advanced Use of Language	**6**
	C-9	Initiation to Literary Texts	**6**

	C-10		Introduction to Culture of France	6
	SEC-2		Scientific and Technical French	4
	GE-4		English	6
Sem. V	C11		Translation Practice-I	6
	C12		Introduction to French Literature	6
	DSE 1		Contemporary French through Texts	6
	DSE 2		Francophone Culture and Civilization	6
Sem. VI	C-13		French for Business	6
	C-14		Introduction to Francophone Literature	6
	DSE-3		Translation Practice-II	6
	DSE-4		Advanced Techniques of Written Expression	6

B.A. (Hons.) German

The B.A. (Hons.) programme in German offers courses in communicative German, oral and written expression, reading and listening comprehension, German literature and German for academic purposes. Students are also provided training in Business German, and Translation.

Core Course (C): 14
Ability Enhancement Compulsory Courses (AECC): 2
Skill Enhancement Courses (SEC): 2
Discipline Specific Electives (GSE): 4
Generic Electives (GE): 4

Sem. I	C-1	GER 101	Communicative German-I	6
	C-2	GER 102	Written and Oral Expression-I	6
	AECC-1(GER 103)		Hindi	4
	GE-1	GER 104	English	6
Sem. II	C-3	GER 201	Communicative German-II	6
	C-4	GER 202	Written and Oral Expression-II	6
	AECC-2(GER 203)		Environmental Studies	4
	GE-2	GER 204	English	6
Sem. III	C-5	GER 301	Communicative German-III	6
	C-6	GER 302	German for Academic Purposes-I	6

	C-7	GER 303	Culture and Civilization-I	6
	SEC-1	GER 304	Presentation Skills	4
	GE-3	GER 305	English	6
Sem. IV	C-8	GER 401	Communicative German-IV	6
	C-9	GER 402	German for Academic Purposes-II	6
	C-10	GER 403	Culture and Civilization-II	6
	SEC-2	GER 404	Business German	4
	GE-4	GER 405	English	6
Sem. V	C11	GER 501	Advanced German-I	6
	C12	GER 502	Literature-I	6
	DSE 1	GER 503	Translation-I	6
	DSE 2	GER 504	Culture and Civilization-III	6
Sem. VI	C-13	GER 601	Advanced German-II	6
	C-14	GER 602	Literature-II	6
	DSE-3	GER 603	Translation-II	6
	DSE-4	GER 604	Culture and Civilization-IV	6

B.A. (Hons.) Japanese

The B.A. (Hons.) programme in Japanese not only introduces the student to the Japanese script of Kanji, grammar, and oral and written texts, but also trains them in business translation. The students are taught Japanese history and will also learn about contemporary Japan and Japanese society and culture.

Core Course (C): 14 Ability Enhancement Compulsory Courses (AECC): 2 Skill Enhancement Courses (SEC): 2 Discipline Specific Electives (GSE): 4 Generic Elective Courses (GE): 4			
Sem. I	C-1	Text, Kanji and Grammar-I	6
	C-2	Listening and Conversation-I	6
	AECC-1	Hindi	4
	GE-1	English	6
Sem. II	C-3	Text, Kanji and Grammar-II	6
	C-4	Listening and Conversation-II	6

	AECC-2	Environmental Science	4
	GE-2	English	6
Sem. III	C-5	Text, Kanji and Grammar-III	6
	C-6	Written Expression-I	6
	C-7	Oral Expression-I	6
	DSE-1	History of Japan-I	6
	GE-3	English	6
Sem. IV	C-8	Text, Kanji and Grammar-IV	6
	C-9	Written Expression-II	6
	C-10	Oral Expression-II	6
	DSE-2	History of Japan-II	6
	GE-4	English	6
Sem. V	C11	Text, Kanji and Grammar-V	6
	C12	Oral Expression-III	6
	SEC-1	Translation and Interpretation-I	4
	DSE-3	Contemporary Japan and Japanese Society-I	6
Sem. VI	C-13	Text, Kanji and Grammar-VI	6
	C-14	Oral Expression-IV	6
	SEC-2	Translation and Interpretation-II	6
	DSE-4	Contemporary Japan and Japanese Society-II	6

B.A. (Hons.) Russian
The B.A. (Hons.) programme in Russian introduces students to Russian language (oral and written expression, basic grammar, and lexicology), literature (19th and 20th centuries, and folklore), Russian for Specific Purposes and trains them in scientific and technical translation.

Core Course (C): 14 **Ability Enhancement Compulsory Courses (AECC): 2** **Skill Enhancement Courses (SEC): 2** **Discipline Specific Elective Courses (GSE): 4** **Generic Elective Courses (GE): 4**			
Sem. I	C-1	Basic Russian Grammar-I	6

	C-2	Communicative Russian-I (Written Comprehension and Spoken Russian)	**6**
	AECC-1	Hindi	**4**
	GE-1	English	**6**
Sem. II	**C-3**	Basic Russian Grammar-II	**6**
	C-4	Communicative Russian I (Written Comprehension and Spoken Russian)	**6**
	AECC-2	Environmental Science	
	GE-2	English	**6**
Sem. III	**C-5**	Basic Russian Grammar-III	**6**
	C-6	Communicative Russian-III	**6**
	C-7	Introduction to Russian Literature	**6**
	SEC-1	Russian for Specific Purposes-I	**4**
	GE-3	English	**6**
Sem. IV	**C-8**	Basic Russian Grammar-IV	**6**
	C-9	Introduction to Phonetics	**6**
	C-10	Russian Literature -19th century	**6**
	SEC-2	Practical Translation-I (Scientific and Technical)	**4**
	GE-4	English	**6**
Sem. V	**C-11**	Advanced Russian-I	**6**
	C-12	Introduction to Morphology	**6**
	DSE-1	Russian for Specific Purposes-II	**6**
	DSE-2	Russian Folklore	**6**
Sem. VI	**C-13**	Advanced Russian-II	**6**
	C-14	Twentieth Century Russian Literature	**6**
	DSE-3	Introduction to Lexicology	**6**
	DSE-4	Practical Translation-II (Newspaper Text and Mass Media Text)	**6**

B.A. (Hons.) Spanish

The B.A.(Hons.) programme in Spanish introduces students to oral and written Spanish, grammar, and literature and culture of the Spanish-speaking world. They are also trained to translate from English to Spanish and *vice-versa.*

Core Course (C): 14 Ability Enhancement Compulsory Courses (AECC): 2 Skill Enhancement Courses (SEC): 2 Discipline Specific Elective Courses (GSE): 4 Generic Elective Courses (GE): 4			
Sem. I	C-1	Communicative Spanish-I	6
	C-2	Oral and Written Expression-I	6
	AECC-1	Hindi	4
	GE-1	English	6
Sem. II	C-3	Communicative Spanish-II	6
	C-4	Oral and Written Expression-II	6
	AECC-2	Environmental Science	4
	GE-2	English	6
Sem. III	C-5	Communicative Spanish-III	6
	C-6	Introduction to the Cultures of the Spanish Speaking Worlds-I	6
	C-7	Spanish for Specific Purposes-I	6
	SEC-1	Translation-I	4
	GE-3	English	6
Sem. IV	C-8	Communicative Spanish-IV	6
	C-9	Introduction to the Cultures of the Spanish-Speaking Worlds-II	6
	C-10	Spanish for Specific Purposes-II	6
	SEC-2	Translation-II	4
	GE-4	English	6
	C11	Communicative Spanish-V	6
	C-12	Introduction to the Literatures of the Spanish-speaking Worlds-I	6
	DSE-1	Modern World History	6
	DSE-2	Advanced Translation	6

	DSE-3	Spanish through Media	6
Sem. VI	C-13	Spanish for Specific Purposes-III	6
	C-14	Introduction to the Literatures of the Spanish speaking World-II	6
	DSE-4	Advanced Use of Language	6
	DSE-5	Spanish and Latin American History	6
	DSE-6	Contemporary Hispanic Worlds through Texts	6

Attendance requirements

Students are required to attend all lectures, tutorials, language laboratory sessions, etc. A student shall be deemed to have pursued a regular course of study provided that he/she has attended at least 75% of the classes held in each course and has completed all class/periodical/continuous assessment/sessional tests, assignments, and practicals as prescribed by the School(s)/Department(s)/Programme Committee(s) concerned.

It may please be noted that as per University rules, s**tudents who do not fulfill the attendance requirements are not eligible to appear for the semester-end examinations.**

Relaxation in attendance is as under:

i. The 75% attendance requirement may be relaxed by 5% for those who participate in extra-curricular activities with the **prior permission** of the authorities concerned.

ii. The 75% attendance requirement may be relaxed by 10% on medical grounds.

iii. Apart from these concessions, the Vice-Chancellor, on the recommendation of the Dean(s)/Head(s) of the Department(s)/ProgrammeCoordinator(s) concerned, may condone the shortage in attendance not exceeding 10% for valid and convincing reasons.

Absence due to authorized participation in sports activities (at national- state- and university levels) will not be treated as shortfall in attendance.

Notwithstanding any of the above, the attendance requirement may not, **in any case**, **be relaxed below 60%.**

Evaluation

The performance of a student on a programme will be on the basis of
- (i) continuous assessments and
- (ii) semester-end examinations

The ratio of continuous assessment to semester-end examinations will be 40:60.

Continuous assessment may comprise class tests, assignments, presentations, or response papers. There will be a minimum of three continuous assessment tests. The best two of three will be considered for the final grade.

Semester-end assessment may be in the form of a sit-down, open-book, or take-home examination, or a term paper. The type of assessment for a particular course/ programme will be declared by the tutor or programme coordinator at the beginning of the course/programme.

For all programmes, the credit system is employed. For evaluating a student's performance, the following 8-point grading scale will be used.

O   A+   A   B+   B   C   D   F

Letter Grade	Grade Point Equivalent	OGPA Range	Marks Equivalence	Quality Descriptor
O	9	7.65-9.00	85-100	Outstanding
A+	7	6.75-7.64	75-84.9	Excellent
A	6	5.85-6.74	65-74.9	Very Good
B+	5	4.95-5.84	55-64.9	Good
B	4.7	4.5-4.94	50-54.9	Above Average
C	4.2	4.05- 4.49	45-49.9	Average
D	3.6	3.60-4.04	40-44.9	Pass
F	0	0- 3.59	0-39.9	Fail
AB	0			Absent

Formula for calculation of OGPA:

$$\frac{Grade\ point\ for\ Course\ 1 + Grade\ point\ for\ Course\ 2 + Grade\ point\ for\ course\ 3 + \cdots}{Number\ of\ Courses}$$

Formula for conversion to percentage: $\frac{OGPA}{9} \times 100$

For example, if OGPA is 9, percentage will be: $\frac{9}{9} \times 100 = 100\%$;

if OGPA is 3.6, percentage will be: $\frac{3.6}{9} \times 100 = 40\%$;

if OGPA is 4.95, percentage will be: $\frac{4.95}{9} \times 100 = 55\%$

Promotion to the next Semester

i. For promotion to the next semester, a student should not have a backlog of more than two courses/papers at any given semester.
ii. Students who accumulate a backlog of more than two courses/papers at any point will have to exit the Programme.
iii. The maximum permissible period for clearing backlog of courses as ex-student is as under:

The maximum time permitted per semester *(from the date of admission)* is as follows:
SC/ST/PWD students: 8 Semesters
General/OBC/all others : 7 Semesters

iv. In all the above cases ex-students shall cease to be eligible for hostel accommodation, stipend, book allowance and library facilities beyond their regular stipulated period of admission to the programme.

Supplementary/ Grade Improvement Examination

Students who obtain Grade **B** or below, and are desirous of improving their grades in any module/course may take a Grade Improvement/Repeat Examination.

Supplementary examinations shall serve as repeat examinations. Supplementary / Grade improvement examinations shall be scheduled around the second or the third week of January (2nd, 4[t]h, and 6th semesters) and July (1st, 3rd, and 5th semesters) for Hyderabad and Lucknow Campuses and the last

week of February (for 2nd, 4th, and 6th semesters) and second and third week of June (for 1st, 3rd, and 5th semesters) for Shillong Campus.

Only those students who fulfill the attendance, disciplinary requirements, and academic requirements of the programme shall be permitted to exercise the option of Supplementary/Grade Improvement/Repeat examination.

Students are required to apply to the Controller of Examinations through the Chairperson, BoS, concerned within seven days of commencement of the following semester or declaration of results, whichever is later, for Grade Improvement/Repeat examination paying a fee of Rs.100/- subject to revision from time to time for each paper.

Rules of Discipline and Proper Conduct

The rules listed here shall apply to all students of the University under Article 29 of the Statutes of the EFL University. Any breach of discipline and conduct committed by a student inside or outside the EFL University Campus shall fall under the purview of these rules.

Categories of misconduct and indiscipline
- All acts of violence and forms of coercion such as gheraos, dharnas, sit-ins, boycotts, and any other similar activities which disrupt the normal academic and administrative functioning of the University
- Sexual harassment
- Committing forgery, defacing/destroying books/journals/magazines and the like of the Library, etc.
- Furnishing false certificates or false information
- Eve-teasing/Street hazing or disrespectful behavior with a girl student
- Arousing communal, caste or regional feelings or disharmony among students
- Use of abusive, defamatory, derogatory language
- Pasting of posters of an objectionable nature
- Unauthorized occupation of the hostel room/s
- Indulging in acts of gambling and other activities prohibited by the law
- Use of the title of the University when distributing any document other than for academic work outside the University
- Consuming and/or possessing dangerous/psychotropic/banned drugs
- Non-payment of fees and other dues including mess charges
- Ragging in any form
- Refusal to obey the directions of the legitimate officers of the University

- Unauthorized collection of funds for any student's programme
- Any other act which may be considered by the Competent Authority as a violation of discipline, or as misconduct.

Disciplinary Actions

The Competent Authority may impose punishment on any student found guilty of any of the acts of indiscipline or misconduct mentioned above.

Anti-Ragging Committee

Any form of ragging within the premises of the EFL University will be viewed seriously and dealt with swiftly and severely by the Administration (vide Ordinance 6.2, entitled "Prohibition of and Punishment for Ragging," of the English and Foreign Languages University). Anti-ragging squads and an Anti-Ragging Committee will be empowered to take *suo moto* action, or upon receiving a complaint. As per the directions of the Supreme Court of India, "if any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain and if his/her explanation is not found satisfactory, the authority would expel him/her from the University."

Anti-Sexual Harassment and Redressal Mechanism

The EFL University has evolved a policy against sexual harassment to create for women students on its Campuses a gender-just and secure environment (vide Ordinance 7.2, Annexure-I, titled "Sexual Harassment", of the English and Foreign Languages University). Every Campus of the EFL University has a Complaints Committee, with representatives from all sections of the University, to address the complaints of women students and staff.

The names, addresses and phone numbers of the members of University Complaints Committee (UCC) will be displayed in all prominent places in the Campus.

The complaints will be kept confidential and the Committee has the power to recommend any action(s) against the perpetrators. The Committee also takes upon itself the task of organizing various gender sensitization programmes. There is also an Appellate Committee to consider problems when the Complaints Committee's decisions are not found acceptable.

Removal of Students from the Courses

The Dean of the School/Proctor/Dean, Student's Welfare/the Dean (Research) may recommend to the Vice Chancellor the removal of a student from a Programme/Course on the basis of unsatisfactory academic performance and/or misconduct (as defined in the Regulations) / or non-payment of fees on time.

Grievance Redressal Mechanism

All grievances within the University will be resolved through discussions and negotiations, and through a Grievance-Redressal mechanism. The following are some of these:

- **Grievances with regard to the Hostels** may be referred to the Provost/Warden concerned

- **Individual grievances** may be referred to teachers in each Department who will be appointed staff advisers.

- **Group grievances** may be resolved within the Department.

- **Miscellaneous grievances** pertaining to Library/Finance/Sports, etc., will be resolved by the Committee concerned.

- **Academic grievances of students:** Students aggrieved due to the grade awarded in a course may apply in a prescribed form along with a fee of Rs. 100/- for each course to the Head of the Department giving reasons for his/her feeling aggrieved within one month of the notification of the results. A Committee will examine the case and the grade awarded by the Committee upon review will be final. All grievances should be submitted to the appropriate body within two weeks after the event at issue.

SCHOOLS AND DEPARTMENTS

School of English Language Education
Department of English as Second Language Studies
Department of Materials Development, Testing and Evaluation
Department of Training and Development
Department of Education

School of Language Sciences
Department of Phonetics and Spoken English
Department of Linguistics and Contemporary English
Department of Computational Linguistics

School of Literary Studies
Department of English Literature
Department of Indian and World Literatures
Department of Comparative Literature and India Studies
Department of Hindi
Department of Translation Studies

School of Distance Education
Department of English Language Teaching
Department of Linguistics and Phonetics
Department of Literatures in English

School of Interdisciplinary Studies
Department of Aesthetics and Philosophy
Department of Cultural Studies
Department of Communication
Department of Film Studies and Visual Culture
Department of Social Exclusion Studies

School of Arab and Asian Studies
Department of Arab Studies
Department of Asian Languages

School of European Languages
Department of Germanic Studies
Department of French and Francophone Studies
Department of Hispanic and Italian Studies
Department of Russian Studies