

# **DIRECTORATE OF DISTANCE EDUCATION**

## **PROSPECTUS**

**POST-GRADUATE CERTIFICATE IN THE TEACHING OF ENGLISH  
2024-2025**



**THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY  
HYDERABAD 500 007, INDIA**

## Duration

**One year: July to June**

The duration of the programme is one year. The programme consists of two parts:

- a. 8 months of effective study through correspondence (i.e. from July to February)
- b. a contact-cum-examination programme in June-July

## Eligibility

MA in English or in an allied subject (Linguistics, Education, Mass Communication, Psychology or Critical Humanities / Liberal Arts)

## Procedure for application

1. The application form in PDF format is available on the University website, < <http://www.efluniversity.ac.in/>>. Please download the PDF format if you wish to send us the application by Registered POST.
2. If you wish to apply ONLINE, please fill the Google Form-based application by clicking on the link available on the University website (if clicking on the link does not work, please copy the entire link and paste it on your browser). The link is provided here as well.

< [https://docs.google.com/forms/d/e/1FAIpQLScc6CqAPvbCIE4exSt\\_6YghcJBS50bkcfTxnW6FQUwNuklSbw/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLScc6CqAPvbCIE4exSt_6YghcJBS50bkcfTxnW6FQUwNuklSbw/viewform?usp=sf_link) >

3. Application forms can be obtained from the University website from 10.04.2024
4. Last date for submission of filled in application forms is 10.05.2024

## Documents that must accompany the application form

- i. A copy of (1) the Master's degree or the Provisional certificate, (2) the MA marks/grade sheet, (3) SSC Certificate or Marks Certificate and (4) Aadhaar Card.

## Fees

Fee component	Category		
	General/ OBC Rs.	SC/ ST Rs.	VHC / PHC Rs.
Registration fee	220	220	220
Tuition fee (including examination fee)	1210	605	--
Student Welfare Fund	2420	1210	--
Development Fund	1320	660	--
Postage	1100	1100	1100
<b>Total Programme fee</b>	<b>6270</b>	<b>3795</b>	<b>1320</b>
<b>Application Processing fee</b>	<b>550</b>	<b>275</b>	<b>--</b>

**Note: Differently-abled (VHC/ PHC) students have to pay only the *Registration fee* and the *Postage*.**

## Payment of fee

(1) Online payment	Account Name	Tuition Fee
	Account Number	62101676109
	Bank	State Bank of India
	Branch	EFLU branch, Hyderabad–500007
	IFSC	SBIN0021106

*Please take a screen shot of the payment or note the transaction details (transaction number, date and amount) and attach it to the application form.*

(2) Demand Draft	The DD should be drawn in favour of the “ <b>The Registrar, The EFL University, Hyderabad</b> ”
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## Refund of fee

Total Programme Fees will be refunded to candidates ineligible for admission or who, for any other reason, are not admitted to the course. Once the provisional letter of admission is issued fees will not be refunded. The application processing fee will not be refunded.

## Library fee and deposit

Participants who wish to use the University library will be required to pay a non-refundable fee of Rs.250/- per month. Besides, participants who wish to borrow books from the Library during the contact programme should pay a deposit of Rs.500/-, which will be refunded at the end of the contact programme.

## Period of registration

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 2024**, and you submit the remaining 07 assignments so as to reach us on or before **28 February 2025**, you will be invited to the contact–cum- examination programme to be held in June/ July 2025.

Please note that you are allowed to stay on the rolls for two years. If you submit your first 07 assignments (one in each course) by 14 November 2025 and your Second 07 assignments by February 2026, you will be invited to the PGCTE contact programme in June/July 2026.

Please note, however, that if you fail to submit the assignment responses even by the stipulated dates in 2025-26, your name will be struck off the rolls.

## Re-registration

Re-registration will be available to the following students

1. those who are unable to (successfully) complete all the required assignments within two years; or
2. those who have completed the internal assignments but have not taken the final examinations within two years or

3. those who have taken the final examinations within two years, but wish to appear for supplementary or grade improvement examinations in their third year.

subject to the conditions mentioned below:

- a. They will be required to pay 50% of all the fees they paid at the time of admission, except the postage.
- b. Their re-registration will be valid for one academic year. The total period of registration including re-registration will not exceed three years, under any circumstances.
- c. No new materials will be sent to them.

***If you wish to re-register for the third year you MUST:***

1. Apply in June of the second year of your enrolment. (i.e. June 2025)
2. Pay a fee of Rs. 2585/- (Two thousand five hundred and eighty-five only). You will have to send a DD for Rs.2585/- drawn in favour of **The Registrar, The EFL University, Hyderabad 500 007** along with your application for re-registration. If you are eligible for a feeconcession (SC/ST/PH/VH), please call up our office (040-2768-9597) to find out the exact amount you need to make the DD for. The fee can be paid online too. Please send us a mail with a screenshot of the transaction.

The total period of registration, including re-registration, will not exceed **03 (three) years**, under any circumstances.

### **Seven Courses of Study**

For this programme you will be required to study *seven courses* each consisting of *five blocks* (except *Practice Teaching*, which consists of *three blocks*).

The seven courses are:

1. ***Phonetics and Spoken English*** (five blocks)
2. ***Introduction to Linguistics*** (five blocks)
3. ***Modern English Grammar and Usage*** (five blocks)
4. ***Interpretation of Literature*** (five blocks)
5. ***Methods of Teaching English*** (five blocks)
6. ***Materials for the Teaching of English*** (five blocks)
7. ***Practice Teaching*** (three blocks)

### **Instruction**

- i. **POSTAL TUTION**

The instructional materials are usually sent to the participants by post during May –July.

There are 33 blocks (books) in all and there are 14 assignments set on these. The assignments must be promptly completed and returned to the Directorate for evaluation. The assignment response sheets are graded and returned to participants and a systematic record of each participant's performance is maintained.

ii. CONTACT-CUM-EXAMINATION-PROGRAMME

There will be 122 hours of classes as part of the contact programme for PGCTE. 20% of these classes will be held online during the academic year. The offline contact-cum-examination programme will be held in June/July

Attendance at the contact-cum-examination programme is compulsory. You will be eligible to attend the contact-cum-examination programme if you meet **both** the deadlines for submission of assignments.

If you are eligible to attend the contact-cum-examination programme, you will be informed by us.

The Contact-cum-examination programme will be held in one or more centres (i.e. Hyderabad and /or other centres).

### Grading of assignments

Each of the assignments will be graded and sent back to you. The purpose of these assignments is to help you ensure that you have really grasped the subject matter of the blocks, and also to guide you. (Please don't misplace these corrected assignments but keep them carefully in a folder. You will be required to bring these assignments with you when you come for the Contact Programme.)

A student's performance in each course will be assessed on the basis of (a) assignments during the programme and (b) the examinations at the end of the Contact Programme. The relative weight of (a) and (b) above is 25:75 for all courses.

To pass in a course:

- i. a student should get at least Grade **P** in the course, and
- ii. he/she should not get F grade in the course either in the internal assessment or in the final examination.

As per the implementation of NEP 2020 10-point grading scale, for evaluating a student's performance in the programme and also in a given course, the following 10-point grading scale will be used.

**O A+ A B+ B C P F**

Range of Marks	CGPA Range	Letter Grade		Grade Point
90 -100	9.50 – 10.00	O	Outstanding	10
75 – 89.99	8.50 – 9.49	A+	Excellent	9
60 – 74.99	7.50 – 8.49	A	Very good	8
55 – 59.99	6.50 – 7.49	B+	Good	7
50 – 54.99	5.50 – 6.49	B	Above Average	6
45 – 49.99	4.50 – 5.49	C	Average	5
40 – 44.99	2.00 – 4.49	P	Pass	4
0 – 39.99	0.00 – 1.99	F	Fail	0
Absent	0	Ab	Absent	0

## Final Grade Point (GP) Calculation in Individual Courses

$$\frac{\text{Final Internal Assessment GP} \times 25}{100} + \frac{\text{Final Examinations GP} \times 75}{100}$$

## Calculation of Over-all Grade Point Average (OGPA) and Final Overall Grade

The Final Overall Grade will be calculated on the OGPA earned over all the courses of the programme. The OGPA will be calculated as follows:

$$\text{GPA} = \frac{\text{GP1} + \text{GP2} + \text{GP3} + \text{GP4} + \dots + \text{GP..n}}{\text{Total Number of Courses in the Programme}}$$

Where

GP1 = Course 1 Final Grade Points

GP2 = Course 2 Final Grade Points

GP3 = Course 3 Final Grade Points

GP4 = Course 4 Final Grade Points

*A student who gets Grade F in one or more courses will be deemed to have failed.*

## Facilities for reappearing for the final examination

### Supplementary examinations

This facility is available to those students who have obtained **an F grade in one or more courses**.

Students who are deemed to have failed can reappear for the final examination on payment of the stipulated fees or re-registration fees, subject to the following conditions:

- (a) Students who fail in the final examination will be permitted to take the supplementary examination once. This supplementary examination will be held along with the final examinations in the following year.
  - SC and ST students will be given one more chance to appear for the supplementary examination, i.e., the second supplementary examinations held after the final examinations in which they were deemed to have failed for the first time.
- Students who have obtained an F grade in one or more courses are permitted to appear for supplementary examination in all and only in the courses in which they have obtained an **F** grade.

### Re-evaluation

Students are eligible to apply for re-evaluation of their answer scripts by paying the stipulated fees. The application for re-evaluation will have to be made within fifteen days of the announcement of results. The answer script under reference will be sent to two examiners, who shall be other than the original examiner. The average of the grades given by these two examiners shall constitute the final grade irrespective of its being higher or lower than the original grade. A student can apply for re-evaluation of an answer script in any course only once.

There is no re-evaluation for Practice Teaching/ Oral examination(s).

## **Grade Improvement Examinations**

1. Grade improvement examinations are conducted for the students of the PGCTE programme. This provision is not available for the Practice Teaching course.
2. Students who obtain **grade B or below, up to grade D**, in a course may take the Grade Improvement examination for that course, by paying the stipulated fee or re-registration fee.
3. Students are allowed to take these examinations only once. However, SC/ST students shall be given one extra chance.
4. Applications for the Grade Improvement examinations will have to be made to the Director, Directorate of Distance Education, within two months of the declaration of results.
5. The Grade Improvement examinations will be conducted on the dates announced by the Directorate of Distance Education.
6. The better of the two grades obtained in the final examination and the Grade Improvement examination will be taken as final.
7. Students taking supplementary examinations can also apply for grade improvement in courses where they have scored a grade of B, C or D.
8. Students cannot apply for both re-evaluation and grade improvement in the same course simultaneously. After re-evaluation, if the student retains an F Grade, he/she can take the supplementary examination, but if awarded a grade of D or above in re-evaluation, he/she cannot apply for Grade Improvement.
9. Grade Improvement examination in a course must be taken in the first Grade Improvement examinations held following the declaration of results.

## **Make-up examinations**

- i. Make-up examinations will be conducted for those students who, because of circumstances beyond their control, are unable to take a part or the whole of the final examinations.
- ii. Students desirous of taking the make-up examinations should have completed the obligatory residence requirement, i.e., attending the obligatory contact programme.
- iii. Students must apply for permission to take the make-up examinations immediately after completing the contact programme and on or before the day(s) of the regular examinations they are going to be absent from. Applications should be made to the Director, Directorate of Distance Education, through the Coordinator(s) of the contact programme at the centre at which the student attends the contact programme. The make-up examinations will be held only at Hyderabad.
- iv. Students will be allowed to take the make-up examinations only if they have valid reasons for not taking the regular examinations. A student's eligibility for make-up examinations will be decided by the Director of the Directorate in consultation with the Programme Coordinators.