

THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY

HYDERABAD 500007

Regional Campuses: Shillong and Lucknow

Postgraduate Diploma Programmes
(PGDTE, PGDMD, PGDTA, PGDT)



Prospectus 2025-2026

Last date for the receipt of applications: 21.06.2025

For queries about admissions, please contact:

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Contact hours: 10:00 a.m. and 5:00 p.m., Monday to Friday

DISCLAIMER

The information given in the Prospectus is intended as a ready guide for the candidates and does not constitute a legal document. While all efforts have been made to make the information available here as authentic as possible, we are not responsible for any inadvertent errors or inaccuracies that may have crept in.

All disputes relating to entrance tests/admissions/allotment of students to various courses/programmes, examinations, conferment of degrees, etc., in pursuance of the Prospectus, shall be subject to the exclusive jurisdiction of the Courts in Hyderabad, Telangana State.

Contents	
1.	Entrance Test Details
2.	Schools and Departments
3.	Eligibility Requirements
4.	Admission Procedures and Policies
5.	Information to UGCNET/UGC JRF Qualified Candidates
6.	Reservation Policy
7.	Rules of Discipline
8.	Accommodation in the Hostels
9.	Fellowships
10.	Fee Structure

1. Application Fee Details

Category	Fee
General / OBC candidates	Rs. 500/-
SC/ST/PwBD candidates	Rs. 250/-

Note: The application fee is non-refundable. Payment gateway charges are applicable and are to be borne by the applicants. Payment gateway charges may vary from bank to bank.

Please note that a candidate can apply for any of the combinations mentioned below:

- Any two PG Diploma programmes in English Stream
- Any one PG Diploma and one Ph.D. programme.

Components of the Entrance Test for:

1. **Postgraduate Diploma in the Teaching of English (PGDTE)**
2. **Postgraduate Diploma in Translation (PGDT)**
3. **Post Graduate Diploma in Materials Development (PGDMD)**

Duration of the Entrance Test	Components	No. of Marks
2 hours	Section I English Language Proficiency	50
	Section II Domain Knowledge	50
Total		100

Components of the Entrance Test for: Postgraduate Diploma in the Teaching of Arabic (PGDTA)

Duration of the Test	Components	No. of Marks
2 hours	Section I Proficiency in Arabic Language, Grammar, Linguistics, History of Arabic Literature, Arabic Literature, Rhetoric Sciences, Arabic Language and Literature in India, Translation from Arabic into English and vice versa	75
	Section II Domain Knowledge	25
Total		100

Eligibility Requirements

Postgraduate Diploma Programmes

The following Postgraduate Diploma Programmes are offered by the EFL University:

Sl. No.	Course	Campus	Intake	Eligibility
1.	Postgraduate Diploma in the Teaching of English (PGDTE)	Hyderabad	40	M.A. in English/English Literature/ Linguistics/TESL/ELT with 55% marks for General/ OBC candidates (Creamy Layer), and 50% marks for OBC (Non-Creamy Layer)/SC/ ST/ Differently-abled candidates(The eligibility marks will be relaxed by 5% for sponsored candidates.) OR Pursuing any of the qualifying programmes mentioned above (provided the candidate will have passed the examination by the time of the admission and has scored the minimum eligibility marks as mentioned above)
		Lucknow	20	
2.	Postgraduate Diploma in the Teaching of Arabic (PGDTA)	Hyderabad	20	M.A. in Arabic/ Arabic Literature/ Linguistics/Teaching of Arabic with 55% marks for General/ OBC candidates (Creamy Layer), and 50% marks for OBC (Non-Creamy Layer)/SC/ ST/ Differently-abled candidates OR Pursuing any of the qualifying programmes mentioned above (provided the candidate will have passed the examination by the time of the admission and has scored the minimum eligibility marks as mentioned above)
3.	Postgraduate Diploma in Translation (PGDT)	Hyderabad	20	M.A. English with 55% marks for General/ OBC (creamy-layer) candidates, and 50% marks for SC/ ST/ OBC (non-creamy layer)/ Differently-abled candidates; Proficiency (Reading and Writing) in any Indian or a foreign language. OR Pursuing any of the qualifying programmes mentioned above (provided the candidate will have passed the examination by the time of the admission and has scored the minimum eligibility marks as mentioned above)

4.	Post Graduate Diploma in Materials Development (PGDMD)	Hyderabad	20	<p>MA in English/MA in Linguistics/M.A. ELT with 55% marks for General/ OBC candidates (Creamy Layer), and 50% marks for OBC (Non-Creamy Layer)/SC/ ST/ Differently-abled candidates</p> <p>OR</p> <p>Pursuing the qualifying programme mentioned above (provided the candidate will have passed the examination by the time of the admission and has scored the minimum eligibility marks as mentioned above)</p>
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Admission Procedure

Postgraduate Diploma Programmes (PGDTE/PGDMD/PGDT/PGDTA)

1. All programmes are **full-time**.
2. It is the responsibility of the candidates to ensure that they satisfy the eligibility requirements before applying for admission to a programme. As candidates who are still awaiting the results of their final year/semester examinations are also eligible, the University will not be able to verify the eligibility of the candidates before/when they appear for the entrance test.
3. After the entrance test, in case the candidates awaiting their results are short-listed, they will be provisionally admitted to the programme, subject to their meeting the eligibility criteria and the submission of relevant documents.
4. Issue of Hall Ticket and appearance at the entrance test do not automatically make the candidate eligible for admission to the University. The University reserves the right to cancel the admission of a candidate at any stage of the admission process or after admission if he/she does not meet the eligibility requirements.
5. The cut-off marks for the entrance tests for admission to all postgraduate programmes for candidates belonging to the following categories are as follows:

Unreserved/OBC (creamy layer)	50%
OBC (non-creamy layer)	45%
SC/ST/PwBD category	30%

NOTE

The rule of reservation in respect of Economically Weaker Sections (EWS) will be in accordance with circulars and guidelines issued by GOI, MHRD, and UGC in this regard.

DISCLAIMER

The University reserves the right not to offer any of the programmes listed in the Prospectus. The University reserves the right not to admit any applicant if he/she is found to have indulged in any act that is unbecoming of an applicant, including vandalism, staging dharna, aggression, canvassing defamation, instigation, unruly behavior or any such act that is construed to be unlawful, illegal and unbecoming and that harms the interest, name and reputation of a member of the University or of the University as an academic body.

NOTE

The rule of reservation in respect of the Economically Weaker Section (EWS) will be following OMs, Circulars, and Guidelines issued by the Ministry of Education, Government of India, or UGC in this regard from time to time.

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The University reserves the right not to offer any of the programmes listed in the Prospectus. The University reserves the right not to admit any applicant if he/she is found to have indulged in any act that is unbecoming of an applicant, including vandalism, staging dharna, aggression, canvassing, defamation, instigation, unruly behavior or any such act that is construed to be unlawful, illegal and unbecoming and that harms the interest, name and reputation of a member of the University or of the University as an academic body.

Reservation of Seats

Reservation of seats for eligible candidates shall be under the provisions of the Central Educational Institutions (Reservation in Admission) Act 2006 and Circulars of the Government of India issued and amended in this regard from time to time. Besides, the University shall also follow reservation in admission to all programmes of studies following the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995.

The rule of Reservation in respect of the Economically Weaker Section (EWS) will follow circulars and guidelines issued by the Ministry of Education, Government of India, or UGC in this regard from time to time.

For Scheduled Castes and Scheduled Tribes (SC/ST) candidates

- a. 22.5% of seats will be reserved for Candidates belonging to Scheduled Castes and Scheduled Tribes as follows:
 - i. 15% for Scheduled Castes
 - ii. 7.5% for Scheduled Tribes
- b. Candidates belonging to Scheduled Castes and Scheduled Tribes will be given relaxation to the extent of 5% in the aggregate of marks obtained in the qualifying examination.

Other Backward Classes (OBC) candidates

- i. 27% of the intake is reserved for OBC (Non-Creamy Layer) candidates.

Differently-abled candidates

- i. Supernumerary seats to the extent of 5% of the total intake are reserved for candidates with a minimum disability of 40%.
- ii. Along with the application forms, the candidate should submit attested copies of the certificate of disability from a Civil Surgeon of a government hospital, indicating the extent of the visual/physical disability and also the extent to which the disability may affect the pursuance of the course of study for which admission is sought to.

Rules

1. Along with their application forms, candidates belonging to the SC/ST/OBC (Non-Creamy layer) / EWS category should submit the relevant category certificate from any one of the following authorities:
 - (i) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First-Class Stipendiary Magistrate / City Magistrate (not below the rank of First-Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner
 - (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate
 - (iii) Revenue Officer not below the rank of Tehsildar
 - (iv) Sub-Divisional Officer of the area where the candidate and/or his/her family
 - (v) Normally resides.
 - (vi) Administrator / Secretary to Administrator / Development Officer (Laccadive and Minicoy Islands)

2. An application form submitted without relevant certificates will be rejected.
3. Candidates seeking admission under the reserved categories shall be required to fulfill the eligibility criteria prescribed for admission to the programme.
4. The relaxation in the minimum prescribed percentage of marks in the qualifying examination for admission to a programme shall be permissible only in one of the categories.
5. If a candidate in a reserved category qualifies for admission in the general category, he/she shall be transferred to the general category without prejudice to the number of seats already allocated in that category which will be offered to the next eligible candidate in that category.

Wards of Defence Personnel (Army/Air Force/Navy)

Supernumerary seats are reserved for wards of defence personnel to the extent of 5% of the total intake. Following the guidelines issued by the Government of India, admission is granted according to the priority list below:

- Widows/wards of defence personnel killed in action
- Wards of serving personnel and ex-servicemen disabled in action
- Widows/wards of defence personnel whose death is attributed to peacetime military service
- Widows/wards of defence personnel whose disability is attributed to peacetime military service
- Wards of ex-servicemen and serving personnel who are recipients of the following gallantry awards: (Param Vir Chakra, Ashok Chakra, Sarvottam Yudh Seva Medal, Mahavir Chakra, Kirti Chakra, Uttam Yudh Seva Medal, Vir Chakra, Shaurya Chakra, Yudh Seva Medal, Sena/Nau Sena/Vayu Sena Medal, Mention- in- Despatches)
- Wards of ex-servicemen
- Wards of serving personnel

Kashmiri Migrants

Supernumerary seats are reserved for Kashmiri migrants to the extent of 5% of the total intake. For such candidates, however, there is no relaxation in the qualifications required for admission.

Implementation of Reservations

Each School at the Hyderabad campus is considered as one unit for the implementation of reservation of seats. For Ph.D. programmes at Shillong and Lucknow Campuses, each Campus is considered as one unit for the implementation of reservation of seats. The rule of reservation, including for the candidates who belong to the Economically Weaker Section (EWS), will follow circulars and guidelines issued by the Ministry of Education, Government of India, or UGC in this regard.

Rules of Discipline

The rules listed hereunder shall apply to all students of the University under Article 29 of the Statute of the EFL University. Any breach of discipline and conduct by a student inside or outside the campus of the English and Foreign Languages University shall fall under the purview of these rules.

Categories of misconduct and indiscipline include:

- All acts of violence and forms of coercion such as gheraos, dharnas, and sit-ins disrupt the normal academic and administrative functioning of the University
- Sexual harassment
- Committing forgery, defacing/destroying books/journals in the library
- Furnishing false certificates or false information
- Streethazing or eve-teasing or disrespectful behavior with a female student
- Arousing communal, caste, or regional feelings or disharmony among students
- Use of abusive, defamatory, derogatory language
- Pasting of posters of objectionable nature
- Unauthorised occupation of the hostel rooms
- Indulging in acts of gambling
- Use of the title of the University when distributing any document, other than those meant for academic purposes, outside the University
- Consuming or possessing dangerous/banned/fraudulently acquired drugs
- Non-payment of fees and other dues including mess charges
- Ragging in any form
- Refusal to obey the directions of officers of the University
- Unauthorized collection of funds for any students' programme
- Any other act/matter that the Vice-Chancellor may deem to be an act of violation of discipline, or misconduct

Penal Measures

The University Authority may impose penal measures 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 English and Foreign Languages University will be viewed seriously and dealt with swiftly and severely by the Administration. Anti-ragging squads and an Anti-Ragging Committee will be empowered to take *suo moto* action upon receiving a complaint. As per the direction of the Supreme Court of India, if any incident of ragging comes to the notice of the authorities, the student concerned shall be asked to explain their action and if his / her explanation is not found to be satisfactory, the authorities will expel him/her from the University.

Anti-Sexual Harassment and Redressal Mechanism: The English and Foreign Languages University has evolved a policy against sexual harassment to create for women students on its Campuses a gender-just and secure environment (vide Ordinance No. 30, titled Gender Sensitization Prevention and Redressal of Sexual Harassment of the English and Foreign Languages University). Every Campus of the English and Foreign Languages University has a Complaints Committee, with representatives from all sections of the University, to take care of the complaints of women students in this regard, with the names, addresses, and phone numbers of the members displayed in all prominent places on the Campus. The complaints will be kept confidential and the Committee is empowered to recommend

severe action(s) against the perpetrators. The Committee also takes upon itself the task of organizing various gender sensitization programmes. There is an Appellate Committee to consider problems when the decisions of the Complaints Committee are not found satisfactory.

Grievance Redressal Mechanism for all students: All grievances within the University will be resolved through discussions and negotiations and a Grievance-Redressal mechanism. The following are some of them:

- Grievances concerning the Hostels may be referred to the Provost / Warden concerned.
- Individual grievances may be referred to teachers in a department who will be appointed as staff advisers.
- Group grievances may be resolved within a department to the extent possible.
- Miscellaneous grievances concerning Library / Finance / Sports will be resolved by the Committees concerned.
- Academic grievances of students: Students with a grievance about 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 the grievance within one month of the notification of the results. A committee will examine the case and award a grade that will be final.

All grievances, except academic grievances, should be submitted to the appropriate body within an unexpired time but not more than two weeks after the event at issue.

Accommodation in the Hostels

The English and Foreign Languages University is not fully residential and does not guarantee accommodation to every student. The University has five Hostels in the Hyderabad Campus: three reserved for Indian students, and two exclusively for international students. The University also has Hostels in its Regional Campuses in Shillong and Lucknow. Subject to availability, Hostel rooms are allotted, on a sharing basis, only to students from outside the city pursuing full-time courses at the University. Students provided with such accommodation shall abide by the rules and regulations of the Hostel.

Students in full-time employment with any company/organization/concern, are not eligible for Hostel accommodation.

All students, except Ph.D. students, are required to vacate their rooms during the winter vacation and the summer vacation. They may be asked to vacate the rooms as and when repairs and maintenance work needs to be taken up.

Scholarships for PG Diploma Students

A. Merit-cum-Means Fellowship, Exemption of Tuition Fee and Book Allowance Eligibility

- (a) All Indian students who have registered for any full-time course, except for a Ph.D. programme, and whose parental annual income is less than Rs. 1,50,000 are eligible to apply for *EFLU Merit-cum-Means Fellowship and Exemption from Tuition Fee*.

Students who receive Fellowship shall be granted a Book Grant up to Rs. 1000/-per annum, each year of valid studentship.

Students belonging to reserved categories exempted from paying tuition fees under GOI rules shall get only the Book Grant of Rs. 1000/- per annum for each year of valid Studentship.

All their deposits and fees as mentioned in the Prospectus and Hostel room rent as per rules shall have to be paid by all students.

- (b) All SC/ ST/ OBC and Physically/ Visually Challenged students admitted for any Course, except for Ph.D. Programme are eligible to apply for *EFLU Merit-cum-Means Fellowship and are exempted from Tuition Fees* (if not exempted under GOI Rules).

However, they have to pay all other fees as prescribed by the EFL University from time to time as mentioned in the Prospectus and Hostel room rent as per rules.

- (c) No student of any category availing any other scholarship/ fellowship/ financial help from any agency/ charitable organization is eligible to avail any financial assistance from the University.

- (d) Students availing scholarship/ fellowship/ financial assistance of Rs. 1000/- or above per month through the Department of Social Welfare/State Governments/ Ministry of Tribal Affairs/ UGC or any other agency/ organization are not eligible to receive the *EFLU Merit-cum-Means Fellowship and Exemption from Tuition Fee*. Where the amount is less than Rs. 1000/- per month, the difference amount will be paid to the student under EFLU fellowship assistance.

- (e) Among the newly admitted students, only those who have obtained 50% marks or an equivalent grade in their qualifying examination such as B.A., M.A., PGDTE, B.Ed., etc., and 60% of the highest score in the entrance tests conducted by the University, are eligible to apply for *EFLU Merit-cum-Means Fellowship and Exemption from Tuition Fee*.

- (f) Students who are in the second and the following semesters are eligible for the *EFLU Merit-cum-Means Fellowship and Exemption from Tuition Fee* only if they

- secure a minimum of 50% marks in the semester-end examinations,
- pass in all subjects in the semester-end examinations i.e., there should be no backlogs,
- and fulfill the attendance requirement (i.e.,75%).

Procedure for application

Applications should be made in the prescribed format, available on the Academic Section of the University website, to the Chairperson of the Grants Committee.

All applications should be submitted through the Head of the Department, in case of students not residing on the campus, and through the Provost of the Hostels concerned if they are residents of the Hostels, within one month from their admission.

All relevant documents such as caste certificate, and income certificate must be submitted along with the application form.

Mode of payment of scholarship

- Scholarship of Rs. 1000/- per month for eligible students will be paid in two installments, during December and June, after the results of the respective semesters are declared.
- Release of *EFLU Merit-cum-Means Fellowship and Exemption from Tuition Fee* is subject to deduction of the amount towards Mess bills, any damage caused to the University property, books lost or damaged, and any other dues pending against a student.
- Students receiving any grant or scholarship from any other source will have to declare the same in writing. Any concealment of information or submission of false information shall lead to the withdrawal of all concessions and scholarships. It may also lead to disciplinary action against the defaulter, including expulsion from the academic courses they have been admitted to.

VHC (Visually Challenged)

Stipend (per month) Rs	Reader Allowance (per month) Rs	Stationery allowance (per annum) Rs	Guide Allowance (per annum) Rs	Book Allowance (per annum) Rs
1000	2500	500	500	1000

PHC (Orthopedically Challenged)

Stipend(per month)Rs	Book Allowance (per annum)Rs
1000	1000

The Supporting documents are to be uploaded with the application form to apply for State Government scholarships.

The students are required to upload the following:

- a. scanned photograph
- b. signature
- c. scanned copy of Aadhaar/voter card/ration card/passport (*preferably Aadhaar*)
- d. scanned copy of caste certificate (in case of applications under SC/ST/ OBC quota)
- e. scanned copy of a supporting document for reservation against economically weaker section (EWS) quota
- f. scanned copy of the PWD certificate (in case of differently-abled persons)
- g. scanned copy of the WDP certificate (in case of wards of defence personnel)

Note: Students receiving scholarships from UGC or other Governmental agencies are not eligible for these stipends and concessions/ funds, which the University draws from its resources

Fee Structure for Indian Students

Fees Structure for One-Year PGDTE/ PGDTA/ PGDT Programme

Sl. No.	Heads	Fee for General/ OBC category students Rs.	Fee for SC/ST category students Rs.	Fee for VHC/PHC category students Rs.
1.	Registration Fee (at the time of joining)	226	226	226
2.	Tuition Fee (per semester)	655	655	--
3.	Library Fee (per semester)	242	242	--
4.	Student Welfare Fund (per semester)	1799	171	171
5.	Examination Fee (per semester)	292	292	--
6.	Grade Card Fee (per semester)	77	77	77
7.	Identity Card Fee	363	363	363
8.	*Medical Fee (per year)	534	534	534
9.	Library Deposit (at the time of joining) (Refundable)	880	880	880
	Total fees payable at the beginning of the course (Semester I)	5068	3440	2251
	Total fees to be paid in Semester II	3065	1437	248

*Medical fees for Medical Insurance and on-campus medical facilities are to be paid by all students at the beginning of every academic year.

Medical Insurance is subsidized by the University to the extent of Rs.300.

Miscellaneous Fees

Sl. No.	Heads	Rs.
1.	Migration Certificate	297
2.	Transfer Certificate	77
3.	Duplicate Identity Card	605
4.	Pre-Ph.D. Comprehensive Examination Fee	446
5.	Ph.D. Thesis Submission Fee	1469
6.	Change of Name on the Certificate	149
7.	Bonafide Certificate	39
8.	Degree Certificate	297
9.	Degree Certificate(Pre-convocation)	1469
10.	Duplicate Copy of the Degree/Diploma/Certificate	1469
11.	Make-up, Grade Improvement/Supplementary Examination Fee	149
12.	Provisional Certificate	149
13.	Transcript	44

Refund of fees:

On cancellation of admission, the fees will be refunded as per the UGC Fee refund policy.