



# **UNDERGRADUATE PROGRAMMES**

## **HANDBOOK**

**THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY**

**HYDERABAD, LUCKNOW, SHILLONG**



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## **DISCLAIMER**

The Handbook is only for the immediate information of students, and does not constitute a legal document. While all efforts have been made to make the information available in this handbook as authentic as possible, we are not responsible for any inadvertent error that may have crept into the document.

## **ADVICE TO STUDENTS**

Some of the programmes/courses mentioned in the document may not be offered in any particular academic year/semester. We advise you to consult the Coordinator of the programme at the beginning of every semester.

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## **ABOUT EFL UNIVERSITY**

The English and Foreign Languages University (formerly the Central Institute of English and Foreign Languages) was created by an Act of Parliament and came into being on 3 August 2007. The EFL 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 interdisciplinary studies and research in Literary and Cultural Studies, and to develop critical intercultural understanding of civilizations” (as mentioned in the Act).

The EFL University has three campuses: the main campus is in Hyderabad, while the other two are in Lucknow and Shillong. 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 Act, 2006 (No.7 of 2007) 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 both print and electronic media;
- to take appropriate measures for inter-disciplinary studies and research in literary and cultural studies; and
- to develop critical intercultural understanding of the civilizations.



**AIM HIGH**

## **VICE CHANCELLOR'S MESSAGE**

It gives me great pleasure to welcome you to this University, the English and Foreign Languages University, which is the only one of its kind in South Asia. This new academic year promises to offer new opportunities for academic and personal growth.

The focus of this University has been to:

- disseminate knowledge through research and creative endeavours
- encourage critical thinking leading to the production of critical and responsible citizens
- promote inclusivity by providing equal opportunities to all
- promote diversity by admitting students from all parts of the country and abroad

At this University, teaching is a cooperative and productive exchange of ideas, throwing open new avenues for learning and discovery. Rightly so, students are called 'participants' here as they actively participate in their academic space.

We are witness to a rapid and dramatic transformation in the milieu of higher education. These have been triggered by advances in technology and by new vistas of knowledge. This has led to the crumbling of boundaries between countries as well as disciplines. The University has kept itself abreast with the innovations not by discarding the traditional ways of teaching or the traditional disciplines but by introducing the new along with the old. The mathematician and philosopher Alfred North Whitehead once said that “The art of progress is to preserve order amid change and to preserve change amid order,” and that will be the endeavour of this University.

Online courses and Open courseware (through the MOOCs SWAYAM platform) will complement the traditional classroom teaching. Inter-disciplinary research will be encouraged as the answers to many important and intriguing questions are often found by transcending the rigid boundaries of disciplines.

Apart from the quality education imparted, it is also essential to promote co-curricular and extra-curricular activities. This year we introduce a variety of fun-filled, personally empowering and socially significant activities that will fill our campus with renewed energy and excitement.

This is our attempt to provide that 'extra' that makes extraordinary education different from ordinary learning.

We encourage you to participate in all the activities that the University has to offer and emerge a winner in all spheres of life.

**Prof. E. Suresh Kumar**

## **B.A. HONOURS PROGRAMMES: INTRODUCTION**

### **Introduction**

The B.A. Handbook is designed to provide relevant information about the B.A. Hons. programmes at EFL University. It lists the array of B.A. Hons. programmes that the university offers and describes the course requirements for earning each of these degrees. It details the course curricula and the procedures and policies that govern undergraduate students. Students registered for the B.A. programme are advised to familiarize themselves with the requirements and the policies governing the award of the degree.

### **About the B.A. Hons. programme**

The EFL University offers a B.A. Hons. programme in English and six other B.A Hons. programmes in foreign languages. The B.A programmes were introduced in 2008 and have been very popular over the years because of their unique composition. A student registered for the B.A. Hons. programme in English gets an opportunity to learn a foreign language and students registered for any foreign language also get a chance to hone their English language

skills. This is made possible because of the CBCS model that is followed as per UGC guidelines (See next section for Choice Based Credit System). Courses offered on our various programmes adopt a variety of teaching styles that are intense and at the same time engaging. Courses are offered as seminars, tutorials, presentations, lectures or lab-based (held in language labs and digital labs).

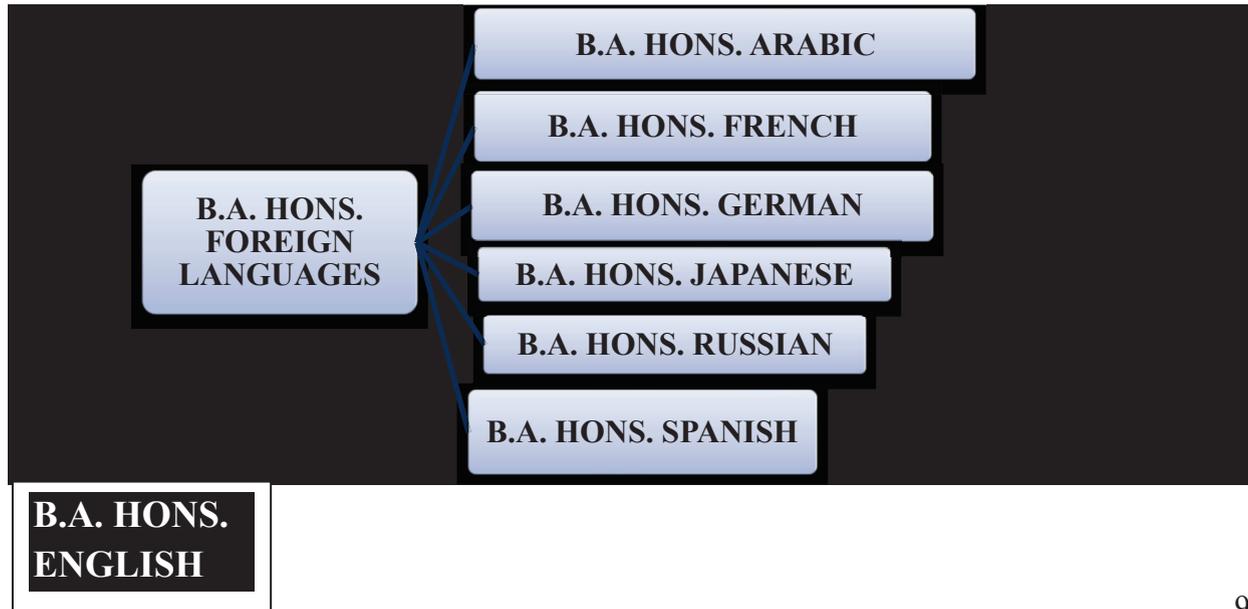
### **Learning Outcomes**

By the end of this course, students are able to

- interact with academic content in reading, writing, listening and speaking;
- demonstrate ability to think critically;
- utilize information and digital literacy skills; and
- demonstrate behavior and attitudes appropriate to a university environment.

## THE DIFFERENT B.A. HONS. PROGRAMMES

The University offers B.A. Hons. programmes in English and in foreign languages like Arabic, French, German, Japanese, Russian, and Spanish.



## **CHOICE-BASED CREDIT SYSTEM (CBCS)**

UGC Document ([http://collegesat.du.ac.in/UGC\\_credit\\_Guidelines.pdf](http://collegesat.du.ac.in/UGC_credit_Guidelines.pdf)) states:

The Indian Higher Education Institutions have been moving from the conventional annual system to semester system. Currently many of the institutions have already introduced the choice-based credit system. The semester system accelerates the teaching-learning process and enables vertical and horizontal mobility in learning. The credit-based semester system provides flexibility in designing curriculum and assigning credits based on the course content and hours of teaching. The choice-based credit system provides a ‘cafeteria’ type approach in which the students can take courses of their choice, learn at their own pace, undergo additional courses and acquire more than the required credits, and adopt an interdisciplinary approach to learning. It is desirable that the HEIs (Higher Educational Institutions) move to CBCS and implement the grading system.

**Advantages of the choice based credit system:**

[http://www.ugc.ac.in/pdfnews/4426331\\_Instructional-Template.pdf](http://www.ugc.ac.in/pdfnews/4426331_Instructional-Template.pdf)

- Shift in focus from the teacher-centric to student-centric education.
- Student 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 at par with global standards. One can take credits by combining unique combinations.
- CBCS offers flexibility for students to study at different times and at different institutions to complete one course (ease mobility of students). Credits earned at one institution can be transferred to another institution.

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

- A. Core Courses (CC)
- B. Discipline Specific Elective (DSE)
- C. Generic Elective (GE)
- D. Skill Enhancement Courses (SEC)
- E. Ability Enhancement Compulsory Courses (AECC)

### **Core Courses**

A core course is the course which is to be compulsorily studied by a student as a core requirement to complete the requirement of a programme in a said discipline of study. The purpose of fixing core papers is to ensure that all the institutions follow a minimum common curriculum so that each institution/university adheres to common minimum standard. Also the course designed for papers under this category aim to cover the basics that a student is expected to imbibe in that particular discipline.

## **Elective Course**

Generally a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/ subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject/domain or nurtures the candidate's proficiency/skill is called an Elective Course.

## **Discipline Specific Elective (DSE)**

Elective courses offered under the main discipline/subject of study is referred to as Discipline Specific Elective. 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. 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**

An elective course chosen from an unrelated discipline/subject, with an intention to seek exposure beyond 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 (SEC). “AECC” courses are the courses based upon the content that leads to Knowledge enhancement; i. Environmental Science and ii. English/Hindi/MIL Communication. 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.

## **APPLYING FOR THE B.A. HONS. PROGRAMME**

EFL University advertises for admission to all its programmes (regular) between December to February every year in all national dailies and on the University website.

Undergraduate programmes follow a Choice Based Credit System, which provides some flexibility in the choice of courses. It also exposes students to various disciplines like literature, linguistics, English Language Education and foreign languages.

Courses offered on our various programmes adopt a variety of teaching styles that are intense and at the same time engaging. Courses are offered as seminars, tutorials, presentations, lectures, or lab-based (held in language labs and digital labs).

### **Duration**

Six semesters

## **Eligibility**

Anyone who has passed the Intermediate or 10+2 examination or its equivalent is eligible for admission to the Programme.

## **ACADEMIC CALENDAR**

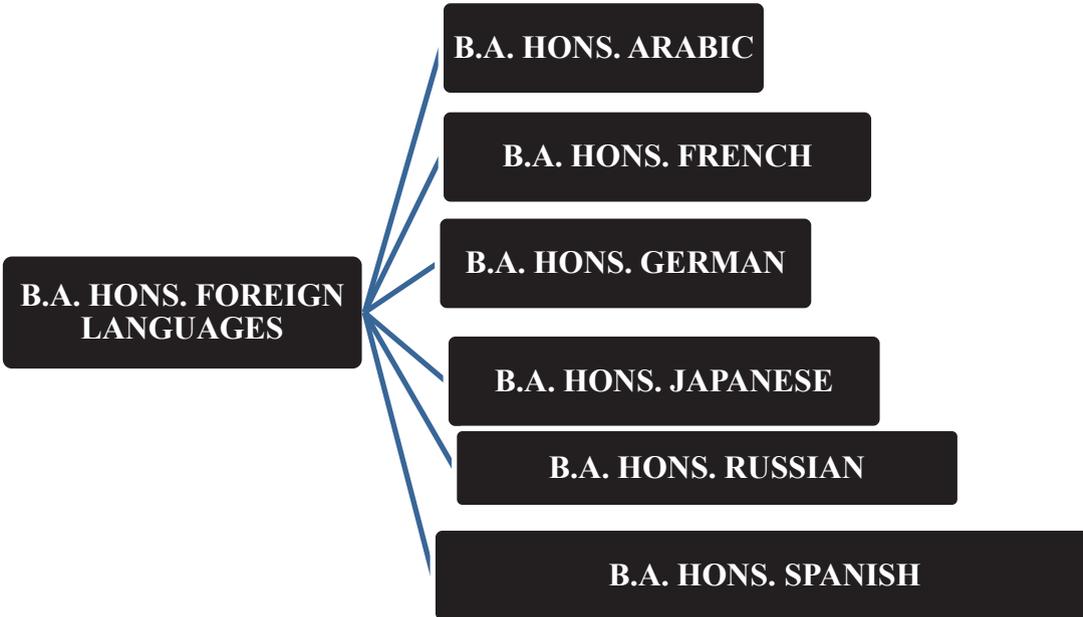
August- November (Semesters 1, 3 and 5)

January- April (Semesters 2, 4 and 6)

## **ENTRANCE TEST**

Admission for Indian students is through a common online admission test conducted at various centres across India. These centres are notified every year in the advertisement. Foreign students do not have to take an admission test, but need to get a specified score on either IELTS or TOEFL.

There are separate tests for the B.A. Hons. English programme and the B.A. Hons. Foreign languages programme.



## **B.A. HONS. FOREIGN LANGUAGES**

### **Entrance Test in Foreign Languages**

There is a common entrance test for all B.A.Hons. programmes in foreign languages. The duration of the entrance test is three hours.

The question paper for the Common Entrance Examination in Arabic, French, German, Japanese, Russian, and Spanish contains objective type as well as descriptive type questions in approximately 50:50 ratio. The question paper consists of the following sections with the weight assigned to each section as indicated after the section:

- A. General Knowledge – 20%
- B. Language Aptitude – 25%
- C. Written Comprehension - 20%
- D. Grammatical Transformations – 15%
- E. Guided Essay – 10%
- F. Picture Story – 10%

## **B.A. HONS. ENGLISH**

### **Entrance Test in English**

The entrance test for admission to the B.A Hons. programme in English has the following sections:

Section A: Grammar

Section B: Vocabulary

Section C: Reading

Section D: Writing

Section E: General Knowledge

Section F: Reasoning

Section G: Literature

## **NEWLY ADMITTED STUDENTS: FIRST STEPS**

**ATTEND THE ORIENTATION  
PROGRAMME**



**MEET THE COORDINATORS**



**COUNSELLING**



**REGISTER FOR COURSES**



**ATTEND CLASSES**

## B.A. DEGREE REQUIREMENTS

- A student registered for the B.A. programme should get a minimum of 148 credits and a maximum of 160 credits across the 6 semesters of study.
- Every B.A. programme has a list of courses in the core areas of study, which are called **core courses**, and a list of courses that are either related to the core or which introduce the student to another discipline. These are called **elective courses**. These elective courses could be **discipline-specific** or **generic** in nature. Apart from these courses, there are **skill-enhancement courses** and **ability-enhancement courses**. 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. You can mention your preference when you join and seats will be allotted depending on their 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.

# POETRY READINGS

@ THE DEPARTMENT OF ENGLISH LITERATURE



SEMESTER	CORE COURSE (14)	ABILITY ENHANCEMENT COMPULSORY COURSE (AECC) (2)	SKILL ENHANCEMENT COURSE(SEC)(2)	ELECTIVE: DISCIPLINE SPECIFIC (DSE) (4)	ELECTIVE GENERIC (GE) (4)
I	C1 British Poetry and Drama : 14 <sup>th</sup> to 17 <sup>th</sup> Centuries  C2 Indian Classical Literature	Hindi  Gender Sensitization			GE-1 French, German, Japanese, Russian, Spanish, Arabic, Italian, Korean, Chinese, Persian

II	C3 British Poetry and Drama : 17 <sup>th</sup> to 18 <sup>th</sup> Centuries I	Environmental Science	Academic Writing		GE-2 French, German, Japanese, Russian, Spanish, Arabic, Italian, Korean, Chinese , Persian
C4 Women's Writing					
III	C5 British Literature 18 <sup>th</sup> Century II			Public speaking/ Presentation skills/ Soft skills SEC 2	GE-3 Introduction to Psychology/ Creative writing/ World

	C6 Structure of Modern English			<i>*Community service/ hobby-based initiatives</i>	literatures and literatures in translation/ Literary theory
	C7 Modern European Drama				
IV	C8 American Literature  C9 British Literature of the 19 <sup>th</sup> and 20 <sup>th</sup>	<i>*Mental health and adjustment programmes (Interact with a counsellor)</i>		Editing and Publishing SEC 3  <i>*Community service/ hobby-based initiatives -contd</i>	Creative Writing

	C10 A course in ELE/ Approaches and methods in language teaching// History of ELT in India				
V	C11 Postcolonial Literatures	Introduction to English phonetics AEC 3		DSE-1 Film studies/ Understanding Media  DSE -2 Introduction to Gender studies/ Discourse analysis	

	C12 Indian Writing in English				
VI	C13 Popular Literature / Second language learning/ Instructional materials and pedagogical approaches – II		Business communication/ technical writing/  Advertising/  Writing for the digital media SEC 4	ELE paper/ Language Arts/ Visual literacy DSE 3  Dissertation DSE 4	

## **B.A. HONS. : ARABIC**

The B.A. Hons. programme in Arabic provides a strong foundation in all aspects of Arabic language and literature such as grammar, discourse, prose, and poetry, and also trains students in the translation of texts from Arabic to English and *vice-versa*. It also offers courses on Arab culture and history.

<b>SEMESTER</b>	<b>CORE COURSE (14)</b>	<b>ABILITY ENHANCEMENT COMPULSORY COURSE (AECC) (2)</b>	<b>SKILL ENHANCEMENT COURSE(SEC)(2)</b>	<b>ELECTIVE: DISCIPLINE SPECIFIC (DSE) (4)</b>	<b>ELECTIVE: GENERIC (GE) (4)</b>
I	1.Applied Grammar 2. Reading Text and Comprehension	Hindi  Gender Sensitization			GE-I English French, German, Japanese, Russian, Spanish, Italian, Korean, Chinese, Persian
II	3. Applied Grammar 4. Reading Text and Comprehension	Environmental Science	—		GE-II English French, German, Japanese, Russian, Spanish, Italian, Korean, Chinese, Persian

III	5. Applied Grammar 6. Text (Prose & Poetry)	----	Translation Eng / Arabic & vice versa	—	GE-III English French, German, Japanese, Russian, Spanish, Italian, Korean, Chinese, Persian OR Psychology
IV	7. Applied Grammar 8. Text (Prose & Poetry)	-----	Translation Eng / Arabic & vice versa	—	GE-IV English French, German, Japanese, Russian, Spanish, Italian, Korean, Chinese, Persian OR Creative Writing
V	9. Advanced Arabic Discourse 10. Use of Language 11. Arabic Text (Prose & Poetry)	—		Introduction to Arab World (Geography) Introduction to Arab World (Politics)	

VI	12. Advanced Arabic Discourse  13. Arabic text (Prose & Poetry) 14. Composition	—		History of Arab World  2. Introduction to Arab World (Economics)	
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## **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 students for jobs in the tourism and hospitality industry, translation services, etc.

<b>SEMESTER</b>	<b>CORE COURSE (14)</b>	<b>ABILITY ENHANCEMENT COMPULSORY COURSE (AECC) (2)</b>	<b>SKILL ENHANCEMENT COURSE (SEC) (2)</b>	<b>ELECTIVE: DISCIPLINE SPECIFIC (DSE) (4)</b>	<b>ELECTIVE: GENERIC (GE) (4)</b>
I	C 1 – Text and Grammar I C2 - Communicative French I	Hindi  Gender Sensitization	----	----	English, German, Japanese, Russian, Spanish, Italian, Korean, Chinese, Persian
II	C 3 – Text and Grammar II C 4 - Communicative French II	Environmental Science	-----	---	English, German, Japanese, Russian, Spanish, Italian, Korean, Chinese, Persian
III	C 5 – Text and Grammar III C 6 – Language in Use : Oral  Communication C 7 – Language in Use: Written Expression	-----	SEC 1– II : French for Tourism and Hospitality	---	English, French, German, Japanese, Russian, Spanish, Italian, Korean, Chinese, Persian OR Psychology

IV	C 8 – Advanced Use of Language C 9 – Initiation to Literary Texts C 10 – Introduction to Culture of France	----	SEC – 2: Scientific and Technical French	---	English, French, German, Japanese, Russian, Spanish, Italian, Korean, Chinese, Persian OR Creative Writing
V	C 11 – Translation Practice I C 12 – Introduction to French Literature	----	---	DSE – I : Contemporary France through Texts DSE – II: Francophone Culture and Civilization	----
VI	C 13 – French for Business C 14 – Introduction to Francophone Literature	---	---	DSE – III: Translation Practice II DSE – IV: Advanced Techniques of Written Expression	-----

## **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 Specific purposes. Students are also provided training in Business German, and Translation.

<b>SEMESTER</b>	<b>CORE COURSE (14)</b>	<b>ABILITY ENHANCEMENT COMPULSORY COURSE (AECC) (2)</b>	<b>SKILL ENHANCEMENT COURSE (SEC) (2)</b>	<b>DISCIPLINE SPECIFIC (DSE) (4)</b>	<b>ELECTIVE: GENERIC (GE) (4)</b>
I	C 1 Communicative German I	Hindi	----	----	English, French, Japanese, Russian, Spanish, Italian, Korean, Chinese, Persian
	C 2 Communicative German II	Gender Sensitization			
II	C 3 Written Expression and Reading Comprehension	Environmental Science	----	----	English, French, Japanese, Russian, Spanish, Italian, Korean, Chinese, Persian
	C 4 Oral Expression and Listening Comprehension				
III	C 5 Intermediate Level Reading & Writing		SEC 1: Presentation Skills	----	English, French, Japanese, Russian, Spanish, Italian, Korean,

	C 6 German for Specific Purposes I				Chinese, Persian OR Psychology
	C 7 Culture and Civilization I				
IV	C 8 Speaking and Presentation Skills		SEC 2: Business German	-----	English, French, Japanese, Russian, Spanish, Italian, Korean, Chinese, Persian OR Creative Writing
	C 9 German for Specific Purposes II				
	C 10 Culture and Civilization II				
V	C 11 Advanced German I			DSE 1 Translation I	
	C 12 Literature I			DSE 2 Culture and Civilization III	
VI	C 13 Advanced German II			DSE 3 Translation II	
	C 14 Literature II			DSE 4 Culture and Civilization IV	

## **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 learn about contemporary Japan and Japanese society and culture.

SEMESTER	CORE COURSE (14)	ABILITY ENHANCEMENT COMPULSORY COURSE (AECC)* (2)	SKILL ENHANCEMENT COURSE (SEC)* (2)	DISCIPLINE SPECIFIC (DSE) (4)	GENERIC ELECTIVE** (GE) (4)
I	C 1 Text, Kanji and Grammar I	Hindi	----	----	GE 1  English, French, Russian, Spanish, Italian, Korean, Chinese, Persian
	C2 Listening and Comprehension I	Gender Sensitization			
II	C 3 Text, Kanji and Grammar II	Environmental Science	----	----	GE 2 English, French, Russian, Spanish, Italian, Korean, Chinese, Persian
	C 4 Listening and Comprehension II				
III	C 5 Text, Kanji and Grammar III	----	SEC1 Introduction to Translation	----	GE 3 English, French, Russian, Spanish, Italian, Korean, Chinese, Persian OR Psychology
	C 6 Written Expression I				
	C 7 Oral Expression-I				

IV	C 8 Text, Kanji and Grammar IV	-----	SEC 2 Business Translation	-----	GE 4 English, French, Russian, Spanish, Italian, Korean, Chinese, Persian OR Creative Writing
	C 9 Written Expression II				
	C 10 Oral Expression-II				
V	C 11 Text, Kanji and Grammar V	-----	-----	DSE 1 Introduction to Japanese History I DSE 2 Contemporary Japan and Japanese Society -I	
	C 12 Oral Expression-III				
VI	C 13 Text, Kanji and Grammar VI	-----	-----	DSE 3 Introduction to Japanese History II DSE 4 Contemporary Japan and Japanese Society -II	-----
	C 14 Oral Expression-IV				

## **B.A. HONS. : RUSSIAN**

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

<b>SEMESTER</b>	<b>CORE COURSE (14)</b>	<b>ABILITY ENHANCEMENT COMPULSORY COURSE (AECC) (2)</b>	<b>SKILL ENHANCEMENT COURSE (SEC) (2)</b>	<b>DISCIPLINE SPECIFIC ELECTIVE (DSE) (4)</b>	<b>GENERIC ELECTIVE (GE) (2)</b>
I	C-1 Basic Russian Grammar-I	Hindi  Gender Sensitization	-----	-----	GE 1  English, French, Spanish, Italian, Korean, Chinese, Persian
	C-2 Communicative Russian-I (Written Comprehension+ Spoken Russian)		-----	-----	

II	C-3 Basic Russian Grammar - II	Environmental Science	-----		GE 2 English, French, Spanish, Italian, Korean, Chinese, Persian
	C-4 Communicative Russian-II (Written Comprehension+ Spoken Russian)				
III	C-5 Basic Russian Grammar-III	-----	Russian for Specific Purposes-I	----	GE 3 English, French, Spanish, Italian, Korean, Chinese, Persian OR Psychology
	C-6 Communicative Russian-III				
	C-7 Introduction to Russian Literature				

IV	C-8 Basic Russian Grammar-IV	-----	Practical Translation-I, (Scientific & Technical)	-----	GE 3 English, French, Spanish, Italian, Korean, Chinese, Persian OR Creative Writing
	C-9 Introduction to Phonetics				
	C-10 Introduction to Russian Literature – 19 <sup>th</sup> Century				
V	C-11 Advanced Russian-I	-----	-----	Russian for Specific Purposes- II	

	C-12 Introduction to Morphology			Russian Folklore	
VI	C-13 Russian Literature 20 <sup>th</sup> Century	-----	-----	Introduction to Lexicology	
	C-14 Advanced Russian-II			Practical Translation- II News paper Text and Mass Media Text	

## **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*.

<b>SEMESTER</b>	<b>CORE COURSE (14)</b>	<b>ABILITY ENHANCEMENT COMPULSORY COURSE (AECC) (2)</b>	<b>SKILL ENHANCEMENT COURSE (SEC) (2)</b>	<b>ELECTIVE: DISCIPLINE SPECIFIC DSE (4)</b>	<b>ELETIVE: GENERIC (GE) (4)</b>
I	C 1 Communicative Spanish I	AECC 1: Hindi  Gender Sensitization	-----		GE 1 English, French, Italian, Korean, Chinese, Persian
	C 2 Oral and written expression I				
II	C 3 Communicative Spanish II	AECC 2: Environmental Science			GE 2 English, French, Italian, Korean, Chinese, Persian
	C 4 Oral and written expression II				

III	C 5 Communicative Spanish III		SEC -1 Translation - I		GE 3 English, French, Italian, Korean, Chinese, Persian OR Psychology
	C 6 Introduction to the Cultures of the Spanish speaking worlds I				
	C 7 Spanish for Specific Purposes - I				
IV	C 8 Communicative Spanish IV		SEC-2 Translation II		GE 3 English, French, Italian, Korean, Chinese, Persian OR Creative Writing

	C 9 Introduction to the Cultures of the Spanish speaking worlds II				
V	C 10 Spanish for Specific Purposes II			DSE-1 Modern World History	
	C 11 Communicative Spanish V			DSE -2 Advanced Translation	
	C 12 Literature			DSE – 3 Spanish through media	
VI	C 13 Spanish for Specific Purposes III			DSE -4 Advanced use of language	

C 14 Introduction to the Literatures of the Spanish speaking world II			DSE -5 Spanish and Latin American History  DSE – 6 Contemporary Hispanic world through texts	
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## **ATTENDANCE**

### **Attendance Requirement**

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.

## EVALUATION

The performance of a student on a Programme will be on the basis of (i) continuous assessment, 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 shall be a minimum of three continuous assessment tests. The best two out of these three will be considered for the final grade. *No student shall be permitted to sit for the semester-end examination in a course for which she/he has received a fail grade (Grade F) in the internal assessment. Those who fail in the internal assessment shall be required to repeat the course as an ex-student.*

Semester-end assessment may comprise sit-down/open book/take home examination, or term paper or long assignment/project at the discretion of the teacher concerned.

The credit system is followed for all B.A. programmes. For evaluating a student's performance, the following 8-point grading scale is used.

**O    A+    A    B+    B    C    D    F**

## PROMOTION

### Promotion to the next Semester

- a) For promotion to the next semester, a student should not have a backlog\* of more than two Courses/papers at the beginning of any given semester.
- b) Students who have more than two backlogs shall be required to clear backlogs as an ex-student in the maximum permissible period as under:

### Programme

### Maximum Permissible Period in semesters *(from the date of admission)*

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	<i>General / OBC / all others</i>	<i>SC / ST / PH students</i>
Undergraduate	7	8

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d) 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.

\* Backlogs may arise in the following cases:

- i. when a student has a shortfall of attendance and is hence not permitted to take the semester end examination
- ii. when a student fails in both the semester end examination and the supplementary examination(s) in the same course.
- iii. when a student gets an overall F Grade (Fail Grade) in the Internal Assessment and is hence not permitted to take the semester end examination.

## **SUPPLEMENTARY/GRADE IMPROVEMENT EXAMINATION**

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

Such an examination is allowed only once for each module/course and shall be conducted *along with the Supplementary examinations*. However SC/ST students shall be given one extra chance subject to the same rule. Only those students who fulfill the attendance, discipline, and academic requirements of the programme shall be allowed to exercise the option of Grade Improvement/Repeat examination.

Students are required to apply to the Controller of Examinations through the Chairperson concerned, BoS, 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 which disrupt the normal academic and administrative functioning of the University
- Sexual harassment
- Committing forgery, defacing/destroying books/journals of the library, etc.
- Furnishing false certificates or false information
- Eve-teasing 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
- Use of the title of the University when distributing any document other than academic work outside the University
- Consuming or possessing dangerous drugs
- Non-payment of fees and other dues including mess charges
- Ragging in any form
- Refusal to obey the directions of the officers of the University
- Unauthorized collection of funds for any student's programme
- Any other act which may be considered by the VC as a violation of discipline, or misconduct

## **PUNISHMENT**

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 students shall be given liberty to explain and if his explanation is not found satisfactory, the authority would expel him 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, entitled “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 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 in the Campus. The complaints will be kept confidential and the Committee has the power to recommend severe 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 satisfactory.

### **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 them:

- **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.



# ACADEMIC STRUCTURE

7 Schools and 26 Departments

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## School of English Language Education

Departments

- English as Second Language Studies
- Materials Development, Testing and Evaluation
- Training and Development
- Education

## School of Language Sciences

Departments

- Phonetics and Spoken English
- Linguistics and Contemporary English
- Computational Linguistics

## School of European Languages

Departments

- Germanic Studies
- French and Francophone Studies
- Hispanic and Italian Studies
- Russian Studies

## School of Arab and Asian Studies

Departments

- Arab Studies
- Asian Languages
  - Chinese
  - Japanese
  - Korean
  - Persian
  - Turkish

## **School of Literary Studies**

### Departments

- Comparative Literature and India Studies
- English Literature
- Hindi
- Indian and World Literatures
- Translation Studies

## **School of Interdisciplinary Studies**

### Departments

- Aesthetics and Philosophy
- Cultural Studies
- Communication
- Film Studies
- Social Exclusion Studies

## **School of Distance Education**

### Departments

- English Language Teaching
- Linguistics and Phonetics
- Literatures in English



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