

# **HANDBOOK**

on

## **MA ENGLISH PROGRAMME**

(CBCSS Scheme 2019)

Name of the Student: M. H. STAB M.

Class: ..... Admission No. ....

E-Mail: ..... Mobile No. ....



**Postgraduate Dept. of English**  
**Govt. Arts & Science College, Kondotty**

Parappur, Vilayil PO, Malappuram Dt.

Kerala, India, PIN 673641

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 **MLA 8<sup>th</sup> Edition: An Introduction & Overview**

**Postgraduate Dept. of English**  
**Govt. Arts & Science College, Kondotty**  
**M. A. in English Language & Literature 20.....-..... (Batch No.....)**

**SCHOLAR PROFILE**

Name:	
Father's name:	
Address:	Photo
Date of birth:	
Caste & community:	E-Mail ID:
Mobile / WhatsApp number:	Landline:
Qualifications obtained before joining the course here:	
Marks / Grade obtained in the qualifying examination:	
Skills and talents:	
Interests and hobbies:	
Marital status:	
If married, name and contact details of spouse:	
Career aspiration:	
No. & date of admission:	
Any other relevant information:	
Signature of the scholar with date:	Signature of the head of the department:

## Instructions to the Students

- The department is very strict about academic discipline and attendance. As a general rule, MA English students will not be permitted to forego any of their academic events such as regular lectures, seminars, workshops, presentation sessions, English Association programs etc. Their regular attendance and participation in the events will be closely monitored by the respective tutors. PG students are directed to **sign in the attendance register in the Department twice a day**, before 9.30 a.m. and after 3.30 p.m. This will be checked by the tutor on a daily basis. They have to seek special permission from the tutor for signing, in case they arrive late or leave early.
- Each student should keep a personal copy of **the handbook** (MA English) which includes the syllabus and other curricular details of the whole program (4 semesters) and the **lecture schedule**.
- They are instructed to obtain **hard or digital copies of the original texts of the prescribed works for study** well in advance and finish reading them before the lecture sessions on them commence. They will not be permitted to compromise on this at any cost.
- Secondary materials such as critical articles, book-length analytical studies, study aids etc. may be utilized for further explication of the texts strictly after reading the original texts.
- The **exhaustive class assignments** on the teaching elements of each individual teacher have to be strictly made ready before the commencement of the lecture on the respective element or as directed by the teacher concerned.
- Each student has to prepare an **original referenced seminar paper** following paper writing rules, submit a typed copy, and present it in a combined seminar session in the presence of all the faculty in the department. The topic of the seminar paper has to be chosen from the core areas after proper consultation with the tutor or head of the department. The seminar papers thus prepared have to be submitted to the tutor or head of the department for being certified as bona fide before presentation.
- English Literary Forum** is a platform for students of the department (with minimal teacherly supervision) for enhancing their literary potentials, language skills etc. and it organizes diverse activities such as a regular weekly gathering, welcome party, farewell party etc. and occasionally guest talks, presentation sessions, postgraduate seminars, workshops etc. Each student has to strictly attend, and actively contribute to all the **ELF sessions** including the **regular sessions on Wednesdays (2.30 p.m. - 3.30 p.m.)**.
- The **Audit Courses** (Ability Enhancement Course / AEC & Professional Competency Course / PCC) newly included in the curriculum, mainly for developing writing and translation skills, are to be taken seriously and dealt with individually by each student. In order to help them in this connection, they will be required to **practice writing / translating a small article (10 sentences) every day** on any topic of their choice and get it corrected in their presence by their tutor or any other teacher of the department. They may make use of digital / cyber / social media possibilities for enhancing their writing skill and developing social commitment.



# HANDBOOK

on

## BA FUNCTIONAL ENGLISH PROGRAMME

(CBCSS Scheme 2019)

Scholar Profile

Instructions to Students

College, Department, Faculty Details

Curricular Details & Syllabus

Dissertation / Project Guide

Guidelines on Bibliography Preparation



**Postgraduate Dept. of English**

**Govt. Arts & Science College, Kondotty**

Parappur, Vilayil PO, Malappuram Dt, Kerala, India, PIN 673641

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0483 294 5101 / +91 9207630507

Name of the Student: .....

Class: ..... Admission No.....

E-Mail:..... Mobile No.....

**Postgraduate Dept. of English**  
**Govt. Arts & Science College, Kondotty**  
**B. A. Functional English 2020-23 (Batch No. 8)**

**SCHOLAR PROFILE**

Name:	
Father's name:	
Address:	Photo
Date of birth:	
Caste & community:	E-Mail ID:
Mobile / WhatsApp number:	Landline:
Qualifications obtained before joining the course here:	
Marks / Grade obtained in the qualifying examination:	
Skills and talents:	
Interests and hobbies:	
Marital status:	
If married, name and contact details of spouse:	
Career aspiration:	
No. & date of admission:	Mentor:
Any other relevant information:	
Signature of the scholar with date:	Signature of the head of the department:



## Instructions to the Students

- 1 The department is very strict about academic discipline and attendance. As a general rule, BA Functional English students will not be permitted to forego any of their academic events such as regular lectures, seminars, workshops, presentation sessions, English Association programmes etc. Their regular attendance and participation in the events will be closely monitored by the respective tutors. They are directed to show up before 9.30 a.m. and leave only after 3.30 p.m. This will be checked by the tutor on a daily basis. They have to report to the tutor concerned, in case they arrive late or leave early. Further, they shall not wait at the door seeking permission of the teacher engaging the session in case they show up late. On the other hand, they are to enter the class and occupy their seats without causing any distraction to the session in progress. However, they will be eligible for marking attendance for the session only in case they were present during the first ten minutes.
- 2 Each student should keep a personal copy of the **handbook** (BA Functional English) which includes the syllabus and other curricular details of the whole program (6 semesters) and the **lecture schedule**.
- 3 They are instructed to obtain **hard or digital copies of the original texts of the prescribed works for study** well in advance and finish reading them before the lecture sessions on them commence. They will not be permitted to compromise on this at any cost.
- 4 Secondary materials such as critical articles, book-length analytical studies, study aids etc. may be utilized for further explication of the texts strictly after reading the original texts.
- 5 The **exhaustive class assignments** on the teaching elements of each individual teacher have to be strictly made ready before the commencement of the lecture on the respective element or as directed by the teacher concerned.
- 6 **English Literary Forum (UG)** is a platform for students of the department (with minimal teacherly supervision) for enhancing their literary potentials, language skills etc. and it organizes diverse activities such as a regular weekly gathering, welcome party, farewell party etc. and occasionally guest talks, presentation sessions, undergraduate seminars, workshops etc. Each student has to strictly attend, and actively contribute to all the **UG ELF sessions** including the **regular sessions on Wednesdays (2.30 p.m. - 3.30 p.m.)**.
- 7 Each student has to choose a topic for the **project work / dissertation** well in advance and make sufficient reading in the area before moving on to Semester VI. This is to be carried out fully monitored by the supervising teacher, strictly following the university guidelines, and submitted (three printed and bound copies) to the department at least a month ahead of the commencement of the semester VI university examinations.
- 8 The department has set up a **Textbook Library** exclusively for the benefit of the faculty and students of the department. This is an initiative of the **English Literary Forum** and is known as **ELF Library**. Fund requirements for this initiative will be met with contributions from faculty and students in addition to other sources. All students of the department will have permission to personally access the **ELF Library** and make use of the same for their academic benefits. This is to be done with a high sense of responsibility bearing in mind that the **ELF Library** is the result of the voluntary initiative of the students and faculty of the department with their contributions to make available for themselves all books and materials required for their academic needs. They shall not, by any means, be negligent of the labour and sweat behind it and be instrumental in causing any loss or damage to any of its valuable assets. They may, in the meanwhile, approach the faculty in charge of ELF with **suggestions or proposals** for improving its functioning or with requests to make **acquisition of new books**.
- 9 **Forum for Active Involvement in Research (FAIR)**, a venture of the department aiming at catering to the needs and aspirations of both student and teaching communities in terms of research, conducts

sessions of academic presentations on diverse areas of research on the **fourth Monday of every month** regularly. Students of the department are directed to attend them without fail and further conscientiously avail of such opportunities to sharpen their research and literary sensibilities.

- 10 In addition to the diverse courses included in the two university programmes (BA Functional English & MA English Language and Literature), the department offers a **Certificate Courses** entitled **English for Public Service Examination Aspirants (EPSEA)** and an **Add on Course** entitled **Literary & Critical Aptitude for Academic Achievements (LCAAA)** for Undergraduate students. One **Certificate Course** entitled **Certificate Course in Research Methodology (CCRM)** is being offered jointly with **Postgraduate Department of Mathematics** exclusively for postgraduate students. All these are optional, non-obligatory short-term courses that students in various levels may join for their personal advantages. Details of these courses will be brought to the attention of students periodically through notifications on the college website, noticeboards, WhatsApp groups and other social media platforms.

## The College

Started in the year 2013, and affiliated to the University of Calicut, Govt. Arts & Science College, Kondotty, offers 2 postgraduate and five undergraduate programs. Besides the Principal, there are 34 full time teachers in the College. The service of a psychological counsellor also is made available under the Jeevani Scheme. There are 13 nonteaching staff including the PTA appointed staff in charge of the library, Library, Canteen, ORICE, recreation rooms, garden, playground etc. are among the common facilities.

## The Department

The Department of English, started at the inception of the college in 2013, began offering an undergraduate programme - **BA Functional English** - along with common course elements from the beginning itself. However, it started offering a postgraduate level programme when MA English Language and Literature was sanctioned in the academic year 2018. Since then, the department has been catering to the diverse academic requirements of the students in the postgraduate level, as previously in the undergraduate level, in a number of ways including lectures, seminars, workshops, webinars, debates, guest talks, study tours, literary forum activities, FAIR activities, assignment tasks, quizzes etc. Two batches of postgraduates have successfully passed out by now. The second batch of postgraduates having passed out in March 2021, and with the presence of four PhDs and three registered research supervisors, the department is planning to be elevated to a centre of research leading to the award of PhD in English in a short span of time. It is further planning to pursue a general policy of giving special priority for research in interdisciplinary areas related to language, literature, culture, ethnicity, gender, hybridity, subaltern, etc. for research projects. Currently, there are about 12 research scholars working at other centres under the research supervisors belonging to this department.

## Faculty Details

Currently, there are nine permanent faculty members in the department. Four of them have doctoral degrees and three of them are research supervisors. Another member of the faculty is actively involved in research leading to the award of PhD. Apart from the nine regular faculty members, the department may, as before, avail of the service of fully qualified and experienced guest teachers as and when requirement arises.