

Lakshmbai College
(University of Delhi)
Ashok Vihar, Phase-III, Delhi 110052

GUIDELINES FOR ADMISSION TO ADD-ON/SHORT-TERM/CERTIFICATE/DIPLOMA COURSES,* 2016-17

The college offers **Add-on/Short-term/Certificate/Diploma courses** in collaboration with eminent training partners [National Skill Development Corporation, Department of East Asian Studies (University of Delhi), Ernst & Young, Delhi State Legal Services Authority, NIIT and Others].

Important Dates:

Registration	: Monday, 11 th July 2016 to Wednesday, 10 th August 2016
Admission list	: Friday, 12 th August 2016
Last day for payment of fee	: Wednesday, 17 th August 2016

Course Calendar:

1. The duration of the course will be one to two semesters. Semester I (August 2016 to October 2016), Semester II (January 2017 to March 2017).
2. The course will constitute a maximum of 3 classes a week of 2-3 hours on Monday, Friday and Saturday, after 2.30 PM in the college premises. Maximum number of hours will be 6 hours/week.
3. Minimum attendance of 75% is compulsory for appearing in examination.
4. The students will receive a certificate from the College and the collaborating institute on successful completion of the course.

Number of Seats: 30-50 students per course (depending on the course).

Eligibility:

1. Only female candidates with at least 50% marks (aggregate) in class 12 are eligible.
2. Preference will be given to Delhi University students.
3. Merit list will be prepared on the basis of class 12 marks irrespective of being a higher degree holder.
4. The candidate can apply to more than one course. However, if selected she can pursue only one of the courses, as per the choice/options specified in the registration form and availability of seats.

Fees Structure: Rs. 1500 onwards for each semester

1. Registration Fee payable at the time of submission of Application Form **(Rs. 500/semester)**
2. Course Fee is payable at the time of final admission.
3. Examination Fee is included in the Course Fee.
4. The fee should be paid **by Wednesday, 17th August 2016**. If a candidate is selected and wants to pursue the course, after the expiry of which the candidature stands cancelled.
5. The registration fee and admission fee is payable only through the bank for which details are given below. No cash payment will be accepted.
6. The course fee and registration fee are not refundable.

Bank Details:

Bank of India Account No.	: 601310110007951
Account Name	: LBC A/C Short term Courses & Ext
Branch	: Kamla Nagar, 29 A, Kamla Nehru Road, Sabji Mandi, Delhi, New Delhi-110007
IFSC Code	: BKID0006013
MICR Code	: 110013035

Note: The college reserves the right to cancel or make changes to the course regulations. The students who are not regular students of the college and are enrolled for the add-on courses are not allowed to use college facilities like library, computer labs, etc. The college reserves the right to take disciplinary action against any student if required as per College rules.

* For Language Courses (Chinese and Japanese), the guidelines are different and are available separately on the website.

Dr. Pratyush Vatsala
Principal

Convener, AEPIC (Dr. Rekha Kaul)
Co-convener, AEPIC (Dr. Anita Malhotra)