

Foreign Language Courses (Part Time)

Bulletin of Information 2020-2021

LakshmibaiCollege
University of Delhi
Ashok Vihar, Phase III
Delhi 110052

About the Courses:

- ▶ Globalisation and international integrations have necessitated the development of multilingual skills amongst the students. The foreign language courses offered by Lakshmibai College aims to make students confident by enhancing their opportunities for jobs in the public and private sectors. The knowledge of a foreign language provides a competitive edge in career choice as an individual is able to participate more effectively and responsibly in a multi-cultural world. The exceeding competition in the world over has made it necessary to acquire knowledge of global languages. Knowledge of a foreign language enable the students to participate in international student exchange programmes as well as enhances their employability in MNCs, BPOs, IT Firms, export houses, education institutes, tourism industry etc.
- ▶ Lakshmibai College offers Certificate and Diploma courses in Chinese, Japanese, Korean, French, German and Spanish languages. Chinese, Japanese and Korean language courses are conducted in collaboration with the Department of East Asian Studies and French, German and Spanish language courses are conducted in collaboration with the Department of Germanic and Romance Studies of University of Delhi. The College will follow the University Calendar in all matters related to academics.

More about the course:

► **Number of Seats:**

- There are 40 seats in each course. A minimum of 10 students will be required to start a course. The College reserves to withdraw a course if sufficient number of students have not registered for it. The reservation policy of the Government of India is applicable to all courses.

► **Eligibility Criteria:**

- Candidates who have passed 12th class with an aggregate score of 50% are eligible to apply for all the courses.
- Candidates who have cleared certificate course (offered by University of Delhi) can apply for the diploma course in same language.

► **Documents Required:**

- Copies of mark-sheet and pass certificate of 12th class.
- Copy of pass certificate of the concerned language (for diploma course application).
- Copy of caste certificate (to claim reservation).
- Two passport size photographs.
- Copy of any photo identity card (Aadhaar Card, Pan Card or Voter Id Card).
- Anti-ragging undertaking by the student.

Application Procedure

► **Application Procedure:**

- Application form will be available on College website (<https://lakshmibaicollege.in>) from 10th August 2020.
- The candidates have to register by filling the form online by 16th August 2020.
- A registration fee of Rs 500 has to be paid online, through the portal. The registration fee is non-refundable. However, if the College is unable to offer the course for which the candidate has registered, the registration fee will be refunded.
- Once registered for a specific course, the candidates will not be allowed to change the course/language. However, the candidate may register for a preferred course within the deadline.

► **Admission Procedure:**

- The admission process will be completed by 31st August 2020.
- Admission will be done on merit basis. There is no age limitation.
- Once selected, the candidates will be allowed two working days to pay full fees and verify certificates.

Fees Structure and Payment Process:

- ▶ Part-Time Certificate Courses: Rs 17,000
- ▶ Part-Time Diploma Courses: Rs 15,000
- ▶ These fees do not include examination fees or study material. Examination fees will be charged separately.
- ▶ The fees can be paid online only, through the College portal.
- ▶ The fee is non-refundable. However, if the College is unable to offer the course for which the candidate has enrolled, the fee will be refunded.

Important Information:

- ▶ Classes are held three days a week.
- ▶ All classes will be held during 3:00 – 5:00 PM.
- ▶ A minimum of 67% attendance is required for university examination.
- ▶ The College reserves the right to take disciplinary action against any student violating College discipline.
- ▶ All notices related to foreign languages will be put up in the Principal's Office notice board or on college website.
- ▶ All students enrolled for the certificate and diploma courses will be issued identity cards by the College authority, only for entry into the College for classes and examinations.
- ▶ The University directives w.r.t. online teaching during the current academic session 2020-21 would be followed.

Timeline:

- ▶ Online availability of registration forms: 10th August 2020
- ▶ Last date for registration: 16th August 2020
- ▶ Final list of selected candidates: 19th August 2020 (tentative)
- ▶ Last date for admission: 31st August 2020 (tentative)
- ▶ Start of classes: 01st September 2020 (tentative)

For further information, please contact:

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