

FOREIGN LANGUAGE COURSE (PART TIME)

**BULLETIN OF INFORMATION
2025-26**

LAKSHMIBAI COLLEGE
(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 course 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 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.

It has been decided that the college will offer Certificate course in **French and **German** in this session.**

More about the course:

◆ Number of Seats:

- There are 40 seats in each course.
- The College reserves the right to withdraw the course, if a sufficient number of students have not registered for it.

◆ Eligibility Criteria:

- Female candidates with at least an aggregate score of 50% in class XII are eligible. Preference will be given to Delhi University female students.
- Only those male candidates who are students of Delhi University are eligible, provided that they have at least an aggregate score of 50% in class XII.
- Admission shall be made in order of merit as per Delhi University rules.

◆ Documents Required:

- Copies of marksheet and pass certificate of class XII.
- 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 and Admission Procedure:

❖ Application:

- A payment of Rs 17, 500/- (including registration fee and course fee) has to be made.
- The payment is non-refundable. However, if the College is unable to offer the course for which the candidate has applied, full payment amount will be refunded.
- Once registered for a specific course, the candidates will not be allowed to change the course/language.
- **Extended date of making the payment: August 24, 2025**

❖ Registration and Fee Link: https://docs.google.com/forms/d/1Y_LAR9syKXa_aRuz-pwyrTTbZC4XS0bwgull0iifGX0/edit

❖ Admission:

- Once registrations are complete, the College will release the list of selected candidates (on the College website).
- Admission will be done on merit basis.
- Once selected, the candidates will be required to get their documents verified in the given time frame.

Fees Structure and Payment Process:

- **Part-Time Certificate Course: Rs 17, 500/-** (this amount includes registration fee and course fee only).
- The fees (Rs. 17, 500/-) does not include examination fees or cost of study material. Examination fees is 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.

Information for Payment:

Name of the Bank: Bank of India

Account No.: 601310110007951

IFSC Code: BKID0006013

MICR Code: 110013035

Account Name: LBC A/C Short term Courses & Ext Activities

Branch: Kamla Nagar

Important Information:

- Total duration of the course is 150 hours.
- 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 course 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 2025-26 would be followed.

Timeline:

- ❖ Online availability of registration forms: August 07, 2025
- ❖ Extended date for online registration: August 24, 2025
- ❖ List of selected candidates will be displayed on college website.

Registration and Fee Link:

https://docs.google.com/forms/d/1Y_LAR9syKXa_aRuz-pwyrTTbZC4XS0bwgull0iifGX0/edit

Patron

Prof. Lata Sharma

Acting Principal

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