



**THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY
HYDERABAD 500 007**

Hyderabad

Shillong

Lucknow

**HANDBOOK FOR PART-TIME COURSES
IN SELECT FOREIGN LANGUAGES
(2019-20)**

The last date for the receipt of applications is 5 June 2019.

For queries about admissions to part-time courses:

Information Centre, The English and Foreign Languages University

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DISCLAIMER

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THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY

Hyderabad – 500 007

(A Central University established by an Act of Parliament)

ADMISSION NOTICE

PART-TIME COURSES IN SELECT FOREIGN LANGUAGES (2019-20)

The following part-time courses in select foreign languages are offered during the academic year 2019-20:

Arabic and Asian Languages

Arabic

Title of the Course	Timings	Intake	Days of the week
Certificate of Proficiency in Arabic	6.00p.m.—8.00p.m.	20	Monday, Wednesday, Friday
Diploma in Arabic	6.00p.m.–8.00p.m.	20	Monday, Wednesday, Friday
Advanced Diploma in Arabic	6.00p.m-8.00 p.m.	20	Monday, Wednesday, Friday
Diploma in Translation	7.00a.m.–9.00a.m.	20	Monday, Wednesday, Friday

Chinese

Title of the Course	Timings	Intake	Days of the week
Certificate of Proficiency in Chinese	7.00a.m.–9.00 a.m.	50	Monday, Wednesday, Friday
	6.00p.m.–8.00p.m.	50	Monday, Wednesday, Friday
Diploma in Chinese	6.00p.m.–8.00p.m.	35	Monday, Wednesday, Friday
Advanced Diploma in Chinese	6.00p.m.- 8.00p.m.	35	Tuesday, Thursday
	4.00 p.m -6.00 p.m		Friday

Korean

Title of the Course	Timings	Intake	Days of the week
Certificate of Proficiency in Korean	7.00a.m.–9.00 a.m.	50	Monday, Wednesday, Friday
	6.00p.m.–8.00p.m.	50	Monday, Wednesday, Friday
Diploma in Korean	7.00p.m.–9.00a.m.	35	Tuesday, Thursday
	4.00 p.m -6.00 p.m		Friday
Advanced Diploma in Korean	6.00p.m.–8.00p.m.	35	Monday, Wednesday, Friday

Persian

Title of the Course	Timings	Intake	Days of the week
Certificate of Proficiency in Persian	7.00a.m.–9.00 a.m.	50	Monday, Wednesday, Friday
	6.00p.m.–8.00p.m.	50	Monday, Wednesday, Friday
Diploma in Persian	6.00p.m.– 8.00 p.m	35	Tuesday, Thursday
	4.00p.m—6.00p.m		Wednesday
Advanced Diploma in Persian	6.00p.m.–8.00p.m.	35	Monday, Wednesday, Friday

Japanese

Title of the Course	Timings	Intake	Days of the week
Certificate of Proficiency in Japanese	7.00 a.m.-9.00a.m.	50	Monday, Wednesday, Friday
Diploma in Japanese	6.00p.m.–8.00p.m.	35	Monday, Wednesday, Friday
Advanced Diploma in Japanese	6.00p.m– 8.00p.m.	35	Monday, Wednesday, Friday

European Languages

French

Title of the Course	Timings	Intake	Days of the week
Certificate of Proficiency in French	6.00 p.m.–8.00 p.m.	50	Monday, Wednesday, Friday
Diploma in French	6.00 p.m.–8.00 p.m.	25	Monday, Wednesday, Friday
Advanced Diploma in French	6.00 p.m.–8.00 p.m.	25	Monday, Wednesday, Friday

German

Title of the Course	Timings	Intake	Days of the week
Certificate of Proficiency in German	5.30 p.m.–7.30 p.m.	35	Monday, Wednesday, Friday
Diploma in German	7.00 a.m.–9.00 a.m.	35	Monday, Wednesday, Friday

Russian

Title of the Course	Timings	Intake	Days of the week
Advanced Diploma in Russian	7.00 a.m - 9.00 a.m.	10	Monday, Wednesday, Friday

Spanish

Title of the Course	Timings	Intake	Days of the week
Certificate in Spanish	6.00 p.m.–8.00p.m.	50	Monday, Wednesday, Friday
Diploma in Spanish	6.00 p.m.– 8.00p.m.	40	Tuesday, Thursday, Saturday
Advanced Diploma in Spanish	6.00 p.m.–8.00p.m.	30	Monday, Wednesday, Thursday

Italian

Title of the course	Timings	Intake	Days of the week
Certificate of Proficiency in Italian (non-intensive)	6.00 p.m.–8.00 p.m.	50	Tuesday, Wednesday, Friday
Certificate of Proficiency in Italian (intensive)	4.00 p.m—6.00p.m.	50	Monday to Friday
Diploma in Italian	6.00p.m.–8.00p.m.	30	Monday,Wednesday,Thursday
Advanced Diploma in Italian	4.00p.m—6.00p.m	15	Monday,Wednesday,Thursday

Portuguese

Title of the Course	Timings	Intake	Days of the week
Certificate of Proficiency in Portuguese	6.00 p.m.–8.00 p.m.	50	Monday,Wednesday, Friday
Certificate of Proficiency in Portuguese	7.00 a.m.—9.00 a.m	50	Monday,Wednesday, Friday
Diploma in Portuguese	6.00 p.m.–8.00 p.m.	30	Tuesday,Thursday, Saturday
Advanced Diploma in Portuguese	6.00 p.m.–8.00 p.m.	10	Monday,Wednesday, Friday

Note: The timings and the days on which the classes are held for a particular course may change depending on the availability of faculty and will be intimated at the time of admission.

DISCLAIMER The University reserves the right to not offer any of the courses listed in this Handbook . The University reserves the right not to admit any applicant if he/she is found to have indulged in any act that is unbecoming of an applicant, including vandalism, staging dharna, aggression, defamation, instigation, unruly behavior or any such act that is construed to be unlawful, illegal, and unbecoming and that harms the interests, name and reputation of a member of the University, or of the University as an academic body.

The last date for submission of applications is 5 June2019.

INSTRUCTIONS FOR PART-TIME COURSES OFFERED IN SELECT FOREIGN LANGUAGES

**(Please read the instructions given below carefully before filling up the
application form)**

I. General information

- i. Duration of the course: August-November; January – April
- ii. Classes for part-time courses will be held either in the morning or in the evening. (The timings and duration of a particular course may change depending on the availability of faculty and will be intimated at the time of admission.)
- iii. Part-time courses are offered in the following foreign languages:
 - (i) Certificate of Proficiency in Arabic /Chinese /French /German/ Italian /Japanese /Korean /Persian /Portuguese /Spanish
 - (ii) Diploma in Arabic /Chinese /French /Italian /Japanese /Korean / Persian/ German/ Portuguese/Spanish
 - (iii) Advanced Diploma in Arabic/ Chinese/ French/ Japanese/ Korean/ Persian/ Portuguese/ Russian/ Spanish
 - (iv) Diploma in Translation in Arabic

II. Eligibility criteria for admission to Certificate of Proficiency in foreign languages

- a. The minimum qualification for applying for the **Certificate of Proficiency** is Class X/SSLC/SSC or any other qualification recognized by the Government of India.
- b. There is no entrance test for the Certificate of Proficiency Course in foreign languages. However, the students who have not done a preliminary course in Arabic and are seeking admission to Certificate of Proficiency in Arabic are required to take an entrance test.

III. Eligibility criteria for admission to other part-time courses—Diploma, Advanced Diploma, and Translation in Arabic

i) Diploma Course: Eligibility

Candidates who have successfully completed the Certificate of Proficiency course, from the EFLU, with a ‘C’ grade or above

OR

have completed two semesters of B.A. (Hons.) English (I year) from the EFLU (with the foreign language concerned as an optional subject), with a ‘C’ grade or above are eligible for direct admission to the **Diploma course** in the respective language without appearing in the entrance examination.

ii) Advanced Diploma: Eligibility

Candidates who have successfully completed the **Diploma course**, from the EFLU, with a ‘C’ grade or above

OR

have completed four semesters of B.A. (Hons.) English (II year) from the EFLU (with the foreign language concerned as an optional subject), with a ‘C’ grade or above are eligible for direct admission to the **Advanced Diploma course** in the respective language without appearing in the entrance examination.

iii) Diploma in Translation in Arabic

Candidates who have successfully completed the **Advanced Diploma** course, from the EFLU, with a ‘C’ grade or above are eligible for direct admission to the **Diploma in Translation in Arabic** without appearing in the entrance examination. However, candidates should possess good knowledge of literary Arabic and written English.

IV. Entrance Test

The following students are required to take an Entrance Test:

(a) Students who have not done the preliminary course in Arabic and are seeking admission to Certificate of Proficiency in Arabic.

- b) Non-EFLU candidates seeking admission to First Semesters of Diploma or Advanced Diploma courses.
- (c) Students who have discontinued the Diploma or Advanced Diploma course and are seeking fresh admission to the same course after a gap of more than one year.
- (d) Students with a Grade “D” seeking admission to a higher programme.

The Entrance Test comprises of a written test and viva-voce (Equal weightage will be given to both the components)

For Diploma in Translation (Arabic to English and Vice versa) knowledge of Arabic and English will be evaluated by an Entrance Test conducted by the department.

The entrance tests will be held in the last week of June 2019.

V. Seats to various part-time courses are allotted as per GOI norms.

VI. Admission will be given to only **ONE** course.

VII. Please note that accommodation in hostels will not be provided to students of part-time courses. They cannot avail themselves of the library facilities for reference purposes. Further, library cards are not issued to students of the part-time courses.

VIII. Application fee

- a. General/OBC Rs 100/-
- b. SC/ST Rs. 50/-
- c. PWD—no cost

IX. Entrance Test fee

All students, taking the Entrance Test, are required to pay an Entrance Test Fee of Rs. 200/- at the time of submission of the application. The Entrance Test Fee for SC/ST students shall be Rs. 100/-. PWD students shall be exempted from paying this fee.

X. The first list of shortlisted candidates will be put up on the University website (www.efluniversity.ac.in) on **4 July 2019**. The Second list of shortlisted candidates will be put up on the University website on **15 July 2019**.

Classes will commence from **1 August 2019**.

Fee Particulars (to be paid during admission) for all part-time courses

Indian Students

Sl.No	Details	Fee for General/OBC category candidates	Fee for SC/ST category candidates /Spouse/ Children of staff members of the EFL University	Fee for PWD category candidates
1.	Registration Fee (at the time of joining)	500	500	500
2.	Tuition Fee (per semester)	1700	850	--
3.	Examination Fee (per semester)	500	500	--
4.	Certificate	200	200	200
5.	ID Card	100	100	100
	Total fee for Semester I	3000	2150	800
	Total fee for Semester II	2300	1450	--

Foreign Nationals

SINo	Details	Fee for Foreign Nationals from other Universities	Fee for Foreign Nationals from the EFL University
1.	Registration Fee (at the time of joining)	250	250
2.	Tuition Fee (per Semester)	3300	3300
3.	Reserve Fund (per semester)	3300	2475
4.	Foreign Student Welfare Fund (per semester)	1650	825
5.	Examination Fee (per semester)	500	500
6.	Certificate	200	200
7.	ID Card	100	100
	Total fee for Semester I	9300	7650
	Total fee for Semester II	8750	7100

Please note that fee once paid will not be refunded.

Part-time Courses in Select Foreign Languages (2019-2020)

Rules and Regulations

1. Attendance

Students are required to attend all lectures, tutorials, language laboratory sessions, and other activities as required by them.

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 and has fulfilled other course requirements such as class tests/continuous assessment tests/sessional tests, assignments as prescribed by the School(s)/Department(s) concerned.

Students who do not fulfil the attendance requirement will not be eligible to appear for the semester-end/final examination.

Relaxation of Attendance Requirement in Special Cases

The attendance requirement of 75% may be relaxed by 5% on medical grounds. The attendance requirement will not in any case be relaxed below 60%.

2. Courses and Syllabus

The syllabus and textbooks for each course are prescribed by the School/Department concerned.

3. Evaluation Scheme

A letter grade scheme will generally be followed for all the part-time courses in select foreign languages. For evaluating a student's performance in a given course, the following grading scale will be used.

Equivalence Table of Letter Grades

O A+ A B+ B C D F

Letter Grade	Grade point equivalent	Marks Equivalence (out of 100)	Quality Description
O	9	85- 100	Outstanding
A+	7	75- 84.9	Excellent
A	6	65- 74.9	Very Good
B+	5	55- 64.9	Good
B	4.7	50- 54.9	Fair
C	4.2	45- 49.9	Satisfactory
D	3.6	40- 44.9	Pass
F	0	0- 39.9	Fail

Note: An OGPA of 5.5 or B+ is equal to 55% marks

Evaluation of students' performance on a part-time course is done on the basis of

- (i) Continuous assessment and
- (ii) Semester-end examination

The ratio of continuous assessment to semester-end examination is 40:60.

Continuous assessment may comprise class tests, assignments, presentations. There shall be a minimum of three continuous assessment tests per semester. The best two out of these three will be considered for the final continuous assessment grade. If a student fails in the internal assessment, s/he is not eligible to appear in the semester-end examination.

Semester-end assessment comprises of written and viva-voce examinations. The 60% weightage of the semester- end examination will be equally distributed as follows:

a. Certificate of Proficiency course

Written examination + Viva-voce (equal weight to both the components)

b. Diploma of Proficiency course and Advanced Diploma of Proficiency course: Paper-I + Paper-2 + Viva-voce (equal weight to the three components)

Calculation of Overall Grade Point (OGPA) of a given course
(Continuous Assessment (40%) and semester-end-examination (60%))

Continuous Assessment Grade Point (40%)

$$\frac{\text{GP of Test1} + \text{GP of Test 2}}{2} = \text{GP of Final Continuous Assessment}$$

Semester-end Examination Grade Point (60%)

Calculation of End semester Grade point

$$\frac{\text{Sum of GP of all Final Examination Components}}{\text{Number of Components of Final examination}} = \text{Semester-end GP}$$

For example:

i. Certificate of Proficiency course

Paper – 1: Written examination

Paper – 2: Oral examination/Viva-voce

$$\frac{\text{Paper 1} + \text{Paper 2}}{2} = \text{End Semester GP}$$

ii. Diploma and Advanced Diploma courses

Paper – 1: Written examination

Paper – 2: Written examination

Paper – 3: Oral examination / viva-voce

$$\frac{\text{Paper 1} + \text{Paper 2} + \text{Paper 3}}{3} = \text{End Semester GP}$$

Semester Grade Point Average (SGPA) Calculation of the Course

$$\frac{\text{Final Continuous Assessment GP} \times 40 + \text{Semester-end Examination's HP} \times 60}{100} = \text{SGPA}$$

Overall Grade Point Average (OGPA) Calculation of the course:

$$\frac{\text{Sum of SGPA's of the Course}}{\text{Number of semesters of the course}} = \text{OGPA}$$

For example:

$$\frac{\text{Semester 1 SGPA} + \text{Semester 2 SGPA}}{2} = \text{OGPA (of a 2-semester course)}$$

Note 1: Grade points shall be rounded off only at the final stage of calculation of OGPA at the end of the last semester of the course.

Note 2: In the event of the University making any changes/modifications in the evaluation scheme/ pattern / scale during the course, the earlier grades obtained by a student will be converted to the equivalent grades as per the new scheme/pattern scale.

Note 3: While calculating the OGPA of a two-semester part-time course the weightage given to each semester is equal.

4. Eligibility Criteria for appearing in the semester-end examination

- a. A student must fulfil the general attendance requirement of 75% to be able to appear in the semester-end/final examination.
- b. A student must pass the continuous assessment with a minimum 'D' grade in order to be able to appear in the semester-end/final examination.

5. Promotion to the next Semester

- i. In the case of part-time courses (in select foreign languages) for promotion to the second semester a student must have at least a 'D' grade in each of the individual courses in the first semester, failing which he/she will not be

eligible to continue with the course and his/her registration will stand cancelled.

ii. If a student is absent for the -end examination he/she will not be allowed to continue in the course. However, a student who is not able to take the semester-end examination of the first semester owing to accident/medical reasons/other untoward incidents will be allowed to continue in the second semester. He/She will be required to take a make-up examination within 15 days from the commencement of the second semester in order to obtain a regular grade provided he/she fulfils the attendance and continuous evaluation requirements of the Course. Such a candidate then must apply within one week after the examination in the subject concerned.

Please note that students of part-time courses cannot apply for

- grade improvement and supplementary examinations and
- re-evaluation of scripts in a course.