



THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY

(A Central University)

Hyderabad, Telangana State, India

Regional Campus: Shillong and Lucknow

Guidelines for Admissions

to

Part-time Programmes in the Select Foreign Languages

2024-25

DISCLAIMER

The information in this Admission Notice is intended as a ready guide for the candidates and does not constitute a legal document. While all efforts have been made to make the information available here as authentic as possible, we are not responsible for any inadvertent error or inaccuracy that may have crept in.

All disputes relating to entrance tests/ admission/ allotment of students to various, programmes, examinations, conferment of degrees etc. in pursuance of the Admission Notice shall be subject to the exclusive jurisdiction of the Courts in Hyderabad, Telangana State.

Note:

The students of the Part-time programme shall confine their movements only to their entrance to the University Campus and to the classrooms in which their programmes are offered. They shall not visit places elsewhere on the University Campus. Access to the Library, Reading Room and Computer Lab is strictly not allowed for the students pursuing Part-time programmes in view of the incremental demand for these facilities from the regular students. The students willing to join the part-time programmes shall give an undertaking to this effect and adhere to this condition. If violation or non- adherence to this condition is noticed, the admission student/s will be cancelled without any notice and no requests in this regard will be entertained.

**Guidelines for Admissions to Part-time Programmes in Select Foreign Languages
2024-2025**

(Please read the following information carefully before filling up the application form)

1. Applications for admission to part-time programmes are accepted only through the online mode. No offline applications are entertained for admission to part-time programmes. Incomplete applications or applications with incorrect information will not be considered.
2. Candidates can apply for **one** programme only.
3. The duration of the programme is two semesters (August 2024-April 2025).
4. **Non-refundable application fee for part-time programmes:**
 - Rs. 100/- for General/ OBC candidates
 - Rs. 50/- for SC/ ST candidates
 - There is no application fee for differently-abled candidates.
5. All students, taking the entrance test, are required to pay an **additional fee** as mentioned below:
 - Rs. 200/- for General/ OBC candidates
 - Rs.100/- for SC/ ST candidates
 - Differently-abled candidates are exempted from paying the fee.

Entrance test fee, once paid is non-refundable.
6. To ensure equity and equality of opportunity for all aspiring candidates and secure admission in the University, the students who have once availed an opportunity of pursuing a part-time or regular (full-time) programme in foreign languages stream in the headquarters of the University at Hyderabad or at its regional campuses shall not be eligible for admission again if they wish to pursue part-time programme at the same level. However, students enrolled for any regular (full-time) programme in the English stream can pursue a part-time programme in a foreign language, during the duration of their regular (full-time) programme.
7. Any candidate, who applied for any admission against this notification infringing on the said rule in suppression of the fact/s is automatically disqualified and will not have any claim whatsoever in this regard.
8. It is solely the responsibility of the candidate to disclose that he/ she is (a) dismissed, removed, terminated or debarred from Service (b) convicted by a criminal court (c) an FIR filed against the candidate in any police station or is pending for action. The University in its own interest reserves the right whether or not to consider such application for admission. If any candidate is found later by the University of suppressing the above fact/s, the candidate is deemed to have resorted to fraudulent practice, and will be subject to legal action, and in such case the cancellation of the admission is automatic.

9. The University shall verify the antecedents of the applicant, or the documents submitted by him/ her at any time i.e., at the time of admission or anytime during the tenure of the programme. In case, it is found that the documents/ information submitted by the candidate are/ is fake or the candidate has criminal/ clandestine antecedents/ background and has suppressed the said information, his/ her admission will stand cancelled without prejudice to any other action initiated by the University forthwith. Candidates who have a previous record of misconduct and/ or indiscipline and whose antecedents testify their actions of bringing disrepute to an institution/ college/ university through their open or surreptitious actions or clandestine support to such activities, such candidates are ineligible to be considered for admission to the part-time programmes in the University.
10. In case of any disputes / suites or legal proceedings against the University, the jurisdiction shall be restricted to the Courts in Hyderabad, which is the headquarters of the University.
11. The details of the programmes are given below:

S. No.	Programme	Certificate of Proficiency	
		Intake	Days & Timings
1	Arabic	40 (online) 20 (offline)	7.00-9.00 a.m. (Online) (Monday, Wednesday & Friday) 7.00-9.00 a.m. (Offline) (Monday, Tuesday & Wednesday)
2	French	50 (offline)	6.00-8.00 p.m. (Monday, Wednesday & Friday)
3	German	50 (offline)	7.00-9.00 a.m. (Monday, Wednesday & Friday)
4	Spanish	50 (offline)	6.00-8.00 p.m. (Monday, Wednesday & Friday)
5	Persian	30 (offline)	6.00-8.00 p.m. (Monday, Wednesday & Friday)
6	Portuguese	50 (offline)	6.00-8.00 p.m. (Monday, Wednesday & Friday)
7	Russian	20 (offline)	7.00-9.00 a.m. (Monday, Wednesday & Friday)
Diploma			
1	French	30 (offline)	6.00-8.00 p.m. (Mondays, Wednesdays & Fridays)
2	Spanish	20 (offline)	6.00-8.00 p.m. (Tuesday, Thursday & Friday)
3	Portuguese	20 (offline)	6.00-8.00 p.m. (Tuesday, Thursday & Saturday)

4	Russian	20 (offline)	6.00-8.00 p.m. (Monday, Wednesday & Friday)
5	Italian	20 (offline)	7.00-9.00 a.m. (Monday, Wednesday & Friday)
Advanced Diploma			
	Spanish	20 (offline)	6.00-8.00 p.m. (Monday, Wednesday & Friday)
Diploma in Translation (Arabic)			
	Diploma in Translation (Arabic to English & vice versa)	32 (offline)	7.00-9.00 a.m. (Monday, Tuesday, Wednesday & Thursday)

12. In case of any changes in timings or days mentioned will be intimated at the time of admission.
13. In terms of the ordinances of the EFL University Act, 2016, the cut-off marks for the entrance tests for admission to Diploma and Advanced Diploma programmes for candidates belonging to the following categories are as follows:

Unreserved/ OBC creamy layer/ KM/ WDP	50%
OBC non-creamy layer	45%
SC/ST/ PwBD	30%

* OBC – Other Backward Classes; KM – Kashmiri Migrants; WDP – Wards of Defence Personnel; SC – Scheduled Castes; ST – Scheduled Tribes; PwBD – Persons with Benchmark Disabilities

Note: The rule of reservation in respect of Economically Weaker Section (EWS) will be in accordance with circulars and guidelines issued by the Ministry of Education, Government of India, or UGC in this regard from time to time.

14. Eligibility criteria for Admission to Certificate of Proficiency in Foreign Languages:
- Certificate of Proficiency:** Class X/ SSLC/ SSC or its equivalent recognized by the Government of India. There is no entrance test for the Certificate of Proficiency Programme in foreign languages.
 - Diploma:** Candidates who have successfully completed Certificate of Proficiency from EFL University (EFLU) with a 'C' grade or above

OR

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

- c. **Advanced Diploma:** Candidates who have successfully completed **Diploma** from EFLU with a 'C' grade or above.

OR

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

All other candidates (with a minimum qualification of Class X/ SSLC/ SSC or its equivalent recognized by the Government of India) are required to appear for an entrance test.

Note: It is the responsibility of the candidates to ensure that they satisfy the eligibility requirements before applying for a programme. Candidates appearing for an examination, or awaiting results, are allowed to write the entrance test. In case they are shortlisted, provisional admission to the Programmes is subject to their meeting the eligibility criteria and submission of relevant documents within the stipulated time.

15. **Entrance Test:** The entrance test comprises written and oral components. The following students are required to take the entrance test for Diploma and Advanced Diploma programmes:

- a. EFLU candidates who have scored a 'D' grade in Certificate of Proficiency/ Diploma in the languages concerned.
- b. EFLU candidates who have completed two/ four semesters of BA (Hons./ Research) English with a foreign language concerned as an optional subject with a 'D' grade.
- c. EFLU candidates who wish to seek admission to a higher level programme in the language concerned after a gap of one year.
- d. Non-EFLU candidates.

16. Seats to various part-time programmes are allotted as per GOI norms.

17. The provisionally selected candidates should bring the following original certificate verification and submit one set of photocopies:

- Class X/ SSLC/ SSC till the latest degree.
- Certificate of Proficiency or equivalent programme for admission to Diploma programme.
- Diploma or equivalent programme for Advanced Diploma programme.
- For SC, ST, OBC (Non-Creamy Layer), WDP, KM, PwBD candidates: A copy of the caste certificate from the Competent Authority.

Last date for submission of filled in application form is 01 July 2024. Once fee is paid, it will not be refunded.