Guidelines for Admission to Part-time Courses in Foreign Languages

Applications are invited for admission in the part-time courses in **French**, **German**, and **Russian**. Duration of each course is of **two- semester**. All courses will be offered in **face-to-face mode**.

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1. **Important dates**

Certificate Course	
19/07/2024	**Last date for submission of application form for all the courses**
22/07/2024	List of provisionally selected candidates for admission to be uploaded on the website www.efluniversity.ac.in.
25/07/2024	Last date for payment of course fees
26/07/2024	Final list of provisionally selected candidates after payment of fees
06/08/2024	**Commencement of Classes**

Diploma and Advanced Diploma	
19/07/2024	**Last date for submission of application form for all the courses**
22/07/2024	Entrance examination and viva, if applicable
23/07/2024	List of provisionally selected candidates for admission to be uploaded on the website www.efluniversity.ac.in
25/07/2024	Last date for payment of course fees
26/07/2024	Final list of provisionally selected candidates after payment of course fees
06/08/2024	**Commencement of Classes**

2. **Course description for all the languages**
   a. Certificate of Proficiency: This course is designed for beginners where they learn the basic language competencies: written, spoken, reading, and oral comprehension. There will be **no entrance test** for this course.
   b. Diploma: This is an intermediate course where students learn higher aspects of foreign language. Certificate of Proficiency or an equivalent course is **mandatory** for admission to this course. Students will have to take entrance test, if applicable.

c. Advanced Diploma: This is an advanced level course where students will learn advanced aspects of language along with literature. Diploma or an equivalent course is **mandatory** for admission to this course. Students will have to take entrance test, if applicable.

3. List of courses

French			
Course title	Class schedule	Days of week	Intake
Certificate of Proficiency (For beginners)	3.30 pm- 5.30 p.m.	To be notified later	20
Diploma (Intermediate level)	3.30 pm- 5.30 p.m.	To be notified later	20

German			
Course title	Class schedule	Days of week	Intake
Certificate of Proficiency (For beginners)	3.30 pm- 5.30 p.m.	To be notified later	20
Diploma (Intermediate level)	3.30 pm- 5.30 p.m.	To be notified later	15

Russian			
Course title	Class schedule	Days of week	Intake
Diploma (Intermediate level)	3.30 pm- 5.30 p.m.	To be notified later	15

4. **General instructions**

i. Download the application form from the University website.

ii. Submit the duly filled-in application form in-person to the Office or via email on eflurcacademicshillong@efluniversity.ac.in on or before 19/07/ 2024.

iii. The lists of candidates for admission to the part-time courses will be uploaded on the university website www.efluniversity.ac.in on the specified dates.

iv. The provisionally selected candidates have to submit **self-attested copies** of all the required documents along with application form. Incomplete forms will not be considered.

v. The Tuition fee has to be paid by the last date mentioned above. The provision admission of the candidates who fail to pay the fee by the last date will be cancelled.

vi. The University may contact the provisionally admitted candidates on their registered email, phone numbers or send messages. It is the responsibility of a candidate to check his/her mails regularly and promptly respond to any mail from the University.

vii. It is for information that the admission will continue to be provisional until the original certificates are verified and are found to be in order by the Admission Committee. At any stage, if it is found that a candidate does not meet the eligibility requirements, his/her provisional admission will be cancelled.

viii. Certificates of candidates belonging to SC/ST/OBC (non-creamy layer)/EWS/PWD/WDP/ Kashmiri Migrant have to be submitted **along with the filled-in application form** in the **formats used for admission in Central Universities**.

ix. If the names of candidates belonging to OBC (non-creamy layer)/SC/ST/PWD/WDP occur in the Unreserved list, they will be given admission only in the 'Unreserved List' and cannot claim seats under the reservation quota.

x. The candidates are advised to check the University website www.efluniversity.ac.in regularly for notifications.

5. Eligibility Criteria

Important: All the candidates are required to read the eligibility criteria mentioned below before submitting the filled in application.

Certificate of Proficiency Courses

- The minimum qualification for applying for the Certificate of Proficiency is Class X/SSLC/SSC or its equivalent recognized by the Government of India.
- Mode of selection: The candidates will be selected on merit basis.
- The duration of the part-time is two semesters (ONE year).
- Seats to various part-time courses are allotted as per GOI reservation policy.
- Admission will be given in only ONE course.
- Please note that accommodation in **hostels will not be provided** to students of part-time courses. They can avail the library facilities for reference purposes. Library cards are not issued to students of the part-time courses.

Diploma and Advanced Diploma Course

- Candidates seeking admission to Diploma and Advanced Diploma courses are required to take an entrance test. The Entrance Test comprises of a written test and viva-voce (Equal weightage will be given to both the components).
- **Direct Admission:** The current students having **less than ONE year gap** from the previous relevant course with minimum 'C' grade are **exempted** from the Entrance examination.
- Seats to various part-time courses are allotted as per reservation policy.
- Admission will be given to only **ONE** course.
- Please note that accommodation in **hostels will not be provided** to students of part-time courses. They can avail the library facilities for reference purposes. However, library cards are not issued to students of the part-time courses.

6. Payment of fees

Important Note: Upon declaration of the list of selected candidates on the university website, only those candidates whose names figure in the provisionally selected candidates list will have to pay the Tuition fees online.

Name of account	Tuition Fee- EFL University, Shillong
Account Number	30424393869
Name of Bank and Branch	State Bank of India, NEHU Branch
IFSC	SBIN0004295

Candidates are advised to contact the payment gateway they have used for paying the fees in case the amount is deducted from their accounts but acknowledgement/receipt is not provided.

Sl. No.	Heads	Fee for general/OBC category students Rs.	Fee for SC/ST category students Rs.	Fee for VHC/PHC category students Rs.
1.	Registration Fee (at the time of joining)	550	550	550
2.	Tuition Fee (per semester)	3740	1870	--
3.	Examination Fee (per semester)	1100	1100	--
4.	Certificate	220	220	220
5.	Identity CardFee	220	220	110
6	**Total fee**	**5830**	**3960**	**880**

Important instructions:
- **Submit a copy of receipts (or scanned pdf)** and keep the original receipts safely for future reference.
- The receipts should clearly show the UTR No./Transaction No./Reference Number/INB number.
- When you pay online, after the amount is credited, you will receive a message on your registered mobile number and your registered email. In the message you will find the UTR No./Transaction No./Reference Number/INB number. You must send a screenshot of the message as an attachment to your email. This is mandatory for the verification of the fees payment.
- Email the scanned copy of the bank receipt to the mail id eflurcacademicsshillong@efluniversity.ac.in in the format given below:

Name of the Candidate:	
Name of the course:	
Mobile No.:	
Bank Payment Details:	
Amount paid:	
Date of Payment:	
Payment mode: NEFT/SBITransaction Number /Reference Number /UTR Number:	

7. Documents for admission

Following documents are required to be submitted for registration in the for all the courses in select foreign languages: (Y/N)

S.N.	Documents	Checklist (Yes/No)
1	Passport size photograph (100kb)	
2	Pass certificate of class X (SSC/CBSE/ICCSE/Class10)	
3	Pass certificate of Class12/Intermediate (if applicable)	
4	Pass certificate of degree/postgraduate (if applicable)	
5	SC/ST certificate (if applicable)	
6	OBC (Non-creamy layer) certificate (if applicable)	
7	EWS certificate (in the case of EWS candidates)	
8	Medical Certificate (in the case of VHC/HHI/PHC candidates)	
9	WDP Certificate (in the case of WDP candidates)	
10	For Diploma and Advanced Diploma candidates, enclose relevant previously completed course certificates	
11	Signed copy of the checklist	

8. Format of the email to be sent to the University at eflurcacademicshillong@efluniversity.ac.in along with the application form:

Dear Sir

- I have read and understood the information provided in the 'Guidelines for Admission to Certificate of Proficiency Courses / Diploma Course/Advanced Diploma'.
- I have checked the eligibility criteria for admission to the course, the applicable admission fees, and the guidelines for submitting Caste/EWS/Medical certificates, etc.
- I have submitted a scanned copy of my passport size photograph (100 kb).
- I have included the proof of my permanent address.
- I have submitted all the documents listed in the checklist.
- I understand that I will be considered for provisional admission to _____ course now pending verification of original certificates. At any stage, before or after being admitted to a course, if it is found that I do not fulfil the eligibility criteria for pursuing the said course, my provisional admission/admission will be cancelled.

Yours sincerely

Name   :

Mobile No:

Address   :

Date   :