

THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY HYDERABAD-500007
NON-FORMAL COURSES AND RESOURCES

XXXII-40-HOUR PROFICIENCY COURSE IN ENGLISH
01 June – 29 June 2026

(APPLICATIONS ACCEPTED OFFLINE ONLY)

- **Objective:** To enable participants to communicate confidently using both Written and Spoken English.
- **Course Duration:** 4 weeks (40-Hour), five days a week, 2 hours a day, **01 June- 29 June 2026**
- **Eligibility:** Pass in the Intermediate/10+2 examination
 - **For Foreign Students:** Minimum of 50% in English, in the last Examination
*Foreign students should also submit a copy of **Visa** and **Resident Permit** valid for the entire duration of the course.*
- **The following are not eligible:**
 - i) Ex-employees who were found guilty and penalized for their proven misconduct
 - ii) Ex-students who were penalized as per ordinances, or those who were detained or debarred by the University
- **Enclosures:**
 1. Two passport size photographs
 2. A xerox copy of Intermediate certificate
 3. A xerox copy of Aadhaar card / Voter ID / Passport
- **Intake:** 100 on a first-come-first-served basis
- **Medium of Instruction:** English
- **Class Size:** 30 – 35.
- **Minimum Attendance:** 80% (20% exemption on medical grounds only)
- **Skill Areas:** Listening, Speaking, Reading and Writing
(Based on the common functions useful for communication)
- **Materials:** Photocopied materials of classroom tasks and texts
- **Faculty:** Teaching Assistants engaged by the University
- **Evaluation:** Final test at the end of the course
- **Certificate:** Certificates will be awarded to students who complete all the requirements of the proficiency course. For collection of certificates, students have to approach the NFCAR Office in person with original EFL-U Gate Pass or valid ID proof (NFCAR ID Card/Aadhaar Card/Voter ID/Passport). If a student is unable to approach the NFCAR office in person, a self-addressed A4 size envelope with required postal stamp along with valid Identification Proof as mentioned above, and the original EFL-U Gate Pass should be sent to the NFCAR office through registered post. The certificate will be sent by post to the permanent address given by the student.
- **Application Fee:** Rs. 100/-
- **Course Fee:**
 - a) For Indian students Rs. 3,000/-
 - b) For Foreign Students of EFL University Rs. 4,000/-
 - c) For Foreign Nationals Rs. 5,000/-(No concession will be allowed in the course fee in all the three categories)
- **Issue of applications:** from **01 April 2026 to 15 May 2026**
- **Last date for submission of filled-in application forms:** **15 May 2026**
- **The following is the tentative outline of the course: Oral and Written)**

Week I	Week II	Week III	Week IV
Introductions	Explaining	Expressing Opinion	CV and Application
Description	Informing	Group Discussion	Letters
Narration	Instructing/Directing	Note-taking and	Interview Skills
Planning	Asking Questions/Responding	Summarizing	Official writing
		Formal Letter Writing	

Contact: NFCAR Office, Room No. 29, Ground Floor, Administrative Building, EFL University, Hyderabad - 500 007
Phone No: 040 2768 9646

Sd/-
Director
Non-Formal Courses and Resources