

# Foreign Language Courses (Part Time)

Bulletin of Information 2022-23

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 courses 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 over 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.

# More about the course:

- ▶ **Number of Seats:**

- ▶ There are 40 seats in each course. A minimum of 10 students will be required to start a course. The College reserves to withdraw a course if sufficient number of students have not registered for it. The reservation policy of the Government of India is applicable to all courses.

- ▶ **Eligibility Criteria:**

- ▶ Candidates who have passed class XII with an aggregate score of 50% are eligible to apply for all the courses.
- ▶ Candidates who have cleared certificate course (offered by University of Delhi) can apply for the diploma course in same language.

- ▶ **Documents Required:**

- ▶ Copies of mark-sheet and pass certificate of class XII.
- ▶ Copy of pass certificate of the concerned language (for diploma course application).
- ▶ Copy of caste certificate (to claim reservation).
- ▶ 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 Procedure

## ▶ **Application Procedure:**

- ▶ Application form will be available on College website (<https://lakshmibaicollege.in>) from 28<sup>th</sup> October 2022.
- ▶ The candidates have to register by filling the form online by 6<sup>th</sup> November 2022.
- ▶ A registration fee of Rs 500 has to be paid, account details of which will be shared in the online google form. The registration fee is non- refundable. However, if the College is unable to offer the course for which the candidate has registered,the registration fee will be refunded.
- ▶ Once registered for a specific course, the candidates will not be allowed to change the course/language. However, the candidate may register for a preferred course within the deadline.

## ▶ **Admission Procedure:**

- ▶ The admission process will be completed by 11<sup>th</sup> November 2022.
- ▶ Admission will be done on merit basis. There is no age limit.
- ▶ Once selected, the candidates will be allowed two working days to pay full fees and get the certificates verified.

# Fees Structure and Payment Process:

- ▶ Part-Time Certificate Courses: Rs 17,000
- ▶ Part-Time Diploma Courses: Rs 15,000
- ▶ These fees do not include examination fees or study material. Examination fees will be 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.

# Important Information:

- ▶ Classes are held three days a week.
- ▶ All classes will be held during 3:00 – 5:00 PM.
- ▶ 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 certificate and diploma courses 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 2022-23 would be followed.

# Timeline:

- ▶ Online availability of registration forms: 28<sup>th</sup> October 2022
- ▶ Last date for registration: 6<sup>th</sup> November 2022
- ▶ Final list of selected candidates: 8<sup>th</sup> November 2022 (tentative)
- ▶ Last date for admission: 11<sup>th</sup> November 2022 (tentative)
- ▶ Commencement of classes: 14<sup>th</sup> November 2022 (tentative)

# For further information, please contact:

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