



**THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY
LUCKNOW CAMPUS-226001**

**PART-TIME COURSES IN ENGLISH AND FOREIGN LANGUAGES
(Lucknow Campus)
2018-19**

HANDBOOK OF RULES AND INFORMATION

Courses Offered

The EFL University, Lucknow Campus offers following Part-time Language Proficiency Programmes for the academic year 2018-19:

Foreign Languages (Non-Intensive and Intensive Mode Programmes)

		Intake	Tentative Schedule
French			
1.	Certificate of Proficiency in French (Non-Intensive Mode)	56	06:00 p.m. - 08:00 p.m.
2.	Diploma in French (Non-Intensive Mode)	32	06:00 p.m. - 08:00 p.m.
3.	Advanced Diploma in French (Non-Intensive Mode)	32	06:00 p.m. - 08:00 p.m.
Russian			
4.	Certificate of Proficiency in Russian (Non-Intensive Mode)	56	06:00 p.m. - 08:00 p.m.
5.	Diploma in Russian (Non-Intensive Mode)	32	03:00 p.m. - 05:00 p.m.
6.	Advanced Diploma in Russian (Non-Intensive Mode)	32	03:00 p.m. - 05:00 p.m.
7.	Certificate of Proficiency in Russian (Intensive Mode)	56	08:00 a.m. - 10:00 a.m.
8.	Diploma in Russian (Intensive Mode)	32	06:00 p.m. - 08:00 p.m.
Spanish			
9.	Certificate of Proficiency in Spanish (Non-Intensive Mode)	56	06:00 p.m. - 08:00 p.m.
10.	Diploma in Spanish (Non-Intensive Mode)	32	04:00 p.m. - 06:00 p.m.
11.	Advanced Diploma in Spanish (Non-Intensive Mode)	32	06:00 p.m. - 08:00 p.m.
German			
12.	Certificate of Proficiency in German (Non-Intensive Mode)	56	06:00 p.m. - 08:00 p.m.

English (4 Month Programme) – ‘first come-first served’ basis

		Intake	Tentative Schedule
	Certificate of Proficiency in English and Communication Skills	40	06:00 p.m. - 08:00 p.m.

Each Non- Intensive Proficiency Programme comprises approximately 180 teaching hours spread over two semesters. The duration of the Intensive Programme is one semester and the classes are held five days a week. (Monday-Friday)

Minimum Qualification:

Certificate of Proficiency in French/Spanish/Russian/German

Class 10+2 or equivalent qualification with a minimum of 50%

Following is the weightage given:

- 10+2 with 80% or above: 10 points
- First class (60%-79%): 8 points
- Less than First class (50%-59%): 5 points

The following additional weightage will be given to candidates with higher qualifications.

- Graduates: 4 points
- Students pursuing graduation: 3 points

Diploma/Advanced Diploma

Direct admission: Successful completion of the earlier programme with a minimum “C” grade from EFL University

Admission through entrance test: Successful completion of the earlier programme with a “D” grade or with higher grades but after a gap of more than one year after completion of the earlier programme either from EFL-U or other Universities/ Institutions.

Entrance Test

The following students are required to take an Entrance Test:

- All external students seeking admission to First Semesters of Diploma or Advanced Diploma Programmes.
- Students who have discontinued the Diploma or Advanced Diploma Programme and are seeking fresh admission to the same Programme after a gap of more than one year.
- Students with a Grade “D” seeking admission to a higher programme.
- The Entrance Test comprises a written test and viva-voce (Equal weightage will be given to both the components)

Registration Fee

Cost of registration for part-time courses: Rs. 100/- for General/OBC candidates and Rs. 50/- for SC/ST. There is no registration fee for PWD candidates.

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 candidates are exempted from paying this fee.

FEE once paid will not be refunded.

No Hostel Accommodation will be provided to students of part-time programmes.

No library cards are issued to students of the part-time programmes. They cannot avail the library facilities for reference purposes.

Last date for submission of application forms for admission to part time programmes is **23 July 2018**

General Rules for all Part-time Programmes:

Attendance Requirements

Students are required to attend all lectures, tutorials, language laboratory sessions, and other programmes arranged for 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 programme requirements such as class tests/continuous assessment tests/sessional tests, assignments as prescribed by the School(s)/Department(s) concerned.

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

Relaxation of Attendance Requirement in Special Cases.

1. The attendance requirement of 75% may be relaxed by 5% for those who participate in extra-curricular activities with the prior permission of the authorities concerned.
2. The attendance requirement of 75% may be relaxed by 5% on medical grounds. The attendance requirement will not in any case be relaxed below 70%.

Programmes/Courses of Study and Syllabus

The syllabus and text books for each course shall be prescribed by the School/Department concerned.

Evaluation Scheme

A letter grade scheme will generally be followed for all the part-time programmes in all Foreign Languages. For evaluating a student's performance in a given course, the following 8-point 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	8	75-100	Outstanding
A+	7	70-74	Excellent
A	6	60-69	Very Good
B+	5	55-59	Good
B	4	50-54	Fair
C	3	45-49	Satisfactory
D	2	40-44	Pass
F	0	Below 40	Fail

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

Continuous and semester-end Assessment

Evaluation of students' performance on a part-time programme shall be done on the basis of

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

The ratio of continuous assessment to semester-end examinations shall be 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.

All continuous assessment grades shall be submitted before the start of the semester-end examinations.

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

Certificate of Proficiency:

Written Exam + Viva-voce – Equal weightage to both the components

Diploma and Advanced diploma:

Paper-I + Paper-2 + Viva-voce-Equal weightage to the three components.

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

Continuous Assessment Grade Point (40%)

$$\frac{\text{GP of Test 1} + \text{GP of Test 2}}{2} = \text{GP of Final Continuous Assessment}$$

Semester-end Examination Grade Point (60%)

Calculation of End semester Grade point

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

For example:

i. Certificate of Proficiency

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

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 Programme

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

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

$$\frac{\text{Sum of SGPAs of the Programme}}{\text{Number of semesters of the programme}} = \text{OGPA}$$

For example:

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

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 programme.

Note 2: In the event of the University making any changes/modifications in the evaluation scheme/pattern/scale during the course of a programme, 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 programme the weightage given to each semester is equal.

Eligibility Criteria for appearing in the Semester-end examination

- a. A student must fulfill 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.

Promotion to the Next Semester

- i. In the case of part-time Proficiency Programmes (in 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 programme and his/her registration will stand cancelled.
Generally, there is no provision for continuing in the programme in case a student is absent for the semester-end examination.
- ii. 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 Programme.
- iii. In order to avail of this facility, he/she must apply within one week after the said examination to the concerned Chairperson, BOS of the concerned Department.

Grade Improvement and Supplementary Examinations

This option is not available to students of part-time programmes.

Re-evaluation

This option is not available to the students of part-time programmes.

Award of Certificate

Attendance Certificate is awarded to students who have a minimum of 80% attendance and have cleared all programme requirements except the final examination.