



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

**INSTRUCTIONS FOR ADMISSION TO PART-TIME COURSES IN  
FOREIGN LANGUAGES (2018-19)**

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

1. Read the handbook before submitting your application for admission to any programme.
2. Incomplete applications or applications with incorrect information will not be considered.
3. Registration fee for part-time courses: Rs. 100/- for General/OBC candidates and Rs. 50/- for SC/ST. There is no registration fee for orthopedically challenged candidates.
4. All students, taking the Entrance Test, are required to pay an Entrance Test Fee of Rs. 200/- for general/OBC candidates. The Entrance Test Fee for SC/ST candidates is Rs. 100/-. Orthopedically challenged students are exempted from paying this fee.
5. All Non-Intensive programmes are of two semesters (August –November and January – April) and Intensive are of one semester.
6. The following need to be attached
  - a. Certificates starting from 10<sup>th</sup> to the last studied course or courses studied till date
  - b. Certificate of Proficiency or equivalent certificate for Diploma programmes
  - c. Diploma or equivalent for Advanced Diploma Programmes
  - d. For OBC/SC/ST candidates: A copy of the caste certificate from the Competent Authority.
7. Applicants for Diploma/Advanced Diploma with a D Grade from this University and External Candidates are required to take an Entrance Examination.
8. Last date for submission of application forms for admission to part time programmes is 23 July 2018
9. Fees once paid will not be refunded.
10. Admission will be given to only one programme.
11. If a candidate is found taking admission to one more than one programme, the admission will be cancelled in both the programme.
12. No hostel and library facilities are provided to part time students.
13. The rules listed here shall apply to all students of the university (including part-time students) under Article 29 of the statute of the EFL University. Any breach of discipline and conduct committed by a student inside or outside the EFL University campus shall fall under the purview of these rules.

Categories of misconduct and indiscipline:

- a. All acts of violence and forms of coercion such as gheraos, dharnas, sit-ins which disrupt the normal academic and administrative functioning of the University
- b. Sexual harassment
- c. Committing forgery, defacing/destroying books/journals of the library
- d. Furnishing false certificates or false information
- e. Eve-teasing or disrespectful behaviour with a girl student
- f. Arousing communal, caste or regional feeling or disharmony among students
- g. Use of abusive, defamatory, derogatory language
- h. Pasting of posters of objectionable nature
- i. Unauthorized occupation of the hostel rooms
- j. Indulging in acts of gambling
- k. Use of the title of the University when distributing any document other than academic work outside the University
- l. Consuming or possessing dangerous drugs
- m. Non-payment of fees and other dues including mess charges
- n. Ragging in any form
- o. Refusal to obey the directions of officers of the university staff
- p. Unauthorized collection of funds for any students programme
- q. Any other act which may be considered by the VC as an act of violation of discipline or misconduct

Sd/-  
Director