



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

**PART-TIME COURSES IN ENGLISH AND FOREIGN LANGUAGES  
(Lucknow Campus)  
2017-18**

**HANDBOOK OF RULES AND INFORMATION**

## Courses Offered

The University offers following Part-time Language Proficiency Programmes for the academic year 2017-18:

### Foreign Languages (Non-Intensive and Intensive Mode Programmes)

		Intake
1.	Certificate of Proficiency in French (Non-Intensive)	56
2.	Diploma in French (Non-Intensive)	32
3.	Certificate of Proficiency in Russian (Non-Intensive)	56
4.	Diploma in Russian (Non-Intensive)	32
5.	Advanced Diploma in Russian (Non-Intensive)	16
6.	Certificate of Proficiency in Spanish (Non-Intensive)	56
7.	Diploma in Spanish (Non-Intensive)	32
8.	Advanced Diploma in Spanish (Non-Intensive)	32
9.	Certificate of Proficiency in Russian (Intensive Mode)	56

### English (4 Month Programmes) – ‘first come-first serve’ basis

		Intake
1.	Proficiency Course in English and Communication Skills	30
2.	Course in Creative Writing in English	30
3.	Course in English for Office Communication	30

Each Proficiency Programme comprises approximately 180 teaching hours spread over two semesters.

### Minimum Qualification:

#### *Certificate of Proficiency in French/Spanish/Russian*

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%-80%): 8 points
- Less than First class (50%-60%): 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 orthopedically challenged 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/-. Orthopedically challenged students are exempted from paying this fee.

**Course Fee:****FEES:****General Category:**

Semester I: Rs. 1,100 plus Rs. 110/- for ID card/certificate

Semester II: Rs. 880/-

**SC/ST and Spouse/Children of Employees of EFL University**

Semester I: Rs. 770/- plus Rs. 110/- for ID card/certificate

Semester II: Rs.605/-

Orthopedically Handicapped Candidates (OHC) are required to pay only Registration Fee of Rs. 275/-

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.

**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 60% 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 fulfil 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 60% 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 60% may be relaxed by 5% on medical grounds. The attendance requirement will not in any case be relaxed below 55%.

## 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%)

$$\frac{\text{GP of Test1} + \text{GP of Test 2}}{2} = \text{GP of Final Continuous Assessment}$$

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

$$\frac{\text{Final Continuous Assessment GP} \times 40 + \text{Semester-end Examination's GP} \times 60}{2 + 100} = \text{SGPA}$$

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

$$\frac{\text{Sum of SGPA's of the Programme}}{\text{Number of semesters of the programme}} = \text{OGPA}$$

### 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 fulfil the general attendance requirement of 60% 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.

### **Rules of discipline and proper conduct of students**

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:**

- 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
- Sexual harassment Committing forgery, defacing/destroying books/journals of the library
- Furnishing false certificates or false information
- Eve-teasing or disrespectful behaviour with a girl student
- Arousing communal, caste or regional feeling or disharmony among students
- Use of abusive, defamatory, derogatory language
- Pasting of posters of objectionable nature
- Unauthorized occupation of the hostel rooms
- Indulging in acts of gambling
- Use of the title of the University when distributing any document other than academic work outside the University
- Consuming or possessing dangerous drugs
- Non-payment of fees and other dues including mess charges
- Ragging in any form



- Refusal to obey the directions of officers of the university staff
- Unauthorized collection of funds for any students programme
- Any other act which may be considered by the VC as an act of violation of discipline or misconduct

### **Penal Measures**

The competent authority may impose penal measures on any student found guilty of any of the acts of indiscipline or misconduct mentioned above.

### **Anti-Ragging Committee**

Any form of ragging within the premises of the EFL University will be viewed seriously and dealt with swiftly and severely by the administration. Prohibition of and Punishment for Ragging of the English and Foreign Languages University). Anti-ragging squads and an AntiRagging Committee will be empowered to take suo motu action upon receiving a complaint. As per the direction of the Supreme Court of India, if any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain and if his explanation is not found satisfactory, the authority would expel him from the University.

### **Anti-Sexual Harassment and Redressal Mechanism**

The EFL University has evolved a policy against sexual harassment to create for women students on its campuses a gender-just and secure environment. (vide Ordinance 30, entitled Gender Sensitization Prevention and Redressal of Sexual Harassment of the English and Foreign Languages University.) Every Campus of the EFL University has a Complaints Committee, with representatives from all sections of the university, to take care of the complaints of women students in this regard, with the names, addresses and phone numbers of the members displayed in all prominent places in the campus. The complaints are kept confidential and the committee has the power to recommend severe action(s) against the perpetrators. The Committee also takes upon itself the task of organizing various gender sensitization programmes. There is also an Appellate Committee to consider problems when the Complaints Committees decisions are not found satisfactory.

### **Grievance Redressal Mechanism For All Students**

All grievances within the University will be resolved through discussions and negotiations and through a Grievance-Redressal mechanism. The following are some of them:

- Grievances with regard to the hostels may be referred to the Provost/Warden concerned.
- Individual grievances may be referred to teachers in each department who will be appointed staff advisers.

- Group grievances may be resolved within the Department
- Miscellaneous grievances with regard to Library/Finance/Sports will be resolved by the committee concerned.
- Academic grievances of students: Students aggrieved on the grade awarded in a course may apply in a prescribed form along with a fee of Rs. 100/- for each course to the Head of the department giving reasons for his/her feeling aggrieved within one month of the notification of the results. A committee will examine the case and the final grade awarded as a result of review will be final.

All grievances should be submitted to the appropriate body within reasonable time but not more than two weeks after the event at issue. \*\*\*