

THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY
(A Central University established by an Act of Parliament)
Lucknow Campus, Lucknow - 226001

ADMISSION NOTICE

PART-TIME COURSE IN FOREIGN LANGUAGES-2020

The following part-time course in foreign language are offered during the academic year 2020:

RUSSIAN

Title of the Course	Timing	Intake	Days of the week
Diploma in Russian (Intensive)	6:00-8:00 pm	50	Monday – Friday

Note: The timings and the days on which the classes are held for a particular course may change depending on the availability of faculty and will be intimated at the time of admission.

DISCLAIMER: The University reserves the right to not offer any of the courses listed in this Handbook. The University reserves the right not to admit any applicant if he/she is found to have indulged in any act that is unbecoming of an applicant, including vandalism, staging dharna, aggression, defamation, instigation, unruly behavior or any such act that is construed to be unlawful, illegal, and unbecoming and that harms the interests, name and reputation of a member of the University, or of the University as an academic body.

The last date for submission of applications is 15 January 2020.

Entrance Test Date: 16 January 2020 from 3:00 pm to 5:00 pm

For queries about admissions to part-time course:

Academic and Examination Section

The English and Foreign Languages University

Lucknow Campus

Lucknow-226001

Phone: 0522-2200009/2616073/4082697 email: efluniversitylko@gmail.com

DISCLAIMER

The information in this Handbook/Prospectus is only for the immediate use of the candidates and does not constitute a legal document. While all efforts have been made to make the information available here as authentic as possible, we are not responsible for any inadvertent error or inaccuracy that may have crept in. All disputes relating to entrance tests/admission/allotment of students to various courses, programmes, examinations, conferment of degrees etc. in pursuance of the Handbook/Prospectus, shall be subject to the exclusive jurisdiction of the Courts in Hyderabad, Telangana State.

INSTRUCTIONS FOR PART-TIME COURSE OFFERED IN SELECT FOREIGN LANGUAGE

(Please read the instructions given below carefully before filling up the application form)

• General information

• Duration of the course:

- Intensive Mode: January – April

• Classes for part-time courses will be held either in the morning or in the evening. (The timings and duration of a particular course may change depending on the availability of faculty and will be intimated at the time of admission.)

• Part-time course are offered in Diploma in Russian (Intensive)

Eligibility criteria for admission to Diploma in Russian (Intensive)

Candidates who have successfully completed the Certificate of Proficiency course, from the EFLU, with a ‘C’ grade or above

OR

have completed two semesters of B.A. (Hons.) English (I year) from the EFLU (with the foreign language concerned as an optional subject), with a ‘C’ grade or above are eligible for direct admission to the **Diploma course** in the respective language without appearing in the entrance examination.

• Entrance Test

The following students are required to take an Entrance Test:

(a) Non-EFLU candidates seeking admission to First Semester of Diploma course.

- Students who have discontinued the Diploma course and are seeking fresh admission to the same course after a gap of more than one year.
- Students with a Grade “D” seeking admission to a higher programme.

The Entrance Test comprises of a written test and viva-voce (Equal weightage will be given to both the components)

• Seats to various part-time courses are allotted as per GOI norms.

• Please note that accommodation in hostels will not be provided to students of part-time courses. They cannot avail themselves of the library facilities for reference purposes. Further, library cards are not issued to students of the part-time courses.

- **Application fee**

- General/OBC Rs 100/-

- SC/ST Rs. 50/-

- PWD—no cost

- **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 students shall be exempted from paying this fee.

Classes will commence from 20 **January 2020**.

Please note that fee once paid will not be refunded.

Rules and Regulations

- **Attendance**

Students are required to attend all lectures, tutorials, language laboratory sessions, and other activities as required by 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 course 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

The attendance requirement of 75% may be relaxed by 5% on medical grounds. The attendance requirement will not in any case be relaxed below 60%.

- **Courses and Syllabus**

The syllabus and textbooks for each course are prescribed by the School/Department concerned.

- **Evaluation Scheme**

A letter grade scheme will generally be followed for all the part-time courses in select foreign languages. For evaluating a student's performance in a given course, the following 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	9	85- 100	Outstanding
A+	7	75- 84.9	Excellent
A	6	65- 74.9	Very Good
B+	5	55- 64.9	Good
B	4.7	50- 54.9	Fair
C	4.2	45- 49.9	Satisfactory
D	3.6	40- 44.9	Pass
F	0	0- 39.9	Fail

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

Evaluation of students' performance on a part-time course is done on the basis of

- Continuous assessment and
- Semester-end examination

The ratio of continuous assessment to semester-end examination is 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. If a student fails in the internal assessment, s/he is not eligible to appear in the semester-end examination.

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

- **Diploma of Proficiency course:** Paper-I + Paper-2 + Viva-voce (equal weight to the three components) Calculation of Overall Grade Point (OGPA) of a given course (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

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

For example:

- Diploma course

Paper – 1: Written examination

Paper – 2: Written examination

Paper – 3: Oral examination / viva-voce

$$\frac{\text{Paper 1} + \text{Paper 2} + \text{Paper 3}}{\text{End Semester GP 3}}$$

Semester Grade Point Average (SGPA) Calculation of the Course

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

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

$$\frac{\text{Sum of SGPA's of the Course}}{\text{OGPA}}$$

Number of semesters of the course For example:

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

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 course.

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

• Eligibility Criteria for appearing in the semester-end examination

- A student must fulfil the general attendance requirement of 75% to be able to appear in the semester-end/final examination.

- 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**

- In the case of part-time courses (in select 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 course and his/her registration will stand cancelled.

- If a student is absent for the -end examination he/she will not be allowed to continue in the course. 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 Course. Such a candidate then must apply within one week after the examination in the subject concerned.

Please note that students of part-time courses cannot apply for

- grade improvement and supplementary examinations and

- re-evaluation of scripts in a course.