



**Savitribai Phule Pune University  
(Formerly University of Pune)  
Department of Foreign Languages**

Department of Foreign Languages offers Part - Time Courses in 5 languages in the academic year 2017-18

***FRENCH, GERMAN, JAPANESE, RUSSIAN AND SPANISH  
at 4 levels and at 4 centres.***

Levels :

1. Certificate / Intensive Certificate
2. Diploma
3. Advanced Diploma
4. Special Diploma

Centres:

1. Department of Foreign Languages, Ranade Institute Building, Gopal Krishna Gokhale Path, Deccan Gymkhana, Pune 411 004.
2. Sevasadan High School, Erandawne, Near Deenanath Hospital, Pune 411004.
3. Ness Wadia College, Pune 411 001.
4. Sevasadan, Kumathekar Road, Pune 30.

**N.B. ALL COURSES are NOT offered at ALL CENTRES. Please check SPECIFIC LANGUAGE TABLES for the Courses and Centres for the year 2017-2018.**

**1. One year Courses**

Duration : from 1<sup>st</sup> August 2017 to 31<sup>st</sup> March 2018; 3 days a week, 2 hours per day. Exams will take place in April 2018.

**2. Intensive Courses**

Duration : 4½ Months from 1st August to 10<sup>th</sup> December 2017 (**One Semester**); 5 days a week, 2 hours per day. Exams will take place in December 2017.

**Eligibility**

- For Beginners' (Certificate / Intensive Certificate) Level : SSC or equivalent
- For Diploma Courses : Certificate / Intensive Certificate Course in the same language or equivalent \*
- For Advanced Diploma Courses : Diploma Course / Intensive Diploma in the same language or equivalent\*

**For Special Diploma Courses : Advanced Diploma / BA in the same language or equivalent \***

**\* CHECK SPECIFIC LANGUAGE TABLE FOR EQUIVALENT QUALIFICATION.**

## Schedule for Admissions

	From	To	Timings
Forms available on the Website	6/6/2017	3/7/2017	
Submission of Application Forms along with the challan for Application Fees and relevant enclosures	1, 3, 4 & 5 July 2017		10am to 5 pm
Display of First Merit List	8/7/2017 by 6 pm		
Submission of challans for Tuition Fees for the First Merit List after the payment in bank	10, 11 & 12 July 2017		10am to 5 pm
Display of Second Merit List (if necessary)	14/7/2017		
Submission of challans for Tuition Fees for the Second Merit List after the payment in bank	17 & 18 July 2017		10am to 1 pm
Third Merit List (if necessary)	20/7/2017 by 6 pm		
Submission of challans for Tuition Fees for the 3rd Merit List after the payment in bank	21 & 22 July 2017		10am to 1 pm

### Fee Structure 2017-18

FOR COURSES IN ALL FOREIGN LANGUAGES

**1. Application fees for all applicants: Rs 300/-**

**2. Tuition Fees as below -**

Name of course	Duration	Tuition fees (in Rs.) For students			
		From Maharashtra	Domiciles of other Indian states	From SAARC Countries	From Foreign countries
CERTIFICATE	1 Year	4,039/-	7,289/-	10,539/-	17,039/-
INTENSIVE CERTIFICATE	4 & ½ months	4,689/-	8,589/-	12,489/-	20,289/-
DIPLOMA	1 Year	4,689/-	8,589/-	12,489/-	20,289/-
ADVANCED DIPLOMA	1 Year	5,989/-	11,189/-	16,389/-	26,789/-
SPECIAL DIPLOMA	1 Year	6,639/-	12,489/-	18,339/-	30,039/-

### Language wise Eligibility and Batches

N.B. : AFTER considering the social reservations -

- (i) All the Courses in all the languages have 70% seats for Basic Qualification and 30% for Equivalent qualification. Deviation if any is mentioned under respective languages.
- (ii) 2 seats are reserved for each certificate/Intensive Certificate course for the old SSC ( with 11<sup>th</sup> standard) passed out students (passed before 1975 )
- (iii) Please enter the MARKS in figures. Grades alone are not sufficient to prepare the merit list.

### **JAPANESE LANGUAGE ELIGIBILITY**

<b>Certificate Course in Japanese</b>	<b>Basic Qualification :</b> SSC/ CBSC/ ICSE with 10th standard <b>Equivalent Qualification :</b> SSC Old (before 1975) with 11 <sup>th</sup> standard
<b>Diploma in Japanese</b>	<b>Basic qualification:</b> Certificate course in Japanese from University of Pune. <b>Equivalent Qualification :</b> 75% in JLPT level N5 <u>OR</u> JLPT level N4 (Old pattern Sankyuu) (10 seats for JLPT Certificate holders)
<b>Advanced Diploma in Japanese</b>	<b>Basic Qualification:</b> Diploma in Japanese from University of Pune. <b>Equivalent Qualification :</b> 75% in JLPT level N4 (Old pattern Yonkyu) <u>OR</u> JLPT level N3 (5 seats for JLPT Certificate holders)
<b>Special Diploma in Japanese Translation and Civilization</b>	<b>Basic Qualification :</b> Advanced Diploma in Japanese from University of Pune (70% seats) <b>Equivalent Qualification :</b> 75% in JLPT level N3 (Old pattern Nikyuu) <u>OR</u> JLPT level N2 <u>OR</u> JLPT N1 (5 seats for JLPT Certificate holders)

<b>JAPANESE LANGUAGE BATCHES 2017-18</b>					
<b>Batch</b>	<b>Days</b>	<b>Session</b>	<b>Timings</b>	<b>Centre</b>	<b>Capacity</b>
<b>Certificate Course in Japanese (Total : 340 seats)</b>					
J C 1	M - W - F	Evening	6:30 pm - 8:30 pm	FL Dept. Pune 4	50
J C 2	M - W - F	Morning	10:00 am - 12:00am	FL Dept. Pune 4	50
J C 3	M - W - F	Afternoon	4:00 pm - 6:00 pm	FL Dept. Pune 4	50
J C 4	M - W - F	Evening	6:30 pm - 8:30 pm	Sevasadan School, Erandawne, Pune 4	45
J C 5	T - Th - S	Evening	6:30 pm - 8:30 pm	FL Dept. Pune 4	50
J C 6	Sat-Sun	Afternoon	1:30 pm - 4:30 pm	FL Dept. Pune 4	50
J C 7	T - Th - S	Evening	6:30 pm - 8:30 pm	Sevasadan School, Erandawne, Pune 4	45
<b>Diploma Course in Japanese (Total : 95 seats)</b>					
J D 1	Sat-Sun	Morning	10:00 am -1:00pm	FL Dept. Pune 4	50
J D 2	M - W - F	Evening	6:30 pm - 8:30 pm	Sevasadan School, Erandawne, Pune 4	45
<b>Advanced Diploma in Japanese (Total : 50 seats)</b>					
J A 1	M - W - F	Morning	07:30 am-9:30 am	FL Dept. Pune 4	50
<b>Special Diploma in Japanese Civilization and Translation (Total : 30 seats)</b>					
J S 1	T - Th - S	Morning	7:30 am -9:30 am	FL Dept. Pune 4	30

## FRENCH LANGUAGE COURSES: ELIGIBILITY

<b>Certificate Course in French</b>	<p><b>Basic Qualification :</b> SSC/ CBSC/ ICSE with 10<sup>th</sup> standard</p> <p><b>Equivalent Qualification :</b> SSC Old (before 1975) with 11<sup>th</sup> standard</p>
<b>Intensive Certificate Course in French</b>	<p><b>Basic Qualification :</b> SSC/ CBSC/ ICSE with 10<sup>th</sup> standard</p> <p><b>Equivalent Qualification :</b> SSC Old (before 1975) with 11<sup>th</sup> standard,</p>
<b>Diploma in French :</b>	<p><b>Basic Qualification :</b></p> <ol style="list-style-type: none"> <li>1. Certificate course in French from SPPU (University of Pune)</li> <li>2. Intensive Certificate course in French from SPPU (University of Pune)</li> </ol>
	<p><b>Equivalent Qualification :</b></p> <ol style="list-style-type: none"> <li>3. HSC (Std.10+2) with minimum 70% marks in French subject at std.12, provided candidate has given at least 100 marks paper at 12th std.</li> <li>4. FYBA passed in all subjects; with min. 70% in the subject of adv. level French.</li> <li>5. FY B Com passed in all subjects; with min. 70% marks in French.</li> <li>6. Any other Course in French of at least 180 hrs. with minimum 80% marks.</li> </ol>
<b>Advanced Diploma in French</b>	<p><b>Basic Qualification</b></p> <ol style="list-style-type: none"> <li>1. Diploma in French of SPPU (University of Pune)</li> </ol>
	<p><b>Equivalent Qualification</b></p> <ol style="list-style-type: none"> <li>2. SYBA general with at least 75% marks in the subject of French / SYBA French Special with at least 60% marks in French</li> <li>3. Course in French of at least 360 hours with min. 70% marks.</li> </ol>
<b>Special Diploma in Commercial French</b>	<p><b>Basic Qualification :</b></p> <ol style="list-style-type: none"> <li>1. Advanced Diploma in French of SPPU (University of Pune)</li> </ol>
	<p><b>Equivalent Qualification :</b></p> <ol style="list-style-type: none"> <li>2. BA passed with French as general subject with min. 70% marks in French/ French as special subject with min. 60% in French.</li> <li>3. Course in French of at least 500 hours with min. 70% marks.</li> </ol>

<b>FRENCH LANGUAGE BATCHES 2017-18</b>					
<b>Batch</b>	<b>Days</b>	<b>Session</b>	<b>Timings</b>	<b>Centre</b>	<b>Capacity</b>
<b>Certificate Course in French (Total : 280 seats)</b>					
FC 1	Tue -Thu -Sat	Morning	8:30 - 10:30am	FL Dept. Pune 4	50
FC 2	Mon-Wed- Fri	Afternoon	4 - 6 pm	FL Dept. Pune 4	50
FC 3	Mon-Wed- Fri	Evening	6:30 - 8:30 pm	Sevasadan School, Erandawne, Pune 4	45
FC 4	Tue -Thu -Sat	Evening	6:30 - 8:30 pm	Sevasadan School, Erandawne, Pune 4	45
FC 5	Mon-Wed- Fri	Evening	4.30 - 6.30 pm	Ness Wadia College, Pune 1	50
FC 6	Mon-Wed- Fri	Morning	8:30 - 10:30 am	Sevasadan School, <b>Kumathekar Road,</b> <b>Pune 30</b>	40
<b>Intensive Certificate Course in French (50 Seats)</b>					
FIC 1	Mon to Fri	Evening	6:30 ~ 8:30 pm	Sevasadan School, Erandawne, Pune 4	50
<b>Diploma Course in French (Total : 100 seats)</b>					
FD 1	Mon-Wed-Fri	Morning	8:30-10:30am	FL Dept. Pune 4	50
FD 2	Mon-Wed-Fri	Evening	6:30 - 8:30pm	FL Dept. Pune 4	50
<b>Advanced Diploma in French (Total : 40 seats)</b>					
FA 1	Mon-Wed-Fri	Evening	6:30 - 8:30pm	FL Dept. Pune 4	40
<b>Special Diploma in Commercial French (Total : 20 seats)</b>					
FSC	Tue -Thu -Sat	Evening	6:30 - 8:30pm	FL Dept. Pune 4	20

## GERMAN LANGUAGE COURSES: ELIGIBILITY

<b>Certificate</b>	<p><b>Basic Qualification :</b> SSC/ CBSC/ ICSE with 10th standard</p> <p><b>Equivalent Qualification :</b> SSC Old (before 1975) with 11<sup>th</sup> standard,</p>
<b>Intensive Certificate</b>	<p><b>Basic Qualification :</b> SSC/ CBSC/ ICSE with 10th standard</p> <p><b>Equivalent Qualification :</b> SSC Old (before 1975) with 11<sup>th</sup> standard,</p>
<b>Diploma</b>	<p><b>Basic Qualification :</b> (70% seats) Certificate / Int. Certificate course in German from SPPU (University of Pune)</p> <p><b>Equivalent Qualification :</b> (30% seats)</p> <ol style="list-style-type: none"> <li>1. HSC (Std.10+2) with minimum 70% marks in German subject of 100 marks paper</li> <li>2. F.Y.B.A. / B. Com. with 70% marks in German Subject at beginner's OR advanced level</li> <li>3. 180 hrs. course in German with minimum 80% marks.</li> <li>4. A2 of Goethe Inst./ MMB with 80% marks (grade 'Gut')</li> </ol>
<b>Advanced Diploma</b>	<p><b>Basic Qualification :</b> (70% seats) Diploma/ Int. Diploma in German of SPPU (University of Pune)</p> <p><b>Equivalent Qualification :</b> (30% seats)</p> <ol style="list-style-type: none"> <li>1.S.Y.B.A. with at least 60% marks in German general or Special</li> <li>2.360 hrs course in German with min. 80% marks.</li> <li>3. B2 of Goethe Inst./MMB with 80% marks (grade 'Gut')</li> </ol>
<b>Special Diploma</b>	<p><b>Basic Qualification :</b> (70% seats) Adv. Diploma in German of SPPU (University of Pune)</p> <p><b>Equivalent Qualification :</b> (30% seats)</p> <ol style="list-style-type: none"> <li>1.B.A. with at least 60% marks in German at general or Special level</li> <li>2.540 hrs course in German with min. 80% marks.</li> <li>3. C1 of Goethe Inst./MMB with 80% marks (grade 'Gut')</li> </ol>

GERMAN LANGUAGE BATCHES 2017-18					
Batch	Days	Session	Timings	Centre	Capacity
<b>Certificate Course in German (Total : 325 seats)</b>					
G C 1	Mon-Wed-Fri	Morning	8.30-10.30 am	FL Dept. Pune 4	50
G C 2	Mon-Wed-Fri	Afternoon	4 - 6 pm	FL Dept. Pune 4	50
G C 3	Mon-Wed-Fri	Evening	6.30-8.30 pm	Sevasadan High School, Erandawne, Pune 4	45
G C 4	Mon-Wed-Fri	Evening	6.30-8.30 pm	Sevasadan High School, Erandawne, Pune 4	45
G C 5	Mon-Wed-Fri	Evening	6.30-8.30 pm	Sevasadan High School, Erandawne, Pune 4	45
G C 6	Tue -Thu -Sat	Evening	6.30-8.30 pm	Sevasadan High School, Erandawne, Pune 4	45
G C 7	Tue -Thu -Sat	Evening	6.30-8.30 pm	Sevasadan High School, Erandawne, Pune 4	45
<b>Intensive Certificate Course in German (Total : 140 seats)</b>					
G I C 1	Mon to Fri	Morning	8.30-10.30 am	FL Dept. Pune 4	<b>50</b>
G I C 2	Mon to Fri	Morning	8.30 - 10.30am	Sevasadan , Kumathekar Road, Pune 30	<b>40</b>
G I C 3	Mon to Fri	Evening	6.30-8.30 pm	Sevasadan High School, Erandawne, Pune 4	<b>50</b>
<b>Diploma Course in German (Total : 145 seats)</b>					
G D 1	Mon-Wed-Fri	Morning	8.30-10.30 am	Sevasadan School, <b>Kumathekar Road,</b> <b>Pune 30</b>	50
G D 2	Tue -Thu -Sat	Afternoon	4 - 6 pm	FL Dept. Pune 4	50
G D 3	Tue -Thu -Sat	Evening	6.30-8.30 pm	Sevasadan High School, Erandawne, Pune 4	45
<b>Advanced Diploma in German (Total : 50 seats)</b>					
G A 1	Mon-Wed-Fri	Evening	6.30-8.30 pm	FL Dept. Pune 4	50
<b>Special Diploma in Commercial German (Total : 30 seats)</b>					
G S C	Wed-Thu- Fri	Evening	6.30-8.30 pm	FL Dept. Pune 4	30
<b>Special Diploma in German Translation (Total : 30 seats)</b>					
G S T	Mon - Tue	Evening	6.30-8.30 pm	FL Dept. Pune 4	30



## RUSSIAN LANGUAGE ELIGIBILITY

<b>Certificate in Russian</b>	<b>Basic Qualification :</b> SSC/ CBSC/ ICSE with 10th standard <b>Equivalent Qualification :</b> SSC Old (before 1975) with 11 <sup>th</sup> standard,
<b>Diploma in Russian</b>	<b>Basic Qualification :</b> 1. Certificate course in Russian from SPPU (University of Pune) (70% seats) <b>Equivalent Qualification :</b> 2. HSC (Std.10+2) with minimum 70% marks in Russian subject at std.10+2, provided candidate has given at least 100 marks paper at 12 <sup>th</sup> std. 3. Course in Russian of at least 180 hrs.
<b>Advanced Diploma in Russian</b>	<b>Basic Qualification :</b> Diploma in Russian of SPPU (University of Pune) <b>Equivalent Qualification :</b> Course in Russian of at least 350 hours
<b>Special Diploma in Russian</b>	<b>Basic Qualification :</b> Advanced Diploma in Russian of SPPU (University of Pune) (If necessary entrance test.)

RUSSIAN LANGUAGE BATCHES 2017-18					
Batch	Days	Session	Timings	Centre	Capacity
<b>Certificate Course in Russian (Total : 50 seats)</b>					
R C 1	Mon-Wed-Fri	Evening	6:30 ~ 8:30 pm	FL Dept. Pune 4	30
R C 2	Mon-Wed-Fri	Morning	8.30 - 10.30am	Sevasadan, Kumathekar Road, Pune 30	20
<b>Diploma Course in Russian (Total : 15 seats)</b>					
R D 1	Mon-Wed-Fri	Morning	8.30 - 10.30am	FL Dept. Pune 4	15
<b>Advanced Diploma in Russian (Total : 15 seats)</b>					
R A 1	Mon-Wed-Fri	Evening	6:30 - 8:30 pm	FL Dept. Pune 4	10
<b>Special Diploma Course in Russian (Total : 10 seats)</b>					
R S 1	Tue -Thu -Sat	Evening	6:30 ~ 8:30 pm	FL Dept. Pune 4	10

## SPANISH LANGUAGE ELIGIBILITY

<b>Certificate Course in Spanish</b>	<b>Basic Qualification :</b> SSC/ CBSC/ ICSE with 10th standard <b>Equivalent Qualification :</b> SSC Old (before 1975) with 11 <sup>th</sup> standard,
<b>Intensive Certificate in Spanish</b>	<b>Basic Qualification :</b> SSC/ CBSC/ ICSE with 10th standard <b>Equivalent Qualification :</b> SSC Old (before 1975) with 11 <sup>th</sup> standard,
<b>Diploma in Spanish</b>	<b>Basic Qualification :</b> Certificate course / Intensive Certificate course in Spanish from SPPU (University of Pune) <b>Equivalent Qualification</b> DELE A2 level OR 180 hours course in Spanish from any other language institute with minimum 75% marks. There will be no entrance test for candidates having equivalent qualification.
<b>Advanced Diploma in Spanish</b>	<b>Qualification :</b> Diploma in Spanish of SPPU (University of Pune) <b>Equivalent Qualification</b> DELE B1 level OR 360 hours course in Spanish from any other language institute with minimum 80% marks. There will be no entrance test for candidates having equivalent qualification.
<b>Special Diploma in Spanish</b>	<b>Qualification :</b> Advanced Diploma in Spanish of SPPU (University of Pune) <b>Equivalent Qualification</b> DELE B2 level OR 500 hours course in Spanish from any other language institute with minimum 80% marks. There will be no entrance test for candidates having equivalent qualification.

<b>SPANISH LANGUAGE BATCHES 2017-18</b>					
<b>Batch</b>	<b>Days</b>	<b>Session</b>	<b>Timings</b>	<b>Centre</b>	<b>Capacity</b>
<b>Certificate Course in Spanish (Total : 145 seats)</b>					
S C 1	Tue - Thu - Sat	Morning	8:30 ~ 10:30 am	FL Dept. Pune 4	50
S C 2	Tue-Thu- Sat	Evening	6:30 ~ 8:30 pm	FL Dept. Pune 4	50
S C 3	Mon- Wed- Fri	Evening	6:30 ~ 8:30 pm	Sevasadan School, Erandawne, Pune 4	45
<b>Intensive Certificate Course in Spanish (Total seats 45)</b>					
S I C 1	Mon. to Fri.	Evening	6:30 ~ 8:30 pm.	Sevasadan School, Erandawne, Pune 4	45
<b>Diploma Course in Spanish (Total : 70 seats)</b>					
S D 1	Mon -Wed- Fri	Morning	8:30 ~ 10:30 am	FL Dept. Pune 4	35
S D 2	Tue -Thu -Sat	Evening	6:30 ~ 8:30 pm	FL Dept. Pune 4	35
<b>Advanced Diploma in Spanish (Total : 35 seats)</b>					
S A 1	Mon -Wed- Fri	Evening	6:30 ~ 8:30 pm	FL Dept. Pune 4	35
<b>Special Diploma in Spanish (Total : 30 seats)</b>					
S S 1	Mon -Wed- Fri	Morning	8:30 ~ 10:30 am	FL Dept. Pune 4	30

## Instructions

**ALL THE ADMISSIONS WILL BE DONE ON THE BASIS OF MERIT.**

### Procedure of admission:

1. Log on to <http://campus.unipune.ac.in> This portal now also caters to the part time admissions of FL department. Click on the Link **Sign up** if you don't have an account.
2. If you have already sought admission for any part time of the FL department last year or any other Post Graduate course of SPPU since last year, you have to log in with the same ID and click on Create New Form. Your personal information will be readily available. No need to fill it up again.
3. **Those who Sign up for the first time will get the Login ID and password you have created by email on the email ID you give while signing up for your reference. It is essential for the candidate to remember his/her Login ID and Password for further transactions.**
4. You can start filling up a form immediately; or you can do so later by going back to <http://campus.unipune.ac.in> and logging in. Fill up the form carefully and completely. Now you also have card payment option.
5. Upload a scanned photo onto the form as a part of the filling process. Bring the same photo with you while confirming admission. It will be used for your I-card. (No selfie please).
6. **In payment part you have two options : Bank Challan or Card Payment. Bank challan option will give you choice of 2 banks. Select one. The challan will be created payable in that bank of your choice.**  
**Download the form by clicking on the print link. Take a print out of the Application Form containing 3 pages: Application Form, Declaration Page & Challan / Payment Acknowledgement Page. This page will also contain your form number.**
7. **At times, some people make a mistake in filling up personal details including marks and then create another form. If you happen to be such a candidate, MAKE SURE THAT THE BANK CHALLN YOU USE TO PAY,**

**CORRESPONDS WITH THE FORM YOU WISH TO SUBMIT. Your form is liable to be rejected in case of mismatch.**

If you have already paid through online payment option and then wish to modify the personal details - NOT COURSE RELATED DETAILS - then write to [CSPSupport@pun.unipune.ac.in](mailto:CSPSupport@pun.unipune.ac.in) to get your form modified before submitting. In any case print the form if applying on the last date. Once it is off system, you will not be able to print it.

8. Beginners, you may apply for more than one language by creating a separate form and challan for each language course and by paying Rs. 300/- for each application. Even if your name appears in the merit lists of more than one language, finally you can take admission to **only one** language course. The application fee of Rs. 300/- paid for the other part time course / language(s) will NOT be refunded.
  9. Sign the Application Form and the Undertaking before submitting it.
  10. Attach photocopies of all the required documents, duly attested to the form. Attestation will NOT be done at the Department of Foreign Languages, but if the applicant himself / herself is submitting the form, self attestation will be acceptable.
  11. **Please bring the originals for verification.**
  12. **If using Bank Challan option, pay Rs. 300/- using the challan created in any of the branches of HDFC Bank OR Bank of Maharashtra. One part of the challan will be kept by the bank. Two parts will be returned to you.**
  13. Submit the form along with the attachments and University Copy of the challan by hand in the Department of Foreign Languages, SPPU, Ranade Institute Building, Gopal Krishna Gokhale Path, (the official name of FC Road) Deccan Gymkhana, Pune - 411 004. Bring the original documents for verification. You will be given acknowledgement on the student copy of the challan / payment receipt.
- N.B. Diploma and above students too need to bring the SSC mark list only for checking the name. They will also bring the mark list of the qualifying examination in the language concerned.

14. All admissions to the Certificate and Intensive Certificate Courses will be made on the basis of merit of **total marks secured at S.S.C. or an equivalent examination** and as per reservation quota.
15. The merit lists for all the courses will be put up on the notice board of the **Department of Foreign Languages, SPPU, Pune 411004** as well as will be available on <http://campus.unipune.ac.in> as per the schedule.
16. **For confirming admission, the candidates are requested to -**
  - a. **Check the merit list and batch number within the stipulated time.**
  - b. **Visit <http://campus.unipune.ac.in> Log in and open your Application Form within the stipulated time schedule. A challan will be created for paying the tuition fees. Take a print out of this page. Pay the tuition fees in any of the branches of HDFC Bank OR Bank of Maharashtra. One part of the challan will be kept by the bank. Two parts will be returned to you. OR pay using online mode and print the acknowledgement in two parts.**
  - c. **Submit the University Copy of the challan / payment receipt by hand in the Department of Foreign Languages, SPPU, Gopal Krishna Gokhale Path, Pune 411004. You will be given acknowledgement on the student copy of the challan/payment receipt.**
  - d. **Bring a copy of the scanned photo for your I-card.**

**Please note the following:**

1. Beginners, you may apply for more than one language by creating a separate form and challan for each language course and by paying Rs. 300/- for each application. Even if your name appears in the merit lists of more than one language, finally you can take admission to **only one** language course. The application fee of Rs. 300/- paid for the other course / language(s) will NOT be refunded.
2. Beginners, in case you apply for only one particular language course and if it happens to be oversubscribed, you may be offered with another language **FOR THE SAME APPLICATION FEE provided Second Option of language was filled by you while filling up the form.** This procedure will take place **AFTER** the third merit list. In that case, you will be communicated by email.

3. Acceptance of the admission form does not mean confirmation of admission to the course.
4. Incomplete applications (not generated in our system) or applications not accompanied by **relevant attested copies** of certificates will not be considered.
5. **Forms received late for any reason whatsoever or submitted at any other place will not be considered.**
6. Providing incorrect or false information or marks will lead to cancellation of admission and forfeiture of the fees paid.
7. **It is your responsibility to check your name in the Merit list and complete the admissions procedure WITHIN THE STIPULATED TIME FRAME.**
8. **Failing to submit the Fee challan in the Department within the stipulated period will automatically cancel your priority to take admission. Your case could then be considered only after the last date of submission of last merit list if any seats are vacant.**
9. You may or may not get the batch of your first preference. But the availability or otherwise will be clear in the merit list itself. No change of batch will be allowed.