



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

Department of Foreign Languages offers One Semester Part-Time Courses in 3 languages

From January to May 2017

FRENCH, GERMAN AND SPANISH

Intensive Certificate

Levels :

- 1. Intensive Certificate in French, German , Spanish**

Centres:

- 1. Department of Foreign Languages, Gopal Krishna Gokhale Path, Deccan Gymkhana, Pune 411 004.**
- 2. Sevasadan High School, Erandawne, near Deenanath Hospital, Pune 411004.**

N.B. ALL COURSES are NOT offered at ALL CENTRES. Please check SPECIFIC LANGUAGE TABLES for the Courses and Centres for the year 2016-2017.

One Semester Intensive Courses

Duration : 4½ Months from 2nd January to 6th May 2017; 5 days a week, 2 hours per day. Exams will take place in May 2017.

Eligibility

- For Intensive Certificate Level : SSC or equivalent**
- For Intensive Diploma Courses : Certificate / Intensive Certificate Course in the same language or equivalent ***

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

Schedule for Admissions

	From	To	Timings
Forms available on the Website	10 Nov 2016	21 Nov 2016	

Submission of Application Forms along with the challan for Application Fees and relevant enclosures	21 to 23 Nov 2016	11am to 2 pm
Display of First Merit List	25 by 6 pm	
Submission of challans for Tuition Fees for the First Merit List	26 and 28 Nov 2016	11am to 3 pm
Display of Second Merit List	29 Nov 2016	
Submission of challans for Tuition Fees for the 2nd Merit List	30 Nov 2016	01 Dec 2016 11am to 2 pm
Third Merit List (if required)	2 Dec 2016 by 6 pm	
Submission of challans for Tuition Fees for the 3rd Merit List	3 Dec 2016	11am to 2 pm

Fee Structure FOR COURSES IN ALL 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
INTENSIVE CERTIFICATE	4 & ½ months	4,260/-	8,160/-	12,060/-	19,860/-

Language wise Eligibility and Batches

N.B. : AFTER considering the social reservations -

(i) 2 seats per Intensive Certificate Course are reserved for old SSC (11th Std.).

(ii) All other Courses in all the languages have 70% seats for Basic Qualification and 30% for Equivalent qualification. Deviation if any is mentioned under respective languages.

(iii) Please enter the MARKS in figures. Grades alone are insufficient to prepare the merit list.

FRENCH LANGUAGE ELIGIBILITY

Certificate Course in French	Basic Qualification : SSC/ CBSC/ ICSE with 10 th standard Equivalent Qualification : SSC Old (before 1975) with 11 th std
Intensive Certificate Course in French	Basic Qualification : SSC/ CBSC/ ICSE with 10 th standard Equivalent Qualification : SSC Old (before 1975) with 11 th std

GERMAN LANGUAGE ELIGIBILITY

Certificate	Basic Qualification : SSC/ CBSC/ ICSE with 10 th standard Equivalent Qualification : SSC Old (before 1975) with 11 th standard
Intensive Certificate	Basic Qualification : SSC/ CBSC/ ICSE with 10 th standard Equivalent Qualification : SSC Old (before 1975) with 11 th standard

SPANISH LANGUAGE ELIGIBILITY

Intensive Certificate in Spanish	Basic Qualification : SSC/ CBSC/ ICSE with 10 th standard Equivalent Qualification : SSC Old (before 1975) with 11 th standard
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FRENCH/GERMAN/SPANISH LANGUAGE BATCHES 2016-17					
Batch	Days	Session	Timings	Centre	Capacity
Intensive Certificate Course in French (Total : 50 seats)					
F I C 2	Mon to Fri	Evening	6:30 ~ 8:30 pm	Sevasadan High School, Erandawne, Pune 4	50
Intensive Certificate Course in German (Total : 100 seats)					
G I C 3	Mon to Fri	Morning	8.30am – 10.30am	FL Dept. Pune 4	50
G I C 4	Mon to Fri	Evening	6.30pm – 8.30pm	Sevasadan High School, Erandawne, Pune 4	50
Intensive Certificate Course in Spanish (Total : 50 seats)					
S I C 2	Mon to Fri	Evening	6:30 ~ 8:30 pm	Sevasadan High School, Erandawne, Pune 4	50

Instructions

ALL THE ADMISSIONS WILL BE DONE ON THE BASIS OF MERIT. See the procedure on next page.

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 PG course of SPPU, you have to log in with the same ID.
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.
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.
6. **Only if the form is completed in every respect, you will see the Create Challan link. Click on the same and you will get a message that your form is ready for printing. 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 Page. The challan 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 CHALLN YOU USE TO PAY, CORRESPONDS WITH THE FORM YOU WISH TO SUBMIT. Your form is liable to be rejected in case of mismatch.**
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.
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. Pay Rs. 300/- using the challan created online 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, 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.**

14. All admissions to the 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.
- c. Submit the University Copy of the challan 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.
- 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 or 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 go to <http://campus.unipune.ac.in>, check your name in the Merit list within the stipulated time schedule, log in again and create the Fees challan. 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. Submit one copy of fees challan to the Department 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.**