



SAVITRIBAI PHULE PUNE UNIVERSITY
DEPARTMENT OF FOREIGN LANGUAGES

The following part time courses are hereby announced

Language and level:

1. Intensive Certificate Course : - *French, German, Spanish, Japanese* (beginners' course)
2. Intensive Diploma Course : - *German* (for those who already have done Certificate or Intensive Certificate Course in German)

Duration :180 hours

Centres : The courses will be conducted in Online and Offline mode in 2022-23. However, the final examination may be conducted in offline mode. The candidate can choose either an online batch or offline batch (if available). Once the batch is selected, the candidates cannot switch from online to offline mode or vice versa. The offline batches will be conducted on the Ranade Institute Campus, F.C. Road, Pune. All the information regarding the conduct of examinations will be communicated well in advance.

Intensive Certificate Course : - *French, German, Spanish and Japanese* from 09th January 2023 to 25th May 2023, five days a week, two hours per day. Examination will take place in the first week of June 2023.

Intensive Diploma Course: - 15th February 2023 to 30th June 2023, five days a week, two hours per day. Examination will take place in the first week of July 2023.

N.B. : All admissions will be done as per merit and social reservations norms of Maharashtra State Govt.

❖ **Eligibility and Batches :**

For all **Intensive Certificate courses**: HSC XII std or Equivalent (SSC + 3 years Diploma)

❖ **Eligibility for Intensive Diploma in German**

Basic Qualifications : (70% seats)

Certificate / Intensive Certificate Course in German of SPPU conducted by FL Department

Equivalent Qualifications :(30% seats) any one of the following–

1. HSC with German as one subject; minimum 70% in German
2. Minimum 70% in German at FY BA/BCom/BBA

3. 180 hours' classroom learning of German from a recognized institute affiliated to SPPU, exam passed with min.70%

4. A2 exam of GI/MMB passed with minimum 70%(GUT grade)

Batch	Days	Time	Timing	Venue	Intake
Intensive Certificate Course in German (Seats 200)					
G I C 5	Monday to Friday	Morning	8.30 to 10.30	Online	50
G I C 6	Monday to Friday	Evening	6.30 to 8.30	Offline FL Department	50
G I C 7	Monday to Friday	Evening	6.30 to 8.30	Online	50
G I C 8	Monday to Friday	Evening	6.30 to 8.30	Online	50
Intensive Diploma in German (Seats 100)					
G I D 3	Monday to Friday	Evening	6.30 to 8.30	Online	50
G I D 4	Monday to Friday	Evening	6.30 to 8.30	Online	50

Intensive Certificate Course in French (Seats 150)					
Batch	Days	Time	Timing	Venue	Intake
F I C 4	Monday to Friday	Morning	8.30 to 10.30	Online	50
F I C 5	Monday to Friday	Afternoon	4.00 to 6.00	Offline FL Department	50
F I C 6	Monday to Friday	Evening	6.30 to 8.30	Online	50

Intensive Certificate Course in Spanish (Seats 50)					
Batch	Days	Time	Timing	Venue	Intake
S I C 2	Monday to Friday	Evening	6.30 to 8.30	Online	50

Intensive Certificate Course in Japanese (Seats 50)					
Batch	Days	Time	Timing	Venue	Intake
J I C 2	Monday to Friday	Morning	7.30 to 9.30	Online	50

❖ **ADMISSIONS SCHEDULE**

Intensive Certificate Course (For beginners) French / German / Spanish / Japanese Classes to begin from 16 January 2023	From	To
Forms can be created on the CCEP portal	25/11/2022	15/12/2022
First Merit List	21 st December 2022 by 6 p.m.	
Payment of Tuition Fees by 1 st Merit List candidates	Till 25 th December 2022	
Second Merit List	27 December 2022 by 6 p.m.	
Payment of Tuition Fees by 2 nd Merit List candidates	Till 31 st December 2022	
Third Merit List (if necessary)	3 rd January 2023 by 1 p.m.	
Payment of Tuition Fees by 3 rd Merit List candidates	Till 5 th January 2023	

N.B. Please enter marks while filling the form. Just grades are not enough for preparing Merit Lists

Intensive Diploma Course in German Classes to begin from 15 February 2023	From	To
Forms can be created on the CCEP portal	29/12/2022	20/1/2023
First Merit List	25 th January by 6 p.m.	
Payment of Tuition Fees by the 1 st Merit List candidates	Till 31 st January 2023	
Second Merit List	2 nd February 2023 by 6 p.m.	
Payment of Tuition Fees by 2 nd Merit List candidates	Till 5 th February 2023	
Third Merit List (if necessary)	8 th February 2023 by 1 p.m.	
Payment of Tuition Fees by 3 rd Merit List candidates	Till 10 th February 2023	

N.B. If there are any candidates of GID with equivalent qualification, they should also write a mail to dfloggerman19.20@gmail.com mentioning their Application id. In case the number of candidates with equivalent qualifications applying for Intensive Diploma exceeds the 30% limit, an entrance exam will be conducted, details of which will be communicated to the concerned students later.

Fees

- 1. Application Fees Rs 600/- (general) Rs 400/- (for SC, ST candidates)
The application fee is non refundable**
- 2. Tuition Fees –**

TUITION FEES FOR MAHARASHTRA DOMICILE		
Course Name	Duration	
Intensive Certificate	4 & ½ months	6170
Intensive Diploma	4 & ½ months	8120

For Non-Maharashtra Domicile the tuition fees are double, Other Fees remain the same. For Foreign Nationals, the tuition fees are three times, Other Fees remain the same.

N.B. : All admissions will be done as per merit and social reservations norms of Maharashtra State Govt.

Admission Procedure:

1. Go to <http://campus.unipune.ac.in/CCEP/Login.aspx> If you have not already registered your name in the system, please do so by clicking on **Register**. The user name and password you create will be required every time you want to log in.
2. Initial fields pertain to your Profile– personal and academic. **The information required for the part time courses of F.L Department (Intensive Certificate Course) is marks at HSC or equivalent only.** As for Intensive Diploma in German, marks obtained in the qualifying examination are also required. No other qualifications are of any use for this purpose. Since it is the same form for all possible courses of SPPU, you need to identify the necessary qualification required for the course you intend to apply for. Hence, click on Special / General option under HSC and then select Basic qualification “HSC with 12std only”. For SSC + 3 years Diploma, click on Equivalent qualification. Under “upload documents” upload your qualifying exam mark list, your photograph and signature. **The same photo will be required when you confirm your admission.**
3. If you have already registered your name for another fulltime course, then all above information can be found when you log in.

4. You may proceed to apply by clicking on 'Application'. There select All in the dropdown menu. Then you will see the option Certificate / Diploma Courses. Select the same. That will show you the available courses of F.L. department. Select the desired course and complete the form.
5. Application fees are to paid Online.After the payment is done, your form will be ready to Print. Clicking on Print will show your form with 3 pages – basic form; check list and declaration; fess challan in duplicate. It will have your application number with FL department reference (e.g. FL-2122-FIC-200) If FL Application Number is not visible on the challan page, bring this to our notice immediately, by writing to cspsupport@pun.unipune.ac.in AND fl@unipune.ac.in with subject line “FL Application Number not visible on Challan Page”
6. Since we are not asking to bring a hard copy, you need not take a print out, but YOU MUST DOWNLOAD THE APPLICATION FORM ON YOUR DEVICE for future reference.
7. Merit lists of Intensive Certificate courses will be based on marks obtained in **H.S.C.** or equivalent examination and by following the social reservations.
8. All merit lists will be displayed both at the FL department (hard copy) and on the FL Department Home page, CCEP portal (soft copy) on the scheduled dates.
9. **In order to confirm your admission-**
 - a. Check the merit list within the stipulated period.
 - b. If your name is in the merit list, log in to the CCEP portal and pay the tuition fees online. **It is essential to pay the tuition fees within the stipulated period and confirm your seat.** If not, you lose your claim to the seat and it goes to a waitlisted candidate. Even if there is no waiting list, the system closes as per schedule. Also, **once the classes begin, late entrants will not be taught from the beginning.**
 - c. When you pay the tuition fees, the paid challan will be ready to print. That challan too must contain your Application number. Make sure that it is there. **Also download that fees challan cum receipt.**

Please note -

1. Beginners, you may apply for more than one language by creating as many forms and paying separate application fees per language. Even if your name appears in the merit list of more than one languages, **you can take admission to only one course.** Application fees paid for other languages will not be refunded. **IF YOU HAVE TAKEN ADMISSION TO ANOTHER PART TIME COURSE, YOU CANNOT ENROL FOR AN INTENSIVE COURSE OF THIS SESSION.**
2. Beginners, if the language you have applied for is oversubscribed and your name could not be included in the merit lists, but if there are seats in another language course then you will be offered the same for the same application fees. Therefore, please fill up the second language preference while filling up the form. You will be contacted regarding the same by e-mail.

3. Generating the application form does not mean that your seat is confirmed.
4. **Your admission is liable to be cancelled if information provided by you is found to be incorrect. No refund will be payable in such case.**
5. You may or may not get the batch of your choice. The batch allocation will be announced along with the merit lists.