



**Savitribai Phule Pune University  
Department of Foreign Languages**

**Department of Foreign Languages offers Part - Time Intensive Courses in :**

***FRENCH, GERMAN AND SPANISH***

**Levels :**

- 1. Intensive Certificate Course in French, German and Spanish**
- 2. Intensive Diploma Course in German**

**Duration :** 4½ months

- Centers :**
- 1. Department of Foreign Languages, Deccan Gymkhana, F.C. Road, Pune 411004.**
  - 2. NMV Girls' High School, behind S.P. College, Pune 411030.**

**N.B. ALL COURSES are NOT offered at ALL CENTRES. Please check SPECIFIC LANGUAGE TABLES for the Courses and Centres for the year 2015-2016**

**Intensive Certificate Courses in French, German and Spanish : Duration 4 & ½ months, classes begin on 4th January 2016.**

**Intensive Diploma Course in German : Duration 4 & ½ months, classes begin on 18<sup>th</sup> January 2016.**

**Eligibility**

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

**Schedule for Admissions**

<b>Intensive Certificate Courses</b>	<b>From</b>	<b>To</b>	<b>Timing</b>
Forms available on the Website	16 November 2015	26 November 2015	
Submission of Application Forms along with the DD for Application Fees and relevant enclosures	26 November 2015	28 November 2015	11 am - 2 pm
<b>Display of First Merit List</b>	<b>1 December 2015</b>		
Submission of DD for Tuition Fees for the First Merit List	2 December 2015	4 December 2015	11 am - 2 pm
<b>Display of Second Merit List</b>	<b>7 December 2015</b>		
Submission of DD for Tuition Fees for the 2nd Merit List	8 December 2015	9 December 2015	11 am - 2 pm
<b>Third Merit List (if necessary)</b>	<b>10 December 2015</b>		
Submission of DD for Tuition Fees for the 3rd Merit List	11 December 2015		11 am - 2 pm

<b>Intensive Diploma Course in German</b>	<b>From</b>	<b>To</b>	<b>Timing</b>
Forms available on the Website	4 January 2016	7 January 2016	
Submission of Application Forms along with the DD for Application Fees and relevant enclosures	7 January 2016	8 January 2016	11 am - 2 pm
<b>Display of First Merit List</b>	<b>10 January 2016</b>		
Submission of DD for Tuition Fees for the First Merit List	11 January 2016	12 January 2016	11 am - 2 pm
<b>Display of Second Merit List</b>	<b>14 January 2016</b>		
Submission of DD for Tuition Fees for the 2nd Merit List	15 January 2016		3 pm - 5 pm
<b>Third Merit List (if necessary)</b>	<b>16 January 2016</b>		
Submission of DD for Tuition Fees for the 3rd Merit List	18 Jan 2016		11 am - 1 pm

## Fee Structure

## FOR COURSES IN ALL LANGUAGES

1. Application Processing fees for all applicants: Rs 300/- non refundable.
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/-
INTENSIVE DIPLOMA	4 & ½ months	4,910/-	9,460/-	14,010/-	23,110/-

### Language wise Eligibility and Batches

**N.B. : AFTER considering the social reservations -**

**(i) 5 seats per Intensive Certificate Course are reserved for old SSC 11<sup>th</sup> Std.**

**(ii) For Intensive Diploma in German 70% seats are for Basic Qualification and 30% for Equivalent qualification.**

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

### GERMAN LANGUAGE ELIGIBILITY

<b>Intensive Certificate</b>	<b>Basic Qualification :</b> SSC/ CBSC/ ICSE with 10 <sup>th</sup> standard <b>Equivalent Qualification :</b> SSC Old (before 1975) with 11 <sup>th</sup> standard (10 seats)
<b>Intensive Diploma</b>	<b>Basic Qualification :</b> (70% seats) Certificate / Int. Certificate course in German from University of Pune <b>Equivalent Qualification :</b> (f30% seats.) 1. HSC (Std.10+2) with minimum 70% marks in German subject of 100 marks paper 2. FYBA / B. Com with 70% marks in German Subject at beginner's OR adv.Level 3. 180 hrs. course in German with minimum 80% marks. 4. A2 of GI/MMB with 80% marks (grade 'Gut')

### GERMAN LANGUAGE BATCHES 2015-16 (second half)

Batch	Days	Session	Timings	Centre	Capacity
<b>Intensive Certificate Course in German (Total : 150 seats)</b>					
G I C 4	Mon to Fri	Morning	8.30am – 10.30am	FL Dept. Pune 4	50
G I C 5	Mon to Fri	Evening	6.30pm – 8.30pm	NMV Girls' High School	50
G I C 6	Mon to Fri	Evening	6.30pm – 8.30pm	NMV Girls' High School	50
<b>Intensive Diploma Course in German (Total : 50 seats)</b>					
G I D 2	Mon to Fri	Evening	6.30pm – 8.30pm	NMV Girls' High School	50

## FRENCH LANGUAGE ELIGIBILITY

<b>Intensive Certificate Course in French</b>	<b>Basic Qualification :</b> SSC/ CBSC/ ICSE with 10 <sup>th</sup> standard <b>Equivalent Qualification :</b> SSC Old (before 1975) with 11 <sup>th</sup> std
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<b>FRENCH LANGUAGE BATCHES 2015-16 (second half)</b>					
Batch	Days	Session	Timings	Centre	Capacity
<b>Intensive Certificate Course in French (50 Seats)</b>					
F I C 2	Mon to Fri	Evening	6:30 ~ 8:30 pm	NMV Girls' High School	50

## SPANISH LANGUAGE ELIGIBILITY

<b>Intensive Certificate in Spanish</b>	<b>Basic Qualification :</b> SSC/ CBSC/ ICSE with 10 <sup>th</sup> standard <b>Equivalent Qualification :</b> SSC Old (before 1975) with 11 <sup>th</sup> standard
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<b>SPANISH LANGUAGE BATCHES 2015-16 (second half)</b>					
Batch	Days	Session	Timings	Centre	Capacity
<b>Intensive Certificate Course in Spanish (Total seats 50)</b>					
S I C 2	Monday to Friday	Evening	6:30 ~ 8:30 pm.	NMV Girls' High School	50

### 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 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.****  
**N.B.** Diploma 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 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 the photo you had scanned and uploaded 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.**