



University of Pune
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 2013-2014

Intensive Certificate Courses in French, German and Spanish : Duration 4 & ½ months, classes begin on 1st January 2014.

Intensive Diploma Course in German : Duration 4 & ½ months, classes begin on 20th January 2014.

Eligibility

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

N.B. : CHECK SPECIFIC LANGUAGE FOR EQUIVALENT QUALIFICATION.

Schedule for Admissions

Intensive Certificate Courses	From	To	Timing
Forms available on the Website	18 November 2013	23 November 2013	
Submission of Application Forms along with the DD for Application Fees and relevant enclosures	23 November 2013	26 November 2013	11 am - 2 pm
Display of First Merit List	3 December 2013		
Submission of DD for Tuition Fees for the First Merit List	4 December 2013	5 December 2013	11 am - 2 pm
Display of Second Merit List	8 December 2013		
Submission of DD for Tuition Fees for the 2nd Merit List	9 December 2013	10 December 2013	11 am - 2 pm
Third Merit List (if necessary)	12 December 2013		
Submission of DD for Tuition Fees for the 3rd Merit List	12 December 2013	13 December 2013	3 pm -5 pm

Intensive Diploma Course in German	From	To	Timing
Forms available on the Website	1 January 2014	6 January 2014	
Submission of Application Forms along with the DD for Application Fees and relevant enclosures	6 January 2014	7 January 2014	11 am - 2 pm
Display of First Merit List	10 January 2014		
Submission of DD for Tuition Fees for the First Merit List	11 January 2014 and 13 January 2014		11 am - 2 pm
Display of Second Merit List	15 January 2014		
Submission of DD for Tuition Fees for the 2nd Merit List	15 January 2014	16 January 2014	3 pm -5 pm

Third Merit List (if necessary)	17 January 2014		
Submission of DD for Tuition Fees for the 3rd Merit List	17 Jan 2014	18 Jan 2014	3 pm -5 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	5,210/-	9,110/-	13,010/-	20,810/-
INTENSIVE DIPLOMA	4 & ½ months	5,860/-	10,410/-	14,960/-	24,060/-

Language wise Eligibility and Batches

N.B. : AFTER considering the social reservations -

(i) 5 seats per Intensive Certificate Course are reserved for old SSC 11th 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

Intensive Certificate	Basic Qualification : SSC/ CBSC/ ICSE with 10 th standard Equivalent Qualification : SSC Old (before 1975) with 11 th standard (10 seats)
Intensive Diploma	Basic Qualification : (70% seats) Certificate / Int. Certificate course in German from University of Pune Equivalent Qualification : (30% 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 2013-14					
Batch	Days	Session	Timings	Centre	Capacity
Intensive Certificate Course in German (Total : 150 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	NMV Girls' High School	50
G I C 5	Mon to Fri	Morning	8 Am – 10 am	Novel Institute of Management Studies, Chinchwad	50 (minimum 27)
Intensive Diploma Course in German (Total : 50 seats)					
G I D 2	Mon to Fri	Evening	6.30pm – 8.30pm	NMV Girls' High School	50

FRENCH LANGUAGE ELIGIBILITY

Intensive Certificate Course in French	Basic Qualification : SSC/ CBSC/ ICSE with 10 th standard Equivalent Qualification : SSC Old (before 1975) with 11 th std
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FRENCH LANGUAGE BATCHES 2013-14

Batch	Days	Session	Timings	Centre	Capacity
Intensive Certificate Course in French (50 Seats)					
F I C 2	Mon to Fri	Evening	6:30 ~ 8:30 pm	NMV Girls' High School	50

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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SPANISH LANGUAGE BATCHES 2013-14

Batch	Days	Session	Timings	Centre	Capacity
Intensive Certificate Course in Spanish (Total seats 50)					
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://fl.unipune.ac.in> Click on the Link **CREATE NEW ACCOUNT**. For creating the unique Login name, click on "**CREATE NEW ACCOUNT**" and furnish your details like name, e-mail I.D. and date of birth etc.
2. After submitting the said information, you will be provided with **unique Login name**. With this Login name and Password you can fill up an online FL admission application form. **The Login name & password will also be mailed to your specified email id for your reference.**
3. Go back to <http://fl.unipune.ac.in> and fill up your user name and password. You will see one blank form. Fill it up carefully and completely.
4. Upload a scanned photo on the form as a part of the filling process. The same photo will be used for your I-card.

5. **Only if the form is completed in every respect, you will see the PRINT THIS PAGE link. Click on the same and take a print out of the valid form registered in our system. Any print out without this link would not have registered your details and hence your name will not be considered for preparing the merit list. Take a print out of the authentic Application Form containing 3 pages: Application Form, Declaration Page & Challan Page.**
6. Sign the Application Form and the Undertaking.
7. Attach photocopies of all the required documents, duly attested to the form. If submitting the forms personally, self attestation will be accepted. In any case, bring the originals for verification.
8. **Pay Rs. 300/- using the challan created online in any of the branches of HDFC Bank OR Bank of Maharashtra WITHIN 5 DAYS OF CREATION OF CHALLAN. Banks have instructions not to accept challans older than 5 days. One part of the challan will be kept by the bank. Two parts will be returned to you.**
9. Submit the form along with the attachments and University Copy of the challan by hand in the Department of Foreign Languages, Deccan Gymkhana, F. C. Road, Pune - 411 004 between 10 am and 1 pm only. Bring the original documents for verification. You will be given acknowledgement on the student copy of the challan.
10. 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.
11. The merit lists for all the courses will be put up on the notice board of the Department of Foreign Languages, Deccan Gymkhana, F.C. Road, Pune 411004 as well as will be available on <http://fl.unipune.ac.in> as per the schedule.
12. For confirming admission, the candidates are requested to -
 - a. Check the merit list and batch number within the stipulated time.
 - b. Visit <http://fl.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 **WITHIN 5 DAYS OF CREATION OF CHALLAN. Banks have instructions not to accept challans older than 5 days.** 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, Deccan Gymkhana, F. C. Road, Pune - 411 004** during the given timings only. You will be given acknowledgement on the student copy of the challan.

d. Bring the same photo you had scanned for the 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. **Failing to visit the website during the stipulated period to fill up the Fee challan details and paying the fees in the bank within the stipulated period or failing to submit the Fee challan in the Department 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.**
8. **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.**