FOREIGN LANGUAGE CELL
SHRI RAM COLLEGE OF COMMERCE

September 11, 2024

NOTICE

Registration for the Part-Time Certificate Course in Foreign Language-French

Foreign Language Cell, Shri Ram College of Commerce (FLC-SRCC) invites applications for the **Part-Time Certificate Course in Foreign Language-French (Batch-2024-25)**. This course is affiliated to the Department of Germanic and Romance Studies (GRS), University of Delhi and conducted as per the guidelines of University of Delhi.

The details of the course are as follows:

- **Course Fee:** Rs. 12,310-for SRCC students & Rs. 18,210 -for other Candidates (Including GST and University Examination Fee)
- **Course Duration:** 120-150 hours (6 hours per week from October-2024 to April-2025)
- **Classes Timings (tentative):** 04:00 pm to 6:00 pm thrice a week
- **Mode of Classes:** Offline in SRCC campus
- **Eligibility:** As mentioned in general guidelines.

Interested candidates are required to fill in the registration form latest by September 18, 2024. **Students are advised to read the General Guidelines attached to this notice before applying.**
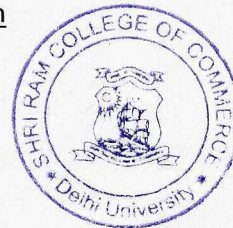
Registration form can be accessed using the following link:

https://forms.gle/NbLsLTU8Y2W9ktj87

For any query, kindly email to foreignlanguage@srcc.du.ac.in

Mr. Satnam Singh
Co-Convenor(French Course)
Foreign Language Cell, SRCC

Dr. Aruna Jha
Convenor
Foreign Language Cell, SRCC

Prof. Simrit Kaur
Principal

General Guidelines

Certificate Course in Foreign language-French (Batch 2024-25)

Tentative Timeline

Registration Opens: 12th September, 2024

Registration Closes: 18th September, 2024

Announcement of 1st List of Provisionally Selected Candidate: 24th September, 2024

Submission of Course Fee and Document Verification: 25th September to 30th September, 2024
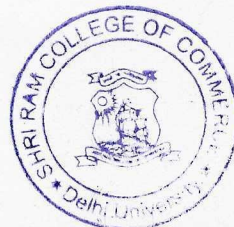
Commencement of Classes: 1st Week of October, 2024

Note:

1. Announcement of second list is subject to availability of seats.
2. Fee payment details will be shared with the announcement of merit list. Selected students will be required to deposit the fee within 3(three) working days from the date of publication of the list.
3. Following successful fee payment, selected candidates will be notified of further admission process and physical documents verification through FLC-SRCC official email-id.

Important Information:

1. Registrations are invited from candidates currently enrolled in Shri Ram College of Commerce or other colleges/Departments/Centre affiliated to any University (Central/State) for any Part-time or Full-time Program. SRCC alumni can also apply for the course.
2. Maximum number of seats is 100. Candidates shall be shortlisted on merit basis in case of excess applications are received. Minimum 30 successful registrations are required to commence a course.
3. The selected candidates will be required to pay the fee in full upon confirmation of their selection. Fee shall be received in online-mode only. **The fee once paid shall not be refundable or transferable.**
4. On the commencement of the course, it is mandatory for the students to attend all the classes pertaining to the course. University Guidelines regarding the minimum attendance shall be binding for appearing in Final Examination.

5. The total duration of the course shall be 120-150 hours (6 months to 7 months). The classes shall be scheduled from 4:00 PM to 6:00 PM and three days a week. If required, classes may be conducted on Sunday and public holiday as well.
6. The classes will be conducted in offline mode. Some classes may be conducted in online mode but not more than $1/3^{rd}$ of the total classes shall be conducted in online mode.
7. The college reserves the right to revoke the admission of any student found in any act of indiscipline, misbehaving with peers and staff or damaging the college property.
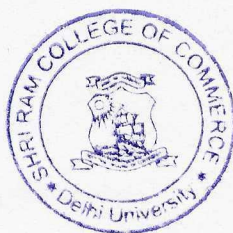
Minimum Eligibility Criteria

Candidates who have passed their Senior School Certificate Examination (10+2) from the recognized board or an examination recognized as equivalent with an aggregate of at least 45% marks are eligible to apply. No prior proficiency in French is required.

Certification of the Course

Certificate of the course shall be awarded by the University of Delhi after successfully passing the examination as per University rules.

Admission Process

➢ Interested students may apply for the course by filling the registration form shared through Google Form link in this notice. (Link can also be accessed in Announcement Section of SRCC website)

➢ The names of the provisionally selected students with waiting list will be put up in a notice on the college website. Provisionally selected students will also receive an email from foreignlanguage@srcc.du.ac.in Selection shall be made on merit basis if number of applicants is more than the number of seats. Merit list shall be prepared as per marks scored in 12th standard.

➢ Provisionally selected students will be required to deposit the fee in online mode as per instructions. A separate notice for fee payment will be published on the college website (Announcement Section).

➢ After successful submission of fee, candidate will be required to submit the self – attested hard copies of the documents (mentioned below) along with fee receipt to the college Admin Office.

Scheme of Examination

Examination for the Certificate Course shall be conducted by the Shri Ram College of Commerce in coordination with the Department of Germanic and Romance Studies as per the date sheet published by DU for the Part-Time Courses. Registered students will be required to fill a separate examination form for certificate course on the University website. Generally, this link is opened by University in December/January month.

Normally the examinations of part time courses are held in the month of April. Students who pursue a part time language course as well as other course/s from University of Delhi /any other university simultaneously may note that the college does not take any responsibility for adjustment of dates for the annual examination. Students may also note that they can pursue only one part time language course at a time.

Merit-Cum-Need Scholarship

In order to support economically weaker section students, Merit-cum-Need based scholarships are offered in the form of 50% fee waiver to 10 percent students of total batch size. This scholarship shall be given in the form of refund after completing the course. **Only students enrolled in SRCC for a UG/PG course are eligible to apply for this.**

The applications for the scholarships will be invited after commencement of the course and eligible students may apply for this by submitting the soft copies of their income certificate and mark sheet.

Syllabus

Paper I Communicative Grammar-I 100
Functional grammar based on the textbook
Paper II Text Comprehension and Written Expression 100
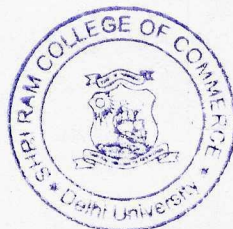Comprehension of simple texts and précis-writing 40
Essays on simple topics, questions on civilisation 40
Translation of simple passages into English and simple sentences into the foreign language 20
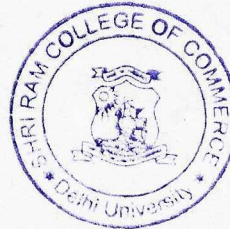**Paper III Oral Expression 100**
Reading of texts, general questions on the country and civilisation.

For more details visit the website of Department of Germanic and Romance Studies by using the following link: http://grs.du.ac.in/courses/partTimeCourses.html

Documents Required

1. Self-attested copy of 10th class mark sheet (as a proof of date of birth)
2. Self-attested copy of 12th class mark sheet
3. Self-attested copy of College ID card (if enrolled in any program in any University)
4. 2 passport size photographs
5. Copy of Fee Receipt
6. Self-attested copy Category Certificate (wherever applicable)