



शिवाजी कॉलेज  
(दिल्ली विश्वविद्यालय)  
*Shivaji College*  
(University of Delhi)  
NAAC ACCREDITED "A" GRADE COLLEGE



## PART TIME CERTIFICATE COURSE IN FRENCH LANGUAGE

### Admission Guidelines

Shivaji College is offering a part time Certificate Course in French Language. This course spreads over two semesters and is run as per the official guidelines of the University of Delhi. The syllabus prescribed by the Department of Germanic and Romance Studies, University of Delhi, is taught and students take the examination prepared and administered by the University of Delhi. The teachers for these courses are deputed by the relevant department of the University of Delhi, and they may change on session to session or year to year basis. The Examinations will be held as per guidelines and date sheet of University of Delhi and the College is not responsible for adjustment of examination dates. A student shall be awarded a certificate after clearing the examinations at end of session as per University rules.

**Minimum Eligibility:** 55% marks and above in English at the Senior School Certificate Examination (Class XII) or equivalent.

The Course is open to bona-fide Indian nationals satisfying the eligibility criteria. However, students of Shivaji Colleges shall be given preference during screening.

**No of seats:** 45. (If the number of registrations exceeds 45, admission will be based on merit)

**Admission Forms:** available on College website and in College Office from July 28 to August 7, 2019

**Last date of submission of form:** August 8, 2019

**Display of Admission List:** August 8, 2019 on College Website and notice boards.

**Payment of Fee:** August 8 to 10, 2019, 10 am to 1 pm in the College Office or through Paytm

**Course fee:** Rs. 15,000/- (Rs. Fifteen thousand only) for two semesters inclusive of examination fee. The fee is Non-refundable.

**Fee payment:** Online through PaytM or College office.

**Class Timings** will be notified on College website as per availability of Faculty.

### **Please note:**

1. Classes shall begin in second week of August. The days of class may change subject to availability of faculty. The information shall be displayed in advance.
2. The college reserves the right to cancel admission of any student found in any act of indiscipline, misbehaving with peers and staff or damaging the College property.
3. If the number of students admitted to the course is not sufficient enough to start a batch, the College shall refund full fee of the student.
4. On being granted admission, outside candidates should mandatorily get a copy of their I-card stamped from Shivaji College office and show the same at the time of entry in College for the classes. Those who do not have an I-card should use a copy of their Aadhar Card. Admission to College shall not be granted otherwise.



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**List of documents required for admission to part time Certificate Course in French Language**

One set photocopy self-attested & original for verification

1. Date of birth certificate
2. Class 12th marksheet/graduation marksheet / last examination passed.
3. Passing certificate of 12<sup>th</sup> / graduation
4. Character certificate latest
5. Two photographs passport size
6. I-card of the college (if not from Shivaji College)

  
Course Coordinator

  
Dr. Shashi Nijhawan  
Principal



**Shivaji College**

UNIVERSITY OF DELHI  
ACCREDITED BY NAAC WITH 'A' GRADE

Raja Garden, Ring Road, New Delhi – 110027

Form. No. - \_\_\_\_\_

**For Office Use (कार्यालय द्वारा भरा जाए)**

College Roll No. (महाविद्यालय अनुक्रमांक संख्या) \_\_\_\_\_

Receipt No. (रसीद संख्या) \_\_\_\_\_

Date (दिनांक) \_\_\_\_\_

Passport  
Size Photograph  
(Self-Attested)

**SHORT TERM ADD-ON COURSES**

**PART TIME CERTIFICATE COURSE IN FRENCH LANGUAGE**

**ADMISSION FORM**

1. Name पूरा नाम (in BLOCK LETTERS (स्पष्ट अक्षरों में)) \_\_\_\_\_

2. Date of Birth (जन्मतिथि) \_\_\_\_\_ E-mail \_\_\_\_\_ Mobile No. & Tel. No. \_\_\_\_\_

3. Sex \_\_\_\_\_ 4. Religion \_\_\_\_\_ 5. Married/Unmarried (विवाहित/ अविवाहित) \_\_\_\_\_

6. Father's Name (पिता का नाम) \_\_\_\_\_ Mobile No./Office No. \_\_\_\_\_

Profession & Annual Income (व्यवसाय एवं आय) \_\_\_\_\_

7. Mother's Name (माता का नाम) \_\_\_\_\_ Mobile No./Office No. \_\_\_\_\_

Professional & Annual Income (व्यवसाय एवं आय) \_\_\_\_\_

8. Category GEN/SC/ST/OBC/PH/WARD \_\_\_\_\_

9. Local Address (स्थानीय पता) \_\_\_\_\_

Tel. No. (दूरभाष) \_\_\_\_\_

10. Permanent Address (स्थानीय पता) \_\_\_\_\_

Tel. No. (दूरभाष) \_\_\_\_\_

11. Area (Rural/Urban) \_\_\_\_\_ 12. Current Residential Status (Hostel/PG/Day Scholars) \_\_\_\_\_

13. Aadhaar Card No. and Bank Details (Name, A/c No., IFSC Code) \_\_\_\_\_

14. Mode of Commuting to College (Own Vehicle/Metro/Bus/Other Means) \_\_\_\_\_

15. University Enrolment No. (विश्वविद्यालय का नामांकन संख्या) \_\_\_\_\_

(issued earlier by University of Delhi, If the candidate had earlier passed any course from Delhi University) (यदि दिल्ली विश्वविद्यालय द्वारा पहले निर्गत किया गया है।)

16. School/College Last Attended (पिछले विद्यालय /महाविद्यालय का नाम) \_\_\_\_\_

17. Qualifying Examination Passed/ Appeared (परीक्षा जो उत्तीर्ण की है / दी है) \_\_\_\_\_ Roll No. (अनुक्रमांक) \_\_\_\_\_ Year of passing \_\_\_\_\_

18. (a) Mother Tongue (मातृ भाषा) \_\_\_\_\_ (b) State of Domicile (अधिवास का राज्य) \_\_\_\_\_

19. Board/University from which Passed (मण्डल तथा विश्वविद्यालय, जहाँ से उत्तीर्ण हुए) \_\_\_\_\_

**NOTE:** Students wishing to be considered for more than one course must submit a separate application form for each course

जो छात्र एक से अधिक पाठ्यक्रमों के लिए आवेदक हो वे प्रत्येक पाठ्यक्रम के लिए अलग-अलग आवेदन पत्र भरें।

Date: \_\_\_\_\_ Signature of the Applicant \_\_\_\_\_

**FOR OFFICE USE ONLY**

Admitted Mr./Ms. \_\_\_\_\_ Course \_\_\_\_\_

Roll No. \_\_\_\_\_ date \_\_\_\_\_

PRINCIPAL COORDINATOR COURSE COORDINATOR DEALING ASSISTANT

**Note: List of documents to be enclosed (Self Attested Photocopy)**

1. Date of Birth Certificate/ Class X<sup>th</sup> Certificate
2. Class XII<sup>th</sup> Marksheet & Certificate/ Last examination passed
3. Proof of Highest Qualification
4. Proof of Identity/Residence (For External Candidate)
5. Character Certificate Latest
6. Two Photographs passport size