



## Foreign Language Centre Bulletin of Information

One year Part-time Self-financed Advanced Diploma, Diploma and Certificate Courses French, German, Russian and Spanish

**ACHARYA NARENDRA DEV COLLEGE**  
(UNIVERSITY OF DELHI)

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<http://andcollege.du.ac.in>

<https://www.facebook.com/andcollege1992>

[http://en.wikipedia.org/wiki/Acharya\\_Narendra\\_Dev\\_College](http://en.wikipedia.org/wiki/Acharya_Narendra_Dev_College)

### Examination Marks

<b>Grammar</b>	100
<b>Paper – II Translation</b>	100
Translation of an unseen Russian text into English or Hindi (about 200 words).	(70)
Translation from English into Russian of a text (about 150 words)	(30)
<b>Paper – III Oral Exam</b>	100
Reading of text studied and questions on it.	(50)
Questions on the topics given below.	(50)
Scheme of Examination for French, German, Russian and Spanish Language Courses	(50)

### Certificate Courses Marks

<b>Paper I</b>	100
<b>Communicative Grammar – I</b>	100
Functional grammar based on the text book	
<b>Paper II</b>	100
<b>Text comprehension and Written Expression</b>	100
Comprehension of simple texts and précis-writing	(40)
Essays on simple topics, questions on civilization	(40)
Translation of simple passages into English and simple sentences into the foreign language.	(20)
<b>Paper III</b>	100
<b>Oral Expression</b>	100
Reading of texts, general questions on the country and civilization	

### Diploma Courses Marks

<b>Paper I</b>	100
<b>Communicative Grammar – II</b>	100
Functional grammar based on the text book	
<b>Paper II</b>	100
<b>Text Comprehension and Written Expression</b>	100
Comprehension of texts on general topics	(40)
Essay writing and letter writing	(40)
Translation of passages into the foreign language and vice-versa	(20)
<b>Paper III</b>	100
<b>Oral Expression</b>	100
Reading and answering questions on the text	
Expressing opinion and discussing issues of general interests.	

### Courses Fee (INR)

Course	Category	ANDC** Students (Rs.)	Others (Rs.)
Certificate (French, German, Spanish)	General/OBC	11740	14490
	SC / ST	11590	14340
Certificate (Russian)^	General / OBC	3090	3090
	SC / ST	2943	2943
Diploma (French, German, Spanish)	General / OBC	13740	15990
	SC / ST	13590	15840
Advanced Diploma (French, German, Spanish, Russian)	General / OBC	16240	19490
	SC / ST	16090	19340

Note:\*\*The fee includes the examination fee of INR 710 for Russian and INR 1110 for rest of the languages.

\*\*Students who are currently pursuing graduation/ post-graduation from the ANDC will be eligible.

# Additional fee may be charged depending on the number of students admitted in the course. The same shall be communicated to the students before commencement of the classes. The college reserves the right to not offer this course if sufficient students do not seek admission to this course.

^ In the event of University of Delhi not financially supporting the Certificate course in Russian language, the fee is likely to be increased.

@ No fee is refunded in the event of cancellation of admission in any of the course. The fee includes a refund-able security fee of INR 500. In case of withdrawal, only security fee shall be refunded.

Certificate courses will run only if there are minimum of 30 students in each course.

Diploma & Advanced Diploma courses will run only if there are minimum of 15 students in each course.

### Career Options

Academic qualification and proficiency in foreign languages opens the gate for career in sectors such as tourism, embassies, diplomatic service, entertainment, public relations and mass communication etc. Additionally, various multinational corporate bodies require candidates possessing excellent language skills in French,

German, Russian, Chinese, Spanish, etc. Growth in global media and information technology has led to an increasing need of multilingual writers and translators. Some new avenues such as online content writers, technical translators or decoders too have come up in a big way. One can think of applying for the job of a teacher, freelancer, and interpreter or as a translator.

### Job Prospects

Teaching & Research (university and school teaching) in India or abroad Government jobs through UPSC, Management, Print and Electronic Media (All India Radio has foreign language services), Indian Armed Forces, RAW, paramilitary forces, embassies, multinational companies, call centres, export-import, International organizations such as the United Nations Organization (UNO), Food and Agriculture Organization (FAO) and various Indian national organizations such as Ministry of External Affairs, Reserve Bank of India (RBI), etc too require professionals who have specialization in foreign languages. Companies like HP, Oracle, Samsung, Hyundai, LG, Thomson, GE etc employ language experts for outsourcing. Other companies like Mercedes, Volkswagen, Siemens, Thyssen Krupp and Schaeffler are also offering jobs to Indian students. Fidelity, Orange, e-Serve, CII, World Bank, HCL, Xchanging, Enchanting India, Thales, Tech Mahindra, Wipro, Oracle, Siemens, American Express, Amazon. com, Tata Consultancy, Intelenet, Evalueserve, Thomson, Reuters, are also offering jobs to Indian students.

### COORDINATION COMMITTEE FOREIGN LANGUAGE COURSES

Dr. Geetika Kalra, Dept. of Botany (Coordinator)  
Dr. Vikrant Kumar, Dept. of Chemistry (Member)  
Dr. Rashmi Sharma, Dept. of Botany (Member)

In collaboration with the Departments of Germanic and Romance Studies, Slavonic and Finno-Ugrian Studies, Persian and Modern Indian languages University of Delhi, the Foreign Language Centre of Acharya Narendra Dev College was started more than ten years back. The College offers the teaching of part-time Certificate courses in Spanish, French, German and Russian languages. Classes are generally scheduled in the late afternoons so as to suit working students. The College conducts Advanced Diploma Courses in these languages, subject to sufficient

## ADMISSIONS

number of students opting for these courses.

### Number of seats offered in each course:

LANGUAGE	NUMBER OF SEATS				
	CERTIFICATE COURSES				
	Gen	SC	ST	OBC	EWS
French	31	10	5	18	4
German	31	10	5	18	4
Spanish	31	10	5	18	4
Russian	10	3	2	18	1
	DIPLOMA COURSES				
French	16	5	3	9	1
German	16	5	3	9	1
Spanish	16	5	3	9	1

Note: 3% seats reserved for PwD candidates

### Reserved Category

22.5% of the total number of seats are reserved for candidates belonging to Scheduled Caste and Scheduled Tribe candidates (15% & 7.5% respectively). Relaxation up to 5% in the minimum marks will be given to such candidates to determine eligibility and merit for admission, subject to the production of required certificates. 27% of the total number of seats is reserved for candidates belonging to Other Backward Classes (Non creamy layer). 3% seats are reserved for physically challenged candidates. 5% seats are reserved for children/widows/ wives of officers and men of the Armed forces including Para-Military personnel who are in receipt of Gallantry Award or were killed or disabled in action. The candidate wishing to avail this benefit must submit a certificate to that effect.

## ELIGIBILITY CRITERIA

### Certificate Courses:

Candidates should have passed Senior School Certificate Examination (10 + 2) of the CBSE or an Equivalent Board, with at least 45% marks in aggregate.

### Diploma/Advanced Diploma Courses:

Candidates who have passed the Certificate/Diploma Examination of University of Delhi in the language concerned or an examination recognized as equivalent thereto are eligible for applying in the Diploma/Advanced Diploma Course in the respective language. Admission will be made strictly in order of merit of the respective Certificate/ Diploma Course Examination. Candidates who have obtained Certificate/ Diploma, in the language concerned, from any other institution or those having obtained the Certificate/Diploma in the language concerned one year before the year of admission in Diploma/ Advanced Diploma, will be required to appear in the entrance test which will be conducted in the College.

Last date of submission of online registration form is September 30, 2022

	Date of notification and payment of fees*
First list	To be notified later
Second list	To be notified later
Third list	To be notified later

\*Admissions will be done on all working days from Monday to Friday from 9:00 am to 1:00 pm

Shortlisted candidates should bring the following at the time of admission:

- ✚ Counterfoil of the admission form
- ✚ Original certificates for verification.
- ✚ ANDC/ DU Identity card or latest fee slip (if applicable).

Candidates will be required to deposit the fees by the requisite date and time, after verification of their documents. If a candidate fails to deposit the fees by the stipulated date and time, he/she will forfeit his/her claim for admission.

**Date for entrance tests for Diploma/Advanced Diploma Courses to be announced later.**

## PROCEDURE FOR ADMISSION

Completed application forms, must reach the college. Candidates, if applying for more than one language course, have to fill separate application forms. Students may also note that they can pursue only one part-time language course at the College in any academic year.

Admission to Certificate courses will be made strictly in order of merit based on the degree/certificate. Selection would be based on marks secured in post-graduation, graduation and in the Senior School Certificate Examination of the CBSE or an equivalent Board for Categories I, II and III (as mentioned below), respectively.

CATEGORY	% SEATS	DOCUMENTS NEEDED FOR ADMISSION (ONE SELF ATTESTED COPY EACH)
I POST GRADUATE AND ABOVE	20	CLASS XII Mark Sheet, Bachelor's Degree and Mark Sheet and Master's Degree and Mark Sheet
II GRADUATE	20	CLASS XII Mark Sheet, Bachelor's Degree and Mark Sheet
III SENIOR SCHOOL CERTIFICATE EXAMINATION (10 + 2)	60	CLASS XII Mark Sheet and Certificate

### Additional documents to be attached:

- ✚ Class X Certificate for verification of date of birth.
- ✚ Copy of Mark Sheet of the Certificate/Diploma Course in the language for admission to Diploma/Advanced Diploma Course respectively.
- ✚ Two recent passport size photographs. The photographs should not be attested.
- ✚ Copy of SC / ST / OBC (non-creamy layer) certificate.
- ✚ Copy of the College Identity Card or fee receipt for the students belonging to University of Delhi category

**As there are limited numbers of seats available, eligibility does not guarantee admission.** Admission to the course shall be provisional, subject to the confirmation by Admission Committee of the college.

## GENERAL INFORMATION

### ATTENDANCE

No candidate shall be allowed to appear in the annual examinations unless he/she has attended at least 75% of the total number of lectures delivered during the academic year in the language concerned

### SCHEDULE FOR CLASSES

Classes in the college shall commence on the date as advised by the University of Delhi. Classes will be held from 3.30 p.m. to 5.30 p.m. on Mondays, Wednesdays and Fridays for Certificate Courses and on Tuesdays, Thursdays and Saturdays for Diploma Courses. Advanced Diploma classes will be scheduled later. Please note that all schedules are tentative and college reserves the right to reschedule classes based on administrative requirements.

### EXAMINATIONS

The Examinations of these courses will be held sometime in the month of April 2021. A student will be deemed to have passed the examinations on securing 50% marks in aggregate and 40% marks in each paper separately except in Spanish where the minimum marks required to pass the examination will be 40% in aggregate and 40% in each written and oral paper. For Russian examination pass percentage would be 45%. Students should regularly see the Notice Board for information regarding courses, timetable, examinations, holidays and attendance.

Students pursuing a part-time language course along with some other course/s from the University of Delhi / any other University simultaneously may note that the College does not take any responsibility for adjustment of dates for annual examinations. Students are responsible to fulfill all the administrative commitments (submission of fees, examination fees etc.). For all updates its students' duty to regularly check the college information bulletin for foreign languages. Administration will not be responsible for any negligence from the student's side.