



S P MANDALI'S

**RAMNARAIN RUIA AUTONOMOUS COLLEGE
FOREIGN LANGUAGE CENTRE**

ADMISSION NOTICE FOR FOREIGN LANGUAGE CERTIFICATE COURSES – Spring-Summer 2021

SR. NO.	LEVEL	DURATION	NAME OF COURSE	FEE	TARGET
1.	NA	45 HOURS	Certificate Course In Academic and Professional English (Weekend batch-mornings 10 am)	10000/-	Enables students to read, write, speak and comprehend effectively and to cope with daily situations involving usage of English for academic and general purposes
2.	BEGINNERS A1.1	45 HOURS	Certificate Course In Chinese (Mon-Wed- Fri evenings 5 pm)	16000/-	These students have mastered 200 commonly used words and basic grammar patterns.
3.			Certificate Course In Korean (Mon-Wed evenings 5 pm + Sun Mornings 10 am)	16000/-	
4.			Certificate Course In Japanese (Mon- Thurs evenings 5 pm)	16000/-	
5.			Certificate Course In German (Mon-Wed evenings 5 pm)	10000/-	Students can communicate at a basic level and use simple sentences and grammar.
6.			Certificate Course In Spanish (Wed Evenings 5 pm-Sunday Mornings 9 30 am)	10000/-	
7.			Certificate Course In French (Tue-Friday Evenings 5 pm)	10000/-	

FOR FURTHER DETAILS CONTACT:

Ms. Urmi Paralikar

DDU KAUSHAL Kendra, First Floor, Ramnarain Ruia Autonomous College

Tel: 02224143119 / 02224143098 – EXT: 198 / foreignlanguagecentre@ruiacollege.edu /

urmiparalikar@ruiacollege.edu

Website: www.ruiacollege.edu

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SR. NO.	LEVEL	DURATION	NAME OF COURSE	FEE	TARGET
8.	BEGINNERS A1.2	45 HOURS	Certificate Course In Japanese (Tue-Wed evenings 5 pm)	16000/-	Master 500 vocabulary and characters and grammar patterns for enhanced reading, writing and listening abilities
9.					
10					
11			Certificate Course In German (Tue-Thursday evenings 5 pm)	10000/-	Master all grammar and written communication with everyday literature
12			Certificate Course In Spanish (Tue-Friday Evenings 5 pm)	10000/-	
13			Certificate Course In French (Tue-Friday Evenings 5 pm)	10000/-	
14	ADVANCED	120 HOURS	Certificate Course In German	15500/-	Proficiency in written, verbal and cultural communication at professional level
15			Certificate Course In Spanish (Tue-Thurs-Sat evenings 5 pm)	15500/-	

*******New batches will commence from 2nd week of March 2021*******

Duration of Term: March 2021 – June 2021

Tentative class Timings: As mentioned above (PLEASE CHECK APPLICATION CONFIRMATION EMAIL FROM RUIA FLC FOR FINAL TIMINGS BEFORE MAKING FEE PAYMENT)

Mode of Lecture delivery: Online (Google Meet/ Zoom)

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ADMISSION PROCESS:

1. Online admission form filling: 10 October – 15 October, 2020.

Click on link: https://forms.gle/3EihaDBhW2SqwxSy7
Fill and submit online the above Google form by attaching requisite documents (as mentioned below).

2. Receive Application Confirmation email and online fee payment link on registered mobile number / email id on or after 25 February 2021. (Ruia Students to check profile page of their **feepayr** account)
3. Make online payment via Credit/Debit card (Please note the Code is valid only for 24 hours). Save copy of fee receipt and email the same at: foreignlanguagecentre@ruiacollege.edu

Please mention following in subject line of email:

**NAME OF STUDENT – COURSE AND LEVEL APPLIED FOR – NAME OF SCHOOL / COLLEGE
/UNIVERSITY / COMPANY (IF WORKING PROFESSIONAL)**

❖ **DOCUMENTS TO BE ATTACHED IN GOOGLE FORM:**

- ✓ ID proof (Passport / Aadhar Card / Driving Licence)
- ✓ College ID - Ruia Students to share their student ID code from the student diary (if applicable)
- ✓ One passport size photograph
- ✓ Any prior certificate for the foreign language course you are applying for

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Terms & Conditions

1. **Minimum age for admission:** 12 years and above
2. **Batch Strength:** Our course has a minimum 07 and maximum 20 students limit. In case a course does not have the minimum number of students required, we have the right to cancel or postpone the course. In such cases we offer the students the opportunity to shift to another course or refund the course fee in full.
3. **Mode of enrolment:** On first come - first served basis upon payment of course fees. Admission will continue till the beginning of the course, provided seats are still available. (Without making the payment booking of seats via telephone or email confirmation is not permissible).
4. For admission to Intermediate level courses, successful completion of Beginners Certificate course is mandatory. For admission to Advance level courses, successful completion of Intermediate Certificate course mandatory.
5. **Mode of payment:** ONLINE via Credit/ Debit Card
*****Time-tables and Fees may be altered at the discretion of the College*****
6. The College reserves the right not to run courses as advertised, as courses will only be run if justified by demand. Fees already paid will be refunded in the event of course cancellation or you may opt for alternative courses.
7. **Course Placement test:** If candidate has prior knowledge of the language (e.g. one has attended a course at another institute or has not attended a course at our institute for over a year), candidate must undergo a Language Bridge Test which will decide the course level the candidate is currently suitable for. The test is online and has to be taken before the enrolment to the course upon payment of Rs.500/- via online payment.
8. **Course material:** The cost of course materials is **NOT INCLUDED** in the course fees. The course material details will be shared by instructor on commencement of the course and students would have to purchase/ photocopy the same. PLEASE NOTE THAT ONLINE COURSE MATERIAL is shared by course instructors but TEXT BOOKS, REFERENCE BOOKS ARE TO BE PURCHASED AT INDIVIDUAL COST.

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9. **Transfer/ Withdrawal/ Refund:** Transfer to another course can be allowed only if informed in writing at least 05 working days before the start of the course and upon availability of seat. No transfer of class is possible after the commencement of the course. In case of cancellation prior to the start of the course, the course fee shall be refunded after deducting an administrative charge. **No refunds shall be made after the commencement of the course.** Request to withdraw from the course must be submitted in writing at least 5 working days before the commencement of the course. Should the Ruia Foreign Language Centre cancel a course, the full course fee shall be reimbursed.
10. **Course completion & advancement** to the next level: Upon completion of a course level, participation certificates are issued, provided one completes 75% of the assignments and attendance within the stipulated timeframe. The Course Completion certificate, not exceeding more than a year entitles the participant to join the next higher level. The E-copy of certificates are emailed to the eligible students.
11. College must be notified immediately of any change of Student's address or telephone number and any other personal details

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