



MAITREYI COLLEGE

(Accredited with grade 'A' by NAAC)

UNIVERSITY OF DELHI



Foreign language courses



For queries write to
shortterm@maitreyi.du.ac.in

....."only a skillful hand" can turn a land "into mines of gold"

Rephrased from Collected works of MK Gandhi.

Learning how to Learn is the Most Important Skill

*Tony Buzan,
Inventor of Mind Mapping*

intent

- Tailor to student's need
- Skill enhancement
- Employability enhancement
- Accredited courses
- Enhance student's innovative ability

COME ENHANCE YOUR SKILLS !!

ADMISSIONS ARE OPEN FOR THE SESSION 2021 - 2022

- 1. CERTIFICATE COURSE IN FRENCH**
- 2. CERTIFICATE COURSE IN SPANISH**
- 3. DIPLOMA IN FRENCH**
- 4. DIPLOMA IN SPANISH**
- 5. ADVANCED DIPLOMA IN FRENCH**
- 6. ADVANCED DIPLOMA IN SPANISH**

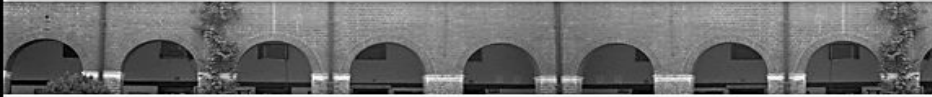
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FRENCH & SPANISH

ADVANTAGES

DEPARTMENT OF GERMANIC AND ROMANCE STUDIES
UNIVERSITY OF DELHI

FRENCH | GERMAN | ITALIAN | SPANISH | PORTUGUESE | ROMANIAN



CONTACT US

The Department is located in the Faculty of Arts, Main Building. [See map ...](#)

Address

Department of Germanic and Romance Studies
Faculty of Arts
University of Delhi
Delhi - 110007

Telephone

91-11-27666426
91-11-27667725 / Extn. 1296

Email

head@grs.du.ac.in, grs.du.in@gmail.com

Office

Room 37-38, Faculty of Arts, Main Building

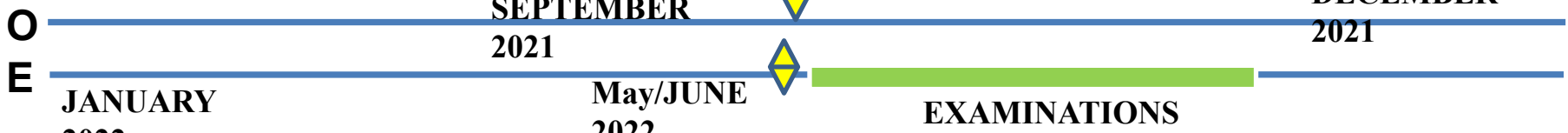
- ✓ Part Time Course (6 - 8 Hrs /Week)
- ✓ Certificate & Diploma From University Of Delhi (Dgrs)
- ✓ Annual Mode
- ✓ Exams In April
- ✓ Opportunity For Advanced Levels As Well
- ✓ Open To All Students
- ✓ Learn More @College!

SHORT TERM COURSES TIME TABLE : 2021-2022

(*Tentative)

PERIOD	1	2	3	4	5	6	7	8	9	10
DURATION	8:30 – 9:30	9:30 – 10:30	10:30 – 11:30	11:30 – 12:30	12:30 – 1:30	1:30 – 2:30	2:30 – 3:30	3:30 – 4:30	4:30 – 5:30	5:30-6:30
MONDAY										
TUESDAY										
WEDNESDAY										
THURSDAY										
FRIDAY										
SATURDAY										
SUNDAY										

ADV DIP.
FRENCH
DIP. FRENCH



FOREIGN LANGUAGES

Maitreyi is a Centre For Conducting Foreign Language Courses (Certificate, Diploma & Advanced Diploma) Offered By The Department Of Germanic & Romance Studies, University Of Delhi

(Website: <http://grs.du.ac.in>).

Each course is of 10 months duration, exams are held by the University at the end of Academic session.

LANGUAGES: French, Spanish (other languages if minimum 30 students)

COURSES: Certificate, Diploma & Advanced Diploma

- ★ Students may also note that they can pursue only one part-time language course in any academic year.
- ★ Students pursuing a part-time language course and some other course/s from the University of Delhi / any other University simultaneously may note that the Department /College does not take any responsibility for adjustment of dates for annual examinations.

IMPORTANT GUIDELINES

1. Classes will be online (or offline as per DU and MHA guidelines).
2. Network Connectivity is essential for this course (no fee will be refunded if classes are lost due to poor network issues).
3. Withdrawing from courses: Only under special circumstances will withdrawal be allowed. Please see the details under "Rules for Refund of Fee .."
4. All registrants may kindly note that although the course is online at present, if guidelines change and offline classes are held, attendance in person will be mandatory*.

* Once admission is confirmed Undertaking Form will be sent.

ELIGIBILITY & FEE - CERTIFICATE COURSES

1. Candidates who have passed the Senior School Certificate Examination (10+2) of the Central Board of Secondary Education, New Delhi, or an examination recognised as equivalent thereto with an aggregate of at least **55% marks** are eligible to apply.
2. Admission will be made in order of merit based on the marks in degree/certificate in each of the following categories: a. Post Graduate ; b. Graduate; c. 10+2 (English/Best of Four/Aggregate percentage)
3. **FEE FOR CERTIFICATE COURSE IS INR 13,800/- (THIRTEEN THOUSAND EIGHT HUNDRED ONLY)**. Kindly confirm your registration by paying fee via Net banking and send details of transaction-ID, date and time of payment/transaction. Please ensure that **YOUR NAME** is on the payment receipt. Please upload screenshot with payment details.
4. This year courses will begin online by mid-September and will be held as per DU/MHA guidelines. It is requested that in the probability that the session becomes offline during the 10 month duration of the course. then candidate must be able to present himself/herself in person in Delhi.

ELIGIBILITY & FEE - DIPLOMA COURSES

1. Candidates who have passed the Certificate Examination of the University of Delhi in a language or an examination recognised as equivalent to the above are eligible to apply for admission to the Diploma Course in that language.
2. Admissions will be made strictly in order of merit of the respective certificate course examination (Please upload requisite documents at time of registration). Please scan & upload your admit card if result is not declared as yet.
3. Candidates who have obtained their Certificate in the language from any other institution OR one year or more before the year of admission shall be **required to appear in an admission test.**
4. This year courses will begin online by September and will be held as per DU/MHA guidelines. It is requested that in the probability that the session becomes offline during the 10 month duration of the course. then candidate must be able to present himself/herself in person in Delhi.
5. **FEE FOR DIPLOMA COURSE IS INR 17,250/-(SEVENTEEN THOUSAND TWO HUNDRED FIFTY ONLY).** Kindly confirm your registration by paying fee via Net banking and send details of transaction-ID, date and time of payment/transaction. Please ensure that **YOUR NAME** is on the payment receipt. Please upload screenshot with payment details.

ELIGIBILITY & FEE -ADVANCED DIPLOMA COURSES

1. Candidates who have passed the Diploma examination in a language concerned from the University of Delhi or an examination recognised as equivalent thereto are eligible to apply for admission to the Advanced Diploma Course in the respective language.
2. Candidates who have obtained their Diploma in the language from any other institution OR one year or more before the year of admission will be required to appear in an admission test.
3. Please scan & upload results of Certificate , Diploma; in case result of Diploma not declared, scan and upload Admit card of Diploma Exam.
4. **FEE FOR ADVANCED DIPLOMA COURSE IS INR 20,000/- (TWENTY THOUSAND ONLY).** Kindly confirm your registration by paying fee via Net banking and send details of transaction-id, date and time of payment/transaction. Please ensure that **YOUR NAME** is on the payment receipt. Please upload screenshot with payment details.
5. This year courses will begin online by mid-September and will be held as per DU/MHA guidelines. It is requested that in the probability that the session becomes offline during the 10 month duration of the course, then candidate must be able to present himself/herself in person in Delhi.

Instructions for filling Registration Form

1. Please ensure that you have read and understood all instructions and guidelines clearly.
2. In case you are applying for Diploma and Advanced diploma, please upload marksheet if certificate not yet awarded.
3. Please keep the scans of the following documents ready for uploading as jpeg or pdf format size less than 10MB
 - a. Scan of Class X certificate*
 - b. Scan of Class XII certificate*
 - c. Scan of Class XII Marksheet*
 - d. Aadhar Card
 - e. Screenshot of Fee Payment - Please pay fee via Net banking and upload screenshot with payment details (clearly visible transaction-id, date and time of payment).
 - f. Please ensure that YOUR NAME is visible on the payment receipt.

***MANDATORY**

Rules for Refund of Fee on Account of Withdrawal/ Cancellation of Admission:

1. **Withdrawing from courses:**

- a. Only under special circumstances will withdrawal be allowed.(* see Table on Page 14)
- b. If withdrawal is within one week of beginning of classes, 90% fee will be returned.
- c. If withdrawal is within 15 days of beginning of classes, 80% fee will be returned.
- d. Withdrawals/ cancellation of admissions after 15 days, no fee will be returned.

2. Request for withdrawal may be sent to the Convener by mail - shortterm@maitreyi.du.ac.in.

3. **A detailed "Withdrawal Form" will be sent.**

4. Amount of refunded fee will be credited to the student's bank account as per the bank account details provided by the student in the withdrawal form.

5. No cheque/ cash will be issued.

6. Once withdrawal is approved, contact the Accounts for follow-up by mail so.accounts@maitreyi.du.ac.in

TABLE : Refund of Fee on Account of Withdrawal/ Cancellation of Admission:

S. No.	Reasons for seeking refund	Quantum of fee to be refunded
1.	When cancellation of admission is due to non-initiation of course by the college.	Full fee
2.	When a student of self-financing course applies for withdrawal of admission on or before the last date of admission	Full fee after deduction of Rs. 1000
3.	<ul style="list-style-type: none">• When cancellation of admission is due to concealment/ falsification of facts, submission of false/ fake certificates(s), providing misleading information by the student or for any error/ mistake on the part of the student.• When withdrawal/ cancellation of admissions is after 15 days of start of classes.	No fee will be refunded
4.	If withdrawal is within one week of beginning of classes.	90 % fee will be returned.
5.	If withdrawal is within 15 days of beginning of classes.	80 % fee will be returned.

**Certificate
in French**

**Certificate
in
Spanish**

**Diploma
in French**

**Diploma
in
Spanish**

**Advanced
Diploma in
French**

Short Term Courses & Employability Committee

**Advanced
Diploma in
Spanish**

Journalism

(See other courses conducted)

**Digital
Literacy**

**Legal
literacy**

**Web
Designing**

**Certificate in
MetaGenomics
& Bioinformatics**

Thank
You

*Looking forward to meeting you in a
Skill Class*