



श्यामा प्रसाद मुखर्जी महिला महाविद्यालय
SHYAMA PRASAD MUKHERJI COLLEGE FOR WOMEN



दिल्ली विश्वविद्यालय University of Delhi

पंजाबी बाग (पश्चिम), नई दिल्ली-110026 PUNJABI BAGH (West), New Delhi-110026

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संदर्भ सं. Ref. No. SPMC/2018/

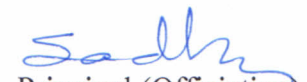
दिनांक Dated 4/10/18

TO WHOSOEVER IT MAY CONCERN

This is to verify that two Add-on Courses were introduced in 2018 in our college. The courses are:

S.No	Name of the Course	No. of Students
1	Journalism in Hindi Language	22
2	Fostering Employability Skills	100

These were introduced with due permission from the Governing Body of the college.


Principal (Officiating)

Dr. Sadhna Sharma

DEPARTMENT OF GERMANIC & ROMANCE STUDIES
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Dated: 19 June 2017

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The Principal
Shyama Prasad Mukherjee College (for Women)
Punjabi Bagh
Delhi-110026

Subject: Introduction of Certificate course in French and German languages in 2017-2018

Dear Madam,

With reference to your letter No. SPMC/2017/357 dated 6/6/2017. I would like to inform you that you may start part-time Certificate Course in French and German languages in your College. We will nominate teacher for the same. The remuneration of the teacher should be as per University norms, i.e. @ Rs. 1000 - per lecture. Other important guidelines are enclosed herewith for your reference.

Yours sincerely,

Head of Department

Encl.: As Above

SR Admin
29/6/17

Copy to Dr. Amrita Singh.
Scan to be emailed.

N. Kumar
29/6/17



Department of Germanic & Romance Studies
University of Delhi

Guidelines for part-time courses in French / German / Spanish / Italian:

1. Ideally, the size of a Certificate class should not be more than 25 students. However, taking into account the increased demand, the number of students admitted to each course should not exceed 50. Larger classes are not conducive to foreign language learning. Similarly, Diploma classes should not exceed 25 students and Advanced Diploma classes 20 students.
2. Admissions should be made on the basis of merit as per Delhi University rules and not on first come first served basis.
3. Some audio-visual equipment and space are essential for the current methods of teaching foreign languages. The prescribed textbooks themselves include cassettes/CDs/DVDs.
4. Some books should be made available in the college Library for students of these courses. The Department can supply for each language a short list of books that would be useful along with details of availability.
5. All teachers are expected to provide extra material to supplement the prescribed textbook. Teachers should therefore have easy access to photocopying facilities in the college.
6. Classes for all Certificate/Diploma/Advanced Diploma Courses should normally start on the opening day (20 July), but not on any account later than 1 August. Some Colleges there is a loss of around 15 days of classes in the month of January due to the Internal Examinations. Some arrangement should be made to meet this loss.
7. Classes for Certificate and Diploma courses should be held three days a week with two periods on each day, i.e. a total of six periods a week. The number of periods allotted for Certificate and Diploma courses are 150 and for Advanced Diploma 180. If, for some reason, classes are not held during Examinations in November, Colleges may allow the teacher to take classes in the break (15 December onwards) or in April (till first week).
8. Classes for Advanced Diploma courses should be held four days a week with two periods on each day, i.e., a total of eight periods a week.

9. Specific classrooms should be assigned for each of the courses offered.
10. Arrangements should be made for the conduct of Examinations of the Part-time Courses held in your College. This is one of the necessary conditions for starting the foreign language courses.
11. The mark-sheets/degrees of the Part-time Courses should be issued at your college itself. The Department will not take the responsibility of issuing the mark-sheet/degree of the students enrolled in college.
12. It has come to our notice that the payment to teachers is sometimes delayed. Efforts should be made to ensure timely payment.
13. The college should organize an entrance test for students who seek admission in Diploma/Advanced Diploma courses after having completed a course in the concerned language from some other institution outside the Delhi University System. Such students cannot be admitted directly.
14. Students who have done Certificate/Diploma courses from the University of Delhi in the past and seek admission to the next level (Diploma/Advanced course) after a gap more than one year should also sit for the entrance test.



Head of Department