



THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY

HYDERABAD - 500 007

Hyderabad

Shillong

Lucknow

PROSPECTUS 2023-24

UNDERGRADUATE (UG) PROGRAMMES

DISCLAIMER

The information in this Prospectus is intended as a ready guide for the candidates and does not constitute a legal document. While all efforts have been made to make the information available here as authentic as possible, we are not responsible for any inadvertent error, or inaccuracy, that may have crept in.

All disputes relating to entrance tests/admission/allotment of students to various courses, programmes, examinations, conferment of degrees, etc., in pursuance of the Prospectus, shall be subject to the exclusive jurisdiction of the Courts in Hyderabad, Telangana State.

Important Information

The candidates who apply for the following programmes are required to select **Section IA - Languages: English (101) and Section III: General Test (501)**:

- B.A. (Hons./Research) Journalism and Mass Communication
- B.A. (Hons./Research) English
- B.A. (Hons./Research) Performance Arts, Humanities
- B.A. (Hons./Research) Digital Communication

*The MEDIUM of Entrance Test should be ENGLISH.

The candidates who apply for the following programmes are required to select any one language from **Section IA or IB and Section III General Test (501)**:

- B.A. (Hons./Research) Arabic
- B.A. (Hons./Research) Chinese
- B.A. (Hons./Research) French
- B.A. (Hons./Research) German
- B.A. (Hons./Research) Japanese
- B.A. (Hons./Research) Korean
- B.A. (Hons./Research) Persian
- B.A. (Hons./Research) Russian
- B.A. (Hons./Research) Spanish
- B.A. (Hons./Research) Italian

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1. Schools and Departments

There are seven schools in the EFL University. Each school is further divided into departments.

Name of the School	Names of the Departments
School of English Language Education	<ul style="list-style-type: none"> • Department of English as Second Language Studies • Department of Materials Development, Testing and Evaluation • Department of Training and Development • Department of Education
School of Language Science	<ul style="list-style-type: none"> • Department of Phonetics and Spoken English • Department of Linguistics and Contemporary English • Department of Computational Linguistics
School of Literary Studies	<ul style="list-style-type: none"> • Department of English Literature • Department of Indian and World Literatures • Department of Comparative Literature and India Studies • Department of Hindi • Department of Translation Studies
School of Interdisciplinary Studies	<ul style="list-style-type: none"> • Department of Aesthetics and Philosophy • Department of Cultural Studies • Department of Communication • Department of Film Studies • Department of Social Exclusion Studies
School of Arab and Asian Studies	<ul style="list-style-type: none"> • Department of Arab Studies • Department of Asian Languages
School of European Languages	<ul style="list-style-type: none"> • Department of Germanic Studies • Department of French and Francophone Studies • Department of Hispanic and Italian Studies • Department of Russian Studies
School of Distance Education	<ul style="list-style-type: none"> • Department of English Language Teaching • Department of Linguistics and Phonetics • Department of Literatures in English

2. Programmes Offered

The following undergraduate programmes are offered at the EFL University:

i. Programmes offered at Hyderabad:

Sl. No.	Programme	Subject	Intake
1.	B.A. (Hons./Research)	English	40
2.	B.A. (Hons./Research)	Arabic	20
3.	B.A. (Hons./Research)	Chinese	20
4.	B.A. (Hons./Research)	French	20
5.	B.A. (Hons./Research)	German	20
6.	B.A. (Hons./Research)	Japanese	20
7.	B.A. (Hons./Research)	Korean	20
8.	B.A. (Hons./Research)	Persian	20
9.	B.A. (Hons./Research)	Russian	20
10.	B.A. (Hons./Research)	Spanish	20
11.	B.A. (Hons./Research)	Italian	20
12.	B.A. (Hons./Research)	Performance Arts, Humanities	20
13.	B.A. (Hons./Research)	Digital Communication	20

ii. Programmes offered at the Regional Campus Shillong:

Sl. No.	Programme	Subject	Intake
1.	B.A. (Hons./Research)	English	20
2.	B.A. (Hons./Research)	Journalism and Mass Communication (JMC)	20

iii. Programme offered at the Regional Campus Lucknow:

Sl. No.	Programme	Subject	Intake
1.	B.A. (Hons./Research)	English	20

IMPORTANT:

The candidates have to select the Programme they would like to apply for and the Campus (Hyderabad, Shillong, and Lucknow) where it is offered.

3. Admission Criteria

1. Candidates who wish to be considered for admissions to UG programmes at the English and Foreign Languages University must understand the admission criteria/ requirements at the University before they start filling in the form.

2. First, the candidates should make sure that they meet the eligibility requirements for the programme(s) they wish to apply for. The eligibility criteria for each programme are mentioned in Section 5 of the Prospectus.

3. Next, the candidates should understand the Examination Structure of CUET (UG) – 2023 (as mentioned in PUBLIC NOTICE: CUET (UG) – 2023).

CUET (UG) – 2023 will consist of the following FOUR sections:

Section I A – 13 Languages

Section I B – 20 Languages

Section II – 27 Domain specific subjects

Section III – General Test

4. Finally, the candidates should understand the admission requirements at the English and Foreign Languages University which are explained in the next section and choose the appropriate subjects/ tests.

EXPLANATION

Section I A (for Undergraduate Programmes in the English Stream)

The candidates who apply for the following programmes are required to select **Section IA - Languages: English (101)**:

- B.A. (Hons./Research) Journalism and Mass Communication
- B.A. (Hons./Research) English
- B.A. (Hons./Research) Performance Arts, Humanities
- B.A. (Hons./Research) Digital Communication

Section IA or IB (for Undergraduate Programmes in Foreign Languages)

The candidates who apply for the following programmes are required to select any one language from **Section IA or IB**:

- B.A. (Hons./Research) Arabic
- B.A. (Hons./Research) Chinese
- B.A. (Hons./Research) French
- B.A. (Hons./Research) German
- B.A. (Hons./Research) Japanese
- B.A. (Hons./Research) Korean
- B.A. (Hons./Research) Persian
- B.A. (Hons./Research) Russian
- B.A. (Hons./Research) Spanish
- B.A. (Hons./Research) Italian

Section IA Languages (13 Languages) with codes:

English (101)	Hindi (102)	Assamese (103)	Bengali (104)	Gujarati (105)	Kannada (106)	Malayalam (107)
Marathi (108)	Odia (109)	Punjabi (110)	Tamil (111)	Telugu (112)	Urdu (113)	

Section IB Languages (20 Languages) with codes:

Arabic (201)	Bodo (202)	Chinese (203)	Dogri (204)	French (205)	German (206)	Italian (207)
Japanese (208)	Kashmiri (209)	Konkani (210)	Maithili (211)	Manipuri (212)	Nepali (213)	Persian (214)
Russian (215)	Santhali (216)	Sindhi (217)	Spanish (218)	Tibetan (219)	Sanskrit (220)	

Section II

Candidates who apply for UG programmes at the EFL University **MUST NOT select** any subject from **Section II: Domain Specific Subjects**, as subjects in Section II will not be considered for admissions at the EFL University.

Section III (for all Undergraduate Programmes)

Candidates who apply for any UG programme at the EFL University **MUST choose General Test**.

Summary

The candidates who apply for the following programmes are required to select **Section IA - Languages: English (101) and Section III: General Test (501):**

- B.A. (Hons./Research) Journalism and Mass Communication
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- B.A. (Hons./Research) Performance Arts, Humanities
- B.A. (Hons./Research) Digital Communication

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- B.A. (Hons./Research) German
- B.A. (Hons./Research) Japanese
- B.A. (Hons./Research) Korean
- B.A. (Hons./Research) Persian
- B.A. (Hons./Research) Russian
- B.A. (Hons./Research) Spanish
- B.A. (Hons./Research) Italian

4. Admission Process

1. All programmes are **full-time**.
2. It is the responsibility of the candidates to ensure that they satisfy the eligibility requirements before applying for admission to a programme. As candidates who are still awaiting the results of their final year/semester examinations are also eligible, the University will not be able to verify the eligibility of the candidates before/when they appear for the entrance test.
3. After the entrance test, in case the candidates awaiting their results are short-listed, they will be provisionally admitted to the programme, subject to their meeting the eligibility criteria and the submission of relevant documents.
4. Issue of Hall Ticket and appearance at the entrance test do not automatically make the candidate eligible for admission to the University. The University reserves the right to cancel the admission of a candidate at any stage of the admission process or after admission if he/she does not meet the eligibility requirements.
5. The cut-off marks for the entrance tests for admission to all Undergraduate programmes for candidates belonging to the following categories are as follows:

Unreserved/ OBC (creamy layer)	50%
OBC (non-creamy layer)	45%
SC/ST/Differently-abled category	30%

NOTE

The rule of reservation in respect of Economically Weaker Sections (EWS) will be in accordance with circulars and guidelines issued by GOI, MHRD, and UGC in this regard from time to time.

5. Eligibility Criteria

Hyderabad Campus

Sl. No.	Programme	Subject	Duration of the Course	Eligibility Requirements
1.	B.A. (Hons./Research)	English	8 semesters	<p>Pass in Intermediate/10+2 examination or its equivalent, with 50% marks for general/OBC candidates, and 45% marks for SC/ST/Person with Disability category candidates, with English as one of the subjects</p> <p>OR</p> <p>Pursuing the qualifying programme mentioned above (provided the candidate will have passed the examination by the time of the admission and has scored the minimum eligibility marks as mentioned above)</p>
2.	B.A. (Hons./Research)	Arabic		
3.	B.A. (Hons./Research)	Chinese		
4.	B.A. (Hons./Research)	French		
5.	B.A. (Hons./Research)	German		
6.	B.A. (Hons./Research)	Japanese		
7.	B.A. (Hons./Research)	Korean		
8.	B.A. (Hons./Research)	Persian		
9.	B.A. (Hons./Research)	Russian		
10.	B.A. (Hons./Research)	Spanish		
11.	B.A. (Hons./Research)	Italian		
12.	B.A. (Hons./Research)	Performance Arts, Humanities		
13.	B.A. (Hons./Research)	Digital Communication		

Shillong campus

Sl. No.	Programme	Subject	Duration of the Course	Eligibility Requirements
1.	B.A. (Hons./Research)	English	8 semesters	Pass in Intermediate/10+2 examination or its equivalent, with 50% marks for general/OBC candidates, and 45% marks for SC/ST/Person with Disability category candidates, with English as one of the subjects OR Pursuing the qualifying programme mentioned above (provided the candidate will have passed the examination by the time of the admission and has scored the minimum eligibility marks as mentioned above)
2.	B.A. (Hons./Research)	Journalism and Mass Communication (JMC)		

Lucknow campus

Programme	Subject	Duration of the Course	Eligibility Requirements
B.A. (Hons./Research)	English	8 semesters	Pass in the Intermediate/10+2 examination or its equivalent, with 50% marks for general/OBC candidates, and 45% marks for SC/ST/Person with Disability category candidates, with English as one of the subjects OR Pursuing the qualifying programme mentioned above (provided the candidate will have passed the examination by the time of the admission and has scored the minimum eligibility marks as mentioned above)

6. Exit Points and Certification

Period of the Programme	Award
Completion of one year/ two semesters	UG Certificate
Completion of two years/ four semesters	UG Diploma
Completion of three years/ six semesters	B.A. Degree
Completion of four years/ eight semesters	B.A. (Hons./Research)

7. Reservations

Reservation of seats for eligible candidates shall be in accordance with the provisions of the Central Educational Institutions (Reservation in Admission) Act 2006 and Circulars of the Government of India issued and amended in this regard from time to time. Besides, the University shall also follow reservation in admission to all programmes of studies in accordance with the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995.

The rule of Reservation in respect of Economically Weaker Sections (EWS) will be in accordance with circulars and guidelines issued by GOI, MHRD, and UGC in this regard from time to time.

For Scheduled Castes and Scheduled Tribes (SC/ST) candidates

- i. 22.5% of seats will be reserved for Scheduled Castes (SC) and Scheduled Tribes (ST) candidates in the following order:
 - 15% for Scheduled Castes
 - 7.5% for Scheduled Tribes
- ii. Candidates belonging to Scheduled Castes and Scheduled Tribes will be given relaxation to the extent of 5% in the aggregate of marks obtained in the qualifying examination.
- iii. UGC sponsored remedial classes in English are organized for SC/ST students admitted to the various programmes.

Other Backward Classes (OBC) candidates

27% of the intake is reserved for OBC (non-creamy layer) candidates.

Person with Disability

- i. Supernumerary seats to the extent of 5% of the total intake are reserved for candidates with a minimum disability of 40%.

- ii. Along with the application forms, an eligible candidate should submit attested copies of the certificate of disability from a Civil Surgeon of a government hospital, indicating the extent of the visual/ physical disability and also the extent to which the disability may affect the pursuance of the course of study for which admission is sought to.

Rules

1. Along with their application forms, candidates belonging to SC/ ST/ OBC (Non-Creamy layer) category should submit the Caste Certificate from any one of the following authorities:
 - i. District Magistrate/ Additional District Magistrate/Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ First-Class Stipendiary Magistrate/ City Magistrate (not below the rank of First-Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner)
 - ii. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate
 - iii. Revenue Officer not below the rank of Tehsildar.
 - iv. Sub-Divisional Officer of the area where the candidate and/ or his/ her family normally resides.
 - v. Administrator / Secretary to Administrator/ Development Officer (Laccadive and Minicoy Islands)
2. An application form submitted without relevant certificates will be rejected.
3. Candidates seeking admission under the reserved categories shall be required to fulfill the eligibility criteria prescribed for admission to the course/ programme.
4. The relaxation in the minimum prescribed percentage of marks in the qualifying examination for admission to a course / programme shall be permissible only in one of the categories.
5. If a candidate in a reserved category qualifies for admission in the general category, he/ she shall be transferred to the general category without prejudice to the number of seats already allocated in that category which will be offered to the next eligible candidate in that category.

Wards of Defence Personnel (Army/Air Force/ Navy)

Supernumerary seats are reserved for wards of defence personnel to the extent of 5% of the total intake. In accordance with the guidelines issued by the Government of India, admission is granted according to the priority list below:

- widows/ wards of defence personnel killed in action
- wards of serving personnel and ex-servicemen disabled in action
- widows/ wards of defence personnel whose death is attributed to peacetime military service
- widows/wards of defence personnel whose disability is attributed to peacetime military service
- wards of ex-servicemen and serving personnel who are recipients of the following gallantry awards: (Param Vir Chakra, Ashok Chakra, Sarvottam Yudh Seva Medal, Mahavir Chakra, Kirti Chakra, Uttam Yudh Seva Medal, Vir Chakra, Shaurya Chakra, Yudh Seva Medal, Sena/Nau Sena/Vayu Sena Medal, Mention-in-Despatches)
- wards of ex-servicemen
- wards of serving personnel

Kashmiri Migrants

Supernumerary seats are reserved for Kashmiri migrants to the extent of 5% of the total intake. For such candidates, however, there is no relaxation in the qualifications required for admission.

8. Rules of Discipline and Proper Conduct of Students

The rules listed hereunder shall apply to all students of the University under Article 29 of the Statute of the EFL University. Any breach of discipline and conduct by a student inside or outside the EFL University Campus shall fall under the purview of these rules.

Categories of misconduct and indiscipline include:

- All acts of violence and forms of coercion such as gheraos, dharnas, sit-ins, which disrupt the normal academic and administrative functioning of the University
- Sexual harassment
- Committing forgery, defacing/destroying books/journals of the library
- Furnishing false certificates, or false information
- Street hazing, or eve-teasing, or disrespectful behavior with a girl student
- Arousing communal, caste, or regional feeling, or disharmony among students
- Use of abusive, or defamatory, or derogatory language
- Pasting of posters of objectionable nature
- Unauthorized occupation of the hostel rooms
- Indulging in acts of gambling
- Use of the title of the University when distributing any document, other than for academic purposes, outside the University
- Consuming or possessing dangerous/banned/fraudulently acquired drugs
- Non-payment of fees and other dues including mess charges
- Ragging in any form
- Refusal to obey the directions of officers of the University staff
- Unauthorized collection of funds for any students' programme
- Any other act/matter which the Vice-Chancellor may deem to be an act of violation of discipline, or misconduct

Penal Measures

The Competent Authority may impose penal measures on any student found guilty of any of the acts of indiscipline or misconduct mentioned above.

Anti-Ragging Committee: Any form of ragging within the premises of the EFL University will be viewed seriously and dealt with swiftly and severely by the Administration. The Anti-ragging squads and the Anti-Ragging Committee will be empowered to take *suomoto* action upon receiving complaint. As per the direction of the Supreme Court of India, if any incident of ragging comes to the notice of the authorities, the student concerned shall be asked to explain his/ her action and if the explanation is not found to be satisfactory, he/ she will be expelled from the University.

Anti-Sexual Harassment and Redressal Mechanism: The EFL University has evolved a policy against sexual harassment to create a gender-just and secure environment (vide Ordinance No. 30, entitled Gender Sensitization Prevention and Redressal of Sexual Harassment of the English and Foreign Languages University) for women students on its Campuses. Every Campus of the EFL University has a Complaints Committee, with representatives from all sections of the University, to take care of the complaints of women students in this regard, with the names, addresses and phone numbers of the members displayed in all prominent places on the Campus. The complaints will be kept confidential, and the Committee is empowered to recommend severe action(s) against the perpetrators.

The Committee also takes upon itself the task of organizing various gender sensitization programmes. There is an Appellate Committee to consider problems when the Complaints Committee's decisions are not found satisfactory.

Grievance Redressal Mechanism for all students: All grievances within the University will be resolved through discussions and negotiations, and through a Grievance-Redressal mechanism mentioned below:

- Grievances with regard to the Hostels may be referred to the Provost/ Warden concerned.

- Individual grievances may be referred to teachers in the department who will be appointed as staff advisers.
- Group grievances may be resolved within the department to the extent possible.
- Miscellaneous grievances with regard to Library/ Finance/ Sports will be resolved by the Committees concerned.
- Academic grievances of students: Students aggrieved on the grade awarded in a course may apply in a prescribed form along with a fee of Rs. 100/- for each course to the Head of the Department within one month of the notification of the results. A committee will examine the case and the grade awarded as a result of their view will be final.

All grievances, except academic grievances, should be submitted to the appropriate body within reasonable time, i.e., not more than two weeks after the event at issue.

9. Hostel Accommodation at Hyderabad

The EFL University is not a fully residential university and does not guarantee accommodation to every student. The University has five hostels: three for Indian students, and two exclusively for international students. Subject to availability, hostel rooms are allotted, on a sharing basis, to students from outside the city who are pursuing full-time courses at the University. Students provided with such accommodation shall abide by the rules and regulations of the Hostel.

Students are required to vacate their rooms during the winter summer vacation. They may also be required to vacate the rooms as and when the need arises for repairs and maintenance.

10. Scholarships (As per the University Regulation 20:2(A))

Merit-cum-Means Fellowship, Exemption of Tuition Fee and Book Allowance

Eligibility

- a. All Indian students who have registered for any full time course, except for a Ph.D. programme, and whose parental annual income is less than Rs. 1,50, 000/- are eligible to apply for *EFLU Merit-cum-Means Fellowship and Exemption from Tuition Fee*.

Students who receive Fellowship shall get a Book Grant up to Rs. 1000/-per annum, for each year of valid studentship.

Students belonging to reserved categories exempted from paying tuition fees under GOI rules shall get only the Book Grant of Rs. 1000/- per annum for each year of valid Studentship.

All students are required to pay all the deposits and fees (including Hostel room rent, for whom it applies) mentioned in the Prospectus.

- b. All SC/ ST/ OBC (non-creamy layer) and person with disability students admitted to for any Programme, except for Ph.D. programme, are eligible to apply for *EFLU Merit-cum-Means Fellowship and Exemption from Tuition Fee* (if not exempted under GOI rules).

However, they also have to pay all other fees as prescribed by the EFL University from time to time as mentioned in the Prospectus and Hostel room rent as per rules.

- c. No student of any category availing any other scholarship/ fellowship/ financial help from any agency/ charitable organization is eligible to avail any financial assistance from the University.

- d. Students availing scholarship/ fellowship/ financial assistance of Rs.1000/- or above per month through the Department of Social Welfare/State Governments/ Ministry of Tribal Affairs/ UGC or any other agency/ organization are not eligible to receive the *EFLU Merit-Cum-Means Fellowship and Exemption from Tuition Fee*. Where the amount is less than Rs.1000/-per month, the difference amount will be paid to the student under EFLU fellowship assistance.

- e. Among the newly admitted students, only those who have obtained 60% of the highest score in the entrance tests conducted by the University, are eligible to apply for EFLU Merit-cum-Means Fellowship and Exemption from Tuition Fee.
- f. Students who are in the second and the following semesters are eligible for *EFLU Merit-cum-Means Fellowship and Exemption from Tuition Fee* only if they
 - Secure a minimum of 50% marks in the semester-end examinations
 - Pass in all subjects in the semester-end examinations i.e., there should be no backlogs, and
 - Fulfill the attendance requirement (i.e. 75%).

Procedure for application

- a. Applications should be made in the prescribed format, available in the Academic Section/University website, to the Chairperson of the Grants Committee.
- b. All applications should be submitted through the Head of the Department, in case of students not residing on the campus, and through the Provost of the Hostels concerned if they are residents in the Hostels, within one month from their admission.
- c. All relevant documents such as caste certificate and income certificate must be submitted along with the application form.

Mode of payment of scholarship

- a. Scholarship of Rs. 1000/- per month for eligible students will be paid twice a year during December and June after the results of the respective semesters are declared.
- b. Release of *EFLU Merit-cum- Means Fellowship and Exemption from Tuition Fee* is subject to deduction of amount towards the mess bills, damage caused to the University property, books lost or damaged, and any other dues pending against a student.
- c. Students receiving any grant or scholarship from any other source will have to declare the same in writing. Any concealment of information or submission of false information shall

lead to withdrawal of all concessions and scholarship. It may also lead to disciplinary action against the defaulter, including expulsion from the academic courses that they have been admitted to.

VHC (Visually Challenged)

Stipend (per month)	Reader Allowance (per month)	Stationery allowance (per annum)	Guide Allowance (per annum)	Book Allowance (per annum)
Rs	Rs	Rs	Rs	Rs
1000	2500	500	500	1000

PHC (Orthopedically Challenged)

Stipend (per month)Rs	Book Allowance (per annum)Rs
1000	1000

Documents to be uploaded with the application form to apply for State Government scholarships

The Students are required to upload the following:

- Scanned photograph
- Signature
- Scanned copy of voter card/ ration card/ passport
- Scanned copy of caste certificate (in case of applications under SC/ ST/ OBC quota)
- Scanned copy of a supporting document for reservation against economicallyweaker section (EWS) quota
- Scanned copy of PWD certificate (in case of Person with Disability)
- Scanned copy of WDP certificate (in case of wards of defence personnel)

Note: Students receiving scholarships from other Governmental agencies are not eligible for the above stipends and concessions/ funds, for which the University draws money from its own resources.

11. Fee Structure for Indians

Fees for B.A. (Honors/ Research) English / Foreign Languages/ JMC Performance Arts, Humanities/ Digital Communication

Sl. No.	Heads	Fee for general/ OBC category students Rs.	Fee for SC/ST category students Rs.	Fee for VHC/PHC category students Rs.
1.	Registration Fee (at the time of joining)	205	205	205
2.	Tuition Fee (per semester)	370	370	--
3.	Library Fee (per semester)	220	220	--
4.	Student Welfare Fund (per semester)	1070	155	155
5.	Examination Fee (per semester)	265	265	--
6.	Grade Card Fee (per semester)	70	70	70
7.	Identity Card Fee	330	330	330
8.	*Medical Fees (per year)	485	485	485
9.	Library Deposit (at the time of joining) (Refundable)	800	800	800
Total fee to be paid at the beginning of the Course (Semester I)		3815	2900	2045
Total fee to be paid in Semesters II, IV and VI		1995	1080	225
Total fee to be paid in Semesters III and V		2480	1565	710

***Medical fee for Medical Insurance and on-campus medical facilities to be paid by all students at the beginning of every academic year.**

****Medical Insurance is subsidized by the University by Rs. 300.**

Other Fees Details

Sl. No.	Heads	Rs.
1.	Migration Certificate	270
2.	Transfer Certificate	70
3.	Duplicate Identity Card	550
4.	Change of Name on the Certificate	135
5.	Bona fide Certificate	35
6.	Degree Certificate	270
7.	Degree Certificate (Pre-convocation)	1335
8.	Duplicate Copy of the Degree/ Diploma/ Certificate	1335
9.	Make-up, Grade Improvement/ Supplementary Examination Fee	135
10.	Provisional Certificate	135
11.	Transcript	40

Refund of fees:

1. On cancellation of admission, before the commencement of the academic session, a student shall be eligible for full refund of all fees paid for admission.
2. If the admission is cancelled within two weeks after the commencement of the academic session, she/ he shall lose a month's tuition fee. After expiry of two weeks, the student shall not be eligible to any refund.