

THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY HYDERABAD-500007
NON-FORMAL COURSES AND RESOURCES

1st 40-HOUR PROFICIENCY COURSE IN HINDI
01 September – 29 September 2025

(APPLICATIONS ACCEPTED OFFLINE ONLY)

- **Objective:** To enable participants to communicate confidently using both written and spoken Hindi
- **Course Duration:** 4 weeks (40-Hour), five days a week, 2 hrs a day; **01 September – 29 September 2025**
- **Eligibility:** Pass in the Intermediate/10+2 examination
 - **Foreign Students should**
 - a. *be able to communicate in English.*
 - b. *submit a copy of the **Visa** and **Resident Permit** valid for the entire duration of the course.*
- **The following are not eligible:**
 - i) those ex-employees who were found guilty and penalized for their proven misconduct
 - ii) ex-students who were penalized as per ordinances, or those who were detained or debarred by the University
- **Enclosures:**
 - 1. One passport size photograph
 - 2. Intermediate pass certificate
 - 3. A Xerox copy of Aadhaar card / Voter ID / Passport
- **Intake:** 30-35 on a first-come-first-served basis
- **Medium of Instruction:** Hindi and English
- **Class Timings:** 6 to 8 pm (Monday to Friday)
- **Minimum Attendance:** 80% (20% exemption on medical grounds only)
- **Skill Areas:** Listening, Speaking, Reading and Writing
(Based on the common Speech Functions necessary for effective communication)
- **Materials:** Photocopied materials of classroom tasks and texts
- **Faculty:** Teaching Assistants engaged by the University
- **Evaluation:** Final test at the end of the course
- **Certificate:** Certificates will be awarded to students who complete all the requirements of the proficiency course. For collection of certificates, students have to approach the NFCAR Office in person with original EFL-U Gate Pass or valid ID proof (NFCAR ID Card/Aadhaar Card/Voter ID/Passport). If a student is unable to approach the NFCAR office in person, a self-addressed A4 size envelope with required postal stamp along with valid Identification Proof as mentioned above and the original EFL-U Gate Pass should be sent to the NFCAR office through registered post. The certificate will be sent by post to the permanent address given by the student.
- **Application Fee:** Rs. 100/-
- **Course Fee:**
 - a) For Indian students: Rs. 4,000/-
 - b) For Foreign Students of EFL University: Rs. 5,000/-
 - c) For Foreign Nationals: Rs. 6,000/-(No concession will be allowed in the course fee in all the three categories)
- **Refund Policy:** **NO REFUND OF FEES POSSIBLE FOR ANY REASON WHATSOEVER**
- **Issue of applications:** from **1 August to 28 August 2025**
- **Last date for submission of filled in application forms:** **28 August 2025**
- **The following is the tentative outline of the course: (Oral and Written)**

Week I	Week II	Week III	Week IV
<ul style="list-style-type: none">• Introductions• Description• Narration• Planning	<ul style="list-style-type: none">• Explaining• Informing• Instructing/Directing• Asking Questions/ Responding	<ul style="list-style-type: none">• Expressing Opinions• Group Discussions• Note-taking and Summarising• Formal Letter writing• Report writing	<ul style="list-style-type: none">• Writing CV and Application Letters• Interview Skills• Presentation Skills

Contact: NFCAR Office, Room No. 29, Ground Floor, Administrative Building, EFL University, Hyderabad - 500 007

Phone No: 040 27689646

Sd/-

Director

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