

2<sup>nd</sup> September, 2023

## **Notice**

### **Admission Fees for Foreign Language Courses**

#### **Registration for Admissions**

Sri Guru Gobind Singh College of Commerce offers the following part-time Foreign Language Courses:

1. **Certificate Course in French Language** (in affiliation with the Department of Germanic and Romance Studies, University of Delhi)
2. **Certificate Course in German Language** (in affiliation with the Department of Germanic and Romance Studies, University of Delhi)
3. **Certificate Course in Japanese Language** (in affiliation with the Department of East Asian Studies, University of Delhi).

- All admissions will be based on merit.
- A separate application form needs to be submitted for each language.
- A student will be admitted to only one of the above courses in an academic session.
- Submission of the application form does not guarantee admission.
- Incomplete applications will not be accepted.
- Transfer from one certificate course to another will not be permitted after admission.
- Preference will be given to the students of the college.
- The college reserves the right to cancel any course if adequate number of students do not enroll.

**Eligibility:** Senior Secondary School Certificate Examination (10+2) or any other recognized equivalent examination with a minimum of 45% aggregate marks.

**Duration:** 1 year (according to the university calendar).

**Class Schedule:** Classes will be held thrice a week after the regular classes of the college.

#### **Course Fee:**

Regular Students of SGGSCC	Rs. 13,500/- + Rs. 510/- (examination fee)
Former Students of SGGSCC	Rs. 14,500/- + Rs. 510/- (examination fee)
Other Students	Rs. 16,500/- + Rs. 510/- (examination fee)

**Application Process:** Admission process is online.

**Step 1** - Pay Rs. Admission Fee on the link <https://www.sggsc.ac.in/payments>

**Step 2** – After making the payment, search for transaction ID by entering your mobile number and email ID.

- \_\_\_ Go to bottom of the page <https://www.sggscac.ac.in/payments>
- \_\_\_ Enter your mobile number or email ID
- \_\_\_ Click “Submit”
- \_\_\_ Note the **Transaction ID (GGSWEB.....)**.

This transaction ID (GGSWEB...) is to be filled in the registration form.

**This fee is non-refundable.**

**Step 3** – Fill the registration form.

Form for French Language Course- <https://forms.gle/4ZkbHTBCH6SettTi7>

Form for German Language Course - <https://forms.gle/VJUTpBriRAV4astG6>

Form for Japanese Language Course – <https://forms.gle/BvVjujxd8ue6gN999>

**Step 4** – Upload soft copies of the following documents:

1. Self-attested photograph, max. size 250kb, .jpg/.jpeg/.png format
2. Signature on white paper, max. size 250kb, .jpg/.jpeg/.png format
3. Self- attested copy of Class 10 certificate, max. size 500 kb
4. Self-attested copy of Class12 marksheet, max. size 500 kb
5. Self-attested copy of graduation/post-graduation marksheet (if applicable), max. size 500 kb
6. Character Certificate from the last institution attended, max. size 500 kb (optional).

After the submission of the form, a confirmation email will be sent to the applicant with a soft copy of the form received.

Selected candidates need to pay the course fee within three days of the notification.

For queries please contact the following:

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Mr Amit Goswami  
9999890042

**Dr. Jatinder Bir Singh**  
**Principal**