



केन्द्रीय कृषि विश्वविद्यालय
CENTRAL AGRICULTURAL UNIVERSITY

इम्फाल - ७९५००४, मणिपुर

Imphal - 795 004, Manipur

दुर्वाश नं. ०३८५-२४१५१९६, फैक्स नं.- ०३८५-२४१२६४४
Phone No. 0385-2415196, Fax No. 0385-2412644
e-mail: regcau@gmail.com / registrar.cau@gov.in

Imphal, the 5th August, 2026

No. CAU/Reg/17-Acad/24 / 2528

To,

All Deans of constituent Colleges of Central Agricultural University, Imphal

Subject: Submission of Nominations of Students for British Council "English for Work" Online Course - Reg.

Reference: Letter No. CAU/DI/58-A/Misc/20-21/1172 dated 18/03/2026 regarding the British Council "English for Work" Online Course.

Sir/Madam,

With reference to the letter cited above, I am directed to inform you that the CAU Headquarter is planning to conduct the British Council "English for Work" Online Course for the benefit of the students of Central Agricultural University. The proposal has been received from the Managing Director, Global Learning & Recruitment Solutions, United Kingdom, for conducting the course through online blended learning mode.

The details of the course are as follows:

1. **Course Duration:** 18 weeks with 18 weeks access, totaling 108 hours of expected study time. Each week includes 3 hours of online exercises before class, a 55-minute live online class at a timing of choice, one Live25 teacher-led webinar of choice, and post-class study material. Weekly tasks must be completed as scheduled; classes and assignments cannot be postponed or carried over to the next week. Classes are available 24x7, 7 days a week, and can be booked 24 hours in advance. Cancelled classes must be rebooked within the same week.
2. **Requirements:** To access the student portal and attend live online classes, a desktop/laptop computer (preferred) or a mobile device (tablet/smartphone), a reliable internet connection, a headset or headphones with a built-in microphone, and a working webcam are required.
3. **Online Certificate** can be downloaded by the learner from English Online Learning Platform of British Council after successful completion of the course provided the learner completes 67% of the assignment and attends 4 out of 6 per module of 6 weeks each.

Since the course is proposed to be conducted online by the Headquarters for the benefit of the students, you are requested to identify and nominate 20 interested students each from the UG, PG and Ph.D. programmes of your college who are willing to undergo the training. The details of the information of students may kindly be furnished in the enclosed format, **ANNEXURE-A**. The consolidated list of nominated students may kindly be forwarded to this office at the earliest to facilitate batch formation and scheduling of the online sessions by the Headquarter.

Your cooperation in this regard will be highly appreciated.

Encl.: Student Nomination Format - Annexure - A

Yours faithfully,
N. Brajendra Singh
S-8-26
(N. Brajendra Singh)
Registrar

Ach
05/08/2026

A. C. S. / 11C
05/08/26

College of Horticulture & Forestry
CAU, Pasighat - 791102
R. No. 1564 Date 06/08/26
Signature.....



DIRECTORATE OF INSTRUCTION
CENTRAL AGRICULTURAL UNIVERSITY
IMPHAL 795 004 (MANIPUR), INDIA
Website: www.cau.ac.in E-mail : di.office@yahoo.com

No.CAU/DI/58-A/Misc/20-21/1172

Imphal, 18/03/2026

To

All Deans of constituent colleges
CAU, Imphal

Subject: Submission of Comments on British Council Proposal-Reg.

Sir/Madam,

I am to inform you that a proposal has been received from the Managing Director, Global Learning & Recruitment Solutions, United Kingdom for a British Council course on "English for Work online course." This is an online blended learning course, combining the flexibility of self-study with teacher-led live, interactive classes to enhance business English, workplace communication, vocabulary, pronunciation, and grammatical accuracy. Some highlights provided in the brochure (copies enclosed) are:

1. **Course Duration:** 18 weeks with 18 weeks access, totaling 108 hours of expected study time. Each week includes 3 hours of online exercises before class, a 55-minute live online class at a timing of choice, one Live25 teacher-led webinar of choice, and post-class study material. Weekly tasks must be completed as scheduled; classes and assignments cannot be postponed or carried over to the next week. Classes are available 24/7, 7 days a week, and can be booked 24 hours in advance. Cancelled classes must be rebooked within the same week.
2. **Requirements:** To access the student portal and attend live online classes, a desktop/laptop computer (preferred) or a mobile device (tablet, smartphone), a reliable internet connection, a headset or headphones with a built-in microphone, and a working webcam are required. 3
3. **Course Fee:** INR 30,000 inclusive of tax per student, with a minimum of 500 students.

I am to request you to kindly provide your valuable comments on the feasibility of undertaking the course, the fitting of class schedule, the preferred batch of students and total number if interested and any other comments which may be submitted at the earliest for taking further necessary action.

Yours Sincerely,

Encl: As stated

N. Brajendra Singh
(N. Brajendra Singh)
Director of Instruction

No.CAU/DI/58-A/Misc/20-21/1172

Imphal, 18/03/2026

Copy to:-

1. AR to V.C. for kind information of Hon'ble Vice- Chancellor, CAU, Imphal
2. The Registrar, CAU, Imphal for kind information.

N. Brajendra Singh
(N. Brajendra Singh)
Director of Instruction