

BULLETIN OF INFORMATION
FOR
ADMISSION TO POSTGRADUATE COURSES
2019-20



Non-Collegiate Women's Education Board
Tutorial Building, Faculty of Arts
University of Delhi
Delhi — 110007.

Website: www.ncweb.du.ac.in



TO BE READ CAREFULLY

- An eligible applicant desirous to seek admission to Postgraduate Course(s) of Non-Collegiate Women Education Board (NCWEB), University of Delhi for the academic session 2019-20 must read the contents of this Bulletin of Information carefully. This Bulletin is a supplementary document to the PG Bulletin of Information, and the same can be consulted for further information.
- Changes made after the release of this Bulletin shall become effective from the date it is posted on the NCWEB website.
- The Board reserves the right to revise, amend, update, or delete any part of this Bulletin without giving any prior notice. Any change so made shall be updated on the Board's website.
- Registration for Admission to Postgraduate courses in NCWEB will be through PG Online Registration of Delhi University. It is mandatory for all candidates to apply through the common Online Registration for PG courses.
- Minimum Eligibility Criteria as well as other terms and conditions prescribed by the University of Delhi for PG courses is applicable for NCWEB admission also.
- A residence proof of NCT of Delhi in the name of the candidate will be required at the time of the admission. It can be a valid **Aadhaar Card / Voter Identity Card / Passport / Driving License / Ration Card** (with the name of the candidate).
- The deadlines given by the University / centre / related offices will be non-negotiable.



DISCLAIMER

- Due care has been taken to reproduce the authentic official version of rules and regulations and other relevant information in this Bulletin, as far as possible. However, it should, in no case, be construed as a warranty, express or implied, regarding completeness and accuracy of the information so far provided as a ready reference.
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CAUTION

In case of non-compliance of any of the requirements for admission including the non-submission of relevant documents and / or non-payment of Fee within the prescribed date and time, the candidate will lose her right to admission.

If at any stage original documents relating to the admission of a candidate are found to be fake / non-genuine or fabricated or in any other manner defective, the said candidate will not be admitted and if already admitted, admission will be cancelled without any prior notice in this regard. If the same is found after the completion of course, her degree will be cancelled and appropriate legal action will be taken against her.

Before filling the application form for online registration, the candidates are advised to read the contents of the Bulletin of Information carefully and also consult the Delhi University Act, 1922 and the Statutes. The Ordinances, Rules and Regulations of the University of Delhi available on the University website, www.du.ac.in which would be binding on them.



FOREWORD

Delhi University was established in 1922 and by an amendment of Delhi University Act in 1943, Women students were enabled to take some of the examination of the University with special coaching but without attending regular classes. This gave shape to the Non-Collegiate Women's Education Board (NCWEB).

NCWEB is a unique system with lectures on Saturday/Sunday leaving students with six working days to follow their dream. In this age of 100% cut-offs, class room crunch, gender discrimination, NCWEB is a welcome arrangement and a most satisfactory way to attain a degree from University of Delhi. The admission is done on the basis of merit by declaring cut-offs. The Board enables thousands of young women, who cannot join regular college for various reasons to attend classes during Saturdays/Sundays, academic breaks. **However, Non-Collegiate students are not allowed to pursue any other full-time degree course, and only women candidates residing in the NCT of Delhi can enrol themselves as students of the Board.**

Since there is class-room teaching, no printed material is given. However, the Board provides limited library facility to undergraduate students at their centres. Besides, a Postgraduate Library is located in the Arts Faculty Building, University of Delhi. Moreover, the Board gives financial aid and book loan facility to the needy and deserving students.

The classes are held either on Saturdays and Sundays and during academic breaks. **There are 50 teaching days in a session.** At the PG centre, classes are held from 8.30 a.m. to 5.00 p.m. There are about 8 lectures in a day.

A major advantage of the Non-Collegiate programme of teaching is its low cost and utilisation of the existing infrastructure of educational institutions during Saturdays and Sundays and academic breaks to empower young women of NCT of Delhi.

Dr. Geeta Bhatt
Offg. Director
NCWEB



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REVISED ADMISSION SCHEDULE FOR POST-GRADUATE COURSES FOR ACADEMIC SESSION 2019-20

TASK	DATE(S)
Notification of First Admission List	09 Aug 2019
Document verification and approval of admission	09, 10&13 Aug 2019
Notification of Second Admission List	14 Aug 2019
Document verification and approval of admission	14, 16&17 Aug 2019
Notification of Third Admission List	19 Aug 2019
Document verification and approval of admission	19, 20&21 Aug 2019
Notification of Fourth Admission List (if required)	22 Aug 2019
Document verification and approval of admission	22, 23&26 Aug 2019
Notification of Fifth Admission List (if required)	27 Aug 2019
Document verification and approval of admission	27, 28& 29 Aug 2019

Notes:

1. Reporting Timing for document verification: **09:30 A.M. to 01:00 P.M.**
2. For Fee Payment: The applicant has to log on to PG Admission Portal to make **online payment of the fee**. This may be done till **15:00 hrs. the next day** of the approval of admission on the portal.
3. If required, subsequent Admission Lists and Schedule will notified on the centre's / university website.



1. General Guidelines

- Only women candidates residing in NCT Delhi will be eligible for admission to PG courses of NCWEB, University of Delhi. **A residence proof in the name of the candidate will be required at the time of the admission.** It can be a valid **Aadhaar Card, Voter Identity Card, Passport, Driving License or Ration Card** (with the name of the candidate).
- Registration for Admission to Postgraduate courses in NCWEB will be through PG Online Registration of Delhi University. It is mandatory for all candidates to apply through the common Online Registration for PG courses.
- The applicants are advised to also consult the **Bulletin of Information for Admission to Postgraduate Courses**, University of Delhi.
- The applicant's participation in the Admission Procedure will be provisional. If, at any stage, it is found that she doesn't fulfil the Minimum Eligibility Criteria, her admission, if granted, will be cancelled *ipso facto*, and appropriate legal action will be taken against him / her.
- For any legal proceedings, the jurisdiction shall be the Delhi Courts.
- Classes for Postgraduate course in NCWEB are conducted only at Tutorial Building (North Campus).
- In the case of candidates, who have not passed the last examination from the University of Delhi, a Certificate of Eligibility from the Equivalent Committee of Delhi University will have to be attached with the Admission Form.
- Examination of Non-Collegiate PG students is conducted along with regular Students of University of Delhi.
- In case the candidate fails to complete the PG Course and applies for cancellation of admission for pursuing some other course, she will forfeit her previous results and will submit an "undertaking" that in case she returns, she will take admission in 1st year.

2. Available Postgraduate Courses at NCWEB

1	M.A./M.Sc. Mathematics	7	M.A. Persian
2	M.A. Arabic	8	M.A. Philosophy
3	M.A. Bengali	9	M.A. Pol. Science
4	M.A. English	10	M.A. Punjabi
5	M.A. Hindi	11	M.A. Sanskrit
6	M.A. History	12	M.A. Urdu

Note: Teaching arrangement will be made only for the classes having minimum 10 students attending the classes.

1.



3. Minimum Eligibility Criteria

Along with the Minimum Eligibility Criteria given by the respective University departments for regular students, NCWEB requires the applicants to fulfil additional criteria; namely, **only female candidates from NCT of Delhi can apply.**

4. Modes of Admission

- A. NCWEB has two modes of admission for Postgraduate Courses:
1. **MERIT BASED**: 50% of the total seats will be filled on the basis of the applicants' merit in the Qualifying Examination. Wherever applicable, **MERIT BASED** option is open only for the applicants who have eligible Bachelor Degree from the University of Delhi.
 2. **ENTRANCE TEST BASED**: Remaining 50% of the total seats will be filled on the basis of applicants' rank in Entrance Test.
- B. It may again be noted that **all the applicants** seeking admission to the Postgraduate Courses **have to mandatorily register online, irrespective of the mode of admission.**
- C. At the time of Registration applicants can choose to apply under one of the following options:
1. **MERIT BASED** only
 2. **ENTRANCE TEST BASED** only
 3. Both **MERIT** and **ENTRANCE TEST BASED**
- D. The Board will release separate Admission Lists in both modes. Reservation / Concession, as per the existing rules of the University of Delhi, will be applicable separately in both the modes (**MERIT** and **ENTRANCE TEST**).

5. Reservation and Relaxation

The Board strictly adheres to University of Delhi Policies in matters of Reservation and Relaxation to EWS / OBC / SC / ST / PwD applicants, and in order to avail the same a candidate will have to produce a valid certificate issued by a competent authorities. For the further details please go through the concerned sections of the **Bulletin of Information for Admission to Postgraduate Courses**, University of Delhi.



6. Course wise Seat Distribution

Sl.	Course	MERIT BASED					Total	ENTRANCE TEST MODE					Total
		UR	EWS	OBC	SC	ST		UR	EWS	OBC	SC	ST	
1	M.A./M.Sc. Mathematics	19	2	11	7	3	41	20	2	11	6	3	42
2	M.A. Arabic	29	3	16	9	4	61	28	3	17	9	5	62
3	M.A. Bengali	29	3	16	9	4	61	28	3	17	9	5	62
4	M.A. English	29	3	16	9	4	61	28	3	17	9	5	62
5	M.A. Hindi	29	3	16	9	4	61	28	3	17	9	5	62
6	M.A. History	29	3	16	9	4	61	28	3	17	9	5	62
7	M.A. Persian	29	3	16	9	4	61	28	3	17	9	5	62
8	M.A. Philosophy	29	3	16	9	4	61	28	3	17	9	5	62
9	M.A. Pol. Sc.	29	3	16	9	4	61	28	3	17	9	5	62
10	M.A. Punjabi	29	3	16	9	4	61	28	3	17	9	5	62
11	M.A. Sanskrit	29	3	16	9	4	61	28	3	17	9	5	62
12	M.A. Urdu	29	3	16	9	4	61	28	3	17	9	5	62



7. Admission

- A. NCWEB PG Admission Lists are prepared on the basis of Merit Lists for the concerned University Departments.
- B. NCWEB **Admission Lists** (category wise) of the selected candidates will be uploaded on the University / Boards' website, as per the given schedule.
- C. Both **MERIT** and **ENTRANCE TEST BASED** lists (wherever applicable) will be announced together.
- D. It is further to be noted that a candidate's name in the Admission List alone does not mean that he / she is admitted. A selected candidate is required to appear for document verification and to pay **online Admission Fee** within prescribed deadline.
- E. The selected candidates will **login** to the PG Admission Portals, download the **Admission Form**, and take the print.
- F. The candidates will report at the NCWEB office, along with his / her Admission Form and required documents (original and a set of photocopies) mentioned in the list, for verification of eligibility.
- G. **Only those candidates of a given Admission List who report at the designated Reporting Centre within prescribed deadline will be considered for admission.**
- H. A selected candidate will be considered for admission on the basis of following criteria:
 1. Those who report at the NCWEB office with all the required documents will be marked **VERIFIED** and will be allowed to submit their documents. Following with the Nodal Officer will mark such candidates **APPROVED** on the Admission Portal, after which they would make payment of Admission Fee. The Admission Procedure will be considered complete only after **online payment** of Admission Fee, within prescribed deadline.
 2. Those who report at the NCWEB office within the given deadline, and meet all other requirements except the Qualifying Examination Marks sheet will be marked **REPORTED** on their Admission Form, and the Nodal Officer will update the same on the Admission Portal, after which their seat will remain locked till two working days before the last day of admission. In case, the candidates fail to produce their remaining documents within the given deadline, the seats will go to the next candidates in the list.
- I. The applicants **who do not report**, for whatever reasons, at NCWEB office within prescribed deadline for a given Admission List shall **NOT** be considered for Admission in any subsequent lists.
- J. The Board will retain certificates of all admitted candidates for the rest of the duration of admission process.
- K. In case a student withdraws / cancels her admission or wishes to appear for counselling at any other university / institute, she can write to the Nodal Office and can get her documents back.
- L. **In the case of tie in the Entrance Test marks, tie-breakers in the following order of preference will be applied:**
 - Candidates with higher percentage in Qualifying Examination¹ as mentioned in the eligibility criteria, will be given preference.
 - Candidates with higher percentage in the final year of bachelor degree will be given preference, then preceding year and so on.
 - Candidates having higher aggregate marks (five subjects including one language) in class XII Board examination will be given preference.

¹ Graduate / Post Graduate Degree from the University of Delhi or any other Indian or Foreign University, recognised as equivalent by the University of Delhi.



M. The same tie-breaking criteria, in the aforementioned clause, will be applied in MERIT BASED admission also.

7.1 List of Documents Required

The following documents are required to be submitted by the applicant alongwith the Admission Form²:

1. Class X Certificate and Statement of Marks
2. Class XII Certificate and Statement of Marks
3. Qualifying (Provisional) Degree and Statement of Marks
4. Migration Certificate (*if required*)
5. Proof of residence in NCT of Delhi (Adhar Card / Voter ID / Passport / Driving License / Ration Card with the name of the candidate)

Candidates seeking admission under EWS / OBC / SC / ST / PwD category should have valid certificates in their own name on the day of admission.

6. Category Certificate (*if required*)

7.2 Admission Fee

All candidates admitted in Postgraduate Courses shall be required to pay the following fee in the first semester of their course .

M.A. /M.Sc.(1 st Semester)	
Annual Fee	325/-
Library Fee	10/-
Magazine Fee	25/-
Examination Fee	600/-
Examination Form Fee	10/-
MarksStatement Fee	100/-
Special Examination Fee	30/-
Library Security	1000/-
University Development Fee	600/-
Enrolment Fee*	50 or 150/-
Annual Day Fee	05/-
Annual Resource Generation Fund	1200/-
Infrastructure Fee	160/-

² The Provisional Degree and Migration Certificate will be retained in original



NSS Fund	20/-
Students Fund	75/-
Library Development Fund	200/-
Addl. Exam Fee	100/-
Identity card	10/-
Total*	4520 or 4620/-
* For Graduate from Delhi University, Enrolment Fee Rs. 50/- & for Graduate from any other u university, Enrolment Fee Rs. 150/-	

7.3 Fee Relaxation

Relaxation / exemption in the fees is be given as per the University rules. Candidates with physical disabilities shall be exempted from payment of Examination and other fees, except Admission fee, subscription towards Delhi University Student's Union and Identity Card fee, and under these heads only a nominal amount of Rs. 1100/- is charged from such candidates.

Note: In addition to the Admission Fee at the time of Admission, at the beginning of 2nd and 4th Semester students will have to deposit Rs. 840/- (Examination fees Rs. 600/- + Exam Form Fee 10/- + Marks Statement Fee Rs. 100/- + Addl. Exam Fee Rs. 100/-, + Special Exam fee Rs. 30/-).

7.4 Fee Refund

In case of cancellation of Admission, refund of the Admission Fee will be done as per the University rules.

7.5 Rules Regrading Re-enrolment

The candidates who fail to appear at the examination, if otherwise eligible, will be treated as Ex-students and shall be required to re-enrol themselves with the Board on payment of the prescribed fees of Rs. 500/- per year by the date given by the board. Such students will be treated as Ex-students and will not be entitled to attend the classes arranged by the Board and hence will not be required to pay Annual Tuition Fee. However, she will be required to pay the Re-Enrolment Fee along with the Examination Fee in the same manner as prescribed.

8. Contact Details

Offg. Director	Dr. Geeta Bhatt
Offg. Deputy Director	Dr. Uma Shankar
Teacher-in-Charge / Nodal Officer	Dr. V. K Singh
Section Officer	Mr. Satish Kumar



POSTGRADUATION CENTRE
Non Collegiate Women's Education Board
Tutorial Building 2nd Floor, Faculty of Arts,
University of Delhi, Delhi — 110007
Phone:011-27667640
E-mail:ncwebpgcentre@gmail.com

Dealing Time

Board Office: Monday to Friday from 10:00 A.M. – 3.30 P.M.

PG Centre: On all Scheduled Teaching Days

9. Guidelines for the Students

- The Bulletin of Information does not contain the Syllabus (detailed Course of study). The students are, therefore, advised to download the same from the University of Delhi website: www.du.ac.in
- After enrolment with the Board, all correspondence are to be addressed to the Director/ Asst. / Deputy Registrar, NCWEB through the Teacher-in-Charge of the PG Centre. All correspondence must bear the Enrolment No. of the candidate, along with her contact details, like phone, e-mail and postal address. In case there is any change in her residential address, the candidates should write to the Director / Asst. / Deputy Registrar, NCWEB through the Teaching Centre for necessary changes in office record.
- The candidates must ensure that they have filled in the Examination Form at the Teaching Centre/ Board's Office, in time without which they will not be permitted to take the University Examination.
- The candidates are advised to preserve the Admission Fee receipt and Acknowledgement of the Examination Form. While submitting the Examination Form, the students are advised to bring with them their Identity Card and Marks Statement of the last university exam for ready reference.
- The students must note that it will be entirely their responsibility to personally get in touch with the office of the Board for payment of Examination Fee/Annual Fee and collection of Admission Ticket (Roll Number)/Date sheet/Marks Statement/Degree Certificate etc. or for any information they require. The notice regarding Admission Ticket (Roll No.)/ Degree/ Certificates/ Marks Statements etc. will be displayed on the Board's notice board and website, no separate intimation will be sent in this regard.
- No candidate will be allowed to change any Optional Paper on her own. A candidate desirous of making any change in the Optional Paper(s) will be required to make an application to the Director NCWEB through Teacher-in-Charge, PG Centre within the prescribed date. A candidate who has already mentioned optional(s) in her Examination Form and later on intends to change the same will be required to submit an application for consideration of the same. No change will be final unless intimated by the office of Board to the candidate.
- Exams for the Postgraduate courses at NCWEB are held along with PG Exams in the respective University Departments on such schedule fixed by the Dean (Examinations),



University of Delhi.

- As per A.C. Resolution 40 dated 24 / 04 / 1997 of University of Delhi, no student of the University is be permitted to pursue two degree courses simultaneously either from the University of Delhi or from other university. However, he / she would pursue part-time diplomas / certificates courses offered by the University Departments / Centres / Colleges.
- The candidate enrolled for M.A. / M.Sc. will be required to complete the course within four years of their first enrolment (AC Resolution No. 55 Dated 14.09.1999).
- There is no provision for Migration from Regular/School of Open Learning to Non-Collegiate Women's Education Board and vice-versa.

9.1 DTC Bus Pass Facility

The students of the Non-Collegiate Board are entitled to avail student concessional ordinary all route bus pass facility @ Rs. 265/- per month. The forms for the same will be verified by the Teachers-in-charge at the concerned Teaching Centres.