



University of Delhi

BULLETIN OF INFORMATION *for* **POSTGRADUATE ADMISSION (2022-2023)**



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

Website: www.ncweb.du.ac.in

FOREWORD

When a girl ignores external objects and develops foresight and vibrant attitude through power of knowledge, she becomes provider of wealth of skies and earth.

-Atharvaveda/4.1.6



Non-Collegiate Women's Education Board (NCWEB) has been silently contributing towards empowerment of women through education since 1944. At that time, the idea was to provide a platform to girl students to take examination with special coaching without attending regular classes. Over the years, this gave shape to an institution which provided for the needs of educating girls who were in a disadvantageous position to attend regular classes in colleges. NCWEB is in a unique disposition to endow those who have the potential to change and give thrust to socio-economic development in the society through education. NCWEB is a constituent part of University of Delhi. This institution has an arrangement where the girl students attend classes during Saturday / Sunday and academic breaks across the twenty-six Centres being run in the constituent colleges of University of Delhi for undergraduate courses and for post graduate courses, at the NCWEB Centre respectively. During the pandemic period, classes were held regularly using online teaching platforms. These Centres provide for library and other facilities besides utilizing the existing resources and infrastructure of the colleges. The Postgraduate Centre has a library located in the Arts Faculty Building, University of Delhi. The Board also gives financial aid and book loan facility to the needy and desirous students. At present, nearly 32,000 girl students are studying in the institution.

Many among those who have studied in this institution have not only stood on their own but have also been pillar of strength to their families. Ayushi Dabas, NCWEB student (2011-2014) Batch, Secured 48th All Indian Rank in the prestigious UPSC Examination, 2021. This institution is dedicated to the cause of nation building by empowering those who play a pivotal role in molding the society through education.

Prof. Geeta Bhatt
Director NCWEB

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 2022-23 must read the contents of this Bulletin of Information carefully.
- 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 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.
- 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).
- The deadlines given by the University / Centre / related offices will be non-negotiable.
- An orientation programme for the NCWEB students will be held after the completion of admission process.

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.
- The NCWEB University of Delhi disclaims any liability towards any individual for any loss or damage caused to her arising out of any action taken on the basis of the information in the bulletin. Any error, if found, in the bulletin may be due to inadvertent omissions, clerical mistakes or any other reason. The University reserves the right to modify, update the bulletin.

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.admission.uod.ac.in which would be binding on them.

Contact Details

NCWEB Office		
Director	Prof. Geeta Bhatt	27667640
Section Officer	Mr. Jagvinder Singh	27667640
PA to Director	Mr. Virender Singh	27667640

PG Teaching Centre		
Teaching Centre	Name of Teacher-in-charge	Telephone (Office)
PG Teaching Centre	Dr. Kalpna Sharma	27667640

Dedicated Phone Number for NCWEB PG Centre alongwith email (for admission queries/ grievance) will be posted on the website of the Board before the 1st cut-off List of the NCWEB Centers.

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ADMISSION SCHEDULE	
TASK	DATE(S)
1 st Admission List	WILL BE NOTIFIED LATER ON
Fee Payment Deadline(1 st List)	
2 nd Admission List	
Fee Payment Deadline(2 nd List)	
3 rd Admission List	
Fee Payment Deadline(3 rd List)	
Notes: <ul style="list-style-type: none">• Payment of Fee: The applicant has to login to PG Admission Portal to make online payment of the fee.• If required, subsequent Admission Lists and Schedule will be notified by the University of Delhi	

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 for University of Delhi. 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 the 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.

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 the 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 the matters of Reservation and Relaxation to EWS / OBC / SC / ST / PwBD applicants, and in order to avail the same a candidate will have to produce a valid certificate issued by a competent authorities. For 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					ENTRANCE TEST MODE					
		UR	EWS	OBC	SC	ST	UR	EWS	OBC	SC	ST	PwBD
1	M.A. /M.Sc. Mathematics	19	5	12	7	3	19	5	13	7	4	3
2	M.A. Arabic	28	7	19	10	5	29	7	19	11	5	4
3	M.A. Bengali	28	7	19	10	5	29	7	19	11	5	4
4	M.A. English	28	7	19	10	5	29	7	19	11	5	4
5	M.A. Hindi	28	7	19	10	5	29	7	19	11	5	4
6	M.A. History	28	7	19	10	5	29	7	19	11	5	4
7	M.A. Persian	28	7	19	10	5	29	7	19	11	5	4
8	M.A. Philosophy	28	7	19	10	5	29	7	19	11	5	4
9	M.A. Pol. Sc.	28	7	19	10	5	29	7	19	11	5	4
10	M.A. Punjabi	28	7	19	10	5	29	7	19	11	5	4
11	M.A. Sanskrit	28	7	19	10	5	29	7	19	11	5	4
12	M.A. Urdu	28	7	19	10	5	29	7	19	11	5	4

7. Admission

- E. NCWEB PG Admission Lists are prepared on the basis of Merit Lists for the concerned University Departments.
- F. NCWEB **Admission Lists** (category wise) of the selected candidates will be uploaded on the University / Boards' website, as per the given schedule.
- G. Both **MERIT** and **ENTRANCE TEST BASED** lists (wherever applicable) will be announced together.
- H. The Nodal Officer, PG Centre will approve the admission after verifying the online uploaded certificates.
- I. The candidates shall pay the Admission Fees online, within the prescribed deadline and will be considered admitted provisionally.
- J. A selected candidate will be considered provisionally admitted on the basis of following criteria:
 - After online verification of the documents, the Nodal Officer will mark such candidates **APPROVED** on the Admission Portal, after which they would make

- payment of Admission Fee.
- The candidate shall submit the online payment of Admission Fee, within prescribed deadline.
- K. 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 has to pay **online Admission Fee** within prescribed deadline.
- L. The applicants who do not pay the online fees, for whatever reasons, within prescribed deadline for a given Admission List shall NOT be considered for Admission in any subsequent lists.
- M. For the final approval of the admission, the candidate shall have to personally get the original certificates verified at the Centre within the stipulated time as declared by the University.
- N. The Board will retain certificates of all admitted candidates for the rest of the duration of admission process.
- O. 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.
- P. **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.
- Q. **The same tie-breaking criteria, in the above -mentioned clause, will be applied in MERIT BASED admission also.**

7.1 List of Documents Required

For final approval, the candidates will have to produce the following documents²:

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 (Aadhaar Card / Voter ID / Passport / Driving License / Ration Card with the name of the candidate)

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.

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

³ Category / PwBD Certificate (*if required*)

⁴ Candidates seeking admission under EWS / OBC / SC / ST / PwD category

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/-
Marks Statement Fee	100/-
Special Examination Fee	30/-
Library Security(Refundable)	1000/-
University Development Fee	600/-
Enrolment Fee*	50 or 150/-
Annual Day Fee	05/-
Annual Resource Generation Fund	1200/-
Infrastructure Fee	160/-
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, 3rd 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 Examfee 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 Regarding 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. 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 correspondences are to be addressed to the Director / Deputy Director, 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 / Deputy Director, NCWEB through the Teacher-in-charge 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 / Statement of Marks / 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 Board office 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 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.

Non-Collegiate Women's Education Board



**Post -Graduation Centre
Non- Collegiate Women's Education Board
Tutorial Building, 2nd Floor Faculty of Arts
University of Delhi**

Delhi - 110007

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Dealing Time

Board Office: Monday to Friday from 10:00 A.M. – 3:30 P.M.

PG Centre: On all Scheduled Teaching Days