

NON-COLLEGIATE WOMEN'S EDUCATION BOARD (N.C.W.E.B)

The N.C.W.E.B provides a splendid opportunity to fulfill the educational needs of girl students residing in the National Capital Territory of Delhi, who are unable to pursue regular courses at the University of Delhi. Established in 1944, the Board conducts 50 days of dedicated classroom teaching on weekends and during academic breaks, both at the undergraduate and post-graduate levels at different Centres spread all over Delhi.

UNDER GRADUATE COURSES OFFERED BY NCWEB:

- B.A. Programme
(English, Hindi, Punjabi, History, Political Science, Sanskrit, Economics, Mathematics, OMSP-Office Management & Secretarial Practice)
- B.Com

ELIGIBILITY CRITERIA:

The minimum eligibility criteria for admission in B.A. Programme/B.Com 1st yr is given below:

- Minimum percentage of marks is 40% aggregate in Senior School certificate examination (Class XIIth) of the C.B.S.E., New Delhi or Pre-University Examination (2 year after 10 year of schooling) or Intermediate examination from an Indian University/Board or an examination recognised as equivalent thereto.
- Indian School Certificate Examination (Class 12) of the Council of Indian School Certificate Examination, New Delhi (passed in five written subject).
- General Certificate of Education Examination of U.K.
Pass in five subjects of ordinary level & at-least in two subjects at the advanced level
- Class XIIth from C.B.S.E., Delhi with Vocational/ Technical Stream
 - Vocational group (Commerce and Business Group) are Eligible for B.Com.
 - Vocational /Technical Stream are Eligible for B.A. Programme.

ELIGIBILITY CERTIFICATE

The application for admission to the under-graduate courses in the Board in respect of candidate belonging to the Examination Bodies other than those specified in the Booklet of the University-entitled "Examination and Degree of other University and Educational Institute recognized by the University of Delhi" shall not be entertained by the Teaching Centres without production of an Eligibility Certificate issued by the University.

ADMISSION CRITERIA:

- The Cut-Off is determined on the basis of one language and three academic subjects or one language, 2 academic and 1 vocational subject.
- If a candidate has compartment in one subject at class XII level, she will be eligible for Provisional admission.
The candidate having compartment in two subjects will not be eligible for admission to first year.
- The candidate who fails in compartmental examination by the stipulated date, their provisional admission will be cancelled without any further reference to them and refund will be as per the Delhi University rules.

CRITERIA FOR CALCULATING THE CUT-OFF:

- The Cut off will be decided on the basis of percentage of marks obtained in class 10+2.
- For B.A. Programme- one language, three best subjects which can include one vocational subject only.(as per board list)
- For B.Com.-one language, Business Studies, Accountancy and another subject.
- The other stream students will be considered for admission of B.Com with 5% marks drop.

LIST OF DOCUMENTS AT THE TIME OF ADMISSION:

The students are required to carry the following original certificates and their self-attested copies for verification at the time of admission:

- Provisional Certificate of class XII
- Class X certificate
- Mark sheet of class XII
- Residence cum Character Certificate
- Three passport size recent photographs
- Caste Certificate if any
- Non-Creamy layer OBC Certificate
- SC/ST Caste/ War-Widows Certificate
- PH Certificate from the C.M.O. (W.U.S. Health Centre, North Campus, University Of Delhi) indicating weightage/Concession (Up to 10%) for Merit wise Placement for Admission.

SEATS DISTRIBUTION AND SUBJECTS:

S. No.	Teaching Centres	No. Of Seats (B.Com.)	Subjects (B.A. Programme)	No. of Seats (B.A. Programme)
1.	Bharati College C-4 ,Janakpuri New Delhi- 110058	165	English, Hindi, Economics, Political Science, History, Sanskrit, OMSP	245
2.	Hansraj College Malka Ganj Delhi-110007	165	English, Hindi, Political Science, Economics, History	245

3.	Janki Devi Memorial College Sri Ganga Ram Hospital Road, New Delhi-110060	165	English, Hindi, Political Science, Economics, History	245
4.	Jesus & Mary College Bapu Dham ,Chankyapuri New Delhi-110021	165	English, Hindi, Political Science, Economics, History	245
5.	Kalindi College East Patel Nagar New Delhi-110008	165	English, Hindi, Political Science, Economics, History	245
6.	Lakshmi Bai College Ashok Vihar, Phase-III 1310 Delhi-110052	165	English, Hindi, Political Science, Economics, History	245
7.	Maharaja Agrasen College Vasundhara Enclave Delhi-110096	165	English, Hindi, Political Science, Economics, History, OMSP	245
8.	Mata Sundri College Mata Sundri Lane (Behind Maulana Azad Medical College) New Delhi-110002	165	English, Hindi, Political Science, Economics, History, Punjabi, OMSP	245
9.	Maitreyi College Bapu Dham , Chanakyapuri New Delhi 110065	165	English, Hindi, Political Science, Economics, History, Punjabi	245
10.	PGDAV College Nehru Nagar Ring Road New Delhi-110065	165	English, Hindi, Political Science, Economics, History	245
11.	Shyama Prasad Mukherjee (SPM)College Punjabi Bagh (West) New Delhi-110026	165	English, Hindi, Political Science, Economics, History, OMSP	245
12.	Sri Guru Gobind Singh College of Commerce Pitam Pura Delhi-110034	165	English, Hindi, Political Science, Economics, History, Maths	245
13.	Siddharta International Public School Pocket –B ,Gurudwara Road, Dilshad Garden Delhi-110095	165	English, Hindi, Political Science, Economics, History	245

- Classes at Jesus & Mary College and SPM College are held on Saturdays.
- Other Teaching Centres, classes are held on Sundays.’

Note: Number of Seats is subject to change by the University of Delhi.

FEE STRUCTURE:

The candidates are required to pay the fee for B.A. Programme /B.Com. 1st year at the time of admission. The Candidates have to submit their fees, in cash, in any Branch of State Bank of India in A/c No. 10851299392 in the name of the Registrar, University of Delhi through the Challan given by the Board Office.

- B.A. Programme - Rs.3000/- approx.
 - B.Com. - Rs.3100/- approx.
- *Fee is subject to change.**

REFUND OF FEE: As per Executive Council vide Resolution no.191 dated 21/03/2012

S. No.	Reason for seeking refund	Quantum of Fee to be refunded
a)	When a student applies for withdrawal of admission before the last date of admission.	Full fee after deduction of Rs. 250/-
b)	When a student applies for withdrawal of admission after the last date of admission and on or before 31 st July of the year of admission.	Full fee after deduction of Rs. 500/-
c)	When a student applies for withdrawal of admission after 31 st July and on or before 16 th August of the year of admission.	Full fee after deduction Rs. 1000/-
d)	When a student applies for withdrawal of admission after 16 th August of the year of admission.	No Fee will be refunded.
e)	When admission is made inadvertently due to error/omission/commission on the part of the University/College.	Full Fee will be refunded.
f)	When cancellation of admission is due to concealment /falsification of facts, submission of false/fake certificate(s), providing misleading information by the students or for any error/mistake on the part of the student.	No Fee will be refunded.
g)	In case of Migration of a student from one college to another college (if permissible under the University rules), up to 31 st august of the year of Migration.	Full Fee after deduction of 20% of the total fee.
h)	When a student of a self-Financing course applies for withdrawal of admission on or before 16 th August of the year of admission.	Full Fee after deduction of Rs. 1000/-
i)	If a student provisionally admitted to a course or declaration of the result of his/her qualifying examination becomes ineligible for admission and	Full fee after deduction of Rs.1000/- provided that he/she applies for refund in the same financial year.

	his/her admission is cancelled.	
j)	(i) In case a student after his/her admission expires within one month of admission.	Full fee will be refunded to his/her parents.
	(ii) In case a student after his/her admission expires one month and on or before 31 st of August of the year of admission.	Full fee after deducting of Rs. 250/-
k)	(i) In the event of death of a candidate before the commencement of the examination.	Full fee will be refunded to the parents of the student.
	(ii) In the event of Student's inability to continue his/her studies at least one month before the commencement of the examination duly certified by the Principal/Head of the Department/Dean of the Faculty.	Full fee after deduction of Rs. 200/-

- The amount of the refund will be sent by the Finance Branch of the University through cheque in the name of the candidate.

ATTENDANCE:

NCWEB follows the attendance requirements for the students as mandated by the University of Delhi rules.

- The students are required to have minimum 66% attendance otherwise admission ticket will not be issued.
- The students must attend the classes from the first day of the beginning of the session.
- If students take part in extracurricular activities, then they should be careful about their attendance.
- The teacher in charge will keep the record for extracurricular activities and depending on the participation; maximum 6% attendance will be given for these activities.
- Non-collegiate students cannot pursue any other full-time course. They can only join diploma/certificate part time courses.

FINANCIAL AID:

- The Board provides financial aid of Rs.1500/- and text books from the book bank to the needy and deserving students.
- The deserving students can collect the application form from the teaching centre after the admission.
- The students who belong to BPL (Below Poverty Line) category should attach the copy of BPL ration card with the application form.

DTC BUS PASS FACILITIES:

The students of the Non-Collegiate Board are allowed to ordinary all route bus pass facilities @ Rs.150/- per month. The forms will be verified by the teachers at the concerned teaching centres.

CHANGE OF CENTRE, COURSE AND SUBJECT:

- **Change of Centre**
No change in teaching Centre is permitted during the entire course.
- **Change of Course**
The applications for the change of course must reach the Director/Deputy Director/ Assistant Registrar, NCWEB through their respective teaching Centres within the scheduled date.
- **Change of Subject**
The candidate will not be allowed to change any optional paper on her own. If she wants to change the subject then the application has to be sent through teacher-in-charge of teaching centre to the Director/Dy. Director/Dy.Registrar/Assistant Registrar, NCWEB within the scheduled date.

MIGRATION:

There is no provision for Migration from Regular/School of Open Learning to Non-Collegiate Women's Education Board and vice-versa.

REVALUATION:

The students who wish to apply for revaluation, have to fill the form and pay the requisite fee and submit this with Examination Branch within twenty-one (21) days (three weeks) of declaration of result. The mark sheet is not necessary for revaluation.

RE-ENROLMENT:

The students who fail in final year of the course or fail to appear in the examination after collecting the admit card will be treated as an ex-student and shall be required to enrol with the prescribed fee of Rs.50/- per year by the given date. The ex-students are not allowed to attend the classes and also not required to pay the annual tuition fee.

SPAN PERIOD:

The span period of B.A. Programme /B.Com is six (6) years from the date of admission.

SPECIAL CHANCE:

There is no provision for any special chance in University of Delhi, as per the notification.

RE-ADMISSION AFTER GAP:

The Failed students can deposit their fee within 40 days of the declaration of result without penalty and their attendance will be counted from the date of declaration of result. Gap year students also apply for re-admission as per declared date by the NCWEB.

COMPULSORY TEST IN HINDI:

Candidates enrolled for B.A./B.Com Examination who do not have Hindi as a subject, are required to pass the Compulsory Test in Hindi. The test is held tentatively in the month of September and March every year, as per the notification. If a candidate having following documentary proof of passing one of the examinations in Hindi and have applied to the Director/Assistant./Deputy Register, Non-Collegiate Women's Education Board, will be exempted from this test:

- Qualifying or Admission Examination conducted by the University of Delhi.
- Higher Secondary Examination conducted by the C.B.S.E., New Delhi.
- Intermediate Examination of an Indian University or Any other Examination recognised as equivalent
- Oriental Titles or Diploma Examination of the recognized Indian University incorporated by any law of the time being in force.
- Matriculation Examination or the Higher or Lower Hindi Examination included in the syllabus for the Cambridge Senior Certificate Examination or an examination recognized as equivalent to the Matriculation Examination.
- The Hindi Examination prescribed for Science group students at the end of Class IX of the Higher Secondary Examination conducted by the C.B.S.E., New Delhi.
- Elementary Hindi (Compulsory) Test conducted by the Central Board of Secondary Education, New Delhi, since November, 1953 for their High School/Higher Secondary and Higher Secondary Technical Examination.

POST GRADUATE COURSES OFFERED BY NCWEB:

- M.A. Hindi
- M.A. English
- M.A. History
- M.A. Political Science
- M.A. Punjabi
- M.A. Sanskrit
- M.A. Philosophy
- M.A. Mathematics
- M.Sc. Maths

ELIGIBILITY CRITERIA FOR POST GRADUATE COURSES:

The minimum eligibility criteria for candidates seeking admission to post graduate courses in Non-Collegiate Women's Education Board will be fixed by respective faculties

ADMISSIONS:

The students are advised to contact the concerned departments for admissions.

CONTACT DETAILS:

Non Collegiate Women's Education Board (NCWEB)
Tutorial Building, 2nd Floor
Patel Chest Marg,
Delhi - 110007
Phone No. : 011- 27667640
Fax: 011- 27667590
E-mail ID: director@ncweb.du.ac.in , ncweb1944@gmail.com
Website: www.ncweb.du.ac.in

UNIVERSITY INFORMATION CENTRE (UIC)