

No. _____

Non-Collegiate Women's Education Board

UNIVERSITY OF DELHI

**HANDBOOK OF INFORMATION
FOR
ADMISSION TO UNDERGRADUATE COURSES
2012-13**



**TUTORIAL BUILDING, PATEL CHEST MARG
DELHI – 110007.**

Price: Rs. 15/- Only

No. _____

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**HANDBOOK OF INFORMATION
FOR
ADMISSION TO UNDERGRADUATE COURSES
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IMPORTANT INSTRUCTIONS

At the time of Admission, an undertaking has to be furnished by the candidate that she should complete the 66% attendance in all the three years else the Admit Card will not be issued.

After the last date for submission of Examination Form i.e October 16, the late fee will be charged as per the University rules @ Rs. 25/- per day up to 60 days and thereafter @ Rs. 50/- per day (as per the rates being intimated by the University from time to time) till 15 days before the start of examination. After the expiry of the above period, no Examination Form will be entertained under any circumstances by the Board Office.

FORWARD

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), which is now well established.

Only women students residing in the National capital Territory of Delhi can enroll themselves as students of the Board. NCWEB is a unique system with lectures on weekends leaving students with five working days to follow their dream. In this neo-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 Board began functioning in September, 1944 with 3 students. At present, the enrolment is more than 16,000. Till 1971, classes for the Undergraduate and Postgraduate courses were held at the Arts Faculty Complex. However, due to the steep increase in number of students, space became a serious problem and several Centres had to be opened in various women's colleges in different parts of Delhi. Undergraduate classes are held at Arwachin Bharti Bhawan *Centre, Bharati College, Janki Devi Memorial College, Jesus & Mary College, Kalindi College, Lakshmi Bai College, Mata Sundri College, Maitreyi College, PGDAV College, Shyama Prasad Mukherjee College, Sri Guru Gobind Singh College of Commerce, Hansraj College and Maharaja Agrasen College.

The Board is able to accommodate only 20% of the applicants and 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, holidays and vacations to obtain Undergraduate and Postgraduate Degree from the renowned University of Delhi. **However, Non-Collegiate students are not allowed to pursue any other full-time course.**

Since there is class-room teaching, no written material is given. Students are expected to attend classes regularly as the minimum 66% attendance has been made mandatory to appear in for University Examinations, which are held alongwith the students of regular colleges. Students are also expected to see the Notice Board for various information displayed there from time to time. No individual information is sent by post.

The Board provides library facility to all students. Besides, a Post-Graduate Library is located in the Arts Faculty Building of Delhi University. The Board has small libraries also at all Teaching Centres of NCWEB.

The Board gives financial aid and book loan facility for the full year to the needy and deserving students.

The classes are held either on Saturdays or on Sundays and during autumn and winter vacations of Delhi University. **There are 50 teaching days in a year.**

At the Under-graduate centres, classes are held from 9.00 a.m. to 3.30 p.m. There are about 6-7 periods in a day.

Teachers of the University of Delhi and affiliated Colleges are deputed to teach the Non-Collegiate students. The pass percentage of these students is as good as regular students.

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/Sundays and academic breaks.

Dr. Aarati Saxena
Offg. Director, NCWEB

Name of Staff and Teaching Centres

Important Telephone Numbers Office

Dr. Aarati Saxena	Offg. Director	27667640/27667725/1662
Mr. Chandrachur Singh	Deputy Director	27667640
Mr. Charan Jit Malhotra	Assistant Registrar	27667640, 27667725/1651
Mr. S.K. Luthra	Section Officer	27667640, 27667725/1651

NCWEB Teaching Centres

Teaching Centre	Name of Teacher- Incharge	Telephone (Office)
Arwachin Bharti Bhawan *	Dr. Neera Jain	22141630
Bharati College	Dr. Kanta Bhatia	25547328
Maharaja Agrasen College	Dr. Sanjeev Tiwari	22714333
Hansraj College	Ms. Hema Kapur	27667747
Janki Devi Memorial College	Dr. Anuradha Anand	25737754
Jesus & Mary College	Dr. Amita Tiwari	26110041
Kalindi College	Ms. Sunita	25787604
Lakshmibai College	Dr. Geeta Sahare	27308598
Mata Sundri College	Dr. Kamlesh Kaur	23237291
Maitreyi College	Dr. Shobha Narain	24673815
PGDAV College	Dr. Mini Walia	26312092
Shyama Prasad Mukherjee College	Ms. Shubha Sinha	25224499
Sri Guru Gobind Singh College of Commerce	Dr. Kanwaljit Kaur	27321855

*Public Dealing at all Teaching Centre - on all scheduled teaching days
at Board Office – On All working days from 10:00 a.m to 3:30 p.m.*

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IMPORTANT DATES

Non-Collegiate women's Education Board

1.1

SALE OF HAND BOOK OF INFORMATION AND RECEIPT OF APPLICATION AT BOARD'S OFFICE (10:00 A.M. TO 3:00 P.M.)	JUNE 4 TO 19, 2012 (ON ALL WORKING DAYS, FROM MONDAY TO FRIDAY)	
Sale of Hand Book of Information at Teaching Centres (10:00 a.m. to 3:00 p.m.)	For Saturday Centre June 2, 9 and 16, 2012	For Sunday Centre June 3, 10 and 17, 2012

ADMISSION SCHEDULE	PHASE I: FIRST CUT-OFF	PHASE II: SECOND CUT-OFF IF NECESSARY	PHASE III: THIRD CUT OFF IF NECESSARY
Notification of Cut-Off Points at the Centres and the Board (2:00 p.m.)	22 nd June, 2012 (Friday)	6 th July, 2012 (Friday)	20 th July, 2012 (Friday)
Issue of Admission Forms and Challans after verification of Original Certificates can be collected by the students as per following schedule at the Board's Office (10:00 a.m. to 3:00 p.m.)			
Hansraj College Lakshmi Bai College	25 th June, 2012	9 th July, 2012	23 rd July, 2012
Kalindi College *S.P.M College	26 th June, 2012	10 th July, 2012	23 rd July, 2012
*Jesus & Mary College Maitreyi College	27 th June, 2012	11 th July, 2012	24 th July, 2012
Arwachin Bharti Bhawan ** Maharaja Agrasen College	28 th June, 2012	12 th July, 2012	24 th July, 2012
Janki Devi Memorial College Mata Sundri College	29 th June, 2012	13 th July, 2012	25 th July, 2012
Bharati College Sri Guru Gobind Singh College of Commerce	2 nd July, 2012	16 th July, 2012	25 th July, 2012
P.G.D.A.V College	3 rd July, 2012	17 th July, 2012	26 th July, 2012
Submission of Admission Forms at the teaching Centres (10:00 a.m. to 3:00 p.m)	For Saturday Centres: 30 th June & 7 th July, 2012	For Saturday Centres: 14 th & 21 st July, 2012	For Saturday Centres: 28 th Jul, 2012
	For Sunday Centres: 1 st & 8 th July, 2012	For Sunday Centres: 15 th & 22 nd July, 2012	For Sunday Centres: 29 th July, 2012

The classes will begin from 4th August, 2012 for Saturday Centres and from 5th August, 2012 for Sunday Centres.

*Saturday Centres.

** likely to shift

Note: Preliminary Application Forms will be received only in office of NCWEB, 2nd Floor, Tutorial Building, University of Delhi, Delhi -110007 from 04.06.2012 to 19.06.2012 on all working days (from Monday to Friday) between 10:00 a.m to 3:00 p.m

1.2

FILLING UP OF PRELIMINARY APPLICATION FORM

1. **Only one Preliminary Application Form is to be filled by a candidate for admission to any centre of the Non-Collegiate Women's Education Board giving order of preferences for maximum of five centres of candidate's choice.**
2. **The Preliminary Application Form is to be submitted in the Office of the Board at II Floor, Tutorial Building, Patel Chest Marg, Delhi University. No Teaching Centre will accept these forms.**
3. **Candidates should bring Photostat copy of the Preliminary Application Form and the acknowledgement receipt will be given by the Board Office on the photo copy of the form. Candidates have to bring the Photostat copy of the preliminary form to the Office of the Board for verification of certificates on scheduled dates given on page – 1.**
4. **Only women residents of National Capital Territory of Delhi are eligible for admission to Non-Collegiate Women's Education Board.**
5. **Admission Procedure to B.A./B.Com Courses:**

Those seeking admission to the above courses should apply to the Non Collegiate Women's Education Board on the prescribed "Preliminary Application Form" available in the Hand Book of Information. The candidate has to fill only one form giving her preference of the Teaching Centre.

Enclosures to be submitted with the Preliminary Application Form

- i) **Self attested of marksheet of class 10+2 or equivalent examination.**
- ii) **Attested copy of SC/ST/Handicapped/OBC certificate in the name of candidate, if applicable.**
- iii) **An eligibility certificate from University of Delhi, if required. (Obtainable from Academic Branch, University of Delhi)**

Last date for submission of Preliminary application form in the Non-Collegiate Women Education Board Office – 19th June, 2012 till 3:00 p.m.

Students who qualify the cut off are required to bring the following original certificates and their self attested copies for verification by the Board Office on the scheduled dates given on Page – 1.

1. Provisional Certificate for Class XII
2. Class X certificate
3. Marks Statement 12th Class.
4. Character Certificate.
5. Three recent passport size photographs.

The percentage for cut-off will be decided on the basis of marks obtained in the four subjects in 10+2 as follows:

<p style="text-align: center;">For B.A (Programme) One language and three best subjects which can include maximum one VOCATIONAL subject only. (Please check annexure- I)</p>
<p style="text-align: center;">For B.Com. One language, Business Studies, Accountancy and one other best subject which can be VOCATIONAL ALSO. (Please check annexure- I)</p>

The cut off points for admission will be notified both at the Centres and Office of the Board as per schedule given on Page 1. The candidates will have to get their original certificates verified on scheduled dates given on Page 1. They also have to submit their fee, in cash, in any Branch of State Bank of India in **A/C No. 10851299392 IN THE NAME OF THE REGISTRAR, UNIVERSITY OF DELHI** on or before last date given on the challan issued by the Board's Office alongwith Admission Form, Enrolment Form and Examination Form. The validity date on the challan can be entered by the Board only. The fee paid after the expiry of validity date without getting it extended will not be accepted.

Students are advised to keep the Candidate's Copy of the Challan Fee Receipt for submission of Examination Form etc. and for further reference, if any.

After payment of fee, the students are required to submit the duly-filled in Admission Form, Enrolment Form, Examination Form and Fee Receipt etc. in the Teaching Centre allotted to the students as per dates given in schedule on Page 1. No admission forms will be accepted at the **TEACHING CENTRE** after **12TH AUGUST, 2012**.

LIST OF ENCLOSURES WITH THE MAIN ADMISSION FORM:

The following certificates are required to be submitted by the applicant alongwith the admission form:

- (a) The resident cum character certificate should be submitted in the prescribed form appended to this Handbook of Information (with an authenticated copy of Proof).
- (b) (10+2) Provisional Certificate (in Original).
- (c) Certificate of having passed the examination qualifying her for admission to the course together with attested copy of the same, (attested copy will be retained in the office and the original certificate will be returned to the applicant after verification). A candidate who has not been issued the certificate of the examination which qualifies her for admission to the course, will be considered on the basis of the Provisional Certificate.
- (d) A statement of marks of the last qualifying examination together with self attested copy of the same, (original will be returned to the applicant after verification and the copy will be retained for office record.).
- (e) A certificate of Secondary (X Class) Examination (original will be returned to the applicant and copy will be retained for office record).
- (f) Applicants belonging to the Scheduled Caste/ Scheduled Tribe OBC/ Differently challenged seeking enrolment will be required to submit Certificate in their own name to this effect from any of the following Officers. (Original will be returned to the applicant after verification and the attested copy will be retained for office record).

District Magistrate / Additional District Magistrate / Collector/ Deputy Commissioner/ Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendiary Magistrate / City Magistrate / Sub-Divisional/ Assistant Commissioner.

Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate or Revenue Officer not below the rank of Tehsildar or Sub-Divisional Magistrate/Officer of the area where the applicant and / or her, family normally resides.

OR

Administrator / Secretary to Administrator / Development (Laccadive & Minicoy Islands).

- (i) In Case of candidates belonging to the Examination Bodies other than those specified as recognised by the University of Delhi, an eligibility certificate issued by the University of Delhi will have to be attached:

1.3

Residence-cum-character certificate

Only women students residing in the National Capital Territory of Delhi can enrol themselves as students of the NCWEB. Residence-cum-character certificate on the format is given at the end of the Information Bulletin as Annexure IV (Read the note at the bottom of this form carefully).

Courses offered by the NCWEB for Under-graduate Courses

The Board enrol women candidates for the following Degree Examination Courses in Annual mode:

Three – year Under-Graduate Courses

- (i) *B.A (Programme)*
- (ii) *B.Com.*

1.4 Eligibility conditions for enrolment in B.A. (Prog)/B.Com. 1st Year

Minimum percentage of marks required for applying for admission to B.A.(prog)/B.Com. (1st year) Course is 40% in the aggregate secured in anyone of the following examination:

- (i) Senior School Certificate Examination (Class 12) of the Central Board of Secondary Education. New Delhi, or an examination recognized as equivalent thereto.

OR

Pre-University Examination (2 year after 10 years of schooling) of an Indian University recognized by the University of Delhi.

OR

Intermediate Examination of the Indian University / Board or an examination recognised as equivalent thereto.

- (ii) Indian School Certificate Examination (Class 12) of the Council of Indian School Certificate Examination, New Delhi (pass in five Written subjects.)
- (iii) General Certificate of Education Examination of U.K.

(a) Pass in five subjects of ordinary level

Grade	Min % of Each Grade	Grade	Mean resultant Percentage
1	90	A	90
2	75	B	75
3	66	C	60
4	61	D	40
5	57	E	30
6	51	F	Fail
7	47		
8	40		
9	Fail		

- Note: 1.** The merit shall be determined on the basis of one language and three best elective subjects. This follows rules laid down by the University of Delhi.
2. Wherever G.C.E. Certificate indicates the grades, it will be treated at par with the grades of Indian School Certificate Examination for the purposes of admission requirements.

VI Admission of Reserve category (SC/ST/OBC/War-Widows etc.) and Handicapped Candidates.

Admissions under SC/ST/OBC/War-Widows and PH categories NCWEB follows the DU admission norms.

For concession, University Bulletin of Information may be consulted.

THE CANDIDATES UNDER ABOVE MENTIONED CATEGORIES WILL HAVE TO ENCLOSE THE ATTESTED COPIES OF CERTIFICATES FROM THE RESPECTIVE APPROPRIATE AUTHORITIES ALONG WITH THE PRELIMINARY ADMISSION FORM. THEY SHOULD ALSO BRING THE ORIGINAL CERTIFICATES AT THE TIME OF SUBMITTING THE SAID FORM IN THE TEACHING CENTRE. THE CERTIFICATE SHOULD BE IN THE NAME OF THE CANDIDATE.

However in case of candidates belonging to O.B.C category, the O.B.C certificate should contain the following:

- (i) The caste mentioned in the certificate should be covered by the Central List of OBC's updated and issued by National Commission for Backward Classes.
- (ii) The non-creamy layer status of the candidate.

HANDICAPPED CANDIDATES SHOULD GET A CERTIFICATE FROM THE C.M.O. (W.U.S. HEALTH CENTRE, NORTH CAMPUS, UNIVERSITY OF DELHI) INDICATING WEIGHTAGE/CONCESSION (UPTO 10%) FOR MERITWISE PLACEMENT FOR ADMISSION.

General Conditions

(a) All admissions are provisional till confirmed by the Board.

(b) STUDENTS PASSING ELEVEN YEAR SCHOOLING EXAMINATION WIL NOT BE ELIGIBLE FOR ADMISSION TO UNDER GRADUATE COURSES.

Compartmental Candidates

Candidates placed under compartment in one subject only at the Senior School Certificates Examinations (Class 12) of the Central Board of Secondary Education, New Delhi or an Examination recognised as Equivalent thereto of any statutory University/Board shall be eligible for provisional admission, if they satisfy other requirement as given above by the addition of the minimum pass marks of the subject in which the candidate has been placed under compartmental examination subject to their appearing and passing the compartmental examination to be held in July/ Aug. 2012. The candidates who fail in the compartmental examination by the stipulated period mentioned above shall not be entitled to continue on the rolls of the Board and their provisional admission will be cancelled without any further reference to them. In such a case, no enrolment fee, NSS fund and student fund will be refunded to the candidate.

THE RESULT OF COMPARTMENTAL EXAMINATION OR THE INABILITY OF THE CANDIDATES TO APPEAR IN THE COMPARTMENTAL EXAMINATION MUST BE INTIMATED TO THE BOARD WITHIN 15 DAYS OF THE PUBLICATION OF THE RESULT. THE SUCCESSFUL CANDIDATES MUST SUBMIT THEIR EXAMINATION FORM TO THE TEACHING CENTRE WITHIN THIS PERIOD.

Candidates seeking admission to the undergraduate courses of the University after passing Senior School Certificate Examination/Intermediate Examination from the Board of Madhya Pradesh will in addition to the normal requirements of the proof of their passing the examination to the satisfaction of the College concerned, be also required to produce a passport size photograph duly attested by a Gazetted Officer in support of their identification at the time of seeking admission to the college.

***Note:* Candidates placed under Compartment in two subjects will not be eligible for admission to first year.**

**LIST OF CENTRES WITH SUBJECT
AVAILABLE AT DIFFERENT CENTRES**

2.

**I. COURSE AND COMBINATION OF SUBJECTS AVAILABLE AT THE
TEACHING CENTRES**

(Subject to availability of Teachers)

B.A.Prog Course

Teaching Centres	Code No.	Subjects	No.of seats
1. Arwachin Bharti Bhawan ** Centre vivek Vihar, Delhi-110096	1301	English Hindi Political Sc. Economics History	245
2. Bharati College C-4, Janak Puri New Delhi-110058	1307	English Hindi Economics Pol. Sc. History Sanskrit OMSP	245
3. Maharaja Agrasen College Vasundhara Enclave Delhi - 110096	1302	English Hindi Pol. Science Economics History OMSP	245
4. Hans Raj College Malka Ganj Deli-110007	1313	English Hindi Pol. Sc. Economics History	245
5. Janki Devi Memorial College Sir Ganga Ram Hospital Road, New Delhi-110060	1304	English Hindi Pol. Sc. Economics History	245

Teaching Centres	Code No.	Subjects	No.of seats
6. Jesus & Mary College Bapu Dham, Chanakyapuri New Delhi-110021	1308	English Hindi Pol. Sc. Economics History	245
7. Kalindi College East Patel Nagar New Delhi-110008	1305	English Hindi Pol. Sc. Economics History	245
8. Lakshmibai College Ashok Vihar, Phase-III Delhi-110052	1310	History English Hindi History Economics Pol. Sc.	245
9. Mata Sundri College Mata Sundri Lane (Behind Maulana Azad Medical College) New Delhi-110002	1303	English Hindi Pol. Sc. History Economics Punjabi OMSP	245
10. Maitreyi College Bapu Dham, Chanakyapuri New Delhi-110021	1309	English Hindi Pol.Sc. Economics History, Punjabi	245
11. PGDAV College Nehru Nagar Ring Road New Delhi-110065	1311	English Hindi Pol. Science History Economics	245
12. Sri Guru Gobind Singh College of Commerce Pitam Pura, Delhi - 110034	1312	English Hindi Pol. Sc. Economics History *Maths	245
13. Shyama Prasad Mukherjee College, Punjabi Bagh (West) New Delhi-110026	1306	English Hindi Pol. Sc. Economics History OMSP	245

B. Com.

Teaching Centres	Code No.	No.of seats
1. Arwachin Bharti Bhawan Centre School **	1301	165
2. Bharti College	1307	-do-
3. Maharaja Agrasen College	1302	-do-
4. Hansraj College	1313	-do-
5. Janki Devi Memorial College	1304	-do-
6. Jesus & Mary College	1308	-do-
7. Kalindi College	1305	-do-
8. Lakshmibai College	1310	-do-
9. Mata Sundri College	1303	-do-
10. Maitreyi College	1309	-do-
11. PGDAV College	1311	-do-
12. Sri Guru Gobind Singh College of Commerce	1312	-do-
13. Shyama Prasad Mukherjee College	1306	-do-

Note :(i) English as Medium of Instructions in a particular subject may be arranged provided there is a section of 60 students seeking the same.

(ii) Classes at Jesus & Mary College and SPM College are held on Saturdays.

(iii) In all other Teaching Centres, classes are held on Sundays.

(iv) In all Teaching Centres classes will also be held during academic breaks of the University.

(v) Teaching in any subject not mentioned in a particular College Centre will be imparted provided there is a minimum number of 30 students seeking the same.

(vi) * To be shifted

FOR B.A.(Prog) CANDIDATES

Every Candidate for B.A. Examination shall be required to offer English and one of the Modern Indian Languages, namely **Hindi, Punjabi** and a group of the two elective subjects available at the Teaching Centre. Candidates who have not offered any Modern Indian Language at the Senior Secondary Certificate Examination of the Central Board of Secondary Education, New Delhi or at the Matriculation Examination of an Indian University or at an Examination conducted by some public body in India and recognised as equivalent there to either of the aforesaid examination shall be permitted to offer in lieu of Modern Indian Language a subject from the B.A. Course out of the following subjects, which she has not otherwise offered:

I. Economic 2. History 3. Political Science

The candidates offering History as their subject are required to state option and for the paper opted:

- a. Compulsory test in elementary Hindi of the Central Board of Secondary Education, New Delhi or similar compulsory test prescribed for the Matriculation or equivalent examination of the Indian Universities or Boards.
 - b. Elementary Hindi included as part of the Examination for the Intermediate Examination conducted by the Board of High School and, Intermediate Examination, U.P.
 - c. Hindi included in the S.S.L.C. Examination of the Government of Kerala.
 - d. Elementary Hindi included as part of the Intermediate Examination conducted by the Central Board of Education, Ajmer.
- II. (a) Candidates who have passed English (Core or Elective) in class XII shall offer English Course A for B.A. Examination.
- (b) Candidates who have passed English in Class X will offer only English B. English "A" can also be taken on request.
- (c) Candidate who are not covered under (a) & (b) above, will offer English course "C" only.
- III. Candidates who have read English upto Class XII but not passed shall be required to offer English "B" for the B.A. Examination. Similarly, the candidates offering a Modern Indian Language as one of the subjects, shall be required to offer the course in the Language as given below:
- (a) Candidates who have passed the Modern Indian Language concerned at the XII level may offer Course "A" in the Language concerned.
 - (b) Candidates who have studied the Modern Indian Language concerned at the IX & X level shall be required to offer Course "B" in the Language concerned.

Subjects to be offered For B.A. Programme

Every candidate is required to offer Two Compulsory Language Courses in 1st year out of the following courses :

ENGLISH / HINDI / PUNJABI

Stream A : For those students who have passed language at the Class XII level.

Stream B : For those students who have passed language at the Class X level.

Stream C : For those students who have not studied language beyond Class VIII.

Year	Language I	Language II	Discipline I	Discipline II
Ist Year	English I	Hindi I / Punjabi I	Paper I	Paper II
IInd Year	English II	Foundation Course (Language, Literature and Culture (in Hindi))	Paper I	Paper II
IIIrd Year	Hindi / Punjabi II	Application Course (Tourism or Banking & Insurance)	Paper I	Paper II

Every candidate is required to offer any two Discipline Courses which, can be chosen out of the following Disciplines as per availability in the Teaching centre;

Political Science, Economics, History, Sanskrit, Mathematics.

For code numbers of the papers see page -25

For B. Com

1st Year Examination, 2013

Paper I	Business Organisation and Management
Paper II	Financial Accounting
Paper III	Business and Industrial Laws
Paper IV	Economics Paper-I - Principles of Economics
Paper V	Humanities Group - one of MIL (Hindi/Punjabi)

2nd Year Examination, 2014

Paper VI	Business Mathematics and Statistics
Paper VII	Corporate Accounting
Paper VIII	Company and Compensation Laws
Paper IX	Income Tax and Auditing
Paper X	Economics Paper - II - Macroeconomics
Paper XI	Humanities Group - English

3rd Year Examination, 2015

Paper XII	Cost Accounting
Paper XIII	Computer Applications in Business
Paper XIV	Economics Paper-III - Economic Development and Policy
Paper XV	Humanities Group - Elective Paper
Paper XVI	One *Optional Paper From Paper XVI(a) -- XVI (c)

***Optional Papers**

Paper XVI (a)	Financial Management
Paper XVI (b)	Marketing Management
Paper XVI (c)	Human Resource Management

For code number of papers please see page-26

3.

FEE STRUCTURE AND MODE OF PAYMENT

FEE FOR B.A(Prog)./B.Com.

All candidates seeking admission to B.A(Prog)./B.Com. Course shall be required to pay the following fee at the time of admission for the first year of the course.

For B.A.(Prog) Ist Year

1.	Annual Fee	Rs. 300/-
2.	Library Fee	Rs. 10/-
3	Enrolment Fee	Rs. 200/-
4.	Library Security	Rs. 100/-
5.	Magazine Fee	Rs. 25/-
6.	Examination Fee	Rs. 400/-
7.	Special Examination Fee	Rs. 30/-
8.	Marks Statement Fee	Rs. 100/-
9.	Annual Day Fee	Rs. 5/-
10.	University Development Fee	Rs. 300/-
11	Exam. Form Fee	Rs. 10/-
12.	ARGF	Rs. 1200/-
13.	NSS Fund	Rs. 20/-
14.	Infrastructure Fee	Rs. 160/-
15.	Students Fund	Rs. 75/-
16.	Additional Examination Fee	Rs. 100/-
Total		Rs. 3035/-
17.	Bank Charges	Rs. 30/-
Grand Total		Rs. 3065/-

For B.Com. Ist Year

1.	Annual Fee	Rs. 300/-
2.	Library Fee	Rs. 10/-
3	Enrolment Fee	Rs. 200/-
4.	Library Security	Rs. 100/-
5.	Magazine Fee	Rs. 25/-
6.	Examination Fee	Rs. 500/-
7.	Special Examination Fee	Rs. 30/-
8.	Marks Statement Fee	Rs. 100/-
9.	Annual Day Fee	Rs. 5/-
10.	University Development Fee	Rs. 300/-
11	Exam. Form Fee	Rs. 10/-
12.	ARGF	Rs. 1200/-
13.	NSS Fund	Rs. 20/-
14.	Infrastructure Fee	Rs. 160/-
15.	Students Fund	Rs. 75/-
16.	Additional Examination Fee	Rs. 100/-
Total		Rs. 3135/-
17.	Bank Charge	Rs. 30/-
Grand Total		Rs. 3165/-

Candidates already enrolled should note that they will be required to submit an Application Form for admission to the University examination, duly filled in separately within the date prescribed.

The applicant will retain Part II (Candidate's Copy) of the fee challan with her and submit Part-I (Office Copy) alongwith the Application Form duly filled in together with the original Certificates and attested copies thereof wherever indicated for enrolment at the Teaching Centre of the Board as per Schedule of Admission.

REFUND OF FEE: ADMISSION, TUITION & OTHER FEE

Withdrawal of Admission will be done at Non-Collegiate Women's Education Board:

If a student applies for withdrawal on or **before 1st September, 2012**, she may be refunded the fee after deducting Rs. 20/- and Rs. 75/- towards NSS Fund and Students' Fund respectively. All such applications are to be applied on four different forms separately : (i) University Development Fee of Rs 300/-; (ii) ARGF of Rs. 1200/- (iii) Library Security of Rs. 100/- and (iv) for rest of the Fee i.e. Rs. 1340/- for B.A. and Rs. 1440/- for B.Com. These applications are required to be submitted to the Board's Office on or **before 1st September, 2012** through the Teacher-In-Charge of the Teaching Centre concerned. **Any application after 31st August, 2012 shall not be entertained under any circumstances. The Teacher-In-Charge must put the date, while signing the refund forms.**

When a candidate admitted as a Compartmental case, is not able to clear the Compartmental examination, fees will be refunded as per rules, if she applied for refund by **September 30, 2012**.

All the applications for refund must be made in the prescribed form, available in the office of the Board. The Part II Copy of the fee receipt will have to be attached, in original. The amount of the refund will be sent by the Finance Branch of the University through cheque in the name of the

4. IMPORTANT INSTRUCTION FOR STUDENTS ADMITTED IN NCWEB:

4.1 TEACHING PROGRAMME:

- | | |
|----------------------------------|---|
| i. August 4/5, 2012 | Classes begin for all students Part-I,II, and III |
| ii .Oct. 17 th , 2012 | Last date for receipt of application in the Office of NCWEB for change of subject/course/medium for B.A./B.Com duly verified and forwarded/recommended by the Teacher-In-Charge of the concerned Teaching Centre. |

4.2 GENERAL INSTRUCTIONS:

ALL PUBLIC DEALING WILL BE DONE BETWEEN 10.00 a.m. TO 3.00 p.m. ON ALL WORKING DAYS (except lunch time) from MONDAY to FRIDAY.

**The Office of the Board will remain closed on all Saturdays and Sundays,
Enquiry Office No: 27667725 Ext. 1651**

1. Read instructions carefully before filling up the form. Only those candidates who fulfill the minimum eligibility and other requirements as laid down in the Hand Book should apply for admission. Application Form of such candidate who do not fulfill the eligibility and other requirements will be cancelled at any time.
2. The new B.A. (Programme) and B.Com (Course) have been implemented for the Non-Collegiate students from academic session 2006-2007 as per EC Resolution of University of Delhi.
3. The Handbook of Information does not contain the Syllabus (detailed Course of study). The students are, therefore, advised in their own interest to purchase the Syllabus applicable to the students admitted in the concerned course during the academic year 2012-2013 from the Publication Unit, University of Delhi, Delhi-110007, located near Deptt. of Zoology, University of Delhi/or from the University website, www.du.ac.in
4. For name and location of various Teaching Centres and courses offered by the NCWE Board. Please check the list.
5. Candidates must pay 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.
6. All letters to NCWEB from students, who have been admitted, should bear their Enrolment Number and should be sent through the Teacher-in-Charge of the Centre to which the student has been admitted.
7. The candidates who pass Compartmental Exams must submit their Examination Forms duly filled up in their Teaching Centre within fifteen days from the publication of the result. The unsuccessful candidates will be permitted to apply for refund of fee within this period only. The candidates given provisional admission due to compartment should attend classes from the beginning of the session because attendance would be counted from the very first day.
8. Students doing B.A. and B.Com from Non-Collegiate are not allowed to pursue full-time course from any other Institute/University. **They can, however, pursue part-time certificate/diploma course in languages simultaneously.**
9. Residence-cum-Character Certificate must be taken from the "Hand Book of Information" *Photostat copies, typed forms etc., will not be accepted.*
10. Three copies of similar photograph of Pass Port size, duly attested/self-attested, are to be attached with the Admission Form after payment of Fee in the Bank.

FORMS SENT BY POST WILL NOT BE ACCEPTED

1. The students after enrolment with the Non-Collegiate Women's Education Board are advise to address all necessary correspondence through their Teacher In-charge of the Teaching Center to:

THE DIRECTOR,./Dy. DIRECTOR/ASSISTANT REGISTRAR Non-Collegiate Women's Education Board, Tutorial Building II Floor, Patel Chest Marg, University of Delhi, Delhi-110007.
2. All correspondence must bear the name of the candidate, name of course, Enrolment No. and name of Teaching Centre of the candidate with Residential Address/Phone Number/Mobile No.
3. In case there is any change in her residential address, the candidate should write to the Director, Deputy Director, Asstt./ Deputy Registrar, Non-Collegiate Women's Education Board through the Teaching Centre, for incorporating necessary change in office record.
4. **The students may note that it will be entirely their responsibility to get in touch with the Office of the NCWE Board / Teaching Centre for payment of Examination, Annual Fee and collection of Admission Ticket / Date-sheet / Marks-sheet / Degree and Certificates etc. or for any information they require.**

ATTENDANCE

4.3

1. Students must attend classes from the first day of the beginning of classes. **Attendance will be counted from the first day irrespective of the date when result is announced, for failed students of I and II year also have to attend classes from the date they have given the fees.**
2. Attendance in classes is compulsory. Students must have minimum 66% of attendance otherwise they may not be given Admission Ticket (Roll No.) for the examination and may lose one year.
3. **Those students who are doing jobs will not be allowed to any concession in attendance. If they cannot attend classes during Academic breaks when classes are held daily, they should do the same courses through Distance Learning or explore other options.**
4. Students should be very careful about their attendance. If their name is not in the list of teacher's register, they should report to the teacher-incharge or the First Assistant at the centre and get their name added through a written statement from office of the centre. Also if some teachers are not taking attendance in the register in the class or taking it only on a paper, the students should report the matter to the teacher-incharge. If no action is taken at the centre, the complaint can be sent to the Director, NCWEB office.
5. The 1st term attendance is displayed on the Notice Board of the Teaching Centre in the month of December. Those students whose attendance is short, should take extra care to be regular in the class so that the combined attendance is above the requisite percentage. If there is any discrepancy in the attendance, the student must come to the Board immediately for correction.

6. Students while taking part in the extra curricular activities should take care that they have to have good attendance, because only limited number of attendance can be given by the teacher due to extra curricular activities. The teacher-incharge will keep the record for extra curricular activities and depending on the participation, maximum 6% attendance will be given for these activities, the record for which has to be sent by teacher-incharge to the Board. This attendance will be added to the student's attendance while calculating total attendance of the student. No individual teacher will mark attendance in the register for extra curricular activities. Students of second and third year who have filled in undertaking for shortage of attendance in the previous year, should be regular and make up for the attendance in the next year.
7. Students suffering from any sickness should keep the medical certificates along with prescription with them and bring it to the Board when asked to do so.
8. All failed students of First and Second year should contact the Board for readmission immediately after the declaration of their result i.e. within 40 days of declaration of result or 17th October, whichever is earlier. After that no request for admission will be entertained.
9. **Students who have applied for revaluation also have to attend the classes based on declared result till such time that the revaluation result is declared.**
10. Non-collegiate students cannot do any other full-time course.
11. Failed students will be given challans for depositing fee from the office of the Board. After depositing fee, they have to come and collect the slip for re-admission from the Board for inclusion of their names in the centre's as well as Teachers Registers.

4.4 FINANCIAL AID, BOOK LOAN AND DTC PASS FACILITY

Financial Aid to the Students:

The Board provides Financial Aid of Rs. 1500/- to the needy and deserving students. Text Books on each subject will also be made available to these students for the full session from the Book Bank. The deserving students, should apply for the financial aid immediately after admission on the 'Application Forms' available in the Teaching Centre. The form duly filled in should be submitted' to the Teacher-In-Charge of the Centre within the prescribed date, i.e. 31st August, 2012. Last date for receiving application of Financial Aid will be 28th September, 2012 in the Teaching Centre and 17th October, 2012 in the Board duly verified by the Teacher-In-Charge. All students belonging to BPL (Below Poverty Line) category should attach the copy of the BPL Ration Card with their application form. Late and incomplete application will not be considered and entertained.

DTC Pass Facility

The students of the Non-Collegiate Board are allowed student concessional ordinary all route bus pass facility @ Rs. 150/- per month. The forms for the same will be verified by the Teacher Incharges at the Centres concerned.

4.5 YEAR WISE PAPERS OFFERED UNDER TWO COURSES:

NCWEB CODE-1146

COURSE CODE-BA

B.A. (Programme) – I year

Paper No. Language Course Paper Code

I	English-A or	(A 119)
	English-B or	(A 120)
	English-C	(A 121)
II	Hindi-A or	(A 135)
	Hindi-B or	(A 136)
	Hindi-C	(A 137)
	or	
	Punjabi -A or	(A 168)
	Punjabi-B or	(A 169)
	Punjabi- C	(A 192)

Discipline Courses Paper I and II
(opt any 2)

Economics (Principles of Micro Economics)	(A 117)	
History I (Upto 8 th Century A.D.)	(A 139) *	} any one
History II (Cultures in the Indian Subcontinent)	(A 140) *	
Mathematics (Algebra & Calculus)	(A 155)	
Political Science (Political theory & thought)	(A 166)	
Sanskrit (Padya Kavya, Gadya Kavya, tatha Sanskrit Sahitya Ka Itihas)	(A 190)	
OMSP	(A 159)	

No. of Papers = 4

Second year

Language Course

Paper No.

I	English -A	(B 119)
	or	
	English -B	(B 120)
	or	
	English -C	(B 121)

Foundation Course

II	Language Literature and Culture	(B 403)	Compulsory
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Discipline Courses Paper I & II

(Opt any two as in Ist year)

Economics (Macro Economics)	(B 117)	
History III (From 8 th to 18 th Century)	(B 139 *	} opt any one
History IV (Cultural Transformation in Early Modern Europe)	(B 140) *	
Mathematics (Geometry, differential equations and algebra)	(B 155)	
Political Science (Indian Politics in comparative Perspective)	(B 166)	
Sanskrit (Dharshya, Shastra Parichay, Vaidik Sahitya tatha Drishya Kavya ka Itihas)	(B 190)	
OMSP	(B 159)	

No. of Papers = 4

Third year

Language Course

Paper No.

I	Hindi -A	(C 135)
	or	
	Hindi -B	(C 136)
	or	
	Hindi-C	(C 137)
	Punjabi -A	(C 168)
	or	
	Punjabi -B	(C 169)
	or	
	Punjabi -C	(C 192)

Application Courses

opt one

II	Tourism	(C 810)
	Banking & Insurance	(C 806)
	Creative Writing (English)	(C 801)
	Creative Writing (Hindi)	(C 904)
	Disaster Management	(C 819)
	Consumer Affairs	(C 809)

Discipline Courses Paper I & II

(Opt any two as in I & II year)

Economics (Economic Development and Policy in India)	(C 117)
History V (History of India 1750-1970)	(C 139 *)
History VI (Issue in World History)	(C 140 *)
Mathematics (Selected topics in Mathematics)	(C 155)
Political Science A (International relations)	(C 166)
or	
Political Science B (Administration & Public Policy)	(C 404)
Sanskrit (discipline)	(C 190)
OMSP	(C 159)

No. of Papers = 4

Total Papers in all three Parts = 12

*** In Discipline Course History students have to opt for atleast one Paper on World History in 3 years.**

NCWEB CODE-1146

COURSE CODE – B.COM

B.Com- I year

Paper No.	B.Com-I yr.	Paper Code
I	Business Organisation and Management	(A 101)
II	Financial Accounting	(A 102)
III	Business and Industrial Law	(A 103)
IV	Economics I (Principles of Economics)	(A 104)
V	Hindi-A	(A 107)
	or	
	Hindi-B	(A 108)
	or	
	Punjabi-A	(A 110)
	or	
	Punjabi-B	(A 111)

No. of Papers = 5

B.Com– II year

All Compulsory

VI	Business Math and Statistics	(B 101)
VII	Corporate Accounting	(B 102)
VIII	Company and Compensation Law	(B 103)
IX	Income Tax and Auditing	(B 104)
X	Economics (Macro Economics)	(B 105)
XI	English	(B 106)

No. of Papers = 6

B.Com- III year

XII	Cost Accounting	(C 101)
XIII (A)	Computer Application & Business	(C 102)
XIV	Economics (Economic development and policy)	(C 103)
XV	Business English	(C 115)
	or	
	Hindi	(C 106)
XVI A	Financial Management	(C 118)
	or	
XVI B	Marketing Management	(C 119)
	or	
XVI C	Human Resource Management	(C 120)

No. of Papers = 5

Total Papers in all three Parts = 16

4.6

CHANGE OF CENTRE, COURSE AND SUBJECT

Change of Centre

Once a student has been admitted to a particular Teaching Centre, she will not be permitted to change that Teaching Centre in whole duration of the course.

Change of Course

All applications for change of Course must reach the Director/Deputy Director/Assistant Registrar Non-Collegiate Women's Education Board; through their respective Teaching Centres latest by 17th October, 2012.

Change of Subject

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 / *Asstt.* Registrar, NCWEB through their Teacher-in-Charge of the Teaching Centre within the date prescribed. A candidate, who has already mentioned option (s) in her examination form and later on intends to change the same, will also be required to submit an application for consideration of the Board. No change will be final unless intimated by the office of Board to the candidates, in writing by October 17, 2012.

Examination Dates

The Examination in respect of the candidates enrolled for the B.A. / B.Com. Course, shall be held on such dates as may be fixed by the University from time to time.

4.7

MIGRATION

THERE WILL BE NO MIGRATION TO FIRST YEAR/Second year CLASSES. There is no provision for Migration from Regular/School of Open Learning to Non-Collegiate Women's Education Board and vice-versa

4.8 CANCELLATION OF ADMISSION AND REFUND OF FEE

REFUND OF FEE: ADMISSION, TUITION & OTHER FEE

1. Withdrawal of Admission will be done at Non-Collegiate Women's Education Board:

- (1) If a student applies for withdrawal on or **before 1st September, 2012**, she may be refunded the fee after deducting Rs. 20/- and Rs. 75/- towards NSS Fund and Students' Fund respectively. All such applications are to be applied on four different forms separately : (i) University Development Fee of Rs 300/-; (ii) ARGF of Rs. 1200/- (iii) Library Security of Rs. 100/- and (iv) for rest of the Fee i.e. Rs. 1340/- for B.A. and Rs. 1440/- for B.Com. These applications are required to be submitted to the Board's Office on or **before 1st September, 2012** through the Teacher-In-Charge of the Teaching Centre concerned. **Any application after 28th August, 2012 shall not be entertained under any circumstances. The Teacher-In-Charge must put the date, while signing the refund forms.**

When a candidate admitted as a Compartmental case, is not able to clear the Compartmental examination, fees will be refunded as per rules, if she applies for refund by **September 30th, 2012**.

- (2) All the applications for refund must be made in the prescribed form, available in the office of the Board. The Part II Copy of the fee receipt will have to be attached, in original. The amount of the refund will be sent by the Finance Branch of the University through cheque in the name of the Candidate.

4.9 PROCEDURE FOR RE-VALUATION

1. As soon as the result is declared, 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 21 days (three weeks) of declaration of result. The marksheet is not necessary for revaluation.
2. A student has to pay her fee and fill up the **Examination Form** within due date based on first declared result. The revaluation result may not be declared till February or March.

4.10 RE-ENROLMENT , SPAN PERIOD & SPECIAL CHANCE

RULES REGARDING RE-ENROLMENT OF EX-STUDENTS

- (1) The Non-Collegiate Women's candidates who after completion of the final year of the course fail or 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 enrolment fees of **Rs. 50/- per year** by the date given in schedule. Such candidates will be treated as ex-students and will not be allowed to attend the classes arranged by the Board and also will not be required to pay the Annual Tuition Fee.

The candidates will be required to pay the Re-enrolment Fee along with the examination fee in the same manner as prescribed.

Provided that an application for re-enrolment may be entertained or the fees may be accepted.

Schedule of last dates prescribed for submission of the application for re-enrolment as an ex-student of the Board and admission to the various examinations.

Last Date for submission of Examination form at the office of the Board

Name of Examination

1st November to 15th November, 2012.
After 15th November, 2012, late fee will be charged as per University rules

B.A(Prog)./B.Com
Part III for Annual
Examination

1st August to 31st August, 2012 B.A./B.Com.
After 31st August, 2012 late fee will be charged as per University rules

Part III for
Supplementary
Examination

- (2) **RULES REGARDING SPAN PERIOD VIDE RESOLUTION NO. 55 DATED 14.09.1999**

The candidate enrolled for B.A.Program/ B.Com Part I Examination will be required to complete the course within six years of their first enrolment. However, the candidate can apply for seeking 'Special Chance' to appear in the examination beyond the **prescribed Span Period of six years. The applications for the same can be submitted on/or before 31st December every year. After this, no application in this regard will be accepted / entertained .After approval of the competent authority the student is required to pay a fee of Rs 1,500/- for the special chance.**

4.11 RE-ADMISSION AFTER GAP

Failed Students

1. Failed students are required to deposit their fee within 40 days of the declaration of result without penalty, i.e. late fee. Afterwards, late fee will be charged as per University rules up to 17th October, whichever is later.
2. Attendance for failed students will be counted from the date of declaration of result.

Gap Year Students

Last date for admissions to gap year students will be 31st August. Afterwards, no request will be entertained whatsoever may be the reason(s).

4.12 COMPULSORY TEST IN HINDI

If candidates enrolled for B.A./B.Com Examination do not have Hindi as a subject, then they have to pass the Compulsory Test in Hindi, prescribed by the University of Delhi in order to be eligible for award of the Degree. The test is held in September and March every year in accordance with Ordinance V2A of the University.

Such candidates may be exempted from this test if they apply to the Director/ Asstt./Deputy Register, Non-Collegiate Women's Education Board enclosing documentary proof of having passed one of the following examinations in Hindi;

- (a) Qualifying or Admission Examination conducted by the University of Delhi.
- (b) The Higher Secondary Examination conducted by the Central Board of Secondary Education. New Delhi.
- (c) The Intermediate Examination of an Indian University.
- (d) Any other Examination recognised as equivalent to (a), (b) and (c) above.
- (e) The Oriental Titles or Diploma Examination of the Indian University incorporated by any law of the time being in force.
- (f) The Matriculation Examination or the Higher or Lower Hindi Examination included in the syllabus for the Cambridge Senior Certificate Examination or an examination recognised as equivalent to the Matriculation Examination.
- (g) (i) The Hindi Examination prescribed for Science group students at the end of IX class of the Higher Secondary Examination conducted by the Central Board of Secondary Education, New Delhi.

- (ii) The test Elementary Hindi (Compulsory) conducted by the Central Board of Secondary Education, New Delhi, since November, 1953 for their High School/Higher Secondary and Higher Secondary Technical Examination.

Note: 1. Candidate appearing in Compulsory Test in Hindi are required to fill in separate application form obtainable from the office.
2. For detailed syllabus, the candidates are advised to contact Publication Unit of the University of Delhi.

4.13 PAYMENT OF FEE FOR ENROLLED 2ND AND 3RD YEAR STUDENTS

The Annual Fee is payable by such students within forty days from the declaration of the result. After that, late fee will be charged in addition to Annual Tuition Fee and necessary Examination Fee with fine as per stipulated dates under the rules after which no form will be accepted.

5. FILLING UP OF EXAMINATION FORMS WITH SUBJECT CODES.

I. SCHEDULE OF DATES FOR SUBMISSION OF EXAMINATION FORM

Schedule of dates for submission of Examination Form with required examination fee at the Teaching Centres :

Last Date of submission of Examination Form

i. B.AProg.I to be submitted alongwith the Admission Form.

B.Com I to be submitted alongwith the Admission Form.

[For B.A(Prog)./B.Com Part II & III (II & III years.)] within forty days from the declaration of last result.

NOTE: The Code List for subjects is given on page no. 25 to 29

2. AFTER PAYMENT OF FEES THE STUDENTS SHOULD ENSURE THAT THEY HAVE ALSO FILLED IN THE EXAMINATION FORM AND SUBMITTED THE SAME AT THE TEACHING CENTRE/BOARD BEFORE THE DUE DATE OR ELSE LATE FEES WILL BE CHARGED AS PER UNIVERSITY RULES.
3. The fresh admitted candidates of B.A.Prog (1st Year) and B.Com (1st Year) will have to submit their Examination Forms alongwith the Admission forms. However, in the case of Compartmental candidates, the successful candidates must submit Examination Forms within 15 days from the declaration of the result.

4. Students with gap period after class XII will have to give Undertaking as proof of reasons for the gap period at the time of admission.

II While submitting the Examination Form, the students are advised to bring with them their Identity Cards and Marks-statement of the last examination of the University for ready reference.

(a) The Admission Tickets (Roll No.) of Annual Examination will be issued at the Teaching Centre concerned and of Supplementary Examinations at the Board's Office.

(b) Statement of Marks of Annual Examination will be issued at the Teaching Centre concerned. For Supplementary Examination the Admission Ticket (Roll No.) will be issued from the NCWEB.

(c) Degree Certificates will be issued only by the Teaching Centre concerned.

(d) No separate information to the students will be sent for the above matters.

1. THE BOARD RESERVES THE RIGHT TO CANCEL THE ADMISSION AT ANY STAGE IF THE CANDIDATE IS NOT FOUND ELIGIBLE FOR ADMISSION TO THE COURSE.
2. All Admissions are provisional till confirmed by the Board.
3. The candidates must ensure that they have filled in the Examination form at the Teaching Centre / Board's office in time failing which they will not be permitted to take the University Examination.
4. APPLICATIONS FOR ADMISSION TO UNIVERSITY EXAMINATION; IF FOUND INCOMPLETE INCLUDING DEFAULT OF CERTIFICATES, WILL BE REJECTED SUMMARILY.
5. The candidates seeking enrolment with the Non-Collegiate Women's Education Board will be required to fill in the prescribed Admission Form and the Enrolment Form in their own handwriting carefully and submit the same along with the attested copies of the certificates with fee receipt at the Teaching Centre allotted to them on the dates and time mentioned in the schedule on page 1. The acknowledgment of the same must be obtained from the Centre at time of submission of Admission/Examination Form.

6. FAQs

6.1 ADMISSION		
Sr. No.	Question	Answer
Q.1	Who are eligible for admission to various courses at Non-Collegiate Women's Education Board?	Only women candidates residing in National capital Territory of Delhi are eligible for admission to various courses at NCWEB.
Q.2	What is the last date of admission for failed students and students of 2 nd year and 3 rd year for paying fees and filling up the examination forms?	All students must pay their fee through challan form available in the Centre and fill the examination form WITH IN 40 DAYS OF DECLARATION OF RESULT OR 16TH OCTOBER WHICHEVER IS EARLIER.
6.2 COURSES AND CLASSES		
Q.1	What type of teaching is done in Non-Collegiate?	It is a classroom teaching. No written notes are given. Each subject is taught for 50 periods. In fact, there are 50 teaching days IN AN ACADEMIC SESSION
Q.2	Which courses are available in Non-Collegiate?	B.A (Programme) and B.Com. and M.A. in English, Hindi, Pol.Science, History, Punjabi, Sanskrit, Maths and M.Sc. Maths
Q.3	When do the teachings in Non-Collegiate classes start?	The classes for all students of 1 st , 2 nd and 3 rd year start from 1 st week of August. This year, the Saturday Centres from 4 th of August and Sunday Centres will start classes from 5 th of August.
Q.4	If the result of first or second year is not declared by first week of August, do the second or third year students have to attend Classes from first day of teaching?	Yes, they must start from the 1 st day as the attendance will be counted from the very first day. Any student failing in first or second year, will go to previous class and her attendance before the result will be taken from the classes she has already attended.
Q.5	Are the classes available in English medium or Hindi medium?	In most of the classes bilingual teaching is done. But if there are enough students for one complete section of 60, then teaching can be done exclusively either in Hindi or in English.
Q.6	If a student, after taking admission in Non-Collegiate, finds that she cannot attend requisite number of classes, what option does she have?	She has an option to WITHDRAW HER ADMISSION BEFORE 30TH AUGUST. First year students withdrawing admission before 30 th August will be entitled for refund of fees as per <u>University rules.</u> The Board cannot give any relaxation in

		mandatory minimum attendance for any reason whatsoever.
Q.7	How to choose Teaching Centres in order of preference in the preliminary application form?	The choice of order is very important as students giving higher order of preference get priority over others. Students may also please refer to the first cut-off list of 2012-2013.
Q.8	What is the span period for finishing course of B.A(Prog) or B.Com?	The span period is 6 years. However students can be allowed one special chance in rare cases when one or two papers are left (within 2or 3 years of finishing of span period). Last date for applying for special chance in the Board is 31ST DECEMBER . After that date, no application will be considered.

6.3 ATTENDANCE

Q.1	Is attendance compulsory to appear for examination?	Yes, ATTENDANCE IS COMPULSORY . Only students with minimum 66% attendance will be allowed to take the examinations. Therefore, students who cannot attend all the classes on Sundays/Saturdays and continuation classes to should not take admission in Non-Collegiate.
Q.2	What precautions should students take for their attendance?	THEY MUST ENSURE THAT THEIR ATTENDANCE IS MARKED IN THE CLASS BY TEACHER . Any problem in attendance should be reported to teacher-in-charge. Students missing classes because of any extra curricular activity must get permission from the teacher-in-charge who will keep the record of all such activities and the same will be sent to the Board for calculation of total attendance.

6.4 EXAMINATION

Q.1	Can students change the subject in first or 2 nd year?	Yes, the students have to apply for change of subject and get her application signed by the Teacher-in-charge of the Centre and submit this application in the Board's office before 16 th October. No change is final unless approved by the Board.
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Q.2	Can the student apply for revaluation?	Yes, as soon as the result is declared, 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 21 days (three weeks) of declaration of result. The marksheet is not necessary for revaluation.
Q.3	If the student has applied for revaluation of her result, has she also to pay the fee within due date?	Yes, she has to pay her fee and fill up the EXAMINATION FORM within due date based on first declared result. The revaluation result may not be declared till February or March.
Q.4	Can a student apply for improvement?	Yes, however if a student applies for the improvement during her three year course period, she can apply for improvement in the individual papers. But if a student applies for improvement after the lapse of the three year course period, she has to appear in all her papers of particular year part. In either case the student has to surrender her previous result.
Q.5	When do the examinations for Non-Collegiate students are held?	The examinations for the Non-Collegiate are held with regular students in the month of May
Q.6	When do the passed students of B.A and B.Com collect their provisional certificate and degree from the University?	The University Degree is usually available at the centres after one year. However students must collect their <u>provisional certificates</u> from the Board before the Convocation for that year. After Convocation, Board cannot give any <u>provisional certificate</u> and student will have to get <u>special certificate</u> from the University after paying the requisite fee.
Q.7	Where do the students collect their degrees from?	The students shall collect their degrees from the respective Centres.

6.5 MISCELLANEOUS

Q.1	Can student of Non-Collegiate do a job?	There is no bar on such students in taking up a job. But they need to attend all the classes including the continuous classes during academic breaks. Students must ensure that their jobs should not clash with these classes, as 50% of the classes are held in these academic breaks. The students who abstain from these classes will essentially fall short of attendance and will not be allowed to appear in the
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		examination.
Q.2	Can students do any other course with Non-Collegiate B.A.(Prog) or B.Com?	No FULL-TIME COURSE from another Institution is allowed with Non-Collegiate degree. Only part-time courses like language courses etc. are allowed provided minimum attendance criteria of Non-Collegiate is duly fulfilled.
Q.3	When do the failed students of first and second year apply for readmission in the previous class?	They should take the challan from the Centre along with pass students immediately after the declaration of result and pay the fee within the due date.

List of Academic and Vocational Streams at Sr. Secondary Level (10+2)

Academic Streams		Vocational Streams			
		Job Linked Vocational Courses			
1	Hindi Core	1	Railway Commercial Working		
2	English Core	Job Oriented Vocational Courses			
3	Hindi Elective	A	Commerce Based Courses		
4	English Elective/Functional English		1	Office Secretary Ship	
5	Other Languages		2	Stenography (English and Hindi)	
6	Mathematical		3	Accounting and Auditing	
7	Physics		4	Marketing and Salesmanship	
8	Chemistry		5	Purchasing and Storekeeping	
9	Biology		6	Banking	
10	Engineering Drawing		B	Engineering Based Courses	
11	Economics			1	Electrical Technology
12	Political Science	2		Automobile Technology	
13	History	3		Structure & Fabrication Technology	
14	Geography	4		Air-conditioning & Refrigeration Technology	
15	Business Studies	5	Electronics Technology		
16	Accountancy	C	Agriculture Based Courses		
17	Home-Science		1	Dairying	
18	Fine Arts		2	Horticulture	
19	Agriculture		3	Farm Machinery and Equipment	
20	Computer Science		4	Inland fisheries and Aquaculture	
21	Informatics Practices		5	Marine Fisheries, Brackish Water Aquaculture and Technology	
22	Sociology				
23	Psychology		D	Health and Para Medical Courses	
24	Philosophy			1	Health Care and Beauty Culture
25	Physical Education			2	Ophthalmic Techniques
26	Music	3		Medical Laboratory Technology (MBT)	
27	Dance	4		Auxiliary Nursing and Midwifery (ANM)	
28	Entrepreneurship	5	X-Ray Technician		
29	Biotechnology	E	Home Science Based Courses		
30	Web and Multi Media Technology		1	Food Service and Management	
31	Fashion Studies (Only for		2	Preservation of Fruits and Vegetables	
			3	Institutional House Keeping	
			4	Fashion Design and Cloth Construction	
		5	Textile Design-Weaving		
		F	Hotel and Tourism Based Courses		
			1	Hotel Management and Catering Technology	
			2	Tourism and Travel	
		G	Financial Market Management		
			1	Accounting for Business	
			2	Introduction to Financial Markets	
		H	Miscellaneous		
			1	Heritage Crafts	
			2	Graphic Design	
			3	Creative Writing and Translation Studies	
			4	Health Care Sciences	

NON-COLLEGIATE WOMEN'S EDUCATION BOARD
UNIVERSITY OF DELHI

FIRST CUT-OFF LIST FOR B.A. (Prog.) OF ACADEMIC SESSION 2011-12

THE FOLLOWING CUT OFF FOR B.A. (Prog.) IS DECIDED BY CONSIDERING MARKS IN BEST OF FOUR SUBJECTS, WHICH INCLUDE ONE LANGUAGE AND THREE BEST SUBJECTS. THESE THREE SUBJECTS CAN CONTAIN MAXIMUM ONE VOCATIONAL SUBJECT. IN ALL CATEGORIES NUMBER OF SEATS ARE LIMITED. THE ADMISSOIN IN A CENTRE WILL BE STOPPED AS SOON AS SEATS ARE FILLED. THE ADMISSION WILL BE DONE ACCORDING TO THE ORDER OF PREFERANCE GIVEN BY THE CANDIDATE IN THE FORM.

NAME OF THE CENTRE

CUT OFF %

	GEN.	SC/ST	OBC
HANSRAJ COLLEGE	73%	68%	63%
LAKSHMIBAI COLLEGE	70%	65%	60%
KALINDI COLLEGE	69%	64%	59%
SHYAMA PRASAD MUKHERJEE COLLEGE	70%	65%	60%
JESUS & MARY COLLEGE	69%	64%	59%
MAITREYI COLLEGE	68%	63%	58%
ARWACHIN BHARTI BHAWAN CENTRE *	70%	65%	60%
MAHARAJA AGRASEN COLLEGE	68%	63%	58%
JANKI DEVI MEMORIAL COLLEGE	70%	65%	60%
MATA SUNDRI COLLEGE	69%	64%	59%
BHARTI COLLEGE	70%	65%	60%
ST. MARGARET SR. SEC. SCHOOL **	69%	64%	59%
PGDAV COLLEGE	69%	64%	59%

* Likely to be shifted

** NCWEB Centre at St. Margaret Sr. Sec. School is shifted to Sri Guru Gobind Singh College of Commerce from 2012-13.

IMPORTANT NOTE –

THE STUDENTS FALLING WITHIN THE CUT OFF ANNOUNCED ON THE GIVEN DATES ON PAGE-1 FOR THE SESSION 2012-13 SHOULD BRING ALL DOCUMENTS (AS LISTED IN THE BULLETIN) ON THE DAY OF VERIFICATION AND ADMISSION IN THE BOARD OFFICE.

NON-COLLEGIATE WOMEN'S EDUCATION BOARD
UNIVERSITY OF DELHI

FIRST CUT-OFF LIST FOR B.COM. OF ACADEMIC SESSION 2011-12

THE FOLLOWING CUT OFF FOR B.COM IS DECIDED BY CONSIDERING MARKS IN BEST OF FOUR SUBJECTS, WHICH INCLUDE ONE LANGUAGE, BUSINESS STUDIES, ACCOUNTANCY AND ONE OTHER BEST SUBJECT WHICH CAN BE VOCATIONAL ALSO. STUDENTS FROM NON COMMERCE STREAM WILL BE CONSIDERED WITH A 5% DROP. IN ALL CATEGORIES NUMBER OF SEATS ARE LIMITED. THE ADMISSOIN IN A CENTRE WILL BE STOPPED AS SOON AS SEATS ARE FILLED. THE ADMISSION WILL BE DONE ACCORDING TO THE ORDER OF PREFERANCE GIVEN BY THE CANDIDATE IN THE FORM.

NAME OF THE CENTRE

CUT OFF %

	GEN.	SC/ST	OBC
HANSRAJ COLLEGE	75%	70%	65%
LAKSHMIBAI COLLEGE	72%	67%	62%
KALINDI COLLEGE	71%	66%	61%
SHYAMA PRASAD MUKHERJEE COLLEGE	71%	66%	61%
JESUS & MARY COLLEGE	71%	66%	61%
MAITREYI COLLEGE	71%	66%	61%
ARWACHIN BHARTI BHAWAN CENTRE *	71%	66%	61%
MAHARAJA AGRASEN COLLEGE	70%	65%	60%
JANKI DEVI MEMORIAL COLLEGE	72%	67%	62%
MATA SUNDRI COLLEGE	71%	66%	61%
BHARATI COLLEGE	72%	67%	62%
ST. MARGARET SR. SEC. SCHOOL **	71%	66%	61%
PGDAV COLLEGE	70%	65%	60%

* Likely to be shifted

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UNDERTAKING FOR ATTENDANCE

I, hereby **'Undertake'** to abide the Attendance rules of the NCWEB, University of Delhi.

I hereby further **'Undertake'** that I will be responsible for my shortage of attendance, if any.

Signatures:.....

Name:.....

Address:

.....

.....

Date:.....

Mobile/Phone No.....

RESIDENCE-CUM-CHARACTER CERTIFICATE

(Please see the note below)

No.

Certified that Miss/Mrs.....

Daughter of.....resident

of.....

(Residential address of the applicant)

has been residing within the territorial limits to which power of the University extend i.e., within the National Capital Territories of Delhi. (Please Collaborate with Ration Card).

To see the best of my knowledge and belief she bears good moral character. She is not related to me.

.....

Signature

.....

File Reference No.

Name.....

Stamp of the Certificate
Authority with name

Date.....

Proofs

1. Ration Card
2. Photo Identify Card

NOTE: - This certificate should be obtained from the Head of Institution last attended by the applicant and/or 1st Class Gazatted Officer when the candidate's Schooling is from Delhi. In case the candidate's Schooling was out of Delhi then this Certificate has to be obtained from 1st Class Magistrate only.