

NON-COLLEGIATE WOMEN'S EDUCATION BOARD  
(NCWEB)  
(UNIVERSITY OF DELHI)  
HANDBOOK OF INFORMATION  
FOR  
**ADMISSION TO POST-GRADUATE COURSES  
2015-2016  
(TUTORIAL BUILDING CENTRE)**



**TUTORIAL BUILDING, PATEL CHEST MARG  
UNIVERSITY OF DELHI  
DELHI-110007.**

## **FOREWORD**

Delhi University was established in 1922 and by an amendment of the Delhi University Act in 1943, women students were enabled to take some of the examination of the University with special coaching. This gave shape to the Non-Collegiate Women's Education Board (NCWEB), which is now well established.

**Women students residing in Delhi NCT only can enroll themselves as students of the Board subject to eligibility.**

The board began functioning in September 1944 with 3 students at Postgraduate level. At present the enrollment in Under-graduate Classes is more than 13,000 and in Postgraduate Classes, is approx 600. 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 Teaching Centres had to be shifted to various women's colleges in different parts of Delhi. At present, postgraduate classes are held at Tutorial Building, Arts Faculty University of Delhi.

The Board provides Library Facility to all Post-graduate students, the Library is open on Sundays also. This Library is situated in Arts Faculty Building. The students are also eligible to become members of Central Reference Library, University of Delhi.

The Classes are held on Sundays, and during academic breaks of the University of Delhi.

Classes are held from 9:00 a.m. and to 4:00 p.m. There are 8 periods in a day of 50 minutes duration each.

Teachers of the University Departments are appointed as guest faculty to teach the Non-Collegiate students. The pass percentage of the postgraduate students of the NCWEB is often better than that of the regular students.

Major advantages of the Non-Collegiate programme of teaching is the low cost of education, utilization of the existing infrastructure and facilities available in the educational institutions during Sundays and academic breaks.

**Dr. Anju Gupta**  
**Offg. Director**

**IMPORTANT INFORMATION  
POST-GRADUATE ADMISSION IN NCWEB**

All Public Dealing will be done between

10:00 A.M to 3:00 P.M

(Working days: Monday to Friday)

**Enquiries - Tel: 27667640**

***Women candidates residing within the territorial jurisdiction of Delhi NCT only are eligible for admission to NCWEB (Annexure -1 Residence-Cum-Character Certificate).***

**1. Course available in each department**

Teaching arrangement for M.A./M.Sc. in Mathematics, M.A. in English, Hindi, History, Philosophy, Political Science, Bengali, Sanskrit, Urdu, Punjabi, Arabic and Persian **will be made, provided there are atleast ten students in that subject, attending the classes.**

**2. Duration of Course : 2 Years**

**3. Eligibility criteria for admission**

**THE BULLETIN OF INFORMATION FOR ADMISSION TO POST GRADUATE COURSES PUBLISHED BY THE FACULTIES OF ARTS, SOCIAL SCIENCES AND MATHEMATICAL SCIENCES MUST BE CONSULTED AS ELIGIBILITY REQUIREMENTS ARE THE SAME AS IN THE CASE OF REGULAR STUDENTS.**

**4. Mode /method of Admission**

**Category-I (Direct Admission) 50% under all categories**

All the candidates seeking admission under Category-I (Direct Admission) to Post-graduate courses must get themselves registered and fill the form in person, in Room No. 26 with Non-Collegiate Women's Education Board, 2<sup>nd</sup> Floor, Tutorial Building, University of Delhi, Delhi-110007. ***The merit list will be made only among the applicants registered in NCWEB.***

**Category-II (Through Entrance Test)**

All candidates seeking admission under Category-II (Through Entrance Test) to all post-graduate courses taught in NCWEB must get themselves registered **only** online from **1<sup>st</sup> April, 2015 to 30<sup>th</sup> April, 2015** and ***mark their option*** in the column provided for NCWEB.

1. Candidates seeking admission in Non-Collegiate must register themselves online through University Website.
2. The Handbook of Information does not contain the syllabus (Courses of Reading). The students are, therefore, advised in their own interest to purchase the syllabus (detailed Course of Reading) applicable to the students admitted in the concerned course, from the Publication Unit, university of Delhi, Delhi-110007 and ascertain eligibility conditions available from the Faculties concerned.
3. The Post-graduate classes are conducted at Tutorial Building (North Campus) only.
4. After payment of Fee, the students should ensure that they have also filled the **Examination Form** and submitted the same at the Tutorial Building Teaching Centre well in time.
5. The Bulletin of information for Admission to Post-graduate Course issued by the Faculty of Arts, Social Sciences and Mathematics must be consulted as eligibility requirements are the same as in the case of regular students.
6. The registration of all the entrance test (category-II) students is centralized and will be done online as per schedule of the Faculties of Arts, Social Sciences and Mathematical Sciences.
7. Residence-cum-Character Certificate must be taken in original from this "Hand Book of Information". Photostat Copies, Typed Forms etc. **will not be accepted.**
8. The enrollment of Candidates who do not fulfil the eligibility and other requirements will be cancelled at any time. Therefore, the candidates are requested to read carefully the eligibility conditions for the Course in which they are seeking admission in PG Courses in NCWEB.
9. 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 Registration Form.
10. Examination of Non-Collegiate students are held along with regular University students.
11. In case the candidate without completing PG Course applied for cancellation of admission for pursuing some other course, she has to forfeit the result of Part-I and give an "undertaking" that in case she rejoins Delhi University, she will take admission in 1<sup>st</sup> year after forfeiting the credit for past examination taken by her previously.

**DISCLAIMER**

Care has been taken to verify the authenticity of the contents. However, the information contained in relevant rules, regulations, ordinances and statutes of the University will be final. The data contained here is indicative only and must not be used for legal purposes.

The contents have been updated till 10.03.2015

**NON-COLLEGIATE WOMEN'S EDUCATION BOARD  
IMPORTANT DATED AND PROCEDURE FOR ENROLLMENT  
FOR POST GRADUATE COURSES AT TUTORIAL BUILDING  
TEACHING CENTRE 2015-2016**

**M.A/M.Sc ( Mathematics) & M.A( English, Hindi, History, Pol. Science, Philosophy, Bengali, Sanskrit, Urdu, Punjabi, Arabic and Persian)**

1. (a) Eligibility Form for candidates seeking Direct Admission (Category-I) in all PG subject in NCWEB 22<sup>nd</sup> June 2015 to 15<sup>th</sup> July 2015
- (b) Last date for Submission of complete eligibility form for all Direct Admission (Category-I) in PG Course in NCWEB 15<sup>th</sup> July 2015
- 2.(a) 1<sup>st</sup> Cut- off for 50% Direct Admission( Category-I) M.A / M.Sc. and 1<sup>st</sup> list of candidate in Category –II (through Entrance Test). 28<sup>th</sup> July, 2015
- (b) Verification of original certificates in the Office of the Board for First cut-off for 50% Direct Admission for M.A /M.Sc. (MATHEMATICS & for M.A (ARABIC, BENGALI, ENGLISH, HINDI, HISTORY PERSIAN, PHILOSOPHY, POLITICAL SCIENCE PUNJABI, SANSKRIT and URDU) 29<sup>th</sup> July & 30<sup>th</sup> July, 2015
- (c) Submission of PG courses Admission Form in NCWEB Teaching Centre, Tutorial Building for Ist Cut off Category-I (Direct) and 1<sup>st</sup> list of candidates in Category-II (Through Entrance Test) 31<sup>st</sup> July 2015
- 3.(a) 2<sup>nd</sup> Cut- off for 50% Direct Admission( Category-I) and 2<sup>nd</sup> list of candidate in Category –II (Through Entrance Test). 3<sup>rd</sup> August 2015
- (b) Verification of original certificates in the Office of the Board for Second cut-off for 50% Direct Admission for M.A /M.Sc. (MATHEMATICS & for M.A (ARABIC, BENGALI, ENGLISH, HINDI, HISTORY PERSIAN, PHILOSOPHY, POLITICAL SCIENCE PUNJABI, SANSKRIT and URDU) 4<sup>th</sup> August & 5<sup>th</sup> August, 2015
- (c) Submission of PG courses Admission Form in NCWEB Teaching Centre, Tutorial Building for 2<sup>nd</sup> Cut off Category-I (Direct) and 2<sup>nd</sup> list of candidates in Category-II (Through Entrance Test) 6<sup>th</sup> August 2015

**Classes begin****9<sup>th</sup> August 2015**

- 4.(a) 3<sup>rd</sup> Cut- off for 50% Direct Admission( Category-I) and 3<sup>rd</sup> list of candidate in Category –II (Through Entrance Test). 7<sup>th</sup> August 2015
- (b) Verification of original certificates in the Office of the Board for Third cut-off for 50% Direct Admission for M.A /M.Sc. (MATHEMATICS & for M.A (ARABIC, BENGALI, ENGLISH, HINDI, HISTORY PERSIAN, PHILOSOPHY, POLITICAL SCIENCE PUNJABI, SANSKRIT and URDU) 10<sup>th</sup> August & 11<sup>th</sup> August, 2015
- (c) Submission of PG courses Admission Form in NCWEB Teaching Centre, Tutorial Building for 3<sup>rd</sup> Cut off Category-I (Direct) and 3<sup>rd</sup> list of candidates in Category-II (Through Entrance Test) 12<sup>th</sup> August 2015
- 4.(a) 4<sup>th</sup> Cut- off for 50% Direct Admission( Category-I) and 4<sup>th</sup> list of candidate in Category –II Through Entrance Test). 13<sup>th</sup> August 2015
- (b) Verification of original certificates in the Office of the Board for Fourth cut-off for 50% Direct Admission for M.A /M.Sc. (MATHEMATICS & for M.A (ARABIC, BENGALI, ENGLISH, HINDI, HISTORY PERSIAN, PHILOSOPHY, POLITICAL SCIENCE PUNJABI, SANSKRIT and URDU) 14<sup>th</sup> August & 17<sup>th</sup> August, 2015
- (c) Submission of PG courses Admission Form in NCWEB Teaching Centre, Tutorial Building for 4<sup>th</sup> Cut off Category-I (Direct) and 4<sup>th</sup> list of candidates in Category-II (Through Entrance Test) 18<sup>th</sup> August 2015
- Last date for change of optional Paper, where applicable 21<sup>st</sup> September 2015
- Last date for submitting Examination form at the P.G. Teaching Centre of NCWEB in Tutorial Building 30<sup>th</sup> September 2015

**NOTE :-**

- ✓ ELIGIBILITY CONDITIONS ARE THE SAME AS FOR REGULAR STUDENTS. PLEASE CONSULT HANDBOOK OF INFORMATION OF CONCERNED DEPARTMENT/FACULTY FOR ACADEMIC SESSION 2015-2016.

## **ELIGIBILITY CONDITIONS**

The board will enroll women candidates for the following two years with four semester Post-graduate Courses.

M.A./M.Sc. in Mathematics and M.A. in English, Hindi, History, Philosophy, Political Science, Bengali, Sanskrit, Urdu, Punjabi, Arabic and Persian. Teaching arrangement will be made provided there are at least ten students in subject attending the classes.

### **1. M.A./M.Sc.(Maths) and all other above courses (Part I/II Semester)**

## **ADMISSION REQUIREMENTS**

THE MINIMUM ELIGIBILITY REQUIREMENTS FOR CANDIDATES SEEKING ADMISSION TO POST GRADUATE COURSES IN NON-COLLEGIATE WOMEN'S EDUCATION BOARD WILL BE THE SAME AS ARE APPLICABLE IN THE CASE OF REGULAR STUDENTS.

As per University rules, four years span period is permissible in the case of candidates enrolled for the M.A/M.Sc. Examination.

### **2. RESERVED CATEGORIES**

**(SC/ST/OBC/ CWW/PWD/ etc.)**

For concession under above mentioned categories, the University Bulletin of Information may be consulted.

The candidates under this Category 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(s) for verification at the time of submitting the said Form at the Teaching Centre. The Certificate should be in the name of the candidate.

District Magistrate/Additional District Magistrate/ Collector/Deputy Commissioner /Addl. /Deputy Commissioner/ Deputy Collector/1<sup>st</sup> Class Stipendiary Magistrate/ City Magistrate /Sub- Divisional Officer/Assistant Commissioner.

OR

Chief Presidency/Magistrate/Additional Chief Presidency Magistrate, Presidency Magistrate.

OR



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

OR

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

### **PERSONS WITH DISABILITY CATEGORY**

Three Percent(3%) seats in all Post Graduate Courses will be reserved for Candidates with physical disabilities. This reservation of 3% will also be applicable to admission through Entrance Examinations. The 3% reservation will be allocated as follows- 1% for candidates with low vision or blindness; 1% for hearing impaired and 1% for those with loco motor disabilities and/or cerebral palsy.

**Note :**The disability certificate should be in the format as per Govt. of India guidelines. The Certificate should not be more than 5 years old. It should be signed by a board of 3(three) doctors with legible stamp indicating the name and designation of the doctors.

The certificate should be countersigned by CMO/Medical Superintendent with stamp under the signatures. Certificate should have photograph of candidate.

Diagnosis should be written clearly in the certificate

### **Children of War Widow Category**

Reservation of seats for the Children /Widow/Wives of the officer and men of the Armed Forces including Para Military personnel killed or disabled in action.

5% of the total number of seats in each course are reserved for the Children /Widow/Wives of the officers and men of the Armed Forces including Para Military personal (i) Killed in action (ii) Disable in action,(iii) Died while on duty,(iv) Disabled on duty and(v) Wards of Ex-Servicemen personal and serving personnel of the Defence/Armed Forces and all Police Force who are in receipt of Gallantry Awards.

Relaxation to the extent of 5% marks in the minimum eligibility requirements in the aggregate or in the subject as the case may be, will be given to the candidates of the above mentioned category while determining their eligibility for admission to appear in admission test.

In order to become eligible for the above concession, Children/Widow/Wives of officers and Jawans etc. are required to produce the entitlement certificates issued by any of the following;

- (i) Secretary, Kendriya Sainik Board, Delhi
- (ii) Secretary , Rajay/Zila Sainik Board
- (iii) Officer-in-charge, Record Office

(iv) 1<sup>st</sup> Class Stipendiary Magistrate

**No. of seats available in each category, including supernumerary seats.**

Sl. No.	Course	Total No. Seats	Mode/ Method of Admission	50% direct Category	50% Through Entrance
1	M.A./M.Sc. Mathematics	75	Direct and Through Entrance	<b><u>Seats-37</u></b> Gen : 18 SC : 6 ST : 3 OBC : 10 Supernumerary Seats: CW : 2 PWD: 1	<b><u>Seats-38</u></b> Gen : 19 SC : 6 ST : 3 OBC : 10 Supernumerary Seats: CW : 2 PWD: 1
2	M.A. Hindi	112	Direct and Through Entrance	<b><u>Seats-56</u></b> Gen : 29 SC : 8 ST : 4 OBC : 15 Supernumerary Seats: CW : 3 PWD: 2	<b><u>Seats-56</u></b> Gen : 29 SC : 8 ST : 4 OBC : 15 Supernumerary Seats: CW : 3 PWD: 2
3	M.A. English	112	Direct and Through Entrance	<b><u>Seats-56</u></b> Gen : 29 SC : 8 ST : 4 OBC : 15 Supernumerary Seats: CW : 3 PWD: 2	<b><u>Seats-56</u></b> Gen : 29 SC : 8 ST : 4 OBC : 15 Supernumerary Seats: CW : 3 PWD: 2
4	M.A. Punjabi	112	Direct and Through Entrance	<b><u>Seats-56</u></b> Gen : 29 SC : 8 ST : 4 OBC : 15 Supernumerary Seats: CW : 3 PWD: 2	<b><u>Seats-56</u></b> Gen : 29 SC : 8 ST : 4 OBC : 15 Supernumerary Seats: CW : 3 PWD: 2
5	M.A. Sanskrit	112	Direct and Through Entrance	<b><u>Seats-56</u></b> Gen : 29 SC : 8 ST : 4 OBC : 15 Supernumerary Seats:	<b><u>Seats-56</u></b> Gen : 29 SC : 8 ST : 4 OBC : 15 Supernumerary Seats:

				CW : 3 PWD: 2	CW : 3 PWD: 2
6	M.A. History	112	Direct and Through Entrance	<b>Seats-56</b> Gen : 29 SC : 8 ST : 4 OBC : 15 Supernumerary Seats: CW : 3 PWD: 2	<b>Seats-56</b> Gen : 29 SC : 8 ST : 4 OBC : 15 Supernumerary Seats: CW : 3 PWD: 2
7	M.A. Political Science	112	Direct and Through Entrance	<b>Seats-56</b> Gen : 29 SC : 8 ST : 4 OBC : 15 Supernumerary Seats: CW : 3 PWD: 2	<b>Seats-56</b> Gen : 29 SC : 8 ST : 4 OBC : 15 Supernumerary Seats: CW : 3 PWD: 2

### 3. GENERAL CONDITONS:

(i) Women candidates who reside within the territorial jurisdiction of Delhi NCT only are eligible for admission to NCWEB.

(ii) All admissions are Provisional till confirmed by the University.

(iii) Candidate must ensure that they fulfil the eligibility requirements and all other conditions laid down for the course they apply. For any legal proceedings, the jurisdiction shall be the Delhi Courts.

### ADMISSION PROCEDURE:

Admission (In Category-I and Category-II) to all post graduate courses leading to Master's degree in the Faculties of Arts, Social Sciences and Mathematical Sciences will be made as per scheme given in the Bulletin of Information of the NCWEB.

#### **For Category-II**

The candidate in the first instance, shall be required to fill in Entrance Test Form at the concerned Faculties, through online registration as per the schedule.

The selected candidates of **category-I and category -II** will collect the admission form from the office of the Board. The candidates must produce original documents for

verification of their eligibility, without which no form will be issued to the students by the Board i.e.:

1. Provisional Certificate
2. Mark-sheet (I, II and III year) of the qualifying exam.
3. Duly attested Resident-cum-Character Certificate
4. Category certificate, if any.
5. Certificate of Class X for verification of date of birth.

The office of the Board will verify the original certificates and related documents after which the candidate should pay the fee through the challan issued by the office of the Board in any branch of State Bank of India in A/c no. 10851299392.

After paying the fees through a challan issued by the office of the Board at any branch of the SBI Branch of Delhi for the requisite amount, the students will submit their admission form duly completed along with the fee challan at the Teaching Centre in Tutorial Building on Sundays as indicated in the schedule.

The Teaching Centre will check the Originals Certificates of all eligible candidates, once again, before enrolling the students. If at any stage the candidate is found to be ineligible, then she may apply for refund of fee paid by her as per rules.

The examination form will, however, be submitted after finalization of the “Optional Papers”. The examination form also must be submitted on or before September 28<sup>th</sup>, 2014 in NCWEB(P.G. Course) Teaching Centre, at Tutorial Building.

ALL ADMISSIONS ARE PROVISIONAL; UNTIL CONFIRMATION BY THE ADMISSION COMMITTEE OF THE FACULTIES CONCERNED.

**FORMS SENT BY POST WILL NOT BE ACCEPTED IN ANY CASE**

### **3. GENERAL INSTRUCTIONS**

- (i) Application for admission to University Examination, if found, incomplete, including default of Certificates, will be rejected.
- (ii) The candidates selected for enrollment with the Non-Collegiate Women's Education Board will be required to fill in the prescribed Admission Form and Examination Form in their own hand-writing, carefully and submit the same along with the original certificates and attested copies thereof with Part-I copy of the challan slip at the Tutorial Building Teaching Centre on the dates and time mentioned in the schedule.

- (iii) After enrollment with the Board, the students must address all correspondence to the Director/Asstt./Deputy registrar, NCWEB- through the Teacher-in-charge of the Teaching Centre.
- (iv) All correspondence must bear the Enrollment No. Of the candidate allotted to her after admission to the Board, and name of the course to which she has been admitted.
- (v) In case there is any change in her residential address, the candidates should write to the Director/ Deputy Registrar/ Assistant Registrar, NCWEB through the Teaching Centre for necessary change in office record.
- (vi) 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.
- (vii) Students are advised to preserve the candidates' copy of the fee for further reference, if any, and office copy for submission of examination form.
- (viii) The students may note that it will be entirely their responsibility to personally get in touch with the office of the Board, Tutorial Building Teaching Centre for payment of Examination Fee/Annual Fee and collection of Admission Ticket (Roll Number)/Date sheet/Marks Statement/Degree Certificate etc. Or for any Information they require. While submitting the Examination form, the students are advised to bring with them their Identity Card and Marks Statement of the last examination of the University for ready reference.
- (ix) The Admission Ticket (Roll Nos )/ Degree/ Certificates/ Marks-Statements etc. Will be issued at Board's Office .No Separate intimation will be sent in this regard.

**(x) The Board reserves the right to cancel the admission at any stage, if the**

**Candidate is found ineligible for admission to the course.**

**(xi) The following certificate are also required to be submitted by the candidate along with admission form**

- a) The certificate to the effect that the applicant has been residing within the territorial limit to which the power of the University extend, i.e. within the National Capital Territory of Delhi and bears a good moral character by a Magistrate (Class I) or Gazetted Officer (Class I) or from the Head of Institution last attended should be submitted in the prescribed form appended to this Handbook of Information. (To be corroborated with proof.)
- b) Certificate of her having passed the Examination qualifying her for admission to the course together with self attested copy of the same.

(The attested copy will be retained in the office and the original certificate will be returned to the candidate after scrutiny). Where a candidate has not been issued the Certificate of the Examination which qualifies her for admission to the Course, the statement of marks, in original, together with self attested copy thereof:

- c) The Provisional Certificate, in original, should be submitted with the application form (Original marks sheet will be returned after scrutiny).
- d) Certificates of date of birth, unless the date of birth is recorded in the certificate of the last qualifying examination passed indicated under (b) above.
- e) Candidates belonging to the Schedule Castes/ Scheduled Tribes/OBC/CWW /PWD seeking enrollment will be required to submit Certificate as detailed in point no 2 under "Reserved Category" column.

**Important:**

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 /Deputy Registrar/Assistant Registrar, N.C.W.E.B. 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.

(Xiii) Examination Dates.

The Examination in respect of the candidate enrolled for the Postgraduate courses, shall be held on such dates as may be fixed by the Dean (Examinations) of the University from time to time.

**IV. FEE**

All candidates admitted in Post- Graduate Courses shall be required to pay the following fee in the first semester of the Course through challan issued by the officer of the Board in any SBI Branch of Delhi drawn in Favour of Registrar, University of Delhi A/c No. 10851299392.

The students pursuing the course with physical disabilities shall be exempted from Payment of fee, including examination fee and Other University fee, except Admission fee, subscription towards Delhi University student's union and Identity Card fee.

**M.A/M.Sc. (Previous) (1<sup>st</sup> Semester)**

i.	Tuition Fee	325/-
ii.	Library Fee	10/-
iii.	Magazine Fee	25/-
iv.	Examination Fee	600/-
v.	Examination Form Fee	10/-
vi.	Marks- Statement Fee	100/-
vii.	Special Examination Fee	30/-
viii.	Library Security	1000/-
ix.	University Development Fee	600/-
x.	EnrollmentFee	*50/-or150/-**
xi.	Annual Day Fee	05/-
xii.	Annual Resource Generation Fund	1200/-
xiii.	Infrastructure Fee	160/-
xiv.	NSS Fund	20/-
xv.	Students Fund	75/-
xvi.	Library Development Fund	200/-
xvii.	Addl. Exam Fee	100/-
	<b>Total</b>	<b>4510/-</b>
	<b>Bank Charges</b>	<b>30/-</b>
	<b>Grand Total</b>	<b>4540/-</b>

\*Rs. 4540/- for Graduate from Delhi University. EnrollmentFee @ Rs. 50/-

\*Rs. 4640/- for Graduate from other than Delhi University. EnrollmentFee @ Rs. 150/-

**Note:**

Student admitted to the Post Graduate Courses in which Semester Examinations are held will be required to pay Rs. 4540/- or Rs. 4640/- as the case may be, at the time of admission and Rs. 710/- at the beginning of 2<sup>nd</sup> and 4<sup>th</sup> Semester (the Examination fees of Rs. 600/-, Marks Statement Fee Rs. 100/- and Rs. 10/- for Exam Form Fee per Semester) and Addl. Exam. Fee of Rs. 100/-

Candidates who are already enrolled should note that they will be required to submit an Examination Form for admission to the University Examination, duly filled in, separately, within the date prescribed for the 2<sup>nd</sup> Semester onward.

Rules for refund of fee on account of withdrawal/cancellation of admission/ migration etc. as per executive council, resolution no. 191 dated 21.3.2012.

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 <sup>st</sup> August of the year of admission.	Full fee after deduction of Rs. 500/-
c)	When a student applies for withdrawal of admission after 31 <sup>st</sup> August and on or before 16 <sup>th</sup> September of the year of admission.	Full fee after deduction of Rs. 1000/-
d)	When a student applies for withdrawal of Admission after 16 <sup>th</sup> September 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)	If a student provisionally admitted to a course Or declaration of the result of his qualifying Examination/compartmental examination Becomes ineligible for admission and his/her Admission is cancelled.	Full fee after deduction of Rs. 1000/-provided that she/he applies For refund in the Same financial Year
h)	In case a student after his/her admission expires within one month of admission.	Full fee will be Refunded to his/her parents.
	In case a student after his/her admission Expires after one month and on or before 31 <sup>st</sup> of August of the year of admission	Full fee will be refunded after deduction of



In the event of death of a candidate before  
The commencement of the examination.

Rs. 250/-

Full fee will be  
Refunded to the  
Parents of the  
Student.

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 will be  
refunded after  
deduction of  
Rs. 200/-

**Note:** No fee will be refunded on any other grounds or reasons, whatsoever, except those specified above.

The revised refund of fee rules will be effective from academic year 2013-14.

#### **V. RULES REGARDING-RE-ENROLLMENT OF EX-STUDENTS**

The Non-Collegiate women candidates who after completion of the final year of the course fail to appear at the examination, if otherwise eligible, will be treated as Ex-students and shall be required to Re-enroll themselves with the Board on payment of the prescribed fees of Rs. 500/- per year by the date given in the schedule. Such students 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 Annual Tuition Fee.

The candidates will be required to pay the Re-Enrollment Fee along with the Examination Fee in the same manner as prescribed.

Schedule of last dates prescribed for submission of the application for re-enrollment as an ex-student of the Board and admission to the Semester yearly examination to follow University schedule announced from time to time.

**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**.....

**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 graduation is from Delhi. In case the candidate's graduation was out of Delhi then this Certificate has to be obtained from 1st Class Magistrate only.