

THE NORTHCAP UNIVERSITY

SCHOOL OF
ENGINEERING & TECHNOLOGY

All programmes at UG & PG Level



Admission Policy
2021-22
www.ncuindia.edu



School of Engineering & Technology

Admission Policy & Selection Procedure

For the Academic Year 2021-22

B.Tech

BCA

Applied Sciences

M.Tech (Part Time)

Admission Policy & Selection Procedure

FOR THE ACADEMIC YEAR 2021-22 SCHOOL OF ENGINEERING & TECHNOLOGY,

This policy shall be called the “ADMISSION POLICY & SELECTION PROCEDURE-2021” (APSP-2021) for admission to the degree programmes offered by SCHOOL OF ENGINEERING & TECHNOLOGY AT THE POST GRADUATE AND UNDERGRADUATE LEVEL.

This Admission Policy and Selection procedure is approved by the Board of Management of The NorthCap University, Gurugram. All admissions shall be made strictly in accordance with merit in a fair and transparent manner on the basis of minimum eligibility / selection criteria prescribed for each programme.

1. APPLICABILITY

- 1.1 *This “Admission Policy and Selection Procedure-2021” is valid for the academic year 2021 – 22 and shall be applicable for admissions of all resident Indian students to UG/PG programmes of School of Engineering & Technology (Part II) and also covers children/wards of Non Resident Indian (NRIs)/International students (Covered in Part III) wherever applicable.*
- 1.2 *The University has a comprehensive and transparent policy regarding Fee Structure, refund, cancellation & withdrawal policy. The Refund & Cancellation policy is in line with UGC/MHRD/AICTE policy on the matter as per UGC Notification dated 02 November 2018.*

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2. Programmes offered by the School of Engineering & Technology, Intake, Final Admission Criteria for the Year 2021-22

SCHOOL OF ENGINEERING & TECHNOLOGY				
UNDER GRADUATE - B.TECH DEGREE - 4 YEARS				
S. No.	PROGRAMME	INTAKE	MINIMUM ELIGIBILITY CRITERIA	SELECTION CRITERIA
	DEPARTMENT IN COMPUTER SCIENCE & ENGG (CSE)			
A	B-TECH CSE Specialization in Full Stack Development	400	1) 10+2 (English Medium) examination conducted by Central Board of Secondary Education or equivalent examination from a recognized board in Science stream (with PCME) with an overall aggregate of minimum 50%. 2) Must Appear in JEE /Any National Level Entrance Test Score 2021 3)IB candidates should have score of minimum 24 with PCME as compulsory subjects.	Selection will be based on merit of 10+2 conducted by Central Board of Secondary Education or equivalent examination from a recognized board (IB/ICSE) in Science stream comprising of Physics, Chemistry, Maths and English with JEE / Any National Level Entrance Test 2021 appearance OR JEE Main 2021 score OR SAT score Should seats still remain vacant, in any course, if at all, after exhausting the merit list of applicants of the National Test(s), seats may be filled on the basis Aptitude Test, NCU EET subject to meeting the minimum eligibility criteria specified.
	B-TECH CSE Specialization in Cyber Security & Forensics			
	B-TECH CSE Specialization in Cloud Computing			
	B-TECH CSE Specialization in Data Science			
	B-TECH CSE Specialization in Gaming, AR & VR			
	B-TECH CSE Specialization in Artificial Intelligence & Machine Learning			
	B-TECH CSE Specialization in Blockchain			
	DEPARTMENT IN ELECTRONICS & COMMUNICATION ENGG.(ECE)			
	B-TECH ECE Specialization in Internet of Things (IoT)	20	4) As one time measure to overcome the COVID 19 impact students with JEE /Any National Level Entrance Test Score 2020 will also be considered for admission for AY 2021	
	B-TECH ECE Specialization in Embedded Systems and VLSI Design	20		
DEPARTMENT IN MECHANICAL ENGG. (ME)				
B-TECH ME Specialization in Robotics & Automation	20			
	TOTAL INTAKE	460		

SCHOOL OF ENGINEERING & TECHNOLOGY				
UNDER GRADUATE - LATERAL ENTRY- B.TECH				
S. No.	PROGRAMME	MINIMUM ELIGIBILITY CRITERIA	SELECTION CRITERIA	
B	LATERAL ENTRY TO B.TECH SECOND YEAR 10% of the intake	<ul style="list-style-type: none"> - Candidate should have studied his/her 10th/12th class in English medium - Candidate should not be more than 24 age on 31st Dec. 2021 - Candidate should have passed Diploma in relevant branch of Engineering granted by the Board of Technical Examination of a State Government with at least 60% aggregate marks in the qualifying exam. 	Students will be selected as per the merit list prepared on the basis of marks in the State LEET exam and the marks obtained by the applicant in Diploma. Weightage of these scores are 80% and 20% respectively.	

SCHOOL OF ENGINEERING & TECHNOLOGY				
POST GRADUATE - M.TECH DEGREE (PART TIME) 3 YEARS				
S. No.	PROGRAMME	INTAKE	MINIMUM ELIGIBILITY CRITERIA	SELECTION CRITERIA
A	M-Tech CIVIL Specialization In Structural Engg	10	Applicant must have obtained minimum 55% marks in aggregate or equivalent CGPA in I) BE/ B.Tech. in Civil and Environmental Engineering/Civil and Rural Engineering/Civil and Water management Engineering/Civil Engineering/Civil Engineering and Planning/Civil Engineering(Construction Technology)/Civil Engineering (Environmental Engineering)/Civil and Infrastructure Engineering/Civil Technology/Construction Engineering/ Construction Engineering and Management/ Construction Technology/ Construction Technology and Management OR ii) any other relevant equivalent qualifying degree."	Selection will be based on Merit
	M-Tech CIVIL Specialization In Construction Engg & Project Management			
	M-Tech Civil Specialization In Environment engg			
B	M-Tech CSE Specialization In Data Science	10	Applicant must have obtained minimum 55% marks in aggregate or equivalent CGPA in I) BE/B.Tech. in Computer Science and Engineering/ information/ Mt Technology/Computer Technology/Computer Science and Applications/Computing in Software/Computer Networking/ Electronics & Communication Engineering OR ii) MCA OR iii) MSc (Computer Science/IT/Electronics/Software Engineering/ Mathematics/ Statistics/Physics) OR iv) any other relevant equivalent qualifying degree."	Selection will be based on Merit
	M-Tech CSE Specialization In Cyber Security & Forensics			
C	M-Tech MECH. Specialization In Thermal Engg	10	Applicant must have obtained minimum 55% marks in aggregate or equivalent CGPA in the relevant qualifying degree, BE/BTech in I) BE/BTech in Mechanical Engineering, Automobile Engineering, Aero space/Aeronautical Engineering, Production/Manufacturing Engineering, Mechatronics, Industrial Engineering, Material Science and Technology, Production and Industrial Engineering, Marine Engineering, Tool Engineering OR ii) any other relevant equivalent qualifying degree."	Selection will be based on Merit
	M-Tech MECH. Specialization In Mechanical Engg Design			
	M-Tech MECH. Specialization In Production & Industrial Engg			
D	M-Tech ECE Specialization In Communication Engg	10	Applicant must have obtained minimum 55% marks in aggregate or equivalent CGPA in I) BE/BTech in Electrical Engg/Electronics Engg/Electronics & Communication Engg./ Electronics & Instrumentation Engg/Communication Engg/Computer and Communication Engg/Electrical and computer Engg/Electrical and Electronics Engg/Electrical Instrumentation & Control Engg/Computer Science Engg/Information Technology OR ii) MSc (Electronics / Physics/Computer Science) OR iii) any other relevant equivalent qualifying degree."	Selection will be based on Merit
	M-Tech ECE Specialization In VLSI Design			
	TOTAL INTAKE	40		

M.Tech Part Time: Working professionals can pursue M.Tech degree programme part time. However, the part time degree will be awarded on satisfactory completion of 6 semesters taken over 3 years. Classes for part time students may be held in the morning / evening and / or on weekends as may be specified by the department / time-table. In case adequate students are not available in a discipline(s) a higher number can be filled in the programme / specialization which have a greater demand.

Note: GATE score is not mandatory, but candidates with valid GATE score will get preference in selection.

For M.Tech minimum number is 10 in each course.

SCHOOL OF ENGINEERING & TECHNOLOGY**UNDER GRADUATE - BCA DEGREE 3 YEARS**

S. No.	PROGRAMME	INTAKE	MINIMUM ELIGIBILITY CRITERIA	SELECTION CRITERIA
A	Bachelor of Computer Application (BCA) With Specialization In Animation and Gaming	30	1) 10+2 (English Medium) examination conducted by Central Board of Secondary Education or equivalent examination from a recognized board with an overall aggregate of minimum 50%. 2)IB candidates should have score of minimum 24	Selection will be based on merit of 10+2 conducted by Central Board of Secondary Education or equivalent examination from a recognized board (IB/ICSE) OR SAT score
	Bachelor of Computer Applications (BCA) Specialization in Web Application Development	30		
	TOTAL INTAKE	60		



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S. No.	PROGRAMME	MINIMUM ELIGIBILITY CRITERIA		SELECTION CRITERIA
SCHOOL OF ENGINEERING & TECHNOLOGY				
3	UNDER GRADUATE (3 YEARS)			
A	B.SC (Hons) Mathematics	20	10+2 (English Medium) examination conducted by Central Board of Secondary Education or equivalent examination from a recognized board with an overall aggregate of minimum 50%. (mathematics as compulsory subjects with minimum 50% marks) 2)IB candidates should have score of minimum 24	Selection will be based on merit of 10+2 conducted by Central Board of Secondary Education or equivalent examination from a recognized board (IB/ICSE) OR SAT score
B	B.SC In Data Science	20	1) 10+2 (English Medium) examination conducted by Central Board of Secondary Education or equivalent examination from a recognized board with an overall aggregate of minimum 50%. (Mathematics as compulsory subjects with minimum 50% marks) 2)IB candidates should have score of minimum 24	
C	B.SC (Hons) Chemistry	20	1) 10+2 (English Medium) examination conducted by Central Board of Secondary Education or equivalent examination from a recognized board with an overall aggregate of minimum 50%. (Chemistry as compulsory subjects with minimum 50% marks) 2)IB candidates should have score of minimum 24	
D	B.SC (Hons) Physics	20	1) 10+2 (English Medium) examination conducted by Central Board of Secondary Education or equivalent examination from a recognized board with an overall aggregate of minimum 50%. (Physics as compulsory subjects with minimum 50% marks) 2)IB candidates should have score of minimum 24	
	Total Intake	80		

- (i) **Rounding of marks in the aggregate and/or in the compulsory subject (s), wherever applicable is not permitted.**
- (ii) **The University reserves the right not to run the programme if less than 10 of seats are filled at commencement. The intake shown in the table above is subject to change by the university. An increase/decrease in intake upto 20% of seats could take place within the total intake without compromising quality and minimum eligibility criteria.**
- (iii) **Admission will be based solely on the merit criteria as per procedure indicated while ensuring an overall intake of 25% of total seats for Haryana residents.**
- (iv) **The applicants may note that merely Meeting Minimum Eligibility Criteria shall not assure Admission to the applied Program. The Admission shall be strictly based on merit as defined in the admission brochure and the university reserves the right to decide the merit cutoffs for various Programs.**

((b) SPECIALIZATIONS AVAILABLE IN SOET

Guidelines for allotting specializations in SOET programs are as follows:

1. Students can indicate their preferred specialization choice in a particular branch (program), if any, in the application form at the time of application. Students can give their choices in a particular branch (program) in order of priority.
2. For B.Tech programs, the students shall have the option of changing their specialization in a Particular branch (program) at the end of first semester .
3. The total number of seats in each branch (program), including all specializations in that program are as indicated in the Table 2 above.
4. The seats shall be allotted to students based on merit and their indicated preferences.

3. DEFINITIONS

- 3.1 **INDIAN NATIONALS:** All Indian nationals from any part of the country, who comply with the minimum eligibility criteria, are eligible to apply.
- 3.2 **CHILDREN of NRI/International students:** The applicant must be a child/ward of a Non Resident Indian (NRI)/ as defined under Income Tax Act and must comply with the minimum eligibility criteria to be eligible under this category. In addition, International students can also apply under this category and their admission will be based on the aggregate marks secured in Class 10+2/Graduation or equivalent of their qualification. A student who has obtained a foreign qualification at the 10+2/ Graduation or equivalent level would be required to submit a certificate of equivalence from AIU (Association of Indian Universities). International students will have to get all clearances, including but not limited to visa requirements etc. from all statutory bodies of their respective countries and India. Students admitted under this category will pay a higher fee as per table in clause 15.1 below. The extra fee collected from these students will be used to give fee concessions to students on merit cum means criteria and scholarships for meritorious students. (Refer Admission Brochure Part –III for complete details).
- 3.3 **HARYANA (General):** A candidate who is a resident of Haryana (refer Form 2) or has passed his 10+2/ Graduation or equivalent examination from a recognized school / University in Haryana and complies with the minimum eligibility criteria, is eligible under this category.
- 3.4 **HARYANA (Scheduled Caste):** A candidate who is a resident of Haryana and from a Scheduled Caste of Haryana as notified by Haryana State Government (refer Form 3) and should comply with the minimum eligibility criteria. After allotment of seat / branch to all eligible Haryana SC students, unfilled seats under this category shall be merged with Haryana General seats to make good the overall 25% seats for Haryana Resident candidates.
- 3.5 **KASHMIRI MIGRANTS:** One seat in each programme shall be reserved for Kashmiri migrants as per the guidelines of Director Higher Education vide memo no.18/51-2000 UNP (4) Dated 9/12/2015.

4. MINIMUM ELIGIBILITY CRITERIA (COMMON FOR ALL PROGRAMMES OF SCHOOL OF ENGINEERING AND TECHNOLOGY)

- 4.1 A student from a university / board NOT recognized by CBSE / AICTE / UGC / AIU / MHRD or any other statutory body of Government of India shall not be eligible for admission.
- 4.2 **AGE LIMIT:** The applicant must not be more than 21 years of age as on 31st December, 2021 for UG programs. The date of birth printed on the Class X mark sheet issued by CBSE or equivalent board shall be considered for determining the age of the candidate. In case of student(s) who may have passed their equivalent examination from an overseas board, the age mentioned on his/her passport shall be considered. For PG programmes, there is no age limit.
- 4.3 **M.Tech (Part Time) Programme:** Candidates appearing in the final year of their qualifying degree examination and those who have appeared and awaiting their results can also apply. Such candidates must produce a certificate from the Principal/ Head of the University/ Institution certifying that the candidate is currently in the final year/ is awaiting final results and has obtained the marks required as per the eligibility of the programmed (MTech(Part Time)) marks or equivalent based on latest available grades or marks. If selected, such candidates may be permitted to join the programs provisionally subject to his/ her final result complying with the minimum eligibility criteria latest by (To be announced later). The admission will be confirmed only when the candidate submits the marks/ grade sheet and a certificate of having passed the qualifying degree and his/ her result complies with the minimum eligibility criteria latest by (To be announced later). Non fulfillment of this condition will automatically result in the cancellation of the provisional admission and the seat under such circumstances shall be offered and filled by another eligible candidate.

- 4.4 After successful completion, all the students enrolled in these specialization tracks shall get their regular B.Tech degree in their respective chosen program. Further, in addition to the B.Tech degree in the program, an additional certificate mentioning the specialization done will also be awarded to these students.
- 4.5 In case, a student voluntarily withdraws from specialization but continues his degree, he/she shall be awarded only the B.Tech degree in the chosen program, subject to his fulfilling the total credit requirements as prescribed for the degree.
- 4.6 The University reserves the right not to run a particular specialization in a program if the number of students opting for that specialization is less than 10. In such cases students shall be offered alternate available choices for the specialization in order of their indicated preference.

c) CHANGE OF BRANCH AFTER FIRST YEAR FOR B.TECH PROGRAMMES

Limited seats are available for outstanding students to change their branch after first year. This option is available only to those students who are amongst the top 10% in their class. The selection will be as per NCU guidelines & shall be based on merit only. The merit considered shall be as per the CGPA scored by the student at the end of First Year (first two semesters).

(d) DISTRIBUTION OF SEATS- School of Engineering and Technology

S.NO.	B.TECH	INTAKE	General Category (60%)	Child of NRI/ International Students(15%)	Haryana General (15%)	Haryana SC (10%)	Kashmiri Migrant (1 seat in each branch, Super numerary)	Total No. of seats
1	B.TECH COMPUTER SC. & ENGINEERING	400	240	60	60	40	1	401
2	B.TECH ELECTRONICS & COMMUNICATION ENGINEERING	40	24	6	6	4	1	41
3	B.TECH MECHANICAL ENGINEERING	20	12	3	3	2	1	21

S. NO.	M Tech (Part Time)	INTAKE	General Category (60%)	Haryana General (15%)	Haryana SC (10%)	Kashmiri Migrant (1 seat in each branch, Super numerary)	Total No. of seats
1	M.TECH COMPUTER SC. & ENGINEERING	10	6	2	1	1	10
2	M.TECH ELECTRONICS & COMMUNICATION ENGG	10	6	2	1	1	10
3	M.TECH CIVIL ENGINEERING	10	6	2	1	1	10
4	M.TECH MECHANICAL ENGINEERING	10	6	2	1	1	10

S.NO.	PROGRAMMES	INTAKE	General Category (60%)	Child of NRI/ International Students(15%)	Haryana General (15%)	Haryana SC (10%)	Kashmiri Migrant (1 seat in each branch, Super numerary)	Total No. of seats
1	BCA	60	36	9	9	6	1	61

S.NO	APPLIED SCIENCES	INTAKE	General Category (60%)	Child of NRI/ International Students (15%)	Haryana General (15%)	Haryana SC (10%)	Kashmiri Migrant (1 seat in each branch, super numerary)	Total No. of seats
1	B.SC. (Hons.) MATHEMATICS	20	12	3	3	2	1	21
2	B.SC. IN DATA SCIENCE	20	12	3	3	2	1	21
3	B.SC. (Hons.) PHYSICS	20	12	3	3	2	1	21
4	B.SC. (Hons.) CHEMISTRY	20	12	3	3	2	1	21

NOTE: Seats remaining vacant in any of the categories including NRI, but excluding Kashmiri Migrants shall be merged in General category.

5. GENERAL CONDITIONS

- 5.1 Students/ Parents are cautioned not to use any intermediary or broker for securing admission. Besides being illegal, such an action could render The Candidate ineligible to participate in the Admission Process. If Parents or Students are approached by any such bogus agents, they should report their details to the Registrar, The Northcap University, Gurugram. NCU has not authorised any Person / Body whatsoever for any part of the Admission Process including counseling of students/parents.
- 5.2 A student who wishes to be admitted after a gap period of one year and/ or more (after passing the 10+2 / Graduation examination) shall submit at the time of admission, an affidavit duly Notarized, justifying the reasons for the gap period and certifying that he/ she had not taken admission in any college / university or had not been rusticated or had not been sentenced to jail for a criminal offence. In case a student had taken admission in any other college / university during the gap years he/she shall have to provide an NOC /Migration certificate from the said college/university. He/she will necessarily have to comply with the minimum eligibility criteria including programme wise applicable entrance examination, if any.

6. ADMISSION COMMITTEE

- 6.1 Admissions shall be made by the Admission Committee comprising of faculty and administrative staff of the School/University to be nominated by the Vice-Chancellor.
- 6.2 The Committee shall scrutinize the application forms for admission of the candidates in accordance with the eligibility/selection criteria prescribed in this 'Admission Brochure 2021-22' (APSP-2021).
- 6.3 The decision of the Admission Committees on any matter concerning the admission policy and selection procedure shall be final and binding on all concerned, subject to review as per Clause (Grievances and Redressal and Mechanism).

7. ADMISSION NOTICE

- 7.1 To fill seats to UG/PG programmes offered for the academic session 2021-22, the University shall publish an admission notice inviting applications from interested candidates. The admission notice shall be published in at least two national dailies and / or their education supplements.
- 7.2 A copy of the admission notice along with this "Admission Brochure 2021-22" shall be uploaded on the website of the University not less than 60 days before commencement of the programme for the information of all concerned.

8. HOW TO APPLY

- 8.1 There is only one way to apply.:

Online on University website www.ncuindia.edu: Students can fill in the form online and pay the Application fee of Rs.1100/- (Non refundable) online, and upload self-attested scanned copies of documents mentioned in Clause list of document to be submitted below. They will receive an email confirmation for their online application.

SCHOOL OF ENGINEERING & TECHNOLOGY

S.NO.	PROGRAMME	DOCUMENT TO BE SUBMITTED
1	B-TECH CSE Specialization in Full Stack Development B-TECH CSE Specialization in Cyber Security & Forensics B-TECH CSE Specialization in Cloud Computing B-TECH CSE Specialization in Data Science B-TECH CSE Specialization in Gaming, AR & VR B-TECH CSE Specialization in Artificial Intelligence & Machine Learning B-TECH CSE Specialization in Blockchain	I) Class 10 marks sheet (as proof of date of birth) ii) Class XII Admit Card iii) Class 12 th (or equivalent) marks sheet iv) JEE Score Card <small>if appeared</small> v) SAT Score Card
	B-TECH ECE Specialization in Internet of Things (IoT) B-TECH ECE Specialization in Embedded Systems and VLSI Design	
	B-TECH ME Specialization in Robotics & Automation	
2	Bachelor of Computer Application (BCA) With Specialization In Animation and Gaming & Specialization in Web Application Development	I) Class 10 marks sheet (as proof of date of birth) ii) Class XII Admit Card iii) Class 12 th (or equivalent) marks sheet iv) SAT Score Card
3	B.Sc (Hons) Maths	I) Class 10 marks sheet (as proof of date of birth) ii) Class XII Admit Card iii) Class 12 th (or equivalent) marks sheet iv) SAT Score Card
3	B.Sc in Data Science	
4	B.Sc (Hons) Physics	
5	B.Sc (Hons) Chemistry	

SCHOOL OF ENGINEERING & TECHNOLOGY		
S.NO.	PROGRAMME	DOCUMENT TO BE SUBMITTED
6	M.Tech (PART TME)	(i) Class 10 marks sheet (as proof of date of birth) (ii) Class 12 or Diploma Marksheet (iii) Graduation (or equivalent) Degree and marks sheet or last set of result declared (iv) Valid GATE score card, if any
	M-Tech CIVIL Specialization In Structural Engg M-Tech CIVIL Specialization In Construction Engg & Project Management M-Tech Civil Specialization In Environment Engg	
	M-Tech CSE Specialization In Data Science M-Tech CSE Specialization In Cyber Security & Forensics	
	M-Tech MECH. Specialization In Thermal Engg M-Tech MECH. Specialization In Thermal Engg M-Tech MECH. Specialization In Production & Industrial Engg	
	M-Tech ECE Specialization In Communication Engg M-Tech ECE Specialization In VLSI Design	

Notes:

In addition to the above, Haryana domicile/ Haryana SC certificate (Forms 2 & 3 enclosed) should be attached, for those who are applying in Haryana General or Haryana Scheduled Caste Category.

Kashmiri Migrants should attach J&K Migrants certificate issued from Government of Jammu & Kashmir Office of the Relief & Rehabilitation Commissioner (M) Jammu, with the application form.

- 8.2 ADMISSION BROCHURE :** The Admission Policy and Selection Procedure 2021-22 for admission to all UG/PG programmes of School of Engineering and Technology shall be available in soft copy form on the University website. All candidates are advised to thoroughly read the entire Admission Policy and Selection Procedure 2021-22 before applying for admission.
- 8.3** Students should submit only one application form. In case multiple applications are received for the same programme, all will be rejected.
- 8.4 Branch Preferences (for B.Tech programme only):** Students are cautioned to fill their branch preferences in the application form only after careful consideration. Once the application form has been submitted, no change in preference will be permitted. Therefore, they must fill all the choices in their order of preference.

- 8.5 If a preference is left blank, it will be presumed that the applicant is not interested in the said discipline. However, to improve their chances of securing the preferred seat through the sliding process, candidates are advised in their own interest to fill in preferences for all branches and not to leave any space blank.
- 8.6 It is made clear that admissions shall be made strictly on merit, to those who have applied on the prescribed form, within the stipulated time limit prescribed in this Admission Brochure 2021-22 or as may be amended and uploaded on the website and whose application has not been invalidated due to any deficiency. Applications which are incomplete and not in the prescribed form and not accompanied with the self attested copies of documents.

9. ACKNOWLEDGEMENT OF APPLICATION FORMS

- 9.1 Online applications shall be acknowledged by e-mail confirmation.
- 9.2 The receipt/acknowledgement shall constitute the only evidence for timely submission of the application form.



10. IMPORTANT DATES FOR ALL PROGRAMMES

EVENT / ACTIVITY	B.Tech	B.Sc Courses	BCA	M.Tech(Part Time)
UPLOADING OF ADMISSION FORM, ELIGIBILITY CRITERIA, SELECTION PROCEDURE	To be announced later	To be announced later	To be announced later	To be announced later
LAST DATE FOR SUBMISSION OF APPLICATION FORMS WITH SCANNED/ COPIES OF REQUIRED DOCUMENTS ONLINE/BYHAND / BY POST	To be announced later	To be announced later	To be announced later	To be announced later
DISPLAY OF FIRST ADMISSION CUM MERIT LIST ON THE UNIVERSITY WEBSITE www.ncuindia.edu AND AT THE CAMPUS NOTICE BOARD	To be announced later	To be announced later	To be announced later	To be announced later
LAST DATE FOR PAYMENT OF FIRST SEMESTER FEES FOR STUDENTS OFFERED ADMISSION IN FIRST LIST	To be announced later	To be announced later	To be announced later	To be announced later
DISPLAY OF SECOND LIST AFTER DUE SLIDING	To be announced later	-	-	-
LAST DATE FOR PAYMENT OF FIRST SEMESTER FEES FOR STUDENTS OFFERED ADMISSION IN SECOND LIST.	To be announced later	-	-	-
FINAL SLIDING LIST	To be announced later	-	-	-
LAST DATE OF ADMISSION	To be announced later	To be announced later	To be announced later	To be announced later
ORIENTATION OF ADMITTED STUDENTS	To be announced later	To be announced later	To be announced later	To be announced later
INDUCTION PROGRAMME	To be announced later	To be announced later	To be announced later	To be announced later
COMMENCEMENT OF ACADEMIC SESSION	To be announced later	To be announced later	To be announced later	To be announced later
START AND LAST DATE OF ADMISSION AGAINST VACANT / DROPOUT SEATS	To be announced later	To be announced later	To be announced later	To be announced later

10.1 The above dates do not apply to NRI / International students. For their deadlines / dates they must refer to "Admission Brochure 2021-22 Part - III" applicable for Children / wards of NRI / International students.

10.2 Dates of admissions shall be announced later on our website www.ncuindia.edu.

11. ADMISSION CUM MERIT LIST

- 11.1 First Admission cum Merit list prepared on the basis of selection criteria / distribution of seats will be uploaded on the website of the University www.ncuindia.edu, and displayed on the Notice Board of the University for the Information of all concerned as per dates mentioned in Important dates.
- 11.2 Last date for payment of fees for securing admission and fee payable shall be in accordance with (important dates) and (tuition fee paid) respectively which will also be mentioned in the covering note of the programme wise Admission cum Merit list.
- 11.3 Merely depositing fee will not confirm the admission. Submitting/ getting documents verified is a necessary condition before Final admission is offered.

12. SECURING YOUR ADMISSION

- 12.1 Students whose names appear in the first or second merit cum admission list displayed by the University must deposit their first semester fee in full on or before the last date specified for the purpose, to secure their admission, failing which the offer of admission will stand withdrawn.
- 12.2 In the event a student fails to deposit his/her fee on or before the date specified, the offer of admission will stand automatically withdrawn and the student will have no claim whatsoever on the seat.

13. SLIDING PROCESS (FOR B.TECH ONLY)

- 13.1 After the last date for depositing the fee by students offered admission in the First Merit cum admission list has expired, the Second merit cum admission list shall be prepared by sliding the admitted students, based on merit and their branch preferences. In other words those students, who were offered admission in the first list and have accepted their admission by paying their semester fee on or before the last date specified, will be upgraded and given their branch preference if available before considering fresh students in the merit list.
- 13.2 After the last date for depositing the fee for students offered admission in the Second Admission cum merit list has expired, a Final Sliding shall take place only for admitted students.

14. FILLING OF DROPOUT SEATS

Since seats are perishable and must be filled before the last date of admission, vacant and drop out seats if any shall be filled on 'first - come - first - served' basis, subject to the minimum eligibility criteria, upto the close of admissions as per the directions of the Government of Haryana from time to time.

15. TUITION FEE

15.1

PROGRAMME	TUITION FEE FOR ACADEMIC YEAR 2021-22 (INR)		
	CHILD/WARD OF INDIAN NATIONAL		CHILD/WARD OF NRI/INTERNATIONAL STUDENTS
	PER SEMESTER	ANNUAL	ANNUAL
B.TECH	130000	260000	Annual Rs 3,71,000/- or equivalent foreign exchange
BCA	65000	130000	Annual Rs 2,00,000/- or equivalent foreign exchange
M.TECH (PART TIME)	46500	93000	NA
BSc (Hons) Maths	54500	109000	Annual Rs 1,54,500/- or equivalent foreign exchange
Bsc in Data Science	70000	140000	Annual Rs 1,95,200/- or equivalent foreign exchange
BSc (Hons) Physics	54500	109000	Annual Rs 1,54,500/- or equivalent foreign exchange
BSc (Hons) Chemistry	54500	109000	Annual Rs 1,54,500/- or equivalent foreign exchange
Hostel Fee (where applicable)	Rs 60000 per semester		

* Fees for SAARC Students to be considered same as for Indian Students

- 15.2 Caution Money: A sum of Rs 5,000/- to be charged from each student seeking admission to the University in the Academic Year 2021-22. The amount is interest free and will be refunded to the students at the time of withdrawal or at end of their programmes, whichever is earlier, after deduction of dues, if any.
- 15.3 Alumni Association Fee: A onetime Alumni Association fee of Rs. 1,000/- for all programmes is payable by all students.
- 15.4 Industry Employability Aptitude Test Fees: Industry Employability Aptitude Test fees of Rs. 1,500/- is payable for BTech & School of Management programmes only.
- 15.5 Fees as given in Table above the total tuition fees.
- 15.6 Fee applicable in the year of admission shall be subject to year on year increase of 3% for the duration of the programme.
- 15.7 The total fee for the year including hostel charges (if applicable) will be payable in two equal bi-annual installments (semester wise, in advance). Children/wards of NRI / International students shall pay the fee annually, in advance.
- 15.8 Semester fee will not be accepted in parts and/or in installments.
- 15.9 Fees can be paid by cash (subject to (15.10) below), Demand Draft, Credit Card or Debit Card. All demand drafts shall be made favouring The NorthCap University, Gurugram and shall be payable at Gurugram/ Delhi.
- 15.10 Unless otherwise provided by extant Govt. rules., a maximum of Rs 2 lakhs only shall be accepted in cash from a student during the entire duration of his/her Programme
- 15.11 Taxes if applicable under subsequent Govt./GST rules will be extra.
- 15.12 Child/wards of NRI or International students will not be eligible for refund before or after the last date of admission in case of withdrawal.
- 15.13 Students must obtain a receipt for every payment made to the University as that shall constitute their only proof of payment.

15.14 Admission/Semester fees can be paid online or at the Accounts Office of the University on any working day from Monday to Saturday from

Online fee payment details:	After sending the fees through RTGS /NEFT you have to mail at fees2020-21oddsem@ncuindia.edu with following details:-
RTGS/NEFT DETAILS:- Account Name : THE NORTH CAP UNIVERSITY Account No. : 82472010013980 Bank Name : Syndicate Bank / Canara Bank Bank's Address : NCU, Sector-23A, Gurgaon IFSC Code : CNRB0018247	1. Name with course name 2. Contact no. 3. UTR no, Amount & Date 4. Account Holder Name

NO OTHER FEE / FUND BY WHATSOEVER NAME CALLED SHALL BE PAYABLE BY THE STUDENT

15.15 **EDUCATION LOANS** : Many Nationalised and Private Banks like SBI, Syndicate Bank, HDFC & Kotak Mahindra Bank offer education loans to needy students on the banks terms and conditions.

Syndicate/Canara Bank branch is also located on the Campus and provides Education loans to students of NCU subject to fulfilling eligibility criteria and guidelines as per their education loan scheme Syndvidya. For further details visit www.syndicatebank.co.in or Contact on Mobile No. 9868394473, Land Line: 0124-2460740 or Email to: br.8247@syndicatebank.co.in

Vidya Lakshmi is a first-of-its-kind portal for students seeking Education Loan. This portal has been developed under the guidance of the Department of Financial Services (Ministry of Finance), the Department of Higher Education (Ministry of Education) and Indian Banks Association (IBA). The portal has been developed and being maintained by NSDL eGovernance Infrastructure Limited. Students can view, apply and track the education loan applications to banks anytime, anywhere by accessing the portal. Click here to apply <https://www.vidyalakshmi.co.in/Students/>

Eduvanz Financing Pvt. Ltd. is also one of our signed Education loan partners which provides financial assistance to students for providing 100% education loan. For details, you could log on to www.eduvanz.com or contact Mr. Pankaj, 9310655623 or send an email to pankajyadav@eduevanz.com for loan-related queries.

Axis Bank is also one of our signed Education loan partners which provides financial assistance to students. For further details kindly contact on 9958706025 / 9654611713 or Email to: sukhdeep7.singh@axisbank.com, ankit.jain2@axisbank.com

16. FEE CONCESSIONS CUM SCHOLARSHIP

BTech				
% of Tuition Fees as Scholarship	Eligibility (For CBSE as per percentage score in applicable subjects (PCME) by program. Normalised Scores will be taken for other Boards with respect to CBSE)	JEE Main percentile	SAT Score (Conducted by The College Board)	Scores in IB Diploma Programme
100%	CBSE: 99.01% and above	98.01 and above	1500+	43-45
50%	CBSE: 95.01% <= 99	90.01 <= 98	1401 – 1500	41-42
25%	CBSE: 90.01% <= 95	85.01 <= 90	1301 – 1400	32-40
10%	CBSE: 85% <= 90	75 <= 85	1200-1300	28-31
* subject to announNTA				

B.Sc / BCA			
% of Tuition Fees as Scholarship	Eligibility (For CBSE as per percentage score in applicable subjects by program. Normalised Scores will be taken for other Boards with respect to CBSE)	SAT Score (Conducted by The College Board)	Scores in IB Diploma Programme
100%	CBSE: 99.01% and above	1500+	43-45
50%	CBSE: 95.01% < =99	1401 – 1500	41-42
25%	CBSE: 90.01% < =95	1301 – 1400	32-40
10%	CBSE: 85% < =90	1200-1300	28-31

Note : Students applying with 2020 scores are not eligible for Fee-Concession

Limited scholarships available in each category on first come first serve basis

- 16.1 Fee Concession includes Haryana Residents and shall be as per the Standard Operating Procedure of The NorthCap University from time to time and available at www.ncuindia.edu.
- 16.2 The table above is only to represent Scholarships in case a candidate is selected and the details of Scholarship offered will be part of the Admission Offer extended to candidates upon selection. For selection, University shall follow the announced process.
- 16.3 10% concession on the tuition fees to the Sibling/Twin each of the same parent applying in Academic Year 2021, on admission to the programs as mentioned in Admission Policy 2021, in the First Year Only.
- 16.4 20% concession on the tuition fees to the university employees' ward/wards on admission to the programs as mentioned in Admission Policy 2021, in the First Year Only
- 16.5 15% concession of the tuition fees for the university Alumni ward/wards admission to the programs as mentioned in Admission Policy 2021, in the First Year Only
- 16.6 Continuation of Admission Scholarship is subject to obtaining CGPA of 8 and above on a scale of 10, having no backlog and no discipline case being recorded against the student.* applicable to merit basis students only.
- 16.7 In addition to the merit cum means concession, to encourage & motivate students the following awards are also given:
 i. Merit Based Scholarships ii. Research Fellowship Award (for PhD Scholars)
 Only one type of scholarship/fee concession from any source whatsoever is admissible to a student.
 A certificate signed by the student & parent is to be provided as proof for this.
- 16.8 Candidate must enroll for the program by depositing the tuition fee by the given due date in admission offer letter. Should a candidate fail to do so, candidate shall have no claim over the scholarship. The Scholarship thereafter, shall be passed on to the next eligible candidate.

(Formerly ITM University, Gurugram)

16.9 GATE Scholarship (MTech Students) :

Rs 12,400/- per month GATE Scholarship is available through UGC for GATE qualified MTech students, subject to UGC terms and conditions. The tenure of Scholarship is maximum two years without any further extension. NCU shall facilitate applying to UGC by enrolled candidates.

17. VERIFICATION AND NON RETENTION OF STUDENTS ACADEMIC AND PERSONAL TESTIMONIALS

- 17.1 All original academic and personal certificates and testimonials like mark-sheets, school leaving certificates and other such documents, other than migration certificate shall be returned by the University after their due verification and receipt of fees. In case a student withdraws before the last date of admission (refer table at para 10) the original migration certificate shall also be returned.
- 17.2 However, Migration from the last institution to The NorthCap University shall be deemed to be complete only after submitting the Migration Certificate. In case a student leaves after the last date of admission for vacant and drop out seats (To be announced later) the original migration certificate submitted by the candidate will accordingly be cancelled by stamping across it. Migration certificate shall be issued by the University under its seal in case of Migration/Withdrawal after the last date of admission and / or completion of the degree subject to fulfilment of all requirements as per rules/ regulations of the University.
- 17.3 The self-attested testimonials of students shall be held valid and authentic for all purposes and administrative requirements and should there be a need for physical verification at any time during the course of program of study, such verification shall be undertaken in the presence of the student and certificates and testimonials thus verified shall be returned immediately to the student.

18. GRIEVANCE REDRESSAL MECHANISM

- 18.1 Grievance/complaints, if any, against any action/decision of the Admissions Committee can be made in writing within 3 days of the decision to the Grievance Redressal Mechanism, constituted as per UGC (Grievance Redressal) regulation 2012 amended by time to time.
- 18.2 In case there is any ambiguity whatsoever, with respect to this policy, Vice-Chancellor's interpretation/clarification/decision shall be final and binding on all concerned.

19. ORIENTATION PROGRAMME

It is compulsory for all newly admitted student to attend the orientation programme. For details timings see table below:

SCHEDULE FOR ORIENTATION PROGRAMME					
SR.NO.	PROGRAMME	DATE	TIMINGS	LOCATION	REMARKS
1	B.TECH/BCA (ALL BRANCHES)	To be announced later	To be announced later	To be announced later	To be announced later
2	M.TECH (Part Time) (ALL BRANCHES)	To be announced later	To be announced later	To be announced later	To be announced later
3	B.Sc (Hons) Math, B.Sc in Data Science B.Sc (Hons) Physics & B.Sc (Hons) Chemistry	To be announced later	To be announced later	To be announced later	To be announced later

20. REFUND / CANCELLATION POLICY

- a) The University has a comprehensive and transparent policy regarding Fee Structure, refund, cancellation & withdrawal policy. The Refund & Cancellation policy is in line with UGC/MHRD/AICTE policy on the matter as per UGC Notification dated 02 November 2018.

SR.NO.	Percentage of Refund of Fees	Percentage of Refund of Fee Point of Time when notice of withdrawal of admission is received.
1	100%	15 Days or more before the formally-notified last date of admission
2	90%	Less than 15 days before the formally-notified last date of admission
3	80%	15 Days or less after the formally-notified last date of admission
4	50%	30 days or less, but more than 15 days, after the formally-notified last date of admission
5	00%	More than 30 days, after the formally-notified last date of admission

- b) The fee for refund implies the amount applicable for the first Semester and not the advance paid by the student for blocking of seat. Further the applicable fee shall be the amount indicated in brochure against the program. Scholarships, if applicable, is an independent incentive and shall not be considered as deductible for purpose of calculation of refund.
- c) Candidates who are offered Final admission based on declared scores in the application, will be required to produce proof of having passed the qualifying examination i.e. (10+2 or equivalent e.g. JEE, IB, ICSE diploma/certificate or any other foreign board) to the University authorities, during document verification at the time of registration, failing which, such admission will stand withdrawn. It shall be responsibility of the candidates to bring out variations in the scores/marks recorded in the admission offer letter and actual marks obtained in qualifying/eligibility examination, before accepting the offer. Any wrong information of marks /scores in the application, which provide undue advantage, if founded even after registration, shall lead to cancellation of admission to the candidate or scholarship, as the case may be.
- d) The above equally applies to other programmes of SOET i.e. BSc (H) Maths, Bsc in Data Science, BSc (H) Physics, BSc (H) Chemistry, BCA and MTech (Part Time), except that the reckonable dates shall be as per Table at Para 10 above.
- e) If for any reason whatsoever, including insufficient students the University is unable to run any programme, 100% of Tuition fees and all other charges collected at the time of Admission shall be refunded. In such cases, application fees will also be refunded.
- f) The refund shall be made in the name of the student by crossed account payee cheque only and shall be mailed by Registered post to the student within fifteen days from the date of receiving application. There is no need for the student and /or his/her parent to visit the University in this regard.
- g) In case a student does not have a bank account and wishes to have his/her refund cheque in the name of either parent, he/she shall submit a notarized affidavit along with the application for withdrawal (specimen of affidavit available at Form-5)
- h) Since children/ward of NRIs / International students are admitted on 'First-come-first-served' basis and not on the basis of merit of a common entrance test or marks, in case of withdrawal before or after the last date of withdrawal/admission, no fee/fund by whatsoever name called is refundable in their case.

21. LAPTOPS

Laptops are an important tool for learning for the students and are an integral part of modern-day higher education. The whole NCU campus is equipped with Wi-Fi and all the classrooms are equipped with teaching aids like LCD projectors. The well-stocked NCU library also has a large number of e-books and e-journals online for access by the students. Some of the class tests, assignments, project work, presentations. etc. are also required to be submitted online. It is therefore essential for all the students including newly joining first-year students to have a laptop of their own. All incoming students are therefore advised to arrange their laptops once admitted to NCU. (Recommended configuration: i5 processor or higher with 500GB HDD, 8GB RAM, with OS Windows 8 or higher & with Wi-Fi). Necessary training to students for effective use of laptops in learning is provided by NCU. It is the responsibility of the students to ensure that the software present in their laptop is licensed. NCU will not be held responsible for any type of licensing issue.

processor with OS Windows 7/8 or higher & with Wi-Fi). Necessary training to students for effective use of laptops in learning is provided by NCU.

It is the responsibility of the students to ensure that the software present in their laptop is licensed. NCU will not be held responsible for any type of licensing issue.

22. LIMITED LIABILITY

All admissions made by the Admission Committee are provisional and subject to confirmation by the Chancellor of the University. If the admission of any candidate is not confirmed by the Chancellor, for any reason whatsoever, the liability of the University will be limited only to the refund of full fees paid by the candidate and that there shall be no further consequent liability on the University and / or any of its employee.

23. MID COURSE WITHDRAWALS

In the event of a Mid-course withdrawal i.e. withdrawals after the last date of admission for vacant and drop out seats , no refund of fees shall be admissible, as the seat so vacated cannot be filled by the University and shall continue to remain vacant for the entire duration of the programme. Being an unaided, self-financed University, in addition to the first semester tuition fees, the University is entitled to claim the balance year's fees, in view of the Constitution Bench Judgment of the Hon'ble Supreme Court of India in the case titled, "Islamic Academy of Education Vs State of Karnataka bearing CWP no. 350 of 1993 and related subsequent judgements.

24. JURISDICTION

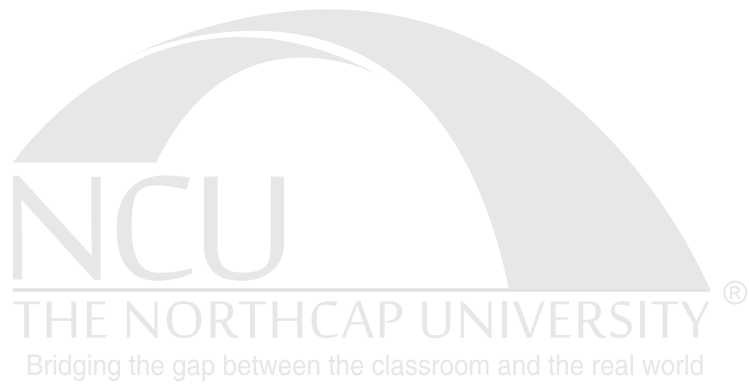
Disputes, if any, arising out of this University Admission Policy shall be the subject matter exclusively of courts in Gurugram only.

25. HELPLINE

Queries if any, regarding the admissions process and /or any aspect thereof may please be addressed to:

	BTECH	BCA	MTECH (Part Time)	B.Sc (Hons) Maths	B.Sc in Data Science	B.Sc (Hons) Physics	B.Sc (Hons) Chemistry
Helpline No.	8448495100						
Email	admissions@ncuindia.edu						
Website	www.ncuindia.edu						

Vice Chancellor
The NorthCap University,
Gurugram



NAAC ACCREDITED

(Formerly ITM University, Gurugram)

www.ncuindia.edu

THE NORTHCAP UNIVERSITY

SCHOOL OF **LAW**

All programmes at UG & PG Level



Admission Policy
2021-22
www.ncuindia.edu

PART - II

NCU

THE NORTH CAP UNIVERSITY

Bridging the gap between the classroom and the real world

SCHOOL OF LAW

NAAC ACCREDITED

**Admission Policy and
Selection Procedure**

For the year 2021-22

BBA-LL.B (Hons.)

LL.M.



Admission Policy & Selection Procedure

FOR THE ACADEMIC YEAR 2021-22 SCHOOL OF LAW

This policy shall be called the “ADMISSION POLICY & SELECTION PROCEDURE-2021” (APSP-2021) for admission to the degree programmes offered by SCHOOL OF LAW AT THE POST GRADUATE AND UNDERGRADUATE LEVEL.

This Admission Policy and Selection procedure is approved by the Board of Management of The NorthCap University, Gurugram. All admissions shall be made strictly in accordance with merit in a fair and transparent manner on the basis of minimum eligibility / selection criteria prescribed for each programme.

1. APPLICABILITY

- 1.1 This “Admission Policy and Selection Procedure-2021” is valid for the academic year 2021 – 22 and shall be applicable for admissions of all resident Indian students to UG/PG programmes of School of Law and also covers children/wards of Non Resident Indian (NRI's)/International students wherever applicable.
- 1.2 The University has a comprehensive and transparent policy regarding Fee Structure, refund, cancellation & withdrawal . The Refund & Cancellation policy is in line with UGC/MHRD/AICTE policy on the matter as per UGC Notification dated 02 November, 2018.

2. PROGRAMMES OFFERED BY THE SCHOOL OF LAW AND THEIR INTAKE, MINIMUM ELIGIBILITY AND SELECTION CRITERIA FOR THE YEAR 2021-22

2.1

PROGRAMME	MINIMUM ELIGIBILITY CRITERIA	SELECTION PROCEDURE
BBA – LLB (Hons.) Integrated Degree (5 years)	<p>1) 10+2 (English Medium) examination conducted by Central Board of Secondary Education or equivalent examination from a recognized board with an overall aggregate of min 50% (with min 50% Marks in English)</p> <p>2) IB candidates should have score of minimum 24</p> <p>3) Applicant must have written CLAT / AILET / LSAT / ANY OTHER NATIONAL LEVEL TEST 2021) As one time measure to overcome the COVID 19 impact students with CLAT / AILET / LSAT / ANY OTHER NATIONAL LEVEL TEST SCORE 2020 will also be considered for admission for AY 2021</p>	Selection will be based on merit of 10+2 conducted by Central Board of Secondary Education or equivalent examination from a recognized board (IB/ICSE) OR CLAT 2021/ AILET 2021/ LSAT 2021 SCORE//ANY OTHER NATIONAL LEVEL TEST AND Personal Interview Should seats still remain vacant, in any course, if at all, after exhausting the merit list of applicants of the National Test(s), seats may be filled on the basis of Aptitude Test, NCU LET subject to meeting the minimum eligibility criteria specified.
Intake	120seats	
LLM - 1 year (2 semesters) Specializations: 1. Corporate Law 2. Human Rights 3. Intellectual Property Rights (IPR)	LL.B degree (Law Graduate 3yrs/5yrs) awarded by any University recognised by UGC (affiliated to BCI) with min 50% overall aggregate.	Selection will be based on Merit and Personal Interview
Intake	20Seats	
<p>(i) Rounding of marks in the aggregate and /or in the compulsory subject (s), wherever applicable is not permitted.</p> <p>(ii) The University reserves the right not to run the programme if less than 75% of seats are filled at commencement. The intake shown in the table above is subject to change by the university. An increase/decrease in intake upto 20% of seats could take place within the total intake without compromising quality and minimum eligibility criteria.</p> <p>(iii) Admission will be based solely on the merit criteria as per procedure indicated while ensuring an overall intake of 25% of total seats for Haryana residents.</p> <p>(iv) The applicants may note that merely Meeting Minimum Eligibility Criteria shall not assure Admission to the applied Program. The Admission shall be strictly based on merit as defined in the admission brochure and the university reserves the right to decide the merit cutoffs for various Programs.</p>		

2.2 DISTRIBUTION OF SEATS

Seat allocation for the BBA-LL.B. (Honours) Dual Degree Programme is as follows:

Indian Nationals	:	102
Child or Ward of NRI/International Students	:	18
TOTAL INTAKE	:	120

- 2.3 While 15% seats are allocated for NRI/International students, as shown above, 25% of total seats shall be for Haryana residents (Haryana General =15%; Haryana SC =10%), i.e. a total of 30 seats for Haryana Residents. Seats shall be allocated to all eligible candidates including Haryana residents, ranked in one common list other than NRI, strictly as per merit.

3. DEFINITIONS

- 3.1 **INDIAN NATIONALS:** All Indian nationals from any part of the country, who comply with the minimum eligibility criteria, are eligible to apply.
- 3.2 **CHILDREN of NRI/International students:** The applicant must be a child/ward of a Non-Resident Indian (NRI)/ as defined under Income Tax Act and must comply with the minimum eligibility criteria to be eligible under this category. In addition, International students can also apply under this category and their admission will be based on the aggregate marks secured in Class 12/ Graduation or equivalent of their qualification. A student who has obtained a foreign qualification at the 10+2 / Graduation or equivalent level would be required to submit a certificate of equivalence from AIU (Association of Indian Universities). International students will have to get all clearances, but not limited to visa requirements etc. from all statutory bodies of their respective countries and India. Students admitted under this category will pay a higher fee as per table in clause 15.1 below. The extra fee collected from these students will be used to give fee concessions to students on merit cum means criteria and scholarships for meritorious students. (Refer Admission Brochure Part –III for complete details).
- 3.3 **HARYANA (General):** A candidate who is a resident of Haryana (refer Form 2) or has passed his 10+2/ Graduation or equivalent examination from a recognized school / University in Haryana and complies with the minimum eligibility criteria, is eligible under this category.
- 3.4 **HARYANA (Scheduled Caste):** A candidate who is a resident of Haryana and from a Scheduled Caste of Haryana as notified by Haryana State Government (refer Form 3) should comply with the minimum eligibility criteria. After allotment of seat / branch to all eligible Haryana SC students, unfilled seats under this category shall be merged with Haryana General Seats to make good the overall 25% seats for Haryana Resident candidates.
- 3.5 **KASHMIRI MIGRANTS:** One seat in each programme shall be reserved for Kashmiri migrants as per the guidelines of Director Higher Education vide memo no.18/51-2000 UNP (4) Dated 9/12/2015.

4. MINIMUM ELIGIBILITY CRITERIA

- 4.1 To be eligible for admission to the first year of any of the above mentioned programmes, a candidate must be an Indian national and must fulfill the minimum eligibility criteria defined in table 2.1 above. For child/ wards of NRI/ International students refer to Clause 3.2 and Part III of this Admission brochure.
- 4.2 A student from a University / board NOT recognized by CBSE / AICTE / UGC /AIU/ MHRD or any other statutory body of Government of India shall not be eligible for admission.
- 4.3 **NO AGE LIMIT:** As per the notification of Bar Council of India on 28 September, 2013, the age criterion for admission to LL.B. Courses has been taken away. Further Allahabad High Court vide order no. WP5219/2015 has made the CLAT Examination open for aspirants irrespective of their age.
- 4.4 Applicants must only apply after having fully read and understood the terms and conditions of Admissions applicable for academic session 2021-22 for the programme in which the student is seeking admission, particularly the fee structure and the refund /

cancellation/ withdrawal policy of the University. These details are clearly provided in the admission brochure/application form/website www.ncuindia.edu.

5. GENERAL CONDITIONS

- 5.1 In the event that the Admission Committee of the University is not satisfied with the character or antecedents of an applicant, in the overall interest of maintaining the academic standards and discipline of the University, it retains the exclusive right not to admit him/her to the University.
- 5.2 A student who furnishes particulars or submits documents which are found to be false, or suppresses material information, shall not be considered for admission, and, if he/ she has been admitted on the basis of such information, besides legal action at his/ her cost, his/ her admission shall stand automatically cancelled and the entire fee of any description whatsoever paid by him/ her shall stand fully forfeited.
- 5.3 Mere possession of the prescribed academic qualifications does not entitle a candidate for admission. Candidates shall have to fulfill all other conditions as have been spelt out in this "Admission Policy and Selection Procedure- 2021-22" and on the website for the programme/category in which admission is sought.
- 5.4 Students/ Parents are cautioned not to use any intermediary or broker for securing admission. Besides being illegal, such an action could render the candidate ineligible to participate in the admission process. If parents or students are approached by any such bogus agents, they should report their details to the Registrar, The NorthCap University, Gurugram. NCU has not authorized any Person / Body whatsoever for any part of the Admission Process including counseling of students/parents.
- 5.5 A student who wishes to be admitted after a gap period of one year and/or more (after passing the 10+2/Graduation examination) shall submit at the time of admission, an affidavit duly Notarized, justifying the reasons for the gap period and certifying that he/ she had not taken admission in any college / University or had not been rusticated or had not been sentenced to jail for a criminal offence. In case a student had taken admission in any other college / university during the gap years he/she shall have to provide an NOC /Migration certificate from the said college/university. He/she will necessarily have to comply with the minimum eligibility criteria including programme wise applicable entrance examination, if any.

6. ADMISSION COMMITTEE

- 6.1 Admissions shall be made by the Admission Committee comprising of faculty and administrative staff of the School/University to be nominated by the Vice-Chancellor. The Admission Committee will be headed by the Director or a person who is not less than the rank of a Professor.
- 6.2 The Committee shall scrutinize the application forms for admission of the candidates in accordance with the eligibility/selection criteria prescribed in this "Admission Policy and Selection Procedure- 2021-22".
- 6.3 The decision of the Admission Committee on any matter concerning the admission policy and selection procedure shall be final and binding on all concerned, subject to review as per Clause 19 of this APSP 2021.

7. ADMISSION NOTICE

- 7.1 To fill seats to UG/PG programmes offered for the academic session 2021-22, the University shall publish an admission notice inviting applications from interested candidates. The admission notice shall be published in at least two national dailies and / or their education supplements.
- 7.2 A copy of the admission notice along with this "Admission Policy and Selection Procedure- 2021-22" shall be uploaded on the website of the University www.ncuindia.edu not less than 60 days before commencement of the programme for the information of all concerned.

8.1 HOW TO APPLY

- (a) **Online:** Candidates can fill in the form online on the University website www.ncuindia.edu and pay the Application fee of Rs 1080/- (non refundable) online and upload self-attested scanned copies of documents mentioned in Clause 8.2 along with the online application. They will receive an email confirmation for their online application.

8.2 SELF-ATTESTED DOCUMENTS) TO BE SUBMITTED WITH ALL ONLINE / OFFLINE APPLICATIONS

S. NO.	PROGRAMME	DOCUMENT TO BE SUBMITTED
SCHOOL OF LAW		
1	BBA-LLB (Hons.)	i) Class 10 marks sheet (as proof of date of birth) ii) Class 12 (or equivalent) Pre-Board marks sheet (iii) CLAT 2021/AILET 2021/ LSAT 2021 Admit Card and Score Card if appeared iv) SAT Score Card if available v) Aadhaar Card
2	LL.M.	(i) Class 10 marks sheet (as proof of date of birth) (ii) Class 12 or Diploma Marksheet (iii) LL.B (or equivalent) Degree and marks sheet or last set of result declared. (iv) CLAT 2021/AILET 2021/ LSAT 2021 Admit Card and Score Card if appeared v) Aadhaar Card

Important Note:

In addition to the above, Haryana domicile/ Haryana SC certificate (see Forms 2 & 3 for sample) should be attached, for those who are applying in Haryana General or Haryana Scheduled Caste Category.

Kashmiri Migrants should attach J&K Migrants certificate issued from Government of Jammu & Kashmir Office of the Relief & Rehabilitation Commissioner (M) Jammu with the application form.

- 8.3 ADMISSION BROCHURE:** The Admission Policy and Selection Procedure 2021-22 for admission to all UG/PG programmes shall be available in soft copy form on the University website. All candidates are advised to thoroughly read the entire Admission Policy and Selection Procedure 2021-22 before applying for admission.
- 8.4** Students should submit only one application form . In case multiple applications are received for the same programme, all will be rejected.

8.5 It is made clear that admissions shall be made strictly on merit, to those who have applied on the prescribed form, within the stipulated time limit prescribed in this Admission Brochure 2021-22 or as may be amended and uploaded on the website and whose application has not been invalidated due to any deficiency. Applications which are incomplete and not in the prescribed form and not accompanied with the copies of documents as given in Clause 8.2 shall be rejected.

9. ACKNOWLEDGMENT OF APPLICATION FORMS

- 9.1 Applicants must insist on a receipt for the application form if submitted at the campus physically.
- 9.2 Online applications shall be acknowledged by e-mail confirmation.
- 9.3 The receipt/acknowledgement shall constitute the only evidence for timely submission of the application form.

10. IMPORTANT DATES FOR ALL PROGRAMMES

10.1 Important Dates for BBA-LLB (Hons.) and LL.M. Degree Programme is as follows:

EVENT / ACTIVITY	BBA LL.B (Hons.)	LL.M
UPLOADING OF ADMISSION FORM, ELIGIBILITY CRITERIA, SELECTION PROCEDURE	09.04.2021	09.04.2021
LAST DATE FOR SUBMISSION OF APPLICATION FORMS WITH SCANNED/ COPIES OF REQUIRED DOCUMENTS ONLINE/BY HAND / BY POST	To be announced later	To be announced later
DISPLAY OF ADMISSION CUM MERIT LIST ON THE UNIVERSITY WEBSITE www.ncuindia.edu AND AT THE CAMPUS NOTICE BOARD	To be announced later	To be announced later
LAST DATE FOR PAYMENT OF FIRST SEMESTER FEES FOR STUDENTS OFFERED ADMISSION IN FIRST LIST	To be announced later	To be announced later
LAST DATE OF ADMISSION	To be announced later	To be announced later
FIRST COME FIRST SERVE	To be announced later	-
ORIENTATION OF ADMITTED STUDENTS	To be announced later	To be announced later
INDUCTION PROGRAMME	To be announced later	To be announced later
COMMENCEMENT OF ACADEMIC SESSION	To be announced later	To be announced later
START AND LAST DATE OF ADMISSION AGAINST VACANT / DROPOUT SEATS THROUGH FIRST COME FIRST SERVE BASIS	To be announced later	To be announced later

- 10.2 The above dates do not apply to NRI / International students. For their deadlines / dates they must refer to "Admission Policy and Selection Policy- 2021 Part- II" applicable for Children /wards of NRI / International students.
- 10.3 Dates of admissions shall be announced later on our website www.ncuindia.edu.

11. ADMISSION CUM MERIT LIST

- 11.1 First Admission cum Merit list prepared on the basis of selection criteria / distribution of seats will be uploaded on the website of the University www.ncuindia.edu, and displayed on the Notice Board of the University for the Information of all concerned as per clause 10.1.
- 11.2 Last date for payment of fees for securing admission and fee payable shall be in accordance with Clauses 10.1 & 15 respectively which will also be mentioned in the covering note of the programme wise Admission cum Merit list.
- 11.3 Merely depositing fee will not confirm the admission. Submitting/ getting documents verified is a necessary condition before provisional admission is offered.

12. SECURING YOUR ADMISSION

- 12.1 Applicants whose names appear in the first or second merit cum admission list displayed by the University must deposit their first semester fee in full on or before the last date specified for the purpose, to secure their admission, failing which the offer of admission will stand withdrawn.
- 12.2 In the event a Applicant fails to deposit his/her fee on or before the date specified, the offer of admission will stand automatically withdrawn and the student will have no claim whatsoever on the seat.

13. FILLING OF DROPOUT SEATS UP TO THE LAST DATE OF ADMISSION

Since seats are perishable and must be filled before the last date of admission, vacant and drop out seats after second list if any shall be filled on 'first - come – first – served' basis, subject to the minimum eligibility criteria, upto the last date of admission for all the programmes.

14. TUITION FEES

- 14.1 Tuition Fee for BBA LL.B.(Hons.) and LL.M. Degree Programme is as follows:

PROGRAMME	TUITION FEE FOR ACADEMIC YEAR 2020-21 (INR)		
	CHILD/WARD OF INDIAN NATIONAL		CHILD/WARD OF NRI/INTERNATIONAL STUDENTS
	PER SEMESTER	ANNUAL	ANNUAL
BBA-LL.B (Hons.)	87,000	1,74,000	Annual Rs. 2,65,200/- or equivalent foreign exchange
LL.M	59,750	1,19,500	NA
Hostel Fee (where applicable)	Rs. 60,000 per semester		

- 14.2 **Caution Money:** A sum of Rs. 5,000/- to be charged from each student seeking admission to the University in the Academic Year 2021-22. The amount is interest free and will be refunded to the students at the time of withdrawal or at end of their programmes, whichever is later, after deduction of dues, if any,
- 14.3 **Alumni Fee:** A onetime Alumni Association charge of Rs.1,000/- (for all programmes) shall be charged from all students at the time of admission.
- 14.4 Fee applicable in the year of admission shall be subject to year on year increase of 3% for the duration of the programme.
- 14.5 The total fee for the year including hostel charges (if applicable) will be payable in two equal bi-annual installments (semester wise, in advance). Children/wards of NRI / International students shall pay the fee annually, in advance.
- 14.6 Semester fee will not be accepted in parts or in installments.
- 14.7 Fee can be paid Via Demand Draft, Credit Card, Debit Card or by cash only. All demand drafts shall be made favouring The NorthCap University, Gurugram and shall be payable at Gurugram/Delhi.
- 14.8 Child/wards of NRI or International students will not be eligible for refund before or after the last date of admission in case of withdrawal.

- 14.9 Students must obtain a receipt for every payment made to the University as that shall constitute their only proof of payment.
- 14.10 Admission/Semester fees must only be paid at the Accounts Office of the University on any working day from Monday to Saturday from 9.00 AM to 4:00 PM.
- 14.11 We have a policy for online payment of fees. It is not mandatory to come and deposit the fee in person in the Accounts office. Please find below the details:

Online fee payment details:	After sending the fees through RTGS /NEFT you have to mail at fees2020-21oddsem@ncuindia.edu with following details:-
RTGS/NEFT DETAILS:- Account Name : THE NORTH CAP UNIVERSITY Account No. : 82472010013980 Bank Name : Syndicate Bank / Canara Bank Bank's Address : NCU, Sector-23A, Gurgaon IFSC Code : CNRB0018247	1. Name with course name 2. Contact no. 3. UTR no, Amount & Date 4. Account Holder Name

EDUCATION LOANS : Many Nationalised and Private Banks like SBI, Syndicate Bank, HDFC & Kotak Mahindra Bank offer education loans to needy students on the banks terms and conditions.

Syndicate/Canara Bank branch is also located on the Campus and provides Education loans to students of NCU subject to fulfilling eligibility criteria and guidelines as per their education loan scheme Syndvidya. For further details visit www.syndicatebank.co.in or Contact on Mobile No. 9868394473, Land Line: 0124-2460740 or Email to: br.8247@syndicatebank.co.in

Vidya Lakshmi is a first-of-its-kind portal for students seeking Education Loan. This portal has been developed under the guidance of the Department of Financial Services (Ministry of Finance), the Department of Higher Education (Ministry of Education) and Indian Banks Association (IBA). The portal has been developed and being maintained by NSDL eGovernance Infrastructure Limited. Students can view, apply and track the education loan applications to banks anytime, anywhere by accessing the portal. Click here to apply <https://www.vidyalakshmi.co.in/Students/>

Eduvanz Financing Pvt. Ltd. is also one of our signed Education loan partners which provides financial assistance to students for providing 100% education loan. For details, you could log on to www.eduvanz.com or contact Mr. Pankaj, 9310655623 or send an email to pankajyadav@eduevanz.com for loan-related queries.

Axis Bank is also one of our signed Education loan partners which provides financial assistance to students. For further details kindly contact on 9958706025 / 9654611713 or Email to: sukhdeep7.singh@axisbank.com, ankit.jain2@axisbank.com

15. FEE CONCESSION CUM SCHOLARSHIP

BBA.-LLB				
% of Scholarship	Eligibility (For CBSE as per percentage score in applicable subjects by program. Normalised Scores will be taken for other Boards with respect to CBSE)	CLAT Percentile or CLAT 2021 Rank equivalent (2021) [in case of percentile not announced]	LSAT Score - INDIA SCORE	Scores in IB Diploma Programme
100%	CBSE: 99.1% and above	95.01+Rank: 1 to 3000	1 to 3000	43-45
50%	CBSE: 95.1% <= 99	90.01 <= 95 Rank: 3001 – 6000	3001 to 6000	41-42
25%	CBSE: 90.1%<= 95	75.01 <= 90 Rank: 6001 – 7000	6001 to 15000	32-40
10%	CBSE: 85%<= 90	70<= 75 Rank: 7001-8000	15001 to 24000	28-31

Limited scholarships available in each category on first come first serve basis

- 15.1 Fee Concession includes Haryana Residents and shall be as per the Standard Operating Procedure of The NorthCap University from time to time and available at www.ncuindia.edu.
- 15.2 The table above is only to represent Scholarships in case a candidate is selected and the details of Scholarship offered will be part of the Admission Offer extended to candidates upon selection. For selection, University shall follow the announced process.
- 15.3 10% concession on the tuition fees to the Sibling/Twin each of the same parent applying in Academic Year 2021, on admission to the programs as mentioned in Admission Policy 2021, in the First Year Only..
- 15.4 20% concession on the tuition fees to the university employees' ward/wards on admission to the programs as mentioned in Admission Policy 2021, in the First Year Only
- 15.5 15% concession of the tuition fees for the university Alumni ward/wards admission to the programs as mentioned in Admission Policy 2021, in the First Year Only.
- 15.6 Continuation of Admission Scholarship is subject to obtaining CGPA of 8 and above on a scale of 10, having no backlog and no discipline case being recorded against the student.* applicable to merit basis students only.
- 15.7 Candidate must enroll for the program by depositing the tuition fee by the given due date in admission offer letter. Should a candidate fail to do so, candidate shall have no claim over the scholarship. The Scholarship thereafter, shall be passed on to the next eligible candidate.

16. VERIFICATION AND NON RETENTION OF STUDENTS ACADEMIC AND PERSONAL TESTIMONIALS

- 16.1 All original academic and personal certificates and testimonials like mark-sheets, school leaving certificates and other such documents (other than migration certificate) shall be returned by the University after their due verification and receipt of fees. In case a student withdraws before the last date of admission, the original migration certificate shall also be returned.
- 16.2 However, Migration from the last institution to The NorthCap University shall be deemed to be complete only after submitting the Migration Certificate thereafter. In case when student leaves after the last date of admission the original migration certificate submitted by the candidate will accordingly be cancelled by stamping across it. Migration certificate shall be issued by the University within 15 days under its seal in case of Migration/Withdrawal after the last date of admission and /or completion of the degree subject to fulfillment of all requirements as per rules/ regulations of the University.
- 16.3 The self-attested testimonials of students shall be held valid and authentic for all purposes and administrative requirements and should there be a need for physical verification at any time during the course of program of study, such verification shall be undertaken in the presence of the student and certificates and testimonials thus verified shall be returned immediately to the student.

17. GRIEVANCE REDRESSAL

- 17.1 Grievance/complaints, if any, against any action/decision of the Admissions Committee can be made in writing within 3 days of the decision to the Grievance Redressal Mechanism, constituted as per UGC (Grievance Redressal) regulation 2012 amended by time to time.
- 17.2 In case there is any ambiguity whatsoever, with respect to this policy, Vice-Chancellor's interpretation/clarification/decision shall be final and binding on all concerned.

18. ORIENTATION PROGRAMME

It is compulsory for newly admitted student to attend the orientation programme. For details timings see table below:

SCHEDULE FOR ORIENTATION PROGRAMME				
SR. NO.	PROGRAMME	DATE	TIMINGS	LOCATION
1.	BBA-LL.B (Hons.)	To be announced later	To be announced later	To be announced later
2.	LL.M	To be announced later	To be announced later	To be announced later

19. COMMENCEMENT OF ACADEMIC SESSION

To be announced later

20. REFUND / CANCELLATION POLICY

- a) The University has a comprehensive and transparent policy regarding Fee Structure, refund, cancellation & withdrawal policy. The Refund & Cancellation policy is in line with UGC/MHRD/AICTE policy on the matter as per UGC Notification dated 02 November 2018.

SR.NO.	Percentage of Refund of Fees	Percentage of Refund of Fee Point of Time when notice of withdrawal of admission is received.
1	100%	15 Days or more before the formally-notified last date of admission
2	90%	Less than 15 days before the formally-notified last date of admission
3	80%	15 Days or less after the formally-notified last date of admission
4	50%	30 days or less, but more than 15 days, after the formally-notified last date of admission
5	00%	More than 30 days, after the formally-notified last date of admission

- b) The fee for refund implies the amount applicable for the first Semester and not the advance paid by the student for blocking of seat. Further the applicable fee shall be the amount indicated in brochure against the program. Scholarships, if applicable, is an independent incentive and shall not be considered as deductible for purpose of calculation of refund.
- c) Candidates who are offered Final admission based on declared scores in the application, will be required to produce proof of having passed the qualifying examination i.e. (10+2 or equivalent e.g. IB, ICSE diploma/certificate or any other foreign board) to the University authorities, during document verification at the time of registration, failing which, such admission will stand withdrawn. It shall be responsibility of the candidates to bring out variations in the scores/marks recorded in the admission offer letter and actual marks obtained in qualifying/eligibility examination, before accepting the offer. Any wrong information of marks /scores in the application, which provide undue advantage, if founded even after registration, shall lead to cancellation of admission to the candidate or scholarship, as the case may be.
- d) If for any reason whatsoever, including insufficient students the University is unable to run any programme, 100% of Tuition fees and all other charges collected at the time of Admission shall be refunded. In such cases, application fees will also be refunded.
- e) The refund shall be made in the name of the student by crossed account payee cheque only and shall be mailed by Registered post to the student within fifteen days from the date of receiving application. There is no need for the student and /or his/her parent to visit the University in this regard.
- f) In case a student does not have a bank account and wishes to have his/her refund cheque in the name of either parent, he/she shall submit a notarized affidavit along with the application for withdrawal (specimen of affidavit available at Form-5)
- g) Since children/ward of NRIs / International students are admitted on 'First-come-first-served' basis and not on the basis of merit of a common entrance test or marks, in case of withdrawal before or after the last date of withdrawal/admission, no fee/fund by whatsoever name called is refundable in their case.

21. MID COURSE WITHDRAWALS

Since no mid-course admissions can be made by the University to fill a vacancy caused by a mid-course withdrawal, No objection certificate (NOC) for a mid-course withdrawal to any student including child/ wards of NRI/International students shall only be given by the University to a student after he/she has deposited the balance years fees and any other dues outstanding to the University as per Declaration cum Undertaking submitted at the time of admission.

As per the Hon'ble Supreme Court and/or the competent authority, no admissions can be made by the University to fill a vacancy that may arise after the last date of admission for unfilled seats. Therefore, in case of withdrawal after the last date of admission for unfilled seats, it will be classified as a mid-course withdrawal, as the seat so vacated will continue to remain unfilled for the balance years of the degree as, no lateral entry admissions directly to the 2nd year are made by the University. In view thereof, in case of any mid-course withdrawal, no fee, by whatsoever name called is refundable under any circumstances and he/she has to deposit the balance year's fee.

22. LAPTOPS

Laptops are an important tool for learning for the students and are an integral part of modern-day higher education. The whole NCU campus is equipped with Wi-Fi and all the classrooms are equipped with teaching aids like LCD projectors. The well-stocked NCU library also has a large number of e-books and e-journals online for access by the students. Some of the class tests, assignments, project work, presentations. etc. are also required to be submitted online. It is therefore essential for all the students including newly joining first-year students to have a laptop of their own. All incoming students are therefore advised to arrange their laptops once admitted to NCU. (Recommended configuration: i5 processor or higher with 500GB HDD, 8GB RAM, with OS Windows 8 or higher & with Wi-Fi). Necessary training to students for effective use of laptops in learning is provided by NCU. It is the responsibility of the students to ensure that the software present in their laptop is licensed. NCU will not be held responsible for any type of licensing issue.

23. LIMITED LIABILITY

All admissions made by the Admission Committee are provisional and subject to confirmation by the Chancellor of the University. If the admission of any candidate is not confirmed by the Chancellor, for any reason whatsoever, the liability of the University will be limited only to the refund of full fees paid by the candidate and that there shall be no further consequent liability on the University and / or any of its employee.

24. JURISDICTION

Disputes, if any, arising out of this University Admission Policy shall be the subject matter exclusively of Courts of Law in Gurugram only.

25. HELPLINE

Queries if any, regarding the admissions process and / or any aspect thereof may please be addressed to:

	BBA LL.B (Hons.), LL.M
Helpline No.	8448495100
Email	admissions@ncuindia.edu
Website	www.ncuindia.edu

**Vice-Chancellor
The NorthCap University
Gurugram**



The NorthCap University

HUDA Sector-23A, Gurugram 122017, India

Tel : +91 124 2365811 to 13, Fax : +91 124 2367488

Email : ncu@ncuindia.edu

www.ncuindia.edu

THE NORTHCAP UNIVERSITY

SCHOOL OF MANAGEMENT AND LIBERAL STUDIES

All programmes at UG & PG Level



Admission Policy
2021-22
www.ncuindia.edu

SCHOOL OF MANAGEMENT
Admission Policy
&
Selection Procedure 2021-22

MBA-DUAL SPECIALIZATION

BBA

BBA SPECIALIZATION IN DIGITAL MARKETING

BBA SPECIALIZATION IN BUSINESS ANALYTICS

BCOM (HONS)

BA (HONS) ECONOMICS

BA (HONS) PSYCHOLOGY

BA (HONS) ENGLISH

Admission Policy & Selection Procedure

FOR THE ACADEMIC YEAR 2021-22 SCHOOL OF MANAGEMENT

This policy shall be called the 'ADMISSION POLICY & SELECTION PROCEDURE 2021' (APSP – 2021) for admission to the degree programmes offered by the SCHOOL OF MANAGEMENT, THE NORTHCAP UNIVERSITY, GURUGRAM, AT THE POST GRADUATE AND THE UNDERGRADUATE LEVELS.

This Admission Policy and Selection Procedure 2020 is approved by the Board of Management of The NorthCap University, Gurugram. All admissions shall be made strictly in accordance with merit in a fair and transparent manner on the basis of minimum eligibility / selection criteria as prescribed for each programme.

1. APPLICABILITY

- 1.1 This "Admission Policy and Selection Procedure-2021" is valid for the academic year 2021–22 and shall be applicable for admissions of all resident Indian students to UG/PG programmes of School of Management and also covers children/wards of Non Resident Indian (NRI's)/International students (Covered in Part III) wherever applicable.
- 1.2 The University has a comprehensive and transparent policy regarding Fee Structure, refund, cancellation & withdrawal policy. The Refund & Cancellation policy is in line with UGC/MHRD/AICTE policy on the matter as per UGC Notification dated 02 November 2018.



2. PROGRAMMES OFFERED BY THE SCHOOL OF MANAGEMENT - THEIR INTAKE, MINIMUM ELIGIBILITY AND SELECTION CRITERIA FOR THE YEAR 2021-22

2.1 Eligibility Criteria and Selection Criteria for Undergraduate programmes at School of Management

UNDER GRADUATE PROGRAMMES				
S.No.	PROGRAMME	INTAKE	ELIGIBILITY CRITERIA	SELECTION CRITERIA
1	BBA	120	10+2 (English Medium) examination conducted by CBSE or equivalent examination from a recognized board in any stream with an overall aggregate of minimum 50% (for BA(H) Eco-Eco/Maths is mandatory, 50% marks in either of subjects; B.Com-Accounts/Maths is mandatory, 50% marks in either of subjects, BA(H) Eng with 50% marks in English) IB candidates should have score of minimum 24	Selection will be based on merit of 10+2 conducted by Central Board of Secondary Education or equivalent examination from a recognized board (IB/ICSE) OR SAT score and Personal Interview
2	BBA Specialization in Digital Marketing	30		
3	BBA Specialization in Business Analytics	30		
4	BCom (H)	60		
5	BA (H) Economics	30		
6	BA (H) Psychology	30		
7	BA (H) English	20		
TOTAL INTAKE		320		

2.2 Eligibility Criteria and Selection Criteria for MBA Programme at School of Management

POST GRADUATE PROGRAMMES				
S.No.	PROGRAMME	INTAKE	ELIGIBILITY CRITERIA	SELECTION CRITERIA
1	Master of Business Administration (MBA) Dual Specialization with (Two Majors) Specializations in HR/Finance/Marketing/Business Analytics	50	Bachelors Degree with minimum 50% overall aggregate Must appear in any one of the National Tests CAT/CMAT/MAT/XAT/GMAT/NMAT/ANY OTHER NATIONAL LEVEL TEST 2021 As one time measure to overcome the COVID 19 impact students with CAT/CMAT/MAT/XAT/GMAT/NMAT /ANY OTHER NATIONAL LEVEL TEST SCORE 2020 will also be considered for admission for AY 2021 CAT/CMAT/MAT/XAT/GMAT/NMAT /ANY OTHER NATIONAL LEVEL TEST SCORE 2020 will also be considered for admission for AY 2021	Selection will be based on Merit and Personal Interview Should seats still remain vacant, in any course, if at all, after exhausting the merit list of applicants of the National Test(s), seats may be filled on the basis NCU MBA- Aptitude Test subject to meeting the minimum eligibility criteria specified.
<p>(i) Rounding of marks in the aggregate and /or in the compulsory subject (s), wherever applicable is not permitted.</p> <p>(ii) The University reserves the right not to run the programme if less than 75% of seats are filled at commencement. The intake shown in the table above is subject to change by the university. An increase/decrease in intake upto 20% of seats could take place within the total intake without compromising quality and minimum eligibility criteria.</p> <p>(iii) Admission will be based solely on the merit criteria as per procedure indicated while ensuring an overall intake of 25% of total seats for Haryana residents.</p> <p>(iv) The applicants may note that merely Meeting Minimum Eligibility Criteria shall not assure Admission to the applied Program. The Admission shall be strictly based on merit as defined in the admission brochure and the university reserves the right to decide the merit cutoffs for various Programs.</p> <p>(v) Should seats still remain vacant, if at all, after exhausting the merit list of applicants of the National Test(s), seats may be filled on the basis of results in the qualifying examination on merit subject to meeting the minimum eligibility criteria specified.</p>				

2.3 Guidelines for allotting specializations in SOM (BBA and MBA) programmes are as follows:

- Students can indicate their preferred specialization choice in a particular programme in the application form at the time of application. Students can give their choices in a particular programme in order of priority.
- The total number of seats in each programme, including all specializations in that programme are as indicated in the Table No 2.1 above.
- The seats shall be allotted to students based on merit and their indicated preferences based on the availability of seats.
- After successful completion, all the students enrolled in these specialization tracks shall get their regular UG/PG degree in their respective chosen programme. Further, in addition to the UG/PG degree in the programme, an additional certificate mentioning the specialization done will also be awarded to these students.
- In case, a student voluntarily withdraws from specialization but continues his/her degree, he/she shall be awarded only the UG/PG degree in the chosen programme, subject to his/her fulfilling the total credit requirements as prescribed for the degree. However, the fee will continue to remain as applicable, for the specialised programme chosen at the time of admission.

6. The University reserves the right not to run a particular specialization in a programme if the number of students opting for that specialization is less than 10. In such cases students shall be offered alternate available choices for the specialization in order of their indicated preference and the student shall be expected to pay the fees as applicable for the specialisation or basic degree programme accepted for study.

2.4 DISTRIBUTION OF SEATS FOR THE PROGRAMMES AT THE SCHOOL OF MANAGEMENT, THE NORTHCAP UNIVERSITY, GURUGRAM

UNDER GRADUATE (Three Year Full Time Degree Programmes)							
PROGRAMME	INTAKE	General Category (60%)	NRI/ International Students (15%)	Haryana General (15%)	Haryana SC (10%)	Kashmiri Migrant (1 seat in each Programme, super-numerary)	Total No. of seats
BBA	120	72	18	18	12	1	121
BBA Specialization in Digital Marketing	30	18	5	4	3	1	31
BBA Specialization in Business Analytics	30	18	5	4	3	1	31
B.Com (H)	60	36	9	9	6	1	61
BA (Hons.) Psychology	30	18	5	4	3	1	31
BA (Hons.) Economics	30	18	5	4	3	1	31
BA (Hons.) English	20	12	3	3	2	1	21
Master of Business Administration (MBA) Dual Specialization with (Two Majors) Specializations in HR/Finance/Marketing/Business Analytics							
PROGRAMME	INTAKE	General Category (60%)	NRI/International Students (15%)	Haryana General (15%)	Haryana SC (10%)	Kashmiri Migrant(1 seat in each Programme, super numerary)	Total No. of seats
Master of Business Administration (MBA) Dual Specialization with (Two Majors) Specializations in HR/Finance/Marketing/Business Analytics	50	30	8	7	5	1	51

Note: Seats remaining vacant in any of the categories including NRI, but excluding Kashmiri Migrants shall be merged in General category.

3. DEFINITIONS

- 3.1 **INDIAN NATIONALS:** All Indian nationals from any part of the country, who comply with the minimum eligibility criteria, are eligible to apply.
- 3.2 **CHILDREN of NRIs/International Applicants:** The applicant must be a child/ward of a Non Resident Indian (NRI)/ as defined under Income Tax Act and must comply with the minimum eligibility criteria to be eligible under this category. In addition, International applicants can also apply under this category and their admission will be based on the aggregate marks secured in Classes X and XII for admission to the undergraduate programmes and on the aggregate marks secured in Classes 10 and 12 and in Bachelor's Degree for admission to the MBA programme or equivalent of their qualification. Applicants who have obtained a foreign qualification at the Class 12 /Bachelor's or equivalent level would be required to submit a certificate of equivalence from AIU (Association of Indian Universities). International applicants will have to get all clearances, including but not limited to visa requirements etc. from all statutory bodies of their respective countries and India. Applicants admitted under this category will pay a higher fee as per table in Clause 16.1 of this APSP – 2021. The extra fee collected from these students will be used to give fee concessions to students on merit cum means criteria and scholarships for meritorious students.
- 3.3 **HARYANA (General):** A candidate who is a resident of Haryana (refer Form 2) or has passed his Class 12 / Bachelors' Degree or equivalent examination from a recognized School/University in Haryana and complies with the minimum eligibility criteria, is eligible under this category.
- 3.4 **HARYANA (Scheduled Caste):** A candidate who is a resident of Haryana and from a Scheduled Caste of Haryana as notified by Haryana State Government (refer Form 3) and should comply with the minimum eligibility criteria. After allotment of seat / branch to all eligible Haryana SC applicants, unfilled seats under this category shall be merged with Haryana General seats to make good the overall 25% seats for Haryana Resident candidates.
- 3.5 **KASHMIRI MIGRANTS:** One seat in each programme shall be reserved for Kashmiri migrants as per the guidelines of Director Higher Education vide memo no.18/51-2000 UNP (4) Dated 9/12/2015.

4. MINIMUM ELIGIBILITY CRITERIA – PROGRAMMEWISE

- 4.1 To be eligible for admission to the first year of any of the above mentioned programmes, a candidate must be an Indian National and must fulfill the minimum eligibility criteria defined in Clause 2.1 of this APSP – 2021.
- 4.2 An applicant from a university/board NOT recognized by CBSE / AICTE / UGC /AIU/ MHRD or any other statutory body of Government of India shall not be eligible for admission.
- 4.3 **AGE LIMIT** – For UG Programmes : The applicant must not be more than 21 years of age as on December 31st, 2021 for UG programs. The date of birth printed on the Class 10 Mark Sheet issued by CBSE or equivalent board shall be considered for determining the age of the candidate. In case of applicant(s) who may have passed their equivalent examination from an overseas board, the age mentioned on his/her passport shall be considered. For MBA programme, there is no age limit.
- 4.4 **For MBA Programme:** Candidates appearing in the final year of their qualifying degree examination and those who have appeared and awaiting their results may also apply for admission to MBA programme for Academic Year 2021-22 as governed by the rules and regulations of the APSP– 2020. Such candidates must produce a certificate from the Principal/ Head of the University/ Institution certifying that the candidate is currently in the final year/ is awaiting final results and has obtained at least 50% marks or equivalent based on latest available grades or marks. If selected, such candidates may be permitted to join the program provisionally subject to his/ her final result complying with the minimum eligibility criteria latest by (To be announced later). The admission will be confirmed only when i), the candidate gets the original marks/grade sheet and an original certificate of having passed the qualifying degree verified at the University and submits self-attested copies of each of these documents to the university latest by (Date to be announced later) and ii), his/ her result complies with the minimum eligibility criteria. Non fulfillment of this condition will automatically result in the cancellation of the provisional admission and the seat under such circumstances shall be offered and filled by another eligible candidate.

5. GENERAL CONDITIONS

5.1 APPLICANTS/ PARENTS ARE CAUTIONED NOT TO USE ANY INTERMEDIARY OR BROKER FOR SECURING ADMISSION. BESIDES BEING ILLEGAL, SUCH AN ACTION COULD RENDER THE CANDIDATE INELIGIBLE TO PARTICIPATE IN THE ADMISSION PROCESS.

IF PARENTS OR APPLICANTS ARE APPROACHED BY ANY SUCH BOGUS AGENTS, THEY SHOULD REPORT THEIR DETAILS TO THE REGISTRAR, THE NORTHCAP UNIVERSITY, GURUGRAM. NCU HAS NOT AUTHORISED ANY PERSON / BODY WHATSOEVER FOR ANY PART OF THE ADMISSION PROCESS INCLUDING COUNSELING OF STUDENTS/PARENTS.

5.2 An applicant who wishes to be admitted after a gap period of one year and/ or more (after passing the Class 12 for UG / Bachelors for PG) shall submit at the time of admission, an affidavit duly Notarized, justifying the reasons for the gap period and certifying that he/ she had not taken admission in any college / university or had not been rusticated or had not been sentenced to jail for a criminal offence. In case an applicant had taken admission in any other college / university during the gap / years he/she shall have to provide an NOC/Migration certificate from the said college/university. He/she will necessarily have to comply with the minimum eligibility criteria including programme wise applicable entrance examination, if any.

6. ADMISSION COMMITTEE

6.1 Admissions shall be made by the Admission Committee comprising of faculty and administrative staff of the School/University to be nominated by the Vice-Chancellor.

6.2 The Committee shall scrutinize the application forms for admission of the candidates in accordance with the eligibility/selection criteria prescribed in this 'Admission Policy and Selection Procedure 2021-22'.

6.3 The decision of the Admission Committee on any matter concerning the Admission Policy and Selection Procedure shall be final and binding on all concerned, subject to review as per Clause 19 of this APSP 2021.

7. ADMISSION NOTICE

7.1 To fill the seats for UG/PG programmes offered for the Academic Session 2020-21, the University shall publish an admission notice inviting applications from interested candidates. The admission notice shall be published in at least two national dailies and / or their education supplements.

7.2 A copy of the admission notice along with this 'Admission Brochure 2020-21' shall be uploaded on the website of the University www.ncuindia.edu not less than 60 days before commencement of the programme for the information of all concerned.

8. HOW TO APPLY

8.1 There are two ways that candidates may apply:

(a) **Online:** Candidates can fill in the form online on the university website www.ncuindia.edu and pay the Application fee of Rs 1100/- (non refundable) online and upload self-attested scanned copies of documents mentioned in Clause 8.2 along with the online application. They will receive an email confirmation for their online application.

8.2 SELF-ATTESTED DOCUMENTS TO BE SUBMITTED WITH APPLICATION

SN _o	PROGRAMME	DOCUMENT TO BE SCANNED AND UPLOADED
1	BBA	i) Class X marks sheet (as proof of date of birth)
2	BBA Specialization in Digital Marketing	ii) Class XII Board marks sheet
3	BBA Specialization in Business Analytics	iii) SAT Score Card if available
4	Bcom (Hons.)	iv) Candidate's Aadhaar card
5	BA (Hons.) Psychology	
6	BA (Hons.) Economics	
7	BA (Hons.) English	
8	Master of Business Administration (MBA) Dual Specialization with (Two Majors) Specializations in HR/Finance/Marketing/Business Analytics	i) Class X and Class XII (or equivalent) marks sheet ii) Bachelors or equivalent degree or last mark sheet or last set of result declared iii) National Tests CAT/CMAT/MAT/XAT/GMAT/NMAT Score Card iv) Candidate's Aadhaar card

Notes:

In addition to the above, Haryana domicile/ Haryana SC certificate (Forms 2 & 3 enclosed) should be attached, for those who are applying in Haryana General or Haryana Scheduled Caste Category.

Kashmiri Migrants should attach J&K Migrants certificate issued from Government of Jammu & Kashmir Office of the Relief & Rehabilitation Commissioner (M) Jammu, with the application form.

- 8.3 **ADMISSION BROCHURE:** The Admission Policy and Selection Procedure 2021-22 for admission to all UG/PG programmes of School of Management shall be available in soft copy form on the University website. All candidates are advised to thoroughly read the entire Admission Policy and Selection Procedure 2021-22 before applying for admission.
- 8.4 Applicants should submit only one application form using any one of the two methods as mentioned in Clause 8.1 of this APSP – 2020. In case multiple applications are received for the same programme, all will be rejected.
- 8.5 It is made clear that admissions shall be made strictly on merit, to those who have applied on the prescribed form, within the stipulated time limit prescribed in this Admission Brochure 2021-22 or as may be amended and uploaded on the website and whose application has not been invalidated due to any deficiency. Applications which are incomplete and not in the prescribed form and not accompanied with the self attested copies of documents as given in Clause 8.2 of APSP – 2021 shall be rejected.

9. ACKNOWLEDGEMENT OF APPLICATION FORMS

- 9.1 Applicants must insist on a receipt for the application form if submitted at the campus physically.
- 9.2 Online applications shall be acknowledged by e-mail confirmation.
- 9.3 The receipt/acknowledgement shall constitute the only evidence for timely submission of the application form.

10. IMPORTANT DATES FOR ALL PROGRAMMES

10.1 Important Dates for Undergraduate Programmes - BBA, BBA Specialization in Digital Marketing, BBA Specialization in Business Analytics, BCom (Hons.), BA (Hons.) Psychology, BA (Hons.) Economics and BA (Hons.) English

S.No.	EVENT / ACTIVITY	Date(s)
1	Uploading of application form and admission brochure at The NorthCap University, Gurugram website www.ncuindia.edu	9.04.2021
2	Last date for submission of Application Forms with Application Fee and required documents	To be announced later
3	Display of First Admission cum Merit List of selected candidates on the NCU website www.ncuindia.edu and at the campus notice board	To be announced later
4	Last date of payment of first semester fee for applicants offered admission under First Admission cum Merit List	To be announced later
5	Display of Second Admission Cum Merit List of selected candidates on the NCU website www.ncuindia.edu and at the campus notice board	To be announced later
6	Last date of payment of first semester fee for applicants offered admission under Second Admission cum Merit List	To be announced later
7	Last date of Admission	To be announced later
8	Orientation for newly admitted students 2020-21	To be announced later
9	Induction Programme	To be announced later
9	Commencement of Academic Session 2020-21	*10th Sept Tentatively
10	Start and Last Date of Admission against Vacant/Dropout Seats	To be announced later

10.2 Important Dates for MBA Programme

S.No.	EVENT / ACTIVITY	Round I	Round II	Round III
1	Uploading of application form and admission brochure at The NorthCap University, Gurugram website www.ncuindia.edu	9.04.2021		
2	Last date for submission of Application Forms with Application Fee and required documents	To be announced later	To be announced later	To be announced later
3	Communication to shortlisted candidates for Personal Interview: - i. Intimation by Email on the candidates' registered email id ii. Display of list of shortlisted candidates on the NCU website www.ncuindia.edu and at the campus notice board	To be announced later	To be announced later	To be announced later
4	Dates for Personal Interview and Written Test	To be announced later	To be announced later	To be announced later
5	Communication to candidates appearing on the Admission cum Merit List i. Intimation by Email on the candidates' registered email id ii. Display of list of shortlisted candidates on the NCU website www.ncuindia.edu and at the campus notice board	To be announced later	To be announced later	To be announced later
6	Last date of payment of first semester fee for applicants offered admission under Admission cum Merit List	To be announced later	To be announced later	To be announced later
7	Last date of Admission	To be announced later	To be announced later	To be announced later
8	Orientation for newly admitted for AY 2021-22	To be announced later		
9	Induction Programme	To be announced later		
10	Commencement of Academic Session 2021-22	*10th Sept Tentatively		
11	Start and Last Date of Admission against Vacant/Dropout Seats through First Cum First Serve Basis	To be announced later		

Notes

- i. The above dates do not apply to NRI / International applicants. For their deadlines / dates they must refer to "Admission Brochure 2021-22 Part - III" applicable for Children /wards of NRI / International applicants.
- ii. Dates of admissions shall be announced later on our website www.ncuindia.edu.

11. SELECTION CRITERIA AND COMPUTATION OF COMPOSITE MERIT SCORE FOR PG PROGRAMMES

- 11.1 Subject to the minimum eligibility criteria, all admissions (except children/wards of Non Resident Indians or International Applicants) shall be made STRICTLY on basis of a candidate's COMPOSITE MERIT SCORE.
- 11.2 For marks in Class 12 and Graduation the required aggregate 50% shall be considered. Marks in English would be necessarily included.

11.3 To secure admission, a candidate must meet the following two conditions:-

- a. Atleast 50% composite merit score
- b. Atleast 50% Personal Interview

12. SECURING YOUR ADMISSION

- 12.1 Applicants whose names appear in the first or subsequent merit cum admission lists MUST deposit their first semester fee in full as given in Clause 16 of this APSP – 2021 on or before the last date specified for the purpose, to secure their admission.
- 12.2 In the event, an applicant fails to deposit his/her fee on or before the date specified, the offer of admission will stand automatically withdrawn and the applicant will have no claim whatsoever on the seat.

13. FILLING OF DROPOUT SEATS

Since seats are perishable and must be filled before the last date of admission, vacant and drop out seats if any shall be filled on 'first-come-first-served' basis, subject to the minimum eligibility criteria, upto the close of admissions or as per the directives of the Government of Haryana from time to time.

14. TUITION FEE

14.1 TUITION FEE

Programme	Tuition Fee for Indian students (INR)		Tuition Fee for Child/ Ward of NRI/ International Students (INR)
	Per Semester	Annual Fee	Annual Fee
BBA	92,750/-	1,85,500/-	2,54,400/-
BBA Specialization in Digital Marketing	1,07,500/-	2,15,000/-	2,82,000/-
BBA Specialization in Business Analytics	1,07,500/-	2,15,000/-	2,82,000/-
BCom (Hons)	72,500/-	1,45,000/-	2,12,000/-
BA (Hons) Psychology	53,000/-	1,06,000/-	1,59,100/-
BA (Hons) Economics	53,000/-	1,06,000/-	1,59,100/-
BA (Hons) English	50,000/-	1,00,000/-	1,50,000/-
(MBA) Dual Specialization with (Two Majors) Specializations in HR/Finance/Marketing/Business Analytics	1,72,500/-	3,45,000/-	5,00,000/-
HOSTEL CHARGES, if applicable	60,000/- (per semester)		

14.2 **Caution Money Deposit** : Rs. 5,000/- This amount is interest free and shall be refunded to the students at the time of withdrawal or at the end of their programmes, whichever is earlier, after deduction of dues, if any.

14.3 **Alumni Association Fee**: A onetime Alumni Association fee of Rs.1,000/- for all programmes is payable by all students.

14.4 **Industry Employability Aptitude Test Fee**: Industry Employability Aptitude Test fees of Rs.1,500/- is payable for School of Management programmes only.

14.5 Fee as given in Table 14.1 is the total tuition fee.

14.6 Fee applicable in the year of admission shall be subject to year on year increase of 3% for the duration of the programme.

- 14.7 The total fee for the year including hostel charges (if applicable) will be payable in two equal bi-annual installments (semester wise, in advance). Children/ward of NRI/International students shall pay the fee annually, in advance.
- 14.8 Semester fee will not be accepted in parts or in installments.
- 14.9 Fees can be paid by cash (subject to 14.10 below), Demand Draft, Credit Card or Debit Card. All Demand Drafts shall be made in favour of The NorthCap University, Gurugram and shall be payable at Gurugram/Delhi.
- 14.10 Unless otherwise provided by extant Govt. rules, a maximum cumulative of Rs. 2 lakhs only shall be accepted in cash from a student during the entire duration of his/her programme,
- 14.11 Taxes if applicable under subsequent Govt./GST rules will be extra.
- 14.12 Child/ward of NRI or International students will not be eligible for refund before or after the last date of admission in case of withdrawal.
- 14.13 Students must obtain a receipt for every payment made to the University as that shall constitute their only proof of payment.
- 14.14 Admission/Semester fee can be paid online or at the Accounts Office of the University on any working day from Monday to Saturday from 9.00 AM to 4:00 PM.
- 14.15 We have a policy for online payment of fees. It is not mandatory to come and deposit the fee in person in the Accounts office. Please find below the details:

Online fee payment details:	After sending the fees through RTGS /NEFT you have to mail at fees2020-21oddsem@ncuindia.edu with following details:-
RTGS/NEFT DETAILS:- Account Name : THE NORTH CAP UNIVERSITY Account No. : 82472010013980 Bank Name : Syndicate Bank / Canara Bank Bank's Address : NCU, Sector-23A, Gurgaon IFSC Code : CNRB0018247	1. Name with course name 2. Contact no. 3. UTR no, Amount & Date 4. Account Holder Name

- 14.16 **EDUCATION LOANS** : Many Nationalised and Private Banks like SBI, Syndicate Bank, HDFC & Kotak Mahindra Bank offer education loans to needy students on the banks terms and conditions. **Syndicate/Canara Bank** branch is also located on the Campus and provides Education loans to students of NCU subject to fulfilling eligibility criteria and guidelines as per their education loan scheme Syndvidya. For further details visit www.syndicatebank.co.in or Contact on Mobile No. 9868394473, Land Line: 0124-2460740 or Email to: br.8247@syndicatebank.co.in **Vidya Lakshmi** is a first-of-its-kind portal for students seeking Education Loan. This portal has been developed under the guidance of the Department of Financial Services (Ministry of Finance), the Department of Higher Education (Ministry of Education) and Indian Banks Association (IBA). The portal has been developed and being maintained by NSDL eGovernance Infrastructure Limited. Students can view, apply and track the education loan applications to banks anytime, anywhere by accessing the portal. Click here to apply <https://www.vidyalakshmi.co.in/Students/>. **Eduvanz Financing Pvt. Ltd.** is also one of our signed Education loan partners which provides financial assistance to students for providing 100% education loan. For details, you could log on to www.eduvanz.com or contact Mr. Pankaj, 9310655623 or send an email to pankajyadav@eduevanz.com for loan-related queries. **Axis Bank** is also one of our signed Education loan partners which provides financial assistance to students. For further details kindly contact on 9958706025 / 9654611713 or Email to: sukhdeep7.singh@axisbank.com, ankit.jain2@axisbank.com

15. FEE CONCESSION CUM SCHOLARSHIP

UNDERGRADUATE PROGRAMMES			
% of Tuition Fees as Scholarship	Eligibility (For CBSE as per percentage score in applicable subjects by program. Normalised Scores will be taken for other Boards with respect to CBSE)	SAT Score (Conducted by The College Board)	Scores in IB Diploma Programme
100%	CBSE: 99.1% and above	1500+	43-45
50%	CBSE: 95.1% <=99	1401 – 1500	41-42
25%	CBSE: 90.1% <=95	1301 – 1400	32-40
10%	CBSE: 85% <=90	1200 – 1300	28-31
Limited scholarships available in each category on first come first serve basis			

MBA							
% of Scholarship	CAT OR	GMAT score	GRE score	NMAT Score	MAT (Sept 2019/ Dec 2020/ Feb 2021/ June* 2021) percentiles	CMAT percentile	NCU CGPA [New criteria for NCU UG students opting to enrol for MBA]
	XAT percentiles						
100%	99.1% and above	720+	331+	231+	99+	99+	9.5+
50%	95.1% <=99	700 - 719	329 - 331	221 – 230	96 <=99	96 <=99	9.1 - < 9.5
25%	90.1% <=95	670 - 699	326 - 328	211 – 220	91 <=95	91 <=95	8.6 - < 9.0
10%	85% <=90	650 - 669	320 - 325	196 – 210	85 <=90	85 <=90	8.00 <=8.5

Limited scholarships available in each category on first come first serve basis

Limited scholarships available in each category on first come first serve basis

- 15.1 Fee Concession includes Haryana Residents and shall be as per the Standard Operating Procedure of The NorthCap University from time to time and available at www.ncuindia.edu.
- 15.2 The table above is only to represent Scholarships in case a candidate is selected and the details of Scholarship offered will be part of the Admission Offer extended to candidates upon selection. For selection, University shall follow the announced process.
- 15.3 10% concession on the tuition fees to the Sibling/Twin each of the same parent applying in Academic Year 2021, on admission to the programs as mentioned in Admission Policy 2021, in the First Year Only.
- 15.4 20% concession on the tuition fees to the university employees' ward/wards on admission to the programs as mentioned in Admission Policy 2021, in the First Year Only
- 15.5 15% concession of the tuition fees for the university Alumni ward/wards admission to the programs as mentioned in Admission Policy 2021, in the First Year Only.
- 15.6 Continuation of Admission Scholarship is subject to obtaining CGPA of 8 on a scale of 10, having no backlog and no discipline case being recorded against the student.* applicable to merit basis students only.
- 15.7 In addition to the merit cum means concession, to encourage & motivate students the following awards are also given:
 - i. Merit Based Scholarships
 - ii. Research Fellowship Award (for PhD Scholars)
 Only one type of scholarship/fee concession from any source whatsoever is admissible to a student.
 A certificate signed by the student & parent is to be provided as proof for this.
- 15.8 Candidate must enroll for the program by depositing the tuition fee by the given due date in admission offer letter. Should a candidate fail to do so, candidate shall have no claim over the scholarship. The Scholarship thereafter, shall be passed on to the next eligible candidate.

16. VERIFICATION AND NON RETENTION OF STUDENTS ACADEMIC AND PERSONAL TESTIMONIALS

- 16.1 All original academic and personal certificates and testimonials like mark-sheets, school leaving certificates and other such documents, other than migration certificate shall be returned by the University after their due verification and receipt of fee. In case a student withdraws before the last date of admission (refer Clause 10 of this APSP 2020), the original migration certificate shall also be returned.
- 16.2 However, Migration from the last institution to The NorthCap University shall be deemed to be complete only after submitting the Migration Certificate. In case a student leaves after the last date of admission for vacant and drop out seats (To be announced later) the original migration certificate submitted by the candidate will accordingly be cancelled by stamping across it. Migration certificate shall be issued by the University under its seal in case of Migration/Withdrawal after the last date of admission and / or completion of the degree subject to fulfilment of all requirements as per rules/ regulations of the University.
- 16.3 The self-attested testimonials of students shall be held valid and authentic for all purposes and administrative requirements and should there be a need for physical verification at any time during the course of programme of study, such verification shall be undertaken in the presence of the student and certificates and testimonials thus verified shall be returned immediately to the student.

17. GRIEVANCE REDRESSAL

- 17.1 Grievance/complaints, if any, against any action/decision of the Admissions Committee can be made in writing within 3 days of the

decision to the Grievance Redressal Mechanism, constituted as per UGC (Grievance Redressal) regulation 2012 amended from time to time.

- 17.2 In case there is any ambiguity whatsoever, with respect to this policy, Vice-Chancellor's interpretation/clarification/decision shall be final and binding on all concerned.

18. ORIENTATION PROGRAMME

It is compulsory for all newly admitted students to attend the orientation programme. For details of timings, see table below:

SCHEDULE FOR ORIENTATION PROGRAMME			
DATE	TIMINGS	LOCATION	REMARKS
To be announced later	To be announced later	To be announced later	Including tour of the University

19. COMMENCEMENT OF ACADEMIC SESSION Date: To be announced later

20. REFUND / CANCELLATION POLICY

- a) The University has a comprehensive and transparent policy regarding Fee Structure, refund, cancellation & withdrawal policy. The Refund & Cancellation policy is in line with UGC/MHRD/AICTE policy on the matter as per UGC Notification dated 02 November 2018.

SR.NO.	Percentage of Refund of Fees	Percentage of Refund of Fee Point of Time when notice of withdrawal of admission is received.
1	100%	15 Days or more before the formally-notified last date of admission
2	90%	Less than 15 days before the formally-notified last date of admission
3	80%	15 Days or less after the formally-notified last date of admission
4	50%	30 days or less, but more than 15 days, after the formally-notified last date of admission
5	00%	More than 30 days, after the formally-notified last date of admission

- b) The fee for refund implies the amount applicable for the first Semester and not the advance paid by the student for blocking of seat. Further the applicable fee shall be the amount indicated in brochure against the program. Scholarships, if applicable, is an independent incentive and shall not be considered as deductible for purpose of calculation of refund.
- c) Candidates who are offered Final admission based on declared scores in the application, will be required to produce proof of having passed the qualifying examination i.e. (10+2 or equivalent e.g. IB, ICSE diploma/certificate or any other foreign board) to the University authorities, during document verification at the time of registration, failing which, such admission will stand withdrawn. It shall be responsibility of the candidates to bring out variations in the scores/marks recorded in the admission offer letter and actual marks obtained in qualifying/eligibility examination, before accepting the offer. Any wrong information of marks /scores in the application, which provide undue advantage, if founded even after registration, shall lead to cancellation of admission to the candidate or scholarship, as the case may be.
- d) If for any reason whatsoever, including insufficient students the University is unable to run any programme, 100% of Tuition fees and all other charges collected at the time of Admission shall be refunded. In such cases, application fees will also be refunded.
- e) The refund shall be made in the name of the student by crossed account payee cheque only and shall be mailed by Registered post to the student within fifteen days from the date of receiving application. There is no need for the student and /or his/her parent to visit the University in this regard.
- f) In case a student does not have a bank account and wishes to have his/her refund cheque in the name of either parent, he/she shall submit a notarized affidavit along with the application for withdrawal (specimen of affidavit available at Form-5)
- g) Since children/ward of NRIs / International students are admitted on 'First-come-first-served' basis and not on the basis of merit of a common entrance test or marks, in case of withdrawal before or after the last date of withdrawal/admission, no fee/fund by whatsoever name called is refundable in their case.

21. LAPTOPS

Laptops are an important tool for learning for the students and are an integral part of modern-day higher education. The whole NCU campus is equipped with Wi-Fi and all the classrooms are equipped with teaching aids like LCD projectors. The well-stocked NCU library also has a large number of e-books and e-journals online for access by the students. Some of the class tests, assignments, project work, presentations. etc. are also required to be submitted online. It is therefore essential for all the students including newly joining first-year students to have a laptop of their own. All incoming students are therefore advised to arrange their laptops once admitted to NCU. (Recommended configuration: i5 processor or higher with 500GB HDD, 8GB RAM, with OS Windows 8 or higher & with Wi-Fi). Necessary training to students for effective use of laptops in learning is provided by NCU. It is the responsibility of the students to ensure that the software present in their laptop is licensed. NCU will not be held responsible for any type of licensing issue.

22. LIMITED LIABILITY

All admissions made by the Admission Committee are provisional and subject to confirmation by the Chancellor of the University. If the admission of any candidate is not confirmed by the Chancellor, for any reason whatsoever, the liability of the University will be limited only to the refund of full fee paid by the candidate and that there shall be no further consequent liability on the University and / or any of its employee.

23. MID COURSE WITHDRAWALS

In the event of a mid-course withdrawal i.e. withdrawals after the last date of admission for vacant and drop out seats, no refund of fee shall be admissible, as the seat so vacated cannot be filled by the University and shall continue to remain vacant for the entire duration of the programme. Being an unaided, self-financed University, in addition to the first semester tuition fee, the University is entitled to claim the balance years' fee, in view of the Constitution Bench Judgment of the Hon'ble Supreme Court of India in the case titled, "Islamic Academy of Education Vs State of Karnataka" bearing CWP no. 350 of 1993 and related subsequent judgements.

24. JURISDICTION

Disputes, if any, arising out of this University Admission Policy shall be the subject matter exclusively of courts in Gurugram only.

25. HELPLINE

Queries if any, regarding the admissions process and / or any aspect thereof may please be addressed to:

Helpline : 8448495100

Email : admissions@ncuindia.edu

Website : www.ncuindia.edu

**Vice Chancellor
The NorthCap University,
Gurugram**



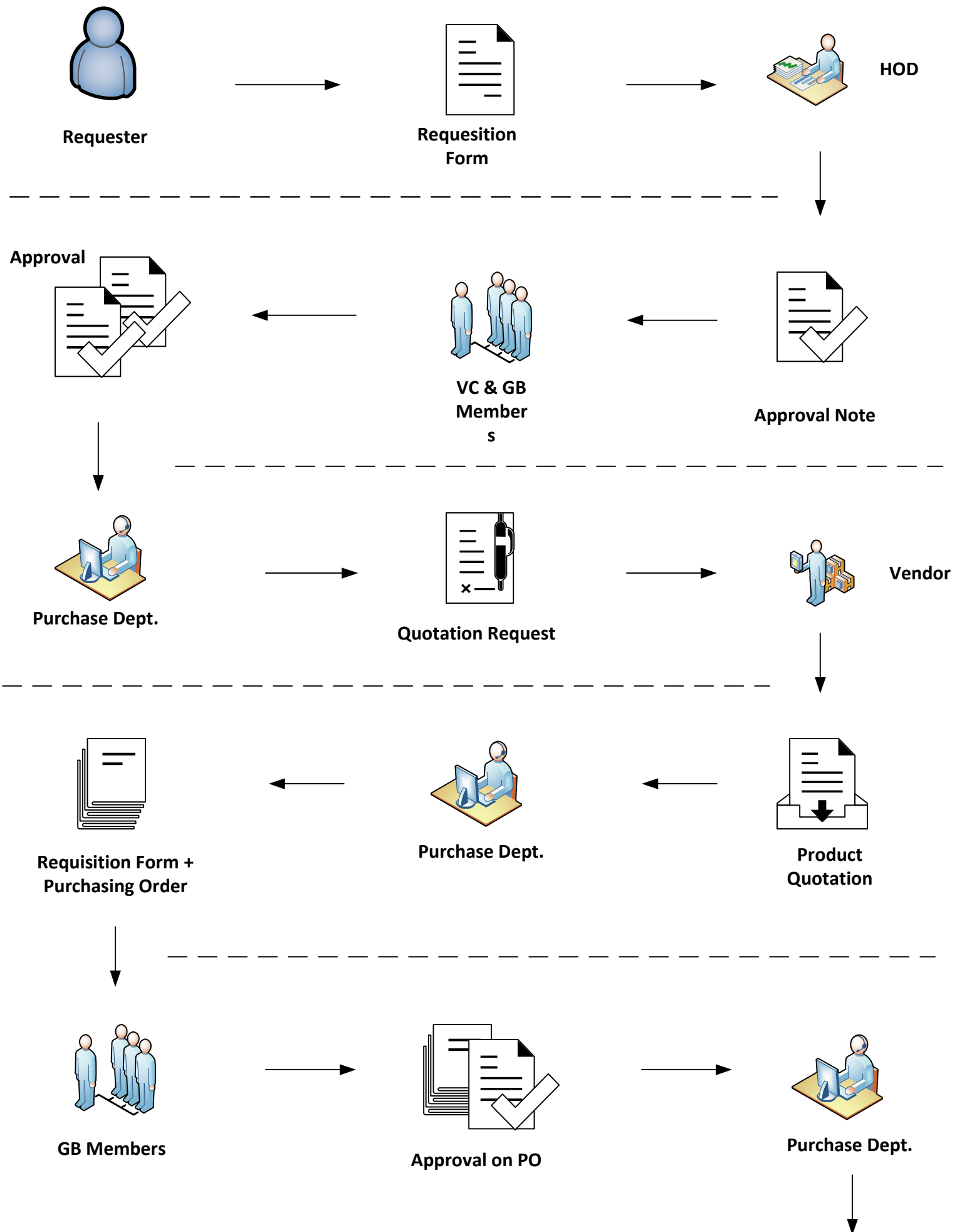
The NorthCap University

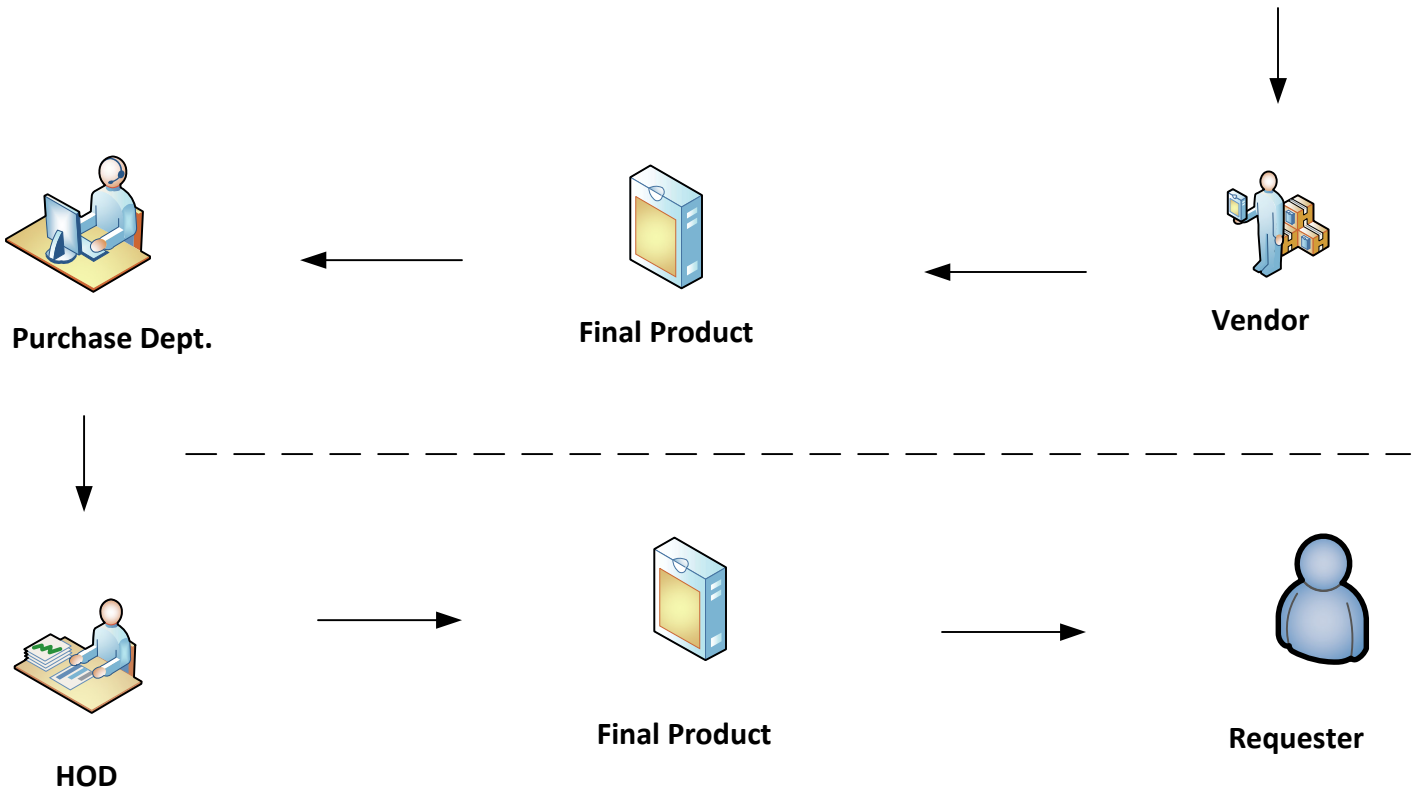
HUDA Sector-23A, Gurugram 122017, India


Tel : +91 124 2365811 to 13, Fax : +91 124 2367488

Email : ncu@ncuindia.edu

www.ncuindia.edu





	<p>SOP- IT Subcommittee</p>	<p>Review Date</p>
		<p>Sheet 1 of 1</p>

From: Chairperson- - IT Subcommittee
Admin

To: Faculty Member,

Date: 2nd June 2021

CC: Hon'ble GB, PC,
VC & Registrar

1. Introduction

The IT Sub committee is setup for value co creation at NCU. The committee meets to discuss the challenges faced on day-to-day basis and find out a possible solution for academic teaching learning and research purpose.

2. Objectives

The main objective of the IT subcommittee is to

- To provide reliable connectivity to the end users.
- To improve services in terms of internet speed and access.
- To provide cost effective solutions.

3. Committee

1. Dr. Shilpa Mahajan – Chairperson	2. Dr. Preeti Chawla– Member Secretary
3. Mr. Anmol Bhatia – Member	4. Mr. Anshu Malhotra– Member
5. Dr. Mona Aggarwal – Member	6. Mr. Himanshu Rathee – Member
7. Mr. Deepak Satyarthi – Member	8. Mr. Mohit Sanyal– Member
9. Mr. Ishwar Singh– Member	10. 18CSU102 Kanika Gupta – Student Member
11. 18CSU183 Rushika Sreshtha– Member	12. 18CSU018 Ananta – Member

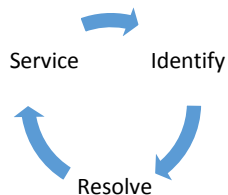
4. Procedure

Following procedures to be followed by all Department members IT Sub Committee

- a. Department representatives- Regular interactions with students to take the feedback of different IT related services and discussing the issues raised with all committee members whenever required.
- b. Chairperson- Discussion with department representatives on the issues raised by students and forwarding them to the network administrator for immediate solutions.
- c. A Member Secretary will prepare minutes of the meeting and appropriate action taken on them.
- d. Network Administrator will come up with solutions and resolve the issues
- e. Robust and time bound cross checking and documentation is undertaken every month to review the progress and further action plan.
- f. The committee intend to meet at least once in semester and/or as required.

5. Process

The IT Subcommittee follows the following process to provide services to the end users The components are -Identify, Resolve and Service. The entire documentation will be undertaken with this principle



Process of Purchasing of Books in the NCU Library

Step-1. Yearly capital budget is approved.

Yearly capital budget is prepared and approved for all the departments. Library is one of the departments. Items covered in this budget are print books (print text and reference books), print periodicals (print journals and magazines), online resources (online database of e-journals and e-books), miscellaneous (membership renewal, AMC etc.), maintenance and repairing and infrastructure.

Step-2. Availability of books in the central library is checked.

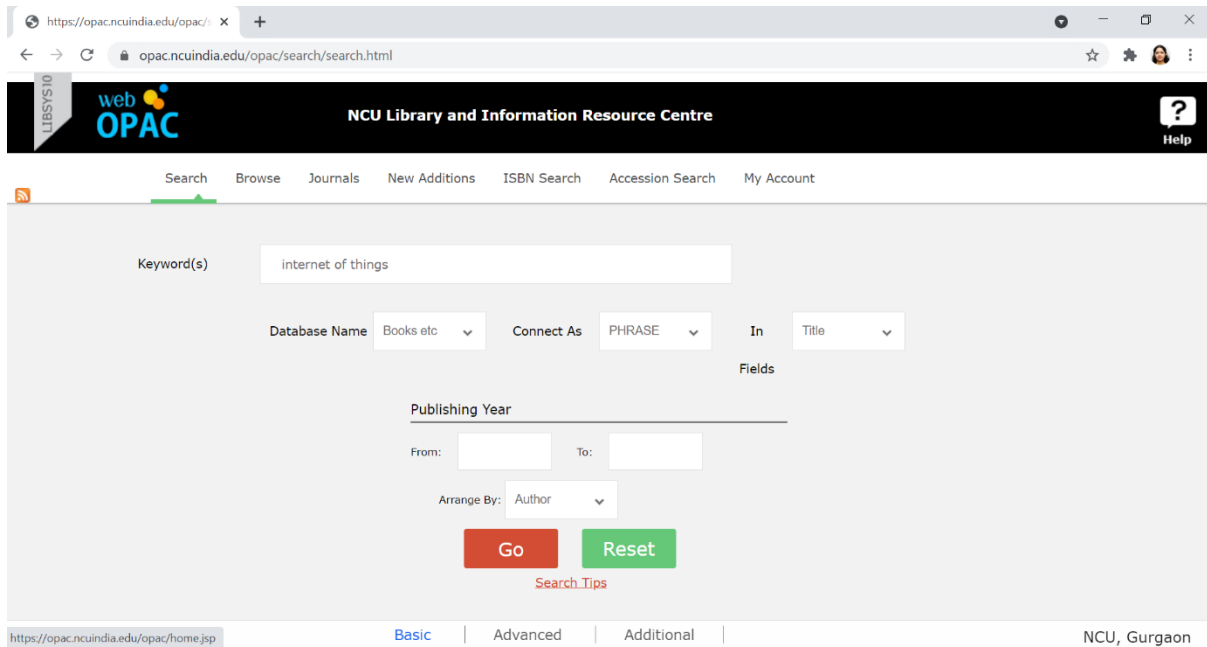
Library staff to check the availability of books in the library for the courses running in the coming semester, at least 2 months before the start of the semester. This is done in coordination with library committee faculty members from respective departments.

Or

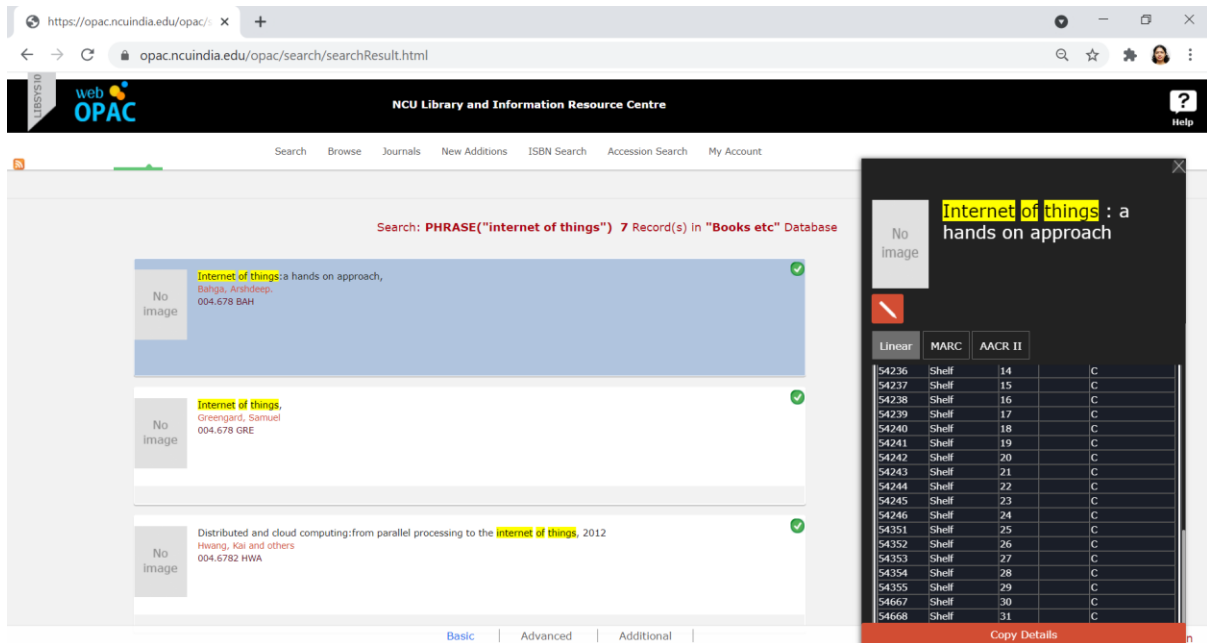
After the teaching load allocation to faculty members for the coming semester, all faculty members can check for the availability of the text and reference books of their respective courses in the Central Library of the university.

Faculties can check the available quantity of any book title through the Web Opac system through the link: <https://opac.ncuindia.edu/>

Faculties search for a book title, by title name, author name, publisher, accession number etc.



The number of titles corresponding to search will appear. By clicking on a particular title, the number of copies available in central library will be displayed.



Step-3. Students/books ratio for the textbooks of the courses are found.


a) If the ratio is less than or equal to 5 for a particular book, then that book title is generally not purchased. This ratio rule is not very strictly followed, and books may be ordered if any faculty member feels the necessity for purchase of more books.

b) On the other hand, If the ratio is more than 5, in that case, faculty is recommended to orders more books for purchase, to maintain the ratio of students/books ratio ≤ 5 .

Step-4. Library requisition forms are filled.

To order books for purchasing a library requisition form is to be filled by the respective faculty member. Its screenshot is shown below. All details of the book(s) (author name, title, edition, publisher and purpose for procurement) to be procured are filled in the form. Also, the no. of copies available, no. of copies requested, and total no. of copies are to be filled. After filling the form, it has to be signed by respective faculty and Head of the department. This form is then submitted to library directly or through a coordinator faculty/technical staff.

NCU-FRM-26

	LIBRARY REQUISITION FORM	Review Date:
		Sheet 1 of 1

The following books/publications may please be procured for library. It is ascertained that the book/publication with similar title/author is not available in the library or check the duplicate before giving your requirement.



Requisition No.....

S. No.	Bibliographical Details of Books	Estd. Price	Discount Offered	No. of Copies Requested	No. of Copies Available	Total No. of Copies
1.	Author(s): Title: Edition: Publisher: Purpose for procurement:					
2.	Author(s): Title: Edition: Publisher: Purpose for procurement:					

INDENTOR'S PARTICULARS

NAME OF THE INDENTOR (FACULTY)	
SCHOOL / DEPARTMENT	
SIGNATURE AND DATE	
FORWARDED BY DIRECTOR SCHOOL/ H.O.D	
LIBRARIAN'S SIGNATURE AND DATE	

APPROVALS

RECOMMENDED BY DIRECTOR	
APPROVAL BY MANAGEMENT	

Issued by:	Approved by:
Date:	Date:

Step-5. Requisition forms are checked.

Library staff checks the requisition forms for the availability of books and the cost given by the vendor.

Step-6. Purchase order is approved.

The purchase order is prepared by the librarian, is signed by Chairman library committee and is approved by Hon'ble Governing Body.

Step-7. Acquisitions of books is done.

Books after acquisition are prepared for library use by applying accession numbers, stamping, labeling barcodes, software entry etc.

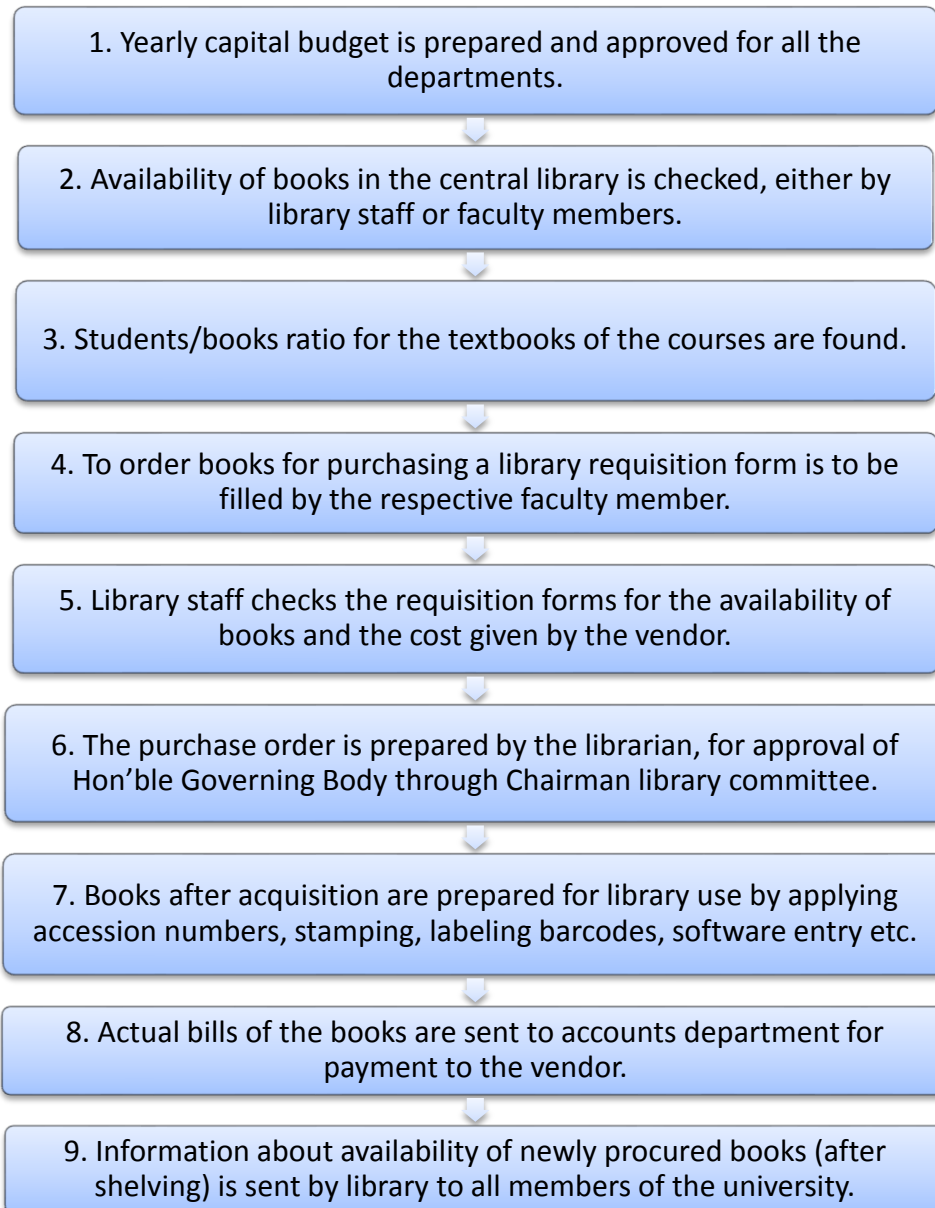
Step-8. Bills are sent to accounts department.

Actual bills of the books are sent to accounts department for payment to the vendor. Accounts staff does the payment to the vendor after checking the bills.

Step-9. Information about new arrivals is sent to all members of the university.

Information about availability of newly procured books is sent by library to all members of the university.

Students/Faculty members may then get the books issued as and when required.



SOP FOR MOOC COURSES AT THE NORTHCAP UNIVERSITY

1. **Introduction:** MOOC stands for Massive Open Online Courses which are web-based courses available through multiple online portals. The purpose of the MOOC course is to impart skill-based and advance technology-based online courses to the learners. They are introduced with the motive that courses can be accessed by anyone from anywhere at any time wherein one can go and enroll online for these courses. NCU always wants to enrich the learning experience of its students and thus University is using this platform for MOOC certification and blended learning in their advanced courses to provide informative supplementary content to the learners. This will help learners in getting an in-depth understanding of their subjects.

2. **Objective:** NCU has made it mandatory to enrich learning experience of its students and also to provide an advanced learning experience in two modes: Full MOOC and Blended MOOC(For details refer Annexure-II). Certain courses in the Scheme of Studies of all programs must be identified to be offered in MOOC form. Online courses other than those listed in the scheme may also be offered which can replace the program/open elective courses listed in the scheme. As per UGC, upto 20% of the courses in the curriculum may be taught through full MOOC and the registration of students is mandatory in these courses. As per UGC guidelines, the MOOC courses shall be conducted as per the guidelines issued by the MHRD vide its orders dated 11th March 2016 and subsequent addendums issued by the MHRD.

3. **Broad Guidelines:**
 - i. The online learning courses available on the MOOC's Platform will be considered for credit transfer.
 - ii. The Dean's office in June and November every year shall suggest the list of the online learning courses eligible for credit transfer in the forthcoming Semester to all the departments. The department on their own shall also identify such courses.
 - iii. The departments shall notify the Dean's office of the final choice of MOOC courses to be offered to the students in the forthcoming semester, after due approvals.
 - iv. Course coordinators for each MOOC course shall be allocated by each department/school.
 - v. This process has to be followed before the allocation of the teaching load.
 - vi. The final allocation of chosen MOOC courses shall be notified by the Dean's

office to the students.

- vii. Any student will be permitted to opt for online courses only up to 20% of the total credits being offered in his/her program for certification. Students opting for the online courses must confirm by completing the registration form as provided in Annexure- I and must submit the form to the Dean's office after being duly signed by the department.
- viii. Departments are encouraged to initiate students to enroll for the courses in blended mode to eventually reach the target of upto 20% over the period of time.
- ix. Students opting for an online course through the SWAYAM-NPTEL Local Chapter will be required to share the necessary information with the university and confirm the same on the Swayam portal.
- x. The university shall ensure no overlap of SWAYAM-NPTEL MOOC exams with that of the university mid-semester/internal exam and end-semester/external exam.
- xi. The Full MOOC/ Blended MOOC shall be conducted as per the guidelines mentioned in Annexure-II and the credit/grade transfer for MOOC courses as mentioned in Annexure-III.



(Formerly ITM University, Gurugram)

Application form for MOOC Course – Credit Transfer

1. **Name of Student:** _____
2. **Student Roll No:** _____
3. **Department:** _____
4. **Name of Portal:** _____
(Swayam/NPTEL/Udemy/Coursera/or any other portal approved by University)

S.No.	Course Title	Duration (In weeks)	NPTEL/ MOOC Enrolment No.	Exam Date and Year	*Type (PC/OE/ PE)	NCU Course code and Name)	Mode(Full MOOC)

*PC-Program Core/OE-Open Elective/PE-Program Elective

Declaration by the Student:

1. I have a background and understanding of the content of this course. Also, I understand the pre-requisite of this course. My choice of this course is final and I will not ask for a change of this course once the choice will be finalized.
2. I will comply with all rules and regulations of MOOC courses notified by the University/MOOC Platform from time to time.
3. I also undertake that after completion of the registered course/s, it's my duty to submit the course completion certificate including grade card/mark sheet to HoD's Office/Dean Office otherwise my Marks / Grades will not be incorporated in my mark sheet of the respective semester.
4. I have discussed the choice of this course and discussed the course with my course coordinator and Mentor.
5. I have read and understood all the instructions given in annexure II and III.

Date: _____ **Signature of candidate:** _____

Signature of HoD's office: _____

For Dean

As per the student application and provision in Academic Regulations, the following courses of the above student is /are approved for Registration / Transfer of credits:

Sign of Dean Office: _____

Guidelines for conducting MOOC Courses

As per UGC, upto 20% of the courses in the curriculum may be taught through full MOOC and the registration of student is mandatory in these courses. As per UGC guidelines, the MOOC courses shall be conducted as per the guidelines issued by the MHRD vide its orders dated 11th March 2016 and subsequent addendums issued by the MHRD.

Following are the possible modes to take the MOOC course:

- Self-learning through online with certification with certification (SWAYAM/NPTEL/COURSERA/EDX/UDEMY) platforms with certification (Full MOOC)
- Blended learning mode
- Supplementary mode
- Beyond curriculum- Skill Development and Certification

1. Self-learning through online platforms with certification (Full MOOC)

- Courses must be identified by departments from online platforms well before the starting of the semester and the floating of choices for elective courses.
- Department has to ensure about the course content should be mapped to a minimum of 80% similar to the selected curriculum course.
- Course duration, start date, end date, exam date, and fee for the certificate should be considered for the selection of the courses.
- Duration of the course should not be less than 12 weeks.
- The start and end date should be within the semester dates.
- The department shall review the statistics of the subject from the portal if there are several courses available for the same subject. The subject shall be floated after the review.

- Certification by students is a must for these courses.
- No Attendance requirement for students.
- Certification fee to be paid by students.
- Course certificate should be generated at least 10 days before the announcement of semester results so that this course should be included with other courses for that semester results.
- It is a student's responsibility to submit the assignments and other evaluations timely as stated on the portal of an online course in which they have registered. A student has to give the exam and secure the minimum required marks to pass the course.
- The faculty and student mentor-mentee addition are mandatory for the Swayam course. This will be done by SPOC (Single-point-of-contact) and the Department Coordinator will provide the name of the faculties to SPOC for mentor-mentee addition.
- The course instructor (Mentee) also needs to register for that particular course and can skip the certification part. This will help them guide the students if they have some course content related doubts.
- The equivalent grade will be awarded as per the secured marks/ grade in the online course. Moderation of grades to be done as per guidelines (refer Annexure-III).
- The student must complete the application form mentioned in Annexure-I and submit the form to the DEAN office after being duly signed by the department.

2. Blended Learning Mode

- Courses should be identified from any of the massive open online platforms such as SWAYAM, NPTEL, Coursera, Edx, Udemy, etc. well before starting the semester and floating of choices for elective courses.
- Department has to ensure the Mapping of the content of the MOOC course should preferably be 60-70% similar to the selected curriculum course.
- **Contact hours for Facilitation: One-hour contact for 3 or less credit courses and two-hour contact for 4-5 credit courses** can be scheduled per week in the time-table. It may vary depending on the percentage mapping and the type of the course (particularly specialization) with the MOOC course.
- **Registration of all students is mandatory on the online course portal.**

- Attendance will be counted for such lectures.
- Course duration start date and end date should be considered for the selection of the courses. It is just to ensure that the student can get the study material throughout the semester.
- The course instructor also needs to register for that particular course to get the study material. This will help to guide the students in a one or two-hour facilitation class if any of the students have some course content-related doubt.
- The faculty-student mentor-mentor addition is mandatory for the Swayam course. This will be done by SPOC and the Department Coordinator will provide the name of the faculties to SPOC for mentor-mentee addition.
- An active LMS is required to help the student to supplement the online course content.
- In every class, the course instructor needs to announce the topics to be covered in upcoming week so that students and an instructor can go through that topic in a week and doubts, discussions and assessment can be planned on that topic in the next class.
- Additional assignments/quizzes can be given by faculty if necessary.
- Internal assesment shall be marked on basis of assignments and quizzes submitted on the online course portal as part of continuous evaluation.
- Minor Test and End-Term Test(Major Test) shall be conducted by university as per regular mode.

3. Supplementary Mode

- Courses should be identified from any of the massive open online platforms such as SWAYAM, NPTEL, Coursera, Edx, Udemy, etc. well before starting the semester.
- These courses to be studied by students in addition to the regular courses which will be conducted for full hours as per the scheme.
- No certification is required.
- The mapping of the courses may vary.

4. Beyond curriculum- Skill Development and Certification

- Students can do certification from any platform providing such certification courses.
- Registration information to be shared with concerned faculty/coordinator/mentor.
- These will be counted towards GP credits.

Credit Transfer Policy at NCU for MOOC Courses

1. Credit Mobility for MOOCS

- i. The Northcap University shall transfer the credit weightage to the students for the credits earned through online learning courses through the MOOC platform as specified in the credit plan of the course and curriculum.
- ii. Credit transfer policy will be applicable to all UG, PG, and Ph.d. programs offered by the university as per UGC guidelines.

2. Procedure for Credit Transfer

The procedure for transferring credits in MOOC courses is as follows.

- i. During the current semester, the candidate must register for the online course exam and have submitted the registration form mentioned in annexure-I is only eligible for the credit transfer of the course at university.
- ii. If a 4 credit course is not available as per the choice of the student then he/she can opt for a 3 credit course that is available and 1 credit will have to be acquired through continuous internal evaluation through a mentor.
- iii. If a 3 credit course is not available as per the choice of the student then he/she can opt for a 2 credit course that is available and 1 credit will have to be acquired through continuous internal evaluation through a mentor.
- iv. Students who have qualified in the examinations conducted by the MOOC coordinators and have applied for credit transfer as specified in step i. are exempted from appearing in the continuous and semester and evaluations (internal as well as external for the specified equivalent credit course only) conducted by the university.
- v. In case of failure, the student can take up the same course, if available, in the re-run cycle, for which a separate application has to be made in the process specified

above. However, the student will have an option to take the course in reappear regular mode also, if he fails the opted MOOCs course.

- vi. Fees for the MOOC course shall be borne by the student.
- vii. In order to benefit from the credit of the course, it is the sole responsibility of the student to submit all the necessary evidence to the supervisor of the course.
- viii. In case of delay in SWAYAM results, the university will re-issue the marks sheet for such students.

3. Other Measures

- i. The existing university-level CBCS credit transfer committee shall resolve any issues that may arise in the implementation of this ordinance from time to time.
- ii. The university shall review its credit transfer policy in the light of periodic changes brought by UGC, SWAYAM, NPTEL, and state government through the existing university-level CBCS credit transfer committee.

For Full MOOC courses the NCU grades recommended to be awarded will be as follows:

1	80% and above	A+
2	From 70% to 79.9%	A
3	From 62% to 69.9%	B+
4	From 55% to 61.9%	B
5	From 50% to 54.9%	C+
6	From 45% to 49.9%	C
7	From 40% to 44.9%	D

However, final grades can be decided by the moderation committee.

**INTER OFFICE MEMO**

Review Date:

From : Registrar

To : HODs, Faculty, Technical & Admin

CC : VC & VC Office

09 April 2021

SECR-01/IOM/31/2021

SUB COMMITTEES FOR GOVERNANCE

1. Further to our IOM No.: **SECR-01/IOM/017/2020** dated 24 January 2020.
2. Constitution of various sub committees for governance of the University for the Year 2021-22 are given as under:-

ACADEMICS

1. Prof. Swarana Ahuja – Chairperson	2. Dr. Ambika – Member Secretary
3. Dr. Kavita Khanna – Member	4. Prof. Swaranjeet Arora – Member
5. Dr. Sharda Vashisth – Member	6. Dr. Archanna Sharma – Member
7. Dr. Rohit Lather – Member	8. Dr. Ram Karan Singh – Member
9. Dr. Rekha Vig – Member	10. Dr. Divyabha Vashisth – Member
11. Ms. Kiran Mrig – Member	12. 19CSU410 Mehul Khera - Student Member
13. 18ECU001 Aayush Daghotra - Student Member	14. 19BBA091 Vedant Vasishtha - Student Member
15. 17LLB067 Rohit Choudhary - Student Member	

ADMISSION

1. Col. Bikram Mohanty (Retd.) – Chairperson	2. Ms. Hitankshi Thukral – Member Secretary
3. Prof. Swaran Ahuja – Member	4. Dr. Archana Sarma – Member
5. Dr. Preeti Chawla – Member	6. Ms. Kiran Mrig – Member
7. Ms. Kanika Gupta – Member	8. Ms. Sakshi Sharma - Member
9. Dr. Vaishali Sahu - Member	

INFRASTRUCTURE

1. Mr. Avdhesh Mishra - Chairperson	2. Dr. Prachi Ahlawat – Member Secretary
3. Dr. Mansi Vinayak – Member	4. Dr. Tapobrata Pakrashi – Member
5. Col. Bikram Mohanty (Retd.), Registrar – Member	6. Mr. R. S. Sharma – Member
7. Dr. Tejpal Singh Chundawat - Member	8. Mr. Lokesh Choudhary – Member
9. Dr. Nitin Malik - Member	10. 16LLB011 Arpil Sharma – Student Member
11. 18CSU227 Vibhuti Dhaiya – Student Member	12. 17CSU214 Soumye Kumar – Student Member
13. 19MBA003 Aman Bansal – Student Member	

LIBRARY

1. Dr. Vandana Khanna – Chairperson	2. Dr. Vaishali Sahu – Member Secretary
3. Mr. Manish Shukla, Library Rep. – Member	4. Col. Bikram Mohanty (Retd.), Registrar – Member
5. Dr. Hukum Singh – Member	6. Dr. Anuradha Dhull – Member
7. Ms. Deborisha Dutta – Member	8. Dr. Nimit Gupta – Member
9. Dr. Satnam Singh – Member	10. 18MEU003 Aman Sharma – Student Member
11. 18ECU015 Mimansha Mishra – Student Member	12. 18CVU003 Hritik – Student Member
13. 18CSU064 Divyansh – Student Member	14. 18CSU063 Dheeraj – Student Member
15. 17LLB007 Aman Kampani – Student Member	16. 19BAE011 Shweta Rustagi – Student Member
17. 19BSP013 Valiveti Chetan Kumar - Student Member	

STUDENT ACTIVITIES & LEADERSHIP

1. Dr. Shrutimita Mehta – Chairperson	2. Ms. Amanpreet Kaur – Member Secretary
3. Ms. Archana Sarma – Member	4. Dr. Pankaj Rakheja – Member
5. Dr. Lokesh Chaudhary – Member	6. Ms. Mahima Mahajan – Member
7. Dr. Shilpa Sindhu – Member	8. Dr. Rajni Rohilla – Member
9. Dr. Shaveta Sachdeva – Member	10. Ms. Mahima Anand – Member
11. Dr. Akanksha Mathur – Member	12. Dr. Satnam Singh – Member
13. Mr. Sudesh Kumar – Member	14. 18MEU010 Niket Kumar - Student Member
15. 19MEU018 Prateek Raghav - Student Member	16. 18ECU014 Mayank Sharma - Student Member
17. 18ECU032 Aviral Verma - Student Member	18. 19ECU003 Aastha Verma - Student Member
19. 19BAE001 Aditi Bansal - Student Member	20. 20BCOM007 Garima - Student Member
21. 19CVU001 Abhinav Chutani - Student Member	22. 18CSU023 Anmol Nagpal - Student Member
23. 20CSU284 Sanya Rao – Student Member	24. 20CSU298 Nitesh - Student Member
25. 19CSU027 Animesh Das – Student Member	26. 19BSM012 Lehar Sharma - Student Member
27. 19LLB089 Vishesh Gandhi – Student Member	28. 17LLB107 Simran Janghu – Student Member
29. 19BBA033 Diksha Yadav – Student Member	30. 19CSU112 Gaurav Yadav – Student Member

COMMUNITY SERVICE

1. Dr. Shrutimita Mehta – Chairperson	2. Dr. Vaishali Sahu - Member Secretary
3. Dr. Shilpa Sindhu - Member	4. Dr. Pallavi Bajpai - Member
5. Dr. Srishti Sharma - Member	6. Dr. Tejpal Singh - Member
7. Dr. Anshu Malhotra - Member	8. Mr. Himangshu Rathee - Member
9. Ms. Poonam Chaudhary - Member	10. Mr. Harish Chandana - Member
11. Mr. Nikhilesh - Member	

ALUMNI CONNECT

1. Prof. Nimit Gupta – Chairperson	2. Dr. Mehak Khurana – Member Secretary
3. Dr. Yogita Gigras – Member	4. Ms. Garima Sharma – Member
5. Ms. Amanpreet Kaur – Member	6. Mr. Lokesh Choudhary – Member
7. Mr. Anmol Bhatia – Member	8. Ms. Neha Gupta – Member
9. Ms. Shiksha Dahiya (SOL) – Member	10. Himangshu Rathee– Member
11. Dr. Shilpa Sindhu – Member	12. Mr. Anirudh Kaushik (SPA) – Member
13. Ms. Deepika Deswal – Member	14. Md. Shakeel Hasan – Member
15. Dr. Anshu Malhotra (APS) – Member	16. Mr. Vijay Budhakoti - Member
17. 18ECU032 Aviral Verma – Student Member	18. 18MEU012 Praful Thakur – Student Member
19. 19BSM018 Sanjana Nasa – Student Member	20. 19BMS012 Lehar Sharma – Student Member
21. 19CVU001-Abhinav Chutani – Student Member	22. 19ECU028-Anirudh Singh – Student Member
23. 20MBAAB01 Princy Aggarwal – Student Member	24. 18LLB038 Priyanshi Sarda – Student Member

ERP

1. Dr. Rekha Vig – Chairperson	2. Mr. Himmat Singh- Member Secretary
3. Dr. Kavita Khanna - Member	4. Dr. Pooja Sabherwal - Member
5. Mr. Lokesh Choudhary - Member	6. Ms. Jiveta Choudhary- Member
7. Dr. Tapobrata Pakrashi - Member	8. Dr. Satnam Singh - Member
9. 19CSU173 Manish Kumar Sharma - Student Member	10. 20MBA035 Sumit - Student member
11. 18LLB038 Ms. Priyanshi Sharda - Student member	12. 20ECU020 Dhruv - Student Member

IT & RELATED ISSUES

1. Dr Shilpa Mahajan – Chairperson	2. Dr. Preeti Chawla – Member Secretary
3. Mr. Anmol Bhatia – Member	4. Dr. Anshu Malhotra – Member
5. Dr. Mona Aggarwal – Member	6. Mr. Himangshu Rathee – Member
7. Mr. Deepak Satyarthi – Member	8. Mr. Mohit Sanyal – Member
9. Mr. Ishwar Singh- Member	10. 18CSU102 Kanika Gupta – Student Member
11. 18CSU183 Rushika Sreshtha – Student Member	12. 18CSU018 Ananta – Student Member

IT & RELATED ISSUES

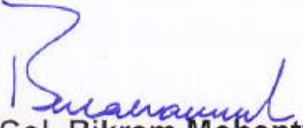
1. Dr Shilpa Mahajan – Chairperson	2. Dr. Preeti Chawla – Member Secretary
3. Mr. Anmol Bhatia – Member	4. Dr. Anshu Malhotra – Member
5. Dr. Mona Aggarwal – Member	6. Mr. Himangshu Rathee – Member
7. Mr. Deepak Satyarthi – Member	8. Mr. Mohit Sanyal – Member
9. Mr. Ishwar Singh- Member	10. 18CSU102 Kanika Gupta – Student Member
11. 18CSU183 Rushika Sreshtha – Student Member	12. 18CSU018 Ananta – Student Member

FEEDBACK (STUDENT REDRESSAL MECHANISM)

1. Dr. Anjali Garg – Chairperson	2. Mr. Lokesh Choudhary – Member Secretary
3. Dr. Rohit Lather – Member	4. Dr. Nitin Malik – Member
5. Dr. Pallavi Bajpai – Member	6. Dr. Shilpa Sindhu – Member
7. Ms. Kiran Mrig – Member	8. Mr. Ravi Kumar – Member
9. 20ECU022 Vasu – Student Member	10. 19BBA058 Param Kaur – Student Member
11. 19CSU 260 Rohit Dalal - Student Member	12. 17LLB008 Ruchik Sharma - Student Member

PROFESSIONAL SOCIETIES

1. Dr. Sharda Vashisth - Chairperson	2. Dr. Divyabha Vashisth – Member Secretary
3. Dr. Esha Jain – Member	4. Dr. Shaveta Arora – Member
5. Ms. Amanpreet Kaur – Member	6. Dr. Hukum Singh - Member
7. Mr. Lokesh Chaudhary - Member	8. Ms. Srishti Sharma – Member
9. Dr. Pallavi Bajpai - Member	10. Dr. Akanksha Mathur – Member
11. 18ECU032 Aviral Verma - Student Member	12. 19CSU260 Rohit Dalal - Student Member
13. 19BAE005 Prachi Soni - Student Member	14. 18LLB010 Ayush Rai - Student Member


Col. Bikram Mohanty (Retd.)
Registrar



SOP-CAPITAL BUDGET EXPENDITURE

From: Registrar

To: Faculty, Admin & Technical Staff
 All DoS/HoDs, CFAO, Estate Manager
 CC: Hon'ble GB, Pro-Chancellor, Pro-VC


Date: 15 September 2015

1. Capital expenditure is the money spent for acquiring or upgrading assets of the University, be it for Academic or for Administrative purposes. Every Year University makes several purchases from funds allocated under the Capital budget. The procedures adopted have to be standard and uniform for all such purchases, and should ensure utmost economy is expenditure without compromising on quality. Time bound ordering/supply/installation should constitute the essence of the procedure. The committee should not become bureaucratic in its approach yet it should ensure the highest standard of transparency in the procurement process.

2. **Procedures to be followed**
 Following procedures to be followed by all Departments/Functional Heads for purchase of items from the Capital Budget Head:-
 - a. Departments/Functional Heads shall prepare their Annual Estimates, and forward it to the Registrar by 01 June each year, with detailed justification.
 - b. A copy of the estimate shall also be sent to the CFAO.
 - c. Registrar shall consolidate the requirements of all Departments and Functional Heads and shall put up to the Governing Body through the Vice Chancellor.
 - d. A meeting shall be convened by the Registrar of all DoS/HoDs. Functional Heads, wherein the Capital Budget requirements shall be discussed analyzed and sanction accorded for executing the same.
 - e. In order to complete the process the purchase requirements following Purchase Committee shall be convened to procure/upgrade the items:-
 - **Chairman** **DOS/HOD of the concerned Department**
 - **Members**
 1. **CFAO (Financial Member)**
 2. **Dr. Ambika Sharma - Faculty Incharge (Central Research Facility) (Technical Member)**
 3. **One member from the concerned Department/Functional Heads for whom the item is being purchased. (Dept. Technical Member)**

3. The Committee shall keep the following points in mind while making the purchases:-
 - a. The specification and brand/type is to be frozen by the Purchase Committee before inviting quotes.
 - b. A minimum of 3 quotations are to be invited in writing from the OEM or its authorized stockist/dealers to ensure transparency and fair price for the equipment to be supplied.
 - c. Once the quotes are received, they will be opened only in the presence of the committee who will scrutinize the quotes/specifications of the equipment conditions & other terms & conditions offered by the Vendor and prepare a Comparative Statement of quotes/terms & conditions.

- d. The committee will rank the bidders on the basis of lowest price and specifications as decided from L1 to L5. Normally the committee will recommend the lowest bidder (L1) whose equipment meets the desired specifications. In case a higher bidder is recommended i.e. L2 or beyond, reasons in writing would be recorded by the Committee. If necessary, the Committee can call any bidder for clarification, or negotiations if required before making the recommendations.
- e. The recommendations of the committee would be sent for approval to Competent authority.
- f. Once approved the School/Department will go-ahead and place a purchase order (PO) and await supply within stimulated time, which should be invariably mentioned on PO. A penalty clause (% deduction per week of delayed supply subject to maximum 5% after which the PO may be cancelled) shall also be included in the PO.
- g. On supply of the equipment, the Chairman and the Technical Members of the Committee will carry out a joint inspection and record their acceptance or otherwise in writing after witnessing its working demonstration.
- h. Once the equipment has been bought, the same has to be taken on charge, in the Capital Asset Register maintained by the School/Departments. This is an auditable register, which requires to be periodically checked once a year, and put up to the Auditors during the yearly audit.
- i. Other expendables items used in the operative / maintenance of the equipment to be maintained in a Departmental Expense register.
- j. The operations of safety, and maintenance of the equipment is the sole responsibility of the School/Departments.
- k. The Committee if required, may recommend AMC after the warranty to ensure equipment is properly serviced/cared for after expiry of standard warranty.
- l. Time bound ordering/supply/installation shall constitute the essence of the procedure. The Committee should not become bureaucratic in its approvals yet it should ensure the highest standards of transparency in the procreant process.


COL. BIKRAM MOHANTY (RETD.)
REGISTRAR

STUDENT FEEDBACK PROCESS

OBJECTIVE AND SCOPE:

- Student Feedback Process involves capturing feedback from students about the teaching effectiveness and other course related parameters of all faculty members.
- All regular faculty, visiting faculty and University fellows taking UG and PG classes in the respective semester are covered in this process through Nysa ERP online process.
- The feedback format is also attached here for your reference.

FEEDBACK PROCESS:

- The students gave subjective rating (ranging from Marginal to Excellent) against each faculty and all responses including extreme ones were considered.
- The subjective responses are converted to score by assigning values (For e.g. Marginal = Score 1, Satisfactory= Score 2, Good= Score 3, Very Good= Score 4, Excellent = Score 5) and the total score is compiled under 'Score Obtained'.

FEEDBACK SUMMARY SHEET:

- The **average feedback score** for each faculty is prepared
- The **course wise feedback** summary for dept. wise faculty (alphabetically) is also prepared

ACTION TO BE TAKEN

- HODs are requested to have 1 on 1 discussion with faculty while sharing the detailed feedback scores esp. for faculty scoring below 60%
- Detailed parameter specific feedback with descriptive remark is visible to all faculty on their ERP panel. This is to facilitate better analysis of their teaching delivery vis a vis weak areas.

COURSE FEEDBACK BY STUDENTS

Parametrized feedback is available on every faculty member's panel. Apart from teaching effectiveness, course feedback is also given by the students for the respective courses which is shared with all faculty members who take followup actions .(Refer screenshots)

Faculty Feedback Result

Academic Session: JAN-2016 Faculty: Shrutimita mehta
 Batch: BScMaths # Sem.2 Section: A
 Subject: CLL102 # Effective Communication-II

Search



THE NORTHCAP UNIVERSITY

Feedback Result : Shrutimita mehta

Section : A

Faculty FeedBack Area Part-A		Total Students Eligible for Feedback = 0				
		Total Response = 22				
Question No	Type Description	Satisfactory	Good	Very Good	Excellent	RATING OUT OF 5
		2	3	4	5	
Q1	ORAL COMMUNICATION ,PRESENTATION AND INNOVATION IN CLASS ENGAGEMENT		3	6	13	4.45
Q2	CLASS INTERACTION AND DEPTH OF DISCUSSION		1	8	13	4.55
Q3	PROBLEM SOLVING THROUGH RELEVANT PRACTICAL EXAMPLES/ INDUSTRIAL VISITS		1	14	7	4.27
Q4	FAIR EVALUATION OF TESTS AND ASSIGNMENTS	1	5	9	7	4.00
Q5	COURSE COVERAGE BY FACULTY		1	13	8	4.32
Q6	WOULD YOU LIKE TO BE TAUGHT BY THE SAME TEACHER AGAIN				22	5.00
Average Rating out of 5						4.43
Average Rating out of 100						88.63

Q3	PROBLEM SOLVING THROUGH RELEVANT PRACTICAL EXAMPLES/ INDUSTRIAL VISITS		1	14	7	4.27
Q4	FAIR EVALUATION OF TESTS AND ASSIGNMENTS	1	5	9	7	4.00
Q5	COURSE COVERAGE BY FACULTY		1	13	8	4.32
Q6	WOULD YOU LIKE TO BE TAUGHT BY THE SAME TEACHER AGAIN				22	5.00
Average Rating out of 5						4.43
Average Rating out of 100						88.63

Faculty FeedBack Area Part-B		
Question No	Type Description	Yes
Q1	WOULD YOU LIKE TO BE TAUGHT BY THE SAME TEACHER AGAIN	22

Question No	Type Description	Yes	No	May Be
		1	2	3
Q1	Is the course content adequate in view of the contact hours?	20	2	
Q2	Is the course content relevant keeping in mind the current industry requirement esp. during placements/internships/higher studies	18		4
Q3	Is course material/books available in Library, LMS etc?	17	1	4
Q4	Is tutorial/practical content effective and correlated with the lecture part of the course.	22		

Positive Remarks

best teacher and i'd like to taught by her only ;), EXCELLENT :-), excellent speaking skills, good, good communication, Good in teaching and oral communication , good teacher, good teacher., Good teaching skills, good teaching style, and a good teacher, Has a good teaching skills., Helping nature, i like her teaching style and she is an excellent teacher, interact with each student!!!!, nice teacher, nice teacher, teaches with easy language and patiently, she is understanding and friendly, Very good faculty, very interactive

Improvement Remarks

best teacher and i'd like to taught by her only ;), EXCELLENT :-), excellent speaking skills, good, good communication, Good in teaching and oral communication , good teacher, good teacher., Good teaching skills, i like her teaching style and she is an excellent teacher, interact with each student!!!!, nice teacher, she is understanding and friendly, very interactive

PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES

The University provides for adequate availability of physical infrastructure for conduct of Academic, Sports and other Co-curricular activities, optimum utilization of academic assets like Classrooms, tutorial Rooms, Labs and Workshop is made by use of ASC software. The fact that the University today, has an excellent infrastructure, bears testimony to a well-established system of fore seeing requirements, planning ahead and project execution with a vision and then maintain the assets created to the highest standards.

All faculty members have been provided with separate well-appointed Cabins. HODs have separate office chambers, Student common rooms are available. The campus is disabled friendly with ramps, lifts, reserved car parking & specially abled toilets.

Library is well equipped and is completely automated through Libsys software. 60MBPS, internet bandwidth is available which provides good internet speed.

8 terminals for print books through OPAC. Remote access to e-publications is also available 24x7.

Sports / Cultural Activities

To promote students interest in sports and cultural activities a Music club, Photography Club, Debating Society, Dramatics Club, Quizzing and Mathematics, Social Service clubs NGO – YUKTI are run by the University. Sports facilities for Football, Cricket, Volleyball, Lawn Tennis, Basketball are available for students.

A state of the art Cafeteria to accommodate 100 students is currently in use, with a provision for extending to providing Gymnasium facility in the basement.

An auditorium with 450 eating facilities of Sound & Video recording and amphitheatre with 2000 seating capacity is available inside the campus. One Seminar hall of 100 seating capacity is available for a smaller size gathering.

An annual budget for maintenance of all Infrastructure facilities is catered for at the beginning of the year.

Maintenance of the Infrastructure

- Physical Infrastructure : Maintained in house through a team of masons, Carpenters, Electricians & Plumbers.
- Maintenance of Service (Electrical, W/S, A/C, Plumbing, Sewage) : Air Conditioning maintenance is done throughout sourced contract. All other services are maintained by our in house team.
- Furniture : Furniture maintenance and renewal is outsourced to a small team of carpenters.
- Arboriculture : A team of 12 gardeners look after our Arboriculture. NCU garden has got the 1st prize from HUDA, Gurugram, for the last 16 years continuously.
- Housekeeping : All housekeeping staff other than the supervisors are outsourced. There are 30 housekeeping staff who works on a daily basis.

	<u>INTER OFFICE MEMO</u>	Review Date:

From : Registrar

To : All Concerned

CC : PC, VC, Dean Academics,
HODs & VC office**30 October 2020****SECR-01/IOM/098/2020**

CONSTITUTION OF A COMMITTEE FOR IMPLEMENTATION OF COMMUNITY SERVICE IN ALL PROGRAM CURRICULUMS AT NCU


- To ensure holistic development of students and also achieve the objectives of socio-economic development in the country, Higher Educational Institutions (HEIs) are required to embed as compulsory, the active community engagement activities by students in all program curriculums. This is in line with the goals and spirit of "Guidelines on Fostering Social Responsibility & Community engagement in HEIs" issued by UGC, dated 16 Jan 2020 and also with NEP-2020.
- In continuation of the above guidelines, the 27th Academic Council in its meeting held on 16 Sept. 2020 approved the introduction of compulsory Community Service. Accordingly Schemes of Studies of all programs have been upgraded and implementation proposal approved by Hon'ble Vice Chancellor.
- To facilitate the implementation process and put in place a regular coordinating and promotional body, a committee has been constituted as under:-

Sr. No.	Name	Department	Designation
1.	Dr. Shrutimita Mehta	CLL	Chairperson, Dy. Dean- Students' Welfare
2.	Ms. Poonam Chaudhary	CSE, SOET	Member
3.	Ms. Srishti Sharma	CSE, SOET	Member
4.	Dr. Shilpa Sindhu	SOM	Member
5.	Ms. Pallavi Bajpai	SOL	Member
6.	Mr. Himangshu Rathee	SOL	Member
7.	Dr. Tejpal Singh	APS, SOET	Member
8.	Dr. Anshu Malhotra	APS, SOET	Member
9.	Mr. Harish Chandana	CSE, SOET	Member
10.	Mr. Nikhilesh	ECE, SOET	Member
11.	Dr. Vaishali Sahu	CE, SOET	Member Secretary

- The committee shall be responsible for the following:
 - Preparing an SOP including aspects of how the activities/ internships/ Projects would be conducted.
 - Act as the Key Resource for providing community service opportunities to students.
 - Assign 140 volunteer hours per student per year with additional credits for the same across all course schemes.
 - All members of the committee shall be equally responsible and shall fully participate in all activities related to Community Service.

- e. Conducting awareness sessions for both faculty and students for conducting/ evaluating Community Service based activities.
- f. Preparing the Activity Tracking Schedule (Hour computation) and Evaluation Form.
- g. Uploading notification of events and highlighting student achievements on the University website on a regular basis.
- h. Starting more clubs for expanding social service activities.
- i. Any other activities related to promotion of Community service.

6. The Chairperson shall regularly apprise the Hon'ble Vice Chancellor regarding progress of these activities. A copy of the SOP prepared be forwarded to the undersigned by 15 Nov. 2020 for records.


Col. Bikram Mohanty (Retd.)
Registrar

OFFICE NOTE

Two SOP's for providing Financial Assistance to students for participation in Non-Academic Activities (Sports/Cultural events) and Academic Activities (National/International Conferences/Seminars/Symposia/Workshops) were approved in the last IQAC meeting. Providing Financial Assistance to students shall prove to be a great motivation to students and shall also increase students' participation in National/International events. It shall also help in increasing the satisfaction quotient of the students.

A Budget of Rs 10 lakh is proposed for providing Assistance for both Academic and Non-academic Activities, and depending on the utility, the budget can be revised in the subsequent years.

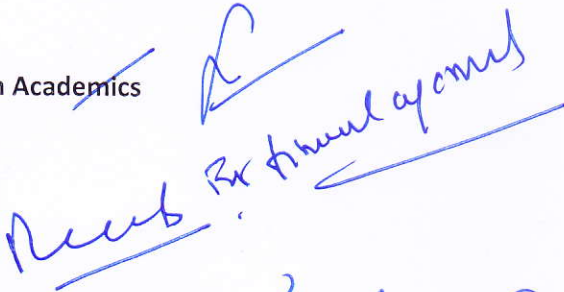
As per the minutes of the IQAC meeting, the two proposals are submitted for your kind consideration and approval.

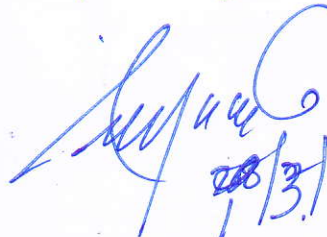

Chairperson Professional Societies


Chairperson SAL, Deputy Dean-Student' Welfare

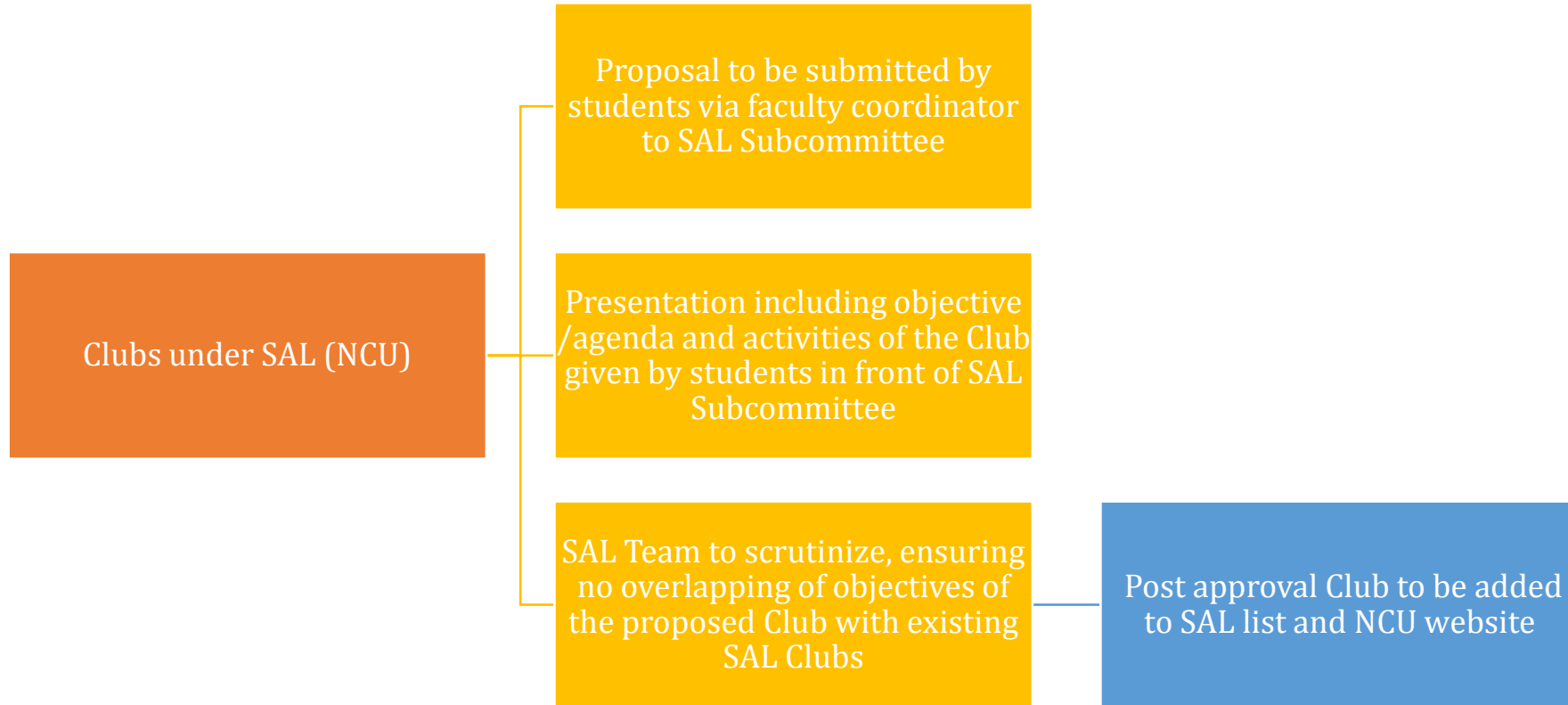

Dean Academics

vc

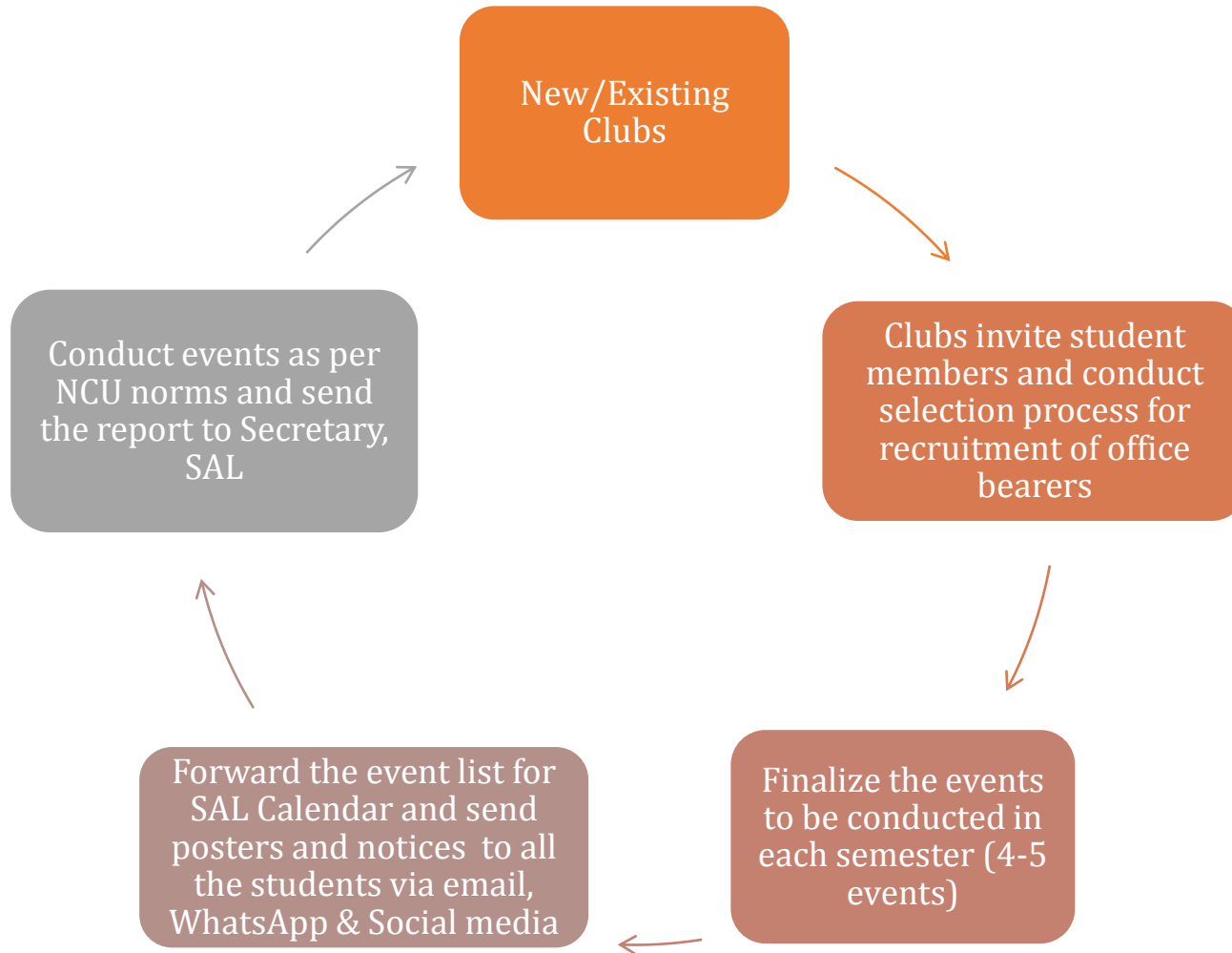

approved, subject to post facto appraisal
from finance comm.


20/3/21

Procedure for opening a new Club under SAL



Guidelines for Clubs under SAL



Operating Procedure:

- Appointment of Faculty Coordinator and Student Coordinators as per approval by SAL.
- Appointment of student core team by Faculty Coordinator.
- Registration of members by student core team under the guidance of Faculty Coordinator.
- Scheduling and planning of activities by student core team under the guidance of Faculty Coordinator and forward to SAL for inclusion in Activity Calendar.
- Approval for execution of activities with no financial obligations from Faculty Coordinator and SAL.
- Approval for execution of activities with financial obligations from the Governing Body, application through Faculty Coordinator, SAL and VC.
- Advertising about the Club and its activities by student core team through email, WhatsApp groups and social media handles.

SOP for Seeking Financial Assistance for Attending National/International Conferences/Seminars/Symposia/Workshops/Competitions

This Standard Operating Procedure (SOP) is issued for providing financial support to the students of The NorthCap University, Gurugram for attending National/International Conferences/Seminars/Symposia within India and abroad. The scheme is effective from the year 2021.

1. Eligibility Criteria for Seeking Financial Assistance

- (a) For events organized within India, the student should have secured at least 6.5 CGPA and the host Institute should preferably be any of the IITs or NITs, Central and State Universities, Government owned Central Research Laboratories or any other Institution including private Institutions preferably with a ranking appearing in the current National Institutional Ranking Framework (NIRF) or the event should preferably be supported by any National/International body or Society.
- (b) For seeking financial assistance for participation in an International event, the student should have secured at least 8.5 CGPA and should be actively involved in co-curricular activities at NCU.
- (c) International conferences /workshops /seminars /symposia/ competitions should preferably be supported by reputed international societies and/or the hosting Institute should preferably have a place within the top 500 in World University Rankings or Times Higher Education (THE) or QS World University Ranking.
- (d) For papers presented in conferences, the conference proceedings should be indexed; preferably, the indexing should be of the Web of Sciences or Scopus.

2. Mode and Schedule of Application

Eligible candidates are required to submit the applications in the prescribed format available on the University Website (www.ncuindia.edu), the format of which is attached as **Annexure-I**. The application should be directly submitted to the Chairperson, Professional Societies Committee for consideration and the outcome of the review process shall be communicated to the concerned student within 15 days from the date of submission of the application form.

- (a) As per the year's budget, a specified financial amount will be made available to the Departments/Schools at the beginning of the year.
- (b) Application (with a cover letter) in a prescribed format should, directly, be submitted to Chairperson Professional societies/SAL, after receiving prior approval from HOD. Incomplete application form shall not be considered for the financial support.

3. Process of Selection

- (a) After initial scrutiny, application form received from the faculty member will be placed before a committee constituted as under:
- | | |
|--|------------------|
| 1. Chairperson, Professional societies | Chairperson |
| 2. Deputy Dean Academics | Member |
| 3. Chairperson SAL | Member |
| 4. Head of the concerned Department | Member |
| 5. Society Head | Member |
| 6. Secretary- Professional Societies | Member Secretary |
- (b) The committee reserves the right to make recommendations for special cases to the competent authority.
- (c) The decision of the committee shall be put up before the VC for further approval.
- (d) Once approved, the decision should be communicated to the CFAO and the concerned student keeping the HOD, Vice-chancellor and Hon'ble Governing Body informed.
- (e) Financial assistance to participate in the workshop/short term training program/course would be limited to within India.

4. Quantum of financial assistance and its periodicity

- (a) For the year 2021, the Hon'ble Governing Body has allocated a fund of Rs...../-. For an equitable and fair balance, the further distribution of the amount among the various Schools/Departments are as under:

S.No.	School	Budget
1	SOET	52% X
2	SOM	33% X
3	SOL	15% X
Total		

However, the amounts shown above are only indicative and shall be finalised as per the nature of requests for Financial Assistance received from different Departments.
Note: The allocation of fund to individual Departments has been approved based on the student strength in the department.

- (b) The Budget shall be sanctioned by the University in the beginning of every year School/Department wise. The Professional Society Sub-committee and SAL shall be responsible for applying for the Budget approval every year.
- (c) The above allocation may be changed by the competent authority depending on the number of applications received in a given semester and the availability of the fund.
- (d) Students attending Conference/Symposia/Seminar/Workshops within India and/or online course are eligible to avail registration fee, accommodation and travel expenses limited to a maximum amount of Rs 10,000/- (Rupees Ten thousand only).

Subject to a maximum allowable limit of Rs 10,000/- per year, there is no limit on the number of times this facility can be availed by the student.

- (e) Students attending conference/symposia/seminar/competitions abroad are eligible to avail of support for the registration fee, accommodation and travel expenses limited to a maximum of Rs 30,000/- (Rupees Thirty Thousand only).
- (f) During any particular year, a student can avail this facility either for events within India (including online courses registered abroad) or for an event that involves traveling abroad; availing it for both during the same year is not allowed.
- (g) In case two or more students qualify to apply for the same conference, preference will be given to the student having better CGPA. Similarly, if there are two authors for the same paper and both have applied for availing the financial assistance from the university, preference will be given to the first author of the paper.
- (h) For events/competitions where students participate as a team of 2-6 shall be eligible to avail registration fee, accommodation and travel expenses limited to Rs. 5000/- (Rupees Five thousand only) per student not exceeding Rs. 30,000 (Rupees Thirty thousand only) for events within India and Rs 60,000/- (Rupees Sixty Thousand only) for events outside India. A team can avail this facility once in two years.

5. Submission of Claim & Reimbursement

In order to ensure early release of reimbursement of the grant, the applicant should submit the following documents within seven days after the event/course is over:

- (a) A Statement of account giving full details of expenditure incurred on various items viz., travel, airport tax, registration fee, visa fee and DA as enclosed in **Annexure – II**.
- (b) A utilization certificate in the prescribed format (**Annexure - III**) from the CFAO (NCU) for the total expenditure incurred on the visit.
- (c) In case of foreign travel, the conversion rate of the currency (country visited) into Indian currency be stated.
- (d) Original cash memo/receipt should be enclosed with the claim. No photocopy will be allowed to be submitted.
- (e) The student must submit a written report (including video & photographs) on the proceedings as to how he/she gained from the event along with the reimbursement claim.
- (f) The amount due to the candidate shall be disbursed in one instalment within 15 days of submission of relevant documents duly approved by the concerned authorities.
- (g) In case financial assistance is received from the organizers or any other agency, an equivalent amount paid by the University will be refunded by the student

6. Applicability and Authority for Modification

The SOP can be modified/amended at any time by the approving authority, i.e. Governing Body of the University.

SOP for Seeking Financial Assistance for Non-Academic Activities

This Standard Operating Procedure (SOP) is issued for providing financial support to the students of The NorthCap University, Gurugram for participating in extra-curricular activities (sports/cultural) within India and abroad. The scheme is effective from the year 2021.

1. Eligibility Criteria for Seeking Financial Assistance

- a) For seeking financial assistance for participation in National/International events, the student should be actively involved in the extracurricular activities organized at NCU and have a minimum CGPA of 6.
- b) Students could apply in any sports, technical and cultural activity/ event/ competition of National/International repute.
- c) For events organized within India, the student must ensure that the hosting Institute should be of National repute, preferably any of the IITs or NITs, Central and State Universities, or any other institution including private institutions preferably with a ranking appearing in the current National Institutional Ranking Framework (NIRF) or the event should preferably be supported by any National/International body or Society.
- d) For participation in International competitions, the host institute should preferably be supported by reputed International societies and/or the hosting Institute should preferably have a place in World University Rankings or Times Higher Education (THE) or QS World University Ranking.

2. Mode and Schedule of Application

Eligible candidates must submit the applications in the prescribed format available on the University Website (www.ncuindia.edu), the format of which is attached as Annexure-I. The application should be directly submitted to the Chairperson, Student Activities and Leadership Sub-Committee (SAL) for consideration and the outcome of the review process shall be communicated to the concerned student within 15 days from the date of submission of the application form.

3. Process of Selection

- (a) After initial scrutiny, the application form received from the student will be placed before a committee constituted as under:
- | | |
|---|------------------|
| 1. Chairperson, Student Activity and Leadership Sub-Committee | Chairperson |
| 2. Head of the concerned Department | Member |
| 3. SAL Faculty (Concerned Department) | Member |
| 4. Concerned Club Head | Member |
| 5. Sports Incharge | Member |
| 6. Secretary SAL | Member Secretary |

- (b) The committee reserves the right to make recommendations for special cases to the competent authority.
- (c) The decision of the committee shall be put up before the VC for further approval.
- (d) Once approved, the decision should be communicated to the CFAO and the concerned student keeping the HOD informed, Vice-chancellor and the Governing Body informed.

4. Quantum of Financial Assistance

- (a) For the year 2021, Hon'ble Governing Body has allocated a fund of Rs...../-. For an equitable and fair balance, the further distribution of the amount among the various Schools/Departments are as under:

S.No.	School	Budget
1	SOET	52% X
2	SOM	33% X
3	SOL	15% X
Total		

However, the amounts shown above are only indicative and shall be finalized as per the nature of requests for Financial Assistance received from different Departments.

Note: The allocation of fund to the three Schools has been approved based on the student strength in the Department.

- (b) The Budget shall be sanctioned by the University in the beginning of every year School/Department wise. SAL shall be responsible for applying for the Budget approval every year.
- (c) The above allocation may be changed by the competent authority depending on the number of applications received in a given semester and the availability of the fund.
- (d) Students participating in events/activities held within India are eligible to avail the registration fee, accommodation and travel expenses limited to a maximum amount of Rs 10,000/- (Rupees Ten thousand only). Subject to the maximum allowable limit of Rs 10,000/- per year, there is no limit on the number of times this facility can be availed by a student.
- (e) Students participating in events/competitions held abroad are eligible to avail support for the registration fee, accommodation and travel expenses limited to a maximum of Rs 30,000/- (Rupees Thirty Thousand only). A student can avail of this facility once in a block of three years.
- (f) During any particular year, a student can avail this facility either for events within India or for an event which involves travelling abroad. Availing it for both during the same year is not allowed.
- (g) In case two or more students qualify to apply for the same event, preference will be given to the student having better CGPA and better proficiency/experience in the field shall be given preference.

(h) For events/competitions where students participate as a team, the team shall be eligible to avail registration fee, accommodation and travel expenses limited to a maximum of Rs 30,000/- (Rupees Thirty Thousand only) for events within India and Rs 60,000/- (Rupees Sixty Thousand only) for events outside India. A team can avail this facility once in two years.

5. Submission of Claim & Reimbursement

In order to ensure early release of reimbursement of the grant, the applicant should submit the following documents within seven days after the event is over:

1. A Statement of account giving full details of expenditure incurred on various items viz., travel, airport tax, registration fee, visa fee and DA.
2. A utilization certificate in the prescribed format from the CFAO (NCU) for the total expenditure incurred on the visit.
3. In case of foreign travel, the conversion rate of the currency (country visited) into Indian currency be stated.
4. Original cash memo/ receipt should be enclosed with the claim. Photocopy of the documents shall not be accepted.
5. The student must submit a written report (including video & photographs) on the event and state how he/she has gained through his participation in the event along with the reimbursement claim.
6. The amount due to the candidate shall be disbursed in one instalment within 15 days of submission of relevant documents duly approved by the concerned authorities.

6. Applicability and Authority for Modification

The SOP can be modified/amended at any time by the approving authority, i.e. Governing Body of the University.

PROPOSAL FOR INTEGRATING COMMUNITY SERVICE IN THE COURSE SCHEMES ACROSS ALL THREE SCHOOLS AT NCU

For inclusion of AC/IT/AR
Review

Introduction: NCU recognizes the need for giving back to the community and encourages and propels students to participate actively in several outreach activities. A number of clubs, societies at NCU undertake several social responsibilities and conduct various donation drives, awareness seminars and street plays, blood donation camps, literacy programmes etc. Legal aid camps/clinics, projects for the upliftment and support of the underprivileged sections of the society and various energy and conservation-based initiatives are also undertaken at regular intervals.

Objective: It is proposed to include Community Service through volunteer hours by all students of The NorthCap University. The proposal aims at integrating Community Service in the Schemes of all Programs of the University so as to encourage and propel students to actively participate in social/community outreach activities. This proposal is also in line with the National Education Policy (NEP) 2020. A total of 140 volunteer hours per student per year have been proposed through participation in various online and offline activities, projects undertaken and internships attended.

The proposal comprises of following strategy directions:

1. The credit scheme for both Odd and Even semester for all schools of NCU
2. Execution procedure for conducting the activities
3. The list of online/offline social and community service activities
4. Activity Tracking Schedule (Hour computation) and Form
5. Community Service Committee-Composition and responsibility

Detailed plan and execution procedure is as follows:

1. Credit Scheme

A one-hour slot shall be made available in the timetable for students to identify the activity, discussion with mentor, plan of action, etc. However, it is not mandatory to utilize this slot for conducting activities. They can utilize their free and convenient time, like, weekends, holidays, vacation slot etc.

SEMESTERWISE BREAKUP OF CREDITS

Year	Programs	Proposed Engagement	Total Hours	Credit
I Year	All Programs (except BBA-LLB)	Community Service - 140 Hours (70 hours throughout the year & 1 week Summer Internship)	140	2

I Year	BBA-LLB	Winter + Summer Mandatory Internship on Community Service 30 days = 140 Hours	140	Part of approved Internship Credit
II Year	All Programs	Total 70 Hours throughout the year	140	1
		7 days of mandatory community service during the regular summer internship period (70 hours)		Part of Summer Internship credit
III Year	All Programs (except three years Program)	Total 70 hours throughout the year	140	1
		7 days of mandatory community service during the regular summer internship period (70 hours)		Part of summer Internship credit
III Year	BBA/BCOM/BA/BSc other three years program	Total 140 hours throughout the year	140	2
IV Year	All Programs (except BBA-LLB/other five years program)	Total 140 hours throughout the year	140	2
IV Year	BBA-LLB/ other five years program	Total 70 hours throughout the year	140	1
		7 days of mandatory community service during the regular summer internship period (70 hours)		Part of Summer Internship credit
V year	BBA-LLB/ other five years program	Total 140 hours throughout the year	140	2

TOTAL ADDITIONAL CREDITS PER PROGRAM

S No	School	Credits
1	Three-year Program	5 Credits
2	Four-year Program	6 Credits
3	Five-year Program (BBA-LLB)	5 Credits

* 70 hours is equivalent to 1 Credit

**The first year BBA.LLB (Hons.) students are required to undertake a social service internship with an NGO. The internship duration is of 1 month approximately. For this internship, they are awarded 3 Credits at the end of first year through a due evaluation process. 140 Hours of SOL first year students shall be counted from this Internship.

*** Students of the existing higher batches shall complete seven days serving the community as a part of their Summer Internship. The 6-8 weeks of Internship period shall include one week of Mandatory Community Service. There shall be no increase in their Credits as a result. The Class Mentors shall share the details of the student engagement during this period with the Central Committee.

****In final year, students have to complete hours throughout the year instead of internship period as in previous semesters.

2. Execution procedure:

For completion of 140 voluntary hours per year, a student shall have to keep in mind the following parameters:

- a. Students have to select a few offline/online activities from the provided list.
- b. Students have to work to complete the committed hours (140 hours) as the program guidelines
- c. Students must attend a Mandatory Summer Internship (7 days) every year contributing towards Community Service hours.
- d. Hours spent while working on Projects of Social Relevance undertaken while pursuing courses like Human Values and Professional Ethics and other such courses across offered the University shall also be considered as volunteer hours. (list of such courses to be added)
- e. Students can work in a team or individually.
- f. Details of activities, team members and mode of conduct are to be informed to their respective mentors during mentor-mentee meetings.
- g. Students are required to fill the tracking form after completion of the activity and have to submit sufficient proofs and certificates to their respective mentor.

h. Students can earn the requisite credit based on the fulfilment of voluntary hours as per the SOP. It is mandatory for all students to complete 140 hours in each year. Evaluation shall be done at the end of the year by an expert committee by the Department which includes respective class mentors and other experienced faculty members.

Note: Considering the present COVID-19 pandemic situation, completion of volunteer hours for community service through online mode has been encouraged.

3. List Of Proposed Activities To Choose From:

All students must necessarily become members of the clubs and Professional Societies of the University that engage in Community Service. The students are also encouraged to participate in the social service activities organised by various NGO's by collaborating with them. They can also get associated with some of the following Government initiatives under community service hours such as:

- I. Swachh Bharat Scheme:
 - a. Adoption of Villages
 - b. Contacting Village Leaders
 - c. Survey of Village Area
 - d. Identification of Problem
 - e. Completion of Projects
 - f. Evaluation of Projects
 - g. Survey of Slums
 - h. Services of Slums
 - i. Coordination with Voluntary Organizations (All of these activities can be quantified in hours)
- II. My Government Site- <https://www.mygov.in/home/101044/do/>
- III. Teach for India- <http://www.teachforchange.in/>
- IV. India Literacy Project- <https://www.ilpnet.org/>
- V. Swachh Bharat UGC Guidelines. There are a variety of activities mentioned here- [https://www.ugc.ac.in/pdfnews/3258851 Swach-Bharat-Swashth-Bharat--guidelines-2014.pdf](https://www.ugc.ac.in/pdfnews/3258851_Swach-Bharat-Swashth-Bharat--guidelines-2014.pdf)
- VI. **Digisevak- <http://digisevak.gov.in/> (Government website with multiple volunteering opportunities)**
- VII. Covid Volunteering Opportunities - <https://www.mygov.in/task/join-war-against-covid-19-register-volunteer/>
- VIII. Pradhan Mantri Surakshit Matritva Abhiyan- <https://pmsma.nhp.gov.in/i-am/volunteer/ready-to-volunteer/>
- IX. Bharat Nirman Volunteers- <https://rural.nic.in/more/initiatives/bharat-nirman-volunteers>
- X. Ministry of Ayush- <https://main.ayush.gov.in/covid-19-ayush-volunteers-0>

(The mentioned list is illustrative and not exhaustive by any means; students are free to explore more volunteering opportunities)

Offline activities:

- a. Abuse Issues: Abuse Shelters
- b. Animal Rights and Environmental Issues: Humane Society, Society for Prevention of Cruelty to Animals (SPCA), Wildlife Rehabilitation Centres
- c. Elderly Citizen Issues: Assisting Living Facilities, Elder Care (Old age home visits)
- d. Health Issues: Blood Donation camps, Health awareness camps, Free Health Clinics, Hospitals, Mental Illness awareness/support, Rehabilitation Centres, Therapeutic Clowning
- e. Legal Issues: Voter registration, Legal Counselling, Prison inmate's welfare
- f. Assisting a lawyer with direct representation for or assisting a lawyer who works for a civic, charitable, governmental, educational, or other public-service organization with limited income.
- g. Assisting a lawyer with direct representation for low-income clients through a legal aid office, clinic, or pro bono program
- h. Assisting a lawyer with direct representation for or assisting a lawyer who works for a group or organization seeking to secure or protect civil rights, civil liberties, or public rights
- i. Assisting a lawyer with direct representation for an indigent client where the lawyer intentionally opts not to charge before providing legal services
- j. Volunteering for law-related work for a federal, state, or local government including government agencies, courts, and judges, but not including law enforcement work (law enforcement work is community service)
- k. Volunteering to participate in the administrative rule making process or to assist with legislative lobbying activities for governmental organizations or organizations seeking to secure or protect civil rights, civil liberties, or public rights
- l. Volunteering for "know your rights" hotlines and volunteering for activities designed to preserve civil and legal rights
- m. Volunteering as a public speaker on legal issues including court tours
- n. Life Issues: Anti-Smoking Campaigns, Illiteracy, Drug Abuse
- o. Sexuality issues, Alcohol Abuse, Teen Suicide, Underage Drinking
- p. Mentally/Physically Challenged Individuals Issues: Best Buddies, Lighthouse for the Blind, helping the specially-abled
- q. Mentoring Students: Peer Connectors, Peer to Peer
- r. Need-Based/Poverty Issues: Clothes to Kids, Homeless Emergency donations, Toys for Tots
- s. Tutoring: Adult literacy, Book donation drives
- t. Tutoring – At Risk of Failing Students: Big Brother/Big Sister, Bridging the Achievement Gap

NOTE: The mentioned list is illustrative and not exhaustive by any means; students are free to explore other volunteering opportunities on their own.

Considering the present COVID-19 pandemic situation, completion of volunteer hours for community service can/should be done preferably through online mode. Following is the list of such online activities one could choose from:

Online activities:

- a. Create the good: Sharing of your own skill and passion with community
- b. Online Fundraising Campaign


- c. Using your skills for helping an organization engaged in social work like graphic design, proofreading, answering queries etc.
- d. Online Outreach & Advocacy
- e. Conducting Donor research activities
- f. Webinars on socially relevant issues
- g. Covid-19 volunteering (online activities)
- h. Mentoring kids online
- i. Knowledge dissemination in association with an NGO
- j. Student can use the following links to explore virtual volunteering opportunities:

1. https://doit.org/opportunities/search?working_from_home&sort=distance&order=asc&page1
2. <https://www.onlinevolunteering.org/en>
3. <https://www.volunteermatch.org/virtual-volunteering>
4. [https://www.pointsoflight.org/getinvolved/?q=&aTR\[0\]=title&aTR\[1\]=description&aTR\[2\]=tags&aTR\[3\]=durations&aTR\[4\]=locs&aTR\[5\]=is_virtual&aTR\[6\]=detailURL&f\[0\]=is_virtual&hPP=2&idx=new_opportunities_production&p=0&nR\[is_virtual\]\[=\]\[0\]=1&virtual=1](https://www.pointsoflight.org/getinvolved/?q=&aTR[0]=title&aTR[1]=description&aTR[2]=tags&aTR[3]=durations&aTR[4]=locs&aTR[5]=is_virtual&aTR[6]=detailURL&f[0]=is_virtual&hPP=2&idx=new_opportunities_production&p=0&nR[is_virtual][=][0]=1&virtual=1)
5. <https://www.careeraddict.com/online-volunteering-opportunities>

NOTE: The mentioned list is illustrative and not exhaustive by any means, students are free to explore more virtual volunteering opportunities on their own.

4. **Special Form- Tracking Procedure:** The mentors can track the same during mentor-mentee meetings using the following **Volunteer Hours Tracking Form:**

NCU-FRM-

 <p>NCU THE NORTH CAROLINA UNIVERSITY OF ASHLEIGH WASHTENAW</p>	<p>COMMUNITY SERVICE-VOLUNTARY HOURS TRACKING FORM</p> <p>(TO BE SUBMITTED BY THE STUDENT TO THE MENTOR)</p>	<p>Review Date:</p>
		<p>Sheet 1 of 1</p>

STUDENT'S PARTICULARS (TO BE FILLED-IN BY THE STUDENT)	
NAME OF THE STUDENT	
PROGRAM	
SEMESTER/ YEAR	
SIGNATURE AND DATE	

S.No.	Recipient(s) of Services	Description of Activity	Date	# of hours	Signature

ACTIVITY IN BRIEF
<p>A small report stating details of the work done per activity</p> <p>Add photos, videos, copies of certificates obtained from NGO's</p>

TO BE FILLED BY MENTOR
<ul style="list-style-type: none"> • DATE OF RECEIPT OF REPORT • LIST OF PROOF(S): • REMARKS • SIGN WITH DATE:

5. Execution- Community Service Committee and its Responsibility

Propose creating a Community Service Committee at NCU

Developing a Community Service Committee/Office will help create a team that would be dedicatedly focussing on creating opportunities within existing societies and clubs and would also oversee streamlining of the process of tracking the contribution of student and faculty volunteers towards the community.

The Community Service Committee shall be responsible for:

- developing committee goals to achieve community service activities/projects

- planning and conducting charitable projects on behalf of NCU
- working with other organisations, volunteers, and committee members to maximise the impact of projects undertaken at NCU
- Keeping records of funding received by the clubs
- Keeping a record of Volunteer Hours (140 per student per year)
- Any other activity related to the well-being of society

Members of the proposed Community Service Committee are coordinators/members of the different social service clubs at NCU involved in serving the community through various ways and means. The proposed committee includes the following members:

Dr Vaishali Sahu - (Civil, SOET) *Member Secretary*
 Dr Shilpa Sindhu - (SOM)
 Ms Pallavi Bajpai - (SOL)
 Mr Himangshu Rathee - (SOL)
 Ms Poonam Choudhary - (CSE, SOET)
 Ms Srishty Sharma - (CSE, SOET)
 Dr Tejpal Singh - (APS, SOET)
 Dr Anshu Malhotra - (APS, SOET)
 Mr Harish Chandana (CSE, SOET)
 Mr Nikhilesh (ECE, SOET)
 Dr Shrutimita Mehta - (CLL, SOET, Deputy Dean – Students' Welfare)

The committee shall be a part of Student Activities and Leadership Sub-Committee (SAL) work under the guidance of Deputy Dean – Students' Welfare. The progress report regarding the functioning of the committee shall be to the Honourable Vice-Chancellor at regular intervals.

Class Mentor shall assess the progress of a student twice a semester through the Service Hours Tracking Form and shall submit a consolidated report to the Community Service Committee at the end of the year. The report shall include a write-up on the service rendered to the society. Students must also submit relevant proofs.

Supplementary Note for the Implementation of the Community Service Proposal based on the suggestions of Hon'ble Vice-Chancellor:

The proposal of Integrating Community Hours shall be applicable to all Programs across the University. All present/existing students shall have to contribute 140 Volunteer Hours per year serving the community. The Proposal shall be implemented fully in the Course Schemes across all Programs from Academic Year 2020-2021. For earlier batches, the increase in Credits (depending on the Program) shall be counted in addition to the existing approved credits for all Course Schemes. Credits shall be added proportionately in the existing Course Schemes for all students admitted on and before the Academic Year 2019.

Every student of the University must become a member of any Club/Professional Society of the University engaged in Community Service. Students should participate in social work-based activities organised by Rotaract NCU, Yukti, NSS NCU, Enactus NCU, Legal Aid Society, IEEE Humanitarian Wing or by other Clubs and Professional Societies of the University. They should, however, collaborate with NGO's and other Organisations outside NCU in association with the University Club of which they are members for their Internships and Projects to increase the visibility of the University.

Office Note

Proposal for Integrating Community Service in the Course Schemes of all three Schools of NCU

A proposal to include Community Service through voluntary hours by all students of The NorthCap University was shared by Dean Academics in the Academic Council meeting held on 16 September 2020, and the members approved the same in principle in the meeting. The proposal aims at integrating Community Service in the Schemes of all Programs of the University in order to encourage and propel students to participate in social/community outreach activities and is also in line with the National Education Policy (NEP) 2020. A total of 140 volunteer hours per student per year have been proposed through participation in various online and offline activities, projects undertaken, and internships attended. Integrating Community Service in the Course Schemes leads to an addition of 2-3 Credits, details of which have been shared in the attached proposal.

A Committee is being constituted to oversee that all students of the University devote 140 hours every year towards social work. The students are free to choose from the options/suggestions shared by the Community Service Committee as regards how to contribute towards the society or are free to join any Club/NGO or other organisations involved in serving the society both from within and outside NCU. The Committee shall also facilitate students in obtaining the one-week summer internship for serving the community by associating them with NGO's/organisations providing such opportunities. The progress of how and where students are engaged in social work will be monitored by the Class Mentors and shared with the central Committee twice a semester. The proposal shall be implemented in all course schemes from the current batch i.e. from the Academic Year 2020 onwards. The detailed proposal is attached herewith for approval.

Dr Shrutimita Mehta

Deputy Dean-Students' Welfare

Dean Academics

1. Proposed to be included in Scheme of all Programs starting July, 2020. Addition of 2-3 credits in the Scheme dependent upon the program, as in Annexure.

Vice-Chancellor

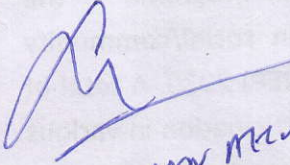
Thank of
integrating
through out available
clubs & put
for better
visibility
Vice-Chancellor

For existing, tiller year
students, no charge in scheme
community service adding one week
internship.
For approval

1. Feedback/Suggestions given by VC Sir have been included/incorporated as given in the Supplementary note given at the end of the Main Proposal.
2. The Proposal, ^{after modifications} has been approved by Hon'ble VC.

HT

Shantimata Mehta.


Shantimata Mehta
14/10/20

HT

Deputy Dean Student Welfare

[Faint, illegible handwritten notes and signatures at the bottom of the page]



NURTURING 'INDEPENDENT' 'INNOVATIVE' & 'INSPIRING' LEADERS

24
Years of *Academic*
Leadership



CAPABILITY DOCUMENT



COMMUNITY SERVICE AT NCU

NCU recognises the need for giving back to the community and encourages and propels students to participate actively in several outreach activities. Volunteering for community service offers students the prospect of becoming active members of their community and has a long-term and encouraging impact on society. Community service enables students to acquire life skills, high self-esteem, knowledge and satisfaction and provides amenities to those who need it most.

Community Service has been incorporated in the curriculum through volunteer hours by all NCU students and is in line with the National Education Policy (NEP) 2020. Several clubs and societies at NCU undertake several social responsibilities and conduct various donation drives, awareness seminars and street plays, blood donation camps, literacy programs, legal aid camps, energy and conservation-based projects etc. throughout the year.

OBJECTIVES OF VOLUNTEERING

- To bring the students and the society together to make life better for the neglected, the adversely affected and the underprivileged regardless of caste, colour, religion or status.
- To enable students to acquire life skills and provide service to those in need.
- To develop awareness and understand the requirements of the communities we live in.
- To develop a community of empathetic, committed and caring individuals at NCU.

BENEFITS FOR STUDENTS

- Value in the act- The act itself brings about a feeling of giving back to the society one belongs to.
- Personal and social development- Volunteering enables students to develop holistically and builds strong bonds between caregivers and care receivers.
- Transferable skills- Volunteering helps students to grow from new experiences, develop better interpersonal skills and augment their knowledge.
- Building your profile- Volunteering helps students feature this experience in their resume and boosts their chances of finding a job, higher studies, etc.

List of Clubs and Societies at NCU engaging students in community service-related activities is as follows:

- Yukti
- NSS NCU (Govt. of India Scheme)
- Rotaract Club of NCU (NCU Wing of Rotaract International)
- Legal Aid Society
- IEEE Humanitarian Wing (NCU Chapter)
- Enactus NCU (NCU chapter of Enactus International)
- Manovriti Club
- The Awakening Club
- Sehyog Club
- NEEV (Student chapter)
- Udaan
- Chetna
- Engineering without Borders
- Prayaas

YUKTI

Yukti, a social service cell at The NorthCap University, Gurugram helps the society meet the diverse needs of people who belong to the different sections of the society. Some of the events organised by Yukti on a regular basis are donation drives for the underprivileged, visits to orphanages and old age homes, awareness campaigns, teaching drives, partnering with other NGO's for spreading happiness among the deprived, participation in Swachhata Abhiyan, conducting webinars etc.

Club Yukti has the following Functional Cells:

- Jagriti Cell: Aims at spreading awareness on all sensitive issues related to society.
- Prerna Cell: Follows the motto 'Each one teach one.' It aims to provide education to all.
- Suvidha Cell: Takes care of healthcare-related segment that spreads the message of living a healthy life.
- Khushi Cell: Has the goal of spreading happiness and bringing a smile on everyone's face



NATIONAL SERVICE SCHEME (NSS)

The National Service Scheme (NSS) NCU Chapter is a platform that facilitates opportunities to students to contribute to the community and thereby learn to empathise with the underprivileged and the less fortunate. The NSS NCU Chapter has been involved in conducting Blood Donation Camps in collaboration with Rotary Club, Village Adoption Projects, focusing on education of children and conducting awareness sessions regarding overall development among poor sections of villages. NSS-NCU has adopted two villages and four Government Schools. The Society recently organised a Residential Camp, an annual three days event in the adopted village Abheypur, Sohna, Gurugram. The members of the Society also work on Skilled Literacy Program (Start-Up India Campaign), Swachh Bharat Abhiyan, Social Rehabilitation of Inmates in Jail (Bhondsi Jail Project) and many other government initiatives..



ROTARACT CLUB

Rotaract, the youth wing of Rotary International, is a service club for young men and women aged 18 and 30, dedicated to Community and International service. Presently, Rotaract NCU Club boasts of over 100 Rotaractors from all three schools of the University. Besides emphasising respect for others' rights, it helps students enhance their knowledge and skills, which would help them in their personal development. It addresses the communities' physical and social needs and promotes better relations between all people worldwide through a framework of friendship and service. Rotary Club, Gurugram sponsors and offers all possible support to the Club as a partner in service. The Society annually plans 12 events serving its motto.



LEGAL AID SOCIETY THROUGH CLINICAL LEGAL EDUCATION:

The LEGAL AID SOCIETY, through Clinical Legal Education, provides an effective and sustainable solution to the two-fold problem that impedes and hinders access to justice in Gurugram and nearby local areas. The Society annually organises 12-14 events.

It aims to achieve the following objectives:

1. Marginalised and disadvantaged groups often lack the legal knowledge, understanding, or financial means to access basic law. They are also unaware of their own rights. The result is a sense of existing injustice within societies in which a growing rift divides those with financial and legal means from those without these means. Student members of the Legal Aid Society actively organise 'Sabhas' and 'Visits' in local communities and villages and arrange interactive sessions to discuss the legal issues and entitlement rights to help them exercise their rights.
2. Students are trained on two aspects- that of disseminating social justice and reaching for access to justice. This imbues in them the legal skills, knowledge, and hands-on practical training to prepare them for the legal sector's diverse opportunities.
3. Organising seminars and workshops to spread awareness on various social issues.
4. Foster broader and deeper connections and bridging between the global universe of legal practitioners and the academy.

IEEE- HUMANITARIAN ACTIVITIES AND SOCIAL SERVICE

IEEE- Humanitarian Activities and Social Service Wing has taken several initiatives for the welfare of the society. Be it involvement in PES Zero Hunger Day, or conducting webinars on special causes during the Lockdown period, IEEE NCU SB has been at the forefront of spreading awareness about important issues and extending its contribution to the society. The Humanitarian wing has been involved in conducting a number of events like IEEE Power & Energy Society Zero Hunger Day 2019, Slogan Writing, Poster Making and Speech Recitation Competition on Swachhta, Water and Forest Conservation drives etc. Synergy, Webinar on COVID-19, Expressions 2020, Webinar on Breast Cancer Awareness were also conducted in the recent past.



ENACTUS NATIONAL

Since its inception, Enactus NCU has thrived to become the pioneer of global progress by bringing together determined individuals, organisations, and businesses to better society via entrepreneurial actions. The heart of its vision lies in producing sustainable growth in not-so-pronounced sectors of society and making humble efforts to make their lives easier. It evokes creativity, earnest attitude, innovation and out of the box ideas. It is a platform for various social-oriented projects that helps diverse communities socially, economically and psychologically. Team Enactus NCU aims to create a better and more sustainable world. Events organised by the Society in the recent past are KMPG Grant Project, Workshop by chief Innovation officer of Enactus World, World Water Race, Workshop on Organic Farming, Project Sahayta etc.



MANOVRITI-THE MENTAL HEALTH AND COMMUNITY SERVICES CLUB

Club Manovriti reaches out to underprivileged communities to support their mental wellbeing. The Club aims to spread the knowledge of mental illness(s) among the various underprivileged communities and connect them with various NGOs providing counselling services to them. The Club has organised events like a webinar on 'Suicide Prevention in the Age of Corona' in collaboration with Rotaract Club and celebrated the Mental Health Week by organising the event- 'Living in the Pandemic'.

THE AWAKENING CLUB

The Club aims to sensitise the underprivileged children regarding social issues prevalent in society and spread awareness regarding the importance of education, healthcare facilities, and other major problems that plague the society. The Club plans visits to slum areas and disseminates information by conducting interactive activities. Webinars and awareness sessions through which the social workers active in slum areas would share their experiences about their initiatives are planned.

SEHYOG

The Club plans to undertake several social responsibilities and conduct various donation drives, awareness seminars, street plays, blood donation camps, literacy programs etc. for the betterment of our society. Projects for the upliftment and support of the underprivileged sections of the community and various energy and conservation-based initiatives are also planned. Keeping in mind the pandemic's challenges some activities and projects planned for the upcoming year are writing letters against isolation-an activity planned to support the senior citizens living in elder care homes, donation drives etc. The Club also plans to conduct awareness drives on measures against the pandemic, self-Defence classes, webinar in support of the LGBT community etc.

NATIONAL EDUCATION ENRICHMENT IN VILLAGES (NEEV) CHAPTER

The Club aims to empower Indians by enriching them with quality education in villages, slums and tribal areas. It has the vision of making every Indian educated, aware of duties and rights, make India and its people self-reliant. The primary mission of the Club is to spread education and work on the principle that if the poor cannot come to Education, Education must to them. The Motto of the Club is- Educated India and the Club shall organise several educational drives to achieve its objective.



UDAAN

The Club aims to serve as a medium whereby the students and faculty of NCU can extend a helping hand towards the necessitous. As the name suggests, Club Udaan seeks to provide resources and services to aid those in need, thereby helping them look past the division in society and realise their true potential. Udaan plans to undertake activities like Education Drives/Camps, Donation Drives, Promotion of Local Artisans, etc. Education Drives will be focused on imparting knowledge to young children and encouraging teenagers and their families to continue learning and not drop out. Donation Drives will run in conjunction with the Education Drives for the donation of books and stationery items. Visits to orphanages, old age homes etc. Udaan also aims to promote and empower local artisans like potters etc.

CHETNA

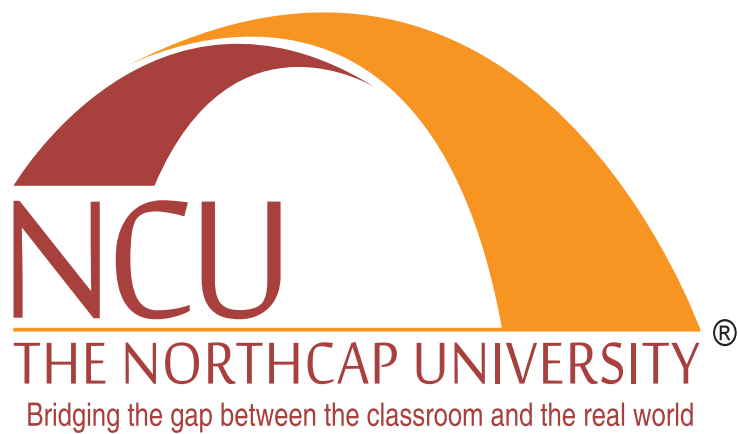
The Club proposes contributing towards the welfare of the community by working in the following domains: Self-Refinement, Self-Reliance, Holistic Health Management, De-addiction and Protection of Environment. It plans to conduct workshops in schools, colleges and corporate houses for promoting value-based education. Camps for teaching basic self-employment skills by promoting cottage industries are also planned. The Club shall also conduct camps on prajna yoga, meditation, stress management, pranayama, life management. Creating awareness about evils of alcohol and tobacco addiction etc. through rallies, workshops, poster campaigns, and counselling in rural and urban areas shall also be considered. Environmental protection by Tree Plantation (Vriksha Ganga campaign) and cleaning drives are also planned.

ENGINEERS WITHOUT BORDERS

Engineers Without Borders (EWB) NCU Chapter strives to partner with disadvantaged communities to improve their quality of life through education. It works on implementing sustainable engineering projects while promoting global dimensions of experience for engineers, engineering students, and similarly motivated non-engineers. The mission of EWB is to partner with Corporate Houses & social organisations, involve students and professionals and offer sustainable solutions in the areas of Water, Sanitation, Energy, and Health & Education to improve the quality of life for common people. The vision of EWB is to nurture and motivate students and professionals to undertake real-life sustainable social projects and create Global Leaders. All projects of EWB reflect the need and principle of protection of the planet's ecosystems both locally and globally. Few events conducted by the Society in the recent past are Mask donation drive, Old Age home visit- donation drive, Blind school visit- donation drive, Dreamgirl Foundation visit-donation drive, save the child campaign etc.

PRAYAAS

Prayaas NCU is the Community Service Club that aims at developing the students of the University holistically by engaging them in community service. Participation in socially relevant activities will keep the students socially active and sound, as it allows one's mind to engage in a situation that requires a great deal of thought and concentration. The Club shall provide opportunities for students to learn teamwork and bring about a constructive change in society. It plans to conduct events explaining science and technology applications in life and making the life of the underprivileged easy through simple solutions. The Club also proposes to provide free education in slum areas, making people aware of environmental changes, work on science projects that would be beneficial for the deprived, rendering services in health and sanitation etc.



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SOP for Financial Assistance to Students
The NorthCap University

Year 2021

ANNEXURE – I

**APPLICATION FORM FOR FINANCIAL ASSISTANCE TO ATTEND
CONFERENCE/SEMINAR/SYMPOSIA/EVENTS (CULTURAL /SPORTS) ETC.**

A. Details about the applicant

1	Name of the applicant	
2	Roll No	
3	Department/School	
4	Email Id	
5	Mobile Number	
6	In case of conference indicate the field of paper (to be presented) & its title, including authors	
7	Whether a member of national/international professional body supporting the conference/ events /program /seminar/ symposia [Attach the membership certificate, if member]	

B. EVENT DETAILS

1	Type of event (Conference/ Seminar/ Symposia/ Workshop/ Short Term Training Program/ Cultural or Sports Events)	
2	Within India or abroad	
3	Name/ Title of the event (attach the copy of Brochure)	
4	Name of the organizers with complete address	



SOP for Financial Assistance to Students
The NorthCap University

Year 2021

5	Name of the country/city/town where the event was/will be held	
6	Whether the event is supported by anybody/any organization. If so, specify and provide details of the event.	
7	Duration of the event [date/ month/ year (from – to)]	
8	Role of the applicant in the event <ul style="list-style-type: none"> ➤ Presenting a paper ➤ Participating in the event as ➤ Any other <i>(attach acceptance letter)</i>	
9	Indicate the amount of expenditure expected in attending the event. Give brief break up.	
10	When was the last financial assistance received by the applicant for attending the event etc. under this policy?	

Declaration from applicant

I,, roll no.....student ofschool in the Department of certify that the details given above are correct and true to my knowledge. If the information supplied is found to be incorrect at a later date, I shall reimburse the entire amount to NCU. The amount received will be used for the purpose for which it is requested. In case financial assistance is received from the organizers/ other agency later, I shall pay back an equivalent amount taken from NCU. I shall abide by the decision of the Committee of NCU.

Place:

Date:

Signature of the applicant



SOP for Financial Assistance to Students
The NorthCap University

Year 2021

ANNEXURE – II

Proforma for claiming re-imburement of the expenditure incurred to attend Conference/Seminar/Symposia/Workshop/Short term training program/Cultural or Sports Events

1. **Name of the applicant:**
2. **Name & place of the event:**
3. **Duration of the event:**
4. **Details of actual expenditure incurred on travel (attach Bill):**

Travel -
5. **Registration fee paid (Yes/ No) [receipt enclosed]**
6. **Brief report of participation (enclosed Yes / No):**
7. **Certificate of attendance (Yes/ No) (enclosed):**
8. **Enclose copy of approval letter:**

Certified that


1. The details given above are correct and if the information is found to be incorrect on a later date, entire amount paid by the university will be refunded.
2. The expenditure has been utilized for the purposes for which it has been approved in accordance with the terms and conditions laid down.
3. In case financial assistance is received from the organizers or any other agency, an equivalent amount paid by the university will be refunded.

Signature of applicant
Name:

Certificate from Chairperson, SAL/Professional societies.

1. Certified that details given above have been verified and are correct.
2. The applicant qualified for receiving financial assistance from the university as per the laid rules and guidelines.

Signature: _____

	<p>SOP for Financial Assistance to Students The NorthCap University</p> <p>Year 2021</p>
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ANNEXURE – III

UTILIZATION CERTIFICATE

Certified that the expenditure of ₹

for.....

..... from

..... to has

been incurred in accordance with term and conditions laid down by the University in its letter/email dated..... and all conditions of the grant have been fulfilled.

Hence, the above amount of ₹.....may be released.

**CFAO, NCU
(Name & Seal)**

Chairperson-SAL/Professional Societies

VC:

GB:

POLICY OF
STUDENTS ACTIVITIES AND LEADERSHIP SUB-
COMMITTEE (SAL)
ON
STUDENTS PARTICIPATION IN INTER-UNIVERSITY
EVENTS

CONTENTS

- A. VISION & AIM
- B. OBJECTIVES
- C. CONSTITUTION OF STUDENT ACTIVITIES AND LEADERSHIP SUB-COMMITTEE
- D. CONSIDERATIONS FOR PARTICIPATION IN INTER-UNIVERSITY EVENTS
- E. TEAM/ INDIVIDUAL SELECTION PROCESS OF THE UNIVERSITY
- F. GUIDELINES FOR INTER-UNIVERSITY PARTICIPATION
- G. PARTICIPATION IN INTER-UNIVERSITY TOURNAMENT CONDUCTED BY AIU (Sports only)
- H. CODE OF CONDUCT
- I. UNIVERSITY DRESS CODE
- J. RESPONSIBILITY FOR PERSONAL SAFETY AND SECURITY
- K. INTER-UNIVERSITY EVENTS AT THE UNIVERSITY
- L. AWARDS AND RECOGNITION TO THE ACHIEVERS
- M. CONTACT DETAILS

A. VISION & AIM

VISION & AIM

To promote involvement of students in sports and other extra-curricular activities and instill leadership skills enhancing the quality of their lives as responsible members of the society.

B. OBJECTIVES

1. To provide a platform to the students beyond academics to showcase their skills and talent in various events involving sports and other extra-curricular activities.
2. To facilitate organization of intra and inter-university events for the student community and contribute meaningfully to be recognized as a strong stakeholder in student activities.
3. To formulate selection criteria for participation of students in various events representing the NorthCap University (hereinafter 'the University').
4. To organize training/ workshop/ coaching from time to time to provide the students an opportunity to learn and excel in their respective fields of expertise.
5. To develop adequate infrastructure facilities to create an environment for better learning and exposure.
6. To document the student achievements on a regular basis and record the same for circulation and due acknowledgement.

C. CONSTITUTION OF STUDENT ACTIVITIES AND LEADERSHIP SUB-COMMITTEE

1. Dr. Jyotsna Singh (Chairperson)
2. Mr. Jagparvesh Dahiya (Vice-Chairman)
3. Dr. Shrutimita Mehta- Member
4. Ms Archana Sarma- Member
5. Ms Amanpreet Kaur- Member
6. Dr. Saumya Dixit- Member
7. Dr. Mona Aggarwal- Member

8. Dr. Mansi Khurana- Member
9. Mr. Sudesh Kumar (Sports Officer)- Member
10. Ms. Sunil Malik (Sports Assistant)- Member
11. Mr. Diptendu Roy (Member Secretary)
12. Ms Jyotika Pruthi (Member Secretary)
13. Mayank Raheja, 14CSU115
14. Kajal Singh, 14LLB038
15. Rahul Gupta 15BCOM34
16. Rohin Singh, 16CSU302
17. Hiten Yadav, 17CSU082
18. Yashika Chauhan, 15ECU062
19. Akanksha Paul Chowdhury, 15ECU001
20. Ankit Budakoti (15ECU006)
21. Rohit Shankar (15MEU069)
22. Dheeraj Sharma (16LLB018)

D. CONSIDERATIONS FOR PARTICIPATION IN INTER-UNIVERSITY EVENTS

- (i). The quality /reputation/ importance of the event shall be a determining factor for granting permission for participation in any inter-university event.
- (ii). The interested student/ faculty coordinator concerned shall intimate the Sub-Committee about any upcoming event and willingness to participate well in advance (through an e-mail to excom@ncuindia.edu).
- (iii). In case of a need for conducting the selection process for participation in any event, the same shall be conducted at the earliest by the concerned coordinator/s after proper dissemination of information and the Sub-Committee shall be intimated about the same. The selection process of the University (refer to Para 5 of this policy) must be adhered to for selection of the most competent individual/ team to represent the university in the most able manner. The sub-committee shall ensure a fair selection process to be facilitated by the concerned faculty coordinator/s.

E. TEAM/ INDIVIDUAL SELECTION PROCESS OF THE UNIVERSITY

- (i) A selection committee shall be constituted under the supervision of SAL Sub-Committee, which shall finally decide the individual/ team for participation in events/ competitions at the inter-University level.
- (ii) Primary Selection Criteria: Performance of the student in the previous intra-university events held at the University.
- (iii) Further Selection Criteria: When the primary selection criteria do not provide sufficient grounds to take a conclusive decision on the selection of the individual/ team from a group interested participants, the committee may consider one or more of the following further selection criteria in making the final selection:
 - a. The student's present level of efficiency to be judged from selection trials.
 - b. In case of any discrepancy, the best interest of the University shall prevail over anything else.
- (iv) The concerned faculty coordinator shall facilitate a fair process and the decision of the selection committee shall be final.

F. GUIDELINES FOR INTER-UNIVERSITY PARTICIPATION

- (i). The individual/ team members participating in any inter-university/ inter-college event, shall duly fill up the Form for Inter-College Participation (refer to Annexure I) and complete the formalities.
- (ii). The duly filled up Form referred to in Annexure I shall be signed by the respective HOD, Chairperson, SAL and the Vice Chancellor for approval.
- (iii). The participants must provide the hard copies of the documents mentioned in the Form (annexure I) to the concerned members of SAL Sub-Committee within fifteen days of the completion of the event to the concerned faculty members mentioned in the Form for consideration of attendance through ERP system.

- (iv). In case of seeking financial support from the University, the same shall be subject to approval of the Governing Body.
- (v). The University may provide the following as a part of financial support:
- NCU would provide registration fee when the same is specified in the event instructions by the conducting university
 - NCU Student Team is entitled for following funds for pocket expenses.

Location of Event	Team < 8 members	Team > 8 Members	Travelling
Within NCR	Rs. 500/day	Rs. 1000/day	Transports facility will be provided*
Outside NCR	Rs. 1000/day	Rs. 2000/day	50% Travelling Allowance will be provided

*subjected to availability

- (vi). The faculty if available and when not essentially committed at the University, may accompany the team.

G. PARTICIPATION IN INTER-UNIVERSITY TOURNAMENT CONDUCTED BY AIU (Sports Only)

- (i) The University shall participate in a maximum of two National Level Inter-University sports tournament for Men & one tournament for Women in an Academic Year.
- (ii) Bonafide full-time and duly enrolled students of all the constituent schools of The NorthCap University who are pursuing a full-time course of study are eligible to participate in the national level Inter-University Competitions/Tournaments.
- (iii) Only students who are less than 25 years of age as on 1st July of the academic year in which tournament is held, can participate.
- (iv) The teams participating in events organized by AIU, 50% of transport fare for travel by Railway Sleeper Class/Bus, shall be borne by the University subject to prior submission of the proposal at least 7 days in advance.

(v) University shall organize Conditioning Camp for 2 weeks during Non-Teaching Hours for the teams participating in National Level Inter-University sports tournament conducted by Association of Indian Universities, wherever the committee deems it necessary.

(vi) Sports Committee will take the final decision on sending a team for AIU national events.

H. CODE OF CONDUCT

i) Any individual participant or member of a team representing the University is found to show any conduct of misbehavior and use any unfair means during the event, the participant shall be immediately debarred from further participation in the event. The SAL Sub-Committee Committee shall initiate strict disciplinary action against the defaulters.

I. UNIVERSITY DRESS CODE

i) The participants representing the university for various sports and other extra-curricular events must adhere to the dress code provided to them. The concerned faculty/ staff shall ensure that the same is complied with.

J. RESPONSIBILITY FOR PERSONAL SAFETY AND SECURITY

The participants shall be responsible for their own personal safety, security and injury during the travel, stay and event. NCU and / or its any staff and office bearer shall not be held responsible for any mishaps whatsoever, and liability/consequences arising out of it. An indemnity bond will be signed by the participants before NOC is issued.

K. INTER-UNIVERSITY EVENTS AT THE UNIVERSITY

Apart from the annual fests/ events incorporated in the 'Activity Calendar', any other inter-university event may be organized by the University from time to time subject to prior approval by the SAL Sub-Committee. These should be largely sponsored events and conducted meticulously.

L. AWARDS AND RECOGNITION TO THE ACHIEVERS

The University shall continue to honor its achievers of various events. Their achievements shall find a special place in all our news and publications. The trophies/ awards won by them would be appropriately displayed.

12. Alumni Connect

I. Sub Committee Members

1. Ms. Purnima Bajpai (Chairman)
2. Ms. Deepika Deswal (Member Secretary)
3. 15CSU245 Tanya Joon
4. 14ECUO40 Lakshita Matai
5. 15MEUO55 Neelshankar Dixit
6. 15CVUO16 Prajesh Sharma
7. 16MBAO27 Preeti Sharma

More faculty & Alumni & students from all dept to be added in the list

II. Objectives

A. (a) To set up an organization for active association of alumni with the University/dept and students

(b) Involve alumni in career guidance/ project work/ industry exposure of our students through internships/ high value placements etc. to enhance the employability of our students

(c) Arrange frequent interactions with alumni through visits / Skype/ meets to take benefit of their association

B. Take note of the student comments in survey as follows, where alumni can help

1. More People from the corporate world should be invited to have interactions with the Students
2. Seminars should be conducted so that students can get proper guidance about how to start preparing for placements
3. Placement is not as good as expected. Although students get placements but not at a good package
4. More companies should come for placements which affects the level of college
5. Alumni disconnect. Alumni fees what is done?
6. Guidance on options after graduation.
7. Faculty as well as the University should focus on career counseling.
8. Must guide the students who are interested to pursue M.S from abroad

III. Expected Outcomes

More active interaction of Alumni at University as well as Dept level leading to better exposure of students to outside world , helping in good placements.

IV. Date of Delivery

Steps to be initiated immediately as well as have a long term plan.

	<p>SOP- Alumni Connect</p>	<p>Review Date</p>
		<p>Sheet 1 of 1</p>

From: Chairperson- Alumni Connect Admin

To: Faculty Member,

Date: 2nd June 2021
VC & Registrar

CC: Hon’ble GB, PC,

1. Introduction

Alumni connect is an integral process and aims for having alumni as brand ambassadors for the perpetual years to come. Every year university plans and conduct various events and interaction avenues, both at university level as well as at the departmental level for engagement of alumni with their Alma matter. The committee interacts on regular basis for devising new ways, conduct of events and action planning to make connect with alumni and further to engage with them.

2. Objectives

- (a) To set up an organization for active association of alumni with the University/dept and students
- (b) Involve alumni in career guidance/ project work/ industry exposure of our students through internships/ high value placements etc. to enhance the employability of our students
- (c) Arrange frequent interactions with alumni through visits / Virtual meets/ to take benefit of their association
- (d) Act as a catalyst in alumni growth and progress

3. Committee

1. Prof. Nimit Gupta – Chairperson	2. Dr. Mehak Khurana – Member Secretary
3. Dr. Yogita Gigras – Member	4. Ms. Garima Sharma – Member
5. Ms. Amanpreet Kaur – Member	6. Mr. Lokesh Choudhary – Member
7. Mr. Anmol Bhatia – Member	8. Ms. Neha Gupta – Member

9. Ms. Shiksha Dahiya (SOL) – Member	10. Himangshu Rathee– Member
11. Dr. Shilpa Sindhu – Member	12. Mr. Anirudh Kaushik (SPA) – Member
13. Ms. Deepika Deswal – Member	14. Md. Shakeel Hasan – Member
15. Dr. Anshu Malhotra (APS) – Member	16. Mr. Vijay Budhakoti - Member
17. 18ECU032 Aviral Verma – Student Member	18. 18MEU012 Praful Thakur – Student Member
19. 19BSM018 Sanjana Nasa – Student Member	20. 19BMS012 Lehar Sharma – Student Member
21. 19CVU001-Abhinav Chutani – Student Member	22. 19ECU028-Anirudh Singh – Student Member
23. 20MBAAB01 Princy Aggarwal – Student Member	24. 18LLB038 Priyanshi Sarda – Student Member

4. Procedure

Following procedures to be followed by all Departments Heads- Alumni Connect for the yearly plan

- a. Departments Heads- Alumni Connect shall prepare their Annual Calendar and share in the meeting with detailed justification and plan of conduct, manage and post event management
- b. Chairperson- Alumni connect shall consolidate the yearly plan of all Departments and in discussion with Member secretary finalize the calendar.
- c. University level events will also be proposed by Member secretary in the meeting and with due approval it will be finalized.
- d. A final yearly calendar having university level and department level events will be shared for approval by the authority
- e. Robust and time bound cross checking and documentation is undertaken every month to review the progress and further action plan.
- f. The committee intend to meet atleast once in semester and/or as required.

5. Process

The committee follows the following process while doing any activity, event, meet with the alumni. The components are - Connect, Engage and Impact. The entire documentation will be undertaken with this principle

