



**MINUTES OF THE XXXVI MEETING OF BOARD
OF MANAGEMENT HELD ON 25 APRIL 2023
(TUESDAY) AT 11:30 A.M.**

**THE NORTHCAP UNIVERSITY
SECTOR - 23A
GURUGRAM – 122 017**

**MINUTES OF XXXVII BOARD OF MANAGEMENT MEETING
OF THE NORTHCAP UNIVERSITY
HELD ON 25TH APRIL 2023 (TUESDAY) AT 11:30 A.M**

The following members attended the XXXVII Meeting of the Board of Management on Tuesday, 25th April 2023 at 11:30 AM at The NorthCap University, Gurugram.

S. No	Name	Representing	Designation
1	Prof. (Dr.) Nupur Prakash	Vice-Chancellor	Chairperson
2	Dr. Ramesh Kumar, Principal Govt. College of Girls, Sec 14, Gurugram	Official Representative, Higher Education Dept., Govt. of Haryana	Member
3	Mr. Avdhesh Mishra	Governing Body Member (Nominee of Sponsoring Body)	Member
4	Mr. Shiv Saran Mehra (Leave of Absence)	Governing Body Member (Nominee of Sponsoring Body)	Member
5	Dr. Z. Daulet Singh	Non-Governing Body Member (Nominee of Sponsoring Body)	Member
6	Mr. Akshay Makhija (Leave of Absence)	Non-Governing Body Member (Nominee of Sponsoring Body)	Member
7	Mr. N. K. Dewan (Leave of Absence)	Non-Governing Body Member (Nominee of Sponsoring Body)	Member
8	Prof. Manoj Kumar Gopaliya	Teacher of the University (Nominee of Sponsoring Body)	Member
9	Dr. Archana Sarma	Teacher of the University (Nominee of Sponsoring Body)	Member
10	Dr. Rita Chhikara	Teacher of the University (Nominee of Sponsoring Body)	Member
11	Dr. Rekha Vig	Teacher of the University (Nominee of VC)	Member
12	Dr. Nimit Gupta	Teacher of the University (Nominee of VC)	Member
13	Commodore Diwakar Tomar (Retd.)	Registrar	Member - Secretary

MINUTES OF THE MEETING

WELCOME ADDRESS

The Chairperson welcomed all the members to the meeting. She brought out that with the cascading effect of Covid-19 behind us, the session for all batches from Academic Year 2023-24 are expected to start simultaneously, and run on time. She also brought out that it is aimed to complete all admissions in time and commence classes by 31 July 2023. She thanked the members of the Board of Management for their continued support, and requested the Member Secretary to proceed with the agenda of the day.

Member Secretary presented the agenda items.

ITEM No. 1: CONFIRMATION OF THE MINUTES OF THE XXXVI MEETING OF BOARD OF MANAGEMENT held on 10 January 2023, circulated by email on 8 February 2023, enclosed as **Annexure 1**, including confirmation and progress on matters arising thereof.

(Member Secretary)

Action taken points of the previous meeting held on 10 January 2023 are summarized as under:

Agenda	Points in brief	Action Taken
Item No. 2	Approval of New Master's program from Academic Year 2023-24	<ul style="list-style-type: none"> Letter for approval of MCA, MA(English) and MA(Psychology) sent to DHE / UNP on 22 December 2022 On 17 March 2023, DHE intimated that approval requests for new courses now have to be uploaded in the specified format on the ERP portal of DHE set up for this purpose, by 31 March 2023. Uploading of the new proposals completed on 31 March 2023. Besides the above 3 PG courses, 5 additional UG courses have also been proposed. Details presented as Agenda Item No. 6.
Item No. 3	Update on placements	<ul style="list-style-type: none"> Out of the target of 250 companies to visit the campus, 156 companies visited the university till April 2023. 66% students eligible for placement are already placed till date. 24 more companies are expected to visit. Low figures are due to ongoing market turbulence and layoffs. Alumni activity (Sports meet) held on 15th April 2023. Feedbacks from organizations are being regularly shared with HODs, and training sessions are being conducted jointly by CPAA and concerned departments.
Item No. 4	Change in mode of conduct of Annual Convocation Ceremony	<ul style="list-style-type: none"> New SOP for conduct of the Convocation Ceremony in the Auditorium, across two sessions, viz morning and afternoon session, has been prepared and approved in the 36th Governing Body meeting held on 22 February 2023, with minor changes.

ITEM No. 2: ADMISSION INTAKE & FEE STRUCTURE FOR ACADEMIC YEAR 2023-24.

(Member Secretary)

The member secretary briefed the members regarding admission intake & fee structure for the Academic Year 2023 – 24. Details are as under:

INTAKE:

SCHOOL OF ENGINEERING TECHNOLOGY				
UNDERGRADUATE AND POST GRADUATE PROGRAMMES				
S. No.	Branch	Intake 21-22	Intake 22-23	Intake 23-24
1	B Tech Computer Science Engineering Specialization options	450	540	500

	1) Full Stack Development 2) Cyber Security & Forensics 3) Cloud Computing 4) Data Science 5) Gaming, Augmented Reality (AR) and Virtual Reality (VR) 6) Artificial Intelligence & Machine Learning 7) Blockchain 8) IOT & 5G			
2	B Tech Electronics & Communication Engineering Specialization options 1) Internet of Things (IoT) 2) Embedded systems and VLSI design	20	30	NA
3	B Tech Mechanical Engineering Specialization options 1) Robotics & Automation	10	20	NA
4	Bachelor of Computer Applications (BCA) Specialization options 1) Animation & Gaming 2) Web Application Development 3) Mobile Application (N.A. 2021-22)	60	100	150
5	Master of Computer Applications (MCA) (New Course launched in 2023)	NA	NA	30
6	M Tech Computer Science Engineering Specialization options 1) Cyber Security & Forensics 2) Data Science			
7	M Tech Civil Engineering Specialization options 1) Structural Engineering 2) Construction Engineering & Management 3) Environmental Engineering			
8	M Tech Mechanical Engineering Specialization options 1) Mechanical Engineering 2) Thermal Engineering 3) Industrial & Production Engineering	20	20	30
9	M Tech Electronics & Communication Engineering Specialization options 1) Communication Engineering 2) VLSI Design (N.A. 2021-22)			
	Total	560	710	710

DEPARTMENT OF APPLIED SCIENCES				
S. No.	Branch	Intake 21-22	Intake 22-23	Intake 23-24
1	B.Sc Chemistry (Hons)	20	30	NA
2	B.Sc Mathematics (Hons)	20	30	NA
3	B.Sc Data Science	20	30	NA
	Total	60	90	NA

SCHOOL OF MANAGEMENT AND LIBERAL STUDIES				
UNDERGRADUATE AND POST GRADUATE PROGRAMMES				
S. No.	Branch	Intake 21-22	Intake 22-23	Intake 23-24
1	B.Com (H)	70	90	50
2	B.Com (H) Financial Markets	NA	30	50
3	B.A. (H) English	20	30	50
4	M.A. English (New Course launched in 2023)	NA	NA	30
5	BA (H) Economics	20	30	30
6	BA (H) Psychology	30	50	100
7	M.A. Psychology (New Course launched in 2023)	NA	NA	30
8	BBA	100	120	100
9	BBA (Business Analytics)	20	30	50
10	BBA (Digital Marketing)	30	30	50
11	BBA (Entrepreneurship & Family Business)	NA	30	50
12	MBA Specializations in HR / Finance / Marketing / Business Analytics	40	50	50
	Total	330	490	640

SCHOOL OF LAW				
UNDERGRADUATE AND POST GRADUATE PROGRAMMES				
S. No.	Branch	Intake 21-22	Intake 22-23	Intake 23-24
1	BBA – LLB (Hons)	70	120	120
2	LLB (New Course launched in 2023)	NA	NA	60
3	LLM Specialization options 1) Corporate Law 2) Human Rights 3) Intellectual Property Rights (IPR)	20	20	20
	Total	90	140	200

UG DEGREE PROGRAMMES (PROPOSED)				
1	B.Sc Sound Engineering	NA	NA	40
2	B.Sc Visual Communication	NA	NA	40
3	B.Sc Visual Effects and Animation	NA	NA	40
4	BCA Game Development	NA	NA	40
5	BCA Media and Information Technology	NA	NA	40
	Total			200
Final Total		1040	1430	1750

UG DEGREE PROGRAMMES IN OPEN AND DISTANCE LEARNING AND ONLINE LEARNING MODES (PROPOSED)				
1	BBA	NA	NA	Upto 100
2	B. Com	NA	NA	Upto 100
	Total			200

The Member Secretary brought out that B.Sc (Chemistry), B.Sc (Mathematics) and B.Sc (Data Science) courses are not being offered in the Academic Year 2023-24 in view of very low demand presently. In case the demand increases at a later point of time, the courses will be recommenced.

FEE STRUCTURE:

The Member Secretary then informed the members regarding the Fee structure for the ensuing Academic session. He brought out that the fee for the Academic Year 2023-24 takes into account the cost implications of extensive infrastructure upgrade that the university is undertaking to further improve the learning experience and quality of education in the University. A copy of the approved fee structure will be submitted to the Government of Haryana in terms of Para 36 of Haryana Private Universities Act, 32 of 2006, for information, 30 days prior to commencement of the new academic session. Details of the fee structure for the Academic Year 2023 - 24 are placed below:

ANNUAL FEE (IN Rs.)							
S.No.	PROGRAMME	2021 - 22		2022 - 23		2023-24	
		INDIAN STUDENTS	NRI STUDENTS	INDIAN STUDENTS	NRI STUDENTS	INDIAN STUDENTS	NRI STUDENTS
1	B.Tech CSE	260000	371000	268000	382000	300000	428000
2	BCA	130000	200000	134000	206000	150000	230000
3	M.Tech (Full Time)	N.A.	N.A.	167000	218500	225000	NA
4	M.Tech (Part Time)	93000	N.A.	96000	N.A	N.A	N.A
5	MCA	N.A.	N.A.	N.A.	N.A.	225000	N.A.
6	BSc (Hons.) Maths	109000	154500	112000	159000	N.A	N.A
7	BSc (Hons.) Maths with specialization in Data Science	140000	195200	144000	201000	N.A	N.A
8	BSc (Hons) Chemistry	109000	154500	112000	159000	N.A	N.A

9	BBA	185500	254400	191000	262000	220000	302000
10	BBA with specialization in Digital Marketing	215000	282000	221000	290000	245000	321000
11	BBA with specialization in Business Analytics	215000	282000	221000	290000	245000	321000
12	BBA with specialization in BBA (Entrepreneurship & Family Business)	N.A.	N.A.	221000	290000	245000	321000
13	BCom (Hons.)	145000	212200	149000	218500	170000	249000
14	BCom (Hons.) Financial Markets	N.A.	N.A.	149000	218500	185000	271000
15	BA (Hons.) Economics	106000	159100	109000	164000	200000	301000
16	BA (Hons.) Psychology	106000	159100	109000	164000	115000	173000
17	MA Psychology	N.A.	N.A.	N.A.	N.A.	175000	263000
18	BA (Hons.) English	100000	150000	103000	154500	210000	315000
19	MA English	N.A.	N.A.	N.A.	N.A.	175000	262500
20	MBA	345000	500000	355000	515000	425000	616000
21	BBA-LLB (Hons.)	174000	265200	179000	273000	195000	297000
22	LLB (3 Years)	N.A.	N.A.	160000	244000	175000	266500
23	LLM	119500	N.A.	123000	N.A.	205000	N.A.
24	B.Sc Sound Engineering	NA	NA	NA	NA	300000	NA
25	B.Sc Visual Communication	NA	NA	NA	NA	150000	NA
26	B.Sc Visual Effects and Animation	NA	NA	NA	NA	150000	NA
27	BCA Game Development	NA	NA	NA	NA	150000	NA
28	BCA Media and Information Technology	NA	NA	NA	NA	150000	NA
29	BBA in ODL & OL mode	NA	NA	NA	NA	50000	NA
30	B.Com in ODL & OL mode	NA	NA	NA	NA	50000	NA

All Members of the Board of Management approved the intake of various schools and the fee structure for the Academic Year 2023-24, and informed the Member Secretary to forward the details to Department of Higher Education, Govt. Of Haryana.

ITEM NO.3: ACADEMIC CALENDAR FOR THE ODD SEMESTER OF ACADEMIC YEAR 2023-24.
(Dean Academics)

Dean-Academic presented the Academic Calendar for the Odd Semester of Academic Year 2023-24 during the meeting. The following points emerged during the discussion:

- The Vice Chancellor asked the Dean Academics to include a 3 weeks Induction & Orientation Program in the calendar.
- Mr A Mishra directed that the number of teaching days be increased to 90 (instead of 89) to ensure compliance with the UGC requirements.
- List of holidays to be updated in line with the new leave rules.

The above-mentioned points have been incorporated and the final academic calendar for Odd Semester 2023-24 is placed at **Annexure 2**.

All members of the Board of Management approved the Academic Calendar for odd semester of Academic Year 2023-24.

ITEM No. 4: ANALYSIS OF SEMESTER RESULT JULY - DECEMBER 2022

(COE / Rep)

Prof. Anjali Garg presented a detailed analysis of the results of Academic Year July-Dec 2022 for all the Schools. Copy of the same is placed at **Annexure 3**. She brought out that the pass percentage of APS, SOM, SOL, and BCA was below 60%, which was a matter of concern. She also highlighted that till the current semester, performance of BCA was the lowest at 33.5% pass percentage, followed by SOM and BTech 3rd semester with 44% pass percentage. She also brought out that out of the total failure percentage of 37.85%, 55% was on account of detention.

She emphasized that the high failure/ detention rate was a matter of big concern as it also resulted in difficulties in terms of conducting classes for these students. Members of the Board of Management recommended that this should be separately examined, and necessary steps identified on how to manage these failure/ detention students, without affecting the regular students/ courses. Two options which could be considered were summer semester and additional crash courses/ MOOCs courses. A hybrid model of the two could also be examined.

Mr A Mishra stated that students must clearly understand the implications arising out of detention/ failure, and how it effects them/ their progress. He said that this should be brought to the knowledge of the students in clear and unambiguous terms. Towards this he directed that a single page advisory/ undertaking must be made and shared with all students, bringing out the implications of failure/ detention, which the students must sign. He asked the Dean Academics to prepare the same and the Registrar to implement signing of the undertaking.

It was also highlighted that the BBA students had fared very badly. Mr A Mishra said that the admissions in charge should be informed about this poor performance, and uninterested students should be weeded out during the admissions process itself. Dr Zorawar said that the Heads of Departments must take responsibility for the selection process.

Mr A Mishra stated that students must be given 2 or 3 options for clearing the backlog (MOOCs versus Summer semester etc.). He directed that Dean Academics and HODs must brainstorm this issue, and the Dean Academics should consult the Vice Chancellor and come up with a way ahead for this problem.

In conclusion, Dr Anjali Garg shared the action plan towards mitigating the failure rates through a combination of offering mathematics to the BCA students, extra classes for students who join late, counselling and extra support from the departments.

All members of the Board of Management took note of the above.

ITEM No. 5: UPDATE ON ODL / OL PROGRAMS

(Director CDOE)

Director CDOE updated the members on the progress of work on issues pertaining to offering programmes through the Open and Distance Learning and Online Learning mode as per UGC (Open and Distance Learning Programmes and Online Programmes) Regulation 2020. She informed the members that application seeking approval of the UGC-DEB had been submitted on 30 March 2023. She also brought out that observations on the application have been received from UGC-DEB on 24 and 25 April 2023, which have to be clarified by 09 May 2023. She further highlighted that approval to offer courses in the ODL/ OL mode is required from the Department of Higher Education, Govt. Of Haryana. The University had applied for the same on 16 March 2023, and is awaiting reply from the Director Higher Education.

All members of the Board of Management took note of the above.

ITEM No. 6: INTRODUCTION OF 05 NEW PROGRAMMES FROM THE ACADEMIC YEAR 2023-24

(Dean Academics)

Dean Academics updated the members regarding the following new programmes which are proposed to be commenced by The NorthCap University from the Academic Year 2023-24.

- a) B. Sc (Sound Engineering)
- b) B. Sc (Visual Communication)
- c) B. Sc (Visual Effects and Animation)
- d) BCA (Game Development)
- e) BCA (Media and Information Technology)

He informed the members that these new programmes, which are focusing on “Media and Visual Communications” will run in association with SEAMEDU, an Edu-tech company based in Pune-Maharashtra, India. This will bring in industry expertise to the delivery process and will help students become industry ready. The details presented are attached as **Annexure 4**.

Dr. Gopaliya further added that approvals for these new programmes have been made/ sought through the ERP Portal of DHE, Govt. of Haryana, where the schemes of these programmes along with their USPs etc. have been uploaded.

The members appreciated the initiative and requested the Vice-Chancellor & Dean-Academics to finalize all academic requirements for these programmes before the start of the session.

All members of the Board of Management took note of the above

ITEM No. 7: ERP STATUS

(Dean Academics)

Dean Academics updated the members on the status of in-house ERP development project during the meeting. The details are attached as **Annexure 5**.

The key highlights of the presentations were:

- MoU has been signed between The NorthCap University (NCU) Gurugram and Metaverse Software & Services (Mr. Manoj Rawat) on 9th September 2022.

- ERP will be developed exclusively for NCU in the 3-year period from the start of the development process; to be commenced after gathering requirements and making a project report.
- A stop-gap ERP arrangement has been made to cater for day-to-day academic activities during Sep-Oct. 2022. (Within the project cost)
- Requirement capturing meetings were held with all stakeholders during the period Nov-Dec 2022.
- Accreditation Module with SAL Events and RDIL information capturing facility has been created and currently under Testing phase, pending delivery by mid of May 2023.
- A tentative delivery schedule for all other modules was presented.

The members took note of the progress made and asked Dean Academics to plan for a demonstration of the modules ready for delivery in front of HoDs. Additionally, Mr. Mishra asked to ensure proper sign-off by concerned functional heads before moving ahead with another module.

All members of the Board of Management took note of the above

ITEM No. 8: UPDATE ON LEGAL MATTERS

(Member Secretary)

Member Secretary updated the members regarding all on-going legal cases pertaining to the University. He brought out that two cases have been settled/ closed since the last meeting of the Board of Management. Details are as follows:

Punjab & Haryana High Court Chandigarh

- 1) **CWP-22262/2012 Reservation for Haryana Domiciled students and awarding of fee concession.**

In the matter relating to Reservation for Haryana Domiciled students and awarding of fee concession, the petition has been listed as per the roster. The matter is clubbed with CWP 6229/2013 and is put as a regular matter. The case was listed for hearing on **21 July 2022**. Copy of the Interim order is enclosed as **Annexure 6**. The matter is now with the Supreme Court. The next date of hearing is not yet listed.

- 2) **CWP-6229/2013 Regulation of Admission & fixation of fee in Private Universities**

The University has challenged the Haryana Private Technical Education Institutions, Regulations of Admission of Fee Act 2012, as this act exercises control over admissions and fee through the Fee & Admissions Committee.

The University filed extraordinary writ jurisdiction 13602-13603 dated 07-12-2020, to stay the operation of the Haryana Private Technical Education Institution (Regulation of Admission and Fee) Act, 2012 and memo dated 12-11-2020 and 02-12-2020. This matter is also clubbed with CWP 2644 of 2021.

Last year the University had received a Memo No. 365 / A&FRC dated 07.07.2022 regarding the fixation / revision proposal for the Academic Session 2023-24, (enclosed at **Annexure 7**). Since the matter is sub judice, a reply on behalf of the University, by our legal counsel, was made to the Member Secretary of the Admission & Fee Regulatory Committee (copy enclosed at **Annexure 8**).

This year too, the University has received a similar Memo from Admission & Fee Regulatory Committee, Haryana (Memo no. 206 / A&FRC), dated: 22.03.2023, regarding schedule of

submission of fee fixation / revision proposal for the academic session 2024-25, which is enclosed as **Annexure 9**.

All the details have been shared with our Legal counsel, who has been asked to draft a suitable reply to the Memo dated 22 March 2023, which will then be forwarded to the Member Secretary of the Admission & Fee Regulatory Committee.

3) **CWP 3268/ 2018 Jatin Taneja Vs State Haryana & Others**

Jatin Taneja, ex-student, who took admission in B. Tech Programme in July 2016, withdrew his admission in September 2016 and subsequently submitted an application for refund of fees. The student does not qualify for refund as per the University rules. The case was listed for hearing on **24 March 2023**. The judge observed that no one had appeared on behalf of the petitioner on several dates and **dismissed the case** for non- prosecution. Copy of the Final Order is placed at **Annexure 10**. The case is now closed.

Labour Court Gurugram

4) Following two cases pertaining to Non-Payment of Gratuity and Notice Pay are in progress in the Labour Court, Gurugram. Details of these cases are given as under:

a) Wg. Cdr. Manohar Vasudev (Retd.), Ex. COE – Non-Receipt of Gratuity.

Wg. Cdr. Manohar Vasudev, the ex. employee, had taken up a case with the Controlling Authority under the payment of Gratuity Act 1972, regarding non receipt of gratuity from the University. The University had contended that the ex-employee was not eligible for gratuity as he had not completed five years of continuous service. After detailed examination of the case, the Controlling Authority has ruled in favour of the ex-employee. It has emerged that the legal counsel of the University had incorrectly advised the University on this matter, and the ex-employee was indeed eligible to receive the gratuity, Accordingly, consequent to receiving official certified copy of the court order on 15 March 2023 asking the university to pay gratuity to the ex-employee, the payment of ₹ 3,87,019 has been made, and a cheque for the said amount has been deposited in the office of the Assistant Collector, 1st Grade, Room No. 123, Office of Tehsildar, Mini Secretariat, Gurugram on 24.03.2023. The matter is now closed.

b) Mr. Trilok Nath, Ex Technical Staff – Non receipt of Notice Period Pay

The individual is not eligible for notice pay, however gratuity to the individual has been paid. He was informed by Labour Officer Mr. Shushil Maan on 29.09.2020 that he should apply “Maang Patra” against the University if he is not satisfied with the reply. We have now received a letter from the Asst. Labour Commissioner, Circle 2, Gurugram, regarding “Maang Patra”. Detailed reply has been submitted to the Labour court on 27-01-2021. University has received a Notice for Appearance & Settlement of Issues from the Court of Mr. Amrit Singh (A.D.J.) Presiding Officer, Tribunal-cum-Labour Court-2, Sharam Shakti Bhawan, Near Mini Sectt., Gurugram and the Hearing was scheduled on 01.09.2021. The next date of hearing is awaited.

All members of the Board of Management took note of the progress of the legal matters.

ITEM No. 9: REPORTING MATTERS / INFORMATION POINTS

(Member Secretary)

The member secretary updated the members about the important activities/ events that had taken place since the last meeting of the Board of Management, which are brought out in succeeding paragraphs.

1. 12th Fee Concession & Scholarship Distribution Ceremony – 21 March 2023 (Tuesday)

The NorthCap University held the 12th Fee Concession & Scholarship Distribution Ceremony for the students on 21 March 2023. Hon'ble Governor of Haryana, Shri Bandaru Dattatraya was the Chief Guest for this function.

During the Academic Year 22-23, the University has provided 464 students with fee concessions, Merit Scholarships, financial assistance amounting to a total sum of Rs.1.94 Cr. The Governor in his address complemented the University for this event and exhorted the students to do well in life.

Of the students admitted in the current academic year, 150 Haryana domiciled students were given fee concessions amounting to Rs. 53.52 lacs. In addition, 314 students from the earlier semesters have been provided with financial assistance amounting to Rs. 1.40 cr. The University also awarded Merit scholarships to 59 students in the Dean's List. 3 Students pursuing full time research were offered the position of University fellow and awarded a grant of Rs. 10.20 lakhs. 12 girl students pursuing STEM education whose parents' income is less than 10 lakhs / year were awarded Hatch associate Scholarships amounting to Rs. 29.08 lakhs. Mr. Pierre Oliver, Regional Managing Director of Hatch Associates, South Africa and Ms. Ruby Rajvanshi, Director, Hatch Associates were also present for awarding the Hatch scholarships.

2. Meeting of 31st Academic Council meeting held on 16th January 2023

The 31st meeting of the Academic Council was held on 16th January 2023 in the University. Post discussions on the new programmes proposed for introduction from Academic Year 2023-24, the members approved the same. The proposal of new School 'NCU School of Business' for MBA programmes also discussed and approved.

3. 12th Academic Advisory Board Meeting – 03 March 2023

The Annual 12th Academic Advisory Board Meeting of the University was held on 03 March 2023 to review the progress made during the year and advise on future plans for the growth and development of the University. Honourable members exchanged views, presented new and refreshing ideas, and advised on actions to improve the academic life and other essential deliverables so that the University could achieve its ultimate aim of attaining a position of pre-eminence in India and have a global presence. Members discussed various key issues and their inputs on the same shall go a long way to help shape and enhance the overall academic quality, curriculum development and spectrum of services at this premier University. Minutes of the meeting are enclosed as **Annexure 11**.

4. Meeting of Academic Council Standing Committee on 14 March 2023

The Academic Council Standing Committee met on 14 March 2023 to discuss and approve the proposal for offering BBA and B. Com programmes in Open and Distance Learning / Online Learning mode from the Academic Year 2023 -24. The Committee also discussed five new programmes which are proposed to commence from AY 2023-24. The following five programmes have been proposed:

- a) B. Sc (Sound Engineering)
- b) B. Sc (Visual Communication)
- c) B. Sc (Visual Effects and Animation)
- d) BCA (Game Development)
- e) BCA (Media and Information Technology)

5. Celebration of Republic Day

The University celebrated the 74th Republic Day on 26 January with fervour and gaiety, during which the Hon'ble Vice Chancellor Prof. Nupur Prakash hoisted the National flag honouring the spirit of unity and patriotism. In her address, she spoke about India's progression over the past decade and NCU's journey of tradition, transformation, and innovation since 1996, and its contribution to Nation building.

6. Visit of delegates from Vilnius Gediminas Technical University (VGTU), Lithuania.

A team (Ms. Dovile Jodenyte, Chief Coordinator of International Studies Centre, Dr. Arturas Serackis, Head of Department, Electronics systems and Dr. Kristina Baziene, Vice Dean of the Faculty of Mechanics) from Vilnius Gediminas Technical University (VGTU), Lithuania, along with 2 coordinators from their India office visited The NorthCap University on 28.03.2023. VGTU offers a range of undergraduate, graduate, and doctoral programs in various fields, including architecture, civil engineering, mechanical engineering, electronics and electrical engineering, information technology, business, and economics. VGTU is recognized globally for its research and innovation in various fields. Discussions were held on future collaborations, developing combined degree and blended incentive programmes, joint research projects, faculty exchange, guest lectures and amongst other issues.

7. Visit of Ms. Melissa Terrio, Executive Director, Worcester Polytechnic Institute (WPI), Massachusetts, USA

Ms. Melissa Terrio, Executive Director, Worcester Polytechnic Institute (WPI), Massachusetts, USA visited The NorthCap University on 14.03.2023 to explore partnership opportunities and guiding students on "Pursuing a STEM degree in the USA: Myths & Facts". She delivered an engaging talk covering the challenges and emerging opportunities that students should consider when deciding to study abroad in the US. Ms. Melissa is responsible for enrollment activities for all BS/MS and PhD graduate programs at WPI, as well as admissions for graduate studies and graduate student success. WPI ranks #60 on the US News Ranking of Best National Universities in the US, and offers a variety of programs mainly in the Engineering & Natural Sciences domains.

8. Students' Achievements:

The Member Secretary highlighted the following achievements of the students:

a. RENDEZVOUS VISION ideation Competition" at IIT Delhi won by NCU Students

Our Computer Science students, 21CSU243 Arpita Samal, 21CSU157 Shubham Jain and 21CSU 157 Ananya Sharma under Dr. Mehak Khurana's mentorship won 2nd place in the "RENDEZVOUS VISION ideation Competition" organized by IIT Delhi from 09.03.23 – 11.03.23 and were awarded with a cash prize of Rs. 10,000/-. **70 Teams** participated in the competition from all over India and **10 teams** qualified for the final round. The team presented a design solution to address the problem of the shortage of affordable housing in the coastal areas, and the need to develop cost-effective and eco-friendly housing.

b. Poornima Hackathon 2.0 winners

The students of Computer Science Department 21CSU157 Shubham Jain, 21CSU243 Arpita Samal, 21CSU010 Ananya Sharma, and 21CSU133 Taneesha Kalra under guidance of Dr. Anuradha Dhull and Dr. Shilpa Mahajan have got First Position in Poornima Hackathon 2.0 organized on 03.03.2023 & 04.03.2023 by PIET AICTE IDEA LAB, Poornima Institute of Engineering and Technology Jaipur.

There were a total 548 teams competing from universities like Bits Pilani, VIT Vellore, MIT manipal, SRM university, Amity University Noida and Sharda university. 350 teams were shortlisted for the final round. The winners received prize money worth INR 18,000/- and goodies worth INR 5000/-. They were also offered a freelancing opportunity from one of the sponsors.

c. Winner of Ideathon competition "LAUNCHPAD"

A "Launchpad for innovative Start up" was organized by Galgotia University from 10th February to 13th February. 100 Teams participated in the competition from all over India and 20 teams qualified for round one and presented and justified their start up ideas and business model. The NCU team (**Orbin Fiacre: "A cab service for women by women"**) qualified all rounds **securing the winning position** and were awarded with a cash prize of INR 20,000 and a 20gm silver coin. The winning teams were invited to the award distribution ceremony on 13th February 2023 at the Galgotias University, in which Mr. Ashneer Grover spoke to the winners.

9. II International Conference on Law and Technology: Moving towards Digital Era

The Centre for Law and Technology, School of Law at The NorthCap University organized the II International Conference on Law and Technology: Moving towards Digital Era in association with Centre for Cyber laws, National law University, Delhi and Faculty of law, Central University of Brazil, on 3rd and 4th March, 2023.

The conference aimed to analyse how the legal system must respond to challenges caused by emerging technologies. This conference acted as a platform for academicians and students on a global level to come together and discuss interdisciplinary aspects of law, science and technology.

The Inaugural Ceremony on 04.03.2023 was graced by Hon'ble Justice Manmeet Pritam Singh Arora, Judge, High Court of Delhi as the Chief Guest and Dr. Pavan Duggal, Advocate, Supreme Court of India and Chairman, International Commission on Cyber Security Law, as the Guest of Honour.

10. Star DiVvaz Women's Award 2023

Department of Computer Science and Engineering organised the Star DiVvaz Women's Awards 2023 on 4th March in collaboration with Enterprising DiVvaz Community® (a community for women entrepreneurs) to felicitate and encourage extraordinary women performers from all walks of life.

Dr. Rajshri Singh, IPS, IGP Haryana State Crime, presented awards to women achievers from different fields, including academia, professional services and entrepreneurship.

11. Holistic Session with Brahmakumaris on 02.03.2023

Our students from School of Management and Liberal Studies, attended a highly insightful session focused on 'Emotional Well-being and Mental Health' presided over by Sister Urmil, Director of Brahmakumaris Centre, Gurugram and Dr. Sujatha Sharma, a reputed Clinical Psychologist. The session was particularly rewarding as students were introduced to the concept of "human doing" rather than "human being", and getting rid of wasteful thoughts and negative energies. The use of gratitude exercises, journaling, mindfulness practices, meditation, and positive thinking were emphasised to enable emotional well-being.

12. Celebrating the 75th Anniversary of Transistor – 02.03.2023

IEEE RAS Student Chapter of NorthCap commemorated the 75th anniversary of Transistor with a mini-project and idea competition. Behind this story of invention lies greatness in its glory, including all the collaborative genius, serendipitous mishaps, clashing egos, and secret research. It was educative for students to celebrate arguably one of the most important

inventions of the 20th century that led to ground-breaking advances in computing, communications, medicine, and practically every technical field.

13. International Student Startup Idea Competition – 20.02.2023 to 25.02.2023

The NorthCap University hosted the International Student Start-Up Idea Competition with the theme of Impacting Community through Sustainable Innovations from 20th – 25th Feb. 2023. Student teams from the following five Cintana Alliance Universities participated in the competition.

- i. Cintana Clubs from Universidad Internacional del Ecuador (Ecuador),
- ii. FOODEIT from Mapua University (Philippines),
- iii. Derma 360 from The NorthCap University (India),
- iv. PePiPow from Universitas Esa Unggul (Indonesia)
- v. GOpedal from University of Dinja Gorica (Montenegro)

The competition consisted of two rounds:

- i. Intra-University start-up challenge: This round was conducted internally in each Cintana Alliance Institutes worldwide, including NCU. One team from each institute was selected for the Finale. Grand-Finale (Final Round) at NCU -The selected teams from each participating Cintana Alliance Universities visited NCU to participate in the final round.

The Grand Prize – Three students of the winning team (PePiPow from Universitas Esa Unggul, Indonesia) have been sponsored to attend the 2023 ASU-Cintana Summer Experience at Arizona State University, Phoenix, USA, at USD 2900 per student.

14. 2nd Edition Intra-Moot Court Competition – 03.02.23 – 04.02.23

The Second Edition of the Intra Law School Moot Court Competition was held at NCU on 03.02.2023 & 04.02.2023, conducted under the theme 'Crime and Technology'. The objective of the competition was to provide young minds with a platform to explore niche areas of law and to train them in mootings skills and court manners. Mr. Gurudatta Ankolekar, Mr. Purushottam Tripathi, and Mr. Nihant Panicker, Advocates-on-Record, Supreme Court of India judged the final rounds. 21LLB004 Aditya Yadav, 21LLB025 Udit Kumar Solanki, and 21LLB048 Chinmay Giri were the winners.

15. Workshop on “Developing Ideas, Innovations and Inventions – 10.02.2023.

CIPRART, School of law in collaboration with IP India office, Ministry of Commerce and Industry organized a Workshop on “**Developing Ideas, Innovations and Inventions**” at the University on 10 February 2023. The main objective of the event was to implement the objectives of National IPR Policy 2016, and to safeguard the interest of the inventors by upgrading IP skills. The aim was to bring together Academicians, Researchers, Professionals, Practitioners, and Students of Law & allied disciplines on a single platform for deliberation over Patent and Design Filing. Mr. Yasir Abbas, Patent & Design Examiner, IP India, Government of India was the speaker.

16. RDIL Research Talk Series

- a) 09.02.2023 – Prof. Manjula Batra from the School of Law while speaking on the topic 'Doctrinal and Non-Doctrinal Legal Research: Advantages & Limitations' shared her valuable insights on non-legal and legal aspects of laws and how it affects the society. The session was an eye-opener for everyone on how the laws affect the common man and how he can take the help of the judiciary if and when required.
- b) 02.02.2023 - Under the RDIL Research Talk Series, our faculty members had the great opportunity of attending an incredible session delivered by Prof. Prem Vrat, Pro-Chancellor, Professor of Eminence and Chief Mentor at NCU. Speaking on the topic 'In

Search of Rational Index for Evaluating Research Quality Through Citations - An Overview and a Proposal', Prof. Vrat shared his invaluable insights on various research quality metrics such as h-Index, g- Index, i-10 Index, w-index. He even proposed two new metrics namely, p-index and v-index, for further improving the evaluation of research quality publications.

- c) 21.01.2023 - Ms. Pooja Kumar, Founder and Director, Innove Intellects shared her expertise with our faculty members in an excellent RDIL Research Conclave session. Her insights on the subject of 'Patentable and Non-Patentable Inventions' were received well and will be of much use to research aspirants. Not only did this talk encourage the next cohort of inventors, but it also guided them in taking the right steps to find their way to academic research and development careers.
- d) 16.01.2023 - Dr. Pratishtha Pandey (Scientist 'F') from the Department of Science & Technology (DST), Government of India, was invited for '**Research Talk Series 2023**'. She shared her valuable insights on funding opportunities for research by funding agencies. The talk covered the mandate of DST in organizing, coordinating and promoting research activities and a glimpse of various funding schemes.

17. IPTSE Awards and IP Conclave

- a) Dr. Archana Sarma, Head, School of Law at The NorthCap University won an award under the 'IP Recognition' Category during the 5th Edition of the IPTSE Awards and IP Conclave. The award was presented by Hon'ble Justice Prathiba M. Singh, Judge Delhi High Court, Prof. (Dr.) Unnat Pandit, Controller General of Patent Designs and Trademark and Shri. B. B. Swain, IAS, Secretary, MSME. Having contributed significantly towards the IP ecosystem for years now, Dr. Archana is a huge inspiration for NCU students.
- b) 18LLB046 Srikant Shekhar, Final Year student of BBA LLB Hons., received the 1st Rank in the Start-Up category and the Youth Leader Award in the 5th Edition of the IPTSE Awards and IP Conclave.

This event was organised by IPTSE Academy in association with FICCI (Federation of Indian Chambers of Commerce & Industry), New Delhi.

18. MoU with University of North Florida

The NorthCap University has signed a partnership agreement with the University of North Florida, USA. The purpose of this partnership is to enhance academic and research collaboration between UNF and NCU, enable faculty and student interchange and access to academic and research information. The partnership will also provide for both universities to develop and organise common educational programmes for our communities, co-author publications and promote the culture of both countries through student-led events.

19. MoU with University of Regina

The NorthCap University has signed an MoU with the University of Regina, Canada. Dr. Raman Paranjape, Associate Dean (Research and Graduate Studies), Professor, Electronic Systems and Engineering, Faculty of Engineering and Applied Science from University of Regina visited The NorthCap University to explore future collaboration opportunities and areas of mutual cooperation.

20. MoU with PPS International

The NorthCap University signed an MoU with PPS International, Greater Noida. The MoU was signed in the presence of Mr. PK Agarwal, Managing Director & CEO, PPS International, Prof. Sharda Vashisth, Head of Department, Multidisciplinary Engineering (MDE) & Dy. Dean International Affairs, Prof. Anjali Garg, Professor MDE & Dy. Dean Examination and Dr. Satnam Singh, Associate Professor MDE. Through this, students can apply for industry

internships, projects, placements, industrial visits and externships, thereby bridging the academia-industry gap.

21. MoU signed with ICT Academy

The NorthCap University has entered into a collaboration with M/s. ICT Academy, New Delhi to offer services to the faculty members in the areas of Information & Communication Technology. It shall also provide domain specific training programs either drawn from industry or approved by the industry at no cost to the students based on their interest. Further it also provides access to various research journals on a quarterly basis free of cost.

The following activities have been organized under MoU with ICT Academy:

- i. Microsoft Azure AI Engineer Associate (AI-102) course of 100 hrs for B.Tech CSE Final Year students was successfully conducted by two Microsoft skilled trainers from 5th Jan to 21st Jan 2023 in Offline Mode at The NorthCap University in collaboration with ICT Academy.
- ii. Dr. Prachi Ahlawat, Dr. Yogita Gigras and Ms. Kanika attended and successfully completed the 5 days Faculty Development Program on Microsoft Cybersecurity Tools organised by ICT Academy from 5th Jan 2023 to 11th Jan 2023
- iii. Dr. Srishti, and Dr. Poonam Chaudhary, Assistant Professors, CSE, attended and successfully completed the 5 days Faculty Development Program on Cloud Practitioner (AWS) conducted by ICT Academy from 30th Jan 2023 to 03rd Feb 2023

22. MoU with Association of Business Women in Commerce & Industry

The NorthCap University has signed an MoU with Association of Business Women in Commerce & Industry (ABWCI) to explore opportunities to jointly collaborate and work together on services related to women entrepreneurship, women economic empowerment with intention to take up projects on partnership basis.

The following activities have been planned under MoU with ABWCI:

- i. Expert Talk on Empowering Women: The case of modern-day organizations, organized by SOM&LS on 15.03.23 in the Seminar Hall
- ii. Be Your Own Boss - One day workshop for aspiring women entrepreneurs - April 2023

23. MoU with Green Tree Global

The NorthCap University has signed an MoU with Green Tree Global, Gurugram, which entails green tree to provide consultancy services in the fields of energy efficiency, green building and renewable energy solutions. Key areas of cooperation include Career development programs, joint course developments and publishing, and conduct of workshops and Executive development programs.

The following activity was organized under MoU with Green Tree Global:

During the Research Conclave @ NCU 2022, "Futuristic Ideas for Innovative Research" which was held on Dec. 15 - 16th 2022. The Director of GreenTree, **Mr. Dhurv Jain** delivered an expert session as a resource person on the topic "**Net Zero Energy Buildings: Pathways to sustainability**" on 16th December 2022. It was attended by the students, research scholars, faculty, and other participants in the conclave.

24. MoU with ICAT Aspires

The NorthCap University has signed an MoU with International Centre for Automotive Technology (ICAT) to enhance the Industry-Academia partnership for conducting joint short-term and mid-term courses and research in the field of EV and related emerging technology area as per Industry Requirements. ICAT, Manesar is one of the independent Testing Agencies under Central Motor Vehicle Rules (CMVR) notified by the Ministry of Road Transport and Highways (MORTH), Government of India for Testing and Certification of Automobiles and their critical safety components.

The following activities have been organized under MoU with ICAT Aspires.

- i. Paid internship to two students (Mr. Prateek and Mr. Kshitiz) starting 9th Jan 2023.
- ii. Attended Panhamrit conference and exposition on 4th Feb 2023.

25. MoU signed with Gemini Solutions

The MOU signed between Gemini Solutions and The NorthCap University is to benefit our learned faculty with industry experience and our students with knowledge exchange, industrial visits, campus hiring, research work, and conducting workshops and seminars.

Further, following activities have taken place post the signing of MoU with Gemini Solutions:

Campus Hiring : 2 students were selected

Guest Lectures : 1

26. Green Institutional Rankings 2023

The NorthCap University participated in the Green Institutional Rankings 2023, under the Sustainable Institutions of India and has been featured in Gold Band with an 'A' Grade. A Sustainable Higher Education Institution (HEI) is considered that creates, delivers, and captures value for all its stakeholders without depleting the natural, economic, and social capital it relies on. Certificate received is enclosed as **Annexure 12**.

27. Turnover of faculty and staff members since the last Board of Management meeting held on 10 January 2023

New Faculty & Staff members who have joined.

Sno	Dept	NAME	DESIGNATION	DOJ
1	SOM	Ms. Swati Tickoo	Assistant Professor	02.01.2023
2	SOM	Ms. Saniya Bhutani	Assistant Professor (Sr. Scale)	20.02.2023
3	SOM	Ms. Preeti Malhan	Assistant Professor	02.03.2023
4	ADMIN	Ms. Anu Gulmohar	Sr Manager - Digital Marketing	10.01.2023
5	ADMIN	Commodore Diwakar Tomar (Retd.)	Registrar	23.01.2023
6	ADMIN	Ms. Akanksha Singh	Admissions Counsellor	20.02.2023
7	ADMIN	Ms. Richa Yadav	Admissions Counsellor	13.03.2023
8	ADMIN	Mr. Nitin	Telecaller	24.03.2023

Faculty & Staff members who left.

Sno	Dept	NAME	DESIGNATION	DOJ	DOL
1	CSE	Dr. Hitesh	Assistant Professor (Sel. Grade)	26.12.2012	22.12.2022
2	CSE	Ms. Amandeep Kaur	Assistant Professor	10.01.2022	23.12.2022
3	SOM	Ms. Harshita Jha	Assistant Professor	19.01.2021	04.01.2023
4	SOM	Dr. Deependra Singh	Assistant Professor	10.01.2022	07.01.2023
5	CSE	Dr. Riya Sapra	Assistant Professor (Sr. Scale)	18.07.2022	10.02.2023
6	SOM	Dr. Purwa Srivastava	Assistant Professor	01.07.2022	10.02.2023
7	Admin	Mr. Vinay Kumar Sharma	Assistant Manager (Housekeeping)	24.03.2014	14.12.2022
8	Admin	Ms. Muskan Chawla	Admissions Counsellor	05.04.2022	13.01.2023
9	VC Office	Ms. Sunita Vegesna	Sr. Executive Assistant	08.01.2009	31.01.2023
10	Admin	Col. Bikram Mohanty (Retd.)	Registrar	05.04.2010	14.02.2023
11	Admin	Dr. Manvi Arora	Deputy Registrar	01.12.2021	22.02.2023

All members of the Board of Management took note of the above.

ITEM NO. 10: FINANCE COMMITTEE RELATED MATTERS

(Member Secretary)

The Finance committee related matters discussed and approved during the last Finance Committee meeting were updated to the members and the Minutes of the Finance Committee meeting held on April 2023 is enclosed as **Annexure 13**.

All Members of the Board of Management took note of the above and approved the aforesaid Finance Committee related matters.

ITEM No. 11: ANY OTHER MATTER WITH PERMISSION OF THE CHAIR.

Following points were discussed with the permission of the Chair:

i) **Code of Conduct Document for Students.** The Member Secretary informed the members that a 'Code of Conduct' Document (placed at **Annexure 14**) has been prepared for compliance by all students. The document lists down all such acts which amount to indiscipline, and the punishments that can be accorded for such acts. The document also covers rules pertaining to Unfair Means Cases, Ragging, Attendance and punishments applicable thereof for violations of the same.

Mr A Mishra directed that based on the document, a one page undertaking, to be signed by the students and parents at the time of admissions, should be prepared, stating that the student will comply with the stipulations of the 'Code of Conduct' of the university. He also said that the students should be made aware of this document via induction programs and class committee meetings.

ii) **Code of Conduct Document for Faculty.** The Member Secretary also informed that a Code of Conduct document has been prepared for Faculty members also. The document is aligned to the UGC Guidelines 2010 on the subject and encompasses professional ethics as well as guidelines for faculty-student, faculty-colleagues, faculty-management, and faculty-society interactions/engagements. Details are at **Annexure 15**.

iii) **SOP for handling Cases of Indiscipline.** The Member Secretary informed the members about a document 'Standard Operating Procedure for handling Cases of Indiscipline' prepared by the University, specifying the procedure and timelines for handling and disposing off cases of indiscipline. The document is in line with the University Grants Commission – Guidelines for Standard Discipline 946 on this subject. Details placed at **Annexure 16**.

iv) **Amendment to Leave Rules:** The Member Secretary updated the members on proposed amendments to the Leave rules of the University, as summarized below:

CURRENT

APPLICABILITY	NCU FACULTY	NCU ADMIN/TECH STAFF
CASUAL LEAVE	10	10
EARNED LEAVE	7	7
VACATION LEAVE	23	23
TOTAL	40	40

PROPOSED

PARTICULARS	NCU FACULTY	NCU ADMIN/TECH STAFF
CASUAL LEAVE	8	8
EARNED LEAVE	12	17
ACADEMIC LEAVE	15	0
TOTAL	35	25

Details are placed at **Annexure 17**.

v) **Short Term Teaching Abroad Scheme**: The Member Secretary informed the members about a proposal of introducing a 'Short Term Teaching Abroad Scheme', for duration ranging from 01 to 06 weeks for faculty members. The aim is to give opportunity to Faculty Members to go for short term teaching abroad and collaborative research programs. Such opportunities would help the faculty members in enhancing their teaching-learning methodology, apart from improving the research outcomes through networking with international universities. Mr. A Mishra observed that the approval procedure for such a scheme needs further deliberation. He said that a pre-approval stage needs to be introduced, wherein a faculty must first take 'in principle' approval of the competent authority, before approaching/ accepting a scheme from a foreign university. The proposal therefore needs to be accordingly modified and deliberated further.

All members of the Board of Management took note of the above, and approved serials (i) to (iv) above.

There being no other points, the meeting was closed with the permission of the Chair.



Commodore Diwakar Tomar (Retd.)
Registrar
Member Secretary- Board of Management



**MINUTES OF THE XXXVI MEETING OF BOARD
OF MANAGEMENT HELD ON 10 JANUARY
2023 (TUESDAY) AT 11:30 A.M.**

**THE NORTHCAP UNIVERSITY
SECTOR - 23A
GURUGRAM – 122 017**

**MINUTES OF THE XXXVI MEETING OF BOARD OF MANAGEMENT
HELD ON 10 JANUARY 2023 (TUESDAY) AT 11:30 A.M**

The following members attended the **XXXVI** Meeting of the Board of Management on **10th January 2023 (Tuesday)** at **11:30 am** at **The NorthCap University**.

S. No	Name	Representing	Designation
1.	Prof. (Dr.) Nupur Prakash	Vice-Chancellor	Chairperson
2.	Dr. Ramesh Kumar, Principal Govt. College of Girls, Sec 14, Gurugram	Official Representative, Higher Education Dept., Govt. of Haryana	Member
3.	Mr. Avdhesh Mishra	Governing Body Member (Nominee of Sponsoring Body)	Member
4.	Mr. Shiv Saran Mehra	Governing Body Member (Nominee of Sponsoring Body)	Member
5.	Dr. Z. Daulet Singh	Non-Governing Body Member (Nominee of Sponsoring Body)	Member
6.	Mr. Akshay Makhija (Leave of absence)	Non-Governing Body Member (Nominee of Sponsoring Body)	Member
7.	Mr. N. K. Dewan (Leave of absence)	Non-Governing Body Member (Nominee of Sponsoring Body)	Member
8.	Prof. Swaran Ahuja	Teacher of the University (Nominee of Sponsoring Body)	Member
9.	Dr. Archana Sarma	Teacher of the University (Nominee of Sponsoring Body)	Member
10.	Dr. Rita Chhikara	Teacher of the University (Nominee of VC)	Member
11.	Dr. Nimit Gupta	Teacher of the University (Nominee of VC)	Member
12.	Dr. Sona Vikas	Teacher of the University (Nominee of VC)	Member
13.	Mr. Sachin Jain, (Leave of absence)	Nominee of Sponsoring Body	Special Invitee
14.	Prof. Manoj Gopaliya	Teacher of the University	Special Invitee
15.	Col. Bikram Mohanty (Retd.)	Registrar	Member - Secretary

DETAILED MINUTES

WELCOME ADDRESS BY THE CHAIRMAN

The Chairperson in her opening address welcomed all members to the XXXVI Meeting of the Board of Management. She highlighted that in the intervening period since the last meeting, the University had applied for the QS-I Gauge rating for the three schools. The results for the same were notified in the month of November 2022.

- a) School of Management - Gold Badge
- b) School of Law- Gold Badge
- c) School of Engineering- Platinum Badge.

While expressing her happiness over the effort for achieving recognition for all the three schools, she reiterated that School of Engineering is one of the only six engineering institutions in India that has been awarded this badge.

She also informed the members regarding the successful conduct of the XIth Convocation in the University on December 9, 2022. The Convocation ceremony was graced by the presence of Chief Guest, Shri. Rajiv Kumar, Former Vice Chairman, NITI Aayog. The Class of 2022; 634 students of undergraduate, post graduate and doctoral programmes were conferred their degrees. There were 24 students who were given gold medals.

She thanked the members of the Board of Management for their continuous support and guidance. Thereafter, the chairperson asked the Member Secretary to proceed with the agenda of the day.

The Member Secretary wished new year greetings to all the members and presented the agenda items.

ITEM No. 1: CONFIRMATION OF THE MINUTES OF THE XXXV MEETING OF BOARD OF MANAGEMENT held on 30 August 2022, circulated by email on 16 September 2022 and is enclosed as **Annexure 1**, including confirmation and progress on matters arising thereof.

(Member Secretary)

Action Taken Points of XXXV Board of Management meeting		
Agenda	Points in brief	Action Taken
Item No. 1	Certification Programs conducted from July 2022 – December 2022	All the certification programs have been completed and the valedictory function to motivate winners & participants was held on 09 th November 2022
Item No. 1	Hiring of Patent services for NCU	An MoU has been signed with Innove Intellects in December 2022. 20 Patents have been filed out of which 11 have been sponsored by NCU with the name of NCU as owner. List is enclosed. Innove Intellects have also conducted two workshops for the faculty members.
Item No. 3	Merger of EECE, ME & CEE Department	The matter has been covered in detail in the reporting matter. The new department was named as Department of Multidisciplinary Engineering (MDE) and has started functioning w.e.f. 15 December 2022.
Item No. 4	Inspection by Bar Council of India	Law Library books have been reviewed by HOD SOL and the list of books required for the current semester has been informed to the Librarian for procurement.

Mr. Mishra suggested that in the detailed report annexed, an additional column to be added with regards to patents sponsored and affiliated to NCU. This shall bring better understanding & clarity. This action has been completed.

The members then confirmed the minutes of the 35th Board of Management meeting held on 30th August 2022.

ITEM No. 2 APPROVAL OF NEW MASTERS PROGRAM FROM THE ACADEMIC YEAR 2023-24 FROM THE GOVERNMENT OF HARYANA, AS PER SECTION 34 (A), HARYANA PRIVATE UNIVERSITY (AMENDMENT) BILL OF 2012

(Dean Academics)

Dean Academics in his briefing to the members informed that the University proposes to start five new programmes from the AY 2023-24. Of these, three are Master's programmes, which need approval from the Department of Higher Education, Govt. of Haryana and since the courses B.Tech & M.Tech have

already been approved two new B.Tech and M.Tech programs in alignment with the NEP 2020 are being proposed from AY 2023-24.

The University has forwarded the details to the Department of Higher Education, Government of Haryana, vide NCU letter no. NCU/HG/12/22-01/2022, dated: 22 December 2022. Copy of the letter is enclosed as **Annexure 2**.

Besides the above courses, three-year LLB program for the School of Law is also scheduled to commence from the Academic Year 2023-24 for which approval was received from the Government of Haryana and Bar Council of India vide their Letter No.635810 DHE-120007/15/2022 UNP (5) dated 24 May 2022 & BCI: D1412:2022 (LE/Std.27/9/2022) dated: 29.09.2022.

Following points were discussed:

- Mr. Mishra observed that the fee structure proposed for master's Programme is at variance with the document sent to the Department of Higher Education, Haryana. He requested the Dean Academics to clarify the same with the concerned department and revise his records. He suggested that a list of all these new courses should be shared with Sachin Jain and Prateek from CINTANA. They should prepare the comparative analysis report of all these new programs. The analysis report should include the fee comparison, the infrastructure required, and the requirement of new faculty members to start this program from the coming academic session 2023-24.
- The Chairperson requested Dean Academics to review the eligibility criteria proposed for the two-year MCA program. She suggested that the NIMSAT entrance test qualification along with minimum graduate percentage as 60% can be considered instead of 50%.
- Mr. Mehra enquired regarding the student intake proposed for the new programs and suggested that since the demand for PG programs across all private universities is very less, therefore proposed intake can be 20 seats for MA programs and 60 for MCA. However, this should be decided once we know the breakeven point.

All members of the Board of Management took note of the above.

ITEM No. 3: UPDATE ON PLACEMENTS

(Director - CPAA)

Director CPAA briefed the Members on the following:

- a) Current status of Placement, progress & plans for the graduated batch of 2023 who have not been placed so far.
- b) A Calendar for the next two months for the activities being planned by the Centre of Professional Attachment & Alumni Engagement.
- c) Alumni Activities planned for the even semester (January – June 2023)

Presentation made by the Director (CPAA) is enclosed as **Annexure 3**.

Following Points were discussed:

- a) Mr. Mehra pointed out that the placement in undergraduate programs of SOM is very low. Mr. Grover clarified that at undergraduate level, maximum students enrolled in BBA /B.Com. courses prefer higher studies, or they join family business instead of placement.
- b) Mr. Mehra enquired regarding
 - i. Number of companies who have visited the campus in the previous year but have decided not to come for placement drive this year. This data to be shared.
 - ii. Number of new companies added this year. This data to be shared.
 - iii. Reasons for high rejection of students.
 - iv. Number of eligible students not opted for placements.

- v. Activity Calendar for:
- Proposed Alumni Events / Extension activities scheduled during the semester.
 - Placement schedule till April 2023. (Name of company, Date of Placement at NCU)
- c) Mr. Grover clarified that he would incorporate the information related to above mentioned enquiries and will share the revised PPT. He informed the members that the placement drive related to Law discipline is in process and their results are expected in the next 15 days. Mr. Grover explained that the students are not getting selected in Placement drive because of poor technical/ basic knowledge and that their soft skills/communication skills need to be improved.
- d) Mr. Mehra requested Mr. Grover to share with the HODs, the weak areas domain wise, and the feedback taken from employers' post placement drive. He suggested that the respective HOD along with the team of CPAA should identify tools, domain areas where students require training and value-added courses related to the same can be incorporated in academic teaching from the coming semester. Action taken by each HOD should be a part of PPT clearly specifying the measures taken to strengthen the domain knowledge and soft skills in a pre-designated timeline. It was agreed that HODs will clear students who are ready for placement and work on improving those who still need to be worked upon. There is no point of a student appearing if he/ she is not placement ready.
- e) Dr. Zorawar Singh enquired regarding the 23-placement process that is pending as on today, when will the placement result be out for the same. Mr. Grover said that the details have been included in the updated PPT.
- f) Mr. Mishra suggested that CPAA along with the HOD should design the placement improvement mechanism. The pre-requisite eligibility at the department level can be fixed before students appear for the final placement drive organized by CPAA. At the pre-requisite level, each department can assess the student's domain knowledge by planning mock tests, quizzes and mock interviews, regular training and orientation can be given to students.
- g) Prof. Manoj Gopaliya suggested that weak domain areas as specified by CPAA can be embedded in the curriculum from the coming academic year. He also informed the members regarding preparation of a new module on soft skills which will be a part of curriculum from the academic year 2023-24.
- h) The Chairperson enquired that if in the last six months 91 companies have visited then what is the target of CPAA in terms of total companies that will visit in the coming semester. She pointed out that there is a decline of 25% in companies visiting to NCU in this year. Mr. Grover clarified that decline in hiring is because of recession and economy slow down, many companies have either frozen the new recruitment or are asking the existing employees to resign. So, in order to increase the placement percentage, we need to improve the student quality. The Chairperson gave CPAA a target to get 250+ companies to university for placement in this year.
- i) Mr. Mishra requested Vice Chancellor involvement with HOD's, Dean Academics and the team of CPAA in closely reviewing the policy on improving student quality and MOM of same to be maintained regularly and action plan taken to be reported in the subsequent meeting from next time. He requested Mr. Grover to present the action taken regarding alumni contribution to VC in the meeting scheduled on 23rd January 2023.

All members of the Board of Management took note of the above.

ITEM No.4: TO APPRISE THE BOARD MEMBERS REGARDING THE ACADEMIC CALENDAR OF FIRST YEAR FOR THE EVEN SEMESTER FOR THE ACADEMIC YEAR 2022-23.

(Dean Academics)

Dean – Academics presented the Academic Calendars of first year and non-first year students for the Even Semester (Jan-June 2023) of Academic Year 2022-23 for all three Schools during the meeting for inputs and approvals from the members. He apprised the members that due to different dates of commencement of classes for first year and non-first year students, two separate calendars have been prepared for each year, one for the first-year students and other for non-first year students. Both the calendars are uploaded on website, shared with students and available on CANVAS.

First year academic calendar is attached as **Annexure-4**.

All members of the Board of Management took note of the above.

ITEM No. 5: CHANGE IN MODE OF CONDUCT OF ANNUAL CONVOCATION CEREMONY.

The Member Secretary briefed the members about the conduct of the annual convocation ceremony held each year to confer degrees upon the students. This being the most important event in a calendar year, it is conducted with dignity and decorum befitting the occasion. Once the ceremony starts no one is expected to leave their seat and there should be no unnecessary movements in the convocation area. Since the university conducts the event in an open area (University sports ground), access to the event becomes open ended and therefore it is difficult to curtail the movement from the convocation area to outside and vice versa. This has led to indiscipline and decorum in the conduct of the events.

To obviate this problem and bring in a sense of decorum and sanctity, the Member Secretary suggested that the convocation ceremony henceforth should be held in the NCU auditorium instead of sports ground as is being done now.

Members unanimously agreed to the suggestion and the Registrar was requested to prepare a draft SOP for the conduct of the convocation ceremony in the auditorium and share it with the Vice Chancellor before 26 January 2023.

The members agreed to the suggestion and accorded the approval to the same.

ITEM No. 6: UPDATE ON LEGAL MATTERS

(Member Secretary)

Member Secretary updated the members regarding all on-going legal cases pertaining to the University.

Punjab & Haryana High Court Chandigarh

1) CWP-22262/2012 Reservation for Haryana Domiciled students and awarding of fee concession

In the matter relating to Reservation for Haryana Domiciled students and awarding of fee concession, the petition has been listed as per the roster. The matter is clubbed with CWP 6229/2013 and is put as a regular matter. The case was listed for hearing on **21 July 2022**. Copy of the Interim order is enclosed as **Annexure 5**. The next date of hearing is not yet listed.

2) **CWP-6229/2013 Regulation of Admission & fixation of fee in Private Universities**

The University has challenged the Haryana Private Technical Education Institutions, Regulations of Admission of Fee Act 2012, as this act exercises control over admissions and fee through the Fee & Admissions Committee.

The University filed extraordinary writ jurisdiction 13602-13603 dated 07-12-2020, to stay the operation of the Haryana Private Technical Education Institution (Regulation of Admission and Fee) Act, 2012 and memo dated 12-11-2020 and 02-12-2020. This matter is also clubbed with CWP 2644 of 2021.

The University received a Memo No. 365 / A&FRC dated 7.07.2022 regarding the fixation / revision proposal for the Academic Session 2023-24, which is enclosed **Annexure 6**. Since the matter is sub judice, a reply on the behalf of the University was forwarded to the Member Secretary of the Admission & Fee Regulatory Committee, which is enclosed as **Annexure 7**.

3) **CWP 3268/ 2018 Jatin Taneja Vs State Haryana & Others**

Jatin Taneja, ex-student, who took admission in B. Tech Programme in July 2016, withdrew his admission in September 2016 and subsequently submitted an application for refund of fees. The student does not qualify for refund as per the University rules. The next date of hearing is scheduled on **21 February 2023**. Copy of the Interim Order is enclosed as **Annexure 8**.

Labour Court Gurugram

4) Following two cases pertaining to Non-Payment of Gratuity and Notice Pay are currently in progress in the Labour Court, Gurugram. Details of these cases are given as under:

a) Wg. Cdr. Manohar Vasudev (Retd.), Ex. COE – Non-Receipt of Gratuity.

The Ex-employee has again complained to the Controlling Authority under the Payment of Gratuity Act, 1972, regarding non receipt of gratuity. The Ex-employee is not eligible for gratuity as he has not completed five years continuous service in the University. The Controlling authority, under the Payment of Gratuity Act, 1972, has in his judgement directed that the Ex. Employee is entitled for his Gratuity. The University through its advocate has applied for the Certified copy of the order which has not yet been received.

b) Mr. Trilok Nath, Ex Technical Staff – Non receipt of Notice Period Pay

The individual is not eligible for notice pay, however gratuity to the individual has been paid. He was informed by Labour Officer Mr. Shushil Maan on 29.09.2020 that he should apply “Maang Patra” against the University if he is not satisfied with the reply. We have now received a letter from the Asst. Labour Commissioner, Circle 2, Gurugram, regarding “Maang Patra”. Detailed reply has been submitted to the Labour court on 27-01-2021. University has received a Notice for Appearance & Settlement of Issues from the Court of Mr. Amrit Singh (A.D.J.) Presiding Officer, Tribunal-cum-Labour Court-2, Sharam Shakti Bhawan, Near Mini Sectt., Gurugram and the Hearing was scheduled on 01.09.2021. The next date of hearing is awaited.

Points from the members:

- a) Regarding non receipt of gratuity to one of our ex-employee, Mr. Mishra suggested a revised opinion in the matter be obtained from our lawyer on receipt of final judgement as passed by Controlling authority under the payment of gratuity act 1972. On receipt of final opinion a finality in the case to be done before 30 January 2023.
- b) Mr. Mehra suggested that the Registrar office should get the file related to regulation of admission and fee fixation from Mr. Anirudh.

- c) Mr. Mehra enquired regarding the new case that University proposes to file against the relaxation in fee concession Haryana Domicile as per the provision of Section 34(C) Act of Haryana Private University Amendment Act 2006. He mentioned that this is a critical case and writ be prepared by the Registrar within the next 15 days.

Members of the Board of Management took note of the current legal cases of the University.

ITEM No. 7: REPORTING MATTERS / INFORMATION POINTS

(Member Secretary)

a) Status of Cintana Alliance Initiatives (2021-22)

A status of Cintana Alliance Initiatives with The NorthCap University as presented in the meeting to members is attached as **Annexure 9**. However, the action plan will be attached after the same is received from Dean Academics.

Following Points were discussed: -

- Mr. Mehra suggested that in the next virtual meeting with the team of Cintana, all above mentioned points should be highlighted. Our partnership with Cintana Alliance linkages needs to be strengthened with maximum benefits. We should explore the option of starting campus of a reputed University under Cintana Alliance in NCU in the coming years.
 - Mr. Mishra suggested that as per the UGC recent announcement regarding bringing foreign campus in India, we should also connect with universities other than Cintana Alliance and explore the option of starting their campus within the premises of NCU.
 - The Chairperson informed the members regarding the recent visit of a team from Seattle University along with the AIU member to our university. The Seattle University is keen on starting the immersion program with NCU and their proposal is awaited.
 - Prof. Sharda, Dy Dean International informed the members regarding the discussion initiated with Salem University Boston for immersion programs for engineering and business school.
- b) Extension / renewal of contract granted to Prof. Swaran Ahuja, Advisor – Academic Affairs.**
Prof. Swaran Ahuja, erstwhile HOD EECE and Dean Academics, currently Advisor – Academic Affairs, is employed on a contractual basis which has got renewed on 17th December 2022. The current appointment being held by him is a non-statutory post. The matter was placed before the members for ratification of extension of his period of contract beyond December 2022, for another period of one year, for engagement exclusively for Academic activities. The case be considered on merit.

All members of the Board of Management ratified and approved the extension granted to Prof. Swaran Ahuja.

c) Convocation Ceremony – 09 December 2022

NCU, held its 11th Annual Convocation Ceremony for its various undergraduate and postgraduate programmes on 09 December 2022. The event was a memorable one and was presided over by Hon'ble Dr. Rajiv Kumar, Former Vice Chairman, NITI Aayog. A total of 734 students were awarded degrees in their respective disciplines, including 288 from BTech, 17 from BSc Maths (H), 09 from BSc Physics (H), 89 from BCom (H), 22 from BA Economic (H), 13 from BA Psychology (H), 120 from BBA, 90 from BBA-LLB (H), 16 from MTech, 34 from MBA, 18 from LLM and 18 awarded PhD. Gold, Silver and Bronze medals were awarded to 24 candidates who topped the list in their respective streams.

d) Merger of EECE, ME & CEE Departments

The merger of the three departments of School of Engineering & Technology i.e. Department of EECE, ME and CEE was approved vide Item No. 3 of the Minutes of the 35th Board of Management meeting held on 30th August 2022. The merger was completed, and the new department was named as “Department of Multidisciplinary Engineering” (MDE). The new department functioning w.e.f. 15 December 2022 vide IOM no.: SECR-01/IOM/220/2022 dated: 06 December 2022 was reported by the member secretary.

Prof. Sharda Vashisth is appointed as the Head of the Department for a period of three years. Dr. Rohit Singh Lather and Dr. Vaishali Sahu have been redesignated as Associate Heads and will act as Program Coordinators for their respective disciplines.

All members of the Board of Management noted and congratulated Prof. Sharda Vashisth for her new position.

e) Meeting of the Academic Council Standing Committee 01/2022

Standing committee of the Academic council met on 22nd November 2022 and the minutes of the meeting are enclosed as **Annexure 10**.

The member secretary informed the members that Ph.D. regulations were reviewed and modified in this committee and same will be put up for approval in the coming Academic Council meeting scheduled on January 16, 2023.

f) Student class committee meetings

Student class committee meetings in respect of three schools i.e. SOET, SOM & LS and SOL were held on 03.10.2022 & 07.10.2022 respectively. Concerns and suggestions by the students, both academic & administrative nature were addressed. The meetings were attended by the Pro Chancellor, Vice Chancellor, Registrar & Dean Academics besides all the HODs. The University has now opened up the girls hostel for students after complying with all necessary Covid protocols and there are currently 27 girls students staying in the hostel.

g) HR Conclave 2022

Centre of Professional Attachment & Alumni engagement (CPAA) organized ‘HR Conclave 2022’ at The NorthCap University on 25 Nov 2022. The theme was “The Skills of Future: Preparing Gen Z for the times ahead” The event brought together eminent HR professionals from the industry on a common platform where they shared their experiences and best practices on the topic "Hiring trends of corporate for campus". HR professionals interacted with the faculties and students from the disciplines of Engineering and Management.

Details of guest who attend the Conclave are as mentioned below:

S. No.	Guest Name	Designation	Organization
1	Mr. Mussarat Hussain	Head - Leadership School	Maruti Suzuki
2	Mr. Varinder Singh	Head HR	Fortum India
3	Mr. Ashoka Kumar Sangwan	GM HR	Wipro
4	Ms. Bhawna Gupta	Head HR	Airtel
5	Mr. Manoj Sharma	Director	HUQUO
6	Mr. Pushpesh Ranjan	Group Head – HR & Admin	Ambika Steel Ltd
7	Ms. Manika Sahni	Head Talent Acquisition	Exicom Telesystems
8	Ms. Poonam Chhikara	AGM HR	R Systems

The conclave helped in

- a) laying the foundation of the corporate world to nurture young minds of The NorthCap University.
- b) Created opportunities for students to get short-term projects, Internships, Placement and various campus engagements like skill development training and more.

h) OBE Rankings 2022

The University has been ranked in the Diamond Band with A+ grade in the category of Higher Educational Institution of Excellence. Certificate from R World Institutional Ranking is enclosed as **Annexure 11**.

i) Winner in i-Mobilathon, 2022

Team Datum Miners, comprising of third year CSE students - Dhruvarshi Das, Mridul Gupta, J. Vishwanath, Anant Tripathi, Devashish Soni and faculty mentors, Dr. Prachi and Ms. Kanika Gupta, secured 1st position in i-Mobilathon, an event jointly conducted by Volkswagen Group Technology Solutions, India, ŠKODA AUTO Volkswagen India Private Limited and Skoda Auto Digilab, India.

The event was focused on ideation of Transforming Mobility Solutions with Artificial Intelligence, Internet of Things, Holistic Sustainability and Mobility Solutions in the Metaverse. The event received 110+ idea submissions from participants across various categories including Startups, Employees and Students. The team developed a solution for Electric Vehicle mobility under the guidance of Dr. Prachi and Ms. Kanika Gupta and has been rewarded with a prize money of 1,00,000 INR and summer internship opportunity.

j) 'Visvesvaraya PhD Scheme for Electronics and IT' at The NorthCap University, Gurgaon.

NCU has received approval for financial support of around 72 lakh for five years for two full time PhD scholars under Visvesvaraya PhD Scheme for Electronics and IT: Phase-II. The estimated budget outlay of our institution for the PhD Scheme for 2 Full Time PhD candidates is Rs. 72,61,600/- (Rs. Seventy Two Lakh Sixty One Thousand Six Hundred only). The duration of the scheme shall be 60 months.

k) MoU signed with ICT Academy

The Northcap University has entered into a collaboration with M/s. ICT Academy, New Delhi to offer services to the Faculty members in the areas of Information & Communication Technology. It shall also provide domain specific training programs either drawn from industry or approved by the industry at no cost to the students based on their interest. Further it also provides access to various research journals on a quarterly basis free of cost.

l) MoU with Association of Business Women in Commerce & Industry

The NorthCap University has signed an MoU with Association of Business Women in Commerce & Industry (ABWCI) to explore opportunities to jointly collaborate and work together on services related to women entrepreneurship, women economic empowerment with intention to take up projects on partnership basis.

m) MoU with Hero Moto Corp. Ltd.

The NorthCap University has signed an MoU with Hero Moto Corp. Ltd. to hold workshops monthly on road safety and also provide two-wheeler practical training. By this MoU Hero Moto Corp. intends to conduct & promote students related events in the campus.

n) MoU with Green Tree Global

The NorthCap University has signed an MoU with Green Tree Global, Gurugram, which shall entail green tree to provide consultancy services in the fields of energy efficiency, green building and renewable energy solutions. Key areas of cooperation shall include Career development programs, joint course developments and publishing & conduct workshops and Executive development programs.

o) MoU with ICAT Aspires

The NorthCap University has signed an MoU with International Centre for Automotive Technology (ICAT) to enhance the industry-Academia partnership for conducting joint short-term and mid-term courses and research in the field EV and related emerging technology area as per Industry Requirements. ICAT, Manesar is one of the independent Testing Agencies under Central Motor Vehicle Rules (CMVR) notified by the Ministry of Road Transport and Highways (MORTH), Government of India for Testing and Certification of Automobiles and their critical safety components.

p) MoU signed with Gemini Solutions

The MOU signed between Gemini Solutions and The NorthCap University is to benefit our learned faculty with industry experience and our students with knowledge exchange, industrial visits, campus hiring, research work, and conducting workshops and seminars.

q) MoU signed with XR Game Tech Company:

NCU has signed an MoU with XR Central (XRC Studios, Inc) Gurugram to bridge the gap between the academics and industry. Members of faculty and students will get opportunities to know and work with the latest technological and management practices, prevailing in the country. This has also included:

- i. Joint project & Project development
- ii. Recruitment of Graduate Engineers
- iii. Mentoring of students trainees.

r) MoU Signed with Shri Vishwakarma Skill University

NCU has signed an MoU with Shri Vishwakarma Skill University on 28.09.2022 for joint certification and skill development programs.

Key area of cooperation:

- i. Joint Skill Development
- ii. Joint holding of Conferences / Seminars / Workshops / Symposia / FDP
- iii. Short Term course / D. Voc, B. Voc.
- iv. Industry exchange
- v. Exchange of Faculty

s) MoU with Volkswagen Group Technology Solutions India Private Limited

CSE Department has held discussions for signing an MoU with Volkswagen Group Technology in the mutual areas of interest through its "Centre of Excellence" as under:

- Inputs on Curriculum Designs.
- Internship Program.
- Live Projects.
- Hands-on Training.
- Industry Visits.
- Guest Lectures.
- Joint Research and Development Projects

- t) **Establishment of a Pro Bono club at the School of Law by the Ministry of Law & Justice.**
School of Law (SOL) had applied for establishment of a Pro Bono club at SOL, which shall work directly under the ministry of Law & Justice. The ministry has provided a grant of Rs. 2 Lakhs over a period of two years, of which One Lakh has been received for the current year.
- u) **Turnover of faculty and staff members since the last Board of Management meeting was held on 30 August 2022.**
Faculty & Staff members joined since the last BOM meeting held on 30-Aug-22.

S.NO	Dept	NAME	DESIGNATION	DOJ
1	CSE	Ms. Priya Arora	Assistant Professor (Grade B)	05.09.2022
2	CSE	Ms. Neetu Singla	Assistant Professor (Sr. Scale)	05.09.2022
3	SOL	Ms. Kanika Kaushik	Assistant Professor	08.09.2022
4	CSE	Dr. Aarti	Assistant Professor (Sr. Scale)	15.09.2022
5	CSE	Ms. Komal Jindal	Assistant Professor (Sr. Scale)	27.10.2022
6	ADMIN	Mr. Chirag Talwar	Head - Marketing & Communications	01.10.2022
7	ADMIN	Ms. Sahiti Kanwar	Assistant Manager - Marketing & Communications	17.10.2022
8	ADMIN	Mr. Jatin Sharma	Executive Assistant (COE)	01.11.2022
9	ADMIN	Mr. Balbeer Singh Bisht	Assistant Security Officer	01.11.2022
10	ADMIN	Ms. Randeep Kaur	Senior Manager	01.11.2022
11	ADMIN	Mr. Kesavadas Krishna	Assistant Security Officer	04.11.2022
12	ADMIN	Mr. Santosh Upadhyay	Executive Assistant	07.11.2022
13	ADMIN	Ms. Asha Devi	Hostel Warden	10.11.2022
14	ADMIN	Mr. Sanjay Shekhar Kashyap	Sr. Graphic Designer	01.12.2022
15	ADMIN	Mr. Brijesh Yadav	Assistant Manager - F&B	12.12.2022
16	ADMIN	Mr. Anil Sharma	Assistant Manager – Housekeeping	14.12.2022

Faculty & Staff members who Left since the last BOM meeting held on 30-Aug-22

S.NO	Dept	NAME	DESIGNATION	DOJ	DOL
1	CSE	Ms. Pratibha Mahajan	Assistant Professor (Sr. Scale)	25.07.2022	01.09.2022
2	SOL	Ms. Nidhi Sinha	Assistant Professor (Sr. Scale)	02.08.2021	07.09.2022
3	SOM	Dr. Sakshita Anand	Assistant Professor (Sr. Scale)	25.07.2022	29.10.2022
4	SOM	Dr. Mansi Vinaik	Assistant Professor (Induction Scale)	04.08.2020	29.10.2022
5	SOM	Prof. Vikas Nath	Director	15.03.2022	09.11.2022
6	SOM	Dr. Namrata Anand	Assistant Professor	26.08.2021	11.11.2022
7	CSE	Dr. Vidhi Khanduja	Associate Professor	26.07.2021	21.11.2022
8	Admin	Ms. Shahnaaz	Manager – Admissions	30.05.2022	25.09.2022
9	SECURITY	Mr. Rajkumar Sharma	Security Officer	18.09.2019	26.09.2022
10	Admin	Mr. Vikas Kumar	Sr. Executive Assistant	26.09.2022	07.10.2022
11	Admin	Ms. Reena	Admissions Counsellor	25.07.2022	24.10.2022
12	Admin	Mr. Yasir Khaliq	Manager – Admissions	02.05.2022	23.11.2022

Following points were discussed:

- a) Mr. Mishra suggested that from next time in the reporting matter related to signing of MOU by the various school/ department. Outcome of the collaboration, activities proposed under such collaboration should be defined, each school should plan at least two collaborative activity which enhances the skill of students.
- b) Mr. Mehra suggested that each school should focus on giving consultancy to various industries and explore option of doing joint research projects. While applying for the projects, we should try seeking funding for enhancement of the infrastructure specially to meet the requirement of high configuration computers, licensed software's and equipment required for Research and Innovation activity.

All members of the Board of Management took note of the above.

ITEM No. 8: FINANCE COMMITTEE RELATED MATTERS

(Member Secretary)

The Finance committee related matters discussed & approved during the last finance committee meeting were updated to the members and the Minutes of the Finance Committee meeting held on 14 October 2022 is enclosed as **Annexure 12**.

All Members of the Board of Management took note of the above & approved the above Finance Committee related matters.

ITEM No. 11: ANY OTHER MATTER WITH PERMISSION OF THE CHAIR.

Following points were discussed, with the permission of the chair.

- a) Mr. Mehra highlighted the high attrition rate amongst the faculty members. He reiterated that HOD, plays an important role in counselling & retaining faculty in the University. They will be judged on this metrics as well.
- b) As discussed in the earlier meetings, the Vice Chancellor Innovation Fund (VCIF) will be henceforth called as the Vice Chancellor Merit Scholarship Scheme for Innovation (VCMSSI).
- c) Members were informed that Commodore Diwakar Tomar (Retd.) has been shortlisted for the position of Registrar. He will succeed Col. Bikram Mohanty (Retd.) who has expressed his inability to continue beyond 15 February 2023. Members thanked Col. Bikram Mohanty (Retd.) for his service and welcomed Commodore Diwakar Tomar (Retd.)

All members noted and accorded approval for the appointment of new position at the University.


Col. Bikram Mohanty (Retd)
Member Secretary --
Board of Management
bikrammohanty@ncuindia.edu
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GENERAL ACADEMIC CALENDAR FOR SESSION 2023-24
THE NORTHCAP UNIVERSITY
ALL SCHOOLS (ODD SEMESTER, JULY-DEC 2023)
 *Subject to change as per UGC/Govt. of Haryana Guidelines

Sr. No	DETAILS	FROM	TO	No. of Days
1.	NPET and interview (PhD)	17 June 2023 (Saturday)		
2.	Display of NPET result of admission list of new applicants for PhD Programme	20 June 2023 (Tuesday)		
3.	Last date of Fees submission of new Ph.D. admissions	27 June 2023 (Tuesday)		
4.	Registration on ERP for UG & PG programmes of SOET, SOM and SoL and all Ph.D. Scholars	26 July 2023 (Wednesday)	29 July 2023 (Saturday)	04
5.	Semester Starts (Non-first year students)/ Orientation (First year students)	31 July 2023 (Monday)		36+36
6.	Induction Programme for first year students (Batch 2023)	31 July 2023 (Monday)	19 August 2023 (Saturday)	3 weeks
7.	BDR for PhD Programme	25 August 2023 (Friday)		
8.	Summer Internship evaluation	19 August 2023 (Saturday)		
9.	Submission of Final Result (Jan-June 2023) to CoE	28 August 2023 (Monday)		
10.	Club/Society Activities	2 September 2023 (Saturday)		
11.	Aptitude Test	16 September 2023 (Saturday)		
12.	Submission of attendance by Course Coordinators to COR upto 22 September 2023	25 September 2023 (Monday) by 04:00 PM		
13.	Minor Test (Continuous Evaluations)	25 September 2023 (Monday)	30 September 2023 (Saturday)	06
14.	Issue of Mid-Term Warning to students for Shortage of attendance upto 22 September 2023	29 September 2023 (Friday)		
15.	Class Committee meetings	3 October 2023 (Tuesday)	6 October 2023 (Friday)	
16.	Mid-term project/GP/Community Service evaluation	7 October 2023 (Saturday)	13 October 2023 (Friday)	
17.	Submission of checked answer scripts of minor test to COE & uploading of marks on ERP	13 October 2023 (Friday)		
18.	SRC conduction window for all PhD Students	7 October 2023 (Saturday)	24 November 2023 (Friday)	
19.	Momentum & Cerebration	3 November 2023 (Friday)	4 November 2023 (Saturday)	02
20.	Open Elective/Programme Elective offered by Departments for Jan-June 2024 semester	3 November 2023 (Friday)		
21.	Submission of online feedback by students	9 November 2023 (Thursday)	24 November 2023 (Friday)	
22.	Convocation	Last week of November 2023/First week of December 2023		
23.	Open Elective/ Programme Elective to be opted by students for next semester	16 November 2023 (Thursday)	24 November 2023 (Friday)	
24.	Display of pre-major evaluation on ERP	30 November 2023 (Thursday)		
25.	Semester ends	1 December 2023 (Friday)		73
26.	Submission of final attendance by Course Coordinators to COR	2 December 2023 (Saturday) by 12:30 PM		
27.	List of detained students to be displayed on board/website	2 December 2023 (Saturday) by 5:00 PM		

28.	Display of Open Elective/Programme Elective	1 December 2023 (Friday)		
29.	Preparation for exam (for students)	2 December 2023 (Saturday)	4 December 2023 (Monday)	03
30.	Meeting of Time-table in-charges with Dean-Academic Affairs	8 December 2023 (Friday)		
31.	Major Tests (Regular Exam)	5 December 2023 (Tuesday)	18 December 2023 (Monday)	11
32.	Major Tests (Buffer Exam days for the clashing of Re-appear course(s))	19 December 2023 (Tuesday)	21 December 2023 (Thursday)	03
33.	Evaluation Activities	5 December 2023 (Tuesday)	8 January 2024 (Monday)	
34.	Last date of any modification in Open/Programme Elective by students	8 December 2023 (Friday)		
35.	Final list of Open/Programme Elective	13 December 2023 (Wednesday)		
36.	NPET and interview for PhD Programme	2 December 2023 (Saturday)		
37.	Display of NPET result of admission list	5 December 2023 (Tuesday)		
38.	Last date of Fees submission of new Ph.D. admissions	12 December 2023 (Tuesday)		
39.	DRC (Departmental Research Committee meeting) of each Dept.	15 December 2023 (Friday)	22 December 2023 (Friday)	
40.	Winter Internship (Only for Law)	18 December 2023 (Monday)	13 January 2024 (Saturday)	Approx. 20
41.	Display of Semester Results	8 January 2024 (Monday)		
42.	Registration of courses for all programme for Jan-June 2024	11 January 2024 (Thursday)	14 January 2024 (Sunday)	04
43.	Commencement of classes for even semester (23-24) for all programmes	15 January 2024 (Monday)		

SUMMARY OF ACADEMIC CALENDAR		TOTAL NO. OF DAYS
Registration Days		04
Effective Teaching/Learning Days		81
Minor Test (continuous evaluation)		06
Preparation for exam		3
Total semester Teaching / Continuous Evaluation		90
Major Test		11+3
LIST OF HOLIDAYS		
Events	Date	No. of Days
Independence Day	12- 15 August 2023 (Saturday to Tuesday)	04
Raksha Bandhan	30 August 2023 (Wednesday)	01
Janmashtami	7 September 2023 (Thursday)	01
Mahatma Gandhi Jayanti	02 October 2023 (Monday)	01
Dussehra + Navami	21-24 October 2023 (Saturday to Tuesday)	04
Diwali / Govardhan Pooja/Bhai Dooj	11-15 November 2023 (Saturday-Wednesday)	05
Guru Nanak Birthday	27 November 2023 (Monday)	01
Christmas	25 December 2023 (Monday)	01
Note: - 1. 17 August 2023 (Thursday) will work as "Monday" 2. 6 October 2023 (Friday) will work as "Monday"		

Monday-14; Tuesday- 14; Wednesday- 15; Thursday- 15; Friday- 14



Result Analysis of All Three Schools (July-Dec 2022)

by
Examination Cell

1

Result Summary July-Dec 2022



S. No.	Content	APS	B.Tech	M.Tech	SOM	SOL	BCA	TOTAL
1	Total Students	77	1731	45	862	379	182	3276
2	No. of All clear Students in Current Semester	38	1256	38	420	222	62	2036
3	No. of All clear Students in Current Semester(%)	49.35	72.56	84.44	48.72	58.58	34.07	62.15
4	No. of All Clear Students till Current Semester	34	1136	38	381	184	61	1834
5	No. of All Clear Students till Current Semester(%)	44.16	65.63	84.44	44.20	48.55	33.52	55.98
6	Average CGPA of Class	7.10	7.40	7.90	6.67	6.83	6.55	7.09
7	Average SGPA of Class	6.42	7.28	8.02	6.42	6.42	6.21	6.88
8	% of students Failed/Detained in One Course in Current Sem	10.39	11.09	8.89	15.31	13.72	13.19	12.58
9	% of students Failed/Detained in Two Courses in Current Sem	15.58	5.31	2.22	7.89	7.39	16.48	7.05
10	% of students Failed/Detained in more than Two Courses in Current Sem	24.68	11.03	4.44	28.07	20.32	36.26	18.22
11	Overall % of Failures Students (Including Detained) in current semester	50.65	27.44	15.56	51.28	41.42	65.93	37.85
12	Overall % of Detained Students in current semester	36.36	9.59	0.00	38.75	20.84	41.76	20.85

2

Result Summary (APS) July-Dec 2022



S. No.	Content	B.SC. (MATH)- 1 Sem	B.SC. (MATH)- 3 Sem	B.SC. (MATH)- 5 Sem	B.SC. (PHY)- 5 Sem	B.SC. (CHEM)- 3 Sem	B.SC. (CHEM)- 5 Sem	B.SC. (MATH-DS)- 3 Sem	B.SC. (MATH-DS)- 5 Sem	TOTAL
1	Total Students	11	12	7	7	10	8	18	4	77
2	No. of All clear Students in Current Semester	10	5	1	4	3	8	4	3	38
3	No. of All clear Students in Current Semester(%)	90.91	41.67	14.29	57.14	30.00	100.00	22.22	75.00	49.35
4	No. of All Clear Students till Current Semester	10	5	1	3	3	8	1	3	34
5	No. of All Clear Students till Current Semester(%)	90.91	41.67	14.29	42.86	30.00	100.00	5.56	75.00	44.16
6	Average CGPA of Class	6.59	7.39	7.16	6.90	7.22	7.80	6.89	7.18	7.10
7	Average SGPA of Class	6.59	5.93	6.79	6.87	6.74	7.44	5.58	6.87	6.42
8	No. of students Failed/Detained in One Course in Current Sem	0	2	1	1	2	0	2	0	8
9	No. of students Failed/Detained in Two Courses in Current Sem	0	0	3	0	4	0	4	1	12
10	No. of students Failed/Detained in more than Two Courses in Current Sem	1	5	2	2	1	0	8	0	19

3

Result Summary (B.Tech) July-Dec 2022



B.Tech - I Sem

S. No.	Content	CSE
1	Total Students	460
2	No. of All clear Students in Current Semester	300
3	No. of All clear Students in Current Semester(%)	65.22
4	No. of All Clear Students till Current Semester	300
5	No. of All Clear Students till Current Semester(%)	65.22
6	Average CGPA of Class	7.30
7	Average SGPA of Class	7.26
8	No. of students Failed/Detained in One Course in Current Sem	85
9	No. of students Failed/Detained in Two Courses in Current Sem	35
10	No. of students Failed/Detained in more than Two Courses in Current Sem	40

4

Result Summary (B.Tech) July-Dec 2022



B.Tech - III Sem

S. No.	Content	CSE-AI	CSE-CC	CSE-CYS	CSE-DS	CSE-FS	CSE-AR/VR	CSE-Yr.Loss	ECE	ME	TOTAL	CSE-3rd only
1	Total Students	146	15	38	119	109	11	3	18	8	467	441
2	No. of All clear Students in Current Semester	81	8	13	68	57	4	0	5	3	239	231
3	No. of All clear Students in Current Semester(%)	55.48	53.33	34.21	57.14	52.29	36.36	0.00	27.78	37.50	51.18	52.38
4	No. of All Clear Students till Current Semester	73	5	12	57	48	4	0	5	1	205	199
5	No. of All Clear Students till Current Semester(%)	50.00	33.33	31.58	47.90	44.04	36.36	0.00	27.78	12.50	43.90	45.12
6	Average CGPA of Class	7.49	7.31	7.17	7.66	7.50	7.62	5.11	7.01	6.66	7.46	7.07
7	Average SGPA of Class	7.42	6.94	6.74	7.28	7.10	7.33	1.74	6.80	6.53	7.16	6.79
8	No. of students Failed/Detained in One Course in Current Sem	12	3	5	21	11	1	1	2	2	58	54
9	No. of students Failed/Detained in Two Courses in Current Sem	20	1	1	4	12	0	0	2	1	41	38
10	No. of students Failed/Detained in more than Two Courses in Current Sem	33	3	19	26	29	6	2	9	2	129	118

5

Result Summary (B.Tech) July-Dec 2022



B.Tech - V Sem

S. No.	Content	CSE	ECE	ME	TOTAL
1	Total Students	324	20	14	358
2	No. of All clear Students in Current Semester	279	15	11	305
3	No. of All clear Students in Current Semester(%)	86.11	75.00	78.57	85.20
4	No. of All Clear Students till Current Semester	233	11	6	250
5	No. of All Clear Students till Current Semester(%)	71.91	55.00	42.86	69.83
6	Average CGPA of Class	7.47	7.19	7.53	7.46
7	Average SGPA of Class	7.38	7.39	7.61	7.39
8	No. of students Failed/Detained in One Course in Current Sem	23	4	1	28
9	No. of students Failed/Detained in Two Courses in Current Sem	10	0	0	10
10	No. of students Failed/Detained in more than Two Courses in Current Sem	12	1	2	15

6

Result Summary (B.Tech) July-Dec 2022



B.Tech VII Sem

S. No.	Content	CSE	ECE	ME	CIVIL	TOTAL
1	Total Students	378	30	23	15	446
2	No. of All clear Students in Current Semester	354	26	20	12	412
3	No. of All clear Students in Current Semester(%)	93.65	86.67	86.96	80.00	92.38
4	No. of All Clear Students till Current Semester	335	20	15	11	381
5	No. of All Clear Students till Current Semester(%)	88.62	66.67	65.22	73.33	85.43
6	Average CGPA of Class	7.43	7.10	7.24	7.23	7.39
7	Average SGPA of Class	7.34	7.20	7.43	7.16	7.33
8	No. of students Failed/Detained in One Course in Current Sem	14	2	3	2	21
9	No. of students Failed/Detained in Two Courses in Current Sem	3	2	0	1	6
10	No. of students Failed/Detained in more than Two Courses in Current Sem	7	0	0	0	7

7

Result Summary (BCA) July-Dec 2022



S. No.	Content	BCA-I	BCA-III	Total
1	Total Students	121	61	182
2	No. of All clear Students in Current Semester	50	12	62
3	No. of All clear Students in Current Semester(%)	41.32	19.67	34.07
4	No. of All Clear Students till Current Semester	50	11	61
5	No. of All Clear Students till Current Semester(%)	41.32	18.03	33.52
6	Average CGPA of Class	6.38	6.89	6.55
7	Average SGPA of Class	6.38	5.87	6.21
8	No. of students Failed/Detained in One Course in Current Sem	19	5	24
9	No. of students Failed/Detained in Two Courses in Current Sem	24	6	30
10	No. of students Failed/Detained in more than Two Courses in Current Sem	28	38	66

8

Result Summary (M.Tech) July-Dec 2022



M.Tech Summary

S. No.		I	III	V	TOTAL
1	Total Students	23	10	12	45
2	No. of All clear Students in Current Semester	20	7	11	38
3	No. of All clear Students in Current Semester (%)	86.96	70.00	91.67	84.44
4	No. of All Clear Students till Current Semester	20	7	11.0	38
5	No. of All Clear Students till Current Semester(%)	86.96	70.00	91.67	84.44
6	Average CGPA of Class	7.53	8.36	8.22	7.90
7	Average SGPA of Class	7.53	8.52	8.53	8.02
8	No. of students Failed/Detained in One Course in Current Sem	1	2	1	4
9	No. of students Failed/Detained in Two Courses in Current Sem	0	1	0	1
10	No. of students Failed/Detained in more than Two Courses in Current Sem	2	0	0	2

9

Result Summary (M.Tech) July-Dec 2022



M.Tech I Sem

S. No.	Content	CSE (FT)	CSE (PT)	CV (FT)	CV (PT)	ECE (PT)	ME (PT)	TOTAL
1	Total Students	3	5	1	10	1	3	23
2	No. of All clear Students in Current Semester	3	4	1	8	1	3	20
3	No. of All clear Students in Current Semester (%)	100.00	80.00	100.00	80.00	100.00	100.00	86.96
4	No. of All Clear Students till Current Semester	3	4	1	8	1	3	20
5	No. of All Clear Students till Current Semester(%)	100.00	80.00	100.00	80.00	100.00	100.00	86.96
6	Average CGPA of Class	7.88	6.33	8.88	7.70	7.33	8.24	7.53
7	Average SGPA of Class	7.88	6.33	8.88	7.70	7.33	8.24	7.53
8	No. of students Failed/Detained in One Course in Current Sem	0	0	0	1	0	0	1
9	No. of students Failed/Detained in Two Courses in Current Sem	0	0	0	0	0	0	0
10	No. of students Failed/Detained in more than Two Courses in Current Sem	0	1	0	1	0	0	2

10

Result Summary (M.Tech) July-Dec 2022



M.Tech III Sem

S. No.		CSE (PT)	CV (PT)	TOTAL
1	Total Students	4	6	10
2	No. of All clear Students in Current Semester	2	5	7
3	No. of All clear Students in Current Semester(%)	50.00	83.33	70.00
4	No. of All Clear Students till Current Semester	2	5	7
5	No. of All Clear Students till Current Semester(%)	50.00	83.33	70.00
6	Average CGPA of Class	8.19	8.48	8.36
7	Average SGPA of Class	7.70	9.07	8.52
8	No. of students Failed/Detained in One Course in Current Sem	2	0	2
9	No. of students Failed/Detained in Two Courses in Current Sem	0	1	1
10	No. of students Failed/Detained in more than Two Courses in Current Sem	0	0	0

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Result Summary (M.Tech) July-Dec 2022



M.Tech V Sem

S. No.		CSE (PT)	CV (PT)	ECE (PT)	ME (PT)	TOTAL
1	Total Students	1	7	3	1	12
2	No. of All clear Students in Current Semester	1	7	2	1	11
3	No. of All clear Students in Current Semester(%)	100.00	100.0	66.67	100.0	91.67
4	No. of All Clear Students till Current Semester	1	7	2	1	11
5	No. of All Clear Students till Current Semester(%)	100.00	100.0	66.67	100.0	91.67
6	Average CGPA of Class	8.04	8.29	7.82	9.07	8.22
7	Average SGPA of Class	8.80	8.55	8.24	9.00	8.53
8	No. of students Failed/Detained in One Course in Current Sem	0	0	1	0	1
9	No. of students Failed/Detained in Two Courses in Current Sem	0	0	0	0	0
10	No. of students Failed/Detained in more than Two Courses in Current Sem	0	0	0	0	0

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Result Summary (SOM) July-Dec 2022



SOM - Summary

S. No.	Content	I SEM	III SEM	V SEM	TOTAL
1	Total Students	381	294	187	862
2	No. of All clear Students in Current Semester	188	127	105	420
3	No. of All clear Students in Current Semester(%)	49.34	43.20	56.15	48.72
4	No. of All Clear Students till Current Semester	188	117	76	381
5	No. of All Clear Students till Current Semester(%)	49.34	39.80	40.64	44.20
6	Average CGPA of Class	6.23	7.05	6.97	6.67
7	Average SGPA of Class	6.20	6.54	6.68	6.42
8	No. of students Failed/Detained in One Course in Current Sem	51	62	19	132
9	No. of students Failed/Detained in Two Courses in Current Sem	25	31	12	68
10	No. of students Failed/Detained in more than Two Courses in Current Sem	117	74	51	242

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Result Summary (SOM) July-Dec 2022



SOM - I SEM

S. No.	Content	B.COM (H)-I Sem	B.COM (H)-FM -I Sem	B.A.EC O. (H)-I Sem	B.A.PS Y. (H)-I Sem	BBA-I Sem	BBA (BA)-I Sem	BBA (DM)-I Sem	BBA (EF)-I Sem	B.A.En g. (H)-I Sem	MBA-I Sem	TOTAL
1	Total Students	35	32	15	55	101	24	26	22	37	34	381
2	No. of All clear Students in Current Semester	22	15	11	37	37	5	5	6	19	31	188
3	No. of All clear Students in Current Semester(%)	62.86	46.88	73.33	67.27	36.63	20.83	19.23	27.27	51.35	91.18	49.34
4	No. of All Clear Students till Current Semester	22	15	11	37	37	5	5	6	19	31	188
5	No. of All Clear Students till Current Semester(%)	62.86	46.88	73.33	67.27	36.63	20.83	19.23	27.27	51.35	91.18	49.34
6	Average CGPA of Class	6.98	6.80	6.97	6.69	5.77	5.73	5.69	4.98	6.13	6.87	6.23
7	Average SGPA of Class	6.82	6.80	6.97	6.67	5.72	5.73	5.69	4.98	6.13	6.87	6.20
8	No. of students Failed/Detained in One Course in Current Sem	4	7	3	7	15	4	2	2	4	3	51
9	No. of students Failed/Detained in Two Courses in Current Sem	2	3	1	3	9	1	2	1	3	0	25
10	No. of students Failed/Detained in more than Two Courses in Current Sem	7	7	0	8	40	14	17	13	11	0	117

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Result Summary (SOM) July-Dec 2022



SOM - III SEM

S. No.	Content	B.COM (H)-III Sem	B.A.EC O. (H)-III Sem	B.A.PS Y. (H)-III Sem	BBA-III Sem	BBA (BA)-III Sem	BBA (DM)-III Sem	B.A.En g. (H)-III Sem	MBA-III Sem	TOTAL
1	Total Students	74	15	29	88	14	25	19	30	294
2	No. of All clear Students in Current Semester	40	11	11	24	3	3	8	27	127
3	No. of All clear Students in Current Semester(%)	54.05	73.33	37.93	27.27	21.43	12.00	42.11	90.00	43.20
4	No. of All Clear Students till Current Semester	37	10	11	21	2	2	8	26	117
5	No. of All Clear Students till Current Semester(%)	50.00	66.67	37.93	23.86	14.29	8.00	42.11	86.67	39.80
6	Average CGPA of Class	7.24	7.36	7.14	6.82	7.32	6.97	6.74	7.11	7.05
7	Average SGPA of Class	7.04	6.69	6.29	5.98	7.38	6.38	6.12	7.11	6.54
8	No. of students Failed/Detained in One Course in Current Sem	13	2	9	17	7	9	3	2	62
9	No. of students Failed/Detained in Two Courses in Current Sem	7	1	4	9	2	5	2	1	31
10	No. of students Failed/Detained in more than Two Courses in Current Sem	14	1	5	38	2	8	6	0	74

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Result Summary (SOM) July-Dec 2022



SOM - V SEM

S. No.	Content	B.COM (H)-V Sem	B.A.EC O. (H)-V Sem	B.A.PS Y. (H)-V Sem	BBA-V Sem	BBA (BA)-V Sem	BBA (DM)-V Sem	TOTAL
1	Total Students	40	15	25	89	5	13	187
2	No. of All clear Students in Current Semester	31	10	9	44	4	7	105
3	No. of All clear Students in Current Semester(%)	77.50	66.67	36.00	49.44	80.00	53.85	56.15
4	No. of All Clear Students till Current Semester	26	6	7	27	4	6	76
5	No. of All Clear Students till Current Semester(%)	65.00	40.00	28.00	30.34	80.00	46.15	40.64
6	Average CGPA of Class	7.05	7.11	6.86	6.91	7.13	7.12	6.97
7	Average SGPA of Class	6.94	6.79	6.20	6.62	6.95	6.98	6.68
8	No. of students Failed/Detained in One Course in Current Sem	1	2	4	10	0	2	19
9	No. of students Failed/Detained in Two Courses in Current Sem	3	1	3	5	0	0	12
10	No. of students Failed/Detained in more than Two Courses in Current Sem	5	2	9	30	1	4	51

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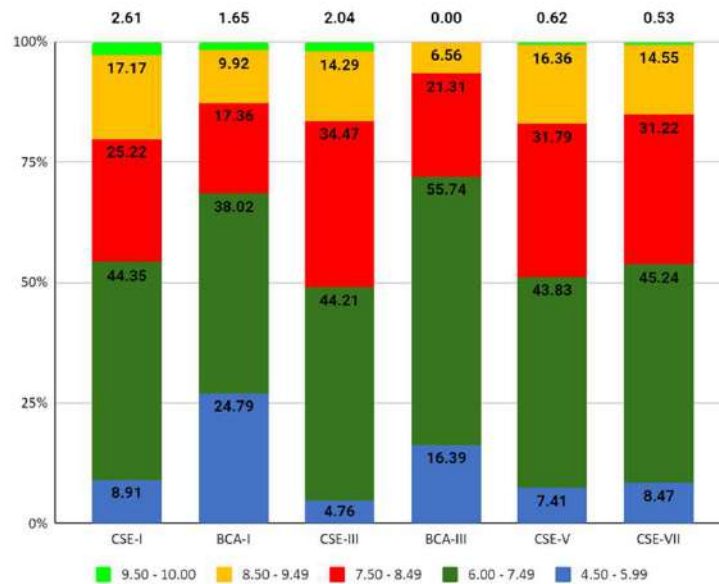
Result Summary (SOL) July-Dec 2022



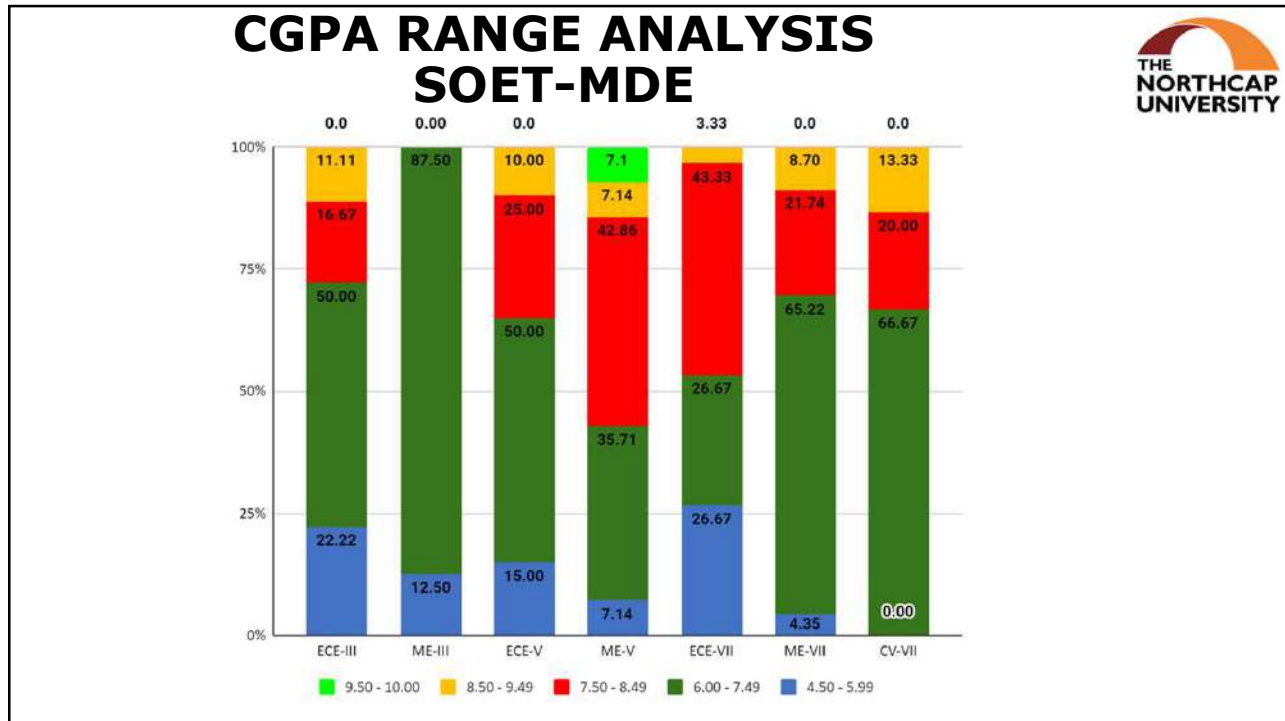
S. No.	Content	BBA-LLB - I	BBA-LLB - III	BBA-LLB - V	BBA-LLB - VII	BBA-LLB - IX	LLM - I	TOTAL
1	Total Students	66	61	76	96	70	10	379
2	No. of All clear Students in Current Semester	27	37	37	65	49	7	222
3	No. of All clear Students in Current Semester(%)	40.91	60.66	48.68	67.71	70.00	70.00	58.6
4	No. of All Clear Students till Current Semester	27	25	32	51	42	7	184
5	No. of All Clear Students till Current Semester(%)	40.91	40.98	42.11	53.13	60.00	70.00	48.55
6	Average CGPA of Class	5.85	7.00	7.13	7.21	7.04	4.97	6.83
7	Average SGPA of Class	5.85	6.40	6.42	6.71	6.77	4.97	6.42
8	No. of students Failed/Detained in One Course in Current Sem	9	7	8	16	12	0	52
9	No. of students Failed/Detained in Two Courses in Current Sem	6	3	10	5	4	0	28
10	No. of students Failed/Detained in more than Two Courses in Current Sem	24	14	21	10	5	3	77

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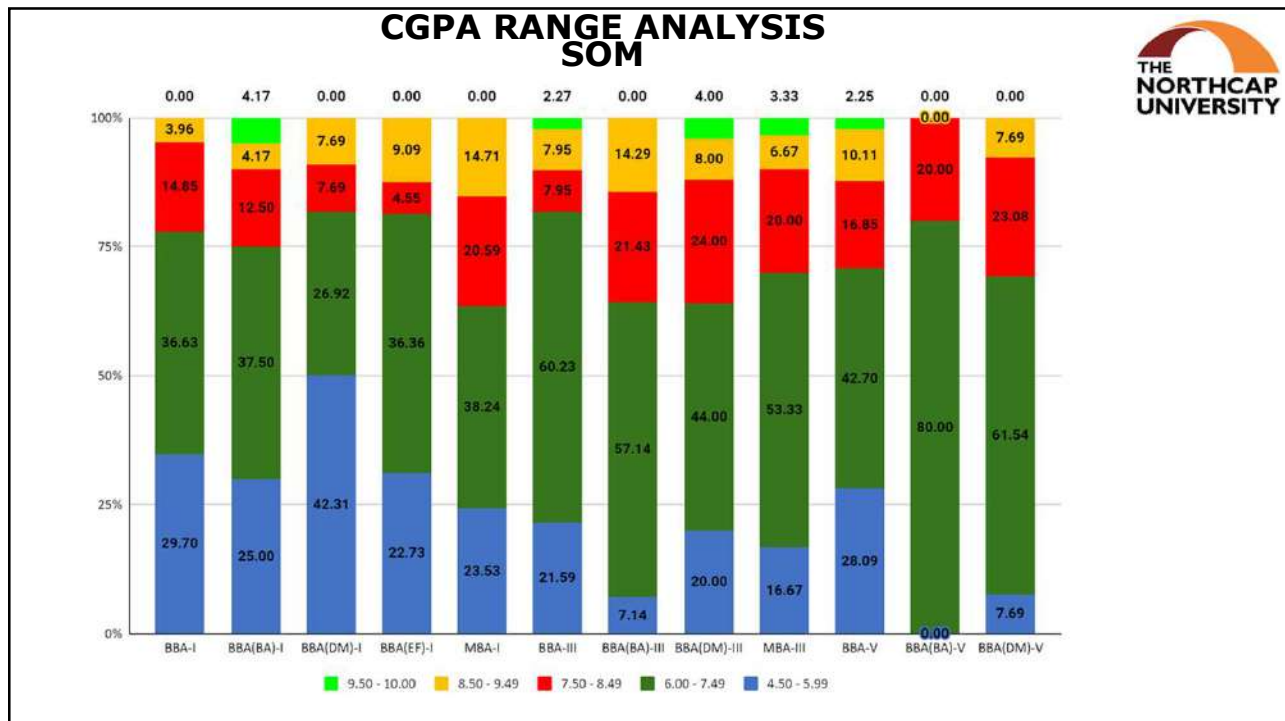
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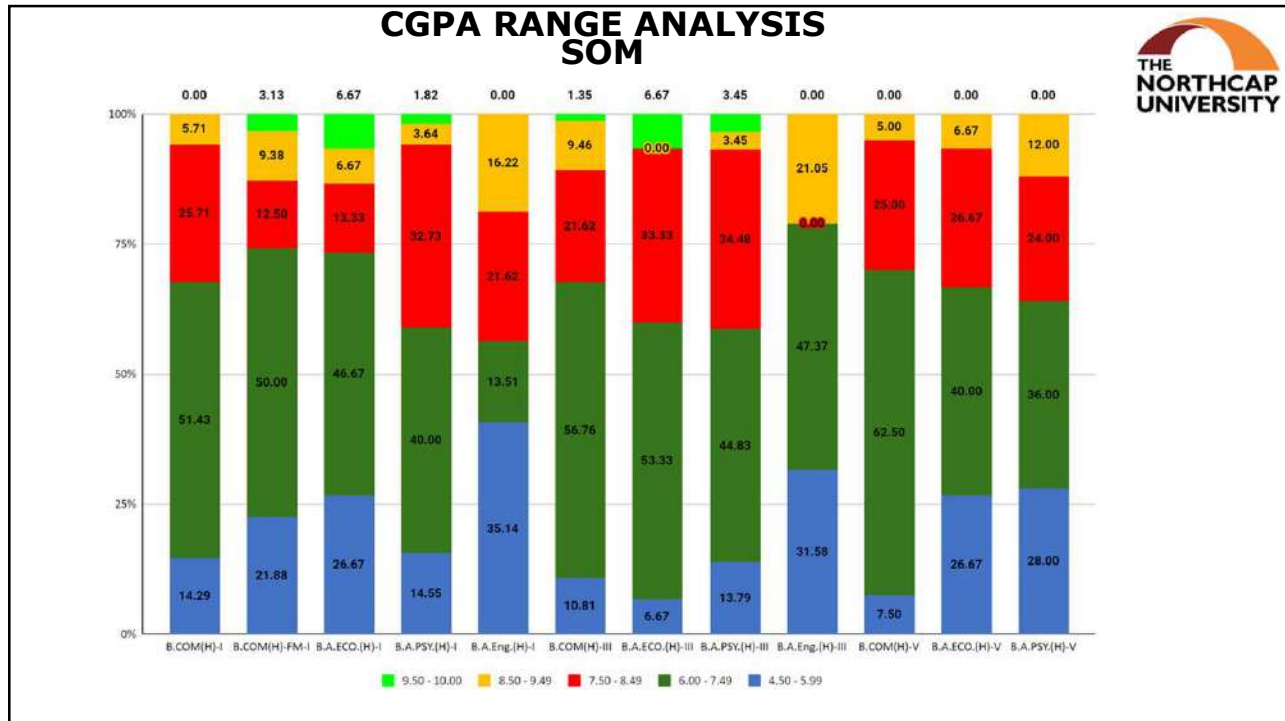
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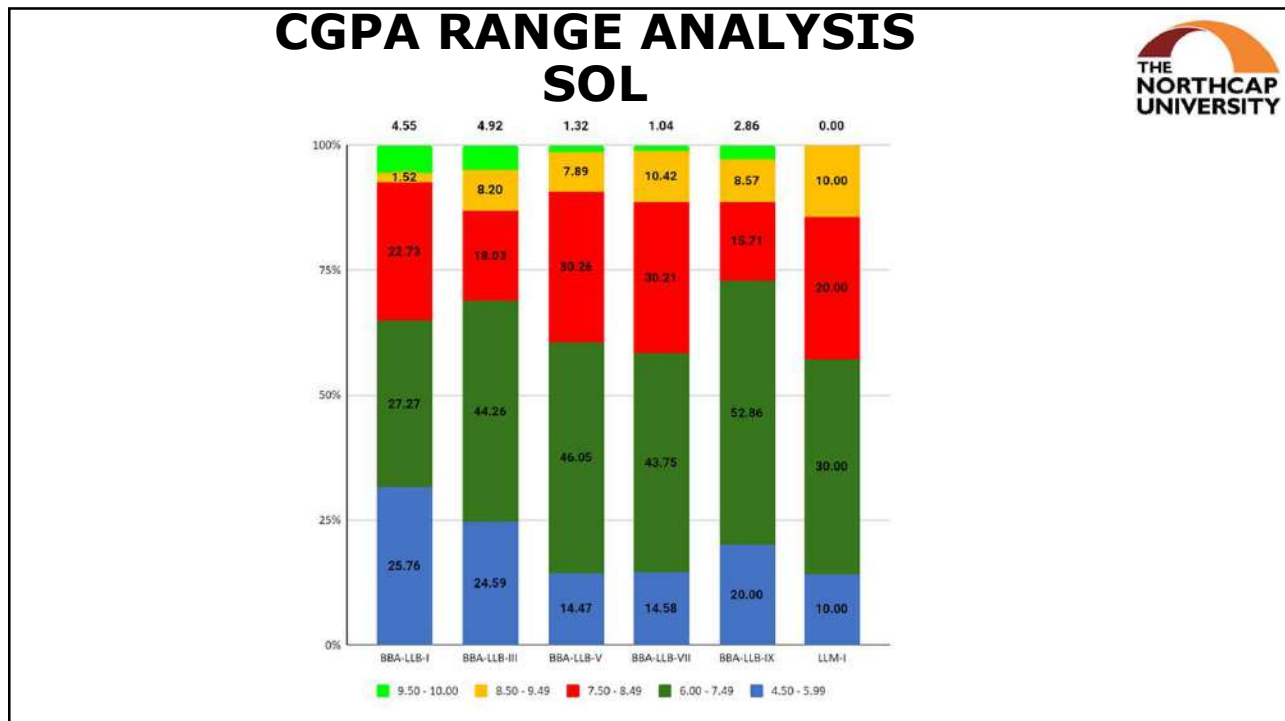
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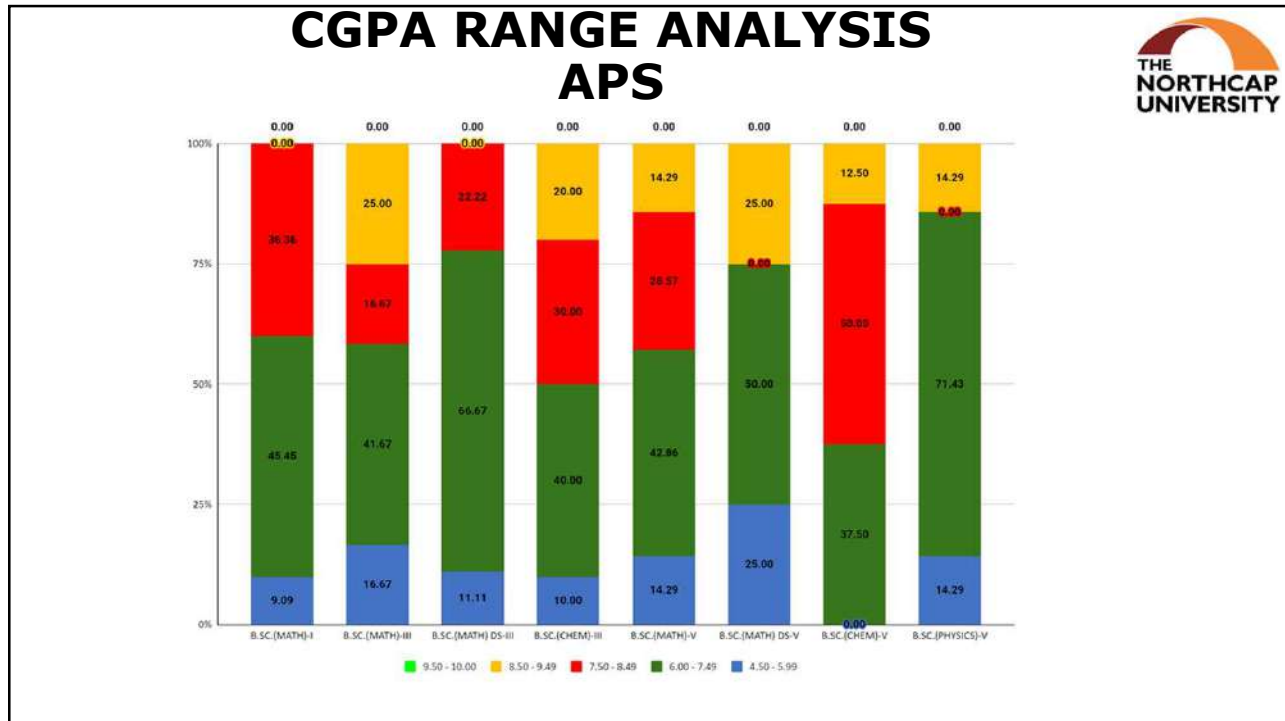
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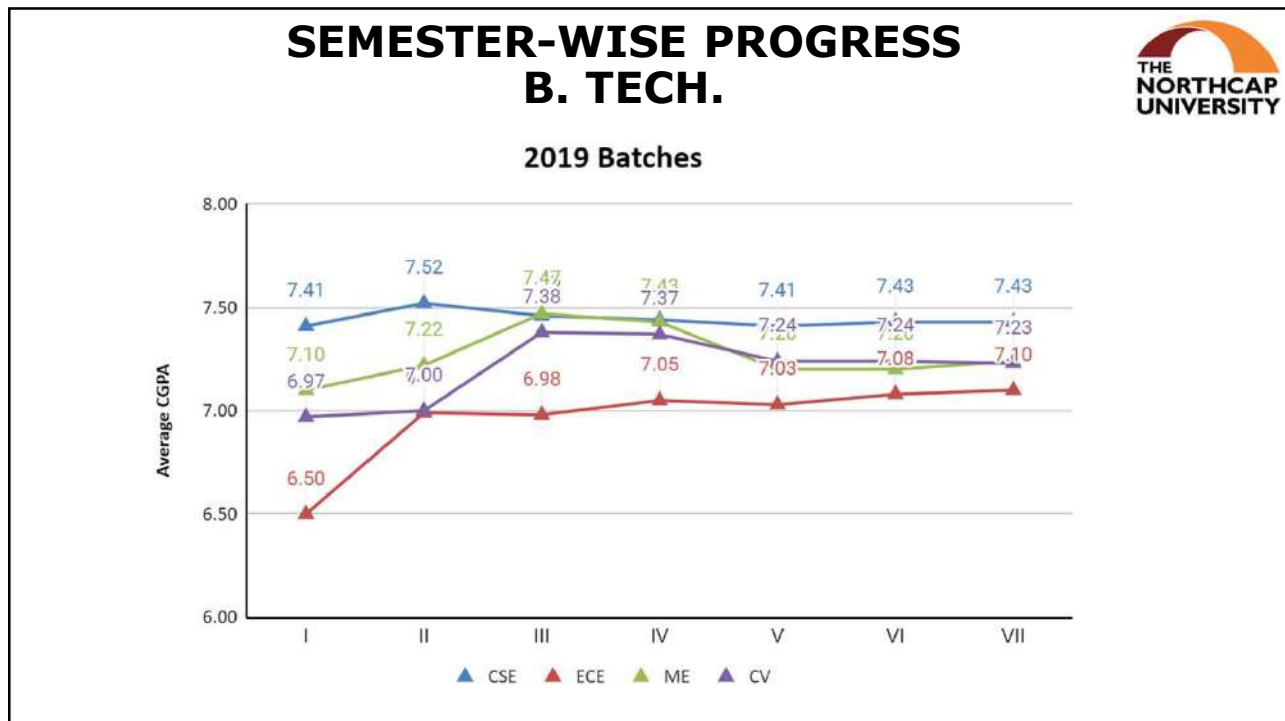
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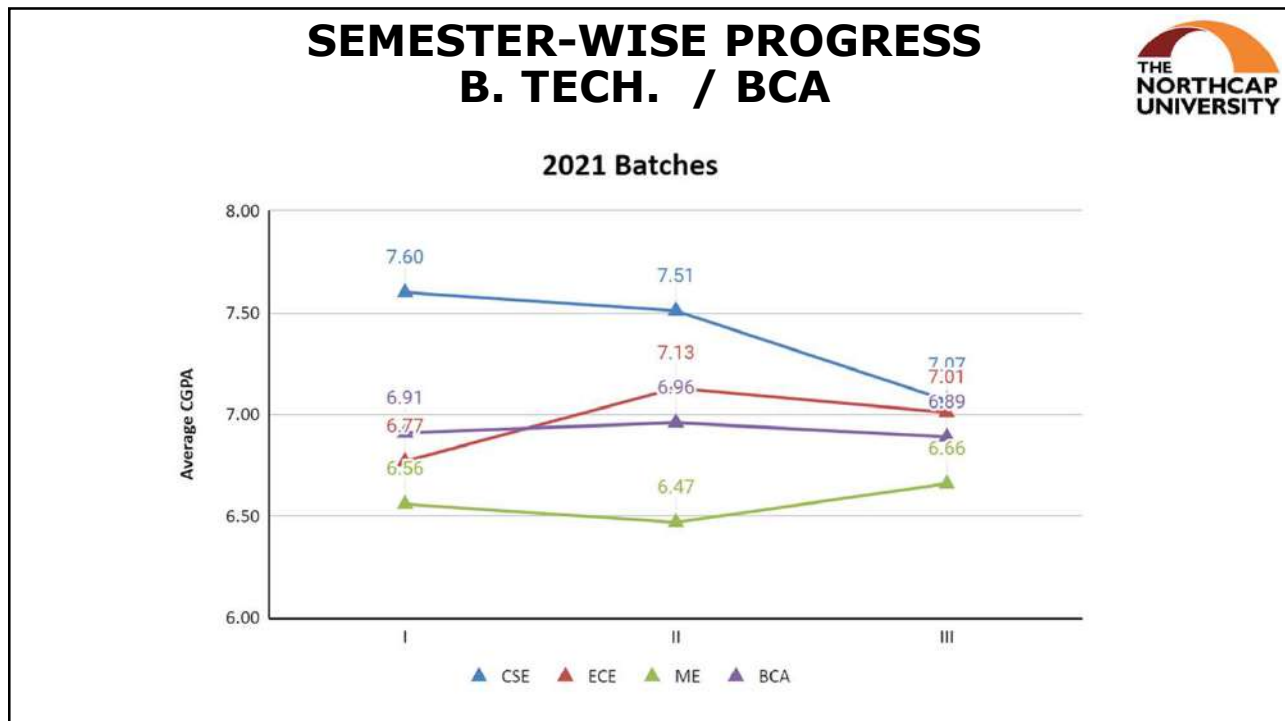
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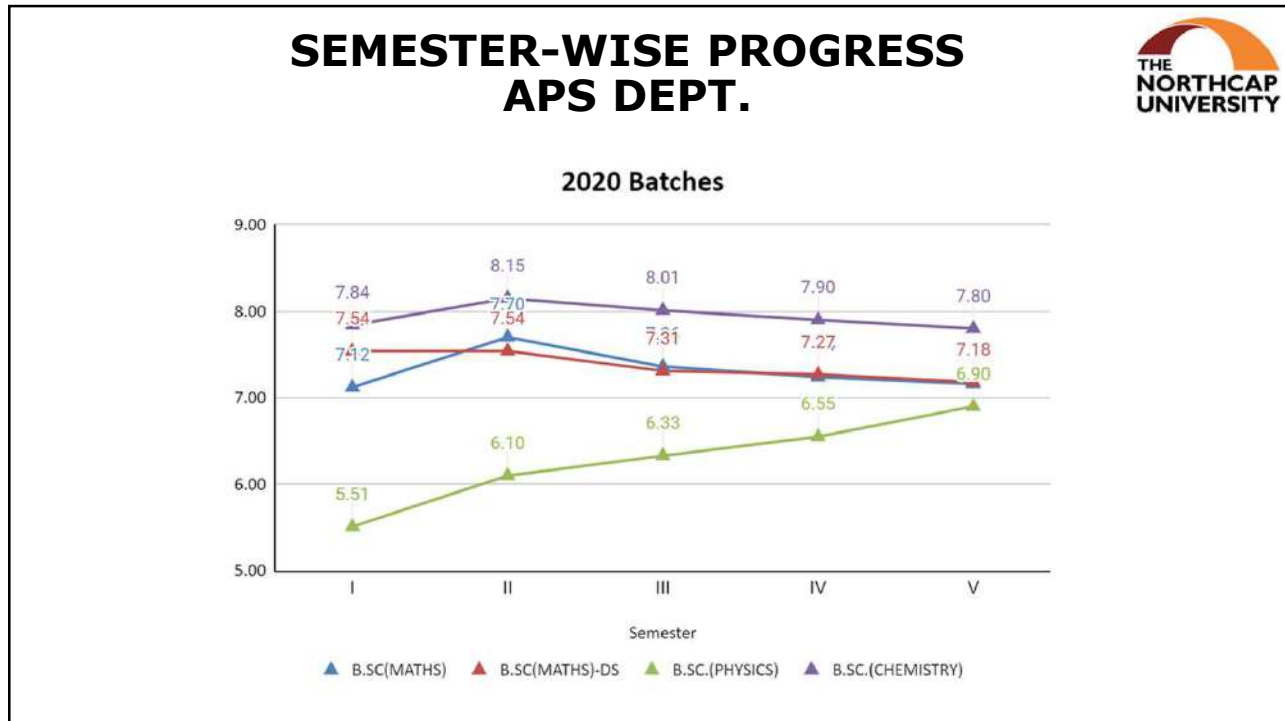
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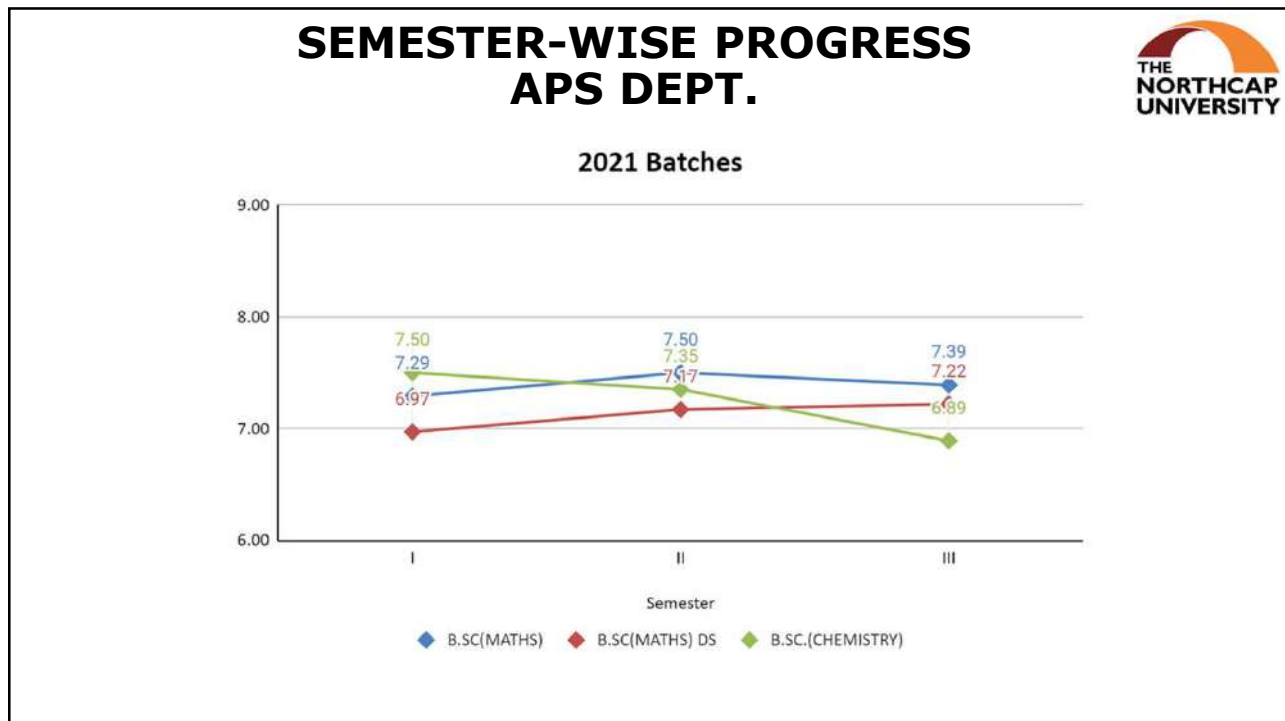
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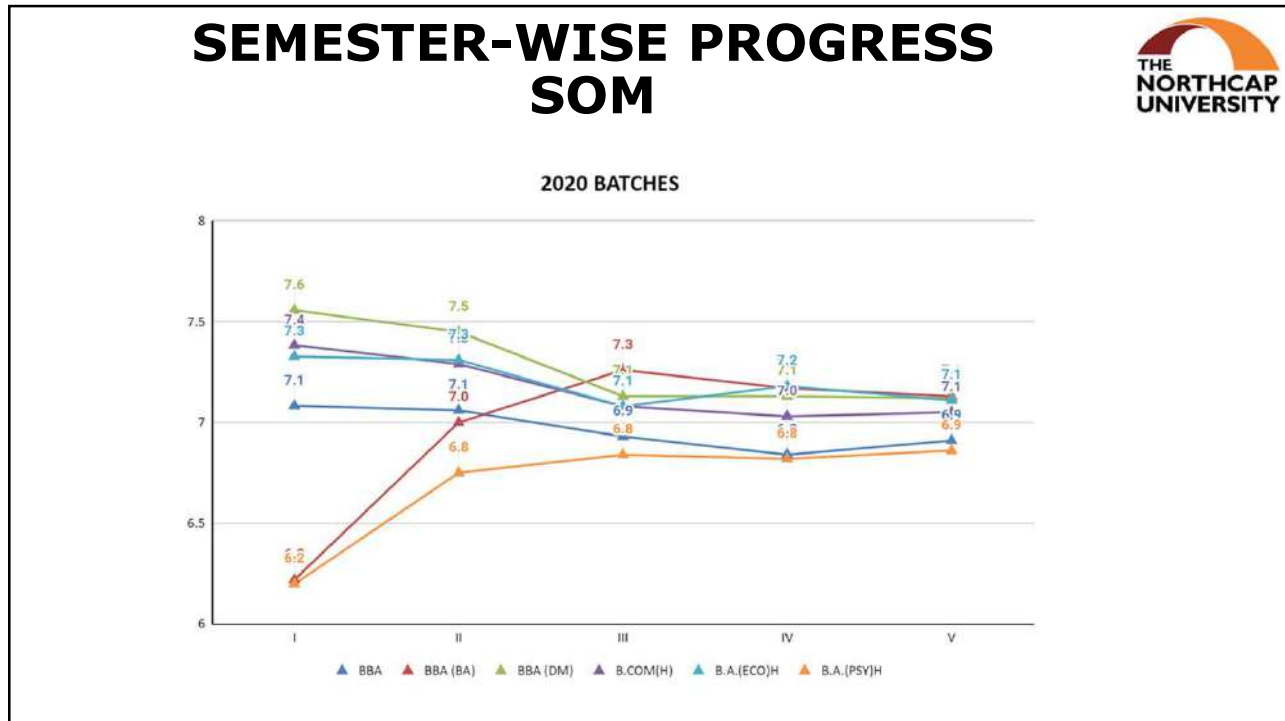
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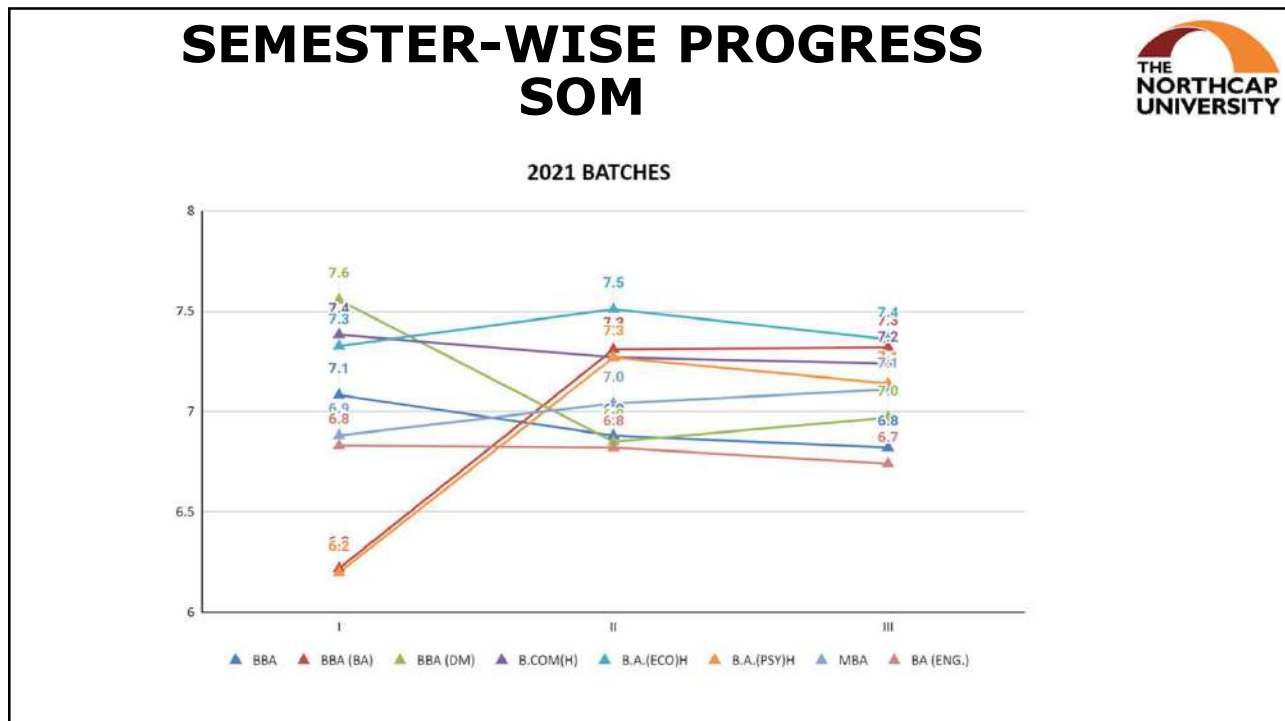
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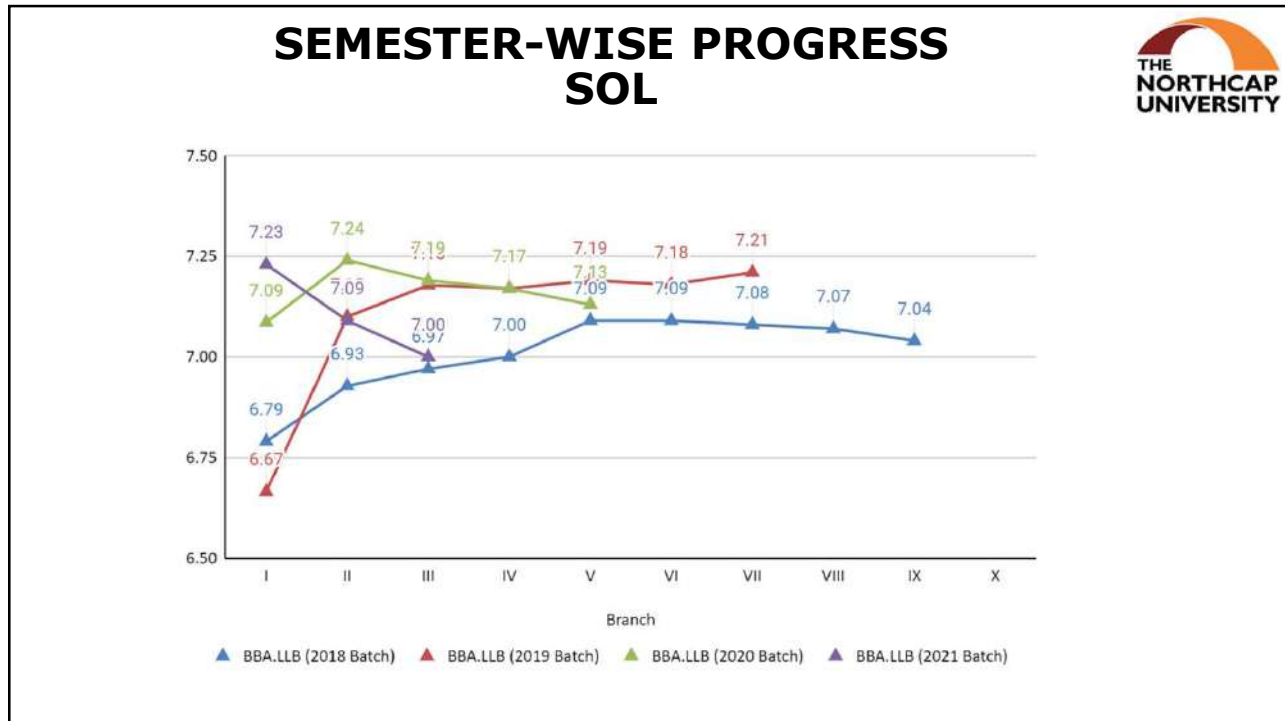
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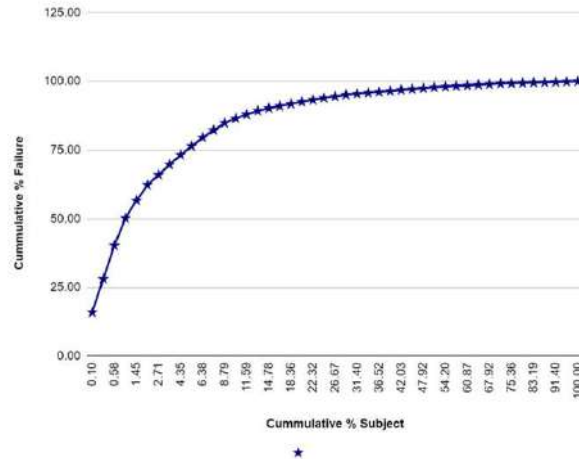
FAILURES ANALYSIS USING 80:20 (July-Dec 2022)

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SOET (B.TECH.) July-Dec 2022



24.44% COURSES (11/45) ARE RESPONSIBLE
FOR 79.57% OF TOTAL FAILURES.



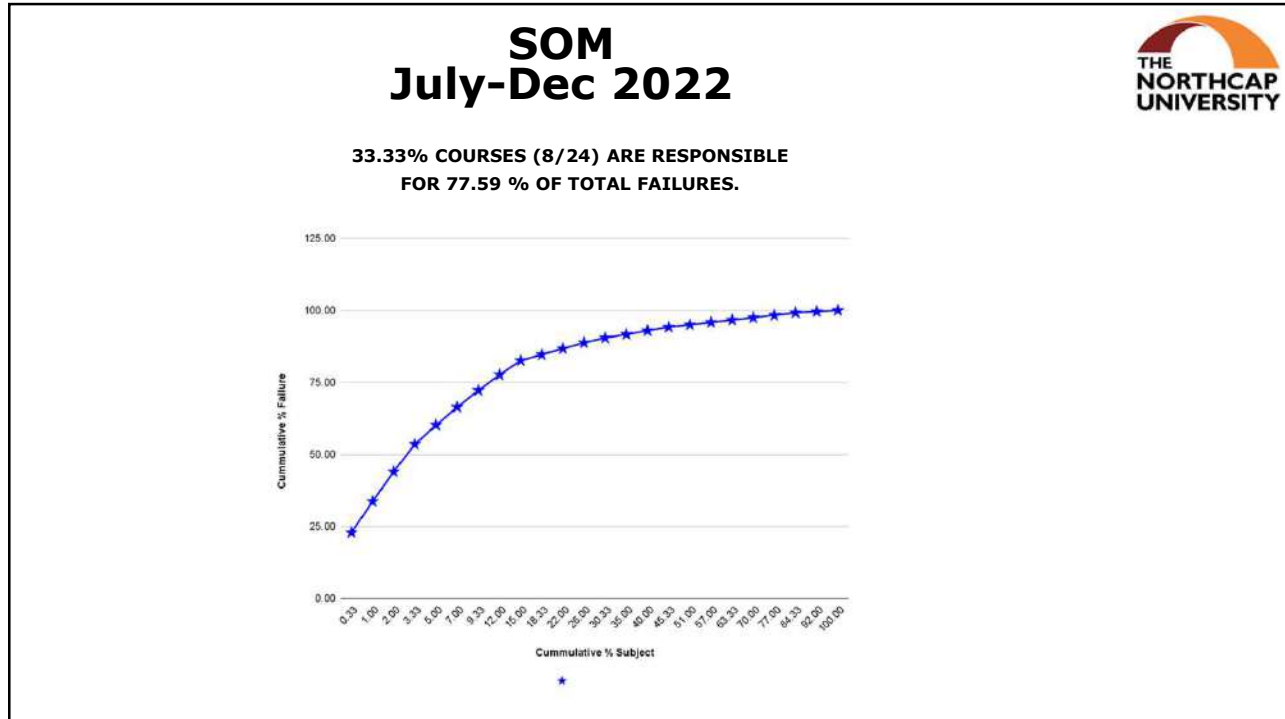
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LIST OF COURSES




Sr. No.	Sub Code	Sub Name
1	CSL240	Computer Networks
2	MAL151	Engineering Mathematics-I
3	ECL255	Digital Electronics and Computer Architecture
4	CSL209	Data Structures
5	CSL223	Discrete Mathematics
6	CSL106	Fundamental of Computer Programming-I
7	BCL103	Programming Fundamentals -I
8	CSL225	Programming for Data Science
9	MEP110	Engineering Graphics & Design
10	BCT201	Summer Training
11	MAL153	Mathematics-I

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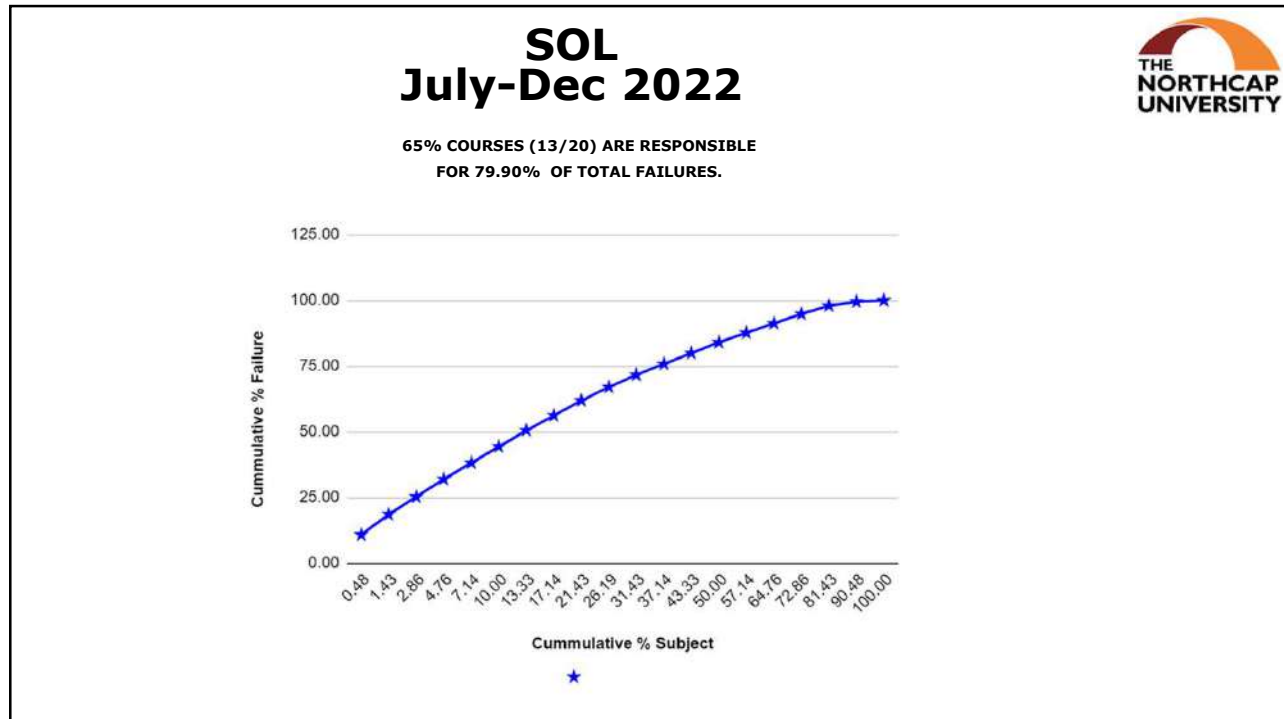
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LIST OF COURSES




Sr. No.	Sub Code	Sub Name
1	ENL102	Principles of Economics
2	CML101	Professional Accounting
3	CML208	Financial Management - II
4	ENL101	Statistics & Research Methodology
5	ENL203	Business Mathematics
6	BSD201	Minor Project
7	BSL303	International Business
8	PCL103	Introduction to Psychology

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LIST OF COURSES



Sr. No.	Sub Code	Sub Name
1	SLL423	Civil Procedure Code
2	BSL102	Principles of Management
3	LBL112	Legal Methods
4	LBL213	Law of Crimes-I (IPC)
5	LBL111	Law Of Torts
6	LBL312	Company Law
7	LBL314	Public International Law
8	LBL313	Law of Evidence
9	SLL227	Public International Law
10	SLL327	Company Law
11	SLL524	Drafting Pleading and Conveyance
12	BSL101	Entrepreneurship
13	LBL214	Family Law-I

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ACTION PLAN TO BE TAKEN ON FAILED COURSES



- ❖ HoDs have been notified of the list of courses with higher failure rate
- ❖ The following basic steps have been planned in various departments
 - Peer tutor teaching
 - Extra classes for weak students
 - Guidance by faculty mentor
 - Registering for failed courses in next semesters

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Action Plan APS



S. NO.	COURSE CODE	COURSE NAME	NO.OF APPEARED STUDENTS	NO. OF FAILED STUDENTS		Action Plan / Action Taken
				Nos.	(%)	
1	MAL102	Analysis I	27	6	22.22	Failure rate is because of Data Science students and analysis 1 is theoretical paper so next time extra focus and revision sheets as per their level will be prepared
2	MAL151	Engineering Mathematics-I	445	109	24.49	Late admitted Students got very less time to prepare and practice for minors and hence majors. Mathematics need more rigorous practice and continuous revision. Session for next year may start early. Reappear students may be given classes separately.
3	MAL153	Mathematics-I	110	28	25.45	Students admitted in BCA should have taken Mathematics as a subject in school in Higher Secondary. Most students who failed did not have Mathematics as a subject in Higher Secondary.
4	MAL313	Integral & Vector Calculus	24	7	29.17	This was a combined subject for mathematics Hons and data sciences students. It is seen that the failure rate is higher in Data Science students and the subject is more of a theoretical paper even in questions component, so next time extra focus and revision sheets as per their level will be prepared.
5	MAS301	Community Service-V	11	6	54.55	3 students were detained and 3 students did not complete the no. of hours required. They are being mentored to complete the no. of hours.

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Action Plan CLL



S. NO.	COURSE CODE	COURSE NAME	NO.OF APPEARED STUDENTS	NO. OF FAILED STUDENTS		Action Plan / Action Taken
				Nos.	(%)	
1	CLD201	Minor Project I	19	3	15.79	Reasons for failure: No submission of the abstract and final project. No regular update was given to the supervisor. Failed plagiarism test. Action Plan 1) Students will be given extra time to complete their Minor Projects. 2) Additional Sessions on Methodology will be conducted. 3) A regular check on their progress will be observed and maintained. 4) Research Ethics will be covered in order to avoid plagiarism
2	CLL207	Popular Literature	17	3	17.65	Reasons for failure: The answers were not upto mark. The students didn't attempt the questions properly and left some of the questions unanswered in Major exams. Action Plan 1) Extra Course Material will be provided. 2) Doubt sessions will be conducted. 3) Special Attention on the writing skills will be provided.
3	CLL340	Film Studies	14	2	14.29	Reasons for failure: The answer sheet was left blank. Submission of video film was not upto mark. Action Plan The students will be addressed to figure out the major areas of concern Extra course materials will be given Doubt Sessions will be conducted

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Action Plan CSE



S. NO.	COURSE CODE	COURSE NAME	NO.OF APPEARED STUDENTS	NO. OF FAILED STUDENTS		Action Plan / Action Taken
				Nos.	(%)	
1	BCL103	Programming Fundamentals - I	92	33	35.87	Students were having very poor programming skills. Students should be more serious in class and give attention to assignments given in class for their improvement. Failure cases are more than 33%, re-major exam to be conducted as per exam rules
2	BCL201	Data Structures	44	24	54.55	Students were poor in coding data structures through java. They were not at all serious in attending lectures and labs therefore not able to understand many core concepts. Failure cases are more than 33%, re-major exam to be conducted as per exam rules
3	BCL203	DBMS	38	12	31.58	This course was run for BCA students who were very casual about their lectures/ labs and missed lot of them. Thus, they failed to understand many concepts. They shall be given lot of practice and assignments in their conceptual topics. List shall be prepared by course coordinator
4	BCL205	Digital Electronics & Computer Architecture	34	13	38.24	Students did not perform well in minor and major exam. Doubt classes will be conducted. Video recording of lectures will be shared with students. Failure cases are more than 33%, re-major exam to be conducted as per exam rules
5	BCL221	UI / UX Design principles	36	6	16.67	This course is for BCA students who need to be more focussed towards programming course. An online course can be given to practice more programs.
6	BCS201	Community Service-III	61	8	13.11	These students did not complete the CS hours and after giving multiple reminders also they did not appear for CS evaluations. They should be more serious about this subject. They are lacking because of not participating in the events of community service
7	BCT201	Summer Training	61	28	45.90	Students were given several changes to appear for presentation but they did not turn up, citing reason that they have not gone through the training in summers. They were given another chance in winter break to complete the training and dept. also conducted the in-house training for them.
8	CSL106	Fundamental of Computer Programming-I	447	50	11.19	Poor programming skills, no background of programming and not willing to learn programming skills. only attaining 75% attendance is their main aim and getting the degree. An online course shall be provided to students along with doubt clearing class.

Contd.

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Action Plan CSE



SNO	COURSE CODE	COURSE NAME	NO.OF APPEARED STUDENTS	NO. OF FAILED STUDENTS		Action Plan / Action Taken
				Nos.	(%)	
9	CSL209	Data Structures	429	95	22.14	Poor Programming skills, not willing to do programming. Additional assignments shall be provided with links of study material and doubt clearing sessions.
10	CSL223	Discrete Mathematics	414	57	13.77	Student lack in practice, due to which they fail to understand many concepts. A question bank shall be provided to students for practice
11	CSL225	Programming for Data Science	286	38	13.29	Students were finding difficulty in comprehending the programming skills. Students will be encouraged to join this course again in regular mode, at least for those who have got less than 20% marks, for rest, the unit wise assignments and doubt sessions will be planned.
12	CSL240	Computer Networks	422	142	33.65	Basic fundamentals are not clear. More of practical questions were given. A question bank shall be provided to students for practice
13	CSL273	Enterprise Web Applications	106	23	21.70	Students lacks basic language constructs of Java programming and found it difficult to understand advance concepts. Moreover, it requires lot of practice to understand the concepts better, few students took a casual approach towards it & couldn't perform well. A Java programming will be offered first before beginning with the course curriculum. Also Hackerearth platform would be included in Java course for more practice
14	CSL281	Secure Communication & Cryptography	38	15	39.47	Doubt sessions will be planned, regular assignments and quizzes will help them to clear this course Failure cases are more than 33%, re-major exam to be conducted as per exam rules
15	CSL383	Network Security	45	5	11.11	This Course is totally practical in nature, need strong cyber security and networking background Study material for Computer Network shall be provided and students encouraged to join PTMA certification in summer. Video lectures if the course shall be shared with students.
16	CSM202	Social Networks	15	14	93.33	This was the full MOOC course and students were from non computer science background, most of them forgot to register on SWAYAM portal. A one hour per week doubt class will be planned and will guide the students to understand the topics.
17	CSM209	Getting Started With Competitive Programming	12	3	25.00	It was a full MOOC course and bit tough for non-computer science students. Three students did not perform well due to lack of programming background. A certification course in summer is being floated. Students shall be encouraged to join.

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Action Plan MDE

S. NO.	COURSE CODE	COURSE NAME	NO. OF APPEARED STUDENTS	NO. OF FAILED STUDENTS		Action Plan / Action Taken
				Nos.	(%)	
1	CES400	Community Service-VII	15	2	13.33	The students were mentored about the benefits of doing CS hours. They were made aware how they can complete their CS hours.
2	ECL251	Analog Electronics & Integrated Circuits	14	6	42.86	Help in terms of preparation, doubt clearance, etc will be given to these students to prepare well and clear these papers. Most of the students have failed in their major and minors. Therefore not prepared properly for the exams. Students will be advised to put in more effort and all assistance shall be given to them.
3	ECL253	Field,Waves and Antennas	18	4	22.22	out of 4 students , three are reappear who have not given due attention to preparing for this exam. All help in terms of preparation, doubt clearance, etc will be given to these students to prepare well and clear these papers.
4	ECL255	Digital Electronics and Computer Architecture	453	108	23.84	Students didn't performed well in minor and major examinations. Doubt-clearing sessions and extra lectures on few important topics will be arranged. Video recordings of a few topics have been prepared, which will be shared with the students to clarify the concepts.
5	ECL270	Control System & Power Electronics	20	2	10.00	Out of 2 students, one left NCU and have not appeared in any exams, one had some health issues. Extra class and extra practice questions will be shared with the student for better preparation of exam
6	ECL361	Data Structures	13	7	53.85	and clear these papers.

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Action Plan MDE

S. NO.	COURSE CODE	COURSE NAME	NO.OF APPEARED STUDENTS	NO. OF FAILED STUDENTS		Action Plan / Action Taken
				Nos.	(%)	
7	ECL478	Introduction To Industrial 4.0 And Industrial lot	16	4	25.00	Full MOOC course, students did not appeared for the exam
8	MEL202	Heat & Mass Transfer	14	3	21.43	Two students are failing in the course because they did not appear in their major exam. However one student scored very less in major .In such cases, mentoring, doubt-clearing sessions, and additional classes will be provided.
9	MEL207	Machine Design-I	16	2	12.50	Only two students are failing in the course. They missed their major exam.
10	MEL303	Fluid Machines	16	3	18.75	Only one regular student failed due to absentee in major exam. Rest two students are re-appear students with very low internal marks and hence couldn't pass. Students are advised to take this course in regular mode to improve the internals.
11	MEL312	IC Engine and Gas Turbine	14	2	14.29	Since the class size is very small accounting 14% failure rate. Only two students are failing in the course because they did not attempt their major exam. The students are motivated to take their exams in future.
12	MEP110	Engineering Graphics & Design	268	32	11.94	Mostly due to no or untimely submission of drawing sheets , absenteeism in minor. Mentoring and doubt clearing session and extra classes will be conducted for such cases.

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Action Plan SOL



S. NO.	COURSE CODE	COURSE NAME	NO.OF APPEARED STUDENTS	NO. OF FAILED STUDENTS		Action Plan / Action Taken
				Nos.	(%)	
1	LBL111	Law of Torts	62	12	19.35	Out of 75 students in the class, 13 were detained and 12 students failed in the subject. Reason is poor participation and performance 1) Practice Test Series have been prepared for understanding problem based learning, 2) Extra classes will be taken for the students
2	LBL112	Legal Methods	57	13	22.81	Total number of students were 69 students including 3 re-appear students. 13 got detained and 13 students failed in the subject including two re-appear students. Performance was very poor 1) Students were counselled to study and the importance of a good cgpa and knowledge of law was emphasized 2) Extra classes were given to the students
3	LBL213	Law of Crimes-I (IPC)	70	13	18.57	Out of a batch of 57 regular students, eight students failed the course due to poor performance. 1) Counselling sessions to attend regular classes was provided to the students 2) Extra classes were provided to the students
4	LBL214	Family Law-I	64	8	12.50	The total number of students were 69. Out of which 5 students were detained. 1) More emphasis has been given on case study based learning rather than theory of law to increase analytical skills of students.
5	LBL312	Company Law	63	12	19.05	The total strength of the class is 74. The class average is 50. The total number of failure students is 11. The total number of detained students is 12. 1) Extra classes were provided to the students. 2) The students were assisted to in the research work for the CRE assignment

Contd.

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Action Plan SOL



S. NO.	COURSE CODE	COURSE NAME	NO. OF APPEARED STUDENTS	NO. OF FAILED STUDENTS		Action Plan / Action Taken
				Nos.	(%)	
6	LBL313	Law of Evidence	62	11	17.74	There were in total 21 students who failed. Out 21 students 10 students were detained and 11 students performed poorly in the minor 1) Practice Test Series have been prepared for understanding problem based learning and writing involved in law subjects.
7	LBL314	Public International Law	61	12	19.67	There were 74 students in total out of which 12 students failed and 13 were detained. All the 12 students performed poorly in all the four components 1) Small assessments have been planned for each topic for better understanding of students.
8	LBL462	Criminal Justice Administration	24	3	12.50	Out of the total strength of 24 students, 3 students failed, 1 did not appear in the majors and the 2 failed to clear the minimum requisite marks in the major and minor examination. 1) Practice Test Series have been prepared for understanding problem based learning and writing involved in law subjects.
9	LBL464	Health Law	44	8	18.18	Out of batch of 50 students, six students were detained due to short attendance. Total number of students appeared for major exam was 44, 8 students failed the course. 1) Ten minutes in each class were reserved for revision of earlier taught topic.
10	LBL549	Private International Law	38	7	18.42	Out of the total strength of 38 students, 7 students failed in the course. Out of these 7 students, 3 did not appear for the minor examination and the remaining 4 performed poorly in the major and minor examination. 1) Practice Test Series have been prepared for understanding problem based learning, 2) Extra classes were taken for the students
11	SLL227	Public International Law	16	11	68.75	All 16 reappear students and their performance is poor 1) Students were counselled to study and the importance of a good cgpa and knowledge of law was emphasized 2) Extra classes were given to the students

Contd.

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Action Plan SOL



SNO	COURSE CODE	COURSE NAME	NO. OF APPEARED STUDENTS	NO. OF FAILED STUDENTS		Action Plan / Action Taken
				Nos.	(%)	
12	SLL327	Company Law	11	10	90.91	All 16 reappear students and their performance was poor 1) Small assessments have been planned for each topic for better understanding of students.
13	SLL423	Civil Procedure Code	92	21	22.83	Out of class of 97 students 7 students were detained because of short attendance in the subject. Remaining 90 students were evaluated out of which 2 of the students did not appear for the exam as they had medical issue and 20 students were failing in the said course. 1) Practice Test Series have been prepared for understanding problem based learning, 2) Extra classes were taken for the students
14	SLL524	Drafting Pleading and Conveyance	68	9	13.24	Students performance was poor either due to absent in minor, Major, UMC cases 1) More emphasis has been given on case study based learning rather than theory of law to increase analytical skills of students.
15	SLL549	International Organization	38	7	18.42	Out of a batch of 38 students, seven students failed the course. Four of them were on account of unfair means case, and other three failed due to poor performance in all the components. 1) Small assessments have been planned for each topic for better understanding of students.

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Action Plan SOM



SNO	COURSE CODE	COURSE NAME	NO.OF APPEARED STUDENTS	NO. OF FAILED STUDENTS		Action Plan / Action Taken
				Nos.	(%)	
1	BSD201	Minor Project	132	15	11.36	Students failed in minor project due to the following reasons : non-submission of reports, not attending viva, project reports not upto the mark, no contact with the mentor etc. The Reappear Failure Report has been shared with the respective mentors and students have been counselled by their mentors.
2	BSL101	Entrepreneurship	59	9	15.25	Out of 9 failures, 3 were absent in major, 1 UMC and 5 failed in theory. The data has been shared with student mentor and HOD for mentoring.
3	BSL102	PRINCIPLES OF MANAGEMENT	395	49	12.41	Of the 49 failures, 5 are reappear students who were absent in Major Exams. Working for REGULAR students (395 in total - excluding detained), the failure rate is 12% Absent in Majors - 4 Failing in Major exam due to poor performance - 1 Failing in Internals (No assignment submission) - 1 Failing in Theory (Majors+Minors) - 38 The Reappear Failure Report has been shared with the HOD so that required mentoring for the students may be done.
4	BSL201	Fundamentals of Operations Management	135	15	11.11	Of the 15 failures, 7 are reappear students who were absent in Major Exams. Working for REGULAR students (137 in total - excluding detained), the failure rate is 12% Absent in Majors - 4 Failing in Major exam due to poor performance - 4 The Reappear Failure Report has been shared with the HOD so that required mentoring for the students may be done.
5	BSL216	Digital Businesses	17	3	17.65	These three students are failed because of UMC Cases. Students have been counselled and parents were involved during PTM for the same matter.

Contd.

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Action Plan SOM



SNO	COURSE CODE	COURSE NAME	NO.OF APPEARED STUDENTS	NO. OF FAILED STUDENTS		Action Plan / Action Taken
				Nos.	(%)	
6	BSL230	Organization Theory & Behaviour	55	7	12.73	Of the seven failures, four are reappear students. Working for REGULAR students (50 in total - excluding detained), the failure rate is 06% (total three failures - poor performance in minor and major exams). The Reappear Failure Report has been shared with the HOD so that required mentoring for the students may be done.
7	BSL303	International Business	89	14	15.73	Five students were absent in majors; one student was marked zero in majors (UMC action); and the rest of the students performed poorly on their minor and major exams. The data has been shared with student mentor and HOD for students' mentoring.
8	CML101	Professional Accounting	190	26	13.68	The students were failing in minor and major exam. Some of the failing students not submitted assignments and not participated in class activities and hence could not fetch marks in internal exams.
9	CML110	Communication & Documentation in Business	125	13	10.4	5 out of these students did not participate in Major exams , Others did not perform well in Minors.The Reappear Failure Report has been shared with the respective mentors and students have been counselled by their mentors.
10	CML208	Financial Management - II	149	25	16.78	12 students were failing in major exam. 8 were failing in minors and rest were failing in internal exam. Now students will appear in the exam asa reappear course. Many of them have not submitted any of the assignments.
11	END201	Minor Project	15	2	13.33	Students failed in minor project due to the following reasons : non submission of reports, not attending viva, project reports not upto the mark, no contact with the mentor etc. The Reappear Failure Report has been shared with the respective mentors and students have been counselled by their mentors.
12	ENL101	STATISTICS & RESEARCH METHODOLOGY	131	23	17.56	4 students out of 23 were absent, 1 case of UMC. Rest of the students either submitted blank sheet or just copied questions. students were absent in minor exams also, 15 students were given 0 in minors. Approximately 30% failed in minors. Remedial classes were taken after that and the result in majors were reduced to 17% failure rate.

Contd.

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Action Plan SOM



SNO	COURSE CODE	COURSE NAME	NO.OF APPEARED STUDENTS	NO. OF FAILED STUDENTS		Action Plan / Action Taken
				Nos.	(%)	
13	ENL102	Principles of Economics	145	55	37.93	Most of the students were failed in Minor and left the sheet blank. Few students did not appear both in minor and major.
14	ENL203	Business Mathematics	68	16	23.53	Students either left their sheets blank or absent in major/minor
15	ENL338	Introduction to Statistical Programming With R	15	4	26.67	The students were failing in minor and major exam. Some of the failing students not submitted assignments and not participated in class activities and hence could not fetch marks in internal exams.
16	ENT301	Summer Internship	15	2	13.33	2 students have failed in the SIP due to the following reasons: There was no contact with the mentors. The students didn't submit the project report. Vivas was also not given by the students.
17	PCL103	Introduction to Psychology	82	13	15.85	5 Students did not attempt the major/minor 1 student was absent. The students were counselled to address the reasons such as medical illness, fatigue and not show such delinquency. Remaining students were evaluated by a different faculty in a different programme.
18	PCL205	Introduction to Social Psychology	25	5	20	Students either left their sheets blank or absent in major/minor
19	PCL207	Statistical Methods & Psychological Research	29	5	17.24	Out of 5 students who failed, 2 were Reappear cases who did not appear in the minors. 3 regular students failed as they did not attempt the minor/major. The students were counselled to remain alert and updated about date sheets and not show delinquency and ask for doubts in the class and even after the class to improve their performance

Contd.

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Action Plan SOM



SNO	COURSE CODE	COURSE NAME	NO.OF APPEARED STUDENTS	NO. OF FAILED STUDENTS		Action Plan / Action Taken
				Nos.	(%)	
20	PCL303	Psychopathology and Well Being	16	2	12.5	Students either left their sheets blank or absent in major/minor
21	PCT301	Summer Internship	25	5	20	Students failed summer internship projects due to failure to submit reports, failure to attend viva, inadequate project reports, failure to communicate with the mentor, and so on. The Reappear Failure Report was distributed to the respective mentors, who counseled the students.
22	SML322	Investment Management	51	7	13.73	The students have filled the course as one of their reappear subjects. The students couldn't clear the exam as they were failing in internals. No submission was done regarding assignments and students were absent on OTMS exam too.
23	SMM305	Product And Brand Management	22	4	18.18	Out of the four failures, three students viz., 20BBAD15, 20BBAD12 & 20BSM013 did not register for the course. Hence the students missed the assignments and end term proctored test. Mentors of the students have been informed so that the students may be mentored and supported toward clearing the exam in reappear mode.
24	SMM307	Ecology and Society	48	9	18.75	Six students did not register for the course. Rest three students scored less than 40 (composite assignments and end term proctored exam). Cases have been referred to the respective mentors so that student support and guidance may be extended.

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Dean's List

Eligibility criterion:

A student of any UG & PG programmes of NCU is eligible to be featured in the Dean's List of any semester result if:

- He/ She has scored 9.50 CGPA or above in that semester result.

Or

- He/She has secured top position (First position) in the batch of that programme (across all sections) and has a minimum CGPA of 9.00.

Note:

A student has to pass all courses in single attempt to become eligible for featuring in the Dean's List of any semester.

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Summary for Dean's List of UG & PG students for Semester Result-July-Dec 2022



Sr. No.	Programme	Branch	Entry Batch					Total
			2018	2019	2020	2021	2022	
1	B. Tech.	CSE		2	2	9	12	25
2	B. Tech.	CV		1				1
3	B. Tech.	ECE				1		1
4	B. Tech.	ME			1			1
5	B.Sc. (H)	CHEMISTRY				1		1
6	B.Sc. (H)	MATHS			1			1
7	M.TECH.	CSE (PT)				1		1
8	M.TECH.	CSE (FT)					1	1
9	M.TECH.	CV (PT)			1	1	2	4
10	M.TECH.	ME (PT)			1			1
11	BCA	CSE				1	2	3
12	B.A. (H)	ECO			1	1	1	3
13	B.A. (H)	PSY			1	1	1	3
14	B.A. (H)	ENG				1	1	2
15	BBA	BUSINESS ANALYTICS					1	1
16	BBA	DIGITAL MARKETING			1		1	2
17	BBA	ENTR. & FAMILY BUSINESS					1	1
18	BBA				2	1	1	4
19	B.Com (H)					1	1	2
20	B.Com (H)	FINANCIAL MARKET					1	1
21	MBA					1		1
22	BBA-LLB		2	1	1	3	3	10
23	LLM						1	1
TOTAL			2	4	12	23	30	71

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Year Wise % Summary for Dean's List of UG & PG students for



Sr. No.	Session	No. of Dean List Students (SOET)	No. of Dean List Students (SOM)	No. of Dean List Students (SOL)	Total No. of Dean List Students	Total No. of Students	% of Total Dean List Students
1	July - Dec. 2022	40	20	11	71	3276	2.17
2	Jan - June 2022	30	20	9	59	3013	1.96
3	July - Dec. 2021	33	19	9	61	2986	2.04
4	Jan - June 2021	33	14	7	54	2580	2.09
5	July - Dec. 2020	37	19	9	65	2601	2.50
6	Jan - June 2020	54	20	10	84	2760	3.04
7	July - Dec. 2019	43	15	10	68	2803	2.43
8	Jan - June 2019	41	11	10	62	2622	2.36
9	July - Dec. 2018	53	11	10	74	2529	2.93

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HIGHLIGHTS OF RESULT ANALYSIS



- ❖ All clear students percentage **below 60% in the current semester and till current semester-** APS, SOM, SOL and BCA.
- ❖ All clear students percentage **51% in the current semester and 44% till current semester-** B.Tech 3rd semester (all branches)
- ❖ All clear students percentage **34% in the current semester and 33.5% till current semester-** Complete BCA Programme
- ❖ All clear students percentage **48.7% in the current semester and 44.2% till current semester-** Complete SOM
- ❖ Total Failure percentage: 37.85%, Total detained students % is 20.85%. **Out of total failure % (37.85%), 55% is due to detention (20.85%) .**

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Thank You!



ITEM No. 6: INTRODUCTION OF 05 NEW PROGRAMMES FROM THE ACADEMIC YEAR 2023-24

THE XXXVII MEETING OF BOARD OF MANAGEMENT

Tuesday, 25 April 2023

1

NEW PROGRAMMES IN MEDIA & VISUAL COMMUNICATION



The NorthCap University is launching 5 new contemporary programmes in the field of media and visual communication from AY 2023-24:

- a) B. Sc (Sound Engineering)**
- b) B. Sc (Visual Communication)**
- c) B. Sc (Visual Effects and Animation)**
- d) BCA (Game Development)**
- e) BCA (Media and Information Technology)**

- ✓ Programme schemes are finalized.
- ✓ Standing Committee-AC approved the programmes.
- ✓ Applied for approval at DHE, Govt. of Haryana.
- ✓ BOS & AC approvals for detailed academic contents are in process.

2

2

B. Sc (Sound Engineering)



• **PROGRAMME HIGHLIGHTS:**

- Project Oriented Course
- International certifications included in the curriculum
- AVID and Ableton certified trainers
- In-depth understanding of the Physics of Sound, Recording Studio Operations, etc.
- Access to our professional Music Production Lab to work on personal projects
- Get hands-on training in AVID recording and mixing studios
- Events like Music Production Week and Sound Conclave, Industry Visits, etc.
- Workshops to be conducted by industry professionals almost every weekend
- Internship and placement support
- Individual practical assignments to test the knowledge of students

- ✓ Duration: 3 Years
- ✓ Total credits: 120
- ✓ Seats: 40
- ✓ Fee: ₹ 3,00,000/-

3

B. Sc (Visual Communication)



• **PROGRAMME HIGHLIGHTS:**

- Learn efficient and effective visual communication using filmmaking and photography skills
- Understand the design principles and concepts for typography
- Learn various genres of photography
- Learn the aspects of brands from the design perspective
- Understand the lighting concepts and applications for film and photography
- Understand the fundamentals of professional communication and media psychology
- Methodical approach to editing and working on various editing software.
- Learn fundamentals of different designing software for print and digital media
- Understand the finer nuances of the media business and media laws and ethics
- Soft skills development
- Understand the concepts of digital marketing

- ✓ Duration: 3 Years
- ✓ Total credits: 120
- ✓ Seats: 40
- ✓ Fee: ₹ 1,50,000/-

4

B. Sc (Visual Effects and Animation)



• PROGRAMME HIGHLIGHTS:

- Fundamentals of drawing to advanced sketching techniques
- Practical application of the pre-production process in making animation and VFX films
- In-depth practical understanding of 3D production pipeline and VFX pipeline
- Creating a 3D environment according to VFX shot and camera handling for shoots
- Creating 3D assets and characters with photo-realistic textures and creating lighting according to VFX shots (to match the real setup)
- Industry workshops every month to help students understand what is currently happening in the industry
- Animation Day, VFX Jam, Seamedu Awards, etc., where students come together and create amazing output
- In-depth understanding of matte painting (background) for 3D and VFX shots

- ✓ Duration: 3 Years
- ✓ Total credits: 120
- ✓ Seats: 40
- ✓ Fee: ₹ 1,50,000/-

• PROGRAMME HIGHLIGHTS:

- Students will create short films (live action, 2D, 3D) and advertisements (live action, 2D, 3D) with various visual effects
- Opportunity to work with our in-house "Toolbox Studio"
- Working with film and sound students to create a holistic project and getting insights into sound and live-action films
- Sound knowledge of stereoscopy to create 3D videos, including depth
- Software covered: Adobe Photoshop, Adobe After Effects, Adobe Premiere Pro, Adobe Animate CC, Adobe Media Encoder, Autodesk Maya, The Foundry Nuke, Boris FX Silhouette, Houdini, Substance Painter, 3D Equalizer, Z-Brush, and basic introduction of Unity Game Engine
- Pulling a green screen key and creating an intermediate background for VFX shots
- Creating effects like particles, fire, and water for VFX

5

BCA (Game Development)



• PROGRAMME HIGHLIGHTS:

- Project and output-oriented course structure
- Industry-relevant practical exposure to the game and mobile app programming industry and hands-on experience with various tools
- Empowering students with the ability to build multi-platform games using various game engines
- Providing students with the competencies and skill set needed to develop mobile applications and games for iOS and Android
- Exposing students to the industry through various workshops conducted by industry professionals and experts

- ✓ Duration: 3 Years
- ✓ Total credits: 120
- ✓ Seats: 40
- ✓ Fee: ₹ 1,50,000/-

• PROGRAMME HIGHLIGHTS:

- Faculty of experienced professors and certified trainers
- Events such as inter-class gaming competitions and board game expos are hosted to simulate end-user feedback for the students
- Students are taken to influential game development events to further their knowledge and exposure
- Practical assignments and projects are assigned to give the students a hands-on experience
- Hands-on experience and learning of AR and VR technologies through VR Devices

6

BCA (Media and Information Technology)



• PROGRAMME HIGHLIGHTS:

- Project and output-oriented course structure
- Industry-relevant practical exposure to the Game, VFX, and IT industry and hands-on experience with various tools
- Empowering students with the ability to understand the insight into various parts of the technical discipline in Game and VFX
- Providing students with the competencies and skills needed to work in the media and information technology
- Exposing students to the industry through various workshops conducted by industry professionals and experts
- Students are taken to influential media, games and animation events to further their knowledge and exposure
- Practical assignments and projects are assigned to give the students a hands-on experience

- ✓ Duration: 3 Years
- ✓ Total credits: 120
- ✓ Seats: 40
- ✓ Fee: ₹ 1,50,000/-

7



Thank You!

8

STATUS OF ERP PROJECT

PRESENTED BY:
PROF. (DR.) MANOJ KUMAR GOPALIYA

1

DETAILS OF ERP PROJECT

- MoU is signed between **The NorthCap University (NCU) Gurugram** and **Metaverse Software & Services (Mr. Manoj Rawat)** on 9th September 2022.
- ERP will be developed **exclusively for NCU** in the **3-year period** from the start of the development process; to be commenced after gathering requirements and making a project report.
- A **stop gap ERP arrangement** is made to cater for day-to-day academic activities during **Sep-Oct. 2022**. (within project cost only)
- **Requirement capturing meetings** held with all the stakeholders during **Nov-Dec 2022**.

2

DELIVERY SCHEDULE (Tentative)

- **Development Commenced on: 2 January 2023**
- **Project Set-up: 2-16 January 2023**
- **User Management: 16 Jan-24 Feb 2023**
- **Event Capturing Portal (Accreditation Module):**
 - Released for user testing: 10 April 2023
 - Final release : 01 May 2023
- **RDIL Data Capturing Portal (Accreditation Module):**
 - Release for user testing: 01 May 2023
 - Final release: 15 May 2023
- **Report of Event & RDIL Portals (Accreditation Module):**
 - Released for user testing: 30 May 2023
 - Final release: 15 June 2023

3

DELIVERY SCHEDULE (Tentative)

- **Employee Management (HRMS Module): 15-30 June 2023**
- **Leave Management (HRMS Module):**
 - Released for user testing: 30 July 2023
 - Final release: 15 August 2023
- **Recruitment (HRMS Module):**
 - Released for user testing: 30 Sep 2023
 - Final release : 15 Oct 2023
- **Appraisal (HRMS Module):**
 - Released for user testing: 15 Nov 2023
 - Final release: 30 Nov 2023
- **Reports (HRMS Module):**
 - Released for user testing: 15 Dec 2023
 - Final release: 30 Dec 2023

4

DELIVERY SCHEDULE (Tentative)

- **Admission (NPF Integration):**
 - Released for user testing: 30 Jan 2024
 - Final release: 15 Feb 2024
- **Old Posting (Admission Module):**
 - Released for user testing: 15 March 2024
 - Final release: 30 March 2024
- **Reports (Admission Module):**
 - Released for user testing: 15 April 2024
 - Final release : 1 May 2024

5

DELIVERY SCHEDULE (Tentative)

- **Academic Module: May-Sep 2024**
- **Examination Module: Oct-Dec 2024**
- **Accounts Module: Jan-April 2025**
- **Placements & Alumni Module: May-July 2025**
- **Other small modules: August-Dec 2025**
 - Library
 - Grievances
 - Hostel

6



7

CWP-22262-2012 (O&M)
CWP-2634-2021
CWP-2644-2021
CWP-6229-2013 (O&M)
CWP-20366-2012
CWP-19393-2013
CWP-7744-2021
CWP-21300-2021

Educate India Society and another Vs. State of Haryana and others

Present : Mr. Akshay Bhan, Senior Advocate, with
Mr. Anirudh Sharma, Advocate,
Mr. Rahul Gautam, Advocate, and
Mr. Rohit Nagpal, Advocate;
Mr. Puneet Bali, Senior Advocate, with
Mr. Shivam Sharma, Advocate;
Mr. Sunil Chadha, Senior Advocate, with
Ms. Swati Verma, Advocate;
Mr. Anurag Chopra, Advocate, and
Ms. Kannupriya, Advocate;
for the petitioner(s).

Mr. Deepak Balyan, Addl. Advocate General, Haryana.

Mr. Raghubir Tejpal, Advocate,
for the respondent – DEC-IGNOU.

Mr. Salil Sabhlok, Advocate,
for the respondent – UGC
in CWPs-6229-2013 and 2634-2021.

Matter is still pending before the Supreme Court.

As prayed, adjourned *sine die* to await the decision of the
Supreme Court.

A copy of this order be placed on the files of the connected
cases.

(RAVI SHANKER JHA)
CHIEF JUSTICE

(ARUN PALLI)
JUDGE

July 21, 2022
ndj

Admission and Fee Regulatory Committee, Haryana

SCO-38-39, Sector-17 A, Chandigarh

Phone No. 0172-2703839

E-mail ID haryanasfc@gmail.com

From

The Director General-cum-Member Secretary,
Admission & Fee Regulatory Committee,
Department of Technical Education,
SCO 38-39, Sector 17-A, Chandigarh.

To

All Private Technical Educational Institutions/Private and
Deemed to be Universities.

Memo No. 365 /A&FRC
Dated: 07.07.2022

**Subject: Regarding schedule for submission of fee fixation/revision
proposal for the academic session 2023-24.**

Kindly refer to the subject noted above.

In this regard, it is intimated that as per decision taken in the meeting of Admission and Fee Regulatory Committee, Haryana held on 27.04.2022, the dates for submission of fee fixation/revision proposals for academic session 2023-24 for technical courses for Private Technical Educational Institutions/Private and Deemed to be Universities in the State of Haryana as defined in Section 2 (K) of 'The Haryana Private Technical Educational Institutions (Regulation of Admission and Fee) Act, 2012' has been finalized by the Committee (Copy enclosed). The new updated fee proforma for the academic session 2023-24 will be placed on website shortly.

DA/ as above

Lushu 05/07/22
Joint Director (A&FRC)
Admission and Fee Regulatory Committee,
Haryana, Chandigarh.

Admission and Fee Regulatory Committee, Haryana

SCO- 38-39, Sector- 17 A, Chandigarh

Phone No. 0172-2703839

Email ID- haryanasfc@gmail.com

Schedule for submitting and processing Fee Revision Proposal for Academic Year 2023-24

Admission and Fee Regulatory Committee constituted by Haryana Govt. in exercise of the powers conferred by section 3 of the Haryana Private Technical Educational Institutions (Regulation of Admission and Fee) Act No. 18 of 2012, notifies the following schedule as per Section 11(2) of the Act:-

Sr. No	Event	Schedule
1.	Submission of fee proposals for Academic Year 2023-24.	1 st August to 30 th September, 2023
2.	Processing of proposal.	1 st October to 30 th November, 2023
3.	Supply of analysis report.	1 st December, 2023 onward.
4.	Submission of objections/viewpoint by institute, student, their guardian, parents and representatives.	Within 15 days of receipt of analysis report in institution and display of report on website https://afrchry.techeduhry.gov.in/ and www.techeduhry.gov.in .
5.	Personal hearing to Institutes/ Universities/ Parents/ Guardians and students of institutes as per Section 17(2) of Haryana Private Technical Educational Institute (Regulation of Admission and Fee) Act, 2012.	Date of personal hearing will be notified through e-mail/letter/on website https://afrchry.techeduhry.gov.in/ and www.techeduhry.gov.in or through publication in newspaper.
6.	Final order on Fee Revision Proposal.	On conclusion of personal hearing

Note: Fee Revision Proforma for Academic Session 2023-24 will be available on website of the committee very shortly <https://afrchry.techeduhry.gov.in/> and www.techeduhry.gov.in.

Director General
Technical Education, Haryana

18.08.2022

To,

The Director General cum Member Secretary
Admission and Fee Regulatory Committee,
Department of Technical Education,
SCO 38-39, Sector 17 A,
Chandigarh

Reference: Memo No. 365/A&FRC dated 07.07.2022.**Subject: Representation on behalf of Northcap University, Gurugram,
Haryana to Memo No. 365/A&FRC dated 07.07.2022.**

Sir,

We are in receipt of your memo dated 07.07.2022 wherein it has been informed that fresh dates for submitting fee fixation/ revision proposal for academic session 2023- 2024 for technical courses has been fixed. It appears that the said memo has been issued under the Haryana Private Technical Education Institutions (Regulation of Admission and Fee) Act, 2022.

At the outset, we bring to your kind attention that the virus of the Haryana Private Technical Education Institutions (Regulation of Admission and Fee) Act, 2022 has been challenged in Civil Writ Petition No. 6229 of 2013 titled '*Educate India Society & Anr. vs. State of Haryana & Ors.*' before the Hon'ble High Court for the State of Punjab and Haryana. We also bring to your kind attention that vide order dated 06.12.2013 in Civil Writ Petition No. 19393 of 2013 titled '*B.S. Anangpuria Charitable Trust & Ors. vs. State of Haryana & Ors.*', the Hon'ble High Court was pleased to restrain the Government of Haryana to not give effect to any decision under the 2012 Act without the leave of the Hon'ble Court, the said order was again repeated in Civil Writ Petition No. 6229 of 2013 on 30.06.2021, when memo similar to memo No. 365/A&FRC dated 07.07.2022 by your good office. It is pertinent to mention that the petitions challenging the virus of 2012 Act have now been adjourned *sine die* vide order dated 21.07.2022.

It is surprising that despite the pendency of the aforementioned petitions and the question of law being *sub judice* before the Hon'ble Supreme Court of India, the memo No. 365/A&FRC dated 07.07.2022 has been issued. We request that in view of the question of law being pending consideration of the Hon'ble Supreme Court of India and the Hon'ble High Court for the states of Punjab and Haryana, the memo No. 365/A&FRC dated 07.07.2022 be withdrawn with immediate effect.

For and on behalf of
Northcap University,
Gurugram, Haryana

**Admission and Fee Regulatory Committee, Haryana
SCO-38-39, Sector-17 A, Chandigarh**

Phone No. 0172-2703839

E-mail ID haryanasfc@gmail.com

From

The Director General-cum-Member Secretary,
Admission & Fee Regulatory Committee,
Department of Technical Education,
SCO 38-39, Sector 17-A, Chandigarh.

To

All Private Technical Educational Institutions,
Haryana

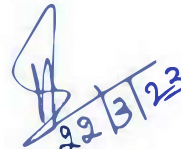
Memo No. 206 /A&FRC

Dated: 22-03-2023

**Subject: Regarding schedule for submission of fee fixation/revision
proposal for the academic session 2024-25.**

Kindly refer to the subject noted above.

In this regard, it is intimated that as per decision taken in the meeting of Admission and Fee Regulatory Committee, Haryana held on **13.03.2023**, the dates for submission of fee fixation/revision proposals for academic session 2024-25 for technical courses for Private Technical Educational Institutions in the State of Haryana as defined in Section 2 (K) of 'The Haryana Private Technical Educational Institutions (Regulation of Admission and Fee) Act, 2012' has been finalized by the Committee (Copy enclosed). The new updated fee proforma for the academic session 2024-25 will be placed on website shortly.



**Deputy Director (A&FRC)
Admission and Fee Regulatory Committee,
Haryana, Chandigarh.**

DA/ as above

Admission and Fee Regulatory Committee, Haryana
SCO- 38-39, Sector- 17 A, Chandigarh

Phone No. 0172-2703839

Email ID- harvanasfc@gmail.com

Schedule for submitting and processing Fee Revision Proposal for Academic Year 2024-25

Admission and Fee Regulatory Committee constituted by Haryana Govt. in exercise of the powers conferred by section 3 of the Haryana Private Technical Educational Institutions (Regulation of Admission and Fee) Act No. 18 of 2012, notifies the following schedule as per Section 11(2) of the Act:-

Sr. No	Event	Schedule
1.	Submission of fee proposals For Academic Year 2024-25.	15 th April to 31 st May, 2023
2.	Processing of proposal.	1 st June to 31 st July, 2023
3.	Supply of analysis report.	1 st August, 2023 onward.
4.	Submission of objections/viewpoint by institute, student, their guardian, parents and representatives.	Within 15 days of receipt of analysis report in institution and display of report on website https://afrchry.techeduhry.gov.in/ and www.techeduhry.gov.in .
5.	Personal hearing to Institutes/ Universities/ Parents/ Guardians and students of institutes as per Section 17(2) of Haryana Private Technical Educational Institute (Regulation of Admission and Fee) Act, 2012.	Date of personal hearing will be notified through e-mail/letter/on website https://afrchry.techeduhry.gov.in/ and www.techeduhry.gov.in or through publication in newspaper.
6.	Final order on Fee Revision Proposal.	On conclusion of hearing under Section 17/2 of Act no. 12 of 2012.

Note: Fee Revision Proforma for Academic Session 2024-25 will be available on website of the committee <https://afrchry.techeduhry.gov.in/> and www.techeduhry.gov.in.

The fee proposal received after 5 PM on 31st May & incomplete proposal will be rejected without notice.

Director General,
Technical Education, Haryana
Member Secretary (ex officio)

Fee fixation Proforma for Diploma/UG/PG and Vocational courses (Technical) for Academic session 2024-25.

INSTRUCTIONS

Please read these instructions before filling the Proforma.

Note:	The institutes are requested to go through the Haryana Private Technical Educational Institutions (Regulation of Admission and Fee) Act, 2012 hosted on the Website i.e. www.techeduhry.nic.in before submitting fee proposal for fixation/revision of fee.
	Before submission of fee proposal, authorized representative of the institute will verify that the information in the proforma are correct and certify that all the columns in the proforma have been duly filled.
1	The Proforma and enclosures thereof must be properly indexed and numbered.
2	The Proforma and enclosures thereof must be submitted in two hard copies and one soft copy in Excel format in Pen drive.
3	Do not change the format except where specified. All the columns in proforma with mark (*) require to be compulsorily filled in.
4	Each page of both the sets of Fee Revision Proforma should bear seal/stamp of the institute and signature in original by the concerned management office bearers/duly authorized representative of the Institute.
5	All the financial data submitted by the Institute should be signed and certified by the Chartered Accountant.
6	For each Course of Institute separate proposal be submitted. Joint proposal will be liable for rejection without consideration.
7	Last date of submission of proforma with complete particular as required, is as notified in the fee fixation schedule. Fee proposal be submitted before last date as mentioned in fee fixation schedule. Any proposal received after last date of receipt of proposal as per schedule shall not be considered. If last date of submission of proposal is holiday, next working day will be considered as last date.
8	Before submission of the proposal it will be ensured by authorized representative that the fee proforma is duly indexed, page marked, required documents have been annexed and are legible.
9	Proforma not duly filled in, or incomplete in any respect will invite rejection of fee proposal.
10	The expenses of previous years on faculty, operational and maintenance charges should match with the expenses shown in the audited balance sheet.

Instructions regarding maintenance of Accounts by Institution	
(i)	Every Private Technical Educational Institution shall maintain accounts on the basis of accounting principles applicable to non business organization, not for profit organization i.e. it shall keep the accounts on "Fund Based Accounting" under accrual basis of accounting.
(ii)	A Private Technical Educational Institution may be allowed development fee not exceeding fifteen percent of the total amount of tuition fee. The development fee shall be treated as capital receipt and shall be collected only if the institution maintains "Depreciation Reserve Fund" equivalent to the depreciation charges in the revenue accounts.
(iii)	The society, trust, organization, association of person, company, firm or any legal entity owning the Private Technical Educational Institution shall be required to maintain separate accounts for the society, trust, organization, association of person, firms and the institution, as the case may be. If the society, trust, organization, association of person, company, firm or any legal entity owning the Private Technical Educational Institution, is running more than one institution, then separate accounts shall be maintained for each institutions. It be ensured that account statement annexed with the proposal are of the institute and in particular regarding the course for which fixation/revision of fee has been sought and not of trust, which run this institute, or is joint statement of number of institute run by a common body i.e. trusts or society.

Points for consideration and factors relevant while calculating the basic tuition fee (BTF) for a course.

1. Factors relevant for determination of fee shall be as per the provisions of section 17(1) of the Haryana Private Technical Educational Institutions (Regulation of Admission and Fee) Act, 2012.
2. Cost of faculty includes cost of teaching faculty and supporting staff (Non teaching staff). Instructions of AICTE/PCI/council of Architecture or any other regulatory body for such course shall be the basis while calculating cost of faculty as per prescribed teacher: student ratio and salary structure of the faculty shall be as prescribed by the above referred regulatory bodies.
3. Operation and Maintenance charges as defined in section 17(1) of Act of 2012 shall include :
 - i) Expenses on books, Journals, Computers, equipments, software, peripherals networking, server, maintenance of website, Electricity , water, telephone/mobile facility for the office/staff/ faculty, sports, advertisement, basic medical facility for faculty/students, documentation, photocopy etc. shall be taken towards operational cost. This list is not exhaustive and other expenses if any, as justified by the institutes/universities or which appear reasonable to the committee may also be taken and considered towards operational expenses.
 - ii) The cost of maintenance of existing peripherals /infrastructure shall also form part of operational and maintenance charges.
 - iii) The books once purchased shall be used for minimum period of 4 years for coming batches of that course for which it has been purchased and the cost of journals shall not exceed 10% of total cost of books. The books prescribed by the regulatory authorities like AICTE/PCI/Council of Architecture etc. will be preferred while purchasing the books for a particular course. The Institute /Universities may also purchase other book relevant for a course. It may also purchase books for pleasure reading of the students as it deemed fit within the cost factor of 10% prescribed for purchase of journals.

- 4
- iv) The life span of the computers and connected peripherals shall be as per the instructions of Govt. of Haryana issued from time to time.
 - v) The cost of software, peripherals, networking, server etc. shall be contained upto the limit of 50% of the cost of computers.
 - vi) Annual Cost of Non Teaching Faculty including administrative and supporting staff shall not exceed 35% of the cost of teaching faculty. If any institute seeking revision of fee for a pharmacy course intends to claim more than 35% of the cost of teaching faculty towards non-teaching faculty related to pharmacy course, it will furnish full details with reasons for making such claim, which will be considered by the Committee while considering the fixation/revision of fee and it may be allowed cost of non-teaching faculty upto 45% of cost of teaching faculty. Any institute which intend to claim more than 35% or 45% of expenses on teaching faculty as discussed above, towards cost of non teaching faculty shall provide justification and specific reason for such claim.
 - vi (a) The institute shall certify that teaching and non-teaching faculty as shown in column 16 & 17 of Form B of fee proposal is exclusively for the course for which fixation of fee has been sought. In case teaching or non-teaching faculty is also being used for student of other courses, the detail of the same be mentioned separately.
 - vii) While purchasing and justifying the expenses on books, computers/equipments, sanctioned intake capacity of the institute /number of students actually admitted in a particular course shall be relevant factor. The above expenses shall also be regulated as per instructions/guidelines of regulatory body for that course.
4. The fee shall be collected semester wise i.e. at the time of start of a particular semester and not for entire year.
5. Following legal expenses shall be considered towards operational expenses:-
- a) Reply to the legal notice served by any student, their parents/guardians or representatives.
 - b) On defending the case filed in Court by a student, his guardians, parents or representatives.

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c) On legal opinion taken by an institute on any issues which has cropped up during the process of admission. However, no such expenses will be admissible where the opinion is taken regarding implementation of guidelines issued by the universities, regulatory bodies of the course like AICTE/PCI etc.

Note: The institution while claiming the legal expenses as aforesaid will furnish the details in as annexure with justification and also attached proof of payment of fee to the Counsel/legal experts. It is made clear that fee paid through cheque/electronics mode or any other banking process shall only be considered as expenses.

6. For the purpose of fee calculation the relevant factor will be actual sanctioned strength of students for the course.
7. To attract the students for a particular course an Institute /University has to spent on advertisement. The expenses on advertisement shall not exceed Rs.750/- per student per annum. The expenses beyond this limit shall not be considered by the committee while computing the fee.
8. As the expenses on purchase and Maintenance of new books, computers peripherals, infrastructure etc. are considered towards operational expenses while calculating the fee and life span of books/computer etc. is prescribed after which the institute /university may opt for purchase of new item as per its requirement, as such, depreciation cost will not be considered towards operational expenses.
9. The payment of interest on Loan shall not taken into consideration for determining the fee structure.
10. The development fee shall not exceed 15% of the basic tuition fee as provision of Section 19(2) of the Haryana Private Technical Educational Institution (Regulation of Admission and Fee) Act, 2012.
11. "Institutions, in which 75%of the eligible programmes are accredited by NBA or any other agency authorized by Government or have been granted Autonomous status by AICTE with a minimum of 50% of the eligible programmes accredited may charge Tuition Fee 25% more than the BTF".

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12. Institute may prefer to seek revision of fee for its courses every three years. Till the fee is revised it will continue to charge the fee already fixed by the Committee. No Institute will charge fee other than the fee determined by Committee (Section 11 of Act No.18 of 2012).
 13. Committee may take note of instructions issued by AICTE/PCI/Council of Architecture or any other regulatory body for a particular course in matters relating fixation of fee of any course and consider any other relevant factor as it deemed fit, while calculating expenses of an institute and fixing fee of a course.
 14. The proforma shall be supported with the information provided to AICTE/PCI affiliating universities/HSBTE alongwith Form 16 issued to the faculty for the last two sessions so that the fee revision proforma can be analyzed in view of the information submitted to regulatory bodies/affiliating bodies.
 15. The fee proposal proforma shall also be supported with mandatory disclosures as per the format provided by AICTE/Affiliating bodies.
 16. The expenses under the head other operating expenses in Column 18 of Form B (Operational and Maintenance Charges) shall be considered only if a separate annexure giving the details of these expenses is annexed with the Proforma.

Instructions for submission of Fee Fixation Proposal for B.Voc, D.Voc and Skill Diploma Courses for the Academic Session 2024-25.

The enclosed proforma be used for B.Voc, D.Voc and Skill Diploma Courses. While submitting the fee proposal the Institute will take note of following instructions:-

1. While submitting the application the Institute will confine their expenses as per the instructions/guidelines issued by UGC, AICTE or any other regulatory authority appointed by State or Union Government concerning the faculty, infrastructure like library, classroom, computer centre etc.
2. The Institute will specify the already existing infrastructure which is to be used for vocational courses and confine the expenses for the course keeping in view the additional resources required.
3. The fee proposal will be considered by the Committee as per the guidelines and other instructions issued by State of Haryana, Technical Education Board, Haryana, Affiliating University, AICTE, UGC or any other competent authority.
4. The Institute may specify the expenses specially required for the vocational course, which are in addition to the information called in fee proforma, on a separate sheet, giving justification for such expenses.
5. The Institute will take note of the guideline concerning B.Voc Course issued by UGC that the University/College should use its regular faculty for the conduct of general education component and also for the skill components, if existing. Additionally, they may hire faculty on contractual basis and guest faculty in the core trades only as per UGC norms.

The Institute will also take note of AICTE guidelines which provide norm for running vocational courses as follows:-

- The existing resources of the Institution including faculty, Library, Class Room, Computer Centre, etc. shall be used for running the Vocational courses subject to the condition that AICTE approval had been granted for same or allied sector for regular courses.
- All the requirement shall be met with existing infrastructure/facilities for conduct of programmes under consideration.
- The faculty student ratio shall be 1:30 or whatever applicable by respective Board/University.

(For detailed instructions/guidelines, handbook/notifications issued by UGC, AICTE and State Govt. may be referred.)

6. The instructions for other course as far as applicable shall also apply for B.Voc, D.VOC and Skill Development course.

Fee Fixation Proforma for Diploma/UG/PG and Vocational Courses (Technical) for Academic Session 2024-25					
FORM - A					
Name of Institute _____		Name of Course _____			
Academic Session 2024-25.					
1*	Name of the Trust/Society				
	Address (with pin code)				
	Telephone No. (with STD code)				
2*	Fax No. (with STD code)				
	E-mail ID				
	Website				
3*	Registration No. of the Trust/Society	Registration No. (Enclose copy of certificate of incorporation of the Trust/Society)			
4*	Year of Establishment of the Trust				
5*	Name of the Trustees	Enclose list with address along with mobile numbers			
6*	Name of the Chairman along with his mobile number/ telephone number				
7*	Name of the Secretary along with his mobile number/ telephone number				
8	Name of all the educational Institutions established/ funded/ operated by the Trust/ Society and courses conducted by such Institutions for which fees is to be determined by A&FRC Branch	S.No.	Name of Institute	Courses	
				1	
				2	
		S.No.	Name of Institute	Courses	
				1	
				2	
		S.No.	Name of Institute	Courses	
				1	
				2	

9	Name of all the educational Institutions established/ funded/ operated by the Trust/ Society and courses conducted by such Institutions for which fees is not determined by A&FRC Branch	S.No.	Name of Institute	Courses
				1
				2
		S.No.	Name of Institute	Courses
				1
				2
		S.No.	Name of Institute	Courses
				1
				2
		10*	PAN of Trust/Society	PAN No. (Enclose copy of PAN No. of Trust/Society)
11*	TAN of Trust/Society	TAN No. (Enclose copy of TAN No. of Trust/Society)		
12	Annual financial report of Trust/Society for F.Y. 2020-2021, 2021-22 & 2022-23 along with the Income Tax Return.	Attach certified audited copy along with auditor's report and copy of Income Tax Return. In case audited financial report of financial year 2022-23 is not ready then submit provisional financial report duly signed by Chartered Accountant.		

Note- Column with star (*) mark are mandatory.

Verification

I, _____ (full name in block letters), son/daughter of _____ solemnly declare that the information given in this Proforma and statements accompanying is correct and complete to the best of my knowledge and belief. I further declare that I am submitting this Proforma in my capacity as _____ and I am competent to submit and verify the same.

Place:
Date:

Signature
(Chairman/Secretary)

Fee Fixation Proforma for Diploma/UG/PG and Vocational Courses (Technical) for academic session 2024-25	
Form - B (In two copies)	
Name of Course _____	Academic Session 2024-25
1*	Name of the College / Institute
	Address (with Pincode)
	Telephone No. (with STD code)
	Fax No. (with STD code)
	E-Mail ID
	Website
2*	Date of Establishment of Institute
3*	Date of Start of Course for which fee proposal is being submitted
4*	Present fee of the course for which fee fixation/revision is sought
5*	Mention date and academic session for which last fee was fixed (Attach copy of the order of this committee)
6*	Specify whether course is UG/ PG/Diploma/Certificate Course/Doctoral and Integrated Course
7*	Duration of the course
8	Name of the Director/ Principal of the College/Institute with mobile number
9	Name of the University/Board to which this course is affiliated (attach copy of affiliation)
10*	Whether any notice was issued by the committee during last three academic sessions (immediately before submission of present fee proposal on any of the following score, (if answer in affirmative, attach copy of the notice)
	i) Non-refund of fees to students
	ii) Excess fees charged from students
	iii) Denial to return documents to students
	iv) Making optional services (e.g. transportation, T&P, Hostel, Mess, etc.) as compulsory
	v) Show Cause Notices
	vi) Others (Please specify)

Note- Column with star (*) mark are mandatory.

11*	Sanctioned Intake capacity of the course for the years as mentioned herein (As approved by regulatory authority) (attach extension of approval letter)	Course	2021-22	2022-23	2023-24	2024-25 (Projected)	2025-26 (Projected)
		1st Year					
		2nd Year					
		3rd Year					
		4th Year					
		5th Year					
		Total					
		(Enclose copy of latest sanction letter also)					
12*	Actual number of students admitted, on roll	Course	2021-22	2022-23	2023-24 (Projected)		
		1st Year					
		2nd Year					
		3rd Year					
		4th Year					
		5th Year					
		Total					

Note- Column with star (*) mark are mandatory.

13* Cost of Books														
Description	Numbers		Year of Purchase	Value										
	As per Norms	Actual Available		2021-22		2022-23		2023-24 (Projected)				2024-25 (Projected)		2025-26 (Projected)
			Qty.	Value	Qty.	Value	Qty.	Value	Qty.	Value	Qty.	Value	Qty.	Value
Books required/prescribed for this course														
Other Books														
Total Cost of Books:														
Note 1. Give details of books as per AICTE/COA/PCI or any other regulatory body norms. 2. Please give details for each specific programme separately. 3. Please give the details of books purchased during the last three years with quantity and actual/ projected expenses for the present and next academic session.														
14* Cost on Computer Centre														
Description	Numbers		Year of Purchase	Value										
	As per Norms	Actual Available		2021-22		2022-23		2023-24 (Projected)				2024-25 (Projected)		2025-26 (Projected)
			Qty.	Value	Qty.	Value	Qty.	Value	Qty.	Value	Qty.	Value	Qty.	Value
Computers														
Softwares														
Peripherals														
Total Cost of Computer Centre:														
Note 1. Give details of computer centre as per AICTE/COA/PCI or any other regulatory body norms 2. Please give the details of computers purchased during the last three years with quantity and actual/ projected expenses for the present and next academic session. 3. In case the computer center is also being used for students of other courses, the details of the same be mentioned separately.														

Note- Column with star (*) mark are mandatory.

15* Cost on Equipments															
Description	Numbers		Year of Purchase	Value											
	As per Norms	Actual Available		2021-22		2022-23		2023-24 (Projected)				2024-25 (Projected)		2025-26 (Projected)	
				Qty.	Value	Qty.	Value	Qty.	Value	Qty.	Value	Qty.	Value	Qty.	Value
Total Cost of Equipments:															
Note 1. Give lab wise detail as per AICTE/COA/PCI or any other regulatory body norms 2. Please give the details of equipments purchased during the last three years with quantity and actual/ projected expenses for the present and next academic session. 3. In case the equipment is also being used for studentes of other courses, the details of the same be mentioned separately.															

16* Cost on Faculty (Teaching)												
A												
Name	Designation	Department	PAN	Joining Date	Highest Qualification	Pay Scale	Salary Annual					
							2021-22	2022-23	2023-24 (Projected)	2024-25 (Projected)	2025-26 (Projected)	
Total Cost of Teaching Faculty												
Note:- (I) Please provide certificate that the teaching faculty is exclusively utilized for the course for which the fee is to be revised supported with Form16 issued to the faculty. (II) In case teaching or non-teaching faculty is also being used for student of other courses, the detail of the same be mentioned sepearately.												

Faculty Position	Numbers			Salary Annual				
	As per Norms	Actual	shortage, if any	2021-22	2022-23	2023-24 (Projected)	2024-25 (Projected)	2025-26 (Projected)
Professors								
Readers/Associate professors								
Lecturers/Assistant Professors								
Total Cost of Teaching staff								
Total Nos. and Cost of Faculty presently working								
Total Nos. and Cost of Faculty left during the year								

Note: 1. Give details as per AICTE/COA/PCI or any other Regulatory Body Norms.
 2. Please also submit the copies of Form No. 16 regarding Total Salary and Tax Deducted.
 3. There should be separate annexure of each faculty i.e. A.) Professor, B) Reader/Associate Professor, C) Lecturers/Assistant Professors or HOD/Sr. Lecturer/Lecturer.
 4. Please also mention the details of faculty left during the year and presently not working at your end.

17* Cost on Staff (Non Teaching)												
	Name	Designation	Department	PAN	Joining Date	Highest Qualification	Pay Scale	Salary Annual				
								2021-22	2022-23	2023-24 (Projected)	2024-25 (Projected)	2025-26 (Projected)

Total Cost of Non-teaching staff

Note: 1. Give details as per AICTE/COA/PCI of any other Regulatory Body Norms.
 2. Please also submit the copies of Form No. 16 regarding Total Salary and Tax Deducted.

Note- Column with star (*) mark are mandatory.

Note: (i) Please provide certificate that the Non-teaching faculty is exclusively utilised for the course for which the fee is to be revised supported with Form 16 issue to the faculty.
 (ii) In case teaching or non-teaching faculty is also being used for student of other courses, the detail of the same be mentioned separately.

18* Operational and Maintenance Charges					
Descriptions	Audited	Audited	Projected	Projected	Projected
	2021-22	2022-23	2023-24	2024-25	2025-26
1 Electricity and Water Charges					
2 Telephone and postage Expenses					
3 Travelling & Conveyance expenses on vehicles of staff (attach details of the vehicle with Registration Number/Ownership etc.)					
4 Vehicle Expenses (attach details of vehicle(s) owned/hired by Institute with purpose for which used)					
5 Repair & maintenance					
6 Advertisement and Publicity					
7 Staff Welfare					
8 Placement Expenses					
Others Operating Expenses (attach the details in separate annexure)					
Total Cost					
Note:	Give details as per AICTE/COA/PCI or any other Regulatory body Norms, if any.				

Note- Column with star (*) mark are mandatory.

19* Head wise details of Receipts / Incomes credited to the Income and Exp. A/c							
Sr. No.	Particulars	2020-21		2021-22		2022-23 (Projected)	
		Nos of Students	Amount in Rs.	Nos of Students	Amount in Rs.	Nos of Students	Amount in Rs.
1	Tuition Fee						
2	Examination Fee						
3	Hostel Fee						
4	Transport Fee						
5	Sale of Prospectus						
6	Interest						
7	Others (give Headwise Details)						
	TOTAL						
Note :		The Total should match with Income / Receipts shown in the Income & Expenditure Account.					
20* Reconciliation of Tuition Fee							
Particulars	Total Nos. of Students	Fee Fixed by AS&FRC	Total	Tuition Fee as per Income & Exp.	Diff. If any with reason thereof		

Note- Column with star (*) mark are mandatory.

21	Whether the Institute is accredited with NAAC/NBA or any other body recognized by the Government. If yes, attach proof.			Yes/No/N.A.	Period of validity of accreditation
22*	Proposed Tuition Fee				
	Academic Session	Tuition Fee	Development Fee	Total	
23*	Calculation sheet for fixation of Development Fee				
	Particulars	Previous 2 years		Estimates of the current year	Projection for the next years
		2021-22	2022-23	2023-24	2024-25 2025-26
	Opening balance				
	Addition during the year				
	No. of students				
	Development fee per student				
	Total Dev. Fee				
	Less: Utilization during the year (Head wise)				
	Closing Balance				
	Note: Necessary documents and basis of calculations to be annexed				
	The calculation sheet be certified by the statutory auditors of the institute stating therein that records examined				
	{ Development Fee can not exceed 15 % of Tuition Fee as per Section 19 (2) of Haryana Act No.18 of 2012}				
	Note :				
	1	Please Give the Data/ Balance Sheet etc. only relevant to course for which the Fee is to be fixed.			
	2	Please attach Audited Balance Sheet for the session 2021-22, 2022-23 and projected financial report for the session 2023-24, 2024-25 and 2025-26 duly signed by Chartered Accountant.			
	3	Also Enclose Working and basis of apportionment of common expenses audited by Statutory Auditor.			
	4	Please attach Projections and cost per student for year 2023-24, 2024-25 and 2025-26			
	5	Please Also Attach Calculation and Justification of Proposed Tuition Fee and Development Fee.			

Note- Column with star (*) mark are mandatory.

24 Postal Address of the Parents/Guardians/Class Representatives of students of Institute who may be contacted while considering fee fixation/revision.						
Sr. No.	Roll No.	Full Name	Father Full Name	Full Permanent Address	E-mail Id's	Mobile No.

Verification

I, _____ (full name in block letters), son/daughter of _____ solemnly declare that the information given in this Proforma and statements attached are correct and complete to the best of my knowledge and belief. I further declare that I am submitting this Proforma in my capacity as _____ and I am competent to submit and verify the same.

Place:
Date:

Signature
(Chairman/Secretary)

Certificate

I _____ s/o _____ in my capacity as _____ of the Institute, certify that I have checked the fee proposal and the same has been duly filled in. No column in the proforma has been left unanswered. All the documents as required have been annexed and are legible. The fee proposal has been page marked, indexed and the index has been checked and signed by me.

Name _____

Designation _____

Stamp of office _____

Date _____

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2023:PHHC:043728

**IN THE HIGH COURT OF PUNJAB & HARYANA AT
CHANDIGARH**

CWP-3268-2018

Date of decision : 24.03.2023

Jatin Taneja

... Petitioner

Versus

State of Haryana and others

... Respondents

CORAM: HON'BLE MR.JUSTICE VIKAS BAHL

Present: None for the petitioner.

Ms.Upasana Dhawan, AAG, Haryana for respondent no.1.

Mr.Dushant Jog, Advocate for
Mr.Tarun Veer Singh Lehal, Advocate for respondent no.2.

Mr.Saurabh Chawla, Advocate for Mr.Nitin Kaushal, Advocate
for rspondent no.4.

VIKAS BAHL, J.(ORAL)

This is a civil writ petition filed under Article 226 of the Constitution of India for issuance of a writ in the nature of certiorari/ mandamus directing respondent no.4 to return original documents / certificates withheld / retained amount / fee Rs.1,12,500/- of the petitioner.

None has appeared on behalf of the petitioner. Even on 21.02.2023, 10.08.2022 and 14.02.2020, none had appeared on behalf of the petitioner.

Dismissed for non-prosecution.

**(VIKAS BAHL)
JUDGE**

March 24, 2023

Davinder Kumar

Whether speaking / reasoned
Whether reportable

Yes/No
Yes/No



**MINUTES OF THE XII MEETING OF
ACADEMIC ADVISORY BOARD HELD ON 03
MARCH 2023 (FRIDAY) AT 11:30 A.M.**

**THE NORTHCAP UNIVERSITY
SECTOR - 23A
GURUGRAM – 122 017**

MINUTES OF TWELFTH ACADEMIC ADVISORY BOARD MEETING ON 03 MARCH 2023 (FRIDAY)

The Twelfth Academic Advisory Board Meeting was held on **Friday, 03 March 2023 at 11:30 AM** in the University Campus. The following members attended the meeting:

S. NO.	NAME	REPRESENTING	DESIGNATION
1.	Prof. Prem Vrat	Pro Chancellor, Prof. of Eminence & Chief Mentor	Chairman
2.	Prof. Nupur Prakash	Vice Chancellor	Member
3.	Prof. Shiben Kishen Kak	Founder Vice Chancellor, Mahamaya Technical University (MTU)	Member
4.	Prof. (Dr.) Ranbir Singh	Pro-chancellor, IILM University	Member
5.	Prof. S. G. Deshmukh	Professor, IIT Delhi	Member
6.	Dr. Girdhar J. Gyani	Director General, Association of Accredited Healthcare Providers, New Delhi	Member
7.	Mr. Indu Bhaskar	Scientist G & HOD, DSIR, Team Leader (TPDU Program), DSIR, New Delhi	Member
8.	Dr. Krishan Lal	Co-chair, IAP for Science, The Global Network of Science Academies	Member
9.	Prof. Karmeshu	Former Professor & Dean, School of Computer & Systems Sciences, JNU, New Delhi	Member
10.	Prof. Pritam Babu Sharma	Vice Chancellor, Amity University, Gurugram	Member
11.	Dr. P. S. Rana	Chairman, Construction Industry Development Council	Member
12.	Dr. Pradeep Kumar	Professor, Indian Institute of Technology Roorkee	Member
13.	Prof. Kehar Singh	Ex.– Dean & Emeritus Fellow, IIT, Delhi	Member
14.	Ms. Ruby Rajvanshi	Director, Hatch India Pvt. Ltd.	Member
15.	Prof. Anshul Kumar	Honorary Professor, CSE Department, IIT Delhi	Member
16.	Mr. Nitiraj Singh	Head Strategic Business, Nvidia, Gurugram	Member
17.	Mr. Shiv Saran Mehra	Founder & Member – Governing Body	Member
18.	Mr. Avdhesh Mishra	Founder & Member – Governing Body	Member
19.	Dr. Zorawar Daulet Singh	Member, Non-Governing Member	Member
20.	Prof. Manoj Gopaliya	Dean Academics	Special Invitee
21.	Cmde. Diwakar Tomar (Retd.)	Registrar	Member Secretary

The meeting was chaired by Pro-Chancellor on behalf of Chancellor NCU.

WELCOME ADDRESS BY PRO-CHANCELLOR

Pro-Chancellor, The NorthCap University, Prof. Prem Vrat welcomed all members to the Twelfth Academic Advisory Board Meeting and introduced the new members of the Academic Advisory Board viz. Ms. Ruby Rajvanshi, Prof. Anshul Kumar and Mr. Nitiraj Singh. He also introduced and welcomed the new Registrar and Member Secretary Commodore Diwakar Tomar (Retd.). Prof. Prem Vrat also applauded the outstanding contributions of the previous Registrar Col. Bikram Mohanty (Retd.) and thanked him on behalf of the University for his years of dedicated service rendered. He also welcomed Dean Academics Prof. Manoj Gopaliya as a Special Invitee to the meeting. Prof. Prem Vrat noted with satisfaction that all the members who had confirmed their availability for the meeting had turned up, and thanked them for their continued support and valuable advice to The NorthCap University, in its pursuit for constantly improving the quality of its academic endeavours / outcomes. Prof. Prem Vrat then introduced all members of the Academic Advisory Board one by one, and requested them to share their thoughts and suggestions. He stated that the University takes the recommendations and observations of the members very seriously, and takes concrete steps in acting upon the recommendations. He stated that the combined depth of knowledge and expertise available in the forum today by virtue of the presence of the eminent members, can easily be the pride of any university, and once again thanked everyone for being a part of this Apex Think Tank of the University.

ITEM NO.1: PRESENTATION OF ANNUAL REPORT BY HONOURABLE VICE CHANCELLOR NCU

Prof. (Dr.) Nupur Prakash briefly outlined the evolution of The NorthCap University over the last 26 years. She highlighted the University's focus on STEM Education, pointing out that apart from Science, Technology, Engineering and Management, the Liberal Arts programme was also started a couple of years back, and has been doing very well. In her annual report she touched upon the following aspects:

- Rankings and Recognitions
- Achieving NAAC 'A' Grade in Cycle 2 in July 2022 for a period of 5 years.
- Eco-friendly and sustainable campus.
- MoUs with various Universities and leading industries.
- New programs launched last year and those being planned to be launched in Academic Session 2023-24.
- Publications, books, and patents.
- Research conclave, seminars and workshops, Research talk series.
- Internationalization and Summer Immersion Programs.
- International Student Start up Idea Competition.
- Fee Concession and Scholarship Distribution Ceremony, Hatch Scholarship for Girl students in STEM education and Convocation.
- Summer training programs and value-added courses.

- Lifetime Achievement award conferred upon Prof. Prem Vrat.
- Various Achievements and awards / prizes won.
- Campus placements, Alumni Connect and Engagement

Prof. (Dr.) Nupur Prakash then invited suggestions from the esteemed members on how to take the University to the next level.

Points discussed by the members:

1. **Prof. P B Sharma:** He congratulated the university for its all-round success in Academics, and said that the university deserves all praise for the same. He stated that we are now heading towards a new world, which looks forward to opportunities and challenges that lie ahead. Higher Education requirements for the new age will therefore be very different from those hitherto. New age learners are different and know very well where technology trends are moving, what scientific trajectories are taking place, and want to create a new world. He said it's important to assess what the universities should do to become game changers / catalysts of change for making a new India. Out of box thinking is required to create a new vision for the next 3-5 years. He further stated that correct nomenclature of programmes matters a lot. The 'family business' in BBA (Family business & Entrepreneurship) could be better termed as Social Business or Small and Micro Business. So, nomenclature of programs will need to be thought out in greater detail in the new age. He also stated that in the new age, we have to lay emphasis on all round development and having a healthy mind, healthy body and a happy soul, and such an environment needs to be created in the University ecosystem.

Giving concrete suggestions, Prof. PB Sharma stated that:

- We need to maximize our contribution to research and keep focus on citations, h- index achieved, and the cumulative impact factor that we are achieving, and whether the research is moving in the right direction or not.
 - M.Tech in Electric Mobility is fine, but we should now also be looking at Hydrogen mobility, green mobility, and smart mobility.
 - Outcome of R&D needs to be increased. He stated that there are tremendous opportunities in research funding, not only in India, but elsewhere in the world as well.
2. **Prof. Ranbir Singh:** Whilst appreciating the annual report presented by Prof. (Dr.) Nupur Prakash, he stated the following:
 - It would be good to cover the aspect of MOOCs in the future, as this is a game changer and makes an impact which goes beyond the boundaries of the University.
 - Next time we should cover the aspect of how Sustainable Development Goals (SDGs) have been transmitted / achieved across various departments of the University, being a national and international mandate. Prof. Nupur Prakash mentioned that NCU has already achieved 5 out of 17 SDGs and follows green practices.
 - As we Celebrate 75 years of Independence, it would be good to invite people of eminence for lectures etc. so as to propagate the spirit of Independence by facilitating exchange of ideas and thoughts and establishing a connection.

- Covid has taught us several things, one among them being the need for universities to have community engagement and what kind of impact our studies in NEP are having on the community at large.
3. **Prof. SK Kak:** He stated that the annual report presented by Prof. (Dr.) Nupur Prakash was very impressive, with some new ideas being presented. He stated that, being a relatively new and growing university, the focus should be on:
- How efficient are the operations of the University, and how well it utilizes the available resources.
 - Engagement of faculty should be tuned to the future vision of the University.
 - Immersive learning should be adopted in the classrooms. Opportunities for learning through collaborations with outside agencies should also be utilized.
 - The productivity of the various MoUs should be designed / drafted in such a manner that the success of the MoU is measurable in real / quantifiable terms.
 - Outcome based education, and the learnings therefrom, should be pursued.
4. **Prof. Karmeshu:** He stated that he has been associated with the University for almost a decade, and he finds it remarkable that the University adopts a 'growth mindset' which is driving the University to higher achievements. He further stated that:
- There should be an emphasis on optimization of resources and their efficient utilization.
 - There should be an elective course on Sustainability.
 - Talking of all round happiness, he stated that in addition to the happiness of students, there should be emphasis on happiness of faculty as well.
 - The University may consider hand holding of lesser institutions through collaborative learning with them.
5. **Prof. SG Deshmukh:** He suggested that being a university in a state famous for sportspersons, the University could examine starting a course on Sports Analytics. This could be started as an elective or some programme in the newly proposed NCU School of Business. He stated that this would establish a good connect with the local populace.
6. **Ms. Ruby Rajvanshi:** At the outset she thanked the Academic Advisory Board of NCU for including her as a member of the Academic Advisory Board, and stated that she was very happy for the same. She said that she could provide an industry perspective to the forum, and mentioned the following:
- She suggested that while getting into MoUs with Industries, the University should concentrate on certain pain points that the industry is facing, and subsequent research could be directed towards addressing these issues. In the bargain, one could also look at getting sponsorship from the industry for the research, and this would benefit both parties. Prof. Prem Vrat indicated that paid internships with such industries could also be a good option.
 - She mentioned that big industrial organizations like Tata etc. could sponsor research in the University, and the same can be explored by the university.

7. Prof. Anshul Kumar: The Professor thanked the University for including him as a member of the Academic Advisory Board, and said that the University, in such a short span of time, has made remarkable progress.

- He felt that more needs to be done in the field of research. There is a requirement to focus on the qualities of faculty & students alike. Faculty networking, both with industry as well as academia, was an important part of carrying out quality research, as it gives opportunities to gain access to knowledge and technologies available with the institutions / organizations.
- It was important for faculty as well as students to attend conferences, seminars etc. and the same should be encouraged.

8. Prof. Krishan Lal: Prof. Krishan Lal said that he was very happy to see the progress made by the University, under a very inspired leadership.

- He stated that there is a need for the University to connect with Haryana. In particular, the University can tap into the potential of using clay, which is abundantly available in Haryana, especially its possible uses at higher temperatures.
- He further stated that use of waste by converting it into usable things, that can be of utility to the society, and which can have a significant impact in Haryana should be explored by the University.

9. Dr. P.S. Rana: He stated that the new concept of a “six-month internship” is a good idea and must be made use of. In this regard, he stated that industries are offering such internships, and our MoUs with industries must incorporate these.

- He stated that GIDC would be more than happy to help in such areas, and could provide help from their members, who are both contractors and developers, and could provide site facilities for internships.

10. Dr. Girdhar Gyani: He stressed on the issues of:

- Alumni connect, and said that the network of alumni should be tapped to its fullest, as it can provide tremendous outreach and opportunities to the passing out students.
- A robust and well-established Faculty Development Program to be conducted every year.
- Artificial Intelligence should be focus area, as it is in great demand.

11. Prof. Pradeep Kumar: Prof. Pradeep Kumar observed and commented on the following:

- Research was assessed to be a weak area of the University, and needs to be examined in detail. Prof. Prem Vrat brought out that in this regard now, the University is targeting 3 research papers per faculty per year.
- The precise expectation from an MoU should be clearly spelt out during signing of MoUs, so that the utility / usefulness of the MoUs is clearly known to all.
- Social aspects of sustainability like community service etc. also need to be brought out / pursued, so that all 3 pillars of sustainability get addressed.
- Faculty achievement should be brought out, vis-à-vis benchmarks that have been set for them.

- A strategic plan for the next 5 years should be prepared towards achieving identified benchmarks and should bring out the process / plan for achieving those benchmarks. Prof. (Dr.) Nupur Prakash brought out that the university has already prepared a 5-year plan which encompasses the growth trajectory of the university for the next 5 years.

12. Prof. Kehar Singh: He complimented the Hon'ble VC for a very crisp presentation. Prof. Kehar Singh referred to the progress and development of labs and push towards quality research in the last 12 years, and stated that what started off with a good investment in terms of money (1 Cr seed grant) and vision, has somehow not fructified in totality, as faculty have not been able to optimally utilize the lab facilities (eg. Holography lab). He opined that one Technical Assistant needs to be working full time in the labs in collaboration with a faculty, so that good research can be carried out.

- He was happy to see a steady rise in the number of publications, but stated that still more needs to be done through a concerted push.
- There is a need to encourage our faculty to participate in conferences etc., and in the bargain, network with good Universities / Institutions to get access to their libraries etc.
- He stated that utilizing Alumni is a good idea, as they become the Ambassadors of the University, and can spread good word about the University, and the university can in turn benefit from the positive propaganda.
- Increase the number of visits from prominent learned personalities, so that students can be enthused with their knowledge and lectures.

13. Mr. Indu Bhaskar: Mr. Indu Bhaskar gave reference to a particular company viz. M/s AVL (Austrian) and stated that it is one of the strongest company in terms of engine research, and the University should tap into the presence of one Alumni in this company, and try and get more students to join the company. He suggested that the University should try and get its students to intern in the company. Prof. (Dr.) Nupur Prakash brought out that one student had got a 6-month internship with the company in Austria, but could not finally go because of the covid pandemic, but is now working in the AVL India Office. Mr. Indu Bhaskar suggested that connecting up with the company should be followed up by the university.

14. Mr. Nitiraj Singh: He thanked everyone for including him into the Academic Advisory Board of the university. He stated that:

- The University may like to focus on Artificial Intelligence and think of setting up an AI School, AI Lab, suitable M. Tech Courses on XR / VR, quantum simulation, healthcare solutions and such courses.
- By focusing on AI, the University can provide solutions in a multitude of fields for research organizations like NTRO, DRDO etc. He stated that engagements with such organizations could immensely benefit the university.

The Governing Body members thanked all members of the Academic Advisory Board for the important suggestions given by them.

ITEM NO.2: ACTION TAKEN ON THE ELEVENTH ACADEMIC ADVISORY BOARD MEETING ON 11 MARCH 2022

Action Taken Report

- **Strategic Plan of the University:** On the topic of strategic plan, GB Members stated that a copy of the strategic plan of the University to be emailed to all members of the Academic Advisory Board. Strategic Plan of the University is enclosed as **Annexure 1**.
- **Sustainability at NCU:** Prof. P.B Sharma asked which specific SDG goals are being targeted by the University, since all 17 cannot be focussed upon at the same time. Prof. (Dr.) Nupur Prakash clarified that details of these are given in the sustainability Annual Report 2022, and that 5 goals have been diligently worked upon.
- Prof. Prem Vrat stated that “easily achievable goals” should be prioritized and then targeted for completion in a focussed manner.

ITEM NO.3: INTRODUCTION OF OPEN AND DISTANCE LEARNING MODE FROM ACADEMIC YEAR 2023-24

The Member Secretary informed the members about the proposal of the University to offer programmes in Open and Distance Learning and Online learning mode from the Academic Session 2023-24.

The points discussed are as follows:

Prof. P.B Sharma enquired if the University is starting only Open and Distance Education or Online Education as well. The Member Secretary clarified that both Open and Distance Learning, as well as Online programmes are planned by the University. Prof. P.B Sharma suggested that to begin with, the University may consider starting ODL / OL programmes in collaboration with universities with whom we already have partnerships. Once a momentum has been built up, and the programmes are running smoothly, then the University can run them independently.

ITEM NO.4: FOUR-YEAR UNDERGRADUATE MULTIPLE ENTRY & EXIT AS PER THE NEP 2020.

Following was discussed:

Prof. Prem Vrat stated that this was a part of NEP 2020, and the University is obliged to do the same. He however stated that this should add value to the concept, and must be such that it results in more people wanting to take up such programs, and not just to dish out something only because NEP 2020 mandates it.

Prof. P.B Sharma stated that this extension of one year should be looked at very closely, in that it must impart such skills and knowledge which were not possible in a three-year programme, and which are enablers for the student to improve his research skills, employability etc. and to acquire good jobs and perform well in them. Prof. Karmeshu stated that there should be some experiential

learning in the fourth year, or have knowledge subjects which have a relationship with society, and which impact society.

ITEM NO.5: OPPORTUNITIES AND CHALLENGES OF FOREIGN UNIVERSITIES OPENING THEIR CAMPUSES IN INDIA

Prof. Prem Vrat stated that this was a vast topic, and much can be said about it, but that it was too premature to deliberate at this stage. It would be better to wait and watch, and see how the concept pans out. For the time being, we should keep our eyes and ears open, and see the impact it creates. We can meanwhile see as per the emerging scenario, where we can leverage this to our advantage.

ITEM NO.6: ESTABLISHMENT OF A NCU SCHOOL OF BUSINESS

Prof. Prem Vrat brought out that the idea behind this move was to segregate the MBA from the other programmes, much like in other leading Business Schools. He stated that the proposal has been discussed and approved in the various statutory bodies of the University. It was unanimously agreed that it was a good idea. Prof. Karmeshu enquired if the University had an Executive MBA programme, and it was clarified that Executive MBA, MDPs etc. will be a part of the NCU School of Business. Mr. Nitiraj suggested that the University may consider MBA in Healthcare. Prof. Prem Vrat stated that once NCU School of Business starts its activities, programmes such as MBA in Healthcare, Construction Management, Hospital Management, and such functional areas, can be started.

ITEM NO.7: STRENGTHEN RESEARCH / SPONSORED RESEARCH / CONSULTANCY IN THE UNIVERSITY

Prof. Prem Vrat stated that this was indeed a weak area of the University, and focus has to be paid to this activity, especially in the area of sponsored research.

Prof. PB Sharma gave the following observations on this topic.

- The University must get 'research driven' faculty.
- The University must train its people to identify opportunities to get research funding, both from the Govt. as well as private players, in India as well as abroad.
- There should be more JRF, SRF as well as Post-Doctoral Fellows in the University.
- There needs to be object orientation in the research, and mission mode research is the need of the hour. There also should be need based research, as well as futuristic research. In this regard, he said that research in Defense Technology could be considered, as there is a push from the Government's side towards atmanirbharta in the defense sector.
- Semiconductors, research in waste and circular economy could also be targeted for research.

VOTE OF THANKS

The Registrar then thanked the members of the Governing Body and the members of the Academic Advisory Board for taking time out of their busy schedule, their involvement in making valuable suggestions during the meeting and stated that the University shall endeavour to incorporate the suggestions into its activities to the maximum extent possible.



Commodore Diwakar Tomar (Retd.)

Registrar 31 March 23

SUSTAINABLE INSTITUTIONS OF INDIA
GREEN RANKINGS 2023

Certificate of Excellence

IN PURSUIT OF EXCELLENCE TOWARDS PRACTICING
SUSTAINABLE EDUCATION, THIS CERTIFICATE IS AWARDED TO

THE NORTHCAP UNIVERSITY

Institutional Grade : **A**

Institutional Band / Category : **Gold**

R
World Institutional
RANKING ■■■



Executive President

By Hand

**MINUTES OF THE 1ST MEETING OF THE FINANCE COMMITTEE OF
THE NORTHCAP UNIVERSITY FOR ACADEMIC YEAR 2023 – 2024 HELD ON
THURSDAY, 6TH APRIL 2023 AT 12:00 NOON**

Members present: -

- | | |
|---|--------------------|
| 1. Mr. V. Daulet Singh (Chancellor) | - Chairman |
| 2. Prof. (Dr.) Nupur Prakash | - Member |
| 3. Mr. N.K. Dewan (Member, Governing Body) | - Member |
| 4. Mr. Shiv S. Mehra (Member, Governing Body) | - Member |
| 5. Mr. Avdhesh Mishra (Member, Governing Body) | - Member |
| 6. Mr. Rajesh Marwaha (Chartered Accountant) | - Member |
| 7. Ms. Kirti Singhal (Chief Finance & Accounts officer) | - Member Secretary |

Minutes:

- 1) **To consider and approve the minutes of the last meeting held on 14th October 2022.**

The minutes of the last meeting held on 14th October 2022 were approved and taken on record. **(Annexure – 1)**

- 2) **To welcome Prof. Nupur Prakash on her appointment as Vice Chancellor w.e.f. 1st November 2022 and as a member of the Finance Committee.**

Members welcomed Prof. (Dr.) Nupur Prakash, Vice-Chancellor as a member of the Finance Committee and look forward to her active participation in the meetings of the Finance Committee.

- 3) **To place on record the Notice vide DIN & Letter No.: ITBA/COM/F/17/2022-23/1049715960(1) dated 13th February 2023 received by Educate India Society from the Income Tax Department seeking recovery of an outstanding demand of ₹9,80,48,840/- (Rupees Nine Crores Eighty Lakhs Forty Eight Thousand Eight Hundred Forty only) for the period AY 2017-18, 2018-19 and 2020-21 on or before 20th February 2023 along with our reply vide letter No. SRA-LK/2022-2023/385 dated 16th February 2023. To place on record another representation sent vide Letter No. SRA-LK/2022-2023/405 dated 27th February 2023 to not pursue the matter till the appeal is dismissed.**

The Notice vide DIN & Letter No.: ITBA/COM/F/17/2022-23/1049715960(1) dated 13th February 2023 received by Educate India Society from the Income Tax Department seeking recovery of an outstanding demand of ₹9,80,48,840/- (Rupees Nine Crores Eighty Lakhs Forty Eight Thousand Eight Hundred Forty only) for the period AY 2017-18, 2018-19 and 2020-21 on or before 20th February 2023 along with our reply vide letter No. SRA-LK/2022-2023/385 dated 16th February 2023 was taken on record. **(Annexure – 2)**

Another representation which was sent vide Letter No. SRA-LK/2022-2023/405 dated 27th February 2023 to not pursue the matter till the appeal is dismissed was also taken on record. **(Annexure – 3)**

- 4) **To place on record the Intimation u/s 143(1) received by Educate India Society from the Income Tax Department vide DIN No. CPC/2223/A7/325088641 dated 17th February 2023 acknowledging our return for Assessment Year 2022-23 and no payment due.**

The Intimation u/s 143(1) received by Educate India Society from the Income Tax Department vide DIN No. CPC/2223/A7/325088641 dated 17th February 2023 for our return for Assessment Year 2022-23 was taken on record. **(Annexure – 4)**

- 5) **To consider and approve wooden flooring for 14 Classrooms in new block for an amount of approximately ₹23,12,800/- inclusive of taxes since the carpeting is now threadbare and needs replacement.**

Members unanimously considered and approved a capital expenditure of approximately ₹23,12,800/- inclusive of taxes for wooden flooring for 14 Classrooms in the new block. **(Annexure – 5)**

- 6) **To place on record transfer of unclaimed refunds (list attached) to the Student Protection Fund as approved by the Finance Committee in the last meeting held on 14th October 2022.**

Since one year has elapsed and the refunds have not been claimed, as per Finance Committee approval dated 14th October 2022 which was ratified by Board of Management and Governing Body in the meetings held on 10th January 2023 and 22nd February 2023 respectively, an amount of ₹32,46,063/- (Rupees Thirty-Two Lakhs Forty-Six Thousand and Sixty Three only) was transferred to Student Protection Fund. This fund was utilized as agreed earlier for PDP programmes for improving the career prospects of the current students. The list is attached as **(Annexure – 6)**.

- 7) **To consider and approve the Cintana bill for Academic Year 2022-23. The final amount will be determined at the end of the year consequent to receiving the audit report.**

As the billing has been approved by the statutory auditor being in compliance with the terms and conditions of our agreement, post-facto approval for releasing their payment as per rules was accorded. **(Annexure – 7)**

- 8) **To consider and approve an expenditure amounting to ₹12,40,440/- approximately towards our faculty members attending ASU-Cintana Experience (ACE#3) programme. This will be given as a scholarship to faculty members for upgrading their knowledge about the ASU-Cintana alliance and also to learn about the facilities and educational offerings of ASU including Edplus online division and global futures.**

Members unanimously approved this expenditure and authorized the CF & AO to debit this expense to the Scholarship Account. **(Annexure – 8)**

- 9) **To consider and approve capital expenditure for an amount of ₹2,07,417/- towards purchase of an Apple MacBook Pro.**

Approval for capital expenditure for the above item was accorded. **(Annexure – 9)**

- 10) **To consider and approve the revision of contract with M/s Raj Enterprise and revised charges for photocopying and binding.**

After consideration of the revised contract with M/s Raj Enterprise, members unanimously approved an upward revision of the photocopy charges @1.25/- per copy. **(Annexure – 10)**

- 11) **To consider and approve a capital budget of ₹60,00,000/- (Rupees Sixty Lakhs only) approximately for revamping the sports facilities (redoing the Basketball, Tennis court and Cricket pitch / Football ground).**

Members unanimously accorded approval for the aforesaid works to be completed on or before 30th September 2023. **(Annexure – 11)**

- 12) **To consider and accord post-facto approval for closure of all inoperative bank accounts with Canara Bank and Kotak Mahindra Bank.**

Members accorded post-facto approval for the closure of the following accounts with immediate effect: **(Annexure – 12)**

SL. NO.	ACCOUNT NUMBER	ACCOUNT NAME	BANK
1	82472010013358	Admet 2017	Canara Bank
2	82472010002560	SAE INDIA COLLIGIATE	Canara Bank
3	82472010014272	DST NCU GRANT VS	Canara Bank
4	82472010014268	DST NCU GRANT A	Canara Bank
5	82472010014200	DST NCU GRANT AS	Canara Bank
6	82472010014287	DST NCU GRANT PS	Canara Bank
7	82472010014345	DST NCU GRANT KK	Canara Bank
8	82472010014215	DST NCU GRANT GM	Canara Bank
9	82472010014249	DST NCU GRANT DC	Canara Bank
10	5911146342	The NorthCap University	Kotak Mahindra Bank
11	02612100000248	Educate India Society	Kotak Mahindra Bank
12	01722010002695	Educate India Society	Kotak Mahindra Bank

- 13) **To consider and approve the payment of gratuity amounting to ₹3,87,019/- (Rupees Three Lakhs Eighty-Seven Thousand and Nineteen only) including ₹2,88,462/- as gratuity and ₹98,558/- as interest to Wg. Cdr. Manohar Vasudev as per the Court Order dated 28th September 2022.**

The order dated 28th September 2022 passed in the Hon'ble Court of Sh. Akash Mittal, HLS, Controlling Authority under the payment of Gratuity Act, 1972 in Case

No. P.G. 30/2020 was taken on record. Consequent to the decision of the Hon'ble Court, members unanimously approved release of ₹3,87,019/- (Rupees Three Lakhs Eighty-Seven Thousand and Nineteen only). CF & AO was requested to liaise with the Advocate in this matter and release the same on receipt of Certified copy of the order. **(Annexure – 13)**

- 14) **To consider and approve a capital budget of ₹1,50,000/- (Rupees One lakh Fifty Thousand only) approximately for 3 phase Solar Inverter.**

Members accorded approval for the above mentioned item.

- 15) **To consider and approve the fee structure for ODL / OL programmes from the new session.**

Members approved a consolidated fee structure of ₹50,000/- (Rupees Fifty Thousand only) per year per student for ODL / OL programmes to start with. This fee structure is subject to revision and annual increase as per our ordinance. **(Annexure – 14)**

- 16) **To consider and approve the proposal for complete revamp of the classrooms of the old building.**

Members unanimously agreed that the existing classrooms in the old building need a complete revamp of stepped classrooms with ergonomically designed furniture and start-of-the-art facilities. It was also agreed that the capacity should not exceed 50 in a classroom. The drawing / layout of classrooms with the estimate amounting to approximately ₹3,88,46,216/- (Rupees Three Crores Eighty-Eight lakhs Forty-six Thousand Two Hundred Sixteen only) was approved. **(Annexure - 15)** In the first phase, it was agreed that nine number of classrooms will be revamped completely.

- 17) **To consider and approve the proposal of Seamless Education and Services Pvt. Ltd. (Seamedu) a leading academy who approached NCU to provide five Under-graduate courses/ programmes in the media and entertainment sector and undertake administration activities as a Knowledge Partner.**

A proposal has been received from Seamless Education and Services Pvt. Ltd. (Seamedu) for launching of courses in the media and entertainment sector. These courses are highly in demand and will help expand the offerings of the University. However, the University has no expertise in this area to launch these courses. Seamedu is an experienced player and has agreed to run these courses on behalf of the University for a period of 5 years. During this period, the entire fee collected will be paid to Seamedu and/or its affiliates. A copy of the Memorandum of Understanding is attached as **Annexure - 16**.

This is being done in the hope that within this initial period of 5 years, the University would have acquired the expertise and scale to run these courses on its own and / or in association with Seamedu on a revenue / cost sharing model after 5 years. To start with, it has been agreed to launch these courses with the following fee structure:

Sl. No.	Course / Programme	Duration	Annual Fee (Per student)
1	B.Sc. – Bachelor of Science in Sound Engineering	3 years	₹3,00,000/-
2	B.Sc. – Bachelor of Science Visual Effects and Animation	3 years	₹1,50,000/-
3	B.Sc. – Visual Communication	3 years	₹1,50,000/-
4	BCA – Bachelor of Computer Application in Game Development	3 years	₹1,50,000/-
5	BCA – Media and Information Technology	3 years	₹1,50,000/-

Apart from the above Annual Fee, students are required to deposit ₹10,000/- as refundable security deposit and ₹1,000/- as Alumni Fund.

The University reserves the right to engage teachers, consultants, technicians etc. as deemed fit directly on its role.

- 18) To place on record the Certificate submitted by S. Ramanand Aiyar & Co. to Kotak Mahindra Bank in respect of Educate India Society for Un-hedged Foreign Exchange Exposures for the year ending 31st March 2022.

The aforesaid Certificate was taken on record. (Annexure – 17)

- 19) To approve the installation of CCTV cameras in all the classrooms.

Installation of CCTV cameras in all the classrooms with an estimate of ₹16,30,000/- (Rupees Sixteen Lakhs Thirty Thousand only) approximately for 128 cameras was unanimously approved. (Annexure – 18)

There being no other matter, the meeting ended with a vote of thanks to the Chair.


KIRTI SINGHAL
CF & AO AND MEMBER SECRETARY



CODE OF CONDUCT

APRIL 2023

DOCUMENT No.: NCU/DISC/COC-S/2023-VERSION 1

THE NORTHCAP UNIVERSITY

CODE OF CONDUCT

1. Preamble

This Handbook indicates the standard procedures and practices of The NorthCap University (hereinafter referred to as the 'University') for all students enrolling with the University for pursuing varied courses. All students must know that it is incumbent upon them to abide by this Code of Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it.

The endeavour of the University by means of enforcing this Code is to ensure a student discipline process that is conscientious, effectual, expeditious and believes in the principle that all people are equal and deserve equal rights and opportunities and providing a system which promotes student growth through individual and collective responsibility.

All Students are required to be well conversant with this Code and cannot plead ignorance of this code.

2. Jurisdiction

- 2.1 The University shall have the jurisdiction over the conduct of the students associated / enrolled with the University and to take cognizance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the University campus / its hostels / and or field trips or in connection with the University related activities and functions.
- 2.2 University may also exercise jurisdiction over conduct which occurs off-campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus which shall include
- a) Any violations of the Sexual Harassment Policy of the University against other students of the University.
 - b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the University;
 - c) Possession or use of weapons, explosives, or destructive devices off-campus
 - d) Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
 - e) Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

The University, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated hereinabove, shall consider the seriousness of the alleged offense, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off campus conduct is part of a series of actions, which occurred both on, and off-campus.

3. Code of Conduct

- 3.1 This Code shall apply to all kinds of conduct of students that occurs on the University premises including in university sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the Universities Interests or reputation.
- 3.2 University believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.
- 3.3 All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the Universities interests and reputation substantially. The various forms of misconduct include:
- i) Disobeying teachers and staff and displaying misdemeanor within and outside the University premises.
 - ii) Indulging in vandalism/violence and damaging of University and/ or public property or property of any other person.
 - iii) Demonstrations, inciting protests, mass disobedience, distributing hand bills etc.
 - iv) Use of mobile or satellite phone in classrooms, library or building corridors or any other area which is specified as no-mobile zone. Use of mobile phone is permitted outside the University building and cafeteria area.
 - v) Quarrelling, fighting, bullying and passing derogatory/obscene remarks in the University premises against fellow students/ teachers/ employees/ canteen and mess workers etc.
 - vi) Making a video/MMS and uploading same on 'You-tube'/social media platform or uploading obscene photographs on social media of fellow students/ teachers/ employees/ canteen and mess workers etc.
 - vii) Indulging in ragging directly or indirectly, which is strictly prohibited as per the Hon'ble Supreme Court of India. (In pursuance to the judgement of the Hon'ble Supreme Court of India dated: 08.05.2009 in Civil Appeal No. 887 / 2009, the UGC has notified "Regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009", and the same have to be adhered to.)
 - viii) Possession and use of firearms, weapons and potentially dangerous instruments etc.
 - ix) Consumption, carrying and sale of drugs/ alcohol/ intoxicants/ tobacco /other prohibited substances / flavors/additives /hookah/ pipe etc. in the University premises and Hostels.
 - x) Any type of harassment whether physical, verbal, mental, sexual or electronic through social media platforms.
 - xi) Littering or defiling University property or property of any other student or personnel of the University. Consumption of eatables/liquids in the classroom or places other than the cafeteria is prohibited and punishable with fine or discipline case or both.

- xii) The University has a central parking place close to the campus. Being a residential area and to avoid inconvenience to residents, students are not permitted to park their vehicles on the sector roads and in front of entry / exit gates of neighboring colonies / houses.
- xiii) Stopping of vehicles in front of the University gate and alighting leading to restriction of other vehicles entering the University or causing traffic hold up.
- xiv) Speeding in front of the University main gate or making unusual loud vehicular noise causing disturbance to others.
- xv) Knowingly providing false evidence against any other person or giving false statements or charges in bad faith against any other person, which includes sending fake messages.
- xvi) Contributing to, or engaging in, any activity which obstructs or disrupts teaching, research, administration, or any other University activity on the campus. This shall include any disruptive activity in a classroom or in an event sponsored by the University.
- xvii) Falsifying clinical records.
- xviii) Conduct unbecoming of students in matters of attire (wearing of track pants other than for sporting events, short skirts, crop tops, see through and revealing clothes is not permitted in the University campus), verbal / written statements that may be deemed to be inappropriate within or outside the campus.
- xix) Failure to follow acceptable levels of personal cleanliness in classrooms and laboratories.
- xx) Public Display of Affection (PDA) is strictly prohibited. PDA is when a couple publicly kisses, hugs, or shows any sign of physical touch to an uncomfortable amount – almost as if no one can see them. All students are required to refrain from public display of affection in the university campus.
- xxi) Smoking in the campus (The campus is a no smoking zone.)
- xxii) Any other act which the Committee believes constitutes an act of indiscipline or violation of code of conduct.

3.4 Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, etc.

3.5 Any sexual harassment incident reported in the University will be handled by the Internal Complaint Committee which is to be guided by The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

3.6 Any disruptive activity in a classroom or in an event sponsored by the University.

3.7 Unable to produce the identity card, issued by the University, or refusing to produce it on demand by campus security guards.

3.8 Participating in activities including:

- Organizing meetings and processions without permission from the University.

- Accepting membership of religious or terrorist groups banned by the University / Government of India.
- Unauthorized possession or use of harmful chemicals and banned Drugs.
- Smoking on the campus of the University.
- Not disclosing a pre-existing health condition, either physical or psychological, to the Chief Medical Officer which may cause hindrance to academic progress.
- Theft or unauthorized access to others resources.
- Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the University.
- Any other activity which the university believes constitutes as act of indiscipline or violation of code of conduct.

3.9 Students are expected not to interact, on behalf of the University, with media representatives or invite media persons onto the campus without the permission of the University authorities.

3.10 Students are not permitted to either audio or video record lectures in classrooms or actions of other students, faculty, or staff.

3.11 Students are not permitted to provide audio and video clippings of any activity on the campus to the media.

3.12 Students are expected to use social media carefully and responsibly. They cannot post derogatory comments about other individuals from the University on social media or indulge in any such related activities having grave ramifications on the reputation of the University.

3.13 Theft or abuse of the University computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, use, tamper, etc. of university property or facilities, offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.

4. Procedure for Punishment

When a student/ students is/ are found indulging in any breach of discipline, misconduct, unruly behavior, provocation, instigation, harassment etc., any faculty or staff or student can report the matter in writing to the Disciplinary Committee of the University on NCU Disciplinary Case Proforma-I, for appropriate action.

If the Chairman Disciplinary Committee (CDC), depending on the gravity of the offence, is convinced that prima facie evidence exists against the defaulter(s), the CDC will inquire into the alleged violation and accordingly suggest disciplinary action against the defaulting

student/ students. The CDC will investigate the matter as per the laid down procedures of the university, which are aligned with the University Grants Commission Guidelines on Student Discipline Circular No 946. Pending completion of the investigations, if the CDC so feels, the student/ students can also be suspended for a specified period. In cases which involve consumption of alcohol or drug / substance abuse, medical test / consultation of doctor is to be immediately carried out.

If however, based on initial examination of the incident, should the case not merit further action, a warning shall be issued to the defaulter(s) and the written apology shall be filed in the student(s) record held with the Controller of Records (COR).

5. Punishments

Based on the findings of the investigations of the Disciplinary Committee, one or more of the following punishments can be awarded, besides any other as may be deemed appropriate:

- i) Written warning, recorded in dossier of student.
 - ii) Deduction from General Proficiency marks.
 - iii) Withdrawal of any academic or other University activity, privilege, benefit, right or facility.
 - iv) Payment of compensation to make good any damage or defacement to University or any other property or assets caused by the student.
 - v) Suspension for 3/5/7/10 days or more, with no attendance being awarded.
 - vi) Reflect the act of indiscipline in the student's Character Certificate.
 - vii) Debar from all or certain number of Campus Placements.
 - viii) Debar from one Semester Examination.
 - ix) Rustication for one semester or more.
 - x) Expulsion from University
- 6.** As regards 5 (v) above, the defaulter(s) can be given, depending on merits of the case, an option to undertake University Community Service, such as work in Library, Records, Security, Administration, Sports, Editorial work. This shall constitute attendance for the period under suspension. His/her attendance shall be marked for the duration of work done and will be considered towards overall attendance. However, if he/she is not granted this option or does not opt for Community Service, the period under suspension will have full effect on attendance.
- 7.** In case a student remains suspended for conduct of an inquiry under Para 4, such a period shall be reckoned in the calculation of his/her attendance provided he/she is found innocent.

8. In cases where an offence involves action by Police, the matter will be referred to the Registrar who will ensure that a Police case is filed, and an FIR obtained. Such cases will be dealt fully by the Police and the individual will remain suspended till completion of investigation of the case but without benefit of attendance. Police cases will invariably include ragging of any kind.

9. Appeal

Appeals, if any, will be dealt with by the Higher Committee whose decision in the matter will be final and binding. The constitution of the Higher Committee shall be as under:

A Member of the Governing Body	Chairman
Vice-Chancellor	Member
Registrar	Member Secretary

Only those cases will merit review by the Higher Committee where any new information or evidence is produced by the defaulter, other than what has already been considered by the Disciplinary Committee. The decision of the Higher Committee will be final and binding.

10. Discipline rules of the University are subject to change from time to time with the approval of the prescribed Authority.

11. Fine

- Use of mobile phone at any location other than outside the University building, cafeteria and its lawn: ` Rs 500/-.
- Loss of identity card for the first time: ` 200/- ; for second time: ` 500/-.
- Trespassing residential area from students parking or parking vehicles on the sector road opposite the University: ` 500/-
- Parking vehicles in front of entry / exit to neighboring colony / residential houses: ` 1000/-
- Any other fines as approved by the Governing Body.
- The fine amount can also be increased by the Board of Management / Governing Body as they deem fit.

12. Ragging

There is a complete prohibition on ragging at The NorthCap University, in any form and nature. Ragging has been completely banned in any form whatsoever, by the Hon'ble Supreme Court of India. (details mentioned in Serial No. 3.3.(vii) above relevant) No student shall practice ragging within or outside the premises of NCU. The NorthCap University is a zone of 'zero tolerance to ragging'.

What Constitutes Ragging?

Ragging means indulging in an act which causes or is likely to cause insult, annoyance, fear, apprehension, threat of intimidation, outrage the modesty or injury to a student and includes the following acts, namely:

- a) Abetment to ragging
- b) Criminal conspiracy to ragging
- c) Unlawful assembly and rioting while ragging
- d) Public nuisance created during ragging
- e) Verbal abuse and physical aggression, indecent gestures and obscene behavior
- f) Outraging the modesty of a student
- g) Injury to body, causing hurt or grievous hurt
- h) Wrongful restraint
- i) Use of criminal force
- j) Assault as well as sexual offence
- k) Criminal intimidation
- l) Physical or psychological humiliation
- m) Defamation or threat to defame
- n) Any type of harassment or abuse through electronic or social media.
- o) Threat to commit any or all of the above-mentioned offences with or without intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Administrative Action in the Event of Ragging

Cases of ragging will be dealt with by the Anti Ragging committee of the University. The University shall punish a student found guilty of ragging after following the procedure and in the manner prescribed herein under:

- i) On receipt of information by any member of the Committee from the Head, a student, parents or any source in writing or through any electronic media that an act of ragging is being committed or there is apprehension of the same, he shall intimate the same to the chairperson and may conduct a raid, if necessary, or take other appropriate steps to stop the act of ragging.
- ii) The member or the Committee may conduct on the spot inquiry observing a fair and transparent procedure and the principle of natural justice and shall give adequate opportunity to the victim student, student accused of ragging, other witnesses and may also ask them to produce other documents or witnesses, if necessary, concerning the incident of ragging.
- iii) The Committee shall submit a preliminary report to the Head within 72 hours of the incident for appropriate action under the Act.
- iv) Provided that in case an offence is committed under the provisions of the Indian Penal Code, 1860 (45 of 1860) and is a cognizable offence, the members should immediately report the matter to the Head.
- v) On receipt of information about ragging, the Head will direct the Committee to conduct

an inquiry and report.

- vi) The Head shall examine the report and, if satisfied, will take appropriate action as per the gravity of the offence.
- vii) On receipt of the report from the Committee the Head shall immediately determine if a criminal offence is made out and, if so, either on his own motion or through a member of the Committee authorized by him, shall proceed to file a First Information Report (FIR) immediately.
- viii) Provided that the University shall also continue with its own inquiry and other measures without waiting for action on the part of the police.
- ix) If the Head is not satisfied with the report made by the Committee, he may himself conduct an independent enquiry and pass any appropriate orders in writing, for reasons to be recorded therein. He may also decide to lodge a First Information Report (FIR). If an offence is found to have been committed under the Indian Penal Code, 1860 (45 of 1860) and is a cognizable offence.
- x) In a proven case of ragging, whether First Information Report (FIR) has been lodged or not, the Head shall impose a punishment of suspension for at least a period of two semesters or one annual academic year, as the case may be, and may also impose any one or a combination of penalties as listed in clauses (i) to (x) of sub-section (5) above.
- xi) Depending upon the nature and gravity of the offence as reported by the Committee, the Head may, in addition to any punishment mentioned in paragraph (x) above, impose any one or a combination of the following punishments upon the student(s) found guilty:
 - a) Withholding or withdrawing scholarship or fellowship and other benefits
 - b) Forfeiting campus placement opportunities or recommendations
 - c) Debarring from appearing in any test or examination or other evaluation process
 - d) Withholding of results
 - e) Debarring from representing the educational institution in any regional, national or international meet, tournament, youth festival, etc.
 - f) Suspension from attending classes and academic privileges
 - g) Suspension or expulsion from the hostel
 - h) Cancellation of admission
 - i) Rustication from the institution for a period ranging up to three years;
 - j) Expulsion from the University and consequent debarring from admission to any other educational institution for a period of three years
 - k) Imposition of a fine up to Rs. 25000/-

Provided that where the persons committing or abetting to the act of ragging are not identified, the University shall resort to collective punishment.

13. Attendance Rule & Code of Conduct in Classes

A student is expected to attend all lectures, tutorials and practice classes and VA courses etc. while maintaining full decorum and discipline during the classes. Also, students must be seated before the arrival of the faculty members. Late entry to the classroom is highly discouraged and is the sole discretion of the instructor.

As a rule, a student shall be required to have a minimum attendance of 70% in each individual theory/lab course in a semester, calculated till the last teaching day.

However, to provide wider exposure to students and increase visibility of the university at state/national & International level, the university encourages participation of talented students in well recognized competitions or any other such event approved by the university. Students nominated / deputed by the University for participation in these events/competitions shall be given due consideration for their absence from classes. This period shall be treated as Leave of Absence for attendance purposes. These leaves of absence shall be endorsed by the Chairman, Student Activities & Leadership committee & approved by the HOD before being sent to the ERP.

All such leaves of absence shall not exceed 10% of the classes in the semester. The concerned faculty shall ask these students to submit extra assignments to make up for academic losses.

The above requirements will not be relaxed under any circumstances whatsoever. Any medical and family exigency should be adjusted within the given room of 30% provided in this rule.

A student falling short of attendance in any course will be placed in the 'Detained' category for the course and the same will be mentioned in the grade sheet. The student must again register for such course(s) during subsequent semesters when the same are offered by the respective departments, provided timetable permits.

There will be a provision for issuing a written warning to the students if in any course, his/her attendance falls below 70% in any course till the completion of approximately half the number of teaching days in a semester as mentioned in the Academic Calendar for the semester concerned. It is the responsibility of the student to keep track that his / her attendance is not falling short.

Additionally, ERP portal updates attendance on daily basis and must be visited by students and parents regularly for timely corrective actions in case of any shortage in attendance in one or more courses.

14. Unfair Means – Rules & Regulations

14.1 The following will constitute the Use of Unfair Means:

- a) No students are allowed to carry mobile phone inside the Examination Hall.
- b) Any candidate found having in his possession or accessible to him/her or nearby him/her, any papers, chits, books or notes, pen drives, smart watch, I-pod/ mobile phone even in switched off condition any other electronic devices (except non programmable calculators), written or printed matter on a chit/pencil-box/calculator or on the body part

or the wall or ceiling or area nearby and visible to student or in possession of any other kind of unauthorized material.

- c) Writing during the examination hours on any paper other than the answer-book, any portion of the question paper except roll number.
- d) Talking to another candidate or to any person other than the members of the Examination Staff, in or outside the Examination Hall.
- e) Consulting notes/books outside the Examination Hall.
- f) Copying from some book or notes or from the answer of some other candidate or helping another candidate.
- g) Receiving or giving help from/ to another candidate during the examination including receiving/ sending SMS or any electronic messaging.
- h) Disclosing his identity deliberately or making any distinctive mark in his/her answer book for that purpose or making an appeal to the Examiner through the answer book or using abusive language on the answer-book; communicating or attempting to communicate directly or indirectly through a person, relative, guardian or friend to the Invigilator/Examination Superintendent or any other official with the object of influencing them.
- i) Swallowing/destroying any notes, paper etc. found with him/ her.
- j) Violation of any other instruction as mentioned on the top page of the blank examination answer book.
- k) A student deliberately delaying the conduct of the test by standing outside the exam hall and not entering inside.
- l) Failure to hand over his/her answer-book to the Invigilator or taking away his/her own answer book, out of the examination hall.
- m) Found guilty of destroying or attempting to destroy the evidence or any University property.
- n) In case, a person, who is not a bonafide candidate if found guilty, is found to be taking an Examination on behalf of a bonafide candidate, it will be assumed that this impersonation is being done at the instance and with the connivance of the bonafide candidate and action against such a person and the bonafide candidate would be taken as under:-
 - i) The bonafide candidate, who did not take the Examination himself/herself, shall be debarred from pursuing any course of studies or from appearing at any Examination of the University in future.
 - ii) In case the person, who has impersonated the bonafide candidate, is a student of the University, he/she shall be debarred from taking any Examination of the University in future.
 - iii) If the person, who has impersonated the bonafide candidate, is not a student of the University, he/she may be handed over to the Police for appropriate action.
- o) Entry to the examination hall will be stopped 10 minutes before the scheduled examination time.

14.2 Prohibited Areas during the Examinations

- a) No unauthorized person /staff will be allowed to enter the Examination Hall/Centre or Control Room during the examination in progress.

- b) The Controller of Examination shall identify the prohibited areas by visible signage.
- c) The Security staff and other persons posted on examination duty shall prevent unauthorized persons from entering the prohibited area.
- d) During Major Tests, no candidate shall be allowed to proceed to the restroom in the first half of the examination, or during the last 15 min of the examination nor shall more than one candidate be allowed inside the rest room at a time. The maximum time an examinee is allowed to use the washroom is 5 min.
- e) During Minor Tests, no candidate shall be allowed the use of the rest room.
- f) The Candidates must maintain silence in the examination hall and not stand/walk outside the examination halls or corridors during the examination hours. Students leaving the examination hall must exit the examination area immediately.

14.3 Discipline - Expulsion from Examination:

- a) Candidates shall maintain absolute discipline in the examination hall. If a candidate disobeys the instructions of the invigilator(s) or misbehaves in any manner, he/ she can be expelled from the examination by the Examination Superintendent, if necessary.
- b) If a candidate acts in a violent manner or uses force or makes a display of force towards any invigilator or any other staff/person at the Examination Center or acts in a manner likely to hinder the authorities in discharging their duties, the Examination Superintendent may expel the candidate from the examination as per Examination Conduct Rule (ECR).
- c) If a candidate brings any dangerous weapon at the examination center he would be expelled from the examination and disciplinary action initiated against the candidate.
- d) Candidate's expelled on any of the grounds mentioned above may not be allowed to appear in the subsequent papers, based on the reasons for expulsion.
- e) All disciplinary matters / Unfair Means Cases shall be forwarded to the Chairman UMC Action Committee by COE. The UMC Action Committee may punish a candidate by canceling his examination and/or debarring him from appearing in any examination of the University for one or more years after giving the candidate an opportunity to Show Cause and after considering any explanation submitted by the candidate and all available evidence and facts of the case.

14.4 Procedure for award of the punishment under unfair means cases:

- a) The COE shall send a Show cause Notice to the candidate, followed by requirement to attend a hearing of the student alleged to be guilty of malpractice/ using unfair means, asking him/ her to submit his/ her plea in writing and appear personally before the UMC Action Committee on a fixed date, time and place.
- b) The COE shall place the Unfair means case(s) before the UMC Action Committee for a decision in a time bound manner. The UMC Action Committee shall consider the reply to show cause, all available evidence, statements and facts of the case and decide on the action to be taken.

- c) In case the candidate does not appear before the Action Committee on the date and time of hearing as mentioned in the Show Cause Notice, the case will be heard ex parte and disposed of after due consideration of facts of the case, available evidence and records, without any further chance provided.
- d) Recommendation of the UMC Action Committee shall be conveyed to the Chairman Examination Committee, who after satisfying himself with the action to be taken shall promulgate the award of punishment, notifying all concerned.

14.5 Action against the candidate

- a) If a student is found guilty of any malpractice in any paper during the Examination and if the UMC Action Committee is satisfied that the candidate's actions are not premeditated, then the result of that paper or all the papers in that Semester Examination may be cancelled.
- b) If a candidate is found guilty of using or attempting to use or having used unfair means at an examination, the UMC Action Committee if satisfied that the action of the candidate was premeditated, then it may cancel his/her said paper, or all papers of the said examination or debarred from examination up to a period of one year, depending upon the nature of the offence.
- c) The UMC Action Committee may cancel the said examination of a candidate and/or debar him from appearing in an examination for the entire semester or more, for an offence of use of threatening to force or use of violence or if it is concluded that the candidate was in any manner guilty of serious misconduct in connection with his examination and/or was instrumental in or has abetted the tampering of University records including the answer books, mark-sheets, result chart, degree, diplomas or if the candidate has suppressed information or misrepresentation of information to fraudulently enroll in an examination.
- d) One or more of the punishments below can be awarded by the UMC Committee.
 - i. Written warning recorded in the dossier of the student.
 - ii. Deduction of up to 50% from the total marks in that particular paper.
 - iii. Cancellation of the said paper and awarding him zero marks.
 - iv. Cancellation of all papers in which the candidate appeared.
 - v. Reflected in the character certificate.
 - vi. Debarred from a certain number of Campus placements.
 - vii. Rustication from one semester or more.
 - viii. Expulsion.
 - ix. Any other punishment deemed fit.

14.6 Members of Unfair Means Action Committee shall be:

- i) Head of a School / Department - Chairman (Nominated by Vice Chancellor by rotation)
- ii) Two Professors (nominated by Vice Chancellor) – Members
- iii) Registrar – Member
- iv) Controller of Examinations - Secretary

The tenure of the Chairman and Nominated Members shall be two years.

14.7 Appeal:

A candidate may appeal in writing to the Higher Committee within four days of issue of Notification of punishment by the Chairman Examination Committee. The Higher Committee shall consist of:

- i) Member Governing Body – Chairman
- ii) Vice Chancellor – Member
- iii) One representative from UMC Action Committee (nominated by its Chairman) - Member

The appeal shall be considered in light of any new material/ evidence provided by the candidate.

15. Dress Code

While the University has not specified any dress code for the students whilst in the campus, it expects students to be decently attired at all times (wearing of track pants other than for sporting events, short skirts, crop tops, see through and revealing clothes is not permitted in the University campus).

16. Student Participation in Governance

As Students are members of the University campus, they have a substantial interest in the governance of the University. The Code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that students must, at all junctures, be encouraged to put forth their views and advice, for an informed decision making. Student Participation is encouraged and must be strengthened through the involvement of students in all levels. Therefore, all students who are a part of the University and who are going to be enrolled in the University are advised to uphold the policy and inform the University of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.

Every school of the University promotes the above concept by having students of the school as members of class committees, which have members of the staff also. The class committees meet at regular intervals and are reviewed by the Pro Chancellor, Vice Chancellor, Registrar, Dean Academics and others to address issues faced by the students.



CODE OF CONDUCT

FOR FACULTY MEMBERS

APRIL 2023

DOCUMENT No.: NCU/DISC/COC-F/2023-VERSION 1

CODE OF CONDUCT FOR FACULTY MEMBERS

This code of conduct is with the guidelines framed by the UGC Regulations 2010

1. Code of professional ethics-

a) Faculty Members and their responsibility -

Faculty Members should:

- i. Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
- ii. Seek to make professional growth continuous through knowledge and skill upgradation and research.
- iii. Engage in academic work by participation at professional meetings, seminar, conference, etc., towards contribution of knowledge at university level and beyond.
- iv. Perform their duties in the form of teaching, tutorial, practical, seminar, outreach activities and research work conscientiously and with dedication.
- v. Participate in extension, co-curricular and extra-curricular activities including community services.
- vi. Dress Code: Formal dress code (Western / Indian) should be followed at the workplace in a manner befitting a faculty of the University. Attention to be paid to grooming and attire, as expected from a professional and avoid wearing casual clothes such as faded jeans, torn jeans, t-shirts (with slogans), excessive jewellery, nail art, etc. that can be a source of distraction in the classrooms.
- vii. Should ensure that they spend the stipulated number of hours at the campus taking lectures and undertaking the administrative tasks, if any.
- viii. Should take up the workload sincerely, as per UGC norms, along with other academic duties assigned from time to time.
- ix. Should play a significant role of students' mentor.
- x. Should understand the importance of invigilation duty by being vigilant and alert while restricting usage of mobile phones in exam halls and classrooms.
- xi. Should be available to discharge any other duties assigned by higher authorities from time to time.

b) Faculty Members and students -

Faculty Members should:

- i. Respect the right and dignity of the student in expressing his/her opinion.

- ii. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- iii. Recognize the difference in the aptitude and capabilities among students and strive to meet their individual needs.
- iv. Be affectionate to students and not behave in a vindictive manner towards any of them for any reason.

c) Faculty Members and Colleagues -

Faculty Members should-

- i. Treat other members of the profession in the same manner as they themselves wish to be treated.
- ii. Speak respectfully of other Faculty Members and render assistance for professional betterment.
- iii. Refrain from allowing consideration of caste, creed, religion, race or gender in their professional endeavor.

d) Faculty Members and Management -

Faculty Members should:

- i. Discharge their professional responsibilities according to the existing rules and adhere to the procedures and methods consistent with their profession.
- ii. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such office may demand.
- iii. Co-operate with the authorities for the betterment of the University keeping in view the interest and in conformity with dignity of the profession.

e) Faculty Members and Society -

Faculty Members should:

- i. Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided.
- ii. Work to improve education in the community and strengthen the community's moral and intellectual life.

THE NORTHCAP UNIVERSITY

STANDARD OPERATING PROCEDURE FOR HANDLING CASES OF INDISCIPLINE



APRIL 2023

DOCUMENT NO:NCU/DISC/SOP/2023 VERSION 1

STANDARD OPERATING PROCEDURE FOR HANDLING CASES OF INDISCIPLINE IN THE NORTHCAP UNIVERSITY

DOCUMENT NO: NCU/DISC/SOP/2023 VERSION 1

1. This document lays down the procedure to be followed for processing and disposing off cases of student indiscipline reported at the university, its hostels and / or on field trips. The document is based on, and aligned with, the University Grants Commission – Common Guidelines on Student Discipline Circular 946.
2. The university follows a zero-tolerance policy on indiscipline, and all cases of indiscipline are to be dealt with expeditiously, and disposed-off at the earliest whilst ensuring basic tenets of fair justice.
3. All cases of indiscipline will be handled through two committees, each with its respective charter of duties, as described below:
 - (a) **University Disciplinary Committee.** The University Disciplinary Committee shall comprise of the Proctor, who will also be the Chairman of the committee (Chairman Disciplinary Committee; Short title 'CDC'), and 4 other members nominated by the Vice Chancellor, of which there should be a Professor from School of Law. The Disciplinary committee shall determine, in the first place, whether an act of indiscipline has indeed occurred, and if so, carry out investigations in the case, and recommend punishment(s) for the defaulting students(s). The members of the Disciplinary Committee shall be nominated for a period of two years.
 - (b) **Board of Discipline.** The Board of Discipline (short title 'BOD') will comprise of five members, appointed by the Vice Chancellor. The BOD will examine the punishment(s) recommended by the Disciplinary Committee, within the scope of Schedule II of University Grants Commission Circular 946, and give their firm recommendations to the Vice Chancellor. The Vice Chancellor shall finally approve/ give decision on the punishment(s) to be imposed on the defaulting student(s). The members of the Board of Discipline shall be nominated for a period of three years. No proceedings of the board will be invalidated due to the resignation / absence of any committee members.
4. Acts of indiscipline/ misconduct are elaborated and listed at **Annexure 1** of this document.

Procedure for Punishment

5. When a student is found indulging in any breach of discipline, misconduct, unruly behavior, provocation, instigation, harassment, ragging etc., any faculty or staff or student can report the matter in writing to the Disciplinary Committee of the University, on NCU Disciplinary Case Proforma-I (**Annexure 2**), for appropriate action.

Immediately on receiving the complaint, the CDC may request a member of the disciplinary committee to proceed to the place in question and report on the same within 24 hours. If, based on initial examination of the incident, should the CDC feel that the case does not merit further action, a warning shall be issued to the defaulter(s) and the written apology shall be filed in the student(s) record held with the Controller of Records (COR).

6. If however the Chairman Disciplinary Committee (CDC), depending on the gravity of the offence related to the misconduct, is convinced that prima facie evidence exists against the defaulter(s), will investigate the incident with all members of the disciplinary committee and inquire into the alleged violation and suggest disciplinary action against the defaulting student(s). If the CDC feels that investigations have revealed that the student(s) has committed an act of misconduct/ indiscipline, the CDC is empowered to suspend the defaulting student(s) with immediate effect, pending completion of the investigations. All university properties owned / rented will be out of bounds for such student(s) during the period of suspension. The name and photo of the suspended student(s) to be posted at the gate and notice boards of the University. The suspension is to be given in writing, mentioning reasons thereof. This activity is to be completed within 3 days of reporting of the incident. The Vice Chancellor shall review the suspension declaration every thirty days and shall record the reasons if the validity period of the suspension is extended.
7. Based on the findings of the investigations, a Show cause notice (format at **Annexure 3**) is to be issued to the defaulting student(s) bringing out the charges against him/ her. This is to be done within 08 working days of receipt of the complaint. The defaulting student(s) is required to reply to the show cause notice within 05 working days of receipt of the charges (show cause notice).
8. If the defaulting student(s) pleads guilty to the charges or does not reply within the time specified, the Disciplinary Committee shall submit the report of the investigations, along with their recommendations of punishment(s) to the Vice Chancellor. The Vice Chancellor shall in turn forward the report to the Board of Discipline, and based on their recommendations, impose on the defaulting student(s), punishment(s) as deemed appropriate, commensurate with the nature of the misconduct/ indiscipline. The committee is free to call anyone for evidence. The punishment(s) imposed on the defaulting student(s) is to be conveyed in the format placed at **Annexure 4**.
9. If the defaulting student(s) pleads not guilty to the charges, the CDC will issue a letter to the defaulting student(s) (in format placed at **Annexure 5**) to appear before the Disciplinary Committee (if necessary, along with his/ her parents) on a specified date/ time. A copy of the letter shall be sent to all members of the Disciplinary Committee and complainant for their attending the meeting.
10. The Disciplinary Committee is thereafter required to complete its investigations and submit its report with evidence, along with recommendations for punishment(s) to the

Vice Chancellor within 2 weeks of the interaction meeting referred at para 9 above. The Vice Chancellor shall thereafter forward the report to the Board of Discipline, and based on their recommendations, impose on the defaulting student(s), punishment(s) as deemed appropriate, commensurate with the nature of the misconduct/ indiscipline. The committee is free to call anyone for evidence. The punishment(s) imposed on the defaulting student(s) is to be conveyed in the format placed at **Annexure 4**.

Punishments

11. Based on the findings of the investigations of the Disciplinary Committee, one or more of the following punishments can be awarded, besides any other as may be deemed appropriate:
 - i) Written warning, recorded in dossier of student.
 - ii) Deduction from General Proficiency marks.
 - iii) Withdrawal of any academic or other University activity, privilege, benefit, right or facility.
 - iv) Payment of compensation to make good any damage or defacement to University or any other property or assets caused by the student.
 - v) Suspension for 3/5/7/10 days or more, with no attendance being awarded.
 - vi) Reflect the act of indiscipline in the student's Character Certificate.
 - vii) Debar from all or certain number of Campus Placements.
 - viii) Debar from one Semester Examination.
 - ix) Rustication for one semester or more.
 - x) Expulsion from University

12. As regards 11 (v) above, the defaulter(s) can be given, depending on merits of the case an option to undertake University Community Service, such as work in Library, Records, Security, Administration, Sports, Editorial work. This shall constitute attendance for the period under suspension. His/her attendance shall be marked for the duration of work done and will be considered towards overall attendance. However, if he/she is not granted this option or does not opt for Community Service, the period under suspension will have full effect on attendance.

13. In case a student remains suspended for conduct of an inquiry under Para 6, such a period shall be reckoned in the calculation of his/her attendance provided he/she is found innocent.

14. In cases where an offence involves action by Police, the matter will be referred to the Registrar who will ensure that a Police case is filed, and an FIR obtained. Such cases will be dealt fully by the Police and the individual will remain suspended till completion of investigation of the case but without benefit of attendance. Police cases will invariably include ragging of any kind.

Appeal

15. Appeals, if any, will be dealt with by the Higher Committee whose decision in the matter will be final and binding. The constitution of the Higher Committee shall be as under:

A Member of the Governing Body	Chairman
Vice-Chancellor	Member
Registrar	Member Secretary

Only those cases will merit review by the Higher Committee where any new information or evidence is produced by the defaulter, other than what has already been considered by the Disciplinary Committee. The Higher Committee shall give its decision within two weeks from the receipt of the appeal by the Committee.

ACTS OF MISCONDUCT/ INDISCIPLINE

1.1 All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the Universities interests and reputation substantially. The various forms of misconduct include:

- i) Disobeying teachers and staff and displaying misdemeanor within and outside the University premises.
- ii) Indulging in vandalism/violence and damaging of University and/ or public property or property of any other person.
- iii) Demonstrations, inciting protests, mass disobedience, distributing hand bills etc.
- iv) Use of mobile or satellite phone in classrooms, library or building corridors or any other area which is specified as no-mobile zone. Use of mobile phone is permitted outside the University building and cafeteria area.
- v) Quarrelling, fighting, bullying, and passing derogatory/obscene remarks in the University premises against fellow students/ teachers/ employees/ canteen and mess workers etc.
- vi) Making a video / MMS and uploading same on 'You-tube'/social media platform or uploading obscene photographs on social media of fellow students/ teachers/ employees/ canteen and mess workers etc.
- vii) Indulging in ragging directly or indirectly, which is strictly prohibited as per the Hon'ble Supreme Court of India. (In pursuance to the judgement of the Hon'ble Supreme Court of India dated: 08.05.2009 in Civil Appeal No. 887 / 2009, the UGC had notified "Regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009", which need to be adhered to.)
- viii) Possession and use of firearms, weapons, and potentially dangerous instruments etc.
- ix) Consumption, carrying and sale of drugs/ alcohol/ intoxicants/ tobacco /other prohibited substances / flavors/additives /hookah/ pipe etc. in the University premises and Hostels.
- x) Any type of harassment whether physical, verbal, mental, sexual, or electronic through social media platforms.
- xi) Littering or defiling University property or property of any other student or personnel of the University. Consumption of eatables/liquids in the classroom or places other than the cafeteria is prohibited and punishable with fine or discipline case or both.
- xii) The University has a central parking place close to the campus. Being a residential area and to avoid inconvenience to residents, students are not permitted to park their vehicles on the sector roads and in front of entry / exit gates of neighboring colonies / houses.

- xiii) Stopping of vehicles in front of the University gate and alighting leading to restriction of other vehicles entering the University or causing traffic hold up.
- xiv) Speeding in front of the University main gate or making unusual loud vehicular noise causing disturbance to others.
- xv) Knowingly providing false evidence against any other person or giving false statements or charges in bad faith against any other person.
- xvi) Contributing to, or engaging in, any activity which obstructs or disrupts teaching, research, administration, or any other University activity on the campus. This shall include any disruptive activity in a classroom or in an event sponsored by the University.
- xvii) Falsifying clinical records.
- xviii) Conduct unbecoming of students in matters of attire, verbal / written statements that may be deemed to be inappropriate within or outside the campus.
- xix) Failure to follow acceptable levels of personal cleanliness in classrooms and laboratories.
- xx) Spreading of fake news with a view to incite people.
- xxi) Public display of affection (PDA): Public Display of Affection is when a couple publicly kisses, hugs, or shows any sign of physical touch to an uncomfortable amount – almost as if no one can see them. All students are required to refrain from public displays of affection in the university campus at all times.
- xxii) Smoking in the campus (The campus is a no smoking zone).
- xxiii) Any other act which the Disciplinary Committee may determine to be undesirable.

1.2 Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, etc.

1.3 Any disruptive activity in a classroom or in an event sponsored by the University.

1.4 Unable to produce the identity card, issued by the University, or refusing to produce it on demand by campus security guards.

1.5 Participating in activities including:

- Organizing meetings and processions without permission from the University.
- Accepting membership of religious or terrorist groups banned by the University / Government of India
- Unauthorized possession or use of harmful chemicals and banned Drugs.
- Smoking on the campus of the University

- Not disclosing a pre-existing health condition, either physical or psychological, to the Chief Medical Officer which may cause hindrance to academic progress.
- Theft or unauthorized access to other resources
- Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the University.

1.6 Students are expected not to interact, on behalf of the University, with media representatives or invite media persons on to the campus without the permission of the University authorities.

1.7 Students are not permitted to either audio or video record lectures in classrooms or actions of other students, faculty, or staff.

1.8 Students are not permitted to provide audio and video clippings of any activity on the campus to the media.

1.9 Students are expected to use social media carefully and responsibly. They cannot post derogatory comments about other individuals from the University on social media or indulge in any such related activities having grave ramifications on the reputation of the University.

1.10 Theft or abuse of the University computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, use, tamper, etc. of university property or facilities, offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.

1.11 Any other act which the university believes is an act of indiscipline and not in the best interests of the University / violating the rules of the University.

	DISCIPLINARY CASE PROFORMA – I (Common for all departments)	Review Date:
		Sheet 1 of 1

COMPLAINT

Complaint by : _____ Date of complaint: _____

Roll No _____ Name of Student _____

Branch _____ Semester _____ Contact _____

Date & place of Indiscipline : _____

Details of Case: _____

Evidence, if any, in support of complaint including but not limited to the ‘statement of witness(s)

Signature of Complainant

To be filled by **Chairman Disciplinary Committee (CDC)**

Received by CDC on _____

Signature of CDC _____

Discipline case No _____

Previous History of Indiscipline _____

Issued by:	Approved by:
Date:	Date:

NCU/FRM/5.1/UNIV/013B

	DISCIPLINARY CASE PROFORMA – II	Review Date:
		Sheet 1 of 1

To

SHOW CAUSE NOTICE

Discipline Case No.:- _____

1. You, _____ Roll No. _____ are hereby served this Show Cause Notice as to why a Discipline Case should not be initiated against you for the under mentioned Act of indiscipline: -

Date of offence: _____

Nature of Indiscipline case: _____


2. You are required to reply this Show Cause Notice in writing and appear before the Chairman Disciplinary Committee along with your reply on _____ at _____ at _____, failing which it will be presumed you have nothing to say in your defence regarding the said act of indiscipline, and in such an event CDC may award punishment as deemed justified and no further chance shall be given.

*** Parents if required by the Disciplinary Committee shall also be requested to attend the meeting.**

**CHAIRMAN
(DISCIPLINARY COMMITTEE)**

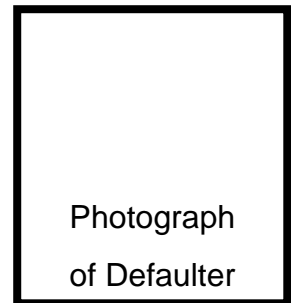
Issued by:	Approved by:
Date:	Date:

NCU/FRM/5.1/UNIV/013E

	<p>DISCIPLINARY CASE PROFORMA – IV (B)</p>	Review Date:
		Sheet 1 of 1

Date _____

To



INDISCIPLINE CASE – AWARD OF PUNISHMENT

1. In the Discipline Case No _____ involving you, _____ Roll No _____, in that you at _____ on _____ indulged an act of indiscipline as already informed to you.

Act:.....

Guided by all the facts of the case & your reply/ no reply and evidence collected, the Show Cause Notice and verbal hearing, the Disciplinary Committee after careful consideration of all facts, awards you the following punishment for the said act of indiscipline:

.....


2. Please note that any disciplinary lapse in future shall attract a more severe punishment. You are required to give an apology for the said case of indiscipline and an undertaking that no lapse in discipline shall be committed by you in the future.

**CHAIRMAN
 (DISCIPLINARY COMMITTEE)**

CC: - Hon’ble GB, VC, Secretary Disciplinary Committee, Dean Academics, COR, Concerned HOD, Discipline Notice Board, Security/ Security Officer, *COE, CPAA (As necessary)*.

Issued by:	Approved by:
Date:	Date:

NCU/FRM/5.1/UNIV/013C

	<p>DISCIPLINARY CASE PROFORMA - III</p>	Review Date:
		Sheet 1 of 1

Date: - _____

To,

APPEARANCE OF STUDENT BEFORE DISCIPLINARY COMMITTEE

Discipline Case No. :- _____

1. Mr./Ms. _____ Roll No. _____
 Programme. _____ Semester _____ is hereby informed that you are required to appear before the Disciplinary Committee regarding your involvement in a Discipline Case, the Show Cause Notice of which has been served to you on _____.

2. Date/Time/Place of said meeting is _____

3. If you do not appear as per the above Notice, the Disciplinary Committee shall proceed with the case in accordance with the rules and no further opportunity shall be provided for response on said matter.

CHAIRMAN
 DISCIPLINARY COMMITTEE

Date:

CC:- All Members of the Disciplinary Committee (As Notice for said meeting).

*** Parents if required by the Disciplinary Committee shall also be requested to attend the meeting.**

Issued by:	Approved by:
Date:	Date:

HR NOTE: PROPOSED AMENDMENT IN LEAVE RULES OF NCU

The following amendments are proposed to **Clause 6** of **Leave Rules** of the University:

FOR CLAUSE 6: Categories of Leave, the following shall substitute in partial modification, namely:

Clause 6 (A) (i) "All regular and contractual employees are eligible for **8** days of Casual Leave per calendar year. CL will be credited in two halves in advance @ **4** days each on January 1st and July 1st of each year. Employees who are appointed during the course of the year shall be entitled to it on pro-rata basis."

Clause 6 (B) (i) "Earned Leave of **12** days shall be admissible to confirmed faculty **and 17 days** to confirmed administrative and technical staff members, credited on 1st January every year. Employees who are appointed during the course of the year shall be entitled to it on pro-rata basis."

Clause 6 (c) (i) "SCL is introduced for all the **staff members** for outreach academic activities **with explicit prior approval of the Vice Chancellor**. SCL shall be granted for academic, PhD research work and professional involvement with the outside world subject to satisfaction of the VC that such leave will promote University's interest / academic enrichment of the faculty concerned."

Clause 6 (c) (ii) "Whenever the **staff member** is on SCL, the University shall not be liable for any financial obligations whatsoever incurred by the **staff member**."

"**Clause 6 (C) (v) is omitted**"

"**Clause 6 (C) (vi) is omitted**"

For Clause 6 (D), the following clause shall substitute in entirety, namely:

D. ACADEMIC LEAVE

"Academic Leave shall be admissible to all faculty members for pursuing research, outreach and academic work to enhance their profile.

Academic Leave up to 15 days per year (maximum) can be availed by all faculty members during the non-teaching period, as per the Academic Calendar."

Note: Leave of any employee can be curtailed, denied or revoked in view of exigency of work or essential duty at the University, by the competent authority.

The revised Leave Rules with the above amendments are attached herewith.

Submitted for inclusion in the BOM meeting dated 25 Apr 2023 for approval .

HR

LEAVE CHART COMPARISON

CURRENT

APPLICABILITY	NCU FACULTY	NCU ADMIN/TECH STAFF
CASUAL LEAVE	10	10
EARNED LEAVE	7	7
VACATION LEAVE	23	23
TOTAL	40	40

PROPOSED

PARTICULARS	NCU FACULTY	NCU ADMIN/TECH STAFF
CASUAL LEAVE	8	8
EARNED LEAVE	12	17
ACADEMIC LEAVE	15	0
TOTAL	35	25

NOTE:

1. The University will observe the Gazetted Public Holidays as per Governemnt instructions, as issued form time to time.
2. Leave of any employee can be curtailed , denied or revoked in view of exogeneity of work or essential duty at the University