



**MINUTES OF THE XL MEETING OF BOARD OF  
MANAGEMENT HELD ON 02 MAY 2024  
(THURSDAY) AT 11:30 A.M.**

**THE NORTHCAP UNIVERSITY**

**SECTOR - 23A**

**GURUGRAM – 122 017**

**MINUTES OF XL BOARD OF MANAGEMENT MEETING  
OF THE NORTHCAP UNIVERSITY  
HELD ON 02<sup>nd</sup> MAY 2024 (THURSDAY) AT 11:30 A.M**

The following members attended the **XL** meeting of the Board of Management held on **02<sup>ND</sup> May 2024 (Thursday)** at **11:30am** at **The NorthCap University, Gurugram**.

<b>S. No</b>	<b>Name</b>	<b>Representing</b>	<b>Designation</b>
1	Prof. (Dr.) Nupur Prakash	Vice-Chancellor	Chairperson
2	Ms. Indira Sharma Nominated Representative ( <b>Attended Online</b> )	Additional Chief Secretary Higher Education, Department of Higher Education, Government of Haryana / nominated rep	Member
3	Mr. Shiv Saran Mehra	Governing Body Member (Nominee of Sponsoring Body)	Member
4	Dr. Z. Daulet Singh	Governing Body Member (Nominee of Sponsoring Body)	Member
5	Mrs. Kavita Mishra ( <b>Leave of absence</b> )	Non-Governing Body Member (Nominee of Sponsoring Body)	Member
6	Mr. N. K. Dewan ( <b>Leave of absence</b> )	Non-Governing Body Member (Nominee of Sponsoring Body)	Member
7	Dr. Malini Eliatamby ( <b>Attended Online</b> )	Nominee of Sponsoring Body	Special Invitee
8	Prof. Manoj Kumar Gopaliya	Teacher of the University (Nominee of Sponsoring Body)	Member
9	Prof. Archana Sarma	Teacher of the University (Nominee of Sponsoring Body)	Member
10	Prof. Rita Chhikara	Teacher of the University (Nominee of Sponsoring Body)	Member
11	Prof. G. R. Chandrashekhar	Teacher of the University (Nominee of VC)	Member
12	Prof. Sona Vikas	Teacher of the University (Nominee of VC)	Member
13	Commodore Diwakar Tomar NM (Retd.)	Registrar	Member - Secretary

**MINUTES OF THE MEETING**

**WELCOME ADDRESS**

The Chairperson welcomed the Governing Body Members to the meeting. She also welcomed Ms. Indira Sharma and Ms. Malini Eliatamby, the external members of the Board of Management, to the meeting. She thanked the members of the Board of Management for their continuous support and guidance. Thereafter, the Chairperson 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 XXXIX MEETING OF BOARD OF MANAGEMENT** held on 31 January 2024, circulated by email on 09 February 2024, enclosed as **Annexure 1**, including confirmation and progress on matters arising thereof.

(Member Secretary)

Action taken points of the previous meeting held on 31 January 2024 were presented and are summarized as under:

<b>Agenda</b>	<b>Point in brief</b>	<b>Action taken</b>
ITEM NO 2 Admission update for the Academic Year 2024-25	<ul style="list-style-type: none"> <li>• Potential inclusion of BCom (H) and BCom (H) Financial Markets programs coupled with ACCA Certification.</li> <li>• SOM&amp;LS to allocate 3-4 specialised faculty members for Economics.</li> <li>• Forward relevant correspondence on the issue of non-approval of MA (English) course to Ms Indira Sharma, rep ACS Higher Education Dept. for quick reference and necessary action.</li> </ul>	<ul style="list-style-type: none"> <li>• Current offering already includes - BCOM (H), BCOM (Financial Markets).</li> <li>• BCOM with ACCA Certification is already offered to the students with partial integration (06 courses of ACCA already embedded within the NCU curriculum).</li> <li>• BCOM with full integration of ACCA courses in NCU curriculum will be offered from the forthcoming Academic Session 2024-25.</li> <li>• Currently only 2 running batches of BA Economics with a combined strength of 31 students.</li> <li>• To cater to them, there is 1 regular faculty in Core Economics and 2 regular faculty in Applied Economics, which is considered sufficient.</li> <li>• In case one more section comes up in 2024, 1 core faculty will be recruited.</li> <li>• Necessary relevant correspondence was forwarded to rep ACS Higher Education Dept. on 31 Jan 2024 itself.</li> <li>• Notwithstanding the same, NCU has applied afresh for approval of MA (English) course to DHE on 28 Feb 2024. DHE has sought comments on the NCUs proposal from experts at Kurukshetra Univ and Maharishi Dayanand Univ.</li> </ul>
ITEM NO 3 Update on Placements	<ul style="list-style-type: none"> <li>• CPAA to share list of certification courses required for enhancing students' employability with the HODs.</li> </ul>	<ul style="list-style-type: none"> <li>• List of desirable certification courses, as sought by companies coming for campus placements, shared by CPAA with all HODs in Feb 2024. The following certification options have been circulated to all students of CSE &amp; SOET: - <ul style="list-style-type: none"> <li>➤ Certified Pega System Architect</li> <li>➤ Certified Pega Senior System Architect</li> <li>➤ AWS Certified Developer – Associate</li> <li>➤ AWS Certified Solutions Architect – Associate</li> </ul> </li> </ul>

Agenda	Point in brief	Action taken
	<ul style="list-style-type: none"> <li>CPAA to have a consolidated list of students pursuing certification courses at any point of time.</li> </ul>	<ul style="list-style-type: none"> <li>➤ AWS Certified Cloud Practitioner</li> <li>➤ Microsoft Certified: Azure Fundamentals</li> <li>➤ Microsoft Certified: Azure Developer Associate</li> <li>List of students pursuing certification courses is being maintained by CPAA, and continuously updated.</li> <li>40 students from CSE dept. have completed AWS Cloud Practitioners Certification.</li> <li>15 Faculty members of CSE dept. have earned Certificate of Excellence on Coding Ninza Platform and AWS Certificates.</li> </ul>
ITEM NO 5 Conduct of Convocation Ceremony	A core group to examine the issue of further improving the Convocation Ceremony of the university, and propose a suitable SOP for the same	<ul style="list-style-type: none"> <li>Core group comprising of Advisor academics, Registrar, Dean Academic affairs, Dy Dean Students Welfare and Assistant Registrar constituted.</li> <li>Revised SOP has been prepared by the core team.</li> <li>Details will be presented under Agenda Item no 6.</li> </ul>
ITEM NO 10 Any other matter with the permission of the Chair	<ul style="list-style-type: none"> <li>Waiver of English Proficiency test for accelerated Masters programme in software Engineering at ASU.</li> <li>Forward relevant correspondence pertaining to the issue of Reservation in Admission and Fee Concession to Ms Indira</li> </ul>	<ul style="list-style-type: none"> <li>Issue was taken up with ASU and Cintana. For the specific case under consideration (Ripudaman Singh), the student ultimately had to give the English proficiency exam, and submit his score at the ASU admissions portal.</li> <li>Post multiple reminders, ASU issued his admission letter with mention of remaining exemptions viz. acceptance of 12 credits earned by the student at NCU so as to complete his MS in 01 year instead of the standard 02 years. The student accordingly saves 01 year fee as well.</li> <li>NCU advised Cintana to ensure that formal documentation for all pre-approved articulations between ASU and NCU, such as the Global Link Pathway agreement and the Approved plan of study for each articulation, should be signed by designated personnel from both NCU and ASU. Post this documentation, we shall recommence promotion of the accelerated pathways amongst the students.</li> <li>Relevant correspondence was forwarded to rep ACS Higher Education Dept. on 31 Jan 2024 itself.</li> </ul>

Agenda	Point in brief	Action taken
	<p>Sharma, rep ACS Higher Education Dept.</p> <ul style="list-style-type: none"> <li>• Forward relevant correspondence pertaining to the issue of Proposed Audit of Private Universities of Haryana by Quality Council of India to Ms Indira Sharma, rep ACS Higher Education Dept.</li> <li>• Forward relevant correspondence pertaining to grant of approval to NCU to offer courses in ODL mode to Ms Indira Sharma, rep ACS Higher Education Dept.</li> </ul>	<ul style="list-style-type: none"> <li>• Post that, reminder letters have also been made to DHE Haryana on the subject on 13 Mar 24 and 18 Apr 24.</li> <li>• Relevant correspondence was forwarded to rep ACS Higher Education Dept. on 31 Jan 2024 itself.</li> <li>• Relevant correspondence was forwarded to rep ACS Higher Education Dept. on 31 Jan 2024 itself.</li> <li>• Post that, reminders have also been made on 13 Feb 24 and 17 Apr 24.</li> </ul>

#### Points Discussed:

1. Member Secretary highlighted the concern regarding non-approval of the MA (English) course which the university had applied for last year. The Member Secretary brought out that NCU has applied afresh for approval of MA (English) to DHE on 28 Feb 2024. He also brought out that NCU has applied for approval of a new program; B.A (Journalism and Media Production) on 18<sup>th</sup> March 2024. As per available information, DHE has sought comments on the NCUs proposals on 18<sup>th</sup> March 2024 and 3<sup>rd</sup> April 2024 respectively, from experts at Kurukshetra University and Maharishi Dayanand University. However, no further update is available. Hon'ble Vice Chancellor requested representative DHE to provide clear timelines for approval of these courses as the new academic session will be beginning shortly, and the university needs to offer these programs to prospective students. Ms Indira Sharma acknowledged the concerns and informed that she had taken up the issue of approval of MA (English) course with DHE but did not get any response. She stated that she will once again take up the matter with the Director of Higher Education. Mr Mehra requested her to continue pursuing the matter with DHE to elicit an early response.
2. Dr. Rita Chhikara brought out that till date 35 faculty members have received Certificate of Excellence on Coding Ninza Platform and AWS Certificates. Mr. Shiv Mehra appreciated the efforts of the faculty members and was pleased to know that the Hon'ble Vice Chancellor has also issued Certificates of Appreciation to these faculty members.
3. The two issues pertaining to grant of approval to NCU to offer courses in ODL mode, and, Reservation in Admission and Fee Concession were once again brought to the notice of Ms. Indira Sharma. Mr Mehra urged for a prompt resolution of these pending issues, highlighting the uneven playing field and disparity with other state universities of Haryana in this regard. He brought out that these unresolved matters hinder comprehensive implementation of the National Education Policy 2020 by the NorthCap University.

Ms Indira Sharma brought out that she has raised these issues with the concerned authorities in DHE but has not got any response. She stated that she will once again take up the matter with the Director of Higher Education. Mr Mehra requested her to continue pursuing the matter with DHE to elicit an early response.

4. Mr Mehra also referred to the issue of audit of state private universities by Quality Council of India, proposed by the Directorate Higher Education. Mr Mehra conveyed that a letter has been sent to the Director Higher Education by the university bringing out that NCU is regularly undergoing several audits by appropriate bodies (regulatory as well as Govt nominated) to assess its financial, academic, and administrative practices. He therefore stated that the proposed audits should be done for those universities which are not accredited by NAAC, or, which are not undergoing regular assessments etc., and that an accredited university like NCU should not be subjected to the said audit, as it would be a mere repetition/ duplicity of earlier audits. He highlighted that the Quality Council cannot have any conditions which are not in sync with what UGC prescribes. Since UGC accords approval, QCI audit serves no purpose. He brought out that NCU has not received any response from the Department of Higher Education on this issue. Ms Indira Sharma informed the members that she would make efforts to accelerate the process and expedite a response.
5. Member Secretary briefed the members on the issue of waiver of proficiency test for the accelerated master's program in software engineering at ASU. He brought out that ASU has not honoured its earlier commitment of waiving off the English proficiency test and that the NCU student had to finally appear for the test. He brought out that NCU has taken up the matter with Cintana and ASU, but the same remains unresolved. Ms. Malini acknowledged the issue and informed that articulations on new mutually acceptable entry requirements are in progress, and henceforth, the letters issued to the students would be duly signed by ASU representative, confirming and clearly stating the exemptions/ conditions. The Vice Chancellor requested Ms Malini to expedite and resolve the issue once and for all at the earliest to avoid any avoidable litigation by students/ parents.
6. Mr Mehra highlighted that NCU is promoting various foreign programs, including summer internships and immersion programs based on agreed commitments, and that a formal documentation needs to be swiftly compiled and signed by both parties, to ensure ASU's participation in these initiatives. Mr Mehra requested Ms Malini to take up the issue with Cintana and ASU to ensure that all such agreements on various issues are signed by both parties, and stated that pending the same, NCU will not be promoting the ASU programmes.
7. Mr Mehra also informed a meeting of Mr Avdhesh Mishra and himself with Mr Rick and Mr Chaitanya was held on 12 Feb 2024, and another with Mr Neel Broker and Mr Chaitanya on 18 April 2024 to discuss a revised and more implementable scope of work on which NCU and Cintana/ ASU can collaborate, as compared to the existing Licence Agreement of February 2021, which has failed to deliver on several counts. Mr Mehra brought out that as a workable way ahead, a reworked and mutually agreeable scope of work, with revised terms and conditions with ASU needs to be finalised at the earliest, and that Mr Chaitanya has been requested to forward a formal proposal in this regard, during the above referred meetings. The same is still awaited and needs to be expedited.

**The members took note of the above and confirmed the minutes of the 39th Board of Management meeting held on 31 January 2024.**

## **ITEM No. 2: ACADEMIC CALENDAR FOR THE ODD SEMESTER OF ACADEMIC YEAR 2024 - 2025.**

(Dean Academics)

Dean-Academic presented the Academic Calendar for the Odd Semester of Academic Year 2024-25 during the meeting. He brought out that the Academic Calendar is prepared well in advance of commencement of semester and shall be tabled in the forthcoming Academic Council Meeting on 15<sup>th</sup> May 2024 for approval. Academic Calendar is placed at **Annexure 2**.

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

## **ITEM No. 3: ANALYSIS OF SEMESTER RESULT JULY - DECEMBER 2023**

(Dy. Dean Examination)

Dy. Dean Examination presented a detailed analysis of the semester results of July-Dec 2023 for all the Schools. Copy of the same is placed at **Annexure 3**. She brought out that the overall failure rate in the Centre for Media & Entertainment (CME) program stands high at 74.55% and is an area of concern. In Bachelor of Computer Applications (BCA) program and the Centre for Language Learning (CLL) programs, the overall failure rate stands at 54.76% and 41.54% respectively. It was discussed that these figures are alarming and proactive measures are required to be taken on priority to improve the situation. It was also highlighted that approximately 50% of the failed students across different programs are of the detained category i.e who did not sit for the exams due to low attendance. This was more pronounced in the programs of Department of Applied Sciences (APS), School of Management (SOM), CLL, and CME. It was also highlighted that in the 1st semester of the School of Management (SOM), 65% of the failed students were of the detained category, indicating slackness in attending classes. Additionally, it was brought out that the 'all-clear' rates in SOM III and V semesters were below 50%. Dy Dean Examinations also brought out that out of the failed students of CLL, 48% were of the detained category, while for CME the figure stands at 51%.

It was however highlighted that there has been an overall improvement in results across all branches in the July-December 2023 period as compared to the preceding semester, with the 'overall pass percentage' increasing to 73.76% from the earlier 66.05%. Also, whilst the percentage of detained students is still observed to be high, the proportion of detained students in the July-December 2023 period is 34% of total failures, as opposed to 48% of total failures in the January-June 2023 period.

### **Points Discussed:**

1. Dy Dean Examination brought out that the Centre of Media and Entertainment (CME) has a very high failure rate, as only 25% of the total students have managed to clear their semester, which is an area of concern. The issue was deliberated at length, and it was brought out that corrective actions have been taken and necessary steps initiated to improve the admission standards, track attendance, biometric process and continuously monitor the academic performance (**Annexure 4**). These steps are expected to improve the attendance percentages, and in turn, the overall performance of the CME students.
2. The Vice Chancellor brought out a particular concern regarding the eligibility criteria, noting that several students lack a background in mathematics, which could be a contributing factor for the high failure rates. Dr. Zorawar Daulet Singh underscored the importance of admitting students of high quality, advocating for a more stringent filtration process. Mr. Mehra emphasized the necessity for implementing pre-requisites in courses wherever deemed necessary.

3. Dean Academics highlighted that the committee formed after the last Board of Management meeting to review performance of the students has done a commendable job. The Vice Chancellor had closely monitored and examined the high failure rates and had suggested 04 specific remedies which have since been implemented. The corrective measures have helped the students to cope up better, and in this regard the introduction of the bridge classes has helped immensely.
4. It was observed that the contents of the Data Structure and Algorithm course running in BCA and BTech programs was same, and this has resulted in poor performance of BCA students as the requirements of BCA and BTech programs are different. It was decided that the course content of Data Structure and Algorithm for BCA needs to be suitably modified before next semester.
5. Mr Mehra observed that too much information has been packed into each slide, and with the font size also being small, it was difficult to comprehend the slides. Dy Dean Examinations stated that decluttering of the slides would be undertaken from next time onwards, coupled with use of bigger font size.
6. Mr. Mehra highlighted the significance of induction programs for the students, to make them understand the importance of attendance in the classrooms. He conveyed that the significance of adhering to the attendance rules needs to be emphasized to the students, and that low attendance besides resulting in lesser understanding of subjects, could also affect their placements in the long run. The Vice Chancellor shared the directions received from UGC to conduct 'Diksha Arambh' program for freshers admitted to the university system from schools.
7. Mr Mehra also expressed concern in respect of students of SOM&LS and SOL, where pass percentage was barely 50%, and that 46% of the total students SOM&LS had a CGPA below 6, making them ineligible to even sit for placements. Mr Mehra further requested Dr Sona Vikas to come prepared with numbers/ statistics pertaining to data of slides related to her department.
8. The Vice Chancellor stated that immediate and concrete actions are required to be taken to arrest the trend of high failure rates. She suggested that School/ Department wise meetings should be held with participation of HODs, all teachers, and the Dean Academics on a war footing, to understand the 'root cause of high failure rates' and address them comprehensively. She said that a very detailed analysis needs to be done, subject wise, to clearly understand and establish the reasons in detail, and identify actionable steps that need to be taken to overcome the problem. Mr. Mehra suggested to take feedback from the Dean List student also to better understand where the problem lies. This is to be implemented with immediate effect.
9. It was also brought out that a closer look needs to be taken on some of the 'Fundamental courses' where it is observed that students even upon reaching the seventh semester are unable to clear the subject(s). This suggests a deeper problem which needs a thorough analysis, as to whether the problem lies with the course curriculum, the faculty members teaching these courses or degree of difficulty etc. and to understand the reasons why students struggle to pass them.
10. Mr. Mehra emphasized the existence of a Peer-Tutoring program wherein the high scoring / Dean list students tutor the weaker students and receive an honorarium from the university. He inquired about the number of students participating in the Peer tutoring sessions. However, Heads of Departments (HODs) expressed unawareness of the scheme's status in their schools. It was suggested that Prof. Swarn Ahuja, the creator of this scheme should be consulted for reviving and re-implementing the scheme in letter and spirit. Mr Mehra requested the HODs to restart this best practice with immediate effect.

11. Mr. Mehra expressed concern about the weakening best practices over time and emphasized the necessity to reinforce them. He stressed that by reinstating stringent entrance requirements, offering prerequisite options, and revitalizing initiatives like peer-tutoring, we can uphold academic standards, foster student success, and ensure the continued effectiveness of our educational programs. Dean Academics informed that the course on Engineering Mathematics is being revised and can be run without prerequisites independently in any sequence.

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

#### **ITEM No. 4: INTRODUCTION OF NEW PROGRAMMES FROM THE ACADEMIC YEAR 2024-25**

(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 2024-25.

- a) M.A English
- b) B.A Journalism & Media Production

#### **Points Discussed:**

1. Mr. Mehra highlighted that NCU intended to introduce the M.A English programme from the last Academic Year 2023-24. However, the Department of Higher Education (DHE) did not approve it and neither provided any reason for not approving the program, despite several reminders.
2. The Vice Chancellor brought out that as per the Section 34A(3) of the Haryana Private Universities Act, in case there is no response from the DHE within 120 days of the submission of application for new programme approval, the proposal shall be deemed to be approved.
3. The Vice Chancellor requested the DHE representative Ms. Indira Sharma to expedite the process of approval, as the admission season is on, and NCU is losing out on potential students.

**All members of the Board of Management took note of the above and approved the proposal of commencing M.A English and B.A Journalism & Media Production from Academic Year 2024-2025.**

#### **ITEM No. 5: CREATION OF SUPERNUMERARY SEATS IN THE UNIVERSITY**

(Member Secretary)

Member secretary informed all the members that UGC issued an advisory to all Higher Educational Institutions to create supernumerary seats under the PM CARES for Children Scheme, for children who lost both their parents during the COVID pandemic . This issue was discussed in the 39th Governing Body Meeting held on 1st March 2024, and it was decided that supernumerary seats would be created for the Academic Year 2024-2025. The proposed supernumerary seats in the respective courses are as indicated below, which would be over and above the sanctioned intake:

S. No.	Name of the Programme	No. of Supernumerary Seats
1.	B. Tech. (CSE)	05
2.	BCA	02
3.	B.A.-Psychology (Hon's)	02
4.	B.A.-English (Hon's)	02
5.	B. Com. (Hon's)	02
6.	BBA-LLB (Hon's)	02

**All members of the Board of Management took note of the above and approved the proposal.**

#### **ITEM No. 6: SOP ON CONDUCT OF CONVOCATION CEREMONY**

(Member Secretary)

The Member Secretary briefed the members that the committee constituted by Hon'ble Vice Chancellor to propose revised SOP for conduct of Convocation Ceremony examined the issue, taking into account past experiences and infrastructure available in the University for holding the Convocation. He thereafter brought out the salient aspects of the proposed SOP. The Member Secretary informed the members that the Convocation would continue to be held in two sessions in the university auditorium, viz, morning session with the Chief Guest, and afternoon session presided over by the Pro-Chancellor and Vice Chancellor. It was brought out that all students would be awarded degrees on stage. Parents of all students would also be invited and seated separately, viewing live streaming of the ceremony at their respective locations in the university. Also, registration process for the Convocation would be done on the ERP system of the university. The proposed SOP is placed at **Annexure 5**.

#### **Point Discussed:**

1. Mr. Mehra suggested that the SOP should be officially documented as a standard practice moving forward.

**All members of the Board of Management took note of the above and approved the SOP.**

#### **ITEM No. 7: OUT OF BOUNDS DECLARATION FOR A STUDENT OF THE UNIVERSITY**

(Member Secretary)

Member secretary informed the members that a complaint was filed by a female faculty to the Internal Complaints Committee of the university against a student Ronit (22CSU371) for stalking and harassing her. In view of the severity of the threatening messages sent by the student to the faculty, the university deemed it necessary to issue an "Out-Of-Bound Declaration" to the student, pending completion of the enquiry by the ICC (**Annexure 6**). It was informed that enquiry by the ICC is in progress and likely to be completed soon.

#### **Points Discussed:**

1. Mr. Mehra stated that such kind of behaviour is not acceptable in the university, and should be dealt with a zero-tolerance approach and emphasized the need for timely action in the matter.

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

## **ITEM No. 8: ERP STATUS**

(Dean Academics)

Dean Academics updated the members on the status of ERP upgradation (**Annexure 7**). He also briefed the members on the Feedback Capturing mechanism being followed. The complete academic journey of the student is captured through regular feedback systems, commencing from his entry to the university till the Convocation.

**All members of the Board of Management took note of the progress of the ERP upgradation.**

## **ITEM No. 9: RESTRUCTURING OF SCHOOL OF MANAGEMENT & LIBERAL STUDIES**

(Member Secretary)

The Member Secretary briefed the members about the restructuring of the School of Management & Liberal Studies and establishment of Psychology Department under the umbrella of School of Management & Liberal Studies.

Consequent to the restructuring, the School of Management & Liberal Studies has three distinct Centre / Departments:

- Department of Management & Commerce under HOD Prof. Sona Vikas
- Centre For Language Learning (CLL) under HOD Dr Divyabha
- Department of Psychology under Program Chair Dr. Neha Jain

The revised structure of the School of Management & Liberal Studies is placed at **Annexure 8**.

Dr Neha Jain, Program Chair Department of Psychology thereafter made a presentation (**Annexure 9**) on her department, highlighting the key objectives, present status, and way ahead towards making it a preferred choice for students seeking a career in this field.

### **Points Discussed:**

1. Mr. Mehra appreciated the presentation made by Dr. Neha Jain and complimented the steps taken by her in revamping the academic curriculum, psychology lab and creating visibility for the department. All these significant steps would help the department in due course of time.
2. The Vice Chancellor suggested that since there are three faculty members eligible to supervise Ph.D. scholars, the department could potentially enroll up to ten students for Ph.D.
3. Dr. Neha apprised the members regarding the Behavioral Screening Tool being developed for students. The tool is expected to establish the entry level behavioral assessment of the students, and over a period of time would help in analyzing / identifying traits most desirable in prospective students at the admissions stage itself.

**All members of the Board of Management took note of the above and approved the restructuring of the School of Management and Liberal Studies.**

## **ITEM No. 10: UPDATE ON LEGAL MATTERS**

(Member Secretary)

The Member Secretary briefed the members about the status of the court cases of the university, 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 10**. 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.

In 2023, the University received a 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 11**.

Since the matter is subjudice the details were shared with our Legal counsel, who drafted a suitable reply to the Memo dated 22 March 2023, which was then forwarded to the Admission & Fee Regulatory Committee. Copy of the letter sent is enclosed as **Annexure 12**.

### **Labour Court Gurugram**

- 3) Following case pertaining to Notice Pay is in progress in the Labour Court, Gurugram. Details of these case is given as under:

#### **a) 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. A letter was received from the Asst. Labour Commissioner, Circle 2, Gurugram, regarding "Maang Patra". Detailed reply was 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 last date of hearing was 15<sup>th</sup> March 2024. The next date of hearing is 05<sup>th</sup> September 2024.

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

## ITEM No. 11: REPORTING MATTERS / INFORMATION POINTS

(Member Secretary)

### 1. **NCU granted UGC 12(b) Status**

The NorthCap University achieved a significant milestone on 21st March 2024 by obtaining recognition under Section 12B of the UGC Act 1956. This accomplishment highlights our steadfast commitment to providing excellence in education. The recognition is a result of the dedicated efforts of our faculty, staff, who consistently pursue academic excellence and innovation.

### 2. **"100 Great IITians: Dedicated to the Service of the Nation,"**

Prof. Prem Vrat, Pro-Chancellor; Professor of Eminence and Chief Mentor, has been recognised in the prestigious publication "100 Great IITians: Dedicated to the Service of the Nation" edited by Commander V.K. Jaitly. His profile is aptly titled "An Academician Par Excellence," in the publication, it stands as a beacon of inspiration, chronicling his lifelong dedication to academic excellence and unwavering commitment to India's growth. This inclusion is a true testament to the exceptional calibre of the countless IITians who have chosen to serve our nation. We are incredibly fortunate to have Prof. Prem Vrat as a guiding light at NCU.

### 3. **13th Fee Concession and Scholarship Distribution Ceremony, 2024**

The NorthCap University held its 13th Fee Concession & Scholarship Distribution Ceremony for deserving students on 5th March 2024. The Hon'ble Governor of Haryana, Shri Bandaru Dattatraya, was the Chief Guest for the ceremony. NCU demonstrated its commitment to supporting its students by disbursing fee concessions, Merit Scholarships, and financial aid totalling Rs. 1.55 Crore to 370 deserving students. Recognizing the importance of diversity and inclusivity in education, The NorthCap University awarded Hatch Associate Scholarships to 12 female students pursuing STEM education during the ceremony.

### 4. **Sustainable Institutions of India – Green Rankings 2024**

The NorthCap University has been ranked in Gold institutional band / category in the Sustainable Institutions of India Green Rankings 2024, receiving the Certificate of Excellence. This recognition underscores our commitment to sustainability and reflects the dedication and hard work of entire NCU community.

### 5. **National School Innovation Contest and Junior Smart India Hackathon**

On February 6th, the Department of Computer Science and Engineering, IIC Cell, and The NorthCap Incubation and Innovation Centre (NIIC) at The NorthCap University successfully hosted the National School Innovation Contest and Junior Smart India Hackathon, organised by the Ministry of Education, Govt. of India. With an impressive turnout, more than 50 schools actively participated in an online pitching session on MS Teams for the shortlisted candidates of the School Innovation Contest.

### 6. **Android Study Jam 2.0**

On February 17th, the Google Developer Student Club at NCU successfully hosted Android Study Jam 2.0, a hybrid event conducted in collaboration with Google Developer Club Gurugram at The NorthCap University. Structured to cultivate a vibrant learning community and provide valuable insights into Android development, the event attracted both online and in-person participants, creating a dynamic learning experience for all attendees. The lineup of speakers included Vivek Chauhan (Lead Android Engineer, Cyntra New), Hitesh Garg (Product Manager & DevRel Lead, QuickBlox), Rituparna Warwatkar (Software Developer Intern, FIITJEE), and Luxmi Gupta

(Software Engineer, Pine Labs). The diverse expertise of these speakers contributed to the event's success and offered valuable knowledge to the participants.

**7. Workshop on Web3**

On February 23rd, the IoT Club of the Department of Computer Science organised an educational workshop on Web3 tailored for CSE students. The workshop provided a comprehensive exploration of Web3, incorporating both theoretical insights and practical applications. The inclusion of industry experts like Mr. Anchit and Mr. Sanket as speakers added substantial value, offering students a deep understanding of Web3's potential, challenges, and career opportunities.

**8. Faculty Development Programme on AWS Cloud Practitioner Certification**

The Computer Science and Engineering Department, NCU organised a Faculty Development Programme from 22nd January-22nd February, dedicated to AWS Cloud Practitioner Certification, reinforcing our commitment to staying at the forefront of technological advancements. 19 members actively engaged in the programme, honing their skills in cloud computing, particularly within Amazon Web Services (AWS). The FDP's primary goal was to prepare faculty members for the AWS Cloud Practitioner Certification through comprehensive training sessions and hands-on exercises. The AWS Cloud Practitioner Certification serves as a valuable credential, affirming proficiency in cloud concepts and readiness to leverage AWS services.

**9. The NorthCap University Partners with Coding Ninjas**

On 3rd January, The NorthCap University embarked on a ground-breaking initiative to empower its students with cutting-edge coding skills in collaboration with Coding Ninjas, offering a complimentary Data Structures course in Java to students. This strategic partnership aims to equip students with vital coding skills, elevating their employability and enhancing placement opportunities. The integration of Coding Ninjas' curriculum provides hands-on experience in Java-based data structures, enriching academic journeys and significantly boosting job prospects. This collaboration extends beyond student development to faculty upskilling, ensuring educators stay abreast of industry trends. Integrated into foundational courses and cultivates a culture of continuous learning.

**10. Workshop on 'IOT based Home Automation using NodeMCU' organised by IEEE RAS Chapter of the NorthCap University**

The IEEE RAS Chapter of The NorthCap University conducted a workshop on IoT-based Automation using NodeMCU on 14th February, 2024. More than 50 participants delved into the realm of smart living and gained invaluable insights into NodeMCU's capabilities through hands-on sessions and expert guidance. They crafted innovative solutions for home automation, from controlling lights to monitoring environmental conditions. The workshop fostered collaboration and sparked creativity among its participants, empowering them to apply their newfound knowledge in real-world projects.

**11. Blog Writing Competition to Commemorate Be Electrific Day**

IEEE RAS NCU SB organised a Blog Writing Competition to commemorate Be Electrific Day, celebrated each year on February 11th to honour and celebrate Thomas Alva Edison's contributions to the world of science and technology. The event, which spanned from 11th-21st February, emphasised on the self-discovery of electricity within us. Blogs were invited from students under categories like 'Data is the New Electricity', 'From Homes to Cars— It's now time to Electrify Everything', and 'Live Life Electrified.'

#### **12. Intra Law School Moot Court Competition at NCU**

On 16th and 17th February, the School of Law organised the III Edition of NCU Intra Law School Moot Court Competition. This annual event serves as a platform for aspiring lawyers to hone their courtroom abilities, apply legal theory to practical scenarios, and engage in rigorous intellectual discourse. This year's moot court problem was centred around the use of Artificial Intelligence in criminal profiling of citizens and its impact on right to privacy. The problem challenged the participants to analyse complex legal issues and develop compelling arguments grounded in relevant statutes and legal precedents. The students of various batches showcased their proficiency in legal argumentation and advocacy. A team of third year students comprising Mohammad Azhad Hassa (21LLB026), Saima Hassan (21LLB027) and Gaurav Yadav (21LLB032) emerged as the winners. A team of second year students comprising Saundarya Singh (22LLB059), Dhruvansh Rai (22LLB072) and Keshav Vats (22LLB069) were the runners-up.

#### **13. Celebration of National Science Day**

On February 28th, the Department of Applied Sciences, The NorthCap University, celebrated the National Science Day to honour the discovery of Raman Effect by the great Indian Physicist Sir C.V. Raman. On this occasion, several speech and quiz competitions were organised for university students, under the gracious presence of Prof. Kehar Singh, Ex-Dean & Emeritus Fellow, IIT Delhi. He delivered a talk on the life of Sir C.V. Raman, including some intriguing lesser-known facts about his life.

#### **14. Visit to the 18<sup>th</sup> Annual National Convention by UN Global Compact Network India**

Students of BA (Hons.) Economics and select research scholars of the School of Management—Ms. Perna Sharma, and Ms. Mansi Yadav along with faculty coordinator Dr. Priyanka Banerji, attended the 18th Annual National Convention hosted by the United Nations Global Compact Network India at Hotel Ashok, New Delhi. Themed 'Advancing Sustainable India: Driving Change with Forward Faster 2030,' the convention provided invaluable insights and inspiration towards our collective journey for sustainability.

#### **15. Alumni Homecoming 2024**

On 17th February, The NorthCap University organised the Alumni Homecoming event. The day was filled with a myriad of engaging activities tailored to reconnect and entertain NCU's esteemed alumni. From heartwarming meet and greets to uproarious stand-up comedy acts, mesmerising dance performances by NCU students, and exciting games, every moment created lasting memories for the esteemed alumni. An enlightening session on "Knowing Your Alma Mater" was conducted, featuring engaging talks and captivating videos, further enriching the experience for the 170 odd NCU alumni present.

#### **16. Health Awareness Session on Fatty Liver**

Manovriti – The Psychology Club, in collaboration with Institute of Liver and Biliary Sciences, organised a Health Awareness Session on Fatty Liver on February 22nd, 2024. The session was conducted by Iswarya S (Project Officer, SMiES, ILBS) along with 2 students from ILBS as facilitators. The session discussed the psychological effects of suffering from fatty liver, treatment interventions to control these effects, and select psychological case studies.

### 17. Third Regional Conclave of the Institution of Engineers India (IEI)

The NorthCap University hosted the 3rd Regional Conclave of the Institution of Engineers India (IEI) on 16th March 2024 with the theme, 'Innovations Shaping the Future: Exploring Emerging Trends in Engineering'. The chief guest, Dr. Sushil Kumar, Chief Scientist & Professor at CSIR National Physical Laboratory (NPL) and senior FIE members- engineers/entrepreneurs, speakers from ministry/industry attended the event shared insights. Dr. Rakhi Nangia, Semiconductor fab Policy Advisory, Ministry of Electronics and Information Technology, Ms. Divya Gera, Senior Data Scientist, Broadcom, Mr. Vineet Gupta, Manager Design & Branding, Gemini Solutions Pvt Ltd spoke about the cutting-edge technologies by sharing their experiences in their respective domains. Students of The NorthCap University and Manav Rachna Institute delved into in-depth discussions on emerging engineering trends in areas such as artificial intelligence, IoT, Robotics, sustainable buildings, waste management, cyber security, and more.

### 18. 'Cython 2024 – Roadshow'

The pre-hackathon workshop held on 19th March 2024 was jointly organized by NCIIPC (A unit of NTRO) and FITT-IIT Delhi, aimed to inspire students, startups, and research scholars to address the challenges of the digital age. The workshop provided an exceptional platform for fostering innovation and entrepreneurship in the deep-tech domain. Participants engaged in interactive sessions and collaborative brainstorming activities, empowering them to translate innovative concepts into actionable solutions.

### 19. Students Achievements

#### (a) E-Summit 2024 Ideathon

Students of Department of Computer Science & Engineering participated in the E-Summit 2024 Ideathon, hosted at LNM Institute of Information Technology (LNMIIT), Jaipur on February 3rd-4th, 2024. The victorious team, comprising of Jatin Dahiya (21CSU235), Aryan Dahiya (21CSU017), Jatin Gandhi (21CSU237), and Priyanka Nagpal (21CSU135), showcased their innovative project "AgriTech" under the mentorship of Dr. Anuradha Dhull and Dr. Shilpa Mahajan. The "AgriTech" solution is designed to assist farmers with features like voice-based support, multilingual voice assistance, crop yield prediction, optimal fertilizer recommendations, and more. The winning team received a prize of Rs. 40,000, along with gift hampers and internship opportunities, emphasizing the recognition of their innovative project idea. These students will further develop their project for potential funding from HARSAC (Haryana Space Application Centre) under the guidance of HARSAC scientists.

#### (b) Robo Race competitions at Invictus

On 11th and 12th February, Invictus– the robotic event was hosted by Delhi Technological University. The NCU team from the Computer Science and Engineering Department, consisting of Rahul Kr Sangwan (21CSU360), Aayush Jindal (21CSU392), Agastya Srivastava (21CSU372), and Aman Kumar (21CSU390), bagged the 1st position in the Robo-Soccer competition and 3rd position in the Robo-Race competitions. Recognizing their outstanding performance, the team was honoured with a cash prize of ₹12,000.

#### (c) Competition to commemorate National Productivity Week

Students of the Department of Computer Science & Engineering participated in the National Productivity Week Celebrations (Feb 12 ~ Feb 18, 2024), organized by the Haryana State Productivity Council, is a body comprising of government, Industries and Worker Unions and has been working for Productivity & Safety related issues in the state of Haryana. As a part of The National Productivity Week Celebrations, they organized a competition wherein students from

different universities and colleges in Haryana presented ideas on the theme "Artificial Intelligence - Productivity Engine for Economic Growth" with a focus area – AI for Defense-Logistics in the form of a short video. NCU team comprising of Palak Rohilla (21CSU537), Pratham Jain (21CSU583) and Vishakha Srivastava (21CSU495) under the mentorship of Dr. Srishti got the runner-up position in the competition. The team has been awarded a cash prize of Rs. 3000/- for their achievement.

(d) Jashn – E – Entrepreneur event

On February 22nd, Dr. SS Bhatnagar University Institute of Chemical Engineering & Technology, Panjab University, Chandigarh organised the Jashn-e-Entrepreneur event. Utkarsh Singh (21CSU108), a student of the Computer Science and Engineering Department, NCU participated in the event under the guidance of Dr. Anjali Garg, and achieved the runner-up position and was honoured with a cash prize of ₹15000 for his outstanding accomplishment.

(e) Student, 21CSU581 Riya Sharma of Department of Computer Science & Engineering, under the guidance of Dr. Poonam Chaudhary bagged the winner's position in the Microsoft AI Odyssey Challenge, a National Level Event. Riya has successfully completed all the 6 challenges at 2 levels and secured a position among top 10 at the National Level. Her hard work and skills facilitated her the privilege of attending the Microsoft AI Tour in Bengaluru in presence of Mr. Satya Nadela, CEO of Microsoft.

(f) National Social Summit at IIT Roorkee

The National Service Scheme (NSS) team at The NorthCap University was invited to attend the National Social Summit organised by IIT Roorkee from 9th-11th February, 2024. The team attended the summit and performed an impactful Nukkad Natak on sustainability and empowerment, attended informative webinars that broadened their horizons and took an active part in Esports that were organised by the team. Sareesha Chawla (21LLB002) bagged the first position in the Policy Case Competition.

(g) Four final year (tenth semester) BBA LLB (H) students at the School of Law have been offered pre-placements as Consultants with annual pay packages of five L.P.A. and above in the renowned international audit, consulting and advisory firm, Mazars Advisory LLP. The students who have made us proud are Tanu Mehta 19LLB078, Sourabh Jha 19LLB069, Shivani Kataria 19LLB072, Anmol Kaur Sandhu 19LLB006.

## 20. Signing of MoU's

### (a) MoU with Loyola Marymount University, USA

An MoU with Loyola Marymount University (LMU), USA has been signed on 08 Feb 2024. LMU. Loyola Marymount University (LMU) is a private Jesuit and Marymount research university in Los Angeles, California. LMU is the parent school to Loyola Law School and offers 55 major and 59 minor undergraduate degrees and programs across six undergraduate colleges. The Graduate Division offers 47 master's degree programs, one education doctorate, one doctorate in juridical science, a Juris Doctor and 13 credential programs. The scope of the agreement includes: -

- i. Exchange information and experience regarding educational exchange programs and make cooperative efforts to promote such educational exchange programs.
- ii. Explore joint degree/ dual degree pathways.
- iii. Research collaboration between faculty and short-term exchange of faculty members.
- iv. Organize student exchange programs.

- v. Organize joint seminars and competitions for students.

**(b) MoU Signing with ETS India**

On 9th February 2024, The NorthCap University signed a Memorandum of Understanding (MoU) with Educational Test Service India. Mr. Sachin Jain (Country Manager, ETS) and Commodore Diwakar Tomar NM (Retd.) (Registrar, NCU) signed the MoU in the event organised by Centre of Professional Attachment and Alumni Engagement. ETS India is a subsidiary of ETS, headquartered in Princeton, USA. ETS develops, administers, and scores more than 50 million tests annually – including the globally well-known TOEFL and GRE tests in over 160 countries worldwide. ETS India's alliance with NCU offers the following benefits:

- Special Discounts for students: Rs.2500 on TOEFL & Rs.2000 on GRE (Combo Discount Offer: Rs.5000)
- Official GRE and TOEFL Prep Material in Institutions LMS/Library
- TOEFL Practice Test for every registered test taker
- Seminars, Teacher Training & TOEFL Masterclasses for faculties as well as students

**21. Visit of delegates from Santa Clara University (SCU), USA.**

The NCU has an active MoU with Santa Clara University, USA. Romana Bucur, Senior Assistant Dean, Strategic Initiatives and Global Engagement and Prof. Sriram Sundararajan, Professor of Marketing, Leavey School of Business visited The NorthCap University on 2nd February 2024. The purpose of the visit was to delve deeper into potential collaboration opportunities between The NorthCap University and Santa Clara University, USA. During their visit, they engaged with students and discussed the opportunities available at Leavey School of Business, Santa Clara University, USA. Prof. Sriram Sundararajan shared motivational success mantras. They also held discussions with the senior leadership team of NCU.

**22. Visit of delegates from Moscow State University, Russia.**

Delegates from Moscow State University visited NCU on 2<sup>nd</sup> February 2024. The Moscow State University (MSU) is one of the oldest and most renowned universities of Russia. Ranked 87 in the QS World University Rankings, it has more than 47,000 students, and inducts almost 4,000 international students every year. The purpose of the visit was to explore potential opportunities for collaboration between our institutions. Prof. Sharda Vashisth (HoD-MDE & Dy Dean International Affairs), Prof. Manoj Gopaliya (Dean Academics), Prof. Archana Sharma (HoD-SOL), Prof. Manjula Batra (Sr. Professor, SOL) and other senior faculty members from NCU held discussions with the delegates on Semester Exchange Programs, Student and Faculty Exchange, Research Collaborations, Immersion Programs and holding of Joint Conferences.

**23. Financial Support – Department of Science & Technology (DST)**

**MDE Dept**

The project titled "Early Prediction and Evaluation of Sepsis using Machine Learning" has been recommended for financial support of Rs 26 Lakhs for a period of 3 years from the Department of Science & Technology (DST). The Principal Investigator (PI) for this project is Ms. Shraddha Kumar, a Research Scholar in the MDE Department. The Mentor for the project is Dr. Pooja Sabherwal.

**APS Dept**

1. Two new research projects from the APS Department got the sanction of the Government agency (DST-SERB), as follows: -

- Project Title: Designing of various hybrid structure phase masks for optical image encryption for information security using certain selected mathematical transforms. Grant amount: 33.12 Lakh, Duration: 3 Years. Principal Investigator - Prof. Hukum Singh. Agency: DST-SERB (Core Research Grant).

- Project Title: Development of air-stable perovskite semiconductor-based field-effect phototransistor with a high response speed. Grant amount: 16.8 Lakh, Duration: 3 Years, (Principal Investigator - Dr. Arjun Singh. Agency: DST-SERB (TARE).

#### 24. The NorthCap University, Trademark Registration

Consequent to our collaboration with Arizona State University (ASU) a new logo was prepared and sent to The Registrar of Trademark, Delhi. The Registrar of Trademark, Delhi had raised some objections, which were answered by our Advocate who has filed the Trademark application. The case came up for hearing on 08 January 2024, but got postponed on the morning of 08 January 2024 due to administrative reasons. The case finally came up for hearing on 22 Feb 2024 (**Annexure 13**), wherein the Registrar of Trademark accepted the explanation of our Advocate to the objections raised. The trademark application has been advertised in the Trade Marks Journal on 11<sup>th</sup> March 2024, and in case no third party opposes the registration of the mark within 04 months of such advertisement in the journal, the mark will proceed for registration.

#### 25. Turnover of faculty and staff members since the last Board of Management meeting held on 31 January 2024.

##### New Faculty & Staff members joined

FACULTY				
S. No	DEPT.	NAME	DESIGNATION	DOJ
1	SOB	Prof. Avinash Kumar	Professor of Practice	15.01.2024
2	SOM & LS	Dr. Neha Jain	Associate Professor	18.01.2024
3	SOM & LS	Ms. Meenakshi Bisla	Assistant Professor	20.01.2024
4	CSE	Dr. Namita Dahiya	Assistant Professor (Sr. Scale)	29.01.2024
ADMIN				
S. No	DEPT.	NAME	DESIGNATION	DOJ
1	Dean Office	Mr. Dharmendra Kumar	Sr. Executive Assistant	17.02.2024
2	Admissions	Ms. Richa Sharma	Admissions Counsellor	20.02.2024
3	CPAAE	Mr. Vikas Narula	Director	11.03.2024
4	Front Desk	Ms. Komal	Executive Assistant	02.04.2024
TECHNICAL				
S. No	DEPT.	NAME	DESIGNATION	DOJ
-	-	-	-	-

##### Faculty & Staff members who Left

FACULTY					
S. No	DEPT.	NAME	DESIGNATION	DOJ	DOL
1	APS	Dr. Tejpal Singh Chundawat	Associate Professor	27.01.2014	12.03.2024
ADMIN & TECHNICAL					
S. No	DEPT.	NAME	DESIGNATION	DOJ	DOL

1	Admissions	Ms. Kapila Sharma	Sr. Admissions Counsellor	02.05.2022	12.02.2024
2	Admissions	Ms. Richa Yadav	Admissions Counsellor	13.03.2023	12.02.2024
3	IRO	Mr. Deepanshu Rao	Sr. Executive Assistant	20.12.2023	13.02.2024
4	Dean Office	Mr. Lalit Kumar	Lab Engineer	01.06.2012	17.02.2024
5	Library	Mr. Sanjay Kumar Mishra	Assistant Librarian	12.07.2010	20.02.2024

### **Points Discussed:**

1. Mr. Mehra appreciated the efforts of the International Relations Office (IRO) and Dr. Sharda Vashisth for securing international Memorandums of Understanding (MoUs) with prestigious universities worldwide.

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

### **ITEM No. 12: 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 minutes of the Finance Committee Meeting held on 19<sup>th</sup> April 2024 are enclosed as **Annexure 14**.

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

### **ITEM No. 13: ANY OTHER MATTER WITH PERMISSION OF THE CHAIR.**

**Following points were discussed with the permission of the Chair:**

#### **1. ISSUES PERTAINING TO CINTANA ALLIANCE**

Mr Mehra briefed the members of the Board of Management on some of the problematic issues which NCU has been facing with the Cintana Alliance. He brought out that the Chancellor Mr Avdhesh Mishra during the 39 Governing Body meeting held on 01 Mar 2024 had briefed the members that post Covid period, based on the prevailing situation, the digitisation and internationalisation in the education sector was considered a focus area and a desirable aspect to pursue. Accordingly, NCU identified a global player M/s Cintana Alliance to explore collaboration opportunities with other universities worldwide. Mr Mishra brought out that the collaboration with Cintana Alliance however has not lived up to its intended outcomes, and has not yielded the desired results. He stated that in particular, two significant obligations of the contract have fallen well short of the promised delivery. These pertain to non-appointment of two secondees on a regular basis, and the breach of exclusivity clause (Clause 2.8 of the License Agreement of February 2021, signed between The NorthCap University (NCU) Gurugram and the Arizona Board of Regents, a body corporate, for and on behalf of Arizona State University (ASU), whereby ASU has granted certain rights in terms of ASU Educational Assets and Contents in the 'territory' of Haryana and NCR as defined in the agreement). ASU is a member university of the Cintana Alliance. Despite repeatedly taking up the issue of breach of exclusivity rights of NCU under the NCU-ASU agreement with Cintana, no significant steps have been taken by Cintana to address the concerns raised by NCU. In short, he brought out that Cintana has overpromised and

underdelivered on its obligations. Mr Mishra stated that significant financial outflow is incurred in the agreement with Cintana Alliance without commensurate gain, and hence there is a need to reconsider continuation of the collaboration with Cintana, in new avatar, if at all.

Mr Mehra stated that the above issues, along with those referred at paras 5, 6 and 7 under Item No 1 of these minutes, need to be expeditiously addressed and resolved by Cintana and ASU.

**All members of the Board of Management noted the above and took it on record.**

**2. REVISED SOP FOR HANDLING CASES OF INDISCIPLINE**

The member Secretary brought out that the university formulated a Standard Operating Procedure (SOP) for handling student indiscipline cases in April 2023. Based on the insights gained over the past one year, there was a felt need to further fine tune the procedure, due to delays caused by multiple stakeholders and approval stages. Following a comprehensive review with the University Disciplinary Committee Chairperson, a revised SOP has been put in place to streamline procedures and ensure timely resolution of cases. The document is titled NCU/DISC/SOP/2023 VERSION 2. He further brought out that the revised SOP is aligned with Ordinance 8 of the University which deals with the disciplinary cases. The revised SOP is placed at **Annexure 15**.


**All members of the Board of Management took note of the above and approved the same.**

**3. INCREASE IN INTAKE OF ONLINE BBA & B.COM FOR ACADEMIC YEAR 2024-2025**

The Member Secretary brought out that Director CDOE has proposed to increase the number of seats for the BBA and B.Com online programs from 50 to 250 each, for the Academic Year 2024-25.

**All members of the Board of Management took note of the above and approved the same.**

There being no other points, the meeting ended at 1:45 PM with a vote of thanks to the Chair.



Commodore Diwakar Tomar NM (Retd.)  
Member Secretary  
Board of Management  
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**MINUTES OF THE XXXIX MEETING OF BOARD  
OF MANAGEMENT HELD ON 31 JANUARY  
2024 (WEDNESDAY) AT 11:30 A.M.**

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

**MINUTES OF XXXIX BOARD OF MANAGEMENT MEETING  
OF THE NORTHCAP UNIVERSITY  
HELD ON 31<sup>ST</sup> JANUARY 2024 (WEDNESDAY) AT 11:30 A.M**

The following members attended the **XXXIX** Meeting of the Board of Management held on Wednesday, **31<sup>st</sup> January 2024 at 11:30 AM at The NorthCap University, Gurugram.**

<b>S. No</b>	<b>Name</b>	<b>Representing</b>	<b>Designation</b>
1	Prof. (Dr.) Nupur Prakash	Vice-Chancellor	Chairperson
2	Smt. Indira Sharma <b>(Attended Online)</b>	Dy. Director Nominee of ACSHE & DGHE Govt. of Haryana	Member
3	Mr. Shiv Saran Mehra	Governing Body Member (Nominee of Sponsoring Body)	Member
4	Dr. Z. Daulet Singh	Governing Body Member (Nominee of Sponsoring Body)	Member
5	Mrs. Kavita Mishra <b>(Leave of absence)</b>	Non-Governing Body Member (Nominee of Sponsoring Body)	Member
6	Mr. N. K. Dewan <b>(Leave of absence)</b>	Non-Governing Body Member (Nominee of Sponsoring Body)	Member
7	Dr. Malini Eliatamby <b>(Attended Online)</b>	Nominee of Sponsoring Body	Special Invitee
8	Prof. Manoj Kumar Gopaliya	Teacher of the University (Nominee of Sponsoring Body)	Member
9	Prof. Archana Sarma	Teacher of the University (Nominee of Sponsoring Body)	Member
10	Prof. Rita Chhikara	Teacher of the University (Nominee of Sponsoring Body)	Member
11	Prof. G. R. Chandrashekhar	Teacher of the University (Nominee of VC)	Member
12	Prof. Sona Vikas	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 members to the meeting. She specifically welcomed Smt. Indira Sharma, Dy Director, Department of Higher Education, Govt. of Haryana and Dr. Malini Eliatamby who were attending the meeting for the first time. She thanked all the members for their continued support, and thereafter 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 XXXVIII MEETING OF BOARD OF MANAGEMENT** held on 29 August 2023, circulated by email on 05 September 2023, enclosed as **Annexure 1**, including confirmation and progress on matters arising thereof.

(Member Secretary)

**Action taken points** of the previous meeting held on 29 August 2023 are summarized as under:

Agenda	Points in brief	Action Taken
<b>Item No. 3</b>	Admission update for the Academic Year 2023-24	<ul style="list-style-type: none"> <li>In view of low admissions in BA(Economics), the 06 students were counselled to shift to other programmes like BBA or B.Com. 03 students shifted their programme, whilst 03 took withdrawal.</li> <li>Students seeking withdrawal and refund of money were writing directly to the UGC with grievances, without informing the University, and the UGC in turn was asking the university for immediate action on refund of fees. As per decision in the last Board of Management meeting, a suitable communication was sent to UGC on 20 Sep 2023, clearly stating that the university has not refused refund to/ withheld original documents of any student, and is following all UGC guidelines pertaining to withdrawal of students.</li> <li>BSc VFX and Animation, and BCA Media and IT programmes have been introduced in CME, under the Department of CSE. These programmes offer students diverse career pathways, including the opportunity to pursue roles as UI/UX designers.</li> </ul>
<b>Item No. 4</b>	Analysis of Semester Result Jan-Jun 2023	<ul style="list-style-type: none"> <li>Course wise failure report was shared by Dy Dean Examination with all HODs and Vice Chancellor on 31 Aug 2023.</li> <li>Committee under the Chairmanship of Dean Academics was constituted to examine and propose remedial actions for reducing failure rates and detentions. The committee submitted its report on 15<sup>th</sup> September 2024.</li> <li>Remedial actions were taken for the reappear students as per ppt report prepared by HODs for the same. Significant improvement was observed by SOL and SOET.</li> </ul>
<b>Item No. 5</b>	Update on International Relations Office (IRO)	<ul style="list-style-type: none"> <li>NCU Immersion Programme is scheduled from 12-17 Feb 2024, and detailed brochure has been shared with the participating universities. Response from foreign universities is not encouraging. Only one participant submitted the fee.</li> <li>Booklet bringing out all international collaborations with various universities has been prepared and printed.</li> </ul>

<b>Item No. 7</b>	Creation of Centre for Media and Entertainment (CME)	<ul style="list-style-type: none"> <li>Booklet pertaining to CME with details of courses offered has been printed for use as promotional material.</li> </ul>
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#### Points Discussed:

1. It was informed that the immersion program scheduled for 12<sup>th</sup> - 17<sup>th</sup> February 2024 had to be called off finally, because only one student paid the fee, though more had shown interest. Mr. Shiv Mehra opined that we should engage with Galala University and indicate that if minimum seven students opt for the immersion program, then the program can be scheduled in March 2024.
2. Ms. Malini Eliatamby conveyed that as Ramdaan was falling in the month of March, not many students would be interested to travel during that time. Mr. Shiv Mehra asked the IRO to discuss the same with Galala University and propose dates towards the end of February.
3. Mr. Shiv Mehra said that IRO should align their calendar with that of the foreign universities to elicit greater participation from the foreign students.
4. Mr. Shiv Mehra emphasized that Cintana Alliance should actively promote NCU with other member universities and share its willingness to enhance international student exchange opportunities with them. In particular, South American universities, universities of Lithuania, Kazakhstan, Latvia, Turkey etc, could be actively considered.
5. Mr. Shiv Mehra appreciated the efforts of the International Relations Office in making the IRO Booklet, and requested that the Booklet be taken on record. He also brought out that the finalized CME Booklet should be printed in a fixed timeline. Dr Rita Chhikara informed that the same would be printed by 20<sup>th</sup> February 2024.

**The members took note of the above and confirmed the minutes of the 38th Board of Management meeting held on 29th August 2023.**

#### **ITEM No. 2: ADMISSION INTAKE & FEE STRUCTURE FOR ACADEMIC YEAR 2024-25.**

(Member Secretary)

Member secretary briefed all the members regarding admission intake & fee structure for the Academic Year 2024-25. Details of the same are as under:

#### **INTAKE:**

<b>SCHOOL OF ENGINEERING TECHNOLOGY</b>				
<b>UNDERGRADUATE AND POST GRADUATE PROGRAMMES</b>				
<b>S. No.</b>	<b>Branch</b>	<b>Intake 22-23</b>	<b>Intake 23-24</b>	<b>Intake 24-25</b>
1	<b>B Tech</b> <b>Computer Science Engineering</b> Specialization options 1) Full Stack Development 2) Cyber Security & Forensics 3) Cloud Computing 4) Data Science 5) Gaming, Augmented Reality (AR) and Virtual Reality (VR)	540	400	450

	6) Artificial Intelligence & Machine Learning 7) Blockchain 8) IOT & 5G			
2	<b>B Tech</b> <b>Electronics &amp; Communication Engineering</b> Specialization options 1) Internet of Things (IoT) 2) Embedded systems and VLSI design	30	NA	NA
3	<b>B Tech</b> <b>Mechanical Engineering</b> Specialization options 1) Robotics & Automation	20	NA	NA
4	Bachelor of Computer Applications (BCA) Specialization options 1) Web Application Development 2) Mobile Application 3) Animation & Gaming ( <b>Discontinued in 2023</b> )	100	60	50
5	Master of Computer Applications (MCA) (New Course launched in 2023)	NA	20	40
6	M Tech Computer Science Engineering Specialization options 1) Cyber Security & Forensics 2) Data Science	20	20	40
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 4) Electrical Vehicles			
9	M Tech Electronics & Communication Engineering Specialization options 1) Communication Engineering 2) VLSI Design			
	Total	710	500	580

DEPARTMENT OF APPLIED SCIENCES				
S. No.	Branch	Intake 22-23	Intake 23-24	Intake 24-25
1	B.Sc Chemistry (Hons)	30	NA	NA
2	B.Sc Mathematics (Hons)	30	NA	NA
3	B.Sc Data Science	30	NA	NA
	Total	90	NA	NA

SCHOOL OF MANAGEMENT AND LIBERAL STUDIES				
UNDERGRADUATE AND POST GRADUATE PROGRAMMES				
S. No.	Branch	Intake 22-23	Intake 23-24	Intake 24-25
1	B.Com (Hons)	90	50	50
2	B.Com (Hons) Financial Markets	30		
3	BA (Hons) English	30	20	50
4	BA (Hons) Economics	30	20	30
5	BA (Hons) Psychology	50	30	50

6	MA Psychology (New Course launched in 2023)	NA	20	20
7	MA English*	NA	NA	30
8	BBA	120	60	100
9	BBA -Business Analytics	30	60	50
10	BBA -Digital Marketing	30		
11	BBA -Entrepreneurship & Family Business	30		
12	MBA Specializations in HR / Finance / Marketing / Business Analytics	50	30	Mentioned in School of Business below
	Total	490	290	380

SCHOOL OF BUSINESS (2024)				
POST GRADUATE PROGRAMME				
S. No.	Branch	Intake 22-23	Intake 23-24	Intake 24-25
1	MBA Specializations in HR / Finance / Marketing	50	30	50
2	MBA- Business Analytics	NA	NA	50
	Total	-	-	100

SCHOOL OF LAW				
UNDERGRADUATE AND POST GRADUATE PROGRAMMES				
S. No.	Branch	Intake 22-23	Intake 23-24	Intake 24-25
1	BBA – LLB (Hons)	120	60	120
2	LLB (New Course launched in 2023)	NA	30	60
3	LLM Specialization options 1) Corporate Law 2) Human Rights 3) Intellectual Property Rights (IPR)	20	20	20
	Total	140	110	200

DEPARTMENT OF MEDIA AND ENTERTAINMENT				
UNDERGRADUATE PROGRAMMES				
S. No.	Branch	Intake 22-23	Intake 23-24	Intake 24-25
1	B.Sc Sound Engineering	NA	40	40
2	B.Sc Visual Communication	NA	40	40
3	B.Sc Visual Effects and Animation	NA	40	
4	BCA Game Development	NA	40	120
5	BCA Media and Information Technology	NA	40	
	Total		200	200
Final Total		1430	1100	1460

CENTRE FOR DISTANCE AND ONLINE EDUCATION				
UNDERGRADUATE PROGRAMMES (ONLINE LEARNING MODES)				
S. No.	Branch	Intake 22-23	Intake 23-24	Intake 24-25
1	BBA -OL Mode	NA	50	50
2	B.Com-OL Mode	NA	50	50
	Total		100	100

\*Approval Awaited

An Increase / decrease in intake within disciplines of 20% could take place within the total intake, without compromising quality and minimum eligibility criteria.

#### FEE STRUCTURE:

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 on approval.

Details of Fee Structure for the Academic Year 2024-25 is placed below:

ANNUAL FEE (IN Rs.)									
S.No	PROGRAMME	2022 - 23		2023 - 24		2024-25			
		INDIAN STUDENTS	NRI STUDENTS	INDIAN STUDENTS	NRI STUDENTS	INDIAN STUDENTS			NRI STUDENTS
		TOTAL ANNUAL FEE	TOTAL ANNUAL FEE	TOTAL ANNUAL FEE	TOTAL ANNUAL FEE	TUITION FEE	DEVELOPMENT FEE	TOTAL ANNUAL FEE	NRI / INTERNATIONAL FEE
1	B.Tech CSE	268000	382000	300000	428000	247200	61800	309000	441000
2	BCA	134000	206000	150000	230000	124000	31000	155000	237000
3	M.Tech (2 Years)	167000	218500	175000	NA	144000	36000	180000	NA
4	M.Tech (Part Time)	96000	NA	NA	NA	NA	NA	NA	NA
5	MCA	NA	NA	175000	NA	144000	36000	180000	276000
6	B.Sc (Hons) Maths	112000	159000	NA	NA	NA	NA	NA	NA
7	B.Sc (Hons) Data Science	144000	201000	NA	NA	NA	NA	NA	NA
8	B.Sc (Hons) Chemistry	112000	159000	NA	NA	NA	NA	NA	NA
9	BBA	191000	262000	220000	302000	181600	45400	227000	311000
10	BBA Digital Marketing	221000	290000	245000	321000	201600	50400	252000	331000
11	BBA Business Analytics	221000	290000	245000	321000	201600	50400	252000	331000
12	BBA Entrepreneurship & Family Business	221000	290000	245000	321000	201600	50400	252000	331000
13	B.Com (Hons)	149000	218500	170000	249000	140000	35000	175000	256000
14	B.Com (Hons) Financial Markets	149000	218500	185000	271000	152800	38200	191000	279000
15	BA (Hons) Economics	109000	164000	130000	301000	107200	26800	134000	310000
16	BA (Hons) Psychology	109000	164000	115000	173000	94400	23600	118000	178000
17	MA Psychology	NA	NA	150000	263000	124000	31000	155000	271000
18	BA (Hons) English	103000	154500	130000	315000	107200	26800	134000	324000
19	MA English*	NA	NA	NA	NA	124000	31000	155000	271000
20	MBA	355000	515000	425000	616000	360000	90000	450000	634000
21	BBA-LLB (Hons.)	179000	273000	195000	297000	160800	40200	201000	306000
22	LLB (3 Years)	160000	244000	160000	266500	132000	33000	165000	274000
23	LLM	123000	NA	205000	NA	168800	42200	211000	NA
24	B.Sc Sound Engineering	NA	NA	300000	NA	160000	40000	200000	316000

25	B.Sc Visual Communication	NA	NA	150000	NA	120000	30000	150000	230000
26	B.Sc Visual Effects and Animation	NA	NA	150000	NA	120000	30000	150000	230000
27	BCA Game Development	NA	NA	150000	NA	124000	31000	155000	237000
28	BCA Media and Information Technology	NA	NA	150000	NA	124000	31000	155000	237000
29	BBA in OL mode	NA	NA	50000	NA	NA	NA	50000	NA
30	B. Com in OL mode	NA	NA	50000	NA	NA	NA	50000	NA

\*Approval Awaited

### Points Discussed:

1. Dr. Sona Vikas highlighted ongoing discussions between the university and ACCA regarding the potential inclusion of B.Com (H) and B.Com (H) Financial Markets programs, coupled with ACCA certification, without imposing additional academic engagement on the NCU students. Under this arrangement, students would undertake nine courses at NCU, and credits earned from four ACCA courses would contribute to the overall credit framework of the program. Upon approval, the university would realign the total intake accordingly.
2. The Chairperson emphasized the need for the School of Management and Liberal Studies (SOM&LS) to allocate 3-4 specialized faculty members for Economics, given the significant interest among students in opting for this subject. Mr. Shiv Mehra pointed out that BA Economics (Hons) is amongst the most highly sought-after courses at Delhi University, and since not all students secure admission, there is a very high demand for alternative options. He stressed the importance of making this program attractive without compromising on the quality of students admitted.
3. Mr. Shiv Mehra highlighted the concern regarding non-approval of the MA (English) course with Ms. Indira Sharma, the representative of the Director of Higher Education, Govt of Haryana. He highlighted that amongst the eight new courses proposed for approval last year, seven received approval from DHE, and the MA (English) program has not been approved, and neither has any reason been given for not approving the course. Mr. Mehra also noted that the same program is currently offered at the undergraduate level, creating a gap for students aspiring to pursue a postgraduate degree in English. Ms. Indira Sharma acknowledged the issue and requested that the relevant correspondence be forwarded to her so that the matter can be reviewed at DHE. The Member Secretary said that the relevant correspondence would be forwarded by the end of the day.

**All Members of the Board of Management took note of the above and approved the intake to various schools and the fee structure.**

### ITEM No. 3: UPDATE ON PLACEMENTS

(Director - CPAA)

Director CPAA briefed the Members on the following:

- a) Current status of Placements, progress and plans for the 2024 batch 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 2024).

The following points emerged during the discussions:

1. Mr. Shiv Mehra conveyed the importance of the CPAA engaging in comprehensive discussions with companies to discern the specific skill sets they are seeking and to identify any existing gaps. This approach aims to enhance the likelihood of students securing positions through a better alignment of their skills with industry requirements.
2. Mr. Zorawar D Singh asked if there are any designated timeline, weeks / months, for which students are required to pursue certifications to enhance their eligibility for job positions, and how the students undertake these certifications. It was clarified that the Department HODs and CPAA guide the students based on the requirements of the companies. Director CPAA was directed to share the list of certifications required for enhancing employability of students with HODs.
3. Mr. Shiv Mehra brought out that CPAA should have a consolidated list of all the students who are pursuing different certifications at any point of time.
4. The Chairperson expressed concern on low number of companies that have visited the campus for placements so far and sought information on the names of the companies that have visited. Dr. Rohit Lather clarified that 62 companies have visited till date and 50 more are lined up to visit in the month of Feb/ March. He highlighted a shift in the hiring strategy of companies, indicating a move away from bulk recruitment. Instead, companies now focus on specific skill set requirements, conducting interviews accordingly. Dr. Rohit also brought out the impact of COVID-19 on the IT sector, where companies initially hired extensively due to requirements in those days, but are now downsizing their manpower.
5. Mr. Shiv Mehra emphasized the necessity for enhanced coordination between the CPAA and various departments to facilitate a more comprehensive understanding of companies' requirements. He also communicated the importance of conducting Exit Interviews with companies to obtain feedback, as that will facilitate a meaningful gap analysis for the purpose of identifying areas of improvement. Also, if the big companies are not recruiting, Tier 2 companies should be identified and called to the campus.
6. Dean Academics highlighted the importance of the CPAA identifying certification requirements set forth by companies at this stage itself, and sharing this information with the Heads of Departments (HODs) so that timely measures can be taken now itself. This collaborative effort would enhance the preparedness of students at the time of eventual placement opportunities.

Presentation of CPAA is enclosed as **Annexure 2**.

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

**ITEM No. 4: TO APPRISE THE BOARD MEMBERS REGARDING THE ACADEMIC CALENDAR FOR THE EVEN SEMESTER (JAN – JUN 2024) FOR THE ACADEMIC YEAR 2023-24.**

(Dean Academics)

Dean Academics presented the Academic Calendar for the Even Semester (Jan-June 2024) of Academic Year 2023-24 for all Schools during the meeting for inputs and approval from the members. He brought out that NCU has now reverted to a single calendar applicable for all batches of all schools.

The academic calendar is enclosed as **Annexure 3**.

**All members of the Board of Management approved the Academic Calendar for the Even Semester of Academic Year 2023-2024.**

## **ITEM No. 5: CONDUCT OF CONVOCATION CEREMONY**

(Member Secretary)

The Member Secretary brought out that the Convocation Ceremony for conferring degrees and awards to graduating students is the culmination of years of hard work by the students and is an important and solemn occasion for the university. In our efforts to continuously improve the convocation experience, based on past years convocation ceremonies, the conduct of future convocation ceremonies is proposed to be re-examined, and a fresh template for the same be adopted. In this regard, the Member Secretary presented two options for the conduct of the next Convocation Ceremony, as follows:

### **Option 1**

#### **Morning session**

- a) The convocation ceremony with the Chief Guest be held in the University Auditorium in the morning session.
- b) All PhD students, post graduate students, medal winners, and young alumni/ best connected alumni awardees be felicitated 'on stage' during the ceremony.
- c) Parents of the above-mentioned students be invited to attend the ceremony.

#### **Afternoon session**

- a) Conferring of Degrees to balance undergraduate students to take place at School/ Department level in the afternoon session, with the Heads of Departments (HODs) overseeing the process. The Pro Chancellor and Vice Chancellor would make brief visits to all the venues to personally engage with the students, adding due prestige to the proceedings.

### **Option 2**

#### **Morning session**

- a) The convocation ceremony with the Chief Guest be held in the University Auditorium in the morning session.
- b) All PhD students, post graduate students, medal winners, and young alumni/ best connected alumni awardees be felicitated 'on stage' during the ceremony.
- c) Parents of the above-mentioned students be invited to attend the ceremony.

#### **Afternoon session**

- a) Conferring of Degrees to balance all undergraduate students of 03 schools to take place in covered Pandal in the University Lawns.
- b) All students to be given degree 'on stage' during the ceremony.
- c) Parents of all students to be invited to attend the ceremony.

Post discussions, it was decided that a separate Core Group can examine the pros and cons of different options and recommend a suitable SOP for conduct of the Convocation Ceremony, which would then be approved in the next Board of Management meeting.

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

## **ITEM No. 6: EXPULSION FROM UNIVERSITY FOR ADOPTING UNFAIR MEANS DURING MAJOR EXAMS – TWO STUDENTS**

(Member Secretary)

Two students (20BBA044) Tushar Rana and (20BBA019) Jatin Yadav were caught using unfair means during the major examinations conducted in Dec 2023. On examination it emerged that they were repeat offenders and had been caught using unfair means earlier also. Being repeat offenders, the students were expelled from the university with effect from 10 Jan 2024. **(Annexure 4)** The Member Secretary brought out that (20BBA019) Jatin Yadav has filed a plea in response to his expulsion, apologizing and admitting his mistakes, and seeking pardon and revoking of the expulsion, with the assurance that he would not indulge in unfair means and obey all rules and regulations of the university.

### **Point Discussed:**

It was decided that the appeal of Jatin Yadav be forwarded to the Hon'ble Chancellor for his consideration.

**All members of the Board of Management took note of the above and approved the same.**

## **ITEM No. 7: UPDATE ON LEGAL MATTERS**

(Member Secretary)

The Member Secretary briefed the members about the status of the court cases of the university, 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 5**. 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.

In 2022 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 6**). 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 7**).

In 2023 too, the University 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 8**.

All the details were shared with our Legal counsel, who drafted a suitable reply to the Memo dated 22 March 2023, which was then forwarded to the Admission & Fee Regulatory Committee. Copy of the letter sent is enclosed as **Annexure 9**.

### **Labour Court Gurugram**

- 3) Following case pertaining to Notice Pay is in progress in the Labour Court, Gurugram. Details of these case is given as under:

#### **a) 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. 8: REPORTING MATTERS / INFORMATION POINTS**

(Member Secretary)

#### **1. Life Fellowship Award to Prof. Prem Vrat**

We are delighted to share the remarkable achievement of our esteemed Pro-Chancellor, Professor of Eminence, and Chief Mentor, Prof. Prem Vrat, who has been honored with the prestigious 'Life Fellow Award' by the Indian Institute of Technology (IIT) Kharagpur on 18 December 2023. Prof. Prem Vrat's dedication to education, innovation, and excellence has been an inspiration to all of us at The NorthCap University. The 'Life Fellow Award' bestowed upon Prof. Prem Vrat reflects his unwavering commitment to academic excellence and his tireless efforts to push the boundaries of knowledge. It serves as a reminder of the high standards and values that he has instilled in all of us. We are immensely proud to have him as a guiding force at our institution. We extend our heartfelt congratulations to Prof. Prem Vrat on this well-deserved honour.

#### **2. 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 till 31 December 2024. The current appointment being held by him is a non-statutory post. The matter is placed before the members for ratification of extension of his period of contract beyond December 2023, 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 the extension granted to Prof. Swaran Ahuja.**

**3. Strategic implementation of blended teaching-learning** - The NorthCap University Gurugram has consistently demonstrated its commitment to innovative teaching and learning methods, continually striving for educational excellence. In alignment with this commitment, NCU has meticulously crafted a comprehensive plan to seamlessly integrate online teaching into on-campus programmes. This initiative spans across all three schools; SOET, SOM & LS, and SOL, and has evolved through extensive discussions among stakeholders at all levels. The action plan centre's around adopting blended courses (First-Year Courses: Face-to-face delivery for all first year UG courses, with up to 50% blended mode in PG programs. Second-Year Courses: 10% blended mode for UG (except law), up to 50% in PG with MOOC options. Third and Fourth-Year Courses: Minimum 15% MOOC mode in UG (except law programs) and PG programs). Practice Sessions for Blended courses retain the face-to-face approach, evaluated by the university. Equivalent external courses from reputed MOOC platforms have been identified to complement NCU courses in a blended mode. The Evaluation Process would comprise of university-conducted summative evaluations (Minor and major tests). Faculty assignments based on enrolment to maintain a reasonable student-to-faculty ratio, ensuring effective and quality evaluations aligned with NCU standards has been ensured. Detailed guidelines have been framed and quality assured through adherence to best practices for evaluations with regular compliance reports. Blended mode reduces face-to-face lecture commitments, allowing faculty to focus on research. Advanced learners can opt for up to 40% of total credits in Full MOOC Mode.

**4. Convocation Ceremony – 15 December 2023**

NCU, held its 12<sup>th</sup> Annual Convocation Ceremony for its various undergraduate and postgraduate programmes on 15 December 2023. The Chief Guest at the function was Prof. T. G. Sitharam, Chairman, AICTE. A total of 734 students were awarded degrees in their respective disciplines, including 429 from BTech, 4 from BSc Maths (H), 04 from BSc Data Science (H), 07 from BSc Chemistry (H), 07 from BSc Physics (H), 37 from BCom (H), 13 from BA Economic (H), 16 from BA Psychology (H), 87 from BBA, 64 from BBA-LLB (H), 11 from MTech, 28 from MBA, 9 from LLM and 18 awarded PhD. Gold, Silver and Bronze medals were awarded to 28 candidates who were top performers in their respective streams.

**5. HR Conclave 2023**

Centre of Professional Attachment & Alumni Engagement (CPAA) organized 'HR Conclave 2023' at The NorthCap University on November 23rd – 24th, 2023. The theme was "Shaping the Future Workforce and Re-imagining Tomorrow's Workplace." 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 faculty and students from the engineering, management, and law disciplines. 388 students participated in the Conclave.

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

S. No.	Guest Name	Designation	Organization
1	Mr. Raj Gupta	General Manager HR	Tata Consultancy Services
2	Mr. Deepak Kapur	Vice-President Corporate HR	AVL India
3	Ms. Rishika Vohra	Manager Talent Acquisition Group	IGT Solutions
4	Mr. Abhishek Anand	Founder	Mentors Capital

5	Ms. Neetu Sidana Thapliyal	Director & Head Human Resource	Mazars
6	Ms. Rituparna G Vats	Director & HR Head	91 Mobiles
7	Mr. Brajesh Mandal	Senior Manager, HR-Business Partner	Lakshmikumaran and Sridharan
8	Adv. Mandeep Kalra (NCU Alumni)	Advocate, Supreme Court of India, Founder	Chambers of M.S. Kalra

The conclave helped: -

- a) Develop social capital at the NorthCap University and lay the corporate world's foundation to nurture the young minds of The NorthCap University.
- b) Create opportunities for students to get short-term projects, internships, placement, and various campus engagements.
  - Gain insights into the latest trends in the workforce and future workplace.
  - Network with industry professionals, peers, and experts
  - Participate in interactive workshops and discussions.
  - Explore potential career paths and opportunities.

## 6. Signing of MoU's

### (a) MoU with BINUS University, Indonesia

The NorthCap University signed an MoU with BINUS University Jakarta, Indonesia on 21.09.2023. BINUS University, accredited by the Indonesian Accreditation Agency and hailed by QS, Times Higher Education and AppliedHE is an international university of repute with 12 campuses across various cities, and a thriving online campus for remote learning. BINUS holds QS World University Ranking, featuring stellar performances in Computer Science and Business Management.

**(b) MOU with the Haryana Space Applications Centre (HARSAC)** - NCU signed an MOU with the Haryana Space Applications Centre (HARSAC) on 22 November 2023. The MoU was signed by Hon'ble Vice Chancellor, Prof. Nupur Prakash and Mr. Anup Kumar, Principal Scientist from HARSAC. The MoU marks a significant collaboration for fostering academic and scientific cooperation in the field of space applications and related research. This MoU outlines a framework for collaboration in various areas, including Research and Development (R& D), Academic Exchange Programmes, Training and Workshops Infrastructure and Resource Sharing. The NorthCap University is the first private university in Haryana to enter into a Memorandum of Understanding (MOU) with HARSAC.

### (c) MOU with Volkswagen Group Technology Solutions India

The NorthCap University and Volkswagen Group Technology Solutions India (VWITS) signed an MOU on October 9, 2023. This partnership brings a wealth of opportunities for our students, including hands-on internships, real-world projects, industry-relevant training, professional insights from industry visits, expert insights from guest lectures and much more. These initiatives are expected to collectively provide a well-rounded and industry-aligned education for our students.

## 7. Masterclass Series – 16.08.2023 - 31.08.2023

Master class series lectures were held from 16 Aug 23 to 31 Aug 23. People from various industries came forward to share their invaluable insights, wisdom and guidance. The following eminent speakers participated in the Masterclass series :

- Kapil Arora, Director, Grant Thornton
- Subhasish Acharya, Teacher, Consultant & Coach
- Noopurr R Chablani, Vice President, Mavcomm Consulting

- Hon'ble Justice Dharmesh Sharma, Judge, Delhi High Court
- Dr. Ranjana Kumari, Social Activist & Director, Centre for Social Research
- Shreya Arora Mehta, Officer on Special Duty, NALSA, Supreme Court of India
- Raj Gupta, GM, HR, Tata Consultancy Services
- Vidya Bhushan, Co-Founder, Dalchini Technologies

#### **8. Apex Utsav 2023 – 02.09.2023**

Department of Computer Science and Engineering successfully organised APEX UTSAV-2023 in collaboration with INOAUG (India Oracle Apex User Group) on 2nd September, 2023. Various delegates from the IT sectors, professionals, developers, NCU faculty and students participated in exploring the latest trends and best practices in Oracle APEX and engaged in thought-provoking discussions and hands-on training. The journey throughout UTSAV was marked by enriching interactions and the acquisition of valuable knowledge, setting the stage for limitless future possibilities.

#### **9. FDP on Social Media: Exploring the importance of Social Media for Educators – 08.09.2023**

The NCU faculty got an opportunity to attend a highly enriching Faculty Development Programme that delved into the realms of social media, featuring Prof. Sona Vikas, Head - School of Management and Liberal Studies and Anu Gulmohar, Digital & Content Marketing Specialist. Prof. Sona Vikas covered the topic of 'Intentional Networking through LinkedIn', wherein she talked about the important strategies and tips for creating meaningful professional connections on the world's largest professional network, LinkedIn. Her session was highly insightful and transformative. Ms. Anu Gulmohar discussed the 'Importance of Social Media' for the academicians of today. From fostering student engagement to sharing knowledge far and wide, her insights encouraged the NCU faculty to utilise the full potential of digital platforms.

#### **10. International Conference on Smart and AI-Enabled Technology for Sustainable Development**

The International Conference on Smart and AI Enabled Technology for Sustainable Development was held from 12.09.2023 to 13.09.2023 and was a big success. Shri B N Ramakrishna, Director of ISRO's Telemetry, Tracking and Command Network (ISTRAC), was the Guest of Honour. He provided invaluable insights about using technology for sustainability and shared his experience about ISRO's recent success, the Chandrayaan-3 Moon Mission in which he played a pivotal role. The conference provided a crucial platform for international researchers, academicians, and industry experts to unite and contribute to the advancement of Sustainable Development through Smart and AI-enabled Technologies. Addressing all pressing global challenges, the conference was a testament to the power of collaboration, knowledge exchange and innovation.

#### **11. Teacher's Day Celebration**

The event was conducted to recognise and honour the invaluable contributions of our mentors in lighting the educational path of countless students with their passion and dedication. Details of awardees on this occasion are as follows:

- Lifetime Achievement Award: Prof. Prem Vrat and Prof. Swaran Ahuja
- Best Academic Administrator: Prof. Sharda Vashisth, Prof. Anjali Garg and Prof. Manoj K Gopaliya
- Star Performer of the Year: Prof. Rita Chhikara

- Best Teacher: Dr. Shrutimita Mehta, Dr. Meghna Sharma, Dr. Prachi and Mr. Himangshu Rathee
- Best Researcher: Dr. Tejpal S Chundawat and Dr. Mona Aggarwal
- Emerging Team Leader of the Year: Prof. Sona Vikas

The multi-talented educators also regaled the NCU community with lively performances on stage.

## **12. Workshop on 'India's Tryst with Meditation: Strategies and Opportunities'**

The Pro Bono Club at School of Law, NCU hosted a workshop on 'India's Tryst with Mediation: Strategies and Opportunities' on 16.09.2023. During the workshop, participants had the privilege of engaging with some of the finest minds in the industry. Mr. Hemant Batra, Vice President SAARC Law and Sr. Legal Consultant at Shardul Amarchand Mangaldas & Co. led a riveting discussion on the 'Legitimacy of Mediation: Exploring its nature, scope and significance in Modern Dispute Resolution'. Adding to the discussion was Mr. Nitin Mittal, Cluster Head of Legal & Company Secretary - India SC/Pacific Region at Signify, who shared his invaluable insights into 'Mediation law and practice in India: Perspective of a General Counsel'. The workshop was an immersive experience that combined theoretical knowledge with practical skills and gave a deep understanding of Mediation as a powerful tool for resolving disputes.

## **13. Visiting Professor from Mapúa Malayan Colleges, Mindanao**

Dr. Ann Perez from Mapúa Malayan Colleges Mindanao came to NCU as a visiting professor from 25.09.23 to 29.09.2023. Dr. Ann Perez is a leading expert in Climate Change, Sustainability and Green Audit. During her visit, she interacted with the Vice Chancellor, Prof. Nupur Prakash and had productive discussions with faculty members from the School of Management and Liberal Studies (SOM&LS), to explore potential research collaborations. She also had interactive sessions on sustainable finance with NCU's BBA and MBA students. Her expertise extended to PhD scholars, where she shared insights into contemporary research areas within the fields of finance and accounting.

## **14. Visit of delegates from Loyola Marymount University (LMU), Los Angeles.**

The NorthCap University hosted a team of delegates from Loyola Marymount University (LMU), Los Angeles, California on 29.09.2023. Loyola Marymount University (LMU) is renowned for its academic excellence. With 55 major and 59 minor Undergraduate Degrees, 47 Master's Programmes, and a strong commitment to research, LMU is ranked #93 in National Universities and #12 in Entrepreneurship in the 2024 edition of US News and World Report. The following delegates from LMU visited NCU: -

Dr. Tina Choe, Dean of the Frank R. Seaver College of Science and Engineering

Dr. Maureen Weatherall, Vice Provost

Dr. Ammar Dalal, Assistant Vice Provost for Graduate Enrolment.

From NCU, the Vice Chancellor Prof. Nupur Prakash, Dy Dean International Affairs Prof. Sharda Vashisth, Dean Academic s Prof. Manoj Gopaliya; and other senior faculty members met with the team and discussed key pointers of collaboration between the two universities.

## **15. 'Ek Tareekh Ek Ghanta - A Cleanliness Drive' on 01.10.2023**

'Ek Tareekh Ek Ghanta - A Cleanliness Drive' on October 1st at 10:00 AM at Carterpuri Village was undertaken as per the directives of the Ministry of Housing and Urban Affairs, Government of India. This event served as a rallying cry for unity in the name of cleanliness, hygiene, and environmental awareness. Students and Faculty members from all schools participated in the cleanliness drive.

## **16. Workshop on 'Combating Acid attack: A Gender Neutrality'**

The Pro Bono Club at the School of Law organized a workshop on 'Combating Acid attack: A Gender Neutrality' on 06.10.2023. Ms. Santosh Snehi Mann, Officer of Delhi Higher Judicial Services and Member Secretary of the National Legal Services Authority, and Dr. Navpreet Kaur, Co-Founder of the Laxmi Foundation for Acid Attack Survivors, shared their invaluable insights on the critical issue of combating acid attacks from a gender neutrality perspective.

#### **17. Returning Mothers Conference 2023.**

The NorthCap University hosted 'The Returning Mothers Conference 2023' in October 2023. The conference focused on rekindling lost talents and giving a boost to all those seeking a change of career. IEEE, University of Kansas and the World Bank's WePower Network were part of the Conference. The event featured luminaries like Prof. Prem Vrat, Prof. Perna Gaur, and Dr. Saifur Rahman and delegates from around the world.

#### **18. Business School Conclave**

International Relations Office hosted a Business School Conclave on 6th October for the engineering and management students. Some of the distinguished delegates from renowned Business Schools in the USA and Europe visited the campus. These included: -

- Dr. Shivraj Kanungo from School of Business, George Washington University
- Ms. Christine Gozdziaik from GIES College of Business, University of Illinois Urbana-Champaign
- Dr. Arman Davtyan from Graziadio Business School, Pepperdine University
- Ms. Amanda Barth from Raymond A. Mason School of Business, William & Mary
- Ms. Richa Agrawal from Bocconi University

#### **19. NCU Research Scholar at the 'Frontiers of Optics' Conference at Washington, USA**

Ms. Poonam Yadav, Research Scholar at NCU got an opportunity to shine in the world of optics and photonics in USA. Ms. Yadav was selected for a Student Leadership Conference on 'Frontiers in Optics' by OPTICA USA, which took place from 08 to 12 October 2023 at Washington. Her participation is a testament to her exceptional talent, as only 5 students from India were chosen for this honour.

#### **20. National-level IC HACK 2.0**

A team of NCU students, Vishal Jain, Lakshay Yadav, Utkarsh Singh and Satyawar Yadav emerged as the champions in the national-level IC HACK 2.0 event at Manipal University, Jaipur, organised by IEEE India Council, outperforming 300+ teams. Faculty Mentors were Prof. Anjali Garg, Dr. Anu Tonk and Dr. Pankaj Rakheja.

#### **21. Winner Trophy for the Exemplary Performance (EP) Award under the 'Existing Buildings' category at 15th GRIHA Council Summit**

The NorthCap University, Gurugram has been conferred with a 'Winner Trophy' for the Exemplary Performance (EP) Award under the 'Existing Buildings' category during the 15th GRIHA Council Summit with the theme "Empowering Sustainable and Resilient Communities" on 24th November 2023. This honour recognises NCU's efforts to have met sustainability goals and acknowledges the university's commitment to the cause of sustainable development.

#### **22. Lifetime Teaching Achievement Award**

Prof. Manjula Batra was conferred the Lifetime Teaching Achievement Award by the All India Law Teachers Congress on 17<sup>th</sup> December 2023. Honourable Mr Justice Swatanter Kumar, former Judge of the Supreme Court of India and former Chairperson of the National Green Tribunal presented the award. We are proud to have such a dedicated and talented professor shaping the next generation of legal leaders at our university.

### 23. STRIDE International Conference 2023

This hybrid event held on 14<sup>th</sup> – 15<sup>th</sup> December 2023, aimed to unravel the intricate connections between Sustainability, Technology, Resilience, Innovation, Development and Entrepreneurship, with a global perspective on addressing contemporary challenges.

### 24. Interactive session on "Sexual Harassment of Women at the Workplace"

An interactive session on "Sexual Harassment of Women at the Workplace" was held on 22nd December 2023 in the University. University psychologist, Ms Priyanka Bhalla, guided attendees through insightful information, real-life case studies, and practical tips on recognising, preventing, and responding to harassment. Open discussions and Q&A sessions were also part of the event, fostering understanding, empathy, and a commitment to action.

### 25. The NorthCap University, Trademark Registration

Consequent to our collaboration with Arizona State University (ASU) a new logo was prepared and sent to The Registrar of Trademark, Delhi. The Registrar of Trademark, Delhi has raised some objections, which have been answered by the Advocate, who has filed the Trademark application. The case came up for hearing on 08 January 2024, but got postponed on the morning of 08 January 2024 due to administrative reasons. Case is now scheduled for hearing on 22<sup>nd</sup> February 2024.

### 26. 33<sup>rd</sup> Meeting of the Academic Council held on 25 Jan 2024

The 33<sup>rd</sup> meeting of the Academic Council was held on 25 Jan 2024. During the meeting, the proposal for revised curriculum of the MBA programs being offered by the NCU School of Business was deliberated and approved. Approval was also accorded to proposals for introducing new course on Juvenile Justice in the School of Law, pre-PhD courses in the Applied Mechanics department in Principles of Biochemistry and Biophysical Chemistry, and 3 new courses for PhD Scholars of the School of Management and Liberal Studies in the Jan - May 24 session in Introduction to Environmental Economics, Foundations of Accounting & Finance, and Financial Management for Managers.

### 27. Student Class committee meetings.

Student class committee meetings in respect of three schools i.e. SOET, SOM&LS and SOL were held on 03.10.2023, 04.10.2023 & 05.10.2023 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.

### 28. Turnover of faculty and staff members since the last Board of Management meeting held on 29 August 2023.

#### New Faculty & Staff members

FACULTY				
S. No	DEPT.	NAME	DESIGNATION	DOJ
1	SOB	Prof. Subhasish Acharya	Professor of Practice	01.09.2023
2	SOB	Prof. Rakesh Kumar Khandelwal	Professor of Practice	01.09.2023
3	SOB	Prof. Kalyan Bandyopadhyay	Professor of Practice	01.09.2023
4	SOL	Ms. Rituparna	Assistant Professor (Sel. Grade)	04.09.2023

		Bhattacharjee		
5	SOB	Prof. Hemalatha Chandrashekhar	Professor of Practice	25.09.2023
6	SOB	Prof. Vikram Behl	Professor of Practice	03.10.2023
7	SOB	Ms. Megha Goyal	Research Associate	03.10.2023
8	SOB	Prof. Deepayan Mohanty	Professor of Practice	16.10.2023
9	SOB	Prof. Raghava Rao Mukkamala	Joint Professor	01.12.2023
10	CSE	Dr. Tamalika Chaira	Associate Professor	02.01.2024
11	CSE	Ms. Vandana	Assistant Professor	08.01.2024
<b>ADMIN</b>				
S. No	DEPT.	NAME	DESIGNATION	DOJ
1	SOB	Ms. Simmi Tikoo	Director - Placements & Industry Collaborations	11.09.2023
2	COR	Mr. Vinay Singh Tomar	Executive Assistant	11.09.2023
3	SOB	Ms. Nikita Bhargava	Program Manager	20.09.2023
4	SOB	Ms. Baljeet Puneet Kapoor	Sr. Manager - Admissions (School of Business)	16.10.2023
5	COR	Mr. Mandheer Singh	Sr. Executive Assistant	01.11.2023
6	Admin.	Ms. Priyanka Bhalla	Psychologist	16.11.2023
7	Marketing	Ms. Devpriya Chauhan	Manager - Brand & Communications	20.11.2023
8	IRO	Mr. Deepanshu Rao	Sr. Executive Assistant	20.12.2023
<b>TECHNICAL</b>				
S. No	DEPT.	NAME	DESIGNATION	DOJ
1	CSE	Mr. Tej Singh	Technical Assistant	16.10.2023
2	Library	Mr. Sparsh	Library Assistant	02.01.2024

#### Faculty & Staff who Left

#### FACULTY

S. No	DEPT.	NAME	DESIGNATION	DOJ	DOL
1	CSE	Ms. Komal Jindal	Assistant Professor (Sr. Scale)	27.10.2022	15.09.2023
2	SOM & LS	Ms. Preeti Malhan	Assistant Professor	02.03.2023	15.09.2023
3	CSE	Dr. Sandeep Singh	Assistant Professor (Sel. Grade)	03.12.2009	16.09.2023
4	SOM & LS	Ms. Gauri Nagyal	Assistant Professor	16.08.2023	22.09.2023
5	SOL	Ms. Aishwarya Balodi	Assistant Professor	05.08.2023	28.09.2023
6	CSE	Ms. Sonal Saurabh	Assistant Professor	07.02.2022	22.11.2023
7	APS	Dr. Tarul Garg	Assistant Professor (Sel. Grade)	24.07.2018	24.11.2023
8	CSE	Dr. Anshul Bhatia	Assistant Professor (Sr. Scale)	08.08.2022	21.12.2023
9	CSE	Dr. Ruchika Lalit	Assistant Professor (Sr. Scale)	18.02.2022	21.12.2023
10	CSE	Dr. Anvesha Katti	Assistant Professor (Sel. Grade)	04.08.2020	22.12.2023
11	APS	Dr. C B Gupta	Professor	02.01.2021	28.12.2023
12	SOM	Dr. S K Breja	Professor	04.01.2021	30.12.2023
13	APS	Dr. Sakshi Gupta	Assistant Professor	17.09.2021	15.01.2024
14	APS	Dr. Sunita Sharma	Assistant Professor (Sel. Grade)	15.07.2013	15.01.2024
15	APS	Dr. Anubhav Raghav	Assistant Professor	14.02.2020	15.01.2024

16	APS	Dr. Gargi Dutta	Assistant Professor (Sr. Scale)	18.07.2022	15.01.2024
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#### ADMIN & TECHNICAL

S. No	DEPT.	NAME	DESIGNATION	DOJ	DOL
1	Registrar Office	Ms. Vandana Massey	Sr. Executive Assistant	01.06.2023	02.09.2023
2	Marketing	Ms. Anu Gulmohar	Sr Manager - Digital Marketing	10.01.2023	08.09.2023
3	Dean Office	Mr. Ram Asheesh Upadhyay	Sr. Executive Assistant	18.02.2013	14.09.2023
4	IRO	Mr. Varun Sharma	Sr. Executive Assistant - Intl' Affairs	10.10.2023	27.10.2023
5	Admin	Mr. Kesavadas Krishna	Assistant Security Officer	04.11.2022	10.11.2023
6	CPAA	Ms. Sonali Kakkar	Assistant Manager - Training	25.07.2022	14.12.2023

#### Points Discussed:

1. **HR Conclave 2023** – Mr. Shiv Mehra emphasized greater involvement of faculty in such events. He also conveyed that such events should be conducted once every two months. The Chairperson directed CPAA to share a detailed report of the event.

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

#### ITEM No. 9: FINANCE COMMITTEE RELATED MATTERS

(Member Secretary)

The Finance committee related matters discussed and approved during the last Finance Committee meetings were updated to the members, and the Minutes of the Finance Committee meetings held on 17 October 2023 & 18 January 2024 are enclosed as **Annexure 10 & 11**.

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

#### ITEM No. 10: ANY OTHER MATTER WITH PERMISSION OF THE CHAIR.

**Following points were discussed with the permission of the Chair:**

##### A) ISSUES PERTAINING TO CINTANNA

Mr. Shiv Mehra stated that during recent discussions with Mr. Chaitanya Chitta on 15 Jan 2024, the following issues were discussed, which need early resolution.

(i) **Applicability of GST:** Mr. Shiv Mehra brought out that Mr. Chaitanya Chitta had stated that the current opinion of the experts is that GST will be applicable on payments being made by NCU to Cintana. He was in discussions with the tax consultants and would revert once a final decision in this regard is taken. It was brought out that the GST number will either be taken in the name of Cintana India and / or in the name of one of its affiliates in India. An early response in this regard is essential for resolution of this important matter.

(ii) **Exclusivity Issue** : It was brought that there have been recurrent instances in the recent past of advertisements in newspapers by private universities located in Gurugram, which have featured the ASU Logo/ Mark in their advt., which is a breach of the exclusivity rights of NCU under the NCU – ASU License Agreement of February 2021. Whilst ASU believes that there is no breach of exclusivity, the five-member committee constituted in the university to examine the issue has conclusively established breach of exclusivity. Through mutual deliberations it was felt that the matter could be settled between NCU and ASU/ Cintana before legal recourse is considered. It was observed that despite the varying views of both parties, a viable & amicable compromise can be reached. One option suggested by Mr. Chaitanya Chitta was that the current Agreement be diluted wherein a) there will be no condition on Cintana to provide Secondee, b) the exclusivity clause of NCU in NCR & Haryana ('Territory' as per the NCU-ASU License Agreement of Feb 2021) can be removed. Instead, a revised agreement wherein a specific revenue sharing model/s can be considered going forward between both parties.

(iii) **Cintana-ASU Agreement**: It was informed that the Cintana - ASU Agreement, especially where Cintana is authorized to make certain promises / commitments on behalf of ASU to its partners and to recover money on their behalf, is still awaited. The same is required to be shared at the earliest.

(iv) **Appointment of Secondee**: The position of the strategic secondee continues to remain vacant.

## **B) OPTION OF ENGLISH PROFICIENCY TEST FOR THE ACCELERATED MASTERS PROGRAM IN SOFTWARE ENGINEERING.**

Mr. Shiv Mehra raised the matter with Ms. Malini Eliatamby, bringing out that the clause of English proficiency test exemption was not being followed by ASU. An NCU student enrolled in the master's program in Software Engineering has been mandated to take the Duolingo English proficiency test, even though as per the agreement it was to be waived off. Prof. Sharda thereafter provided an overview of the issue, highlighting that no response has been received from either ASU or Cintana despite constant follow-ups over the past one and a half months. Ms. Malini communicated her awareness of the situation and stated that they are working closely with ASU at different levels to resolve the matter. She indicated that the immediate solution involves instructing the student to undergo the English proficiency test for the time being. The Chairperson stated that a firm response needs to be provided by ASU/ Cintana in a fixed timeframe, and that the matter cannot be left open ended.

Prof. Sharda emphasized that in accordance with the Memorandum of Understanding (MOU), the English proficiency test is to be exempted, acceptance of 12 credits confirmed, and the prescribed fee is fixed at \$29,000. However, contrary to these terms, the student is presently being asked to undergo the English proficiency test. Considering these circumstances, the parents of the student have now raised apprehensions regarding the compliance of ASU with the other committed benefits and are insisting on receiving written confirmation of compliance to all conditions directly from ASU.

Mr. Shiv Mehra conveyed his serious concern on the situation, emphasizing that the matter pertains to the trust vested in NCU by the students and parents, and non-adherence to the commitments is seen as a major breach of trust, thus undermining the intent and commitment of the university. Mr. Mehra stated that NCU cannot, and will not, afford such situations. He further highlighted that all collateral materials, including brochures and promotional content, have been developed in accordance with the stipulations outlined in the MOU, and the current developments have placed the university in a potentially embarrassing position. Students / parents can complain to the regulatory bodies and share the promises / collateral made, which are now been retracted. In this regard, Mr. Mehra sought clarification on ceasing all promotional activities until a viable solution is provided. He sought specific clarification about the availability of education loans as indicated by Mr. Chaitanya

and queried whether they would be available to the students. Ms. Malini suggested to hold on to the awareness sessions till such time they revert with a practical solution. It was accordingly agreed to suspend the promotion of the program till Cintana resolves the matter and urged Ms. Malini to impress upon ASU to honour the commitments made in the MOU and give the same in writing at the earliest.

**Mr. Shiv Mehra requested that the record of discussions of the meeting held on 15 Jan 2024 with Mr. Chaitnya Chitta be taken on record.**

**C) RESERVATION IN ADMISSION AND FEE CONCESSION**

The Member Secretary apprised Ms. Indira Sharma on the issue of reservation in Admission and Fee Concession as per provisions of Section 36 of the Haryana Private University Act 32 of 2006 (as amended upto 10 May 2012), given that The NorthCap University has collaborations/ MOUs with several foreign/ international universities, the university has been pursuing this matter with the DHE, Govt of Haryana vide several letters, requesting for a different percentage of students eligible for hundred per cent, fifty percent or twenty-five per cent fee concession. The Member Secretary highlighted that a total of 26 letters have been written to the DHE so far. The last letter was made on 19 Jan 2024. Ms. Indira Sharma asked for the relevant documentation to be forwarded to her for examination. The Member Secretary stated that the same would be forwarded by the end of the day.

**D) PROPOSED AUDIT OF PRIVATE UNIVERSITIES OF HARYANA BY QUALITY COUNCIL OF INDIA.**

The Member Secretary brought out that with reference to the Memo received from the Directorate of Higher Education **dated 16 Oct 2023** regarding conduct of Audit of Private Universities (Academic, Financial and Administrative audits) by the Quality Council of India, it was opined that the university is already undergoing several audits by appropriate bodies (regulatory as well as Govt nominated) to assess its financial, academic and administrative practices, and therefore an additional audit by the Quality Council of India would be a repetition of efforts and consume valuable time of all stakeholders. A letter bringing out the above was made to the Additional Chief Secy, Department of Higher Education, Government of Haryana on 10 Nov 2023, asking for the directive to be reviewed. Mr. Shiv Mehra further brought out that different regulatory bodies have been visiting the university like NAAC / UGC regularly. He questioned as to whether the Quality Council of India has the authority over and above the regulatory bodies to conduct an audit, considering the university's existing accreditations. The Chairperson underscored the university's NAAC "A" accreditation in the second cycle in 2022, which is valid till 2027. Additionally, she brought out that in 2023 itself, the university underwent 02 major inspections by UGC, one related to approval for offering programmes in ODL/ OL mode, and the other for accord of UGC 12(B) recognition, prompting a concern on the extent of audits a university is expected to undergo. Ms. Indira Sharma stated that she needs to examine the matter and requested for the relevant correspondence to be forwarded to her. The Member Secretary stated that it would be forwarded by the end of the day.

**E) STATUS OF OPEN AND DISTANCE LEARNING AND ONLINE LEARNING PROPOSAL**

The Member Secretary brought out that Section 5 of The Haryana Private Universities Act No 24 of 2014, does not permit the private universities of Haryana to offer programmes through the Open and Distance Learning mode, whilst the state public universities are allowed to do so. This section therefore is inconsistent with the National Education Policy (NEP) 2020 and needs to be amended and aligned to NEP 2020. This differentiation between the Public and Private universities also needs to be addressed, considering that they both are governed by the same regulator viz. the University Grants Commission. There cannot be different rules for Public and Private Universities, given that the Private universities comply with the conditions of the UGC Regulations to offer these programmes in ODL/ OL mode, and this differentiation is tantamount to a discriminatory and unequal regime. The University vide several letters, the latest being of 04 Aug 2023 has written to the DHE seeking approval to offer programmes in the ODL mode. He also brought out that the private universities of

Haryana, as a unified body of the 'Association of Private Self-Financing Universities of Haryana', have also taken up the issue of amendment to Section 5 of the Haryana Private Universities Act No 24 of 2014. It was also brought out that if any amendment is required in the Act, the DHE is requested to do so at the earliest.

**The members took note of the above and requested Ms. Malini Eliatamby to take suitable actions for serial (A) and (B) above, and Ms. Indira Sharma, representative of DHE, Govt. of Haryana to expedite responses to serials (C), (D) and (E) above.**

There being no other points, the meeting ended at 1:15 pm with a vote of thanks to the Chair.



**Commodore Diwakar Tomar NM (Retd.)**  
**Member Secretary**  
**Board of Management**  
[diwakartomar@ncuindia.edu](mailto:diwakartomar@ncuindia.edu)  
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	THE NORTHCAP UNIVERSITY	REVIEW DATE:
	Inter-Office Memo	SHEET 2 of 5

**GENERAL ACADEMIC CALENDAR FOR SESSION 2024-25**  
**ALL SCHOOLS (ODD SEMESTER, JULY DEC 2024)**

**ALL PROGRAMMES EXCEPT PhD**

Sr. No	Details	From	To
1	Registration of courses for all Programmes for July-Dec 2024	22 July 2024 (Monday)	25 July 2024 (Thursday)
2	Commencement of Classes odd semester (2024-25) for all programmes (Except 1st Year)	29 July 2024 (Monday)	
3	Orientation for First-year students (Batch 2024)	29 July 2024 (Monday)	
4	Induction Programme for first-year students (Batch 2024)	30 July 2024 (Tuesday)	17 August 2024 (Saturday)
5	Summer Internship Evaluation	31 August 2024 (Saturday)	
6	Submission of Final Result (Jan-June 2024) to COE	07 September 2024 (Saturday)	
7	Minor Test (Continuous Evaluations)	21 September 2024 (Saturday)	27 September 2024 (Friday)
8	Submission of Mid Term Attendance up to 20 September 2024.	23 September 2024 (Monday) by 04:00 PM	
9	Issue of Mid-Term Warning to Students for Shortage of Attendance	27 September 2024 (Friday)	
10	Mid-term Project / GP / Community Service Evaluation	30 September 2024 (Monday)	5 October 2024 (Saturday)
11	Aptitude Test	05 October 2024 (Saturday)	
12	Class Committee meetings	7 October 2024 (Monday)	10 October 2024 (Thursday)
13	Submission of checked answer scripts of minor test of COE & uploading of marks on ERP	19 October 2024 (Saturday)	
14	Momentum & Cerebration	24 October 2024 (Thursday)	25 October 2024 (Friday)
15	Open Elective/Programme Elective offered by Departments for Jan-June 2025	4 November 2024 (Monday)	
16	Submission of online feedback by students	11 November 2024 (Monday)	20 November 2024 (Wednesday)
17	Open Elective/Programme Elective to be opted by Students for next semester	11 November 2024 (Monday)	25 November 2024 (Monday)
18	Semester Ends	29 November 2024 (Friday)	
19	Display of pre-major evaluation on ERP	30 November 2024 (Saturday)	

	<b>THE NORTHCAP UNIVERSITY</b>	REVIEW DATE:
	<b>Inter-Office Memo</b>	SHEET 3 of 5

20	Convocation	Last week of November 2024 / First week of December 2024	
21	Submission of final attendance	30 November 2024 (Saturday) by 12:30 PM	
22	Preparation for exam (for students)	30 November 2024 (Saturday)	4 December 2024 (Wednesday)
23	Display of Open Elective / Programme Elective	2 December 2024 (Monday)	
24	List of detained students to be displayed on board / website	3 December 2024 (Tuesday) by 11:00 AM	
25	Major Tests (Regular Exam)	5 December 2024 (Thursday)	18 December 2024 (Wednesday)
26	Evaluation Activities	5 December 2024 (Thursday)	08 January 2025 (Wednesday)
27	Meeting of Timetable in-charges with Dean-Academic Affairs	09 December 2024 (Monday)	
28	Last date of any modification in Open / Programme Elective by students	09 December 2024 (Monday)	
29	Final list of Open / Programme Elective	13 December 2024 (Friday)	
30	Winter Internship (Only for Law)	19 December 2024 (Thursday)	19 Jan 2025 (Sunday)
31	Major Tests (Buffer Exam days for the clashing of Re-appear courses)	19 December 2024 (Thursday)	21 December 2024 (Saturday)
32	Display of Semester Results	08 January 2025 (Wednesday)	
33	Registration of courses for all programme for Jan-June 2025	11 January 2025 (Saturday)	14 January 2025 (Tuesday)
34	Commencement of classes for even semester (2024-25) for all programmes	15 January 2025 (Wednesday)	

	<b>THE NORTHCAP UNIVERSITY</b>	REVIEW DATE:
	<b>Inter-Office Memo</b>	SHEET 4 of 5


PhD PROGRAMMES (ODD SEMESTER)- JULY-DEC 2024			
35	NPET and Interview	29 June 2024 (Saturday)	
36	Display of NPET result of admission list of new applicants for PhD Programme	2 July 2024 (Tuesday)	
37	Last date of Fees submission of new PhD admissions	8 July 2024 (Monday)	
38	Submission of Pre PhD coursework of new scholars, to PhD cell	15 July 2024 (Monday)	
39	Online Registration on ERP for July-Dec 2024 (Scholars without coursework)	22 July 2024 (Monday)	25 July 2024 (Thursday)
	Online Registration on ERP for July-Dec 2024 (Scholars with coursework)	24 July 2024 (Wednesday)	25 July 2024 (Thursday)
40	Commencement of classes Odd Semester (2024-25) for all programmes	29 July 2024 (Monday)	
41	BDR for PhD Programme	21 August 2024 (Wednesday)	
42	SRC conduction window for all PhD Students	1 October 2024 (Tuesday)	22 November 2024 (Friday)
43	DRC of each dept./school	25 November 2024 (Monday)	29 November 2024 (Friday)
44	Submission of SRC forms & DRC formats [July-Dec 2024] and Pre PhD-Coursework finalization [Jan-June. 2025] of old scholars, to PhD cell	9 December 2024 (Monday)	
45	Last date of Application Form submission (Jan-June 2025 admission)	17 December (Tuesday)	
46	NPET and Interview	21 December 2024 (Saturday)	
47	Display of NPET result of admission list of new applicants for PhD Programme	24 December 2024 (Tuesday)	
48	Last date of Fees submission of new PhD admissions	2 January 2025 (Thursday)	
49	Submission of Pre PhD coursework of new scholars, to PhD cell	8 January 2025 (Wednesday)	
50	Online Registration on ERP for Jan-June 2025 (Scholars without coursework)	11 January 2025 (Saturday)	14 January 2025 (Tuesday)
	Online Registration on ERP for Jan-June 2025 (Scholars with coursework)	13 January 2025 (Monday)	14 January 2025 (Tuesday)
51	Commencement of classes even Semester (2024-25) for all programmes	15 January 2025 (Wednesday)	

**Kind Attention:**


**PhD Scholars- The dates for Minor & Major Examinations and Display of Semester Result of the PhD programme will remain same as per the general academic calendar of all programmes.**

	<b>THE NORTHCAP UNIVERSITY</b>	REVIEW DATE:
	<b>Inter-Office Memo</b>	SHEET 5 of 5


SUMMARY OF ACADEMIC CALENDAR		TOTAL NO. OF DAYS
Registration Days		04
Effective Teaching / Learning Days		83
Minor Test (Continuous Evaluations)		06
Preparation for exam		05
Total semester Teaching / Continuous Evaluation		98
Major Test		12
LIST OF HOLIDAYS		
Events	Date	No. of Days
Independence Day	15 August 2024 (Thursday)	01
Raksha Bandhan	19 August 2024 (Monday)	01
Janmashtami	26 August 2024 (Monday)	01
Mahatma Gandhi Jayanti	02 October 2024 (Wednesday)	01
Dussehra + Navami	11-12 October 2024 (Friday-Saturday)	02
Diwali / Govardhan Pooja / Bhai Dooj	31 Oct to 03 Nov. (Thursday-Sunday)	04
Guru Nanak Birthday	15 November 2024 (Friday)	1
Christmas	25 December 2024 (Wednesday)	1
Note: - 1. 14 August 2024 (Wednesday) will work as "Thursday" 2. 8 October 2024 (Tuesday) will work as "Friday" 3. 29 October 2024 (Tuesday) will work as "Friday"		

  
**Result Analysis of All Schools**  
**(July-Dec. 2023)**  
by  
Prof. Anjali Garg  
Examination Cell  
40th Board of Management Meeting  
02 May 2024

1


Result Summary All Schools																
S. No.	Content	SOET						SOM (UG)					SOB (MBA)	SOL (UG & PG)	TOTAL ALL	
		APS	CSE (UG)	CSE (PG)	MDE (UG)	MDE (PG)	CME	Total	Mgmt & Com.	CLL	PSY	Total				
1	Total Students	48	1808	33	60	39	110	2098	602	65	117	784	60	354	3296	
2	No. of All clear Students in Current Semester	40	1394	30	40	29	28	1561	415	38	97	550	57	260	2428	
3	% of All clear Students in Current Semester	83.33	77.10	90.91	66.67	74.36	25.45	74.40	68.94	58.46	82.91	70.15	95.00	73.45	73.67	
4	No. of All Clear Students till Current Semester	29	1125	27	26	29	28	1264	289	32	73	394	54	206	1918	
5	% of All Clear Students till Current Semester	60.42	62.22	81.82	43.33	74.36	25.45	60.25	48.01	49.23	62.39	50.26	90.00	58.19	58.19	
6	Average CGPA of Class	6.99	7.33	7.33	7.09	7.62	6.76	7.29	6.73	6.68	7.04	6.77	6.95	7.02	7.13	
7	Average SGPA of Class	6.84	7.31	7.03	6.79	7.29	6.76	7.25	6.62	6.44	7.07	6.67	6.95	6.81	7.06	
8	In Current Sem	8.33	10.01	3.03	20.00	12.82	14.55	10.44	11.63	15.38	7.69	11.35	3.33	11.02	10.59	
9	% of students Failed/Detained in Two Courses in Current Sem	0.00	4.81	0.00	5.00	7.69	12.73	5.10	4.49	10.77	2.56	4.72	0.00	3.67	4.76	
	% of students Failed/Detained in more than Two Courses in Current Sem	8.33	8.08	6.06	8.33	5.13	47.27	10.06	14.95	15.38	6.84	13.78	1.67	11.86	10.98	
11	% of Only Detained Students	8.33	6.14	0.00	11.67	0.00	38.18	7.82	15.61	20.00	7.69	14.80	3.33	4.52	9.04	
12	% of Only Failed Students	8.33	16.76	9.09	21.67	25.64	36.36	17.78	15.45	21.54	9.40	15.05	1.67	22.03	17.29	
13	Overall % of Failures (Including Detained)	16.67	22.90	9.09	33.33	25.64	74.55	25.60	31.06	41.54	17.09	29.85	5.00	26.55	26.30	

2

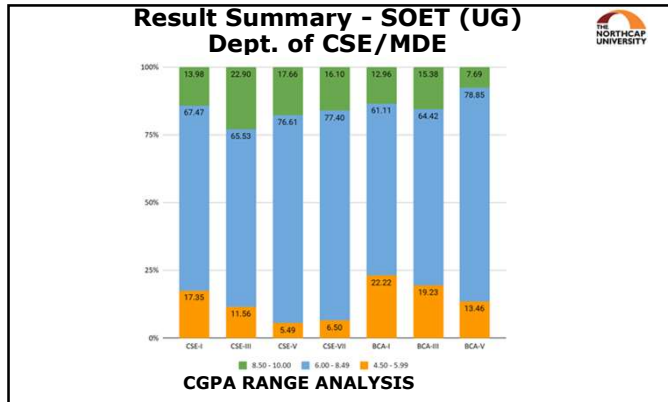
**Comparison of July-Dec 2023 result with Jan-June 2023** 

1. % of all clear students in current semester improves from 66.05 to 73.67%.
2. % of all clear students till current semester improves from 49.81 to 58.19%.
3. Overall % of failure reduces from 33.98 to 26.33%.
4. % of detained students reduces from 16.30 to 9.03%.

3

Result Summary - SOET (UG)												
Dept. of CSE/MDE												
S. No.	Content	B.TECH					BCA				Total ALL	
		I	III	V	VII	Total	I	III	V	Total		
1	Total Students	415	441	419	323	1598	54	104	52	210	1808	
2	No. of All clear Students in Current Semester	297	342	360	300	1299	22	38	35	95	1394	
3	% of All clear Students in Current Semester	71.57	77.55	85.92	92.88	81.29	40.74	36.54	67.31	45.24	77.10	
4	No. of All Clear Students till Current Semester	294	255	226	273	1048	22	31	24	77	1125	
5	% of All Clear Students till Current Semester	70.84	57.82	53.94	84.52	65.58	40.74	29.81	46.15	36.67	62.22	
6	Average CGPA of Class	7.11	7.43	7.52	7.50	7.38	6.62	6.99	7.05	6.91	6.53	
7	Average SGPA of Class	7.04	7.43	7.48	7.58	7.37	6.23	7.02	7.09	6.83	6.52	
8	% of students Failed/Detained in One Course in Current Sem	14.22	11.34	6.21	3.41	9.14	22.22	20.19	3.85	16.67	10.01	
9	% of students Failed/Detained in Two Courses in Current Sem	4.82	4.54	2.63	1.55	3.50	18.52	13.46	13.46	14.76	4.81	
10	% of students Failed/Detained in more than Two Courses in Current Sem	9.40	6.58	5.25	2.17	6.07	18.52	29.81	15.38	23.33	8.08	
11	% of Only Detained Students	8.67	4.31	4.30	2.79	5.13	18.52	16.35	3.85	13.81	6.14	
12	% of Only Failed Students	19.76	18.14	9.79	4.33	13.58	40.74	47.12	28.85	40.95	16.76	
13	Overall % of Failures (Including Detained)	28.43	22.45	14.08	7.12	18.71	59.26	63.46	32.69	54.76	22.90	

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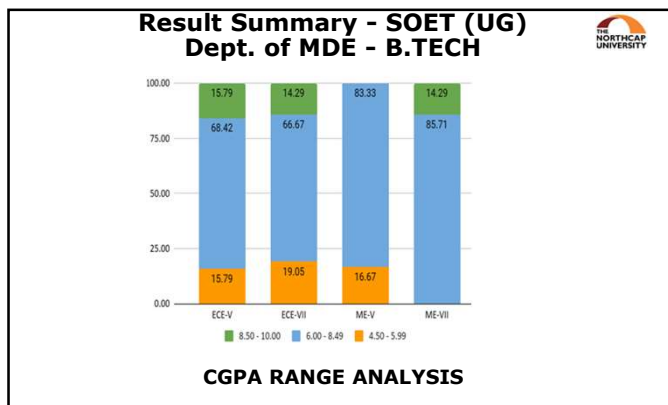


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**Result Summary - SOET (UG)**  
**Dept. of MDE - B.TECH**

S. No.	Content	ECE		MECH		Total ALL
		V	VII	V	VII	
1	Total Students	19	21	6	14	60
2	No. of All clear Students in Current Semester	12	15	1	12	40
3	% of All clear Students in Current Semester	63.16	71.43	16.67	85.71	66.67
4	No. of All Clear Students till Current Semester	3	15	1	7	26
5	% of All Clear Students till Current Semester	15.79	71.43	16.67	50.00	43.33
6	Average CGPA of Class	6.98	7.05	6.60	7.51	7.09
7	Average SGPA of Class	6.91	6.81	4.89	7.42	6.79
8	% of students Failed/Detained in One Course in Current Sem	21.05	19.05	33.33	14.29	20.00
9	% of students Failed/Detained in Two Courses in Current Sem	10.53	4.76	0.00	0.00	5.00
10	% of students Failed/Detained in more than Two Courses in Current Sem	5.26	4.76	50.00	0.00	8.33
11	% of Only Detained Students	10.53	9.52	50.00	0.00	11.67
12	% of Only Failed Students	26.32	19.05	33.33	14.29	21.67
13	Overall % of Failures (Including Detained)	36.84	28.57	83.33	14.29	33.33

6



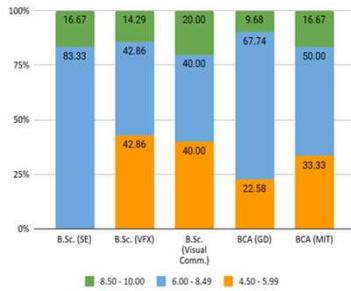
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**Result Summary - SOET (UG)**  
**Centre for Media & Entertainment**

S. No.	Content	B.Sc. (SE)	B.Sc. (VFX)	B.Sc. (Vis. Com.)	BCA (GD)	BCA (MIT)	TOTAL
1	Total Students	6	21	10	31	42	110
2	No. of All clear Students in Current Semester	1	5	3	5	14	28
3	% of All clear Students in Current Semester	16.67	23.81	30.00	16.13	33.33	25.50
4	No. of All Clear Students till Current Semester	1	5	3	5	14	28
5	% of All Clear Students till Current Semester	16.67	23.81	30.00	16.13	33.33	25.45
6	Average CGPA of Class	7.79	6.59	6.41	6.83	6.73	6.76
7	Average SGPA of Class	7.79	6.59	6.41	6.83	6.73	6.76
8	% of students Failed/Detained in One Course in Current Sem	16.67	9.52	20.00	16.13	14.29	14.55
9	% of students Failed/Detained in Two Courses in Current Sem	0.00	19.05	10.00	9.68	14.29	12.73
10	% of students Failed/Detained in more than Two Courses in Current Sem	66.67	47.62	40.00	58.06	38.1	47.27
11	% of Only Detained Students	83.33	52.38	40.00	41.94	21.43	38.18
12	% of Only Failed Students	0.00	23.81	30.00	41.94	45.24	36.36
13	Overall % of Failures (Including Detained)	83.33	76.19	70.00	83.87	66.67	74.55

8

### Result Summary - SOET (UG) Centre for Media & Entertainment



**CGPA RANGE ANALYSIS**

9

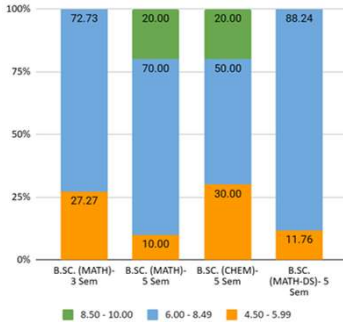
### Result Summary (APS)



S. No.	Content	B.SC.-MATH (H)		B.SC.-CHEM (H)	B.SC.-MATH-DS (H)	TOTAL
		III	V	V	V	
1	Total Students	11	10	10	17	48
2	No. of All clear Students in Current Semester	10	8	10	12	40
3	% of All clear Students in Current Semester	90.91	80.00	100.00	70.59	83.33
4	No. of All Clear Students till Current Semester	8	6	8	7	29
5	% of All Clear Students till Current Semester	72.73	60.00	80.00	41.18	60.42
6	Average CGPA of Class	6.92	7.19	7.16	6.82	6.99
7	Average SGPA of Class	6.86	6.99	7.10	6.59	6.84
8	% of students Failed/Detained in One Course in Current Sem	9.09	20.00	0.00	5.88	8.33
9	% of students Failed/Detained in Two Courses in Current Sem	0.00	0.00	0.00	0.00	0.00
10	% of students Failed/Detained in more than Two Courses in Current Sem	0.00	0.00	0.00	23.53	8.33
11	% of Only Detained Students	0.00	0.00	0.00	23.53	8.33
12	% of Only Failed Students	9.09	20.00	0.00	5.88	8.33
13	Overall % of Failures (Including Detained)	9.09	20.00	0.00	29.41	16.67

10

### Result Summary (APS)



**CGPA RANGE ANALYSIS**

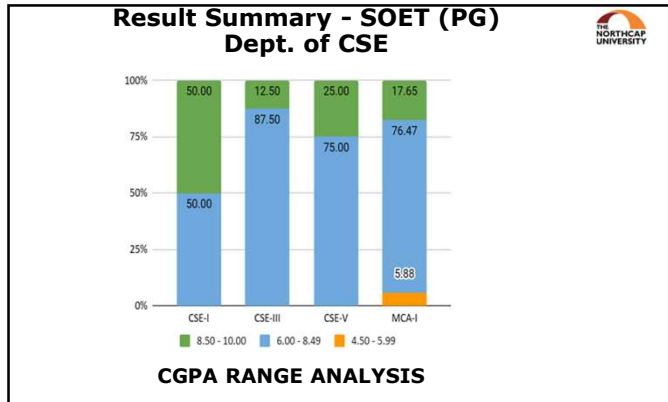
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### Result Summary - SOET (PG) Dept. of CSE



S. No.	Content	M.TECH				MCA	TOTAL ALL
		I	III	V	TOTAL	I	
1	Total Students	4	8	4	16	17	33
2	No. of All clear Students in Current Semester	4	6	4	14	16	30
3	% of All clear Students in Current Semester	100.00	75.00	100.00	87.50	94.12	90.91
4	No. of All Clear Students till Current Semester	4	5	2	11	16	27
5	% of All Clear Students till Current Semester	100.00	62.50	50.00	68.75	94.12	81.82
6	Average CGPA of Class	8.18	7.31	7.80	7.65	7.03	7.33
7	Average SGPA of Class	8.18	6.27	7.36	7.02	7.03	7.03
8	% of students Failed/Detained in One Course in Current Sem	0.00	12.50	0.00	6.25	0.00	3.03
9	% of students Failed/Detained in Two Courses in Current Sem	0.00	0.00	0.00	0.00	0.00	0.00
10	% of students Failed/Detained in more than Two Courses in Current Sem	0.00	12.50	0.00	6.25	5.88	6.06
11	% of Only Detained Students	0.00	0.00	0.00	0.00	0.00	0.00
12	% of Only Failed Students	0.00	25.00	0.00	12.50	5.88	9.09
13	Overall % of Failures (Including Detained)	0.00	25.00	0.00	12.50	5.88	9.09

12

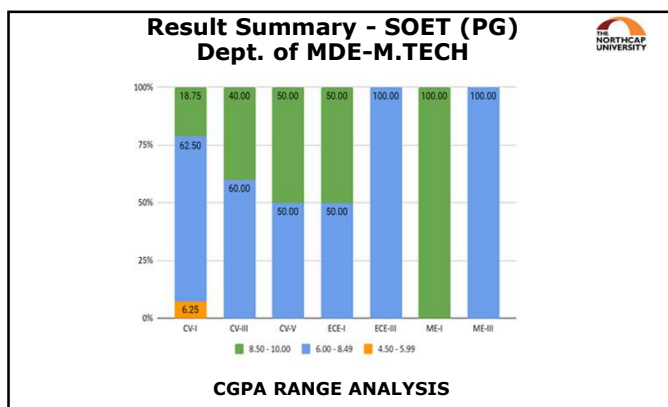


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**Result Summary - SOET (PG)**  
**Dept. of MDE-M.TECH**

S. No.	Content	CIVIL				ECE			MECH			TOTAL ALL
		I	III	V	TOTAL	I	III	TOTAL	I	III	TOTAL	
1	Total Students	16	10	6	32	2	1	3	1	3	4	39
2	No. of All clear Students in Current Semester	9	9	4	22	2	1	3	1	3	4	29
3	% of All clear Students in Current Semester	56.25	90.00	66.67	68.75	100.00	100.00	100.00	100.00	100.00	100.00	74.36
4	No. of All Clear Students till Current Semester	9	9	4	22	2	1	3	1	3	4	29
5	% of All Clear Students till Current Semester	56.25	90.00	66.67	68.75	100.00	100.00	100.00	100.00	100.00	100.00	74.36
6	Average CGPA of Class	6.58	8.52	8.34	7.52	7.97	7.14	7.69	9.27	8.11	8.40	7.62
7	Average SGPA of Class	6.58	8.17	6.67	7.09	7.97	7.70	7.88	9.27	8.07	8.37	7.29
8	% of students Failed/Detained in One Course in Current Sem	18.75	10.00	16.67	15.63	0.00	0.00	0.00	0.00	0.00	0.00	12.82
9	% of students Failed/Detained in Two Courses in Current Sem	12.50	0.00	16.67	9.38	0.00	0.00	0.00	0.00	0.00	0.00	7.69
10	% of students Failed/Detained in more than Two Courses in Current Sem	12.50	0.00	0.00	6.25	0.00	0.00	0.00	0.00	0.00	0.00	5.13
11	% of Only Detained Students	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12	% of Only Failed Students	43.75	10.00	33.33	31.25	0.00	0.00	0.00	0.00	0.00	0.00	25.64
13	Overall % of Failures (Including Detained)	43.75	10.00	33.33	31.25	0.00	0.00	0.00	0.00	0.00	0.00	25.64

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**Result Summary - SOM**  
**Dept. of Management & Commerce- BBA Programmes**

S. No.	Content	BBA			
		I	III	V	TOTAL
1	Total Students	69	89	78	236
2	No. of All clear Students in Current Semester	30	64	55	149
3	% of All clear Students in Current Semester	43.48	71.91	70.51	63.14
4	No. of All Clear Students till Current Semester	30	43	27	100
5	% of All Clear Students till Current Semester	43.48	48.31	34.62	42.37
6	Average CGPA of Class	5.60	6.77	6.79	6.43
7	Average SGPA of Class	5.58	6.74	6.47	6.31
8	% of students Failed/Detained in One Course in Current Sem	11.59	10.11	8.97	10.17
9	% of students Failed/Detained in Two Courses in Current Sem	5.80	3.37	3.85	4.24
10	% of students Failed/Detained in more than Two Courses in Current Sem	39.13	14.61	16.67	22.46
11	% of Only Detained Students	43.48	10.11	10.26	19.92
12	% of Only Failed Students	13.04	17.98	19.23	16.95
13	Overall % of Failures (Including Detained)	56.52	28.09	29.49	36.86

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Result Summary - SOM Dept. of Management & Commerce- BBA Programmes					
S. No.	Content	BBA-BA			
		I	III	V	TOTAL
1	Total Students	11	17	13	41
2	No. of All clear Students in Current Semester	7	12	13	32
3	% of All clear Students in Current Semester	63.64	70.59	100.00	78.05
4	No. of All Clear Students till Current Semester	7	5	7	19
5	% of All Clear Students till Current Semester	63.64	29.41	53.85	46.34
6	Average CGPA of Class	6.47	7.22	7.21	7.02
7	Average SGPA of Class	6.07	7.24	7.06	6.87
8	% of students Failed/Detained in One Course in Current Sem	0.00	11.76	0.00	4.88
9	% of students Failed/Detained in Two Courses in Current Sem	9.09	5.88	0.00	4.88
10	% of students Failed/Detained in more than Two Courses in Current Sem	27.27	11.76	0.00	12.20
11	% of Only Detained Students	18.18	11.76	0.00	9.76
12	% of Only Failed Students	18.18	17.65	0.00	12.20
13	Overall % of Failures (Including Detained)	36.36	29.41	0.00	21.95

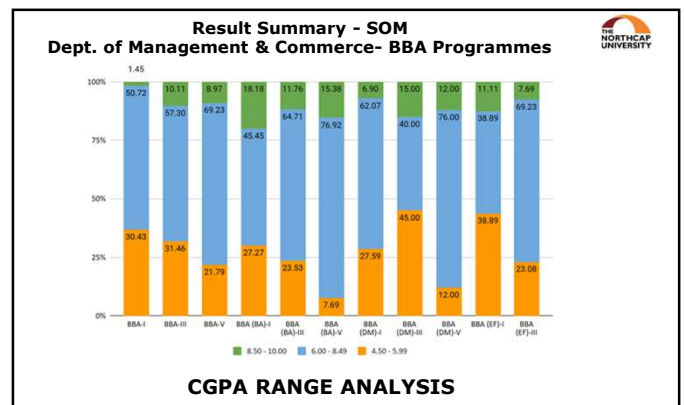
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Result Summary - SOM Dept. of Management & Commerce- BBA Programmes					
S. No.	Content	BBA-DM			
		I	III	V	TOTAL
1	Total Students	29	20	25	74
2	No. of All clear Students in Current Semester	14	11	22	47
3	% of All clear Students in Current Semester	48.28	55.00	88.00	63.51
4	No. of All Clear Students till Current Semester	14	4	10	28
5	% of All Clear Students till Current Semester	48.28	20.00	40.00	37.84
6	Average CGPA of Class	6.60	6.63	7.00	6.74
7	Average SGPA of Class	6.27	6.72	7.08	6.67
8	% of students Failed/Detained in One Course in Current Sem	27.59	25.00	4.00	18.92
9	% of students Failed/Detained in Two Courses in Current Sem	0.00	15.00	4.00	5.41
10	% of students Failed/Detained in more than Two Courses in Current Sem	24.14	5.00	4.00	12.16
11	% of Only Detained Students	34.48	15.00	8.00	20.27
12	% of Only Failed Students	17.24	30.00	4.00	16.22
13	Overall % of Failures (Including Detained)	51.72	45.00	12.00	36.49

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Result Summary - SOM Dept. of Management & Commerce- BBA Programmes					
S. No.	Content	BBA-EF			TOTAL
		I	III	TOTAL	
1	Total Students	18	13	31	382
2	No. of All clear Students in Current Semester	3	11	14	242
3	% of All clear Students in Current Semester	16.67	84.62	45.16	63.35
4	No. of All Clear Students till Current Semester	3	6	9	156
5	% of All Clear Students till Current Semester	16.67	46.15	29.03	40.84
6	Average CGPA of Class	5.97	6.70	6.28	6.54
7	Average SGPA of Class	5.69	6.44	6.00	6.42
8	% of students Failed/Detained in One Course in Current Sem	27.78	7.69	19.35	12.04
9	% of students Failed/Detained in Two Courses in Current Sem	16.67	0.00	9.68	4.97
10	% of students Failed/Detained in more than Two Courses in Current Sem	38.89	7.69	25.81	19.63
11	% of Only Detained Students	55.56	0.00	32.26	19.90
12	% of Only Failed Students	27.78	15.38	22.58	16.75
13	Overall % of Failures (Including Detained)	83.33	15.38	54.84	36.65

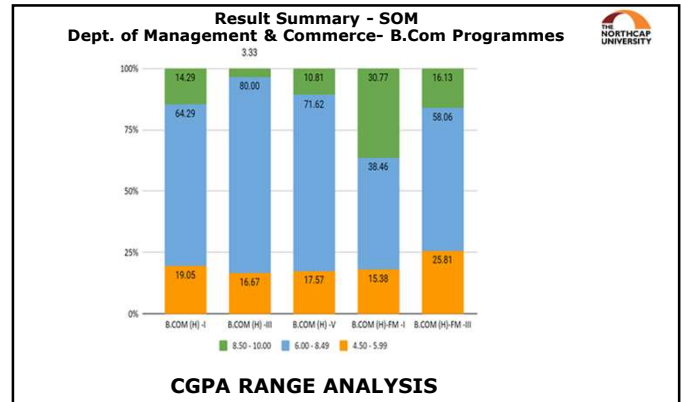
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Result Summary - SOM Dept. of Management & Commerce- B.Com Programmes								
S. No.	Content	BCOM				BCOM-FM		
		I	III	V	TOTAL	I	III	TOTAL
1	Total Students	42	30	74	146	13	31	44
2	No. of All clear Students in Current Semester	35	22	62	119	9	18	27
3	% of All clear Students in Current Semester	83.33	73.33	83.78	81.51	69.23	58.06	61.36
4	No. of All Clear Students till Current Semester	35	17	46	98	8	12	20
5	% of All Clear Students till Current Semester	83.33	56.67	62.16	67.12	61.54	38.71	45.45
6	Average CGPA of Class	7.17	7.09	7.08	7.11	6.32	6.93	6.75
7	Average SGPA of Class	7.17	7.27	6.77	6.99	6.27	6.97	6.76
8	% of students Failed/Detained in One Course in Current Sem	7.14	10	8.11	8.22	7.69	32.26	25.00
9	% of students Failed/Detained in Two Courses in Current Sem	7.14	3.33	0	2.74	7.69	3.23	4.55
10	% of students Failed/Detained in more than Two Courses in Current Sem	2.38	13.33	8.11	7.53	15.38	6.45	9.09
11	% of Only Detained Students	4.76	13.33	8.11	8.22	23.08	3.23	9.09
12	% of Only Failed Students	11.9	13.33	8.11	10.27	7.69	38.71	29.55
13	Overall % of Failures (Including Detained)	16.67	26.67	16.22	18.49	30.77	41.94	38.64

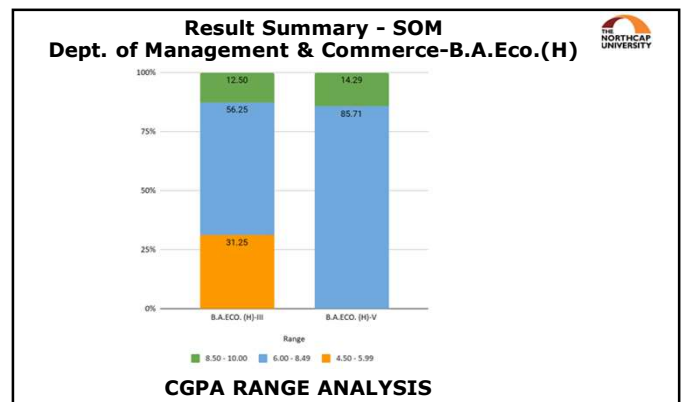
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22

Result Summary - SOM Dept. of Management & Commerce-B.A.Eco.(H)				
S. No.	Content	III	V	TOTAL
1	Total Students	16	14	30
2	No. of All clear Students in Current Semester	13	14	27
3	% of All clear Students in Current Semester	81.25	100.00	90.00
4	No. of All Clear Students till Current Semester	7	8	15
5	% of All Clear Students till Current Semester	43.75	57.14	50.00
6	Average CGPA of Class	6.99	7.46	7.21
7	Average SGPA of Class	6.81	7.59	7.17
8	% of students Failed/Detained in One Course in Current Sem	6.25	0.00	3.33
9	% of students Failed/Detained in Two Courses in Current Sem	12.5	0.00	6.67
10	% of students Failed/Detained in more than Two Courses in Current Sem	0.00	0.00	0.00
11	% of Only Detained Students	12.50	0.00	6.67
12	% of Only Failed Students	6.25	0.00	3.33
13	Overall % of Failures (Including Detained)	18.75	0.00	10.00

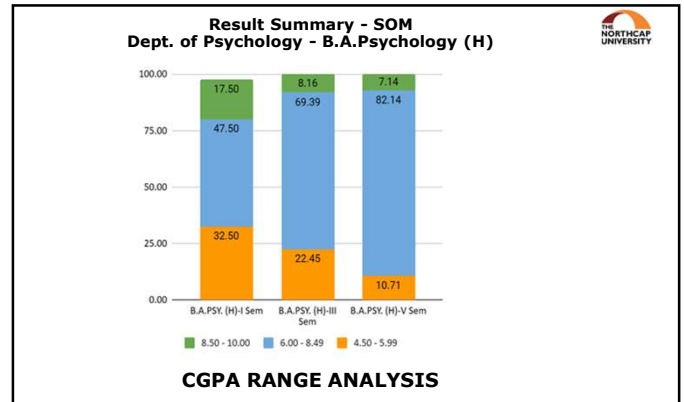
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24

<b>Result Summary - SOM</b> <b>Dept. of Psychology - B.A.Psychology (H)</b>					
S. No.	Content	I	III	V	Total
1	Total Students	40	49	28	117
2	No. of All clear Students in Current Semester	26	46	25	97
3	% of All clear Students in Current Semester	65.00	93.88	89.29	82.91
4	No. of All Clear Students till Current Semester	26	30	17	73
5	% of All Clear Students till Current Semester	65.00	61.22	60.71	62.39
6	Average CGPA of Class	6.86	7.08	7.22	7.04
7	Average SGPA of Class	6.89	7.00	7.46	7.07
8	% of students Failed/Detained in One Course in Current Sem	15.00	2.04	15.00	7.14
9	% of students Failed/Detained in Two Courses in Current Sem	5.00	0.00	5.00	3.57
10	% of students Failed/Detained in more than Two Courses in Current Sem	15.00	4.08	15.00	0.00
11	% of Only Detained Students	17.50	4.08	0.00	7.69
12	% of Only Failed Students	17.50	2.04	10.71	9.40
13	Overall % of Failures (Including Detained)	35.00	6.12	10.71	17.09

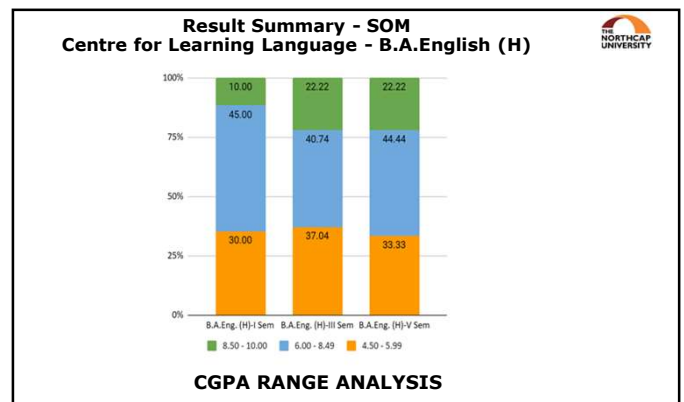
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26

<b>Result Summary - SOM</b> <b>Centre for Learning Language - B.A.English (H)</b>					
S. No.	Content	I	III	V	TOTAL
1	Total Students	20	27	18	65
2	No. of All clear Students in Current Semester	9	19	10	38
3	% of All clear Students in Current Semester	45.00	70.37	55.56	58.46
4	No. of All Clear Students till Current Semester	9	18	5	32
5	% of All Clear Students till Current Semester	45.00	66.67	27.78	49.23
6	Average CGPA of Class	6.08	7.05	6.79	6.68
7	Average SGPA of Class	5.53	6.90	6.77	6.44
8	% of students Failed/Detained in One Course in Current Sem	20.00	11.11	16.67	15.38
9	% of students Failed/Detained in Two Courses in Current Sem	10.00	14.81	5.56	10.77
10	% of students Failed/Detained in more than Two Courses in Current Sem	25.00	3.70	22.22	15.38
11	% of Only Detained Students	30.00	7.41	27.78	20.00
12	% of Only Failed Students	25.00	22.22	16.67	21.54
13	Overall % of Failures (Including Detained)	55.00	29.63	44.44	41.54

27



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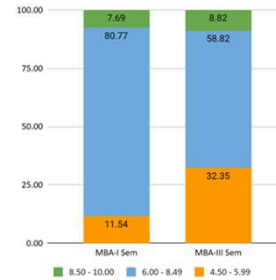
### Result Summary - SOB MBA



S. No.	Content	I	III	Total
1	Total Students	26	34	60
2	No. of All clear Students in Current Semester	24	33	57
3	% of All clear Students in Current Semester	92.31	97.06	95.00
4	No. of All Clear Students till Current Semester	24	30	54
5	% of All Clear Students till Current Semester	92.31	88.24	90.00
6	Average CGPA of Class	7.04	6.88	6.95
7	Average SGPA of Class	7.04	6.88	6.95
8	% of students Failed/Detained in One Course in Current Sem	3.85	2.94	3.33
9	% of students Failed/Detained in Two Courses in Current Sem	0.00	0.00	0.00
10	% of students Failed/Detained in more than Two Courses in Current Sem	3.85	0.00	1.67
11	% of Only Detained Students	3.85	2.94	3.33
12	% of Only Failed Students	3.85	0.00	1.67
13	Overall % of Failures (Including Detained)	7.69	2.94	5.00

29

### Result Summary - SOB MBA



#### CGPA RANGE ANALYSIS

30

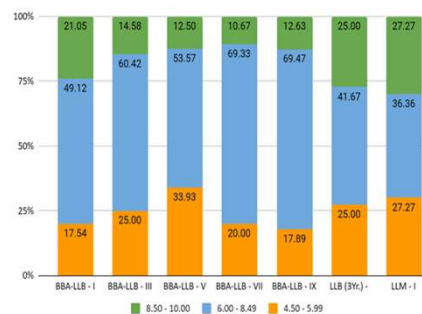
### Result Summary - SOL



S. No.	Content	BBA-LLB						LLB-3yr		LLM	TOTAL
		I	III	V	VII	IX	TOTAL	I	I		
1	Total Students	57	48	56	75	95	331	12	11		354
2	No. of All clear Students in Current Semester	40	41	36	44	79	240	10	10		260
3	% of All clear Students in Current Semester	70.18	85.42	64.29	58.67	83.16	72.5	83.33	90.91		73.4
4	No. of All Clear Students till Current Semester	40	25	23	30	68	186	10	10		206
5	% of All Clear Students till Current Semester	70.18	52.08	41.07	40.00	71.58	56.19	83.33	90.91		58.19
6	Average CGPA of Class	6.89	7.02	6.97	7.00	7.19	7.03	6.85	6.71		7.02
7	Average SGPA of Class	6.82	6.99	6.72	6.66	6.88	6.81	6.85	6.71		6.81
8	% of students Failed/Detained in One Course in Current Sem	12.28	6.25	12.5	18.67	7.37	11.48	8.33	0.00		11.02
9	% of students Failed/Detained in Two Courses in Current Sem	1.75	0.00	10.71	4.00	3.16	3.93	0.00	0.00		3.67
10	% of students Failed/Detained in more than Two Courses in Current Sem	15.79	8.33	12.5	18.67	6.32	12.08	8.33	9.09		11.86
11	% of Only Detained Students	5.26	0.00	5.36	8.00	4.21	4.83	0.00	0.00		4.52
12	% of Only Failed Students	24.56	14.58	30.36	33.33	12.63	22.66	16.67	9.09		22.03
13	Overall % of Failures (Including Detained)	29.82	14.58	35.71	41.33	16.84	27.49	16.67	9.09		26.55

31

### Result Summary - SOL



#### CGPA RANGE ANALYSIS

32



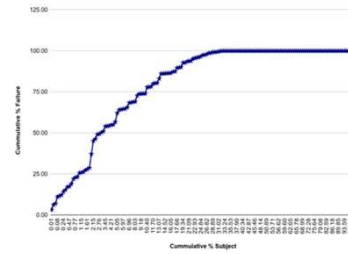
## FAILURES ANALYSIS USING 80:20 (July-Dec. 2023)

33



## SOET

33.99% COURSES (52/153) ARE RESPONSIBLE  
FOR 80.04 % OF TOTAL FAILURES.



34

## Action Plan - SOET



S. NO.	OFFERING DEPT.	COURSE CODE	COURSE NAME	PROGRAMME	TOTAL ENROLLED STUDENTS	NO. OF DETAINED STUDENTS	NO. OF APPEARED STUDENTS	NO. OF FAILED STUDENTS	% OF FAILED STUDENTS	Reason of Failure and Action Planned
1	CME	MSL103	COMPUTER ARCHITECTURE & ORGANIZATION	BCA-GD BCA-MIT	73	6	67	37	55.22	<b>Reason of Failure:</b> The BCA students, sourced from mixed streams in school boards, encountered difficulty in coping with Programming Courses. <b>Action Planned:</b> To implementing a strategy of grouping students and facilitating peer-to-peer mentoring.
2	CME	MSP101	PROGRAMMING USING C	BCA-GD BCA-MIT	73	7	66	35	53.03	<b>Reason of Failure:</b> Students with non-computer science backgrounds lacked programming knowledge, leading to a high rate of failure. <b>Action Planned:</b> Peer groups will be established among students to foster collaboration. Additional classes, assignments, and basic projects were planned. Workshops will be organized to engage students more effectively with the course material, resulting in increased interest and participation.
3	CME	VAL101	HISTORY AND PIPELINE OF ANIMATION	BSC-VEA	21	3	18	8	44.44	<b>Reason of Failure:</b> Students failed in majors as it was theory course they were affected due to low internal marks. <b>Action Planned:</b> Given the theoretical nature of the course, we intend to augment learning through additional online video resources aimed at enhancing students' comprehension of animation concepts. Additionally, specialized remedial sessions will be organized for students seeking to clear reappear examinations.
4	CSE	BCL201	DATA STRUCTURES	BCA	120	5	115	48	41.74	<b>Reason of Failure:</b> Students were either absent in Major/Minor or could not perform well. <b>Action Planned:</b> Remedial classes, Regular monitoring and assessment, Practice and doubt solving sessions.

35

## Action Plan - SOET



S. NO.	OFFERING DEPT.	COURSE CODE	COURSE NAME	PROGRAMME	TOTAL ENROLLED STUDENTS	NO. OF DETAINED STUDENTS	NO. OF APPEARED STUDENTS	NO. OF FAILED STUDENTS	% OF FAILED STUDENTS	Reason of Failure and Action Planned
5	CME	MSL101	MEDIA COMMUNICATION CONCEPTS	BSC-SE BSC-VC	16	4	12	5	41.67	<b>Reason of Failure:</b> Absent in Minor/Major exams <b>Action Planned:</b> Additional mentoring classes will be conducted through remedial mode to help students catch up with Course Content.
6	ME	ECL270	CONTROL SYSTEM & POWER ELECTRONICS	B.TECH-ICE	21	1	20	7	35.00	<b>Reason of Failure:</b> Students performed poor in Minor/Major <b>Action Planned:</b> Extra practice and other supporting reading material will be provided to the students
7	APS	MAL111	MATHEMATICS & STATISTICS	BCA-GD BCA-MIT	73	5	68	23	33.82	<b>Reason of Failure:</b> Lack of student's interest in mathematical concepts, as majority of students are coming from arts and commerce background. <b>Action Planned:</b> Will conduct extra classes, assign additional homework, provide resources for self-paced learning, establish peer groups for collaborative study and implement regular assessments and feedback mechanisms.
8	CSE	BCL110	PROBLEM SOLVING AND DESIGN THINKING	BCA	46	6	40	12	30.00	<b>Reason of Failure:</b> Absent in Minor/Major exams <b>Action Planned:</b> Students Counseling, Regular rigorous assessment and monitoring of the assignments/project.
9	APS	MAL153	MATHEMATICS-I	BCA	73	6	67	20	29.85	<b>Reason of Failure:</b> 12 out of 20 were reappear among failures <b>Action Planned:</b> Remedial classes

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Action Plan - SOET										
S. NO.	OFFERING DEPT.	COURSE CODE	COURSE NAME	PROGRAMME	TOTAL ENROLLED STUDENTS	NO. OF DETAINED STUDENTS	NO. OF APPEARED STUDENTS	NO. OF FAILED STUDENTS	% OF FAILED STUDENTS	Reason of Failure and Action Planned
10	CME	VAP105	TECHNIQUES OF VIDEOGRAPHY	BSC-VEA	21	4	17	5	29.41	<b>Reason of Failure:</b> Detained due to Attendance Eligibility and submission of assignments are not upto the mark. <b>Action Planned:</b> Implement extra classes focusing on hands-on practicals related to equipment and software skills. Faculty members will modify their teaching approach by incorporating more practical examples to enhance student understanding of the subject matter.
11	CME	MSP103	INTRODUCTION TO LINUX	BCA-GD BCA-MIT	73	8	65	18	27.69	<b>Reason of Failure:</b> Due to the non-Computer Science backgrounds of some students, they lack familiarity with programming concepts which resulted in high failure count. <b>Action Planned:</b> Special classes will be organized for slow learners, and the number of assignments will be increased to facilitate better understanding. Additionally, simple projects will be assigned to encourage in-depth exploration and learning.
12	CSE	BCL205	DIGITAL ELECTRONICS & COMPUTER ARCHITECTURE	BCA	130	12	118	32	27.12	<b>Reason of Failure:</b> 26 failed due to less marks in majors and minors. 3 were absent in major and 27 reappear cases. 17 could pass the exam. <b>Action Planned:</b> Remedial classes will be conducted. Online video lectures are prepared for the easy understanding of subject.
13	MDE	CEL509(N)	SAFETY & RELIABILITY ANALYSIS	M.TECH- CIVIL	16	0	16	4	25.00	<b>Reason of Failure:</b> Numerical based course, students have not practised it properly and thus got failed. <b>Action Planned:</b> Additional tutorial sheets for practising.
14	CSE	BCL321	FUNDAMENTALS OF MOBILE APPLICATION DEVELOPMENT	BCA	45	1	44	11	25.00	<b>Reason of Failure:</b> Out of total failures 3 absent in major, 8 failed in minor+major. <b>Action Planned:</b> Students Counselling, Students shall work on project with regular monitoring and assessment.

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Action Plan - SOET										
S. NO.	OFFERING DEPT.	COURSE CODE	COURSE NAME	PROGRAMME	TOTAL ENROLLED STUDENTS	NO. OF DETAINED STUDENTS	NO. OF APPEARED STUDENTS	NO. OF FAILED STUDENTS	% OF FAILED STUDENTS	Reason of Failure and Action Planned
15	CSE	BCT201	SUMMER TRAINING	BCA	113	0	113	27	23.89	<b>Reason of Failure:</b> Students didn't attend summer training. <b>Action Planned:</b> Students will repeat the summer training with regular reporting.
16	CME	VAP101	FOUNDATION OF ART & DESIGN	BSC-VEA	21	3	18	4	22.22	<b>Reason of Failure:</b> Submission of assignments are not upto the mark. <b>Action Planned:</b> Workshops will be conducted to enhance students' familiarity with the concepts learned in Semester I.
17	CME	VAP103	GRAPHIC DESIGN FOR ANIMATION AND VISUAL EFFECTS	BSC-VEA	21	3	18	4	22.22	<b>Reason of Failure:</b> Submission of assignments are not upto the mark. <b>Action Planned:</b> The department will implement more hands-on experiential learning techniques, resulting in improved assignment submission rates and increased student productivity. These methods will also be applied to reappearing students enrolled in the course next semester.
18	CSE	BCL303	INTRODUCTION TO AI & ML	BCA	51	0	51	11	21.57	<b>Reason of Failure:</b> Failed in major+minor. 3 students absent in minor. <b>Action Planned:</b> Students shall work on mini project with regular monitoring and assessment. Doubt sessions/Remedial Classes.
19	MDE	ME1611-TH	RENEWABLE ENERGY RESOURCES	BA-ECG/ ENG/ PSY IIBA B.TECH- CSE/ ECE	36	1	35	7	20.00	<b>Reason of Failure:</b> All 7 students were from non-technical backgrounds (English Hons and Psychology Students) and couldn't cope the technical aspects of the subject. <b>Action Planned:</b> Students will be asked to go through MOOD platform as well as for any doubts they can reach to the course coordinator.

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Action Plan - SOET										
S. NO.	OFFERING DEPT.	COURSE CODE	COURSE NAME	PROGRAMME	TOTAL ENROLLED STUDENTS	NO. OF DETAINED STUDENTS	NO. OF APPEARED STUDENTS	NO. OF FAILED STUDENTS	% OF FAILED STUDENTS	Reason of Failure and Action Planned
20	CSE	BCL305	SOFTWARE ENGINEERING	BCA	51	0	51	10	19.61	<b>Reason of Failure:</b> All failed in major+minor. <b>Action Planned:</b> Remedial Classes, rigorous assessment and more frequent doubt sessions.
21	APS	MAL151	ENGINEERING MATHEMATICS-I	B.TECH- CSE/ ECE/ MECH	515	14	501	96	19.16	<b>Reason of Failure:</b> It is because of reappear students as failure rate regular students 12.30% and reappear students - 42.80%. <b>Action Planned:</b> Remedial classes for reappear students and one year later appointed for reappear students who are in regular mode.
22	MDE	ECL255	DE & CA	B.TECH- CSE/ ECE	530	17	513	90	17.54	<b>Reason of Failure:</b> Out of 513 students, 18 were absent, 2 were having UMC case, 91 reappear students. Out of 91 reappear students 51 have cleared the exam. They were given remedial classes. <b>Action Planned:</b> Remedial classes are planned. Online video lectures are prepared for easy understanding of the subject.
23	CSE	BCL221	UI / UX DESIGN PRINCIPLES	BCA	87	5	82	14	17.07	<b>Reason of Failure:</b> students failed in Major+minor. <b>Action Planned:</b> Student shall be counselled and given additional practical assignments.
24	APS	CHL150	ENGINEERING CHEMISTRY	B.TECH- CSE/ ECE	197	12	185	31	16.76	<b>Reason of Failure:</b> Students were absent in minor+major or could not score minimum marks in minor and major exams. <b>Action Planned:</b> Remedial Classes.

39

Action Plan - SOET										
S. NO.	OFFERING DEPT.	COURSE CODE	COURSE NAME	PROGRAMME	TOTAL ENROLLED STUDENTS	NO. OF DETAINED STUDENTS	NO. OF APPEARED STUDENTS	NO. OF FAILED STUDENTS	% OF FAILED STUDENTS	Reason of Failure and Action Planned
25	APS	MAL102	ANALYSIS I	BSC-DS BSC-MATH	18	0	18	3	16.67	<b>Reason of Failure:</b> 3 students are failing out of which 1 regular and 2 reappear students. <b>Action Planned:</b> Remedial classes.
26	APS	MAL634	RESEARCH METHODOLOGY	M.TECH- CV/ ECE/ ME/ CSE/ MCA	60	0	60	10	16.67	<b>Reason of Failure:</b> 5 did not appear in minor and major both classes were held in hybrid mode because of part-time students. Attendance in offline classes was less than 20% and on-line 45% and fees. Could not interact with the absentees in spite of repeated reminders. <b>Action Planned:</b> Online quiz, online and offline presentations were planned so that students could score.
27	CSE	CSL281	SECURE COMMUNICATIONS & CRYPTOGRAPHY	B.TECH- CSE	55	2	53	8	15.09	<b>Reason of Failure:</b> Students absent in major + minor. <b>Action Planned:</b> Remedial classes and regular counselling.
28	APS	PYL150	ENGINEERING PHYSICS	B.TECH- CSE/ ECE	249	5	244	35	14.34	<b>Reason of Failure:</b> Students could not score minimum marks in minor and major exams. <b>Action Planned:</b> Remedial Classes.
29	MDE	ECL364	VERIFICATION METHODOLOGIES & BUS ARCHITECTURES	B.TECH- ECE	14	0	14	2	14.29	<b>Reason of Failure:</b> Students could not score minimum marks in minor and major exams. <b>Action Planned:</b> One to one interaction and extra tutorial sheets will be given.
30	MDE	ME1405	REFRIGERATION AND AIR CONDITIONING	B.TECH- ME	14	0	14	2	14.29	<b>Reason of Failure:</b> Two were absent in major. <b>Action Planned:</b> They will reappear in the course.

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## Action Plan - SOET



S. NO.	OFFERING DEPT.	COURSE CODE	COURSE NAME	PROGRAMME	TOTAL ENROLLED STUDENTS	NO. OF DETAINED STUDENTS	NO. OF APPEARED STUDENTS	NO. OF FAILED STUDENTS	% OF FAILED STUDENTS	Reason of Failure and Action Planned
31	NDE	MEL613 IP	PROJECT MANAGEMENT	BA-ENG/BSA/BSA-BM/BCOM/BCA/BSC-OS/MS/B.TECH-CS/ECE M.TECH-ME	44	2	42	6	14.29	<b>Reason of Failure:</b> 3 students were reappear students who couldn't score well, 3 students in regular failed as they were english poor. Student and were very weak in basic in quantitative aptitude required for the subject. <b>Action Planned:</b> Remedial/ doubt session.
32	NDE	CEL504	SHORING, SCAFFOLDING AND FORMWORK	M.TECH- CIVIL	15	0	15	2	13.33	<b>Reason of Failure:</b> The students were absent in minor and major exam and hence could not score to pass in Theory Criteria. <b>Action Planned:</b> Remedial/ doubt session.
33	CSE	CSL273	ENTERPRISE WEB APPLICATIONS	B.TECH- CSE	145	1	144	19	13.19	<b>Reason of Failure:</b> Include 22 reappear student out of which 12 passed/not were absent in major/minor. <b>Action Planned:</b> Students are planned to work on project and regularly show progress to the faculty.
34	CSE	CSL225	DISCRETE MATHEMATICS	B.TECH- CSE	486	4	482	61	12.66	<b>Reason of Failure:</b> Include 46 reappear student out of which 24 passed/not were absent in major/minor. <b>Action Planned:</b> Counseling of students with regular evaluation, more numerical problems will be assigned to the students with regular assessment and discussions.
35	NDE	MEP110	ENGINEERING GRAPHICS & DRAWING	B.TECH- CSE	205	16	189	22	11.64	<b>Reason of Failure:</b> Reappear students were not able to clear the subject due to less marks in internal. <b>Action Planned:</b> Remedial classes will be conducted regularly.
36	APS	MAL208	LINEAR ALGEBRA	BSC-OS / MATH	28	2	26	3	11.54	<b>Reason of Failure:</b> 3 failed due to poor performance <b>Action Planned:</b> remedial classes

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## Action Plan - SOET



S. NO.	OFFERING DEPT.	COURSE CODE	COURSE NAME	PROGRAMME	TOTAL ENROLLED STUDENTS	NO. OF DETAINED STUDENTS	NO. OF APPEARED STUDENTS	NO. OF FAILED STUDENTS	% OF FAILED STUDENTS	Reason of Failure and Action Planned
37	APS	MAL206	MATHEMATICAL STATISTICS	BSC-OS / MATH	28	1	27	3	11.11	<b>Reason of Failure:</b> One UMC and two were failing because they could not score minimum passing marks in minor and majors <b>Action Planned:</b> Remedial class
38	NDE	ECT201	INDUSTRIAL TRAINING	B.TECH- ECE	19	0	19	2	10.53	<b>Reason of Failure:</b> One student was absent, the other student did not present well in their presentations and had not produced training certificate. <b>Action Planned:</b> They have been asked to re-do the training.
39	CSE	BCL303	PROGRAMMING FUNDAMENTALS I	BCA	92	4	88	9	10.23	<b>Reason of Failure:</b> Out of Total students 48 were reappear cases, and all future cases regular and 8 reappear cases were absent in majors <b>Action Planned:</b> Students Counseling, online programming assignments with regular monitoring and evaluation.
40	CSE	CSL225	PROGRAMMING FOR DATA SCIENCES	BSC-OS B.TECH- CSE/ ECE	321	2	319	32	10.03	<b>Reason of Failure:</b> Include 60 reappear student out of which 38 passed, students were absent in major/minor <b>Action Planned:</b> Students need to practice on online platforms for coding and assessment.
41	CSE	BCL213	ANDROID AND IOS OPERATING SYSTEMS	BCA	20	0	20	2	10.00	<b>Reason of Failure:</b> Absent in major/minor <b>Action Planned:</b> Students will be counselled and will be given practical assessment with regular assessment.
42	NDE	ECL362	REAL TIME OPERATING SYSTEMS	B.TECH- ECE	20	0	20	2	10.00	<b>Reason of Failure:</b> Students could not score minimum marks in minor and major exams. <b>Action Planned:</b> One to one guidance/interactions and extra tutorial sheets for practicing.

42

## Action Plan - SOET



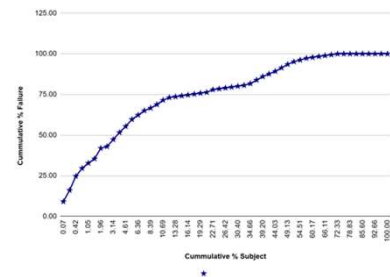
S. NO.	OFFERING DEPT.	COURSE CODE	COURSE NAME	PROGRAMME	TOTAL ENROLLED STUDENTS	NO. OF DETAINED STUDENTS	NO. OF APPEARED STUDENTS	NO. OF FAILED STUDENTS	% OF FAILED STUDENTS	Reason of Failure and Action Planned
43	CSE	CSL383	NETWORK SECURITY	B.TECH- CSE	40	0	40	4	10.00	<b>Reason of Failure:</b> Out of 4 failures 2 are reappear cases and didn't appear for major/minor <b>Action Planned:</b> Students will be counselled, additional material will be provided.

43

## SOL



54.72% COURSES (29/53) ARE RESPONSIBLE FOR 80.11% OF TOTAL FAILURES.



44

## Action Plan - SOL



S. NO.	OFFERING DEPT.	COURSE CODE	COURSE NAME	PROGRAMME	TOTAL ENROLLED STUDENTS	NO. OF DETAINED STUDENTS	NO. OF APPEARED STUDENTS	NO. OF FAILED STUDENTS	% OF FAILED STUDENTS	Reason of Failure and Action Planned
1	SOL	LBL314	PUBLIC INTERNATIONAL LAW	BBA-LLB	64	1	63	17	26.98	<b>Reason of Failure:</b> There were 63 students out of which 9 were repeat students, 1 UMC student. Students failed due to poor performance in Major/Minor/Internal evaluation <b>Action Planned:</b> Regular counselling will be provided to these students, along with remedial classes. Mock questions and short assignments will be given to these students. This will ensure their regular improvement in the subject.
2	SOL	LBL113	LAW OF CONTRACT-I	BBA-LLB	55	1	54	13	24.07	<b>Reason of Failure:</b> These students barely wrote anything in the majors. <b>Action Planned:</b> Remedial Classes, One to one counselling session Answer Writing tutorials will be given to the students
3	SOL	LBL412	CIVIL PROCEDURE CODE	BBA-LLB	75	6	69	16	23.19	<b>Reason of Failure:</b> The failing students have not performed well in majors as well as minor. The subject demands dedication which was lacking amongst failure students. <b>Action Planned:</b> Remedial Classes for the students will be sharing sample answers to them, mock test paper will be discussed
4	SOL	LBL465	CYBER LAW	BBA-LLB	43	1	42	9	21.43	<b>Reason of Failure:</b> Students failed due to poor performance in Major/Minor/Internal evaluation <b>Action Planned:</b> Counselling sessions will be provided to the students on a regular basis so that their concerns regarding the subject are addressed and they will be motivated to give the exam

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## Action Plan - SOL



S. NO.	OFFERING DEPT.	COURSE CODE	COURSE NAME	PROGRAMME	TOTAL ENROLLED STUDENTS	NO. OF DETAINED STUDENTS	NO. OF APPEARED STUDENTS	NO. OF FAILED STUDENTS	% OF FAILED STUDENTS	Reason of Failure and Action Planned
5	SOL	SL1549	INTERNATIONAL ORGANIZATION	SL1549	33	1	32	6	18.75	<b>Reason of Failure:</b> Students failed due to poor performance in Major/Minor/Internal evaluation <b>Action Planned:</b> Remedial classes, mock questions for practice and counselling sessions will be given to the students for improving their performance.
6	SOL	LBL361	INTERPRETATION OF STATUTES	BBA-LLB	28	1	27	5	18.52	<b>Reason of Failure:</b> Students failed due to poor performance in Major/Minor/Internal evaluation <b>Action Planned:</b> Remedial classes will be taken for the slow learners including one on one sessions and extra assignments covering foundational concepts. Also counselling sessions will be provided so that the students do not miss the examination.
7	SOL	LBL312	COMPANY LAW	BBA-LLB	68	1	67	12	17.91	<b>Reason of Failure:</b> There are 12 students who have failed out of which 1 is an UMC case and 2 are repeat students. The remaining 9 regular students failed to perform well in their internal and major examination because of which they failed. <b>Action Planned:</b> Extra classes will be given to students who are poor in academics and are therefore unable to pass, on one session with the slow learners will also be provided. CRC sessions will be explained and be trained so that they can perform well in their internals. They will also be guided as to the mode of registration i.e. supplementary or regular.
8	SOL	LBL329	FAMILY LAW-I	LLB-3Yr	12	0	12	2	16.67	<b>Reason of Failure:</b> There are 12 students out of which two are failed because these students have neither given minor or major exam. <b>Action Planned:</b> These students have missed both their minor as well as major exam. Counselling at the individual level will be provided so that the students appear in the examination and do not miss the same. Remedial classes, mock questions for practice and counselling sessions will be given to the students for improving their performance.

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## Action Plan - SOL



S. NO.	OFFERING DEPT.	COURSE CODE	COURSE NAME	PROGRAMME	TOTAL ENROLLED STUDENTS	NO. OF DETAINED STUDENTS	NO. OF APPEARED STUDENTS	NO. OF FAILED STUDENTS	% OF FAILED STUDENTS	Reason of Failure and Action Planned
9	SOL	LBL211	CONSTITUTIONAL LAW-I	BBA-LLB	54	0	54	8	14.81	<b>Reason of Failure:</b> 4 students have failed due to poor performance in major and minor examinations. 4 have performed poorly in CRC. <b>Action Planned:</b> Remedial Classes/Practice questions based on analytical skills would be assigned and answer writing guidance would be offered. Further mock exercise would be conducted to address their concerns.
10	SOL	LBL214	FAMILY LAW-I	BBA-LLB	55	0	55	8	14.55	<b>Reason of Failure:</b> Out of 8 students, 5 are Repeat students, 2 students were absent in Major and 1 in Minor. <b>Action Planned:</b> Focused one to one sessions with students, extra classes to help students understand the skills of answering.
11	SOL	LBL213	LAW OF CRIMES-I (IPC)	BBA-LLB	58	0	58	7	12.07	<b>Reason of Failure:</b> Students failed due to poor performance in Major/Minor/Internal evaluation <b>Action Planned:</b> The concerned students will be counselled to enrol in the appropriate mode (supplementary or regular). Special sessions shall be conducted for them to guide them as to how to approach the course and extra answers accordingly. They will be given mock tests for improving the writing skills as well as clearing the concepts. The concerned students will be monitored constantly during assessment of each parameter, if required, parental guidance may be provided for better results.
12	SOL	LBL411	INTELLECTUAL PROPERTY RIGHTS	BBA-LLB	75	3	72	8	11.11	<b>Reason of Failure:</b> Students performed very poor in major examinations and 3 students showed weak performance in CRC. <b>Action Planned:</b> Extra classes will be taken for those students and proper counselling will be done on studies. Certain assignments will be given to the students before minor and major examinations in order to understand concepts properly.

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## Action Plan - SOL



S. NO.	OFFERING DEPT.	COURSE CODE	COURSE NAME	PROGRAMME	TOTAL ENROLLED STUDENTS	NO. OF DETAINED STUDENTS	NO. OF APPEARED STUDENTS	NO. OF FAILED STUDENTS	% OF FAILED STUDENTS	Reason of Failure and Action Planned
13	SOL	LBL429	LAW OF BANKRUPTCY & INSOLVENCY	BBA-LLB	47	2	45	5	11.11	<b>Reason of Failure:</b> Out of the 5 students, 3 were absent for both minor and major. The remaining two did not perform well in the major and minor exams. <b>Action Planned:</b> Counselling sessions will be provided so that they do not miss the exams
14	SOL	LBL446	BUSINESS FORMATION	BBA-LLB	47	2	45	5	11.11	<b>Reason of Failure:</b> There were 47 students in the subject. Out of this 4 students have failed. 2 of them have not performed well in major and minor combined. The remaining 3 have not fared well in the internal components. <b>Action Planned:</b> Remedial Classes, Assigning more practice questions and conduct individual sessions to discuss the answers
15	SOL	LBL462	CRIMINAL JUSTICE ADMINISTRATION	BBA-LLB	28	1	27	3	11.11	<b>Reason of Failure:</b> Out of 27 students 3 are failing. 2 of the students have not performed well in both minor and major and 1 student have performed poorly in all the components. <b>Action Planned:</b> planning one to one session and arranging sample question and answers, will be conducting Answer Writing tutorials

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### Action Plan - SOL



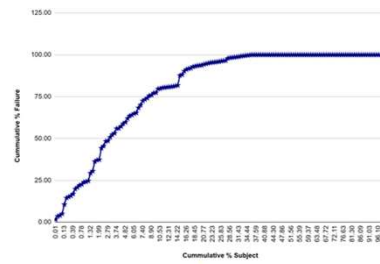
S. NO.	OFFERING DEPT.	COURSE CODE	COURSE NAME	PROGRAMME	TOTAL ENROLLED STUDENTS	NO. OF DETAINED STUDENTS	NO. OF APPEARED STUDENTS	NO. OF FAILED STUDENTS	% OF FAILED STUDENTS	Reason of Failure and Action Planned
16	SOL	SLL564	INTERNATIONAL TRADE LAW	BBA-LLB	39	1	38	4	10.53	<b>Reason of Failure:</b> The 4 students who had failed were either not attending classes properly or were not studying. This is very much reflected in their overall performances ranging from Minor examination to practicals, etc. <b>Action Planned:</b> The students could be provided consultation at a personal level as per their requirements, from time to time.
17	SOL	LBL212	LAW OF CONTRACT-II	BBA-LLB	50	0	50	5	10.00	<b>Reason of Failure:</b> Poor performance in the mid term examination and end term examination. <b>Action Planned:</b> As an action plan, extra remedial classes will be scheduled. Timely intervention by involving parents and sending communication about low score in minors is also planned to ensure the students performing poorly in minors are able to cover up the same in major examination.

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### SOM



30.50% COURSES (43/141) ARE RESPONSIBLE  
FOR 79.97% OF TOTAL FAILURES.



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### Action Plan - SOM



S. NO.	OFFERING DEPT.	COURSE CODE	COURSE NAME	PROGRAMME	TOTAL ENROLLED STUDENTS	NO. OF DETAINED STUDENTS	NO. OF APPEARED STUDENTS	NO. OF FAILED STUDENTS	% OF FAILED STUDENTS	Reason of Failure and Action Planned
1	PSY	PCL103	INTRODUCTION TO PSYCHOLOGY	BA-ENG/PSY	31	2	29	12	41.38	<b>Reason of Failure:</b> 2 Regular Failed in theory-9 Reappear Failure in Theory-2 Detained <b>Action Planned:</b> Students will be guided to be in contact for any doubts and understanding, assignments will be given along with supporting study material.
2	Mgmt & Com.	BSL335	MARKETING OF SERVICES	BBA	25	4	21	6	28.57	<b>Reason of Failure:</b> 5 failed due to poor performance in major and tentative class participation, 1 failed because of minor UMC in a different subject <b>Action Planned:</b> remedial classes, Doubt classes, counselling sessions will be conducted
3	Mgmt & Com.	CML109	BUSINESS LAW	BBA-BA/DM/EF/BA-ECD	144	23	121	34	28.10	<b>Reason of Failure:</b> 11 regular students were absent in either Minor or Major exams, 14 failures were re-appear students while rest were failed due to poor performance in both major & minor exams <b>Action Planned:</b> Students to be counselled, Doubt clearance classes to be scheduled, if feasible within the curriculum, the subject could be divided into two parts; otherwise, consideration should be given to introducing it in the second year.
4	Mgmt & Com.	ENL101	PRINCIPLES OF ECONOMICS	BBA-BA/DM/EF/BA-ECD	94	8	86	24	27.91	<b>Reason of Failure:</b> 20 Reappear students failed again out of which, 12 reappear student registered for MDOC and none of them appeared for exam and 05 reappears students in regular mode did not appear for major exams. <b>Action Planned:</b> Practice questions will be given and regular one to one doubt clearing sessions would be conducted.

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### Action Plan - SOM



S. NO.	OFFERING DEPT.	COURSE CODE	COURSE NAME	PROGRAMME	TOTAL ENROLLED STUDENTS	NO. OF DETAINED STUDENTS	NO. OF APPEARED STUDENTS	NO. OF FAILED STUDENTS	% OF FAILED STUDENTS	Reason of Failure and Action Planned
5	CLL	CLL205	POETRY II	BA-ENG	30	2	28	7	25.00	<b>Reason of Failure:</b> 2 were reappear students who failed again due to absent in Minor/Major. One of the failed students was facing health issues during major exam; he will most likely clear the exam next time. The remaining 4 students who failed are non-serious about studies. <b>Action Planned:</b> Students will be counselled by their mentor Extra guidance and support will be provided. Remedial classes will be conducted, and schedule will be shared. Peer tutors have been identified to help weak learners.
6	Mgmt & Com.	ENL203	BUSINESS MATHEMATICS	BA-ECD BCOM BCOM-FM	76	0	76	18	23.68	<b>Reason of Failure:</b> Absent in Minor/Major/Poor performance; Students left blank sheet in Minor/Major exams <b>Action Planned:</b> Remedial Classes will be conducted.
7	Mgmt & Com.	BSL350	FUNDAMENTALS OF MONEY AND BANKING	BBA BCOM	29	2	27	6	22.22	<b>Reason of Failure:</b> 1 Reappear and all others poor performance in Major Minor and Internals <b>Action Planned:</b> Remedial classes, Doubt classes, counselling sessions will be conducted
8	Mgmt & Com.	ENL341	GLOBAL ECONOMIC MONETARY SYSTEM	B.TECH-CSE BCA BA-PSY/ENG BBA BSC-DS	39	2	37	8	21.62	<b>Reason of Failure:</b> 3 UMC, rest Poor performance or submitted blank sheet <b>Action Planned:</b> Students will be given extra assignments and special attention in class to clear their doubts

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## Action Plan - SOM



S. NO.	OFFERING DEPT.	COURSE CODE	COURSE NAME	PROGRAMME	TOTAL ENROLLED STUDENTS	NO. OF DETAINED STUDENTS	NO. OF APPEARED STUDENTS	NO. OF FAILED STUDENTS	% OF FAILED STUDENTS	Reason of Failure and Action Planned
9	CLL	CLL303	LITERARY CRITICISM - I	BA-ENG	18	3	15	3	20.00	<b>Reason of Failure:</b> The students are irregular and do not take studies seriously. <b>Action Planned:</b> Students have already been counselled, remedial classes will be conducted.
10	Mgmt & Com.	SMI.322	INVESTMENT MANAGEMENT	B.TECH/ CSE/ ECE/ ME ECE-DS BA-ECO	44	3	41	8	19.51	<b>Reason of Failure:</b> UMC-1, 5 Students were absent in either major or minor exam. 3 failed the exam due to poor performance. <b>Action Planned:</b> Students will be given practice sets to solve numericals. Doubt sessions will be conducted.
11	CLL	CLL105	HISTORY OF ENGLISH LITERATURE	BA-ENG	18	1	17	3	17.65	<b>Reason of Failure:</b> 23BAHE12 Reappear student, didn't study because of medical leaves. 23BAHE05: Not proficient in English, found the course to learn the language. Finds it difficult to comprehend things. Poor performance in all the subjects. 23BAHE 08: Was not focused, being in the 1st semester found difficult to adjust, didn't perform well in other subjects too. <b>Action Planned:</b> 23BAHE12 : Would be focussed and has assured to perform well. 23BAHE05: Non-serious , extra guidance /out of class consultation given but a poor academic record in all subjects. Counsellor many times. 23BAHE08: Counsellor - has adjusted and shown improvement, extra guidance and support will be provided.
12	Mgmt & Com.	CML101	PROFESSIONAL ACCOUNTING	BBA BBA-BA/DM/EF BCOM BCOM-EF	196	28	168	28	16.67	<b>Reason of Failure:</b> out of 38 students, 10 reappear students have failed, 3 students were absent in major, 2 students were absent in minor and 7 students have left the answer sheet blank for the major exams. <b>Action Planned:</b> Practice questions will be given, one to one doubt clearing session will be conducted.

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## Action Plan - SOM



S. NO.	OFFERING DEPT.	COURSE CODE	COURSE NAME	PROGRAMME	TOTAL ENROLLED STUDENTS	NO. OF DETAINED STUDENTS	NO. OF APPEARED STUDENTS	NO. OF FAILED STUDENTS	% OF FAILED STUDENTS	Reason of Failure and Action Planned
13	Mgmt & Com.	BSL305	FUNDAMENTAL OF ORGANIZATIONAL BEHAVIOR	BBA	68	18	50	8	16.00	<b>Reason of Failure:</b> one student was absent during the major exam, and another received a UMC in the major examination. The remaining failing students exhibited poor performance in the theory exam, specifically the major examination, with more than 60% of the paper left unanswered. Additionally, these students have either failed or earned the lowest grades (C or D) in more than half of their courses. <b>Action Planned:</b> Remedial classes will be conducted for the students. Regular practice and written assignments (descriptive questions-based) will be done in classes. Students will also be monitored.
14	Mgmt & Com.	BSL207	INTRODUCTION TO MARKETING MANAGEMENT	BBA-BA/DM/EF BBA-LIB	230	7	223	35	15.70	<b>Reason of Failure:</b> Out of 35 students, 7 students were absent in major, 6 students were absent in minor, rest students showed poor performance in major. <b>Action Planned:</b> Remedial classes will be conducted. Practice sessions will be conducted.
15	PSY	PCL111	UNDERSTANDING INDIVIDUAL DIFFERENCES	BA-PSY	41	3	38	5	13.16	<b>Reason of Failure:</b> failed-withdraw admission=4, poor performance in minor= 1, poor performance in major=2 <b>Action Planned:</b> Remedial classes will be conducted. Practice questions will be given.
16	Mgmt & Com.	ENL338	INTRODUCTION TO STATISTICAL PROGRAMMING WITH R	BA-ECO	16	0	16	2	12.50	<b>Reason of Failure:</b> 2 pass out students didn't appear for exams. <b>Action Planned:</b> Doubt classes / remedial classes will be conducted

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## Action Plan - SOM



S. NO.	OFFERING DEPT.	COURSE CODE	COURSE NAME	PROGRAMME	TOTAL ENROLLED STUDENTS	NO. OF DETAINED STUDENTS	NO. OF APPEARED STUDENTS	NO. OF FAILED STUDENTS	% OF FAILED STUDENTS	Reason of Failure and Action Planned
17	Mgmt & Com.	BSL102	PRINCIPLES OF MANAGEMENT	BBA BBA-BA/DM/EF BBA-LIB BA-ECO/ ENG/ PSY BCA, BCOM, BBA-LIB	391	38	353	42	11.90	<b>Reason of Failure:</b> Poor performance in Minor/Major/Internals, 29 Re-appears failed in theory. <b>Action Planned:</b> Remedial classes, doubt clearance sessions and warnings will be given.Parents of the these students will be informed about their child failing in a subject and more remedial classes would be conducted for them.
18	Mgmt & Com.	ENL204	STATISTICS & RESEARCH METHODOLOGY-II	BA-ECO BCOM BCOM-FM BBA BBA-DM	69	1	68	8	11.76	<b>Reason of Failure:</b> Student absent in Minor/Major/Poor performance/ submitted blank sheet <b>Action Planned:</b> Doubt classes/ remedial classes will be conducted
19	Mgmt & Com.	BSL202	FUNDAMENTALS OF OPERATIONS MANAGEMENT	BBA BBA-BA/DM/EF	153	3	150	17	11.33	<b>Reason of Failure:</b> Total Fail (Reappear)'s Total Fail/Regular's & UMC-Major-2, UMC-Minor-1, Absent(Major)'s, Absent(Minor)'s Bad Performance in Major and Minor-5 <b>Action Planned:</b> Remedial classes will be conducted. Practice questions and answers will be given. Students can take lessons through study material available in canvas and subsequent guidance from the teacher in case of any doubt.
20	CLL	CLL108	POETRY 1 (14TH-18TH CENTURY)	BA-ENG	19	1	18	2	11.11	<b>Reason of Failure:</b> One student was absent for major exam ,and the other was absent for minor exam. The student who was absent in the major exam has also left the university due to medical reasons. <b>Action Planned:</b> The student will be counselled, extra guidance and support will be provided. Remedial classes will be conducted.

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## Action Plan - SOM



S. NO.	OFFERING DEPT.	COURSE CODE	COURSE NAME	PROGRAMME	TOTAL ENROLLED STUDENTS	NO. OF DETAINED STUDENTS	NO. OF APPEARED STUDENTS	NO. OF FAILED STUDENTS	% OF FAILED STUDENTS	Reason of Failure and Action Planned
21	Mgmt & Com.	BSL303	INTERNATIONAL BUSINESS	BBA BBA-BA/DM	125	6	119	13	10.92	<b>Reason of Failure:</b> UMC case/poor performance, absent in exam. 6 out of 9 reappear students failed again. <b>Action Planned:</b> Remedial classes will be conducted. Practice questions and answers will be given.
22	PSY	PCL130	INTRODUCTION TO PSYCHOLOGY	BA-PSY BBA-LIB	96	4	92	10	10.87	<b>Reason of Failure:</b> blank answer sheet minor / Major / Poor performance / Absent in major & minor= 1, Mid-sem withdrawn=2 <b>Action Planned:</b> Remedial classes plus practice questions
23	CLL	CLL220	GERMAN-I	BA-PSY BBA, BBA-BA/DM B.TECH/ CSE/ ECE/ ME BA-ECO BCOM	174	7	167	17	10.18	<b>Reason of Failure:</b> Poor performance <b>Action Planned:</b> Extra guidance will be provided

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## MAJOR REASONS OF FAILURE AND ACTION PLANNED ON FAILED COURSES



### Major reasons of Poor Performance of students:

- Reappear students failed again in the course
- Students missed Minor / Major and thereby couldn't fulfil the Minor + Major criteria.
- Many students of CME have non-computer background thereby lacking in programming knowledge

### On-going corrective actions:

- Peer tutor teaching
- Extra classes / extra reading material / more practice sessions for weak students
- Guidance / counselling by faculty mentor
- Remedial classes / doubt clearing sessions

## Dean's List



### Eligibility Criteria:

Student from any programme at NCU can qualify for the Dean's List if they fulfill one of the following criteria:

1. Attainment of **CGPA of 9.50 or higher** in the semester.
- OR
1. Securing the **top position (First Position)** with in their programme batch (across all sections) with a minimum CGPA of **9.00**.

### Additional Requirement:

To be eligible for the Dean's List, a student must pass all courses in his/her first attempt.

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## Summary for Dean's List of UG & PG students for Semester Result July-Dec. 2023



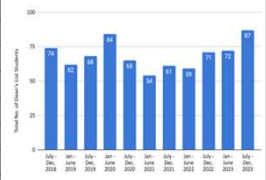
Sr. No.	Programme	Branch	Entry Batch					Total
			2019	2020	2021	2022	2023	
1	B. Tech.	CSE	1	11	15	7		34
2	B. Tech.	ISE		1				1
3	B. Tech.	NAE		1				1
4	B.Sc. (H)	MATHS		1				1
5	MATECH.	CSE (PT)		1				1
6	MATECH.	CSE (PT)			1			1
7	MATECH.	CV (PT)		1				1
8	MATECH.	CV (PT)			1			1
9	MATECH.	NAE (PT)			1			1
10	MCA	MCA			1			1
11	B.Sc.	B.Sc. Sound Engineering			1			1
12	B.Sc.	B.Sc. Visual Effects and Animation			1			1
13	B.Sc.	B.Sc. Media and Information Technology			1			1
14	BBA	CSE		1	2			3
15	B.A. (H)	ECED		1	1			2
16	B.A. (H)	PPP		1	1			2
17	B.A. (H)	ENG		1				1
18	BBA	BUSINESS ANALYTICS		1	1			2
19	BBA	DIGITAL MARKETING		1	1			2
20	BBA	ENTR. & FAMILY BUSINESS		1	1			2
21	BBA			1	1			2
22	B.Com (H)			1	1			2
23	B.Com (H)	FINANCIAL MARKET		1	1			2
24	BBA			1	1			2
25	BBA-UB		2	1	4	2		9
26	LLB-3YS				1			1
27	LLM				1			1
TOTAL			2	9	29	10	29	87

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



Sr. No.	Session	No. of Dean's List Students				Total No. of Dean's List Students	Total No. of Students	% of Total Dean's List Students
		SOET	SOM	SOB	SOL			
1	July - Dec. 2023	52	18	2	15	87	3296	2.64
2	Jan - June 2023	43	19	-	10	72	3214	2.24
3	July - Dec. 2022	40	20	-	11	71	3276	2.17
4	Jan - June 2022	30	20	-	9	59	3013	1.96
5	July - Dec. 2021	33	19	-	9	61	2986	2.04
6	Jan - June 2021	33	14	-	7	54	2580	2.09
7	July - Dec. 2020	37	19	-	9	65	2601	2.50
8	Jan - June 2020	54	20	-	10	84	2760	3.04
9	July - Dec. 2019	43	15	-	10	68	2803	2.43
10	Jan - June 2019	41	11	-	10	62	2622	2.36
11	July - Dec. 2018	53	11	-	10	74	2529	2.93



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Thank You!

## Semester Initiatives Report: Attendance, Biometric Process, Academic Performance

### 1. Attendance Tracking:

Implemented a system to track NCU student attendance every Friday. Reports extracted from faculty profiles ensure transparency and enable timely intervention for improved attendance.

Scenario	Action	Primary Role	Secondary	Remarks
Drop of attendance below 80%	Email sent to both Student & Parent the following Monday from Department NCU Email ID. Telephonic communication to the active parent with remarks from Faculty.	Student Counselor	Mentor	Meeting scheduled with Centre Head if required.

### 2. Breach in Biometric Process:

A three-step protocol for biometric breaches,

- Email warnings for the first two breaches.
- Disciplinary action via Registrar's office - Third breach.

Ensures accountability and adherence to attendance guidelines.

### 3. Academic Performance:

Three-phase approach - pre and post-minor assessments, Mentor Mentee Meetings, and pre-practical examination reports. A comprehensive strategy to monitor and enhance academic performance, providing timely support and guidance to students.

#### Phase I: Minors

- Report 1: 1st March 2024 (i. Attendance, ii. Assignment Grades)
- Report 2: 22nd March 2024 (i. Attendance, ii. Minor Exam Results)

#### Phase II: Mentor Mentee Meetings

- Report: 19th April 2024 (i. Attendance, ii. Mentor Mentee Meeting Data & iii. Assignment Grades)

#### Phase III: Pre-Majors

- 3rd May 2024 (i. Semester Analysis, ii. Eligibility Cut-off Data & iii. Internal Marks)

Scenario	Action	Primary Role	Secondary	Remarks
Student Reports	Report sent via NCU Email to Student & Parent	SS Team	CH & PM	Meeting with Faculty/PM if required

These initiatives collectively aim to foster a secure, accountable, and conducive learning environment at NCU, promoting academic success and continuous improvement.

### **Implementations to improve student admission standards:**

In our pursuit of excellence within the Centre for Media and Entertainment at NCU, we recognize the critical importance of not only maintaining high academic standards but also selecting students who embody creativity, passion, and a commitment to excellence. This semester, alongside our comprehensive initiatives for attendance tracking, biometric breach management, and academic performance evaluation, we have introduced a stringent admission process to ensure that the incoming cohort aligns with the dynamic and competitive nature of the media and entertainment industry.

#### **Admission Process Overview:**

##### **1. Portfolio Submission:**

Prospective students initiate the admission process by submitting a portfolio of their work along with the application form. This initial step allows us to gauge their practical skills and creativity.

##### **2. Screening Process:**

An skill test evaluation, tailored to the chosen program, is administered to evaluate students' subject-specific knowledge, language proficiency, and aptitude. This step ensures that incoming students possess the foundational skills required for their chosen course.

##### **3. Evaluation and Online Interview (STAC):**

Faculty members meticulously evaluate the submitted portfolios. Subsequently, an online interview session, known as STAC (Student Talent Assessment and Counseling), is scheduled. This interview serves as a platform to assess the candidates' passion, creativity, and alignment with the program's objectives.

#### **Grading Criteria:**

- Portfolio: 30%
- Screening Process: 30% (Skill Test & Maths/Quantitative & General Aptitude)
- Interview (STAC): 40%

#### **Offer Letter Issuance:**

- Students scoring 70% or above will receive the offer letter immediately.
- Those in the 50-60% range will undergo counseling, and admission offers will be extended to those displaying a genuine interest in the creative aspects of the field.
- Students scoring below 50% will be placed on hold, and offer letters will not be released until further evaluation.

This holistic approach to the admission process aligns with our commitment to nurturing a talented and motivated student body within the Centre for Media and Entertainment, ensuring that our students are well-equipped for success in the vibrant and ever-evolving media industry.

## Report of the Committee Constituted to propose revised SoP for conduct of Convocation Ceremony

### Preamble

Convocation Ceremony marks a significant milestone in students' academic journey, however, few challenges such as registration process inefficiencies, unregistered students turning up for the ceremony and the exclusion of parents from the event have highlighted the need for reform.

A new Standard Operating Procedure (SOP) has been proposed to address past shortcomings, emphasizing inclusivity, efficiency, and security.

The proposed SOP introduces features like inviting all parents, adopting an ERP based system for registration, and enhancing security measures. It reflects our commitment to excellence and adaptability, ensuring that Convocation Ceremony remains a memorable and dignified occasion.

### Salient / Important features of the proposal:

- a) All parents are to be invited to the Convocation Ceremony – This is in view of requests from many students to invite their parents to attend the Convocation.
- b) All students to be conferred degrees “on stage”.
- c) Use of ERP system to improve the online registration process. The registration process will be automatically blocked out once the due date is over.
- d) Convocation to be held in two sessions viz. morning and afternoon sessions.

### **Morning Session**

- a) The convocation ceremony with the **Chief Guest** be held in the University Auditorium in the morning session.
- b) All PhD students, post graduate students, medal winners, dean list students and young alumni/ best connected alumni awardees, and a limited number of students (based on available seating capacity), merit wise, will be conferred degrees ‘on stage’ during the ceremony.
- c) Parents of the above-mentioned students will be invited to attend the ceremony and be seated separately in Seminar Hall / Classrooms on the ground floor, with live screening of the event.

### **Afternoon Session**

- a) Conferring of Degrees by **Pro-Chancellor / Vice Chancellor** to the remaining students from all schools in the University Auditorium.
- b) All students to be given degree ‘on stage’ during the ceremony.
- c) Parents of the above-mentioned students will be invited to attend the ceremony and be seated separately in Seminar Hall / Classrooms on the ground floor with live screening of the event.

### Recommendations:-

1. **Number of Students in Morning Session** – The number of students from each school to be called in the morning session to be determined merit wise on pro-rata basis, depending upon seating capacity of the auditorium.

**2. Registration process to be streamlined, as follows:**

- a. Online registration for Convocation to be done through ERP system only.
- b. The registration deadline will be fixed, and no extensions will be granted.
- c. Final Registration on the Convocation Day to be done through ERP system and to be closed after a designated time.
- d. Final Registration list to include Student Name / Roll No. / Phone No.
- e. Copy of Seating Plan and Oath to be given to the students after registration along with Gown.

**3. Stringent Security & Discipline**

- a. More Marshals / Staff to be deployed at the University Gate and outside the Auditorium for better control.
- b. Police personnel to be deployed at the outside Main Gate on Convocation Day for traffic & discipline management. SHO Palam Vihar will be requested for the same.

**4. Pre-Registration Activities**

- a. Students to be made aware of the registration process for the Convocation Ceremony well in advance.
- b. Clear instructions to be given to the students that **they would not be allowed to enter the university on Convocation Day without prior registration.**
- c. No registration requests whatsoever to be entertained after the due date has expired.
- d. Pop-up notification regarding Convocation registration to be flashed along with their final semester result.
- e. Steps for registration through ERP to be mailed to all eligible students.
- f. Departmental Coordinators will help in the Convocation registration process by overseeing registrations and coordinating with their respective students to ensure timely registration. They will also facilitate sending reminders to students who have not registered, to do so **before the due date.**

<b><u>Committee Members</u></b>	<b><u>Signature</u></b>
Prof. Swaran Ahuja, Advisor	
Cmde. Diwakar Tomar NM (Retd.), Registrar	
Prof. Manoj Gopaliya, Dean Academic Affairs	
Dr. Shrutimita Mehta, Dy. Dean (Student Welfare)	
Ms. Neetu Batra, Assistant Registrar	



### BY EMAIL / SPEED POST

To,

Mr. Ronit [22CSU371]

House No. 81, Jarman Nagar

Gali No. 5, Old Khaira Road

Najafgarh

New Delhi 110043

Email: [ronit22csu371@ncuindia.edu](mailto:ronit22csu371@ncuindia.edu)

### Subject: Notice of Out-of-Bound Declaration – Ronit [22CSU371]

This is with reference to the ongoing investigation regarding the complaint filed against you by Dr Chetna Tyagi. As you are well aware, the matter is currently being examined by the Internal Complaints Committee (ICC) of the university.

We are writing to draw to your attention to the threatening WhatsApp message sent by you to Dr. Chetna Tyagi on 5th March 2024, stating that you will destroy her future. This kind of behaviour is unacceptable, and the University takes a serious view of the incident.

In view of the severity of the threatening message sent by you to Dr. Chetna Tyagi, and given that you have also fetched up at the residence of Dr Chetna Tyagi, keeping her safety in mind, the university has deemed it necessary to issue an "Out-Of-Bound Declaration" to you, prohibiting your access/ entry into the university, pending completion of the enquiry by the ICC.

The Out of Bounds Declaration means:-

1. Total Prohibition from classes / attendance / access to the University.
2. Total Prohibition from participation in any university activity.

This Out of Bounds Declaration comes into force with immediate effect.

You will however be given access to enter the university for the sole and specific purpose of appearing before the Internal Complaints Committee, on a case to case basis, as and when summoned by the ICC to appear before it.

Prof. (Dr.) Nupur Prakash

Vice Chancellor

## Item No. 8: STATUS OF ERP PROJECT

PRESENTED BY:  
**PROF. (DR.) MANOJ KUMAR GOPALIYA**  
Dean-Academic Affairs

1

## DETAILS OF ERP PROJECT

- MoU is signed between [The NorthCap University \(NCU\) Gurugram](#) and [Metaverse Software & Services \(Mr. Manoj Rawat\)](#) on 9<sup>th</sup> 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

- **Development Commenced on:** [2 January 2023](#)
- **Project Set-up:** [2-16 January 2023](#)
- **User Management:** [16 Jan-24 Feb 2023](#)
- **Accreditation Module:**

- ✓ **Event/Activity Management Portal:** [Click here to see details](#) ➤
  - Released for user testing: 10 April 2023
  - Final release : 08 June 2023

- ✓ **Research & Development Data Capturing Portal-RDIL Portal:** [Click here to see details](#) ➤
  - Released for user testing: 30 May 2023
  - Final release: 02 August 2023

3

## DELIVERY SCHEDULE

- **HRMS Module:** [Click here to see details](#) ➤
  - Released for user testing: 1 Dec 2023
  - Final release : 16 January 2024

### • Admission Module:

#### ✓ Admission Data (NPF) Integration:

- Released for user testing: 30 Jan 2024
- Final release: 15 Feb 2024 (Done through Excel Import/API integration rejected by NPF)

#### ✓ Old Posting: From Admission Year 2022 onward

- Released for user testing: 15 March 2024
- Final release: 30 March 2024

4

### DELIVERY SCHEDULE

- **Admission Module:**
  - ✓ **Reports:**
    - Released for user testing: 15 April 2024
    - Schedule release: 1 May 2024 (Delayed by 1 Month due to parallel working on existing ERP-Stop gap arrangement)
    - Extended date: 31 May 2024
- **Academic Module: May-Sep 2024 (Started ahead of schedule)**
  - ✓ Masters are ready: School/Department/Centre/Programme/Course Nature/Course Delivery Mode/Course/Scheme/Session/Classroom master
  - ✓ Linked to Admission Module: Roll Rule/Section & Group Masters.
  - ✓ Data migration is in process from old to new ERP.

5

### DELIVERY SCHEDULE

- **Examination Module: Oct-Dec 2024**
- **Accounts Module: Jan-April 2025 (Started ahead of schedule)**
  - Data capturing meetings started.
  - Off-line entry on old ERP added as a new feature for the time being.
- **Placements & Alumni Module: May-July 2025**
- **Other small modules: August-Dec 2025**
  - Library
  - Grievances
  - Hostel


6



7

### Details of Event/Activity Management Portal

1. Define event category
2. Define venue master
3. Create event on event calendar
4. Add the participants
5. Add the list of observers
6. Add the event coordinators
7. Upload the documents
8. Add Event points
9. Upload the attendance of the event
10. Upload the brochures, circular, certificates etc.
11. Event data will get final approval by HOD/Dy. Dean (Student Welfare)/Dean Academic Affairs as may be the case.
12. All reports as per statutory requirements



8

Details of Research & Development Data  
Capturing Portal-RDIL Portal

- i. Open the RDIL Module of the ERP
- ii. Click on the form like "Journal"
- iii. Click on the icon "Submit new form"
- iv. HoD will first approve the form and then Dy Dean RDIL will check on Generate PCN to activate the journal record for all reporting purpose
- v. PNC will be auto generated with
  - ✓ The first three letter will be the Dept code
  - ✓ Next four letter will the year number
  - ✓ Next two letter will be the form prefix
  - ✓ Last four digits will be the S. No..

All the other forms of the RDIL are similar and self-explanatory.

All reports as per statutory requirements.



9

Details of HRMS Module

Employee Onboard:-	Completed
Personal Profile	
- Employee Address	
- Qualification	
- Documents Attachments	
- Professional Development	
- Awards	
- Experience	
Attendance	Completed
Leave Management	Completed
Salary Slip	Completed
Employee Exit	On hold
Appraisal Form	On hold
HRMS Reports	Completed
HR Policies Display	Completed
Announcement Feature	Completed
Admin control panel for NCU	Completed



10

	INTER OFFICE MEMO	Review Date:
		Sheet 1 of 1

**From:** HR

**To:** Faculty,Admin,Tech

**CC:** GB, PC, VC, Registrar, Academic Advisor, Dean-Academics, HoDs, Dr Neha Jain,Dr Sona Vikas, Ms Priyanka Bhalla

**Date:** 8 Feb 24

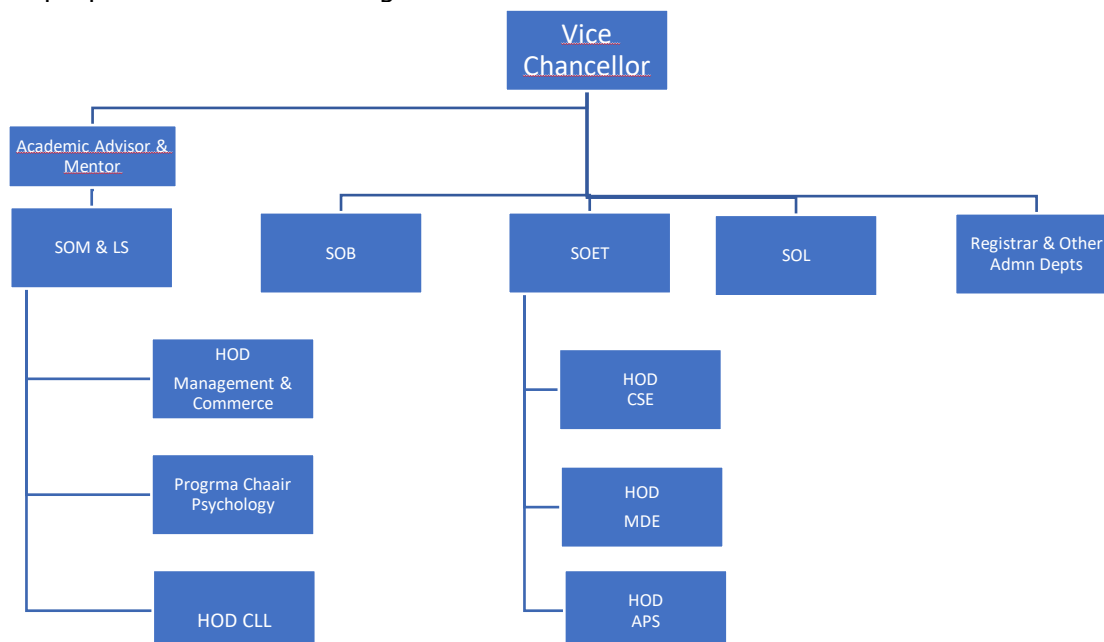
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**SUBJECT:** Creation of Psychology dept and roles and responsibilities of Program Chair (Psychology)

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A separate dept of Psychology is established under the umbrella of SOM&LS with **Dr. Neha Jain, Associate Prof as Program Chair (Psychology)** who shall lead the activities of the psychology dept. with **independent reporting to Vice Chancellor** under the mentorship of **Prof Swaran Ahuja, Academic Advisor**.

The proposed restructured organization chart is shown below:



**Consequent to this restructuring, the existing SOM&LS will have three distinct centre/departments (as follows):**

- 1. Dept of Management and Commerce under HoD, 898Prof Sona Vikas**
- 2. Centre for Language Learning (CLL) under HoD, Dr Divyabha**
- 3. Department of Psychology under Program Chair, Dr Neha Jain**

**Currently, the psychology stream has four full-time regular faculty members:**

- 1. Dr Neha Jain, Asso Prof**
- 2. Dr Jyotika Goyal, Asstt Prof**
- 3. Dr Samiksha Jain, Asstt Prof**
- 4. Ms. Harshita Jha, Asstt Prof**

The three Assistant Professors shall report directly to **Dr Neha Jain , Program Chair (Psychology)**

The **Psychology lab** shall also be under the charge of the Program Chair. The full -time Psychologist, **Ms Priyanka Bhalla** shall also work in sync with the Psychology dept under **Dr Neha Jain.**

### **Roles and Responsibilities:**

The program Chair (Psychology) shall be responsible for:

- (i) Smooth running of all existing programs including all academic and other related activities of the psychology dept.
- (ii) Periodic review of existing curriculums including lab work, adding new courses etc and their BOS/Academic Council approvals.
- (iii) Introduce new programs as per market requirements including PG programs
- (iv) Strengthen Research activities including Ph.D programs and improve research outcomes
- (v) Strengthen outreach activities and students' engagement through NGOs/field work/MOUs and internships.
- (vi) Support to Admissions Team for full enrolment with quality admissions in UG and PG programs
- (vii) Mentoring and motivating all faculty and staff for enhanced outcomes and good academic ambience
- (viii) Other necessary initiatives from time to time for enhancing quality and growth in the dept.
- (ix) To constitute an Academic Advisory Board/Board of Studies with eminent academicians and practitioners as members duly approved by VC,NCU.
- (x) Co-ordinate with Marketing Team to kickstart the promotional activities.

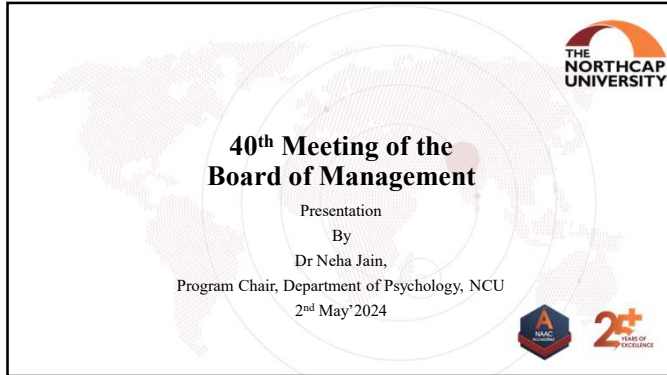
### **Seating Proposal:**

**Room 205A** has 7 cabins which will be used to seat the current 4 Psychology faculty with option to provide space for growth. The rest of the two staffrooms **Room no 239 and 206** shall continue to be occupied by the remaining 18 Management Faculty.

We wish good luck to Dr. Jain for new role and responsibilities.

*Deepika*

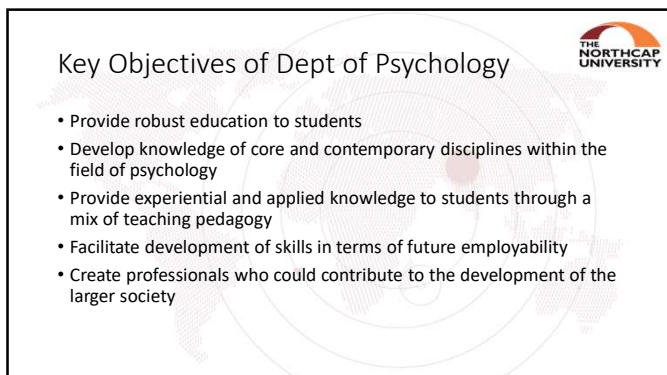
**Manager – HR  
Deepika Deswal**



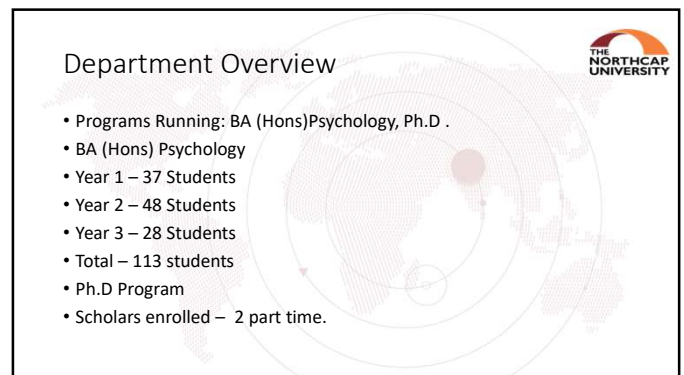
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Current Faculty of the Department

Dr. Neha Jain (Associate Prof.)	Organizational Behaviour, Social and Positive Psychology (13 hours)
Dr. Samiksha Jain (Assistant Prof.)	Clinical and Counselling (16 Hours)
Dr. Jyothika Goyal (Assistant Prof.)	Clinical, Social and Developmental Psychology (16 Hours)
Harshita Jha (Assistant Prof.)	Counselling, Environmental and Positive Psychology (16 Hours)

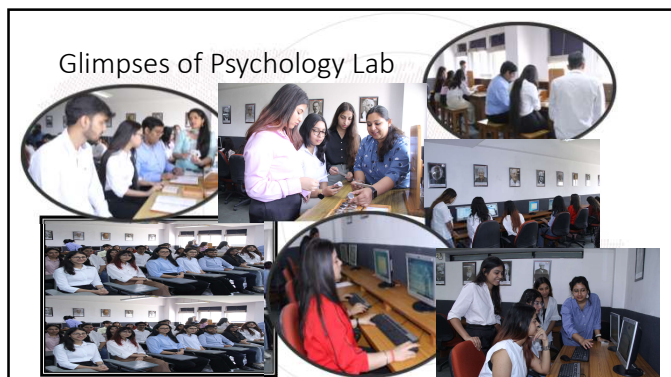
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### Psychology lab

- Psychology lab is an integral part of Department of Psychology. The component of practical is built in all semesters of BA(Hons) Degree and MA semester 1 and 2.
- The revamped psychology lab has 28 Psychometric Tests/Tools and 9 apparatus to ensure smooth teaching learning process in the department.
- [BOM\RN232 PSYCHOLOGY LAB INDEXING.](#)
- The lab is equipped with 5 computers for the purpose of simulation exercises and research work.
- SPSS is installed on all computers.

6



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### Revamping of Academic curriculum as per NEP.

- Board of studies for the Department of Psychology was held on 4<sup>th</sup> April' 2024, with a purpose of incorporating inputs from external Academic and Industry Experts.
- The proposed scheme of studies for BA (Hons) Psychology offers 3 year undergraduate degree with multiple exit and entry options as per the NEP compliance.
- The proposed MA (Clinical/ Organizational/ Applied) Psychology offers three specialization along with multiple exit and entry options as per NEP compliance.

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## BOS Members

### External Academic Expert



Dr Parul Bansal, Associate Professor at Lady Shri Ram College for Women, India's premier Liberal Arts College, Affiliated to the University of Delhi.

### External Industry Expert



Shruti Chhabra is an HR professional with 21 years of experience in HR & OD consulting and founder of Saina Human Capital Advisory Services.

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## Documents for BA (Hons) & MA Psy

- [BA PSY 24 Final.pdf](#)
- [MA PSY 4th April Updated \(1\).pdf](#)

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## Admissions

- Social media Post – Early admissions for MA.
  - Revamped the landing page – <https://apply.ncuindia.edu/pl/liberalstudies.html>
  - 8 page flyer / brochure for Department of Psychology.
  - [Psychology Brochure 2024 - Final.pdf](#)
  - Existing Student Bytes on social media – once a week talking about Life at NCU, course curriculum, Pedagogy, Experiential learning, Field visits, Internships
- Two student bytes have gone till now.

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## Behavioural Screening tool for University Admissions

- The screening tool is designed to be used at the time of admissions across the university. It will take 10-15 mins for the candidate to fill the form. A total of 35 items are there.

Dimensions	Number of items
Conflict Resolution	5
Aggression	5
Bullying	5
Attitude towards incivility	10
Antisocial behaviour	10

12

## Behavioural Screening tool for University Admissions



- The results of the tool should not be used for rejecting the candidates but the same should be used to discuss the acceptable behaviour of the candidates at NCU once they have been given admission during student/ faculty interaction.
- The score will be predictive of the propensity of a student to behave in a particular way.

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## Field visits/ Club Activities



### Field visits

1. Field visit to Dastkaar , MSME sector, for sem 4, year 2 students on 15<sup>th</sup> feb'24 for Media Psychology and industrial/Organizational Psychology.
2. Visit to NeoFusion Creative Foundations , Sem6, year 3 students on 14<sup>th</sup> March'24 For Applied Clinical Psychology.

### Club Activities for the University by Monovriti & Hirdya clubs

1. Health awareness session on fatty liver part 2 on 22<sup>nd</sup> Feb'24.
2. Career opportunities in Business Analytics for BBA students
3. Joy Junction as part of Club Fiesta aimed at doing various stress relieving activities with students.

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## Field visits/ Club Activities



### Field visits

3. Visit to Tender heart NGO on 9<sup>th</sup> April for sem 2, year 1 students for an understanding of social psychology and physiological psychology
4. Visit to Yakult plant , Sonipat on 25<sup>th</sup> April for sem 4, year 2 students for Industrial/Organizational Psychology and Media Psychology.

### Club Activities for the University by Monovriti & Hirdya clubs

4. Two day workshop on on Emotional Aid and Wellness by Manovriti in collaboration with EmoAid Wellness :  
DAY 1: Emotional Freedom technique session, facilitated by Dr. Shilpa Gupta, Emoaid Wellness,  
DAY 2: Expressive Arts Therapy session, facilitated by Ms. Eti Goel

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## Glimpses of Field Visits



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## Way forward

- Robust Psychology Department with all three programs running.
- Successful Launch of MA (Clinical/ Organizational/ Applied) Psychology Program.
- Recruitment of Senior Faculty as we move forward
- Mental health Awareness campaign in Collaboration with DC Office( Govt. of Haryana).
- A three month Certification program is proposed on **Psychometric Testing: Tools and Applications.**
- MOU's with clinical and corporate settings for encouraging Observation days / experiential field visits/ internships.
- Hosting conference either independently or in collaboration.



Thank You



17

18

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](mailto: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

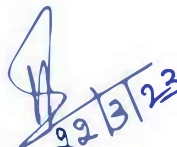
Memo No. *206* /A&FRC

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- [haryanasfc@gmail.com](mailto:haryanasfc@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 <sup>th</sup> April to 31 <sup>st</sup> May, 2023
2.	Processing of proposal.	1 <sup>st</sup> June to 31 <sup>st</sup> July, 2023
3.	Supply of analysis report.	1 <sup>st</sup> 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 <a href="https://afrchry.techeduhry.gov.in/">https://afrchry.techeduhry.gov.in/</a> and <a href="http://www.techeduhry.gov.in">www.techeduhry.gov.in</a> .
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 <a href="https://afrchry.techeduhry.gov.in/">https://afrchry.techeduhry.gov.in/</a> and <a href="http://www.techeduhry.gov.in">www.techeduhry.gov.in</a> 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](http://www.techeduhry.gov.in).

The fee proposal received after 5 PM on 31<sup>st</sup> 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.**

<b>Note:</b>	<b>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. <a href="http://www.techeduhry.nic.in">www.techeduhry.nic.in</a> before submitting fee proposal for fixation/revision of fee.</b>
	<b>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.</b>
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.

	<b>Instructions regarding maintenance of Accounts by Institution</b>
(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.

- 5
- 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".

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*	<b>Cost of Books</b>														
	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														
<b>Total Cost of Books:</b>															
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*	<b>Cost on Computer Centre</b>														
	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															
<b>Total Cost of Computer Centre:</b>															
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* <b>Cost on Equipments</b>															
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	
<b>Total Cost of Equipments:</b>															
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 corses, the details of the same be mentioned separately.															
16* <b>Cost on Faculty (Teaching)</b>															
<b>A</b>															
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)				
<b>Total Cost of Teaching Faculty</b>															
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.															

B											
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											
<b>Total Cost of Teaching staff</b>											
<b>Total Nos. and Cost of Faculty presently working</b>											
<b>Total Nos. and Cost of Faculty left during the year</b>											
<b>Note: 1. Give details as per AICTE/COA/PCI or any other Regulatory Body Norms.</b> <b>2. Please also submit the copies of Form No. 16 regarding Total Salary and Tax Deducted.</b> <b>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.</b> <b>4. Please also mention the details of faculty left during the year and presently not working at your end.</b>											
17* <b>Cost on Staff ( Non Teaching )</b>											
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)
<b>Total Cost of Non-teaching staff</b>											
<b>Note: 1. Give details as per AICTE/COA/PCI of any other Regulatory Body Norms.</b> <b>2. Please also submit the copies of Form No. 16 regarding Total Salary and Tax Deducted.</b>											
<b>Note- Column with star (*) mark are mandatory.</b> <b>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.</b> <b>(ii) In case teaching or non-teaching faculty is also being used for student of other courses, the detail of the same be mentioned seperately.</b>											

18*	<b>Operational and Maintenances Charges</b>				
Descriptions		Audited	Audited	Projected	Projected
		2021-22	2022-23	2023-24	2024-25
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)					
<b>Total Cost</b>					
<b>Note:</b>	Give details as per AICTE/COA/PCI or anyother Regulatory body Norms, if any.				

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

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

**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*	<b>Proposed Tuition Fee</b>				
	<b>Academic Session</b>	<b>Tuition Fee</b>	<b>Development Fee</b>	<b>Total</b>	
23*	<b>Calculation sheet for fixation of Development Fee</b>				
	<b>Particulars</b>	<b>Previous 2 years</b>	<b>Estimates of the current year</b>	<b>Projection for the next years</b>	<b>Projection for the next years</b>
		<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>
	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)				
	<b>Note :</b>				
	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

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 \_\_\_\_\_

BY EMAIL

NCU/HG/04/13-02/2023

13 April 2023

To,

The Director General cum Member Secretary  
Admission and Fee Regulatory Committee,  
Department of Technical Education,  
SCO 38-39, Sector 17 A,  
Chandigarh  
Email: [haryanasfc@gmail.com](mailto:haryanasfc@gmail.com)

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

Sir,

Greetings from The NorthCap University, Gurugram.

We are in receipt of your memo no. 206/A&FRC dated 22.03.2023 wherein revised fee fixation / revision proposal for Academic Session 2024-2025 for technical courses has been sought in exercise of powers conferred under section 3 of the Haryana Private Technical Education Institutions (Regulation of Admission and Fee) Act, 2012 within certain timelines and as per the terms and conditions specified in the referenced memo.

It appears that the said memo has been issued under the Haryana Private Technical Education Institutions (Regulation of Admission and Fee) Act, 2012, the vires of which has been challenged in Civil Writ Petition No. 6229 of 2013 titled '**Educate India Society & Anr. vs. State of Haryana & Ors.**' as well as in Civil Writ Petition No. 19393 of 2013 titled '**B.S. Anangpuria Charitable Trust & Ors. 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 same observation was reiterated vide order dated: 30.06.2021 in Civil Writ Petition No. 6229 of 2013 titled, '**Educate India Society & Anr. vs. State of Haryana & Ors.**'



It is pertinent to mention that the petitions challenging the vires of the Act have now been adjourned sine die vide order dated 21.07.2022.

As the subject matter is sub judice before the Hon'ble Supreme Court of India, and the Hon'ble High Court for the state of Punjab & Haryana, the memo no. 206/A&FRC dated 22.03.2023 be withdrawn or in the interregnum no steps be taken towards its implementation. Since, actions in pursuance of the memo no. 206/A&FRC dated 22.03.2023 would be in the teeth of the interim order passed by the Hon'ble High Court for the State of Punjab & Haryana.

Regards



Commodore Diwakar Tomar (Retd.)  
Registrar



भारत सरकार / GOVERNMENT OF INDIA  
व्यापार चिह्न रजिस्ट्री / TRADE MARKS REGISTRY

बौद्धिक सम्पदा भवन प्लॉट संख्या 32, सेक्टर 14, नयी दिल्ली-110078 फोन: 28082915, 28082916, 28082917  
Intellectual Property Bhavan, Plot No 32, Sector 14, Dwarka, New Delhi-110078 Tel: 28082915, 28082916, 28082917



**VIRTUAL HEARING CELL**

Virtual hearing under rule 115 of Trade Marks Rules 2017

दिनांक/Dated : 27/02/2024

सेवा में/To,

JADUNATH BEHERA ADVOCATE  
J-18, 2nd Floor, B. K. Dutt Colony, Off Jor Bagh  
Road, New Delhi - 110 003

विषय/Subject: आवेदन संख्या/Application No 5091058 वर्ग/Class 99.

व्यापार चिह्न के पंजीकरण के लिए/for Registration of Trade Mark THE NORTHCAP UNIVERSITY  
के नाम में/In the name M/s. EDUCATE INDIA SOCIETY(COMMODORE DIWAKAR TOMAR).

महोदय/महोदया,  
Sir/Madam,

उपर्युक्त आवेदन जैसा की व्यापार चिह्न अधिनियम की धारा 20(1) के प्रावधानों के अनुसार स्वीकृत है, व्यापार चिह्न पत्रिका में विज्ञापित किया जाता है।

The above-said application shall be advertised in the Trade Marks Journal as accepted under the provisions of section 20(1) of the Trade Marks Act, 1999 subject to:

(Anjan Kumar)

वरिष्ठ परीक्षक, व्यापार चिह्न  
ASSOCIATE MANAGER OF TRADE MARKS

[Print](#) [Exit](#)

By Hand

**MINUTES OF THE 44<sup>TH</sup> MEETING OF THE FINANCE COMMITTEE OF  
THE NORTHCAP UNIVERSITY DURING ACADEMIC YEAR 2024-2025 HELD ON  
FRIDAY, 19<sup>TH</sup> APRIL 2024 AT 12:00 NOON**

**Members:-**

- |   |                    |
|---|--------------------|
| 1. Mr. Avdhesh Mishra (Chancellor)                      | - Chairman         |
| 2. Prof. (Dr.) Nupur Prakash (Vice Chancellor)          | - Member           |
| 3. Mr. Shiv S. Mehra (Member, Governing Body)           | - Member           |
| 4. Mr. Akshay Makhija (Member, Governing Body)          | - Member           |
| 5. Dr Zorawar Daulet Singh (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 18<sup>th</sup> January 2024.**

The minutes of the last meeting held on 18<sup>th</sup> January 2024 were approved and taken on record. **(Annexure – 1)**

- 2) **To consider and approve an amount of ₹5,50,000/- plus GST to M/s Unique Training Solutions for getting AWS Certification for students of 3<sup>rd</sup> year CSE Department to upskill their knowledge as per industry standard.**

Members unanimously accorded post-facto approval for an amount of ₹5,50,000/- plus GST to M/s Unique Training Solutions for getting AWS Certification for students of 3<sup>rd</sup> year CSE Department to upskill their knowledge as per industry standard. **(Annexure – 2)**

- 3) **To place on record the sanction of OD limit of ₹2 Crores by Kotak Mahindra Bank.**

The sanction of OD limit of ₹2 Crores by Kotak Mahindra Bank was taken on record. The credit limit has been sanctioned as per the correspondence attached and the amount is now available for utilization. **(Annexure – 3)**

- 4) **To consider and approve an amount of ₹3,60,000/- plus GST to M/s Sunries Mentors Pvt. Ltd. for Coding Training Session for faculty and students of 4<sup>th</sup> year CSE Department to upskill their knowledge as per industry standard.**

Members unanimously accorded post-facto approval for an amount of ₹3,60,000/- plus GST to M/s Sunries Mentors Pvt. Ltd. for Coding Training Session for faculty and students of 4<sup>th</sup> year CSE Department to upskill their knowledge as per industry standard. **(Annexure – 4)**

- 5) To place on record the Agreement signed between The NorthCap University (NCU) and M/s Teamlease Edtech Ltd. w.r.t. Admission and Examination Support Services for Online Degree Programmes of The NorthCap University dated 04<sup>th</sup> March 2024.

The Agreement signed between The NorthCap University (NCU) and M/s Teamlease Edtech Ltd. w.r.t. Admission and Examination Support Services for Online Degree Programmes of The NorthCap University dated 04<sup>th</sup> March 2024 was unanimously approved and taken on record. (Annexure – 5)

- 6) To place on record the Agreement signed between The NorthCap University (NCU) and M/s City Innovates Pvt. Ltd. w.r.t. Digital Outreach Activities for Lead Generation Campaigns of The NorthCap University dated 18<sup>th</sup> March 2024.

The Agreement signed between The NorthCap University (NCU) and M/s City Innovates Pvt. Ltd. w.r.t. Digital Outreach Activities for Lead Generation Campaigns of The NorthCap University dated 18<sup>th</sup> March 2024 was unanimously approved and taken on record. (Annexure – 6)

- 7) To place on record the report of Foreign Exchange Exposure submitted to Kotak Mahindra Bank for the quarter ending 31<sup>st</sup> March 2023 with Auditor's Certificate. (19 March 2024)

The report of Foreign Exchange Exposure submitted to Kotak Mahindra Bank by the CF & AO for the quarter ending 31<sup>st</sup> March 2023 with Auditor's Certificate was taken on record. (Annexure – 7)

- 8) To place on record the requests submitted to Canara Bank to enhance the credit limit of Corporate Card(s) No. 1 & 2 by ₹5 Lakhs each.

The requests submitted to Canara Bank to enhance the credit limit of Corporate Card(s) No. 1 & 2 by ₹5 Lakhs each were approved and taken on record. (Annexure – 8)

- 9) To consider and approve the creation of supernumerary seats in the University from academic year 2024-2025 in accordance with the advisory issued by UGC.

Members unanimously approved the creation of supernumerary seats in the University from academic year 2024-2025 in accordance with the advisory issued by UGC. The details are attached as Annexure – 9.

- 10) To place on record the refund of ₹10 Lakhs from AICTE deposited earlier for getting approval to conduct ODL and OL programmes at NCU.

The refund of ₹10 Lakhs from AICTE deposited earlier for getting approval to conduct ODL and OL programmes at NCU was taken on record. Correspondence received in this regard is attached. **(Annexure – 10)**

- 11) **To place on record the letter received by Educate India Society from Income Tax department dated 31<sup>st</sup> January 2024 under subject Notice u/s 154/155 of the Income Tax Act, 1961 for the A.Y. 2017-18; Reply filed by Educate India Society vide letter No. SRA-LK/2023-2024/344 dated 06<sup>th</sup> February 2024; Rectification Order dated 23.02.2024 received vide DIN & Order No. ITBA/REC/S/154\_1/2023-24/1061420409(1) for A.Y. 2017-18 along with Computation Sheet - Order Section 154 r.w.s. 143(3) DIN & Document No. ITBA/REC/S/217/2023-24/106142087(1) for the A.Y. 2017-18, and Notice of demand under section 156 of the Income Tax Act, 1961, vide DIN & Notice No. ITBA/REC/S/156\_1/2023-24/1061421233(1) and Appeal filed by Educate India Society to Joint Commissioner of Income Tax (Appeals) dated 22<sup>nd</sup> March 2024 against this Order.**

The letter received by Educate India Society from Income Tax department dated 31<sup>st</sup> January 2024 under subject Notice u/s 154/155 of the Income Tax Act, 1961 for the A.Y. 2017-18; Reply filed by Educate India Society vide letter No. SRA-LK/2023-2024/344 dated 06<sup>th</sup> February 2024; Rectification Order dated 23.02.2024 received vide DIN & Order No. ITBA/REC/S/154\_1/2023-24/1061420409(1) for A.Y. 2017-18 along with Computation Sheet - Order Section 154 r.w.s. 143(3) DIN & Document No. ITBA/REC/S/217/2023-24/106142087(1) for the A.Y. 2017-18, and Notice of demand under section 156 of the Income Tax Act, 1961, vide DIN & Notice No. ITBA/REC/S/156\_1/2023-24/1061421233(1) and Appeal filed by Educate India Society to Joint Commissioner of Income Tax (Appeals) dated 22<sup>nd</sup> March 2024 against this Order were taken on record. **(Annexure – 11)**

- 12) **To place on record the inclusion of the name of The NorthCap University under section 12 B by UGC vide its correspondence dated 21<sup>st</sup> March 2024.**

The inclusion of the name of The NorthCap University under section 12 B by UGC was taken on record. **(Annexure – 12)**

- 13) **To consider and approve the renovation of 11 classrooms on the ground floor and first floor.**

Budget for the renovation of 20 classrooms was approved in the meeting of 06 April 2023, but due to shortage of funds, only 9 classrooms could be completed. It was unanimously approved to commence the renovation work for the remaining 11 classrooms as per the same budget i.e. 1 on the ground floor and 10 on the first floor. The complete renovation and refitting of these classrooms with furniture be completed on or before 1<sup>st</sup> July 2024. **(Annexure – 13)**

- 14) **To consider and approve the IT budget for the New Building Block – D.**

Members unanimously approved the IT budget for the New Building Block – D amounting to ₹38,35,000/-. (**Annexure – 14**)

- 15) To consider and approve the revised Fee Structure for Online BBA and B. Com. Programmes for January to June 2024 session.**

Members unanimously approved the revised Fee Structure for Online BBA and B. Com. Programmes for January to June 2024 session to attract substantial number of students for these newly launched programmes. (**Annexure – 15**)

- 16) To consider and to accord approval for expenditure on the following capital and major recurring expenses.**

Members unanimously accorded approval for the following capital works and major recurring expenses covering cost of material and labour: i) Apple MAC Studio (for Marketing Dept.), Desktop Workstation for Research Projects, MAC book for Research Projects and iMAC for Research Projects - ₹12,37,112/-, ii) Wooden flooring, chairs and other wooden furniture - ₹39,86,000/-, iii) Lighting with accessories - ₹11,56,530/-, iv) Texture and repairing work - ₹62,62,000/-, (v) Earth leveling and grass work - ₹10,85,000/-, (vi) LED TV, Vacuum Cleaner, Inverter AC, Water Purifier and Matrix EPABX system for office purpose - ₹10,00,000/-. Copies of all the estimates / bills are attached as **Annexure – 16**.

- 17) To consider and approve an amount of ₹2.5 Lakhs towards installation of outdoor hoardings w.r.t. admissions 2024-25.**

Members unanimously approved an amount of ₹2.5 Lakhs towards installation of outdoor hoardings w.r.t. admissions 2024-25.

- 18) To place on record the registration of The NorthCap University / Educate India Society in Darpan Portal as per regulations of the RBI Master direction on Know your Customer (KYC) norms.**

The registration of The NorthCap University / Educate India Society in Darpan Portal as per regulations of the RBI Master direction on Know Your Customer (KYC) norms was taken on record.

- 19) To place on record the fake notes amounting to ₹1,56,620/- received during Semester Fee collection since 2017 now to be booked as bad debts in the Financial Year 2023-24.**

The fake notes amounting to ₹1,56,620/- received during Semester Fee collection since 2017 now to be booked as bad debts in the Financial Year 2023-24 was taken on record. The list with denomination and numbers of the fake notes is attached. (**Annexure – 17**)

- 20) To consider and approve, if thought fit, the proposal of addressing the financial disparity faced by Dean's List students in comparison to the students who are already getting scholarships at the time of admissions.

The aforesaid proposal was considered and approved in principle. Dean (Academics) and CF & AO were requested to jointly make a Standard Operating Procedure (SOP) for effectuating the scheme. **(Annexure – 18)**

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

With warm regards,



**KIRTI SINGHAL**  
**CF & AO AND MEMBER SECRETARY**

# **THE NORTHCAP UNIVERSITY**

## **STANDARD OPERATING PROCEDURE FOR HANDLING CASES OF INDISCIPLINE**



**APRIL 2024**

**DOCUMENT NO:NCU/DISC/SOP/2023 VERSION 2**

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

DOCUMENT NO: NCU/DISC/SOP/2023 VERSION 2

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## 1. PREAMBLE

- i) Every student in the University shall at all times display good behaviour, show diligence in studies, maintain decorum and dignity, take due interest in co-curricular activities, observe a code of conduct both within and outside the campus in a manner befitting to the student of an University of national stature and observe all the rules of discipline of the University.
  - ii) Each student shall show due respect and courtesy to the teachers, administrators, and other employees (in and outside the University) and good neighbourly behaviour towards the fellow students including residents in surrounding areas or around the hostel.
  - iii) Any violation of the code of conduct or breach of any rule or regulation of the University by a student shall constitute an act of indiscipline and shall make him/her liable for disciplinary action which will be taken by the duly constituted Disciplinary Committee.
2. 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.
3. 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.
4. **COMPOSITION OF DISCIPLINARY COMMITTEE:** All cases of indiscipline will be handled by the University Disciplinary Committee. The University Disciplinary Committee shall comprise of 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 / Associate Professor / Assistant 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 award punishment(s) for the defaulting students(s). The members of the Disciplinary Committee shall be nominated for a period of two years. The Chairman Disciplinary Committee is authorized by the Vice Chancellor of the University to award punishments on his / her behalf.
5. Acts of indiscipline/ misconduct are elaborated and listed at **Annexure 1** of this document.

## 6. Procedure for Punishment

When a student is found indulging in any breach of discipline, misconduct, unruly behavior, provocation, instigation, harassment, idleness, any faculty or staff or student can report the matter in writing to Disciplinary Committee of the University for appropriate action.

7. The various steps for disciplinary action shall be as under :

- (i) **COMPLAINT RECEIVED:** All disciplinary cases requiring redressal need to be initiated or reported by any complainant (Faculty/Staff/Students) to the Chairman Disciplinary Committee (CDC) in writing (**Annexure 2**). Depending on the gravity of the offence, if the CDC is convinced that prime facie evidence exists against the defaulter, the CDC can suspend the student pending investigation.
- (ii) **INVESTIGATION:** Should the case not merit further action, a Warning will be issued to the defaulter and the written apology shall be filed in the students record held with Controller of Records (COR). CDC may close a case with a written apology by the defaulter and his/her parents.  
If any investigation is required, CDC may ask one or more members of the Disciplinary Committee for any further inquiry into the matter. CDC will issue a Show Cause Notice (**Annexure 3**), based on the facts of the case within 24 hours of the complaint/inquiry.
- (iii) **SHOW CAUSE NOTICE:** The Show Cause Notice will be issued to the defaulter, giving brief details of the incident. The reply by the defaulter will be submitted to the CDC by hand within 24 hours. If CDC is not satisfied with the reply, he will issue a letter to the defaulter, to appear before the Disciplinary Committee. (if necessary, along with his/her parents) on a specified date/time (**Annexure 4**). A copy of this letter will be sent to all the members of Disciplinary Committee for their attending the meeting.
- (iv) **DISCIPLINARY COMMITTEE MEETING:**
  - a. Presence of a minimum of three members is mandatory for Disciplinary Committee meeting to be held.
  - b. Disciplinary Committee will generally meet once a week or on the date/time specified by the Chairman, to go into cases of the week and give a hearing to the Defaulter in presence of the parents/guardians (if required). The Committee shall decide the punishment within two days and issue the punishment award letter where found guilty. The award of punishment will also be put up on the Discipline notice board along with photograph of defaulter (**Annexure 5**).
  - c. Copies of Punishment Award shall also be sent to the Vice-Chancellor. Dean (Academics).Department concerned, Registrar, Deputy / Assistant Registrar, COR / Security Officer and Training and Placement Officer as required.

8. **PUNISHMENTS:** One or more of the following punishments can be awarded by the CDC:
- 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 effect on attendance.
  - vi) Reflect the act of indiscipline in the Character Certificate.
  - vii) Debar from all or certain number of Campus Placements.
  - viii) Debar from one Sessional Examination.
  - ix) Rustication for one semester or more.
  - x) Expulsion from University
9. As regards 8 (v) above, the defaulter may be given depending on merits of the case an option to undertake University Community Service, such as work at 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.
10. In case a student remains suspended for conduct of an inquiry under Para 7(i) such a period shall be reckoned in the calculation of his/her attendance provided he/she is found innocent.
11. 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 fully dealt by 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**

12. 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
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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 in the 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) There is an open 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 / university staff.

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.

	<b>DISCIPLINARY CASE PROFORMA – I</b> <b>(Common for all departments)</b>	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:
Date:

NCU/FRM/5.1/UNIV/013B

	<b>DISCIPLINARY CASE PROFORMA – II</b>	Review Date:
		Sheet 1 of 1

To

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**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: \_\_\_\_\_

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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:
Date:

NCU/FRM/5.1/UNIV/013C

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

Date: - \_\_\_\_\_

To,

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**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:
Date:

NCU/FRM/5.1/UNIV/013E

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

Date \_\_\_\_\_

To

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Photograph  
of Defaulter

### **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:**.....

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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:

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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:
Date: