SCHOOL OF LAW
Admission Policy and Selection Procedure
For the year 2020-21
BBA-LL.B (Hons.)
LL.M.
Admission Policy & Selection Procedure

FOR THE ACADEMIC YEAR 2020-21
SCHOOL OF LAW

This policy shall be called the “ADMISSION POLICY & SELECTION PROCEDURE-2020” (APSP-2020) for admission to the degree programmes offered by SCHOOL OF LAW AT THE POST GRADUATE AND UNDERGRADUATE LEVEL.

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

1. APPLICABILITY

1.1  This “Admission Policy and Selection Procedure-2020” is valid for the academic year 2020 – 21 and shall be applicable for admissions of all resident Indian students to UG/PG programmes of School of Law and also covers children/wards of Non Resident Indian (NRI's)/International students wherever applicable.

1.2  The University has a comprehensive and transparent policy regarding Fee Structure, refund, cancellation & withdrawal policy. The Refund & Cancellation policy is in line with UGC/MHRD/AICTE policy on the matter as per UGC Notification dated 02 November, 2018.
2. PROGRAMMES OFFERED BY THE SCHOOL OF LAW AND THEIR INTAKE, MINIMUM ELIGIBILITY AND SELECTION CRITERIA FOR THE YEAR 2020-21

<table>
<thead>
<tr>
<th>PROGRAMME</th>
<th>MINIMUM ELIGIBILITY CRITERIA</th>
<th>SELECTION PROCEDURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>BBA – LLB (Hons.) Integrated Degree (5 years)</td>
<td>Eligibility Criteria for Admission in B.B.A.-LL.B. (Hons.) 5 Year Integrated Degree Programme 1. Minimum 50% Marks in Aggregate (10+2) with minimum 50 Marks in English. Applicant must have written CLAT 2020/ AILET 2020/ LSAT 2020/NCU LET 2020. Minimum 1110 marks in SAT. Minimum 26 marks in IB Exam 2. 15% of intake will be allocated for Children / Wards of NRI / International Students. Unfilled seats in this category will be transferred to the resident Indian category and shall be filled on merit.</td>
<td>1. The merit list for admission in to the 5 year integrated B.B.A.-LL.B. (Honours) Degree Programme shall be prepared on the basis of the aggregate marks secured in 10+2 or equivalent. 2. Personal Interview</td>
</tr>
<tr>
<td>Intake</td>
<td>120 seats</td>
<td></td>
</tr>
<tr>
<td>LLM - 1 year (2 semesters)</td>
<td>Must have passed LL.B degree awarded by any University recognized by UGC and BCI.</td>
<td>On the basis of merit determined on personal interview and marks obtained in the qualifying examination conducted by NCU.</td>
</tr>
<tr>
<td>Intake</td>
<td>30 Seats</td>
<td></td>
</tr>
</tbody>
</table>

(i) Rounding of marks in the aggregate and/or in the compulsory subject (s), wherever applicable is not permitted.  
(ii) The University reserves the right not to run the programme if less than 75% of seats are filled at commencement. The intake shown in the table above is subject to change by the university. An increase/decrease in intake upto 20% of seats could take place within the total intake without compromising quality and minimum eligibility criteria.  
(iii) Admission will be based solely on the merit criteria as per procedure indicated while ensuring an overall intake of 25% of total seats for Haryana residents.  
(iv) The applicants may note that merely Meeting Minimum Eligibility Criteria shall not assure Admission to the applied Program. The Admission shall be strictly based on merit as defined in the admission brochure and the university reserves the right to decide the merit cutoffs for various Programs.
2.2 DISTRIBUTION OF SEATS
Seat allocation for the BBA-LL.B. (Honours) Dual Degree Programme is as follows:
Indian Nationals : 102
Child or Ward of NRI/International Students : 18
TOTAL INTAKE : 120

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

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

4. MINIMUM ELIGIBILITY CRITERIA
4.1 To be eligible for admission to the first year of any of the above mentioned programmes, a candidate must be an Indian national and must fulfill the minimum eligibility criteria defined in table 2.1 above. For child/ wards of NRI/ International students refer to Clause 3.2 and Part III of this Admission brochure.
4.2 A student from a University / board NOT recognized by CBSE / AICTE / UGC /AIU/ MHRD or any other statutory body of Government of India shall not be eligible for admission.
4.3 NO AGE LIMIT: As per the notification of Bar Council of India on 28 September, 2013, the age criterion for admission to LL.B. Courses has been taken away. Further Allahabad High Court vide order no. WP5219/2015 has made the CLAT Examination open for aspirants irrespective of their age.
4.4 Applicants must only apply after having fully read and understood the terms and conditions of Admissions applicable for academic session 2020-21 for the programme in which the student is seeking admission, particularly the fee structure and the refund /
5. GENERAL CONDITIONS
5.1 In the event that the Admission Committee of the University is not satisfied with the character or antecedents of an applicant, in the overall interest of maintaining the academic standards and discipline of the University, it retains the exclusive right not to admit him/her to the University.

5.2 A student who furnishes particulars or submits documents which are found to be false, or suppresses material information, shall not be considered for admission, and, if he/she has been admitted on the basis of such information, besides legal action at his/her cost, his/her admission shall stand automatically cancelled and the entire fee of any description whatsoever paid by him/her shall stand fully forfeited.

5.3 Mere possession of the prescribed academic qualifications does not entitle a candidate for admission. Candidates shall have to fulfill all other conditions as have been spelt out in this “Admission Policy and Selection Procedure- 2020-21” and on the website for the programme/category in which admission is sought.

5.4 Students/Parents are cautioned not to use any intermediary or broker for securing admission. Besides being illegal, such an action could render the candidate ineligible to participate in the admission process. If parents or students are approached by any such bogus agents, they should report their details to the Registrar, The NorthCap University, Gurugram. NCU has not authorized any Person/Body whatsoever for any part of the Admission Process including counseling of students/parents.

5.5 A student who wishes to be admitted after a gap period of one year and/or more (after passing the 10+2/Graduation examination) shall submit at the time of admission, an affidavit duly Notarized, justifying the reasons for the gap period and certifying that he/she had not taken admission in any college/University or had not been rusticated or had not been sentenced to jail for a criminal offence. In case a student had taken admission in any other college/university during the gap years he/she shall have to provide an NOC/Migration certificate from the said college/university. He/she will necessarily have to comply with the minimum eligibility criteria including programme wise applicable entrance examination, if any.

6. ADMISSION COMMITTEE
6.1 Admissions shall be made by the Admission Committee comprising of faculty and administrative staff of the School/University to be nominated by the Vice-Chancellor. The Admission Committee will be headed by the Director or a person who is not less than the rank of a Professor.

6.2 The Committee shall scrutinize the application forms for admission of the candidates in accordance with the eligibility/selection criteria prescribed in this “Admission Policy and Selection Procedure- 2020-21”.

6.3 The decision of the Admission Committee on any matter concerning the admission policy and selection procedure shall be final and binding on all concerned, subject to review as per Clause 19 of this APSP 2020.

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

7.2 A copy of the admission notice along with this "Admission Policy and Selection Procedure- 2020" shall be uploaded on the website of the University www.ncuindia.edu not less than 60 days before commencement of the programme for the information of all concerned.
8. HOW TO APPLY

8.1 There are two ways that candidates may apply:

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

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

<table>
<thead>
<tr>
<th>S. NO.</th>
<th>PROGRAMME</th>
<th>DOCUMENT TO BE SUBMITTED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>SCHOOL OF LAW</strong></td>
</tr>
<tr>
<td>1</td>
<td>BBA-LLB (Hons.)</td>
<td>i) Class 10 marks sheet (as proof of date of birth)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii) Class 12 (or equivalent) Pre-Board marks sheet</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(iii) CLAT 2020/AILET 2020/ LSAT 2020 Admit Card and Score Card if appeared</td>
</tr>
<tr>
<td></td>
<td></td>
<td>iv) SAT Score Card or IB Score Card</td>
</tr>
<tr>
<td></td>
<td></td>
<td>v) Aadhaar Card</td>
</tr>
<tr>
<td>2</td>
<td>LL.M.</td>
<td>(i) Class 10 marks sheet (as proof of date of birth)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(ii) Class 12 or Diploma Marksheet</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(iii) LL.B (or equivalent) Degree and marks sheet or last set of result declared.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(iv) CLAT 2020/AILET 2020/ LSAT 2020 Admit Card and Score Card if appeared</td>
</tr>
<tr>
<td></td>
<td></td>
<td>v) Aadhaar Card</td>
</tr>
</tbody>
</table>

**Important Note:**

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

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

8.3 **ADMISSION BROCHURE:** The Admission Policy and Selection Procedure 2020-21 for admission to all UG/PG programmes shall be available in soft copy form on the University website. All candidates are advised to thoroughly read the entire Admission Policy and Selection Procedure 2020-21 before applying for admission.

8.4 Students should submit only one application form using any one of the two methods i.e. online or offline application form. In case multiple applications are received for the same programme, all will be rejected.
8.5 It is made clear that admissions shall be made strictly on merit, to those who have applied on the prescribed form, within the stipulated time limit prescribed in this Admission Brochure 2020-21 or as may be amended and uploaded on the website and whose application has not been invalidated due to any deficiency. Applications which are incomplete and not in the prescribed form and not accompanied with the copies of documents as given in Clause 8.2 shall be rejected.

9. **ACKNOWLEDGMENT OF APPLICATION FORMS**

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

10. **IMPORTANT DATES FOR ALL PROGRAMMES**

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

<table>
<thead>
<tr>
<th>EVENT / ACTIVITY</th>
<th>BBA LL.B (Hons.)</th>
<th>LL.M</th>
</tr>
</thead>
<tbody>
<tr>
<td>UPLOADING OF ADMISSION FORM, ELIGIBILITY CRITERIA, SELECTION PROCEDURE</td>
<td>15.01.2020</td>
<td>15.01.2020</td>
</tr>
<tr>
<td>LAST DATE FOR SUBMISSION OF APPLICATION FORMS WITH SCANNED/ COPIES OF REQUIRED DOCUMENTS ONLINE/BY HAND / BY POST</td>
<td>To be announced later</td>
<td>To be announced later</td>
</tr>
<tr>
<td>DISPLAY OF ADMISSION CUM MERIT LIST ON THE UNIVERSITY WEBSITE <a href="http://www.ncuindia.edu">www.ncuindia.edu</a> AND AT THE CAMPUS NOTICE BOARD</td>
<td>To be announced later</td>
<td>To be announced later</td>
</tr>
<tr>
<td>LAST DATE FOR PAYMENT OF FIRST SEMESTER FEES FOR STUDENTS OFFERED ADMISSION IN FIRST LIST</td>
<td>To be announced later</td>
<td>To be announced later</td>
</tr>
<tr>
<td>LAST DATE OF ADMISSION</td>
<td>To be announced later</td>
<td>To be announced later</td>
</tr>
<tr>
<td>FIRST COME FIRST SERVE</td>
<td>To be announced later</td>
<td>-</td>
</tr>
<tr>
<td>ORIENTATION OF ADMITTED STUDENTS</td>
<td>To be announced later</td>
<td>To be announced later</td>
</tr>
<tr>
<td>INDUCTION PROGRAMME</td>
<td>To be announced later</td>
<td>To be announced later</td>
</tr>
<tr>
<td>COMMENCEMENT OF ACADEMIC SESSION</td>
<td>*10th September 2020 Tentatively</td>
<td>*10th September 2020 Tentatively</td>
</tr>
<tr>
<td>START AND LAST DATE OF ADMISSION AGAINST VACANT / DROPOUT SEATS THROUGH FIRST COME FIRST SERVE BASIS</td>
<td>To be announced later</td>
<td>To be announced later</td>
</tr>
</tbody>
</table>

10.2 The above dates do not apply to NRI / International students. For their deadlines / dates they must refer to “Admission Policy and Selection Policy-2020 Part- II” applicable for Children /wards of NRI / International students.

10.3 Dates of admissions shall be announced later on our website www.ncuindia.edu.
11. **ADMISSION CUM MERIT LIST**

11.1 First Admission cum Merit list prepared on the basis of selection criteria / distribution of seats will be uploaded on the website of the University www.ncuindia.edu, and displayed on the Notice Board of the University for the Information of all concerned as per clause 10.1.

11.2 Last date for payment of fees for securing admission and fee payable shall be in accordance with Clauses 10.1 & 15 respectively which will also be mentioned in the covering note of the programme wise Admission cum Merit list.

11.3 Merely depositing fee will not confirm the admission. Submitting/ getting documents verified is a necessary condition before provisional admission is offered.

12. **SECURING YOUR ADMISSION**

12.1 Students whose names appear in the first or second merit cum admission list displayed by the University must deposit their first semester fee in full on or before the last date specified for the purpose, to secure their admission, failing which the offer of admission will stand withdrawn.

12.2 In the event a student fails to deposit his/her fee on or before the date specified, the offer of admission will stand automatically withdrawn and the student will have no claim whatsoever on the seat.

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

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

14. **TUITION FEES**

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

<table>
<thead>
<tr>
<th>PROGRAMME</th>
<th>TUITION FEE FOR ACADEMIC YEAR 2020-21 (INR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BBA-LL.B (Hons.)</td>
<td>Child/Ward of Indian National</td>
</tr>
<tr>
<td></td>
<td>Per Semester</td>
</tr>
<tr>
<td></td>
<td>84,500</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>LL.M</td>
<td>Child/Ward of NRI/International Students</td>
</tr>
<tr>
<td></td>
<td>Per Semester</td>
</tr>
<tr>
<td></td>
<td>58,000</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Hostel Fee</td>
<td></td>
</tr>
<tr>
<td>(where applicable)</td>
<td></td>
</tr>
</tbody>
</table>

14.2 **Caution Money:** A sum of Rs. 5,000/- to be charged from each student seeking admission to the University in the Academic Year 2020-21. The amount is interest free and will be refunded to the students at the time of withdrawal or at end of their programmes, whichever is later, after deduction of dues, if any,

14.3 **Alumni Fee:** A onetime Alumni Association charge of Rs. 1,000/- (for all programmes) shall be charged from all students at the time of admission.

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

14.5 The total fee for the year including hostel charges (if applicable) will be payable in two equal bi-annual installments (semester wise, in advance). Children/wards of NRI / International students shall pay the fee annually, in advance.

14.6 Semester fee will not be accepted in parts or in installments.

14.7 Fee can be paid Via Demand Draft, Credit Card, Debit Card or by cash only. All demand drafts shall be made favouring The NorthCap University, Gurugram and shall be payable at Gurugram/Delhi.

14.8 Child/wards of NRI or International students will not be eligible for refund before or after the last date of admission in case of withdrawal.
14.9 Students must obtain a receipt for every payment made to the University as that shall constitute their only proof of payment.

14.10 Admission/Semester fees must only be paid at the Accounts Office of the University on any working day from Monday to Saturday from 9.00 AM to 4:00 PM.

14.11 We have a policy for online payment of fees. It is not mandatory to come and deposit the fee in person in the Accounts office. Please find below the details:

<table>
<thead>
<tr>
<th>Online fee payment details:</th>
<th>After sending the fees through RTGS /NEFT you have to mail at <a href="mailto:fees2020-21oddsem@ncuindia.edu">fees2020-21oddsem@ncuindia.edu</a> with following details:-</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RTGS/NEFT DETAILS:-</strong></td>
<td>1. Name with course name</td>
</tr>
<tr>
<td>Account Name : THE NORTH CAP UNIVERSITY</td>
<td>2. Contact no.</td>
</tr>
<tr>
<td>Account No. : 82472010013980</td>
<td>3. UTR no, Amount &amp; Date</td>
</tr>
<tr>
<td>Bank Name : Syndicate Bank</td>
<td>4. Account Holder Name</td>
</tr>
<tr>
<td>Bank's Address : NCU, Sector-23A, Gurgaon</td>
<td></td>
</tr>
<tr>
<td>IFSC Code : SYNB0008247</td>
<td></td>
</tr>
</tbody>
</table>

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

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

- **Eduvanz** is also one of our signed Education loan partners which provides financial assistance to students. For further details kindly contact on 8070363636, 022 497733674 / 022 49733624 Email : contact@eduvanz.com, www.eduvanz.com

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

15. **FEE CONCESSION CUM SCHOLARSHIP**

| BBA.-LLB |  |
|---|---|---|---|
| **% of Scholarship** | **Eligibility (For CBSE as per percentage score in applicable subjects by program. Normalised Scores will be taken for other Boards with respect to CBSE)** | **CLAT Percentile or CLAT 2020 Rank equivalent (2020) [in case percentile not announced]** | **SAT Score (Conducted by The College Board)** |
| 100% | CBSE: 99% and above | 95+ Rank: 1 to 3000 | 1500+ |
| 50% | CBSE: 95.1%- <99 | 90.01 -< 95 Rank: 3001 – 6000 | 1400 – 1500 |
| 25% | CBSE: 85%- <95 | 75 - <90 Rank: 6001 – 17000 | 1300 – 1400 |

| LL.M |  |
|---|---|---|---|
| **% of Scholarship** | **Graduation Score Based on CGPA** | **Graduation Score Based on Percentage** |
| 100% | 10 | 99% |
| 50% | 9.5-<9.99 | 95.1-<99 |
| 25% | 9-<9.5 | 85-<95 |

Limited scholarships available in each category on first come first serve basis
15.1 Fee Concession is applicable to Haryana Residents only and shall be based on Merit-cum-Means criteria, as per the Standard Operating Procedure of The NorthCap University from time to time and available at www.ncuindia.edu.

15.2 The table above is only to represent Scholarships in case a candidate is selected and the details of Scholarship offered will be part of the Admission Offer extended to candidates upon selection. For selection, University shall follow the announced process.

15.3 Candidate must enroll for the program by depositing the tuition fee by the given due date in admission offer letter. Should a candidate fail to do so, candidate shall have no claim over the scholarship. The Scholarship thereafter, shall be passed on to the next eligible candidate.

15.4 Notwithstanding the award of fee concessions, all candidates selected for admission will have to first deposit their first semester fee to secure their admission. Those awarded fee concession will be refunded the tuition fee deposited by them as per fee concession awarded, within two months from the last date of admission.

15.5 In addition to the Merit-cum-Means fee concession, to encourage & motivate students to do well the following awards are also given:
   i. Merit Based Scholarships
   ii. Research Fellowship Award (for PhD Scholars)
   iii. Vice-Chancellor’s Innovation Awards

Only one type of scholarship/fee concession from any source whatsoever is admissible to a student.

A certificate signed by the student & parent is to be provided as proof for this.

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

16.1 All original academic and personal certificates and testimonials like mark-sheets, school leaving certificates and other such documents (other than migration certificate) shall be returned by the University after their due verification and receipt of fees. In case a student withdraws before the last date of admission, the original migration certificate shall also be returned.

16.2 However, Migration from the last institution to The NorthCap University shall be deemed to be complete only after submitting the Migration Certificate thereafter. In case when student leaves after the last date of admission the original migration certificate submitted by the candidate will accordingly be cancelled by stamping across it. Migration certificate shall be issued by the University within 15 days under its seal in case of Migration/Withdrawal after the last date of admission and/or completion of the degree subject to fulfillment of all requirements as per rules/ regulations of the University.

16.3 The self-attested testimonials of students shall be held valid and authentic for all purposes and administrative requirements and should there be a need for physical verification at any time during the course of program of study, such verification shall be undertaken in the presence of the student and certificates and testimonials thus verified shall be returned immediately to the student.

17. GRIEVANCE REDRESSAL

17.1 Grievance/complaints, if any, against any action/decision of the Admissions Committee can be made in writing within 3 days of the decision to the Grievance Redressal Mechanism, constituted as per UGC (Grievance Redressal) regulation 2012 amended by time to time.

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

18. ORIENTATION PROGRAMME

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

<table>
<thead>
<tr>
<th>SR. NO.</th>
<th>PROGRAMME</th>
<th>DATE</th>
<th>TIMINGS</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>BBA-LL.B (Hons.)</td>
<td>To be announced later</td>
<td>To be announced later</td>
<td>To be announced later</td>
</tr>
<tr>
<td>2.</td>
<td>LL.M</td>
<td>To be announced later</td>
<td>To be announced later</td>
<td>To be announced later</td>
</tr>
</tbody>
</table>
19. COMMENCEMENT OF ACADEMIC SESSION

To be announced later

20. REFUND / CANCELLATION POLICY

Tuition fees shall be refunded by the University to an admitted student within fifteen days from the date of receiving a written application from him/her subject to the following.

a) Refund amounts payable as per UGC Notification dated 2nd November 2018 shall be as under.

<table>
<thead>
<tr>
<th>Sr. No (1)</th>
<th>Percentage of Refund of fees (2)</th>
<th>Point of time when notice of withdrawal of admission is received by the University (3)</th>
<th>Effective Date as column (3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>100% Tuition fee less Processing fee</td>
<td>15 days or more before the formally notified last date of admission</td>
<td>To be announced later</td>
</tr>
<tr>
<td>2</td>
<td>90%</td>
<td>Less than 15 days before the formally notified last date of admission</td>
<td>To be announced later</td>
</tr>
<tr>
<td>3</td>
<td>80%</td>
<td>15 days or less after the formerly notified last date of admission</td>
<td>To be announced later</td>
</tr>
<tr>
<td>4</td>
<td>50%</td>
<td>30 days or less, but more than 15 days, after formally notified last date of admission</td>
<td>To be announced later</td>
</tr>
<tr>
<td>5</td>
<td>0%</td>
<td>More than 30 days after formally-notified last date of admission</td>
<td>To be announced later</td>
</tr>
</tbody>
</table>

b) Processing fee an amount of Rs. 5,000/- shall be deducted from the Tuition fee/Advance Fee deposited by every student withdrawing his/her admission for all as per Sr. No 1 above.

c) The last date of admission to the University for AY 2020-21 for all programs are yet to be announced by the University. The same shall be notified by The NorthCap University through a notification on its web site. A student who has enrolled for the program, by paying the required advance fee as per schedule indicated in the admission offer letter, and wishes to withdraw from the program of study, the University shall refund the fees deposited after deducting an amount as per the UGC policy dated Nov 2018. The date wise refund policy, showing refundable amounts, is available on web site. Further, Scholarships, if applicable, is an independent incentive awarded to meritorious students and cannot be reduced from the tuition fee for the purpose of calculation of refund.

d) The fee for refund implies the amount applicable for the first Semester and not the advance paid by the student for blocking of seat. Further the applicable fee shall be the amount indicated in brochure against the program. Scholarships, if applicable, is an independent incentive and shall not be considered as deductible for purpose of calculation of refund.

e) Candidates who are offered provisional admission based on declared scores in the application, will be required to produce proof of having passed the qualifying examination i.e. (10+2 or equivalent e.g. IB, IGCSE diploma/certificate or any other foreign board) to the University authorities, during document verification at the time of registration, failing which, such provisional admission will stand withdrawn. It shall be responsibility of the candidates to bring out variations in the scores/marks recorded in the admission offer letter and actual marks obtained in qualifying/eligibility examination, before accepting the offer. Any wrong information of marks /scores in the application, which provide undue advantage, if founded even after registration, shall lead to cancellation of admission to the candidate or scholarship, as the case may be.

f) The procedure shown in Table 21(a) shall also be applicable for Admissions against vacant/dropout seats, for which the commencement and last date of admission will be announced later.

g) The percentages shown in said Table are inclusive of all tuition fee but exclusive of Caution money, Alumni Association and Industry Test fees as given in para 15 above.

h) The refund shall be made in the name of the student by crossed account payee cheque only and shall be mailed by Registered post to the student within fifteen days from the date of receiving application. There is no need for the student and /or his/her parent to visit the University in this regard.

i) In case a student does not have a bank account and wishes to have his/her refund cheque in the name of either parent, he/she shall submit a notarized affidavit along with the application for withdrawal (specimen of affidavit available at Form-5)
j) Since children/ward of NRI/International students are admitted on ‘First-come-first-served’ basis and not on the basis of merit of a common entrance test marks, in case of withdrawal before or after the last date of withdrawal/admission, no fee/fund by whatsoever name called is refundable.

21. **MID COURSE WITHDRAWALS**

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

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

22. **LAPTOPS**

Laptops are an important tool for learning for the students and are an integral part of modern day higher education. In line with the best practices in leading global and national Universities, The NorthCap University has introduced more extensive use of laptops in the education processes. The whole NCU campus is equipped with Wi-Fi and all the class rooms are equipped with teaching aids like LCD projectors. The well stocked NCU library also has large number of e-books and e-journals online for access by the students. Some of the class tests, assignments, project work, presentations etc. are also required to be submitted online. It is therefore essential for all the students including newly joining first year students to have a laptop of their own. All incoming students are therefore advised to arrange their laptops once admitted to NCU. (Recommended configuration: 500GB HDD, 6GB RAM, i5 or higher processor with OS Windows 7/8 or higher & with Wi-Fi). Necessary training to students for effective use of laptops in learning is provided by NCU. It is the responsibility of the students to ensure that the software present in their laptop is licensed. NCU will not be held responsible for any type of licensing issue.

23. **LIMITED LIABILITY**

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

24. **JURISDICTION**

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

25. **HELPLINE**

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

<table>
<thead>
<tr>
<th></th>
<th>BBA LL.B (Hons.), LL.M</th>
</tr>
</thead>
<tbody>
<tr>
<td>Helpline No.</td>
<td>8448495100</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:admissions@ncuindia.edu">admissions@ncuindia.edu</a></td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.ncuindia.edu">www.ncuindia.edu</a></td>
</tr>
</tbody>
</table>

*Vice-Chancellor*

*The NorthCap University*

*Gurugram*
FORMS
THE NORTHCAP UNIVERSITY
Bridging the gap between the classroom and the real world
NAAC ACCREDITED
(Formerly ITM University, Gurugram)
FOR ALL PROGRAMMES
DECLARATION CUM UNDERTAKING

I have read and understood that The NorthCap University, Gurugram has been established by the Haryana State Legislature under The Haryana Private Universities (Third amendment) Act, 2009 and The NorthCap University is a Private Self Financed University recognized by UGC and has the right to confer degrees under Section 22(1) of the UGC Act, 1956. The NorthCap University has been included by UGC in their select list of approved Universities and also by the Bar Council of India for its Law courses. This list of recognized Universities can be obtained from the UGC website www.ugc.ac.in

I have clearly understood that the functions of Admission, Course Design, Curriculum Structures, Teaching Methodologies, Examinations/ Evaluation System (Internal and External) and all other issues related thereto including but not limited to the credit/ grading system, promotion system etc. shall be performed entirely by the university in accordance with the guidelines prescribed in the Statute/ Ordinances as approved by The NorthCap University from time to time.

I hereby agree and undertake that if admitted, my child/ward shall abide by all the rules and regulations of The NorthCap University from time to time including but not limited to attendance, course work, examinations, evaluation, all academic and administrative issues, matters of discipline, timely payment of fee etc.

I understand that my admission to The NorthCap University, if at all, is provisional and subject to confirmation by Chancellor.

I hereby affirm that the information furnished in the Application Form is true and no material information has been concealed. If any information is found to be false, incorrect or misleading, The NorthCap University shall have the authority to cancel my candidature/admission without any further enquiry or notice. Under the circumstances, all fee paid for whatsoever purpose shall stand fully forfeited.

I understand and agree that Ragging, Smoking and Consuming Liquor within the premises of the University and/or its hostels is illegal and strictly prohibited. I understand that the University has a ZERO tolerance policy for indulging in any such act and that, if I am found engaging in any such act(s) or any other unlawful act(s) directly or indirectly, besides Police/Legal Action against me, I shall be expelled from the University. In such an event, my fee shall also be forfeited.

I also affirm that I have read in detail the ‘University Admission Brochure 2020-21’ of The NorthCap University including its fee structure and the refund and cancellation policy before submitting this application and agree to unconditionally abide by the same.

I have clearly understood that if I withdraw my admission, after the last date of withdrawal, but before the last date of admission, the fee deposited by me, can only be refunded in case the seat/programme so vacated by me is filled up as per the University Admission Brochure 2020-21 before the last date of admission.

I have clearly understood the refund and cancellation policy of the University and the financial impact of a mid-course withdrawal on an unaided self financed University like NCU. Therefore, in the event my child/ward withdraws his/her admission after the last date of admission clearly specified in the University Admission Procedure or mid-course before the completion of the course, I agree to pay the balance years’ fee since the seat cannot be filled by the University mid-course and shall therefore remain vacant. Being an unaided self financed University, I am aware that the University is entitled to claim the said amounts in view of the Constitution Bench judgment of the Hon’ble Supreme Court of India in the case titled “Islamic Academy of Education vs. State of Karnataka” bearing CWP No. 350 of 1993 as I am neither submitting a bond / bank guarantee. This declaration is in lieu of bond/bank guarantee as required by the said Supreme Court ruling.

I undertake to pay the university the fee as stated herein above on the basis of a written demand made by the university at my aforesaid address and the same shall be a conclusive proof of the seat and programme remaining unfilled at the university after the withdrawal of admission by my child.

That the demand for the balance year’s fee by the university shall be final and acceptable to me and I undertake not to object / express surprise on the same and undertake to pay the same within the period stated in the demand letter. In case I fail to do so, besides withholding my no dues clearance/Migration, the University shall be entitled to take legal recourse to recover the same at my risk and peril as to costs and consequences.

That the contents of this undertaking have been read over and explained to me in vernacular and I am executing the same after understanding the contents thereof.

____________________________________  __________________________________
SIGNATURE OF PARENT/GUARDIAN SIGNATURE OF APPLICANT

DATE _____________    PLACE _________________ DATE _____________    PLACE _________________
HARYANA RESIDENT CERTIFICATE
(For bonafide Residents of Haryana only)

Certified that Sh/Km ____________________________ son/daughter of Sh/Smt ____________________________,

R/o ____________________________ ____________________________ (complete address) since ____________________________


No. ____________________________ (Signature of the attesting authority)
Date: __________________________
Name ____________________________
Place: __________________________
Designation ____________________________ (with legible office seal)

NOTE:


ii) The candidates, who have passed their qualifying examinations from the Universities / Board / Institutes located in Haryana, are not required to produce Certificate of Haryana Resident.

iii) The certificate must have been issued on or after 31.01.2005.
FORM – 3

FOR ALL PROGRAMMES

HARYANA SCHEDULED CASTE CERTIFICATE

Certified that Sh/Km ______________________________________________ _____________________ _________________________ son/daughter of
Sh/Smt _______________________________________________    R/o _________________________________________________________________
____________________________________________________________________________________________________________________________
(complete address) belongs to _________________________________________________________ Caste which has been notified as Scheduled Caste
by the Haryana Government.


No. ____________________________
(Date: ___________________________
(Name __________________________________________
(Place: __________________________
(Designation __________________________
(Signature of the issuing authority)
(with legible office seal)
FOR ALL PROGRAMMES

ANTI RAGGING

SELF DECLARATION BY THE STUDENT

1. I, ...........................................................................................................................................................(full name of student with admission/registration/enrolment number) S/o, D/o Mr/Mrs/Ms................................................................., having been admitted to The NorthCap University, Gurugram have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Education Institutions, 2009, (hereinafter called the “Regulations”) carefully read and fully understood the provisions contained in the said Regulations.

2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4. I hereby solemnly aver and undertake that:
   a. I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
   b. I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to the clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this ................ day of ................ month of ......................... year.

Name: ..............................................................................................................
Address ...........................................................................................................
Telephone/Mobile No.: .............................................................................
Email ID: .................................................................................................

Signature of Student
FOR ALL PROGRAMMES

ANTI RAGGING

SELF-DECLARATION BY PARENT/GUARDIAN

1. I, Mr/Mrs/Ms/ .......................................................... (full name of parent/guardian) father/mother/guardian of
   .......................................................................................................... (full name of student with University Roll Number), having been admitted to The NorthCap
   University, Gurugram have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Education Institutions, 2009,
   (hereinafter called the “Regulations”) carefully read and fully understood the provisions contained in the said Regulations.

2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be
   taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4. I hereby solemnly aver and undertake that:
   a. My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
   b. My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of
      the Regulations.

5. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to the clause 9.1 of the Regulations, without prejudice to any
   other criminal action that may be taken against my ward under any penal law or any law for the time being in force.

6. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of,
   abetting or being part of a conspiracy to promote ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my
   ward is liable to be cancelled.

Declared this ....................... day of ....................... month of .................. year.

..........................................................
Signature of Parent/Guardian

Name: ..........................................................
Address ..........................................................
Telephone/Mobile No.: ..........................................................
Email ID: ..........................................................
FOR ALL PROGRAMMES

AFFIDAVIT

(Only for authorizing parent in lieu of student to receive refund after withdrawal of admission)

(To be executed only on leaving, by the student, on a stamp paper of ₹ 10 duly attested by a First Class Magistrate or Notary Public)

I, _________________________________________, S/O, D/O, _________________________________________________ aged about ___________ years
R/O ____________________________________________________________________, do hereby solemnly affirm and declare as under:

1. That the deponent had appeared in the 10+2 having Roll No. __________ and has secured admission at The NorthCap University in (____________) BBA-LLB/LLM.

2. That the deponent has withdrawn his/her admission from the University and as per the refund policy of the University, I am entitled to the refund of fee after deducting Rs. _______________, since the admission has been withdrawn before the last date of withdrawal. Since I do not have a bank A/c, therefore the cheque towards refund of fee may be issued in the name of my father/mother, Mr/Mrs ________________________________

3. I accept and acknowledge that neither I nor my parents shall have any right or claim subsisting against The NorthCap University, its Management or its employees after the refund of fee in the name of my father/mother instead of my name from the University.

4. I state that I have and understood the rules of the University and have executed an Undertaking/Declaration on my own free will and consent and without any force, fraud and coercion. Similarly, my parent/s have also executed an undertaking which is also acceptable to me.

VERIFICATION:

Verified at (______________) on this ____________ day of (__________) 2020 that the contents of paras 1 to 4 of the above affidavit are true and correct to my knowledge and no part of it is false and nothing has been concealed there from.
### DOCUMENTS TO BE VERIFIED/SUBMITTED WITH THE APPLICATION FORM

<table>
<thead>
<tr>
<th>SR. NO.</th>
<th>DOCUMENTS</th>
<th>ORIGINAL DOCUMENT REQUIRED</th>
<th>SELF ATTESTED PHOTOCOPY REQUIRED</th>
<th>DOCUMENTS TO BE RETURNED ON THE SPOT AFTER VERIFICATION &amp; DEPOSIT OF FEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Application form for Admission of Children / Ward of NRI's (Form –N1)</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>2</td>
<td>NRI Certificate (Form-N2)</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>3</td>
<td>NRI Student Certificate (Form-N3)</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>4</td>
<td>Parent Certificate (Form-N4)</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>5</td>
<td>Copy of Address proof of NRI sponsor</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>6</td>
<td>Copy of Passport of NRI sponsor</td>
<td>NO</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>7</td>
<td>Class X mark sheet (as proof of date of birth).</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>8</td>
<td>10+2 or equivalent mark sheet.</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>9</td>
<td>Certificate of Migration (only in case class XII passed from any other board/ university other than Haryana board).</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>10</td>
<td>Character Certificate from school/ Institution/University last attended.</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>11</td>
<td>Passport (only if passed class X from a foreign board).</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>12</td>
<td>Equivalence certificate from AIU (Only if passed class XII from a foreign board).</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>13</td>
<td>Two copies of recent color good quality photographs (Size 3.5 X 4.5 cms)</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>14</td>
<td>Copy of aadhaar card</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>15</td>
<td>Copy of Medical Certificate</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>16</td>
<td>Form 1 to 4, as applicable</td>
<td>Available as part of Application form</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ADMISSION PROCEDURE FOR CHILDREN/WARDS OF NRI/INTERNATIONAL STUDENTS FOR THE YEAR 2020-21

(SCHOOL OF LAW)
NRI/INTERNATIONAL STUDENTS
FOR THE YEAR 2020-21

1. WHO IS ELIGIBLE FOR CHILD/WARDS OF NRI CATEGORY

1.1 Child/Wards of NRI/International students: The applicant must be child/wards of a Non Resident Indian (NRI)/ as defined under Income Tax Act and must comply with the minimum eligibility criteria to be eligible under this category. In addition, International students can also apply under this category and their admission will be based on the aggregate marks secured in Class 12 or equivalent of their qualification. A student who has obtained a foreign qualification at the 10+2 or equivalent level would be required to submit a certificate of equivalence from AIU (Association of Indian Universities). International students will have to get all clearances, including but not limited to visa requirements etc. from all statutory bodies of their respective countries and India. Students admitted under this category will pay a higher fee as per table in clause 2. The extra fee collected from these students will be used to give fee concessions to students on merit cum means criteria and scholarships for meritorious students.

A student from a university / board NOT recognized by CBSE / AICTE / UGC /AIU/ MHRD or any other statutory body of Government of India shall not be eligible for admission.

1.2 Students under NRI/International category will be admitted on 'first – come – first – served' basis subject to the minimum eligibility criteria and availability of seats. Since admissions in this category shall be made on first come first served basis, no refund will be permissible in case of withdrawal before or after the last date of admission. A candidate granted admission under this category will not be eligible to change his/her branch / discipline once he/she is admitted. Also, a candidate who applies under this category cannot apply for admission under any other category thereafter.

1.3 Unfilled seats in this category will be transferred to the resident Indian category and shall be filled on merit.

1.4 Candidates seeking admission under this category should apply on the application form available in the 'Admission Brochure 2020-21' Part-III available at the University only (these forms shall not be available online). International students can however apply by downloading the NRI/International student form (Form-N1 enclosed) and submitting it with the processing fee.

Application fee of Rs 2,000/- (Rupees Two thousand only) in cash must be submitted at the time of purchasing the application form. Applicants are cautioned that this fee is non refundable. Therefore, they should only purchase this form if they are sure that they are eligible to apply under this category.

Applicants must only apply after having fully read and understood the terms and conditions of Admissions applicable for academic session 2020-21 for the course in which the student is seeking admission, particularly the fee structure and the refund/cancellation/withdrawal policy of the University applicable to children/wards of NRI/International students.

These details are clearly provided in the admission brochure/application form/website www.ncuindia.edu.
2. **PROGRAMME OFFERED BY THE UNIVERSITY AND THEIR INTAKE, MINIMUM ELIGIBILITY AND SELECTION CRITERIA FOR THE YEAR 2020-21 (FOR CHILDREN/WARDS OF NRI/INTERNATIONAL STUDENTS)**

<table>
<thead>
<tr>
<th>SCHOOL OF LAW</th>
<th>NO. OF SEATS FOR CHILD / WARD OF NRIs / INTERNATIONAL SEATS</th>
<th>FEE STRUCTURE (ANNUAL)</th>
<th>ELIGIBILITY CRITERIA</th>
<th>SELECTION CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of Law</td>
<td>BBA LLB (Hons.) Integrated Degree Programme</td>
<td>18</td>
<td>Rs. 2,50,000/- or equivalent foreign exchange</td>
<td>10+2 (English Medium) examination conducted by Central Board of Secondary Education or equivalent examination from a recognized board in Science stream with an overall aggregate of minimum 50%. Additionally, the applicant should have secured not less than 50% marks in English. Minimum 1110 marks in SAT. Minimum 26 marks in IB Exam (Rounding of marks is not permitted. Therefore, a student with 49.9% marks or less than 50% (in individual) and 59.9% marks or less than 60% (in aggregate) will NOT be eligible to apply)</td>
</tr>
</tbody>
</table>

3. **IMPORTANT DATES**

<table>
<thead>
<tr>
<th>APPLICATIONS AVAILABLE AT THE NORTHCAP UNIVERSITY CAMPUS WITH EFFECT FROM -</th>
<th>15.01.2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>commencing of academic session</td>
<td>10.09.2020</td>
</tr>
<tr>
<td>LAST DATE FOR ACCEPTING OF APPLICATIONS AND CLOSE OF ADMISSIONS</td>
<td>To be announced later</td>
</tr>
</tbody>
</table>

3.1.1 Dates are subject to change solely at the discretion of the University. Change(s), if any, shall be notified in the press or website for the information of all concerned.
4. **DOCUMENTS TO BE VERIFIED/SUBMITTED WITH THE APPLICATION FORM FOR CHILDREN/WARDS OF NRI/INTERNATIONAL STUDENTS**

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<td>NO</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>7</td>
<td>Class 10 mark sheet (as proof of date of birth).</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
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<td>8</td>
<td>10+2 or equivalent mark sheet.</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<td>9</td>
<td>IB Score</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<td>Certificate of Migration (only in case class 12 passed from any other board / university other than Haryana board).</td>
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<td>Equivalence certificate from AIU (Only if passed class XII from a foreign board).</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>14</td>
<td>Two copies of recent color good quality photographs (Size 3.5 X 4.5 cms)</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>15</td>
<td>Form 1 to 4, as applicable</td>
<td>Available as part of Application form</td>
<td></td>
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</tbody>
</table>
4.1 All original academic and personal certificates and testimonials like mark-sheets, school leaving certificates and other such documents (other than migration certificate) shall be returned by the University after their due verification and receipt of fees. In case a student withdraws before the last date of admission, the original migration certificate shall also be returned.

4.2 However, Migration from the last institution to The NorthCap University shall be deemed to be complete only after submitting the Migration Certificate thereafter. In case when students leave after the last date of admission the original migration certificate submitted by the candidate will accordingly be cancelled by stamping across it.

5. REFUND / CANCELLATION POLICY
   a) Since children/wards of NRI's/International students are admitted on 'First-come-first-served' basis and not on the basis of merit of a common entrance test marks, in case of withdrawal at any stage, either before or after the last date of admission, no fee / fund by whatsoever name called is refundable.
   b) The fee for refund implies the amount applicable for the first Semester and not the advance paid by the student for blocking of seat. Further the applicable fee shall be the amount indicated in brochure against the program. Scholarships, if applicable, is an independent incentive and shall not be considered as deductible for purpose of calculation of refund.
   c) Candidates who are offered provisional admission based on declared scores in the application, will be required to produce proof of having passed the qualifying examination i.e. (10+2 or equivalent e.g. IB, IGCSE diploma/certificate or any other foreign board) to the University authorities, during document verification at the time of registration, failing which, such provisional admission will stand withdrawn. It shall be responsibility of the candidates to bring out variations in the scores/marks recorded in the admission offer letter and actual marks obtained in qualifying/eligibility examination, before accepting the offer. Any wrong information of marks/scores in the application, which provide undue advantage, if founded even after registration, shall lead to cancellation of admission to the candidate or scholarship, as the case may be.

6. MID COURSE WITHDRAWALS
   6.1 Since no mid-course admissions can be made by the University to fill a vacancy caused by a mid-course withdrawal, No Objection Certificate (NOC) for a mid-course withdrawal to any student including children/ward of NRI/International students shall only be given by the University to a student after he/she has deposited the balance years fees as per Declaration cum Undertaking submitted at the time of admission.

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

<table>
<thead>
<tr>
<th>BBA LL.B (Hons), LL.M</th>
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<tbody>
<tr>
<td>Helpline No.</td>
</tr>
<tr>
<td>Email</td>
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<tr>
<td>Website</td>
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</tbody>
</table>

Vice-Chancellor
The NorthCap University
Gurugram
Dear Sir,

In response to your Admission Notice uploaded on website, I submit as under:

1) I Mr/Ms ____________________________________________ am a Non Resident Indian as defined under the Income Tax Act and presently resident of __________________________________________________________________________________________________________________

2) After personally scanning your website, and being satisfied with the reputation enjoyed by your University including its approvals, infrastructure, faculty and other facilities, I hereby wish to apply for admission w.e.f. 2002-2021 under the 15% category allocated at your University for children/wards of Non Resident Indians/International students for my child/ward Mr/Ms ___________________________________ as per the under mentioned preference: (Indicate your preference numerically in the box. In case the box remains unfilled, it will be assumed that you are not interested in the programme.

a) BBA-LL.B. (Hons.) Integrated Degree Programme (5 Years)

3) I have read and understood that The NorthCap University has been established by the Haryana State Legislature under The Haryana Private Universities (Third amendment) Act, 2009.

4) I have read and understood that The NorthCap University is a Private Self-Financed multi-disciplinary University recognized and has the right to confer degrees under Section 22(1) of the UGC Act, 1956. I also find that The NorthCap University has been included by UGC in their select list of
approved Universities. This list of recognized Universities can be obtained from the UGC website www.ugc.ac.in.

5) I hereby agree and undertake that if admitted, my child/ward shall abide by all the rules and regulations of The NorthCap University from time to time including but not limited to attendance, course work, Internal / External Examination and evaluation, matters of discipline, timely payment of fee etc.

6) I hereby confirm that I have read the rules & regulations governing these admissions including the minimum eligibility criteria and the Annual fee as per clause 2 above which is subject to a year on year increase of 3%.

7) If admitted, I confirm that I shall continue to pay the fee annually in advance; failing which, the admission of my child/ward is liable to be cancelled as per the rules of the University.

8) I understand and agree to submit within 10 days from the date of submission of the application a certificate of equivalence from the Association of Indian Universities (AIU) / Foreign cell of the Parent University, in the event that the admission is sought on the basis of an equivalent qualification obtained overseas and in compliance to regulatory provisions as applicable to NRI / International Student as prescribed by Indian Govt. I fully understand and agree that the application would be rendered ineligible for consideration in the absence of this certificate of equivalence.

9) I understand and agree that Ragging and/or Smoking and/or use of Mobile Phone within the premises of the University and/or its hostels is illegal and strictly prohibited unless otherwise stated. I understand that the University has a ZERO Tolerance policy for indulging in any such act and that, if my son/daughter/ ward found engaging in any such act(s) or any other unlawful act(s) directly or indirectly, besides Police/Legal Action against him/her, he/she shall be expelled from the University. In such an event no fee by whatsoever name called shall be refundable.

10) I understand and agree that if admitted, the fee paid by me by whatsoever name called shall be non-refundable in part or whole under any circumstances.

11) I am aware that having applied/secured a seat under NRI category on ‘first-come-first-served’ basis, I cannot apply for a seat in the Resident Indian category for my son/daughter/ward and the latter shall automatically stand cancelled, if applied.

12) I also understand and agree that once I have accepted the offer of admission for my child/ward, and deposited the fee to secure his/her admission, he/she will not be eligible to change his/her course/discipline under any circumstances whatsoever.

13) I also understand and agree that if I withdraw/cancel the admission of my son/daughter/ward after depositing the first year fee, I shall also be liable to pay the balance year’s fee to the University.

Thanking You,

Yours faithfully,

NAME OF NRI WITH SIGNATURE
BY HAND

_______________ 2020
THE VICE CHANCELLOR,
THE NORTHCAP UNIVERSITY
SECTOR – 23A
GURUGRAM

NRI CERTIFICATE

Dear Sir,

Further to my application dated _________________ received by you vide your receipt no. _________________, I, Mr/Ms _________________, resident of _________________, enclose herewith non refundable Cash/Draft/Cheque No _______________ dated ________________ drawn on ________________ amounting to Rs ________________/- towards the first years' Annual Fee to secure the admission of my child/ward, Mr/Ms _________________, in the course/discipline/programme _________________.

Since I am securing my admission on 'first-come-first-served' basis, I understand and agree that this fee deposited by me is non–refundable under any circumstances whatsoever and change of branch/discipline/programme is also not possible under any circumstances hereafter.

I also understand and appreciate that no mid-course admissions can be made by the University to fill a dropout seat. Under the circumstances, I unambiguously agree that, since I am not furnishing a Bank Guarantee/Bond for the balance year's fees, in case my child/ward withdraws his/her admission mid-course i.e. before the completion of the degree, I shall have to pay the balance years fee to the University since the seat shall remain vacant as per the decision of the Hon'ble Supreme Court of India.

I am aware that having taken a seat under NRI category on 'first-come-first-served' basis, I cannot apply for a seat in the Resident Indian category for my son/daughter/ward and the latter shall automatically stand cancelled, if applied. Lastly, I am also aware that I can withdraw or cancel my wards NRI seat only after paying the balance years fees.

Yours faithfully,

NAME OF NRI WITH SIGNATURE
Dear Sir,

I, Mr/Ms __________________________ , hereby confirm that I am seeking and accepting admission at The NorthCap University under the NRI category as the child/wards of Mr/Ms ______________ , who is a Non-Resident Indian, in the course/discipline/programme ________________.

I hereby declare that, as per the rules, my full fee shall be paid by him/her for all years of the degree annually in advance each year. I understand and agree that my admission and continuation thereof shall be automatically cancelled if I fail to deposit the Annual fee on time to the University for any reason whatsoever and/or if I fail to comply with any other rules and regulations of the University from time to time.

I am aware that having taken a seat under NRI category on 'first-come-first-served' basis, I cannot apply for a seat in the Resident Indian category and the latter shall automatically stand cancelled, if applied. I am also aware that the course/discipline cannot be changed by me hereafter under any circumstances. Lastly, I am also aware that I can withdraw or cancel my NRI seat only after paying the balance years fees.

NAME OF STUDENT WITH SIGNATURE