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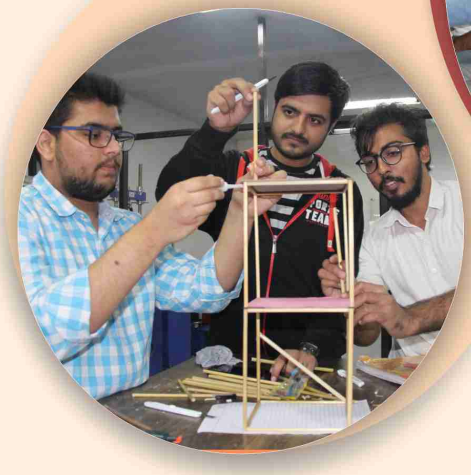

Welcome to University Life

# Student **Diary**

## 2019-20

# From the Editor's Desk

Embarking the journey of 23 years, The NorthCap University speaks, sets a destination for the new and innovative minds for their growth and development. We welcome you to the University (NCU), a premier institution of higher education in North India. Ranked 117 in the engineering category and under the rank band of 151-200 in the University category by All India NIRF ranking survey 2019 by MHRD. We aim to facilitate your transition into a different culture through this Student's Diary 2019-20, an essential and valuable resource for students of the University as it will be your support to settle down quickly.

This diary aims to familiarize you with our academics, various facilities available in the University. Apart from the course curriculum, a student when gets familiar with the extracurriculars he/she gains enormous amount of life skills and our focus stands on walking an extra mile with a student, with you. Our experienced faculty shall be readily available to guide and support you in your pursuit of knowledge. The Student Diary contains information regarding student services available to you and new initiatives taken by the University to enrich your learning experience and enhance your employability. You will find essential information about the stimulating environment, infrastructure and facilities provided by the University as well as routine procedures such as issue of ID & Admit Cards for examinations which you must go through carefully.

Most importantly, the Student Diary provides information regarding Examinations, National Academic Depository (NAD), the Credit and Grading System. The University maintains high standards of discipline and we expect our students to conduct themselves, accordingly, as outlined in the succeeding pages. However, you should refer to the detailed instructions on all these aspects available on the University's website or visit the Dean's Office, Controller of Examinations and Registrar who will help and provide you with all the information. The detailed University Calendar provides important dates for the Odd Semester, July-Dec 2019. These dates should be cross-checked and confirmed by the students well before the event or activity. It's easy to lose track of what you need to do. Keep on top by having everything in one place... like this diary!

Wish you good luck for the great learning experience that awaits you at the University.

**"All our dreams can come true, if we have the courage to pursue them" – Walt Disney**

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**Personal Memoranda**

Name of the Student:

Branch:

Class and Section:

Semester:

Date of Birth: Blood Group:

Father's Name:

Mother's Name:

Home Address:

Phone (Parents):

In case of emergency:

Notify: Relation:

Address:

Telephone: Mobile:

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**Disclaimer**

While every effort has been made to ensure that the information contained in this publication is accurate at the time of publication (July 2019), all matter that it covers may be subject to change without notice. The information is meant for illustrative purposes only and cannot be quoted as authority, to which the rules, regulations and notifications concerned shall be referred. The University does not intend, by the publication, to create any contractual or other legal relation with the students, their advisors or any other stakeholders. The University reserves the exclusive right to change or withdraw, without notice, any statement in this publication. The NorthCap University, Gurugram has no other branch in India or overseas.

**Editor:** Ishaan Nandwani

# Message from the Governor

***Hon'ble Mr Satyadeo Narain Arya***
*Governor of Haryana*
*Visitor, The NorthCap University*

हरियाणा राज भवन,
चण्डीगढ़ - 160019
HARYANA RAJ BHAVAN,
CHANDIGARH - 160019

## सन्देश

मुझे यह जानकर अत्यंत हर्ष हो रहा है कि नार्थकैप विश्वविद्यालय गुडगांव गुणवत्ता की शिक्षा उपलब्ध करवाने में एक अग्रणी विश्वविद्यालय है। यह विश्वविद्यालय इंजीनियरिंग, विज्ञान, प्रबंधन और कानून में स्नातक और स्नातकोतर स्तर पर शोध को बढ़ावा दे रहा है। नार्थकैप विश्वविद्यालय प्रयोगशालाओं के साथ–साथ उद्योग इंटर्नशिप के माध्यम से छात्रों को व्यावहारिक अनुभव भी करवाता है। विश्वविद्यालय द्वारा शिक्षा के क्षेत्र में किए जा रहे प्रयास सराहनीय है। नार्थकैप विश्वविद्यालय परिसर में पूरी तरह रैगिंग मुक्त वातावरण है। यह विश्वविद्यालय उत्कृष्ट प्लेसमेंट की व्यवस्था भी करवा रहा है। विश्वविद्यालय आधुनिक पाठ्यक्रम, वैश्विक आधारभूत संरचना और गुणवत्ता संकाय के साथ एकेडमिक विकास के प्रतिबंध है।

मै नार्थकैप विश्वविद्यालय के शिक्षकगण और छात्राओं को शुभकामनाएं प्रदान करते हुए विश्वविद्यालय के उज्जवल भविष्य की कामना करता हूं।

(सत्यदेव नारायण आर्य)

(Formerly ITM University, Gurugram)

# Recognition of the University by UGC

Ph 23236351, 23232701, 23237721, 23234116
23235733, 23232317, 23236735, 23239437

www.ugc.ac.in.

विश्वविद्यालय अनुदान आयोग
बहादुरशाह जफर मार्ग
नई दिल्ली-110 002
UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

**Speed Post**

F.No. 8-4/2010(CPP-I/PU)

28th April, 2010

The Registrar,
ITM University,
Huda, Sector – 23A
Gurgaon – 122 017
Haryana.

30 APR 2010

Subject: - Inspection of ITM University, Gurgaon.

Sir,

With reference to your letter dated 07.04.2010 and 11.03.2010 on the above subject, I am directed to say that the UGC Expert Committee after the inspection of ITM University, Gurgaon on February 5-6th, 2010 had made its recommendation and the Commission in its meeting held on February 23, 2010 had approved the Expert Committee report for the inclusion of ITM University in the UGC list of Universities and also to put it on UGC website.

Accordingly, the name of ITM University, Gurgaon (Private University) has also been uploaded on UGC website www.ugc.ac.in under HE Public Notice on Private Universities and in the UGC approved list of Universities for the knowledge and information of all stakeholders. The Expert Committee report approved by UGC is also available on the UGC website.

A separate letter of recognition from UGC is not required.

Yours faithfully,

वि. जायसवाल

**(V.K. Jaiswal)**
Deputy Secretary

# Recognition of the University by Bar Council of India

E-mail : info@barcouncilofindia.org
Website : www.barcouncilofindia.org

Tel. :(91) 011-4922 5000
Fax :(91) 011-4922 5011

## भारतीय विधिज्ञ परिषद्
## BAR COUNCIL OF INDIA

(Statutory Body Constituted under the Advocates Act, 1961)

21, Rouse Avenue Institutional Area, Near Bal Bhawan, New Delhi - 110002

BCI: D:541/2019 (LE/Afflin)

Dated 09.07.2019

To,

**The Registrar,**
**Northcap University**
**[ITM University old name]**
**Sector -23-A, HUDA**
**Gurugram Haryana**

Sub: Extension of provisional temporary approval of affiliation to **School of Law Northcap University, Gurugram, Haryana** for **five year BBA LL.B (H) law course for the academic year 2019-2020.**

Sir,

This is with reference to above mentioned subject regarding extension of provisional approval of affiliation **School of Law Northcap University, Gurugram, Haryana** which has already applied for extension of approval of affiliation for the academic year 2019-20 and inspection of the Bar Council of India is pending.

The matter relating to colleges similarly placed were considered by the Bar Council of India at its meeting held on 19th May 2019.The resolution passed was as follows:

"RESOLVED that colleges whose inspection fee has been deposited, application for extension of approval of affiliation is pending, no inspection could be done or the inspection has been done, but inspection report could not be placed before the Legal Education Committee or the Standing Committee for its consideration, then such colleges may continue to admit students only for the academic year 2019-2020. This will apply only in case where affiliation has been granted by the University which of course shall be subject to the inspection to be made by the Bar Council of India subsequently."

Contd.../-

Typed by: MJ
Fee and G.A Checked By

Since your university has given affiliation for the year 2019-2020, you are requested to allow **School of Law Northcap University, Gurugram, Haryana** to admit students in **five year BBA LL.B (H) law course** with existing sections for the academic year 2019-2020.

This is for your information and necessary action.

**Note - Your University is requested to kindly verify the authenticity of the attached affiliation order submitted by the college and revert back to the Bar Council of India through e – mail as soon as possible.**

**Note – (1) That w.e.f 21.05.2016 the inspection fee for LL.B three year and five year regular course is Rs. 3 lacs for each course and for the Honours course it is Rs. 5 lacs, while the application fee is Rs. 50,000/- and the guarantee amount is Rs. 5 lacs.**

**Very important : - Please, henceforth ensure to send any compliance affidavit/ reply and affiliation orders separately to complianceaffiliationle@gmail.com, apart from copying it to dlebci@gmail.com please do not send any email/s to proledepartment@gmail.com**

**For any other query/ies you may send e-mail/s to dlebci@gmail.com**

Yours sincerely

**[N. Senthil Kumar]**
**Asst. Secretary (H.O.D)**

**[Srimanto Sen]**
**Secretary**

**Copy to:**

1. **The Principal,**
   **School of Law,**
   **Northcap University,**
   **[ITM University Old Name]**
   **Sector -23-A, Huda, Gurugram,**
   **Haryana**

2. **The Secretary**
   **Bar Council of Punjab & Haryana**
   **Law Bhawan, Dakshin Marg**
   **Sector – 37A, Near Batra Theater**
   **Chandigarh**

Typed by: MJ
Fee and G.A Checked By

**PART I**

**HARYANA GOVERNMENT**

LEGISLATIVE DEPARTMENT

**Notification**

The 14th January, 2016

**No. Leg.2/2016.**— The following Act of the Legislature of the State of Haryana received the assent of the Governor of Haryana on the 24th December, 2015, and is hereby published for general information:—

**HARYANA ACT NO. 1 OF 2016**

**THE HARYANA PRIVATE UNIVERSITIES (AMENDMENT) ACT, 2015**

**AN**

**ACT**

*further to amend the Haryana Private Universities Act, 2006.*

Be it enacted by the Legislature of the State of Haryana in the Sixty-sixth Year of the Republic of India as follows:-

1. This Act may be called the Haryana Private Universities (Amendment) Act, 2015. Short title.

2. In the Schedule to the Haryana Private Universities Act, 2006,- Amendment of Schedule to Haryana Act 32 of 2006.

(i) for serial number 2 and entries thereagainst, the following serial number and entries thereagainst shall be substituted, namely:-

"2 . The Northcap University District Gurgaon";

(ii) after serial number 18 and entries thereagainst, the following serial number and entries thereagainst shall be added, namely:-

"19 . PDM University District Jhajjar".

---

KULDIP JAIN,
Secretary to Government, Haryana,
Legislative Department.

(Formerly ITM University, Gurugram)

Ph. 23236351, 23232701, 23237721, 23234116
23235733, 23232317, 23236735, 23239437

www.ugc.ac.in

SPEED POST

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बहादुरशाह जफर मार्ग
नई दिल्ली-110 002

UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

No. F. 8-4/2010 (CPP-I/PU)

August, 2015

26 AUG 2015

## Notification

The name of **ITM University, Gurgaon, Haryana,** (established by Act No. 25 of 2009 and Notification No. Leg.33/2009 dated 21.10.2009) which is already included in the list of Private Universities maintained by University Grants Commission under Section 2 (f) of the UGC Act, 1956, has been changed as **The Northcap University, Gurgaon, Haryana** vide Ordinance No. 2 of 2015 promulgated by the Governor of Haryana and Notification No. Leg.8/2015 dated 22.07.2015 issued by the Govt. of Haryana.

Paramjeet

**(Paramjeet)**
Under Secretary

o/c

Copy to: -

1. The Registrar, The Northcap University, Gurgaon, Haryana.
2. The Secretary (Higher Education) Govt. of Haryana, New Haryana Civil Secretariat Sector 17 – C, 5th Floor, Room No.528, Chandigarh – 160 017.
3. The Secretary, Government of India, Ministry of Human Resource Development, (Department of Secondary & Higher Education), Shastri Bhavan, New Delhi-110001.
4. P.O. (Website) UGC, New Delhi.
5. SO (SU-II) UGC, New Delhi.
6. Guard File.

Paramjeet

**(Paramjeet)**
Under Secretary)

o/c

Pramod
24/8/2015

**Vision:**

To be known globally for learning innovations, academic excellence and socially relevant research outcomes; strive to become the preferred destination for students, faculty, employers and collaborators & pride of alumni and the community.

**Mission:**

- Focus on quality of learning and innovation in all programmes with rigour and relevance.
- Develop competent professionals - innovative, analytical and independent; committed to excel in all their endeavours.
- Develop linkages globally with government, industry, academia and alumni for knowledge generation, dissemination and application.
- Encourage multi-disciplinarily in programmes and projects to explore new frontiers of knowledge.
- Continuously improve physical, academic and information infrastructure in pursuit of academic excellence.
- Create a nurturing environment for lifelong learning.
- Focus on entrepreneurship and socially relevant projects.

**Core Values:**

- Integrity in all endeavours.
- Humility, compassion and concern for all.
- Passion for quality and excellence.
- Quest for innovation.
- Leadership and Team Spirit.
- Autonomy with Accountability.
- Perseverance.

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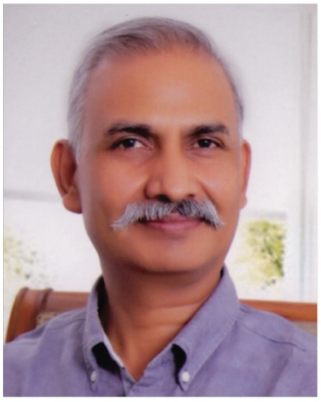
# Our Founder Members

V Daulet Singh

N K Dewan

Kavita Mishra



Avdhesh Mishra

Shiv Saran Mehra

Neera Makhija

Z Daulet Singh

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**Academic Advisory Board**

The Academic Advisory Board is the supreme advisory body of The NorthCap University comprising of eminent experts from the industry and national and international institutions. They form the intellectual think-tank of the University and come together each year for an interaction focused on development directions, and to discus and advise the apex forum on strategic options and choices for the futuristic growth of the of NCU. Eighth Advisory Board Meeting of the University was held on 22 Feb 2019, involving the panel of eminent scholars, educationalists and the industry experts. This august annual gathering has always been fruitful to improve our approach with respect to our stakeholders; to work under the best scale for the holistic growth of the University.

**(Left to Right)**

(Formerly ITM University, Gurugram)

**1. Col Bikram Mohanty(Retd)- Registrar: The NorthCap University. 2. Ms Neeru Bahl- Director, Centre of Emerging Technologies, The NorthCap University. 3. Prof. Pradeep Kumar, Professor -IIT, Roorkee. 4. Prof. SG Deshmukh, Professor- IIT Delhi. 5. Mr Indu Bhaskar – Scientist F & HOD. 6. Mr Avdesh Mishra- Founder & Governing Body- The NorthCap University. 8. Prof. HB Raghavendra, Professor & Vice Chancellor. The NorthCap University. 9. Prof. SK Joshi, Padma Bhushan, Former-DG,CSIR. 10. Prof. Prem Vrat- Pro Chancellor. 11. Prof. KL Chopra, Padma Shri, Former Director- IIT Roorkee. 12. Professor Kehar Singh- SS Bhatnagar Awardee- SS Bhatnagar Awardee, Distinguished Research Professor, NCU. 13. Prof. Karmeshu- Former professor and Dean, School of Computer and System Sciences, JNU. 14. Prof. Ranbir Singh, Vice Chancellor-NLU. 15. Dr PS Rana- Chairman & MD, Pathera Developers. 16. Prof. SK Kak- Founder Vice Chancellor, MTU Noida. 17. Dr Krishan Lal- DST Ramanna Fellow. 18. Mr Vishnu R Dusad-CEO & MD, NSE Ltd. Noida.**

# The Governing Body

The Governing Body is the policy making body of the University. The principle functions of the Governing Body include setting broad guidelines for the University; to review its operations; to raise necessary funds for the operation and maintenance of the University; to expand the activities of the University by establishing academic alliances with leading trend setting university overseas. Furthermore, through their contacts with the business community, board members form a crucial link between the University and the business world. The members are:

1. **Shri V Daulet Singh**
   Chancellor, The NorthCap University
   *Chairman*

2. **Prof. Prem Vrat**
   Pro-Chancellor, NCU, &
   Prof. of Eminence
   *Member*

3. **Prof. H B Raghavendra**
   Vice-Chancellor
   *Member*

4. **Shri Ankur Gupta**
   IAS, Principal Secretary
   Department of Higher Education,
   Govt. of Haryana
   *Member*

5. **Shri Shiv Saran Mehra**
   Founder Member
   *Member*

6. **Shri Avdhesh Mishra**
   Founder Member
   *Member*

7. **Smt. Kavita Mishra**
   Founder Member
   *Member*

8. **Shri Rajesh Marwaha, CA**
   Financial Expert
   *Member*

9. **Mr Venkatesh Sarvasiddhi**
   *Director*
   *Deloitte India*

10. **Col. Bikram Mohanty(Retd.)**
    *Registrar*
    *Member-Secretary*

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# Faculty Profiles

## DEPARTMENT OF APPLIED SCIENCES

| | |
|---|---|
| | **DR. AMBIKA DEVI**<br>PhD, Jaypee University of Information & Technology, Solan<br>MSc, Himachal Pradesh University, Shimla<br><br>Assistant Professor (Sel Grade)<br>Head of Department |
| | **PROF. KALIKA SRIVASTAVA**<br>PhD, MSc, IIT Kanpur<br>NET, GATE<br><br>Professor |
| | **DR HUKUM SINGH**<br>PhD, Govind Ballabh Pant University of Agriculture & Technology, *Uttaranchal*,<br>MSc, Rohilkhand University, Bareilly<br><br>Associate Professor |
| | **DR SUNITA SHARMA**<br>Post Doc, Nanostech, IIT Delhi<br>Post Doc, Material Science Group, IUA Delhi<br>Post Doc, LAMP Group, Raman Research Institute, Bangalore<br>PhD, MSc, Guru Jambheshwar University, Hissar<br><br>Assistant Professor (Sel Grade) |
| | **DR BHARTI ARORA**<br>PhD, MPhil, MSc, University of Delhi<br>PG Diploma in Patent Law, NALSAR, Hyderabad<br><br>Assistant Professor (Sr Scale)<br>Dy Dean RDIL |
| | **DR ADITYA SHARMA**<br>PhD, IIT Delhi<br>MPhil, MSc, University of Delhi<br>CSIR-NET (JRF)<br><br>Assistant Professor (Sr. Scale) |
| | **DR PRANATI PUROHIT**<br>PhD, MPhil, Sambalpur University<br>MSc, Utkal University<br><br>Assistant Professor (Sr Scale) |

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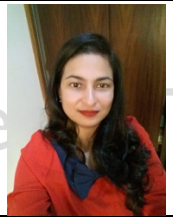
|---|---|
| | **DR TEJPAL SINGH CHUNDAWAT**<br>PhD, University of Delhi<br>M.Sc., MLSU, Udaipur<br>PG Diploma, Nalsar, Hyderabad<br><br>Assistant Professor (Sr Scale) |
| | **DR ANSHU MALHOTRA**<br>PhD, MTech, MSc, Banasthali University, Rajasthan<br><br>Assistant Professor |
| | **DR SEEMA THAKRAN**<br>PhD, Delhi University<br>MA, Sri Guru Tegh Bahadur Khalsa College, DU<br><br>Assistant Professor (Sr Scale) |
| | **Dr Trapti Neer**<br>PhD, IIT Roorkee<br>MSc, CCS University, Meerut<br>NET, GATE<br><br>Assistant Professor |
| | **Ms Rajni Rohila**<br>Pursuing PhD, IIT, Roorkee<br>MSc, CCS University, Meerut<br>NET<br><br>Assistant Professor |
| | **Ms Tarul Garg**<br>Pursuing PhD, IIT Roorkee<br>MSc, IIT Roorke<br>GATE<br><br>Assistant Professor |
|  | **Dr Alka**<br>**PhD, IIT Roorkee**<br>**MSc**<br>**NET**<br><br>**Assistant Professor** |
| | **Dr Sanjay Yadav**<br>**PhD, IIT Roorkee**<br>**MSc**<br>**Gate**<br><br>**Assistant Professor** |

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|---|---|
| | **Ms Ritika Nagpal**<br>**Pursuing PhD, Delhi University**<br>**MSc**<br>NET<br><br>Assistant Professor |
| | **Dr Renu Tuli**<br>**PhD, GGSPIU**<br>**MSc**<br><br>**Assistant Professor (Selection Grade)** |
| | **MR SUDESH KUMAR**<br>Master in Physical Education, Sikkim University<br><br>Physical Education & Sports Officer |

**DEPARTMENT OF CIVIL**

| | |
|---|---|
| | **PROF. HB RAGHAVENDRA**<br>PhD, IIS, Bangalore<br>MS, IIT, Madras<br><br>Vice Chancellor |
| | **Dr Ram Karan Singh**<br>**PhD, ME**<br><br>**Professor** |
| | **DR ARCHANAA DONGRE**<br>MS PhD, IIT, Hyderabad<br>GATE<br><br>Associate Professor &<br>Officiating Head of Department |
| | **DR VAISHALI SAHU**<br>PhD, NCU, Gurgaon<br>MTech, *IIT,* Roorkee<br><br>Assistant Professor (Sel Grade) |

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|---|---|
| | **MR. LOKESH CHOUDHARY**<br>MTech, IIT, Guwahati<br><br>Assistant Professor |
| | **MR SHUBHAM BANSAL**<br>ME, PEC University of Technology, Chandigarh<br><br>Assistant Professor |
| | **MR DIPTENDU ROY**<br>M.Tech, UPES, Dehradun<br><br>Assistant Professor |

**DEPARTMENT OF CSE**

| | |
|---|---|
| | **DR KAVITA KHANNA**<br>PhD, Guru Gobind Singh Indraprastha University, Dwarka<br>MTech, MSc, MDU Rohtak<br><br>Associate Professor &<br>Head of Department |
| | **DR VIJENDRA SINGH**<br>PhD, MITS Deemed University, Lakshmangarh<br>MTech, Birla Institute Of Technology<br>MSc, University of Rajasthan<br><br>Associate Professor |
| | **DR PRACHI AHLAWAT**<br>PhD, MTech, Banasthali University<br>UGC NET/JRF<br><br>Associate Professor (Designate) |
| | **DR YOGITA GIGRAS**<br>PhD, MTech, Banasthali University<br><br>Assistant Professor (Sel. Grade) |
| | **MS SUMAN BHATIA**<br>Pursuing PhD, NCU, Gurugram<br>MSc, MTech, Guru Jambheswar University of Science &Technology<br><br>Assistant Professor (Sr Scale) |

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| | **DR. JAGDEEP KAUR**<br>PhD, Gautam Buddha University, GNoida<br>MTech, Punjabi University, Patiala<br><br>Assistant Professor (Sel. Grade) |
| | **DR. SHILPA MAHAJAN**<br>PhD, Guru Nanak Dev University, Amritsar<br>ME, Punjab Engineering College, Chandigarh<br><br>Assistant Professor (Sel. Grade) |
| | **DR RITA CHHIKARA**<br>PhD, NCU, Gurugram<br>MTech, Punjab Tech University,<br>MBA-IT, Sikkim Manipal University<br><br>Associate Professor |
| | **MR SANDEEP SINGH**<br>Pursuing PhD, NCU, Gurugram<br>MTech, JNU Delhi<br><br>Assistant Professor(Sr. Scale) |
| | **DR SUMANLATA GAUTAM**<br>PhD, NCU, Gurugram<br>ME, Punjab Engineering College, Chandigarh<br><br>Assistant Professor (Sr Scale) |
| | **MS MEGHNA SHARMA**<br>Pursuing PhD, YMCA, Faridabad<br>MTech, Guru Jambheswar University<br><br>Assistant Professor (Sel Grade) |
| | **DR MEHAK KHURANA**<br>PhD, NCU, Gurugram<br>MTech, USIT, GGSIPU<br><br>Assistant Professor |
| | **MS PRERNA SINGAL**<br>Pursuing PhD, NCU, Gurugram<br>MTech, ITM, Gurgaon<br><br>Assistant Professor |
| | **MS GARIMA SHARMA**<br>Pursuing PhD, NCU, Gurugram<br>MTech, ITM Gurgaon<br><br>Assistant Professor |

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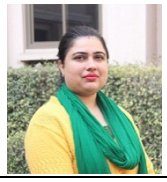
| | **MR DEEPAK SATYARTHI**<br>Pursuing PhD, NCU, Gurugram<br>MTech, MCA, Maharshi *Dayanand University* Rohtak.<br><br>Assistant Professor (Systems) |
|  | **DR ANURADHA**<br>PhD, NCU, Gurugram<br>MTech, ITM, Maharshi Dayanand University, Gurgaon<br><br>Assistant Professor (Sr Scale) |
| | **MS NEETI KASHYAP**<br>Pursuing PhD, NCU, Gurugram<br>MTech, (GGSIPU)<br><br>Assistant Professor (Sr. Scale) |
| | **MS HITESH YADAV**<br>Pursuing PhD, NCU, Gurugram<br>MTech, Maharshi Dayanand University, Rohtak<br><br>Assistant Professor |
| | **MS JYOTIKA PRUTHI**<br>Pursuing PhD, NCU, Gurugram<br>MTech, Banasthali University<br><br>Assistant Professor |
| | **DR JYOTI SAHNI**<br>PhD, JNU, Delhi<br>MTech, JNU, Delhi<br>MSc, Jiwaji University, Gwalior<br><br>Associate Professor |
| | **MS KANIKA GUPTA**<br>Pursuing PhD, DTU<br>MTech, GGSIP University<br><br>Assistant Professor |
| | Ms Shakshi Sharma<br>MTech, GATE<br><br>Assistant Professor |
| | Ms Monika Yadav<br>MTech<br>NET<br><br>Assistant Professor |

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| | Ms Manvi Breja<br>MTech<br><br>Assistant Professor(Sr Scale) |
| | Ms Ankita Singh<br>MTech<br><br>Assistant Professor(Grade B) |
| | Mr Sumit Kumar<br>MTech<br>GATE,NET, OCJP<br><br>Assistant Professor |
| | Ms Monika Gahalawat<br>MTech<br><br>Assistant Professor |
| | Ms Sujata<br>Pursuing PhD, Banasthali University<br>MTech<br><br>Assistant Professor(Sel. Grade) |
| | Ms Poonam Chaudhary<br>Pursuing PhD, Manav Rachna<br>MTech<br><br>Assistant Professor (Sr Scale) |
| | Ms Srishti<br>Pursuing PhD, Delhi University<br>MTech<br>GATE, NET<br><br>Asstt. Prof. (Sr. Scale) |
| | Ms Akanksha Kapoor<br>MTech<br><br>Asstt. Professor (Contract) |

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## DEPARTMENT OF EECE

| | |
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| | **PROF. SWARAN AHUJA**<br>PhD, MTech, IIT Delhi<br><br>Senior Professor &<br>Dean Academics |
| | **DR SHARDA VASHISTH**<br>PhD, Banasthali University<br>MTech, Rajasthan Vidyapeeth<br><br>Associate Professor &<br>Head of Department |
| | **DR NITIN MALIK**<br>PhD, Jamia Millia Islamia, New Delhi<br>ME, Madhav Institute of Technology and Science, Gwalior<br><br>Associate Professor |
| | **DR NEERAJ KR SHUKLA**<br>PhD, Uttarakhand Technical University, Dehradun, Uttarakhand<br>MTech, University of Allahabad, Allahabad<br><br>Associate Professor |
| | **DR REKHA VIG**<br>PhD, MTech, NMIMS University, Mumbai<br><br>Associate Professor |
| | **DR ANJALI GARG**<br>PhD, National Institute of Technology, Kurukshetra<br>MTech, Delhi College of Engineering, Delhi<br><br>Associate Professor &<br>Dy Dean PhD Program |
| | **DR SHAVETA ARORA**<br>PhD, NCU, Gurugram<br>MTech, Punjab Technical University, Jalandhar)<br><br>Assistant Professor (Sel Grade) |
| | **MS KUSUM GREWAL DANGI**<br>Pursuing PhD, NCU, Gurugram<br>MTech, University Institute of Engineering & Technology, PU Chandigarh<br><br>Assistant Professor (Sel Grade) |
| | **MS. AMANPREET KAUR**<br>Pursuing PhD, NCU Gurugram<br>MTech, ITM, Gurgaon<br><br>Assistant Professor (Sr Scale) |

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| | **DR VANDANA KHANNA**<br>PhD, NCU, Gurugram<br>MTech, IIT Roorkee<br><br>Assistant Professor (Sel Grade) |
| | **MS NARESH KUMARI**<br>Pursuing PhD, NCU, Gurugram<br>MTech, Rajasthan Vidyapeeth Deemed University, Udaipur<br><br>Assistant Professor (Sr Scale) |
| | **MS POOJA SABHERWAL**<br>Pursuing PhD, NCU, Gurugram<br>MTech, Punjabi University, Patiala<br><br>Assistant Professor (Sr Scale) |
| | **MR. PANKAJ RAKHEJA**<br>Pursuing PhD, NCU Gurugram<br>MTech, ITM, Gurgaon<br><br>Assistant Professor (Sr Scale) |
| | **DR MONA AGGARWAL**<br>PhD, Netaji Subhash Institute of Technology, New Delhi<br>MTech, GGSIP University, Delhi<br>UGC NET, GATE<br><br>Assistant Professor (Sel Grade) |

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## DEPARTMENT OF MECHANICAL

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|---|---|
| | **DR PRAMOD BHATIA**<br>PhD, Purdue University, USA<br>MS, University of Illinois, Chicago<br><br>Professor & Head of Department |
| | **DR ROHIT SINGH LATHER**<br>PhD, IIT, Delhi<br>MTech, VIT, Pune<br><br>Associate Professor (Designate) |
| | **MR ABHISHEK PRATAP SINGH**<br>Pursuing PhD, NCU, Gurugram<br>MTech, ITM Gurgaon, MDU, Rohtak<br><br>Assistant Professor |

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|---|---|
| | **MR ANMOL BHATIA**<br>Pursuing PhD, Delhi Technological University<br>MTech, AITM/MDU<br>GATE<br><br>Assistant Professor (Sr Scale) |
| | **MR. PRAVEEN SINGH**<br>MTech, Malaviya National Institute of Technology, Jaipur<br>GATE<br><br>Assistant Professor |
| | **DR SATNAM SINGH**<br>Pursuing PhD, Thapar University<br>MTech, Maharishi Markandeshwar University<br><br>Assistant Professor |
| | **MR JAG PARVESH DAHIYA**<br>MTech, IIT Roorkee<br>GATE<br><br>Assistant Professor |
| | **DR AKANKSHA MATHUR**<br>PhD, MTech, IIT Delhi<br><br>Assistant Professor (Sr Scale) |
| | **MR ROSHAN RAMAN**<br>Pursuing PhD, Delhi Tech University<br>MTech, IET, Indore<br>Assistant Professor |
| | **DR VIKAS SHARMA**<br>PhD, ME, Thapar University, Patiala<br><br>Assistant Professor (Sel Grade) |

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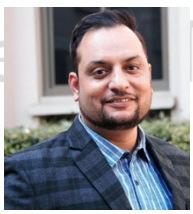
## SCHOOL OF LAW

| | |
|---|---|
| | **PROF. PUSHPESH PANT**<br>PhD, JNU, New Delhi<br>MA, LLB, University of Delhi<br><br>Distinguished Professor Emeritus |
| | **DR PRAVEEN KUMAR LOHCHAB**<br>PhD, LLM, MDU Rohtak<br>NET JRF<br><br>Assistant Professor (Sel Grade) |
| | **MS PALLAVI BAJPAI**<br>LLM, Nalsar University (Gold Medalist)<br>UGC NET<br><br>Assistant Professor |
| | **DR SUBHRADIPTA SARKAR**<br>PhD, MPhil, LL.M, National Law School of India University, Bangalore<br><br>Assistant Professor (Sr Scale) |
| | **MS ARCHANA SARMA**<br>Pursuing PhD, National Law University, Delhi<br>MPhil, LL.M, National Law School of India University, Bangalore<br><br>Assistant Professor (Sr Scale) |
| | **MR BILAL AHMAD KUCHEY**<br>Pursuing PhD, Amity University<br>LL.M., Amity University<br><br>Assistant Professor-Grade B |
|  | **MR BALWINDER SINGH**<br>Pursuing PhD, University Of Jammu<br>LL.M, University Of Jammu<br>UGC NET<br><br>Assistant Professor |
| | **MS DEBORISHA DUTTA**<br>LLM, WBJUNS, Kolkata<br>NET<br><br>Assistant Professor |

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|---|---|
| | **MS ANUSHKA CHOUDHARY**<br>LLM, Amity University<br>NET<br><br>Assistant Professor |
| | **MS GARIMA LAKHMANI**<br>LLM, NLU, Bhopal<br>NET<br><br>Assistant Professor |
| | **MS UNANZA GULZAR**<br>Pursuing PhD, Jamia Millia Islamia, Delhi<br>LLM, Kashmir University<br><br>Assistant Professor |
| | **Mr. Himangshu Rathee**<br>Assistant Professor<br>LLM, National Law University, Delhi<br>BALLB, The NorthCap University<br>NET Qualified<br><br>Assistant Professor |
| | **Ms. Mahima Mahajan**<br>Assistant Professor<br>LLM, National Law University, Jodhpur<br>BALLB, Amity Law School, Delhi<br>NET qualified<br><br>Assistant Professor |

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**SCHOOL OF MANAGEMENT**

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|---|---|
| | **PROF. PREM VRAT**<br>PhD, IIT Delhi<br>MTech, IIT Kharagpur<br><br>Pro – Chancellor<br>Prof. of Eminence & Chief Mentor |
| | Dr Hemant C Trivedi<br>PhD, Bhav Nagar University<br>MBA<br><br>Senior Professor |

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| | **DR SHILPA SINDHU**<br>PhD, CDLU, Sirsa<br>MBA, Vamnicom, Pune<br>NET-ASRB<br><br>Assistant Professor (Sel Grade) |
| | **MS JIVETA CHAUDHARY**<br>Pursuing PhD, GGSIPU, Delhi<br>MBA, Guru Gobind Singh Indraprastha University<br>UGC NET<br><br>Assistant Professor (Sr Scale) |
| | **DR DEERGHA SHARMA**<br>PhD, University Of Rajasthan<br>MBA, Banasthali Vidyapith<br><br>Assistant Professor |
| | **DR PREETI CHAWLA**<br>PhD, NIT Kurukshetra<br>MBA, Punjab Tech University<br>NET<br><br>Assistant Professor (Sr Scale) |
| | **DR ESHA**<br>PhD, Paher, Udaipur<br>MBA, TIMT, Yamuna Nagar<br>NET<br><br>Assistant Professor (Sel Grade) |
| | **MS JAHANVI BANSAL**<br>Pursuing PhD, GJU, Hisar<br>MBA, GGDSD College Chandigarh<br>NET, JRF<br><br>Assistant Professor |
| | **MS PRIYANKA BANERJI**<br>PhD, M.Com, University of Lucknow<br>NET<br><br>Assistant Professor |

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| | **Dr Akshat Aditya Rao**<br>**PhD,** University of Rajathan<br>MBA<br>**NET**<br><br>Assistant Professor (Sr Scale) |
| | Dr Poonam Arora<br>PhD, MDU Rohtak<br>MBA<br>NET<br><br>Assistant Professor |
| | Ms Mahima Anand<br>Pursuing PhD, NCU<br>MBA, MCom<br>NET<br><br>Assistant Professor (Grade B) |
| | **DR RUCHI NAYYAR**<br>PhD, Singhania University, Rajasthan<br>MCA, IGNOU, Delhi<br>MBA, SCDL, Pune<br>Diploma In Computer Engineering, Kasturba Polytechnic For Women<br><br>Assistant Professor (Sel Grade) |
| | **MS ADITI VALLABH**<br>MA, University of Hyderabad<br>NET<br><br>Assistant Professor |

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## CENTRE FOR LANGUAGES LEARNING

| | |
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| | **DR. DIVYABHA**<br>PhD, MA, Gurukul Kangri<br><br>Assistant Professor (Sel Grade)<br>Officiating Head of Department |
| | **Dr Shrutimita Mehta**<br>Asstt Prof- (Sel Grade)<br>CLL<br>BA, MA, PhD |
| | **DR PAYAL KHURANA**<br>PhD, MA (English), University of Jammu<br><br>Assistant Professor (Sel Grade) |

## SCHOOL OF PROFESSIONAL ATTACHMENT

| | |
|---|---|
| | **MR B K GUPTA**<br>BSc (Hons) Engineering, Punjab Engineering College, Chandigarh<br><br>Director, School of Profession Attachment |
| | **Mr MD SHAKEEL HASAN**<br>MBA, Guru Jambheshwar University<br>BA (Hons), Patna University<br><br>Sr Manager, Placement & Outreach |
| | **MR ANIRUDH KAUSHIK**<br>MBA, J K Business School<br>BCom, DAVV Indore<br><br>Manager, Placement & Career Services |

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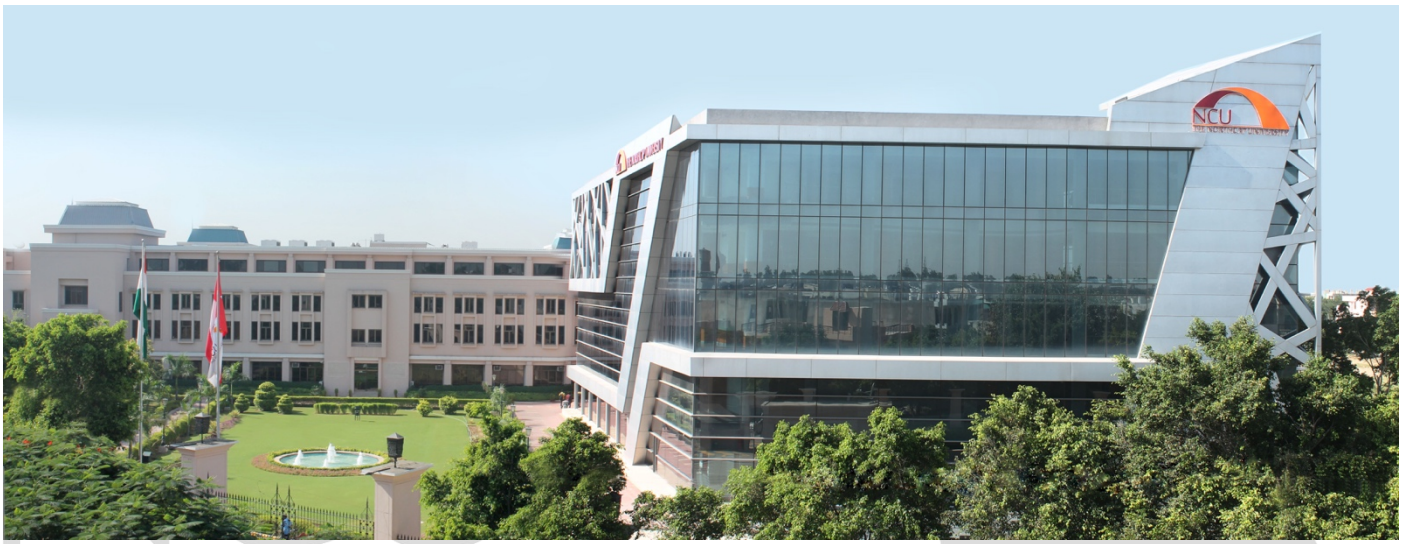
## About The NorthCap University

The NorthCap University is a unitary University situated in Sector 23-A, Gurugram, Haryana and accredited by the National Assessment and Accreditation Council (NAAC) 2016-2021. It was founded in 1996 by Educate India Society as an Engineering Institute to provide higher education in Engineering and Management. The institute gained the status of a State Private university in the Academic Year 2009-10, under Act No. 25/2009 NIRF Survey, MHRD Govt. of India by the Legislature of State of Haryana and accorded UGC approval under Section 2(f ) of the UGC Act 1956. In a span of a few years, we have grown to be one of the foremost educational institutions in North India. As a




testimony to this fact, we have been ranked 117 in the Engineering Category and under the rank band 151-200 in the University Category under National Institutional Ranking Framework (NIRF) by the Ministry of MHRD, GOI, released in April 2019 by MHRD. The NorthCap University has been ranked Second amongst the Cleanest Higher Educational Institutions in the Country in the Category 'University (Non Residential)'. The University won this award for Maintaining, Promoting and Encouraging the culture of 'SWACHHTA' in Higher Educational Institutions in the Country.

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The University imparts education in undergraduate and postgraduate programmes in engineering, management, sciences and law. It is recognized by various government and regulatory bodies for teaching and awarding

degrees. The University is approved by the University Grants Commission (UGC) and recognized by the Bar Council of India (BCI). The University is a member of the Association of Indian Universities (AIU). Aside from being a Member of the American Society for Quality (I) Pvt Ltd, it is accredited by Accreditation Services for International Colleges (ASIC), UK as a premier University

**Student E – Portfolio**

E-portfolio is a unique initiative of the University to identify students' interests in the first year itself and encourage you to develop these areas. You will continue to develop this portfolio during your stay at NCU and also record your achievements and rewards using multimedia which will be showcased in your portfolio to potential employers for enhanced employability.

***Specially-abled Students***

Resources for specially-abled students are part of NCU's commitment to help all such students achieve their academic potential. The University welcomes applications from students with special needs and assures them that it will provide access to all programmes for which they enrol. Special effort is made to provide opportunities for participation in extracurricular activities and to encourage their personal development and independence. Compliance with the guidelines for students with disabilities is ensured by the University.

**Context Learning**

Teaching-learning takes place in the form of Context Learning whereby students are able to construct meaning, based on their own experience. Context learning involves problem solving, internship and service learning.

**Slow Learners**

Slow learners are being facilitated to acquire additional skills by organizing special Module training courses which include Internet of Things, VLSI Design, Mobile Application Development, CCNA Certification etc.

Another unique academic initiative has been taken by enrolling 3rd and 5th semester students of ECE and EE programmes in Spoken Tutorials of IIT Bombay. Online tests are conducted by IIT Bombay and certificates awarded by them. Other Departments are following in their respective disciplines. The University also offers selected UGC's MOOCs to enhance its programme offerings.

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**Learning Management System**

The NorthCap University offers an innovative learning system as a supplement to classroom teaching – an e-learning portal called the Learning Management System (LMS) which provides students with online access to the course content of every course offered. It provides convenient access to important information related to different subjects running through the semester such as lecture notes, recommended reading, tutorial sheets and assignments. Students are encouraged to use this portal to prepare themselves before coming to class, so as to have a better understanding of complex concepts.

NCU is a nodal centre for **Virtual Labs**, an initiative of the Ministry of Human Resources Development under the National Mission on Education through Information and Communications Technology, wherein eight IITs are currently involved. The University utilizes the facilities available at the IIT labs through remote triggering. The CISCO Networking Academy at the University caters to the growing demand for ICT professionals.

The **rich intellectual capital** at the University continuously strives to enhance their knowledge and teaching effectiveness. The faculty comprising of senior professors and directors who are from respected National/International institutions/universities are sensitive to the academic and development needs of students making the learning experience truly transformational. NCU strives to attract the best minds towards teaching and mentoring so that our graduates are a force to reckon with in the new, interconnected and borderless world of the new millennium. The academic freedom as a University gives NCU an opportunity to widen its horizons, think at national and global levels and bring in and imbibe some of the best international standards and practices of academics.

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## Industry Liaison

The University maintains close interaction with the industry at all levels of academic activity. Association with industries like IBM, Mitsubishi Electric Private Ltd, Delta Electronics Ltd, Daikin Air Conditioning India Pvt Ltd and Maruti Center for Excellence, offer you cutting edge technology courses in the most promising areas of the future through hands on training programmes. Beijing Wave Spectrum Science & Technology Co. Ltd. China has setup a Vibration Lab at the University with an approximate cost of USD $60,000 (INR 40 lakhs). The new set up is a multidisciplinary lab with test equipment and instruments for mechanical, civil and electronics engineering disciplines.

Such opportunities will provide you a platform to test your knowledge, hone your skills and give you a real world experience. It brings in an industry perspective into classrooms and offers you an employability edge with exciting new opportunities.

IBM conducts courses for the students of ECE, CSE & MBA programmes and has setup a Software Lab for Emerging Technologies. iNurture, our knowledge partner is an educational solution company in the business of designing and delivering of innovative industrial relevant jobs in the field of Animation and VFX, Information Technology, Mobile Application and Analytics.

Students did us proud at the national level by winning the 2nd Prize, the 'Excellence Award' in the Delta Cup 2017 held at Wujiang, Suzhou City, China, representing American Society for Quality (ASQ) and NCU 2018 at Washington, Google Summer of Code (GSoC) Projects 2017. Deloitte's Engineering School Maverick Competition 2017.

Practical oriented teaching and constant industry interaction has led to students Placements at: Intel, Express Roadways Pvt Ltd, Deloitte India, Wizchip, British Telecommunications Plc, Magneti Marelli Powertrain India Pvt Ltd, Apollo Tyres, QuickDoctorIN Pvt Ltd, Beijing Wave Spectrum Co Ltd, China and others.

**Centre for Creativity, Innovation and Entrepreneurship**

NCU's focus is on excellence in teaching and research in various areas. We support research that is driven by curiosity as we believe that a university can grow successfully only when research and teaching mesh together seamlessly - one without the other is incomplete. To this end the Central Research Facility, and the Centre of Creativity, Innovation and Entrepreneurship have been established at NCU. They promote inter-disciplinary idea generation, innovation and strengthen industry tie-ups.

The Vice-Chancellor's Innovation Fund has encouraged innovative ideas amongst faculty and students and Best Project Awards have motivated undergraduate student research. We strive to equip our budding professionals not only to address contemporary issues with innovative solutions but also inculcate in them their responsibility to society.

**Parent Information System**

The University has a Parent Information System which keeps parents informed about the progress of their wards. A portal has been set up which provides information on the academic progress and other achievements/activities of students including extra and co-curricular activities and so on. Corrective actions if required can be taken in consultation with the faculty.

**Incubation Centre**

The Incubation Centre at the University has been established to provide a start-up incubation platform to hand hold students who create innovative projects with commercial viability.

**NavIC Lab**

Space Application Centre (SAC), ISRO, Ahmedabad has recently set up a Navigation with Indian Constellation (NavIC) Lab and installed two IRNSS Receivers at the University campus to facilitate students and faculty in research and project work.

**Thought Lab**

The University has established a 'Thought Lab' to reduce negative energy and stress, develop a positive attitude and improve the overall development of students. Channelizing thoughts effectively will improve your experience while studying at NCU.

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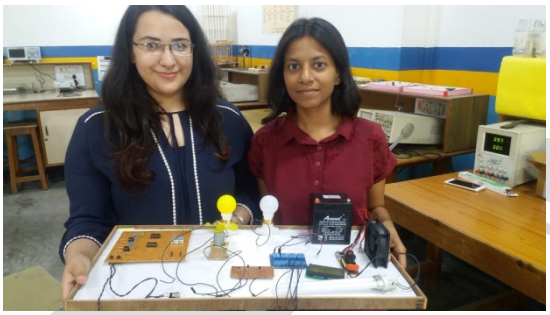
**Tinkering Lab**

To encourage you to pursue your passion, a platform in the form of a 'Tinkering Lab' is now available to enable you to convert your ideas into tangible outcomes. This will help you keep your passion/ interest alive while pursuing your course of study at the University.



**Foreign Language**

It is mandatory for every student to learn at least one foreign language (French, German or Spanish), while pursuing an undergraduate programme at the University.

**Office of International Relationship**

Guide students regarding admission abroad and about study India Programme/admission of international students to NCU. The office has been created in line with the scenario of internationalization of education to enhance visibility of the University.

## Value-added Courses

To sharpen your competitive skills, enhance employability and make you industry-ready NCU runs comprehensive value-added programmes, over and above the basic curriculum. In addition, from time to time, professional agencies are employed to conduct Personality Development classes, including individual grooming etc.

The University provides the physical infrastructure and necessary support to pursue sports, hobbies and co-curricular activities, so that students develop well-rounded personalities. Students graduating from NCU are expected to **understand the technological, environmental and** ethical challenges they will face in a world of accelerating change. Recognizing that those challenges will transcend the traditional boundaries between disciplines and nations, the institution encourages education that is distinctively interdisciplinary and international.

"Yatha Drishti, Thatha Srishti" (As the Vision, so the World)

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Continuous efforts are made to realize this goal by providing a unique learning environment in which the faculty and students share the responsibility for learning.

The University has Student Exchange Programme with foreign universities

- Michigan Technological University (MTU), USA for the 3+1+1 programme wherein selected BTech CSE and CEE students can complete their fourth year from MTU and can also complete PG in one year from MTU.
- University of Regina, Canada where selected MTech students can proceed after two semesters and get a Canadian degree in Masters of Engineering.
- ITB, Dublin, Ireland for semester abroad for undergraduate and postgraduate students.
- University of Chester, UK for a semester or year abroad in UG and PG studies.
- University of Dayton, Ohio, USA for joint collaborative research and for student and faculty exchange.

## Campus

To make your time at NCU enjoyable and enriching we provide centrally air-conditioned excellent academic infrastructure which includes hi-tech classrooms equipped with state-of-the-art multimedia teaching aids, Central Research Facility, Centre of Excellence, Incubation Centre, well equipped labs and workshops, state-of-the-art Auditorium, Library etc. where you can not only carry out practical training but also indulge in extensive research. We maintain close industry relationships so that classroom learning and teaching can be converted into practical training relevant to your future career. Collaborating and sharing resources, processes and systems with other universities and communities have accelerated research, innovation, quality of teaching and learning and the student experience.

The floodlit sports field is available to you to play cricket and football apart from other games such as Basketball, Tennis, Volleyball, Netball, Badminton and indoor games like Table Tennis, Chess and Carrom. We have a well-equipped student centre complete with a modern air-conditioned cafeteria.

In close proximity to Delhi, in the industrial hub of Gurugram, The NorthCap University has built on its admirable legacy of over two decades. You couldn't find a better place in which to begin to build a successful life and career.

The University accommodates an excellent academic infrastructure of over 60 classrooms, 18 tutorial rooms, 71 labs, 25 workshops, ample faculty cabins, seminar hall, conference rooms, a 430 seat state-of-the-art auditorium and a double basement parking.

The University has a fully air-conditioned academic infrastructure with round-the-clock power back-up. The spacious classrooms are equipped with modern multi-media teaching aids. It also has a computer centre with nearly 1000 high-end computers and the whole campus is Wi-Fi enabled. It has a 150 MBPS dedicated leased line, digital and multimedia library and networked computer labs.

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The open-air Amphitheatre next to the sports ground is used extensively for various university functions and club activities. The campus provides for a variety of clubs such as the music club, photo club, judo club and the Yukti Social Club. It has sports facilities for nearly all indoor and outdoor sports. The cricket-cum-football ground is arguably one of the nest grounds in the NCR, with floodlight facilities for night sports. An air-conditioned two-storeyed cafeteria, student centre and Incubation Centre covering an area of more than 15,000 sq ft provide a unique experience to faculty and students alike. It has been designed with modern interiors and energy efficient concepts. NCU also has a branch of the Syndicate Bank with an ATM operating from its premises for the convenience of its faculty and students. The University provides hostel facilities to over 125 students. The rooms are well-furnished, and the hostels also have a 24-hour power back-up system, treated water, Wi-Fi, intercom, indoor sports facilities, a central kitchen, entertainment and recreational facilities, and a bus to convey the students to and from the University. The New Academic Block provides state-of-the-art classrooms, besides area for student activities and faculty rooms.

The University is located in Sector 23-A, Gurugram, Haryana, which is about 15 Km from Indira Gandhi International Airport. It is well connected and easily approachable. It is located in a clean and pollution-free environment at about 3 Km from National Highway 8. The University's campus is spread over 10 acres with a covered area of over 32,000 square metres which amply caters to all its academic and administrative needs. A '360º walkthrough' on our website, (www.ncuindia.edu) will give you a virtual tour of the beautiful laid out campus.

## An environmental friendly institution

A 150 KW rooftop solar PV system with a net metering facility has been installed to provide alternate source of power to the University in line with the State and National objectives of using solar energy. In order to ensure zero wastage of water, we have installed an effective rainwater harvesting system as well as sewage and waste water treatment plants. NCU is committed to the green movement and campus-wide initiatives at reducing, reusing and recycling are helping it achieve a green code of living. To check the emission levels of vehicles coming to the University, a Pollution Checking Centre has been set up on the campus. The University is surrounded by lush green gardens and this is the17th consecutive year when the University has been declared the winner of the HUDA garden competition in Gurugram.

The Indian Meteorological Department, Ministry of Earth Sciences, GOI, has selected NCU for setting up an Automatic Weather Station (AWS). It will provide accurate and real time data of minimum and maximum temperatures, rain measurement, humidity, wind speed and direction, pressure, solar radiation etc. This will be beneficial to residents of Gurugram especially farmers as they will get to know about the weather conditions in advance. It will help students and faculty in research and developmental activities of atmospheric studies.

## Accommodation

Studying away from home opens up a world of exciting learning possibilities but along with the excitement comes the anxiety about the unknown, as you begin your learning journey. Returning to a comfortable and practical room is

just as important and will contribute to cementing your overall success in the University, and we offer a wealth of leisure activities for you to unwind with after a challenging day's study at The NorthCap University.

Our University accommodation options offer you assured benefits so that you can settle in and begin to enjoy student life right from day one. That is why high-quality accommodation, separate for boys and girls, on a shared basis, with clean and hygienic dining facilities is provided by the University. Living in a hostel is a great way to meet other students and make new friends. You will find yourself with people from all over the country, so you can learn about different cultures and expand your horizons. The rooms are well furnished, with a 24-hour power backup, treated water, Wi-Fi, intercom, indoor sports, entertainment and recreational facilities, central kitchen, and a bus for the conveyance of students to and from the University. All hostels are provided with security guards round the clock.

As the hostels run by the University have limited seats, those students who are unable to be accommodated can find alternative lodging nearby. Nearly 26 paying guest facilities in close proximity to the campus, with a capacity to accommodate over 100 girls and 100 boys, have been identified and can be recommended to students and parents, who will need to exercise their own options. The list is also displayed on the University website. NCU has only a limited role as a facilitator, providing a ready reckoner of PG accommodation availability in the vicinity of the campus, and has absolutely no other interest, role or responsibility to discharge.

## Transport

For the added convenience of its faculty and students, the University operates AC bus service between Delhi-NCR and the University and from the local metro stations on MG Road, Gurugram and also Dwarka Sector 21 Metro Station.

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## Facilities on Campus

An air- conditioned, two-storyed cafeteria, covering an area of more than 15,000 sq ft provides a unique dining experience to faculty and students alike. It has been designed with energy efficient concepts with open air steps in front providing a breath-taking view of the cricket ground. The canteen at the upper level with more than 7500 sq ft space provides a comfortable dining area for more than 350 people. The campus has its very own Nestle noodles point where students can sit together and enjoy the warm fresh meal. A yoga room and indoor sports facility offers a modern fitness experience with working space for more than 100 people. The University has a branch of the Syndicate Bank with ATM facility operating from its premises for the convenience of the faculty, students and the local community.

**Student Counselling by Faculty Mentors**

To make you comfortable and help you to easily settle down in the University, a faculty mentor will help you in a nurturing, informal yet intense relationship just as in the *Guru Shishya parampara.* The same mentors will guide and counsel you, whenever you require, throughout your stay at the University, in all semesters.

**NCU Health and Counsellor Services**

A health centre with three doctors is available on the campus. Students are free to use this service whenever required.

**Specially-abled Students**

Resources for special students are part of NCU's commitment to help all such students achieve their full academic potential. The University welcomes applications from students with special needs and assures them that it will, as far as possible, provide access to all programmes for which they enrol. Special effort is made to provide opportunities for participation in extracurricular activities, and to encourage their personal development and independence.

**Beyond the Classroom**

Life at NCU is more than an academic experience. Networking, sports and a variety of extracurricular activities make up an important part of student life. The open-air Amphitheatre provides an enchanting ring side view to the spectators at the numerous student led cultural events at the University.

**Sports and Extracurricular Activities**

We offer our students a wide range of sports activities both on and off campus. Numerous sports facilities and clubs provide an array of activities and classes to choose from. There are free ongoing sporting activities which are open to all students and take place throughout the year in local facilities. Our sporting activities are scheduled to fit in with the academic timetable, allowing everyone to participate.

Whether students seek the thrill of competition or desire physical fitness, NCU provides a wealth of sporting opportunities that inculcate commitment, dedication and skill development. Students can achieve national recognition through intercollegiate fixtures, participate in a recreational sport for the first time, or take one of the many physical education courses. Involvement at any level is encouraged.

All sporting facilities are regularly available for everyone to use, accommodating students who enjoy structured participation and those who find a programme of recreation and exercise more beneficial. The extensive sporting and leisure opportunities on campus include facilities for cricket, hockey, soccer, volleyball, netball, badminton, tennis, table tennis, yoga and judo. An athletics track as well as a multipurpose sports arena and facilities for other indoor games are also available. Sports facilities have been upgraded with the construction of tennis and basketball courts. The cricket/ football ground is arguably one of the finest in the National Capital Region, with floodlight facilities for night sports.

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## Activities at NCU

A lot of activities are available for honing talent and for enhancement of your overall personality. Student Activities and Leadership (SAL) Committee at NCU promotes the involvement of students in extracurricular activities, nurtures leadership skills and enhances the quality of their lives as responsible members of the society and the world as a whole. It provides a platform to students to showcase their skill and talent in beyond academic activities and acknowledges their achievements.
Regular activities occur on and off campus and are open to all students. The campus is enlivened by the number and diversity of its students' organizations. The office of students' activities serves as a living-learning centre for students to coordinate in a broad range of social, cultural, intellectual, educational and leadership programmes. Many student's groups are dedicated to community service and social action.
You will get varied opportunities to participate in the performing arts in-theatre productions, dance groups or to become involved in committees that sponsor speakers or organize cultural festivals. The music, photography, art, painting, films and dramatics societies are active throughout the year. Symposia of literary pursuits like debates, group discussions and quizzes are regularly conducted. A variety of cultural activities, festivals and tech fests, which synthesize technical knowledge with fun, are organized. 'Momentum', the annual cultural festival of the University, and 'Club Fiesta' are occasions for you to display your talent and give artistic expression to your personality.

- If you have interest in journalism, there are rich opportunities available for you. Vector Tech, the bi-annual publication about the life at the University serves as a platform for presenting opinion on a wide spectrum of issues. In addition, a monthly 'Newsletter' serves as the chief source of campus news. A student run magazine ' Hashtag' is a forum for discussion.

- At The NorthCap University we aim to create an active and dynamic student community. We support a variety of clubs which are initiated every year by students for students, and include sports, academic, cultural and special interest clubs. The interests of students can be as diverse as photography or basketball — activities and hobbies that they may have a passion for and that add value to the student community.

- Several clubs and societies like NCU Bridge club, **Lumiere** – the photography club, **Aarohan and Lakshay Clubs Abhimanch** – the dramatics club, **Encore** – the music club, **Mathemactive**, **Samwad**-literary club, Samwad, Success Mantra, Lingua Franca, Abhivyakt – the debating society, the Institute of Electrical and Electronics Engineers, the Computer Society of India, the Society of Automotive Engineers, the Electronics Society, the Society in Pursuit of Advances in Civil Engineering (**SPACE**), the Robotics Society, Crossroads, to name a few, conduct events throughout the year.

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- The NorthCap University organized TEDx, an event where a number of brilliant minds were called from different segments like, Baba Sehgal, Smita Jayakar, RJ Jassi, Gurpreet Singh Tikku, Vikramjit Singh Rooprai, Vani Kabir, Vanky Kataria etc. to deliver the talks and share some experiences of their success.

- The Recreational Club organizes adventure cum educational trips regularly. All trips are designed to educate and build your confidence, provide you thrills of adventure and outdoor recreation explore and learn more, well as promote the ethical use of environmental resources.

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- The Department has active Student Chapters of professional societies like the Society for Automotive Engineers (SAE), Indian Society of Heating Refrigeration and Air-conditioning (ISHRAE), The Institution of Engineers India (IEI) and American Society for Quality (ASQ). Participating in the activities of these societies will develop your technical and non-technical skills as well as it will help in building professional relationships.

- Musical concerts are organized under the aegis of **SPIC MACAY**, Musical concerts are organized under the aegis of SPIC MACAY, where students get an opportunity to attend performances by renowned exponents of classical Indian music and dance. Renowned artists like Pandit Hari Prasad Chaurasia, Pandit Neeladri Kumar, Pandit Vishwa Mohan Bhatt, Pandit Salil Bhatt, Shri TN Krishnan, Shrimati Savita Devi, Pandit Rajendra Prasanna, Pandit Prateek Chaudhuri, Shrimati Rashmi Aggarwal, Mr Gustavo Tavares and guitarist Anders Clemens, Ms Ragini Chandrashekar, renowned folk artist Ustad Rehmat Khan Langa, Qutbi Brothers, Ms Sudha Raghuraman, theatre performance by 'Naya Theatre', founded by renowned playwright, poet and actor Late Habib Tanvir and many more have performed at the University.

## Social Outreach

We at the NorthCap University value interactions between the University and our surrounding communities as we have genuine respect for others, and we reach out to those whose lives we can touch and make a difference. Interactions happen through caring for the disadvantaged, sharing with the deprived, educating the illiterate and encouraging the helpless, loving the destitute and donating blood, or service-learning courses. Programmes for the underprivileged through -Yukti, an organization aimed at enabling others, are held regularly.

- **Blood donation camps at the University for the benefit of the sick.**

- Slum Children's Day through competitions (painting, singing, dancing etc.), movie shows, gifts, refreshments etc.
- Invite young students of Government schools to experience a University and get inspired to pursue higher education.
- Student volunteers take forward the 'Swachh Bharat' campaign for a clean and healthy India.
- Distribute clothes to the economically weaker sections through the Vastradaan initiative.
- Provide necessary amenities, medicines etc. to the old and the disabled inmates of the Old Age Home and be empathetic listeners and make them feel cared.

- The Social club of School of Management organized a three day's donation drive with the motto #Bringonegiveone. Students, faculty and other members from the staff joined hands for this Nobel cause by donating non-perishable food items, stationery, used toys, clothing, medicines and other useful items which were then supplied to the Slums in Gurugram.

- — Invite children from the orphanages and encourage them to participate in cultural programmes in the University.

- These initiatives give our students an insight into the realities of life, in-still in them a level of responsibility, trust and confidence about themselves and the community, and help them grow into role models, both as technocrats as well as caring human beings. NCU's mantra is 'Empowered individuals make an empowered nation'.

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## Alumni Networks

The Office of Alumni Relations aims to inspire students and alumni to share lifelong commitment, pride, and passion for The NorthCap University. We engage alumni as active members of the University community and strive to develop programmes and services that add value to the alumni experience and to life and work at NCU. A ***one-time alumni association fee of Rs. 1000/- is charged at the time of enrolment at the University to run the association.***

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## Details of Courses of Study

At The NorthCap University, we consider that exceptional capabilities lie in average individuals, and each day we work to constitute possibilities for that capability to be accomplished. Our students work side by side with their peers and with renowned faculty and researchers. They study abroad, participate in internships, conduct research, lead student organizations, and volunteer in communities close to home and around the world.

In pursuance of this objective, the University is offering high-quality courses at the undergraduate and postgraduate levels.
The following programmes are offered in academic year 2018-19:

**I. SCHOOL OF ENGINEERING AND TECHNOLOGY**

**A. B.Tech (4 Years)**

1. Computer Science and Engineering (CSE)
2. Electronics and Communication Engineering (ECE)
3. Mechanical Engineering (ME)
4. Civil Engineering (CE)

**B. M.Tech (2 years) (Part Time 3 Years)**

1. Computer Science & Engineering with specialization in Data Science or Cyber Security
2. Electronics & Communication Engineering with specialization in Communication Engineering or VLSI Design
3. Mechanical Engineering with specialization in Thermal Engineering and Mechanical Engineering Design
4. Civil Engineering with specialization in Structural Engineering, Construction Engineering & Management and Environmental Engineering.

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**II. DEPARTMENT OF APPLIED SCIENCES**

**C. BSc Maths (Hons)** (3 years)
**D. BSc Physics (Hons)** (3 years)
**E. MSc Maths** (2 years)

**III. SCHOOL OF LAW**

1. **BBA-LLB (Hons)** (5 years)
2. **LLM** with specializations in Corporate Law, Human Rights and Intellectual Property Rights (1 year)

**IV. SCHOOL OF MANAGEMENT**

1. **MBA** (2 years) (Full Time)
2. **BBA** (3 years)
3. **BCom (Hons)** (3 years)
4. **BA Economics (Hons)** (3 years)
5. **BA Psychology(Hons)** (3 years)

**PhD in all above disciplines**

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## Credit System

Instructional work at The NorthCap University, Gurugram is carried out using credit system of study in semester-based system. The salient features of the credit system are:

i. Flexibility for students to progress at suitable pace depending on individual interest and ability.
ii. Continuous evaluation of students' progress.
iii. Award of grades in a course depending on overall performance of a student.
iv. Performance measurement by number of earned credits (EC), semester grade point average (SGPA) and cumulative grade point average (CGPA). The use of grades helps in achieving a reasonable spread of total marks for a grade and in reducing variations due to evaluation by different teachers.
v. Award of degree to a student on the basis of total ECs and value of CGPA

There would be two regular semesters for instructional and evaluation work in addition to summer semester in each academic year. The odd numbered semesters (I, III, V & VII) would start in July on a specified date and end in November on a date as per the yearly academic calendar. The even numbered semesters (II, IV, VI & VIII) would start in January on a specified date and end in May on a date as per the yearly academic calendar.

The summer semester would cover practical training in industry / holding of regular classes in some courses where possible as per rules and / or holding of major test / end term practical exam for failed students. In such courses, all regulations for various requirements remain the same as for those in a regular semester.

- The present documents give course credit regulations and grading system for UG (Under-Graduate) and PG (Post Graduate) degrees.
- The credit system including grading award system is now followed at leading institutes in India and abroad. Flexibility in course offering and responsibility in grade evaluation are the hall marks of the systems. The regulations have to be viewed in that context. *In case of any clarification on any point mentioned in this document, the interpretation of the Dean (Academics) of The NorthCap University will be treated as FINAL.*

The NorthCap University offers a wide range of academic programmes for students with various technical, managerial and law backgrounds. Admission to these programmes are based on JEE-MAIN, GATE, CAT & MAT, CLAT etc. which are reputed national level entrance tests and marks in the qualifying exam followed by personal interviews in some cases. Detailed information in this regard is provided separately.

The details regarding various features, methodologies and regulations of the semester-based credit system are listed in subsequent sub-sections.

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## Course Credit Assignment

Each course, except few special courses, has a certain number of credits assigned to it depending upon the needs for its Lecture, Tutorial and Practice periods in a week. The weightage of credit is also indicative of the academic expectation that includes in-class contact and self-study outside of class hours.

The Experts allot appropriate weightage (L-T-P) to the course at the time of designing the scheme/syllabus of the Programme. Fixing L-T-P for a course is an expert-decision based on the importance of that course in that programmes and endorsed by BOS.

The 'Credit' of the course is computed from the weight (L-T-P) of the course and thus Credit of a course gets indicated in the scheme of the programme. The credits for courses can be computed from its components as below: -

*Lectures and Tutorials:* One lecture or tutorial period per week is assigned **one** credit.

*Practice/Laboratory:* One laboratory/practice period per week is assigned **half** credit.
The courses which are without any credit are referred to as Non-Credit (NC) courses. The Credit of a course thus depends on its L-T-P structure.

Examples: -

1. Consider a course having its L-T-P structure as (3-1-2). The Credit for this course will be 3+1+1 = 5 credits.
2. Consider a course having its L-T-P structure as (2-0-1). The Credit for this course will be 2+0+0.5 = 2.5 credits.

**Earned Credits**

At the end of each semester, a letter grade is awarded to a student in each course for which he/she had registered **depending upon her/his performance through continuous evaluation**. On obtaining any pass grade in this course, the student owns the course-credits as her/his **'earned credits'** corresponding to this course applicable for her/his count while computing SGPA or CGPA. A student's performance is measured by the number of 'earned credits' by her/him, then by the 'points earned' from each amount of earned credit' and finally by the measure 'grade point average'.

A minimum number of total earned credits are required in a semester for continuation of registration at any stage to the higher semester. A minimum number of total earned credits **as specified in the scheme of that programme** are also required in order to qualify for a degree at the end of eighth or sixth semesters as applicable.

## REGISTRATION AND ATTENDANCE RULES

**Registration**

The purpose of registration is to include the name of a student in the roll lists of the courses that student wishes to study in a particular semester. Registration is a mandatory procedure to be completed personally by a student on ERP for each semester on the specified date **before the beginning of a semester** as given in the Academic Calendar.

There are two modes of registration. These are:

i. Regular Study Mode- In this mode of registration, student requires to attend regular classes of the course. Minimum attendance requirement has to be fulfilled under this mode. This mode of registration is available for all courses.

ii. Supplementary Exam Mode- In this mode of registration, student does not require attending classes. S/he has to only appear in Minor Tests and Major Test to pass a course. Marks under other heads remain unchanged. This mode of registration is available only for failed courses.

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# Late Registration Rules

- Registration after due date (as specified in the Academic Calendar) will be done only after paying a fine of Rs. 1000. This provision will be applicable only for first two weeks after commencement of classes.
- Students will not be allowed to attend classes and will be marked absent during the non-registered status.
- Non-Registered students beyond two weeks of commencement of classes will lose the entire semester.

## Credit Course

Credit courses are the courses having weightage / credits and the points earned in these courses are used in computation of SGPA & CGPA. Credit courses are placed in various categories like applied sciences, engineering, language courses, programme core courses, programme elective courses, emerging area elective, open electives etc. as per the requirement of the scheme of the programme concerned.

## Practical Training

Before going for Practical Training, a student must register for practical training course with the approval of the Department Training Coordinator (DTC) concerned and TPO of the institute. A report in the specified format must be submitted within 14 days of the regular semester immediately following the training period.

A regular grade will be awarded after evaluation process which includes presentation of the report before the Department Committee convened by the DTC.

## Value Added Courses

These courses are special topic courses based on industries needs and are meant to enhance employability of students e.g. personality development, software-based courses, knowledge courses etc.

## Attendance

A student is expected to attend all lectures, tutorials, practice classes and VA courses etc. The final attendance requirement will be a minimum of 70% per course calculated till the last teaching day. A student not satisfying the minimum attendance requirement in a particular course will be detained in that course.

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To provide wider exposure to students and increase visibility of the University at State/national & international level, the University encourages, participation of talented students in well recognized competitions or any other such event approved by university. Students nominated/deputed by the University for participation in these events/competitions shall be given due consideration for their absence from classes. This period shall be treated as Leave of Absence for attendance purposes. These leaves of absence shall be endorsed by the Chairman, Student Activities & Leadership Committee & approved by the HoD before being sent to the ERP. All such Leaves of Absence shall not exceed 10% of the classes in the semester. The concerned faculty shall ask these students to submit extra assignments to make-up for any study losses.

**Attendance Calculation Norms**

For the purpose of calculating attendance in each course, the attendance in the number of scheduled lecture class, tutorial class and practice class (regardless of contact hours in the scheduled classes) will be added.

## Detained student

The ineligible student will be placed in 'Detained'-category for the course and the registration for that particular course will be cancelled and 'Detained' will be mentioned in the grade sheet. The student has to again register for the same course in subsequent regular semester as early as possible, provided CGPA requirement is met and time table permits, if it is a programme core category or a compulsory course as per requirements of programme concerned.

Otherwise, the course can be substituted by another course in the same category if it happens to be an elective course or a non-compulsory course, provided the course can be run keeping in view other constraints like

i. Minimum number of students in the course, as decided from time to time.
ii. Faculty availability and
iii. Availability of Slot / Time-table.

## Midterm Warning for Short attendance

The University issues a written midterm warning to the students if in any course, his/her attendance falls below 70% till the completion of approximately half the number of teaching days in a semester as mentioned in the Academic Calendar for the semester concerned.

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# Grading System

The grading system reflects a student's proficiency in the course. The grade awarded to a student in a course will be based on the performance of the student in Minor Test assignment, viva-voce, lab work, online test, seminar, workshop presentations, group discussions, quiz, etc. whichever is applicable as per scheme and in the Major Test, at the end of the semester (or at the end of the Summer Zone if there are any courses to be taught during summers).

In a course, every candidate will be examined as per the syllabus of the concerned programme approved by the Academic Council from time to time. The credits and contact hours per week have been specified for each course in the syllabus.

Appearing in the major test of a course will be allowed to a regular student if:-

- S/he has been on the rolls of the University during the semester, and he/she has satisfied the attendance criteria in the course as per the Attendance Rule
- There is no pending case of indiscipline in his/her name, and
- S/he is not a defaulter in payment of tuition fee or any other dues of The NorthCap University, Gurugram in any case.

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**Grades and Grade Points**

Corresponding to each course registered, a student obtains a letter grade at the end of the semester (irrespective of his presence/absence in the examination).

There are Eight (08) types of grades awarded at The NorthCap University to the students as mentioned in the following table:

| ACADEMIC PERFORMANCE | LETTER GRADES | GRADE POINTS |
|---|---|---|
| OUTSTANDING | A+ | 10 |
| EXCELLENT | A | 9 |
| VERY GOOD | B+ | 8 |
| GOOD | B | 7 |
| AVERAGE | C+ | 6 |
| BELOW AVERAGE | C | 5 |
| MARGINAL | D | 4 |
| FAIL | F | 0 |

Note: 'D' or above grades are pass grades for credit courses.
In a credit course, if a student obtains any pass grade he/she earns Points from this course in the semester concerned.

**Earned grade Points = Credit of the course × Grade Points**

**Evaluation System**

The performance of the student in the credit-grading system is evaluated throughout the semester. The methodology used for the evaluation is tabulated below:

| S. No. | TYPE OF COURSE | PARTICULAR | ALLOTTED RANGE OF MARKS | PASS CRITERIA |
|---|---|---|---|---|
| 1 | Theory (L-0-0)/(L-T-0)/ (L-0-P) | Minor Test | 25% | Must Secure 30% Marks Out of Combined Marks of Major Test Plus Minor Test with Overall 40% Marks in Total. |
| | | Major Test | 45% | |
| | | Continuous Evaluation Through Class Tests/Practice/Assignments/Presentation/Quiz | 20% | |
| | | Online Quiz | 10% | |
| 2 | Theory + Practical (L-T-P/L-0-P) | Minor Test | 15% | Must Secure 30% Marks Out of Combined Marks of Major Test Plus Minor Test with Overall 40% Marks in Total. |
| | | Major Test | 35% | |
| | | Continuous Evaluation Through Class Tests/Practice/Assignments/Presentation/Quiz | 10% | |
| | | Online Quiz | 5% | |
| | | Lab Work | 35% | |
| 3 | Practical/Practice or for The Courses of (1-0-P) (0-0-P) | Regular Practical/Practice & Report Writing | 70% | Must Secure at Least 40% Marks in Total. |
| | | End Semester Practical/Drawing Tests Including Viva-Voce | 30% | |

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**Grading Method**

The NorthCap University has a relative grading system. The grading reflects a student's own proficiency in any course. In **relative grading** students are in competition with one another for a limited number of grades in each category, and a student's grade is based on his/her relative position in the class.
This system is well established and working well in leading university and accounts for tests that are too hard or too easy, too strict or too lenient evaluation etc., because the scale automatically moves up or down. Students appreciate relative grading for much the same reason.

The key features of 'Relative Grading' methodology are as follows:

1. Marks have no absolute correlation with grades. The relationship between the marks obtained and the grade awarded in a course is relative, based on the average performance of the batch in that course.
2. Minimum 80% marks will be required for getting 'A+' Grade (Highest Grade). However, mere getting 80% marks will not make any student entitled for getting an 'A+' Grade. Hence, it is a necessary condition, but not the sufficient one.
3. Minimum 40% Marks (with at least 30% in Major + Minor Test) is required to get a 'D' grade (Lowest pass grade).
4. 'Standard deviation technique' of relative grading will be adopted to grade student's performance in a course having more than 40-45 registrations, as it is expected to follow a normal distribution. In this system student grades are based on their distance from the mean score for the class rather than on an arbitrary scale.
5. 'Clustering approach with natural gaps' of relative grading will be adopted to grade student's performance in a course having less than 40-45 registrations. In this method, students' total course scores are arranged in descending order and the teacher looks for naturally-occurring gaps in the distribution of the scores to decide the marks spread for any grade. This reduces variance of marks within a grade.

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**Performance Classification**

A student has to be declared eligible for award of the degree as per UG and PG student regulations and programmes. Classification of performance of the students at the end of the programme (after completing all the programme requirements) will be based on CGPA (Cumulative Grade Point Average) earned, as indicated below:

| **CLASSIFICATION OF PERFORMANCE FOR PG PROGRAMMES** | **CGPA** |
|---|---|
| FIRST CLASS WITH DISTINCTION | 8.50 AND ABOVE AND HAVE PASSED ALL COURSES IN FIRST ATTEMPT |
| FIRST CLASS | 6.00 TO 8.49 |
| SECOND CLASS | 5.00 TO 5.99 |
| NOT SUCCESSFUL | BELOW 5.00 |

| **CLASSIFICATION OF PERFORMANCE FOR** | **CGPA** |
|---|---|

| UG PROGRAMMES | |
|---|---|
| FIRST CLASS WITH DISTINCTION | 8.50 AND ABOVE AND HAVE PASSED ALL COURSES IN FIRST ATTEMPT |
| | |
| FIRST CLASS | 6.00 TO 8.49 |
| SECOND CLASS | 4.50 TO 5.99 |
| NOT SUCCESSFUL | BELOW 4.50 |

## UG Degree

**Regulations & Performance Monitoring**

**Degree Requirements**

All the following requirements are mandatorily to be fulfilled for award of a UG Degree:

- Completion of earned credits as specified in the scheme of each UG programme.
- Obtaining a minimum CGPA of 4.50 at the end of the programme.
- If a student completes required credits for UG with CGPA less than 4.50, he may be allowed to do an additional elective course under any category to improve the CGPA within the maximum time limit for the completion of UG degrees. Details of the abovementioned provision are given in the *CGPA improvement Policy* introduced in July 2018.
- Completion of practical training as prescribed by the concerned department.

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**For continuation of registration at the end of every Academic year** the following rules will be applicable:

To be eligible for continuation of registration at the end of every Academic Year (including summer semester), the number of earned credits for a student should not be less than those specified in the table below:

**For BTech Programme**

| S. NO. | ACADEMIC YEAR | MINIMUM NO. OF EARNED CREDITS (EC) |
|---|---|---|
| | | BTech |
| 1 | I | 15% of total credits of the programme |
| 2 | II | 30% of total credits of the programme |
| 3 | III | 45% of total credits of the programme |
| 4 | IV | 60% of total credits of the programme |
| 5 | V | 80% of total credits of the programme |
| 6 | VI | 100% of total credits of the programme |

**Maximum Time to Complete the Degree**

The maximum time for completion of BTech degree is **six years (N+2)**. This will not be increased under *any circumstances.*

**For BBA-LLB (Hons) Programme**

| S. NO. | ACADEMIC YEAR | MINIMUM NO. OF EARNED CREDITS (EC) |
|---|---|---|
| 1 | I | 10% of total credits of the programme |
| 2 | II | 25% of total credits of the programme |
| 3 | III | 40% of total credits of the programme |
| 4 | IV | 55% of total credits of the programme |
| 5 | V | 70% of total credits of the programme |
| 6 | VI | 85% of total credits of the programme |
| 7 | VII | 100% of total credits of the programme |

**Maximum Time to Complete the Degree**

The maximum time for completion of BBA-LLB (Hons) degree is s**even years**. This will not be increased under any circumstances.

***For UG Programmes of School of Management & BSc (Hons), Maths & Physics***

| S. NO. | ACADEMIC YEAR | MINIMUM NO. OF EARNED CREDITS (EC) |
|---|---|---|
| 1 | I | 20% of total credits of the programme |
| 2 | II | 40% of total credits of the programme |
| 3 | III | 60% of total credits of the programme |
| 4 | IV | 80% of total credits of the programme |
| 5 | V | 100% of total credits of the programme |

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**Maximum Time to Complete the Degree**

The maximum time for completion of UG Degree is **Five years (N+2)**. This will not be increased under *any circumstances.*

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## PG Degree Regulations & Performance Monitoring

**Degree Requirements**

All the following requirements are mandatorily to be fulfilled to get PG Degree:

- Completion of earned credits as specified in the scheme of each PG programme.
- Obtaining a minimum CGPA of 5.00 at the end of the programme.
- If a student completes required credits for PG with CGPA less than 5.00, he may be allowed to do additional elective Course under any category to improve the CGPA within the maximum time limit for the completion of PG degree.
- Completion of practical training as prescribed by the concerned department.

**For continuation of registration at the end of every Academic Year**

The following rules will be applicable:

To be eligible for continuation of registration at the end of every Academic Year (including summer semester), the number of earned credits for a student should not be less than those specified in the table below:

**Full time PG students (All Schools)**

| S. NO. | ACADEMIC YEAR | MINIMUM NO. OF EARNED CREDITS (EC) |
|---|---|---|
| 1 | I | 20% of total credits of the programme |
| 2 | II | 45% of total credits of the programme |
| 3 | III | 70% of total credits of the programme |
| 4 | IV | 100% of total credits of the programme |

**Maximum Time to Complete the Degree**

The maximum time for completion of PG (All Schools) degree is **four years** or (N+2) for full time students. This will not be increased *under any circumstances.*

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**Part time student (MTech)**

| S. NO. | ACADEMIC YEAR | MINIMUM NO. OF EARNED CREDITS (EC) |
|---|---|---|
| 1 | I | 10% of total credits of the programme |
| 2 | II | 30% of total credits of the programme |
| 3 | III | 50% of total credits of the programme |
| 4 | IV | 70% of total credits of the programme |
| 5 | V | 100% of total credits of the programme |

**Maximum Time to Complete the Degree**

The maximum time for completion of MTech degree is **four years (N+2)** for full time students and **five years (N+2)** for part time students respectively. This will not be increased *under any circumstances.*

## Summer Semester

Summer Semester is a common feature throughout the world to cater to student's backlog or 'year-loss'. This facility not only helps students but also considerably reduces the burden of failures in the entire system. Summer semester is optional for students. Classes can be conducted during the months of June and July for such students provided the School/Department finds it feasible to run the courses with available resources.

## General Aspects

Summer semester will be of 6 weeks duration in the month of June-July, which will take care of classes as well as the evaluations. The teaching scheme, the syllabus and the course credits for each course offered in the summer semester shall be the same as that in the approved scheme & syllabus, in force, for the respective course in a Programme. The total number of contact hours for the course shall be compressed (up to 80%) and therefore, the courses run at accelerated pace, (For example 9 hours of instructions per week is expected for 3-0-0 course). The registration, examination and assessment and grading etc. shall be carried out in the same way as being carried for regular semester courses. Calendar for the summer semester shall be notified separately by the Dean Office.

## Eligibility Criteria

Any final year student who has either "detained" or "failed" in a course will be eligible for summer semester.

## Registration

The students eligible for registration in summer semester will have to apply, by filling-in, the requisite form for the purpose, available at the Dean Office. A student will be permitted to register for a maximum of 3 courses. The registration fees at present is Rs. 20,000/- (Rs. Twenty Thousand) per course. The duly filled-in application form will have to be submitted by the due date stipulated by the Dean Office, along with the requisite tuition fees, to be paid latest by the due date stipulated. The total number of students who can register for a course will not be bound by any limit – except as per the discretion of the University.

Any applications received after the due date, or for which the stipulated fees are not paid by the due date, shall be rejected. A student can withdraw from summer semester within a week of its commencement on specific ground by making application to the Dean, Academic. However, fees once paid will not be refunded for withdrawing from the summer semester course (s).

## Attendance, Examination and Evaluation:

- A student, who has registered in a course, will be required to have a minimum of 85% attendance, in order to qualify to appear in the Minor test as well as for the Major test.
- The maximum marks for all the components of the evaluation of a course i.e. the class tests, quizzes, online test, the Minor test, the Major test, the laboratory assignments evaluation, shall be the same as that in the approved curriculum.
- The Minor test shall be conducted in third week of the commencement of the semester. The exact dates for the same shall be declared by the Dean Office in separate Calendar.
- The cut-off marks for grades shall preferably be the same as set for regular examination for a course. However, the moderation committee shall review the cutoffs and may suggest suitable revisions.

**Re-Major Test**

NCU has the provision to conduct Re-Major Test during the summer only in very limited numbers to cater for extremely exceptional failure cases.

The eligibility guidelines in this regards are summarized below:-

I. Student(s) leading to 'Year loss' due to failure in only one course.
II. Student(s) missing placements or joining after placements obtained through SPA due to failure in only one course.
III. Mass failures (at least 33% failure) in any course.
IV. Re-Major Test opportunity in accordance to S. No. (I & II) will be available to any student only once in his/her whole programme.

**Management of Re-appear Students**

NCU has a very comprehensive policy to manage re-appear students. There are two categories of re-appear students. First is 'Detained students' who have not met minimum attendance requirement as mentioned above in 'Attendance Rules' and second is 'Failed Students' who have not secured minimum passing marks as mentioned above in 'Evaluation System'.

The rules in this regards are summarized below: -

**Detained Students**:

a) Detained students will require registering under 'Regular Study Mode' only and will require attending regular classes with junior batches as per the availability of time-table.
b) In case of clashing of re-appear courses with courses of regular semester, detained students will have to drop one or more course(s) of regular semester.
c) If no free slots are available during regular duration of the programme, such students will attend classes of re-appear course(s) after the completion of the programme, but within the maximum duration allowed for the programme.
d) University will not be responsible for providing free slots for such cases.

**Failed Students**

a) Failed students will be allowed to register under 'Supplementary Exam Mode' as and when the course is offered, but within the maximum period of completion of programme.
b) Students registering under 'Supplementary Exam Mode' will be allowed to appear in Minor Tests as well along with Major Test to pass a course. Marks under other heads remain unchanged.

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**CGPA IMPROVEMENT SCHEME AT NCU, GURUGRAM**

A policy on CGPA improvement scheme has been introduced w.e.f Jul 2018 for those students who after completing the requirements of their Programme; pass the Degree in second class (less than **6.0 CGPA**) or miss their degrees (**CGPA less than 4.5 for UG and 5.0 for PG programmes).**

The policy is prepared to help students missing First class or Degree pass by a small margin.

The following are the features of the NCU Policy.

i. A student who after completing all the requirements of a Programme passes the Degree in second class ie. **(CGPA less than 6.0)** or misses the Degree ie. **(CGPA less than 4.5 for UG and 5.0 for PG programs)** will have the option of improving the CGPA during immediate next one year, subject to duration of the program not exceeding the maximum duration prescribed for it as per NCU norms.

ii. A student will be required to submit a request for opting for CGPA improvement scheme to Dean Office immediately after the completion of the degree. Once the Degree certificate is issued, no such request will be acceptable under any circumstances.

iii. Under this scheme, a student will select a maximum of six courses from across semesters for which he/she may register in one of the following examination modes during immediate summer semester or in next two regular semesters:

a. *Supplementary Mode*: In this mode, student will appear for Minor & Major Tests of the course. Here, Internal Marks (CIE Marks) in the course will remain same as those obtained earlier.

b. *Regular Study Mode*: In this mode, student will require attending classes for the course, keeping attendance requirement intact. Here, student will require obtaining marks under all categories.

A student can take few courses out of the selected courses in Supplementary Mode and others in Regular Study Mode as well. Option of "Regular Study Mode" for any course during summer semester is subject to availability of faculty resource. Also, this option (Regular Study Mode) will be available during regular semesters for those courses only which are already running in that semester.

A student is also allowed to take additional courses related to the programme under this scheme, provided the same are running as regular courses for existing batches.

iv. The newly secured "Letter Grades" only will be recorded and taken into account for calculation of SGPA and CGPA for courses registered under "Regular Study Mode". However, for courses registered under "Supplementary Mode", the same will be done only if there is an improvement.

v. The final scored CGPA will however be capped up to **6.00** under this scheme.

vi. Under this scheme, **during summer semester**, the University fee at present is **Rs. 3,000/- per course** for courses registered under "Supplementary Mode" and **Rs. 20,000/- per course** for courses registered under "Regular Study Mode".

vii. Under this scheme, **during regular semesters**, the university fee at present is **Rs. 1,500/- per course** for courses registered under "Supplementary Mode" and **Rs. 10,000/- per course** for courses registered under "Regular Study Mode".

viii. The student must carefully read the policy and make an assessment on his own whether after opting for *Supplementary Mode or Regular Study Mode* for the maximum number of courses permitted to appear; he/she is likely to achieve the desired objective.

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## EXAMINATIONS

All students admitted to the University are advised to take note of the following. These are meant as general guidelines and the University's rules and regulations in force shall take precedence over these guidelines.

1. In every semester students have to appear for Class Tests, Quiz tests, Assignments, on-line Tests, Mid-semester Minor-Test (90 min duration) and End-semester Major Test (3 hr duration – Theory Paper), Practical, Seminar, Project, Viva-voce, etc. as per the schedules displayed on the Examination Notice Board or Departmental Notice Board opposite room 105 and NCU website from time to time which they must refer. Minor Test and Major Test dates are notified in the Academic Calendar issued by the Deputy Dean Academics in the beginning of the semester. A notification regarding dates of Minor and Major Tests is also issued by the Controller of Examinations and is displayed on The NorthCap University website and on the Examination Notice Board, opposite room no. 105.

2. It is mandatory for the students to register themselves for the particular course(s) at the beginning of the semester. Accordingly, they would be permitted to appear in the Minor/Major Test. No Admit Card is required for appearing in the Minor Test, however the student is to carry his/her Identity Card and show it to the Invigilator when asked. In the case of end-semester Major Test, Admit card is mandatory and students can download the same (multiple times) subject to fulfilling all conditions as per the University Rules and Regulations including mandatory 70% attendance in each course, filling up the student's feedback form and no-dues from the Library (for final semester students only). Candidates are required to bring both the Major test Admit Card and University Identity Card to the examination hall and show it to the Invigilating Staff on demand. Admit card can be downloaded after the last teaching day of the semester. Students not in possession of their Identity Card during Minor Test and Admit Card during Major Test can obtain a temporary identity slip/ duplicate Admit Card from the Examination Cell on payment of the prescribed fee of Rs 200/-.

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3. On the day of the examination the students should check their seating plan/room which is displayed on a Notice Board in front of the entrance to the New Building and also on the Notice Board in front of Room No. 105 (Main Building), 1st Floor.

4. Re-Minor Test/Re-Major Test is permitted in case a student is absent and does not appear in the test due to the reason of serious illness including hospitalization or suffering from a communicable disease, demise of an immediate family member/accident of self-including hospitalization or any other unavoidable reason of an extremely serious nature to be decided on the merits of the case by the Re-Test Committee. Request application along with supporting documents /medical certificate/proof of bill payment etc. is to be submitted within one week and must be from a Government /registered Private hospital, recommended by the HoD and also approved by the NCU Doctor.

5. Answer books are shown to the students after completion of evaluation, the date of which is notified well in advance on the School/Department Notice Boards and on the NCU website. It is in the interest of the student to come to the University on the day of answer books showing and see their evaluated answer books. In case a

student is not satisfied with the evaluation, facility for Re-evaluation of Major Test answer book is provided to students on the scheduled day of answer book showing only by filling up NCU Form-35 and submitting to the Examination Cell along with the prescribed fee. A student shall forfeit the chance of Re-evaluation, if s/he does not turn up to see the answer books on the scheduled date.

6. There shall be no re-evaluation of Thesis/ Dissertation, Viva-voce and Practical Examinations.

7. Any student having 40% or more disability shall have the facility of a scribe/ reader during the conduct of written examinations. All such students are required to communicate details of their disability to the Controller of Examinations at the beginning of the Semester. In case of an accident where writing with right or left hand is not possible, a writer with lower qualification/competency can be allowed to write for the student. Detailed guidelines for taking written examinations by differently abled students are available with the Controller of Examinations. The University follows guidelines mandated by GOI & UGC.

8. Final result of all the students after the Major Test is declared by the office of Deputy Dean-Academics and published on the University's website.

9. A provisional Detail Grade Sheet (DGS) is issued to the students generally during the second week of the commencement of the new Semester for which a notification is published by the Examination Cell. The provisional DGS is issued to students through their Department Lab/Office and must be collected by the due date. Students are to bring to the notice of the Examination Cell within two weeks any discrepancy in grades, spelling of self or parent's name or subject etc. Any discrepancy reported late and after printing of the final DGS shall only be corrected against payment of the prescribed fine.

10. The final Detail Grade Sheets (DGS) shall be printed and distributed to the students by the COR (Controller of Records) through the Department Lab/Office generally within 45 days of the announcement of the results. A notification for collection by due date would be published by the Exam Cell.

11. A student must collect the final DGS from Department Lab/Office within 30 days or from COR office in room no.39 after publication of Notification at the earliest. Collection of DGS by a student who has graduated from the University after one year from date of issue would be against payment of the prescribed fee of Rs.200/-. Duplicate DGS can be obtained in case the original is lost, misplaced or defaced by applying on NCU Form-35 and submission of a self-attested affidavit as per prescribed format on Rs. 10/- Judicial stamp paper or an application with a Judicial stamp of Rs.10/- value affixed along with payment of prescribed fee. The form 35 is available in the University library or can be downloaded from website.

12. The University has provisions for issue of Transcript (consolidated statement of grades) to final, pre-final year UG & PG students only after publication of results. Students are to apply on NCU Form-35(available on website/ library) to Examination Cell during the month of March/April in the year of passing out after payment of the prescribed fee in accounts section.

13. For any query regarding examinations, students may enquire in the office of the Examination Cell (Room No. 116) on all working days (2 pm – 4 pm only) except during the days of examinations. The Exam cell can also be directly contacted on 0124-4195258 or by Email coe@ncuindia.edu.

**Instructions for candidates during Examinations**

1. Maintaining discipline and sanctity of examinations is of paramount importance. Any misdemeanour on the part of the candidate is likely to debar him/her from appearing in the examination.

2. Candidates should take their seats immediately on opening of examination hall before the start of the test.

3. Candidates found reading books, exchanging notes and intentionally delaying entering the room prior to the start of the examination and causing disturbance to other candidates will make them liable for Unfair Means Case (UMC) being initiated against them.

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4. The candidates should check their seats and if they find any paper/ other incriminating material nearby or anything written on their desk/ bench or nearby wall or ceiling etc. they should immediately bring it to the notice of the invigilating staff/ Flying squad. Failure to do so would result in an Unfair Means Case being initiated against the student seated.

5. Candidates, on receipt of the answer book, will check the correctness of the number of pages as given at the top including any damaged answer sheets and then proceed to fill up all particulars before answering any question.

6. Before writing on the answer book the candidates should see that they have been supplied with the correct question paper as per the date sheet.

7. Candidates will not write their names or sign on the answer script. Candidates will only write their Roll Number on the answer book and question paper.

8. Mobile phones, i-pad, pager, pen drive, smart watch or any other electronic / Bluetooth device etc. are not allowed inside the examination hall. Possession of a mobile phone or any other electronic device (even if not in use) by the candidate will be treated as an Unfair Means Case.

9. Candidates will only use blue/black ink for writing the exam. Use of any other ink will invite UMC.

10. A candidate is permitted to enter the examination hall if s/he is late up to 15 min from the scheduled time of commencement of the exam during Major tests only. A candidate reporting later than 15 min. would be recorded as per exact time of late reporting and barred from entering the exam hall. This provision is, however, not applicable for Minor Tests. It is in the interest of the student to be on time for the Test and no excuse whatsoever of cab/bus/train late or traffic congestion will be entertained.

11. Candidates shall carry their identity card and admit card in person and show it to the Invigilator on demand.

12. Exchange of items such as pen, calculator, scale, pencil, eraser etc. with other candidates is not allowed. A violation will be treated as UMC.

13. Any candidate found cheating with the help of or in possession of written matter on a chit, calculator, or any part of the body, or written matter on desk/bench/wall/ceiling or peeping into other student's answer sheet or trying to establish any communication with other examinees will invite UMC.

14. No candidate will be allowed to leave the examination hall before half the time is over. For example, if the duration of the examination is of three hours, no candidate will be permitted to leave the examination hall before completion of one and half hour into the examination.

15. Candidates will normally be permitted to go to the washroom only once during the entire examination of 3 hours for duration not exceeding five minutes. However the candidate will not be permitted before half time and during the last 15 min. of the exam. Use of washroom only once is also permitted during Minor Test of 90 min. duration.

16. On completion of the examination, candidates must personally hand over his/her answer book to the invigilator on duty. Under no circumstances will he/she leave the answer book on his/her table. Student carrying his/her written answer script outside the examination hall will render UMC being initiated.

17. Candidates shall follow all the prescribed academic regulations and discipline rules of the University at all times.

18. In addition to informing the parents, repeat of any offence above shall debar the candidate from appearing in the examination.

19. Punishment for students indulging in unfair means is severe and can result in all papers appeared for being cancelled or debarred from future examinations or rustication from the University. Students are advised never to indulge in this practice.

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## National Academic Depository (NAD)

The MHRD, through the UGC has set up a National Academic Depository (NAD) which facilitates academic institutions to digitally secure and quickly upload student's academic awards on the authorized Depository Company's portal which then transfers them into the digital locker assigned to a student. The student is required to initially register for NAD with the Depository Company giving his UID Aadhaar and mobile phone number and the Digi Locker would thereafter be accessible by him/her 24x7 using his UID Aadhaar number or a NAD id allotted. A student can view or print a copy of his academic awards viz. Detailed Grade sheet (DGS), Degree Certificate and Transcript (if applied for) or authorize an employer or verification agency to verify his certificates through the Depository Company by an OTP. This would eliminate the need for a student to carry his certificates on person or chance of misplacing them or submitting photocopies of his certificates for verification as all awards would be available on-line. To begin with, MHRD has directed that the services of the Depository Company would be free of cost for students up to the age of 27. This facility has been operational from the Academic awards of year 2017-2018.

## Procedure for issue of Identity Card cum Library Card and Admit Card for Examinations

Every Student is issued an identity card for the purpose of establishing his/her identity while pursuing an Academic Programme in the University and remains an integral part of him/her till s/he completes education at the University. The ID card is used as a library card also. An admit card is issued to all students before appearing in a Major Test. Both documents being vital in nature, it is expected that all students use it for the purpose it is intended for. The process to be adopted for issue of both documents is as under:

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**Issue of Fresh Identity Card**

1. Student's data after admission to The NorthCap University is verified by Controller of Records (COR) with original documents submitted by the student.
2. Every student is to get himself/herself photographed at the University Server Room.
3. The verified student's data along with photograph are sent to the University's library office being the designated nodal agency for issue of Student's identity card cum library card.
4. The student's identity card serves as a permit to enter the University premises and for appearing in Minor Tests.
5. An identity card is normally issued for a period of two years after which due to fair, wear and tear or defaced or broken, students can apply for re-issue without a fee.
6. If a student has misplaced or broken his identity card before expiry of two years a fresh card can be applied for with the prescribed fee.
7. Student's ID card will be used to draw books from the Library. There is no separate library card required for this purpose.

**Instructions for issue of student's duplicate Identity Cards**

1. Students should download the proforma (NCU-FRM-45) from ncuindia.edu website and after duly filling up the details, get it verified from COR regarding all personal particulars.
   https://www.ncuindia.edu/ncu-forms/

2. Deposit a fine of INR 200/- in the accounts department and get the receipt for the same. Student whose identity card is not lost but is broken/damaged due to any reason what so ever within two years, will deposit a fine of INR 100/- (Rupees One Hundred only). If the library card is lost for the second time the fine shall be INR 500/-.

3. Student will deposit the proforma and receipt of accounts in the Library. The library will inform the student through email or SMS once the card has been prepared.

4. Student should collect the duplicate card from the security officer at the main gate.

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**Admit Card (for Examinations)**

1. An admit card serves as a permit for entering the Examination hall during Major Test.

2. On issue of notification for Major Test, students who fulfill the eligibility criteria as stipulated in the Course credit regulations and Grading system notified are to download their admit card from the ERP link provided on the University website.

3. Students in possession of admit card are also to comply with the under mentioned conditions before taking Major Test (Even semester).

4. No dues certificate from Library

5. Feedback form submission to COR

6. Students involved in a discipline case where punishment awarded denies him opportunity to appear in Major Test (Odd or Even semester).

7. Students who download the admit card but do not fulfil the

eligibility conditions for taking Major Test and name figures in the final detention notice published by the Registrar would be barred from taking Major Test in all or a particular subject mentioned in the detention notice.

## Discipline – Students

The University maintains high standards of discipline on its campus and hostels and shall continue this tradition to ensure a free and congenial environment for all its students to pursue their studies without any distraction. The University provides a healthy learning environment particularly for its female students, without infringing on the academic freedom and rights of any of its students. All disciplinary action cases shall be dealt with in a fair and transparent manner.

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 extracurricular activities, observe a code of conduct both within and outside the campus in a manner befitting a student of a university of national stature and observe all the rules of discipline of the University.

ii) Every student shall show due respect and courtesy to the teachers, administrators, and other employees in and outside the University and good neighbourly behaviour towards fellow students including residents in surrounding areas or around the hostels.

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.

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2. **Composition of Disciplinary Committee**

The Chairman of the Disciplinary Committee will be appointed by the Vice–Chancellor. The members of the Disciplinary Committee will be appointed by the Chairman in consultation with the Vice-Chancellor, generally by taking one faculty member from each Department. The tenure of the Chairman/ Members of the Disciplinary Committee shall be two years. The University may, when required, appoint a Proctor who shall perform the functions of a nodal authority on matters of student discipline.

**2. Acts of Indiscipline**

The following shall constitute acts of indiscipline and students indulging in any of them shall be liable for disciplinary action against them:

i) Disobeying teachers and staff and displaying misdemeanour 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 class rooms, library or building corridor or any other which is specified as no-mobile zone. Use of mobile phone is permitted outside the University building and cafeteria area.

v) Quarrelling, fighting 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.

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 / flavours/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 class room or places other than the cafeteria is prohibited and punishable with fine or discipline case or both.

xii) The University has a central parking place close to the campus. Being a residential area and to avoid inconvenience to residents, students are not permitted to park their vehicles on the sector roads.

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.

xiv) Speeding in front of the University main gate or making unusual loud vehicular noise causing disturbance to others.

xv) Any other act which the Disciplinary Committee may determine to be undesirable.

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4. **Procedure for Punishment**

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

5. **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 on NCU

form 48A. Depending on the gravity of the offence, if the CDC is convinced that prima 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 student record held with Controller of Records (COR). CDC may close a case with a written apology by the defaulter and undertaking from 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, 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 not satisfied with the reply or on the basis of the facts of the case in the complaint, the CDC 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. A copy of this letter will be sent to all members of the Disciplinary Committee or complainant for their attending the meeting.

iv) **Disciplinary Committee Meeting**:

a) Presence of a minimum of four members is mandatory for a 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 the presence of 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 a photograph of the defaulter.

c) Copies of Punishment Award shall also be sent to the Pro-Chancellor, Vice-Chancellor, Dean (Academics), Department concerned, Registrar, COE, Security officer, ERP Cell, COR and SPA as required.

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6. **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 no attendance being awarded.

vi) Reflect the act of indiscipline in the student's Character Certificate.

vii) Debar from all or certain number of Campus Placements.

viii) Debar from one Semester Examination.

ix) Rustication for one semester or more.

x) Expulsion from University

7. As regards 6 (v) above, the defaulter can be given depending on merits of the case an option to undertake University Community Service, such as work in Library, Records, Security, Administration, Sports, Editorial work. This shall constitute attendance for the period under suspension. His/her attendance shall be marked for the duration of work done and will be considered towards overall attendance. However, if he/she is not granted this option or does not opt for Community Service, the period under suspension will have full effect on attendance.

8. In case a student remains suspended for conduct of an inquiry under Para 5(ii), such a period shall be reckoned in the calculation of his/her attendance provided s/he is found innocent.

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

10. **Appeal**

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

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

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11. 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.

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

13. **Fine**

a) Use of mobile phone at any location other than outside the University building, cafeteria and its lawn: Rs 500/-.

b) Loss of identity card for the first time: Rs 200/- ; for second time: Rs 500/-.

c) Trespassing residential area from students parking or parking vehicles on the sector road opposite the University: Rs 500/-

d) Any other fines as approved by the Governing Body.

14 **Grievance Redressal Committee**

To address the grievances of students and incompliance with Notification no. F. No 14-4/2012(CPP-II) dated 6th May 2019 issued by UGC, University has issued the instructions which enumerates the methodology to look into the grievance of the students and take speedy corrective and timely actions.

## GRIEVANCE REDRESSAL COMMITTEE

(Gazette Notification No. F. No. 14-4/2012 (CPP-II) dated 06th May 2019)

15. Reference is made to the UGC Notification No. D.O.F. No. 14-4/2012(CPP-II), dated: 7th May 2019.

16. **Disposal of Grievances :**

Grievances of the students shall be addressed at the following level :

**a) At the University level**

| | | |
|---|---|---|
| Dr Pramod Bhatia (Head – Mechanical Department) | - | Chairperson |
| Ms Archana Sarma (Assistant Prof. – School of Law) | - | Member |
| Dr Ruchi Nayyar (Associate Prof. - School of Management) | - | Member |
| Ms Kiran Mrig (Dy. Manager – Student Admin.) | - | Member |
| Dr Anjali Garg (Dy. Dean Ph.D) | - | Nodal Officer |

**b) At the School / Department level (As constituted for governance of University vide our IOM dated : 09 October 2017 for Student Redressal Mechanism - grievanceredressal@ncuindia.edu)**

| | | |
|---|---|---|
| Dr Anjali Garg (Dy. Dean Ph.D) | - | Chairperson |
| Dr Shilpa Sindhu (Assistant Prof. – School of Management) | - | Member |
| Dr Balwinder Singh (Assistant Prof. – School of Law) | - | Member |
| Ms Neeti Kashyap (Assistant Prof. – CSE & IT) | - | Member |

17. The above committees shall look into the Grievances of the aggrieved students as specified in the UGC notification as per Para 1 above & effectively resolve complaints, representation & grievances of the students. The committee shall follow the principals of natural justice while deciding the grievances of the students. After examining the complaints made by the aggrieved students, the committee shall issue a speaking order :

- A speaking order on the grievances shall be recorded and replied to the student by the committee with a copy kept as record within 10 days from the receipt of the grievance.
- In case a student is not satisfied by the reply provided by the Grievance Redressal Committee he/she may within a further period of 6 days prefer an appeal to the Vice Chancellor of the University.

18. Notice boards (as per UGC letter No. F/1-1/2013(PG), dated: 5th February 2019, addressed to all VC's), has been displayed in prominent places in the entrance to the new and main building, Cafetaria & Library.

19. Gazette notification issued by the UGC is enclosed.

20. The Grievance Redressal Committee shall have a term of two years.

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## Ragging

**There is a complete prohibition of ragging in The NorthCap University (NCU), in any form and nature**. Ragging has been completely banned in any form whatever, by the Hon'ble Supreme Court of India. No student shall indulge practice ragging within or outside the premises of NCU. **The NorthCap University is a Zone of "Zero-tolerance to ragging".**

No incident of ragging in any form shall be condoned. Immediate action would be taken by the University, as per the Haryana Prohibition of Ragging in Educational Institutions Bill, 2012 read in conjunction with UGC GUIDELINES on directions of Hon'ble Supreme Court order dated 8 May 2009 on Anti Ragging.

Ragging Offence under IPC 1860 (45 of 1860) – Immediately an FIR shall be lodged with the police. The minimum punishment for any case of ragging is expulsions from the university, besides criminal proceedings as per law.

### What constitutes Ragging?

"Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender) sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economics background."

It further includes the following acts:

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

UGC has notified a 3rd amendment to explain the definition of ragging by including 'Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (Fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity,

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gender (including transgender) sexual orientation, appearance, national or regional origins, linguistic identity, place of birth, place of residence or economic background.

**Punishment**

Depending upon the nature and gravity of the offence as reported by the Committee, the Head may impose a punishment of suspension for at least a period of two semesters or one annual academic year, as the case may be and may also impose any one or combination of the following punishments upon the student(s) found guilty:-

i. Withholding or withdrawing scholarship or fellowship and other benefits;
ii. Forfeiting campus placement opportunities or recommendations;
iii. Debarring from appearing in any test or examination or other evaluation process;
iv. Withholding of results;
v. Debarring from representing the educational institution in any regional, national or international meet, tournament, youth festival etc;
vi. Suspension or expulsion from the hostel;
vii. Cancellation of admission;
viii. Rustication from the educational institution for a period ranging upto three years;
ix. Expulsion from the educational institution and consequent debarring from admission to any other educational institution for a period of three years;
x. Imposition of fine up to rupees twenty-five thousand.

**In addition to above, following instructions shall also be strictly implemented by the students.**

a Smoking in and around the University is strictly prohibited.
b Consuming/ Carrying of Alcohol/ narcotics entry under their influence into the University is prohibited.
c Use of Mobile Phone in the University building is banned. However, use is permitted outside the building, cafeteria and Sports ground.
d Misuse of electronic devices and Social Networking sites to the detriment of other students including freshers.

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## Important Anti Ragging Numbers:-

| S. NO. | DESIGNATION | NAME | TELEPHONE NUMBER |
|---|---|---|---|
| 1 | Anti-Ragging Committee Chairman | Prof. H B Raghavendra | 0124-4195204 |
| 2 | Anti-Ragging Committee Vice-Chairman | Col. Bikram Mohanty (Retd.) | 9999069695 |
| 3 | Anti-Ragging Committee Member Secretary | Col.Devavrat Chhikara (Retd) | 8527334555 |
| 4 | Anti-Ragging Mentor | Dr. Hukum Singh<br>Dr. Amanpreet Kaur | 9971611068<br>7838202063 |
| 5 | Hostel incharge (Boys) | Mr. Praveen K Lohchab | 9416529035 |
| 6 | Hostel Matrons (Girls) | Ms Leela Joseph | 9868512537 |
| 7 | SHO, Palam Vihar | Inspector Surender | 9999981832<br>0124-2360148 |
| 8 | Police Helpline | Anti-Ragging | 9999981819<br>0124 - 2309257 |
| 9 | Quick reaction team | Mr Sanjeev Kumar | 9999078876 |
| 10 | UGC Helpline | Toll Free: 1800-180-5522 OR e-mail at helpline@antiragging.in | 011-23232701/23236735 |

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# School of Professional Attachment

School of Professional Attachment (SPA) at NCU nurtures you from induction to placement and acts as a bridge between you and your first job. We know that the present-day youth has got abundant energy to transform society and the nation and SPA will equip you with the right kind of skills and attitude so that you become more effective, efficient and productive in your employer's organization. The primary objective of SPA is to make the students industry ready and capable of standing tall to face contemporary challenges of the corporate world and have a smooth transition from campus-to-corporate.

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SPA is engaged in a wide range of initiatives such as:

- Enhancing student employability
- Improved industry internship attachment
- Increased students' ownership
- Career counselling and gap analysis
- Continuous improvement in the systems and processes
- Higher and better job placements with a wider industry reach
- Obtaining industry feedback for improving the academic curriculum

## Enhancing Student Employability

In addition to the hard (technical) skills, soft skills are required to be developed by a student to enhance employability. The main objective of professional attachment is to equip a student with the right kind of skills and attitude so that they can become more effective, efficient and productive in their employer organizations much sooner than otherwise. A lot of efforts are made towards this aspect.

- Engage in a regular interaction with the students starting from their induction into the university till the time they are placed.
- Prepare students for all the facets of the placement process:
    - Conduct on line mock aptitude tests with full guidance
    - Arrange Pre-Placement Interviews (PPIs) – a full dress rehearsal for facing the job placement interviews.
    - Give practice for Group Discussions (GDs)
    - Provide inputs for improving presentation skills
    - Share 'Information Bulletin' to keep students well informed
- Organize invited talks by industry experts from prospective employers
- Arrange industrial visits

## Improved industry internship attachment

Great emphasis is made to ensure students to be deputed to industry for their summer internship projects to gain real life work experience and promote chances for their employability with the same industries.

- Hold interactive sessions with the students to impress upon importance of internship projects for placements
- Sensitize students for the selection of industry
- Assistance in selection of companies for summer internship
- Ensure that each and every student gets absorbed by the industry
- Issue of NOC for the target company
- Maintenance of complete internship records
- Liaison with companies for placements

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## Increased Students' ownership

In order to achieve a continuous and sustained growth, it is very important to have active involvement of students, the real stakeholders. Two clubs have been floated, which have become very popular and effective.

- **Aarohan** – for all students except final year
    - Activities related with pre placement preparation
    - Extend help for professional grooming of students
    - Active involvement of student executive members from pre final year
- **Lakshay** – for final year students
    - Covers all the placement related activities
    - Registration by the students
    - Opting for attending the placement drive
    - Smooth conduct of the placement process

## Third Party Employability Assessment

In order to give a boost to the employability of students, NCU has tied up with a third-party employability assessment industry leader 'Aon CoCubes' with the following objectives:

- Taking a series of employability assessment tests by students, starting from 1st Year till the final year to improve the success ratio in industry written exams during campus placement drives,
- Measure individual student's employability readiness and gap analysis for further improvement,
- Facilitate the University to review the curriculum and the learning process.

Assessment is carried out in the following areas:

- EUT (English usage test),
- ART (Analytical reasoning test),
- QAT (Quantitative ability test),
- WET (Written English test), Coding,
- Computer Fundamentals
- Department specific Domain tests.

Aon CoCubes is engaged with 400+ companies and 300+ universities. In addition to providing student-centric deliverables like assessment scores and improvement areas, it also helps to generate employment leads for the students with its empaneled companies. Some of the students placed through CoCubes are getting high salaries.

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## Continuous improvement in the systems and processes

A complete review of the systems and processes is regularly carried out for the smooth, efficient and transparent working of the placement process.

- Availability of on line Placement Portal – very user friendly and popular
- Well documented and publicized "Placement Procedure"
- Pre-Placement Interview (PPI) procedure and guide
- Sample aptitude test guides available on the portal
- Detailed information about visiting employer company is shared with students
- Improved communication through SMS and E-mail service
- Departmental SPA committee for a wider faculty involvement
- Regular interaction with HoDs for sharing industry feedback

## Higher and better job placements with a wider industry reach

The focus has always been to widen the industry reach and get better salary packages for our students. Efforts are made to reach out to a very large number of companies across all verticals and invite them to the campus for carrying out their placement process. It has been achieved by:

- Targeting all companies already visiting NCU and all other leading companies
- Increased focus to invite Small & Medium Enterprises (SMEs)
- Improved networking with the industry
- Getting additional leads from
    - ✓ Student internships
    - ✓ Students' parents
    - ✓ Alumni
- Raise the bar every year for the salary package being offered before accepting the companies to conduct campus placement drive at NCU.

## Alumni Engagements

Efforts are made to maintain regular contact with NCU alumni for generating leads for invited talks, internships and placement opportunities.

## Last but not the least

SPA stands committed to hand-holding NCU students, right from the time they join the University, till they join their dream companies, and even thereafter as alumni, for the benefit of providing the wisdom of their experience to their younger college mates in the form of career counseling and getting better job opportunities.

We wish all the students a great academic learning during their stay here at NCU and an equally rewarding career.

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## Campus Placement Record

The University has an excellent year-on-year campus placement record of over 90% placements of eligible students in premier companies with very attractive salary packages.

Some of the companies that have recently visited the university for Campus Placements include –

| | | | |
|---|---|---|---|
| 1 | DELOITTE | 36 | United Health Group –Optum |
| 2 | EY GLOBAL DELIVERY NETWORK INDIA | 37 | LIBSYS |
| 3 | Adobe Systems | 38 | Lutron |
| 4 | McKinsey & Company | 39 | Mahindra & Mahindra Ltd |
| 5 | AIRTEL | 40 | Make My Trip |
| 6 | FIDELITY | 41 | MANDO SOFTTECH INDIA |
| 7 | GARTNER | 42 | MARUTI |
| 8 | ANAND & ANAND | 43 | Mentor Graphics |
| 9 | Ameriprise | 44 | Square yards |

| | | | |
|---|---|---|---|
| 10 | Asahi India Glass | 45 | MobiKwik |
| 11 | AXIS BANK | 46 | NAGARRO |
| 12 | Barclays | 47 | NEWGEN SOFTWARE |
| 13 | CADENCE DESIGN SYSTEMS | 48 | NIIT |
| 14 | McDermott | 49 | Orange Business Services |
| 15 | CHADHA LAW ASSOCIATES | 50 | Protiviti Consulting |
| 16 | Copal Amba | 51 | Rane Group |
| 17 | Daikin Airconditioning | 52 | RELIANCE |
| 18 | DENSO | 53 | SAMSUNG |
| 19 | DLF Golf Resorts | 54 | SAPIENT |
| 20 | ERICSSON | 55 | Schindler Group |
| 21 | ESCORTS | 56 | SECURE METERS |
| 22 | FENESTA BUILDING SYSTEMS | 57 | SHRIRAM PISTONS |
| 23 | GEMINI SOLUTIONS | 58 | SMS India |
| 24 | Grape City | 59 | Sona Group |
| 25 | Hindustan Times Media | 60 | Su-Kam Power Systems Ltd |
| 26 | Home Credit India | 61 | TATA CONSULTANCY SERVICES |
| 27 | HONDA CARS | 62 | Horiba |
| 28 | IBM | 63 | Times Internet |
| 29 | ICAT | 64 | Universal Buildwell |
| 30 | IndiGo | 65 | Whizchip Design Technologies |
| 31 | Info Edge | 66 | Yatra.com |
| 32 | INTEL | 67 | YES Bank |
| 33 | Juris Corp | 68 | Vodafone |
| 34 | JUSTDIAL | 69 | JLL |
| 35 | Wipro | 70 | British Telecom |

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# Library and Information Resource Centre (LIRC)

The University has developed a state-of-the-art library facility which serves not only the University, but also the business community and research scholars all over India. It is accessible to differently abled users also. LIRC has a comprehensive collection of text books and electronic resources including e-books and e-journals. It is actively involved in developing new digital collections and services in close collaboration with students, researchers, and staff of the University. LIRC has computerized its holdings and services with a sophisticated search facility through Libsys software which offers a one-stop search and delivery solution for quickly accessing the library's information resources regardless of type, format or location.

LIRC subscribes to an exhaustive list of national and international journals in print and digital format, periodicals and newspapers, encompassing all areas of sciences, engineering, management and law. The circulation of books is done with the bar-coded system placed on each book and an RFID system is planned in the future. Computing facilities including photocopying, scanning and printing are available in the Library. The NorthCap University's LIRC has subscribed to more than 5,000 online journals of reputed societies and publishers like IEEE (Institute of Electrical and Electronics Engineers) Explore Digital Library, WestLaw, ASCE, ASME, SAGE, Manupatra, EBSCO Business Source Elite etc. A 20 PC multimedia library has been established in LIRC for smooth access to online journals.

Regular information and update on 'New Arrivals' is provided through group e-mails. Remote access facility through VPN provides 24X7 access to Library resources, WEBOPAC offers students the facility to reissue their books from anywhere and a dedicated OPAC terminal with 8 computers in the Library offers access to resources of the Library as well as personal Library accounts of readers. To give best services to its readers, LIRC is now a member of Developing Libraries Network, Delnet, New Delhi. Around 20 newspapers of national and international repute are available in the Library. Apart from loaning of books, the Book Bank facility is also available to students. LIRC's Reading Room has a seating capacity for about 250 readers.

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**LIRC Rules & Regulations**

**Short Title**

1. These Rules shall be called, 'The NorthCap University Gurugram Library and Information Resource Centre (LIRC) Rules & Regulations'.
2. The LIRC Rules & Regulations are applicable to all students enrolled at The NorthCap University, all teaching, technical and workshop staff of the University, whether ad-hoc, temporary, part-time contractual or permanent and all others who may be authorized to use the Library and its facilities from time to time.

3. The Library Committee, constituted by the Registrar of The NorthCap University, will henceforth be called 'LC'. LC reserves the exclusive rights, any time hereafter and without notice, to amend, alter, modify, add or delete any provision(s) to all or any of these Library Rules & Regulations, from time to time and to bring such amendments, alterations, modifications, additions, deletions into effect from a date to be notified by the 'LC'.
4. Such amendments, alterations, modifications, additions or deletions, if any, shall become applicable to all concerned covered by these Library Rules & Regulations from the date of their notification by the 'LC'.
5. The Registrar shall have the exclusive power to clarify any issue or to remove any doubts relating to the 'LIRC Rules & Regulations'.

## Membership of the Library

1. The Library at The NorthCap University is established primarily for the use of its full time/ part time students and for all its teaching, technical and workshop staff whether ad-hoc, probationary, temporary, part-time, contractual or permanent.
2. Research scholars, ex-students and others desirous of using the Library may also be admitted as 'VISITORS' with the prior written permission of the Registrar / Governing Body only for such period(s) as may be specified from time to time.

## Library Hours

Library hour's means the duration for which the Library will remain open to the members. The duration shall be fixed by the Registrar.

It has been decided that the Library timings shall be as follows till further notice:

**Monday to Friday:** **8.00 am to 8.00 pm**
**(The timings are revised upwards with respect to the Main/ Minor Test)**

**Saturday:** **8.00 am to 6.00 pm**

1. Working hours may change as may be determined by Registrar from time to time.
2. The Library shall remain closed on all national/ weekly holidays and on such other day(s), as may be determined by the Registrar from time to time.

## Admission to the Library

1. The privilege of using the Library and any of its facilities including borrowing of publications for home study shall be extended to members only.
2. To become a member, a registration form is to be filled in and attested by the Controller of Records and the Head of Administration in the case of full time/regular students and Head of Administration and the Director/ Principal in case of all others.
3. On acceptance of his/her membership, every member will be given a bar-coded library card as may be specified for his/ her category of membership.

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4. Every full time/regular student member shall have to deposit a refundable security deposit, if any, with the Library for the use of its facilities, as may be determined by the Director/ Principal.
5. Library Card is meant strictly for personal use of members only and is 'NOT TRANSFERABLE' under any circumstances. No publication of any kind whatsoever shall be lent to any other person other than the valid holder of the Library Card.
6. To check unauthorized entry of outsiders inside the Library, members are required to keep their identity cards with them whenever they visit the library. The Library staff is authorized to deny permission to enter the library to any member who is not in possession of his/ her identity card.

The number of books which may be borrowed by each category of member shall be as follows:

| **Categories of Members** | | **Max. No. of Books** | **Max. Period of Loan** | **Late Fine (@ Per Day)** |
|---|---|---|---|---|
| A | All Teaching Staff | 10 | One Semester | 20 |
| B | Technical Staff | 5 | 30 Days | 10 |
| C | Admin Staff | 4 | 30 Days | 10 |
| D | Regular Students | 5 | 14 Days | 10 |
| E | Visitors/ Visiting Faculty | 4 | One Semester | 20 |
| F | Part Time Students | 5 | 21 Days | 10 |

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7. A book will be lent to a borrower only on producing the Library Card before the library staff, failing which the borrower will not be issued any kind of document.
8. The Library Cards of a member will remain valid only for the period mentioned on the cards. These can be renewed only by returning all the expired cards and settling all outstanding dues, if any.
9. Every full time/ regular student member shall have to deposit a refundable security deposit, if any, with the Library for the use of its facilities, as may be determined by the Registrar.
10. A member shall obtain a clearance certificate for refund of caution money only after surrendering his/her library card and paying any outstanding dues against his/her name.
11. The Librarian has the right/authority to adjust the refundable security deposit of any student against any outstanding due to the library from such student(s).
12. The Librarian has the right to recall any book from any member at any time, if so required.
13. Books loaned to students for 14 days may be extended for a further period of 14 days only provided no other reader has reserved the same in the intervening period.
14. A member can reserve a book which is not available in the Library through WEB OPAC.

15. Members should fully satisfy themselves about the physical condition of books before getting them issued as they will be held responsible for any damage or mutilation noticed at the time of returning the books.
16. Members must necessarily return all Library books borrowed by them before the commencement of summer vacations, failing which, besides payment of overdue charges and penalty if any, their membership may not be renewed.
17. Final year students are required to return all books borrowed from the Library and surrender their library cards ten days before commencement of the final semester examination in order to obtain clearance from the Library, for issuance of roll numbers. All final year students will be able to borrow books thereafter on security deposit of Rs. 500/- per book. This security deposit will be refunded once the books are returned before and not later than 7 days from the date of the last examination and any dues outstanding are paid to the library.
18. In case books are not returned within a month from the date of issue, the librarian reserves the absolute right to suspend the member from further use of the Library and its facilities till such time the book(s) or the cost(s) thereof, including fine, if any is paid.
19. Borrowers shall be responsible for any loss which the library may suffer through the loss or misuse of their cards. Any borrower using cards declared 'lost' will be fined a sum of Rs. 1500/- which will not be waived off under any circumstances. In addition, s/he will invite strict disciplinary action which may include suspension from the University.

## Loss of Books

1. In case of loss of a book(s), the borrower shall be required to pay the cost of the book including Overdue Charges (if any). However, students can also replace the books with the approval of the competent authority of the Library.
2. If the book of a series is damaged or lost, the member concerned shall be liable to replace the whole set or pay the cost of the complete set including overdue charges and penalty if any imposed.

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## Overdue Charges

1. Overdue charges on late return/renewal of books is Rs. 10/- per day per book.
2. Overdue charges cannot be waived for any member. In case of illness, the fine can be waived on producing medical certificate.

## Short Term Loan Privileges: Reference Books & Bound Journals

1. The following categories of material are generally not issued: Reference Books, current issue of periodicals and such material as may be specified by the Librarian.
2. In special circumstances, the Registrar may, at his discretion, and subject to the authorized borrower depositing the cost of the book(s), permit certain books to be borrowed from the Reference Collection, for a limited period. The decision of the Registrar in such cases shall be final.

## Code of Conduct for Library/ Reading Room

1. Members shall maintain silence and not engage in audible conversation in any part of the Library.
2. A person shall not sleep, smoke or spit in any part of the Library.
3. A person shall not write upon, damage, mutilate or mark any book belonging to the Library.
4. Consumption of food, alcoholic beverages and intoxicants of any nature whatsoever is strictly prohibited in the Library.
5. Carrying of fire arms or any other weapon of assault including the use of cellular phones and any other electronic/ battery operated gadget in the Library is strictly prohibited.
6. All members and their personal belongings including Library books issued to them are subject to a search/check by the library staff at the Library entrance.
7. No personal book or belonging shall be allowed to be taken inside the Library without the permission of the Librarian.
8. Any infringement of the Library rules will render the privilege of admission and of borrowing books from the Library liable to cancellation.
9. The Registrar reserves the right to suspend the membership privilege of any member found misbehaving with the Library staff or for indecent behaviour.

## Mutilation and Pilferage

Any member caught tearing pages/ stealing and or mutilating books will invite strict disciplinary action including payment of the cost of such book (s) and penalty if any. S/he shall also be liable for suspension from the University.

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## Suggestion Box

A Suggestion Box is available in the Library. Members of the Library are free to suggest measures for the further improvement of library services.

## Receipt

Members must insist on being given a receipt for any payment made by them whether it is a security deposit or towards overdue charges/ penalties.

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## Library & Information Resource Centre

| | |
|---|---|
| Online Journals | IEEE |
| | Manupatra Law Database |
| | Sage Journals |
| | American Society of Civil Engineers(ASCE) |
| | American Society of Mechanical Engineers(ASME) |

| | |
|---|---|
| | Westlaw |
| | EBSCO Business Source Elite |
| | Tata Mc Graw Hill E- Books |
| Facilities | Fully air-conditioned Library |
| | Fully computerized Library through latest version of Libsys Software |
| | Online renewal through WEBOPAC |
| | Delnet |
| | Book Bank |
| | Reprography |
| | Multimedia Library with 20 computers |
| | Scanning |
| | Printer |
| | Reference Service |
| | INFLIBNET Shodhganga theses repository membership |
| | Tea/ Coffee Facility |

## Book Bank facility for students

The NorthCap University Library and Information Resource Centre is providing Book Bank facility to all the students of the University for giving them the security for keeping the books with themselves for whole semester. In this scheme, students have to pay a nominal amount and they get maximum five books issued in a semester which are required to be returned at the end of each semester.

Charges for borrowing a book from BOOK BANK are Rs 50/- per book (for all Engineering and Management students) and Rs 100/- per book ( for LAW students).

If a student fails to return or returns the books in bad condition then he/she shall be pay the total cost of the book(s); otherwise he/she will not be allowed to register for the course in next semester.

This facility is very popular among students as they can enjoy reading the books and in this scheme, students have the option of entry or exit at any time during the course.

## Departmental Publications

The University brings out Departmental publications and journals that contain a number of contributions in the form of research papers and articles. The aim is to develop interest and skills of students to write articles on technical subjects and provides a quality dissemination channel for their work. It thus helps them to keep abreast with the latest developments in the field of engineering and to embrace the latest technology and current trends. Though the faculty members also contribute, emphasis is to encourage students to write papers and improve their professional capability. The publications of different departments are named *Live- Wire* (Department of EECE), *Reflection* (Department of CSE&IT) and *Mechtalk* (Department of Mechanical Engineering), *Space Newsletter* (Department of Civil & Environmental Engineering) and a Wall Journal (Department of Applied Sciences).

Students of NCU launched their first student magazine titled 'Hashtag' in January 2017. 'Hashtag' continues to provide students a platform to exchange ideas and information on various socio-economic issues and scientific developments at the national and international level.

## Professional Societies

There are various professional societies which students can join according to their interest and expertise.

The NorthCap University is the first university in India to be selected by the *American Society for Quality* (ASQ) and form a student chapter to usher in world-class processes in every part of academic and professional life in the University.

All Departments are associated with their professional societies. The Department of Electrical, Electronics and Communication Engineering (EECE) is an effective member of various professional societies like *The Institution of Electrical and Electronics Engineers* (IEEE*), The Indian Society for Technical Education (*ISTE) *and Society of Electronics Engineers* (SEE) etc. The Department has opened *NCU-IEEE-Firmware*, an active IEEE student chapter. IEEE is best known for developing standards for the computer and electronics industry. SEE is another EECE professional society and all students of the Department are members of this society. The *International Society of Optics and Photonics* (SPIE) student chapter is another EECE professional society run jointly with the Department of Applied Sciences. It is advancing an interdisciplinary approach to the science and application of light. SPIE is providing funds in support of education and outreach programmes.

In the Department of Computer Science & Engineering and Information Technology the *Microsoft Tech Club* connects with like-minded students, faculty and industry experts around the world to learn about cutting edge technologies. *FOSS* helps to improve and enhance the usage of Open Source Software. The mission of the *Computer Society of India* (CSI) is to facilitate research, knowledge sharing, learning and career enhancement for all categories of IT professionals. The *Reframers Club* ignites the spark of creativity in the minds of budding engineers. The *Google Students Club* holds events/activities that create awareness regarding the Google brand. *SPL* helps to improve the logic building skills of students using different programming languages. The *e-Gov Cell* provides a platform to students to create e-Gov projects which are beneficial for society. *SRIS* is a hub for securing communication, a platform for research work under InfoSec and to take projects nationally and internationally. The vision of *ACM* is to generate awareness related to research, knowledge sharing, learning and career enhancement for all categories of IT professionals. The Department is a member of the Indian Society for Technical Education (ISTE) which helps in the career development of teachers and personality development of students and overall development of our technical education system.

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The Department of Mechanical Engineering has student chapters of professional societies like the *Robotics Society, Society for Automotive Engineers* (SAE), *American Society for Mechanical Engineers* (ASME), *Solar Energy Society of India* (SESI), *Indian Society of Heating, Refrigeration and Air-conditioning* (ISHRAE), *Indian Society for Technical Education* (ISTE) and others.

The Department of Civil & Environmental Engineering has a student chapter of the *Institution of Engineers (India)* and the *American Society of Civil Engineers (India)*. In 2009 the Department established the *Society in Pursuit of Advances in Civil Engineering* (SPACE) in the University. 1st and 2nd Year students are members of SPACE.

The Department of Applied Sciences recently inaugurated a student chapter of *The Optical Society (OSA)* of USA at NCU. The Department has a student chapter of the *Enactus Society*. It is an international organization that connects students, academics and business leaders through entrepreneurial-based projects that empower people to transform opportunities into real, sustainable progress for themselves and their community. The *Society for Innovations and Development (SID)* was formed with an aim of enhancing the academic and industrial experiences of research students in the University. The society encourages, develops, enables, and promotes the entrepreneurial and innovative talents and ambitions of all students of the University. Students of the Department are active members of the *Mathemative Society* which aims at improving maths skills and highlights recent developments in maths and actively participate in the *SPIE* student chapter as well.

The main objective of professional societies is to develop skills in technical and non-technical fields, beyond the classroom and to encourage professional networking and exposure to the professional world.

## Peer Tutors

**Peer Tutors – A Concept for Recognising Talented Students and using Peer Advantage to Motivate Slow Learners**

The NorthCap University's philosophy is to nurture the talent and provide a constructive environment for academic development and realization of the full potential of all its students. In keeping with the best practices in leading international universities, a scheme of peer tutors has been introduced in the University. The twin objectives of this concept are to identify meritorious, talented and highly capable students, recognize and reward them as well as simultaneously use their skills to help slow learners, particularly in the first and second years of the UG programmes.

Peer Tutors are persuasive facilitators for stimulating and motivating desirous students towards more effective participation in learning through the collaborative learning model and do not substitute for classroom teaching or regular faculty. Their purpose is to guide and support, empower and encourage, within an interactive peer learning context.

**Identification of Peer Tutors**

i ) The position of 'Peer Tutors' be well advertised through Notice Boards and Dept Websites.

ii) Academically brilliant Students from final year/ pre final year with minimum CGPA of 9.0 and no backlogs shall be eligible to apply.

iii) HoDs will prepare a panel of names based on the requirements and their own knowledge about these students based on their experience of previous interaction with these students and their ability to assume this role. HoDs will forward the list of nominations to the VC.

iv) The final selections will be made/ approved by the VC based on one to one session with each nominated candidate.

v) Maximum number of peer tutors from each class can be 1/15th of the class strength.

However, to start with, a limited number of positions may be advertised, and selection criteria kept quite stringent to make it a really coveted position.

**Remuneration**

i) A remuneration of Rs 200/- per hour shall be paid to the selected tutor.

ii) A peer tutor is expected to put in a minimum of four hours per week and up to a maximum of 10 hours per week.

**Benefits to Peer Tutors**

Besides financial benefits a range of other benefits are expected for the Peer Tutors including:

i) Gaining useful work experience.

ii) Consolidation of academic skills through tutoring weak students.

iii) Improvement in leadership competencies.

iv) Gain new perspectives, additional recognition and respect.

v) A heightened sense of purpose and responsibility.

vi) An increase in academic self-efficacy.

vii) Higher constructive interaction through peer groups leading to increased networking and in self-esteem.

## Benefits to Tutees

i) Peer tutoring is usually considered less threatening and intimidating, as a teacher serving in a tutor's role may still be perceived as someone who judges and grades them. Tutees, therefore, have a more friendly, fearless and informal environment for clearing their doubts. Since the Tutor and the Tutee are at similar levels, a better rapport can be established between them, leading to more effective learning.

ii) Higher levels of self-esteem and improved problem-solving ability.

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iii) Increased motivation, improved study techniques and confidence as academic learners

iv) Increased social engagement, and enhanced motivation to attend classes and engage in learning.

## Identification of Tutees

The following procedure is suggested for identification of slow learners.

i) Identify students who are slow learners in each class before large scale failures occur or a good number of students don't score well. The identification can be done through results of first minors and the students, say, scoring below 40% marks are advised to go for tutoring through Peer tutors

ii) Detained students from previous batches in that class can also be advised to join this group

iii) Any other student who wishes to take benefit of this facility

## Role and Expectations from a Peer Tutor

i) The peer tutor is expected to act as a facilitator and a catalyst for learning rather than as a 'teacher'. The learner is responsible for his/ her own learning. The peer tutor is responsible for supporting, facilitating and learning with the slow learner.

The Peer Tutor may meet and communicate with tutees in the following ways:

i) Create a basic email or phone list so that he/she can talk or send each other information.

ii) Hold regular feedback and debriefing meetings to talk about how things are going. These might have a social component too.

iii) Use Facebook as a networking and communication tool.

iv) Create a Tutor's blog so that she/ he can relate experiences, ask each other questions and respond.

v) Be available for one to one or group meetings with Tutees on pre-agreed days between 4 pm and 6 pm in the Department labs.

vi) Build own networks and have fun with each other while tutoring – everyone's a winner!

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## Merit cum Means Fee Concessions/Scholarships

The NorthCap University considers it a social responsibility in putting education within the reach of everyone and grants a number of full/partial scholarships/fee concessions every year to the Schools of Engineering, Management and Law so as to encourage promising students from economically and socially weaker sections of society as per University rules on merit cum means basis.

Scholarships are also awarded to students on the Dean's List for encouraging meritocracy.

## Convocation

The NorthCap University, Gurugram held its Seventh Annual Convocation ceremony for its various undergraduate and postgraduate programmes at the University on 20 November 2018. The event was presided over by the Hon'ble Mr Justice Dipak Misra, Former Chief Justice of India. The event illuminated the audience of 903 students who were awarded with the degrees in their respective disciplines including 12 PhD scholars from the University during the Convocation. Gold, Silver and Bronze medals were awarded to 31 candidates who topped the list in their respective streams and 4 Certificates of Merit were awarded. Mr Tanyam, Department of Mechanical Engineering has been awarded the 'Outstanding Student of the Year Award'.

## Intellectual Property Rights (IPR), Plagiarism and Copyrights

**Introduction**

The NorthCap University, like any institution of higher learning regards plagiarism very seriously and seeks to protect its academic standards against it. Plagiarism and any other form of academic/ intellectual cheating constitute grave academic misconduct.

**Applicability**

The NorthCap University's policy on plagiarism and associated academic misconduct would be applicable to its faculty, staff and students. All NCU staff and students are responsible and accountable for their academic integrity.

**Plagiarism**

Plagiarism is the representation of words or ideas of another as one's own in any academic work. To avoid plagiarism, every direct quotation must be identified and properly cited in the text or as noted in Cites and Sources. Acknowledgement of source is required when material from another source, stored in print, electronic or other medium, is quoted, paraphrased or summarized in whole or in part. All reviewing authorities have the right to submit a faculty/ staff/student's work for detection of plagiarism or for scrutiny of same and they should be aware that plagiarism of any part of a work is a grave academic misconduct. If proved, there shall be no partial culpability or partial penalty.

**Copyright Violation**

All figures, paragraphs, equations, photographs etc. reported by any other author in a publication including research publication or book publication, cannot be reproduced by any University staff or student without prior written permission of the author/ publisher as per the copyright rules of the publication. The permission so obtained has to be acknowledged in the publication by the University's staff/ student, otherwise it amounts to a copyright violation. It is not simply enough to state the reference.

**Fabrication**

Fabrication is the falsification or invention of any information or citation in an academic work. Fabricated information may not be used in any academic work or any laboratory experiment. For instance, to analyse one sample in an experiment and invent data based on that single experiment for several more required analysis would amount to fabrication. In all cases, the actual and original source of information must be acknowledged in citations.

**Process**

All cases of plagiarism/ fabrication once detected should be reported with all evidence to DOS/ HOD/ Vice-Chancellor / Pro Vice-Chancellor at the first instance. Since it is a grave academic misconduct, the same shall be actioned with speed for investigation. Where any form of plagiarism / fabrication is established, investigations shall be followed by disciplinary proceedings, as per rules laid down by the University, from time to time.

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**GENERAL ACADEMIC CALENDAR FOR SESSION 2019-20**

**THE NORTHCAP UNIVERSITY**

**ALL SCHOOLS (ODD SEMESTER, JULY-DEC 2019)**

| S.N. | DETAILS | FROM | TO |
|---|---|---|---|
| 1. | NPET and interview | 6 July 2019 (Saturday) | |
| 2. | Display of result of Ph.D. admissions (July-Dec. 2019) | 10 July 2019 (Wednesday) | |
| 3. | Registration on ERP for All programmes | 15 July 2019 | 20 July 2019 |
| 4. | Last date of Fees submission of new Ph.D. admissions | 16 July 2019 (Tuesday) | |
| 5. | Pre-Ph.D. Course finalization for New Admission | 17 July 2019 (Wednesday) | |
| 6. | Registration for new Ph.D. Scholars | 18 July 2019 (Thursday) | 20 July 2019 |
| 7. | BDR (Jan.-June 2019) | 20 July 2019 (Saturday) | |
| 8. | Commencement of classes for all programmes | 22 July 2019 | |
| 9. | Teaching Period | 22 July 2019 | 13 September 2019 |
| 10. | Co-Cubes Test (Pre-assessment I ) for B Tech Final Year | 7 August 2019 | 9 August 2019 |
| 11. | SRC members finalization of new Ph.D. scholars | 16 August 2019 (Friday) | |
| 12. | Summer Internship evaluation | 17 August 2019 | |
| 13. | Class Committee meetings | 19 August 2019 | 23 August 2019 |
| 14. | Submission of attendance by Course Coordinators to | 16 September 2019 | |
| 15. | Minor Test | 16 September 2019 | 20 September 2019 |
| 16. | Co-Cubes Test (Pre-assessment II ) for B. Tech. Final | 18 September 2019 | 20 September 2019 |
| 17. | Issue of Mid-Term Warning to students for Shortage of | 21 September 2019 | |
| 18. | Teaching Period | 23 September 2019 | 20 November 2019 |
| 19. | Submission of online feedback by students | 23 September 2019 | 27 September 2019 |
| 20. | Open Elective/Programme Elective offered by | 26 September 2019 | |
| 21. | Mid-term project evaluation | 5 October 2019 | |
| 22. | Open Elective/ Programme Elective opted by students | 9 October, 2019 | 16 October, 2019 |
| 23. | Submission of checked answer scripts of minor test to | 9 October, 2019 (Wednesday) | |
| 24. | Momentum & Cerebration | 16 October 2019 (Wednesday) | 18 October 2019 |
| 25. | SRC conduction window | 19 October 2019 | 16 November 2019 |
| 26. | Display of allocated Open Elective/ Programme Elective | 24 October, 2019 | |
| 27. | Last day for any modification in Open Elective/ | 9 November 2019 | |
| 28. | Meeting of Time-table in-charges with Deputy Dean- | 14 November 2019 | |
| 29. | Last day of Teaching | 20 November 2019 | |

| | | | |
|---|---|---|---|
| **30.** | **Display of pre-major evaluation on ERP** | 20 November 2019 | |
| **31.** | **Submission of final attendance by Course Coordinators** | 21 November 2019 | |
| **32.** | **Preparatory leave ( for students)** | 21 November 2019 | 24 November 2019 |
| **33.** | **Final List of Open Elective/ Programme Electives** | 22 November 2019 | |
| **34.** | **List of detained students to be displayed on** | 22 November 2019 | |
| **35.** | **DRC of each Dept.** | 25 November 2019 | 29 November 2019 |
| **36.** | **Major Tests** | 25 November 2019 | 5 December 2019 |
| **37.** | **Evaluation Activities** | 25 November 2019 | 23 December 2019 |
| **38.** | **NPET and interview** | 30 November 2019 (Saturday) | |
| **39.** | **Display of result of Ph.D. admissions (Jan.-June 2020)** | 4 December 2019 (Wednesday) | |
| **40.** | **DRC minutes, SRC report submission and SRC members** | 6 December 2019 (Friday) | |
| **41.** | **Winter Internship (Only for Law)** | 9 December 2019 | 4 January 2020 |
| **42.** | **Last date of Fees submission of new Ph.D. admissions** | 11 December 2019 (Wednesday) | |
| **43.** | **Pre-Ph.D. Course finalization for New Admission** | 13 December 2019 (Friday) | |
| **44.** | **BDR (July-Dec. 2019)** | 21 December 2019 (Saturday) | |
| **45.** | **Display of Semester Results** | 23 December 2019 | |
| **46.** | **Registration of courses for all programme for Jan-June** | 2 January 2020 | 5 January 2020 |
| **47.** | **SUMMARY OF ACADEMIC CALENDAR** | 6 January 2020 | |

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**ODD SEMESTER, JULY-DEC 2019**

**1ST SLOT – B.TECH. I & III Semester**

| S. No. | DETAILS | FROM | TO |
|---|---|---|---|
| 1. | **NPET and interview** | 6 July2019 | |
| 2. | **Registration** | 15 July 2019 (Monday) | 20 July 2019 (Saturday) |
| 3. | **Commencement of classes** | 22 July 2019 (Monday) | |
| 4. | **Teaching Period** | 22 July, 2019 (Monday) | 13 Aug, 2019 (Tuesday) |
| 5. | **Submission of attendance upto 13 Aug, 2019 (Tuesday) for mid-term attendance warning** | 14 Aug, 2019 (Wednesday) by 04:00 PM | |
| 6. | **Minor Test** | 14 Aug, 2019 (Wednesday) | 17 Aug, 2019 (Saturday) |
| 7. | **Issue of written warning to students having short of attendance** | 17 Aug, 2019 (Saturday) | |
| 8. | **Submission of checked answer scripts of minor test to COE & uploading of marks on ERP** | 26 Aug, 2019 (Monday) | |
| 9. | **Teaching Period** | 19 Aug, 2019 (Monday) | 06 Sept, 2019 (Friday) |
| 10. | **Last day of teaching** | 06 Sept, 2019 (Friday) | |
| 11. | **Display of pre-major evaluation on ERP** | 06 Sept, 2019 (Friday) by 05:00 PM | |
| 12. | **Preparatory leave ( for students)** | 07 Sept, 2019 (Saturday) | 08 Sept, 2019 (Sunday) |
| 13. | **Submission of final attendance** | 07 Sept, 2019 (Saturday) by 12:00 Noon | |
| 14. | **List of detained students to be displayed on notice board/website** | 07 Sept, 2019 (Saturday) by 02:00 PM | |
| 15. | **Major Tests/ Project Evaluation** | 09 Sept, 2019 (Monday) | 13 Sept, 2019 (Friday) |
| 16. | **Commencement of classes of next slot** | 16 Sept, 2019 (Monday) | |
| 17. | **Answer Script Showing of previous slot** | 28 Sept, 2019 (Saturday) | |

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**ODD SEMESTER, JULY-DEC 2019**

**2nd SLOT – B.TECH. I & III Semester**

| S. No. | DETAILS | FROM | TO |
|---|---|---|---|
| 1. | **Commencement of classes** | 16 Sept, 2019 (Monday) | |
| 2. | **Teaching Period** | 16 Sept, 2019 (Monday) | 04 Oct, 2019 (Friday) |
| 3. | **Submission of attendance up to 04 Oct, 2019 (Friday) at COR for mid-term attendance warning** | 9 Oct, 2019 (Saturday) by 02:00 PM | |
| 4. | **Minor Test** | 09 Oct, 2019 (Wednesday) | 11 Oct, 2019 (Friday) |
| 5. | **Issue of written warning to students having short of attendance** | 15 Oct, 2019 (Tuesday) | |
| 6. | **Momentum & Cerebration** | 16 Oct, 2019 (Wednesday) | 18 Oct, 2019 (Friday) |
| 7. | **Submission of checked answer scripts of minor test to COE & uploading of marks on ERP** | 24 Oct, 2019 (Thursday) | |
| 8. | **Teaching Period** | 12 Oct, 2019 (Saturday) | 13 Nov, 2019 (Wednesday) |
| 9. | **Last day of teaching of B.TECH.** | 13 Nov, 2019 (Wednesday) | |
| 10. | **Display of pre-major evaluation on ERP** | 13 Nov, 2019 (Wednesday) by 12:00 Noon | |
| 11. | **Submission of final attendance** | 14 Nov, 2019 (Thursday) by 04:00 PM | |
| 12. | **Preparatory leave (for students)** | 14 Nov, 2019 (Thursday) | 17 Nov, 2019 (Sunday) |
| 13. | **List of detained students to be displayed on notice board/website** | 15 Nov, 2019 (Friday) by 11:00 AM | |
| 14. | **Major Tests** | 18 Nov, 2019 (Monday) | 22 Nov, 2019 (Friday) |
| 15. | **Examination Activities** | 18 Nov, 2019 (Monday) | 23 Dec, 2019 (Monday) |
| 16. | **Display of Semester Result** | 23 Dec, 2019 (Monday) | |
| 17. | **Registration for next semester** | 2 Jan, 2020 (Thursday) | 5 Jan, 2020 (Sunday) |
| 18. | **Commencement of classes for all programmes** | 6 Jan, 2020 (Monday) | |

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| SUMMARY OF ACADEMIC CALENDAR | | TOTAL NO. OF DAYS |
|---|---|---|
| **Total Teaching-Learning Days** | | **41** |
| **Preparatory leave** | | **04** |
| **Major Test** | | **05** |
| **LIST OF HOLIDAYS (Tentative)** | | |
| **Events** | **Date** | **No. of Days** |
| Mahatma Gandhi Jayanti | 02 Oct, 2019 (Wednesday) | 01 |
| Vijay Dashami | 06 to 08 Oct, 2019 (Sunday-Tuesday) | 03 |
| Diwali / Bhai Dooj | 25 to 29 Oct, 2019 (Friday to Tuesday) | 05 |
| Guru Nanak Jayanti | 10 Nov, to 12 Nov, 2019 (Sunday-Tuesday) | 03 |
| 25th Dec, 2019 to 1st Jan, 2020 (Wednesday to Wednesday ) | | 08 |
| **Total** | | **22** |
| **Note: - 14 Oct, 2019 (Monday) will work as "Thursday"** | | |

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RANKED NO. 1 DELHI & HARYANA

India's Top Engineering Colleges 2019

RANKED NO. 59 ALL INDIA

ANNUAL OUTLOOK SURVEY
Rankings of India's Top 100 Engineering Colleges Published in OUTLOOK NEWS MAGAZINE, June 2019

| India's Top Engineering Colleges 2019 | |
|---|---|
| 1. | IIT MADRAS* |
| 2. | IIT Delhi |
| 3. | IIT Bombay* Mumbai |
| 4. | IIT Kharagpur |
| 57. | Holy Mary Institute of Technology & Science, Hyderabad |
| 58. | Sir M Visvesvaraya Institute of Technology, Bangaluru |
| **59.** | **THE NORTHCAP UNIVERSITY, Gurugram** |
| 60. | National Institute of Science & Technology, Behrampur |
| 99. | Dr. Mahalingia College of Engineering, Pollachi |
| 100. | Indira College of Engineering, Pune |

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**2. The NorthCap University, Gurugram, Haryana**

3. Maharishi Markandeshwar Engineering College, Mollana - Ambala, Haryana

4. Chitkara University Institute of Engineering & Technology, Patiala, Punjab

5. Rajagiri School of Engineering & Technology , Kakkanand, Kerela

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2. Maharishi Markandeshwar Engineering College, Mollana - Ambala, Haryana
3. Asia Pacific Institute of Information Technology SD India, Panipat
4. School of Engineering & Technology ( Ansal University, Gurugram

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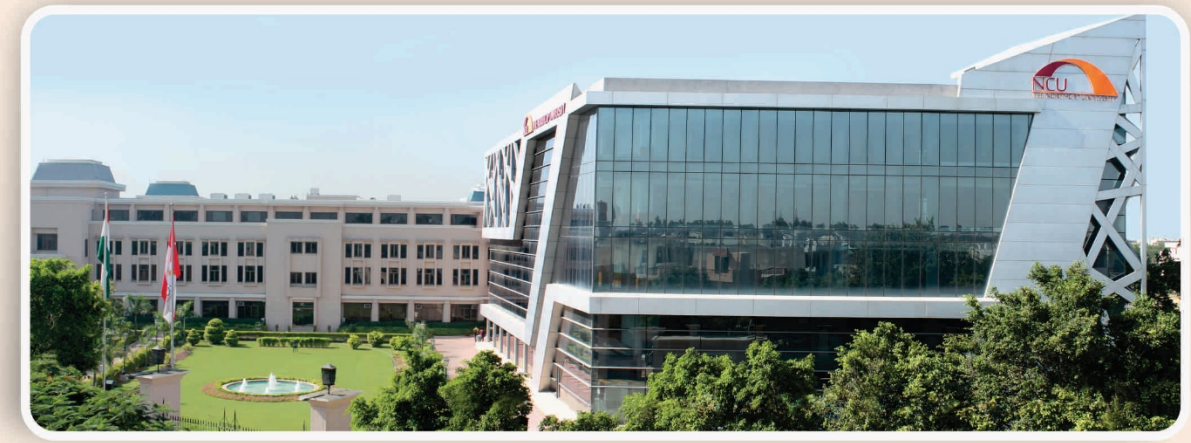

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