SCHOOL OF LAW

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



Admission Policy & Selection Procedure

FOR THE ACADEMIC YEAR 2020-21 SCHOOL OF LAW

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

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

1. APPLICABILITY

- 1.1 This "Admission Policy and Selection Procedure-2020" is valid for the academic year 2020 21 and shall be applicable for admissions of all resident Indian students to UG/PG programmes of School of Law and also covers children/wards of Non Resident Indian (NRI's)/International students wherever applicable.
- 1.2 The University has a comprehensive and transparent policy regarding Fee Structure, refund, cancellation & withdrawal policy. The Refund & Cancellation policy is in line with UGC/MHRD/AICTE policy on the matter as per UGC Notification dated 02 November, 2018.

2. PROGRAMMES OFFERED BY THE SCHOOL OF LAW AND THEIR INTAKE, MINIMUM ELIGIBILITY AND SELECTION CRITERIA FOR THE YEAR 2020-21

2.1

PROGRAMME	MINIMUM ELIGIBILITY CRITERIA	SELECTION PROCEDURE
BBA – LLB (Hons.) Integrated Degree (5 years)		 The merit list for admission in to the 5 year integrated B.B.ALL.B. (Honours) Degree Programme shall be prepared on the basis of the aggregate marks secured in 10+2 or equivalent. Personal Interview
Intake	100 seats	
LLM - 1year (2 semesters) Specializations: 1. Corporate Law 2. Human Rights 3. Intellectual Property	awarded by any University recognized by UGC and BCI. Bridging the gap betwee	On the basis of merit determined on personal interview and marks obtained in the qualifying examination conducted by NCU. In the classroom and the real world
Rights (IPR) Intake	10 Seats (Formerly ITM	University, Gurugram)

(i) Rounding of marks in the aggregate and /or in the compulsory subject (s), wherever applicable is not permitted.

- (ii) The University reserves the right not to run the programme if less than 75% of seats are filled at commencement. The intake shown in the table above is subject to change by the university. An increase/decrease in intake upto 20% of seats could take place within the total intake without compromising quality and minimum eligibility criteria.
- (iii) Admission will be based solely on the merit criteria as per procedure indicated while ensuring an overall intake of 25% of total seats for Haryana residents.
- (iv) The applicants may note that merely Meeting Minimum Eligibility Criteria shall not assure Admission to the applied Program. The Admission shall be strictly based on merit as defined in the admission brochure and the university reserves the right to decide the merit cutoffs for various Programs.

2.2 DISTRIBUTION OF SEATS

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

Indian Nationals	:	85
Child or Ward of NRI/International Students	:	15
TOTALINTAKE	:	100

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

3. **DEFINITIONS**

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

4. MINIMUM ELIGIBILITY CRITERIA

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

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

5. GENERAL CONDITIONS

- 5.1 In the event that the Admission Committee of the University is not satisfied with the character or antecedents of an applicant, in the overall interest of maintaining the academic standards and discipline of the University, it retains the exclusive right not to admit him/her to the University.
- 5.2 A student who furnishes particulars or submits documents which are found to be false, or suppresses material information, shall not be considered for admission, and, if he/ she has been admitted on the basis of such information, besides legal action at his/ her cost, his/ her admission shall stand automatically cancelled and the entire fee of any description whatsoever paid by him/ her shall stand fully forfeited.
- 5.3 Mere possession of the prescribed academic qualifications does not entitle a candidate for admission. Candidates shall have to fulfill all other conditions as have been spelt out in this "Admission Policy and Selection Procedure- 2020-21" and on the website for the programme/category in which admission is sought.
- 5.4 Students/ Parents are cautioned not to use any intermediary or broker for securing admission. Besides being illegal, such an action could render the candidate ineligible to participate in the admission process. If parents or students are approached by any such bogus agents, they should report their details to the Registrar, The NorthCap University, Gurugram. NCU has not authorized any Person / Body whatsoever for any part of the Admission Process including counseling of students/parents.
- 5.5 A student who wishes to be admitted after a gap period of one year and/or more (after passing the 10+2/Graduation examination) shall submit at the time of admission, an affidavit duly Notarized, justifying the reasons for the gap period and certifying that he/ she had not taken admission in any college / University or had not been rusticated or had not been sentenced to jail for a criminal offence. In case a student had taken admission in any other college / university during the gap years he/she shall have to provide an NOC / Migration certificate from the said college/university. He/she will necessarily have to comply with the minimum eligibility criteria including programme wise applicable entrance examination, if any.

6. ADMISSION COMMITTEE

- 6.1 Admissions shall be made by the Admission Committee comprising of faculty and administrative staff of the School/University to be nominated by the Vice-Chancellor. The Admission Committee will be headed by the Director or a person who is not less than the rank of a Professor.
- 6.2 The Committee shall scrutinize the application forms for admission of the candidates in accordance with the eligibility/selection criteria prescribed in this "Admission Policy and Selection Procedure-2020-21".
- 6.3 The decision of the Admission Committee on any matter concerning the admission policy and selection procedure shall be final and binding on all concerned, subject to review as per Clause 19 of this APSP 2020.

7. ADMISSION NOTICE

- 7.1 To fill seats to UG/PG programmes offered for the academic session 2020-21, the University shall publish an admission notice inviting applications from interested candidates. The admission notice shall be published in at least two national dailies and / or their education supplements.
- 7.2 A copy of the admission notice along with this "Admission Policy and Selection Procedure- 2020" shall be uploaded on the website of the University www.ncuindia.edu not less than 60 days before commencement of the programme for the information of all concerned.

8. HOW TO APPLY

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

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

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

Important Note:

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

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

- 8.3 **ADMISSION BROCHURE:** The Admission Policy and Selection Procedure 2020-21 for admission to all UG/PG programmes shall be available in soft copy form on the University website. All candidates are advised to thoroughly read the entire Admission Policy and Selection Procedure 2020-21 before applying for admission.
- 8.4 Students should submit only one application form using any one of the two methods i.e. online or offline application form. In case multiple applications are received for the same programme, all will be rejected.

8.5 It is made clear that admissions shall be made strictly on merit, to those who have applied on the prescribed form, within the stipulated time limit prescribed in this Admission Brochure 2020-21 or as may be amended and uploaded on the website and whose application has not been invalidated due to any deficiency. Applications which are incomplete and not in the prescribed form and not accompanied with the copies of documents as given in Clause 8.2 shall be rejected.

9. ACKNOWLEDGMENT OF APPLICATION FORMS

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

10. IMPORTANT DATES FOR ALL PROGRAMMES

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

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

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

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

11. ADMISSION CUM MERIT LIST

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

12. SECURING YOUR ADMISSION

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

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

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

14. TUITION FEES

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

	TUITION FEE FOR ACADEMIC YEAR 2020-21 (INR)			
PROGRAMME	CHILD/WARD OF INDIAN NATIONAL		CHILD/WARD OF NRI/INTERNATIONAL STUDENTS	
	PER SEMESTER ANNUAL		ANNUAL	
BBA-LL.B (Hons.)	84,500	1,69,000	Annual Rs. 2,57,500/- or equivalent foreign exchange	
LL.M	58,000 1,16,000		NA	
Hostel Fee (where applicable)	Rs. 65,000 per semester			

- 14.2 **Caution Money:** A sum of Rs. 5,000/- to be charged from each student seeking admission to the University in the Academic Year 2020-21. The amount is interest free and will be refunded to the students at the time of withdrawal or at end of their programmes, whichever is later, after deduction of dues, if any,
- 14.3 Alumni Fee: A onetime Alumni Association charge of Rs.1,000/-(for all programmes) shall be charged from all students at the time of admission.
- 14.4 Fee applicable in the year of admission shall be subject to year on year increase of 3% for the duration of the programme.
- 14.5 The total fee for the year including hostel charges (if applicable) will be payable in two equal bi-annual installments (semester wise, in advance). Children/wards of NRI / International students shall pay the fee annually, in advance.
- 14.6 Semester fee will not be accepted in parts or in installments.
- 14.7 Fee can be paid Via Demand Draft, Credit Card, Debit Card or by cash only. All demand drafts shall be made favouring The NorthCap University, Gurugram and shall be payable at Gurugram/Delhi.
- 14.8 Child/wards of NRI or International students will not be eligible for refund before or after the last date of admission in case of withdrawal.

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

Online fee payment details:	After sending the fees through RTGS /NEFT you have to mail at fees2020-21oddsem@ncuindia.edu with following details:-
RTGS/NEFT DETAILS:-Account Name:THE NORTH CAP UNIVERSITYAccount No.:82472010013980Bank Name:Syndicate BankBank's Address:NCU, Sector-23A, GurgaonIFSC Code:SYNB0008247	 Name with course name Contact no. UTR no, Amount & Date Account Holder Name

- 14.12 EDUCATION LOANS: Many Nationalised and Private Banks like SBI, Syndicate Bank, HDFC & Kotak Mahindra Bank offer education loans to needy students on the banks terms and conditions.
 - A **Syndicate Bank** branch is also located in the Campus and provides Education loans to students of NCU subject to fulfilling eligibility criteria and guidelines as per their education loan scheme Syndvidya. For further details visit www.syndicatebank.co.in or Contact on Mobile No. 9868394473, Land Line: 0124-2460740 or Email to: br.8247@syndicatebank.co.in.
 - Eduvanz is also one of our signed Education loan partners which provides financial assistance to students. For further details kindly contact on 8070 363 636, 022 497733674 / 022 49733624 Email : contact@eduvanz.com, www.eduvanz.com
 - Axis Bank is also one of our signed Education loan partners which provides financial assistance to students. For further details kindly contact on 9958706025 / 9654611713 or Email to: sukhdeep7.singh@axisbank.com , ankit.jain2@axisbank.com

15. FEE CONCESSION CUM SCHOLARSHIP

	BBALLB					
% of Scholarship	Eligibility (For CBSE as per percentage score in applicable subjects by program. Normalised Scores will be taken for other Boards with respect to CBSE)	CLAT Percentile or CLAT 2020 Rank equivalent (2020) [in case percentile not announced]	SAT Score (Conducted by The College Board)	Scores in IB Diploma Programme		
100%	CBSE: 99% and above	Univer 95+ Guru Rank: 1 to 3000	gra ₅₀₀₊	43-45		
50%	CBSE: 95.1%- <99	90.01 -< 95 Rank: 3001 – 6000	1400 – 1500	41-42		
25%	CBSE: 85%- <95	75 - <90 Rank: 6001 – 17000	1300 – 1400	32-40		

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

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

- 15.1 Fee Concession is applicable to Haryana Residents only and shall be based on Merit-cum-Means criteria, as per the Standard Operating Procedure of The NorthCap University from time to time and available at www.ncuindia.edu.
- 15.2 The table above is only to represent Scholarships in case a candidate is selected and the details of Scholarship offered will be part of the Admission Offer extended to candidates upon selection. For selection, University shall follow the announced process.
- 15.3 Candidate must enroll for the program by depositing the tuition fee by the given due date in admission offer letter. Should a candidate fail to do so, candidate shall have no claim over the scholarship. The Scholarship thereafter, shall be passed on to the next eligible candidate.
- 15.4 Notwithstanding the award of fee concessions, all candidates selected for admission will have to first deposit their first semester fee to secure their admission. Those awarded fee concession will be refunded the tuition fee deposited by them as per fee c o n c e s s i o n awarded, within two months from the last date of admission.
- 15.5 In addition to the Merit-cum-Means fee concession, to encourage & motivate students to do well the following awards are also given:
 - i. Merit Based Scholarships
 - ii. Research Fellowship Award (for PhD Scholars)
 - iii. Vice-Chancellor's Innovation Awards

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

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

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

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

17. GRIEVANCE REDRESSALERIY ITM University, Gurugram)

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

18. ORIENTATION PROGRAMME

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

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

19. COMMENCEMENT OF ACADEMIC SESSION

To be announced later

20. 21. REFUND/CANCELLATION POLICY

- a) Refund amount payable as per UGC Notification dated 22 September 2020 shall be as under.
- In order to avoid financial hardship being faced by the parents due to lockdown and related factors, full refund of fees be made on account of all cancellation of admissions/ migration of students, up to 30.11.2020, for this very session as a special case. To be crystal clear, the entire fee including all charges be refunded in totality (Zero Cancellation charges) on account of cancellation/ migration up to 30.11.2020. Thereafter, on cancellation/ withdrawal of admissions up to 31.12.2020, the entire fee collected from a student be refunded in full after deduction of not more than Rs.1000/- as processing fee."
- b) The fee for refund implies the amount applicable for the first Semester and not the advance paid by the student for blocking of seat. Further the applicable fee shall be the amount indicated in brochure against the program. Scholarships, if applicable, is an independent incentive and shall not be considered as deductible for purpose of calculation of refund.
- c) Candidates who are offered Final admission based on declared scores in the application, will be required to produce proof of having passed the qualifying examination i.e. (10+2 or equivalent e.g. IB, IGCSE diploma/certificate or any other foreign board) to the University authorities, during document verification at the time of registration, failing which, such admission will stand withdrawn. It shall be responsibility of the candidates to bring out variations in the scores/marks recorded in the admission offer letter and actual marks obtained in qualifying/eligibility examination, before accepting the offer. Any wrong information of marks /scores in the application, which provide undue advantage, if founded even after registration, shall lead to cancellation of admission to the candidate or scholarship, as the case may be.
- d) If for any reason whatsoever, including insufficient students the University is unable to run any programme, 100% of Tuition fees and all other charges collected at the time of Admission shall be refunded. In such cases, application fees will also be refunded.
- e) The refund shall be made in the name of the student by crossed account payee cheque only and shall be mailed by Registered post to the student within fifteen days from the date of receiving application. There is no need for the student and /or his/her parent to visit the University in this regard.
- f) In case a student does not have a bank account and wishes to have his/her refund cheque in the name of either parent, he/she shall submit a notarized affidavit along with the application for withdrawal (specimen of affidavit available at Form-5)
- g) Since children/ward of NRIs / International students are admitted on 'First-come-first-served' basis and not on the basis of merit of a common entrance test or marks, in case of withdrawal before or after the last date of withdrawal/admission, no fee/fund by whatsoever name called is refundable in their case.

21. MID COURSE WITHDRAWALS

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

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

22. LAPTOPS

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

23. LIMITED LIABILITY

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

24. JURISDICTION

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

25. HELPLINE

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

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

Vice-Chancellor The NorthCap University Gurugram



The NorthCap University HUDA Sector-23A, Gurugram 122017, India Tel : +91 124 2365811 to 13, Fax : +91 124 2367488 Email : ncu@ncuindia.edu www.ncuindia.edu ADMISSION PROCEDURE FOR CHILDREN/WARDS OF NRI/INTERNATIONAL STUDENTS FOR THE YEAR 2020-21

(SCHOOL OF LAW)



NRI/INTERNATIONAL STUDENTS

FOR THE YEAR 2020-21

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

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

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

- 1.2 Students under NRI/International category will be admitted on 'first come first served' basis subject to the minimum eligibility criteria and availability of seats. Since admissions in this category shall be made on first come first served basis, no refund will be permissible in case of withdrawal before or after the last date of admission. A candidate granted admission under this category will not be eligible to change his/her branch / discipline once he/she is admitted. Also, a candidate who applies under this category cannot apply for admission under any other category thereafter.
- 1.3 Unfilled seats in this category will be transferred to the resident Indian category and shall be filled on merit.
- 1.4 Candidates seeking admission under this category should apply on the application form available in the 'Admission Brochure 2020-21' Part-III available at the University only (these forms shall not be available online). International students can however apply by downloading the NRI/International student form (Form-N1 enclosed) and submitting it with the processing fee.

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

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

These details are clearly provided in the admission brochure/application form/website www.ncuindia.edu.

2. PROGRAMME OFFERED BY THE UNIVERSITY AND THEIR INTAKE, MINIMUM ELIGIBILITY AND SELECTION CRITERIA FORTHE YEAR 2020-21 (FOR CHILDREN/WARDS OF NRI/INTERNATIONAL STUDENTS

SCHOOL OF LAW	NO. OF SEATS FOR CHILD / WARD OF NRIs / INTERNATIONAL SEATS	FEE STRUCTURE (ANNUAL)	ELIGIBILITY CRITERIA	SELECTION CRITERIA
BBA LLB (Hons.) Integrated Degree Programme	18	Rs. 2,50,000/- or equivalent foreign exchange	10+2 (English Medium) examination conducted by Central Board of Secondary Education or equivalent examination from a recognized board in Science stream with an overall aggregate of minimum 50%. Additionally, the applicant should have secured not less than 50% marks in English. Minimum 1110 marks in SAT. Minimum 26 marks in IB Exam (Rounding of marks is not permitted. Therefore, a student with 49.9% marks or less than 50% (in individual) and 59.9% marks or less than 60% (in aggregate) will NOT be eligible to apply)	Children / ward of NRI's / International Students will be admitted on the basis of merit in Class XII or equivalent on "first – come – first – served" basis subject to availability of seats and compliance with the formalities with

3. IMPORTANT DATES

APPLICATIONS AVAILABLE AT THE NORTHCAP UNIVERSITY CAMPUS WITH EFFECT FROM -	15.01.2020
COMMENCEMENT OF ACADEMIC SESSION	10.09.2020
LAST DATE FOR ACCEPTING OF APPLICATIONS AND CLOSE OF ADMISSIONS	To be announced later

3.1.1 Dates are subject to change solely at the discretion of the University. Change(s), if any, shall be notified in the press or website for the information of all concerned.

(Formerly ITM University, Gurugram)

4. DOCUMENTS TO BE VERIFIED/SUBMITTED WITH THE APPLICATION FORM FOR CHILDREN/WARDS OF NRI/INTERNATIONAL STUDENTS

SR. NO.	DOCUMENTS	ORIGINAL DOCUMENT REQUIRED	SELF ATTESTED PHOTOCOPY REQUIRED	DOCUMENTS TO BE RETURNED ON THE SPOT AFTER VERIFICATION & DEPOSIT OF FEES
1	Application form for Admission of Children / Ward of NRIs (Form $-N1$)	Yes	No	No
2	NRI Certificate (Form-N2)	Yes	No	No
3	NRI Student Certificate (Form-N3)	Yes	No	No
4	Parent Certificate (Form-N4)	Yes	No	No
5	Copy of Address proof of NRI sponsor	Yes	Yes	Yes
6	Copy of Passport of NRI sponsor	NO	Yes	No
7	Class 10 mark sheet (as proof of date of birth).	Yes	Yes	Yes
8	10+2 or equivalent mark sheet.	Yes	Yes	R Yes
9	IB Score I HE NORIHCAP	Yes	K Yes	Yes
10	Certificate of Migration (only in case class 12 passed from any other board / university other than Haryana board).	SSROOM and A Yes	ne real world Yes	No
11	Character Certificate from school/ Institution/University last attended.	Yes rsity Gi	Yes	No
12	Passport (only if passed class 10 from a foreign board).	Yes	Yes	Yes
13	Equivalence certificate from AIU (Only if passed class XII from a foreign board).	Yes	Yes	No
14	Two copies of recent color good quality photographs (Size 3.5 X 4.5 cms)	Yes	Yes	No
15	Form 1 to 4, as applicable		Available as part of	Application form

- 4.1 All original academic and personal certificates and testimonials like mark-sheets, school leaving certificates and other such documents (other than migration certificate) shall be returned by the University after their due verification and receipt of fees. In case a student withdraws before the last date of admission, the original migration certificate shall also be returned.
- 4.2 However, Migration from the last institution to The NorthCap University shall be deemed to be complete only after submitting the Migration Certificate thereafter. In case when students leave after the last date of admission the original migration certificate submitted by the candidate will accordingly be cancelled by stamping across it

5. REFUND / CANCELLATION POLICY

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

6. MID COURSE WITHDRAWALS

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

7. HELPLINE

NAAC ACCREDITED

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

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

Vice-Chancellor The NorthCap University Gurugram



	SUBJECT:- APPLICATION FORM FOR ADMISSION OF CHILDREN/ WARDS OF
	NRIs/INTERNATIONAL STUDENTS 2020-21
Dear Sir,	THE NORTHCAP UNIVERSITY ®
In response to your Adr	nission Notice uploaded on website, I submit as under: soom and the real world
1) I Mr/Ms of	am a Non Resident Indian as defined under the Income Tax Act and presently resident

- 2) After personally scanning your website, and being satisfied with the reputation enjoyed by your University including its approvals, infrastructure, faculty and other facilities, I hereby wish to apply for admission w.e.f. 2002-2021 under the 15% category allocated at your University for children/wards of Non Resident Indians/International students for my child/ward Mr/Ms ______ as per the under mentioned preference : (Indicate your preference numerically in the box. In case the box remains unfilled, it will be assumed that you are not interested in the programme.
- a) BBA-LL.B. (Hons.) Integrated Degree Programme (5 Years)

2020

THE VICE CHANCELLOR, THE NORTHCAP UNIVERSITY

SECTOR-23A GURUGRAM

- 3) I have read and understood that The NorthCap University has been established by the Haryana State Legislature under The Haryana Private Universities (Third amendment) Act, 2009.
- 4) I have read and understood that The NorthCap University is a Private Self-Financed multi-disciplinary University recognized and has the right to confer degrees under Section 22(1) of the UGC Act, 1956. I also find that The NorthCap University has been included by UGC in their select list of

(Form-N1)

approved Universities. This list of recognized Universities can be obtained from the UGC website www.ugc.ac.in

- 5) I hereby agree and undertake that if admitted, my child/ward shall abide by all the rules and regulations of The NorthCap University from time to time including but not limited to attendance, course work, Internal / External Examination and evaluation, matters of discipline, timely payment offee etc.
- 6) I hereby confirm that I have read the rules & regulations governing these admissions including the minimum eligibility criteria and the Annual fee as per clause 2 above which is subject to a year on year increase of 3%.
- 7) If admitted, I confirm that I shall continue to pay the fee annually in advance; failing which, the admission of my child/ward is liable to be cancelled as per the rules of the University.
- 8) I understand and agree to submit within 10 days from the date of submission of the application a certificate of equivalence from the Association of Indian Universities (AIU) / Foreign cell of the Parent University, in the event that the admission is sought on the basis of an equivalent qualification obtained overseas and in compliance to regulatory provisions as applicable to NRI / International Student as prescribed by Indian Govt. I fully understand and agree that the application would be rendered ineligible for consideration in the absence of this certificate of equivalence.
- 9) I understand and agree that Ragging and/or Smoking and/or use of Mobile Phone within the premises of the University and/or its hostels is illegal and strictly prohibited unless otherwise stated. I understand that the University has a ZERO Tolerance policy for indulging in any such act and that, if my son/daughter/ ward found engaging in any such act(s) or any other unlawful act(s) directly or indirectly, besides Police/Legal Action against him/her, he/she shall be expelled from the University. In such an event no fee by whatsoever name called shall be refundable.
- 10) I understand and agree that if admitted, the fee paid by me by whatsoever name called shall be non-refundable in part or whole under any circumstances.
- 11) I am aware that having applied/secured a seat under NRI category on 'first-come-first-served' basis, I cannot apply for a seat in the Resident Indian category for my son/daughter/ward and the latter shall automatically stand cancelled, if applied.
- 12) I also understand and agree that once I have accepted the offer of admission for my child/ward, and deposited the fee to secure his/her admission, he/she will not be eligible to change his/her course /discipline under any circumstances whatsoever.
- 13) I also understand and agree that if I withdraw /cancel the admission of my son/daughter/ward after depositing the first year fee, I shall also be liable to pay the balance year's fee to the University.

NAAC ACCREDITED

Thanking You,

(Formerly ITM University, Gurugram)

Yours faithfully,

NAME OF NRI WITH SIGNATURE



BY HAND

(Form-N2)

2020	
THE VICE CHANCELLOR,	
THE NORTHCAP UNIVERS	SITY
SECTOR – 23A	
GURUGRAM	

NRI CERTIFICATE

Dear Sir,

Further to my application dated _	rece	eived by you vide you	r receipt no	,	
I, Mr/Ms		, resident of			
			,enclose	herewith non refundable	
Cash/Draft/Cheque No	dated	drawn on	amounting to F	{s/-	
towards the first years' Annual Fee to secure the admission of my child/ward, Mr/Ms					
the course/discipline/ programme					

Bridging the gap between the classroom and the real world

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

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

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

Yours faithfully,



	(Form-	N3)
	BY HAND	
2020		
THE VICE CHANCELLOR,		
THE NORTHCAP UNIVERSITY		
SECTOR – 23A		
GURUGRAM		
	NRI STUDENT CERTIFICATE	
Dear Sir,	INCU	
I Mr/Ms	hereby confirm that I am seeking and accepting admission at The NorthCap University under	the
NRI category as the child / wa	rds of Mr/Ms, who is a Non-Resident Indian, in the course/discipline/ program	ıme
	Bridging the gap between the classroom and the real world	

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

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

NAME OF STUDENT WITH SIGNATURE



The NorthCap University HUDA Sector-23A, Gurugram 122017, India Tel : +91 124 2365811 to 13, Fax : +91 124 2367488 Email : ncu@ncuindia.edu www.ncuindia.edu

FORMS THE NORTHCAP UNIVERSITY

FOR ALL PROGRAMMES **DECLARATION CUM UNDERTAKING**

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

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

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

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

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

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

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

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

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

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

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

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

SIGNATURE OF PARENT/GUARDIAN

SIGNATURE OF APPLICANT

DATE PLACE

DATE ______ PLACE _____



FORM – 2

FOR ALL PROGRAMMES HARYANA RESIDENT CERTIFICATE

(For bonafide Residents of Haryana only)

Certified that Sh/Km		son/daughterof
Sh/Smt		
R/o	NCI	
	(complete address) since	and applicant for admission to BBA-
	The NorthCap University Gurugram, Haryana, is a bonafide resid	
	10.96, letter No. 62/32/2000 – 6GSI dated 23.05.2003, letter No. 6	
III dated 30.1.2004.	THE NORTHCAP UP	NIVERSIII
No	(Signatur	re of the attesting authority)
Date:	NAAC ACCREDI	TED
Place:	(Formerly ITM Universities	ible office seal)

NOTE :

- 1) The competent authorities to issue Haryana Resident Certificate will be as per State Govt. letter No. 22/28/2003 3 GS III dated 30.01.2004.
- ii) The candidates, who have passed their qualifying examinations from the Universities / Board / Institutes located in Haryana, are not required to produce Certificate of Haryana Resident.
- iii) The certificate must have been issued on or after 31.01.2005.



FORM – 3

FOR ALL PROGRAMMES HARYANA SCHEDULED CASTE CERTIFICATE

Certified that Sh/Km		son/daughter of
Sh/Smt	R/o	
		ß
(complete address) belong	IS TO HE NORTHCAP UNIV	Caste which has been notified as Scheduled Caste
by the Haryana Governmer	nt. IIL NORTHCAT ONLY	VERSIII
This certificate is being issu	ued to him/her according to the Haryana Govt. Circular Letter No. 3	333(I) – 97, dated 25-2-97, No. 22/28/2003 – 3 GS – III dated
30.01.2004 and letter dated	d 21-6-2004. NAAC ACCREDITED	
No		(Signature of the issuing authority)
Date:	(Eormerly ITM University, G	Name Ugram)
Place:		Designation

(with legible office seal



FORM-4

FOR ALL PROGRAMMES ANTI RAGGING SELF DECLARATION BY THE STUDENT

- 1. I,(full name of student with admission/registration/enrolment number) S/o, D/o Mr/Mrs/Ms....., having been admitted to The NorthCap University, Gurugram have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Education Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.
- 2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4. I hereby solemnly aver and undertake that:
- a. I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
- b. I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to the clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- 6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this day of month of year.

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

Signature of Student



FORM-4 (contd.)

FOR ALL PROGRAMMES ANTI RAGGING SELF-DECLARATION BY PARENT/GUARDIAN

- 2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4. I hereby solemnly aver and undertake that:
- a. My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
- b. My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to the clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
- 6. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this day of month of year.

Signature of Parent/Guardian

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



FORM-5

FOR ALL PROGRAMMES AFFIDAVIT

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

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

I,	, S/O, D/O,	aged aboutyears
R/O		, do hereby solemnly affirm and declare as under:
1.	That the deponent had appeared in the 10+2 having Roll No BBA-LLB/LLM .	and has secured admission at The NorthCap University in (
		R

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

I accept and acknowledge that neither I nor my parents shall have any right or claim subsisting against The NorthCap University, its Management or its

- 3. I accept and acknowledge that neither I nor my parents shall have any right or claim subsisting against The NorthCap University, its Management or its employees after the refund of fee in the name of my father/mother instead of my name from the University.
- 4. I state that I have and understood the rules of the University and have executed an Undertaking/Declaration on my own free will and consent and without any force, fraud and coercion. Similarly, my parent/s have also executed an undertaking which is also acceptable to me.

DEPONENT

VERIFICATION:

Verified at (______) on this______day of (______) 2020 that the contents of paras 1 to 4 of the above affidavit are true and correct to my knowledge and no part of it is false and nothing has been concealed there from.

DEPONENT

DOCUMENTS TO BE VERIFIED/SUBMITTED WITH THE APPLICATION FORM

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



The NorthCap University HUDA Sector-23A, Gurugram 122017, India Tel : +91 124 2365811 to 13, Fax : +91 124 2367488 Email : ncu@ncuindia.edu www.ncuindia.edu