

SCHOOL OF MANAGEMENT
Admission Policy
&
Selection Procedure 2020-21

MBA

MBA SPECIALIZATION IN BUSINESS ANALYTICS

BBA

BBA SPECIALIZATION IN DIGITAL MARKETING

BBA SPECIALIZATION IN BUSINESS ANALYTICS

BCOM (HONS)

BA (HONS) ECONOMICS

BA (HONS) PSYCHOLOGY

Admission Policy & Selection Procedure

FOR THE ACADEMIC YEAR 2020-21 SCHOOL OF MANAGEMENT

This policy shall be called the 'ADMISSION POLICY & SELECTION PROCEDURE 2020' (APSP – 2020) for admission to the degree programmes offered by the SCHOOL OF MANAGEMENT, THE NORTHCAP UNIVERSITY, GURUGRAM, AT THE POST GRADUATE AND THE UNDERGRADUATE LEVELS.

This Admission Policy and Selection Procedure 2020 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 as 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 Management and also covers children/wards of Non Resident Indian (NRI's)/International students (Covered in Part III) 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 MANAGEMENT - THEIR INTAKE, MINIMUM ELIGIBILITY AND SELECTION CRITERIA FOR THE YEAR 2020-21

2.1 Eligibility Criteria and Selection Criteria for Undergraduate programmes at School of Management

UNDER GRADUATE PROGRAMMES				
S.No.	PROGRAMME	INTAKE	ELIGIBILITY CRITERIA	SELECTION CRITERIA
1	BBA	120	Minimum 50% in Class XII conducted by CBSE Or equivalent examination from a recognised board in any stream. Minimum 1110 marks in SAT Minimum 26 marks in IB Exam	1) Minimum 50% aggregate in Class XII 2) Personal Interview
2	BBA Specialization in Digital Marketing			
3	BBA Specialization in Business Analytics			
4	BCom (H)	45	Minimum 50% in Class XII conducted by CBSE Or equivalent examination from a recognised board with 50% marks either in Accountancy Or Mathematics. Minimum 1110 marks in SAT. Minimum 26 marks in IB Exam	
5	BA (H) Economics	30	Minimum 50% in Class XII conducted by CBSE Or equivalent examination from a recognised board with 50% marks either in Economics Or Mathematics. Minimum 1110 marks in SAT. Minimum 26 marks in IB Exam	
6	BA (H) Psychology	30	Minimum 50% in Class XII conducted by CBSE Or equivalent examination from a recognised board. Minimum 1110 marks in SAT. Minimum 26 marks in IB Exam	
TOTAL INTAKE		225		

2.2 Eligibility Criteria and Selection Criteria for MBA Programme at School of Management

POST GRADUATE PROGRAMMES				
S.No.	PROGRAMME	INTAKE	ELIGIBILITY CRITERIA	SELECTION CRITERIA
1	MBA	45	i) Bachelor degree for those who have completed or appearing for their final Bachelor degree examination in 2020 and ii) National Tests CAT/CMAT/MAT/XAT/GMAT/NMAT and iii) Personal Interview	i) Bachelors Degree with min eligibility criteria of 50% aggregate ii) Must appear in any one of the National Tests
2	MBA Specialization In Business Analytics			
<p>(i) Rounding of marks in the aggregate and /or in the compulsory subject (s), wherever applicable is not permitted.</p> <p>(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.</p> <p>(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.</p> <p>(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.</p> <p>(v) Should seats still remain vacant, if at all, after exhausting the merit list of applicants of the National Test(s), seats may be filled on the basis of results in the qualifying examination on merit subject to meeting the minimum eligibility criteria specified.</p>				

2.3 Guidelines for allotting specializations in SOM (BBA and MBA) programmes are as follows:

- Students can indicate their preferred specialization choice in a particular programme in the application form at the time of application. Students can give their choices in a particular programme in order of priority.
- The total number of seats in each programme, including all specializations in that programme are as indicated in the Table No 2.1 above.
- The seats shall be allotted to students based on merit and their indicated preferences based on the availability of seats.
- After successful completion, all the students enrolled in these specialization tracks shall get their regular UG/PG degree in their respective chosen programme. Further, in addition to the UG/PG degree in the programme, an additional certificate mentioning the specialization done will also be awarded to these students.
- In case, a student voluntarily withdraws from specialization but continues his/her degree, he/she shall be awarded only the UG/PG degree in the chosen programme, subject to his/her fulfilling the total credit requirements as prescribed for the degree. However, the fee will continue to remain as applicable, for the specialised programme chosen at the time of admission.

6. The University reserves the right not to run a particular specialization in a programme if the number of students opting for that specialization is less than 10. In such cases students shall be offered alternate available choices for the specialization in order of their indicated preference and the student shall be expected to pay the fees as applicable for the specialisation or basic degree programme accepted for study.

2.3 DISTRIBUTION OF SEATS FOR THE PROGRAMMES AT THE SCHOOL OF MANAGEMENT, THE NORTHCAP UNIVERSITY, GURUGRAM

UNDER GRADUATE (Three Year Full Time Degree Programmes)							
PROGRAMME	INTAKE	General Category (60%)	NRI/ International Students (15%)	Haryana General (15%)	Haryana SC (10%)	Kashmiri Migrant (1 seat in each Programme, super-numerary)	Total No. of seats
BBA/ BBA Splz. in Digital Marketing / Business Analytics	120	72	18	17	12	1	120
B.Com (H)	45	27	7	16	4	1	45
BA (H) Psychology	30	18	4	4	3	1	30
BA (H) Economics	30	18	4	4	3	1	30
MBA/ MBA Specialization In Business Analytics (Two Year Full Time Degree Programmes)							
PROGRAMME	INTAKE	General Category (60%)	NRI/International Students (15%)	Haryana General (15%)	Haryana SC (10%)	Kashmiri Migrant(1 seat in each Programme, super numerary)	Total No. of seats
MBA	45	27	7	6	4	1	45

Note: Seats remaining vacant in any of the categories including NRI, but excluding Kashmiri Migrants shall be merged in General category.

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 NRIs/International Applicants:** 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 applicants can also apply under this category and their admission will be based on the aggregate marks secured in Classes X and XII for admission to the undergraduate programmes and on the aggregate marks secured in Classes 10 and 12 and in Bachelor's Degree for admission to the MBA programme or equivalent of their qualification. Applicants who have obtained a foreign qualification at the Class 12 /Bachelor's or equivalent level would be required to submit a certificate of equivalence from AIU (Association of Indian Universities). International applicants will have to get all clearances, including but not limited to visa requirements etc. from all statutory bodies of their respective countries and India. Applicants admitted under this category will pay a higher fee as per table in Clause 16.1 of this APSP – 2020. 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.
- 3.3 **HARYANA (General):** A candidate who is a resident of Haryana (refer Form 2) or has passed his Class 12 / Bachelors' Degree 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) and should comply with the minimum eligibility criteria. After allotment of seat / branch to all eligible Haryana SC applicants, 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 – PROGRAMMWISE

- 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 Clause 2.1 of this APSP – 2020.
- 4.2 An applicant 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 **AGE LIMIT** – For UG Programmes : The applicant must not be more than 21 years of age as on December 31st, 2020 for UG programs. The date of birth printed on the Class 10 Mark Sheet issued by CBSE or equivalent board shall be considered for determining the age of the candidate. In case of applicant(s) who may have passed their equivalent examination from an overseas board, the age mentioned on his/her passport shall be considered. For MBA programme, there is no age limit.
- 4.4 **For MBA Programme:** Candidates appearing in the final year of their qualifying degree examination and those who have appeared and awaiting their results may also apply for admission to MBA programme for Academic Year 2020-21 as governed by the rules and regulations of the APSP– 2020. Such candidates must produce a certificate from the Principal/ Head of the University/ Institution certifying that the candidate is currently in the final year/ is awaiting final results and has obtained at least 50% marks or equivalent based on latest available grades or marks. If selected, such candidates may be permitted to join the program provisionally subject to his/ her final result complying with the minimum eligibility criteria latest by (To be announced later). The admission will be confirmed only when i), the candidate gets the original marks/grade sheet and an original certificate of having passed the qualifying degree verified at the University and submits self-attested copies of each of these documents to the university latest by (Date to be announced later) and ii), his/ her result complies with the minimum eligibility criteria. Non fulfillment of this condition will automatically result in the cancellation of the provisional admission and the seat under such circumstances shall be offered and filled by another eligible candidate.

5. GENERAL CONDITIONS

5.1 APPLICANTS/ 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 APPLICANTS ARE APPROACHED BY ANY SUCH BOGUS AGENTS, THEY SHOULD REPORT THEIR DETAILS TO THE REGISTRAR, THE NORTHCAP UNIVERSITY, GURUGRAM. NCU HAS NOT AUTHORISED ANY PERSON / BODY WHATSOEVER FOR ANY PART OF THE ADMISSION PROCESS INCLUDING COUNSELING OF STUDENTS/PARENTS.

5.2 An applicant who wishes to be admitted after a gap period of one year and/ or more (after passing the Class 12 for UG / Bachelors for PG) 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 an applicant 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.

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 the seats for 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 Brochure 2020-21' 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.

(b) **Offline/Online at Campus:** Candidates can fill in the form online at campus and pay the Application fee of Rs 1000/- (non refundable) online or at the University's Account Office, when they visit the university. In such cases, the candidate shall be required to carry self-attested copies of all his/her documents mentioned in Clause 8.2 of this APSP – 2020 for the purpose of scanning and uploading the same on the admissions portal of the university. Assistance, if required, from the university shall be provided in such cases with the purpose of enabling, guiding and/or supporting the candidate in filling up the application form.

8.2 SELF-ATTESTED DOCUMENTS TO BE SUBMITTED WITH APPLICATION

SNo	PROGRAMME	DOCUMENT TO BE SCANNED AND UPLOADED
1	BBA	i) Class X marks sheet (as proof of date of birth) ii) Class XII Board marks sheet iii) SAT Score Card iv) IB Exam v) Candidate's Aadhaar card
2	BBA Specialization in Digital Marketing	
3	BBA Specialization in Business Analytics	
4	BCom (H)	
5	BA (H) Psychology	
6	BA (H) Economics	
7	MBA	i) Class X and Class XII (or equivalent) marks sheet ii) Bachelors or equivalent degree or last mark sheet or last set of result declared iii) National Tests CAT/CMAT/MAT/XAT/GMAT/NMAT Score Card iv) Candidate's Aadhaar card
8	MBA Specialization in Business Analytics	

Notes:

In addition to the above, Haryana domicile/ Haryana SC certificate (Forms 2 & 3 enclosed) 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 of School of Management 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 Applicants should submit only one application form using any one of the two methods as mentioned in Clause 8.1 of this APSP – 2020. 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 self attested copies of documents as given in Clause 8.2 of APSP – 2020 shall be rejected.

9. ACKNOWLEDGEMENT 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 Undergraduate Programmes - BBA, BCom (Hons), BA (Hons) Psychology and BA (Hons) Economics

S.No.	EVENT / ACTIVITY	Date(s)
1	Uploading of application form and admission brochure at The NorthCap University, Gurugram website www.ncuindia.edu	15.01.2020
2	Last date for submission of Application Forms with Application Fee and required documents	To be announced later
3	Display of First Admission cum Merit List of selected candidates on the NCU website www.ncuindia.edu and at the campus notice board	To be announced later
4	Last date of payment of first semester fee for applicants offered admission under First Admission cum Merit List	To be announced later
5	Display of Second Admission Cum Merit List of selected candidates on the NCU website www.ncuindia.edu and at the campus notice board	To be announced later
6	Last date of payment of first semester fee for applicants offered admission under Second Admission cum Merit List	To be announced later
7	Last date of Admission	To be announced later
8	Orientation for newly admitted students 2020-21	To be announced later
9	Induction Programme	To be announced later
9	Commencement of Academic Session 2020-21	*10th Sept Tentatively
10	Start and Last Date of Admission against Vacant/Dropout Seats	To be announced later

10.2 Important Dates for MBA Programme

S.No.	EVENT / ACTIVITY	Round I	Round II	Round III
1	Uploading of application form and admission brochure at The NorthCap University, Gurugram website www.ncuindia.edu	15.01.2020		
2	Last date for submission of Application Forms with Application Fee and required documents	To be announced later	To be announced later	To be announced later
3	Communication to shortlisted candidates for Personal Interview: - i. Intimation by Email on the candidates' registered email id ii. Display of list of shortlisted candidates on the NCU website www.ncuindia.edu and at the campus notice board	To be announced later	To be announced later	To be announced later
4	Dates for Personal Interview and Written Test	To be announced later	To be announced later	To be announced later
5	Communication to candidates appearing on the Admission cum Merit List i. Intimation by Email on the candidates' registered email id ii. Display of list of shortlisted candidates on the NCU website www.ncuindia.edu and at the campus notice board	To be announced later	To be announced later	To be announced later
6	Last date of payment of first semester fee for applicants offered admission under Admission cum Merit List	To be announced later	To be announced later	To be announced later
7	Last date of Admission	To be announced later	To be announced later	To be announced later
8	Orientation for newly admitted for AY 2020-21	To be announced later		
9	Induction Programme	To be announced later		
10	Commencement of Academic Session 2020-21	*10th Sept Tentatively		
11	Start and Last Date of Admission against Vacant/Dropout Seats through First Cum First Serve Basis	To be announced later		

Notes

- i. The above dates do not apply to NRI / International applicants. For their deadlines / dates they must refer to "Admission Brochure 2020-21 Part - III" applicable for Children /wards of NRI / International applicants.
- ii. Dates of admissions shall be announced later on our website www.ncuindia.edu.

11. SELECTION CRITERIA AND COMPUTATION OF COMPOSITE MERIT SCORE FOR PG PROGRAMMES

- 11.1 Subject to the minimum eligibility criteria, all admissions (except children/wards of Non Resident Indians or International Applicants) shall be made STRICTLY on basis of a candidate's COMPOSITE MERIT SCORE.
- 11.2 For marks in Class 12 and Graduation the required aggregate 50% shall be considered. Marks in English would be necessarily included.

11.3 To secure admission, a candidate must meet the following two conditions: -

- a. Atleast 50% composite merit score
- b. Atleast 50% Personal Interview

12. SECURING YOUR ADMISSION

- 12.1 Applicants whose names appear in the first or subsequent merit cum admission lists MUST deposit their first semester fee in full as given in Clause 16 of this APSP – 2020 on or before the last date specified for the purpose, to secure their admission.
- 12.2 In the event, an applicant fails to deposit his/her fee on or before the date specified, the offer of admission will stand automatically withdrawn and the applicant will have no claim whatsoever on the seat.

13. FILLING OF DROPOUT SEATS

Since seats are perishable and must be filled before the last date of admission, vacant and drop out seats if any shall be filled on 'first-come-first-served' basis, subject to the minimum eligibility criteria, upto the close of admissions or as per the directives of the Government of Haryana from time to time.

14. TUITION FEE

14.1 TUITION FEE

Programme	Tuition Fee for Indian students (INR)		Tuition Fee for Child/ Ward of NRI/ International Students (INR)
	Per Semester	Annual Fee	Annual Fee
BBA	90,000/-	1,80,000/-	2,47,000/-
BBA Specialization in Digital Marketing	1,07,500	2,15,000/-	2,82,000/-
BBA Specialization in Business Analytics	1,07,500	2,15,000/-	2,82,000/-
BCom (Hons)	70,500/-	1,41,000/-	2,06,000/-
BA (Hons) Psychology	51,500/-	1,03,000/-	1,54,500/-
BA (Hons) Economics	51,500/-	1,03,000/-	1,54,500/-
MBA Programme	1,68,000/-	3,36,000/-	4,63,500/-
MBA Specialization in Business Analytics	1,93,000/-	3,86,000/-	5,13,500/-
HOSTEL CHARGES, if applicable	65,000/- (per semester)		

14.2 **Caution Money Deposit :** Rs. 5,000/- This amount is interest free and shall be refunded to the students at the time of withdrawal or at the end of their programmes, whichever is earlier, after deduction of dues, if any.

14.3 **Alumni Association Fee:** A onetime Alumni Association fee of Rs.1,000/- for all programmes is payable by all students.

14.4 **Industry Employability Aptitude Test Fee:** Industry Employability Aptitude Test fees of Rs.1,500/- is payable for School of Management programmes only.

14.5 Fee as given in Table 14.1 is the total tuition fee.

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

- 14.7 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/ward of NRI/International students shall pay the fee annually, in advance.
- 14.8 Semester fee will not be accepted in parts or in installments.
- 14.9 Fees can be paid by cash (subject to 14.10 below), Demand Draft, Credit Card or Debit Card. All Demand Drafts shall be made in favour of The NorthCap University, Gurugram and shall be payable at Gurugram/Delhi.
- 14.10 Unless otherwise provided by extant Govt. rules, a maximum cumulative of Rs. 2 lakhs only shall be accepted in cash from a student during the entire duration of his/her programme,
- 14.11 Taxes if applicable under subsequent Govt./GST rules will be extra.
- 14.12 Child/ward of NRI or International students will not be eligible for refund before or after the last date of admission in case of withdrawal.
- 14.13 Students must obtain a receipt for every payment made to the University as that shall constitute their only proof of payment.
- 14.14 Admission/Semester fee can be paid online or at the Accounts Office of the University on any working day from Monday to Saturday from 9.00 AM to 4:00 PM.
- 14.15 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 UNIVERSITY Account No. : 82472010013980 Bank Name : Syndicate Bank Bank's Address : NCU, Sector-23A, Gurgaon IFSC Code : SYNB0008247	1. Name with course name 2. Contact no. 3. UTR no, Amount & Date 4. Account Holder Name

- 14.16 **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/ Canara 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

UNDERGRADUATE PROGRAMMES			
% of Tuition Fees as 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)	SAT Score (Conducted by The College Board)	Scores in IB Diploma Programme
100%	CBSE: 99% and above	1500+	43-45
50%	CBSE: 95.1%- <99	1400 – 1500	41-42
25%	CBSE: 85%- <95	1300 – 1400	32-40

MBA							
% of Scholarship	CAT 2019 OR	GMAT score	GRE score	NMAT 2019 Score	MAT (Sept 2019/ Dec 2019/ Feb 2020/ June* 2020) percentiles	CMAT 2020 percentile	NCU CGPA [new criteria for NCU UG students opting to enrol for MBA]
	XAT 2020 percentiles						
100%	95+	720+	329+	220+	99+	99.+	9.5+
50%	85 - <95	700 - 719	326 - 328	211 – 220	95 - <99	95 - <99	9.0 - < 9.5
25%	75 - <85	650 - 699	320 - 325	196 – 210	90 - <95	90 - <95	8.5 - < 9.0

* subject to announcement by AIMA

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

- 15.1 Fee Concession includes Haryana Residents and shall be as per the Standard Operating Procedure of The NorthCap University from time to time and available at www.ncuindia.edu.
- 15.2 The table above is only to represent Scholarships in case a candidate is selected and the details of Scholarship offered will be part of the Admission Offer extended to candidates upon selection. For selection, University shall follow the announced process.
- 15.3 Candidate must enroll for the program by depositing the tuition fee by the given due date in admission offer letter. Should a candidate fail to do so, candidate shall have no claim over the scholarship. The Scholarship thereafter, shall be passed on to the next eligible candidate.
- 15.4 Notwithstanding the award of fee concessions, all candidates selected for admission will have to first deposit their first semester fee to secure their admission. Those awarded fee concession will be refunded the tuition fee deposited by them as per fee concession awarded, within two months from the last date of admission.
- 15.5 In addition to the merit cum means concession, to encourage & motivate students the following awards are also given:
 - i. Merit Based Scholarships
 - ii. Research Fellowship Award (for PhD Scholars)
 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 fee. In case a student withdraws before the last date of admission (refer Clause 10 of this APSP 2020), 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. In case a student leaves after the last date of admission for vacant and drop out seats (To be announced later) the original migration certificate submitted by the candidate will accordingly be cancelled by stamping across it. Migration certificate shall be issued by the University under its seal in case of Migration/Withdrawal after the last date of admission and / or completion of the degree subject to fulfilment 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 programme of study, such verification shall be undertaken in the presence of the student and certificates and testimonials thus verified shall be returned immediately to the student.

17. GRIEVANCE REDRESSAL

- 17.1 Grievance/complaints, if any, against any action/decision of the Admissions Committee can be made in writing within 3 days of the decision to the Grievance Redressal Mechanism, constituted as per UGC (Grievance Redressal) regulation 2012 amended from 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 all newly admitted students to attend the orientation programme. For details of timings, see table below:

SCHEDULE FOR ORIENTATION PROGRAMME			
DATE	TIMINGS	LOCATION	REMARKS
To be announced later	To be announced later	To be announced later	Including tour of the University

19. COMMENCEMENT OF ACADEMIC SESSION

Date: 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, IGCE 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 af

21. 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 classrooms 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 indispensable for all 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.

22. 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 fee paid by the candidate and that there shall be no further consequent liability on the University and /or any of its employee.

23. MID COURSE WITHDRAWALS

In the event of a mid-course withdrawal i.e. withdrawals after the last date of admission for vacant and drop out seats, no refund of fee shall be admissible, as the seat so vacated cannot be filled by the University and shall continue to remain vacant for the entire duration of the programme. Being an unaided, self-financed University, in addition to the first semester tuition fee, the University is entitled to claim the balance years' fee, 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 and related subsequent judgements.

24. JURISDICTION

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

25. HELPLINE

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

Helpline : 8448495100

Email : admissions@ncuindia.edu

Website : www.ncuindia.edu

Online Technical Support: 8800521301

**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



(Formerly ITM University, Gurugram)

FORM-1

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 issue, matters of discipline, timely payment of fee etc.

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

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

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

I also affirm that I have read details in the 'School of Management 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 School of Management 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

DATE _____ PLACE _____

SIGNATURE OF APPLICANT

DATE _____ PLACE _____



(Formerly ITM University, Gurugram)

FORM – 2

HARYANA RESIDENT CERTIFICATE

(For bonafide Residents of Haryana only)

Certified that Sh/Km _____ son/daughter of

Sh/Smt _____

R/o _____

_____ (complete address) since _____ and applicant for admission to Engineering/Technical Courses at The NorthCap University Gurugram, Haryana, is a bonafide resident of Haryana State in terms of Chief Secretary, Haryana letter No. 62/17/95 – 6GSI dated 3.10.96, letter No. 62/32/2000 – 6GSI dated 23.05.2003, letter No. 62/27/2003/6 GSI dated 29.7.2003, letter No. 22/28/2003 – 3GS – III dated 30.1.2004.

No. _____

(Signature of the attesting authority)

Date: _____

Name _____

Place: _____

Designation _____

(with legible office seal)

NOTE :

- i) 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

HARYANA SCHEDULED CASTE CERTIFICATE

Certified that Sh/Km _____ son/daughter of

Sh/Smt _____ R/o _____

(complete address) belongs to _____ Caste which has been notified as Scheduled Caste by the Haryana Government.

This certificate is being issued to him/her according to the Haryana Govt. Circular Letter No. 333(I) – 97, dated 25-2-97, No. 22/28/2003 – 3 GS – III dated 30.01.2004 and letter dated 21-6-2004.

No. _____ (Signature of the issuing authority)

Date: _____

Name _____

Place: _____

Designation _____
(with legible office seal)



(Formerly ITM University, Gurugram)

FORM-4

ANTI RAGGING SELF DECLARATION BY THE STUDENT

I,(full name of student with admission/registration/enrolment number) S/o, D/o Mr./Mrs./Ms , having been admitted to THE NORTHCAP UNIVERSITY have carefully read "THE HARYANA PROHIBITION OF RAGGING IN EDUCATIONAL INSTITUTION ORDINANCE, 2012" and fully understood the provisions contained in the said Ordinance.

- 2) I have, in particular, perused clause 2(f) of the Ordinance and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 8 of the Ordinance and I 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 relevant clause of the said the ordinance.
 - b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under relevant clause of the said the ordinance.
- 5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to the Ordinance, 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 or, 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 ofyear.

.....
Signature of Student

Name:

Address

Telephone/Mobile No.:

Email ID:



(Formerly IITM University, Gurugram)

FORM-4 (contd.)

**ANTI RAGGING
SELF-DECLARATION BY PARENT/GUARDIAN**

1. Mr. Mrs./ Ms..... (full name of parent/guardian) father/mother/guardian of (full name of student with University Roll Number), having been admitted to (name of the institution) have carefully read "THE HARYANA PROHIBITION OF RAGGING IN EDUCATIONAL INSTITUTION ORDINANCE, 2012" and fully understood the provisions contained in the said Ordinance.
2. I have, in particular, perused clause 2(f) of the Ordinance and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 8 of the Ordinance 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 undertaken that:
 - (a) My ward will not indulge in any behavior or act that may be constituted as ragging under relevant clause of the said Ordinance.
 - (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 relevant clause of the said Ordinance.
5. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to the Ordinance, 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 conspiracy to promote, ragging; and further affirm that, in case the declaration is found to Declared this day of month of year.

Declared this day of month of year.

.....

Signature of Parent/Guardian

Name:

Address

Telephone/Mobile No.:

Email ID:



(Formerly ITM University, Gurugram)

FORM- 5

AFFIDAVIT

(For authorizing parent in lieu of student to receive refund after withdrawal of Admission)

(To be executed by the student on a stamp paper of Rs. 10 duly attested by a First Class Magistrate or Notary Public)

I, _____, D/O,S/O Mr./Mrs. _____ aged about _____ years R/O _____, do hereby solemnly affirm and declare as under:

1. That the deponent had appeared in the SAT/CAT/CMAT/MAT/GMAT/ATMA/XAT Score as applicable (September 2019 – May 2020) having Roll No. _____ and has applied for admission at THE NORTHCAP UNIVERSITY in BBA, BCom (H), BA Eco (H), BA Psy (H), MBA, (_____).
2. That the deponent has withdrawn his/her admission from the University and as per the refund policy of the University, I am entitled to the refund of fees after deducting _____, since the admission has been withdrawn before the last date of admission. Since I do not have a bank A/c therefore the cheque towards refund of fees may be issued in the name of my father/mother, Mr./Mrs. _____.
3. I accept and acknowledge that neither me nor my parents shall have any right or claim subsisting against THE NORTHCAP UNIVERSITY, its Management or its employees after the refund of fees in name of my father/mother instead of my name from the University.
4. I state that I have read over 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



**ADMISSION PROCEDURE FOR CHILDREN/WARDS OF
NRI/INTERNATIONAL STUDENTS FOR THE YEAR 2020-21**

Bridging the gap between the classroom and the real world

NAAC ACCREDITED

(Formerly ITM University, Gurugram)



(Formerly ITM University, Gurugram)

ADMISSION PROCEDURE FOR CHILDREN/WARDS OF 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 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 10 & Class 12 or equivalent of their qualification for UG Programmes and Class 10, Class 12 and Bachelors degree for MBA programme. A student who has obtained a foreign qualification at the 10+2 / Bachelors 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 of part III of this APSP - 2020. 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 Application form 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.
- 1.5 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. International students can however apply by downloading the NRI/International student form (Form-N1 enclosed) and submitting it with the application fee.

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.

4. Documents to be verified/submitted with the application form for children/ward 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 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 10 mark sheet	Yes	Yes	Yes
8	Class 12 or equivalent mark sheet	Yes	Yes	Yes
9	Mark sheet of Bachelors degree or last set of result declared (Only for MBA)	Yes	Yes	Yes
10	Experience Certificates from the Employers (Only for MBA)	Yes	Yes	Yes
11	Certificate of Medical Fitness from a registered medical practitioner(Only for MBA)	Yes	Yes	Yes
12	Certificate of Migration (only in case class 12/Graduation passed from any other board/university other than Haryana board).	Yes	Yes	No
13	Character Certificate from school/Institution/University last attended.	Yes	Yes	No
14	Passport	Yes	Yes	Yes
15	Equivalence certificate from AIU (Only if passed class 12/Graduation from a foreign board).	Yes	Yes	No
16	Two copies of recent color good quality photographs (Size 3.5 X 4.5 cms)	Yes	Yes	No
17	Form N1 to N4, 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 balance years fees (See para 5 & 6).

**2. Programmes offered by the University - Minimum eligibility and selection criteria for the Year 2020-21
(for children/wards of NRI/International students)**

DESCRIPTION OF BRANCH	NO. OF SEATS FOR CHILD/ WARD OF NRI's/ INTERNATIONAL SEATS	FEE STRUCTURE (ANNUAL)	ELIGIBILITY CRITERIA	SELECTION CRITERIA
BBA	27	Rs. 2,47,000/- or equivalent foreign exchange	10+2 (English Medium) examination conducted by Central Board of Secondary Education or equivalent examination from a recognized board with an overall aggregate of minimum 50% in Class 12th. Additionally, the applicant should have secured not less than 50% marks in Mathematics/Accountancy for BCom (H). The applicant should have secured not less than 50% marks in Mathematics/Economics for BA Eco (H) & not less than 50%. 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 mathematics) 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 " <u>first-come-first-serve</u> " basis subject to availability of seats and compliance with the formalities with respect to sponsorship etc.
BBA Specialization in Digital Marketing		Rs. 2,82,000/- or equivalent foreign exchange		
BBA Specialization in Business Analytics		Rs. 2,82,000/- or equivalent foreign exchange		
BCom (H)	22	Rs. 2,06,000/- or equivalent foreign exchange		
BA (H) Economics	09	Rs. 1,54,500/- or equivalent foreign exchange		
BA (H) Psychology	06	Rs. 1,54,500/- or equivalent foreign exchange		
MBA	07	Rs. 4,63,500/- or equivalent of foreign exchange	Minimum 60% in class X and XII and minimum in 50% in Bachelors. Note: A candidate applying for admission to MBA degree programme under NRI category is exempted to appear for Entrance examinations.	
MBA Specialization in Business Analytics		Rs. 5,13,500/- or equivalent of foreign exchange		

3. IMPORTANT DATES

APPLICATIONS AVAILABLE AT THE NORTHCAP UNIVERSITY CAMPUS WITH EFFECT FROM -	15.01.2020
LAST DATE FOR ACCEPTING OF APPLICATIONS AND CLOSE OF ADMISSIONS	To be announced later
COMMENCEMENT OF ACADEMIC SESSION	*10th September 2020 Tentatively

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

5. REFUND/CANCELLATION POLICY

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.

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 and any other dues outstanding to the University as per Declaration cum Undertaking submitted at the time of admission.

7. HELPLINE

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

Helpline	8448495100
Email	admissions@ncuindia.edu
Website	www.ncuindia.edu

THE NORTHCAP UNIVERSITY[®]

Bridging the gap between the classroom and the real world

NAAC ACCREDITED

(Formerly ITM University, Gurugram)

Vice Chancellor
The NorthCap University,
Gurugram

The logo for North Central University (NCU) is centered in the background. It features a large, stylized arch above the letters 'NCU'. Below the letters, the text 'THE NORTH CENTRAL UNIVERSITY' is written in a smaller font. The entire logo is rendered in a light orange color that blends with the background.

FORMS (NRIs/International Students)

Bridging the gap between the classroom and the real world

NAAC ACCREDITED

(Formerly ITM University, Gurugram)



(Formerly ITM University, Gurugram)

(Form-N1)

_____ 2020

**The Vice Chancellor,
The NorthCap University
Sector – 23A
Gurugram**

**SUBJECT:-APPLICATION FORM FOR ADMISSION OF CHILD/ WARD
OF NRIs/INTERNATIONAL STUDENTS 2020-21**

Dear Sir,

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

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

2) After personally scanning your website, and being satisfied with the reputation enjoyed by your University including its approvals, infrastructure, faculty and other facilities, I hereby wish to apply for admission w.e.f. 2020-2021 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:

- a) MBA
- b) MBA SPECIALIZATION IN BUSINESS ANALYTICS
- c) BBA
- d) BBA SPECIALIZATION IN DIGITAL MARKETING
- e) BBA SPECIALIZATION IN BUSINESS ANALYTICS
- f) BCOM (HONS)
- g) BA (HONS) ECONOMICS
- h) BA (HONS) PSYCHOLOGY

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

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

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

- 5) I hereby agree and undertake that if admitted, my child/ward shall abide by all the rules and regulations of The NorthCap University from time to time including but not limited to attendance, course work, Internal / External Examination and evaluation, matters of discipline, timely payment of fee etc.
- 6) I hereby confirm that I have read the rules & regulations governing these admissions including the minimum eligibility criteria and the Annual fee as per clause 2 above which is subject to a year on year increase of 3%.
- 7) If admitted, I confirm that I shall continue to pay the fee annually in advance, failing which, the admission of my child/ward is liable to be cancelled as per the rules of the University.
- 8) I understand and agree to submit within 10 days from the date of submission of the application a certificate of equivalence from the Association of Indian Universities (AIU) / Foreign cell of the Parent University in the event the admission is sought on the basis of an equivalent qualification obtained overseas. 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 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 years fee to the University.

Thanking You,

Yours faithfully,

NAME OF NRI WITH SIGNATURE



(Formerly IITM University, Gurugram)

(Form-N2)

BY HAND

_____ 2020

**The Vice Chancellor,
The NorthCap University
Sector – 23A
Gurugram**

NRI CERTIFICATE

Dear Sir,

Further to my application dated _____ received by you vide your receipt no. _____ I Mr/Ms _____

_____ resident of _____

_____ enclose herewith non refundable Cash/Draft/Cheque No _____

dated _____ drawn on _____ amounting to _____/- towards

the first years Annual Fee to secure the admission of my child/ward Mr/Ms _____ in the

course/discipline/ programme _____.

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

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

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

Yours faithfully,

NAME OF NRI WITH SIGNATURE



(Formerly ITM University, Gurugram)

(Form-N3)

BY HAND

_____ 2020

**The Vice Chancellor,
The NorthCap University
Sector – 23A
Gurugram**

NRI STUDENT CERTIFICATE

Dear Sir,

I Mr/Ms _____ hereby confirm that I am seeking and accepting admission at

The NorthCap University under the NRI category as the child / wards of Mr/Ms _____ who is a Non Resident Indian

in the course/discipline/programme _____

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

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

NAME OF STUDENT WITH SIGNATURE



(Form-N4)

BY HAND

_____ 2020

**THE VICE CHANCELLOR,
THE NORTHCAP UNIVERSITY
SECTOR – 23A
GURUGRAM**

PARENT CERTIFICATE

Dear Sir,

I Mr./Ms. _____ father/mother of Mr./Ms. _____ hereby confirm that I have appointed
Mr./Ms. _____ who is a Non-Resident Indian as the guardian / sponsor of my son/daughter Mr./Ms.

Mr./Ms. _____ shall be paying the Annual fee of my son/daughter for all four years. I understand and agree that the admission of my son/daughter shall be automatically cancelled in the event his/her aforesaid appointed guardian / sponsor fails to deposit the full fee on time to the University as may be applicable.

Also, I agree that since I nor the guardian /sponsor is furnishing a Bank Guarantee/Bond for the balance years fees as per decision of the Hon'ble Supreme Court of India, in case my child/ward withdraws his/her admission before the completion of the degree, his / her appointed guardian /sponsor shall have to pay the balance years fees to the University since the seat shall remain vacant. In the event he / she does not, I shall be liable to pay the same.

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 Child / Wards NRI/ International students seat only after paying the balance three years fees.

Yours faithfully,

NAME OF FATHER / MOTHER OF THE STUDENT
WITH SIGNATURE



The NorthCap University

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