

# THE NORTHCAP UNIVERSITY

## SCHOOL OF MANAGEMENT AND LIBERAL STUDIES

All programmes at UG & PG Level



Admission Policy  
2021-22  
[www.ncuindia.edu](http://www.ncuindia.edu)

**SCHOOL OF MANAGEMENT**  
**Admission Policy**  
**&**  
**Selection Procedure 2021-22**

**MBA-DUAL SPECIALIZATION**

**BBA**

**BBA SPECIALIZATION IN DIGITAL MARKETING**

**BBA SPECIALIZATION IN BUSINESS ANALYTICS**

**BCOM (HONS)**

**BA (HONS) ECONOMICS**

**BA (HONS) PSYCHOLOGY**

**BA (HONS) ENGLISH**

# Admission Policy & Selection Procedure

## FOR THE ACADEMIC YEAR 2021-22 SCHOOL OF MANAGEMENT

*This policy shall be called the 'ADMISSION POLICY & SELECTION PROCEDURE 2021' (APSP – 2021) 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-2021" is valid for the academic year 2021–22 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 2021-22

### 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	10+2 (English Medium) examination conducted by CBSE or equivalent examination from a recognized board in any stream with an overall aggregate of minimum 50% (for BA(H) Eco-Eco/Maths is mandatory, 50% marks in either of subjects; B.Com-Accounts/Maths is mandatory, 50% marks in either of subjects, BA(H) Eng with 50% marks in English)  IB candidates should have score of minimum 24	Selection will be based on merit of 10+2 conducted by Central Board of Secondary Education or equivalent examination from a recognized board (IB/ICSE)  OR SAT score and Personal Interview
2	BBA Specialization in Digital Marketing	30		
3	BBA Specialization in Business Analytics	30		
4	BCom (H)	60		
5	BA (H) Economics	30		
6	BA (H) Psychology	30		
7	BA (H) English	20		
TOTAL INTAKE		320		

### 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	Master of Business Administration (MBA) Dual Specialization with (Two Majors) Specializations in HR/Finance/Marketing/Business Analytics	50	Bachelors Degree with minimum 50% overall aggregate Must appear in any one of the National Tests CAT/CMAT/MAT/XAT/GMAT/NMAT/ANY OTHER NATIONAL LEVEL TEST 2021 As one time measure to overcome the COVID 19 impact students with CAT/CMAT/MAT/XAT/GMAT/NMAT /ANY OTHER NATIONAL LEVEL TEST SCORE 2020 will also be considered for admission for AY 2021 CAT/CMAT/MAT/XAT/GMAT/NMAT /ANY OTHER NATIONAL LEVEL TEST SCORE 2020 will also be considered for admission for AY 2021	Selection will be based on Merit and Personal Interview Should seats still remain vacant, in any course, if at all, after exhausting the merit list of applicants of the National Test(s), seats may be filled on the basis NCU MBA- Aptitude Test subject to meeting the minimum eligibility criteria specified.
<p>(i) <b>Rounding of marks in the aggregate and /or in the compulsory subject (s), wherever applicable is not permitted.</b></p> <p>(ii) <b>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.</b></p> <p>(iii) <b>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.</b></p> <p>(iv) <b>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.</b></p> <p>(v) <b>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.</b></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.

## 2.4 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	120	72	18	18	12	1	121
BBA Specialization in Digital Marketing	30	18	5	4	3	1	31
BBA Specialization in Business Analytics	30	18	5	4	3	1	31
B.Com (H)	60	36	9	9	6	1	61
BA (Hons.) Psychology	30	18	5	4	3	1	31
BA (Hons.) Economics	30	18	5	4	3	1	31
BA (Hons.) English	20	12	3	3	2	1	21
Master of Business Administration (MBA) Dual Specialization with (Two Majors) Specializations in HR/Finance/Marketing/Business Analytics							
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
Master of Business Administration (MBA) Dual Specialization with (Two Majors) Specializations in HR/Finance/Marketing/Business Analytics	50	30	8	7	5	1	51

**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 – 2021. 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 – PROGRAMMEWISE

- 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 – 2021.
- 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, 2021 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 2021-22 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 2021-22'.
- 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 2021.

## 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](http://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](http://www.ncuindia.edu) and pay the Application fee of Rs 1100/- (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 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 if available iv) Candidate's Aadhaar card
2	BBA Specialization in Digital Marketing	
3	BBA Specialization in Business Analytics	
4	Bcom (Hons.)	
5	BA (Hons.) Psychology	
6	BA (Hons.) Economics	
7	BA (Hons.) English	
8	Master of Business Administration (MBA) Dual Specialization with (Two Majors) Specializations in HR/Finance/Marketing/Business Analytics	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

### 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 2021-22 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 2021-22 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 2021-22 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 – 2021 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, BBA Specialization in Digital Marketing, BBA Specialization in Business Analytics, BCom (Hons.), BA (Hons.) Psychology, BA (Hons.) Economics and BA (Hons.) English

S.No.	EVENT / ACTIVITY	Date(s)
1	Uploading of application form and admission brochure at The NorthCap University, Gurugram website <a href="http://www.ncuindia.edu">www.ncuindia.edu</a>	9.04.2021
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 <a href="http://www.ncuindia.edu">www.ncuindia.edu</a> 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 <a href="http://www.ncuindia.edu">www.ncuindia.edu</a> 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 <a href="http://www.ncuindia.edu">www.ncuindia.edu</a>	9.04.2021		
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 <a href="http://www.ncuindia.edu">www.ncuindia.edu</a> 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 <b>Admission cum Merit List</b> i. Intimation by Email on the candidates' registered email id ii. Display of list of shortlisted candidates on the NCU website <a href="http://www.ncuindia.edu">www.ncuindia.edu</a> 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 2021-22	To be announced later		
9	Induction Programme	To be announced later		
10	Commencement of Academic Session 2021-22	*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

- The above dates do not apply to NRI / International applicants. For their deadlines / dates they must refer to "Admission Brochure 2021-22 Part - III" applicable for Children /wards of NRI / International applicants.
- Dates of admissions shall be announced later on our website [www.ncuindia.edu](http://www.ncuindia.edu).

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

- 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.
- 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 – 2021 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	92,750/-	1,85,500/-	2,54,400/-
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)	72,500/-	1,45,000/-	2,12,000/-
BA (Hons) Psychology	53,000/-	1,06,000/-	1,59,100/-
BA (Hons) Economics	53,000/-	1,06,000/-	1,59,100/-
BA (Hons) English	50,000/-	1,00,000/-	1,50,000/-
(MBA) Dual Specialization with (Two Majors) Specializations in HR/Finance/Marketing/Business Analytics	1,72,500/-	3,45,000/-	5,00,000/-
HOSTEL CHARGES, if applicable	60,000/- (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:-
<b>RTGS/NEFT DETAILS:-</b> Account Name : THE NORTH CAP UNIVERSITY Account No. : 82472010013980 Bank Name : Syndicate Bank / Canara Bank Bank's Address : NCU, Sector-23A, Gurgaon IFSC Code : CNRB0018247	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. **Syndicate/Canara Bank** branch is also located on 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](http://www.syndicatebank.co.in) or Contact on Mobile No. 9868394473, Land Line: 0124-2460740 or Email to: [br.8247@syndicatebank.co.in](mailto:br.8247@syndicatebank.co.in) **Vidya Lakshmi** is a first-of-its-kind portal for students seeking Education Loan. This portal has been developed under the guidance of the Department of Financial Services (Ministry of Finance), the Department of Higher Education (Ministry of Education) and Indian Banks Association (IBA). The portal has been developed and being maintained by NSDL eGovernance Infrastructure Limited. Students can view, apply and track the education loan applications to banks anytime, anywhere by accessing the portal. Click here to apply <https://www.vidyalakshmi.co.in/Students/>. **Eduvanz Financing Pvt. Ltd.** is also one of our signed Education loan partners which provides financial assistance to students for providing 100% education loan. For details, you could log on to [www.eduvanz.com](http://www.eduvanz.com) or contact Mr. Pankaj, 9310655623 or send an email to [pankajyadav@eduvanz.com](mailto:pankajyadav@eduvanz.com) for loan-related queries. **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](mailto:sukhdeep7.singh@axisbank.com), [ankit.jain2@axisbank.com](mailto: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: 99.1% and above	1500+	43-45
50%	CBSE: 95.1% <=99	1401 – 1500	41-42
25%	CBSE: 90.1% <=95	1301 – 1400	32-40
10%	CBSE: 85% <=90	1200 – 1300	28-31
Limited scholarships available in each category on first come first serve basis			

MBA							
% of Scholarship	CAT OR	GMAT score	GRE score	NMAT Score	MAT (Sept 2019/ Dec 2020/ Feb 2021/ June* 2021) percentiles	CMAT percentile	NCU CGPA [New criteria for NCU UG students opting to enrol for MBA]
	XAT percentiles						
100%	99.1% and above	720+	331+	231+	99+	99+	9.5+
50%	95.1% <=99	700 - 719	329 - 331	221 – 230	96 <=99	96 <=99	9.1 - < 9.5
25%	90.1% <=95	670 - 699	326 - 328	211 – 220	91 <=95	91 <=95	8.6 - < 9.0
10%	85% <=90	650 - 669	320 - 325	196 – 210	85 <=90	85 <=90	8.00 <=8.5
Limited scholarships available in each category on first come first serve basis							

**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](http://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 10% concession on the tuition fees to the Sibling/Twin each of the same parent applying in Academic Year 2021, on admission to the programs as mentioned in Admission Policy 2021, in the First Year Only.
- 15.4 20% concession on the tuition fees to the university employees' ward/wards on admission to the programs as mentioned in Admission Policy 2021, in the First Year Only
- 15.5 15% concession of the tuition fees for the university Alumni ward/wards admission to the programs as mentioned in Admission Policy 2021, in the First Year Only.
- 15.6 Continuation of Admission Scholarship is subject to obtaining CGPA of 8 on a scale of 10, having no backlog and no discipline case being recorded against the student.\* applicable to merit basis students only.
- 15.7 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.
- 15.8 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.

**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. REFUND / CANCELLATION POLICY

- a) 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.

SR.NO.	Percentage of Refund of Fees	Percentage of Refund of Fee Point of Time when notice of withdrawal of admission is received.
1	100%	15 Days or more before the formally-notified last date of admission
2	90%	Less than 15 days before the formally-notified last date of admission
3	80%	15 Days or less after the formally-notified last date of admission
4	50%	30 days or less, but more than 15 days, after the formally-notified last date of admission
5	00%	More than 30 days, after the formally-notified last date of admission

- 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, ICSE 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. LAPTOPS

Laptops are an important tool for learning for the students and are an integral part of modern-day higher education. 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 a large number of e-books and e-journals online for access by the students. Some of the class tests, assignments, project work, presentations. etc. are also required to be submitted online. It is therefore essential for all the students including newly joining first-year students to have a laptop of their own. All incoming students are therefore advised to arrange their laptops once admitted to NCU. (Recommended configuration: i5 processor or higher with 500GB HDD, 8GB RAM, with OS Windows 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](mailto:admissions@ncuindia.edu)**

**Website : [www.ncuindia.edu](http://www.ncuindia.edu)**

**Vice Chancellor  
The NorthCap University,  
Gurugram**





**The NorthCap University**

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