

## **1. PREAMBLE:**

The Haryana Private University Act 2006 (Haryana Act No. 32 of 2006) in paras 37 and 38 amplify on the Conduct of examinations and Declaration of results. They are reproduced as under:

### **CONDUCT OF EXAMINATION (PARA 37 OF THE ACT)**

“At the beginning of each Academic Session and in any case not later than the 30th of August of every calendar year, the university shall prepare and publish a semester wise or annual, as the case may be, Schedule of examinations for each and every course conducted by it and shall strictly adhere to the Schedule.”

Explanation – “Schedule of Examination” means a table giving details about the time, day and date of the commencement of each paper which is a part of a scheme of examinations and shall also include the details about the practical examination”

“Provided that if, for any reason whatsoever, the university has been unable to follow the Schedule, it shall, as soon as may be practicable, submit a report to the Government incorporating the detailed reasons for making a departure from the published Schedule. The Government may on considering the report, shall issue such directions to the university as it may deem fit.”

### **DECLARATION OF RESULT(PARA 38 OF THE ACT)**

- “(1) The university shall strive to declare the results of every examination conducted by it within a period of twenty one days from the last date of the examination for that particular course and shall in any case declare the results latest within a period of thirty days from such date; “Provided that if for any reason whatsoever, the university is unable to finally declare the results of any examination within the aforesaid period, it shall submit a report incorporating the detailed reasons for such delay to the Government. The Government on considering the report shall issue such directions to the university as it may deem fit.”
- “(2) No examination or the results of an examination shall be held invalid only for the reasons that the university has not followed the schedule as stipulated in section -37 or, as the case may be, in this section.” Nothing contained in these Rules shall be interpreted at a variance to Paras 37 and 38 of the said Act reproduced above.

The NorthCap university examination conduct rules has been prepared based on the broad guideline as enumerated in the Haryana Act No. 32 of 2006 on Conduct of examination and Declaration of result which are as under:

## **2. DEFINITIONS:**

- 2.1** Academic Programme means a programme of courses or any other component leading to a bachelor’s degree, Master’s degree, any Graduate or Post-graduate degree or diploma, M. Phil, PhD Degree or any Certificate course.
- 2.2** An Academic Year is a period of nearly twelve months devoted to the completion of requirements specified in the Scheme and curriculum of the concerned courses/ programme and apportioned into ‘terms’ including examinations.
- 2.3** Semester System – a programme wherein each academic year is apportioned into two semesters.

- 2.4 Course – means a component of the academic programme, carrying a distinctive code no. and specific credits / marks assigned to it.
- 2.5 Schedule of Examination – means a table giving details about the time, day and date of the commencement of each paper which is a part of a scheme of examinations and shall also include the details about the practical examinations.
- 2.6 University shall mean **THE NORTHCAP UNIVERSITY, GURGAON.**
- 2.7 DOS means Director of School.
- 2.8 BOS means Board of Studies
- 2.9 HOD means Head of respective Departments/ Schools.

### **3. SHORT TITLE AND APPLICABILITY:**

- 3.1 The rules governing the examination system of THE NORTHCAP UNIVERSITY, GURGAON shall be called the ‘Examination Conduct Rules’ and shall take effect from date of approval of the first Ordinance which will include this document.
- 3.2 The “Examination Conduct Rules” shall be read in conjunction with the “Course Credit Regulations & Grading System – ‘THE NORTHCAP UNIVERSITY, GURGAON’. The Rules are subject to alteration/modification/review at the discretion of the Academic Council as per the Statutes of THE NORTHCAP UNIVERSITY, GURGAON. Such amendments, alterations, modifications, additions, deletions, if any, shall be binding from the date of their notification after due process of approval.
- 3.3 The said rules shall be applicable for all examinations conducted at THE NORTHCAP UNIVERSITY, GURGAON.

### **4. OBJECTIVES:**

- 4.1 To conduct the examinations on time and efficiently, under strict supervision, without allowing any malpractice to occur at any stage.
- 4.2 To declare the results of the examinations on time and with complete accuracy.
- 4.3 To offer the best services to the students and faculty with the overall aim of improving the quality of education provided.

### **5. NOMENCLATURE OF EXAMINATIONS:**

#### **5.1 School Of Management**

I) **Master of Business Administration (MBA)** (Two years programme divided into four semesters)

<b>First year</b>
First Semester MBA Examination
Second Semester MBA Examination
<b>Second year</b>
Third Semester MBA Examination
Fourth Semester MBA Examination

II) **Bachelor of Business Administration (BBA)** (Three years Programme divided into six semesters)

<b>First year</b>
First Semester BBA Examination
Second Semester BBA Examination
<b>Second year</b>
Third Semester BBA Examination
Fourth Semester BBA Examination
<b>Third year</b>
Fifth Semester BBA Examination
Sixth Semester BBA Examination

III) **Bachelor of Commerce (Honours)** (Three years Programme divided into six semesters)

<b>First year</b>
First Semester BCOM (H) Examination
Second Semester BCOM (H) Examination
<b>Second year</b>
Third Semester BCOM (H) Examination
Fourth Semester BCOM (H) Examination
<b>Third year</b>
Fifth Semester BCOM (H) Examination
Sixth Semester BCOM(H) Examination

IV) **Bachelor of Arts (Honours) Psychology** (Three years Programme divided into six semesters)

<b>First year</b>
First Semester B.A (H) Psychology Examination
Second Semester B.A(H) Psychology Examination
<b>Second year</b>
Third Semester B.A(H) Psychology Examination
Fourth Semester B.A(H) Psychology Examination
<b>Third year</b>
Fifth Semester B.A(H) Psychology Examination
Sixth Semester B.A (H) Psychology Examination

V) **Bachelor of Arts (Honours) Economics** (Three years Programme divided into six semesters)

<b>First year</b>
First Semester B.A (H) Economics Examination
Second Semester B.A(H) Economics Examination
<b>Second year</b>
Third Semester B.A(H) Economics Examination

Fourth Semester B.A(H) Economics Examination
<b>Third year</b>
Fifth Semester B.A(H) Economics Examination
Sixth Semester B.A (H) Economics Examination

**VI) Bachelor of Arts (Honours) English** (Three years Programme divided into six semesters)

<b>First year</b>
First Semester B.A (H) English Examination
Second Semester B.A(H) English Examination
<b>Second year</b>
Third Semester B.A(H) English Examination
Fourth Semester B.A(H) English Examination
<b>Third year</b>
Fifth Semester B.A(H) English Examination
Sixth Semester B.A (H) English Examination

## **5.2 School of Engineering & Technology**

**I) Bachelor of Technology (B.Tech)** (Four years programme divided into eight regular semesters).

<b>First year</b>
First Semester B.Tech. Examination
Second Semester B.Tech. Examination
<b>Second year</b>
Third semester B.Tech. Examination
Fourth semester B.Tech. Examination
<b>Third year</b>
Fifth semester B.Tech. Examination
Sixth semester B.Tech. Examination
<b>Fourth year</b>
Seventh semester B. Tech. Examination
Eighth semester B.Tech. Examination

**II) Master of Technology (M. TECH)** (Two years programme divided into four semesters)

<b>First year</b>
First Semester M. Tech. Examination
Second Semester M. Tech. Examination
<b>Second year</b>
Third semester M. Tech. Examination
Fourth semester M. Tech. Examination

III) **Bachelor of Science (Honours) Mathematics** (Three years Programme divided into six semesters)

<b>First year</b>
First Semester BSc (H) Mathematics Examination
Second Semester BSc(H) Mathematics Examination
<b>Second year</b>
Third Semester BSc (H) Mathematics Examination
Fourth Semester BSc(H) Mathematics Examination
<b>Third year</b>
Fifth Semester BSc (H) Mathematics Examination
Sixth Semester BSc(H) Mathematics Examination

IV) **Bachelor of Science (Honours) Physics** (Three years Programme divided into six semesters)

<b>First year</b>
First Semester BSc (H) Physics Examination
Second Semester BSc (H) Physics Examination
<b>Second year</b>
Third Semester BSc (H) Physics Examination
Fourth Semester BSc (H) Physics Examination
<b>Third year</b>
Fifth Semester BSc (H) Physics Examination
Sixth Semester BSc (H) Physics Examination

V) **Bachelor of Science (Honours) Chemistry** (Three years Programme divided into six semesters)

<b>First year</b>
First Semester BSc (H) Chemistry Examination
Second Semester BSc (H) Chemistry Examination
<b>Second year</b>
Third Semester BSc (H) Chemistry Examination
Fourth Semester BSc (H) Chemistry Examination
<b>Third year</b>
Fifth Semester BSc (H) Chemistry Examination
Sixth Semester BSc (H) Chemistry Examination

VI) **Bachelor or Computer Application (BCA)** (Three years Programme divided into six semesters)

<b>First year</b>
First Semester BCA Examination
Second Semester BCA Examination
<b>Second year</b>

Third Semester BCA Examination
Fourth Semester BCA Examination
<b>Third year</b>
Fifth Semester BCA Examination
Sixth Semester BCA Examination

**VII) Master of Science (Mathematics) (Two-year Programme divided into four semesters)**

<b>First year</b>
First Semester MSc Mathematics Examination
Second Semester MSc Mathematics Examination
<b>Second year</b>
Third Semester MSc Mathematics Examination
Fourth Semester MSc Mathematics Examination

### **5.3 School of Law**

**I) LLM (One year programme divided into two semesters)**

<b>One year</b>
First Semester LLM Examination
Second Semester LLM Examination

**II) BBA-LLB (HONOURS) (Five years programme divided into ten semesters)**

<b>First year</b>
First Semester BBA-LLB Examination
Second Semester BBA-LLB Examination
<b>Second year</b>
Third Semester BBA-LLB Examination
Fourth Semester BBA-LLB Examination
<b>Third year</b>
Fifth Semester BBA-LLB Examination
Sixth Semester BBA-LLB Examination
<b>Fourth year</b>
Seventh Semester BBA-LLB Examination
Eighth Semester BBA-LLB Examination
<b>Fifth year</b>
Ninth Semester BBA-LLB Examination
Tenth Semester BBA-LLB Examination

### **5.4. Centre for Languages & Learning**

- I. **Basic Certificate in French Language** (One year Programme divided into two semesters).
- II. **Advanced Certificate in French Language** (One year Programme divided into two semesters).

III. **Basic Certificate in German Language** (One year Programme divided into two semesters).

IV. **Basic Certificate in German Language** (One year Programme divided into two semesters).

5.5 Any other programme conducted by THE NORTHCAP University.

## **6. TYPE OF EXAMINATIONS, ACADEMIC YEAR, DATES & MEDIUM OF EXAMINATIONS:**

### **6.1 Type of Examinations**

There are two types of examinations, at THE NORTHCAP University: -

**Major Test:** Major Test shall be held at the end of each semester and will cover the entire course of the syllabus in that semester for School of Engineering, School of Management and School of Law.

**Minor Test:** There will be one Minor Test of 90 min duration midway during each semester for School of Engineering, School of Management and School of Law. Each Minor Test will be from the portion of the syllabus covered up to that period.

**Class Test/On-line Test/Quiz/Tutorial/Assignment/Internship/Lab & Workshop Practical Test:** These tests would be in addition to two Minor & one Major Test in each semester. There will be Lab & Workshop Practical test held during mid-semester and at the end of each semester. The above Tests are in addition to the Class Tests, Tutorial Assignment, Project and Industrial visits evaluations, as conducted at the School or Departmental level.

### **6.2 Academic Year**

The academic year runs from July to June and comprises of two semesters as per para 5.0 of this Ordinance.

### **6.3 Date of Examinations**

The dates of all the examinations shall be as per the University Academic Calendar.

### **6.4 Medium of Examinations**

The Medium of Examinations shall be English.

## **7. EXAMINATION PROCESS:**

In order to conduct examinations in an efficient, strict and transparent manner, the system must have its requisite components in place, i.e., paper setting with utmost regard to secrecy, correctness and confidentiality; the physical conduct of the examination with due supervision and invigilation, a fair and an efficient evaluation system and finally dissemination of results and record keeping of grades in a timely and factually correct manner. For this purpose, the Examination Committee and the Controller of Examinations shall function as outlined in paras 8 & 9 below.

## **8. EXAMINATION COMMITTEE:**

**8.1 The Examination Committee shall consist of the following members:**

Vice Chancellor	-	Chairman
Pro - Chancellor	-	Member
Dean-Academics	-	Member
Director of Schools	-	Members
HODs	-	Members

Registrar	-	Member
Dy. Dean-Academics	-	Member
Dy. Dean – Examination	-	Member
Controller of Examinations	-	Member-Secretary

### **8.2 Functioning:**

- a) The Committee shall report to the Academic Council for its functioning.
- b) The full Examination Committee shall meet at least once in each semester or as decided by the Chairman and notified by the COE.
- c) The Committee may also invite any other person as a Special Invitee.
- d) The Minutes of the meetings shall be prepared and distributed by the COE after due approval of the Chairman.

### **8.3 Responsibilities of the Examination Committee:**

- a) Take all decisions with regard to the Examination System as per the Examination Conduct Rules.
- b) Oversee the affairs of the Controller of Examinations and guide, suggest and issue instructions to the COE from time to time.
- c) To scrutinize the duly validated complaints against the question papers and to take necessary action.
- d) To exercise such other powers as the Academic Council may delegate to it from time to time.

## **9. CONTROLLER OF EXAMINATIONS (COE):**

- 9.1** The Controller of Examinations shall be the overall in-charge for planning, conduct and administering of the Examination System. He shall be responsible for the timely conduct of examinations in a disciplined, efficient, and transparent manner. He will issue and maintain all notifications, circulars and instructions related to the examinations.
- 9.2** The COE shall be responsible for all arrangements connected with the conduct of examinations, including examination rooms, seating, answer books, question papers, display & record of results.
- 9.3** The COE will be responsible for the declaration of the results.
- 9.4** The COE will report to the Registrar and work in close cooperation with Dean Academics and Controller of Records (COR).
- 9.5** The COE will submit a 'Report on Examination' after each Major Test to include (but not limited to) attendance, Unfair Means Cases, invigilation, and overall conduct of the examination, highlighting any noteworthy occurrence.

## **10. PRE-EXAMINATION PROCEDURE:**

- 10.1** At the beginning of each semester, every student will register on-line for courses he is taking / permitted during the semester.
- 10.2** Schedule of Examinations: The Controller of Examinations shall issue the notification of examinations for each and every programme of study, in accordance with the Academic



Calendar which shall be strictly adhered to (Refer Annexure 1 & 1A enclosed).

### **10.3 Examination Forms:**

10.3.1 Based on registration by a student as per para 10.1 above, filling-up of separate Examination Form no.28 would not be required before the Major Tests.

10.3.2 Notice to fill up the Examination Form no.28 (if required): After the issue of Notification for Major Tests, in case of technical problem with the ERP, the Controller of Examinations shall put up a Notice for all students to fill up and submit the duly completed Examination Form no.28 within the time limit specified in the Notice. The Examination forms can be downloaded from the University website [www.ncuindia.edu](http://www.ncuindia.edu) and shall also be available with library. For Minor test, no examination form shall be required and will be conducted on the basis of available student's registration records.

10.3.3 Submission of Examination Forms: If required, candidates shall submit the duly filled examination form no.28 to the Controller of Records (COR) as per the date and schedule notified. No examination fee will be payable by students if the examination forms are submitted on time as per the notification issued by COE.

Submission of Examination Forms with Late Fee: A candidate's Examination Form may be accepted with late fee but not later than the last date notified. The fees once submitted are Non Refundable.

10.3.4 Scrutiny of Examination Forms: The COR shall verify the Examination Forms and check the eligibility of candidates as per the subjects registered by the students. In case the examination form of a candidate is not received up to the last date or is incomplete, the COR shall inform candidates through a Notice on the Examination Notice Board. If a candidate still does not submit or complete his/her form within seven days of this Notice, the candidate shall not be allowed to appear in the examinations. After due check of courses as per Registration details and factual data filled in the form, COR will forward all Examination forms to the COE.

### **10.4 Eligibility Criteria:**

No candidate shall be eligible for appearing in an examination unless he/she-

- a) Has been registered in the said course as a student in accordance with the existing rules of THE NORTHCAP University.
- b) Has not submitted (only if required), the duly completed Examination Form no. 28
- c) Fulfills the minimum academic requirements as mentioned in the Credit Regulations and Grading System for the Programme.
- d) Fulfills the Attendance criteria of minimum 70% in each course calculated till the last teaching day as prescribed by THE NORTHCAP University and is not debarred from examinations under any Rule of discipline of THE NORTHCAP University, or from Examinations under any Administrative grounds or Legal/ Court proceedings.

### **10.5 Verification of Forms:**

#### **For Major Test only**

COE will receive information from the Registrar of all those candidates who are not eligible for appearing in Major Tests as under: -

- i) COR will forward list of ineligible candidates due to shortage of attendance or any other default/ non-compliance.
- ii) Chairman Disciplinary Committee will send a list to COE of all candidates specifically debarred from examinations under any Rule of discipline of THE NORTHCAP University.
- iii) Administration and Legal Dept.: Each will send lists of candidates to the COE (for both Major and Minor examinations) who are ineligible due to any Court proceeding or Non payments of any kind of dues or on the basis of any other administrative grounds to the COE.

### **10.6 Admit Cards:**

10.6.1 Admit card is issued only for Major Tests and can be down-loaded by the candidate directly by logging-in on the University ERP link once the examination eligibility criteria as per Para 10.4 above of the Programme are met.

10.6.2 However manual admit card can be issued under certain circumstances to a candidate if the candidate is eligible for admission to the examination as per Para 10.4 above and the requisite fee (for Re-Major examinations only) receipt number is quoted in the Examination form submitted by the candidate.

10.6.3 A candidate must produce his/her Admit Card whenever required by the Invigilator/ Examination Superintendent/Flying Squad or other competent authority. No student shall be permitted to enter the Examination Hall without the Admit card.

10.6.4 The Admit Card issued in favour of a candidate to appear in an examination would automatically stand cancelled if it is found that:-

- i) The Admit Card was issued or permission granted erroneously to appear in the Major Test, although the candidate was not eligible to appear in one or more course(s). Even if the student has appeared in the Major Test and/or results are declared, the result would be withdrawn and deemed to be null and void.
- ii) Any of the particulars given during registration or documents submitted by the candidate with the application for enrolment or for admission to an examination is/are subsequently found to be false/ incorrect or misrepresented at any time.

10.6.5 Issue of Temporary Identity slip or Admit Card: In case of Minor test, no Admit Card is required and student is to appear in the test after showing his/her University identity card. In case the I/card is lost or not found on the candidate at the time of test, he/she can approach the COE office for issue of temporary identity slip on payment of requisite fee. During Major tests, the student can download as many copies of his Admit card and in addition carry the University I/card and show to the Invigilator when asked.

10.6.6 Misrepresentation or suppression of information if detected in the Examination form filled by the candidate shall result in his/ her results being withheld & fees forfeited, apart from initiation of disciplinary proceedings against the candidate.

**10.7 Answer books arrangement:** There will be a central stock of answer books held in the safe custody of COE and a record of serially answer books shall be maintained in a designated register. The answer books shall be released by the COE as per requirements of the examinations and duly accounted by him on a daily basis.

**10.8 Display of Examination Date Schedule:** The COE shall issue and display the Examination Schedule (in accordance with Annexure 1 and Annexure 1A) on the Examination Notice board opposite room 105 for the information of all concerned. COE will also ensure that this information is also published on the University website [www.ncuindia.edu](http://www.ncuindia.edu).

### 11. EXAMINATION PROCEDURE (CONDUCT OF EXAMINATIONS):

- 11.1 Panel of Examiners:** This Panel includes internal and two external experts drawn from the Board of Studies panel of the concerned School / Department and approval by the Vice-Chancellor. The panel of examiners shall be valid for a period of two years. It shall be called to perform various functions like vetting of question papers, review of evaluated answer sheets or to review the overall examination process.
- 11.2 Internal Examiners:** This group includes all faculty members teaching any of the courses. They shall participate in the entire evaluation process during the semester to include evaluation of projects, tutorials, assignments, class tests, quizzes and checking of answer sheets of minor / major tests.
- 11.3 Paper Setter:** He/she is one of the internal examiners and is appointed by the HOD for the purpose of setting of question papers for a said course for minor / major tests. The paper setter shall follow the procedures at para 11.5 and 11.6 below and may receive any other guidelines from the Panel of Examiners.
- 11.4 Question Paper Setting:** The School/Department Course Coordinator will be responsible for paper setting for Minor/ Major tests. Vetting of question papers set for Minor test would be carried out internally, however the question paper of Major test would be vetted by a committee headed by HOD and comprising of two External experts from the panel of examiners drawn from the School/Department BOS. One question paper per course duly vetted would thereafter be handed over to COE as per schedule in the examination activity calendar.
- 11.5 Question Paper Format: Major Test (End semester examination):** The time duration of Major test papers will be of three hours (four hours in case of any design course, if required). Test papers may have a mix of subjective type and short-answer type questions. The upper limit of short answer type questions shall not exceed 30% of the total marks. As regards choice (if any), the same shall be limited to a maximum of 20% of total marks.
- 11.6 Minor Test (Mid semester examination):** The time duration of Minor test papers will be of one and a half hour. There will be at least 50% subjective questions, except in language courses. There will be no choice in the Minor Test papers.

The question paper format is tabulated in a summary as under:

Test	Duration	Type	% Marks	Choice
MAJOR (End semester)	3 Hours (4 hours for Design courses if required by the Dept.)	Part 'A' :Short answers	25-30 %	≤ 20 %
		Part 'B' : Long answer/derivations	50-60%	
		Part 'C': Numerical / Short Case Study /Design Related / Differentiator question which is compulsory	15-20%	Nil
MINOR (Mid semester)	90 min	Part 'A': Short answer Part 'B': Long answer/Derivation Part 'C': Part 'C': Compulsory Differentiator Question (Numerical/Case study/design related)	25-30 % 50-60% 15-20%	≤ 20 % only in Part A & B
(Percentage calculations to be based on maximum marks achievable)				

### **11.7 Practical Examinations:**

There will be no centralized arrangement for the practical examinations. The faculty member teaching the course will take one mid semester practical examination. The end semester practical examination, including viva voce will be held in the last two weeks of the Academic semester. One additional faculty member will be deputed by concerned Dept. for each end semester practical examination. Notice to the students will be given by the concerned Department faculty, at least one week before the mid semester practical exam and two weeks before the end semester exam. Results shall be compiled by the respective Schools and submitted to Dean Academics Office.

**11.8 Printing of Question Papers:** In-house photocopy / printing of question papers will be the sole responsibility of COE ensuring complete confidentiality. In preparation and printing of question paper, the following of procedure shall be followed: -

- a) Only one hard copy of each question paper shall be made by the concerned course co-coordinator after due consultations with other teachers teaching the same courses. The same shall be submitted to HOD for further processing.
- b) The paper setter should immediately delete the file from the computer, once finalized hard copy of question paper has been handed over to HOD. The Pen/ USB drive if used is not to be taken outside THE NORTHCAP University. The relevant file in the same is also to be deleted.
- c) Only Departmental printer shall be used for taking a single print of the question paper. Under no circumstance, the printer of the 'Server Room' is to be utilized for this purpose. No spare copy other than the single copy of the question paper is to be made.
- d) After finalization at HOD level, one hard copy will be handed over to the COE by the HOD in a sealed envelope.
- e) COE will maintain a record of the question paper received, in the Question Paper Records register and obtain the signature of the HOD/ Departmental Exam Co-coordinator handing over the question papers on the register itself.
- f) COE will open the sealed envelope only 48 hours in advance and print only requisite number of copies including two for invigilator and one Master copy for Library. The record, date & time of printing will be maintained by COE.

## **12. APPOINTMENT OF EXAMINATION SUPERINTENDENT:**

**12.1** For Major Tests, the Vice Chancellor may appoint one faculty member (not below rank of Associate Professor) from any School / Department in rotation, as Examination Superintendent for a specified period or a particular examination. At least 3 days before the commencement of examinations, the Examination Superintendent shall be given detailed briefing by COE including an Examination Handbook containing instructions for invigilators and students, guidelines for Examination superintendent and flying squad members and any other examination related material by the office of COE. The tenure of Examination Superintendent will be two years.

**12.2** The Superintendent and members of the flying squad shall oversee the invigilation duty performed by invigilators and shall conduct surprise check of all examination rooms including Control room and washroom and ensure conduct of examination strictly as per Examination Conduct Rules and any other instructions issued to him.

- 12.3** It shall be the duty of the respective invigilators to ensure that an examinee is the same person who has filled in the form of application for appearing at the examination by way of validation of I cards, admit card and the photograph pasted on the Admit Card.
- 12.4** The Superintendent of the Examination shall, whenever necessary send a confidential report to the Controller of the Examination about the conduct of the Examination, mentioning therein any untoward occurrence during the Examination.
- 12.5** The Examination Superintendent shall have the power to expel an examinee from the examinations on any of the following grounds. If a candidate is expelled, the Controller of Examination shall be informed immediately.
- i. That the examinee created a serious nuisance or unacceptable disturbance in the examination hall.
  - ii. That the examinee showed a potentially dangerous aggressive attitude toward an invigilator, or a member of the technical staff entrusted with the examination work or a fellow student. If necessary, the Superintendent may request for police assistance through university authorities.
- 12.6** No Examination Superintendent shall be deputed for Minor Tests. The COE shall conduct the Minor Tests with the help of required faculty members and technical staff in consultation with HODs.

### **13. INVIGILATORS AND SUPERVISORY STAFF:**

- 13.1** Required number of Invigilators and other Supervisory staff drawn from faculty and technical staff of the University shall be provided by the Department/ Schools for the smooth conduct of examinations. Once the names have been received from the HODs, the COE shall issue the list of Invigilators and Supervisory staff, allotting their respective Examination duties. Generally, no change in Invigilators duties shall be accepted.
- 13.2 Observer / Flying Squad:** The Vice Chancellor shall appoint Observers or Flying Squad members who shall be provided with the Schedule of examinations and can choose the day /time for their random visits to the Examination rooms. The Observer /Flying Squad shall submit their written report in a sealed cover to the Vice Chancellor. The Observer/ Flying Squad may be internal from THE NORTHCAP University or external. The tenure of Flying Squad members will be two years.
- 13.3 Provision For Writer:** In case of major sickness/ disability of the candidate due to which he/ she cannot write his/ her own paper, the candidate may apply, along with a Medical certificate issued by a Senior Doctor from a Govt. Hospital, addressed to the Chairman Examination Committee to allow him/ her a writer to write the papers on his/ her behalf. The Chairman Examination Committee after examining the case, and if satisfied may grant permission for the same. COE will ensure that the writer provided to the student by the University does not have any knowledge of that subject/ paper.
- 13.4 Guidelines for Conducting Written Examination for Differently-abled persons.** (applicable to blind/near blind, deaf, dumb, paraplegic and autistics children).
- a) Any student having 40% or more disability duly certified by Competent Government Medical Authority shall the facility of scribe/reader/lab assistant provided during conduct of written/practical examination.
  - b) The student shall the discretion of opting for his/her own scribe/reader/lab assistant or request the COE/concerned HOD for the same. In all such cases the student shall be allowed to meet



- the scribe/reader a day before the examination, so that the student gets a chance to check and verify whether the scribe/reader is suitable or not.
- c) Any student with disability requiring facility of scribe/reader/lab assistant shall request for the same in writing along with all relevant medical documents well in advance before the examination date.
  - d) As per UGC guidelines dated 18 March 2013, a minimum extra time of 20 min per hour of examination time will be given to such a student.
  - e) Seating arrangements for all such students will preferably be made on the ground floor.

**13.5 Display of Examination Hall Seating Plan:** The COE shall display on the Examination Notice Board the room numbers, directing the students to the concerned rooms, one day before the commencement of the examination. The Examinations shall be conducted on the scheduled date/ time as notified by the COE. In case of unavoidable circumstances, if any examination is postponed/ rescheduled, the students shall be notified of the same by COE on the Examination Notice Board and University official website “www.ncuindia.edu”. No individual information shall be sent to candidates.

## 14. DISCIPLINE:

### 14.1 Unfair Means – Rules & Regulations:

The following will constitute the Use of Unfair Means:

- a) No students are allowed to carry mobile phone inside the Examination Hall.
- b) Any candidate found having in his possession or accessible to him/her or nearby him/her, any papers, chits, books or notes, pen drives, smart watch, I-pod/ mobile phone even in switched off condition any other electronic devices (except non programmable calculators), written or printed matter on a chit/pencil-box/calculator or on the body part or the wall or ceiling or area nearby and visible to student or in possession of any other kind of unauthorized material.
- c) Writing during the examination hours on any paper other than the answer-book, any portion of the question paper except roll number.
- d) Talking to another candidate or to any person other than the members of the Examination Staff, in or outside the Examination Hall.
- e) Consulting notes/books outside the Examination Hall.
- f) Copying from some book or notes or from the answer of some other candidate or helping another candidate.
- g) Receiving or giving help from/ to another candidate during the examination including receiving/ sending SMS or any electronic messaging.
- h) Disclosing his identity deliberately or making any distinctive mark in his/her answer book for that purpose or making an appeal to the Examiner through the answer book or using abusive language on the answer-book; communicating or attempting to communicate directly or indirectly through a person, relative, guardian or friend to the Invigilator/Examination Superintendent or any other official with the object of influencing them.
- i) Swallowing/destroying any notes, paper etc. found with him/ her.
- j) Violation of any other instruction as mentioned on the top page of the blank examination answer book.

- k) A student deliberately delaying conduct of test by standing outside the exam hall and not entering inside.
- l) Failure to handing over his/her answer-book to the Invigilator or taking away his/her own answer book, out of the examination hall.
- m) Found guilty of destroying or attempting to destroy the evidence or any University property.
- n) In case, a person, who is not a bonafide candidate if found guilty, is found to be taking an Examination on behalf of a bonafide candidate, it will be assumed that this impersonation is being done at the instance and with the connivance of the bonafide candidate and action against such a person and the bonafide candidate would be taken as under:-
  - i. The bonafide candidate, who did not take the Examination himself/herself, shall be debarred from pursuing any course of studies or from appearing at any Examination of the University in future.
  - ii. In case the person, who has impersonated the bonafide candidate, is a student of the University, he/she shall be debarred from taking any Examination of the University in future.
  - iii. If the person, who has impersonated the bonafide candidate, is not a student of the University, he/she may be handed over to the Police for appropriate action.

### **14.2 Prohibited Areas during the Examinations**

- a) No unauthorized person /staff will be allowed to enter the Examination Hall/Centre or Control Room during the examination in progress.
- b) The Controller of Examination shall identify the prohibited areas by visible signage.
- c) The Security staff and other persons posted on examination duty shall prevent unauthorized persons from entering the prohibited area.
- d) During Major Tests, no candidate shall be allowed to proceed to the rest room in the first half of the examination, or during last 15 min of the examination nor shall more than one candidate be allowed inside the rest room at a time. The maximum time an examinee is allowed to use wash room is 5 min.
- e) During Minor Tests, no candidate shall be allowed the use of rest room.
- f) The Candidates must maintain silence in the examination hall and not stand/walk outside the examination halls or corridors during the examination hours. Students leaving the examination hall must exit the examination area immediately.

### **14.3 Discipline - Expulsion from Examination:**

- a) Candidates shall maintain absolute discipline in the examination hall. If a candidate disobeys the instructions of the invigilator(s) or misbehaves in any manner, he/ she can be expelled from the examination by the Examination Superintendent, if necessary.
- b) If a candidate acts in a violent manner or uses force or makes a display of force towards any invigilator or any other staff/person at the Examination Center or acts in a manner likely to hinder the authorities in discharging their duties, the Examination Superintendent may expel the candidate from the examination as per para 12.5 above.
- c) If a candidate brings any dangerous weapon at the examination center he would be expelled from the examination and disciplinary action initiated against the candidate.

- d) Candidate expelled on any of the grounds mentioned above may not be allowed to appear in the subsequent papers, based on the reasons for expulsion.
- e) All disciplinary matters /Unfair Means Cases shall be forwarded to the Chairman UMC Action Committee by COE. The UMC Action Committee may punish a candidate by canceling his examination and/or debaring him from appearing in any examination of the Institute for one or more years after giving the candidate an opportunity to Show Cause and after considering any explanation submitted by the candidate and all available evidence and facts of the case.(Refers to Annexure 6A).

#### **14.4 Procedure for award of the punishment under unfair means cases:**

- a) The COE shall send a Show cause Notice to the candidate, followed by requirement to attend a hearing of the student alleged to be guilty of malpractice/ using unfair means, asking him/ her to submit his/ her plea in writing and appear personally before the UMC Action Committee on a fixed date, time and place.(Refers to Annexure 6B).
- b) The COE shall place the Unfair means case (s) before the UMC Action Committee for a decision in a time bound manner. The UMC Action Committee shall consider the reply to show cause, all available evidence, statements and facts of the case and decide on the action to be taken.
- c) In case the candidate does not appear before the Action Committee on the date and time of hearing as mentioned in the Show Cause Notice, the case will be heard ex parte and disposed off after due consideration of facts of the case, available evidence and records, without any further chance provided.
- d) Recommendation of the UMC Action Committee shall be conveyed to the Chairman Examination Committee, who after satisfying himself with the action to be taken shall promulgate the award of punishment, notifying all concerned. (Refers to Annexure 6C).

#### **14.5 Action against the candidate**

- a) If a student is found guilty of any malpractice in any paper during the Examination and if the UMC Action Committee is satisfied that the candidate actions are not premeditated, then the result of that paper or all the papers in that Semester Examination may be cancelled.
- b) If a candidate is found guilty of using or attempting to use or having used unfair means at an examination, the UMC Action Committee if satisfied that the action of the candidate was premeditated, then it may cancel his/her said paper, or all papers of the said examination or debarred from examination up to a period of one year, depending upon the nature of the offence.
- c) The UMC Action Committee may cancel the said examination of a candidate and/or debar him from appearing in an examination for the entire semester or more, for an offence of use of threatening to force or use of violence or if it is concluded that the candidate was in any manner guilty of serious misconduct in connection with his examination and/or was instrumental in or has abetted the tampering of Institute records including the answer books, mark-sheets, result chart, degree, diplomas or if the candidate has suppressed information or misrepresentation of information to fraudulently enroll in an examination.
- d) One or more of the punishments below can be awarded by the UMC Committee.
  - i) Written warning recorded in dossier of the student.
  - ii) Deduction of up to 50% from the total marks in that particular paper.
  - iii) Cancellation of the said paper and awarding him zero marks.
  - iv) Cancellation of all papers in which the candidate appeared.



- v) Reflected in the character certificate.
- vi) Debarred from certain number of Campus placements.
- vii) Rustication from one semester or more.
- viii) Expulsion.
- ix) Any other punishment deemed fit.

#### **14.6 Members of Unfair Means Action Committee shall be:**

Head of a School / Department - Chairman (Nominated by Vice Chancellor by rotation)

Two Professors (nominated by Vice Chancellor) - Members

Registrar - Member

Controller of Examinations - Secretary

The tenure of the Chairman and Nominated Members shall be two years.

#### **14.7 Appeal:**

A candidate may appeal in writing to the Higher Committee within four days of issue of Notification of punishment by the Chairman Examination Committee. The Higher Committee shall consist of:

Member Governing Body - Chairman

Vice Chancellor - Member

One representative from UMC Action Committee (nominated by its Chairman) - Member

The appeal shall be considered in light of any new material/ evidence provided by the candidate.

## **15. POST EXAMINATION PROCEDURE (EVALUATION AND GRADING):**

To oversee the process of evaluation, a Committee shall be constituted at HOD level to include an external expert from the BOS approved Panel of Examiners. The Committee, headed by the HOD shall also provide redress of grievances to students, if any.

#### **15.1 Evaluation of Answer Books:**

**MAJOR TESTS:** Answer books shall be evaluated centrally in the University premises, by the Internal Examiners as per Para 11.2 above.

**MINOR TESTS:** Answer books shall be evaluated by concerned faculty, under the arrangements of the HOD/DOS.

**VETTING:** Vetting of answer scripts through random selection shall be done under arrangements of the Committee constituted as per Para 15 above and ensure fairness and uniformity in the evaluation process.

**INK:** The Examiner will be permitted to use red ink only for checking of answer books. Vetting shall be done using green ink.

**15.2 Showing of Answer Books:** Students will be allowed to see their answer books, prior to moderation of grades. The concerned School/Department shall notify the date and timings to show the answer books to the students. In case a student is found tampering with the answer book while seeing them, the same shall be treated as an Unfair Means case. In case a student

fails to turn up on the scheduled date and time of answer book showing, he/she will forfeit their chance to see the answer book.

**15.3 Re-Evaluation:** Re-evaluation of answer books shall be permitted only in the Major Tests. For revaluation of answer books, students may apply on Form-35 (as per Annexure 4), along with the prescribed fees on the day of answer book showing only. However there shall be no re-evaluation in the marks/assessment of following:

- i. Lab / Practical examinations.
- ii. Viva-Voce.
- iii. Thesis/Dissertation evaluation.
- iv. Project Report evaluation.

The re-evaluation of answer books shall be done by COE though the concerned Department who shall appoint a three member committee of faculty other than one whom originally evaluated the answer book. The results after re-evaluation would be finalized within 48 hours and communicated to COE and Dy. Dean-Academics. A candidate shall forfeit his chance to apply for re-evaluation if he/she does not turn-up on the notified day of answer book showing by the School/Department.

**15.4 Submission & Display of Grades:** The grades of a course will be forwarded by the Course Coordinator to the Programme Coordinator who will consolidate the grades of all courses and submit it to the Head of the Department. The SGPA/ CGPA shall be calculated at Departmental/ School level by the Programme Coordinator. Moderation of grades as per procedure mentioned in “Course Credit Regulations & Grading System” and compilation of results including due check of all its aspects will be done at the Department/School level. HODs will forward the final grades to the Dean Academics, who will carry out data check, marks & grades equivalence and bring out discrepancies, if any, to the immediate notice of HOD concerned. After rectifications are ensured, the Dean Academics, in co-ordination with COE will publish the results.

**15.5 Declaration of Results:** The results will be declared by the Dy. Dean (Academics) by publishing them on the University’s official website “www.ncuindia.edu”. The date of declaration of the results shall be in accordance with the schedule given in the Academic Calendar but in no case later than 30 days after the last date of examination.

**15.6 Custody of Evaluated Answer Books:** The Controller of Examinations will retain the evaluated answer books in safe custody for a period of one year from the date of Examination. Thereafter, these answer books shall be destroyed, keeping due records of the destruction.

**15.7 Loss of Answer Book of Any Candidate:** A candidate whose answer book is lost, after having been received by the Concerned Invigilator shall, unless he/she opts for re-examination, be deemed to have obtained marks/ grades in that paper equal to the average marks/ grade obtained by him/ her in the other papers of that semester. If there is any dispute in this matter, the decision of Vice Chancellor shall be final.

**15.8 Improvement of CGPA:** The following regulations will govern this scheme:

A policy on CGPA improvement scheme has been introduced for those students who after completing the requirements of their Programme; pass the Degree in second class (less than 6.0 CGPA) or miss their degrees (CGPA less than 4.5 for UG and 5.0 for PG programmes). The policy is prepared to help students missing First class or pass by a small margin. The following are the features of the NCU Policy.

- i. A student who after completing all the requirements of a Programme passes the Degree in second class i.e. (CGPA less than 6.0) or misses the Degree i.e. (CGPA less than 4.5 for

UG and 5.0 for PG programs) will have the option of improving the CGPA during immediate next one year, subject to duration of the program not exceeding the maximum duration prescribed for it as per NCU norms.

- ii. A student will be required to submit a request for opting for CGPA improvement scheme to Dean Office immediately after the completion of the degree. Once the Degree certificate is issued, no such request will be acceptable under any circumstances.
- iii. Under this scheme, a student will select a maximum of six courses from across semesters for which he/she may register in one of the following examination modes during immediate summer semester or in next two regular semesters:
  - a. Supplementary Mode: In this mode, student will appear for Minor & Major Tests of the course. Here, Internal Marks (CIE Marks) in the course will remain same as those obtained earlier.
  - b. Regular Study Mode: In this mode, student will require attending classes for the course, keeping attendance requirement intact. Here, student will require obtaining marks under all categories. A student can take few courses out of the selected courses in Supplementary Mode and others in Regular Study Mode as well. Option of “Regular Study Mode” for any course during summer semester is subject to availability of faculty resource. Also, this option (Regular Study Mode) will be available during regular semesters for those courses only which are already running in that semester.

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

- iv. The newly secured “Letter Grades” only will be recorded and taken into account for calculation of SGPA and CGPA for courses registered under “Regular Study Mode”. However, for courses registered under “Supplementary Mode”, the same will be done only if there is an improvement.
- v. The final scored CGPA will be capped up to 6.00 under this scheme.
- vi. Under this scheme, during summer semester, the University will charge Rs. 3,000/- per course for courses registered under “Supplementary Mode” and Rs. 20,000/- per course for courses registered under “Regular Study Mode”.
- vii. Under this scheme, during regular semesters, the university will charge Rs. 1,500/- per course for courses registered under “Supplementary Mode” and Rs. 10,000/- per course for courses registered under “Regular Study Mode”.
- viii. The student must carefully read the policy and make an assessment on his own whether after opting for Supplementary Mode or Regular Study Mode for the maximum number of courses permitted to appear; he/she is likely to achieve the desired objective.

**15.9 Re-Minor/Re-Major Test:** Provision for applying for Re-Minor/Re-major Test exists under the following circumstances:-

- i) Suffering from a communicable disease or illness requiring hospitalization.

- ii) Major accident of self-including hospitalization.
- iii) Sad demise of an immediate family member.
- iv) Any other unavoidable circumstances of extremely serious nature on the merits of the case to be decided by the Re-Test committee.

The student is to apply within one week of the commencement of Tests to the Controller of Examinations with recommendations of the Department HOD along with supporting documents/medical certificate/hospitalization records/bill etc. issued by a Competent Authority / Government / registered Private hospital and concurred by the University Medical Officer. Recommendations of the Re-Test committee are subject to approval of Vice-Chancellor. The Re-Minor Test would be conducted within 7 days of the last test. The Re-Major test would be conducted and completed within 3 weeks and result declared later.

### **15.10 Re-Major Test**

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

The eligibility guidelines in this regards are summarized below: -

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

### **15.11 Summer Semester**

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

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

**Eligibility Criteria:** Any final year student who has either “detained” or “failed” in a course will be eligible for summer semester.

**Registration:** The students eligible for registration in summer semester will have to apply, by filling-in, the requisite form for the purpose, available at the Dean Office. A student will be permitted to register for a maximum of 3 courses. The registration fees shall be Rs. 20,000/- (Rs. Twenty Thousand) per course. The duly filled-in application form will have to be submitted by

the due date stipulated by the Dean Office, along with the requisite tuition fees, to be paid latest by the due date stipulated. The total number of students who can register for a course will not be bound by any limit – except as per the discretion of the University.

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

### **Attendance, Examination and Evaluation:**

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

## **16. AWARD OF DEGREES/ CERTIFICATES/ GRADES:**

- 16.1 DGS & Degree:** Each successful candidate shall be awarded a Degree/Certificate of having successfully completed the entire programme of study. Degree /Certificate and Detailed Grade sheet (DGS) shall be awarded under the seal and logo of THE NORTHCAP UNIVERSITY, GURGAON. The DGS and Degree of Part-time PG program (MTech/LLM) students will have the mode of delivery as 'PART-TIME' suitably endorsed on it.
- 16.2 Maximum Time to Complete the Degree :** The maximum time for completion of PG degree is 3 years, 4 years and 5 years for 1, 2 and 3 Years PG Programmes respectively.
- 16.3 Provisional Certificate:** A candidate, who has successfully completed the entire programme after declaration of his /her result, would be issued a Provisional Certificate.
- 16.4 Issue of Detailed Grade Sheet (DGS):** After declaration of the results of Semester End Major Tests, each candidate shall be issued a Detailed Grade Sheet by COE showing his/her performance in that semester as well as cumulative grade upto that semester.
- 16.5 Issue of Transcript (Consolidated Grade sheet):** After declaration of the results of final semester Major Tests and passing the programme, a student on applying with appropriate fee can be issued a Transcript (consolidated Grade Sheet) by COE showing his/her performance in all semesters. Students of pre-final year can also apply for a Transcript along with prescribed fee after declaration of results. (Refers to Annexure 4)
- 16.6 Issue of Duplicate Copies of Certificates:** Duplicate copies of the DGS/ Degree certificate shall be done on payment of the prescribed fee. Duplicate copies of DGS/Degree shall however not be issued, unless the candidate submits a self-attested affidavit on a Non Judicial Stamp Paper of value Rs. 10/- (or as required by the law in force), declaring that the applicant has not utilized the Original DGS/Degree for appearing in any examination and or has lost the

same, or it has been destroyed and the applicant has a need for a duplicate copy of the same. For obtaining a duplicate Degree, in addition to the affidavit, a copy of the FIR lodged with Police is also required to be submitted. A standard format for the said affidavit is enclosed (Refer Annexure 4). The word 'DUPLICATE' will be suitable endorsed on the Mark sheet and Degree

**16.7 Migration Certificate:** A candidate, who has passed the final semester examination of a programme, may apply for Migration Certificate from the University. The Migration Certificate shall be issued by the Controller of Records of the University as per the guidelines issued from time to time.

## **17. DISSEMINATION OF INFORMATION:**

All Notices or Circulars regarding the conduct of examinations, date sheets, results and the payment of fees etc. related to examinations will be displayed by the Controller of Examinations on the Examination Notice Board located opposite room 105 of the University and the same will also be published on the University website. Students must see the Examination Notice Board and refer to THE NORTHCAP University website for all information regularly and get updated. THE NORTHCAP University shall not be held responsible if any student misses to note the information on the Notice Board/ Website. The expiry period of notices, circulars displayed on the Notice Board/ Website will be 15 days from the date of its display on the Notice Board/ Website.

## **18. INTERPRETATION OF RULES AND JURISDICTION:**

In case of clarification on any of the clauses in this document, the interpretation of the Dean Academics will be final and binding. The jurisdiction on any legal matter arising out of the said rules shall be the Courts of Gurgaon, Haryana only.



**SCHEDULE OF EXAMINATION RELATED ACTIVITIES**

**THE NORTHCAP UNIVERSITY  
MAJOR TEST**

S.N.	Details	Day	Responsibilities
1.	Notification of Major Tests to be issued	E minus 30	COE
2.	Notice to fill up Exam forms(only if required)	E – 29	COR, System Admin.
3.	Submission of Examination Forms to COR (only if required)	E – 25	Candidates
4.	Preparation of List of ineligible candidates	E – 24	COR, CDC, ADMN. ACCOUNTS
5.	Call for Question Papers from HODs	E – 25	COE
6.	Submission of Examination Forms to COR(only if required)	E – 18	Candidates
7.	Request for detailment of Exam Superintendent and Invigilators from HODs	E – 15	COE
8.	Receipt of question Papers from HODs	E – 15	COE
9.	Display of Date Sheet on Notice Board and Website.	E – 15	COE, System Admin
10.	Printing of Question Papers	E – 7	COE
11.	Issue of Invigilation Duty chart	E – 7	COE
12.	Issue of Exam Superintendent's Packet	E – 5	COE
13.	Notification of downloading /Issue of Admit card	E – 3	COE
14.	Briefing to Invigilators	E – 3	COE
15.	Display of Seating Plan & Instructions to Candidates on Notice Board	E – 2	COE
16.	Conduct of Examinations	E day(s)*	COE
17.	Distribution of answer sheets for evaluation	E - (Progressive)	COE
18.	Submission of Grades by HODs to Dean Academics	E+10	HODs
19.	Grades & Data check by Dean Academics	E+15	Dean Academics
20.	Forwarding of Grades to COE & COR	E+16	Dean Academics
21.	Display of Result / Grades on Notice Board by COE	E+18	Dy. Dean(Acad)/ COE
* As per Academic Calendar			

**SCHEDULE OF EXAMINATION RELATED ACTIVITIES  
THE NORTHCAP UNIVERSITY  
MINOR TESTS**

<b>S.N.</b>	<b>Details</b>	<b>Day</b>	<b>Responsibilities</b>
1.	Notification of Minor Tests to be issued	E minus 15	COE
2.	Call for Question Papers	E – 15	COE
3.	Preparation of List of ineligible candidates	E – 10	COR, CDC, ADMN. ACCOUNTS
4.	Receipt of question Papers from HODs	E – 10	COE
5.	Display of Date Sheet	E – 10	COE, System Admn
6.	Request for detailment of invigilators from HODs	E – 7	COE
7.	Issue of Invigilation Duty chart	E – 3	COE
8.	Printing of Question Papers	E – 3	COE
9.	Briefing to Invigilators	E – 2	COE
10.	Display of Seating Plan & Instruction to Candidates on Notice Board and website	E – 2	COE, system Admn
11.	Conduct of Examinations	E day(s)*	COE
12.	Distribution of answer sheets for evaluation	E – (Progressive)	COE/HOD
13.	Display of Result and notify students	E+7	HOD
14.	Submission of Results by HODs to Dy. Dean Academics	E+10	HOD/Dy. Dean- Acad
* As per Academic Calendar			



### TYPE OF FORMS / ENCLOSURES REQUIRED & FEE STRUCTURE Examination Related Fee Structure for THE NORTHCAP UNIVERSITY

S. No	Purpose	Fees / Charges
1	Submission of Examination form for Re-Major Test in <b>July</b> every year (only for students with one backlog course leading to year back / missing placement).	₹1000/- per course With late fee ₹1500/- per course
2	Paper re-evaluation (Major Test only)	₹500/- per paper Refund, if marks upgraded
3	Duplicate / Temporary Admit Card. (In case student forgets to carry Admit card during Minor/Major tests or loses it).	₹200/-
4	Academic Transcript	₹1,000/ (Both for UG and PG)  (1 original & 4 attested copies only) ₹100/- per copy for any additional attested copy, thereof
5	Collection of Original Detailed Grade Sheet (DGS)	a) Within duration of the Program: Nil b) After Completion of Program – ₹200 Shall be charged per DGS
6	Correction in original Detailed Grade sheet or Degree (DGS/Degree) <ul style="list-style-type: none"> <li>Since Provisional DGS is provided and 4 weeks given to point out corrections, if any.</li> </ul>	a) Data on DGS shall be taken from the 10 <sup>th</sup> Class certificate submitted during admission. b) For error in the DGS, due to change in details after initial submission of data to COR, charges as under: <ul style="list-style-type: none"> <li>₹200 Shall be charged per DGS</li> </ul>
7	Issue of Duplicate DGS	Amount: ₹500 Document to be submitted: <ul style="list-style-type: none"> <li>Self-attested Undertaking by Student with 10 as Court Fee stamp</li> </ul>
8	Issue of Duplicate Degree Certificate	₹1,000/- on production of FIR in case of loss & Affidavit on ₹10/- Judicial stamp paper
9	Migration Certificate (COR)	No fees to be charged

#### 2. Library Related Charges

S. No	Purpose	Fee / Charge
1	Overdue charges (to encourage the prompt return of Library material)	₹10 per day fine subject to a maximum of twice the cost of book.

#### 3. Fine for Mobile Usage

S. No	Purpose	Fee / Charge
1	Fine for mobile usages at places other than allowed areas.	₹500/- per offence

#### 4. Late Fee Fine for Semester Registration

S. No	Purpose	Fee / Charge
1	Fine for Late Registration (Semester)	₹1000/- for registering after the due date specified in Academic Calendar. (Allowable with fine for First two weeks after commencement of classes; thereafter initiate deletion from roll list).



**EXAMINATION CONDUCT RULES**

ANNEXURE 3

**AFFIDAVIT  
(On Rs. 10/- Non Judicial Stamp Paper) (Refer to Para 12.4)**

I, ..... Son/ Daughter/ ward of

Mr. / Mrs.....

Resident of.....

Do solemnly affirm as under:

1. I am/ was a student of B. Tech/M. Tech/MBA/.....Branch  
.....Semester .....Roll no.....of THE NORTHCAP University, Gurgaon.
2. That my Original/ Provisional certificate/ Detailed Grade Sheet has been lost/ destroyed/ misplaced and the same is not traceable and there is a need for a duplicate copy.
3. That I have not utilized the above original certificate (s)/ documents(s) for appearing at any examination or for any other purpose(s).
4. That the statement/ information submitted by me in this affidavit are true and correct to the best of my knowledge and belief and hereafter if it is found false/ incorrect, I shall be liable for disciplinary action including cancellation of the Duplicate certificate/ Detailed Grade Sheet.

**DEPONENT**


**VERIFICATION**

I..... the above named deponent do hereby further affirm and declare that the contents of my above affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein. Original receipt of fees paid for the duplicate card/certificate is also attached.

Verified at..... on dated.....

**DEPONENT**

NCU-FRM-35

 <small>POWERED BY Arizona State University</small>	<b>APPLICATION FORM – MISCELLANEOUS CERTIFICATE NEEDS OF STUDENTS</b>	<b>Review Date:</b>  <b>Sheet 1 of 2</b>
---------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------	------------------------------------------------

To  
  
The COE/COR  
THE NORTHCAP UNIVERSITY  
Gurgaon

Received Amount _____
Receipt No. _____
Date _____

Sir,

I wish to apply for the following (tick whichever is applicable)

(a) Character Certificate <input type="checkbox"/>	(b) Migration Certificate <input type="checkbox"/>	(c) Provisional Certificate <input type="checkbox"/>
(d) Transcript <input type="checkbox"/>	(e) Duplicate DGS <input type="checkbox"/>	(f) Correction in DGS/Degree <input type="checkbox"/>
(g) Re-evaluation of answer book <input type="checkbox"/>	(h) Bonafide Certificate <input type="checkbox"/>	(i) Any other <input type="checkbox"/>

Purpose:- \_\_\_\_\_

2. Details to be filled up by the applicant as under:

- (a) Programme : \_\_\_\_\_
- (b) Semester : \_\_\_\_\_
- (c) Batch : \_\_\_\_\_
- (d) Month(s) of Exam : \_\_\_\_\_

3. Personal Details:

- (a) Roll No. : \_\_\_\_\_
- (b) Name : \_\_\_\_\_
- (c) Father's Name : \_\_\_\_\_
- (d) Mother's Name : \_\_\_\_\_

4. Postal /Permanent Address: \_\_\_\_\_

Contact Details

- (a) Landline : \_\_\_\_\_
- (b) Mobile : \_\_\_\_\_
- (c) E-mail : \_\_\_\_\_

(d) Reason for applying (if Transcript, fill (e): \_\_\_\_\_

(e) University applied (India/Ex-India): i) \_\_\_\_\_ ii) \_\_\_\_\_

iii) \_\_\_\_\_ iv) \_\_\_\_\_ v) \_\_\_\_\_

vi) \_\_\_\_\_ vii) \_\_\_\_\_ viii) \_\_\_\_\_

I solemnly declare that the particulars given above are correct to the best of my knowledge.

Yours faithfully,

Signature of the applicant

Signature of the COE/COR

Date:

**NOTE:** For Instructions, please see reverse.

*\*For payment of fees kindly refer Examination related fee structure available on the NCU website.*

**Payment is to be made to Accounts Department between (Mon to Fri only)**

## INSTRUCTIONS TO CANDIDATES FOR ISSUE OF DUPLICATE COPY OF DETAILED GRADE SHEET/DEGREE/CERIFICATE

1. The form should be filled in legibly and signed by the candidate.
2. The form should be submitted to the Controller of Examinations.
3. A duplicate copy of the Detailed Grade Sheet will be issued on submission of affidavit signed by a Notary and FIR (in case of Degree/Certificate) on the grounds that either the original Degree/Detailed Grade Sheet has been irrecoverably lost, destroyed or defaced and on payment of the fee prescribed.
4. In very special case subsequent copies of the Detailed Grade Sheet may be issued for not more than four times, on submission of an affidavit signed and certified by Notary to the effect that the Detailed Grade Sheet issued previously by the University has been lost or destroyed, and on payment of the same fee as are prescribed for the issue of duplicate copy.

## FORM FOR AFFIDAVIT TO BE EXECUTED ON A NON-JUDICIAL STAMP PAPER OF RS. 10/-

I, \_\_\_\_\_ Son/Daughter of Shri \_\_\_\_\_ R/o \_\_\_\_\_ do hereby solemnly affirm and declare that the original Detailed Grade Sheet(DGS) / Degree / Certificate dated \_\_\_\_\_ issued to me by ITM University, Gurgaon / THE NORTHCAP UNIVERSITY, Gurgaon on my having passed the \_\_\_\_\_ (Programme) \_\_\_\_\_ (semester) Examination in \_\_\_\_\_ (month & year) under University roll no. \_\_\_\_\_ has been lost /misplaced/ destroyed.

I have filed an FIR with \_\_\_\_\_ Police station \_\_\_\_\_ and attested copy of the same is appended hereto. (applicable only for loss of Degree/Diploma/Certificate).  
I also undertake that if my original DGS/Degree/Certificate, which has been lost, if put to any unfair use by a person who may lay hands on it, I shall stand for the damages which may accrue from such use.

Deponent's Signature \_\_\_\_\_ Address \_\_\_\_\_

Date: \_\_\_\_\_

### VERIFICATION

Verified at \_\_\_\_\_ (Place) this \_\_\_\_\_ day of \_\_\_\_\_ (Month) 20\_\_\_\_ that the contents of the affidavit are true and correct to the best of my knowledge and belief.

Deponent's signature

### SWORN BEFORE ME

Signature \_\_\_\_\_ Name: \_\_\_\_\_

Designation: (Notary Public)

Date: \_\_\_\_\_

\_\_\_\_\_ Official seal \_\_\_\_\_



# EXAMINATION CONDUCT RULES

ANNEXURE-5

**NCU-FRM-28**

 <small>POWERED BY Arizona State University</small>	<b>MAJOR/RE-MAJOR/SUMMER/RE-APPEAR EXAM FORM</b>	<b>Review Date:</b>
		<b>Sheet 1 of 1</b>

Student Roll No.		Contact Number				AFFIX RECENT COLOUR PASSPORT SIZE PHOTOGRAPH
		Branch		Sem		
Name of the Candidate						
Name of Father						
Name of Mother						
* ₹1000/- Late Fee upto 7 days ₹1500/- Between 7& 10 days after last date of submission		Date	NCU Fee Receipt Number			

**Courses for which the candidate is appearing**

S.No.	Sem.	Course	Code	S.No.	Sem.	Course	Code
1.				8.			
2.				9.			
3.				10.			
4.				11.			
5.				12.			
6.				13.			
7.				14.			

Have you ever been disqualified in any previous NCU Exam, or you had any UMC registered against you. If yes, give details

- (a) Exam/Class (b) Session (c) Punishment Awarded: Roll No.

I solemnly declare that the particulars filled in by me are correct and nothing has been concealed and that in case of any discrepancy found therein, I shall be responsible for the consequences.

Candidate's Signature \_\_\_\_\_

Date: \_\_\_\_\_



**ADMIT CARD**  
(to be filled by candidate)

Student Roll No.		Programme				AFFIX RECENT COLOUR PASSPORT SIZE PHOTOGRAPH
		Branch		Sem		
Name of the Candidate						

*Courses for which the candidate is appearing:*

S.No.	Sem.	Course	Code	S.No.	Sem.	Course	Code
1.				8.			
2.				9.			
3.				10.			
4.				11.			
5.				12.			
6.				13.			
7.				14.			

Candidate's Signature \_\_\_\_\_

Controller of Examinations

Date: \_\_\_\_\_



**EXAMINATION CONDUCT RULES**

FORM NO NCU- 30A

ANNEXURE - 6A

**UNFAIR MEANS CASE**

**Form for Reporting Case of Unfair Means or Acts of Interference with the Conduct of Examinations during Minor and Major Test**

UMC Case No. : \_\_\_\_\_

Name of Candidate : \_\_\_\_\_

Roll No. : \_\_\_\_\_ Programme \_\_\_\_\_

Branch \_\_\_\_\_

Semester : \_\_\_\_\_ Contact

No.: \_\_\_\_\_

Correspondence Address : \_\_\_\_\_  
\_\_\_\_\_

Date/Time of incident : \_\_\_\_\_ Subject: \_\_\_\_\_

Place of incident : \_\_\_\_\_ Name of Detector \_\_\_\_\_

**Brief of the case**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Detector's Signature

**List of material/evidence recovered from the candidate**

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

**Action taken / Comment by the Examination Superintendent**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date:

\_\_\_\_\_  
Exam Superintendent's Signature

**Forwarded to Chairman – UMC Action Committee through COE**

Date:

\_\_\_\_\_  
COE's Signature



# EXAMINATION CONDUCT RULES

## Statement of the Candidate at the Examination Centre to be Recorded by COE

Note: The COE will give a hearing to the candidate in presence of the invigilator/person detecting the UMC. If the candidate refuses to make any statement, this fact will be recorded by the COE.

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\_\_\_\_\_  
Signature of the Invigilator/Detector

Date & Time:

Signature of the Candidate

Date & Time:

\_\_\_\_\_  
Signature of COE with Date

Issued by:	Approved by:
Date:	Date:



# EXAMINATION CONDUCT RULES

FORM NO NCU – FRM – 30B

ANNEXURE 6B

## UNFAIR MEANS COMMITTEE (UMC) NOTICE

**UMC Case No.:** \_\_\_\_\_

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub:** Use of Unfair Means/ Misconduct on \_\_\_\_\_ during Minor I/II/Major Test held from \_\_\_\_\_ to \_\_\_\_\_.

It has been reported that while you, Roll No \_\_\_\_\_ were appearing in examination of subject paper \_\_\_\_\_ in room no. \_\_\_\_\_ of NCU examination centre in the Morning/Afternoon/Evening session, you had resorted to the use of unfair means and misconduct in the matter given below.

Incriminating material/misconduct consisting of \_\_\_\_\_

\_\_\_\_\_ relevant to subject of examination was found/ observed.

The case against you for adoption of unfair means and misconduct in the Examination as cited above will be taken up by the UMC action committee. You will appear in person before the above committee for a hearing on \_\_\_\_\_ at \_\_\_\_\_ in the office of \_\_\_\_\_ THE NORTHCAP University, Gurgaon, failing which the case will be disposed off as per the rules after considering facts of the case, evidence and available record.

Date.....

**Controller of Examinations**





# EXAMINATION CONDUCT RULES

FORM NO NCU- 30C

ANNEXRE 6C

## AWARD OF PUNISHMENT – UMC

**UMC Case No.** \_\_\_\_\_

To,

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After careful consideration of your response to show cause notice and verbal hearing given to you by the UMC and all facts of the case, available records, evidence and written statement, the UMC Action Committee has awarded the following punishment to Name: \_\_\_\_\_  
Roll No. \_\_\_\_\_ Branch \_\_\_\_\_ Semester \_\_\_\_\_  
School of Engineering\Management\Law.

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Date: \_\_\_\_\_

**Controller of Examinations**