



School of Law (SOL)

Admission Policy 2025-26

Admission Policy

For the Academic Year 2025-26

BBA-LLB (Hons)

LLB

LLM

DISCLAIMER

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We have no other branch or campus in India. NCU trademark has been registered vide Registration no. 3001127 dated 8th September 2016.

This policy shall be called the “ADMISSION POLICY 2025-26” for admission to the degree programmes offered by THE SCHOOL OF LAW at the postgraduate and undergraduate level.

This Admission Policy 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 based on minimum eligibility criteria prescribed for each programme.

1. APPLICABILITY

- 1.1 This “Admission Policy-2025” is valid for the academic year 2025-26 and shall be applicable for admissions of all resident Indian students to UG/PG programmes of School of Law and covers children/wards of Non-Resident Indians (NRI’s)/ international students wherever applicable.
- 1.2 The university has a comprehensive and transparent policy regarding fee structure, refund, cancellation & withdrawal. The Refund & Cancellation Policy is in line with UGC/MOE policy on the matter as per UGC Notification dated 12th June, 2024 and any subsequent notifications.

2. PROGRAMMES OFFERED BY THE SCHOOL OF LAW AND THEIR INTAKE AND MINIMUM ELIGIBILITY FOR THE YEAR 2025-26

2.1 MINIMUM ELIGIBILITY CRITERIA

SCHOOL OF LAW		
Undergraduate Programmes		
Programme	Minimum Eligibility Criteria	Intake
Bachelor of Business Administration and Bachelor of Laws (BBA-LLB (Hons))-Integrated Degree (5 Years)	10+2 (English medium) examination conducted by Central Board of Secondary Education or an equivalent examination from a recognised board with an aggregate of 50% and with a minimum 50% in English. Applicant must have appeared in CLAT/AILET/CUET/LSAT/LNAT/any other eligibility test	60
Bachelor of Laws (LLB) -(3 Years)	Bachelor’s degree from a recognised university with overall aggregate of 50% marks. LSAT/LNAT/any other eligibility test/NCU-LET	20
Postgraduate Programme		
Master of Laws (LLM) - (1 Year) Specialisations: 1. Corporate Law 2. Human Rights Law 3. Intellectual Property Rights (IPR)	LLB degree (law graduate 3 Years/5 Years) awarded by any recognised university with an aggregate of 50%	20

- (i) Rounding of marks in the aggregate and /or in the compulsory subject(s), wherever applicable is not permitted.
- (ii) The university reserves the right not to run the programme if less than 10 seats are filled at commencement. The intake shown in the table above is subject to change by the university. An increase/decrease in intake of up to 20% of seats could take place within the total intake without compromising quality and minimum eligibility criteria.
- (iii) Admission will be based solely on the merit criteria as per procedure while ensuring an overall intake of 25% of total seats for Haryana residents.
- (iv) The applicants may note that merely meeting minimum eligibility criteria shall not assure admission to the applied programme. Admission shall be strictly based on merit and the university reserves the right to decide the merit cutoffs for various programmes and subsequent notification.
- (v) Merit will be determined after equalisation of scores from different entrance tests as decided by the admissions committee.

2.2 DISTRIBUTION OF SEATS

S.No.	Programme	Proposed Intake	General Category	Children of NRI/ International Students (15%)	SC (10%) of 25%	OBC (27%)	Kashmiri Migrant (1 seat in each branch, super numerary)	Total no. of seats
1	BBA-LLB (HONS) INTEGRATED DEGREE (5 YEARS)	60	33	9	2	16	1	61
2	LLB (3 YEARS)	20	11	3	1	5	1	21
3	LLM (1 YEAR)	20	11	3	1	5	1	21

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

2.3 SUPERNUMERARY SEATS IN THE UNIVERSITY FOR ACADEMIC YEAR 2025-26

Supernumerary seats to accommodate children who have lost their parent during the COVID pandemic, in alignment with the "PM Cares" scheme initiated by the Government of India.

Name of the Programme	No. of Supernumerary Seats
BBA-LLB (Hons)	02

3. DEFINITIONS

- 3.1 **INDIAN NATIONALS:** All Indian nationals from any part of the country, who comply with the minimum eligibility criteria, are eligible to apply.
- 3.2 **CHILDREN OF NRI/INTERNATIONAL STUDENTS:** The applicant must be a child/ward of a Non-Resident Indian (NRI) as defined under Income Tax Act and must comply with the minimum eligibility criteria to be eligible under this category. In addition, international students can also apply under this category and their admission will be based on the aggregate marks secured in Class 12/graduation or an equivalent of their qualification. A student who has obtained a foreign qualification at the 10+2 / graduation or an equivalent level would be required to submit a certificate of equivalence from Association of Indian Universities (AIU). International students will have to get all clearances, but not limited to visa requirements etc. from all statutory bodies of their respective countries and India. Students admitted under this category will pay a higher fee as per table in clause 14.1 below. The extra fee collected from these students will be used to give fee concessions to students on merit-cum-means criteria and scholarships for meritorious students.
- 3.3 **HARYANA (GENERAL):** A candidate who is a resident of Haryana (refer Form 2) or has passed his 10+2/graduation or an equivalent examination from a recognised school/university in Haryana and complies with the minimum eligibility criteria, is eligible under this category.
- 3.4 **HARYANA (SCHEDULED CASTE):** A candidate who is a resident of Haryana and from a Scheduled Caste of Haryana as notified by Haryana State Government (refer Form 3) should comply with the minimum eligibility criteria. After allotment of seat/branch to all eligible Haryana SC students, unfilled seats under this category shall be merged with Haryana General Seats to make good the overall 25% seats for Haryana Resident candidates.
- 3.5 **KASHMIRI MIGRANTS:** One seat in each programme shall be reserved for Kashmiri migrants as per the guidelines of Director Higher Education vide memo no.18/51-2000 UNP (4) Dated 9/12/2015 and subsequent notification.

4. MINIMUM ELIGIBILITY CRITERIA

- 4.1 To be eligible for admission to the first year of any of the above-mentioned programmes, a candidate must be an Indian national and must fulfil the minimum eligibility criteria defined in table 2.1 above. For child/wards of NRI/International students refer to Clause 3.2.
- 4.2 A student from a university/board NOT recognised by CBSE/AICTE/UGC/AIU/MOE or any other statutory body of Government of India shall not be eligible for admission.

- 4.3 **NO AGE LIMIT:** As per the notification of Bar Council of India on 28th September 2013, the age criterion for admission to LLB courses has been taken away. Further, Allahabad High Court vide order no. WP5219/2015 has made the CLAT Examination open for aspirants irrespective of their age.
- 4.4 Applicants must only apply after having fully read and understood the terms and conditions of admission applicable for academic session 2025-26 for the programme in which the student is seeking admission, particularly the fee structure and the refund/cancellation/withdrawal policy of the university. These details are clearly provided in the admission brochure/application form/website www.ncuindia.edu.

5. GENERAL CONDITIONS

- 5.1 In the event that the Admissions Committee of the university is not satisfied with the character or antecedents of an applicant, in the overall interest of maintaining the academic standards and discipline of the university, it retains the exclusive right not to admit him/her to the university.
- 5.2 A student who furnishes particulars or submits documents which are found to be false, or suppresses material information, shall not be considered for admission, and, if he/ she has been admitted on the basis of such information, besides legal action at his/her cost, his/her admission shall stand automatically cancelled and the entire fee of any description whatsoever paid by him/her shall stand fully forfeited.
- 5.3 Mere possession of the prescribed academic qualifications does not entitle a candidate for admission. Candidates shall have to fulfill all other conditions as have been spelt out in this "Admission Policy 2025-26" and on the website for the programme/category in which admission is sought.
- 5.4 Students/parents are cautioned not to use any intermediary or broker for securing admission. Besides being illegal, such an action could render the candidate ineligible to participate in the admission process. If parents or students are approached by any such bogus agents, they should report their details to the Registrar, The NorthCap University, Gurugram. NCU has not authorised any person/body whatsoever for any part of the admission process including counseling of students/parents.
- 5.5 A student who wishes to be admitted after a gap period of one year and/or more (after passing the 10+2/graduation examination) shall submit at the time of admission, an affidavit duly notarised, justifying the reasons for the gap period and certifying that he/she had not taken admission in any college/university or had not been rusticated or had not been sentenced to jail for a criminal offence. In case a student had taken admission in any other college/university during the gap years he/she shall have to provide an NOC/Migration certificate from the said college/university. He/she will necessarily have to comply with the minimum eligibility criteria including programme-wise applicable entrance examination, if any.

6. ADMISSIONS COMMITTEE

- 6.1 Admissions shall be made by the Admissions Committee comprising of faculty and administrative staff of the school/university to be nominated by the Vice Chancellor.
- 6.2 The committee shall scrutinise the application forms for admission of the candidates in accordance with the eligibility criteria prescribed in this "Admission Policy 2025-26".
- 6.3 The decision of the Admissions Committee on any matter concerning the admission policy shall be final and binding on all concerned, subject to review as per Clause 20.

7. ADMISSION NOTICE

- 7.1 To fill seats to UG/PG programmes offered for the academic session 2025-26, the university shall publish an admission notice inviting applications from interested candidates. The admission notice shall be published on the official website www.ncuindia.edu.
- 7.2 A copy of the admission notices along with this "Admission Policy 2025-26" shall be uploaded on the website of the university www.ncuindia.edu for the information of all concerned.

8. HOW TO APPLY

8.1 A candidate can participate in the admission process ONLY through filling of an online application form university website www.ncuindia.edu. Students can fill in the form online and pay the **Application fee of Rs. 1500/-** (Non- refundable) online, and upload self-attested scanned copies of documents mentioned in Clause 8.2. They will receive an email confirmation for their online application.

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

S.No.	Programme	Document to be Submitted
School of Law		
1	BBA-LLB (Hons)	i. Class 10 marksheet (as proof of date of birth) ii. Class 12 (or an equivalent) pre-board marksheet iii. CLAT Dec 2024/AILET Dec 2024/LSAT 2025/LNAT 2025/ CUET 2025 Admit Card and Score Card if appeared/any other eligibility test score
2	LLB	i. Class 10 marksheet (as proof of date of birth) ii. Class 12 or diploma marksheet iii. UG Degree and marksheet iv. LSAT 2025/LNAT 2025 Admit Card and Score Card if appeared/any other eligibility test score
3	LLM	i. Class 10 marksheet (as proof of date of birth) ii. Class 12 or diploma marksheet iii. LLB (or equivalent) degree and marksheet or last set of result declared

NOTE: These certificates are required for all courses: 3 passport-sized photographs, aadhar card, medical fitness certificate, migration certificate, undertaking (anti-ragging), online anti-ragging affidavit with Reference No., ABC ID Document.

Important Note:

- If applicants total household Annual income is less than 8 lakhs. Income proof document to be submitted - ITR/Bank Statement/notarized affidavit on a Rs 100/- stamp paper signed by a first class Judicial magistrate/ SDM/ Executive Magistrate.
- In addition to the above, Haryana domicile/Haryana SC certificate (Form 2 & Form 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 2025-26 for admission to all UG/PG programmes shall be available in soft copy form on the university website. All candidates are advised to thoroughly read the entire Admission Policy 2025-26 before applying for admission.

8.4 Students should submit only one application form.

8.5 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 Policy 2025-26 or as may be amended and uploaded on the website and whose application has not been invalidated due to any deficiency. Applications which are incomplete and not in the prescribed form and not accompanied with the copies of documents as given in Clause 8.2 shall be rejected.

9. ACKNOWLEDGMENT OF APPLICATION FORMS

9.1 Online applications shall be acknowledged by e-mail confirmation.

9.2 The receipt/acknowledgement shall constitute the only evidence for timely submission of the application form.

10. IMPORTANT DATES FOR ALL PROGRAMMES

10.1 Important Dates for BBA-LLB (Hons), LLB and LLM degree programme is as follows:

Event/Activity	Important Dates
Uploading of admission form on website	1 st December 2024
Last date for submission of application forms	30 th August 2025 (this date may be extended)
Announcement of first admission-cum-merit list	20 th May 2025 (date may change as per CBSE Board Result declaration date)
Last date for payment of first semester fees for Students offered admission in first merit list	Within 10 days of offer letter date
Announcement of subsequent merit list	On a rolling basis
Last date for payment of first semester fees for students offered admission in subsequent merit lists	As mentioned in the offer letter
Last date of admission	30 th August, 2025 (this date may be extended subject to availability of seats)
Orientation	28 th July 2025
Induction session	28 th July to 22 nd August 2025
Commencement of academic session	25 th August 2025

10.2 The above dates do not apply to NRI/International students. For their deadlines/dates they must refer to "Admission Policy 2025-26 Annexures" applicable for children/wards of NRI/international students.

10.3 The above dates are tentative and subject to change. Changes in date, if at all will be uploaded/notified on the website www.ncuindia.edu.

11. ADMISSION-CUM-MERIT LIST

- 11.1 First admission-cum-merit list will be announced and informed to students through registered email.
- 11.2 Last date for payment of fees for securing admission and fee payable shall be in accordance with Clauses 10.1 & 14 respectively.
- 11.3 Merely depositing fee will not confirm the admission. Submitting/getting documents verified is a necessary condition before provisional admission is offered.

12. SECURING YOUR ADMISSION

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

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

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

14. TUITION FEE

14.1 Tuition fee and total annual fee for BBA-LLB (Hons), LLB and LLM degree programmes for the Academic Year 2025-26 is as follows:

PROGRAMME	ANNUAL FEE FOR ACADEMIC YEAR 2025-26 (INR)			
	CHILD/WARD OF INDIAN NATIONAL			CHILD/WARD OF NRI/ INTERNATIONAL STUDENTS
	TUITION FEE	DEVELOPMENT FEE	TOTAL ANNUAL FEE	TOTAL ANNUAL FEE
BBA-LLB (Hons)	1,65,600	41,400	2,07,000	3,15,000
LLB	1,36,000	34,000	1,70,000	2,82,000
LLM	1,73,600	43,400	2,17,000	3,33,000
Hostel Fee (where applicable)	Rs. 82,500 per semester (subject to change)			

Note: For SAARC Countries fee package is different, for details please contact admission team on Hotline number: 9311300803

- 14.2 **Caution Money:** A sum of Rs. 10,000/- to be charged from each student seeking admission to the university in the Academic Year 2025-26. The amount is interest-free and will be refunded to the students at the time of withdrawal or at end of their programmes, whichever is later, after deduction of dues, if any,
- 14.3 **Alumni Association Fee:** A one-time alumni association charge of Rs. 1,000/- (for all programmes) shall be charged from all students at the time of admission.
- 14.4 **Youth Red Cross Fund:** Rs. 80 is payable by all students.
- 14.5 Fees as given in table above (Clause 14.1) is the total annual fees.
- 14.6 Fees 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/wards 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 clause 14.10 below), demand draft, credit card, and debit card. All demand drafts shall be made favoring The NorthCap University, Gurugram, and shall be payable at Gurugram/Delhi.
- 14.10 Unless otherwise provided by extant Govt. rules, a maximum of Rs. 2 Lakh shall only be expected 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/wards of NRI or international students will not be eligible for refund before or after the last date of admission in case of withdrawal.
- 14.13 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 fees 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.

Online fee payment details	After sending the fees through RTGS/NEFT you have to mail at fees2025-26oddsem@ncuindia.edu with following details
RTGS/NEFT DETAILS: Account Name: THE NORTHCAP UNIVERSITY Account No.: 8246966739 Bank Name: Kotak Mahindra Bank Bank's Address: KG MARG, New Delhi IFSC Code: KKBK0000172	1. Name with course name. 2. Contact no. 3. UTR no., amount & date 4. Account holder name

14.15 **EDUCATION LOANS:** Many nationalised and private banks like SBI, Syndicate Bank, HDFC & Kotak Mahindra Bank offer education loans to needy students on the bank's terms and conditions.

A **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.

15. FEE CONCESSION-CUM-SCHOLARSHIP

(a) Based on 12th Score:

BBA-LLB (Hons)	
% of Scholarship on Tuition Fee	Eligibility (For CBSE/an equivalent recognised board) as per percentage score in applicable subjects by programme.
25%	CBSE: 90% and above
10%	CBSE: 85% <= 89.99%

- Aggregate marks of the best 5 subjects in class X examination conducted by CBSE or an equivalent examination from a recognised board will be considered for scholarship criteria.
- Scholarship will be reimbursed only after payment of complete fee during admission for AY 2025-26. Scholarship is admissible semester-wise, based on meeting the criteria, and disbursed once in a year during the Fee Concession and Scholarship Distribution ceremony. Students who apply by the due date given in the offer letter only will be eligible for scholarships.
- Scholarship not to be offered for any programme with less than 30 enrolments.
- At any point of time during an academic year, a student can avail benefit from one scholarship plan only. Students who once avail any scholarship will not be eligible for any other scholarship.
- The management reserves the right to change the scholarship policy as per their discretion.
- The scholarship will be awarded based on the above criteria at the sole discretion of the Admission and Scholarship Committee.
- Continuation of Admission Scholarship is subject to obtaining CGPA of 8.50 and above on a scale of 10, having no backlog and no case of indiscipline/UMC being recorded against the student.
- Students applying with 12th scores of exams held prior to 2025 are not eligible for above scholarship.
- Candidates must enroll for the programme by depositing the complete fee by the given due date in the admission Offer Letter. Should a candidate fail to do so, the candidate shall have no claim over the scholarship. The scholarship, thereafter, shall be passed on to the next eligible candidate.
- Merit & For Means 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.

(b) Based on National Level Test (NLT) Score:

PROGRAMMES	SLABS	SELECTION CRITERIA	ELIGIBILITY
BBA-LLB (Hons)	25%	CLAT SCORE ≥ 50 OR CUET-UG SCORE ≥ 700	(*) Aggregate 75% and above in 12th CBSE/ an equivalent examination of a recognised board
	10%	$40 \leq \text{CLAT SCORE} < 50$ OR $600 \leq \text{CUET-UG SCORE} < 700$	

Note:

- (a) Students applying with NLT scores of exams held before December 2024 are not eligible for merit-based scholarships.
- (b) CUET Scores should be calculated as a sum of marks achieved in English and programme-wise relevant 3 subjects (excluding General Subject) i.e. out of a maximum 800 Marks.
- (*) : Aggregate 75% of best 5 subjects

Terms & Conditions

- Students eligible for the merit-based scholarship under this scheme will be intimated of the same in the admission list itself.
- Students applying with NLT 2025 scores but with 12th scores of 2024 are also eligible for above scholarship.
- All candidates selected for this merit-based scholarship will have to deposit their first semester fee to secure their admission. Scholarship amount will be disbursed during the annual fee concession and scholarship distribution ceremony as per practice followed for other scholarships.
- In case the recipient of this scholarship does not deposit his/her fee on or before the last date specified in the offer letter, the offer of admission/merit scholarship shall stand automatically withdrawn without any obligation on the university to issue notice of such withdrawal.
- Students currently receiving scholarships from other university schemes or external agencies will be eligible for the scholarship from only one source, ensuring they receive the maximum awarded amount.
- Continuation of this merit scholarship is subject to obtaining CGPA of 8.50 and above on a scale of 10, having no backlog and no case of indiscipline/UMC being recorded against the student. Once discontinued, the scholarship under this scheme can't be reinstated.
- The Merit & For Means 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.
- In the event, a student is granted scholarship under this scheme on the basis of misrepresentation of facts/falsified marksheets etc. the admission & scholarship shall be liable for cancellation. In such cases, if the scholarship has been granted, the same shall have to be refunded to the university failing which appropriate legal proceedings will be initiated against the recipient at his/her risk and peril as to costs and consequences

16. POSTGRADUATE ADMISSIONS

Based on Qualifying Degree Score:

LLM	
Scholarship Amount	Eligibility Criteria
Rs. 75000	Graduation: 60% and above Marks / CGPA above 6.0

Terms and Conditions

- Students having 60% and above marks/CGPA above 6.0 in graduation completed in 2025 are qualified for scholarship of rupees seventy-five thousand, subject to successfully passing first Semester of master's degree programme at NCU.
- Scholarship will be reimbursed only after payment of complete fee during admission for AY 2025-26. Scholarships are

disbursed once a year during the Fee Concession and Scholarship Distribution ceremony. Students who apply by the due date given in the offer letter only will be eligible for scholarships.

- iii. At any point of time during an academic year, a student can avail benefits from one scholarship plan only. Students who once avail any scholarship will not be eligible for any other scholarship.
- iv. The management reserves the right to change the scholarship policy as per their discretion.
- v. The scholarship will be awarded based on the above criteria at the sole discretion of the Admissions and Scholarship Committee.
- vi. Scholarship will not be offered for LLM programme with less than 10 enrolments during AY 2025-26.
- vii. Candidates must enroll for the programme by depositing the complete fee by the given due date in the admission Offer Letter. Should a candidate fail to do so, the candidate shall have no claim over the scholarship. The scholarship, thereafter, shall be passed on to the next eligible candidate.

17. OTHER ADMISSION SCHOLARSHIPS:

17.1 Alumni Scholarship:

Postgraduate (PG) Programmes

- i. Recognising the value of our university's alumni community, alumni admitted to our Postgraduate (PG) programmes (across all schools) will receive an additional **10% scholarship** on tuition fees for their first year, subject to successfully passing first-semester of master's degree programme at NCU.

17.2 Scholarships for Single Girl Child for Undergraduate Programmes

The NorthCap University, Gurugram, offers a 15% scholarship on the tuition fee of its undergraduate programmes to single female students. To be eligible for this scholarship scheme, candidates must meet the following criteria:

Eligibility:

- The applicant must be the sole female child in her family.
- Single female students without any brothers, or those with a twin sister, are also eligible.
- The candidate should have achieved a minimum aggregate of 75% marks [75% aggregate of best 5 subjects for other students] in the 12th-grade examination of CBSE/ equivalent recognised board. (No gap year)
- The annual family income of the applicant should not exceed Rs. 10 Lakh.
- This scholarship aims to support and encourage the academic pursuits of single female students, providing financial assistance to deserving candidates.

Terms & Conditions

- i. Students eligible for scholarships under this scheme will be intimated of the same in the admission list itself.
- ii. The student seeking scholarship under this scheme must submit a notarised affidavit on a 100 stamp paper signed by a first-class Judicial magistrate/SDM/Executive Magistrate, attesting to their fulfilment of the eligibility requirements outlined above.
- iii. All candidates selected for this scholarship will have to deposit their first semester fee to secure their admission. Scholarship amount will be disbursed during the annual fee concession and scholarship distribution ceremony as per practice followed for other scholarships.
- iv. In case the recipient of this scholarship does not deposit his/her fee on or before the last date specified in the offer letter, the offer of admission/ merit scholarship shall stand automatically withdrawn without any obligation on the university to issue notice of such withdrawal.
- v. Students currently receiving scholarships from other university schemes or external agencies will be eligible for the scholarship from only one source, ensuring they receive the maximum awarded amount.
- vi. Continuation of this merit scholarship is subject to obtaining CGPA of 8.50 and above on a scale of 10, having no backlog and no case of indiscipline/UMC being recorded against the student. Once discontinued, the scholarship under this scheme can't be reinstated.
- vii. In the event, a student is granted scholarship under this scheme on the basis of misrepresentation of facts/falsified

marksheets etc. the admission & scholarship shall be liable for cancellation. In such cases, if the scholarship has been granted, the same shall have to be refunded to the university failing which appropriate legal proceedings will be initiated against the recipient at his/her risk and peril as to costs and consequences.

18. OTHER FINANCIAL ASSISTANCE

a. i). Fee concession for the Wards of University Staff/Employees

25% fee concession on the tuition fee to the university (confirmed/regular) staff/employees' ward(s) admitted under any programme, as per the scholarship terms and conditions of the university.

ii). Fee Concession for the Spouse of University Staff/Employees

25% Fee Concession on Tuition fee to University (confirmed/regular) staff / employees' spouse admitted under any programme, as per the scholarship terms and conditions of the university.

b. i). Fee Concession for the Ward(s) of University Alumni

15% scholarship of the tuition fee for the university alumni's ward(s), in the first-year only. The scholarship is admissible semester-wise, subject to clearing the continuity requirements of the scholarship viz. CGPA of 8.5 and above on a scale of 10, having no backlog and no case of indiscipline being recorded against the student.

ii) Fee Concession for the Spouse of University Alumni

15% Fee Concession on Tuition fee for Spouse of University Alumni admitted to PG & PhD Programmes, in the First Year only. The scholarship is admissible semester wise, subject to clearing the continuity requirements of the scholarship viz. CGPA of 8.5 and above on a scale of 10, having no backlog and no case of indiscipline being recorded against the student.

Terms and Conditions for University Alumni Ward/Wards Concession:

a) Only up to two children per alumni can avail this concession.

c. Fee Concession for (Confirmed / Regular) Staff / Employees.

25% Fee Concession on Tuition fee to University (confirmed/regular) staff /employees admitted to the PhD Programme.

19. VERIFICATION AND NON-RETENTION OF STUDENTS ACADEMIC AND PERSONAL TESTIMONIALS

19.1 All original academic and personal certificates and testimonials like marksheets, school leaving certificates and other such documents (other than migration certificate) shall be returned by the university after their due verification and receipt of fees. In case a student withdraws before the last date of admission, the original migration certificate shall also be returned.

19.2 However, migration from the last institution to The NorthCap University shall be deemed to be complete only after submitting the migration certificate thereafter. In case when student leaves after the last date of admission the original migration certificate submitted by the candidate will accordingly be cancelled by stamping across it. Migration certificate shall be issued by the university within 15 days under its seal in case of migration/withdrawal after the last date of admission and/or completion of the degree subject to fulfillment of all requirements as per rules/regulations of the university.

19.3 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.

20. GRIEVANCE REDRESSAL MECHANISM

20.1 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 Committee, constituted as per UGC (Grievance Redressal) regulation 2012 amended from time-to-time.

- 20.2 In case there is any ambiguity whatsoever, with respect to this policy, the Vice Chancellor's interpretation/clarification/decision shall be final and binding on all concerned.

21. ORIENTATION PROGRAMME

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

SCHEDULE FOR ORIENTATION PROGRAMME (TENTATIVE DATES)	
DATE	
28 th July 2025	

22. COMMENCEMENT OF ACADEMIC SESSION: Date- 25th August 2025.

23. 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/MOE policy on the matter as per UGC Notification dated 12th June 2024 and subsequent notification & appropriate court rulings.

S.NO.	Percentage of Refund of Tuition Fees	Point of Time when notice of withdrawal of admission is received by the University
1	100%	Before last date of admission as specified by UGC.
2	NIL	After lapse of last date of refund, as specified by UGC.

- b) The fee for refund implies the amount applicable for the first semester. Further the applicable fee shall be the amount indicated in brochure against the programme. 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 found 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 of withdrawal. 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 notarised affidavit along with the application for withdrawal (Refer to 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.
- h) **How to apply for refund of fees?**
Mail for Admission Cancellation/refund shall be sent at admissioncancellation@ncuindia.edu with complete details of admission including application number, fee receipt and the reason of refund, before lapse of last date of Refund as specified by UGC.

24. 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 fees 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 fees, the university is entitled to claim the balance year's fees, 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 WP no 350 of 1993" and related subsequent judgements.

25. LAPTOPS

As part of The NorthCap University's commitment to fostering a technology-driven learning environment, all students are required to have their own laptops tailored to the technical requirements of their chosen programme of study. The laptop must be fast, efficient, and reliable to meet the demands of modern educational pedagogy, including advanced software applications and online learning platforms. 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.

26. LIMITED LIABILITY

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

27. JURISDICTION

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

28. ADMISSION HOTLINE

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

Helpline No.	9311300803
Email	admissions@ncuindia.edu
Website	www.ncuindia.edu

Registrar
The NorthCap University,
Gurugram

FOR ALL PROGRAMMES **DECLARATION- CUM-UNDERTAKING**



STUDENT & PARENTS UNDERTAKING

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

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

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

My ward shall abide by the 'Code of Conduct' of the university [Document No. NCU/DISC/COC-S/2024 - Ver 1] at all times, and in case my ward is found violating the code of conduct, necessary action as per the rules and regulations of the university can be taken against him/her.

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

I hereby certify that I have no criminal antecedents and have not been involved in any kind of criminal / unlawful activity and no criminal, or any unlawful activity case is pending against me anywhere in India, or outside India.

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

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

Only applicable to BTech Programme: I further undertake that the programme preferences where applicable and the categories which I belong to as indicated by me in the Application Form shall be irrevocable. I understand and agree that the branch allotted to me in the first/ second list will automatically change in the event of my higher preference becoming available before filling up vacant/ dropout seats, unless I relinquish this right in writing at the time of payment of semester/ admission fees. I also undertake and agree that no change of Branch will be permitted after display of final sliding list under any circumstances whatsoever.

I have clearly understood that if I withdraw my admission, after the last date of withdrawal, but before the last date of admission,

the fee deposited by me, can only be refunded in case the seat/programme so vacated by me is filled up as per the University Admission Brochure before the last date of admission.

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

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

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

That the contents of this undertaking have been read over and explained to me in vernacular and I am executing the same after understanding the contents thereof. Should any of the above information be found to be false at a later date, I understand that besides Police/ Legal Action against me, the university can take disciplinary action against me, which could also include expulsion from the university.

* Its parents & applicants' responsibility to update the mobile & email in case of there is a change in this information.

MOBILE: _____

SIGNATURE OF PARENT/GUARDIAN

EMAIL: _____

DATE _____ PLACE _____

SIGNATURE OF APPLICANT

DATE _____ PLACE _____



FOR ALL PROGRAMMES

HARYANA RESIDENT CERTIFICATE (For Bona fide Residents of Haryana only)

Certified that Sh/Km _____ son/daughter of
Sh/Smt _____

R/o _____

_____ (complete address) since _____ and applicant for admission to

_____ Course at The NorthCap
University Gurugram, Haryana, is a Bona fide resident of Haryana State in terms of Chief Secretary, Haryana letter No. 62/17/95
- 6GSI dated 3.10.96, letter No. 62/32/2000 - 6GSI dated 23.05.2003, letter No. 62/27/2003/6 GSI dated 29.7.2003, letter no.
22/28/2003 - 3GS - III dated 30.1.2004.

No. _____

(Signature of the attesting authority)

Date _____

Name _____

Place _____

Designation _____
(with legible office seal)

NOTE:

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



FOR ALL PROGRAMMES

HARYANA SCHEDULED CASTE CERTIFICATE

Certified that Sh/Km _____ son/daughter
of Sh/Smt _____ R/o _____

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

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

No. _____

(Signature of the attesting authority)

Date _____

Name _____

Place _____

Designation _____
(with legible office seal)



FOR ALL PROGRAMMES

ANTI-RAGGING

SELF DECLARATION BY THE STUDENT

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

Declare this _____ day of _____ month of _____ year.

Signature of Student

Name: _____

Address: _____

Telephone/Mobile No. _____

Email ID: _____



FOR ALL PROGRAMMES

ANTI-RAGGING

SELF-DECLARATION BY PARENT/GUARDIAN

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

Declare this _____ day of _____ month of _____ year.

Signature of Parent/Guardian

Name: _____

Address: _____

Telephone/Mobile No. _____

Email ID: _____



FOR ALL PROGRAMMES

AFFIDAVIT

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

(To be executed only on leaving, by the student, on a stamp paper of 50 duly attested by a First-Class Magistrate or Notary Public)

I, _____, D/O, S/O _____ aged about _____ years

R/O _____, do here by solemnly affirm and declare as under:

1. That the deponent had appeared in the 10+2 having Roll No. _____ and got admission at The NorthCap University in (Name of Course) _____ course.
2. That the deponent has withdrawn his/her admission from the university and as per the refund policy of the university, I am entitled to the refund of fees after deducting _____, since the admission was withdrawn before the last date of withdrawal.
Since I do not have a bank A/c, therefore the cheque towards refund of fees may be issued in the name of my father/mother, Mr./Mrs.
3. I accept and acknowledge that neither I nor my parents shall have any right or claim subsisting against The NorthCap University, its management or its employees after the refund of fees in name of my father/mother instead of my name from the university.
4. I state that I have read over and understood the rules of the university and have executed an undertaking/ declaration on my own free will and consent and without any force, fraud and coercion. Similarly, my parents have also executed an undertaking which is also acceptable to me.

DEPONENT

VERIFICATION:

Verified this _____ day of _____ month of _____ year that the contents of paras 1 to 4 of the above affidavit are true and correct to my knowledge and no part of it is false and nothing has been concealed there from.

DEPONENT



BY HAND

_____ 2025

THE VICE CHANCELLOR,
THE NORTHCAP UNIVERSITY
SECTOR-23A, GURUGRAM

NRI CERTIFICATE

Dear Sir,

Further to my application dated _____ received by you vide your receipt no. _____

Mr./Ms. _____ resident of _____

_____ Enclose here with non-refundable Cash/Draft/Cheque No _____ dated _____ drawn on _____

amounting to Rs. _____ /- towards the first years Annual Fee to secure the admission of my child/ward

Mr./Ms. _____ in the course/discipline/ programme.

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

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

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

Yours faithfully,

NAME OF NRI WITH SIGNATURE



BY HAND

_____ 2025

THE VICE CHANCELLOR,
THE NORTHCAP UNIVERSITY
SECTOR-23A, GURUGRAM

NRI STUDENT CERTIFICATE

Dear Sir,

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

The NorthCap University under the category as the child/ward of Mr./Ms. _____ who is a

Non-Resident Indian in the course/discipline/programme_____.

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

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

NAME OF NRI WITH SIGNATURE



BY HAND

_____ 2025

THE VICE CHANCELLOR,
THE NORTHCAP UNIVERSITY
SECTOR-23A, GURUGRAM

PARENT CERTIFICATE

Dear Sir,

I Mr./Ms. _____ father/mother of Mr./Ms. _____ hereby confirm that I have

appointed Mr./Ms. _____ who is a Non-Resident Indian as the guardian/sponsor of my son/daughter

Mr./Ms. _____ .

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

Also, I agree that since I nor the guardian /sponsor is furnishing a bank guarantee/bond for the balance year's fees as per decision of the hon'ble supreme court of india, in case my child/ward withdraws his/her admission before the completion of the degree, his/her appointed guardian /sponsor shall have to pay the balance years fees to the University since the seat shall remain vacant. In the event he/she does not, I shall be liable to pay the same.

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

Yours faithfully,

NAME OF FATHER / MOTHER OF THE STUDENT

(WITH SIGNATURE)

PARENT EMAIL ID:

PARENT MOBILE NO:



Formerly ITM University, Gurugram

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

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