



School of Law

Admission Policy 2024-25

SCHOOL OF LAW

Admission Policy

For the year 2024-25

BBA-LL.B (Hons.)

LL.B

LL.M

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Admission Policy

FOR THE ACADEMIC YEAR 2024-25 SCHOOL OF LAW

This policy shall be called the “ADMISSION POLICY 2024-25 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 on the basis of minimum eligibility / selection criteria prescribed for each programme.

1. APPLICABILITY

- 1.1 This “Admission Policy - 2024” is valid for the academic year 2024 – 25 and shall be applicable for admissions of all resident Indian students to UG/PG programmes of School of Law and also covers children/wards of Non Resident Indian (NRI's)/International students wherever applicable.
- 1.2 The University has a comprehensive and transparent policy regarding fee structure, refund, cancellation & withdrawal . The Refund & Cancellation Policy is in line with UGC/MoE/AICTE policy on the matter as per UGC Notification dated 03 July, 2023 and any subsequent notifications.

2. PROGRAMMES OFFERED BY THE SCHOOL OF LAW AND THEIR INTAKE, MINIMUM ELIGIBILITY FOR THE YEAR 2024-25

2.1 MINIMUM ELIGIBILITY CRITERIA

| PROGRAMME | MINIMUM ELIGIBILITY CRITERIA | INTAKE |
|---|--|--------|
| BBA – LLB (Hons.) Integrated Degree - 5 years | 10+2 (English Medium) examination conducted by Central Board of Secondary Education or equivalent examination from a recognized board with an aggregate 50% and with minimum 50% in English Applicant must have appeared in CLAT / AILET / LSAT /NCU Law Entrance Test /Any other Eligibility Test. | 120 |
| LLM - 1 year Specializations: 1. Corporate Law 2. Human Rights Law 3. Intellectual Property Rights (IPR) | LL.B degree (Law Graduate 3yrs/5yrs) awarded by any recognised University with aggregate 50% | 20 |
| LL.B - 3 years | Bachelor's Degree from a Recognized University with overall aggregate 50% marks. LSAT /NCU Law Entrance Test /Any other Eligibility Test. | 60 |

- (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 upto 20% of seats could take place within the total intake without compromising quality and minimum eligibility criteria.**
- (iii) **Admission will be based solely on the merit criteria as per procedure indicated while ensuring an overall intake of 25% of total seats for Haryana residents.**
- (iv) **The applicants may note that merely meeting minimum eligibility criteria shall not assure admission to the applied programme. The admission shall be strictly based on merit as defined in the admission brochure and the university reserves the right to decide the merit cutoffs for various programmes.**
- (v) **Merit will be determined after equalization of scores from different entrance test as decided by the admission committee.**

2.2 DISTRIBUTION OF SEATS

| S.No. | Programmes | 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) | 120 | 66 | 18 | 3 | 32 | 1 | 120 |
| 2 | LLB (3 YEARS) | 60 | 33 | 9 | 2 | 16 | 1 | 60 |
| 3 | LLM (1 YEAR) | 20 | 10 | 3 | 1 | 5 | 1 | 20 |

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

3. DEFINITIONS

- 3.1 **INDIAN NATIONALS:** All Indian nationals from any part of the country, who comply with the minimum eligibility criteria, are eligible to apply.
- 3.2 **CHILDREN of NRI/International students:** The applicant must be a child/ward of a Non-Resident Indian (NRI)/ as defined under Income Tax Act and must comply with the minimum eligibility criteria to be eligible under this category. In addition, International students can also apply under this category and their admission will be based on the aggregate marks secured in Class 12/ Graduation or equivalent of their qualification. A student who has obtained a foreign qualification at the 10+2 / Graduation or equivalent level would be required to submit a certificate of equivalence from 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 equivalent examination from a recognized school / University in Haryana and complies with the minimum eligibility criteria, is eligible under this category.
- 3.4 **HARYANA (Scheduled Caste):** A candidate who is a resident of Haryana and from a Scheduled Caste of Haryana as notified by Haryana State Government (refer Form 3) should comply with the minimum eligibility criteria. After allotment of seat / branch to all eligible Haryana SC students, unfilled seats under this category shall be merged with Haryana General Seats to make good the overall 25% seats for Haryana Resident candidates.
- 3.5 **KASHMIRI MIGRANTS:** One seat in each programme shall be reserved for Kashmiri migrants as per the guidelines of Director Higher Education vide memo no.18/51-2000 UNP (4) Dated 9/12/2015 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 recognized 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 28 September, 2013, the age criterion for admission to LL.B. Courses has been taken away. Further Allahabad High Court vide order no. WP5219/2015 has made the CLAT Examination open for aspirants irrespective of their age.
- 4.4 Applicants must only apply after having fully read and understood the terms and conditions of admission applicable for academic session 2024-25 for the programme in which the student is seeking admission, particularly the fee structure and the refund / cancellation/ withdrawal policy of the University. These details are clearly provided in the admission brochure/application form/website www.ncuindia.edu.

5. GENERAL CONDITIONS

- 5.1 In the event that the Admission Committee of the University is not satisfied with the character or antecedents of an applicant, in the overall interest of maintaining the academic standards and discipline of the University, it retains the exclusive right not to admit him/her to the University.
- 5.2 A student who furnishes particulars or submits documents which are found to be false, or suppresses material information, shall not be considered for admission, and, if he/ she has been admitted on the basis of such information, besides legal action at his/ her cost, his/ her admission shall stand automatically cancelled and the entire fee of any description whatsoever paid by him/ her shall stand fully forfeited.
- 5.3 Mere possession of the prescribed academic qualifications does not entitle a candidate for admission. Candidates shall have to fulfill all other conditions as have been spelt out in this "Admission Policy 2024-25" and on the website for the programme/category in which admission is sought.
- 5.4 Students/ Parents are cautioned not to use any intermediary or broker for securing admission. Besides being illegal, such an action could render the candidate ineligible to participate in the admission process. If parents or students are approached by any such bogus agents, they should report their details to the Registrar, The NorthCap University, Gurugram. NCU has not authorized any person / body whatsoever for any part of the Admission Process including counseling of students/parents.
- 5.5 A student who wishes to be admitted after a gap period of one year and/or more (after passing the 10+2/Graduation examination) shall submit at the time of admission, an affidavit duly notarized, justifying the reasons for the gap period and certifying that he/ she had not taken admission in any college/university or had not been rusticated or had not been sentenced to jail for a criminal offence. In case a student had taken admission in any other college / university during the gap years he/she shall have to provide an NOC /Migration certificate from the said college/university. He/she will necessarily have to comply with the minimum eligibility criteria including programme wise applicable entrance examination, if any.

6. ADMISSION COMMITTEE

- 6.1 Admissions shall be made by the Admission Committee comprising of faculty and administrative staff of the School/University to be nominated by the Vice-Chancellor. The Admission Committee will be headed by the Director or a person who is not less than the rank of a Professor.
- 6.2 The Committee shall scrutinize the application forms for admission of the candidates in accordance with the eligibility/selection criteria prescribed in this "Admission Policy 2024-25".
- 6.3 The decision of the Admission Committee on any matter concerning the admission policy shall be final and binding on all concerned, subject to review as per Clause 18.

7. ADMISSION NOTICE

- 7.1 To fill seats to UG/PG programmes offered for the academic session 2024-25, 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 notice along with this "Admission Policy 2024-25" 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:
- Online:** Candidates have to fill in the online form on the University website www.ncuindia.edu and pay the application fee of Rs 1100/- (non refundable) online and upload self-attested scanned copies of documents mentioned in Clause 8.2 along with the online application. They will receive an email confirmation for their online application.

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

| S. NO. | PROGRAMME | DOCUMENT TO BE SUBMITTED |
|---------------|-----------------|---|
| SCHOOL OF LAW | | |
| 1 | BBA-LLB (Hons.) | <div><div>i) Class 10 marksheet (as proof of date of birth)</div><div>ii) Class 12 (or equivalent) Pre-Board marksheet</div><div>iii) CLAT Dec 2023/AILET Dec 2023/ LSAT 2024 Admit Card and Score Card if appeared, any other eligibility test</div></div> |
| 2 | LL.M. | <div><div>i) Class 10 marksheet (as proof of date of birth)</div><div>ii) Class 12 or Diploma marksheet</div><div>iii) LL.B (or equivalent) Degree and marksheet or last set of result declared.</div></div> |
| 3 | LL.B. | <div><div>i) Class 10 marksheet (as proof of date of birth)</div><div>ii) Class 12 or Diploma marksheet</div><div>iii) UG Degree and marksheet.</div><div>iv) LSAT 2024 Admit Card and Score Card if appeared, any other eligibility test</div></div> |

NOTE: These certificates are required for all courses:

3 Passport sized Photographs, Aadhar Card, Medical Fitness Certificate, Migration Certificate, Undertaking (Anti Ragging), Anti Ragging Affidavit with Reference No. , ABC ID Document.

Important Note:

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 2024-25 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 2024-25 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 2024-25 or as may be amended and uploaded on the website and whose application has not been invalidated due to any deficiency. Applications which are incomplete and not in the prescribed form and not accompanied with the copies of documents as given in Clause 8.2 shall be rejected.

9. ACKNOWLEDGMENT OF APPLICATION FORMS

9.1 Applicants must insist on a receipt for the application form if submitted at the campus physically.

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

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

10. IMPORTANT DATES FOR ALL PROGRAMMES

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

| EVENT / ACTIVITY | Important Dates |
|---|---|
| UPLOADING OF ADMISSION FORM ON WEBSITE | 15th Jan 2024 |
| LAST DATE FOR SUBMISSION OF APPLICATION FORMS | 31st Aug 2024 (This date may be extended) |
| ANNOUNCEMENT OF FIRST ADMISSION CUM MERIT LIST | 20th May 2024 |
| LAST DATE FOR PAYMENT OF FIRST SEMESTER FEES FOR STUDENTS OFFERED ADMISSION IN FIRST MERIT LIST | 26th May 2024 |
| ANNOUNCEMENT OF SUBSEQUENT MERIT LIST | 26th May 2024 -31st Aug 2024 |
| LAST DATE FOR PAYMENT OF FIRST SEMESTER FEES FOR STUDENTS OFFERED ADMISSION IN SUBSEQUENT MERIT LISTS | Within 5 days of date mentioned in the offer letter |
| LAST DATE OF ADMISSION | 31 Aug 2024 (This date may be extended subject to availability of seats) |
| ORIENTATION | 12th Aug 2024 |
| INDUCTION SESSION | 13 Aug 2024-31 Aug 2024 |
| COMMENCEMENT OF ACADEMIC SESSION | 2nd Sept 2024 |

- 10.2 The above dates do not apply to NRI / International students. For their deadlines / dates they must refer to “Admission Policy 2024 - 25 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 prepared on the basis of selection criteria / distribution of seats will be uploaded on the website of the University www.ncuindia.edu, for the Information of all concerned as per clause 10.1.
- 11.2 Last date for payment of fees for securing admission and fee payable shall be in accordance with Clauses 10.1 & 14 respectively which will also be mentioned in the covering note of the programme wise Admission cum Merit list.
- 11.3 Merely depositing fee will not confirm the admission. Submitting/ getting documents verified is a necessary condition before provisional admission is offered.

12. SECURING YOUR ADMISSION

- 12.1 Applicants whose names appear in the first or second merit cum admission list 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 UPTO 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, upto the last date of admission for all the programmes.

14. TUITION FEE

- 14.1 Tuition Fee and Total Annual fee for BBA LL.B.(Hons.), LL.B. and LL.M. Degree Programmes for the Academic Year 2024-25 is as follows:

| PROGRAMME | ANNUAL FEE FOR ACADEMIC YEAR 2024-25 (INR) | | | |
|--------------------------------------|--|-----------------|------------------|--|
| | CHILD/WARD OF INDIAN NATIONAL | | | CHILD/WARD OF NRI/INTERNATIONAL STUDENTS |
| | TUITION FEE | DEVELOPMENT FEE | TOTAL ANNUAL FEE | ANNUAL |
| BBA-LL.B (Hons.) | 1,60,800 | 40,200 | 2,01,000 | 3,06,000 |
| LL.B. | 1,32,000 | 33,000 | 1,65,000 | 2,74,000 |
| LL.M | 1,68,800 | 42,200 | 2,11,000 | NA |
| Hostel Fee (where applicable) | Rs. 80,000 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 2024-25. 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 onetime 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 (14.1) is the total Annual fees.
- 14.6 Fee applicable in the year of admission shall be subject to year on year increase of 3% for the duration of the programme.
- 14.7 The total fee for the year including hostel charges (if applicable) will be payable in two equal bi-annual installments (semester wise, in advance). Children/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 Fee can be paid by Cash (subject to Cluase 14.10 below) ,Demand Draft, Credit Card and Debit Card. All demand drafts shall be made favouring 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 only shall 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 must only be paid at the Accounts Office of the University on any working day from Monday to Saturday from 9.00 AM to 4:00 PM.

| | |
|--|---|
| Online fee payment details: | After sending the fees through RTGS /NEFT you have to mail at fees2024-25oddsem@ncuindia.edu with following details:- |
| RTGS/NEFT DETAILS:- Account Name : THE NORTH CAP 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 banks terms and conditions.

I) 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.

II) Vidya Lakshmi is a first-of-its-kind portal for students seeking Education Loan. This portal has been developed under the guidance of the Department of Financial Services (Ministry of Finance), the Department of Higher Education (Ministry of Education) and Indian Banks Association (IBA). The portal has been developed and being maintained by NSDL eGovernance Infrastructure Limited. Students can view, apply and track the education loan applications to banks anytime, anywhere by accessing the portal. Click here to apply <https://www.vidyalakshmi.co.in/Students/>

III) Eduvanz Financing Pvt. Ltd. is also one of our signed Education loan partners which provides financial assistance to students for providing 100% education loan. For details, you may log on to www.eduvanz.com for loan-related queries.

IV) Axis Bank is also one of our signed Education loan partners which provides financial assistance to students. For further details kindly contact on 8383063571 or Email to: mohd.tahir@axis.com

15. FEE CONCESSION CUM SCHOLARSHIP

| BBA-LL.B | |
|---------------------------------|---|
| % of Scholarship on Tuition Fee | Eligibility (For CBSE as per percentage score in applicable subjects by program. Normalised Scores will be taken for other Boards with respect to CBSE) |
| 25% | CBSE: 90% and above |
| 10% | CBSE: 85%<= 89.99% |

Note: Students applying with 2023 scores are not eligible for fee-concession

- 15.1 Aggregate marks of Best 5 subjects in class XIIth examination conducted by CBSE or equivalent examination from a recognized board will be considered for scholarship criteria. For Boards other than CBSE, normalized scores as decided by scholarship and admission committee will be considered for scholarship criteria 2024-25.
- 15.2 Scholarships to be announced and reimbursed only after completion of admissions for AY24-25. Students who apply by the cut off date will only be eligible for scholarships. Cut off date will be notified during the admission process.
- 15.3 There are a limited number of scholarships that will be served only on the basis of merit, if there are higher number of students in a particular scholarship bracket, the students in the order of merit will be shifted to immediately lower bracket.
- 15.4 Scholarships seats will be reduced on the pro-rata basis of actual enrolment.
- 15.5 Scholarship not to be offered for any programs with less than 30 enrolments.
- 15.6 At any point of time during an academic year, a student can avail of benefits from one scholarship plan only. Student who once avail any scholarship will not be eligible for any other scholarship.
- 15.7 The management reserves the right to change the scholarship policy as per their discretion.
- 15.8 The scholarship will be awarded based on the above criteria at the sole discretion of the Admission and Scholarship Committee .
- 15.9 Merit cum 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.
- 15.10 The table above is only to represent Scholarships in case a candidate is selected and the details of Scholarship offered will be part of the Admission Offer extended to candidates upon selection. For selection, University shall follow the announced process.
- 15.11 25% concession on the tuition fees to the university employees ward/wards on admission to the programs as mentioned in Admission Policy 2024.
- 15.12 15% concession of the tuition fees for the university alumni ward/wards admission to the programs as mentioned in Admission Policy 2024, in the First Year only.
- 15.13 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 being recorded against the student. Applicable to merit basis students only.
- 15.14 In addition to the merit cum means concession, to encourage & motivate students the following awards may also be given:
 - (I) Merit Based Scholarships
 - (II) Research Fellowship Award (for PhD Scholars).
 - (III) Any other scholarship to appreciate & recognise the other academic achievements of the admitted student from time to time. Only one type of scholarship/fee concession from any source whatsoever is admissible to a student. A certificate signed by the student & parent is to be provided as proof for this.
- 15.15 Candidate must enroll for the program by depositing the tuition fee by the given due date in admission offer letter. Should a candidate fail to do so, candidate shall have no claim over the scholarship. The scholarship thereafter, shall be passed on to the next eligible candidate

| LLM | |
|--------------------|-----------------------------------|
| Scholarship Amount | Eligibility Criteria |
| 75,000 | 60% and above Marks in Graduation |

Note: Students applying with 2023 scores are not eligible for fee-concession

16. Terms and Conditions

1. Students having 60% and above marks in Graduation completed in 2024 are qualified for Scholarship of Rupees Seventy-Five Thousand only.
2. Scholarships to be announced and reimbursed only after completion of admissions for AY 2024-25, Students who apply by the cut off date will only be eligible for scholarships. Cut off date will be announced during the admission process.
3. There are a limited number of scholarships that will be served only on the basis of merit. If there are higher numbers of students in a particular scholarship bracket, the students in the order of merit will be shifted to the immediately lower bracket.
4. 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.
5. The management reserves the right to change the scholarship policy as per their discretion.
6. The scholarship will be awarded based on the above criteria at the sole discretion of the Admission and Scholarship Committee.
7. Scholarship will not be offered for LLM programme with less than 10 enrolments during AY 2024-25.
8. Students applying with Graduation scores of exams held prior to 2024 are not eligible for scholarship.
9. Candidates must enrol for the programme by depositing the tuition 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. VERIFICATION AND NON RETENTION OF STUDENTS ACADEMIC AND PERSONAL TESTIMONIALS

- 17.1 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.
- 17.2 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.
- 17.3 The self-attested testimonials of students shall be held valid and authentic for all purposes and administrative requirements and should there be a need for physical verification at any time during the course of program of study, such verification shall be undertaken in the presence of the student and certificates and testimonials thus verified shall be returned immediately to the student.

18. GRIEVANCE REDRESSAL

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

19. ORIENTATION PROGRAMME

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

| SCHEDULE FOR ORIENTATION PROGRAMME (TENTATIVE DATES) | |
|--|--|
| DATE | |
| 12th August 2024 | |

20. COMMENCEMENT OF ACADEMIC SESSION Date : 2nd September 2024.

21. 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/AICTE policy on the matter as per UGC Notification dated 03 July 2023 and subsequent notification & appropriate court rulings.

| SR.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 and not the advance paid by the student for blocking of seat. Further the applicable fee shall be the amount indicated in brochure against the program. Scholarships, if applicable, is an independent incentive and shall not be considered as deductible for purpose of calculation of refund.
- c) Candidates who are offered Final admission based on declared scores in the application, will be required to produce proof of having passed the qualifying examination i.e. (10+2 or equivalent e.g. IB, ICSE diploma/certificate or any other foreign board) to the University authorities, during document verification at the time of registration, failing which, such admission will stand withdrawn. It shall be responsibility of the candidates to bring out variations in the scores/marks recorded in the admission offer letter and actual marks obtained in qualifying/eligibility examination, before accepting the offer. Any wrong information of marks /scores in the application, which provide undue advantage, if 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 notarized 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.

22. 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 CWP no 350 of 1993" and related subsequent judgements.

23. LAPTOPS

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

24. LIMITED LIABILITY

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

25. JURISDICTION

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

26. ADMISSION HOTLINE

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

| | BBA LL.B (Hons.), LL.B, LL.M |
|----------------|------------------------------|
| Hotline Number | 9311300803 |
| Email | admissions@ncuindia.edu |
| Website | www.ncuindia.edu |



The NorthCap University
HUDA Sector-23A, Gurugram 122017, India
Tel : +91 124 2365811 to 12
Email : ncu@ncuindia.edu
www.ncuindia.edu



FORM-1

FOR ALL PROGRAMMES DECLARATION CUM UNDERTAKING

I have read and understood that The NorthCap University, Gurugram has been established by the Haryana State Legislature under The Haryana Private Universities (Third amendment) Act, 2009 and The NorthCap University is a Private Self Financed University recognized by UGC and has the right to confer degrees under Section 22(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/2023 - Ver 1] at all times, and in case 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 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 guarantees 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.

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

MOBILE: _____

EMAIL: _____

SIGNATURE OF PARENT/GUARDIAN

DATE _____ PLACE _____

SIGNATURE OF APPLICANT

DATE _____ PLACE _____



FORM – 2

FOR ALL PROGRAMMES
HARYANA RESIDENT CERTIFICATE
(For bonafide Residents of Haryana only)

Certified that Sh/Km _____ son/daughter of

Sh/Smt _____

R/o _____

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

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

No. _____

(Signature of the attesting authority)

Date: _____

Name _____

Place: _____

Designation _____
(with legible office seal)

NOTE :

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



FORM – 3

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 issuing authority)

Date: _____

Name _____

Place: _____

Designation _____
(with legible office seal)



FORM-4

FOR ALL PROGRAMMES
ANTI RAGGING
SELF DECLARATION BY THE STUDENT

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

Declare this _____ day of _____ month of _____ year.

Signature Of Student

Name: _____

Address: _____

Telephone/Mobile No. _____

Email ID: _____



FORM-4 (contd.)

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:
5. My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
6. 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.
7. 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.
8. 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: _____



FORM- 5

**FOR ALL PROGRAMMES
AFFIDAVIT**

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

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

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

R/O _____, do hereby 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 has been 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 me nor my parents shall have any right or claim subsisting against The NorthCap University, its Management or its employees after the refund of fees in name of my father/mother instead of my name from the University.
4. I state that I have read over and understood the rules of the University and have executed an Undertaking/Declaration on my own free will and consent and without any force, fraud and coercion. Similarly, my parent/shave also executed an undertaking which is also acceptable to me.

DEPONENT

VERIFICATION:

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

DEPONENT



BY HAND

_____ 2024

(Form -N2)

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

NRI CERTIFICATE

Dear Sir,

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

I Mr/Ms _____ resident of _____

_____ enclose herewith non refundable

Cash/Draft/Cheque No _____ dated _____ drawn on _____ amounting to 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 circumstances hereafter.

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

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

Yours faithfully,

NAME OF NRI WITH SIGNATURE



BY HAND

_____ 2024

(Form -N3)

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

NRI STUDENT CERTIFICATE

Dear Sir,

I Mr/Ms_____ hereby confirm that I am seeking and accepting admission at The NorthCap University under the NRI category as the child / wards of Mr/Ms_____ who is a Non Resident Indian in the course/discipline/programme

_____.

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

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

NAME OF STUDENT WITH SIGNATURE



BY HAND

_____ 2024

(Form -N4)

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

PARENT CERTIFICATE

Dear Sir,

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

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

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

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

Yours faithfully,

NAME OF FATHER / MOTHER OF THE STUDENT

WITH SIGNATURE