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# School of Management & Liberal Studies

# **Admission Policy**

For the Academic Year 2025-26

**Bachelor of Business Administration (BBA)-General** 

**BBA** in Digital Marketing

**BBA** in Business Analytics

**BBA in Entrepreneurship & Family Business** 

**Bachelor of Commerce (Hons)** 

**Bachelor of Commerce (Hons) in Financial Markets** 

**Bachelor of Arts (Hons) Economics** 

**Bachelor of Arts (Hons) English** 

**Bachelor of Arts in Journalism** 

& Mass Communication

Bachelor of Arts (Hons) in Psychology

Master of Arts in Psychology

Master of Arts in English

#### **DISCLAIMER**

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



This policy shall be called the 'ADMISSION POLICY 2025' (AP - 2025) for admission to the degree programmes offered by THE SCHOOL OF MANAGEMENT & LIBERAL STUDIES, THE NORTHCAP UNIVERSITY, GURUGRAM, at the postgraduate and the undergraduate levels.

This Admission Policy 2025 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 criteria as 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 Management & Liberal Studies and also 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/AICTE policy on the matter as per UGC Notification dated 12<sup>th</sup> June 2024 & any subsequent notifications.

# 2. PROGRAMMES OFFERED BY THE SCHOOL OF MANAGEMENT & LIBERAL STUDIES - THEIR INTAKE AND MINIMUM ELIGIBILITY CRITERIA FOR THE YEAR 2025-26

2.1 Eligibility Criteria for UG/PG programmes at The School of Management & Liberal Studies

	SCHOOL OF MANAGEMENT & LIBERAL STUDIES  Undergraduate Programmes						
S. No.	Programme	Intake	Minimum Eligibility Criteria to Apply				
Depart	tment of Management &	Commer	ce				
1	Bachelor of Business Administration (BBA)- General -(3/4 Years*)		10+2 (English medium) examination conducted by Central Board of Secondary Education or an equivalent examination from a recognised board with an overall aggregate of 50%				
2	Bachelor of Business Administration in Digital Marketing (BBA-DM) -(3 Years)		10+2 (English medium) examination conducted by Central Board of Secondary Education or an equivalent examination from a recognised board with an overall aggregate of 50%				
3	Bachelor of Business Administration in Business Analytics (BBA-BA) -(3 Years)	100	10+2 (English medium) examination conducted by Central Board of Secondary Education or equivalent examination from a recognised board with an overall aggregate of 50% and with 60% in Maths				
4	Bachelor of Business Administration in Entrepreneurship & Family Business (BBA- E&FB) -(3 Years)		10+2 (English medium) examination conducted by Central Board of Secondary Education or equivalent examination from a recognised board with an overall aggregate of 50%				
5	Bachelor of Commerce (Hons) (BCom (Hons)) - (3 Years)		10+2 (English medium) examination conducted by Central Board of Secondary Education or equivalent examination from a recognised board with an overall aggregate of 50%. (Maths or Accounts is mandatory with 50% in either of the subjects)				
6	Bachelor of Commerce (Hons) in Financial Markets (BCom (Hons)-FM) - (3 Years)	50	10+2 (English medium) examination conducted by Central Board of Secondary Education or equivalent examination from a recognised board with an overall aggregate of 50% (Maths or Accounts is mandatory with 50% in either of the subjects)				

7	Bachelor of Arts (Hons) in Economics (BA (Hons)-Eco) -(3 Years)	20	10+2 (English medium) examination conducted by Central Board of Secondary Education or an equivalent examination from a recognised board with an overall aggregate of 50% and with 60% marks in either Economics or Maths			
Depart	tment of Psychology					
8	Bachelor of Arts (Hons) in Psychology (BA (Hons)-Psy) - (3 Years)	50	10+2 (English medium) examination conducted by Central Board of Secondary Education or equivalent examination from a recognized board with an overall aggregate 50%			
Centre	for Language Learning					
9	Bachelor of Arts (Hons) in English (BA (Hons)-Eng) -(3 Years)	30	10+2 (English medium) examination conducted by Central Board of Secondary Education or equivalent examination from a recognized board with an overall aggregate of 50% and minimum of 50% in English			
10	Bachelor of Arts in Journalism & Mass Communication (BA-JMC) -(3 Years)	30	10+2 (English medium) examination conducted by Central Board of Secondary Education or an equivalent examination from a recognised board with an overall aggregate of 50%			
	Postgraduate Programmes (2 Years)					
Depart	tment of Psychology					
11	Master of Arts in Psychology (MA-Psy)	20	Candidates should have successfully completed a Bachelor's degree (in English medium) in relevant fields of specialisation with an aggregate 50% from a recognised university			
Centre	for Language Learning					
12	Master of Arts in English (MA-Eng)	10	Candidates should have successfully completed a Bachelor's degree (in English Medium) with aggregate of 50% from a recognised university			
	TOTAL INTAKE	310				

\*BBA is a 3years/4years (optional) Hons. degree programme aligned with the New Education Policy 2020

- (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 Guidelines for allotting specialisations in SOM&LS (UG) programmes are as follows:

- 1. Students can indicate their preferred specialisation choice in a particular programme in the application form at the time of application. Students can give their choices in a particular programme in order of priority.
- 2. The seats shall be allotted to students based on merit and their indicated preferences based on the availability of seats.
- 3. After successful completion, all the students enrolled in these specialisation tracks shall get their regular UG degree in their respective chosen programme. Further, in addition to the UG degree in the programme, an additional certificate mentioning the specialisation done will also be awarded to these students.
- 4. In case, a student voluntarily withdraws from specialisation but continues his/her degree, he/she shall be awarded only the UG degree in the chosen programme, subject to his/her fulfilling the total credit requirements as prescribed for the

degree. However, the fee will continue to remain applicable, for the specialised program chosen at the time of admission.

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

# Multiple Entry and Exit System as per the National Education Policy (NEP) 2020

The National Education Policy (NEP) 2020 introduces a learner-centric and flexible academic framework to improve access, continuity, and mobility in higher education. One of its key features is the Multiple Entry and Exit System (MEES) for undergraduate and postgraduate programmes, supported by the Academic Bank of Credits (ABC).

MEES allows students to enter and exit academic programmes at different stages with appropriate certification, based on credit accumulation and defined academic achievements.

#### Undergraduate (UG) Programmes - Entry or Exit Options and Certifications

Students pursuing a bachelor's degree (non-professional) have the following exit options under NEP 2020:

#### START UG

Year 1 → UG Certificate → (Exit or Continue/Entry)

(on completion of 40 credits & 4 credits of vocational course/Internship)

Year 2 → UG Diploma → (Exit or Continue/Entry)

(on completion of 80 credits & 4 credits of vocational course/Internship)

Year 3 → Bachelor's Degree → (Exit or Continue/Entry)

(on completion of 120 credits)

Year 4 → Bachelor's (Honours/Research)

(on successful completion of all programme requirements)

#### Note:

- These provisions are typically applicable to general degree programmes. Professional degrees such as BTech, LLB, etc., are currently not covered under MEES unless specifically restructured and approved by regulatory authorities (e.g., AICTE, BCI, NMC).
- Existing 3 Year Honours Degree launched prior to the adoption of NEP 2020 will continue offering Honours Degrees after 3 Years.

#### Postgraduate (PG) Programmes - Entry or Exit Options and Certifications

For a two-year Master's programme, the following exit options are available:

#### START PG

Year 1 → PG Diploma → (Exit or Continue/Entry)

(on earning a minimum of 40 credits & 4 credits of vocational course/Internship)

#### Year 2 → Master's Degree

(on successful completion of all programme requirements)

#### Note:

One-year Master's programmes are permitted only for students with a 4-year UG degree (Honours/Research) who directly join the Year 2 of the PG Programme.

#### Academic Bank of Credits (ABC)

The Academic Bank of Credits (ABC) is a digital credit repository established by the University Grants Commission (UGC) to support the MEES. Under ABC:

- Students can accumulate, store, transfer, and redeem credits earned across multiple institutions.
- · Credits remain valid for a stipulated time (typically up to 7 years).

The ABC ensures flexibility, especially for learners who face life or career interruptions during their academic journey. **Important Notes:** 

Students must ensure that their institutions are ABC-compliant for the benefits of credit transfer and re-entry. Institutions implementing MEES must align with the National Higher Education Qualifications Framework (NHEQF) and register with the ABC portal.

# 2.3 DISTRIBUTION OF SEATS FOR THE PROGRAMMES AT THE SCHOOL OF MANAGEMENT & LIBERAL STUDIES, THE NORTHCAP UNIVERSITY, GURUGRAM

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
BBA-General							
BBA in Digital Marketing	100	55	15	3	27	1	101
BBA in Business Analytics	.00						
BBA in Entrepreneur- ship & Family Business							
BCom (Hons)	50	00	7	1	1/	1	<b>5</b> 1
BCom (Hons) in Financial Markets	50	28	7	1	14	l l	51
BA (Hons) in Psychology	50	28	7	1	14	1	51
BA (Hons) in Economics	20	11	3	1	5	1	21
BA (Hons) in English	30	17	4	1	8	1	31
BA in Journalism & Mass Communication	30	17	4	1	8	1	31
MA in Psychology	20	11	3	1	5	1	21
MA in English	10	5	1	1	3	1	11

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

#### 2.4 SUPERNUMERARY SEATS IN THE UNIVERSITY FOR ACADEMIC YEAR 2025-2026

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
BCom (Hons)	02
BA (Hons) in Psychology	02
BA (Hons) in English	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 NRIs/INTERNATIONAL APPLICANTS: The applicant must be a child/ward of a Non-Resident Indian (NRI)/as defined under Income Tax Act and must comply with the minimum eligibility criteria to beeligibleunder this category. In addition, international applicants can also apply under this category and their admission will be based on the aggregate marks secured in Classes X and XII for admission to the undergraduate programmes and on the aggregate marks secured in Classes 10 and 12 or an equivalent of their qualification. Applicants who have obtained a foreign qualification at the Class 12 /Bachelor's or an equivalent level would be required to submit a certificate of equivalence from AIU (Association of Indian Universities). International applicants will have to get all clearances, including but not limited to visa requirements etc. from all

- statutory bodies of their respective countries and India. Applicants admitted under this category will pay a higher fee as per Clause 14.1 of this AP 2025. The extra fee collected from these students will be used to give fee concessions to students on merit-cum-means criteria and scholarships for meritorious students.
- 3.3 **HARYANA** (General): A candidate who is a resident of Haryana (refer Form 2) or has passed his Class 12/Bachelor's degree 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) and should comply with the minimum eligibility criteria. After allotment of seat / branch to all eligible Haryana SC applicants, unfilled seats under this category shall be merged with Haryana General seats to make good the overall 25% seats for Haryana Resident candidates.
- 3.5 **KASHMIRI MIGRANTS:** One seat in each program 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 & subsequent notifications.

#### 4. MINIMUM ELIGIBILITY CRITERIA - PROGRAMME-WISE

- 4.1 To be eligible for admission to the first year of any of the above-mentioned programmes, a candidate must be an Indian National and must fulfill the minimum eligibility criteria defined in Clause 2.1 of this AP 2025.
- 4.2 An applicant 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.

#### 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.
- 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 to 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.
- 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.
- 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.
- 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 17 (Grievances and Redressal Mechanism) of this AP-2025.

#### 7. ADMISSION NOTICE

- 7.1 To fill the seats for UG programmes offered for the Academic Session 2025-26, the university shall publish an admission notice inviting applications from interested candidates.
- 7.2 A copy of the admission notice along with this 'Admission Brochure 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 on the university's 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 APPLICATION

S.No.	Programme	No. of Supernumerary Seats
1	ВВА	i. Class X marks sheet (as proof of date of birth)
2	BBA in Digital Marketing	ii. Class XII (or equivalent) marksheet
3	BBA in Entrepreneurship & Family Business	
4	BBA in Business Analytics	
5	BCom (Hons)	
6	BCom (Hons) in Financial Markets	
7	BA (Hons) in Psychology	
8	BA (Hons) in Economics	
9	BA (Hons) in English	
10	BA in Journalism & Mass Communication	
11	MA in Psychology	i. Class X markssheet (as proof of date of birth)
12	MA in English	ii. Class XII (or an equivalent) marksheet iii. UG Degree final semester marksheet with grand total

#### 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.

#### Notes:

- 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 Migrant's 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 programmes of the School of Management & Liberal Studies 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 Applicants should submit only one application form for the selected programme.
- 8.5 It is made clear that admissions shall be made strictly on merit, to those who have applied on the prescribed form, within the stipulated time limit prescribed in this Admission 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 by the self-attested copies of documents as given in Clause 8.2 of AP 2025 shall be rejected.

#### 9. ACKNOWLEDGEMENT 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 All Programmes - BBA, BBA Specialization in Digital Marketing, BBA Specialization in Business Analytics, BBA Entrepreneurship & Family Business, BCom (Hons), BCom (Hons) Financial Markets, BA (Hons) Psychology, MA Psychology, BA (Hons) Economics, BA (Hons) English, MA English and BA Journalism & Mass Communication.

Event / Activity	Impotant Dates
Uploading of admission form on website	1st December 2024
Last date for submission of application forms	30 <sup>th</sup> August 2025 (this date may be extended)
Announcement of first admission cum merit list	20 <sup>th</sup> 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 <sup>th</sup> August 2025 (this date may be extended subject to availability of seats)
Orientation	28 <sup>th</sup> July 2025
Induction session	28 <sup>th</sup> July to 22 <sup>nd</sup> August 2025
Commencement of academic session	25 <sup>th</sup> 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 Dates are tentative and subject to changes. 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 The last date for payment of fees for securing admission and fee payable shall be in accordance with clauses 10 and 14 respectively.
- 11.3 Merely depositing fee will not confirm the admission. Submitting/getting documents verified is a necessary condition before final admission is offered.

#### 12. SECURING YOUR ADMISSION

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

#### 13. FILLING OF DROPOUT SEATS 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 a 'first-come-first-serve' basis, subject to the minimum eligibility criteria, up to the close of admissions.

#### 14. TUITION FEE

14.1

Tuition and total annual fee for the programmes is as follows:

Programme	Annual Fee for Indian Students (INR)			Annual Fee for Child/ Ward of NRI/International Students (INR)
	TUITION FEE	DEVELOPMENT FEE	TOTAL ANNUAL FEE	ANNUAL FEE
BBA	1,87,200	46,800	2,34,000	3,20,000/-
BBA in Digital Marketing	2,07,600	51,900	2,59,500	3,41,000/-
BBA in Business Analytics	2,07,600	51,900	2,59,500	3,41,000/-
BBA in Family Business & Entrepreneurship	2,07,600	51,900	2,59,500	3,41,000/-
BCom (Hons)	1,44,000	36,000	1,80,000	2,64,000/-
BCom (Hons) in Financial Markets	1,57,360	39,340	1,96,700	2,87,000/-
BA (Hons) in Psychology	97,200	24,300	1,21,500	1,83,000/-
BA (Hons) in Economics	1,10,400	27,600	1,38,000	3,19,000/-
BA (Hons) in English	1,10,400	27,600	1,38,000	3,34,000/-
BA in Journalism & Mass Communication	1,11,200	27,800	1,39,000	2,12,000/-
MA in Psychology	1,28,000	32,000	1,60,000	2,79,000/-
MA in English	1,28,000	32,000	1,60,000	2,79,000/-
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 No. 9311300803

- 14.2 **Caution Money Deposit:** Rs. 10,000/- This amount is interest-free and shall be refunded to the students at the time of withdrawal or at the end of their programmes, whichever is earlier, after deduction of dues, if any.
- 14.3 Alumni Association Fee: A one-time Alumni Association fee of Rs. 1,000/- for all programmes is payable by all students.
- 14.4 **Industry Employability Aptitude Test Fee:** Industry Employability Aptitude Test fees of Rs. 1,500/- is payable for School of Management programmes.
- 14.5 Youth Red Cross Fund: Rs. 80 is payable by all students.
- 14.6 The fee as given in Table 14.1 is the total annual fee.
- 14.7 Fees applicable in the year of admission shall be subject to year-on-year increase of 3% for the duration of the programme.
- The total fee for the year including hostel charges (if applicable) will be payable in two equal bi-annual installments (semester-wise, in advance). Children/ward of NRI/International students shall pay the fee annually, in advance.
- 14.9 Semester fee will not be accepted in parts or in installments.
- 14.10 Fees can be paid by cash (subject to Clause 14.11 below), demand draft, credit card or debit card. All demand drafts shall be made in favour of The NorthCap University, Gurugram, and shall be payable at Gurugram/Delhi.
- 14.11 Unless otherwise provided by extant Govt. rules, a maximum cumulative of Rs. 2 lakhs only shall be accepted in cash from a student during the entire duration of his/her programme.
- 14.12 Taxes if applicable under subsequent Govt./GST rules will be extra.
- 14.13 Children/ward of NRI or International students will not be eligible for refund before or after the last date of admission in case of withdrawal.
- 14.14 Students must obtain a receipt for every payment made to the university as that shall constitute their only proof of payment.
- 14.15 Admission/semester fee can be paid online or at the Accounts Office of the university on any working day from Monday

to Saturday from 9.00 AM to 4:00 PM.

14.16 We have a policy for online payment of fees. It is not mandatory to come and deposit the fee in person in the Accounts Office. Please find below the details:

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

**14.17 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

#### 15.A Based on 12th Score

BCom (Hons), BB	BCom (Hons), BBA, BA(Hons) in Psychology, BA( Hons) in Economics, BA (Hons) in English				
% of Scholarship on Tuition Fee	Eligibility (For CBSE/an equivalent recognised board) as per percentage score in applicable subjects by programme				
35%	CBSE: 95% and above				
25%	CBSE: 90%<= 94.99%				

Note: Students applying with 2024 scores are not eligible for fee-concession.

#### **Terms & Conditions**

- i. Aggregate marks of the best 5 subjects in class XII<sup>th</sup> examination conducted by CBSE or an equivalent examination from a recognised board will be considered for scholarship criteria.
- ii. 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 will only be eligible for scholarships.
- iii. Scholarship will not be offered for any programme with less than 30 enrolments.
- iv. At any point of time during an academic year, a student can benefit from one scholarship plan only. Students who once avail any scholarship will not be eligible for any other scholarship.
- v. The management reserves the right to change the scholarship policy as per their discretion.
- vi. The scholarship will be awarded based on the above criteria at the sole discretion of the Admission and Scholarship Committee.
- vii. 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.
- viii. Students applying with 12th scores of exams held prior to 2025 are not eligible for above scholarship.
- ix. 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.
- x. 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.

#### 15.B Based on National Level Test (NLT) Score

PROGRAMMES	SLABS	SELECTION CRITERIA	ELIGIBILITY	
BBA (AII)	35%	CUET SCORE-UG ≥ 700	(*) Aggregate of 75% and above in 12 <sup>th</sup>	
	25%	600 ≤ CUET SCORE-UG < 700	CBSE/an equivalent examination of a recognised board	
BCom (Hons) (All)	35%	CUET SCORE-UG ≥ 700	Tecognisca bodia	
	25%	600 ≤ CUET SCORE-UG < 700		
BA (Hons) in Economics	35%	CUET SCORE-UG ≥ 700		
	25%	600 ≤ CUET SCORE-UG < 700		
BA (Hons) in Psychology	35%	CUET SCORE-UG ≥ 700		
	25%	600 ≤ CUET SCORE-UG < 700		
BA (Hons) in English	35%	CUET SCORE-UG ≥ 700		
	25%	600 ≤ CUET SCORE-UG < 700		

Notes: a Students applying with NLT 2024 scores are not eligible for merit-based scholarship.

- **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**

- i. Students eligible for the merit-based scholarship under this scheme will be intimated of the same in the admission list itself.
- ii. Students applying with NLT 2025 scores but with 12th scores of 2024 are also eligible for scholarship.
- iii. All candidates selected for this merit-based scholarship will have to deposit their first semester fee to secure their admission. Scholarship amounts 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. 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.
- viii. In the event, a student is granted scholarship under this scheme based on 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.

#### 15.C Based on Qualifying Degree Score

MA in Psychology and MA in English				
Scholarship Amount Eligibility				
Rs. 25000	Graduation: 60% and above marks/CGPA above 6.0			

#### **Terms & Conditions**

i. Students having 60% and above marks/CGPA above 6.0 in graduation are qualified for scholarship of Rupees Twenty-Five Thousand, in the first year only, subject to successfully passing the first semester of master's degree programme at The

- NorthCap University.
- ii. 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 will only be eligible for scholarships.
- iii. At any point of time during an academic year, a student can avail themselves of benefits from one scholarship plan only.

  Students who once avail themselves of 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 Admission and Scholarship Committee
- vi. Scholarship not to be offered for any programmes with less than 10 enrolments in AY 2025-26.
- vii. Candidates must enroll for the program 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.

#### 15.D Based on National-level Test Score

PROGRAMME	SLABS	SELECTION CRITERIA	ELIGIBILITY	
) (A (A II)	30%	CUET-PG SCORE ≥ 200	— Minimum 75% marks/ min 7.5 CGPA in Qualifying Degr	
MA (All)	20%	150 ≤ CUET-PG SCORE < 200	Millimon 73% marks, min 7.3 COFA in Godinying Degree	

Note: Students applying with NLT 2024 scores are not eligible for Merit Based Scholarship

#### **Terms & Conditions**

- i. Students eligible for the merit-based scholarship under this scheme will be intimated of the same in the admission list itself
- ii. Students who apply with 2025 NLT scores, but possess qualifying degree score of 2024, are also eligible for the scholarship
- iii. All candidates selected for this merit-based scholarship will have to deposit their first semester fee to secure their admission. Scholarship amounts 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 based on 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.

#### 15.E OTHER ADMISSION SCHOLARSHIPS:

### 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) 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.

#### 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/an 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 fulfillment 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 amounts 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.

#### 15.F 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.

#### 16. VERIFICATION AND NON-RETENTION OF STUDENTS ACADEMIC AND PERSONAL TESTIMONIALS

- 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 fee. In case a student withdraws before the last date of admission (refer Clause 10 of this AP -2025), the original migration certificate shall also be returned.
- 16.2 However, migration from the last institution to The NorthCap University shall be deemed to be complete only after submitting the migration certificate. In case a student leaves after the last date of admission for vacant and dropout seats (at any other university) the original migration certificate submitted by the candidate will accordingly be cancelled by stamping across it. Migration certificate shall be issued by the university under its seal in case of migration/withdrawal after the last date of admission and/or completion of the degree subject to fulfilment of all requirements as per rules/ regulations of the university.
- 16.3 The self-attested testimonials of students shall be held valid and authentic for all purposes and administrative requirements, and should there be a need for physical verification at any time during the course of programme of study, such verification shall be undertaken in the presence of the student and certificates and testimonials thus verified shall be returned immediately to the student.

#### 17. GRIEVANCE REDRESSAL

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

#### 18. ORIENTATION PROGRAMME

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

SCHEDULE FOR ORIENTATION PROGRAMME (TENTATIVE DATES)
DATE
28 <sup>th</sup> July 2025

19. COMMENCEMENT OF ACADEMIC SESSION Date: 25th August 2025.

#### 20. REFUND / CANCELLATION POLICY

a) 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 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 the 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 an 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 the 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. 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 (specimen of affidavit available at Form-5)
- g) Since children/ward of NRIs/international students are admitted on 'First-come-first-serve' 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 a 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.

#### 21. LAPTOPS

As part of The NorthCap University's commitment to fostering a technology-driven learning environment, allstudents 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.

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

#### 23. MID-COURSE WITHDRAWALS

In the event of a mid-course withdrawal i.e. withdrawals after the last date of admission for vacant and dropout seats, no refund of fee shall be admissible, as the seat so vacated cannot be filled by the university and shall continue to remain vacant for the entire duration of the programme. Being an unaided, self-financed University, in addition to the first semester tuition fee, the university is entitled to claim the balance years' fee, in view of the Constitution Bench Judgment of the Hon'ble Supreme Court of India in the case titled, "Islamic Academy of Education Vs State of Karnataka" bearing CWP no. 350 of 1993 and related subsequent judgements.

#### 24. JURISDICTION

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

#### 25. ADMISSION HOTLINE

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

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

# FOR ALL PROGRAMMES DECLARATIONCUM-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(J) 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 & e	email in case of there is a	a change in this information.
MOBILE:		_		
			SIGNATUR	E OF PARENT/GUARDIAN
EMAIL:			DATE	PLACE
SIGNATUI	re of applicant	-		
DATE	PLACE	_		



# HARYANA RESIDENT CERTIFICATE (For Bonafede Residents of Haryana only)

Certified that Sh/Km		son/daughter
R/o		
	(complete address) since	and applicant for admission to
		Course at The NorthCap
, ,	ana, is a Bonafede resident of Haryana State in terms of er No. 62/32/2000 - 6GSI dated 23.05.2003, letter No. 6 ed 30.1.2004.	
No	(Signature of the attes	sting authority)
Date	Name	
Place	Designation (with legible office sec	(Ic)

#### NOTE:

- 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.



## HARYANA SCHEDULED CASTE CERTIFICATE

Certified that Sh/Km		son/daughte
	R/o	
(cor	mplete address) belongs to	Caste which has
been notified as Scheduled Caste by the	Haryana Government.	
This certificate is being issued to him/her 22/28/2003 - 3 GS - III dated 30.01.2004	r according to the Haryana Govt. Circular Lette and letter dated 21-6-2004.	er No. 333(I) - 97, dated 25-2-97, No
No	(Signature of the attesting a	authority)
Date	Name	
Place	Designation (with legible office seal)	



## **ANTI-RAGGING**

## **SELF DECLARATION BY THE STUDENT**

1.	l,		(full name of	student with a	dmission registration/enrolment	
	number) S/o, D/o Mr./Mr	rs./Ms	having been admit	tted to The Nort	thCap University, Gurugram ha	ive
	received a copy of the l	UGC Regulations on Curt	oing the Menace of	Ragging in Hig	her Education Institutions, 2009	9,
	(hereinafter called the "R	Regulations") carefully rea	d and fully understoc	od the provisions	s contained in the said Regulat	rions.
2.	I have, in particular, peru	ticular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.				
3.	I have also, in particula	ır, perused clause 7 and	I clause 9.1 of the Re	egulations and	am fully aware of the penal	and
	administrative action tha	ıt is liable to be taken aç	gainst me in case I c	am found guilty	of or abetting ragging, active	ly or
	passively, or being part	of a conspiracy to promo	ote ragging.			
4.	I hereby solemnly aver o	and undertake that:				
	a. I will not indulge	e in any behaviour or act	that may be constitu	uted as ragging	under clause 3 of the Regulat	ions.
		pate in or abet or propago clause 3 of the Regulatio		f commission or	omission that may be constitute	ed as
5.	I hereby affirm that, if fo	ound guilty of ragging, I d	am liable for punishm	9	to the clause 9.1 of the Regulat	
		other criminal action the	at may be taken ag	ainst me under	any penal law or any law for	r the
	time being in force.					
6.	·	•		-	itution in the country on accou	
	0 ,	0 .		000	and further affirm that, in case	the:
	declaration is found to b	oe untrue, I am aware th	at my admission is lic	able to be canc	elled.	
Declare	this	day of	month of		year.	
		,	-			
Sig	gnature of Student					
				Name:		
				Address:		
				Telephone/Mol	bile No.:	
				Email ID:		



## **ANTI-RAGGING**

## **SELF-DECLARATION BY PARENT/GUARDIAN**

\_\_Mr./Mrs./Ms.\_\_\_

	(full name of par	ent/guardian) father/mother/gua	rdian of	(full		
	name of studen	t with University Roll Number),	having been admitted to The NorthCap University, Gu	urugram, have		
	received a copy	of the UGC Regulations on C	urbing the Menace of Ragging in Higher Education Ins	titutions, 2009,		
	(hereinafter calle	d the "Regulations") carefully re	ad and fully understood the provisions contained in the so	aid		
	Regulations.					
2.	I have, in particu	lar, perused clause 3 of the Re	gulations 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 t				he penal and		
	administrative ac	tion that is liable to be taken o	against my ward in case he/she is found guilty of or abo	etting ragging,		
	actively or passiv	vely, or being part of a conspire	icy to promote ragging.			
4.	I hereby solemnly	y aver and undertake that:				
	a. My ward Regulati	•	our or act that may be constituted as ragging under clau	ise 3 of the		
	b. My ward	l will not participate in or abet or p	ropagate through any act of commission or omission that may	be constituted		
	as ragg	ing under clause 3 of the Regu	ations.			
5.	I hereby affirm	that, if found guilty of ragging	my ward is liable for punishment according to the cla	use 9.1 of the		
	Regulations, with	out prejudice to any other crimi	nal action that may be taken against my ward under any	penal law or		
	any law for the t	ime 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 be	ng part of a conspiracy to promote, ragging; and further	affirm that, in		
	case the declara	tion is found to be untrue, the	admission of my ward is liable to be cancelled.			
Declare	this	dav of	month of year.			
	-					
Siç	gnature of Parent/	 Guardian	Name:			
			Address:			
			Telephone/Mobile No			
			Email ID:			



## **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)

l,	, D/O, S/O	aged about	years
R/O _		, do here by solemnly affirm and dec	clare as under:
1.	That the deponent had appeared in the 10+2 having Roll No The NorthCap University in (name of course)		
2.	That the deponent has withdrawn his/her admission from the am entitled to the refund of fees after deducting		
	Since I do not have a bank A/c, therefore the cheque tow father/mother, Mr./Mrs.		
3.	I accept and acknowledge that neither I nor my parents shall University, its management or its employees after the refund from the university.		-
4.	I state that I have read over and understood the rules Declaration on my own free will and consent and without have also executed an undertaking which is also acceptable to	ut any force, fraud and coercion. Simila	•
VERII	FICATION:		DEPONENT
	ed this day of month of vit are true and correct to my knowledge and no part of it is fal		
			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 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 year's fee to the university since the seat shall remain vacant as per the decision of the Hon'ble Supreme Court of India.				
Indian category for my son/daughter/wo	der NRI category on 'first-come-first-served' basis, I car ard and the latter shall automatically stand cancelled, s NRI seat only after paying the balance year's 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	ds of Mr./Ms who is c
Non-Resident Indian in the course/discipline/programme	<del>.</del>
I hereby declare that, as per the rules, my full fee shall be paid I year. I understand and agree that my admission and continuation Annual fee on time to the University for any reason what ever of the university from time-to-time.	on thereof shall be automatically cancelled if I fail to deposit the
I am aware that having taken a seat under NRI category on 'first-Indian category and the latter shall automatically stand cancelle be changed by me hereafter under any circumstances. Lastly, I after paying the balance year's fees.	ed, if applied. I am also aware that the course/discipline cannot
NAME OF NRI WITH SIGNATURE	



## **BY HAND**

	2025	
THE VICE CHANCELLOR, THE NORTHCAP UNIVERSITY SECTOR-23A, GURUGRAM		
PARENT CERTIFICATE		
Dear Sir,		
Mr./Ms	father/mother of Mr./Ms	hereby confirm that I have
appointed Mr./Ms.	who is a Non-Resident Indi	an as the guardian/sponsor of my son/daughte
Mr./Ms	·	
and agree that the admission of my		ee of my son/daughter for all years. I understand acelled in the event his/her aforesaid appointed applicable.
of the Hon'ble Supreme Court of Indi	ia, in case my child/ward withdraws his/her shall have to pay the balance year's fees to	r/bond for the balance year's fees as per decision admission before the completion of the degree the university since the seat shall remain vacan
Indian category for my son/daughter,		ed' basis, I cannot apply for a seat in the Residen and cancelled, if applied. Lastly, I am also aware 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:





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