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Department of Business Studies,  
Centre for Distance and Online Education

Admission Policy 2024-25

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Department of Business Studies  
Centre for Distance and Online Education

# Admission Policy 2024-25

BACHELOR OF BUSINESS ADMINISTRATION (BBA)  
BACHELOR OF COMMERCE (B.COM)

## **DISCLAIMER**

While every effort has been made to ensure that the information in this policy is accurate at the time of publication (January 2025), all matters that it covers may be subject to change without notice. The information is meant for illustrative purposes only, and cannot be quoted as authority, for which the rules, regulations and notifications concerned shall be referred to. In particular, information about the structure of studies of the different branches of Department of Business Studies, taught at the University is subject to continuous upgradation. The University does not intend, by the publication of this policy, to create any contractual or other legal relations with students, their advisors or any other stakeholders and the University reserves the exclusive right to change or withdraw any statement in this policy without notice.

We have no other branch or campus in India. NCU trademark has been registered vide Registration no. 3001127 dated 08 Sep 2016.

# Admission Policy

FOR THE ACADEMIC YEAR 2024-25  
**Department of Business Studies**  
**Centre for Distance and Online Education**

This policy shall be called the 'ADMISSION POLICY 2024-25' (AP - 2024-25) for admission to the degree programmes offered by The Department of Business Studies, Centre for Distance and Online Education, THE NORTHCAP UNIVERSITY, GURUGRAM, at the Undergraduate Levels.

This Admission Policy 2024-25 is approved by the Board of Management of The NorthCap University, Gurugram. All admissions shall be made strictly in accordance with merit in a fair and transparent manner on the basis of minimum eligibility / selection criteria as prescribed for each programme.

## 1. APPLICABILITY

- 1.1 This "Admission Policy - 2024-25" is valid for the academic year 2024-25 and shall be applicable for admissions of all resident Indian students to UG programmes of Department of Business Studies, Centre for Distance and Online Education.
- 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-DEB policy.
- 1.3 Admissions are taken twice in each year i.e. for July-Dec session and Jan-June session.

## 2. PROGRAMMES OFFERED BY THE DEPARTMENT OF BUSINESS STUDIES, CENTRE FOR DISTANCE AND ONLINE EDUCATION -THEIR INTAKE AND MINIMUM ELIGIBILITY FOR THE YEAR 2024-25

### 2.1 Eligibility Criteria for Undergraduate programmes at The Department of Business Studies

UNDERGRADUATE PROGRAMMES		
S.No	PROGRAMME	MINIMUM ELIGIBILITY CRITERIA
1.	BBA	10+2 examination conducted by Central Board of Secondary Education or equivalent examination from a recognised board with an overall aggregate 40%.
2.	B.COM	10+2 examination conducted by Central Board of Secondary Education or equivalent examination from a recognised board with an overall aggregate 40%.

- I. Rounding of marks in the aggregate and /or in the compulsory subject (s), wherever applicable is not permitted.
- II. The eligibility criteria shown in the table above is subject to change by the university.
- III. 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.

## 3. GENERAL CONDITIONS

- 3.1 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.
- 3.2 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.
- 3.3 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.

## 4. ADMISSION COMMITTEE

- 4.1 Admissions shall be made by the Admission Committee comprising of faculty and administrative staff of the Department/University to be nominated by the Vice-Chancellor.

- 4.2 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'.
- 4.3 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 11 (Grievances and Redressal Mechanism) of this AP 2024-2025.

## 5. ADMISSION NOTICE

- 5.1 To fill the seats for UG programmes offered for the Academic Session 2024-25, the University shall publish an admission notice inviting applications from interested candidates on the official website: [www.ncuonline.edu.in](http://www.ncuonline.edu.in)
- 5.2 A copy of the admission notice along with this 'Admission Policy 2024-25' shall be uploaded on the main website of the University [www.ncuindia.edu](http://www.ncuindia.edu) and on The University online Website [www.ncuonline.edu.in](http://www.ncuonline.edu.in) for the information of all concerned.

## 6. HOW TO APPLY

- 6.1 A candidate can participate in the admission process only through filling of an online application form: Candidates can fill in the form online on the university online programme website [www.ncuonline.edu.in](http://www.ncuonline.edu.in) and upload self-attested scanned copies of documents mentioned in Clause 6.2 along with the online application. They will receive an email confirmation for their online application submitted.
- 6.2 SELF-ATTESTED DOCUMENTS TO BE SUBMITTED WITH APPLICATION

S.No	PROGRAMME	DOCUMENT TO BE SCANNED AND UPLOADED
1.	BBA	i. Class X marks sheet (as proof of date of birth)
2.	B.COM	ii. Class XII (or equivalent) marks sheet iii. Candidate's Aadhaar card iv. Migration Certificate v. ABCD ID vi. UGC DEB ID

## 7. ADMISSION POLICY AND SECURING YOUR ADMISSION

The Admission Policy 2024-25 for admission to BBA and B.Com. Online programmes in Department of Business Studies, CDOE shall be available in soft copy form on the University online Programme website: [www.ncuonline.edu.in](http://www.ncuonline.edu.in) All candidates are advised to thoroughly read the entire Admission Policy 2024-25 before applying for admission.

- 7.1 Applicants should submit only one application form for the selected programme.
- 7.2 It is made clear that admissions shall be made strictly based on eligibility, 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 self-attested copies of documents as given in Clause 6.2 of AP 2024-2025 shall be rejected.
- 7.3 In the event, an applicant fails to deposit his/her fee on or before the date specified in Clause 9.1, the offer of admission will stand automatically withdrawn and the applicant will have no claim whatsoever on the seat.

## 8. ACKNOWLEDGEMENT OF APPLICATION FORMS

- 8.1 Applicants must insist on a receipt for the application form if submitted at the campus physically.
- 8.2 Online applications shall be acknowledged by e-mail confirmation.
- 8.3 The receipt/acknowledgement shall constitute the only evidence for timely submission of the application form.

## 9. IMPORTANT DATES FOR ALL PROGRAMMES

- 9.1 Important Dates for online Programmes - BBA, B. Com.

EVENT / ACTIVITY	IMPORTANT DATES
Uploading of Admission Notice on Website	1st Jan, 2025
Last Date for Admission and Last Date for Submission of Application Forms	31st March, 2025 (This date may be amended/extended based on UGC-DEB notification)
Last Date for Payment of First Semester Fees for students offered admission (Even Semester 2024-25)	31st March, 2025 (This date may be amended/ extended based on UGC-DEB notification)
Commencement of Academic Session (Jan - June 2024)	1st April, 2025
Student Induction Programme	5th April, 2025

- 9.2 Dates are tentative and subject to changes. Changes in date if at all, will be uploaded/ notified on the website [www.ncuonline.edu.in](http://www.ncuonline.edu.in).


## 10. TUITION FEE

10.1 Tuition Fee for the programmes is as follows:

PROGRAMME	Fee for Indian students (INR)
	<b>SEMESTER TUITION FEE</b>
<b>BBA</b>	12,000
<b>B.COM.</b>	8,000

10.2 Fee applicable in the year of admission shall be subject to year on year increase of 3% for the duration of the programme.

10.3 For online payment of fees please find below the details:

S.No.	Online fee payment details:	After sending the fees through RTGS /NEFT you must mail at fees 2024-25 oddsem@ncuindia.edu with following details:-
1.	<b>RTGS/NEFT DETAILS:-</b> <b>Account Name:</b> THE NORTHCAP UNIVERSITY <b>Account No.:</b> 82472010013980 <b>Bank Name:</b> Canara Bank Bank's <b>Address:</b> NCU, Sector-23A, Gurgaon <b>IFSC Code:</b> CNRB0018247	1. Name of the candidate, Online Programme name (eg. Ankit, Online BBA) 2. Contact no. 3. UTR no, Amount & Date 4. Account Holder Name
2.	Fee Payment Via Link <a href="https://www.ncuonline.edu.in/fee-pay/">https://www.ncuonline.edu.in/fee-pay/</a>	Fee Payment Via QR Code 

10.4 EDUCATION LOANS : Some of Nationalised and Private Banks like Canara Bank, HDFC & Kotak Mahindra Bank offer education loans to needy students on the banks terms and conditions.

l) 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. For further details visit [www.canarabank.co.in](http://www.canarabank.co.in) or Contact on Mobile No. 9711119989, or cb18247@canarabank.com

## 11. GRIEVANCE REDRESSAL

- 11.1 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 available on the website: [www.ncuonline.edu.in](http://www.ncuonline.edu.in), constituted as per UGC (Grievance Redressal) regulation 2012 amended from time to time.
- 11.2 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.

## 12. INDUCTION AND ORIENTATION PROGRAMME

It is compulsory for all newly admitted students to attend the Student Induction programme in the online mode. For details of timings, see table below:

SCHEDULE FOR STUDENT INDUCTION PROGRAMME (TENTATIVE DATE)	
DATE	
5th April, 2025 (11:00am to 01:00 pm)	

## 13. COMMENCEMENT OF ACADEMIC SESSION DATE (ODD SEMESTER 2024-25): 1st April, 2025



## 14. REFUND / CANCELLATION POLICY

14.1 The University has a comprehensive and transparent policy regarding Fee Structure, refund, cancellation & withdrawal. The Refund & Cancellation policy is in line with UGC-DEB policy.

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-DEB
2	NIL	After lapse of last date of refund, as specified by UGC-DEB

14.2 The fee for refund implies the amount applicable for the first Semester. Further the applicable fee shall be the amount indicated in this policy against the program.

14.3 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 if any, will also be refunded.

14.4 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.

14.5 In case a student does not have a bank account and wishes to have his/her refund cheque in the name of either parent, he/she shall submit a notarized affidavit along with the application for withdrawal (specimen of affidavit available at Form-5)

### 14.6 How to apply for refund of fees?

Mail for Admission Cancellation/refund shall be sent at [admissions-cdoe@ncuindia.edu](mailto:admissions-cdoe@ncuindia.edu) with complete details of admission including application number, fee receipt and the reason of refund, before lapse of last date of admission as specified in the refund/cancellation Policy of the university.

## 15. LIMITED LIABILITY

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

## 16. MID COURSE WITHDRAWALS

In the event of a mid-course withdrawal i.e., withdrawals after the last date of admission for vacant and drop out seats, no refund of fee shall be admissible, as the seat so vacated cannot be filled by the University and shall continue to remain vacant for the entire duration of the programme. Being an unaided, self-financed University, in addition to the fees of ongoing semester, 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.

## 17. JURISDICTION

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

## 18. ADMISSION HOTLINE

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

OPTION 1	
Hotline Number	9311300803
Email	admissions-cdoe@ncuindia.edu
Website	www.ncuonline.edu.in

**Registrar**

**The NorthCap University, Gurugram**



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