

To be filled by NCU)

Receipt No \_\_\_\_\_/\_\_\_\_\_

Date \_\_\_\_\_



## APPLICATION FORM FOR ADMISSION TO MASTER OF BUSINESS ADMINISTRATION (MBA Full Time) DEGREE FOR ACADEMIC SESSION 2016 – 2017

Established by the Haryana State Legislature under the Haryana Private Universities (Third Amendment) Act, 2009 Recognized by UGC with a right to confer degrees u/s 22(1) of the UGC Act, 1956 And Included by UGC in their select list of approved Universities, available at [www.ugc.ac.in](http://www.ugc.ac.in)  
(NCU, Gurgaon has no other Centers / Campus in India or Abroad)

Applicable for Resident Indian Students | All columns need to be filled with black ball point pen only

1. Name of the Applicant (IN CAPITAL LETTERS)

(In Hindi) \_\_\_\_\_

2. Father's Name (in English) \_\_\_\_\_

(In Hindi) \_\_\_\_\_

PASTE FIRMLY YOUR  
RECENT COLOR  
PHOTOGRAPH OF  
GOOD QUALITY  
(SIZE 3.5 X 4.5 CMS)

Father's Occupation:

Self employed  Farmer

Govt. Service  Private Service

Other  Please Specify \_\_\_\_\_

3. Mother's Name (in English) \_\_\_\_\_

(In Hindi) \_\_\_\_\_

Father's Occupation:

Self employed  Farmer

Govt. Service  Private Service

Other  Please Specify \_\_\_\_\_

4. Address

### CORRESPONDENCE ADDRESS

Address .....

Town/City .....

State ..... Pin Code.....

Student Mobile No.....

Student Email ID.....

Parent Mobile No.....

Parents Email ID.....

Landline no. with STD Code.....

### PERMANENT ADDRESS

*(Fill only if different from Correspondence Address)*

Address .....

Town/City .....

State ..... Pin Code.....

Student Mobile No.....

Student Email ID.....

Parent Mobile No.....

Parents Email ID.....

Landline no. with STD Code.....

5. Date of Birth \_\_\_\_\_ Age as on 31/12/2016 \_\_\_\_\_

6. Gender : Male  Female  Transgender  Nationality \_\_\_\_\_

7. Annual Family Income from All Sources (In INR) \_\_\_\_\_

8. Educational Qualification

Name of Exam.	School Name and Address	School – Government or Private	Name of the Board	Year of Completion	Marks Obtained/ Total	Overall Result (In Percent)
10+2*						
10						
Name of Exam.	School Name and Address	College – Government or Private	Name of the Board	Year of Completion	Marks Obtained/ Total	Overall Result (In Percent)
Graduation						

9. Stream/specialization in Class XII

Science  Commerce  Humanities/Arts

10. Qualifying Entrance Examination Details: -

(CAT 2015/CMAT 2016/MAT (September 2015 – May 2016)/NMET 2016)

Name of Examination	Examination Date	Roll No.	Score	Percentile

11. Professional Qualification (example, CA, ICWA, etc.)

Professional Institution	Course Title	From		To		Status (Passed/ / Pursuing)
		Month	Year	Month	Year	

12. Work Experience

Organization	Job Title	From		To		Job Role Summary
		Month	Year	Month	Year	

13. Domicile Details (Applicable to Haryana Residents only, Tick only)

Haryana General  Haryana SC  Kashmiri Migrant

14. Have you ever been convicted for any Criminal Offence?

Yes  No

15. Is there any case pending against you before a Court/Police/ School/ University?

Yes  No

(If yes, provide full details on a separate sheet of paper)

16. How did you get information about The NorthCap University?

Newspaper  University Website   
 Current Student of NCU  Counselor   
 Internet  Friends/ Relatives   
 Alumni  Others (Please Specify).....

17. PERSONAL STATEMENT

A. Why do you want to pursue MBA? (100 words)

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B. Why do you want to pursue MBA from The NorthCap University? (100 words)

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C. Describe some of your strengths and weaknesses.

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D. What makes you an eligible candidate for MBA? (100 words).

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## **DECLARATION BY THE PARENTS AND CANDIDATE**

I, hereby declare that all the particulars stated in this Application Form are true to the best of my knowledge and belief. I also affirm that I have read in detail the Admission Policy & Selection Procedure 2016 of The NorthCap University, Gurgaon including its fee structure and refund & cancellation policy before submitting this application and agree to unconditionally abide by the same. I understand that the decision of the University is final with regard to my admission. I promise to abide by the rules and regulations of the University as existing and as would be amended from time to time. If it is proved that I was admitted on false particular and / or documents provided by me or my antecedents prove that my continuance in this University is not desirable, the University shall have the right to expel me from the University, besides being liable for legal action against me, at my cost. I agree that all disputes are subject to the jurisdiction of the court at Gurgaon only. I also understand that a student from a University / Board not recognized by CBSE/AICTE/UGC/AIU/MHRD or any other statutory body of Government of India shall not be eligible for admission.

Place: \_\_\_\_\_ Signature of the Applicant \_\_\_\_\_

I have fully read the information furnished by my son / daughter / ward and affirm that it is true and correct. If any of the information or certificates provided to the University are false, I shall abide by the actions and decisions taken by the University, including termination of his/her admission besides , liable for legal action at my cost. Under the circumstances, all fees paid for whatsoever purpose shall stand fully forfeited. I have also read the contents of the declaration cum Undertaking signed by my son/daughter / ward and agree to abide by the same.

Dated: \_\_\_\_\_ Signature of the Parent(s) \_\_\_\_\_

### **LIST OF ENCLOSURES (Self Attested) TO BE SUBMITTED WITH THE APPLICATION FORM AND PROCESSING FEE**

1. Copy of Class X mark sheet (as proof of date of birth).
2. Copy of 10+2 (or equivalent) mark sheet.
3. Copy of Graduation mark sheet and degree
4. Qualifying Examination Scorecard
5. Forms 1 – 4 as applicable

## IMPORTANT DATES

S.No.	Actions	Date (Day)
1.	Uploading of Admission Policy and Selection Procedure on The NCU, Gurgaon website www.ncuindia.edu	15-02-2016 (Mon)
2.	Applications Available Online/Downloaded forms on The NorthCap University, Gurgaon website www.ncuindia.edu	15-02-2016 (Mon)
3.	Application Forms available at the NCU, Gurgaon Campus (Offline Mode)	15-02-2016 (Mon)
4.	Last date for submission of Application Forms with Processing Fee and required documents by any mode, online, offline or by post	15-04-2016 (Fri)
5.	Display of first shortlist for GD and PI on the NCU website www.ncuindia.edu and at the campus	16-04-2016 (Sat)
6.	GD and PI as per date announced for each candidate in shortlist	18-04-2016 (Mon) & 19-04-2016 (Tue)
7.	Display of first admission cum merit list on the NCU website and at the campus	22-04-2016 (Fri)
8.	Last date for payment of first semester fees for students offered admission in first list	03-05-2016 (Tue)
9.	Last date for withdrawal of admission with refund	17-06-2016 (Fri)
10.	Last date for submission of marks sheets and result of graduation with minimum 50% marks by candidates offered provisional admissions	22-07-2016 (Fri)
11.	Admission against vacant or dropout seats, if any, based on merit	17-06-2016 (Fri) to 15-09-2016 (Thu)
12.	Commencement of Academic Session 2016-17	25-07-2016 (Mon)
13.	Last date of admission for any unfilled seats	15-09-2016 (Thu)

Subsequent admissions rounds may be held and list displayed if the seats are left unfilled. Admission in such subsequent rounds and the revised admission dates shall be notified on the The NorthCap University website.

Subsequent admissions rounds for candidates who have not appeared for CAT/CMAT/MAT (September 2015 – May 2016) could be held through NMET 2016 and list displayed if any seats are left unfilled. Admission in such subsequent rounds, dates for NMET 2016 and the revised admission dates shall be notified on the The NorthCap University website.

Dates are subject to change solely at the discretion of the University. Change(s), if any, shall be notified on the website for the interest of all concerned.

The above dates do not apply to NRI/International Students.

## DOCUMENTS TO BE VERIFIED / SUBMITTED AT THE TIME OF ADMISSION

In addition to the fees, to secure their admission, candidates will be required to produce the following certificates in original unless otherwise specified, and/or verification/submission as mentioned below.

SR. NO.	DOCUMENTS	ORIGINAL DOCUMENT REQUIRED	SELF ATTESTED PHOTOCOPY REQUIRED	DOCUMENTS TO BE RETURNED ON THE SPOT AFTER VERIFICATION/ DEPOSIT OF FEE
1.	Class X mark sheet (as proof of date of birth)	Yes	Yes	Yes
2.	10+2 or equivalent mark sheet.	Yes	Yes	Yes
3.	Mark sheet of Graduation degree or last set of result declared	Yes	Yes	Yes
4.	Certificates of other Professional Qualifications	Yes	Yes	Yes
5.	Score Card for CAT/CMAT/MAT	Yes	Yes	Yes
6.	Experience Certificates from the Employers.	Yes	Yes	Yes
7.	Certificate of Medical Fitness from a registered medical practitioner.	Yes	Yes	Yes
8.	Character Certificate from the College/University last attended.	Yes	Yes	Yes
9.	Passport (only if passed class X from a foreign board).	Yes	Yes	Yes
10.	Equivalence certificate from AIU (Only if passed class XII from a foreign board).	Yes	Yes	Yes
11.	Certificate of Migration	Yes	Yes	No
12.	Two copies of recent good quality colour photograph (3.5 X 4.5cms)	Yes	Yes	No
13.	Forms 1 to 4, as applicable	Part of Application Form		

All original documents (other than migration certificate) shall be returned by the University as per table above, after their due verification and receipt of fees.

Migration from your last institution to the University shall be deemed to be complete after the last date of admission. The original migration certificate submitted by the candidate will accordingly be cancelled by stamping across it.

Thereafter, NOC/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 or on completion of the degree after all dues have been cleared.

**HARYANA RESIDENT CERTIFICATE**  
**(For bonafide Residents of Haryana only)**

Certified that Sh./Km. \_\_\_\_\_ son/daughter of Sh./Smt.  
 \_\_\_\_\_ R/o \_\_\_\_\_

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 (complete address) since \_\_\_\_\_ and applicant for admission to  
 Management Courses at The NorthCap University Gurgaon, Haryana, is a bonafide resident of Haryana State  
 in terms of Chief Secretary, Haryana letter o. 62/17/95 – 6 GSI dated 3.10.96, letter No. 62/32/2000 – 6GSI  
 dated 23-5-2003, 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 31-1-2005.



**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)

## DECLARATION CUM UNDERTAKING

I have read and understood that The NorthCap University 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 under Section 2(f) and has the right to confer degrees under Section 22(1) of the UGC Act, 1956. The NorthCap University has been included by UGC in their select list of approved Universities. This list of recognized Universities can be obtained from the UGC website [www.ugc.ac.in](http://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 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, Internal / External Examination and evaluation, matters of discipline, timely payment of fee etc. etc.

I understand that my admission to The NorthCap University if at all, is provisional and subject to confirmation by Chancellor

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 and/or Smoking 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 Admission Policy & Selection Procedure 2016 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.

\_\_\_\_\_  
SIGNATURE OF PARENT/GUARDIAN

\_\_\_\_\_  
SIGNATURE OF APPLICANT

DATE:

PLACE:

## 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 have carefully read "THE HARYANA PROHIBITION OF RAGGING IN EDUCATIONAL INSTITUTION ORDINANCE, 2012" and fully understood the provisions contained in the said Ordinance.
- 2) I have, in particular, perused clause 2(f) of the Ordinance and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 8 of the Ordinance and I 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 relevant clause of the said the ordinance.
  - b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under relevant clause of the said the ordinance.
- 5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to the Ordinance, 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 or, 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.

Declared this.....day of.....month of .....year.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
NAME

## SELF-DECLARATION BY PARENT/GUARDIAN

1. Mr. Mrs./ Ms..... (full name of parent/guardian) father/mother/guardian of ..... (full name of student with University Roll Number), having been admitted to ..... (name of the institution) have carefully read "THE HARYANA PROHIBITION OF RAGGING IN EDUCATIONAL INSTITUTION ORDINANCE, 2012" and fully understood the provisions contained in the said Ordinance.
2. I have, in particular, perused clause 2(f) of the Ordinance and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 8 of the Ordinance 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 undertaken that:
  - (a) My ward will not indulge in any behavior or act that may be constituted as ragging under relevant clause of the said Ordinance.
  - (b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under relevant clause of the said Ordinance.
5. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to the Ordinance, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
6. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of conspiracy to promote, ragging; and further affirm that, in case the declaration is found to Declared this ..... day of ..... month of ..... year.

.....

Signature of Parent/Guardian

Name:

Address

Telephone/Mobile No. :

Email ID

**AFFIDAVIT****(For authorizing parent in lieu of student to receive refund after withdrawal of Admission)****(To be executed by the student on a stamp paper of Rs.10 duly attested by a First Class Magistrate or Notary Public)**

I, \_\_\_\_\_, D/O,S/O Mr./Mrs. \_\_\_\_\_ aged about \_\_\_\_\_ years R/O \_\_\_\_\_, do hereby solemnly affirm and declare as under:

1. That the deponent had appeared in the CAT2015/CMAT2016/MAT(Sep2015-May 2016/ NMET 2016) having Roll No. \_\_\_\_\_ and has applied for admission at THE NORTHCAP UNIVERSITY in MBA (\_\_\_\_\_).
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 admission. 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/s have also executed an undertaking which is also acceptable to me.

\_\_\_\_\_  
**SIGNATURE OF DEPONENT**

**VERIFICATION:**

Verified at (\_\_\_\_\_) on this \_\_\_\_\_ day of (\_\_\_\_\_) 2016 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.

\_\_\_\_\_  
**SIGNATURE OF DEPONENT**