	<b>THE NORTHCAP UNIVERSITY</b>	REVIEW DATE :
	<b>Inter-Office Memo</b>	SHEET 1 OF 1

**From: Dean-Academics Office****To: Students Notice Boards/Website/LMS**

Cc: Hon'ble GB, Pro-Chancellor, VC, Dean Academics, All DOS, All HODs, Registrar, COE, COR, Account Office, Secretarial.

Date: 5 June 2018

**DEAN/IOM/033/2018****NOTIFICATION REGARDING SUMMER SEMESTER**

Summer Semester is a common feature throughout the world to cater to student's backlog or 'year-loss'. This facility not only helps students but also considerably reduces the burden of failures on the entire system. Summer semester is optional for the students. Classes can be conducted during the months of June and July for such students provided the department finds it feasible to run the courses with available resources.

**General Aspects:** Summer semester will be of 6 weeks duration in the month of June-July, which will take care of classes as well as the evaluations. The teaching scheme, the syllabus and the course credits for each course offered in the summer semester shall be the same as that in the approved scheme & syllabus, in force, for the respective course in a Programme. The total number of contact hours for the course shall be compressed (up to 80%) and therefore, the courses run at accelerated pace, (For example 9 hours of instructions per week is expected for 3-0-0 course). The registration, examination and assessment and grading etc. shall be carried out in the same way as being carried for regular semester courses. Calendar for the summer semester shall be notified separately by the Dean Office.

**Eligibility Criteria:** Any final year student who has either "detained" or "failed" in a course will be eligible for summer semester.

**Registration:** The students eligible for registration in summer semester will have to apply, by filling-in, the requisite form for the purpose, available at the Dean Office. A student will be permitted to register for a maximum of 3 courses. The registration fees shall be Rs. 20,000/- (Rs. Twenty Thousand) per course. The duly filled-in application form will have to be submitted by the due date stipulated by the Dean Office, along with the requisite tuition fees, to be paid latest by the due date stipulated. The total number of students who can register for a course will not be bound by any limit – except as per the discretion of the University.


Any applications received after the due date, or for which the stipulated fees are not paid by the due date, shall be rejected. A student can withdraw from summer semester within a week of its commencement on specific ground by making application to the Dean, Academic. However, fees once paid will not be refunded for withdrawing from the summer semester course (s).

**Attendance, Examination and Evaluation:**

- A student, who has registered in a course, will be required to have a minimum of 85% attendance, in order to qualify to appear in the Minor test as well as for the Major test.
- The maximum marks for all the components of the evaluation of a course i.e. the class tests, quizzes, online test, the Minor test, the Major test, the laboratory assignments evaluation, shall be the same as that in the approved curriculum.
- The Minor test shall be conducted in third week of the commencement of the semester. The exact dates for the same shall be declared by the Dean Office in separate Calendar.
- The cut-off marks for grades shall preferably be the same as set for regular examination for a course. However, the moderation committee shall review the cutoffs and may suggest suitable revisions.

Please find attached the Calendar for Summer Semester, offered by all three schools under The NorthCap University, Gurgaon.


**Dr. Manoj Kr. Gopaliya****Dy. Dean-Academics (UG Studies)**

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**DETAILED CALENDAR FOR SUMMER SEMESTER (2017-18)**

Sr. No	DETAILS	FROM	TO
1.	<b>Registration</b>	6 <sup>th</sup> June 2018 (Wednesday)	9 <sup>th</sup> June 2018 (Saturday)
2.	<b>Commencement of classes</b>	11 <sup>th</sup> June 2018 (Monday)	
3.	<b>Teaching Period</b>	11 <sup>th</sup> June 2018 (Monday)	27 <sup>th</sup> June 2018 (Wednesday)
4.	<b>Minor Test</b>	28 <sup>th</sup> June 2018 (Thursday)	29 <sup>th</sup> June (Friday)
5.	<b>Teaching Period</b>	30 <sup>th</sup> June 2018 (Saturday)	12 <sup>th</sup> July 2018 (Thursday)
6.	<b>Last day of Teaching</b>	12 <sup>th</sup> July 2018 (Thursday)	
7.	<b>Major Tests</b>	13 <sup>th</sup> July 2018 (Friday)	17 <sup>th</sup> July 2018 (Tuesday)
8.	<b>Evaluation Activities</b>	13 <sup>th</sup> July 2018 (Friday)	18 <sup>th</sup> July 2018 (Wednesday)
9.	<b>Display of Results at ERP</b>	20 <sup>th</sup> July 2018 (Friday)	

<b>LIST OF HOLIDAYS</b>		
Events	Date	No. of Days
Idu'l Fitr	16 <sup>th</sup> June 2018 (Saturday)	01