

	THE NORTHCAP UNIVERSITY	REVIEW DATE:
	Inter-Office Memo	SHEET 1 OF 1

From: **Dean- Academic Affairs**

To: **Student Notice Boards/ Website/ LMS**

Cc: **GB, PC, VC, Deans/HoDs, Registrar, Faculty, Admin, Technical, Accounts, COE, ERP.**

Date: 04 June 2025

DEAN/IOM/013/2025

NOTIFICATION FOR SUMMER SEMESTER AND RE-MAJOR TEST **(AY 2024-25)**

a) SUMMER SEMESTER

(Applicable to final semester students & leftover students from passed out batches)

INTRODUCTION:

The Summer Semester is a widely adopted academic provision across institutions to help students clear their backlog courses. This facility supports **final semester students** and **leftover students from passed-out batches**, helping them avoid delays in graduation and easing the academic system's burden. Participation in the Summer Semester is **optional**. Classes shall be conducted during **June and July** (as per the Academic Calendar), subject to feasibility and availability of faculty and infrastructure within the respective Department/School.

All courses in the Summer Semester shall be offered in "**Regular Mode**" **only**. There is **no supplementary mode** available.

GENERAL ASPECTS:

- The Summer Semester will span **6 weeks** during **June–July**, covering both **instruction and evaluation**.
- Each course will follow the **same syllabus, teaching scheme, and credit structure** as in the approved curriculum.
- The number of **contact hours** shall be compressed (up to 80%), resulting in an accelerated pace (e.g., **9 hours/week** for a 3-0-0 course).
- The **registration, examination, assessment, and grading** will follow the same processes as the regular semester.
- Please refer to the **Academic Calendar** for key dates and deadlines.

ELIGIBILITY CRITERIA:

Only **final year students** or **leftover students of passed-out batches** who are either "**Detained**" or "**Fail**" in a course are eligible to register for the Summer Semester.

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REGISTRATION:**Eligibility and Form Filling**

- Eligible students must fill out the prescribed **Summer Semester Registration Form**, attach **two passport-size photographs**, and get it endorsed by the **Head of Department (HOD)**.
- Forms are available at the **Dean's Office (Room No. 123)**.

Submission for Verification

- The HOD-endorsed form must be submitted to the **Dean's Office** for verification.

ERP Upload and Fee Payment

- Upon verification, the Dean's Office will upload the approved form on the **ERP portal**.
- Students must pay the **registration fee of ₹20,000/- per course** either **online via ERP** or **at the Accounts Office (to be paid on the same day of registration)**.

Registration Confirmation

- Registration is **complete only after successful payment** of the fee.
- Applications received **after the due date** or **without fee payment** will be **rejected**.

Course Limit

- A student may register for a **maximum of three courses** under the Summer Semester.

ATTENDANCE, EXAMINATION AND EVALUATION:

- Students must maintain a **minimum of 85% attendance** in each registered course to be eligible for the **Major Test**.
- The **evaluation scheme** will be **identical to the regular semester** and as prescribed in the approved curriculum.
- A **Separate Detailed Grade Sheet (DGS)** will be issued for each student completing courses through the Summer Semester.

b) RE-MAJOR TEST

(Applicable to all the students to accommodate exception failure cases)


INTRODUCTION:

The Re-Major Test is a **one-time provision** extended to **all the students** during the summer period to accommodate **exceptional failure cases**. It is designed to offer a lifeline to students in specific critical scenarios.

ELIGIBILITY CRITERIA:

Re-Major Test may be permitted in the following cases:

- Student(s) who can **potentially avoid a year loss** by passing a single course from the pending courses.
- Student(s) **missing degree completion, joining after placements, or placement eligibility** due to failure in **only one course**.
- Cases involving **mass failures**, i.e., **at least 33% failure rate** in a course.

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Note: The Re-Major Test opportunity (as per points 1 & 2 above) is available to a student **only once during the entire duration** of their programme.

REGISTRATION:

- Eligible students must fill out the prescribed **Re-Major Test Registration Form**, attach **two passport-size photographs**, and obtain HOD's endorsement.
- Forms will be available at the **COE Office (Room No. 116)**.
- A list of eligible students will be shared by the **Academic Office in the last week of June 2025**.
- Students can **register for only one course**.
- The **registration fee is ₹1,000/- per course**.
- The filled form, along with the **fee receipt**, must be submitted to the **COE Office by the stipulated due date**.
- Applications received **after the deadline** or **without fee payment** will be **rejected**.

EXAMINATION AND EVALUATION:

- Only the **Major Test** will be reattempted under this provision. **All other internal assessment marks will remain unchanged**.
- A **Separate Detailed Grade Sheet (DGS)** shall be issued for the Re-Major Test results.

Enclosed: Academic Calendar for Summer & Re-Major Test

SUMMER SEMESTER / RE-MAJOR TEST (AY 2024-25)

S. No.	DETAILS	FROM	TO
SUMMER SEMESTER			
1.	Summer Registration	16 June 2025 (Monday)	
2.	Commencement of Classes Summer Semester	18 June 2025 (Wednesday)	
3.	Summer Semester Minor Tests	07 July 2025 (Monday)	09 July 2025 (Wednesday)
4.	Semester End of Summer Semester	29 July 2025 (Tuesday)	
5.	Summer Semester Major Tests	31 July 2025 (Thursday)	02 August 2025 (Saturday)
6.	Summer Semester Results	12 August 2025 (Tuesday)	
RE-MAJOR TEST			
1.	Re-Major Test Registration at COE office	01 to 03 July 2025 (Tuesday to Thursday)	
2.	Re-Major Test	08 July 2025 (Tuesday)	11 July 2025 (Friday)
3.	Re-Major Test Results	18 July 2025 (Friday)	


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 The NorthCap University

DOE: 31/08/2025