

Guidelines for Summer Term

Each academic calendar will include odd & even semester along with a summer term (termed as **Summer Term-20XX**) for pursuing courses as per program from session 2017-18 onwards. For pursuing courses in summer term, it is mandatory to the students to get registered as per guidelines framed by university. **However, this facility is available to all UG/PG students who had registered in the courses in the regular (odd & even) semesters and could not clear any of the subjects. PG including the PhD students can also register the thesis units during the summer terms.**

Summer term shall be designed for 45 working days. For the lecture/lab courses, classes will be conducted on all working days as well as Sundays & holidays during summer term. There will be sufficient number of theory, tutorial and laboratory classes in summer term as prescribed in the Course syllabi of ordinance. For example; a subject having L-T-P as 3-1-2, will have at least 6-hrs lecture classes (it can be 1 hrs to 2 hrs) in a week with 4-hours practical classes. The process of evaluation will remain the same as followed in regular semesters, i.e. one mid-term and one major exam. Mid-term exam will be scheduled after 20-days of registration and major exams after 45 working days of semesters. The criteria for attendance will remain same as followed during regular semesters. For certain subjects of study in a Program, where the classes are not held, the process of evaluation will be through an end-term-examination. Students shall have to register during summer term on the advice of the respective Head of Department.

All students are required to register in each summer term for the subjects to be pursued by them as per the program, within a week after results of even semesters are declared. ***The sole responsibility for the registration in time for summer term will be of the student concerned only.*** In view of the short duration of the Summer Term, late registration shall not be permitted.

Registration Procedure: The Dean (UGSE/PGSRD) shall co-ordinate the registration process which will be assisted by the concerned Heads of Departments. The registration procedure shall involve:

- a) Filling of the registration form mentioning the courses to be credited in the summer term
- b) Payment of summer term fees and hostel/examination fees as fixed by the university

The students admitted to summer term shall have to fulfill all the requirements of registration after the results are declared (not later than one week) in consultation with their head of the departments. The students must deposit the registration form along with fees receipt to the office of Dean (UGSE/PGSRD) so that registration work finishes within one week of even semester results declarations.

Cancellation of Registration: Absence for a period of one or more weeks at a stretch in a subject during a summer term will not allow the student to appear in the minor/major exams of that subject.

Grade Calculation:

The grade points secured by the students in the summer term will be used in the computation of his/her CGPA. When a student repeats a course, the new grade will replace the earlier one in the calculation of the CGPA.

Steps to be followed for Summer Term Registration

- A list of subjects to be offered by each department in the Summer Term shall be finalized (within three days) after the deceleration of even semester results. Each department will send their list to the office of Dean (UGSE/PGSRD) so that registration work could be initiated.
- The registration of students for summer term for all the subjects to be run by department shall be done by Dean (UGSE/PGSRD) with the help of concerned Heads of Departments and account section within a week of declaration of even semester results.
- The List of registered students shall be prepared by the office of Dean (UGSE) and it will be intimated to the respective departments and exam section.
- Classes for summer term will start from next day of registration. Each department will be assigned two lecture-halls for this purpose, so that schedule of classes could be prepared by respective departments and intimate it to the office of Dean just before the commencement of classes.
- It is expected from each faculty involved in summer term for conducting the classes to submit the day-today lesson plan in advance to the student as well as HOD of the respective department.
- Mid-term exam will be held after 20-days of registration and final exam will be conducted after 45 days of academic calendar of summer term. The copy will be displayed to the students within three days of final examinations for summer term. Marks to be uploaded thereafter by respective faculty members so that results could be declared within a week of examinations are held.

Academic Calendar for Summer Term-2018

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| 24 th -28 th May, 2018 | Registration for Summer Term |
| 29 th May, 2018 | Commencement of classes for Summer Term |
| 20 th & 21 st June, 2018 | Mid Term Examination |
| 15 th & 16 th July, 2018 | Major Examination |
| 18 th July, 2018 | Last date for showing answer books and uploading the marks |
| 20 th July, 2018 | Declarations of results |