**Date: 25.05.2020**

**GUIDELINES FOR SUMMER TERM EXAMINATION- JUNE 2020**

Galgotias University has always been and continues to be a student centric and technology driven university ensuring Quality education. During this epidemic of Covid-19 also, Galgotias University responded immediately with the advances in technology to bring the classes online for effective Teaching Learning. It was all possible because of support from students and all stakeholders. We ensured that students shall be given handholding for academic/ research / psychological and social fronts. To continue the journey of quality education, we have scheduled summer term classes from 1$^{st}$ June onwards. I am sure all the students shall take advantage of the same and shall clear their backlogs so that when they entered in the new semester they have no backlogs and have good grades.

Following are the guidelines for Summer Term 2020.

1) **Detained (Debarred)/Not Eligible (NE):-** Summer Term is mandatory for all Detained (Debarred) and Not Eligible (NE) students. The Detained (Debarred)and Not Eligible(NE) Students of Odd/Even Semester of 2019-20 and previous academic sessions are required toattend the Summer Term classes. Only the registered students shall be allowed to attend the online Summer Term classes starting from **01$^{st}$ June 2020**.

2) This semester classes shall be online due to  Covid-19 .

3) 90% minimum classes for theory shall be mandatory failing which they shall be detained in summer term. However it can be relaxed upto 75% attendance under special powers of the Academic committee approved by VC.

4) Ideally students must attend and perform 100% Practicals and complete the term work. However, 100% term work with 90% minimum attendance for practical classes shall be mandatory failing which they shall again be detained in summer term. However it  can be relaxed upto 75% attendance under special powers of the Academic committee approved by VC, prohibited all term work is being completed

5) All previous Internal Marks secured by the students of Detained and Not Eligible Category in the courses registered for the summer term will be treated as null and

void. Internal marks secured in the Internal Assessment and Mid Term Examination during summer term will be considered for grade calculations along with Summer End Term Examination.

6) Passing Criteria: The minimum overall passing in aggregate will be 40% and individual passing head in theory (separate passing of internals and ETE )  clause has been removed.

7) The distribution of IA +MTE+ETE shall be 70% IA +MTE and 30% ETE specially due to Covid-19.

8) All the concerned students shall register on **RF Campus.** The detailed notification of the same is available on University Website.

9) Registration of Detained students is already open. The last date for registration is 28/05/2020.

    I.    1st and 2nd year students to follow the below mentioned steps:

    Login into RF campus portal (https://gu.mastersofterp.in/rfcampusgu/login) -> Examination -> Pre- Examination -> Debarred Exam registration after result

    II.    3rd year onward students to follow the below mentioned steps:

    Login into RF campus portal (https://gu.mastersofterp.in/rfcampusgu/login) -> Academic->Course registration->Registration->Debarred course registration

Registration of Not Eligible students will start on 26/05/2020 and last date is 29/05/2020.Studentsto follow the below mentioned steps:

    Login into RF campusportal (https://gu.mastersofterp.in/rfcampusgu/login) -> Examination -> Pre- Examination ->Not Eligible Exam Registration

10) Students shall be allowed to register for maximum of TEN courses including both Theory and Practical (Maximum 8 theory courses, Combination 10).

11) Summer Term is a special semester and Minimum batch size is required for conducting Summer Term Classes and offering in this semester cannot be treated as matter of precedence.

12) MTE and IA shall be in the classroom /lab session.
13) Daily attendance shall be filled in RF campus & to be submitted to Dean Academics by respective Dean /PC. Day wise overall present and absent by Dr. Ashish Gupta to VC and Dean Academics.

14) PC shall call parents of absent students daily if student remains absent for two consecutive days for online classes scheduled for summer term.

15) The time table and Academic Calendar of Summer Term-2020 shall be displayed on university website. Students are also required to visit university website for keep themselves updated.

16) For any query you may contact to the following:
   a. Department Dean
   b. Programme Chairs
   c. Dean Academics
   d. Prof Ashish Gupta (Incharge for summer Term)
   e. Controller of Examinations
   f. Registrar

| S.No. | ACTIVITY DESCRIPTION | Deadline |
|---|---|---|
| 1 | List of students Registered for the summer term 2019-20 to be provided by Rf campus | 28th May, 2020 |
| 2 | Uploading of Time Table (slot based) for 2019-20 Summer Term for detained/ NE students in RF Campus | 28th May, 2020 |
| 3 | Student registration for the Detained/NE students in RF campus | 30th May, 2020 |
| 4 | Uploading of lesson plan in RF Campus | 26th May, 2020 |
| 5 | Uploading of course material in RF Campus | 28th May, 2020 |
| 6 | Summer Term Classes begin for detained/NE students | 1st June 2020 |
| 7 | IA Component (1.2,3,4) on all Fridays | 5/06, 12/06, 19/06, 26/06 |
| 8 | Mid Term Examination for summer term, 2019-20 * | during classes |
| 9 | Attendance declaration by faculty for ETE at 5PM. (Attendance will be counted from **01 Jun to 25 Jun 2020 for theory Courses and Practical Courses from 1st June to 25th June.** Only those who have more than 90% attendance (75% for genuine cases approved by academic committee) shall be permitted to take up ETE | 25th June2020 |
| 10 | LAB internal marks uploading on rf campus | 28th June, 2020 |
| 11 | Declaration of students detention list for Lab and Theory | 25th June2020 |

| 12 | Hall Ticket Generation after clearance of Dues | 26th June |
|----|------------------------------------------------|-----------|
| 13 | LAB ETE for summer Term | 27th to 30th June, 2020 |
| 14 | End Term Examination for Theory courses | 1th July 2020 to 15th July 2020 |
| 15 | End Term Examination for Theory courses | 16th July 2020 to 30th July 2020 |

Controller of Examinations                    Registrar