

I O N
(F C S)

Subj: **Gen Instrs - Course Offering in Summer Semester - Spr-2024**

1. It is intimated that the duration for registration of courses in Summer Semester-2024 has been extended till **5th July, 2024 (Friday)**. Summer Semester will now be commenced **w.e.f 8th July to 6th Sep, 2024** for interested students ('F' grade and repeat course, max 2 x courses). The revised Summer semester plan is as under:-

SR. NO	DETAIL	TIME LINE
a.	Start of Summer Semester	8 Jul, 2024
b.	Mid Term Exam	5 Aug, 2024
c.	End of Classes	30 Aug, 2024
d.	Final Term Exams	2 - 4 Sep, 2024

2. In order to ensure smooth conduct of subj Summer Semester keeping in view, following instructions are hereby disseminated for compliance by all concerned:-

a. **Dept Coordinators (Except LMS)**. Kindly ensure:-

- i. Regn of courses max 2 x courses by a desirous student having 'F' grade / repeat course and upon payment of semester fee
- ii. Offer course(s) upon registration of minimum 10 x students in accordance with Summer Semester policy guidelines.
- iii. Coord with desirous students for timely regn of courses as per att proforma (**Anx-A**) after course confirmation by the Exam Branch by 5th July 2024.

- iv. Coord with Finance Branch for provision of Fee Challans to interested students. If a student want to deposit online he / she may deposit fee (@ Rs15,000/- per course) in the given fee collection acct (**00427991843203 - National Defence University**) but the student has to share proof payment with complete particulars for verification.
 - b. **Exam Branch**. Kindly confirm the course regn of eligible students upon payment of prescribed fee and in accordance with Summer Semester Policy by 5th Jul 24.
 - c. **Fin Branch**. Kindly facilitate students and Dept Coordinators for issuance of fee challans for smooth regn of courses and also paid remuneration to faculty engaged for teaching courses during summer semester as per approved rates.
 - d. **Admin Office**. Kindly ensure Admin arrangements for smooth conduct of subject summer semester.
3. Fwd for info/ nec action at pri, please.