Ref: AO/UG-January 2019 Session/05   **Date: 25.02.2019**

CIRCULAR

Sub: Registration for Formative Assessment (B.Tech.) – Passed out students – Reg.

The (1) Students those who have completed 4 years of duration (2) Those who have failed earlier in supplementary examinations with 'F / F1 / Z' grades. (3) Those who have admitted during 2011 and after. (4) Those who have not completed Formative Assessment (FA) earlier ('I' grade) are instructed to register for the Formative Assessment (**March session**).

Registration for FA:

a) The maximum number of theory courses during the semester is 6(six) for students who have left the institute.

b) Passed out students besides the clause (a) may also register for 2 (two) laboratory courses.

Registration Procedure

1. Take a printout of Formative Assessment Registration Form (Sl. No. 70 in http://www.nitt.edu/home/academics/formats/FA-regform.pdf) and fill the course details, and get the signature of the faculty and the HoD concerned.
2. Remit the required examination fees in the State Bank of India, through SB-Collect.
3. After payment, students are instructed to login their MIS Account for online registration of courses.
4. The final print out of the MIS registration can be taken after entering the payment details in the MIS.
5. **The (i) Formative Assessment application form (ii) Printed MIS registration form (iii) documentary proof for having remitted the examination fees (e-challan) should be handed over to the office of the Dean (Academic) / UG Section, on or before 11.03.2019.**

Conduct of Formative Assessment (FA)

1. Not less than 10 contact hours per course is required. This should in turn result in 30 preparation hours per course for the student.
2. There are no threshold minimum marks for completing the FA. For successful completion of FA, the student must complete the assigned tasks to the satisfaction of the faculty member who is assigning the student. In this process the faculty member may use marks for quantifying the performance if required

Grading in FA

1. The letter grade 'R' (requirement for pass satisfy) is awarded on satisfactory completion of FA with grade point of 5 (same as 'E' grade).
2. If a student does not complete the FA, a letter grade 'I' is assigned which does not have any grade point.
3. A student who is awarded 'I' grade should convert 'I' grade into 'R' grade by registering for FA subsequently and should successfully complete the FA within the maximum stipulated period of the programme.

Application after the last date will not be entertained under any circumstances.

FORMATIVE ASSESSMENT (DURATION)	11th MARCH 2019 to 12th APRIL 2019

The examination fee structure is given below:

Particulars (Examination Fee per Subject)	Fees
Course fees (Theory / Laboratory)	Rs. 2000/-
Mark sheet	Rs. 30/-

NO MESS BILL ADJUSTMENT WILL BE MADE FOR THE EXAMINATION FEES.

ASSOCIATE DEAN (ACADEMIC)

1. **All Heads of the Departments**
2. **All Notice Boards of Institute and Hostels**