



**ACADEMIC OFFICE**  
**NATIONAL INSTITUTE OF TECHNOLOGY**  
**TIRUCHIRAPPALLI - 620 015, TAMIL NADU, INDIA**

Ref: NITT/AO/UG/Formative/2025

10.02.2025

**CIRCULAR**

**Subject: Formative Assessment – January Session 2025 – Reg.**

This is to inform that the Formative assessment for January session 2025 is scheduled between **19.02.2025 – 17.04.2025** for the students:

UG	Batch
B.Tech.	2019 & 2020 (passed out)
	2021
B.Arch.	2019 (passed out)
	2020 to 2022

**(a) Eligibility criteria**

- Students who have failed during the regular assessment of a course with a 'F' and 'X' grade except for the B. Arch courses Basic & Architectural Design –I, and Architectural Design –II to VIII, Professional Training and Dissertation-I & II.
- Students who have been awarded an 'I' grade in previous formative assessment.
- Formative Assessment is applicable to those students who could not complete the courses by regular or supplementary examinations or contact courses within 7 semesters.

**(b) Registration Procedure**

- Login to MIS and complete the on-line registration between **11.02.2025 and 14.02.2025**.
- Take screenshot/print of registration page after registering.
- Remit the required fees in the State Bank of India, through SB-collect.
- Fill the attached registration form.
- Merge the screenshot/print of registration page (ii), SB-collect fees receipt (iii) and Personal information form (iv) as a single file and send to [examfees@nitt.edu](mailto:examfees@nitt.edu) on or before **15.02.2025, 11.30 pm**.

Mail should be sent **ONLY** from the student's NITT webmail ID. Formative Assessment registration request will not be processed without online registration in MIS.

**(c) Faculty allotment**

- The consolidated list of students will be sent to the concerned department after the verification by the academic office.
- Faculty allotment will be done by the Head of the Department and the same will be informed to the students on or before **18.02.2025**. The students are instructed to contact the faculty concerned for completing the assessments in time. The contact details of faculty are given in the link: <https://www.nitt.edu/home/academics/departments/faculty/>

**(d) Conduct of Formative Assessment (FA)**

- Not less than 10 contact hours per course is required. This should in turn result in 30 preparation hours per course for the student.
- There are no threshold minimum marks for satisfactorily completing the FA. For successful completion of FA, the student must complete the assigned tasks through online mode 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.

**(e) Grading in FA**

- The letter grade 'R' (requirement for pass satisfy) is awarded on satisfactory completion of FA with grade point of 5 (same as 'E' grade).
- If a student does not complete the FA a letter grade 'I' is assigned which does not have any grade point.
- 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.

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

*R. Partasarathy.*

**Associate Dean Academic (UG) -1**

To

- The HoDs all department with a request to inform the students
- CSG to upload in the institute website.
- Submitted to the Director.



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FORMATIVE ASSESSMENT REGISTRATION FORM

**PERSONAL INFORMATION:**

1.	Name	:	
2.	Roll no	:	
3.	Department	:	
4.	Batch	:	
5.	Status	:	Regular / Passed Out
6.	If regular student, semester presently studying:	:	
7.	<b>Session</b>	:	Odd-semester / even-semester / winter vacation / summer vacation

**LIST OF COURSES REGISTERED IN MIS**

S. No.	Code	Theory Course name	Semester	Fees	SBI collect Fee Receipt No.
1.					
2.					
3.					
4.					
5.					
6.					
7.					

S. No.	Code	Laboratory Name	Semester	Fees	SBI collect Fee Receipt No.
1.					
2.					

TOTAL FEES PAID: Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)

DATE:

SIGNATURE OF THE STUDENT