

Circular

**Revised Guidelines for Conducting of Formative Assessment (FA)
to B.Tech. Students**

**Ref: MoM of OTA Committee (29th Senate) held on 21.10.2014 and
Approval thereof by the Chairman, Senate**

With reference to the above, the following revised guidelines for the Formative Assessment (FA) for students of B.Tech. may kindly be followed:

1. Conduct of Formative Assessment (FA) :

- a) FA models are helpful in improving the learning outcomes of students who are weak in a particular course (subject). Hence, the FA has to be tailor-made for each student and each course by the faculty assigned for FA by the HoD.
- b) Not less than 10 contact hours per course is required. This should in turn result in 30 preparation hours per course for the student.
- c) There is no threshold minimum marks for satisfactorily completing the FA. In general marks need not be used for quantifying the performance. 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

2. Grading in FA:

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

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c) 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.

d) The grade sheet for FA should be forwarded to the Academic Office by the faculty and HoD concerned.

3. Registration for FA:

a) FA registration will be done in the respective departments offering the courses.

b) Students can register for FA at the beginning of the semester (students who have left the Institute) or vacation (current students or students who have left the Institute).

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

d) The maximum number of courses for FA during summer vacation is 6 (six) and winter vacation is 2 (two) for current students and the students who have left the Institute.

e) Current and passed out students besides Clauses (c) and (d) may also register for 2 (two) laboratory courses.

(Dr. S. ARUL DANIEL)
DEAN (ACADEMIC)