

CIRCULAR

**Sub: Registration for winter vacation Formative Assessment (B.Tech.) – Reg.**

**Students who have completed 4 years of duration (2) Those who have failed earlier in supplementary examinations with 'F' or 'Z' grades (3) Those who have not completed Formative Assessment (FA) earlier ('I' grade) are directed to register for the Formative Assessment (Winter session).**

**Registration for FA:**

- The maximum number of theory courses during the winter vacation is 2(two)
- Students besides the clause (a) may also register for 2 (two) laboratory courses.

**Registration Procedure**

- 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 concerned.
- Get the signature with the Head of the department concerned.
- Remit the required examination fees in the State Bank of India, through SB-Collect
- After payment only, students are instructed to login their MIS Account for online registration of courses.
- The final print out of the MIS registration can be taken only after entering the payment details in the MIS.
- 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 02.12.2016.**

**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 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**

- 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.

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

**FORMATIVE ASSESSMENT (DURATION)**

**28<sup>th</sup> NOV 2016 – 04<sup>th</sup> JAN 2017**

The examination fee structure is given below:

Particulars(Examination Fee per Subject)	Fees
Theory	Rs.120/-
Laboratory	Rs.150/-
Theory and Laboratory (Combined)	Rs. 180/-
Mark Sheet	Rs.30/-

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

**Deputy Registrar (ACADEMIC)**

- All Heads of the Departments
- All Notice Boards of Institute and Hostels
- Professor of Training and Placement/Librarian/Hostel Manager/Physical Director/MIS/ SBI NIT-T Branch Copy submitted to the Director.