

**OFFICE OF THE FIRST YEAR COORDINATOR
NATIONAL INSTITUTE OF TECHNOLOGY: TIRUCHIRAPPALLI - 620 015**

Ref: NITT/FYCO/FA-1/2016

Date: 29-11-2016

CIRCULAR

Attention: II year B.Tech students

This information is only for students who joined first year B.Tech during the academic year 2015-16.

Sub: Registration for Formative Assessment (B.Tech. July 2016 Session) – Reg.

Students who have failed in previous sessions (July 2015 and January 2016) with ‘F’ grade and those unsuccessful in the earlier Formative Assessment (FA) (‘I’ grade) are directed to register for the Formative Assessment in new MIS (Winter session).

Registration Procedure

1. Take a printout of Formative Assessment Registration Form (<http://www.nitt.edu/home/students/facilitiesnservices/firstyearcoordinator/FA-regform.pdf>) and fill the course details, and get the signature of the faculty concerned.
2. Get the signature of the First Year Coordinator.
3. Remit the required examination fees in the State Bank of India, through SB-Collect
4. After payment only, students are instructed to login their MIS Account for online registration of courses.
5. The final print out of the MIS registration can be taken only after entering the payment details in the MIS.
6. 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 First Year Coordinator, **on or before 02.12.2016.**

*For current session, print option may not be available. Student need not submit the printed MIS form, however, they have to register in the new MIS.

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 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

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)	5th DEC 2016 – 02nd JAN 2017
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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.



First Year Coordinator