Ref: NITT/AO/UG/Formative/PassedOut/July 2022   **Date: 30.09.2022**

CIRCULAR

Subject: Formative Assessment for passed out UG students– July 2022 – Reg.

This is to inform that the Formative assessment (FA) for **passed out B.Tech and B.Arch** students, has been planned for July 2022 session between **17.10.2022 – 16.11.2022**. Students should belong to **2017 or 2018 batches only**. In addition, older batch students that have obtained **Senate extension** are permitted.

(a) Eligibility criteria
  (i) Students who have failed during the **regular / reassessment** (F grade) of a course or lab.
  (ii) Students who have been awarded an **'I'** grade in the formative assessment.

(b) Registration for FA
  The maximum number of courses a student can register is **6 Theory and 2 Labs.** Students shall **get confirmation from department on willingness/availability of faculty** for FA before registering/paying.

(c) Registration Procedure
  (i) Login to MIS and complete the on-line registration between **10.10.2022 and 11.10.2022**. (https://misreg.nitt.edu/NITTSTUDENT) [*Except for 2014 and earlier batches*]
  (ii) Take screenshot/print of registration.
  (iii) Remit the required fees in the State Bank of India, through SB-collect.
  (iv) Fill the attached registration form.
  (v) Merge the screenshot/print of registration, SB-collect fees receipt and Personal information form as a single file and send to examfees@nitt.edu on or before **11.10.2022, 11.00 pm.**

Kindly give proper details of Roll No, Name, Department and Batch in the email and use subject 'Passed out batch FA July 2022 registration - *#your_roll_no*'.

(d) Faculty allotment
  (i) The consolidated list of students will be sent to the concerned department after the verification by the academic office.
  (ii) Faculty allotment will be done by the Heads of the respective Departments and the same will be informed to the students on or before **14.10.2022**. 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/

(e) Conduct of Formative Assessment (FA)
  (i) Not less than 10 contact hours per course is required. This should in turn result in 30 preparation hours per course for the student. The FA will be conducted in **OFFLINE MODE ONLY** and student has to be **present in campus** during FA as instructed by faculty.
  (ii) 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.

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

The examination fee structure is given below:

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

r. raghavan

Associate Dean Academic UG - II

To
1. The HoDs all departments

FORMATIVE ASSESSMENT REGISTRATION FORM (FOR B.Tech/B.Arch)

PERSONAL INFORMATION:

1.	Name	:	
2.	Roll no	:	
3.	Department	:	
4.	Batch	:	
5.	Status	:	Passed Out
6.	Session	:	Odd-semester (July 2022)

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**