

**REVISED CIRCULAR**

**Subject: Formative Assessment – B.Tech.- Winter Session 2018 – Reg.**

This is to inform that the **Formative assessment** for **B.Tech.**, Winter session, 2018 has been planned between **30.11.2018 – 28.12.2018**. The eligible students are instructed to register for the formative Assessment in MIS on or before **28.11.2018**.

**(a) Eligibility criteria**

- (i) Students who have failed during the **regular / reassessment** of a course or lab with an **'F'** grade
- (ii) Student who has been awarded an **'I'** grade in the formative
- (iii) Students who have **completed 4 years** of duration.

**(b) Registration for FA**

- (i) The maximum number of courses during the winter session: **2 Theory and 2 Labs**.
- (ii) In addition, **one extra course is permitted** as Formative Assessment (Summer or winter), **only for those students who have already completed 4 years or those who are just completing the programme**.

**(c) Registration Procedure**

- (i) 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.
- (ii) Get the signature with the Head of the department concerned.
- (iii) Remit the required examination fees in the State Bank of India, through SB-Collect
- (iv) After payment, students are instructed to login their MIS Account for online registration of the courses.
- (v) The Formative Assessment application form, Printed MIS registration form and the documentary proof for having remitted the examination fees (e-challan) should be handed over to the office of the Dean (Academic) / UG Section **for confirmation** on or before **28.11.2018**.

**(d) 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.
- (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 who is assigning the student. In this process the faculty member may use marks for quantifying the performance if required.

**(e) Grading in FA**

- (i) The letter grade **'R'** (requirement for pass satisfy) 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.

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

The examination fee structure is given below:

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

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

**Associate Dean (UG)**

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