



**ACADEMIC OFFICE**  
**NATIONAL INSTITUTE OF TECHNOLOGY**  
**TIRUCHIRAPPALLI - 620 015, TAMIL NADU, INDIA**

Ref: NITT/AO/UG/FA/Summer-2025

25.06.2025

**CIRCULAR**

**Sub: Formative Assessment for B.Tech. Final Year – Summer 2025 Reg.**

The Formative Assessments (FA) for **final year B.Tech.** students are scheduled to be conducted **from 01.07.2025 to 15.07.2025**. Passing out students belonging to the **2021 batch of B.Tech., and earlier batches**, who were awarded a grade of 'F' (Fail) or 'X' (Absent) in the regular assessments of core courses conducted in the January 2025 session or earlier, are eligible to appear for the Formative Assessment.

**a) Eligibility Criteria**

- i. Formative assessment is applicable to those students who could not complete the core courses by regular or supplementary examinations or contact courses within 7 semesters. (B.19.6)
- ii. Students who have been awarded a grade of '**F**' (**Fail**) or '**X**' (**Absent**) failed in the regular assessment / supplementary examination of a course are eligible for the Formative Assessment.
- iii. Students who have been awarded an '**I**' (**Incomplete**) grade in a previous Formative Assessment are also eligible to appear.

**b) Registration Procedure**

- i. Students must log in to the MIS portal <https://misreg.nitt.edu/NITTSTUDENT/> and complete the online registration **between 26.06.2025 and 27.06.2025**.
- ii. **No student should register for more than two formative assessments during the summer period.**
- iii. Screenshots of the registration page for each individual course must be taken and retained.
- iv. The prescribed examination fee must be remitted through SB Collect via the State Bank of India.
- v. The attached formative assessment registration form must be duly completed.
- vi. The following documents — registration confirmation screenshots, SB Collect fee receipt, and the completed Formative Assessment Registration Form — must be compiled into a single PDF file and submitted via email to [examfees@nitt.edu](mailto:examfees@nitt.edu) **on or before 27.06.2025, 11:00 PM**.
- vii. For any technical issues, students may contact the MIS section via e-mail at [misacademics@nitt.edu](mailto:misacademics@nitt.edu)

**E-Mail should be sent ONLY from the student's NIT-T webmail ID. Formative assessment registration request will not be processed without online registration in MIS.**

**c) Faculty Allotment**

- i. The consolidated list of registered students will be forwarded to the respective departments after verification by the academic office.
- ii. Faculty allotment will be carried out by the Heads of the respective Departments, and the details will be communicated to the students on 30.06.2025. Students are instructed to contact the assigned faculty members immediately to ensure timely completion of assessments. Faculty contact information is available at: <https://www.nitt.edu/home/academics/departments/faculty/>.
- iii. Assigned faculty members must ensure that the entry of grades in the MIS portal is completed **on or before 17.07.2025**.

**d) Conduct of Formative Assessment (FA)**

- i. A minimum of 10 contact hours per course is required. These contact hours are expected to result in at least 30 hours of individual preparation by the student for each course.
- ii. There is no minimum threshold of marks prescribed for the satisfactory completion of the Formative Assessment (FA). Successful completion shall be determined based on the completion of assigned tasks to the satisfaction of the respective faculty member.
- iii. Faculty members may, if necessary, utilize marks as a means to quantify the student's performance during the assessment process.

**e) Grading in FA**

- i. Upon satisfactory completion of the Formative Assessment (FA), the student shall be awarded the letter grade 'R' (Requirement for Pass Satisfied), which carries a grade point of 5, equivalent to an 'E' grade.
- ii. If a student fails to complete the FA, a letter grade 'I' (Incomplete) will be assigned, which does not carry any grade point.
- iii. A student awarded the 'I' grade must subsequently register for the Formative Assessment and convert the 'I' grade to an 'R' grade by successfully completing the assessment within the maximum permissible duration of the academic programme.

**f) Fees Particulars**

<b>Particulars (Examination Fee per Course)</b>	<b>Fees (Rs.)</b>
Course fees (Theory / Laboratory)	Rs. 2000 /-
Mark Sheet	Rs. 30 /-



**Associate Dean Academic (UG – I)**

**Copy To:**

The Director for kind information

All Head of Departments with a request to circulate among all faculty

First Year Professor in-charge



**ACADEMIC OFFICE**  
**NATIONAL INSTITUTE OF TECHNOLOGY**  
**TIRUCHIRAPPALLI - 620 015, TAMIL NADU, INDIA**

**FORMATIVE ASSESSMENT REGISTRATION FORM**

**PERSONAL INFORMATION:**

1.	Name	:	
2.	Roll Number	:	
3.	Department	:	
4.	Batch	:	
5.	Session and Year	:	January / Summer – 20____
6.	Contact Number	:	

**LIST OF COURSES REGISTERED IN MIS:**

S. No.	Course Code	Course Title Theory / Laboratory	Semester	Fees	SB Collect Fee Receipt Number
1.					
2.					

**TOTAL FEES PAID:** Rs. \_\_\_\_\_

(Rupees \_\_\_\_\_)

**DATE:**

**SIGNATURE OF THE STUDENT**