



**CIRCULAR**

**Sub:** Formative Assessment for B.Tech. Final Year Students – Summer 2026 session - Reg.

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The Formative Assessments (FA) for final-year B.Tech. students will be conducted from **19.06.2026 to 07.07.2026**.

**a) Eligibility Criteria**

- i. Students from the **2022 batch or earlier** who were awarded an **'F' (Fail)** or **'X' (Absent)** grade in the regular assessments / supplementary examination of **core courses** conducted during the **January 2026 session or earlier** are **eligible to appear for the Formative Assessment**.
- ii. Students who have been awarded an **'I' (Incomplete)** grade in a previous Formative Assessment are also eligible for the formative assessment.
- iii. The Formative Assessment is applicable only to those students who have been unable to complete the course requirements through regular examinations, supplementary examinations, or contact courses, within 7 semesters from the initial registration of the course.
- iv. Students who have been awarded **'V' grade (due to shortage of attendance)** in a course are not eligible to apply for the Formative Assessment.

**b) Registration Procedure**

- i. Students must log in to the MIS portal <https://misreg.nitt.edu/NITTSTUDENT/> and complete the online registration for formative registration **from 16.06.2026 to 17.06.2026**.
- ii. **A student can register for up to two courses under formative assessment in a session.**
- 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 ([Click here for procedure](#)).
- v. The Formative Assessment registration form must be duly filled in ([Click here for Registration Form](#)).
- vi. The Formative Assessment Registration Form, registration confirmation screenshots, and SB Collect fee receipt must be compiled into a single PDF file and submitted via email to [examfees@nitt.edu](mailto:examfees@nitt.edu) **on or before 19.06.2026, 11:50 PM**.
- vii. For any technical issues, students may contact the MIS section via email at [misacademics@nitt.edu](mailto:misacademics@nitt.edu)

**Mail should be sent ONLY from the student's NITT 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 by the academic office **on 18.06.2026**

- ii. Faculty allotment shall be carried out by the Heads of the respective Departments **on 19.06.2026**.
- iii. Students are advised to meet their HoD or the department MIS Coordinator to obtain details of their assigned faculty members.
- iv. Students must immediately meet the assigned faculty members to ensure the timely completion of assessments. Faculty contact information is available at: <https://www.nitt.edu/home/academics/departments/faculty/>.
- v. Assigned faculty members must ensure that the entry of grades in the MIS portal is completed **on or before 10.07.2026**.

**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 (not eligible for the registration of supplementary examination) 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**

Particulars (Examination Fee per subject)	Fees (Rs.)
Course fees (Theory / laboratory)	Rs. 2000 /-
Mark Sheet	Rs. 30 /-



**Associate Dean Academic (UG – I)**