



Ref: AO / PG / Reassessment /January 2024

Date:05.02.2024

**CIRCULAR**

**Sub: Reassessment Examination for PG / January 2024 Session – Regarding.**

The Reassessment for Postgraduate students (except Project Phase) are scheduled from 08/02/2024 to 15/02/2024. Eligibility is open to both current first-year and second-year students pursuing M.Tech./ M.Arch. / MCA / MA / M.Sc. (excluding MBA). Additionally, third-year MCA students who have received F or absent (X) grade in the regular assessment held in previous sessions are eligible to participate.

**(a) Registration Procedure**

- Log in to the Management Information System (MIS) and finalize your online registration during 05.02.2024 and 06.02.2024.
- Capture screenshots confirming the registration for each individual course.
- Submit the necessary fees at the State Bank of India using SB-collect.
- Complete the Reassessment/ supplementary examination form provided.
- Combine the registration confirmation screenshots, SB-collect fees receipt, and the examination form into a single file and email it to examfees@nitt.edu by 06.02.2024, before 11 pm.

**The E-mail requesting reassessment registration must originate exclusively from the student's NIT-T webmail ID. The registration request will not be processed without prior online registration in the Management Information System (MIS). If a student neglects MIS registration, despite fee payment, they are required to forfeit the fees already paid and re-register for the subsequent semester Reassessment by making the payment again.**

**(b) Faculty allotment**

- After verification by the academic office, the compiled list of students will be forwarded to the respective department.
- Faculty allocation for departments will be carried out by MIS Coordinators / HoDs on 07.02.2024, and students will receive timely notifications. Students are encouraged to contact their assigned faculty for the prompt completion of assessments. The contact details for faculty members can be accessed through the following link: <https://www.nitt.edu/home/academics/departments/faculty/>
- The criteria for weightage and the minimum passing marks in Supplementary Examinations are in accordance with the rules and regulations established by the Institute.**

**(c) Fees Particulars**

Particulars	Fees (Rs.)
Examination Fee per course	500
Mark Sheet	30

  
Associate Dean (Academic) / PG

To

The Director for kind information

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



**REASSESSMENT / SUPPLEMENTARY EXAMINATION FORM**

**PERSONAL INFORMATION:**

1.	Name	:	
2.	Roll number	:	
3.	Department	:	
4.	Specialization (For PG)	:	
5.	Batch	:	
6.	Contact Number	:	

**LIST OF COURSES REGISTERED IN MIS**

**Theory**

S. No.	Code	Course Title	Semester	Fees	SBI collect Fee Receipt No.
1.					
2.					
3.					
4.					
5.					
6.					
7.					

**Laboratory**

S. No.	Code	Course Title	Semester	Fees	SBI collect Fee Receipt No.
1.					
2.					
3.					
4.					
5.					
6.					
7.					

**Total Fees Paid: Rs. \_\_\_\_\_**

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

**DATE:**

**SIGNATURE OF THE STUDENT**