

Federal Institute of Science and Technology (FISAT)[®]



Focus on Excellence

Policy on Attendance and Internal Marks for Students



FEDERAL INSTITUTE OF SCIENCE AND TECHNOLOGY



Hormis Nagar, Mookkannoor P.O.
Angamaly -683577, Kerala, India
An ISO9001:2015 Certified Institution
Accredited by NBA (CSE, EEE, ECE, EIE, ME)
& NAAC with 'A' Grade



Policy on Attendance and Internal Marks for Students

The Federal Institute of Science and Technology is an affiliated institution of APJ Abdul Kalam Technological University. Accordingly, it follows the norms specified by the university for calculating internal marks and attendance requirements for all its undergraduate, postgraduate and doctoral programmes.

Attendance

- The attendance of students is monitored regularly.
- Students' attendance for a particular course is marked in the FISAT Campus Automation System by the faculty-in-charge after the completion of each session.
- Consolidated student attendance is evaluated periodically by the mentors, and students who are likely to face attendance shortages are informed, along with the parents.
- The mentors follow up on repeated absentees and ensure the regularity of students.

Internal Marks

- Internal evaluation marks of the theory courses are awarded based on continuous evaluation through tests, assignments, attendance, etc, as specified in the respective curriculum schemes of the university.
- Lab/practical courses: Students must have a well-maintained laboratory record. The internal marks for laboratory courses are awarded based on the norms mentioned in the respective university regulations from time to time.
- Seminar/Project: Students prepare for the seminar/ work on the project after approval of the topic by the guide. The internal marks split up for the guide, panel, and the number of presentations, etc are decided and awarded as per the university guidelines



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