MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY,
BHOPAL-462003

Ref/Admn/2023/505 **Dt: 02/01/2023**

NOTICE FOR IMPROVEMENT & EVALUATION FOR EVEN SEMESTER

(Previously known as continuous evaluation)

All UG / PG students who want to improvement & evaluation of marks in the subject offered in all even semester. Application in case of improvement & evaluation examination form (notice dated 07/10/2022 along with format I & II enclosed for ready reference) are to be submitted to the office of the academic section (Offline) as per following schedule. The supplementary forms are to be submitted online as per the scheduled notified in academic calendar.

Semester	**Without late fee**	**With late fee (Rs. 500/- per subject)**
All Even Semester	20th January, 2023	25th January, 2023

All such students are advised to deposit the requisite fee as applicable and fill the attached format I & II as applicable and submit to the Academic Section within stipulated time period.

I/c AR (Academic)

Copy to:

- All Notice Boards (Institute & Hostels).
- All Deans/HOD's/COE/COW
- AR (Accounts) –for necessary uploading of fee structure in SBI Collect.
- Web In-charge uploading in the Institute Web Site.

Maulana Azad
National Institute of Technology
Bhopal (M.P.) India

No. MANIT/AS/2022/259..... Date : 07-10-2022

NOTICE

There have been various orders and circulars issued regarding Improvement & continuous evaluation, a consolidated procedure for evaluation is enclosed along with the requisite forms. This shall be implemented with immediate effect.

The requisite forms for Improvement & Evaluation (copies enclosed for ready reference) are to be submitted to the office of the Academic Section (offline) within 20 days of declaration of result. The supplementary forms are to be submitted online as per the schedule notified in academic calendar.

Authority: Director's Approval
Dated : 23/09/2022

सहायक कुल सचिव (शैक्षणिक)
Asstt. Registrar (Academic)
मौलाना आजाद राष्ट्रीय प्रौद्योगिकी संस्थान
Maulana Azad National Institute of Technology
भोपाल / BHOPAL-462003
भारत / INDIA

Copy to;

i) All Deans/Associate Deans
ii) All HoD – with a request to circulate among the faculties
iii) PIC Examination
iv) PIC Website – with a request to upload on the Institute website.
v) P.A to Registrar– for the information of Registrar
vi) P.A to Director – for the information of Director.
vii) Personal files.

MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY BHOPAL

Procedure for application in case of Improvement & Evaluation examinations

Sl.No	Description of case type	Provision for students	Modality to apply	Fees
1	Candidate Passed in all subject but SGPA< 5	He/ She can give improvement examinationin maximum 2 subjects for End Term marks and will be termed as IMPROVEMENT	Offline application to be submitted in the prescribed **format I : Improvement form (Within 20 days of declaration of results)**	Rs. 1500/- per semester
2	Candidate Passed in all subject but SGPA< 5	The candidate has to repeat the course and attend the class regularly . He/ She can give improvement examination in maximum 2 subjects for Midterm & End Term marks and will be termed as IMPROVEMENT . (ONE SEMESTER AT A TIME)	Offline application to be submitted in the prescribed **format I : Improvement form (Within 20 days of declaration of results)**	Rs. 2500/- for one subject, Rs. 3500/- for two subject
3	Candidate failed in subject due to less marks in End term examination.	He/She can give supplementary examination for End term marks only and will be termed as **supplementary**	Online application to be filled (As per the schedule notified in academic calendar)	Rs. 1500/- per semester
4	Candidate failed in subjects due to less marks in End terms & Mid term examination.	The candidate has to repeat the course and attend the class regularly . He/She can give both the supplementary examination for End term & Mid Term evaluation for Mid Term marks.	Offline application to be submitted in the prescribed **format II : Evaluation Form (Within 20 days of declaration of results)**	Rs. 2500/- for one subject, Rs. 3500/- for two subject, Rs. 4500/- for three subject, 5500/- for four subjects and so on

4/01/2023

Assistant Registrar (Academic)

MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY,

BHOPAL-462003

FORMAT: I IMPROVEMENT FORM

(To be submitted within 20 days of declaration of results)

Date: _____

Semester in which Improvement is required :_____(Sem)_____(Branch)

1. **(i) Candidate's Full Name** :_____
   (in Block Letters)
   (ii) Scholar No. :_____**Roll No (in case of 1st year)** _____

   (iii) SGPA/CGPA (of semester in which improvement is required) : _____

   (iv) Mobile No. :_____

2. **Payment Detail Amount Rs. 1500/- Rs. 2500/- or Rs. 3500/- SBI Collect transaction No _____Dt._____**
   for serial no. 1 & 2 https://www.onlinesbi.sbi/sbicollect/icollecthome.htm

3. **Record of Backlog subjects :**

S.No	Subject	Sub. Code	Semester	Mid Term	End Term	Month & Year last appeared
1.						
2.						

(Maximum two subject are allowed for continuous evaluation)

4. **Improvement Required: (Please tick Mid Term or End term)**

S.No	Subject	Sub. Code	Semester	Mid Term	End Term	Month & Year last appeared
1						
2						

I understand that if I select Mid term I will have to repeat the subject and give both Mid Tern & End Terms examination)

Signature of the student

Note :- Enclose the following documents

i) Copy of Mark sheets of all previous semester exams.
ii) Copy Current Semester fee registration

Concerned subject Faculties

i. Name ..... Signature.....

ii. Name ..... Signature.....

HoD Concerned

Asst. Registrar (Academic)

Associate Dean (UG) or (PG&Ph.D)

Verification by COE

Approved by Dean (Academic)

Copy of approval to be forwarded to:

1. Concern Subject Faculty
2. Head of Department (HOD)
3. Assistant Registrar (Academic & Examination) for inclusion in roll list
4. Student copy

MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY,

BHOPAL-462003

FORMAT II : EVALUATION FORM

(To be submitted within 20 days of declaration of results)

Date: _____

Semester in which End Term & Mid terms evaluation is required _____(Sem)
_____(Branch)

1. **(i) Candidate's Full Name** :_____
   (in Block Letters)
   (ii) Scholar No. :_____**Roll No (in case of 1st year) _____**

   (iii) SGPA/CGPA (of semester in which improvement is required) : _____

   (iv) Mobile No. :_____

2. **Payment Detail Amount Rs..... SBI Collect transaction No _____Dt._____**
   (Fees: Rs. **2500/-** for one subject, Rs. **3500/-** for two subject, Rs. **4500/-** for three subject, **5500/-** for four subjects and so on) **for serial no. 4** https://www.onlinesbi.sbi/sbicollect/icollecthome.htm
3. **Record of Backlog subjects :**

S.No	Subject	Sub. Code	Semester	Mid Term	End Term	Month & Year last appeared

4. **Improvement Required: (Please tick Mid Term or End Term)**

S.No	Subject	Sub. Code	Semester	Mid Term	End Term	Month & Year last appeared

I understand that if I select Mid Term I will have to repeat the subject and give both Mid Term & End Term examination)

Signature of the student

Note :- Enclose the following documents

(I) Copy of Mark sheets of all previous semester exams. **(II)** Copy Current Semester Fee registration

Concerned Subject Faculties					
S.No	**Name**	**Signature**	**S.No**	**Name**	**Signature**
i			**iv**		
ii			**v**		
iii			**vi**		

HoD Concerned

Asst. Registrar (Academic)

Associate Dean (UG)

Verification by COE **Approved by Dean (Academic)**

Copy of approval to be forwarded to:

- **i)** Concern subject Faculty
- **ii)** Head of Department (HOD)
- **iii)** Assistant Registrar (Academic & Examination) for inclusion in roll list
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