



मौलाना आज़ाद राष्ट्रीय प्रौद्योगिकी संस्थान, भोपाल-462003
MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY BHOPAL - 462003

शैक्षणिक एवं परीक्षा कार्यालय
Office of Academic & Examination

क्र: MANIT/ACAD./2026/7681/1

दिनांक: 30.07.2026

सूचना / NOTICE

Subject: For Improvement (Odd/ Even Semester) & Continuous Evaluation & Assessment (Only for Odd Semester)

Ref: UG Ordinance 2016 & 2024, 46th Senate Meeting and 62nd Senate Resolution.

Applications are invited from all UG / PG students seeking Improvement and Evaluation of marks. The details, eligibility, fee and instructions are as follows: -

Procedure for application in case of Improvement Examinations				
Not Applicable for Students awarded "F"(Failed) Grade				
Description of case type	Provision for students	Modality to apply	Fees	Applicable format No.
Student Passed in all subject SGPA < 5 FOR UG SGPA < 5.5 FOR PG	Such student can give improvement examination in Maximum 2 subjects, only for End Term Exam and will be termed as IMPROVEMENT	Offline application to be submitted in the Academic section.	Rs. 1500/- per semester.	Format I (Any Semester) (Improvement through End-Term Exam)
	The Student to repeat the course and attend the class regularly. He/ She can appear improvement examination in maximum 2 subjects for Mid-term & End- Term marks and will be termed as IMPROVEMENT. (ONE SEMESTER AT A TIME)	Offline application to be submitted in the Academic section.	Rs. 2500/- for one subject, Rs. 3500/- for two subject Student can appear in only ODD Semester examination (I,III,V,VII & IX)	Format II (Only ODD Semesters) (Improvement through both Mid-Term & End-Term Exam)

Students who are applying in above are requested to fill the google form before submitting documents to academic section. QR Code of Google form. Kindly Scan with QR Code for link of Google Form.





Note: Continuous Evaluation & Assessment is only applicable for the students awarded “F” (Failed) Grade				
Procedure for application in case of Continuous Evaluation & Assessment Examinations				
Description of case type	Provision for students	Modality to apply	Fees	Applicable format No.
Student failed in subjects due to less marks in <u>Mid-term</u> and <u>End-term</u> examination.	The Student has to repeat the course and attend the class regularly. Student can appear in only ODD Semester examination (I,III,V,VII & IX)	Offline application to be submitted in the Academic section.	Rs. 2500/- for one subject, Rs. 3500/- for two subjects, Rs. 4500/- for three subject, 5500/- for four subjects and so on	Format III (Only ODD Semesters)
Student failed in subject due to less marks in <u>End term</u> examination.	Supplementary/Back Paper Exam:- Student can give supplementary examination for End term Exam only.	Online application to be filled (As per the schedule notified in academic calendar for First to final year)	Rs. 1500/- per semester	Online supplementary examination form to be filled by student during: 5th to 9th October, 2026.
Schedule for Submission of Improvement / Evaluation Forms				
Semester		Without late fee	With late fee (Rs. 500/- per subject)	
All Even/ODD Semester (as applicable)		10.08.2026	17.08.2026	
All such students are advised to deposit the requisite fee and duly fill the attached format I, II , III and Online Supplementary form (as applicable) and submit the complete application to the Office of Academic Section within the stipulated time period.				
Students who are applying in above are requested to fill the google form before submitting documents to academic section. QR Code of Google form. Kindly Scan with QR Code scanner for Link of Google form.				
				

This is issued after the approval of Competent Authority.

Sd/-

Assistant Registrar (Academic & Exam.)

Copy to:

- All Deans / Associate Deans
- All HoDs/HoCs/COE/COW
- PA to Director – for the information of Director
- All Notice Boards (Institute & Hostels).
- AR (Accounts) –for necessary uploading of fee structure in SBI Collect.
- Web In-charge uploading in the Institute Web Site.



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FORMAT: I IMPROVEMENT FORM

(To be submitted within 20 days from the start of Semester classes)

Date: _____

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

1. (i) Student's Full Name : _____
(in Block Letters)

(ii) Scholar No.: _____ Roll No (in case of 1st year) _____

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

(iv) Current Semester _____ (v)

2. Payment Detail Amount Rs. 1500/- SBI Collect transaction No _____ Dt. _____

Fees to be paid using SBI collect :- <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm>

3. Improvement Required: (End-term)

S.No	Subject	Sub. Code	Semester	End-Term	Month & Year last appeared	Name & Signature of concerned faculties
1						
2						

Signature of the student

Note :- Enclose the following documents

(I) Copy of Mark sheets in which improvement applied. (II) Copy Current Semester registration (III) Fee receipt Concerned subject Faculties

HoD Concerned

Asst. Registrar (Academic & Exam.)

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

Verification by COE

Approved by Dean (Academic)

Copy of approval to be forwarded to:

- (II) Concerned Subject Faculty
- (III) Head of Department (HOD)
- (IV) Assistant Registrar (Academic & Examination) for inclusion in roll list
- (V) Student copy



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FORMAT: II IMPROVEMENT FORM

(To be submitted within 20 days from the start of Semester classes)

Date: _____

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

1. (i) Student's Full Name : _____
(in Block Letters)

(ii) Scholar No. : _____ Roll No (in case of 1st year) _____

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

(iv) Current Semester _____

2. Payment Detail Amount Rs. 2500/- or Rs.3500/- SBI Collect transaction No _____ Dt. _____

Fees to be paid using SBI collect :- <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm>

3. Improvement Required: (Student wants to improvement through both End-term & Mid- Term)

S.No	Subject	Sub. Code	Semester	Mid Term	End Term	Name & Signature of concerned faculties
1						
2						

Signature of the student

Note :- Enclose the following documents

(I) Copy of Mark sheets in which improvement applied. (II) Copy Current Semester registration (III) Fee receipt

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)
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FORMAT III : EVALUATION FORM

(To be submitted within 20 days from the start of Semester classes)

Date: _____

Semester in which End-Term & Mid-term Evaluation is required _____ (Sem) _____ (Branch)

- (i) Student 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. : _____
- Payment Detail Amount Rs.2500/3500/4500/5500/6500/7500, 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)
Fees to be paid using SBI collect :- <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm>
- Record of Backlog/Evaluation required subjects : (Please tick Mid Term or End Term)

S.No	Subject	Sub. Code	Semester	Mid Term	End Term	Signature of concerned faculties
1						
2						
3						
4						
5						
6						
7						

Signature of the student

Note :- Enclose the following documents

- (I) Copy of Mark sheets in which EVALUATION is required (II) Copy Current Semester registration (III) Fee receipt

HoD Concerned _____

Asst. Registrar (Academic)

Associate Dean (UG)

Verification by COE

Approved by Dean (Academic)

Copy of approval to be forwarded to:

- Concern subject Faculty
- Head of Department (HOD)
- Assistant Registrar (Academic & Examination) for inclusion in roll list
- Student copy