



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/ ३७३३,

दिनांक: 15 जनवरी 2026

**सूचना / NOTICE**

**Subject: Provision and procedure to proceed to Other Institutions**  
**Ref.: UG Ordinance 2024, Clause 9.3**

To help students broaden their academic horizon, a student may be permitted to proceed to premier academic institutions of repute in India or abroad as a non-degree student, for a period up to **two semesters**, with the prior permission of the **Dean (Academic)**.

With reference to Clause 9.3 of the **UG Ordinance 2024** (uploaded on the Institute website), students are hereby informed about the UG Ordinance 2024 provisions and procedure for proceeding to other institutions in India or abroad as a Non-Degree Student.

Interested and eligible students can explore these provisions.

This is issued after the approval of Competent Authority.

**Sd/-**  
**Assistant Registrar (Academic & Exam.)**

**Copy to:**

1. All Deans/Associate Deans
2. All HoDs/HoCs- with a request to inform students
3. ERP Cell
4. Account Section
5. P.A. to Registrar
6. P.A. to Director - for the information of Director

The HOD shall ensure thorough discussion and consensus on the agenda of BOAC in a Department faculty meeting before taking the matter on the agenda of the BOAC.

## **9. LEAVE AND VACATIONS FOR THE STUDENTS**

### **9.1 Leave during Semester**

Leave during semester shall be strongly discouraged for all registered students. However, only for *bona fide* reasons, a student may be granted authorized leave of absence by DUPC during the semester as under:

**Maximum of 15 days** on proven medical grounds

**Maximum of 15 days** for any other valid and proven reason

The above shall be subject to minimum requirement of attendance as prescribed by the Institute Senate from time to time.

A student who avails authorized leave of absence due to medical reasons shall be required to submit a certificate from the MANIT dispensary doctor in case the medical exigency arises during his/her stay at Bhopal.

Unauthorized leave of absence from the Institute for a period exceeding 3 weeks at a stretch will result in automatic withdrawal of the student from all courses in that semester. In such cases, the concerned teacher would need to inform the DUPC of prolonged unauthorized absenteeism of specific student. DUPC would subsequently initiate action on the concerned non-reporting student.

### **9.2 Mid-semester Breaks and Vacations**

Undergraduate students are entitled to avail mid-semester breaks during the semester and vacations at the end of semesters as specified in the Academic Calendar.

### **9.3 Permission to Proceed to other Institutions**

In order to help a student to broaden his/her horizon, he/she may be permitted to proceed to premier academic institutions in India or abroad as a non-degree student.

The following guidelines and procedures apply for this purpose:

A student who satisfies the minimum eligibility conditions given below may spend up to two semesters in any academic institution of repute in India or abroad with prior permission of Dean (Academic).

#### **a) Eligibility -**

- i) Completion of first four semesters of course work,
- ii) CGPA of at least 8.0

**b) Procedure -** The student shall make an application to the Dean (Academic) through the concerned DUPC, giving details of the proposed programme and shall submit a statement of purpose with sufficient information about the institution where he/she has chosen to spend time as a non-degree student.

The Dean (Academic) with the help of a Senate Sub-Committee or otherwise shall examine the student's application to determine whether the proposed programme is of a nature, both in quality and quantity, which on successful completion will justify the permission to proceed to other Institution. On the recommendation of the Dean (Academic), the Senate may approve the proposal and grant permission to the student applicant to proceed as a non-degree student to the permitted institution. Prior to joining the other Institute, the student shall submit at MANIT all relevant documents related to his/her temporary admission in other Institute, and upon his joining the other Institute the student shall send all his/her academic load details. MANIT shall then proceed for granting equivalent academic credits on his/her return.

**c) Transfer of Credits and Waiver in-lieu thereof-** Permission to proceed to another institution as a non-degree student does not imply that the student will automatically get waiver from the academic and other requirements of his/her ongoing undergraduate programme at the Institute.

When the student returns from the course, he/she may apply for waiver with an official transcript of the grades obtained by him/her at the selected institution as a non-degree student and other documents/material that the Dean (Academic) may require for evaluation. The Dean (Academic) will determine, by whatever means he/she deems fit, the equivalent courses and/or requirements for which the student may be given a waiver in his/her undergraduate programme at the Institute.

Against each course or requirement for which a waiver is granted, a “*Waiver*” would appear on the Grade Report with an explanatory note that it stands for waiver granted due to courses undertaken at the selected Institution elsewhere.

Those students who are allowed, by way of prescribed rules and procedures, to proceed under an Institutional Exchange Programme will also be governed by the above clauses for transfer of academic credits and related waivers etc.

## **10. REQUIREMENTS**

### **10.1 Minimum and Maximum Residence Duration**

The minimum and maximum residence duration requirements for various undergraduate programmes are as follows: