



शैक्षणिक एवं परीक्षा कार्यालय  
Office of Academic & Examination

क्र: MANIT/ACAD./2026/3780/2

दिनांक: 04 फरवरी 2026

**संशोधित सूचना / REVISED NOTICE**

**Subject: For Improvement & Evaluation For Odd/ Even Semester**

**Ref: UG Ordinance 2016 Clause 7.7 and 46<sup>th</sup> Senate Meeting**

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

<b>Procedure for application in case of Improvement Examinations</b>				
<b>Description of case type</b>	<b>Provision for students</b>	<b>Modality to apply</b>	<b>Fees</b>	<b>Applicable format No.</b>
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 for further approval within stipulated time period.	Rs. 1500/- per semester. Student can appear in only ODD/EVEN End Term exam (First to final year )	<b>Format I</b>
	The Student repeat the course and attend the class regularly. He/ She can appear 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 Academic section for further approval within stipulated time period.  [ELIGIBLE: only for EVEN Semester Examination]	Rs. 2500/- for one subject, Rs. 3500/- for two subject  Student can appear in only EVEN Semester examination ( II, IV, VI, VIII & X )	<b>Format II</b>



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**Note: Evaluation is applicable for all the students**

**Procedure for application in case of Evaluation Examinations**

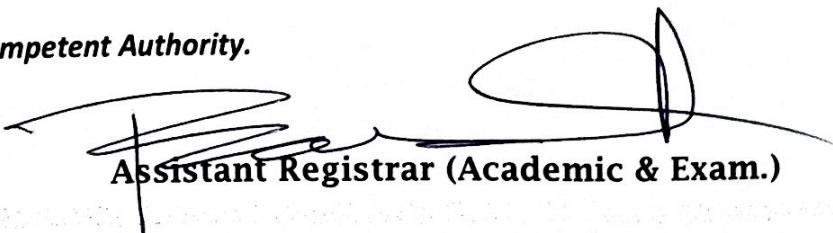
Description of case type	Provision for students	Modality to apply	Fees	Applicable format No.
Student failed in subjects due to less marks in Mid-term and End terms examination.	The candidate has to repeat the course and attend the class regularly.	Offline application to be submitted in the prescribed <b>Format III : Evaluation Form</b>	Rs. 2500/- for one subject, Rs. 3500/- for two subjects, Rs. 4500/- for three subject, 5500/- for four subjects and so on	<b>Format III</b> He/She can give both the supplementary examination for End term & Mid Term evaluation.
Student failed in subject due to less marks in End term examination.	Student can give only supplementary examination for End term Exam only and will be termed as <b>back paper exam /supplementary</b>	Online application to be filled (As per the schedule notified in academic calendar for First to final year	Rs. 1500/- per semester	<b>Online supplementary examination form to be filled by student during 26<sup>th</sup> March to 31<sup>st</sup> march 2026</b>

**Schedule for Submission of Improvement / Evaluation Forms**

Semester	Without late fee	With late fee (Rs. 500/- per subject)
All Even/ODD Semester (as applicable)	Upto 09 <sup>th</sup> Feb 2026	10 <sup>th</sup> Feb to 16 <sup>th</sup> Feb, 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.

*This is issued after the approval of Competent Authority.*



**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.



मौलाना आज़ाद राष्ट्रीय प्रौद्योगिकी संस्थान, भोपाल-462003

MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY BHOPAL - 462003

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Office of Academic & Examination

**FORMAT: I IMPROVEMENT FORM**

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

Date: \_\_\_\_\_

Mobile No. \_\_\_\_\_

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 1<sup>st</sup> year) \_\_\_\_\_
- (iii) SGPA (of semester in which improvement is required) : \_\_\_\_\_
- (iv) Current Semester \_\_\_\_\_

2. Payment Detail Amount Rs. 1500/- SBI Collect transaction No \_\_\_\_\_ Dt. \_\_\_\_\_ for serial no. 1 & 2  
<https://www.onlinesbi.sbi/sbicollect/icollecthome.htm>

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

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

I understand that Online supplementary form for End Terms examination will be filled by me and submitted that also from 26<sup>th</sup> March to 31<sup>st</sup> March 2026 in the academic section.

Signature of the student

Note :- Enclose the following documents

- i) Copy of Mark sheets in which improvement applied.
- ii) Copy Current Semester fee registration (III) Fee Receipt

Concerned subject Faculties

- i. Name ..... Signature.....
- ii. Name ..... Signature.....

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:

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



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Office of Academic & Examination

## FORMAT: II IMPROVEMENT FORM

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

Date: \_\_\_\_\_

Mobile No. \_\_\_\_\_

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 1<sup>st</sup> 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. \_\_\_\_\_  
for serial no. 1 & 2 <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm>

3. Improvement Required: ( Student must appear in Mid Term or End term both)

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 Term & End Terms examination by filing the Online supplementary form during 26<sup>th</sup> March to 31<sup>st</sup> March 2026 to be submitted in the academic section.

Signature of the student

Note :- Enclose the following documents

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

Concerned subject Faculties

iii. Name ..... Signature.....

iv. 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:

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### FORMAT III : 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)

Mobile No. \_\_\_\_\_

1. (i) Candidate's Full Name : \_\_\_\_\_  
(in Block Letters)
- (ii) Scholar No. : \_\_\_\_\_ Roll No (in case of 1<sup>st</sup> 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. [4https://www.onlinesbi.sbi/sbicollect/icollecthome.htm](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) by filing the Online supplementary form during 26<sup>th</sup> March to 31<sup>st</sup> March 2026 to be submitted in the academic section.

Signature of the student

Note :- Enclose the following documents

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

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:

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