



ಬಿ.ಎಂ.ಎಸ್. ತಾಂತ್ರಿಕ ಮತ್ತು ವ್ಯವಸ್ಥಾಪನಾ ಮಹಾವಿದ್ಯಾಲಯ  
**BMS Institute of Technology and Management**  
(An Autonomous Institution Affiliated to VTU, Belagavi)  
Avalahalli, Doddaballapur Main Road, Bengaluru - 560064



**EXAM SECTION**

Ref. No.: BMSIT&M/Exam/2023-2024/113

Date: 04-10-2024

**CIRCULAR**

**Subject:** Submission of Make-up Application Form for 4<sup>th</sup> semester P.G. Students of 2022 Batch - Reg.

We are pleased to invite you to submit applications for the Make-up Examination for Grade 'I,' and 'X' in accordance with VTU norms. The students are advised to go through the following guideline to apply for the examination.

**A. Make-up Examinations for the Grade 'I' :** The make-up examination is an opportunity given to the eligible students who may have failed to attend semester end examinations (SEE) of one or more courses in a semester for valid and convincing reasons acceptable to the college, such as:

- Illness or accident which disabled him/her from attending SEE;
- A calamity in the family at the time of SEE, which required the student to be away from the college;
- Any other verifiable exigency

**B. Make-up Examinations for the Grade 'X':**

- The 'X' grade is awarded to a student having high **CIE rating ( $\geq 90$ )** in a course but SEE performance was observed to be poor, which would result in an overall 'F' grade in the course.

**C. How to Apply:** The student shall:

- Collect the Make-up exam application form from the department.
- Pay the prescribed fee by collecting cash challan from accounts department and the cash will be remitted to bank.
- Make-up examination fee Rs. 2400/- per course and application fee Rs. 20/-
- Attached a fee receipt and related documents substantiating the reasons for absence for SEE w.r.t "I" grade.
- Submit the application and related documents to the respective department.

The timeline and fee payment details are as mentioned below:

Sl. No.	Semester	Last Date for Submission of Application	Submission with penalty
1.	PG 2022 Batch (4 <sup>th</sup> Semester)	07.10.2024	A penalty fee of Rs. 500/- will be charged for the application submitted beyond the due date till 08.10.2024

Ht  
CoE 04/10/2024

Kudath  
Dean (A) 04.10.24.

Ht  
Principal

Copy to: HoDs-PG, Admin. Office, PG 2022 batch students.



ಬಿ.ಎಂ.ಎಸ್. ತಾಂತ್ರಿಕ ಮತ್ತು ವ್ಯವಸ್ಥಾಪನಾ ಮಹಾವಿದ್ಯಾಲಯ  
**BMS Institute of Technology and Management**  
(An Autonomous Institution Affiliated to VTU, Belagavi)  
Avalahalli, Doddaballapur Main Road, Bengaluru - 560064

Form C



**EXAM SECTION**

**MAKE-UP EXAMINATION APPLICATION FORM-PG**

(To be submitted by the students to the college through respective branch)

Ref. No:

Name of the Student	(Fill in Capital Letters Only)		
USN	(Fill in Capital Letters Only)		
E-mail ID	(Fill in Capital Letters Only)		
Phone Number / Mobile		Receipt No. and Date	

No.	Sem	Subject / Course Code	Subject/Course Title	Make-up exam ₹ 2400.00/-per course
1				
2				
3				
4				
5				
6				
7				
Application fees				Rs.20/-
Total fees in words:			<b>Total Fees</b>	

**NOTE**

1. PG Programs: Make-up examination fee ₹ 2400/- per course.
2. Makeup examination is application only for "I" and "X" grades courses only, for further information please refer circular.
3. No modifications will be permitted once the makeup examination application deadline is passed.

**UNDERTAKING BY STUDENT**

I hereby state and undertake as follows:

1. I have read and understood the instructions distributed along with this application.
2. I have verified all entries, including subject/course codes in the application form and state that they are correct and that I will not request to make changes to this application once submitted to college.
3. I will pay the necessary fees to college offline and I understand that announcement of Makeup examination schedule for courses to payment of fees within time.
4. I have calculated the fees correctly as per fee structure. If my calculation is incorrect, I undertake to pay the correct fees.
5. I have submitted this application to the college as per the requirements.
6. I have signed the application and retained a copy of this signed application my reference.

Date:

Place:

Signature of Student

Head of the Department