



Ref. No.: BMSIT&M/Exam/2024-25/215

Date: 15-04-2025

**CIRCULAR**

**Subject:** Submission of Application Form for Photocopy and Revaluation for  
UG – 2022 & 2023 Batch - Reg.

The Students of 2022 & 2023 Batch are invited to Submit Application Forms for the Photocopy and Revaluation. This option is available for the Arrears semester end examinations (SEE) conducted in February - 2025, with Provisional Results Declared on 11-04-2025.

**A. Photocopy:**

- The Students shall request for a **Photocopy** of their answer scripts by Applying for the respective courses separately with a fee of **Rs. 400/-** Per Course along with the Application Fee of **Rs. 20/-** Per Candidate (**Applicable to all Theory Courses**).

**B. Revaluation:**

- Student (Pass/Fail) can apply for revaluation with a fee of **Rs. 600/-** Per Course along with the Application Fee of **Rs. 20/-** Per Candidate.

**Note:** We fully refund the revaluation fee paid by the student, if the marks increases by 50% or more.

The deadlines for \*applying Photocopy and Revaluation are as follows.

| Sl. No. | Event                                                                    | Last Date  | Last Date with Fine |
|---------|--------------------------------------------------------------------------|------------|---------------------|
| 1.      | Issue of Application form by the Respective Department for the Photocopy | 15-04-2025 | -                   |
| 2.      | Last date for Submission of Application for Photocopy                    | 17-04-2025 | 21-04-2025<br>500/- |
| 3.      | Photocopy Distribution to the Department                                 | 22-04-2025 | -                   |
| 4.      | Last date for submission of Revaluation Application Form                 | 23-04-2025 | 24-04-2025<br>500/- |

For further information about photocopy/Revaluation please refer to the examination terms and conditions attached with the circular.

\*The steps to submit the applications are as below:

- a. Students shall collect the application forms (Form A and Form B) from their respective departments.
- b. The prescribe fee shall be remitted to the Bank by collecting the challan at the Account Section.
- c. Submit the application form & Green receipt to the respective department within the due date.

**Note:** Application Needs to be Submitted within the due date. If not, the application stands rejected and the fee paid will not be refunded.



CoE 15.04.2025



Principal

## **Examination Terms and Conditions**

### **Photocopy Process**

1. Photocopy of answer scripts for SEE is permissible exclusively for theory courses and Photocopy is not applicable for the Laboratory Courses, except CAED course (BCEDK203).
2. The Students can apply for the Photocopy process within the stipulated time frame for all the courses, excluding those involved in malpractice.
3. Separate applications must be submitted for the photocopy and revaluation.
4. The students applied for the photocopy will receive a hard copy of the answer script at the exam section on the specified date.

### **Revaluation Process:**

1. The option for Revaluation processes for SEE is applicable for all theory courses.
2. Students can apply for the Revaluation process within the specified time frame for all the courses, excluding those involved in malpractice.



CoE 15.04.2025



Principal

### **Copy to:**

1. Examination office file.
2. All HoDs, All Deans, Notice Boards.
3. Admin Office, Accounts Officer, Website.







Form A

**PHOTOCOPY APPLICATION FORM**

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

|                           |                                     |       |  |
|---------------------------|-------------------------------------|-------|--|
| Name of the Student       | (Fill in Capital Letters Only)      |       |  |
| University Seat No. (USN) | (Fill in Capital Letters Only)      |       |  |
| E-mail Address            | (Fill in Capital Letters Only)      |       |  |
| Phone Number / Mobile     | (Students Mobile number only)       |       |  |
| Circular Number & Date    | (Students bank account number only) |       |  |
| Batch Year                | (Fill in Capital Letters Only)      |       |  |
| Challan No:               | (Fill in Capital Letters Only)      | Date: |  |

| No.                  | Sem. | Course Code | Course Title | Photocopy of Answer Scripts<br>₹ 400.00/- per course |
|----------------------|------|-------------|--------------|------------------------------------------------------|
| 1.                   |      |             |              |                                                      |
| 2.                   |      |             |              |                                                      |
| 3.                   |      |             |              |                                                      |
| 4.                   |      |             |              |                                                      |
| 5.                   |      |             |              |                                                      |
| 6.                   |      |             |              |                                                      |
| 7.                   |      |             |              |                                                      |
| Application Fees     |      |             |              | Rs. 20/-                                             |
| Sub Total Fees       |      |             |              |                                                      |
| Total Fees in words: |      |             | <b>TOTAL</b> |                                                      |

**NOTE**

1. UG/PG Programs: Photocopy fee per subject/course: ₹400/- per script.
2. Photocopy is not available for practical courses for further information please refer circular.
3. No modifications will be permitted once the Photocopy application deadline is passed.

**UNDERTAKING BY STUDENT**

I hereby state and undertake as follows:

1. I have read and understood the instructions provided along with this application.
2. I have verified all the entries, including course title/course codes in the application form and state that they are correct and that I will not request changes to this application once submitted to college.
3. I will pay the necessary fees to college offline/online and I understand that announcement of Answer Script Viewing/Photocopy distributions are subject to payment of fees within time.
4. I have calculated the fee correctly as per the fee structure. If my payment 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 with my reference.

Date:

Place:

Signature of Student

Proctor Signature

Head of the Department



**REVALUATION APPLICATION FORM**

**Form B**

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

|                                   |                                     |               |  |
|-----------------------------------|-------------------------------------|---------------|--|
| <b>Name of the Student</b>        | (Fill in Capital Letters Only)      |               |  |
| <b>University Seat No. (USN)</b>  | (Fill in Capital Letters Only)      |               |  |
| <b>E-mail Address</b>             | (Fill in Capital Letters Only)      |               |  |
| <b>Phone Number / Mobile</b>      | (Students Mobile number only)       |               |  |
| <b>Circular Number &amp; Date</b> | (Students bank account number only) |               |  |
| <b>Batch Year</b>                 | (Fill in Capital Letters Only)      |               |  |
| <b>Challan No:</b>                | (Fill in Capital Letters Only)      | <b>Date :</b> |  |

| No.                  | Sem | Course Code | Course Title      | Revaluation of Answer Scripts<br>₹ 600/- per course |
|----------------------|-----|-------------|-------------------|-----------------------------------------------------|
| 1                    |     |             |                   |                                                     |
| 2                    |     |             |                   |                                                     |
| 3                    |     |             |                   |                                                     |
| 4                    |     |             |                   |                                                     |
| 5                    |     |             |                   |                                                     |
| 6                    |     |             |                   |                                                     |
| 7                    |     |             |                   |                                                     |
| Application fees     |     |             |                   | <b>Rs.20/-</b>                                      |
| Total fees in words: |     |             | <b>Total Fees</b> |                                                     |

**NOTE**

1. UG Programs: Revaluation fee ₹ 600/- per course.
2. No modifications will be permitted once the application deadline is passed.
3. For further information about Revaluations, please refer examination terms and conditions attached with circular.

**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 course title /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 challenge valuation results are subject 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

Proctor Signature

Head of the Department