



BMS Institute of Technology and Management

(Autonomous Institution affiliated to VTU, Belagavi)
Avalahalli, Doddaballapur Main Road, Bengaluru - 560064.

Ref. No.: BMSIT&M/Exam/2022-2023/51

Date: 15/06/2023

CIRCULAR

Subject: Answer Script Viewing, Photocopy, Challenge Valuation, and Make-up Examination for April/May 2023 SEE (UG) – 3rd Semester Regular and Lateral Entry Students - Reg.

The following provisions are made available for the 3rd Semester Regular and Lateral Entry Students who have taken the examinations held in **April/May 2023**, and declared provisional results.

A. Answer Script Viewing (ASV) and Photocopy of Answer Script (PC) Process

a. Answer Script Viewing Process (Applicable for the Courses Awarded with “F” Grade only):

The students with “F” grade courses and interested in viewing their answer scripts can view it virtually.

*Apply by filling the application form and pay the fee of **Rs. 300/- (Rupees Three Hundred Only) per course and application fee of Rs. 20 (Rupees Twenty Only) per candidate.**

b. Photocopy of Answer Script (Applicable to all Theory Courses):

The students who are interested in requesting a **hardcopy** of their answer scripts can *apply for the respective courses separately by paying a fee of **Rs. 400/- (Rupees Four Hundred Only) per course and application fee of Rs. 20 (Rupees Twenty Only) per candidate.**

B. Challenge Valuation Process (Applicable to all Theory Courses):

The students who intend to *apply for challenge valuation of their answer script can apply for the respective courses separately by paying a fee of **Rs. 5000/- (Rupees Five Thousand Only) per course and application fee of Rs. 20 (Rupees Twenty Only) per candidate.**

Note: If a student is awarded with higher grade in challenge valuation, 50% of the fee paid by the student shall be refunded.

C. Make-up Examination Process only for regular courses (Applicable for the Regular courses awarded with “I” and “X” Grade only):

The regular students awarded with “I” and “X” grade and interested in taking up makeup examination can *apply by paying a fee of **Rs. 310/- (Rupees Three Hundred and Ten Only) per course and application fee of Rs. 20 (Rupees Twenty Only) per candidate.**

Note: As per the VTU Autonomous norm, there is No Make-up Examination for Arrears and Supplementary Courses.

The requisite fee for the above processes shall be paid offline and attached the payment details (challan number and date) along with the application.

Note: Students should attach front page of their passbook which includes account number, IFSC and other bank details (For refund).

The deadlines for *applying Answer Script Viewing/Photocopy/Challenge Valuation/Make-up Process

Sl. No.	Event	Date
1	Issue of application for the Answer Script Viewing /Photocopy / Challenge Valuation/ Make-up Examination process.	15-06-2023
2	Last date for submission of application for Answer Script Viewing and Photocopy	16-06-2023
3	Answer Script Viewing Process and Photocopy distribution to students	19-06-2023
4	Last date for submission of Challenge Valuation application	20-06-2023
5	Last date for submission of Make-up applications	23-06-2023
6	Commencement of Make-up Examinations (Detailed Timetable will be shared duly)	26-06-2023

For further information about answer script viewing/photocopy/challenge valuation/make-up examination, please refer to the examination terms and conditions attached with the circular.

*The steps to submit the applications are as below:

- Students shall take printout or collect the application forms (Form A, B, and C) from their respective departments.
- Students shall collect **hardcopy of challan** from the **Accounts Section** and will make the necessary fees payment with application fee of 20 rupees per application and attach the proof with the application form.
- Fill payment details in the application form.
- Submit the application form & payment receipt along with payment details to the respective department HoD's.

Hthw
CoE 15/06/2023


Principal

Examination Terms and Conditions

Answer Script Viewing Process (ASV):

1. Provision for viewing of answer script for SEE (Semester End Examination) is allowed only for theory courses and not allowed for Laboratory Courses and Engineering Graphics.
2. Students are eligible to apply for viewing process within the noticed time period for all the respective courses (**only for "F" grade courses**), excluding the courses involved in malpractice.
3. The time and venue (valuation cell, 4th floor, academic block) for showing the answer scripts of various courses of the programme shall be announced at examination notice board, and the script will be shown only to the applied students in person on the date and time noticed.
4. Students had to wear id card compulsorily while entering the viewing process hall and failed to have an id card shall be treated as absent for the viewing process, and no further slots were provided for viewing.
5. Students shall not carry a calculator, mobile phones, cameras, smart watches, notepads, bags, or other items; they can carry only a pen/pencil and empty sheet.
6. A specified time slot of 10 minutes per script shall be provided to the applied students to view the answer script.

Note: the link will be shared to the students **Official Email ID** at the venue as per the time slot to view the answer script. Thus, it is the responsibility of the student to provide the correct email id during the application process. The link will be allowed to view the answer script only once; further viewing is restricted.

7. Students who applied to view the answer scripts must be present personally 10 minutes before at the prescribed time and place, and none of their representatives will be allowed to see the scripts. If a student misses their opportunity even after registration. The registration will become null and void. No extra time will be provided for the students who come late.
8. There is no provision for the students to interact with faculty or fellow students during the paper viewing process.
9. Independent applications have to be submitted for the viewing and challenge valuation process of the answer scripts.

Photocopy Process:

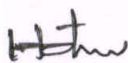
1. Provision for photocopy of answer scripts for SEE is allowed only for theory courses and not allowed for Laboratory Courses and Engineering Graphics.
2. Students are eligible to apply for photocopy process within the noticed time period for all the respective courses, excluding the courses involved in malpractice.
3. Independent applications have to be submitted for photocopy and challenge valuation of the answer scripts.
4. Hardcopy of answer script will be issued to respective students for the applied courses at valuation cell, 4th floor, academic block.

Challenge Valuation Process:

1. Provision for challenge valuation process for SEE is allowed only for theory courses and not allowed for Laboratory Courses and Engineering Graphics.
2. Students are eligible to apply for challenge valuation process within the noticed time period for all the respective courses, excluding the courses involved in malpractice.

Make-up Examination Process:

1. Students awarded with **"I" and "X" Grade** in the provisional results are eligible to apply to make-up examination for their respective courses only, excluding the courses involved in malpractice within the noticed time period.
"I" Grade: Awarded for a student having satisfactory attendance at classes and meeting the passing standard at CIE (Continuous Internal Evaluation) in a course but remained absent from SEE for valid and convincing reasons acceptable to the college. In this case the student needs to submit documents along with the application. The committee formed at institution level will scrutinize the applications for acceptance or rejection. (In Academic Rules and Regulations 8.2.4.1)
"X" Grade: Awarded to a student having attendance $\geq 85\%$ and CIE rating ($\geq 90\%$) in a course, but SEE performance observed to be poor, which could result in an overall 'F' grade in the course can apply for make-up examination. (In Academic Rules and Regulations 8.2.4.2)
2. Independent applications have to be submitted for make-up examination.
3. As per the VTU Autonomous norm, make-up examination applicable only for regular courses/examinations and there is **no Make-up examination for arrears and supplementary Courses.**
4. Students can apply for make-up examination process after the answer script viewing/ photocopy/challenge valuation process within the notice period.



CoE 15/06/2023


Principal

Copy to:

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



BMS INSTITUTE OF TECHNOLOGY AND MANAGEMENT (AUTONOMOUS)

Form A

PHOTOCOPY/ ANSWER SCRIPT VIEWING APPLICATION FORM (To be submitted by the students to the college through respective branch)

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	(Students Mobile number only)		
Bank Account No	(Students bank account number only)		
Bank Name	(Fill in Capital Letters Only)		
Bank IFSC Code	(Fill in Capital Letters Only)		
Challan No:	(Fill in Capital Letters Only)	Date :	

No.	Sem	Subject / Course Code	Subject/Course Title	Answer Script Viewing ₹ 300.00/- per script	Photocopy of Answer Scripts ₹ 400.00/- per script
1					
2					
3					
4					
5					
6					
7					
Application fees				Rs.20/-	Rs.20/-
Sub Total Fees					
Total fees in words:				TOTAL	

NOTE

- UG Programs:** Answer Script Viewing fee ₹ 300/- per script. Photocopy fee per subject/course: ₹400/- per script.
- Photocopy / Answer Script Viewing is not available for practical subjects/courses, for further information please refer circular.
- No modifications will be permitted once the Photocopy / Answer Script Viewing application deadline is passed.

UNDERTAKING BY STUDENT

I hereby state and undertake as follows:

- I have read and understood the instructions distributed along with this application.
- 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.
- I will pay the necessary fees to college offline and I understand that announcement of Answer Script Viewing/Photocopy distributions are subject to payment of fees within time.
- I have calculated the fees correctly as per fee structure. If my calculation is incorrect, I undertake to pay the correct fees.
- I have submitted this application to the college as per the requirements.
- I have **signed the application and retained a copy of this signed application** my reference.

Date:

Place:

Signature of Student

Head of the Department



BMS INSTITUTE OF TECHNOLOGY AND MANAGEMENT (AUTONOMOUS)

Form B

CHALLENGE VALUATION APPLICATION FORM (To be submitted by the students to the college through respective branch)

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	(Students Mobile number only)		
Bank Account No	(Students bank account number only)		
Bank Name	(Fill in Capital Letters Only)		
Bank IFSC Code	(Fill in Capital Letters Only)		
Challan No:	(Fill in Capital Letters Only)	Date :	

No.	Sem	Subject / Course Code	Subject/Course Title	Challenge Valuation of Answer Scripts ₹ 5000/- per course
1				
2				
3				
4				
5				
6				
7				
Application fees				Rs.20/-
Total fees in words:			Total Fees	

NOTE

1. **UG Programs: Challenge Valuation fee ₹ 5000/- per course.**
2. No modifications will be permitted once the challenge valuation application deadline is passed.
3. For further information about challenge valuations, 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 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 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

Head of the Department



BMS INSTITUTE OF TECHNOLOGY AND MANAGEMENT (AUTONOMOUS)

Form C

MAKE-UP EXAMINATION APPLICATION FORM

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

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	(Students Mobile number only)		
Bank Account No	(Students bank account number only)		
Bank Name	(Fill in Capital Letters Only)		
Bank IFSC Code	(Fill in Capital Letters Only)		
Challan No:	(Fill in Capital Letters Only)	Date :	

No.	Sem	Subject / Course Code	Subject/Course Title	Make-up exam ₹ 310.00/- per course
1				
2				
3				
4				
5				
6				
7				
Application fees				Rs.20/-
Total fees in words:			Total Fees	

NOTE

- UG Programs:** Make-up examination fee ₹ 310/- per course.
- Makeup examination is application only for **"I" and "X" grades courses only**, for further information please refer circular.
- No modifications will be permitted once the makeup examination application deadline is passed.

UNDERTAKING BY STUDENT

I hereby state and undertake as follows:

- I have read and understood the instructions distributed along with this application.
- 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.
- 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.
- I have calculated the fees correctly as per fee structure. If my calculation is incorrect, I undertake to pay the correct fees.
- I have submitted this application to the college as per the requirements.
- I have **signed the application and retained a copy of this signed application** my reference.

Date:

Place:

Signature of Student

Head of the Department