ಬಿ.ಎಂ.ಎಸ್. ತಾಂತ್ರಿಕ ಮತ್ತು ವ್ಯವಸ್ಥಾಪನಾ ಮಹಾವಿದ್ಯಾಲಯ
BMS INSTITUTE OF TECHNOLOGY AND MANAGEMENT
(Autonomous Institution affiliated to VTU, Belagavi)
Avalahalli, Doddaballapur Main Road, Bengaluru - 560064.

Ref. No.: BMSIT&M/Exam/2024-25/188   **Date:** 14-02-2025

CIRCULAR

Subject: Submission of Application Form for Photocopy, Revaluation and Makeup exam for UG - 2021 Batch - Reg.

The Students of 2021 Batch are invited to Submit Application Forms for the Photocopy, Revaluation and Makeup examination. This option is available for the semester end examinations (SEE) conducted in February - 2025, with Provisional Results Declared on 10-02-2025.

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.

C. Makeup Exam:

- Student can apply for the Make-up Examinations with a fee of **Rs. 300/-** Per Course along with the Application Fee of **Rs. 20/-** Per Candidate.

- **Make-up Examinations for the Grade 'I' :** As per the VTU norms, the make-up examinations facility shall be available to the eligible students who have failed to attend SEE of one or more courses in a semester for valid and convincing reasons acceptable to the college, like:
  (i)   Illness or accident which disbled him/her from attending SEE;
  (ii)   A calamity in the family at the time of SEE, which required the student to be away from the college;
  (iii) Any other verifiable exigency

- **Make-up Examinations for the Grade 'X':**
  (i) Awarded to a student having high CIE rating (≥90) in a course, but SEE performance observed to be poor, which could result in an overall 'F' grade in the course.

The deadlines for *applying Photocopy, Revaluation and Makeup exam are as follows.

Sl. No.	Event	Last Date	Last Date with Fine
1.	Issue of Application form by the Respective Department for the Photocopy	13-02-2025	-
2.	Last date for Submission of Application for Photocopy	15-02-2025	17-02-2025 500/-
2.	Photocopy Distribution to the students	18-02-2025	-
3.	Last date for submission of Revaluation Application Form	19-02-2025	20-02-2025 500/-
4.	Last date for submission of Makeup Application Form	18-02-2025	19-02-2025 500/-

For further information about photocopy/Revaluation/Makeup Examination 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, Form B and Form C) 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 14.2.2025

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, revaluation and makeup examination.

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   14.2.2025

Principal

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