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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/ 201

Date: 10-03-2025

CIRCULAR

Subject: Submission of Application Form for Photocopy, Revaluation and Makeup exam for UG - 2023 Batch - Reg.

The Students of 2023 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 04-03-2025.

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 disabled 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	11-03-2025	-
2.	Last date for Submission of Application for Photocopy	12-03-2025	13-03-2025 500/-
2.	Photocopy Distribution to the students	14-03-2025	-
3.	Last date for submission of Revaluation Application Form	17-03-2025	18-03-2025 500/-
4.	Last date for submission of Makeup Application Form	14-03-2025	17-03-2025 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:

- Students shall collect the application forms (Form A, Form B and Form C) from their respective departments.
- The prescribe fee shall be remitted to the Bank by collecting the challan at the Account Section.
- 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 10.3.2025



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 10.3.2025



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 ₹ 400.00/- per course
1.				
2.				
3.				
4.				
5.				
6.				
7.				
Application Fees				Rs. 20/-
Sub Total Fees				
Total Fees in words:			TOTAL	

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



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REVALUATION APPLICATION FORM

Form B

(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	Revaluation of Answer Scripts ₹ 600/- per course
1				
2				
3				
4				
5				
6				
7				
Application fees				Rs.20/-
Total fees in words:			Total Fees	

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



EXAM SECTION

Form C

MAKE-UP EXAMINATION APPLICATION FORM-UG

(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 ₹ 300.00/-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 ₹ 300/- 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

