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/2024-25/137   **Date:** 09-12-2024

CIRCULAR

Subject: Submission of Application Form for Answer Script Viewing, Photocopy, Challenge Valuation and Makeup exam for PG-MCA and M.Tech(CSE&ISE) - 2023 Batch - Reg.

The Students of 2023 Batch are invited to Submit Application Forms for the Answer Script Viewing, Photocopy, Challenge Valuation and Makeup exam for PG-MCA and M.Tech(CSE&ISE) courses of which the examinations conducted in October/ November - 2024, with Provisional Results Declared on 04-12-2024 and 06-12-2024.

A. Answer Script Viewing (ASV) and Photocopy

a. Answer Script Viewing Process (Applicable for the Theory Courses Awarded with "F" Grade only)

- The Students with "F" grade in Regular Courses can view their Answer Scripts, Virtually at the exam section.

- The Students shall Apply by Filling the application form and pay the fee of **Rs. 300/- (Three Hundred Rupees Only)** Per course along with the Application Fee of Rs. **20 (Twenty Rupees Only)** Per Candidate.

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

- The Students shall request for a **Hardcopy** of their answer scripts by Applying for the respective courses separately with a fee of **Rs. 850/- (Eight Hundred and Fifty Rupees Only)** Per Course along with the Application Fee of **Rs. 20 (Rupees Twenty Only)** Per Candidate.

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

- The Students shall apply for the Challenge Valuation of their answer script of the respective courses separately by paying a fee of **Rs. 6000/- (Six Thousand Rupees Only)** Per course and an 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 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:

    a. Illness or accident which disbled him/her from attending SEE;

    b. A calamity in the family at the time of SEE, which required the student to be away from the college;

    c. Any other verifiable exigency

Make-up Examinations for the Grade 'X':

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

Make-up examination fee Rs. **2400/- (Two Thousand Four Hundred)** per course and application fee Rs. **20/- (Twenty Rupees)**

The deadlines for *applying Answer Script Viewing/ Photocopy/ Challenge Valuation/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 Answer Script Viewing/ Photocopy /Challenge Valuation	09-12-2024	-
1	Last date for Submission of Application for Answer Script Viewing and Photocopy	11-12-2024	12-12-2024 500/-
3.	Answer Script Viewing Process and Photocopy Distribution to the students	13-12-2024	-
4.	Last date for submission of Challenge Valuation Application Form	16-12-2024	17-12-2024 500/-
5.	Last date for submission of Makeup application form	12-12-2024	13-12-2024

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

*The steps to submit the applications are as follows:

    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 payment receipt to the to the respective department on or before the due date.

Note: Applications submitted after the due date attract a penalty. The applications submitted after the last date with a penalty stand rejected.

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Examination Terms and Conditions

Answer Script Viewing Process (ASV)

1. The opportunity to view answer scripts of Semester End Examinations (SEE) is limited to theory courses and ASV is not applicable for the Laboratory Courses.

2. Students can apply for the viewing process within the specified timeframe for the courses (only for "F" grade courses), excluding those involved in malpractice.

3. The time and venue (Valuation Cell, 4th floor, Academic Block) for displaying answer scripts for various program courses will be announced on the examination notice board. The scripts will be shown only to the applied students in person on the designated date and time.

4. Students must wear their ID card while entering the ASV hall. Failure to have an ID card will be considered as an absence, and no additional slots will be provided.

5. Students are prohibited from carrying calculators, mobile phones, cameras, smartwatches, notepads, bags, or other items. They can only bring a pen/pencil and an empty sheet.

6. A specified time slot of 10 minutes per script will be allocated to students for viewing. The link to view the answer script will be shared with the students' official email ID at the venue during the allotted time slot. It is the student's responsibility to provide the correct email ID during the application process. The link will only be accessible once.

7. Students applying to view answer scripts must be personally present 10 minutes before the prescribed time and place. Representatives are not allowed. If a student misses their opportunity after registration, the registration becomes null and void. No extra time will be provided for latecomers.

8. During the paper viewing process, there is no provision for students to interact with faculty or fellow students.

9. Separate applications must be submitted for the viewing and challenge valuation processes of answer scripts.

Photocopy Process

1. Photocopy of answer scripts for Semester End Examinations (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 both the photocopy and challenge valuation of answer scripts.

4. Respective students for the applied courses will receive a hard copy of the answer script at the Exam Section

Challenge Valuation Process:

1. The option for challenge Valuation Processes for SEE is applicable exclusively to theory courses and is not applicable to Laboratory Courses.

2. Students can apply for the challenge valuation process within the specified time frame for all the courses, excluding those involved in malpractice.

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