

ಬಿ.ಎಂ.ಎಸ್. ತಾಂತ್ರಿಕ ಮತ್ತು ವ್ಯವಸ್ಥಾಪನಾ ಮಹಾವಿದ್ಯಾಲಯ BMS INSTITUTE OF TECHNOLOGY AND MANAGEMENT

(Autonomous Institution affiliated to VTU, Belagavi)
Avalahalli, Doddaballapur Main Road, Bengaluru - 560119.



Ref. No.: BMSIT&M/Exam/2025-26/213

Date: 28-07-2025

CIRCULAR

Subject: Submission of Application Form for Photocopy, Revaluation and Makeup Examination UG – 2022 Batch Regular courses – Reg.

The students are invited to Submit Application Forms for the Photocopy, Revaluation and Makeup Examination for UG – 2022 batch Regular courses of which the examination conducted in June / July - 2025, with Provisional Results Declared on **26.07.2025**

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.

C. Makeup Exam:

Student can apply Make-up Examinations with a fee of **Rs. 600/-** 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 semester end examinations (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.
- (i) A calamity in the family at the time of SEE, which required the student to be away from the college.
- (ii) 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 and Revaluation are as follows.

S1. No.	Event	Last Date	Last Date with Fine
1,	Issue of Application form by the Respective Department for the Photocopy	28-07-2025	
2.	Last date for Submission of Application for Photocopy	30-07-2025	31-07-2025 500/-
3.	Photocopy Distribution to the students	01-08-2025	
4.	Last date for submission of Revaluation Application Form	04-08-2025	05-08-2025 500/-
5.	Last date for submission of Makeup Application Form	04-08.2025	05-08-2025 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 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 & student passbook copy 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 28 07 2028

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.
- 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.

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Copy to:

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



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PHOTOCOPY APPLICATION FORM

Гания	- 4
Form	_/\
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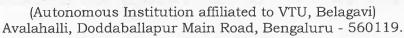
Name of the Student				William Control of the				
University Seat No. (USN)			SNI		(Fill in Capital Letters Only)			
			(Fill in Capital Letters Only) (Fill in Capital Letters Only)					
Academic Bank Credit (ABC ID.)								
E-ma	ail Addr	ess		[Fill in Capital Letters Guly]				
Phor	ie Numl	ber / Mobil	e					
Circ	ular N			Students Mable number untyl				
ımb	er & Da	te						
3atc	h Year				(Fill in Capital Letters Only)			
Chal	lan No:			(Fill in Capital Letters Only)		Date:		
No.	Sem.	Course Code		Course Title	0 7-8	S	py of Answer cripts /- per course	
1,						7 11		
2.								
3.		- 2			_			
4.								
5.								
6.								
7								
Application Fe					R	s. 20/-		
			Sub To	tal Fees				
otal I	ees in w	ords:			TOTAL			
2.	Photocopy is	not available for p	ractical cou	ct/course: ₹400/- per script . arses for further information pleas ne Photocopy application deadline	is passed.			
hereby	state and u	ndertake as follow:	S:	UNDERTAKING BY	STUDENT			
2. 1 3. 1 4. 1	I have verific I will not requ I will pay the Viewing/Pho I have calcul	d all the entries, in uest changes to the enccessary fees to stocopy distribution ated the fee correct	ncluding co is applicati college offl ns are subj ctly as per t	ons provided along with this applic burse title/course codes in the app on once submitted to college. ine/online and I understand that ect to payment of fees within time the fee structure. If my payment ca bilege as per the requirements.	olication form and state announcement of Ans	wer Script		
		d the emplication	and retain	ed a copy of this signed applica	tion with my reference	°P		
6. 1	nave signe	d the application	and Ictain	icu a copy of this signed applica	tion was my rotoron			

Proctor Signature

Head of the Department



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REVALUATION APPLICATION FORM

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

Form B

Name of the Student	(Fill in Cepital Let Only)	tters		
University Seat No. (USN)	(Fill to Capital Latters Only)			
Academic Bank Credit (ABC ID.)	(931 in Capital Letter	« Oulyj		
E-mail Address	(Fill in Capital Letters Only)			
Phone Number / Mobile	Studenta Meblie 			
Circular Number & Date	(Students henk we number sult)	oount		
Batch Year	(Fill in Capital Let Only)	tters		
Challan No:	g-III in Capital Letters Only)	Date :		

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

NOTE

- 1. UG Programs: Resaluation 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.
- I have verified all entries, including course title /course codes in the application form and state that they are correct and that I willnot 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.
- 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



Name of the Student

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(Fill in Capital Letters Only)

(An Autonomous Institution Affiliated to VTU, Belagavi) Avalahalli, Doddaballapur Main Road, Bengaluru – 560064

EXAM SECTION

MAKE-UP EXAMINATION APPLICATION FORM-UG (To be submitted by the students to the college through respective branch)

ABC ID:			(Fill in Capital Lettors Only)		
				(Fill in Capital Letters Only)	
E-ma	E-mail ID (FIII to Cap			(Fill in Capital Letters Only)	
Phone Number / Mobile			Receipt No. and Date		
	1				
No.	Sem	Subject / Course Code	Subject/Course Title	Make-up exam ₹600.00/-per course	
1					
_		1			

2 3 4 5 5 6 7 Application fees Rs.20/-

Total fees in words:

Total Fees

UG Programs: Make-up examination fee ₹600/- per course.
 No modifications will be permitted once the makeup examination application deadline is passed.

UNDERTAKING BY STUDENT

I hereby state and undertake as follows:

1. 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.
- 3. 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.
- 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.

Submission Date:

Place:

Signature of Student

Head of the Department

