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/2025/ ೨೫೯   **Date:** 13-05-2025

CIRCULAR

Subject: Submission of Application Form for Photocopy, Challenge Valuation and Makeup exam for PG MBA – 2022, 2023 & 2024 Batch - Reg.

The Students of 2023 Batch are invited to submit application forms for the Photocopy, Challenge Valuation and Makeup exam for PG MBA 2022, 2023 & 2024 Batch regular and arrears courses of which the examinations conducted in March/April - 2025, with Provisional Results Declared on **08.05.2025.**

A. Photocopy and Challenge Valuation

1. 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. 400/-** Per Course along with the Application Fee of **Rs. 20/-** Per Candidate.

2. 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/-** Per course and an application fee of **Rs. 20/-** 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.

B. Makeup Exam

Student can apply for the Make-up Examinations with a fee of **Rs. 2400/-**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/ Challenge Valuation 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 /Challenge Valuation	13-05-2025	-
2.	Last date for Submission of Application for Photocopy	14-05-2025	15-05-2025 500/-
3.	Photocopy Distribution to the Department	16-05-2025	-
4.	Last date for submission of Challenge Valuation Application Form	19-05-2025	20-05-2025 500/-
5.	Last date for submission of Makeup Examination Application Form	16-05-2025	19-05-2025 500/-

For further information photocopy/challenge valuation 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 to the respective department within the due date.

Note: Application Need to Submit within the due date. If not, the application will not consider and the fee paid will not be refunded.

CoE 13.05.2025

Principal

Examination Terms and Conditions

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.

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.

CoE   13. 05.2025

Principal

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

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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.
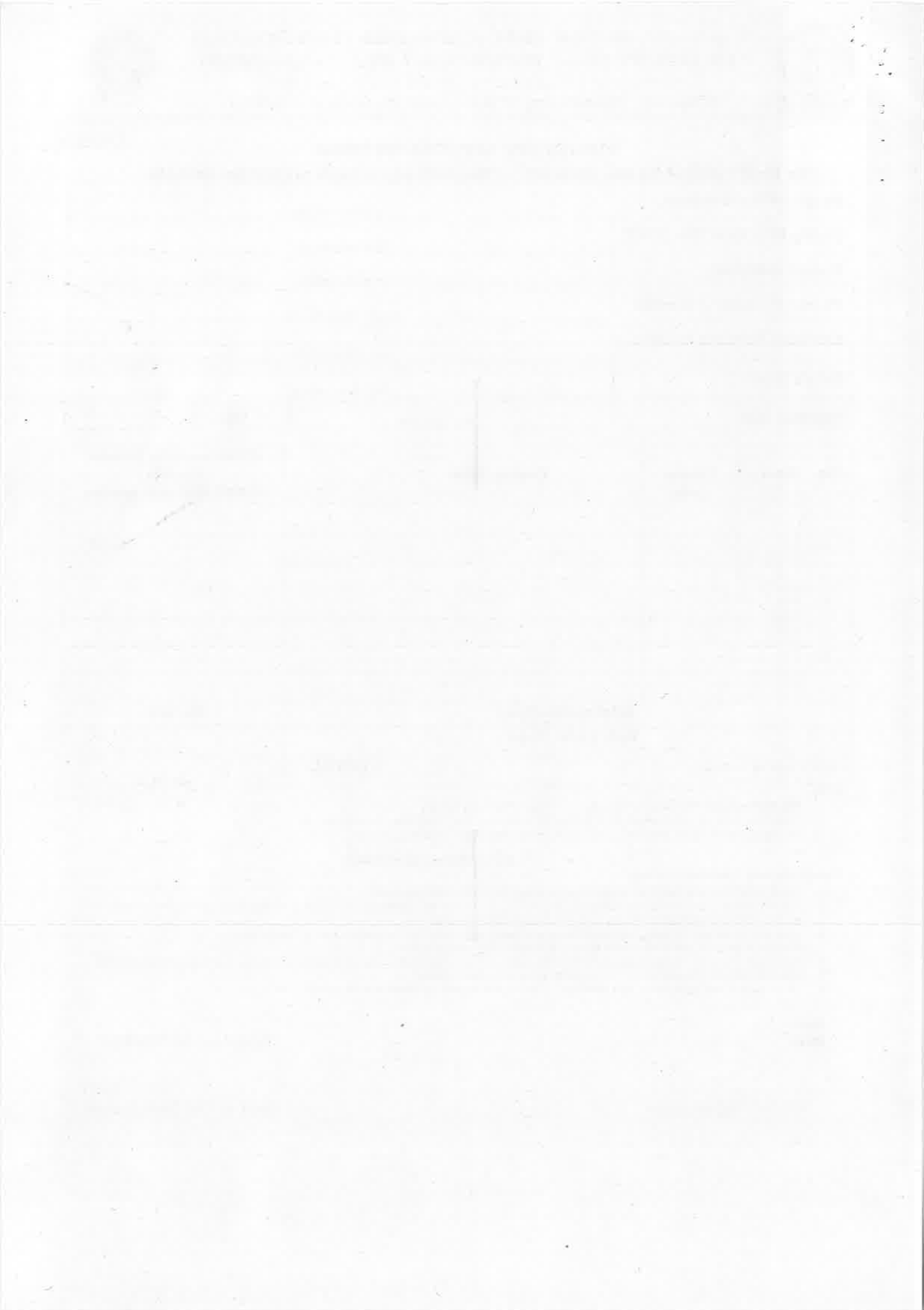
Date:
Place:

Signature of Student

Proctor Signature

Head of the Department

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)
University Seat No. (USN)	(Fill in Capital Letters Only)
E-mail Address	(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	Course Code	Course Title	Challenge Valuation of Answer Scripts ₹ 6000/- per course
1				
2				
3				
4				
5				
6				
7				
		Application fees		Rs.20/-
	Total fees in words:		**Total Fees**	

NOTE

1. UG / PG Programs: Challenge Valuation fee ₹ 6000/- 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 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:

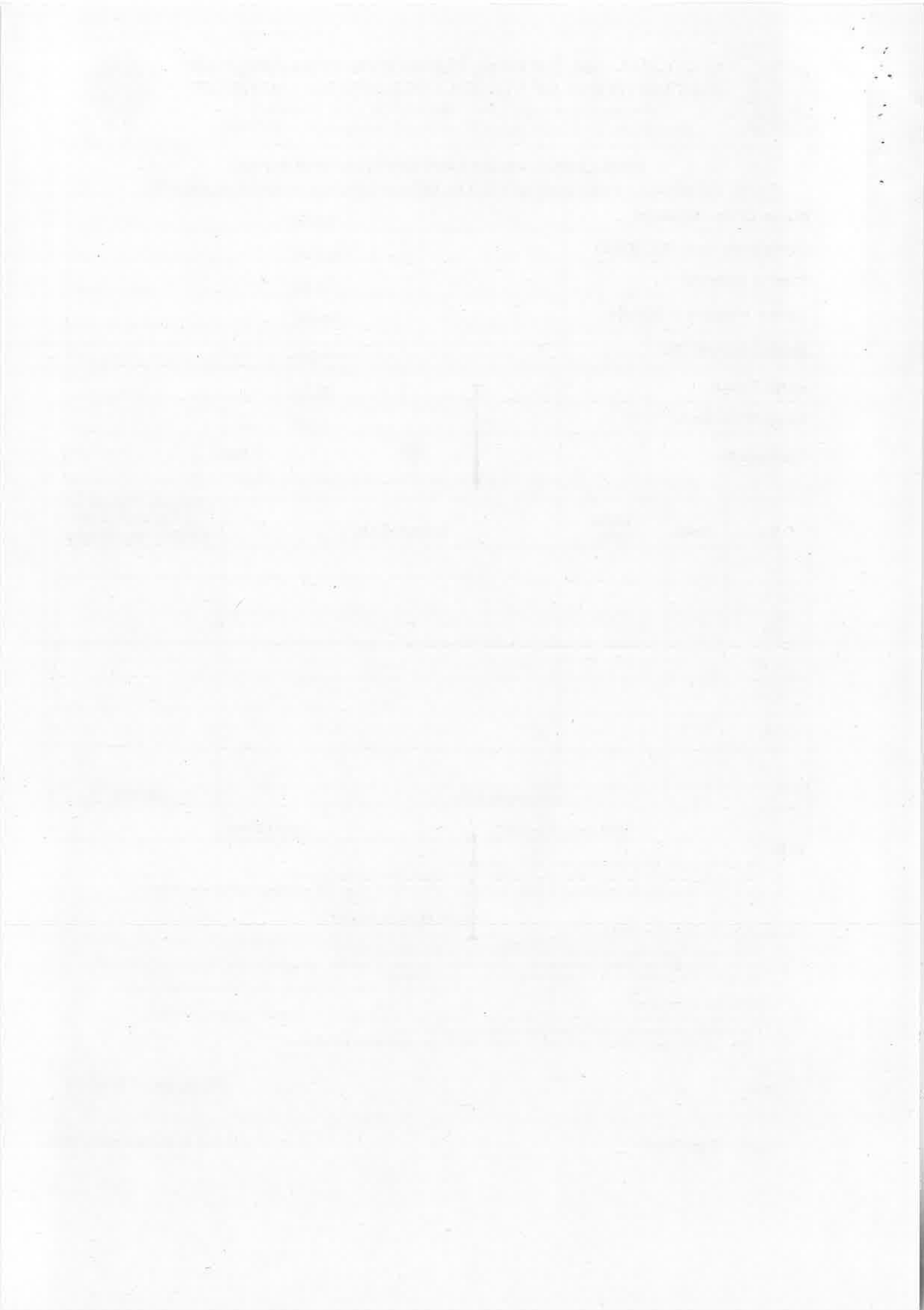   Signature of Student

Proctor Signature   Head of the Department

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EXAM SECTION
MAKE-UP EXAMINATION APPLICATION FORM-PG
(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 ₹ 2400.00/- per course
1				
2				
3				
4				
5				
6				
7				
			Application fees	Rs.20/-
Total fees in words:			Total Fees	

NOTE

1. **PG Programs:** Make-up examination fee ₹ 2400/- per course.
2. Makeup examination is application only for **"I" and "X" grades courses only**, for further information please refer circular.
3. 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.
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 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.

Date:

Place:

Signature of Student

Head of the Department