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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/2025-26/ **286**

Date: 16-07-2025

CIRCULAR

Subject: Submission of Application Form for Photocopy and Revaluation
 UG – 2021 Batch Arrears courses – Reg.

The students are invited to Submit Application Forms for the Photocopy and Revaluation for UG – 2021 batch Arrears courses of which the examination conducted in May / June - 2025, with Provisional Results Declared on **15.07.2025**

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.

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


Sl. No.	Event	Last Date	Last Date with Fine
1.	Issue of Application form by the Respective Department for the Photocopy	16-07-2025	-
2.	Last date for Submission of Application for Photocopy	18-07-2025	21-07-2025 500/-
3.	Photocopy Distribution to the Department	22-07-2025	-
4.	Last date for submission of Revaluation Application Form	23-07-2025	24-07-2025 500/-

For further information about photocopy/Revaluation 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 16.07.2028



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, 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 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.


CoE 16.07.2025


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



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