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/2024/64                    **Date:**08-05-2024

## CIRCULAR

**Subject:** Submission of Application Form for Answer Script Viewing, Photocopy and Challenge Valuation for UG - 2022 Batch - Reg.

The Students of 2022 Batch are invited to Submit Application Forms for the Answer Script Viewing, Photocopy, and Challenge Valuation for UG – 3rd semester Regular courses of which the examinations conducted in March/April - 2024, with Provisional Results Declared on 08-05-2024.

**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.

The deadlines for *applying Answer Script Viewing/ Photocopy/ Challenge Valuation 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. | 09-05-2024 | - |
| 1 | Last date for Submission of Application for Answer Script Viewing and Photocopy | 13-05-2024 | 14-05-2024 500/- |
| 3. | Answer Script Viewing Process and Photocopy Distribution to the students | 15-05-2024 | - |
| 4. | Last date for submission of Challenge Valuation Application | 16-05-2024 | 17-05-2024 500/- |

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 below:
    a. Students shall collect the application forms (Form A and B) from their respective departments.
    b. Students shall pay the prescribe fee through GNUMs and collect the Green receipt from accounts department.
    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 considered and the fee paid will not be refunded.

**CoE**

**Principal**

# 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 when 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.

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 Semester End Examinations (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**

**Principal**

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

## PHOTOCOPY/ ANSWER SCRIPT VIEWING 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 | Answer Script Viewing ₹ 300.00/- per course | Photocopy of Answer Scripts ₹ 850.00/- per course |
|---|---|---|---|---|---|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | | | | |
| **Application Fees** | | | | Rs. 20/- | Rs. 20/- |
| **Sub Total Fees** | | | | | |
| Total Fees in words: | | | **TOTAL** | | |

**NOTE**
1. **UG/PG Programs:** Answer Script Viewing fee ₹ **300/- per script**. Photocopy fee per subject/course: ₹**850/- per script**.
2. Photocopy / Answer Script Viewing is not available for practical courses except Computer Aided Engineering Drawing (BCEDK203)CAED, for further information please refer circular.
3. No modifications will be permitted once the Photocopy / Answer Script Viewing 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