



ಬಿ.ಎಂ.ಎಸ್. ತಾಂತ್ರಿಕ ಮತ್ತು ವ್ಯವಸ್ಥಾಪನಾ ಮಹಾವಿದ್ಯಾಲಯ

**BMS Institute of Technology and Management**

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



Ref. No.: BMSIT&M/EXAM/2025/361

Date: 30-10-2025

## POLICY – W GRADE

The 'W' Grade Policy at BMS Institute of Technology and Management.

In autonomous colleges affiliated to Visvesvaraya Technological University (VTU), a 'W' grade indicates that a student has officially withdrawn from a course. While the 'W' grade does not impact the **Semester Grade Point Average (SGPA)** or **Cumulative Grade Point Average (CGPA)**, it is recorded on the grade card.

### Key Points about the 'W' Grade

#### 1. Course Withdrawal

- The 'W' grade is awarded when a student withdraws from a course after fulfilling the required attendance but before the final examinations.

#### 2. Eligibility Criteria

- Specific conditions, such as minimum attendance and withdrawal deadlines, are defined in the academic regulations of BMS Institute of Technology and Management.

#### 3. Conversion to Letter Grades

- A 'W' grade is not permanent.
- Students who withdraw must re-register for the course in a subsequent semester.
- Upon successful completion, the 'W' grade is replaced with the letter grade earned.

#### 4. Restriction in Supplementary Semester

- Students are not allowed to withdraw from courses offered during a supplementary semester.

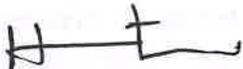
#### 5. How the 'W' Grade Process Works

- **Withdrawal Criteria:** Students must satisfy the attendance requirements up to the withdrawal date.
- **Withdrawal Timeframe:** The Institution announces a specific withdrawal window, usually toward the end of the semester.

- **Approval Process:** A withdrawal request is evaluated based on the student's Continuous Internal Evaluation (CIE) performance and requires approval from the course proctor and HoD
- **Re-registration:** Courses that were withdrawn must be re-registered and completed in later semester to earn credits.

### 7. Dropping vs. Withdrawing

- **Dropping a Course:** When a course is dropped early in the semester (during the official add/drop period), it generally does not appear on the grade card.
- **Withdrawing from a Course:** A withdrawal later in the semester results in a 'W' grade, which is officially recorded on the grade card/transcript.

  
CoE 30.10.2025

  
Dean 30.10.2025

  
Principal 31/10/25

### Copy to:

1. The Principal - Office
2. All HoDs and Faculty Members
3. All UG and PG Semester Students



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**BMS INSTITUTE OF TECHNOLOGY & MANAGEMENT**

(Autonomous Institution Under VTU)

Yelahanka, Bengaluru -560119

**Date:** 19-06-2025

**Reference:** BMSIT&M/Exam/2025-26/ 260

**Subject:** Amendment – MOOCs Course Offered in 8<sup>th</sup> Semester B. E. of 2021 Batch – Reg.

**Policy for Students Who Failed or Were Not Eligible for the MOOCs Course in the 8th Semester**  
(Applicable to the 2021 Batch)

As part of the 8<sup>th</sup> semester curriculum, a Massive Open Online Course (MOOCs) is mandatory for all students. The following policy applies to students who have either failed to clear or were not eligible for the course:

**a) Students who registered for a MOOCs course (NPTEL/SWAYAM) but did not pass:**

- Will be awarded an **'F' grade** in the 8th semester grade card.

**b) Students who did not register for a MOOCs course (NPTEL/SWAYAM):**

- Will be marked as **'Not Eligible (NE)'** in the 8th semester grade card.

**c) Re-registration and Completion Process:**

- Students receiving an 'F' or 'NE' must **re-register during the supplementary semester.**
- They are required to complete a MOOCs course offered **exclusively by VTU** and appear for the proctored examination.
- Upon successful completion, by considering the assignment and examination quality of NPTEL/Swayam, the student's overall percentage will be **reduced by 10%** for the purpose of final grade computation for this course.

This policy serves as an amendment specific to the MOOCs course requirement for students of the **2021 batch** in their 8th semester.

**Copy to:**

HoDs, Faculty Members, 2021 Batch Students

Principal  
**PRINCIPAL**

**BMS Inst. of Tech. & Mgmt.**  
**Doddaballapur Main Road**  
**Avalahalli, Yelahanka, B'lore-64**



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**BMS INSTITUTE OF TECHNOLOGY & MANAGEMENT**

(Autonomous Institution Under VTU)

Yelahanka, Bengaluru -560119

Ref.: BMSIT&M/EXAM/2025/350

Date: 11-10-2025

## CIRCULAR

**Subject:** Award of Semester End Examination after Revaluation Marks.

In accordance with the guidelines governing the evaluation and revaluation process, the following amendment is made for the existing revaluation policy (Ref. BMSIT&M/EXAM/2025/183) for the award of marks after revaluation:

1. If the marks obtained after revaluation are less than the original marks, the original marks shall be retained.
2. If the marks obtained after revaluation are higher than the original marks, the revaluation marks shall be awarded up to a maximum increase of 15 marks.
3. If the difference between the first valuation and the revaluation marks exceeds 15, the answer script shall be evaluated by a third valuer. The average of the two nearest marks among the three valuations shall be considered as the final marks after revaluation, as illustrated below.

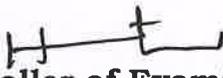
### **Case - A: Average of Nearest Two Marks**

First Valuation	Revaluation	Third Valuation	Final Marks After Revaluation
20	50	46	48
30	48	31	31

### **Case - B: When the Difference Between the Nearest Two Marks is Equal**

If the difference between the nearest two marks in the first, second, and third valuations is the same, the average of the higher two marks shall be considered as the final marks after revaluation, as shown below:

First Valuation	Revaluation	Third Valuation	Final Marks After Revaluation
20	40	30	35
48	80	64	72

  
Controller of Examinations  
11/10/2025

Copy to:

1. The HoDs
2. All Students
3. Faculty Members

  
Principal



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**BMS Institute of Technology and Management**

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



**Ref. No.: BMSIT&M/EXAM/2025**

**Date: 24-07-2025**

### **REVISED GRACING AND REVALUATION POLICY**

#### **A. Grace Marks Policy**

The institution shall award grace marks for a subject, paper, practical, or passing head as per the following criteria:

- A maximum of 2% of the total marks for a 100-mark assessment or 1% for a 50-mark assessment may be granted as grace marks.
- Grace marks shall be applied only if they enable the candidate to achieve the minimum required marks in the theory or practical component and qualify for passing in the respective subject.

This policy is intended to support students who demonstrate near-competency while maintaining academic integrity and assessment standards.

#### **B. Moderation Policy**

1. Minimum % of Scripts for Moderation in a Packet: 40%, i.e., Minimum 04 scripts in a packet

2. Logic for Selecting Scripts for Moderation

**a.** Between a Range

Scripts with marks between 28% to 35%: Maximum of 03 scripts randomly selected

**b.** Highest Marks in a Packet: N/A

**c.** Lowest marks in a Packet: N/A

**d.** Random script

01 script with highest marks in the packet is selected

Marks range: 28% to 35, the script selection will be random with a maximum scripts of 03 (If scripts are not available in the specified range, randomly 03 scripts are selected). Highest marks: 01 script is selected for moderation

Total: 04 scripts are selected for moderation.

3. What is Considered as Final Marks After Moderation: The highest marks

4. If the valuation scripts are less than or equal to 20 then moderation is not required for respective courses.

5. The Flexibility for the requirement of moderation for the specific course shall be decided by the COE.

6. The internal/external valuers shall be solely chosen by the BoE-Chair based on the eligibility criteria for moderation/valuation

### **C. Revaluation Policy**

The institution follows a structured revaluation policy to ensure fairness and transparency in the evaluation process. The award of marks after revaluation shall be governed by the following rules:

#### **1. Retention of Original Marks**

If the revaluation marks are lower than the original marks, the original marks shall be retained.

#### **2. Awarding Higher Marks**

If the revaluation marks are higher than the original marks, the revaluation marks shall be awarded up to a maximum of 15 marks.

#### **3. Third Valuation Criteria**

If the difference between the first valuation and revaluation marks exceeds 15 marks, the answer script shall be sent for a third valuation. The final marks after revaluation shall be determined based on the following:

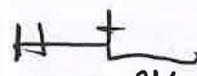
#### **Average of Higher Two Marks**

If the difference between the nearest two marks is equal in all three valuations, the final marks shall be the average of the higher two marks.

<b>First Valuation</b>	<b>Revaluation</b>	<b>Third Valuation</b>	<b>Final Marks after Revaluation</b>
20	40	30	35
48	80	64	72

#### **4. Protection of Original Marks**

If the marks obtained after revaluation are lower than the original marks (marks from the first valuation), the original marks shall be retained.

  
CoE 24.07.2025  
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Dean(AA) 24.07.2025

  
Principal 25/7/25



# **BMS** INSTITUTE OF TECHNOLOGY AND MANAGEMENT

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

**Date:** 06-09-2023

## Autonomous Valuation Quality Assurance Policy

### **Policy Statement:**

BMS Institute of Technology and Management is committed to maintaining the highest standards of quality in autonomous valuation work. This policy will serve as a guiding document for all stakeholders involved in the autonomous valuation process and will be subject to regular review and updates to ensure its relevance and effectiveness.

### **A. Selection of Internal and External Valuators:**

To ensure the quality of valuations in a particular course offered by the department, the institution has implemented the following guidelines and procedures for the selection and qualification of internal and external valuers.

#### **1. Database Submission:**

- The department offering the course is responsible for compiling a comprehensive database of valuers.
- The database shall include a minimum of 5 internal valuers, who are faculty members or staff of the institution, and 10 external valuers, who are domain expert faculty members from other engineering institutions.
- The database must be submitted to the Controller of Examinations (CoE) office within 15 days of the semester's commencement.

#### **2. Valuator Qualification and Experience:**

- Valuers for the course must meet the minimum qualification and technical expertise requirements.
- Each valuator should have a minimum of 3 years of teaching experience in the field related to the course.
- Additionally, each valuator should have previously offered the course a minimum of 3 times.
- The institution reserves the right to consider additional factors such as academic qualifications and certifications when evaluating the eligibility of a valuator.

**Note:** The institution may establish separate qualification criteria for internal valuers, taking into account their specific roles and responsibilities.

### **3. Selection Process:**

- The CoE's office, in consultation with the department offering the course, will review the submitted valuator database and select valuers based on their qualifications and experience.
- The selection process aims to ensure a diverse and balanced representation of internal and external valuers.
- The department may provide recommendations or preferences regarding specific valuers based on their expertise and familiarity with the course content.

### **4. Periodic Review and Update:**

- The valuator database will be periodically reviewed and updated to maintain accuracy and relevance.
- Changes to the database, such as adding new valuers or removing existing ones, should be communicated to the CoE's office in a timely manner.
- It is important to note that the specific details and procedures for database submission and the selection process may vary based on the institution's policies and requirements. This revised policy statement provides general guidelines for ensuring the qualification and experience of valuers for a particular course.

### **B. Process of Valuation:**

To ensure the timely and efficient conduct of valuation work at BMSIT&M for a course, the institution has implemented the following guidelines and procedures for internal and external valuers:

#### **1. Scheme of Evaluation Discussion:**

- HOD'S to nominate faculties subject to experts prepare the scheme of evaluation immediately after completion of the SEE exam for a particular course
- The scheme of evaluation to be prepared in consultation with the nominates faculties / subject experts and the same to be submitted to the COE'S office the next day after the exam is conducted.
- Failing the scheme of evaluation is not given as per the schedule, a written explanation from the department has to be given.

#### **1. Appointment Order:**

- The internal or external valuator proposed by the department will receive an appointment order from the CoE's office prior to the commencement of the course's valuation.
- The appointment order will specify the course and the number of scripts to be evaluated.

## **2. Reporting and Completion Timeline:**

- Upon receiving the valuation order, the internal or external valuator is required to report to the valuation center within two days.
- The internal valuator must complete a minimum of 60 scripts per course within six days of receiving the order.
- It is expected that the internal or external valuator will allocate their time efficiently to complete the required number of scripts within the specified timeframe.

## **3. Failure to Meet Requirements:**

- If the internal valuator fails to meet the required number of scripts within the given timeline, they must provide a written explanation to the CoE's office through the head of the department (HoD). The explanation should include valid reasons for the delay and any mitigating circumstances.
- If the external examiner who received the appointment order is unable to report to the valuation center within two days, the HoD will be responsible for providing an alternative valuator to ensure the smooth conduct of the valuation work.
- The alternative solution may involve inviting another external valuator or redistributing the workload among existing evaluators.

## **4. Unforeseen Circumstances:**

- In unforeseen circumstances that prevent the internal valuator from meeting the requirements, the CoE's office, in consultation with the Principal, may refer the matter to the HoD.
- The HoD will then be responsible for providing an alternative solution to ensure the smooth conduct of the valuation work.
- The alternative solution may involve assigning another internal valuator or redistributing the workload among existing evaluators.

## **5. Script Allocation:**

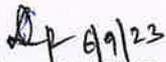
- The internal or external valuator is required to evaluate a minimum of 60 scripts for the course, not exceeding 150 scripts.
- Initially, on the first day of valuation, the allocation is limited to 30 scripts.
- Subsequently, the internal or external valuator may evaluate a maximum of 40-50 scripts per day.
- The specific script allocation may be adjusted based on the complexity of the scripts, time constraints, or other relevant factors.

## **6. Further the evaluators are instructed to follow below guidelines for valuation:**

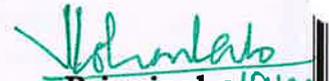
- Valuators must carry valid Identity card issued by College authorities along with Appointment letter for valuation.
- Valuators are instructed to be serious and careful while valuating the answer script and entering marks (NA) not answered.
- Valuators are strictly instructed to refrain from using electronic gazettes (internet/Mobile Phone) during valuation

**Note:** The policies and procedures for external valuator may differ based on their availability.

This policy statement provides general guidelines and procedures for internal valuator regarding reporting, completion timelines, and unforeseen circumstances. The institution should ensure effective communication and coordination among the CoE's office, the head of the department, and internal valuator to facilitate smooth and timely valuation work.

  
Deputy CoE

  
CoE 6/9/2023

  
Principal 7/9/23

**Copy To:**

1. The Deans, HoDs, and Faculty Members
2. Office