



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



**Exam Section**

Ref. No.: BMSIT&M/Exam/2023-2024/ 95

**Date:** 09-09-2024

**CIRCULAR**

**Sub:** Submission of Make-up Examination Application Form for 2021 and 2022 batch B.E. Students - reg.

We are pleased to invite to submit applications for the Make-up Examination for Grade 'I' and 'X' of 2021 and 2022 batch B.E students. The guidelines for the application submission are as follows:

**A. 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

**B. Make-up Examinations for the Grade 'X':**

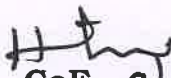
- (i) Awarded to a student having high CIE rating ( $\geq 90$ ) in a course but SEE performance observed to be poor, which could result in an overall 'F' grade in the course.


**C. How to Apply:**

- The applications shall be obtained from the respective Department
- Filled application with payment receipt shall be submitted to the Department Head.
- Application Fee **Rs. 20/-** per candidate
- Make-up Examination fee **Rs. 600/-** per course
- The prescribed fee shall be remitted to the bank by collecting challan at the account section.
- Supporting documents (Medical certificate/Medical Bills/etc.) shall be attached with the application for the students applying for the Make-up examination.

The timeline and fee payment details are as mentioned below:

Sl. No.	Semester	Last Date for Submission of Application (Without Penalty)	Submission With penalty
1.	6 <sup>th</sup> semester (2021 Batch) 4 <sup>th</sup> Semester (2022 Batch)	13/09/2024	A penalty fee of Rs. 100/- per day will be charged for the application submitted beyond the due date till 14/09/2024

  
CoE 9/9/2024

  
Dean (A) 09/9/24

  
Principal

**Copy to:** HoDs-UG, Admin. Office, Second and Third year students, Website.



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Form C

**EXAM SECTION**

**MAKE-UP EXAMINATION APPLICATION FORM-UG**

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

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 ₹ 600.00/-per course
1				
2				
3				
4				
5				
6				
7				
Application fees				Rs.20/-
Total fees in words:				<b>Total Fees</b>

**NOTE**

1. UG Programs: Make-up examination fee ₹ 600/- per course.
2. 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