



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/2024-25/ 133

Date: 27-11-2024

**CIRCULAR**

**Subject:** Submission of Application Form for Answer Script Viewing, Photocopy, Challenge Valuation and Makeup exam for PG MBA - 2023 Batch - Reg.

The Students of 2023 Batch are invited to Submit Application Forms for the Answer Script Viewing, Photocopy, Challenge Valuation and Makeup exam for PG courses of which the examinations conducted in October/ November - 2024, with Provisional Results Declared on 27-11-2024.

**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.

- C. Make-up Examinations for the Grade 'F' :** The make-up examination is an opportunity given to the eligible students who may 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, such as:
- Illness or accident which disabled him/her from attending SEE;
  - A calamity in the family at the time of SEE, which required the student to be away from the college;
  - Any other verifiable exigency

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

The 'X' grade is awarded to a student having high **CIE rating ( $\geq 90$ )** in a course but SEE performance was observed to be poor, which would result in an overall 'F' grade in the course.

Make-up examination fee Rs. **2400/- (Two Thousand Four Hundred)** per course and application fee Rs. **20/- (Twenty Rupees)**

The deadlines for \*applying Answer Script Viewing/ Photocopy/ Challenge Valuation/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 Answer Script Viewing/ Photocopy /Challenge Valuation	28-11-2024	-
1	Last date for Submission of Application for Answer Script Viewing and Photocopy	30-11-2024	02-12-2024 500/-
3.	Answer Script Viewing Process and Photocopy Distribution to the students	03-12-2024	-
4.	Last date for submission of Challenge Valuation Application Form	04-12-2024	05-12-2024 500/-
5.	Last date for submission of Makeup application form	02-12-2024	03-12-2024

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:

- Students shall collect the application forms (Form A, Form B and Form C) from their respective departments.
- 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.

Ht  
CoE 28/11/2024

Kusari  
Principal 29.11.24

## 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 while 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.

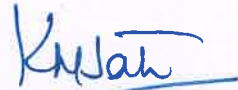
### **Photocopy Process**

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, 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 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 28/11/2024

  
Principal 29.11.2024

### **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)

<b>Name of the Student</b>	(Fill in Capital Letters Only)		
<b>University Seat No. (USN)</b>	(Fill in Capital Letters Only)		
<b>E-mail Address</b>	(Fill in Capital Letters Only)		
<b>Phone Number / Mobile</b>	(Students Mobile number only)		
<b>Circular Number &amp; Date</b>	(Students bank account number only)		
<b>Batch Year</b>	(Fill in Capital Letters Only)		
<b>Challan No:</b>	(Fill in Capital Letters Only)	<b>Date:</b>	

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.					
<b>Application Fees</b>				<b>Rs. 20/-</b>	<b>Rs. 20/-</b>
<b>Sub Total Fees</b>					
Total Fees in words:			<b>TOTAL</b>		

**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)		
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	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





**EXAM SECTION**

**Form C**

**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

