



ಬಿ.ಎಂ.ಎಸ್. ತಾಂತ್ರಿಕ ಮತ್ತು ವ್ಯವಸ್ಥಾಪನಾ ಮಹಾವಿದ್ಯಾಲಯ
BMS Institute of Technology and Management
(Autonomous Institution affiliated to VTU, Belagavi)
Avalahalli, Doddaballapur Main Road, Yelahanka, Bengaluru - 560064

Ref. No.: BMSIT&M/Exam/2022-2023/

Date: 9-10-2023

CIRCULAR

Subject: Submission of Make-up Application Form of 2021 and 2022 batch
B.E Students - Reg.

We are pleased to invite you to submit applications for the Make-up Examination for Grade 'I,' in accordance with VTU norms. Please review the following guidelines for the application process:

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 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, like:

- (i) Illness or accident which disabled him/her from attending SEE;
- (ii) A calamity in the family at the time of SEE, which required the student to be away from the college;
- (iii) Any other verifiable exigency

Transitional Grades:

Grade 'I': Awarded to students with satisfactory attendance in classes and meeting the passing standard at CIE in a course, but who were absent from SEE for valid reasons as mentioned above. The Make-up exam application for Grade 'X' will be issued once the results are declared.

B. How to Apply:

1. Collect the Make-up application form from respective department and fill it.
2. The student shall pay the prescribed fee through GNUMS.
3. Submit the filled application form along with fee receipt to the respective department.

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.	2 nd semester (2022 Batch)	13-10-2023	A penalty fee of Rs. 500/- will be charged for the application submitted beyond the due date till 14.10.2023
2.	4 th semester (2021 Batch)	19-10-2023	A penalty fee of Rs. 500/- will be charged for the application submitted beyond the due date till 20.10.2023 .


CoE 9/10/2023


Principal

Copy to: HoDs-UG, Admin. Office, All first and second year students

**BMS INSTITUTE OF TECHNOLOGY AND MANAGEMENT**

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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	(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	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:				Total Fees

NOTE

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