



BMS INSTITUTE OF TECHNOLOGY AND MANAGEMENT

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

Ref No: BMSIT&M/EXAM/2023/56

Date: 20/07/2023

CIRCULAR

Sub: Extension of dates for the submission of Application forms for Name Corrections in Grade Cards – Reg.

Reference No.: BMSIT&M/EXAM/2023/55 Dated: 10/07/2023.


Dates for submission of application forms for name corrections in 1st and 2nd semester Grade Cards for the academic year 2021-22 admitted students is Extended up to 22nd July 2023 (Saturday) along with fine.

Please follow the Name Correction procedures:

- 1. Application Form:** All the concerned students are requested to take a photocopy of the Application and fill it in accordingly.
- 2. Pay the fee along with fine:** students will need to pay a fine of Rs.50/- per grade card along with the actual fee of Rs. 400/- per Grade Card in accounts department through offline.
- 3. Submit Application Form:** Submit your application along with proper document to COE office after fee paid.
- 4. Deadline for the application:** The deadline for submitting the application and paying the fine is 22nd July 2023.
- 5. Verification and Issuance:** Once your application form and fine are submitted, the COE office will verify the details and corrected grade cards will be issued to the respective students within 15 working days.

We urge all the students to take advantage of this opportunity and ensure that their names are accurately represented on their grade cards. It is essential to maintain accurate records for future academic and professional purposes.

In case you have any questions or concerns regarding the name correction process, please do not hesitate to reach out to the COE office in working hours.


CoE 20/07/2023

Copy To:

1. Dean Academics.
2. All HoDs & Proctor's.
3. All 2021 Scheme UG/PG Students.
4. Accounts Department, G-nums and website.
5. CoE – Office.


Principal



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APPLICATION FOR NAME CORRECTION IN GRADE CARD

Name of the Student: _____

USN: _____ Department: _____

Semester: _____ Mobile No: _____

Correction to be incorporated

Particulars	Printed as	To be corrected as
Name of the Candidate		
Name of the Mother		
Name of the Father		

Check List of Documents to be submitted:

1. Xerox copy of SSLC Marks Card/ any other document as proof of correct name acceptable to the Institute.
2. Previously issued Grade Card/s.
3. Original receipt of fees paid.

Note:

1. Fees per Grade Card Rs. 400/-.
Fees Paid Rs. _____ Vide Challan No. _____ Date: _____
2. DD's (Demand Draft) are not accepted.
3. Fees Paid once cannot be refunded.

DECLARATION BY STUDENT

I have verified all entries in the application form and state that they are correct and that I will not request changes to this application once submitted to college.

Signature of the Candidate

RECOMMENDATION OF THE HOD

Mr./Ms. _____ bearing USN _____ is a bonafied student of this institution. The information furnished by the candidate is correct and the request of the candidate may be favourably considered.

Signature of the HOD

OFFICE OF THE CONTROLLER OF EXAMINATIONS

Receiver signature and Date : _____ Signature of CoE: _____

Issued by Name & Designation : _____ Date: _____