



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/2024-2025/01

Date: 22-07-2024

**CIRCULAR**

**Subject:** Submission of Make-up Application Form of 2023 batch admitted  
P.G. Students - Reg.

We are pleased to invite you to submit applications for the Make-up Examination for Grade 'I,' and 'X' 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:

- 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

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

- 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:**

- Collect the Make-up exam application form from the department.
- The student shall pay the prescribed fee by collecting cash challan from accounts department and the cash will be remitted to bank.
- Make-up examination fee Rs. 2400/- per course and application fee Rs. 20/-
- The filled application form shall be accompanied by a fee receipt and related documents substantiating the reasons for absence for SEE w.r.t "I" grade.
- The application forms and concerned documents shall be submitted to the respective department.

The timeline and fee payment details are as mentioned below:

Sl. No.	Semester	Last Date for Submission of Application to the Exam Section	Submission With penalty
1.	PG 2023 Batch MCA/MBA/M.Tech (1 <sup>st</sup> Semester)	26.07.2024	A penalty fee of Rs. 500/- will be charged for the application submitted beyond the due date till 29.07.2024

Hth  
CoE 23/07/2024  
Copy to: HoDs-PG, Admin. Office, PG 2022 batch students.

Kumar  
Dean (A) 23.07.24

Principal 23/7/24



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Form C

**EXAM SECTION**

**MAKE-UP EXAMINATION APPLICATION FORM-PG**

(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 ₹ 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 make-up 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