BRAINWARE UNIVERSITY

EXAMINATION RULES & REGUALTIONS

For semester based CBCS Curriculum of all Diploma, PG Diploma, UG, PG Degree Programmes (Except B. Pharma, D. Pharma, B. Sc. Nursing & B.Sc. Agriculture)

Revised on March 2023 (w.e.f. Even Semester 2022 – 23 onwards)

Amendment Version 1.0 (Effective from 2024-25)

Office of the Controller of Examinations
Brainware University

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Preamble

The University Grants Commission (UGC) has initiated several measures to bring equity, efficiency and excellence in the Higher Education system of country. The academic reforms recommended by the UGC in the recent past have led to overall improvement in the higher education system. However, due to a lot of diversity in the system of higher education, there are multiple approaches followed by the universities towards examination, evaluation and grading system. The grading system is considered to be better than the conventional marks system and hence it has been followed in the top institutions of India and abroad. So, it is desirable to introduce uniform grading system. This will facilitate students' mobility across Institutions within and across countries and also potential employers to access the performance of students. To bring the desired uniformity in grading system and method of Computing the cumulative Grade Point Average (CGPA) based on the performance of the students in the examinations, the UGC has formulated guidelines.

University Grants Commission has suggested to implement the Choice Based Credit System (CBCS) programme where students can not only learn core subjects but also explore additional avenues of learning beyond the core subjects for holistic development of an individual. The proposed curriculum endeavours to empower the students and help them in their pursuit to achieve overall excellence. The implementation of CBCS will also facilitate benchmarking of courses in India with leading international academic practice. The CBCS curriculum has been envisaged to give flexibility to learners to learn subjects of their choice at their own pace.

In addition to dedicated focus on a discipline through core papers, whether an Honours or General programme, the elective papers which will give students the freedom to choose the allied/applied/broad areas of their discipline and also the areas of other discipline of their interest have been added. The course will be evaluated by marking system along with the grading system.

The Choice Based Credit System (CBCS), an internationally acknowledged system, have following aims: (i) to make the course curriculum learner centric, (ii) to encourage inter-disciplinary without disturbing the domain centric knowledge, (iii) to promote mobility of the students and help in optimizing learning, (iv) to allow autonomy to the teachers to build in accountability , (v) continuous evaluation of students to help in optimizing learning, (vi) to introduce transparency in the evaluation systems, (vii) to improve employability of students.

1. Keywords :

1.1 Academic Year: Two consecutive (one odd + one even) semesters constitute one academic year.

1.2. Semester: Each semester will consist of 18 weeks (approx.) of academic year equivalent to 90 actual teaching days. The odd semester may be scheduled from July to December and even semester from January to June of every academic year.

1.3. Choice Based Credit System (CBCS): The CBCS provides choice for students to select courses from the prescribed courses (Core, Elective, Ability & Skill Enhancement courses etc.).

1.4. Credit Based Semester System (CBSS): Under CBSS, the requirement for awarding a degree or diploma or certificate is prescribed in terms of number of credits earned by the student.

1.5. Programme: An educational programme leads to award of a degree or diploma or certificate.

1.6. Course: Generally referred to a component of a programme. All courses need not carry the same weight. The course should define learning objectives and learning outcomes. A course may be designed to include lectures/ tutorials/ laboratory work/ field work/ outreach activities/ project work/ Vocational training/ viva/ seminar/ Term Courses/ assignment/ presentation/ self-study or a combination of some of these.

1.7. Credit: A unit by which the course work is measured. It determines the number of hours of instruction required per week. One Credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week.

1.8. Grade Point: It is a numerical weight/grade allotted to each letter grade on l0-point' scale.

1.9. Letter Grade: It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, P, F, AB, I.

1.10. Credit Point: It is the product of grade point and number of credits for each course.

1.11. Semester Grade Point Average (SGPA): It is a measure of performance of a student in a semester. It is the ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal points.

1.12. Cumulative Grade Point Average (CGPA): It is a measure of overall cumulative performance of a student in all semesters. The CGPA is the ratio of total credit points secured by a student in various courses of all semesters and the sum of the total credits of all courses in all the semesters. It is expressed upto two decimal points.

2. General Rules

2.1. Each course of Diploma, PG Diploma, UG and PG Degree programmes consist of theory Course, practical courses & sessional course. The sessional work may comprises of any one or more of the following :

Minor Project, Major Project, Industrial Training, Grand Viva, Seminar etc.

2.2. At the end of each semester there shall be an end-semester examination as per the schedule announced by the Controller of Examinations at least one month prior to the commencement of the examination.

Generally the ODD Semester examination shall be held in December and EVEN semester exam shall be held in June of each academic year.

This schedule is subject to change whenever notified by the Controller of Examinations with prior approval of the competent authority.

2.3. Each student has to submit duly filled in examination form (online) and requisite examination fees for each semester in due time as per notification issued by the Controller of Examinations, failing which, a student shall not be considered as eligible to appear in the examination. However in some special cases, relaxation may be made by the **competent authority** as per the merit of the issue. Online Admit card will be available after submission of examination form and requisite fees. Without valid admit card, the candidate will not be allowed to enter into the examination hall.

2.4. **Attendance:** 75% attendance (cumulative attendance of classes) is required in each semester to appear in the Term-End Semester Examinations. If any candidate fails to secure 75% attendance, then he/she may apply with valid documents to the Registrar or Vice-Chancellor, BWU for consideration. The decision of highest authority will be treated as final verdict in this regard.

2.5. Each student has to pass each course separately. If any student fails to pass in one or more course, he/she shall have to appear those course as backlog candidate (see section 3.8) in the respective ODD / EVEN semester examination.

3. Examination and Evaluation:

3.1. The evaluation scheme :

Total marks of each course shall be evaluated through Internal Assessments (IA) and End Semester Examinations. Each Theory and Practical course shall consists two parts:

Category of Course	Course Code	CIA	TEE (for Theory)	ETP
Courses with only theory component	0	40%	60%	NA
Combined courses with both theory and practical components	7	40%	40%	20%
Courses with only project component	8	40%	NA	60%
Courses with only practical component	9	40%	NA	60%

The revised distribution of marks/weightage for different categories of courses as recommended by Academic Council, Brainware University.

3.2. Marks Distribution:

For Theory Courses (Full Marks: 100):

> Continuous Internal Examinations (CIE) – 40
> End Semester Examinations (ESE) – 60

For Practical Courses (Full Marks: 100)

> Continuous Internal Examinations (CIE) – 40
> End Semester Examinations (ESE) – 60

For Combined Courses (Full Marks: 100):
> Continuous Internal Examinations (CIE) – 40 [Theory 20; Practical 20]
> End Semester Examinations (ESE) – 60 [Theory 40; Practical 20]

*Sessional Course will be evaluated on full marks 100, only through End semester examination. (100% marks of full marks to be evaluated)

3.3. Guidelines for **Internal /Continuous Assessment:**

There are 3 types of courses –

1. Theory courses (Course code: 0)

2. Combined courses having both theory and practical components (Course code: 7)

3. Practical courses (Course code: 9)

3.3.1. **For Theory Courses only (Full Marks: 40):**
Continuous Evaluation:

i) **Class Test I:** Class test I of Full Marks: 20 to be conducted in each semester. Question pattern: MCQ type, Short Answer type and Long Answer type.

ii) **Class Test II:** Class test of Full Marks 20 to be conducted in each semester. Question pattern: MCQ type, Short Answer type and Long Answer type.

*Average marks of two class tests will be taken into account for result processing.

iii) **Presentation:** 10 Marks
iv) **Assignment:** 10 Marks

3.3.2. **For Combined Courses i.e., courses with theory + practical components (Full Marks 40):**
a. Continuous Evaluation (for theory of 20 marks):

i) **Class Test I:** Class test I of Full Marks: 20 to be conducted in each semester. Question pattern: MCQ type, Short Answer type and Long Answer type.

ii) **Class Test II:** Class test of Full Marks 20 to be conducted in each semester. Question pattern: MCQ type, Short Answer type and Long Answer type.

*Average marks of two class tests will be taken into account for result processing.

b. Continuous Evaluation (for practical of 20 marks):

1. Viva-voce has to be carried out on the day of the experiment. **5 Marks**
2. Lab Experiment Performance to be evaluated on daily basis. **5 Marks**

3. Lab. report to be evaluated by next lab. Slot. **10 Marks**

3.3.3. **For Practical course only (Full Marks - 100):**
Continuous Evaluation (Full Marks - 40):

1. Viva-voce has to be carried out on the day of the experiment. **10 Marks**
2. Lab Experiment Performance to be evaluated on daily basis. **10 Marks**

3. Lab. report to be evaluated by next lab. Slot. **20 Marks**

Category of Course	CIA (40 marks)	TEE (60 marks)	Total (100 marks) Pass Criteria
Courses with only theory component	20 Marks (Average of 2 Class Tests@20)+ Sum of two assignments(5+5)+ Presentation(10)	15 MCQ @1 mark=15 5 SAQ@ 3 marks = 15 6 LAQ@ 5 marks = 30	40% CIA and 40% TEE and 40% CIA+TEE.
Courses with only practical component	Average of CIA@ 40 [Viva (10) + Performance (10) + Lab Report (20)]	Viva (20) + Lab experiment (20) + Lab Report (20)	40% CIA and 40% TEE and 40% CIA+TEE.
Courses with both theory and practical components	**Theory**: 20 Marks 20 Marks (Average of 2 Class Tests @20) **Practical**: 20 Marks Average of CIA @20 [Viva (5) + Performance (5) + Lab Report (10)]	**Theory:40 Marks** 10 MCQ @1 mark = 10 5 @ 3 marks = 15 3 @ 5 marks = 15 **Practical:20 Marks** [Viva (5) + Lab experiment (10) + Lab Report (5)]	40% CIA (Theory and Practical separately) and 40% TEE (Theory and Practical separately).
Courses with only project components/Term Papers/Dissertation	**40 Marks** Mid Term reviews as per the departmental guidelines/policy.	Report (40) +Viva (20)	40% of (CIA+TEE)

Components of evaluation and qualifying criteria to pass the courses as recommended by 20th Academic council of Brainware University.

Note:

*The concern department will prepare the question paper for theory Class Test I and II by covering all course outcome as per the guidelines of OBE. For Assignments, the questions shall be prepared by covering all course outcome mentioned in the syllabus.

*Question for practical course shall be prepared by the respective department by covering all the course outcome of prescribed syllabus.

* Marks of the internal assessments shall be published within 7days through Students' Forum (Online) for information of the student.

* Question paper, Answer script, Attendance sheet of class test of each course shall be preserved in the respective department at least for 6 months from the declaration of respective end semester result. Department will submit copy of Course Outcome based question paper for each class test to the exam department.

* List of Presentation topic and signed Attendance sheet shall be preserved by the respective department. Department shall send softcopy of student wise presentation topic allotment list to exam department.

* The Internal Assessment marks should be submitted to the Controller of Examinations before commencement of the End Semester Examinations.

3.4. Pattern of question papers for Term-End Semester Examinations:

   <u>**Question Pattern of Courses: -**</u>

The question paper pattern for each Course will be MCQ (01 marks of each), Short Answer Type (03 marks of each) and Long Answer Type (05 marks of each) to fulfil the objectives of Outcome Based Education system.

   Term-End-Theory Examination for course code 0 (i.e., Theory only)
   (Full marks – 60, Duration: 2 hours 30 minutes *i.e.,* 60% marks of full marks of the course)

   i) Fifteen Multiple Choice Questions (MCQ) of 1 mark each…........................ **15 marks.**
   ii) Five questions of 3 marks each …………………………….....................**15 marks.**
   iii) Six questions of 5 marks each…………………………………………….**30 marks.**

   Term-End-Theory Examination for course code 7 (i.e., combined course)
   (Full marks – 40, Duration: 2 hours *i.e.,* 40% marks of full marks of the course)

   i) Ten Multiple Choice Questions (MCQ) of 1 mark each…........................ **10 marks.**
   ii) Five questions of 3 marks each …………………………….....................**15 marks.**
   iii) Three questions of 5 marks each…………………………………………...**15 marks.**

One Option for Short answer type questions and one option for Long answer type questions may be given at Term-end-semester examination. The decision of providing more options in questions belonging to short or long type will be finalized unanimously at the time of moderation (if required) in presence of internal and external moderator with prior approval of the competent authority. The option question will be given only as more choice from specific knowledge level only.

<u>Note – The question wise marks divisions are subject to modification by the Academic</u>
<u>Council/appropriate authority as and when necessary)</u>

- Final questions as per above pattern will be selected during Moderation by internal and external moderator (as per recommendations of respective BoS) from a pool of questions or question bank prepared by Internal Paper setter or Subject Teacher.

- Internal paper setter shall submit course outcome (CO) wise question bank through University portal as per the notification issued by the Controller of Examinations.

- Answers of multiple choice questions and model answers of short answer type and long answer type questions must be submitted for each course by each internal paper setter or subject teacher.

- At the time of Moderation, if Moderator (Internal / External) changes the question, model answers are to be submitted separately.

Term-End practical examination for course code 7 (i.e., combined course)
(Full marks – 20, Duration: 2 hours. i.e. 20% marks of full marks)
i) Viva Voce …………………….…………………………..**5 marks**
ii) Practical work (Lab. performance + lab. copy)……………**15 marks**

Term-End practical examination for course code 9 (i.e., Practical only)
(Full marks – 60, Duration: 3 hours. i.e. 60% marks of full marks)
i) Viva Voce …………………….…………………………..**20 marks**
ii) Practical work (Lab. performance + lab. copy)……………**40 marks**

* Question for practical course shall be prepared by the respective department by covering all the course outcome of prescribed syllabus.

Evaluation of Sessional Paper [Project / internship/ Industrial Training/ Seminar]: -
(100% marks will be evaluated as per following format)
i) Report Submission…………**50 marks**
ii) Presentation……………….. **30 marks**
iii) Viva ………………………..**20 marks**

Massive Open Online Courses (MOOCs): If a Candidate appeared in the examination on MOOC conducted by UGC and failed to secure pass marks in that course, then the university will provide another special chance to unsuccessful candidates for appearing in the similar examination conducted by the host university.

- **Departmental examination committee (Should comprises of Departmental Head/ BOS chairman of the department with 2 or 3 senior teacher):**

The paper setter shall ensure the following facts of question bank:
- Questions to be made from each unit/module of the syllabus as per Course Outcome and knowledge level.
- Multiple choice questions should be given in unambiguous way, to avoid confusion.
- Question should meet the objectives of OBE System.

The committee will also conduct the continuous assessment (theory and practical) as per given schedule by examination department and preserve all the specified documents in the department and coordinate with the Examination department.

3.5. Allied Health Science Programme: For all Allied Health Programmes (i.e., B.Sc.(MLT), B.Sc.(MRIT), B.Sc.(PA), B. Optometry, B.Sc.(OTT), B.Sc.(CCT) etc.), A candidate can appear in the Special Supplementary Examinations after completion of Semester VI examinations, for B. Physiotherapy after completion of 8th semester examinations and for DMLT after completion of 4th semester Examinations. The other criteria for appearing in the Special Supplementary examinations will remain unchanged. For all Allied Health Courses, the internship / project examination will be conducted in coherence with term end examination of relevant semester of each academic session. It is mandatory that each candidate shall submit their internship completion certificate to the Office of the Controller of Examinations, Brainware University from the competent authority through HOD to obtain the Provisional Certificate of respective Programme completion. If a candidate fails to secure pass marks in Internship / Project examinations, then he/she will be declared as fail. The candidate may appear in next internship / project examination (Odd or Even) of the respective course as backlog within valid registration period.

3.6. Paper setter, Moderator, Examiner, Scrutinizers:

a) The internal paper setters, internal examiners, scrutinizers, reviewers and members of the Board of Moderators (internal and external) for each Term-end-examination will be appointed by the Controller of Examinations on the recommendation of the respective Board of Studies (BOS) as per the University Statute. At least one reviewer (may be internal and/or external examiner) per course shall be appointed by COE for reevaluation purpose. The Board of studies may send a panel of two or three names of the reviewers for each Course. The Re-examiner will be selected from the said panel by the Vice Chancellor. Scrutinizer should be an Assistant Professor of the department, who will scrutinize the evaluated answer script of Theory course(s) of other examiner(s).

b) Moderation of question papers will be done by the Board of Moderators (consisting of internal and at least one external moderator). Chairperson of the BOS will also acts as the Chairperson of the Board of Moderators and also the chairperson of the departmental examination committee respectively.

c) External examiners may be appointed by the Controller of Examinations for conducting the examinations of courses like Project, Grand-Viva, Internship, Clinical observation and Industrial Training etc.

d) Honorarium will be paid to paper-setters, examiners, scrutinizers, reviewers and moderators as per University rules.

e) Moderated question papers (hardcopy & softcopy) will be handed over to the Controller of Examinations for printing, preservation and distribution, by the respective Chairperson of BOS. Physical copy of question papers should be signed by all internal and external moderators.

f) Distribution of answer scripts to the concerned examiners for evaluation will be done by the Department of Controller of Examinations and the examiners will be bound for discharge their duties as per relevant provisions of the statue/rules of the Brainware University. After evaluation, the physical copies of award lists and evaluated answer scripts in sealed packets must be submitted within stipulated time to the Controller of Examinations for timely publication of results.

3.7. Scrutiny of Answer Script :

Scrutiny of the theoretical answer scripts shall be done by the teachers (at least Assistant Professor Level) of the concerned discipline before submitted the marks to the Controller of Examinations. A teacher who is appointed as the examiner of a course shall not be the scrutinizer of the same course. Scrutineer will check the following:

(a) There is no mistake in the grand total on the title page of the answer script

(b) All marks have been correctly brought forward on the title page of the answer script

(c) No portion of any answer has been left un-evaluated

3.8. Preservation of Theory & Practical answer scripts:

The written answer scripts of each Term-end semester examination will be preserved in the University for 06 (Six) months only from the date of publication of that result of the said end-semester examination. The answer scripts of the class test or other records of internal assessment shall be preserved in the department for six (06) months from the publication of that result of the said end-semester examination. After that period, the scripts may be disposed off or send for recycling as per rules of the University.

3.9. Backlog Examination:

If any candidate fails to secure the minimum pass marks or **fails to attend internal assessment and/or Term-end semester examinations (i.e., both applied and not applied categories)** of any course at the previous semester, then that courses will be treated as a backlog courses with respect to the concerned candidate. Candidate shall appear his/her backlog courses with the normal term-end-semester examinations in respective ODD or EVEN semester examinations, during the tenure of the programme. Such candidates have to submit backlog Examination form along with requisite fees as and when notified by the Controller of Examination. Backlog candidate should reappear both internal assessment and term end semester examination of backlog courses.

If a candidate of 2019 batch (admission year) onwards fails to secure 40% marks in internal assessment then he/she has to re-appear the internal assessment as well as Term-end semester examination both as backlog. Such candidate may request to the HOD of respective department to make it confirm that in which part (internal / Term-End Semester examinations) of the course he/she has failed. Accordingly he/she has to apply to the respective HODs for appearing re-examination of internal assessment at least two months before the commencement of Term-end semester examination or special supplementary examinations and has to submit the examination form along with requisite examination fees of the Term-end semester examination or special supplementary examinations as per the notification given by the office of the Controller of Examinations.

3.10. Supplementary Examinations

These regulations is known as Supplementary Examination Rules 2024 which will be in force for the academic session 2023 – 2024 [Even Semester Examinations 2023 – 2024 onwards as recommended by 20th Academic Council of Brainware University].

The supplementary examinations will be conducted twice in an academic year after the publication of review result of respective odd and even semester examinations. The final schedule of the supplementary examinations will be declared by the office of the Controller of Examinations, Brainware University.

The supplementary examination is an additional opportunity for the regular category students of intermediate semesters [Not applicable for Final year/ Pass out batches]. The weightage of this supplementary examination will remain same as the weightage of the Term End Examinations of the <u>regular</u> semester in which the student was obtained 'F' Grade in respective course/ courses. Separate grade card will be issued for this supplementary examinations.

For details on eligibility and fees for appearing in the supplementary examinations – see Appendix II

3.11. Special supplementary Examinations :

Special supplementary examination will be conducted on theory, practical & sessional courses of any semesters for the candidates only from Final Semester/ year of the respective session and Final Semester/ Year pass out batches of all Diploma (3 years), PG Diploma, UG and PG Degree programmes once in a year after the declaration of Final semester result. Preferably it will be held in the month of September/October in each academic year after the declaration of Final semester result. Eligible candidate has to apply by submitting Special Supplementary Examination form and requisite examination fees according to the notice issued by the office of the Controller of Examinations. After that, Admit card will be released to the eligible candidates for appear in the examinations. The result of Special Supplementary examinations will be declared tentatively by the last week of October. The revised rules are effective from 2020- 2021 session, which are given below:

<u>Eligibility criteria to apply & appear at Special Supplementary examinations:</u>

- <u>Candidates only from Final Semester/ year of the respective session and Final Semester/ Year pass out batches, who have appeared at all semesters except any one semester of the concern programme i.e., neither applied nor appeared in the examination due to any reason and/or having maximum two backlog courses (including theory, practical & sessional courses) in each semester, are only eligible to apply for the Special Supplementary Examinations.</u>

  They may appear any courses including theory, practical and sessional of non-appeared semester examinations and/or they may also appear at any backlog courses including theory, practical and sessional of other semesters maintaining the above criteria.

In case of non-appeared semester, if internal assessment is not appeared earlier or in case of poor marks in internal assessment of the pending semester then candidates have to apply to the HODs of respective department of those courses for attending re-examination of internal assessment of those courses. Candidate has to apply to the respective HODs at least two months before the special supplementary examinations and has to submit examination form and requisite fees of the special supplementary examinations as per the notification given by the office of the controller of examinations.

If a candidate of 2019 (admission year) batch onwards fails to secure 40% marks in internal assessment then he/she has to re-appear the internal assessment as well as Term-end Semester examinations both. Such candidates may ask to the HODs of respective department to make it confirm that in which part (internal / Term-End Semester examinations) of the course he/she has failed. Accordingly he/she has to apply to the respective HODs for attending re-examination of internal assessment at least two months before the special supplementary examinations and has to submit examination form and requisite examination fees of the special supplementary examinations as per the notification given by the office of the controller of examinations.

But those candidates who have not appeared at more than one semester earlier, they are not eligible to sit for this examination. Also those candidates, who have more than two pending backlog courses in any semester, they are also not eligible to sit in this examinations. (For Example if a candidate has 2 backlog courses in 1st semester and 3 backlog courses in 4th semester, then the candidate will not be eligible to sit in the special supplementary examinations.)

- At least CGPA 6 (applicable from 2019 and onward admission batches) and CGPA 5 (Applicable for 2016, 2017, 2018 admission batches) with successful completions of all course of the programme is required to complete the programme successfully. Thus students who have not secured CGPA 6 or CGPA 5 but passed in all the courses of all semesters successfully, they are also eligible to appear in the Special supplementary examinations to upgrade their CGPA. Those candidate whose CGPA is less than 6 or less than 5, **they may appear at any 4 theory courses of their choice from the final year courses only** (For example: In semester based system, theory courses can be selected from the last two semesters of the programme) to upgrade their CGPA and successfully complete the programme.

3.12. Carry Forward of Marks for Backlog / Supplementary Examinations/ Special Supplementary Examinations: :

In case a student fails to secure the minimum 40% or absent in internal assessment and/or term-End semester examination of any Theory or Practical course then he/she shall reappear for the end semester examination of that course as backlog or Special Supplementary candidate. They have to submit the respective examination form and fees as per the notification given by Controller of Examinations. However his/her marks of the Internal Assessment shall be carried over (if appeared earlier) and he/she shall be entitled for grade obtained by him/her on passing internal Assessment and Term-end Semester Examination evaluation process of each course satisfactorily.

Note that Marks of Term-end semester examinations will not be carried forward for such cases.

If internal assessment not appeared earlier or in case of poor marks in internal assessment of the pending courses of semester then candidates have to apply to the HOD of respective department of those courses for attending re-exam of internal assessment of those courses to upgrade internal assessment marks at least two months before the respective term-end semester examinations/ backlog examinations.

If a candidate of 2019 batch onwards fails to secure 40% marks in internal assessment then he/she has to re-appear the internal assessment as well as Term-End Semester examinations both. Such candidates may ask to the HODs of respective department to make it confirm that in which part (internal / Term-end Semester examinations) of the course he/she has failed. Accordingly he/she has to apply to the respective HODs for attending re-examination of internal assessment at least two months before the special supplementary examinations and has to submit examination form and requisite examination fees of the special supplementary examinations as per the notification given by the office of the controller of examinations.

3.13. REVIEW : A Regular and Backlog category student can apply for review of the results on theory courses only as per notification given from Controller of Examinations, preferably within 20 days from the publication of results. **Candidates applying for review, are not eligible for Post Publication View of the same course.**

Regular & Backlog students may apply for review of his/her answer script only for theory courses as per notification given from Controller of Examination, generally within 20 days of publishing end semester examinations results. **The results of special supplementary examination will not be eligible for review.**

Review fee for each course will be declared by Controller of Examinations through proper notification from time to time for Diploma, PG Diploma, UG & PG Degree programmes.

The selected Reviewer will check the following:

(a) There is no mistake in the grand total on the title page of the answer script

(b) All marks have been correctly brought forward on the title page of the answer script

(c) No portion of any answer has been left un-evaluated

(d) If the Reviewer has noted that apart from the above some gross mistake in evaluating the answer scripts, he/she may take necessary steps to rectify the same.

The marks awarded by the reviewer shall be the **final one. The marks may increase/decrease/remain unchanged after the review.**

Original Grade card of end semester examinations for review candidates will not be issued. They will get Original Grade card after review.

There shall be one reviewer per course who may be internal and/or external examiner. The Board of studies will send a panel of two or three names of the reviewers for each course. An examiner will be selected from the said panel by the Vice Chancellor.

3.14. POST PUBLICATION VIEW (PPV) :

a) Photocopy of evaluated answer scripts of recently concluded examinations may be obtained by an examinee concerned once only for self-inspection on submission of application of Post Publication View to the Controller of Examinations of the University in prescribed format (available in https://www.brainwareuniversity.ac.in/downloadforms.php) on payment of INR 500 (Rupees Five hundred only) only per answer scripts nonrefundable. Candidate can only apply for PPV according to the notification given by Controller of Examinations after result declaration. **It is applicable for Theory courses only. (Maximum 3 courses in a semester examination may be applied). Candidates applying for review, are not eligible for Post Publication View of the same course. PPV is not applicable for Backlog and Special Supplementary candidates.**

b) The examinees shall have to appear with original Registration card, Grade card and admit card for the concerned examination on the specified date and time as may be intimated by the university through notification to view the photocopy of answer scripts preferably within 3 weeks from the last date of submission of such application. Failing which candidate may not be entertained further.

c) **Application for photocopy of answer scripts for the purpose of self-inspection is to be submitted within 3 weeks from the date of publication of result of the concerned examination.** Application proforma and details are available at the University website.

d) Post publication view does not mean reassessment or re-evaluation of the answer scripts. Photocopy of answer scripts will be provided to the candidate in presence of examiner to see the following:
(a) There is no mistake in the grand total on the title page of the answer script
(b) All totals have been correctly brought forward on the title page of the answer script.
(c) No portion of any answer has been left un-evaluated.

- Any other representation excepting the above three points shall not be admissible.

e) In the event of detection of any omission or mistake in the script or in the compilation of the result of a student, the matter shall be reported to the Controller of Examinations, who will take necessary measures for correcting the result accordingly and revised grade card shall be issued after the previous grade card is surrendered.

f) If any such student refuses to surrender his previous grade card shall be treated to have misbehaved and shall be dealt with by the Examination Disciplinary Committee under the relevant provisions of these regulations.

g) The Vice Chancellor shall have the power to recover such Grade Cards through the law enforcing agencies of the state.

h) The University shall not entertain any claim for redressal of grievance of the concerned examinee arising out of self-inspection relating to evaluation of answer scripts.

4. GRADING System:

4.1. Letter grades and grade points equivalent to Percentage of marks and performances:

Percentage of Marks Obtained	Letter Grade	Grade Point	Performance
90.00 to 100	O	10	Outstanding
80.00 to 89.99	A+	9	Excellent
70.00 to 79.99	A	8	Very Good
60.00 to 69.99	B+	7	Good
50.00 to 59.99	B	6	Average
40.00 to 49.99	P	5	Pass
Below 40	F/ F(T)/ F(P)	0	Fail/ Fail in Theory/ Fail in Practical
-	AB	0	Absent
-	I/ I(T)/ I(P)	0	Incomplete/ Incomplete in Theory/ Incomplete in Practical

N.B. –
*I (**Grade point 0**) shall be introduced for cases where the candidate fails to appear in Continuous/ internal assessment or Term-End -Semester examination(s) of any course where the results are incomplete.*
*AB (**Grade point 0**) shall be introduced for cases where the candidate fails to appear in Continuous/ internal assessment and Term-End -Semester examination(s) of any course where the results are Absent.*

He/she have to reappear for the said evaluation/examination (internal assessment and Term-end-semester examination both) in due course.

The above grading system will take effect from 2019-20 sessions onwards.

4.2. SGPA & CGPA calculations: Based on the grades earned, a grade card shall be issued to all the registered students after completion of examination and publication of results in every semester. The grade card will display the course details (Course code, Course name, letter grade, grade points, credit, credit points) along with SGPA (Semester Grade Point Average), actual percentage obtained in each semester and after successful completion of all semesters of the degree, final semester grade card will also display a CGPA (Cumulative Grade point Average) earned taking care of the performance of all the semester examinations and overall actual percentage secured. Ranking of a student will be assessed upon the actual percentage secured.

SGPA (Semester Grade Point Average): $\Sigma(C_{ip} \times G_i) / \Sigma C_{ip}$
where C_{ip} implies credits and G_i implies Grade points of ith Course

CGPA (Cumulative Grade point Average): $\sum(C_{is} \times S_i) / \sum C_{is}$
where S_i implies SGPA and C_{is} implies total credits for i^{th} Semester

4.3. Qualifying Criteria:

- As per Grading system of all Diploma, PG Diploma, UG and PG programmes (excluding Pharma, Agriculture & Nursing programmes), a student is considered to have passed in a course if he/she has obtained the minimum Grade point of 5 (i.e. a student has to get at least 40% marks in each course to pass or qualify satisfactorily), Furthermore, it should be noted that student has to secure at least 40% marks in internal assessment and at least 40% marks in Term-End semester examinations separately (which should lead to overall 40%) to pass or qualify in each course satisfactorily in a semester examination, subject to satisfactory completion of all prescribed requirements.

- If any candidate fails to appear in all components of internal/continuous assessment or Term-end semester examinations of any courses then it will be treated as "Incomplete" and he/she has to reappear for both internal/continuous assessment and Term-End semester examinations of those courses in respective ODD or EVEN semester examination as backlog.
  For example: If a candidate, secure 40% marks in total aggregate during internal/continuous assessment but fails to appear in Term-end semester Examinations of any course, then the student will be declared as "Incomplete" for that course. The evaluation and result process for assessment of combined courses are furnished in Appendix – I.

- If any candidate fails to appear in both internal/continuous assessment and Term-end semester examinations of any courses then he/ she will be treated as "absent" and he/she has to reappear for both internal/continuous assessment and Term-End semester examinations of those courses in respective ODD or EVEN semester examination as found appropriate in the form of backlog.

- Successful completion of a course means the student require to appear in both the internal/continuous assessment as well as Term-end semester examinations of the course in a semester examination and has to secure the requisite percentage and Grade as specified.

- To qualify for the Diploma, PG Diploma, UG and PG programme of 2019 batches onwards, a student has to pass each semester (subject to satisfactory completion of each course) and has to **score at least CGPA 6** as evaluated in final semester.

Result of a student in each semester will be defined as per following order:

Result (Intermediate Semester):

Letter Grade	Classification
PP	Passed and Promoted
PB	Eligible for promotion with Backlog
X	Ineligible for Promotion

Result (Final Semester):

Letter Grade	Classification
PPC	Programme Partially Completed
PSC	Programme Successfully Completed

- The candidates securing 60% marks or above in overall aggregate of all semesters can be declared to have passed in first class in the Diploma, PG-Diploma, UG & PG Programme of the University.

Grace Marks: -

Grace marks can be awarded to the candidate up to 1% of the total aggregate marks in deficit courses to pass the course or obtain CGPA 6 to save the career of a student in Final Semester Examination only.

In addition to that, the committee has also decided that the grace marks should be awarded to those candidates who has no arrear course dues i.e., the candidate has cleared all the previous semesters in Passed and Promoted (PP) category within valid chances but fail to secure requisite pass marks in Final semester examinations only.

5. **Tenure of Programme:**

5.1. **B.Tech & M.Tech. :** No student from any discipline of B.Tech & M.Tech. shall be permitted to appear at the Bachelor's or Master's degree examination after the lapse of the periods as specified below:

UG : 7 years from the admission to first semester.

PG : 5 years from the admission to first semester.

5.2. **All Diploma (3 yrs), PG Diploma, UG & PG (Except B.Tech & M.Tech.) :** No student from any discipline except B.Tech. & M.Tech. shall be permitted to appear at the Bachelor's or Master's degree examination after the lapse of the periods as specified below:

Diploma (3 yrs), PG Diploma, UG & PG : -   5 years from the admission to first semester
5   years Integrated programme : 7 years from the admission to first semester

N.B. - Tenure for 2nd year Lateral entry students in different programmes will be 1 year less than the actual tenure assigned for that programme.

N.B.- Students who have already passed in a course shall not be permitted to appear again for examination in that course to improve the grades.

6. <u>Grade Card / Marks Statement:</u>

Based on the grades earned, a grade card shall be issued to all the registered students after every semester. The grade card will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and actual percentage secured. Final semester Grade card will also show a Consolidated Statement with CGPA & Overall percentage secure, if completed the programme successfully. Ranking of a student will be assessed upon the **actual percentage secured**.

Online grade card/ Marks statement is issued to the candidates at the time of result publication. Original hardcopy Grade card / Marks statement is also issued to the candidate generally after two weeks of publishing the result. Accordingly students are notified to collect the same from

7. <u>Degree/ Diploma Certificate</u>:

To obtain the Degree/ Diploma for the programmes which the student executed his/her study, he/she would have to clear all the courses of semesters with requisite CGPA. Online Provisional Certificate is issued to the candidate immediately after successful completion of the programme.

The original hardcopy Degree/ Diploma Certificates will be issued to the eligible candidates by the University at the time of Convocation on fulfillment of the conditions stated in the Rules & Regulations of the University.

8. <u>Convocation:</u>

The Convocation of the University shall be held annually as per the Convocation Regulations of the University. The University shall announce the date for the Convocation and call for applications from eligible students to register for the Convocation. The duly completed application form along with the prescribed Convocation Fee must be submitted by the student to the University within the specified date announced by the University.

Degrees shall be awarded in person at the Convocation for the students who have graduated during the preceding Academic Year. Degrees shall be awarded in absentia to such students who are unable to attend the Convocation.

9. Issue of Degree certificate Before the Convocation

In exceptional circumstances where a student requires the Degree Certificate before the date of the Convocation, for purposes of higher education or employment where the concerned University/ Organization where the concerned student has secured/seeking admission/employment requires that the concerned student must produce the Degree Certificate, the concerned student may submit an application to the Controller of Examinations, University, along with the prescribed Fee (INR. 500) and all the supporting documents (self-attested photocopy of Aadhar card, grade card of all semesters/year, Provisional certificate, money receipt).

The Vice Chancellor shall consider the merit of the application and submit her/his recommendation to the Chancellor for the issue of the Degree Certificate, or otherwise. The decision of the Chancellor shall be final and binding. On the approval of the Chancellor, the Degree Certificate shall be issued to the concerned student.

The minimum time taken to process and issue the Degree Certificate shall be two (02) calendar months from the date of receipt of the request for the issue of the Degree Certificate.

10. Procedure for Applying for Duplicate Grade Card /Marksheet :

(The duplicate Grade Card / Marksheet is issued only if the original is lost or stolen)

a) The application form must be signed by the candidate, and his / her name must be furnished as printed on the Registration Certificate original Grade Cards / Mark-sheets issued by Brainware University.

b) In case of missing of Grade Card / Marksheet a copy of the letter acknowledged by the local Police Station, stating loss of the particular Grade Card(s) / Mark-sheet(s) is to be enclosed.

c) Requisite fee is **INR. 1000 (Rupees one thousand only) per Grade Card or Mark sheet.**

d) Photo copy of the original grade card / mark-sheet should be attached.

e) Duplicate Grade Cards / Mark-sheets may be collected by the candidate or duly authorised person, whose signature must be attested by the candidate in the letter of authorisation addressed to the Controller of Examinations, normally after **minimum 15 working days from the date of receipt of the filled in application.** The University however reserves the right not to issue any duplicate documents in case it is deemed to be not fit to issue the same.

f) The documents shall not be delivered by post. It should be collected by the candidate or his/her authorised person. At the time of collecting such Grade Card(s) / Mark sheet(s), the money receipt against submission of requisite fees, Authorization letter, if the candidate cannot come by person, in proper form and photocopy of any authentic photo-identity of the candidate or authorized person, if applicable, are required to be submitted.

g) The duplicate grade card /mark sheet will be prepared same as original one except the inscription of **'DUPLICATE'** on top of the duplicate mark sheet / grade card.

h) Application form can be download from https://www.brainwareuniversity.ac.in/downloadforms.php.

11. <u>Issue of Transcripts:</u>

Transcripts, as and when necessary, will be provided to the pass out candidate. For which the candidate has to apply in the prescribed proforma with requisite fees @ INR 2500 (Rupees Two Thousand Five hundred only) + Postal charges extra (if required). Application proforma and details are available at the university website (https://www.brainwareuniversity.ac.in/downloadforms.php). Candidates may download the form and apply for the same to the Controller of Examinations, Brainware University.

12. <u>Migration certificate:</u>

Migration certificate is issued to the pass out candidate by the university. For which the candidate has to apply for the same in prescribed aproforma with requisite fees @ INR 800. The certificate is used when you change your board or university. Application proforma and details are available at the university website (https://www.brainwareuniversity.ac.in/downloadforms.php). Candidates may download the form and apply for the same to the Controller of Examinations, Brainware University.

13. <u>Reported against (RA) students:</u>

A student found guilty of misconduct/adopting unfair means including carrying or using mobile phones /electronics gadgets and/or any such behavior/actions which in the opinion of the authority is objectionable, shall be liable to the disciplinary proceedings which will be conducted in accordance with the University Rules and Regulations. The nature of such malpractices committed during the examinations is listed in the Annexure attached.

14. In case of any dispute arises in future in the context of interpretation, intention or application of any of the provision of these regulations or any matter not covered by these regulations, decision of the Hon'ble Vice Chancellor/ Registrar for necessary amendment should be final and binding.

15. ANNEXURE
Rules During the conduct of Examinations

- He/She is found to be in possession inside the examination hall of any book, or page of any book, or scribbling, or written note, or typed sheet, that may have a bearing on the subject in which he/she is appearing, irrespective of whether such book, or page of any book, or scribbling, or written note, or typed sheet is used or not, or
- He/She writes answer on another candidate's answer script or helps him/her in any other manner in writing answer on his/her own answer-script or helps him/her in any other manner in writing answer or tries to obtain from, or to render to, any other candidate or any other person inside or outside the examination hall, any help in any manner, or
- He/She leaves the examination hall without submitting answer-script, or
- He/She leaves the examination hall before one hour, taking with him/her answer-script, or carries from the examination hall the question paper during the hours of examination without submitting the answer script or gets possession of question papers outside the examination hall during the hours of examination or is not found in possession of complete question paper after its distribution in the examination hall or passes or tries to pass the question paper out of the examination hall or leaves the examination hall taking with him/her answer paper or loose sheet, or
- He/She allows somebody else to write answers on his/her behalf during examination, or
- He/She leaves the examination hall without recording his/her attendance on the attendance roll, or
- He/She encloses currency note(s) with an answer-script or offers illegal gratification or inducements to the Invigilator(s) or other persons connected with the examination or, in anyway, tries to take illegal or unfair advantages, or
- He/She distorts his/her name, roll number or registration number in his/her answer-script, or
- He/She is found to be in possession of any question paper or any other paper containing relevant answer or answers written on it, or

- He/She indulges in any kind of misbehavior, or intimidates or attempts to assault, or intimidates an invigilator or any other person connected with the conduct of the examination either inside or outside the examination hall, or damages, or attempts to damage, articles or furniture, equipment, stationery or any other property or the venue or creates disturbances in the venue or refuses to comply with the instruction of the Invigilator regarding seating arrangements in the examination hall, or
- Any page(s) of the written answer-script(s) of a candidate is/are found to have been replaced/torn/mutilated or found to contain handwriting different from that of the candidate, or
- If he/she discloses his/her identity in any manner other than that provided in the answer-scripts.
- He/She attempts to violate any other provisions of the University regulations.

Evaluation Scheme for UG / PG / Diploma Programmes
[*w.e.f.,* session 2024 - 2025 including 3rd Sem of 2023-24 batch]
(Adopted in 20th Academic Council held on 14th June, 2024)

1. **Components of Evaluation and their assessment weightage**
   The performance of students will be evaluated in Continuous Internal Assessment (CIA) as well as in the Term End Examinations(TEE) for theory/End-Term Practical(ETP)/End-Term Project/Term Papers/Dissertation etc.

2. **Conduction of examinations and pass criteria for the combined courses [theory + practical]**
   2.1 The Term End Examination (TEE) will be conducted by the University within the stipulated schedule which will be notified by the Office of the Controller of Examinations.
   2.2 The Continuous Internal Assessments (CIA) will be done by the respective department under the supervision of the office of the Controller of Examinations as per the academic calendar and examination calendar published by the university.
   2.3 A student is considered to have passed in a course if he/she has obtained the minimum Grade point of 4 on the 10-point scale which is equivalent to 40% of total marks. The student has secured 40% marks in CIA (separately in theory and practical) and TEE (separately in theory and practical) respectively, as per the concern table and satisfactorily fulfilling all prescribed requirements.
   2.4 It is mandatory for the student to appear in all components of the assessment of CIA as well as TEE. If a student fails to appear (i.e., absent) in any component of CIA and TEE, it will be treated as "Incomplete".
   If any candidate fails to appear / secure pass marks (i.e., 40%) in any CIA and /or TEE of Theory or practical component of a course, then the candidate shall reappear in respective theory (both CIA and TEE) or practical (CIA and TEE) or both during next ODD or EVEN semester examination as backlog [Refer: **Table 3**].

Table 1: Explanations of various possibilities

Theory		Practical		Result	For students
CIA	TEE	CIA	TEE		
Absent	Present	Present	Present	Incomplete	Reappear in Theory (CIA and TEE)
Present	Absent	Present	Present	Incomplete	Reappear in Theory (CIA and TEE)
Present	Present	Absent	Present	Incomplete	Reappear in Practical (CIA and TEE)
Present	Present	Present	Absent	Incomplete	Reappear in Practical (CIA and TEE)
Absent	Absent	Present	Present	Incomplete	Reappear in Theory (CIA and TEE)

Present	Present	Absent	Absent	Incomplete	Reappear in Practical (CIA and TEE)
Absent	Absent	Absent	Absent	Absent	Reappear in both theory and Practical (CIA and TEE)
Fail to secure pass marks	Pass marks obtained	Pass marks obtained	Pass marks obtained	Fail	Reappear in Theory (CIA and TEE)
Pass marks obtained	Fail to secure pass marks	Pass marks obtained	Pass marks obtained	Fail	Reappear in Theory (CIA and TEE)
Pass marks obtained	Pass marks obtained	Fail to secure pass marks	Pass marks obtained	Fail	Reappear in Practical (CIA and TEE)
Pass marks obtained	Pass marks obtained	Pass marks obtained	Fail to secure pass marks	Fail	Reappear in Practical (CIA and TEE)
Fail to secure pass marks	Fail to secure pass marks	Pass marks obtained	Pass marks obtained	Fail	Reappear in Theory (CIA and TEE)
Pass marks obtained	Pass marks obtained	Fail to secure pass marks	Fail to secure pass marks	Fail	Reappear in Practical (CIA and TEE)
Fail to secure pass marks	Fail to secure pass marks	Fail to secure pass marks	Fail to secure pass marks	Fail	Reappear in both theory and Practical (CIA and TEE)

2.5. To qualify the programme successfully in PSC (Programme Successfully Completed) category, the candidate should secure minimum grade of CGPA 6 at 10 point scale, which will be calculated after final semester of respective programme.

Regulations for "Supplementary Examinations" for Diploma, UG, PG and Pharmacy Programmes (adopted in 20ᵗʰ Academic Council held on 14ᵗʰ June, 2024)

These regulations is known as Supplementary Examination Rules 2024 which will be in force for the academic session 2023 – 2024 [Even Semester Examinations 2023 – 2024 onwards]. The supplementary examinations will be conducted twice in an academic year after the publication of review result of respective odd and even semester examinations. The final schedule of the supplementary examinations will be declared by the office of the Controller of Examinations, Brainware University. The supplementary examination is an additional opportunity for the regular category students of intermediate semesters [Not applicable for Final year/ Pass out batches]. The weightage of this supplementary examination will remain same as the weightage of the Term End Examinations of the regular semester in which the student was obtained 'F' Grade in respective course/ courses. Separate grade card will be issued for this supplementary examinations.

Eligibility:

1. Students of intermediate semesters [i.e., excluding final year and pass out batches] who have completed all necessary minimum requirements (i.e., attendance, payments of semester fees, etc.) and appeared in respective Term end semester examinations but awarded 'F' grade in course/ courses of any UG, PG or Diploma programme – may apply for supplementary examinations.
2. Students of intermediate semesters [i.e., excluding final year and pass out batches] who have completed all necessary minimum requirements (i.e., attendance, payments of semester fees, etc.) **but not appeared in respective Term end semester examinations (Absent category)** – are not eligible for supplementary examinations.
3. Students of intermediate semesters [i.e., excluding final year and pass out batches] who have **not fulfilled necessary minimum requirements** (i.e., attendance, payments of semester fees, etc.) to appear in respective Term end semester examinations (i.e., regular chance) – are not eligible for supplementary examinations.
4. Students of intermediate semesters [i.e., excluding final year and pass out batches] who have completed all necessary minimum requirements (i.e., attendance, payments of semester fees, etc.) but absent in one or more respective courses during Term end semester examinations, and awarded 'I' grade in course/ courses of any UG, PG or Diploma programme – are not eligible for supplementary examinations.
5. Students of intermediate semesters [i.e., excluding final year and pass out batches] having any cases of suspension, debarred from term end semester examinations, Reported against or others under the jurisdiction of Brainware University – are also not eligible for supplementary examinations.

Examination form and Fees for supplementary examinations – To reappear in the supplementary examinations, the student should submit the online examinations form along with requisite fees (Rs. 2500/- per semester) within the stipulated time frame as notified by the office of the Controller of Examinations.

(Rules and regulations are subject to change by the order of the appropriate Authority.)

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