



# **BRAINWARE UNIVERSITY**

## Regulation for Ph.D. Course Work Examination

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*Office of the Controller of Examinations*

*Brainware University*

**Keywords:**

**1.1 Academic Year:** Two consecutive semesters (i.e., Odd and Even) constitute one academic year.

**1.2. Semester:** Each semester will consist of academic exercise equivalent to actual teaching days.

**1.3. Programme:** An educational programme leading to award of a degree.

**1.4. Course:** A component of a programme is usually referred to, as 'Course'.

**1.5. 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.

**1.6. Grade Point:** It is a numerical weight allotted to each letter grade on '10-point' scale.

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

**1.8. Credit Point:** It is the product of grade point and number of credits for a course.

**1.9. Semester Grade Point Average (SGPA):** It is a measure of performance of work done 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 places.

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

## **2. General Rules**

2.1. As per UGC minimum standard and procedure for award of Ph.D. Degree, a Ph.D. scholar shall be required to undertake course work for a period of six months (one semester) which is compulsory for full time and part time candidate including international scholars.

2.2. The course work [Total Credit: 12] consist of four courses. The details are as follows –

- Paper I: Research Methodology (Compulsory) [Credit: 4; Full marks 100; Duration: 60 hours]
- Paper II: Research and Publication Ethics (Compulsory) [Credit: 2; Full marks: 100; Duration: 30 hours]
- Paper III: Background Paper relating to the candidate's Ph.D. work. [Credit: 3; Full marks 100; Duration: 45 hours]
- Paper IV: Subject Based Case Study Report and presentation relating to the candidate's Ph.D. work. [Credit: 3; Full marks 100; Duration: 45 hours]

2.3. At the end of Course work (one semester), there shall be an end-semester examination as per the schedule announced by the Controller of Examinations, Brainware University at least one month prior to the commencement of the examination.

2.4. The Course work examinations for Ph.D. programme are commonly held on June or December of each academic year.

2.5. To appear in the course work examination, each student has to submit duly filled in examination form (online) and requisite examination fees within stipulated time as per the notification issued by the Controller of Examinations, Brainware University. If a candidate fails to submit the online examination form and requisite fees within time, then the candidature of that student shall not be treated as valid. However in some special cases, relaxation may be made by the competent authority as per the merit of the case. Online Admit 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.

2.6. Attendance: Minimum 75% attendance (cumulative attendance of classes) is required to appear in Course work examination. If a candidate fails to secure minimum attendance, then he/ she may apply to the Vice Chancellor or Registrar with valid documents for consideration. The decision of the competent authority will be considered as final in this regard.

### **3. Examination & Evaluation of Ph.D. Course Work:**

**3.1. Pattern of examination:** Term end semester examination for Ph.D. Course Work

#### **3.2. Outline of the Course Work**

- Paper I: Research Methodology (Compulsory)  
[Credit: 4; Full marks 100]
- Paper II: Research and Publication Ethics (Compulsory)  
[Credit: 2; Full marks: 100]
- Paper III: Background Paper relating to the candidate's Ph.D. work.  
[Credit: 3; Full marks 100]
- Paper IV: Subject Based Case Study Report and presentation relating to the candidate's Ph.D. work.  
[Credit: 3; Full marks 100]

**3.3. Duration of the examination:** 4 hours / Course

#### **3.4. Question Pattern:**

##### **End-Semester theory examination (Full marks – 100, Duration: 4 hours)**

- i) Ten Multiple Choice Questions (MCQ) of 1 mark each .....10 marks.
- ii) Six questions of 5 marks each .....30 marks.
- iii) Six questions of 10 marks each.....60 marks.

##### **End-semester Evolution of case study base paper/course examination (Full marks – 100, Duration: 4 hours)**

- i) Submission of case study report .....60 marks
- ii) Presentation and Viva Voce .....40 marks

#### **3.5. Paper Setter, Moderator, Examiner, Scrutineer –**

a) The paper setters, examiners, scrutinizers, reviewers (if required) and members of the Board of Moderators (internal and/or external) for course work term-endsemester examination will be appointed by the Controller of Examinations, Brainware University on the recommendation of the respective Board of Studies (BOS) followed by approval of Vice Chancellor, Brainware University.

b) Moderation of question papers will be done by the Board of Moderators (consisting of internal moderators and at least one external moderator). Chairperson of the BOS will acts as the Chairperson of the Board of Moderators.

c) Moderated question papers in sealed envelope will be handed over to the Controller of Examinations, Brainware University by the respective Chairperson of Board of Moderators.

d) Distribution of answer scripts to the concern examiner for evaluation will be done by the Department of Controller of Examinations and the examiners will be bound for discharging their duties as per relevant provisions of the statue/rules of the Brainware University. After evaluation, all marks shall be submitted in sealed packets by the examiner to the Controller of Examinations for further processing.

### **3.6. Scrutiny of Answer Scripts:**

A scrutinizer shall be appointed by the Controller of Examinations, Brainware University. A teacher who was already performed as an examiner for a particular paper/ course shall not be considered as scrutinizer of the same paper. Scrutineer shall check the following:

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

(b) All marks has 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 any discrepancy found, the scrutineer may directly submit a report to Controller of Examinations.

**3.7. Preservation of Theory & Practical answer scripts:** The answer scripts of course work examination will be preserved in the University for 06 (Six) months only from the date of publication of that result. After that period, the scripts may be disposed off as per rules of the University.

### 3.8. Backlog Examination:

If any candidate fails to attend or secure pass marks at any paper/course of coursework examination in the semester, then that paper/course will be treated as a backlog paper/course. Candidate will get maximum two consecutive chances including regular chance and one backlog chance to clear arrear papers. This condition also applied for fail/ non appearing in regular chance candidate also. If a Candidate fails to obtain minimum qualifying marks 55% in each course of coursework examination within the stipulated chances it may lead to cancellation of his/her candidature.

Backlog candidates have to submit respective backlog Examination form and requisite fees as and when notified by the Controller of Examinations.

### 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	E	9	Excellent
70.00 to 79.99	A	8	Very Good
60.00 to 69.99	B	7	Good
55.00 to 59.99	P	6	Pass
Below 55	F	5	Fail
-	AB	0	Absent
-	I	0	Incomplete

*N.B. - I (Grade point 0) shall be introduced for cases where the candidate fails to appear in End - Semester examination(s) and where the results are incomplete.*

**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 (paper code, paper 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  $i^{th}$  Paper.

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

\* The CGPA is not applicable for Ph.D. Course Work examination.

**4.3. Qualifying Criteria:** A Ph.D. scholar has to obtain a minimum of 55% of marks or its equivalent grade in each course/paper of the course work and overall 55% in order to be eligible to continue in the programme. There will be **no review of answer script or PPV or special supplementary examination** for coursework. Controller of Examinations will declare the online results of coursework examination first which will be followed by issuing hardcopy Grade Card to the students/scholars. Students/Scholars need to submit an application addressed to the Registrar, Brainware University for obtaining coursework completion certificate (if required). Registrar may certify the successful completion of coursework depending on Grade card issued by the Controller of Examinations. Result of Ph.D. Scholar of course work examination will be defined as per following order:

**Result (Final Semester):**

Letter Grade	Classification
PPC	Programme Partially Completed
PSC	Programme Successfully Completed

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

4.4. Procedure for Applying for Duplicate Grade Card /Marksheet, Issue of Transcripts etc. are remain similar as all courses.