

# BRAINWARE UNIVERSITY

## EXAMINATION RULES & REGULATIONS 2024

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### General Information

#### Scope and Application

These examination rules apply to all semester-based CBCS curriculum programs including:

- **Diploma Programs** (except specific exclusions)
- **Undergraduate Programs** (UG)
- **Postgraduate Programs** (PG)
- **Doctoral Programs** (PhD)

**Exclusions:** B.Pharm, D.Pharm, B.Sc Nursing, and B.Sc Agriculture have separate specialized regulations.

## Authority

- **Controller of Examinations:** Overall supervision of examination activities
- **Examination Department:** Administrative implementation
- **University Academic Council:** Policy formulation and approval

## Revision and Updates

- Rules effective from Even Semester 2022-23 onwards
- Amendment Version 1.0 effective from 2024-25
- Subject to periodic revision based on regulatory requirements

## Examination System

### Types of Examinations

#### 1. Continuous Internal Assessment (CIA)

- **Weightage:** 30% of total marks
- **Components:**
  - Class Tests (2 per semester)
  - Assignments and Projects
  - Laboratory Work/Practicals
  - Attendance Component
  - Seminar/Presentation

#### 2. Term End Examination (TEE)

- **Weightage:** 70% of total marks
- **Format:** Written theoretical examination
- **Duration:** As specified in curriculum
- **Question Paper:** External examination

### Examination Schedule

- **Odd Semester:** Generally held in December
- **Even Semester:** Generally held in June
- **Duration:** 3-4 weeks per examination period
- **Study Leave:** Dedicated preparation period before exams

## Marks Distribution

Component	Theory Courses	Practical Courses
Continuous Internal Assessment	30 marks	50 marks
Term End Examination	70 marks	50 marks
<b>Total</b>	<b>100 marks</b>	<b>100 marks</b>

## Grading System

### Letter Grade System

Grade	Grade Points	Marks Range	Performance Level
<b>A+</b>	10	90-100	Outstanding
<b>A</b>	9	80-89	Excellent
<b>B+</b>	8	70-79	Very Good
<b>B</b>	7	60-69	Good
<b>C</b>	6	50-59	Average
<b>D</b>	4	40-49	Below Average
<b>F</b>	0	Below 40	Fail

### Additional Grades

- **I (Incomplete):** Work not completed due to valid reasons
- **W (Withdrawn):** Official withdrawal from course
- **AU (Audit):** Audit course (no grade points)

## SGPA and CGPA Calculation

### Semester Grade Point Average (SGPA)

$$\text{SGPA} = \Sigma(\text{Credit} \times \text{Grade Point}) / \Sigma(\text{Credits})$$

### Cumulative Grade Point Average (CGPA)

$$\text{CGPA} = \Sigma(\text{SGPA} \times \text{Total Credits in Semester}) / \Sigma(\text{Total Credits})$$

## Qualifying Criteria

- **Minimum Pass Grade:** D (4 grade points)
- **Minimum Pass Marks:** 40% in individual courses
- **Overall Pass:** Minimum 40% aggregate in semester
- **Progression:** CGPA  $\geq$  5.0 for degree award

## Examination Conduct

### Eligibility for Examinations

#### Attendance Requirements:

- **General Programs:** Minimum 75% attendance
- **Pharmacy Programs:** Minimum 80% attendance
- **Nursing Programs:** Minimum 100% attendance

#### Academic Requirements:

- Registered for the semester
- All fees paid and cleared
- No disciplinary action pending
- Examination form submitted within deadline

### Examination Form Submission

- **Online Process:** Through student portal
- **Deadlines:** As per academic calendar
- **Required Information:** Course registration details
- **Fees:** As applicable for regular/backlog examinations
- **Late Submission:** Additional penalties may apply

### Conduct During Examinations

#### Student Responsibilities:

- Report 30 minutes before examination
- Carry valid university ID card
- Bring permitted stationery only
- Follow seating arrangements
- No communication with other candidates
- Submit answer sheets within time limit

**Prohibited Items:**

- Mobile phones and electronic devices
- Books and study materials (unless open book exam)
- Calculators (unless specifically permitted)
- Any form of written notes or papers
- Communication devices

**Answer Script Guidelines**

- Use only provided answer sheets
- Write clearly and legibly
- Include roll number on each sheet
- No overwriting or tampering
- Complete within allotted time
- Follow question-wise answer format

**Result Declaration****Result Processing**

- **Evaluation Period:** Within 4 weeks of examination completion
- **Moderation:** External moderation for answer scripts
- **Quality Check:** Multiple verification levels
- **Grade Conversion:** Automatic grade calculation system

**Result Publication**

- **Timeline:** As per academic calendar
- **Method:** Online through student portal
- **Grade Cards:** Available for download
- **Hard Copies:** On request from examination office

**Result Components**

- **Individual Course Grades:** Subject-wise performance
- **SGPA:** Semester Grade Point Average
- **CGPA:** Cumulative Grade Point Average
- **Credits Earned:** Semester and total credits
- **Attendance Record:** Semester attendance percentage

## Supplementary Examinations

### Eligibility for Supplementary Exams

- **Target Students:** Regular students of intermediate semesters
- **Grade Requirement:** Students awarded 'F' grade in courses
- **Application:** Online form submission with fees
- **Deadline:** Within stipulated timeframe
- **Fees:** INR 2,500 per supplementary examination

### Supplementary Exam Process

1. **Form Submission:** Online application with payment
2. **Eligibility Verification:** Academic record check
3. **Admit Card:** Download from student portal
4. **Examination:** As per scheduled dates
5. **Result:** Separate result declaration

### Limitations

- **Not Applicable:** Final year/pass out batches
- **Attempt Limit:** As per university regulations
- **Grade Improvement:** Subject to university policy
- **Time Limit:** Must complete within academic regulations

## Disciplinary Measures

### Academic Malpractice

#### Prohibited Activities:

- Copying from other candidates
- Use of unauthorized materials
- Communication during examination
- Impersonation or proxy appearance
- Tampering with answer sheets
- Mobile phone usage
- Disturbing examination environment

## **Penalties for Malpractice**

### **Minor Violations:**

- Warning and caution
- Cancellation of particular examination
- Re-examination opportunity with penalty

### **Major Violations:**

- Cancellation of entire semester results
- Debarment from examinations for specific period
- Disciplinary action as per university rules
- Permanent expulsion in severe cases

## **Investigation Process**

1. **Incident Report:** Invigilator/supervisor report
2. **Evidence Collection:** Confiscated materials, witness statements
3. **Student Hearing:** Opportunity to present case
4. **Committee Decision:** Disciplinary committee verdict
5. **Appeal Process:** Higher authority review if applicable

## **Appeals and Reviews**

### **Post Publication View (PPV)**

- **Purpose:** Answer script viewing opportunity for students
- **Timeline:** Within specified period after result declaration
- **Process:** Application with prescribed fees
- **Scope:** View answer scripts and understand evaluation
- **Limitation:** No grade change through PPV alone

## **Result Review Process**

### **Grounds for Review:**

- Calculation errors in marks/grades
- Omission in evaluation of answers
- Technical errors in result processing
- Procedural violations during examination

### **Review Application Process:**

1. **Application Submission:** Written request with supporting documents
2. **Fee Payment:** Review fees as prescribed
3. **Committee Formation:** Expert review committee
4. **Re-evaluation:** If warranted by initial assessment
5. **Final Decision:** Binding committee decision

## **Grade Improvement**

- **Eligibility:** As per university regulations
- **Process:** Re-examination for better grades
- **Fees:** Standard examination fees apply
- **Best Score:** Higher score considered for final grade
- **Limitations:** Subject to maximum attempt limits

## **Special Provisions**

### **Backlog Examinations**

- **Definition:** Pending examinations from previous semesters
- **Schedule:** Separate examination schedule
- **Fees:** INR 2,000 per backlog examination
- **Form Submission:** Online process as per calendar
- **Results:** Integrated with regular semester results

### **Grace Marks Policy**

- **Eligibility:** As per university discretion
- **Criteria:** Borderline cases near pass marks
- **Maximum:** Limited grace marks as per regulations
- **Approval:** Subject to academic committee approval
- **Documentation:** Proper justification required

### **Medical/Emergency Cases**

- **Medical Absence:** Valid medical certificate required
- **Documentation:** Hospital/doctor certificates
- **Special Examination:** Separate arrangement possible
- **Timeline:** Application within specified period
- **Approval:** Case-by-case evaluation



## Quality Assurance

### Answer Script Evaluation

- **Internal Evaluation:** Subject teachers/faculty
- **External Evaluation:** External examiners for major courses
- **Moderation:** Additional quality check layer
- **Scrutiny:** Multiple verification levels
- **Preservation:** Answer scripts stored as per regulations

### Question Paper Setting

- **Internal Papers:** Subject faculty preparation
- **External Papers:** External experts involvement
- **Review Process:** Academic committee approval
- **Security:** Confidentiality maintenance
- **Standards:** Curriculum alignment and difficulty balance

## Contact Information

### Examination Department

- **Controller of Examinations:** +91 33 69010530
- **Email:** [examination@brainwareuniversity.ac.in](mailto:examination@brainwareuniversity.ac.in)
- **Office Hours:** 10:00 AM - 5:00 PM (Monday-Saturday)
- **Location:** Prafulla Bhavan (Building III), 3rd Floor

### Result and Certificate Queries

- **Grade Card Collection:** Mr. Angshuman Sikder, Room 307
- **Phone:** +91 33 69010529
- **Transcript Services:** Examination office
- **Certificate Verification:** Registrar office

### Student Support

- **Academic Queries:** +91 33 69010507
- **Technical Support:** IT Department
- **General Helpline:** +91 33 69010532
- **Email:** [helpline@brainwareuniversity.ac.in](mailto:helpline@brainwareuniversity.ac.in)

## Online Resources

- **Student Portal:** [www.brainwareuniversity.ac.in/studentselfservice](http://www.brainwareuniversity.ac.in/studentselfservice)
- **Examination Notices:** Regular updates on website
- **Academic Calendar:** [www.brainwareuniversity.ac.in/academic-calendar.php](http://www.brainwareuniversity.ac.in/academic-calendar.php)
- **Download Center:** Forms and documents availability

## Important Notes:

- These rules are binding on all students and faculty
- Any violation may result in severe academic penalties
- Regular updates are published through official channels
- Students are responsible for staying informed about rule changes
- All examination-related communications are through official university channels

**For detailed clarifications and specific queries, contact the Controller of Examinations office during working hours.**