



BRAINWARE UNIVERSITY

EXAMINATION RULES & REGULATIONS

**For semester based NCAHP Curriculum of
Bachelor of Optometry program**

(w.e.f. ODD Semester 2026-27 onwards)

*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 the country. The academic reforms recommended by the UGC in the recent past have led to an 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 the 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 a uniform grading system. This will facilitate students' mobility across Institutions within and across countries and also enable potential employers to access the performance of students. To bring the desired uniformity in the 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.

The **National Commission for Allied and Healthcare Professions (NCAHP)**, as per the **NCAHP Act 2021**, has implemented a **Competency-Based Curriculum** for the Bachelor of Optometry program. This framework ensures that students not only master core subjects but also develop a structured set of skills and competencies for holistic professional growth. The curriculum endeavors to empower students and help them in their pursuit to achieve overall clinical and academic excellence by connecting theoretical knowledge with practical performance. The implementation of this standardized curriculum facilitates the benchmarking of healthcare courses in India with leading international academic standards and ensures global mobility for graduates.

The curriculum has been envisaged to provide flexibility through a credit-based system, allowing for the horizontal and vertical integration of disciplines, thereby bridging the gaps between theory and clinical practice. In addition to a dedicated focus on optometric core papers, the curriculum incorporates immersive foundation courses and specialized training in advanced diagnostics, providing students with a strong scientific foundation and the freedom to excel in specialized clinical areas. The course is evaluated through a comprehensive assessment system involving continuous internal evaluation and university examinations, utilizing modern methods such as **OSCE** (Objective Structured Clinical Examination) and **OSPE** (Objective Structured Practical Examination) to measure demonstrated competence rather than just theoretical knowledge.

The Competency-Based Curriculum, following both national and international standards, has the following primary aims:

- To produce technically and clinically competent optometry professionals.



- To ensure a deep understanding of the theoretical basis for evidence-based practice.
- To foster independent competence in comprehensive vision care delivery.
- To develop effective members of multidisciplinary healthcare teams.
- To prepare professionals to participate in or initiate research into clinical practice.
- To align education with national licensure and registration requirements to ensure professional accountability.
- To improve the quality of overall patient care through standardized, skill-based training that meets current and future healthcare needs.



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 15 weeks (approx.) of academic year, equivalent to 90 actual teaching days. The odd semester may be scheduled from July to December, and the even semester from January to June of every academic year.
- 1.3 Outcome-Based Education (OBE):** Under OBE, the requirement for awarding a degree is prescribed in terms of the number of credits earned by the student.
- 1.4 Program:** An educational program leads to the award of a degree, diploma, or certificate.
- 1.5 Course:** Generally referred to as a component of a program. 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.
- 1.6 Credit:** A unit by which the coursework 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.
- 1.7 Grade Point:** It is a numerical weight/grade allotted to each letter grade on a 10-point scale.
- 1.8 Letter Grade:** It is an index of the performance of students in a given course. Grades are denoted by letters O, S, A+, A, B+, B, F, AB, and I.
- 1.9 Credit Point:** It is the product of grade point and the number of credits for each course.
- 1.10 Semester Grade Point Average (SGPA):** It is a measure of the 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.
- 1.11 Cumulative Grade Point Average (CGPA):** It is a measure of the 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 semesters. It is expressed up to two decimal points.



2. General Rules

2.1. Each course of Diploma, PG Diploma, UG, and PG Degree programs consists of a theory course, practical courses, and a sessional course. The sessional work may comprise 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 the 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 a duly filled-in examination form (online) and requisite examination fees for each semester in due time as per the 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. You will receive the online admit card after you submit the examination form and the requisite fees. Without a valid admit card, the candidate will not be allowed to enter 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 in theory and 80% in practical, then he/she may apply with valid documents to the HOD, Registrar or Vice-Chancellor, BWU for consideration. The decision of the highest authority will be treated as the final verdict in this regard.

2.5. Assessment follows Outcome-Based Education (OBE) principles.

2.6. A Pass in each subject with a minimum of 50% marks (including CIA and TEE) and 50% marks separately in TEE is compulsory in order to be eligible for the award of degree. It is mandatory to attend each component of CIA and secure 50% in each subject separately.

2.7. Each student has to pass each course separately. If any student fails to pass in one or more courses, he/she shall have to appear for those courses as a backlog candidate (see section 3.9) in the respective ODD / EVEN semester examination.

2.8. External Examiners shall be appointed for Clinical, Internship and research courses evaluations.



3. **Examination and Evaluation:**

The evaluation of students under the Bachelor of Optometry (B. Optom) Undergraduate Program shall be carried out through a structured system comprising **Continuous Internal Assessment (CIA)** and **Term-End Examination (TEE)**, in alignment with the **NCAHP 2025 Curriculum**.

Every course offered under the program shall fall under one of the following categories:

- a) Foundation Course
- b) Core Course
- c) Clinical Course
- d) Skill course
- e) Community Outreach course
- f) Research Course
- g) Internship Course
- h) Non-University Examination (Only Continuous Internal Evaluation)

The evaluation methodology is designed to assess theoretical knowledge, practical competence, clinical skills, analytical ability, and professional aptitude.

3.1. Evaluation Scheme

The following table outlines the weightage for internal and university examinations across different course categories:

Table 1: Evaluation Weightage

Course Category	CIA (%)	TEE (%)	Remarks
Foundation Courses – (Theory + Practical)	30	70	University Examination
Core Courses – (Theory)	30	70	University Examination
Core Courses – (Theory + Practical)	30	70	University Examination
Clinical Course – (Practical)	30	70	University Examination



Clinical Course – (Theory + Practical)	30	70	University Examination
Skill Course – (Theory)	100		Non-University Examination, Continuous Internal Evaluation
Skill Course – (Practical)	100		Non-University Examination, Continuous Internal Evaluation
Skill Course – (Theory + Practical)	100		Non-University Examination, Continuous Internal Evaluation
Community Outreach course – (Theory)	100		Non-University Examination, Continuous Internal Evaluation
Community Outreach course – (Practical)	100		Non-University Examination, Continuous Internal Evaluation
Research 1 (Research Project – I)	100		Non-University Examination, Continuous Internal Evaluation
Research 2 (Research Project – II)	30	70	University Examination
Internship (Theory + Practical)	100		Continuous Internal Evaluation

3.2. Marks Distribution

3.2.1. Foundation Courses

(Theory + Practical)

Component	Marks
CIA (Theory + Practical)	30
TEE (Theory + Practical)	70
Total	100

3.2.2 Core Courses

Theory Only

Component	Marks
CIA (Class Tests + Assignments)	30
TEE (Theory)	70
Total	100



(Theory + Practical)

Component	Marks
CIA (Theory + Practical)	30
TEE (Theory + Practical)	70
Total	100

3.2.3. Clinical Course

Practical Only

Component	Marks
CIA (Continuous Evaluation)	30
TEE (Practical Examination)	70
Total	100

(Theory + Practical)

Component	Marks
CIA (Theory + Practical)	30
TEE (Theory + Practical)	70
Total	100

3.2.4. Skill Course

Theory

Component	Marks
CIA (Class Tests + Assignment+ Presentation)	100
Total	100

Practical

Component	Marks
CIA (Continuous Evaluation)	100
Total	100

Theory + Practical

Component	Marks
CIA (Class Tests +Assignment + Practical Performance)	100



Total	100
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3.2.5. Community Outreach course

Theory

Component	Marks
CIA (Class Tests + Assignment + Presentation)	100
Total	100

Practical

Component	Marks
CIA (Continuous Evaluation)	100
Total	100

3.2.6. Research Course

Research 1 (Practical)

Component	Marks
CIA (Research Project)	100
Total	100

Research 2 (Practical)

Component	Marks
CIA (Progress Report)	30
TEE (Final Project Submission)	70
Total	100

3.2.7. Internship Course

Theory + Practical

Component	Marks
CIA (Continuous Assessments)	100
Total	100



3.3 Internal Assessment Structure

3.3.1. Foundation Course

Theory (15 marks) + Practical (15 marks)

Component (Theory)	Marks
Class Test – I (4 MCQs @ 1 mark each, 3 SAQ @ 2 marks each)	10
Class Test – II (4 MCQs @ 1 mark each, 3 SAQ @ 2 marks each)	10
Assignment – I (2 SAQ @ 2 & 3 marks respectively)	5
Assignment – II (2 SAQ @ 2 & 3 marks respectively)	5
Total	15
Component (Practical) Continuous performance	
Lab Experiment	5
Report	5
Viva	5
Total	15

Note: Two class tests of 10 marks each shall be conducted, and their average will contribute 10 marks to the final result. Two assignments of 5 marks each shall be conducted, and their average will contribute 5 marks to the final result.

3.3.2. Core Courses

Theory (30 marks)

Component (Theory)	Marks
Class Test – I (8 MCQs @ 1 mark each, 6 SAQ @ 2 marks each)	20
Class Test – II (8 MCQs @ 1 mark each, 6 SAQ @ 2 marks each)	20
Assignment – I (2 SAQ @ 2 & 3 marks respectively)	5
Assignment – II (2 SAQ @ 2 & 3 marks respectively)	5

Note: Two class tests of 20 marks each shall be conducted, and their average will contribute 20 marks to the final result. Additionally, two assignments of 5 marks each shall be considered, with a combined total of 10 marks in the final result.

Theory (15 marks) + Practical (15 marks)

Component (Theory)	Marks
Class Test – I (4 MCQs @ 1 mark each, 3 SAQ @ 2 marks each)	10
Class Test – II (4 MCQs @ 1 mark each, 3 SAQ @ 2 marks each)	10
Assignment – I (2 SAQ @ 2 & 3 marks respectively)	5
Assignment – II (2 SAQ @ 2 & 3 marks respectively)	5



Total	15
Component (Practical) Continuous performance	
Lab Experiment	5
Report	5
Viva	5
Total	15

Note: Two class tests of 10 marks each shall be conducted, and their average will contribute 10 marks to the final result. Two assignments of 5 marks each shall be conducted, and their average will contribute 5 marks to the final result.

3.3.3. Clinical course

Practical only (30 marks)

Component	Marks
Experiment (15) + Lab Report (5)	20
Viva	10

Theory (15 marks) + Practical (15 marks)

Component (Theory)	Marks
Class Test – I (4 MCQs @ 1 mark each, 3 SAQ @ 2 marks each)	10
Class Test – II (4 MCQs @ 1 mark each, 3 SAQ @ 2 marks each)	10
Assignment – I (2 SAQ @ 2 & 3 marks respectively)	5
Assignment – II (2 SAQ @ 2 & 3 marks respectively)	5
Total	15
Component (Practical) Continuous performance	
Lab Experiment	5
Report	5
Viva	5
Total	15

Note: Two class tests of 10 marks each shall be conducted, and their average will contribute 10 marks to the final result. Two assignments of 5 marks each shall be conducted, and their average will contribute 5 marks to the final result.

3.3.4. Skill Course

Theory (100 marks) Non-University Examination

Component (Theory)	Marks
Class Test – I (8 MCQs @ 1 mark each, 6 SAQ @ 2 marks each)	20



Class Test – II (8 MCQs @ 1 mark each, 6 SAQ @ 2 marks each)	20
Assignment – I (3 SAQ @ 5 marks each)	15
Assignment – II (3 SAQ @ 5 marks each)	15
Presentation	30

Note: The sum of all component achieves 100 marks

Practical (100 marks) Non-University Examination

Component	Marks
Experimental / Practical Performance	60
Practical Record / Report	20
Viva Voce	20

Note: The sum of all component achieves 100 marks

Theory + Practical (100 marks) Non-University Examination

Component (Theory+ Practical)	Marks
Class Test – I (8 MCQs @ 1 mark each, 6 SAQ @ 2 marks each)	20
Class Test – II (8 MCQs @ 1 mark each, 6 SAQ @ 2 marks each)	20
Assignment I (2 SAQ @ 5 marks each)	10
Assignment II (2 SAQ @ 5 marks each)	10
Practical / Experimental Performance (3 Experiments @10 marks)	30
Viva Voce	10

Note: The sum of all component achieves 100 marks

3.3.5 Community Outreach course

Theory (100 marks) Non-University Examination

Component (Theory)	Marks
Class Test – I (8 MCQs @ 1 mark each, 6 SAQ @ 2 marks each)	20
Class Test – II (8 MCQs @ 1 mark each, 6 SAQ @ 2 marks each)	20
Assignment – I (3 SAQ @ 5 marks each)	15
Assignment – II (3 SAQ @ 5 marks each)	15
Presentation	30

Note: The sum of all component achieves 100 marks

Practical (100 marks) Non-University Examination

Component	Marks
Log Book / Report	50
Activity Book/Case Study	30



Viva	20
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Note: The sum of all component achieves 100 marks

3.3.6. Research Course

Research 1: Practical (100 marks) Non-University Examination

Component	Marks
Review 1	50
Review 2	20
Review 3	30

Rubrics for Research Project 1

Assessments	Reviews	Agenda of review	Rubrics for assessment	Weightage of marks in the review	Overall weightage of the marks
Internal	Review 1	Project synopsis/ Proposal	Rubric R1	50	100
	Review 2	Mid-term project progress	Rubric R2	20	
	Review 3	End-term project report	Rubric R3	30	
Total				100	100

Research 2: Practical (30 marks)

Component	Marks
Review 4	30



Rubrics for Research Project 2

Assessments	Reviews	Agenda of review	Rubrics for assessment	Weightage of marks in the review	Overall weight age of the marks
Internal	Review 4	Project report evaluation	Rubric R4	30	30
Total				30	30

3.3.7. Internship course (100 Marks)

Component	Marks
Continuous Assessments	30
Logbook	10
Case Report	10
Attendance	10
Clinical Evaluation: General & speciality	40

3.4. Term-End Examination (TEE) Pattern

Theory and Practical Examination Pattern

3.4.1. Foundation Course (70 Marks)

Theory (40 marks) + Practical (30 marks)

Component	Marks
15 MCQs @ 1 mark each	15
5 Short Answer Questions @ 3 marks each	15
2 Long Answer Questions @ 5 marks each	10
Practical Experiment: 2 Question @10 marks each	20
Viva	10
Total	70



3.4.2. Core course

Theory (70 Marks)

Component	Marks
20 MCQs @ 1 mark each	20
5 Short Answer Questions @ 4 marks each	20
6 Long Answer Questions @ 5 marks each	30
Total	70

Theory (40 marks) + Practical (30 marks)

Component	Marks
15 MCQs @ 1 mark each	15
5 Short Answer Questions @ 3 marks each	15
2 Long Answer Questions @ 5 marks each	10
Practical Experiment: 2 Question @10 marks each	20
Viva	10
Total	70

3.4.3. Clinical Course

Practical (70 Marks)

Component	Marks
Practical Experiment: 3 Question @10 marks each	30
Report	20
Viva-voce	20
Total	70

Theory (40 marks) + Practical (30 marks)

Component	Marks
15 MCQs @ 1 mark each	15
5 Short Answer Questions @ 3 marks each	15
2 Long Answer Questions @ 5 marks each	10
Practical Experiment: 2 Question @10 marks each	20
Viva	10
Total	70



3.4.4. Research Course

Research 2, Practical (70 Marks)

Component	Marks
Synopsis/Final project report submission	40
Presentation	20
Viva-voce	10
Total	70

- **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 the examination department and preserve all the specified documents in the department and coordinate with the examination department.

3.5. Internship Program: Internship / project examination will be conducted in coherence with the term-end examination of the 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 the HOD to obtain the provisional certificate of respective program completion. If a candidate fails to secure pass marks in Internship / project examinations, then he/she will be declared as failed. The candidate may appear in the next internship / project examination (Odd or Even) of the respective course as a backlog within the 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 purposes. 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. The scrutinizer should be an assistant professor of the department, who will scrutinize the evaluated answer script of the 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). The chairperson of the BOS will also act 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, 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 copies 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 to discharge their duties as per relevant provisions of the statute/rules of the Brainware University. After evaluation, the physical copies of award lists and evaluated answer scripts in sealed packets must be submitted within the 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 submitting 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. The 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 unevaluated.

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 sent for recycling as per the 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 course will be treated as a backlog course with respect to the concerned candidate. The candidate shall appear for his/her backlog courses with the normal term-end-semester examinations in the respective ODD or EVEN semester examinations during the tenure of the program. Such candidates have to submit the backlog examination form along with the requisite fees as and when they are notified by the Controller of Examination. The backlog candidate should reappear for both the internal assessment and the term-end semester examination of backlog courses.

If a candidate fails to secure 50% marks in internal assessment + external assessment and also 50% marks in external assessment, then he/she has to reappear for the Term-end semester examination as a backlog. Such a candidate may apply to the respective HODs for appearing re-examination of internal assessment at least two months before the commencement of the term-end semester examination or special supplementary examinations and has to submit the respective backlog 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 are 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 the 20th Academic Council of Brainware University.

The supplementary examinations will be conducted twice in an academic year after the publication of the review results of the 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 the respective course/courses. Separate grade card will be issued for these 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(s) of any UG, PG, or Diploma program – 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 program – 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.

3.11. Special supplementary Examinations:

A 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 UG programs once in a year after the declaration of Final semester result. Preferably it will be held in the months 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, the 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:

Eligibility criteria to apply & appear at Special Supplementary examinations:

- 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 program 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.



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.

Students of Bachelor of Optometry (B.Optomety) can appear in the Special Supplementary Examinations after completion of Semester VIII examinations for B.Optomety. The other criteria for appearing in the Special Supplementary examinations will remain unchanged.

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 fails to secure 50% 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 these 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.)

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

In case a student fails to secure the minimum 50% 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 the semester, then candidates have to apply to the HOD of the respective department of those courses for attending the 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 fails to secure 50% 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 programs.

The selected reviewer will check the followings:

- (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/remains 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:

Marks Range (%)	Grade Point	Letter Grade	Performance	Classification	CGPA
90 - 100	10	O	Outstanding	First Class with distinction	7.00 and above
80–89	9	S	Excellent		
70–79	8	A+	Very Good		
60–69	7	A	Good	First Class	6.00–6.99
55–59	6	B+	Average	Second Class	5.50–5.99
50–54	5	B	Pass	Pass Class	5.00–5.49
Below 50	0	F	Fail	Fail	Less than 4.0
-	0	AB	Absent	–	–
-	0	I	Incomplete	–	–

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.

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 i^{th} Course

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

4.3. Qualifying Criteria:

- A Pass in each subject with a minimum of 50% marks (including CIA and TEE) and 50% marks separately in TEE is compulsory in order to be eligible for the award of degree. It is mandatory to attend each component of CIA and get 50% in CIA separately.
- 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.

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	Program Partially Completed
PSC	Program 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 Program 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.

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 Program:

5.1. Bachelor of Optometry: 7 years from the admission to the first semester.

6. Grade Card / Marks Statement:

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 program 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. Degree/ Diploma Certificate:

To obtain the Degree/ Diploma for the programs 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 program.

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. Convocation:

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 authorized person, whose signature must be attested by the candidate in the letter of authorization 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 authorized 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. Issue of Transcripts:

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. Migration certificate:

Migration certificate is issued to the pass out candidate by the university. For which the candidate has to apply for the same in a prescribed proforma 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. Reported against (RA) students:

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 - I attached.

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.



14. ANNEXURE -I

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.