



BRAINWARE UNIVERSITY

EXAMINATION RULES & REGULATIONS

For semester based NCAHP Curriculum of Diploma in Medical Laboratory Technology (DMLT)

Effective from Odd semester 2026-27)

*Office of the Controller of Examinations
Brainware University*



INDEX

<u>Sl No.</u>	<u>Items</u>	<u>Page No</u>
1.	Keywords	4
2.	General Rules	6
3.	Examination & Evaluation	7
	Evaluation scheme, Distribution of marks, internal/continuous assessment, Term End Examinations, Paper setter, Examiner, Moderator, Scrutinizer, Scrutiny of Answer Scripts, Preservation of answer script, Backlog exam., Special Supplementary exam., carry forward of marks, Review, Post Publication View (PPV)	
4.	Grading System	20
	(Letter Grades, SGPA & CGPA Calculations, Qualifying Criteria, Grace Marks)	
5.	Tenure of Programme	23
6.	Grade Card/ Marks Statement, Degree/ Diploma Certificates,	23
7.	Convocation	23
8.	Procedure for Applying for Duplicate Mark sheets / Grade Cards	24
9.	Issue of Transcripts	25
10.	Migration certificate	25
11.	Reported Against (RA) students	25
12.	ANNEXURE: Rules during the conduct of Examinations	26



Preamble

The examination and evaluation system for the Diploma in Medical Laboratory Technology (DMLT) programme is structured in accordance with the competency-based education framework and regulatory standards prescribed by the National Commission for Allied and Healthcare Professions, along with the academic quality mandates of the University Grants Commission and accreditation principles of the National Assessment and Accreditation Council. The framework is designed to ensure transparency, objectivity, reliability, and validity in assessment while promoting outcome-based and skill-oriented education.

In alignment with NCAHP guidelines, the evaluation system emphasizes competency-based assessment, integrating knowledge, skills, attitude, and clinical proficiency essential for medical laboratory professionals. The assessment framework incorporates Continuous Internal Evaluation (CIE) and End Semester Examination (ESE), ensuring a balanced combination of formative and summative evaluation as recommended by UGC and NAAC.

Continuous Internal Evaluation focuses on regular and structured assessment through assignments, class tests, case-based discussions, seminars, and laboratory performance. This approach fosters continuous learning, critical thinking, and practical skill enhancement, in line with NAAC's learner-centric and participatory teaching-learning process.

The End Semester Examination is designed to evaluate higher-order cognitive domains as per Bloom's Taxonomy, ensuring assessment of application, analysis, and problem-solving abilities. Question papers are structured based on a well-defined blueprint mapped to Course Outcomes (COs), Programme Outcomes (POs), and Programme Specific Outcomes (PSOs), reinforcing the Outcome-Based Education (OBE) model.

Practical and clinical assessments form a core component of the evaluation system, as mandated by NCAHP, with emphasis on laboratory competencies, adherence to standard operating procedures, quality control, and interpretation of diagnostic findings. Objective Structured Practical/Clinical Examinations (OSPE/OSCE), along with viva voce, are incorporated to ensure standardization, objectivity, and comprehensive skill assessment.

The grading and credit system follows UGC-recommended frameworks such as CBCS/LOCF, ensuring uniformity, transparency, and comparability across institutions. Provisions for moderation, continuous monitoring, and grievance redressal mechanisms are established to maintain academic integrity and quality assurance, as emphasized by NAAC.



Overall, the examination pattern is designed to develop competent, ethical, and skilled medical laboratory professionals who meet the standards of the healthcare industry and regulatory bodies, ensuring readiness for clinical, diagnostic, and research-oriented roles

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 the 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 May/ June of every academic year.

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

1.4 Outcome-Based Education (OBE): Under OBE, the teaching-learning process is designed to achieve clearly defined and measurable learning outcomes that students are expected to demonstrate at the end of a course or programme.

1.5 Programme: An educational Programme leads to the award of a degree, 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 10-point' scale.

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

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

1.11 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.



1.12. 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 across all semesters. It is expressed up to two decimal points.



2. General Rules

2.1. Each course of UG Diploma Programme consists of a theory Course, practical courses & clinical rotation course. The clinical rotational work may comprise laboratory hands on work in the following departments: Clinical Chemistry, Microbiology, Hematology & Blood bank, Histopathology & Cytology.

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 May/ 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. The online admit card will be available after submission of the examination form and 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, then he/she may apply with valid documents to the 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. 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 in the respective ODD / EVEN semester examination.



3. Examination and Evaluation:

The evaluation of students under the Diploma in Medical Laboratory Technology (DMLT) programme shall be carried out through a structured outcome-based system comprising **Continuous Internal Assessment (CIA) and Term-End Examination (TEE)**, in alignment with Outcome-Based Education (OBE) principles and NCAHP guidelines 2026-27.

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

- a) **Core Course**
- b) **Practical Course**
- c) **Clinical Application**
- d) **Clinical Lab Rotation**

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

Marks Distribution

3.1 Core Course

Category – Theory

Type 1:

Component	Marks
CIA	15
TEE (Theory)	35
Total	50

Type 2:

Component	Marks
CIA	30
TEE (Theory)	70
Total	100



3.2 Practical Course

Category - Practical

Component	Marks
CIA	15
TEE (Practical Examination)	35
Total	50

3.3 Clinical Application

Category – Clinical Postings

Component	Marks
CIA	15
TEE (Practical Examination)	35
Total	50

3.4 Clinical Lab Rotation

Component	Marks
CIA	30
TEE	70
Total	100



4. Internal Assessment Structure

4.1. Core Course

Category - Theory

Type 1:

Component	Marks
Project	15
Total	15

Type 2:

Component	Marks
Class Test – I	15
Class Test – II	15
Assignment	5
Quiz	5
Presentation	5
Total	30

Note: Two class tests of 15 marks each; the average of both is considered for the final result.

4.2 Practical Courses

Category - Practical

Component	Marks
Lab note book	5
Lab Performances + Viva Voce	(5+5) = 10
Total	15



4.3 Clinical Application

Component	Marks
Viva Voce	5
Lab Performances	10
Total	15

4.4. Clinical Lab rotation

Component	Marks
Log Book	30
Total	30



5. Term–End Examination (TEE) Pattern

5.1. Core Courses

Category: Theory Type 1:

Component	Marks
10 MCQs @ 1 mark each	10
5 Short Answer Questions @ 3 marks each	15
2 Long Answer Questions @ 5 marks each	10
Total	35

One optional question may be provided in the Long Answer Questions section.

Category: Theory Type 2:

Component	Marks
20 MCQs @ 1 mark each	20
5 Short Answer Questions @ 3 marks each	15
7 Long Answer Questions @ 5 marks each	35
Total	70

One optional question may be provided in the Long Answer Questions section.

5.2. Practical Course

Category A – Practical:

Component	Marks
Experiment performance	15
Viva–voce	10
Lab Report	10
Total	35

5.3 Clinical Application



Category – Clinical Posting

Component	Marks
Experiment performance	15
Viva–voce	10
Lab Report	10
Total	35

5.4. Clinical Lab rotation

Component	Marks
Project	40
Presentation	20
Viva	10
Total	70

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

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 an unambiguous way, to avoid confusion.
- Questions should meet the objectives of the OBE System.

5.6. Clinical lab Rotation: Examination will be conducted in coherence with term-end examination of the relevant semester of each academic session (i.e. Candidate can appear in respective even semester examination and Supplementary Examination of Even Semester examinations. **Note that Candidates can not appear such type of courses in Special Supplementary Examinations.**

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 Clinical lab Rotation examinations, then he/she will be declared as fail. The candidate may re-appear in next



Clinical lab Rotation examination (in Even semester) of the respective course as backlog within the valid registration period.

5.7. 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 the 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. 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 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 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.

5.8. 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 un-evaluated

5.9. 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.

5.10. 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 in 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 the backlog Examination form along with requisite fees as and when notified by the Controller of Examination. Backlog candidates should reappear in both the internal assessment and the term-end semester examination of backlog courses.
- If a candidate fails to secure 40% marks in internal assessment, then he/she has to reappear the internal assessment as well as Term-end semester examination both as backlog. Such a candidate may request the HOD of the respective department to make it confirm that in which part (internal / Term-End Semester examination) of the course he/she has failed. Accordingly, he/she has to apply to the respective HODs for appearing in 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.

5.11. Supplementary Examinations

The supplementary examinations will be conducted twice in an academic year after the publication of the 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 these supplementary examinations.

Clinical lab Rotation Examination can be appear in Supplementary Examination of Even Semester 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.



5.12. 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 once in a year after the declaration of Final semester result. Preferably it will be held in the month of August/ September 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 September. The rules 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 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.
- They may appear in any course, including theory, practical and sessional, of non-appeared semester examinations and/or they may also appear in any backlog course, including theory, practical and sessional, of other semesters, maintaining the above criteria.
- Students can appear in the Special Supplementary Examinations after completion of Semester VI examinations. The other criteria for appearing in the Special Supplementary Examinations will remain unchanged.
- In case of non-appearance in the semester, if internal assessment has not been appeared earlier or in case of poor marks in internal assessment of the pending semester, then candidates have to apply to the HODs of the 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 the 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 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 the 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 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.)
- **Note that Candidates can not appear Clinical lab Rotation courses in Special Supplementary Examinations.**

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

- In case a student fails to secure the minimum 40% or is 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 the 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 has not been 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 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 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.

5.14. 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 by the Controller of Examinations, generally within 20 days of publishing end-semester examination results. **The results of special supplementary examination will not be eligible for review.**

Review fee for each course will be declared by the Controller of Examinations through proper notification from time to time for UG 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/remains unchanged after the review.**

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

There shall be one reviewer per course who may be an 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.



5.15. 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 the presence of the 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.

6. GRADING System:

6.1. 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	A+	10	Outstanding
80.00 to 89.99	A	9	Excellent
70.00 to 79.99	B	8	Very Good
60.00 to 69.99	C	7	Good
50.00 to 59.99	D	6	Average
40.00 to 49.99	E	5	Pass
Below 40	F	0	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 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 has to reappear for the said evaluation/examination (both internal assessment and Term-end-semester examination) in due course.



6.2. 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. A student's ranking will be assessed based on 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

6.3. 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 the Programme successfully in PSC (Programme Successfully Completed) category, the candidate has to secure pass marks in each course as prescribed in the syllabus and subject to successful completion of all components of the each course.

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 and to save the career of a student in the 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 failed to secure the requisite pass marks in Final semester examinations only.



7. **Tenure of Programme:** The maximum duration for Completion of The Diploma in Medical Laboratory Technology(DMLT) programme (2 years including internship) must be completed within a maximum period of: 5 years from the date of admission to the first semester

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.

8. **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 secured, 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

9. **Degree/ Diploma Certificate:**

9.1. 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. Online Provisional Certificate is issued to the candidate immediately after successful completion of the programme.

9.2. 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.

10. **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.

11. 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.

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

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

- 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.
- 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.
- Requisite fee is **INR. 1000 (Rupees one thousand only) per Grade Card or Mark sheet.**
- Photo copy of the original grade card / mark-sheet should be attached.
- 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.
- 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.

- 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.
- Application form can be download from <https://www.brainwareuniversity.ac.in/downloadforms.php>.

13. 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.

14. 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 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.

15. 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.

16. RESIDUARY OF POWERS 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



17. 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.