BRAINWARE UNIVERSITY

EXAMINATION RULES & REGUALTIONS

For

B.Sc (Hons) Agriculture

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

Office of the Controller of Examinations
Brainware University

INDEX

Preamble

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

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

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

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

1. **Keywords :**

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

   1.2. Semester: Each semester will consist of approx. 18 weeks of academic work equivalent to 95 actual teaching days. The odd semester may be scheduled from **July to December** and even semester from **January to June** of every year.

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

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

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

   1.6. Course: Generally referred to a component of a programme. All courses need not carry the same weight. The courses 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 Papers/ 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/ three hours of practical work/field work per week respectively.

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

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

2. **General Rules**

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

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

   2.2. At the end of each semester there shall be an Term-End-semester examination as per the schedule announced by the Controller of Examinations at least 15 days prior to the commencement of the examination. Generally the ODD Semester examination shall be held in December and EVEN semester exam shall be held in June of each academic year.

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

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

2.4. Issuance of Admit Card: The Admit Card for each End Term Examination will be issued to the student, provided the student has minimum required attendance of the courses and he / she pays the prescribed examination fee within due date. The Admit Card will ensure the student to appear in the End Term Examination of all courses of the semester.

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

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

3. Examination & Evaluation:
3.1. The Evaluation scheme :

i) **Courses with Theory and Practical [Credits: 2(1+1) / 3(2+1) / 3(1+2)]**
[Theory 85% + Practical 15%]
   a) 30% from theory internal assessment [two class tests of 30 marks each, MCQ type, short answer type & long answer type question will be there. Average marks of two class test will be taken into account]
   b) 5% from Assignment.
   c) 50% from Theory Term- End-semester Examinations.
   d) 5% from internal Practical + 10% from Practical Term-End-semester Examinations,

   Internal Practical marks – For full Marks 5 [Daily Lab Performance & Lab report – 3 marks, Viva Voce – 2 marks]
   Term-End practical exam – For full Marks 10 [Lab Experiment + Lab copy: 03+04= 07 marks + Viva-voce: 03 marks]

ii) **Courses with Theory Only [Credits: 1(1+0) / 2(2+0) / 3(3+0)]**
   a) 50% marks from internal assessment [two class tests of 40 marks each, MCQ type, Short answer type & long answer type question will be there. Average marks of two class tests will be taken into account + 10 marks from Assignment]
   b) 50% marks from Theory Term-End-Semester Examinations.

iii) **Courses with Practical only [Credits: 1(0+1) / 2(0+2)]**
   a) 50% marks from [Internal Assessment]

   [For full Marks 50: - Daily Practical Lab Report: 30 marks + Assignment / Viva Voce: 10 marks + Daily lab Experiments/ activity/ interaction: 10 marks]

   b) 50% marks from Practical Term-End-semester Examinations
   [For full Marks 50: - Lab Experiment + Lab copy: 15+15= 30 + Viva-voce: 20 marks]

3.2. RAWE & AIA (7th semester) and ELP (8th semester) for Agriculture:

(A) RAWE & AIA (7th semester): There are 20 credits assigned with RAWE & AIA during 7th semester, which indicate a total of 2000 marks in the programme. The evaluation of the student's performance will be continuous, phase-wise at each unit and terminal in nature. The total marks for RAWE & AIA may be distributed unit / attachment-wise as: Village attachment and Unit attachment in KVK / RRS / other campus (35% or 700 marks), Plant Clinic attachment/ Agri Finance (35% or 700 marks), Agro-industry attachment (30% of 600 marks). The final evaluation will be made through presentation of activities, group discussion and central viva-voce.

(i) Rural Agricultural Work Experience (RAWE) :

(a) Village attachment (17.5% or 350 marks) for 10 weeks:
[Attendance: 45 marks + Activity and Continuous Assessment: 70 marks +
Activity Book: 50 marks + Evaluation (assignment / short answer / multiple choices
/ etc.): 140 marks + Viva voce: 45 marks]
The total or part marks mentioned above will be equally distributed among the
Departments involved in the programme.

(b) Unit (RRS / KVK / other Campus) attachment (17.5% or 350 marks) for 5 weeks

[Attendance: 45 marks + Activity and Continuous Assessment: 70 marks +Activity Book: 50 marks + Evaluation (assignment / short answer / multiple choices / etc.): 140 marks + Viva voce: 45 marks] The total or part marks mentioned above will be equally distributed among the RRSs / KVKs / Campuses involved in the programme.

(ii) Plant Clinic attachment/ Agri Finance (RAWE) (35% or 700 marks) for 6 weeks
[Attendance: 90 marks + Activity and Continuous Assessment: 150 marks + Plant Health Note Book: 100 marks + Evaluation (assignment / diagnosis of diseases and nutritional deficiencies, insect and weed infestation / short answer / multiple choice / etc.): 280 marks + Viva voce: 80 marks]

(iii) Agro-Industry attachment (30% or 600 marks) for 4 weeks
[Attendance: 60 marks + Activity and Continuous Assessment: 120 marks + Agro-Industry Note Book: 90 marks + Evaluation (assignment / short answer / multiplechoice / etc.): 240 marks + Group Discussion and Viva voce: 90 marks]

The total or part marks mentioned above will be equally distributed among the Agro-industry involved in the programme.

(B) Experiential Learning Programme / ELP (8th semester): Each student has to be associated with 2 (two) ELPs in sequence, each of 10 weeks duration in 8th semester of both Agriculture and Horticulture degree programme. There are 20 credits (10 credits + 10 credits) for 2 (two) ELPs, which indicate a total of 2000 marks in the programme during that semester.

The distribution of marks of each ELP (50% or 1000 marks) will be as follows: [Attendance and activity: 100 marks + ELP Activity Record Book: 100 marks +Continuous assessment: 100 marks + Special assignment: 50 marks + Performance inProduction, Post-harvest Processing

and Marketing: 150 marks + ELP EconomicAnalysis including Risk Assessment: 50 marks + Evaluation (sample preparation /short answer / multiple choice / etc.): 200 marks + Performance during visit in similarCommercial Unit / Organization: 50 marks + Project formulation: 100 marks + Groupperformance and discussion: 50 marks + Viva voce: 50 marks]

Important points to be noted for internal / continuous assessment:

- Marks of each assessment to be uploaded within 7 days of commencement of examination at the academic software, so that student can view their marks and the same can be used for future reference.
- Question paper, Answer script, Attendance sheet of class test of each course to be preserved in the respective department at least 6 months from the declaration of respective end semester result. Department will send soft copy of question paper to the exam department.
- List of Presentation topic, Attendance and soft copy of presentation file has to be preserved by the respective department. Department will send soft copy of student wise presentation topic allotment list to exam department.

3.3. Patten of question papers for Term-End Examinations :

(These divisions are subject to modification by the Academic Council/appropriate authority as and when necessary)

Term-End-Theory examination
(Full marks – 50, Duration: 2 hours i.e. 50% marks of full marks)

i) Twenty Multiple Choice Questions (MCQ) of 1 mark each ....**20 marks.**
ii) Ten Short answer type questions of 2.5 marks each ………………................................**25 marks.**
iii) One Long answer type question of 5 marks ……………………………………………………...**5 marks.**

One Options for Short answer type questions and one options for Long answer type questions may be given at end-semester examination.
The above division may differ in some courses.
- **Final questions as per above pattern will be selected by internal and external moderator from a pool of questions or question bank submitted by Internal paper setter or Faculty.**
- Internal Faculty member / paper setter of respective course will submit course wise question bank to the departmental exam committee as per following pattern:
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Type of questions	Number of questions
MCQ (1 marks each)	150
Short answer type (2.5 marks each)	50
Long Answer type (5 marks each)	50

- Answers of multiple choice questions and model answers of short answer type and long answer type questions must be submitted for each course by each internal paper setter/ Internal Faculty member.
- At the time of Moderation if Moderator changes the question, model answers to be provided.

- **The marks distribution system of Non-Gradial courses will be as such as the pattern mentioned in Core courses in line as per UGC directive. However students need to pass on the respective courses and their obtained score will not be taken into account in calculating GPA scoring of each semester and OGPA scoring at final stage.**

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

Departmental exam committee will submit the question bank in a sealed envelope (course wise) signed by the internal paper setter or upload questions at the specific software provided by the examination department of the University. Departmental exam committee must ensure the following regarding question bank:
- Questions to be made from each unit/module of the syllabus.
- Multiple choice questions should be given in unambiguous way, to avoid confusion.
- Question should meet the programme objectives and outcomes of the course.

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

3.4. Paper setter, Moderator, Examiner, Scrutinizers, Reviewer:
a) Course wise internal Faculty member will act as a paper setter to prepare or upload question bank. Internal examiners, scrutinizers, reviewers and members of the Board of Moderators (internal and external) for each Term-End Semester Examination will be appointed by the Controller of Examinations on the recommendation of the respective Board of Studies (BOS) as per the University Statute. 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. Scrutinizer may be an assistant professor of the department. One examiner may scrutinize the Theory courses of other examiners.

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 be the Chairperson of the Board of Moderators and also the chairperson of the departmental examination committee.

c) External examiners may be appointed for conducting the course like Project, Grand-Viva, internship, seminar, RAWE, AIA, ELP and Industrial Training etc. in the practical examinations.

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

e) Moderated question papers will be handed over to the Controller of Examinations for printing, preservation and distribution, by the respective Chairperson of BOS.

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 state Govt. After evaluation, the award lists in sealed packet must be sent by the Head Examiner/examiner within stipulated time to the Controller of Examinations for timely publication of results.

3.5.   Scrutiny of Answer Script :

Scrutiny of the theoretical answer scripts shall be done by the teachers of the concerned discipline before sending the marks to the Controller of Examinations. A teacher who is the examiner of a course shall not be the scrutinizer of the same course. Scrutineer will check the following:

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

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

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

3.6. 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, however, be preserved in the department for six (06) months from the publication of that result of the said Term-End semester examination. After that period, the scripts may be disposed off or send for recycling as per rules of the University.

3.7. Backlog Examination: If any candidate fails to secure pass marks or fails to attend internal assessment and/or Term-End semester examinations of any course at the previous semester, then that course will be treated as a backlog course. Candidate shall appear his/her backlog courses with the normal end-semester examinations in respective ODD or EVEN semester examinations, during the tenure of the programme. Such candidates have to submit backlog Examination form and requisite fees as and when notified by the Controller of Examination.

Courses with Theory and Practical both: *If a candidate fails to secure 50% marks either in Theory part or in practical part or in both part of courses then it will be treated as backlog course. Such candidate has to re-appear respective part of those courses as backlog. Accordingly candidate has to apply to the HOD of respective department at least 2 months before commencement of term end examinations for re-appearing internal assessment (if required) and have to apply for term end semester examinations with requisite fees as per notification given by the examination department.*

Courses with Theory only: *If a candidate fails to secure 50% marks either in internal assessment or in Term-End semester examinations or in both part of courses then it will be treated as backlog courses. Such candidate has to re-appear all the part of those courses as backlog. Accordingly candidate has*

to apply to the HOD of respective department at least 2 months before commencement of term end examinations for re-appearing internal assessment (if required) and have to apply for term end semester examinations with requisite fees as per notification given by the examination department.

Courses with Practical only: *If a candidate fails to secure 50% marks either in internal assessment or in Term-End semester examinations or in both part of courses then it will be treated as backlog courses. Such candidate has to re-appear all the part of those courses as backlog. Accordingly candidate has to apply to the HOD of respective department at least 2 months before commencement of term end examinations for re-appearing internal assessment (if required) and have to apply for term end semester examinations with requisite fees as per notification given by the examination department.*

3.8 Special supplementary Examinations :

Special supplementary examination will be conducted on theory, practical & sessional courses of any semesters for the candidates only from Final Semester/ year of the respective session and Final Semester/ Year pass out batches of all Diploma (3 years), PG Diploma, UG and PG programmes once in a year after the declaration of Final semester result. Preferably it will be held in the month of September/October in each 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 given by the office of the Controller of Examinations. After that, Admit card will be issued to the eligible candidates to appear at the examinations. The result of Special Supplementary examinations will be declared tentatively by the last week of October.

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

In case of non-appeared semester, if internal assessment is not appeared earlier or in case of poor marks in internal assessment of any courses 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.

But those candidates who have not appeared at more than one semester earlier, they are not eligible to sit for this examination. Also those candidates, who have more than two

pending backlog courses in any semester, they are also not eligible to sit in this examinations. (For Example if a candidate has 2 backlog courses in 1st semester and 3 backlog courses in 4th semester, then the candidate will not be eligible to sit in the special supplementary examinations.)

3.9. **Carry Forward of Marks for Backlog:** In case a student fails to secure the minimum 50% or absent in internal assessment and Term-End semester examination of any Theory or Practical course then he/she shall reappear in the Term-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 and Term-End Semester Examination evaluation process of each course satisfactorily (as stated in Section 4.2.). Note that Marks of Term-End Semester Examination will not be carried forward for such cases.

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

3.10. **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 programmes.

The selected Reviewer will check the following:

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

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

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

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

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

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

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

3.11. 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.

4.1. GRADING System:

(i) The marks obtained by a student out of 100 marks in each course in UG degree programme will be converted to grade points following the Table given below.

Grading system of Bachelor of Science (Honours) in Agriculture:

Percentage of Marks Obtained	Conversion into Grade Point	Letter Grade	Performance
100	10.00	O	Outstanding
90 to <100	9.00 to <10.00	A+	Excellent
80 to <90	8.00 to <9.00	A	Very Good
70 to <80	7.00 to <8.00	B+	Good
60 to <70	6.00 to <7.00	B	Average
50 to <60	5.00 to <6.00	P	Pass
<50 (Fail)	<5.00 (F)	F	Fail
-	0.00	I	Incomplete
-	0.00	AB	Absent
-	0.00	F(Th)	Fail in Theory Part only
-	0.00	F(Pr)	Fail in Practical Part only
-	0.00	F(E/I)	Fail in Term-End Semester (external) Examination / Internal

N.B. – I (Grade point 0) shall be introduced for cases where the candidate fails to appear either in internal assessment or in Term-End Semester Examination.

AB (Grade point 0) shall be introduced for cases where the candidate fails to appear both in internal assessment and in Term-End Semester Examination.

Letter Grade F(E/I) (Grade point 0) shall be introduced for cases where the candidate fails to secure 50% marks either in Internal assessment or in Term-End Semester Examination but has secured grade point more than 5. Letter Grade F(E/I) is applicable for only Theory courses or only Practical courses. Letter Grade 'F', 'AB', 'I', 'F(E/I)', 'F(Th)', 'F(Pr)', will be treated as Fail or backlog course. In case of 'I', 'Ab', F(E/I)', candidate has to re-appear both internal assessment and Term-End Semester Examination of respective course.

Example: If a student scored 80.76 marks in a course then his/her grade point will be 8.076. In two decimal place it will be represented as 8.08.

(i) The Grade Point obtained in a course will be multiplied by total credit(s) of that course to get credit points and thereafter the Cumulative credit points obtained from all the courses excluding the Non-Gradial Courses in a semester will be divided by total credits of that semester during calculation of GPA upto 8th semester.

(ii) The CGPA may be calculated from 2nd semester to 7th semester and the OGPA will be calculated at the end of 8th semester of UG degree programme.

(iii) The final OGPA will be categorized into classes as mentioned below.

OGPA	Division
5.00 – 5.99	Pass
6.00 – 6.99	2nd division
7.00- 7.99	1st division
8.00 and above	1st division with distinction

[The Grading System may be printed in the Grade Card.]

v) **Calculation of GPA, CGPA & OGPA :**

a) GPA (Grade Point Average): $\Sigma(C_{ip} \times G_i)/ \Sigma C_{ip}$
   (Where C_{ip} implies credits and G_i implies Grade points of ith Course)

b) CGPA (Cumulative Grade point Average): $\sum(C_{is} \times Si) / \sum C_{is}$
   (Where Si implies GPA and C_{is} implies total credits for ith Semester

c) OGPA = $\sum$ Total credit points scored of each semester / $\sum$Total Course credits of each semester
   (for all eight semesters after successful completion of each course of all semester)

d) % of Marks = OGPA × 100 / 10 (Approx.)

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

4.2. Qualifying Criteria:

i) **To pass in a course having both theory and practical**, a student has to secure at least 50% marks in theory examinations (including internal and Term-End Semester Examination) and 50% marks in practical examinations (including internal and Term-End Semester Examination) separately, which averaging at least 5.00 Grade Point, failing which the student will secure 'F'/'F(Th)'/'F(Pr)' Grade. In case of F(Th), candidate has to reappear both internal and Term-End Semester Examination of theory of that particular course as backlog in respective ODD or EVEN semester examinations. In case of F(Pr), candidate has to reappear both internal and Term-End Semester Examination of practical of that particular course as backlog in respective ODD or EVEN semester examinations. In case of (F), candidate has to reappear all the components of theory (Internal and Term end semester Examinations) and practical (Internal and Term end semester Examinations) of the Course.

if a student fails to secure at least 50% marks in theory only, he / she will be awarded **'F (Th)' and grade point 0**; while a student failing to secure at least 50% marks in practical only, will be awarded **'F (Pr)' and grade point 0**.

If a student secures more than 50% in theory part but less than 50% in practical part of the course, he/she has to re-appear the all components of practical part only and has to secure at least 50% marks in practical part of that course. If a student secures less than 50% in theory part but more than 50% in practical part, he / she has to re-appear the all components of theory part only and has to secure at least 50% marks in theory part of that course to qualify the same.

ii) **To pass in a course having Theory only**, a student has to secure at least 50% marks in internal assessment and 50% marks in Term-End Semester Examination separately, which comply overall 50% marks (i.e. 5 grade point) of that theory course, failing which the student will secure 'F'/'F(E/I)' Grade and has to reappear both internal assessment and Term-End Semester Examination of that particular theory course as backlog in respective ODD or EVEN semester examinations.

iii) **To pass in a course having Practical only**, a student has to secure 50% marks in internal assessment ad 50% marks in Term-End Semester Examination separately, which comply overall 50% marks (i.e. 5 grade point) of that practical course, failing which the student will secure 'F'/'F(E/I)' Grade and has to reappear both internal assessment and Term-End Semester Examination of that particular practical course as backlog in respective ODD or EVEN semester examinations.

iv) A student shall have to secure at least **5.00 GPA** combining successful completion of all the courses of a semester to pass the particular semester, and at least **5.00 OGPA** combining successful completion of all the courses in 8 (eight) semesters to pass the UG degree programme.

v) A student having **'F' / 'F (Th)' / 'F (Pr)' /'F(E/I)'/ I / AB** Grade may be allowed to continue in the next semester provided that he/she has to clear those course(s) in respective odd or even semester examinations during the tenure of registration by submitting respective backlog examination form and fees in respective odd or even semester examinations.

vi) The actual cumulative grade point of only Theory, only Practical and combined theory and practical type of courses will display only after successful completion of all the part/assessment of the respective courses. After passing the same a fresh result will be issued to the candidate at that time.

Grace Marks: -

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

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

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

Result:

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

5. Tenure of Registration of Programme:

5.1. Bachelor of Agriculture: No student shall be permitted to appear at the Bachelor of Science (Honours) in Agriculture degree examination after the lapse of the periods as specified below:

UG : 7 years from the admission to first semester.

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

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 GPA of that semester and actual percentage secured. Final semester Grade card will also show a Consolidated Statement with OGPA & Overall percentage secure, if completed the programme successfully. Ranking of a student will be assessed upon the **actual percentage secured**.

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

7. **Degree/ Diploma Certificate**:

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

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

8. **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 /Mark sheet :

(The duplicate Grade Card / Mark sheet 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) Xerox copy of the original grade card / mark-sheet should be attached.

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

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

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

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

11. 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 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 attached.

14. ANNEXURE

Rules During the conduct of Examinations

- He/She is found to be in possession inside the examination hall of any book, or page of any book, or scribbling, or written note, or typed sheet, that may have a bearing on the subject in which he/she is appearing, irrespective of whether such book, or page of any book, or scribbling, or written note, or typed sheet is used or not, or
- He/She writes answer on another candidate's answer script or helps him/her in any other manner in writing answer on his/her own answer-script or helps him/her in any other manner in writing answer or tries to obtain from, or to render to, any other candidate or any other person inside or outside the examination hall, any help in any manner, or
- He/She leaves the examination hall without submitting answer-script, or
- He/She leaves the examination hall before one hour, taking with him/her answer-script, or carries from the examination hall the question paper during the hours of examination without submitting the answer script or gets possession of question papers outside the examination hall during the hours of examination or is not found in possession of complete question paper after its distribution in the examination hall or passes or tries to pass the question paper out of the examination hall or leaves the examination hall taking with him/her answer paper or loose sheet, or
- He/She allows somebody else to write answers on his/her behalf during examination, or
- He/She leaves the examination hall without recording his/her attendance on the attendance roll, or
- He/She encloses currency note(s) with an answer-script or offers illegal gratification or inducements to the Invigilator(s) or other persons connected with the examination or, in anyway, tries to take illegal or unfair advantages, or
- He/She distorts his/her name, roll number or registration number in his/her answer-script, or
- He/She is found to be in possession of any question paper or any other paper containing relevant answer or answers written on it, or
- He/She indulges in any kind of misbehavior, or intimidates or attempts to assault, or intimidates an invigilator or any other person connected with the conduct of the examination either inside or outside the examination hall, or damages, or attempts to damage, articles or furniture, equipment, stationery or any other property or the venue or creates disturbances in the venue or refuses to comply with the instruction of the Invigilator regarding seating arrangements in the examination hall, or
- Any page(s) of the written answer-script(s) of a candidate is/are found to have been replaced/torn/mutilated or found to contain handwriting different from that of the candidate, or
- If he/she discloses his/her identity in any manner other than that provided in the answer-scripts.
- He/She attempts to violate any other provisions of the University regulations.

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