



Annexure - 48

MGM SCHOOL OF BIOMEDICAL SCIENCES, NAVI MUMBAI
(A constituent unit of MGM INSTITUTE OF HEALTH SCIENCES)

(Deemed University u/s 3 of UGC Act 1956)

Grade "A" Accredited by NAAC

Sector 1, Kamothe Navi Mumbai-410209, Tel.No.:022-27437631,27432890

Email. sbsnm@mgmuhs.com / Website : www.mgmsbsnm.edu.in

Ref : SBS/18/11/ 1670

Date:13.11.2018

To
The Registrar,
MGMIHS,
Kamothe,
Navi Mumabi

Sub: Examination Rules and Regulations for UG & PG courses.

Dear Sir,

We are sending examination Rules and Regulation including examination pattern for UG & PG Courses after approval from examination section of MGMIHS.

Request you to ignore the previous rules and regulation send by SBS office.

Thanking You

Regards,

AC Director

MGM School of Biomedical Sciences

Kamothe, Navi Mumbai

Director

MGM School of Biomedical Science

Kamothe, Navi Mumbai

Handwritten notes: "Submitting for AC" and "14/11" with a signature.

MGM Institute Of Health Sciences
INVCARD NO. 107857
DATE: 13/11/18
REF: Rev



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**RULES AND REGULATION FOR EXAMINATION
OF UNDER GRADUATE AND POST GRADUATE DEGREE COURSES
UNDER SCHOOL OF BIOMEDICAL SCIENCES OFFERING CBCS PATTERN**



RULES AND REGULATION FOR EXAMINATION OF UNDER GRADUATE AND POST GRADUATE DEGREE COURSES UNDER SCHOOL OF BIOMEDICAL SCIENCES OFFERING CBCS PATTERN

1. Title of the courses offered :

Under Graduate Courses (Allied Health Sciences):

- 1.1 B.Sc. Medical Laboratory Technology
- 1.2 B.Sc. Medical Radiology & Imaging Technology
- 1.3 B.Sc. Cardiac Care Technology
- 1.4 B.Sc. Perfusion Technology
- 1.5 B.Sc. Medical Dialysis Technology
- 1.6 B.Sc. Operation Theatre & Anaesthesia Technology
- 1.7 B. Optometry

Post Graduate Courses:

- 1.8 M.Sc. Medical Biotechnology
- 1.9 M.Sc. Medical Genetics
- 1.10 M.Sc. Clinical Embryology
- 1.11 M.Sc. Biostatistics
- 1.12 M.Sc. Molecular Biology
- 1.13 Master in Hospital Administration
- 1.14 M.Sc. Cardiac Care Technology
- 1.15 M.Sc. Medical Radiology & Imaging Technology
- 1.16 M. Optometry

2. Duration of the course:

- 2.1. Duration shall be for a period of three years, including one year of Internship for UG courses.
- 2.2 Duration shall be for a period of two years for PG courses

3. Medium of instruction: The medium of instruction and examination shall be in English

4. LETTER GRADES AND GRADE POINTS:

MGMSBS has adopted the UGC recommended system of awarding grades and CGPA under Choice Based Credit Semester System for all the UG/PG courses.

4.1 MGMSBS would be following the absolute grading system, where the marks are compounded to grades based on pre-determined class intervals.

4.2 The UGC recommended 10-point grading system with the following letter grades will be followed:

Table 1: Grades and Grade Points:

Letter Grade	Grade Point
O (Outstanding)	10
A+ (Excellent)	9
A (Very Good)	8
B (Good)	7
C (Above Average)	6
F (Fail)/ RA (Reappear)	0
Ab (Absent)	0
Not Completed (NC)	0
RC (<50% in attendance or in Internal Assessment)	

4.3 A student obtaining Grade RA shall be considered failed and will be required to reappear in the examination.

4.4 Candidates with NC grading are those detained in a course (s); while RC indicate student not fulfilling the minimum criteria for academic progress or less than 75% in attendance or less than 35% in internal assessments (IA). Registrations of such students for the respective courses shall be treated as cancelled. If the course is a core course, the candidate has to re-register and repeat the course when it is offered next time.

5. CBCS Grading System - Marks Equivalence Table

5.1 Table 2: Grades and Grade Points

Letter Grade	Grade Point	% of Marks
O (Outstanding)	10	86-100
A+ (Excellent)	9	70-85
A (Very Good)	8	60 -69
B (Good)	7	55 -59
C (Above Average) – Pass both for UG and PGs	6	50- 54
F (Fail))/ RA (Reappear)	0	Less than 50
Ab (Absent)	0	-
NC- not completed	0	-
RC- Repeat the Course	0	0

5.2 Table 3: Cumulative Grades and Grade Points

Letter Grade	Grade Point	CGPA
O (Outstanding)	10	9.01 - 10.00
A+ (Excellent)	9	8.01 – 9.00
A (Very Good)	8	7.01 – 8.00
B (Good)	7	6.00 - 7.00
C (Above Average)	6	5.01 - 6.00

6. Assessment of a Course: Evaluation for a course shall be done on a continuous basis. Uniform procedure will be adopted under the CBCS to conduct continuous internal assessments (IA), followed by one end-semester university examination (ES) for each course.

6.1 For all category of courses offered (Theory, Practical, Discipline Specific Elective [DE]/ Lab [DL]; Generic Elective [GE] and Ability Enhancement Courses [AE]; Skills Enhancement Courses [SE] Theory or P (Practical) & RP(Research Project), assessment will comprise of Internal Assessment (IA) and the end-semester (ES) examination.

6.2 Courses in programs wherein Theory and Lab are assessed jointly (UG or PG), the minimum passing head has to be 50% Grade in total including internal assessment. RA grade in any one of the components will amount to reappearing in both components. i.e. theory and practical.

6.3 Evaluation for a course with clinical rotation or clinical training or internship will be done on a continuous basis.

7. Eligibility to appear for the end-semester examinations for a course includes:

7.1 Candidates having $\geq 75\%$ attendance and obtaining the minimum 35% in internal assessments in each course to qualify for appearing in the end-semester university examinations.

7.2 The students desirous of appearing for university examination shall submit the application form duly filled along with the prescribed examination fee.

7.3 Incomplete application forms or application forms submitted without prescribed fee or application form submitted after due date will be rejected and student shall not be allowed to appear for examination.

8. Passing Heads

8.1 Courses where theory and practical are involved, the minimum passing head shall be 50% in total including the internal assessment.

8.2 Elective subjects – the minimum prescribed marks for a pass in elective subject should be 50%. The marks obtained in an elective subjects should be communicated to the university before the commencement of the university examination.

9 **Detention:** A student not meeting any of the above criteria may be detained (NC) in that particular course for the semester. In the subsequent semester, such a candidate improve in all, including attendance and/or IA minimum to become eligible for the next end-semester examination.

10 The maximum duration for completing the course will be 6 years (minimum duration of course x 2) i.e. (3x2) =6 years for UG courses & (2x2) =4 years for PG Courses, failing which his/her registration will be cancelled. Full fees of entire course of three or two years as the case may be liable to be paid by the students.

11 Carry over benefit:

11.1 First year examination: A candidate who fails in any two main subjects of first semester shall be permitted to carry over those subjects to second semester. However, the candidate has to clear all over subject before being allowed to appear for last semester examination.

11.2 A candidate shall not be allowed to appear in the final semester examination unless the candidate has cleared all the previous semester examinations.

12 Grace Marks for UG Courses:

12.1 A Candidate shall be eligible for grace marks only in UG courses, provided he/she appeared in all the papers prescribed for the examination.

12.2 Maximum up to 5 grace marks may be allowed for passing, spread over between subjects.

12.3 No grace marks will be awarded in internal evaluation.

13 University End-Semester Examination (UG/PG Programs)

13.1 There will be one final university examination at the end of every semester.

13.2 A candidate must have minimum 75% attendance (Irrespective of the type of absence) in theory and practical in each subject to be eligible for appearing the University examination.

13.3 The principal /dean/ director shall send to the university a certificate of completion of required attendance and other requirements of the applicant as prescribed by the university, two weeks before the date of commencement of the written examination.

- 13.4 A candidate shall be eligible to sit for the examination only, if she / he has secured minimum 35% in internal assessment of that subject. The internal examinations will be conducted at college/ department level.
- 13.5 Notwithstanding – anything in any examination, a deficiency of attendance at lectures or practical maximum to the extent of 10% - may be condoned by the principal / dean /director.
- 13.6 If a candidate fails either in theory or in practical, he/ she have to re-appear for both.
- 13.7 There shall be no provision of re- evaluation of answer sheets. Candidates may apply to the university following due procedure for recounting of theory marks in the presence of the subject experts.
- 13.8 Internal assessments shall be submitted by the Head of the Department to the university through the Director of MGMSBS at least two weeks before commencement of University theory examination.
- 13.9 The university examination for first year (UG) shall consist of only theory examination and there shall be no university practical examination.

14. Supplementary examination: There shall be no supplementary examination

15. Re-Verification

There shall be provision of retotaling of the answer sheets, candidate shall be permitted to apply for recounting/retotaling of theory papers within 8 days from the date of declaration of results.

16. Scheme of University Exam Theory UG Program:

General structure / patterns for setting up question papers for Theory / Practical courses, their evaluation weightages for UG programs of MGMSBS are given in the following tables

16.1 : Theory Question Paper Pattern For Core Subjects in University Examinations

Under CBCS - 80 Marks

Question type	No. of questions	Questions to be answered	Question X marks	Total marks
Section 1				
MCQ	10	10	10x1	10 marks
Section 2				
Structured LAQ	3	2	2x15	30 marks
Short notes	6	5	5 x 8	40 marks
				Total= 80 Marks

General Instructions (Theory):

- Time duration of each Theory Paper will be of Three (3) Hrs or 1 1/2 hrs as the case may be.
- Total Marks of each Theory Paper will be 80 Marks / 40 Marks.
- There will be TWO Sections in Question Paper. Section ONE will be MCQ while Section TWO will be long & short essay questions. There will be internal option.
- Both the Sections are compulsory.
- Both the sections are to be written in the separate answer sheet

16.2 Practical Question Paper Pattern For University Examinations Under CBCS - 40 Marks

Exercise	Description	Marks
Q No 1	Practical exercise - 1	1 x10=10 M
Q No 2	Station exercise	3x5M=15 M
Q No 3	VIVA	10 M
QNo 4	Journal	5 M
		Total = 40 M

General Instructions (Practical):

- A. All the students have to remain present at the examination centre 15 minutes before the scheduled time for examination.
- B. Students have to carry with them certified journal, I-card or examination receipt, and other necessary requirements for examination.
- C. Candidate should not leave the practical hall without the permission of examiner.
- D. Use of calculator is allowed but the use of mobile phones is strictly prohibited.
- E. The candidate has to leave the laboratory only after the submission of all the answer sheets of the exercises performed.

16.3 Internal examination pattern (Theory) : 20marks

Question type	No. of questions	Questions to be answered	Question X marks	Total marks
Long essays	2	1	1x10	10 marks
Short answers	3	2	2x5	10 marks
Total				Total= 20 marks

Marks should be submitted by respective departments at least 15 days prior to onset of university examination to the university.

16.4 Internal Examination Pattern (Practical): 10 Marks

Internal exam (At department level)	10 marks
Viva	5 marks
Log book	5 marks
Theory and practical	Total = 20 M

Note –20 marks to be converted to 10 marks weightage for submission to the university.

17. Scheme of University Examination Theory for PG Program:

General structure / patterns for setting up question papers for Theory / Practical courses, their evaluation weightages for PG programs of MGMSBS are given in the following tables

17.1 Marks scheme for the University exam:

Final theory marks will be 100 marks (80 marks University Theory exam + 20 Marks Internal assessment).

Question		Marks distribution	Marks allotted per section	Marks
Sec:A	MCQ	10 x 1 M = 10	10	10
Sec:B	SAQ	3/4x 5 M = 15	15	35
Sec:B	LAQ	2/3 x 10 M = 10	20	
Sec:C	SAQ	3/4x 5 M = 15	15	35
Sec:C	LAQ	2/3x 10 M = 10	20	
				Total = 80 M

17.2 Practical exam pattern: Total 40 marks with following breakup :

Exercise	Description	Marks
Q No 1	Practical exercise - 1	1 x20=20 M
Q No 2	Station exercise	2x5M=10 M
Q No 3	VIVA	5 M
Q No 4	Journal	5 M
		Total = 40 M

17.3 Practical to be conducted at respective departments and marks submitted jointly by the parent department to the university.

17.4 Breakup of theory IA calculation for 20 marks

Internal exam (at department)	15 marks
Seminar	5 marks
	Total = 20 M

Breakup of practical IA calculation:

Internal exam (at department)	10 marks
Viva	5 marks
Journal	5 marks
	Total = 20 M

Note –20 marks to be converted to 10 marks weightage for submission to the university.

17.5 ASSESSMENT OF SEMMINAR FOR PG COURSE (50 Marks)

Description	Marks
Submission of seminar report	25 M
Subject knowledge	5
Concept and Methodology	5
Presentation	5
VIVA	10 M
	Total = 50 M

17.6 Dissertation:-

17.6.1 PG student should submit a suitable dissertation topic forwarded by the guide to the School of Biomedical Sciences by September in III semester of the course. Following approval of ethics & scientific committee, work should be carried out.

17.6.2 Completed dissertation should be submitted in IV semester. (Dissertation submission date will be informed later)

18. Scheme of University Exam Theory PG Program (Masters in Hospital Administration):

General Structure / patterns for setting up question papers for Theory / Practical courses, their evaluation weightages for PG programs of MGMSBS are given in the following tables.

18.1 FINAL THEORY marks will be 100 Marks OR 50 Marks

(80 marks University Theory exam + 20 Marks Internal assessment)				
Section	Question types	Marks distribution	Marks allotted per section	Marks
SecA	MCQ	10 x 1 M	10	10
SecB	SAQ	5/6 x 8 M	40	40
SecC	LAQ/Case Study	2/3 x 15 M	30	30
				Total = 80 M
OR				
(40 marks University Theory exam + 10 Marks Internal assessment)				
Section	Question types	Marks distribution	Marks allotted per section	Marks
SecA	MCQ	5 x 1 M = 5	5	5
SecB	SAQ	3/4x 5 M = 15	15	15
SecC	LAQ/Case Study	2/3x 10 M = 20	20	20
				Total = 40 M

18.2 FINAL PRACTICAL marks will be 100 Marks**(80 marks University practical exam + 20 Marks Internal assessment)****PRACTICAL (Industry Posting/Hospital Project/Internship/Dissertation): Total 80 marks**

Exercise	Description	Marks
Q No 1	Presentation	30 M
Q No 2	Report	20 M
Q No 3	VIVA	20 M
Q No 4	Continuous Assessment #	10 M
		Total = 80 M

Continuous Assessment will be based on Mid-term presentation during the posting (5 marks) & attendance (5 marks) of the student. It was decided that weightage be given to attendance as per following scheme:

Attendance percentage	Marks
< 75	Zero
75	2.5
76-80	3.0
81-85	3.5
86-90	4.0
91-95	4.5
96-100	5.0

18.3 Evaluation schedule for Industry Posting/Internship/Dissertation

Industry posting	: First semester University Practical Examination
Hospital Project	: Second Semester University Practical Examination
Internship	: Third Semester University Practical Examination
Dissertation	: Fourth Semester University Practical Examination

18.4 INTERNAL ASSESSMENT (IA) Marks will be 20 Marks OR 10 Marks

For 100 Marks (Theory OR Practical) = 80 marks Theory + 20 Marks IA

For 50 Marks (Theory) = 40 marks Theory + 10 Marks IA

Description	Marks (20)		Marks (10)
Mid-term Internal exam I (at dept/Industry)*	10 marks	OR	5 marks
End-Term Internal exam II (at dept/Industry)*	10 marks		5 marks
	Total = 20 M		Total = 10 M

*Mid-Term or End-Term Internal exam can be a presentation, written test or case study

18.5 Dissertation:-

- MHA student should submit a suitable dissertation topic forwarded by the guide to the School of Biomedical Sciences by 6th September in III semester of the course. Approval of ethics & scientific committee, work should be carried out. Completed dissertation should be submitted by 31st march in IV semester.

19. Dissertation Evaluation Guidelines for PG courses:

The Dissertation allows the student to develop and display in-depth understanding of a theme in International Studies, as well as an in-depth understanding of the appropriate research tools, approaches and theories applicable to that theme. The dissertation should be based on a well-defined and clear research question of scholarly significance, and that the dissertation develops a theoretically and methodologically informed and evidence-based answer to that question.

Criteria for Evaluating a Dissertation:

The assignment of marks for Project/Dissertation is as follows:

Part I- III semester

Topic Selection, Review of Literature, Novelty of works-50 marks

Part-II- IV semester

- a. Continuous Internal Assessment, Novelty, Overall Lab Work Culture - 100 Marks
- b. Dissertation/Project work book: 50 Marks
- c. Viva-Voce: 50 Marks

20. Eligibility for award of degree

20.1 A candidate shall have passed in all the subjects of 1st, 2nd& 3rd year and complete internship to be eligible for award of Under Graduate degree.

20.2 A candidate shall have passed in all the subjects of 1st& 2nd year to be eligible for award of Post Graduate degree.

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