RE – 11

Regulation for conduct of the B. Voc Programme

[Approved by the Executive Council in its 29th meeting held on 01.12.2017 vide resolution No. EC29.5.1 (ii)]

(Under Ordinance OC-4 and OC-5)

1. Preface

In pursuance of the University Grants Commission (UGC) scheme on skill development based higher education as part of college/university education leading to Bachelor of Vocation (B. Voc.) Degree, the university has decided to introduce the skill education based degree programme leading to the award of the B. Voc degree on

1. Retail Management
2. Tourism and Service Industry
3. Software Development
4. Pharmaceutical Chemistry
5. Information Technology

The programmes, as per the UGC scheme and in coherence with the NSQF framework is designed with facilities for multiple exits/entry into the programmes and, depending on the skill level attained may be awarded Diploma/ Advanced Diploma or a B. Voc degree at the end of the 6 semester programmee as the case may be. It is expected that the B. Voc. programme would enable its products making a meaningful participation the economic activities of the country through adequate employment and entrepreneurship.

All the proposed vocational programmes detailed herein above shall have a judicious mix of skills and general education on the relevant field and is expected to equip its students to cope with the emerging trends and challenges in their relevant field of expertise gained.

All affiliate institutions of the university offering such courses shall have to have in place an Advisory Committee that would be responsible for monitoring and time to time data feeding to the UGC on the conduct and status of the B. Voc programme(s) running at the institution. The institution level Advisory Committee shall comprise of

1. Principal as Chairperson
2. Nodal Officer: Member-Secretary
3. Representatives of the Relevant Sector Skill Council(s)
4. Representatives of Industry Partners
5. Representatives of the University
6. Representative College Faculty as Academic Expert.

At the university level, the conduct of such programmes shall be monitored by an Advisory Committee that shall be constituted as under:

1. Vice-Chancellor or his Nominee as Chairperson
2. Nodal Officer: Member Secretary (Academic Registrar/ Director, CDC)
3. Director or Nominee of the State Board/Council of Technical Education
4. Representatives of the Relevant Sector Skill Council(s)
5. Representatives of Industry Partners
6. Representative of the Colleges offering the B. Voc. Programme (Principal/Nodal Officer of the concerned college)
7. Representative University Faculty as Academic Expert.

2. Admission Criteria:

To be eligible take admission in a vocational degree programme, a candidate must have to successfully complete the +2 level of schooling or its equivalent in science stream from a recognized Board/ University. Besides, candidates shall also be eligible for admission in first semester of skill based courses provided that:

a. The candidates must have already acquired NSQF certification level 4 in a particular industry sector or

b. The candidates have already acquired NSQF certification level 4 in a particular trade but are desirous of changing their trades to enter a different skill sector.

c. Candidates having completed a Vocational Higher Secondary course shall be granted an additional weightage of 25 marks in the ranking index and to compute the ranking, the total marks obtained by a candidate shall be converted to 600 in the qualifying examination.

d. Diploma holders (after 10+2) in the parent course, approved by the University, who satisfy eligibility criteria can be admitted to the Advance Diploma (3rd semester) based on the availability of the seats.

e. The eligibility criteria for admission shall be as notified by the university from time to time.

All admissions in these courses would be subject to and compliant of the provisions of the reservation policies as may be in force at the time of admission of the state/ central government.

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3. Nature of the Course:

All of the proposed B. Voc. courses shall be under the provisions of Ordinances OC 5 as is the case with all other undergraduate programmes of this university. The courses would have CBCS scheme of evaluation subject to adequate modifications of the same as may become necessary in view of the special nature of these courses. As a general modification, the B. Voc programmes shall not:

a. Provide for open courses as is the case with other regular UG courses
b. Provide no Elective subjects to choose from
c. The total credit at the end of all six semesters shall stand enhanced to
d. All vocational subjects shall be treated as core courses
e. No improvement provisions shall be available
f. Two supplementary chances shall be granted if a student fail to duly clear a semester
g. The working hours for a vocational course shall be at least 30 in a week.
h. The course curriculum shall have a mix of general component comprising of 40% of the teaching load and the remaining 60% of shall be devoted to skill training.

4. Duration:

The duration of the B. Voc. Courses shall ordinarily be of three years duration which shall be evenly distributed into semesters. There shall be at least 90 teaching-learning days in a semester excluding the evaluation time.

5. Programme Structure:

The B.Voc programmes shall have a mix of general and skill component in which 40.0% of the total content shall be of general nature including language courses in English while the remaining 60.0% of the content shall be on skill developing. The syllabi of the various programmes shall be approved and amended as may be needed from time to time by the concerned university authorities.

6. Credit Distribution & Certification Levels:

NSQF Level	Skill Component Credits	General Education Credits	Total Credits for Award	Normal Course Duration	Exit Points / Awards
4	18	12	30	One Semester	Certificate
5	36	24	60	Two Semester	Diploma
6	72	48	120	Four Semester	Advanced Diploma
7	108	72	180	Six Semester	B. Voc Degree

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7. Course Structure:

The B. Voc programme shall have multiple exit/ entry points. Any candidate admitted in such a Course of the university may complete all the six semester successfully at one go and leave the university with a B. Voc Degree in the relevant skill sector opted by her/him. A student shall however have the option to exit from the course after successfully completing the first year with a certificate in the relevant trade and if the candidate opts to exit after successfully completing the second year of the programme. s/he may do so with an Advanced Diploma in the relevant Trade.

The full six semester Credit Distribution Structure of the course is envisaged as under:

Semester	Skill Component Credit	General Component Credit	Total Credit	Cumulative Credit at the end of the Semester
Semester I	18	12	30	30
Semester II	18	12	30	60
Semester III	18	12	30	90
Semester IV	18	12	30	120
Semester V	18	12	30	150
Semester VI	18	12	30	180

The general Component of these courses shall comprise of the three Foundational level Courses offered at this university along with such other course specific programmes as may be designed and developed by the appropriate authorities of the university. The Skill Component part of the course must have its objective clearly defined and duly approved at the appropriate forum of the university but shall have to be designed and approved

by the relevant Sector Skill Council that would impart the skill training. The skill component evaluation procedures also shall be clearly described by the relevant sector skill council that would do the skill evaluation and endorsement of the certification.

8. Credit Calculation:

The Credit computation in the programme shall be as given hereunder:

i. One Credit would mean equivalent of 15 periods of 60 minutes each, for theory, workshops/ labs and tutorials;

ii. For industrial visit, the credit weightage for equivalent hours shall be 50% of that for lectures/ workshops;

iii. For self-learning, based on e-content or otherwise, the credit weightage for equivalent hours of study should be 50% or less of that for lectures/workshops.

9. Social Service/Extension Activities:

Students shall have to participate in Extension/ NSS/ NCC or other specified social service, sports, literary and cultural activities organized within and beyond the institutional arena one shall be enrolled in and such participation will fetch for the candidate the required one credit extra over and above the minimum prescribed180credits.

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10. Attendance:

Ordinarily, a minimum of 75.0% attendance is a must for any candidate to qualify for the end semester examinations. However, on genuine grounds to be duly supported by documentary evidences, the Principal, Director or the Head of the Department as the case may be of the concerned student may condone a maximum of 5% the stipulated attendance if they deem it fit and reasonable to do so in their wisdom.

11. Evaluation:

a. Internal Assessment (IA): The students enrolled in the B. Voc. Programmes shall be subjected to Continuous Evaluation (CE) and also an End Semester Examination (ESE) at the close of each semester. The CE shall have 30% of the total score that would be evaluated on the basis of tests, assignments and/or seminars as may be deemed fit. There shall be at least two such assessments of equal weightage during a semester and both of them shall be of mandatory nature. The Internal Assessments shall be evaluated by a group of teachers that would include the Teacher in charge responsible for the conduct of the test. Not attending any of the Internal Assessments would make the student ineligible to sit and clear the end semester examination. The Internal Assessment scores shall be uploaded in the required university website to enable it compile the results together.

b. End Semester Evaluation (ESE): End Semester Examination of all the courses in all semesters shall be conducted for which a common schedule shall be drawn. The duration of examination of all courses shall be 2.5 hours for which the routine procedures as would be in force at the University for the setting of question papers and undertaking evaluation works shall be followed.

12. Evaluation of Project:

A project shall be an integral part of the B. Voc. Programme and shall have to undertaken by each student in the sixth semester of the programme. The report of the project shall have to be submitted to the Department in duplicate before the completion of the sixth semester. The project work shall not have any CE (Internal Assessment) component and shall be evaluated by a board comprising of at least two teachers to be appointed by the University. The viva–voce on the project work shall also be conducted by the appointed board on an individual basis giving each student a reasonable time slot to defend their works.

13. Grading:

The SGPA/CGPA score of a student at the time of exiting the programme with a certificate or a Diploma or an advance Diploma or the B. Voc degree as the case may be shall be considered for ascertaining the Grade obtained by the student. Aggregate of both CE (IA) and ESE scores shall be counted for computation of such purpose. The university shall display in the Grade Card it would issue both the marks obtained as also the equivalent grade point. The rank obtained shall be computed on the basis of absolute score obtained.

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14. Letter Grade Performance:

The grade awarded on successful completion of the programme shall be the following.

A - Excellent
B - Very Good
C - Good
D - Average
E - Below Average

Candidates scoring Grade 'D' or below shall be deemed as failed.

15. Promotion to Higher Semesters:

Students who complete the semester by securing the minimum required attendance and by registering for the End Semester Examination of each semester conducted by the University alone shall be eligible to proceed to the next higher semester irrespective of whether they have duly cleared the semester or not. All enrolled students would have to duly clear all scheduled semesters within a maximum of four semesters for a Certificate, six semesters for an Advanced Certificate and ten semesters for a B. Voc Degree failing which the students concerned would have to exit without any award.

16. Unfair Means:

As is applicable to all the registered students of the university vide Regulations on Conduct of Examinations as Amended in 2014 and thereafter.

17. Examination Disciplinary Committee:

As given in Regulation on Conduct of Examinations as Amended in 2014 and thereafter.

18. Lapses Committee:

As given in Regulation on Conduct of Examinations as Amended in 2014 and thereafter.

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