File Ref.No.72742/GA - IV - J1/2014/Admn

UNIVERSITY OF CALICUT

Abstract

General & Academic - Regulations for B.Voc. Programmes under University of Calicut with effect from 2021 admissions - Implemented - Subject to ratification of Academic Council- Orders issued.

G & A - IV - J

U.O.No. 7135/2021/Admn   Dated, Calicut University.P.O, 19.07.2021

Read:-1. U.O. No. 9809/2014/Admn Dated, 23.10.2014.
2. U.O. No. 302/2020/Admn Dated, 09.01.2020.
3. Item No.1 in the minutes of the B.Voc Steering Committee held on 21.06.2021.
4. Orders of the Vice Chancellor in the file even no. Dated 15.07.2021

ORDER

1. The Regulations for B.Voc Programmes was implemented from 2014 admission onwards under University of Calicut, as per the directions of Steering Committee of B.Voc Regulations vide paper read (1) above, and the   modified Regulations for B.Voc. Programmes was implemented from 2014 admission onwards under the University of Calicut, vide paper read (2) above.

2. Vide paper read (3) abpve, the B.Voc Steering Committee held on 21.06.2021, approved the Regulations for BVoc Programmes under Calicut University with effect from 2021 admissions.

3. The Vice-Chancellor, in view of exigency, exercising the powers of Academic Council, approved the minutes of the Committee for B Voc Programmes, subject to ratification by the Academic Council .

4. Sanction has therefore been accorded to implement the Regulations for B Voc Programmes under the University of Calicut from 2021 admission onwards.

5. Orders are issued accordingly. (Regulation appended)

Arsad M

Assistant Registrar

To

Principals of all Colleges having B Voc Programmes

Copy to: PS TO VC/PA to Registrar/PA to CE/DoA/CDC/DSFC/JCE 7/GA IV B & E/GA I F/ SF/DF/FC

Forwarded / By Order

Section Officer

UNIVERSITY OF CALICUT

REGULATIONS

FOR

CHOICE BASED CREDIT AND SEMESTER SYSTEM FOR VOCATIONAL UNDER GRADUATE (B.VOC) CURRICULUM - 2021

(CBCSS VUG 2021)

PREFACE

While the Fourth Industrial Revolution is going to impact all industries significantly, professionals having the skills in demand will remain relevant. As per the reports, the Indian workforce would be employed in new job roles. A paradigm shift in vocational education will be required to meet the challenges of future professional landscape, as skills will become the top priority.

It has been a long felt necessity to align higher education with the emerging needs of the economy so as to ensure that the graduates of higher education system have adequate knowledge and skills for employment and entrepreneurship. The higher education system has to incorporate the requirements of various industries in its curriculum, in an innovative and flexible manner to produce holistic and well groomed graduates.

Under the National Skills Development Corporation, many Sector Skill Councils representing respective industries have/are being established. One of the mandates of Sector Skill Councils is to develop Qualification Packs (QPs) / National Occupational Standards (NOSs) for various job roles in their respective sectors. It is important to embed the competencies required for specific job roles in the higher education system for creating employable graduates.

The University Grants Commission (UGC) has launched a scheme on skills development based higher education as part of college/university education, leading to Bachelor of Vocation (B.Voc.) Degree with multiple exits such as Diploma/Advanced Diploma under the NSQF. The B.Voc. programme is focused on universities and colleges providing undergraduate studies which would also incorporate specific job roles and their NOSs along with broad based general education. This would enable the graduates completing B.Voc to make a meaningful participation in accelerating India's economy by gaining appropriate employment, becoming entrepreneurs and creating appropriate knowledge.

Unlike academic degrees, the vocational courses are based on experiential learning. Vocational education is aligned to the Sector Skill Councils. Student of Vocational course learn about the practical application of concepts, which is diametrically opposite to students getting a degree who is largely exposed to theoretical knowledge, says Nehru. Skilling the youth, he says, will be imperative in future because of India's demographic, where half the country's population of 1.25 billion people is under 25 years of age.

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1. **TITLE**

   These regulations shall be called "Regulations for Choice Based Credit Semester System for Vocational Under Graduate Curriculum 2021" (CBCSS VUG 2021)

2. **SCOPE, APPLICATION & COMMENCEMENT**

   A. The regulations provided herein shall apply to B. Voc Programmes under Vocational Studies offered by the affiliated colleges (Government/Aided/Unaided/Self-financing) Autonomous Colleges, with effect from the 2021 batch admission. These regulations strictly adhere to B. Voc Programmes and may not apply to any other graduate or under graduate level programmes conducted by any college and/or university.

   B. How ever in matters connected to the setting of question papers, conduct of examinations and other matters related to examinations, the Autonomous colleges can draft their own guidelines as per the Autonomous college regulations.

   C. Objectives

   The B. Voc programmes are designed with the following objectives:

   a) To provide judicious mix of skills relating to a profession and appropriate content of General Education.

   b) To ensure that the students have adequate knowledge and skills, so that they are work ready at each exit point of the programme.

   c) To provide flexibility to the students by means of pre-defined entry and multiple exit points.

   d) To integrate NSQF within the undergraduate level of higher education in order to enhance employability of the graduates and meet industry requirements. Such graduates apart from meeting the needs of local and national industry are also expected to be equipped to become part of the global workforce.

   e) To provide vertical mobility to students coming out of 10+2 with vocational subjects.

3. **TERMS AND DEFINITIONS**

   a) **B. Voc**: Bachelor of Vocation- a scheme introduced by UGC for skill development based higher education as part of college /university education.

   b) **NSQF**: National Skills Qualifications Framework is a quality assurance framework. Under NSQF, the learner can acquire the competency needed at any level through formal, non-formal or informal learning. B.Voc programme is mapped as NSQF Level 5, 6 and 7.

c) **National Occupational Standards (NOS) or Occupational Standards (OS):** defines one key function in a job role. NOS specify the standard of performance an individual must achieve when carrying out a function in the workplace.

d) **Qualification Pack (QP)** : QP defines the set of NOS / OS which are aligned to Job Roles. Qualification Pack certifies a person for a specific job role.

e) **Job Role:** Job role defines a unique set of functions that together form unique employment opportunity in an organization.

f) **Programme**: A Programme refers to the entire course of study and examinations for the award of the B. Voc degree.

g) **Programme Outcomes(POs):** Program outcomes are narrower statements that describe what students are expected to be able to do by the time of graduation. POs are expected to be aligned closely with Graduate Attributes.

h) **Programme Specific Outcomes(PSOs):** Programme Specific Outcomes are what the students should be able to do at the time of graduation with reference to a specific discipline. Usually there are two to four PSOs for a programme.

i) **Duration of Programme :** The time period required for the conduct of BVoc programme. It shall be six semesters distributed over a period of three academic years. Each semester shall have 90 working days inclusive of all examinations.

j) **Academic Week:** A unit of five working days in which distribution of work is organized from day one to day five, with six contact hours of one hour duration on each day. A sequence of 18 such academic weeks (90 working days) constitute a semester.

k) **Semester**: A term consisting of 18 weeks (16 instructional weeks and 2 weeks for examination)
   - Total credits in a semester is 30 (equivalent to 450 hours).
   - For final semester internship and project, total credit is 30 with duration of 900 hrs.

g. **Course**: Refers to the conventional paper, which is portion of the subject matter to be covered in a semester. A semester shall contain many such courses from general and skill development areas.

h. **Course Outcomes(COs)**: Course outcomes are statements that describe significant and essential learning that learners have achieved, and can reliably demonstrate at the end of a course. Generally three or more course outcomes may be specified for each course based on its weightage

i. **Improvement Course** is a course registered by a student for improving his/her performance in that particular course.

j. **Ability Enhancement Course/Audit Course** is a course which is mandatory asper the directions from the Regulatory authorities like UGC, Supreme Court etc.

k. **Exit Level**: B.Voc has multiple exit points at each year and successfully completing a year (2 semesters) the candidate will be awarded Diploma. Higher Diploma and/or B.Voc Degree will be awarded accordingly mentioned (in Item 5).

l. **Sector**: Sector refers to conventional branch.

m. **Credit**: A unit of academic input measured in terms of weekly contact hours /course contents assigned to a course

n. **Extra Credit** : The additional credit awarded to a student over and above the minimum credits required in a programme, for achievements in co-curricular activities and social activities conducted outside the regular class hours, as decided by the university. For calculating CGPA, extra credits will not be considered.

o. **Letter Grade** or simply **Grade** in a course is a letter symbol (O, A+, A, B+, B, C, P,F, I and Ab). Grade shall mean the prescribed alphabetical grade awarded to a student based on his/her performance in various examinations. The Letter grade that corresponds to a range of CGPA is given in Annexure-I.

p. **Grade point (G)** Each letter grade is assigned a Grade point (G) which is an integer indicating the numerical equivalent of the broad level of performance of a student in a course. Grade Point means point given to a letter grade on 10 point scale.

q. **Semester Grade Point Average (SGPA)** is the value obtained by dividing the sum of credit points obtained by a student in the various courses taken in a semester by the total number of credits in that semester. SGPA shall be rounded off to three decimal places. SGPA determines the overall performance of a student at the end ofa semester.

r. **Credit Point (P)** of a course is the value obtained by multiplying the grade point (G) by the credit (C) of the course: $P = G \times C$

s. **Cumulative Grade Point Average (CGPA)** is the value obtained by dividing the sum of credit points in all the semesters taken by the student for the entire programme by the total number of credits in the entire programme and shall be rounded off to three decimal places.

t. **Grade Card** means the printed record of students' performance,awarded to Him / her.

u. **Course Teacher** : A teacher nominated by the Head of the Department shall be in charge of a particular courses.

v. **BVoc Steering Committee**: A University Level Committee (Refer clause 19)

w. **B.Voc Governing Council**: A college level committee constituted by the principal of the college. Member includes principal, representative from industrial partner, Department Head and other faculty members nominated by the principal and university representative.

x. **Strike off the roll:** A student who is continuously absent for 14 days without sufficient reason and proper intimation to the Principal of the college shall be removed from the roll.

4. PROGRAMME STRUCTURE

The B. Voc Programme is designed to bridge the potential skill gap identified. The curriculum in each of the years of the programme would be a suitable mix of General Education Components, Skill Development Components and Ability Enhancement Courses/Audit Courses.

A. General Education Components (GEC) :

a) The general education component provides emphasis to Communication skill, Presentation skill, Basic Mathematical Skills, Health and Safety, Industrial Psychology, Entrepreneurship Development and other relevant subjects in the field.

b) An option for additional language should be provided which enhances the employability outside the state.

c) General Education Components should not exceed 40% of the total curriculum

d) All B.Voc Programmes should follow the GEC pattern listed in the BSc Other Language Reduced Pattern (LRP) Programmes of University of Calicut for languages. Changes made in the syllabus of GEC by the respective boards will be applicable to B.Voc programmes also.

e) GEC courses A01-A04 shall be taught by English teachers and A07-A08 by teachers of additional languages respectively. GEC courses A11-A14 shall be offered by teachers of departments offering SDC courses concerned.

f) The courses (A11-A14) under LRP (Alternative Pattern), as per the regulations of CBCSS UG 2019, are grouped into five and General Courses I,II,III & IV shall be the same for each group. The groups are as follows:
1. BBA, B.Com., Fashion Technology, Hotel Management.
2. Industrial Chemistry, Polymer Chemistry, Food Science and Technology.
3. Computer Science, Electronics, Instrumentation, Printing Technology, Computer Application
4. Biotechnology, Biochemistry, Aquaculture, Plant Science.
5. B.A Multimedia, B.A Visual Communication, B.A Film and Television

g) Each BVoc programme shall have the freedom to select the general education components A11 to A14 as follows:

1. General courses approved by the concerned Board of Studies of each programme (refer the clause 4.A.f)

2. A group of general courses approved by other Board of Studies that comes under Group No.1 to 5 as per the regulations of CBCSS UG 2019 (refer the clause 4.A.f)

3. A new set of General Education Components shall be developed for BVoc Programmes as Group No. 6. The courses in the group are as follows:

   1. A11 - Basic Mathematics and General Awareness
   2. A12 - Professional Business Skills
   3. A13 - Entrepreneurship Development
   4. A14 - Public Health, Sanitation and Safety

Table below shows the list of general courses.

No	Semester	Course No	Course Code	Course Name
1		1.1	A01	ENG1A01
2		1.2	A02	ENG1A02
3	1	1.3	A07(3)	MAL1A07(3) HIN 1A07 (3) ARA1A07(3)
4		2.1	A03	ENG2A03
5		2.2	A04	ENG2A04
6	2	2.3	A08(3)	MAL2A08 (3) HIN 2A08 (3) ARA2A08(3)
7	3	3.1	A11	Group No. 1-5 of CBCSS UG 2019
8		3.2	A12	
9		4.1	A13	Group No. 6 of CBCSS VUG 2021
10	4	4.2	A14	

h) While drafting the syllabus of BVoc Programmes, the **source** of the general education components (other than languages) should clearly specify in the schema and syllabi of the programme. ie. to which group of GEC it belongs by specifying the course code, course name, group no or programme name.

B. Skill Development Components (SDC):

a) This component should match the skill gap identified.

b) At least 50% of Skill Development Component should be allotted to practical and can grow up to 60% based on the nature of the course. The practical component can be carried out in the college and/or the industry partner premises.

C. Ability Enhancement Courses/Audit Courses (AEC /AC):

These are courses which are mandatory for a programme but not counted for the calculation of SGPA or CGPA. There shall be one Audit course each in the first four semesters. These courses are not meant for class room study. Thestudents can attain only pass (Grade P) for these courses. At the end of each semester there shall be examination conducted by the college from a pool of questions (Question Bank) set by the University. The students can also attain these credits through online courses like SWAYAM, MOOC etc (optional). The list of passed students must be sent to the University from the colleges at least before the fifth semester examination. The list of courses in each semester with credits is given below.

Course with Credit		Semester
Environment Studies –	4	1
Disaster Management -	4	2
*Human Rights /Intellectual Property Rights /Consumer Protection-	4	3
*Gender Studies/Gerontology-	4	4

*Colleges can opt any one of the courses.

D. Electives: Students are permitted to take elective subjects provided along with the syllabus of the programme.

5. CREDIT SYSTEM

a) A student is required to acquire a total of **180** credits for the completion of the programme which shall be counted for SGPA and CGPA.

b) Each semester has a credit of 30. Out of which the general education components shall not exceed 40% of the total credit of each semester.

c) The maximum credit for a course shall not exceed 5 and the minimum credit for a course is 2.

d) Each subject shall have a certain number of credits assigned to it depending upon the academic load and the nature and importance of the subject.

e) The credit associated with each subject will be shown in the prescribed scheme and syllabi. Each course shall have an integer number of credits,which reflects its weightage.

f) **Audit courses** shall have 4 credits per course and a total of 16 credits in the entire programme. The credits of audit courses or extra credits are not counted for SGPA or CGPA.

g) **Extra Credits:** The maximum credit acquired under extra credit shall be 4. If more extra credit activities are done by a student, that may be mentioned in the grade card. Extra credits are mandatory for the programme. Extra credits will be awarded to students who participate in

activities like NCC, NSS, and Swatch Bharath. Those students who could not join in any of the above activities have to undergo Calicut University Social Service Programme (CUSSP). Extra credits are not counted for SGPA or CGPA.

h) Credit Assessment

- One Credit would mean equivalent of 15 periods of 60 minutes each, for theory, practicals / workshops / IT and tutorials;

- For internship/field work, the credit weightage for equivalent hours shall be 50% of that for lectures/workshops; ie. 1 credit = 30 periods of 60 minutes each.

- 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.

6. BOARD OF STUDIES

a) B. Voc Programmes in each sector is attached to the concerned UG Board of Studies of their parent programmes. If necessary, new Board of Studies for BVoc programmes may be formulated as per university norms and regulations.

b) The Board of Studies is responsible for reviewing and approving the syllabus and provide suggestions in the curriculum. The boards shall design and introduce new courses, modify or redesign existing courses and replace any existing courses with new/modified/re-designed courses to facilitate better exposure and training for the students.

c) The institutions offering B.Voc programmes should take initiative to prepare a draft of the syllabus in consultation with their industrial partners and concerned Sector Skill Councils to design the skill development part of their theory and practical courses which enable the students work ready at each exit point. The final draft should be submitted to university for reviewing and approving by the board of studies.

d) The entire curriculum shall be prepared based on Outcome Based Education (OBE) model and shall include Programme Outcomes(POs), Programme Specific Outcomes (PSOs) and Course Outcomes(COs).

e) The Syllabus of a course shall include the title of the course, the number of credits, maximum marks for external and internal evaluation, Course Outcomes(COs), NSQF Levels, National Occupational Standards (NOS) , Qualification Packs (QP), Job Roles, duration of examination hours, distribution of internal marks and reference materials. The Board of Studies concerned has the liberty to decide whether the questions can be answered in Malayalam or not. Maximum efforts shall be made to maintain a uniform pattern while designing the courses,

project, viva, practical etc. in the scheme and syllabus of various programmes

f) **Course Code**: Each Course shall have a unique alphanumeric code number, which includes the abbreviation of subject component (GEC for General education component and SDC for Skill Development Component), the Semester number (1 to 6) in which the course is offered, abbreviation for subject and serial number of the courses. For example GEC5SE08 represent General education component in Software Engineering of serial number 08 offered in the semester 5 and SDC4IT11 represent the Skill Development Component in the Sector Information Technology of serial number 11 offered in semester

(**Note:** No separate code for BVoc is needed for general education components for languages (A01-A04, A07(3) and A08(3)) and other than languages (A11 –A14). Instead, follow the same code mentioned above in the column of the course code.

g) The syllabus of each course shall be prepared module wise. The course outcomes are to be clearly stated in the syllabus of all subjects including laboratory subjects. Each module / chapter may mention the number of questions to be asked in each section in the Question paper. The number of instructional hours and reference materials are also to be mentioned against each module. Since a semester contains 16 instructional weeks, the same may be considered in the preparation of the syllabi.

h) The scheme of examination and model question papers are to be prepared by the Board of Studies. The number of questions from each module in each section may be given along with the syllabus.

i) Boards of Studies shall prepare a Question Bank, module wise, at least 8 times to that required for a Question paper.

j) Proper guidelines shall be provided in the syllabus for internship and project, term paper, and exercises for practical sessions.

k) The Higher secondary and Vocational higher secondary syllabus especially the NSQF element of each sector are also to be taken into account while preparing the BVoc syllabus.

l) The Boards of Studies which include BVoc programmes shall invite one member faculty related to concerned BVoc programmes while approving a BVoc Syllabus. Board of Studies have to be constantly in touch with renowned Indian Universities and at least a few foreign universities. Industrial as well as Subject experts have to be identified in all major fields of study and endeavour, and consulted frequently.

7. SECTOR AND SPECIALIZATION

Sectors and specializations for BVoc programmes shall be considered as per the guidelines of BVoc published by UGC.

8. ADMISSION

A. Eligibility

a) The admission to all B Voc programme will be as per the rules and regulations of the University for UG admissions.

b) The eligibility criteria for admission shall be as announced by the University from time to time.

c) Basic eligibility for B.Voc is 10+2 and above in any stream (No age limit).

d) Separate rank lists shall be drawn up for reserved seats as per the existing rules.

e) The candidates admitted for BVoc Degree (without multiple exit) shall subsequently undergo the prescribed courses of study in a college affiliated to the University for six semesters within a period of not less than three years; clear all the examinations prescribed and fulfil all such conditions as prescribed by the University from time to time.

f) The college shall make available to all students admitted a prospectus listing all the courses offered in various departments during a particular semester. The information so provided shall contain title of the courses, the semester in which it is offered and credits for the courses. Detailed syllabi shall be made available in the University/college websites.

g) There shall be a uniform calendar prepared by the University for the registration, conduct/schedule of the courses, examinations and publication of results. The University shall ensure that the calendar is strictly followed.

h) Grace Marks may be awarded to a student for meritorious achievements in co-curricular activities such as Sports/Arts/ NSS/NCC/ Student Entrepreneurship.

i) Preferred subjects & index mark calculations will be decided by the respective Board of Studies.

B. Diploma Holders

Diploma holders (after 10+2) in the parent courses, approved by the University, who satisfies eligibility criteria can be admitted to the higher diploma (3 rd semester) based on the availability of the seats and is under the sole discretion of the principal / BVoc Governing Council of the college.

C. Reservation for Vocational Students

25 marks weightage in index mark shall be given to all B.Voc programmes to compute ranking of candidates who successfully completed VHSE/HSE with vocational / NSQF course general to all vocational students at Higher secondary level.

D. Reservation /Quota

A maximum of 50 students can be admitted to one B. Voc programme. The students can be admitted only to the first semester (except for diploma holders). No students are admitted directly to the Third and Fifth semester in any circumstance except for diploma holders.
The reservation rules for Government/Aided Colleges are as same as that of the regular UG programmes conducted in colleges affiliated to this university.

E. Fees Structure

1. The course fee and examination fee for BVoc programmes will be decided by the university

2. The college can collect Caution deposit, PTA fund, special fees, university fees, sportsfee etc according to the norms provided by the university at the time of admission.

3. If UGC is granting financial assistance for the conduct of programme, it is considered as in aided stream. After the stipulated period of financial aid, with the consent of university /UGC, the college can conduct the same programme in self-financing mode (provided UGC not granting further funds).

F. College Transfer

College transfer may be allowed for programmes without the change in nomenclature

G. Readmission

a) There shall be provision for Readmission of students in CBCSS VUG 2021.
b) The Principal can grant readmission to the student, subject to the conditions detailed below and inform the matter of readmission to the Controller of Examinations within one month of such readmission.
c) This readmission is not to be treated as college transfer.
d) There should be a gap of at least one semester for readmission.
e) The candidate seeking readmission to a particular semester should have registered for the previous semester examination.
f) Readmission shall be taken within two weeks from the date of commencement of the semester concerned.

g) For readmission, the vacancy should be within the sanctioned strength in the parent college.

h) If change in scheme occurs while readmission, provision for credit transfer is subject to common guidelines prepared by Board of Studies/ Faculty concerned. For readmission to CBCSS VUG 2021 involving scheme change, the Principal concerned shall report the matter of readmission to Controller of Examinations with the details of previous semesters and course undergone with credits within two weeks in order to fix the deficiency/excess papers.

H. **Multiple Entry:** The students can discontinue after the successful completion of 2nd semester with Diploma (NSQF Level 5) or 4th semester with Advanced Diploma (NSQF Level 6) and can rejoin to the programme and opt for a lateral entry to 3rd semester or to 5th semester respectively later if wish to do so and can finish their B.Voc Degree with NSQF Level (7). In such cases, the multiple entry shall be completed within 6 years from the date of first registration of the programme.

When Rejoining through multiple entry, the following points to be considered:
1. If rejoining is sought for a student who is the previous student of the same college and in the same programme, the principal / B. Voc Governing Council in the institution can grant the readmission.
2. In all other cases in multiple entry, readmission can be granted only after getting the approval from B.Voc Steering Committee of the university.
3. Rejoining the programme will be allowed to only if the candidate has secured a minimum CGPA of 2.5.
4. The candidate should remit the fees prevailing at that time.

9 REGISTRATION / RE-REGISTRATION

a) Each student shall make an online registration for the courses he/she proposes to take within two weeks from the commencement of each semester.
b) The college shall send a list of students registered for each programme in each semester giving the details of courses registered, including repeat courses, to the University in the prescribed form within 45 days from the commencement of the semester.

c) A student shall be normally permitted to register for the examination if he/she has required minimum attendance. If the student has a shortage of attendance below 65% in a semester, the student shall be permitted to move to the next semester (if the attendance is more than 50% - Provisional registration) and can write the examination for the entire courses of the semester in which shortage of attendance occurs as supplementary examination only after the completion of

the entire programme. In such cases, a request from the student may be forwarded through the Principal of the college to the Controller of Examinations within two weeks of the commencement of the semester. If the attendance is less than 50%, the student is ineligible to continue the programme and has to seek readmission. There will not be any Repeat semester in CBCSS VUG 2019.

d) A student who registered for the course shall successfully complete the programme within 6 years from the year of first registration. If not, such candidate has to cancel the existing registration and join a fresh as a new candidate.

e) The students who have attendance within the limit prescribed, but could not register for the examination have to apply for Token registration, within two weeks of the commencement of the next semester.

10. EXAMINATION

a) There shall be **University examinations** at the end of each semester.

b) **Practical examinations** shall be conducted by the University as prescribed by the Board of Studies.**External viva-voce**, if any, shall be conducted along with the practical examination/project evaluation.

c) **The medium of examination** is either in English or Malayalam as stipulated by the Board of Studies of each programme.

d) **The model of question** papers may be prepared by the concerned Board of Studies. Each question should aim at – (1) assessment of the knowledge acquired (2) standard application of knowledge (3) application of knowledge in new situations. Different **types of questions** shall posses different marks to quantify their range. A general scheme for the question paper is given in Annexure II.

e) **Audit course:** The students can attain only pass (Grade P) for these courses. At the end of each semester there shall be examination conducted by the college from a pool of questions set by the University. The students can also attain the credits through online courses like SWAYAM, MOOC etc. The College shall sent the list of passed students to the University at least before the commencement of fifth semester examination.

f) **Improvement course:** Improvement of a particular semester can be done only once. The student shall avail of the improvement chance in the succeeding year after the successful completion of the semester concerned. The students can improve a maximum of two courses in a particular semester (for SDE/Private registration students also). The internal marks already obtained will be

carried forward to determine the new grade/mark in the improvement examination (for regular students). If the candidate fails to appear for the improvement examination after registration, or if there is no change in the results of the improved examination, the mark/grade obtained in the first appearance will be retained. Improvement and supplementary examinations cannot be done simultaneously.

g) **Moderation**: Moderation is eligible as per the existing rules of the Academic Council.

h) **Examination Monitoring Cell :** Head of each institution should formulate an Examination Monitoring Cell at the institution for conducting and supervising all examinations including the internal examinations. The structure and their collective responsibilities will be as per the university norms.

11 EVALUATION AND GRADING

A. **Mark system** is followed instead of direct grading for each question. For each course in the semester letter grade and grade point are introduced in 10-point indirect grading system as per guidelines given in Annexure-I

B. **Course Evaluation :**   The evaluation scheme for each course shall contain two parts internal assessment and external assessment.

1) Internal Assessment

a) 20% of the total marks in each course are for internal examinations. The marks secured for internal assessment only need to be sent to University by the colleges concerned.

b) The internal assessment shall be based on a predetermined transparent system involving written tests, Class room participation based on attendance in respect of theory courses and lab involvement, records and attendance in respect of Practical Courses.

c) Internal assessment of the project will be based on its content, relevance, method of presentation, final conclusion and orientation to research aptitude.

d) Components with percentage of marks of Internal Evaluation of Theory Courses are-

Theory		Practical	
Test paper	40%	Record	40%
Assignment	20%,	Lab Involvement	60%
Seminar	20%		
CRP based on attendance	20%.		

For the test paper marks, at least two test paper should be conducted. If more test papers are conducted, the mark of the best two should be taken. To ensure transparency of the evaluation process, the internal assessment marks awarded to the students in each course in a semester shall be notified on the notice board at least oneweek before the commencement of external examination. There shall not be any chance for improvement for internal marks. The course teacher(s) shall maintain the academic record of each student registered for the course, which shall be forwarded to the University by the college Principal after obtaining the signature of both course teacher and Head of the Department.

The Split up of marks for Test paper and Class Room Participation (CRP) for internal evaluation are as follows.

Split up of marks for test papers

Range of Marks in test paper	Out of 8 (Maximum internal marks is 20)	Out of 6 (Maximum internal marks is 15)
Less than 35%	1	1
35%-45%	2	2
45% - 55%	3	3
55% - 65%	4	4
65% -85%	6	5
85% -100%	8	6

Split up of marks for Classroom Participation (CRP)

Range of CRP	Out of 4 (Maximum internal Marks is 20)	Out of 3 (Maximum internal Marks is 15)
50% ≤CRP <75%	1	1
75% ≤CRP <85%	2	2
85 % and above	4	3

2) External Evaluation

a) External evaluation carries 80% of marks.

b) All question papers shall be set by the University.

c) The external question papers may be of uniform pattern with 80/60 marks (The pattern is given in the Annexure II).

d) The general components taken from other UG Programmes with 2/3 credits will have an external examination of 2 hours duration with 60 marks and courses with 4/5 credits will have an external examination of 2.5 hours duration with 80 marks.

e) The external examination in theory courses is to be conducted by the University with question papers set by external experts. The evaluation of the answer scripts shall be done by examiners based on a well-defined scheme of valuation and answer keys shall be provided by the University.

f) The external examination in practical courses shall be conducted by two examiners – one internal and an external, the latter appointed by the University. No single Examiner is given the charge of conducting the examination. Both the internal and external examiners are equally responsible for the examination work; how ever evaluation and viva-voce shall be done by the external examiner. The practical board meeting should be conducted before conducting the external practical examination with the concerned examiners. The instructions for conducting the practical examinations, the mark distribution, question paper distribution and related matters should be discussed in the practical examination board meeting. The scheme of valuation must be strictly followed so as to ensure uniformity.

g) After the external evaluation only marks are to be entered in the answer scripts. All other calculations including grading are done by the University.

C. Revaluation:

In the new system of grading, revaluation is permissible. The prevailing rules of revaluation are applicable to CBCSS VUG 2021. Students can apply for photocopies of answer scripts of external examinations. Applications for photocopies/scrutiny/revaluation should be submitted within 10 days of publication of results. The fee for this shall be as decided by the University.

D. Internship and Project

a) Internship or the mini/main project should be carried out in the industry, not necessarily with industry partner. The major idea for internship is to implement the things learned and to get a real life experience.

b) The Evaluation process follows 20% internal assessment & 80% external assessment.

c) There will be internship/project at the end of 2nd and 4th semesters.

d) The sixth semester includes one internship and project for the whole semester along with a term paper. Every student shall undergo one internship for the whole semester and along with that

they should do a project based on their internship. At the end of the semester they should submit internship report and project.

e) Every student will be assigned an internal guide, allotted from the parent department concerned or an expert available in the college appointed by the principal or the head of the department.The student has to make regular discussions with the guide while choosing the subject/area and throughout the life time of the project.

f) At least three reviews should be conducted to evaluate the progress of work.

g) Since Internship and Project is considered as a single course having a common course code and course name, external examination is also conducted as single. But the evaluation (internal as well as external) should be done separately for internship and project. In the mark sheet and Grade Card, the split up mark is to be shown.

h) An evaluation team is constituted for conducting the evaluation. The team consist of external examiner, allotted by the university from the approved examination panel and a faculty from the institution. If necessary,representatives from the industry can also be added to the panel.

i) Students should submit a report of their work. A valid certificate of internship from the organization should be produced as a proof that the work is carried out in the respective organization. Attendance statement also should be produced.

j) Students are required to make the presentations of their work to present before the panel of examiners. A viva will be conducted based on the report and students are supposed to clarify the queries regarding their work.

Mark distribution for internship

Distribution	External	Internal
Report	100	30
Viva	60	10
Total	**160**	**40**

Mark distribution for Project

Marks Distribution	Total marks	Internal Assessment Marks
Theory/ Algorithm/Flow diagram	40	5
Implementation	80	20
Result/Output	20	5
Record	10	5
Viva	10	5
Total	**160**	**40**

E. **Evaluation of Audit courses:** The examination shall be conducted by the college itself from the Question Bank prepared by the University. The Question paper shall be of 100 marks of 3 hour duration. For SDE/Private students it may be of MCQ/ fill in the blank type questions or online question paper may be introduced.

F. **Evaluation of Term Paper:** The term paper shall be in the sixth semester along with internship and project. It should be in the standard format which is eligible for publishing. It has no external evaluation but only internal assessment. The concerned Board of Studies shall include necessary guidelines for the evaluation of term paper.

G. **Minimum for pass**

The successful completion of all the courses prescribed for the diploma/degree programme with P grade shall be the minimum requirement for the award of diploma/degree.
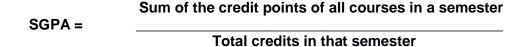
Notes:

1. For Project/internship, the minimum for a pass shall be 50% of the total marks assigned to the respective examination.A student who does not secure this pass marks in a subject will have to repeat the respective subject.

2. If a candidate has passed all examinations of B.Voc. Programme (at the time of publication of results of last semester) except Internship and Project in the last semester, a re-examination for the same should be conducted within one month after the publication of results. Each candidate should apply for this Save-A-Year examination within one week after the publication of last semester results.

12 INDIRECT GRADING SYSTEM

a. Indirect grading System based on a 10-point scale is used to evaluate the performance of students.

b. Each course is evaluated by assigning marks with a letter grade (O, A+, A, B+, B, C, P, F,I or Ab) to that course by the method of indirect grading. (Annexure I).

c. An aggregate of P grade (after external and internal put together) is required in each course for a pass and also for awarding a degree (A minimum of 20% marks in external evaluation is needed for a pass in a course. But no separate pass minimum is needed for internal evaluation). No separate grade/mark for internal and external will be displayed in the grade card; only an aggregate grade will be displayed. Also the aggregate mark of internal and external are not displayed in the grade card.

d. A student who fails to secure a minimum grade for a pass in a course is permitted to write the examination along with the next batch. After the successful completion of a semester, Semester Grade Point Average (SGPA) of a student in that semester is calculated using the formula given below. For the successful completion of a semester, a student should pass all courses. However, a student is permitted to move to the next semester irrespective of SGPA obtained

SGGPA of the student in that semester is calculated using the formula

$$\textbf{SGPA} = \frac{\textbf{Sum of the credit points of all courses in a semester}}{\textbf{Total credits in that semester}}$$

The Cumulative Grade Point Average (CGPA) of the student is calculated at the end of a programme. The CGPA of a student determines the overall academic level of the student in a programme and is the criterion for ranking the students. CGPA can be calculated by the following formula.

$$\textbf{CGPA} = \frac{\textbf{Total credit points obtained in six semesters}}{\textbf{Total credits acquired (180)}}$$

SGPA and CGPA shall be rounded off to three decimal places. CGPA determines the broad academic level of the student in a programme and is the index for ranking students (in terms of grade points). An overall letter grade (cumulative grade) for the entire programme shall be awarded to a student depending on her/his CGPA (Annexure-I)

13 GRADE CARD

A. The University shall issue to the students grade/marks card (by online) on completion of each semester, which shall contain the following information:
  ➢ Name of University
  ➢ Name of College
  ➢ Title of B.Voc Programme
  ➢ Semester concerned
  ➢ Name and Register Number of student
  ➢ Code number, Title and Credits of each course opted in the semester
  ➢ Internal, External & total marks,Grade point (G) Letter grade in each course in the semester
  ➢ The total credits, total credit points and SGPA in the semester (corrected to 3 decimal places)
  ➢ Percentage of total marks

B. **Final Grade card** issued at the end of the final semester shall contain the details of all courses taken during the entire programme including those taken over and above the prescribed minimum credits for obtaining the degree. The final grade card shall show CGPA (corrected to three decimal places), percentage of marks (corrected to two decimalplaces) and the overall letter grade of a student for the entire programme. The final grade card shall also include the CGPA and percentage of marks of General Education Components, Skill Development Components, separately. This is to be done in a 10- point indirect scale. The final Grade card also contains the list of Audit courses passed and the details of Extra credits.

14 CALICUT UNIVERSITY SOCIAL SERVICE PROGRAMME (CUSSP)

In this programme, a student has to complete 12 days of social service. This has to be completed in the first four semesters; 3 days in each semester. For the regular programme the student has to work in a Panchayath or Local body or in a hospital/ poor home or old age home or in a Pain & paliative centre or any social work assigned by the College authorities. Students who engaged in College Union activities and participate in sports and cultural activities in Zonal level have to undergo only 6 days of CUSSP during the entire programme. The whole documents regarding the student should be kept in the college and the Principal should give a Certificate for the same. The list of students (successfully completed the programme) must be sent to the University before the commencement of the fifth semester examinations. A College level Coordinator and a Department level Co-ordinator shall be appointed for the smooth conduct of the programme.

**Note: Since the whole 6th semester is meant for internship and project, the Grace mark of B.Voc students shall be added on the 5th semester.

15 AWARD OF DEGREE

The successful completion of all the courses (General Education Components, Skill Development Components and Audit courses) prescribed for the degree programme with 'P' grade shall be the minimum requirement for the award of degree.

Levels of Awards

B. Voc is a programme with multiple exits. Following table shows the various certificates and their duration.

Awards	Duration	NSQF Levels
Diploma	2 Semester	Level 5
Advanced Diploma	4 Semester	Level 6
B. Voc Degree	6 Semester	Level 7

a) Students are free to exit at any point in the duration of the programme.

b) Only those students who successfully complete the courses and clear the examination are eligible for the certificate.

c) Separate certificate will be awarded for each year for successful candidates. A candidate who successfully completes first two semesters shall be awarded a Diploma Certificate, first four semesters shall be awarded an Advanced Diploma Certificate and clearing all the semester shall be awarded B.Voc Degree certificate.

d) Students who fail in any course may be allowed to move the higher level but won't be eligible for any certificates until he/she clears previous courses.

e) B. Voc degree will confer to those whose successfully complete the diploma, higher diploma and internship and project at the sixth semester.

16. POSITION CERTIFICATE

Position Certificate shall be given to those students who are eligible as per the criteria of the university

17. GRIEVANCE REDRESSAL COMMITTEE

A. **University level:** The University shall form a Grievance Redressal Committee as per the existing norms.

B. **College level:** There shall be a college level grievance redressal committee comprising of student adviser, two senior teachers, two staff council members (one shall be elected member) and elected representative of studetns (College Union Chairperson) as members and Principal as Chairman.

C. **Department level:** The college shall form a Grievance Redressal Committee in each department comprising of course teacher, one senior teacher and elected representative of students (Association Secretary) as members and the Head of the Department as Chairman. This committee shall address all grievances relating to the internal assessment grades of the students.

D. **Class Level:** Head of Institution shall take necessary steps to form a class committee for each class at the start of classes of each semester. This class committee shall be in existence for the semester concerned. The class committee shall consist of the Head of Department, Staff Advisor of the class, a senior faculty member of the department, a faculty member from another department, and three student representatives (one of them should be a girl).

There should be at least two meetings of the class committee every semester; it shall be the responsibility of the Head of Department to convene these meetings. The decisions of the Class Committee shall be recorded in a register for further reference. Each class committee will communicate its recommendations to the Head of Institution.

The responsibilities of the class committee are:

a) To review periodically the progress and conduct of students in the class.
b) To discuss any problems concerning any subjects in the semester concerned.
c) To identify weaker students of the class and suggest remedial measures.
d) To review teaching effectiveness and coverage of syllabus.

e) Discuss any other issue related to the students of the class.

18. ANTI RAGGING CELL

Head of Institution shall take necessary steps to constitute anti-ragging committee and squad at the commencement of each academic year. The committee and the squad shall take effective steps as specified by the Honorable Supreme Court of India, to prevent ragging.

19. B.VOC STEERING COMMITTEE

B.Voc Steering Committee consisting of the Convenor, Steering Committee on CUBCSS-UG, Director, College Development Council, Controller of Examinations, Additional Cordinator, MVoc and Principals /representatives of respective colleges shall be formed to resolve the issues, arising out of the implementation of CBCSS VUG 2021. The meeting of the committee shall be held at least thrice in an academic year. The resolutions of the committee will be implemented by the Vice-Chancellor in exigency and this may be ratified by the Academic Council.

20. B.Voc Degree is recognised at par with other U.G Programme approved by University of Calicut.

21. TRANSITORY PROVISION

Notwithstanding anything contained in these regulations, the Vice-Chancellor has the power to provide by order that these regulations shall be applied to any programme with such necessary modification.

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Method of Indirect Grading

Evaluation (both internal and external) is carried out using Mark system .The Grade on thebasis of total internal and external marks will be indicated for each course, for each semester and for the entire programme.

Indirect Grading System in 10 -point scale is as below:

Ten Point Indirect Grading System

Percentage of Marks (Both Internal &External put together)	Grade	Interpretation	Grade point Average (G)	Range of grade points	Class
95 and above	O	Outstanding	10	9.5 -10	First Class with Distinction
85 to below 95	A+	Excellent	9	8.5 -9.49	
75 to below 85	A	Very good	8	7.5 -8.49	
65 to below 75	B+	Good	7	6.5 -7.49	First Class
55 to below 65	B	Satisfactory	6	5.5 -6.49	
45 to below 55	C	Average	5	4.5 -5.49	Second Class
35 to below 45	P	Pass	4	3.5 -4.49	ThirdClass
Below 35	F	Failure	0	0	Fail
Incomplete	I	Incomplete	0	0	Fail
Absent	Ab	Absent	0	0	Fail

Example – 1   SGPA Calculation

Semester I Course Code	Course Name	Grade Obtained	Grade point (G)	Credit (C)	Credit point (CXG)	
xxxxxxx	Xxxxxxx	A	8	4	32	
xxxxxxx	Xxxxxxxxx	C	5	4	20	
xxxxxxx	Xxxxxxxxx	A+	9	4	36	
xxxxxxx	Xxxxxxxxx	B+	7	3	21	
xxxxxxx	Xxxxxxx	P	4	3	20	
xxxxxxx	Xxxxxxx	C	9	6	54	
xxxxxxx	Xxxxxxx	C	9	6	54	

$$SGPA = \frac{\text{Sum of the Credit points of all courses in a semester}}{\text{Total Credits in that semester}}$$

$$SGPA = \frac{32+20+36+21+20+54+54}{30} = \frac{237}{30}$$

SGPA = 7.900

Percentage of marks of semester I = (SGPA/10) x 100 = 79.00 %

Note: The SGPA is corrected to three decimal points and the percentage of marks shall be approximated to two decimal points.

Example: 2

Semester II Course Code	Course Name	Grade Obtained	Grade point (G)	Credit (C)	Credit point (CXG)	
xxxxxxx	Xxxxxxx	A	8	4	32	
xxxxxxx	Xxxxxxxxx	C	5	4	20	
xxxxxxx	Xxxxxxxxx	A+	9	4	36	
xxxxxxx	Xxxxxxxxx	B+	7	3	21	

xxxxxx*	Xxxxxxxx	F	0	3	0	
xxxxxxx	Xxxxxxxx	C	5	6	30	
xxxxxxx	Xxxxxxxx	C	5	6	30	

*Failed course

Note: In the event a candidate failing to secure 'P' grade in any Course in a semester, consolidation of SGPA and CGPA will be made only after obtaining 'P' grade in the failed Course in the subsequent appearance.

CGPA Calculation

$$CGPA = \frac{Total\ Credit\ points\ obtained\ in\ six\ semesters\ Total\ Credits\ acquired}{(180)}$$

Example

CGPA = (136 + 145 + 161 + 248 + 231 + 237) / 180 = 1158/180

CGPA = 6.433

Total percentage of marks = (CGPA/10)*100

Total percentage of marks = (6.433/10)*100 = 64.33

$$CGPA\ of\ Core\ Courses = \frac{Total\ Credit\ points\ obtained\ for\ Core\ Courses\ Total}{Credits\ acquired\ for\ Core\ Courses}$$

Similarly CGPA of Skill Development Components, General Education Components like EnglishCommon courses and Additional Language Common courses may be calculated and the respective percentage may be calculated. All these must be recorded in the Final Grade Card.

Annexure II

Question paper type 1

Scheme of Examinations:

The external QP with 80 marks and Internal examination is of 20 marks. Duration of each external examination is 2.5 Hrs. The pattern of External Examination is as given below. The students can answer all the questions in Sections A&B. But there shall be Ceiling in each section.

Section A

Short answer type carries 2 marks each - 15 questions   Ceiling - 25

Section B

Paragraph/ Problem type carries 5 marks each - 8 questions   Ceiling - 35

Section C

Essay type carries 10 marks (2 out of 4)   2X10 = 20

                                                            Total   80

Question paper type 2

Scheme of Examinations:

The external QP with 60 marks and Internal examination is of 15 marks. Duration of each external examination is 2 Hrs. The pattern of External Examination is as given below. The students can answer all the questions in Sections A & B. But there shall be Ceiling in each section.

Section A

Short answer type carries 2 marks each - 12 questions   Ceiling - 20

Section B

Paragraph/ Problem type carries 5 marks each - 7 questions   Ceiling - 30

Section C

Essay type carries 10 marks (1 out of 2)   1X10= 10

                                                            Total   60

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