ORDINANCE

Three Year Bachelor of Vocation (B.Voc.) Programme

A.   ADMISSION AND ELIGIBILITY

1.   The duration of the B. Voc. Programme shall be three academic years. Each year shall be divided into two semesters. Thus, the B. Voc. Programme shall comprise six semesters spread over three years. On the completion of all the six semesters, the student will be awarded the B. Voc. Degree in the concerned subject. If a student wishes to exit before the completion of the course, he/she shall be awarded Certificate on successful completion of first semester, Diploma on successful completion of first year (comprising two semesters), and Advanced Diploma on successful completion of second year (comprising four semesters).

2.   Admission to the FIRST semester of the Programme shall be open to candidates who have passed Senior Secondary Examination i.e. 10+2 from a recognized Board of Education OR an equivalent examination.

3.   Admission to SECOND semester of the Programme shall be open to candidates who have successfully completed the first semester of B.Voc Programme. If a student exits the programme after obtaining certificate on successful completion of the first semester of the programme, he/she may rejoin the programme in the second semester.

4.   Admission to THIRD semester of the Programme shall be open to candidates who have successfully completed the first year of B.Voc Programme. If a student exits the programme after obtaining Diploma on successful completion of the first year of the programme, he/she may rejoin the programme in the third semester.

5.   Admission to FIFTH semester of the Programme shall be open to candidates who have successfully completed the second year of B.Voc Programme. If a student exits the programme after obtaining Advanced Diploma on successful completion of the second year of the programme, he/she may rejoin the programme in the fifth semester.

6.   The candidate may be promoted to the next semester/class automatically provided he/she had deposited full fee in the preceding semester and preceding has not been detained from examination by the University.

B. EXAMINATION

1.   Examination for each semester shall be open to a regular student who:

a) bears a good moral character;
b) has been on the rolls of the Institute/College for the concerned semester;
c) has at least 65% attendance in the class during the concerned semester;

2. Every candidate shall be examined in the subject(s) as laid down in the Scheme of Examinations/Syllabi prescribed by the Academic Council from time to time.

3. There shall be two components namely 'General Education Component' and 'Skill Component' in the programme.

4. The external examiner(s) will set the question papers for 'General Education Component' as per the criteria laid down in the Scheme(s) of Examination for the programme. Whereas, the Sector Skill Council shall examine the students for the 'Skill Component' in accordance with the scheme(s) of examination and the awards of the same shall be forwarded by the Director/Principal of the concerned institute to the Controller of Examinations of M.D.University Rohtak within the prescribed time limit.

5. **The medium of instructions and examination shall be English/Hindi.**

6. The last date of receipt of admission forms and fee shall be fixed by the University.

7. The amount of examination fee for 'General Education Component' to be paid by a candidate for each semester shall be as per the decision of the University from time to time. Whereas, the amount of the examination fee for 'Skill Component' to be paid by a candidate for each semester shall be as per the decision of the Advisory Committee constituted for the purpose as per the UGC guidelines.

8. The Examinations for odd semesters shall ordinarily be held in the month of December/January and for the even semesters in the month of May/June or on such dates as may be fixed by the University.
All Supplementary examinations (Odd/Even semesters) will be held for re-appear/failed candidates along with semester examinations of regular students.

9. The Director/Principal of the Institute/College shall forward a list of the eligible students who have satisfied the requirements for appearing in the Examinations, to the Controller of Examinations, as per the schedule of examinations of the University,

10. Soon of the terminations of the Controller of Examinations shall publish a list of candidates who have passed the Semester Examinations.

11. The successful candidates shall be awarded Certificate on completion of first semester, Diploma on completion of first year, Advanced Diploma on

completion of second year and B. Voc. Degree (in the concerned subject) at completion of all six semesters, on the basis of Grades and Grade Points mentioned below:

Minimum Credit Score Required to be Earned by a Student

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

Note: It will be a credit based modular programme, wherein banking of credits for skill and general education components shall be permitted so as to enable multiple exit and entry.

Formula for Credit Calculation

- One Credit is equivalent to One Hour of Teaching (Theory or Tutorial) per week
- One Credit is equivalent to Two Hours of Practical Work per week
- One Credit is equivalent to Two Hours of Field Work or Internship per week
- One Credit is equivalent to Two Hours of Self Learning based on e-contents per week

Example:

Semester-I

Papers	Hours Credits	Theory Period	Tutorials	Practicals	Field Work	Total Credits
(Give Name of the Papers here)		(Total Hours Assigned to this paper per week)	(Total Hours Assigned to this paper per week)	(Total Hours Assigned to this paper per week)	(Total Hours Assigned to this paper per week)	
Paper-I	Hours Assigned	6	Nil	Nil	Nil	6
	Equivalent Credits	6				
Paper-II	Hours Assigned	4	Nil	4	Nil	6
	Equivalent Credits	4		2		
Paper-III	Hours Assigned	4	Nil	Nil	4	6
	Equivalent Credits	4			2	
Paper-IV	Hours Assigned	Nil	Nil	Nil	8	4
	Equivalent Credits				4	
Paper-V	Hours Assigned	4	2	4	2	9
	Equivalent Credits	4	2	2	1	

Total Credits for the Semester = 31

Calculation of Letter Grades and Grade Points

Interval of Percentage of Marks	Grade	Grade Points
> or = 85 but <or =100	O (Outstanding)	10
> or = 75 but <85	A+(Excellent)	9
> or = 65 but <75	A (Very Good)	8
> or = 55 but <65	B+ (Good)	7
> or = 50 but <55	B (Above Average)	6
> or = 41 but <50	C (Average)	5
40	P (Pass)	4
Less than 40	F (Fail)	0
	Ab (Absent)	0

The grade points awarded to a student in any particular course/paper will be based on the performance of the student in the internal assessment (sessional tests, attendance and assignments/presentations) and the external assessment (end semester examination) taken together.

The distribution of the weightage of marks in the internal assessment will be as under:

Sessional Test   10 marks
Assignment/presentation   5 marks
Attendance*   5 marks

* Distribution of the marks for attendance is as under:

Percentage of Attendance	Marks
65 per cent to 70 per cent	2
Above 70 percent and up to 75 per cent	3
Above 75 percent and up to 80 per cent	4
Above 80 percent	5

Computation of SGPA and CGPA

The computation of the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be done as follows:

i. The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e

$$\text{SGPA } (S_i) = \sum (C_i \times G_i) / \sum C_i$$

where C_i is the number of credits of the ith course and G_i is the grade point scored by the student in the ith course.

ii. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$\text{CGPA} = \sum (C_i \times S_i) / \sum C_i$$

where S_i is the SGPA of the ith semester and C_i is the total number of credits in that semester.

iii. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

iv. Transcript (Format): Based on the above recommendations on Letter grades, grade points and SGPA and CGPA, the transcript for each semester and a consolidated transcript indicating the performance in all semesters may be issued.

Illustration of Computation of SGPA and CGPA and Format for Transcripts

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit x Grade)
Course 1	3	A	8	3 x 8 =24
Course 2	4	B+	7	4 x 7 =28
Course 3	3	B	6	3 x 6 =18
Course 4	3	O	10	3 x 10=30
Course 5	3	C	5	3 x 5 =15
Course 6	4	B	6	4 x 6 =24
	20			139

Thus, **SGPA** =139/20 =6.95

Similarly, suppose the **SGPA** for 2nd, 3rd and 4th semesters are 7.85, 5.6 and 6.0 with credits 22, 24 and 22, respectively. Then for a two-year PG programme, the **CGPA** will be computed as follows:

CGPA = (20 x 6.95 + 22 x 7.85 + 24 x 5.6 + 22 x 6.0)/88 = 6.57

Note:

i. *The list of successful candidates after the final semester examination shall be arranged as under in three divisions on the basis of the CGPA and the division obtained by the candidate will be stated in his/her degree:*

(a)   *Those who gets CGPA equal or more than 8*   -- *First division*

(b)   *Those who gets CGPA equal or more than 6 but less than 8*   -- *Second division*

(c)   *Those who gets CGPA less than 6 but greater than 4*   -- *Third division*

If a candidate secures CGPA equal to or above 9 in a programme in first attempt, he/she will be awarded 1st class with Distinction.

ii. *A student of a class who gets the highest CGPA will be the topper of the class. However, if there is a tie in the highest CGPA, the topper will be decided using the following formula*

Overall Weighted Average of Percentage of Marks(OWAPM)= $\sum\sum(C_{ij} \times M_{ij}) / \sum C_{ij}$

where M_{ij} is the percentage of marks in the jth course of ith Semester and C_{ij} is the number of credits for the jth course of ith Semester. The student having highest OWAPM will be the topper of the class.

C. EVALUATION

1.   a)   The Director/Principal of the concerned Institute/College shall forward the Internal Assessment marks/Skill Component awards of the students, to the Controller of Examinations as per the scheme of examinations.

b)   The Director/Principal of the Institute/College will preserve the records, on the   basis of which the Internal Assessment awards/ Skill Component awards etc. have been prepared, for inspection, if needed by the University up to three months from the date of declaration of the semester examinations results.

2.   The internal assessment awards of a candidate, who fails in any semester/paper(s), shall be carried forward to the next examination.

D. PROMOTION AND REAPPEAR

1.   The minimum percentage of marks to pass the examination in each semester shall be:

   a) 40% in each theory paper, practical, field work, internship and internal assessment separately;
   b) 40% in the total of each semester examination.

E. OTHER PROVISIONS

1.   There will be no improvement facility available to B. Voc. students. However, grace marks will be allowed as per University Rules.

2.   Nothing in this Ordinance shall debar the University from amending the Ordinance and the same shall be applicable to all the students whether old or new.

3.   Any other provision, not contained in the ordinance above, shall be governed by the rules and regulations framed by the University from time to time.

4.   All the programme(s) will be governed by the respective Schemes of Examination.