

# **ST. XAVIER'S COLLEGE FOR WOMEN (AUTONOMOUS) ALUVA**



## **B.VOC REGULATIONS 2024 (SXC B.VOC)**

UNDER MGU REGULATIONS FOR B.VOC PROGRAMME 2018

VERSION 1  
25.06.2024

## **Preamble**

St. Xavier's College has embarked on a transformative journey towards academic excellence and holistic education by achieving autonomy. As part of its newly achieved autonomy, St. Xavier's College is proud to introduce the B.Voc Regulations 2024, a forward-thinking framework designed to enhance vocational education and training. This milestone enables the institution to tailor its curriculum and adopt innovative teaching methods, aligning closely with its vision and mission. The integration of the Mahatma Gandhi University (MGU) syllabus and regulations ensures that the college remains at the forefront of academic rigor and relevance. Particularly, the introduction of Bachelor of Vocation (B.Voc) courses stands out as a strategic initiative to provide skill-oriented education, fostering employability and entrepreneurial skills among students, thereby fulfilling the Xaverian commitment to nurturing competent and socially responsible individuals.

## **Preface**

In today's educational landscape, we face an unprecedented challenge of aligning skill and knowledge with market demands, which are the driving forces of economic growth and social development, with market demands. Presently, there is a significant demand-supply mismatch in the country, as the economy requires a more skilled workforce than is currently available. In higher education, knowledge and skills are crucial for diverse forms of employment across sectors such as education, healthcare, manufacturing, and other services. Our target group for skill development includes everyone in the labor force: new entrants, those employed in the organized sector, and those working in the unorganized sector.

In response to this need, the Government of India launched the National Vocational Education Qualification Framework (NVEQF), which was later

integrated into the National Skills Qualifications Framework (NSQF). Various Sector Skill Councils (SSCs) are developing Qualification Packs (QPs), National Occupational Standards (NOSs), and assessment mechanisms aligned with industry needs.

The University Grants Commission (UGC) has initiated a scheme on skills development based on higher education, which is now an integral part of college and university education. This initiative leads to a Bachelor of Vocation (B.Voc.) degree with multiple exit options such as Diploma and Advanced Diploma under the NSQF. The B.Voc. program focuses on providing undergraduate studies that incorporate specific job roles alongside broad-based general education. This structure enables graduates of the B.Voc. program to participate meaningfully in accelerating India's economy by gaining appropriate employment, becoming entrepreneurs, and creating relevant knowledge.

As an autonomous college, St. Xavier's has adopted Mahatma Gandhi University's regulations while updating and merging them with its own mode of operation. This integration has provided significant momentum to the UGC-NSQF initiatives, allowing us to start skill-based vocational graduate programs strictly under the guidelines of the UGC and NSQF.

At St. Xavier's College, the introduction of B.Voc. courses is a strategic move to bridge the gap between academic education and vocational training. This program is designed to be a judicious mix of skills, professional education related to the concerned vocation, and appropriate general education content, ensuring our students are well-prepared for the demands of the modern workforce.

## 1. TITLE

Starting from 2024 admissions, the regulations will be referred to as the SXC B.Voc Regulations 2024. They will be applicable to all subsequent admissions thereafter.

## 2. SCOPE

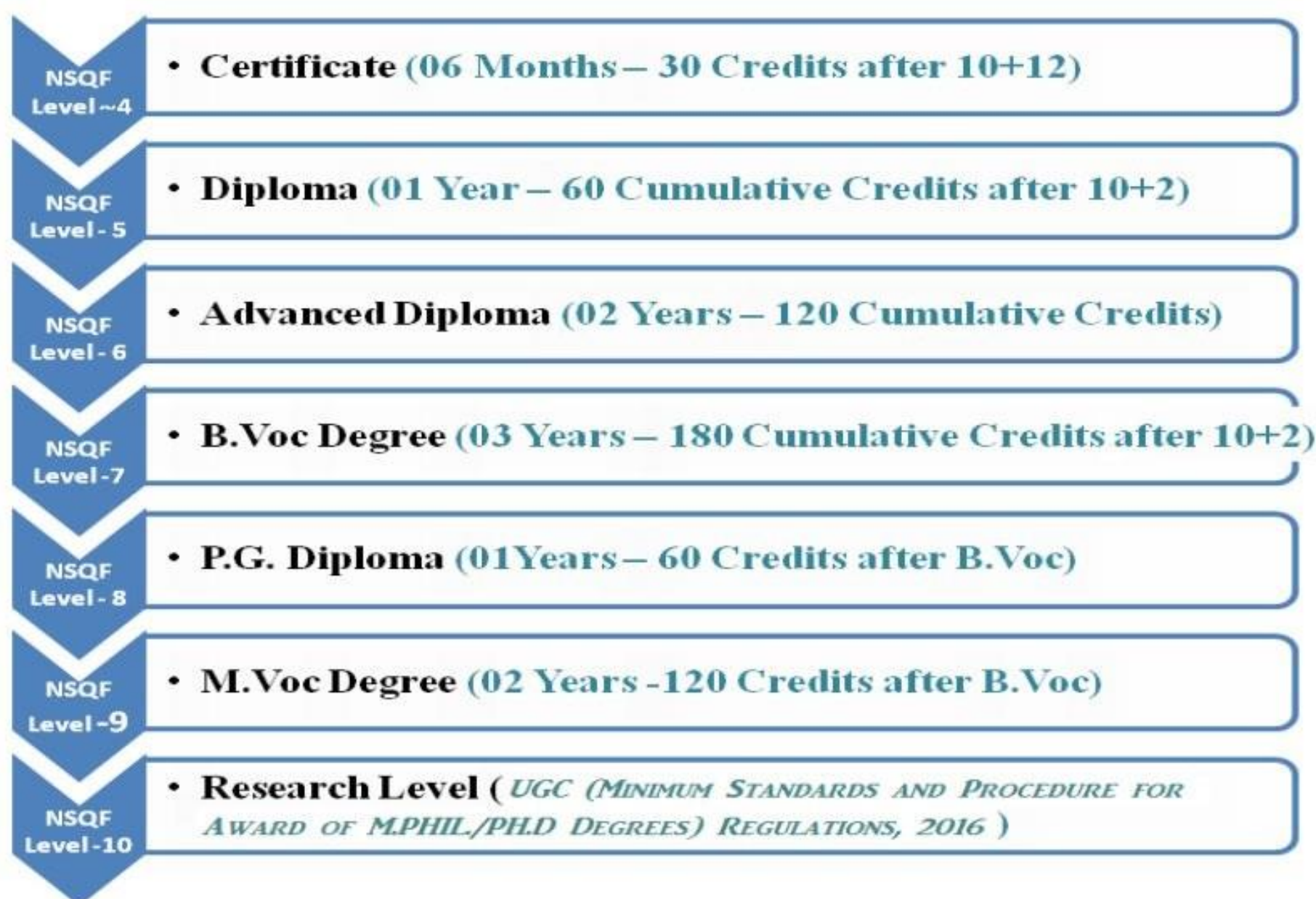
Applicable to all B.Voc regular programme conducted by the college with effect from 2024 admission onwards, having scheme and syllabi already approved by MG University under the 2014 regulation and scheme. However, the college regulations will strictly align with the Mahatma Gandhi University Regulations for B.Voc Programme 2018 for the programme conducted from 2024 onwards.-

## 3. ELIGIBILITY FOR ADMISSION AND RESERVATION OF SEATS

Eligibility for admissions and reservation of seats for various Undergraduate Programmes shall be according to the rules framed by the University and UGC in this regard, from time to time.

## 4. Type of Courses and Awards:

There will be full time credit-based modular programmes, wherein banking of credits for skill and general education components shall be permitted so as to enable multiple exit and entry.



The multiple entry and exit enables the learner to seek employment after any level of Award and join back as and when feasible to upgrade qualifications / skill competencies either to move higher in the job profile or in the higher educational system. This will also provide the learner an opportunity for vertical mobility to second year of B.Voc degree programme after one year diploma and to third year of B.Voc degree programme after a two year advanced diploma. The students may further move to Masters and Research degree programmes mapped at NSQF Level 8 – 10.

## 5. Curricula and Credit System for Skill Based Courses

In order to make education more relevant and to create ‘industry fit’ skilled workforce, the institutions recognized under B.Voc Degree programme offering skill based courses will have to be in constant dialogue with the industry and respective Sector Skill Councils (SSC’s) so that they remain updated on the requirements of the workforce for the local economy. These institutions should also preserve and promote the cultural heritage of the region, be it art, craft, handicraft, music, architecture or any such thing, through appropriately designed curriculum leading to gainful employment including self-employment and entrepreneurship development.

The curriculum in each of the semester/years of the programme(s) will be a suitable mix of general education and skill development components. The General Education Component shall have 40% of the total credits and balance 60% credits shall be of Skill Component.

The institution(s) shall prepare draft curriculum as per the UGC guidelines for Curricular Aspects Assessment Criteria and Credit System for Skill based Vocational Courses and place it for vetting by the UGC Advisory Committee constituted under these guidelines.

The Curriculum shall be finally approved by the Board of Studies (BoS) and Academic Council of the University / Autonomous College. The Universities where BoS for Vocational subjects has not yet been constituted, the curriculum may be considered by the BoS in allied subject area or an ad-hoc BoS may be constituted till the time regular BoS is notified in the university. The BoS should consider the programme wise curriculum based QP for skill component and relevant general education subjects *i.e.* the curricula for programmes in one broad subject area may vary from institution to institution in case the different progressive QPs are mapped with the programmes being offered. The choice of different progressive Job roles for a course may also be enabled under CBCS.

## 6. Structure of the Programme

### 6.1 Skill Development Components - 60% Weight age

### 6.2 General Education Component - 40% Weight age

The B.Voc Programme should comprise 60% Skill Development Components (60 % of total Credit) and 40% General Education Component (40% total Credit) as per guidelines of UGC and NSQL.

As an illustration, awards shall be given at each stage as per Table 1 below for cumulative credits awarded to the learners in skill based vocational courses.

**Table 1**

NSQF Level	Skill Component Credits	General Education Credits	Total Credits for	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 semester	Certificate

## 7. SCHEME AND SYLLABUS

- 7.1. B.Voc Programme should include (a) General Education Component, (b) Skill Education Component
- 7.2. The B.Voc Programme should followed Credit and Semester System of MGU.
- 7.3. A separate minimum of 30% marks each for internal and external (for both theory and AOC) and aggregate minimum of 40% are required for a pass for a course. For a pass in a programme, **Grade P** is required for all the individual courses. If a candidate secures **F Grade** for any one of the courses offered in a Semester/Programme, **only F grade** will be awarded for that Semester/Programme until he/she improves this to **P Grade** or above within the permitted period.

## 8. Assessment and Evaluation by MG University.

General Education Components and Skill Development Components shall be assessed and evaluated by MG University as per University Norms and UGC-NSQF guidelines.

## 9. Assessment and Certification by Sector Skill Council ( SSC)

The affiliated colleges should make necessary arrangements for the simultaneous assessments and certification of Skill Development Component by aligned SSC having the approval of National Skill Development Corporation of India (NSDC).

## 10. EXAMINATIONS

9.1 The evaluation of each paper shall contain two parts:

- (i) Internal or In-Semester Assessment (ISA)
- (ii) External or End-Semester Assessment (ESA)

9.2. The internal to external assessment ratio shall be 1:4.

Both internal and external marks are to be rounded to the next integer.

All the courses (theory & AOC), grades are given **on a 7-point scale** based on the total percentage of marks, **(ISA+ESA)** as given below:-

Percentage of Marks	Grade	Grade Point
95 and above	O (Outstanding)	10
90 to below 95	A+ (Excellent)	9
80 to below 90	A (Very Good)	8
70 to below 80	B+ (Good)	7
60 to below 70	B (Above Average)	6
50 to below 60	C (Average)	5
40 to below 50	P (Pass)	4
Below 40	F(Fail)	0
	Ab (Absent)	0

## 10. CREDIT POINT AND CREDIT POINT

**AVERAGE Credit Point (CP)** of a paper is calculated

using the formula:-

$$CP = C \times GP, \text{ where } C \text{ is the Credit and } GP \text{ is the Grade point}$$

**Semester Grade Point Average (SGPA)** of a Semester is calculated using the

formula:- $SGPA = TCP/TC$ , where  $TCP$  is the Total Credit Point of that semester.

**Cumulative Grade Point Average (CGPA)** is calculated using the

formula:- $CGPA = TCP/TC$ , where  $TCP$  is the Total Credit Point of that programme.

**Grade Point Average (GPA)** of different category of courses viz. Common Course I, Common Course II, Complementary Course I, Complementary Course II, Vocational course, Core Course is calculated using the formula:-

$$GPA = \frac{TCP}{TC}, \text{ where } TCP \text{ is the Total Credit Point of a category of course.}$$

$TC$  is the total credit of that category of course

Grades for the different courses, semesters and overall programme are given based on the corresponding CPA as shown below:

GPA	Grade
9.5 and above	<b>O Outstanding</b>
9 to below 9.5	<b>A+ Excellent</b>
8 to below 9	<b>A Very Good</b>
7 to below 8	<b>B+ Good</b>
6 to below 7	<b>B Above Average</b>
5 to below 6	<b>C Average</b>
4 to below 5	<b>P Pass</b>
Below 4	<b>F Failure</b>



## 11. MARKS DISTRIBUTION FOR EXTERNAL AND INTERNAL EVALUATIONS

The external theory examination of all semesters shall be conducted by the University at the end of each semester. Internal evaluation is to be done by continuous assessment. For all courses total marks of external examination is 80 and total marks of internal evaluation is 20. Marks distribution for external and internal assessments and the components for internal evaluation with their marks are shown below:

### For all Theory Courses

- a) **Marks of external Examination : 80**  
b) **Marks of internal evaluation : 20**

<b>Components of Internal Evaluation – Theory</b>	<b>Marks</b>
Attendance	5
Assignment /Seminar/Viva	5
Test paper(s) (1 or 2) (1×10 =10; 2×5 =10)	10
Total	20

For all AOC Courses total marks for external evaluation is 80 and total marks for internal evaluation is 20.

### For all AOC Courses

- a) **Marks of external Examination : 80**  
b) **Marks of internal evaluation : 20**

<b>Components of Internal Evaluation –</b>	<b>Marks</b>
Attendance	5
Record	5
Skill Test	5

Lab Performance / Punctuality	5
Total	20

\*Marks awarded for Record should be related to number of experiments recorded and duly signed by the teacher concerned in charge.

All three components of internal assessments are mandatory.

### 11.1 PROJECT EVALUATION

- a) Marks of external Examination : 80  
b) Marks of internal evaluation : 20

Components of Internal Evaluation	Marks
Punctuality	5
Experimentation/Data Collection	5
Skill Acquired	5
Report	5
<b>Total</b>	<b>20</b>

\*Marks for dissertation may include study tour report if proposed in the syllabus.

Components of External Evaluation	Marks
Dissertation (External)	50
Viva-Voce (External)	30
<b>Total</b>	<b>80</b>

(Decimals are to be rounded to the next higher whole number)

### 11.2 INTERNSHIP

After the completion of every even semester, the student will undergo a minimum of two weeks Internship Programme in an Industry, having a good exposure in the concerned skill (Established at least two years prior), capable of delivering the skill sets to the students.

At the end of the Internship, the students should prepare a comprehensive report.

### 11.3 Attendance Evaluation for all papers

Attendance Percentage	Marks
Less than 75 %	1 Mark
75 % & less than 80%	2 Marks
80% & less than 85%	3 Marks
85% & less than 90%	4 Marks
90% & above	5 Marks

(Decimals are to be rounded to the next higher whole number)

### 11.4 ASSIGNMENTS

Assignments are to be done from 1st to 4th Semesters. At least one assignment per course per semester should be submitted for evaluation.

### 11.5 INTERNAL ASSESSMENT TEST PAPERS

Two test papers are to be conducted in each semester for each course. The evaluations of all components are to be published and are to be acknowledged by the candidates. All documents of internal assessments are to be kept in the college for one year and shall be made available for verification by the University. The responsibility of evaluating the internal assessment is vested on the teacher(s), who teach the course.

### 11.6 GRIEVANCE REDRESSAL MECHANISM

Internal assessment shall not be used as a tool for personal or other type of vengeance. A student has all rights to know, how the teacher arrived at the marks. In order to address the grievance of students, a three-level Grievance Redressal mechanism is envisaged. A student can approach the upper level only if grievance is not addressed at the lower level.

#### **Level 1: Department Level:**

The Department cell chaired by the HOD, Department Coordinator, Faculty Advisor and Teacher in-charge as members.

#### **Level 2: College level**

A committee with the Principal as Chairman, College Coordinator, HOD of concerned Department and Department Coordinator as members.

### **Level 3: University Level**

A Committee constituted by the Vice-Chancellor as Chairman, Pro-Vice-Chancellor, Convener - Syndicate Standing Committee on Students Discipline and Welfare, Chairman-Board of Examinations as members and the Controller of Examination as member-secretary.

The College Council shall nominate a Senior Teacher as coordinator of internal evaluations. This coordinator shall make arrangements for giving awareness of the internal evaluation components to students immediately after commencement of first semester

The internal evaluation marks/grades in the prescribed format should reach the University before the 4th week of October and March in every academic year.

### **11.7 EXTERNAL EXAMINATION**

The external examination of all semesters shall be conducted by the University at the end of each semester.

- Students having a minimum of 75% average attendance for all the courses only can register for the examination. Condonation of shortage of attendance to a maximum of 10 days in a semester subject to a maximum of 2 times during the whole period of the programme may be granted by the University on valid grounds. This condonation shall not be counted for internal assessment. Benefit of attendance may be granted to students attending University/College union/Co-curricular activities by treating them as present for the days of absence, on production of participation/attendance certificates, within one week, from competent authorities and endorsed by the Head of the institution. This is limited to a maximum of 10 days per semester and this benefit shall be considered for internal assessment also. Those students who are not eligible even with condonation of shortage of attendance shall repeat the **semester** along with the next batch after obtaining readmission.

- Benefit of attendance may be granted to students attending University/College union/Co-curricular activities by treating them as present for the days of absence, on production of participation/attendance certificates, within one week, from competent authorities and endorsed by the Head of the institution. This is limited to a maximum of 10 days per semester and this benefit shall be considered for internal assessment also.

- Those students who are not eligible even with condonation of shortage of attendance shall repeat the course along with the next batch.

- There will be no supplementary exams. For reappearance/ improvement, the students can appear along with the next batch.

- Student who registers his/her name for the external exam for a semester will be eligible for promotion to the next semester.
- A student who has completed the entire curriculum requirement, but could not register for the Semester examination can register notionally, for getting eligibility for promotion to the next semester.
- A candidate who has not secured minimum marks/credits in internal examinations can re-do the same registering along with the University examination for the same semester, subsequently.

## 12. PATTERN OF QUESTIONS

Questions shall be set to assess knowledge acquired, standard and application of knowledge, application of knowledge in new situations, critical evaluation of knowledge and the ability to synthesize knowledge. The question setter shall ensure that questions covering all skills are set. She/he shall also submit a detailed scheme of evaluation along with the question paper. A question paper shall be a judicious mix of short answer type, short essay type /problem solving type and long essay type questions.

### 12.1 Pattern of questions for External examination – Theory paper

Question Type	Total no. of questions	Number of questions to be answered	Marks of each question	Total marks
Very short answer type	12	10	2	20
Short answer (Not to exceed 60 words)	9	6	5	30
Long essay	4	2	15	30
<b>TOTAL</b>	<b>25</b>	<b>18</b>		<b>80</b>

### 12.2 Pattern of questions for external examination – AOC

Question Type	Total no. of questions	Number of questions to be answered	Marks of each question	Total marks
Theory Assessment- Short Answer Type	8	5	4	20
Skill Assessment- Practical	1	1	60	60
<b>TOTAL</b>	<b>9</b>	<b>6</b>		<b>80</b>



### 12.3 Mark division for external AOC/ LAB examination

Record	Theory/ Procedure/ Design	Activity/ Neatness	Result	Viva	Total
10	10	20	10	10	60

### 13. RANK CERTIFICATE

The University publishes rank list of top 10 candidates for each programme after the publication of 6<sup>th</sup> semester results. Rank certificate shall be issued to candidates who secure positions from 1<sup>st</sup> to 3<sup>rd</sup> in the rank list. Candidates who secure positions from fourth to tenth in the rank list shall be issued position certificate indicating their position in the rank list.

Candidates shall be ranked in the order of merit based on the CGPA scored by them. Grace marks awarded to the students should not be counted fixing the rank/position. Rank certificate and position certificate shall be signed by the Controller of Examinations.

### 14. Mark cum Grade Card

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 the College
- Title & Model of the B. VOC Programme
- Semester concerned
- Name and Register Number of student
- Code, Title, Credits and Max. Marks (Int, Ext & Total) of each course opted in the semester
- Internal marks, External marks, total marks, Grade, Grade point (G) and Credit point in each course in the semester
- Institutional average of the Internal Exam and University Average of the External Exam in each course.

- The total credits, total marks (Max & Awarded) and total credit points in the semester (corrected to two decimal places)
- Semester Credit Point Average (SCPA) and corresponding Grade
- Cumulative Credit Point Average (CCPA)

The final Grade/mark Card issued at the end of the final semester shall contain the details of all courses taken during the entire programme and shall include the final grade/marks scored by the candidate from I<sup>st</sup> to 5<sup>th</sup> semester, and overall grade/marks for the total programme.

### **15. READMISSION**

Readmission will be allowed as per the prevailing rules and regulations of the university.

There shall be **3 level monitoring** committees for the successful conduct of the scheme.

They are:

1. Department Level Monitoring Committee (DLMC), comprising HOD and two senior-most teachers as members.
2. College Level Monitoring Committee (CLMC), comprising Principal, Dept. – Co- Ordinator and A.O/Superintendent as members.
3. University Level Monitoring Committee (ULMC), headed by the Vice – Chancellor and Pro–Vice – Chancellor , Convenors of Syndicate subcommittees on Examination, Academic Affairs and Staff and Registrar as members and the Controller of Examinations as member-secretary.

### **16. TRANSITORY PROVISION**

Notwithstanding anything contained in these regulations, the Vice Chancellor shall, for a period of one year from the date of coming into force of these regulations shall be applied to any programme with such modifications as may be necessary.



