

**ACADEMIC REGULATIONS  
FOR  
B.Voc. Work Integrated Programme (WIP)**



**CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT,  
ODISHA**

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## GENERAL INSTRUCTIONS

### **1. Preamble & Scope**

In order to make education relevant and to create 'industry fit' skilled workforce, the institutions recognized under Community Colleges / B.Voc Degree programme, and Deen Dayal Upadhyay KAUSHAL Kendras offering skill based courses will offer 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. This would enable the learner to seek employment after any level of Award and join back as and when feasible to upgrade her / his qualification / skill competency either to move higher in her / his job 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 (NSQF Level 8 – 10)

In this regard UGC has published GUIDELINES FOR CURRICULAR ASPECTS, ASSESSMENT CRITERIA AND CREDIT SYSTEM IN SKILL BASED VOCATIONAL COURSES UNDER NATIONAL SKILLS QUALIFICATION FRAMEWORK (NSQF)

These regulations made herein have been drafted in accordance with the same to enable youth to pursue studies based on NSQF while working in the relevant industry.

The regulations called "Academic Regulations" and will come into force with effect from the Academic Session 2015 – 16.

### **2. Admission Requirement**

- 2.1** In order to be eligible for admission into the B.Voc. WIP, a student must have passed 12th Examinations from any board or must have acquired Level 3 certification in relevant trade from relevant Sector Skill Council or completed ITI.
- 2.2** A student eligible as defined above may register directly for the B.Voc WIP and has to complete each level before going to next higher level upto Level-7 –
- Certificate (Level 4) of B.Voc program
  - Diploma (Level 5)
  - Advanced Diploma (Level 6)
  - Bachelor of Vocation (Level 7) – WIP
- The regulations have been drafted for BVoc WIP, but, they apply to all the above programmes too, nevertheless.

### **3. Admission and Registration of Students**

- 3.1** In order to be registered as a student of the University a candidate selected for admission into any Course has to pay course fee as defined in the admission brochure.
- 3.2** During registration applicant has to furnish the following documents –
- 10<sup>th</sup> Board Certificate & Mark Sheet as proof of Date of Birth **OR** Birth Certificate

- b. Intermediate or 12<sup>th</sup> Board or +2 Certificate & Mark Sheet **OR** Certificate for Level 3 as issued by Sector Skill Council
- c. Offer Letter and Joining Letter of current employer
- d. No Objection Letter from current employer to pursue the B.Voc. WIP
- e. Original Money Receipt
- f. 6 nos. of Coloured pass port size photos

### 3.3 Provisional Registration

- 3.3.1 A candidate, who for any reason, is unable to submit any of the documents, mentioned above, may with special permission of the Registrar, be admitted and registered provisionally on payment of the prescribed fees, subject to production of the wanting documents / certificates within a stipulated period failing which admission will be cancelled.
- 3.3.2 A candidate selected for admission into any Course, failing to register in the prescribed date, shall forfeit his/her seat.

### 3.4 University Registration Card

A Student is issued University Registration Card after admission process. University Registration number continues to be his / her Registration Number for all examinations during his / her tenure of study. This card is also essential for obtaining study material, attending classes (if any contact classes arranged for) and appearing in examinations. This is the **MOST IMPORTANT** document and the student must take care of it. Duplicate University Registration Card will be issued only after recommendation by the Principal of respective college on paying the prescribed fee.

### 3.5 Course – wise Registration

All registrations for a Course shall be done within the stipulated period as will be notified from year to year or laid down in the Semester Calendar under the authority of the Academic Council. The date (s) of registration as notified or laid down in the Semester Calendar shall not be changed under any circumstances without the approval of the Academic council.

### 3.6 Institutions student advisement

- 3.6.1 The newly admitted as well as the continuing students shall present themselves before the Dean - B.Voc WIP in the beginning of each Semester on date (s) as prescribed in the prospectus, Semester Calendar or notified separately, for orientation and advice. The Dean shall assign the students in groups to different staff advisors.
- 3.6.2 The Advisor shall discuss with the students in detail assigned to him regarding Course Curriculum, Examination system and various Academic Regulations. He shall maintain close contact with the students and keep himself informed of their progress in study by having periodical meetings with them. The Advisor shall bring to the notice of the Dean, the problems of the students that require special measure.

## 4. *Course Programme*

- 4.1 Each subject prescribed in a Programme shall be formulated into some discrete Courses and spread over the number of Semesters prescribed for the Programme. Each Course shall bear a unique number called “Course Code” and carry a certain number of credit hours depending on the weightage given to that Course in the Curriculum.
- 4.2 All core courses and a certain number of elective courses prescribed for the course shall be compulsory for the students for that Course.

- 4.3** A Course Catalogue for each Course shall be prepared and will be available for sale. The Course programme/Curriculum of a Course shall not be changed to the disadvantage of the students during the Course of their Studies.

## ***5. Duration of Curriculum & Calendar***

- 5.1** The estimated duration of the programme is as follows with options of entry and exit at every level. However, there is no restriction on the actual duration. The student can finish the programme at a pace comfortable to him/her.

<b>Level</b>	<b>Course/Programme</b>	<b>Duration (Indicative)</b>	<b>Cumulative Indicative Duration</b>
L4	Certification	1 year	1 year
L5	Diploma	1 year	2 years
L6	Advanced Diploma	1 year	3 years
L7	B.VOC	1 year	4 years

- 5.2** Each academic year is divided into two semesters.

- 5.3** Each year the University shall draw out a calendar of academic & associated activities, which shall be adhered to. The same is non-negotiable. Details of curricula & syllabi shall be as decided by the Academic Council with provision for modification from time to time as per the needs of the specializations concerned.

## ***6. Number and duration of classes***

- 6.1** One credit for a theory course will imply a recommendation of 14 hours of instruction and 1 credit for a practice course will imply a recommendation of 21 hours of practice.
- A theory class is recommended to not consist of more than 60 students.
  - A Practical/tutorial class is recommended to not consist of more than 30 students per teacher.
  - A total of 240 hours/Year of job practice will be considered equivalent to one credit.
  - A practice course other than job practice may be a lab/ seminar/ project.

## ***7. Programme Structure***

The B.Voc. WIP will have the following credit structure -

Each level will require accumulation of 45 credit points. These 45 credit points shall be distributed between Theory and Practice courses as per the weightage mentioned above. The Practice component can be divided further into Practice courses and Work experience. The work experience component can range from a minimum of 0% to a maximum of 20% of the weightage for Practice courses.

The indicative credit point distribution based on the weightages mentioned above is as follows –

NSQF Level	Name of Program	Cumulative Credits	Credits per level	Theory Credits	Practice Credits without work exp	Work Exp (Max)	Practice Credits
L4	Certificate	45	45	9	29	7	36
L5	Diploma	90	45	11	27	7	34
L6	Advanced Diploma	135	45	14	25	7	32
L7	B.Voc	180	45	18	20	7	27

To explain this further, consider this example –

A student pursuing L 4 Certificate, can choose to either accumulate 36 practice credits by taking all practice courses or accumulate a maximum of 7 credits due to work experience and accumulate the balance 29 credits through practice courses.

Student needs to work 240 hrs to accumulate 1 credit for Industry Work Experience. No direct entry to level-5 onwards is allowed.

## 8. Examination Evaluation

Each course unit shall be of 100 percentage points.

Sl. No.	Type of course	Mark distribution			Total
		External Exam by University	Evidence Based Learning / Internal Record Keeping	Internal Assessment	
1.	Theory	60	-	40	100
2.	Practice Course	-	50	50	100
3.	Work Experience	-	100	-	100

The University recommends a continuous evaluation system for each theory, practical items.

### 8.1 Theory Paper Evaluation:

A theory paper will have 100 percentage points. The weightage for three class tests and the end semester examinations will be as follows:

- Internal - I of one hour duration = 10 percentage points.
- Internal - II of one hour duration = 10 percentage points.

- Internal - III of one hour duration = 10 percentage points.
- Assignments / quiz / viva-voce /attendance = 10 percentage points.
- End Semester External Examination of three hours duration = 60 percentage points.
- Total = 100percentage points.

A candidate is deemed to clear (pass) a theory paper if he / she secures minimum ‘P’ grade in the End Semester Examinations and the three class tests along with Assignment/quiz/viva-voce/attendance taken together (i.e out of 100) based on “NORMALISED GRADING SYSTEM”.

### 8.2 Work Experience Evaluation:

- Each of Practice paper will carry 100 percentage points.
- A student has to secure minimum of 50 percentage points to pass each paper.
- Each Practical work is to be completed during allotted hours in the class itself.
- No practice work can be done at home / hostel.
- The college may arrange a compensatory Practical/Sessional class for a student who misses an experiment on medical grounds, if it is satisfied of the reasons for absence

### 8.3 Work Experience Evaluation:

The various instruments that can be used for work experience evaluation is done by any of the methods mentioned below –

S.No.	Categories of Evidence Based Learning / Internal Record Keeping	Examples
1.	Direct demonstration/ observation	Performance of an assignment, or range of assignments, either in the workplace or in a simulated work environment, witnessed and observed directly by an assessor
2.	Indirect demonstration	Use of photographs, videos, performance records etc. showing performance of a task when the assessor cannot be present
3.	Review of Products	Models, items, objects that have been made, upgraded or repaired by the candidate
4.	Workplace documents	Written communication, Rosters, budgets, reports, standard operating procedures, log book etc. developed by the candidate
5.	Questions, Oral Written	Asking the candidate about real, imaginary or hypothetical situations to check understanding, task and contingency management skills. May be short answer, discussion, multiple choices, etc. response to the scenarios, knowledge of processes and procedures.
6.	Assignments	Write-ups, Case Analysis, Projects, reports, essays

7.	Third party reports	Documented and verified reports from supervisor, colleague, subject expert, trainer or others, performance review, in-depth investigation, interview with employers, supervisors and peer group
8.	Self-assessment	A candidate's personal statement on his performance (not generally sufficient in isolation)
9.	Simulation	Simulated activity to accommodate difficult areas to demonstrate criteria e.g. emergencies, contingencies, difficult behaviors, challenges, abrupt situations, safety challenges
10.	Portfolios	Collections of evidence compiled by the candidate, product with supporting document, historical evidence, journal, log book , information about life experiences

## ***9. Examination Policy***

- The section on Examination Policy gives specific guidelines and rules on the Examination, expected Examination Code of Conduct and the Disciplinary Actions laid down for incidence of mal-practice during Examinations.
- A student shall be admitted to any examination in a subject only if he / she has registered for that subject and paid necessary registration and examination fees in the beginning of the semester.
- A student will be allowed to appear in the Semester Examination in those theory subjects where his/her attendance is not less than 75%.
- Students, who are detained from appearing at the end-semester examination due to shortage of attendance, have to register for that course once again and appear at the subsequent examination to obtain a passing grade.
- A Student shall be allowed in a Semester Examination only after he/she is issued an Admit Card for the relevant examination by the implementing partner. The implementing partner shall obtain written clearance on eligibility from the University.
- Students who have been found to indulge in malpractice during examination will be awarded 'M' grade in that subject. The university may take any additional disciplinary action at its discretion. Such candidates will be allowed to appear in subsequent examinations based only on the decision of the University.
- A student who is absent in any subject(s) for which he/she has registered will be awarded 'F' grade. He/she is permitted to appear in those subjects in subsequent semester examinations after the due permission from the respective College and University.
- All internal marks will be carried forward both for back paper and improvement examinations in the case of theory courses.
- In the case of failure in a practical/ sessional, the candidate is given the chance to improve his grade and obtain a passing grade by conducting additional work / experiments as prescribed by the department.

## ***10. Grading System***

- University has adopted a 10 points Grading System according to the performance of a student in all subject items. The grades along with the corresponding points are categorized as follows:



Qualification	Grade	Score on 100 percentage points	Point
Outstanding	O	80 & above up to 100	10
Excellent	A+	70 - 79	9
Very good	A	60 - 69	8
Good	B+	55 - 59	7
Above Average	B	50 - 54	6
Average	C	45 - 49	5
Pass	P	40 - 44	4
Fail	F	Less than 40	0
Absent	Ab	--	0

- Grade P is the pass grade for each theory whereas Grade C is the pass grade for each practical, project and seminar.
- A Candidate is deemed to clear (pass) a theory paper if he/she secures Minimum 40% from full marks of theory examination and 50% for practical examination out of total marks in the Internal and End Semester examinations taken together.

### ***11. Declaration of Result & Promotion***

- The percentage of marks of the semester shall be updated after the candidate clears the subjects in which he / she has failed at a subsequent examination.
- The University shall publish a list of all successful candidates of each of the semester examinations within the date prescribed in academic calendar.
- The overall performance of a successful candidate for the award of a Certificate, Diploma, Advanced Diploma & B.Voc. shall be based on the combined results of all the examinations of the concerned programme.
- There will be no scope of keeping any back logs. Unless the candidate clears Level 4 – Certificate, s/he by accumulating the required credit points and clearing all the assessments, s/he will not be registered by Level 5 – Diploma. Similarly for registering for the next level, one has to clear the previous level completely.

### ***12 General***

- The academic regulations should be read as a whole for the purpose of interpretation.
- In case of doubt or ambiguity in the interpretation of the above regulations, the decision of the Vice-Chancellor is final.
- The University may change or amend the academic regulations or syllabus at any time and the changes or amendments made shall be applicable to all the students with effect from the dates notified by the University.

