



**TRIPURA UNIVERSITY**

**(A Central University)**

**Suryamaninagar-799022**

**Rules and Regulations for Bachelor of Vocation (B. Voc) Degree Program**

**(From Academic Session 2015-16)**

**1. Introduction:** It has been a long felt necessity to align higher education with the emerging needs of the economy and incorporate the requirements of various industries. The University Grants Commission (UGC) has launched a scheme on skills development based on higher education leading to Bachelor of Vocational (B. Voc.) This is a full-fledged Degree program with multiple exits such as Certificate/Diploma/Advanced Diploma and Degree. The course will focus on work-readiness skills in each year and adequate attention will be given to practical work, on the job training, development of student portfolios and project work so that the Graduates/Diploma/ certificate - holders acquire necessary job market skills by enabling them to gain appropriate employment or become entrepreneurs. In addition to the Degree from the University, the respective Sector Skill Councils give a certification with the NSQF levels 4, 5, 6 and 7 respectively for the B. Voc students on successful completion the course.

**2. Objectives:**

**Main Objectives are:-**

- ✓ To offer UG program of three years degree to students who have passed H.S (10+ 2) examination. H.S. (10+2) Science for admission in B. Voc Rubber Technology and H.S. (10+2) Science/Arts/Commerce for admission in B. Voc Film and Video Production.
- ✓ To provide judicious mix of skills relating to a profession and appropriate content of general education.
- ✓ To provide hands on training to the students with the state of art techniques.
- ✓ To generate skillful professional man-power.
- ✓ To establish a liaison between academia, industry, and institutions engaged in this profession through industrial training and institutional collaborations (MoUs).

**3. Short Title and Commencement:**

- I. These Rules and Regulations will be called as “Rules and Regulations for three years Bachelor of Vocation (B. Voc) Degree Program (B. Voc Rules) (Six Semesters) of Tripura University.
- II. The name of the degree will be “Bachelor of Vocation” in short B. Voc.
- III. The course will be govern by B. Voc Rules and will come into force with effect from 2015-2016 Academic Session of the University.



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**4. Definitions in these Rules and Regulations, unless the context otherwise requires:**

- I.** “Academic Session or Year’ means a period of twelve months commencing on the first day of July and last day of June of the following calendar year. Each Academic Session is divided in two Semesters of six months each. July to December Semester is termed as ‘Odd Semester’ and January to June Semester is termed as ‘Even Semester’.
- II.** An Academic Calendar will be notified by the University at the beginning of each Semester where details of the Semester events will be mentioned.

**5. Admission in B. voc First Semester:**

- I.** An Admission Committee will be constituted by the Vice-Chancellor each year for the admission of students found eligible for admission in the first Semester of B. Voc Program. The Committee will notify the procedure for selection of students and their admission and will be uploaded in the University website.
- II.** Admission dates will be notified each year within which selected students will be required to deposit Semester fees as per the details.
- III.** The minimum age required for admission is not less than 16years and there is no upper age bar.

**6. Admission in Semester other than First Semester of B. Voc:** Students who are declared qualified for next higher Semester will be allowed to take admission in the next higher semester by depositing Semester fees.

**7. Reservation in Admission:** Reservation in seats in admission of students belonging to the Scheduled Caste, Scheduled Tribe, Other Backward Classes, Physically Disabled and others will be guided by UGC and Govt. of India reservation guidelines as notified from time to time.

**8. Course Structure, Allotted Subject, Credits and Evaluation:**

- 8.1.** There will 30 Credits papers for each Semester (first to six Semesters). The Semester wise course structure is designed as per the UGC guidelines for B. Voc Program.
- 8.2.** The curriculum in each of the years of the program would be a suitable mix of general education and skill development components as mentioned below in the Table 1. The General Education Component shall have 40 % of the total credits and balance 60% credits will be of Skill Component.



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**Table-1:** Components, Total Credits and Awards

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

- 8.3.** Duration of this course will be 3 years i.e. 6 semesters with a flexibility of exit after completion of 2<sup>nd</sup> & 4<sup>th</sup> semester. Diploma / Advance diploma will be awarded to learner after completion of the 2<sup>nd</sup> and 4<sup>th</sup> Semester respectively.
- 8.4.** Students who are opted out of the course after 2<sup>nd</sup> Semester (First year) and after 4<sup>th</sup> Semester (Second Year) can again take admission for higher degree at any point of time.
- 8.5.** There will be General papers on Communication skill, Concept of Business & Entrepreneurship and Basics of Computer courses in B. Voc Program.
- 8.6.** The General Education component will follow the normal University standards. It will emphasis and offer courses which provide holistic development.
- 8.7.** The General Education component of the curriculum will be decided the Board of Studies of the University where as the curriculum for the skill based component will be decided by respective sector skill council.
- 8.8.** Skill Component of the program is employment oriented and model Curriculum will be developed by relevant Sector Skill Council (SSC). The Curriculum of the skill component is focused on work-readiness in terms of skills in each of the three years.
- 8.9.** The general education component and skill based component will be assessed by the University as per the prevailing standards. If the student passes in both the component he/she will be given pass certificate from the University.
- 8.10.** There will be separate assessment of the students by the respective sector skill council to achieve requisite job role based on skill component of the curriculum. The qualified students will be given a skill card/Certificate from the relevant sector skill council for that job role.
- 8.11.** If student disqualifies in particular assessment for the respective job role for that semester but passed in the semester examination taken by the University will be given pass certificate from the University for that semester. However, he/she will not get skill



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card/Certificate. So, to achieve the skill card for that job role he/she may reappear in the assessment conducted by particular sector skill council on payment of requisite assessment fee.

- 8.12. Number of credits for each paper will be mentioned in the syllabus. Usually, 100 marks paper will have 4 (four) credits
- 8.13. There will be industrial visit, training of students to the competent institutions or industries for skill based component.
- 8.14. The evaluation of Skill Component will be taken by relevant Sector Skill Councils (RSDC for B. Voc Rubber Technology and MESDC for B. Voc Film & Video Production).
- 8.15. Students will not be permitted to attend the end Semester examination without attending the skill based training part.
- 8.16. The award of Certificate/ Diploma/ Advanced Diploma/Degree to the successful students in both skill and general education component may be done as illustrated in Table-1.

### 9. Eligibility for Appearing Semester Examination:

- 9.1. To become eligible for appearing Semester Examination, each student will have a Minimum of 75% of attendance (Subject wise) in classes. A student can fill up Examination Form only for the subject where he/ she has minimum percentage of attendance.
- 9.2. A student having attendance of less than 75% attendance but a minimum of 65% will be declared as non-collegiate and he/ she will have to pay non-collegiate fee (as may be prescribed from time to time) at the time of filling up the Examination form.
- 9.3. The Dean of the concerned faculty on the recommendation of Coordinator of the B. Voc Program may condone the shortage of attendance not exceeding 5% within the limit of 60% for valid reasons to be recorded. Such candidate(s), however, are required to pay non-collegiate fees.

### 10. Examination system and Promotion to Higher Semester:

- 10.1. There will be a Semester Examination at the end of each Semester, to be conducted by the Controller of Examination for 70 marks out of 100 marks for each paper. Marks scored by a student in remaining 30 marks of Internal Assessment/ Continuous Assessment will be submitted to the Controller of Examination by the Coordinator of B. Voc Program.
- 10.2. **30 marks of Internal Assessment/ Continuous Assessment marks will be based on**



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I. Class Test/ Seminar: 30 marks

Or

II. Class Assignment/ Projects/ Power point presentation and Viva-voce: 30 marks

At least three tests are to be taken for each subject in each Semester. Out of these tests highest marks obtained out of three tests will be considered. In all cases evaluated papers of class tests will be distributed to the concerned students.

**10.3.** For skill based component relevant Sector Skill Council will conduct the test as per the job role defined according to the syllabus prepared for that Semester.

**10.4.** If student fails in the skill based test conducted by concerned Sector Skill Council he/ she will get three years time to clear that test within that time frame. He/ She have to deposit the requisite fee for reappearing in that particular Skill based test.

**10.5.** However, if he/ she pass the General Education component but fails in any paper of Skill Component or as whole in Skill Component will be marked as Fail but, he/ she will be promoted to higher semester with three years' time frame to clear that skill component of that Semester. Similar procedure will be followed for General Education component.

**10.6.** If a student fails in both General Education component and Skill based component will be marked as Fail and will not be promoted to higher Semester. The student has to reappear in the same Examination in the next coming Semester.

**11.** The Controller of Examination will notify the Schedule of Semester Examination. Candidate having requisite percentage of attendance and otherwise eligible can appear the end Semester examination.

**12.** The pass mark of a paper of general education component is 40%. If he/she secures less than 40% marks in a paper, the result of that paper will be declared as back paper and in marksheet 'F' grade will be given. The student will reappear in the back paper in next appropriate Semester, i.e. odd to odd and even to even. Same rule will be followed for Skill based Component.

**13.** If a student secures 40% marks or above in a paper, he/ she will earn the requisite credit of that paper and shall be declared pass in the paper.

**14.** When a student is reappearing for back paper(s), his/ her Internal Assessment Mark of that paper(s) will be carried forward from the regular Semester Examination that he/ she had appeared for the first time. They can also reappear for the Internal Assessment Test for their betterment in that back paper.

**15.** The Semester End Examination of 1<sup>st</sup>, 3<sup>rd</sup>, & 5<sup>th</sup> Semesters will be termed as Odd Semester Examination and for 2<sup>nd</sup>, 4<sup>th</sup> & 6<sup>th</sup> Semester Examination will be termed as Even Semester Examination.



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- 16.** Examination fees will be collected along with separately at the time of submission of filled Examination form for that Semester. Examination fees for back paper(s) or appearing in skill based examination exhausting his/ her first chance will be charged (the amount as fixed by the University from time to time) for each examination at the time of filling up of examination form.
- 17.** For reappearing in skill based examination to clear the back paper student will submit the requisite fee for that skill based examination.
- 18.** If a student do not appear in a paper or more than a paper in a Semester Examination 'F' grade will be awarded for these paper(s). Such paper(s) will be treated as back paer(s).
- 19.** The aggregate pass percentage of a Semester is 40%.
- 20.** To qualify a Semester, a student is to secure at least 40% marks and should not be more than two back papers in that Semester.
- 21.** To clear a Semester or back paper(s) of a Semester, a student can utilize a maximum of three consecutive chances. If a student does not utilize a chance, the chance will be treated as exhausted.
- 22.** If a student fails to clear a particular Semester after utilizing three chances, his/ her registration to the program will automatically be cancelled and the candidate is to quit the program.
- 23.** If a student secures 40% or more percentage in a Semester and number of back papers exceeds two papers, the student will be declared as failed (F). Such students will reappear in the Semester Examination afresh in next chance. However, number of chances for a particular Semester will not be more than three.
- 24.** If a student secures less than 40% marks in End semester Examination with number of back papers less than two papers, the result of such students will be considered as failed (F). Such students will reappear in the Semester Examination afresh in next chance. However, number of chances for a particular Semester will not be more than three.
- 25. Improvement Examination:** A student can appear for improvement examination, if
  - I.** a student has qualified in the Semester Examination but in one or more papers he/ she was awarded as P grade. Student can appear in that paper only where he/ she was awarded P grade.
  - II.** a student has qualified the Semester Examination but he/ she is having a maximum of 10 marks short of 55% or 60% in the Semester total.
  - III.** a student can appear in the improvement examination along with appropriate Semester examinations i.e. odd to odd and even to even.
  - IV.** if a student appears in the improvement examination, his/ her internal assessment marks of the paper(s) will remained unchanged. i.e. the marks he/ she secured when appeared in the paper(s) for the first time.



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V. if a student either unable to increase the marks or secure less marks then the original in a a paper(s) during improvement examination, the original marks of the paper will remain unchanged.

VI. student can not appear in improvement examination in any back paper.

VII. Student can not appear improvement examination in a particular paper(s) for more than one chance.

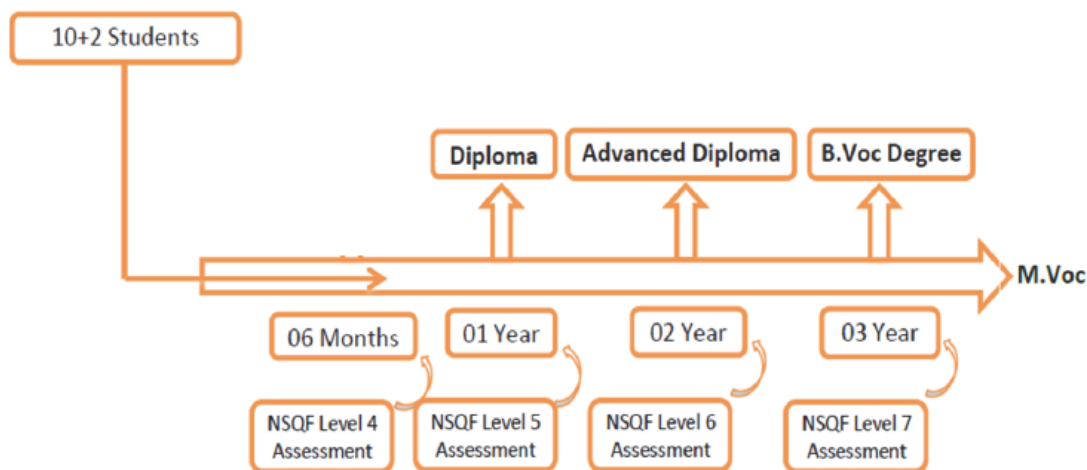
**26. Duration of each theory papers of 70 marks will be of three hours.**

**27. Exit Option:**

I. The B. Voc degree program is a full time degree course. It should not be conducted as an add-on program.

II. Certificate/ Diploma/ Advanced Diploma/ B. Voc Degree will be awarded to the successful students in both skill and general education components of the curriculum as shown in the Figure below.

III. There is multiple entry and exit option for the students from the course. After the completion of first semester, the students may opt out of this course with a **“Certificate in Rubber Technology or Film and Video Production”**. The students who will be completing one year with more than 60 credits of the course will be awarded **“Diploma in Rubber Technology or Film and Video Production”**. After the completion of two years (4 semesters), the students will be awarded with **“Advanced Diploma in Rubber Technology or Film and Video Production”**. Those students, who will complete three years (6 semesters) with a total of 180 credits course, will only be awarded with the degree, **“B. Voc in Rubber Technology or Film and Video Production”** equivalent to a bachelor degree.



**Figure:** Entry-Exit option from the B. Voc program

IV. After opting out from the course with certificate/ Diploma/ Advanced Diploma certificate can again take admission at any point of time for higher degree in higher Semester.

**28. Question pattern:**



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- I.** Each paper of Semester Examination/ Supplementary Examination will be of 70 marks. There will be a total of 100 marks questions and it will be divided into 30 (Internal Test) + 70 (End Semester Examination).
- II.** The End Semester examination will be of 70 marks. In the question pattern of End Semester examination, Question number 1(one) will be compulsory and of 10 marks. This question will be of short answer type, multiple choice type, fill in the blanks and short answer type. This question may have several components and each component should not exceed question of two marks.
- III.** For 70 marks, 7-8 questions are to be set. If there is questions of 12 marks each then there will be total of eight questions and students have to answer any five questions out of eight questions of 12 marks each. If there is questions of 15 marks each then there will be total of seven questions and students have to answer any four questions out of seven questions of 15 marks each. The question paper will be of 7 or 8 questions will be decided the question setter.

**29. Paper setting, Moderation and Evaluation of Answer Script:**

- I.** There will be two paper setters for each theory paper.
- II.** For each paper there will be at least two Moderators.
- III.** All the papers will be evaluated by internal examiners only.
- IV.** For skill based component, respective Sector Skill Council [Rubber Skill Development Council (RSDC)/ Media and Entertainment Skill Council (MESCC)] will conduct the examination and they will set the question papers and for evaluation respective Sector Skill Council will send their registered agencies.

**30. Result:**

- I.** Result will be declared for each Semester expressing marks in grade as per Table 2 and will be given in the mark sheet.
- II.** If a candidate qualifies in a Semester his/ her mark sheet will be denoted as 'P'. In addition, total marks of the candidate, Semester grade point average (SGPA), Average Grade and total Credit earned will also be mentioned in the mark sheet. This will be followed for result declaration up to fifth Semester. In the last sixth Semester (Final mark sheet) will show Cumulative Grade Point Average (CGPA).
- III.** To qualify in a Semester Examination a candidate has to earn minimum of 40% of the total marks.





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**Table-2: Grades and Grade Points**

Marks Range	Grade	Grade Point
75-100	O (Outstanding)	<b>10</b>
65-74.99	A+ (Excellent)	<b>9</b>
60-64.99	A (Very Good)	<b>8</b>
55-59.99	B+ (Good)	<b>7</b>
50-54.99	B (Above Average)	<b>6</b>
45-49.99	C (Average)	<b>5</b>
40-44.99	P (Pass)	<b>4</b>
0-39.99	F(Fail)	<b>0</b>
-----	Ab (Absent)	<b>0</b>

**31. Calculation of Result:**

- I.** The result will be declared for each Semester expressing marks of each paper on Letter Grade as per the Table-2 given above.
- II.** CGPA, cumulative grade and cumulative percentage of marks will be shown only in the mark sheet of the sixth semester and to those who opt out at a particular exit option.
- III.** A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.

**Calculation:**

**III.** Computation of SGPA and CGPA: Following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) may be adopted:

➤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 course components taken by a student and the sum of the number of credits of all the courses undergone by a student in a semester, *i.e.*

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

where 'C<sub>i</sub>' is the number of credits of the *i*th course component and 'G<sub>i</sub>' is the grade point scored by the student in the *i*th course component.

➤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 program, *i.e.*

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

where 'S<sub>i</sub>' is the SGPA of the *i*th semester and C<sub>i</sub> is the total number of credits in that semester.

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

- IV.** Average grade of Semester Examination will be determined based on the percentage of marks of the Semester using the **Table-2** and will be expressed in terms of a Letter.



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**32. Certification of Awards:**

- I.** Award of B. Voc degree or Advanced Diploma / Diploma / Certificate as the case may be, would depend on acquisition of requisite credits as prescribed in the guidelines and not on the duration of the calendar time spent in pursuing the course.
  - II.** The certificate for skilling component would be awarded by the Sector Skill Council in terms of NSQF level either singly or jointly with the institution concerned and the general education grades will be certified along with the skill component in terms of certificate/ diploma awarded by the institution.
  - III.** UGC guidelines on Choice Based Credit System (CBCS), and Guidelines on Curricular Aspects, Assessment Criteria and Credit System in Skill based Vocational Courses may be referred for further illustration on computation of SGPA, CGPA etc. to confer the awards as above.
  - III.** Each of the awards shall specify within parenthesis, the Skill(s) specialization, such as:
    - a)** B. Voc. (Rubber Technology)
    - b)** B. Voc. (Film and Video Production)
  - IV.** The students will have the option to exit with a Certificate, Diploma or Advanced Diploma after acquiring requisite number of credits.
- 33.** Students of other Departments can opt for papers of B. Voc Program (B. Voc Rubber Technology and B. Voc Film and Video Production) on the basis of Choice Based Credit System (CBCS). The list of the papers for CBCS will be displayed time to time from the courses of B. Voc Program.
- 34.** In case of any confusion or discrepancy regarding this rules and Regulations, the decision of the Hon'ble Vice-Chancellor, Tripura University will be final.