



**OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY :: DIBRUGARH**  
Ref. No. DU/DR-A/8-1/22/540 Date: 20.05.2022

**NOTIFICATION**

As recommended by the 124<sup>th</sup> Meeting of the Academic Council held on 02.03.2022 vide Resolution No. 19, the draft of the Dibrugarh University Regulations for the B. Voc. Programmes in the Choice Based Credit System (CBCS) has been reviewed and subsequently, the Hon'ble Vice-Chancellor i/c, Dibrugarh University has approved the same under report to the Academic Council giving effect for the Academic Session 2022-2023.

The Regulation is attached herewith as **Annexure – I**.

Issued with due approval.

(Dr. B.C. Borah)  
Joint Registrar (Academic)  
Dibrugarh University.

Copy to:

1. The Hon'ble Vice-Chancellor i/c, Dibrugarh University for favour of information.
2. The Deans, Dibrugarh University, for favour of information.
3. The Registrar, Dibrugarh University for favour of information.
4. The Controller of Examinations, Dibrugarh University for information and needful.
5. The Inspector of Colleges i/c, Dibrugarh University, for information and needful.
6. All Principals of the Colleges affiliated to Dibrugarh University offering the B. Voc. Programmes for information and necessary action.
7. The Joint/ Deputy Controllers of Examinations, Dibrugarh University for information and needful.
8. The Academic Officer, Dibrugarh University, for information.
9. The Programmer, Dibrugarh University for kind information and with a request to upload the Notification in the University website.
10. File.

(Dr. B.C. Borah)  
Joint Registrar (Academic)  
Dibrugarh University



## **DIBRUGARH UNIVERSITY REGULATIONS FOR THE B.VOC PROGRAMMES IN THE CHOICE BASED CREDIT SYSTEM (CBCS)**

### **1. Introduction**

Skills and knowledge are the driving forces of economic growth and social development for any country. Presently, the country faces a demand – supply mismatch, as the economy needs more ‘skilled’ workforce than that is available. In the higher education sphere, knowledge and skills are required for diverse forms of employment in the sectors of education, health care, manufacturing and other services.

Government of India, taking note of the requirement for skill development among students, launched National Vocational Education Qualification Framework (NVEQF), which was later on assimilated into National Skills Qualifications Framework (NSQF). Various Sector Skill Councils (SSCs) are developing Qualification Packs (QPs), National Occupational Standards (NOSs) and assessment mechanisms in their respective domains, in alignment with the needs of the industry.

The University Grants Commission (UGC) had launched a scheme on 27 February, 2014 for skills development based higher education as part of college/university education, leading to Bachelor of Vocation (B.Voc.) degree with multiple entry and exit points. Considering the implementation modalities, the guidelines of the scheme have been revised in the year 2015. 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.

In view of this, Dibrugarh University being affiliated university has framed the guidelines in consonance with the guidelines and the Frameworks prescribed by the UGC and Government or any other competent agency with the approval of the University for the introduction of the said programme, as per the guidelines of the UGC to the effect.

### **2. 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 to at each exit point of the programme.
- c) To provide flexibility to 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:
  - i. 10+2 with Arts/Science/Commerce**
  - ii. Community College**

### **3. Short Title, Definitions and Commencement:**

These regulations shall be called the Dibrugarh University Regulations for B.VOC. Programmes in the CBCS, 2021. These Regulations shall be effective for the Course of Study for the degree of Bachelor vocational programme, which shall be of three years duration distributed in six semesters.

#### 4. Definitions:

- 4.1. College: The term ‘College’ shall be used to mean a college or institute imparting B.VOC. Programmes affiliated to/ permitted by Dibrugarh University.
- 4.2. Department: The term “Department” shall be used to mean a department of the college with reference to a subject of under graduate study and designated as such by Dibrugarh University.
- 4.3. Programme: The term ‘programme’ is used to mean the whole learning experience or combination of courses in a particular field of study.
- 4.4. Course: Programme is divided into a number of courses. A course may be considered as a paper in conventional education system.
- 4.5. Academic Year: An academic year means a period of twelve months consisting of two semesters.
- 4.6. Semester: The word “semester” is used to mean a half-yearly programme or term of studies.
- 4.7. In –semester: The word “in-semester” is used to refer to the continuous studies and evaluations within the half-yearly programme.
- 4.8. End –semester: The word “end-semester” is used to refer to the terminal processes of examinations and evaluations at the end of but within the half-yearly programme.
- 4.9. Semester Classifications:  
1st, 3<sup>rd</sup> & 5th Semesters- Odd Semesters: June 01- November 30  
2nd, 4<sup>th</sup> & 6th Semesters- Even Semesters: December 01- May 31
- 4.10. Credit: ‘Credit’ defines the quantum of contents/ syllabus prescribed for a course and determines the number of hours of instruction required per week. Thus, normally in each of the course, credits will be assigned on the basis of the number of lectures/ tutorials/ laboratory work and other forms of learning required to complete the course contents in a 14-15 week schedule:
- i) 1 Lecture per week = 1 Hour duration per week =1 Credit
  - ii) 1 Tutorial per week = 1 Hour duration per week =1 Credit
  - iii) 1 Practical per week = 2 Hours duration per week =1 Credit
- 4.11. Teacher: An Assistant Professor/ Associate Professor/ Professor of a college shall be called a teacher. He/ she shall be associated with the following functions:
- i) Orienting the students about the programmes,
  - ii) Offering the prescribed courses as per the academic calendar, course plan and college routine;
  - iii) Maintaining attendance and performance records of all students pursuing the course(s) he/she offers.
  - iv) Conducting all in-semester examinations/ assessments/ evaluations;
  - v) Participating in all evaluation and result generating process of the University, whenever asked for,
  - vi) Assisting and cooperating in all activities of the University or college meant for better academic pursuit.
- 4.12. College Advisory Committee for B.Voc Programme: There shall be a College Advisory Committee to monitor and supervise the implementation of the B.Voc Programme which shall be constituted as bellow (However, a minimum of 05 members will form the quorum):
- i) Principal -Chairperson
  - ii) Two Experts/ Academicians in the relevant skill Component(s) of B.Voc Programme (nominated by the VC )-Members

- iii) Two Academicians in the relevant fields  
(nominated by the GB of the College) -Members
- iv) One nominee of Director of Higher Education -Member
- v) Representative(s) of industries relevant to the Specialization\*-Members
- vi) Representative(s) of relevant Sector Skill Council(s) -Members
- vii) Nodal Officer /Course Coordinator for B.Voc. Programme -Member Secretary

\* Industry representatives may be nominated if necessary.

4.13. Dibrugarh University Advisory Committee for B.Voc. Programmes: there shall be a Dibrugarh University Advisory Committee for B.Voc. Programmes to be constituted as bellow (However, a minimum of 06 members will form the quorum):

- i. Vice Chancellor -Chairperson
- ii. The Registrar -Member
- iv. The Controller of Examinations -Member
- v. The Director, IQAC, D.U. - Member
- vi. The Director, College Development Council -Member
- vii. Minimum two Principals of the colleges to be  
nominated by the Vice-Chancellor - Members
- viii. One Joint/ Deputy Controller of Exams to  
be nominated by the Vice-Chancellor - Member
- ix. The Joint Registrar (Academic), D.U. -Member Secretary

#### **Definitions Applicable to NSQF**

**(i) Competence:** means the proven ability to use acquired knowledge, skills and personal and social abilities, in discharge of responsibility roles. It is the ability to do a job well.

**(ii) Credit:** is recognition that a learner has successfully completed a prior course of learning, corresponding to a qualification at a given level.

**(iii) Knowledge:** means the outcome of the assimilation of information through learning. Knowledge is the body of facts, principles, theories and practices that is related to a field of work or study. Knowledge is described as theoretical and/or factual.

**(iv) Learner:** refers to an individual undergoing skill development training, whether in a formal or informal setting.

**(v) Learning Outcomes:** represent what a learner knows, understands and is able to do on completion of a learning process, and which would be expressed in terms of knowledge, skills and competence.;

**(vi) Qualification:** means a formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards.

**(vii) Sector:** means a grouping of professional activities on the basis of their main economic function, product, service, or technology

**(viii) Skills:** means the ability to apply knowledge and use know-how to complete tasks and solve problems. Skills are described as cognitive (involving the use of logical, intuitive and creative thinking) or practical (involving manual dexterity and the use of methods, materials, tools and instruments);

**(ix) Trainer:** means someone who trains, instructs, teaches or otherwise enables the learner(s) to acquire the appropriate knowledge and skills.

**(x) Training Provider, Institute, and Institution:** refer to any organisation providing knowledge and skills to learners.

**(xi) Skill Knowledge Provider (SKP):** Skill knowledge provider means someone who trains, instructs, teaches or otherwise enables the learner(s) to acquire the appropriate knowledge and skills. Skill knowledge provider will be Industries, R & D institutes, training institutes, individual, Universities etc.

**5. Extent of Application:**

The Regulations shall be applicable to the students enrolled for the B.VOC Programmes of Dibrugarh University in the Choice Based Credit System (CBCS).

**6. Academic Schedule:**

The Academic Schedule for the B.VOC programmes in the CBCS shall be administered by the Academic Calendar of the University published for every academic session.

**7. Admission Notice and Admission Criteria:**

(i) Newspaper Notice inviting applications for admission into the programmes shall be issued by the Principals of the college as per the Academic Calendar of the University. The minimum qualification for admission into the following Programmes shall be as below:

A student, who has passed the Higher Secondary Examination (10+2) of the Assam Higher Secondary Education Council, or an equivalent examination (10+2) in any stream recognized as such by the University, shall be eligible for admission into the First Semester of the Six Semester B.Voc Degree Courses in the CBCS.

The Admission Fees, Course Fees etc. shall be determined by the College Advisory Committee for the B.Voc Programmes.

**8. Curriculum and Credit System for B.Voc. Programme:**

**8.1.** In order to make education more relevant and to create 'industry fit' skilled workforce, the institutions offering skill based courses will have to be in constant dialogue with the industry and respective Sector Skill Council(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.

**8.2.** The curriculum in each of the semester/years of the B.Voc programme 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 details of NSQF Level wise credits distributions among general education and skill development components with duration and exit point /Award is shown in table-1 below:

Table-1

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

8.3. The institution(s) shall prepare draft curriculum as per the UGC guidelines for Curricular Aspects Assessment Criteria and Credit System for B.Voc programme and place it for vetting by the B.Voc programme Advisory Committee constituted under UGC 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.

## 9. Structure of Course of the Programme:

All B.VOC Programmes shall have the following components, viz.

- (i) **General Education (Component) Courses:** These courses are the compulsory courses for all students of the programme concerned and the examinations shall be conducted as per the Guidelines/ Regulations of Dibrugarh University. The General Components shall be comprised as below-

Semester	Ability Enhancement Courses	Credit	Generic Elective Courses*	Credit
I	Communicative Skill- I	3	Course 1	6
	Computer Skill- I / Numerical Ability- I (for IT students)	3		
II	Communicative Skill- II	3	Course 2	6
	Computer Skill- II / Numerical Ability- II (for IT students)	3		
III	MIL/ Alt. English	6	Course 3	6

IV	Environmental Studies	6	Course 4	6
V	Entrepreneurship Development	6	Course 5	6
VI	Life Skill Development	6	Course 6	6

\* May be taken from BA/ B.Sc./ B.Com. Programmes in the CBCS

- (ii) There shall be a Board of Studies for the General/ Non-Skill Components of the B.Voc. Programmes, which will recommend the syllabi of the subjects/ courses prescribed as above. The Board of Studies shall comprise of the following members-
1. Hon'ble Vice-Chancellor, D.U. - Chairperson
  2. One External Member to be nominated by the Vice- Chancellor, D.U. - Member
  3. Three Members from the Colleges conducting the B.Voc. Programmes to be nominated by the Vice- Chancellor, D.U. - Members
  4. Special Invitees for different subjects approved by the Vice-Chancellor, D.U. - Special Invitees
  5. Joint Registrar (Academic) / Academic Officer, D.U. - Secretary
- (iii) The examinations, assessment and declaration of results of the General/ Non-skill General Components shall be done by the Examination Branch of Dibrugarh University in coordination with the colleges offering the B.Voc. Programmes as per the provisions of the Dibrugarh University Examination Ordinance.

(iv) **Skill (Component) Courses:**

The Skill Components shall be comprised as below-

Semester	Skill Components Course		Credit
I	Course 1.1		6
	Course 1.2		6
	Course 1.3		6
II	Course 2.1		6
	Course 2.2		6
	Course 2.3		6
III	Course 3.1		6
	Course 3.2		6
	Course 3.3		6
IV	Course 4.1		6
	Course 4.2		6
	Course 4.3		6
V	Course 5.1	Internship/ Project Work (in lieu of the Theory/ Practical Courses)	6
	Course 5.2		6
	Course 5.3		6
VI	Course 6.1	Internship/ Project Work (in lieu of the Theory/ Practical Courses)	6
	Course 6.2		6
	Course 6.3		6

At least one-third of the courses in each semester should be on practical works.

The Skill component of the Programmes will be assessed and certified by the respective Sector Skill Councils. In case, there is no Sector Skill Council for a specific trade or if a

Sector Skill Council is unable to assess the students on time, the assessment of the trade may be done by a Skill Assessment Board to be constituted in the college concerned approved by the University.

The Skill Assessment Board to be constituted in the college for the specific trade shall be comprised of-

- a) Principal of the College - Chairperson
- b) Two Experts/ academicians in the relevant skill component of B.Voc. Programme (nominated by the VC ) -Members
- c) Two academicians in the relevant fields (nominated by the GB of the College) -Members
- d) One Joint/ Deputy Controller of Exams, D.U. - Member
- e) Nodal Officer/ Course Coordinator of the B.VOC Programme(s) - Member Secretary(s)

10. **Subjects:** The syllabus and subjects must be approved by the University as per UGC guidelines.

### 11. Programme Registration

- a) The candidates shall have to register themselves to the University at the time of admission clearly mentioning their course/subject combinations.
- b) The University will register the students enrolled under B.VOC programmes by following due procedure, as per existing rules.
- c) The colleges/ institutes concerned shall submit to the University the detailed Registration List of their enrolled students using the software provided by the University within one month from the date of admission or as prescribed in the University Academic Calendar.
- d) The students registered by the University as per the information provided by the college/ institute shall be treated as final.
- e) There shall be no provision for giving permission by the University for admission after submission of detailed Registration List of their enrolled students by the colleges concerned to the University.

### 10. Attendance:

(i) A student who has less than 80% attendance shall not be permitted to sit for the End-semester examination in the course in which the shortfall exists. Provided that it shall be open to the University to grant exemption to a student who has attended a minimum of 70% classes but failed to obtain the prescribed 80% attendance for valid reasons on recommendation of the Head/Director/ Coordinator of the Department/ Centre on payment of a prescribed fee(s).

(ii) The Principal of the college/ institute with recommendation of the Heads of the Departments shall announce the names of all students who shall not be eligible to appear in the End-semester examinations in the various courses due to non-fulfillment of the criteria of internal assessment and attendance, and send a copy of the same to the University. In such cases, the student shall have to re-enroll in the relevant course(s) with the next batch.



## 11. Examination and Evaluation:

(a) As defined in the UGC regulations referred to the above, the university will form a committee centrally for the approval of the courses of study/curriculum or the same will be prepared with the approval of the experts and the same have to be approved by the U.G Board of the University.

The university may involve suitable mechanism for conduct of the General Education Components of the programme to be clubbed with the Skill Component to be assessed by the respective sector skill council or as may be prescribed by the University by following the spirit of the UGC Guidelines and feasibility as well as outcome in term of fulfilling the objectives of the Guidelines.

(b) The university shall approve the list of the experts to be engaged by the colleges for the conduction and assessment of Education Components of the programme as well as Skill Component (if necessary)

(c) Examination and evaluation shall be done on a continuous basis both by University and Sector Skill Council.

(d) There shall be 20% marks for internal assessment and 80% marks for End semester Examination in each course during every semester and the Sector Skill Council marks criteria is decided by Sector Skill Council.

(e) There shall be no provision for re-evaluation of the answer-scripts of the end semester examinations. However, a candidate may apply for re-scrutiny.

### (f) *Internal Assessment:*

(i) In internal assessment, different tools may be employed such as written tests, assignments, paper presentation, laboratory work, etc. suitable to the courses.

(ii) The students shall be informed in advance about the nature of assessment. Students shall compulsorily attend in the process of internal assessment, failing which they will not be allowed to appear in the End-semester examination. A Student cannot repeat In-semester examinations. However, if a student fails to appear in any of the In-Semester examinations on valid reasons, the department concerned may arrange special in-semester examination whenever necessary.

### (g) *End Semester Examination:*

(i) There shall be one End semester examination carrying 80% Marks in each course of a Semester covering the entire syllabus prescribed for the course. The End semester examination is normally a written/ laboratory-based examination/Project Work/Dissertation.

(ii) Normally, the end –semester examination for each course shall be of three hour duration.

(h) Setting of question papers, moderation of question papers, evaluation of answer scripts, scrutiny, tabulation of marks, etc. and announcement of results, shall be governed by the assessment committee nominated by Dibrugarh University.

**(k) Practical Examination:**

Practical Examinations of a Semester shall normally be held prior to the End Semester Examinations.

**(l) Betterment Examination:**

- (i) A student shall be entitled to take the “betterment examinations” in any two theory courses of any of the six semesters after passing the Sixth Semester examination only once. In this case, the higher marks secured by the student shall be retained. The candidates shall have to apply for betterment examination within one year of passing the Sixth Semester examination.
- (ii) No betterment shall be allowed in the practical examinations and evaluation conducted by sector skill council
- (iii) Any difficulty which may arise in the course of operation of these regulations relating to holding of examinations shall be removed by the assessment committee nominated by Dibrugarh University.

**12. Results and Progression:**

- (a) The University will issue the certificates to the eligible candidates after declaration of the result and record shall be maintained in the college with the copy to be sent to the Examination Branch of the University as per Rules. After every examination, the colleges will provide the mark sheet and records should be sent to University and the University will issue the mark sheet and certificates at each exit point if required.

Notwithstanding anything contained on the guidelines, competent authority shall exercise such power and authority as may be required for fulfilling the objectives of the guidelines and spirit of the scheme as whole and the same shall be binding.

Provide further that the University may take any other decision not repugnant the UGC’s as guidelines as deems necessary for smooth conduct of such programme(s) and the advisory Committee at the University level to be formed by the Vice-Chancellor with representatives from the colleges and the Examination Branch of the University for the implementation of the spirit of the guidelines and other cognate matters incidental to the execution of the scheme of the B.VOC programmes, adopted by the UGC.

- (b) Any decision taken prior to notification of the guidelines, shall remain in force, except to the extent of repugnancy to the guidelines and also if found to be enigmatic in the context and scope of the guidelines.
- (c) A candidate, shall be declared as passed a course, provided he/she secures-
  - (i) at least 40% marks in the course in the end semester examinations.
  - (ii) at least 40% marks in the course in aggregate in the in- and end-semester examinations.
- (d) A candidate shall be declared as passed a semester, provided he/ she pass all the courses of a semester independently.
- (e) The marks of in-semester examinations obtained by the candidate shall be carried over for declaring any result.

- (f) A candidate who fails or does not appear in one or more courses of any end semester examinations up to Sixth Semester shall be provisionally promoted to the next higher semester with the failed course as carry over course(s). Such candidates will be eligible to appear in the carry over course in the next regular examinations of those courses. However, the following restrictions shall be applicable:
  - (i) A candidate shall be entitled to a maximum of three consecutive chances to clear a course.
  - (ii) If a candidate clears the sixth semester examination before clearing all the courses of the previous semesters, the result of the sixth semester examination of that candidate shall be kept withheld and his/ her results shall be announced only after he/ she clears the courses of the previous semesters.
- (g) A student must pass all his/her semester examinations within Five (5) years from the date of admission to the First Semester of any programme.
- (h) Since the Semester system involves continuous assessment, there shall be no scope for a student to appear as a private candidate in any programme in this system.
- (i) A candidate shall be declared to have passed the Six-Semester Degree B.VOC programmes provided he/she has passed all the Semesters and in all the Courses separately.
- (j) The degrees shall be offered to each candidate, who has passed the Six-Semester Degree B.VOC programmes in the following manner.

### **13. Award of Degree:**

- (i) The concerned college shall issue the provisional Certificate, Diploma, Advance Diploma to the eligible candidates under the authority of Dibrugarh University.
- (ii) B.VOC. Degree shall be awarded by Dibrugarh University on successful completion of General and Skill Components.

### **14. Rules for Admission on Transfer from other University:**

- (a) Ordinarily, the University shall not allow admission on transfer from other Universities.
- (b) Transfer from other Universities to Dibrugarh University shall be permissible provided that-
  - (i) both the Universities conduct the B.VOC degree programmes in the semester system,
  - (ii) the course structure along with the nomenclature of the courses are similar between the two Universities,
  - (iii) the combination of courses opted by the candidate are not changed.
- (c) In fulfillment of the conditions as laid down in clause 12(b), a candidate may be allowed to get admission on transfer from other Universities on production of transfer certificate, proof of classes attended, migration certificate, etc. not later than 1 (one) month from the commencement of the classes of the semester concerned. The records of class attendance, performance in internal assessment in his/her credit shall be carried over on admission and shall be computed for the purpose of examination.
- (d) A candidate shall have to apply for transfer in the prescribed format of the University.

**14. Rules for Admission on Transfer from other Colleges under Dibrugarh University:**

(a) Ordinarily, the University shall not allow inter-college transfer.

(b) In a special circumstance, a candidate may be allowed to get admission on transfer from one college/institute to other college/ institute affiliated to/ permitted by Dibrugarh University on production of transfer certificate, proof of classes attended, migration certificate, etc. not later than 1(one) month from the commencement of the classes of the semester concerned or the last date mentioned in the University Academic Calendar. The records of class attendance, performance in internal assessment in his/her credit shall be carried over on admission and shall be computed for the purpose of examination.

(c) No change in course combination shall be allowed with transfer from one college/ institute to other.

(d) A candidate shall have to apply for transfer in the prescribed format of the University.

(e) A candidate may be allowed for college transfer only once during the whole programme.

**15. General:**

For any matter not covered under these Regulations for the Dibrugarh University Regulations for B.VOC Programme in the CBCS, 2021, the existing Dibrugarh University Rules, Ordinances and the Dibrugarh University Act, 1965 (as amended) shall be applicable.

Further, the DU Regulations for the B.A./B.Sc./ B.Com. Programmes in the CBCS shall be supportive to the conduct of the B.VOC. Programmes wherever necessary.

## ANNEXURE –I

### **Course Structure of Bachelor of vocational Programmes in the CBCS**

1. The syllabus for each course should be divided into modules or units and questions shall be set from each unit and students shall be required to answer questions in each unit.  
Unit-wise distribution of marks shall be shown in the syllabus.
2. In case of skill component courses having practical components, marks shall be divided according to the guidelines of sector skill council.
3. The Theory and Practical courses of a particular subject shall be separate and independent.
4. The General Course Structure for B.VOC Programmes shall be as per the Course Structure given in the Regulations.

## ANNEXURE –II

### Rules for Internal Assessment in B.VOC Programmes in the CBCS

1. The marks allotted for Internal Assessment (20% ) in each course shall be based on the following:
  - a) Sessional Examination I (Written)- 40% of the marks allotted for internal assessment.
  - b) Sessional Examination-II (Written)- 40% of the marks allotted for internal assessment.
  - c) Seminar/ Group Discussion- 20% of the marks allotted for internal assessment. Each sessional examination shall be conducted by the concerned teacher(s) of the course. The setting of question paper, invigilation duty, evaluation of answer scripts for each paper shall be done by the concerned teacher(s) as a part of his/her/their normal duty. The teacher concerned shall fix the date of the sessional examination of each course complying with the Academic Calendar of the University. The students shall have to write the answers in the scripts provided and duly authenticated by the department concerned.
2. After evaluation, the answer scripts should be shown to the students and corrections should be made if necessary. After this, the answer scripts should be collected back from the students.
3. There shall be no provision for “repeat”/ “betterment” in the sessional examination. If a student misses any sessional examination for unavoidable reasons, the concerned teacher may allow the student to appear in a separate examination at his/her own discretion.
4. The marks of internal assessment secured by a candidate shall be carried over to next legitimate chances.
5. If a course is taught by more than one teacher then the concerned teachers shall jointly conduct the process of internal assessment.
6. If any student fails to appear in internal assessment, he/she shall not be eligible to appear in the end semester examinations of the course(s) concerned. The colleges/ institutes shall notify the same prior to filling up forms for examinations.
7. At the end of the semester (before the end-semester examinations begin) the concerned College shall submit the internal assessment marks in proper mark sheets to the University. The University may call the answer scripts from the colleges/ institute at any time during the academic sessions.

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