

ORDINANCE NO. XXX

PROGRAMME LEADING TO THE AWARD OF THE CERTIFICATE/ DIPLOMA/ ADVANCED DIPLOMA/DEGREE OF BACHELOR OF VOCATION (B.VOC.)

The University Grants Commission (UGC) has launched B.Voc. Programme under the Deen Dayal Upadhyay KAUSHAL Centre on skills development-based higher education as part of college/university education, leading to Bachelor of Vocation (B.Voc.) Degree with multiple exits, including Diploma, Advanced Diploma and B.Voc. Degree under the National Skills Qualification Framework (NSQF). The B.Voc. programme is meant for 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 students completing B.Voc. Programme to make a meaningful participation in accelerating India's economy by gaining appropriate employment, becoming entrepreneurs, and creating appropriate knowledge.

1. Definitions of Key Words:

- 1.1. 'Academic Year':** Two consecutive (one odd + one even) semesters shall constitute one academic year.
- 1.2. 'Course':** Usually referred to as 'paper' is a component of a programme. All courses need not carry the same weightage. Each course should define learning objectives and learning outcomes. A course may be designed to comprise lectures/ tutorials/laboratory work/ field work/ field visit/ outreach activities/ project work/internship/ vocational training/viva/ seminars/ term papers/assignments/ presentations/ self-study etc. or a combination of some of these.
- 1.3. 'Credit-Based Semester System' (CBSS):** Under the CBSS, the requirement for awarding a Diploma/Advanced Diploma/B.Voc. Degree is prescribed in terms of the number of credits to be earned by a student.
- 1.4. 'Credit Point':** It is the product of grade point and the number of credits for a course.
- 1.5. 'Credit':** A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work, per week.
- 1.6. 'Cumulative Grade Point Average' (CGPA):** It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points earned by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.
- 1.7. 'First Attempt':** If a student has completed all formalities and become eligible to sit in the examinations and has attended at least one paper of passing, such attempt (first sitting) shall be considered as first attempt.

Amended vide Resolution No-7(D) of the 41st meeting of the Executive Council dated 19.02.2019

- 1.8. 'Grade Points':** Grade point is a numerical weightage allotted to each letter grade on a 10-point scale.
- 1.9. 'Letter Grade':** It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P, F and Ab which means a letter grade assigned to a student on the basis of evaluation of a course on a ten-point scale.
- 1.10. 'Programme':** An educational programme leading to the award of a Certificate/Diploma/Advanced Diploma/B.Voc. Degree Programme in Retail and Logistics Management, Biomedical Sciences, and Industrial Waste Management.
- 1.11. 'Sector Skill Councils' (SSCs):** SSCs are set up as autonomous industry-led bodies by National Skills Development Corporation (NSDC).
- 1.12. 'Semester Grade Point Average' (SGPA):** It is a measure of academic performance of student/s in a semester. It is the ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.
- 1.13. 'Semester':** Each semester shall consist of 15 weeks of academic work equivalent to 90 actual teaching days, including the Internship /training. The odd semester shall be scheduled from July-August to December-January and even semester from January-February to June-July.
- 1.14. 'Transcript or Grade Card or Certificate':** Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester.
- 1.15. 'University':** Central University of Haryana, Mahendergarh.

2. Eligibility for Admission

Eligibility requirements for the three programmes in the Centre are as follows-

- 2.1. B.Voc. Programme in Biomedical Sciences:** Passed 10+2 examination from the CBSE or any other recognized board/ state Board/examination with Science and Biology as subjects, in study with atleast 50% marks or equivalent grade in aggregate (a relaxation of 5% in total marks or equivalent grades for SC/ST/PWD/OBC (Non-Creamy Layer)).
- 2.2. B.Voc. Programme in Industrial Waste Management:** Passed 10+2 examination from the CBSE or any other recognized board/ state Board/examination with Science and Biology as subjects, in study with atleast 50% marks or equivalent grade in aggregate (a relaxation of 5% in total marks or equivalent grades for SC/ST/PWD/OBC (Non-creamy layer)).
- 2.3. B.Voc. Programme in Retail and Logistics Management:** Passed 10+2 examination from the CBSE or any other recognized board/ state Board/examination in any discipline

with at least 50% marks or equivalent grade (a relaxation of 5% in total marks or equivalent grades for SC/ST/PWD/OBC (Non-creamy layer)).

3. Programme Structure: Each programme shall include the Skill Component and General Education component.

4. Type of Courses:

Each programme may have two types of courses, viz., Core courses for general education component and Skill courses for skill component.

5.1. Core Courses of 'General Education' Component:

5.1.1. The core courses are those courses whose knowledge is deemed essential for the students registered for a particular B.Voc. degree programme. Where feasible and necessary, two or more programmes may prescribe one or more common core courses.

5.1.2. The core courses shall be mandatory for all the students registered for B.Voc. degree programme.

5.1.3. The core courses shall be spread over all the semesters of the programme.

5.2. Skill Courses for Skill Component:

The skill courses for skill component shall be as per the norms of respective Sector Skill Council of each programme. The curriculum under Skill Component i.e. Theory, Practical and Internship/project/training will be under the purview of respective Sector Skill Council of each programme.

6. Credits:

6.1 'General Education' Component

A credit defines the quantum of contents/syllabus prescribed for a course and determines the number of hours of instruction required per week. Thus, in each course, credits are assigned on the basis of the number of lectures/tutorials/laboratory work/field work and other forms of learning required for completing the contents in 15 week schedule. Two hours of laboratory work/field work is generally considered equivalent to 1 hour of lecture.

(i) 1 credit = 1 hour of instruction per week (1 credit course = 15 contact hours of instruction per semester, 4 credit course=60 hours of instruction per semester, 3 credit course=45 hours of instruction per semester, 2 credit course = 30 hours of instruction per semester)

(ii) 1 credit = 1 hour of tutorial per week (1 credit course = 15 contact hours of instruction per semester)

(iii) 1 credit = 2 hours of laboratory work/field work per week (1 credit course = 30 contact hours of instruction per semester)

A course with practical component shall carry upto 6 credits while a course without practical component shall carry upto 5 credits. However, internship/dissertation/ project work/field work etc. may carry up to 16 credits (along with other courses); and a semester-long internship/dissertation/project work/field work etc. shall carry upto maximum of 32 credits.

6.2 'Skill' Component

The division of Credits for theory and practical parts of Skill Component to be as follows:

- (i) 1 Credit = 1 hour of instruction for theory
- (ii) 1 Credit = 2 hours of instruction for practical
- (iii) For internship/on the job training / industrial training the requisite credits as approved by respective Sector Skill Council will be awarded for a particular Job Role on the basis of assessment after completion of the requisite number of hours of training for internship/on the job training/industrial training as approved by respective Sector Skill Council.

6.3 Mobility of Credits earned by the students from GIAN (Global Initiative of Academic Networks) courses/ MOOCs (Massive Open Online Courses)/ SWAYAM (Study Webs of Active –Learning for Young Aspiring Minds)/ Swachh Bharat Internship Programme/ etc. shall be credited in accordance with the provisions made under the respective schemes, as amended from time to time; subject to compatibility of course content & assessment process with the prior approval of the Board of Studies/ School Board of the concerned department.

7. Duration and span period:

The minimum duration for completion of a certificate course shall be one semester, for a one-year diploma programme shall be two consecutive semesters (one odd and one even semester), for a two-year advance diploma programme in any subject there shall be four consecutive semesters (two odd and two even semesters) and for a three-year degree programme, there will be six semesters, i.e. three odd and three even semesters. *The maximum period for completion shall be two semesters, four semesters, eight semesters and twelve semesters, respectively:*

Provided that a semester or a year may be declared by the Academic Council a zero semester or a zero year for a student if he/she could not continue with the academic work during that period due to illness and hospitalization, or due to accepting a scholarship/fellowship subject to the fulfillment of requirements laid down in this respect by the regulations. Such a zero semester/year shall not be counted for calculation of the duration of the programme in the case of such a student.

Whichever semester/level is chosen as the exit semester/level, the student will get a chance to clear all remaining papers until that semester/level in the following semester.

8. Student Advisor:

The centre in which the student gets admitted shall appoint an Advisor for him/her from amongst the members of the faculty concerned. All faculty members of the centre shall function as Student Advisors and shall have more or less equal number of students. The Student Advisor shall advise the student in choosing courses and render all possible support and guidance to him/her.

Amended vide Resolution No-7(D) of the 41st meeting of the Executive Council dated 19.02.2019

9. Course Registration

- 9.1. The registration for courses shall be the sole responsibility of the student. No student shall be allowed to do a course without registration, and no student shall be entitled to any credits in the course, unless he/she has been registered for the course by the scheduled date fixed by the University.
- 9.2. Every student has to register in each semester (in consultation with his/her Student Advisor) for the courses he/she intends to undergo in that semester by applying in the prescribed proforma in triplicate, duly signed by him/her, the Student Advisor and the Head of the Department, within the deadline notified for the purpose by the University.
- 9.3. Late registration may be permitted by the Head/Director of the centre up to a maximum of six weeks after the commencement of the semester, on payment of late registration fee as specified by the university from time to time.
- 9.4. Withdrawal from a course may be permitted up to two weeks from the date of registration. Withdrawal from a course may not be allowed for those who had late registration.

10. Attendance Requirement

- 10.1 Each semester shall be considered as a unit and the student has to put in a minimum attendance of 75% in each Course with a provision of condonation upto 10% of the attendance on specific recommendation of the Director/ Coordinator, where the student is studying, specifying reasonable cause, such as medical grounds, participation in Inter-University sports and cultural activities, seminars, workshops, paper presentation, etc.
- 10.2 The basis for the calculation of the attendance shall be the number of hours prescribed by the University by its calendar of events. For the first semester students, the same shall be reckoned from the date of admission to the course.
- 10.3 The students shall be informed about their attendance status periodically by the University so that the students shall be cautioned to make up the shortage.

Provided that mere omission by the University to inform the student about the shortage of attendance shall not entitle him/her to appear for examination.

- 10.4 A student having shortage of attendance in all the subjects shall have to repeat the whole semester and such students shall not be permitted to take admission to next higher semester if they have not fulfilled all the requirements of the internal assessment. Students who have fulfilled all the requirements of internal assessment may be considered for promotion to next semester with the condition that they will repeat all papers of the said semester with the same semester students, odd semesters to be repeated with odd semesters and even semesters to be repeated with even semesters as a special case provided they produce

legitimate reasons for their absence beyond permissible limits as prescribed in this ordinance like medical conditions requiring long bed rest/ hospitalization, representing University in sports/extra-curricular events/NSS participation/ any other event at State/National/ International level.

Such students shall take readmission to the same semester in the subsequent academic year. Their admission would be over and above the number of seats in the programme of studies for that year.

10.5 Temporary Discontinuation of the Programme:

A student, who wishes to temporarily discontinue the programme and continue the same subsequently, has to obtain prior permission from the University by applying through the Director. Such students have to take readmission to the same semester/year in the subsequent academic year. However, such students can not exceed the maximum time span as provided for in this ordinance for completion of a particular programme after due consideration to the provisions of relaxation contained in this ordinance as and where applicable.

10.6 Attendance requirement for skill courses of skill component will be as per the norms of respective Sector Skill Council of each programme.

11. End-Semester Examination and Internal Assessment for General Education Component:

The internal assessment work and the End-Semester examination shall have the weightage of 50% and 50%, respectively.

11.1. Internal Assessment

11.1.1 Internal Assessment shall be done on a continuous basis, taking into account the student's class performance, completion of assignments and performance at the two compulsory sessional tests to be conducted in a semester. For the sake of uniformity, particularly for interdepartmental transfer of credits, there shall be a uniform procedure of examination to be adopted by all faculty members.

11.1.2. Internal Assessment Test 1 shall be held around the sixth week of the semester for the syllabi covered till then.

11.1.3. Internal Assessment Test 2 shall be held around the twelfth week for the syllabi covered between seventh and twelfth week.

11.1.4. For conducting Internal Assessment, one or more assessment tools, such as written tests, assignments, oral quizzes, paper presentation, laboratory work, etc., suitable to the course may be employed.

11.1.5. The Internal Assessment for theory shall consist of the following components with marks indicated against each:-

- (i) Assignments/Presentations/Quizzes and Class Participation: 20% of total internal marks
(ii) Internal Assessment Test-1: 40% of total internal marks
(iii) Internal Assessment Test-2: 40% of total internal marks

This criteria shall be made known to the students at the commencement of each semester.

For practical examination, 50 percent of the marks will be awarded through an end semester practical exam and remaining 50 percent of the marks will consist of internal assessment to be awarded by concerned faculty member(s) of the concerned department as per the following division:

End semester practical exam		Internal assessment practical	
1. Viva Voce	40% of end-semester marks	1. Practical notebook	40% of end semester marks
2. Practical performance in end semester exam	60% of end-semester marks	2. Class performance	60% of end semester marks

Assessment of Seminar paper:

The seminar paper shall be assessed on the basis of the contents of the paper submitted and its presentation, equally. The assessment will be made by the concerned teacher/advisor/supervisor. A seminar presentation paper will not exceed 4 credits per semester.

11.1.6. The Head/Incharge of the Department may allow a student to repeat one sessional test, if his/her application in this regard is considered as genuine on valid reasons like medical conditions requiring long bed rest/ hospitalization, representing University in sports/extra-curricular events/NSS participation/ any other event at State/National/ International level

11.1.7. A student is required to secure a minimum of 'P' grade in the Internal Assessment and in the End-Semester examinations in the aggregate. However, he/she shall have to pass the practical examination separately, with a minimum of 'P' grade.

11.2. End-Semester Examination:

11.2.1. The End-semester Examinations covering the entire syllabus prescribed for the course and carrying 50% of weightage, shall be conducted by the Examination Branch of the University, in consultation with the Head of the Department/Director.

11.2.2. The Examiners or Board of Examiners shall be appointed from internal examiners for each course by the University on recommendation of Board of Studies of the Department concerned.

11.2.3. The distribution of weightage for the valuation of semester-long project work/ dissertation shall be:

- I. Periodic presentation : 30%
- II. Project Report : 40%
- III. Viva voce- : 30%

Or

as decided by the Board of Studies of the Department concerned.

Amended vide Resolution No-7(D) of the 41st meeting of the Executive Council dated 19.02.2019

11.2.4. The hall ticket/admit card shall be issued to the student on the recommendation of the Head of the Department/ Director, subject to the following conditions:

- (i) Having fulfilled the requirement of attendance as prescribed, and,
- (ii) Submission of a “No dues” certificate in the prescribed form.

11.3. Letter Grades and Grade Points:

An absolute grading system shall be adopted to grade the students.

11.3.1. Under the absolute grading system, marks shall be converted to grades based on pre-determined class intervals.

11.3.2. In the End-semester theory or practical examinations, the examiner shall award the marks and these marks shall be further converted into Grades/Grade points by the examination branch in accordance with the provisions of this Ordinance.

11.3.3. Detail Marks Sheet issued at the end of the semester or the programme shall carry marks/percentage and equivalent grades both.

11.3.4. The University shall adopt the 10-point Grading System, with the Letter Grades as given under:

Letter Grade	Grade Point (SGPA/CGPA)	Range of Grade Point (SGPA/CGPA)	Class Interval (in %)
O (Outstanding)	10	Above 9 to 10	Above 90 and upto 100
A+ (Excellent)	9	Above 8 to 9	Above 80 and upto 90
A (Very Good)	8	Above 7 to 8	Above 70 and upto 80
B+ (Good)	7	Above 6 to 7	Above 60 and upto 70
B (Above Average)	6	Above 5 to 6	Above 50 and upto 60
C (Average)	5	Above 4.5 to 5	Above 45 and upto 50
P (Pass)	4	4 to 4.5	40 and upto 45
F (Fail)	0		Less than 40
Ab (Absent)	0		Absent

Note:

- (i) F= Fail, the students graded with ‘F’ in a programme or course shall be required to re-appear in the examination with same semester students (odd semester students to reappear in odd semester while even semester students to reappear in even semester). However, students appearing in their final Semester Examination, may be permitted to appear in the reappear papers of the preceding odd/even Semesters.

- (ii) The minimum qualifying marks for a course or programme shall be 40% (i.e., 'P' grade) in General Education Component and as per the provisions provided for skill based courses as prescribed by National Skills Development Corporation (NSDC)/SSC.
- (iii) The students shall have to qualify at the Internal Assessment and the End-Semester examinations in the aggregate, and in the practical examinations, separately.
- (iv) There shall be no rounding off of SGPA/CGPA.
- (v) The SGPA/CGPA obtained by a student shall be out of a maximum of 10 points.
- (vi) In order to be eligible for the award of the Certificate/Diploma/Advanced Diploma/B.Voc. Degree of the University, a student must obtain CGPA of 4 at the end of the programme in General Education Component and must qualify as per the requirements prescribed by NSDC/respective SSC for Skill Component. Unless a student fulfills all the requirements for award of certificate/diploma/advanced diploma/B.Voc. Degree as prescribed by NSDC/respective SSC, the University will not award the same to the student. Merely, qualifying the General Education Component will not entitle the students for award of certificate/diploma/advanced diploma/B.Voc. Degree.
- (vii) The student who is otherwise eligible for the award of the certificate/degree/diploma but has secured a CGPA of less than 4 at the end of the permissible period of semesters may be allowed by the Department concerned to repeat the same course(s) or other courses of the same type in lieu thereof in the extra semesters provided in Clause 7 on "Duration of Programme".
- (viii) The Cumulative Grade Point Average (CGPA) obtained by a student shall be classified into the following division/Class:

CGPA	Class/ Division
Above 9	Outstanding
Above 8 and upto 9	First Class (With Distinction)
6 to 8	First Class
5.5 to less than 6	High-Second Class
5 to less than 5.5	Second Class
4 to less than 5	Third Class

11.4. Setting of question papers and Evaluation:

11.4.1. The question papers for the End-Semester theory examination shall be set and evaluation of answer books shall be done by the examiners out of the Panel of Examiners recommended by the Board of Studies of the Department concerned on the basis of their expertise/ specialization, and approved by the Vice-Chancellor.

11.4.2. In the case of the practical examination of the courses, the assessment shall be jointly undertaken by the internal and external examiners. For the assessment of practical component, half of the examiners in the team shall be invited from outside the University from amongst the panel of examiners (ordinarily not below the rank of on Associate Professor) approved by the Vice-Chancellor.

11.4.3. In case of the Project reports, Thesis and Dissertation, the assessment shall be jointly carried out by the internal and external examiners. External examiners shall be invited from amongst the panel of examiners (ordinarily not below the rank of Associate Professor) approved by the Vice-Chancellor.

11.4.4. Pattern of Question Papers in End-Semester Exams for assessment and evaluation of students:

1. Question no. 1 shall consist of short-answer-type questions of specific word length from all the units with internal choice. The questions shall be set in such a manner that they cover all the units of the syllabus.

2. Students shall have to attempt four more, selecting one question from each unit and there shall be internal choice for each question.

11.5. Re-appear Examination/Improvement of Grades:

Re-appear Examination of General Education Component: The students failing to score minimum grade required to qualify a course/programme may be allowed to re-appear in those papers where they couldn't score 'P' grade in the extra semesters provided in Clause 7 on "Duration of Programme" with the following provisions:

11.5.1. A student securing "F" Grade in a course shall be permitted to repeat/ reappear in the End- Semester Examination of the Course for a maximum number of three times i.e. a student with arrears on account of "F" Grade, shall be permitted to repeat / reappear in the End Semester Examination for a maximum of three times (including the first appearance), along with the subsequent End Semester Examinations (Odd semester papers to be reappeared/repeated in odd semester and even semester papers to be reappeared/repeated in even semester).

11.5.2. If a student secures "F" Grade in a Project Report/ Dissertation / Field Work Report / Training Report he/she shall be required to resubmit the revised Project Report/ Dissertation / Field Work Report / Training Report as required by the evaluator(s). Provided further that a student shall be permitted to re-submit the Project Work / Project Report / Dissertation / Field Work Report/ Training Report etc. for a maximum of three times (including the first submission).

11.5.3. Such students may avail the chance to re-appear only within the maximum duration of the programme.

11.5.4. Re-appear examination of even semesters shall be conducted with the end-semester examinations of even semesters and similarly examinations of odd semesters shall be conducted with the end-semester examinations of odd semesters. However a student in the final semester is allowed to re-appear in the courses of both odd and even semesters.

11.5.5. A 'Re-appear' examination shall be based on the syllabi of the course/programme in force at the time of initial registration to the course/programme.

11.5.6. A student who has got the migration certificate issued from the university shall not be allowed to re-appear at any examination.

11.6. Revaluation/Re-checking:

A student may apply for revaluation/rechecking of his/her answer scripts within thirty days of the declaration of the result.

11.6.1. For revaluation/re-checking of the answer scripts, a student shall have to apply on the prescribed form available on the University website or the Examination Branch of the University, along with the original Detail Marks Certificate or the copy of the result sheet and a Fee for each course/ paper as prescribed by the university from time to time.

11.6.2. (a) If after the first revaluation, the difference of the original marks and re-evaluated marks is up to plus or minus 5% of the maximum marks of the paper, there shall be no change in the marks originally scored by the student.

(b) If after the first revaluation, the difference of the original marks and re-evaluated marks is more than 5% and less than 10%, the average of the two scores will be considered as final score and the result shall be revised accordingly.

(c) If after the first revaluation, the difference comes to more than plus or minus 10% of the maximum marks of the paper, the answer script shall be re-evaluated by a third examiner.

(d) After the second revaluation, the average of the *nearest* two awards/marks shall be taken as final and result shall be revised accordingly.

12. Examination and Assessment for Skill Component of the Curriculum:

The Assessment and Certification for Skill Component of the Curriculum will be the responsibility of the respective Sector Skill Council of programmes. The assessment by the Sector Council will be independent and out of the University evaluation. The Final grade and certificate will be awarded after successful completion of the evaluations by respective Sector Skill Council. The curriculum under Skill Component i.e. Theory, Practical and Internship will be under the purview of this assessment.

13. Computation of SGPA and CGPA

The University shall follow the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

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

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

where C_i is the number of credits of the i^{th} course and G_i is the grade point scored by the student in the i^{th} course.

Amended vide Resolution No-7(D) of the 41st meeting of the Executive Council dated 19.02.2019

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

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

where S_i is the SGPA of the i^{th} semester and C_i is the total no. of credits in that semester.

13.3. The SGPA and CGPA shall be rounded off to 2 decimal points.

14. Transcript (Format):

14.1 Based on the above, letter grades, grade points, SGPA and the CGPA, the Transcripts/Detail Marks Certificates (DMCs) shall be issued to the candidates for each semester for general education component and a consolidated transcript indicating the performance in all the semesters for general education component. The percentage of marks shall be reflected in the DMC of the final semester on the basis of the CGPA.

14.2 However, on successful completion of the assessment by the assessment agency, the respective sector skill council will issue the certificate/marksheet to the students for skill component of the syllabi.

15. Promotion and Eligibility for the Examination

15.1 “A student will be promoted from an odd semester to the next even semester without any restrictions on the minimum number of credits earned. However for promotion from an even semester to the next odd semester, a student should have earned at least 50% of the credits of all previous semesters taken together. A student failing to earn at least 50% of the credits from the prescribed courses of all previous semesters taken together will be treated as an ‘Ex-student’ and will be allowed to repeat in the end semester examination/skill assessment of the previous semesters as applicable (for example, for a student going from semester 4 to 5 who becomes an Ex-student, he/she shall be required to repeat all the papers of semester 3 and semester 4 in the next odd/even semester). However such student will not be allowed to repeat the internal assessment for the said paper/s of the respective semester/s as the case may be. After passing the said semesters, the student shall be promoted to the next odd semester and shall be treated as a ‘Regular’ student.

15.2 A students shall be declared to have passed the program of study and award of the degree if he/she has secured the required credits with at least P grade.

15.3 Promotion and Eligibility for the Examinations will be as per the norms of respective Sector Skill Council of each programme.

16. Removal of Student Name from the Programme:

The name of a student falling under any one of the following categories shall stand removed from the rolls of the University:

- (a) A student who has failed to fulfill the minimum passing requirements prescribed for the programme during the maximum duration of the programme (1 year, 2 years, 4 years and 6 years for Certificate, Diploma, Advance Diploma and B. Voc. degree, respectively).
- (b) A student who has already exhausted the maximum duration allowed for completion of the programme and has not fulfilled the requirements for the award of the degree / diploma.
- (c) A student who is found to be involved in misconduct, forgery, indiscipline or any other objectionable conduct, upon recommendation of the Discipline Committee/ Proctorial Board.

17. Awards of Certificate/Diploma/Advanced Diploma/B.Voc. Degree under National Skills Qualification Framework (NSQF)

As per the guidelines of NSQF, awards could be given at each stage as per table below for cumulative credits awarded to the learners in skill based vocational courses:

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

Note: The **General Education Component** shall be assessed as per the norms for university and the **Skill Component** of the course will be assessed and certified by the respective Sector Skill Councils. In case, there is no Sector Skill Council for a specific trade, the assessment may be done by an allied Sector Council or the Industry partner. The certifying bodies may comply with and obtain accreditation from the National Accreditation Board for Certification Bodies (NABCB) set up under Quality Council of India (QCI). Wherever the university may deem fit, it may issue a joint certificate for the courses with the respective Sector Skill Councils.