MAHATMA GANDHI UNIVERSITY

(Abstract)

Regulations for conducting B.Voc Programmes Under Mahatma Gandhi University 2014 admission onwards– Approved – Orders Issued.

ACADEMIC A IX SECTION

UO.No.6481 /Ac.AIX/1/B.Voc Regulation/2015   Dated, P.D Hills, 9/11/2015

Read:U.O.NO.2707/AC.AIX/3/145-2014 dtd 16.05.2015

O R D E R

        The University Grants Commission (UGC) has launched a scheme on skills development based higher education as part of college/university education, leading to Bachelor of Vocation (B.Voc.) Degree with multiple exits such as Diploma/Advanced Diploma under the NSQF (National skill Qualifications framework).B.Voc Programmes with nine different specializations in five colleges were introduced under Mahatma Gandhi University. Vide U.O. read(1) above, the Scheme ,Syllabus and Model Question Papers (I&II semesters) of B.Voc Programmes in various colleges were approved by the Vice Chancellor.

        In the aforesaid circumstances, considering the exigency, the Hon' Vice Chancellor exercising powers under Section 10(17) of Chapter 3 of the Mahatma Gandhi University Act 1985 has approved the "***Regulations for conducting B.Voc Programmes under Mahatma Gandhi University – 2014".***

        These regulations shall come into force with effect from the Academic Year 2014 – 15.

.   Orders are issued accordingly.

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Sd/-
REGHUNATHAN NAIR D.
ASSISTANT REGISTRAR III (Acad)
For REGISTRAR

</div>

Copy to:
1. PS to VC/PVC
2. PA to Registrar /CE
3. The Principals of Colleges where the course is offered
4. JRII(Admn) /DRII(Acad)/AR III(Acad)
5. ACL Section for
6. PRO Section/AcC
7. JRI/DR/AR (Exams)
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REGULATIONS FOR CONDUCTING B.VOC PROGRAMMES UNDER MAHATMA GANDHI UNIVERSITY - 2014

Preamble

The University Grants Commission (UGC) has launched a scheme on skills development based higher education as part of college/university education, leading to Bachelor of Vocation (B.Voc.) Degree with multiple exits such as Diploma/Advanced Diploma under the NSQF (National skill Qualifications framework).The B.Voc Programme is focused on universities and colleges providing undergraduate studies which would also incorporate specific job roles 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

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OBJECTIVE

The B. Voc programmes are designed with the following 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 at each exit point of the programme.

c) To provide flexibility to the 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 10+2 with vocational subjects.

1.TITLE

Regulations for conducting B.Voc Programme under Mahatma Gandhi University

2. SCOPE

The regulations stated in this document shall apply to all B.Voc Programmes conducted by colleges affiliated to Mahatma Gandhi University, sanctioned by University Grants Commission with effect from 2014 admission.

3. DEFINITIONS

3.1 B. Voc: Bachelor of Vocation- is a scheme introduced by UGC for skill development based higher education as part of college/university education.

3.2 NSQF : National Skills Qualifications Framework

3.3 Programme: A Programme refers to the entire course of study and examinations for the award of the B. Voc degree.

3.4 Semester: A term consisting of a minimum of 450 contact hours distributed over 90 working days, inclusive of examination days, within 18 five- day academic weeks .

3.5 Course: Refers to the conventional paper, which is portion of the subject matter to be covered in a semester. A semester shall contain many such courses from general and skill development areas.

3.6 Credit: B. Voc programme follows a credit semester system and each Course has an associated credit.

3.7 Grade: Uses seven point grading system suggested by Hrdayakumari Commission to assess the students.

3.8 Words and expressions used and not defined in this regulation shall have the same meaning assigned to them in the Act and Statutes.

4. ELIGIBILITY FOR ADMISSION, AND RESERVATION OF SEATS

4.1 The eligibility condition for admission to B.voc programme shall be 10+2 or equivalent, in any stream. Eligibility of admission, Norms for admission, reservation of seats for various B.Voc Programmes shall be according to the rules framed by the University from time to time.

5 .DURATION AND LEVEL OF AWARDS

5.1 The duration of B.Voc programmes shall be *6 Semesters*.

5.2 The duration of odd semesters shall be from **June to October** and that of even semesters from **November to March.** There shall be three days *semester break after odd semesters and two months vacation during April and May in every academic year.*

5.3 A Student may be permitted to complete the Programme, on valid reasons, within a period of 12 continuous semesters from the date of commencement of the first semester of the programme.

5.4 The certification levels will lead to Diploma /Advanced Diploma /B.Voc. Degree and will be offered under the aegis of the University as outlined in the Table given below

Award	Duration
Diploma	2 semester
Advanced Diploma	4 semester
B.Voc.Degree	6 semester

6.REGISTRATION

6.1 The strength of students for each course shall remain as per existing regulations, subject to the marginal increase.

6.2 Each student shall register for the courses in the prescribed registration form in consultation with the Faculty Advisor within two weeks from the commencement of each Level of Award. Faculty Adviser shall permit registration on the basis of the preferences of the student and availability of seats.

6.3 A student can opt out of a course/courses registered subject to the minimum credits requirement, within seven days from the commencement of the semester.

6.4 Those students who possess the required minimum attendance and progress during an academic year/semester and could not register for the annual/semester examination are permitted to apply for Notional Registration to the examinations concerned enabling them to get promoted to the next class.

7. SCHEME AND SYLLABUS

7.1 The B.Voc. Programme shall include (a) General Courses (General Components) and (b) Core Courses (Skill Components).

7.2 Credit Transfer and Accumulation system can be adopted in the programme. Transfer of Credit consists of acknowledging, recognizing and accepting credits by an institution for programmes or courses completed at another institution. The Credit Transfer Scheme shall allow students pursuing a programme in one University to continue their education in another University without break.

8. PROGRAMME STRUCTURE

The B.Voc. programme shall include:

- General Education Components

⬜ Skill Components which include Core Courses, Project, Hands-on training (HOT) and On-Job Training (OJT)

9.Course Structure

Year	Skill Component Credits	General Component Credits	Exit point/Award
I	36	24	Diploma
II	36	24	Advance Diploma
III	36	24	B.Voc. Degree
Total	108	72	180

As per the UGC guidelines, there are multiple exit points for a candidate admitted to this programme. If he/she completes the first two semesters successfully, he/she will be awarded Diploma. If he/she completes the first four semesters successfully, he/she will be awarded Advanced Diploma. If he/she is completes all the six semesters successfully, he/she will be awarded B.Voc Degree.

10. EXAMINATIONS

10.1 The evaluation of each course shall contain two parts:
(i) Internal or In-Semester Assessment (ISA)
(ii) External or End-Semester Assessment (ESA)

The internal to external assessment ratio shall be 1:4, for all courses including practical **(Practical courses will be treated as independent courses)**. There shall be a maximum of **80** marks for external evaluation and maximum of **20** marks for internal evaluation. For all courses (theory & practical), grades are given on a 07-point scale based on the total percentage of marks. **(ISA+ESA)** as given below

Percentage Of Marks	Grade	Grade Point
90 and above	A+ - Outstanding	10
80 and below 90	A – Excellent	9
70 and below 80	B - Very Good	8
60 and below 70	C – Good	7
50 and below 60	D – Satisfactory	6
40 and below 50	E – Adequate	5
Below 40	F – Failure	4
Absent	Absent	ab

Note: Decimal are to be rounded to the next whole number.

11. CREDIT POINT AND CREDIT POINT AVERAGE

Credit Point (CP) of a course is calculated using the

formula

CP = C × GP, where C = Credit; GP = Grade point

Credit Point Average (CPA) of a Semester/Programme is calculated using the formula
CPA = TCP/TC, where TCP = Total Credit Point; TC = Total Credit

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

CPA	Grade
Above 9	*A+ - Outstanding*
Above 8, but below or equal to 9	*A - Excellent*
Above 7, but below or equal to 8	*B -Very Good*
Above 6, but below or equal to 7	*C - Good*
Above 5, but below or equal to 6	*D - Satisfactory*
Above 4, but below or equal to 5	*E - Adequate*
4 or below	*F - Failure*

Note: A separate minimum of 30% marks each for internal and external (for both theory and practical) and aggregate minimum of 40% are required for a pass for a course. For a pass in a programme, a separate minimum of Grade E is required for all the individual courses. If a candidate secures **F** Grade for any one of the courses offered in a Semester/Programme only **F** grade will be awarded for that Semester/Programme until he/she improves this to **E** grade or above within the permitted period. Candidate who secures **E** grade and above will be eligible for higher studies.

12.MARKS DISTRIBUTION FOR EXTERNAL EXAMINATION AND INTERNAL EVALUATION

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

Components of the internal evaluation and their marks are as below.

12.1 For all courses

a) Marks of Theory external Examination   :   80

b) Marks of Theory internal evaluation   : 20

Components of Internal Evaluation - Theory	Marks
Attendance	5
Assignment /Seminar/Viva	5
Test paper(s) **(1 or 2)** **(1x10=10; 2x5=10)**	10
Total	**20**

c) Marks of Practical – External Examination   :   80

d)Marks of Practical – Internal Examination   :   20

Components of Internal Evaluation - Practical	Marks
Attendance	**4**
Record	**10**
Lab Involvement	**6**
Total	**20**

* Marks awarded for Record should be related to the number of experiments recorded.

13. Project Evaluation: (Max. marks100)

Components of Project-Evaluation	Marks
Internal Evaluation	20
Dissertation (External)	50
Viva-Voce (External)	30
Total	**100**

14. Attendance Evaluation

14.1 For all courses without practical

% of attendance	Marks
90 and above	5
85 – 89	4
80-84	3
76-79	2
75	1

a. For all courses with practical

% of Attendance	Marks for theory
90 and above	3
80--89	2
75--79	1

% of Attendance	Marks for practical
90 and above	4
85--89	3
80--84	2
75--79	1

15 ASSIGNMENTS

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

16 . SEMINAR/VIVA

A student shall present a seminar in the 5th semester and appear for Viva-voce in the 6th semester.

17 .INTERNAL ASSESSMENT TEST PAPERS

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

18.1 Grievance Redressal Mechanism

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

Level 1: Dept. Level: The department cell chaired by the Head; and Dept. coordinator and teacher in-charge, as members.

Level 2: **College level**: A committee with the Principal as Chairman, Dept. Coordinator, HOD of concerned Department and a senior teacher nominated by the College council as members.

Level 3: **University Level**: A Committee constituted by the Vice-Chancellor as Chairman and Pro-Vice-Chancellor, Convener - Syndicate sub-committee on Students Discipline and Welfare, Chairman- Board of Examinations as members and the Controller of Examination as member-secretary.

18.2 The college council shall nominate a senior teacher as coordinator of internal evaluations. This coordinator shall make arrangements for giving awareness of the internal evaluation components to students immediately after commencement of the semester

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

19. EXTERNAL EXAMINATION

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

19.1 Students having a minimum of 75% attendance for all the courses only can register for the examination. Condonation of shortage of attendance to a maximum of 10 days or 50 hours in a semester subject to a maximum of 2 times during the whole period of the programme may be granted by the University on valid grounds. This condonation shall not be counted for internal assessment.

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

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

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

19.4 A student who registers his/her name for the external exam for a semester will be eligible for promotion to the next semester.

19.5 A student who has completed the entire curriculum requirement, but could not register for the Semester examination can register notionally, for getting eligibility for promotion to the next semester.

19.6 A candidate who has not secured minimum marks/credits in internal examinations can re-do the same registering along with the University examination for the same semester, subsequently.

20. PATTERN OF QUESTIONS

Questions shall be set to assess knowledge acquired, standard application of knowledge, application of knowledge in new situations, critical evaluation of knowledge and the ability to synthesize knowledge. The question setter shall ensure that questions covering all skills are set. He/she shall also submit a detailed scheme of evolution along with the question paper

A question paper will comprise objective type, short answer type, short essay type /problem solving type and long essay type questions.

Pattern of questions for external examination (for all courses)

	Total no. of questions	Number of questions to be answered	Marks of each question	Total marks
Section A	10	10	1	10
Section B	12	8	2	16
Section C	9	6	4	24
Section D	4	2	15	30
	35	**26**	x	**80**

21. Mark cum Grade Card

The University shall issue to the students grade/marks card (by online) on completion of each semester, which shall contain the following information:

· Name of University

- Name of the College
- Title & Model of the B.Voc Programme
- Semester concerned
- Name and Register Number of student
- Code, Title, Credits and Max. Marks (Int, Ext & Total)of each course opted in the semester
- Internal marks, External marks, total marks, Grade, Grade point (G) and Credit point in each course in the semester
- Institutional average of the Internal Exam and University Average of the External Exam in each course.
- The total credits, total marks (Max & Awarded) and total credit points in the semester (corrected to two decimal places)
- Semester Credit Point Average (SCPA) and corresponding Grade
- Cumulative Credit Point Average (CCPA)

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

22. READMISSION

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

23. There shall **be 3 level monitoring** committees for the successful conduct of the scheme. They are -
   1. Department Level Monitoring Committee (DLMC),comprising HOD and two senior-most teachers as members.
   2. College Level Monitoring Committee (CLMC),comprising Principal, Dept.Co – ordinator and A.O/Superintendent as members.
   3. University Level Monitoring Committee   (ULMC),headed by the Vice – Chancellor and Pro –Vice – Chancellor ,Convenors of Syndicate subcommittees on Examination, Academic Affairs and Staff and Registrar as members and the Controller of Examinations as member-secretary.

24. TRANSITORY PROVISION

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

MAHATMA GANDHI UNIVERSITY

Section:

Priyadarshni Hills P.O.

Student ID: Kottayam

Date:

MARK CUM GRADE CARD

Name of candidate   :
Name of College   :
Permanent Register Number (PRN)   :   Degree : Bachelor of
Vocation
Programme   :
Name of Examination   :

Course Code	Course Title	Credits (C)	Marks						Grade Awarded (G)	Grade Point (GP)	Credit Point (C x GP)	Institution Average (IA)	University Average (UA)	Result
			External		Internal		Total							
			Awarded (E)	Max	Awarded (I)	Max	Awarded (E+I)	Max						

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		Marks			Credit	CCPA	Grade
		Awarded	Max				

Table 1

Grade and Grade Point

The Evaluation of each Course comprises of Internal and External Components in the ratio 1:4 for all Courses.

Grades and Grade Points are given on a 7-point Scale based on the percentage of Total Marks (Internal + External) as given in Table 1

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

%Marks	Grade	Grade Point
90 and above	A+ - Outstanding	10
80 and Below 90	A - Excellent	9
70 and below 80	B - Very Good	8
60 and below 70	C - Good	7
50 and below 60	D - Satisfactory	6
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	Ab (Absent)	

Credit point and Credit point average

Grades for the different Semesters and overall Programme are given based on the corresponding CPA, as shown in

Table 2

Credit point (**CP**) of a Course is calculated using the formula

$$CP = C \times GP,$$ where C = Credit; GP = Grade Point

Credit Point Average (**CPA**) of a Semester or Programme etc. is calculated using the formula

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11. CREDIT POINT AND CREDIT POINT AVERAGE

Credit Point (CP) of a course is calculated using the

 formula

CP = C × GP, where C = Credit; GP = Grade point

Credit Point Average (CPA) of a Semester/Programme is calculated using the formula
CPA = TCP/TC, where TCP = Total Credit Point; TC = Total Credit

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

CPA	Grade
Above 9	*A+ - Outstanding*
Above 8, but below or equal to 9	*A - Excellent*
Above 7, but below or equal to 8	*B -Very Good*
Above 6, but below or equal to 7	*C - Good*
Above 5, but below or equal to 6	*D - Satisfactory*
Above 4, but below or equal to 5	*E - Adequate*
4 or below	*F - Failure*

Note: A separate minimum of 30% marks each for internal and external (for both theory and practical) and aggregate minimum of 40% are required for a pass for a course. For a pass in a programme, a separate minimum of Grade E is required for all the individual courses. If a candidate secures **F** Grade for any one of the courses offered in a Semester/Programme only **F** grade will be awarded for that Semester/Programme until he/she improves this to **E** grade or above within the permitted period. Candidate who secures **E** grade and above will be eligible for higher studies.

12.MARKS DISTRIBUTION FOR EXTERNAL EXAMINATION AND INTERNAL EVALUATION

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

Components of the internal evaluation and their marks are as below.

12.1 For all courses

a) Marks of Theory external Examination :   80

b) Marks of Theory internal evaluation   : 20

Components of Internal Evaluation - Theory	Marks
Attendance	**5**
Assignment /Seminar/Viva	**5**
Test paper(s) **(1 or 2)** **(1x10=10; 2x5=10)**	**10**
Total	**20**

c) Marks of Practical – External Examination   : 80

d)Marks of Practical – Internal Examination   :   20

Components of Internal Evaluation - Practical	Marks
Attendance	**4**
Record	**10**
Lab Involvement	**6**
Total	**20**

* Marks awarded for Record should be related to the number of experiments recorded.

13. Project Evaluation: (Max. marks100)

Components of Project-Evaluation	Marks
Internal Evaluation	20
Dissertation (External)	50
Viva-Voce (External)	30
Total	**100**

14. Attendance Evaluation

14.1 For all courses without practical

% of attendance	Marks
90 and above	5
85 – 89	4
80-84	3
76-79	2
75	1

a. For all courses with practical

% of Attendance	Marks for theory
90 and above	3
80--89	2
75--79	1

% of Attendance	Marks for practical
90 and above	4
85--89	3
80--84	2
75--79	1

15 ASSIGNMENTS

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

16 . SEMINAR/VIVA

A student shall present a seminar in the 5th semester and appear for Viva-voce in the 6th semester.

17 .INTERNAL ASSESSMENT TEST PAPERS

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

18.1 Grievance Redressal Mechanism

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

Level 1: Dept. Level: The department cell chaired by the Head; and Dept. coordinator and teacher in-charge, as members.

Level 2: **College level**: A committee with the Principal as Chairman, Dept. Coordinator, HOD of concerned Department and a senior teacher nominated by the College council as members.

Level 3: **University Level**: A Committee constituted by the Vice-Chancellor as Chairman and Pro-Vice-Chancellor, Convener - Syndicate sub-committee on Students Discipline and Welfare, Chairman- Board of Examinations as members and the Controller of Examination as member-secretary.

18.2 The college council shall nominate a senior teacher as coordinator of internal evaluations. This coordinator shall make arrangements for giving awareness of the internal evaluation components to students immediately after commencement of the semester

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

19. EXTERNAL EXAMINATION

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

19.1   Students having a minimum of 75% attendance for all the courses only can register for the examination. Condonation of shortage of attendance to a maximum of 10 days or 50 hours in a semester subject to a maximum of 2 times during the whole period of the programme may be granted by the University on valid grounds. This condonation shall not be counted for internal assessment.

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

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

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

19.4   A student who registers his/her name for the external exam for

a semester will be eligible for promotion to the next semester.

19.5   A student who has completed the entire curriculum requirement, but could not register for the Semester examination can register notionally, for getting eligibility for promotion to the next semester.

19.6   A candidate who has not secured minimum marks/credits in internal examinations can re-do the same registering along with the University examination for the same semester, subsequently.

20.   PATTERN OF QUESTIONS

Questions shall be set to assess knowledge acquired, standard application of knowledge, application of knowledge in new situations, critical evaluation of knowledge and the ability to synthesize knowledge. The question setter shall ensure that questions covering all skills are set. He/she shall also submit a detailed scheme of evolution along with the question paper

A question paper will comprise objective type, short answer type, short essay type /problem solving type and long essay type questions.

Pattern of questions for external examination (for all courses)

	Total no. of questions	Number of questions to be answered	Marks of each question	Total marks
Section A	10	10	1	10
Section B	12	8	2	16
Section C	9	6	4	24
Section D	4	2	15	30
	35	**26**	x	**80**

21. Mark cum Grade Card

The University shall issue to the students grade/marks card (by online) on completion of each semester, which shall contain the following information:

· Name of University
· Name of the College

· Title & Model of the B.Voc Programme

· Semester concerned

· Name and Register Number of student

· Code, Title, Credits and Max. Marks (Int, Ext & Total)of each course opted in the semester

· Internal marks, External marks, total marks, Grade, Grade point (G) and Credit point in each course in the semester

· Institutional average of the Internal Exam and University Average of the External Exam in each course.

· The total credits, total marks (Max & Awarded) and total credit points in the semester (corrected to two decimal places)

· Semester Credit Point Average (SCPA) and corresponding Grade

· Cumulative Credit Point Average (CCPA)

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

22. READMISSION

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

23. There shall **be 3 level monitoring** committees for the successful conduct of the scheme. They are -

1. Department Level Monitoring Committee (DLMC),comprising HOD and two senior-most teachers as members.

2. College Level Monitoring Committee (CLMC),comprising Principal, Dept.Co – ordinator and A.O/Superintendent as members.

3. University Level Monitoring Committee (ULMC),headed by the Vice – Chancellor and Pro –Vice – Chancellor ,Convenors of Syndicate subcommittees on Examination, Academic Affairs and Staff and Registrar as members and the Controller of Examinations as member-secretary.

24. TRANSITORY PROVISION

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

Anexure 1a - Model Mark Cum Grade Card (I Sem)

MAHATMA GANDHI UNIVERSITY

Section:

Priyadarshni Hills P.O.

Student ID: Kottayam

Date:

MARK CUM GRADE CARD

Name of candidate   :

Name of College   :

Permanent Register Number (PRN)   :   Degree :

Bachelor of Vocation

Programme   :

Name of Examination   :

Course Code	Course Title	Credits (C)	Marks						Grade Awarded (G)	Grade Point (GP)	Credit Point (C x GP)	Institution Average (IA)	University Average (UA)	Result
			External		Internal		Total							
			Awarded (E)	Max	Awarded (I)	Max	Awarded (E+I)	Max						

Annexure 1a - Model Mark Cum Grade Card (II Sem)

MAHATMA GANDHI UNIVERSITY

Section:

Priyadarshni Hills P.O.
Student ID: Kottayam

Date:

MARK CUM GRADE CARD

Name of candidate   :
Name of College   :
Permanent Register Number (PRN) :   Degree :
Bachelor of Vocation
Programme   :
Name of Examination   :

Course Code	Course Title	Credits (C)	Marks						Grade Awarded (G)	Grade Point (GP)	Credit Point (C x GP)	Institution Average (IA)	University Average (UA)	Result
			External		Internal		Total							
			Awarded (E)	Max	Awarded (I)	Max	Awarded (E+I)	Max						

Annexure 1a - Model Mark Cum Grade Card (III Sem)

MAHATMA GANDHI UNIVERSITY

Section:

Priyadarshni Hills P.O.

Student ID: Kottayam

Date:

MARK CUM GRADE CARD

Name of candidate   :
Name of College   :
Permanent Register Number (PRN) :   Degree :
Bachelor of Vocation
Programme   :
Name of Examination   :

Course Code	Course Title	Credits (C)	Marks						Grade Awarded (G)	Grade Point (GP)	Credit Point (C x GP)	Institution Average (IA)	University Average (UA)	Result
			External		Internal		Total							
			Awarded (E)	Max	Awarded (I)	Max	Awarded (E+I)	Max						

Annexure 1a - Model Mark Cum Grade Card (IV Sem)

MAHATMA GANDHI UNIVERSITY

Section:

Priyadarshni Hills P.O.

Student ID: Kottayam

Date:

MARK CUM GRADE CARD

Name of candidate   :
Name of College   :
Permanent Register Number (PRN) :   Degree :
Bachelor of Vocation
Programme   :
Name of Examination   :

Course Code	Course Title	Credits (C)	Marks						Grade Awarded (G)	Grade Point (GP)	Credit Point (C x GP)	Institution Average (IA)	University Average (UA)	Result
			External		Internal		Total							
			Awarded (E)	Max	Awarded (I)	Max	Awarded (E+I)	Max						

Annexure 1a - Model Mark Cum Grade Card (V Sem)

MAHATMA GANDHI UNIVERSITY

Section:

Priyadarshni Hills P.O.

Student ID: Kottayam

Date:

MARK CUM GRADE CARD

Name of candidate   :
Name of College   :
Permanent Register Number (PRN)   :   Degree :
Bachelor of Vocation
Programme   :
Name of Examination   :

Course Code	Course Title	Credits (C)	Marks						Grade Awarded (G)	Grade Point (GP)	Credit Point (C x GP)	Institution Average (IA)	University Average (UA)	Result
			External		Internal		Total							
			Awarded (E)	Max	Awarded (I)	Max	Awarded (E+I)	Max						

Annexure 1a - Model Mark Cum Grade Card (VI Sem)

MAHATMA GANDHI UNIVERSITY

Section:

Priyadarshni Hills P.O.
Student ID: Kottayam

Date:

MARK CUM GRADE CARD

Name of candidate   :
Name of College   :
Permanent Register Number (PRN)   :   Degree :
Bachelor of Vocation
Programme   :
Name of Examination   :

Course Code	Course Title	Credits (C)	Marks						Grade Awarded (G)	Grade Point (GP)	Credit Point (C x GP)	Institution Average (IA)	University Average (UA)	Result
			External		Internal		Course							
			Awarded (E)	Max	Awarded (I)	Max	Awarded (E+I)	Max						

	Marks		Credit	CCPA	Grade
	Awarded	Max			

Annexure 1g - Reverse side of the Mark cum Grade Card (COMMON TO ALL SEMESTERS)

Description of the Evaluation Process

Table 1

Grade and Grade Point

The Evaluation of each Course comprises of Internal and External Components in the ratio 1:4 for all Courses.

Grades and Grade Points are given on a 7-point Scale based on the percentage of Total Marks (Internal + External) as given in Table 1

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

%Marks	Grade	Grade Point
90 and above	A+ - Outstanding	10
80 and Below 90	A - Excellent	9
70 and below 80	B - Very Good	8
60 and below 70	C - Good	7
50 and below 60	D - Satisfactory	6
40 and below 50	E – Adequate	5
Below 40	F – Failure	4
	Ab (Absent)	

Credit point and Credit point average

Grades for the different Semesters and overall Programme are given based on the corresponding CPA, as shown in

Table 2

Credit point (**CP**) of a Course is calculated using the formula
$$CP = C \times GP, \text{ where C = Credit; GP = Grade Point}$$

Credit Point Average (**CPA**) of a Semester or Programme etc. is calculated using the formula

$$CPA = \frac{TCP}{TC}, \text{ where TCP = Total Credit Point;}$$
TC = Total Credit

CPA	Grade
above 9	A+ - Outstanding
above 8 but ≤ 9	A - Excellent
above 7 but ≤ 8	B - Very Good
above 6 but ≤ 7	C - Good
above 5 but ≤ 6	D - Satisfactory
above 4 but ≤ 5	E - Adequate
≤ 4	F - Failure

NOTE

A separate minimum of 30% marks each for internal and external (for both theory and practical) and aggregate minimum of 40% are required for a pass for a course. For a pass in a programme, a separate minimum of **Grade E** is required for all the individual courses. If a candidate secures **F Grade** for any one of the courses offered in a Semester/Programme **only F grade** will be awarded for that Semester/Programme until he/she improves this to **E GRADE** or above within the permitted period. Candidates who secure **E grade** and above will be eligible for higher studies.