

Mahatma Gandhi University

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REGULATIONS GOVERNING M.Voc PROGRAMMES UNDER CREDIT SEMESTER SYSTEM 2022.

MAHATMAGANDHI UNIVERSITY REGULATIONS GOVERNING M.Voc PROGRAMMES UNDER CREDIT SEMESTER SYSTEM 2022.

1. Title

The Regulations shall be called Mahatma Gandhi University Regulations Governing M.Voc programmes under Credit Semester system 2022. These regulations shall come into force from the academic year 2022-23. Applicable to all regular M.Voc Programme conducted by the University with effect from 2022 admissions onwards. During the academic year 2022-23 admission onwards, all regular M.Voc Programme in affiliating colleges/Autonomous Colleges under MG University should strictly follow Mahatma Gandhi University Regulations For M.Voc Programme 2022 . The teaching / trainings under the scheme leading to Advanced P.G Diploma or M. Voc Masters programme are full time degree courses. These should not be conducted as an add-on programme.

2. Scope

Education is the subtle investment for the nation to build up and maintain its demands to evolve. In the present situation the country needs more skilled work forces in various domains. Development of entrepreneur traits as well as skill is a most pressing need as far as the industrial progress is concerned. The education system should find spaces to include the unique skill development programmes.

On par with UGC regulations to promote the competence in entrepreneurship and various skills, vocational programmes are offered by the University. Such programmes emphasis on providing technical knowledge and proficiency in various disciplines.

3. Definitions

Academic Week is a unit of five working days in which the distribution of work is organized from day-one to day-five, with five contact hours of one hour duration on each day.

Academic Year: Two consecutive (one odd + one even) semesters constitute one academic year.

Audit Course: A course for which no credit is awarded.

CE means continuous evaluation.

Choice Based Credit System (CBCS): The CBCS provides choice for students to select from the prescribed courses (elective or minor or soft skill courses).

Class Tutor means a teacher from the department nominated by the Department Council, who will advise the student on academic matters.

College coordinator: A teacher nominated from the college nominated by the college council to look into the matters relating to M Voc Programmes conducted by the college.

Common Course: A course included in more than one programme with the same course code.

Core Course: A course that cannot be substituted by any other course.

Course means a portion of a subject to be taught and evaluated in a semester (similar to a paper under annual scheme).

Course Code means a unique alpha numeric code assigned to each course of a program.

Credit Based Semester System (CBSS): Under the CBSS, the requirement for awarding a degree or diploma or certificate is prescribed in terms of number of credits to be completed by the students.

Credit is the numerical value assigned to a course according to the relative importance of the syllabus of the programme. 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.

Credit Point: It is the product of grade point and number of credits for a course.

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 secured 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.

Department means any teaching department in a college.

Department Council means the body of all teachers of a department in a college.

Dissertation means a long document on a particular subject in connection with the project/research/field work etc.

Duration of programme: The period of time required for the conduct of the programme.

Elective course: A course which can be substituted by an equivalent course from the same subject.

ESE: End Semester Evaluation.

Evaluation: The process by which the knowledge acquired by the student is quantified as per the criteria detailed in these regulations.

Examination Coordinator is a teacher nominated by a Department Council to coordinate the continuous evaluation undertaken in that department.

External examiner: The teacher appointed from other colleges for the valuation of courses of study undergone by the students in a college.

Faculty Advisor: A teacher nominated by the Department Council to coordinate the continuous evaluation and other academic activities undertaken in the department of the affiliated college/institution.

General Components means a course that provides a general awareness about the discipline.

Grace Grade points: Grade Points awarded to courses in recognition with the students meritorious achievements in NSS/ NCC/sports/ cultural activities as per the orders issued from the affiliating University.

Grade/ Letter Grade: It is an index of the performance of students in a said course. Grades are denoted by letters A+, A, B+, B, C, D and E.

Grade Point (GP) is the numerical indicator of the percentage of marks awarded to a student in a course.

Grade Point Average: is an index of the performance of a student in a course. It is obtained by dividing the sum of the weighted grade points obtained in the course by the sum of the weights of the course($GPA = \frac{\sum WGP}{\sum W}$).

Improvement Course: A course registered by a student for improving his performance in that particular course.

Internal Examiner: A teacher nominated by the department concerned to conduct internal evaluation.

Institutional Average (IA) means average mark secured (Internal + external) for a course at the college level.

Plagiarism' is the unreferenced use of other authors' material in dissertations and assignments and is a serious academic offence.

Parent Department means the department which offers core course/courses within an undergraduate programme.

Programme means a two year scheme of study and examinations spread over four semesters, the successful completion of which would lead to the award of a degree.

Project: A core course in a programme in which the student works on a selected problem under the supervision of a teacher in the parent department or any appropriate research centre in order to submit a dissertation on the project work.

Internship: An internship is a professional learning experience that offers meaningful, practical work related to a student's field of study or career interest.

On Job Training: On-the-job training is a form of training provided at the workplace. During the course of this process a trainee is given a hands-on experience of tools, techniques, machinery, software, materials, or equipment.

Repeat course: A course that is repeated by a student for having failed in the course in an earlier registration.

Semester means a term that consist of 15-18 weeks of academic work equivalent to 90 actual teaching days inclusive of tutorials, examination days and other academic activities within a period of five months.

Semester Grade Point Average (SGPA):It is a measure of performance of work done in a semester. It is 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.

Seminar: A lecture given by the student on a selected topic.

Skill Development Components of the programmes/courses shall be employment oriented. The institutions shall offer programmes/courses in domain areas which have significant demand in the job market.

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.

Weight: A numeric measure assigned to the assessment units of various components of a course study.

Weighted Grade point(WGP): The grade point multiplied by weight.

Weighted Grade point Average(WGPA): is an index of the performance of a student in a course. It is obtained by dividing the sum of the weighted grade points by the sum of the weights. WGPA shall be obtained for CE (Continuous Evaluation) and ESE (End Semester Evaluation).

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

4. Academic Committee

There shall be an academic committee constituted by the Vice chancellor to manage and monitor the working of MGU M Voc committee,

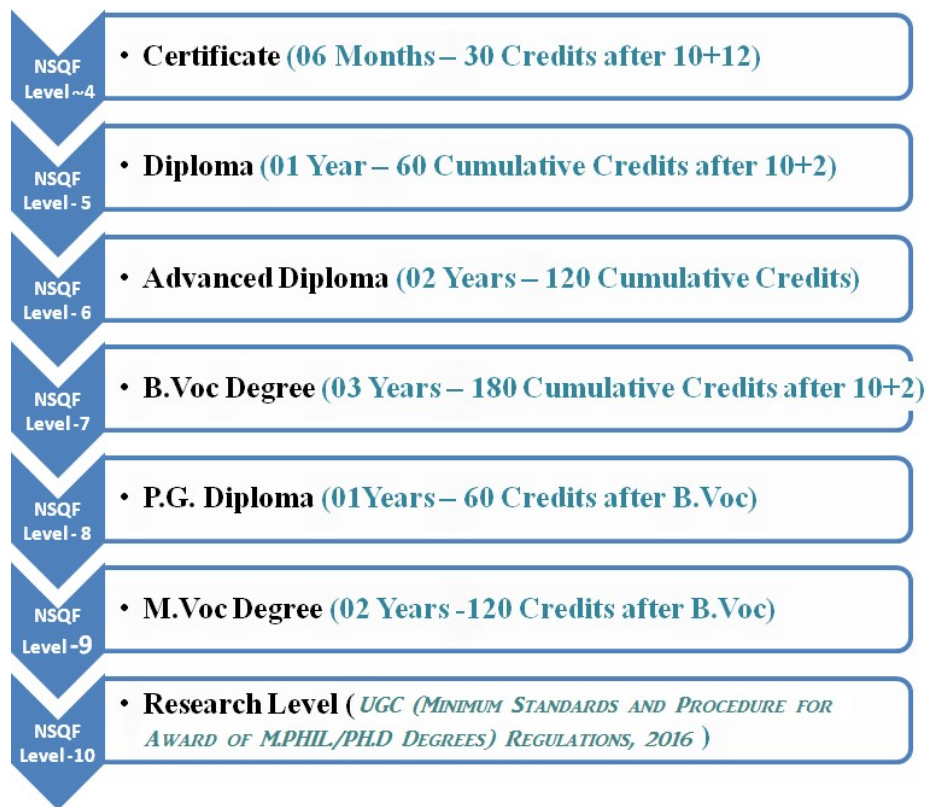
The committee consists of

- a. The Vice Chancellor
- b. The Pro Vice Chancellor
- c. The Registrar
- d. The Controller of Examinations
- e. Two teachers nominated from the syndicate members

There shall be a subcommittee nominated by the vice chancellor to look after the day today affairs of the Mahatma Gandhi University Regulations 2022 Governing M Voc programmes.

5. Courses and Awards

There will be full time credit-based modular programmes, wherein banking of credits for skill and general education components shall be permitted so as to enable multiple exits.



The multiple exit enable the learner to seek employment after any level of Award and join back as and when feasible to upgrade qualifications / skill competencies either to move higher in the job profile or in the higher educational system. This will also provide the learner an opportunity for vertical mobility to second year of M.Voc degree programme after one year P G Diploma and to second year of M.Voc degree programme. The students may further move to Research degree programmes mapped at NSQF Level 10.

6. Curriculum

Curriculum and programme structure of MVoc designed based on the “ Guidelines for providing Skill Based Education under National Skill Qualification Framework” of UGC.in the above said UGC Regulation emphasize the need of acquiring Skills and knowledge for economic growth and social development of the country. Since 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 sector of education, health care manufacturing and other services.

The curriculum in each of the semester/years of the programme(s) 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 Curriculum shall be finally approved by the Board of Studies (BoS) and Academic Council of the University. 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. The choice of different progressive Job roles for a course may also be enabled under CBCS.

Skill Development Components (60% Weightage)

Skill component of the programmes/courses shall be employment oriented. The institutions shall offer programmes/courses in domain areas which have significant demand in the job market. The institutions, in consultation with the industry partner(s) and based upon skills Gap analysis report published by the NSDC, industry associations, Sector Skills Councils, Government agencies etc, may decide specific Job Role(s) to be embedded in curriculum. The exit profiles of the learners at different levels i.e. Certificate / Diploma / Advanced Diploma should be clearly defined in output terms.

The practical / hands-on portion of the skills component of the curriculum shall be transacted in face to face mode. The skill component of these programmes will conform to the QPs/NOSs and the general education component will conform to the university norms.

The curriculum should be aligned to Qualification Packs (QPs) / National Occupational Standards (NOSs) of selected job role(s) within the industry sector(s). This would enable the students to meet the learning outcomes specified in the NOSs. If a progressive QP is not available in the concerned trade by the SSC, the relevant entrepreneur/occupational role may be incorporated with well defined duties and work standards identified with industry partners through proper consultation with the experts in the field.

The curricula and system of certification for the skill component should be as per the UGC guidelines for curricular aspects, assessment criteria and credit system for skill based vocational courses or as per the provisions in MHRD Skill Assessment Matrix for Vocational Advancement of Youth (SAMVAY).

For skills component, the model curriculum developed by the concerned Sector Skill Councils, wherever available, may be adopted or adapted in consultation with the industry partners. Wherever the curriculum is not available, the same may be developed in consultation with the relevant Sector Skill Councils and industry partners. While doing so, the institutions may work towards aligning the curriculum with the National Occupational Standards being developed

by the respective/allied Sector Skill Councils. This would promote national and global mobility of the learners, as well as higher acceptability by the industry for employment purposes. The overall design of the skill development component along with the job roles selected should be such that it leads to a comprehensive specialization in one or two domains.

In case, NOS is not available for a specific area / job role, the university/college should get the curriculum for this developed in consultation with industry experts as provided as above.

The curriculum should also focus on work-readiness in terms of skills in each year.

Adequate attention needs to be given in curriculum design to practical work, on the job training, development of student portfolios and project work.

General Education Component (40% Weightage)

The general education component should adhere to the university / collegiate education norms and shall be decided by the Board of Studies of the concerned University / Autonomous College. It should lay emphasis on offering courses which provide holistic development.

The general education component may also include the course(s) which are supportive to core trade in addition to communication skills, soft skills, ICT skills, critical thinking, problem solving, environmental studies and value education.

The general education component will be assessed by the concerned university as per the prevailing standards and procedures. The following formula may be used for the credit calculation in general education component of the courses:

General Education credit refers to 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. Accordingly, one Credit would mean equivalent of 14-15 periods of 60 minutes each or 28 – 30 hrs of workshops/ labs.

For internship / field work, the credit weightage for equivalent hours shall be 50% of that for lectures / tutorials.

For self-learning, based on e-content or otherwise, the credit weightage for equivalent hours of study shall be 50% of that for lectures / tutorials.

The curriculum should be designed in a manner that at the end of year-1 and year-2, students are able to meet below mentioned level descriptors for level 8 and 9 of NSQF, respectively which are as given below:

NSQF LEVEL DESCRIPTORS

LEVEL	Process required	Professional knowledge	Professional skill	Core skill	Responsibility
1	Prepares person to/carry out process that are repetitive on regular basis require no previous practice,	Familiar with common trade terminology, instructional words, meanings and understanding.	Routine and repetitive, takes safety and security measures.	Reading and writing; addition, subtraction; personal financing; familiarity with social and religious diversity, hygiene and environment.	No responsibility; always works under continuous instruction and close supervision.
2	Prepares person to/carry out processes that are repetitive, on a regular basis, with little application of understanding, more of practice.	Material, tools and applications in a limited context, understands context of work and quality.	Limited service skills used in limited context; select and apply tools; assist in professional works with no variables; differentiate good and bad quality.	Receive and transmit written and oral messages, basic arithmetic, personal financing, understanding of social, political, and religious diversity, hygiene and environment.	No responsibility; works under instruction and close supervision.
3	Person may carry out a job which may require limited range of activities routine and predictable.	Basic facts, process and principle applied in trade of employment.	Recall and demonstrate practical skill, routine and repetitive in narrow range of application	Communication written and oral, with minimum required clarity, skill of basic arithmetic and algebraic principles, personal banking, basic understanding of social and natural environment.	Under close supervision. Some responsibility for own work within defined limit.
4	Work in familiar, predictable, routine, situation of clear choice.	Factual knowledge of field of knowledge or study.	Recall and demonstrate practical skill, routine and repetitive in narrow range of application, using appropriate rule and tool, using quality concepts.	Language to communicate written or oral, with required clarity, skill to basic arithmetic and algebraic principles, basic understanding of social political and natural environment.	Responsibility for own work and learning.

5	Job that requires well developed skill, with clear choice of procedures in familiar context.	Knowledge of facts, principles, processes and general concepts, in a field of work or study..	A range of cognitive and practical skills required to accomplish tasks and solve problems by selecting and applying basic methods, tools, materials and information.	Desired mathematical skill; understanding of social, political; and some skill of collecting and organising information, communication.	Responsibility for own work and learning and some responsibility for others' works and learning.
6	Demands a wide range of specialised technical skill, clarity of knowledge and practice in broad range of activity involving standard and non-standard practices.	Factual and theoretical knowledge in broad contexts within a field of work or study.	A range of cognitive and practical skills required to generate solutions to specific problems in a field of work or study.	Reasonable good in mathematical calculation, understanding of social, political and reasonably good in data collecting organising information, and logical communication.	Responsibility for own work and learning and full responsibility fo other's works and learning.
7	Requires a command of wide-ranging specialised theoretical and practical skills, involving variable routine and nonroutine contexts.	Wide-ranging factual and theoretical knowledge in broad contexts within a field of work or study.	Wide range of cognitive and practical skills required to generate solutions to specific problems in a field of work of study.	Good logical and mathematical skill understanding of social political and natural environment and organising information, communication and presentation skill.	Full responsibility for output of group and development.
8	Comprehensive, cognitive, theoretical knowledge and practical skills to develop creative solutions to abstract problems. Undertakes self-study; demonstrates intellectual independence, analytical rigour and good communication.			Exercise management and supervision in the context of work/study having unpredictable changes; responsible for the work of others.	
9	Advanced knowledge and skill. Critical understanding of the subject, demonstrating mastery and innovation, completion of substantial research and dissertation.			Responsible for decision making in complex technical activities involving unpredictable work/study situations.	
10	Highly specialised knowledge and problem solving skill to provide original contribution to knowledge through research and scholarship.			Responsible for strategic decisions in unpredictable complex situations of work/study.	

7. The award of Degree

Students are eligible to the certifications as per the UGC guidelines. When an admitted student successfully completes first two semesters with internship and undergoes evaluation, the student will be eligible to be issued the PG Diploma certificate. When an admitted student completes four semesters with internship, Project and undergoes evaluation, the student will be eligible to be issued the M Voc. Degree Certificate.

8. Programme Structure

Students shall be admitted to M Voc Programme under the various faculties. Medium of instruction shall be **English**. The programme shall include various types of courses – Courses with Skill Development Components and Courses with General Education Component. There shall be Internship, On Job Training , Project / Dissertation and Comprehensive Viva Voce in the various Semester as part of Skill Development Components courses for all programmes. The programme shall also include Assignments , Seminars, Practical's in each semesters.

8.a Courses with Skill Development Components

Courses with skill development components are included in all semesters of the programme as theory, practical, projects and internship courses. Sixty percentage of courses are exclusively for doing courses with skill development components. A total credit 72 credits of skill development components are distributed among all four semesters.

8.b. Courses with General Education Component.

A total credit of 48 credits are distributed among forty percentages of courses that are exclusively for doing courses with General Education components as theory, practical, projects and internship courses. These 48 credits are distributed among all four semesters.

8.c. Elective Courses

There shall be one or two elective with skill development components courses in the programme. The number of such courses, their credits and teaching hours shall in a par with Model programme pattern and Credits Distribution.

8.d. Project Work

Project work shall be completed in accordance with the guidelines given in the curriculum.. Evaluation of the Project will be done in the **Fourth semester** .

The final semester (semester IV) **Project** can be based on a two-to-three-month Internship/industrial training/laboratory engagements at reputed institutions or research organisations etc.

The college shall provide a list of institutions to the students. The students may choose their project place from the list as per their aptitude/interest. However, if a student wants to do

his/her project in an institution which is not enlisted, the college may include that institution also in the list.

The college should ensure the quality of the institutions by considering the following points. Availability of experts as guides/supervisors, well-equipped laboratories/industries/firms, other technical supports, possibility of higher studies/employment and any other relevant factors.

There shall be an internal assessment and external assessment for both the Project Works. The Project Works shall be evaluated based on the presentation of the project work done by the student, the dissertation submitted and the viva-voce of the project. The external evaluation of the Project Works shall be conducted by one External examiner from a different college and an internal examiner from the college concerned.

8.e. Internship/On Job Training

There shall be **internship** in all semesters. Internship which provides professional learning experience that offers meaningful, practical work related to a student's field of study or career interest. Organize internship in a way which gives a student the opportunity for career exploration and development, and to learn new skills. The intern's evaluation should focus on their time with the company, how valuable they felt the internship was, and what they learned.

8.f Assignments

Every student shall submit **at least** one assignment as an internal component for each course.

8.g. Seminar Lecture

Every College Going student shall deliver one seminar lecture as an internal component for every course. The seminar lecture is expected to train the student in self-study, collection of materials relevant to the subject of study from various resources, editing, document writing, and presentation.

8.h. Test Papers (Internal)

Best two class tests should be considered as an internal component for each course.

8.i. Comprehensive Viva-voce:

Comprehensive viva-voce shall cover questions from all core and elective courses of the programme. There shall be an internal and an external assessment for the comprehensive viva-voce. No courses shall have more than 5 credits unless otherwise specified.

9. Credit Distribution and Courses.

As per this regulation total credit to each semester is limited to 30 and No courses shall have more than 5 credits unless otherwise specified. The total number of courses in each semester can be vary in accord with total credit distribution among skill course and general course (60 % to 40%).

NSQF Level	Component Credits		Duration	Exit Points Awards
	Skill	General		
8	36	24	Year 1 - Two Semesters	Advanced PG Diploma
9	36	24	Year 2 - Two Semesters	M.Voc

10. Model programme pattern and Credits Distribution

Total credit and general to skill ratio of each semester should not be changed.

Semester	Sl. No	Code	Title	CourseType	Credits	Total Hours
1	1		General Course Title 1	Theory	4	4
1	2		General Course Title 2	Theory	4	4
1	3		General Course Title 3	Theory	4	3
1	4		Skill Course Title 1	Theory	4	4
1	5		Skill Course Title 2	Theory	4	4
1	6		Skill Course Title 3	Theory	4	4
1	7		Skill Course Title 4	Practical/OJT	3	2
1	8		Skill Course Title 5	Internship	3	
Total Credit of General Components Courses					12	
Total Credit of Skill Components Courses					18	
Total Credits					30	
Skill course may Theory / Practical / OJT / Internship						

Semester	Sl. No	Code	Title	CourseType	Credits	Total Hours
2	1		General Course Title 1	Theory	4	4
2	2		General Course Title 2	Theory	4	4
2	3		General Course Title 3	Theory	4	3
2	4		Skill Course Title 1	Theory	4	4
2	5		Skill Course Title 2	Theory	4	4
2	6		Skill Course Title 3	Theory	4	4
2	7		Skill Course Title 4	Practical/OJT	3	2
2	8		Skill Course Title 5	Internship	3	
Total Credit of General Components Courses					12	
Total Credit of Skill Components Courses					18	
Total Credits					30	
Skill course may Theory / Practical / OJT / Internship						

Semester	Sl. No	Code	Title	CourseType	Credits	Hours/Week
3	1		General Course Title 1	Theory	4	4
3	2		General Course Title 2	Theory	4	4

3	3		General Course Title 3	Theory	4	3
3	4		Skill Course Title 1	Theory	4	4
3	5		Skill Course Title 2	Theory	4	4
3	6		Skill Course Title 3	Theory	4	4
3	7		Skill Course Title 4	Practical/OJT	3	2
3	8		Skill Course Title 5	Internship	3	
Total Credit of General Components Courses					12	
Total Credit of Skill Components Courses					18	
Total Credits					30	
Skill course may Theory / Practical / OJT / Internship						

Semester	Sl. No	Code	Title	CourseType	Credits	Hours/Week
4	1		General Course Title 1	Theory	4	4
4	2		General Course Title 2	Theory	4	4
4	3		General Course Title 3	Theory	4	3
4	4		Skill Course Title 1	Theory	4	4
4	5		Skill Course Title 2	Theory	4	4
4	6		Skill Course Title 3	Project	5	
4	7		Skill Course Title 4	Internship	3	
4	8		Skill Course Title 5	Viva	2	
Total Credit of General Components Courses					12	
Total Credit of Skill Components Courses					18	
Total Credits					30	
Skill course includes 1 Project , 1 Internship, 1 Course Viva and two theory						

11.Attendance

- The minimum requirement of aggregate attendance during a semester for appearing at the end semester examination shall be 75%. Condonation of shortage of attendance to a maximum of 15 days in a semester subject to a maximum of two times during the whole period of the programme may be granted by the university.
- If a student represents his/her institution University, State or Nation in sports , NCC, cultural or any other officially sponsored activities such as college union/university union etc he/she shall be eligible to claim for the attendance for the actual number of days participated subject to a maximum 15 days in a semester based on the special recommendations of the Head of the Department or teacher concerned.
- Those who could not register for the examination of a particular semester due to shortage of attendance may repeat the semester along with junior batches, without considering the sanctioned strength, subject to the existing University rules.
- A regular student who could not complete the programme due to shortage of attendance may repeat the semester along with the regular batch subject to the condition that he has to undergo all the examinations of the previous semesters as per the MGU M Voc regulations specified.

- e. A student who had sufficient attendance and could not register for fourth semester examination, can appear for the end semester examination in the subsequent years with the attendance and progress report from the principal.

12. Registration/Duration

- a. A student shall be permitted to register for the programme at the time of admission.
- b. A student who registered for the programme shall complete the programme within the specified time from the date of commencement of the programme.
- c. Students are eligible to the following certifications as per the UGC guidelines. When an admitted student completes first two semesters with internship and undergoes evaluation, the student will be eligible to be issued the PG Diploma certificate. When an admitted student completes four semesters with internship, Project and undergoes evaluation, the student will be eligible to be issued the M Voc. Certificate.

13. Admission

- a. The admission to the programme is through CAP(Centralised Allotment Procedure) of MahatmaGandhi University unless otherwise specified.
- b. Eligibility Criteria should be published along with the notification of admission.
- c. There shall be provision for intercollegiate transfer and interuniversity transfer from second semester onwards within a period of four weeks from the date of commencement of the semester.
- d. Interuniversity transfer shall be considered only for the second semester. Such students shall have to appear for the first semester examination of the University in the next immediate chance.
- e. There shall be provisions of credit transfer as specified by the Board of studies/Expert Committee concerned.
- f. The inter university transfer and credit transfer as per the PGCSS Regulations(2019) .

14. Admission Requirements

- a. Candidates for admission to the first semester of the PG programmes through CSS shall be required to have passed an appropriate degree examination of Mahatma Gandhi University as specified or any other examination of any recognized university or authority accepted by the Academic Council of Mahatma Gandhi University as eligible thereto.
- b. Eligible degree for a particular MVoc programme is specified by the concerned BoS/ Expert Committee.
- c. Students who admitted through this programme are governed by the regulations in force.

15. Promotion

- a. A student who registers for a particular semester examination shall be promoted to the next semester.
- b. A student having 75% attendance and who fails to register for examination for a particular semester is allowed to register notionally and is promoted to the next

semester provided application for notional registration shall be submitted within 15 days from the commencement of the next semester.

- c. The medium of instruction shall be English except programmes under faculty of literature.

16. Examination:

- a. There shall be university examinations at the end of each semester.
- b. Practical examinations shall be conducted by the University at the end of each semester as prescribed in the syllabus of the particular programme. The number of examiners for the practical examinations shall be prescribed by the Board of Studies of the programmes.
- c. There shall be OJT, Internship and Project Evaluation at the end of each semester as prescribed by the Board of Studies / Board of Examiners of the programmes..
- d. There shall be one end semester examination of 3 hours duration for each lecture based and practical courses.

17. Evaluation and Grading

- a. **The evaluation scheme of each course shall contain two parts:** Internal or In-Semester Assessment (ISA, continuous assessment) External or End-Semester Assessment (ESA). The internal to external assessment ratio shall be 1:3. Both internal and external evaluation are to be carried out using direct grading system.
- b. **Direct Grading:** The direct grading for CE and ESE shall be based on 6 letter grades (A+, A, B, C, D and E) with numerical values of 5,4,3,2,1 and 0 respectively (see 25. Appendix A. Evaluation first stage).
- c. **Grade point Average (GPA):** Internal and external components are separately graded and the combined grade point with weightage 1 for internal and 3 for external shall be applied to calculate the GPA of each course based on the categorisation provided in 12.18 session MGU- PGCSS 2019.
- d. **Internal evaluation for Regular programme:** The Internal evaluation shall be based on predetermined transparent system involving periodic written tests, assignments, seminars, lab skills, records, viva voce etc.
- e. **Components of external and Internal Evaluation:** Grade shall be given to the evaluation of theory/ practical/ Internship/ OJT/ project/ comprehensive viva voce. All internal evaluations are based on the Direct Grading System.

Proper guideline should be prepared by the Board of Studies for the evaluation of assignment, practical, seminar, project/ comprehensive viva etc within the framework of regulations. There shall be no separate minimum grade point for internal evaluation.

Model of components for CE

For Theory (CE)(Internal Assessment)

(Grades of Best two papers shall be considered).

	Components	Weightage
i.	Assignment	2
ii.	Seminar	4
iii.	Best Two Test papers	4(2 each)
Total		10

For Practical (CE)(Internal Assessment)

Components	Weightage
Written/Lab test	4
Lab involvement and Record	2
Viva	4
Total	10

(Components and weightage can be modified by concerned Board of Studies / Board of Examiners without changing the total weightage).

ESE Model

Sl No	Pattern	Choice of questions	Total
1	Short answer	8	10
2	Short Essay/problem	6	8
3	Essay/problem	2	4

All Grade point average should be rounded to two digits.

External Evaluation: End semester examinations should be conducted by the University. The answers may be written in English or Malayalam except those for faculty of languages. The evaluation of answerscripts should be done by examiners based on a well defined scheme of

valuation. The external evaluation may be done immediately after the examination preferably through centralised valuation.

The question paper should be strictly on the basis of model question paper set and directions prescribed by the BOS.

18. Grade card

The University under its seal shall issue to the students a consolidated GRADE CARD on completion of each programme, which shall contain the following information:

- a. Name of the University
- b. Name of the College
- c. Title & Model of the M Voc Programme
- d. Name of the Semesters
- e. Name and Register number of the student
- f. Date of publication of result
- g. Code, Title, Credits and Maximum GPA (Internal, External & Total) of each course including project, viva opted in the semester.
- h. Internal, External and Total Grades awarded, Letter Grade, Grade point and Credit point in each course opted in the semester.
- i. The total credits and total credit points in the semester.
- j. Semester Grade Point Average (SGPA) and corresponding Grade in each semester.
- k. Cumulative Grade Point Average (CGPA), GPA corresponding to Skill courses and general Courses.

The final Grade Card issued at the end of the final semester shall contain the details of all courses taken during the final semester examination and shall include the final Grade (SGPA) and Grade point scored by the candidate from 1st to 3rd semesters, and the overall Grade for the total programme. On the reverse side of the Grade card grade point indicators, calculation methodology of SGPA and CGPA as well as conversion scale shall be shown on the reverse side of the Grade card.

19. Award of Degree

The successful completion of all courses with C grade within the stipulated period shall be the minimum requirement for the award of the PG Diploma/ M.Voc degree. Students are eligible to the certifications as per the UGC guidelines. When an admitted student completes first two semesters with internship and undergoes evaluation, the student will be eligible to be issued the PG Diploma certificate. When an admitted student completes four semesters with internship,

Project and undergoes evaluation, the student will be eligible to be issued the M Voc. Degree Certificate.

Rank Certificate: The University publishes rank list of top 10 candidates for each programme after the publication of 4th semester results. Rank certificate shall be issued to candidates who secure positions from 1st to 3rd in the rank list. Candidates who secure positions from fourth to tenth in the rank list shall be issued position certificate indicating their position in the rank list. Candidates shall be ranked in the order of merit based on the CGPA scored by them. Grace marks awarded to the students should not be counted fixing the rank/position. Rank certificate and position certificate shall be signed by the Controller of Examinations.

20. Monitoring Committee

There shall be a monitoring committee constituted by the Vice chancellor to monitor the internal evaluations conducted by institutions.

21. Grievance Redressal Committee

Department level: The college shall form a Grievance Redressal committee in each department comprising of the course teacher and one senior teacher as members and the Head of the Department as the chairperson. The committee shall address all Grievance relating to the internal assessment grades of the students.

College level: There shall be a college level Grievance Redressal committee comprising of Faculty advisor, College coordinator, one senior teacher, one staff council member and Principal as the chairperson.

University level: The University shall form a Grievance Redressal committee as per existing norms.

22. Transitory Provision

Notwithstanding anything contained in these regulations, the vice chancellor shall for a period of three year from the date of coming into force of these regulations have the power to provide by order that these regulations shall be applied to any programme with such modifications.

23. Repeal

The regulations now in force in so far as they are applicable to programmes offered by the University and to the extent they are inconsistent with these regulations are hereby repealed. In the case of any inconsistency between the existing regulations and these regulations relating to the credit semester system in their application to any course offered in a college, the latter shall prevail.

24. Credits

Total credit for each programme is 60 for PG Diploma and 120 for M.Voc Degree.

25. Course Code

Course codes are assigned for all courses shall be unique.

26. Model of distribution

Model of distribution as specified in Model programme pattern and Credits Distribution.

27. APPENDIX

A. Evaluation first stage (Letter Grading)

Both Internal and External(to be done by the teacher)

Grade	Grade Point	Rang e
A+	5	4.50 to 5.00
A	4	4.00 to 4.49
B	3	3.00 to 3.99
C	2	2.00 to 2.99
D	1	0.01 to 1.99
E	0	0.00

The final Grade range for SGPA and CGPA

Range	Grade	Indicator
4.50 to 5.00	A+	Outstanding
4.00 to 4.49	A	Excellent
3.50 to 3.99	B+	Very Good
3.00 to 3.49	B	Good (Average)
2.50 to 2.99	C+	Fair
2.00 to 2.49	C	Marginal (Pass)
Up to 1.99	D	Deficient (Fail)

B. Theory – External - ESE

Maximum weight for external evaluation is 30. Therefore Maximum Weighted Grade Point (WGP) is 150.

Type of question	Qn. Nos.	Grade Awarded	Grade Point	Weight	WeightedGrade Point(WGP)
Short Answer	1	A+	5	1	5
	2	-	-	-	-
	3	A	4	1	4
	4	C	2	1	2
	5	A	4	1	4
	6	A	4	1	4
	7	B	3	1	3
	8	A	4	1	4
	9	B	3	1	3
	10	-	-	-	-
Short Essay	11	B	3	2	6
	12	A+	5	2	10
	13	A	4	2	8

	14	A+	5	2	10
	15	-	-	-	-
	16	-	-	-	-
	17	A	4	2	8
	18	B	3	2	6
Long Essay	19	A+	5	5	25
	20	-	-	-	-
	21	-	-	-	-
	22	B	3	5	15
			TOTAL	30	117
Calculation: Overall Grade of the Theory paper = Sum of weighted Grade Points / Total Weight = 117/30 = 3.90; Grade B+					

C. Theory – Internal (CE)

Maximum weight for Internal evaluation is 10. Therefore Maximum Weighted Grade Point(WGP) is 50.

Components	Weight (W)	Grade Awarded	Grade Point (GP)	WGP = W*GP	Overall Grade of the Course
Assignment	2	A	4	8	WGP/Total Weight = 48/10 = 4.80 = A+
Seminar	4	A+	5	20	
Test Paper 1	2	A+	5	10	
Test Paper 2	2	A+	5	10	
Total	10			48	

D. Practical – External (ESE)

Maximum weight for External evaluation is 15. Therefore Maximum Weighted Grade Point (WGP) is 75.

Components	Weight (W)	Grade Awarded	Grade Point (GP)	WGP = W*GP	Overall Grade of the Course
Written/Lab Work	10	A	4	40	WGP/Total Weight = 65/15 = 4.33 = A
Lab involvement and Record	3	A+	5	15	
Viva	2	A+	5	10	
Total	15			65	A

E. Practical – Internal (CE)

Maximum weight for Internal evaluation is 5. Therefore Maximum Weighted Grade Point (WGP) is 25.

Components	Weight (W)	Grade Awarded	Grade Point (GP)	WGP = W*GP	Overall Grade of the Course
Lab Test	2	A	4	8	WGP/Total Weight = 20/5 = 4.00 = A
Lab involvement & Record	2	A+	5	10	
Viva	1	C	2	2	
Total	5			20	A

F. Project – (External)

Maximum weight for External evaluation is 15. Therefore Maximum Weighted Grade Point (WGP) is 75.

Components	Weight (W)	Grade Awarded	Grade Point (GP)	WGP = W*GP	Overall Grade of the Course
Relevance of the topic & Data Collection.	6	C	2	12	WGP/Total Weight = 102/30 = 3.40 = B
Project Analysis	6	A+	5	30	
Project analysis/ methodology & Result	6	B	3	18	
Presentation & Documentation	6	A	4	24	
Project Viva	6	B	3	18	
Total	30			102	B

G. Project –(Internal)

Maximum weight for Internal evaluation is 10. Therefore Maximum Weighted Grade Point (WGP) is 36.

Components	Weight (W)	Grade Awarded	Grade Point (GP)	WGP = W*GP	Overall Grade of the Course
Project Involvement	2	C	2	4	WGP/Total Weight = 36/10= 3.60 = B+
Data collection	2	A+	5	10	
Project Analysis	2	B	3	6	
Result	2	A	4	8	
Project Viva	2	A	4	8	
Total	10			36	B+

H. Internship –(External) OR On Job Traing

Maximum weight for External evaluation is 15. Therefore Maximum Weighted Grade Point (WGP) is 75.

Components	Weight (W)	Grade Awarded	Grade Point (GP)	WGP = W*GP	Overall Grade of the Course
Level of Performance, Level of learning	9	C	2	18	WGP/Total Weight = 42/15 = 2.80 = C
Level of involvement and presence	3	A+	5	15	
Report	3	B	3	9	
Total	15			42	C

I. Internship – (Internal) OR On Job Traing

Maximum weight for Internal evaluation is 5. Therefore Maximum Weighted Grade Point (WGP) is 25.

Components	Weight (W)	Grade Awarded	Grade Point (GP)	WGP = W*GP	Overall Grade of the Course
Level of Performance, Level of learning	3	C	2	6	WGP/Total Weight = 14/5 = 2.80 = B
Level of involvement and presence	1	A+	5	5	
Report	1	B	3	3	
Total	5			14	C

J. Comprehensive Viva (External)

Maximum weight for External evaluation is 15. Therefore Maximum Weighted Grade Point (WGP) is 75.

Components	Weight (W)	Grade Awarded	Grade Point (GP)	WGP = W*GP	Overall Grade of the Course
Communication/ Presentation	3	C	2	6	WGP/Total Weight = 54/15 = 3.60 = B+
Skill Acquired	6	A+	5	30	
Topic of Interest and specific skill acquired	6	B	3	18	
Total	15			54	B+

K. Comprehensive Viva (Internal)

Maximum weight for Internal evaluation is 5. Therefore Maximum Weighted Grade Point(WGP) is 25.

Components	Weight (W)	Grade Awarded	Grade Point (GP)	WGP = W*GP	Overall Grade of the Course
Communication/ Presentation	1	C	2	2	WGP/Total Weight = 18/5 = 3.60 = B+
Skill Acquired	2	A+	5	10	
Topic of Interest and specific skill acquired	2	B	3	6	
Total	5			18	B+

Evaluation second stage (To be done by the University)

Consolidation of the Grade (GPA) of a Course PC-1

The End Semester Evaluation (ESE) (External Evaluation) grade awarded for the course is A (Grade point awarded is 4.20) and its continuous Evaluation (CE) (Internal Evaluation) grade is A (Grade point awarded is 4.40). The consolidated grade for the course is calculated as follows.

Evaluation	Weight(W)	Grade awarded	Grade Points awarded (G)	Weighted GradePoint (W*G)
External	3	A	4.20	12.60
Internal	1	A	4.40	4.40
Total	4			17
Grade of a course	GPA of the Course = Total weighted grade points/ Total Weight = 17/4 = 4.25; Grade 'A'			

Evaluation Third Stage (To be done by the University)

Semester Grade Point Average (SGPA)

Course Code	Title of the Course	Credits (C)	Grade awarded	Grade Points awarded (G)	Grade Points (GP=C*G)
01	GC1	4	A	4.25	17.00
02	GC2	4	A	4.00	16.00
03	GC3	4	B+	3.80	15.20
04	SC1	4	A	4.40	17.6
05	SC2	4	A	4.00	16.00
06	SC3	4	A	4.40	17.60
07	SC4	3	A	4.00	16.00
08	SC5	3	B+	3.80	11.40
Total		30			122.80
SGPA	Total Grade points/ Total Credits = 122.80/30 = 4.09; Grade 'A'				

a. Evaluation- Fourth Stage (To be done by the University)

Cumulative Grade Point Average (CGPA)

If a candidate is awarded **three A+** grades, **two A** grades, **one B+** grade, **two B** grades, **one C+** grade and **one C** grade as the **SGPA** of various semesters of the programme as given below, then the CGPA is calculated as follows.

Semester	Credit of the Semester (C)	Grade Awarded	Grade Point Average (SGPA)	Credit Points (C*SGPA)
I	30	A+	4.50	135.00
II	30	A+	4.60	138.00
III	30	B	3.00	90.00
IV	30	A+	4.50	135.00
TOTAL	120			498.00
CGPA	Total Grade points awarded / Total Credit of allsemesters = 498.00/120 = 4.15, which is in the range 4.00 to 4.49 in 7-point scale. Therefore, the overall grade awarded in the Program is 'A'.			

Conversion of CGPA into percentage of marks

Percentage of marks = (CGPA x 20)%

Eg. CGPA of 3.68 = (3.68x20) % = 73.60 %

The curriculum and the "Mahatma Gandhi University Regulations Governing M V o c Programmes Under Credit Semester System 2022" have since been uploaded in the website- www.mgu.ac.in.