MAHATMA GANDHI UNIVERSITY, KERALA

Abstract

Academic - Regulations - Mahatma Gandhi University Undergraduate Vocational Programmes (Honours) Regulations, 2025 {MGU-B.Voc. (Honours)} - Approved - Orders Issued.

LEGISLATION

No. 5008/LEGN/2025/MGU   Priyadarsini Hills,Dated: 31.05.2025

Read:-(1). U.O No. 2938/AC A12/2025/MGU dated 27.03.2025.

(2). Mahatma Gandhi University Undergraduate Vocational Programmes (Honours) Regulations, 2025 {MGU-B.Voc. (Honours)}, submitted to the Vice Chancellor on 13.05.2025 by the Co-ordinator, MGU-B.Voc Regulation Committee .

(3). Orders of the Vice Chancellor under Section 10(17), Chapter III of the Mahatma Gandhi University Act 1985, dated 13.05.2025.

ORDER

The University Grants Commission (UGC) has issued the Curriculum and Credit Framework for Undergraduate Programmes 2023 (CCFUP) which would provide a flexible choice-based credit system, multidisciplinary approach, multiple entry and exit options.

Subsequently, the Kerala Higher Education Reforms Commission has recommended a comprehensive reform in the undergraduate curriculum for the 2023-2024 academic year, adopting 4-year undergraduate programmes to bring Kerala's undergraduate education at par with well acclaimed Universities across the globe. As part of this reform, the Kerala State Higher Education Council has proposed a Curriculum and Credit Framework for Bachelor of Vocational (B.Voc.) programmes, to be implemented from the academic year 2025-2026.

Accordingly , the B.Voc. Regulation Committee was constituted to formulate the B.Voc. regulations of the University, in line with the guidelines issued by the Kerala State Higher Education Council, as per U O read (1) above.

The committee drafted the regulations for B.Voc. Programme namely, MAHATMA GANDHI UNIVERSITY UNDERGRADUATE VOCATIONAL PROGRAMMES (HONOURS) REGULATIONS, 2025 {MGU-B.VOC. (Honours)} and submitted the same to the Hon.Vice Chancellor as per read (2) above.

In view of the urgency of the matter, sanction has been accorded by the Hon. Vice Chancellor, by exercising the powers of the Academic Council vested under Chapter III, Section 10(17) of the Mahatma Gandhi University Act, 1985, vide read (3) above, to approve "MAHATMA GANDHI UNIVERSITY UNDERGRADUATE VOCATIONAL PROGRAMMES (HONOURS) REGULATIONS, 2025 {MGU-B.VOC. (Honours)}", appended along with this order.

These Regulations shall come into force with effect from the academic year 2025-2026 .
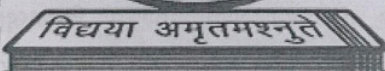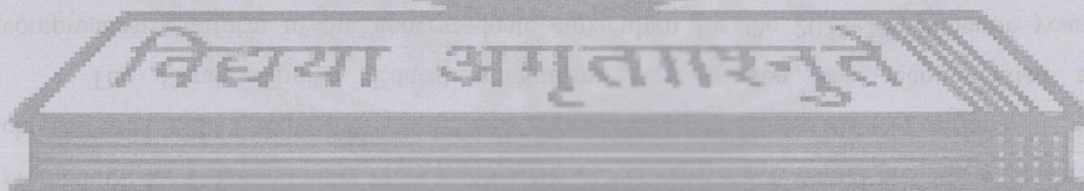
Orders are issued accordingly.

SMITHA V M

ASSISTANT REGISTRAR VII (ADMIN)
For REGISTRAR

Copy To

    1.P.S. to V.C./P.V.C.

    2.P.A. to Registrar/C.E./F.O.

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    5.Ac.C.- I/ II Section .

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MAHATMA GANDHI UNIVERSITY

UNDER GRADUATE VOCATIONAL

PROGRAMMES (HONOURS)

REGULATIONS, 2025

MGU-B.VOC. (Honours)

MAHATMA GANDHI UNIVERSITY UNDER GRADUATE VOCATIONAL PROGRAMMES (HONOURS) REGULATIONS, 2025

MGU-B.VOC. (Honours)

PREAMBLE

The University Grants Commission (UGC) has issued the Curriculum and Credit Framework for Undergraduate Programmes 2023 (CCFUP) which would provide a flexible choice-based credit system, multidisciplinary approach, multiple entry and exit options.

The Kerala Higher Education Reforms Commission has recommended a comprehensive reform in the undergraduate curriculum for the 2023-24 academic year, adopting 4-year undergraduate programmes to bring Kerala's undergraduate education at par with well acclaimed universities across the globe.

With the introduction of the Four-Year Under Graduate Programme (FYUGP) in universities from the 2024–2025 academic year, the Kerala State Higher Education Council has proposed a Curriculum and Credit Framework for Bachelor of Vocational (B.Voc.) programmes, to be implemented from the academic year 2025-2026. The B.Voc. Programme has been redesigned as a four year undergraduate programme in accordance with the UGC Curriculum and Credit Framework for Undergraduate Programmes ensuring alignment with the National Credit Framework (NCrF) and incorporating multiple exit options. This new framework aims to align B.Voc. programmes with the multidisciplinary and flexible learning pathways of the FYUGP, ensuring they remain relevant, industry-oriented, and well-integrated within the broader academic structure.

The Academic Council of the Mahatma Gandhi University at its meeting held on .... has resolved to introduce the **FOUR YEAR UNDER GRADUATE VOCATIONAL PROGRAMMES;**

In exercise of the powers conferred upon it by Section .... of the Mahatma Gandhi University Act, 1981 read with subsequent amendments, the appropriate Authority approves the following Regulations namely as: **MAHATMA GANDHI UNIVERSITY UNDER GRADUATE VOCATIONAL PROGRAMMES (HONOURS) REGULATIONS, 2025 {MGU-B.Voc. (Honours)}** under the New Curriculum and Credit Framework for B.Voc. Programmes by Kerala State Higher Education Council, 2025.

MAHATMA GANDHI UNIVERSITY UNDER GRADUATE VOCATIONAL PROGRAMMES (HONOURS) REGULATIONS, 2025

MGU-B.VOC. (Honours)

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REGULATIONS

1. **Short Title and Commencement**

   These Regulations may be called **MAHATMA GANDHI UNIVERSITY UNDER GRADUATE VOCATIONAL PROGRAMMES (HONOURS) REGULATIONS, 2025 {MGU-B.VOC. (Honours)}** under the New Curriculum and Credit Framework for B.Voc. Programmes by Kerala State Higher Education Council, 2025.

   i) These Regulations will come into effect from the academic year 2025-2026 and will have prospective effect.

2. **Scope, Application**

   i) These Regulations shall apply to all Under Graduate Vocational Programmes under various Faculties conducted by THE MAHATMA GANDHI UNIVERSITY and its affiliating institutions for the admissions commencing in the academic year 2025-2026.

   ii) Every programme conducted under the MGU-B.Voc. in an affiliating institution shall be monitored by an MGU-B.Voc. Academic Committee comprising members nominated by the College Council and by the University.

3. **Definitions**

   Unless context otherwise required,

   i) University means MAHATMA GANDHI UNIVERSITY established by an Act of the State Legislature.

   ii) 'Act' means the MAHATMA GANDHI University Act;

   iii) FYUGP means Four Year Under Graduate Programme.

   iv) Academic Year: Two consecutive (one odd and one even) semester followed by a vacation in one academic year.

   v) Academic Coordinator/Nodal Officer: Academic Coordinator/Nodal Officer is a senior faculty/expert in the field nominated by the college council to co-ordinate the effective conduct of the MGU-B.Voc. including Continuous Comprehensive Assessment (CCA) undertaken by various departments within the college. She/ he/ they shall be the convenor for the College level Academic Committee.

   vi) Academic Week: A unit of five working days in which the distribution of work is organized, with five contact hours of one-hour duration on each day.

   vii) Academic Credit: A unit by which the course work is measured. It determines the number of hours of instructions required per week in a semester. It is defined both in

terms of student efforts and teacher's efforts. A course which includes one hour of lecture or minimum 2 hours of lab work/ practical work/practicum/ hands-on skill training/field work per week is given one credit hour. Accordingly, one credit is equivalent to one hour of lecture or two hours of lab work /practical work/hands-on skill training/ field work/ practicum and learner engagement in terms of course related activities (such as seminars preparation, submitting assignments, group discussion, recognized club-related activities etc.) per week. Generally, a one credit course in a semester should be designed for 15 hours lectures or 30 hours of practical/ field work/ practicum/ hands-on skill training and 30 hours learner engagement. A two credit On the Job Training (OJT) in a semester should be designed for 5 hours per week. One credit of Apprenticeship/Research Internship is equivalent to 10 days.

viii) Academic Bank of Credits (ABC): An academic service mechanism as a digital/ virtual entity established and managed by Government of India to facilitate the learner to become its academic account holders and facilitating seamless learner mobility, between or within degree-granting Higher Education Institutions (HEIs) through a formal system of credit recognition, credit accumulation, credit transfers and credit redemption to promote distributed and flexible process of teaching and learning. This will facilitate the learner to choose their own learning path to attain a Degree/ Diploma/ Certificate, working on the principle of multiple entry and exit, keeping to the doctrine of anytime, anywhere, and any level of learning.

ix) Credit Accumulation: The facility created by ABC in the Academic Credit Bank Account (ABA) opened by the learner across the country in order to transfer and consolidate the credits earned by them by undergoing courses in any of the eligible HEIs.

x) Credit Recognition: The credits earned through eligible/partnering HEIs and transferred directly to the ABC by the HEIs concerned.

xi) Credit Redemption: The process of commuting the accrued credits in the ABC of the learner for the purpose of fulfilling the credits requirements for the award of various degrees. Total credits necessary to fulfill the criteria to get a degree shall be debited and deleted from the account concerned upon collecting a degree by the learner.

xii) Credit Transfer: The mechanism by which the eligible HEIs registered with ABC are able to receive or provide prescribed credits to individual's registered with ABA in adherence to the UGC credit norms for the course(s) registered by the learner in any HEIs within India.

xiii) Credit Cap: Maximum number of credits that a student can take per semester, which is restricted to 30.

xiv) Continuous Comprehensive Assessment (CCA): The mechanism of evaluating the learner by the course faculty at the institutional level.

xv) End Semester Evaluation (ESE): The mechanism of evaluating the learner at the end of each semester.

xvi) Audit Course: A course that the learner can register without earning credits, and is not mandatory for completing the MGU-B.Voc. The student has the option not to take part in the CCA and ESE of the Audit Course. If the student has 75% attendance in an Audit Course, he/she/they is eligible for a pass in that course, without any credit (zero-credit).

xvii) Courses: refer to the papers which are taught and evaluated within a programme, which include lectures, laboratory work, studio activity, field work, project work, vocational training, viva, seminars, term papers, presentations, assignments, self-study, group discussion, internship, etc., or a combination of some of these elements.

xviii) Choice Based Credit System (CBCS) means the system wherein students have the option to select courses from the prescribed list of courses.

xix) College-level Academic Committee: Is a committee constituted for the MGU-B.Voc. at the college level comprising the Principal as the Chairperson, the Academic Co-ordinator/ Nodal Officer as its convenor.

xx) Course Faculty: A faculty member nominated by the Head of the Department shall be in charge of offering a particular course in a particular semester of MGU-B.Voc.

xxi) CSDCCP means Centre for Skill Development Courses and Career Planning (CSDCCP):

xxii) Department means any teaching department in a college offering a course of study approved by the University as per the Statutes and the Act of the University and it includes a Department, Centre, or School of Teaching and Research conducted directly by the University.

xxiii) Senior Faculty Advisor (SFA) is a faculty nominated by a Department Council to co-ordinate all the necessary work related to MGU-B.Voc. undertaken in that department, including the continuous comprehensive assessment.

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

xxv) Faculty Advisor (FA) means a teacher from the parent department nominated by the Department Council to advise students in academic matters.

xxvi) Graduate Attributes means the qualities and characteristics to be obtained by the graduates of a programme of study at the University or the Higher Education Institution, which include the learning outcomes related to the disciplinary areas in the chosen field of learning and generic learning outcomes. University will specify graduate attributes for its programmes.

xxvii) Job role: It refers to specific occupation or position within an industry, defined by a set of competencies, knowledge, and skills required to perform task effectively. Each job role is aligned with a particular NHEQF level.

xxviii) National Occupational Standards (NOS): National Occupational Standards (NOS) specify the standard of performance that a person must meet when performing a job along with the skills and knowledge required to satisfy a standard consistently. These standards can form the benchmarks for various education and training programs to match with the job requirements.

xxix) NHEQF means National Higher Education Qualification Framework

xxx) Programme means the entire duration of the educational process including the evaluation leading to the award of a degree.

xxxi) Programme Pathway: Combination of courses that can be chosen by a student that give options to pursue interesting and unconventional combinations of courses drawn from different disciplinary areas, such as sciences, social sciences, humanities, and a wide range of vocational fields including information technology, tourism, logistics, agriculture, fashion technology etc. The pathways could be in terms of major- minor options with different complementary/ allied disciplines.

xxxii) Qualification Pack (QP): A Qualification Pack (QP) is a set of NOS aligned to a job role. A QP is available for every job role in each industry sector.

xxxiii) Regulatory Body: Regulatory Body means University Grants Commission (UGC), All India Council for Technical Education (AICTE), National Council for Teacher Education (NCTE), Medical Council of India (MCI), Pharmacy Council of India (PCI), Indian Council for Agricultural Research (ICAR), Bar Council of India, Council of Architecture, National Assessment and Accreditation Council (NAAC), National Board of Accreditation (NBA), National Council for Vocational Education and Training (NCVET), National Skill Development Corporation (NSDC) etc.

xxxiv) Sector Skill Council (SSC): The NOSs and QPs for each job role corresponding to each level of the NSQF are being formulated by the respective Sector Skill Councils (SSCs) set up by NSDC with industry leadership.

xxxv) Signature Courses: Signature courses are specialized courses classified under Skill Development Component Elective (SDCE) Courses, Skill Enhancement Courses (SEC) or Value Addition Courses (VAC) designed and offered by the regular/ ad hoc/ visiting/ emeritus/ adjunct faculty member of a particular college with the prior recommendation of the BoS and the approval of Academic Council of the University/ Institute.

xxxvi) Letter Grade or simply 'Grade' in a course is a letter symbol (O, A+, A, B+, B, C, P, F, and Ab). Grade shall mean the prescribed alphabetical grade awarded to a student based on their performance in various examinations. The Letter grade that corresponds to a range of CGPA.

xxxvii) Grade Point: Each letter grade is assigned a 'Grade point' (G) which is an integer indicating the numerical equivalent of the broad level of performance of a student in each course. Grade Point means point given to a letter grade on 10-point scale.

xxxviii) Semester Grade Point Average (SGPA) is the value obtained by dividing the sum of credit points obtained by a student in the various courses taken in a semester by the total number of credits in that semester. SGPA shall be rounded off to two decimal places. SGPA determines the overall performance of a student at the end of a semester.

xxxix) Credit Point (P) of a course is the value obtained by multiplying the grade point (G) by the credit (C) of the course: $P = G \times C$

xl) Cumulative Grade Point Average (CGPA) is the value obtained by dividing the sum of credit points in all the semesters earned by the student for the entire programme by the total number of credits in the entire programme and shall be rounded off to two decimal places.

xli) Grade Card means the printed record of students' performance, awarded to them.

xlii) Words and expressions used and not defined in this regulation, but defined in the Mahatma Gandhi University Act and Statutes shall have the meaning assigned to them in the Act and Statutes.

4. **Features and Objectives of MGU-B.Voc.**

The features and objectives of the MGU-B.Voc. shall be:

i) The features, meaning, and purpose of Four Year B.Voc. Honours Degree programmes shall be as stipulated by the UGC and as adapted by the Curriculum and Credit Framework for Bachelor of Vocation (B.Voc.) programmes proposed by Kerala State Higher Education Council.

ii) B.Voc. programme shall have five Broad Pathways, (a) 1-year UG Certificate, (b) 2-

year UG Diploma (c) 3-year B.Voc. Degree and (d) 4-year B.Voc. Honours Degree (e) 4-year B.Voc. Honours with Research Degree.

iii) Students who choose to exit after 1 year shall be awarded UG Certificate -NHEQF Level 4.5 after the successful completion of the required minimum Courses with 48 credits and an additional 4-credits from Skill Enhancement Courses (SEC) in order to attain 60% of total credits in skill components.

iv) Students who choose to exit after 2 years shall be awarded UG Diploma-NHEQF Level 5.0 after the successful completion of the required minimum Courses with 96 credits and an additional 4-credits from Skill Enhancement Courses (SEC) in order to attain 60% of total credits in skill components.

v) Students who choose to exit after 3 years shall be awarded B.Voc. Degree with Minor-NHEQF Level 5.5 in their respective Discipline/Disciplines after the successful completion of the required minimum Courses with 140 credits.

vi) A 4-year B.Voc. (Honours) Degree - NHEQF Level 6.0 in the Discipline/Disciplines shall be awarded to those who complete a specific number of Courses with 180 credits. Students who have chosen the Honours programme shall do a one-year structured apprenticeship including 3 online courses from a minor discipline contributing 40 credits. Students who have chosen the Honours with Research programme shall do a one-year Research Internship including two courses from the Skill Development Components (SDC) and three courses from a minor discipline in online mode contributing 40 credits.

vii) The practice of lateral entry of students to various semesters exists. The students who exit with Certification and Diploma shall be eligible to re-enter the programme at the exit level to complete the programme or to complete the next level.

viii) Students who have chosen the honours with research stream shall do their entire fourth year under the mentorship of a mentor.

ix) The mentor shall prescribe suitable advanced level/capstone level courses for a minimum of 8 credits to be taken along with the courses on research methodology, research ethics, and research topic-specific courses including online and blended modes.

x) Students who have opted for the Honours with Research should successfully complete an industry-linked research project under the guidance of the mentor and should submit a research report for evaluation from University/ College/ Recognized Research Institute. The research shall be in the Major/Allied discipline.

xi) The research outcomes of their project work may be published in peer-reviewed journals or presented at conferences or seminars or patented.

xii) The proposed B.Voc. curriculum comprises Two Broad Parts: Part I) General Education Components (GEC) and Part II) Skill Development Components (SDC).

xiii) The General Education Component B.Voc. shall consist of a set of General Foundation Courses and Minor Pathway Courses (MPC).

xiv) General Foundation Courses shall be grouped into 4 major baskets as Ability Enhancement Courses (AEC), Skill Enhancement Courses (SEC), Value Addition Courses (VAC), and Multi-Disciplinary Courses (MDC).

xv) Ability Enhancement Courses shall be designed specifically to achieve competency in English and other languages as per the student's choice with special emphasis on language and communication skills. Students must complete 3 AECs with two mandatory English Courses and one Elective, which may be in English or other language.

xvi) English or other language courses shall be designed to enable the students to acquire and demonstrate the core linguistic skills, including critical reading, academic and expository writing skills as well as the cultural and intellectual heritage of the language chosen.

xvii) Multi-Disciplinary Courses (MDC) shall be so designed as to enable the students to broaden their intellectual experience by understanding the conceptual foundations of Science, Social Sciences, Humanities, and Liberal Arts. Students shall not be permitted to take the MDC in all three semesters in the same discipline as studied under Part III during their Plus Two education, and MDC selection must also comply with the exclusion list published by the university. This shall be the sole condition for eligibility for MDC course selection. Third semester MDC can be Kerala specific content. Each BoS can prepare basket of courses under MDC in first and second semesters.

xviii) Skill Enhancement Courses (SEC) shall be designed to include modules on Employability Skills, Soft Skills and Life Skills with specific modules to enhance employability. These modules are NHEQF-aligned and approved, offering certification options of 30, 60, 90, or 120 hours through professional skilling agencies. Among 9 credits, students are flexible to take 6 credits of SEC from Skill Development Courses.

xix) Value Addition Courses (VAC) are tailored to the students' skill domains, designed by the respective Boards of Studies (BoS) with CSDCCP's assistance and included in University VAC course baskets. Value Addition Courses (VAC) shall be so designed

as to empower the students with personality development, perspective building, and self-awareness.

xx) Minor Pathway Courses (MPC) offer the flexibility to select subjects either related or unrelated to their vocational domain, promoting interdisciplinary learning and broadening academic horizons.

xxi) Skill Development Components (SDC) shall include any domain specific demand led skill training activity, enabling students to equip with practical skills leading to employment or improving employability or enabling them to acquire a duly assessed and certified skill in the chosen discipline. The skill development components shall be designed and delivered in line with National Occupational Standards (NOS) and Qualification Packs (QP), ensuring relevance to specific job roles and industries.

xxii) Students who complete a sufficient number of Courses in a discipline or an interdisciplinary area of study other than their chosen Major shall qualify for a Minor in that discipline or in a chosen interdisciplinary area of study.

xxiii) Major area of specialization shall be focused on Skill Development in the appropriate areas. By selecting a Major, the student shall be provided with an opportunity to pursue an in-depth study of a particular discipline.

xxiv) Each Board of Studies (BoS) shall identify specific Courses or baskets of Courses towards Minor Course credits. Students shall have the option to choose Courses from disciplinary/ interdisciplinary minors and skill-based courses related to a chosen programme.

xxv) Students shall be given options to choose courses from a basket of courses which the institution is offering. There shall be no rigidity of combination of subjects. Students enrolling in a particular vocational stream may be allowed to take a Multidisciplinary Course (MDC) from another vocational stream/MGU-UGP in their first two semesters, alongside a minor subject as part of the General Education Component. Students can opt for a change of Major within the vocational stream at the end of the second semester to MDC courses they have studied. Alternatively, students also can opt for a change of Major to MGU-UGP while retaining their vocational stream as minor.

xxvi) Students should opt their 5th and 6th semester VAC and SEC from their SDC only.

xxvii) Course cum Credits Certificate: After the successful completion of a semester as proof for re-entry to another institution this certificate is essential. This will help the learner for preserving the credits in the Academic Bank of Credits.

xxviii) The Advanced Level/ Capstone Level Courses shall be designed in such a manner

as to enable students to demonstrate their cumulative knowledge in their main field of study, which shall include advanced thematic specialization or internships or community engagement or services, vocational or professional training, or other kinds of work experience.

xxix) Advanced/ Capstone level Major Specialization shall include Courses focused on a specific area of study attached to a specific Major, which could be an Elective Course. They shall include research methodology as well.

xxx) The student has the option to register for and attend a course without taking part in the CCA and ESE of that course. Such a course is called the Audit Course. If the student has 75% attendance in an Audit Course, he/she/they is eligible for a pass in that course, without any credit (zero-credit). The Audit Course will be recorded in the final grade card of the student.

xxxi) All students shall undergo Summer Internship or Apprenticeship in a Firm, Industry or Organization; or Training in labs with faculty and researchers or other Higher Education Institutions (HEIs) or Research Institutions. University will publish a separate guideline for Internship Programmes.

xxxii) Students will be provided the opportunities for internships with local industries, business organizations, agriculture, health and allied sectors, Local Government institutions (such as panchayats, municipalities), State Planning Board, State Councils/ Boards, Research Institutions, Research Labs, Library, elected representatives to the parliament/ state assembly/ panchayath, media organizations, artists, crafts persons etc. These opportunities will enable the students to actively engage with the practical aspects of their learning and to improve their employability.

xxxiii) The University will provide opportunities for field-based learning/minor projects enabling them to understand the different socio-economic and development-related issues in rural and urban settings. The University will provide the students with opportunities for Community engagement and services, exposing them to socio-economic issues to facilitate theoretical learning in real-life contexts.

xxxiv) Additional Credits will be awarded for those who actively participating in Social Activities, which may include participation in National Service Scheme (NSS), Sports and Games, Arts, participation in University/ college union related activities (for respective elected/ nominated members), National Cadet Corps (NCC), adult education/ literacy initiatives, mentoring school students, and engaging in similar social service organizations that deemed appropriate to the University.

xxxv) Grace marks shall be awarded to a student for meritorious achievements in cocurricular activities (in Sports/ Arts/ NSS/ NCC etc.). Such a benefit is applicable in the same academic year spreading over two semesters, in which the said meritorious achievements are earned. The Academic Council will decide from time to time the eligibility and other rules of awarding the grace marks.

xxxvi) Options will be made available for students to earn credit by completing quality-assured remote learning modes, including Online programmes offered on the Study Webs of Active-Learning for Young Aspiring Minds (SWAYAM) or other Online Educational Platforms approved by the competent body/university from time to time.

xxxvii) Students shall be entitled to gain credits from courses offered by other recognized institutions directly as well as through distance learning.

xxxviii) For the effective operation of the four year vocational programmes, a system of flexible academic transaction timings shall be implemented for the students and teachers.

5. Eligibility for Admission and Reservation of Seats

i) The eligibility for admissions and reservation of seats for various MGU-B.Voc. Degree Programmes shall be in accordance with the norms/rules made by the Government/University from time to time.

ii) No student shall be eligible for admission to MGU-B.Voc. Degree Programmes in any of the disciplines unless he/she/they has successfully completed the examination conducted by a Board/University at the +2 level of schooling or its equivalent.

iii) Students shall be admitted and enrolled in the respective programmes solely based on the availability of the academic and physical facilities within the institution. The College shall provide all students with a brochure detailing the Courses offered by the various departments under the various Programmes and the number of seats sanctioned by the University for each Programme.

iv) During the time of admission each student may be provided with a unique higher education student ID which may be linked with the Aadhar number of the student so that this ID can be transferred if required to other higher education institutions as well.

v) The students at the end of second semester may be permitted to change their major programme of study to any course/ institution/ university across the state. Based on the availability of seats and other facilities, the students may be permitted to opt any discipline which he/she/they had studied during the first two semesters as Minor

Pathway Courses (MPC) /Multidisciplinary Courses (MDC). If ranking is required it will be in the order of the highest-grade points secured in the discipline to which the switching of Major is sought.

vi) Students shall be allowed to change their major programmes, if required, to a maximum of 10% of the sanctioned strength of that particular programmes depending upon the academic and infrastructural facilities available in the Institution.

vii) Depending upon the availability of academic and infrastructural facilities, the Institution may also admit a certain number of students who are registered for particular programmes in each semester by transfer method, if required, from other Institutions subject to conditions as may be issued by the University.

viii) Students who exit with Certificate or Diploma shall be eligible to reenter the programme at the exit level to complete the programme or to complete the next level.

ix) A student who has already successfully completed a First-Degree Programme and is desirous of and academically capable of pursuing another First-Degree Programme may also be admitted with the prior approval of the University as per the conditions regarding programme requirements specified by the University.

x) A Student can also be admitted for an additional major/ second major/ additional minor and on completion of the required credits he/she/they can be awarded a second major/ additional major/ minor. He/she/they may be exempted from minor pathway and general foundation course requirement.

xi) The HEIs can also enroll students in certain courses as per their choice depending upon the availability of infrastructure and other academic facilities from other recognized HEIs who are already registered for a particular programmes there either through regular/online/distance mode irrespective of the nature of programme (Govt/ Aided/ Self- finance/ Autonomous). On successful completion of the course the credits may be transferred through the Academic Bank of Credit or it may be communicated to the University against the unique higher education ID provided by the University at the time of admission.

6. Academic Monitoring and Student Support

The academic monitoring and student support shall be in the following manner, namely

i) College should appoint a Senior Faculty member/expert in the field as Academic Co-ordinator/ Nodal officer for the smooth conduct of MGU-B.Voc.

ii) Advisory System: There shall be one Senior Faculty Advisor (SFA) for each department

and one Faculty Advisor (FA) for 20 to 30 students of the class to provide advice in all relevant matters. The Head of the Department, in consultation with the SFA, shall assign FA for each student.

iii) The documents regarding all academic activities of students in a class shall be kept under the custody of the FA/ SFA.

iv) All requests/ applications from a student or parent to higher offices are to be forwarded/ recommended by FA/ SFA.

v) Students shall first approach their FA/ SFA for all kinds of advice, clarifications, and permissions on academic matters.

vi) It is the official responsibility of the institution to provide the required guidance, clarifications, and advice to the students and parents strictly based on the prevailing academic regulations.

vii) The SFA shall arrange separate or combined meetings with FA, faculty members, parents, and students as and when required and discuss the academic progress of students.

viii) The FA/ SFA shall also offer guidance and help to solve the issues on academic and non-academic matters, including personal issues of the students.

ix) Regular advisory meetings shall be convened immediately after the commencement of the semester and immediately after announcing the marks of the Continuous Comprehensive Assessment (CCA).

x) The CCA related results shall be uploaded on the University portal only after displaying the same on the department notice board/ other official digital platforms of the college at least for two working days.

  a) Any concern raised by the students regarding CCA shall be looked into in the combined meetings of advisors, HoD, course faculty, and the students concerned.

  b) If the concerns are not resolved at the advisor's level, the same can be referred to the properly constituted college-level grievance redressal committees as per the existing UGC/ University/ Government norms.

  c) The Principal/ HOD shall ensure the proper redressal of the concerns raised by the students regarding CCA.

  d) If the students raise further concerns about the issue, the principal shall refer the issue to the University-level grievance committee with proper documents and minutes of all the committees.

xi) The FA/ SFA shall be the custodian of the minutes and action taken reports of the advisory meetings. The SFA shall get the minutes and action taken reports of advisory meetings approved by the Head of Department and the Principal. It shall be the duty of the HoD and the Principal to produce them before the University as and when required.

xii) The Principal shall inform/forward all regulations, guidelines, communications, announcements, etc. issued by the University regarding student academic and other matters to the HODs/ SFA for information and timely action.

xiii) It shall be the official responsibility of the Principal to extend the required administrative and financial support to the HODs, SFAs and FAs to arrange necessary orientation programmes for students regarding student counselling, the prevailing University norms, regulations, guidelines and procedures on all academic and other University related matters.

xiv) An integrated educational planning and administration software will be made available by the University to manage the academic information of all students, which include student admissions and registration, managing student personal and academic information, course registrations, attendance management, all process related to assessments including regular & online examinations, grading, publishing of results, supplementary examinations, LMS, stakeholders' feedback, etc.

xv) Faculty, staff, students, and parents shall be allowed to access this software system over a highly secure authenticated mechanism from within the campus and outside the campus.

7. Course Registration

i) Each department shall publish well in advance the relevant details of courses offered, such as the name, academic level, expected outcomes, time slot, and course faculty members.

ii) Students shall be allowed to visit and interact with respective faculty members during the first week of each semester, to gather more information about the courses and the availability of seats.

iii) Based on consultations and advice from the faculty advisor, each student shall complete course registration within one week from the commencement of each semester.

iv) The number of credits that a student can take in a semester is governed by the provisions in these Regulations, subject to a minimum of 16 and a maximum of 30 Credits.

v) A student can opt out of a Course or Courses registered, subject to the minimum Credit/

Course requirement, if he/she/they feels that he/she/they has registered for more Courses than he/she/they can handle, within 30 days from the commencement of the semester.

vi) The college shall publish a list of the students registered for each course including audit course, if any, along with the chosen Programmes, repeat/ reappearance courses, if any, and shall forward the same to the university.

vii) The higher education institutions shall admit candidates not only for programmes, but also for courses.

8. Re-admission and Scheme Migration

i) Students who opt out shall be provided with a 'Course cum Credits Certificate' after the successful completion of a semester as proof for re-entry to another institution.

ii) Students who exit with Certificate or Diploma shall be eligible to reenter the programme at the exit level to complete the programme or to complete the next level.

iii) Students who have successfully completed a particular programme pathway may be permitted to take an additional minor or second major.

iv) Those students who are opting for a second major are eligible for getting certain credit transfer/ credit exemption from their previous minor programs of study, subject to the prior recommendation of the BoS that, those credits are relevant for the present major programme of study.

9. Duration of Programmes, Credits Requirements and Options

i) Students will be offered the opportunity to take breaks during the programme and resume after the break, but the total duration for completing the MGU-B.Voc. programme shall not exceed 7 years.

ii) Students will get a NHEQF Level 4.5 Undergraduate Certificate after completing first two semesters with a credit of 48 (28 credits from SDC and 20 credits from GEC) and an additional 4-credits from Skill Enhancement Courses (SEC) in order to attain 60% of total credits in skill components.

iii) Students will get a NHEQF Level 5.0 Undergraduate Diploma after completing first four semesters with a credit of 96 (56 credits from SDC and 40 credits from GEC) and an additional 4-credits from Skill Enhancement Courses (SEC) in order to attain 60% of total credits in skill components.

iv) Students will get a NHEQF Level 5.5 B.Voc. degree after completing six semesters with a credit of 140 (86 credits from SDC and 54 credits from GEC).

v) Students will get a NHEQF Level 6.0 Honours degree after completing eight semesters with a credit of 180 (110 credits from SDC and 70 credits from GEC).

vi) Students who wish to complete the undergraduate programmes faster may do so by completing different courses equivalent to the required number of credits and fulfilling all other requirements in N-1 semesters, where N is the number of semesters in the MGU-B.Voc.

vii) Provided further that the students may complete the undergraduate programme in slower pace, they may pursue the three years or six semester programme in 4 to 5 years (8 to 10 semesters), and four years, or eight semester programme in 5 to 6 years (10 to 12 semesters) without obtaining readmission.

viii) For students who crossed 6 semesters at a slower pace, the requirement of 16 credits per semester from the institutions where they enrolled may be relaxed.

ix) Credit Structure and Levels of Awards

NHEQF Level	Skill Development Component Credits	General Education Component Credits	Total Credits for Award	Normal Duration	Exit Points
4.5	28	20	48	Two Semesters	UG Certificate (48 credits) + SEC (4 credits)
5.0	56	40	96	Four Semesters	UG Diploma (96 credits) + SEC (4 credits)
5.5	86	54	140	Six Semesters	B.Voc Degree with Minor
6.0	114	66	180	Eight Semesters	B.Voc Honours/ Honours with Research

10. Credit Structure

The proposed number of credits per course and the credit distribution of them for the MGU-B.Voc. Programmes are given below-

i) An academic year shall consist of 200 working days; one semester consists of 90 working days; and an academic year consists of two semesters.

ii) Ten working days in a semester shall be used for extracurricular activities. One semester consists of 18 weeks with 5 working days per week. In each semester, 15 days (3 weeks) should be kept aside for End Semester Evaluation (ESE) and CCA.

iii) The maximum number of available weeks for curriculum transactions should be fixed at 15 in each semester. A minimum of 5 teaching hours could be made available for a day in a 5-day week.

iv) A course that includes one hour of lecture or two hours of lab work/ practical work/ field work/ practicum/hands-on skill training per week is given one credit hour.

v) One credit in a semester should be designed for 15 hours of lectures or 30 hours of lab work/ practical work/ field work/ practicum and 30 hours of learner engagement in terms of course-related activities such as seminar preparation, submitting assignments, etc.

vi) A one-credit seminar or internship or studio activities or field work/ projects or community engagement and service will have two-hour engagements per week (30 hours of engagement per semester).

vii) A course can have a combination of lecture credits, practical credits, hands-on skill training credits, OJT credits and practicum credits.

viii) Minimum credit for one Course should be 2 (Two), and the maximum credit should be 4 (Four).

ix) All Skill Development Components/ Minor Pathway Courses shall be of 4 (Four) credits. A 4-credit course can include five modules, out of which one will be Teacher Specific content.

x) Each semester requires a minimum of 18 skill credits (including theory, practicals and on the job-training) over six semesters.

xi) For all Skill Development Components/ Minor Pathway Courses, there may be practical/ practicum of two or four hours per week.

xii) All Courses under the Multi-Disciplinary, Ability Enhancement, Value Addition and Skill Enhancement categories are of 3 credits. A 3-credit course can include four modules, out of which one will be Teacher Specific content.

xiii) 20% syllabus of each course will be prepared by the teacher as 'Teacher Specific

Content' and will be evaluated under CCA.

xiv) A two credit OJT in a semester should be designed for 5 hours per week.

xv) One credit of Apprenticeship/Research Internship is equivalent to 10 days.

xvi) Summer Internship, Apprenticeship, Community outreach activities, etc. may require sixty hours (or as appropriate) of engagement for acquiring one credit.

xvii) A student shall be able to opt for a certain number of extra credits over and above the requirements for the award of a degree.

xviii) Maximum number of credits that a student can earn per semester shall be restricted to 30. Hence, a student shall have the option of acquiring credits to a maximum of 180 credits for a 6-semester UG programmes and 240 credits for a 4-year (8-semester) programmes.

xix) Each faculty member shall offer a maximum of 16 credits per semester. However those who are offering both practical and theory courses shall offer a maximum of 12-16 credits per semester.

xx) For a four-credit theory course, 60 hours of lecture class shall be assured as a mandatory requirement for the completion of that course.

11. Course Structure of the MGU-B.Voc. Programmes

The MGU-B.Voc. consists of the following categories of courses and the minimum credit requirements for pathway option-one shall be as follows;

Sl. No.	Categorization of Courses for all Programmes	Minimum Number of Credits Required	
		3-year B.Voc	4-year B.Voc
1	Skill Development Components (SDC)	72	72
2	Minor Pathway Courses (MPC)	24	36
3	Multi-Disciplinary Courses (MDC)	9	9
4	Skill Enhancement Courses (SEC)	9	9
5	Ability Enhancement Courses (AEC)	9	9
6	Value Addition Courses (VAC)	9	9
7	Summer Internship	2	2
8	On the Job Training (OJT)	6	6
9	Apprenticeship/Research Internship		28
	Total Credits	140	180

* 6 out of 9 credits of the SEC are part of the SDC.

* The Summer Internship/OJT must be undertaken in an area aligned with the SDC. The credits earned through this activity shall contribute to the SDC.

* Students enrolled in the Honours degree programme must earn a minimum of 12 credits from MPC at level 300 or above.

* Students pursuing the Honours with Research degree must complete an industry-linked research project of 20 credits and earn the remaining 8 credits of the SDC through research-oriented courses.

12. Academic Levels of Pathway Courses

Semester	Difficulty level	Nature of Course
1 & 2	100-199	Foundation level or introductory courses
3 & 4	200-299	Intermediate level courses
5 & 6	300-399	Higher level courses
7 & 8	400-499	Advanced/Capstone level courses

13. Signature Courses

i) With a prior recommendation of BoS and the approval of academic council, each faculty member can design and offer at least one signature course per semester, which may be offered as SDCE /SEC/ VAC.

ii) Each institution may publish a list of their signature courses in SDCE/ SEC/ VAC offered by their faculty members with a prior recommendation of BoS and the approval of academic council.

iii) An institution may empanel distinguished individuals who have excelled in their field of specialization like science and technology, industry, commerce, social research, media, literature, fine arts, civil services etc. as adjunct faculty as per the UGC guidelines with the approval of the University. With a prior recommendation of BoS and the approval of academic council, the adjunct faculty can offer SEC/VAC as signature course.

iv) Adhoc/ Guest faculty/ Visiting faculty/ Visiting Scholars can also offer SDCE/ SEC/ VAC as signature courses with a prior recommendation of BoS and the approval of academic council.

v) The faculty concerned may design the particular course and it should be forwarded to

the University BoS after the approval of department and college level academic committees formed as part of this regulations.

vi) The examinations and evaluation of the signature courses designed by the faculty shall be conducted by the faculty themselves and an external expert faculty chosen by the college from a panel of experts submitted by the faculty and recommended by the BoS concerned.

14. Programme Pathways and Curriculum Structure

Students who have joined for any programme under these regulations shall have the option to choose the following pathways for their B.Voc. degree and Honours programme.

i. **Degree with single Major**: A student pursuing the B.Voc. programme in a specific discipline shall be awarded a Major degree if he/she/they secures at least 60% of the total credits in the specific discipline required for the award of the Degree in that Discipline.

Example: Logistics Management Major/ Information Technology Major/ Fashion Technology Major/ Renewable Energy Management Major etc.

ii. **Degree Major with Minor**: If a student pursuing the B.Voc. Programme is awarded a Major Degree in a particular discipline, he/she/they is eligible to be awarded a Minor in another discipline of his/her/their choice, if he/she/they earns a minimum of 24 credits from 6 pathway courses in that discipline.

Example: Travel and Tourism Major with Information Technology Minor/ Fashion Technology Major with Commerce Minor/ Finance and Taxation Major with Retail Management Minor/ Animation and Graphic Design Major with Literature Minor/ Agriculture Technology Major with Culinary Arts and Hospitality Management Minor etc.

iii. **Major with Multiple Disciplines of Study**: This pathway is recommended for students who wish to develop core competencies in multiple disciplines of study. In this case, the credits for the minor pathway shall be distributed among the constituent disciplines/ subjects. If a student pursuing B.Voc. Degree Programme is awarded a major Degree in a particular discipline, he/she/they is eligible to get mentioned his/her/their core competencies in other disciplines of his/her/their choice if he/she/they has earned 18 credits from the pathway courses of that discipline.

Example: Information Technology Major with Minors in Travel and Tourism and

History, Agro Food Processing Major with Minors in Banking and Financial Services and Biotechnology, Data Analytics and Machine Learning Major with Minors in Logistics Management and Commerce etc.

iv. **Interdisciplinary Major:** For these programme pathways, the credits for the major and minor pathways shall be distributed among the constituent disciplines/subjects to attain core competence in the interdisciplinary programme.

Example: Fashion Innovation and Retail Management Major, Agri-Business and Food Technology Major, Financial Technology and Banking Analytics Major, Econometrics Major, Global Studies Major, Biostatistics Major etc.

v. **Multi-Disciplinary Major:** For multidisciplinary major pathways, the credits for the major and minor pathways will be distributed among the broad disciplines such as Management Studies, Design and Creative Arts, Communication and Media Studies, Environmental and Sustainability Studies, Applied Technologies, Life Sciences, Physical Sciences, Mathematical and Computer Sciences, Data Analysis, Social Sciences, Humanities, etc.

Example: Biomedical Informatics, Computational Social Science, Life Science, Data Science, Nano Science etc.

vi. **Degree with Double Major:** A student who secures a minimum of 50% credits from the first major will be awarded a second major in another discipline if he/she/they could secure 40% of credits from that discipline for the 3-year/ 4-year UG degree to be awarded a double major degree.

Example: Information Technology and Logistics Management Major, Fashion Technology and Travel and Tourism Major, Renewable Energy and History Major, Finance and Taxation and Journalism and Mass Communication Major etc.
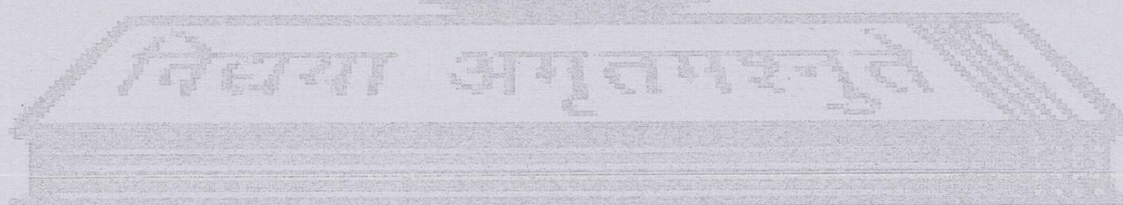
Pathway Option - Major with Minor

Course and Components	Semester 1	Semester 2	Semester 3	Semester 4		Semester 5	Semester 6	Total	Semester 7&8	Total
SDC (4 Credit /Course)	3 (2P)	3 (2P)	3 (2P)	3 (2P)		3* (2P)	2* (2P)	17	2** (2 online)	17/ 19**
MPC (4 Credit /Course)	1 (P)	1	1 (P)	1 (P)		1	1	6	3 (3 online)	9
(MDC) (3 Credit /Course)	1	1 (P)	1#					3		3
(AEC) (3 Credit /Course)	1 (English)	1 (English/ OL)	1 (English)					3		3
(SEC) (3 Credit /Course)				1	Summer Internship of 2 Credits	1## (P)	1##	3		3
(VAC) (3 Credit /Course)				1		1##	1##	3		3
Total Courses	6	6	6	6		6	5	35		38/40
OJT (2 Credits)	1	1	1					3		3
Project (4 Credits)							1	1	1	1
Apprenticeship (28 credits)/ Research Internship (20 credits)									1	1
Total Credits	24	24	24	22	2	22	22	140	40	180
Total Hours per week	30	30	30	25		25	28			

*One of the courses in 5th and 6th semesters will be Skill Development Component Elective (SDCE)

** Honours with Research

The MDC offered in the third semester shall focus on Kerala-based content.

The SECs and VACs offered in 5th and 6th semester shall be chosen from domains that align with the SDC.

15. Guidelines for Acquiring Credit from Other Institutions/Online/Distance Mode

i) A student shall register to a minimum of 16 credit per semester from the college/ department where he/she/they officially admitted for a particular programme. However, students enrolled for a particular programme in one institution can simultaneously enroll for additional credits from other HEIs within the University or outside University subject to a maximum of 30 credits per semester including the 16 institutional credits.

ii) Each institution shall publish a list of courses that are open for admission for students from other institutions well in advance before the commencement of each semester.

iii) Each BoS shall prepare and publish a list of online courses at different levels before the commencement of each semester offered in various online educational platforms recognized by the academic council of the university, which can be opted by the students for acquiring additional credits.

iv) BoS shall prepare and publish a list of allied/ relevant pathway courses before the commencement of each semester offered by other Board of Studies that can be considered as pathway course for major/ minor for their disciplines at different levels.

v) At the end of each semester university will include the credit acquired by the student through online courses in their semester grade card subject to a maximum of 30 credits.

16. Attendance

i) A student shall be permitted to register for the end-semester evaluation of a specific course to acquire the credits only if he has completed 75% of the prescribed classroom activities in physical, online, or blended modes, including any makeup activities as specified by the course faculty of that particular course.

ii) A student is eligible for attendance as per the existing university and government orders which includes participation in a meeting, or events organized by the college or the university, a regularly scheduled curricular or extracurricular activity prescribed by the college or the university. Due to unavoidable or other legitimate circumstances such as illness, injury, family emergency, care-related responsibilities, bad or severe weather conditions, academic or career-related interviews students are eligible for authorized absence. Apart from this, all other eligible leaves such as maternity leave, and menstrual leave shall also be treated as authorized absences.

iii) The condonation facility can be availed as per the university norms.

17. Workload

i) The workload of a faculty who offers only lecture courses during an academic year shall be 32 credits.

ii) The workload of a faculty offering both practical courses and theory courses may be between 24-32 credits per academic year.

iii) An academic year shall consist of two semesters.

iv) Programme wise workload calculation will be as per the FYUGP workload ordinance.

v) The teachers given the administrative responsibilities in the department and college level may give a relaxation in their work load as specified in the UGC regulations 2018.

18. Credit Transfer and Credit Accumulation

i) University will establish a digital storage (DIGILOCKER) of academic credits for the credit accumulation and transfer in line with ABC.

ii) The validity of credits earned shall be for a maximum period of seven (7) years or as specified in the university/ UGC regulations.

iii) The students shall be required to earn at least 50% of the credits from the university.

iv) Students shall be required to earn the required number of credits as per any of the pathway structure specified in this regulation for the award of the degree.

19. Outcome Based Approach

i) The curriculum will be designed based on Outcome Based Education (OBE) practices. The Graduate Attributes (GA) and Programme Outcomes (PO) are provided as Appendix-1. The OBE based syllabus template is provided as Appendix-2.

ii) The University will establish an appropriate Board of Studies (BoS) to approve the curriculum and course content developed by the institution in consultation with the CSDCCP and industry partners.

iii) The CSDCCP will support the institution in developing a regionally relevant skill curriculum based on appropriate Qualification Packs (QPs) and National Occupational Standards (NOSs).

20. Assessment and Evaluation

The assessment for B.Voc. programmes includes evaluations of both the General Education Components and the Skill Development Components.

i) The University/College will conduct examinations for the General Education

components and Skill Components of the B.Voc. programme in accordance with the existing norms of the University.

ii) The assessment shall be a combination of Continuous Comprehensive Assessment (CCA) and an End Semester Evaluation (ESE).

iii) 30% weightage shall be given for CCA. The remaining 70% weight shall be for the ESE.

iv) Teacher Specific Content will be evaluated under CCA.

v) CCA will have two subcomponents- Formative Assessment (FA) and Summative Assessment (SA). Each of these components will have equal weightage and to be conducted by the course faculty/ course coordinator offering the course.

vi) FA refers to a wide variety of methods that teachers use to conduct in-process evaluations of student comprehension, learning needs, and academic progress during a lesson, unit, module or course. FA is to encourage students to build on their strengths rather than fixate or dwell on their deficits. FA can help to clarify and calibrate learning expectations for both students. FA will help students become more aware of their learning needs, strengths, and interests so they can take greater responsibility over their own educational growth. FA will be prerogative of the course faculty/ course coordinator based on specific requirement of the student.

vii) Suggestive methods of FA are as follows: (anyone or in combinations as decided by the course faculty/ course coordinator)

    a. Practical assignment

    b. Observation of practical skills

    c. Viva voce

    d. Quiz

    e. Interview

    f. Oral presentations

    g. Computerized adaptive testing

    h. In-class discussions

    i. Group tutorial work

    j. Reflection writing assignments

    k. Home assignments

    l. Self and peer Assessments

    m. Any other method as may be required for specific course/ student by the course faculty/ course coordinator.

viii) Summative Assessments (SA) are used to evaluate student learning, skill acquisition, and academic achievement at the conclusion of a defined instructional period- typically at the end of a project, unit, module, course or semester. SA may be a class tests, assignments, or project, used to determine whether students have learned what they were expected to learn. It will be based on evidence, collected using single or multiple ways of assessment. The systematically collected evidences should be kept in record by course faculty/ course coordinator and the marks should be displayed on the college notice board/ other official digital platforms of the college before the end semester examinations.

ix) The method of SA will be as follows: (any one as decided by the course faculty/ course coordinator)

    a. Written test

    b. Open book test

    c. Laboratory report

    d. Problem based assignments

    e. Individual project report

    f. Case study report

    g. Team project report

    h. Literature survey

    i. Standardized test

    j. Any other pedagogic approach specifically designed for a particular course by the course faculty/ course coordinator.

x) A student may repeat SA only if for any compulsive reason due to which the student could not attend the assessment.

xi) The prerogative of arranging a CCA lies with the course faculty/ course coordinator with the approval of MGU-B.Voc. Academic Committee based on justified reasons.

xii) The course faculty/ course coordinator shall be responsible for evaluating all the components of CCA. However, the university may involve any other person (External or Internal) for evaluation of any or all the components as decided by the Vice-Chancellor/ Pro-Vice Chancellor from time to time in case any grievances are raised.

xiii) Written tests shall be precisely designed using a variety of tools and processes (e.g., constructed responses, open-ended items, multiple-choice), and the students should be informed about the evaluation modalities before the commencement of the course.

xiv) The course faculty may provide options for students to improve their performance

through continuous assessment mechanism.

xv) There shall be theory and practical examinations at the end of each semester.

xvi) Regarding evaluation, one credit may be evaluated for 25 marks in a semester; thus, a 4-credit course will be evaluated for 100 marks; 2-credit courses for 50 marks.

xvii) Odd semester examinations will be conducted by the university and will be evaluated at the institution level. However, even semester examinations will be conducted and evaluated by the university itself.

xviii) Individual Learning Plans (ILPs) and/ or specific assessment arrangements may be put in place for differently abled students. Suitable evaluation strategies including technology assisted examinations/ alternate examination strategies will be designed and implemented for differently abled students.

xix) Students possessing a valid examination hall ticket may enter the examination hall up to 15 minutes after the scheduled start of the examination, with the permission of the Principal or the Chief Superintendent of Examinations.

xx) Duration of Examination

Questions shall be set as per the defined Outcome. The question setter shall ensure that there will be Time and Mode (T & M) flexibility for all End Semester Examinations. The BoS may recommend T & M from the following list, considering a half-hour evaluation for the 1-credit course, except when the evaluation mode consists entirely of multiple-choice questions.

Mode	Time (in Hours)	
	Minimum	Maximum
Written Examination	1	2
Multiple Choice	0.75	1.5
Open Book	1	2
Any Other Mode	1	2

21. Practical Examination

i) The end semester practical examination will be conducted and evaluated by the institution.

ii) There shall be a CCA of practical courses conducted by the course faculty/ course coordinator.

iii) The scheme of evaluation of practical courses will be as given below:

Components for the Evaluation of Practical Courses	Weightage
CCA of practical/practicum.	30%
ESE conducted under the supervision of internal examiner	70%

iv) Those who have completed the CCA alone will be permitted to appear for the ESE.

v) For grievance redressal purpose, the university shall have the right to call for all the records of CCA.

vi) The BoS can suggest appropriate Time and Mode (T & M) for practical examinations.

22. Evaluation of Project/ Dissertation

The evaluation of project work shall be CCA with 30% and ESE 70%. The scheme of evaluation of the Project is given below:

Project type	Maximum Marks	CCA	ESE
Industry-linked Research project of Honours with Research (20 credits)	200	60	140
Apprenticeship of Honours (28 credits)	300	90	210
Project (4 credits)	100	30	70

23. Evaluation of Internship/OJT

The evaluation of internship/OJT shall be done by a committee constituted by the Department Council. The scheme of CCA and ESE is given below:

Components of Evaluation of Internship/OJT	Weightage	Marks for Internship/OJT 2 Credits/ 50 Marks
CCA	30%	15
ESE	70%	35

The department council may decide any mode for the completion of the Internship/OJT. If in case evaluation is not specified in any of the selected internship programme/OJT, institution can adopt a proper evaluation method as per the weightage specified in the table above.

24. Letter Grades and Grade Points

Mark system is followed for evaluating each question. For each course in the semester, letter grade and grade point are introduced in 10-point indirect grading system as per guidelines given below,

i) The Semester Grade Point Average (SGPA) is computed from the grades as a measure of the student's performance in a given semester. The SGPA is based on the grades of the current term, while the Cumulative Grade Point Average (CGPA) is based on the grades in all courses taken after joining the programme of study.

ii) Based on the SGPA/ CGPA obtained, the grade point will be mentioned in the student's grade cards

Letter Grade	SGPA/ CGPA range (x)	Class
O (Outstanding)	$9.5 \leq x$	First Class
A+ (Excellent)	$8.5 \leq x < 9.5$	with
A (Very good)	$7.5 \leq x < 8.5$	Distinction
B+ (Good)	$6.5 \leq x < 7.5$	First Class
B (Above average)	$5.5 \leq x < 6.5$	First Class
C (Average)	$4.5 \leq x < 5.5$	Second Class
P (Pass)	$3.5 \leq x < 4.5$	Third Class
F (Fail)	$x < 3.5$	Fail
Ab (Absent)		Fail

iii) Conversion of CGPA to percentage

$$\text{Equivalent Percentage} = \frac{CGPA\ obtained}{Maximum\ CGPA\ (= 10)} \times 100$$

iv) Based on the marks obtained, the grade point will be mentioned in the student's grade cards.

Letter Grade	Grade Point	Percentage of Marks (Both CCA & ESE Marks put together) (y)	Class
O (Outstanding)	10	$95\% \leq y$	First Class with Distinction
A+ (Excellent)	9	$85\% \leq y < 95\%$	
A (Very good)	8	$75\% \leq y < 85\%$	
B+ (Good)	7	$65\% \leq y < 75\%$	First Class
B (Above average)	6	$55\% \leq y < 65\%$	
C (Average)	5	$45\% \leq y < 55\%$	Second Class
P (Pass)	4	$35\% \leq y < 45\%$ Along with a minimum of 30% in ESE	Third Class
F (Fail)	0	$y < 35\%$ Below an aggregate (CCA and ESE put together) of 35% or below 30% in ESE	Fail
Ab (Absent)	0		Fail

v) When students take audit courses, they may be given pass (P) or fail (F) grade without any credits.

vi) If a course evaluation consists of both theory and practical components, the minimum passing criteria for each component must be met separately

vii) The marks for CCA components and ESE shall be rounded to two decimal places.

viii) The aggregate marks for CCA and ESE should be rounded up to the next highest integer.

25. Computation of SGPA and CGPA

The following method is recommended to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

i) The SGPA is the ratio of the 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 the sum of the number of credits of all the courses undergone by a student in the semester, i.e.

$$SGPA\ (Si)\ =\ \Sigma(Ci \times Gi)\ /\ \Sigma Ci$$

Where Si is the SGPA in the ith semester, Ci is the number of credits of the ith course and Gi is the grade point scored by the student in the ith course.

$$SGPA\ =\ \frac{\text{Sum of the credit points of all the courses in a semesters}}{\text{Total Credits in that semester}}$$

Illustration – Computation of SGPA

Semester	Course	Credit	Letter Grade	Grade point	Credit Point (Credit x Grade)
I	SDC 1	4	A	8	4 x 8 = 32
I	SDC 2	4	B+	7	4 x 7 = 28
I	SDC 3	4	B	6	4 x 6 = 24
I	MPC	4	B	6	4 x 6 = 24
I	AEC	3	O	10	3 x 10 = 30
I	MDC	3	C	5	3 x 5 = 15
I	OJT	2	A	8	2 x 8 = 16
	Total	24			169
		SGPA			169/24 = 7.04

ii) The CGPA is also calculated in the same manner considering all the courses undergone by a student over all the semesters of a programme, i.e.

$$CGPA\ =\ \Sigma(Ci \times Si)\ /\ \Sigma Ci$$

Where Si is the SGPA in the ith semester, Ci is the total number of credits in the ith semester.

$$CGPA=\ \frac{\text{Sum of the credit points of all the courses in six/ eight semesters}}{\text{Total Credits in Six (140)/ Eight (180) semesters}}$$

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

26. Skill Assessment and Certification

i) Awarding Bodies

NCVET recognize Awarding Bodies who are entitled to award NCVET certificate to trainees/ learners after successful completion of training and assessment of NHEQF aligned and approved qualifications which are either developed or adopted by the Awarding Body. The university level Center for Skill Development Courses and Carrier Planning may try to get status of deemed Awarding Bodies of NCVET and can issue a dual certification for their skill courses.

ii) Assessment Agencies (AA):

An NCVET recognized Assessment Agency is authorized to assess trainees after completion of the trainees' training under an NSQC aligned and approved qualification. The recognized Assessment Agency is eligible to carry out assessments for NSQF aligned and approved qualifications in the sector allocated to the AA for which adequate capacity (Question Banks, SMEs, Industry connects, Governance processes etc.) Current there are around 56 approved AAs by NCVET. The list of the all the NCVET recognised Assessment Agencies can be accessed https://ncvet.gov.in/assessment-agencies/ The universities or the CSDCCP centers may get the assistance of these Assessment agencies for doing an effective assessment of the Skill Domains of the learner.

iii) Training Provider (TP)/ Training Centre (TC):

A TP/TC means a person or an organization, which is affiliated by an awarding body or an Higher education institution recognized by the NCVET/ Higher education Council for providing Vocational Education, Training & Skilling and related activities with respect to a qualification/ course. The CSDCCP centers may be recognised as authorized training centers / training providers for the NHEQF aligned skill Development courses/qualification.

iv) The Skill component of the course can be assessed and certified by the respective Sector Skill Councils.

v) 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.

vi) CSDCCP/Training Provider/Industry shall do the assessment for skill competency through certified skill assessors.

vii) Wherever the university/college may deem fit, it may issue a joint certificate for the courses with the respective Sector Skill Councils.

viii) The credits regarding skill component will be awarded in terms of NHEQF level certification which will have a minimum of 60% weightage of total credits of the course.

27. Committees to be constituted for the Implementation and Monitoring of MGU-B.Voc.

i) There shall be an MGU-B.Voc. implementation cum monitoring committee at the University level under the chairmanship of the Vice-Chancellor/ Pro Vice-Chancellor to ensure the smooth implementation of the MGU-B.Voc.

ii) Apart from this, there shall be a college level MGU-B.Voc. Academic Co-ordinator/ Nodal Officer, academic committee and an MGU-B.Voc. department committee in each department of the affiliating colleges.

iii) The affiliating colleges should provide an undertaking regarding the constitution of these two committees within one month from the date of effect of this regulation.

iv) The tenure of the college level committees will be 4 years.

27.1 MGU-B.Voc. Academic Committee

i) The Principal (Chairman)

ii) Academic Co-ordinator/ Nodal Officer (Convenor)

iii) CSDCCP Co-ordinator

iv) Academic Co-ordinator/ Nodal Officer of MGU-UGP.

v) All the Heads of Departments associated with B.Voc programmes

vi) Four teachers of the college representing different discipline nominated by the college council by rotation

vii) Not less than two experts/ academicians from outside the college representing areas such as Industry, Management, Commerce, Technology, Sciences etc., to be nominated by the college council preferably from the alumni of the college

viii) One nominee of the affiliating University (not less than the designation of associate professor in a college/ university department)

27.2 Functions of MGU-B.Voc. Academic Committee

i) Scrutinize, approve, recommend to the University all the proposals submitted by the department committee with regard to the MGU-B.Voc. such as, academic pathway, allowed syllabi enrichment/ updation, details of elective courses, Online courses, blended teaching, courses offering to

the students of other HEIs, panel of examiners, summative and formative evaluation tools proposed by the course faculty concerned, new courses and syllabus proposed by the faculty members as signature courses etc. The Academic Committee can differ on any proposal and it shall have the right to return the matter for reconsideration to the Department committee concerned or reject it, after giving sufficient reasons to do so.

ii) Scrutiny of all documents related to Teacher Specific Content.

iii) Recommend to the college governing council for starting innovative programmes using the flexibility and holistic nature of the MGU-B.Voc. curriculum frame work.

27.3 MGU-B.Voc. Department Committee

i) Head of the Department concerned (Chairman)

ii) The entire faculty of the Department

iii) Two subject experts from outside the college to be nominated by the MGU-B.Voc. Academic Committee

iv) One representative from industry/ corporate sector/ allied area relating to placement

v) One meritorious alumnus of the department to be nominated by the department council

vi) The department council of the MGU-B.Voc., may with the approval of the principal of the college, co-opt:

(a) Experts from outside the college whenever special courses of studies are to be formulated.

(b) Other faculty members of the same Faculty within the college

27.4 Functions of MGU-B.Voc. Department Committee

i) Prepare teacher specific content of syllabi for various courses keeping in view the objectives of the MGU-B.Voc. and submit the same for the approval of the academic committee.

ii) Scrutinize the signature course content and its evaluation techniques.

iii) Suggest methodologies for innovative teaching and evaluation techniques.

iv) Suggest panel of examiners to the academic committee.

v) Coordinate research, teaching, extension and other academic activities in

the department/ college.

27.5 CSDCCP

Constitution of CSDCCP: CSDCCP Advisory Body consists of seven members

i) Head of the institution: Chairperson

ii) Director/Co-ordinator of CSDCCP (One senior faculty nominated by the Head of the institution): Convenor

iii) Academic Co-ordinator /Nodal Officer-MGU-B.Voc.

iv) Four members : Internal and External Experts

27.6 Functions of CSDCCP

i) Propose skill components for B.Voc. courses, ensuring they meet the standards of the National Skills Qualification Framework (NSQF).

ii) Propose sector-specific skill curricula in line with National Occupational Standards (NOS) and Qualification Packs (QPs), ensuring relevance to specific job roles and industries.

iii) Conduct competency-based assessments in collaboration with Sector Skill Councils (SSCs) and provide certifications at appropriate NHEQF levels to enhance employability.

28. Proposed Options for Higher Studies for the Students of MGU-B.Voc.

The following higher education and research opportunities at the postgraduate level:

i) **Postgraduate Diploma:**

After completing the 3-year B.Voc. programme, students may opt for a 1-year Postgraduate Diploma in industry-linked, work-integrated, or apprenticeship-embedded programmes.

ii) **Honours Degree:**

Students may pursue a 1-year structured apprenticeship or work-integrated programme in collaboration with relevant industries, leading to an Honours Degree in their skill domain and enhancing their professional credentials.

iii) **Honours with Research:**

For research-oriented students, an Honours with Research option may be offered through a work-integrated programme involving industry-linked research projects in their skill domain, preparing them for research careers.

iv) **Lateral Entry to M.Voc.:**

Students who complete a Postgraduate Diploma are eligible for lateral entry into M.Voc. programmes, allowing for advanced specialization in their skill areas.

v) **PG or Research Programs:**

Students with Honours or Honours with Research degrees are eligible to pursue 1-year PG or research programmes, in accordance with UGC norms. Students with a standard B.Voc. Degree are eligible for 2-year M.Voc. programmes or other regular PG programmes, subject to the eligibility conditions prescribed by the relevant regulatory bodies.

29. Power to Remove Difficulties

If any difficulty arises in giving effect to the provisions of these Regulations, the Vice-Chancellor may by order make such provisions not inconsistent with the Act, Statutes, Ordinances or other Regulations, which appears to him to be necessary or expedient for removing the difficulty. Every order made under this rule shall be subject to ratification by the appropriate university authorities.

30. Modifications to the Regulations

Notwithstanding anything contained in these Regulations, any amendments or modifications issued or notified by the University Grants Commission or the State Government, from time to time, shall be deemed to have been incorporated into these Regulations and shall constitute an integral part thereof.

Appendix -1

Graduate Attributes (GA) of Mahatma Gandhi University

The fundamental premise underlying the learning outcomes-based approach to curriculum planning and development is that higher education qualifications are awarded on the basis of demonstrated achievement of outcomes (expressed in terms of knowledge, understanding, skills, attitudes and values) and academic standards expected. The expected learning outcomes are used as reference points that would help formulate graduate attributes, qualification descriptors, programme outcomes and course outcomes which in turn will help in curriculum planning and development, and in the design, delivery and review of academic programmes. The graduate attributes of Mahatma Gandhi University are
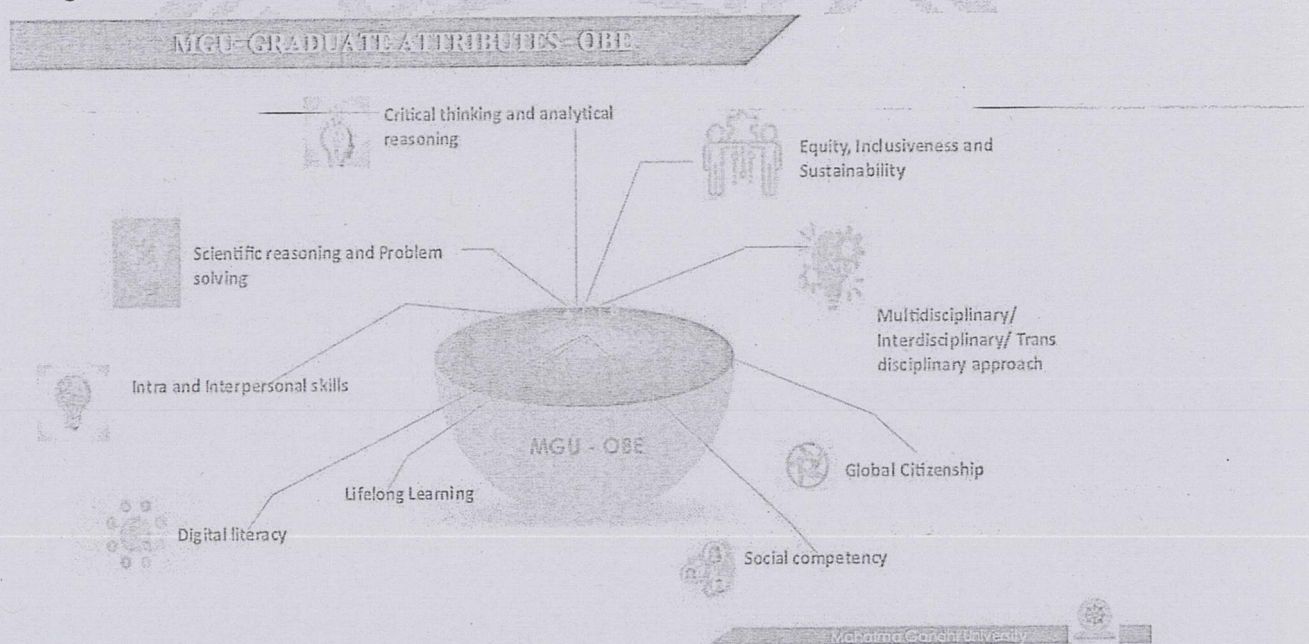
GA 1: Critical thinking and Analytical reasoning

Capability to analyse and evaluate evidence, arguments, claims, beliefs on the basis of empirical evidence; identify relevant assumptions or implications; formulate coherent arguments; critically evaluate practices, policies and theories to develop knowledge and understanding; critical sensibility to lived experiences, with self awareness and reflexivity of both self and society.

GA 2: Scientific reasoning and Problem solving

Ability to analyse, interpret and draw conclusions from quantitative/qualitative data; and critically evaluate ideas, evidence and experiences from an open-minded and reasoned perspective; capacity to extrapolate from what one has learned and apply their competencies to

solve different kinds of non-familiar problems, rather than replicate curriculum content knowledge; and apply one's learning to real life situations.

GA 3: Multidisciplinary/interdisciplinary/transdisciplinary Approach

Acquire interdisciplinary /multidisciplinary/transdisciplinary knowledge base as a consequence of the learning they engage with their programme of study; develop a collaborative-multidisciplinary/interdisciplinary/transdisciplinary- approach for formulate constructive arguments and rational analysis for achieving common goals and objectives.

GA 4: Intra and Interpersonal skills

Ability to work effectively and respectfully with diverse teams; facilitate cooperative or coordinated effort on the part of a group, and act together as a group or a team in the interests of a common cause and work efficiently as a member of a team; lead the team to guide people to the right destination, in a smooth and efficient way.

GA 5: Digital literacy

Capability to use ICT in a variety of learning situations, demonstrate ability to access, evaluate, and use a variety of relevant information sources; and use appropriate software for analysis of data.

GA 6: Global citizenship

Possess knowledge of the values and beliefs of multiple cultures and a global perspective; and capability to effectively engage in a multicultural society and interact respectfully with diverse groups.

GA 7: Social Competency

Ability to contemplate of the impact of research findings on conventional practices, and a clear understanding of responsibility towards societal needs and reaching the targets for attaining inclusive and sustainable development.

GA 8: Equity, Inclusiveness and Sustainability

Appreciate equity, inclusiveness and sustainability and diversity; acquire ethical and moral reasoning and values of unity, secularism and national integration to enable to act as dignified citizens; able to understand and appreciate diversity (caste, ethnicity, gender and marginalization), managing diversity and use of an inclusive approach to the extent possible.

GA 9: Lifelong Learning

Ability to acquire knowledge and skills, including "learning how to learn", that are necessary for participating in learning activities throughout life, through self-paced and self-directed learning aimed at personal development, meeting economic, social and cultural objectives, and

adapting to changing trades and demands of work place through knowledge/skill development/reskilling.

Programme Outcomes (PO)

PO 1: Critical thinking and Analytical reasoning

Capability to analyse and evaluate evidence, arguments, claims, beliefs on the basis of empirical evidence; identify relevant assumptions or implications; formulate coherent arguments; critically evaluate practices, policies and theories to develop knowledge and understanding; critical sensibility to lived experiences, with self awareness and reflexivity of both self and society.

PO 2: Scientific reasoning and Problem solving

Ability to analyse, interpret and draw conclusions from quantitative/qualitative data; and critically evaluate ideas, evidence and experiences from an open-minded and reasoned perspective; capacity to extrapolate from what one has learned and apply their competencies to solve different kinds of non-familiar problems, rather than replicate curriculum content knowledge; and apply one's learning to real life situations.

PO 3: Multidisciplinary/interdisciplinary/transdisciplinary Approach

Acquire interdisciplinary /multidisciplinary/transdisciplinary knowledge base as a consequence of the learning they engage with their programme of study; develop a collaborative-multidisciplinary/interdisciplinary/transdisciplinary- approach for formulate constructive arguments and rational analysis for achieving common goals and objectives.

PO 4: Communication Skills

Ability to express thoughts and ideas effectively in writing and orally; Communicate with others using appropriate media; confidently share one's views and express herself/himself; demonstrate the ability to listen carefully, read and write analytically, and present complex information in a clear and concise manner to different groups.

PO 5: Leadership Skills

Ability to work effectively and lead respectfully with diverse teams; setting direction, formulating an inspiring vision, building a team who can help achieve the vision, motivating and inspiring team members to engage with that vision, and using management skills to guide people to the right destination, in a smooth and efficient way.

PO 6: Social Consciousness and Responsibility

Ability to contemplate of the impact of research findings on conventional practices, and a clear understanding of responsibility towards societal needs and reaching the targets for attaining inclusive and sustainable development.

PO 7: Equity, Inclusiveness and Sustainability

Appreciate equity, inclusiveness and sustainability and diversity; acquire ethical and moral reasoning and values of unity, secularism and national integration to enable to act as dignified citizens; able to understand and appreciate diversity (caste, ethnicity, gender and marginalization), managing diversity and use of an inclusive approach to the extent possible.

PO 8: Moral and Ethical Reasoning

Ability to embrace moral/ethical values in conducting one's life, formulate a position/argument about an ethical issue from multiple perspectives, and use ethical practices in all work. Capable of demonstrating the ability to identify ethical issues related to one's work, avoid unethical behavior.

PO 9: Networking and Collaboration

Acquire skills to be able to collaborate and network with educational institutions, research organisations and industrial units in India and abroad.

PO 10: Lifelong Learning

Ability to acquire knowledge and skills, including "learning how to learn", that are necessary for participating in learning activities throughout life, through self-paced and self-directed learning aimed at personal development, meeting economic, social and cultural objectives, and adapting to changing trades and demands of work place through knowledge/skill development/reskilling.

Appendix - 2

	Mahatma Gandhi University Kottayam

Name of the College*	
Faculty/ Discipline*	
Programme	
Course Name*	
Type of Course*	{options: SDC, MPC, MDC, SEC, VAC, AEC}
Course Code	To be prepared by the University
Course Level*	{options: 100, 200, 300, 400}
Course Summary	

Semester*	{options: 1,2,3,4,5,6,7,8}	Credits*		{options: 3,4}	

Course Details	Learning Approach	Lecture*	Practical *	OJT*	Total Hours*
		{options: 0, 1, 2, 3, 4}	{options: 0, 1, 2, 3, 4}	{options: 0, 1, 2, 3, 4}	{ options : 120,105,90,75,60,45}

Pre-requisites, if any	

COURSE OUTCOMES (CO)

CO No.	Expected Course Outcome	Learning Domains *	PO No

			{options: Remember (K), Understand (U), Apply (A), Analyse (An), Evaluate (E), Create (C), Skill (S), Interest (I) and Appreciation (Ap) }	{options: 1,2,3,4,5, 6,7,8,9,1 0}
1				
2				
3				
4				
5				
6				
7				
8				

CO-PO ARTICULATION MATRIX

CO/PO	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10
CO 1	{options: 0,1,2,3}	{options: 0,1,2,3}	{options: 0,1,2,3}	{options: 0,1,2,3}	{options: 0,1,2,3}	{options: 0,1,2,3}	{options: 0,1,2,3}	{options: 0,1,2,3}	{options: 0,1,2,3}	{options: 0,1,2,3}
CO 2										
CO 3										
CO 4										
CO 5										
CO 6										
CO 7										
CO 8										

'0' is No Correlation, '1' is Slight Correlation (Low level), '2' is Moderate Correlation (Medium level) and '3' is Substantial Correlation (High level).

COURSE CONTENT

Content for Classroom transaction (Units)

Module	Units	Course description	Hrs	CO No.
	1.1			
1	1.2			
	1.3			

2	2.1			
	2.2			
	2.3			

Teaching and Learning Approach	Classroom Procedure (Mode of transaction)

Assessment Types	MODE OF ASSESSMENT
	
	 Mode of Assessment
	
	 A. Continuous Comprehensive Assessment (CCA)
	
	 Theory
	      Total Marks {options: 15, 25, 30}
	      Assessment Methods
	
	 Practical
	      Total Marks {options: 15, 25, 30}
	      Assessment Methods

	B. End Semester Evaluation (ESE)
	
	 Theory
	      Total Marks {options: 35, 50, 70}
	      Assessment Methods
	      Duration of Examination {options: 0.75 hr, 1 hr, 1.25 hr, 1.50 hr, 2 hr, NA }

		Pattern of examination for Theory {MCQ, Non-MCQ}
		Different parts of written examination {Part A, Part B, Part C, Part D, Part E}
		Answer Type {options: MCQ, One word, Fill in the blanks, Match the following, One Sentence, One or two Sentences, Short answer, Short Essays, Problems, Short Essays/Problems, Essays, Case Studies}
		Marks for part {options: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15}
		Number of questions in each part {options: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15}
		Number of questions to be answered {options: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15}
		Practical
		Total Marks {options: 35, 50, 70}
		Assessment Methods
		Duration of Examination {options: 75 minutes, 1 hr, 1.15 hr, 1.30 hr, 2 hr, 3 hr, 5 hr, 7 hr, 10 hr, 15 hr, NA}

References (Follow any standard reference format like APA, MLA, Chicago, ...)

SUGGESTED READINGS