

RULES AND REGULATIONS

FOR

BACHELOR OF VOCATION (B.VOC.) PROGRAMME

(Effective from Academic year 2021-22)



Quest for Excellence

G. S. Mandal's Maharashtra Institute of Technology, Aurangabad
(An Autonomous Institute affiliated to Dr. Babasaheb Ambedkar Marathwada
University, Aurangabad)

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RULES, REGULATIONS AND ORDINANCES B.VOC. PROGRAMME

RULES, REGULATIONS AND ORDINANCES

1. Short Title and Commencement

- a) These ordinances shall be called the Ordinances for BACHELOR OF VOCATION Programme run by the G. S. Mandal's Maharashtra Institute of Technology (MIT), Aurangabad permanently affiliated to Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.
- b) These ordinances shall come into force with effect from such date as approved by the authorities of G. S. Mandal's Maharashtra Institute of Technology, Aurangabad.

2. Definitions

Unless the context requires otherwise,

- a) **Academic Council:** It means Academic Council of the Institute
- b) **"Applicant"** shall mean an individual who applies for admission to any B.VOC. Programme.
- c) **BoS:** It means Board of Studies of a specific Department of the Institute.
- d) **Choice Based Credit System (CBCS):** The CBCS provides choice for students to select from the prescribed courses (core, elective or minor or soft skill courses).
- e) **Credit Point:** It is the product of grade point and number of credits for a course.
- f) **Grade Point:** It is a numerical weight allotted to each letter grade on a 10-point
- g) **"Letter Grade":** It is an index of the performance of students in a said course. Grades are denoted by letters O, A⁺⁺, A+, A, B+, B, C, D and F.
- h) **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.

- i) **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.
- j) **“Course”:** All courses need not carry the same weight. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures/ tutorials / laboratory work/ field work/ outreach activities/ project work/ vocational training/viva/ seminars/term papers/assignments/ presentations/ self-study etc. or a combination of some of these.
- k) **“Course Coordinator”** shall mean a faculty member who shall have full responsibility for the course, coordinating the work of other faculty member(s) involved in that course, including examinations and the award of grades.
- l) **“Degree”** shall mean the Bachelor’s degree viz. B.VOC. and such other degrees of the university as may be approved by the authorities concerned.
- m) **“Direct Admitted Student”** shall mean a student who is admitted directly to second year of the degree program through lateral entry and as per the eligibility decided by the competent authority from time to time and admitted for undergraduate programme for full time study leading to B.VOC. degree.
- n) **“Programme”** means offering of the University for the Award of degree in a specific branch of study.
- o) **“Student”** shall mean a candidate admitted for an undergraduate programme for full time study leading to Bachelor’s degree.
- p) **“Scheme of Teaching and Examination”** shall mean the scheme of teaching and examination for a programme of study as approved by the authorities.
- q) **“UG”** shall mean undergraduate.
- r) **Semester:** Each semester will consist of academic work equivalent to 90 actual teaching days.
- s) **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,

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grade secured) along with SGPA of that semester and CGPA earned till that semester.

- t) **OJT:** on job training is a form of training provided at the workplace. During the training candidates are familiarized with the working environment they will become part of employees also get a hands-on experience using machinery, equipment, tools and materials
- u) **Diploma:** shall mean the certificate after successful completion first year and OJT of B. VOC course with of NSQF level 5
- v) **Advance Diploma:** shall mean the certificate after successful completion second year and OJT of B. VOC course with of NSQF level 6

3. Preamble

The Regulations prescribed herein have been made by MIT, an autonomous institution, permanently affiliated to the Dr. Babasaheb Ambedkar Marathwada University, Aurangabad to facilitate the smooth and orderly conduct of its academic programmes and activities at the B.VOC. It is expected that the Regulations will enable the students to take advantage of the various academic opportunities at the Institute and prepare themselves to face the challenges in their professional careers ahead. It may be noted that:

- a) The provisions made herein shall be applicable to all the B.VOC. Programmes offered at the Institute, at present;
- b) They shall also be applicable to all the new UG Programmes which may be started at the Institute in the future;
- c) Academic and non-academic requirements prescribed by the Academic Council have to be fulfilled by the students for eligibility towards the Award of B.VOC. degree.
- d) The rules and regulations stated here under are subject to revisions/ modifications/ amendments by Academic Council from time to time and are applicable to all the batches existing and/or future as per the decisions by Academic Council.
- e) All the academic activities shall be scheduled as per the academic calendar approved by Academic Council and notified at the start of each academic year/semester.

4. Introduction

Gramaudyogik Shikshan Mandal (GSM), Aurangabad, Maharashtra, India is the parent trust (Organization) established in 1975. Maharashtra Institute Technology (MIT),

Aurangabad offers wide range of courses for graduation and post-graduation level in faculty of Engineering & Technology. The institute is permanently affiliated to Dr. Babasaheb Ambedkar Marathwada University (BAMU), Aurangabad and is approved by AICTE, Delhi and DTE Maharashtra. NAAC has accredited the institute with Grade 'A'. MIT has received recognition under Section 2(f) and 12 (B) of the UGC Act, 1956. UGC has granted of autonomous status to our institute. MIT has got accreditation from Department of Science and Industrial Research (DSIR), Ministry of Science and Technology, Government of India as a Science and Industrial Research Organization (SIROs). MIT has been empaneled under Unnat Maharashtra Abhiyan, a project by Ministry of Higher and Technical Education, Government of Maharashtra. MIT has been also selected under Unnat Bharat Abhiyan, a flagship programme of Ministry of Human Resource Development (HRD), Government of India. MIT is an Approved ESCO = Empaneled as Energy Service Company approved by Bureau of Energy Efficiency (BEE), Ministry of Power, Government of India. MIT has developed strong linkages between industry, government & non-government organizations. MIT is pioneer in establishing mutually beneficial triangular partnership among academic institutions, industry and government organizations. It also provides solutions to live problems and works on research projects of industries. MIT is associated with GIZ, Germany, Tata Technologies and MASSIA for working on live industry projects. Institute has association with more than 300 companies for one semester mandatory In-Plant Training for undergraduate engineering courses. Institute has recognized Ph.D. Research Centers in Mechanical Engineering and Electronics and Telecommunications affiliated to Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.

MIT is offering the undergraduate (UG) programs leading to bachelor's Degree in Technology Since last 20 years. The admission to UG program is as per the norms set by All India Council for Technical Education (New Delhi), the competent authority of the Government of Maharashtra/ DTE Mumbai and Dr. Babasaheb Ambedkar Marathwada University, Aurangabad and which shall be applicable at the time of admission.

B. Voc. Programme has been designed by the UGC as per National Skill Qualification Framework (NSQF) of Ministry of Skill Development emphasizing on skill-based education in consultation with National Skills Development Corporation (NSDC). The programme focuses on skill development based higher education leading to Bachelor of Vocation (B.Voc.) degree with multiple entry and exit points.

Its objective is to provide judicious mix of skills relating to a profession and appropriate

content of general education, so that they are work ready at each exit point of the programme. It also integrates NSQF within the undergraduate level of higher education to enhance employability of the graduates and meet industry requirement.

The list of programs offered is as given in the following Table.

Sr. No.	Program
1.	B.VOC. in Food Processing
2.	B.VOC. in Refrigeration and Air Conditioning
3	B.VOC in Software Development
4.	B.VOC in Artificial Intelligence and Robotics
5.	B.VOC in Interior Design

All the undergraduate degree programs will be governed by the rules and regulations approved by Academic Council. The examination system is governed by the examination rules and regulations.

The rules and regulations mentioned in this document are applicable to all undergraduate programs offered by the institute.

The rules and regulations stated here under are subject to revisions/ amendments by Academic Council from time to time.

5. Instructions

- a) Instructions about the curriculum in the various subjects in each semester of all the three years shall be provided by the Institute.
- b) The details of instruction period, examination schedule, vacations etc. shall be notified by the Dean (Academics and Quality Assurance) of the Institute as per the Institute academic calendar approved by Academic Council.
- c) The medium of instructions and examination shall be English except the courses related to foreign language or any other language.
- d) The minimum entry qualification and procedure for admission to UG programmes shall be as per the directives of the Competent Authorities from time to time.
- e) UG student shall be required to earn minimum number of credits through various academic courses of a curriculum as provided for in the ordinance/regulation of the institute approved by academic council.
- f) A UG student shall be required to complete all the requirements for the award of the bachelor's degree within such period as may be specified in the Ordinances/Regulations as approved by academic council, including those credits

earned at such other institutions/courses as have been recognized by the Institute for this purpose.

- g) The date of initial admission for the UG programme shall normally be the date on which the student formally registers for the first time. This date shall be treated as the date of joining the programmes for all intents and purposes.
- h) A student shall be required normally to attend every lecture, tutorial and practical class. However, for late registration, sickness or other such exigencies, absence may be allowed as provided for in the ordinances/regulations approved by academic council.
- i) The procedure for the direct second year admission shall be as per the directives of the Competent Authorities from time to time.
- j) The procedure for the withdrawal from an undergraduate programme, rejoining the programme, the award of grades and the SGPA/ CGPA, the examination and all such matters as may be connected with the running of a UG programme shall be as specified in the ordinances/regulations approved by Academic Council.
- k) The award of the UG degree to an eligible candidate shall be made in accordance with the procedure laid down in the ordinances/regulations approved by Academic Council.
- l) A student admitted to the UG programme shall abide by the "Standing Orders for Students" issued by the Institute from time to time. These standing orders shall deal with the discipline of the students in the Hostels, Departments, the Institute premises and outside. The standing orders may also deal with such other matters as are considered necessary for the general conduct of the students, co-curricular and extra-curricular activities. The Director of the Institute shall approve these standing orders.
- m) Not with standing anything contained in the above ordinances, no regulations shall be made in contravention of the directives of the Government of Maharashtra, in regard to the duration of the UG programme.

Regulations for the Undergraduate Programme (B.VOC.)

6. General

- i) These regulations shall be called the regulations for the BACHELOR OF VOCATION programmes of the Institute.
- ii) These regulations shall come into force from the academic year 2021-22.

Regulation 8001**7. a) Undergraduate Programme**

- i) The Undergraduate Programme offered shall lead to Bachelor's degree in Vocation (Specialization)
- ii) The duration of UG programme leading to degree of B.VOC. is normally of three years (Six semesters).

7. b) Semester System

- i) The academic programmes in the Institutes affiliated to university shall be based on Semester system: two semesters in a year with minimum 90 working days in each semester.
- ii) Each course shall have a certain number of credits assigned to it depending upon the academic load of the course, which would be assessed on the basis of weekly contact hours of theory lectures, practical's and laboratory classes, On Job Training (OJT). The credits for the project/internship shall be assigned depending upon the quantum of work expected.
- iii) The courses offered in a semester shall be continually assessed and evaluated to judge the performance of a student.

Ordinance 7001**8. Admission**

- i) Admissions for regular entry (first year) and lateral entry (direct second year) are strictly on the basis of guidelines and rules specified by competent authorities from time to time. Lateral entry are students admitted to direct second year through the qualifications specified by the competent authorities from time to time.
- ii) Admission at the beginning of each year is compulsory for every student on the prescribed dates announced from time to time by payment of the stipulated fees till he/she completes the Programme.
- iii) There shall also be a merit-based, lateral admission of students having Diploma or equivalent qualification to the second year of all the UG programmes at the Institute in accordance with the rules specified by competent authorities from time to time as applicable for such admissions.
- iv) The Institute reserves the right to revoke the admission made to a student if it is found at any time after admission that he/she does not fulfil all the eligibility requirements

for the admission to the UG programme as laid down by the Competent Authority.

- v) At the beginning of the first semester of the UG Programme, every student shall be required to register his/her profile on the Institute ERP portal and every student shall be allocated with a unique Permanent Registration Number (PRN), which shall be used to identify a student at any time. The PRN shall be valid till the student completes the program or cancels admission or is expelled from the institute. The number shall be

YYYY	DL	PC	EL	NNNN
Year of Admission	Degree Level	Programme Code	Entry Level	Enrolment Number

DL: 04 for all BVoc; PC: 31-35 as listed above; EL: 01 for FY Entry, 02 for Lateral Entry

- vi) Once the student is admitted to the concerned Institute/Programme, he/she will be promoted to the next semester of that academic year with full carryon.
- vii) Such students who have passed all the courses prescribed for both semesters in the year and having no backlog courses will be eligible to admission for the next year.
- viii) First Year students who have earned at least 60% of the total credits (rounded off to the nearest lower integer) in the year will be allowed for admission to Second year.
- ix) Such students who have failed to earn at least 60% of the total credits (rounded off to the nearest lower integer) in the academic year will not be allowed for admission to next higher class. They will have to appear for improvement in their results in the Course/s failed from subsequent examination. They will be eligible for admission to higher class when credits earned by them are at least 60% of the total credits (rounded off to the nearest lower integer).
- x) For the admission to the third year, the student should have passed all the courses of the first year. Student must have earned all the credits of First Year along with non-credit course and earned at least 60% of the total credits (rounded off to the nearest lower integer) in second year. In case of lateral entry students, they will be eligible for admission to higher class when credits earned by them are at least 60% of the total credits (rounded off to the nearest lower integer) in second year.

However, these students will have to earn the credit for backlog courses on self-study

basis. They can appear for improvement in supplementary examination from next semester onwards.

9. Temporary withdrawal

A student will be permitted to withdraw temporarily from the program based on following rules.

- a) The withdrawal shall be considered for complete semester or year.
- b) The student shall apply to Registrar office through HoD and Dean (Academics and Quality Assurance) for such withdrawal with stating the valid reason for such withdrawal supported by relevant documents and written consent from parents and duly recommended by HoD and Dean (Academics and Quality Assurance) and No dues certificate from the concerned departments and sections.
- c) Registrar office shall pursue the case and put up the case to Academic Council for approval.
- d) Normally students will be entitled to avail temporary withdrawal facility only once during the program duration. Any additional request for withdrawal shall have to be approved by Academic Council.

10. Academic Calendar

- a) Each Academic Year shall be divided into two main semesters, each of 20 weeks, viz., odd semester (July-November) and even semester (January-May).
- b) The Institute shall arrange regular academic activities for the students during the two main semesters those who are having with backlogs will attend the make-up classes for respective course/s in the institute and will appear for the make-up examination at the Institute.
- c) The academic activities in a semester shall normally include course registration, teaching-learning process comprising of course work, Continuous In-semester Evaluation (CIE), on job training, dropping/withdrawal from courses, End Semester Examination (ESE) and declaration of results, make-up examination and other academic activities, holidays and students' major activities schedule.
- d) The Institute shall announce the schedule for all the academic activities well before the commencement of the Academic Year and take all the necessary steps to follow them scrupulously.
- e) The non-conduct of any academic activities on any particular teaching day for whatever the reason shall be compensated by having academic sessions on suitable day by following the academic schedule of the lost teaching day.

- f) The Institute shall also announce adequate semester breaks for the students and ensure that a minimum of 90 academic working days in each semester.
- g) A typical breakdown of the Academic Year for the B.VOC. programme at the Institute shall be as suggested in Table 1:

Table 1 : Suggested Breakdown of Academic Year into Semesters

1.	Semesters/ Year	Two Main Semesters (Odd and Even) and One Summer Term;
2.	Semester Durations	Main Semesters: Approx. 20 Weeks each. Summer Term: Approx. 2/3 Weeks;
3.	Academic Activities and Examinations (Weeks):	Main Semester (Odd or Even): Registration of Courses- 2 days; Course work- 90 Working days; Examinations- 2/3 weeks; Declaration of Results- 7 days after last day of the Examination; Total: 20 weeks; Make-up Examination: (For failed courses in odd and even Main semesters) Registration of Courses for Make-up Examination- 1 day; Make-up Examination Preparation- 1 Week; Re-Examinations- 1 Week; Declaration of Results- 3 days; Total: 3 weeks;
4.	Extra-Curricular Activities (Days)	Institute Level Flagship Events and other events; each one spread over weekend and holidays as per Academic Calendar

11. Programme Duration

- a) The minimum duration of the B.VOC. Programme for a student to complete the academic and other requirements at the Institute and qualify for the award of Degree by the University shall be normally of 6 semesters, i.e. 3 Academic Years. On the completion of all six semesters, the student will be awarded the B.VOC. Degree in the concerned subject. As per NSQF level equivalence of Certificate/Diploma/Advanced Diploma Shall be mentioned on the respective mark sheet after successful completion of requisite credits of NSQF level for concern courses of semester/year.
- b) The certification levels will lead to Diploma/Advanced Diploma/B. Voc. Degree and will be offered by respective affiliating University/Board of Technical Education.
- c) Students may be awarded Diploma/Advance Diploma /Degree as out-lined in the Table below:

Level of completion	Duration	Corresponding NSQF level
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of course		
Diploma	After completion of first year	5
Advanced Diploma	After completion of second year	6
Degree	After completion of third year	7

- d) Admission to the second semester of the programme shall be open to candidates who have successfully completed the first semester of B.Voc programme. If a student exits the programme after obtaining certificate on successful completion of the first semester of the programme, he/she may rejoin the programme in the second semester.
- e) Admission to the third semester of the programme shall be open to candidates who have successfully completed the first year of B.Voc programme. If a student exits the programme after obtaining Diploma on successful completion of the first year of the programme, he/she may rejoin the programme in the third semester.
- f) Admission to the fifth semester of the programme shall be open to candidates who have successfully completed the second year of B.VOC. programme. If a student exits the programme after obtaining Advanced Diploma on successful completion of second year of the programme, he/she may rejoin the programme in the fifth semester.
- g) Academically weaker students shall be encouraged to conduct their studies at a slower pace and complete their Vocational Diploma/Advance Diploma/Degree requirements in maximum (N + 2) years from the first date of registration in the Institute. Here, N is the duration of the course.

The admission of student will be automatically get cancelled if he/she fails to complete the course in maximum period.

- h) Clause (b) above shall apply to three types of students at the Institute:
- I. Those who wish to complete the UG Degree requirements comfortably without encountering failure in any course;
 - II. Those who failed to complete the due credits of a particular semester and went on to accumulate the backlogs.
 - III. Those who wish to avail a temporary withdrawal from the Programme after receiving approval from the Authorities. The details about this clause are given in "temporary withdrawal section".
- i) In all the cases above (c), a student shall have to complete the UG Degree Programme requirements of the prescribed credits within 10 semesters, i.e. 5 Academic Years.

Failure to complete the UG Degree Programme requirements by any student in this period shall lead to the cancellation of his/her admission to the Institute forthwith.

- j) A student shall not be awarded a UG Degree for a Programme if the Cumulative Grade Point Average (CGPA) at the end of the programme is less than 5. For such students, the Performance (CGPA) Improvement Scheme is recommended where in the student is eligible to take any three courses for improvement. The detail about the performance (CGPA) improvement scheme are given "Grade Improvement Policy"

12. Course Structure

The course offered shall have an alphanumeric course code consisting of a string of six characters. The first three characters in a course code shall be capital letters identifying the responsible department/category of the course. The next three numerical digits give the following information. The first digit specifies the year of study of the UG course. Second and third digit specifies the serial number of the Course.

Six-digit code for a Course (UG courses)

1	2	3	4	5	6
Category			Year	Course No.	
VRA			1	Semester I	
VSD			2	1-20 Theory	
VID			3	21-30 Practical /Lab	
				31-40 OJT	
				Semester II	
				51-70 Theory	
				71-80 Practical /Lab	
				81-90 OJT	

13. Course Credits

Each course shall have an integer number of credits, which reflects its weightage. The number of credits of course in a semester shall ordinarily be calculated as,

- (i) Under skill education component:

Theory: - 01 credit = 15 hours of teaching.

Practical/Internship/On Job Training: -1.5 credit = 20 hours of training.

- (ii) Under general educational component; -

Theory: - 01 credit = 15 hours of teaching.

- (v) The following norms are used for computation of credits under skill components: -

40% weightage has been assigned to Theory and 60 % weightage has been assigned to

Practical/Internship/On Job Training Course Registration for the Semester

At the beginning of the first semester of the UG Programme, every student shall be required to register his/her profile on the Institute ERP portal and every student shall be allocated with a unique Permanent Registration Number (PRN), which shall be used to identify a student at any time.

To help the students in planning their courses of study and for general advice on the academic programme, the Head of the Department of the students will attach a certain number of students to a teacher of the Department who shall function as Faculty Advisor for those students throughout their period of study in the institute (one advisor for a group of 15 students, in a class). The Faculty Advisor shall advise the students in registering and reappearance of courses, authorize the process, monitor their attendance and progress and counsel them periodically. The Faculty Advisor shall also discuss with or inform the parents about the progress / performance of the students concerned.

The responsibilities for the faculty advisor shall be:

- To inform the students about the various facilities and activities available to enhance the students' curricular and co-curricular activities.
- To guide students on enrollment and registration of the courses.
- To authorize the final registration of the courses at the beginning of each semester.
- To monitor the academic and general performance of the students including attendance and to counsel them accordingly.

Students who fail to register for course work on the notified date may be permitted by the Department for late registration till the last date of registration announced in the Academic Calendar after payment of additional late registration fees fixed by the Institute.

Only those students shall be permitted to register for course work who have:

- a) Cleared all dues of the Institute, Hostel and Library including fines (if any) of the previous semester/year.
- b) Made all the required advance payments towards the Institute and Hostel dues for the current semester before the closing registration date and
- c) Not been debarred from registration of courses on any other specific ground

Ordinance 7002

14. Attendance, Absence, Leave Rules and Dismissals

- i) All the students are expected to be present in every lecture, tutorial, practical, OJT, Mandatory Courses / National Social Services / Other Academic Activities scheduled for them. Attendance will be closely monitored during a semester as per the guidelines.

- ii) An undergraduate student must have a minimum attendance of 75% of the total number of classes including lectures, OJT and practical for every course of study, before the corresponding examination i.e. End Semester Examination, in order to be eligible to appear for the respective examination in the course, failing which the student will be detained in the said course and needs to get himself/herself re-admitted for semester/year as the case may be.
- a. In special cases and for sufficient causes shown, the Director of the institute may, on the specific recommendation of the Head of the Department and subsequently Dean (Academics and Quality Assurance), condone the deficiency in attendance to the extent of 10 % on medical ground subject to submission of medical certificate.
- b. However, in respect of women candidates who seek condonation of attendance due to pregnancy, the Director of the Institute may condone the deficiency in attendance to the extent of 25 % (as against 10 % Condonation for other) on medical grounds subject to submission of medical certificate to this effect. Such condonation shall not be availed twice during the course of study.
- iii) Active Participation in N.C.C./N.S.S. Camps or Inter collegiate or Inter University or Inter State or International matches or debates or Educational Excursions or such other Inter University activities as approved by the Director with due recommendation from concerned activity In-charge, HoD and Dean (Academics and QA) involving journeys outside the city in which the Institute is situated will not be counted as absence. However, such 'absence shall not exceed (4) weeks per year of the total period of instructions.
- iv) Students desirous of continuous leave of absence for less than two weeks during a semester shall apply for it in advance to the Head of the Department providing reasons and supporting documents, if any and get it approved.
- v) Continuous absence due to illness or any other reason for a period less than two weeks in a semester, for which a student could not make a prior application, the absence/ leave may be condoned by the HoD after proper verification appropriate justification and by the student.
- vi) The Director shall be the Authority for sanctioning the leave of students outside clauses (iv) and (v) above, after receiving their applications along with recommendations of the Heads of Departments and Dean (Academics and QA).
- vii) In the case of the long absence of a student in a semester with prior approval or otherwise, the Director shall decide whether the student be asked to withdraw from the

- Programme for that particular semester.
- viii) In all the cases of leave of absence as per Clauses (iv) and (vi) above, the period of leave taken shall not be condoned for the purposes of fulfilling the attendance requirements stipulated in the Clauses (i) and (ii) .
 - ix) In case of the candidates who fail to put in the required attendance in a course of study, he/she shall be detained in the same class and will not be recommended to appear for the end semester examination.
 - x) A candidate detained in semester I should take readmission in next academic year as a regular student and shall have to complete all the theory, practical and OJT as a regular student.
 - xi) In case a candidate is detained in semester II, he/she should take admission to Semester II of next academic year and complete all the theory , practical and OJT as a regular student of semester II.
 - xii) In case of change of syllabus, the candidate even if detained in semester II should take readmission in next academic year for Semester I and II as a regular student complete all the theory, practical and OJT as a regular student.
 - xiii) If student is found guilty of malpractice in examinations, involvement in ragging and overall misconduct during his/her stay in the institute, he/she will be punished as per the prevailing rules from the competent authorities.

Regulation 8002

15. a) Rules for Examination

- i) Application for permission to appear at every examination shall be made in the prescribed format through ERP and the prescribed fee, should be submitted to the Registrar Office (Student Section) of the institute on or before the date fixed for this purpose.
- ii) When a candidate's application is found in order and he/she is eligible to appear at an Examination, the Examination Cell of the institute will generate Hall-Ticket with the photograph affixed to it, enabling the candidate to appear in the Examination, and this Hall-Ticket shall have to be produced by the Candidate before he/she is admitted to the premises where the Examination is being held.
- iii) A Candidate who does not present himself/herself for the examination for any reason whatsoever, excepting shortage of attendance, shall not be entitled to claim refund of the whole or part of the examination fee, for subsequent Examination(s).
- iv) As B.VOC. is a full-time course, no candidate shall be allowed to put in attendance for a

course or appear at examinations for different degrees and different faculties at one and the same time unless he exit the course every year.

- v) Students who have appeared once at any examination of the course need not put in fresh attendance, if they wish to reappear at the corresponding examination, notwithstanding the fact that the Institute might have introduced new subject. They will, however, have to appear at the examinations according to the scheme of examinations and syllabi in force.
- vi) If a student fails or is absent in the End Semester Examination (ESE) of a course, he/she may appear for make-up examination.

15. b) Examination Scheme

- i) A student shall be evaluated for his/her academic performance in a course through Continuous Assessment and End Semester Examination.
- ii) The performance of a student in a semester shall be evaluated through continuous class assessment, and end semester examination. The continuous assessment shall be based on class tests, practical / assignments/ tutorials, quizzes/viva-voce and attendance. The marks for continuous assessment shall be awarded at the end of the semester. The end semester examination shall be comprised of written papers, practical and viva-voce, inspection of certified course work in classes and laboratories, project work, design reports or by means of any combination of these methods.
- iii) The On Job Training (OJT) examination, as prescribed in AICTE model curriculum and as per SSC shall be conducted after end semester examination in each semester. The assessment will be done by the NSDC approved Assessor/SKP. The marks /grade will be submitted in the parent institute by the SKP and parent institute will submit the same to examination cell.
- iv) The On Job Training is mandatory to clear with minimum passing grade otherwise the student will be declared fail and will have to repeat the complete the semester/year but the maximum allowable time will be as per the guidelines of competent authorities.
- v) The distribution of marks for term work, end semester theory papers, practical and other examinations, project and on-job training shall be as prescribed by university time to time. The practical viva-voce, project and reports shall be examined/evaluated through internal and external examiner as and when required.
- vi) Marks obtained in a subject shall consist of marks allotted in end semesters theory paper, practical and term work.
- vii) End Semester Examination shall be having weightage of 25 Marks. At the end of the

semester, there would be an End Semester Examination based on the complete syllabus scheduled as per the academic calendar approved by academic council. For the examination, the minimum percentage for passing for each course code, term work and practical examination is 40 %, failing which he/she will get “F” grade for that course code.

viii) The project work shall be evaluated by mid term seminar(s), quality of work carried out, project report submission and the viva-voce examinations as per the format given by the institute.

ix) On Job Training (OJT) work shall be evaluated from time to time through seminar(s)/ Write-ups/ Drawings/report of OJT submission through Skill Knowledge Provider (SKP) and the viva-voce examinations as per the format given by the institute.

x) Rule for combined passing:

1. To pass the examination a candidate must obtain minimum 40% of Marks in continuous assessment and End Semester Examination (ESE), taken together, however the candidate must obtain minimum 40% of Marks in the End Semester Examination.
2. To pass a Course where there is no provision of continuous assessment, the candidate must obtain 40% of Marks in the End Semester Examination.
3. Two MSEs should be conducted in a semester for a Course and marks will be considered which should be forwarded to the Dean (Examinations and Evaluation).
4. If the candidate remains absent for the MSE, his/her performance should be treated as ‘Zero’ Marks for the purpose of result.

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Regulation 8003**16. The Grading System**

- i) The grading reflects a student's own proficiency in the course. A ten point rating scale shall be used for the evaluation of the performance of the student to provide letter grade for each course. Grade points are based on the total number of marks obtained by him/her in all the heads of the examination of the course. These grade points and equivalent range of marks are shown in Table-2.

Table-2: Ten Point Grades and Description

Grade	Grade Point	Range of Marks	Grade Description
O	10.0	90 - 100	Outstanding
A+	9.0	80-89	Excellent
A	8.0	70-79	Very Good
B+	7.0	60-69	Good
B	6.0	50-59	Above Average
C+	5.0	45-49	Average
P	4.0	40 - 44	Pass
F		Below 40	Fail
Ab			Absent
Ex			Extension
Audit Course Grading			
PP	--	40-100	Audit Pass
NP	--	Below 40	Audit Fail

- ii) Minimum P grade (4.00 grade points) shall be limit to clear/pass the course/subject.
- iii) A student with F grade will be considered as 'Failed' in the concerned course and he/she has to pass the course by appearing in re-examination.
- iv) Every student shall be awarded grade points out of maximum 10 points in each course/subject (based on 10-point scale). Based on the grade points obtained in each course/subject; semester grade point average (SGPA) and then cumulative grade point average (CGPA) shall be computed.
- v) The performance of a student is evaluated in terms of two indices, viz,
1. The Semester Grade Point Average (SGPA) which is the Grade Point Average for a semester.
SGPA is rounded up to second decimal.

$$\text{SGPA} = \frac{\text{Sum (course credits in passed course X earned grade points in passed course)}}{\text{Sum (Course credits in registered courses)}}$$

2. Cumulative Grade Point Average (CGPA) which is the Grade Point Average for

all the completed semesters at any point in time. CGPA is rounded up to second decimal.

$$\text{CGPA} = \frac{\text{Sum (course credits in passed courses X earned grade points in passed courses) of all semester}}{\text{Sum (Course credits in registered courses) of all semesters}}$$

3. At the end of first year, second year and third year of B.VOC. program, student will be completing following NSQF levels as mentioned below:

Level of completion of course	Duration	Corresponding NSQF level
Diploma	After completion of first year	5
Advanced Diploma	After completion of second year	6
Degree	After completion of third year	7

At the end of first year, second year and third year of B.VOC program, student will be graded as per their performance in the concerned examination as mentioned below:

First Division with Distinction : $\text{CGPA} \geq 7.75$

First Division : $7.75 > \text{CGPA} \geq 6.75$

Second Division : $6.75 > \text{CGPA} \geq 5.75$

Pass Class : $5.75 > \text{CGPA} \geq 5.00$

17. Paper Showing (Open House) and Grievance Handling

- i) After MSE and marks entry in the prescribed format, the Course Teacher shall prepare the two copies of the mark list duly signed by him/her and respective HoD. One Copy of the mark list shall be submitted to the department and one copy of mark list shall be displayed. HoD shall submit the mark list submitted by every course teacher to the Examination Cell as per the prescribed schedule. Every course teacher shall show the answer sheets to the students on the scheduled date of Open House.
- ii) After the declaration of results of End Semester Examination, Examination Cell shall handover the answer sheets to the departments. HoDs shall distribute the answer sheets to the concerned course teacher. Every course teacher shall show the answer sheets to the students on the scheduled date of Open House.
- iii) For MSE and ESE, after the evaluation of answer sheets the students are shown the marks. Students can fill up the verification forms if they have any queries or grievances regarding the evaluation of their answer sheets. A Grievances Redressal Committee will

be appointed to address the queries /grievances. The result of the verification will be intimated to the concerned students and faculty member on the same day of Open House. Grievances Committee Report signed by BoS Chairman and Dean (Academics and QA) with the changes made shall be submitted to Examination Cell duly through Director's Office. All the answers sheets of MSE-I and MSE-II shall be maintained with the department and all the ESE answer sheets shall be submitted to the Examination Cell on the same day by the concerned BoS Chairman.

- iv) If student remains absent for the declared date for paper showing he/she is not entitled to file grievance after the date.
- v) The verified/ modified marks of MSE and ESE shall be used in the grading process.

Ordinance 7003

18. Scrutiny of Grades

A student may apply for scrutiny of grades to the Dean (Examinations and Evaluation), by paying the specified fees, within seven days from the date of scheduled display of grades. The Faculty Coordinator / Dean (Academics and Quality Assurance) will communicate the panel of experts to the Dean (Examinations and Evaluations) for checking the entry of the weightage from different components of evaluation and their addition, the addition of marks in the final answer scripts and unchecked questions, etc., if any. Based on recommendations by panel, the Director of evaluation will take appropriate steps for further evaluation of grades/marks. The results of scrutiny may lead to either a change in grade due to error(s) in any of the aspects scrutinized by the committee or the grade may remain unchanged, Dean (Examinations and Evaluations) will display the results. In the event of no change in the grade after reevaluation, it shall be declared as "No Change".

Regulation 8004

19. CGPA for Direct Second Year admitted students

In case of the students directly admitted to second year through direct second year admission process, the CGPA shall be calculated on basis of his/her performance in two years (four Semester) i.e. second year and third year.

Regulation 8005

20. Conversion of Percentage system students into CGPA

In case of students who have completed earlier classes in percentage system and shall be taking admission in CGPA system from second year onwards for them the marks obtained

in previous examination/s conducted in percentage system will be converted into SGPA for respective years on completion of all courses of that year (% Score divided by 10+ 0.75).

This converted SGPA shall be used for calculating CGPA of the student.

Ordinance 7004

21. Award of the degree

Following are the rules for the award of degree

- i) A student will be awarded the bachelor's degree if he/she earns **180 credits** and clears all the **On Job Training** specified in the syllabus.
- ii) For direct second year admitted students for full time courses total number of credits will be **120** and clears all the **On Job Training** specified in the syllabus.
- iii) The student should have taken and passed all the prescribed courses under the general institutional and departmental requirements and the student should have paid all the dues.
- iv) The student should have satisfactorily fulfilled other academic requirements like visits, seminar and the project and the student should have no case of indiscipline pending against him/her.
- v) The credits for the courses in which a student has obtained "P" (minimum passing grade for a course) grade or higher shall be counted as credits earned by him/her.
- vi) A student has obtained $CGPA \geq 5.00$.
- vii) A student has paid all the institute dues and satisfied all the requirements prescribed.

22. Grade improvement Policy

- a) Students who secure CGPA less than 6.00 after completing the pre-requisite credits for the award of the degree and wish to improve their CGPA shall be permitted for CGPA improvement. Such students shall be permitted to withdraw their grade in a given course with poor grade and permitted to reappear for the examinations for improving the grade and in turn CGPA.
- b) A student shall appear for grade improvement examination within one year from the date of passing the UG Programme with the conditions that the student has not taken (i) Leaving Certificate from the Institute and ii) Degree from the Dr. Babasaheb Ambedkar Marathwada University through convocation.
- c) A student seeking permission to register for CGPA improvement shall submit a written application within the stipulated time to the Registrar office through the Head of the

Department from where the student has graduated. No student shall be admitted once the semester credit registration process of that semester ends.

- d) A student shall choose a maximum two/three theory courses from a particular semester (either odd or even) offered for the final year for which the student has secured DD or CD Grade. The student shall be required to register for these courses in a particular semester in which those courses are offered by paying the appropriate fees as laid down by the institute from time to time.
- e) At the time of registration, the student shall be required to surrender all the original Semester Grade Reports given to him/her by the institute. He/she shall give an affidavit on 100 Rs. judicial stamp course that he/she shall not do any use of surrendered Semester Grade Reports till he/she gets official results of the courses for which he/she wishes to appear for grade improvement. No change of courses or drop of courses shall be permitted after the course registration.
- f) A student who wishes to appear for grade improvement shall be exempted from attending the regular classes since the student has already undergone the course instructions. But he/she shall have to appear for all the evaluation tests/ESE conducted for the registered courses. In the case the student misses any of the tests or examinations, no Re-examination or Summer Term shall be permitted. Absentee for End-semester examination shall automatically lead to the award of grade FF in that course.
- g) The grading process as used for the regular students appearing for that course shall be applicable and no concession of any sort shall be granted on account of absentee for any of the examinations.
- h) A student wishing to use the facility of grade improvement shall be required to pass in all the three courses in a single attempt. He/she shall not be entitled to the Re-examination or Summer Term in such cases.
- i) If the student fails to secure higher grades resulting in a reduction in overall CGPA then the original result of the student before registering for grade improvement shall be retained.

A student who succeeds in improving CGPA shall be issued a fresh Semester Grade Report by the institute. These Semester Grade Reports shall have star against the courses for which the student has appeared for grade improvement and will state "Grade Improvement". The date on the new Semester Grade Reports shall be that as issued for other students appearing in those courses. Name of the student shall be communicated to University and the student shall be required to apply for a degree certificate from the University thereafter.

Regulation 8006

23. a) Interpretation of Regulations

In case of any dispute, difference of opinion in interpretation of these regulations or any other matter not covered in these regulations, the decision of the Academic Council shall be final and binding.

23. b) Discretionary Powers

Notwithstanding anything contained in the above regulations or in any extraordinary situations as the Programme Head and/or Dean (Academics and Quality Assurance) think necessary, Director of the institute may take action on behalf of the university as he/she feels appropriate and report it to the Vice-Chancellor of the university.

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APPENDIX - A

Ordinance 7005

24. Performance Indices

a. **Calculation of Semester Grade Point Average (SGPA)** The performance of a student in a semester is indicated by a number called SGPA. The SGPA is the weighted average of the grade points obtained in all the courses registered by the student during the semester.

$$SGPA = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

Where,

C_i = The number of credits assigned in the i^{th} course of a semester for which SGPA is to be calculated

P_i = Grade point earned in the i^{th} course.

$i = 1, 2, \dots, n$ represent the number of courses in which a student is registered in the concerned semester

The SGPA is calculated to two decimal places.

b. **Calculation of Cumulative Grade Point Average (CGPA)**

An up to date assessment of the overall performance of a student from the time of his/her first registration is obtained by calculating a number called CGPA, which is weighted average of the grade points obtained in all the courses registered by the student since he/she entered the Institute.

$$CGPA = \frac{\sum_{j=1}^n C_j P_j}{\sum_{j=1}^n C_j}$$

Where,

C_j = The number of credits earned in the j^{th} course up to the semester for which CGPA is to be calculated

P_j = Grade point earned in the j^{th} course.

$j = 1, 2, \dots, n$ represent the number of courses in which a student is registered up to the semester for which the CGPA is to be calculated

The CGPA is also calculated to two decimal places.

Ordinance 7006

25. Guidelines for the Award of Grades

The following are the general guidelines for the award of grades:

- i. For each student, all evaluations in different components of a course shall be done in absolute marks considering the weightage in the scheme.
- ii. The marks of various components shall be added to get total marks secured.
- iii. As per the CGPA, absolute grading for the students of each class of different programme will be made on 10-point scale.
- iv. The CGPA and percentage equivalence of grade points of the 10 point scale for the course of study shall be as given in Appendix B.
- v. The punishment to the student for adopting unfair means at the examination shall be as mentioned in Appendix C.

26. Eligibility for award of degree:

A student shall be eligible for award of the degree if he / she fulfil all the following conditions:

- a) Registered and successfully completed all the components prescribed in the Programme of study to which he / she is admitted.
- b) The student should have satisfactorily fulfilled other requirements like Mandatory Courses.
- c) Obtained CGPA ≥ 5 (minimum requirement for pass) and earned all credits as specified in the structure / syllabus.
- d) Have no dues to the institute, hostels, libraries, etc.
- e) No disciplinary action is pending against him / her
- f) A student should have obtained the eligibility certificate in the first year from the Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.

- g) The student who has earned minimum requirements of credits but fails to obtain minimum requirement of specified CGPA, he/she shall take additional courses or repeat the courses mentioned in the Programme till the minimum CGPA is attained subject to maximum duration of Programme as specified in these rules and regulations.

The percentage equivalence of grade points for the ten points scale will be as below

Class	Range
First Division with Distinction	CGPA ≥ 7.75
First Division	$7.75 > \text{CGPA} \geq 6.75$
Second Division	$6.75 > \text{CGPA} \geq 5.75$
Pass Class	$5.75 > \text{CGPA} \geq 5.00$

27. b) Percentage Equivalence of CGPA

Whenever necessary the Grade Point Average can be converted to percentage of marks.

$$\text{Percentage of Marks} = (\text{CGPA} - 0.25) \times 10$$

Note: After Academic Evaluation and Functioning document given by the Dean Examination and Evaluations

28. a) Make-up Examination

- (a) ESE of the main semester shall be conducted for a course once in a semester. But to give an opportunity for students who appeared for ESE, but failed, the Make-up examination (ONLY for 25 marks equivalent to ESE) shall be conducted after every semester for the theory courses only offered in that semester.
- (b) The Make-up examination shall be held as per dates notified in the Academic Calendar.
- (c) Students intending to avail this facility shall have to register for the course by paying the prescribed fees within the stipulated time as notified in the Academic Calendar. A student can appear for the re-examination of all the failed theory courses of that semester.
- (d) The students who have been detained for any reason in the course(s) shall NOT be allowed to take the Make-up examination of the respective course(s).
- (e) For taking Make-up examinations of a regular course, the students need not have to attend

APPENDIX - B**Regulation 8007****27. a) Equivalence of CGPA and Class**

The percentage equivalence of grade points for the ten points scale will be as below.

Class	Range
First Division with Distinction	$CGPA \geq 7.75$
First Division	$7.75 > CGPA \geq 6.75$
Second Division	$6.75 > CGPA \geq 5.75$
Pass Class	$5.75 > CGPA \geq 5.00$

27. b) Percentage Equivalence of CGPA

Wherever necessary the Grade Point Average can be converted to percentage of marks.

$$\text{Percentage of Marks} = (CGPA - 0.75) \times 10$$

Note: Refer Academic Evaluation and Functioning document given by the Dean Examination and Evaluations.

28. a) Make-up Examination

- (a) ESE of the main semester shall be conducted for a course once in a semester. But to give an opportunity for students who appeared for ESE, but failed, the Make-up examination (ONLY for 25 marks equivalent to ESE) shall be conducted after every semester, for the theory courses only offered in that semester.
- (b) The Make-up examination shall be held as per dates notified in the Academic Calendar.
- (c) Students intending to avail this facility shall have to register for the courses by paying the prescribed fees within the stipulated time as notified in the Academic Calendar. A student can appear for the re-examination of all the failed theory courses of that semester.
- (d) The students, who have been detained for any reason in the course(s), shall NOT be allowed to take the Make-up examination of the respective course(s).
- (e) For taking Make-up examinations of a regular course, the students need not have to attend

the lectures in that course once again. For final grading, MSE scores and grading scheme of the respective semester shall be used.

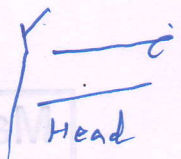
- (f) For any Integrated Course (where theory and laboratory are combined into a single course), Make-up Examination shall be conducted only for the ESE component of the theory in the respective semester. Existing CIE components of the Examination scheme of theory and all the components of Laboratory shall be used for final grading.
- (g) The standard of conducting the Make-up examination shall be the same as the normal ESE of the main semester.
- (h) The grade range used for the course shall be the same as that of ESE of the main semester. After conduction and evaluation of Make-up Examination, the course Instructor shall award the appropriate grade to the student for the concerned course.
- (i) Make-up Examination facility ensures that the students have one more opportunity to clear a course in the same semester. But, the grading in Make-up examination shall be one grade less compared to what the student would have obtained based on main ESE absolute grading pattern, subject to a minimum grade of "D". For example, if a student secures O grade in Re-examination of a particular course, the students' final result after Re-examination will be declared in A++ grade in that course. However, if a student secures D grade in Re- examination of a particular course, the students' final result after Re- examination will be declared and retained in D grade in that course and not downgraded to F.
- (j) After Make-up examination, the course Instructor shall communicate the marks obtained in ESE, actual grades secured and grades (one grade less) to be declared as a final result after Make-up examination, of each student to the Dean Examinations and Evaluation (through Head of the Department) within the notified date in the Academic Calendar.
- (k) Thereafter, a student shall have to re-register for all the failed courses at any further semester when they are offered again. Whenever the structure of the curriculum changes and in case of non-availability of the failed subject(s) for re-registration, the equivalent course(s) in the new structure shall be decided by the respective BoS.

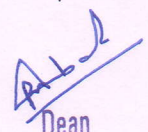
28. b) Make-Up Classes


All the students who are registered for Summer Term (Supplementary Semester)

- a) Departments shall have the flexibility to conduct Summer Term during the summer for the backlog courses of the First Year B.VOC. as per the Academic Calendar.
- b) The Summer Term shall be utilized primarily to facilitate the failed students to attend the First Year courses in which they have failed and not for launching any new courses for gaining credit.
- c) A Special Summer Term shall be offered to the Final Year students, those who are remaining with only less than or equal to 12 credits to complete the prescribed UG Degree requirements in the current Academic Year. The offering of a summer term for the Courses of Second Year or Third Year is optional.
- d) The academic activity in the Summer Term shall be at double the rate as compared to the main semester; e.g., 1 credit of course work shall require two hours/week in the classroom, so that the contact hours are maintained the same as in the main semester. It shall also be necessary to fulfill the requirements of CIE and ESE for all the courses like in the main semester.
- e) Courses planned for the Summer Term shall be announced by the Dean Academics in each year, well before the conclusion of the even semester. Students intending to avail of this facility shall have to register for the courses offered by paying the prescribed fees within the stipulated time. A student shall be allowed to register for a maximum of three courses in a Summer Term.
- f) It shall be the responsibility of the Department to plan in advance the faculty and non-teaching staff requirements to conduct the Summer Term and take necessary steps including the institutional approvals for organizing the same.
- g) A student who is either dropped or detained in a course during the main semester is not allowed to register for that course in summer.
- h) A separate Semester Grade Report shall be issued reflecting the gained grades for the courses appeared for the Summer Term.

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