



OFFICE OF THE REGISTRAR:: DIBRUGARH UNIVERSITY:DIBRUGARH

Memo No.: DU/DR-A/6-1/19/453

Date: 08.05.2019

NOTIFICATION

As recommended by the 121st Meeting of Under Graduate Board, Dibrugarh University held on 25.04.2019, the 116th Meeting of the Academic Council, Dibrugarh University held on 30.04.2019 vide Resolution No 26 has approved the draft of the Guidelines for Conduct of the B.Voc. Programme (up to U.G Level) by the Affiliated Colleges of Dibrugarh University giving immediate effect. The Guidelines is given with this Notification as Annexure A.

Issued with due approval.

(Dr. B.C. Borah)
Joint Registrar (Academic)
Dibrugarh University

Copy to:

1. The Vice-Chancellor, Dibrugarh University.
2. The Deans, Dibrugarh University
3. The Registrar, Dibrugarh University.
4. The Controller of Examinations, Dibrugarh University.
5. The Director, College of Development Council, Dibrugarh University.
6. The Principals/Directors of the Colleges/ Institutes affiliated to/permitted by Dibrugarh University conducting the B.A./B.Sc./B.Com Programmes, Dibrugarh University.
7. The Programmer, Dibrugarh University for information and with a request to upload the notification in the D.U.
8. File.

(Dr. B.C. Borah)
Joint Registrar (Academic)
Dibrugarh University.

Saiveo
Principal/Secretary
Affiliated College
Date: 10.5.2019

Guidelines for conduct of B.Voc Programme (up to U.G Level) by the Affiliated Colleges of Dibrugarh University

Objectives: Whereas the UGC has introduced the scheme of the B.Voc Programme for promotion of Skill Based subject at the Degree Colleges across the country, Dibrugarh University being an Affiliated University has framed the Guidelines in consonance with the Guidelines and Framework prescribed by the UGC for the purpose for the Affiliated Colleges, being selected by the UGC and Government or any other competent Agency with the approval of the University for the introduction of the said programme, as per the guidelines of the UGC to the effect.

1. **Role of the University:** As defined under Clause 7.3 of the UGC Regulations referred to the above, the University will form a Committee centrally for approval of the Courses of study/curriculum or the same will be prepared with the approval of the experts and same will have to be approved by the U.G Board of the University.
The University may involve suitable mechanism for conduct of the academic components (non skilled) of the Programme to be clubbed with the skill component to be assessed by the respective sector skill Council or as may be prescribed by the University by following the spirit of the UGC Guidelines and feasibility as well as outcome in term of fulfilling the objectives of the Guidelines.
2. The University shall approve the list of the experts to be engaged by the Colleges for the conduct and assessment of academic components of the Programme and maximum limit shall be 40% of the total course contents or as may be prescribed by the UGC.
3. The University will register the students enrolled under B.Voc programme by following due procedure, as per existing rules.
4. The College after conduct of assessment of the students (both in academic and skilled components) through the Committee(s) to be constituted as per the Guidelines of the UGC shall prepare the tabulation sheets as per norms and Gradesheet shall be issued based on the same. However the College shall be authorized to issue the Marksheet of the declaration of the result under the supervision of the respective committee to be formed as per the UGC's guidelines with the approval of the University.
5. The University will issue certificate to the eligible candidates after declaration of the result and records shall be maintained in the Colleges with the copy to be sent to the Examination Branch of the University as per Rules.

Notwithstanding anything contained on the Guidelines, the competent Authority shall exercise such power and authority as may be required for fulfilling the objectives of the Guidelines and spirit of the scheme as whole and the same shall be binding.

Provided further that the University may take any other decision not repugnant the UGC's as Guidelines as deems necessary for smooth conduct of such programme(s)

and the Advisory Committee at the University level to be formed by the Vice-Chancellor with representatives from the Colleges and the Examination Branch of the University for implementation of the spirit of the Guidelines and other cognate matters incidental to the execution of the scheme of the B.Voc Programme, adopted by the UGC.

6. Any decision taken prior to notification of the Guidelines, shall remain in force, except to the extent of repugnancy to the Guidelines and also if found to be enigmatic in the context and scope of the Guidelines.

#####

Signature
Secretary
10.10.2024

Rupam Saikia, Ph.D.
Director
College Development Council,



DIBRUGARH UNIVERSITY
DIBRUGARH - 786 004
ASSAM, INDIA
Phone: 0373- 2370562(O),
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Email: cdcuniversity@gmail.com

No. DU/DCDC/20/B.Voc/FC/438

Date: 07/02/2020

To

The Principal,
Furkating College,
P.O. Furkating
Dist. Golaghat (Assam)

Sub: Guidelines for conduct of B.Voc Degree programme.

Sir/Madam,

With reference of your letter no. FKGC/Expert/B.Voc/4135 Dated: 13.01.2020, I would like to request you to please follow the University Guidelines for running B.Voc Degree Programme in Hospitality Management.

The matter was discussed with the Controller of Examination, DU and he also advised to strictly follow the University Common Regulation sent herewith, for said purpose.

With regards.

Yours faithfully

(R. Saikia)
Director
College Development Council
Dibrugarh University

Copy to:

1. The Controller of Examination, DU for kind information.
2. The Joint Registrar (Academic), DU for kind information.

(Signature)
Principal / Secretary
Furkating College
Date..10.2.2020

(R. Saikia)
Director
College Development Council
Dibrugarh University



OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY :: DIBRUGARH

Ref No. DU/DR-A/Meeting(B.Voc.)/21/419

Date: 05.04.2021

To

The Principals of the Colleges conducting the
UGC B.Voc. Programmes under Dibrugarh University.

Sub.: Meeting on the Regulations / Guidelines for conducting the UGC B. Voc. Programmes.

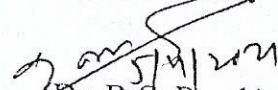
Esteemed Sirs,

With reference to the above, I would like to inform you that a Meeting on the Regulations / Guidelines for conducting the UGC B. Voc. Programmes under Dibrugarh University is scheduled on **08.04.2021** at **11.30 a.m.** at **Vishranta** (Conference Room of the Dibrugarh University Guest House) to **consider certain issues** relating to conduct of the B. Voc. Programmes.

The Director, College Development Council, Dibrugarh University has kindly consented to chair the Meeting.

You are requested to kindly make it convenient to attend the meeting.

Yours' sincerely

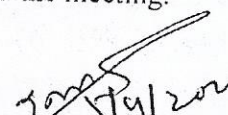

(Dr. B.C. Borah)

Joint Registrar (Academic)
Dibrugarh University.

Copy to:

1. The Hon'ble Vice-Chancellor, Dibrugarh University.
2. The Registrar, Dibrugarh University.
3. The Director, College Development Council, Dibrugarh University, for information.
4. The Controller of Examinations, Dibrugarh University, for information.
5. The Joint Registrar (Admn.), Dibrugarh University, for information.
6. The Academic Officer, Dibrugarh University, with a request to attend the meeting.
7. Notice Board.
8. Office File.


Principal/Secretary
Furkating College
Date.....


(Dr. B.C. Borah)
Joint Registrar (Academic)
Dibrugarh University..



DIBRUGARH UNIVERSITY REGULATION FOR THE B.VOC PROGRAMMES IN THE SEMESTER SYSTEM, 2020

(Under Choice Based Credit and Semester Based System)

1. Rationale:

The University Grants Commission (UGC) had launched a scheme on 27 February, 2014 for skills development based higher education as part of college/university education, leading to Bachelor of Vocation (B.Voc.) degree with multiple entry and exit points. Considering the implementation modalities, the guidelines of the scheme have been revised in the year 2015. The B.Voc. Programme is focused on universities and colleges providing undergraduate studies which would also incorporate specific job roles and their NOSs along with broad based general education. This would enable the graduates completing B.Voc. to make a meaningful participation in accelerating India's economy by gaining appropriate employment, becoming entrepreneurs and creating appropriate knowledge. Whereas the UGC has introduced the scheme of the B.VOC programmes for promotion of skilled based subjects at the Degree colleges across the country, Dibrugarh University being affiliated university has framed the guidelines in consonance with the guidelines and the Frameworks prescribed by the UGC and Government or any other competent agency with the approval of the university for the introduction of the said programme, as per the guidelines of the UGC to the effect.

2. Objectives

- a) To provide judicious mix of skills relating to a profession and appropriate content of general education.
- b) To ensure that the students have adequate knowledge and skills, so that they are work ready to at each exit point of the programme.
- c) To provide flexibility to students by means of pre-defined entry and multiple exit points.
- d) To integrate NSQF within the undergraduate level of higher education in order to enhance employability of the graduates and meet industry requirements. Such graduates apart from meeting the needs of local and national industry are also expected to be equipped to become part of the global workforce.
- e) To provide vertical mobility to students coming out of:
 - i. 10+2 with Arts/Science
 - ii. Community College

3. Short title, definitions and commencement:

These Regulations shall be called the Dibrugarh University Regulations for B.VOC Programmes in the Semester System, 2020. These Regulations shall be effective for the Course of Study for the degree of Bachelor of Vocational Programmes, which shall be of three years duration distributed in six semesters.

4. Definitions:

[Signature]
Principal
Furkating College
Date.....

- (a) College: The term 'College' shall be used to mean a college or institute imparting B.VOC Programmes affiliated to/ permitted by Dibrugarh University.
- (b) Department: The term "Department" shall be used to mean a department of the college with reference to a subject of under graduate study and designated as such by Dibrugarh University.
- (c) Programme: The term 'programme' is used to mean the whole learning experience or combination of courses in a particular field of study.
- (d) Course: Programme is divided into a number of courses. A course may be considered as a paper in conventional education system.
- (e) Academic Year: An academic year means a period of twelve months consisting of two semesters.
- (f) Semester: The word "semester" is used to mean a half-yearly programme or term of studies.
- (g) In –semester: The word "in-semester" is used to refer to the continuous studies and evaluations within the half-yearly programme.
- (h) End –semester: The word "end-semester" is used to refer to the terminal processes of examinations and evaluations at the end of but within the half-yearly programme.
- (i) Semester Classifications:
- 1st, 3rd & 5th Semesters- Odd Semesters
 - 2nd, 4th & 6th Semesters- Even Semesters
- j) Teacher: An Assistant Professor/ Associate Professor/ Professor of a college shall be called a teacher. He/ she shall be associated with the following functions:
- i) Orienting the students about the programmes,
 - ii) Offering the prescribed courses as per the academic calendar, course plan and college routine;
 - iii) Maintaining attendance and performance records of all students pursuing the course(s) he/she offers.
 - iv) Conducting all in-semester examinations/ assessments/ evaluations;
 - v) Participating in all evaluation and result generating process of the University, whenever asked for,
 - vi) Assisting and cooperating in all activities of the University or college meant for better academic pursuit.
- k) Assessment Committee: A Committee to be constituted by the University for recommendation of the courses of study/curriculum for the Non-skilled Academic Components for approval by the Under Graduate Board of the University. This Committee shall also coordinate and execute the teaching-learning and evaluation process of the Non-Skilled academic components of the B.Voc. Programmes.

Extent of Application:

The Regulations shall be applicable to the students enrolled for the B.VOC Programmes of Dibrugarh University in the Semester System.

6. **Academic Schedule:**

The Academic Schedule for the B.VOC programmes in the Semester System shall be administered by the Academic Calendar of the University published for every academic session.

7. **Admission Notice and Admission Criteria:**

Newspaper Notice inviting applications for admission into the programmes shall be issued by the Principals of the college as per the Academic Calendar of the University. The minimum qualification for admission into the following Programmes shall be as below:

A candidate passed the Higher Secondary Examination (10+2) of the Assam Higher Secondary Education Council, or an equivalent examination (10+2) in any stream recognized as such by the University, shall be eligible for admission into the First Semester of the Six Semester B.Voc Degree Courses in Semester System.

8. **Structure of Course of the Programme:**

All B.VOC Programmes shall have the following components, viz.

- (i) **General (Component) Courses:** These courses are the compulsory courses for all students of the programme concerned and the examination is conducive to the guidelines of Dibrugarh University and by its regulations and
- (ii) **Skill (Component) Courses:** Skill component evaluation is conducted by Sector Skill Council.

9. **Subjects:** The syllabus and subjects must be approved by the university and the Sector Skill Council.

10. **Programme Registration**

- a) The candidates shall have to register themselves to the University at the time of admission clearly mentioning their course/subject combinations.
- b) The University will register the students enrolled under B.VOC programmes by following due procedure, as per existing rules.
- c) The colleges/ institutes concerned shall submit to the University the detailed Registration List of their enrolled students using the software provided by the University within one month from the date of admission or as prescribed in the University Academic Calendar.
- c) The students registered by the University as per the information provided by the college/ institute shall be treated as final.

- e) There shall be no provision for giving permission by the University for admission after submission of detailed Registration List of their enrolled students by the colleges concerned to the University.

10. Attendance:

- (i) A student who has less than 80% attendance shall not be permitted to sit for the End-semester examination in the course in which the shortfall exists. Provided that it shall be open to the University to grant exemption to a student who has attended a minimum of 70% classes but failed to obtain the prescribed 80% attendance for valid reasons on recommendation of the Head/Director/Coordinator of the Department/ Centre on payment of a prescribed fee(s).
- (iii) The Principal of the college/ institute with recommendation of the Heads of the Departments shall announce the names of all students who shall not be eligible to appear in the End-semester examinations in the various courses due to non-fulfillment of the criteria of internal assessment and attendance, and send a copy of the same to the University. In such cases, the student shall have to re-enroll in the relevant course(s) with the next batch.

11. Examination and Evaluation:

- (a) As defined in the UGC Regulations referred to the above, the University will constitute an Assessment Committee centrally for the approval of the courses of study/curriculum or the same will be prepared with the approval of the experts and the same have to be approved by the Under Graduate Board of the University. The University may evolve suitable mechanism for conduct and evaluation of the academic components (non skilled) of the programmes. These to be clubbed with the skill components to be assessed by the respective Sector Skill Council or as may be prescribed by the University by following the spirit of the UGC Guidelines and feasibility as well as outcome in term of fulfilling the objectives of the Guidelines.
- (b) The University shall approve the list of the experts to be engaged by the colleges for conduct and assessment of Non-Skilled academic components of the programme upto maximum limit of 40% of the total courses contents or as may be prescribed by the UGC.
- (c) Examination and evaluation shall be done on a continuous basis both by University and Sector Skill Council.
- (d) There shall be 20% marks for internal assessment and 80% marks for End semester examination in each course during every semester. However, the concerned Sector Skill Council may decide its own criteria for marking as deemed fit to the courses.
- (e) There shall be no provision for re-evaluation of the answer-scripts of the end semester examinations. However, a candidate may apply for re-scrutiny.

(f) Internal Assessment:


Principal
Furkating College
Date.....

(i) In internal assessment, different tools may be employed such as written tests, assignments, paper presentation, laboratory work, etc. suitable to the courses.

(ii) The students shall be informed in advance about the nature of assessment. Students shall compulsorily attend in the process of internal assessment, failing which they will not be allowed to appear in the End-semester examination. A Student cannot repeat In-semester examinations. However, if a student fails to appear in any of the In-Semester examinations on valid reasons, the department concerned may arrange special in-semester examination whenever necessary.

(g) End Semester Examination:

(i) There shall be one End semester examination carrying 80% Marks in each course of a Semester covering the entire syllabus prescribed for the course. The End semester examination is normally a written/ laboratory-based examination/Project Work/Dissertation.

(ii) Normally, the end –semester examination for each course shall be of three hour duration.

(h) Setting of question papers, moderation of question papers, evaluation of answer scripts, scrutiny, tabulation of marks, etc. and announcement of results, shall be governed by the Assessment Committee nominated by Dibrugarh University.

(k) Practical Examination:

Practical Examinations of a Semester shall normally be held prior to the End Semester Examinations.

(l) Betterment Examination:

(i) A student shall be entitled to take the “betterment examinations” in any two theory courses of any of the six semesters after passing the Sixth Semester examination only once. In this case, the higher marks secured by the student shall be retained. The candidates shall have to apply for betterment examination within one year of passing the Sixth Semester examination.

(ii) No betterment shall be allowed in the practical examinations and evaluation conducted by Sector Skill Council.

(iii) Any difficulty which may arise in the course of operation of these Regulations relating to holding of examinations shall be removed by the Assessment Committee constituted by Dibrugarh University.

12. Results and Progression:

(a) The University will issue the certificates to the eligible candidates after declaration of the result and record shall be maintained in the college with the copy to be sent to the Examination Branch of the University as per Rules. After every examination, the colleges will provide the mark sheet and records to University and the University will provide the final mark sheet and the certificates after completion of the courses.

(b) Notwithstanding anything contained on the guidelines, competent authority shall exercise such power and authority as may be required for fulfilling the objectives of the guidelines and spirit of the scheme as whole and the same shall be binding.


Principal
Furkating College
Date.....

- (c) Provide further that the University may take any other decision not repugnant the UGC's as guidelines as deems necessary for smooth conduct of such programme(s) and the advisory Committee at the University level to be formed by the Vice-Chancellor with representatives from the colleges and the Examination Branch of the University for the implementation of the spirit of the guidelines and other cognate matters incidental to the execution of the scheme of the B.VOC programmes, adopted by the UGC.
- (d) Any decision taken prior to notification of the guidelines, shall remain in force, except to the extent of repugnancy to the guidelines and also if found to be enigmatic in the context and scope of the guidelines.
- (c) A candidate, shall be declared as passed a course, provided he/she secures-
- (i) at least 40% marks in the course in the end semester examinations.
 - (ii) at least 40% marks in the course in aggregate in the in- and end-semester examinations.
- (d) A candidate shall be declared as passed a semester, provided he/ she pass all the courses of a semester independently.
- (e) The marks of in-semester examinations obtained by the candidate shall be carried over for declaring any result.
- (f) A candidate who fails or does not appear in one or more courses of any end semester examinations up to Sixth Semester shall be provisionally promoted to the next higher semester with the failed course as carry over course(s). Such candidates will be eligible to appear in the carry over course in the next regular examinations of those courses. However, the following restrictions shall be applicable:
- (i) A candidate shall be entitled to a maximum of three consecutive chances to clear a course.
 - (ii) If a candidate clears the sixth semester examination before clearing all the courses of the previous semesters, the result of the sixth semester examination of that candidate shall be kept withheld and his/ her results shall be announced only after he/ she clears the courses of the previous semesters.
- (g) A student must pass all his/her semester examinations within Five (5) years from the date of admission to the First Semester of any programme.
- (h) Since the Semester system involves continuous assessment, there shall be no scope for a student to appear as a private candidate in any programme in this system.
- (i) A candidate shall be declared to have passed the Six-Semester Degree B.VOC programmes provided he/she has passed all the Semesters and in all the Courses separately.
- (j) The degrees shall be offered to each candidate, who has passed the Six-Semester Degree B.VOC programmes in the following manner:


Principal
Furkating College
Date.....

13. Rules for Admission on Transfer from other University:

- (a) Ordinarily, the University shall not allow admission on transfer from other Universities.
- (b) Transfer from other Universities to Dibrugarh University shall be permissible provided that-
 - (i) both the Universities conduct the B.VOC degree programmes in the semester system,
 - (ii) the course structure along with the nomenclature of the courses are similar between the two Universities,
 - (iii) the combination of courses opted by the candidate are not changed.
- (c) In fulfillment of the conditions as laid down in clause 12(b), a candidate may be allowed to get admission on transfer from other Universities on production of transfer certificate, proof of classes attended, migration certificate, etc. not later than 1 (one) month from the commencement of the classes of the semester concerned. The records of class attendance, performance in internal assessment in his/her credit shall be carried over on admission and shall be computed for the purpose of examination.
- (d) A candidate shall have to apply for transfer in the prescribed format of the University.

14. Rules for Admission on Transfer from other Colleges under Dibrugarh University:

- (a) Ordinarily, the University shall not allow inter-college transfer.
- (b) In a special circumstance, a candidate may be allowed to get admission on transfer from one college/institute to other college/ institute affiliated to/ permitted by Dibrugarh University on production of transfer certificate, proof of classes attended, migration certificate, etc. not later than 1(one) month from the commencement of the classes of the semester concerned or the last date mentioned in the University Academic Calendar. The records of class attendance, performance in internal assessment in his/her credit shall be carried over on admission and shall be computed for the purpose of examination.
- (c) Both the Colleges must conduct the same B.Voc. Programme of the UGC. No change in course combination shall be allowed with transfer from one college/ institute to other.
- (d) A candidate shall have to apply for transfer in the prescribed format of the University.
- (e) A candidate may be allowed for college transfer only once during the whole programme.

15. General:

For any matter not covered under these Regulations for the Dibrugarh University Regulations for B.VOC Programme in the Semester System, 2018, the existing Dibrugarh University Rules, Ordinances and the Dibrugarh University Act, 1965 (as amended) shall be applicable.


Principal
Furkating College
Date.....

ANNEXURE –I

Course Structure of Bachelor of vocational Programmes in the Semester System

1. The syllabus for each course should be divided into modules or units and questions shall be set from each unit and students shall be required to answer questions in each unit.
Unit-wise distribution of marks shall be shown in the syllabus.
2. In case of skill component courses having practical components, marks shall be divided according to the guidelines of sector skill council.
3. The Theory and Practical courses of a particular subject shall be separate and independent.
4. The General Course Structure for B.VOC Programmes shall be as below:

ANNEXURE –II

Rules for Internal Assessment in B.VOC Programmes in Semester System

1. The marks allotted for Internal Assessment (20%) in each course shall be based on the following:
 - a) Sessional Examination I (Written)- 40% of the marks allotted for internal assessment.
 - b) Sessional Examination-II (Written)- 40% of the marks allotted for internal assessment.
 - c) Seminar/ Group Discussion- 20% of the marks allotted for internal assessment. Each sessional examination shall be conducted by the concerned teacher(s) of the course. The setting of question paper, invigilation duty, evaluation of answer scripts for each paper shall be done by the concerned teacher(s) as a part of his/her/their normal duty. The teacher concerned shall fix the date of the sessional examination of each course complying with the Academic Calendar of the University. The students shall have to write the answers in the scripts provided and duly authenticated by the department concerned.
2. After evaluation, the answer scripts should be shown to the students and corrections should be made if necessary. After this, the answer scripts should be collected back from the students.
3. There shall be no provision for “repeat”/ “betterment” in the sessional examination. If a student misses any sessional examination for unavoidable reasons, the concerned teacher may allow the student to appear in a separate examination at his/her own discretion.
4. The marks of internal assessment secured by a candidate shall be carried over to next legitimate chances.
5. If a course is taught by more than one teacher then the concerned teachers shall jointly conduct the process of internal assessment.

6. If any student fails to appear in internal assessment, he/she shall not be eligible to appear in the end semester examinations of the course(s) concerned. The colleges/ institutes shall notify the same prior to filling up forms for examinations.
7. At the end of the semester (before the end-semester examinations begin) the concerned College shall submit the internal assessment marks in proper mark sheets to the University. The University may call the answer scripts from the colleges/ institute at any time during the academic sessions.

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Principal
Furkating College
Date.....