

# I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

Estd. Under Punjab Technical University Act, 1996  
(Punjab Act No. 1 of 1997)

Ref. No. : IKGPTU/Reg/N/2424

Dated : 31.07.2018

## NOTIFICATION

Sub: **Regulation for B-Voc Courses.**

1. It is mandatory for all the institute to get the MOU signed with concerned sector skill council for starting the B-Voc courses. The institute has to submit the concerned MOU within one month to the University. In case of AICTE approved B-Voc courses the MOU considered by AICTE for approval may be considered by University. In case of AICTE approved B-Voc. programme, the syllabus approved by AICTE (for B-Voc courses) shall be implemented.
2. The tuition fees structure for B-Voc courses (both UGC & AICTE) shall be Rs. 25,000 (Tuition fee will be Rs. 25,000 per semester) and the rest of the fees including Admission Processing Fee, Examination Fee, SRF etc. shall be charged as per University norms applicable in regular courses.
3. The affiliation fees from the institutes shall be charged as per prevalent affiliation fee for UGC courses running in regular mode.
4. As these B-Voc courses are introduced for the first time by the University, All the concerned institutes shall deposit the University fees by 31<sup>st</sup> October, 2018. Colleges can withdraw B-Voc course up to 31<sup>st</sup> October, 2018.
5. Skill Development Board (SDB) shall be constituted in the University. The concerned SDB shall consist of 20 members including the nominees of Sector Skill council. Dean (Academics) shall be chairperson of the Board and the DR (Academics) shall be officiating Secretary of the Board.
6. The syllabus of the B-Voc courses shall be approved by the Skill Development Board (SDB) of the University. The Department of Academics will coordinate in the framing of syllabus and report to the SDB.
7. The eligibility of the B-Voc courses shall be as per UGC/AICTE. In case the UGC/AICTE is silent over eligibility then the eligibility will be 12<sup>th</sup> standard with passing marks.
8. The detailed guidelines are attached at Annexure-I.

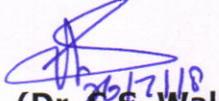
  
(Dr. S.S. Walia)  
Registrar

Endst. No. IKGPTU/Reg/N/2425-2429

Dated: 31.07.2018

A copy is forwarded to the following officers for information please.

1. I/c Secretariat, O/o Vice Chancellor: For information of Vice Chancellor
2. D/R (Academic), IKGPTU
3. Controller of Examination, IKGPTU
4. Deputy Registrar (College Development), IKGPTU
5. Deputy Controller (ITS): For uploading on website

  
(Dr. S.S. Walia)  
Registrar

## (Annexure-I)

### **Guidelines for Introduction of Bachelor of Vocation (B.Voc.) Programme in IKG-PTU, Jalandhar and Constituent Colleges under the National Skills Qualifications Framework (NSQF)**

#### **1. Introduction**

It has been a long felt necessity to align higher education with the emerging needs of the Industry so as to ensure that the graduates of higher education system have adequate knowledge and skills for employment and entrepreneurship. The higher education system has to incorporate the requirements of various industries in its curriculum, in an innovative and flexible manner to produce holistic and well-groomed graduates.

The B.Voc. programme is focused on university and its 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.

#### **2. Objectives**

- 2.1 To provide judicious mix of skills relating to a profession and appropriate content of general education.
- 2.2 To ensure that the students have adequate knowledge and skills, so that they are work ready at each exit point of the programme.
- 2.3 To provide flexibility to students by means of pre-defined entry and multiple exit points.
- 2.4 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.
- 2.5 To provide vertical mobility to students coming out of (a) 10+2 with vocational subjects; and (b) Community Colleges.

#### **3. Criteria for Selection of the Institution**

- 3.1 The Primary criteria to run B. Voc. Will be MOU/ Tie-up/ Collaboration with concerned Sector Skill Council. It shall be made mandatory for all the institutes to get the MOU signed with concerned sector skill council for starting the B-Voc courses. In case of AICTE approved B-Voc courses the MOU considered by AICTE for approval may be considered by University. In case of AICTE approved B-Voc.

programmes, the syllabus approved by AICTE (for B-Voc courses) shall be implemented.

- 3.2 While selecting the institution under the scheme of B. Voc. Degree programme, preference will be given to such colleges which have proximity to the industry partner(s) or SKPs, address local job requirements and/or youth aspirations of the region.
- 3.3 Any institution will normally be given maximum of five courses under the scheme. However, after successful implementation of the scheme by the institution, the University may consider to approve additional courses to the institution.
- 3.4 The proposals will be invited on the university web portal or in the prescribed performa from the interested institutions by the University. The proposals will be placed before an Expert Committee for evaluation. If required, University may constitute a Screening Committee to shortlist the proposals. Based on the merit of the proposal, the Expert committee will recommend institutions under the scheme.
- 3.5 The institutes which have already got allocation of B. Voc. Courses from AICTE will also apply along with the AICTE approval.
- 3.6 The above condition (3.5) is not applicable for NON AICTE courses.

#### **4. Governance, Coordination and Monitoring:**

Constitution of Skill Development Board (SDB) in the University:

A Skill Development Board (SDB) will be constituted by the Vice-Chancellor with a term of three years. SDB shall be the authority to approve syllabus and scheme of the study for skill development courses offered in colleges in accordance with the rules laid down by concerned Sector Skill Council. The concerned SDB shall consist of 20 members including the nominees of Sector skill council. Dean (Academics) shall be the Chairperson of the Board and the DR (Academics) shall be the Member Secretary of the Board. The other members of the Board shall be proposed by the office of Dean, Academics in consultation with Board of Studies

The structure shall be as under:

- |  |                    |
|--|--------------------|
| i. Dean (Academics), IKGPTU                      | - Chairman         |
| ii. Director (College Development)               | - Member           |
| iii. Chairman of concerned BOS                   | - Member           |
| iv. Controller of Examination                    | - Member           |
| v. Finance Officer                               | - Member           |
| vi. Nominee of Concerned Sector Skill Council    | - Member           |
| vii. Principals of Affiliated Colleges (06 Nos.) | - Member           |
| viii. Experts from Industry                      | - Member           |
| ix. DR-Academics                                 | - Member Secretary |

- 4.1 The syllabi and courses for the Bachelor of Vocation (B. Voc.) shall be as approved by the IKG-PTU, Jalandhar from time to time on the recommendations of the Board of studies and approved through SDB.
- 4.2 SDB may make recommendations to the IKG-PTU, Jalandhar in all matters concerning the Bachelor of Vocation (B. Voc.) programme including the rules and regulations, admission, evaluations, curriculum /syllabi and the appointment of experts/examiners. However, recommendations of SDB, concerning syllabi may be routed through the Academic Council.
- 4.3 SDB may invite any number of academic/ professional/ industry experts from different disciplines for monitoring and execution of the academic programmes.
- 4.4 Skill Development Board would meet at-least twice in a year.

Every institution running B.Voc degree programme will prepare a schedule of activities along with the timelines and send it to SDB. While the Principal of the concerned college will be responsible for time bound achievements of the milestones and quality standards laid by University and Sector Skill Council.

- 4.5 The B.Voc. programme will be evaluated and monitored by the university through SDB and by setting up an alternate mechanism, with involvement of industry representatives.
- 4.6 The Monitoring of the scheme will necessarily also look at the following areas:
  - a) Student intake proposed, students admitted, on rolls, drop outs and certificates – course wise.
  - b) Students placed – role / designation, organisation, starting salary, location etc.
  - c) Industry engagement: MoUs, guest lecturers invited, internship and on job training, workshop facilities provided on their premises / in the premise of institution, commitment on recruiting students, students actually recruited and their average salary, financial assistance provided to the college.
  - d) Curriculum alignment with industry requirements, National Occupational Standards and NSQF.
  - e) Lab / workshop facilities required and quality standards of Institution.
  - f) Extent of alignment with the needs of the local community.

## 5. Curricular Aspects and Levels of Awards

The institutions offering B.Voc degree courses will have to be in constant dialogue with the respective Sector Skill Council(s) so that they remain updated on the requirements of the workforce for the local economy. There will be essentially credit-based modular programmes, wherein banking of credits for skill and general education components will be permitted so as to enable multiple exit and entry. This would enable the learner to

seek employment after any level of Award and join back as and when feasible to upgrade her / his qualification / skill competency either to move higher in her / his job or in the higher educational system.

5.1 As the CBSE and many other school boards are initiating skill based vocational courses with certification at NSQF Level 4 for students completing 10+2, there may be three types of learners getting admission to first semester of B.Voc courses under NSQF:

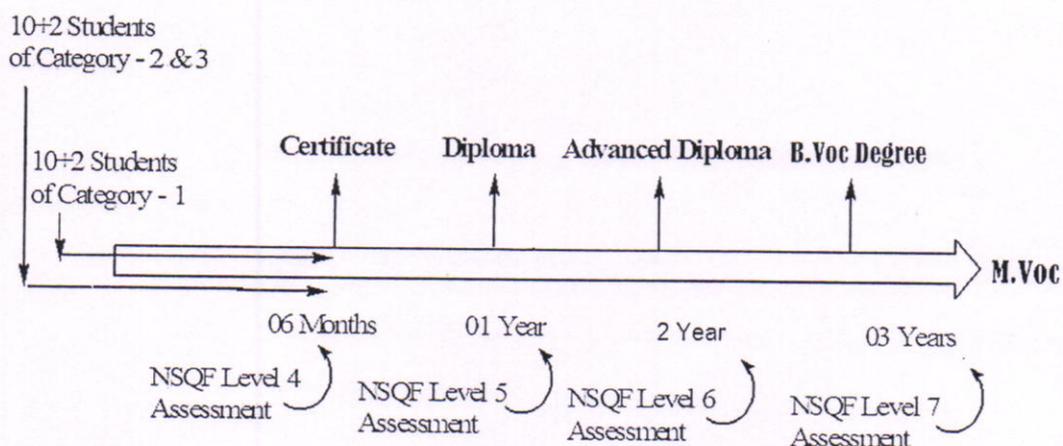
**Category – 1:** Students who have already acquired NSQF certification Level 4 in a particular industry sector and opted for admission in the B.Voc degree courses under NSQF in same sector for which he / she was previously certified at school level.

**Category – 2:** Students who have acquired NSQF certification Level 4 but may like to change their sector and may enter in B.Voc course in a different sector.

**Category – 3:** Students who have passed 10+2 examination with conventional schooling without any background of vocational training.

The institutions will develop curriculum and arrange for skill intensive training / teaching for the learners belonging to the category-2 and 3 as above during the first six months who will be assessed and certified for NSQF Level 4 of skill competency by concerned SSC at the end of first semester. However, learners belonging to category-1 will not require such certification as they were already having NSQF level 4 certificates in same industry sector / job role required for specified skill credits.

All the learners continuing for Diploma courses or further will be treated at par from second semester onwards. Students may exit after six months with a Certificate (NSQF Level 4) or may continue for diploma or advanced diploma or B.Voc degree level course(s). An academic progression for the students in vocational stream is illustrated below:



**Fig. 1: Assessment of Skill Component under NSQF in Vocational Courses**

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As an illustration, awards could be given at each stage as per Table 1 below for cumulative credits awarded to the learners in skill based vocational courses. Each subject will carry 6 credits.

**TABLE - 1**

<b>NSQF Level</b>	<b>Skill Component Credits</b>	<b>General Education Credits</b>	<b>Total Credits for Award</b>	<b>Normal Duration</b>	<b>Exit Points / Awards</b>
4	18	12	30	One Sem.	Certificate
5	36	24	60	Two Sem.	Diploma
6	72	48	120	Four Sem.	Advanced Diploma
7	108	72	180	Six Sem.	B.Voc Degree

The NSQF Levels in above illustrations indicate that there should be at least one job role at the concerned NSQF Level in the curriculum to be assessed and certified for skill component. The normal training hours for skilling should be proportionate to the weightage for skill credits and an appropriate component of skill training may be imparted as on-site training at actual work place.

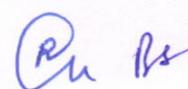
The candidates who have acquired vocational Certificate / Diploma or Advanced Diploma from University Recognized Colleges / B.Voc institutions in a specific sector with certified skills on a particular job role will be eligible for admission through lateral entry to next higher level on same sector.

- 5.2 The curriculum in each of the years of the programme would be a suitable mix of general education and skill development components. As is evident from Table 2 above, the General Education Component shall have 40 % of the total credits and balance 60% credits will be of Skill Component. The Curriculum details should be finalized before introduction of the courses.

The medium of instruction and examination shall be English.

**General Education Component:**

- (i) The general education component should adhere to the normal university standards. It should emphasis and offer courses which provide holistic development.

- (ii) The general education component of the curriculum will be decided by the Board of Studies of the concerned University/Autonomous College. This may also include the course(s) which are supportive to core trade in addition to soft skills, IT skills, and language proficiency and literature.
- (iii) The general education component of the curriculum will be same for all the B. Voc. Programmes in a semester to have coherence in all the Programmes.

***Skill Development Components:***

- (i) Skill component of the programmes/courses shall be employment oriented. The B.Voc institutions shall offer programmes/courses in domain areas which have significant demand in the job market. The institutions, in consultation with the industry partner(s) and based upon skills Gap analysis report published by the NSDC, industry associations, Sector Skills Councils, Government agencies *etc*, may decide specific Job Role(s) to be embedded in curriculum. The exit profiles of the learners at different levels *i.e.* Certificate / Diploma / Advanced Diploma should be clearly defined in output terms
- (ii) The curriculum should necessarily be aligned to Qualification Packs (QPs) / National Occupational Standards (NOSs) of selected job role(s) within the industry sector(s). This would enable the students to meet the learning outcomes specified in the NOSs.
- (iii) The curricula and system of certification for the skill component should be as per the National Occupational Standards defined by respective Sector Skills Council(s).
- (iv) For skills component, the model curriculum developed by the concerned Sector Skill Councils wherever available may be adopted or adapted in consultation with the industry partners. Wherever the curriculum is not available, the same may be developed in consultation with the relevant Sector Skill Councils and industry partners. While doing so, they may work towards aligning the curriculum with the National Occupational Standards being developed by the respective/allied Sector Skill Councils. This would promote national and global mobility of the learners, as well as higher acceptability by the industry for employment purposes.
- (v) The overall design of the skill development component along with the job roles selected should be such that it leads to a comprehensive specialization in one or two domains.
- (vi) In case NOS is not available for a specific area / job role, the college should get the curriculum for this developed in consultation with industry experts.
- (vii) The curriculum should also focus on work-readiness in terms of skills in each of the three years.



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

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

5.4 The curriculum should be designed in a manner that at the end of year-1, year-2 and year-3, students are able to meet below mentioned level descriptors for level 5, 6 and 7 of NSQF, respectively:

<b>Level</b>	<b>Process required</b>	<b>Professional knowledge</b>	<b>Professional skill</b>	<b>Core skill</b>	<b>Responsibility</b>
Level 5	Job that requires well developed skill, with clear choice of procedures in familiar context	Knowledge of facts, principles, processes and general concepts, in a field of work or study	A range of cognitive and practical skills required to accomplish tasks and solve problems by selecting and applying basic methods, tools materials and information	Desired mathematical skill, understanding of social, political and some skill of collecting and organizing information, communication	Responsibility for own work and learning and some responsibility for other's works and learning
Level 6	Demands wide range of specialized technical skill, clarity of knowledge and practice in broad range of activity involving standard / non-standard practices	Factual and theoretical knowledge in broad contexts within a field of work or study	A range of cognitive and practical skills required to generate solutions to specific problems in a field of work or study	Reasonably good in mathematical calculation, understanding of social, political and, reasonably good in data collecting organizing information, and logical communication	Responsibility for own work and learning and full responsibility for other's works and learning

Level 7	Requires a command of wide ranging specialized theoretical and practical skill, involving variable routine and non-routine context	Wide ranging, factual and theoretical knowledge in broad contexts within a field of work or study	Wide range of cognitive and practical skills required to generate solutions to specific problems in a field of work or study	Good logical and mathematical skill understanding of social political and natural environment good in collecting and organizing information, communication and presentation skill	Full responsibility for output of group and development
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**Professional knowledge** is what a learner should know and understand with reference to the subject; **Professional skills** are what a learner should be able to do and, **Core skills** refer to basic skills involving dexterity and use of methods, materials, tools and instruments used to perform the job including IT skills needed for that job. **Responsibility aspect** determines the (i) nature of working relationship, (ii) level of responsibility for self and others, (iii) managing change and (iv) accountability for actions.

- 5.5 The institutions may also provide for Recognition of Prior Learning (RPL) framework for job roles at NSQF Level 4 onwards by conducting assessment and certification through respective SSC(s) / Directorate General of Employment and Training (DGET).
- 5.6 Relevance of programmes offered, along with that of the curriculum is important. Therefore, monitoring, evaluation and updating of the curriculum needs to be done periodically in consultation with all stake holders, particularly the industries and SSCs keeping in view their requirements and changes in NOSs. The approved institutions under B.Voc degree programme shall incorporate this as a continuous and dynamic process, in-built in their system.
- 5.7 The B.Voc degree programme is a full time degree course. It should not be conducted as an add-on programme.
- 5.8 The institutions may like to appropriately use technology to improve the effectiveness of the delivery of courses.
- 5.9 The Institute must appoint Skill Committee at institute level to keep quality and standards as per SSC requirements




## 6. Duration:

- 6.1 The duration of course leading to the degree of **Bachelor of Vocation** (B. Voc.) shall be three academic years (6 semesters). The examination for the first semester shall ordinarily be held in the month of December and for the second in the month of June or such dates as may be fixed by the IKG-PTU, Jalandhar Authorities from time to time. Assessment and evaluation system for the B. Voc. should be a credit based system.
- 6.2 If a candidate wishes to leave the course after successful completion of the first year, he/she will be offered Diploma of Vocation in that particular stream.
- 6.3 If the candidate wishes to leave after successful completion of the second year, he/she will be offered Advanced Diploma of Vocation in that particular stream.

## 7. Assessment:

- 7.1 The Skill component of the course will be assessed and certified by the respective Sector Skill Councils. In case, there is no Sector Skill Council for a specific trade, the assessment may be done by an allied Sector Council, SKP or the Industry partner. Wherever the university/college may deem fit, it may issue a joint certificate for the course(s) with the respective Sector Skill Council(s).
- 7.2 The credits for the skill component will be awarded in terms of NSQF level certification which will have 60% weightage of total credits of the course in following manner.

Name of the Course	NSQF Level Certificate	Cumulative Credits
Certificate	Level – 4	18 credits
Diploma	Level – 5	36 credits
Advance Diploma	Level – 6	72 credits
B.Voc. Degree	Level – 7	108 credits

- 7.3 The general education component will be assessed by the university as per the prevailing standards and procedures. The following formula may be used for the credit calculation in general education component of the courses:
- a) General Education credit refers to a unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week. Accordingly, one Credit would mean equivalent of 14-15 periods of 60 minutes each or 28 – 30 hrs of workshops / labs.
- b) For internship / field work, the credit weightage for equivalent hours shall be 50% of that for lectures / tutorials.



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

## 8. Examinations:

- 8.1 The last date for uploading of admission on Online Portal will be notified by IKG-PTU, Jalandhar.
- 8.2 The last date for filling online examination form on university portal with and without late fee shall be as fixed by the IKG-PTU, Jalandhar from time to time.
- 8.3 First semester examination shall be open to a regular student who has been on the rolls of the affiliated college during one semester preceding the first semester examination; and has attended not less than 75% of the lectures, seminars, case discussions, field trips, project work etc., in each paper; a deficiency up to 10% may be condoned by the principal of the affiliated college.
- 8.4 Second, third, fourth, fourth, fifth or sixth semester examinations shall be open to a student who has been on the rolls of the affiliated college during one semester preceding the second, third fourth fifth or sixth semester examination, as the case may be has attended not less than 75% of the lectures, seminars, case discussions, field trips, project work etc., in each paper; a deficiency up to 10% may be condoned by the principal of the affiliated college has passed the first, second, third, fourth, fifth semester examinations respectively or is covered under re-appear regulation.

## 9. Passing Criteria

- 9.1 The minimum number of marks to pass the examination in each semester shall be-

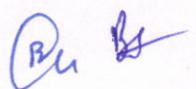
### *Generic Component*

- (i) 40% in each paper in the University examination separately as well as jointly with internal assessment,
- (ii) 40% in seminar, project, viva voce, field work etc.
- (iii) 40% in the aggregate of (i) and (ii) above.

### *Skill Sector Component*

- (i) As per the passing criteria of the concerned Sector Skill Council.

- 9.2 Grace marks shall be given @ 1% of the aggregate marks of the external examination of the University for each semester (only the marks of external examination will be counted for the purpose of calculating the grace marks and



marks obtained in the internal assessment will not be counted). A candidate may avail of the grace marks either in the aggregate or in one or more papers as may be to his/her advantage. Grace marks, shall, however, be given only for passing the examination or for earning the higher division and not for passing the examination with distinction as well as position.

- 9.3 The award of "Diploma" / 'Advanced Diploma' / Degree to the successful learners in both skills and general education components of the curriculum may be done as illustrated at Table 1.
- 9.4 The institutions offering B.Voc degree programme should adopt and integrate the guidelines and recommendations of the respective Sector Skill Councils (SSCs) for the assessment and evaluation of the vocational component, wherever available.
- 9.5 Letter Grades and Grade Points: A 10-point grading system with the following Letter grades as given below:

**Table 2: Grades and Grade Points**

Letter Grade	Grade Point
O (Outstanding)	10
A+ (Excellent)	9
A (Very Good)	8
B+ (Good)	7
B (Above Average)	6
C (Average)	5
P (Pass)	4
F (Fail)	0
Ab (Absent)	0

*A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.*

- 9.6 Computation of SGPA and CGPA: Following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) may be adopted:
- a) The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the course components taken by a student and the sum of the number of credits of all the courses undergone by a student in a semester, *i.e*

$$\text{SGPA (Si)} = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

where 'C<sub>i</sub>' is the number of credits of the *i*th course component and 'G<sub>i</sub>' is the grade point scored by the student in the *i*th course component.

- b) The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, *i.e.*

$$\text{CGPA} = \frac{\sum(C_i \times S_i)}{\sum C_i}$$

where 'S<sub>i</sub>' is the SGPA of the i<sup>th</sup> semester and C<sub>i</sub> is the total number of credits in that semester.

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

## 10. Certification of Awards:

10.1 Award of B.Voc degree or Advanced Diploma / Diploma as the case may be, would depend on acquisition of requisite credits as prescribed in the guidelines and not on the duration of the calendar time spent in pursuing the course.

10.2 The certificate for skilling component would be awarded by the Sector Skill Council in terms of NSQF level either singly or jointly with the institution concerned and the general education grades will be certified along with the skill component in terms of certificate/ diploma awarded by the institution.

10.3 UGC guidelines on Choice Based Credit System (CBCS), and Guidelines on Curricular Aspects, Assessment Criteria and Credit System in Skill based Vocational Courses may be referred for further illustration on computation of SGPA, CGPA *etc.* to confer the awards as above.

10.4 Each of the awards shall specify within parenthesis, the Skill(s)

specialization, such as:

- B. Voc. (Renewably Energy Management)
- B. Voc. (Retail Management)
- B.Voc. (Retail Management and IT)
- Advanced Diploma (Food Processing)
- Advanced Diploma (Health Care)
- Advanced Diploma (Hospitality and Tourism)
- Diploma (Green House Technology)
- Diploma (BPO)
- Diploma (Jewellery Designing)

10.5 The students will have the option to exit with a Certificate, Diploma or Advanced Diploma after acquiring requisite no of credits. In case of affiliated colleges, such students may be awarded Certificate, Diploma or Advanced Diploma, as the case may be by the concerned College after a written authorization by the affiliating University.

## 11. Infrastructure and Faculty for B.Voc. programme

- 11.1 University/college needs to have adequate laboratory / workshop facilities for face to face delivery of skills and hands-on practice either owned or arranged through tie-up with the partner industry or any institution recognized by the certification agency or Sector Skill Council.
- 11.2 The university/college should use its regular faculty for the conduct of general education component and also for the skills components, if existing. Additionally, they may hire faculty in the core trades only as per norms and also guest/ visiting/ part time adjunct faculty from either the industry or open market or NSDC approved training partners for imparting skills.
- 11.3 The university/college should get its regular faculty certified as trainer from the Sector Skill Council within one year of start of the course.

## 12. Admissions and Fee Criteria

- 12.1 The minimum educational qualification for admission into B.Voc degree course will be class XII pass or equivalent in relevant field from any recognized board or university as specified by each Sector Skill Councils in case of Non AICTE trades, whereas for AICTE Trades the eligibility norms will be as per AICTE Website/ notification.
- 12.2 Equal weightage, at par with other subjects, should be given to vocational subjects at +2 level while considering the students for admission into B.Voc. programmes in the concerned trade.
- 12.3 While deciding criteria for admission into any particular trade, the institutions will consider students having background in relevant stream at 10+2 level. For admission to the skill based vocational courses, preference may be given to the learners living in the local community. Reservation to SC, ST, OBC and other categories will be available as per the extant national / State policy. There shall be no age bar for admission in such courses.
- 12.4 Admissions to be done once a year (summer session), to facilitate a steady stream of learners joining the college and moving out as trained work force to the job market. However, it can be extended twice in a year by the approval of SDB at later stage.
- 12.5 The applicants seeking re-entry into the education and training for further advanced learnings in their field of expertise in particular trade should get preference in admission over the new applicants.
- 12.6 Student fee should be decided as per the prevalent mechanism for fee fixation in the university/college. The tuition fees structure for B-Voc courses (both UGC & AICTE) shall be Rs. 25000 (Tuition fee will be Rs. 25,000/- per semester) and the

rest of the fees including Admission Processing Fee, Examination Fee, SRF etc. shall be charged as per University norms applicable in regular courses.

12.7 Students counselling should be an integral part of the admission process. Parents should also be involved appropriately.

12.8 The affiliation fee from the institutes shall be charged as per prevalent affiliation fee for UGC Course running in regular mode.

12.9 The eligibility of the B-Voc courses shall be as per UGC/ AICTE. In case the UGC/ AICTE is silent over eligibility then the eligibility will be 12<sup>th</sup> standard with passing marks.