

SARDAR PATEL UNIVERSITY
Regulations Governing Academic Programmes
BACHELOR OF VOCATION (B.Voc) PROGRAMME
Under Choice Based Credit System (CBCS)

COURSES OF STUDY
(Effective from July 2014)

1. Admission

- 1.1. A student who has passed the 12th (H.S.C) or its equivalent, in any stream with English Subject, will be considered eligible for admission to B.Voc program, subject to any other admission criteria prescribed by the University. All the reserved category students will get admission according to the University & Government rules. Students who have completed the Bridge Course in English, Diploma, ITI or any skill based learning program after 10th are also eligible. This B.Voc Degree programme based on National Skills Qualifications Framework (NSQF).
- 1.2. The student must be sound in health to do at least 8 hours work and must be well conversant with English and Gujarati/Hindi language.
- 1.3. Assessment of skill component under NSQF in vocational courses
B.Voc programme will be spread over six semesters to cover Skill component, General education, core courses, elective courses, self-study courses, foundation & advanced level foundation courses, and multi-disciplinary courses in the fields of Vocation. Level of Awards as Following:-

TABLE-1

ExitPoints/ Award	Duration	Credit	Semester (CBCS)	Corresponding NSQF level
Certificate	6 month	30	1 Semester	4
Diploma	1 st Year	60	2 Semester	5
Advanced Diploma	2 nd Year	120	4 Semester	6
B.Voc. Degree	3 rd Year	180	6 Semester	7

Each of the awards shall specify within parenthesis, the Skill(s) specialization for example:

- B. Voc. (Retail Management)
- B.Voc. (Hospitality and Tourism)
- Advanced Diploma (Retail Management)
- Advanced Diploma (Hospitality and Tourism)
- Diploma (Retail Management)
- Diploma (Hospitality and Tourism)
- Certificate(Retail Management)
- Certificate(Hospitality & Tourism)



**** Eligibility to Take Admission in Advance Diploma or B.Voc Degree is to clear the**

1.4. Each semester will comprise of minimum 15 working weeks of direct classroom teaching, tutorials, counseling, project work and self-learning, evaluation, field work, etc. Odd semesters will be from mid-June to mid-December and Even-semesters will be from mid- December to mid-June every year. Self-study courses with maximum of 2 credits within semester.

2. ASSESSMENT

2.1. The internal examination will have 40% weightage. In Evaluation of Internal Examination there will be 75% marks from Practical And 25% marks from Theory. The Evaluation of Practical Examination will be done by College/Institute.

2.2. Semester end examination will have 60% weightage , this Examination Purely based on Theory.

2.3. The marks obtain in internal examination will be taken into account fordeciding the final result in a course.

2.4. The internal examination will be conducted by respective departments/institutes/affiliating colleges. However, there will be centrally coordinated by the examination cell so that overlapping of examination schedule can be avoided.

2.5. The duration of theory paper of 4 credits will be of two hours.

2.6. The appointment of paper-setter/s and examiner/s will be as per prevalent university guidelines.

3. PASSING CRITERIA

3.1. Student will be promoted to the next semester as per prevalent university rules in force from time to time.

3.2. The provision for detaining student at the end-semester university Examinations shall be as per the existing norms of attendance, and passing standard in internal examination.



3.3. In Internal assessment, the student will have to score 25% marks in each of the course and in aggregate have to score 35%, In External assessment, the student will have to score 40% marks in each of the course, In overall, aggregate of internal and external for particular course student will also have to score 40% marks in each of the course.

3.4. Grading system will be as per the prevalent university rules in force from time to time.

3.5. The maximum time allowed for completion of a particular programme shall not be more than twice the normal duration of the respective programme. For example, a 6 semester programme should be completed within not more than 12 semesters.

4 ATTENDANCE

Students shall be required to attend at least 75% of the total classroom sessions and fieldwork separately under each of the courses offered to them during the semesters. However, the Coordinator/Principal may condone the shortage of attendance up to 20% on a case to case basis, if the absence is due to compelling circumstances.

5. CO-CURRICULLUM ACTIVITIES

To provide the students an opportunity to learn and enhance skill, the U.G. Centre of B.Voc will organise any two of the following during the course of 6 semesters of B.Voc programme :-

- Field visits/Orientation visits.
- Summer placement/Block placement.
- Study tour .
- One/two day's workshops/seminars.

6. FIELD WORK PRACTICUM

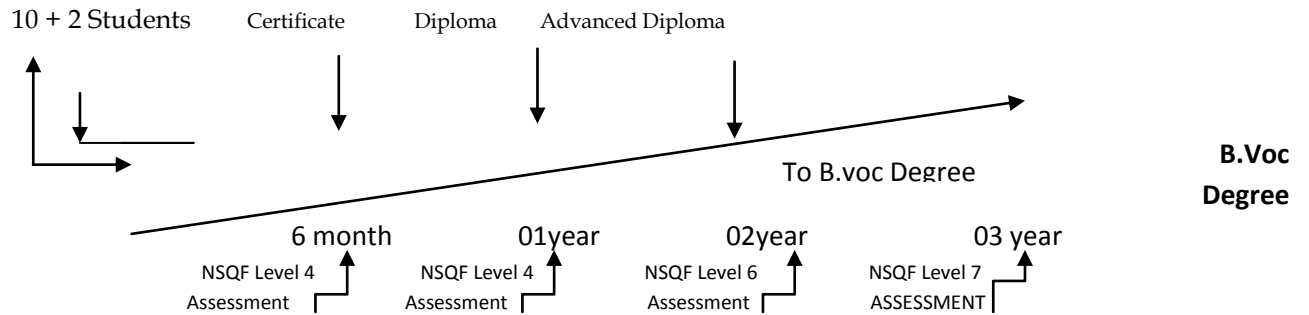
- 1) Practical Examination will be conducted by Institute/College with Concern Person from University/ Industry
- 2) The field-work will be evaluated on the basis of
 - a. Total field work reports (One report for each field work)
 - b. Regularity in field work (At least 75% attendance in the field work)
 - c. Regularity in field work conference (At least 75% attendance in the field work conference)
 - d. Assignments/Collateral Readings (Minimum 15 assignments/collateral readings)
 - e. Project work/Activities in each fieldwork placement
- 3) The field work has to be undertaken by the student at his/her own cost.



- 4) The said viva-voce examination will be conducted by the College by a committee comprising of Internal and External examiners from the academics.

7 AWARDING OF DEGREE

Student may exit after six months with certificate (NSQF Level 4) may be continue for diploma or advanced diploma level courses. An academic progression for the student in vocational stream illustrated below.



SARDAR PATEL UNIVERSITY
Programme & Subject: B.Voc (Retail Management)
Semester: I
Syllabus with Effect from: 2014-15

Course Type	Name of course	Corse code	Credit	Theory (hours)	Practical (hours)	Tutorial/self study (hours)	Exam Duration In hrs	Component of marks		
								Internal	External	Total
								Total/Passing	Total/Passing	Total/Passing
Skill Component	Basics of Retail Management	UR01BVSC01	4	30	60	-	02	40	60	100
	Retail Marketing Management	UR01BVSC02	4	30	60	-	02	40	60	100
	Fundamentals of Management	UR01BVSC03	4	30	60	-	02	40	60	100
	Sales and Distribution in Retailing	UR01BVSC04	4	30	60	-	02	40	60	100
	Life Centred Education I	UR01BVSC05	2	-	-	30	01	20	30	50
General Education	Micro Economics	UR01BVGE01	4	60	-	-	02	40	60	100
	Business English I	UR01BVGE02	4	30	60	-	02	40	60	100
	Use of ICT – I	UR01BVGE03	4	30	60	-	02	40	60	100

