

# Regulations

## Vocational Degree Programme



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## Academic Regulations for B. Voc. Programme

(Applicable for 2015-16 Batches onwards)

### P.1 Short Title and Commencement

- a) The regulations listed under this head are common for all undergraduate courses leading to B. Voc. degree offered by the Directorate of Training and Lifelong Learning of the University.
- b) The regulations hereunder are subject to amendments by the Training and Lifelong Council of the University, from time to time, after obtaining approval of the Board of Management. Such amendments will be effective from such date and apply to such batches of candidates, including those already undergoing the programme, as may be determined by the Training and Lifelong Council of the University.

### P.2 Definitions

- a) "Commission" means University Grants Commission (UGC);
- b) "University" means the M. S. Ramaiah University of Applied Sciences (MSRUAS);
- c) "Course" means a set of modules a student is required to successfully complete to become eligible for an award;
- d) "Directorate" means Training and Lifelong Learning Division of the University which offers number of courses leading to various awards under vocational programmes;
- e) "Module" means a subject, either theory or practical or both, listed under a course;
- f) "Statute" means the MSRUAS Statutes;
- g) "Answer scripts" means test, assignment or examination answer sheet or booklet;
- h) "Award" means the various awards like Vocational Certificate (Lower), Vocational Certificate (Higher), Vocational Diploma, Vocational Advanced Diploma, Bachelor of Vocational Degree;

### **P.3 Vocational Programmes**

#### **P.3.1 Nomenclature of the Programme**

The nomenclature and the abbreviation given below shall be used for the Vocational Programme of the University offered by Directorate of Training and Lifelong Learning:

- (i) *Vocational Diploma*
- (ii) *Vocational Advanced Diploma*
- (iii) *Bachelor of Vocational Degree*

In addition, the above titles will be abbreviated with the specializations in brackets as below:

- *“V. Dip. (Passenger Car Repair and Maintenance)”*
- *“V. ADip. (Passenger Car Repair and Maintenance)”*
- *“B. Voc. (Passenger Car Repair and Maintenance)”*

#### **P.3.2 Medium of Instruction**

The medium of instruction for Vocational Programme is English.

#### **P.3.3 Courses Offered**

Please refer to **Annexure - 1**

#### **P.3.4 Study Scheme – Modular Scheme**

The course is delivered in modular form and assessed on module basis. In this scheme, the modules are delivered and assessed sequentially in accordance with the Course Time-table.

#### **P.3.5 Academic Calendar**

The Academic Calendar starts with the admission of a minimum number of student cohort.

#### **P.3.6 Course Duration**

##### **P.3.6.1 Minimum and Maximum duration of the course**

The minimum and maximum duration of the course depends on the award as indicated in the table below:

Table 1: Entry Level Qualification and Awards

Normal Entry –Those who have completed	Vocational Diploma (NSQF-5)	Vocational Advanced Diploma (NSQF-6)	Vocational Bachelor- Degree (NSQF-7)
	Qualification at the Exit		
NSQF-4 (12 <sup>th</sup> Standard) or equivalent	X		
NSQF -5 (1 <sup>st</sup> year Degree) or equivalent		X	
NSQF-6 (2 <sup>nd</sup> year Degree)			X
<b>Credits to be Earned</b>	<b>60</b>	<b>60</b>	<b>60</b>
<b>Theory Credits-General Education</b>	24	24	24
<b>Theory Hours</b>	360	360	360
<b>Practical Credits</b>	36	36	36
<b>Practical Hours</b>	540	540	540
<b>Total Hours</b>	900	900	900
<b>Course Duration</b>	12 months	12 months	12 months
<b>Maximum Duration</b>	24 Months	24 Months	24 Months
<b>Weeks Per year</b>	30	30	30
<b>Number of Hours per Week</b>	30	30	30
<b>Course Package</b>	Set of Modules	Set of Modules	Set of Modules
<b>Offering</b>	Modular	Modular	Modular
<b>Programme Management</b>	DTLL	DTLL	DTLL
<b>University Regulation</b>	Approved	Approved	Approved
<b>Course Specifications</b>	Approved	Approved	Approved
<b>Module Specification</b>	Approved	Approved	Approved
<b>Teaching and Training</b>	Internal/External to University – Contractual	Internal/External to University - Contractual	Internal/External to University - Contractual
<b>Fee per credit</b>	Course Dependent	Course Dependent	Course Dependent

### **P.3.7 Admission of students**

#### **P.3.7.1 Eligibility**

A pass in 10+2 or equivalent are eligible for a vocational degree programme

Candidates working with any organisations (private or public) in the chosen vocation are preferred for a Vocational degree in the chosen vocation.

A candidate with a higher qualification is also eligible and the candidate may be given concession in registering for relevant modules of the course that he/she might have completed during his/her higher qualification.

#### **P.3.7.2 Selection of Students**

Candidates are selected on first come first serve basis and candidates working with any organisations practicing a particular vocation are given preference.

#### **P.3.7.3 Admission to Course**

Selected candidates shall complete the admission procedure within the prescribed date by paying the prescribed fees and completing all other admission formalities notified by the University. Failure to do so may lead to cancellation of the selection.

Candidates are required to register for each award at a time i.e., to begin with Vocational Diploma, Vocational Advanced Diploma and Bachelor of Vocational Degree in that order.

### **P.3.8 Annual Course Fee**

Details of the fees payable for each course will be notified well in advance to the commencement of the course.

The fees, once paid, will not be refunded under any circumstances.

## **P.4 Credit Scheme and Credit Structure**

### **P.4.1 Credit Definition**

- a. For theory classes: one credit is equivalent to a total of 15 contact hours.
- b. For vocational activities: one credit is equivalent to a total of 15 contact hours.

A student is required to earn a total of 60 credits for each of the awards listed in Table No. 1.

## **P.5 Curriculum**

The curriculum includes the:

1. **Course specifications and Curriculum** document explains the course aims, objectives, learning outcomes and detailed course structure; and course curriculum

### **P.5.1 Development and Approval of Course Curriculum for each Award**

The Training Group is required to develop the curriculum and it should be approved by Council for Training and Lifelong Learning (CTLL) of the University and the Vice Chancellor is the Chairperson of the Council for Training and Lifelong Learning (CTLL)

### **P.5.2 Curriculum Framework & List of General Education Modules**

The curriculum framework and list of general education modules of the programme is given in **Annexure-2.**

## **P.6 Module Details**

### **P.6.1 Module Delivery**

Module delivery includes, but is not limited to, the following:

1. Face to Face Lectures using Audio-Visuals
2. Demonstrations
3. Laboratory/Field work/Workshop
4. Industry Visit
5. Group Exercises
6. Project Exhibitions
7. Technical Festivals

#### **P.6.1.1 Module Delivery Structure**

Modules are delivered as per the time table announced in the beginning of the course.

## **P.7 Attendance Requirements**

A student is required to have a minimum attendance of 75% both in theory and practical to write final examination

## P.8 Assessment

Each module is assessed for a total of 100 marks with two tests each of 25 marks and a final examination of 50 marks for general education modules and similar pattern is followed for vocational based modules with emphasis on skills. A candidate is required to score a minimum of 40% overall in each of the modules.

## P. 9 Award of Class

The final award will include a mention of class based on the average marks scored by the student during the course. The basis for awarding classes is shown in the Table below:

Marks Range & Class		
Sl. No.	Range of Marks	Class
1	40.00 % to less than 49.50 %	Pass Class
2	49.50 % to less than 59.50 %	Second Class
3	59.50 % to less than 69.50 %	First Class
4	69.50 % and above	Distinction

The final average marks for the award of the degree will be based on the aggregate average marks scored of all the modules the student has successfully completed for the award of the degree.

## P.10 Statement of Learning and Achievement - Marks Card

Every student will be issued a Statement of Learning and Achievement - Marks Card at the end of each award containing the module code, module title, marks scored, credits earned and result.

The Statement of Learning and Achievement will bear the signature (facsimile) of Director of Directorate Training and Lifelong Learning.

## P.11 Degree Certificate

The degree certificate, issued under the University seal, will have the student's name, Registration Number, Name of the award with specialization and class awarded.

The degree certificate will bear the signature (facsimile) of Vice-Chancellor.



**P.12 Convocation**

A Convocation ceremony will be held once every year. Students will be conferred their Degree by the Vice –Chancellor or his / her nominee (normally the Dean of the concerned Faculty) during the convocation ceremony. The degree will be awarded in the presence of the University’s Mace.

Graduating students who are unable to attend the convocation, in person, can apply for award of the degree *in absentia* after paying the prescribed fee.

**P.13 Conduct and Discipline**

The provision relating to discipline and code of conduct that applies to every member of the University is as described in Chapter 8 of the MSRUAS Statutes.

**P.14 Intellectual Property**

The provision governing Intellectual Property that is generated by a member of the University is as described in Chapter 9 of the MSRUAS Statutes.



***Any other issues not covered in this document will be referred to Training and Lifelong Learning Council. The decision of the Training and Lifelong Learning Council in such matters shall be final.***

***These Regulations may be amended from time to time by the Training and Lifelong Learning Council and approved by Board of Management.***

***Failure to read and understand the regulations is not an excuse.***



**Annexure – 1**  
**List of Vocational Courses offered for the Academic Year**

**B. Voc. in**

1. Passenger Car Repair and Maintenance
2. Machine Tool Operation and Maintenance
3. Garment Manufacturing & Quality Control
4. Product Design & Modelling
5. Dental Hospital Assistance
6. Culinary Operations

**Annexure 2**  
**Curriculum Framework & List of General Education Modules**

**Curriculum Framework****Vocational Diploma****Semester-1**

<b>General Education: 12 Credits, 180 Hours</b>				
<b>S. No.</b>	<b>Code</b>	<b>Module Title</b>	<b>Credit</b>	<b>Hours</b>
1			4	60
2			4	60
3			4	60
<b>Vocational Education: 18 Credits, 270 Hours</b>				
<b>S. No.</b>	<b>Code</b>	<b>Module Title</b>	<b>Credit</b>	<b>Hours</b>
1			6	90
2			6	90
3			6	90

**Vocation Diploma****Semester-2**

<b>General Education: 12 Credits, 180 Hours</b>				
<b>S. No.</b>	<b>Code</b>	<b>Module Title</b>	<b>Credit</b>	<b>Hours</b>
1			4	60
2			4	60
3			4	60
<b>Vocational Education: 18 Credits, 270 Hours</b>				
<b>S. No.</b>	<b>Code</b>	<b>Module Title</b>	<b>Credit</b>	<b>Hours</b>
1			6	90
2			6	90
3			6	90

**Vocational Advanced Diploma****Semester-1**

<b>General Education: 12 Credits, 180 Hours</b>				
<b>S. No.</b>	<b>Code</b>	<b>Module Title</b>	<b>Credit</b>	<b>Hours</b>
1			4	60
2			4	60
3			4	60
<b>Vocational Education: 18 Credits, 270 Hours</b>				
<b>S. No.</b>	<b>Code</b>	<b>Module Title</b>	<b>Credit</b>	<b>Hours</b>
1			6	90
2			6	90
3			6	90

**Vocation Advanced Diploma****Semester-2**

<b>General Education: 12 Credits, 180 Hours</b>				
<b>S. No.</b>	<b>Code</b>	<b>Module Title</b>	<b>Credit</b>	<b>Hours</b>
1			4	60
2			4	60
3			4	60
<b>Vocational Education: 18 Credits, 270 Hours</b>				
<b>S. No.</b>	<b>Code</b>	<b>Module Title</b>	<b>Credit</b>	<b>Hours</b>
1			6	90
2			6	90
3			6	90

**Vocational Degree****Semester-1**

<b>General Education: 12 Credits, 180 Hours</b>				
<b>S. No.</b>	<b>Code</b>	<b>Module Title</b>	<b>Credit</b>	<b>Hours</b>
1			4	60
2			4	60
3			4	60
<b>Vocational Education: 18 Credits, 270 Hours</b>				
<b>S. No.</b>	<b>Code</b>	<b>Module Title</b>	<b>Credit</b>	<b>Hours</b>
1			6	90
2			6	90
3			6	90

**Vocational Degree****Semester-2**

<b>General Education: 12 Credits, 180 Hours</b>				
<b>S. No.</b>	<b>Code</b>	<b>Module Title</b>	<b>Credit</b>	<b>Hours</b>
1			4	60
2			4	60
3			4	60
<b>Vocational Education: 18 Credits, 270 Hours</b>				
<b>S. No.</b>	<b>Code</b>	<b>Module Title</b>	<b>Credit</b>	<b>Hours</b>
1			6	90
2			6	90
3			6	90

**List of General Education Modules**

S. No.	Code	Module Title	Credits	Hours
1.	VGE001	Physics	4	60
2.	VGE002	Engineering Mechanics	4	60
3.	VGE003	Chemistry	4	60
4.	VGE004	Material Science	4	60
5.	VGE005	Mathematics – I	4	60
6.	VGE006	Mathematics – II	4	60
7.	VGE007	Basic Electronics – I	4	60
8.	VGE008	Basic Electronics – II	4	60
9.	VGE009	Basic Electrical – I	4	60
10.	VGE010	Basic Electrical – II	4	60
11.	VGE011	Computer Applications – I	4	60
12.	VGE012	Computer Applications – II	4	60
13.	VGE013	Statistics	4	60
14.	VGE014	Biology	4	60
15.	VGE015	Bio Chemistry	4	60
16.	VGE016	Bio Technology	4	60
17.	VGE017	Principles of Management	4	60
18.	VGE018	Accountancy	4	60
19.	VGE019	Banking & Taxation	4	60
20.	VGE020	Behavioural Skills	4	60
21.	VGE021	Operations Management	4	60
22.	VGE022	Customer Relations Management	4	60
23.	VGE023	General Communication – English	4	60
24.	VGE024	Business Communication – English	4	60
25.	VGE025	Human Rights	4	60
26.	VGE026	Environmental Studies	4	60
27.	VGE027	Economics	4	60
28.	VGE028	Sociology	4	60
29.	VGE029	Legal aspects of business	4	60
30.	VGE030	Human Resource Management	4	60
31.	VGE031	Psychology	4	60
32.	VGE032	Fundamentals of Computers	4	60
33.	VGE033	General Science	4	60
34.	VGE034	Food Science & Nutrition	4	60
35.	VGE035	Basic French	4	60
36.	VGE036	Organisation & Safety (Kitchen)	4	60
37.	VGE037	Principles of Purchasing and Storing	4	60
38.	VGE038	Culinary French	4	60
39.	VGE039	Facilities Planning and Equipment	4	60
40.	VGE040	Environmental Science	4	60
41.	VGE041	Operations Management (Catering)	4	60
42.	VGE042	Systems Operations (Catering)	4	60
43.	VGE043	Accounting and Cost Control	4	60
44.	VGE044	Staff Management and Labour Laws	4	60
45.	VGE045	Communication Skills and Etiquettes	4	60
46.	VGE046	Applied Physics And Photography	4	60
47.	VGE047	General Health Science	4	60

48.	VGE048	Environmental Science	4	60
49.	VGE049	Applied Anatomy	4	60
50.	VGE050	Applied Mechanics	4	60
51.	VGE051	Indian Constitution	4	60
52.	VGE052	Mechatronics for Machine Tools	4	60
53.	VGE053	Instrumentation & Measurements	4	60
54.	VGE054	Advances in Vehicle Technologies	4	60
55.	VGE055	Computer Aided Design and Drafting	4	60
56.	VGE056	Thermodynamics	4	60
57.	VGE057	Electrical Technology	4	60
58.	VGE058	Electronic systems	4	60
59.	VGE059	Materials for Product Development	4	60

VGE – Vocational General Education