



मोहनलाल सुखाड़िया विश्वविद्यालय, उदयपुर
MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR

**GENERAL EXAMINATION RULES AND REGULATIONS FOR SHORT
TERM DIPLOMA AND CERTIFICATE COURSES IN SKILL
ENHANCEMENT AND VOCATIONAL COURSES**

1. All the short term Diploma and Certificate courses for Skill Enhancement and Vocational courses will be offered as per common rules and regulations applicable for Choice Based Credit System already approved by the University for UG and PG programme in 2015. The minimum number of Credits for Skill enhancement courses offered with various CBCS programmes as per UGC guidelines is two as per UGC guidelines for curricular aspects, assessment criteria and credits. In skill based vocational courses under NSQF for stand alone certificate courses (NSQF level 4) requires 30 credits (720 hrs including 90 hrs of self learning) whereas Diploma programme requires 60 credits (1140 hrs 180 hrs of self learning). So for all skill course having credits less than 30 should be awarded Certificate of **Skill Enhancement** and Diploma Programme having credits less than 60 should be awarded **Short-Term diploma**.

2. A Vocational/Skill programme/Ability enhancement programme may have one or more core or elective courses and will be treated as a practical type of course. Theoretical concepts required for the course will be taught as a part of laboratory work by the teacher and will be assessed during examination.

3. External Examination (ESE) for each course of the Diploma or Certificate in Vocational/Skill /Ability Enhancement programme offered will have one of the following modes for conduct of external practical examination:

(a) One hours MCQ type of Examination followed by Laboratory part of examination as per the skill course offered. In the case of MCQ type of examination there will be 40 questions and will carry 40 marks. (one mark for each question without negative marking) to test the candidates theoretical background and practical skill acquired from training. The second part of the examination will be laboratory part which will be normally 4 hrs duration and will carry max. 40 marks including Viva -Voce

(b) One hour written descriptive type of examination followed by laboratory practical test. In the case of descriptive type of written examination, the number of questions and marks for each questions will be decided by the external examiner. The questions will be set such as to test the candidates theoretical background and practical skill acquired from training and will carry maximum 40 marks. The second part of the examination will be laboratory part which will be normally 4 hrs duration and will carry max. 40 marks including Viva-Voce.

(c) In courses where theoretical backgrounds are not important, only laboratory part of examination consisting of one or two practicals and skill tests followed by Viva Voce examination will be conducted. Duration of such examinations will be minimum 5 hours and will carry maximum 80 marks with distribution as practical (40%) skill test (40%) and viva voce (20%).

(d) In the case of skill courses of Languages/Ability enhancement courses in English/Hindi etc., one hour written descriptive type of examination followed by language skill test will be conducted. In the case of descriptive type of written examination, the number of questions and marks for each questions will be decided by the external examiner. The questions will be set such as to test the candidates writing skills, vocabulary, grammar, etc. and will carry maximum 40 marks. The second part of the examination, language skill test will be conducted normally in 4 hrs duration taking at least 10-15 minutes per candidate to test receptive and productive skills and will carry max. 40 marks.

For each course, the external examination will be conducted by selecting one of the above modes of external examination as per the rules and regulation approved for the programme. In case the mode of examination is not explicitly mentioned in the rules and regulations for the programme, the faculty chairman will recommend the mode of external examination after consulting the Convener of the Committee of Courses.

4. The external examination for each course will be conducted by the University through the Faculty Chairman by approving name of an external examiner out of the panel of minimum four examiners. The Faculty Chairman will get external examiner to set and bring question paper which will be used to conduct one hour test on the same day of Laboratory part of examination. The MCQ type of examination will be conducted either using OMR answer sheets or online examination software. In the case of Descriptive type of examination, separate answer books will be used for written examination and laboratory tests.

5. The examination will be conducted by a Committee consisting of following:

(a) Faculty Chairman

(b) Two examiners consisting:

(i) External Subject Expert

(ii) A teacher from related area/subject who is not involved teaching/training the candidates to be examined. (to be nominated by the Faculty Chairman)

8. Faculty Chairman in his absence or due to any other reason, may nominate one of the senior professor as Convener of the Examination Committee for skill course examination conducted in the constituent colleges. In case of affiliated colleges, a University Professor/Principal/Vice-Principal /Senior teacher of an affiliated college can be appointed by the Faculty Chairman as the Convener of the Examination Committee for skill tests. However, the nominee will be given strict instruction to follow the rules and regulation for the external examination by sending a copy of these rules and regulation to the nominee. Teacher/Guest Faculty who provided training shall not present during examination and the committee is expected to take help of technical/Laboratory Assistant of skill centre only in the conduct of examination strictly following the NSDC guidelines that examination and training bodies will be separate for skill courses.

9. The Faculty Chairman or his nominee will be the Convener of the above Committee and he/she is expected to visit the Laboratory during examination, take necessary steps to ensure the examination is conducted in a fair and transparent manner to assess the skill acquired by the candidates. Final marks will be awarded by the Committee. The Committee will ensure that only candidates having a minimum skill is passed in the examination to maintain the standard of the Skill certification issued by the University. The Committee will be responsible for the conduct the examination in a fair and transparent manner following rules and regulations of the external examination.

10. University examinations for candidates from affiliated colleges for Vocational /Skill courses will be conducted Centrally at the University or centrally at any one of the institutions in District Head quarters by the Faculty Chairman constituting a examiners Committee of Examiners and same procedure followed for constituent colleges. The Controller of Examination will provide all facilities for the conduct of examination.

11. Separate grades will be given for internal and external examinations and CGPA will be awarded only on the basis of external examination marks. . Audit paper grades shall not be counted towards CGPA.

12. Only candidates having minimum 75% attendance shall be allowed in the University examination and the same will be responsibility of the Head/Incharge of the Course and teacher who have recorded the attendance. Total Number of hours and % attended the training will be shown in the grade sheet. Biometric as well as daily record of student signature attendance taken by teacher must be maintained by the college/institution as a proof of attendance of students and class taken by the teacher.

13. If a candidate fails to obtain a pass grade in external or internal examination, he /she will be declared failed. The candidate can reappear in the internal or external examination when conducted again or during next year as due paper. Wherever more than one paper is prescribed for the programme, minimum 50% of the papers need to be passed by the candidate to be eligible for reappear as due paper. If the candidate fails in more than 50% of the papers he/she shall be required to rejoin in the programme.

14 . If a candidate has already passed in the same skill course conducted by the university, the same will be taken for the programme as under credit transfer and will be shown as CT (Credit transfer).

15 . Students of Diploma Programme will be eligible to acquire extra skill credits if enrolled under the Skill courses conducted by National Skill Development Council, MHRD, NMEICT initiative or any other skill programme conducted by this university during the period of study will be shown in the Grade sheet under Credit Transfer provided the student produces proof before last main examination date of the Diploma programme.

16 . Students of Diploma/Certificate programme shall not be considered as regular students of the college unless they are enrolled as a regular student in any other regular course of the college.

17 . Only grade sheet as per CBCS rules with name of the Diploma and Certificate of Passing/Fail will be issued to the students. Separate diploma or merit certificate shall not be issued.

18 . A Student Register with record of courses, attendance, assignments ,internal and external marks etc will be maintained by the College /Skill Development Centre. The examiner committee members (Examiner and observer) will record their name and date of examination (on which skill test conducted in the register.

19 . The syllabus or course outline given is a tentative one and will be revised regularly. Maximum of 20% changes can be made by the teacher concerned and approved by the Incharge of the Course and atleast one member of the Committee of Courses in the subject to incorporate changes in the software version/lab equipment or to change to the latest CCNA/Microsoft/SUN/ORACLE/REDHAT certification examination, NSDC syllabus,etc. without changing the skill objective.

20. The Answer Books of theoretical part and laboratory part will be assessed on the same day of the examination by the examiners. In case of MCQ type of tests, facilities for the evaluation will be provided the university either providing software for MCQ test or collecting OMR and providing Marks to the committee chairman to add to the Laboratory part of the examination. In case the evaluation of MCQ part using OMR takes time, the Committee will finalize the laboratory marks and the Faculty Chairman or his nominee will add the marks of MCQ part marks and send the final marks to the University showing explicitly both parts.

(Approved in the Academic Council meeting held on 4th June 2016 item S/3)