

Regulations for M.Voc in Technology and Management Consulting
Programme offered under the Faculty of Social Sciences
(from 2022 admission onwards)

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The **Master of Vocation (M.Voc)** programme has been launched by the UGC to promote vocational education at higher levels to produce industry ready, employable graduates under the National Skill Qualification Framework (NSQF) with multiple entry/exit options during the programme. The contents of the vocational courses are to be designed by providing a judicious mix of skill component relating to a profession (60%) and appropriate content of General education (40%) to ensure that the students are getting equipped in terms of knowledge and skills to be employable at each exit point of the programme.

M.Voc in Technology and Management Consulting is a Masters level vocational programme designed to be offered under the DDU KAUSHAL Kendra, CUSAT in accordance with UGC guide lines based on NSQF with multiple entry/exit options, leading to various job roles at each level of exit. Course contents shall be aligned with the norms of the concerned Sector Skill Councils (SSC) for enabling the students to obtain skill certifications from SSC concerned at various exit points.

I. Duration and Nature of the Course

M.Voc in Technology and Management Consulting is a Masters level vocational programme which spanning four semesters (two years) with multiple entry and exit options. Multiple entry and exit options imply that students who successfully complete the first two semesters of the programme will be eligible for Post-graduate Diploma in Technology and Management Consulting if they wish to discontinue the programme after the first year of this programme. Such students with P.G. Diploma will be eligible for lateral entry to the third semester of M.Voc Programme later if they wish to do so. In such cases the students must surrender their PG Diploma for obtaining the M.Voc Degree certificate and such lateral entry shall be permitted only within five years of their original admission to the M.Voc course. Students who successfully complete all four semesters will be eligible for Master of Vocation (M.Voc.) Degree in Technology and Management Consulting.

II. Centre and Faculty

M.Voc in Technology and Management Consulting shall be offered at DDU KAUSHAL KENDRA and the degree shall be awarded under the Faculty of Social Sciences, Cochin University of Science and Technology.

III. Eligibility for Admission

Graduates with 50% marks (or equivalent CGPA) in Engineering disciplines or Graduates with 60% marks (or equivalent CGPA) in Business Management/Business Administration/Commerce/Economics or B.Voc graduates with 60% marks (or equivalent CGPA) in Technology/Management related disciplines with Mathematics/Statistics/Accountancy as one of the subjects.

IV. Selection and Intake of the Programme

Selection of students shall be exclusively based on the candidates' score in the CUSAT CAT exam. Seats are reserved for SC/ST and Other Backward Communities and other eligible categories as per Government of Kerala rules in this regard.

Intake of the programme shall be as per the decision of the university from time to time, taking into consideration the facilities available at the Centre offering the programme.

V. Programme structure

V.1 The number of credits (total) in I, II, III and IV semesters shall be 26, 34, 28 and 32 respectively. The total number of credits required for a pass in the programme shall be 120, of which the minimum credits required for the core courses and electives shall be 108 and 12 respectively.

V.2 Since the Programme is vocational in character, the curriculum is designed in such a way that 70 per cent of the subjects are in the vocational domains (Technology and Management Consulting) and 30 per cent in the general domains such as communication skills, professional skills, IT skills, entrepreneurship and functional management

V.3 Students can opt for four electives during semester III and the students shall be encouraged to take one course/electives from other departments as an Interdisciplinary Elective.

V.4 Students will have to undergo an internship training of minimum 40 working days at the end of semester II. Semester IV is devoted to a Major Project work of not less than 90 working days and the same shall be on Technology or Management Consulting in a consulting organisation or any other business firm (where the student is required to work on a specific consulting assignment). Each student shall be assigned to a faculty guide for the internship and Major Project. A written report must be submitted at the end of the Internship/Major Project in a format prescribed by the Centre.

V.5 The student may enroll in any one of the approved MOOC courses from the list of courses shortlisted by DDUKK Centre Council from the list of NPTEL/SWAYAM courses (or MOOC COURSES recognized by UGC), or CUSAT MOOC portal and approved by the academic committee, with a duration of not less than eight weeks, during the period of M.Voc (TMC) programme. In any case the MOOC course should be completed before the end of fourth semester. The course credits for MOOC course will be two credits and the same will be awarded after completion of assessment as prescribed by the Centre Council in the fourth semester.

A faculty member shall be nominated by the Director/Centre Council as coordinator for the MOOC courses to guide, monitor and coordinate the student enrolment, internal and external assessments if any are required, for the timely completion of the programme before the end of the fourth semester. Based on requirement of expertise, the Director/Centre Council can nominate one or more number of faculty to coordinate and guide the MOOC courses and the related assessments.

The student will have to submit proof of completion of selected course as well as assessment results for the MOOC course by the offering institution to the MOOC Course Coordinator. In case the offered course does not have a separate examination for final assessment, the faculty guide/coordinator of the MOOC Course, as approved by the Director / Department Council shall coordinate the conduct of an assessment for the course selected by the student and arrange for award of marks.

Those students who are interested to be evaluated by the host institution, may be permitted for it also. The credit so obtained can be used for finalizing the semester results. This has to be done by obtaining permission from the HoD/Department Council well in advance.

The faculty coordinator of the MOOC course has to place the marks obtained by the students in continuous evaluation and for the end semester examination/or the score received from the host institution in the passing board of the department .

VI. Method of Teaching and Training

The teaching and training for the M.Voc programme shall focus on developing skills and enhancing employability of the students so as to make them industry-ready graduates. Hence the teaching and training pedagogy of the programme will be mostly through “Activity oriented Class Room (AOC)”, and the same will comprise of case studies, games, simulation techniques, presentations, Industry internships, training labs, both individual and group projects, interaction with industry experts, etc. Live consulting projects and internship training in organisations shall also form part of the training for the programme.

VII. Mode of Evaluation and Eligibility for Pass

VII.1 Mode of Evaluation will be fully internal for all papers out of which 50 marks are for continuous assessment throughout the semester and 50 marks are for End-semester examination. In the case of following subjects namely Professional Skills Development (Semester I) and Case Development Skills for Consultants (Semester IV) the entire 100 marks will be awarded through continuous assessment by the teachers through case analysis, group discussion, team building tasks, leadership role, problem solving exercises, personal improvement, report writing, presentations etc. Evaluation for Business Analytics in Semester II will be in practical mode. In case any student fails in subjects for which evaluation is fully under continuous assessment, the student has to enroll for the course/subject under the guidance of a faculty member as nominated by the Head of the department / Director, during subsequent year/s. Mandatory attendance requirements will be waived for such students and their evaluation will be based on the tasks, projects, assignments, presentations, tests, etc. assigned by the teacher concerned.

VII.2 For the Internship in semester II, out of a total of 100 marks, 50 marks are for continuous assessment including evaluation of written report and remaining 50 marks will be awarded through a viva voce examination conducted by a board of not less than two internal examiners. Only those students who have secured 50% marks for the continuous assessment and got approval from the concerned faculty guides for their project reports, can appear for the viva-voce exam. Students who have failed in continuous assessment have to repeat the internship under the guidance of a faculty in the subsequent year/s. In

the case of a student who secured 50% marks or more for the continuous assessment and Internship Report, but failed to appear for the Viva -voce examination can appear for the Viva-voce examination along with the subsequent batch/s.

VII.3 For the Main Project in Semester IV, the maximum marks shall be 300, of which 100 marks each will be allotted on the basis of (i) continuous evaluation of the project work (ii) evaluation of the project report submitted at the department by the student and (iii) Viva-voce examination carried out by a board of examiners. Only those students who have secured 50% marks for the continuous assessment and also for project reports, can appear for the viva-voce exam. Students who have failed in continuous assessment and project report have to repeat the main project under the guidance of a faculty in the subsequent year/s. In case of a student who secured 50% marks or more for the continuous assessment and project report, but failed to appear for the Viva -voce examination can appear for the Viva-voce examination along with the subsequent batch/s.

VII.4 Marks obtained by the students in the continuous assessment shall be displayed on the Centre notice board at the end of the semester and grievances if any may be addressed to the Head of the Centre/Department. The Centre/Department council shall finalise the marks of the continuous assessment of each course after addressing such grievances in consultation with the course faculty as appropriate.

VII.5 A minimum of 75% attendance is compulsory for each student to appear for End-Semester examination and also to progress to the subsequent semester. But the Vice-Chancellor shall have the power to condone the shortage of attendance up to 10% on medical grounds on the recommendations of the HOD/Director. However, such condonation for shortage of attendance shall be given to a particular student only once during the entire programme of study.

VII.6 Internal marks will be awarded on the basis of class tests, assignments, viva-voce, practical assignments, term-papers, mini-projects etc. as decided by the teacher concerned, considering the relevance of each component with respect to the paper he/she handles. However, the student shall be evaluated continuously throughout the semester and marks shall be awarded as per the following guidelines:

- a) A minimum of 50 per cent weightage shall be given for internal tests/lab exams/practical assignments
- b) A maximum of 20 per cent weightage shall be given for written assignments

- c) A maximum of 20 per cent weightage shall be given for class room presentations, Viva –voce and mini projects
- d) A maximum of 10 per cent weightage shall be given for other items such as attendance/class participation or activities that the teacher of the concerned course believes as relevant for the course and assigned to the students.

The total Internal Marks awarded will be 50.

However, Department/Centre Council can change the guidelines for the distribution of internal marks given above, as and when required.

VII.7 The question paper for the End-Semester examination shall be set by the concerned teacher in advance which shall be scrutinized by the respective Centre/Department Council or by a committee consisting of the HOD and faculty members offering courses in that semester to ensure that questions are within the scope of the syllabus and that the entire syllabus of the course is fairly covered in the question papers. Modifications can be suggested by the council if necessary and such suggestions shall be incorporated in the final version of the question paper.

There shall be only a single evaluation for the End-Semester examination. Immediately after the examination is over, the Head of the Department/Centre shall make arrangements to complete the evaluation and finalise the results within 10 working days after the last examination. In case of Semester II and Semester IV where internship/Major Project is included, the results shall be finalised within five working days after the Viva-Voce examination conducted as part of the Internship/ Project evaluation. The marks and grade in all courses obtained by the students will be displayed in the notice board within the time period specified by the University and the answer scripts can be shown to the students for scrutiny on written request by the student addressed to the Director of the Centre. (Viva-voce marks are exempted from this clause as it is awarded by a board of examiners).

VII.8 For each course other than those mentioned below there shall be a separate passing minimum of 45% marks for the End-Semester examination and the student has to secure an aggregate of 50% when End-Semester examination and Internal Marks are taken together for every course in all the semesters for passing the programme. In case of the course Professional Skills Development in Semester II and Case Development Skills for

Consultants in Semester IV, students should acquire a minimum of 50% marks in Continuous Assessment.

Students have to acquire a minimum of 50% marks for the continuous assessment and Viva Voce examination of the Internship separately in Semester II and 50% marks in each one of the three components of Main Project in Semester IV (The three components will be (i) continuous evaluation of the progress of the project work (ii) the evaluation of the project report submitted by the student and (iii) Viva–voce examination.)

VII.9 The department shall publish the marks obtained by the students, in the continuous assessment and End-Semester examination. If the student has any grievance, he/she can approach the concerned teacher and submit his/her grievance with supporting documents/arguments. The teacher and the HOD will examine the case and decide on his/her grievance. If the student is not convinced with the decision, he/she can approach the appellate authority, which is the department council, in writing and the council shall examine the same and take a final decision which has to be intimated to the student in writing. The decision of the appellate authority shall be final.

VII.10 The final marks and grades obtained by the students shall be published in the notice board. Those who could not obtain at least Grade D in total for a course will be declared as failed in that course. Those who fail in any core or elective course shall submit an application to the HOD within five working days if necessary for a re-examination of the End-Semester examination(?). Within ten days of the display of the results in the notice board, the department shall conduct an additional End-Semester examination for these candidates. This reexamination is only to provide the student a chance to complete the course successfully. If he/she completes the course successfully making use of this additional chance, he/she will be awarded only Grade D irrespective of the marks scored. If he/she cannot secure the minimum, he/she may repeat the End-Semester examination of that course in the next available chance/s. In this case, he/she will be awarded whatever grade he/she has secured.

VII.11 For Semester IV, the results of the examinations will be finalized and published within 30 days from the last date of examinations by the centre/department council, which will act as the passing board and the minutes shall be sent to the Controller of Examinations of the university for the issue of grade cards. In case of Semester II and Semester IV where

internship/major Project is included, the results shall be finalized and published within five working days after the Viva-Voce examination.

VII.12 A student shall complete his/her M.Voc programme within five years from the date of admission by acquiring the total credit requirements as specified for the award of the degree. In case of candidates who take lateral entry to Semester III of the course shall complete his/her M.Voc programme within three years from the date of admission to Semester III.

VII.13 For PG Diploma in Technology and Management Consulting, a student shall complete the passing requirements within three years of securing admission to the course.

VIII. Grading and Classification

The following grading system is adopted for all the courses. The following grades will be awarded based on the overall performance in each course.

Range of marks	Grades	Weightage
90% and above	S-Outstanding	10
(80-89)	A-Excellent	9
(70-79)	B-Very Good	8
(60-69)	C-Good	7
(50-59)	D-Satisfactory	6
Below 50%	F-Failed	0

Decimal percentages shall be rounded to the next higher number if it is greater than or equal to 0.5.

Overall performance at the end of the semester will be indicated by Grade Point average (GPA) calculated as follows:

$$\text{GPA} = (\text{G1C1} + \text{G2C2} + \text{G3C3} + \dots + \text{GnCn}) / (\text{C1} + \text{C2} + \text{C3} + \dots + \text{Cn})$$

Where ‘G’ refers to the grade weightage and ‘C’ refers to the credit value of corresponding course undergone by the student.

At the end of the final semester, Cumulative Grade Point Average (CGPA) will be calculated based on the above formula.

Classification for the Degree diploma will be as follows:

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Classification	CGPA
First class with Distinction	8 and above
First class	6.5 and above
Second class	6 and above

IX. Revision of Regulations and Curriculum

The University may from time to time, revise, amend or change the Regulations, Schemes of Examinations and Syllabus. The date of effect of such changes will be as decided by the university.

X. Structure of the Question Paper of End-Semester Examinations

The End-Semester question paper shall have three parts (except for practical examinations), namely Part-A, Part-B and Part C. The maximum marks for End-Semester Examinations will be 50. In Part A, there will be 5 compulsory questions which will be of short answer type. Each question in Part A carries two marks. Part-B will consist of seven questions out of which students must answer four questions. Each question will carry five marks in this part. In Part-C, student should answer two questions of 10 marks each from a group of three questions. One case study / application-based question would be preferred among the three questions Part-C.”

In the case of Domain – Practical examinations, questions will be set to comply with the assessment scheme for the Group in which the paper is listed among Group I / Group II / Group III. The number of questions can be varied according to the nature of the subject and the same will be decided by the examiners concerned based on the norms set by the Centre/Department council. The Understand / Remember part of the assessment will be done through viva during the practical exam”.

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