

School of Vocational Studies (SVS)

Introduction:

Delhi's changing demography and the resultant emergence of a large number of first-generation high school graduates who are keen to pursue full-time or part-time tertiary education for getting prepared to participate effectively in the fast-growing economy through acquisition of quality livelihood skills is the broad rationale for establishing the School of Vocational Studies (SVS) at AUD. As part of the university's vision to reach out to the people of Delhi, the School of Vocational Studies (SVS) was launched in 2017.

SVS follows the University Grants Commission's (UGC) guidelines and currently offers three vocational programmes with multiple entry and exit options that lead to Certificate, Diploma, Advanced Diploma and Bachelor of Vocation (BVoc) degree in- (1) BVoc Early Childhood Centre Management and Entrepreneurship, (2) BVoc Retail Management and (3) BVoc Tourism and Hospitality. Apart from this, the School is proposing to offer other BVoc programmes including BVoc in Accounting & Finance from the Academic Session 2019.

SVS has explored and developed programmes and courses that will provide students with the required skill-set and academic background for meaningful employment once they graduate from the programme. It is hoped that these programmes will enable many of them to become self-employed, entrepreneurs, creators and generators of job for themselves and for many more educated youth in the society.

The BVoc programmes offered by the SVS, AUD, Karampura Campus, are unique because all programmes have an option of multiple entry/ exit. The curriculum for each BVoc programme has been designed in close partnership with industry experts, industry associations, Sector Skill Councils, various Schools and Centres of the university and National Skill Development Corporation (NSDC) as well as professionals and academics. The programmes have a judicious mix of both skill courses and general education component courses to provide students both skill knowledge and built their overall perspectives. All the programmes have mandatory component of internship/on-the-job-training to provide students with hands learning on the real job floor. The skill courses are linked with the 'job roles' already identified by the concern sector skill council.

Programmes on offer:

- 1. BVoc in Early Childhood Centre Management and Entrepreneurship (ECCME)**
- 2. BVoc in Retail Management (RM)**
- 3. BVoc in Tourism & Hospitality (T&H)**

ELIGIBILITY

Admission eligibility criteria: Class 10+2 pass from CBSE or its equivalent from recognised board.

Total Number of seats: 32

Number of Seats as per the category

	Category	Number of seats
NCT Delhi 85 % of seats (43)	General 50%	14
	SC 15%	04
	ST 7.5%	02
	OBC 27%	07
All India 15% of seats# (7)	General	04
	SC	01
	ST *	0
Total		32
Supernumerary seats**		09
Grand total seats		41

Note:

- i) The NCT category will include those students who have passed their qualifying examination from an institution located in the NCT of Delhi or are residents of the NCT of Delhi.
- ii) * if there are no SC candidate suitable ST candidates to be taken
- iii) **Supernumerary seats: for Wards of Armed Forces/Personnel Killed or Disabled in action = 1seat; PWD = 1 seat; Single Girl Child=1 seat, Kashmiri Migrant = 2 seats, students from Jammu & Kashmir = 2 seats; Co-Curricular Activities =1 and Foreign student =1

FEE STRUCTURE

- (i) In SVS tuition fee* will be charged @ Rs.750/- per credit. Therefore, in Semester 1 which has 30 credits the total fee towards tuition fee will be Rs.22,500/-.
- (ii) Additional programme enrichment fees will be charged @ of Rs. 1000/- per semester. This is towards industry exposure, special seminars and interactions with industry experts.
- (iii) Student Welfare Fund Rs.500/- per semester.
- (iv) Caution/Security Money of Rs.5000/- refundable on completion of the programme.

*Tuition fee likely to be hiked as per the decision of the University norms

Refund of Fee

Before the start of orientation programme (29 July 2019) Rs.1000/- will be deducted. After the start of orientation programme, only the security amount of Rs.5000/- will be refunded.

Fee: Waiver and Procedure

It is the stated policy of the University that no deserving applicant, as far as possible, is denied the opportunity of studying at AUD merely due to her/his inability to pay the fees. To implement this, a comprehensive fee-waiver policy is adopted. The University offers full and partial tuition fee-waivers to students who are in need of support given their economic background. Students with an annual family income of less than Rs. 6 Lakhs will be considered for tuition fee-waiver.

The gross annual family income ceiling (slab-wise) for availing tuition fee-waiver from the economically backward students (other than SC, ST and PwD), is given below:

	% of Tuition Fee waiver	Gross Annual Family Income
Slab -1	100% Tuition Fee waiver	Rs 3 Lacs or below
Slab -2	75% Tuition Fee waiver	Rs 4 Lacs or below, but more than Rs 3 lakh
Slab -3	50% Tuition Fee waiver	Rs 5 Lacs or below, but more than Rs 4 lakh
Slab -4	25% Tuition Fee waiver	Rs 6 Lacs or below, but more than Rs 5 Lacs

The University extends full waiver of tuition fees to all students belonging to SC, ST, and PwD categories

Procedure for applying for Fee- waiver and Scholarships

- At the time of admission, a student can apply for fee-waiver by submitting supporting documents. For more information follow the website www.aud.ac.in
- If provisionally admitted to a programme, s/he will be permitted to take admission without paying the fee
- Students, whose combined family income is less than Rs.6,00,000 /- will be eligible for fee waiver. A student will continue to receive fee waiver provided he/she is found to be regular in attending classes and maintains an acceptable level of performance in studies
- SC/ST/PD students are advised to submit their application in the month of February for Scholarships under the SC/ST/PD categories for the academic session of that year.

Student Welfare Fund

The University has created a Student Welfare Fund with the objective of making financial assistance available for meeting the welfare needs of students in need, such as emergent medical assistance, purchase of books and study material, meeting the boarding and lodging expenses equivalent to the amount that is required to avail of AUD hostel facilities, and any other comparable needs of students. Student Welfare Fund

An amount of Rs.500/- per semester is collected from all students towards 'Student Welfare Fund' and an amount equal to that collected from students shall be contributed by the University to this fund. The Student Welfare Fund is managed and monitored by a committee which includes a nominee of the student community.

Through the fee structure as well as the exemptions offered, AUD hopes to inculcate a social sensitivity in its students – to respect what they enjoy as privileges and to be able to serve society in their future professional capacities.

- The decision of the Admission Committee on all matters of admission will be final.
- The jurisdiction of any dispute will be limited to the NCT of Delhi.

ADMISSION PROCEDURE

All applications are computerized; there are no paper application forms.

- A single on-line application form can be used to apply for all three verticals under BVoc programme.
- Applications forms can be filled on-site at the AUD campuses in Karampura and Kashmere Gate or offsite by logging on to www.aud.ac.in and following the links provided there.
- Application registration must be completed by 22 June 2019.
- Before you fill the online application form, make sure that you have the following with you:
- Scanned copy of your recent passport size photograph
- Scanned copy of your signature
(The scanned copies should be in .jpg format and should not exceed 50 kb (photograph) and 20 kb (signature). If you choose to apply on-site, you are advised to have the scanned copies of your photograph and signature sent to your e-mail account.)
- A valid e-mail id. The password for the application process will be sent to your e-mail account. After receiving the password, you can log in by entering the e-mail id and the password provided to fill the details in the online application form. Further detailed instructions for filling the form are provided there.

NOTE: For any admission or application related queries please visit the University or call on admission help line numbers (91 -11-25192175; 25192119; 28160119) or send an email enquiry to admissions@aud.ac.in; svs@aud.ac.in.

Off-Campus Application:

1. Visit the AUD website <http://www.aud.ac.in>; you will be directed to the Online Registration page.
2. You will be required to register with a valid E-mail ID, to which a password will be sent. You can then log-in to fill your application form by entering the E-mail ID and the password provided.
3. Fill in required details in the online application form. Further detailed instructions for filling the form are provided on the website. Verify the data entered. No data can be modified after the registration is confirmed.
4. Thereafter, you will be asked to pay the application fee through Internet Payment Gateway. Confirm payment through credit card / debit card or internet banking.
5. After successful online payment, you will be directed back to the admission website. A page (Acknowledgement) will appear stating the candidate's name, registration number, address, space for photograph and space for signature. You will need a scanned copy of your passport size photo and signature to upload at this point in the application form.
6. If you are not able to upload your photograph and signature, take a printout of the page, affix your recent passport size colour photograph, and put your signature or thumb impression at appropriate places. Send the completed application form to the address given below in 7).
7. In case you are paying application fee by DD, you must send the DD (made in favour of 'Ambedkar University Delhi'), along with a print out of the application filled by you to:

**The Admissions Office,
Ambedkar University Delhi,
Karampura, Shivaji Marg
New Delhi 110015**

On campus application:

Assistance is available at AUD campus, to help you fill the computerised application form and apply for admission:

1. Visit the AUD campus at Karampura or Kashmere Gate with the necessary documents and information required to complete the application form.
2. You must first make the payment for the application fees at the Admissions office. You may pay your application fee in cash or through a Demand Draft drawn in favour of "Ambedkar University Delhi", payable at New Delhi. (You are advised to keep the cash payment receipt or demand draft details in hand while filling the application form.)
3. Proceed to help desk at the admission office to fill your computerised application form. You will be required to follow all the steps that are to be followed in case of off-campus

application. Keep ready the scanned copy of your passport size photo and signature and all other information and Caste/Category Certificate (if applicable). You will also need the original passport size photo to affix on the printed copy of the form.

NOTE: The application process must be completed by 22nd June 2019 and the Demand Draft paid for application must be submitted in hand or sent by post to reach the University office by 4 p.m. on 22 June 2019.

Weightage during admission will be given in the following way:

- i) 40% weightage will be given to class 10+2 marks
- ii) 10% weightage will be given to students with vocational subject in class 10+2 (CBSE recognised vocational subject)
- iii) 25% Vocational Aptitude Test
- iv) 25% weightage will be for Personal Interview

Stages for selection:

There will be 2 stages of selection before the final offer for admission list is prepared.

Stage-I:

On the basis of Class 12 marks (points) + Points awarded for vocational Subject + Marks secured in Vocational Aptitude Test (VAT). Short listed candidates will be called for an interview. Interview will take place from 2nd to 5th of July 2019.

Stage-II:

Final offer for admission will be based on the cumulative score on all the 4 criteria of Class 10+2 marks, points awarded for vocational subject in class 10+2, marks secured in VAT and the interview points.

Successful candidates will be required to submit

- i. A certificate of their date of birth
- ii. Attested copies of a character certificate from the Head of the Institution last attended
- iii. Transcript of marks and certificate of the last examination passed,
- iv. Certificates of belonging to a reserved category, where applicable.
- v. Parents' income certificate/salary slip for those applying for tuition fee waiver

They will be required to bring their original certificates for verification at the time of admission. They will also have to submit affidavits, both personal and from their parent/ guardian, in the format provided on the website of the anti-ragging regulations.

Students must note that no acknowledgement or any other communication will be sent to individual candidates. Candidates must consult the website and/or the notice boards of the University for checking the status of their application.

Attendance, Assessment and Promotion:

Attendance

The BVoc programme allows for experiential learning from Semester 1 onward to students through the On-Job-Training/Industry Internship. Students are prepared for this through the theory component and practical sessions, which are transacted on-campus by trained trainers. Given the intensive nature of the programmes at each exit/entry level, students are expected to be present and participate 100% in the teaching-learning activities during the semester. However, if a student's attendance is below 75%, penalties will be levied in the form of grade cuts and other suitable measures as deem fit by the school. Relaxation up to maximum of 10 per cent may be allowed in medical and other extraordinary cases, at the discretion of the assessment committee.

Assessment:

- 1) The Skill Component as well as General Education Component (GEC) will be assessed as per the norms of the University. The credits regarding skill component will have 60% weightage whereas GEC has 40% of weightage of total credits of the courses per semester. These will follow AUD's policy of continuous assessment and will be awarded in terms of NSQF level certification. The final assessment and certification of the skill component of the identified 'job roles' will be done by the respective Sector Skill Councils at the end of the semester/year. In the absence of a Sector Skill Council for a specific trade, the assessment will be done by an allied Sector Council or the Industry partner. The university will issue a joint certificate for the courses with the respective Sector Skill Councils.
- 2) All the assessment will be done as per the AUD's policy of continuous assessment and no single assessment situation will carry more than 40% of weightage. Results of continuous assessment with feedback shall be communicated to students in a timely manner so that they have opportunity to improve their subsequent work. Certain opportunities shall be provided for students to improve grades, by repeating assignments during the teaching term and by repeating courses after course grades have been submitted.
- 3) The Evaluation Committee of SVS will manage the processes by which students are evaluated and promoted through their programmes. Assessment can be based on various kinds of assignments- written submission, presentation, group work, projects, etc.

- 4) SVS will follow the AUD's '11-Point' grading policy for the assessment which is as follows:

Letter grade	Grade points (for GPA)	Qualitative description of letter grade
A+	10	Exceptional: performance beyond expectations
A	9	Excellent: demonstrating mastery of all learning or assessment situations
A-	8	Very good: demonstrating mastery of most learning or assessment situations
B+	7	Demonstrating thorough competence in 3 most situations
B	6	Demonstrating moderate competence in most situations.
B-	5	Acceptable: showing moderate competence in some situations, minimal competence in others
C+	4	Minimally acceptable: demonstrating minimal competence in most situations while showing considerable capacity for improvement
C	3	Not passing but still showing capacity for improvement or development
C-	2	Unsatisfactory performance, marked by lack of engagement or inability to apply concepts
D	1	Complete lack of engagement or comprehension; also, frequent absence
F and AB	0	F for non-completion of assignments or 'blank' responses on a test. Absence or withdrawal from a course should be indicated by AB

Faculty* & Staff:

- i) Professor Sitansu Sekhar Jena, Professor & Dean
- ii) Mr. Akha Kaihrii Mao, Associate Professor
- iii) Mr Ankush Rathor, Programme Manager (T&H)
- iv) Mr Nikhil Singh Charak, Programme Manager (RM)
- v) Ms Fariha Siddiqui, Programme Manager (ECCME)
- vi) Ms Harsha Rana, RA
- vii) Mr. Praveen Kumar Nayak, Office Assistant
- viii) Mr Swaminath, MTS

*SVS also engages with a large number concurrent faculty from across programmes and schools within AUD and with experts from the industries as guest faculty.