

Policy for Apprenticeship Embedded Degree Program

Jharkhand Rai University (JRU), Ranchi, in alignment with the National Education Policy (NEP) 2020 and the UGC Guidelines for Higher Educational Institutions to Offer Apprenticeship Embedded Degree Programmes (AEDP), adopts this Apprenticeship Embedded Degree Programme Policy for its Undergraduate programmes. The policy aims to integrate structured apprenticeship training with academic learning under the implemented Curriculum and Credit Framework for Undergraduate Programmes (CCFUP) with multiple entry–exit options.

1. Scope and Programme Coverage

JRU shall offer Apprenticeship Embedded Degree Programmes as pathways within the existing programmes under the approved Curriculum and Credit Framework. Each AEDP pathway will embed apprenticeship components aligned with the disciplinary domain of the respective degree and shall be treated at par with regular UG degrees for all purposes including progression to Master's and Ph.D. programmes. This policy applies to all university departments

2. Objectives

The AEDP at JRU shall pursue the following objectives,

- Enhance employability and workplace readiness of students through structured work-based learning.
- Bridge the gap between classroom teaching and industry requirements by embedding relevant Sector relevant competencies in the curriculum.
- Strengthen sustainable industry–academia linkages through formal partnerships with establishments in relevant sectors.
- Support outcome-based education by clearly articulating, mapping and assessing academic and apprenticeship learning outcomes, ensuring that every AEDP graduate demonstrably attains the prescribed programme outcomes and NHEQF-aligned proficiency levels.

3. Eligibility and Governance

University will offer AEDP in compliance with UGC eligibility conditions relating to quality benchmarks as notified by UGC from time to time. The introduction and modification of AEDP shall be approved by the Academic Council and statutory authorities of the University.

A University-level AEDP Committee, chaired by the Dean (Academics) and including Deans, Heads of Departments, Controller of Examinations, Training & Placement Officer and Industry representatives (where feasible), shall oversee policy implementation, quality assurance and periodic review. The AEDP Committee shall convene biannually.

4. Programme Structure and Credit Framework

The AEDP structure shall be integrated within the approved Curriculum and Credit Framework for Undergraduate Programmes with multiple entry–exit options adopted by JRU

Duration and Embedding Window

- For 3-year UG programmes apprenticeship embedding shall range between a minimum of one semester and a maximum of three semesters.
- For 4-year UG Honours/Honours with Research options, apprenticeship embedding shall range between two and four semesters, within the overall eight-semester structure.

Scheduling

- No apprenticeship shall be scheduled in the first Year of any Apprenticeship Embedded Degree Programme (AEDP).
- In three-year undergraduate programmes, apprenticeship components may be scheduled in either the second year or the third year, or in both years, subject to the minimum and maximum embedding limits prescribed by the University.
- In four-year undergraduate programmes, the final year may be fully dedicated to apprenticeship, with appropriate integration of any residual academic requirements as per the approved curriculum and credit framework.
- Apprenticeship spells shall be of at least one complete semester in duration and may be scheduled continuously or in separated spells depending on programme-specific feasibility and industry requirements

Credit Allocation

- Credits for apprenticeship components shall be calculated based on duration, with a three-month apprenticeship corresponding to 10 credits, in line with UGC guidelines and NCeF
- The total credits for the degree will integrate both academic and apprenticeship credits, ensuring that CCFUP requirements and NHEQF levels are satisfied for each exit and completion stage

5. Multiple Entry and Exit

AEDP pathways will fully adhere to the CCFUP's multiple entry–exit option

- Students who exit after the second year (Diploma) will have their completed apprenticeship credits recorded in their Academic Bank of Credits (ABC) and transcripts, with explicit mention of credits earned through apprenticeship and the host industry/establishment.
- Students who re-enter the programme shall be permitted to carry forward apprenticeship credits and, where appropriate, undertake additional apprenticeship spells consistent with the remaining academic and credit requirements

6. Industry/Establishment

All AEDP placements shall be conducted only with industries/establishments that meet eligibility criteria under the Apprentices Act 1961 and Apprenticeship Rules, including minimum workforce strength and permissible apprentice bands

Pathways of Offering

- JRU may offer AEDP either through registration on the National Apprenticeship Training Scheme (NATS)/ National Apprenticeship Promotion Scheme (NAPS) portal or directly through industry/establishments.
- Stipend responsibility shall follow the applicable mode: via industry as per Apprentices Act/Rules in direct mode or via government support under NATS/NAPS where applicable.

Contingencies

In the event of default by an industry, JRU shall either (a) migrate students to another approved industry, or (b) permit students to shift to the conventional non-AEDP pathway, as per student choice and approval of the AEDP Committee.

7. Apprenticeship Plan and Curriculum Integration

Each AEDP shall be supported by an Apprenticeship Plan developed jointly by the concerned department and industry, and, where appropriate, with technical support from BOAT/BOPT or Sector Skill Councils.

The Apprenticeship Plan shall include

- Detailed work/training description aligned to programme-specific domains (e.g., finance, marketing, HR, IT, software development, accounting, logistics).
- Duration of apprenticeship in months and mapping to semester structure and credits.
- Required facilities, infrastructure and mentors (faculty and industry), including Professors of Practice where relevant.
- Minimum attendance requirements, monitoring processes and periodic review mechanisms.
- Explicit learning outcomes of the AEDP
- Assessment and evaluation methodology, including weightages for industry evaluation, faculty mentor evaluation and seminar/viva components

Curricula/ Structure including the above parameters for AEDP pathways shall be approved by the respective Boards of Studies and Academic Council and shall conform to UGC's NCrF-based curriculum and credit framework.

8. Assessment and Evaluation

Evaluation shall combine:

- Industry/establishment evaluation – 40% weightage based on attendance, discipline, skill application, workplace behaviour & professional ethics
- Faculty mentor evaluation - 30% weightage based on interaction with industry supervisors, regularity, review of logs and reflection reports.
- Seminar presentation and viva-voce at JRU – 30% weightage based on project report, presentation quality, depth of knowledge, articulation of learning and documentation (daily diary, attendance, reports)
- Marks awarded by the industry and JRU shall be aggregated to determine the final grade and credits for the apprenticeship component.

9. Roles and Responsibilities

The roles of stakeholders shall be as follows

University (JRU)

- Design, approve and deliver AEDP curricula and classroom components.
- Enter into MoUs with industry.
- Manage student selection, placement coordination, scheduling and monitoring.
- Appoint faculty mentors, ensure adequate infrastructure and oversee assessment and certification.
- Maintain compliance with UGC guidelines, Apprentices Act provisions and applicable regulations.

Industry/Establishment

- Onboard apprentices, provide structured on-the-job training and supervised work assignments.
- Ensure compliance with health, safety, work hours and compensation obligations under Apprentices Act and other relevant laws
- Conduct periodic performance evaluations and share feedback and assessment scores with JRU.

Student/Apprentice

- Abide by the rules of JRU and the host establishment, maintain discipline and satisfactory attendance.
- Complete assigned tasks, maintain training logs/daily diaries, submit reports and appear for all assessments.
- Not enter into simultaneous apprenticeship contracts with multiple establishments

10. Tracking and Review

The AEDP Committee shall submit Semester wise report to the Academic Council summarizing enrolment, completion, placement and feedback indicators for AEDP pathways.

ANNEXURE 1



Guidelines for Preparation of Apprenticeship Project Report for BBA /B. Com Students

Suggested format for Preparation of Apprenticeship Project Report for BBA/B. Com

1. Arrangement of Contents:

- a) Cover Page /Title Page (Same as cover Page)
- b) Declaration
- c) Certificate by company
- d) Certificate by Internal Faculty Supervisor
- e) Certificate of Approval
- f) Acknowledgement from students
- g) List of abbreviations
- h) List of Tables
- i) List of figures
- j) Table of contents
- k) Chapters
- l) Format of Bibliography

2. Description of the work (to be divided into following chapters)

Chapter 1: Introduction & Company Profile

- **1.1 Background of the Study:** Contextual background of the industry sector (e.g., FMCG, Retail, Banking).
- **1.2 Profile of the Organization:** Brief history, mission statement, products/services offered, organizational structure, and market share of your host company.
- **1.3 Problem Statement:** The specific corporate challenge, inefficiency, or business objective your project was assigned to address.
- **1.4 Objectives:** Clear, bulleted statements detailing what you intended to achieve during the apprenticeship.

Chapter 2: Methodology & Work Profile

- **2.1 Departmental Allocation:** Details about the specific department you worked in (e.g., Quality Assurance, Accounting, Logistics).
- **2.2 Weekly/Monthly Workflow:** A structured breakdown of your routine duties, active training tasks, and observation schedules.

- **2.3 Data Collection (If Applicable):** Tools or systems used to pull information (e.g., SAP ERP systems, balance sheets, floor time-logs, client surveys).

Chapter 3: Project Analysis, Findings & Contributions

- **3.1 Core Project Execution:** The step-by-step description of your actual project work, calculations, or system implementations.
- **3.2 Key Findings:** What did the data or observations reveal? Identify bottlenecks, financial trends, or operational gaps.
- **3.3 Personal Contribution:** Explicit details highlighting the specific value you added to the team (e.g., reduced automated packaging errors by 2%, streamlined data reconciliation entries).

Chapter 4: Outcomes & Skill Acquisition

- **4.1 Expected vs. Actual Outcomes:** A clear comparative summary detailing what you set out to learn versus the competencies actually acquired.
- **4.2 Technical & Soft Skill Growth:** Specialized industrial knowledge mastered (e.g., advanced Excel macros, manufacturing software, cross-departmental coordination under deadlines).

Chapter 5. Conclusion & Recommendation

- **Conclusion:** A concise summary of your entire apprenticeship experience, reflecting on how well it bridged your classroom theories with practical execution.
- **Recommendations:** Actionable suggestions for the organization to further improve the specific process or department you analyzed.

6. Bibliography

7. Annexures

Paper & Typing dimension.

Milk white papers which do not deteriorate rapidly are to be used. The paper must be with informally even edges. Photocopies should be on copy bond available at most reproduction centers. The report should be typed in one side of the paper only. Whole of the report (except the cover and title page) should be typed in Times New Roman font size of 12, justified and a line spacing of 1.5 left ,Margin 3 cm, Right margin 2 cm. Top margin 2.5 cm and Bottom margin 3.5 cm to be maintained. In case of mathematical expressions equation editor is to be used. Each chapter should start at a fresh page with a heading of a chapter

Pagination

Each page must have a number designation, though numbers may be at center at the bottom of the page and pages of chapter heading if the student prefers. All pages must be numbered consecutively as follows:

- Lower-case Roman numerals (i.e., i, ii, iii, iv, v, vi, etc.) are used for preliminary pages. The numerals appear at the center bottom of the page, approximately ½" above the bottom.
- Arabic numerals (i.e., 1, 2, 3, 4, 5, 6, etc.) are used for the body of the thesis/project. The numerals appear at the center bottom of the page, approximately ½" above the bottom.
- Material inserted after final typing should be numbered as in this example: 21, 21a, 21b, etc. This expedient should be used sparingly.
- Bibliography or reference list should be numbered consecutively with the rest of the thesis.

Caption of figure & tables.

Caption of figure should be provided at the bottom of the figure and Caption of table should be provided at the top of the table. Captions should be italicized and should be at the center. Figure and table numbers should be in tune with the chapter numbers (e.g. the first figure of the chapter I should be numbered as Fig.1.1, first figure of chapter II should be numbered as Fig. 2.1 and so on).

Guard Sheets

A blank white page (Preferably thick) must be placed at the beginning and end of the report.

A
Apprenticeship Project Report

On
“Title of the Project”

(Times New Roman, Bold, Font size 18 & 1.5 Line spacing)

Submitted for partial fulfillment of requirement for the award of degree

Of

Bachelor of Business Administration

(Font Size 16)

Session 20XX-20XX (Font Size '16')

Supervision By

Name of the Guide

Designation

Department

Submitted by

Name of the student

Enrolment No:

Semester:



Department of Commerce &
Management Jharkhand Rai
University Ranchi, Jharkhand

DECLARATION

I the undersigned solemnly declare that the report of the project work entitled <Name of the Project>, is based my own work carried out during the course of my study under the supervision of <Name of the guide/s>

I assert that the statements made and conclusions drawn are an outcome of the project work. I further declare that to the best of my knowledge and belief that the project report does not contain any part of any work which has been submitted for the award of any other degree/diploma/certificate in this University or any other University.

(Signature of the
Candidate) Name of the
Candidate Roll No.:

ATTACHED APPRENTICESHIP CERTIFICATE

CERTIFICATE BY GUIDE (Internal Faculty of University)

On the basis of Project Report submitted by “Name of student”, student of Bachelor of Business Administration, I hereby certify that the Project Report “_____” Which is submitted to the Department of Commerce and Management, Jharkhand Rai University in partial fulfillment of requirement for the award of the degree of Bachelor of Business Administration is an original contribution with existing knowledge and faithful record of work carried out by him/her under my guidance and supervision.

To the best of my knowledge this work has not been submitted in part or full for any Degree or Diploma to this University or elsewhere.

Date:

Signature of Guide

Name:

Designation:

Department:

CERTIFICATE OF APPROVAL

I hereby approve this project report titled “ ----- ” submitted in partial fulfilment for the award of
“Bachelor of Business Administration” degree of Jharkhand Rai University, Ranchi.

Date:

Industry Guide

(Signature)
Name:
Designation:

Faculty Supervisor

(Signature)
Name:
Designation:

Head of the Department

(Signature)
Name:
Designation:

ACKNOWLEDGEMENT

Through this acknowledgement I express my sincere gratitude towards all those people who helped me in this project, which has been a learning experience. This space wouldn't be enough to extend my warm gratitude towards my project guide “_” for efforts in coordinating with my work and guiding in right direction.

I escalate a heartfelt regard to our Head of Department “_____” for giving me this opportunity to undertake this project.

I also wish to express my indebtedness to my parents as well as my family member whose blessings and support always helped me to face the challenges ahead

At the end I would like to express my sincere thanks to all my friends and others who helped me directly or indirectly during this project work.

Place:

Student Name:

Date:

Enrolment no.:

Chapter – I

Introduction

BIBLIOGRAPHY

Books:

(Sl.No.) <Author>, <"Title of the Book">, <Name of Publisher
>, <Place of Publication>, <Edition No.>, <Year of Publication>, <Chapter No.>, <Page No.>

Periodicals:

(Sl.No.) <Author/s>, <"Title of the research paper">, <Name of Journal>, <Vol.>, <No./Month of
publication>, <pp.>, <Year>

Website:

<http://www.gobbeldygook.co.uk>

ANNEXURE 2