



SWAMI VIVEKANAND
SUBHARTI
UNIVERSITY
Meerut
UGC Approved



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OFFICE OF THE REGISTRAR

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REGISTRAR

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Ref.No.U-505/SVSU/2024/815

Date:02.12.2024

NOTIFICATION

Sub: New Ordinance No.V-133A.

The new Ordinance No.V-133A "Ordinance relating to Apprenticeship Embedded Degree Program (AEDP)" has been approved in the 34th Academic Council meeting held on 25th July 2024 vide its resolution No.34(10) and ratified by the 35th Executive Council vide its Resolution No.35(8) at its meeting held on 06th September 2024.

The new Ordinance No.V-133A is hereby notified for the information of all concerned, the copy of the ordinance is enclosed herewith and shall be applicable from academic session 2025-26 onwards.

This issues with the approval of Hon'ble Vice Chancellor.

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Date: 02.12.2024

Copy forwarded to information of:

1. Hon'ble Vice-Chancellor
2. All Deans/HOs/Principals/Directors/HODs
3. Controller of Examination
4. Additional Registrar-Academics
5. CTO-IT Deptt.
6. Guard File

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Subhartipuram, NH-58, Delhi-Haridwar Bypass Road, Meerut-250005 (U.P.) INDIA

ORDINANCE No. V-133A

GOVERNING ORDINANCE RELATING TO APPRENTICESHIP EMBEDDED DEGREE PROGRAM

1. This Ordinance may be called the "Ordinance relating to the Apprenticeship Embedded Degree Program
2. This ordinance come into force from academic Session 2025-26 onwards
3. This ordinance is issued for Introduction of Apprenticeship Embedded Degree Programme to improve employability of general stream students as well as Professional stream students.
4. Through apprenticeship/internship, students may actively engage with the practical side of their learning like problem-solving, creative thinking, digital skills, teamwork etc.
5. This apprenticeship/internship experience will augment the employability of students in the general stream substantially and will also forge a close functional link between education and industry/service sectors on a sustainable basis apart from helping the industry securing good quality manpower.

Chapter-1

GENERAL OBJECTIVES

The Provisions for procedure of the Scheme of Apprenticeship/Internship embedded Degree Programme

Objectives of the Scheme:

1. To improve the employability of students pursuing Undergraduate level general degree Programme.
2. To focus on outcome-based learning in degree
3. To promote active linkage between the higher education institutions and industry, non-commercial and commercial enterprises / organizations.

Scope of the Scheme:

The Higher Educational institutes shall have an Apprenticeship Cell with an overall role of a facilitator and counsellor for apprenticeship / internship related activities. Apprenticeship/Internship embedded Degree Programme will benefit the Higher Educational institutes in –

1. Promoting Industry-Academia linkages.
2. Improving Institution's credibility and in brand building.
3. Improving the teaching learning process.
4. Functioning of the placement cell.

Chapter-2

GENERAL PROVISIONS

1. Any UG degree programme in all disciplines as specified by the UGC under section 22 (3) of the UGC Act, 1956 is eligible to embed apprenticeship to the degree programme. Any Under-graduate degree programme in the faculty of Science & technology (Science group), Commerce & Management, Humanities and Interdisciplinary Studies of the university is eligible to embed apprenticeship in to the degree programme.
2. An apprenticeship embedded degree programme shall be treated at par with the UG degree programmes specified by the UGC under section 22 (3) of the UGC Act, 1956.
3. Students graduating from the apprenticeship embedded degree programme shall be eligible to take admission in

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the Master's programme in the specific subject in which they have earned their undergraduate degree (i.e. bachelor degree) as well as in subject(s) for which they have taken 24 credits in the core subjects as a part of their undergraduate programme (see para 18 and para 19 for details). Such students shall also be considered eligible for Trans disciplinary vertical mobility into such courses where entry qualification is a Bachelor Degree without specific requirements in a particular discipline.

4. The FSACULTY / Department offering AEDP shall have a prior Memorandum of Understanding (MoU) with discipline specific commercial and non-commercial organizations or enterprises, offices, industry, Sector Skill Councils etc. for providing apprenticeship, before introducing the apprenticeship/internship embedded degree programme.
5. The Faculty / Departments in consultation with Sector Skill Councils, AICTE, FICCI, CII, commercial and non-commercial organizations or enterprises, and industry would design the apprenticeship/internship embedded degree programme in a way consistent with these guidelines.
6. Embedding apprenticeship will offer a kind of a traineeship which shall be undertaken not on the campus but at the premises of the workplace like commercial or non-commercial organizations or enterprises, or offices, or industry, or industry associations to get work-based learning in identified discipline/trade.
7. The Faculty may plan the number of seats for apprenticeship/internship training as per the facility and infrastructure available.

Chapter-3 DURATION OF PROGRAM

8. Any UG degree programme will have an option to embed at least one semester of apprenticeship as part of the degree programme without altering the total duration of the programme.
9. The period of apprenticeship/internship training shall be decided on the basis of individual requirements of course concerned.
10. The Faculty shall have the flexibility to schedule apprenticeship/ internship within the course duration.
11. The spells of apprenticeship shall be scheduled either continuously or at intervals depending upon the requirement and practicality of the discipline concerned.

Chapter-4 CREDIT MECHANISM

12. Credits for apprenticeship/internship programme shall be included in the total credits of the entire programme.
13. The total credits assigned to a particular degree programme shall continue to follow the CBCS. Accordingly, a student will have to earn 132 credits for the award of undergraduate degree. Credits for apprenticeship/ internship training may be suitably accommodated in the Choice Based Credit System (CBCS) by the Faculty.
14. At least 20% of the total Credits for the degree programme should be assigned to apprenticeship.
15. The Faculty may evolve its own mechanism to give academic credits for the apprenticeship undergone as part of the programme.
16. In case of Faculty still following the annual system, suitable provisions may be introduced accordingly. Apprenticeship training may be introduced in lieu /addition of the courses of the degree programme by assigning

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due weightage corresponding to the period of apprenticeship done.

17. Apprenticeship/internship training should be assigned in the specific domain areas of their coursework. National Occupation Standards (NOS) can be one approach to align the courses and curriculum to the standards set by the industry. If required, relevant course/s may be introduced/realigned to provide basic knowledge/training in the area of apprenticeship/internship.
18. As per CBCS guidelines, wherever a University requires that an applicant for a particular M.A./M.Sc./Technical/Professional course should have studied a specific discipline at the Undergraduate level, it is suggested that obtaining 24 credits in the concerned discipline at the undergraduate level may be deemed to be considered sufficient to satisfy such a requirement for admission to the M.A./M.Sc./Technical/Professional course.
19. Accordingly, in the apprenticeship embedded degree programme, if a student has done 24 credits as a core course which also forms part of the core course in a concerned discipline of CBCS at the undergraduate level, the student will be considered eligible for admission in that CBCS discipline in the M.A./M.Sc/Technical/Professional programme e.g. a student who has done BBA (logistics apprenticeship) with 24 credits in Economics, the student will be eligible to apply for MA/M.Sc. course in Economics.
20. Hence Faculty will have to ensure that in the apprenticeship embedded degree programme, at least 24 credits are being offered as core course which otherwise form a part of a regular undergraduate programme within the CBCS e.g. a BBA (Logistics – apprenticeship/ internship) will necessarily have 24 credits (within its 12 core papers) from a subject area – say BA(Economic) or BA (Vocational Studies Materials Management) - which are there in the UGC list of Bachelor courses in CBCS. This will ensure vertical mobility to the student to a post graduate programme.

Chapter-5 **ASSESSMENT**

21. The Faculty / Department may opt for any mechanism for the apprenticeship/ internship assessment in consultation with commercial or non-commercial organizations or enterprises, or offices, or industry, or industry associations, or sector skill councils where the apprenticeship/internship is proposed to be imparted. The apprenticeship/internship can also be done within the ambit of National Apprenticeship Training Scheme (NATS) operated by Bureau of Apprenticeship Training (BOAT) under Ministry of Education.
22. Accordingly, evaluation of apprenticeship can be done by commercial or non-commercial organizations or enterprises, or offices, or industry, or industry associations, or sector skill councils where the apprenticeship is proposed to be imparted and by the faculty of the College / Department.
23. The students may be assigned grades/marks corresponding to the credits earned as per CBCS guidelines. In case of colleges still following annual pattern, marks may be assigned to the students.
24. The students must pass the apprenticeship course. Reappearance for failed/uncompleted apprenticeship/internship training is mandatory.
25. The marks secured by the student in apprenticeship/internship course will be reflected in the semester and final grade sheet.

Chapter-6 **LEARNING OUTCOME**

26. The underlying premise of the learning outcome-based approach to curriculum planning and development is that, higher education qualification such as a Bachelor's Degree is awarded on the basis of demonstrated achievement

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of outcomes (expressed in terms of knowledge, understanding skills, attitudes and values) and on the basis of demonstrated achievement of academic standards (expected of graduates of a programme of study).

27. UGC through the Learning Outcome based Curriculum Framework (LOCF) provides for flexibility and innovation in programme design and syllabus development by HEIs.
28. Faculty / Departments offering apprenticeship/internship-embedded degree programme should develop and maintain domain specific Learning Outcomes for the Apprenticeship/Internship Programme.
29. Apprenticeship/internship learning outcomes will focus on knowledge and abilities that prepare students for potential employment.
30. This will enable students to demonstrate workforce professional abilities within the required domain of their chosen subject.

Chapter-7

ROLE OF FACULTY / DEPARTMENTS

31. The Faculty / Department are encouraged to offer the Apprenticeship/Internship embedded Degree Programme to the students.
32. The Faculty / Department will make the students aware about the programme along with its merits to motivate them to opt for apprenticeship/internship embedded Degree Programme and elicit their interest in participation.
33. The Faculty / Department in consultation with Sector Skill Councils and/or industry/industry associations and/ or commercial/non-commercial organisations/enterprises and/or offices, would design the Apprenticeship/Internship embedded Degree Programme in a way consistent with these guidelines.
34. The Faculty / Department shall have an Apprenticeship Cell with an overall role of a facilitator and counsellor for apprenticeship/internship related activities.
35. The Faculty / Department concerned must obtain the approval from their respective Academic/ Executive Bodies as required by their Statutes. This programme will benefit the HEIs in • Promoting Industry-Academia linkages • Improving Institution's credibility and in brand building • Improving the teaching learning process • Functioning of the placement cell

Chapter-8

ROLE OF INDUSTRY ASSOCIATIONS, SSC AND BOAT

36. The industry associations like FICCI, CII, commercial and noncommercial organizations or enterprises and industry would assist the Faculty / Departments in designing the apprenticeship/internship embedded Degree Programme.
37. Sector Skill Councils (SSC) and Board of Apprenticeship Training (BOAT) will play an important role in helping the HEIs in identifying industries for apprenticeship/internship.
38. The SSC and BOAT can also assist the Faculty / Departments in designing the apprenticeship/internship embedded Degree Programme in a way consistent with these guidelines.

Chapter-9

PROGRAM REGULATION

39. The Regulation and Curriculum given below shall be duly approved by the various academic bodies of the University and apply to all candidates admitted to the Programme;

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40. **Eligibility for Admission:** Candidates for admission to this Apprenticeship-based UG Degree Programme should have passed 10+2 in any Board or possess an equivalent qualification. Any subject group in 10+2 is acceptable.
41. **Admission:** The Collaborating Institutions shall decide the minimum mark percentage for admission. The Reservation Policy of the State where the HEI is functioning is applicable.
42. **Programme Duration:** The Programme extends for three years consisting of Four teaching semesters and two apprenticeship semesters.
43. **Programme Content:** (a). 12 Domain Courses in Semesters I, II, III, and IV, (b). 2 Allied Courses in the MOOC format in Semesters V and VI, (c). 2 Spells of Apprenticeship Training for six months each in Semesters V and VI.
44. **Standard of Passing & Award Division:** Standard of Passing & Award Divisions shall be as per the University ordinances
45. **Continuous Internal Assessment:** The Continuous Internal Assessment System, including the assessment components, periodicity, and proportionate weight in the total score for a particular course, is as per the policies and practices of the Collaborating Institution.
46. **Attendance:** The mandatory minimum attendance in teaching Semesters is as per the existing policies and practices of the Collaborating Institution
47. Attendance requirement during Apprenticeship Training is as per the conditions/norms of the 11 Apprenticeship Contract, Apprentices Act 1961, and National Apprenticeship Promotion Scheme.
48. **Examination:** The End Semester Examination for courses scheduled in teaching Semesters will be conducted and results declared by the Collaborating Institution. The question paper pattern for these examinations is as per the format decided by the Collaborating Institution
49. **Fee Payment:** The Programme Fee and Examination Fee are payable by students to the University as per its norms.
50. **Assessment System:** The Assessment System of the apprenticeship-based Degree Programmes developed & offered by collaborating Sector Skill Council is designed to make an objective assessment of Knowledge, Skill, and Attitude development of students. In order to make the Assessment System fool-proof and inclusive, the Programme provides adequate & appropriate representation to the Industry, Sector Skill Council, and the Collaborating Institution in assessing the students. This makes the Assessment System objectively measure industry-readiness of students.
51. **Teaching Semesters:** Semesters I, II, III, and IV are Teaching Semesters. All Courses scheduled in Teaching Semesters are assessed by the University. The Assessment System (proportion of marks between the Continuous Internal Assessment & End Semester Examination, and the Question Paper Pattern) for these courses shall be as per the norms, standards and practices of the University
52. **Apprenticeship Semesters:** Semesters V, and VI are Apprenticeship Semesters. Assessment System for the Courses scheduled in these Semesters will be as per the process described below.
53. **Allied Courses:** The Allied Courses are offered by partnering / collaborating agency on the pattern of MOOC. End Semester Examination (online) comprising 50 multiple choice questions is conducted for a maximum mark of 100. Each question will have four choices of answers from which the candidate should choose the right answer. While each correct answer fetches 2 marks, each wrong answer is given a score of – (minus) 0.50. The marks scored by students would be communicated to the University by partnering agency. Being offered under MOOC format, the

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Allied Courses do not have Internal Assessment.

54. **Apprenticeship:** The CIA Component of Apprenticeship is assessed by the Manager / Supervisor under whom the students work during Apprenticeship Semesters for a maximum mark of 250. The Manager / Supervisor makes the assessment for 150 marks based on skill & attitudinal development of students. LSC assess the practical knowledge of students for 100 marks by conducting a Test on conceptual knowledge relevant to the process undergone during Apprenticeship, and Viva.
55. The Collaborating Institution will evaluate the Apprenticeship Report (comprising Work Diary) submitted by students, and conduct Viva for a mark of 150, which is considered as ESE. The Evaluation & Viva shall be conducted by a Panel comprising of the HoD (or Programme Coordinator), Student's Mentor, and one Executive from Logistics Sector. The Collaborating Institution may modify the proportion of marks between CIA and ESE as per its norms, standards, and practices.
56. **Minimum Marks, Grading & Classification:** Minimum Marks required for passing courses, Pattern of Grading, and Classification of Successful Candidates between 'Distinction', 'First Class', 'Second Class', etc. shall be as per the norms, standards, and practices of Collaborating Institution.
57. **Scheme of examination:**
58. There shall be a university examination at the end of each semester. The maximum marks for the university examination in each paper shall be 80.
59. Of the 20 marks of Internal Assessment, Lab activities /skill-based activities shall be - 5 marks, Tests marks shall be based on 1 Hr duration of the test - 10 marks, The attendance marks shall be - 5 marks (20 marks from two tests, which are to be conducted during the semester)
60. For First test of 20 marks (one hour time duration), questions to be given from the syllabus component (any of the units).
61. For Second test of 20 marks (one hour time duration), questions to be given from the skill development component of the syllabus.
62. The average of the two tests must be taken as a score for internal assessments)
63. Minimum 75% of attendance is eligible to take university exam
64. **MINIMUM MARKS FOR A PASS:** Candidates who have obtained a minimum of 40% marks in university examination and an aggregate of 40% marks in each subject shall be eligible for a pass or exemption in that subject

Chapter-10

PROGRAM STRUCTURE AND CURRICULUM

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Apprenticeship Embedded Degree Programmes

65. **DURATION:** The course is for a period of three years. Each academic year shall comprise of two semester viz. Odd and Even semesters. There shall be not less than 90 working days which shall comprise 450 teaching clock hours for each semester. (Exclusive of the days for the conduct of University end-semester examinations). First to Fourth Semester the student learn in subjects in class room teaching but in the 5th and 6th Semester, as per the Board of Apprenticeship and Training (BOAT) Guideline that the student are allowed to undergo the Apprenticeship for the prescribed period of one or two semester of the programme. The training units are identified by the

BOAT/University, during that training period the students are follows the rules and regulation of the Apprenticeship training units.

66. All programmes (named after the core subject) mentioned earlier shall be run on Choice Based Credit System (CBCS). It is an instructional package developed to suit the needs of students to keep pace with the developments in higher education and the quality assurance expected of it in the light of liberalization and globalization in higher education.

Program Structure:

67. The UG programme consists of a number courses. The term 'course' is applied to indicate a logical part of the subject matter of the programme and is invariably equivalent to the subject matter of a 'paper' in the conventional sense.
68. The following are the various categories of courses suggested for the UG programmes.
69. Part I – Language Courses (LC) (any one of Hindi, Sanskrit, French, German or special subject designed in lieu of the above).
70. Part II – English Language courses (ELC) or special subject designed in lieu of.
71. The Language courses and English Language Courses are 2 each in number and the LC and ELC are meant to develop the students' communicative skill at the UG level. Core courses are the basic courses compulsorily required for each of the programme of study.
72. Part III includes Core Course (CC), Allied Course (AC) and Elective Course (EC).
73. Core courses are the basic courses compulsorily required for each of the programme of study. These will be related to the subject of programme in which the candidate gets his / her degree. The number of Core Courses shall be 17 for Apprenticeship Embedded Programme.
74. The number of Allied Courses shall be 4 for Apprenticeship Embedded Programme.
75. Part IV: Skill-based Subjects: In view of enhancing the employable skills of the students, four group of skill based elective courses (three courses in each group) are given for students' option. The student should take any one course out of three courses offered in the list of Group I in Third Semester and the list of Group II, III & IV in Fifth Semester.
76. UGC sponsored Environmental studies course in Second Semester
77. Value Education in Fourth Semester
78. All UG programmes students have to undergo a total two Non-Major Elective courses With 2 credits offered by other departments (one in III Semester another in IV Semester)
79. The students can also choose MOOCs with only 2 extra credits (One in III Semester and another in IV semester). The earned credit will be transferred in the credit plan of programme.
80. SEMESTERS: An academic year is divided into two Semesters. In each semester, courses are offered in 15 teaching weeks and the remaining 5 weeks are to be utilized for conduct of examinations and evaluation purposes. Each week has 30 working hours spread over 5 / 6 days a week.

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81. CREDITS: The term 'credit' refers to the weightage given to a course, usually in relation to the instructional hours to it. For instance, a six hour course per week is assigned five/ four credits, four / five hour course per week is assigned four / three credits and two hour course per week is given two credits. However, in no instance the credits of a course can be greater than the hours allotted to it.
82. The total minimum credits, required for completing a UG programme is 140. The details of credits for individual components and individual courses are given in Table – 1(A).

Table-1(A)

SI No.	Study Component	No. of Courses	Credit per Course	Total Credits	Total Weekly hours / 180 weekly hours
1	Language Course (LC)	2	3	6	8
2	English Language Course (LC)	2	3	6	8
3	Core Course (CC)	17	4	68	68
4	Allied Course (AL)	4	4	16	16
5	Apprenticeship			28	30
6	Part-V Courses				
	Non-Major Electives	2	2	4	6
	Skill based Subjects	4	2	8	12
	Environmental Studies	1	2	2	3
	Value Education	1	2	2	3
	MOOCs Course	-	-	-	6
7	Part-V: Library / Yoga/ Field Trips	-	-	-	20
	Total			140	180

Chapter-10 ATTENDANCE

83. CONDONATION: Students must have 75% of attendance in each course for appearing the examination. Students who have 74% to 70% of attendance shall apply for condonation in the prescribed form with the prescribed fee. Students who have 69% to 60% of attendance shall apply for condonation in prescribed form with the prescribed fee along with the Medical Certificate. Students who have below 60% of attendance are not eligible to appear for the examination. They shall re-do the semester(s) after completion of the programme.

Chapter-10 EXAM PATTERN AND EVALUATION

84. EXAMINATIONS;
85. There shall be examinations at the end of each semester, for odd semesters in the month of October / November, for even semesters in April / May. A candidate who does not pass the examination in any course(s) shall be permitted to appear in such failed courses in the subsequent examinations to be held in October / November or April / May.
86. A candidate should get registered for the first semester examination. If registration is not possible owing to shortage of attendance beyond condonation limit / regulations prescribed OR related joining OR on medical grounds, the

candidates are permitted to move to the next semester. Such candidates shall re-do the missed semester after completion of the programme.

87. The results of all the examinations will be published through the college where the student underwent the course as well as through University Website. In the case of private candidates, the results, will be published through the Centres in which they took the examinations as well as through University Website.

88. Candidates studying Sanskrit under Language Course are permitted to write the Examinations in Sanskrit Or English Or Hindi. While answering in Sanskrit "Devanagari Script" alone be used.

89. QUESTION PAPER PATTERN:

**Core / Allied / SBE Papers
(Apprenticeship Embedded)**

Part A

Ten questions (No choice), Two questions from each unit, $10 \times 2 = 20$

Part B

Five questions (either or type), One question from each unit, $5 \times 5 = 25$

Part C

Three questions out of five, one question from each unit $3 \times 10 = 30$

Distribution of marks between Theory, Practical and Project:

Core / Elective	Int.	Ext.	Total
Theory papers	25	75	100
Allied courses	25	75	100

90. EVALUATION:

91. The performance of a student in each course is evaluated in terms of percentage of marks with a provision for conversion to grade points. Evaluation for each course shall be done by a continuous internal assessment by the concerned course teacher as well as by an end semester examination and will be consolidated at the end of the course. The components for continuous internal assessment are:

Two tests (Average) - 15 marks (third / repeat test for genuine absentees)

Seminar / Quiz - 5 marks

Assignments - 5 marks

Total - 25 Marks

92. Attendance need not be taken as a component for continuous assessment, although the students should put in a minimum of 75% attendance in each course. In addition to continuous evaluation component, the end semester examination, which will be a written type examination of at least 3 hours duration, would also form an integral component of the evaluation. The ratio of marks to be allotted to continuous internal assessment and to end semester examination is 25 : 75. the evaluation of laboratory component, wherever applicable. Will also be based on continuous internal assessment and on an end-semester practical examination.

93. Apprenticeship Embedded students should submit the Apprenticeship training report at the end of the 6th Semester (after completion of Apprenticeship Training) and the same will be assessed as follows.

94. Internal (oral) assessment 150 marks (awarded by a committee comprises of Head of the Department, Faculty Mentor and External Examiner, nominated by the University.

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95. External Assessment – 250 marks (awarded by BOAT representative with their own merits)
96. PASSING MINIMUM:
97. The passing minimum for CIA shall be 40% out of 25 marks (i.e.10 marks) in Theory papers.
98. Failed candidates in the Internal Assessment are permitted to improve their Internal Assessment marks in the subsequent semesters. (2 chances will be given) by writing test and by submitting Assignments.
99. The passing minimum for University Examinations shall be 40% out of 75 marks (i.e. 30 marks) for Theory papers.
100. GRADING:
101. Once the marks of the CIA and end-semester examinations for each of the courses are available, they will be added. From the second semester onwards the total performance within a semester and continuous performance starting from the first semester are indicated respectively by Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA). These two are calculated by the following formulae.

$$\text{GPA} = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

where 'Ci' is the Credit earned for the Course i in any semester ; 'Gi' is the Grade Point obtained by the student for the Course i and 'n' is the number of Courses passed in that CGPA = GPA of all the Courses starting from the first semester to the current semester.

Note: The GPA and CGPA shall be calculated separately for the following five parts: Part I: LCs; Part II : ELCs and Part III : CCs, ACs, ECs , Part IV: NME, SBC,ES,VE, Part V:VP.

Chapter-11

REMOVAL OF DIFFICULTIES

102. Notwithstanding anything stated in this ordinance, for any unforeseen issue raising, and not covered by this ordinance, or in event of differences of interpretation , the Vice Chancellor may take decision after obtaining, if necessary, the opinion / advice of a committee of any or all Directors / Deans of the Colleges. The decision of the Vice Chancellor shall be final.

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