

Apprenticeship Embedded Degree Programme (AEDP) Policy

Khwaja Moinuddin Chishti Language University, Lucknow

1. Introduction

Khwaja Moinuddin Chishti Language University (KMCLU), Lucknow, in alignment with the University Grants Commission (UGC) Guidelines for Apprenticeship Embedded Degree Programmes (AEDP), adopts this policy to integrate structured apprenticeship training with undergraduate education. The objective is to enhance employability, industry readiness, and experiential learning among students.

2. Programme Offered under AEDP

- **Programme Name:** Bachelor of Commerce (B.Com.) Retail Operations Management
- **Duration:** 3 Years (as per approved AEDP structure)
- **Duration of Apprenticeship:** 1 Year (Final Year)
- **Total Credits:** 20 credits per semester as per University Ordinance

3. Governance Structure

3.1 Apprenticeship Implementation Committee (AIC)

The University has constituted an Apprenticeship Implementation Committee (AIC) to oversee planning, implementation, and monitoring of AEDP.

Composition of AIC:

- University Campus AEDP In-Charge: Prof. (Dr.) Syed Haider Ali
- BoS Approval Coordinator: Dr. Neeraj Shukla
- Apprenticeship Officer: Ms. Afreen Fatima
- Industry Liaison Officer: Dr. Zaibun Nisa
- Grievance Redressal Officer: Dr. Manish Singh
- Advertisement & Outreach Officer: Dr. Manish Singh
- PoSH & Safety Officer: Dr. Neeraj Shukla

4. Academic Approval and Programme Design

The B.Com. (Retail Operations Management) programme under AEDP has been duly approved by the Academic Council.

Apprenticeship Credit Allocation:

- 5th Semester: 17 Credits
- 6th Semester: 20 Credits

Evaluation Mechanism:

- Industry Supervisor Evaluation – 30% of total marks
- Faculty Mentor Evaluation – 30% of total marks
- Presentation, Report & Viva-Voce – 40% of total marks

5. Curriculum Design and Apprenticeship Mapping

The AEDP curriculum is prepared in line with UGC Guidelines by CRISP. Apprenticeship is embedded in the final academic year.

6. Apprenticeship Plan Framework

6.1 Industry Partners

The Department identifies industry partners from:

- Organized Retail Chains
- E-commerce and Omni-channel Retail
- Supply Chain & Warehousing Firms
- Retail Operations & Store Management Companies
- FMCG Distribution & Logistics Firms

6.2 Job Roles

- Retail Operations Executive
- Store Management Trainee
- Supply Chain & Inventory Assistant
- Customer Relationship Executive
- Sales Analytics & Merchandising Assistant

6.3 Expected Skill Outcomes

- Retail operations management

- Inventory and supply chain coordination
- Customer service & POS operations
- Retail analytics and IT tools usage
- Communication, teamwork, and ethical conduct

6.4 Attendance and Monitoring

- Minimum 75% attendance mandatory
- Daily attendance at industry site
- Monthly reports verified by Industry Supervisor and Faculty Mentor

7. Industry Collaboration and MoU

KMCLU has signed a Memorandum of Understanding (MoU) with the Board of Apprenticeship Training (BOAT) under the National Apprenticeship Training Scheme (NATS) for apprenticeship deployment and stipend disbursement.

8. Stipend Policy

As per Government of India Gazette Notification dated 8 September 2025, degree apprentices shall receive a stipend of **Rs. 12,300 per month**, disbursed via Direct Benefit Transfer (DBT) through BOAT/NATS.

9. Safety and PoSH Compliance

The University ensures strict compliance with workplace safety standards and the **Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (PoSH)**. Mandatory orientation and safety protocols are implemented for students prior to apprenticeship deployment.

10. UGC Compliance

KMCLU is accredited by NAAC with **B++ Grade (CGPA 2.86)** and fulfills all UGC AEDP eligibility requirements. Required documentation, approvals have been done.

11. Admission Policy

Eligibility:

- Intermediate or equivalent from a recognized Board (including Madrasa Boards)
- Minimum 40% marks for General/OBC and 33% for SC/ST

- Minimum age: 18 years during apprenticeship
- Mandatory PAN Card

Admission Process:

- Admissions through University Prospectus and **SAMARTH Portal**
- Merit-based selection

12. Orientation Programme

Post-admission, students undergo structured orientation covering:

- Programme structure
- Apprenticeship expectations
- Attendance norms
- Assessment mechanism
- Industry exposure and professional ethics

13. Apprenticeship Delivery and Monitoring

- Industry deployment prior to On-Job-Training (OJT) semester
- Monthly monitoring by Faculty Mentors
- Regular feedback from industry supervisors

14. Grievance Redressal Mechanism

- Resolution within 7 working days
- Escalation to Registrar beyond 15 days

15. Credits, ABC and Outcome Tracking

- Credits will be uploaded to Academic Bank of Credits (ABC)/APAAR
- Employment and higher education tracking for minimum one year post completion

16. Monitoring Framework

The University maintains a structured monitoring framework to ensure continuous improvement, quality assurance, compliance, and performance evaluation.

This policy is approved by the 25th Academic Council held on 04-02-2026 and is effective as per University Notification.