

**Apprenticeship/ Internship Embedded Degree Program  
Roles & Responsibility (Process Flow)  
(As per UGC guide lines)**

**Objectives**

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

Sl. No	Item	HEI Responsibility	Industry Responsibility	BOPT Responsibility	SSC Responsibility	Student Responsibility
1	<b>Syllabus Framing (Theory)</b>	Preparation of Syllabus and getting necessary approval	NIL	NIL	NIL	NIL
2	<b>Syllabus Framing (OJT)</b>	Consult with Industry/ SSC/BOPT for framing OJT syllabus in conformity with available NOS and QP or tailor made to an industry requirement. HEI must sign an MOU with specific industry for Training.	To help HEI in framing OJT syllabus and providing training.	To help HEI in framing the syllabus.	To help HEI in framing the syllabus.	NIL
3	<b>Admission of Students</b>	Design the admission process and implement	NIL	NIL	NIL	Eligible students apply and take admission in the course

<b>Sl. No</b>	<b>Item</b>	<b>HEI Responsibility</b>	<b>Industry Responsibility</b>	<b>BOPT Responsibility</b>	<b>SSC Responsibility</b>	<b>Student Responsibility</b>
4	<b>Class work (Theory)</b>	HEI has to arrange	NIL	NIL	NIL	Students need to attend theory Classes in the HEI campus.
5	<b>OJT initiation</b>	HEI, to initiates the training after completion of admission formalities in the web portal.	Industry get informed and prepare necessary infrastructure for training	NIL	NIL	NIL
6	<b>Conduct OJT</b>	NIL	(a). Industry create contract agreement through portal (or otherwise where students are engaged outside BOATs) for all students individually. (b). Industry provides training as per the syllabus or guidelines pre-designed and approved.	To approve all such contract agreements after verification where the students are engaged through BOAT.	To approve all such contract agreements after verification where the students are engaged through SSC.	(a) Students to accept the contract agreement created by industry through portal. (b) Students take training in the premises of the industry.

<b>Sl. No</b>	<b>Item</b>	<b>HEI Responsibility</b>	<b>Industry Responsibility</b>	<b>BOPT Responsibility</b>	<b>SSC Responsibility</b>	<b>Student Responsibility</b>
7	<b>OJT-Assessment</b>	Join hands with industry in recording the assessment.	Industry assess the student and update the performance in the web portal or manually. Industry may take support of SSC and BOPT if necessary.	As per the terms of apprenticeship evaluation of the college, the skill assessment sheet is prepared by industry or BOAT which becomes part of the Degree certificate.	As per the terms of apprenticeship evaluation of the college, the skill assessment sheet is prepared by industry or SSC which becomes part of the Degree certificate.	Students need to sit for assessment.
8	<b>Degree Completion</b>	HEI issues the final pass certificate along with Skill Assessment Sheet.	NIL	NIL	NIL	Student receives the Degree certificate along with Skill assessment sheet issued by BOPT.