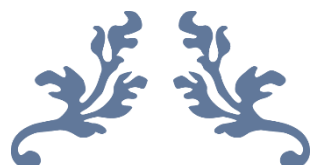


# BOARD OF PRACTICAL TRAINING

(EASTERN REGION)



## REGIONAL APPRENTICESHIP DAY

2021



**BOARD OF PRACTICAL TRAINING (EASTERN REGION)**

**AN AUTONOMOUS BODY OF**

**DEPT. OF HIGHER EDUCATION,**

**MINISTRY OF EDUCATION**

**GOVT. OF INDIA**

**BLOCK-EA, SECTOR-I, SALT LAKE CITY, KOLKATA-700064**

[www.bopter.gov.in](http://www.bopter.gov.in)



# Regional Apprenticeship Day



Since its establishment in 1968, Board Of Practical Training (Eastern Region), Kolkata , under the directives of Ministry of Education, Govt. of India has been implementing the provisions of The Apprentices Act, 1961 as amended from time to time for Apprenticeship training of Graduates and Diploma Engineers. Thereafter, further responsibility of arranging Internship Training, General Attribute Development Programme(GADP) for B.Tech/Diploma pursuing students as well as Apprenticeship Training of Non-Engineering Graduates in optional trades have been entrusted to BOPT (ER) in the years 2017 and 2020 respectively. Therefore, BOPT (ER) with increased responsibilities of arranging Apprenticeship/Internship Training for Engineering and Non-Engineering Graduates passing out from different institutions located in the 13 States and Union Territory of Eastern Region of India have been striving hard to fulfill the need of the students so as to provide a platform for honing their skills through On-Job-Training (OJT) and become more employable.

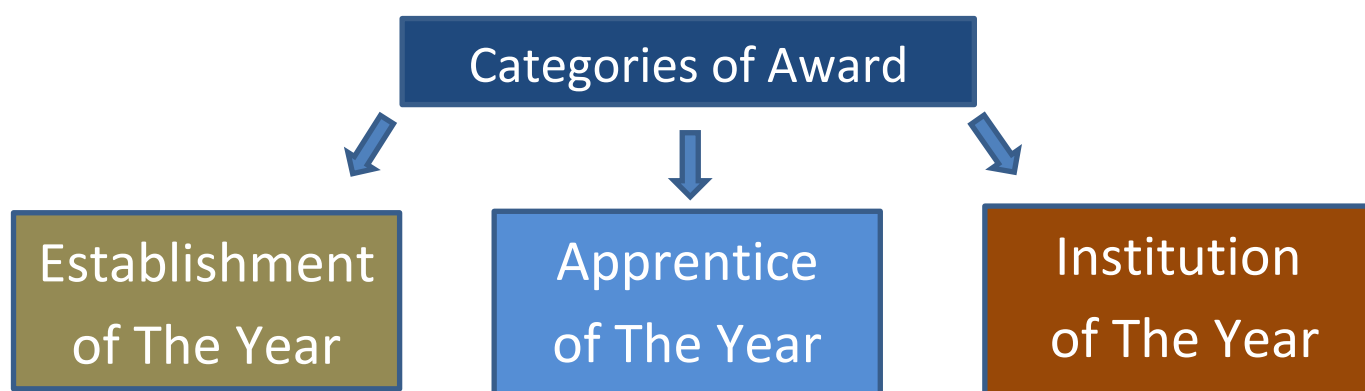
In order to provide on the job training to fresh engineering/non-engineering graduates and diploma holders in engineering/technology in an organized effective manner, BOPT(ER) implement National Apprenticeship Training Scheme through a national web portal ([www.mhrdnats.gov.in](http://www.mhrdnats.gov.in)), facilitating all the stakeholders like Establishments/Industries, Students and Institutions.

Over the 50 years, BOPT(ER) achieved tremendous success on this by providing apprenticeship training more than 2 lakhs students in association with more than 3 thousands industries in eastern region.

In this backdrop, the competent authority of BOPT(ER), Kolkata has decided to honour our Top 3 esteemed stakeholders i.e. Apprentices, Establishments, Institutions from 13 States of Eastern Region on following categories on **Regional Apprenticeship Day** which will going to be happened in **month of May of every year**:

## Objectives

- 1) Increase awareness of National Apprenticeship Training Scheme (NATS) to the vast majority of stakeholders i.e. Industries, Students and Institutions.
- 2) Recognizing apprenticeships as a ladder of opportunity for students to a brighter future and showing that they are ready for employment.
- 3) Accomplishment of the achievements of the Establishments, Institutions & Students in NATS.
- 4) Minimizing the gap among Industries and Academia.



A **Certificate** and a **Memento of Accomplishment** will be provided to the best among in each category of the following:

- 1) Establishment of the Year
- 2) Institution of the Year
- 3) Apprentice of the Year

#### **Overall Procedure for Selection of Awardee**



\*\*After Shortlisting, you will be invited for presenting your **achievement** at BOPT(ER), Kolkata premises on scheduled date & time.

#### **Eligibility for Nomination**

##### A) For Establishments –

An establishment/organization who registered in NATS portal ([mhrdnats.gov.in](http://mhrdnats.gov.in)) and engaging apprentices of minimum 2.5% of total manpower (including contractual, casual & outsourced staffs) in the last 3 financial years is eligible to file their nomination.

##### B) For Apprentices –

An apprentice who have completed his/her apprenticeship training in last financial year by maintaining minimum 60% of attendance at workplace and having a Certificate of Proficiency (COP) generated through NATS Portal ([mhrdnats.gov.in](http://mhrdnats.gov.in)) only can apply.

##### C) For Institutions

An Institution who have updated their profile in NATS portal ([mhrdnats.gov.in](http://mhrdnats.gov.in)) and at least 05 passed out students of their institute placed for apprenticeship training in any NATS registered establishment in the last financial year, only can apply.

#### **Documents are need to be submitted along with the Nomination Form:**

##### A) For Establishment:

- 1) Copy of Manpower Details.
- 2) Copy of Training Module.

##### B) For Each Apprentice:

1. Scan Copy of Aadhaar Card.
2. Scan Copy of Highest Qualification.
3. Scan Copy of Certificate of Proficiency.
4. Scan Copy of Attendance Performa authorized by employer
5. Scan Copy First & Last Page of Work Diary

##### C) For Institution:

1. Scan Copy of Faculty Details.
2. Scan Copy of Overall Placement of Students for Job through Campus in Last FY
3. Scan Copy of Registered Candidates in NATS Portal in Last FY
4. Scan Copy of Details of at least 5 students who placed for Apprenticeship Training (NATS) in last FY
5. Copy of screenshot of linkage of NATS Portal/BOPT(ER) website with the Institute's website (if any)

### **How to enroll your nomination**

Visit [www.bopte.gov.in](http://www.bopte.gov.in) → “Regional Apprenticeship Day” →”Online Nomination” as per your Category

Registration Link for Nomination “Establishment of the Year”: <https://forms.gle/NDJAXuxU56H62xpg5>

Registration Link for Nomination “Apprentice of the Year”: <https://forms.gle/r1kPm1ynD9Onj9HA9>

Registration Link for Nomination “Institution of the Year”: <https://forms.gle/Dvx8YopMk4MkfVFK8>

### **Time Period for Consideration**

Previous Financial Year (from 1<sup>st</sup> April to 31<sup>st</sup> march) will take into the consideration for selection of such awards.

Nominations for same shall start from 1<sup>st</sup> April to 18<sup>th</sup> April of current calendar year followed by Shortlisting of Nomination and Presentation of their achievements.

### **Shortlisting of Nomination and Selection of Awardee**

A selection committee headed by Dy. Director, BOPT(ER) will form to recommend the names of the awardee from the nominated list after presentation of nominees in front of the following jury members as follows:

<b>Particulars</b>	<b>Position</b>
<ul style="list-style-type: none"><li>• Deputy Director, BOPT(ER)</li><li>• 1 Representative from CII</li><li>• 1 Representative from Establishments</li><li>• 1 Representative from Institution</li><li>• 1 Representative from Students</li><li>• 1 Nominee of Chairman of BOPT(ER)</li></ul>	<ul style="list-style-type: none"><li>• Chairman of the Committee</li><li>• Member</li><li>• Member</li><li>• Member</li><li>• Member</li><li>• Member</li></ul>

Decision taken by the above jury members regarding selection of first, second and third position in each category will be final.



**\*\* BOPT(ER) reserves the right to extend/modify/change the above dates.**

Apprentices, employers and institution who support and promote national apprenticeships training scheme can now enter to win same on the Regional Apprenticeship Day 2021.

Nominations are open between 1<sup>st</sup> and 18<sup>th</sup> April, 2021 and the event will host at BOPT(ER), Kolkata office premises.

The Regional Apprenticeship Awards give those entering an opportunity to showcase how they have gone above and beyond, despite challenges faced during COVID-19.

The ceremonies will not only honour the winners, but also champion employers, apprentices and others involved in apprenticeships from all sectors, including manufacturing and service sectors.

Shri S.M Ejaz Ahmed, Director & Regional Apprenticeship Advisor, BOPT(ER), Ministry of Education, Government of India, said: “We are pleased to announce that entries to the Regional Apprenticeship Awards 2021 are open. It is important that we must continue to recognize the best effort amongst the stakeholders (Establishment, Institution & Students)

We are excited to announce that for the first time, the winners and highly commended will be selected and honoured at regional ceremony. The programme will be shared through Youtube also. This will allow an even wider audience to celebrate the success, commitment and investment in apprenticeships, and the impact they have.”

Place: Kolkata

1	<b>Allocation of Training Slot in NATS on Total Manpower</b>	10 Points	Value	> 10%	= 10%	> 9%	> 8%	> 7%	> 6%	> 5%	> 4%	> 3%	>= 2.5%
	$Value = \frac{\text{Requested Slots in NATS}}{\text{Total Manpower}} \times 100$		Point	10	9	8	7	6	5	4	3	2	1

2	<b>100% Fulfillment of Training Slot in NATS</b>	10 Points	Value	> 90%	> 80%	> 70%	> 60%	> 50%	> 40%	> 30%	> 20%	> 10%	> 0%
	$Value = \frac{\text{Apprentices Engaged in NATS}}{\text{No. Training Slots as Prescribed}} \times 100$		Point	10	9	8	7	6	5	4	3	2	1

3	<b>Number of Graduate/Technician Apprentices Engaged over 10% of Total Manpower</b>	10 Points	Value	>= 5%	> 4%	> 3%	> 2%	> 1%	> 0%
	$Value = \frac{\text{Total Engaged} - 10\% \text{ of Total Manpower}}{\text{Total Manpower}} \times 100$		Point	10	8	6	4	2	1

4	<b>Number of Employment Offered after completion Apprenticeship Training through NATS in Last FY</b>	15 Points	Value	> 80%	> 60%	> 40%	> 20%	> 10%	> 1%
	$Value = \frac{\text{Number of Employment Offered to apprentices}}{\text{Total Number of Apprentices Trained}} \times 100$		Point	15	12	9	6	3	1

5	<b>Number of Technical Skills Assigned during Contract Creation of Apprentices in NATS</b>	5 Points	No of Skills	3 Skills	2 Skills	1 Skill
	<i>Total Number of Technical Skills assigned during contracts Creation of apprentices in NATS Portal</i>		Point	5	3	1

6	<b>Number of General Attributes (Soft-Skills) included in the training module for NATS</b>	5 Points	No of Skills	6 Skills	3-5 Skills	1-2 Skills
	<i>Total Number of General Attribute of Soft-Skills included in training Module of NATS</i>		Point	5	3	1

7	<b>Number of Apprentices are trained in General Attribute Development Programme (GADP) in Last FY</b>	5 Points	Value	> 90%	> 50%	> 10%
	$Value = \frac{\text{Apprentices Trained in GADP}}{\text{Total Number of Apprentices Engaged}} \times 100$		Point	5	3	1

8	<b>Number of Certificate of Proficiency (COP) Initiated in NATS Portal</b>	5 Points	Value	> 90%	> 50%	> 10%
	$Value = \frac{\text{No of COP Initiated after 4th Quarter Assessment}}{\text{No. Apprentices Completed Training}} \times 100$		Point	5	3	1

9	<b>Project(s) is given to the candidate or Not?</b>	<b>5 Points</b>
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10	<b>Regularly signed and monitored the work diary of each apprentice</b>	<b>5 Points</b>
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11	<b>Participation in Job Fair for Apprenticeship Training conducted by BOPT</b>	<b>5 Points</b>
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12	<b>PowerPoint Presentation on above parameters (1-11) and efforts made for publication of NATS</b>	<b>20 Points</b>
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Parameters For Selecting

**"Apprentice of the Year"**

1	<b>Average Score achieved in Technical Field in Q4 as per Certificate of Proficiency</b>	<b>10 Points</b>	<b>Point is equal to the value</b>
	$Value = \frac{Total\ Scores\ in\ Technical\ Field}{No.\ of\ Assigned\ Technical\ Skills}$		

2	<b>Average Score achieved in General Attribute in Q4 as per Certificate of Proficiency (COP)</b>	<b>10 Points</b>	<b>Point is equal to the value</b>
	$Value = \frac{Total\ Scores\ in\ Six\ General\ Attributes}{6}$		

3	<b>Grade Received in COP</b>	<b>10 Points</b>	<b>Grade</b>	<b>Excellent</b>	<b>Very Good</b>	<b>Good</b>
	<b>Grade Achieved in COP as assessed by the Employer</b>		<b>Point</b>	<b>10</b>	<b>7</b>	<b>4</b>

4	<b>Attendance During the apprenticeship training @</b>	<b>10 Points</b>	<b>Attendance</b>	<b>&gt;90%</b>	<b>76% -90%</b>	<b>60% -75%</b>
	<b>** Attach authorized copy of attendance sheet</b>		<b>Point</b>	<b>10</b>	<b>7</b>	<b>4</b>

5	<b>Participated in General Attribute Development Programme(GADP)</b>	<b>5 Points</b>
	<b>If Yes, Write GADP Batch Number</b>	<b>Yes – 5 Points, No – 0 Point</b>

6	<b>Registered in BOPT(ER) mobile App?</b>	<b>5 Points</b>
	<b>If Yes, Write Email Id you registered in Mobile Application</b>	<b>Yes – 5 Points, No – 0 Point</b>

7	<b>Attended Meet the Apprenticeship Programme (MAP)</b>	<b>5 Points</b>
		<b>Yes – 5 Points, No – 0 Point</b>

8	<b>Work Diary has maintained and signed regularly by training supervisor @</b>	<b>5 Points</b>
	<b># Work Dairy Need to be verified on the day of presentation</b>	<b>Yes – 5 Points, No – 0 Point</b>

9	<b>Did you get employment after apprenticeship training?</b>	<b>5 Points</b>
	<b>If Yes, Write the Employer Name</b>	<b>Yes – 5 Points, No – 0 Point</b>

10	<b>Project completed during the apprenticeship training @ (Project Report must be authorized by the employer)</b>	<b>15 Points</b>
	<b># Report Need to be verified on the day of presentation</b>	

11	<b>PowerPoint Presentation on your Achievement during the Apprenticeship Training</b>	<b>20 Points</b>
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Note: Value calculated on each parameter will be considered up to one decimal place.

## Parameters for selecting

## "Institution of the Year"

1	<b>Total Number of Students Placed through Campus for Job in the last FY</b>	20 Points	Value	> 90%	> 80%	> 70%	> 60%	> 50%	> 40%	> 30%	> 20%	> 10%	<= 10%
	$Value = \frac{No. Students Placed for Job}{No. of Final Yr Std. Passed} \times 100$		Point	20	18	16	14	12	10	8	6	4	2

2	<b>Number of Students Placed for National Apprenticeship Training Scheme (NATS)</b>	10 Points	Value	> 90%	> 80%	> 70%	> 60%	> 50%	> 40%	> 30%	> 20%	> 10%	> 0%
	$Value = \frac{No. of Std. Placed for NATS}{No. of Final Yr Std. Passed} \times 100$		Point	10	9	8	7	6	5	4	3	2	1

3	<b>Number of Students Offered for General Attribute Development Training (GADP) in Last FY</b>	10 Points	Value	>= 15%	> 12%	> 9%	> 6%	> 3%	> 0%
	$Value = \frac{Total Number of Students Trained in GADP}{Total Number of Students (1st Yr to Final Yr)} \times 100$		Point	10	8	6	4	2	1

4	<b>Number of Faculty nominated for Faculty-Industry Attachment Programme (FIAP) in Last FY</b>	10 Points	Value	>= 15%	> 12%	> 9%	> 6%	> 3%	> 0%
	$Value = \frac{Number of Faculty Nominated in FIAP}{Total Number of Faculties} \times 100$		Point	10	8	6	4	2	1

5	<b>Number of Participation in Institute-Industry Meet (IIM) in Last FY</b>	5 Points	IIM	>5 IIM	3-5 IIM	1-2 IIM
	<i>Total IIM Participated</i>		Point	5	3	1

6	<b>Job Fair for Apprenticeship Training Conducted at Institute in Last FY?</b>	5 Points
		Yes – 5 Points, No – 0 Point

7	<b>BOPT Website /NATS Portal is linked to Institution's website? (5 Points)</b>	5 Points
	Website of BOPT – <a href="http://www.bopte.gov.in">www.bopte.gov.in</a> / NATS Portal – <a href="http://www.mhrdnats.gov.in">www.mhrdnats.gov.in</a>	Yes – 5 Points, No – 0 Point

8	<b>Annual Apprenticeship Day Conducted at college in Last FY?</b>	5 Points
	If Yes, mention the date	Yes – 5 Points, No – 0 Point

9	<b>Career Guidance Programme for NATS Awareness Conducted in Last FY?</b>	5 Points
	If Yes, mention the date	Yes – 5 Points, No – 0 Point

10	<b>Having Dedicated Nodal Officer for Apprenticeship/Internship/AIEDP etc.?</b>	5 Points
	If Yes, mention Nodal Officer's Name & Contact	Yes – 5 Points, No – 0 Point

11	<b>PowerPoint Presentation on above parameters (1-10) and efforts made for publication of NATS</b>	20 Points
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कोलकाता - 700 064

व्यावहारिक प्रशिक्षण बोर्ड (पूर्वी क्षेत्र)  
**BOARD OF PRACTICAL TRAINING (EASTERN REGION)**

मानव संसाधन विकास मंत्रालय, भारत सरकार  
उच्चतर शिक्षा विभाग के अधीन

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**NATIONAL APPRENTICESHIP TRAINING SCHEME (NATS)**

[www.mhrdnats.gov.in](http://www.mhrdnats.gov.in)

**Details of At least 5 passed out students of your institute placed for Apprenticeship training in last financial year**

Name of the Institution: \_\_\_\_\_

Institution Address (In Short): \_\_\_\_\_

Details of Apprentices as required

Sl. No.	Name of the Candidate	16 Digit Contract Number of your student, generated through NATS portal
1		
2		
3		
4		
5		

Signature of the Placement Officer

Date & Signature of the Head of Institute/Principal



Seal of the Institution