

दूरभाष } (033) 2337-0750
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ब्लॉक - ईए, सेक्टर - I
(विपरीत लाबोनी संपदा)
साल्ट लेक सिटी,
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
UNDER MINISTRY OF HUMAN RESOURCE DEVELOPMENT, GOVT. OF INDIA
DEPARTMENT OF HIGHER EDUCATION

ई-मेल } bopter@gmail.com
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Block-EA, Sector - I
(Opposite Labony Estate)
Salt Lake City,
Kolkata - 700 064

BOPTAPP-TRG/13-14/

Dated:

To

Sub: Practical and basic training of Apprentices under the Apprentices
Act, 1961 as amended in 1973 & 1986/Apprentices (Amendment) Act,

2007.

Sir,

This is to inform that as per the provisions of the Apprentices Act, every employer is required to impart a course of practical training to every apprentice engaged by him/her in accordance with the training programme approved by the Apprenticeship Adviser.

You are requested to immediately submit to this office the existing training programme being followed for Graduate, Technician and Technician (Vocational) Apprentices in your establishment for our approval and record.

We are also sending herewith a "Basic constituent of training programme – General guideline for Graduate, Technician and Technician (Vocational) Apprentice" which may help you to prepare/revise training programme for the apprentices.

Please ensure that the training programme prepared/revise by your establishment for the apprentices needs approval from by the Director & Regional Central Apprenticeship Adviser or on his behalf by the Dy./Asstt. Regional Central Apprenticeship Adviser of this office.

Thanking you,

Yours faithfully,

Sd/-
Director

Encl: As above.

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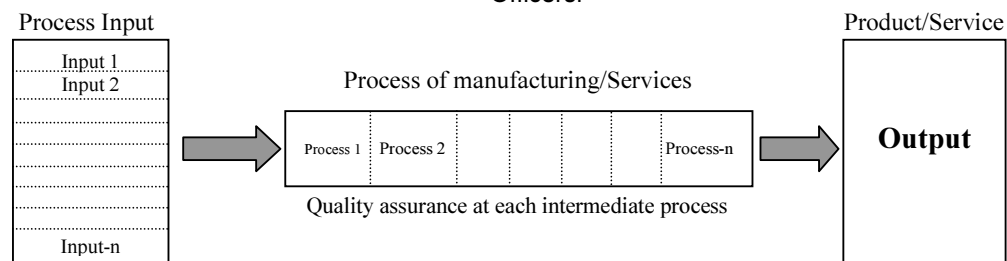
BASIC CONSTITUENT OF TRAINING PROGRAMME- GENERAL GUIDELINE (FOR GRADUATE APPRENTICES)

CONSTITUENTS:

- An understanding of the organization- its objective & policy (both short term and long term) and physical resources at command, familiarization with the style of administration, introduction to safety rules, safety appliances & its use, environment & pollution control, industrial relations etc.
- Thorough understanding of concepts and the practices within the industry in terms of science, Technology and Management techniques adopted in the various functional departments.
- Practice of skills in Management of "technical functions" in selected areas (this should be determined taking into account the aptitude of the trainees, facilities available & need of the particular industry) through progressive assignment of responsibility.
- Understanding of Process flow diagram of the organization, defining and understanding the concept of 3Ps,3Qs for each process as depicted below.

TECHNIQUES:

- 1) Induction
2) Familiarization- supplemented by class room lectures.
- 1) On the job training supplemented by :
a) Self study questionnaires
b) Class room lectures
Counseling and guidance by Line Managers/ Training officers.
1. Trouble shooting and case study.
2. Assignment of Project work with relevance to real life problem.
3. Giving the position of 'Assistant' to the department/sectional head and supplemented by group discussions, class room lectures etc.
1. On the Job training
2. Study of Standard Operating Procedure for each process.
3. Guidance by Line Managers/Training Officers.



-Quality assurance
-Source
-Requirement
-Supplying base
-Approx cost
-Chemical composition
-Physical & chemical properties

-Quality assurance
-Specification
-Composition
-Customers
-Usage
-Competing Products
-Scope of future development

IMPORTANT:

Apprentices should regularly maintain 'WORK DIARY',NOTE BOOK' for which B.O.P.T. (E.R.) has formulated a guideline.

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BASIC CONSTITUENT OF TRAINING PROGRAMME- GENERAL GUIDELINE (FOR TECHNICIAN APPRENTICES)

CONSTITUENT:	TECHNIQUES:
i) Understanding of the organization- its objectives familiarization with the style of administration, introduction to safety rules, safety appliances & its use, environment & pollution control, industrial relation etc.	1) Induction 2) Class Room lectures
ii) Attainment of skills in basic trades, e.g. Foundry/ Forge Shop, Welding & Fabrication, Electrical Shop, Machine Shop, Assembly/Fittings, computer related activities etc.	1) On-the-job training supplemented by Class Room Lectures. 2) Consulting and Guidance by the Line Managers/Training Officers.
iii) Specialized training and learning to take responsibility as a sectional Head/Supervisor as the case may be.	1) Controlling team of skilled, semi-skilled and unskilled workman.
iv) Familiarization with relevant functions- relevant to the understanding of concepts behind the functions and operations (with emphasis on 'Hardware' aspects).	1) On-the-job training in Technician capacity. 2) Progressive assignment of responsibility.
v) Understanding of Process flow diagram of the organization, defining and understanding concept of 3Ps, 3Qs for each process as depicted below.	1. On the Job training 2. Study of Standard Operating Procedure for each process. 3. Guidance by Line Managers/Training Officers.



IMPORTANT:

Apprentices should regularly maintain 'WORK DIARY', 'NOTE BOOK' for which B.O.P.T. (E.R.) has formulated a guideline.

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BASIC CONSTITUENT OF TRAINING PROGRAMME – GENERAL GUIDELINE (FOR TECHNICIAN (VOCATIONAL) APPRENTICES)

CONSTITUENTS:

- i) An understanding of the organization- its objectives and purpose. Introduction to environment pollution control, safety rules, safety appliances and its use, industrial relations etc.
- ii) Familiarization with nature of activities of the establishment understanding of concepts behind function and operation and matters related to the field of studies at H.S. (Voc.) level.
- iii) Attainment of skills in line/in the field of specialization as per availability of scope of learning and practicing.
- iv) Specialized training and learning to take responsibility as a skilled personnel.

TECHNIQUES:

- i) Induction
- ii) Class Room lectures
- i) On job training as Technician (Vocational) Apprentice.
- ii) Study and practice.
- i) On job training and progressive assignment of responsibility.
- Co-ordination with Workmen/Supervision for better output.

Training Programme may please be prepared so that Technician (vocational) apprentice, after completion of training period, may either opt for employment or may opt for self-employment/entrepreneurship for future career.

IMPORTANT:

Apprentices should regularly maintain 'WORK DIARY'/'NOTE BOOK' for which BOPT (ER) has formulated a guideline.