GOVERNMENT OF TAMILNADU

DEPARTMENT OF TECHNICAL EDUCATION

GOVERNMENT POLYTECHNIC COLLEGE

NAGAPADI, TIRUVANNAMALAI – 606705.

Mandatory Disclosures

1. INSTITUTE DETAILS:

Name of the Institution	: GOVERNMENT POLYTECHNIC COLLEGE
Address of the Institution	: Nagapadi, Chengam TK, Tiruvannamalai
City & Pin Code	: Tiruvannamalai - 606705
State/UT	: Tamil Nadu
Longitude & Latitude	: Latitude–12.3624 N Longitude–78.9174 E
Phone number with STD Code	: +91 9487234611
Office hours at the Institution	: 10.00 AM – 5.45 PM.
Academic hours at the Institution	: 9.00 AM – 4.30 PM.
Email	: gptctvm127@gmail.com
Website	: www.gptctvm.in
Category (1) of the Institution	: Non-Minority
Category (2) of the Institution	: Co-Ed
Name of the affiliating Board	: DoTE, Chennai- 25
Website	: www.tndte.gov.in

2. PRINCIPAL

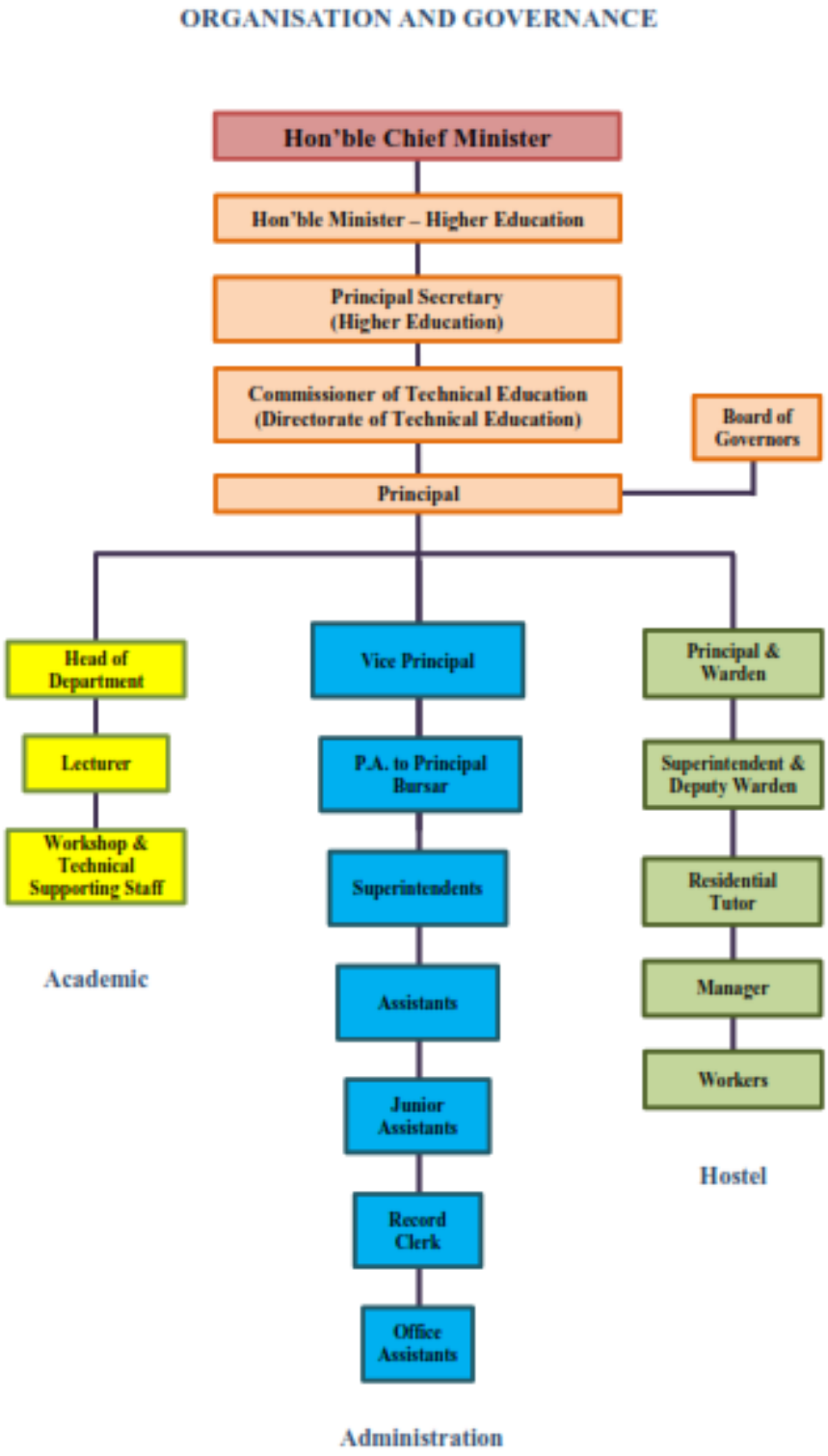
Name of Principal	: Tmt.Alamelu.K
Designation	: Principal(FAC)
Phone number	: 9965647089
Email	: itsalamu@yahoo.co.in

3. Name of the APEX Body:

Directorate of Technical Education, Guindy, Chennai-600 025

4. GOVERNANCE:

Organisational Chart



Grievance Redressal Committee

ACT AS	NAME (MR/MRS/MISSS)	DESIGNATION	CONTACT
CHAIR PERSON	ALAMELU K	PRINCIPAL (FAC)	9965647089
CONVENER	INIKKINIYAN S	LECTURER/CIVIL	9688287530
MEMBERS	Dr. SURESH R	LECTURER/CHEMISTRY	9965647089
	THANDAVAMURTHY S	PA TO PRINCIPAL	9442294267
	KAVITHA M	LECTURER/PHYSICS	6382339935
	KASIRAJAN P	LECTURER/MATHS	9677518197
	BALASUBRAMANIYAN K	LECTURER/MECHANICAL	7904692373
	MYTHILY J	LECTURER/EEE	7299817648
	RAJESH R	LECTURER/ECE	9498111214
	KANIMOZHI C	LECTURER/COMPUTER	9500405854
	SUMAN S	TYPIST	7904472564
	GOMATHI S	SKILLED ASSISTANT	8825868310
	BASKARAN K	SKILLED ASSISTANT	9942859058

Anti-Ragging Committee

ACT AS	NAME (MR/MRS/MISS)	DESIGNATION	CONTACT
CHAIR PERSON	ALAMELU K	PRINCIPAL (FAC)	9965647089
CONVENER	Dr SURESH R	LECTURER/ CHEMISTRY	9944767284
MEMBERS	INIKKINIYAN S	LECTURER/CIVIL	9688287530
	VIMALA K	LECTURER/MECHANICAL	8248369299
	ARULPANDIYAN N	LECTURER/MECHANICAL	9551564053
	VINITH P	LECTURER/EEE	8111058592
	MOHAMMED NADHEEM S K	LECTURER/MECHANICAL	9486552578
	KANIMOZHI C	LECTURER/COMPUTER	9500405854
	SARAVANA MURALIDHARAN K	LECTURER/MATHS	6383792363
	RAJESHWARI M	LECTURER/MATHS	8681962584
	Dr. RAMESH E	LECTURER/CHEMISTRY	9160713848
	JAYALAKSHMI J	ASSISTANT	9750384833
	DEVANATHAN M	WORKSHOP INSTRUCTOR	9442313530
	GOVINDHAN P	STUDENT/ I YEAR	9843534398
	UDHAYAPRAKASH P	STUDENT/ I YEAR	9944878073
	PERUMAL	PARENT	9342937753
	PARASURAMAN G	PARENT	9600485097

Online Grievance Committee

ACT AS	NAME (MR/MRS/MISS)	DESIGNATION	CONTACT
CHAIR PERSON	ALAMELU K	PRINCIPAL (FAC)	9965647089
CONVENER	Dr. RAMESH E	LECTURER/CHEMISTRY	9160713848
MEMBERS	RAMU K	LECTURER/ ENGLISH	9566376918
	Dr. SURESH R	LECTURER/CHEMISTRY	9944767284
	ARULPANDIYAN N	LECTURER/MECHANICAL	9551564053
	MYTHILY J	LECTURER/EEE	7299817648
	MOHAMMED NADHEEM S K	LECTURER/MECHANICAL	9486552578
	KARTHIKEYAN M	LECTURER/PHYSICS	8610914860
	HONEST RAJ K	ASSISTANT	9787074311
	SAKTHIVEL M	SKILLED ASSISTANT	9789672305

Internal Complaints Committee

ACT AS	NAME (MR/MRS/MISS)	DESIGNATION	CONTACT
CHAIR PERSON	ALAMELU K	PRINCIPAL (FAC)	9965647089
CONVENER	RAMU K	LECTURER/ENGLISH	9566376918
MEMBERS	RAJESHWARI M	LECTURER/MATHS	8681962584
	Dr. GOPINATH A	LECTURER/CHEMISTRY	8124990631
	INIKKINIYAN S	LECTURER/CIVIL	9688287530
	VIMALA K	LECTURER/MECHANICAL	8248369299
	DURAIMURUGAN V	LECTURER/EEE	9080932738
	MOHAMMED NADHEEM S K	LECTURER/MECHANICAL	9486552578
	RAJESH R	LECTURER/ECE	9498111214
	KANIMOZHI C	LECTURER/COMPUTER	9500405854
	SEETHARAMAN S	JUNIOR ASSISTANT	9715549831
	VELMURUGAN G	SKILLED ASSISTANT	8608920175

Committee for SC/ST

ACT AS	NAME (MR/MRS/MISS)	DESIGNATION	CONTACT
CHAIR PERSON	ALAMELU K	PRINCIPAL (FAC)	9965647089
CONVENER	RAJESHWARI M	LECTURER/MATHS	8681962584
MEMBERS	Dr. SURESH R	LECTURER/ CHEMISTRY	9944767284
	SAKTHIVEL M	SKILLED ASSISTANT	9789672305
	MOHAN C	LAB ASSISTANT	9443627224

Internal Quality Assurance Cell

ACT AS	NAME (MR/MRS/MISS)	DESIGNATION	CONTACT
CHAIR PERSON	ALAMELU K	PRINCIPAL (FAC)	9965647089
CONVENER	KAVITHA S	LECTURER/ENGLISH	9626321444
MEMBERS	SATHISH KUMAR M	LECTURER/ENGLISH	8778736826
	SARAVANA MURALIDHARAN K	LECTURER/MATHS	6383792363
	GOPINATH A	LECTURER/CHEMISTRY	8124990631
	ARULPANDIYAN N	LECTURER/MECHANICAL	9551564053
	DURAIMURUGAN V	LECTURER/EEE	9080932738
	RAJESH R	LECTURER/ECE	9498111214
	SURYA M	ASSISTANT	7373354788
	SRINIVASAN K	SKILLED ASSISTANT	9750029086

5. PROGRAMME

Programme	Intake		Duration
	I Year Full Time	II Year 10% Lateral Entry	
Civil Engineering	60	6	3Years
Mechanical Engineering	60	6	
Electrical & Electronics Engineering	60	6	
Electronics & Communication Engineering	60	6	
Computer Engineering	60	6	
Total	**300**	**30**	

6. FACULTY

7. PROFILE OF PRINCIPAL

Name : Mrs.Alamelu.K

DOB : 29/05/2983

Unique ID : 1-2083884364

Educational Qualifications: B.E., M.E.,

Work Experience : 12 Years

8. FEE DETAILS

FEE STRUCTURE

S.NO	Details	I Year	II Year Lateral Entry	II & III Year
I.	Special Fee	Rs.1000	Rs.1000	Rs.1000
II.	Development Fees	Rs.1000	Rs.1000	Rs.1000
III	DOTE Verification Fees	Rs. 15	Rs. 15	-
IV.	Genuineness Verification of Mark sheet (SSLC / HSC)	Rs.50	Rs.50	-
V.	Genuineness Verification of Mark sheet - ITI	-	Rs. 200	-
VI.	Caution Deposit	Rs. 50	Rs. 50	-
VII.	Admission Fee	Rs. 2	Rs. 2	-
VIII.	Youth Red Cross	Rs.20	Rs. 20	Rs. 20
IX.	Flag Day	Rs. 5	Rs. 5	Rs. 5
X.	NSS	Rs. 10	Rs. 10	Rs. 10
XI.	Group Insurance	Rs. 200	Rs. 200	Rs. 200
	Total Fees	**Rs. 2352**	**Rs. 2352 (HSC)** **Rs. 2502 (ITI)**	**Rs. 2235**

9. SCHOLARSHIP DETAILS:

1. Pragati Scholarship
2. TN Pudhumai Pen Scholarship
3. TN Tamil Pudhalvan Scholarship
4. Saksham Scholarship
5. SC/ST Welfare Scholarship
6. BC, MBC Welfare Scholarship

10. INFORMATION OF INFRASTRUCTURE

LABORATORIES

LABORATORY DETAILS				
Sr. No.	**Programme:**	ENGINEERING AND TECHNOLOGY	**Department:**	First Year/Other
1	**Course:**	Data Not Available	**Level:**	Data Not Available
	Name of the Laboratory:	Chemistry	**Is it Research lab for PG Course(Y/N):**	No
	Lab / Major Equipments:	Indane Gas Chemical Balance Tripod Stand Burette Pipette	**Building Name**	MAIN BUILDING
	Building Number	BLOCK I		
Sr. No.	**Programme:**	ENGINEERING AND TECHNOLOGY	**Department:**	Civil Engineering
2	**Course:**	Data Not Available	**Level:**	Diploma
	Name of the Laboratory:	Civil Lab	**Is it Research lab for PG Course(Y/N):**	No
	Lab / Major Equipments:	1.Hydraulic Compression Testing M/C2.Torsion Testing M/C 3.Spring Testing M/C 4.Pendulam	**Building Name**	MAIN BUILDING

		Impact M/C		
	Building Number	BLOCK I		
Sr. No.	**Programme:**	ENGINEERING AND TECHNOLOGY	**Department:**	Computer Engineering.(Ind./Int.)
3	**Course:**	Data Not Available	**Level:**	Diploma
	Name of the Laboratory:	Computer Lab	**Is it Research lab for PG Course(Y/N):**	No
	Lab / Major Equipments:	Ups-10Kva Intel Quad Core	**Building Name**	MAIN BUILDING
	Building Number	BLOCK I		
Sr. No.	**Programme:**	ENGINEERING AND TECHNOLOGY	**Department:**	Computer Engineering
4	**Course:**	Data Not Available	**Level:**	Diploma
	Name of the Laboratory:	Computers Lab Ii	**Is it Research lab for PG Course(Y/N):**	No
	Lab / Major Equipments:	Data Not Available	**Building Name**	Data Not Available
	Building Number	Data Not Available		
Sr. No.	**Programme:**	ENGINEERING AND TECHNOLOGY	**Department:**	Electronics And Communications Engineering
5	**Course:**	Data Not Available	**Level:**	Diploma
	Name of the Laboratory:	Ece Lab	**Is it Research lab for PG Course(Y/N):**	No
	Lab / Major Equipments:	1.Power Supply (0-300V) 2.Fixed Power Supply 3.Cro 4.Signal Generator	**Building Name**	MAIN BUILDING
	Building Number	BLOCK I		
6	**Course:**	Data Not Available	**Level:**	Data Not Available
	Name of the Laboratory:	Eee Lab	**Is it Research lab for PG Course(Y/N):**	No
	Lab / Major Equipments:	1.Dc Shunt Motor 2.3 Phase Servo Controlled Rectifier Unit 3.Dc Shunt Motor Coupled With Dc Service	**Building Name**	MAIN BUILDING
	Building Number	BLOCK I		
Sr. No.	**Programme:**	ENGINEERING AND TECHNOLOGY	**Department:**	First Year/Other
7	**Course:**	Data Not Available	**Level:**	Diploma
	Name of the Laboratory:	Language Laboratory	**Is it Research lab for PG Course(Y/N):**	No
	Lab / Major Equipments:	Language Software And Pc	**Building Name**	MAIN BUILDING
	Building Number	L005		
Sr. No.	**Programme:**	ENGINEERING AND TECHNOLOGY	**Department:**	Mechanical Engineering
8	**Course:**	Data Not Available	**Level:**	Diploma
	Name of the Laboratory:	Mechanical Lab	**Is it Research lab for PG Course(Y/N):**	No
	Lab / Major Equipments:	1.Lathe 2.Flexure Testing M/C(Motorised 3.Heavy Duty Geared Drive Shaping M/C	**Building Name**	WORKSHOP
	Building Number	WS1		
Sr. No.	**Programme:**	ENGINEERING AND TECHNOLOGY	**Department:**	First Year/Other
9	**Course:**	Data Not Available	**Level:**	Diploma
	Name of the Laboratory:	Physics	**Is it Research lab for PG Course(Y/N):**	No
	Lab / Major Equipments:	Spectrometer	**Building Name**	MAIN BUILDING

		Travelling Microscope Vernier Calipers Screw Gauge Sonometer		
	Building Number	BLOCK I		
Sr. No.	**Programme:**	ENGINEERING AND TECHNOLOGY	**Department:**	First Year/Other
10	**Course:**	Data Not Available	**Level:**	Diploma
	Name of the Laboratory:	Workshop	**Is it Research lab for PG Course(Y/N):**	No
	Lab / Major Equipments:	6"Leg Vice Hand Shearing Machine Files Drill Bit Sensitive Drilling Machine Anvil Multi Meter	**Building Name**	WORKSHOP
	Building Number	WS2		

INSTRUCTIONAL AREA

Sr. No.	**Programme**	ENGINEERING AND TECHNOLOGY	**Level**	DIPLOMA
1	**Room Type**	Laboratory	**Room ID/ Name**	001
	Area of Room in Sqm	125.49	**Building Name**	MAIN BUILDING
	Building Number	BLOCK I	**Readiness of Flooring**	Ready
	Readiness of Wall and Painting	Ready	**Readiness of Electrification and Lighting**	Ready
	Readiness of furniture/fixtures	Ready	**Air Conditioning**	Not Available
Sr. No.	**Programme**	ENGINEERING AND TECHNOLOGY	**Level**	DIPLOMA
2	**Room Type**	Laboratory	**Room ID/ Name**	003
	Area of Room in Sqm	95	**Building Name**	MAIN BUILDING
	Building Number	BLOCK I	**Readiness of Flooring**	Ready
	Readiness of Wall and Painting	Ready	**Readiness of Electrification and Lighting**	Ready
	Readiness of furniture/fixtures	Ready	**Air Conditioning**	Not Available
Sr. No.	**Programme**	ENGINEERING AND TECHNOLOGY	**Level**	DIPLOMA
3	**Room Type**	Laboratory	**Room ID/ Name**	005
	Area of Room in Sqm	90	**Building Name**	MAIN BUILDING
	Building Number	BLOCK I	**Readiness of Flooring**	Ready
	Readiness of Wall and Painting	Ready	**Readiness of Electrification and Lighting**	Ready
	Readiness of furniture/fixtures	Ready	**Air Conditioning**	Available
Sr. No.	**Programme**	ENGINEERING AND TECHNOLOGY	**Level**	DIPLOMA
4	**Room Type**	Laboratory	**Room ID/ Name**	010
	Area of Room in Sqm	94	**Building Name**	MAIN BUILDING
	Building Number	BLOCK I	**Readiness of Flooring**	Ready
	Readiness of Wall and Painting	Ready	**Readiness of Electrification and Lighting**	Ready
	Readiness of furniture/fixtures	Ready	**Air Conditioning**	Available
Sr. No.	**Programme**	ENGINEERING AND TECHNOLOGY	**Level**	DIPLOMA
5	**Room Type**	Laboratory	**Room ID/ Name**	012
	Area of Room in Sqm	126	**Building Name**	MAIN BUILDING
	Building Number	BLOCK I	**Readiness of Flooring**	Ready
	Readiness of Wall and Painting	Ready	**Readiness of Electrification and Lighting**	Ready
	Readiness of furniture/fixtures	Ready	**Air Conditioning**	Not Available

6	**Room Type**	Computer Laboratory	**Room ID/ Name**	101
	Area of Room in Sqm	93.45	**Building Name**	MAIN BUILDING
	Building Number	BLOCK 1	**Readiness of Flooring**	Ready
	Readiness of Wall and Painting	Ready	**Readiness of Electrification and Lighting**	Ready
	Readiness of furniture/fixtures	Ready	**Air Conditioning**	Not Available
Sr. No.	**Programme**	ENGINEERING AND TECHNOLOGY	**Level**	DIPLOMA
7	**Room Type**	Computer Laboratory	**Room ID/ Name**	103
	Area of Room in Sqm	93.45	**Building Name**	MAIN BUILDING
	Building Number	BLOCK 1	**Readiness of Flooring**	Ready
	Readiness of Wall and Painting	Ready	**Readiness of Electrification and Lighting**	Ready
	Readiness of furniture/fixtures	Ready	**Air Conditioning**	Not Available
Sr. No.	**Programme**	ENGINEERING AND TECHNOLOGY	**Level**	DIPLOMA
8	**Room Type**	Laboratory	**Room ID/ Name**	110
	Area of Room in Sqm	93.45	**Building Name**	MAIN BUILDING
	Building Number	BLOCK I	**Readiness of Flooring**	Ready
	Readiness of Wall and Painting	Ready	**Readiness of Electrification and Lighting**	Ready
	Readiness of furniture/fixtures	Ready	**Air Conditioning**	Not Available
Sr. No.	**Programme**	ENGINEERING AND TECHNOLOGY	**Level**	DIPLOMA
9	**Room Type**	Laboratory	**Room ID/ Name**	112
	Area of Room in Sqm	94	**Building Name**	MAIN BUILDING
	Building Number	BLOCK I	**Readiness of Flooring**	Ready
	Readiness of Wall and Painting	Ready	**Readiness of Electrification and Lighting**	Ready
	Readiness of furniture/fixtures	Ready	**Air Conditioning**	Available
Sr.	**Programme**	ENGINEERING AND TECHNOLOGY	**Level**	DIPLOMA

No.				
10	**Room Type**	Classroom	**Room ID/ Name**	201
	Area of Room in Sqm	93.45	**Building Name**	MAIN BUILDING
	Building Number	BLOCK I	**Readiness of Flooring**	Ready
	Readiness of Wall and Painting	Ready	**Readiness of Electrification and Lighting**	Ready
	Readiness of furniture/fixtures	Ready	**Air Conditioning**	Not Available
Sr. No.	**Programme**	ENGINEERING AND TECHNOLOGY	**Level**	DIPLOMA
11	**Room Type**	Classroom	**Room ID/ Name**	202
	Area of Room in Sqm	59.6	**Building Name**	MAIN BUILDING
	Building Number	BLOCK I	**Readiness of Flooring**	Ready
	Readiness of Wall and Painting	Ready	**Readiness of Electrification and Lighting**	Ready
	Readiness of furniture/fixtures	Ready	**Air Conditioning**	Not Available
Sr. No.	**Programme**	ENGINEERING AND TECHNOLOGY	**Level**	DIPLOMA
12	**Room Type**	Laboratory	**Room ID/ Name**	203
	Area of Room in Sqm	59.6	**Building Name**	MAIN BUILDING
	Building Number	BLOCK I	**Readiness of Flooring**	Ready
	Readiness of Wall and Painting	Ready	**Readiness of Electrification and Lighting**	Ready
	Readiness of furniture/fixtures	Ready	**Air Conditioning**	Not Available
Sr. No.	**Programme**	ENGINEERING AND TECHNOLOGY	**Level**	DIPLOMA
13	**Room Type**	Classroom	**Room ID/ Name**	206
	Area of Room in Sqm	63	**Building Name**	MAIN BUILDING
	Building Number	BLOCK I	**Readiness of Flooring**	Ready
	Readiness of Wall and Painting	Ready	**Readiness of Electrification and Lighting**	Ready
	Readiness of furniture/fixtures	Ready	**Air Conditioning**	Not Available

Sr. No.	**Programme**	ENGINEERING AND TECHNOLOGY	**Level**	DIPLOMA
14	**Room Type**	Laboratory	**Room ID/ Name**	208
	Area of Room in Sqm	81	**Building Name**	MAIN BUILDING
	Building Number	BLOCK I	**Readiness of Flooring**	Ready
	Readiness of Wall and Painting	Ready	**Readiness of Electrification and Lighting**	Ready
	Readiness of furniture/fixtures	Ready	**Air Conditioning**	Not Available
Sr. No.	**Programme**	ENGINEERING AND TECHNOLOGY	**Level**	DIPLOMA
15	**Room Type**	Classroom	**Room ID/ Name**	209
	Area of Room in Sqm	63	**Building Name**	MAIN BUILDING
	Building Number	BLOCK I	**Readiness of Flooring**	Ready
	Readiness of Wall and Painting	Ready	**Readiness of Electrification and Lighting**	Ready
	Readiness of furniture/fixtures	Ready	**Air Conditioning**	Not Available
Sr. No.	**Programme**	ENGINEERING AND TECHNOLOGY	**Level**	DIPLOMA
16	**Room Type**	Laboratory	**Room ID/ Name**	212
	Area of Room in Sqm	93.45	**Building Name**	MAIN BUILDING
	Building Number	BLOCK I	**Readiness of Flooring**	Ready
	Readiness of Wall and Painting	Ready	**Readiness of Electrification and Lighting**	Ready
	Readiness of furniture/fixtures	Ready	**Air Conditioning**	Not Available
Sr. No.	**Programme**	ENGINEERING AND TECHNOLOGY	**Level**	DIPLOMA
17	**Room Type**	Laboratory	**Room ID/ Name**	213
	Area of Room in Sqm	130	**Building Name**	MAIN BUILDING
	Building Number	BLOCK II	**Readiness of Flooring**	Ready
	Readiness of Wall and Painting	Ready	**Readiness of Electrification and Lighting**	Ready
	Readiness of furniture/fixtures	Ready	**Air Conditioning**	Not Available
Sr. No.	**Programme**	ENGINEERING AND TECHNOLOGY	**Level**	DIPLOMA
18	**Room Type**	Tutorial Room	**Room ID/ Name**	301
	Area of Room in Sqm	61.4	**Building Name**	MAIN BUILDING
	Building Number	BLOCK I	**Readiness of Flooring**	Ready
	Readiness of Wall and Painting	Ready	**Readiness of Electrification and Lighting**	Ready
	Readiness of furniture/fixtures	Ready	**Air Conditioning**	Not Available
Sr. No.	**Programme**	ENGINEERING AND TECHNOLOGY	**Level**	DIPLOMA
19	**Room Type**	Laboratory	**Room ID/ Name**	302
	Area of Room in Sqm	94	**Building Name**	MAIN BUILDING
	Building Number	BLOCK II	**Readiness of Flooring**	Ready
	Readiness of Wall and Painting	Ready	**Readiness of Electrification and Lighting**	Ready
	Readiness of furniture/fixtures	Ready	**Air Conditioning**	Not Available
Sr. No.	**Programme**	ENGINEERING AND TECHNOLOGY	**Level**	DIPLOMA
20	**Room Type**	Laboratory	**Room ID/ Name**	303
	Area of Room in Sqm	94	**Building Name**	MAIN BUILDING
	Building Number	BLOCK I	**Readiness of Flooring**	Ready
	Readiness of Wall and Painting	Ready	**Readiness of Electrification and Lighting**	Ready
	Readiness of furniture/fixtures	Ready	**Air Conditioning**	Not Available

Sr. No.	**Programme**	ENGINEERING AND TECHNOLOGY	**Level**	DIPLOMA
21	**Room Type**	Classroom	**Room ID/ Name**	305
	Area of Room in Sqm	65.4	**Building Name**	MAIN BUILDING
	Building Number	BLOCK II	**Readiness of Flooring**	Ready
	Readiness of Wall and Painting	Ready	**Readiness of Electrification and Lighting**	Ready
	Readiness of furniture/fixtures	Ready	**Air Conditioning**	Not Available
Sr. No.	**Programme**	ENGINEERING AND TECHNOLOGY	**Level**	DIPLOMA
22	**Room Type**	Laboratory	**Room ID/ Name**	306
	Area of Room in Sqm	40.8	**Building Name**	MAIN BUILDING
	Building Number	BLOCK II	**Readiness of Flooring**	Ready
	Readiness of Wall and Painting	Ready	**Readiness of Electrification and Lighting**	Ready
	Readiness of furniture/fixtures	Ready	**Air Conditioning**	Not Available
Sr. No.	**Programme**	ENGINEERING AND TECHNOLOGY	**Level**	DIPLOMA
23	**Room Type**	Laboratory	**Room ID/ Name**	307
	Area of Room in Sqm	93.45	**Building Name**	MAIN BUILDING
	Building Number	BLOCK I	**Readiness of Flooring**	Ready
	Readiness of Wall and	Ready	**Readiness of Electrification and**	Ready

	Painting		**Lighting**	
	Readiness of furniture/fixtures	Ready	**Air Conditioning**	Not Available
Sr. No.	**Programme**	ENGINEERING AND TECHNOLOGY	**Level**	DIPLOMA
24	**Room Type**	Classroom	**Room ID/ Name**	309
	Area of Room in Sqm	126.4	**Building Name**	MAIN BUILDING
	Building Number	BLOCK I	**Readiness of Flooring**	Ready
	Readiness of Wall and Painting	Ready	**Readiness of Electrification and Lighting**	Ready
	Readiness of furniture/fixtures	Ready	**Air Conditioning**	Not Available
Sr. No.	**Programme**	ENGINEERING AND TECHNOLOGY	**Level**	DIPLOMA
25	**Room Type**	Seminar Hall	**Room ID/ Name**	310
	Area of Room in Sqm	132	**Building Name**	MAIN BUILDING
	Building Number	BLOCK I	**Readiness of Flooring**	Ready
	Readiness of Wall and Painting	Ready	**Readiness of Electrification and Lighting**	Ready
	Readiness of furniture/fixtures	Ready	**Air Conditioning**	Not Available
Sr. No.	**Programme**	ENGINEERING AND TECHNOLOGY	**Level**	DIPLOMA
26	**Room Type**	Laboratory	**Room ID/ Name**	A001
	Area of Room in Sqm	29.64	**Building Name**	MAIN BUILDING
	Building Number	BLOCK III	**Readiness of Flooring**	Ready
	Readiness of Wall and Painting	Ready	**Readiness of Electrification and Lighting**	Ready
	Readiness of furniture/fixtures	Ready	**Air Conditioning**	Not Available
Sr. No.	**Programme**	ENGINEERING AND TECHNOLOGY	**Level**	DIPLOMA
27	**Room Type**	Laboratory	**Room ID/ Name**	A009
	Area of Room in Sqm	92.04	**Building Name**	MAIN BUILDING
	Building Number	BLOCK III	**Readiness of Flooring**	Ready
	Readiness of Wall and Painting	Ready	**Readiness of Electrification and Lighting**	Ready
	Readiness of furniture/fixtures	Ready	**Air Conditioning**	Not Available

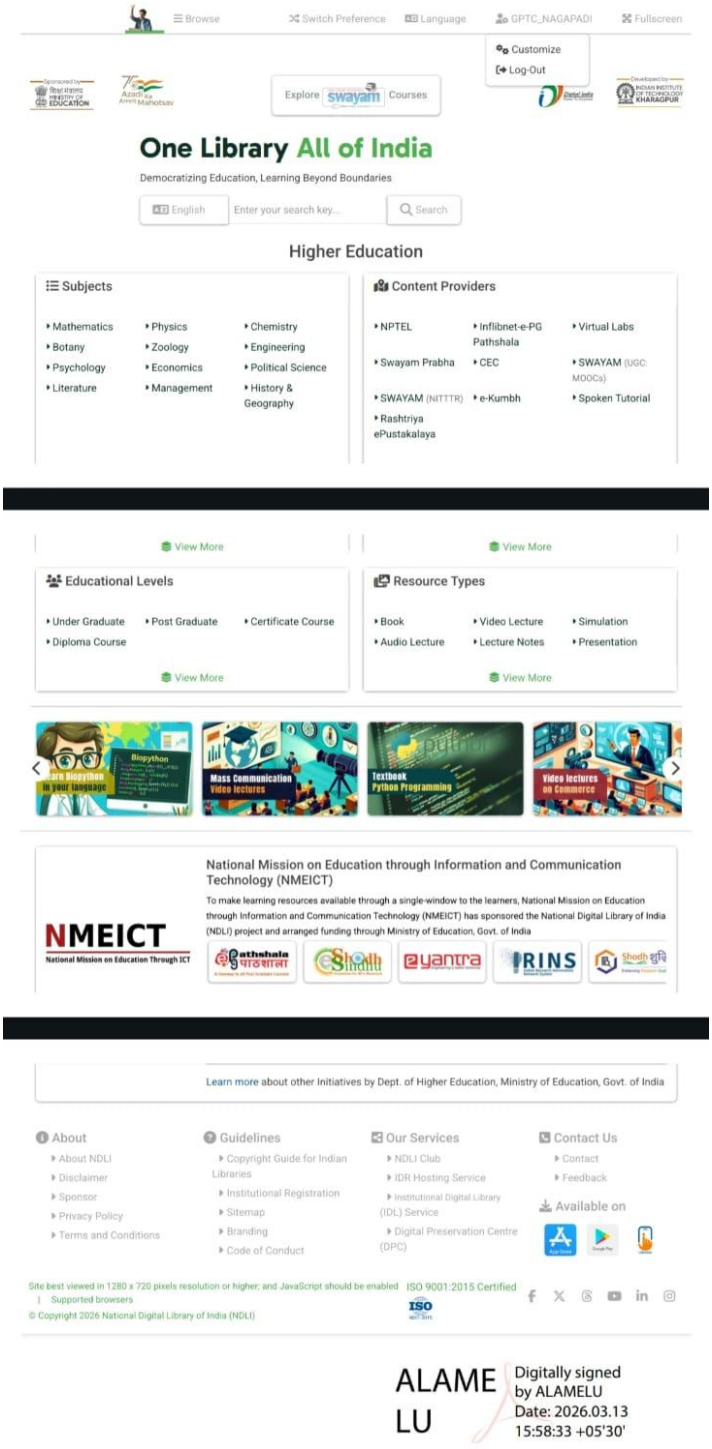
Sr. No.	**Programme**	ENGINEERING AND TECHNOLOGY	**Level**	DIPLOMA
28	**Room Type**	Laboratory	**Room ID/ Name**	A101
	Area of Room in Sqm	75.81	**Building Name**	MAIN BUILDING
	Building Number	BLOCK III	**Readiness of Flooring**	Ready
	Readiness of Wall and Painting	Ready	**Readiness of Electrification and Lighting**	Ready
	Readiness of furniture/fixtures	Ready	**Air Conditioning**	Not Available
Sr. No.	**Programme**	ENGINEERING AND TECHNOLOGY	**Level**	DIPLOMA
29	**Room Type**	Tutorial Room	**Room ID/ Name**	A102
	Area of Room in Sqm	60.84	**Building Name**	MAIN BUILDING
	Building Number	BLOCK III	**Readiness of Flooring**	Ready
	Readiness of Wall and Painting	Ready	**Readiness of Electrification and Lighting**	Ready
	Readiness of furniture/fixtures	Ready	**Air Conditioning**	Not Available
Sr. No.	**Programme**	ENGINEERING AND TECHNOLOGY	**Level**	DIPLOMA
30	**Room Type**	Tutorial Room	**Room ID/ Name**	A103
	Area of Room in Sqm	60.84	**Building Name**	MAIN BUILDING
	Building Number	BLOCK III	**Readiness of Flooring**	Ready
	Readiness of Wall and Painting	Ready	**Readiness of Electrification and Lighting**	Ready
	Readiness of furniture/fixtures	Ready	**Air Conditioning**	Not Available
Sr. No.	**Programme**	ENGINEERING AND TECHNOLOGY	**Level**	DIPLOMA
31	**Room Type**	CAD Center	**Room ID/ Name**	A104
	Area of Room in Sqm	123	**Building Name**	MAIN BUILDING
	Building Number	BLOCK III	**Readiness of Flooring**	Ready
	Readiness of Wall and Painting	Ready	**Readiness of Electrification and Lighting**	Ready
	Readiness of furniture/fixtures	Ready	**Air Conditioning**	Not Available
Sr. No.	**Programme**	ENGINEERING AND TECHNOLOGY	**Level**	DIPLOMA
32	**Room Type**	Classroom	**Room ID/ Name**	L01
	Area of Room in Sqm	63.9	**Building Name**	MAIN BUILDING
	Building Number	BLOCK II	**Readiness of Flooring**	Ready
	Readiness of Wall and Painting	Ready	**Readiness of Electrification and Lighting**	Ready
	Readiness of furniture/fixtures	Ready	**Air Conditioning**	Not Available
Sr. No.	**Programme**	ENGINEERING AND TECHNOLOGY	**Level**	DIPLOMA
33	**Room Type**	Classroom	**Room ID/ Name**	L02
	Area of Room in Sqm	63.9	**Building Name**	MAIN BUILDING
	Building Number	BLOCK II	**Readiness of Flooring**	Ready
	Readiness of Wall and Painting	Ready	**Readiness of Electrification and Lighting**	Ready
	Readiness of furniture/fixtures	Ready	**Air Conditioning**	Not Available
Sr. No.	**Programme**	ENGINEERING AND TECHNOLOGY	**Level**	DIPLOMA
34	**Room Type**	Classroom	**Room ID/ Name**	L12
	Area of Room in Sqm	63.9	**Building Name**	MAIN BUILDING
	Building Number	BLOCK II	**Readiness of Flooring**	Ready
	Readiness of Wall and Painting	Ready	**Readiness of Electrification and Lighting**	Ready
	Readiness of furniture/fixtures	Ready	**Air Conditioning**	Not Available

Sr. No.	Programme	ENGINEERING AND TECHNOLOGY	Level	DIPLOMA
35	Room Type	Classroom	Room ID/ Name	L14
	Area of Room in Sqm	63.9	Building Name	MAIN BUILDING
	Building Number	BLOCK II	Readiness of Flooring	Ready
	Readiness of Wall and Painting	Ready	Readiness of Electrification and Lighting	Ready
	Readiness of furniture/fixtures	Ready	Air Conditioning	Not Available
Sr. No.	Programme	ENGINEERING AND TECHNOLOGY	Level	DIPLOMA
36	Room Type	CAD Center	Room ID/ Name	L21
	Area of Room in Sqm	170	Building Name	MAIN BUILDING
	Building Number	BLOCK II	Readiness of Flooring	Ready
	Readiness of Wall and Painting	Ready	Readiness of Electrification and Lighting	Ready
	Readiness of furniture/fixtures	Ready	Air Conditioning	Not Available
Sr. No.	Programme	ENGINEERING AND TECHNOLOGY	Level	DIPLOMA
37	Room Type	Workshop	Room ID/ Name	WS1
	Area of Room in Sqm	200	Building Name	WORKSHOP
	Building Number	WS1	Readiness of Flooring	Ready
	Readiness of Wall and Painting	Ready	Readiness of Electrification and Lighting	Ready
	Readiness of furniture/fixtures	Ready	Air Conditioning	Not Available
Sr. No.	Programme	ENGINEERING AND TECHNOLOGY	Level	DIPLOMA
38	Room Type	Additional Workshop	Room ID/ Name	WS2
	Area of Room in Sqm	200	Building Name	WORKSHOP
	Building Number	WS2	Readiness of Flooring	Ready
	Readiness of Wall and Painting	Ready	Readiness of Electrification and Lighting	Ready
	Readiness of furniture/fixtures	Ready	Air Conditioning	Not Available
Sr. No.	Programme	ENGINEERING AND TECHNOLOGY	Level	DIPLOMA
39	Room Type	Additional Workshop	Room ID/ Name	WS3
	Area of Room in Sqm	200	Building Name	WORKSHOP
	Building Number	WS3	Readiness of Flooring	Ready
	Readiness of Wall and Painting	Ready	Readiness of Electrification and Lighting	Ready
	Readiness of furniture/fixtures	Ready	Air Conditioning	Not Available
Sr. No.	Programme	ENGINEERING AND TECHNOLOGY	Level	DIPLOMA
40	Room Type	Additional Workshop	Room ID/ Name	WS4
	Area of Room in Sqm	200	Building Name	WORKSHOP
	Building Number	WS4	Readiness of Flooring	Ready
	Readiness of Wall and Painting	Ready	Readiness of Electrification and Lighting	Ready
	Readiness of furniture/fixtures	Ready	Air Conditioning	Not Available

LIBRARY BOOKS

LIBRARY BOOKS			
Programme	ENGINEERING AND TECHNOLOGY	Number of Tiles	1562
Number of Volumes	10094	Number of Journals published in India	15
Number of Journals published at Abroad	0	Number of eBook Volumes-UG	0
Number of eBook Volumes-PG	0	Number of eBook Volumes-Diploma	50
Number of eBook Titles-UG	0	Number of eBook Titles-PG	0
Number of eBook Titles-Diploma	15		

NATIONAL DIGITAL LIBRARY



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BARRIER FREE ENVIRONMENT

127 - GOVERNMENT POLYTECHNIC COLLEGE
NAGAPADI, TIRUVANNAMALAI - 606 705
Email : gptctvm127@gmail.com
Website : www.gptctvm.com

Barrier Free Built Environment

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FIRE SAFETY CERTIFICATE

TAMIL NADU FIRE AND RESCUE SERVICES DEPEARTMENT
FIRE AND RESCUE SERVICE LICENCE.

(Under Section 13 of the Tamil Nadu Fire and Rescue Service Act 1985 and with Tamil nadu Fire and Rescue Service Rules 1990 –Appendix III)

Office of the District Officer,
Fire & Rescue Services,
Thiruvannamalai district.

L.Dis.No:534/B1/2025. **Date: .01.2025.**
L.No:TN-3520250107123
(Ref.No:20/IV/2025 Inspected by: S.O.CHENGAM. Date of Inspection:24.01.2025)

Licence is hereby granted under section 13 of the Tamil Nadu Fire Service Act.1985. for running a **TECHINICAL EDUCATION** in the name of **GOVERNMENT POLYTECHNIC COLLEGE** with in the jurisdiction of **CHENGAM** municipality/ Panchayat/Corporation at the Premises **NAGAPADI VILLAGE, CHENGAM TALUK, THIRUVANNAMALAI DISTRICT** subject to the conditions noted thereon and such other conditions as may be prescribed.

CONDITIONS.

1) The fire extinguishers installed in the premise should be maintained properly.
2) All fixed installations should be maintained properly as per National Building Code of India – 2016 (Part-IV, Fire & Life safety)
3) Register of Fire Extinguisher and Register of mock drill should be maintained as per form II & III respectively.
4) If any extension or alteration is made in the existing building and also for changing of present business will also apply and get separate permission.
5) Elementary fire fighting training should be given to the employee's from fire and rescue service department.
6) A Borad bearing the phone number of the fire & rescue station number should be displayed in the premises.
7) House keeping should be neat and clean.
8) In compliance to section 3.5 of BIS 12459:1988 – code of practice of fire safety in cable regualarisation, a transparent fire retardant coating of 1 meter shall be applied on all electrical cables at both sides of termination points in every electrical panel and all the cables in the distrubtion box.
9) Hose Reel System to be provided all floors.

Office Seal With Date.

30 JAN 2025

30/1/25

DISTRICT OFFICER
FIRE & RESCUE SERVICES
THIRUVANNAMALAI

30/1

To:
THE PRINCIPAL, GOVERNMENT POLYTECHNIC COLLEGE,
NAGAPADI VILLAGE, CHENGAM TALUK,
THIRUVANNAMALAI DISTRICT.

Copy To:Deputy director, North-West region, Vellore

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INNOVATION CELL

127 GOVERNMENT POLYTECHNIC COLLEGE
NAGAPADI, THIRUVANNAMALAI - 606705

Ref No: 2021/E2/2025

Date: 28/07/2025

INNOVATION CLUB

The Innovation Club has been constituted by Principal to create awareness, educate, nurture and inculcate a culture of innovation amongst the students and to enable them to generate new ideas and become more innovative.

ACT AS	NAME (MR/MRS/MISSS)	DESIGNATION
CHAIR PERSON	ALAMELU K	PRINCIPAL (FAC)
CONVENER	VIGNESH S	LECTURER/MECHANICAL
MEMBERS	KAVITHA S	LECTURER/ENGLISH
	KAVITHA M	LECTURER/PHYSICS
	Dr. GOPINATH A	LECTURER/CHEMISTRY
	INIKKINIYAN S	LECTURER/CIVIL
	ARULPANDIYAN N	LECTURER/MECHANICAL
	MOHAMMED NADHEEM S K	LECTURER/MECHANICAL
	VINITH P	LECTURER/EEE
	KANIMOZHI C	LECTURER/COMPUTER
	PRAKASH K	JUNIOR ASSISTANT
	GOMATHI S	SKILLED ASSISTANT

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PRINCIPAL

Copy to:-

1. All HOD's (for information and necessary action by way of circulation to faculty and staff)
2. Mentioned committee CONVENER and member.
3. Office

MEDIA CELL

127 GOVERNMENT POLYTECHNIC COLLEGE
NAGAPADI, THIRUVANNAMALAI - 606705

Ref.No: 2021/E2/2025

Date: 28/07/2025

MEDIA CELL

Media cell has constituted by the principal to play a significant role in projecting college activities, disseminating information for students related to admission, academics, co-curricular activities, extension activities, examination, and achievements of the college.

ACT AS	NAME (MR/MRS/MISS)	DESIGNATION
CHAIR PERSON	ALAMELU K	PRINCIPAL (FAC)
CONVENER	RAMU K	LECTURER/ENGLISH
MEMBERS	RAJESHWARI M	LECTURER/MATHS
	SAATHISH KUMAR M	LECTURER/ENGLISH
	BALASUBRAMANIYAN K	LECTURER/MECHANICAL
	VINITH P	LECTURER/EEE
	PRAKASH K	JUNIOR ASSISTANT
	DEVANATHAN K	SKILLED ASSISTANT

ALAMELU

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PRINCIPAL

Copy to:-

1. All HOD's (for information and necessary action by way of circulation to faculty and staff)
2. Mentioned committee CONVENER and member.
3. Office

4/2

127

MEMORANDUM OF UNDERSTANDING

(MOU)

BETWEEN

BOARD OF APPRENTICESHIP TRAINING (SOUTHERN REGION), CHENNAI

An autonomous body of

Ministry of Education, Government of India

&

127, GOVERNMENT POLYTECHNIC COLLEGE,NAGAPADI,TIRUVANNAMALAI

for

Implementation of Industry-Based Apprenticeships in Diploma Education under the Directorate of Technical Education-2023 Regulations, through the National Apprenticeship Training Scheme (NATS), Ministry of Education, Government of India

MEMORANDUM OF UNDERSTADING

This Memorandum of Understanding (here in after referred to as "MoU") is executed on the 08th Day of Month of December in the year 2025 at Chennai

BETWEEN

BOARD OF APPRENTICESHIP TRAINING (SOUTHERN REGION), CHENNAI

An autonomous body of

Ministry of Education, Government of India

AND

127,GOVRNMENT POLYTECHNIC COLLEGE,NAGAPADI,TIRUVANNALAMAI

Board of Apprenticeship Training (Southern Region), Chennai [BOAT(SR)] under the Department of Higher Education, an autonomous body of Ministry of Education, Government of India and 127,GOVERNMENT POLYTECHNIC COLLEGE, NAGAPADI,TIRUVANNAMALAI enter into this understanding that an Apprenticeship ('on-the-job' training) component of a minimum of 6 months which is integrated in the final year of Diploma programmes may be covered under National Apprenticeship Training Scheme (NATS). These will be provided with stipendiary coverage at a rate as prescribed by the Government of India, NATS, in line with the Office Memorandum No.16-6/2024-TS.VII dated 20/12/2024 received from the Ministry of Education, Government of India.

1. About BOAT (SR)

1.1. Established in 1969, Board of Apprenticeship Training (Southern Region), Chennai, is an autonomous organization under the Department of Higher Education, Ministry of Education, Government of India.

1.2. The Board is functioning at 4th Cross Street, C.I.T. Campus, Taramani, Chennai – 600113.

1.3. The major function of the Board is to implement and monitor the provisions of The Apprentices Act 1961, as amended in 1973 and 2014, so far as they relate to the training of Graduates in Technical as well as General streams, in exercise of powers conferred to the Board under Section 23 of the said Act.

2. About the 127,GOVERNMENT POLYTECNIC COLLEGE,NAGAPDI,TIRUVANNAMALAI

Our Institution is situated at Nagapadi Village at a distance of 30km from Tiruvannamalai. The Institution was established in the academic year 2010-2011. As our Father of Nation stated, "Villages are the backbones of a Nation", the Government of Tamilnadu extended the technical education in this district in order to strengthen the technical quality of rural youth. The calm and peaceful environment of the campus is conducive to absolute concentration in studies. The students from rural areas in and around Tiruvannamalai are being highly benefited by this Institution.

3. Definitions

3.1. "**UGC**" shall mean the University Grants Commission.

3.2. "**AICTE**" shall mean All India Council for Technical Education.

3.3. "**DOTE**" shall mean Directorate of Technical Education, Chennai.

3.4. "**HEI**" shall mean Polytechnic Colleges under DOTE.

3.5. "**AEDP**" shall mean **Apprenticeship Embedded Degree Programme,** a programme enabling a student admitted to an undergraduate programme of the Higher Education Institution, recognized as per the UGC Act, 1956, to pursue apprenticeship training as a mandatory integrated component of the Degree programme in compliance with these guidelines. The said AEDP programme shall adhere to all the guidelines published by University Grants Commission (UGC) from time to time as applicable to the programme, and as per guidelines issued by Government of India.

3.6. "**Board**" shall mean BOARD OF APPRENTICESHIP TRAINING (SOUTHERN REGION), CHENNAI [BOAT (SR)] which is an autonomous body of Department of Higher Education, Ministry of Education, Government of India.

3.7. "**NATS**" shall mean National Apprenticeship Training Scheme, the flagship programmes of Ministry of Education, Government of India for Skilling Indian Youth in various trade disciplines. NATS under the provisions of The Apprentices Act, 1961, and The Apprenticeship Rules, 1992, both as amended from time to time till date, offers Graduates practical, 'hands-on', 'On-the-Job-Training (OJT)' based skilling opportunities for a duration of one year for technical courses pass outand six months to one year for non-technical courses.

3.8. "**NATS 2.0 Portal**" shall mean the national portal for NATS having the URL https://nats.education.gov.in;

4. Background

4.1. The AICTE has issued guidelines for Apprenticeship Embedded Degree/Diploma Programme (AEDP) for AICTE approved institutions that will allow students to gain valuable skills, experience, and qualifications that are highly valued in the job market.

4.2. As a major initiative under the 2023 regulation, the Directorate of Technical Education (DOTE), Tamil Nadu, has introduced a six-month Apprenticeship during the third year of the Diploma programme. This progressive step aims to bridge the gap between academic learning and industry requirements by equipping students with high-demand practical skills and enhancing their employability.

4.3. According to the new structure, students will undergo two and a half years of academic study, followed by a six-month industry-based Apprenticeship in the Third Year. This initiative reflects DOTE's commitment to aligning technical education with evolving industry standards and workforce needs.

4.4. The objectives of the Apprenticeship are as follows:

1. To enhance the employability of students pursuing Undergraduate / Diploma level Degree / Diploma programmes through a stipendiary apprenticeship.
2. To focus on outcome-based learning in all Degree / Diploma programmes to achieve graduate / diploma attributes and desired proficiency levels.
3. To promote active linkage between HEIs and industries/establishments.
4. To bridge the skill gap in the industries by effectively implementing AEDP in partnership with HEIs and/or Board of Apprenticeship Training (BOATs).

5. Purpose of the MoU

5.1. The specific purpose of this MoU is to establish a relationship and cooperation between the Board and127,GOVERNMENT POLYTECNIC COLLEGE,NAGAPADI, TIRUVANNAMALAI, under the guidance of DOTE, to ensure that the industrial training component of the final year- sixth semester Diploma programme is covered as apprenticeship under NATS. NATS is governed under the provisions of The Apprentices Act, 1961, and The Apprenticeship Rules, 1992 as amended thereafter.

6. Applicability of the MoU

6.1. The MoU shall be applicable for the Institutions affiliated to DOTE which offer AICTE approved Diploma courses, after taking prior approval of Directorate of Technical Education (DOTE), Tamil Nadu and in compliance with its guidelines.

6.2. All the provision (s) of The Apprentices Act, 1961, and The Apprenticeship Rules, 1992, as amended from time to time shall supersede all or any clause of this MoU in case it is found conflicting in nature. Revision of stipend will be subject to approved of Ministry of Education.

6.3. This MoU and activities mentioned therein shall cover all the Branches/Disciplines guided by the Institution-127,GOVERNMENT POLYTECHNIC COLLEGE,NAGAPADI,TIRUVANNAMALAI and students of this institution. It will be the responsibility of the Heads of institutions to motivate the participation of students in the activities.

7. Period of MoU

7.1. This MoU will come into effect from the date of signature by both parties and will be valid for an initial period of four years, however, will be reviewed at every academic year end.

7.2. The MoU will be renewed after taking review of the earlier activities as per mutual understanding of both parties, unless terminated or replaced with a new MoU.

7.3. The MoU may be modified or terminated by one month written notice to the other party.

7.4. The termination of MoU shall not affect the commitment and on-going activities which are planned or are being executed at the time of termination.

8. Roles and Responsibilities of the Board

8.1. The Board shall register and onboard Establishments, students, and HEIs onto the NATS 2.0 portal.

8.2. The Board shall make the provision for the NATS 2.0 portal to manage the AEDP apprenticeship lifecycle for students enrolled in Apprenticeship Embedded Degree programmes of eligible HEIs, which offer an apprenticeship component of a minimum of 6 months and maximum of 1.5 years (for 3 year diploma programme) and a minimum of 1 year to a maximum of 2 years (for 4 year undergraduate programmes), as per UGC guidelines, amended from time to time.

8.3. The Board shall mandate stipendiary apprenticeship for AEDP courses under NATS only for apprenticeship spells in the last year of the course.

8.4. The Board will arrange apprenticeship in coordination with HEIs to all eligible students as per the Apprenticeship Act and facilitate interactions between HEIs and Establishment. BOAT (SR) will ensure the arrangement of the apprenticeship program, with the requisite support from concerned HEIs, State and District Departments/Authorities.

8.5. The Board shall support the HEIs and industry partners in their process of devising a framework for the assessments of apprentices.

8.6. The Board will organize workshops/ seminar/ meetings with establishments/ industries and industry associations with support of HEIs to promote Apprenticeship Training through AEDP under NATS.

8.7. The Board shall be responsible for issuance of 'Certificate of Proficiency (CoP)' through NATS 2.0 portal subject to the training establishment uploading all requisite information for generation of such Certificates.

8.8. The financial support of Government share of stipend to student will be available only while undergoing Apprenticeship Training component in final year of Diploma level programme. Arrangement shall be made for AEDP programme tothe Government and Government-aided institutions, subject to the availability of apprenticeship vacancies with participating establishments and availability of funds.

8.9. (i) The BOAT shall ensure that provisions of Apprenticeship rule 1992 is fully implemented by Establishment. The BOAT will ensure set up of Beneficiary Identification Systems which will monitor the payment processes. The BOAT will make available Grievance Redressal systems to handle scenarios related to stipend payment grievances.

(ii) After ensuring that the establishment has filled the monthly ROP details of the apprentices, BOAT would transfer through DBT the prescribed share of the minimum prescribed stipend by Government of India via Direct Benefit Transfer mechanism.

8.10. The Board may provide technical support for the NATS 2.0 portal to HEIs interested in implementing AEDP, on mutually agreed terms.

8.11. HEIs may seek to involve the Board in the development of the plan for onboarding HEIs, establishments, and students on the NATS 2.0 portal

8.12. The Board shall ensure adherence to the guidelines related to training and other mandated compliances, as applicable.

8.13. The Board shall facilitate onboard Establishments/Industries on the NATS 2.0 portal for doing online transactions including creation of Tripartite contract among the Establishment/Industry, Student, and the relevant HEIs.

8.14. The Board shall identify relevant contact personnel for DOTE / Affiliated Polytechnic Colleges to raise grievances about and during the course of the apprenticeship. The Board shall convey the grievance redressal process before the start of the first apprenticeship spell to DOTE / Affiliated Polytechnic Colleges, ensuring that the students have a pathway and an escalation mechanism to protect and service their well-being and safety, and to seek recourse and redressal when their safety and well-being is undermined.

8.15. The Board in coordination with DOTE shall set up Beneficiary Identification systems to support establishments in monitoring of apprentices' attendance and payment processes. The BOAT will make available Grievance Redressal systems to handle scenarios related to stipend payment grievances.

8.16. The Boardin coordination with HEIs shall ensure compliance with Industry responsibilities under AEDP guidelines, including:

1. Adherence to the Apprentices Act, 1961 and Apprenticeship Rules, 1992 regarding health, safety, compensation, working hours, leave, and holidays.
2. Provision of training as per the approved program and maintaining records of progress and assessments.
3. Payment of stipend monthly, by the 10th Day of the following month.
4. Determination of working hours while maintaining compliance with prescribed training duration.
5. Liability for compensation in case of personal injury during training, as per the Workmen' Compensation Act, 1923 subject to the modification specified in the Schedule to the Apprentices and AICTE guidelines.

9. **Roles and Responsibilities of the Institution**

9.1. The Institution shall help the students in getting the awareness and sensitization of NATS. They shall also be involved in several awareness and outreach events which will be conducted by BOATs/ BOPT frequently throughout the year.

9.2. The Institution shall submit the list of courses in the Annexure-I as part of the MoU signing procedure.

9.3. The Institution shall ensure adherence to its roles and responsibilities as mentioned in the guidelines published by University Grants Commission (UGC) from time to time, as applicable to the programme as well as all the provision(s) of The Apprentices Act, 1961, and The Apprenticeship Rules, 1992, as amended from time to time.

9.4. The Institution shall ensure that all students enrolled in the Diploma programme are registered on the NATS 2.0 portal (https://nats.education.gov.in) prior to commencing their apprenticeship/apprenticeship. Once enrolled:

(i) Students shall be eligible to undertake the six-month industry-based apprenticeship/apprenticeship under NATS in the final year of their diploma programme, in alignment with the Apprenticeship Embedded Diploma Programme (AEDP) guidelines issued by the University Grants Commission (UGC);

(ii) Participation in the apprenticeship/apprenticeship shall not restrict any student from pursuing higher education, regardless of the degree or certificate programme; and

(iii) The Government of India (GoI) contribution towards the stipend for the apprenticeship/apprenticeship shall be provided as per prevailing GoI rules and policies and shall be subject to any amendments, notifications, or policy changes issued from time to time under AEDP and NATS norms.

9.5. The Institution is required to engage students of the final year, to enable the above in experiencing and implementing NATS to the fullest.

9.6. The Institution may support the Apprenticeship Programme by identifying nearby promising establishments and ensuring their onboarding onto the NATS2.0 portal, with the assistance of the Board. The Institution shall ensure that once all the eligible students are enrolled on NATS 2.0 portal, they are directed to join the concerned establishments to undergo apprenticeship training for the period as demanded in the course curriculum and guided by UGC guidelines, as amended from time to time, for six months.

9.7. The Institution shall ensure that all such students execute the Tripartite Agreement of Apprenticeship through the NATS 2.0 portal with the training establishment immediately by joining as apprentices.

9.8. The Institution shall include a digital banner/ poster about NATS and a redirecting link on the landing page of their official website, which will lead to NATS 2.0 portal with URL https://nats.education.gov.in.

9.9. The Institution may include Apprenticeship Training placements as part of their Placement Cell processes.

9.10. The Institution and Board may impart new-age skills under NATS viz. AI, ML, IoT, Block chain, and more to make the youth aware of and immersed in these skills.

9.11. The Institution is expected to track the outcomes of the pass-outs from such programmes for a period of at least 1 year, and recommended for up to 5 years, after the completion of the programme to assess the employment and education pathways pursued by such candidates and contribute to the further development of Apprenticeship. These details shall be shared with the Directorate of Technical Education (DOTE) as well.

9.12. The Institution shall identify a SPOC (Single Point of Contact) to coordinate and facilitate with the concerned establishments for the smooth and successful completion of the apprenticeship training.

9.13. Both the parties to nominate and inform the names of their coordinators for effective communication and ease of activities along with communication details.

9.14. The Institution shall mandatorily submit a list of all the courses covered under Apprenticeship in the prescribed format (**Annexure-I**) and nomenclature for onward submission to the NATS 2.0 Portal team so that the courses could be listed on the NATS 2.0Portal and made available for the students for selection during their enrollment process.

9.15 The Institution shall appoint a Faculty Mentor for each Industry and shall regularly monitor the activities and progress of the students undergoing apprenticeship training.

9.16 The Institution shall ensure that its students maintain strict discipline and comply with the rules and regulations of the host establishment, upholding professional conduct and behaviour as required during the apprenticeship period.

10. Apprenticeship Program Execution Framework:

The Parties agree that an Apprenticeship Program shall be instituted in Polytechnic Colleges operating under the Directorate of Technical Education, with the following terms

10.1 Duration: Minimum six (6) months in the final year of Diploma (as per DOTE R2023).

10.1.1 The maximum working hours for students shall not exceed 8 hours per day, in compliance with academic guidelines and safety regulations.

10.1.2 The Board, HEI and industry shall ensure that the working hours are conducive to learning and do not affect the health, safety, or academic requirements of the students.

10.1.3 The industry shall inform the institution in case of any irregularity or absenteeism of the student.

10.2 Structure: On-the-Job Training (OJT) integrated with academic requirements of Diploma education as mandated by the Directorate of Technical Education (DOTE) – Regulations 2023, and implemented through the National Apprenticeship Training Scheme (NATS), Ministry of Education, Government of India.

10.3 Curriculum: The curriculum shall be jointly designed by the institution and industries registered under the Board of Apprenticeship Training (BOAT), ensuring alignment with industry requirements, academic objectives, and the guidelines prescribed under the Directorate of Technical Education (DOTE) – Regulations 2023.

10.4 Evaluation & Documentation:

10.4.1 Students shall be required to maintain a daily record of their Apprenticeship activities in a prescribed handbook or diary and concurrently document their learning progress through a digital platform such as a blog or vlog throughout the duration of the Apprenticeship.

10.4.2 **Assessment s**hall be conducted jointly by Industry Supervisors and the Faculty Mentor, in the presence of an External Examiner appointed by DOTE, as per the evaluation criteria prescribed by DOTE **(Annexure -II).**

The assessment is divided into two parts:

Part 1 – Mid-Term Evaluation (40 Marks):

This evaluation will be conducted at the industry at the end of third month of the Apprenticeship.

- The Industry Supervisor will award 20 marks based on the student's technical performance, work discipline, and progress.
- The Faculty Mentor will award 20 marks based on regular monitoring, interaction, and assessment of the student's learning outcomes.

Part 2 – End-Semester Evaluation (60 Marks):

This evaluation will be conducted at the industry at the end of the Apprenticeship period.

- The Industry Supervisor will award 20 marks for the student's final performance, project outcomes, and professionalism.
- The Internal Examiner and the External Examiner (appointed by DOTE) will jointly award 40 marks based on the final presentation, report quality, and overall attainment of learning outcomes.

10.5 **Attendance** document to be maintained by industry in prescribed format.

10.6 **Credits**: 20 credits can be given to the students based on the Mid Term Evaluation and end semester exams conducted by the industry supervisor, internal and external examiners. These credits shall be considered for the award of Diploma in Engineering provided that all other required parameters are satisfied.

10.7 **Certification**: CoP issued through NATS 2.0 portal upon completion.

11. Notices

11.1. Any notice or other communication under this MoU shall be given in writing and delivered by hand, sent by post, facsimiled transmission, or e-mail.

12. Amendment

12.1. This MoU may be amended on consent of both the parties to align with the Guidelines published by University Grants Commission (UGC) from time to time as applicable to the programme.

12.2. This MoU may be amended on consent of both the parties to align with the provision(s) of The Apprentices Act, 1961, and The Apprenticeship Rules, 1992, as amended from time to time.

12.3. This MoU may be amended on consent of both the parties to align with the provision(s) and directions of the Ministry of Education, as issued from time to time.

13. **Force Majeure**

13.1. Neither party shall be liable to the other for failure or delay in the performance of any of its obligations under this MoU for the time and to the extent such failure or delay is caused due to acts of God, natural disaster, fire, floods, explosions or earthquake, epidemic or quarantine restrictions, serious accidents, war, insurrection or riots, strikes, legal necessity or labor troubles, or any other cause beyond the party's reasonable control, provided that sufficient notice of such occurrence of force majeure is communicated to the other party.

14. Signatures

14.1. This MoU constitutes in principle to proceed and work out more detailed modalities to operationalize the same between the parties. No amendments consent or waiver of terms of this MoU shall bind either party unless in writing or signed by both parties.

14.2. Both the parties agree and assure each other about the secrecy and maintaining the privacy of all sorts of communication and details of students during the period of MoU and thereafter.

All the above contents are read over and understood by both the parties to this MoU. Hence, the MoU is executed on the 08th day of -DEC-month 2025.

First Party: Signed on behalf of BOARD OF APPRENTICESHIP TRAINING (SOUTHERN REGION), CHENNAI **Shri. Vijay Shanker Pandey,** **Director,** **BOAT(SR),** **Chennai** Date:	**Second Party:** Signed on behalf of **127, GOVERNMENT POLYTECHNIC COLLEGE,TIRUVANNAMALAI** **Tmt.K.ALAMELU,** **PRINCIPAL (FAC),** **127, GPTC,TIRUVANNAMALAI,** **606705.** Date:
Witness: 1 **SIGNATURE:** **NAME: K.VIMALA** **DESIGNATION: LECTURER** **127,GPTC,TIRUVANNAMALAI.**	**Witness:2**

08/12/2025

एम. सुरेश कुमार / M. SURESH KUMAR B.E.,M.B.A.,
उप निदेशक प्रशिक्षण / Deputy Director of Training
शिक्षुता प्रशिक्षण बोर्ड, (दक्षिणी क्षेत्र)
BOARD OF APPRENTICESHIP TRAINING (Southern Region)
(शिक्षा मंत्रालय, उच्चतर शिक्षा विभाग, भारत सरकार)
Ministry of Education, Department of Higher Education, Govt.of India
चौथी गली, सी.आई.टी. अहाता, तरमणि, चेन्नै – 600 113
4th Cross Street, CIT Campus, Taramani, Chennai - 600 113.

Annexure -I

LIST OF APPRENTICESHIP EMBEDDED DIPLOMA PROGRAMME

Sr. No.	Full Name of the course	Course Code	Duration of the course	Commencement Year of the course	Semester(s) having Apprenticeship Component	Approved Intake
1	DIPLOMA IN CIVIL ENGINEERING	1010	3 YEARS	2010	6	60
2	DIPLOMA IN MECHANICAL ENGINEERING	1020	3 YEARS	2010	6	60
3	DIPLOMA IN ELECTRICAL AND ELECTRONICS ENGINEERING	1030	3 YEARS	2010	6	60
4	DIPLOMA IN ELECTRONICS AND COMMUNICATION ENGINEERING	1040	3 YEARS	2010	6	60
5	DIPLOMA IN COMPUTER ENGINEERING	1052	3 YEARS	2010	6	60

SPOC

K.VIMALA

LECTURER

PRINCIPAL(FAC)

K.ALAMELU

Annexure – II

EVALUATION SCHEME

	Evaluation	Assessed By	Max Marks	Marks
Part- 1	Mid Term Evaluation (At industry)	Industry Supervisor	20	40
		Faculty Mentor	20	
Part-2	End Semester exam (At industry)	Industry Supervisor	20	60
		Internal and external examiner	40	
Total				100

Mid Term Evaluation (At industry) (40 Marks)			
Industry Supervisor		**Faculty Mentor**	
Evaluation Criteria Attributes	**Max. Marks**	**Evaluation Criteria Attributes***	**Max. Marks**
1. Technical Skill Mastery	12	1. Daily activity record (Handbook + Digital record)	5
2. Quality of Work	5	2. Practical Skill Demonstration	
3. Attitude towards work	3	a. Technical Skill mastery	10
		b. Adherence to Safety/ Policy	3
		c. Viva voce	2
Total	20	**Total**	20

End Semester exam (At industry) (60 marks)			
Industry Supervisor		**Internal and external examiner**	
Evaluation Criteria Attributes	**Max. Marks**	**Evaluation Criteria Attributes***	**Max. Marks**
1. Technical Skill Mastery	10	1.Practical Skill Demonstration	
2. Adherence to Safety/Policy	2	a. Technical Skill mastery	10
3. Planning, Reliability, Teamwork & Communication	4	b. Safe & Proper Tool Use	10
4. Attendance	4	2.Industrial Training E-Portfolio	20
Total	20	**Total**	40

Part 1: Mid Term Evaluation (At industry] (Total: 60 Marks)

A. Industry Supervisor's Assessment (Total: 20 Marks)

Evaluation Criteria Attributes*	Max. Marks	Rubrics
1. Technical Skill Mastery	12	**Excellent (9–12):** Independently applies technical knowledge and skills, completes work accurately. **Good (6–8):** Minor errors, occasional guidance needed. **Satisfactory (3–5):** Frequent guidance required, partially correct result. **Needs Improvement (0–2):** Major errors, incomplete or wrong output.
2. Quality of Work	5	**Excellent (4–5):** Output error-free, neatly presented, meets industry/lab standards. **Good (3):** Minor deviations, mostly correct. **Satisfactory (2):** Work partially correct, lacks neatness. **Needs Improvement (0–1):** Incomplete, unclear, major errors.
3. Attitude towards work	3	**Excellent (3):** Positive, proactive, adaptable, eager to learn. **Good (2):** Cooperative, minor lapses. **Satisfactory (1):** Passive, waits for instruction. **Needs Improvement (0):** Negative or careless attitude.
Total	20	

B. Faculty mentor's Assessment (Total: 20 Marks)

Evaluation Criteria Attributes*	Max. Marks	Rubrics
1.Daily activity record (Handbook + Digital record)	5	**Excellent (4–5):** Daily entries, detailed observations, signed by supervisor. **Good (3):** Mostly regular, minor gaps. **Satisfactory (2):** Irregular, missing details. **Needs Improvement (0–1):** Very few entries.
2. Practical Skill Demonstration		
a. Technical Skill mastery	10	**Excellent (9–12):** Independently applies technical knowledge and skills, completes work accurately. **Good (6–8):** Minor errors, occasional guidance needed. **Satisfactory (3–5):** Frequent guidance required, partially correct result. **Needs Improvement (0–2):** Major errors, incomplete or wrong output.
b. Adherence to Safety/Policy	3	**Excellent (3):** Always follows rules, safety, lab/industry policies. **Good (2):** Rare lapses, quickly corrects after warning. **Satisfactory (1):** Multiple reminders required, careless behaviour seen. **Needs Improvement (0):** Frequent violations of safety rules, risky behaviour.
c. Viva voce	2	**Excellent (2):** Explains procedure, theory, and result clearly with confidence. **Good (1):** Explains most questions, few mistakes. **Needs Improvement (0):** Cannot answer or explain work.
Total	20	

Part 2: End Semester Exam [At industry] (Total: 60 Marks)

A. Industry Supervisor's Assessment (Total: 20 Marks)

Evaluation Criteria Attributes*	Max. Marks	Rubrics
1. Technical Skill Mastery	10	**Excellent (9–12):** Independently applies technical knowledge and skills, completes work accurately. **Good (6–8):** Minor errors, occasional guidance needed. **Satisfactory (3–5):** Frequent guidance required, partially correct result. **Needs Improvement (0–2):** Major errors, incomplete or wrong output.
2. Adherence to Safety/Policy	2	**Excellent (3):** Always follows rules, safety, lab/industry policies. **Good (2):** Rare lapses, quickly corrects after warning. **Satisfactory (1):** Multiple reminders required, careless behaviour seen. **Needs Improvement (0):** Frequent violations of safety rules, risky behaviour.
3. Planning, Reliability, Teamwork & Communication	4	**Excellent (4):** Plans task sequence, meets deadlines, collaborates, communicates progress proactively. **Good (3):** Mostly plans well, minor lapses in communication. **Satisfactory (2):** Requires supervision for planning, weak communication. **Needs Improvement (0–1):** Cannot coordinate with team, misses deadlines.
4. Attendance	4	**Excellent (4):**>95% attendance, always on time. **Good (3):** 85–94% attendance, mostly punctual. **Satisfactory (2):** 75–84% attendance, sometimes late. **Needs Improvement (0–1):**<75% attendance, frequent absences.
Total	20	

B. Internal and external examiners' Assessment (Total: 40 Marks)

Evaluation Criteria Attributes*	Max. Marks	
1.Practical Skill Demonstration		
a.Technical Skill mastery	10	**Excellent (9–12):** Independently applies technical knowledge and skills, completes work accurately. **Good (6–8):** Minor errors, occasional guidance needed. **Satisfactory (3–5):** Frequent guidance required, partially correct result. **Needs Improvement (0–2):** Major errors, incomplete or wrong output.
b. Safe & Proper Tool Use	10	**Excellent (8–10):** Uses lab/industry tools safely, correctly, and efficiently. **Good (6–7):** Minor procedural mistakes, corrects quickly. **Satisfactory (4–5):** Multiple mistakes, needs supervision. **Needs Improvement (0–3):** Unsafe handling or misuse.
2. Industrial Training E-Portfolio	20	**Excellent (16–20):** Covers company intro, projects, skills learned, challenge faced, key takeaways with proper images/videos; professional and complete. **Good (11–15):** Mostly covers sections, minor gaps. **Satisfactory (6–10):** Partial coverage, limited reflection. **Needs Improvement (0–5):** Very minimal effort, missing key sections.
Total	40	

***Refer the detailed attributes below**

EVALUATION CRITERIA ATTRIBUTES

TECHNICAL SKILL MASTERY: The technical skills learned by the student is tested by making them perform hands-on tasks in industry.Students will be allotted 20 minutes to develop a brief process plan and demonstrate a sequence of skills acquired during training. For the mid-term assessment, students are required to perform a minimum of three skills, while for the end-term assessment, they must demonstrate at least six skills. For instance,for mechanical students, the evaluation shall be based on the following:

- The ability to accurately read and understand technical drawings, including dimensions, tolerances, and material specifications.
- The ability to demonstrate proficiency in executing core manufacturing processes (e.g., machining, fitting, assembly etc; whichever is appropriate to the industry) to create components that conform to engineering drawings and quality standards.

Sample questions

1. Given the engineering drawing and a material for a component, your task is first to analyze the drawing to create a sequence of operations plan. Next, you must perform the required machining operations to manufacture the component. Finally, conduct a full quality inspection and document if the part meets all specified tolerances.

2. Given a standard aluminum extrusion for a solar panel frame, your task is to analyze the drawing to determine the correct cut length and hole positions. You must then cut the extrusion to size and drill the mounting holes using a fixture. Your final task is to perform a quality check on the finished frame piece for length, straightness, and positional accuracy of the holes

QUALITY OF WORK: The ability to demonstrate overall workmanship of the finished product, including its surface finish, absence of defects, adherence to tolerances, accuracy and finish requirements.

ATTITUDE TOWARDS WORK: The ability to maintain a professional and constructive attitude, demonstrating initiative, adaptability, and a commitment to continuous learning in an industrial environment.

DAILY ACTIVITY RECORD (HANDBOOK + DIGITAL RECORD): The ability to meticulously document daily work activities, technical observations, and skills learned in the dual-format (handbook and digital) to ensure a systematic record of progress. The handbook to be duly submitted to the industrial supervisor on a daily basis for review, feedback, and signature.

ADHERENCE TO SAFETY/POLICY: The ability to demonstrate a disciplined commitment to workplace safety by strictly adhering to all company policies and operational protocols without exception.

TIME MANAGEMENT, RELIABILITY, TEAM WORK & COMMUNICATION: The ability to demonstrate professional conduct by reliably managing tasks to meet deadlines and collaborating effectively as part of a team. This includes maintaining clear communication with colleagues and supervisors to show accountability and a commitment to shared goals.

ATTENDANCE: The ability to consistently maintain punctuality and regular attendance as per the company's official work hours.

INDUSTRIAL TRAINING E-PORTFOLIO:

1. Student is required tocreate either a **blog** (a series of written posts with images) or a **vlog** (a single, well-edited video) that documents and reflects upon their entire six-month industrial training. The student must maintain a professional tone and not disclose any confidential company information or trade secrets thus respecting the company's privacy policy. The student shall not show any confidential company documents, designs, or processes on screen.
2. Students will submit a single, publicly accessible link to their blog or vlog. They shall use free blog platforms such as blogger, medium etc and free vlog platforms such as youtube, vimeo etc.
3. The link name has to be created in the following format and shared with the faculty for assessment
   collegecode_departmentcode_registernumber
   (eg: 101_1020_2011230001)

The blog or vlog must cover the following five key areas:

1. Introduction to the Company & Role of the student: Brief introduction of the company, its industry, and the specific department the student worked in. The job title and the primary objectives of the Apprenticeshipto be clearly stated.
2. Key Projects & Responsibilities: Detail 2-3 of the most significant projects or tasks that the students were involved in. Describe the project's goal, their specific responsibilities, the processes followed, and the final outcome.
3. Skills Showcase: Create a dedicated section that details the skills acquired.
   - Technical Skills: Mention specific software, machinery, manufacturing processes (e.g., turning, quality inspection), and analytical methods learned.
   - Professional Skills: Discuss growth in areas like teamwork, communication, time management, and problem-solving.

4. A Significant Challenge: Describe a specific technical or professional challenge the student faced. Explain how they analyzed the situation and the steps they took to overcome it.
5. Conclusion & Key Takeaways: Summarize their overall experience. Reflect on the most important learnings and explain how this Apprenticeshipwill influence their future career path and the job roles they ae ready for.

Technical Guidelines to be followed for blog and vlog Creation

- For a Blog :
    - Platform: Use a free platform like Blogger or Medium.
    - Structure: Create a minimum of 4-5 separate posts with images.
    - Length: Each post should be approximately 200-400 words.
    - Media: Relevant images, diagrams, or charts must be included.
- For a Vlog :
    - Platform: The video to be uploaded to YouTube or Vimeo as an "unlisted" link.
    - Length: The final video should be 8-12 minutes long.
    - Structure: Use clear titles, chapters, or timestamps in the description to navigate between the five content areas.
    - Media: The video should be well-edited, with clear audio, and include footage, images, or screen recordings where appropriate.

Below is the example template for blog and vlog:

Blog Template (4-5 Posts)

- **Post 1: ApprenticeshipLaunchpad: Introduction to [Company Name]**
  - **About the Company:** Briefly describe what the company does, its industry, and its main products/services.
  - **Job Role:** The job title and the primary responsibilities and objectives of the Apprenticeshipto be discussed in detail.
  - **First Impressions:** Initial goals and expectations to be explained. The technical and professional skills that the students aimed to develop must be discussed.
- **Post 2: Engineering in Action: Projects & Contributions**
  - A detailed look at 2-3 of the most significant projects or tasks should be provided. For each one, describe:
    - **The Goal:** What was the purpose of the project?
    - **My Contribution:** What were the specific tasks and steps?
    - **The Outcome:** What was the result? (e.g., a finished component, a test report, an improved process).
- **Post 3: The Learning Curve: My New Skillset**
  - **Technical Toolbox:** Use a bulleted list to showcase the technical skills acquired (e.g., "CNC Programming on Fanuc controls," "Matlab toolbox" "Database connection" "Quality inspection" "Process planning").
  - **Professional Polish:** Growth in professional areas like communication, teamwork, problem-solving, and time management to be discussed. Give a specific example. Share a situation that demonstrate team work and other soft skills. Explain how communication skill improved while interacting with supervisor and team.
- **Post 4: Facing a Challenge: A Problem Solved**
  - **The Situation:** Describe a specific technical or workplace challenge encountered.
  - **The Action:** Explain the steps taken to analyze and resolve the issue.
  - **The Lesson:** What was learnt from the experience?
- **Post 5: Looking Ahead: Final Reflections**
  - Summarize the key takeaways from the six-month journey.
  - Explain how the Apprenticeshiphas shaped career aspirations.

Vlog Template (8-12 Minutes)

- **[0:00 - 1:00] Title Sequence & Introduction**
  - **Visuals:** Title, name, company logo. Student shall be speaking to the camera.
  - **Narration:** Student Introduction, job role, and the company. Give a brief preview of what the video will cover.
- **[1:00 - 4:00] Key Projects & Work**
  - **Visuals:** Use screen recordings, photos of non-sensitive parts, or diagrams to explain the work. Use on-screen text to highlight key project goals.
  - **Narration:** Walk the viewer through 2-3 of your main projects. Explain what was done and what the outcome was.
- **[4:00 - 6:30] Skills Mastered**
  - **Visuals:** A dynamic list of skills appears on screen as the student talks. If possible, show short clips of them applying the skill (e.g., using CAD software).
  - **Narration:** Talk about the most significant technical and professional learnings.
- **[6:30 - 8:00] Overcoming a Challenge**
  - **Visuals:** Use a simple whiteboard or graphics to illustrate the problem.
  - **Narration:** Tell the story of a specific challenge faced. Explain the student's thought process and how they arrived at a solution.
- **[8:00 - 10:00] Conclusion & Key Takeaways**
  - **Visuals:** Student speaking to the camera, with a summary list of their key takeaways on screen.
  - **Narration:** Summarize student's Apprenticeshipexperience. Share the most important lesson and explain how this has prepared them for your future career. End with a thank you.

References for portfolio:

1. https://chemistryfamiitb.wordpress.com/2020/08/09/my-experience-with-industry-apprenticeship-at-ongc-akash-chandresh-sheth/
2. https://youtu.be/abjN0WpR9gE?feature=shared
3. https://youtu.be/tVKQobOlqXw?feature=shared
4. https://youtu.be/GHGlglpXLc8?feature=shared