

The roles and responsibilities of the key stakeholders is listed below:

1. Stakeholders' involvement

Each Workshop should have mandatory representation of at least one member from RDSDE, State, NSDC, SSC, TPA of respective state. Other stakeholders mentioned in guidelines would be responsible for supporting in successful implementation of workshops.

2. Role of MSDE

MSDE will appoint a nodal officer from the apprenticeship division who would be overall in charge of managing the successful implementation of the workshop. The suggestive work division for the Nodal official is listed below:

- Design and provide common branding material such as hoardings, standees, panels & posters, exhibition materials etc. for outreach and advocacy activities
- Provide standard PPT and other workshop materials. However, RDSDE can modify as per regional norms.
- Responsible for the overall management and execution of all the workshops.
- Provide fund support for conducting workshops to RDSDE through NIMI.
- Provide support as requested by NIMI and RDSDE and address all queries in a timely fashion.

3. Role of NIMI

NIMI would be responsible for appointing a nodal officer, who will support in the overall implementation. The suggestive work division for the nodal official is listed below:

- Scrutinizing and Reimbursement of claims submitted by RDSDEs for cost incurred in conducting workshops.
- Review of Utilization Certificates submitted by the RDSDEs
- Submission of Utilization Certificate to MSDE basis the total funding procured, and expenditures made.

4. Role of RDSDE

Each RDSDE would appoint nodal officers and communicate to MSDE and NIMI. The Nodal official would be overall in charge of managing the successful implementation of the workshop. The suggestive work division for the nodal official is listed below:

- Lead the implementation of the workshops in their jurisdiction assisted by State, NSDC, SSC and TPA etc.
- Responsible for finalization of Venue of workshops in their jurisdiction as per schedule. However, any modification in prescribed schedule shall be communicated to MSDE in advance.
- Responsible for presenting PPT containing information on the recent reforms implemented with regards to apprenticeship implementation- BTP, courses, reimbursement of stipend, DBT, Examination etc.
- Responsible for managing expenditure incurred at all workshops locations and claim reimbursement from NIMI.
- Submission of workshop report.

5. Role of NSDC

NSDC will appoint a nodal officer from the apprenticeship team and the concerned official would be overall in charge of managing the successful implementation including mobilization of SSCs, TPAs, State Skill Missions and other stakeholders to support the RDSDE in effective outreach. The suggestive work division for the concerned official is listed below:

- Assist RDSDE in selection of venue and overall management and execution of all the workshops.
- Responsible for preparing and presenting PPT and other workshop materials on the recent changes made in the apprenticeship portal and optional trades.
- Work closely with MSDE and RDSDE and support in the local outreach efforts for the workshop.
- Support in providing data from the apprenticeship portal as requested.

6. Role of State SAA/AAA

- Assist RDSDE in selection of venue and overall management and execution of all the workshops.
- States will be responsible for mobilizing the MSMEs, SMEs, ICs, large establishments active in the workshop district.
- Submit workshop report to RDSDE.

7. Role of SSCs and TPAs

- SSC to present requirements for apprenticeship in their sector including success stories, potential benefits to establishments and the envisaged Return on Investment (ROI) by engaging apprentices.
- TPAs to present on ground implementation experiences.
- SSCs and TPAs have to support the mobilization effort for these workshops and support the RDSDE in mobilizing the establishments.
- SSCs and TPAs to ensure compulsory presence of their representatives in the select locations where they have a decent presence.
- Support the RDSDEs in the conducting the workshops.

8. Role of ICs

- IC Chairperson/Head are responsible for support the mobilization effort for these workshops and support the RDSDE in mobilizing the ICs in the respective districts
- Coordinate with RDSDEs and support the outreach efforts for the listed IC.

9. Role of MSME Development Institutes

- DIs have to support the mobilization effort for these workshops and support the RDSDE in mobilizing the MSMEs in the respective districts
- Coordinate with RDSDEs and support the outreach efforts for the listed MSMEs
- Appoint a nodal officer for all major geographies, who will supervise the event in their geographies and work closely with the other stakeholders.
- Encourage Industry Clusters to register as TPA and support in maximum registration of MSME establishments on the apprenticeship portal.

10. Role of SSDM, DSC, SAMC and MGNF fellows

- SSDMs, DSCs, SAMC and MGNF fellows will support the mobilization effort for these workshops and support the RDSDE in mobilizing the establishments, and training providers involved in the short-term skill development programs like JSS, PMVKY etc.
- Support the organizing of the workshops by providing resources at the district level.