

**Anekant Education Society's
TULJARAM CHATURCHAND COLLEGE
BARAMATI, Dist Pune**

Manual For On-Job Training Program

PG First Year Students (Semester II)

Under

NEP 2020 (2023 Pattern)

2024-25




Principal
Tuljaram Chaturchand College
Baramati

The National Education Policy 2020 emphasize Practical Assignments and Skill Development to the students across institutes of higher learning in various streams.

In view of this, Tuljaram Chaturchand College, Baramati has come up with a concept to provide Field Project/On-Job Training Program to all students studying in all PG programs in semester II.

The On-Job Training Program will provide valuable work experience to the students, help them explore a career path and develop and refine skills that will eventually give themselves an edge in the job market




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Eligibility for On-Job Training Program :

The students who have sought admission to the Post Graduation of any faculty, (First Year-Semester -II) under NEP 2020 (2023 Pattern) need to undergo compulsory 'Field Project or On-Job Training Program'.

Nature of On-Job Training Program:

A student has to undergo 120 hours of practical training in suitable establishments in consultation with the concerned teacher.

Salient features of On-Job Training Program:

1. The fundamental framework of On-Job Training Program is as below:
2. The on-job training is of four credits and hundred (100) marks.
3. On-Job Training will be of one hundred and twenty (120) clock hours.
4. A student has to complete on-job training in the related subject that he / she has opted in PG.
5. The On-Job Training Program has to be completed in the vacation between semester II and III.
6. In case of backlog, he/ she can complete the On-Job Training Program prior to appearing for the semester IV examination.
7. Successful completion of the On-Job Training Program is mandatory, in case a student could not complete the Field Project/ On-Job Training as per prescribed standards, he/ she has to undergo the Program again in different establishment.
8. A student is entitled to a 'Completion Certificate' after successful completion of the On-Job Training Program.
9. The On-Job Training provider establishment may select the student for regular employment depending on the skill set and nature of performance exhibited by the student.
10. A student is solely responsible for his behaviour in the business establishment during the on-job training program



Framework of the On-Job Training:

1. The area in which a student has to undergo On-Job Training Program will be finalized by the concerned teacher in consultation with the On-Job Training Program providing organization.
2. This will help a student to have hands - on experience of the important aspects of the Discipline Specific Special Subject chosen by him / her.
3. The contents of the On-Job Training Program should be adequate and a students should be able to understand various concepts and put it into practice within a time frame of 120 hours.
4. On-Job Training Program is of 120 hours net.



Guidelines for Teachers:

Teachers' contribution in planning and implementation of **On-Job Training Program** is very crucial and pivotal. Teachers need to play the crucial role of a guide to make the **On-Job Training Program** a success.

Meaningful execution of the **On-Job Training Program** will add a significant value not only to the skillset of students but will enhance institutional image to a significant extent.

The National Assessment and Accreditation Council also emphasizes **On-Job Training Program** as a part of effective curriculum delivery. The number of students undergoing **On-Job Training Program** will certainly aid colleges to secure better grades during evaluation.




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Evaluation and credits:

The process of evaluation of On-Job Training Program is structured as below.

The student will prepare a plan for proposed On-Job Training Program. The plan may contain following aspects: -

Sr. No.	Particulars
1	Name of the organization where the On-Job Training is proposed to be carried out.
2	Details of the organization
3	The areas in which he/ she is planning to undergo On-Job Training.
4	Details of the various subject specific concepts learnt by the student before joining the On-Job Training.
5	Allocation of 120 hours of On-Job Training Program.
6	List of the skills that he/she is planning to acquire during On-Job Training Program.
7	A brief note on how the On-Job Training Program may benefit him/her to develop better skills in his / her subject.
8	Details of the primary discussion that the student had with any officer/ authority of the On-Job Training Program providing organization about the proposed work.
9	Proposed outcome of the On-Job Training Program



Teachers may provide suggestions to make the proposed On-Job Training Program more meaningful for the student.

During – On-Job Training Functions

Teachers need to contact the On-Job Training providing organizations at regular intervals during the On-Job Training Program to review following matters: -

- a. Regularity / punctuality of student
- b. Behaviour / soft skills
- c. Inclination to learn new things
- d. Ability to put theory into practice
- e. Ability to take initiative for problem solving
- f. Commitment to the assigned task
- g. Overall progress and performance (Whether satisfactory or not)



Process of Evaluation- Semester II

Methodology for Evaluation:

1. This evaluation is to be done after the student has successfully completed the On-Job Training.
2. The student will prepare a presentation based on the work performed by him/ her during the On-Job Training.
3. The parameters for evaluation are as below:-
 - Hard Skills learnt by the student
 - Soft skills / communication skills developed by the student
 - Outcome of the On-Job Training
 - Feedback received from the On-Job Training Providing organization
 - Value addition in the overall knowledge of the student
 - Quality and contents of the presentation
 - Contribution of the student towards the organization



- **Format of Slide wise presentation of work performed by the student during the On-Job Training program is given below.**

Slide No.	Contents
1.	Name of the organization where the On-Job Training was proposed to be carried out.
2.	Contents proposed to be learnt during the On-Job Training Program.
3.	Allocation of 120 hours of On-Job Training Program.
4.	List of the officers and the staff members of the On-Job Training Providing organization with designations.
5.	Name and designation of the officer under whom the On-Job Training was completed.
6.	Work profile assigned during the On-Job Training Program
7.	Actual work performed during the On-Job Training Program
8.	Skills learnt during the On-Job Training Program
9.	Problems faced while performing the assigned task
10.	How the problems were addressed to
11.	Contribution made towards better functioning the organization, i.e. any techniques invented to save time, manpower or money, improvised documentation process, development of a model for better customer service etc. (Optional)
12.	List of the skills required to perform the assigned task
13.	Opinion of the student about the following - <ol style="list-style-type: none"> 1. Utility of the On-Job Training 2. Adequacy of the time allotted for program 3. Suggestions for improvement 4. Will the program improve employability? 5. Suggestions to make the On-Job Training program more meaningful and effective 6. Overall feedback about the On-Job Training experience 7. Any other information



➤ **Students need to submit following documents at the time of final evaluation of the work performed during the On-Job Training Program:-**

1. On-Job Training Completion Certificate (Format Enclosed)
2. Duly signed and completed Log Sheet stating hour wise work done. (Format Enclosed)
3. Feedback form duly signed and stamped by the On-Job Training provider organization. (Format Enclosed)
4. Student Feedback form (Format Enclosed) **Evaluation of the Proposal :**

a. The student is supposed to prepare a PowerPoint Presentation covering the above aspects.

b. The evaluation is to be done on the basis of the

- i. Regularity and punctuality
- ii. Actual work performed,
- iii. Feedback by the On-Job Training providing organisation
- iv. Nature of contribution made
- v. Skills learnt
- vi. Problem solving initiative taken
- vii. Learning attitude.

c. The evaluation panel will consist of two examiners. Industry experts may be invited to evaluate the proposal and make suggestion, if any.

d. Total evaluation of the proposal will be of 100 marks and it carries 4 credits.

e. Minimum marks required for passing are 40.

Evaluation:

Particulars	Marks
Duration of Training	30
Practical skills	20
Professional Conduct	10
Report based on Training	20
Knowledge assessments through oral presentation	20
TOTAL	100



Formats required for On-Job Training program:

- 1. Letter to On-Job Training Providing Organisation for inclusion of students**
- 2. Undertaking from student about his/ her behaviour to the college**
- 3. Undertaking from student about his/ her behaviour to the organisation**
- 4. Log Sheet of work performed during On-Job Training**
- 5. On-Job Training completion certificate**
- 6. Feedback from On-Job Training provider organisation**
- 7. Feedback from student**



Letter to On-Job Training providing organization for inclusion of students format

College Letter Head

To,
The Manager(HR),
----- Co Ltd.

Subject :- Request for inclusion of students of our college for On-Job Training Program...

Madam / Sir,

Tuljaram Chaturchand College, Baramati has introduced 'On-Job Training for, First Year Post Graduate Students in its revised syllabus.

The purpose of the On-Job Training program is to provide hands-on training and experience to the students about various aspects of activities related to their field of studies. The On-Job Training will also enhance employability of students.

In view of this, I request you to provide following students of our college (List enclosed) with an opportunity for On-Job Training in your esteemed organization.

We look forward to a mutually rewarding academic association with your organization.

Thank you.

Sincerely,

**Departmental Coordinator,
On-Job Training Program**

HoD

Principal




Principal
Tuljaram Chaturchand College
Baramati

UNDERTAKING FROM STUDENT (For College)

1. Name of the Student :
2. Class :
3. Division and Roll Number :
4. Present address :
5. Permanent address :
6. Contact Number :
7. Contact Number (Parent) :
8. Email ID :

To,

The Principal,
Tuljaram Chaturchand College, Baramati

Sub : Undertaking

Respected Sir,

I am studying in semester II of I am going to join -----
(Name of the organisation) for my 120 hours On-Job Training program from-----to-----.

I assure that I will follow all the rules and instruction issued by the On-Job Training providing organization. I will be responsible for my behavior and performance during the On-Job Training period.

Thank you.

Yours obediently,

(Name & Signature of parent)

(Name & signature of the student)

Date :




Principal
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Baramati

UNDERTAKING FROM STUDENT (for the OJT providing Organization)

To,
The Manager (HR),

----- **(Place)**

Subject : Undertaking

Respected Madam / Sir,

I am a student of TULJARAM CHATURCHAND COLLEGE OF ARTS SCIENCE AND COMMERCE, BARAMATI. I am studying in semester II of ----- . I am going to join your esteemed organization for my 120 hours On-Job Training program from -----to-----.

I assure that I will follow all the rules and instruction issued by you. I will be solely responsible for my behavior and performance during the On-Job Training period.

I will not disclose any information that is made available to me to anyone during or after the On-Job Training period.

I assure you that I will do my best and the On-Job Training opportunity provided to me will be a mutually rewarding experience.

Thanking you.

Yours sincerely,

Date :

Place :

(Name & signature of the student)




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Log sheet of work performed during On-Job Training

**Letter Head of the On-Job Training Provider
Organization**

1. Name of the Student :
2. Name of the College :
3. Division and Roll Number :
4. Address :
5. Contact Number :
6. Email ID :
7. Special Subject :
8. On-Job Training start date :
9. On-Job Training end date :

Log Sheet of Work Performed During On-Job Training

Date	Time		Total Hours	Details of Work Done	Sign of Officer	Sign of Students
	From	To				



Certified that ----- (Name of the student) has satisfactorily completed the On-Job Training assigned to him.

Name &

signature of manager

Name &

Signature of supervisor

Name &

Signature of section in-charge

Date :




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On-Job Training Completion Certificate

**Letter Head of the On-Job Training Provider
Organization**

To,
The Principal,
Tuljaram Chaturchand College,
Baramati

Subject: On-Job Training Completion Certificate

Dear Madam/ Sir,

I am happy to inform you that following students of your college have successfully completed the '120 Hours **On-Job Training** Program' in this organization.

Sr. No.	Name of the student	Roll No.	Aadhar No.	PG Class
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

These students have been provided with adequate exposure and necessary hands- on training pertaining to their special subject.

I am confident that these students will perform effectively in similar type of organizations.

I wish them every success in future endeavors.

Thank you.

Sincerely,



Name & Signature (Authorized Signatory)




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FEEDBACK FROM ON-JOB TRAINING PROVIDER ORGANIZATION

Dear Madam/ Sir,

Please provide your valuable feedback about the performance of the student on following parameters. Your feedback will enable us to make necessary changes in the On-Job Training process. Thank you.

Coordinator- On-Job Training Program

On-Job Training Program feedback form

Sr. No.	Particulars	Details
1)	Name of the Supervisor/ Officer	:
2)	Department	:
3)	Designation	:
4)	Name of the Student	:
5)	Name of the College	:
6)	Roll Number	:
7)	Special Subject	:

Part – A – Individual Ranking (Please tick the suitable checkbox)

No.	Parameter for feedback	Excellent	Very Good	Good	Satisfactory	Needs improvement
1)	Domain Knowledge					
2)	Communication Skills					
3)	Punctuality & Dedication					
4)	Ability to work in teams					
5)	Problem solving skills					
6)	Quality of work done					
7)	Effectiveness					
8)	Efficiency					
9)	Ability to take Initiative					
10)	Positive attitude					
11)	Appearance					
12)	Using full potential at work					
13)	Work habits					
14)	Honesty & Integrity					
15)	Creativity					




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Part B – SWOC analysis of the student (Please mention below the strengths and weaknesses of the student and the areas for improvement)

Part C – Suggestions to make the On-Job Training program more productive and effective.

1. -----
2. -----
3. -----
4. -----
5. -----

Part D – Changes required in the curriculum to improve employability of students.

1. -----
2. -----
3. -----

Name, Designation and Signature of the Supervisor / Reviewing

Officer Place of Review :

Date of Review :




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STUDENT FEEDBACK FORM

1. Name of the Student :
2. Class :
3. Division and Roll Number :
4. Present address :
5. Contact Number :
6. Email ID :

Please provide your rating about following aspects pertaining to your On-Job Training Experience on the scale of 10; where 10 means strongly agree and 0 means do not agree at all.

Sr. No.	Parameter	Response
1.	The pre- On-Job Training training provided by the college was very useful	
2.	I was properly introduced to the task assigned to me in the organization	
3.	I was given proper guidance to carry out my responsibility	
4.	My supervisor / officer was very cooperative and supportive	
5.	I found my task interesting and worth learning	
6.	My supervisor / officer addressed to my queries/ doubts quickly	
7.	I received due respect from my colleagues in the organization	
8.	The contents of the syllabus match with the practical work	
9.	The knowledge that I gained in the college was useful to carry out On-Job Training program in a satisfactory manner	
10.	The On-Job Training Program is very useful to enrich my knowledge	

Please give your suggestions to make the On-Job Training program more productive and effective.

1. -----
2. -----
3. -----

Please give your overall feedback about your experience during the On-Job Training (Not mentioned above).

Signature & Name of the student with da




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