Savitribai Phule Pune University
Faculty of
Commerce & Management

NATIONAL EDUCATION POLICY- 2020

FIELD PROJECT GUIDELINES

Master of Commerce (M.COM)
(Semester II)

Course Code: FP578MJT

Subject: Field Project
Credits: 04
Total Marks-100
No. of Hours - 120 Hours
w.e.f. 2023-24

सावित्रीबाई फुले पुणे विद्यापीठ

गणेशखिंड, पुणे - ४११००७

Savitribai Phule Pune University

Ganeshkhind, Pune – 411007

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दिनांक : १२।०९।२०२४

प्रति,

अ.क्र.	सदस्यांचे नाव	पदनाम
१	डॉ. शेख अन्वर	अध्यक्ष
२	डॉ. मुल्ला एम. जी.	सदस्य
३	डॉ. केकाणे मारूती	सदस्य
४	डॉ. सानप मनोहर	सदस्य
५	डॉ. टाकळकर शिवाजी	सदस्य
६	डॉ. डाकले सुनिता	सदस्य
७	डॉ. निकम किशोर	सदस्य
८	डॉ. मंगेश वाघमारे	सदस्य

विषय:— वाणिज्य व व्यवस्थापन विद्याशाखेंतर्गत संलग्न महाविद्यालयांकरिता पदव्युत्तर पदवीच्या कामकाजाकरिता समिती गठित करणेबाबत

महोदय / महोदया,

उपरोक्त विषयास अनुसरून आपणास कळविण्यात येते की, प्राप्त झालेल्या आदेशानुसार राष्ट्रीय शैक्षणिक धोरण २०२० नुसार M.Com. Sem. II - On the Job Training आणि Field Project या संदर्भात मार्गदर्शक तत्त्वे, नियम, अटी व माहितीपुस्तिका — स्वयंस्पष्ट व सविस्तर तयार करण्यासाठीच्या समितीमध्ये आपला समावेश करण्यात आला आहे.

कृपया स्वीकृती करून मा. अध्यक्ष, यांनी सभेसाठी आपल्या सोईची तारीख व वेळ कळवावी, ही विनंती.
कळावे,

आपला,

12/01/2024

(स. द. डावखर)
उपकुलसचिव

Prof. Dr. Suresh Gosavi
Vice-Chancellor,
Savitribai Phule Pune University

Prof. Dr. Parag Kalkar
Pro Vice-Chancellor,
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M.Com. Sem-II

Course Code: FP578MJT
Subject: Field Project
Credits: 04
Total Marks-100
No. of Hours - 120 Hours

A field project for Master in Commerce (M. Com) students under NEP 2020 will provide a transformative educational experience that goes beyond textbooks and traditional classroom learning typically in collaboration with businesses or organizations.

The objective is to enhance students' understanding of commerce-related concepts and develop practical skills that will be valuable in their future careers. Field projects can vary widely depending on the specific focus area within commerce, such as management, marketing, finance, accounting, costing, banking, cooperation and rural development, business practices and environment or other commerce related disciplines.

Field projects for Master in Commerce (M.Com) students not only intensify their understanding of theoretical concepts but also equip them with practical skills and experiences that are valuable in their future careers.

Field projects empower students to bridge the gap between theory and practice that enhance their academic knowledge and prepare them for the dynamic challenges of the business world, fostering the development of critical skills, a professional mindset, and a comprehensive understanding of the field of commerce. Ultimately, field projects empower commerce students to enter the workforce with a holistic skill set, positioning them as skilful professionals capable of navigating the complexities of the business sphere.

KEY FEATURES OF A
FIELD PROJECT

Why field project is valuable for Master in Commerce (M. Com) students?

Application of Theoretical Knowledge
- Allows M. Com students to apply the theoretical concepts learned in the classroom to real business situations.
- Bridges the gap between academic learning and practical implementation.

Hands-on Experience:
- Provides hands-on experience in various aspects of commerce such as management, marketing, accounting, costing, banking and finance, cooperation and rural development, business practices and environment or other commerce related disciplines.
- Enables students to develop practical skills that are essential in the professional world.

Problem-Solving Skills:
- Challenges students to solve real-world business problems, enhancing their critical thinking and problem-solving abilities.
- Encourages innovative thinking and creativity in finding solutions.

Integration of Specialization Knowledge:
- Depending on their chosen specialization, students will integrate and apply specialized knowledge to the specific context of their Field Project.

Interaction with Industry Professionals:
- Offers opportunities for students to interact with professionals in the industry, gaining insights, guidance, and networking opportunities.
- Facilitates mentorship and the exchange of ideas between students and experienced professionals.

Understanding Business Practices:
- Allows students to gain firsthand experience in the day-to-day operations of businesses, helping them understand the practical aspects of business management.
- Provides exposure to industry best practices and real business challenges.

Professional Development:
- Enhances professional skills such as communication, teamwork, time management, and project management.
- Builds confidence and prepares students for the demands of the corporate world.

Report and Presentation:
- A crucial aspect of the Field Project will be the preparation of a comprehensive report.

- Additionally, students will be required to present their project outcomes to faculty or industry experts.

Industry Relevance:
- Ensures that students are aware of the current trends and challenges in the industry.
- Helps students stay updated with industry practices, making them more adaptable and relevant in their future careers.

Research and Analysis Skills:
- Develops research and analytical skills as students gather and analyze data for their projects.
- Fosters a deeper understanding of market trends, consumer behavior, and industry dynamics.

Preparation for Entrepreneurship:
- If students aspire to become entrepreneurs, a field project can provide valuable insights into the challenges and opportunities of starting and managing a business.

Networking Opportunities:
- Engaging in a Field Project may provide students with opportunities to connect with professionals, industry experts, and potential employers, expanding their professional network

Resume Enhancement:
- Adds value to a student's resume by showcasing practical experience and the ability to apply theoretical knowledge in real-world scenarios.
- Increases the employability of students as employers often value practical experience.

GENERAL GUIDELINES FOR THE PREPARATION OF FIELD PROJECT

1. Selecting a Relevant Topic:
Choose a topic aligned with your specialization, allowing for the practical application of classroom concepts. Consider current trends, issues, or challenges within the business or financial sector.

2. Define Clear Objectives:
Clearly outline the objectives of your field project.

3. Identifying the Scope:
Define the project's scope to ensure it is manageable within the given timeframe and resources. Set realistic expectations regarding the depth and breadth of your project.

4. Industry or Sector Focus:
Tailor your field project to a specific industry or sector such as management, marketing, finance, accounting, costing, entrepreneurship, banking and finance, cooperation and rural development, business practices and environment or other commerce related disciplines.

5. Practical Application of Concepts:

   Design your project to require the application of theoretical concepts learned in the classroom.

6. Project Presentation:

   Include a presentation component where you communicate your findings, insights, and recommendations to your peers, faculty, or industry professionals. Utilize visual aids, such as charts and graphs, to enhance clarity.

7. Evaluation Criteria:

   Understand the criteria for evaluating the field project, including factors such as research quality, analytical skills, presentation effectiveness, and the practical relevance of your findings.

8. Documentation:

   Emphasize the importance of documenting the entire process, from project initiation to conclusion. This documentation includes research notes, analysis, and final reports.

FIELD PROJECT ASSESSMENT PLAN

Savitribai Phule Pune University is committed to prepare students for the jobs of the future, which will require a combination of technical skills, problem-solving abilities, and creativity and to achieve this industrial internship plays crucial role. Field Project is a 04-credit course and it is evaluated based on successful completion of the student's submission of the project with required documents. The project report prepared by the student will be known as the output of field Project. Field Project carries 04 credits, and carries 100 marks, divided into two parameters

   Internal Evaluation (30 Marks)   External Evaluation (Marks 70)

As the field Project is based on the self-study done by the candidate and evaluated for 100 marks altogether, 04 credits will be awarded to a successful candidate in this subject. The project shall be evaluated by two examiners one internal and one external (Subject Expert from Outside College). A Viva voce must be conducted by the panel consisting of Internal Examiner and External Examiner.

FIELD PROJECT REPORT: A GUIDING FRAMEWORK

A Field Project Report is an end result of practical experiences, research, and analysis, reflecting the depth and breadth of the student's engagement during fieldwork. This comprehensive document serves as a testament to the student's ability to apply academic knowledge to real-world challenges within the field of commerce.

Structural Guidelines:

➢ **Cover Page:**
   Include the title of the report, student's name, university, and the date of submission.

➢ **Acknowledgments:**
   Express gratitude to individuals, organizations, and the Field Project Guide who contributed to the success of the project.

➢ **Abstract / Executive Summary:**
   Provide a concise summary of the field project, including objectives, methodology, key findings, and recommendations.

➢ **Table of Contents:**
   Present a clear and organized list of the report's sections and subsections with corresponding page numbers.

➢ **Introduction:**
Introduce the project, its context, and the significance of the chosen topic. State the objectives and outline the structure of the report.

➢ **Organizational Profile:**
Provide a detailed overview of the organization where the fieldwork was conducted. Include information about its structure, mission, and industry context.

➢ **Problem Statement or challenges addressed:**
Clearly define the problem or challenge addressed in the field project. Discuss why it is relevant and its significance to the organization.

➢ **Objectives and Scope:**
Present specific objectives and scope of the field project. Clarify the boundaries within which the project operates.

➢ **Literature Review:**
Review relevant literature and theoretical frameworks related to the field of study. Discuss how existing knowledge informs the project and its goals.

➢ **Research Methodology:**
 Describe the research design, data collection methods, and tools used during fieldwork. Explain the rationale behind methodological choices.

➢ **Discussion / Description of the study:**

Interpret the findings in the context of the problem statement. Relate findings to existing literature and theories.

- ➢ **Recommendations:**
Propose actionable recommendations based on the analysis and discussions. Provide justifications for each recommendation.

- ➢ **Conclusion:**
Summarize key findings, insights, and the overall impact of the field project. Restate the significance of the work undertaken.

- ➢ **References:**
Provide a comprehensive list of all sources cited in the report using a standardized citation style.

FIELD PROJECT FORMATTING AND STYLISTIC CONSIDERATIONS:

1. Font and Spacing: Use a readable font (e.g., Times New Roman or Arial) with standard size 12 and one and half line spacing.

2. Headings and Subheadings: Clearly distinguish headings and subheadings to enhance readability.

3. Page Numbers: Number all pages sequentially, including the cover page.

4. Graphics and Visuals: Incorporate visuals strategically to enhance understanding but avoid overloading the report.

FIELD PROJECT
Table of Contents

Chapter No-7 **Discussions /Description of the study**	
Chapter No-8 **Recommendations, Conclusions**	
References / Bibliography	

write here the title of the project

*(*CAPTAL LETTER WITH CENTER ALIGNMENT*)*

A FIELD PROJECT REPORT SUBMITTED TO

SAVITRIBAI PHULE PUNE UNIVERSITY

IN THE PARTIAL FULFILMENT OF THE REQUIREMENT FOR THE

DEGREE OF MASTER OF COMMERCE

{Write Specialization)

SUBMITTED BY

Roll No/ Seat No____

UNDER THE GUIDANCE OF

(Logo of the College)

NAME OF THE DEPARTMENT

NAME OF THE COLLEGE

WRITE MONTH AND YEAR

Declaration by the Candidate

I declare that the field Project entitled _____
submitted by me for the degree of Master of Commerce is the record of work carried out by
me during the period from _____to _____ under the guidance of
_____ and has not formed the basis for the award of any
degree, diploma, associateship, fellowship, titles in this or any other University or other
institution of Higher learning. I further declare that the material obtained from other sources
has been duly acknowledged in the project

Date :   Signature of the Candidate

Certificate of the Field Project Guide

CERTIFIED that the work incorporated in the Field project   _____
_____(Title) submitted by Mr./Ms.
_____ _____ was carried out by the candidate
under my supervision/ guidance. Such material has been obtained from other sources has
been duly acknowledged in the Field project.

 Date: (Supervisor/ Research Guide)

CERTIFICATE FROM THE COMPANY
(On company Letter Head)

This is to certify that --(Student Name) of MCOM Part I, SEM _____, and Roll No. ---------- of ---(College Name) has successfully completed the field work as per the guidelines of Savitribai Phule Pune University in our organization from------------   to-----------(Total 120 Hours)
During the work, the student was sincere, hardworking and showed a keen interest learn. The involvement and sustained efforts put in by the student are highly appreciable. I recommend this **Field Project** for evaluation & consideration for the award of credits to the student.
We wish him all the best in his future endeavours.

Authorized Signature and Stamp

(On College Letter head)

PROJECT COMPLETION CERTIFICATE

This is to certify that the project report entitled "---
in the subject (Specialization) ---
- was prepared by ---
Class M.COM –I (SEM-_____) Roll No--------- under my guidance and supervision for the academic year ------------. This project report is based on original study/field work carried out by him/her. Material/Notes obtained from sources has been duly acknowledged in the report.

This project is submitted to Savitribai Phule Pune University in partial fulfillment of requirement of Master of Commerce for the academic year _____.

Project Guide   **HOD**

Exam Seat No: **Date of Exam:**

Internal Examiner   **External Examiner**

LIST OF TABLES

Table No	Title of the Table	Page No
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2.3		

So on		

The first number indicates the chapter number; the second number following the dot indicates the number of the table in that chapter.

LIST OF FIGURES

The first number indicates the chapter number, the second number following the do indicates the number of the table in that chapter

FIELD PROJECT IDEAS
Business Administration.

Students can choose projects based on their interests, allowing them to gain valuable experience and contribute to the success of businesses.

1. **Strategic Business Planning:**

   ➢ Collaborate with a business to develop a comprehensive strategic plan.

   ➢ Evaluate market trends, competitive analysis, and formulate strategies for growth.

2. **Operational Efficiency Improvement:**

   ➢ Analyze the operational processes of a business and identify areas for improvement.

   ➢ Implement changes to enhance efficiency and reduce costs.

3. **Market Research and Consumer Behavior Analysis:**

   ➢ Conduct market research to understand consumer behavior and preferences.

   ➢ Provide insights to businesses for product development and marketing strategies.

4. **Organizational Culture Assessment:**

   ➢ Evaluate the organizational culture of a company.

   ➢ Propose initiatives to enhance employee engagement, communication, and workplace satisfaction.

5. **Leadership Development Program:**

➤ Collaborate with a company to design and implement a leadership development program.

➤ Focus on cultivating leadership skills among employees.

6. **Financial Health Analysis:**

➤ Analyze the financial statements of a business to assess its financial health.

➤ Provide recommendations for financial management and stability.

7. **Customer Relationship Management (CRM) Implementation:**

➤ Work with a company to implement a CRM system.

➤ Improve customer interactions, streamline processes, and enhance customer satisfaction**.**

8. **Employee Training and Development Program:**

➤ Design and implement a training program for employees.

➤ Focus on skill development, knowledge enhancement, and career progression.

9. **E-commerce Strategy Development:**

➤ Assist a business in developing and implementing an e-commerce strategy.

➤ Explore online sales channels, user experience optimization, and digital marketing.

10. **Risk Management and Compliance Assessment:**

➤ Collaborate with a business to assess its risk management and compliance practices.

➤ Ensure adherence to industry regulations and propose risk mitigation strategies**.**

11. **Sustainability and Corporate Social Responsibility (CSR):**

➤ Develop and implement sustainability and CSR initiatives for a business.

➤ Align business practices with environmental and social responsibility.

12. **Project Management and Implementation:**

➤ Collaborate with a company to manage and implement a specific project.

➤ Apply project management principles to ensure successful completion.

13. **Human Resource Policies and Procedures Review:**

➤ Review and update human resource policies and procedures for a business.

➤ Ensure alignment with legal requirements and industry best practices.

14. **Supply Chain Optimization:**

➤ Analyze and optimize the supply chain of a business.

➤ Improve inventory management, logistics, and distribution processes.

15. Digital Marketing Campaign:

➢ Develop and execute a digital marketing campaign for a product or service.

➢ Utilize various digital channels for promotion and analyze campaign performance.

16. Financial Analysis of a Company:

➢ Analyze the financial statements of a company to assess its performance & financial health.

➢ Identify areas for improvement and suggest strategies for financial optimization.

17. Business Process Optimization:

➢ Collaborate with a business to analyze and improve its operational processes.

➢ Implement changes and measure the impact on efficiency and cost-effectiveness.

18. Social Media Marketing (SMM) Campaign:

➢ Develop and execute a social media marketing campaign for a business or product.

➢ Monitor SMM campaign performance, analyze data & make recommendations for future strategies.

19. Feasibility Study for a Business Idea:

➢ Create a comprehensive business plan for a hypothetical or existing business idea.

➢ Conduct a feasibility study considering market demand, competition, and financial projections.

20. Tax Planning and Compliance:

➢ Work with a tax consultant or firm to understand and assess tax planning and compliance for businesses.

➢ Provide recommendations for optimizing tax strategies.

21. Supply Chain Management Review:

➢ Collaborate with a manufacturing or retail company to study and optimize their supply chain processes.

➢ Identify areas for improvement and propose solutions.

22. Investment Portfolio Management:

➢ Create a hypothetical investment portfolio.

➢ Monitor and analyze the performance of different investment instruments.

➢ Develop strategies for portfolio optimization and risk management.

23. CSR (Corporate Social Responsibility) Assessment:

➢ Evaluate the impact and effectiveness of a company's CSR initiatives.

➢ Suggest improvements or propose a new CSR initiative.

24. **E-commerce Platform Analysis:**

➢ Assess the performance of a specific e-commerce platform.

➢ Analyze user experience, security features, and payment options.

➢ Provide recommendations for enhancing the online shopping experience.

25. **Market Entry Strategy:**

➢ Analyze a specific industry and propose a market entry strategy for a new product or service.

➢ Conduct market research, assess competitors, and outline the marketing and distribution plan.

26. **Startup Business Plan:**

➢ Develop a comprehensive business plan for a startup, considering aspects like market analysis, financial projections, and operational strategies.

➢ Present the plan to potential investors or industry experts.

27. **Brand Positioning and Marketing Campaign:**

➢ Choose a brand or product and create a detailed marketing campaign.

➢ Focus on brand positioning, target audience, and the use of various marketing channels.

28. **Financial Analysis of a Company:**

➢ Select a publicly traded company and conduct an in-depth financial analysis.

➢ Evaluate financial statements, profitability, and liquidity, and provide recommendations for improvement.

29. **Human Resource Management Practices:**

➢ Collaborate with a company to assess its human resource management practices.

➢ Evaluate recruitment, training, and employee engagement strategies.

30. **Operations Management Optimization:**

➢ Work with a business to analyze and improve its operational processes.

➢ Identify areas for efficiency enhancement and cost reduction.

31. **E-commerce Business Development:**

➢ Develop a plan for launching or improving an e-commerce platform.

➢ Consider user experience, payment gateways, and security measures.

32. **International Business Expansion Plan:**

➢ Choose a company and develop a plan for expanding its operations internationally.

➢ Consider cultural, legal, and economic factors.

33. Supply Chain Optimization:

➤ Collaborate with a company to optimize its supply chain.

➤ Analyze inventory management, logistics, and distribution processes.

34. Customer Relationship Management (CRM) Implementation:

➤ Choose a company and develop a plan for implementing a CRM system.

➤ Address customer communication, data management, and feedback mechanisms.

35. Financial Technology (Fintech) Innovation:

➤ Explore innovative solutions within the financial technology sector.

➤ Develop a business plan for a fintech startup or propose improvements to existing fintech services.

36. Event Management for a Business Conference:

➤ Organize and manage a business conference or seminar.

➤ Handle aspects such as budgeting, marketing, logistics, and attendee engagement.

37. Retail Merchandising Strategy:

➤ Work with a retail business to develop a merchandising strategy.

➤ Consider product placement, pricing strategies, and promotional activities.

38. Strategic Management Analysis

➤ Choose a company and conduct a strategic management analysis.

➤ Evaluate its competitive positioning, SWOT analysis, and suggest strategic recommendations.

MARKETING

Students can choose projects based on their interests and career goals, gaining practical skills that are valuable in the dynamic field of marketing.

1. Market Research and Consumer Behavior Analysis:

➤ Conduct a comprehensive market research study to understand consumer behavior and preferences.

➤ Analyze market trends, identify target audiences, and provide insights for product/service development.

2. Social Media Marketing Campaign:

➤ Develop and execute a social media marketing campaign for a specific product or brand.

> ➤ Measure engagement, reach, and conversion rates, and provide recommendations for improvement.

3. **Brand Audit and Positioning Strategy:**
➤ Collaborate with a brand to conduct a brand audit.
➤ Develop strategies to enhance brand positioning, differentiation, and market share.

4. **Influencer Marketing Campaign:**
➤ Plan and execute an influencer marketing campaign for a product or service.
➤ Measure the impact on brand awareness and customer engagement.

5. **Content Marketing Strategy:**
➤ Develop a content marketing strategy for a business.
➤ Create and distribute content across various platforms to enhance brand visibility.

6. **Product Launch Campaign:**
➤ Assist in planning and executing a product launch campaign.
➤ Develop promotional materials, organize launch events, and measure campaign success.

7. **Customer Satisfaction Survey:**
➤ Implement a customer satisfaction survey to gather feedback on products or services.
➤ Analyze results and propose strategies for improvement.

8. **Competitor Analysis and Benchmarking**:
➤ Conduct a thorough analysis of competitors in a specific industry.
➤ Identify strengths, weaknesses, opportunities, and threats to inform marketing strategies.

9. **Email Marketing Optimization:**
➤ Collaborate with a business to optimize their email marketing campaigns.
➤ Analyze open rates, click-through rates, and suggest improvements for better engagement.

10. **Event Marketing and Management:**
➤ Plan and execute an event to promote a product, service, or brand.
➤ Measure the success of the event and its impact on brand awareness.

11. **Digital Advertising Campaign:**
➤ Develop and run a digital advertising campaign on platforms like Google Ads or Facebook.
➤ Optimize ad performance and analyze key metrics.

12. **Customer Persona Development:**

- Create detailed customer personas for a target audience.
- Use these personas to inform marketing strategies and tailor messages effectively.

13. Market Expansion Strategy:
- Work with a company to develop a strategy for expanding into new markets.
- Consider cultural differences, market trends, and competitive landscapes.

14. Brand Loyalty Program Implementation:
- Collaborate with a business to design and implement a brand loyalty program.
- Evaluate the effectiveness of the program in retaining customers.

15. Mobile App Marketing Campaign:
- Develop a marketing campaign to promote a mobile app.
- Utilize various channels such as app stores, social media, and influencers.

ACCOUNTING AND COSTING

1. Cost Analysis for a Manufacturing Company:
- Collaborate with a manufacturing company to conduct a detailed cost analysis.
- Identify direct and indirect costs, analyze cost behavior, and suggest cost reduction strategies.

2. Budgeting and Forecasting for a Small Business:
- Work with a small business to create a comprehensive budget and financial forecast.
- Evaluate actual performance against budgeted figures and recommend adjustments.

3. Internal Control Assessment:
- Partner with a business to assess its internal control systems.
- Identify areas of potential risk and recommend improvements to strengthen internal controls.

4. Tax Planning for a Business:
- Collaborate with a tax consultant or firm to understand and implement tax planning strategies for a business.
- Analyze the tax implications of various business decisions.

5. Financial Statement Analysis for Nonprofit Organizations:
- Work with a nonprofit organization to analyze its financial statements.
- Evaluate fund accounting and assess the financial health of the organization.

6. Activity-Based Costing Implementation:
- Collaborate with a company to implement activity-based costing.

- ➢ Analyze the impact on cost allocation and provide recommendations for improvement.

7. Forensic Accounting Investigation:
- ➢ Engage in a simulated forensic accounting investigation.
- ➢ Analyze financial records to identify irregularities and potential fraud.

8. Cost Control Measures for a Service Industry:
- ➢ Partner with a service-oriented business to implement cost control measures.
- ➢ Evaluate cost drivers and suggest strategies to optimize costs.

9. Inventory Management Optimization:
- ➢ Work with a retail or manufacturing business to optimize inventory management.
- ➢ Analyze inventory turnover, carrying costs, and recommend improvements.

10. Governmental Accounting Compliance:
- ➢ Collaborate with a government entity to assess compliance with governmental accounting standards.
- ➢ Evaluate fund accounting, financial reporting, and compliance measures.

11. Cost-Benefit Analysis for Capital Expenditures:
- ➢ Collaborate with a company to perform a cost-benefit analysis for a capital expenditure project.
- ➢ Evaluate the financial feasibility and long-term impact on costs.

12. Costing and Pricing Strategy for a Startup:
- ➢ Work with a startup to develop a costing and pricing strategy.
- ➢ Consider variable and fixed costs, market conditions, and competitive pricing.

13. Sustainability Accounting and Reporting:
- ➢ Collaborate with a company to implement sustainability accounting and reporting practices.
- ➢ Evaluate the environmental and social impact of business operations.

14. Financial Risk Assessment for an Investment Portfolio:
- ➢ Collaborate with a financial institution to assess the financial risk of an investment portfolio.
- ➢ Analyze factors such as market risk, credit risk, and interest rate risk.

15. Cost Analysis of Outsourcing vs. In-House Operations:
- ➢ Work with a business considering outsourcing to conduct a cost analysis.
- ➢ Compare the costs of outsourcing versus maintaining in-house operations.

COOPERATION AND RURAL DEVELOPMENT

1. Cooperative Business Development:
- Collaborate with a local community to establish a cooperative enterprise.
- Develop a business plan, facilitate community involvement, and implement sustainable business practices.

2. Agricultural Supply Chain Analysis
- Study the agricultural supply chain in a specific rural area.
- Identify bottlenecks, assess the efficiency of distribution channels, and propose improvements.

3. Community-Based Tourism Development:
- Work with a rural community to develop a community-based tourism initiative.
- Focus on preserving local culture, supporting economic development, and enhancing tourism sustainability.

4. Microfinance Program Implementation
- Partner with a microfinance institution to implement a program in a rural setting.
- Assess the impact on local entrepreneurship and financial inclusion.

5. Rural Infrastructure Development:
- Collaborate with local authorities to plan and implement rural infrastructure projects.
- Focus on roads, water supply, sanitation, and renewable energy.

6. Cooperative Marketing and Branding
- Work with local cooperatives to develop marketing strategies and branding initiatives.
- Enhance the visibility of products from rural cooperatives in broader markets.

7. Natural Resource Management Project
- Collaborate with local communities to implement sustainable natural resource management practices.
- Address issues such as deforestation, water conservation, or soil erosion.

8. Livelihood Diversification Program
- Design and implement a program to diversify livelihoods in rural communities.
- Explore opportunities in agriculture, agro-processing, handicrafts, or eco-tourism.

9. Community Health and Education Initiatives:
- Collaborate with local healthcare providers to implement health and education programs.

➢ Address issues such as maternal health, nutrition, and access to education.

10. Cooperative Governance and Leadership Training
➢ Develop a training program for cooperative leaders on governance and leadership.
➢ Focus on empowering leaders to make informed decisions for the benefit of the community.

11. Digital Inclusion for Rural Communities
➢ Implement projects that enhance digital literacy and connectivity in rural areas.
➢ Explore the use of technology for education, healthcare, and economic activities.

12. Social Entrepreneurship Initiatives
➢ Collaborate with local entrepreneurs to establish social enterprises in rural areas.
➢ Focus on businesses that address community needs while promoting economic development.

13. Food Security and Agricultural Extension Services:
➢ Work with local farmers to enhance food security through improved agricultural practices.
➢ Implement agricultural extension services and provide training to farmers.

14. Community-Based Renewable Energy Projects:
➢ Collaborate with communities to implement renewable energy projects.
➢ Explore the feasibility of solar, wind, or biogas projects to address energy needs sustainably.

15. Women Empowerment Programs:
➢ Develop and implement programs to empower women in rural communities.
➢ Address issues such as economic independence, education, and healthcare.

BANKING AND FINANCE

1. Credit Risk Assessment
➢ Collaborate with a financial institution to analyze and assess credit risk in the lending portfolio.
➢ Evaluate creditworthiness models, default rates, and propose risk mitigation strategies.

2. Financial Inclusion Initiatives
➢ Work with a bank to develop and implement financial inclusion programs.

➢ Focus on reaching unbanked or underbanked populations through innovative financial products.

3. **Customer Relationship Management (CRM) Enhancement:**
   ➢ Collaborate with a bank to enhance its CRM systems.
   ➢ Improve customer engagement strategies, analyze customer feedback, and optimize service delivery.

4. **Digital Banking Adoption Analysis**:
   ➢ Study the adoption of digital banking services among customers.
   ➢ Assess factors influencing digital adoption and propose strategies to increase usage.

5. **Market Research for Investment Products:**
   ➢ Conduct market research on investment products and services.
   ➢ Identify market trends, customer preferences, and suggest new investment offerings.

6. **Fraud Prevention and Detection:**
   ➢ Collaborate with a bank's risk management team to develop and implement fraud prevention strategies.
   ➢ Evaluate transaction patterns, implement monitoring systems, and enhance security measures.

7. **Financial Literacy Programs:**
   ➢ Work with a bank to design and implement financial literacy programs for the community.
   ➢ Focus on educating individuals about budgeting, saving, and responsible financial management.

8. **Foreign Exchange Market Analysis:**
   ➢ Analyze trends in the foreign exchange market.
   ➢ Assess factors influencing currency movements and provide insights for traders and investors.

9. **Impact of Regulatory Changes:**
   ➢ Investigate the impact of recent regulatory changes on financial institutions.
   ➢ Assess compliance requirements, operational changes, and strategic implications.

10. **Investment Portfolio Management:**
    ➢ Work with an investment firm to manage a hypothetical investment portfolio.
    ➢ Evaluate asset allocation, risk management, and performance analysis.

11. **Financial Technology (Fintech) Partnership:**
    ➢ Collaborate with a fintech company to explore opportunities for partnership with traditional banks.

➤ Assess the integration of fintech solutions for improved financial services.

12. **Real Estate Finance Analysis:**
   ➤ Study the real estate finance market and analyze property investment opportunities.
   ➤ Evaluate mortgage lending practices and assess market risks.

13. **Sustainable Finance Initiatives:**
   ➤ Collaborate with a bank to develop sustainable finance strategies.
   ➤ Assess environmental, social, and governance (ESG) factors in lending and investment decisions.

14. **Mergers and Acquisitions Analysis:**
   ➤ Analyze recent mergers and acquisitions in the financial sector.
   ➤ Assess the financial implications, risks, and benefits for the involved institutions.

15. **Crypto currency and Block chain Exploration:**
   ➤ Investigate the impact of crypto currencies and block chain technology on the financial industry.
   ➤ Analyze potential applications, risks, and regulatory considerations.

BUSINESS PRACTICES AND ENVIRONMENT:

1. Business Process Improvement:
   ➤ Collaborate with a company to analyze and improve specific business processes.
   ➤ Identify bottlenecks, streamline workflows, and enhance overall efficiency.

2. Employee Engagement and Satisfaction:
   ➤ Conduct a study on employee engagement within a company.
   ➤ Develop strategies to enhance job satisfaction, communication, and overall workplace morale.

3. Change Management Implementation:
   ➤ Work with a business undergoing a significant change (e.g., technology adoption, restructuring).
   ➤ Develop and implement a change management plan to ensure a smooth transition.

4. Customer Experience Enhancement:
   ➤ Collaborate with a business to assess and improve the overall customer experience.
   ➤ Implement strategies to enhance service quality, communication, and customer satisfaction.

5. **Market Entry Strategy:**
   - ➢ Assist a company in developing a market entry strategy for a new product or service.
   - ➢ Conduct market research, analyze competition, and recommend entry approaches.

6. **Supplier Relationship Management:**
   - ➢ Analyze and optimize the relationships with key suppliers.
   - ➢ Implement strategies for effective communication, collaboration, and risk management.

7. **Social Media Strategy Development:**
   - ➢ Work with a business to develop and implement a social media strategy.
   - ➢ Focus on brand building, customer engagement, and online presence.

8. **Diversity and Inclusion Initiatives:**
   - ➢ Collaborate with a company to implement diversity and inclusion initiatives.
   - ➢ Develop programs to promote diversity in hiring, training, and workplace culture.

9. **Strategic Cost Management:**
   - ➢ Work with a business to analyze and manage costs strategically.
   - ➢ Identify cost-saving opportunities without compromising quality.

10. **Market Expansion Analysis:**
    - ➢ Assist a company in analyzing opportunities for market expansion.
    - ➢ Evaluate potential markets, assess risks, and develop an expansion strategy.

11. **E-commerce Integration:**
    - ➢ Collaborate with a brick-and-mortar business to integrate e-commerce into its operations.
    - ➢ Implement an online sales strategy and optimize the digital customer experience.

12. **Brand Positioning and Marketing Campaign:**
    - ➢ Work with a company to refine its brand positioning and execute a marketing campaign.
    - ➢ Emphasize brand values, uniqueness, and targeted messaging.

13. **Corporate Social Responsibility (CSR) Program Development:**
    - ➢ Collaborate with a business to develop and implement CSR initiatives.
    - ➢ Align CSR programs with the company's values and goals.

14. **Supply Chain Optimization:**
    - ➢ Analyze and optimize the supply chain of a business.
    - ➢ Implement strategies for efficient inventory management, logistics, and distribution.

15. **Innovation and Product Development:**
    - Collaborate with a company to foster a culture of innovation.
    - Develop strategies for new product development and improvement.

16. **Corporate Sustainability Reporting:**
    - Collaborate with a company to assess and enhance its sustainability reporting practices.
    - Evaluate environmental, social, and governance (ESG) metrics and recommend improvements.

17. **Green Supply Chain Management:**
    - Work with a business to analyze and optimize its supply chain for environmental sustainability.
    - Assess suppliers, transportation methods, and packaging to reduce the environmental impact.

18. **Energy Efficiency Assessment:**
    - Partner with a business to conduct an energy efficiency assessment.
    - Identify opportunities for reducing energy consumption and implementing sustainable energy practices.

19. **Waste Reduction and Recycling Program**:
    - Collaborate with a company to develop and implement a waste reduction and recycling program.
    - Evaluate waste streams, propose recycling initiatives, and measure the impact.

20. **Circular Economy Implementation:**
    - Work with businesses to transition towards a circular economy model.
    - Explore strategies for product reuse, recycling, and reducing overall resource consumption.

21. **Carbon Footprint Analysis:**
    - Collaborate with a company to conduct a comprehensive carbon footprint analysis.
    - Identify areas of high carbon emissions and suggest strategies for reduction.

22. **Environmental Compliance Assessment:**
    - Assess a company's compliance with environmental regulations.
    - Review permits, reporting requirements, and recommend strategies for maintaining compliance.

23. **Green Marketing Campaign**:
    - Develop and execute a green marketing campaign for a business.
    - Emphasize environmentally friendly practices, products, or initiatives.

24. **Biodiversity Conservation Initiatives:**
   - Collaborate with businesses to develop and implement biodiversity conservation programs.
   - Explore ways to protect and enhance local ecosystems.

25. **Water Conservation Strategies**:
   - Work with a company to develop and implement water conservation strategies.
   - Evaluate water usage, propose efficient technologies, and raise awareness among employees.

26. **Sustainable Product Development:**
   - Collaborate with a company to assess and enhance the sustainability of its product development process.
   - Consider eco-friendly materials, energy-efficient production methods, and product life cycle analysis.

27. **Environmental Education Programs:**
   - Develop and implement environmental education programs for employees and the community.
   - Focus on raising awareness about sustainable practices and their impact.

28. **Eco-Tourism Development:**
   - Collaborate with local businesses to develop eco-tourism initiatives.
   - Promote responsible tourism practices and support local conservation efforts.

29. **Sustainable Event Management:**
   - Plan and manage an event with a focus on sustainability.
   - Consider eco-friendly venue options, waste reduction, and carbon offsetting.

30. **Community Green Spaces Development:**
   - Collaborate with businesses to create and maintain green spaces in the community.
   - Enhance local parks, plant trees, and engage the community in environmental initiatives.

★ ★ ★ ★ ★

Savitribai Phule Pune University

Faculty of
Commerce & Management

NATIONAL EDUCATION POLICY- 2020
Manual of
ON JOB TRAINING PROGRAMME
For
Master of Commerce (M.COM)
(Semester II)

ON THE JOB TRAINING

Course Code: JT577MJT

TOTAL MARK-100

TOTAL CREDIT-4

No of Hours - 120 Hours

w.e.f. 2023-24

संदर्भ क्र : सीबी/सीपीएम/८९   दिनांक : १२।०९।२०२८

प्रति,

अ.क्र.	सदस्यांचे नाव	पदनाम
१	डॉ. शेख अन्वर	अध्यक्ष
२	डॉ. मुल्ला एम. जी.	सदस्य
३	डॉ. केकाणे मारूती	सदस्य
४	डॉ. सानप मनोहर	सदस्य
५	डॉ. टाकळकर शिवाजी	सदस्य
६	डॉ. डाकले सुनिता	सदस्य
७	डॉ. निकम किशोर	सदस्य
८	डॉ. मंगेश वाघमारे	सदस्य

विषय:— वाणिज्य व व्यवस्थापन विद्याशाखेंतर्गत संलग्न महाविद्यालयांकरिता पदव्युत्तर
पदवीच्या कामकाजाकरिता समिती गठित करणेबाबत

महोदय/महोदया,

उपरोक्त विषयास अनुसरून आपणास कळविण्यात येते की, प्राप्त झालेल्या आदेशानुसार
राष्ट्रीय शैक्षणिक धोरण २०२० नुसार M.Com. Sem. II - On the Job Training आणि Field
Project या संदर्भात मार्गदर्शक तत्त्वे, नियम, अटी व माहितीपुस्तिका — स्वयंस्पष्ट व
सविस्तर तयार करण्यासाठीच्या समितीमध्ये आपला समावेश करण्यात आला आहे.

कृपया स्वीकृती करून मा. अध्यक्ष, यांनी सभेसाठी आपल्या सोईची तारीख व वेळ
कळवावी, ही विनंती.
कळावे,

आपला,

१२/०१/2024

(स. द. डावखर)
उपकुलसचिव

Prof. Dr. Suresh Gosavi
Vice-Chancellor,
Savitribai Phule Pune University

Prof. Dr. Parag Kalkar
Pro Vice-Chancellor,
Savitribai Phule Pune University

Dr. Yashodhan Mithare
Associate Dean,
Faculty of Commerce and Management,
Savitribai Phule Pune University

Preamble: -

The National Education Policy 2020 also emphasize Practical Assignments and Skill Development to the students across institutes of higher learning in various streams. In view of this, Savitribai Phule Pune University has come up with a concept to provide 'On Job Training' to all students studying in Semester II of Master of Commerce.

The On Job Training (OJT) 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.

The University has established pool of business establishments who are willing to provide practical exposure to the students for One Hundred Twenty Hours in their respective organizations. The Certificate awarded by these establishments, will add a value to the academic credentials of participating students.

1. Nature of On Job Training Programme

Student who has opted on Job Training Programme has to undergo for One hundred Twenty hours of practical training in business establishments. The list of these establishments will be provided by the college or university. In case, a student is unable to join the enlisted establishment, he/ she can choose an establishment in consultation with the concerned teacher based on their specialization or as per the availability of the company/firm

2. Salient features of On Job Training Programme

The fundamental framework of On Job Training is as below:

a) The On Job Training (OJT) is of Four Credits.

b) On Job Training (OJT) will be of One Hundred Twenty clock hours.

c) The On Job Training (OJT) has to be completed during the Semester II.

d) In case of backlog, he/she can complete the On Job Training (OJT) prior to appearing for the Semester III examination.

e) Student who has opted On Job Training Programme, it is mandatory to complete the On Job Training as per prescribed standards.

f) A student is entitled to a 'Completion Certificate' after successful completion of the On Job Training (OJT).

g) A student is solely responsible for his behavior in the business establishment during the On Job Training (OJT).

3 Subjects available for On Job Training Programme

A student who has opted On Job Training Programme in the Discipline Specific Special Subject which he / has chosen in M. Com. (Semester II). List of the Discipline Specific Special Subject given below:

1. Advanced Accounting & Taxation
2. Commercial Laws & Practices
3. Advanced Cost Accounting & Cost System
4. Co-Operation & Rural Development
5. Business Practices & Environment
6. Business Administration
7. Advanced Banking & Finance
8. Advanced Marketing
9. Other Commerce related disciplines

4. Framework of the for On Job Training Programme:

a. The area in which a student has to undergo On Job Training (Contents of the On Job Training) will be finalized by the concerned subject teacher in consultation with the On Job Training providing organisation.

b. It is essential to ensure that all key contents of the syllabus of Semester II is incorporated in the framework of the On Job Training.

c. This will help a student to have hands - on experience of the important aspects of the Discipline Specific Special Subject chosen by him / her.

d. The contents of the On Job Training should be adequate and students should be able to understand various concepts and put it into practice within a time frame of One Hundred Twenty hours.

e. On Job Training is of One Hundred Twenty hours.

Guidelines for Teachers

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

For effective implementation of the On Job Training, it is advised that the concerned department institutes an 'On Job Training Execution Cell'. The cell will plan and implement the On Job Training according to the guidelines issued by the university. The cell is also expected to monitor and review the progress and outcomes of the programme with regular intervals and make necessary changes.

On Job Training Functions

Teachers are expected to carry out following Pre-on Job Training functions:

1. On Job Training Execution Cell:

The concerned department needs to institute 'On Job Training Execution Cell'. The composition of the cell will be as below:

1. Principal of the College : Chairman
2. Vice-Principal / HoD : Member Secretary
3. Head : Member
4. Subject Teachers : Member
5. Industry Expert /s : Member
6. Student Representative : Member

Following are the functions of the cell:

a) Preparation of exhaustive outline of the On Job Training (OJT).
b) Communication of the outline of the concerned students well in advance.
c) Contacting concerned companies / establishments and organization of meetings to finalize the programme.
d) Preparation of subject wise 'Hands on Training Content List' (On Job Training Contents).
e) Getting the contents approved by the On Job Training providing companies / establishments.

f) Preparation of One Hundred Twenty Duration on Job Training (OJT) for each Discipline Specific Special Subject ensuring that the hands-on training contents fit in properly.

g) Establishment of query / grievances / difficulties redressal mechanism to solve students' issues related to the On Job Training (OJT).

h) Establishment of 'Feedback Mechanism' for both students and On Job Training provider companies.

i) Preparation of 'Progress Card' to record the progress of students' during the On Job Training (OJT).

2. Clusters

Few colleges located in geographical vicinity may think of coming together and formation of 'Cluster' to implement On Job Training jointly. This will ease the process of contacting the On Job Training providing companies and execute all related activities. The colleges will save on funds, manpower and time if the programme is implemented through clusters.

3.. Evaluation and credits

Savitribai Phule Pune University is committed to prepare students for the jobs of the future, which will require a combination of technical skills, problem-solving abilities, and creativity and to achieve this industrial on the Job training plays crucial role. Student has to submit project based on job training and it is evaluated based on successful completion of the student's submission of the comprehensive project report with required documents. The project report prepared by the student will be known as the output of on-the-job training experience. The Comprehensive Project report based on (OJT) carries 04 credits, and carries 100 marks, divided into two parameters

Internal Evaluation (30 Marks)   External Evaluation (Marks 70)

As the On-the-Job training Project report is based on the self-study done by the candidate and evaluated for 100 marks altogether, 04 credits will be awarded to a successful candidate in this subject. The Project report based on OJT (the Job Training) shall be evaluated by two examiners one internal and one external (Subject Expert from Outside College). A Viva voce must be conducted by the panel consisting of Internal Examiner and External Examiner.

Guidelines for Teachers

During – On Job Training Functions

1. Teachers need to contact the On Job Training providing organisations at regular intervals during the On Job Training (OJT) 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)

Post – On Job Training Functions

☐ After the students have successfully completed the On Job Training Programme, teachers are required to convene a batch wise meeting of students to know their experience and overall opinion about the utility and effectiveness of the programme.

☐ Teachers should also try to compare the feedback received from the students regarding the industry requirements with the prevailing curriculum and try to bridge the gap by organizing guest lectures, assigning projects to the student, organisation of industrial visits etc.

☐ These endeavors will help students to undergo the On Job Training (OJT) in a more confident manner.

SUBMISSION OF ON JOB TRAINING (OJT) REPORT

The student must prepare and submit a comprehensive Report based on his/her learning at On Job Training to the College.

➢ The OJT Report structure should consist of;

- o Title Page
- o Acknowledgement
- o Letter to On Job Training Providing Organisation for inclusion of students
- o Log Sheet of work performed during On Job Training
- o On Job Training completion certificate
- o Feedback from On Job Training provider organization
- o Feedback from student
- o Certificate (from college)
- o Content Page/Index
- o Executive Summary
    - ▪ Brief overview of the on-the-job training project
    - ▪ Summary of key findings and outcomes
- o Introduction
- o Company Profile
- o Job design and responsibilities handled
- o Problems areas and Observations, strategies & solutions
- o Outcomes and Key learning
- o References

The OJT report should ideally range from 30 to 50 pages.

Chapter 1 Introduction:

- • Project title
- • Study area/problem
- • Need for study/significance of the Job training
- • Specific Learning Objectives on the Job Training
- • Area in which he/ she has undergone on the Job training
- • Details of Specific Concept learned by student on the Job training
- • List of the skill that he/she is acquired during on Job training
- • Limitations

Chapter 2 Company Profile:

- Company Overview
- History
- Visions and Mission
- Company hierarchy chart
- Overview and functions of different departments
- Product profile
- Department where on the Job training carried out

Chapter 3 Job design and responsibilities handled

- Details of Job design and Job Description.
- Details of specific skill required as per the company Policy
- Details of actual work done

Chapter 4 Problems areas and Observations, strategies & solutions

- Observations
- List of the skills required to perform the assigned task, not included in the syllabus
- Problems faced while performing the assigned Task
- How the problems were address to
- Contribution made towards better functioning the organization

Chapter 5 Outcomes and Key learning

- Utility of the job training program
- Suggestions for improvement in the syllabus
- Will the job training improve employability?
- Key learning from the Job training

Annexures:

- **Undertaking from student about his/ her behavior to the organization**

Formats required for On Job Training Programme

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

LETTER TO ON JOB TRAINING PROVIDING ORGANISATION FOR INCLUSION OF STUDENTS

College Letter Head

To,

The Manager (HR),

---------- Co Ltd.

Subject: - Request for inclusion of students of our college for On Job Training (OJT).

Madam / Sir,

Savitribai Phule Pune University has introduced 'On Job Training (OJT)' for Semester II of M. Com. Students in its revised syllabus.

The purpose of the On Job Training is to provide hands-on training and experience to the students about various aspects of business and commercial activities. 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 organisation.

We would appreciate if you could provide exposure of the following business activities to these students: -

Mention here the key contents of the discipline specific special subject selected by the student

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

Thank you.

Sincerely,

Coordinator, On Job Training Programme   **Principal**

UNDERTAKING FROM STUDENT

1. Name of the Student   :
2. Class   :
3. Division and Roll Number   :
4. Present Address   :
5. Permanent Address   :

To,

The principal,

------ College, ------

Subject: Undertaking ….

Respected Madam / Sir,

I am studying in semester II of M.Com. I am going to join -------------------------

(Name of the organisation) for my One Hundred Twenty Hours On Job Training during ---------to --------------.

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

Thank you.

Yours obediently,

(Name & Signature of parent)

Date:

(Name & signature of the student)

UNDERTAKING FROM STUDENT

To,

The Manager (HR),

-- (Place)

Subject: Undertaking ….

Respected Madam / Sir,

I am a student of --- College. I am studying in semester II of M.Com. I am going to join your esteemed organisation for my One Hundred Twenty Hours On Job Training during ---------to --------------.

I assure that I will follow all the rules and instructions 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.

Thank you.

Yours sincerely,

(Name & signature of the student)

Date:

Place:

LOG SHEET OF WORK PERFORMED DURING ON JOB TRAINING

Letter Head of the On Job Training
Provider Organisation

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	Detail of daily work done	Signature of Managerial Position	Signature of student
	From	To				

Total Hours

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

Name & Signature   Name & Signature   Name & Signature

Supervisor   Manager   Section Incharge

Date:

ON JOB TRAINING COMPLETION CERTIFICATE

<div style="border:2px solid navy; border-radius:20px; padding:10px; text-align:center; color:orange; font-weight:bold; font-size:1.5em">

Letter Head of the On Job Training

Provider Organisation

</div>

To,

The principal,

--------------- College, ---------------- (Place)

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 'One Hundred Twenty Hours On Job Training' in this organization.

Sr. No.	Name of the student	Roll No.	Aadhaar No.	Special Subject
1.				
2.				
3.				
4.				
5.				
6.				
7.				

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 organisations.

I wish them every success in future endeavors.

Thank you.

Sincerely,

Name & Signature

(Authorised Signatory)

FEEDBACK FROM ON JOB TRAINING PROVIDER ORGANISATION

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

On Job Training 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	Good	Very Good	Excellent	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					

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 more productive and effective.

1. ---

2. ---

3. ---

4. ---

5. ---

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

1. ---

2. ---

3. ---

4. ---

5. ---

Name, Designation and Signature of the Supervisor / Reviewing Officer

Place of Review:

Date of Review:

STUDENT FEEDBACK FORM

1. **Name of the Student:**

2. **Class:**

3. **Division and Roll Number:**

4. **P Contact Number:**

5. **Present address:**

6. **Contact Number:**

7. **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.

S. No.	Parameter	Response
1	The pre-On Job Training provided by the college was very useful	
2	I was properly introduced to the task assigned to me in the organisation	
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 organisation	
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 in a satisfactory manner	
10	The On Job Training is very useful to enrich my knowledge	

Please give your suggestions to make the On Job Training 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 date

★ ★ ★ ★ ★