



Course Syllabus
Gyanmanjari College of Computer Application
Semester-7 (BCA)

Subject: On The Job Training–BCAXX17409

Type of course: On Job Training (OJT)

Prerequisite: Students should possess fundamental knowledge of Programming Fundamentals, Database Management Systems, Web Technologies, Software Development Concepts, Computer Applications, and Professional Communication.

Rationale:

On-The-Job Training (OJT) provides experiential learning opportunities to students by exposing them to real workplace environments. The course enables students to bridge the gap between academic learning and industry expectations through practical engagement in professional activities, observation of organizational processes, participation in technical assignments, and interaction with industry professionals. The training develops technical competencies, workplace ethics, communication skills, teamwork abilities, and professional confidence necessary for successful careers in the IT industry.

Teaching and Examination Scheme:

Teaching Scheme			Credits	Examination Marks					Total Marks
CI	T	P		C	SEE		CCE		
			Theory		Practical	MSE	V	ALA	
0	0	12	6	00	80	00	20	00	100

Legends: CI-Class Room Instructions; T – Tutorial; P - Practical; C – Credit; SEE - Semester End Evaluation; MSE- Mid Semester Examination; V – Viva voce; CCE-Continuous and Comprehensive Evaluation; ALA- Active Learning Activities.

Course Outcome:

After learning the course the students should be able to:	
CO1	Apply technical knowledge, tools, and technologies to perform assigned workplace tasks effectively.
CO2	Analyze organizational workflows, project requirements, and workplace practices to understand professional responsibilities.



CO3	Maintain systematic documentation including work diaries, activity logs, reports, and technical records.
CO4	Demonstrate professional ethics, workplace discipline, teamwork, communication, and interpersonal skills in an organizational environment.
CO5	Present training experiences, acquired competencies, and learning outcomes through professional reports and presentations.

Evaluation Parameter

Total Marks (100 = 80 External + 20 Internal)

Internal Assessment (20 Marks)

Parameters	Marks
Progress Review by Faculty Mentor	10
Understanding of Work Assigned	10
Total	20

External Assessment (80 Marks)

Parameters	Marks
Industry Mentor Evaluation	20
Understanding of Work Assigned	15
Log Book and Documentation	15
Professional Conduct and Communication Skills	10
OJT Report	10
Presentation & Viva-Voce	10
Total	80

Guidelines

Training Organization

The training may be carried out in:

- IT Companies
- Software Development Organizations
- Startups
- MSMEs
- Government Organizations
- Educational Technology Companies
- Research and Development Centers
- Approved Industry Partners
- Digital Service Agencies



- Technology Consulting Firms

Recommended Training Areas

Students may undergo training in:

- Software Development
- Web Development
- Mobile Application Development
- Database Administration
- Data Analytics
- Cloud Computing
- Cyber Security
- UI/UX Design
- Quality Assurance & Testing
- IT Support Services
- Digital Technologies
- Emerging Technologies

Duration

- Minimum: 180 Hours
- Maximum: 240 Hours

Mentorship

Each student shall be assigned:

- Industry Mentor
- Faculty Mentor

The mentors shall monitor progress periodically.

Student Deliverables

1. Weekly Work Diary / Log Book

The log book shall include:

- Date
- Hours Worked
- Task Assigned
- Task Completed
- Technology Used
- Learning Outcome
- Mentor Remarks



2. OJT Report

1. Organization Profile

- Introduction
- Vision and Mission
- Services / Products
- Organizational Structure

2. Department Overview

- Department Details
- Roles and Responsibilities
- Work Environment
- Technologies Used

3. Training Activities

- Tasks Assigned
- Activities Performed
- Weekly Learning Summary
- Workplace Exposure

4. Skills Acquired

- Technical Skills
- Professional Skills
- Tools and Technologies Learned

5. Learning Outcomes and Reflection

- Key Learning
- Challenges Observed
- Solutions Identified
- Future Learning Plan

References

Annexures

- Attendance Record
- Weekly Log Book
- Industry Mentor Feedback
- Faculty Mentor Feedback
- Work Samples / Screenshots

