



Subject: On Job Training BSCXX17405

Type of course: On The Job Training

Prerequisite: Academically, trainees are typically required to have attained final-year or advanced semester standing, cleared all core discipline coursework and foundational laboratory or technical modules, and maintained a clean disciplinary record with no active backlogs. Institutionally, candidates must submit a formal departmental recommendation or No Objection Certificate (NOC), complete orientation on workplace ethics and industrial safety protocols, and execute required compliance documentation, such as non-disclosure agreements (NDAs) and training acceptance letters with the host organization.

Rationale: Higher education curricula require a deliberate synthesis of classroom theory and practical industrial application. On-the-Job Training (OJT) serves as a critical capstone experience designed to bridge the gap between academic instruction and industry-standard workflows. By immersing students directly into professional operational environments, OJT equips candidates with hands-on technical proficiency, reinforces standard operating procedures (SOPs), cultivates workplace ethics, and fosters problem-solving capabilities necessary to meet modern workforce demands.

Teaching and Examination Scheme:

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

Legends: CI-Class Room Instructions; T – Tutorial; P - Practical; C – Credit; ESE - End Semester Examination; MSE- Mid Semester Examination; V – Viva; CA - Continuous Assessment; ALA- Active Learning Activities.



Course Outcome:

After learning the course the students should be able to:	
CO1	Apply theoretical knowledge and practical skills in a real workplace environment.
CO2	Demonstrate professional skills, workplace discipline, and ethical conduct.
CO3	Operate relevant instruments, tools, equipment, and techniques according to workplace procedures and safety standards.
CO4	Identify and solve basic technical or operational problems encountered during industrial/workplace activities.
CO5	Communicate effectively with supervisors, colleagues, and other professionals in a workplace setting.

Mode of Evaluation of OJT :

The project evaluation to be done as per the following guidelines keeping the ratio of Internal and External Viva Examination and presentation in ratio of 20:80.

The learner will work on an on-the-job project which will be supervised or guided through regular interaction (at least once a week) with the mentor/guide.

Learners will submit an OJT project report and defend it in front of a panel of examiners. The panel of examiners for Project evaluation will be appointed by the Head of Department/Institute.

The project report will not be accepted if the learner does not complete the project successfully and submit a report on or before the deadline given for the project submission.

The grade for Project can be awarded only after successful completion of Term Work and Oral Presentation / viva-voce as per the schedule.



Reference Books:

- (1) *On-the-Job Training: A Handbook for Trainers* — International Labour Organization (ILO)
- (2) *Training and Development: A Complete Handbook* — Steven E. Gross
- (3) *Employee Training & Development* — Raymond A. Noe
- (4) *Human Resource Management* — Gary Dessler
- (5) *Training and Development* — B.L. Mathis & J.H. Jackson

