

Syllabus: ECO 381 OJT – On Job Training [40JT]

Class: TYBA Economics

Semester: VI

Course Type: Credits Related to Major – On Job Training

Course Code: ECO 381 OJT

Course Name: On Job Training

No. of Credits: 04 Credits [Practical]

No. of Lectures / Practical per week – 8 Hours

No. of Hours: 120 Hours

Total Marks: 100 Marks

On-the-job training (OJT) is a practical approach to acquiring new competencies and skills needed for a job in a real, or close to real, working environment. It is often used to learn how to use particular tools or equipment in a live-work practice, simulated, or training environment. OJT is a type of training that is provided at the workplace. It helps students get direct experience in using tools, software, techniques, or equipment used in a live environment. As employees need different skills to accomplish their tasks, OJTs are customized to train students to acquire a specific skill set. Professional trainers and co-workers usually provide this training.

Generally, students acquire academic knowledge and develop specific skills before graduation. OJT helps them to strengthen these skills and facilitates their career growth. Besides teaching students how to apply their knowledge and skills, OJT introduces them to the company's core values, mission, and vision. It is a precisely structured plan that consists of different job phases and procedures that new employees need to follow during their tenure within the company.

Objectives of the Course:

1. To provide students with hands-on professional experience in organizations related to Economy and allied fields.
2. To develop practical and market-oriented skills through real-world exposure in industrial, educational, and research institutions.
3. To enable students to apply theoretical knowledge in practical situations and develop technical report writing skills

Course Outcome:

By the end of this course, students will be able to:

- CO 1: Demonstrate practical exposure by working in relevant organizations under professional supervision.

- CO 2: Apply economics knowledge and skills to real-world industrial, academic, or research environments.
- CO 3: Develop employability skills such as communication, teamwork, and workplace adaptability.
- CO 4: Understand professional work culture and institutional functioning in related sectors.
- CO 5: Prepare structured technical reports based on field training and industrial experience.

The types of OJT for students

On-the-job training (OJT) is one of the most influential and well-established ways of teaching students the skills and knowledge needed to work in a professional environment. Lack of OJT often reduces the chances of a smooth transition between university and the labour market. As a result, several organizations give OJT to students before appointing them to full-time job positions.

1. Internship 2. Apprenticeship 3. Job shadowing, 4. Online learning modules

Eligibility for OJT/Internship Programme

The students who have sought admission in the TYBA Economics for semester-VI.

Under Choice Based Credit System need to undergo 'On Job Training/Internship Programme'. The OJT or Internship Programme is compulsory to all TYBA students of Economics.

1. Nature on-job training / Internship Programme -

A student has to undergo sixty hours of practical training in various business establishments. In case, a student is unable to join the enlisted establishment, he/ she can choose an establishment in consultation with the concerned teacher.

2. Salient features of on-job training/Internship Programme –

The fundamental framework of OJT / Internship is as below:

- a. The on-job training or internship is of 4 credits and 100 marks.
- b. The OJT/ Internship should be in the form of Internship for the students of semester-VI only.
- c. The on-job training/ Internship will be of 120 clock hours.
- d. The on-job training Programme is based on the contents of the syllabus prescribed for TYBA
- e. The on-job training Programme has to be completed before the Semester-VI Examination
- f. In case of backlog, he/ she can complete the on-job training prior to appearing for the semester VI examination.
- g. Successful completion of the on-job training Programme is mandatory, in case a student could not complete the on-job training as per prescribed standards, he/ she has to undergo the on-job training or internship Programme again in

different establishment.

- h. A student is entitled to a 'Completion Certificate' after successful completion of the on-job training/ internship Programme.
- i. The on-job training / internship provider establishment may select the apprentice student for regular employment depending on the skill set and nature of performance exhibited by the student.
- j. A student is solely responsible for his behaviour in the business establishment during the on-job training/ internship Programme

3. Framework for On-Job Training/ Internship Programme:

- a. The area in which a student has to undergo On-Job-Tanning/internship Programme (Contents of the On-job-Tanning Programme) will be finalized by the concerned subject teacher in consultation with the On-Job-Tanning/internship Programme providing organisation.
- b. It is essential to ensure that all key contents of the syllabus of semester V & VI are incorporated in the framework of the On-Job-Tanning/Internship Programme.
- c. This will help a student to have hands - on experience of the important aspects of the Special Subject chosen by him / her.
- d. The contents of the On-Job-Tanning Programme should be adequate and a students should be able to understand various concepts and put it into practice within a time frame of sixty hours.

***Evaluation and credits:-**

The On Job Training/Internship Programme in form of practical's and practical examination of Special Subjects –for semester VI However, The 4-credits and 100 marks allotted to final examination 'On Job Training/Internship Programme.