

6.1 PROJECT ORIENTED PROFESSIONAL TRAINING

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The students of diploma in Office Management and Computer Applications will be required to Undergo Project Oriented Professional Training in the sixth semester during the final year in an office which will be arranged by the implementing institutions/students. The following organizations may be considered for arranging the project oriented professional training:

- Government Departments/Offices
- Business/Commercial Organizations
- Industrial Establishments
- Hospitals
- Educational Institutions
- Railways, Airlines and other Transport Undertakings
- Publishing Houses/Press
- Banking and Insurance Companies
- Job-work Centres
- Computer Centres/Documentation Centres/Call Centres

This is, however, a tentative list. Heads of Departments may be given the complete autonomy/freedom to select relevant organization to place all the students by rotation e.g. 1-2 months in secretarial work section, 1-2 months for stenography work and 1-2 months in computer section and 1-2 months in administrative/management section of various organizations. While selecting the training station, care should be taken to select such organizations that are willing to accept the trainees and where there is sufficient scope for the trainee to undertake varied kind of experiences relevant to their profession and aptitude.

Suggested departments/sections for on-the-job professional training are:

- Stenography work and typing with various executives (1-2 months)
- Handling mail, filing, indexing and operation of traditional and modern office machines and equipment (1-2 months)
- Receptionist, Operation of computer, duplicating, stores handling, accounts, and editing jobs (1-2 months)

The purpose of this project oriented professional training is to expose the students to the world of work and provide professional experience in real life situation. The students will have to maintain a daily/weekly/monthly diary/work book and submit detailed reports of their activities. These reports will be certified by a responsible officer of the organization where the student is undergoing professional training and doing his/her project. Each student is required to undergo one Practical Oriented Project according to his/her area of interest and the project report is to be submitted at the end of project

oriented professional training period. The concerned teachers will guide and supervise the students on work stations at regular intervals. A systematic plan of action is required to be prepared, well in advance, by the polytechnic in consultation with the organizations where professional training and project has to be carried out. The teachers should clearly specify the expected learning outcomes and schedule on day-to-day basis for the whole of the period of students project oriented professional training. Performa may be developed by the polytechnic teachers in consultation with personnel from industry to monitor the progress of the students. The Performa should be filled by the students on daily, weekly and monthly basis, and should be duly countersigned by the personnel from industry and concerned teacher attached to the particular student. Each teacher is supposed to guide and supervise about 5 – 8 students.

A criteria for assessing student performance by the external (personnel from industry) and internal (teacher) examiner is given in table below:

Sr No	Performance criteria	Max.** marks	Rating Scale				
			Excellent	Very good	Good	Fair	Poor
1.	Punctuality and regularity	10	10	8	6	4	2
2.	Initiative in learning/ working at site	10	10	8	6	4	2
3.	Level/proficiency of practical skills acquired	20	20	16	12	8	4
4.	Ability to solve live practical problems	20	20	16	12	8	4
5.	Sense of responsibility	10	10	8	6	4	2
6.	Self expression/ communication skills	5	5	4	3	2	1
7.	Interpersonal skills / human relations	5	5	4	3	2	1
8.	Report writing skills	10	10	8	6	4	2
9	Viva voce	10	10	8	6	4	2
Total marks		100	100	80	60	40	20

The overall grading of the practical training shall be made as per following table

Range of maximum marks		Over grade
i)	More than 80	Excellent
ii)	79 <> 65	Very good
iii)	64 <> 50	Good
iv)	49 <> 40	Fair
v)	Less than 40	Poor

In order to qualify for the diploma, students must get “Overall Good grade” failing which the students may be given just one more chance of undergoing one semester of project oriented professional training in the same industry, before being disqualified from the diploma and declared “not eligible to receive diploma in Office Management and

Computer Applications”. It is also important to note that the students must get more than six “good” or above “good” grade in different performance criteria items in order to get “Overall Good” grade.

Important Notes:

- 1. This criteria must be followed by the internal and external examiner and they should see the daily, weekly and monthly reports while awarding awards as per the above criteria.**
- 2. The criteria for evaluation of the students have been worked out for 100 maximum marks. The internal and external examiners will evaluate students separately and give marks as per the study and evaluation scheme of examination.**
- 3. The external examiner, preferably, should be the person from industry/organization, who has been associated with the project-oriented professional training of the students, so that he can properly evaluate the students on the above criteria.**