

**Course: OJT  
On The Job Training**

**Semester II    Credits: 4    Subject Code: COJTBA2223535    Lectures: 120 hrs**

**Course Outcomes:**

At the end of this course, the learner will be able to:

- CO1: Enhance the knowledge related to marketing, human resources, management and administration
- CO2: Improve the ability to learn about financial reporting, engagement with customers, and conducting sales presentation
- CO3: Effectively utilize critical thinking and analytical skills relating to ethical dilemmas that may rise in business settings
- CO4: Develop communication and collaborative skills through interaction with team members and mentors.
- CO5: Get experience in working on projects and establish professional relationship to enhance networking skills
- CO6: To demonstrate adaptability in a dynamic work environment and learning to manage shifting priorities

**Guidelines for On-the-Job Training (OJT)**

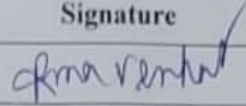

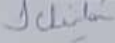
**120 hrs**

1. Student must start the OJT/Internship immediately after Semester-II examination during the summer vacation
2. Students are expected to complete the Business Administration related work within 120 hours assigned by organization (company/ industry/ consultancy/ institution)
3. The internship work may involve the Business Administration related assignment(s) OR equivalent work
4. College should assign the mentors/guides for students to monitor the progress throughout the OJT
5. Students have to submit the weekly progress report duly signed by the concerned authorities of organization to the assigned mentor
6. At the end of OJT, students should prepare the documentation and submit a report to the college in prescribed format
7. After completion, the final presentation and documentation will be evaluated by the examination panel as per the University norms




*Jayesh*  
Principal Incharge  
St. Mira's College for Girls

Board of Studies	Department	Name	Signature
Chairperson (HoD)	Business Administration	Dr. Rama Venkatachalam	<i>Dr. Rama Venkatachalam</i>

Board of Studies	Name	Signature
Chairperson (HoD)	Dr. Prof. Rama Ventakachalam	
Faculty	Dr. Deepa Krishnmurthi	
Faculty	Ms. Jyoti Chintan	



  
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