



GUJARAT TECHNOLOGICAL UNIVERSITY

Syllabus for Bachelor of Vocation (B.Voc), 5th Semester

Branch: Software Development

Subject Name: On-Job Training (Elective): Management Trainee

Subject Code: 1150207

With effective
from academic
year 2018-19

Type of course: On-Job Training (Elective)

Prerequisite: NA

Rationale:- On-job training, also known as OJT, is a hands-on method of teaching the skills, knowledge, and competencies needed for students to perform a specific task within the workplace. Students learn in an environment where they will need to practice the knowledge and skills obtained during their training.

Teaching and Examination Scheme:

Teaching Scheme			Credit	Examination Marks				Total Marks
L	T	P		Theory Marks		Practical Marks		
			ESE (E)	PA(M)	ESE (V)	PA(I)		
0	0	15	15	0	0	100	100	200

L- Lectures; T- Tutorial/Teacher Guided Student Activity; P- Practical; C- Credit; ESE- End Semester Examination; PA- Progressive Assessment

OJT Hands on Exercise/Training:

Sr. No.	Training / Hands on Exercise	Hrs.
1	<p>Create documents for knowledge sharing</p> <p>PC1. establish with appropriate people the purpose, scope, formats and target audience for the documents</p> <p>PC2. access existing documents, language standards, templates and documentation tools from your organization's knowledge base</p> <p>PC3. liaise with appropriate people to obtain and verify the information required for the documents</p> <p>PC4. confirm the content and structure of the documents with appropriate people</p> <p>PC5. create documents using standard templates and agreed language standards</p> <p>PC6. review documents with appropriate people and incorporate their inputs</p> <p>PC7. submit documents for approval by appropriate people</p> <p>PC8. publish documents in agreed formats</p> <p>PC9. update your organization's knowledge base with the documents</p> <p>PC10. comply with your organization's policies, procedures and guidelines when creating documents for knowledge sharing</p>	100
2	<p>Manage your work to meet requirements</p> <p>PC1. establish and agree your work requirements with appropriate people</p> <p>PC2. keep your immediate work area clean and tidy</p> <p>PC3. utilize your time effectively</p> <p>PC4. use resources correctly and efficiently</p> <p>PC5. treat confidential information correctly</p> <p>PC6. work in line with your organization's policies and procedures</p> <p>PC7. work within the limits of your job role</p> <p>PC8. obtain guidance from appropriate people, where necessary</p> <p>PC9. ensure your work meets the agreed requirements</p>	20
3	<p>Work effectively with colleagues</p> <p>PC1. Communicate with colleagues clearly, concisely and accurately</p> <p>PC2. Work with colleagues to integrate your work effectively with them</p> <p>PC3. Pass on essential information to colleagues in line with organizational requirements</p> <p>PC4. work in ways that show respect for colleagues</p>	20



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	<p>PC5. carry out commitments you have made to colleagues</p> <p>PC6. let colleagues know in good time if you cannot carry out your commitments, explaining the reasons</p> <p>PC7. identify any problems you have working with colleagues and take the initiative to solve these problems</p> <p>PC8. follow the organization's policies and procedures for working with colleagues</p> <p>PC9. provide complete, accurate and up-to-date data/information to the appropriate people in the required formats on time</p>	
4	<p>Maintain a healthy, safe and secure working environment</p> <p>PC1. comply with your organization's current health, safety and security policies and procedures</p> <p>PC2. report any identified breaches in health, safety, and security policies and procedures to the designated person</p> <p>PC3. identify and correct any hazards that you can deal with safely, competently and within the limits of your authority</p> <p>PC4. report any hazards that you are not competent to deal with to the relevant person in line with organizational procedures and warn other people who may be affected</p> <p>PC5. follow your organization's emergency procedures promptly, calmly, and efficiently</p> <p>PC6. identify and recommend opportunities for improving health, safety, and security to the designated person</p> <p>PC7. complete any health and safety records legibly and accurately</p>	20
5	<p>Provide data/information in standard formats</p> <p>PC1. Establish and agree with appropriate people the data/information you need to provide, the formats in which you need to provide it, and when you need to provide it</p> <p>PC2. obtain the data/information from reliable sources</p> <p>PC3. check that the data/information is accurate, complete and up-to-date</p> <p>PC4. obtain advice or guidance from appropriate people where there are problems with the data/information</p> <p>PC5. carry out rule-based analysis of the data/information, if required</p> <p>PC6. insert the data/information into the agreed formats</p> <p>PC7. check the accuracy of your work, involving colleagues where required</p> <p>PC8. report any unresolved anomalies in the data/information to appropriate people</p> <p>PC9. provide complete, accurate and up-to-date data/information to the appropriate people in the required formats on time</p>	20
6	<p>Develop your knowledge, skills and competence</p> <p>PC1. obtain advice and guidance from appropriate people to develop your knowledge, skills and competence</p> <p>PC2. identify accurately the knowledge and skills you need for your job role</p> <p>PC3. identify accurately your current level of knowledge, skills and competence and any learning and development needs</p> <p>PC4. agree with appropriate people a plan of learning and development activities to address your learning needs</p> <p>PC5. undertake learning and development activities in line with your plan</p> <p>PC6. apply your new knowledge and skills in the workplace, under supervision</p> <p>PC7. obtain feedback from appropriate people on your knowledge and skills and how effectively you apply them</p> <p>PC8. review your knowledge, skills and competence regularly and take appropriate action</p>	20
	Total	200



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Reference:

https://nsdcindia.org/sites/default/files/QP_SSC-Q6301_Management-Trainee.pdf