SES's L.S. RAHEJA COLLEGE OF ARTS and COMMERCE (AUTONOMOUS)

BOARD OF STUDIES: Psychology
PROGRAMME: MA Psychology (with Counselling Specialization)
SEMESTER: II
NOMENCLATURE OF THE COURSE: ON-JOB TRAINING (OJT)
NEP Vertical: VSC
Credit: 4

(As Per Choice Based Credit System (under NEP 2020) with effect from the academic year 2025-26)

Programme:	**MA Psychology (with Counselling Specialization)**
Nomenclature of the Course	**On-Job Training (OJT)**
Course Code	**PGMACOIIOJT26**
Total Marks	**100**
Semester:	**II**
Academic year	**2026-27**

LEARNING OBJECTIVES: The OJT programme bridges classroom learning with real-world professional experience, enabling students to apply psychological concepts in clinical and organizational settings. It develops key competencies such as observation, assessment, critical thinking, problem-solving, ethical practice, and professionalism.

COURSE OUTCOMES:

1. Apply theoretical concepts and psychological principles effectively in real-world professional settings. Demonstrate the ability to address practical challenges through appropriate and context-sensitive interventions.
2. Demonstrate adaptability, teamwork, and problem-solving skills in diverse work environments. Perform assigned roles effectively while contributing to collaborative professional practices.
3. Apply research-based knowledge and critical thinking skills in professional tasks. Exhibit ethical conduct and responsible decision-making in real-world practice.
4. Utilize emerging technologies and digital tools relevant to professional settings. Adapt effectively to changing workplace demands and technological advancements.
5. Demonstrate professionalism, integrity, and accountability in professional roles. Exhibit social responsibility and engage meaningfully in community and organizational settings.

PROCESS OF OJT IMPLEMENTATION

1. The OJT should be undertaken in an area that aligns with the core domain and objectives of the respective academic program.
2. Each learner must undertake the OJT individually under the supervision of an assigned teacher-guide.
3. To ensure effective mentoring and support, students will be allocated a faculty member of the department. This faculty member will act as an internship/OJT mentor and will be responsible for monitoring and evaluating the progress of the allotted students.
4. An orientation session will be conducted by the Head of Department and the mentor teacher before the commencement of the OJT Program. This session will serve to familiarise students with the purpose, process, and code of conduct associated with the program.
5. Once students are shortlisted for OJT/internship opportunities, they will consult with the coordinator and mentor. Upon obtaining due permission from the parent institution, students will join the host organization for their OJT/internship experience.
6. Throughout the OJT/internship period, students will maintain activity reports as per the provided format. These reports will be duly signed by the respective supervisor at the host institution and submitted to their department mentors regularly.
7. Upon completion of the OJT/internship program, students must submit a completion certificate duly signed by the OJT supervisor or a competent authority designated by the host organisation. Additionally, they are required to submit a report highlighting their learning and experiences during the internship period to the OJT coordinator.

8. To ensure transparency and accountability, students will also present their work done during the internship to the Department, which may consist of the Coordinator and Department Mentor.

CREDITS AND DURATION OF OJT (ON-THE-JOB TRAINING)

On-the-job training (OJT) will carry a weightage of Four Credits. Each student is required to complete one hundred and twenty clock hours of On-the-Job Training (OJT). The OJT program is to be completed during Semester II (PG students). According to the guidelines outlined in the National Education Policy (NEP), postgraduate students are expected to fulfil this requirement either within the second semester of their PG program or during the semester break following the second semester.

GUIDELINES FOR THE PREPARATION AND EVALUATION OF OJT (ON-THE-JOB TRAINING) REPORT

Structure of the OJT Report

1. Introduction

Provide a brief overview of the purpose of the OJT, the relevance of the training to your academic program, and the general outline of your experience.

2. Company Overview

Describe the organization, including its history, mission, vision, nature of work, products/services, and organizational structure.

3. Training Objectives

List the specific objectives/goals set at the beginning of the training. What did you aim to achieve?

4. Training Experience

Detail the tasks assigned, departments visited, processes observed, and any projects or activities undertaken during the training.

5. Skills Developed

Enumerate both technical and soft skills gained during the training. Include any new tools, software, techniques, or methods learned.

6. Challenges Faced and Lessons Learned

Describe any difficulties encountered during the training and how they were managed or overcome.
Summarize the key takeaways from the OJT in terms of knowledge, behaviour, and professional development.

7. Achievements, Contributions and Recommendations (optional)

Mention any significant contributions made to the organization during your training, such as suggestions, project work, or improvements made.
Provide suggestions for improving the training program, for both future students and the organization (if any).

8. Conclusion

Wrap up your report with a brief reflection on how the OJT helped shape your understanding of real-world work environments and your career goals.

9. References

List any materials (books, websites, internal company documents) referred to in your report.

10. Appendices (if any)

Include any relevant documents, charts, images, or reports that support your report content.

1. **Report Format**
    - **Font Type:** Times New Roman
    - **Font Size:**
        - 12 for main content
        - 14 for headings/titles
    - **Line Spacing:**
        - 1.5 for main text
        - 1.0 for tables and figures
    - **Paper Size:** A4
    - **Presentation:**
        - The report should be neatly organized and properly structured
        - It must be bound in a professional manner
2. **Submission Guidelines**
    - The final OJT report must be submitted within the deadline prescribed by the college
    - Late submissions will result in failure of the respective course component
    - Students are required to submit:
        - One hard copy of the report
        - One scanned copy uploaded to the departmental submission link

FLOW OF PRESENTATION FOR OJT

- Slide 1 - Title Slide with OJT Title, college name, logo, student Name, Name of Host Institution, Picture of Host institute or any other relevant training picture
- Slide 2 - Expertise and core technical work of the Host Institution/ what is it well known for?
- Slide 3 - Objectives of Training (4 to 5 bulleted points)
- Slide 4 - Techniques learnt during training (include training and equipment pictures here 1 or 2 slides)
- Slide 5 - Experimental work / Data collection performed (can make 2-3 slides)
- Slide 6 – Results of the experimental work / data analysis
- Slide 7 - Short courses/workshops/seminars/lectures etc. attended during OJT at Host Institute
- Slide 8 - Outcomes and learning experience/gains (include points on specific skills, experimental skills, study design, laboratory setup etc.)

EVALUATION

(A) INTERNAL EVALUATION

20 Marks Report	WRITTEN REPORT --------- 20 MARKS
10 Marks Presentation	PRESENTATION ---------- 10 MARKS
10 Marks	WEEKLY REPORT ---------- 10 MARKS
20 Marks Viva-Voce	VIVA-VOCE ---------- 10 MARKS

(B) HOST ORGANISATION EVALUATION

50 Marks	Punctuality & Attendance -------- 5 marks
	Completion of Required Hours -------- 15 marks
	Skill Proficiency -------- 15 marks
	Professional Conduct & Overall Performance -------- 15 marks