

Innovation in competitive advantage.

Reference Books:

1. International Business – Text and Cases by Dr. P. Subba Rao, Himalaya Publishing House, Delhi.
2. International Business by K. Aswathappa, Tata McGraw Hill Education Private Limited, New Delhi
3. International business – Test and Cases by Francis Cherunilam. PHI Learning Pvt. Ltd. New Delhi.
4. International Business by Justin Paul. PHI Learning Pvt. Ltd, New Delhi.
5. International Business by Rakesh Mohan Joshi, Oxford Publication.

**M. B. A. DISTANCE MODE
SEMESTER - IV
PAPER-XX : PROJECT REPORT AND VIVA**

Student has to undergo a practical training of minimum fifty days. MBA being professional course it is essential for each student to practically apply or understand theoretical concepts what he/she learn during the course. During the training programme student is expected to collect vital information through internal and external source so as to reach concrete conclusions on the given subject. Student has to prepare the project report under the guidance of internal teacher. Director/Principal of the institution/college will decide the last date of submission of final copy. Student should submit two typed copies to the Institute. One copy for the institute and another copy for his/her personal record. Students may prepare additional copies for the organization guide etc.

A viva-voce examination will be conducted before the Semester IV examination. A viva voce committee will be appointed by the university. A committee will consist of 4 members. Every district will have a separate committee for viva-voce.

A viva-voce committee will be appointed by the university. A committee will consist of 3 members.

Constituent of the committee for viva voce

1. Chairman of the committee – Doctorate in the concern faculty
2. Member of the committee - Doctorate in the concern faculty
3. Member of the committee - Doctorate in the concern faculty

Guidelines for the project report

Declaration from the student that the research work is not copied from any other existing reports.

Certificate of the guide - Guide should certify that the research work is original and completed satisfactorily under his guidance.

The Chapter scheme for the project report will be as follows

Chapter No. I : Introduction to the study.

- 1.1 Introduction
- 1.2 Objectives and importance of the study
- 1.3 Scope and limitations of study
- 1.4 Research Methodology

Chapter No. II : Introduction to the organisation

- 2.1 Introduction to the industry
- 2.2 Brief History of organisation
- 2.3 Subsidiaries, Associates of the company
- 2.4 Departments/Manufacturing process
- 2.5 Important statistical information
- 2.6 Future prospect
- 2.7 Organisation Structure

Chapter-III : Theoretical Background

Basic concepts Necessary theoretical inputs may be added to support the research work.

Chapter-IV : Data Analysis and Interpretation

Data should be analysed with help of various tools studied in the Subject "Application of Research Methods in Management".

CHAPTER-V : FINDINGS/OBSERVATIONS

CHAPTER-VI : SUGGESTIONS/CONCLUSION

Appendix

The document charts, questionnaires, tables, schedules etc. which are actually referred to in the body of the project report (this consists of chapters I to V) are to be included under appendix or appendices.

So, the appendices may include.

Questionnaires used for collecting information. Schedules used for collecting information.

Tables formed for presenting the data.

Documents/forms etc., referred to in the body of the project report. Diagram, graphs etc. referred to in the body of the project report.

Guide student meeting record form.

Joining letter of industry Progress reports duly signed

Performance appraisal report duly signed by industry authority

Bibliography

Bibliography means list of books, journals, published work actually referred to or used in the writing of the project report. This is not a separate chapter. The bibliography has to be written in a specific manner

The above guidelines are not the prescription on writing the project report but can be used as a milestones while writing the Project Report. The guide has the every discretion to change the chapter scheme as per the requirement

Note : 1) There should be proper linkage between objectives, data analysis and interpretation, findings and suggestions.

2) Student should not use logos and name of company on the project report pages. Header and Footer shall consist of university name and institute name respectively. No other information should be included in the Header and Footer.

3) Use of colours in text matter should be avoided.

4) Student has to check the plagiarism percentage of project report before submission of the hard copy of the project report. The accepted plagiarism level is less than Five percent. Plagiarism check should be done at Shivaji University's library. Plagiarisms check done at any other institutes or at any other softwares will not be accepted. Plagiarism check report should be attached in the hard copy of the project report.

JOINING REPORT

Date:

To,

The Director,

.....

.....

..... Sub: Joining Report

Respected Sir,

I, Shri/Ms.

.....have joined

..... for the summer

in-plant training from for the Project Work to be carried

out.

I would be carrying out project work under the guidance and supervision of Shri. /Ms.

..... (designation)

..... in

.....area. The title of my project work is

I shall join the college immediately after completion of my training i.e. on 1st August 20
without fail.

(Name & signature of the Student) (Name and Signature of the Industry Guide)

Seal of Organization

M. A. I, SEMESTER – II

Type	:On Job Training	
Course Name	: On Job Training	
Course Number	: OJ	
Course Code	: MAU0325OJL513H	
Course Credits	: 4	
Marks	: On Job Training Report	: 80
	Internal Assessment (Viva Voce)	: 20
	Total Marks	: 100

Course Outcomes: After successful completion of this On Job Training, the students will be able to:

- Understand the rules, regulations and the work procedures by adopting them in their day-to-day performance.
- Learn the practical methods of work by observing and assisting his / her senior.
- Equip with important skills like adaptability and flexibility and learn to become dexterous in any situation and gain expertise in various domains.
- Develop positive approach towards inevitable changes that occurs in the workplace.

Instructions for teachers and students while doing On-the-Job Training:

1. Selection of Institute/Organization/Consultant/Professional etc. should be based on the areas in the mandatory or elective courses in the concerned subject.
2. The Institute/Organization/Consultant/Professional etc., under whom the Training/Internship/Apprenticeship is expected, should be FORMALLY ASSIGNED (in written form) by concerned teacher to every student.
3. Submission of On-the-Job-Training Report duly signed and certified by concerned teacher/guide is A PRE-REQUISITE FOR APPEARING TO VIVA-VOCE EXAMINATION.
4. TWO COPIES of On-the-Job-Training Report in BOUND FORMAT should be submitted before Viva-Voce. One copy will be kept by department and the remaining will be returned to student.

Important Notes for Teachers:

1. Prepare a Draft Letter for getting permission from the appropriate authority within the Institute/Organization or from Consultant/Professional etc. for the On-the-Job-Training/Internship / Apprenticeship
2. Prepare an Appropriate Format for Writing the On-the-Job Training Report. Kindly see that the First Page and Certificate Page is common for all students. In the remaining part, try to maintain uniformity.

For Example:**The On-the-Job Training Report format may be as follows:**

Student's Name: _____

Name of the College: _____

Class: _____ Semester: _____

Subject: _____

Year _____ Duration of Internship: _____

Internship Site/ Name of the Institution: _____

Institute / Organisation Supervisor's Name: _____

College Teacher who supervised: _____

Introduction:

This section should provide the area of interest, its' importance in contemporary world, the reasons for choosing this area as well as the institution/organization/consultant/professional etc.

Description of the organization:

This section should provide a brief overview of the organization where the internship will take place, including its mission, goals, and services and experience.

Duties and responsibilities:

This section should describe the specific tasks and responsibilities the student had during the internship, as well as any notable projects or activities they were involved in.

Reflection on learning outcomes and accomplishments:

This section should highlight the key learning and accomplishments the student achieved during the internship (skills, knowledge, attitude etc.). The student is expected to provide an in-depth reflection on the overall growth and impact of training.

Areas for improvement:

This section should address areas for improvement the student seen by him/her during the internship. He / she should reflect on how to overcome these challenges or plan strategies for improvement.

Conclusion:

This section should summarize the key takeaways from the internship experience.

Appendices:

This section should include following documents:

- Formal permission letter by Concerned Teacher/ Guide sent to concerned Institution/Organization/Professional/Consultant etc.
- Formal Acceptance Letter by Institution/Organization/Professional/Consultant etc. for Training.
- Attendance sheet with Day, Date, Time, Number of Hours, Brief description of Training/ Learning activities, Signature of Institutional Authority, Signature of Concerned Teacher.
- Google Tagged photos of showing Attendance as well as Doing Work.
- Compliance Certificate with remarks duly signed by Institutional Authority.
- Other supporting material.

M. A. I, SEMESTER – II

Type	:Field Project	
Course Name	: Field Project	
Course Number	: FP	
Course Code	: MAU0325FP513H	
Course Credits	: 4	
Marks	: Dissertation / Project Report	: 80
	Internal Assessment (Viva Voce)	: 20
	Total Marks	: 100

Course outcomes:After successful completion of this Field Project, the students will be able to:

- To identify the research problems and formulate objectives.
- To choose appropriate methodology with proper tools and techniques.
- To analyze and interpret the data collected from different sources.
- To make decision or find out conclusions on the basis of data analysis.

Instructions for teachers and students while doing Field Project:

1. Selection of Field project should be related to the mandatory or elective courses in the concerned subject.
2. SEPARATE Field project should be FORMALLY ASSIGNED (in written form) by concerned teacher to every student. It should not be done in common.
3. Students are required to prepare the project report based on field work and studying the current trends in economics under the guidance of the project guide.
4. Submission of Field Project Report duly signed and certified by concerned teacher/guide is A PRE-REQUISITE FOR APPEARING TO VIVA-VOCE EXAMINATION.
5. TWO COPIES of Field Project Report in BOUND FORMAT should be submitted before Viva-Voce. One copy will be kept by department and the remaining will be returned to student.

Important Notes for Teachers:

1. Prepare an Appropriate Format of PERMISSION LETTER to be given to student to do the Field Project under the guidance of a concerned teacher.
2. Prepare an Appropriate Format for Writing the Field Report. Kindly see that the First Page and Certificate Page is common for all students. In the remaining part, try to maintain uniformity.

The format may be as follows:

- Chapter I : Introduction and Research Methodology
- Chapter II : Review of Literature / Theoretical Background / Conceptual Framework
- Chapter III : Profile of the Organization / Area
- Chapter IV : Analysis and Interpretation of the Data
- Chapter V : Conclusion - It will include observations, findings, suggestions and conclusions.
-

शिवाजी विद्यापीठ, कोल्हापूर
दूरशिक्षण व ऑनलाईन शिक्षण केंद्र
एम.ए. (भाषा व सामाजिक शास्त्रे)

On Job Training (Internship) व

त्याचा अहवाल (On Job Training Report) संबंधी मार्गदर्शक सूचना

शैक्षणिक वर्ष २०२४-२५ साठी दूरशिक्षण व ऑनलाईन शिक्षण केंद्राकडे प्रवेशित एम.ए. (भाषा व सामाजिक शास्त्रे) भाग १ सत्र २ च्या विद्यार्थी-विद्यार्थिनींना On Job Training पूर्ण करून त्याचा अहवाल (On Job Training Report) सादर करणे हे अनिवार्य (Compulsory) आहे.

- **On Job Training व त्याचा अहवाल (On Job Training Report): 80 गुण**

VIVA-VOCE Exam: 20 गुण

एकूण : 100 गुण (04 Credits)

- विद्यार्थ्यांनी सदर On Job Training खाली सुचविलेल्या पर्यायांपैकी कोणत्याही एका स्वरूपात पूर्ण करावी.

On Job Training करिता संस्था निवडताना आपल्या एम.ए.च्या विषयाशी सुसंगत क्षेत्रातील संस्था व विषयाशी सुसंगत On Job Training चे काम निवडण्याची दक्षता घ्यावी.

(१) जे विद्यार्थी नोकरी करत नाहीत त्यांनी शैक्षणिक संस्था, औद्योगिक संस्था, सामाजिक संस्था, खाजगी-सरकारी कार्यालये यांना On Job Training करू देण्याकरिता विनंती करावी. या संस्था/कार्यालयांकडे **कमीत कमी १२० तासांची** On Job Training करून प्रमाणपत्र मिळवावे.

(२) जे विद्यार्थी सध्या नोकरी करत आहेत, त्यांनीदेखील वरउल्लेख केल्याप्रमाणे [मुद्दा (१)] प्रमाणे On Job Training करून प्रमाणपत्र मिळवावे. तसे करणे शक्य नसेल तर आपण सध्या नोकरी करत असलेल्या संस्था/कार्यालयाकडून On Job Training चे प्रमाणपत्र मिळवावे.

- On Job Training पूर्ण करून त्याचा अहवाल (On Job Training Report) सादर करत असताना सोबत दिलेल्या नमुन्याप्रमाणे On Job Training अहवाल (On Job Training Report) चे मुखपृष्ठ (Cover page), प्रमाणपत्र (Certificate), प्रतिज्ञापत्र (Self-Declaration), अनुक्रमणिका (Table of Contents) इत्यादी जोडलेली असावी.
- एकूण 02 Copies मध्ये तयार केलेला On Job Training अहवाल हा ३०-४० पृष्ठांचा Type केलेला व Project Binding / Bound Format मध्ये तयार करावा. अहवालाची १ प्रत अभ्यासकेंद्रात सादर करून १ प्रत विद्यार्थ्याने स्वतः जवळ जपून ठेवावी.

- On Job Training अहवाल (On Job Training Report) च्या आराखडा पुढीलप्रमाणे असावा.

* मुखपृष्ठ (Coverpage)

* प्रतिज्ञापत्र (Self-Declaration)

* प्रमाणपत्र (Certificate)

* अनुक्रमणिका (Table of Contents)

१. प्रास्ताविक (आपण On Job Training साठी निवडलेल्या क्षेत्रामध्ये आपली आवड कशी निर्माण झाली? व आपण विशिष्ट संस्था ही On Job Training साठी का निवडली ? याचे विवेचन प्रास्ताविकात करावे.)

२. संस्थेची माहिती (आपण On Job Training केलेल्या संस्थेची संपूर्ण माहिती ज्यामध्ये संस्थेचा इतिहास, उद्देश, लक्ष्य, संरचना, कार्य व अनुभव यांचा समावेश असावा.)

३. कार्य आणि जबाबदारी : (आपण On Job Training करत असताना आपल्याला दिलेली कामे व जबाबदारी यांचे वर्णन करावे. तसेच On Job Training दरम्यान तेथील काही प्रोजेक्ट अथवा कार्यक्रमात काही सहभाग घेतला असल्यास त्याचे वर्णन करा.)

४. प्राप्त कौशल्ये व अनुभव (On Job Training करत असताना आपल्याला कोणती नवी कौशल्ये (Skills) व ज्ञान (Knowledge) प्राप्त झाले त्याचे वर्णन करावे. तसेच आपल्या दृष्टीकोनात (Approach) व वर्तवणूकीमध्ये झालेले बदल स्पष्ट करावेत. एकूणच आपल्या On Job Training मधील अनुभवाचे वर्णन करावे.)

५. सुधारणा करण्यायोग्य क्षेत्रे (On Job Training करत असताना आपल्या मध्ये कोणत्या बाबींसंदर्भात सुधारणा करणे आवश्यक आहे याबाबत स्पष्टीकरण करणे. तसेच या सुधारणा कोणत्या प्रकारे करण्यात येऊ शकतात याबाबतचे विचार तसेच नियोजन याचे विवरण देणे.)

६. निष्कर्ष (On Job Training बदल व प्राप्त ज्ञान तसेच अनुभवाची सारांश स्वरूपात विवेचन करणे.)

७. परीशिष्ट (यामध्ये खालीलप्रमाणे कागदपत्रे व पुरावे जोडावेत)

(१) अभ्यास केंद्र समन्वयक यांच्या कडून On Job Training जेथे करण्यात येणार आहे त्या संस्थेला विनंती पत्र. (Request Letter)

(२) On Job Training जेथे करण्यात येणार आहे त्या संस्थेकडून On Job Training करून घेण्याबाबत स्वीकृती पत्र. (Acceptance Letter)

(३) सोबत दिलेल्या नमुन्याप्रमाणे हजेरी पत्र (Attendance sheet) ज्यावर सर्व संबंधितांच्या स्वाक्षऱ्या असाव्यात.

(४) On Job Training करत असतानाचे Google Tag असलेले Photos.

(५) संबंधीत संस्थेतील मार्गदर्शकाकडून कामाचे विवरण व शेरा असलेले सोबत दिलेल्या नमुन्यातील प्रमाणपत्र. (Certificate)

(६) इतर आवश्यक वाटणारी कागदपत्रे.

महत्त्वाची सूचना : सर्व विद्यार्थ्यांनी आपल्या अभ्यासकेंद्राशी समन्वय साधून On Job Training पूर्ण करून त्याचा अहवाल (On Job Training Report) लवकरात लवकर पूर्ण करून आपल्या अभ्यासकेंद्रात सादर करावा.

शिवाजी विद्यापीठ, कोल्हापूर
दूरशिक्षण व ऑनलाईन शिक्षण केंद्र

एम.ए. () पदवी परीक्षेसाठी

केलेल्या On Job Training चा अहवाल

शैक्षणिक वर्ष २०२४-२५

विद्यार्थ्याचे नाव : _____

अभ्यासक्रम: _____ सत्र : _____

PRN: _____ परीक्षा बैठक क्र.: _____

अभ्यासकेंद्राचे नाव: _____

अभ्यासकेंद्र समन्वयकाचे नाव: _____

On Job Training साठीच्या संस्थेचे नाव व पत्ता: _____

On Job Training साठीच्या संस्थेतील मार्गदर्शकाचे नाव व पद : _____

On Job Training चा कालावधी: दि. _____ ते दि. _____

एप्रिल २०२५

प्रतिज्ञापत्र

मी, _____

प्रतिज्ञापूर्वक निवेदन करतो/करते की, _____

या संस्थेमध्ये दि. _____ ते दि. _____ या काळात एकूण

_____ तासांची On Job Training मी पूर्ण केली आहे. सदर On Job Training चा

अहवाल (On Job Training Report) मी स्वतः तयार केला असून शिवाजी विद्यापीठाच्या दूरशिक्षण व

ऑनलाईन शिक्षण केंद्रांतर्गत एम.ए. (_____) या पदवी करिता

_____ या अभ्यासकेंद्रात सादर करित आहे.

दिनांक: _____

विद्यार्थ्याची स्वाक्षरी

विद्यार्थ्याचे पूर्ण नाव : _____

PRN: _____ Seat No. _____

प्रमाणपत्र

प्रमाणित करण्यात येते की, _____

(PRN: _____ Seat No. _____) यांनी शिवाजी विद्यापीठाच्या

दूरशिक्षण व ऑनलाईन शिक्षण केंद्रांतर्गत एम.ए. (_____) या पदवी करिता आवश्यक

असणारे एकूण _____ तासांचे On Job Training हे दि. _____ ते

दि. _____ याकालावधीत _____

या संस्थेत पूर्ण केले असून त्याचा अहवाल _____

या अभ्यासकेंद्रात सादर केला आहे.

स्वाक्षरी

(विद्यार्थी)

स्वाक्षरी

(On Job Training संस्थेतील मार्गदर्शक)

(शिक्का)

स्वाक्षरी

(अभ्यासकेंद्र समन्वयक)

(शिक्का)

दि.

प्रति,

विषय: On Job Training करण्याची संधी देणेबाबत

महोदय/महोदया,

श्री. /श्रीमती _____

PRN _____ हे आमच्या अभ्यासकेंद्रात दूरशिक्षण व शिवाजी विद्यापीठाच्या दूरशिक्षण व ऑनलाईन शिक्षण केंद्रांतर्गत एम.ए. (_____) या अभ्यासक्रमास प्रवेशित असून सदर पदवी प्राप्ती करिता On Job Training पूर्ण करणे आवश्यक आहे. तरी, आपल्या संस्थेमध्ये त्यांना On Job Training पूर्ण करण्यास अभ्यासकेंद्राद्वारे संमती देण्यात आली आहे. तरी आपल्या संस्थेत सदर विद्यार्थ्यास On Job Training पूर्ण करू देण्यास अनुमती द्यावी. ही विनंती.

स्वाक्षरी

(अभ्यासकेंद्र समन्वयक)

(शिक्का)

दि.

प्रति,

विषय: On Job Training बाबतची विनंती मान्य केलेबद्दल.

महोदय/महोदया,

आपल्या अभ्यासकेंद्रातील श्री. /श्रीमती

PRN

यांना दूरशिक्षण व शिवाजी विद्यापीठाच्या दूरशिक्षण व ऑनलाईन शिक्षण केंद्रांतर्गत एम.ए. ()

या अभ्यासक्रमाच्या पदवीसाठी आवश्यक On Job Training साठी आपण केलेल्या विनंतीचा स्वीकारण्यात

आली आहे. आमच्या संस्थेमध्ये On Job Training साठी सदर विद्यार्थ्यास आम्ही स्वीकारत आहोत. कळावे.

स्वाक्षरी

(On Job Training साठीच्या संस्थेतील मार्गदर्शक)

(शिक्षका)

शिवाजी विद्यापीठ, कोल्हापूर
दूरशिक्षण व ऑनलाईन शिक्षण केंद्र

On Job Training

Attendance Sheet (हजेरी पत्रक)

विद्यार्थ्याचे नाव /Student Name:

Academic Year /शैक्षणिक वर्ष:

PRN No:

अभ्यास केंद्राचे नाव/ Study Center Name:

On Job Training चा कालावधी : दि. / / ते दि. / / .

अभ्यासक्रम/ Programme:

Seat No.

अ.क्र	वार /Day	दिनांक/ Date	वेळ /Time _____ to _____	कामचे तास	कामाचा तपशील	विद्यार्थ्याची स्वाक्षरी
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सूचना : विद्यार्थ्यांनी गरजेनुसार Attendance Sheet मध्ये वाढ करावी.									

(On Job Training संस्थेतील मार्गदर्शकाने खालील प्रमाणे माहिती भरावी.)

On Job Training मध्ये विद्यार्थ्यांनी केलेल्या कामाचा थोडक्यात तपशील :

विद्यार्थ्यांच्या कामाचा संदर्भातील निरीक्षणे व शेरा :

स्वाक्षरी
(On Job Training साठीच्या संस्थेतील मार्गदर्शक)
(शिक्का)

SHIVAJI UNIVERSITY, KOLHAPUR
Centre for Distance and Online Education

Contact Session 2024-2025

Time Table

M.A. Part - I (History) Semester - II

Sr. No.	Day & Date	Time	Subject	Faculty
1.	Monday 10/ 03/2025	11.30 am to 12.30 pm	MM-05 Institutions under the Marathas	Dr. Muphid Mujawar
		12.30 pm to 01.30 pm	MM-05 Institutions under the Marathas	Dr. Muphid Mujawar
2.	Tuesday 11/ 03/2025	11.30 am to 12.30 pm	MM-06 Making of 19 th Century Maharashtra	Dr. Muphid Mujawar
		12.30 pm to 01.30 pm	MM-06 Making of 19 th Century Maharashtra	Dr. Muphid Mujawar
3.	Wednesday 12/ 03/2025	11.30 am to 12.30 pm	MM-07 National Movement in India (1905-1947)	Dr. Muphid Mujawar
		12.30 pm to 01.30 pm	MM-07 National Movement in India (1905-1947)	Dr. Muphid Mujawar
4.	Thursday 13/ 03/2025	11.30 am to 12.30 pm	MM-08 Rise of Nationalism in India (1885- 1905)	Dr. Muphid Mujawar
		12.30 pm to 01.30 pm	M-08 Rise of Nationalism in India (1885- 1905)	Dr. Muphid Mujawar
5.	Saturday 15/ 03/2025	11.30 am to 12.30 pm	ME - Devotional Cults in Medieval India (1206-1750)	Dr. Muphid Mujawar
		12.30 pm to 01.30 pm	ME - Devotional Cults in Medieval India (1206-1750)	Dr. Muphid Mujawar
6.	Monday 17/ 03/2025	11.30 am to 12.30 pm	OJT - On Job Training	Dr. Muphid Mujawar
		12.30 pm to 01.30 pm	OJT - On Job Training	Dr. Muphid Mujawar

All Orientation Sessions will be conducted through **Google Meet (Online)** by Centre for Distance and Online Education, Shivaji University, Kolhapur

Google Meet Link: <https://meet.google.com/tfb-eqkt-bty>

M.M. Mujawar
27/03/2025

Assistant Professor (History)

Centre for Distance and Online Education

B. K. ...
27/03/2025

Coordinator

Centre for Distance and Online Education

B. K. ...
27/03/2025

Deputy Registrar

Centre for Distance and Online Education

...
27/03/2025

Director

Centre for Distance and Online Education

_ *On Job Training बदलच्या शंका निरसनासंबंधी महत्वाच्या सूचना* _

१. On Job Training (OJT) संबंधी दिलेल्या मार्गदर्शक सूचना, Report चा आराखडा व सोबत जोडलेले कागदपत्रांचे नमुने काळजीपूर्वक वाचून OJT पूर्ण करावे.

२. काही शंका असल्यास OJT संबंधी दि. १७ मार्च २०२५ च्या मार्गदर्शन सत्राचे recording पहावे. YouTube Link <https://youtu.be/exR85Ga3-jA>

३. OJT करताना व OJT Report तयार करताना येणाऱ्या शंका व अडचणींचे निरसन करण्यासाठी आठवड्यातील प्रत्येक मंगळवार व शनिवार या दोन दिवशी संध्याकाळी ४.३० वाजता चर्चासत्राचे (Discussion Session) आयोजन करण्यात येईल.

_ *ज्या विद्यार्थ्यांना काही शंका व अडचणी येतील त्यांनी फोन/मसेजद्वारे वैयक्तिक संपर्क करण्याऐवजी सदर चर्चासत्रात सहभागी व्हावे. जेणे करून शंकांचे सविस्तर मार्गदर्शनाने निराकरण होईल व इतरांना देखील मार्गदर्शनाचा लाभ होईल.* _

४. OJT संदर्भातील शंका व अडचणींचे निरसन करण्यासाठी पहिले चर्चासत्र मंगळवार दि. २५ मार्च २०२५ रोजी संध्या. ०४.३० वाजता होईल.

५. **_ *On Job Training पूर्ण करणे हे Compulsory असल्याने विद्यार्थ्यांनी प्राधान्याने On Job Training पूर्ण करून लवकरात लवकर त्याचा Report अभ्यासकेंद्रात जमा करावा.* _**

MA History Part 1 Sem 2

Contact Session: On Job Training

Dated 17 March 2025

Meet - tfb-eqkt-bty

meet.google.com/tfb-eqkt-bty?pli=1&authuser=6

Coordinator-Social Science CDE Shivaji University (You, presenting)

Stop presenting

शिवाजी विद्यापीठ, कोल्हापूर
दूरशिक्षण व ऑनलाईन शिक्षण केंद्र

MA (History) Part I - Semester II (2024-25)
Contact Session (Summer)
OJT - On Job Training
Monday, 17 March 2025

MA (History) Part I - Semester II (2024-25) Contact Session | OJT - On Job Training | Dr.Muphid Mujawar, Assistant Professor | 18 March 2025

12:16 PM | tfb-eqkt-bty

meet.google.com is sharing a window. Stop sharing Hide

Uttam Nerlekar
Pallavi Gurav
Snehal Wagh
26 others

Coordinator-Social Science CDE Shiva...

12:16 17/03/2025

Meet - tfb-eqkt-bty

meet.google.com/tfb-eqkt-bty?pli=1&authuser=6

Coordinator-Social Science CDE Shivaji University (You, presenting)

Stop presenting

Course Outcomes

After successful completion of this course, the students will be able to:

CO 1: Understand the rules, regulations and the work procedures by adopting them in their day-to-day performance.

CO 2: Learn the practical methods of work by observing and assisting his / her senior.

CO 3: Equip with important skills like adaptability and flexibility and learn to become dexterous in any situation and gain expertise in various domains.

CO 4: Develop positive approach towards inevitable changes that occurs in the workplace.

MA (History) Part I - Semester II (2024-25) Contact Session | OJT - On Job Training | Dr.Muphid Mujawar, Assistant Professor | 18 March 2025

12:20 PM | tfb-eqkt-bty

Uttam Nerlekar
Pallavi Gurav
MEERA SHEWALE
26 others

Coordinator-Social Science CDE Shiva...

12:20 17/03/2025

MA History Part 1 Sem 2

Contact Session: On Job Training

Dated 17 March 2025

Meet - tfb-eqkt-bty

meet.google.com/tfb-eqkt-bty?pli=1&authuser=6

Coordinator-Social Science CDE Shivaji University (You, presenting)

Stop presenting

Sign in

Find tool on tools

Share

AI Assistant

शिवजी विद्यापीठ, कोल्हापूर
दूरस्थित व ऑनलाईन शिक्षण केंद्र
On Job Training
Attendance Sheet (हजेरी पत्रक)

विद्यार्थी नाव: Student Name: PRN No: Seat No:

अभ्यासक्रम: Programme: अध्ययन केंद्राचे नाव: Study Center Name:

अ.क्र.	दिनांक: Date	वेळ: Time	कामचे नाव	कामाचा प्रगतीस	विद्यार्थीची स्वाक्षरी
1.					
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Page 1 of 2

1:02 PM | tfb-eqkt-bty

Kavita Yamkar has raised a hand

Open queue

33

13:02 17/03/2025

Meet - tfb-eqkt-bty

meet.google.com/tfb-eqkt-bty?pli=1&authuser=6

Coordinator-Social Science CDE Shivaji University

24

1:17 PM | tfb-eqkt-bty

93°F Haze

13:17 17/03/2025

Shivaji University Kolhapur
Syllabus in accordance with NEP- 2020
 Introduced from Academic Year 2023-24
M.Com. Part –I, Semester II
On the Job Training (OJT)
(OJT) (OJT)

Course Outcomes	<ol style="list-style-type: none"> 1. Expose the students to the real life situation 2. Develop an ability of critical thinking 3. Analyse the problem in an organisation and suggest remedial actions 4. Gain working knowledge of the job/profession to get insights of the business
-----------------	--

Marks: 100

Credits : 4

Guidelines for the Internship

1. On the Job Training (OJT) is to be completed by the student at any commercial organisation/NGO. For this purpose, the organisations may include office of Chartered Accountant, Cost and Management Accountant, Company Secretary, Management Consultant Government or Semi-Government organisation, cooperative society, bank, local authority etc (The list is for reference only; not exhaustive; other similar organisations can be considered for OJT)
2. OJT is to be completed by the student under the guidance of mentor from the college as well as industry/organisation guide/mentor where he/she is doing internship/apprenticeship.
3. OJT Report is to be prepared which shall be based on the field work and a copy of it has to be submitted to the college/ university department before commencement of semester end examination.
4. The OJT Report shall consist of the following: Title page should cover the following:
 - a. Name of the intern (student)
 - b. Name of the internal guide and external guide/mentor
 - c. Name of the college/university department
 - d. Organisation where internship is conducted
 - e. Duration in which internship was completed
 The main text of the report should consist of:
 - a. Profile of the organisation
 - b. Details of work done during the internship
 - c. Key learning/takeaways/ skills acquired during the internship
 - d. Responsibilities handled during the internship
 - e. Problems faced during the internship
 - f. Any significant contribution/solution provided to the organisation during the internship
 - g. Conclusion
 - h. Attendance sheet (day-wise) signed by industry/organisation guide.
5. Internship/Apprenticeship report shall consist of around 40 to 50 typed pages.
6. All recognized P.G. Teachers and also teachers teaching to M. Com Course under the Faculty of Commerce and Management are eligible to work as mentor or guide of the trainee.

7. Total duration of OJT shall be of 120 hours. The college/university department has flexibility to allow the students to complete the Internship/Apprenticeship at any time during the semester, but the report of OJT has to be submitted before commencement of semester end examination.
8. In case of students registered on distance mode and who are already working/employed, they have to submit the OJT report. However, they can complete OJT in the same organisation where they are working/employed. Those students who are registered on distance mode, but not working/employed anywhere, have to complete OJT as per the guidelines given to the regular students.
9. Evaluation of On the Job Training

There shall be evaluation of a maximum of 100 marks for OJT on the following criterion and shall be done by internal guide/mentor

Sr. No.	Criterion for Evaluation	Maximum Marks
1	Attendance and Engagement	10
2	Relevance of Internship/Apprenticeship with curriculum	10
3	Responsibilities handled during Internship/Apprenticeship	20
4	Skills acquired during Internship/Apprenticeship	20
5	Contribution of Intern/Apprentice to the organisation	20
6	Internship/Apprenticeship Report	20
Total		100

अभ्यासक्रम / Syllabus

एम ए. भाग : १ / M.A. Part - I

सत्र : दुसरे/ Sem II

On Job Training

(Internship, Apprenticeship / FP (Field Project))

Course Number - OJ

Course Code- MAU0325OJP501H

Course Credits - 4

Marks - Training Report : 80, External Assessment(Viva Voce) :20, Total Marks : 100

Cours Learning Outcoms

१. शिक्षणाबरोबरच विविध क्षेत्रातील रोजगारविषयक प्रशिक्षण घेता येईल.
२. रोजगाराची विविध क्षेत्रे व संधी यांची माहिती होईल.
३. रोजगारासाठी आवश्यक क्षमता व कौशल्यांची वृद्धी होईल.
४. या प्रशिक्षणातून पुढील जीवनातील करिअरमधील सर्वोत्कृष्टता प्राप्त करता येईल.

Instructions for teachers and students while doing On-the-Job Training:

१. प्रकाशन संस्था, मुद्रणालये, वर्तमानपत्रांची कार्यालये, आकाशवाणी, दूरचित्रवाणी, चित्रनगरी, सर्व खासगी व सरकारी आस्थापना, विविध साहित्य संस्थांची कार्यालये, शैक्षणिक संस्था, नाट्यसंस्था, जाहिरात संस्था, भाषाविषयक सेवा क्षेत्रे, याशिवाय भाषा व साहित्यविषयक काम करणाऱ्या संस्थांमध्ये खासगी उद्योग इत्यादी ठिकाणी On Job Training Internship, Apprenticeship पूर्ण करून विहित नमुन्यात अहवाल करणे आवश्यक आहे.
2. Selection of Institute/Organization/Consultant/Professional etc. should be based on the areas in the mandatory or elective courses in the concerned subject.
3. The Institute/Organization/Consultant/Professional etc., under whom the Training/Internship/ Apprenticeship is expected, should be FORMALLY ASSIGNED (In Written Form) by concerned teacher to every student.
4. Submission of On-the-Job-Training Report duly signed and certified by concerned teacher/guide is A PRE-REQUISITE FOR APPEARING TO VIVA-VOCE EXAMINATION.
- 5 . TWO COPIES of On-the-Job-Training Report in BOUND FORMAT should be submitted before Viva-Voce. One copy will be kept by department and the remaining will be returned to student.

Important Notes for Teachers:

1. Prepare a Draft Letter for getting permission from the appropriate authority within the Institute/Organization or from Consultant/Professional etc. for the On-the-Job Training/Internship/Apprenticeship
2. Prepare an Appropriate Format for Writing the On-the-Job Training Report. **Kindly see that the First Page and Certificate Page is common for all students. In the remaining part, try to maintain uniformity.**

The On-the-Job Training अहवालाचा नमुना

विद्यार्थ्याचे नाव : -----

महाविद्यालयाचे नाव: -----

वर्ग: ----- सत्र: -----

विषय: ----- बैठक क्रमांक: -----

वर्ष ----- प्रशिक्षण कालावधी: -----

OJT च्या संस्थेचे नाव: -----

संस्थेतील पर्यवेक्षकांचे नाव : -----

महाविद्यालयातील मार्गदर्शकांचे नाव: -----

प्रस्तावना (Introduction)

This section should provide the area of interest, its' importance in contemporary world, the reasons for choosing this area as well as the institution /consultant/professional etc. .

संस्थेविषयी माहिती (Description of the organization)

This section should provide a brief overview of the organization where the internship will take place, including its mission, goals, and services and experience.

कर्तव्य आणि जबाबदाऱ्या (Duties and responsibilities)

This section should describe the specific tasks and responsibilities the student had during the internship, as well as any notable projects or activities they were involved in.

प्रशिक्षणाचे स्वरूप व फलश्रुती (Reflection on learning outcomes and accomplishments)

This section should highlight the key learning and accomplishments the student achieved during the internship (skills, knowledge, attitude etc.). The student is expected to provide an in-depth reflection on the overall growth and impact of training.

सुधारणेची क्षेत्रे (Areas for improvement)

This section should address areas for improvement the student seen by himself/herself during the internship. He/she should reflect on how to overcome these challenges or plan strategies for improvement.

निष्कर्ष (Conclusion)

This section should summarize the key takeaways from the internship experience.

परिशिष्टे (Appendices)

This section should include following documents:

- Formal permission letter by Concerned Teacher/Guide sent to concerned Institution/Organization/Professional/Consultant etc.
- Formal Acceptance Letter by Institution/Organization/Professional/Consultant etc. for Training.
- Attendance sheet with Day, Date, Time, Number of Hours, Brief description of Training/ Learning activities, Signature of Institutional Authority, Signature of Concerned Teacher.
- Google Tagged photos of showing Attendance as well as Doing Work
- Compliance Certificate with remarks duly signed by Institutional Authority
- Other supporting material

FIELD PROJECT

अभ्यासक्रम / Syllabus

एम ए. भाग : १ / M.A. Part - I

सत्र : दुसरे / Sem II

Field Project

Course Number - OJ/FP

Course Code- MAU0325OJP501H

Course Credits - 4

Marks -Dissertation/Project Report etc :80, External Assessment(Viva Voce :20,Total Marks : 100

Cours Learning Outcoms

१. प्रकल्प लेखनाची संकल्पना व स्वरूप माहीत होईल.
२. प्रकल्पावरील प्रात्यक्षिक कामाचा अनुभव येईल.
३. प्रकल्पावरील कामाचे अहवाल लेखन करण्याचे कौशल्य अवगत होईल.
४. प्रकल्पातील अनुभवाचे विविध क्षेत्रात उपयोजन करता येईल.

Instructions for teachers and students while doing Field Project:

1. भाषा व साहित्यविषयक क्षेत्रिय प्रकल्पांवर (FP) काम करून प्रकल्प सादर करणे आवश्यक आहे.
2. Selection of Field project should be related to the mandatory or elective courses in the concerned subject.
3. SEPARATE Field project should be FORMALLY ASSIGNED (In Written Form) by concerned teacher to every student. It should not be done in common.
4. Field Project should be based on field work carried out by the student INDEPENDENTLY.
5. Submission of Field Project Report duly signed and certified by concerned teacher/guide is A PRE-REQUISITE FOR APPEARING TO VIVA-VOCE EXAMINATION.
6. TWO COPIES of Field Project Report in BOUND FORMAT should be submitted before Viva-Voce. One copy will be kept by department and the remaining will be returned to student.

Important Notes for Teachers:

1. Prepare an Appropriate Format of PERMISSION LETTER to be given to student to do the Field Project under the guidance of a concerned teacher.
2. Prepare an Appropriate Format for Writing the Field Report. **Kindly see that the First Page and Certificate Page is common for all students. In the remaining part, try to maintain uniformity.**

क्षेत्रीय प्रकल्प लेखनाचा नमुना

- Chapter I: प्रस्तावना (Introduction)
- Chapter II: पूर्वाभ्यास (Review of Literature / Theoretical Background / Conceptual Framework)
- Chapter III: संस्थेविषयी माहिती (Profile of the Organization / Area)
- Chapter IV: उपलब्ध माहितीचे विश्लेषण/ मांडणी (Analysis and Interpretation)
- Chapter V: निष्कर्ष (Conclusion - It will include observations, findings, suggestions and conclusions)