

6033 – M. O. P. TRAINING							
Training Scheme		Progressive Assessment	Examination Schedule (Marks)				
Duration	Credits		Report	Semi/Viva	Total		
8 weeks	15	50	50	50	150		
Pre-requisite	Source	Semester	Theory	Test	Total	TW	PR
120 credits	MOP		—	—	—	50	100
							Gr Total
							150

**RATIONALE:-** In plant training are basically aimed at synthesising the theory learnt in the secluded settings of class rooms with the practices adopted in the real life scenarios. Seclusion of class-rooms and laboratories from the real life organisation setting, bubbling with the professional skills and proficiencies, forces curriculum developers and designers of such professional programme to introduce an element of reality via implant training's of a limited period and as an obligatory part of curriculum. Semester VI implant training aims at achieving the objectives of fulfilment of course requirements. Student-trainees are expected to imbibe the sense of responsibility, punctuality, etc. Similarly, they are expected to develop a sense of interpersonal relationships, ethics, values and practices in their own personal relationships. After completion of training, students are expected to submit a report on the training. This report shall be composed of following parts-

#### COURSE CONTENT

Hrs Mks

- Front page mentioning the course, semester, name and address of the student, etc.
- Acknowledgement, etc.
- Comprehensively write about the current state of affairs of the similar type/kind of industries in India. This shall be a complete chapter before the introduction of the organisation and should be written after referring necessary books, magazines and journals. It should be of the minimum 8 to 10 pages-length.
- Introduction of the Organisation (training place) including its mission, objective, etc.
- Training obtained in various departments/sections, etc.
- Conclusion mentioning the impact of training on your personality and anything specific you observed or came across during training.
- Comprehensive note of comment showing the financial and administrative state of affair of the organisation by explaining through the analysis of annual reports and drawing the organisational structure of the same at various levels in the organisation. Every issue/point discussed must be of the same organisation. Every issue/point discussed must be appropriately commented. It should also be of the minimum 8 to 10 pages.

This report shall be neatly word processed on A4/BOND size paper in double space. The report should be minimum 20-25 pages long, typed in double space excluding the front pages. The report shall be neatly bound and submitted in duplicate to the Department.

#### AREAS OF TRAINING:

1. Handling various office automation systems.
2. Storekeeping & Procurement section.
3. Handling various important matters, viz. pay bills, leave accounts, travel bills, Excise and Customs and State Sales Tax Return and other relevant issues.
4. Personnel and Industrial Relations Matter, handling of labour unrest/strike/demands etc.

