



C. P. & Berar Education Society's College, Mahal, Nagpur

Department of Economics

SESSION 2025-26

ON-JOB-TRAINING (OJT)

Brief Report

As part of the curriculum enrichment and to foster practical skills, industry exposure, and employability among postgraduate students, the Department of Economics organized an On-the-Job Training (OJT) program for M.A. Semester II students during the academic session 2025–2026. A total of 63 students successfully completed their training across various reputed Skill Development Institutes, Training Centres, and professional organizations in Nagpur City.

Objectives of the OJT Program:

1. **Bridge the Gap:** To connect theoretical economic concepts with practical operational skills required in corporate, financial, and digital sectors.
2. **Skill Enhancement:** To equip students with practical knowledge in areas such as Data Entry, Office Automation, Tally/Accounting, Digital Marketing, and Graphic Design.
3. **Employability Boost:** To prepare students for job readiness through real-time workplace environments and practical task management.

Training Domains :

During the training period, students were placed at multiple verified training institutes across Nagpur (including IT institutes, skill centers, and digital marketing agencies).

The OJT covered the following primary domains:

- **Tally & Financial Accounting:** Practical application of accounting software, ledger management, and financial documentation.
- **Office Automation & MS Office:** Advanced Excel, Data Management, Word Processing, and administrative reporting.
- **Digital Marketing & Web Design:** Fundamentals of online promotion, social media management, SEO basics, and basic graphic editing.
- **Graphic Design & Multimedia:** Core concepts of visual communication using tools like Photoshop and PageMaker.

On-Job-Training (OJT)

C. P. & Berar Education Society's College, Nagpur

M.A. II Semester (Economics)

On-the-Job Training (OJT)

Session 2025-26

List of Students and Name of Training Institute

Sr. No.	Names of Students	Training Institute/ OJT Institute
1.	ABHIJIT JAYANT KELKAR	Kelkar IT Services, Nagpur
2.	AKASH AVINASH HADKE	Purples Energy PVT. Ltm. Nagpur, (Solar Panel Installation)
3.	AMIT VISHWANATH PENDAM	Kelkar IT Services, Nagpur
4.	ANILKUMAR PALSAY HOLI	Common Service Centre, Goreghat, Nagpur (Computer Operator)
5.	ASHVIN NAGORAO RAUT	Kelkar IT Services, Nagpur
6.	ASHWIN GOPICHAND UIKEY	Kelkar IT Services, Nagpur
7.	CHAITALI UMRAN NISHANE	Prahar Computer Education, Nagpur (Digital Marketing & Tally)
8.	DASHRATH TEJRAM PANCHESHWAR	VNM Services & Proprietor, Kharbi Nagpur (Video Editing, Graphic design and Freelance work)
9.	GOPAL BALKRUSHNA DAKHOLE	Mother Dairy, Nagpur (Dairy Management)
10.	GULSHANKUMAR VYANKAT MELE	Prahar Computer Education, Nagpur (Digital Marketing & Tally)
11.	HINA VASANTJI BHOYAR	Seniority Computer Institute, Mahal, Nagpur (Video Editing, Graphic Designer)
12.	JASUNDA MANOHAR WADE	Prahar Computer Education, Nagpur (Digital Marketing & Tally)
13.	KALYANI PRABHAKAR NANNAWARE	Kelkar IT Services, Nagpur
14.	KHUSHBU GHANSHYAM CHANDEKAR	Seniority Computer Institute, Mahal, Nagpur (Photoshop, DTP ETC)
15.	KHUSHBU MUKUNDA KHADASAN	Prahar Computer Education, Nagpur (Digital Marketing & Tally)
16.	MANOJ ARJUN KUMARE	Jay Seva Cyber Café & CSC Centre. Kalamana Market Road, Nagpur (Computer Operator)
17.	MEENA DALSAY BOGA	Kelkar IT Services, Nagpur
18.	MEGHA SHANKAR PANDHARAM	Prahar Computer Education, Nagpur (Digital Marketing & Tally)
19.	MONIKA CHHAGAN PRADHAN	Kelkar IT Services, Nagpur

20.	MORESHWAR PRAKASH JUNNAKE	Shital Mobile Repair Centre, KDK College, Road, Nagpur (Mobile Repair)
21.	NAGESH PATALI KORSA	Shital Mobile Repair Centre, KDK College, Road, Nagpur (Mobile Repair)
22.	NARENDRA BANDUJI KORCHE	Shital Mobile Repair Centre, KDK College, Road, Nagpur (Mobile Repair)
23.	NIKHIL GOPICHAND GULDHE	Purpleses Energy PVT. Ltd. Nagpur, (Solar Panel Installation)
24.	NIKITA YADAV MOHOD	Prahar Computer Education, Nagpur (Digital Marketing & Tally)
25.	NIKITA SHIVCHARAN WARKADE	Prahar Computer Education, Nagpur (Digital Marketing & Tally)
26.	NILESH ISTARI MOTGHARE	Prahar Computer Education, Nagpur (Digital Marketing & Tally)
27.	NOMESH UTTAMRAM MARKAM	Jay Seva Cyber Café & CSC Centre. Kalamana Market Road, Nagpur (Computer Operator)
28.	PALLAVI MADHUKAR GHARAT	Prahar Computer Education, Nagpur (Digital Marketing & Tally)
29.	PAWAN CHANDULAL MADAVI	Shital Mobile Repair Centre, KDK College, Road, Nagpur (Mobile Repair)
30.	PAWAN GANGALAL BHALAVE	Common Service Centre, Goreghat, Nagpur (Advanced Office Automation and Data Management)
31.	PAWAN RAJENDRA SHRIRAME	Purpleses Energy PVT. Ltd. Nagpur, (Solar Panel Installation)
32.	PIYUSH CHANDUJI KOKATE	Seniority Computer Institute, Mahal, Nagpur (Microsoft Office and Graphic Design)
33.	POOJA RAJESH PIMPALKAR	Seniority Computer Institute, Mahal, Nagpur (Video Editing, Graphic Designer)
34.	POOJA YUVRAJ GEDAM	Shital Mobile Repair Centre, KDK College, Road, Nagpur (Mobile Repair)
35.	PRITY ARUN JAMBHULE	Shital Mobile Repair Centre, KDK College, Road, Nagpur (Mobile Repair)
36.	RAHUL CHANDANLAL UIKEY	Shital Mobile Repair Centre, KDK College, Road, Nagpur (Mobile Repair)
37.	RAHUL OMKUMAR VARMA	Seniority Computer Institute, Mahal, Nagpur (Microsoft Excel & Maintaining Register Bills)
38.	RAKESH HARICHAND KUMARE	Purpleses Energy PVT. Ltd. Nagpur, (Solar Panel Installation)

39.	RAKESH VYANKAT FENDAR	E-Governance Division NSSCDCL, Nagpur (Project Assistance, Smart City)
40.	RESHMA DEVANAND GURAV	Seniority Computer Institute, Mahal, Nagpur (Microsoft Excel & Maintaining Register Bills)
41.	RITIK DAMJI HALAMI	Purpleses Energy PVT. Ltd. Nagpur, (Solar Panel Installation)
42.	ROSHANI SUDHAKAR THAKARE	Seniority Computer Institute, Mahal, Nagpur (Graphic Designer)
43.	ROUNAK SHAILIESH MESHRAM	Purpleses Energy PVT. Ltd. Nagpur, (Solar Panel Installation)
44.	SAHIL SHANTARAM RANDAYE	Purpleses Energy PVT. Ltd. Nagpur, (Solar Panel Installation)
45.	SAKSHI AMRUT MALVE	Seniority Computer Institute, Mahal, Nagpur (Video Editing, Graphic Designer)
46.	SAKSHI RAVINDRA BHOYAR	Prahar Computer Education, Nagpur (Digital Marketing & Tally)
47.	SANDESH ARUN SHRIRAME	Purpleses Energy PVT. Ltd. Nagpur, (Solar Panel Installation)
48.	SHARMISTHA PRANOB GANGULI	Seniority Computer Institute, Mahal, Nagpur (Video Editing,)
49.	SHITAL RANGRAO HAJARE	Seniority Computer Institute, Mahal, Nagpur (Video Editing, Graphic Designer)
50.	SHUBHAM RAMKRUSHNA TIKHAT	Prahar Computer Education, Nagpur (Digital Marketing & Tally)
51.	SHUBHANGI DILIP PANDHARE	Prahar Computer Education, Nagpur (Digital Marketing & Tally)
52.	SNEHA BAPURAO MESHRAM	Dental Clinic, Hirvinagar Square, Nagpur (Nurse)
53.	SOMESHWAR VITHAL MESHRAM	Prahar Computer Education, Nagpur (Digital Marketing & Tally)
54.	SURAJ RAGHU MADAVI	Seniority Computer Institute, Mahal, Nagpur (Video Editing, Graphic Designer)
55.	SWAPNIL VINOD DADMAL	Prahar Computer Education, Nagpur (Digital Marketing & Tally)
56.	UDELAL DHANDU NETAM	Prahar Computer Education, Nagpur (Digital Marketing & Tally)
57.	VAISHNAVI DHANRAJ KHALODE	Prahar Computer Education, Nagpur (Data Entry)
58.	VAISHNAVI RAMCHANDRAJI BAREKAR	Shital Mobile Repair Centre, KDK College Road, Nagpur (Mobile Repair)

59.	VIKAS VILAS UIKE	Shital Mobile Repair Centre, KDK College Road, Nagpur (Mobile Repair)
60.	VIKASH HARICHAND PURAM	Shital Mobile Repair Centre, KDK College Road, Nagpur (Mobile Repair)
61.	VISHAL FAGNU KALLO	Jay Seva Cyber Café & CSC Centre. Kalamana Market Road, Nagpur (Computer Operator)
62.	VISHWANATH RANGA MADAVI	Shital Mobile Repair Centre, KDK College Road, Nagpur (Mobile Repair)
63.	VIVEK RAMESH HARAMI	Shital Mobile Repair Centre, KDK College Road, Nagpur (Mobile Repair)



Ayaz
Off. Principal
C. P. & Berar E.S. College
Nagpur

Sample On-Job-Training (OJT) form

TRAINING PLAN FORM

1. Training Title: Solar P.V installation and wiring
2. Target Group: Solar technician Trainees
3. Date: 05/03/2026 to 06/04/2026 Day(s): 31 Times: 10-5
4. Location: Solar installation sites Nagpur
5. Goal of Training: To provide practical knowledge
6. Learning Outcomes: Understanding of Solar P.V. System
Skilled in DC wiring and M.C for connections
- Instructors/Trainers Details Shrihari Gaikwad
7. Training Materials to be used: (including that required for Children with Special Needs): Solar pannel, tool kit, Battery
8. Logistics Training Tools, safety equipment
9. Arrangements made for hiring Translators and/or sign language interpreters (for Children with Special Needs): Not Required
10. Arrangement for Refreshment/Food during training sessions: Drinking water
11. Any other information: Training focus on practical field work

Annexure 1

Format of Letter for Organisation of OJT in an Industry/Enterprise/Organisation

To, The Manager Purpleless energy Pvt. Ltd Date: _____
Nagpur

Sub: On-the-Job Training in your Industry/ Enterprise/ Organisation - reg.

Dear Sir/Madam,

The C.P. Bera College Nagpur (name of the college) is implementing the scheme of OJT. Under this scheme, there is a provision for conducting On-the-Job Training (OJT) of 6-8 weeks (120 Hours). The primary objective of OJT is to enable the students to acquire skills by getting hands-on-training in the real work environment.

We have identified your esteemed Organisation/ Industry/ Establishment for imparting OJT to the students of Solar technician (PG). Around 1 (no.) students would be participating in the OJT. We would like to seek your cooperation in organizing the OJT at your organisation.

On hearing from you, the Teacher Shrihari Gaurikar (name) will be contacting you with details of the training you are requested kindly facilitate OJT of students in your organisation.

With kind regards,

Dr. Ajay Kulkarni
(Name of Principal)

Dr. Vinod Dongarwar
Copy to: (Name of the Teacher)

Encl.: as above

Annexure 2

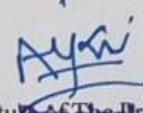
Format of Agreement between School Principal and Representative of Industry/Organisation

AGREEMENT

This agreement is made between the Principal college and representative of the Industry or Organisation for On-the-Job training with provision to be made by the Industry/Enterprise or Organisation on the following:

1. Assigning a Trainer or Supervisor for On-the-Job Training of students by the Industry/Organisation.
2. Engaging students on subject-specific work and providing required guidance or support to ensure their learning.
3. Monitoring the attendance and work completed by students on daily basis.
4. Provide experience letter/certificate of On-the-Job Training to students on completion of the training.
5. In case students need to extend beyond agreed hours, prior intimation shall be taken from Principal.
 - (i) Abide by Prevention of Sexual Harassment Act (POSH) for students undergoing training.
 - (ii) Information shall be provided to trainees regarding working conditions of the job, such as physical requirements potential hazards, health risks, noise levels, etc.


Signature of Representative
Industry/ Organisation


Signature of Principal
C.P. and Berar E.S. College
Tulsibag, Nagpur.

Date: 25/03/2028

As per the POSH Act, 'sexual harassment' includes unwelcome sexually tinted behaviour, whether directly or by implication, such as (i) physical contact and advances, (ii) demand or request for sexual favours, (iii) making sexually remarks, (iv) showing pornography, or (v) any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature.

Annexure 3

Format for Students' Attendance during OJT

Attendance Sheet

1. Student Name: Akash Avinash Hadke
2. Subject/Job Role : solar technician
3. College Name: C. P. Bera College Mahul Nagpur
4. College Address: Tulshibag Road Mahul Nagpur
5. Type of Work Assigned:

Total No. of Hours Spent on OJT:	Signature of Trainer or Supervisor (with date)	Signature of Vocational Teacher/Trainer (with date)
Details of Work Done	<u>Akash</u> 05/03/26	<u>Zishman</u> 05/03/26
Solar Panel Fitting	<u>Akash</u> 06/03/26	<u>Zishman</u> 06/03/26
Dc cable laying connection crimping	<u>Akash</u> 07/03/26	<u>Zishman</u> 07/03/26
solar panel series connection	<u>Akash</u> 08/03/26	<u>Zishman</u> 08/03/26
Installation of solar inverter and AC/DC	<u>Akash</u> 10/03/26	<u>Zishman</u> 10/03/26
Battery connection	<u>Akash</u> 11/03/26	<u>Zishman</u> 11/03/26
Battery Testing	<u>Akash</u> 12/03/26	<u>Zishman</u> 12/03/26
system testing using multimeter	<u>Akash</u> 13/03/26	<u>Zishman</u> 13/03/26
Troubleshooting wiring faults	<u>Akash</u> 14/03/26	<u>Zishman</u> 14/03/26
Cleaning and maintenance of solar system	<u>Akash</u> 16/03/26	<u>Zishman</u> 16/03/26
Load connection and output testing	<u>Akash</u> 17/03/26	<u>Zishman</u> 17/03/26
Site inspection and safety practice	<u>Akash</u> 18/03/26	<u>Zishman</u> 18/03/26
Earthing and safety measure at site	<u>Akash</u> 19/03/26	<u>Zishman</u> 19/03/26
Installation of DC wiring	<u>Akash</u> 21/03/26	<u>Zishman</u> 21/03/26
MC4 connector crimping	<u>Akash</u> 23/03/26	<u>Zishman</u> 23/03/26
Solar panel fitting and Alignment	<u>Akash</u> 24/03/26	<u>Zishman</u> 24/03/26
Load connection and output testing.	<u>Akash</u> 25/03/26	<u>Zishman</u> 25/03/26

Annexure 4

Format for Student's Logbook

1. Student Name: Akash Avinash Hadke
2. Trade/Subject: Solar Technician
3. College Name: C.P. Berar college Mahal Nagpur
4. College Address: Tulshibag Road Mahal Nagpur
5. Industry/Enterprise/Organisation: Purpless energy Pvt. Ltd. Nagpur
6. Address: Neer Sakardara square Sakardhara Nagpur
7. Type of Work Assigned: Wiring and Testing
8. Date: _____

1. I observed / worked on the following activities in this week.
2. I learnt the following things in this week.
3. I faced the following challenges during this week (if any).

Aadk
Akash A. Hadke
Name & signature of the student

Ravindra
Name & Address
Signature of Trainer/Supervisor

CC: Principal of the College

Annexure 5

Format for Preparation of Report on OJT by Students

Students are required to prepare the report of what they learnt during On-the-Job Training (OJT). The report will be included in the student portfolio. Students shall include the following information in the OJT report:

Sr. No.	Section	Expected Details
1	Introduction - on job training Akash Avinash Haldke M.A. 1 Sem. solar technology	- Title of the Report - Student Name, College, Grade, Roll No. - Name of Job Role/ Subject
2	OJT Overview * purples energy pvt Ltd. * private institute of energy - solar installation OJT Dates : 05/03/2020 to 25/03/2020 Timing: 10am to 5 pm. 4wks completed 240 Hours	- Employer/Workplace Details - Name of OJT Site, Address, Website, Supervisor Name - Brief Profile of the Organization (Government Private, Business Activity, etc.) - OJT Dates (Start and End), Timings, Number of Hours completed.
3	OJT Details - 1) solar panel fitting 2) DC cable laying connector crimping 3) Battery connection 4) Battery testing 5) Total installation of solar panel	- Activities Performed and Observations made during OJT - List of Tools and Equipment used during OJT - Key Learnings and Challenges faced during OJT - Any innovative work done during OJT

Annexure 6

Format for OJT Completion Certificate

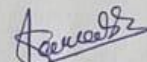
This is to certify that Alcosh Avinash Hadke [name of the Student],
pursuing his/ her subject / course in Solar Technician
successfully completed On-the-job Training (OJT) at
Purpleless Energy Pvt Ltd. and completed 240 hours of
OJT from 05/03/2026 (date) to 06/04/26 (date)

He/ she has participated in the following activities/ tasks

1. Solar Pannel installation and mounting structure fitting
2. Wiring and MC4 connector crimping
3. Solar inverter installation and connection
4. Battery connection testing and maintenance
5. system testing, Troubleshooting and performance checking

Place: Nagpur

Date:


Signature

Name & Designation of
Authorized Signatory

Name of Industry/Enterprise/Organisation



Office Stamp

Annexure 7

Format for Submission of Feedback by Students

Feedback Form

The students shall be submitting the feedback form to the Teachers and give their response on scale from 1 to 5.

(1- Not at All, 2- Very Little, 3- Somewhat, 4-Quite a Bit, 5-Great Deal)

Sr. No	Questions	1	2	3	4	5
1	Was the training place clean and attractive	-	-			Great Deal
2	Were the sessions objectives and the intended learning outcomes clearly stated				quite a Bit	
3	Was the Instructor/ Trainer punctual during sessions					Great Deal
4	Did the Instructor/Trainer related the topic with tasks					Great Deal
5	Were learning or training resource materials provided for the training				quite a Bit	
6	Did this OJT help you to connect your knowledge with skills with that you acquired during schooling					Great Deal
7	Did this OJT help you to acquire new skills					Great Deal

~~Hadke~~
Akash A. Hadke
Name & Signature of the Student