

DIFFERENT FORMS USED IN ASSESSING STUDENTS' PERFORMANCE IN O.J.T.

FORM OJT -1

STUDENT WORK DAIRY
(To be maintained by each student)

(SUMMARY SHEET)

Name : _____

Class: _____ Session: _____

Sl No	Practical Unit	Date of Start	Date of Completion	Remarks Difficulties faced
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10				
11.				
12.				
13.				
14.				

FORM OJT -2

DAILY WORK SHEET

Name : _____

Class : _____ Session : _____

Sl. No.	Practical Unit	Date	Description of work done	Tools and Consumables used	Duration of work	Remarks
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(This is to be maintained by each student and to be initialed by the in plant supervisor in the last column at the end of the work)

FORM OJT -3

RECORD OF VOCATIONAL STUDENTS ON THE JOB TRAINING
(To be maintained by the Vocational Lecturer)

Sl. No.	Name of Student	Course	Enterprise	Name of the (in Plant /Job) supervisor	Name of the visiting vocational Lecturer
1.					
2.					
3.					
4.					
5.					

FORM OJT -4

ATTENDANCE REGISTER

(To be maintained by the In-Plant Supervisor)

Vocational Subject _____ for the month _____ 20 _____

Name of the Enterprise _____

Sl. No.	Name of the students	Columns of	Dates	Remarks
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Signature of the in-Plant/Job Supervisor

FORM OJT -5

EMPLOYER'S CERTIFICATE
(Name and Address of Industry)

This is to certify that Mr/Miss _____
s/o _____ of vocational college/school _____
attended a short term On the Job Training Programme from _____ to
_____ in this organization on _____.

During this period he/she has successfully completed the training programme.

His/Her specific work areas of training are the follows:

- 1.
- 2.
- 3.
- 4.

Signatures : In-Plant Supervisor _____

Teacher Co-ordinator _____

Principal _____

FORM OJT -6

CUMULATIVE PROGRESS CHART

(One Sheet for every student to be maintained by the Vocational Teacher)

Name _____ **Course** _____ **Year** _____

Name of the College _____

Evaluation Report

Sl. No.	Job Skills	Maximum Marks	Marks awarded
1.	Adopting correct postures	5	
2.	Methods and techniques used	5	
3.	Enthusiasm for learning	5	
4.	Organizing work practice	5	
5.	Presentation of work	5	
6.	Co-operation with fellow workers	5	
7.	Observation of time schedule	5	
8.	Handling of tools and equipments	5	
9.	Proficiency in terms of productivity	5	
10.	Know-how of tools and raw materials	5	
	TOTAL	50	

Signature of the Vocational Junior Lecturer

FORM OJT -7

CUMULATIVE STUDENT ASSESSMENT SHEET

(One Sheet for each student to be maintained by In-plant Supervisor)

Name of the Student _____ Course _____ Year _____

Name of the College _____

Evaluation Report

Sl. No.	Job Skills	Maximum Marks	Marks awarded
1.	Adopting correct postures	5	
2.	Methods and techniques used	5	
3.	Enthusiasm for learning	5	
4.	Organizing work practice	5	
5.	Presentation of work	5	
6.	Co-operation with fellow workers	5	
7.	Observation of time schedule	5	
8.	Handling of tools and equipments	5	
9.	Proficiency in terms of productivity	5	
10.	Know-how of tools and raw materials	5	
	TOTAL	50	

Signature of the In-Plant Supervisor

FORM OJT – 8

BOARD OF INTERMEDIATE EDUCATION
ANDHRA PRADESH ,HYDERABAD

AWARD LIST FOR ON THE JOB TRAINING

1. Name of the College: _____
2. College Code: _____
3. Name of the Vocational Course: _____
4. Course Code: _____
5. Name of the OJT Center: _____
6. Subject : ON THE JOB TRAINING
7. Subject Code : _____
8. Year: I year/II year
9. Maximum Marks : 50

Regd Number	Marks Awarded	
	In Figures	In Words

NOTE: Marks to be calculated taking average of marks awarded in cumulative assessment sheet made by the In-Plant supervisor and vocational junior lecturer (Vide Format OJT 6 & 7).

**Signature of the
Vocational Lecturer**

**Signature of the
In-Plant Supervisor**

**Signature of the
Principal with
College Seal**