

**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.					

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## 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	
	<b>TOTAL</b>	<b>50</b>	

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

<b>Regd Number</b>	<b>Marks Awarded</b>	
	<b>In Figures</b>	<b>In Words</b>

**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**