



**PROCEEDINGS OF THE DIRECTOR OF INTERMEDIATE EDUCATION  
TELANGANA::HYDERABAD**

Sub: - **INTERMEDIATE EDUCATION** – Vocational Education +2 Stage- To conduct **“On Job Training”** to the Vocational Students of the Junior Colleges in the State for the academic year 2024-25 – Guidelines – Issued – Reg.

\*\*\*\*\*

All the District Intermediate Education Officers/Nodal Officers in the State are directed to conduct On Job Training for both 1<sup>st</sup> and 2<sup>nd</sup> year students of Vocational Courses at +2 level for the Academic Year 2024-25. Further, “On Job Training” may be held for **02 Months** between **“OCTOBER and DECEMBER 2024”**. The guidelines to be followed are mentioned hereunder:

**GUIDELINES/INSTRUCTIONS FOR ORGANIZING ON THE JOB TRAINING**

- On Job Training is back bone of Intermediate Vocational Courses. It provides numerous benefits to Vocational Students. It equips the students with suitable skills and also paves a perfect path for future.
- The Principals of GJCs are requested to appoint the Junior Lecturers dealing with Vocational Courses as Vocational Coordinators for each course who will assist in the arrangements of On-the-Job Training.
- They are requested to approach the identified firm/agency/establishment where Vocational students can be placed for OJT and take their consent.
- In consultation with the identified firm/agency/establishment, Vocational Coordinator has to fix up the schedule of the OJT i.e., duration, commencement, training schedule, evaluation etc., and in case of any difficulty, they are requested to take help of the District Intermediate Education Officer/Nodal Officer while arranging the OJT.
- Once the schedule is finalized, instructions have to be issued to the students to attend the OJT compulsory to get Practical knowledge/hands on experience.
- The Vocational Lecturers will have to attend the OJT program on all days.
- The duration of the OJT can be organized in any time during the academic year/ during November – December months.
- The Principals/ DIEOs/ Nodal Officers are further requested to make frequent visits to OJT centers and monitor the program.
- They are requested to provide the necessary raw material for conduct of the Practical at the site, if necessary.
- At the end of the training, the students’ performance shall be evaluated jointly by the Vocational Coordinator and the Trainer of the firm for maximum marks of **100**. The award lists in the prescribed Proforma shall

be submitted to the Secretary, Telangana Board of Intermediate Education (TGBIE) on or before **20<sup>th</sup> January 2025**.

**EVALUATION OF ON THE JOB TRAINING**

“On the Job Training” shall carry 100 marks for each year and pass marks are 50. During OJT training the candidates shall put in a minimum of **90%** of attendance. The evaluation shall be done in the second week January.

**MARKS ALLOTTED FOR EVALUATION**

S. No.	Name of the Activity	Max. Marks allotted for each activity
1	Attendance and punctuality	30
2	Familiarity with technical terms	05
3	Familiarity with tools and material	05
4	Manual Skills	05
5	Application of Knowledge	10
6	Problem Solving Skills	10
7	Comprehension and observation	10
8	Human relations	05
9	Ability to communicate	10
10	Maintenance of diary	10
	Total	<b>100</b>

The spirit of On-the-Job Training has to be maintained by the students and Lecturers. The Colleges are at liberty to conduct On the Job training according to their local feasibility of institutions & industries. They may conduct the entire on the Job Training period of **02 months** either by conducting classes in the morning session and send the students for OJT in the afternoon session or two weeks or weekly or monthly or by any feasible mode for both the College and Institution. However, the total assigned periods for On-the-Job Training should be completed.

The receipt of these Proceedings should be acknowledged.  
(Orders of the DIRECTOR have been obtained in this regard)

**For DIRECTOR OF INTERMEDIATE EDUCATION**

To

All the District Intermediate Education Officers/Nodal Officers in the State with directions to communicate the guidelines to all the Principals of Government/Private Junior Colleges with vocational courses under their jurisdiction.  
The Regional Joint Director of Intermediate Education, Multizone- I & II  
Copy to the Secretary, Telangana Board of Intermediate Education, Hyderabad