Report on B.Voc. Retail Management 3rd Semester On-the-Job Training (OJT)

Session 2024-25

Faculty: Ankita Verma







Introduction:

The third-semester students of the Bachelor of Vocation (B.Voc.) program in Retail Management successfully completed a two-month On-the-Job Training (OJT) as part of their academic curriculum. This internship provided them with essential industry exposure, enabling them to apply theoretical knowledge in real-world retail settings. The students were placed in various reputed retail brands, gaining hands-on experience in customer service, sales, inventory management, and visual merchandising.

Internship Overview:

A total of **28 students** participated in the OJT, interning at well-known retail organizations across different locations. The internships were structured to enhance their professional skills and understanding of the retail sector. The

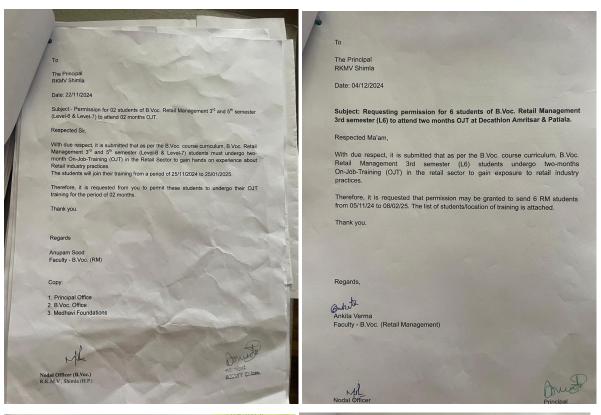
students also received *stipends*, with the highest being ₹24,000 and the lowest ₹16,000 for the two-month duration.

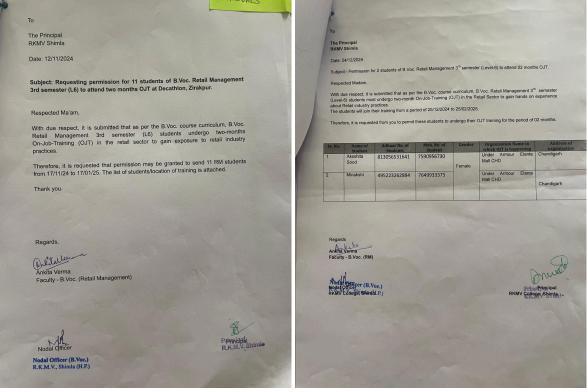
Internship Details:

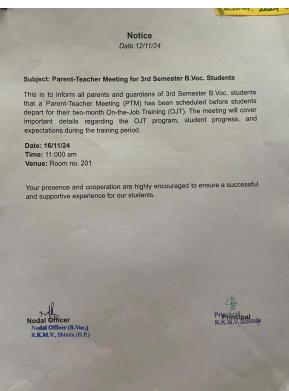
The following table summarizes the placement of students across different retail brands and locations:

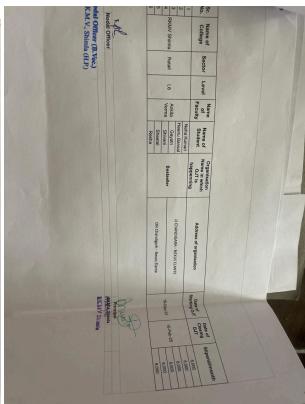
Brand	Location	No. of Students	Stipend (for 2 months)
Under Armour	Elante Mall, Chandigarh	1	₹24,000
Decathlon Zirakpur	Zirakpur	12	₹20,000
Decathlon Patiala	Patiala	2	₹20,000
Decathlon Solan	Solan	1	₹20,000
Decathlon Amritsar	Amritsar	4	₹16,000
Bestseller (ONLY & JACK & JONES)	Elante Mall, Chandigarh	6	₹16,000
Vishal Megamart	Shimla	2	₹20,000

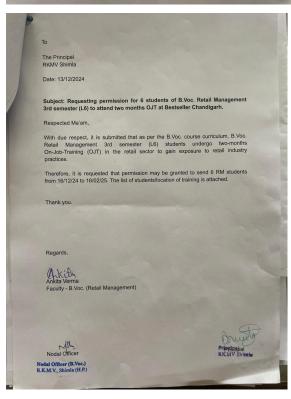
Approvals:

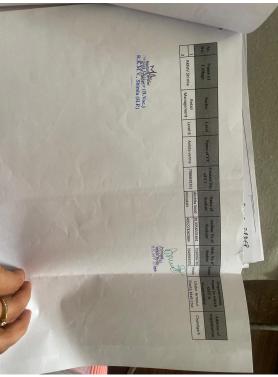












OJT Snippets:





























Key Learning Outcomes:

The students gained valuable insights into various aspects of retail management, including:

- Customer engagement and service excellence
- Sales and marketing techniques
- Inventory control and stock management
- Store operations and layout planning
- Visual merchandising and branding strategies
- Handling real-time challenges in a retail environment

Conclusion:

The successful completion of the OJT has significantly contributed to the professional development of the students. The hands-on experience gained during this training will equip them with the skills necessary for future careers in the retail industry. The collaborations with reputed retail brands have not only enhanced their employability but also provided them with networking opportunities.

The department looks forward to further strengthening industry partnerships and ensuring that future batches continue to receive high-quality internships with competitive stipends.

Session 2022-2025

B.Voc - Retail Management (L-7) On the Job Training (OJT) – 5th Semester Job Role- Store Manager

The On-the-Job Training (OJT) program aims to enhance the interaction between students and the industry. The primary goal is to provide students with practical, first-hand experience in retail stores, helping them bridge the gap between academic learning and fieldwork. A total of sixteen students from the 5th semester of the B.Voc Retail Management program participated in the two-month OJT program, which was a combination of both paid and unpaid internships.

Details of OJT Participation

The sixteen students were placed in different retail locations across various brands and stores, where they gained hands-on experience in store operations, customer service, and other aspects of retail management. The following outlines the students' placements:

- 1. Decathlon, Solan
 - o **Student(s)**: 1
 - o **Duration**: 20th Nov 2024 to 20th Jan 2025
- 2. U.S. Polo, Elante Mall Chandigarh
 - o **Student(s)**: 2
 - o **Duration**: 25th Dec 2024 to 25th Feb 2025
- 3. U.S. Polo and Arrow, Noida
 - o **Student(s)**: 1 at Arrow and 2 at U.S. Polo
 - o **Duration**: 25th Dec 2024 to 25th Feb 2025
- 4. Puma
 - o Store Locations: Elante Mall Chandigarh,
 - o **Student(s)**: 2 students
 - Store Locations: Sector-17 Chandigarh,
 - o **Student(s)**: 2 students
 - o **Store Locations**: Zirakpur, Punajb
 - o **Student(s)**: 1 students
 - o **Store Locations**: Kharar, Punajb
 - o **Student(s)**: 2 students
 - o **Duration**: 15th Dec 2024 to 15th Feb 2025
- 5. Janta Electronics, Shimla
 - o Student(s): 1
 - o **Duration**: 1st Jan 2025 to 28th Feb 2025
- 6. ONLY and Jack & Jones, Amritsar
 - o **Student(s)**: 1 at ONLY store and 1 at Jack & Jones store
 - o **Duration**: 15th Dec 2024 to 15th Feb 2025

Objective of on the job training(OJT):-

Brief Job Description:

This individual is responsible for:-

- > Supervising and directing the store staff.
- > Taking staffing decisions.
- > Ensuring product availability.
- > Maintaining visual merchandising standards.
- > Ensuring customer satisfaction.
- > Optimising the store's financial performance.
- ➤ Managing the safety and security of the store while adhering to the business and store processes.

Personal Attributes:

The individual needs to be:-

- > Physically fit to be able to fulfill tasks efficiently.
- ➤ Mentally balanced to be able to motivate self and team to handle unexpected situations.
- > She should be able to do effectively plan and organize work of self and team
- > Handle pressure.
- > She should have good business judgements and decision maker.
- > Demonstrate strong interpersonal skills
- > People management skills and service.

By the end of the OJT, the students learnt:

- Optimize inventory to ensure maximum availability of stocks and minimise losses.
- Adhere to standard operating procedures, processes and policies of the store while ensuring timely and accurate reporting.
- Manage sales and service delivery to increase store profitability.
- Execute visual merchandising displays as per standards and guidelines.
- Ensure overall safety, security and hygiene of the store.
- Implement promotions and special events at the store.
- Led and managed the team to develop store capability.
- Conduct price benchmarking and market study of competition.

OJT Approval Level -7

Sr. No.	Name of College	Sector	Level	Name of Faculty	Contact No. of Faculty	Name of Student	Adhaar No. of Students	Mob. No. of Student	Gender	Name in which OJT is	organisation	Date of OJT
1 1	RKMV Shimla	RM	L-7	Anupam Sood	9857703000	Ms. Anjali Verma	946113680794	7807326545	Female	Decathlon	Kotlanala, Solan	25/11/2024
2	RKMV Shimla	RM	116	Ankita Verma	7986839201	Ms. Sanjana Kumari	641968503434	7807351212	Female	Decathlon	Kotlanala, Solan	23/11/2024

Nodal Officer B.Voc RKMV Shimla

Nodal Officer (B.Voc.) R.K.M.V., Shimla (H.P.) Principal
RKMV Shimla
RKMV Shimala

Sr. No.	Name of College	Sector	T-Marchistophological	Name of Faculty	of On the Jo Contact No. of Faculty	Ob Training (L- Name of Student	7)Retail Ma Adhaar No. of Students	nagement Mob. No. of Student	Gender	Organisa tion Name in which OJT is happenn ing	Address of organisation n
						Sapna	302547394828	9816756809			Chandigarh
1						Sabhyata	632015604828	6230342928		Arvind	Noida
2	RKMV	Retail	L-7	Anupam	9857703000	Parameter State Control of the Contr	794669716359	8278858093	Female	Fashion	Noida
3	Shimla	Retail	L-/	Sood	,00,,,00,,	Kamini Ranjta	414476566107	9816754444		Ltd.	Noida
4						Sucheta	483252177511	8219650849			Chandigarh

Nodal Officer (B.Voc.)
B. Voc. RKMY Shimla P.)

Principal RKMV Shimla

经 转	Details of On the Job Training (L-4)Hospitality & Tourism											
Sr. No.	Name of College	Sector	Level			Name of Student	Adhaar No. of Students	Mob. No. of Student	Gender	Organisation Name in which OJT is happenning	Address of organisation	
1					n	Sita	481353407507	7876259470	-	Puma India Pvt. Ltd. Zi	Chandigarh Sec-17	
2	2					Kashish	913179528304	8219946801			Kharar	
3						Amita	220896243540	9015132574			Chandigarh Sec-17	
4	4		Anup			Vanshika	317197689188	9015375247			Zirakpur	
5	RKMV	v _		Anupam		Monika	912590900658	7807363708	Female		Kharar	
6	Shimla	Retail	L-7	Sood	9857703000	Gunjan	302483771995	7649984106	Pelliale		Chandigarh Elante	
7	- Dillina	Silinia				Priyanka	842858841676	8219797733			Chandigarh Elante	
8						Shalu	640021254778	7807144750		Best Seller India Pvt.	Ludhiana	
9						Vaishali	465721308524	7807654183		Ltd.	Amritsar	
10	-			1		Yogita	900090793278	9882883583		2441	Amritsar	

Nodal Officer
B.Voc RKMV Shimla
Nodal Officer (B.Voc.)
R.K.M.V., Shimla (H.P.)

Principal RKMV Shimla

Principal RKMV Shimle



To,

Dated: 22nd Nov 2024

The Training Manager Puma Sports India Pvt. Ltd.

Subject: Internship program for the student of B.Voc. Retail Management from Rajkiya Kanya Mahavidyalaya (RKMV), Shimla w.e.f. 25th November 2024

Dear Sir,

Rajkiya Kanya Mahavidyalaya (RKMV), a premier institution with B++ grade by NAAC and also with the status of a "College with Potential for Excellence" by UGC is the only government college for girls only in Himachal Pradesh. The college, through its experiential learning, places a strong emphasis on practical, hands-on learning to build students' critical thinking and make them job-ready.

B.Voc. Retail Management grooms the students through extensive training and hands-on experience through industry visits and internships. We shall be grateful if you provide an internship opportunity in your esteemed organisation to the following student, where the internship is expected to end before January 25, 2025.

Name of Student	Mobile Number of Student			
Ms. Anjali Verma	7876791473			
Ms. Sanjana Kumari	7807351212			

We are confident that the student will contribute to value creation and meet your expectations throughout the period of internship.

We look forward to having a long relationship between Decathlon and RKMV.

Thankyou. Best Regards,

Anupam Sood

Faculty - B.Voc. Retail Management

RKMV Shimla

Principal Dr. Anurita Saxena RKMV Shimla

Nodal Officer (B.Voc.) R.K.M.V., Shimla (H.P.) Principal

RKMV Shinele

The Principal RKMV Shimla

Date: 22/12/2024

Subject:- Permission for 5 students of B.Voc. Retail Management 5th semester (Level-7) to attend 02 months OJT.

Respected Madam,

With due respect, it is submitted that as per the B.Voc. course curriculum, B.Voc. Retail Management 5th semester (Level-7) students must undergo two-month On-Job-Training (OJT) in the Retail Sector to gain hands on experience about Retail industry practices.

The students will join their training from a period of 25/12/2024 to 25/02/2025.

Therefore, it is requested from you to permit these students to undergo their OJT training for the period of 02 months.

Sr. No.	Name of Student	Adhaar No. of Students	Mob. No. of Student	Gender	Organisation Name in which OJT is happening	Address of organisation
1	Sapna	302547394828	9816756809			Chandigarh
2	Sabhyata	632015604828	6230342928			Noida
3	Aavushi	794669716359	8278858093			Noida
4	Kamini Ranita	414476566107	9816754444	Female	Arvind Fashion Ltd.	Noida
5	Sucheta	483252177511	8219650849			Chandigarh

Thank you.

Regards

Anupam Sood Faculty - B.Voc. (RM)

Nodal Officer RKMV dollege St(ib) Noc.) R.K.M.V., Shimla (H.P.)

RKMV College Shimle to

PHOTOS OF STUDENTS DURING ON-THE-JOB TRAINING IN HOTELS

Puma Store Sec-17









<u>Puma Store Kharar, Chandigarh</u>





Puma Store, Elante Chandigarh



Arrow Store at Noida





CERTIICATES OF STUDENTS

Arvind Fashions Limited

No: 17, Du Parc Trinity Building, 8th Floor, M .G Road, Bangalore-560001 Tel: 91-80-41550601,Fax: 91-80-41550651

Date: 11-03-2025

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Ms.Kaamini Ranjta of Rajkiya Kanya Mahavidyalaya, Shimla has successfully completed the internship with Arvind fashions Ltd. from 25/12/2024 to 25/02/2025 in US POLO- DLF MOI, Noida.

During the tenure we found the candidate most sincere, hardworking and having good behavior and moral character.

We wish the candidate all success for future endeavor.

Yours Sincerely,

Authorized Signatory



Arvind Lifestyle Brands Ltd.

No: 17, Du Parc Trinity Building, 8th Floor, M .G Road, Bangalore-560001 Tel: 91-80-41550601,Fax: 91-80-41550651

Date: 11-03-2025

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Ms.Aayushi of Rajkiya Kanya Mahavidyalaya,Shimla has successfully completed the internship with Arvind fashions Ltd. from 25/12/2024 to 25/02/2025 in Arrow- DLF MOI, Noida.

During the tenure we found the candidate most sincere, hardworking and having good behavior and moral character.

We wish the candidate all success for future endeavor.

Yours Sincerely,

Authorized Signatory



Arvind Lifestyle Brands Ltd.

No: 17, Du Parc Trinity Building, 8th Floor, M.G Road, Bangalore-560001 Tel: 91-80-41550601, Fax: 91-80-41550651

Date: 11-03-2025

PO WHOMSOEVER IT MAY CONCERN

This is to certify that Ms.Sucheta Rajta of Rajkiya Kanya Mahavidyalaya, Shimla has successfully completed the internship with Arvind fashions Ltd. from 25/12/2024 to 25/02/2025 in US POLO-Elante Mall, Chandigarh.

During the tenure we found the candidate most sincere, hardworking and having good behavior a moral character.

We wish the candidate all success for future endeavor.

Yours Sincerely,

Authorized Signatory

Arvind Lifestyle Brands Ltd.

REGD. OFFICE: Arvind Ltd., Arvind Hills Firenises, Naroda Raod, Ahmedabad-380025 CIN: U64201G 1995 PLC024598

No: 17, Du Parc Trinity Building, 8th Floor, M.G Road, Bangalore-560001 Tel: 91-80-41550601,Fax: 91-80-41550651

Date: 11-03-2025

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Ms.Sabhyata Narta of Rajkiya Kanya Mahavidyalaya,Shimla has successfully completed the internship with Arvind fashions Ltd. from 25/12/2024 to 25/02/2025 in Arrow-DLF MOI, Noida.

During the tenure we found the candidate most sincere, hardworking and having good behavior and moral character.

We wish the candidate all success for future endeavor.

Yours Sincerely,

Authorized Signatory



Arvind Lifestyle Brands Ltd.

No: 17, Du Parc Trinity Building, 8th Floor, M .G Road, Bangalore-560001 Tel: 91-80-41550601,Fax: 91-80-41550651

Date: 11-03-2025

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Ms. Sapna of Rajkiya Kanya Mahavidyalaya, Shimla has successfully completed the internship with Arvind fashions Ltd. from 25/12/2024 to 25/02/2025 in US POLO-Elante Mall, Chandigarh.

During the tenure we found the candidate most sincere, hardworking and having good behavior and moral character.

We wish the candidate all success for future endeavor.

Yours Sincerely,

Authorized Signatory



Arvind Lifestyle Brands Ltd.



Date :24-01-2025

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Miss. Anjali Verma has completed internship at Decathlon Sports India Pvt Ltd, Delhi from 25-11-2024 to 24-01-2025 on "VISUAL MERCHANDIZING & CUSTOMER ACQUISITION" under the guidance of ____Abhilash Verma_____

During the period of her internship programme with us, we found she was punctual, hardworking and inquisitive.

We wish her all the very best for her future endeavours.

For Decathion Sports India Pvt Ltd

Authorised Signatory



• NO 496 GROUND FLOOR, NEXT TO HP SERVICE GATE, MAHADEVAPURA MAIN ROAD, BANGALORE 560048.

• O +91 4934 2300 • F +91 41528023

CIN - U51909KA2005PTC037319

25th February 2025

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Amita Thakur, was associated with Puma Sports India Pvt. Ltd. as an Intern and has successfully completed her internship with us at Puma Store - Sector-17 - Chandigarh from 16th December 2024 to 14th February 2025.

During her tenure with us, she ably handled all responsibilities which were assigned, and we found her to be very hardworking and productive.

Wishing her all the very best in her future endeavours.

For PUMA Sports India Pvt. Ltd.



Sonali Sharma

Senior Manager - People & Organization (Retail North & East)



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 O +91 4934 2300 • F +91 41528023 CIN - U51909KA2005PTC037319

25th February 2025

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Gunjan, was associated with Puma Sports India Pvt. Ltd. as an Intern and has successfully completed her internship with us at PUMA Store - Elante Mall 2 - Chandigarh from 16th December 2024 to 14th February 2025.

During her tenure with us, she ably handled all responsibilities which were assigned, and we found her to be very hardworking and productive.

Wishing her all the very best in her future endeavours.

For PUMA Sports India Pvt. Ltd.



Sonali Sharma

Senior Manager - People & Organization (Retail North & East)



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CIN - U51909KA2005PTC037319

25th February 2025

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Kashish Chandel, was associated with Puma Sports India Pvt. Ltd. as an Intern and has successfully completed her internship with us at Puma Store - Kharar FOC-Punjab from 16th December 2024 to 14th February 2025.

During her tenure with us, she ably handled all responsibilities which were assigned, and we found her to be very hardworking and productive.

Wishing her all the very best in her future endeavours.

For PUMA Sports India Pvt. Ltd.



Sonali Sharma

Senior Manager - People & Organization (Retail North & East)



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CIN · U51909KA2005PTC037319

25th February 2025

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Monika, was associated with Puma Sports India Pvt. Ltd. as an Intern and has successfully completed her internship with us at Puma Store - Kharar FOC-Punjab from 16th December 2024 to 14th February 2025.

During her tenure with us, she ably handled all responsibilities which were assigned, and we found her to be very hardworking and productive.

Wishing her all the very best in her future endeavours.

For PUMA Sports India Pvt. Ltd.



Sonali Sharma

Senior Manager - People & Organization (Retail North & East)



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CIN · U51909KA2005PTC037319

25th February 2025

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Priyanka, was associated with Puma Sports India Pvt. Ltd. as an Intern and has successfully completed her internship with us at PUMA Store - Elante Mall 2 - Chandigarh from 16th December 2024 to 14th February 2025.

During her tenure with us, she ably handled all responsibilities which were assigned, and we found her to be very hardworking and productive.

Wishing her all the very best in her future endeavours.

For PUMA Sports India Pvt. Ltd.



Sonali Sharma

Senior Manager - People & Organization (Retail North & East)



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CIN - U51909KA2005PTC037319

25th February 2025

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Sita Bashyal, was associated with Puma Sports India Pvt. Ltd. as an Intern and has successfully completed her internship with us at Puma Store - Sector-17 - Chandigarh from 16th December 2024 to 14th February 2025.

During her tenure with us, she ably handled all responsibilities which were assigned, and we found her to be very hardworking and productive.

Wishing her all the very best in her future endeavours.

For PUMA Sports India Pvt. Ltd.



Sonali Sharma

Senior Manager - People & Organization (Retail North & East)



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CIN - U51909KA2005PTC037319

25th February 2025

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Vanshika Chauhan, was associated with Puma Sports India Pvt. Ltd. as an Intern and has successfully completed her internship with us at Puma Store - Dhillon Complex - Zirakpur from 16th December 2024 to 14th February 2025.

During her tenure with us, she ably handled all responsibilities which were assigned, and we found her to be very hardworking and productive.

Wishing her all the very best in her future endeavours.

For PUMA Sports India Pvt. Ltd.



Sonali Sharma

Senior Manager - People & Organization (Retail North & East)

Mobile: 70180-88955, 98161-58670

Janta Electronics

Authorised Dealer: LG, Heavels, Vivo and Oppo Mobiles Kanwar Cottage, Mandi Road, New Market Totu, Shimla-171011, HP

Ref. No.....

Dated.....

Date:05th March 2025

Name: Ms. Shalu

TO WHOM IT MAY CONCERN

This is to certify that Ms. Shalu has successfully completed internship in our store for the period of 1st January 2025 to 28th February 2025 during the internship programmes with us she was found to be punctual, hardworking and inquisitive and worked well as part of the team during the tenure.

We take this opportunity to thank her and wish her every success in life.

Thanking you For Janta Electronics

Proprietor

FOI JANTA ELECTRONICS

Prop

Date: 18th Feb 2024

Name: Vaishali

Location: ON Amritsar - Nexus Amritsar

TO WHOM IT MAY CONCERN

This is to certify that Ms.Vaishall has successfully completed internship with our ON Amritsar - Nexus Amritsar for the period 12/16/2024 to 2/12/2025. During the internship programme with us she was found to be punctual, hardworking and inquisitive and worked well as part of the team during the tenure.

We take this opportunity to thank her and wish her every success in life.

Thanking you,

For ONLY Retail Pvt.Ltd.

Chandan Singh Saini

Human Resources

Date: 18th Feb 2024

Name: Yogita

Location: JJ AMRITSAR - NEXUS AMRITSAR

TO WHOM IT MAY CONCERN

This is to certify that Ms.Yogita has successfully completed internship with our JJ AMRITSAR - NEXUS AMRITSAR for the period 12/16/2024 to 2/14/2025. During the internship programme with us she was found to be punctual, hardworking and inquisitive and worked well as part of the team during the tenure.

We take this opportunity to thank her and wish her every success in life.

Thanking you,

For Best United India Comforts Retail Pvt,Ltd.

Chandan Singh Saini

Human Resources

BEST UNITED INDIA COMFORTS PRIVATE LIMITED