

Session 2021-2024
B.Voc - Retail Management (L-7)
On the Job Training (OJT) – 5th Semester
Job Role- Store Manager

The six students of B.Voc Retail Management 5th Semester completed their 5th semester and went for OJT. These six students completed their two months of OJT at the Puma store. Two students in each store location i.e. Elante Mall Chandigarh, Sector-17 Chandigarh and Zirakpur. The OJT took place from 21st December 2023 to 20th February 2024.


A total of six girls engaged in the 60-day unpaid internship program. The objective of this OJT was to enhance student-industry interaction so that students can acquire first-hand experience of a retail store which will bridge the gap between academic learning and field learning.

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.**

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	Organisation Name in which OJT is happening	Address of organisation	Date of OJT
1	RKMV Shimla	RM	L-7	Anupam Sood	9857703000	Anchal Rani	680688460527	7807326545	Female	Puma Sports India Pvt. Ltd.	Dhillon Plaza Zirakpur	20/12/2023
2						Samiksha	793367286794	8219351056			Dhillon Plaza Zirakpur	
3						Dimple Sharma	377176138123	8580620070			Elante Mall	
4						Konika	616184191669	7807363708			Elante Mall	
5						Puja	423241385823	8580687576			Sec-17	
6						Heena	997606894725	8219820682			Sec-17	


Narda Officer (B.Voc.)
R.K.M.V. Shimla (H.P.)


Principal
RKMV Shimla

OJT Approval Level -7



To,

Dated: 18/12/2023

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. **December 21, 2023**

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 **February 21, 2023**.


Name of Student	Mob. No. of Student
Ms. Puja	8580687576
Ms. Dimple Sharma	8580620070
Ms. Heena	8219820682
Ms. Anchal Rani	7807326545
Ms. Konika	7807363708
Ms. Samiksha	8219351056

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 **Puma Sports India Pvt. Ltd. and RKMV.**

Thankyou.
Best Regards,


Anupam Sood
Faculty - B.Voc. Retail Management
RKMV Shimla


Principal
Dr. Gopal Chauhan
RKMV Shimla


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

To

The Principal
RKMV Shimla

Date: 18/12/2023

Subject:- Permission for 06 students of B.Voc. Retail Management 5th semester (L7) to attend 02 months OJT.


Respected Sir,

With due respect, it is submitted that as per the B.Voc. course curriculum, B.Voc. Retail Management 5th semester (L7) 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 20/12/2023 to 20/02/2024.

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

Thank you.

Regards


Anupam Sood
Faculty - B.Voc. (RM)

Copy:

1. Principal Office
2. B.Voc. Office
3. Medhavi Foundations

Approved



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

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

Puma Store Zirakpur



Puma Store Elante, Chandigarh



Puma Store, Sector -17 Chandigarh



OBJECTIVE OF On The Job Training:-

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.

CERTIFICATE OF STUDENTS



PUMA SPORTS INDIA PRIVATE LIMITED

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CIN - U51909KA2005PTC037319

9th May 2024

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Anchal Rani, was associated with Puma Sports India Pvt. Ltd. as an Intern and was working at Puma Store - Dhillon Complex - Zirakpur from 21st December 2023 to 19th February 2024.

During her tenure with us, she ably handled all responsibilities that were assigned to her, 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)

PUMA Sports India Pvt Ltd.
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This is to certify that Dimple Sharma, was associated with Puma Sports India Pvt. Ltd. as an Intern and was working at Puma Store - Elante Mall - Chandigarh from 21st December 2023 to 19th February 2024.

During her tenure with us, she ably handled all responsibilities that were assigned to her, 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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This is to certify that Heena, was associated with Puma Sports India Pvt. Ltd. as an Intern and was working at Puma Store - Sec 17 - Chandigarh from 21st December 2023 to 19th February 2024.

During her tenure with us, she ably handled all responsibilities that were assigned to her, 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

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This is to certify that Konika, was associated with Puma Sports India Pvt. Ltd. as an Intern and was working at Puma Store - Elante Mall - Chandigarh from 21st December 2023 to 19th February 2024.

During her tenure with us, she ably handled all responsibilities that were assigned to her, 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.**



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This is to certify that Puja Thakur, was associated with Puma Sports India Pvt. Ltd. as an Intern and was working at Puma Store - Sec 17 - Chandigarh from 21st December 2023 to 19th February 2024.

During her tenure with us, she ably handled all responsibilities that were assigned to her, 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.**



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9th May 2024

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This is to certify that Samiksha Hans, was associated with Puma Sports India Pvt. Ltd. as an Intern and was working at Puma Store - Dhillon Complex - Zirakpur from 21st December 2023 to 19th February 2024.

During her tenure with us, she ably handled all responsibilities that were assigned to her, 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

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