

C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE, ANAND
AFFILIATED TO SARDAR PATEL UNIVERSITY, VV NAGAR

AAA Reaccredited CGPA 3.56 - GRADE A⁺ KCG-Dept of Edu. Govt of Gujarat

NAAC Reaccredited - CGPA 3.30 - GRADE 'A⁺' UGC - MHRD, Govt of India

Bachelor of Vocation (Export & Import Management)

Semester-6

COURSE STRUCTURE BASED ON UGC GUIDELINES & NEP – 2020

WITH EFFECT FROM DECEMBER – 2025

Subject		Course No.	Subject Title	T/P	Credit	Exam Duration	Marking Scheme		
							Int.	Ext	Total
Discipline Specific Course Core(Major)	Core Course-1	BVE06MAC01	E Commerce Manager	P	4	2	50/18	50/18	100/36
	Core Course-2	BVE06MAC02	Organization behavior -II	T	4	2	50/18	50/18	100/36
	Core Course-3	BVE06MAC03	Contemporary Research-II	T	4	2	50/18	50/18	100/36
Minor	Minor Course	BVE06MIC04	Export & Import Management-VI	T	4	2	50/18	50/18	100/36
Ability Enhancement Course		BVE06AEC05	Self Development Skills	T	2	1	25/09	25/09	50/18
Internship		BVE06INT06	On The Job Training Project Report-VI	P	4	2	50/18	50/18	100/36
Minimum Quantifying Credits					22				

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Course Code	BVE06MAC01	Title of the Course	E Commerce Manager
Total Credits of the Course	04	Hours per Week	04

Course Objectives:	<ol style="list-style-type: none">1. To develop skills in resource allocation, optimization, and monitoring performance to achieve organizational goals.2. To enhance competencies in monitoring category performance, collaborating with analytics teams, and optimizing sales and inventory through the utilization of customer feedback.3. To understand the importance of regulatory compliance, reporting issues, and coordinating with authorities.4. To develop skills in monitoring and ensuring adherence to health, safety, and security procedures in cargo handling and operations.
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Course Content		
Unit	Description	Weightage* (%)
1.	Conduct daily review and facilitate operations <ul style="list-style-type: none">• Allocate resources for completion of priority tasks• Ensure optimal utilisation of all assets and resources as per performance targets• Facilitate training for subordinates on process improvements and develop their capabilities• Monitor process compliance to organizational policies and procedures• Adhere and ensure compliance related to hazardous goods storage and handling regulations	25%
2.	Manage category and catalogue for products in Ecommerce <ul style="list-style-type: none">• Analyse information on market and• Seasonal trends in terms of performance for the• Below mentioned metrics for different brands and Stock Keeping Units (SKUs) within the• category,<ol style="list-style-type: none">a. Sales turnoverb. Profit marginc. Return on Investmentd. Inventory turnover	25%

	<ul style="list-style-type: none"> e. Cost of operations f. Customer returns g. Relationship with seller h. Pricing policy • Continuously monitor category performance during the sales period • Collaborate with analytics team and analyse customer behaviour and feedback • Analyse customer reviews, ratings and returns to decide on product mix 	
3.	Maintain and monitor integrity and ethics <ul style="list-style-type: none"> • Refrain from indulging in corrupt practices • Protect customer's information and ensure acquired information is not used for personal advantage • Protect data and information related to business or commercial decisions • Coordinate with regulatory authorities and assist in inspections and clearances • Report any issues with regulatory compliance 	25%
4.	Follow and monitor health, safety and security procedures <ul style="list-style-type: none"> • Make note of all safety processes with reference to area of operation • Ensure loaders / unloaders follow standard safety procedures while handling hazardous / fragile cargo and move only on the designated pathway • Participate in fire drills • Check if standard material handling procedure are being followed • Check if cargo has passed security checks and report in case of any violation 	25%

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PROGRAMME STRUCTURE (NEP-2020)
Bachelor of Vocation (Export & Import Management)
Semester–VI

Teaching-Learning Methodology	ICT through (e.g. Power Point presentation, Audio-Visual Presentation) Group Discussion, Role Playing, Case Study
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written/MCQ(As per CBCSR.6.8.3)	50%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCSR.6.8.3)	
3.	External Examination	50%

Course Outcomes: Having completed this course, the learner will be able to	
1.	Enhance the ability to monitor and manage product categories, analyzing key metrics such as sales turnover, profit margin, and ROI for e Commerce.
2.	Learn to analyze customer feedback, reviews, and seasonal trends to optimize product mix and sales performance.
3.	Gain competence in following and monitoring health, safety, and security procedures, ensuring safe operations and compliance with safety standards.
4.	Gain knowledge of maintaining compliance with organizational policies, safety standards, and hazardous goods storage regulations.

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PROGRAMME STRUCTURE (NEP-2020)

Bachelor of Vocation (Export & Import Management)

Semester–VI

Suggested References:

Sr.No.	References
1	"E-Commerce: Business, Technology, Society" by Kenneth C. Laudon and Carol Guercio Traver Published by Pearson Education
2	"Business Ethics: Concepts and Cases" by Manuel G. Velasquez Published by Pearson Education
3	"Operations Management" by Jay Heizer and Barry Render Published by Pearson Education
4	"Logistics & Supply Chain Management" by Martin Christopher Published by Pearson Education

On-line resources to be used if available as reference material

On-line Resources

1. <https://nsdcindia.org/sector-skill-councils>

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Course Code	BVE06MAC02	Title of the Course	Organization behavior-II
Total Credits of the Course	04	Hours per Week	04

Course Objectives:	<ol style="list-style-type: none">1. To evaluate group dynamics, assess team decision-making processes, and identify challenges associated with team management.2. To understand the dynamics of interpersonal relationships, psychological contracts, and the concept and development of trust among employees.3. To examine organizational citizenship behavior, whistle-blowing, and key factors influencing cooperation.4. To understand conflict management and the types of deviant organizational behavior.
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Course Content		
Unit	Description	Weightage* (%)
1.	Group and Team Dynamics <ul style="list-style-type: none">• Defining and classifying groups• Stages of group development,• Group dynamics, Group decision making, Types of teams• Contemporary issues in managing teams.	25%
2.	Interpersonal Behaviour <ul style="list-style-type: none">• Dynamics of interpersonal relationship; Psychological• Contract: Concept and types• Trust: Concept, Types and Building trust among employees.	25%
3.	<u>Organizational Citizenship Behaviour</u> <ul style="list-style-type: none">• Concept, Forms and suggestions for promoting organizational citizenship behaviour• Whistle–Blowing• Co-operation: Concept and determinants,	25%
4.	Conflict & Transactional Analysis <ul style="list-style-type: none">• Conflict: Concept, Consequences, Sources, Approaches of conflict management• Deviant organizational behaviour: Concept, Dimensions And categories of deviant organizational behaviour.	25%

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PROGRAMME STRUCTURE (NEP-2020)

Bachelor of Vocation (Export Import Management)

Semester–VI

Teaching-Learning Methodology	ICT through (e.g. Power Point presentation, Audio-Visual Presentation) Group Discussion, Role Playing, Case Study
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written/ MCQ (As per CBCSR.6.8.3)	50%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCSR.6.8.3)	
3.	External Examination	50%

Course Outcomes: Having completed this course, the learner will be able to	
1.	Develop the skills to analyze group dynamics, facilitate team decision-making, and effectively address contemporary challenges in team management.
2.	Learners will understand the dynamics of interpersonal relationships, psychological contracts, and strategies for building trust among employees.
3.	Understand the concept and forms of organizational citizenship behavior, along with whistle-blowing and the key determinants of cooperation in organizations.
4.	Learners will understand conflict management and the dimensions of deviant organizational behavior.

Suggested References:

Sr.No.	References
1.	"Organizational Behavior" by Stephen P. Robbins & Timothy A. Judge Published by Pearson Education
2.	"Interpersonal Skills in Organizations" by Suzanne C. de Janasz, Karen O. Dowd, and Beth Z. Schneider Published by McGraw-Hill Education
3.	"Organizational Behavior" by Stephen P. Robbins & Timothy A. Judge Published by Pearson Education
4.	"Conflict Management and Negotiation" by P. S. P. Rao Published by Excel Books

On-line resources to be used if available as reference material

On-line Resources

1. https://med.fsu.edu/sites/default/files/uploads/files/FacultyDevelopment_GroupDevelopment.pdf
2. <https://www.yourthoughtpartner.com/blog/bid/59619/leaders-follow-these-6-steps-to-build-trust-with-employees-improve-how-you-re-perceived>
3. <https://egyankosh.ac.in/bitstream/123456789/6563/3/Unit-18.pdf>
4. <https://ecampusontario.pressbooks.pub/conflictmanagement/chapter/2-2-approaches-to-conflict/>

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Course Code	BVE06MAC03	Title of the Course	Contemporary Research-II
Total Credits of the Course	04	Hours per Week	04

Course Objectives:	<ol style="list-style-type: none">1. To understand primary data collection methods, including interviews, mail questionnaires, and the differences between schedules and questionnaires.2. To learn Basic concept concerning testing of Hypothesis.3. To explore the role of computers in research and their applications.4. To understand how computers improve data analysis and report generation in research.
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Course Content		
Unit	Description	Weightage* (%)
1.	Collection of data Primary data : <ul style="list-style-type: none">• Personal interview• Telephone interview• Mail & Self administered questionnaire• Schedule v/s Questionnaire Secondary data: <ul style="list-style-type: none">• Advantages of secondary data• Sources of secondary data• Classification & Limitations	25%
2.	Hypothesis <ul style="list-style-type: none">• Definition of Hypothesis• Basic concept concerning testing of Hypothesis• Hypothesis testing• Types of Hypothesis• T- Test and Z-Test	25%
3.	Research Report <ul style="list-style-type: none">• Significance of research report• Types of research report• Steps of research report• Precautions for research report• Synopsis of research report• Limitations of research report	25%

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4.	Role of Computer in Research <ul style="list-style-type: none">• Introduction• Characteristics• Computer applicationsComputer and Researchers	25%
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Teaching-Learning Methodology	ICT through (e.g. Power Point presentation, Audio-Visual Presentation) Group Discussion, Role Playing, Case Study
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written/ MCQ(As per CBCSR.6.8.3)	50%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCSR.6.8.3)	
3.	External Examination	50%

Course Outcomes: Having completed this course, the learner will be able to	
1.	Learners will classify secondary data and recognize its limitations in research analysis.
2.	Learners will classify types of Hypothesis.
3.	Explore the role and applications of computers in enhancing research processes.
4	Learners will understand how computers assist in data analysis, report generation, and enhancing research efficiency.

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PROGRAMME STRUCTURE (NEP-2020)
Bachelor of Vocation (Export Import Management)
Semester–VI

Suggested References:

Sr. No.	References
1.	Business Research Methods – Donald Cooper & Pamela Schindler, TMGH, 9th edition
2.	Business Research Methods – Alan Bryman & Emma Bell, Oxford University Press.
3.	Research Methodology – C.R.Kothari

On-line resources to be used if available as reference material

On-line Resources

1. <https://www.slideshare.net/slideshow/methods-of-data-collection-research-methodologypdf/257303247>
2. <https://www.qualtrics.com/en-au/experience-management/research/secondary-research/>
3. <https://www.thesiswriting.in/blog/what-is-synopsis-writing-and-its-importance/>
4. <https://higssoftware.com/how-to-write-a-synopsis-for-research.php>

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Course Code	BVE06MIC04	Title of the Course	Export & Import Management-VI
Total Credits of the Course	04	Hours per Week	04

Course Objectives:	<ol style="list-style-type: none">1. To understand the basic knowledge of Foreign Trade2. To explore international commercial practices and their role in regulating global trade transactions.3. To understand the components of the international environment and their impact on global trade.4. To explore the meaning, objectives, types, and impact of trade barriers on international trade.
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Course Content		
Unit	Description	Weightage* (%)
1.	Foreign Trade: <ul style="list-style-type: none">• Meaning,• Dumping Policy,• Balance Of Trade,• Balance Of Payment,• Foreign Contracts,• International Trade Agreements/Institutions,• Methods Of Foreign Trade	25%
2.	International Environment And Trade Barriers: <ul style="list-style-type: none">• Meaning And Components Of International Environment,• Trade Barriers Meaning,• Definitions,• Objectives And Types	25%
3.	Foreign Trade Policy: <ul style="list-style-type: none">• Back Ground, Objectives,• Highlights,• Special Focus Initiatives,• Briefing On Export And Trading Houses,• Briefing On Negative List Of Exports.	25%
4.	Regulation For International Trade: <ul style="list-style-type: none">• Laws Governing India's Export-Import Trade:• Pre-Shipment Inspection And Quality Control Act(1963),• Foreign Exchange Management Act(FEMA),• International Commercial Practices.	25%

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Teaching-Learning Methodology	ICT through (e.g. Power Point presentation, Audio-Visual Presentation) Group Discussion, Role Playing, Case Study
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written/ MCQ (As per CBCSR.6.8.3)	50%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCSR.6.8.3)	
3.	External Examination	50%

Course Outcomes: Having completed this course, the learner will be able to	
1.	Analyze the role of foreign contracts, international trade agreements, and institutions in global trade
2.	Analyze the elements of the international environment and the effects of trade barriers on global commerce.
3.	Comprehend the various methods of foreign trade and their application in international business.
4.	Gain knowledge about export and trading houses, including the negative list of exports in international trade.
5.	Evaluate the objectives, highlights, and special initiatives of the Foreign Trade Policy.

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Syllabus with effect from the Academic Year 2025-2026
PROGRAMME STRUCTURE (NEP-2020)
Bachelor of Vocation (Export & Import Management)
Semester–VI

Suggested References:

Sr. No.	References
1.	Foreign Trade And Foreign Exchange-B.K.Chaudhuri&O.P.Agarwal, Himalaya Publishing House
2.	Export Import Procedures And Documentation-Dr. Khushpat S. Jain,
3.	Export Marketing-Khushpat S. Jain &PoonamKakkad

On-line resources to be used if available as reference material

On-line Resources

1. <https://www.lkouniv.ac.in/site/writereaddata/siteContent/202005142157289796geta-DEPOSITORY.pdf><https://www.cargoflip.com/post/payment-methods-international-trade>
2. <https://www.startupfino.com/blogs/international-business-environment-ibe-and-its-types-factors-components/>
3. <https://study.com/learn/lesson/trade-barriers-effects-examples.html>
4. <https://corporatefinanceinstitute.com/resources/economics/trading-house/>
5. <https://faolex.fao.org/docs/pdf/ind69241.pdf>
6. <https://enforcementdirectorates.gov.in/fema>

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Course Code	BVE06AEC05	Title of the Course	Self-Development Skills
Total Credits of the Course	02	Hours per Week	02

Course Objectives:	<ol style="list-style-type: none">1. To improve interpersonal skills like assertiveness, time management, stress management, and problem-solving.2. To understand the importance of leadership, decision-making, and goal-setting in professional development.3. To learn interview preparation techniques and answer common questions effectively.4. To explore the importance of team building, a positive work environment, and workplace dynamics.
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Course Content		
Unit	Description	Weightage* (%)
1.	Interpersonal skills <ul style="list-style-type: none">• Assertiveness• Time management• Stress management• Positive attitude• Problem solving• Interview - Preparation and Questions asked in interviews	25%
2.	Vibrant skills at workplace <ul style="list-style-type: none">• Leadership skills- Importance and development• Decision making skills- Importance and development• Goal setting - Importance and process• Team building - Team talk dynamics• - Developing healthy work environment	25%

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PROGRAMME STRUCTURE (NEP-2020)
Bachelor of Vocation (Export Import Management)
Semester–VI

Teaching-Learning Methodology	ICT through (e.g. Power Point presentation, Audio-Visual Presentation) Group Discussion, Role Playing, Case Study
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written/ MCQ (As per CBCSR.6.8.3)	50%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCSR.6.8.3)	
3.	External Examination	50%

Course Outcomes: Having completed this course, the learner will be able to	
1.	Enhance interpersonal skills such as assertiveness, time management, stress management, and problem-solving.
2.	Understand the importance of a positive attitude in personal and professional settings.
3.	Learners will develop strategies for team building and creating a collaborative work environment.
4.	To gain the skills necessary to create and maintain a healthy, productive work environment
5.	Able to apply decision-making techniques and set achievable professional goals for personal development.
6.	Learners will enhance their ability to manage workplace dynamics and contribute to a positive and vibrant work culture.

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Syllabus with effect from the Academic Year 2025-2026
PROGRAMME STRUCTURE (NEP-2020)
Bachelor of Vocation (Export Import Management)
Semester–VI

Suggested References:

Sr. No.	References
1.	"Emotional Intelligence 2.0" by Travis Brad berry and Jean Greaves Published by Talent Smart
2.	"The 5 Levels of Leadership: Proven Steps to Maximize Your Potential" by John C. Maxwell ,Publisher: Center Street

On-line resources to be used if available as reference material

On-line Resources

1. <https://www.lkouniv.ac.in/site/writereaddata/siteContent/202005142157289796geeta-DEPOSITORY.pdf><https://www.coursera.org/in/articles/time-management-skills>
2. <https://www.businessnewsdaily.com/6912-develop-positive-mindset.html>
3. <https://www.techtarget.com/searchcio/definition/leadership-skills>
4. <https://careerservices.fas.harvard.edu/blog/2024/02/29/what-are-decision-making-skills/>
5. <https://www.achievers.com/blog/healthy-work-environment/>

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Course Code	BVE06INT06	Title of the Course	On the Job Training Project Report-VI
Total Credits of the Course	04	Hours per Week	04

Course Objectives:	<ol style="list-style-type: none">1. The Purpose of this Course is to Enable the Students for In-Depth analysis of at topic relating to his/ her area of Specialization2. Develop and develop a comprehensive understanding on the same. For This the Students will Choose his/her faculty guide in his/her area of specialization and work on the topic jointly with the faculty.3. The Students will Work on their projects individually and not in pairs or teams.4. The Institute may help the student in selecting a faculty guide in case a student is not able to do so, or if a faculty member is chosen by too many students.
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Course Content		
Unit	Description	Weightage* (%)
1.	<ul style="list-style-type: none">• The students have to undergone for internship/on the job training under any Concerned Organization in the areas of QP/NOS.• A presentation as well as report has to prepared and presented for the viva-voce and submit it to the concerned faculty.	100%

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Syllabus with effect from the Academic Year 2025-2026

PROGRAMME STRUCTURE (NEP-2020)

BACHELOR OF VOCATION

(Export & Import Management)

Semester–VI

Teaching-Learning Methodology	ICT through (e.g. Power Point presentation, Audio-Visual Presentation) Group Discussion, Role Playing, Case Study		
Evaluation Pattern			
Sr.No.	Details of the Evaluation		Weightage
1.	External Examination in the form of Practical ,Viva-voce and Reports		100%

Course Outcomes: Having completed this course, the learner will be able to

1.	Create project Report
2.	Enhance the confidence for future aspects

Suggested References:

Sr. No.	References
1.	"Designing Effective Instruction" by Gary R. Morrison, Steven M. Ross, Jerrold E. Kemp, Howard K. Kalman
2.	"Training and Development for Dummies" by Elaine Biech
3.	"Effective On-the-job Training: Developing an OJT Program" by Joseph A. Benkowski

On-line resources to be used if available as reference material

On-line Resources

1. <https://www.simplilearn.com/how-to-create-a-project-report-article>
