

R. J. COLLEGE of Arts, Science & Commerce (AUTONOMOUS)

(Hindi Vidya Prachar Samiti's RAMNIRANJAN JHUNJHUNWALA COLLEGE of Arts, Science & Commerce)
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Affiliated to UNIVERSITY OF MUMBAI II NAAC Re-Accredited 'A' Grade (CGPA: 3.50)

Department of Biotechnology

On Job Training Completion Report

This is to certify that Preeti Kaushal Oza has completed On Job Training at

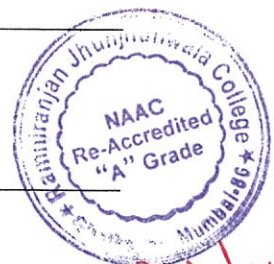
Geo Chem Laboratories Pvt Ltd.

Date of Commencement	Date of Completion	Total Number of Days	Total Number of Hours completed in OJT
01/01/2024	31/01/2024	30	240

Name of the Guide/ PI/ Incharge : Ms. Sarita Sawant

Phone Number of Guide/ PI/ Incharge : 983316 0315

Email Address of the Guide/ PI/ Incharge : Sarita.Sawant@geochem.net.in



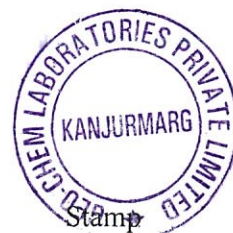
Red signature

Examined by

Gupta
22-03-24

Signature

Signature of Guide/ PI/ Incharge



2019: Star College Status by DBT

2008: Best College by University of Mumbai 2010: IMC RBNQ Award 'Performance Excellence' for the year 2009

2011: 'Best Teacher Award' by Government of Maharashtra 2013: DST-FIST 2014: DBT STAR College

2013 & 2014: 'Jagat Jaanivandana Award' by Govt. of Maharashtra 2016: ISO 14001:2015 2016: ISO 9001:2015 2017: ISO 27001:2013

2019: Autonomous Status by University of Mumbai

Report on On Job Training (OJT)

Name : Preeti Oza

Class : MSC-BT-1

Roll no : 402

SEMESTER: 2

INTRODUCTION:

The on-the-job training (OJT) program was conducted over a span of one month, aimed at providing practical exposure and skills development to participants. This report encapsulates the objectives, activities, outcomes, and recommendations derived from the training program.

LOCATION:

GeoChem Laboratories Private Limited (Part of the Cotecna Group), GeoChem House, 294, Shahid Bhagat Singh Road, Fort, Kanjurmarg (E), Mumbai - 400001

DEPARTMENT: Biological Analysis, Molecular Biology department

NAME OF THE MENTOR : Sarita Sawant

DURATION: January 01, 2024 to January 31, 2024 (1 Month)

OBJECTIVES:

- To familiarize with the day-to-day operations and procedures relevant to the roles.
- To enhance technical skills and knowledge in the respective fields.
- To cultivate a culture of continuous learning and development within the organization.

ACTIVITIES:

- 1) Orientation:
 - I was introduced to the organizational structure, policies, and safety regulations.
 - In the department I was firstly introduced to the various methods used for analyzing food samples based on the testing parameters asked which is ISO IWA 32: 2019 for GMO testing in cotton and textiles.
 - I was also introduced to Quality Assurance.
- 2) Shadowing:
 - I shadowed experienced employees to observe and learn job-specific tasks and procedures.
- 3) Hands-on Training:
 - I actively engaged in performing tasks under supervision to apply theoretical knowledge into practice.
 - I did the analysis in the Molecular Biology department for the food samples using Real time-PCR.

- I tested samples other than food as well, like cottons and textiles by ISO (International Standard) Methods.
 - I worked in the Microbiology department as well which tested the presence of microorganisms in various food samples by ISO and IS (Indian Standard) and BAM (Bacteriological Analytical Manual) methods.
 - I also had hands-on training on operating a Spectrophotometer to check for allergens like Peanut Allergen, Almond Allergen, Mustard Allergen, Gluten Allergen, etc in various food samples.
 - I faced NABL (National Accreditation Board for Testing and Calibration Laboratories) and FSSAI (Food Safety and Standard Authority of India) audits which increased my confidence.
- 4) Skill-building Workshops:
- Workshops were conducted to enhance my soft skills such as communication, problem-solving, and teamwork and also to enhance my technical skills such as using of different Real time thermocycler.
- 5) Performance Evaluation:
- Regular assessments were conducted to monitor my progress and identify areas for improvement.

OUTCOMES:

- 1) Improved Technical Competence:
 - I demonstrated enhanced proficiency in executing job tasks and operating relevant equipment.
- 2) Increased Confidence:
 - Through hands-on experience, I gained confidence in my abilities to handle job responsibilities independently.
- 3) Enhanced Communication:
 - I developed better communication skills, enabling myself to interact effectively with colleagues and clients.
- 4) Heightened Efficiency:
 - The training contributed to increased efficiency and productivity leading to improved organizational performance.
- 5) Positive Feedback:
 - Feedback from my end and my supervisors highlighted the effectiveness of the OJT program in bridging the gap between theoretical knowledge and practical application.

RECOMMENDATION:

- 1) Continuation of OJT Programs:
 - Encourage the continuation of OJT programs to onboard new employees effectively and facilitate ongoing skill development.
- 2) Tailored Training Modules:

- Develop customized training modules to address specific skill gaps and align with participants' job roles.
- 3) Mentorship Programs:
 - Implement mentorship programs to provide ongoing support and guidance to participants beyond the training period.
- 4) Feedback Mechanism:
 - Establish a feedback mechanism to gather input from participants and supervisors for continuous program improvement.

CONCLUSION:

- The one-month on job training program has proven to be instrumental in equipping myself with the necessary skills and knowledge to excel in my roles.
- By fostering a culture of learning and development, the organization can continue to thrive and adapt to evolving industry demands.