

**B.Voc - Retail Management (L5)**  
*On The Job Training (OJT) - 2nd Semester*  
*Job Role - Team Leader*

After the completion of the second semester, B.Voc Retail Management (RM) students underwent one month of OJT at **Max Fashion, Elante Mall, Chandigarh**. The OJT took place from 07 May 2022 to 05 June 2022 under the guidance of Mr. Ravinder Paul Sharma-Store Manager. A total of six girls engaged in the 30 days 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:

- Greeting customers who enter the shop.
- Stock control and management.
- Assisting shoppers to find the goods and products they are looking for.
- Being responsible for processing cash and card payments.
- Stocking shelves with merchandise.
- Answering queries from customers.
- Reporting discrepancies and problems to the supervisor.
- Giving advice and guidance on product selection to customers.
- Keeping the store tidy and clean.
- Dealing with customer complaints.
- Looking out for shoplifters and fraudulent credit cards etc.
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The OJT also helped students gain knowledge and experience on the functioning of a retail store in real-time.













NO-EDN/RKMV/SHM (B.VOC.) (1)22-23

Office of the Principal,  
RKMV Shimla-171001

Date: 05/05/2022

To

The Principal  
RKMV Shimla

**Subject:** Permission for 6 students of B.Voc. Retail Management 2nd semester (L5) to attend one month OJT at Max Fashion, Elante Mall, Chandigarh from 06-05-2022 to 06-06-2022.

Respected Madam,

It is submitted that as per the B.Voc. course curriculum, it is compulsory for students to undergo On Job Training (OJT) in the retail sector to gain exposure to retail industry practices.

Therefore, it is requested that permission may be granted to send B.Voc. RM students for one month of OJT. List of students/location of training attached.

Thank you.

Regards

Ankita Verma  
Faculty - B.Voc. (Retail Management)

Copy:

1. Principal Office
2. B. Voc Office
3. Labournet Services India Pvt. Ltd.

  
Nodal Officer

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

  
Principal May 5, 2022  
PRINCIPAL  
Ankita Verma  
R.K.M.V. Shimla-171001

HPU

05/05/22, 9:44 AM

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NO-EDN/RKMV/SHM B.Voc.(Relieving) Estt 2022-23 - 72  
Office of the Principal,  
RKMV Shimla, 171001  
Date: 05/05/2022

### "Office Order"

Miss Ankita Verma (Retail Management Trainer) of this college will monitor the B.Voc. Level 5 On The Job Training (OJT) w.e.f 06/05/2022 to 06/06/2022 at Chandigarh. She is thereby relieved from her duties on 06/05/2022. All staff concerned please note it for compliance.

Nodal Officer

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

  
Principal  
Rajya Kanya Mahavidyalaya  
Shimla (H.P.) 171001

**OJT DETAILS**

Sr. No.	Roll No.	Name of Student	Name of Retail Store	Mobile No. of Students	OJT from	OJT to	Location
1	21RM02	Puja	Max Fashion	8580687576	06-05-2022	06-06-2022	Elante Mall, Chandigarh
2	21RM03	Dimple Sharma		8580620070			
3	21RM04	Heena		8219820682			
4	21RM05	Anchal Rani		7807326545			
5	21RM06	Konika		7807363708			
6	21RM07	Samiksha		8219351056			

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*Principi*  
 May 5, 2022  
 PRINCIPAL  
 Rajdya Kanya Mahavidyalaya,  
 Shimla (H.P.) 171001



**To Whomsoever It May Concern**

There is to certify that Konika S/O or D/O Nirmal Kumar pursuing B.Voc Retail Management, Level-5, Job Role-Department Manager from RKMV Shimla has contributed "On Job Training" programmed in Retail Management/Customer Service Management/Warehouse Management/Store Management from 7 May2022 to 5June 2022 with Lifestyle International Pvt. Ltd. **max Retail Division**, Elante Mall Chandigarh.

We want to congratulate to the Konika for successfully completion of 225 hours training.

During the training period Konika remained involved in the work. We found him/her active in whatever task we have provided him/her. He/She is a confident, sound, hard-working & devoted towards the task which provide at the time of training scheduled.

At the time of training, we found him/her Sincerely & Hard-working.

We wish him/her all the best in his/her future endeavours.

Lifestyle International Pvt. Ltd.  
(Retail Division)  
Elante Mall, Plot No. 178,  
Industrial Area-1, Chandigarh  
TIN No. : 04610037919  
GST No. : 04AAACL2937J1ZM

**max**<sup>TM</sup>

Lifestyle International Pvt. Ltd.  
**Max Retail Division**  
Amco Tower, A-5-6-7, 3rd Floor,  
Sector-9, Noida-201301,  
Uttar Pradesh, India.  
Phone: +91 (120) 439 6750

**To Whomsoever It May Concern**

There is to certify that Puja S/O or D/O Sun Bhadur pursuing B.Voc Retail Management, Level-5, Job Role-Department Manager from RKMV Shimla has contributed "On Job Training" programmed in Retail Management/Customer Service Management/Warehouse Management/Store Management from 7 May2022 to 5June 2022 with Lifestyle International Pvt. Ltd. **max Retail Division**, Elante Mall Chandigarh.

We want to congratulate to the Puja for successfully completion of 234 hours training.

During the training period Puja remained involved in the work. We found him/her active in whatever task we have provided him/her. He/She is a confident, sound, hard-working & devoted towards the task which provide at the time of training scheduled.

At the time of training, we found him/her Sincerely & Hard-working.

We wish him/her all the best in his/her future endeavours.

  
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**To Whomsoever It May Concern**

There is to certify that Heena S/O or D/O Tulsi Ram pursuing B.Voc Retail Management, Level-5, Job Role-Department Manager from RKMV Shimla has contributed "On Job Training" programmed in Retail Management/Customer Service Management/Warehouse Management/Store Management from 7 May2022 to 5 June 2022 with Lifestyle International Pvt. Ltd. **max Retail Division**, Elante Mall Chandigarh.

We want to congratulate to the Heena for successfully completion of 171 hours training.

During the training period Heena remained involved in the work. We found him/her active in whatever task we have provided him/her. He/She is a confident, sound, hard-working & devoted towards the task which provide at the time of training scheduled.

At the time of training, we found him/her Sincerely & Hard-working.

We wish him/her all the best in his/her future endeavours.

  
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**To Whomsoever It May Concern**

There is to certify that Anchal Rani S/O or D/O Pradeep Kumar pursuing B.Voc Retail Management, Level-5, Job Role-Department Manager from RKMV Shimla has contributed "On Job Training" programmed in Retail Management/Customer Service Management/Warehouse Management/Store Management from 7 May2022 to 5June 2022 with Lifestyle International Pvt. Ltd. **max Retail Division**, Elante Mall Chandigarh.

We want to congratulate to the Anchal Rani for successfully completion of 234 hours training.

During the training period Anchal Rani remained involved in the work. We found him/her active in whatever task we have provided him/her. He/she is a confident, sound, hard-working & devoted towards the task which provide at the time of training scheduled.

At the time of training, we found him/her Sincerely & Hard-working.

We wish him/her all the best in his/her future endeavours.

  
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Phone: +91 (120) 439 6750



**To Whomsoever It May Concern**


There is to certify that Samiksha S/O or D/O Pawan Kumar pursuing B.Voc Retail Management, Level-5, Job Role-Department Manager from RKMV Shimla has contributed "On Job Training" programmed in Retail Management/Customer Service Management/Warehouse Management/Store Management from 7 May 2022 to 5 June 2022 with Lifestyle International Pvt. Ltd. **max Retail Division**, Elante Mall Chandigarh.

We want to congratulate to the Samiksha for successfully completion of 189 hours training.

During the training period Samiksha remained involved in the work. We found him/her active in whatever task we have provided him/her. He/She is a confident, sound, hard-working & devoted towards the task which provide at the time of training scheduled.

At the time of training, we found him/her Sincerely & Hard-working.

We wish him/her all the best in his/her future endeavours.

  
Lifestyle International Pvt. Ltd.  
(Max Retail Division)  
Elante Mall, Plot No. 178,  
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TIN No. : 0481007919  
GST No. : 04AAAC12937J1Z1

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To Whomsoever It May Concern


There is to certify that Dimple Sharma S/O or D/O Khem Chand Sharma pursuing B.Voc Retail Management, Level-5, Job Role-Department Manager from RKMV Shimla has contributed "On Job Training" programmed in Retail Management/Customer Service Management/Warehouse Management/Store Management from 7 May2022 to 5June 2022 with Lifestyle International Pvt. Ltd. **max Retail Division**, Elante Mall Chandigarh.

We want to congratulate to the Dimple Sharma for successfully completion of 216 hours training.

During the training period Dimple Sharma remained involved in the work. We found him/her active in whatever task we have provided him/her. He/She is a confident, sound, hard-working & devoted towards the task which provide at the time of training scheduled.

At the time of training, we found him/her Sincerely & Hard-working.

We wish him/her all the best in his/her future endeavours.

  
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