

**B.Voc - Retail Management (L6)**  
**On The Job Training (OJT) - 3rd Semester**  
*Job Role - Department Manager*

After the completion of the third semester, B.Voc. Retail Management (RM) students underwent two months of OJT at Pantaloons, Elante Mall, Chandigarh. The OJT took place from 12th December 2022 to 11th February 2023 under the guidance of Mr. Ravi Gangar - Store Manager. A total of six girls engaged in the 60 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:

- Stock control and management.
- Gaining experience with reordering items, completing invoices and picking price points
- Partnered with the department manager to learn the roles, goals, and purposes of retail management.
- Shadowed the department manager in order to learn the nuances of retail management.
- Identifying visual merchandising practices.
- Exploring the buying process.
- Stocking shelves with merchandise.
- Identify techniques for creating effective window and table displays.
- Exploring the promotional aspect of marketing.
- Identifying manager responsibilities and tasks, along with daily operational tasks on the floor.
- Looking out for shoplifters and fraudulent credit cards etc.

# COLLEGE APPROVAL

To

The Principal  
RKMV Shimla

Date: 08/12/2022

Subject: Permission for 6 Students of B.Voc. Retail Management 3<sup>rd</sup> semester (L-6) to attend two month OJT at Pantaloons, Elante Mall ,Chandigarh from 12-12-2022 to 12-02-2023.

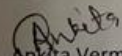
Respected Madam,

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. Retail Management students for 2 months of OJT. List of students/location of training attached.

Thank you

Regards

  
Ankita Verma

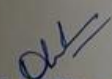
Faculty of B.Voc. (Retail Management)

Copy:

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

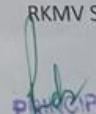
Nodal Officer

B.Voc. Deptt.

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


Principal

RKMV Shimla

  
**PRINCIPAL**  
Rajya Kanya Mahavidyalaya  
Shimla (H.P.) 171001

Details of On the Job Training											
Sr. No.	Name of College	Sector	Level	Name of Student	Organisation Name in which OJT is happening	Address of organisation	Training Guide Name	Designation	Contact No. of Training Guide	Date of Starting OJT	No. of OJT Hours
1	RKMV Shimla	Retail Management	L-6	Puja	Pantaloons	Elante mall Chandigarh	Mr. Ravi	Stor Manager	9914782029	12/12/2022	420 hours
2				Dimple Sharma							
3				Heena							
4				Anchal Rani							
5				Konika							
6				Samiksha							

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

  
 Principal  
**RKMV Shimla**  
 Rajkiv Kashiya Mahavidyalaya  
 Shimla (H.P.) 171001

# EXPERIENCE CERTIFICATES



## TO WHOM IT MAY CONCERN

This letter is to certify that Ms. Dimple Sharma has successfully completed his internship program. His internship tenure was from 12/12/2022 to 9/2/2023. He / She was working with our Fashion Associate team and was actively & diligently involved in the projects and tasks assigned to him.

During the span, we found him punctual and hardworking person. His learning powers are good and he picks up swiftly. His feedback and evaluation proved that he learned keenly. Moreover, his interpersonal and communication skills are brilliant.

We wish him a bright future.

Sincerely,

A handwritten signature in black ink that reads 'Poatuk'.

Area HR

pantaloons

Aditya Birla Fashion and Retail Limited (formerly known as Pantaloons Fashion & Retail Limited)

Store Location - Swaran Talkies Hoshiarpur  
Pvt. Ltd., Roshan Road, Opp. Bus Stand,  
Hoshiarpur - 146001

Tel:

Regd. Off. - Piramal Agastya Corporate Park, Building 'A',  
4th & 5th Floor, Unit No. 401, 403, 501, 502, LBS Road, Karla,  
Mumbai - Maharashtra-400070, India  
CIN: L18101MH2007PLC219901  
Tel: +91-8652905000 Fax: 91-8652905400

Website: [www.abfrl.com](http://www.abfrl.com)  
E-mail: [abfrl@adityabirla.com](mailto:abfrl@adityabirla.com)

ADITYA BIRLA



TO WHOM IT MAY CONCERN

This letter is to certify that Ms. Anchal Rani has successfully completed her internship program. Her internship tenure was from 12/12/2022 to 9/2/2023. He / She was working with our Fashion Associate team and was actively & diligently involved in the projects and tasks assigned to her.

During the span, we found her punctual and hardworking person. Her learning powers are good and she picks up swiftly. Her feedback and evaluation proved that she learned keenly. Moreover, her interpersonal and communication skills are brilliant.

We wish her a bright future.

Sincerely,

*Boatuk*

Area HR

pantaloons

Aditya Birla Fashion and Retail Limited (formerly known as Pantaloons Fashion & Retail Limited)

Store Location - Swaran Talkies Hosharpur  
Pvt. Ltd., Roshan Road, Opp. Bus Stand,  
Hosharpur - 146001

Regd. Off. : Piramal Agastya Corporate Park, Building 'A',  
4th & 5th Floor, Unit No. 401, 403, 501, 502, LBS Road, Kurla,  
Mumbai, Maharashtra-400070, India  
CIN: L18101MH2007PLC233901  
Phone: 01-8552905400

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E-mail: [abfri@adityabirla.com](mailto:abfri@adityabirla.com)

ADITYA BIRLA



FASHION & RETAIL

**TO WHOM IT MAY CONCERN**

This letter is to certify that Ms. Heena has successfully completed his internship program. His internship tenure was from 12/12/2022 to 9/2/2023. He / She was working with our Fashion Associate team and was actively & diligently involved in the projects and tasks assigned to him.

During the span, we found him punctual and hardworking person. His learning powers are good and he picks up swiftly. His feedback and evaluation proved that he learned keenly. Moreover, his interpersonal and communication skills are brilliant.

We wish him a bright future.

Sincerely,

*Poatuk*

Area HR

pantaløons

Aditya Birla Fashion and Retail Limited (formerly known as Pantaløons Fashion & Retail Limited)

Store Location : Swaran Talkies Hoshiarpur  
Pvt. Ltd., Roshan Road, Opp. Bus Stand,  
Hoshiarpur - 146001  
Tel. :

Regd. Off : Piramal Agastya Corporate Park, Building 'A',  
4th & 5th Floor, Unit No. 401,403,501,502, LBS Road, Kuria,  
Mumbai, Maharashtra-400070, India  
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Website [www.abfrl.com](http://www.abfrl.com)  
E-mail [abfrl@adityabirla.com](mailto:abfrl@adityabirla.com)



**TO WHOM IT MAY CONCERN**

This letter is to certify that Ms. Puja has successfully completed his internship program. His internship tenure was from 12/12/2022 to 9/2/2023. He / She was working with our Fashion Associate team and was actively & diligently involved in the projects and tasks assigned to him.

During the span, we found him punctual and hardworking person. His learning powers are good and he picks up swiftly. His feedback and evaluation proved that he learned keenly. Moreover, his interpersonal and communication skills are brilliant.

We wish him a bright future.

Sincerely,

*Poatus*

Area HR

pantaløons

Aditya Birla Fashion and Retail Limited (formerly known as Pantaløons Fashion & Retail Limited)

Store Location : Swaran Talkies Hoshiarpur  
Pvt. Ltd., Roshan Road, Opp. Bus Stand,  
Hoshiarpur - 146001  
Tel. :

Regd. Off. : Piramal Agastya Corporate Park, Building 'A',  
4th & 5th Floor, Unit No. 401,403,501,502, LBS Road, Kuria,  
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Website : [www.abfri.com](http://www.abfri.com)  
E-mail : [abfri@adityabirla.com](mailto:abfri@adityabirla.com)



**TO WHOM IT MAY CONCERN**

This letter is to certify that Ms. Konika has successfully completed his internship program. His internship tenure was from 12/12/2022 to 9/2/2023. He / She was working with our Fashion Associate team and was actively & diligently involved in the projects and tasks assigned to him.

During the span, we found him punctual and hardworking person. His learning powers are good and he picks up swiftly. His feedback and evaluation proved that he learned keenly. Moreover, his interpersonal and communication skills are brilliant.

We wish him a bright future.

Sincerely,

A handwritten signature in black ink, appearing to read "Pooja".

Area HR

**pantaloons**

Aditya Birla Fashion and Retail Limited (Formerly known as Pantaloons Fashion & Retail Limited)

Store Location : Swarn Talkies Hoshiarpur  
Pvt. Ltd., Roshan Road, Opp. Bus Stand,  
Hoshiarpur - 146001  
Tel. :

Regd. Off. : Piramal Agastya Corporate Park, Building 'K',  
4th & 5th Floor, Unit No. 401, 403, 501, 502, LBS Road, Kurla,  
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Website: [www.abfr.com](http://www.abfr.com)  
E-mail: [abfr@adityabirla.com](mailto:abfr@adityabirla.com)





**TO WHOM IT MAY CONCERN**

This letter is to certify that Ms. Samiksha has successfully completed his internship program. His internship tenure was from 12/12/2022 to 9/2/2023. He / She was working with our Fashion Associate team and was actively & diligently involved in the projects and tasks assigned to him.

During the span, we found him punctual and hardworking person. His learning powers are good and he picks up swiftly. His feedback and evaluation proved that he learned keenly. Moreover, his interpersonal and communication skills are brilliant.

We wish him a bright future.

Sincerely,

Area HR

**pantaloons**

Aditya Birla Fashion and Retail Limited (formerly known as Pantaloon Fashion & Retail Limited)

Store Location: Western Towers Homkar  
Pvt. Ltd., Keshavnagar, Opp. Bus Stand,  
Mumbai - 400021  
Tel:

Page: 05, Pritam Agastya Corporate Park, Building 11,  
4th & 5th Floor, Unit No. 401, 402, 501, 502, 503 Road, Kurla,  
Mumbai, Maharashtra-400702, India  
CIN: L28210MH2007PLC219901  
Tel: +91-0652905000 Fax: 91-0652905400

Website: [www.adbr.com](http://www.adbr.com)  
E-mail: [adbr@adbr.com](mailto:adbr@adbr.com)











