

On The Job Learning

LOGBOOK



About Medhavi Skills University

21st Century Industry and Workspace is changing in a faster and unexpected way. Disruptive Technologies have dramatically transformed the way the work used to work. To deliver to the demand for industrial mobility, the future workforce in the higher education eco-system needs to be groomed differently. Medhavi Skills University, is a Private Skills University and has been established with the passage of the Medhavi Skills University, Sikkim Act, 2021 in the Sikkim State Legislative Assembly on 24th June, 2021. MSU aspires to establish a pioneering university model where corporates/ industries shall be the stakeholders and influencers in course curriculum design, program delivery, practical skills training, as well as, for providing on-the-job apprenticeship, with the following mission and vision.

Mission

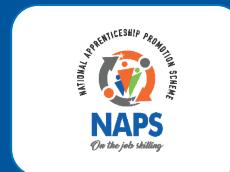
- ≡ To promote in-demand Skill integrated Higher education linked to assured employability and holistic growth
- ≡ To nurture learners with appropriate attitudes and ethics for sustainable progress in career and life
- ≡ To promote work-integrated (skill-based) higher education through industry immersive apprenticeships/on-job learning
- ≡ To facilitate the industry with Go-To-Market workforce solutions through short term and long term Skill accelerator programmes

Vision

To establish an outcome-driven, and inclusive ecosystem for skill-integrated higher education



Affiliations and Recognitions





Learner's Details

Learner's Name: priyanshu kumar

Registration No.: 240410700007 Start Date: _____

Program Name: B.tech AI/ML

Semester: 3 Location: _____

Industry Partner Name: _____

If this book has been lost and found, please return to the above mentioned person. Contact details are as follows:

Phone No.: _____, email Id: _____

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INTRODUCTION

Dear Student,

This on-the-job learning (OJL) logbook will be your partner during the entire course of the OJL program. So, it is important that you understand how invaluable it will be in your learning journey.

The Log Book's purpose is to make sure you remember, improve, and feel proud of all the interesting stuff you're doing! It provides a structured way to document the learning activities, tasks performed, skills learned, and experiences gained during the training period.

It will help you in:

- **Remembering Stuff:** When you write down what you're learning and doing, it helps you remember it better. So, if you learn a new skill or do something important, you won't forget it later.
- **Improving yourself:** Your logbook helps you see where you're doing well and where you might need some extra practice. It's like a guide that shows you what you're good at and what you need to work on.
- **Asking for Help:** If you're having trouble with something, you can show your logbook to your trainer or supervisor. They can see what you're struggling with and give you tips to improve.
- **Feeling Proud:** Every time you look back at your logbook and see all the things you've learned and accomplished, it feels awesome! It's like a little book of achievements that shows how much you've grown.
- **Build a good work attitude:** By logging in all your activities and progress regularly, the logbook helps you become more accountable and encourages you to take ownership of your learning process. You have to drive your own learning and the logbook will help you show others what you have learnt and what is left to learn.
- **Assessments:** The information recorded in the logbook will also be used for assessment purposes, your trainer/faculty will review and evaluate your entries.

This logbook will help to record your experiences, learnings and achievements on the job.

It contains 2 sections:

Section 1:

Daily Activity Journal: Please fill one page a day on a daily basis during the entire course of the OJL Program.

Section 2

Supervisor's feedback: Take your supervisor's feedback in this section once a month.

Share this logbook with your academic faculty/trainer on a weekly basis for review and handover the same at the end of the semester for evaluation.

GUIDELINES FOR THE OJL PROGRAM

PREPARE FOR YOUR FIRST DAY AT WORK

- Dress smart
- Reach the designated venue before time
- Join the departments that have been allocated to you and report to your supervisor/instructor
- Make sure that you take this Logbook with you
- Ask about your role and schedule
- Check what work you will be doing
- Make note of your supervisors contact details

HEALTH AND SAFETY

Here are a few common-sense rules which you should follow throughout the OJL program, to ensure that you do not become involved in an accident at work, or that you are not the cause of an accident.

Obey All Safety Rules

- Find out if there are any particular rules where you are working, such as wearing the correct clothing, where the fire exits are, etc. Get to know the rules and obey them.
- Listen carefully to the advice or instructions of your Supervisor
- Don't be afraid to ask questions.
- If you injure yourself in any way, report it to your Supervisor immediately and obtain treatment.

Cleanliness

- Always keep your work area clean and tidy. Remember to wash your hands regularly.

HELP

In case of any problem you must record the contact details and seek help from the following personnel:

- 1) Academic Faculty/Co-ordinator:

Phone No.: _____ Email Id: _____

- 2) Direct Supervisor at work:

Phone No.: _____ Email Id: _____

- 3) HR Co-ordinator of the organisation you are working in

Phone No.: _____ Email Id: _____

- 4) Grievance department of MSU

5) Phone No.: _____ Email Id: _____

SECTION 1

DAILY ACTIVITY JOURNAL



DAILY ACTIVITY JOURNAL – Day 1

Date: _____ 17-11-2025 _____

OJL Timing: _ 9:30 AM _ To 5:00 PM _____

Department: _ CSE(AI/ML) _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

I started reading and understanding the PRD for my Research Data Repository project. I learned about the main issues researchers face because data management and sharing are still done manually.

Tasks Carried Out Today

I studied the problem statement and main use cases of my Research Data Repository project. I understood the key issues researchers face, such as difficulty in organizing data, losing track of versions and missing proper documentation. I also discussed the PRD details and approval with my mentor.

Key Learnings/Observations

Real-time tracking of data submissions and approvals is a key part of the system. The platform must also keep detailed logs of all actions for transparency and accountability.

Tools, Equipment, Technology or Techniques Used	Special Achievements
PDF Reader, Requirement Study, Google Docs	Completed understanding of project requirement scope.

DAILY ACTIVITY JOURNAL – Day 2

Date: 18-11-2025

OJL Timing: 9:30 AM To 5:00 PM

Department: CSE(AI/ML)

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Focused on the PRD's functional scope. Analyzed features like research data submission, approval workflow, project budgets, and full data lifecycle.

Tasks Carried Out Today

Reviewed all functional modules.

Understood the multi-step approval process: Researcher > Project Lead > Admin.

Studied the workflow for checking data access and project budgets.

Key Learnings/Observations

Data access and modifications follow proper checks to ensure accountability. No user can alter their own submitted data without traceability.

Tools, Equipment, Technology or Techniques Used	Special Achievements
Flow Diagrams, Requirement Breakdown	Completed the full authentication system for users.

DAILY ACTIVITY JOURNAL – Day 3

Date: 19-11-2025
Department: CSE(AI/ML)

OJL Timing: 9:30 AM To 5:00 PM
Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Learned about the data models needed, such as ResearchPaper, Author, Dataset, and AccessLog.

Tasks Carried Out Today

Read the PRD's data structure section.
Understood how dataset validation depends on metadata and access
Documented all required tables and their relationships.

Key Learnings/Observations

Multiple datasets can belong to a single research project.
All data access and modification logs must be tamper-proof for accountability.

Tools, Equipment, Technology or Techniques Used	Special Achievements
Schema Diagram Drawing, Data Mapping	Completed the Researcher module with full error handling.

DAILY ACTIVITY JOURNAL – Day 4

Date: 20-11-2025

OJL Timing: 9:30 AM To 5:00PM

Department: CSE(AI/ML)

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Started learning Django MVT structure to implement the project in a modular way.

Tasks Carried Out Today

Studied Model–View–Template flow.

Understood how models and views connect using C

Learned where to handle business logic vs UI.

Key Learnings/Observations

Models handle data logic, views handle request logic.

Templates only display data, they shouldn't contain business logic.

Tools, Equipment, Technology or Techniques Used	Special Achievements
Django Docs, MVT Diagrams, Notes	Models handle data and database operations, views process user requests, and templates only display information without any business logic.

DAILY ACTIVITY JOURNAL – Day 5

Date: 21-11-2025

OJL Timing: 9:30 AM To 5:00 PM

Department: CSE(AI/ML)

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Focused on using Django ORM to map the models defined in the PRD into database tables.

Tasks Carried Out Today

Practiced creating, reading, updating, and deleting records using ORM.

Explored relationships between models, such as linking multiple datasets to a single research project.

Learned how to organize models to ensure proper data management and validation

Key Learnings/Observations

ORM automatically generates database queries and ensures data consistency.

Aggregated dataset information helps enforce data validation and access rules.

Tools, Equipment, Technology or Techniques Used	Special Achievements
Django ORM Documentation, Python Shell	Successfully connected the frontend interface with the backend APIs.

DAILY ACTIVITY JOURNAL – Day 6

Date: 24-11-2025

OJL Timing: 9:30 AM To 5:00 PM

Department: CSE(AI/ML)

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Began the project setup by organizing the folder structure, before implementing the models.

Tasks Carried Out Today

Created Django project & core application.

Setup static, media & templates directories.

Configured database (SQLite) and settings.

Key Learnings/Observations

Media storage is important for invoice/receipt uploads later.

Tools, Equipment, Technology or Techniques Used	Special Achievements
Django , VS Code, SQLite	Completed full workflow including job apply & notifications.

DAILY ACTIVITY JOURNAL – Day 7

Date: 25-11-2025

OJL Timing: 9:30 AM To 5:00 PM

Department: CSE(AI/ML)

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Finished project structure setup, admin access basic config, still no implementation code.

Tasks Carried Out Today

Installed required libraries (Django, SQLite, Pandas).

Setup environment and dependencies.

Configured project for future module building.

Key Learnings/Observations

Environment setup prevents future deployment issues.

A clean project structure ensures scalability

Tools, Equipment, Technology or Techniques Used	Special Achievements
pip, Virtual Environment, VS Code	basic setup compleated

DAILY ACTIVITY JOURNAL – Day 8

Date: 26-11-2025

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Today felt more structured. I focused on finalizing the core flow of my PRD and clarified how each module will interact. Mapping out dependencies gave me better confidence about how the system should behave. The work is starting to feel more connected.

Tasks Carried Out Today

Cleaned and reorganized feature descriptions

Finalized user flow for upload, review, and search

Updated line-item details for resource tracking

Cross-checked all sections with earlier drafts

Key Learnings/Observations

Breaking features into small functional parts keeps the PRD consistent

Dependency mapping avoids confusion in later development stages

Tools, Equipment, Technology or Techniques Used	Special Achievements
Google Docs Flow diagrams Django model references	Completed the full user journey description from login to dataset upload.

DAILY ACTIVITY JOURNAL – Day 9

Date: 27-11-2025

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

I spent the day with the functional requirements. Writing the responses made the backend logic clearer. It feels good to see the project flow turning into something concrete rather than scattered ideas.

Tasks Carried Out Today

Defined request and response formats

Key Learnings/Observations

Keeping request bodies simple helps with future client integration

Tools, Equipment, Technology or Techniques Used	Special Achievements
Postman example JSON formatting	

DAILY ACTIVITY JOURNAL – Day 10

Date: 28-11-2025

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Today I reviewed all the checks and rules the system needs while handling data. Going through these details helped me understand how important small validations are for a smooth workflow. The PRD is slowly becoming more complete and clearer.

Tasks Carried Out Today

Added rules for what kind of uploads are allowed

Wrote the error messages and fallback cases

Updated the flow diagrams with edge situations

Key Learnings/Observations

Handling edge cases makes the system stronger in real use

Clear error messages save developers time and confusion

Tools, Equipment, Technology or Techniques Used	Special Achievements
Django validation references	Finished documenting all validations and error handling

DAILY ACTIVITY JOURNAL – Day 11

Date: 01-12-2025

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Most of my time went into writing the non-functional parts today. Thinking about performance, security, and scalability helped me look at the project from a bigger angle. These details make the document feel more complete and professional.

Tasks Carried Out Today

Wrote performance and scalability expectations

Documented permission rules and access control

Key Learnings/Observations

non-functional areas decide how well the system performs long-term

Proper permissions keep user data safe and organized

Tools, Equipment, Technology or Techniques Used	Special Achievements
Django authentication references	Completed all non-functional requirement sections.

DAILY ACTIVITY JOURNAL – Day 12

Date: 02-12-2025

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

I spent the day doing a final review of the PRD. Reading everything together helped me see the progress clearly. The document now feels neat, consistent, and almost ready for full use in the coming week.

Tasks Carried Out Today

Reviewed the PRD from start to end

Fixed formatting and flow issues

Key Learnings/Observations

A final review always catches small mistakes

Consistency across sections improves readability

Tools, Equipment, Technology or Techniques Used	Special Achievements
Document editor PRD checklist Django	Completed the project till week two .

DAILY ACTIVITY JOURNAL – Day 13

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 14

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 15

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 16

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 17

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 18

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 19

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 20

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 21

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 22

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 23

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 24

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 25

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 26

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 27

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 28

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 29

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 30

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 31

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 32

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 33

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 34

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 35

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 36

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 37

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 38

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 39

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 40

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 41

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 42

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 43

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 44

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 45

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 46

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 47

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 48

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 49

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 50

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 51

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 52

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 53

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 54

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 55

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 56

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 57

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 58

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 59

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 60

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 61

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 62

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 63

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 64

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 65

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 66

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 67

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 68

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 69

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 70

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 71

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 72

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 73

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 74

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

DAILY ACTIVITY JOURNAL – Day 75

Date: _____

OJL Timing: _____ To _____

Department: _____

Designation: _____

MY SPACE (My thoughts / My Sketch / My Notes / Things to Remember)

Tasks Carried Out Today

Key Learnings/Observations

Tools, Equipment, Technology or Techniques Used

Special Achievements

SECTION 2

SUPERVISOR'S FEEDBACK



SUPERVISOR'S FEEDBACK – MONTH 1

From Date: _____ To Date: _____

Feedback For: (Student's Name) _____

SR.NO.	PARAMETERS	RATING		
1	Punctuality	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
2	Professional Appearance	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
3	Ability to Communicate	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
4	Interest Shown for Learning	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
5	Productivity at Work	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
6	Error free Work	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
7	Working as part of a Team	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
8	Initiative and Commitment	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
9	Flexibility and Adaptability	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
10	Adherence to Safety and Ethics	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
	Total			

Supervisor's Remarks:

Supervisor's Signature

Name and Designation

Sign Date: _____

SUPERVISOR'S FEEDBACK – MONTH 2

From Date: _____ To Date: _____

Feedback For: (Student's Name) _____

SR.NO.	PARAMETERS	RATING		
1	Punctuality	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
2	Professional Appearance	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
3	Ability to Communicate	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
4	Interest Shown for Learning	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
5	Productivity at Work	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
6	Error free Work	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
7	Working as part of a Team	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
8	Initiative and Commitment	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
9	Flexibility and Adaptability	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
10	Adherence to Safety and Ethics	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
	Total			

Supervisor's Remarks:

Supervisor's Signature

Name and Designation

Sign Date: _____

SUPERVISOR'S FEEDBACK – MONTH 3

From Date: _____ To Date: _____

Feedback For: (Student's Name) _____

SR.NO.	PARAMETERS	RATING		
1	Punctuality	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
2	Professional Appearance	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
3	Ability to Communicate	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
4	Interest Shown for Learning	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
5	Productivity at Work	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
6	Error free Work	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
7	Working as part of a Team	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
8	Initiative and Commitment	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
9	Flexibility and Adaptability	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
10	Adherence to Safety and Ethics	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
	Total			

Supervisor's Remarks:

Supervisor's Signature

Name and Designation

Sign Date: _____

SUPERVISOR'S FEEDBACK – MONTH 4

From Date: _____ To Date: _____

Feedback For: (Student's Name) _____

SR.NO.	PARAMETERS	RATING		
1	Punctuality	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
2	Professional Appearance	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
3	Ability to Communicate	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
4	Interest Shown for Learning	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
5	Productivity at Work	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
6	Error free Work	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
7	Working as part of a Team	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
8	Initiative and Commitment	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
9	Flexibility and Adaptability	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
10	Adherence to Safety and Ethics	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
	Total			

Supervisor's Remarks:

Supervisor's Signature

Name and Designation

Sign Date: _____

SUPERVISOR'S FEEDBACK – MONTH 5

From Date: _____ To Date: _____

Feedback For: (Student's Name) _____

SR.NO.	PARAMETERS	RATING		
1	Punctuality	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
2	Professional Appearance	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
3	Ability to Communicate	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
4	Interest Shown for Learning	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
5	Productivity at Work	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
6	Error free Work	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
7	Working as part of a Team	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
8	Initiative and Commitment	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
9	Flexibility and Adaptability	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
10	Adherence to Safety and Ethics	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
	Total			

Supervisor's Remarks:

Supervisor's Signature

Name and Designation

Sign Date: _____

SUPERVISOR'S FEEDBACK – MONTH 6

From Date: _____ To Date: _____

Feedback For: (Student's Name) _____

SR.NO.	PARAMETERS	RATING		
1	Punctuality	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
2	Professional Appearance	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
3	Ability to Communicate	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
4	Interest Shown for Learning	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
5	Productivity at Work	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
6	Error free Work	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
7	Working as part of a Team	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
8	Initiative and Commitment	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
9	Flexibility and Adaptability	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
10	Adherence to Safety and Ethics	<input type="radio"/> GOOD	<input type="radio"/> ACCEPTABLE	<input type="radio"/> NEEDS IMPROVEMENT
	Total			

Supervisor's Remarks:

Supervisor's Signature

Name and Designation

Sign Date: _____



Medhavi Skills University

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PO: Singtam Bazar, PS: Singtam
District: East Sikkim, Sikkim– 737134

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