

SUMMER INTERNSHIP PROGRAM
at
JHAJJAR POWER LIMITED (APRAAVA
ENERGY) JHAJJAR, HARYANA.

From 01-MAY-2024 to 30-JUNE-2024

A REPORT BY

ISHIKA AGRAWAL

ROLLNO. - 0043

Master of Business

Administration

(DEVELOPMENT

MANAGEMENT)

MBA (DM-03),

1st YEAR,

2023-25

under the Mentorship of
DR. KAJAL SITLANI (Assistant Professor and PhD Programme Coordinator •SDS)



9th July 2024

To Whosoever It May Concern

This is to certify that Ishika Agrawal, Roll No. 43, pursuing MBA-Development Management from IIHMR University, Jaipur has undergone 8 weeks Summer Training in our organization in the CSR function of Human Resources Department from 2nd May 2024 to 28th June 2024.

She was assigned a project to understanding the process at Jai Jawan Raksha Academy.

We take this opportunity to wish her all the best for her future.

For Jhajjar Power Limited



Rajeev Rao

General Manager – Human Resources and Administration

Jhajjar Power Limited (An Apraava Energy Company)

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Plant:

Village Khanpur, Tehsil Matenhail,
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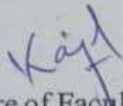
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This is to certify that MS. ISHIKA AGRAWAL of academic year 2023-25 of SCHOOL OF DEVELOPMENT STUDIES (SDS) has prepared a Poster with respect to his/her summer internship held during 1-May2024 to 30-June 2024.

He /she has carried out work as per the guidelines. His / Her poster is approved for presentation.

Date: 24/07/2024


(Signature of Faculty Mentor)

Name: KAJAL SITANI

Designation: (Assistant Professor and

PhD Programme Coordinator *SDS)

Reporting Format (Weekly)

Name of the Organisation: Jhajjar Power Limited (Apraava) Jhajjar, Haryana.

Area/ Department/ Project of Summer Internship Program: CSR/ HR and Administration/ JJRA (Jai Jawan Raksha Academy) Project

Name of the Student: ISHIKA AGRAWAL

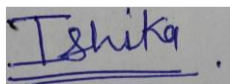
Roll no: 0043

Stream: MBA- Development Management

Week no: 01

from: 01-May-2024 to 05-May-2024

Activity Done	• Meeting/ introduction had held with meeting with Mr. Rajeev Rao, Mrs. Binita Kalita, Mr. M.S. Bhandari, and all members of Utthaan, Udyogini. Familiar with company policies. • Documentation had completed with the help of Mr. M. S. Bhandari. Induction training had also done. Discussion about the CSR project (JJRA (Jai Jawan Raksha Academy) Project, Utthaan, Udyogini) with Mrs. Binita Kalita, Mr. M.S. Bhandari. • Visited JJRA for Observation as per the mentor guidance. • Gone through the SOP (Standard operating procedures) OF JJRA. • Had a discussion about JJRA with Mr. Yudhvir Singh (Centre head) of JJRA Project.
Linking theory (Classroom learning) with practice at your organisation	• Learned the organizational behaviour practically in JJRA Academy like leading the staff of JJRA. • Learned the hiring the staff (recruitment) and selection of students and teaching and training and development of life skill (HRM). • Learned to handles operating activities and hurdles in day-to-day activity.
Gaps identified on the working area.	• Vision and mission board was missed at JJRA
Suggestions for improvement	• Encourage students for use MS Office.
Plan for the next week	• Will be going through the remaining SOP and observing and finding the gaps.



Signature of the Student

Approved by the IIHMR University's Mentor

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Reporting Format (Weekly)

Name of the Organisation: Jhajjar Power Limited (Apraava) Jhajjar, Haryana.

Area/ Department/ Project of Summer Internship Program: CSR/ HR and Administration/ JJRA (Jai Jawan Raksha Academy) Project

Name of the Student: ISHIKA AGRAWAL

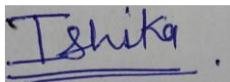
Roll no: 0043

Stream: MBA- Development Management

Week no: 02

From: 06-May-2024 to 12-May-2024

Activity Done	- Reviewed through remaining part of Standard Operating Procedures (SOP) of JJRA. - Explained the description of JJRA Project (Introduction, observation part). - Impact assessment report of Jai Jawan Raksha academy which is related to the parents and students and enrollment, engagement, satisfaction and course selection etc. - Meeting with CSR Head (Mr. Priyush Modi). - Observed academic and physical activities and environment of academy of various courses of JJRA. - Had small interaction with students and staff of JJRA. Got information about the various courses in detail like SSC, Agni Veer (All), ITBP, CRPF, NVS, Sainik School, Military School, Sport School, Rai.
Linking theory (Classroom learning) with practice at your organisation	- Learned the hiring the staff (recruitment) and selection of students and teaching and training and development of life skill (HRM). - Learned the screening process of JJRA with eligibility criteria by clearing the various tests and process like physical measurement/ test and written test.
Gaps identified on the working area.	- Computer instructor (requirement). - Low enrollment of girls because of cultural barrier.
Suggestions for improvement	- Hire the computer instructor. - Meet up with girls parents to address cultural barrier by highlighting the safety.
Plan for the next week	- Meeting with Binita Ma'am or Bhandari Sir: Discuss about the JJRA project and seek guidance for next week. - Work on admission and enrollment process of JJRA.



Signature of the Student

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Reporting Format (Weekly)

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Area/ Department/ Project of Summer Internship Program: CSR/ HR and Administration/ JJRA (Jai Jawan Raksha Academy) Project

Name of the Student: ISHIKA AGRAWAL

Roll no: 0043

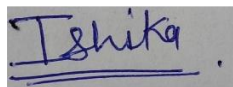
Stream: MBA- Development Management

Week no: 03

From: 13-May-2024 to 19-May-2024

Activity Done	• Took overview (Observed) application forms and eligibility criteria (age, education class level, educational qualification etc.) for JJRA admission and gave presentation to Binita Ma'am and Bhandari sir on what observed last week. • Binita Ma'am guided to make sub points on JJRA Project. • Reviewed and gather detail information about student selection process including written tests, physical tests, physical measurements, (more focus on height), General interviews and JJRA gives 2 days free demo class. • Gathered information on admission dates (1 July or need basis), course duration (6 months or 1 year), fee structure (discount scheme on monthly fee that 50%-60%) based on socio-economic status. • Gone through documentation which is done at the time of the admission of the students like the certificate, ID Proof, photos, fee declaration form etc.) Find out the challenges about auto fees. • Gave presentation about the last week activity to Mrs. Binita Kalita, Mr. M.S. Bhandari.
Linking theory (Classroom learning) with practice at your organisation	• Learned the enrollment/admission process of JJRA with application form, fee structure to take admission. • Learned the reason of rejection to take admission. • Learned about discount scheme that is according to socio- economic status off parents, orphans, and single parents. • Learned about overall training provides in one place by set schedule of academics and physical.
Gaps identified on the working area.	• No single form is filled online. • Auto fee issue. • Missing information in application form. • Lack of availability of entrance solved paper.
Suggestions for improvement	• Encourage the students for fill the online form. • Complete information in application forms. • Maintain the solved entrance tests.

	• Auto fee issue should solve by discussion with parents.
Plan for the next week	• Work on the remaining detail part of the screening process and select another point of JJRA project.



Signature of the Student

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Area/ Department/ Project of Summer Internship Program: CSR/ HR and Administration/ JJRA (Jai Jawan Raksha Academy) Project

Name of the Student: ISHIKA AGRAWAL

Roll no: 0043

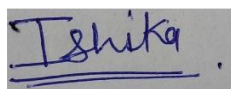
Stream: MBA- Development Management

Week no: 04

From: 20-May-2024 to 26-May2024

Activity Done	It was started with screening process of JJRA with all possible area and points. JJRA has screening process to select for admission of JJRA. #It was Observed and gathered information about:- 1. Eligibility criteria check: - JJRA uses age and education level to determine eligibility for various courses. It was obtained details from Mr. Yudhvir Singh:- Agni veer (All)- 17.5-21 years and 10th passed, SSC/Delhi Police /ITBP /CRPF/ MTS EXAMS: 18-23 years and 12th passed, NVS, Military School, Sainik School: 10-12 years and studying in 5th standard, Sports School, Rai: 8-10 years and studying in 3rd standard. Eligibility details are provided verbally during mobilization by Anjana Ji, Auto driver. There's no documented record. (In paper, computer). Anjana Ji sees the eligible criteria. 2. Free Demo Classes: - It was observed that JJRA offers two-day free demo classes at the time of counselling. 3. General Interview: - General interview is conducted during counselling by Mr. Yudhvir Singh Sir. There's no specific criteria or limitation on questions. There is no time duration, for check level of students. It was observed also. 4. Physical Measurements: - Mr. Sunil Sir takes physical measurements after the demo classes. a) Height Measurement: - Gathered data of the height measurement criteria of students from Sunil sir that varies by courses and exams and gender that noted in daily report which is from 157cm to 176cm and observed height measurements for three students: Vansh (176cm), Sagar (167cm), and Sunny (169.3cm) also. They came for Agni veer. He takes admission of all of them but Sagar and Sunny was not eligible. Sunil sir said that they have time to main exam to increase height. b) Weight and chest measurement: - are assessed visually observation. It is based on time for the main exam with some possibility for improvement, if needed. Standard weight is 40-50 kg, standard for chest - 80 inches. JPL
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	sends a doctor to conduct a thorough medical check-up. 5. Physical entrance test: – taken by Mr. Sunil. The instructor has photos of students who took the entrance test previously. Now there is not any admission for Sports School, Rai. (Existing students of Sports School, Rai are preparing for the main academic exam). 6. Entrance exam pattern and strategies in JJRA: - It was observed and informed by staff / faculty /Mr. Singh about exam patterns format, types of questions asked but they do not have record in paper or computer. Respective staff / faculty prepare questions for entrance questions paper. 7. Written Entrance Exam: - The entrance exam is held two days after counselling. Duration: 1 hour, Invigilator: Staff/Faculty, Passing criteria: 33%, Subjects: English, Math, Reasoning, Aptitude, Current Affairs, General Knowledge. JJRA doesn't provide solved entrance papers, only has unsolved papers. Reviewed/ observed unsolved entrance question papers. I observed a student who failed the written test and couldn't proceed with admission.
Linking theory (Classroom learning) with practice at your organisation	• Learned Organizational barrier like culture that result the low enrollment of girls. • Learned the screening process of JJRA by check eligibility criteria, and check the level of students' organised general interview, by the various tests/measurement like physical and written test.
Gaps identified on the working area.	• Eligible criteria and actual exams were not same. • Content of Interview are not specific. • Lack of availability of entrance solved paper.
Suggestions for improvement	• Actual admission should be same as criteria. • Interview should have specific content. • Maintain the solved entrance tests.
Plan for the next week	• Meeting with Bhandari sir and select and work on the topic of JJRA Project.



Signature of the Student

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Reporting Format (Weekly)

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Area/ Department/ Project of Summer Internship Program: CSR/ HR and Administration/ JJRA Project (Jai Jawan Raksha Academy)

Name of the Student: ISHIKA AGRAWAL

Roll no: 0043

Stream: MBA- Development Management

Week no: 05

From: 27-May-2024 to 02-June -2024

Activity Done	It was started with JJRA Admission/ Enrollment Process and Fee Structure/ Process then gone through the Application Form. #Application Form- There are two options for submitting the application form: online and offline. (i) Online: There is no online application form submitted by students but JJRA provides online application form. (ii) Offline: The students fill application form with the help of Anjana Ji. Anjana Ji records the personal information in the paper and computer. Application number is not given in forms. Roll number is directly given/ assigned. The enrollment number is not filled out by the any single student in the application form. It was observed that Anjana Ji helps student in filling the application form. Reviewed forms. Some details and entries are not completed by some students but some students fill form with complete information like Lokesh Meena. Reviewed all documentation but some students do not submit all documents and all document of Lokesh Meena are available here. Students/Applicants select course that given in application form. Then reviewed/observed the Document Verification. #Documentation Verification- Documents are verified by Anjana Ji. Documents Name are 1. Aadhar card - (students (2) and parents (1)) 2. Photo- (students (2), parent (1)) 3. Standard class-(10th class Marksheet for Agni veer all), (12th class Marksheet SSC, Delhi Police /ITBP /CRPF/ MTS Exams), (NVS, Military, Sainik School- 5TH class studying), (Sport School, Rai- 3th class studying). 4. Covid vaccine needed if have (but not a single students had submitted it). It was observed that document verification process of many students which is done by Mrs. Anjana. Students/ applicants wants, then he /she can take admission, if he /she completing application form and document verification. Then reviewed/observed the Admission Date and Time Period. #Admission Date and Time Period- Admissions are generally held twice a year (on January 1st and July or 1st January or as per vacancy comes or student's requirement then JJRA makes different batches. It was observed and discussed with Mr. Yudhvir Singh and Anjana Ji. For all courses except NVS, Sports, Military and Sainik School, Rai's Admissions are generally held on date -1 January and 1 July and Duration – 6 Months. For NVS, Sports, Sainik School, Rai's admissions are generally held only on July 1st and have a one-year duration that I observed also. Now students/ applicants can enrolled after taking admission, if he /she submits fees. Now Reviewed through the fee process and discussed/ observed it with Mr. Yudhvir Singh and Anjana Ji. #Fee Structure and Process- Fee Structure of JJRA is: - Admission fee (Rs.200) that is compulsory and Monthly fee (rs.500), in Monthly fee JJRA gives discount offer that is 50% and 60%, which is based on the Socio-economic status (like have no parents, BPL card students). Staff of JJRA do not visit their home for discount in Monthly fees and Auto fee is compulsory that is Rs. 500. There is only monthly plan. Reviewed/
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	observed the fee receipts of Admission and Monthly fee receipts and student have to fill the application of discount in fee. Students fill a declaration form of fee that date is 10th of every month. Fee receipts are handled by Mrs. Anjana and recorded in the computer by Raj Kumar Ji and check by Mr. Yudhvir Singh Ji. At present (last month), JJRA gives discount to only one student (girl). It was observed that students do not give fee timely. Some students take can apply for academics or physical or both (academics and physical) the admission fee is 200rs. And the Monthly fee is 500rs. That is discount on monthly fee based on the socio-economic status, not on courses that was observed. Gathered data of enrollments. #Enrollment- Total enrolment till now- (Total-364, Boys – 259,Girls-112),Agni veer (All)- (Total – 144, Boys-142, Girls-2), SSC/DELHI Police/ITBP/CRPF/MTS EXAM – (Total-174, Boys-86,Girls-88), NVS, Military, Sainik, Sport School, Rai – (Total-43, Boys-22,Girls-21), in NDA –(Total-3,Boys-2, Girls-1).In May 2024 – There was only 21 students enrollment that is only for SSC/ Delhi Police / ITBP/ CRPF/MTS Exams. Till May – they Have only 99 students, 64 girls, 35 boys, Agni veer – 21 girls – 19, girls - 2. , SSC/ Delhi police/ITBP/ CRPF/ MTS exam- (total – 64, boys – 34, girls – 28), NVS, Military, Sainik, Sport School, Rai- total – 16, boys – 9, girls – 7. This was how completed the admission/ enrollment process of JJRA.
Linking theory (Classroom learning) with practice at your organisation	• Learned the enrollment/admission process of JJRA by application form, with document verification, fee structure with discount scheme to take admission.
Gaps identified on the working area.	• Not maintained all documents of students. • Flexible admission dates. • Missing information in application form. • Delay Fee collection
Suggestions for improvement	• Maintain all documents. • Fixed admission date. • Complete information in application forms. • Collect fee on time. • Encourage the students for fill the online form.
Plan for the next week	• Meeting with Binita Ma'am and Bhandari sir and work on counselling process and select the other topic.

Ishika

Signature of the Student

Approved by the IIHMR University's Mentor

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Reporting Format (Weekly)

Name of the Organisation: Jhajjar Power Limited (Apraava) Jhajjar, Haryana.

Area/ Department/ Project of Summer Internship Program: CSR/ HR and Administration/ JJRA Project (Jai Jawan Raksha Academy)

Name of the Student: ISHIKA AGRAWAL

Roll no: 0043

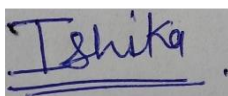
Stream: MBA- Development Management

Week no: 06

From: 03-June-2024 to 09-June-2024

Activity Done	It was started with observation of counselling process that is conducted by Mr. Yudhvir Singh. It is individual counselling. Some students comes with their parents also so counselling is done with parents. Students do not comes together that why they have to doing counselling individually. He discussed/ introduction about the all courses / facilities that they give in the mobilization also by brouchers. Counselling is done by Mr. Yudhvir Singh with Muskan and Himanshi that I observed. (1) Career Counselling: This could involve helping to understand the various career paths available within he told about the courses-Agni Veer (All), SSC /Delhi Police/ITBP /CRPF/ MTS Exams, NVS, Military School, Sainik School, Sports School, Rai, NDA. (2) Psychological Counselling: Mr. Yudhvir Singh gives psychological counselling help to manage any anxieties or self-doubt related to the demanding selection process. He assures to parents about safety regarding girls. If student cannot able to give that exam then convenience to select other courses to take admission. (3) Facilities Materials Or Resources Guidance: Excellent infrastructure, independent campus (24,281 29. meters), modern academy building, smart classrooms and library, well- maintained 400-metre running track, computer lab, computer facilities and e-library, first aid, medicine, water cooler, internet, Coolers, t-shirt, self-study in computer room as per Mr. Yudhvir permission. Facilities guidance is given at the time of the mobilization. (4) Entrance Guidance: He gives detail/ guidance about entrance training, entrance exam process, screening process, documentation, detail about batches –(a) Academics two batch – Morning And Evening batches-Morning- 9 TO 1, LUNCH – 1 TO 2, Evening – 2 TO 5. But Can Comes Only In One Batch. (b)Physical Batch – two batch morning and evening batches- Morning – 5:30 A.M. – 07:30A.M. (05:30-06:30 A.M. – Boys), (06:30-07:30A.M. - Girls), Evening – 05:00P.M. – 07:00 P.M. (05:00-06:00 P.M. – Boys), (06:00-07:00P.M. - Girls) but can comes only in one batch. (5) Academic And Physical Guidance: He gives guidance about qualified permanent teacher and staff, academics and regular test, mock test, , doubt clearing sessions, preparation of exam on regular basis at same as main exam, batch size is small, one to one student attention (6) Fees Guidance: He gives guidance about that is too reasonable, academy near at their home. (7) Motivation and Goal Setting: He guides realistic goals for your training and exams, and provide motivational support to keep focused and determined throughout the process. He told to student for work hard to achieve goals. This was how completed my counselling process. It was started with observation of induction/ orientation process at JJRA that is conducted by Mr. Yudhvir Singh. It is individual process because there are not every students come together. It was observed the induction of Muskan and
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	Deepika also. Generally student comes individual and introduction of student only in class with teachers and students and in office with Mr. Yudhvir Singh. >Program Overview:- was also given - Mr. Yudhvir Singh verbally that is about academy, physical and classroom training, classroom facilities, tools, periodic test, main exam preparation, extra curriculum, real test, alumini meet up, fee, meeting setoff, documentation , entrance exam process, screening process, guidance to main exam etc. >Timing:- No time of induction. >About Teachers/Staff: He told about teacher / staff is well qualified staff and physical trainer is ex. Army officer. He was already told about batches in counselling. >Health and Safety Briefing- The list of holiday is given by Deepalaya and there is restricted holiday. Student can leave as per Mr. Yudhvir Singh's permission. He told about the meal timing – 1 A.M. TO 2 P.M. Student was done facilities/ tool tour by self but Mr. Yudhvir Singh tell verbally about facilities and tools and WhatsApp group to connect with teacher. It was made according subject teacher and individual for boys and individual for girls for study and important information so that It will discussed in classroom training. He detail about the >Health Safety Briefing: He assures safety of girls at JJRA. They are supervising by cameras like by Mr. Yudhvir Singh and maintain hygiene at JJRA. This was how completed my induction/orientation process.
Linking theory (Classroom learning) with practice at your organisation	• Learning the how an academy (JJRA) provide the session (guidance) for their career and future according to their need.
Gaps identified on the working area.	• Counselling is not in group. • Academy tour by students own self.
Suggestions for improvement	• Organize the counselling in group. • Academy tour by staff member to students.
Plan for the next week	• Meeting with Binita Ma'am and Bhandari Sir and select/work the other topic.



Signature of the Student

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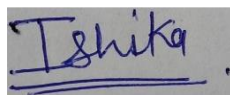
Stream: MBA- Development Management

Week no: 07

From: 10-June-2024 to 16-June-2024

Activity Done	It was observed and discussed with Mr. Yudhvir Singh and staff/ faculty and described in Daily report and worked on these points:- Classroom Training- >Subjects: English, Hindi, Math, Science, Social Science, Reasoning, Aptitude, G.K. >Teachers: Staff with potential). >Doubt clearing sessions: As needed, after mock test. > Mock test is conduct generally on last week of the every month after test they conduct the doubt clarification session. > Syllabus and timetable is deliver in class or training time because of the absentees. they provides also the facilities that need for studying like Smart T.V , notes, PDF's that deliver on WhatsApp, previous year paper and PDFs. > Students do self – study, typing, solve paper, and teachers use to records entries. > JJRA is seeking for computer instructors. >Environment: Strict but friendly, periodic tests, no tolerance for misbehaviour/phones. >Communication: Separate WhatsApp groups for boys/girls or individual subject/ teacher wise (for information, doubts, notes, pdf, previous year questions, any type of update etc.) It was Observed/ discussed with Mr. Yudhvir Singh and staff/ faculty/trainer. Physical Training - It was conducted/ led by Mr. Sunil sir. Training exercise are – 400m races daily, jumping jacks, pushups, pullups, weight training, stamina training etc. it is for 1 hr. in morning and evening time students can come in both batches. Morning batches – (BOYS- 5:30-6:30 A.M., GIRLS – 6:30-7:30A.M.), Evening batches- (BOYS-5:00-6:00P.M., GIRLS – 6:00-7:00 P.M.). >Attendance: Maintained by Anjana Mam, marked by teachers. >Environment: Strict but friendly, periodic tests, no tolerance for misbehaviour/phone. >No Menstruation guidance to girls. >Additional guidance: Diet & stamina building (by Mr. Sunil). It is Observed/ discussed with Mr. Yudhvir Singh and staff/ faculty/trainer. Periodical Exams (Mock Tests) - > Monthly combined papers. >Mimic actual exam format (various subjects) and same in physical and academics. >Designed by subject teachers. >Model papers provided beforehand. >Held last week of each month (1 hour). >Moderate difficulty level. >Doubt-clearing session immediately after. >No separate gap identification process (confidence in teaching methods). >Follow-up with parents for absent students. . It is Observed/ discussed with Mr. Yudhvir Singh and staff/ faculty. Extra- Curriculum Activities- >Occasional cultural events (drawing competitions, Diwali rangoli). >Unscheduled sports events. >National
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	holiday. >Swachh Bharat Mission aligned programs. >No current debate/group discussions. >Engaging tests discontinued due to lack of student interest. It was discussed with Mr. Yudhvair Singh. Information About Exam- >Guidance on requirements (documents, dress code, timings etc.). >Time management, exam hall entry, staying calm tips. >Regular monthly mock exams. >Model papers provided beforehand for guidance. >Printing admit cards with guidance. >Parent-Teacher Meetings (specific schools on request). . It is only discussed with Mr. Yudhvair Singh. Form Fill Up- >Informative sessions (faculty/Mrs. Anjana) on eligibility, key dates, online application process. >Staff assistance with filling forms (details, preferences, document uploads etc.). >Internet access & computers provided with staff support for independent application. >Supportive environment for confident exam application.
Linking theory (Classroom learning) with practice at your organisation	<u>Learned and linking the theory with practice at JJRA:-</u> • Learned to manage lack of human resource (computer instructor). • Learned how to make project sustainable with help of CBO (Community Based Organization) (Like JJRA's staff). • Development skill in students. • Learned to handles operating activities and hurdles in day-to-day activity.
Gaps identified on the working area.	• Lack of Parents Teacher Meeting (PMT). • Feedback of students. • Menstruation cycle guidance to girls. • Sport events have no schedule.
Suggestions for improvement	• Organize the PMT (Parents Teacher Meeting) • Take feedback from students • Provide menstrual cycle guidance. • Hire the computer instructor • Sport events (schedule)
Plan for the next week	• Select and work on the other topics.



Signature of the Student

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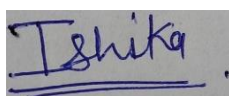
Stream: MBA- Development Management

Week no: 08

From: 17-June-2024 to 23-June-2024

Activity Done	It was observed/visited and discussed with Mr. Yudhvir Singh and staff/ faculty and described in Daily report and worked on these points:- Real Test- It was done same as main exam that is conducted with help of the staff of JJRA. It was discussed with Mr. Yudhvir Singh. JJRA take like real exam like arrive time, departure time, exam duration-3 Hr., checking, format of exam and questions that is for academic means written exam and interview and for physical test – is same as main exam , beams , ditch , run etc. It was observed with Mr. Yudhvir Singh. Exam Preparation- It was observed and discussed with the Mr. Yudhvir Singh. Staff of JJRA was made student preparation of exam like academic, interview, physical training etc. and practice of previous exam paper and follow the interviews, and guidance for main exam like stress, anxiety, tension etc. Mobilization – It was visited and observed of mobilization process of JJRA. Generally it is done first by door to door , second is group gathering it is depend upon local connections and last one is government school visit (monthly). And it is done by social mobilizer (Mrs. Anjana). She distributes the brouchers that I observed also. And another is it is done through auto like promotion and covers 3 villages daily and distributes the brouchers and promotion activities. Found gaps in mobilization. All facilities and resources of JJRA is told by social mobilizers. She collects the data of interested students like age, contact number etc. JJRA is covered around 30 villages in last 6 months. Follow-Up - It is done only with existing students who does not changed their stream, do not clear exam, came regularly to academy that was observed and discussed. Staff of JJRA including Mr. Yudhvir Singh discussed about the ‘plan B’ and gives further guidance to them. Placement Follow-Up- It is done with the passed the exam with the help of academy they are invited with parents by phone calls. Staff of JJRA provide the guidance for future and career.it is only discussed. Alumini Meet-Up- No alumini meet-up happen. Documentation: - It was observed/ review/discussed of the record-keeping system at the Jai Jawan Raksha Academy (JJRA). They keep all documentation in one file. Documentation verification and maintained by Anjana Ji of students and class tests and report by Amit Sir , Gaurav Sir, staff attendance and record by Yudhvir Sir. It was observed that all:- #Student Records: - It was reviewed /observed and gone through student files for Muskan and Lokesh. Each file contains with all required information: Mark sheets (10th & 10+2), Aadhar Cards (Student & Parents), Photos (2 Student, 1
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	Parents), Covid Certificate, Parents Declaration Form, Disclaimer, Fee Declaration Form (due 10th of every month), Student Placement and Consent for JJRA, Physical Training Rules Staff Records: - JJRA does not maintain staff qualification certificates (B.Ed., M.Sc., etc.). Deepalaya, a separate organization, handles these records and verification. Office Records: - Yudhviri Ji maintains Attendance records for students and staff are captured biometrically and in a register. Entrance exam papers and records are managed by Amit Sir and observed periodic test. Reviewed the entrance test papers for one student and Mock test records are not maintained. However, reviewed periodic test records. Performance record are maintained for each student (It was verified of Rinku) .Periodic Test Results and Records- (verified with Amit Sir).Fee records are kept in registers (reviewed). Mrs. Anjana maintained these. Fee receipts and check by Mr. Yudhviri Singh that showed above. Yudhviri Ji maintains expense records but it was confidential. Overall Observations: - All documents was well-organized and maintained in files or registers. Except COVID vaccine. Staff confirmed satisfaction with their salary. This was how, Documentation was completed. Presented a presentation to Binita ma'am and Bhandari sir.
Linking theory (Classroom learning) with practice at your organisation	<u>Learned and linking the theory with practice at JJRA:-</u> • Learned the process of getting the job. • Development the skill in students. • Learned the marketing in community. • Learned how to get employment • Learned to make a project sustainable.
Gaps identified on the working area.	• Brouchers has no detail of courses offered. • Lack of Alumini Meet-Up. • Upgrade on social media page. • Not regular active on social media • Lack of all documents of staff and students.
Suggestions for improvement	• Mention the courses name in brouchers. • Upgrade on social media. • Active on social media. • Organize alumini meet up • Maintain all documents of staff and students.
Plan for the next week	• Final touch on two remaining points and will be discuss/ present final presentation and prepare and submit the report to JPL.



Signature of the Student

Approved by the IIHMR University's Mentor

On the last day of every week report in the above format should be submitted to the faculty mentor. Submission of total 8 reports in 8 weeks is compulsory. Each report should not be more than 2 pages.

Reporting Format (Weekly)

Name of the Organisation: Jhajjar Power Limited (Apraava Energy) Jhajjar, Haryana.

Area/ Department/ Project of Summer Internship Program: CSR/ HR and Administration/ JJRA Project (Jai Jawan Raksha Academy)

Name of the Student: ISHIKA AGRAWAL

Roll no: 0043

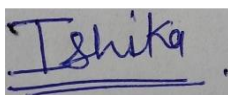
Stream: MBA- Development Management

Week no: 09

From: 24-June-2024 to 30-June-2024

Activity Done	It was observed/visited and discussed with Mr. Yudhvir Singh and staff/ faculty and described in Daily report and worked on these points:- Periodic Meeting– These was held in three type 1. Daily Meeting – Mr. Yudhvir with staff of JJRA that ids belong to day to day activity like challenges, problems, achieved in daily activity. 2. Monthly meeting with DEEPALAYA REPRESENTATIVES (Project manager, project in charge), staff and center head of JJRA about any problem faced, reviews by staff. 3. Quarterly meeting that is with JPL Representative's (Mr. Rajeev Rao, Mrs. Binita Kalita, Mr. M.S. Bhandari, representatives of Deepalaya, center head of JJRA that is about the project performance. It was observed/visited and discussed with Mr. Yudhvir Singh and staff/ faculty Felicitation– It is done for passed student who has new job. It is only discussed. They are invited with their parents through phone calls and celebrate with giving awards to them. They give a motivational lecture to existing students and guided, inspired them for future. Presentation was delivered to Mr. Bhaskar (Plant Head), Mr. Rajeev Rao (General Manager), Mrs. Binita Kalita (Organisational Mentor), Mr. M.S. Bhandari (Deputy Manager) attended in person and Virtually, Mr. Priyush Modi (CSR Head), Mrs. Deepa (Vice President), and Some CSR Member of Jhajjar Power Limited (Apraava Energy), Jhajjar, Haryana. Following the presentation, and a report were submitted to Mrs. Binita Kalita (Organizational Mentor), Mr. M.S. Bhandari (Deputy Manager) and to Dr. Kajal Sitlani also. Mrs. Binita Kalita and Mr. M.S. Bhandari had provided guidance throughout the project.
Linking theory (Classroom learning) with practice at your organisation	<u>Learned and linking the theory with practice at JJRA:-</u> • Learned how to make project sustainable with help of CBO (Community Based Organization) (Like JJRA's staff). • For Discussion/ Solved problem/ future suggestion from organise meeting. • Learned how to teach target audience. • Learned how to apply things in real life.

Gaps identified on the working area.	• Invitation is done only by the phone calls. • Virtual joining to old students who cannot able to join felicitation program.
Suggestions for improvement	• Invitation by SMS and social media also. • Virtual joining in felicitation program.
Plan for the next week	• Submit the final report to Dr. Kajal Sitlani (Faculty Mentor) and work on Poster Making.



Signature of the Student

Approved by the IIHMR University's Mentor

On the last day of every week report in the above format should be submitted to the faculty mentor. Submission of total 8 reports in 8 weeks is compulsory. Each report should not be more than 2 pages.

Compiled Report

Name of the Organisation: Jhajjar Power Limited (Apraava Energy), Jhajjar, Haryana.

Area/ Department/ Project of Summer Internship Program: CSR/ HR and Administration/ JJRA (Jai Jawan Raksha Academy) Project.

Name of the Student: ISHIKA AGRAWAL

Roll no: 0043

Stream: MBA- Development Management (DM-03)

Activity Done	UNDERSTANDING (ANALYSIS/OBSERVATION) THE
	PROCESS OF JJRA (Jai Jawan Raksha Academy) PROJECT.
	<u>It was observed/visited and discussed with Mr. Yudhvir Singh and staff/ faculty, Students, Parents and described in Daily report and worked on these points:-</u>
	Week- 01 • Meeting/ introduction had held with meeting with Mr. Rajeev Rao, Mrs. Binita Kalita, Mr. M.S. Bhandari, and all members of Utthaan, Udyogini. Familiar with company policies. • Documentation had completed with the help of Mr. M. S. Bhandari. Induction training had also done. • Discussion about the CSR project (JJRA (Jai Jawan Raksha Academy) Project, Utthaan, Udyogini) with Mrs. Binita Kalita, Mr. M.S. Bhandari. Visited JJRA for Observation as per the mentor guidance. • Gone through the SOP (Standard Operating Procedures) OF JJRA. Had a discussion about JJRA with Mr. Yudhvir Singh (Centre head) of JJRA Project.
	Week – 02 • Reviewed through remaining part of Standard Operating Procedures (SOP) of JJRA. • Explained the description of JJRA Project (Introduction, observation part).

- Impact assessment report of Jai Jawan Raksha academy which is related to the parents and students and enrollment, engagement, satisfaction and course selection etc.
- Meeting with CSR Head (Mr. Priyush Modi). Observed academic and physical activities and environment of academy of various courses of JJRA.
- Had small interaction with students and staff of JJRA. Got information about the various courses in detail like SSC, Agni veer (All), ITBP, CRPF, NVS, Sainik School, Military School, Sport School, Rai.

Week – 03

- Took overview (Observed) application forms and eligibility criteria (age, education class level, educational qualification etc.) for JJRA admission and gave presentation to Binita Ma'am and Bhandari sir on what observed last week.
- Binita Ma'am guided to make sub points on JJRA project. Reviewed and gather detail information about student selection process including written tests, physical tests, physical measurements, (more focus on height), General interviews and JJRA gives 2 days free demo class.
- Gathered information on admission dates (1 July or need basis), course duration (6 months or 1 year), fee structure (discount scheme on monthly fee that 50%-60%) based on socio-economic status.
- Gone through documentation which is done at the time of the admission of the students like the certificate, ID Proof, photos, fee declaration form etc.) Find out the challenges about auto fees. Gave presentation about the last week activity to Mrs. Binita Kalita, Mr. M.S. Bhandari.

Week – 04

It was started with Screening Process of JJRA with all possible area and points. JJRA has screening process to select for admission of JJRA.

#It was observed and gathered information about:-

1. Eligibility Criteria Check: - JJRA uses age and education level to determine eligibility for various courses. It was obtained details from Mr. Yudhvir Singh:- Agni veer (All)- 17.5-21 years and 10th passed, SSC/Delhi Police /ITBP /CRPF/ MTS Exams: 18-23 years and 12th passed, NVS, Military School, Sainik School: 10-12 years and studying in 5th standard, Sports School, Rai: 8-10 years and studying in 3rd standard. Eligibility details are provided verbally during mobilization by Anjana Ji, Auto driver. There's no

documented record. (In paper, computer). Anjana Ji sees the eligible criteria.

2. Free Demo Classes: - It was observed that JJRA offers two-day free demo classes at the time of counselling.

3. General Interview: - General interview is conducted during counselling by Mr. Yudhvir Singh Sir. There's no specific criteria or limitation on questions. There is no time duration, for check level of students. It was observed also.

4. Physical Measurements: - Mr. Sunil Sir takes physical measurements after the demo classes.

c) Height Measurement: - Gathered data of the height measurement criteria of students from Sunil sir that varies by courses and exams and gender that noted in daily report which is from 157cm to 176cm and observed height measurements for three students: Vansh (176cm), Sagar (167cm), and Sunny (169.3cm) also. They came for Agni veer. He takes admission of all of them but Sagar and Sunny was not eligible. Sunil sir said that they have time to main exam to increase height.

d) Weight and chest measurement: - are assessed visually observation. It is based on time for the main exam with some possibility for improvement, if needed. Standard weight is 40-50 kg, standard for chest - 80 inches. JPL sends a doctor to conduct a thorough medical check-up.

5. Physical Entrance Test: - taken by Mr. Sunil. The instructor has photos of students who took the entrance test previously. Now there is not any admission for Sports School, Rai. (Existing students of Sports School, Rai are preparing for the main academic exam).

6. Entrance Exam Pattern and Strategies in JJRA: - It was observed and informed by staff / faculty /Mr. Singh about exam patterns format, types of questions asked but they do not have record in paper or computer. Respective staff / faculty prepare questions for entrance questions paper.

7. Written Entrance Exam: - The entrance exam is held two days after counselling. Duration: 1 hour, Invigilator: Staff/Faculty, Passing criteria: 33%, Subjects: English, Math, Reasoning, Aptitude, Current Affairs, General Knowledge. JJRA doesn't provide solved entrance papers, only has unsolved papers. Reviewed/ observed unsolved entrance question papers. I observed a student who failed the written test and couldn't proceed with admission.

Week – 05

It was started with JJRA Admission/ Enrollment Process and Fee Structure/ Process then gone through the Application Form.

#Application Form: - There are two options for submitting the application form: online and offline. (I) Online: There is no online application form submitted by students but JJRA provides online application form. (ii) Offline: The students fill application form with the help of Anjana Ji. Anjana Ji records the personal information in the paper and computer. Application number is not given in forms. Roll number is directly given/ assigned. The enrollment number is not filled out by the any single student in the application form. It was observed that Anjana Ji helps student in filling the application form. Reviewed forms. Some details and entries are not completed by some students but some students fill form with complete information like Lokesh Meena. Reviewed all documentation but some students do not submit all documents and all document of Lokesh Meena are available here. Students/Applicants select course that given in application form. Then reviewed/observed the Document Verification.

#Documentation Verification: - Documents are verified by Anjana Ji. Documents Name are 1. Aadhar card - (students (2) and parents (1)) 2. Photo- (students (2), parent (1)) 3. Standard class-(10th class Marksheet for Agni veer all), (12th class Marksheet SSC, Delhi Police /ITBP /CRPF/ MTS Exams), (NVS, Military, Sainik School- 5TH class studying), (Sport School, Rai- 3th class studying). 4. Covid vaccine needed if have (but not a single students had submitted it). It was observed that document verification process of many students which is done by Mrs. Anjana. Students/ applicants wants, then he /she can take admission, if he /she completing application form and document verification.

Then reviewed/observed the Admission Date and Time Period:

#Admission Date and Time Period: - Admissions are generally held twice a year (on January 1st and July or 1st January or as per vacancy comes or student's requirement then JJRA makes different batches. It was observed and discussed with Mr. Yudhvair Singh and Anjana Ji. For all courses except NVS, Sports, Military and Sainik School, Rai's Admissions are generally held on date -1 January and 1 July and Duration – 6 Months. For NVS, Sports, Sainik School, Rai's admissions are generally held only on July 1st and have a one-year duration that I observed also.

Now students/ applicants can enrolled after taking admission, if he /she submits fees.

Now Reviewed through the fee process and discussed/ observed it with Mr. Yudhvair Singh and Anjana Ji.

#Fee Structure and Process: - Fee Structure of JJRA is: - Admission fee (Rs.200) that is compulsory and Monthly fee (rs.500), in Monthly fee JJRA gives discount offer that is 50% and 60%, which is based on the Socio-economic status (like have no parents, BPL card students). Staff of JJRA do not visit their home for discount in Monthly fees and Auto fee is compulsory that is Rs. 500. There is only monthly plan. Reviewed/ observed the fee receipts of Admission and Monthly fee receipts and student have to fill the application of discount in fee. Students fill a declaration form of fee that date is 10th of every month. Fee receipts are handled by Mrs. Anjana and recorded in the computer by Raj Kumar Ji and check by Mr. Yudhvir Singh Ji. At present (last month), JJRA gives discount to only one student (girl). It was observed that students do not give fee timely. Some students take can apply for academics or physical or both (academics and physical) the admission fee is 200rs. And the Monthly fee is 500rs. That is discount on monthly fee based on the socio-economic status, not on courses that was observed. Gathered data of enrollments.

#Enrollment: Total enrolment till now- (Total-364, Boys – 259,Girls-112),Agni veer (All)- (Total – 144, Boys-142, Girls-2)SSC/Delhi Police/ITBP/CRPF/MTS Exam – (Total-174, Boys-86,Girls-88), NVS, Military, Sainik, Sport School, Rai – (Total- 43, Boys-22,Girls-21), in NDA –(Total-3,Boys-2, Girls-1).In May 2024 – There was only 21 students enrollment that is only for SSC/ Delhi Police / ITBP/ CRPF/MTS Exams. Till May – they Have only 99 students, 64 girls, 35 boys, Agni veer – 21 girls – 19, girls – 2, SSC/ Delhi police/ITBP/ CRPF/ MTS exam- (total – 64, boys – 34, girls – 28), NVS, Military, Sainik, Sport School, Rai- total – 16, boys – 9, girls – 7. This was how completed the admission/ enrollment process of JJRA.

Week – 06

It was started with observation of Counselling Process that is conducted by Mr. Yudhvir Singh. It is individual counselling. Some students comes with their parents also so counselling is done with parents. Students do not comes together that why they have to doing counselling individually. He discussed/ introduction about the all courses / facilities that they give in the mobilization also by brouchers. Counselling is done by Mr. Yudhvir Singh with Muskan and Himanshi that I observed. (1) Career Counselling: This could involve helping to understand the various career paths available within he told about the courses-Agni Veer (All), SSC /Delhi Police/ITBP /CRPF/ MTS Exams, NVS, Military School, Sainik School, Sports School, Rai, NDA. (2) Psychological Counselling:

Mr. Yudhvair Singh gives psychological counselling help to manage any anxieties or self-doubt related to the demanding selection process. He assures to parents about safety regarding girls. If student cannot able to give that exam then convenience to select other courses to take admission. (3) Facilities Materials Or Resources Guidance: Excellent infrastructure, independent campus (24,281 29. meters), modern academy building, smart classrooms and library, well- maintained 400-metre running track, computer lab, computer facilities and e-library, first aid, medicine, water cooler, internet, Coolers , t-shirt, self-study in computer room as per Mr. Yudhvair permission. Facilities guidance is given at the time of the mobilization. (4) Entrance Guidance: He gives detail/ guidance about entrance training, entrance exam process, screening process, documentation, detail about batches –(a) Academics two batch – Morning And Evening batches:- Morning - 9 TO 1, LUNCH – 1 TO 2, Evening – 2 TO 5. But Can Comes Only In One Batch. (b)Physical Batch – two batch morning and evening batches- Morning – 5:30 A.M. – 07:30A.M. (05:30-06:30 A.M. – Boys), (06:30-07:30A.M. - Girls), Evening – 05:00P.M. – 07:00 P.M. (05:00-06:00 P.M. – Boys), (06:00-07:00P.M. - Girls) but can comes only in one batch. (5) Academic And Physical Guidance: He gives guidance about qualified permanent teacher and staff, academics and regular test, mock test, , doubt clearing sessions, preparation of exam on regular basis at same as main exam, batch size is small, one to one student attention (6) Fees Guidance: He gives guidance about that is too reasonable, academy near at their home. (7) Motivation and Goal Setting: He guides realistic goals for your training and exams, and provide motivational support to keep focused and determined throughout the process. He told to student for work hard to achieve goals. This was how completed my counselling process.

It was started with observation of Induction/ Orientation Process at JJRA that is conducted by Mr. Yudhvair Singh. It is individual process because there are not every students come together. It was observed the induction of Muskan and Deepika also. Generally student comes individual and introduction of student only in class with teachers and students and in office with Mr. Yudhvair Singh. >Program Overview:- was also given - Mr. Yudhvair Singh verbally that is about academy, physical and classroom training, classroom facilities, tools, periodic test, main exam preparation, extra curriculum, real test, alumini meet up, fee, meeting setoff, documentation , entrance exam process, screening process, guidance to main exam etc. >Timing:- No time of induction. >About Teachers/Staff: He told about teacher / staff is well qualified staff and physical trainer is ex. Army officer. He was already told about batches in counselling. >**Health and Safety Briefing:** The list of holiday is given by Deepalaya and there is restricted holiday. Student

can leave as per Mr. Yudhvir Singh's permission. He told about the meal timing – 1 A.M. TO 2 P.M. Student was done facilities/ tool tour by self but Mr. Yudhvir Singh tell verbally about facilities and tools and WhatsApp group to connect with teacher. It was made according subject teacher and individual for boys and individual for girls for study and important information so that It will discussed in classroom training. He detail about the >Health Safety Briefing: He assures safety of girls at JJRA. They are supervising by cameras like by Mr. Yudhvir Singh and maintain hygiene at JJRA. This was how completed my induction/orientation process.

Week – 07

It was observed and discussed with Mr. Yudhvir Singh and staff/faculty and described in Daily report and worked on these points:-

Classroom Training: - >Subjects: English, Hindi, Math, Science, Social Science, Reasoning, Aptitude, G.K. >Teachers: Staff with potential). >Doubt clearing sessions: As needed, after mock test. > Mock test is conduct generally on last week of the every month after test they conduct the doubt clarification session. > Syllabus and timetable is deliver in class or training time because of the absentees. they provides also the facilities that need for studying like Smart T.V. , notes, PDF's that deliver on WhatsApp, previous year paper and PDFs. > Students do self – study, typing, solve paper, and teachers use to records entries. > JJRA is seeking for computer instructors. >Environment: Strict but friendly, periodic tests, no tolerance for misbehavior/

Phones. >Communication: Separate WhatsApp groups for boys/girls or individual subject/ teacher wise (for information, doubts, notes, pdf, previous year questions, any type of update etc.) It was Observed/ discussed with Mr. Yudhvir Singh and staff/faculty/trainer.

Physical Training: - It was conducted/ led by Mr. Sunil sir. Training exercise are – 400m races daily, jumping jacks, pushups, pullups, weight training, stamina training etc. it is for 1 hr. in morning and evening time students can come in both batches. Morning batches – (BOYS- 5:30-6:30 A.M., GIRLS – 6:30-7:30A.M.), Evening batches-(BOYS-5:00-6:00P.M., GIRLS – 6:00-7:00 P.M.). >Attendance: Maintained by Anjana Mam, marked by teachers. >Environment: Strict but friendly, periodic tests, no tolerance for misbehaviour/phone. >No Menstruation guidance to girls. >Additional guidance: Diet & stamina building (by Mr. Sunil). It is

Observed/ discussed with Mr. Yudhvīr Singh and staff/ faculty/trainer.

Periodical Exams (Mock Tests) : - >Monthly combined papers. >Mimic actual exam format (various subjects) and same in physical and academics. >Designed by subject teachers. >Model papers provided beforehand. >Held last week of each month (1 hour). >Moderate difficulty level. >Doubt-clearing session immediately after. >No separate gap identification process (confidence in teaching methods). >Follow-up with parents for absent students. . It is Observed/ discussed with Mr. Yudhvīr Singh and staff/ faculty.

Extra-Curriculum Activities :-> Occasional cultural events (drawing competitions, Diwali rangoli). >Unscheduled sports events. >National holiday celebrations.>Swachh Bharat Mission aligned programs.>No current debate/group discussions.>Engaging tests discontinued due to lack of student interest. It was discussed with Mr. Yudhvīr Singh.

Information About Exam: - >Guidance on requirements (documents, dress code, timings etc.). >Time management, exam hall entry, staying calm tips. >Regular monthly mock exams. >Model papers provided beforehand for guidance. >Printing admit cards with guidance. >Parent-Teacher Meetings (specific schools on request). . It is only discussed with Mr. Yudhvīr Singh.

Form Fill-Up: - >Informative sessions (faculty/Mrs. Anjana) on eligibility, key dates, online application process. >Staff assistance with filling forms (details, preferences, document uploads etc.). >Internet access & computers provided with staff support for independent application. >Supportive environment for confident exam application.

Week – 08

It was observed/visited and discussed with Mr. Yudhvīr Singh and staff/ faculty and described in Daily report and worked on these points:-

Real Test: – It was done same as main exam that is conducted with help of the staff of JJRA. It was discussed with Mr. Yudhvīr Singh. JJRA take like real exam like arrive time, departure time, exam duration-3 Hr., checking, format of exam and questions that is for academic means written exam and interview and for physical test – is same as main exam , beams , ditch , run etc. It was observed with Mr. Yudhvīr Singh.

Exam Preparation: - It was observed and discussed with the Mr. Yudhvīr Singh. Staff of JJRA was made student preparation of exam

like academic, interview, physical training etc. and practice of previous exam paper and follow the interviews, and guidance for main exam like stress, anxiety, tension etc.

Mobilization: - It was visited and observed of mobilization process of JJRA. Generally it is done first by door to door, second is group gathering it is depend upon local connections and last one is government school visit (monthly). And it is done by social mobilizer (Mrs. Anjana). She distributes the brouchers that I observed also. And another is it is done through auto like promotion and covers 3 villages daily and distributes the brouchers and promotion activities. Found gaps in mobilization. All facilities and resources of JJRA is told by social mobilizers. She collects the data of interested students like age, contact number etc. JJRA is covered around 30 villages in last 6 months.

Follow-Up: - It is done only with existing students who does not changed their stream, do not clear exam, came regularly to academy that was observed and discussed. Staff of JJRA including Mr. Yudhvir Singh discussed about the 'plan B' and gives further guidance to them.

Placement Follow-Up: - It is done with the passed the exam with the help of academy they are invited with parents by phone calls. Staff of JJRA provide the guidance for future and career. it is only discussed.

Alumini Meet-Up- No alumini meet-up happen.

Documentation: - It was observed/ review/discussed of the record-keeping system at the Jai Jawan Raksha Academy (JJRA). They keep all documentation in one file. Documentation verification and maintained by Anjana Ji of students and class tests and report by Amit Sir, Gaurav Sir, staff attendance and record by Yudhvir Sir. It was observed that all:-

#Student Records: - It was reviewed /observed and gone through student files for Muskan and Lokesh. Each file contains with all required information: Mark sheets (10th & 10+2), Aadhar Cards (Student & Parents), Photos (2 Student, 1 Parents), Covid Certificate, Parents Declaration Form, Disclaimer, Fee Declaration Form (due 10th of every month), Student Placement and Consent for JJRA, Physical Training Rules

#Staff Records: - JJRA does not maintain staff qualification certificates (B.Ed., M.Sc., etc.). Deepalaya, a separate organization, handles these records and verification.

#Office Records: - Yudhvir Ji maintains Attendance records for students and staff are captured biometrically and in a register. Entrance exam papers and records are managed by Amit Sir and

observed periodic test. Reviewed the entrance test papers for one student and Mock test records are not maintained. However, reviewed periodic test records. Performance record are maintained for each student (It was verified of Rinku) .Periodic Test Results and Records- (verified with Amit Sir).Fee records are kept in registers (reviewed). Mrs. Anjana maintained these. Fee receipts and check by Mr. Yudhvair Singh that showed above. Yudhvair Ji maintains expense records but it was confidential.

#Overall Observations: - All documents was well-organized and maintained in files or registers. Except COVID vaccine. Staff confirmed satisfaction with their salary. This was how, Documentation was completed.

Presented a presentation to Binita ma'am and Bhandari sir.

Week- 09

It was observed/visited and discussed with Mr. Yudhvair Singh and staff/ faculty and described in Daily report and worked on these points:-

Periodic Meeting-Up: – These was held in three type

4. **Daily Meeting:** – Mr. Yudhvair with staff of JJRA that ids belong to day to day activity like challenges, problems, achieved in daily activity.
5. **Monthly Meeting** with Deepalaya Representatives (Project manager, project in charge), staff and center head of JJRA about any problem faced, reviews by staff.
6. **Quarterly Meeting** that is with JPL Representative's (Mr. Rajeev Rao, Mrs. Binita Kalita, Mr. M.S. Bhandari, representatives of Deepalaya, center head of JJRA that is about the project performance.

It was observed/visited and discussed with Mr. Yudhvair Singh and staff/ faculty

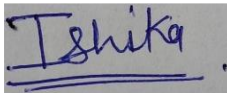
Felicitation– It is done for passed student who has new job. It is only discussed. They are invited with their parents through phone calls and celebrate with giving awards to them. They give a motivational lecture to existing students and guided, inspired them for future.

Presentation was delivered to Mr. Bhaskar (Plant Head), Mr. Rajeev Rao (General Manager), Mrs. Binita Kalita (Organisation Mentor), Mr. M.S. Bhandari (Deputy Manager) attended in person and Virtually, Mr. Priyush Modi (CSR Head), Mrs. Deepa (Vice President), and Some CSR Member of

	Jhajjar Power Limited (Apraava Energy), Jhajjar, Haryana. Following the presentation, and a report were submitted to Mrs. Binita Kalita (Organizational Mentor), Mr. M.S. Bhandari (Deputy Manager) and to Dr. Kajal Sitlani also. Mrs. Binita Kalita and Mr. M.S. Bhandari had provided guidance throughout the project.
Linking theory (Classroom learning) with practice at your organisation	• Learned the organizational behaviour practically in JJRA Academy like leading the staff of JJRA. • Learned the hiring the staff (recruitment) and selection of students and teaching and training and development of life skill (HRM). • Learned to handles operating activities and hurdles in day-to-day activity. • Learned the screening and enrollment/admission process of JJRA by clearing the various tests and process like physical and written test with eligibilities and application form, fee structure to take admission. • Learned the reason of rejection to take admission. • Learned about discount scheme that is according to socio-economic status off parents, orphans, and single parents. • Learned about overall training provides in one place by set schedule of academics and physical. • Learned Organizational barrier like culture that result the low enrollment of girls. • Learning the how an academy (JJRA) provide the session (guidance) for their career and future according to their need. • Learned to manage lack of human resource (computer instructor). • Learned the process of getting the job. • Development the skill in students. • Learned the marketing in community. • Learned to make a project sustainable. • Learned how to get employment. • For Discussion/ Solved problem/ future suggestion from organise meeting. • Learned how to teach target audience. • Leaned how to apply things in real life. • Learned how to make project sustainable with help of CBO (Community Based Organization) (Like JJRA's staff).

Gaps identified on the working area.	• Vision and mission board was missed at JJRA. • Computer instructor (requirement). • Low enrollment of girls because of cultural barrier. • No single form is filled online. • Auto fee issue. • Missing information in application form. • Lack of availability of entrance solved paper. • Eligible criteria and actual exams were not same. • Content of Interview are not specific. • Not maintain all documents of students. • Flexible admission dates. • Delay Fee collection. • Counselling is not in group. • Academy tour by students own self. • Lack of Parents teacher meeting (PMT). • Feedback of students. • Menstruation cycle guidance to girls. • Sport events have no schedule. • Brouchers has no detail of courses offered. • Not regular active on social media. • Lack of Alumini Meet-Up. • Upgrade on social media page. • Lack of all documents of staff and students. • Invitation is done only by the phone calls. • Virtual joining to old students who cannot able to join felicitation program.
Suggestions for improvement	• Hire the computer instructor. • Encourage students for use MS Office. • Meet up with girls parents to address cultural barrier by highlighting the safety. • Encourage the students for fill the online form. • Complete information in application forms. • Maintain the solved entrance tests. • Auto fee issue should solve by discussion with parents. • Actual admission should be same as criteria. • Interview should have specific content. • Maintain all documents. • Fixed admission date. • Collect fee on time. • Organize the counselling in group. • Academy tour by staff member to students. • Organize the counselling in group. • Organize the PMT (Parents Teacher Meeting). • Take feedback from students.

	• Provide menstrual cycle guidance. • Sport events (schedule). • Mention the courses name in brouchers. • Active on social media. • Upgrade on social media. • Organize Alumini Meet-Up. • Maintain all documents of staff and students. • Invitation by SMS and social media also. • Virtual joining in felicitation program.
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A handwritten signature in blue ink that reads "Ishika". The signature is written in a cursive style and is underlined with two horizontal lines.

Signature of the Student

Approved by the IIHMR University's Mentor

- Maintain the solved entrance tests.
- Auto fee issue should solve by discussion with parents.
- Actual admission should be same as criteria.
- Interview should have specific content.
- Maintain all documents.
- Fixed admission date.
- Collect fee on time.
- Organize the counselling in group.
- Academy tour by staff member to students.
- Organize the counselling in group.
- Organize the PMT (Parents Teacher Meeting).
- Take feedback from students.
- Provide menstrual cycle guidance.
- Sport events (schedule).
- Mention the courses name in brochures.
- Active on social media.
- Upgrade on social media.
- Organize Alumni Meet-Up.
- Maintain all documents of staff and students.
- Invitation by SMS and social media also.
- Virtual joining in felicitation program.

Tshika

Signature of the Student

Approved by the IIHMR University's Mentor

Report should be maximum of 10-12 pages.

Kajal