



**Teaching and Examination Scheme:**

Teaching Scheme			Credits	Examination Marks				Total Marks
L	T	P		Theory		Practical		
			University exams (ESE)	Internal evaluation (PA)	External Practical /viva Exam(ESE)	Internal Practical /viva Exam(PA)		
-	-	15	15	-	-	100	100	200

L- Lectures; T- Tutorial/Teacher Guided Student Activity; P- Practical; C- Credit; ESE- End Semester Examination; PA- Progressive Assessment

**OJT Hands on Exercise/Training:**

Sr. No.	Training / Hands on Exercise	Hours.
1	<p><b>Analyze data from multiple disparate sources.</b></p> <p>PC1. establish clearly the objectives and scope of the analysis</p> <p>PC2. access your organization’s knowledge base for relevant data sources and methodological approaches</p> <p>PC3. obtain guidance from appropriate people to identify suitable data sources</p> <p>PC4. collate data from multiple data sources using appropriate software tools like R and Hadoop.</p> <p>PC5. clean data and make it ready for analysis using appropriate software tools like R and Hadoop</p> <p>PC6. obtain guidance from appropriate people to agree the analysis to be performed on the data</p> <p>PC7. conduct agreed analysis on the data</p> <p>PC8. draw justifiable inferences from your analysis</p> <p>PC9. present results and inferences from your analysis using standard templates and tools</p> <p>PC10. obtain advice and guidance from appropriate people on issues with data analysis outside your area of competence or experience</p> <p>PC11. review the results of your analysis with appropriate people</p> <p>PC12. undertake modifications to your analysis based on inputs from appropriate people</p> <p>PC13. comply with your organization’s policies, procedures and guidelines when analyzing data from multiple disparate sources</p>	100
2	<p><b>Manage your work to meet requirements</b></p> <p>PC1. establish and agree your work requirements with appropriate people</p> <p>PC2. keep your immediate work area clean and tidy</p> <p>PC3. utilize your time effectively</p> <p>PC4. use resources correctly and efficiently</p> <p>PC5. treat confidential information correctly</p> <p>PC6. work in line with your organization’s policies and procedures</p> <p>PC7. work within the limits of your job role</p> <p>PC8. obtain guidance from appropriate people, where necessary</p> <p>PC9. ensure your work meets the agreed requirements</p>	20
3	<p><b>Work effectively with colleagues</b></p> <p>PC1. communicate with colleagues clearly, concisely and accurately</p> <p>PC2. work with colleagues to integrate your work effectively with them</p>	20



	<p>PC3. pass on essential information to colleagues in line with organizational requirements</p> <p>PC4. work in ways that show respect for colleagues</p> <p>PC5. carry out commitments you have made to colleagues</p> <p>PC6. let colleagues know in good time if you cannot carry out your commitments, explaining the reasons</p> <p>PC7. identify any problems you have working with colleagues and take the initiative to solve these problems</p> <p>PC8. follow the organization's policies and procedures for working with colleagues</p>	
4	<p><b>Maintain a healthy, safe and secure working environment</b></p> <p>PC1. comply with your organization's current health, safety and security policies and procedures</p> <p>PC2. report any identified breaches in health, safety, and security policies and procedures to the designated person</p> <p>PC3. identify and correct any hazards that you can deal with safely, competently and within the limits of your authority</p> <p>PC4. report any hazards that you are not competent to deal with to the relevant person in line with organizational procedures and warn other people who may be affected</p> <p>PC5. follow your organization's emergency procedures promptly, calmly, and efficiently</p> <p>PC6. identify and recommend opportunities for improving health, safety, and security to the designated person</p> <p>PC7. complete any health and safety records legibly and accurately</p>	20
5	<p><b>Provide data/information in standard formats</b></p> <p>PC1. establish and agree with appropriate people the data/information you need to provide, the formats in which you need to provide it, and when you need to provide it</p> <p>PC2. obtain the data/information from reliable sources</p> <p>PC3. check that the data/information is accurate, complete and up-to-date</p> <p>PC4. obtain advice or guidance from appropriate people where there are problems with the data/information</p> <p>PC5. carry out rule-based analysis of the data/information, if required</p> <p>PC6. insert the data/information into the agreed formats</p> <p>PC7. check the accuracy of your work, involving colleagues where required</p> <p>PC8. report any unresolved anomalies in the data/information to appropriate people</p> <p>PC9. provide complete, accurate and up-to-date data/information to the appropriate people in the required formats on time</p>	20
6	<p><b>Develop your knowledge, skills and competence</b></p> <p>PC1. obtain advice and guidance from appropriate people to develop your knowledge, skills and competence</p> <p>PC2. identify accurately the knowledge and skills you need for your job role</p> <p>PC3. identify accurately your current level of knowledge, skills and competence and any learning and development needs</p> <p>PC4. agree with appropriate people a plan of learning and development activities to address your learning needs</p> <p>PC5. undertake learning and development activities in line with your plan</p>	20



**GUJARAT TECHNOLOGICAL UNIVERSITY**

**Syllabus for Bachelor of Vocation (B.Voc), 3<sup>rd</sup> Semester**

**Branch: Software Development**

**OJT Elective Name: Junior Data Associate**

**Subject Code: 1130207**

**With effective  
from academic  
year 2018-19**

	PC6. apply your new knowledge and skills in the workplace, under supervision PC7. obtain feedback from appropriate people on your knowledge and skills and how effectively you apply them PC8. review your knowledge, skills and competence regularly and take appropriate action	
	<b>Total</b>	<b>200</b>

**Reference:**

1. <https://www.nqr.gov.in/qualification-title?nid=2215>