



४) सिस्टम एक्सपर्ट, शैक्षणिक विभाग, प्रस्तुत विद्यापीठ. यांना देवून कळवण्यात येणे वही, सदरील परिपत्रक विद्यापीठाच्या संकेतस्थळावर प्रसिध्द करण्यात यावे.



# Swami Ramanand Teerth Marathwada University, Nanded

## On-the-Job-Training / Internship Policy Guidelines and Procedures

**Message from Vice Chancellor**



Swami Ramanand Teerth Marathwada University, Nanded enduring to its vision statement “**Enlightened Student: A Source of Immense Power**” owes meteoric rise of the stakeholders through their empowerment and sustainable development. SRTMU aims to develop strategic action plans to focus its energies and resources on igniting the rural youth by transforming them into thoughtful, productive citizens on a local and global scale through high-quality academic, well-rounded, value-added and **experiential learning opportunities**. As a part of the implementation of the National Education Policy – 2020 (NEP-2020) in its jurisdiction, the University aims at equipping students with knowledge, skills, values, leadership qualities and initiates them for lifelong learning. As a result the students will acquire expertise in specialized areas of interest, kindle their intellectual curiosity and scientific temper, and create imaginative individuals. Further, looking at the better employability, entrepreneurship possibilities and to enhance the latent skills of the stakeholders the University, has introduced the **On-the-Job-Training (OJT) / Internship** component as a mandatory component at undergraduate as well as post-graduate level. **On-the-job-training** provides the stakeholders with opportunities to practice skills and apply their knowledge and skills that they have learnt in the classroom. This will certainly help the students to imbibe firsthand work experience, team work management and also help the students to inculcate the workmanship spirit and explore the possibilities of setting up of their own enterprises. To make OJT more effective and to make the experiential learning more fruitful, the University encourages establishing industry-institute linkage and initiating internship in reputed industries.

I am delighted to present the “**On-the-Job-Training / Internship Training Policy Document**” of the University. The new education policy is a path-breaking and transforming policy that enables the students to develop critical and innovative thinking with a major emphasis on acquiring skills and holistic development along with a healthy blend of academics. With a synergy of skill, education, research, training, curricular and extra-curricular activities, exposure to the work cultures in the leading industries through internships and On-the-Job-Training facilitates the movement of the students through a path of learning, exposure and attitude to becoming job ready professionals. I am sure all the stakeholders grab this opportunity with enthusiasm and a sense of determination to make the most of it to learn and grow. I wish every success in the future endeavors of the students to plant their dreams and see them grow into reality.

**(Dr. Manohar G. Chaskar)**  
Vice Chancellor

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## **1. Introduction**

Having a degree with a good number of marks scored in the examinations is not just enough to get a job offer for a graduate in the present era. Work experience in a particular domain along with the good score in graduate examination is becoming more valuable for the graduates to build their successful career. Realizing the importance of work experience or imbibing skills among the graduates while they complete education, the Central Government as well as the State Government has introduced the scheme of **internship** or **on-the-job-training** as a part of the curriculum while implementing **National education Policy - 2020 (NEP-2020)**, thanks for timely realizing the importance of this component. Internship is the official or formal program offered by a Higher Education Institute (university or college) that provides practical and hands-on experience for the entrants in the world of occupation or profession. The most important element of the internship is the integration of classroom knowledge and theory with practical application and skills. Student interns gain this experience in either professional or community settings. Internships also have the added benefit of professional recommendations, resume-worthy experience, and networking opportunities.

NEP- 2020 suggests that students must actively engage with the practical side of the learning as a part of their holistic development and to improve their employability skills. To foster holistic education, which encompasses hands-on experience, the focus of the University is to strengthen the internship ecosystem through a formalized Internship Policy. This strategic move comes as a response to the NEP's call for students to engage with practical learning through internships and apprenticeships, a practice proven to enhance employability and refine skill sets. The National Credit Framework (NCrF) released by University Grants Commission (UGC) in April 2023 underscores the significance of experiential learning as a part of the curricular structure through internships, on-the-job training, industrial projects, etc.

The skills acquired by the students through their formal education differ from those required for the job. This means the Higher Educational Institutions (HEIs) should look beyond academics and offer students' real-time work experiences, where they are able to gain first-hand exposure of working in the real world. On-the-job-Training, typically includes verbal and written instruction, demonstration and observation, imitation and hands-on practice.

On-the-job training (OJT) provides the trainees with opportunities to practice skills and apply their knowledge under the most realistic conditions possible, like the actual job conditions. This shall enable the students understand the importance of applying knowledge and skills that are learned in a classroom to the tasks that are

performed at the workplace. During the training, students are exposed to direct instructions to perform their jobs at the actual workplace. It can be conceived in two clusters, first in relation to the learning outcomes related to the activities to be performed at the workplace and second empowering students with certain social benefits inherent in this mode of occupational training. Internship is one of the on-the-job training methods. The training includes the verbal and written instructions, imitation, demonstration, observation, hands-on practice and evaluation. The reliability, standardization, and consistency in the training process are critical to the success of OJT.

On the completion of the OJT, it is expected that the trainees will be able to relate knowledge and understanding to their performance, demonstrate learning outcomes, identify state-of-the-art technology and processes related to the job. This shall enable the students to acquire insight of the occupational details associated with the performance, demonstrate general work habits and ethics identify strengths and weaknesses in relation to the job, and gain an understanding of specific trade and various practices.

As a result, all the HEIs are mandated to enable all the eligible students to take an active part in the internship selection process. The Internship Cell constituted at all such HEIs will extend all the possible support to the students. It will help in achieving the best-paid internship providing the financial assistance and full cooperation of all the students, alumni, and recruiting organizations, making the HEI their most favored destination. The internship policy detailed in this document shall be implemented from the academic session 2024-2025.

## **2. Objectives and Vision**

Internships serve as pivotal educational and career development opportunities, offering hands-on experience in specific fields or disciplines. They are structured, short-term, supervised internships often centered on particular tasks or projects with predefined time-frames. An internship may be compensated, partially compensated, or unpaid; however, it must be meaningful and beneficial to both the intern and the hosting organization.

Following are the objectives of the Internships envisaged for the students enrolled in the University:

- i. Relate knowledge and understanding acquired in the classroom to the performance of related jobs in their natural setting
- ii. Exposing students to industrial environments that cannot be replicated in a classroom.
- iii. Providing opportunities to acquire and refine analytical and managerial skills crucial for a professional career.
- iv. Offering hands-on experience in teamwork, thereby enhancing professional skills like



communication, work ethics, conflict resolution, etc., with a lasting impact on lifelong learning and professional development.

- v. Gain an understanding of specific trade and the various practices and protocols within the chosen industry
- vi. Establishing links between students and potential future job or research opportunities.

### **3. Benefits of the OJT / Internship**

The major advantages of On-the-Job Training include the following:

- i. It is relevant to the subject and the competencies to be acquired by the trainees, as it is directly in the context of job
- ii. It is most effective because it is learning by experience
- iii. Trainees are more likely to retain the knowledge and skills, as they learn through hands-on training
- iv. Trainees become highly motivated and develop self-confidence
- v. It helps trainees to understand and learn about the new tasks and skills that will help them to adapt to the new project more effectively
- vi. It is useful in reducing the cost of training
- vii. Trainees can also get an opportunity to earn while they learn through stipends / consultancies

### **4. OJT outcomes**

After the completion of the OJT programme, the student shall be able to:

- apply concepts learned in classrooms to real-world work environments, enhancing their understanding and skills.
- show insights into the challenges, opportunities, and culture of different workplaces, preparing them for future employment.
- navigate through various learning modalities effectively through exposure to hybrid learning models.
- show evidence of research aptitude and skills of critical thinking, analytical skills, and ethical research conduct in the conduct, and communication of their work
- use and appreciate the use of emerging technologies and their applications, enhancing their technological literacy and adaptability.
- display problem-solving abilities in making informed decisions in complex scenarios through practical situations.
- work in teams and collaborate to achieve common goals in diverse work environments through

collaborative projects.

- give examples and cite ways of contributing to the field of work in a manner that displays social responsibility and sustainability.
- display integrity in their dealings with their work and the people that they interact with by upholding professional; principles and ethical standards.

## **5. Indicative list of areas for OJT:**

- Trade and Agriculture
- Economy & Banking Financial Services and Insurance
- Logistics, Automotive & Capital Goods
- Fast Moving Consumer Goods & Retail
- Information Technology/Information Technology Enabled Services & Electronics
- Handcraft, Art, Design & Music
- Healthcare & Life Science
- Sports, Wellness and Physical Education
- Tourism & Hospitality
- Digitization & Emerging Technologies (Internet of Things / Artificial Intelligence / Machine Learning / Deep Learning / Augmented Reality / Virtual Reality etc.)
- Humanitarian, Public Policy and Legal Services
- Communication
- Education
- Sustainable Development
- Environment
- Commerce, Medium and Small-Scale Industries

**This is only an indicative list and not an exhaustive one.**

## **6. Types of Internships**

Internships are an integral part of the academic curricula. Satisfactory completion of an internship is a mandatory requirement for the degree to be awarded by the University. Furthermore, considering the curriculum structure approved by the Academic Council of the University, multiple modes of internships are possible and are assigned academic credits within the curricula. The general idea is to enable students to undertake immersive assignments within the organizations for a limited period.

The following is a brief overview of credit requirements in line with GoM GRs, and UGC:



- i. 12-14 credits of Internship activities may be accounted for B.A., B.Sc., B.Com. and all Non-AICTE professional UG degree courses.
- ii. 10-12 credits of Internship activities may be accounted for M.A., M.Sc., M.Com. and all professional PG degree courses.

It must be noted that 1 credit is equivalent to minimum 30 hours of work. An intern is expected to spend 30 hours per week on Internship and related activities. Furthermore, Internships may be done through offline / online mode.

For **B.A., B.Sc., B.Com. and all Non-AICTE professional UG degree courses**, the indicative requirement regarding Internship duration and credits is as follows:

Internship	Schedule	Duration	Activities	Credits
Summers	After 4 <sup>th</sup> or 6 <sup>th</sup> Semester	4-8 weeks	Industrial / Govt. / NGO / MSME / Rural Internship / Innovation / Entrepreneurship	8
Winters	After 3 <sup>rd</sup> or 5 <sup>th</sup> Semester	2-4 weeks	Inter/ Intra-Institutional Activities, Research Project, Community Engagement	2-4
Semester Integrated	6 <sup>th</sup> or 8 <sup>th</sup> Semester	can be part-time-duration can be as per HEI's discretion	Project work, Seminar (excluding credits for Advanced Courses)	2-4

\* Internship / Apprenticeship: 8 Credits + Field Projects / Community Engagement: 4-6 Credits

For **M.A., M.Sc., M.Com. and all professional PG degree courses**, the indicative requirement regarding Internship duration and credits is as follows:

Internship	Schedule	Duration	Activities	Credits
Summers	After 2 <sup>nd</sup> Semester	4-6 weeks	Industrial/ Govt./ NGO/ MSME/ Rural Internship/ Innovation / Entrepreneurship	4
Semester Integrated	3 <sup>rd</sup> & 4 <sup>th</sup> Semester	can be part-time-duration can be as per HEI's discretion	Project work, Seminar, Industrial Training (excluding credits for Advanced Courses). This can be Industrial / Govt. / NGO / MSME/ Rural Internship/ Innovation / Entrepreneurship / academic / industry research project	10-12

During the internship registration, the students are to notify their preference on whether they are seeking academic or industrial internships.

## **7. Internship Cell**

The Internship Cell of the University shall be led by **Internship Governing Council** comprising of Vice Chancellor / Dean / Principal, Nodal Officer/TPO, and Assistant Coordinator(s). The Cell will further have Department-level Faculty Coordinators. Additionally, Student Coordinators shall be appointed from each Department by the nominated faculty for efficient outreach to students. The following chart illustrates the Governance structure envisaged for the Cell.

A. **University level Internship Cell** shall comprise following members:

- i. **Nodal Officer / TPO** to be appointed by the Vice Chancellor
- ii. **Coordinator** to be appointed by the Vice Chancellor
- iii. **Faculty wise Coordinators** to be nominated by the Dean(s) of respective Faculty
- iv. **Student Coordinators** to be nominated by the Faculty Coordinators (two students from each faculty)

B. **School / Department level Internship Cell** shall comprise following members:

- i. **Nodal Officer** - Director / Head of the concerned school / department
- ii. **Assistant Coordinator** – one of the faculty members to be nominated by the Director / Head of the concerned school / department
- iii. **Student Coordinators** to be nominated by the Faculty Coordinators (two students from each faculty)

C. **College level Internship Cell** shall comprise following members:

- i. **Nodal Officer** - Training and Placement Officer of the concerned college
- ii. **Assistant Coordinator** – one of the faculty members to be nominated by the Principal
- iii. **Faculty wise Coordinators** – to be nominated by the Principal
- iv. **Student Coordinators** - to be nominated by the Faculty Coordinators (two students from each faculty)

## **8. Duties and Responsibilities of the Internship Cell**

The Internship Cell shall be responsible for the proper functioning of the Internship processes at the University / HEI (College). The Cell shall be formed / reformed at the beginning of each academic year. The overall period of the Internship Cell shall be of three (03) years; however, the nominations

of the student coordinators shall be done at the beginning of each academic year and accordingly Internship Cell shall be r formed. The overall role of the Cell is of a facilitator and counselor for Internship related activities. The brief activities of the Cell would include :

- i. The Cell shall work to identify projects linked to the local industry needs and create a pool available.
- ii. The Cell is responsible to conceptualize a digital portal where they can register experts, industries, organizations, mentors, faculty members which are visible to students.
- iii. Internship Cell shall maintain a uniform record-keeping mechanism. It shall also ensure that the evaluation rubrics are implemented as per the mandate of NEP-2020, GRs released by the Government of Maharashtra, and National Credit Framework by UGC.
- iv. The cell shall streamline internship selection process including, but not limited to Resume Screening, PPTs, Tests, GDs, Interviews, etc.
- v. The Cell shall map students to student coordinators from the department. They are first point of contact in the Cell and would help throughout the process – answering all queries and managing the whole process.
- vi. The Student Coordinators in consultation with the department/school-level faculty shall carry out the task of resume verification at the start of the academic session.
- vii. Internship Cell shall make a sincere effort every year to bring in new companies in upcoming sectors to ensure better and more diverse opportunities for students, the Cell shall make their best efforts in reaching out to the organizations preferred by students.
- viii. The Cell shall work towards connecting with the organization and signing MOUs with them on the behalf of HEI to establish long-term collaboration for providing internship.
- ix. The Cell shall organize preparatory events throughout the year. Information regarding the sessions will be provided to the students via mail and other mediums. The Cell shall collate and share reference books, sample questions, mock test papers among students.
- x. The Cell shall facilitate the on boarding of students for Internships, through online or offline medium, in line with Organization's requirements.
- xi. The Cell shall ensure protection of students in case of any offenses by the organizations. The Nodal Officer / TPO shall be the final arbiter on such matters.

Additional functions of the Internship Cell include arranging experts for student's personality development, improve communication skills, vocabulary, prepare students for resume preparation & email writing, group discussion, interview skills, aptitude training & practice tests, technical report writing, presentation skills, foreign languages proficiency etc.

The department-level Faculty Coordinators and student coordinators shall act as facilitators

between HEI, recruiters and students. The team will be responsible for managing databases, facilitating and overseeing outreach, addressing Internship-related Q&As, understanding and reporting student preferences, and resolving queries with respect to the internships.

Additionally, a Mentor shall be identified by the Internship Cell or by each student through their network. The role of a Mentor shall be to provide professional / research guidance to the student during the internship. They shall also facilitate networking with other subject matter experts / professionals, which will enhance the internship experience and learning of the students.

The department-level Faculty Coordinator and Mentors will be nominated at the start of the academic year for each department. Student Coordinators will be elected by the students through the process laid down by the Nodal Officer/TPO. These Student Coordinators, upon satisfactory performance and contribution, shall be promoted to being Student Placement Coordinators in their later years of study.

## **9. Organization Outreach**

The Cell, through the powers vested by Nodal Officer/TPO, shall reach out to the prospective companies in a formal and professional manner. The primary outreach shall be inclusive of following processes:

- i. Development of Internship Brochure—soft copy as well as hard copy.
- ii. Preparing list of potential recruiters and past recruiters
- iii. Preferences mentioned by students in their Internship Undertaking

On these lines, the HEI is mandated to create Industry / academic linkages with organizations and institutions for establishing long-term partnership in recruiting interns. These linkages are to be made accessible on the University portal. The HEI shall further enable these potential recruiters to register on public platforms like AICTE for better visibility of opportunities across Maharashtra.

## **10. Intern Data Management**

The Cell shall maintain a uniform database for Internships at department-level and HEI level. The Cell shall have a restricted access to the database. It shall have detailed profiles of students, their contact details, prior education & experience, academic credentials, location / sectoral preferences, and internship status (companies shortlisted, awaiting response, internship offer, etc.). This database shall have a common skeletal framework and it shall be archived every academic year. Additionally, the data pertaining to Organization profiles shall be revised and updated with organization POCs and their coordinates.

## **11. Internship Guidelines for Students**

### **i. Eligibility and Timeline**

All the bonafide students enrolled in the University and colleges are eligible for internships, provided they have two or fewer backlogs at the start of the odd semester of the academic year. The University and colleges shall, at the start of each academic year, specify the time lines pertaining to undertakings, resume submission deadlines, resume proof-checking and verification, organizing outreach, and selection process.

### **ii. Internship Application**

- i. The Internship Cell shall proactively inform the students when internship opportunities are floated along with the nature of internship, compensation structure, work mode/location, etc.
- ii. Interested students shall give their names to the department coordinators, who shall pass them on to the Assistant Coordinator with their resume.
- iii. Once the resumes are submitted to the organizations, the selection process shall start. The Cell will assist companies in scheduling pre-placement talks, tests, GDs, Interviews.
- iv. Students are to strictly adhere to the schedule such events.

## **12. Code of Conduct**

- i. Each student shall be eligible to accept at the most one Internship offer through the process. They would be de-registered from the process after receiving the offer.
- ii. Any off-campus opportunities given to the students must be reported to the University / College for subsequent procedures of relieving to take place in time.
- iii. Students are required to dress in formal clothing and footwear with a presentable persona throughout the selection process. Casual clothing will not be allowed during any part of the whole process.
- iv. If any student has any grievances with respect to termination and/or any penal action ordered by concerned HOD, then such student can submit his appeal in writing to the Nodal Officer/TPO, who shall be the final arbitrator on such matters.
- v. After performing exceedingly well in the Internship, the student may be provided with a Pre-placement Offer (PPO). It needs to be accepted / rejected by the student within the deadline as set forth by the organization. A student who accepts the PPO will be considered “placed” and de-registered from the Placement process. If a student rejects a PPO, they can appear for further placements with the cell without any restrictions.

### 13. Evaluation of OJT / Internship

Evaluation of the OJT component of the curriculum shall be carried in two key components:

- **Continuous Assessment (40% of the total marks assigned for this component; 40 Marks out of 100):**
- **Semester End Assessment (ESA) (60% of the total marks assigned for this component; 60 Marks out of 100)**

Following is the procedure for the evaluation of the performance of the student who completes the internship:

- After completion of Internship, students shall be required to prepare a comprehensive report highlighting their learning and takeaway during the internship period. The report shall be signed by the Internship Supervisor, Nodal Officer / TPO and Faculty Mentor.
- The students are mandated to give a seminar based on the internship undertaken before an expert committee constituted by the concerned department, as per Performa for Evaluation of Internship (*Appendix IX*)
- The internship shall be evaluated on the basis of performance, as reflected in the Student's log (*Appendix V*), Attendance record (*Appendix VI*), supervisor evaluation form (*Appendix VII*).
- The assessment of internship will be based on the following criteria:
  - Quality and effectiveness of presentation
  - Depth of knowledge and demonstrated skills
  - Variety and relevance of learning experience
  - Practical applications and relationships with concepts taught in the course
  - Internship Report
- Seminar presentation will enable sharing knowledge and experience among students and teachers and hence build communication skills and confidence in the intern students. The weight age given to the Internship evaluation shall be as per the credits assigned and evaluation norms as given in the general guidelines of the implementation of NEP-2020 prepared by the University and at the discretion of the concerned HODs and Nodal Officer/TPO.
- The mark / credits earned by the student shall be submitted to the Examination Section of the University through the online portal along with marks of internal or continuous assessment of other courses



- vii. The credits will be allocated on the basis of overall grade (above Pass) received by the students during the assessment based on the score of the student:

For 4 credits		For 2 credits	
Marks Scored	Grade	Marks Scored	Grade
90 -100	O	45 - 50	O
80 – 89	A+	40 – 44	A+
70 – 79	A	35 – 39	A
60 – 69	B+	30 – 34	B+
55 – 59	B	27 - 29	B
40 – 54	C	20 - 26	C
0 – 40	F (Fail)	0 - 20	F (Fail)

- viii. As a part of the implementation on NEP-2020 3 / 4 year UG, 2 year PG programs, Multiple Entry / Multiple Exit is permitted to the students. Therefore, if a student wishes to Exit from the HEI after completion of first or second year, he shall be required to complete additional 4 credits of Vocational course / Internship / Apprenticeship (from NCQF) in the Summer vacation. After completion of which, he shall be awarded with an UG Certificate or Diploma. The process of completion of these additional 4 credits on NCQF shall be done by the OJT Cell and same rules shall be applicable for such students.

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**Internship Undertaking**

1. Student Name:			
2. Current Address			
3. Residence Address			
4. Email id			
5. Mobile No.			
6. AADHAR No.			
7. PAN			
8. Overall GPA			
9. Mode of Internship			
10. Internship Preferences			
	Location	Core Area	Organization /Institute
Preference-1			
Preference-2			
Preference-3			
<p>I confirm that I agree with the terms, conditions, and requirements of the Internship Policy</p> <p>Student Signature:</p> <p>Date_____</p>			
<p>I confirm that the student has attended the internship orientation and has met all paperwork and process requirements to participate in the internship program, and has received approval from his/her mentor.</p> <p>Sign of Department Faculty Coordinator Date</p>			

**Template of the Resume of the Intern**

1. **Name:**
2. **Contact Details:**
3. **Contact Number:**
4. **Email ID:**
5. **AADHAR No.**
6. **Education**

Name of the Department / College	Name of the Course	Year	Specialization	Marks / CGP
	SSC			
	HSC			
	B Sc / B A / B Com			
	M Sc / M A / M Com			

7. **Details of Internship / Work Experience (if done earlier):**
8. **Details Project Work (done earlier, if any):**
9. **Academic Experience (Semester Project, extracurricular activities, etc.):**
10. **Emphasize accomplishments that are relevant to the field**
11. **Other Achievements and Personal Interests**
12. **Leadership positions held outside your formal work environment**
13. **Personal interests and accomplishments that will distinguish you from other applicants**
14. **Volunteer service/Social Work**
15. **Languages known (Mention the level of Proficiency)**
16. **Computer Proficiency (Mention the skills you possess)**

**Signature of the student**

**Appendix -III**

**Format of Letter for OJT in an Industry/Enterprise/Organization**

To,  
The (Manager, HR)

.....  
.....

Subject: **Request for \_\_\_\_ week(s) On-the-Job Training / Internship in your Industry/ Enterprise/ Organization - reg.**

Dear Sir,

The S. R. T. M. University, Nanded / College established in \_\_\_\_\_, \_\_\_\_\_, Maharashtra reflects the vision of leading industrialists and educationalists. Our university / college is accredited with “\_\_” grade by NAAC in \_\_\_\_\_. The University / College has been recognized about it's over all academic excellence and infrastructure.

As a part of the implementation of NEP-2020, the University has made a provision of completing 60 / 90 days On-the-Job Training (OJT) for the students of this University. The primary objective of OJT is to enable the students to acquire skills by getting hands-on-training in the real work environment.

The University / College has identified your esteemed Organization / Industry / Establishment for imparting OJT to the students of \_\_\_\_\_ course. Around (no.) students would be participating in the OJT. We would like to seek your cooperation in organizing the OJT at your organization. Kindly accord your permission and give at least one-week time for students to join training after confirmation.

S.No.	Name	Roll no.	Year	Department

The resumes of these students are attached with this letter. If vacancies exist, kindly do plan for Interviews for the students in above branches.

A line of confirmation will be highly appreciated.

Yours sincerely,

Nodal Officer / TPO

**Relieving Letter of Student**

To,  
The General Manager (HR)

.....

.....

**Subject: Relieving letter for the student(s) to complete On-the-Job-Training in your esteemed organization**

Dear Sir,

Kindly refer your letter / e-mail dated.....on the above cited subject. As permitted by your good self the following students will undergo Industrial Internship in your esteemed organization under your sole guidance and direction

Sr. No.	Name	Roll no.	Year	Department

This training being an essential part of the curriculum, the following guidelines have been prescribed in the curriculum for the training. You are therefore, requested to please issue following guidelines to the concerned student mentor.

- i. Intern ship schedule may be prepared and a copy of the same may be sent to us.
- ii. Each student is required to prepare Internship diary and report.
- iii. Kindly check the Internship diary of the student daily.
- iv. Issue instruction regarding working hours during training and maintenance of the attendance record

You are requested to evaluate the student's performance on the basis of grading i.e. Excellent, Very Good, Satisfactory and Non-Satisfactory on the below mentioned factors:

- i. Attendance and general behavior
- ii. Relation with workers and supervisors
- iii. Initiative and efforts in learning
- iv. Knowledge and skills improvement
- v. Contribution to the organization

The performance report may please be forwarded to the undersigned on completion of training in sealed envelope.

Your efforts in this regard will positively enhance knowledge and practical skills of the students, your cooperation will be highly appreciated, and we shall feel obliged.

The students will abide by the rules and regulation of the organization and will maintain a proper discipline with keen interest during their internship. The students will report to you on dated ..... along with a copy of this letter.

Yours sincerely,

Nodal Officer / TPO



**Format of Agreement between the University Department / College Principal and Representative of the Industry / Organization**

**Agreement**

This agreement is made between the Nodal Officer / Training and Placement Officer / Principal of the University / College Department and the Representative of the Industry or Organization for On-the-Job training with provision to be made by the Industry/ Enterprise or Organization on the following:

1. Assigning a Trainer or Supervisor for On-the-Job Training of students by the Industry/ Organization.
2. Engaging students on subject-specific work and providing required guidance or support to ensure their learning.
3. Monitoring the attendance and work completed by students on daily basis.
4. Provide experience letter/certificate of On-the-Job Training to students on completion of the training.
5. In case students need to extend beyond agreed hours, prior intimation shall be taken from Principal/Head of the School.
  - (i) Abide by Prevention of Sexual Harassment Act (POSH) for students undergoing training.
  - (ii) Information shall be provided to trainees regarding working conditions of the job, such as physical requirements potential hazards, health risks, noise levels, etc.

Signature of the Representative  
Of the Industry/ Organization

Signature of the Nodal Officer  
Training and Placement Officer  
Of the University / College

Date:

As per the UGC's Sexual Harassments Act, 'sexual harassment' includes unwelcome sexually tinted behavior, whether directly or by implication, such as (i) physical contact and advances, (ii) demand or request for sexual favors, (iii) making sexually remarks, (iv) showing pornography, or (v) any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature.

**Format of the Student's Diary (Logbook)**

1. Student Name: \_\_\_\_\_
2. Trade / Course Studying: \_\_\_\_\_
3. Department / College Name: \_\_\_\_\_  
\_\_\_\_\_
4. Industry / Enterprise / Organization: \_\_\_\_\_  
\_\_\_\_\_

Week	Task Assigned	Activities Performed	Key Learning	Additional Remarks

Signature of Industry Supervisor

Student's Signature

**Student's Attendance Sheet**

Name &amp; Address of Organization

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Name of the Student	
Department / College Name	
Roll Number	
Name of Course	
Type of Work Assigned	
Date of Commencement of Training	
Date of Completion of Training	

Month and Year (to be signed by the Internship Supervisor):

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

- v. Attendance Sheet should remain affixed in Daily Training Diary. Do not remove or tear it off.
- vi. Holidays should be marked in Red Ink in attendance column. Absent should be marked as 'A' in Red Ink.

Name and Signature with date of Internship Supervisor\_\_\_\_\_

**Supervisor Evaluation of Intern**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Work Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Internship Address: \_\_\_\_\_

Dates of Internship: From \_\_\_\_\_ To \_\_\_\_\_

Please evaluate intern by indicating the frequency with which you observed the following behaviors:

Parameters	Needs Improvement	Satisfactory	Good	Excellent
Behaviors				
Performs in a dependable manner				
Cooperates with co-workers and supervisors				
Shows interest in work				
Learns quickly				
Shows initiative				
Produces high quality work				
Accepts responsibility				
Accepts criticism				
Demonstrates organizational skills				
Uses technical knowledge and expertise				
Shows good judgment				
Demonstrates Creativity / originality				
Analyzes problems effectively				

Is self-reliant				
Communicates well				
Writes effectively				
Has a professional attitude				
Gives a professional appearance				
Is punctual				
Uses time effectively				

Overall performance of student intern (circle one):

(Needs improvement / Satisfactory / Good/Excellent)

Additional comments, if any:

Signature of Industry supervisor \_\_\_\_\_

HR Manager \_\_\_\_\_

**Format for Preparation of Report on OJT by Students**

Students are required to prepare a report on the work they performed and learnt during On-the-Job Training (OJT). The report will be included in the student portfolio. Students shall include the following information in the OJT report:

Sr. No.	Section	Expected Details
1.	Introduction	<ul style="list-style-type: none"><li>Title of the Report</li><li>Student's Name, Department / College, Grade, Roll No.</li><li>Name of the Job Role</li></ul>
2.	OJT Overview	<ul style="list-style-type: none"><li>Employer/Workplace Details</li><li>Name of OJT Site, Address, Website, Supervisor Name</li><li>Brief Profile of the Organization (Government Private, NGO, Business Activity, etc.)</li><li>OJT Dates (Start and End), Timings, Number of Hours completed.</li></ul>
3.	OJT Details	<ul style="list-style-type: none"><li>Activities Performed and Observations made during OJT</li><li>List of Tools and Equipment used during OJT</li><li>Key Learnings and Challenges faced during OJT</li><li>Any innovative work done during OJT</li></ul>



**Performa for Evaluation of Internship by the University / College**

1. Name of Student \_\_\_\_\_
2. Mob.No. \_\_\_\_\_
3. Roll No. \_\_\_\_\_
4. Program /Semester \_\_\_\_\_
5. Period of Training \_\_\_\_\_
6. Home Address with contact No. \_\_\_\_\_
7. Address of Training Site: \_\_\_\_\_
8. Address of Training Providing Agency: \_\_\_\_\_
9. Name / Designation of Training In-charge \_\_\_\_\_
10. Type of Work \_\_\_\_\_
11. Date of Evaluation \_\_\_\_\_
12. Please rate the following:

Sr. No.	Particular	Grade
1	Quality and effectiveness of presentation	
2	Depth of knowledge and demonstrated skills	
3	Variety and relevance of learning experience	
4	Practical applications and relationships with concepts taught	
5	Internship Report	
6	Attendance record, student log, supervisor evaluation	

Overall grade: \_\_\_\_\_

Additional Remarks:

Signature of Faculty Mentor

*Annexure XI*

**Format for OJT Completion Certificate**

This is to certify that Mr. / Ms. \_\_\_\_\_ (name of the Student/Trainee),  
pursuing his/ her \_\_\_\_\_ course in the Department of the University / College--  
\_\_\_\_\_ has successfully completed On-the-job Training (OJT) at \_\_\_\_\_  
\_\_\_\_\_ and completed \_\_\_\_\_ hours of OJT from \_\_\_\_\_ to \_\_\_\_\_

He/ she has participated in the following activities/ tasks

- 1.
- 2.
- 3.
- 4.
- 5.

Signature  
Name of the Authorized Signatory  
Designation  
Name of Industry/Enterprise/Organization  
Office Stamp

Place:  
Date:

**Appendix XII****Student Feedback of Internship**

(To be filled by Students after Internship completion)

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Industrial Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Supervisor Email: \_\_\_\_\_ Internship is: \_\_\_\_\_ Paid \_\_\_\_\_ Unpaid \_\_\_\_\_

\_\_\_\_\_ Organization: \_\_\_\_\_

\_\_\_\_\_ Internship Address: \_\_\_\_\_

\_\_\_\_\_ Faculty Coordinator: \_\_\_\_\_

\_\_\_\_\_ Department: \_\_\_\_\_

Dates of Internship: From \_\_\_\_\_ To \_\_\_\_\_

Give a brief description of your internship work (title and tasks for which you were responsible): Was your internship experience related to your major area of study?

vii. Yes, to a large degree

viii. Yes, to a slight degree

ix. No, not related at all

Indicate the degree to which you agree or disagree with the following statements.

This experience has:	Strongly Agree	Agree	No opinion	Disagree	Strongly Disagree
Given me the opportunity to explore a career field					
Allowed me to apply classroom theory to practice					
Helped me develop my decision-making and problem solving skills					
Expanded my knowledge about the work world prior to permanent employment					
Helped me develop my written And oral communication skills					
Provided a chance to use leadership skills (influence others, develop ideas with others, stimulate decision-making and action)					
Expanded my sensitivity to the ethical implications of the work involved					

Made it possible for me to be more confident in new situations					
Given me a chance to improve My inter personal skills					
Helped me learn to handle Responsibility and use my time wisely					
Helped me discover new aspects of myself that I didn't know existed before					
Helped me develop new interests and abilities					
Helped me clarify my career goals					
Provided me with contacts which may lead to future employment					
Allowed me to acquire information and/ or use equipment not available at my Institute					

- In the Institute internship program, faculty members are expected to be mentors for students. Do you feel that your faculty coordinator served such a function? Why or why not?
- How well were you able to accomplish the initial goals, tasks and new skills that were set down in your learning contract? In what ways were you able to take a new direction or expand beyond your contract? Why were some goals not accomplished adequately?
- In what areas did you most develop and improve?
- What has been the most significant accomplishment or satisfying moment of your internship?
- What did you dislike about the internship?
- Considering your overall experience, how would you rate this internship? (Circle one).

Satisfactory / Good / Excellent

- Give suggestions as to how your internship experience could have been improved. (Could you have handled added responsibility? Would you have liked more discussions with your professor concerning your internship? Was closer supervision needed? Was more of an orientation required?)

Signature of Student

Name: \_\_\_\_\_

Roll No. \_\_\_\_\_

Date: \_\_\_\_\_