

VES College of Arts, Science & Commerce College (Autonomous)
Chembur, Mumbai - 71

IQAC Guidelines
for On the Job Training Credits Acquisition & Documentations for VESASC
Students
(Applicable from Academic Year 2023-24 onwards for First Year NEP batch)
(Guidelines for Internal Circulation among Students only)

Objective of the Guidelines:

The objective of developing these guidelines is to put in place a judicious and suitable system for On the Job Training- (OJT Credits) to be acquired by the students under the National Education Policy 2020 (NEP) framework adopted by the college from the academic year 2023-24.

OJT-On the Job Training Credits

On-the-job training and internships are tools that provide students with opportunities to apply theoretical knowledge in real-world settings. This hands-on experience helps bridge the gap between classroom learning and practical application. It is a practical approach to acquiring new competencies and skills needed for a job in a real, or close to real, working environment.

OJT Objectives:

1. Align classroom learnings with workplace outcomes by providing students with real-world work experience.
2. Combine physical and digital learning modes in industry by exposing the students to emerging technologies and their applications in various fields.
3. Foster research skills, including knowledge discovery, analytical tools, methodologies, and ethical conduct.
4. Strengthen student's entrepreneurial skills and encourage job creation.
5. Facilitate problem-solving, decision-making, teamwork, and collaboration.
6. Foster social awareness and philanthropic values among students.
7. Encourage collaboration between Higher Education Institutes (HEIs), industry, and academia for internships and research opportunities.
8. Instill professional principles, ethics, values, and integrity to meet employment market demands and social needs.

OJT outcomes:

After the completion of the OJT programme, the student will be able to;

1. Apply theoretical concepts learned in classrooms to real-world work environments, and enhance students' skills.
2. Equipped to use the emerging technologies and learn their applications, which will enhance their technological literacy and adaptability.
3. Develop problem-solving abilities and aid in making sound decisions in practical situations.
4. Work in teams and collaborate to achieve common goals in diverse work environments through collaborative projects.
5. Prepare them for future employment by exposure to opportunities and challenges, at workplaces.
6. Inculcate integrity by developing their professional, principles and ethical standards.

“On the Job Training- OJT” Guidelines

1. **FOUR CREDITS** are assigned for On the Job Training participation in Semester VI of the undergraduate program and Sem VIII of one-year PG Diploma program. Acquisition of “On the Job Training- OJT” Credits is mandatory and binding on each student
2. The students must complete on-the-job training/ internship of 04 credits during summer break, after completion of the previous exams in the respective major/allied subjects.
3. **The OJT should be of 120 hours duration to earn 4 credits. (4 weeks to earn 4 credits)**
4. Students can complete on-the-job training/internship in the related subject or allied subject or maybe in the organization/ Municipality / government organization)
5. The students are required to submit a certificate of completion of On the Job Training (OJT) on the letter-head of the institute/ organization along with the signature of the concerned authority where they have completed the same along with the following details:
 - a. Dates (beginning and end date)
 - b. Record of total hours
 - c. Job profile (Department)
6. As per NEP norms the evaluation of OJT will be external (Employer - 50 %) marks and internal (College Mentor- 50 % Marks)
7. Report to be filled from the employer along with the completion certificate.
8. Report to be filled & submitted by the students relating to the internship/OJT details as per format compulsorily.

Evaluation of OJT:

Evaluation during the OJT program involves two key components:

External Evaluation (50%) and

Internal Evaluation (50%).

The following is a suggested two-fold pattern of evaluation.

Host Organization Evaluation: The host organization will assess students based on criteria such as punctuality, completion of hours, and proficiency in required skill sets. They will also provide feedback on the student's overall performance.

Department Mentor Evaluation: Additionally, students will be evaluated by their department mentor based on their weekly reporting, written report, and viva-voce/presentations.



EVALUATORY REPORT FROM EMPLOYER

Name of the student: _____

Class: _____ Specialization: _____ Roll No: _____

Name of the Organisation/Company worked in: _____

Job Profile/Department: _____

Date of Internship: From _____ to _____

Duration/Number of hours of the Internship : _____ hours

Mark the student on the scale of 1 to 4 on the following parameters:

1. Excellent 2. Good 3. Satisfactory 4. Not Satisfactory

1. Regularity of the student during internship /OJT _____
2. Punctuality of the student during internship /OJT _____
3. Ability of the student to take initiative in learning the new methods/topics during internship/OJT _____
4. Grasping ability of the student during new learning during internship/OJT _____
5. Sincerity & seriousness of the student towards the internship/OJT _____

Name and Signature
of the company/employer

Stamp of the company/ employer

Note : Evaluative report should be signed by the employer along with the authenticated stamp.

**V.E.S. COLLEGE OF ARTS, SCIENCE & COMMERCE (AUTONOMOUS),
CHEMBUR
ON-THE-JOB TRAINING REPORT**

Name of the student: _____

Class: _____ Specialization: _____ Roll No: _____

Name of the Company worked in: _____

Job Profile/Department: _____

Date of OJT: From _____ to _____

Duration of the OJT: _____

Number of hours worked: _____ hours.

Learning Outcome/Conclusion:

Signature of the student

Signature of the Mentor

Marks out of 50 (Employer contribution)

Marks out of 50 (College contribution)

Total marks out of 100



(Permission Letter on College Letterhead)

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr./Ms. _____ of _____ class with Roll Number _____ is a bonafide student of this college.

As part of his/her curriculum under NEP 2020, he/she has to undertake On the Job Training (OJT) / Internship to get hands-on experience to bridge the gap between classroom learning and practical application in the related subject or allied subject of his/her discipline. We seek your permission to allow the students to undertake On the job training (OJT) /internship at your organization in a suitable role. We will be much obliged and are hopeful that our students will create a positive impact to your esteemed organisation. We request you to kindly provide an experience letter and evaluation report to the student on his/her successful completion of the on the job training/internship.

Best Regards,

Principal

Date: _____