



परीक्षा व मूल्यमापन मंडळ

जा.क्र.कबचौउमवि/७-अ/१५१७/२०२६,

दिनांक १५.०४.२०२६

प्रति,

कवयित्री बहिणाबाई चौधरी उत्तर महाराष्ट्र विद्यापीठाशी संलग्नित

सर्व महाविद्यालयांचे मा.प्राचार्य आणि मान्यताप्राप्त परिसंस्थांचे मा.संचालक.

विषय:- **Guideline for on Job Training (OJT)/Internship for Under Graduates Students under NEP 2020** राष्ट्रीय शैक्षणिक धोरण २०२० (NEP 2020) अंतर्गत पदवीपूर्व विद्यार्थ्यांसाठी कामावर असतांना दिले जाणारे प्रशिक्षण (OJT) /इंटरनशिपबाबत मार्गदर्शक तत्त्वे यामध्ये सुधारणा करणेबाबत.

महोदय/महोदया,

उपरोक्त विषयाच्या अनुसरून कळविण्यात येते की, राष्ट्रीय शैक्षणिक धोरण २०२० (NEP 2020) अंतर्गत पदवीपूर्व विद्यार्थ्यांसाठी कामावर असतांना दिले जाणारे प्रशिक्षण (OJT) /इंटरनशिपबाबत मार्गदर्शक तत्त्वे (**Guideline for on Job Training (OJT)/Internship for Under Graduates Students under NEP 2020**) विद्यापीठाच्या संकेतस्थळावर प्रसिध्द करण्यात आलेले आहेत. ज्ययत संदर्भासाठी त्याची प्रत सोबत जोडली आहे.

त्यातील पदवीस्तरावरील अभ्यासक्रमासाठीच्या **On Job Training (OJT)/ उन्हाळी इंटरनशिपबाबत मार्गदर्शक तत्त्वांच्या कलम क्र.(६) मधील विद्यमान आवृत्ती (Existing Version) ऐवजी सुधारित आवृत्ती (Revised Version) खालीलप्रमाणे कळविण्यात येत आहे. :-**

Following version in the Section no (6) of the OJT/Summer Internship guidelines for UG program are being revised (replaced) as follows:-

Existing Version: 6. OJT EVALUATION FOR UG COURSES The assessment shall be conducted through a viva-voce examination, for which one Internal Examiner and one External Examiner shall be appointed as per university norms. Concerned Institutes shall ensure that the marks obtained by the students are uploaded on the University portal within the stipulated time, as notified by the University.

Revised Version: 6. OJT EVALUATION FOR UG COURSES The assessment shall be conducted through a viva-voce examination by the internal examiner. The External Assessment of 60 Marks will be as per the feedback on 'Conduct' and 'Overall Project Work Done' which needs to be obtained from the Internship Supervisor as per section 8.6. Concerned Institutes shall maintain the records and ensure that the marks obtained by the students are uploaded on the University portal within the stipulated time, as notified by the University.

Note: Incorporating the changes as highlighted above, the published guidelines for OJT/Summer Internship of UG Program will be revised in due course of time.

कृपया, वरील सुधारित आवृत्तीच्या (**Revised Version**) अनुषंगाने कार्यवाही करून विद्यापीठास सहकार्य करावे, ही विनंती.

कळावे,

आपला विश्वासू,



(प्रा. योगेश ना. पाटील)

संचालक

परीक्षा व मूल्यमापन मंडळ

सोबत:- **Guideline for on Job Training (OJT)/Internship for Under Graduates Students under NEP 2020** ची प्रत जोडली आहे.

प्रत:माहितीसाठी:- सहायक कुलसचिव, प्रवेश/पात्रता व अभ्यासमंडळ विभाग, कबचौउमवि,जळगाव



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On Job Training [OJT]



Guidelines
for
On Job Training (OJT) /
Internship for Under Graduate Students
under NEP-2020

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1. INTRODUCTION

On Job Training (OJT) is a highly effective and established method for equipping students with the essential skills and knowledge required for professional environments. It plays a crucial role in easing the transition from academic settings to the workforce, prompting many organizations to offer OJT to students prior to their full-time employment. The recently implemented course framework under the National Education Policy (NEP) 2020 aims to enhance students' job readiness by providing experiential learning opportunities, fostering values, and creating a dynamic higher education ecosystem focused on sustainable development. In line with these objectives, the NEP-2020 guidelines mandate the inclusion of OJT, internships, and fieldwork in the curriculum of all undergraduate programs.

Internships provide students with the opportunity to collaborate with a variety of organizations, including government agencies, private companies, educational institutions, research facilities, and non-profit organizations. This hands-on experience allows students to engage in experiential learning, where they can apply theoretical knowledge in real-world settings. Through internships, students gain practical skills in using industry-specific tools and techniques, as well as experience in data collection and conducting surveys, all while immersing themselves in the professional work culture. During On-the-Job Training (OJT) programs, students are guided by seasoned professionals who assign relevant tasks and offer constructive feedback, enhancing their skills and knowledge. The duration of these programs can vary based on industry standards and specific program requirements. Successfully completing an OJT can significantly boost a student's employability and may lead to opportunities for further research projects in future academic terms. Moreover, internships benefit both the interns and the organizations, as companies aim to cultivate a pool of potential future employees through effective training and mentorship.

2. OBJECTIVES:

An internship serves as a vital opportunity for individuals to acquire practical experience while simultaneously gaining insight into the operational dynamics of an organization. This immersive experience not only enhances one's skill set relevant to a particular job or career path but also fosters the development of research capabilities through various learning opportunities. Interns engage in real-world tasks that allow them to apply theoretical knowledge, thereby bridging the gap between academic learning and professional practice. As they navigate the complexities of workplace environments, they cultivate essential competencies such as problem-solving, communication, and teamwork, which are crucial for their future careers. Ultimately, internships play a significant role in preparing individuals for the demands of the job market by equipping them with the necessary tools to succeed in their chosen fields.

The **On Job Training (OJT) / Internship** program aims to achieve several key objectives that are essential for student development and career readiness.

- To offer practical experience in a real work environment with guidance from faculty over a designated timeframe.

- To introduce students to research methodologies, analytical tools, and their effective application.
- To expose students to emerging technologies and automation, highlighting their role in enhancing work processes and job functions.
- To foster academic and professional growth among students.
- To assist students in exploring and identifying potential career paths.
- To provide opportunities for students to launch their professional careers through hands-on experience that complements their coursework.
- To enhance students' research capabilities and potential.
- To strengthen students' professional networks for future opportunities.
- To encourage the integration of theoretical knowledge with practical application.
- To prepare students for employment by equipping them with relevant skills and experiences.

3. OJT/INTERNSHIP TYPES:

OJT (On-the-Job Training) and internships encompass a diverse range of opportunities across various sectors, including both government and private organizations. Students can engage with higher education institutions, universities, and research and development laboratories, which provide a rich environment for academic and practical learning. Additionally, research organizations and non-governmental organizations (NGOs) offer unique insights into social issues and community engagement, while enterprises and business organizations present avenues for understanding the corporate world. Local industries, along with artists and craftspeople, contribute to a hands-on experience that fosters creativity and innovation. These varied entities collectively create a comprehensive framework for students to immerse themselves in experiential learning, allowing them to apply theoretical knowledge in real-world settings and develop essential skills for their future careers.

▪ Suggestive list of topics under OJT:

a) For Humanity and Social Science students:

- 1) Non-governmental organizations (NGOs)
- 2) Media and advertising agencies
- 3) Digital marketing agencies
- 4) Event management and hospitality management
- 5) Educational institutions
- 6) Government offices
- 7) Hospitals
- 8) Construction companies
- 9) Business/ industrial houses

b) For Commerce and Management Students:

- 1) Accounting Firms – Learning bookkeeping, vouchers, and final accounts.
- 2) Auditing Firms – Exposure to statutory, internal, and tax audits.
- 3) Banks (Public & Private Sector) – Experience in customer service, account opening, loan processing.

- 4) Insurance Companies – Handling claims, underwriting, and policy servicing.
- 5) Stock Broking Firms – Basics of trading, D-Mart account handling, and investment advisory.
- 6) Mutual Fund Houses/AMCs – Understanding NAV, SIP, and client servicing.
- 7) Corporate Finance Departments – Budgeting, costing, and working capital management.
- 8) Tax Consultancy Firms – Practical exposure to income tax, GST filing, and compliance.
- 9) Co-operative Societies/Credit Societies – Learning cooperative finance and loan management.
- 10) Government Offices (Finance Dept.) – Exposure to government accounts and reporting.
- 11) Non-Banking Financial Companies (NBFCs) – Credit analysis, loan processing, and collections.
- 12) Retail & Wholesale Businesses – Billing, inventory, and supply chain management.
- 13) E-commerce Companies – Vendor payments, digital finance, and logistics.
- 14) Export-Import Firms – Documentation, forex transactions, and trade finance.
- 15) Chartered Accountant Offices – End-to-end accounting, taxation, and audit work.
- 16) Consulting Firms – Market surveys, feasibility studies, and financial consultancy.
- 17) Hospitality Industry (Hotels/Travel Agencies) – Billing, accounts, and financial management.
- 18) Educational Institutions (Admin & Accounts Dept.) – Fee management, payroll, and reporting.
- 19) IT/Software Companies (Finance Dept.) – ERP, MIS reporting, and financial analytics.
- 20) NGOs/Non-Profit Organizations – Fund management, accounting, and donor reporting.

c) For Science and technology Students:

- 1) Internship in the various departments of the company based on specific science subject.
- 2) Industrial Exposure: Internships in food processing, production, or industrial automation & packing dept.
- 3) Internship in Micro, Small and Medium Enterprises (MSME) firms.
- 4) Internship in small scale units based on different subjects.
- 5) Internship in research institute of different subjects.
- 6) Internship in R&D, quality control of companies/institutes.
- 7) Internship in your local university's department or schools.
- 8) Traditional/ Regular Lab Work: Roles in R&D, quality control (QC/QA), and chemical testing.
- 9) Data Science Internships focusing on data cleaning, analysis, machine learning, and using tools like Python etc.
- 10) Internship in Government Organizations (State and Central) based on science and technology.
- 11) Website development of some organizations.

- 12) Internship in instrumentation, medical instrumentation companies etc.
- 13) In weather and earth science departments.
- 14) Internship as project trainee in govt institutions/organization like electricity generation-distribution, irrigation, meteorological, space research, etc.

4. OJT/INTERNSHIP STRUCTURE:

- According to the NEP guidelines, Undergraduate students are required to complete their OJT/Internship program either in their second semester or during the vacations following the second semester.
- Departments may adjust the timing of the OJT/Internship to the third or fourth semester based on program requirements.
- One credit of Internship corresponds to a two-hour commitment each week. Therefore, over a 15-week semester, one credit in this course equates to a total of 30 hours of engagement.
- The internship can be undertaken in various sectors, including government and non-government organizations, industries, research institutes, higher education institutions, clinics, laboratories, business organizations, local industries, artists, craftspeople, banking, and the cooperative sector, among others relevant to the field of study.
- The academic schedule should be developed by the departments in alignment with the length of the internships.

Credit wise duration of the internship should align with the table provided below;

Sr. No.	Credit	Contact Hours	Self-Study (Hrs.)	Total
1	1	30 hrs.	15 hrs.	45 hrs.
2	4	120 hrs.	60 hrs.	180 hrs.

5. IMPLEMENTATION OF OJT MECHANISM:

- Each Under Graduate department will nominate one teacher and two student coordinators to oversee the OJT program.
- The teacher serving as the OJT coordinator will liaise with the college's central team.
- The OJT coordinator is responsible for creating an action plan for the program's implementation within their department.
- Collaboration among the Head, OJT coordinator, UG coordinator, and placement coordinator is essential to establish partnerships with 10-15 relevant industries or research institutes for the internship program.
- Students may independently apply for research internships while keeping the departmental OJT coordinator informed, or they can submit applications through the OJT coordinator.
- All communication with the industry or organization will be managed by the departmental OJT Coordinator.
- OJT coordinators and Head of Concern department should distribute the work load among the faculty members, who will serve as internship supervisor for monitoring and evaluation.
- Students must select an internship mentor from their host organization and inform both the internship coordinator and supervisor.
- Upon receiving an internship offer, students should consult with the internship coordinator and supervisor, secure permission from their home institution, and join the host organization as scheduled.
- Students are required to maintain activity reports in the provided format, have them

signed by their internship mentor, and submit them regularly to their departmental mentors.

- The departmental OJT Coordinator will keep all relevant internship program documents and coordinate with the college's central team.
- Student coordinators will support the Teacher coordinator in various activities related to the OJT program's implementation.
- Mentor will evaluate intern in consultation with supervisor and award internal marks out of 40 marks using given parameters. Each parameter carries maximum 2 marks.
- After completing the program, students must submit a signed completion certificate and a report detailing their learnings to the OJT coordinator.
- Students are also required to present their internship work to the college committee.

6. OJT EVALUATION FOR UG COURSES

All students enrolled in Undergraduate (UG) programmes shall be required to complete **On-Job Training (OJT) prior to the commencement of the Fifth Semester**.

Students may begin their OJT during the **Third Semester**, subject to fulfilment of the eligibility criteria specified in this document.

The **evaluation of OJT** shall be conducted **within 40 days after the completion of the Fourth Semester theory examinations**.

The **total marks** allotted for OJT shall be **100**, distributed as follows:

- **Internal Assessment: 40 Marks**
- **External Assessment: 60 Marks**

The **total credits** assigned to OJT shall be **04 (Four)**.

The assessment shall be conducted through a **viva-voce examination**, for which **one Internal Examiner and one External Examiner** shall be appointed as per university norms.

Concerned Institutes shall ensure that the **marks obtained by the students are uploaded on the University portal within the stipulated time**, as notified by the University.

7. EXPECTED OUTCOME OF THE OJT/INTERNSHIP PROGRAM:

After completion of OJT/internship program the students should be able to:

- Improve skills and gain hands-on experience with industry professionals.
- Investigate various career paths before graduating.
- Cultivate essential work habits and attitudes for success.
- Build professional connections that may lead to full-time jobs or research roles after college.
- Boost job prospects and develop research skills.

**8. PROFORMAS/FORMATS FOR INTERNSHIP PROGRAM:
8.1 INTERNSHIP UNDERTAKING**

1. Student Name:	
2. Current Address	
3. Residence Address	
4. Email id	
5. Mobile Nos.	
6. Aadhar	
7. PRN Number	
8. Internship /Area (Company/Institute/Organization)	
I confirm that I agree with the terms, conditions, and requirements of the Internship Policy Student Signature: Date: _____ Place:	
I confirm that the student has completed the internship orientation, fulfilled all necessary paperwork and process requirements, and received approval from his/her mentor to participate in the internship program. Sign of Department Faculty Coordinator Date: Place:	

8.2 ORGANIZATION/COMPANY/INDUSTRY OUTREACH LETTER

<HEI Letter Head>

To,
The (Manager, HR)
.....
.....

Subject: Request for _____ week's internship of students

Dear Madam/Sir,

(Name of the college), stands out as a premier educational institution known for its rich history, high-quality education, virtuous facilities, and inclusive atmosphere. It embodies the vision of prominent industrialists and educators. In (Month / Year), the college received a '.....' grade accreditation from NAAC. In line with the National Education Policy (NEP-2020), a minimum of 120 hours of on-the-job training or internships is required for the Under Graduate curriculum. Therefore, I kindly request your permission to allow our (number of students) students to undertake practical training or internships at your esteemed organization. They will be available for training from [start date] to [end date].

Sr. No.	Name of the student	Roll No.	Year	Department

The resumes of the students are included with this letter. Please inform us of the selection process if there are any available positions.

With regards,

Yours sincerely,

8.4 ATTENDANCE SHEET

Name and Address of the Company/ Institute/organization:

Name of the Student	
Roll Number	
PRN Number	
Name of Course	
Date of Commencement of Training	
Date of Completion of Training	

Academic Year:

Week	Day, Date & Contact Hrs.	Day, Date & Contact Hrs.	Day, Date & Contact Hrs.	Day, Date & Contact Hrs.	Day, Date & Contact Hrs.	Day, Date & Contact Hrs.
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

Name and signature with date of Internship / Organization Supervisor:

8.5 INTERNAL EVALUATION FORMAT (On Organization Letter Head)

Student's name:		
Name of the Supervisor:		
Internship Duration:	From:	To:

Mentor will evaluate intern in consultation with supervisor and award internal marks out of 40 marks using following parameters. Each parameter carries maximum 2 marks.

Sr. No.	Parameters	Marks Obtained
1.	Behavior	
2.	Performs in a dependable manner	
3.	Cooperates with co-workers and supervisors	
4.	Shows interest in work	
5.	Learns quickly	
6.	Shows initiative	
7.	Produces high quality work	
8.	Accepts responsibility	
9.	Accepts criticism	
10.	Demonstrates organizational skills	
11.	Uses technical knowledge and expertise	
12.	Shows good judgment	
13.	Demonstrates creativity/originality	
14.	Analyzes problems effectively Is self-reliant	
15.	Communicates well	
16.	Writes effectively	
17.	Has a professional attitude	
18.	Gives a professional appearance	
19.	Is punctual	
20.	Uses time effectively	
	Total Marks out of 40	

Additional comments, if any:

Name & Signature of Industry/ Organization supervisor _____

Name & Signature of Mentor _____

Name & Signature of OJT Coordinator _____

8.6 PROFORMA FOR EXTERNAL EVALUATION (60 Marks)

SUPERVISOR INFORMATION	
Name:	Job Title
Organization's name	Contact Number
	Email
INTERNSHIP INFORMATION	
Student Name	Department
Starting Date:	Completion Date:

Note: Each parameter carries maximum 10 marks.

Sr. No.	Particular	Mark
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	
	Total Marks out of 60	

Additional Comment

Signature of Examiners

Internal Examiner

External Examiner

8.7 INTERNSHIP COMPLETION CERTIFICATE FOR REPORT:

It is essential for the student to include the internship completion certificate with their report, ensuring that it is properly signed by the industry supervisor. This certificate serves as a formal acknowledgment of the student's successful completion of the internship and reflects the skills and experiences gained during that period. By attaching this document, the student not only validates their practical learning but also enhances the credibility of their report. It is important to ensure that the certificate is clear and legible, as it will be a key component in demonstrating the student's commitment and achievements in a real-world setting. A representative format for the internship completion certificate is as given below:

CERTIFICATE

(On Company/Institute Letterhead)

This is to certify that Ms./Mr. _____, has successfully completed the On Job training/Internship/Field work in the ___ field, from ___ to _____ under the supervision of _

Signature of Industry HR Manager / Organization Head/Owner