



Guidelines for On Job Training (OJT) /Internship for Post Graduate Students under NEP2020



FERGUSSON COLLEGE (AUTONOMOUS), PUNE

1. INTRODUCTION

On-the-job training (OJT) is one of the most influential and well-established ways of teaching students the skills and knowledge needed to work in a professional environment. OJT often can facilitate a smooth transition from university to the industry/ market. As a result, several organizations give OJT to students before appointing them to full-time job positions. The newly introduced course structure in the NEP2020 envisages imparting strong knowledge, skills to improve the job potential of the students by providing experiential learning opportunities, values, and a research oriented vibrant higher education ecosystem for sustainable development. With these perspectives, in the NEP 2020 guidelines, OJT/ Internship/ Field work is made mandatory in the curriculum of all post graduate programmes.

Internships includes working with government or private organizations, higher education institutions, universities, research and development, labs/research organisations/non-government organisations, enterprises, centres involved in research, innovativeness and entrepreneurship, business organizations, local industry, artists, craftspeople, and similar other entities for providing opportunities to students for active engagement in on-site experiential learning.

It helps students get direct experience in using tools, software, techniques, equipment used, gain experience in data collection from the relevant field, conducting surveys etc. in a live environment and experience the work culture.

During an OJT program, students work under the supervision of experienced professionals and are given tasks and responsibilities that are relevant to their field of study. They are also given feedback and guidance on their performance, which allows them to improve their skills and knowledge. OJT programs can vary in length, depending on the industry and the requirements of the program. Successful completion of the OJT can improve the employment potential of the students or can also get an opportunity to continue their work as a research project in subsequent semesters.

Internships can be mutually beneficial for the intern as well as the internship providing organization. The internship providing organizations provide training with an objective to create a pipeline of great future employees

2. OBJECTIVES:

An internship is gaining first-hand experience by an individual besides comprehending the way of working in an organisation, leading to improve the skill aptitude for a specific job or job role and building research capabilities with learning opportunities.

Following are the intended objectives of engaging the students in On Job Training program:

- To provide experience of real work environment with faculty guidance over a specific period.
- To familiarize students with research methods, analytical tools and techniques along with their appropriate usage
- To provide exposure to emerging technologies/ automation and how it can support, facilitate, improve, and reinforce work processes/ culture/ job roles/art and craft
- To promote academic, professional developments.
- To help students identify the career paths
- To provide an opportunity to jumpstart their professional careers and supplement their courses with hands-on experience making them employment ready.
- To enhance their research Potential
- To improve the Professional Network

3. OJT/INTERNSHIP TYPES:

OJT/Internships types include working with government or private organizations, higher education institutions, universities, research and development labs, research organisations, non-government organisations, enterprises, centres involved in research, innovativeness and entrepreneurship, business organizations, local industry, artists, craftspeople, and similar other entities for providing opportunities to students for active engagement in on-site experiential learning.

4. OJT/INTERNSHIP STRUCTURE

- **As per the NEP guidelines, the PG students are expected to complete the OJT/Internship program in their second semester or during their semester break after second semester.**
- **However, Departments may shift the OJT/Internship in third or fourth semester as per demand of the program**
- For an internship, one credit of Internship means two-hour engagement per week. Accordingly, in a semester of 15 weeks' duration, one credit in this course is equivalent to 30 hours of engagement in a semester.

- Area/Sector of internship can be Government /Non-Government organization/ Industry/Research Institutes/HEI's/ Clinics/Laboratories/ Business organizations/ local industry/artists/ craftspeople/ Banking /Cooperative sector/any other relevant to the subject
- The academic schedule must be planned by the departments in accordance with the duration of the internships

Credit wise duration of the internship should be as per the table below:

Sr.No.	Credit	Contact Hours	Self-Study (Hrs.)	Total
1	1	30hrs.	15hrs.	45 hrs
2	4	120hrs.	60hrs.	180 hrs.
3	6	180hrs.	60hrs.	270 hrs.

5. OJT IMPLEMENTATION MECHANISM:

- One Teacher and two student coordinators, from each Post Graduate department will be nominated for coordinating and implementation of OJT program
- The OJT coordinator (Teacher) will coordinate with the central team of the college
- The OJT coordinator should prepare the action plan for implementation of the OJT program for their respective departments
- The Head, OJT coordinator, PG coordinator and the placement coordinator of the department should work in coordination with each other to ensure collaborations/Tie-ups with at least 10-15 relevant industries/organizations/research Institutes with focus on the internship program implementation.
- The students can apply for research internships on their own keeping the departmental OJT coordinator in loop or apply through the OJT coordinator of the department
- All the communication to the Industry/Organization will be done through the departmental OJT Coordinator
- As per the number of the students, the OJT coordinators will allot equal number of students to all the Post Graduate faculty members of the department who will be the internship supervisors/mentors for regular monitoring and evaluation of the allotted students
- The students should identify the internship mentor from the organization where he/she is selected for the program and communicate to the internship coordinator and supervisor.
- On receipt of an offer of internship, the student should consult the internship coordinator and supervisor, obtain due permission from the parent institution and join the concerned host organization for an internship as per the suggested schedule

- The students are expected to maintain activity reports in the provided format, get it duly signed from the internship mentor from the host organization and submit it to their departmental mentors regularly.
- Departmental OJT Coordinator will maintain the relevant documents of the internship program and will be coordinating with the central team of the college.
- The student coordinators will assist the Teacher coordinator in various activities for implementation of the OJT program
- Evaluation format with suitable parameters will be provided to the Industry/Organisation coordinator who will give grades/marks to each student and communicate their evaluation to the departmental OJT coordinator
- After completion of the program the students must submit the duly signed completion certificate and report from the organization highlighting their learnings and takeaways during the internship period, to the OJT coordinator
- The students must also present their work done during internship in front of the college committee

6. EXPECTED OUTCOME OF THE OJT/INTERNSHIP PROGRAM

After completion of the program the students should be able to:

- Develop or sharpen their skills and gain real-time experience and knowledge with professionals in their field of interest.
- Explore career alternatives prior to graduation.
- Develop work habits and attitudes necessary for job success
- Acquire professional contacts leading directly to a full-time job/research opportunity following graduation from college.
- Enhance Job Potential/ Develop Research Aptitude

7. PROFORMAS/FORMATS FOR INTERNSHIP PROGRAMME

7.1 INTERNSHIP UNDERTAKING

1. Student Name:	
2. Current Address	
3. Residence Address	
4. Email id	
5. Mobile Nos.	
6. Aadhar	
7. PAN	
8. Overall GPA	
9. Internship /Area (Company/Institute)	
I confirm that I agree with the terms, conditions, and requirements of the Internship Policy	
Student Signature:	
Date _____	
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.	
Sign of Department Faculty Coordinator	
Date	

7.2 RESUME TEMPLATE

Name

Contact Number and Email ID:

Education

College Name

Year

Degree / Specialization:

CGPA:

Bachelor's degree>Degree /

Year

Specialization:

CGPA:

College Name:

Internship / Work Experience (if any)

Organization

Project: Brief:

Academic Experience (if any)

Semester

Project:

Brief:

Other achievements /Participation in workshops/Seminars/ Summer schools

7.3 ORGANIZATION OUTREACH LETTER

<HEI Letter Head>

To,
The (Manager, HR)

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.....

Subject: Request for _____ weeks internship of Students

Dear Madam/Sir,

Fergusson College (Empowered Autonomous), Pune, established in 1885, is one of the leading educational institutes well known for its rich heritage, quality education, excellent infrastructure and inclusive environment. It reflects the vision of leading industrialists and educationalists. The institute is accredited with 'A +' grade by NAAC in March 2023. As per the National Education Policy (NEP 2020), Minimum 120 hours of On-the-Job training/Internship is a mandatory part of the Post Graduate curriculum. In view of the above, I request you to allow our following (no. of students) students for practical training/internship in your esteemed organization. The students will be available for the training from _____ to _____

S.No.	Name	Roll no.	Year	Department

The resumes of these students are attached with this letter. If vacancies exist, kindly let us know the process of selection

With regards,

Yours sincerely,

7.5 ATTENDANCE SHEET

Name and Address of the Company/ Institute/organization:

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

MONTH AND YEAR:

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

- Attendance Sheet should remain affixed in Daily Training Diary. Do not remove or tear it off.
- 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 _____

7.6 SUPERVISOR EVALUATION FORMAT (ON ORGANIZATION LETTER HEAD)

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

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

Parameters	Needs Improvement	Satisfactory	Good	Excellent
Behavior				
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 _____

7.7 PROFORMA FOR EVALUATION BY THE INSTITUTE

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

S.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 Comment

Signature of faculty mentor

Signature of OJT Coordinator

7.7 INTERNSHIP COMPLETION CERTIFICATE FOR REPORT

The student should attach internship completion certificate, duly signed by the industry supervisor to his/her report. 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 _____

Authorized signature