

OJT SOP

On-the-Job Training Implementation Framework for Undergraduate/Postgraduate Students

As per the credit structure designed according to NEP 2020 guidelines, every undergraduate/postgraduate student must undergo a 60-hour on-the-job training/internship/apprenticeship in the Industry/ Health Sectors/ Research Laboratories/ Public Testing Laboratories/ Health Diagnostic Laboratories etc. The academic weightage and implementation of this compulsory vertical will be governed by following guidelines.

Purpose

This policy outlines the framework for the establishment of a dedicated internship portal and the management of the On-the-Job Training (OJT) program to enhance student internship opportunities and facilitate professional development.

Scope

This policy applies to all departments, faculty coordinators/mentors, and students participating in the internship program.

1. Internship Portal Development

A dedicated internship portal will be established to:

- Highlight internship opportunities at national and state levels.
- Facilitate student registration for local internship opportunities.
- Ensure easy accessibility of all relevant information.

2. Coordination Team

- Each department will appoint:
- One faculty coordinator.
- One student coordinator.
- Responsibilities include effective management of the OJT program.

3. Responsibilities of the OJT Coordinator

The faculty OJT coordinator will:

- Report to the college's central coordinator of the internship cell.
- Devise a comprehensive action plan specific to their department's OJT program.

4. Industry Collaboration

- The department head, OJT coordinator, and placement coordinator will collaborate to:
- Forge partnerships with a minimum of 10-15 relevant industries, organizations, or research institutes.
- Create valuable internship opportunities.

5. Internship Applications

- Students may:
- Apply for research internships independently, keeping the departmental OJT coordinator updated.
- Submit applications through the OJT coordinator.

6. Communication Procedures

- All communications with industries or organizations regarding internships will be managed by the departmental OJT coordinator.

7. Student Oversight

- OJT coordinators will allocate an equal number of students to faculty members for:
- Continuous monitoring and evaluation as internship supervisors and mentors.

7. Mentor Selection

- Students are responsible for selecting an internship mentor from the host organization.
- This selection must be communicated to both the internship coordinator and the designated supervisor.

8. Internship Confirmation

- Upon receiving an internship offer, students must:
- Consult with the internship coordinator and supervisor.
- Secure necessary permissions from their parent institution.
- Join the host organization as per the agreed schedule.

9. Timeline and Working Hours

- Students can fulfill required working hours for credits during:
- The vacation period.
- 4 hours per week throughout the semester.

10. Assessment and Credit Allotment

- Students will be assessed based on:
- Performance during the internship.
- Feedback from mentors and supervisors.
- Upon successful completion, credits will be awarded according to departmental guidelines.

11. Activity Reports

- Students are required to:

- Maintain activity reports in the provided format mentioned in the annexures.
- Obtain signatures from internship mentors.
- Submit reports regularly to their departmental mentors.

12. Documentation Management

- The departmental OJT coordinator will maintain all relevant documents related to the internship program and coordinate with the college's central team.

13. Support from Student Coordinators

- Student coordinators will assist the faculty OJT coordinator in tasks related to the implementation of the OJT program.

14. Evaluation Process

- An evaluation format with specified parameters will be provided to industry/organization coordinators to:
- Assign grades or marks to each student.
- Communicate evaluations to the departmental OJT coordinator.

Students will be evaluated as per following parameters

Sr. No	Evaluation type	Marks
1	Presentation	30
2	Report	50
3	Certificate	20
	Total	100

15. Completion Requirements

- Upon program completion, students must submit:
- A duly signed completion certificate.
- A report (Not more than 20 pages) detailing learnings and takeaways to the OJT coordinator.

16. Presentation of Work

- Students are required to present their work and experiences gained during the internship to a college committee, showcasing their contributions and insights.

Review and Amendments

This policy will be reviewed annually and may be amended as necessary to ensure its effectiveness and relevance.