OJT Guidelines for UG students (Sem 5 & 6)

1. OJT is mandatory for all UG students under NEP-2020.

2. It is mandatory for students to complete their internship in their major subject.

3. Students must complete their OJT within the stipulated time frame—beginning after the 4th semester (second year) and completing it before the end of the 6th semester (third year).

4. Students may complete their OJT requirement of 120 hours in Semester 5 itself. However, they must obtain two separate OJT certificates, each specifying 60 hours from the organization.

5. If students complete their 120 hours of OJT in Semester 5, they will be eligible for viva-voce only for 60 hours in Semester 5. The remaining 60-hour viva must be taken in Semester 6.

6. In case a student is unable to secure a physical internship, alternatives such as digital or group internships may be undertaken.

7. Students must join the MS Teams group assigned by their Internal Mentor to facilitate communication and guidance.

8. Students must maintain an OJT Logbook provided by the College throughout the duration of the OJT. Upon completion, the logbook must be submitted in soft copy (Google link) format. The logbook should include:

   ➢ Date, time, and duration of work
   ➢ Tasks accomplished
   ➢ Learning outcomes
   ➢ Signature of the Internal Mentor, Internship supervisor and External Mentor

9. Students will be evaluated based on a viva-voce conducted at the end of the 5th and 6th Semester.

10. Digital signatures from the organization's authority will not be accepted in the logbook.

11. OJT undertaken in a student's family business or extended family business will not be accepted. Students must intern with external organizations to gain diverse learning experiences and industry exposure.

12. The OJT Viva, as well as Backlog Viva, will be conducted by the assigned Internal Mentor.

13. Evaluation Criteria: UG students: 50 marks (2 credits) per semester

14. If a student fails to complete the OJT within the stipulated time, it will be considered a backlog, and the student will have to complete and appear for the Backlog Viva in the subsequent semester.

15. Any necessary OJT-related documents for student's reference has been uploaded on the college website under the OJT/Internship Portal.

➢ Internship Supervisor (Head of Department): The head of the department will be the in-charge of the OJT/Internship Program. Head of the department will be the Internship supervisor for each of the following sections and he/she will be assisted by the departmental members in the implementation of the programme.

➢ Internal Mentor (Teacher In charge): The Internal mentor will guide the allotted students throughout the OJT.

➢ External Mentor (From the External Organization where OJT/Internship is provided)

Credit Framework for OJT

Semester	1	2	3	4	5	6
OJT –UG	-	-	-	-	60 hours	60 hours

* 1 credit = 30 hours of OJT/ Internship