On the Job Training Orientation for
SY B.A/B.Com

Thursday, 30th Jan 2025
11:45 am

What is an OJT/Internship?

- **OJT/Internships** are short-term work experiences provided by organizations to students and recent graduates/post graduates to gain practical experience and hand-on exposure in a specific industry, profession, or field of study.

- They are structured in such a way that they become learning opportunities for interns wherein they get a chance to apply academic knowledge to real- world situations.

- This helps them to develop their skills and gain invaluable professional experience.

Internship Committee Members

NAME	MEMBERS
Dr. Zakira Shaikh	Nodal Officer
Dr. Prof. Sheena Mathews	Teacher coordinator (Arts)
Dr. Nilesh Waghmare	Teacher coordinator (Commerce)
Dr. Jini Jacob	Member
Mrs. Ashwini Kothari	Member
Ms. Sharmishtha Pandey	Member
Ms. Komal Patil	Coordinator

Credit Framework for OJT

Semester	5	6
OJT –UG	60 hours	60 hours

* 1 credit = 30 hours of OJT

Monitoring Mechanism

Internship Supervisor
- **Head of Department.**
- **Will allot an Internal Mentor**
- **Over all supervision of Internship**

Internal Mentor
- **Teacher Incharge**
- **Allocated to every student**
- **Provide guidance during the process of Internship**
- **Conduct Viva-voce & evaluate students**

External Mentor
- **Authority from organization/Company**
- **Mentoring student during Internship**
- **Assigning task and evaluating students**

Duration for commencement and completion of OJT/Internship

Degree	Period
B.Com/B.A.	➢ Students must begin the OJT after the end of the 4th semester (second year) and must complete it before the end of the 6th semester (third year). ➢ Students will only begin their OJT after April 30th 2025.

How to Proceed?

➢ **Students will be assigned an Internal Mentor (Teacher Incharge) by the OJT Supervisor (HOD).**

➢ **The list of the Internal Mentors with student allocation will be uploaded on the college website under Internship tab by end of February 2025.**

➢ **Students have to voluntarily select a company and complete the OJT of 60 hours in Semester 5 and 60 hours in Semester 6 (total 120 hours)**

How to Proceed?

➢ **Students may complete their OJT of total 120 hours in their semester 5 itself. But they will have to produce 2 different OJT certificates from the Organization with each mentioning 60 hours separately.**

➢ **Students may complete their 120 hours during Semester 5 itself, but they will be eligible to give Viva only for 60 hours for Semester 5 and remaining 60 hours viva they will have to give in semester 6**

➢ **Students will have to complete the OJT in their domain specialization (Major subject).**

How to Proceed?

➢ **Students can opt for either a physical OJT or a remote/virtual OJT.**

➢ **Students must obtain an [approval](#) from their internal mentor regarding the selected organization or institution before starting their OJT.**

➢ **Students must maintain an OJT Logbook provided by the College throughout the duration of the OJT.**

How to Proceed?

➢ **The logbook will be available on the college website under OJT/Internship tab.**

➢ **No digital signature in the logbook of the authority from the organization will be accepted.**

➢ **Upon completion of the OJT the student will have to submit the soft copy (through a google link) to the Internal Mentor on the date of VIVA – Voce.**

How to Proceed?

➤ **The student will be evaluated on the basis of a VIVA-Voce conducted at the end of Semester 5 and Semester 6.**

➤ **In case the student is not able to complete his/her OJT within the stipulated time then it will be considered as a backlog. The student has to fill in the backlog form and appear for the next VIVA-Voce after completion of the OJT .**

SOP FOR OJT

➤ **Students must complete their OJT within the stipulated time frame.**

➤ **Students must begin the OJT after the end of the 4th semester (second year) and must complete it before the end of the 6th semester (third year).**

➤ **In the event of a student's inability to secure a physical OJT, alternatives such as digital or group OJT could be taken up.**

➤ **It is mandatory for students to complete their internship in their MAJOR subject.**

SOP FOR OJT

➢ **Students must maintain an OJT Logbook provided by the College throughout the duration of the OJT.**

➢ **Upon completion of the OJT the student must submit the logbook in softcopy (Google link) format. The logbook should detail the date, time, duration, tasks accomplished, learning outcomes and signature of Internal mentor and External Mentor.**

➢ **The student would be marked on the basis of a viva voce conducted at the end of the 5th (2 credits) and 6th Semester (2 credits).**

➢ **The OJT Viva as well as Backlog Viva will be conducted by the assigned Internal Mentor**
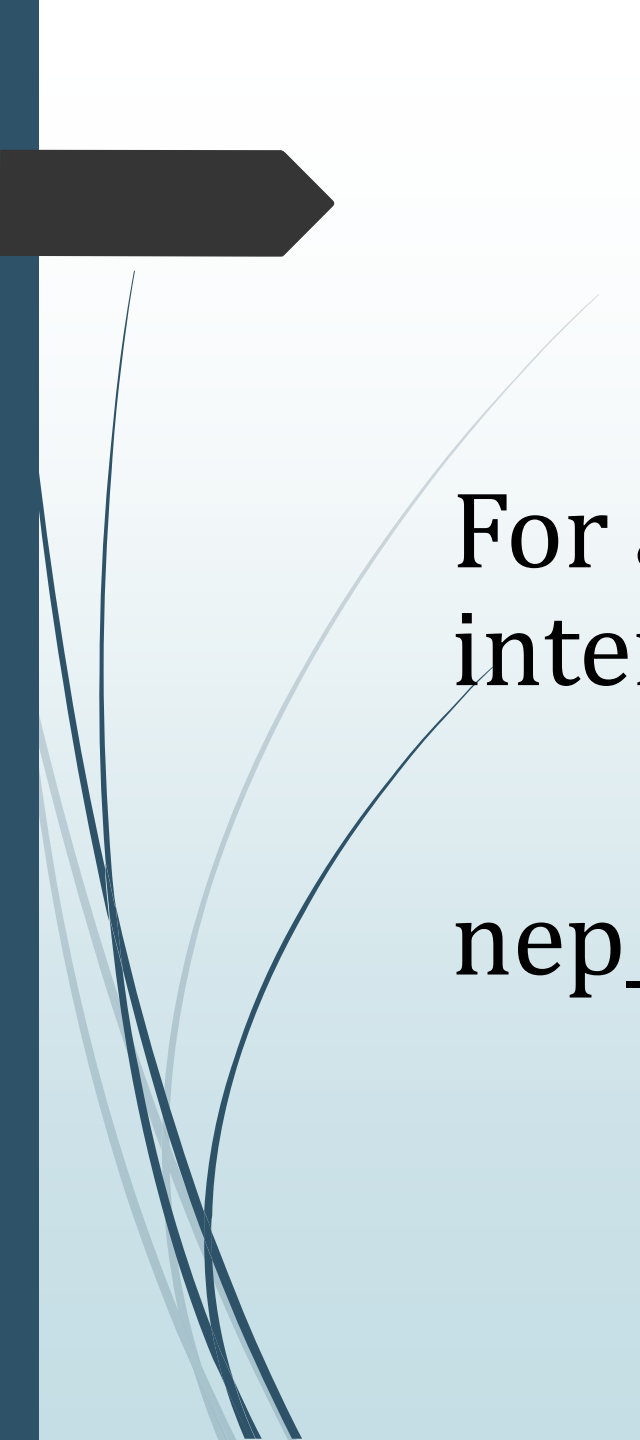
SOP FOR OJT

➢ **UG students will be evaluated for 50 marks (2 credits) per semester**

➢ **In case the student fails to complete his/her OJT within the stipulated time then it will be considered as a backlog and the student will have to complete and appear for Backlog viva in the subsequent semester**

Student Registration

All India Council for Technical Education (AICTE)	**https://internship.aicte-india.org/**
National Apprenticeship Training Scheme (NATS)	**https://nats.education.gov.in/student_type.php**

For any query or details regarding internship students can contact through

nep_internship@symbiosiscollege.edu.in