



SYMBIOSIS COLLEGE OF ARTS AND COMMERCE

An Empowered Autonomous College | Under Savitribai Phule Pune University

Reaccredited 'A+' with 3.51 CGPA For Third Cycle By NAAC | College with Potential for Excellence

ON THE JOB TRAINING LOGBOOK

FOR

UNDER GRADUATE PROGRAMME

(B.A./B.COM)



Academic Year

2025-2026



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STUDENT OJT REPORT

Name of the Intern (Student):

Roll no:

Seat no:

Semester:

Program [B. Com/B. A(Specialization)]:

Name of the Internship Supervisor (Head of the Department):

Name of the Internal Mentor (From College):

Name of the External Mentor (From organization/Company):

Vertical Selected:

Name of the Organization/Company where OJT undertaken:

Address of the Organization/Company:

Contact Details of the Organization/Company:

Period of OJT: From: To:

Total number of Hours Completed:



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APPENDIX 1
CERTIFICATE OF COMPLETION OF OJT
(From the College)

This is to certify that [Full Name of the Intern] has successfully completed 60 hours of OJT during Semester..... with [Company Name] [Company Address], in the [Department/Team] from [Start Date] to..... [End Date].

During the OJT [he/she] demonstrated exceptional dedication and enthusiasm in..... [his/her] role, contributing significantly to [mention specific projects or tasks][His/Her] ability to [highlight a key skill] and [another key skill] has been commendable.

Internal Mentor's Comments:

..... [Internal mentor Name], [Mentor's Position], notes that [the intern] exhibited a strong work ethic and adaptability. [Additional positive feedback or comments.]

This OJT certificate is issued as a formal recognition of [Full Name] valuable contributions to [Company Name]. We wish [him/her] success in all [his/her] future endeavors.

Date:

Place:

Certified by(signature):

Internal Mentor:

Name:

Designation:

APPENDIX 2
ON THE JOB TRAINING(OJT) CERTIFICATE
[From organization/company duly signed and sealed]

Date:

Subject: OJT Certificate

TO WHOM IT MAY CONCERN

This is to certify that..... [Intern Name] bearing Roll no: & Seat No: has successfully completed 60 hours of OJT during the Semesterwith [Company Name] as an [Position], in the [Name of the Department] Department from [Date of Joining] to..... [Date of Completion].

..... [Full name] has worked on the [Project Name] Project under the supervision and guidance of [External mentor Name].

During the OJT, he/she has gained several learnings such as..... [Learnings/ OJT Take Away] and developed considerable skills, including [Skills/ Competencies Acquired].

Besides showing high comprehension capacity, managing assignments with the utmost expertise, and exhibiting maximal efficiency, he/she has also maintained an outstanding professional demeanour and showcased excellent moral character throughout the OJT period.

I hereby certify his / her overall work as[excellent/good / satisfactory] to the best of my knowledge.

Wishing him/ her the best of luck in his future endeavours.

For [Company Name]

Authorized Signatory with company seal



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ACKNOWLEDGEMENT

I am grateful to..... [Your Company Name] for providing me with an opportunity to complete my OJT at their organization. The organization support and guidance helped me to understand the [nature of Internship] and gain valuable experience in my field.

I am deeply grateful to....., my External Mentor for his/her mentorship and encouragement throughout this journey. His/her expertise and dedication have been instrumental in shaping my professional growth and instilling in me a deeper understanding of [specific skills or knowledge gained]. I am truly thankful for the time and effort he/she invested in my development.

I would like to thank, Internal Mentor for his/her support and guidance that enabled me to successfully complete the internship.

I wish to express my sincere gratitude to my family members for continuous encouragement and support.

Lastly, I want to express my gratitude to Symbiosis College of Arts and Commerce as a whole for providing me with this opportunity to apply my classroom knowledge in a real-world setting. The commitment to experiential learning and the emphasis on practical skills have been fundamental in shaping my professional identity and preparing me for the challenges ahead.

Name of the Student:

Signature of the Student:

APPENDIX 3

OJT ACCEPTANCE CUM UNDERTAKING LETTER

Date:

To

The Principal,
Symbiosis College of Arts and Commerce,
Pune

Subject: *Undertaking for OJT*

I, (Name in Full), bearing Roll No....., studying in [B. Com/B. A Specialization] Semester- have got an opportunity to pursue OJT in the..... [Name of the company] located at (Address). I am very much interested in utilizing this opportunity to pursue OJT and hence shall take the entire responsibility to maintain the code of conduct of the college and the company during my tenure of OJT.

I further agree and undertake that:

- *To pursue OJT after Semester IV and before Semester VI of my UG Programme.*
- *I will strictly abide by the rules and regulations of the company and adhere to their code of conduct during the period of OJT.*
- *Any act of indiscipline, if brought to the notice of the college by the company, will be dealt with seriously, which may include cancellation of the OJT.*
- *I shall bear all the expenditure for food / traveling / accommodation etc., during the OJT.*
- *I will strictly adhere to the attendance policy and complete 60 hours of OJT in the said organization.*
- *I will maintain professional behavior and appearance and abide by ethical and legal considerations specified by the organization and college*
- *I will submit the certificate of OJT completion issued by the company & OJT report, within the stipulated time, to the College.*

Date:

Name & Signature of Student:

DECLARATION BY PARENT/ GUARDIAN

I, (Mother / Father / Guardian) hereby fully endorse the above undertaking/declaration given by my child/ward. I will ensure that my child/ward will do his/her best to observe the above stated undertaking in words and spirit.

Date:

Place:

Signature of Mother / Father / Local Guardian:



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APPENDIX 4

NO-OBJECTION CERTIFICATE

Format for NOC to be obtained from college/institution
(to be given on letter head & signed by internal mentor)

Dated: -

Subject: - No Objection Certificate for OJT

This is to certify that [Full name of the student] is a Bonafide student of our college and currently pursuing..... Bachelor's Program for the academic year [2025-2026].

He/she is currently studying in the Second/Third year [B.Com/B.A Specialization] Roll No....., for the academic year 2025-2026, her PRN number is.....[FBC-24-25-5106].

The college has no objection for the student to participate in the On the Job Training during the period from[dd/mm/yyyy]to..... [dd/mm/yyyy] in the [Company name]

The conduct of the student as recorded by the College has been found [good/ satisfactory/unsatisfactory].

The OJT should be undertaken before or after college hours to ensure that it does not interfere with the academic schedule.

We are also thankful to you for providing our student with OJT opportunity.

Thank You.

Name:

Position:

Signature of the Internal mentor:

COMPANY PROFILE

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OJT OBJECTIVES

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DETAILED REPORT ON OJT

[illegible]

LEARNING OUTCOMES

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SKILLS AND COMPETENCIES ACQUIRED

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Mentor Details :

Mentor Name :.....

Designation :

Email ID :

Phone No. :

OJT Details :

Start Date :

End Date :

Duration :

OJT WORKFLOW RECORD

Sr. no.	Date	Time From	Time To	Hours Completed	Nature of Work	Signature of the External Mentor	Signature of the Internal Mentor
1.							
2.							
3.							
4.							
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24.							
25.							
26.							
27.							

Sr. no.	Date	Time From	Time To	Hours Completed	Nature of Work	Signature of the External Mentor	Signature of the Internal Mentor
28.							
29.							
30.							

Name of the Internal Mentor:

Signature:

Name of the External Mentor:

Signature:

Name of the Internship Supervisor.....

Signature:

Date of Submission:

Total number of Hours completed: