SSBES'

INSTITUTE OF TECHNOLOGY & MANAGEMENT, NANDED

On-the-Job-Training / Internship Policy Guidelines and Procedures

Message from Director

Dr. Madhav M. Bokare

SSBES' Institute of Technology and Management, Nanded, guided by its vision "To see education as a powerful vehicle for personal and social change," and its objective of creating globally competent manpower, is committed to empowering stakeholders through quality education and sustainable development. In alignment with Swami Ramanand Teerth Marathwada University, Nanded and the implementation of National Education Policy 2020, the institution emphasizes holistic, value-based, and experiential learning.

To enhance employability, entrepreneurial capabilities, and practical skills, the University has introduced On-the-Job Training (OJT)/Internship as a mandatory component at both undergraduate and postgraduate levels. This initiative enables students to apply classroom knowledge in real-world settings, gain hands-on experience, develop teamwork and leadership skills, and foster a spirit of innovation and self-reliance.

Through strong industry-institute collaboration and internships in reputed organizations, students are exposed to professional work environments, preparing them to become competent and responsible global citizens. This policy supports the development of critical thinking, creativity, and lifelong learning.

The institute encourages all stakeholders to actively participate in this initiative and make the most of the opportunities provided to shape successful and meaningful careers.

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1. Introduction

In today's competitive environment, academic excellence alone is insufficient for securing meaningful employment. Graduates must possess practical experience and industry-relevant skills alongside strong academic performance. Recognizing this need, the Government has incorporated Internship/On-the-Job Training (OJT) into the curriculum under the National Education Policy 2020, emphasizing experiential and skill-based learning.

Internships are structured programs offered by Higher Education Institutions to bridge the gap between theoretical knowledge and practical application. Students gain hands-on experience in professional or community settings, enhancing their technical, interpersonal, and problem-solving abilities. The University Grants Commission, through the National Credit Framework (NCrF, 2023), further reinforces the importance of experiential learning via internships, industrial projects, and OJT.

The primary objective of OJT is to provide real-world exposure through observation, demonstration, and hands-on practice under actual workplace conditions. It enables students to apply classroom learning, understand modern technologies, develop work ethics, teamwork, and professional behavior.

Upon successful completion, students are expected to demonstrate improved competencies, relate theoretical knowledge to practical tasks, identify industry practices, and assess their strengths and areas for improvement. OJT enhances employability, supports entrepreneurial thinking, and prepares students to become skilled, responsible professionals.

To ensure effective implementation, Internship Cell in HEIs facilitate placement, guidance, and industry collaboration. This policy will be implemented from the academic session 2025–2026 at our institute.

2. Objectives

On-the-Job Training (OJT) / Internships are vital components of higher education that support both academic enrichment and career development. As emphasized in the National Education Policy 2020, internships promote experiential learning by enabling students to gain hands-on experience in specific fields or disciplines. These are structured, short-term, and supervised programs, often focused on defined tasks or projects within a fixed timeframe. Internships may be paid, partially paid, or unpaid, but they are designed to be meaningful and mutually beneficial for both students and host organizations.

Objectives of OJT / Internships

- To relate knowledge and understanding acquired in the classroom to real-world job performance in actual work environments.
- To expose students to industrial and professional settings that cannot be replicated within academic institutions.
- To provide opportunities to develop and refine analytical, technical, and managerial skills essential for professional success.
- To offer hands-on experience in teamwork, enhancing communication skills, work ethics, adaptability, and conflict resolution abilities.
- To help students gain in-depth understanding of specific trades, industry practices, and professional protocols.
- To foster innovation, critical thinking, and problem-solving abilities through practical exposure.
- To enable students to identify their strengths, interests, and career pathways.
- To establish strong linkages between students and potential employers, facilitating future job and research opportunities.
- To enhance overall employability and prepare students for lifelong learning and professional growth.

3. Benefits of OJT / Internships

On-the-Job Training (OJT) / Internships provide significant advantages to students, institutions, and industry by bridging the gap between education and employment. Aligned with the National Education Policy 2020, the key benefits include:

For Students

- Gain practical, hands-on experience in real workplace environments.
- Apply theoretical knowledge to real-world situations, improving understanding and retention.
- Enhance employability skills such as communication, teamwork, leadership, and problem-solving.
- Develop professional ethics, discipline, and work culture.
- Acquire exposure to modern tools, technologies, and industry practices.
- Build confidence, adaptability, and decision-making abilities.
- Create strong resumes with relevant work experience and professional references.
- Explore career interests and identify strengths and areas for improvement.
- Develop networking opportunities with industry professionals.

For Institutions

- Strengthen industry–institute interaction and collaboration.
- Improve academic quality through feedback from industry practices.
- Enhance placement opportunities and institutional reputation.
- Align curriculum with current industry requirements.

For Industry / Organizations

- Access to young, skilled, and motivated talent.
- Opportunity to train and evaluate potential future employees.

- Fresh perspectives and innovative ideas from students.
- Contribution to skill development and nation-building initiatives.

4. Expected Outcomes of OJT / Internships

Upon successful completion of the On-the-Job Training (OJT) / Internship program, students are expected to achieve the following outcomes:

- Ability to effectively relate theoretical knowledge acquired in the classroom with practical applications in real work environments.
- Enhanced technical competencies and domain-specific skills aligned with industry requirements.
- Improved employability through the development of professional skills such as communication, teamwork, leadership, and problem-solving.
- Understanding of organizational structure, work culture, professional ethics, and industry practices.
- Exposure to modern tools, technologies, and state-of-the-art processes used in the workplace.
- Development of analytical thinking, decision-making ability, and managerial skills.
- Ability to perform assigned tasks efficiently under real workplace conditions with responsibility and accountability.
- Improved adaptability, confidence, and readiness to face professional challenges.
- Identification of personal strengths and areas for improvement in relation to career goals.
- Enhanced awareness of career opportunities, including employment, higher education, and entrepreneurship.
- Establishment of professional networks and potential pathways for future employment or research collaborations.
- Development of a positive work attitude, discipline, and commitment towards lifelong

learning.

5. Indicative List of Areas for OJT / Internships

Computer Science

The following areas are indicative and not exhaustive. Students may undertake On-the-Job Training (OJT) / Internships in any relevant and emerging domain of Computer Science and allied fields:

1. Software Development

- Web Application Development (Frontend / Backend / Full Stack)
- Mobile Application Development (Android / iOS)
- Desktop Application Development
- Software Testing and Quality Assurance

2. Data Science and Analytics

- Data Analysis and Visualization
- Machine Learning and Predictive Modeling
- Big Data Technologies
- Business Intelligence

3. Artificial Intelligence and Emerging Technologies

- Artificial Intelligence (AI)
- Machine Learning (ML)
- Deep Learning
- Natural Language Processing (NLP)
- Computer Vision

4. Cybersecurity

- Network Security
- Ethical Hacking and Penetration Testing
- Information Security Management
- Digital Forensics

5. Cloud Computing and DevOps

- Cloud Platforms (AWS, Azure, Google Cloud)
- DevOps Practices (CI/CD, Automation)
- Containerization (Docker, Kubernetes)
- System Administration

6. Networking and System Administration

- Network Configuration and Management
- Server Management
- IT Infrastructure Management

7. Database Management

- Database Design and Development
- SQL and NoSQL Databases
- Data Warehousing

8. Internet of Things (IoT)

- Embedded Systems
- IoT Application Development
- Sensor Networks

9. Blockchain Technology

- Cryptocurrency and Blockchain Development
- Smart Contracts

10. UI/UX Design

- User Interface Design
- User Experience Research and Prototyping

11. Research and Development

- Academic or Industrial Research Projects
- Innovation and Product Development

12. IT Support and Services

- Technical Support
- Software Maintenance
- IT Help Desk Operations

Note:

Students are encouraged to choose internship areas aligned with their academic specialization, emerging industry trends, and career interests. The institution may update or expand this list based on advancements in technology and industry requirements.

Management

The following areas are indicative and not exhaustive. Students may undertake On-the-Job Training (OJT) / Internships in any relevant functional domain of management:

1. Human Resource Management (HR)

- Recruitment ad Selection
- Training and Development
- Performance Appraisal Systems

- Employee Engagement and Relations
- Payroll and Compensation Management

2. Marketing Management

- Digital Marketing (SEO, SEM, Social Media Marketing)
- Brand Management
- Market Research and Consumer Behavior
- Sales and Distribution Management
- Advertising and Promotions

3. Financial Management

- Financial Analysis and Reporting
- Investment Analysis
- Banking and Financial Services
- Taxation and Auditing
- Risk Management

4. Operations Management

- Supply Chain Management
- Logistics and Inventory Management
- Production and Quality Control
- Process Optimization

5. Business Analytics

- Data Analysis and Visualization
- Business Intelligence Tools

- Predictive Analytics
- Decision Support Systems

6. Entrepreneurship and Start-ups

- Business Plan Development
- Startup Incubation and Innovation
- Venture Capital and Funding
- Small Business Management

7. International Business

- Export-Import Management
- Global Marketing Strategies
- Cross-Cultural Management
- International Trade Practices

8. Retail and E-Commerce Management

- Retail Operations
- E-commerce Platforms Management
- Customer Relationship Management (CRM)
- Online Sales and Digital Platforms

9. Banking, Insurance, and Financial Services

- Retail and Corporate Banking
- Insurance Operations
- Financial Planning and Wealth Management

10. Project Management

- Project Planning and Scheduling
- Resource Allocation
- Risk Assessment
- Monitoring and Evaluation

11. Business Development

- Client Acquisition and Relationship Management
- Strategic Planning
- Market Expansion Strategies

12. Corporate Social Responsibility (CSR) and NGO Management

- Community Development Projects
- Social Impact Assessment
- Sustainability Initiatives

Note:

Students are encouraged to select internship areas aligned with their specialization (HR, Marketing, Finance, etc.), career goals, and emerging industry trends. The institution may revise this list periodically based on industry needs.

Hospitality Studies

The following areas are indicative and not exhaustive. Students may undertake On-the-Job Training (OJT) / Internships in various operational and managerial domains within the hospitality and service industry:

1. Front Office Operations

- Guest Reception and Check-in/Check-out
- Reservation Management

- Concierge and Guest Relations
- Night Audit Operations

2. Food and Beverage (F&B) Service

- Restaurant and Bar Operations
- Banquet and Event Service
- Room Service / In-Room Dining
- Menu Planning and Service Standards

3. Food Production (Kitchen Operations)

- Culinary Operations (Continental, Indian, Bakery & Confectionery)
- Kitchen Management and Hygiene
- Food Safety and Quality Control
- Menu Planning and Cost Control

4. Housekeeping Operations

- Room Maintenance and Cleaning
- Linen and Laundry Management
- Inventory Control
- Interior Decoration and Aesthetics

5. Hospitality Sales and Marketing

- Hotel Sales and Revenue Management
- Digital Marketing for Hospitality
- Customer Relationship Management (CRM)
- Branding and Promotion

6. Event Management

- Event Planning and Coordination
- Wedding and Conference Management
- Banquet Operations
- Vendor Management

7. Tourism and Travel Management

- Tour Operations and Itinerary Planning
- Travel Agency Operations
- Ticketing and Reservations
- Destination Management

8. Hospitality Finance and Accounts

- Cost Control and Budgeting
- Billing and Revenue Management
- Financial Reporting

9. Human Resource Management in Hospitality

- Staff Recruitment and Training
- Employee Relations
- Workforce Scheduling
- In-flight Catering Services
- Cruise Hospitality Operations
- Customer Service and Safety Protocols

11. Facility and Property Management

- Maintenance Operations
- Safety and Security Management
- Sustainable Practices in Hospitality

12. Entrepreneurship in Hospitality

- Restaurant / Café Management
- Hotel Start-ups
- Cloud Kitchens and Food Delivery Services

Note:

Students are encouraged to select internship areas based on their specialization and career interests. The institution may update this list in accordance with evolving trends in the hospitality and tourism industry.

6. OJT/ Internships:

Internships constitute an essential component of the academic curriculum, and their satisfactory completion is mandatory for the award of a degree by the University. In accordance with the curriculum structure approved by the Academic Council, internships may be undertaken in multiple modes and are assigned appropriate academic credits. The primary objective is to provide students with opportunities to engage in immersive, time-bound assignments within organizations, thereby gaining practical exposure and professional experience.

The following is a brief overview of the indicative requirement regarding Internship duration and credits:

OJT/Internship	Class	Duration	Credits
On Job Training, Internship/ Apprenticeship or Field Project	M.Sc. CS II Sem	One Semester	3
Internship/capstone Project	BCA V Sem	8 Weeks	2
Internship/Capstone Project	BBA V Sem	8 Weeks	4
Summer Internship	MBA III Sem	45 Days	4
Internship	B.Sc. (HS) III Sem	45 Days	2
OJT	B.Sc. (HS) VI Sem	45 Days	4
Industrial Training	B.Sc. (HS) VIII Sem	120 Days	22

7. Internship Cell

The Internship Cell of the college shall be led by Internship Governing Council comprising of Director, Nodal Officer/TPO, and Assistant Coordinator(s). The Cell will further have Department-level Faculty Coordinators. Additionally, Student Coordinators shall be appointed from each Department by the nominated faculty for efficient outreach to students.

i. **Nodal Officer** - Training and Placement Officer of the Institute

ii. **Assistant Coordinator** – one of the faculty members to be nominated by the Director

iii. **Faculty wise Coordinators** – to be nominated by the Director

iv. **Student Coordinators -** to be nominated by the Faculty Coordinators (two students from each faculty)

The following chart illustrates the Governance structure envisaged for the Cell.

Nodal Officer	Dr. Md. Ahmed
Assistant Coordinator	Mr. Amol V. Suryawanshi
Faculty wise Coordinator (Computer Science)	Mr. Vipul M. Gaikwad
Faculty wise Coordinator (Management)	Dr. Md. Ahmed
Faculty wise Coordinator (Hospitality Studies)	Mr. B. B. Shinde
Student Coordinator (Computer Science)	Mr. Pratik Varma
Student Coordinator (Computer Science)	Mr. Kanhaiya Dalvi
Student Coordinator (Management)	Ms. Khushi Avtani
Student Coordinator (Management)	Mr. Shubham Rajesh Mane
Student Coordinator (Hospitality Studies)	Mr. Nilesh Metkar
Student Coordinator (Hospitality Studies)	Mr. Deep Narwade

8. Duties and Responsibilities of the Internship Cell

The Internship Cell shall be responsible for the proper functioning of the Internship processes at the Institute. The Cell shall be formed / reformed at the beginning of each academic year. The overall period of the Internship Cell shall be of three (03) years; however, the nominations of the student coordinators shall be done at the beginning of each academic year and accordingly Internship Cell shall be reformed. The overall role of the Cell is of a facilitator and counsellor for Internship related activities.

Duties of the Internship Cell

The Internship Cell shall function as the central coordinating body for planning, implementation, and monitoring of the OJT / Internship program. The key duties and responsibilities are as follows:

- To identify and develop a pool of internship opportunities and projects aligned with local industry needs and emerging sectors.
- To conceptualize, develop, and maintain a digital portal for registration of experts, industries, organizations, mentors, and faculty members, ensuring accessibility and transparency for students.
- To maintain a standardized and uniform record-keeping system for all internship-related activities, and ensure implementation of evaluation rubrics in accordance with the National Education Policy 2020, Government Resolutions (GRs) of Maharashtra, and the University Grants Commission National Credit Framework.
- To streamline and manage the internship selection process, including resume screening, presentations (PPTs), aptitude tests, group discussions, and interviews.
- To assign student coordinators at the department level who will act as the first point of contact, guiding students, addressing queries, and facilitating the overall internship process.
- To ensure that student coordinators, in consultation with faculty members, conduct resume verification at the beginning of the academic session.

- To actively engage with industries and make continuous efforts to onboard new organizations, especially in emerging sectors, thereby expanding diverse internship opportunities for students.
- To establish and strengthen industry linkages by initiating and signing Memoranda of Understanding (MoUs) on behalf of the institution for long-term collaboration.
- To organize preparatory and capacity-building activities such as training sessions, workshops, mock tests, and sharing of study materials, sample questions, and reference resources with students.
- To facilitate the onboarding process of students for internships through online or offline modes as per organizational requirements.
- To ensure student safety and address grievances or issues arising during internships. In such cases, the Nodal Officer / Training and Placement Officer (TPO) shall act as the final authority for resolution.

Additional functions of the Internship Cell include arranging experts for student's personality development, improve communication skills, vocabulary, prepare students for resume preparation & email writing, group discussion, interview skills, aptitude training & practice tests, technical report writing, presentation skills, foreign languages proficiency etc.

The department-level Faculty Coordinators and student coordinators shall act as facilitators between Institution, recruiters and students. The team will be responsible for managing databases, facilitating and overseeing outreach, addressing Internship-related Q&As, understanding and reporting student preferences, and resolving queries with respect to the internships.

9. Organization Outreach

The Cell, through the powers vested by Nodal Officer/TPO, shall reach out to the prospective companies in a formal and professional manner. The primary outreach shall be inclusive of following processes:

I. Development of Internship Brochure–soft copy as well as hard copy.

II. Preparing list of potential recruiters and past recruiters

III. Preferences mentioned by students in their Internship Undertaking

10. Intern Data Management

The Cell shall maintain a uniform database for Internships at department-level and institute level. The Cell shall have a restricted access to the database. It shall have detailed profiles of students, their contact details, prior education & experience, academic credentials, location / sectoral preferences, and internship status (companies shortlisted, awaiting response, internship offer, etc.). This database shall have a common skeletal framework and it shall be archived every academic year.

11. Internship Guidelines for Students

i. Eligibility

Eligibility is as per SRTM University norms. At the start of each academic year the college will specify the time lines pertaining to undertakings, resume submission deadlines, resume proof-checking and verification, organizing outreach, and selection process.

ii. Internship Application

I. The Internship Cell shall proactively inform the students when internship opportunities are floated along with the nature of internship, compensation structure, work mode/location, etc.

II. Interested students shall give their names to the department coordinators, who shall pass them on to the Assistant Coordinator with their resume.

III. Once the resumes are submitted to the organizations, the selection process shall start. The Cell will assist companies in scheduling pre-placement talks, tests, GDs, Interviews.

IV. Students are to strictly adhere to the schedule such events.

12. Code of Conduct

- Each student shall be eligible to accept at the most one Internship offer through the process. They would be de-registered from the process after receiving the offer.
- Any off-campus opportunities given to the students must be reported to the College for subsequent procedures of relieving to take place in time.
- Students are required to dress in college uniform with a presentable persona throughout the selection process. Casual clothing will not be allowed during any part of the whole process.
- If any student has any grievances with respect to termination and/or any penal action ordered by concerned HOD, then such student can submit his appeal in writing to the Nodal Officer/TPO, who shall be the final arbitrator on such matters.
- After performing exceedingly well in the Internship, the student may be provided with a Pre-placement Offer (PPO). It needs to be accepted / rejected by the student within the deadline as set forth by the organization. A student who accepts the PPO will be considered "placed" and de-registered from the Placement process. If a student rejects a PPO, they can appear for further placements with the cell without any restrictions.

13. Evaluation of OJT / Internship

Evaluation of the OJT component of the curriculum shall be carried in two key components:

- Continuous Assessment (40% of the total marks assigned for this component
- Semester End Assessment (ESA) (60% of the total marks assigned for this component)

Following is the procedure for the evaluation of the performance of the student who completes the internship:

- After completion of Internship, students shall be required to prepare a comprehensive report highlighting their learning and takeaway during the internship period. The report shall be signed by the Internship Supervisor, Nodal Officer / TPO and Faculty Mentor.
- The students are mandated to give a seminar based on the internship undertaken before an expert committee constituted by the concerned department, as per Performa for Evaluation of Internship (Appendix IX)
- The internship shall be evaluated on the basis of performance, as reflected in the Student's log (Appendix V), Attendance record (Appendix VI), supervisor evaluation form (Appendix VII).
- The assessment of internship will be based on the following criteria:
    - Quality and effectiveness of presentation
    - Depth of knowledge and demonstrated skills
    - Variety and relevance of learning experience
    - Practical applications and relationships with concepts taught in the course
    - Internship Report
- Seminar presentation will enable sharing knowledge and experience among students and teachers and hence build communication skills and confidence in the intern students. The weight age given to the Internship evaluation shall be as per the credits assigned and evaluation norms as given in the general guidelines of the implementation of NEP-2020 prepared by the SRTM University and at the discretion of the concerned HODs and Nodal Officer/TPO.
- The mark / credits earned by the student shall be submitted to the Examination Section of the University through the online portal along with marks of internal or continuous assessment of other courses.

Appendix- I

Internship Undertaking

1. Student Name:	
2. Current Address	
3. Residence Address	
4. Email id	
5. Mobile No.	
6. AADHAR No.	
7. PAN	
8. Overall GPA	
9. Mode of Internship	
10. Internship Preferences	

	Location	Core Area	Organization /Institute
Preference-1			
Preference-2			
Preference-3			

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

Appendix - II

Template of the Resume of the Intern

1. **Name:**
2. **Contact Details:**
3. **Contact Number:**
4. **Email ID:**
5. **AADHAR No.**
6. **Education**

Name of the Department / College	Name of the Course	Year	Specialization	Marks / CGPA
	SSC			
	HSC			
	B Sc / B A / B Com/			
	M Sc / M A / M Com/			

7. Details of Internship / Work Experience (if done earlier):
8. Details Project Work (done earlier, if any):
9. Academic Experience (Semester Project, extracurricular activities, etc.):
10. Emphasize accomplishments that are relevant to the field
11. Other Achievements and Personal Interests
12. Leadership positions held outside your formal work environment
13. Personal interests and accomplishments that will distinguish you from other applicants
14. Volunteer service/Social Work
15. Languages known (Mention the level of Proficiency)
16. Computer Proficiency (Mention the skills you possess)

Signature of the student

Appendix -III

Format of Letter for OJT in an Industry/Enterprise/Organization

To,
The (Manager, HR)
.....
.....

Subject: **Request for ___ week(s) On-the-Job Training / Internship in your Industry/ Enterprise/ Organization - reg.**

Dear Sir,

The SSBES' Institute of Technology and Management, Nanded, Maharashtra established in 1997, reflects the vision to enhance employability, entrepreneurial capabilities, and practical skills among the students. The College is accredited with "B" grade by NAAC in 2023. The College has been recognized about it's over all academic excellence and infrastructure.

As a part of the implementation of NEP-2020, the University has made a provision of completing 60 / 90 days On-the-Job Training (OJT) for the students of this University. The primary objective of OJT is to enable the students to acquire skills by getting hands-on-training in the real work environment.

The College has identified your esteemed Organization / Industry / Establishment for imparting OJT to the students of _____course. Around _(no.) students would be participating in the OJT. We would like to seek your cooperation in organizing the OJT at your organization. Kindly accord your permission and give at least one-week time for students to join training after confirmation.

S.No.	Name	Roll no.	Year	Department

The resumes of these students are attached with this letter. If vacancies exist, kindly do plan for Interviews for the students in above branches.

A line of confirmation will be highly appreciated.

Yours sincerely,

Nodal Officer / TPO

Appendix - IV

Relieving Letter of Student

To,

The General Manager (HR)

.....

.....

Subject: **Relieving letter for the student(s) to complete On-the-Job-Training in your esteemed organization**

Dear Sir,

Kindly refer your letter / e-mail dated.....on the above cited subject. As permitted by your good self the following students will undergo Industrial Internship in your esteemed organization under your sole guidance and direction

Sr. No.	Name	Roll no.	Year	Department

This training being an essential part of the curriculum, the following guidelines have been prescribed in the curriculum for the training. You are therefore, requested to please issue following guidelines to the concerned student mentor.

i. Intern ship schedule may be prepared and a copy of the same may be sent to us.
ii. Each student is required to prepare Internship diary and report.
iii. Kindly check the Internship diary of the student daily.
iv. Issue instruction regarding working hours during training and maintenance of the attendance record

You are requested to evaluate the student's performance on the basis of grading i.e. Excellent, Very Good, Satisfactory and Non-Satisfactory on the below mentioned factors:

i. Attendance and general behavior
ii. Relation with workers and supervisors
iii. Initiative and efforts in learning
iv. Knowledge and skills improvement
v. Contribution to the organization

The performance report may please be forwarded to the undersigned on completion of training in sealed envelope.

Your efforts in this regard will positively enhance knowledge and practical skills of the students, your cooperation will be highly appreciated, and we shall feel obliged.

The students will abide by the rules and regulation of the organization and will maintain a proper discipline with keen interest during their internship. The students will report to you on dated . ..... along with a copy of this letter.

Yours sincerely,

Nodal Officer / TPO

Annexure - V

Format of Agreement between the College Principal and Representative of the Industry / Organization

Agreement

This agreement is made between the Nodal Officer / Training and Placement Officer / Principal of the College / College Department and the Representative of the Industry or Organization for On-the-Job training with provision to be made by the Industry/ Enterprise or Organization on the following:

1. Assigning a Trainer or Supervisor for On-the-Job Training of students by the Industry/ Organization.
2. Engaging students on subject-specific work and providing required guidance or support to ensure their learning.
3. Monitoring the attendance and work completed by students on daily basis.
4. Provide experience letter/certificate of On-the-Job Training to students on completion of the training.
5. In case students need to extend beyond agreed hours, prior intimation shall be taken from Principal/Head of the School.

(i) Abide by Prevention of Sexual Harassment Act (POSH) for students undergoing training.

(ii) Information shall be provided to trainees regarding working conditions of the job, such as physical requirements potential hazards, health risks, noise levels, etc.

Signature of the Representative
Of the Industry/ Organization

Signature of the Nodal Officer
Training and Placement Officer
Of the University / College

Date:

As per the UGC's Sexual Harassments Act, 'sexual harassment' includes unwelcome sexually tinted behavior, whether directly or by implication, such as (i) physical contact and advances, (ii) demand or request for sexual favors, (iii) making sexually remarks, (iv) showing pornography, or (v) any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature.

Appendix -VI

Format of the Student's Diary (Logbook)

1. Student Name: _____
2. Trade / Course Studying: _____
3. Department / College Name: _____

   _____
4. Industry / Enterprise / Organization: _____

   _____

Week	Task Assigned	Activities Performed	Key Learning	Additional Remarks

Signature of Industry Supervisor

Student's Signature

Appendix VII

Student's Attendance Sheet

Name & Address of Organization

_____

_____

_____

Name of the Student	
Department / College Name	
Roll Number	
Name of Course	
Type of Work Assigned	
Date of Commencement of Training	
Date of Completion of Training	

Month and Year (to be signed by the Internship Supervisor):

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

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

Appendix VIII

Supervisor Evaluation of Intern

Student Name: _____ Date: _____

Work Supervisor: _____ Title: _____

Organization: _____

Internship Address: _____

Dates of Internship: From _____ To _____

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

Parameters	**Needs Improvement**	**Satisfactory**	**Good**	**Excellent**
Behaviors				
Performsina 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				

Parameters	Needs Improvement	Satisfactory	Good	Excellent
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 _____

Appendix IX

Format for Preparation of Report on OJT by Students

Students are required to prepare a report on the work they performed and learnt during On-the-Job Training (OJT). The report will be included in the student portfolio. Students shall include the following information in the OJT report:

Sr. No.	Section	Expected Details
1.	Introduction	• Title of the Report • Student's Name, Department / College, Grade, Roll No. • Name of the Job Role
2.	OJT Overview	• Employer/Workplace Details • Name of OJT Site, Address, Website, Supervisor Name • Brief Profile of the Organization (Government Private, NGO, Business Activity, etc.) • OJT Dates (Start and End), Timings, Number of Hours completed.
3.	OJT Details	• Activities Performed and Observations made during OJT • List of Tools and Equipment used during OJT • Key Learnings and Challenges faced during OJT • Any innovative work done during OJT

Annexure X

Performa for Evaluation of Internship by the College

1. Name of Student _____
2. Mob.No. _____
3. Roll No. _____
4. Program /Semester _____
5. Period of Training _____
6. Home Address with contact No. _____
7. Address of Training Site: _____
8. Address of Training Providing Agency: _____
9. Name / Designation of Training In-charge _____
10. Type of Work _____
11. Date of Evaluation _____
12. Please rate the following:

Sr. 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 Remarks:

Signature of Faculty Mentor

Annexure XI

Format for OJT Completion Certificate

This is to certify that Mr. / Ms. _____(name of the Student/Trainee), pursuing his/ her _____ course in SSBES's Institute of Technology and Management, Nanded has successfully completed **On-the-job Training (OJT)** at _____

_____and completed _____hours of OJT from _____to _____

He/ she has participated in the following activities/ tasks

1.
2.
3.
4.
5.

Signature
Name of the Authorized Signatory
Designation
Name of Industry/Enterprise/Organization
Office Stamp

Place:
Date:

Appendix XII

Student Feedback of Internship

(To be filled by Students after Internship completion and submitted to the institute)

Student Name: _____ Date: _____

Industrial Supervisor: _____ Title: _____

Supervisor Email: _____ Internship is: _____ Paid _____ Unpaid _____

_____ Organization: _____

_____ Internship Address: _____

_____ Faculty Coordinator: _____

_____ Department: _____

Dates of Internship: From _____ To _____

Give a brief description of your internship work (title and tasks for which you were responsible): Was your internship experience related to your major area of study?

i. Yes, to a large degree
ii. Yes, to a slight degree
iii. No, not related at all

Indicate the degree to which you agree or disagree with the following statements.

This experience has:	Strongly Agree	Agree	No opinion	Disagree	Strongly Disagree
Given me the opportunity to explore a career field					
Allowed me to apply classroom theory to practice					
Helped me develop my decision-making and problem-solving skills					
Expanded my knowledge about the work world prior to permanent employment					
Helped me develop my written and oral communication skills					
Provided a chance to use leadership skills (influence others, develop ideas with others, stimulate decision-making and action)					
Expanded my sensitivity to the ethical implications of the work involved					

This experience has:	Strongly Agree	Agree	No opinion	Disagree	Strongly Disagree
Made it possible for me to be more confident in new situations					
Given me a chance to improve My inter personal skills					
Helped me learn to handle Responsibility and use my time wisely					
Helped me discover new aspects of myself that I didn't know existed before					
Helped me develop new interests and abilities					
Helped me clarify my career goals					
Provided me with contacts which may lead to future employment					
Allowed me to acquire information and/ or use equipment not available at my Institute					

- In the Institute internship program, faculty members are expected to be mentors for students. Do you feel that your faculty coordinator served such a function? Why or why not?
- How well were you able to accomplish the initial goals, tasks and new skills that were set down in your learning contract? In what ways were you able to take a new direction or expand beyond your contract? Why were some goals not accomplished adequately?
- In what are as did you most develop and improve?
- What has been the most significant accomplishment or satisfying moment of your internship?
- What did you dislike about the internship?
- Considering your overall experience, how would you rate this internship? (Circle one).

  Satisfactory / Good / Excellent
- Give suggestions as to how your internship experience could have been improved. (Could you have handled added responsibility? Would you have liked more discussions with your professor concerning your internship? Was closer supervision needed? Was more of an orientation required?)

Signature of Student

Name: _____

Roll No. _____

Date: _____