



ભક્તકવિ નરસિંહ મહેતા યુનિવર્સિટી, જુનાગઢ

(ગુજરાત પબ્લિક યુનિવર્સિટીઝ અધિનિયમ નં. ૧૫/૨૦૨૩)

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એક જુગલ
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BHAKTA KAVI NARSINH MEHTA UNIVERSITY, JUNAGADH

[Gujarat Public Universities Act No. 15/2023]

ક્રમાંક: બીકેએનએમયુ/એકેડેમિક/૧૮૭૬/૨૦૨૬

તારીખ: ૧૪/૦૮/૨૦૨૬

વિષય: સ્નાતક કક્ષાએ Undergraduate Honors Programme (4th year) માટે OJT (On-the-Job Training)ની Standard Operating Procedure (SoP) પ્રસિદ્ધ કરવા બાબત
સંદર્ભ: એકેડેમિક વિભાગની તા. ૧૧/૦૮/૨૦૨૬ ની નોંધ ઉપર મળેલ મંજૂરી.

:: પરિપત્ર ::

ભક્તકવિ નરસિંહ મહેતા યુનિવર્સિટી સંલગ્ન તમામ કોલેજોનાં આચાર્યશ્રીઓ/ અનુસ્નાતક ભવનનાં અધ્યક્ષશ્રીઓને જણાવવાનું કે, KCGનાં તા.૨૬/૦૭/૨૦૨૩નાં પત્રથી પ્રસિદ્ધ કરેલ SOP તેમજ UGCની Guidelines ધ્યાને લઈ સ્નાતક કક્ષાએ ચોથા વર્ષમાં પ્રવેશ મેળવેલ વિદ્યાર્થીઓ માટે વિકલ્પ પસંદગી અનુસાર સેમેસ્ટર-૭ અને સેમેસ્ટર-૮ માં અનુક્રમે ૬-૬ ક્રેડિટ એમ કુલ ૧૨ ક્રેડિટની OJT (On-the-Job Training) કરવાની થાય છે. યુનિવર્સિટીની NEP Implementation Committee દ્વારા OJT (On-the-Job Training) માટેની Standard Operating Procedure (SoP) તૈયાર કરવામાં આવેલ છે. Standard Operating Procedure (SoP)ની અમલવારી અર્થે સંદર્ભ અનુસાર મંજૂર કરવામાં આવેલ છે. જેનો સ્નાતક કક્ષાનાં (UG Honours Programme) ઓનર્સ પ્રોગ્રામમાં અમલ કરવા આથી જણાવવામાં આવે છે.

(મુસદ્દો કુલસચિવશ્રી ધ્વારા મંજૂર કરવામાં આવેલ છે.)

સહી

(ડૉ. આર.જી. પરમાર)

કુલસચિવ

રવાના કર્યું

મદદનીશ કુલસચિવ

બિડાણ: SOP for OJT (On-the-Job Training)

પ્રતિ,

1. યુનિવર્સિટી સંલગ્ન તમામ કોલેજોના આચાર્યશ્રીઓ તરફ
2. યુનિવર્સિટીના અનુસ્નાતક ભવનના અધ્યક્ષશ્રીઓ તરફ.....
3. બોર્ડ ઓફ સ્ટડીઝનાં તમામ ચેરમેનશ્રીઓ તરફ.....
4. પરીક્ષા નિયામકશ્રી, ભક્તકવિ નરસિંહ મહેતા યુનિવર્સિટી, જુનાગઢ તરફ.....

સરકારી પોલીટેકનીક કેમ્પસ
ભક્તકવિ નરસિંહ મહેતા યુનિવર્સિટી રોડ
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BHAKTA KAVI NARSINH MEHTA UNIVERSITY

Standard Operating Procedure (SoP) for On the Job Training (OJT)

(These guidelines will be effective from the Academic Year 2026-27 and are subject to periodic review and updates as per University regulations and NEP-2020 requirements.)

1. Introduction:

NEP-2020 places strong emphasis on the vocationalization of education, ensuring that undergraduate learning is meaningfully connected to real-life applications. In this spirit, On-the-Job Training (OJT) has been introduced as a core component of the UG curriculum to help students integrate academic knowledge with workplace practices, develop professional competencies, and enhance employability. Except for programmes governed by statutory councils, all UG students are required to undertake OJT in relevant industries, organisations, or community-based institutions.

The Government of Gujarat's Standard Operating Procedure (SoP) mandates a **6-credit OJT of 6–8 weeks (approximately 180 hours)** during both the **7th and 8th semesters, totaling 12 credits**. Through placements in local industries, business organisations, health and allied sectors, government bodies, police departments, legislative offices, media organisations, artisans, and various community enterprises, students gain exposure to real-world work environments. This structured engagement is designed to support the key objectives of OJT—integrating classroom learning with workplace outcomes, strengthening understanding of work culture, fostering research aptitude, promoting emerging technologies, encouraging entrepreneurship, and building decision-making, teamwork, and social responsibility.

2. On the Job Training (OJT) Categories:

OJT refers to structured professional engagement where students work in real environments under expert supervision. It inducts learners into actual work situations and provides hands-on experiential learning through placements in industries, government bodies, private organisations, business units, artists, and craftspeople. OJT strengthens practical skills, workplace attitudes, confidence, and the ability to apply theory in real-life contexts. At the undergraduate level, OJT is classified into two types:

1) OJT for Enhancing Employability

Employability OJT builds the practical skills and professional behaviour needed for workplace readiness. It helps students gain real experience, understand industry

expectations, develop problem-solving and teamwork abilities, improve communication and confidence, learn organisational structures, and connect with professionals. This reduces barriers to employment and prepares students to become capable employees or future job creators.

2) OJT for Developing Research Aptitude

Research OJT nurtures inquiry, analysis, and scientific thinking. Students learn to formulate research questions, use tools and equipment, conduct experiments, collect and analyse data, perform simulations, and prepare research reports. These OJTs may be undertaken in HEIs, research organisations, industrial labs, or with experts and innovators. Institutionalizing research OJT supports NEP-2020's vision of fostering interdisciplinary and translational research and contributes to the innovation ecosystem of Atma-Nirbhar Bharat.

3. Objectives:

- **Integrate Learning with Workplace Practice:** Align classroom, laboratory, and workshop learning with real workplace outcomes across industries, organisations, and HEIs.
- **Enhance Understanding of Work Culture:** Provide students with real-world exposure to workplace expectations, challenges, values, and emerging job roles.
- **Promote Hybrid Learning:** Enable flexible, blended learning through physical and digital engagement supported by mentors and industry experts.
- **Develop Research Skills:** Build research aptitude through training in methodologies, analytical tools, ethics, data analysis, manuscript writing, and IPR.
- **Expose Students to Emerging Technologies:** Familiarise learners with new technologies and automation that enhance processes across modern and traditional sectors.
- **Strengthen Entrepreneurial Mindset:** Encourage understanding of enterprise creation and promote start-up and innovation-driven thinking.
- **Build Decision-Making & Teamwork Skills:** Foster problem-solving, critical thinking, collaboration, and teamwork for academic and professional growth.
- **Cultivate Social Responsibility:** Develop social awareness, empathy, and citizenship values among students.
- **Promote Collaborative Partnerships:** Strengthen industry–academia collaboration to offer joint OJT, apprenticeships, and research opportunities.

- **Enhance Professional Competence:** Instill professional ethics, values, and integrity to meet the expectations of the employment and research ecosystem.

4. Schedule (On the Job Training (OJT)/Apprenticeship)

The On the Job Training (OJT) should be scheduled:

- 1) During the 7th & 8th Semester, provided that the On the Job Training (OJT) activities do not interfere with regular classroom teaching or academic schedules of the College.
- 2) On the Job Training (OJT) should be completed at the end of semester.
- 3) The On the Job Training (OJT) completion certificate should be submitted to Controller of Examination, Bhakta Kavi Narsinh Mehta University, Junagadh till before the completion of semester-end Examination of 7th and 8th semester respectively.

5. Credit Weightage

Every undergraduate student is required to undergo an On the Job Training (OJT) as part of the programme, carrying a weightage of **6 credits in Sem-VII and 6 credit in Sem-VIII**, with a duration of 6–8 weeks (**approximately 180 hours**), before opting for an exit or completing the degree programme.

The credit allocation is suggested at 30 hours per credit in cases where the On the Job Training (OJT) involves practical exposure or laboratory-based activities. Accordingly, students must dedicate the prescribed number of hours to meet the credit requirements.

The On the Job Training (OJT) is intended to provide hands-on learning opportunities outside the classroom, through real-world exposure in industry, research labs, community organizations, or field-based projects. This approach ensures that students gain experiential learning that complements their academic knowledge and prepares them for future career and research pathways.

6. Duration:

The On the Job Training (OJT) shall comprise **approximately 180 hours**, inclusive of time spent with the mentor from Skill Knowledge Provider (SKP) and On the Job Training (OJT)-related work.

7. On the Job Training (OJT) Pathway:

- 1) Principal of each HEIs should appoint the Nodal Officer for On the Job Training (OJT).

- 2) All students should register themselves for the On the Job Training (OJT) in the prescribed format. **(Annexure-1)**
- 3) The Nodal Officer, in consultation with the principal of the college will appoint On the Job Training (OJT) Supervisor. A student undertaking On the Job Training (OJT) shall be called 'Intern' and he/she shall be attached to an On the Job Training (OJT) Supervisor.
- 4) The On the Job Training (OJT) Supervisor will prepare the core areas, objectives and learning outcomes of On the Job Training (OJT) which align with the major discipline of the study of the students.
- 5) Based on the subject and learning outcomes, institute/college should look for concerned industry who shall provide On the Job Training (OJT) to students. The concern HEI/student can also choose the mentor from HEIs/research organizations/industrial R & D labs/Universities/other national reputed institutions/organizations / industries/emergency professionals / NGOs / local government officials/outside India experts working at the international levels/social networking sites (e.g. LinkedIn etc) etc.
- 6) Exchange the MOU with the concerned industry/employer (also called Skill Knowledge Provider-SKP). The MOU should outline the assignments for students, the nature and duration of the work, stipends or honorariums (if any), the evaluation process, and certification procedures. **(Annexure-2)**
- 7) The institute should write recommendation letter to the SKP/IPO with whom MoU has been signed with details of the students who are going to undertake On the Job Training (OJT). **(Annexure-3)**
- 8) Exchange a letter of Intent (Consent) with the concerned industry/employer (also called Skill Knowledge Provider-SKP) with name of the Mentor. The LoI should outline the assignments for students, the nature and duration of the work, stipends or honorariums (if any), the evaluation process, and certification procedures. **(Annexure-4)**
- 9) Students are assigned to SKP based on their profiles and the industry's requirements.
- 10) Continuous evaluation of students during their assignments, both throughout the experience and upon completion, is conducted collaboratively by SKP/IPO mentor and On the Job Training (OJT) Supervisor (Faculty) from the Higher Education Institution (HEI). **(Annexure-5)**

11) Issue of On the Job Training (OJT) Completion Certificate, based on result of the evaluation which should be endorsed by On the Job Training (OJT) Supervisor and Mentor. **(Annexure-7)**

12) On the Job Training (OJT) can be undertaken in online mode as well. It can also be undertaken in the group of students as per the availability of On the Job Training (OJT) Supervisor in the institute/college. Individual On the Job Training (OJT) can also be undertaken by the student. In all these cases, the process will be the same.

8. CORE AREAS/FIELDS OF ON THE JOB TRAINING (OJT) AND POTENTIAL PARTNERS

Various promising areas/sectors for undertaking On the Job Training (OJT)s and their potential MoU partners are given in Annexure - IX. This annexure is indicative. Students/On the Job Training (OJT) supervisors/mentors may adopt more areas/fields of On the Job Training (OJT) based on their need/interest/ability etc.

9. ROLE OF SKILL KNOWLEDGE PROVIDER (SKP), NODAL OFFICER, ON THE JOB TRAINING (OJT) SUPERVISOR AND MENTOR:

9.1: Role of Skill Knowledge Provider (SKP)

Skill Knowledge Provider (SKP) which can also be called On the Job Training (OJT) Providing Organisation (IPO) in any organisation, HEI, philanthropy, farmer, government organisation, R&D institutions, research labs, artisans, enterprises, institution/person of eminence, cooperatives, corporates providing an opportunity to the student for On the Job Training (OJT) during the programme. Its roles are given below:

- Skill Knowledge Provider (SKP)/On the Job Training (OJT) providing organisation will connect with a nodal officer to look into the matter of facilitating the interns on arrival with registration, issuing identity cards/ library cards/ internet subscription/ any other specific requirements, accommodation, etc.
- Skill Knowledge Provider (SKP)/the IPO provides a mentor who is responsible for providing regular guidance to the student, helping them gain exposure to both research environment and employability skills, and ensuring the student benefits from the real-world work environment. They will give opportunity to students to apply the knowledge gained during their academic studies to practical situations, enhancing their employability.

❖ Different categories and types of Skill Knowledge Provider/On the Job Training (OJT) providing organizations include:

- Local industry
- Government or Private Organizations/Institutions
- Health and Allied Areas
- Business establishments (micro, small and medium)
- Local governments (Municipal Corporations, District Panchayats, Block Committees, Village Panchayats and Municipalities)
- Media organizations
- Local police stations
- Parliament or elected representatives
- Start-up Entities
- Social organizations
- Artists, craft persons, or professionals (individual/organization)
- Research laboratories, R & D Institutions
- Person of Eminence
- Co-operatives
- Corporates
- Philanthropy
- HEIs for conducting survey studies regarding social, economic, agricultural, cultural, educational aspects
- Libraries
- Organizations working for adult education
- Community service organizations
- Farmlands
- Gig workers
- Non-government organizations (NGOs)
- Research & development organizations
- Educational institutions

10.2 Role of Nodal Officer (From College/Institute)

Nodal Officer is an individual, who will be nominated as a member for the organisation and execution of On the Job Training (OJT) opportunities in the institution. He/she may be the principal of the HEIs. The person may be from the Research & Development (R&D) cell of the HEI. He/she will ensure the organization and registration of students, mentors, organisations, On the Job Training (OJT) supervisors.

All this information should be hosted on the HEI portal developed for On the Job Training (OJT), if available.

- On the Job Training (OJT) Programme will be fully organised, executed and monitored by the R&D cell of HEI through a Nodal Officer to be appointed by the Vice Chancellor/Director/Principal/Head of the Department of HEI.
- The nodal officer may reach out to HEIs, research organisations, research labs, corporates, industry, etc. and moreover to local administrative offices like Deputy Commissioners and heads of certain government offices like labour, municipal, hospital, tourism, public relations, finance, agriculture, social welfare, etc. to seek the opportunity of an On the Job Training (OJT) for the institution. For instance, the students can participate with local government in processes of census, surveys and elections and other schemes with proper mentoring mechanisms.
- The nodal officer may take care of the interns during their On the Job Training (OJT) tenure and address their problems.
- The nodal officer must connect with the SKP/IPO and make MOUs so as to facilitate the students for an On the Job Training (OJT) during the course.
- The nodal officer must ensure the registration of students, On the Job Training (OJT) supervisors, mentors and SKP/IPO in the portal, if developed. If the portal is not developed, all data of On the Job Training (OJT) should be maintained by the Nodal Officer.
- Nodal Officer will submit the consolidated results subject wise to the university with forwarding letter of principal.

10.3 Role of On the Job Training (OJT) Supervisor (From College/Institute)

An On the Job Training (OJT) supervisor is any individual who will be nominated by the institution for monitoring, supervising, and evaluation of the student during the On the Job Training (OJT) duration.

- On the Job Training (OJT) Supervisor will be nominated at the beginning of the academic year for each batch.
- On the Job Training (OJT) Supervisor from the host institute should monitor the regularity of the intern at his/her workplace. Students should preferably inform the On the Job Training (OJT) Supervisor at least one day prior to availing leave during the On the Job Training (OJT) except for emergency.

Any shortfall of the total hours of On the Job Training (OJT) should be met with extra hours/days.

- At the end of the On the Job Training (OJT), the On the Job Training (OJT) Supervisor will ensure issuing of completion certificates to the intern.
- On the Job Training (OJT) offered by the organisation should be followed by one project report and the assessment on the evaluation can be judged based on the innovativeness of that particular project, presentation and attendance by HEIs.
- On the Job Training (OJT) supervisor will keep all the data of the students who are undertaking the On the Job Training (OJT). After completion of the On the Job Training (OJT) evaluation, all data should be submitted to the Nodal officer.
- He/She will prepare the objectives and learning outcomes of the On the Job Training (OJT).
- HEIs may integrate the job assigned to faculty with workload assessment.

10.4 Role of Mentor (From Industries/ SKP)

- A mentor is an individual professional who is identified from the SKP/IPO by the HEI or by students himself/herself through their network. The mentor should be identified and his/her concurrence should be conveyed to the On the Job Training (OJT) supervisor.
- The Mentor actively engages the student in hands-on training and skill development activities relevant to the industry or field of work. They provide opportunities for the student to apply theoretical knowledge in practical scenarios, enhancing their competencies and professional capabilities.
- He/she will be providing professional/research guidance to the student during the On the Job Training (OJT). The mentors will also facilitate networking with other subject matter experts/professionals, which will enhance the On the Job Training (OJT) experience and learning of the intern.
- They shall be making the timely evaluation of a student and provide him completion certification/report for submission in HEI. On completion of On the Job Training (OJT), intern will prepare On the Job Training (OJT) report and get it endorsed by mentor.
- Throughout the OJT period, the Mentor regularly assesses the student's performance, providing constructive feedback and guidance for

improvement. They offer insights into the quality of work, adherence to professional standards, and areas for skill enhancement, contributing to the student's overall development.

- The mentor needs to check and validate the performance of students fortnightly and after the completion of the On the Job Training (OJT), issue the certificate/report.
- At the end of the On the Job Training (OJT), Supervisor shall share the feedback of the students and may provide suggestion which can be incorporated for future batches.

10. Indicative Activities during On the Job Training (OJT) and Research Projects:

Common Categories:

- Hands on Training and Practical
- Attending Seminar
- Study of Entrepreneurs and Enterprise
- Field Visit
- Exposure Learning
- Assignment Writing
- Project Reporting
- Short Research Project
- Case Study Analysis

Arts (Humanities & Social Sciences)

- Community Engagement / Extension Activities
- Survey-based Research (Social Issues, Cultural Studies, Linguistics, etc.)
- Interviewing Resource Persons / Local Community Leaders
- Participation in Theatre, Arts Exhibitions, or Cultural Workshops
- Creative Writing / Translation Exercises
- Data Collection and Content Analysis (Newspapers, Media, Literature)
- Digital Archiving of Historical / Cultural Materials
- Museum / Library On the Job Training (OJT)

Commerce & Management

- Industry / Bank / Insurance Company Visit
- Case Studies on Business Strategies and Failures
- Market Survey & Consumer Behaviour Study
- Financial Data Analysis & Report Preparation

- Simulation Exercises (Mock Trading, Accounting Software Training)
- Preparation of Business Plan / Start-up Proposal
- Exposure to E-Commerce Platforms
- On the Job Training (OJT) in NGOs for Microfinance and Rural Entrepreneurship

Science & Technology

- Laboratory Experiments and Techniques Training
- Field Work (Ecological Survey, Geological Mapping, Biodiversity Study)
- Data Analysis using Statistical / Scientific Tools
- On the Job Training (OJT)s in Research Institutes, Industries, or Hospitals
- Designing Models, Prototypes, or Experiments
- Use of Digital Tools (GIS, SPSS, MATLAB, etc.)
- Participation in Hackathons, Coding Camps, Science Exhibitions
- Environmental / Sustainability

11. On the Job Training (OJT) Evaluation for each Semester

The evaluation of On the Job Training (OJT) shall be done by the On the Job Training (OJT) Mentor of Skill Knowledge Provider/On the Job Training (OJT) Providing Organization and On the Job Training (OJT) Supervisor of the Department/College/Institute separately, 75 marks each.

On the Job Training (OJT) Evaluation Rubrics (Total 150 Marks)

A: Internal Evaluation Rubrics (75 Marks) by On the Job Training (OJT) Supervisor & Mentor during On the Job Training (OJT) period:

Criteria	Marks	Excellent (9–10)	Good (7–8)	Average (5–6)	Poor (0–4)
Attendance & Regularity	15	Always punctual, full attendance	Mostly punctual, few absences	Irregular, but manages tasks	Frequently absent/late
Discipline & Professional Attitude	15	Highly disciplined, professional, team player	Usually disciplined, cooperative	Sometimes careless, needs reminders	Indisciplined, unprofessional
Daily Diary Maintenance to record activities and learning experiences, which may include tasks, activities, and suggestions	15	Very detailed, systematic, error-free	Clear, well-maintained with minor lapses	Incomplete, lacks clarity	Negligent, poorly maintained

Criteria	Marks	Excellent (9–10)	Good (7–8)	Average (5–6)	Poor (0–4)
provided by their supervisor/Mentor					
Learning Attitude	15	Very curious, takes initiative, applies feedback	Interested, accepts guidance	Passive, limited effort to learn	Shows disinterest, ignores feedback
Mid-Term Review / Interaction	15	Excellent progress, confident explanation	Clear progress, satisfactory explanation	Limited progress, vague explanation	Poor progress, cannot explain
Total	75				

B. External Evaluation Rubrics (75 Marks) by On the Job Training (OJT) Supervisor & On the Job Training (OJT) Mentor at the end of On the Job Training (OJT):

Evaluation Component	Sub-Components	Marks	Description / Criteria
A. On the Job Training (OJT) Report (50 Marks)	1. Introduction & Objectives	10	Clear statement of the purpose of the On the Job Training (OJT), scope of work, and objectives aligned with the major area of study.
	2. Description of Work / Activities	10	Detailed explanation of tasks, projects, or assignments undertaken during the On the Job Training (OJT). Relevance to the field should be evident.
	3. Analysis & Problem-Solving	10	Shows critical thinking, analysis of tasks, solutions implemented, or challenges overcome during the On the Job Training (OJT).
	4. Learning Outcomes / Skill Development	10	Demonstrates what the intern learned, skills gained, and how it connects to academic knowledge.
	5. Presentation, Organization & References	10	Well-structured, coherent report with clarity, proper formatting, figures/tables if necessary, and accurate referencing.
B. Final Presentation & Viva-Voce (25 Marks)	1. Understanding of Work	5	Shows clear knowledge of On the Job Training (OJT) tasks, concepts, and the practical relevance of the work.
	2. Communication Skills	5	Clarity, confidence, and logical flow in oral presentation.
	3. Presentation Aids / Visuals	5	Use of slides, charts, tables, or diagrams to support explanation; visually organized.
	4. Response to Questions	5	Ability to answer questions thoughtfully, demonstrating depth of understanding.

Evaluation Component	Sub-Components	Marks	Description / Criteria
	5.Contents/Research Findings	5	Overall presentation style, time management, interaction with evaluators, and professional demeanor.

- **Minimum Requirements:** Students must obtain minimum 36% marks each (27 marks in Internal Evaluation and 27 Marks in External Evaluation) in evaluation by On the Job Training (OJT) Mentor and On the Job Training (OJT) Supervisor.
- A candidate who could not complete the On the Job Training (OJT) or has failed the overall On the Job Training (OJT) evaluation will be given one more chance to repeat the entire On the Job Training (OJT) or cover the shortfall hours during vacations, holidays, or in the next batch.
- If a candidate fails only the external evaluation, they will be required to resubmit the On the Job Training (OJT) report and/or appear for reassessment of the viva/presentation; however, they do not need to repeat the On the Job Training (OJT) itself.
- If a candidate fails the internal evaluation, they will be required to complete the pending tasks or shortfall work as advised by the supervisor and submit the report for reassessment.

12. Guidelines on how to calculate the internal 50% and external 50% weightage of supervisor (Mentor/SKP) (60%), faculty (On the Job Training (OJT) Supervisor) (40%) for On the Job Training (OJT) evaluation in UG courses under National Education Policy-2020

- ❖ Under the National Education Policy-2020, in the On the Job Training (OJT) evaluation in semester-7 & 8 of (UG) graduate courses, 60% evaluation will have to be done by the supervisor (Mentor/SKP) of the industry/company/institution and 40% evaluation will have to be done by the faculty guide (On the Job Training (OJT) Supervisor) of the college/department.
- ❖ In the above item no. 11-A Internal Evaluation Rubrics (75 Marks), 45 marks (60 %) will be given by the supervisor (Mentor/SKP) of the industry/company/institution as and 30 marks (40 %) will be given by the faculty (On the Job Training (OJT) Supervisor) of the college/department.
- ❖ In the above item no. 11-B External Evaluation Rubrics (75 Marks), 45 marks (60 %) will be given by the supervisor (Mentor/SKP) of the industry/company/institution as

and 30 marks (40 %) will be given by the faculty (On the Job Training (OJT) Supervisor) of the college/department.

- ❖ The list of students for 12-A Internal Evaluation Rubrics (75 Marks) and 12-B External Evaluation Rubrics (75 Marks) will have to be sent to the Examination Department of the University duly signed by the Principal of the College/Department.

**Annexure-I: Application for registration for On the Job Training (OJT)
Programme**

S.No.	Item	Intern Details
1	Name of Student	
2	Father's Name	
3	Semester	
4	Major Subject	
5	Programme of Admission (B.A./B.Com./B.Sc.etc)	
6	Category of On the Job Training (OJT)(Employability or Research On the Job Training (OJT))	
7	College Roll No	
8	SPU ID	
9	Mobile No	
10	Email ID	
11	Address	
12	Signature of the Student	
Following details to be filled by the Host Institute's On the Job Training (OJT) Nodal Officer:		
1	Batch No.	
2	Period of On the Job Training (OJT) (from __ to __)	
3	Total Hours assigned for On the Job Training (OJT)	
4	Name of the SKP/IPO	
5	Core-Area of On the Job Training (OJT) (For students of English Literature, Content Creation, Translation are core areas)	
6	Location of SKP/IPO	
7	Name of the On the Job Training (OJT) Supervisor	

8	Name of the Mentor from SKP/IPO	
9	Name & Signature of the Nodal Officer	

Annexure-II: MEMORANDUM OF UNDERSTANDING (MoU)

Between

[Name of Institution/College]

(Affiliated to Bhakta Kavi Narsinh Mehta University)

And

[Name of Industry/Organization]

1. Preamble

This Memorandum of Understanding (MoU) is made and entered into on this ____ day of _____, 2025 between:

- **[Name of Institution/College]**, located at [address], affiliated to Bhakta Kavi Narsinh Mehta University (hereinafter referred to as the “*Institution*”), and
- **[Name of SKP/IPO]**, having its office at [address] (hereinafter referred to as the “*Organization*”).

Both parties hereby agree to collaborate for providing On the Job Training (OJT) opportunities to undergraduate students of the Institution.

2. Objectives of the MoU

The primary objectives of this MoU are:

1. To provide students with exposure to real-life professional practices.
2. To enhance employability skills and/or research competencies.
3. To strengthen industry–academia linkages.
4. To promote mutual cooperation in areas of knowledge exchange, skill development, and experiential learning.

3. Scope of the MoU

- The Organization shall provide On the Job Training (OJT) opportunities (4–6 weeks as per NEP/UGC framework) to students of the Institution.
- The On the Job Training (OJT) may include employability training, project-based learning, or research exposure depending on the nature of the Organization.
- The Institution shall nominate students, monitor On the Job Training (OJT) progress, and coordinate with the Organization for smooth functioning.

4. Responsibilities of the Institution

- To appoint On the Job Training (OJT) Supervisor

- To recommend suitable students for On the Job Training (OJT) based on eligibility and interest.
- To provide necessary academic support, documents, and guidelines.
- To evaluate student performance jointly with the Organization through reports, presentations, viva-voce etc.

5. Responsibilities of the Organization

- To provide valuable learning experiences for students and assisting them in achieving learning outcomes.
- To provide facilities and resources required for student work during tenure of On the Job Training (OJT).
- To facilitate a minimum of 120 hours of On the Job Training (OJT) engagement for each student, spread across the stipulated On the Job Training (OJT) duration.
- No stipends and honorariums will be paid to students **or** Rs. _____ per month will be paid to the students as stipends.
- To provide a structured On the Job Training (OJT) programme aligned with student learning objectives.
- To designate a Mentor for guiding interns.
- To certify On the Job Training (OJT) completion and provide feedback/evaluation in the prescribed format.
- To ensure a safe and conducive learning environment for students.

6. Duration and Validity

This MoU shall remain valid for a period of **three (03) years** from the date of signing, unless terminated earlier by either party with one month's written notice.

7. General Terms

- This MoU is non-binding and does not involve any financial obligations.
- Any dispute arising out of this MoU shall be resolved amicably by both parties.
- The student must cooperate and report the activities performed to the mentor from the IPO throughout the duration of the On the Job Training (OJT).
- Students are required to maintain the Activity Logbook.
- The student is required to abide by the rules and regulations of the SKP/IPO. If any student does not abide by the rules and regulations, his/her On the Job Training (OJT) will be discontinued.
- All personal expenses related to the On the Job Training (OJT) (such as travel, accommodation, food, and other incidental costs) shall be borne by the student. In case

of any damages caused to the property of the Organization due to negligence or misconduct, the student shall be liable to bear the cost of such damages.

8. Signatories

In witness whereof, the undersigned have signed this Memorandum of Understanding on the day, month, and year first written above.

For [Institution/College]

(Signature of the Principal)

Name: _____

Designation: _____

Seal of Institution

For [Industry/Organization]

(Signature)

Name: _____

Designation: _____

Seal of Organization

Witnesses:

SN	Name of the Witness	Signature
1		
2		

Annexure-III: Recommendation Letter Format

To,

(Company /SKP Name)

Address

Dear Sir/Madam,

This is to inform you that, as per NEP-2020, On the Job Training (OJT) has been made mandatory for all undergraduate students of Semester-VII/VIII. Accordingly, several students from our department/institute have expressed their interest in undertaking an On the Job Training (OJT) at your esteemed organization, recognizing its importance and potential impact on their learning.

We kindly request your permission to allow the following students to undertake their On the Job Training (OJT) in your organization:

S. No.	Name	Roll No.	Year	Faculty	Subject

We would be grateful if you could convey your consent in the prescribed format at the earliest. It would be highly appreciated if students are given one week's time to join the On the Job Training (OJT) after confirmation.

A line of confirmation from your side will sincerely be appreciated.

With warm regards

Yours sincerely

Principal/On the Job Training (OJT) Nodal Officer

**Annexure-IV: Consent (Letter of Intent) of On the Job Training (OJT)
Mentor
(To be issued on Organization Letterhead)**

I, [Name], holding the designation [Designation] in the organization [SKP/IPO Name], hereby extend my consent to allow the following students of Semester-7 or 8 [Department/College/Institute Name] to undertake their On the Job Training (OJT) in this organization during the period from [Start Date] to [End Date]. I shall act as the On the Job Training (OJT) Mentor for these students.

**List of Students Covered:
(Attach separate sheet if required)**

S. No.	Student Name	Roll Number	Stipend, if any	Remarks (if any)
1				
2				
...				
25				

Note: Each student shall receive a copy of this consent confirming his/her inclusion.

Signature of On the Job Training (OJT) Mentor: _____

Name: _____

Designation: _____

Address: _____

Mobile No.: _____

Email ID: _____

Seal of the Organization:

Authorized by the Head of the Company

Name: _____

Signature: _____

Designation: _____

Seal of the Company

Forwarded to: The Principal/ Dean/ Head of Department, (College – Institute Name)

Annexure-V: Intern's Evaluation Report Format

Bhakta Kavi Narsinh Mehta University

S.No.	Item	Intern Details
1	Full Name of Student	
2	Semester	
3	Programme of Admission (B.A./B.Com./B.Sc.etc)	
4	Major Subject	
5	College Roll No	
6	SPU ID	
7	Batch No.	
8	Period of On the Job Training (OJT) (from__to__)	
9	Total Hours assigned for On the Job Training (OJT)	
10	Name of the SKP/IPO	
11	Core-Area of On the Job Training (OJT) (For students of English Literature, Content Creation, Translation are core areas)	

A: Internal Evaluation (75 Marks)

(Supervisor and faculty guide in the ratio of 60% and 40% respectively)

SN	Criteria	Maximum Marks	Marks Obtained		
			Supervisor (Out of 9)	Faculty (Out of 6)	Total (Out of 15)
1	Attendance & Regularity	15			
2	Discipline & Professional Attitude	15			
3	Daily Diary Maintenance to record activities and learning experiences, which may include tasks, activities, and suggestions provided by their supervisor/Mentor	15			

SN	Criteria	Maximum Marks	Marks Obtained		
			Supervisor (Out of 9)	Faculty (Out of 6)	Total (Out of 15)
4	Learning Attitude	15			
5	Mid-Term Review / Interaction	15			
	Total	75			

Signature of the On the Job Training (OJT) Supervisor
On the Job Training (OJT) Mentor

(College – Institute Name)

Signature of the

(Industries / SKP Name)

B. External Evaluation (50 Marks)

(Supervisor and faculty guide in the ratio of 60% and 40% respectively)

Evaluation Component	SN	Sub-Components	Marks	Marks Obtained		
				Supervisor (Out of 6)	Faculty (Out of 4)	Total (Out of 10)
I. On the Job Training (OJT) Report (25 Marks)	1	Introduction & Objectives	10			
	2	Description of Work/Activities	10			
	3	Analysis & Observations	10			
	4	Learning Outcomes / Skill Development	10			
	5	Presentation, Organization & References	10			
	Total		50			
II. Final Presentation & Viva-Voce (25 Marks)						
	1	Understanding of Work	5			
	2	Communication Skills	5			
	3	Presentation Aids / Visuals	5			
	4	Response to Questions	5			
	5	Contents/Research Findings	5			
		Total	25			
		Total (I+II) (50+25=75)	75			
Grand Total		Total (A+B) (75+75=150)	150	Total Marks Obtained Out of 150 =		

Signature of the On the Job Training (OJT) Supervisor
On the Job Training (OJT) Mentor

Signature of the

(College – Institute Name)

(Industries / SKP Name)

Annexure-VI: Format of On the Job Training (OJT) Report

1. Cover Page

- Title of Report
- Student Name, Roll No., Semester, Name of the Department/Institute (Affiliated to Bhakta Kavi Narsinh Mehta University)
- On the Job Training (OJT) Period (From – To)
- Name of On the Job Training (OJT) Supervisor, Mentor, SKP/IPO

2. Certificate

- On the Job Training (OJT) Completion Certificate from the organization (signed by On the Job Training (OJT) Supervisor and On the Job Training (OJT) Mentor).

3. Acknowledgments

- A note of thanks to the organization, On the Job Training (OJT) supervisor, mentor, department, and university.

4. Index / Table of Contents

5. About the Organization

- Brief history, mission, vision, structure, major activities, relevance to the field.

6. Objectives of the On the Job Training (OJT)

- Purpose of choosing this organization.
- Expected learning and employability skills to be gained.

7. On the Job Training (OJT) Work / Learning Experiences

- Tasks undertaken, responsibilities handled.
- Projects, observations, and practical exposure.
- Challenges faced and solutions learned.

8. Learning Outcomes

- List of learning outcomes and how they are achieved with reference to:
 - Knowledge gained (subject-specific and interdisciplinary).
 - Skills developed (communication, teamwork, technical, analytical).
 - Employability enhancement (career readiness, problem-solving ability).

9. Conclusion / Summary

- Reflection on overall experience.
- Key takeaways for future career or academic growth.

10. Attachments / Annexures (if necessary)

- Daily/weekly work diary.
- Certificates, brochures, reports, charts, or photographs of work

Annexure-VII: On the Job Training (OJT) Completion Certificate

[Institution Logo]

[NAME OF THE INSTITUTION]

Address: [Institution Address] | Phone: [Number] |

Email: [Email ID] | Website: [Website]

(Affiliated to Bhakta Kavi Narsinh Mehta University, Junagadh)

[Name of SKP / IPO]

Address: [Institution Address] | Phone: [Number] |

Email: [Email ID] | Website: [Website]

-----Certificate Issue Date:

ON THE JOB TRAINING (OJT) COMPLETION CERTIFICATE

This is to certify that **Mr./Ms./Mrs. [Name]**, Son/Daughter of **[Parent's Name]**, pursuing Semester-VI, in [Program Name like B.A./B.Com etc], and his/her Major discipline is [English/Physics etc], Roll No. **[Roll Number]**, of **[Department/College/Institute Name]**, has successfully completed an On the Job Training (OJT) and obtained _____ marks out of 75 and obtained _____ marks out of 75. The total marks obtained are _____ (Out of 150) with grade _____ in **[Organization Name]** from **[Start Date]** to **[End Date]**.

Based on **internal evaluation rubrics and external evaluation rubrics prescribed by the Bhakta Kavi Narsinh Mehta University**, the student has been evaluated and completed the On the Job Training (OJT) of six credits (180 hours in Sem—VII / 180 hours in Sem-VIII) successfully.

Signature of the On the Job Training (OJT) Supervisor

Signature of the On the Job

Training (OJT) Mentor

Seal of the Institution

Seal of the SKP/IPO

Grading for performance are as follows:

Letter Grade	Marks (In %)
O (Outstanding)	97.0-100
A+ (Excellent)	87.0-96.9
A (Very Good)	77.0-86.9
B+ (Good)	67.0-76.9
B (Above Average)	57.0-66.9
C (Average)	47.0-56.9
P (Pass)	37.0-46.9
F (Fail)	Below 37.0
Ab (Absent)	Absent

Annexure-VIII: Cover page of the On the Job Training (OJT)
Report

ON THE JOB TRAINING (OJT) REPORT

ON

(Title of the On the Job Training (OJT) Program Report in capital letters)

By (Name of the Student)

Major Discipline Name _____ (Roll No _____)

Name of College/Institute

(Affiliated to Bhakta Kavi Narsinh Mehta University)

Name of the On the Job Training (OJT) Supervisor

Name of College/Institute

Name of the On the Job Training (OJT) Mentor

Name of the Skill Knowledge Provider

Year of submission

Annexure-IX

Various promising areas/sectors for undertaking On the Job Training (OJT)s and their potential MoU partners (for reference)

Programme	Core On the Job Training (OJT) Area	Potential Partners
B.A. Gujarati	Literary Research & Editing	Gujarati Sahitya Parishad, Local Newspapers, Literary Magazines
	Translation & Content Writing	Sahitya Akademi, Translation Agencies
	Digital Content & Blogging	Online Media Houses, Self-Publishing Platforms
B.A. Hindi	Journalism & Reporting	Local News Channels, Prasar Bharati, Hindi Newspapers
	Content Writing & Translation	Hindi Literary Journals, Government Publications
	Theatre & Playwriting	Theatre Groups, Cultural Academies
B.A. English	Creative Writing	Literary Magazines, Publishing Houses
	Editing & Proofreading	Newspapers, Magazines, Online Content Agencies
	Teaching & Tutoring	Schools, Online Learning Platforms
B.A. Sanskrit	Manuscript Research	Oriental Research Institutes, Universities
	Translation & Documentation	Sanskrit Academies, Archaeological Departments
	Vedic Studies & Language Teaching	Gurukuls, Sanskrit Colleges
B.A. History	Museum & Heritage Management	Museums, Archaeological Survey of India
	Archival Research	State Archives, Historical Societies
	Tourism & Cultural Documentation	Tourism Departments, Heritage Sites
B.A. Psychology	Clinical & Counseling	Hospitals, Counseling Centers, NGOs
	HR & Organizational Behavior	Corporate HR Departments, Research Institutes

Programme	Core On the Job Training (OJT) Area	Potential Partners
	Research & Data Analysis	Universities, Social Research Organizations
B.A. Economics	Financial & Market Analysis	Banks, Financial Institutions, Stock Exchanges
	Policy Research	Government Departments, Think Tanks
	Data Analytics	Research Institutes, NGOs
B.A. Political Science	Governance & Public Policy	Local Government, NGOs, Policy Think Tanks
	Election Studies & Surveys	Election Commission, Research Agencies
	Diplomacy & International Relations	Embassies, International NGOs
B.A. Geography	GIS & Remote Sensing	Survey of India, GIS Firms, Environmental NGOs
	Urban Planning & Development	Municipal Corporations, Planning Agencies
	Environmental Studies	Environmental NGOs, Research Institutes
B.A. Sociology	Community Development	NGOs, Social Service Organizations
	Research & Field Surveys	Universities, Research Institutes
	Social Policy & Advocacy	Government Departments, NGOs
B.Sc. Physics	Laboratory Research	Universities, Research Labs, Industries
	Electronics & Instrumentation	R&D Labs, Tech Companies
	Renewable Energy & Materials	Solar/Energy Companies, Research Institutes
B.Sc. Chemistry	Laboratory Analysis & Research	Industries, Research Labs, Environmental Labs
	Quality Control & Pharma	Pharmaceutical Companies, Food Testing Labs
	Environmental Chemistry	Pollution Control Boards, NGOs
B.Sc. Botany	Plant Research & Conservation	Botanical Gardens, Research Institutes
	Agriculture & Horticulture	Agriculture Universities, Farms, Nurseries
	Medicinal Plants & Ethnobotany	Herbal Companies, Research Institutes

Programme	Core On the Job Training (OJT) Area	Potential Partners
B.Sc. Zoology	Wildlife Research	Forest Department, Zoological Parks, NGOs
	Animal Behavior Studies	Universities, Research Labs
	Conservation Biology	Wildlife NGOs, National Parks
B.Sc. Microbiology	Clinical Microbiology	Hospitals, Labs, Research Institutes
	Food & Dairy Microbiology	Food Companies, Testing Labs
	Environmental Microbiology	Pollution Control Boards, Research Institutes
B.Sc. Mathematics	Data Analysis & Statistics	Research Institutes, IT Firms, Banks
	Actuarial & Financial Modeling	Insurance Companies, Banks
	Teaching & Tutoring	Schools, Coaching Institutes
B.Com.	Accounting & Taxation	CA Firms, Corporate Finance Departments
	Banking & Insurance	Banks, Insurance Companies
	Business Analytics	Corporate Analytics Teams, Research Institutes
BBA	Marketing & Sales	Companies, Startups, Market Research Firms
	HR & Organizational Behavior	Corporates, HR Consultancies
	Entrepreneurship & Startups	Incubators, Startups
BCA / B.Sc.IT	Software Development	IT Companies, Startups, Freelance Projects
	Networking & Cybersecurity	IT Firms, Cybersecurity Labs
	Data Science & AI	Research Labs, Corporate IT Departments
B.A./B.Sc. Home Science	Nutrition & Dietetics	Hospitals, Wellness Centers, Food Companies
	Child & Family Studies	NGOs, Schools, Community Centers
	Fashion & Textile	Textile Firms, Fashion Houses
General / Interdisciplinary	Digital Marketing	Digital Agencies, Freelance Projects
	Entrepreneurship Incubation &	University Incubators, Startups

Programme	Core On the Job Training (OJT) Area	Potential Partners
	Social Work & Volunteering	NGOs, Community Centers
	Research & Data Analytics	Think Tanks, Research Organizations

Note:

The above-mentioned list is an indicative one. The students/On the Job Training (OJT) supervisors/ mentors may adopt more areas/fields of On the Job Training (OJT) based on their requirement/interest/ capability etc.