



**Deccan Education Society's
Fergusson College (Autonomous), Pune-4**



**GUIDELINES FOR ON JOB TRAINING (OJT) FOR
UNDER GRADUATE STUDENTS UNDER NEP2020**



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Fergusson College (Autonomous), Pune-4

OJT-Guidelines

The University Grants Commission (UGC) has introduced guidelines to integrate career-oriented, skill-enhancing add-on courses into undergraduate programs, aiming to bridge the gap between academic learning and industry requirements.

ugc.gov.in

These guidelines are particularly relevant for institutions like Fergusson College (Autonomous) seeking to implement on-the-job training (OJT) programs for Arts, Science and BVoC programs.

Key Aspects of UGC Guidelines for OJT Programs:

1. Purpose of On-Job Training (OJT)

On-Job Training (OJT) provides undergraduate students with practical, hands-on experience in a real-world work environment. It is designed to bridge the gap between academic learning and industry practices, enabling students to develop industry-relevant skills, improve employability, and gain valuable insights into their chosen career path.

2. The primary objectives of an On-the-Job Training (OJT) program include:

- Bridging the gap between classroom learning and real-world workplace outcomes.
- Offering students hands-on work experience and aligning their expectations with actual job requirements.
- Integrating both physical and digital learning environments within industry settings, complemented by mentorship.
- Enhancing research skills, including knowledge discovery, analytical techniques, methodologies, and adherence to ethical standards.
- Exposing students to emerging technologies and their practical applications across various sectors.
- Strengthening entrepreneurial skills and promoting job creation.
- Encouraging the development of problem-solving, decision-making, teamwork, and collaborative abilities.
- Promoting social awareness and instilling philanthropic values in students.
- Fostering partnerships between Higher Education Institutions (HEIs), industry, and academia to facilitate internships and research opportunities.
- Instilling professional ethics, values, integrity, and principles to meet the demands of the employment market and address societal needs.

3. OJT Outcomes:

Upon completing the OJT program, students will be able to:

- Apply classroom concepts to real-world work settings, deepening their understanding and skill set. Utilize emerging technologies and understand their applications, enhancing their technological literacy and adaptability.
- Gain insights into the challenges, opportunities, and culture of various workplaces, equipping them for future employment.
- Effectively engage with different learning methods through exposure to hybrid learning environments.
- Demonstrate research abilities, critical thinking, analytical skills, and ethical conduct in their work and its communication.
- Exhibit problem-solving skills and make informed decisions in complex, real-world situations.
- Collaborate effectively in team settings to achieve shared objectives in diverse work environments.
- Illustrate how they contribute to their field by demonstrating social responsibility and a commitment to sustainability.
- Uphold integrity and professionalism in their interactions, adhering to ethical principles and standards.

4. Eligibility

- As per the NEP guidelines, the UG students are expected to complete the OJT program in their SIXTH semester or during their semester break after FIFTH semester.
- Only undergraduate students who have completed the required number of academic credits / completed fifth semester and have reached the designated stage of their program are eligible for OJT.
- Students must have completed prerequisite courses or possess the basic skills related to their field of study.

5. Batch Size: Each course should have a minimum of 20 students to be viable.

6. OJT structure /Duration of OJT

- For an OJT, one credit of OJT means two-hour engagement per week. Accordingly, in a semester of 15 weeks' duration, one credit in this course is equivalent to 30 hours of engagement in a semester.
- Area/Sector of On Job Training can be Government /Non-Government organization/ Industry/Research Institutes/HEI's/ Clinics/Laboratories/ Business organizations/ local industry/artists/ craftspeople/ Banking /Cooperative sector/any other relevant to the subject
- The academic schedule must be planned by the departments in accordance with the duration of the OJT
- The duration of OJT may vary depending on the program requirements. Typically, it ranges from 4 weeks to 5 months.
- The training period should be clearly outlined and agreed upon before the commencement of the OJT.
- Credit wise duration of the internship should be as per the table below:

Sr.No.	Credit	Contact Hours	Self-Study (Hrs.)	Total
1	1	30hrs.	15hrs.	45 hrs
2	4	120hrs.	60hrs.	180 hrs.
3	6	180hrs.	60hrs.	270 hrs.

7. OJT IMPLEMENTATION MECHANISM:

- One Teacher and two student coordinators, from each Undergraduate Graduate department will be nominated for coordinating and implementation of OJT program.
- The OJT coordinator (Teacher) will coordinate with the central team of the college
- The OJT coordinator should prepare the action plan for implementation of the OJT program for their respective departments.
- The Head, OJT coordinator, PG coordinator and the placement coordinator of the department should work in coordination with each other to ensure collaboration /Tie-ups with at least 10-15 relevant industries/organizations/research Institutes with focus on the OJT program implementation.
- The students can apply for OJT on their own keeping the departmental OJT coordinator in loop or apply through the OJT coordinator of the department .
- All the communication to the Industry/Organization will be done through the Head of the department and departmental OJT Coordinator .
- As per the number of the students, the OJT coordinators will allot equal number of students to all the faculty members of the department who will be the OJT supervisors/mentors for regular monitoring and evaluation of the allotted students
- The students should identify the OJT mentor from the organization where he/she is selected for the program and communicate to the OJT coordinator and supervisor.
- On receipt of an offer of internship, the student should consult the OJT coordinator and supervisor, obtain due permission from the parent institution and join the concerned host organization for an OJT as per the suggested schedule.
- The students are expected to maintain activity reports in the provided format, get it duly signed from the OJT mentor from the host organization and submit it to their departmental mentors regularly.
- Departmental OJT Coordinator will maintain the relevant documents of the OJT program and will be coordinating with the central team of the college.
- The student coordinators will assist the Teacher coordinator in various activities for implementation of the OJT program
- Evaluation format with suitable parameters will be provided to the Industry/Organisation supervisor who will give grades/marks to each student and communicate their evaluation to the departmental OJT coordinator
- After completion of the program the students must submit the duly signed completion certificate and report from the organization highlighting their learnings and takeaways during the period, to the OJT coordinator.

- The students must also present their work done during OJT programme in front of the college committee.

8. Responsibilities of Departmental OJT Faculty coordinator /Academic Mentors

- Develop and execute the action plan for the OJT program within the department.
- Assist students in identifying suitable OJT opportunities and host organizations.
- Serve as the primary point of contact for communication between the department and industry partners.
- Collaborate with the college's central team and other key coordinators (e.g., PG coordinator, placement coordinator) to ensure smooth operations.
- Provide guidance and support to students throughout the training period.
- Monitor students' progress and ensure they are receiving proper training and mentorship.
- Evaluate student performance through feedback from the host organization and review of the student's final report or presentation.
- Ensure that the primary objectives of point 2 are fulfilled and is reflected in the final presentation.

9. Selection of Host Organization/Institute

- Students must complete their OJT at a recognized and relevant host organization or institution.
- The host organization should provide adequate supervision and training opportunities that align with the student's academic program.
- The department or faculty should approve the host organization before the OJT begins.

10. Responsibilities of OJT Supervisors (Host Organizations)

- Provide adequate supervision and mentoring, and orient students regarding their responsibilities during the OJT.
- Ensure that students are assigned tasks that are in line with their **academic program and career development**.
- Offer a safe and conducive learning environment for the students.
- Provide regular performance feedback to the student and the academic mentor.
- Sign on attendance records and other required documentation.

11. Responsibilities of Students

- Follow all organizational rules and regulations of the host institution.
- Demonstrate punctuality, professionalism, and a positive attitude.
- Complete assigned tasks and projects to the best of their ability.
- Maintain regular communication with faculty mentors and OJT supervisors, and feel free to reach out to them with any questions, doubts, or requests for clarification.
- Document and report on work experiences, tasks, and skills acquired during the OJT.
- Submit a final report, presentation, or any other deliverables as required by the academic program.

12. Safety and Ethics

- Students should adhere to ethical guidelines, maintain confidentiality, and respect the intellectual property rights of the host organization.
- The safety and well-being of students should be a priority; and the host organisation must brief the students on safety protocols within the host organization.

13. Evaluation and Assessment

- The OJT program will be evaluated based on student performance, including the quality of work, learning outcomes, and overall contribution to the host organization.
- Students must submit periodic reports and a final report at the end of the training period.
- Faculty mentors and OJT supervisors will assess students' competencies based on practical work, and the final report and presentation will be graded as part of the student's academic evaluations as per the credit structure.

14. Monitoring, Feedback and Record Keeping:

- Institutions should maintain detailed records of students' attendance, practical work, project reports, and assessments.
- Documentation should be available for review by UGC or any other designated authority.
- Regular monitoring of the courses should be conducted to ensure they meet the desired objectives.
- Feedback from students and industry partners should be collected and analysed for continuous improvement.

15. Completion and Certification

- Upon successful completion of OJT, students will receive a certificate or letter from the host organization verifying their participation and performance.
- The academic institution will review the final report and determine if the student has met the academic requirements for completing the OJT.

16. Conclusion

OJT is a crucial part of the academic curriculum for undergraduate students, providing them with significant practical experience and preparing them for their professional careers. Students are encouraged to actively engage with the OJT process, take full advantage of the learning opportunities, and make the most of their time at the host organization.

Note-

- ✓ **These guidelines are subject to change according to updated guidelines received from UGC in future.**
- ✓ **For comprehensive details and implementation procedures, it's recommended to consult the official UGC document: *Guidelines for the Introduction of Career-Oriented Courses*.**