



કાંતિગુરુ શ્યામજી કૃષ્ણવર્મા કચ્છ યુનિવર્સિટી

ક્રમાંક : કચુ/પરિપત્ર/OJT-SOP/૨૦૨૬/ 1520

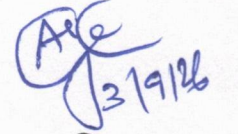
મુન્દ્રા રોડ, ભુજ -કચ્છ.

તા. ૦૩/૦૮/૨૦૨૬

પરિપત્ર: 172

આથી કે.એસ.કે.વી. કચ્છ યુનિવર્સિટી સંલગ્ન અનુસ્નાતક ભવનોના અધ્યક્ષશ્રીઓ અને કોલેજોના આચાર્યશ્રીઓને જણાવવાનું કે, શૈક્ષણિક વર્ષ ૨૦૨૬-૨૭ થી અમલમાં આવનાર NEP-2020 હેઠળના સ્નાતક કક્ષાના અભ્યાસક્રમો માટે On the Job Training (OJT) ની SOP તા.૨૫/૦૮/૨૦૨૬ના રોજની એકેડેમિક કાઉન્સિલની સભામાં મળેલ મંજૂરી અન્વયે આ સાથે સામેલ રાખી મોકલાવી રહ્યા છીએ. જેનો અમલ કરવા આથી જાણ કરવામાં આવે છે.

બિડાણ : ઉપર મુજબ.


કુલસચિવ

પ્રતિ,

અધ્યક્ષશ્રીઓ, અનુસ્નાતક વિભાગો (તમામ) તથા,
આચાર્યશ્રીઓ, સંલગ્ન કોલેજો (તમામ), કે.એસ.કે.વી. કચ્છ યુનિવર્સિટી, ભુજ-કચ્છ.

નકલ રવાના : ૧. માનનીય કુલપતિશ્રીના કાર્યાલય તરફ.

૨. પરીક્ષા નિયામકશ્રી, કચ્છ યુનિવર્સિટી, ભુજ-કચ્છ.

Revised SOP for On-the-Job Training (OJT)

1. On-the-Job Training (OJT)

On-the-Job Training (OJT) under NEP 2020 is an intensive skill-oriented experiential learning process aimed at developing employability, professional competency and workplace readiness through active engagement in real-time job responsibilities. Unlike internship, OJT emphasizes deeper involvement of students in actual industrial, laboratory, institutional, clinical or professional activities where students perform assigned duties under supervision similar to a trainee professional. OJT focuses on advanced skill development, discipline-specific hands-on training, problem-solving ability, workplace ethics, teamwork, documentation practices and outcome-based learning through continuous professional engagement, thereby preparing students for employment, entrepreneurship, research and higher professional responsibilities.

Provision of OJT

Provision	Duration	Credit	Purpose
OJT*	180 Hours 7 th Semester	6 Credits	To improve the employability
OJT*	180 Hours 8 th Semester	6 Credits	To improve the employability

*Students who are not undergoing OJT during Semester 7 and Semester 8, he/she will study major papers in lieu of OJT.

2. Credit Weightage

The credit weightage for OJT is suggested to be 30 hours per credit if they have only practical exposure or lab-based activities. Accordingly, the students must dedicate required number of hours for the same. The SOP offer scope for providing hands on learning with classroom experience. Both HEIs & Industries can decide mutually for the duration of classroom lecture and industry visit.

3. OJT Pathway

Step 1: The concerned University department/College shall appoint Coordinator and decide subjects to be offered or linked with / OJT. The learning outcomes of every subject needs to be defined and mapped.



Step 2: Considering the subject and learning outcomes, institute/college should look for concerned industry who shall provide on-job-training to students.

Step 3: Exchange a letter of Intent/ MOU with the concerned industry/employer (also called Skill Knowledge Partner) mentioning the assignment to be given to the students, nature of work, duration of work per day, total duration, stipend (if applicable) paid to the students, evaluation, and certification process. **(Annexure-1*)**

University has prepared a draft MoU as guidelines to be signed with the Industry for the purpose of OJT. It is not mandatory to sign the MoU with Industry / SKP. Department / College can exchange a letter of intent as prescribed in Annexure-1 instead of MoU.

Step 4: Assign the industry to the students in lieu with their profile and the requirement of industries. **(Annexure-2*)**

Step 5: Evaluation of the students during and at the end of assignment shall be done jointly with industry supervisor and faculty of the concerned University department/College. **(Annexure-3*)**

Step 6: Issue of certificate/ Letter of Assignment Completion, based on result of the evaluation. **(Annexure-4*)**

* Annexures are suggestive. Department/College/Industry may modify as per need.

4. Online Data Management

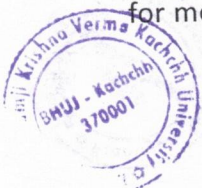
The OJT is suggested to be tracked by Nodal Officer appointed by the Department/College through a digital platform by developing a new or upgrading existing 'Students' Information System' used by concerned University/College.

The platform is expected to capture the following:

- A. Details of Employer
- B. Organization Name
- C. Industry Supervisor Name and Details
- D. Nature of Industry
- E. Task Assigned
- F. Location
- G. Date/s of
- H. Total Hours Completed
- I. Evaluated by a Department/ College Faculty Supervisor

The dates, number of days, total hours of OJT, and number of interactions by faculty with students, remarks by faculty, student learnings, and feedback can be captured.

The concerned University department/College that prefer to track the s off-line need to make sure that the relevant faculty is responsible for proper monitoring. While doing so, it must collect and store data and information in a way that makes it possible to produce and use it for monitoring and assessment.



5. Suggestive Safety Measures

1. The concerned University department/College may sign an agreement/MOU with the Employer or organization that shall be providing OJT to students. The MOU shall incorporate necessary requirement for that includes:
 - Learning exposure to students, assist student to meet learning outcome,
 - Facilities which may be provided by Skill Knowledge Partner (SKP) to assign the work to the students
 - Nature of work
 - Duration of work per day
 - Total duration
 - Stipend paid to the students (if applicable)
 - Evaluation mechanism and
 - Certification
2. In absence of agreement/MOU, letter of Intent (LOI) can be considered as a document to engage the specific organization/employer as Skill Knowledge Provider.
3. OJT should be at the nearest area from University department/college or residence of student. Considering the reputation of industry, safety measures, and convenience, students may opt for OJT at distant location.
4. All safety measures should be complied by industry/ firm or establishment where OJT is carried out.
5. Adequate facility like place to sit, toilets and hygiene facility shall be provided, to ensure gender inclusiveness.
6. Timing and duration of the OJT should be convenient to students, by keeping the travel safety and security into consideration.
7. OJT shall be carried out in offline mode. There should be optional options to work online or remotely, considering the nature of the industry and task which meets the learning outcomes.

6. Industry (Skill Knowledge Provider)

1. Skill Knowledge Provider shall nominate a person who shall be 'Industry Supervisor' or 'Mentor' who will provide exposure to student during assignment of work.
2. The Industry Supervisor should be oriented about the objective of the subject and learning outcome expected from the OJT.
3. Industry Supervisor shall share the feedback of the students and may provide suggestion which can be incorporated for future batches.



7. Measures to be undertaken by Students

1. Students should register themselves on the portal/platform provided by concerned University/ college.
2. Students shall record their daily activities and learning in a daily diary, which will also have tasks, activities, and suggestions by the supervisor. The supervisor and the faculty shall assign the time to submit the written documented report.
3. The student shall mention their learning and reflections in the report. Also, it will help students to relate, test and implement classroom learning during assignment of work as well as share his/her experience in class and with peers. The supervisor shall support the student in daily activities and the faculty shall guide them to assimilate the learning in class through an open discussion session.
4. Student must undertake OJT in the Major discipline. Student can undertake after completion of examination of Semester 6.
5. Areas of Internship / OJT have been identified by the respective Board of Studies. The areas as suggested by the respective Board of Studies are exclusive but not limited.

8. Evaluation System

The Head of the University Department/ Principal of the College / Coordinator will assign faculty guide to all students irrespective of subject of faculty guide. The grade/marks for OJT shall be provided by the Industry Supervisor/ Mentor as Continuous and Comprehensive Evaluation (CCE) and Semester End Evaluation (SEE) will be done as per university norms in the ratio of 50% and 50% respectively as per following evaluation structure. The concerned SKP can issue a certificate or letter for work completion after successful completion of OJT by students.

Evaluation Structure for OJT External (University/College Level) Evaluation (SEE)

Particular	Report	Presentation	Viva Voce	Total Marks
Marks	45	15	15	75

Note: Everyone must maintain a separate document for each description.

Internal (Industry Level) Evaluation (CCE)

Particular	Skill	Discipline	Attendance	Total Marks
Marks	45	15	15	75

Note: Everyone must maintain a separate document for each description.



Format of 'Letter of Intent' for Skills Knowledge Partner (SKP)

To,
The Head of Department / Principal,
[Name of Department / College]
[Address]

Subject – Letter of Intent to be a Skill Knowledge Provider.

Dear Sir/ Madam,

1. [Name of Industry] is desirous to become a Skill Knowledge Partner and providing OJT opportunity to students of [Name of Department / College].
2. We would be providing OJT opportunity to up to [number of students] for the [Name of Course/s].
3. We understand that the course is commencing from [Month, Year] and will be for the duration of four years divided into 8 semesters.
4. As an industry, we shall provide opportunity to the students towards achieving the desirous learning outcomes. We understand that the minimum number of hours the student needs to spend on the learning outcome would be 180 hours as per university norms.
5. We shall share the confirmation letter with the name of student and course, once the batch is finalized.

Your Sincerely,
Name of Company
Address
Contact person Name
Designation
Phone number



Format of 'Letter of Intent' to the Student

To,

(Name of the Student)
(Name of the Department / College]
(Residential Address)
(Mobile Number)

Dear (Name of the student)

It gives me great pleasure to inform you that you have been selected by [Name of the company] as an intern to be located at [Location of OJT].

You will be paid a stipend of Rs. Per month In words). (if applicable)

Yours sincerely,

(Signature and name of authorised signatory)

(Seal of the company)

Student declaration and acceptance of offer:

I have read the terms and conditions and information regarding my OJT offer letter. I affirm that I accept the offer and will join the above-mentioned company on said date.

Signature:

Date:



OJT completion certificate for candidates to be issued by the company to the concerned university department/college

On the letter head of Company

Issued on: ID No:

OJT Completion Certificate

This is to certify that [Name of Student] , D/o, W/o, S/o [Name of Father / Husband] has successfully completed **On the Job Training (OJT)** with [..... grade] and [.....marks] out of **75 marks** as CCE* for [Name of Programme / Course] conducted [Name of Company] facilitated by [Name of Department / College] from [DD/MM/YYYY to DD/MM/YYYY] at [Name of company, address].

Certified by:

(Company name)

Sign and seal

(Designation)

Grading for performance are as follows:

Letter Grade	Marks (In %)
O (Outstanding)	97.0 - 100
A+ (Excellent)	87.0 - 96.99
A(Very Good)	77.0 - 86.99
B+ (Good)	67.0 - 76.99

CCE : Continuous and Comprehensive Evaluation



OJT Completion Certificate for candidates to be issued by the concerned university department/college to Examination Section of the University
on the letter head of university department/college

Issued on: ID No:

OJT Completion Certificate

This is to certify that [Name of Student] D/o, W/o, S/o [Name of Father / Husband] has successfully completed **On the Job Training (OJT)** with [..... grade] and [.....marks] out of **75 marks** as CCE* and consolidated [.....grade] and [.....marks] out of **150 marks** (CCE+SEE*) for [Name of Programme/Course] conducted by [Name of Company] facilitated by [Name of Department / College] from [DD/MM/YYYY to DD/MM/YYYY] at [Name of company, address].

Signed, Seal & Certified by:

Head of University Department/
Principal of College/
Co-ordinator

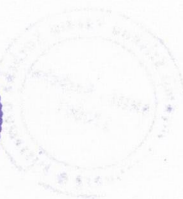
Date:

Place :

Grading for performance are as follows:

Letter Grade	Marks (In %)
O (Outstanding)	97.0 - 100
A+ (Excellent)	87.0 - 96.99
A(Very Good)	77.0 - 86.99
B+ (Good)	67.0 - 76.99

*CCE : Continuous and Comprehensive Evaluation
SEE : Semester End Evaluation



Sector for Internship / OJT

1. Aerospace and Aviation
2. Agriculture
3. Apparel Made-Ups and Home Furnishing
4. Automotive
5. Beauty & Wellness
6. Banking, Financial Services, and Insurance (BFSI)
7. Capital Goods
8. Construction
9. Domestic Workers (includes HR agency etc.)
10. Education
11. Electronics
12. Food Industry Capacity & Initiative
13. Furniture & Fitting
14. Gem & Jewellery
15. Government / Govt. Undertaking Institution
16. Handcrafts and Carpet
17. Healthcare (includes Pharmaceuticals)
18. Hydrocarbon
19. Indian Iron and Skill
20. Infrastructure Equipment
21. Instrumentation Automation Surveillance & Communication
22. Information Technology (IT) - IT enabled services
23. Leather
24. Life Sciences (includes laboratories etc.)
25. Logistics
26. Management & Entrepreneurship and Professional (CA/CS/CMS/Advocate etc.)
27. Media and Entertainment (includes Journalism etc.)
28. Power
29. Retailers Association's (includes Shopping Mall/ Super Store etc.)
30. Rubber, Chemical & Petrochemical
31. Green Jobs (Solar, Windmill, etc.)
32. Mining
33. Persons with Disability
34. Sports, Physical Education, Fitness & Leisure
35. Telecom
36. Textile
37. Tourism & Hospitality
38. Water Management & Plumbing
39. Other

Note :

1. Department / College needs to select any one of the above Sector while entering the data of internship/ OJT for each student.
2. If student of BCom conducted internship in Account in Pharmaceutical company, Department / College needs to select Healthcare sector.

