

Policy for Optional Internship/On Job Training (OJT)

1. Introduction

Internship and On Job Training (OJT) are the two modes through which the students either get the practical nature of the occupation at the work place or improve their skills for a specific kind of job. These are the modes by which the students learn to apply their theoretical knowledge in real life working situation. It helps the students to learn the work place ethics which further enhance their employability.

- a) **Internship:** Internship can be defined as the period of training a student spends in an organization to gain experience or to fulfill the curriculum requirement. It gives the exposure to the students about the working environment of the specific industry related to their field of study. Internship provides only short term employment to the students and is temporary position. Internship may or may not be converted into the full time job depending upon the performance of the student during the internship period and company's manpower requirement at that time.

If the internship relates to career goal of the students and is optional requirement as part of curriculum, then it is called **Optional Internship**. On the other hand, if it is mandatory academic requirement as part of curriculum, then it is called **Compulsory Internship**. Student may or not be paid by the organization during the internship period.

- b) **On Job Training:** On Job Training (OJT) may be defined as the training program used by various employers to improve the skills and performance of the prospective employees for doing a specific type of job as per the company's requirement. This type of training is well paid and if a student's performance is satisfactory, it is converted into full time job after the completion of the degree of the student. Therefore, On Job Training somehow ensures the placement of the students.

2. Provision of Internship/OJT

Student can opt for Internship/OJT in following 2 ways:

a) **Through University Facilitated Drives-** All the eligible students can sit in the drives arranged by the University(On campus/Off campus) from time to time for the interview. The shortlisted candidates as per the employer will then be allowed to go on either internship or OJT as per the availability. To avail this facility, the students need to register for the placement activities as per the university policy.

b) **Through independent offer by student-** The students can also arrange for the independent offer for Internship or OJT on their own. The students need to get their offer verified from DCS through their respective Training and Placement Coordinators (TPC). The student must get the confirmation letter as per Annexure-III before going for Internship or OJT or else the Internship/OJT shall stand cancelled or will not be considered.

The respective school TPC shall provide training letter to the student in case of independent offer as per Annexure-XI. The student shall submit the training letter to the company/organization and shall submit the proof of offer letter to the respective school TPC before joining OJT/Internship.

Note:

(a) The students can approach the respective school Training and Placement coordinators (TPC) to get the information about the list of the companies where they can go for their Internship/ OJT. The student can approach those companies for exploring the option for training as an independent offer or can seek the help of respective TPC for the same. In both the cases, the students need to fill the application form as per Annexure- I and must get the confirmation letter as per Annexure-III before going for Internship or OJT or else the Internship/OJT shall stand cancelled or will not be considered.

(b) It shall be the responsibility of the respective school TPC to get the list of the companies verified from DCS before the start of each session. The verified list shall be then submitted by the Respective TPC to Division of Examination which shall make the list of companies visible to the students for selecting the organization for OJT/Internship.

3. Duration of Internship/ On Job Training (OJT)

Following 2 options are available for the perspective eligible students for internship/OJT

- a) **One Semester Internship/OJT**- The minimum duration for one semester internship/OJT is 4 months.
- b) **Two semester Internship/OJT**-The minimum duration for 2 semester internship/OJT is 8 months.

Note: -

- (a) If a student changes the company in between as per university placement policy, he/she must complete 4 months duration for one semester Internship/ OJT and 8 months duration for 2 semesters Internship/OJT in the latest/new company for appearing in final ETP viva.
- (b) The student must get the approval through proper channel to change the company/organization before joining the new organization/company.

4. Eligibility criteria

Student shall meet the following criteria to be eligible for Internship/ OJT.

- a. Minimum CGPA as per the passing criteria of the university
- b. Maximum of standing 2 E/R/G grades (or equivalent).
- c. No standing F grades (or equivalent).

Note- In case where the student has F grade in a course that does not require the physical presence of the student in the university, like project work which require working on some software on computer etc., the student may be allowed to go on Internship/ OJT with due approval from respective HOF.

- d. No disciplinary case registered before applying for Internship/ OJT till Date of Joining (DOJ).
- e. Minimum attendance requirement as per the University norms.

Note: In case the student does not meet the above said eligibility criteria, his/ her Internship/ OJT may be cancelled.

5. Internship/ OJT Application process

In case where the student is selected for Internship/OJT by either drive through DCS or through independent offer, the student can then apply for the same as per following:

- a. Division of Career Services (DCS) will release the list of students selected for Internship/ OJT by specific company along with Internship/ OJT start date and end date. In certain cases, the Internship/ OJT start date may be directly shared with students by respective organization.
- b. Students shall submit the Internship/ OJT application to respective school Training and Placement Coordinators (TPCs) in prescribed format (Annexure- I) at least 10 days prior to Internship/ OJT start date.
- c. School TPCs will verify credentials on Internship/ OJT applications submitted by the students and forward the same with HOS remarks to DCS.
- d. In case there is no Internship/ OJT provision in program scheme of the student, the school shall first create Internship/ OJT pathway in coordination with Division of Academic Affairs (DAA) before forwarding Internship/ OJT application to DCS or should take the general approval from competent authority.
- e. HD-DCS shall be the approving authority for all the Internship/ OJT cases satisfying the norms outlined in this policy. In case of any exception/ deviation beyond this policy, DCS will forward the cases to advisory committee as per section VI for final approval through competent authority.
- f. In case of approval of Internship/ OJT, DCS will intimate concerned school, DAA and ODRS regarding the approvals and necessary actions.
- g. The Concerned School TPCs shall convey the final decision on Internship/ OJT applications to respective students as per annexure III.
- h. Concerned School TPC with AOC shall also coordinate with respective divisions to ensure needful allocation/ de-allocation of courses including PEP courses as per Internship/ OJT pathway, hostel refund, CA proration, Exam scheduling etc.
- i. The student shall be intimated about the final approval for the Internship/ OJT request by the concerned School TPCs with 10 days from receiving student's application as per Annexure-III.

Note:

- a) The student must clear all his/her pending dues before proceeding to Internship/OJT. The OJT/Internship request of a student may be cancelled in case of pending dues.
- b) The student shall continue attending all classes as per allocated courses until 3 days prior to Internship/ OJT start date and should not have been reported for any disciplinary action during this period.
- c) In case where the student stub is changed from course work to Internship/ OJT and sequential courses like Capstone Project-II, Verbal ability-II etc. need to be deregistered, It is the responsibility of the respective school TPC and AOC to change the title and course code of the sequential course already studied by him/ her in the previous semesters.

For example: If the student has already studied the Verbal ability-I in the 7th semester and was supposed to study Verbal Ability-II in 8th semester, but due to change in the stub of the student to Internship/ OJT in the 8th semester, the student will now not study the Verbal ability-II, It will be the responsibility of the respective school TPC and AOC to get the course code and course title of the Verbal ability-I changed to new course code with title as Verbal Ability in the seventh semester.

- d) Timelines for each step as mentioned in Annexure-IV for the application process for Internship/ OJT must be strictly adhered by the respective divisions.

6. Internship/ OJT Modes

Student's academic treatment shall depend upon the duration of the Internship/OJT which may spread throughout the semester or may overlap between 2 semesters. Different possibilities and the academic treatment in such cases are described below:

- a) **In case where OJT/ Internship duration does not overlap between two successive terms-** Following modes shall be applicable:

Internship/ OJT Start Date		Internship/ OJT Modes and Description	
From the start of session till Mid Term Examination (MTE) (Student has not attempted all the MTE)		Mode A: Allocation of Courses to student as per Internship/ OJT pathway in respective program scheme	
After MTE till end of session		<p>Mode B: Student undertaking to be taken for any one of the following option as per Annexure-I</p> <p>Option-1: Mode A: Allocation of Courses to student as per Internship/ OJT pathway in respective program scheme</p> <p>Option-2: Duty Leave Mode with proration as per policy</p>	
Programs where provision of Internship/ OJT is not feasible in scheme due to regulatory bodies Such as PCI, ICAR etc.		<p>Mode C:</p> <p>In all such cases, the students need to contact their respective schools TPCs to initiate the application process after being shortlisted.</p> <p>Note:- Student needs to fill undertaking as per Annexure-V for academic requirement for all such cases.</p>	

b) In case where OJT/ Internship duration overlaps between two successive terms- following modes shall be applicable:

Internship/ OJT start Month		Internship/ OJT End month	Academic Treatment
Spring term	April	August	The student can opt for any of the

			<p>following 2 options while filling the academic treatment form as per Annexure-I</p> <p>Option-1: Student can register in OJT stub for spring term and can be given DL for the classes missed in Autumn term.</p> <p>Option-2: The student can be given DL for the classes missed in spring as well as autumn term but he/ she needs to appear for ETE exam for spring term.</p>
Autumn Term	September	January	Student to be registered in OJT stub and DL to be given for the missed classes for spring term
	October	February	The student can opt for any of the following 2 options while filling the academic treatment

			<p>form as per Annexure-I</p> <p>Option-1: Student can register in OJT stub for Autumn term and can be given DL for the classes missed in spring term.</p> <p>Option-2: The student can be given DL for the classes missed in spring as well as autumn term but he/ she needs to appear for ETE exam for autumn term.</p>
	November	March	<p>a) DL to be given for missed classes in Autumn term. Student needs to appear for ETE/ETP exam for autumn term.</p> <p>b) OJT stub to be registered for spring term.</p>

Note:

- a. Concerned School TPC's shall be responsible to co-ordinate with concerned divisions for all activities (CA proration, Duty leaves, Hostel relieving, Scheduling of Internship/ OJT evaluation etc.) after the approval of Internship/ OJT application.
- b. In case where the student has not appeared in either of the final ETP or the R grade viva due to some reasons like medical issues etc. one extra chance to appear in the R grade shall be given to the students. However in all such cases, the students need to pay the fee as applicable for F grade. If the student misses even the 3rd chance to appear in ETP, no further chance will be given and the grade shall be converted into F.

7. Monitoring of Student Progress in Internship/ OJT

To monitor the progress of the students on Internship/OJT the following checks are being placed:

a) Allotment of internal and external supervisor

Each student shall be allotted one internal and one external supervisor. Respective school TPC must mention the Name and UID of the Internal supervisor as mentioned in Annexure I. Internal supervisor shall be the respective school TPC/faculty nominated by HOS and the external supervisor is the mentor from the company under which the student is doing his/her Internship/OJT. The student can seek the guidance from his supervisors for any kind of doubts, challenges being faced during the Internship/OJT for doing analysis, report writing etc. via email or via phone. It is mandatory for student to share details of external supervisor with TPC of his/her school within a maximum of 15 days of start of OJT formally through email as per annexure-XII. The respective school TPC must ensure that the details of External Supervisor is received within 15 days from the OJT/Internship start date of each student and should maintain a complete record of the same.

b) Surprise visit by internal supervisor

There shall be surprise visits by the internal supervisors to check the progress and regularity of the students on Internship/OJT. The internal supervisor may check the progress of the student, attendance record etc. during the surprise visits. The supervisor can also seek for the feedback from the company about the student's performance and

behavior. If the student performance or behavior is found unsatisfactory, then his/her Internship/OJT may be cancelled.

c) Submission of monthly progress report by student and allotment of CA marks

Student need to submit the monthly progress report as per Annexure-VII to the internal supervisor via email within first week of the successive month based upon which the supervisor shall award satisfactory or unsatisfactory grade. The students also need to produce the overall CA marks as per Annexure XIII duly verified by the external supervisor in sealed envelope or get the marks sent to the respective TPC through the external supervisor before final End Term Evaluation.(In case where no CA marks are available from external supervisor, proration of CA marks on the basis of ETE shall be applicable).

d) Final Internship/OJT report submission by the student

After completion of the duration of the Internship/OJT, the students need to prepare the final comprehensive report and presentation on the work done during the Internship/OJT in prescribed format as discussed in guidelines for the preparation of Internship/ OJT report as Annexure-IX and Annexure-X. The student can take the guidance of the internal or external supervisor to prepare the final report. The students need to produce the final hard copy (spiral binding) of the final report duly signed by internal as well external supervisor along with the attendance record verified by the respective organization at the time of final End Term Evaluation.

Note: The candidate needs to bring the project report at the time of final ETP evaluation.

8. Uploading of soft copy of the training certificate by the student

All the students on Internship/ OJT are required to upload the soft copy of the training certificates on the following UMS link after completion of their Internship/ OJT duration as per the announcement made from time to time. Students on 2 semesters Internship/ OJT are required to upload the soft copy of the training certificate twice after each semester.

UMS navigation---→ LMS---→ upload training certificate

Note-

- I. It is the responsibility of the respective school TPC to verify the certificates uploaded by the students. In case, where the uploaded certificate is found fake, counterfeit or different from the company where the student has actually undergone training as mentioned in the final report submitted by the student, the case shall be forwarded to UMC board for necessary actions.
- II. In case the student is unable to upload the soft copy of his/her training certificate as per the UMS announcement due to company constraints like late issuance of the certificate, he/ she needs to give undertaking as per Annexure-VI about the final date up to which he/ she will submit the certificate. The student's result after the final End Term evaluation shall remain as "I" till the time he/ she submit the certificate.
- III. Before the start of the final ETP viva, the panel member must ensure that the student has uploaded the training certificate for the company in which the student has undergone the Internship/OJT as reflected in the student report. In case where student has not uploaded the required certificate on the UMS, he/she should be routed to the SOC/DSOC in the control room for filling an undertaking as per annexure-VI about the final date up to which he/ she will submit the certificate. The student shall be allowed to appear in the ETP Viva only after the submission of the undertaking.

9. Conduct of ETP viva:

After successful completion of Internship/OJT duration (4 months for 1 semester Internship/OJT and 8 months for 2 semester Internship/OJT), students are required to appear for final ETP viva in the university in person. In case, where due to company requirements or constraints, the student is not allowed to appear for ETP viva on the scheduled time, the request for the viva to be taken through Skype/video conferencing can be made by the student with subject to fee of Rs 5000/-.

Note:- If the student has given the viva through Skype/video conferencing and is awarded R grade, then he/she must appear in person for R grade viva. In case student has completed 4 months duration of OJT/Internship, then the student can request for preponement of final ETP viva if required.

10. Internship/ OJT Cancellation process

It is expected from students that they will perform to their best as per the expectation of the employer. But in extreme or exceptional cases where the Internship/ OJT of the student is cancelled due to some genuine reasons like medical emergency or the employer cancels the Internship/ OJT due to non-performance of the student, the following steps are applicable:

- a. Student must intimate the university regarding the cancellation of Internship/ OJT by submitting a valid proof to respective school TPC along with Internship/ OJT cancellation form (Annexure II) within three days from the date of cancellation of Internship/ OJT.
- b. School TPC will then forward the application with HOS remarks to DCS for further action.
- c. DCS will schedule a meeting of Advisory committee as per Section-10 to propose recommendations on the case.
- d. DCS will forward Advisory committee recommendations to concerned HOF for final approval.
- e. Final decision on Internship/ OJT cancellation application will further be conveyed to respective school, DAA, ODRS by DCS.
- f. Concerned school TPC and AOC will inform student about final decision and will also coordinate with DAA and CPE (Centre of Professional Enhancement) for necessary Course Registration to resume classes in the requisite coursework as per program scheme.

Note-The table (Annexure-VIII) depicts the timelines for Internship/ OJT cancellation process.

10.1 Academic treatment of students post Internship/ OJT Cancellation

In case Internship/ OJT of the student is cancelled by any means, relaxation in Attendance, CA components, MTE/ETE already missed by student due to Internship/ OJT shall be handled as per the details mentioned in Table 2.

Table 2: Relaxation after Internship/ OJT Cancellation		
Reason of Internship/ OJT Cancellation	Providing Duty Leaves for classes missed during Internship/ OJT	Proration / Rescheduling of CA/MTE/ETE
Student terminated from Internship/ OJT by the organization based on student performance	No	No
Student called back from Internship/ OJT on grounds of receiving an adverse report against student from the organization		
Student quits Internship/ OJT on his/her own due to any reason		
Student is called back from Internship/ OJT by the University owing to university/company constraints (Such as student went on 1 year Internship/ OJT but company sent the student back after 4 months due to their interchange of requirements etc.)	Yes	Yes (as per Duty Leave policy)

Any other reasons	As per the recommendations of Advisory committee duly approved by worthy PC office
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Note-

It shall be the responsibility of the concerned AOC to get a single course code registered to a student who has cancelled his/her Internship/OJT in case sequential courses (for e.g. Capstone project-I and Capstone project-II) are part of program scheme in the term where student Internship/OJT is to be considered.

11. Advisory Committee

The Advisory committee shall be responsible for proposing recommendations to concerned HOF on cases beyond what is listed in this policy. The recommendations of the Advisory committee shall be binding subject to approval of worthy Pro chancellor.

Committee Compositions:

- a) Concerned School HOS- Chairperson
- b) DCS nominee
- c) Respective DAA nominee

12. Health and Safety:

All the students who are undergoing training in a mine must get them insured as per the provisions of Chapter V of the Mines Act, 195 and should submit the proof of the same to concerned TPC at the time of filling the application for Internship/ OJT failure of which must lead to rejection of the Internship/ OJT application from student.

13. Disclaimer:

- a. The terms & conditions in the policy may be reviewed from time to time and may be modified by the university as per the situation & demands. The university reserves the right to change/modify any point of the policy as deemed appropriate by the University.

- b. For more clarity on any aspect of the policy, students are advised to contact their School Training and Placement Coordinators (TPCs).
- c. Students are required to carefully read this policy and related policies before participating in Internship/ OJT based recruitment processes.
- d. In case of any issue arising out of this policy and interpretation thereof; decision regarding any point not covered under this policy; and in case of any provision/decision being changed, modified or overridden, Authorized Signatory LPU shall be the final authority.

Annexure-I

Student Application for On-Job Training/Internship

Application No. (to be filled by DCS): _____ **Application Date:** _____

PART A: CANDIDATE DETAILS

Student Name:		Registration No.:	
Program/Degree Name:		Pass-out Batch:	
Contact Number:		E-mail ID:	

PART B: INTERNSHIP/ OJT DETAILS

Internship/ OJT Organization:			
Designation/Job Role:		Internship/ OJT Location:	
Source of Selection:	<input type="checkbox"/> University facilitated Placement Drive <input type="checkbox"/> Independent Offer		
Internship/ OJT Start Date:		Internship/ OJT Duration:	
Internship/ OJT Monthly Stipend:	Rs. _____ P.M.	Salary Package after Internship/ OJT:	Rs. _____ LPA
Offer Proof Attached:	<input type="checkbox"/> Yes <input type="checkbox"/> No		Proof Type: <input type="checkbox"/> Email <input type="checkbox"/> LOI
Student option for academic treatment*:	<input type="checkbox"/> OJT Stub <input type="checkbox"/> Duty leave		
Name of Internal Supervisor		UID of Internal supervisor	

***In case where student is opting for Internship/ OJT after MTE.**

Pending fee _____ **(attach fee slip printout from UMS)**

I undertake and certify the following that:

- I have read and understood all regulations of On-Job Training (OJT)/Internship Policy applicable to me and I am fully aware of all terms and conditions specified in the Internship/ OJT Policy.
- I shall abide by Internship/ OJT Policy and Code of Conduct during Internship/ OJT duration.
- I understand that before proceeding to Internship/ OJT, I will ensure that my Internship/ OJT application is approved in writing by all competent authorities. My Internship/ OJT will be rejected if I proceed on Internship/ OJT without prior written approval.
- I will send monthly reports of Internship/ OJT progress to my School's Placement Coordinator, duly certified by the authorized signatory of the organization, stating the details of Internship/ OJT work done within that month.
- I understand that if my Internship/ OJT is terminated by the Organization **or** if it is cancelled by the University **or** if I quit the Internship/ OJT on my own **or** in case I violate any of the regulations of Internship/ OJT, I shall report back to the University for completing my academic obligations as applicable. I will neither be eligible for nor seek any relaxation in attendance or academic obligations as prescribed by the University. This may require me to register course(s) as backlog(s).
- I understand that during Internship/ OJT I shall not join as a full-time employee, i.e. prior to the end of Internship/ OJT duration and Internship/ OJT evaluation by the University, in the Internship/ OJT organization without a No Objection Certificate from the University.
- I understand that as per placement policy, I am availing this offer and will not be eligible for any further assistance for campus placement. Irrespective of the salary package and profile constraints.
- I understand that I will have to appear for all the exams as per the examination schedule announced by the university. I understand that I have to fulfill my professional responsibility in organization and academics requirements like ETE/ETP, Fields project, and CA etc. simultaneously.
- I understand that if I will not be able to meet the academic requirements for the award of degree (due to any reason), university will not be held responsible for any loss to me in terms of academics and/or career/ placements.

- I understand that I must be present in the university in person for conduct of Final ETP Evaluation of my Internship/OJT.
- This has the consent of my parents.

Signature of the Student: Date (mandatory): ____ - ____ - ____

Application No. *(to be filled by DCS)*: _____ **Application Date:** _____

PART C: Forwarding Remarks (for office use only)

Student Registration No.: _____ **Name:** _____ **Program:** _____

Parameter	Particulars(to be filled by TPCs)
Aggregate attendance %age upto the last teaching day before Internship/ OJT:	
Current CGPA:	
Number of standing Reappears with E/R grades:	
Number of standing Backlogs with F grades:	
Number of standing Reappears with G grades:	
Internship/ OJT Provision exists in scheme for Internship/ OJT period (Yes / No):	

Only applicable If no Internship/ OJT provision in scheme:

Detail of Core courses to be registered:

Course Codes	Course Titles	Section
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Detail of Elective courses to be registered:

Course Codes	Course Titles	Section
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Waivers (if any):

VERIFICATION BY TPC

Name: _____ UID: _____ Signatures: _____ Date : _____

REMARKS OF HOS/COS-(School)

☐ **Recommended** ☐ **Recommended as a special case** ☐ **Not Recommended**

Name: _____ UID: _____ Signatures: _____ Date : _____

REMARKS OF DCSHOD/COC (in case of independent offer verification) / HD

☐ **Recommended** ☐ **Recommended as a special case** ☐ **Not Recommended**

Name: _____ UID: _____ Signatures: _____ Date : _____

Approval By Competent Authority		
<input type="checkbox"/> Approved	<input type="checkbox"/> Approved as a special case	<input type="checkbox"/> Disapproved

Approval Notified by DCS to: ☐ **School** ☐ **DAA** ☐ **ODRS****Others:** _____

Annexure-II

Student Application for Cancellation of On-Job Training (OJT)/Internship

Application Date: _____

PART A: CANDIDATE DETAILS

Student Name:		Registration No.:	
Program/Degree Name:		Pass-out Batch:	

PART B: INTERNSHIP/ OJT DETAILS

Internship/ OJT Organization:			
Designation/Job Role:		Internship/ OJT Location:	
Source of Selection:	<input type="checkbox"/> University facilitated Placement Drive <input type="checkbox"/> Independent Offer		
Internship/ OJT Monthly Stipend:	Rs. _____ P.M.	Salary Package after Internship/ OJT:	Rs. _____ LPA
Internship/ OJT Start Date:		Internship/ OJT Duration:	
Last day of Internship/ OJT attended (date):			
Reason for Internship/ OJT Cancellation:	<input type="checkbox"/> Called back from Internship/ OJT by University owing to university/company constraints <input type="checkbox"/> Called back from Internship/ OJT by University basis adverse report against student from Internship/ OJT organization <input type="checkbox"/> Terminated by Internship/ OJT organization based on student performance		

	<input type="checkbox"/> Student quits Internship/ OJT on his/her own due to following reason: Other Reason: _____ _____ _____
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PART C: COMMITTEE RECOMMENDATIONS (for office use)

Internship/ OJT Application Number:		Internship/ OJT Approval Date:				
Concerned COC Name:		UID:				
COC Remarks after discussion with company:						
Remarks of Committee:						
Activation of Course Registration *(to be filled by AOC)	Detail of Core courses to be registered:					
	<table border="1"> <tr> <td>Course Codes</td> <td>Course Titles</td> <td>Section</td> </tr> </table>			Course Codes	Course Titles	Section
	Course Codes	Course Titles	Section			
	Detail of Elective courses to be registered:					
<table border="1"> <tr> <td>Course Codes</td> <td>Course Titles</td> <td>Section</td> </tr> </table>			Course Codes	Course Titles	Section	
Course Codes	Course Titles	Section				

	Signature of AOC: _____
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☐ **Recommended**

 ☐ **Recommended as a special case**

 ☐ **Not Recommended**

Member 1 (HOS) Name: _____ UID:_____ Signatures: _____ Date: _____
 Member 2 (DCS) Name: _____ UID: _____ Signatures: _____ Date: _____
 Member 3 (DAA) Name: _____ UID: _____ Signatures: _____ Date:_____

PART D: APPROVALS REQUIRED (as per committee recommendations)

Student Registration No.: _____ Name: _____ Program: _____

Approvals Requested:☐ **Attendance Relaxation: Duty Leaves From Date:** _____ **To Date:** _____☐ **CA Proration** (Fill Details below)☐ **Rescheduling of Exams** (Fill details below)

Sr	Course Code	CA Proration (Yes/No)	MTE(Rescheduling/Proration/ Not Applicable)	ETE(Rescheduling/Proration/Not Applicable)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

HOF Remarks:**Name/UID:****Signature:****Date:****Advisory Committee Remarks (if applicable):****Name/UID of member 1: :****Signature:****Date:****Name/UID of member 2:****Signature:****Date:**

Name/UID of member 3:	Signature:	Date:
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Approval Remarks by Competent Authority		
<input type="checkbox"/> Approved	<input type="checkbox"/> Approved as a special case	<input type="checkbox"/> Disapproved

Note: Copy to be forwarded after approval to DAA for needful processing by school

Annexure-III

Intimation of Internship/ OJT Approval to Student

(Student Copy)

Dear _____, your application _____
(Student Name and Registration No.) (Internship/ OJT application No.)
for Internship/ OJT from _____ in _____
- (Internship/ OJT period) (name of the Internship/ OJT Organization)

is () Approved / () Disapproved by university.

Signatures (School TPC): _____

Date: ____/____/____

Annexure-IV

Timelines for Internship/ OJT application process

Activity	Information (From -To)	Timelines
<p>(1) Releasing list of students eligible for Internship/ OJT along with Internship/ OJT start date. (except for cases where independent offer is availed by the student). In case of Independent offer Internship/ OJT start date shall be directly shared with students by Respective Employer.</p>	<p>From DCS/Employer to Student. TPC must ensure that in case of independent offer is duly verified by DCS COC SPOC before proceeding to step 2.</p>	<p>As and when Drive results or DOJ is released by the company.</p>
<p>(2) Submission of Internship/ OJT application form (Annexure-I)</p>	<p>From Student to Respective School TPC Responsibility: School TPC</p>	<p>At least 10 days prior to Internship/ OJT start date or the next day when the DOJ is shared with the students.</p>
<p>(3) Verification of credentials on Internship/ OJT application and forwarding the application for remarks.</p>	<p>From School TPC to Respective HOS for seeking his/her recommendation.</p>	<p>1 day from submission of Internship/ OJT application form by the student. (It should be ensured, as far as possible, that all students joining in the same company should be processed together)</p>
<p>(4) Forwarding the Internship/ OJT application form after remarks.</p>	<p>From School TPC to DCS</p>	<p>Within 1 day after HOS remarks on Internship/ OJT application form.</p>
<p>(5) Approval of Internship/ OJT application</p>	<p>DCS</p>	<p>Within 1 day from receiving the Internship/ OJT application form after HOS remarks.</p>

*(6 a) Provision for creation of Internship/ OJT pathway with academic requirement (In case of special approvals such as MBA and other 2 year programs or Integrated/Dual degree programs with saving of 1 year etc)	From School TPC (with recommendation of HOS) to DAA.	Within 2 days from submission of Internship/ OJT application by the student.
*(6 b) Creation of Internship/ OJT pathway with academic requirement scheme after approval from worthy PC office.	From School TPC (with recommendation of HOS) to DAA	DAA to action within 2 days from the request received from School.
*(6 c) Forwarding the Internship/ OJT case to DCS for further processing	From DAA to DCS	
(7) Notification of approved Internship/ OJT from worthy PC office	From DCS to School, DAA and ODRS	Within 1 day after receiving the Internship/ OJT application.

(8) Further co-ordination regarding Approval implementation	From Respective School TPC's to Student and concerned central Divisions.	Within 2 days after approval document has been received by School.
Sub-activity	To be actioned by	Timeline
8(a) Allocation/de-allocation of courses.	8(a) School TPCs through DAA.	8(a) Within 2 days after approval.
8(b) Allocation/de-allocation of PEP courses/activities.	8(b) School TPCs through respective CPE.	8(b) Within 2 days after approval.
8(c) Uploading Duty Leaves, if applicable as per approval.	8(c) School TPCs through office of respective HOS.	8(c) Before last day of teaching of respective semester(s).
8(d) CA Proration, Exam scheduling (if applicable).	8(d) School TPC through DAA/Division of Examination.	8(d) Before last day of teaching of respective semester(s).
8(e) Hostel Fee Refund (if applicable)	8(e) Office of DRS	8(e) ODRS policy timelines.

***These steps (6 a, 6 b & 6 c) are only applicable in cases where no provision of Internship/ OJT pathways is present in the program scheme and also applicable in case of special approvals such as MBA and other 2 year programs or Integrated/Dual degree programs with saving of 1 year etc.**

Annexure-V

Student Undertaking of Internship/ OJT Academic Details (only applicable when no Internship/ OJT pathway is present in the program scheme)

Name: _____ Reg. No.: _____
Program Code and Name: _____ Section No.: _____
Name of Company: _____ Start Date of Internship/ OJT: _____
Stipend during Internship/ OJT: _____ Package: _____

Academic Requirement during Internship/ OJT (To be filled in consultation with Academic HOD and AOC)

Autumn Term (Term id): _____ **No. of course to be studied:** _____

Details of courses to be studied:

No. of courses to be waived off:

Details of courses to be waived off:

Requirement of CA:

CA is to be prorated as per the provisions of proration policy : _____

Term paper will be assigned in lieu of CA: _____

Any Other: _____

Spring Term (Term id): _____ **No. of course to be studied:** _____

Details of courses to be studied:

No. of courses to be waived off:

Details of courses to be waived off:

Requirement of CA:

CA is to be prorated as per the provisions of proration policy : _____

Term paper will be assigned in lieu of CA: _____

Any Other: _____

Name of Academic HOD:

Name of AOC:

UID of Academic HOD:

UID of AOC:

Signature of Academic HOD:

Signature of AOC:

Undertaking by Student:

1. I have been informed and i am aware about the academic requirements that I need to fulfill along with OJT/Full term Internship/Full year internship.
2. I understand that I have to fulfill my professional responsibilities in organization and academic requirements like ETE/ETP, Field project, CA etc simultaneously without seeking any favour from the university.
3. I will manage my leaves in my organization and will appear for ETE/ETPs as per the examination schedule of University.
4. I understand that if I will not able to appear for exam (due to any reason) then I will appear for reappear/
backlog as per the provisions and schedule of University.

Date:_____

Signature of Student: _____

Annexure-VI

Undertaking by the student for submitting Final Certificate of six months/one year Internship/OJT

Reg No._____ **Student Name**_____

Program Name_____ **Batch Year**_____

Course Code_____ **Mobile No**_____

I understand that I have been provisionally allowed to appear for the ETP viva and I hereby declare that since I am on 1 year/Six months Internship/OJT, thus I shall submit my final certificate of Full Term Internship/OJT to university after completion of my Internship/OJT but not later than 31st July 2018.

I am aware that in case, I am unable to submit the same till the above mentioned date, my final evaluation of Internship/OJT shall be discarded by the university and I grade shall be awarded in the result.

Signature of Student

Signature of TPC-School

Signature of HOS

Annexure-VII

Student Internship/ OJT monthly progress report format

Name of student:	Registration number:	Internship/ OJT organization:
Program/degree name:	E-mail ID:	Internship/ OJT Location:
Contact number:	Designation/Job role:	Date and month:

Activities completed this month
A. Brief description about the tasks/activities handled by the student:
B. Learning outcomes:

Remarks of Supervisor

Signature of Student:_____

Signature of Supervisor:_____

Annexure-VIII

Timelines for Internship/ OJT Cancellation Process

Activity	Information (From -To)	Timelines (within)
Submission of Internship/ OJT cancellation request (Annexure-II) in terms of application form.	From Student to Respective school TPC.	3 days from the date of Internship/ OJT cancellation.
Forwarding the student cancellation application for remarks.	(i) From School TPC to HOS	2 days from the date of receiving student cancellation request.
Forwarding the student cancellation application after remarks.	(ii) From School TPC to DCS	
Presenting the case to Internship/ OJT committee for remarks.	(i) From DCS to Internship/ OJT committee	4 days from the date when Internship/ OJT application form is received from TPC (after HOS signature).
Forwarding Internship/ OJT committee recommendations for final approval to respective HOF.	(ii) From DCS to Respective HOF.	
Final decision of HOF to be communicated	From DCS to Respective School as well as DAA.	2 days from final approval from HOF.
Core and Elective Course registration.	From DAA to student	5 days after final approval of HOF received by DAA from DCS.

Annexure IX

Guidelines for the preparation of Internship/OJT report

a) Guidelines for formatting of the report

- The report should be prepared on A4 letter size.
- The font type should be Times New Roman. The font size should be 14 for headings and 12 for normal text.
- All the headings should be in bold and all the other matter should be normal.
- The text should be justified throughout the report except for headings for figures, tables, schemes etc.
- The line spacing should be fixed at 1.5 for the entire report.
- The page numbers should be mentioned at bottom middle position.
- The top, bottom and right margins should be 1” each whereas the left margins should be set at 2.5”.
- The chapters should be numbered as Chapter-1, Chapter-2, etc. whereas figures, charts, tables etc. should be numbered as 1.1, 2.1 etc. For example- figure 1.1 corresponds to first figure in chapter-1.
- The hard copy of the report should be spiral bound with first page as thick cover.
- The report should be minimum of 40 pages and maximum of 60 pages.

b) Categorization of chapters

The report should be divided into minimum of 5 chapters. The number of chapters can be increased to maximum of 7 depending upon the requirement and nature of the work undertaken by the students. The suggestive guidelines for each chapter are as follows:

- **Chapter-1:** Chapter-1 should be titled as “**INTRODUCTION OF THE COMPANY** “. This chapter may include the brief introduction about the company where the student is doing his/her Internship/OJT like origin and growth of the company, number of departments along with brief functioning of each department, number of employees, net worth of the company, facilities available, company’s vision and mission, organization tree etc.
- **Chapter-2:** Chapter-2 should be titled as “**INTRODUCTION OF THE PROJECT UNDERTAKEN**”. It should include the objectives, importance and applicability, scope, relevance etc. of the proposed work. This may also include the work plan and the implementation part.
- **Chapter-3 or more:** Chapter-3 or more chapters can be on the work done by the student during his/her Internship/OJT period. Each Chapter must be given appropriate title. The

tables, figures, schemes etc. should appear in the report as and where they are required with proper labeling.

- **Final Chapter:** The final chapter should be titled as “**CONCLUSION**”. This chapter may include the summary of the findings and key observations during the Internship/OJT to attain the objectives as mentioned in Chapter-1. This chapter should also discuss about the future scope and applicability of the outcome of the Internship/OJT.

Guidelines for writing references

- References must be typed as Superscripted in text.
- The references should be written as the last section of the report.
- **While writing the reference for a paper in journal**, following order should be followed
 - a) Initials and surname of the authors
 - b) Title of the paper in inverted commas
 - c) Name of the Journal in italics (Standard abbreviation can be used)
 - c) Volume number in bold
 - d) First page-last page
 - e) Year of publication

For example- J. Luo, C. W. Chen, K. J. Parker, and T. S. Huang, “Artifact reduction in low bit rate DCT-based image compression,” *IEEE Trans. Image Processing*, **vol. 5**, pp. 1363–1368, Sept. 1999

- **While writing the reference of a book chapter**, following order should be followed
 - a) Initials and surname of the authors
 - b) Title of the book
 - c) Edition of the book in round brackets
 - d) Name of publisher
 - e) Year of book in bold
 - f) First page-last page

For example- M. Kitamura, R. Noyori in Ruthenium in Organic Synthesis (Ed.: S.-I. Murahashi), Wiley-VCH, Weinheim, 2004, pp. 3–52.

c) Contents of report

1. Cover page – {as per Annexure-IX (a)}
2. Declaration by student {as per Annexure-VII (b)}
3. Declaration by supervisors {as per Annexure-VII (c)}
4. Training certificate from organization/ Company

5. Acknowledgement (if any)
6. List of Tables (If any)
7. List of Figures/ Charts (If any)
8. List of Schemes (If any)
9. List of abbreviations (If any)
10. Chapter-1 INTRODUCTION OF THE COMPANY
11. Chapter-2 INTRODUCTION OF THE PROJECT UNDERTAKEN
12. Chapter-3, 4, 5 etc. (If any)
13. Final Chapter- CONCLUSION
14. References

d) Format for list of contents

S. No.	Title	Page
1	Declaration by Supervisors	1
2	Declaration by Student	2
3	Training Certification from organization	3
4	Acknowledgement	4
5	List of Tables	5
6	List of Figures/ Charts	6
7	List of Abbreviations	7
8	Chapter-1 INTRODUCTION OF THE COMPANY	8
9	Chapter-2 INTRODUCTION OF THE PROJECT UNDERTAKEN	18
10	Chapter-3, 4, 5 etc. (If any)	28
11	Final Chapter- CONCLUSION AND FUTURE PRESPECTIVE	40
12	References	42

Annexure-IX (a)

Title of the work

Name of the Organization/ Company

A training report

Submitted in partial fulfillment of the requirements for the award of degree of

Name of Degree

(Specialization)

Submitted to

LOVELY PROFESSIONAL UNIVERSITY

PHAGWARA, PUNJAB



From MM/DD/YY to MM/DD/YY

SUBMITTED BY

Name of student:

Registration Number:

Signature of the student:

Submitted to:

Name of Supervisor

Designation

Annexure-IX (b): Student Declaration

To whom so ever it may concern

I, **Name of the student, Registration Number of the student,** hereby declare that the work done by me on “**Topic of the work**” from **Month, year** to **Month, Year**, under the supervision of **Name of external supervisor, Designation, Name of the organization, company’s name,** and **Name of Internal supervisor, Designation,** Lovely professional University, Phagwara, Punjab, is a record of original work for the partial fulfillment of the requirements for the award of the degree, **degree name.**

Name of the Student (Registration Number)

Signature of the student

Dated:

Annexure-IX (c): Declaration by the supervisors

To whom so ever it may concern

This is to certify that **Name of the student**, **Registration**Number from Lovely Professional University, Phagwara, Punjab, has worked as a trainee in **organization/ company's name** on "**Topic of the work**" under my supervision from **Month, year**to **Month, Year**. It is further stated that the work carried out by the student is a record of original work to the best of my knowledge for the partial fulfillment of the requirements for the award of the degree, degree name.

Name of External Supervisor

Name of Internal Supervisor

Designation of the External Supervisor

Designation of the Internal Supervisor

Signature of the external Supervisor

Signature of the Internal Supervisor

Dated:

Dated:



INTRODUCTION OF THE COMPANY

- **Company's Vision and Mission**

- **Origin and growth of company**

- **Various departments and their functions**

- **Organization chart of the company**



INTRODUCTION OF THE PROJECT UNDERTAKEN

- **Objectives of the work undertaken**

- **Scope of the Work**

- **Importance and Applicability**

- **Role and profile**



Brief description of the work done

- **Position of Internship and roles**

- **Activities/ equipment handled**

- **Challenges faced and how those were tackled**

- **Learning outcomes**

- **Data analysis**

CONCLUSION

REFERENCES

Annexure-XI

Training Letter Format

RefNo: LPU/_____

Dated: __/__/__

To,

_____ (CEO/GM/HR Manager),

_____ (Company Name),

_____ (State)

Subject: Internship for (Program Name) **student from LPU**

Dear Sir/Madam,

Lovely Professional University has been a front-runner to improve standards of higher education in the country. The University, through its innovative pedagogical interventions, focuses on enhancing experiential learning with support and engagement of the industry.

The _____ (Name of the School) _____ grooms the student through analytical teaching, live projects, and active interface with industry professionals. As part of curricular requirements, the students are expected to undergo an internship in industry for gaining exposure to corporate practices and work environment.

We shall be grateful if you provide an internship opportunity in your esteemed organization to (Student Name) bearing Registration Number _____ for _____ (duration), where the internship is expected to end before DD/MM/YY.

We are confident that the student will contribute to value creation and meet your expectations should he/she get an opportunity for internship.

We look forward to a favorable response.

Best Regards,

_____ (Name) **Contact Number:** _____

Training Coordinator,
Official Email: _____

_____ (Name of the School),

Lovely Professional University, Punjab

Annexure- XII

External Supervisor Details Performa

Part A-Student Details

- Student name: _____
- Registration number: _____
- Batch year: _____
- Contact number: _____
- E-mail ID: _____
- Duration of On-job Training/Internship : One term Two Term

Part B- External Supervisor Details

- Name of Supervisor: _____
- Designation of supervisor: _____
- Name of organization: _____
- E-mail ID of supervisor: _____
- Contact number of supervisor: _____

Annexure-XIII

CONTINUOUS ASSESSMENT (CA) for INTERNSHIP/OJT

(By external Supervisor from organization)

Name of the student _____ Registration Number _____

Internship Project Title (if/any): _____

Name of Organization & Address: _____

Name of External Internship in-charge (with mobile number):

_____ Contact No: _____

S.No.	Criteria	Marks Obtained	Maximum Marks
1	Student conduct during internship		10
2	Punctuality and Enthusiasm		20
3	Technical Skill & Knowledge		20
4	Performance		50
	Total		100

Date _____

Authorized Signatory _____

Name _____

Designation _____

Company Seal

Note:

- The external Supervisor is requested to mark the continuous assessment only at the time of completion of the internship.
- The external Supervisor is requested to provide the CA marks in a sealed envelope to the student without disclosing his/her performance.
- Students must ensure that evaluation marks are provided by the organization as per above parameters in the given format during ETP.