OJT REPORT

A REPORT
ON
ON JOB TRANING (OJT)

SUBMITTED BY

Mr. JEEVAN PARIYAR
Roll No: 24011

UNDER THE GUIDANCE OF
PROF. AKBER KHAN

Submitted in fulfilment of the requirements for qualifying
MSc. IT Part I Semester - II Examination 2024-2025

University of Mumbai
Department of Information Technology

R.D. & S.H National College of Arts, Commerce &

S.W.A Science College Bandra (West), Mumbai – 400 050

Department of Information Technology
M.Sc. IT (SEMESTER II)

Certificate

This is to certify that On-Job-Training (OJT) has been successfully completed at RD **& SH National College & S.W.A. Science College** by **JEEVAN PARIYAR** holding Seat No._____, Studying Master of Science in Information Technology.

The OJT for Semester-II has been satisfactorily completed as prescribed by the University of Mumbai, during the academic year 2024-2025

Subject In-Charge   **Coordinator In-Charge**   **Externa Exa**

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1. Introduction:

With the introduction of NEP 2020, the higher education programs in India are gearing up to combine theoretical learning with practical application. On-the-job training and internships are tools that provide students with opportunities to apply theoretical knowledge in real-world settings. This hands-on experience helps bridge the gap between classroom learning and practical application.
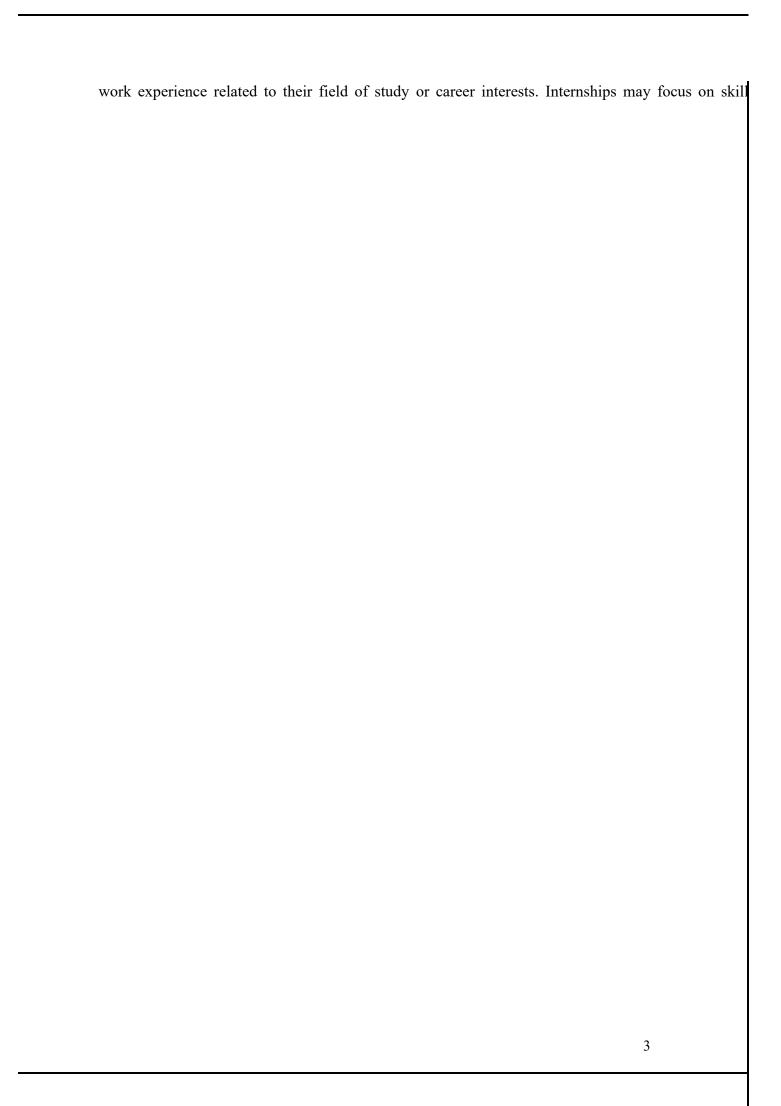
Internships and on-the-job training programs also offer students the chance to develop essential skills that employers highly value. These include communication skills, problem- solving abilities, teamwork, and adaptability. By working in a professional environment, students gain valuable experience that enhances their employability. They also learn to navigate professional environments, manage responsibilities, and overcome challenges. This experiential learning fosters independence, confidence, and self-awareness, which are essential for success in both career and life.

Furthermore, students get a first-hand look at various industries and career paths. This exposure allows them to explore different fields, understand industry trends, and identify areas of interest. It also helps students make more informed decisions about their career paths after graduation. At the same time, students get valuable networking opportunities. They interact with professionals in their field, build relationships, and expand their professional network. These connections can benefit future job opportunities, mentorship, and career guidance.

Experience gained through internships/ on-the-job training certainly adds value to students' resumes. Employers often look for candidates with practical experience; internships give students a competitive edge in the job market. In addition, a successful internship can sometimes lead to full-time employment opportunities with the same organization.

It is with this backdrop that the University of Mumbai has crafted its OJT policy in light of the NEP 2020 framework as well as the guidelines provided by the Higher and Technical Education Department, Government of Maharashtra (2024) and **UGC** Guidelines for Internship/Research Internship for Undergraduate Students **2023.**

An Internship/OJT programme aims to provide students or recent graduates with practical

work experience related to their field of study or career interests. Internships may focus on skill

development, career exploration, or both.

According to the UGC guidelines, in an internship programme, students are required to participate in work experience or professional activity, or cooperative education activity with an entity external to the education institution, under the supervision of an expert from the given external entity. A prime aspect of the internship is induction into actual work situations. Internships and OJTs include working with government or private organizations, educational institutions, research and development labs/research organizations/non- government organizations, enterprises, centres involved in research, innovativeness and entrepreneurship, business organizations, local industry, artists, craftspeople, farmers- producer organizations and similar other entities for providing opportunities to students for active engagement in on-site experiential learning.

On-the-job training (OJT) is a practical approach to acquiring new competencies and skills needed for a job in a real, or close to real, working environment. It provides the trainees with opportunities to practice skills and apply their knowledge under the most realistic conditions possible, which are the actual job conditions.

2. OJT Objectives:

An OJT programme in general sets out to achieve objectives such as

1. Align classroom learnings with workplace outcomes.

2. Provide students with real-world work experience and align their expectations with job demands.

3. Combine physical and digital learning modes in industry settings, blended with mentorship.

4. Foster research skills, including knowledge discovery, analytical tools, methodologies, and ethical conduct.

5. Introduce students to emerging technologies and their applications in various fields.

6. Strengthen students' entrepreneurial skills and encourage job creation.

7. Facilitate problem-solving, decision-making, teamwork, and collaboration.

8. Foster social awareness and philanthropic values among students.

9. Encourage collaboration between Higher Education Institutes (HEIs), industry, and academia for internships and research opportunities.

10. Instil professional principles, ethics, values, and integrity to meet employment market demands and social needs.

3. OJT Outcomes:

After the completion of the OJT programme, the student will be able to;

- apply concepts learned in classrooms to real-world work environments, enhancing their understanding and skills.

- show insights into the challenges, opportunities, and culture of different workplaces, preparing them for future employment.

- navigate through various learning modalities effectively through exposure to hybrid learning models.

- show evidence of research aptitude and skills of critical thinking, analytical skills, and ethical research conduct in the conduct, and communication of their work

- use and appreciate the use of emerging technologies and their applications, enhancing their technological literacy and adaptability.

- display problem-solving abilities in making informed decisions in complex scenarios through practical situations.

- work in teams and collaborate to achieve common goals in diverse work environments through collaborative projects.

- give examples and cite ways of contributing to the field of work in a manner that displays social responsibility and sustainability.

- display integrity in their dealings with their work and the people that they interact with by upholding professional; principles and ethical standards.

4. An Indicative List of Areas For OJT:

- Trade and Agriculture
- Economy & Banking Financial Services and Insurance
- Logistics, Automotive & Capital Goods ● Fast Moving Consumer Goods & Retail
- Information Technology/Information Technology Enabled Services & Electronics
- Handcraft, Art, Design & Music
- Healthcare & Life Science
- Sports, Wellness and Physical Education
- Tourism & Hospitality
- Digitization & Emerging Technologies (Internet of Things/Artificial
- Intelligence/Machine Learning/Deep Learning/Augmented Reality/Virtual Reality etc.)
- Humanitarian, Public Policy and Legal Services
- Communication
- Education
- Sustainable Development
- Environment
- Commerce, Medium and Small-Scale Industries

5. Role and responsibilities:

Head of the Department (HOD):

- To conduct an orientation session to familiarize students with the OJT purpose and process.
- To establish the code of conduct for the training period and guide students.
- To Assign department faculty members as mentors to OJT students.
- To ensure the OJT program aligns with departmental and institutional academic objectives.
- To Provide resources, training, or assistance to ensure effective supervision.

OJT Coordinator:

- To oversee the quality and effectiveness of the OJT program.
- To establish mechanisms for evaluating the program and making improvements.
- To act as a liaison between the department, students, faculty mentors, and OJT supervisors (Host institute/organization) **Student Coordinators:**
- To assist the OJT coordinator in pre-, during and post-OJT activities**.**

Faculty Mentor:

- To assist in identifying OJT opportunities
- To monitor student progress and provide guidance
- To review and approve OJT plans
- To collect and review progress reports
- To evaluate OJT documentation including reports, presentations, or other required deliverables (if applicable)
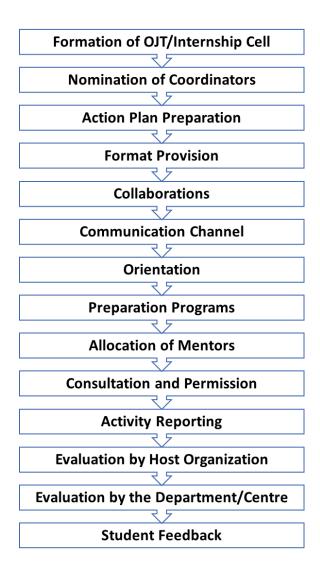
Host Industry/organization/Institute in the OJT process**:**

- To provide a conducive work and Learning Environment
- To Assign a supervisor
- To offer work exposure
- To aid the student in developing a work plan
- To collaborate with Educational Institutions and enhance networking opportunities

OJT Supervisor (Host Institution/organization):

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- To guide and direct interns/OJT students
- To provide students with hands-on training and skill development
- To provide feedback and performance evaluation
- To enhance networking and exposure

6. Process of OJT Implementation:

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┌─────────────────────────────────────┐
│   Formation of OJT/Internship Cell   │
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┌─────────────────────────────────────┐
│      Nomination of Coordinators      │
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┌─────────────────────────────────────┐
│       Action Plan Preparation        │
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┌─────────────────────────────────────┐
│           Format Provision           │
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┌─────────────────────────────────────┐
│            Collaborations            │
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│        Communication Channel         │
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┌─────────────────────────────────────┐
│             Orientation              │
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┌─────────────────────────────────────┐
│         Preparation Programs         │
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│         Allocation of Mentors        │
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┌─────────────────────────────────────┐
│       Consultation and Permission    │
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┌─────────────────────────────────────┐
│          Activity Reporting          │
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┌─────────────────────────────────────┐
│    Evaluation by Host Organization   │
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┌─────────────────────────────────────┐
│  Evaluation by the Department/Centre │
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│           Student Feedback           │
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The Department/Centre/ Institute may consider the following Mechanism for the implementation of OJT:

1. To facilitate effective implementation of the OJT program, Colleges/Departments/Institutes are encouraged to establish an OJT Cell responsible for overseeing its smooth functioning. It will consist of the following: Head of the department, OJT Coordinator, Faculty Mentors and one/two student coordinators[6].

2. One teaching faculty member and one/two students from each postgraduate department will be nominated to serve as coordinators for the OJT program. These coordinators will play a crucial role in coordinating and implementing the program within their respective departments.

3.   The teacher coordinator will take the lead in preparing an action plan for the implementation of

the OJT program. They will also be responsible for coordinating with the central team of the University/College to ensure alignment with broader institutional goals.

4. To streamline the administrative process, the Department/Centre will provide necessary formats to students for documentation related to the OJT program.

5. Each Department/Centre must ensure collaborations with 8-10 relevant organizations, industries, or research institutes. These collaborations will serve as crucial avenues for facilitating internship opportunities for students.

6. Furthermore, the College/Department/Centre/Institute is encouraged to explore and initiate the process of signing a Memorandum of Understanding (MOU) with local businesses, research organizations, and Higher Educational Institutions (HEIs). Such agreements will facilitate training, research, and potential employment opportunities for students.

7. Effective communication is key to the success of the OJT program. All communication about the program will be channelled through the designated OJT coordinator of the department/centre/Institute. This individual will also be responsible for maintaining relevant documents related to the program.

8. Before the commencement of the OJT program, an orientation session will be conducted by the Head of Department. This session will serve to familiarize students with the purpose, process, and code of conduct associated with the program.

9. In addition to orientation, the OJT Cell may design programs or workshops aimed at preparing students for their OJT/internship experience.

10. To ensure effective mentoring and support, an equal number of students will be allocated to each faculty member of the department. These faculty members will act as internship/OJT mentors and will be responsible for monitoring and evaluating the progress of the allotted students.

11. Once students are shortlisted for OJT/internship opportunities, they will consult with the internship/OJT coordinator and mentor. Upon obtaining due permission from the parent institution, students will join the host organization for their OJT/internship experience.

12. Throughout the OJT/internship period, students will maintain activity reports as per the provided format. These reports will be duly signed by the respective supervisor at

the host institution and submitted to their department mentors regularly.

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during the internship to the Department/Centre/Institute committee, which may

15. Finally, student feedback will be collected to evaluate the effectiveness of the OJT program and identify areas for improvement in both the program implementation and

13. Upon completion of the OJT/internship program, students must submit a completion certificate duly signed by the OJT supervisor or a competent authority designated by the host organization. Additionally, they are required to submit a report highlighting their learning and experiences during the internship period to the OJT coordinator.

14. To ensure transparency and accountability, students will also present their work done

consist of the OJT Coordinator and Department Mentor.

the broader curriculum.

7. Credits And Duration of On-The-Job Training (OJT):

a)   On-the-job training (OJT) will carry a weightage of Four Credits.

b)   Each student is required to complete one hundred and twenty clock hours of On-the-Job Training (OJT).

c)   The OJT program is to be completed during Semester II. According to the guidelines outlined in the National Education Policy (NEP), postgraduate students are expected to fulfil this requirement either within the second semester of their PG program or during the semester break following the second semester.

External (OJT Supervisor, for instance)	Completion of Hours	Quality/Performance	Punctuality/Regularity	Total
	20	20	10	50
Department Mentor	Weekly Reporting	Written Report	Viva-Voce /Presentation	
	15	20	15	50
Total				**100**

8. Evaluation of OJT:

Evaluation during the OJT program involves two key components: External Evaluation (50%) and Internal Evaluation (50%). The following is a suggested two-fold pattern of evaluation.

1. Host Organization Evaluation: The host organization will assess students based on criteria such as punctuality, completion of hours, and proficiency in required skill sets. They will also provide feedback on the student's overall performance.

2. Department Mentor Evaluation: Additionally, students will be evaluated by their department mentor based on their weekly reporting, written report, and viva voce/presentations.

The suggested evaluation grid for the assessment:

Student Name:	Jeevan Jyoti Pariyar
Current Address	Mira Road Thane, 401107
Residence Address	Mira Road Thane, 401107
Email ID	M9699303531@gmail.com
Mobile No.	9892030760
Aadhar	515799466471
PAN	FSZPP2772H
Overall GPA	
Mode of Internship	Offline
confirm that I agree with the terms, conditions, and requirements of the OJT Policy Student Signature: Date _____	
confirm that the student has attended the OJT orientation, and he/she has met all paperwork and process requirements to participate in the OJT programme and has received approval from his/her mentor. Sign of Head of the Department/ Department Coordinator/Mentor Date _____	

Appendices

Appendix I: OJT Undertaking

Appendix II: Draft Resume Template

Jeevan Jyoti Pariyar

Cloud DevOps Engineer

💼 3 Years 7 Months | 📱 (+91) 9892030760 | ✉ m9699303531@gmail.com

📄 Profile Summary

Cloud & DevOps Engineer with 3.5 years' experience in AWS, Azure, CI/CD, Docker, Kubernetes, Terraform, Ansible. Skilled in automation, cloud operations, security, and infrastructure optimization. Passionate about driving digital innovation

🅰 Education

MS/M.Sc(Science) 2026

Mumbai University

B.Sc, 2021

**Mumbai
University**

12th, 2019

Maharashtra, English

10th, 2017

IB(International Baccalaureate), English

🏛 Work Experience

Dec 2024 – Present

Infrastructure Analyst

Dentsu

• Designed and deployed multi-cloud solutions (AWS, GCP, Azure), ensuring scalability and cost optimization.
• Developed automated CI/CD pipelines using Jenkins, Terraform, and Ansible, improving deployment speed by 50%.
• Built and maintained Kubernetes clusters, ensuring high availability and fault tolerance.
• Integrated security best practices across the DevOps lifecycle, reducing risk exposure.
• Managed and optimized AWS infrastructure, improving performance and reducing downtime.
• Automated patch management and vulnerability remediation, increasing security compliance by 35%.
• Deployed VMware solutions including vCenter, HA, and ESXi for cloud-based virtualization.

Jun 2022 – Dec 2024

🔧 Key skills

- • Cloud Platforms: AWS (EC2 S3 RDS VPC IAM Lambda) GCP Azure • DevOps & Automation: Jenkins GitHub Terraform Ansible Docker Kubernetes • Programming & Scripting: Bash
• Security & Compliance: IAM Policies Vulnerability Assessments Patch Management • Database Management: Linux Patching
CI/CD & Infrastructure as Code: Terraform CloudFormation GitHub Actions Bitbucket Pipelines

📄 Personal Information

City	**Mumbai**
Country	**INDIA**

🌐 Social links

https://www.linkedin.com/in/jeevan-jyoti-pariyar-50528320b/

VMware/Cloud Administrator

IMPACT Infotech

• Delivered multi-cloud and AWS services including EC2, RDS, VPC, and cloud-native security implementations.
• Managed VMware infrastructure including vCenter, ESXi host management, VM provisioning, HA, DRS, and performance tuning.
• Implemented cloud security controls using AWS Guard Duty, KMS encryption, and GCP security tools.
• Automated patch management and vulnerability remediation for Windows and VMware servers.
• Designed and optimized load balancers, Auto Scaling policies, and cloud storage solutions to improve application availability.
• Conducted root cause analysis and RCA documentation for major incidents, driving proactive issue prevention.

Sep 2021 – Jun 2022

Senior Associate Service Delivery Engineer

DXC Technology, Bangalore

• Multi-Cloud Operations – Proficient in AWS, Azure, and hybrid cloud management.
• AWS Services – Hands-on experience with IAM, EC2, EBS, RDS, VPC, S3, Load Balancers, Auto Scaling, and more.
• VMware Administration – Managing vCenter, ESXi, vMotion, HA, snapshots, cloning, and migration.
• Security & Patching – Windows and VMware security vulnerability troubleshooting and patching (WSUS, BigFix, HPSA).
• Active Directory & Access Management – User/group provisioning, shared drive permissions, and account maintenance.
• Azure & Windows Virtual Desktop (WVD) – Resource provisioning, host pool management, and cloud infrastructure setup.
• Server Administration & Monitoring – Installation, health checks, ESXi updates, CPU/memory utilization monitoring.
• ITSM & Documentation – Experience with ServiceNow, BMC Remedy, SOP creation, inventory management.

Projects

3 Months

E-Commerce online shopping application project for Flipkart

– Virtual Private Cloud (VPC) setup for deploying resources.
– Database creation and resource management on Google Cloud.
– Firewall configuration to block unwanted traffic.
– Route connectivity setup and VPN configuration with reserved IP.
– Tunnel creation for VPN-VPC connectivity.
– Performance and security management for infrastructure.

5 Months

Cloud DevOps Engineer / GCP Cloud Database Developer project for Amazon

– Database decision-making for optimal application performance.
– Cache Database integration to enhance web application efficiency.
– MySQL and PostgreSQL database creation for structured data management.
– BigQuery Data Warehouse deployment for centralized data handling.
– Automation of database administration activities, including scheduling and snapshots.
– Innovations in database deployment, monitoring, and management.

Certification

- AWS Certified Cloud Practitioner (Valid up to June 2027)
- Oracle Cloud Infrastructure Foundation 2021 Certified Associates

Appendix III: organization Outreach Letter

To

The Manager,
Merkle Inspire a Dentsu Company.

Subject: Request for OJT of Students Pursuing MSCIT.

Dear Sir/Madam,

The RD & SH NATIONAL COLLEGE established in 1949 is one of the leading Colleges that reflects the vision of leading industrialists and educationalists. The College has been recognized for its overall academic excellence and infrastructure.

In view of the above, I request your good self to allow our following (no. of students) students for practical training in your esteemed organization. Kindly accord your permission and give at least one week for students to join training after confirmation.

Sr. No.	Name	Roll no.	Year	Department
1	Jeevan Jyoti Pariyar	IT24011	First Year	MSc IT

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

A line of confirmation will be highly appreciated.

Yours sincerely,
Prof. Akbar Khan
Coordinator, Department of IT
RD & SH National College

Appendix IV: Joining Letter of Student

dentsu

Date: 21 - Nov -24

Mr Jeevan Pariyar,

101 D Wing Building Royal Residency,
Ramdev Park Road Pokhran Road no 1, Mira Road East
Maharashtra - 401107

Offer Letter

Dear Jeevan,

With reference to your application and the subsequent discussions you had with us, we are pleased to offer you a position of **Infrastructure Analyst II**

Dentsu Global Services is (DGS) is an integrated global capability that delivers world-class, agile services across the Dentsu network. With more than 7,500 experts, DGS enables delivery of innovative solutions that unlock new opportunities for growth and business transformation. For modern creativity to optimizing media to transforming customer experiences, DGS is designed to mobilize according to a client's unique needs to deliver truly integrated services. DGS is designed to mobilize according to a client's unique needs to deliver truly integrated services. DGS is a critical enabler in supporting Dentsu's ambition "to become the most integrated network in the world."

DGS includes both past acquisitions as well as internally grown capabilities all of which are being integrated under common leadership by Service Lines and functions. DGS may also include prospective acquisitions of Dentsu or through its group companies from time to time.

Your appointment will be through our DGS entity, **Merkle Inspire Pvt. Ltd** and your immediate

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Appendix V: Student Diary (Log) Recording Format

1st WEEK: Windows Server Training	Day	Date	Name of the Topic/Module Completed	Remarks
	MONDAY	24-02-2025	Introduction to VM, Servers, Hypervisors.	
	TUESDAY	25-02-2025	Installation of Windows server 2016, VM Creation, firewall and Network Configuration	
	WEDNESDAY	26-02-2025	Active Directory Domain Services	
	THURSDAY	27-02-2025	Configuration of Domain Controllers, Delegating Controls	
	FRIDAY	28-02-2025	Replication, Shared Drive Creation, DHCP, DNS Configuration,	
	SATURDAY	01-03-2025	File services and storage, Group Policy Management,	
2nd WEEK Citrix & XenServer Training	Day	Date	Name of the Topic/Module Completed	Remarks
	MONDAY	11-03-2025	Introduction to VM, Cloud Computing, Xenserver, Overview of ESXI.	
	TUESDAY	12-03-2025	Virtual App and Virtual Desktop, Component Installation(studio, Director, License Server, Director Controller) & Configuration	
	WEDNESDAY	13-03-2025	XenCenter Configuration and added User in Active Directory	
	THURSDAY	14-03-2025	Storefront Installation and configuration, Machine Catalog on Citrix studio	
	FRIDAY	15-03-2025	Creation of Delivery group and configured Domain Name	
	SATURDAY	16-03-2025	Configuring Receiver on Storefront and creating user and making them Adminstrator and Helpdesk	
	Sunday	17-03-2025	Perform Provisioning Services(PVS) Lab and Revision	

3rd WEEK Azure Training	Day	Date	Name of the Topic/Module Completed	Remarks
	MONDAY	24-03-2025	Introduction to Cloud, Types of Server, cloud Provides, and New VM Creation on Azure	
	TUESDAY	25-03-2025	Creation of storage account & VNet, Adding User on Azure portal, delation of VM, VNet	
	WEDNESDAY	26-03-2025	Worked on Azure Virtual Desktop(AVD).	
	THURSDAY	27-03-2025	AVD, Create a custom image And create a new Vm by using that custom Image	
	FRIDAY	28-03-2025	Creating a Hostpool using Custom Image, and added some App	
	SATURDAY	29-03-2025	Creating a RemoteApp Providing access to user And Revision of all the above Topics	
4th WEEK	Day	Date	Name of the Topic/Module Completed	Remarks
	MONDAY	14-04-2025	Installed Monitoring tools in servers	
	TUESDAY	15-04-2025	Cleared alerts for the virtual machines and rebooted some multi-session VMs due to system failures.	
	WEDNESDAY	16-04-2025	Performed patching on the servers and installed Titus software on the virtual machines.	
	THURSDAY	17-04-2025	Performed installation of Citrix Virtual Apps and Desktops software on virtual machines	
	FRIDAY	18-04-2025	Cleared alerts for the virtual machines	
	SATURDAY	19-04-2025	Performed patching on the servers and installed antivirus software into VMs.	

5th WEEK	Day	Date	Name of the Topic/Module Completed	Remarks
	MONDAY	21-04-2025	Cleared alerts of the VM's	
	TUESDAY	22-04-2025	Installed Monitoring tools in servers	
	WEDNESDAY	23-04-2025	Cleared alerts for the virtual machines and performed patching.	
	THURSDAY	24-04-2025	Cleared alerts of the VM's	
	FRIDAY	25-04-2025	Performed patching on the servers	
	SATURDAY	26-04-2025	Cleared alerts of the VM's	

6th WEEK	Day	Date	Name of the Topic/Module Completed	Remarks
	MONDAY	28-04-2025	Checked & installed monitoring tools in VM	
	TUESDAY	29-04-2025	Cleared alerts of the VM's	
	WEDNESDAY	30-04-2025	Created Linux Machine on Azure	
	THURSDAY	01-05-2025	Created a single session VM on Azure and assigned to the user.	
	FRIDAY	02-05-2025	Cleared alerts of the VM's	

	SATURDAY	03-05-2025	Performed patching on the servers	

Signature of Industry/organization Supervisor: _____

Appendix VI: Attendance Sheet Name &
   Address of organization

Dentsu Company

B Wing, Prism Tower, Malad link road, Goregaon west, Mumbai - 400104

Name of the Student	Shubham Yogendra Singh
Roll Number	IT24011
Name of Course	On-Job-Training (OJT)
Date of Commencement of Training	04 Dec 2024
Date of Completion of Training	Present

Month and Year:

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

Name and Signature of OJT Supervisor (with date)
   Appendix VII: Supervisor Evaluation of OJT
                        Student

Student Name: _____Jeevan Jyoti Pariyar_____Date:_____

OJT Supervisor: ___Prof. Akbar Khan   Title: Infrastructure Analyst II__

Organization: Dentsu Company

OJT Address: B Wing, Prism Tower, Malad link road, Goregaon west, Mumbai - 400104

Dates of OJT: From: _____04 Dec 2024_____ To: _____Present_____

Please evaluate the intern based on the points mentioned in the table below.

S.no.	Particular	Marks
1	**Completing of Hours (out of 20)**	
2	**Quality/Performance (out of 20)**	
3	**Punctuality/Regularity (out of 10)**	
	Total **(out of 50)**	

Overall performance of student intern (circle one): (Needs improvement / Satisfactory / Good / Excellent)

Additional comments, if any:

Signature of Industry/organization supervisor_____

Appendix VIII: Proforma for Evaluation of OJT by Institute

RD & SH NATIONAL COLLEGE

1. Name of Student: Jeevan Jyoti Pariyar

2. Mob. No: 9892030760

3. Roll No: IT24011

4. Branch/Semester: MSCIT SEMESTER-2

5. Period of Training: (04 Dec 2024 to Present)

6. Address of Training Site/organization: B Wing, Prism Tower, Malad link road, Goregaon west, Mumbai - 400104

7. Type of Work
   Date of Evaluation
   Please rate the following:

S.no.	Particular	Marks
1	**Weekly Reporting (out of 15)**	
2	**Written Report (out of 20)**	
3	**Viva-Voce /Presentation (out of 15)**	
	Total **(out of 50)**	

Additional Remarks (if any):

Signature of Faculty Mentor

dentsu

Date: 21 - Nov -24

Mr Jeevan Pariyar,

101 D Wing Building Royal Residency,
Ramdev Park Road Pokhran Road no 1, Mira Road East
Maharashtra - 401107

<u>Offer Letter</u>

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Your appointment will be through our DGS entity**, Merkle Inspire Pvt. Ltd** and your immediate

Appendix X – Format of OJT Report

- Title of the Report: On-the-Job Training Experience Report

- Name of the Student: Jeevan Jyoti Pariyar

- Name of the organization: Dentsu

- Department/Division Where Training took place: Ops Team • Duration of Training: One Year (Dec 2024 to Present Date)

- Date of Submission:

The following is a suggested outline. However, the students are advised to consult their respective OJT Mentors.

- **Introduction**

  This report highlights my On-the-Job Training (OJT) experience as a VDI Admin trainee at Anunta Technology Management Services Ltd. The objective was to gain hands-on exposure to enterprise-level IT infrastructure, especially in managing virtual desktop environments.

- **Company Overview**

  Anunta Technology is a managed IT services company specializing in Desktop-as-aService (DaaS), cloud infrastructure, and digital workspace solutions. It supports businesses in managing end-user computing through virtualization, with a focus on scalability, security, and performance.

- **Training Objectives**

  i.   To understand and manage VDI environments effectively.
  ii.   To learn the use of tools like Citrix, VMware, Windows Server 2016, and Microsoft Azure.
         iii.   To gain exposure to real-time monitoring and administration in enterprise infrastructure. iv.   To adapt professional communication and workplace discipline.

- **Training Experience**

  During my training, I worked in the Ops Team where I was exposed to the setup and maintenance of virtual desktops, user session management, and backend configurations. I learned to navigate Citrix Studio and Director, assisted in provisioning virtual machines, and performed health checks on servers and services.

- **Skills Developed**

  i. **VDI Environment Monitoring and Administration**: Managed and monitored virtual desktop infrastructure using Citrix Studio and Director; performed health checks on delivery controllers, hosting connections, and session usage.
  ii. **Virtual Machine (VM) Creation and Management**: Created, configured, and deployed virtual machines using VMware vSphere and ESXi. Assisted in cloning templates, assigning compute resources, and configuring storage.
  iii. **Patch Management**: Participated in scheduled patching of VMs and operating systems using WSUS and other patch deployment tools, ensuring systems were up-to-date and secure.
  iv. **Windows Server 2016 Administration**: Hands-on experience in user account management, configuring Active Directory policies, Group Policy Object (GPO) settings, enabling/disabling RDP, and managing shared folders and permissions.
  v. **Azure Portal Navigation and Resource Management**: Monitored virtual machines, performed status checks, managed resource groups, and observed usage analytics within Microsoft Azure. Exposure to Azure Virtual Desktop (AVD) setup.
  vi. **Citrix Configuration**: Configured delivery groups, machine catalogs, and published applications. Performed basic troubleshooting related to session failures and license services.
  vii. **Networking Basics**: Understood subnetting, IP configurations, and connectivity checks across VMs and physical systems. Assisted in resolving DNS and DHCP-related issues. viii. **Basic PowerShell Scripting**: Used PowerShell to fetch user session details, reboot virtual machines, and retrieve system logs for troubleshooting.

- **Challenges Faced**

  i. Initial complexity in understanding Citrix architecture and service flows.
  ii. Adjusting to the dynamic work culture and coordinating with various departments. iii. Managing system changes while ensuring minimal disruption to ongoing operations.
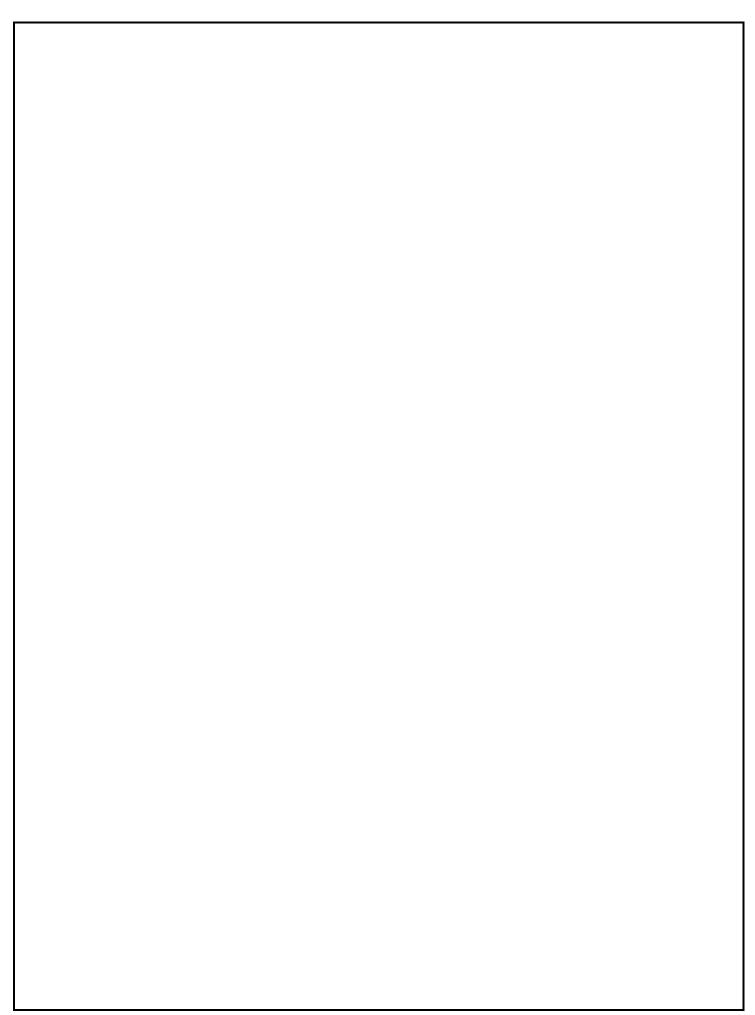
- **Lessons Learned**

  i. Practical exposure enhances understanding beyond theoretical knowledge. ii. Consistency, patience, and observation are key in handling infrastructure-related tasks.

- **Recommendations**

  i. Encourage hands-on labs and simulations for deeper understanding of VDI and virtualization technologies.
  ii. Provide more exposure to cloud-based platforms like Azure and AWS. iii. Conduct regular workshops on automation tools like PowerShell and scripting basics. iv. Assign small-scale real-time projects to improve problem-solving and implementation skills.
  v. Introduce mentorship programs to guide fresh trainees more effectively.

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Conclusion

This OJT experience served as a solid foundation for my career in IT infrastructure. It helped me understand how enterprise environment's function and strengthened my skills in virtualization and system administration.

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Appendix XI: Student Feedback of OJT

Student Name: _____Jeevan Jyoti Pariyar_____ Date: _____

Industry/Organization Supervisor: Mohammad Rafiq Title: Manager Supervisor Email:

mohammad.rafiqshaque@Dentsu.com OJT is: Paid: __✓__ Unpaid__

Organization: Dentsu.

Address: Prisam Tower. Goregaon

Faculty

Coordinator: Prof. Akbar Khan____ Department _____MSCIT

Dates of OJT: From __04 Dec 2024 to _____Present_____

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

- Yes, to a large degree
- Yes, to a slight degree
- No, not related at all

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

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

Expanded my sensitivity to the ethical implications of the work involved		✓		
Made it possible for me to be more confident in new situations		✓		
Given me a chance to improve my interpersonal skills	✓			
Helped me learn to handle responsibility and use my time wisely	✓			
Helped me discover new aspects of myself that I didn't know existed before		✓		
Helped me develop new interests and abilities		✓		
Helped me clarify my career goals	✓			
Provided me with contacts which may lead to future employment		✓		
Allowed me to acquire information and/ or use equipment not available at my Institute		✓		

- **In the Institute OJT program, faculty members are expected to be mentors for students. Do you feel that your faculty coordinator served such a function? Why or why not?**

- Yes, my faculty coordinator was supportive throughout the OJT, addressing queries and guiding me when required.

- **How well were you able to accomplish the initial goals, tasks and new skills that were set down in your learning contract? In what ways were you able to take a new direction or expand beyond your contract? Why were some goals not accomplished adequately?**

- I was able to meet my initial goals of learning VDI management and basic VM handling. I also explored new tools and practices beyond the initial scope like patching and Azure monitoring.

- **In what areas did you most develop and improve?**
  Improved in practical knowledge of virtualization, server handling and Cloud

- **Considering your overall experience, how would you rate this OJT?**
  I. Satisfactory/ Good/ Excellent

     ⬜ Excellent