

On-Job Training (OJT) Policy (Session 2018-19)

Dated: 26th September, 2018

1. Introduction

- a. A special provision for On-job Training (OJT) has been created to meet the requirements of organizations which provide the students useful practical exposure and enhance their career prospects.
- b. Guidelines prescribed here in the OJT Policy shall exclude compulsory or optional full-term internships.
- c. OJT Policy shall govern the conduct of the OJT for students pursuing standalone degree program where OJT is defined in the details of the program, and also in dual-degree programs wherever the OJT option is applicable, i.e. for fulfilling the requirements of lower degree upon taking exit from a dual degree program.
- d. It is not a right of the student to avail an OJT opportunity and it shall be the University's discretion to allow or disallow students to proceed for OJT.
- e. Students who are selected through LPU facilitated on-campus / off-campus placement drives will be eligible for OJT subject to prior approval of the drive by competent authorities (DCS). Students who avail independent offers leading to OJT must take due consent from university (through DCS) before applying for such position.
- f. The students selected for OJT shall sign an undertaking on a prescribed format (Annexure-I) followed by filling the OJT application format (Annexure-I) before proceeding on OJT.
- g. In case of cancellation of OJT for any reason whatsoever, student shall resume normal classes and fulfill all academic requirements for the award of degree. In case of cancellation of OJT, the student must submit details in the prescribed format (Annexure-II).
- h. List of students selected for OJT by organizations shall be maintained and reported by DCS for the information of all concerned departments and divisions.
- i. Students on OJT are not eligible to appear for any other placement drive irrespective of profile or salary package criteria.

2. Applicability and Eligibility for OJT

OJT Policy is applicable to:

- a. All programs with provision of OJT pathway in the respective OJT term(s) and programs where special approvals are taken.

- b. For other programs, respective schools must first create OJT pathway in respective programs scheme through DAA with due approval of competent authorities (Except other program where special approval is taken).
- c. Wherever it is not feasible to create OJT pathway in program scheme due to regulatory body guidelines, case based necessary approval regarding handling of academics (Duty leaves, CA components, MTE/ETE etc.) must be taken by school from higher authorities' prior submitting OJT applications to DCS.

Student shall meet the following criteria to be eligible for OJT:

- a. Drive eligibility criteria defined by respective employer or minimum CGPA of 5.5 (or equivalent percentage).
- b. Up to standing 2 E/R/G grades (or equivalent) allowed.
- c. No standing F grades (or equivalent) allowed.
- d. Student must have a minimum 75% aggregate attendance prior in current term joining OJT. If the student is having attendance less than 75% and there is no such attendance requirement from the company then the OJT committee will take the decision and DCS shall provide the approval of all such cases to DAA.
- e. Student must not have any disciplinary case registered against him/her before applying for OJT till DOJ.

3. OJT Modes

The students shall be allowed to move for OJT based on either of the modes A, B or C as described in Table 1. The final evaluation of the students pursuing OJT shall be based on the course allocation as per the respective program scheme.

Table 1: OJT Modes	
OJT Start Date	OJT Modes and Description
From start of session till 15 days before close of session(Applicable to six months and 1 year OJT)	Mode A: Allocation of Courses to student as per OJT pathway in respective program scheme.
In last 15 days for close of session (Applicable to six months and one year OJT)	Mode B: Duty Leave Mode with proration of CA components (as per Duty Leave policy) missed during the OJT period. If students request for OJT Mode- A based approval in this case, the request shall be put up with recommendations of OJT committee to worthy Pro chancellor for final approval.

<p>Programs where provision of OJT is not feasible in scheme due to regulatory bodies Such as PCI, ICAR etc and programs where special approval is taken. (such as MBA and other 2 year programs or Integrated/Dual degree programs with saving of 1 year etc)</p>	<p>Mode C: As per the academic approval submitted by school along with OJT applications. The Academic approval channel shall comprise the following: DCS → HOS of Respective School → DAA → Worthy PC Office. All approved cases from PC office shall be forwarded to DCS for necessary action by DAA.</p> <p>Student needs to fill undertaking as per Annexure-III for academic requirement in these type of cases.</p>
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Note:

1) If required and feasible (in case of presentation based OJT evaluation), the final OJT evaluation (subject to no theory / practical courses) can be facilitated through video-conferencing mode, if company does not allow the student to go for OJT evaluation and in all such cases DCS should provide confirmation of the same to DAA .

2) Concerned School TPC's shall be responsible to co-ordinate with concerned divisions for all activities (CA proration, Duty leaves, Hostel relieving, Scheduling of OJT evaluation etc.) after the approval of OJT application.

3) The minimum duration of OJT shall be 4 months for 1 semester OJT and minimum 8 months for full year OJT, student must complete the whole duration of OJT, after which OJT evaluation will be done.

4. OJT COMMITTEE

The OJT committee shall be responsible for proposing recommendations to concerned HOF on cases beyond what is listed in this policy. The recommendations of the OJT committee shall be binding subject to approval of worthy Pro chancellor. The committee recommendation will relate to OJT application requests as well as OJT cancellation requests.

Committee Compositions:

- Member 1 / Chairperson: Concerned School HOS
- Member 2: DCS nominee (from Planning Cell/COC)*
- Member 3: DAA nominee

* Wherever applicable.

5. OJT Code of Conduct:

- a. It is the responsibility of DCS to ensure that student OJT application is approved by the **University** before student proceeds for OJT. Respective School TPC shall provide intimation letter of OJT approval to the student only after student OJT application is approved by Higher Authorities. In case a student proceeds for OJT without receiving intimation letter approved from DCS, the OJT for that student may be rejected outright and he/she will be required to meet the academic requirements as applicable without any relaxation whatsoever.
- b. The student shall abide by all the rules and regulations of the OJT organization as well as university.
- c. In case of cancellation of OJT, student must report to the respective TPC within 3 days of relieving from company.

6. OJT Cancellation

In case OJT of the student is cancelled (after approval / student joining for OJT/ student OJT status updation on UMS by DAA), the student shall be required to meet the following criteria to be eligible for appearing in ETEs.

- a. Student must maintain minimum 75% aggregate attendance in classes held during the following period (which ever best):
 - after OJT cancellation OR
 - Jointly before OJT start and after OJT cancellation.
- b. Relaxation in Attendance, CA components, MTE/ETE already missed by student due to OJT shall be handled as per the details mentioned in Table 2.

Table 2: Relaxation after OJT Cancellation		
Reason of OJT Cancellation	Providing Duty Leaves for classes missed during OJT	Proration / Rescheduling of CA/MTE/ETE
Student terminated from OJT by the organization based on student performance	No	No
Student called back from OJT on grounds of receiving an adverse report against student from the organization	No	No

Student quits OJT on his/her own due to any reason	No	No
Student is called back from OJT by the University owing to university/company constraints (Such as student went on 1 year 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 OJT committee duly approved by worthy PC office	

7. OJT Application process

Following is the outline of steps for processing of OJT applications.

- DCS will release the list of students selected for OJT by specific company along with OJT Start Date. In certain cases, the OJT start date may be directly shared with students by respective employer.
- Students will submit the OJT application to respective school TPCs in prescribed format (Annexure- 1) within 10 days prior to OJT start date.
- School TPCs will verify credentials on OJT application and submit OJT application with HOS remarks to DCS. In case there is no OJT provision in program scheme of the student, the school shall first create OJT pathway in coordination with DAA before forwarding OJT application to DCS.
- HD, DCS (or a nominee) shall be the approving authority for all the OJT cases satisfying the norms outlined in this policy. In case of any exceptional case beyond this policy, DCS will forward the cases to worthy Pro-chancellor for final approval.
- Post approval/rejection, DCS will intimate concerned school, DAA and ODRS regarding the approval.
- Concerned School TPCs will then convey the final decision on OJT applications to respective students.
- Concerned School TPC shall also coordinate with respective divisions to ensure needful allocation/ de-allocation of courses as per OJT pathway, PEP activities, hostel refund, CA proration, Exam scheduling etc.

Note: The student shall continue attending all classes as per allocated courses until a day prior to OJT start date and shall not be reported for any disciplinary action during this period.

The table (annexure-IV) depicts the timelines for OJT application process.

8. OJT Cancellation process:

- Intimation from company or student to concerned university official from DCS COC or TPC respectively.

- b. Students need to submit the OJT cancellation form (Annexure II) to school TPCs.
- c. School TPC will then forward the application with HOS remarks to Planning Cell, DCS for further action.
- d. DCS will schedule a meeting of OJT committee to propose recommendations on the case.
- e. DCS will forward OJT committee recommendations to concerned HOF for final approval.
- f. Final decision on OJT cancellation application will further be conveyed to school and DAA by DCS.
- g. Concerned school TPCs will inform student about final decision and will also coordinate with DAA and SPE (School of Professional Enhancement) for necessary Course Registration to resume classes in the requisite coursework as per program scheme.
- h. A letter (or any proof in writing) must be brought from the organization (or arranged through concerned staff member following up with the organization) specifying the reasons for discontinuation of OJT and the date of termination, if applicable.

The table (annexure V) depicts the timelines for OJT cancellation process.

9. 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 OJT based recruitment processes.

Student Application for On-Job Training (OJT)**Annexure -I****Application No. (to be filled by DCS): _____ Application Date: _____****PART A: CANDIDATE DETAILS**

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

PART B: OJT DETAILS

OJT Organization:			
Designation/Job Role:		OJT Location:	
Source of Selection:	<input type="checkbox"/> University facilitated Placement Drive <input type="checkbox"/> Independent Offer		
OJT Start Date:		OJT Duration:	
OJT Monthly Stipend:	Rs. _____ P.M.	Salary Package after OJT:	Rs. _____ LPA
Offer Proof Attached:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Proof Type:	<input type="checkbox"/> Email <input type="checkbox"/> LOI

I undertake and certify the following that:

- I have read and understood all regulations of On-Job Training (OJT) Policy applicable to me and I am fully aware of all terms and conditions specified in the OJT Policy.
- I shall abide by OJT Policy and Code of Conduct during OJT duration.
- I understand that before proceeding to OJT, I will ensure that my OJT application is approved in writing by all competent authorities. My OJT will be rejected if I proceed on OJT without prior written approval.
- I will send monthly reports of OJT progress to my School's Placement Coordinator, duly certified by the authorized signatory of the organization, stating the details of OJT work done within that month.
- I understand that if my OJT is terminated by the Organization **or** if it is cancelled by the University **or** if I quit the OJT on my own **or** in case I violate any of the regulations of 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 OJT I shall not join as a full-time employee, i.e. prior to the end of OJT duration and OJT evaluation by the University, in the 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.
- 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 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:	
OJT Provision exists in scheme for OJT period (Yes / No):	

Only applicable If no 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: _____

Application Date: _____

PART A: CANDIDATE DETAILS

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

PART B: OJT DETAILS

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

PART C: COMMITTEE RECOMMENDATIONS (for office use)

OJT Application Number:		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:		
	Course Codes	Course Titles	Section
	Detail of Elective courses to be registered:		
	Course Codes	Course Titles	Section
	Signature of AOC: _____		

☐ **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:

Approval Remarks by Competent Authority☐ **Approved**☐ **Approved as a special case**☐ **Disapproved****Note: Copy to be forwarded after approval to DAA for needful processing by school**

Annexure III

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

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

Academic Requirement during 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: _____

Timelines for OJT application process

Activity	Information (From -To)	Timelines
(1) Releasing list of students eligible for OJT along with OJT start date. (except for cases where independent offer is availed by the student). In case of Independent offer OJT start date shall be directly shared with students by Respective Employer.	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.	As and when Drive results or DOJ is released by the company.
(2) Submission of OJT application form (Annexure-I)	From Student to Respective School TPC Responsibility: School TPC	At least 10 days prior to OJT start date or the next day when the DOJ is shared with the students.
(3) Verification of credentials on OJT application and forwarding the application for remarks.	From School TPC to Respective HOS for seeking his/her recommendation.	1 day from submission of 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)
(4) Forwarding the OJT application form after remarks.	From School TPC to DCS	Within 1 day after HOS remarks on OJT application form.
(5) Approval of OJT application	DCS	Within 1 day from receiving the OJT application form after HOS remarks.
*(6 a) Provision for creation of 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 OJT application by the student.

*(6 b) Creation of 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 OJT case to DCS for further processing	From DAA to DCS	
(7) Notification of approved OJT from worthy PC office	From DCS to School, DAA and ODRS	Within 1 day after receiving the 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.

***These steps (6 a, 6 b & 6 c) are only applicable in cases where no provision of 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.**

Timelines for OJT Cancellation Process

Activity	Information (From -To)	Timelines (within)
Submission of OJT cancellation request (Annexure-II) in terms of application form.	From Student to Respective school TPC.	3 days from the date of 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 OJT committee for remarks.	(i) From DCS to OJT committee	4 days from the date when OJT application form is received from TPC (after HOS signature).
Forwarding 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.

Intimation of OJT Approval to Student

(Student Copy)

Dear _____, your application _____

(Student Name and Registration No.)

(OJT application no.)

for OJT from _____ in _____

- (OJT period)

(name of the OJT Organization)

is () Approved / () Disapproved by university.

Signatures (School TPC): _____

Date: ____/____/____