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

**Dated:** 26th September, 2018

# Introduction

1. 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.
2. Guidelines prescribed here in the OJT Policy shall exclude compulsory or optional full-term internships.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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).
8. List of students selected for OJT by organizations shall be maintained and reported by DCS for the information of all concerned departments and divisions.
9. Students on OJT are not eligible to appear for any other placement drive irrespective of profile or salary package criteria.

# Applicability and Eligibility for OJT

OJT Policy is applicable to:

1. All programs with provision of OJT pathway in the respective OJT term(s) and programs where special approvals are taken.
2. 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).
3. 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:**

1. Drive eligibility criteria defined by respective employer or minimum CGPA of 5.5 (or equivalent percentage).
2. Up to standing 2 E/R/G grades (or equivalent) allowed.
3. No standing F grades (or equivalent) allowed.
4. 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.
5. Student must not have any disciplinary case registered against him/her before applying for OJT till DOJ.

# 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**.** |

|  |  |
| --- | --- |
| 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) | **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.  Student needs to fill undertaking as per Annexure-III for academic requirement in these type of cases. |

**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.

# 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**.

1. **OJT Code of Conduct:**
2. 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.
3. The student shall abide by all the rules and regulations of the OJT organization as well as university.
4. In case of cancellation of OJT, student must report to the respective TPC within 3 days of relieving from company.

# 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.

1. 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.
2. 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 | |

# OJT Application process

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

1. 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.
2. Students will submit the OJT application to respective school TPCs in prescribed format (Annexure- 1) within 10 days prior to OJT start date.
3. 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.
4. 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.
5. Post approval/rejection, DCS will intimate concerned school, DAA and ODRS regarding the approval.
6. Concerned School TPCs will then convey the final decision on OJT applications to respective students.
7. 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.

# OJT Cancellation process:

1. Intimation from company or student to concerned university official from DCS COC or TPC respectively.
2. Students need to submit the OJT cancellation form (Annexure II) to school TPCs.
3. School TPC will then forward the application with HOS remarks to Planning Cell, DCS for further action.
4. DCS will schedule a meeting of OJT committee to propose recommendations on the case.
5. DCS will forward OJT committee recommendations to concerned HOF for final approval.
6. Final decision on OJT cancellation application will further be conveyed to school and DAA by DCS.
7. 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.
8. 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.

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# Disclaimer:

1. 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.
2. For more clarity on any aspect of the policy, students are advised to contact their School Training and Placement Coordinators (TPCs).
3. 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:** | [ ] University facilitated Placement Drive [ ] Independent Offer | | |
| **OJT Start Date:** |  | **OJT Duration:** |  |
| **OJT Monthly Stipend:** | **Rs. P.M.** | **Salary Package after OJT:** | **Rs. LPA** |
| **Offer Proof Attached:** | [ ] Yes [ ] No | **Proof Type:** | [ ] Email [ ] 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 |  |
| **Detail of Elective courses to be registered:** | | | |
| Course Codes | Course Titles | Section |  |
| **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** | | |
| **[ ] Approved** | **[ ] Approved as a special case** | **[ ] Disapproved** |

**Approval Notified by DCS to: [ ] School [ ] DAA [ ] ODRS Others:**

**Student Application for Cancellation of On-Job Training (OJT) Annexure -II**

**Application Date: 8-July-2020**

**PART A: CANDIDATE DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Student Name:** | Mohammad Faisal | **Registration No.:** | 11702044 |
| **Program/Degree Name:** | P132: B.Tech.(computer science and Engineering) | **Pass-out Batch:** | 2021 |

**PART B: OJT DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **OJT Organization:** | LineUpX Services | | |
| **Designation/Job Role:** | Backend developer Intern | **OJT Location:** | Mumbai |
| **Source of Selection:** | [yes ] University facilitated Placement Drive [ ] Independent Offer | | |
| **OJT Monthly Stipend:** | **Rs. 15000 P.M.** | **Salary Package after OJT:** | **Rs. 7 LPA** |
| **OJT Start Date:** | 1 – JUNE- 2020 | **OJT Duration:** | 1 year |
| **Last day of OJT attended (date):** | 8 -JUNE-2020 |  |  |
| **Reason for OJT Cancellation:** | [ ] Called back from OJT by University owing to university/company constraints  [ ] Called back from OJT by University basis adverse report against student from OJT organization  [] Terminated by OJT organization based on student performance [ ]Student quits OJT on his/her own due to following reason:  Other Reason: I faced mentally harassment by the seniors. If I want to clear my doubt in the coding they just ignore me and when meeting is happening every day they mentally torcher me why my doubt is clear without team help. They didn’t give me the time to learn. Most of time when my doubt is not clear they threaten me as fired. My senior is not highly skilled once I stuck somewhere, they are not be able to co operate me. I was suffering from the first day. I admit hospital 3 times in a month because of its torcher and harassment. Kindly help me to save my life. | | |

**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:** |  | | |

|  |  |  |
| --- | --- | --- |
| Course Codes | Course Titles | Section |

|  |  |  |
| --- | --- | --- |
| Course Codes | Course Titles | Section |

**[ ] Recommended**

**[ ] Recommended as a special case [ ] Not Recommended**

Member 1 (HOS) Name: UID: Signatures: Date:

Member 2 (DCS) Name: UID: Signatures: Member 3 (DAA) Name: UID: Signatures:

**Signature of AOC:**

**Detail of Elective courses to be registered:**

**Detail of Core courses to be registered:**

**Activation of Course Registration \*(to be filled by AOC)**

Date: Date:

**PART D: APPROVALS REQUIRED (as per committee recommendations)**

**Student Registration No.: 11702044**

**Approvals Requested:**

**Name: Mohammad Faisal**

**Program:** P132: B.Tech.(computer science and Engineering)

* **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 |  |  |  |  |

**Date:**

**Signature:**

**Name/UID:**

**HOF Remarks:**

|  |  |  |
| --- | --- | --- |
| **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: Program Code and Name: Name of Company: Stipend during OJT:

Reg. No.: Section No.: Start Date of OJT: Package:

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

**Autumn Term (Term id)**:

Details of courses to be studied: No. of courses to be waived off: Details of courses to be waived off:

**Requirement of CA:**

No. of course to be studied:

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)**:

Details of courses to be studied: No. of courses to be waived off: Details of courses to be waived off:

**Requirement of CA:**

No. of course to be studied:

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-IV**

**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.**

**Annexure-V**

**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. |

**Annexure-VI**

**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:* \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_