



# **S. V. K. T. Arts, Science and Commerce College, Deolali Camp, Nashik.**

**Affiliated to Savitribai Phule Pune University, Pune.**

**NAAC Re-accredited 'A' Grade**

**Best College Award-2023**

**Recognition under section 2(f) and 12(B) of UGC Act, 1956**

**OJT / Internship Instruction Manual**

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## **1.0 Introduction**

In accordance with the NEP-2020, the UGC framed a new student-centric “Curriculum and Credit Framework for Undergraduate Programmes” (CCFUP) incorporating a flexible choice-based credit system, multiple entry and exit options, and a multidisciplinary approach. In an internship course students require to participate in a 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/research internship is induction into actual work situations. Internships includes working with government or private organizations, higher education institutions, universities, research and development labs/research organisations/non-government organisations, enterprises, centres involved in research, innovativeness and entrepreneurship, business organizations, local industry, artists, craftspeople, and similar other entities for providing opportunities to students for active engagement in on-site experiential learning.

## **2.0 OBJECTIVES**

An internship is gaining first-hand experience by an individual besides comprehending the way of working in an organisation, leading to improve the skill aptitude for a specific job or job role and building research capabilities with learning opportunities. Internships should be such organized that benefits the research intern as well as the internship providing organization. Following are the intended objectives of engaging undergraduate students in internship for employability and research internship programmes:

Integration of workshop with workplace

Understanding of the world of work

Developing research aptitude

Exposure in emerging technologies

Enhance entrepreneurial capabilities

Development of decision-making and teamwork skills

Cultivate a sense of Social Imagery and Citizenship Responsibility

Stimulate collaborative influence

Enhancing professional competency

## **3.0 Need of Industrial Training**

Industrial Training Need All firms nowadays seek graduates and degree holders who possess technical soundness, creativity, and analytical skills. They don't want to invest time and funds

in training before hiring staff. That's the biggest issue new grads have when they apply for jobs. The best way to solve this issue is to take industrial exposure very seriously and learn as much as you can about real applications. In this manner, there will be some benefit for both the company and the employee. In addition to helping recent graduates acquire professional skills, the internship program offers corporations new insights into business challenges and even identifies potential future leaders.

#### **4.0 Internship/ Training Process**

The general procedure for arranging internship is given below:

1. The college will send a request letter or email to industry/institute to offer different slots of two to six weeks as internship periods for the students. Students can submit a request letter, profile, or interest areas to industries to ask them if they are willing to provide the training.
2. Industry/institute will confirm the training slots and the number of seats allocated for internships via a confirmation letter or email.
3. If students arrange their own training, they will submit a confirmation letter to the department and the department will assign the students to the industry based on the number of slots agreed upon by the industry. Additionally, the internship slots may be communicated via telephone.
4. Students must submit their joining reports, letters, and emails upon beginning training in the relevant industry or organization.
5. Students receive industrial training at the relevant organization or industry. In between, faculty members visit the industry or organization to assess students' work once or twice. With the industry's and trainers' permission, the students' evaluation reports are turned in to the department.
6. After completing their internship, students will turn in their training reports.

## Letter Regarding Provision of Internship to Students

**[On letter head of the college]**

**To.**  
**The Manager [Human Resources]**  
**{ Name & Address of the organization }**

**Sub: Request regarding Providing Internship to the {class} students for ----- weeks/days**

**Respected Sir/ Madam,**

**Greeting of the day!**

Maratha Vidyaprasarak Shrimati Vimalaben Khimaji Tejukaya [S. V. K. T.] Arts, Commerce and Science College, Deolali Camp, Nashik have been established in 1984. The college has been accredited by National Assessment and Accreditation Council (NAAC) with A+ grade for providing excellent education and infrastructural facilities to students.

By considering this, I request you to please provide permission for internship to our..... (no. of students) students in your esteemed institution. The purpose of the On Job Training is to provide hands-on training and experience to the students about various aspects of business and commercial activities. The On Job Training will also enhance employability of students. After your permission for internship, please provide minimum one-week duration for joining internship. Names of the students of the internship is as mentioned below.

Sr. No.	Name	Roll no.	Class	Department

Please find the undertaking of the students attached herewith.

We look forward to a mutually rewarding academic association with your organisation.  
 Thanking you for your anticipation!

Thankyou.

**Dr. M. S. Girase**  
**Nodal Officer (OJT Cell)**

**Mr./Mrs./Dr.**  
**HOD-Deptt**

**Dr. Pratima P.**  
**Wagh Principal**

**RELIVING LETTER OF THE STUDENT  
{ON LETETR HEAD OF THE COLLEGE}**

**To.**  
**The Manager [ Human Resources]**  
**{Name & Address of the organization}**

**Subject: Regarding reliving of the student.**

**Ref: Your confirmation letter Ref. no..... /Email Dated.....**

**Respected Sir/ Madam,**

As per the above mentioned subject following students will complete their internship by your permission in your esteemed institute under your guidance and supervision.

<b>Sr. No.</b>	<b>Name</b>	<b>Roll no.</b>	<b>Class</b>	<b>Department</b>

This internship programm is an integral part of the curriculum of ----- under National Education Policy 2020. For this Govt. of Maharashtra and affiliating university has formed following guidelines. Hence during the internship, you are requested to bring it to the notice of the students.

- 1) Preparation of a time table of the training programm at your level and submission of its copy to the college with student
- 2) It is mandatory for students to prepare daily diary and submission of its report to the college with student
- 3) Please check the daily diary record of the internee student
- 4) Inform the student about rules, attendance, regulations, timings etc. during internship program

Evaluation of the student would be carried out on the scale as excellent/ very good/ satisfactory/ unsatisfactory based on following parameters.

- 1) Attendance and overall behaviour
- 2) Relationship with staff and supervisor
- 3) Readiness and efforts to learn new things

4) Improvement in knowledge and skills

5) Contribution to your institution

After completion of Internship you are requested you to give the report duly signed by the competent authority in sealed envelope. Due to your efforts significant improvement in the knowledge and skills among the students will be achieved. We would be very thankful to you for taking sincere efforts for enhancing the knowledge and skills among the students.

Students will observe rules and regulation of your institution during his/ her internship period and will report you timely.

Thanking You for your anticipation!

**Dr. M. S. Girase**  
**Nodal Officer (OJT Cell)**

**Mr./Mrs./Dr.**  
**HOD-Deptt**

**Dr. Pratima P. Wagh**  
**Principal**

**DAILY ATTENDANCE OF THE INTERNEE STUDENT**

WEEK	ALLOTED WORK	PROJECT/ WORK COMPLETED	SPECIAL AREA OF EDUCATION	REMARKS

**STAMP & SIGN OF THE INDUSTRY SUPERVISOR**



**ATTENDANCE CERTIFICATE**

(ON TH LETTER HEAD OF THE INDUSTRY/ INSTITUTE)

**Name & address of the industry/ Institute**

-----  
 -----

NAME OF THE STUDENT	
ROLL NO.	
NAME OF THE PROGRAMM [MA/MCOM/MSC/MCS]	
SPECIALIZATION OF THE PROGRAMM	
DATE OF COMMENCEMENT OF INTERSHIP	
DATE OF COMPLETION OF INTERNSHIP	

ATTENDANCE SHEET

MONTH AND YEAR:

WEEK	MON.	TUE	WED	THU	FRI	SAT
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

- 1) Please attach the attendance in the daily diary (don't remove or tear it)
- 2) Mark 'holidays' and absentee as 'a' in the red ink

**STAMP & SIGN OF THE INDUSTRY SUPERVISOR**

## INTERNSHIP EVALUATION REPORT OF THE INSTITUTION

(on the letter head of the institute/industry)

1.Name of the Student:

2. Name of the Institute of Student:

Class: Specialization: Roll No.

3.Mobile no. E-mail

4. Name of the Internship Supervisor:

Contact no. E- mail:

5. Title of the Internship project done:

-----

6. Duration of Internship: From----/-----/----- to ----/-----/-----

7. Please evaluate the internee on the basis of following criteria were noticed during the internship: (please tick the appropriate column)

Sr. No.	Criterion	Needs Improvement	Satisfactory	Good	Excellent
1	Overall behaviour				
2	Reliability of the work				
3	Cooperation to supervisor and colleagues				
4	Interest in work				
5	Progressiveness in internship				
6	Creativity				
7	Quality of work				
8	Responsibility				

9	Acceptance of criticism				
10	Team work skills				
11	Implementation of technical knowledge and skills				
12	Ability to take correct decisions				
13	Ability of Innovation and Creativity				
14	Problem solving and analytical skills				
15	Self-dependency				
16	Communication skills				
17	Effective Writing skills				
18	Professional attitude				
19	Professional behaviour				
20	Punctuality				
21	Effective Time Management				

**8. Overall assessment of student during internship: (Tick one option)**

**Needs Improvement / Satisfactory / Good / Excellent**

**9. Write a note regarding evaluation of the student (If any)**

**Name and Sign of supervisor:**

**Name and sign of Human Resource Manager:**

**Stamp/ Seal:**

**INTERNSHIP EVALUATION REPORT OF THE INSTITUTION**  
**(on the letter head of the college)**

**1.Name of the Student:**

**Mobile no. :**

**E-mail:**

**2. Roll no.**

**3. Faculty:**

**Class:**

**5. Semester:**

**4. Internship duration: From ...../.... /.....To ...../...../.....**

**5. Residential address: -----**

-----

-----

**Contact No.-----**

**6. Name & Address of the site where internship is completed:**

-----

**7. Name & Address of the internship providing organization:**

-----

-----

**8. Name and designation of the industry supervisor:-----**

-----

-----

-----

**9. Nature of the work :-----**

-----

-----

**10. Evaluation date:.../...../....**

**11. Please evaluate the student based on following criterion:**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Grade</b>
<b>1</b>	<b>Quality and effectiveness of presentation</b>	
<b>2</b>	<b>Depth of the knowledge and practical skills</b>	
<b>3</b>	<b>Versatility regarding experience and situations</b>	
<b>4</b>	<b>Relisting gained knowledge and its implementation</b>	
<b>5</b>	<b>Internship report</b>	
<b>6</b>	<b>Internship attendance, record and evaluation report</b>	

**Overall Grade:**

**Additional Remarks:** -----  
-----  
-----

**Signature of the Teacher coordinator with Name:**

**UNDERTAKING BY THE STUDENT FOR INTERNSHIP**

1. FULL NAME of THE STUDENT			
2. PRESENT ADDRESS			
3. PERMENANT ADDRESS			
4. e-MAIL			
5. MOBILE NO.			
6. AADHAR NO.			
7. PAN NO.			
8. TOTAL GPA [ AG. GPA]			
9. INTERNSHIP METHOD			
10. INTERNSHIP PREFERENCES			
Preference no.	Name of Industry/ firm	Place	Special Area
Preference no.1			
Preference no.2			
Preference no.3			
Preference no.4			

I the undersigned Agree with terms, Conditions and requirements of internship Policy

Name and Sign of the internee student

Date:

Above student has participated in the internship induction program of internship conducted by the department. I personally verified & confirmed his/ her necessary documents for the internship. He /She has also taken official permission from his mentor/ guide

Date:

Place:

**Sign of the Co-ordinator of the department with stamp**

**FORMAT OF PERSONAL INFORMATION**

Full name of the student	
Mob. No.	
E-mail	
Name of the institute from where graduation is completed	
Name of the degree	
Subject of specialization	
CGPA of graduation	
Year of completion of graduation	
Name of the college where you are perusing Post graduation degree	
Special subject at Post graduation degree	
<b>Experience of internship</b>	
Internship Completed-YES/NO	
If yes , name of the organisation	
Name of the project on which internship is done	
Brief description of the project on which internship is done	
Semester no.	
Any other achievements	
Hobbies	

**Name and Sign of the Student**

**Date:**

**FEEDBACK BY THE STUDENT ON INTERNSHIP**

**(To be filled by student after completion of the internship)**

**Date:**

**1. Name of the Student:**

**2. Class of the Student:**

**Department:**

**3. Name of the Internship Supervisor:**

**Contact no.**

**e mail:**

**4. Title of the Internship project done:**

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**5. Internship**

**6. Nature of Internship : With stipend / without stipend**

**7. Name of the institute / organization**

**8. Address of the institute / organization:**

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-----

**9. Name of the Teacher [ Co-ordinator] :**

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**10. Name of the Department :**

**11. Duration of Internship: From-----/-----/----- to -----/-----/-----**

**12. Write brief description of the internship work (work done and its Scope)**

**13. Was your internship experience related to your syllabus of the course**

**Yes, to a greater extent/ Yes, to a certain extent / No, totally different**

**Please tick mark how much you agree with the given statement.**

<b>Sr. No.</b>	<b>My Experience regarding following is...</b>	<b>Completely Agree</b>	<b>Agree</b>	<b>Can't say</b>	<b>Disagree</b>	<b>Strongly disagree</b>



1	Given me opportunity to search suitable field for work					
2	Given me Permission for implementation of principles taught in the class					
3	Helped me to develop problem solving and decision making approach					
4	Helped me to gain knowledge of work environment before actual permanent job					
5	Helped me to develop my written and oral communication skills					
6	Helped me to apply my leadership qualities (influence on others, develop ideas, decision making and encourage activities)					
7	Improved sensitivity towards morals and ethics of the work					
8	Developed confidence in me to work under unexpected situations					
9	Given me opportunity to develop my interpersonal skills					
10	Helped me to handle responsibilities and time management					

11	Helped me to explore my new capabilities to which I was unaware					
12	Helped me to develop interest					
13	Helped me to clear objectives of my work area					
14	Helped me to provide me resources needed for my future employment					
15	Helped me to use necessary equipment which were not available in the organization forgetting knowledge					

- **It is expected to appoint a teacher as a Co-ordinator for the internship.  
Do you think your teacher coordinator did this? Why or why not?**
- **Do you think your teacher coordinator did this? Why or why not?**
- **How well were you able to meet the initial goals, tasks and new skills set out in your learning contract?**
- **In what ways are you able to take new directions or expand beyond your contract? Why are some objectives not sufficiently absorbed?**
- **In which area have you developed and improved the most?**

- **What was the most significant achievement or moment of satisfaction during your internship?**
- **What you didn't like about the internship?**
- **How would you rate this intern considering your overall experience?**

**- Satisfactory / Good / Excellent (circle one)**

- **Make suggestions on how your intern experience could have been improved. (Would you have liked to have had more discussions with your professor about how you could have improved taking on additional responsibilities? Was there a need for close supervision? Was there a need for more revision?)**

**Student's signature**

**Name, Roll No.,**

**Date**

*Title of the project*

**(CAPITAL LETTER WITH CENTER ALIGNMENT)**

**A FIELD PROJECT REPORT SUBMITTED TO  
SAVITRIBAI PHULE PUNE UNIVERSITY**

**IN THE PARTIAL FULFILMENT OF THE REQUIREMENT FOR THE  
DEGREE OF MASTER OF -----**

**{Write Specialization}**

**SUBMITTED BY**

-----

**Roll No/ Seat No\_\_**

**UNDER THE GUIDANCE OF**

-----



**NAME OF THE DEPARTMENT**

**S. V. K. T. Arts, Science and Commerce College, Deolali Camp, Nashik**

**MONTH AND YEAR**



**S. V. K. T. Arts, Science and Commerce College,  
Deolali Camp, Nashik**

**CERTIFICATE**

This is to certify that Mr/Miss \_\_\_\_\_  
of \_\_\_\_\_ class, Division \_\_\_\_\_, has completed the Internship in the  
following Industry satisfactorily.

Name of the Industry:

Address of the Industry:

Date:

Place:

Roll number:

Exam Seat number:

Name & Sign  
Industry Supervisor

Name & Sign  
Internship Guide

Head of the Department

Dr. Pratima P. Wagh

Principal