पुण्यश्लोक अहिल्यादेवी होळकर
सोलापूर विद्यापीठ
।। विद्यया संपन्नता ।।
NAAC Accredited 2022
'B++' Grade (CGPA 2.96)



PUNYASHLOK AHILYADEVI HOLKAR SOLAPUR UNIVERISTY, SOLAPUR

Name of the Faculty : Humanities / Science& Technology
Commerce & Management

Syllabus : **NEP 2020 Compliant Curriculum for**

B.A., B. Sc., B.Com –III Years - On
Job Training / Internship – (Practical)

Name of the Programme : **B.A., B. Sc., B.Com**

With Effect From : **Academic year 2026-27**

पुण्यश्लोक अहिल्यादेवी होळकर सोलापूर विद्यापीठ ॥ विद्यया संपन्नता ॥ NAAC Accredited-2022 'B++' Grade (CGPA-2.96)	**Punyashlok Ahilyadevi Holkar Solapur University, Solapur** **B.A., B. Sc., B.Com -Part - III, Semester-VI** **Vertical: On Job Training / Internship – (Practical)** **Course Code:** G03-OJT-0601 Paper Name: **On Job Training / Internship – (Practical**	

***Teaching Scheme** **Practical:08 Hours/week,** **Credits 04** **Total Hours : 120 Hours**	**Evaluation Pattern: Total Marks: 100** **Internal Evaluation (CA) : 40 Marks** **End Semester Examination (UA): 60 Marks**

The implementation of compulsory course in On-Job Training / Internship for UG students follows the guidelines as outlined in the Government Resolution listed below:

- Guidelines for Internship/Research Internship for Under Graduate Students, University Grants Commission, Bahadur Shah Zafar Marg, New Delhi- 110002 (2023).
- Higher and Technical Education, Government of Maharashtra, Internship Policy: Guidelines and Procedure
- Govt. of Maharashtra letter dated 27th December, 2023 No. Sankirn-2023/P.K.176/VS-3
- GR dated 29th February, 2024 regarding availability of Internship facility in various administrative units of government as per GR No.-NEP-2023/P.K.176/VS-3

➢ **Introduction:**

All the Higher Educational Institutions (HEIs) are **mandated** to enable all the eligible students to take an active part in the Internship selection process. The Internship Cell constituted at the HEIs will extend all the possible support to the students.

The National Education Policy (NEP), 2020 suggests that students must actively engage with the practical side of their learning as part of a holistic education to further improve their employability. It states that students at all HEIs will be provided with opportunities for **internships with local industry and businesses** as well as **research internships with faculty and researchers at their own or other HEIs/research institutions**.

➢ **Objective and Vision:**

Internships serve as pivotal educational and career development opportunities, offering hands-on experience in specific fields or disciplines. They are structured, short-term, supervised Internships often centered around particular tasks or projects with predefined timeframes. An internship may be compensated, partially compensated, or unpaid; however, it must be meaningful and beneficial to both the intern and the hosting organization.

Following are the objectives of the Internships envisaged for the students enrolled in State HEIs:

- Providing opportunities to acquire and refine analytical and managerial skills crucial for a professional career.
- Offering hands-on experience in teamwork, thereby enhancing professional skills like communication, work

  ethics, conflict resolution, etc., with a lasting impact on lifelong learning and professional development.
- Establishing links between students and potential future job or research opportunities.

➢ **Credit Requirements:**

- **12-14 credits of Internship** activities may be accounted for B.A., B.Sc., B.Com. and all Non-AICTE professional UG degree courses.

- 1 credit is equivalent to minimum 30 hours of work. An intern is expected to spend 30 hours per week on Internship and related activities. Furthermore, Internships may be done through offline / online mode.

For B.A. III degree courses, the indicative requirement regarding Internship duration and credits is as follows:

Internship	Schedule	Duration	Activities	Credits
Summers	After 4th or 6th Semester	4-8 Weeks	Industrial/NGO/MSME/Rural Internship/Innovation/Entrepreneurship	8
Winters	After 3rd or 5th Semester	2-4 Weeks	Inter/Intra-institutional Activities/Research Project/Community Engagement	2-4
Semester Integrated	6th or 8th Semester	Can be part-time: Duration can be as per HEIs Discretion	Project Work/Seminar	2-4

***Internship/Apprenticeship: 8 Credits + Field Projects/Community Engagement: 4-6 Credits**

➢ **Types of Internships:**

During the internship registration, the students are to notify their preference on whether they are seeking 'Academic or Industrial Internships. The undergraduate internships would be classified into two types:

a) Internship for enhancing the employability
b) Internship for developing the research aptitude

➢ **Eligibility for Internship:**

- All the bona-fide students enrolled in the HEI are eligible for internships, provided they have two or fewer backlogs at the start of the odd semester of the academic year.
- The HEI shall, at the start of each academic year, specify the timelines pertaining to undertakings, resume submission deadlines, resume proof-checking and verification, organizing outreach, and selection process.

➢ **Implementation of Internship/OJT:**

a) Internship Cell: Internship Cell shall be led by Internship Governing Council comprising of Vice Chancellor/Dean/Principal, Nodal Officer/TPO, and Assistant Coordinator(s). The Cell will further have Department-level Faculty Coordinators. Additionally, Student Coordinators shall be appointed from each Department by the nominated Faculty for efficient outreach to students.
b) Internship Cell shall be responsible for the proper functioning of the Internship processes at the HEI:

- The Cell shall identify projects linked to the local industry needs
- The Cell is responsible to conceptualize a digital portal where they can register experts, industries,

- Organizations, mentors, faculty members which are visible to students.
- Internship Cell shall maintain a uniform record-keeping mechanism. It shall also ensure that the evaluation rubrics are implemented as per the mandate of NEP, 2020, GRs released by Government of Maharashtra, and National Credit Framework by UGC.

- The cell shall streamline internship selection process including, but not limited to Resume Screening, PPTs, Tests, GDs, Interviews, etc.
- The Cell shall map students to student coordinators from the department. They are first point of contact in the Cell and would help throughout the process – answering all queries and managing the whole process.
- The Student Coordinators in consultation with the department/school-level faculty shall carry out the task of resume verification at the start of the academic session.
- Internship Cell shall make a sincere effort every year to bring in new companies in upcoming sectors to ensure better and more diverse opportunities for students. the Cell shall make their best efforts in reaching out to the organizations preferred by students.
- The Cell shall work towards connecting with the organization and signing MOUs with them on the behalf of HEI to establish long-term collaboration for providing internship.
- The Cell shall organize preparatory events throughout the year. Information regarding the sessions will be provided to the students via mail and other mediums. The Cell shall collate and share reference books, sample questions, mock test papers among students.
- The Cell shall facilitate the onboarding of students for Internships, through online or offline medium, in line with Organization's requirements.
- The Cell shall ensure protection of students in case of any offenses by the organizations. The Nodal Officer/TPO shall be the final arbiter on such matters.
- The Cell shall maintain a uniform database for Internships at department-level and HEI level.
- **Record Keeping:**

1) Internship Undertaking from Student: (Appendix-I)
2) Students Resume: (Appendix-II)
3) Organization Outreach Letter on Letterhead of the College: (Appendix-III)
4) Reliving Letter on College Letterhead: (Appendix-IV)
5) Students Diary/Log Book: (Appendix-V)
6) Attendance Sheet on College Letterhead: (Appendix-VI)
7) Supervisor Evaluation of Intern on 'ORGANIZATIONS LETTERHEAD' with sign' of Industry Supervisor + HR Manager: (Appendix-VII)
8) Student Feedback of Internship After Completion of Internship: (Appendix-VIII)
9) Pro-forma for Evaluation of Internship by Institute: (Appendix-IX)

➢ **Application Process for Internship:**

- The Internship Cell shall proactively inform the students when internship opportunities are floated along with the nature of internship, compensation structure, work mode/location, etc.
- Interested students shall give their names to the department coordinators, who shall pass them on to the Assistant Coordinator with their resume.
- Once the resumes are submitted to the organizations, the selection process shall start. The Cell will assist companies in scheduling pre-placement talks, tests, GDs, Interviews.
- Students are to strictly adhere to the schedule such events.

➢ **Code of Conduct:**

• Each student is eligible to accept at most one Internship offer through the process. They would be deregistered from the process after receiving the offer.

• Any off-campus opportunities given to the students must be reported to the HEI for subsequent procedures of relieving to take place in time.
• Students are required to dress in formal clothing and footwear with a presentable persona throughout the selection process. Casual clothing will not be allowed during any part of the whole process.
• If any student has any grievances with respect to termination and/or any penal action ordered by concerned HOD, then such student can submit his appeal in writing to the Nodal Officer/TPO, who shall be the final arbitrator on such matters.
• After performing exceedingly well in the Internship, the student may be provided with a Pre-placement Offer (PPO). It needs to be accepted/rejected by the student within the deadline as set forth by the organization. A student who accepts the PPO will be considered "placed" and de-registered from the Placement process. If a student rejects a PPO, they can appear for further placements with the cell without any restrictions

- **Evaluation Process:**

The internship shall be evaluated on the basis of performance, as reflected in the student log **(Appendix V)**, Attendance record **(Appendix VI)**, supervisor evaluation form **(Appendix VII)**.

The assessment of internship will be based on the following criteria:

- Quality and effectiveness of presentation
- Depth of knowledge and demonstrated skills
- Variety and relevance of learning experience
- Practical applications and relationships with concepts taught in the course

Sr. No.	Based on Criteria's in Appendix	Particulars	Marks	Remarks
1	Appendix-V	Student Log	20	
2	Appendix-VI	Attendance Record	20	
3	Appendix-VII	Supervisor Evaluation		
		a) Internship Report	40	
		b) Viva-Voce /Presentation	20	

- **Certification Mechanism:**

Internship Report: A comprehensive report highlighting their learnings and takeaways during the internship period. The report shall be signed by the Internship Supervisor, Nodal Officer/TPO and Faculty Mentor.

Seminar: The students are mandated to give a seminar based on the internship undertaken before an expert committee constituted by the concerned department, as per Pro-forma for Evaluation of Internship **(Appendix IX)**.

- **Course Outcomes:**

After the completion of the OJT Programme, the student shall be able to:

1) Apply concepts learned in classrooms to real-world work environments, enhancing their Understanding and skills.
2) Show insights into the challenges, opportunities, and culture of different workplaces, preparing Them for future employment.
3) Navigate through various learning modalities effectively through exposure to hybrid learning Models.
4) Show evidence of research aptitude and skills of critical thinking, analytical skills, and ethical Research conduct in the conduct, and communication of their work.
5) Use and appreciate the use of emerging technologies and their applications, enhancing their Technological literacy and adaptability.

6) Display problem-solving abilities in making informed decisions in complex scenarios through Practical situations.
7) Work in team environment and collaborate to achieve common goals in diverse work environments through.

परिशिष्ट १- On Job Training /आंतरवासिता हमीपत्र

१. विद्यार्थ्यांचे नाव :----------

२. सध्याचा पत्ता----------

३. कायमस्वरूपी पत्ता----------

४. ई-मेल आयडी----------

५. भ्रमणध्वनी (मोबाईल) क्र.----------

6. आधार क्र.----------

७. पॅन क्र.----------

8. एकूण G.P.A. (सरासरी क्रेडिट)----------

९. आंतरवासिता पद्धत----------

१०. आंतरवासिता प्राधान्ये----------

	स्थळ	प्रमुख क्षेत्रे	संस्था / संघटना
प्राधान्य-१			
प्राधान्य-२			
प्राधान्य-३			

मी आंतरवासिता धोरणाच्या अटी, शर्ती आणि आवश्यकतांशी सहमत आहे.

विद्यार्थ्यांची स्वाक्षरीः

दिनांक :----------

सदर विद्यार्थ्याने आंतरवासिता परिचय वर्गात भाग घेतला आहे आणि आंतरवासिता कार्यक्रमात भाग घेण्यासाठी आवश्यक ती सर्व कागदपत्रे आणि प्रक्रियेच्या गरजा पूर्ण केल्या आहेत याची मी खात्री केली आहे. तसेच त्याने / तिच्या मार्गदर्शकाकडून मान्यता प्राप्त केली आहे.

विभागातील समन्वयक प्राध्यापकाची स्वाक्षरी

दिनांक----------

परिशिष्ट २ On Job Training व्यक्तिगत माहिती प्रपत्राचा नमुना

नाव :----------

संपर्क क्रमांक आणि ईमेल आयडी:----------

शिक्षण :-

उच्च शिक्षणसंस्थेचे नाव ----------

वर्ष

पदवी / मुख्य विषय : CGPA:

उच्च शिक्षणसंस्थेचे नाव : पदवी वर्ष

पदवी / मुख्य विषय: CGPA: ----------

आंतरवासिता / कामाचा अनुभव :-

संस्था – संघटना :-

प्रकल्प :-

थोडक्यात माहिती :-

शैक्षणिक अनुभव:-

सत्र :- वर्ष

प्रकल्प :-

थोडक्यात माहिती :-

इतर कर्तृत्व आणि वैयक्तिक आवडी निवडी

परिशिष्ट ३- On Job Training

संस्थेस सेवा पुरविण्याबाबतचे पत्र

प्रति,

मा. व्यवस्थापक (मानव संसाधन)

----------, सोलापूर

विषय : बी. ए. शिक्षण घेणाऱ्या विद्यार्थ्यांना -एक-आठवड्यांच्या On Job Training / आंतरवासिताची विनंती.

मा. महोदय / महोदया,

---------- साली स्थापन झालेल्या ---------- महाविद्यालय सर्व शैक्षणिक उत्कृष्टता आणि पायाभूत सुविधांबद्दल ---------- --मध्ये राष्ट्रीय मूल्यांकन आणि मान्यता परिषदेने ----------श्रेणीची मान्यता दिली आहे.

वरील बाबी लक्षात घेता मी आपल्याला विनंती करतो की, आपल्या सन्माननीय संस्थेत कृपया आमच्या खालील ------ विद्यार्थ्यांना व्यावहारिक प्रशिक्षणाची परवानगी द्यावी. आपली खातरजमा झाल्यानंतर विद्यार्थ्यांना प्रशिक्षणात दाखल होण्यासाठी किमान एक आठवड्याचा कालावधी द्यावा.

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या विद्यार्थ्यांची व्यक्तिगत माहिती प्रपत्रे या पत्रासोबत जोडलेली आहेत. आपल्याकडे रिक्त पदे असल्यास, कृपया वरील शाखांमधील विद्यार्थ्यांच्या मुलाखती घेण्यासाठी नियोजन करावे.

आपल्या संमतीची अपेक्षा !

आपला विश्वासू,

नोडल अधिकारी/टीपीओ

---------- महाविद्यालय आणि

तारीख

परिशिष्ट ४: On Job Training विद्यार्थ्यांचे कार्यमुक्तता पत्र

प्रति,

मा.व्यवस्थापक (मानव संसाधन)

----------, सोलापूर

विषय : विद्यार्थ्यांचे कार्यमुक्तता पत्र.

मा. महोदय / महोदया,

कृपया उपरिनिर्दिष्ट विषयाच्या संदर्भातील आपले पत्र / ई-मेल दिनांक: ---------- पहा, आपल्या प्रतिष्ठित संस्थेत खालील विद्यार्थी आपल्या अनुमतीने व आपल्या मार्गदर्शनाखाली आणि देखरेखे खाली औद्योगिक आंतरवासिता प्रशिक्षण घेतील :

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हे प्रशिक्षण अभ्यासक्रमाचा आवश्यक भाग असल्याने प्रशिक्षणासाठी अभ्यासक्रमात खालील मार्गदर्शक तत्त्वे निश्चित करण्यात आली आहेत. त्यामुळे कृपया संबंधित विद्यार्थीस मार्गदर्शकाने खालील मार्गदर्शक तत्त्वेचे सूचित करावीत, अशी विनंती करण्यात येत आहे.

- ❖ आंतरवासिताचे वेळापत्रक तयार करून त्याची एक प्रत आम्हाला पाठवावी. प्रत्येक विद्यार्थ्याने आंतरवासिता दैनंदिनी तयार करून अहवाल देणे आवश्यक आहे.
- ❖ कृपया दररोज विद्यार्थ्यांची आंतरवासिता दैनंदिनी तपासावी.
- ❖ प्रशिक्षण काळातील कामाच्या वेळांबाबत सूचना देणे आणि उपस्थितीची नोंद राखणे.
- ❖ विद्यार्थ्यांच्या कामगिरीचे मूल्यमापन खाली नमूद केल्याप्रमाणे उत्कृष्ट, अतिशय चांगले, समाधानकारक व असमाधानकारक अशा गुणांकनाच्या आधारे करावे, अशी विनंती आहे.
    - उपस्थिती आणि सामान्य वर्तन
    - कामगार आणि पर्यवेक्षकांशी संबंध
    - शिकण्यासाठी पुढाकार आणि प्रयत्न

- ज्ञान आणि कौशल्य सुधारणा
- संस्थेला दिलेले योगदान

प्रशिक्षण पूर्ण झाल्यानंतर सीलबंद लिफाफ्यात कामगिरीचा अहवाल, स्वाक्षरी करणा-या अधिका-यास अग्रेषित करावा. या संदर्भातील आपल्या प्रयत्नांमुळे विद्यार्थ्यांचे ज्ञान आणि व्यावहारिक कौशल्येयामध्ये सकारात्मक वाढ होईल. आपल्या सहकार्याची मनःपूर्वक धन्यवाद आणि त्यासाठी आम्ही कृतज्ञ आहोत.

विद्यार्थी संस्थेच्या नियमांचे पालन करतील आणि आंतरवासिता दरम्यान योग्य ती शिस्त पाळतील. विद्यार्थी आपल्याला तारखेनुसार अहवाल देतील.

----------या पत्राची प्रत सोबत.

आपले विश्वासू,

नोडल अधिकारी/टीपीओ

---------- महाविद्यालय आणि

तारीख

परिशिष्ट ५: On Job Training

----------महाविद्यालय सोलापूर

- विद्यार्थ्याचे नाव :----------
- भ्रमणध्वनी (मोबाईल) क्र.----------
- उपस्थिती क्र.----------
- शाखा/सत्र : ----------
- प्रशिक्षण कालावधी :----------
- घरचा पत्ता (संपर्क क्रमांकासह) ----------
- प्रशिक्षण स्थळाचा पत्ता----------
- प्रशिक्षण देणाऱ्यासंस्थेचा पत्ता----------

विद्यार्थ्याच्याकामांची दैनंदिनी (नोदींचे स्वरूप)

आठवडा	नेमून दिलेले काम	केलेले उपक्रम	मुख्य शिकवण	पूरक टिप्पणी

उद्योग-पर्यवेक्षकाची स्वाक्षरी

परिशिष्ट ६ (On Job Training / आंतरवासिता संस्थेच्या लेटरहेड वर)

उपस्थिती पत्रक

संस्थेचे नाव व पत्ता:

विद्यार्थ्याचे नाव	
उपस्थिती क्र.	
अभ्यासक्रमाचे नाव	
प्रशिक्षण सुरू होण्याची तारीख	
प्रशिक्षण पूर्ण होण्याची तारीख	

महिना आणि वर्षः

आठवडा	सोमवार	मंगळवार	बुधवार	गुरुवारी	शुक्रवार	शनिवार
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१२						

उपस्थिती पत्रक प्रशिक्षण दैनंदिनीमध्ये चिकटवून ठेवावे. ते काढू नका किंवा फाडू नका. उपस्थिती रकान्यामध्ये लाल शाईने सुट्टया चिन्हांकित केल्या पाहिजेत. अनुपस्थितीला लाल शाईत 'A' म्हणून चिन्हांकित करावे.

आंतरवासिता पर्यवेक्षकाचे नाव आणि स्वाक्षरी

परिशिष्ट ७ (On Job Training / आंतरवासिता संस्थेच्या लेटरहेड वर)

पर्यवेक्षकाचा आंतरवासिता-मूल्यमापन अहवाल

विद्यार्थ्याचे नाव:

तारीख:----------

काम पर्यवेक्षक:

शीर्षक :----------

संस्था / संघटनाः

आंतरवासिताचा पत्ता :

आंतरवासिता तारखा :----------

पासून ते ---------- पर्यंत----------

कृपया आपण खालील वर्तन ज्या वारंवारीतेने काळजीपूर्वक पाहिलेते दर्शवून आंतरवासिता विद्यार्थ्याचे मूल्यांकन कराः

निकष / निकष	गरजा सुधारणा	समाधानकारक	चांगला	उत्कृष्ट
वर्तन				
कामकाजातील विश्वासार्हता				
सहकारी आणि पर्यवेक्षकांबरोबर सहकार्य				
कामकाजातील अभिरूची				
प्रशिक्षणातील गती				
उपक्रमशीलता				
कामकाजातील गुणवत्ता				
जबाबदारीचे भान				
टीका-टिपण्णीची स्वीकार्हता				
संघटनात्मक कौशल्यांतील निपुणता				
तांत्रिक ज्ञान आणि कौशल्यांचा वापर				
उचित न्यायनिर्णय क्षमता				

नवनिर्मिती क्षमता आणि कल्पकता				
समस्यांचे प्रभावीपणे विश्लेषण				
स्वावलंबन				
संवाद क्षमता				
प्रभावी लेखनशैली				
व्यावसायिक अभिवृत्ती				
व्यावसायिक वर्तन व्यवहार				
वक्तशीरपणा				
वेळेचा प्रभावी वापर				

आंतरवासिता विद्यार्थ्याची सर्वांगीण कामगिरी सुधारणा / समाधानकारक / चांगले / उत्कृष्ट (यापैकी टिक करा) अतिरिक्त टिप्पण्या (असल्यास):

उद्योग पर्यवेक्षकाची स्वाक्षरी----------

मानवसंसाधन व्यवस्थापक: ----------

----------महाविद्यालय, सोलापूर

B) Viva-Voce /Presentation

मौखिक / सादरीकर - अंतर्गत मूल्यमापन

वर्ग: **विषय:**

अ.क्र.	नाव	उपस्थिती PRN क्र.	आसन क्र.	एकूण गुण २०

अंतर्गत परीवेक्षक

विभाग प्रमुख

प्राचार्य

परिशिष्ट ८: विद्यार्थ्याचा On Job Training / आंतरवासिता अनुभव : अभिप्राय

(On Job Training / आंतरवासिता पूर्ण झाल्यानंतर विद्यार्थ्यांनी भरावे)

विद्यार्थ्याचे नाव:----------

दिनांक:----------

औद्योगिक पर्यवेक्षक:----------

-

शीर्षक :----------

पर्यवेक्षक ईमेल:----------

--

आंतरवासिता :---------- सवेतन----------विनावेतन----------

संस्था/संघटनाः----------

आंतरवासिताचा

पान:----------

प्राध्यापक समन्वयक:----------

विभाग:----------

आंतरवासिता तारीख: ----------पासून ते----------

-पर्यत

आपल्या आंतरवासिताच्या कामाचे थोडक्यात वर्णन द्या (आपण ज्यासाठी जबाबदार आहात त्या कामांची नावे व स्वरूप):

तुमचा आंतरवासिताचा अनुभव तुमच्या अभ्यासाच्या प्रमुख क्षेत्राशी संबंधित होता का?

- होय / बऱ्याच अंशी
- होय / थोड्याफार प्रमाणात
- नाही / अजिबात नाही

खालील विधानांशी आपण किती प्रमाणात सहमत किंवा असहमत आहात हे दर्शवा.

हा अनुभव असा आहे:	पूर्णपणे सहमत	सहमत	मत नाही	नापसंत	तीव्र नापसंती

मला व्यवसाय क्षेत्र शोधण्याची संधी दिली.					
मला सराव करण्यासाठी वर्गातील सिद्धांतांचे उपयोजन करण्याची परवानगी दिली.					
माझी निर्णयक्षमता आणि समस्या सोडविण्याची कौशल्ये विकसित करण्यास मदत केली.					
कायमस्वरूपी नोकरीपूर्वी मला कार्य विश्वाशी संबंधित ज्ञान प्राप्तीसाठी मदत झाली.					
मला माझे लेखी आणि मौखिक संप्रेषण कौशल्ये विकसित होण्यासाठी मदत केली.					
नेतृत्व कौशल्ये वापरण्याची संधी दिली (इतरांवर प्रभाव पाडणे, इतरांसोबत कल्पना विकसित करणे, निर्णय घेण्यास आणि कृतीस उत्तेजन देणे)					
कामाच्या संबंधातील नैतिक परिणामांबद्दल माझी संवेदनशीलता वाढविली.					
अनोख्या परिस्थितीत आत्मविश्वासपूर्वक वागण्याकरिता आत्मबळ दिले.					
मला माझे पारस्परिक कौशल्य सुधारण्याची संधी दिली					
मला जबाबदारी हाताळायला आणि वेळेचा सुयोग्य वापर करायला मदत केली.					
मला स्वतःचे नवीन पैलू शोधण्यात मदत केली जी मला पूर्वी माहित नव्हती.					
मला नवी अभिरूची आणि क्षमता					

विकसित करण्यासाठी मदत केली.					
मला माझ्या कार्यक्षेत्राची उद्दिष्टे स्पष्ट करण्यास मदत केली.					
मला भविष्यात रोजगार मिळू शकेल यासाठी आवश्यक संपर्क साधने पुरविली.					
मला माहिती मिळविण्यासाठी आणि / किंवा ती वापरण्यासाठी संस्थेत उपलब्ध नसलेली उपकरणे वापरण्याची परवानगी दिली.					

- संस्थेच्या आंतरवासिता कार्यक्रमात प्राध्यापकांनी विद्यार्थ्यांसाठी मार्गदर्शक असणे अपेक्षित आहे.
- तुमच्या शिक्षक समन्वयकाने असे काम केले असे तुम्हाला वाटते का? का किंवा का नाही?
- आपल्या शिकण्याच्या करारामध्ये निर्धारित केलेली प्रारंभिक ध्येय्ये, कार्ये आणि नवीन कौशल्ये आपण किती चांगल्या प्रकारे पूर्ण करू शकलात? आपण कोणत्या प्रकारे नवीन दिशा घेण्यास किंवा आपल्या कराराच्या पलीकडे विस्तार करण्यास सक्षम आहात? काही उद्दिष्टेपुरेशी आत्मसात का झाली नाहीत?
- आपण कोणत्या क्षेत्रात सर्वात जास्त विकास आणि सुधारणा केली?
- आपल्या आंतरवासिता काळातील सर्वात महत्त्वपूर्ण कामगिरी किंवा समाधानाचा क्षण कोणता होता?
- आंतरवासितामध्ये तुम्हाला काय आवडले नाही?
- तुमचा एकंदर अनुभव लक्षात घेता तुम्ही या आंतरवासिताचे मूल्यमापन कसे कराल? - समाधानकारक / चांगले / उत्कृष्ट (एकाला गोल करा)

आपला आंतरवासिताचा अनुभव कसा सुधारता आला असता याबद्दल सूचना द्या. (तुम्हाला अतिरिक्त जबाबदारी सांभाळता आली असती का? आपल्या आंतरवासिताबद्दल तुमच्या प्राध्यापकांशी अधिक चर्चा करणे आपल्याला आवडले असते का? बारकाईने देखरेखीची गरज होती का? अधिक उजळणीची गरज होती का?)

विद्यार्थ्यांची स्वाक्षरी

नाव, उपस्थिती क्रमांक, दिनांक

परिशिष्ट: ९: On Job Training

संस्थेचा आंतरवासिता मूल्यमापन अहवाल : नमुना प्रपत्र

१. विद्यार्थ्याचे नाव :----------

भ्रमणध्वनी (मोबाईल) क्र.----------
--
२. उपस्थिती क्र.----------
---
3. शाखा/सत्र : ----------
--
४. प्रशिक्षण कालावधी :----------
---
५. घरचा पत्ता (संपर्क क्रमांकासह) ----------
-----
६. प्रशिक्षण स्थळाचा पत्ता----------
---
७. प्रशिक्षण देणाऱ्यासंस्थेचा पत्ता----------
------
८. प्रशिक्षण प्रभारीचे नाव/पदनाम----------
------
९. कामाचे स्वरूप----------
---
१०. मूल्यमापन तारीख----------
-----
११. कृपया खालीलबाबींचे मूल्यांकन करा :

अ.क्र.	तपशील	श्रेणी
१	सादरीकरणाची गुणवत्ता आणि परिणामकारकता	
२	ज्ञानाची सखोलता आणि प्रात्यक्षिक कौशल्ये	
३	शिकण्याच्या अनुभवाची विविधता आणि	

	प्रासंगिकता	
४	व्यावहारिक अनुप्रयोग आणि शिकवलेल्या संकल्पनांशी संबंध	
५	आंतरवासिता अहवाल	
६	उपस्थितीची नोंद, विद्यार्थी लॉग, पर्यवेक्षक मूल्यमापन	

समग्र श्रेणी:

अतीरिक्त नोंदी:

मार्गदर्शकाची स्वाक्षरी

Appendix 1.: On Job Training /Internship Undertaking

(Affidavit by the student to the college)

1) Student Name:		
2) Current Address		
3) Residence Address		
4) Email id		
5) Mobile Nos.	1)	2)
6) Adhar No.		
7) PAN No.		
8) Overall GPA		
9) Mode of Internship		
10) Internship Preferences		

	Location	Core Area	Organization Institute
Preference-1			
Preference-2			
Preference-3			

I confirm that I agree with the terms, conditions, and requirements of the Internship Policy

Student Signature:

Date_____

I confirm that the student has attended the internship orientation and has met all paperwork and process requirements to participate in the internship program, and has received approval from his/her guide/supervisor.

Sign of Department Faculty Coordinator:

Date:

Appendix 2.: On Job Training - Draft Resume Template

(Student should fill all the personal information and submit it to the college before going for boarding)

Name:

Contact Number : 1)……2)……

Email ID :

Education :

HEI Name : ---------- Year: ----------

Degree / Specialization:

CGPA :

HEI Name (UG): Degree / Specialization: CGPA:

Internship / Work Experience

Organization: ……Year:

Project :

Brief:

Academic Experience

Semester :

Project :

Brief :

Achievements and Personal Interests:

To,

The (Manager, HR)

.....

.....

Appendix 3.: On Job Training- Organization Outreach Letter

(the College to the Boarding Institution)

G
r
a
n
t

b
y

Subject: Request for_____weeks On Job Training / internship of Students pursuing

Dear Sir,

The HEI established in ------, ---------- Solapur, Maharashtra reflects the vision of leading industrialists and educationalists. Institute is accredited with ------ grade by NAAC in ----------. The HEI has been recognized about it's over all academic excellence and infrastructure.

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

Sr. No.	Name	Roll no.	Year	Department

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

A line of confirmation will be highly appreciated.

Yours sincerely,

Date: Training & Placement Officer

Appendix 4.: On Job Training - Relieving Letter of Student

(To be given by the college to the student)

To,

The General Manager (HR)

.....

.....

Subject: Relieving letter of student

Dear Sir,

Kindly refer your letter/e-mail dated ..... on the above cited subject. As permitted by your good self the following students will undergo Industrial **On Job Training /** Internship in your esteemed organization under your sole guidance and direction

Sr. No.	Name	Roll no.	Year	Department

This training being an essential part of the curriculum, the following guidelines have been prescribed in the curriculum for the training. You are therefore, requested to please issue following guidelines to the concerned manager/Industrial Supervisor.

- Internship schedule may be prepared and a copy of the same may be sent to us.
- Each student is required to prepare Internship diary and report.
- Kindly check the Internship diary of the student daily.
- Issue instruction regarding working hours during training and maintenance of the attendance record

You are requested to evaluate the student's performance on the basis of grading i.e.Excellent, Very Good, Satisfactory and Non-Satisfactory on the below mentioned factors:

- Attendance and general behavior
- Relation with workers and supervisors
- Initiative and efforts in learning

- Knowledge and skills improvement
- Contribution to the organization

The performance report may please be forwarded to the undersigned on completion of training in sealed envelope.

Your efforts in this regard will positively enhance knowledge and practical skills of the students, your cooperation will be highly appreciated, and we shall feel obliged.

The students will abide by the rules and regulation of the organization and will maintain a proper discipline with keen interest during their internship. The students will report to you on dated. along with a copy of this letter.

Yours sincerely,

Nodal Officer / TPO

Date:

Appendix 5. On Job Training -Student Diary (Log) Recording Format

(Students should keep weekly records of the work done during the internship period and submit it to the college after completion of internship)

- Student Name :

- Mobile No.
- Attendance No.
- Branch/Session:

- Training Duration
- Home Address

  (With Contact Number)

- Training Venue Address :

Address of Training Institute : Week	Task Assigned	Activities Performed	Key Learnings	Additional Remarks

Signature of Industry Supervisor

Appendix 6.: On Job Training -Attendance Sheet

(On the letterhead of the Internship Organization)

Name & Address of Organization:

Name of the Student	
Roll Number	
Name of Course	
Date of Commencement of Training	
Date of Completion of Training	

Month and Year:

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

- Attendance Sheet should remain affixed in Daily Training Diary. Do not remove or tear it off.
- Holidays should be marked in Red Ink in attendance column. Absent should be marked as 'A' in Red Ink. Signature of Organization internship supervisor with Organization stamp/ seal

Name and Signature with date of Internship Supervisor_____

Appendix 7.: On Job Training -Supervisor Evaluation of Intern

(On the letterhead of the Internship Organization)

Student Name:_____Date:_____

Work Supervisor:_____Title:_____

Organization:_____

Internship Address: _____

Dates of Internship: From_____To _____

Please evaluate intern by indicating the frequency with which you observed the following behaviors:

Parameters	Needs Improvement	Satisfactory	Good	Excellent
Behaviors				
Performs in a dependable manner				
Cooperates with co-workers and supervisors				
Shows interest in work				
Learns quickly				
Shows initiative				
Produces high quality work				
Accepts responsibility				
Accepts criticism				
Demonstrates organizational skills				
Uses technical knowledge and expertise				
Shows good judgment				
Demonstrates creativity/originality				
Analyzes problems effectively				
Is self-reliant				
Communicates well				
Writes effectively				
Has a professional attitude				
Gives a professional appearance				
Is punctual				
Uses time effectively				

Overall performance of student intern (circle one): (Needs improvement / Satisfactory / Good / Excellent) Additional comments, if any:

Signature of Industry supervisor_____

HR Manager _____

----------College, Solapur

b) Viva-Voce /Presentation

Internal Evaluation

Class: **Subject:**

Sr.No	Name of Students	PRN	Seat No	Total Marks 20

Internal Examiner Head of Dept. **Principal**

Appendix 8.: On Job Training - Student Feedback of Internship

(To be filled by Students after Internship completion)

Student Name:_____Date:_____

Industrial Supervisor:_____Title:_____

Supervisor Email:_____Internship is:_____Paid_____Unpaid_____

Organization:_____

Internship Address:_____

Faculty Coordinator:_____Department:_____

Dates of Internship: From_____To _____

Give a brief description of your internship 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 prior to 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 internship 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?

- 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?
- In what areas did you most develop and improve?
- What has been the most significant accomplishment or satisfying moment of your internship?
- What did you dislike about the internship?
- Considering your overall experience, how would you rate this internship? (Circle one).

-Satisfactory/ Good/ Excellent

- Give suggestions as to how your internship experience could have been improved. (Could you have handled added responsibility? Would you have liked more discussions with your professor concerning your internship? Was closer supervision needed? Was more of an orientation required?)

Signature of Student:
Name :
Roll number :
Date :

Appendix 9.: On Job Training - Proforma for Evaluation of Internship by Institute

1. Name of Student:
2. Mob. No.:
3. Roll No.:
4. Branch/Semester:
5. Period of Training:
6. Home Address with contact No.:
7. Address of Training Site:
8. Address of Training Providing Agency:
9. Name/Designation of Training In- charge:
10. Type of Work:
11. Date of Evaluation:
12. Please rate the following:

S.no.	Particular	Grade
1	Quality and effectiveness of presentation	
2	Depth of knowledge and demonstrated skills	
3	Variety and relevance of learning experience	
4	Practical applications and relationships with concepts Taught	
5	Internship Report	
6	Attendance record, student log, supervisor evaluation	

Overall grade: ……

Additional Remarks:

Signature of Faculty Mentor:

NAAC Accredited-2022
'B++' Grade (CGPA-2.96)