

Guidelines for the On The Job Training (OJT)

Nature of the OJT:

1. The On-the-Job Training (OJT) program shall be of **12 weeks (3 months)**.
2. 8 weeks of training in the organization (industry / bank etc.) with 30 hours of work per week.
3. 4 Weeks of pre and post training work including proposal making, analysis, report preparation and etc.
4. OJT must be conducted outside the academic institution to expose students to real-world work environments.
5. OJT must be related to the **intended specialization** of the student.
6. OJT must be done **individually**. Group projects are not permitted.
7. OJT may involve actual tasks relevant to the **area of specialization** of the student and as per the **demands of the industry / organization** where the student is carrying out the OJT.
8. OJT **should involve fieldwork / desk work** in the organisation; **online OJT is not permitted**.
9. **Primary data collection is mandatory for Research based OJT.**
10. Research based OJT can be **quantitative / qualitative** in nature or even use mixed approaches.
11. Research based OJT can involve surveys, interviews, case studies or observation studies.
12. It is mandatory for the student to **seek advance written approval from the faculty mentor and the Director of the Institute about the type of work and organization before commencing the OJT.**

B-2] Permissible Partner Organizations:

Students have the flexibility to conduct the OJT with any of the following organizations:

1. Companies listed on either NSE or BSE in India /abroad
2. Unlisted subsidiaries of Listed Companies.
3. Government / Semi-Government Undertaking / PSU
4. Government Offices
5. Start Ups with an existence of 5 years or more and manpower more than 50.
6. Family managed businesses with an existence of 10 years or more and manpower more than 100.
7. Large Cooperative Societies / NGOs with an existence of 5 years or more operating in areas such as agriculture, food processing, health care, retail, banking, etc.

B-3] OJT mentors:

a) Each student shall be assigned two mentors

- i. a faculty mentor from the institution
- ii. An industry mentor from the host organization where the student undertakes the OJT.

b) Industry Mentor Role:

The industry mentor plays a crucial role in guiding the student during the internship. They ensure that the internee fulfills the requirements of the organization and successfully meets the demands of the assigned project. Through their expertise and experience, industry mentors provide valuable insights into real-world practices and industry expectations.

c) Faculty Mentor Role:

The faculty mentor serves as the overall coordinator of the OJT program of the assigned / allotted students. They oversee the entire internship process and evaluate the quality of the OJT in a consistent manner across all the assigned students. The faculty mentor ensures that the OJT aligns with the MBA program's objectives and provides valuable learning opportunities. They also facilitate communication between the institution, industry mentor, and student to ensure a fruitful OJT experience.

B-4] Submission of documentation for OJT:

a) OJT Progress diary:

Each student shall maintain an OJT Progress Diary detailing the work carried out and the progress achieved on a daily basis. **Daily entry can be of 3- 4 sentences** giving a very brief account of the learning / activities / tasks / interaction taken place. The faculty mentor will be monitoring the entries in the diary regularly. **The student shall submit the duly signed and stamped OJT Progress Diary along with the OJT Report. Soft copy diaries (with time stamp) are also permitted.**

b) Formal Evaluation from the industry mentor:

The students shall also **seek a formal evaluation cum feedback of their OJT from the industry mentor.** The formal evaluation cum feedback by the industry mentor shall comment on the nature and quantum of work undertaken by the student, the effectiveness and overall professionalism. The learning outcomes of the OJT and utility of the OJT to the host organization must be specifically highlighted in the formal evaluation cum feedback by the industry mentor. **The OJT evaluation sheet duly signed and stamped by the industry mentor shall be included in the final OJT report.**

c) OJT report:

A student is expected to make a report based on the OJT he or she has done in an organization. **The student shall submit TWO hard copies & soft copy of the OJT report to the institute. One hard copy of the OJT report is to be returned to the student by the Institute after the External Viva-Voce.** In the interest of environmental considerations, students are encouraged to print their OJT reports on both faces of the paper. **Spiral bound copies may be accepted.**

B-5] OJT report should contain the following:

The OJT report should be well documented and supported by –

1. Institute's Certificate
2. Certificate by the Company
3. Formal feedback from the company guide
4. Executive Summary
5. Organization profile
6. Outline of the problem/task undertaken
7. Research methodology & data analysis (in case of research projects only)
8. Relevant activity charts, tables, graphs, diagrams, pictures, screenshots, AV material, etc.
9. Learning of the student through the OJT
10. Consideration to factors such as environment, safety, ethics, cost, professional (national & international) standards
11. Contribution to the host organization
12. References in appropriate referencing styles. (APA, MLA, Harvard, Chicago Style etc.)

B-6] Interaction between mentors:

It is suggested that a meet-up involving the intern, industry mentor, and the faculty mentor should be done as a midterm review to ensure the smooth conduct of the OJT. The meeting can preferably be online to save time and resources. The meeting ensures the synergy between all stakeholders of the OJT. **A typical meeting can be of around 15 minutes where at the initial stage the intern brief about the work and interaction goes for about 10 minutes. This can be followed by the interaction of the mentors in the absence of the intern.** This ensures that issues between the intern and the organization, if any, are resolved amicably.

B-7] OJT workload for the faculty:

Every student is provided with a faculty member as a mentor. So, a faculty mentor will have a few students under him / her. **A faculty mentor is the overall in-charge of the OJT of the allocated students.** He / she constantly monitor the progress of the OJT by regularly overseeing the diary, interacting with the industry mentor, and guiding on the report writing etc.

B-8] Evaluation Pattern:

Total Marks: 200

Formative Assessment: 100 Marks

Summative Assessment: 100 Marks

1] Formative Assessment Weightage (100 marks):

1. Executive Summary - 05 marks
2. Organization profile - 05 marks
3. Outline of the problem/task undertaken - 10 marks

4. Research methodology & data analysis (in case of research projects only) - 10 marks

OR

Relevant activity charts, tables, graphs, diagrams, pictures, screenshots, AV material, etc. - 10 marks

5. Learning of the student through the OJT - 10 marks

6. Consideration to factors such as environment, safety, ethics, cost, professional (national & international) standards - 10 marks

7. Contribution to the host organization - 10 marks

8. References in appropriate referencing styles. (APA, MLA, Harvard, Chicago Style etc.) - 10 marks

9. Formal feedback from the company guide - 05 marks

10. Regularity of interaction with the faculty mentor - 05 marks

11. Overall quality of the OJT report - 05 marks

12. Internal Viva-Voce - 15 marks

2] Summative Assessment Weightage (100 marks):

1. There shall be a panel of 2 examiners for the Final Viva-Voce

2. University shall nominate External Examiners

3. Director shall nominate Internal Examiners

4. Presentation by each student along with a spiral bound report is mandatory

5. Students will deliver a presentation of 15 minutes about their OJT project.

6. Weightages for summative assessment shall be as follows

a) Presentation – 20 marks

b) Viva-Voce – 30 marks

c) Report – 30 marks

d) Ability to connect with the theoretical & conceptual frame work – 20 marks

The Internal & the External viva-voce shall evaluate the candidate based on:

1. Adequacy of work undertaken by the student
2. Application of concepts learned in Sem I and II
3. Understanding of the organization and business environment
4. Analytical capabilities
5. Technical Writing & Documentation Skills
6. Outcome of the project – sense of purpose
7. Utility of the project to the organization
8. Variety and relevance of learning experience

Presentation could be through any of the enlisted formats (this is an indicative list and innovative formats if any beyond this list may be adopted) –

1. Traditional Slide Deck Presentation
2. Infographics
3. Video presentation
4. Paper presentation
5. Poster presentation
6. Webinar or online presentation
7. TED-style presentation
8. Storytelling Presentation etc.