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**VEER NARMAD SOUTH GUJARAT UNIVERSITY**

University Campus, Udhna-Magdalla Road, SURAT - 395 007, Gujarat, India.

**વીર નર્મદ દક્ષિણ ગુજરાત યુનિવર્સિટી**

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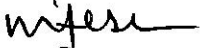
## **-: પરિપત્ર :-**

યુનિવર્સિટી ડિપાર્ટમેન્ટનાં વડાશ્રીઓ અને યુનિવર્સિટી કેમ્પસમાં ચાલતા સ્વનિર્ભર અભ્યાસક્રમનાં કો-ઓર્ડિનેટરશ્રીઓ તથા યુનિવર્સિટી સંલગ્ન તમામ કોલેજોનાં આચાર્યશ્રીઓને જણાવવાનું કે, KCGના તા. ૨૬/૦૭/૨૦૨૩ ના પત્રથી પ્રસિધ્ધ કરેલ SOP અનુસાર Internship/ Apprenticeship / On Job Training બાબતે પોલીસી તૈયાર કરવા અંગે મલ્ટિડિસિપ્લિનરી રેગ્યુલેટરી કમિટિ (MRC) ની તા. ૨૭/૦૭/૨૦૨૩ના ઠરાવ ક્રમાંક : ૦૫ સંદર્ભે એકેડેમિક કાઉન્સિલની તા. ૦૭/૦૮/૨૦૨૩ ની સભાનાં ઠરાવ ક્રમાંક: ૮૭ અંતર્ગત નિયુક્ત સમિતિની તા. ૧૬/૧૨/૨૦૨૩ ની સભામાં તૈયાર કરેલ SOP એકેડેમિક કાઉન્સિલની તા. ૧૮/૧૨/૨૦૨૩ ની સભાનાં ઠરાવ ક્રમાંક: ૧૪ થી મંજૂર કરેલ છે. જેનો સ્નાતક કક્ષાના તમામ અભ્યાસક્રમો (જે વિદ્યાશાખામાં અપેક્ષ બોડીના નિયમો લાગુ પડતા હોય તે સિવાય) માં અમલ કરવા આથી જાણ કરવામાં આવે છે.

બિડાણ: ઉપર મુજબ

ક્રમાંક : એસ./પરિપત્ર/૩૧૫૪૩/૨૦૨૩

તા. ૨૨-૧૨-૨૦૨૩

  
કુલસચિવ

પ્રતિ,

- ૧) યુનિવર્સિટી સંલગ્ન તમામ કોલેજોનાં આચાર્યશ્રીઓ,
- ૨) યુનિવર્સિટી ડિપાર્ટમેન્ટના વડાશ્રીઓ. અને યુનિવર્સિટી કેમ્પસમાં ચાલતા સ્વનિર્ભર અભ્યાસક્રમનાં કો-ઓર્ડિનેટરશ્રીઓ.
- ૩) પરીક્ષા નિયામકશ્રી, પરીક્ષા વિભાગ, વીર નર્મદ દક્ષિણ ગુજરાત યુનિવર્સિટી, સુરત.

..... જાણ તથા ઘટતું થવા.

# VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT

## SOP for Internship/Apprenticeship/ On-the-Job Training (OJT)

### 1. Internship/Apprenticeship/ On-the-Job Training (OJT)

NEP-2020 emphasizes on vocationalization of Education. A key aspect of the new UG programme is its utility into a real life situation. All students of UG (except programs regulated by the apex bodies) are expected to do Internships/Apprenticeships/OJT in a firm, industry, or organization. Students will be provided the opportunities for doing Internships/Apprenticeships/OJT with local industry, business organizations, health, and allied areas, local governments (such as panchayats, and municipalities), local Police Stations, Parliament elected representatives, media organizations, artists, crafts persons, and a wide range of organizations so that students may engage with the practical side of their learning, which will improve their employability.

#### Provision of Internship/Apprenticeship/OJT

Provision	Duration	No. of Credit Required	Purpose
Internship/ Apprenticeship	Summer	4	Students who wish to exit after 1 <sup>st</sup> year or 2 <sup>nd</sup> year of UG programmes.  Students can pursue Internship/ Apprenticeship in two phases i.e. 2 credit of each phase during Diwali Vacation and Summer Vacation.
Internship/ Apprenticeship	6 <sup>th</sup> Semester	4	It will be counted under Major course and hence internship can be done in major specific courses only
OJT	7 <sup>th</sup> & 8 <sup>th</sup> Semester	12	To improve the employability

### 2. Credit Weightage

**The credit weightage for Internship/Apprenticeship/OJT is suggested to be 30 hrs. per credit if they have only practical exposure or lab-based activities.** Accordingly, the students must dedicate required number of hours for the same. The SOP offers scope for providing hands on learning with classroom experience. Both HEIs & Industries can decide mutually for the duration of classroom lecture and industry visit.

### 3. Internship/Apprenticeship/OJT Pathway

**Step 1:** The concerned University department/College shall appoint Nodal Officer(s) and decide subjects to be offered or linked with Internship/Apprenticeship/OJT. The learning outcomes of every subject needs to be defined and mapped.

**Step 2:** Considering the subject and learning outcomes, institute/college should look for concerned industry who shall provide on-job-training/internship to students.

**Step 3:** Exchange a letter of Intent/ MOU with the concerned industry/employer (also called Skill Knowledge Partner) mentioning the assignment to be given to the students, nature of work, duration of work per day, total duration, stipend, and honorarium paid to the students, evaluation, and certification process. **(Annexure-1)**

**Step 4:** Assign the industry to the students in lieu with their profile and the requirement of industries. **(Annexure-2)**

**Step 5:** Evaluation of the students during and at the end of assignment shall be done jointly with industry supervisor and faculty of the concerned University department/College. **(Annexure-3)**

**Step 6:** Issue of certificate/ Letter of Assignment Completion, based on result of the evaluation. **(Annexure-4)**

### 4. Online Data Management

The Internship/Apprenticeship/OJT is suggested to be tracked by Nodal Officer appointed by the Department/College through a digital platform by developing a new or upgrading existing 'Students' Information System' used by concerned University/College.

The platform is expected to capture the following:

- A. Details of Employer
- B. Organization Name
- C. Employer Supervisor Name and Details
- D. Nature of Industry
- E. Task Assigned
- F. Location
- G. Date/s of Internship
- H. Total Hours Completed
- I. Evaluated by a Faculty Supervisor

The internship dates, number of days, total hours of internship, number of interactions by faculty with students, remarks by faculty, student learnings, and feedback can be captured.

The concerned University department/College that prefer to track the internships off-line need to make sure that the relevant faculty is responsible for proper monitoring. While doing so, it must collect and store data and information in a way that makes it possible to produce and use it for monitoring and assessment.

## 5. Suggestive Safety Measures

1. The concerned University department/College may sign an agreement/MOU with the Employer or organization that shall be providing internship to students. The MOU shall incorporate necessary requirement for internship that includes:

- Learning exposure to students, assist student to meet learning outcome,
- Facilities which may be provided by Skill Knowledge Partner (SKP) to assign the work to the students
- Nature of work
- Duration of work per day
- Total duration
- Stipend and honorarium paid to the students,
- Evaluation mechanism and
- Certification

2. In absence of agreement/MOU, letter of Intent (LOI) can be considered as a document to engage the specific organization/employer as Skill Knowledge Provider.

3. OJT/Internship/Apprenticeship should be at the nearest area from University department/college or residence of student. Considering the reputation of industry, safety measures, and convenience, students may opt for Internship/Apprenticeship/OJT at distant location.

4. All safety measures should be complied by industry/ firm or establishment where OJT/ internship/ apprenticeship is carried out.

5. Adequate facility like place to sit, toilets and hygiene facility shall be provided, to ensure gender inclusiveness.

6. Timing and duration of the Internship/Apprenticeship/OJT should be convenient to students, by keeping the travel safety and security into consideration.

7. Preferably Internship/Apprenticeship/OJT must be carried out in offline mode. There should be optional options to work online or remotely, considering the nature of the industry and task which meets the learning outcomes.

## 6. Industry/ Employer (Skill Knowledge Provider)

1. Skill Knowledge Provider shall nominate a person who shall be 'Employer Supervisor' or 'Mentor' who will provide exposure to student during assignment of work.

2. The Supervisor should be oriented about the objective of the subject and learning outcome expected from the Internship/Apprenticeship/OJT.

3. Supervisor shall share the feedback of the students and may provide suggestion which can be incorporated for future batches.

## 7. Student Guidelines

1. Students should register themselves on the portal/platform provided by concerned University/ college.

2. Students shall record their daily activities and learning in a daily diary, which will also have tasks, activities, and suggestions by the supervisor. The supervisor and the faculty shall assign the time to submit the written documented report.

3. The student shall mention their learning and reflections in the report. Also, it will help students to relate, test and implement classroom learning during assignment of work as well

as share his/her experience in class and with peers. The supervisor shall support the student in daily activities and the faculty shall guide them to assimilate the learning in class through an open discussion session.

## 8. Grades and Certification

Appointed Nodal Officer(s) will assign faculty guide to all students. The grade/marks for Internship/Apprenticeship/OJT shall be provided by the Supervisor and faculty guide in the ratio of 60% and 40% respectively. The concerned SKP can issue a certificate or letter for work completion after successful completion of OJT/Internship/Apprenticeship activities by students.

The concerned University department/college need to submit completion certificate of respective students to Examination Section of the University. At the end of successful completion of OJT / Internship/ Apprenticeship, the Nodal Officer will submit total marks out of 100 to the Examination Section of the University.

Format of 'Letter of Intent' for Skills Knowledge Partner (SKP)

To,  
The Principal/ Dean/ Head of Department,  
(College – Institute Name)  
Address –

Subject – Letter of Intent to be a Skill Knowledge Provider.

Dear Sir/ Madam,

1. \_\_\_\_\_ (Name Of Organization) is desirous to become a Skill Knowledge Partner of \_\_\_\_\_ (Institute/University) and providing OJT/internship/Apprenticeship opportunity to students of \_\_\_\_\_ (Institute/University).

2. We would be providing OJT/internship/Apprenticeship opportunity to up to \_\_\_\_\_ (number of students) for the \_\_\_\_\_ course/s.

3. We understand that the course is commencing on \_\_\_\_\_ and will be for the duration of \_\_\_\_\_ year (s) divided into \_\_\_\_\_ semesters.

4. As an organization, we shall provide opportunity to the students towards achieving the desirous learning outcomes. We understand that the minimum number of hours the student needs to spend on the learning outcome would be \_\_\_\_\_ (as per the credit assigned for internship) hours per semester.

5. We shall share the Completion letter with the names of the student and course, once the batch is finalized.

Your Sincerely,  
ABC Company  
Address  
Contact person Name  
Designation  
Phone number

Format of 'Letter of Intent' to the Student

To,

(Name of the Student)  
(Name of the Institution)  
(Residential Address)  
(Mobile Number)

Dear (Name of the student)

It gives me great pleasure to inform you that you have been selected by M/s .....  
..... (Name of the company) as a .....  
(Designation) to be located at ..... (Location of OJT/internship/Apprenticeship).  
You will be paid a stipend of Rs. .... Per month ..... In  
words).

Yours sincerely,  
(Signature and name of authorised signatory)  
(Seal of the company)

**Student declaration and acceptance of offer:**

I have read the terms and conditions and information regarding my OJT/internship/  
Apprenticeship offer letter. I affirm that I accept the offer and will join the above-mentioned  
company on said date.

Signature: .....  
Date: .....

OJT/ Internship/ Apprenticeship completion certificate for candidates to be issued by the company to the concerned university department/college.

Company letter head

Issued on: ..... ID No: .....

**OJT/internship/ Apprenticeship completion certificate**

This is to certify that Ms. / Mr..... D/o, W/o, S/o.....  
 ..... has successfully completed on the  
 job/internship/Apprenticeship training course with grade ..... and  
 marks.....out of 60 for .....(Course name) conducted  
 by..... (Company name) facilitated  
 by.....(Institution name) from.....  
 (DD/MM/YYYY)to.....  
 (DD/MM/YYYY)at..... (Name of  
 company, address).

**Certified by:**

(Company name)

Sign and seal

(Designation)

**Grading for performance are as follows:**

<b>Letter Grade</b>	<b>Marks (In %)</b>
O (Outstanding)	97.0 - 100
A+ (Excellent)	87.0 - 96.99
A(Very Good)	77.0 - 86.99
B+ (Good)	67.0 - 76.99

OJT/ Internship/ Apprenticeship completion certificate for candidates to be issued by the concerned university department/college to Examination Section of the University

on letter head of university department/college

Issued on: ..... ID No: .....

**OJT/internship/ Apprenticeship completion certificate**

This is to certify that Ms. / Mr..... D/o, W/o, S/o .....  
 ..... has successfully completed on the job / internship /  
 Apprenticeship training course with grade .....and marks ..... out of 40 and  
 consolidated grade .....and marks .....out of 100 for  
 .....(Course name) conducted by.....  
 (Company name) facilitated by..... (Institution name)  
 from..... (DD/MM/YYYY) to..... (DD/MM/YYYY)  
 at..... (Name of company, address).

**Signed, Seal &Certified by:**

**Nodal Officer**  
**University Department/College**

**Head of University Department/  
 Principal of College**

**Date:**  
**Place :**

**Grading for performance are as follows:**

<b>Letter Grade</b>	<b>Marks (In %)</b>
O (Outstanding)	97.0 - 100
A+ (Excellent)	87.0 - 96.99
A(Very Good)	77.0 - 86.99
B+ (Good)	67.0 - 76.99

