



# JAI HIND COLLEGE

## EMPOWERED AUTONOMOUS

BASANTSING INSTITUTE OF SCIENCE &  
J. T. LALVANI COLLEGE OF COMMERCE  
AND SHEILA GOPAL RAHEJA  
COLLEGE OF MANAGEMENT

Ref. - JH /

### OJT/FP Policy

#### **OJT/FP Team Members**

Dr. Ruchi Dubey Chaturvedi  
Dr. Sajith Chandran  
Mr. Ibrahim Shaikh  
Dr. Payal Acharekar  
Dr. Jyoti Mayekar  
Ms. Vaidehi Dhamankar  
Dr. Fatema Fanuswala  
Dr. Freyana Shinde  
Ms. Prachi Mane

#### **Faculty Contact for unaided courses**

Dr. Rakhi Sharma  
Ms. Yasmin Singaporewala  
Mr. Wilson Rao  
Dr. Archana Mishra  
Mr. Saiprasad Shetty

#### **Objectives**

- To orient students to understand the working culture of the organizations and industries
- To enhance students' knowledge about various administrative, economic, logistic, social, cultural aspects of the organizations
- To help them appreciate how groups, teams, hierarchies, departments, organizations coordinate their work to achieve organizational and personal goals
- To learn and imbibe the work-related values and ethics of organizations and industries
- To sensitize students towards workforce diversity and adapt an inclusive approach
- To demonstrate the necessary skills, knowledge and expertise required for various professions and careers
- To provide them with opportunities to make a smooth transition to a suitable career after attaining their educational certifications
- To make them responsible global citizens with ample worldly knowledge
- To acquaint them to the importance of life-work integration and maintain general wellbeing



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## **Outcomes**

- Students will explore the professions and careers most suitable for them
- Students will have wider perspectives about the job requirements in contemporary world
- Students will appreciate the connect between theoretical knowledge and practical applicability
- Students will enhance their personal and social skills
- Students will be able to establish and focus on their goals
- Students will be able to balance their life-work commitments to maximize their potential and achieve wellbeing

## **Guidelines for OJT/FP**

- **Allotment of credits:**
  - i) Students have to get 2 credits for Semester III & 2 credits for Semester IV. 1 credit is for 30 hours for OJT/FP
  - ii) The students need to undertake 60 hours of OJT/FP to get 2 credits in each semester
  - iii) Credit points will be allotted on the basis of feedback given by the representative from organization/industry and the subject teacher
  - iv) OJT/FP can be undertaken in the Major subject/ Minor subject/ Interdisciplinary subjects
  - v) OJT can be undertaken in online /offline mode
  - vi) FP has to be undertaken in offline mode
  - vii) Teachers are encouraged to build and maintain corpus of organizations, institutions, people who will facilitate OJT/FP for the students

- **Nature of activities**

### **1. For Science:**

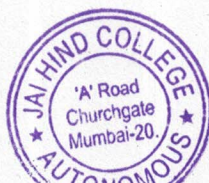
#### **Semester III:OJT- 60 Hours for 2 Credits:**

- i) Department Faculty will undertake the training for their students
- ii) It will involve training students regarding subject specific instruments, measurements, standardization, calibration of instruments, Laboratory safety measures, etc.

#### **Semester IV:FP: 60 Hours for 2 Credits:**

Involves activities in 3 stages:

- i) 1 day field trip (for 10 hours): Compulsory for all the students
- ii) Survey / Experiment (student choose any 1): Students in a group size of 5 undertake this under the supervision of one department/ subject teacher
- iii) Presentation in Xplore: Compulsory for all the students



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**2. For Commerce:**

**Semester III: 60 Hours for 2 Credits**

**Semester IV: 60 Hours for 2 Credits**

**I.OJT:In offline /online mode**

**A)Under CA- Information Technology (IT) & Orientation Training (OT)programs:**

- i) Each training program should be for 15 days, with 6 hours per day
- ii) Students need to undertake the above in the afternoon batches. In case they are allotted morning batches the training hours will be considered only for OJT credits, and no attendance for lectures will be given for those days

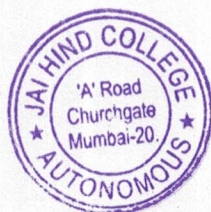
**B) OJT:In offline /online mode**

- i) SYBCom students will be divided in accordance to the subject preference shown by them. Then students will be equally divided among all the teachers teaching that subject
- ii) Initiative for finding organizations, institutions, people, who offer OJTs can be taken up by the student, teachers & institution. If required, an MOU can be signed with the college
- iii) Data base of organizations, institutions, people offering OJTs need to be maintained by the subject teachers so that it can be utilized for the students

**II. FP:In offline mode**

**Field Trip:**

- i) SYBCom students will be divided in accordance to the subject preference shown by them. Then students will be equally divided among all the teachers teaching that subject
- ii) It will be undertaken completely under the supervision of the SYBCom subject teachers
- iii) Field Trip, in offline mode, involves 4 stages of activities:
  - a) Pre-trip planning & Field Trip: 15 hours
  - b) Survey of organization & interview of two people of the organization: 15 hours
  - c) Written Report of the trip & survey: 15 hours
  - d) Presentation: 15 hours
- iv) Data base of organizations & institutions, which facilitate Field Trips, need to be maintained by the subject teachers



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**3. For Arts:**

**Semester III: 60 Hours for 2 Credits**

**Semester IV: 60 Hours for 2 Credits**

**I.OJT:In offline /online mode**

- i) SYBA students will be divided in accordance to the subject preference shown by the students. Then students will be equally divided among all the teachers teaching that subject
- ii) Initiative for finding organizations, institutions, people, who offer OJTs can be taken up by the student, teachers & institution. If required, an MOU can be signed with the college
- iii) Data base of organizations, institutions, people offering OJTs need to be maintained by the subject teachers

**II. FP:In offline mode**

**Field Trip:**

- i) SYBA students will be divided in accordance to the subject preference shown by the students. Then students will be equally divided among all the teachers teaching that subject
- ii) To be undertaken completely under the supervision of the SYBA teachers
- iii) Field Trip, in offline mode, involves 4 stages of activities:
  - a) Pre-trip planning & Field Trip: 15 hours
  - b) Survey of organization & interview of two people of the organization: 15 hours
  - c) Report of the trip & survey: 15 hours
  - d) Presentation: 15 hours
- iv) Data base of organizations & institutions which facilitate Field Trips need to be maintained by the subject teachers

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• **Timing and Attendance Requirement:**

- i) Students have to ensure that they maintain minimum 75% attendance in college and undertake OJT/FP after college hours/holidays during Semester III. In Semester IV after college hours/during holidays/after semester III examination
- ii) The OJT/FP should be completed minimum 30 days prior to the start of SEE

• **Procedure for undertaking the OJT/FP**

- i) Students have to fill OJT/FP **Permission Form** and submit to their Subject Teacher under whose supervision they will be working



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- ii) Students have to provide periodic feedback of the progress to their Subject Teacher and the representative from the organization/industry, both of whom will be closely monitoring their activities
- iii) Two Class Representatives of each class will also play the role of Student Coordinators to facilitate the coordination and communication between the students and the subject teachers
- **On completion of OJT/FP**
    - i) Students need to get the **OJT/FP Completion Letter** filled from the representative from the organization/industry or subject teacher. It needs to have details of the dates, hours, duration and performance feedback
    - ii) Students have to fill an **OJT/FP Outcome Form** of the college
    - iii) Students have to email soft copy of their **OJT/FP Completion Letter and Outcome Form** to their Subject Teacher
    - iv) Students also have to submit two sets of xerox copies of their **Completion Letter and Outcome Form** to their subject teacher
    - v) The subject teacher will verify the **Completion Letter** and **Outcome Form** and accordingly allot suitable credit points to the students.
    - vi) The subject Teachers will forward the soft copy and hard copies of **Completion Letter** and **Outcome Form** to the concerned class teacher. The class teacher, assisted by the two Class Representatives, will collate the data of the entire class and make a soft copy. Class Teacher will then email the soft copy of the collated data and also submit the one xerox copy of the documents to the Faculty Coordinators of the OJT/FP Team.
  - **Verification of Credit Points**
    - i) Faculty Coordinators of the OJT/FP Team will verify and countersign on the **Completion Letter** of all the classes
    - ii) The Faculty Coordinators of the OJT/FP Team will submit one set of document to COE. Soft copy of the collated data will also be forwarded to COE and IQAC.
  - **Rubrics for assessment of FP/OJT/Internship**

Criteria for assessment	Performance Rating			
	Excellent	Good	Average	Needs improvement
Quality of work				
Communication skills				
Punctuality				
Teamwork				
Initiative				
Professionalism				
Technical skills				



*M. Babbar*  
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