



Sardar Patel University

Vallabh Vidyanagar - 388120

NAAC Accreditation with Grade - 'A'

Website : www.spuvvn.edu Phone: (02692) 226807 / 226867



NEP Cell

Circular

Reference:1 Standard Operating Procedure Implementation of National Education Policy-2020 Gujarat State, July 2023

As per the directives of the National Education Policy (NEP) 2020 and in line with the revised curriculum framework, undergraduate students who wish to take OJT (On Job Training) to enhance their practical knowledge, employability skills, and real-world exposure.

In accordance with these guidelines, we kindly seek your support in organizing the **30-days (180-hour) OJT program** for 7th semester students, to be conducted on or before **25/11/2026**,

The objective of the **OJT** is to provide students with experiential learning through industry interaction, research exposure, or community-based projects. The students will be under the supervision of a faculty coordinator (College/Institute) and Mentor (OJT Providing Organization) for entire period of **OJT program**. The students are expected to maintain an **OJT** diary/logbook and submit a report upon completion (Annexure 1). The evaluation will be based on a marking system wherein 50% of the marks will be awarded by the Faculty Coordinator (College/Institute) and the remaining 50% by the Mentor from the **OJT** Providing Organization. Do note that external assessment must be done by the organization/firm and submit to the institute in a seal cover. The marking of this OJT program will be as follow:

Internal Assessment (75 Marks)		External Assessment (75 Marks)
Formative Assessment	Summative Assessment	75
(40 Marks)	(35 Marks)	
Presentation (20)	Report Writing	
Viva (10)		
Attendance (10)		

We kindly request that you take the necessary steps to plan, coordinate, and execute the **OJT** within the specified timeframe. Your support will be instrumental in aligning academic learning with practical experience, as envisioned by NEP 2020. Moreover, Skill Knowledge Provider, Letter of Intent and Certificate for OJT program will remain same as in Internship.

We look forward to your kind cooperation in successfully implementing this initiative.

Warm regards,

With Enclosures:

1. Prescribed format for Skill Knowledge Provider, Letter of Intent and Certificate
2. Internship report format

Annexure 1:

OJT Report Structure

1. Cover Page
2. Certificate
3. Acknowledgements
4. Table of Contents
5. Introduction
6. Objective of the **OJT**
7. Learning Experience
8. Learning Outcomes
9. Conclusions/Summary
10. Attachment (if necessary)

No. D/4th UG/4243
Valiabh Vidyanaagar
Date: 18/09/2026


Registrar

SARDAR PATEL UNIVERSITY

Vallabh Vidyanagar

OJT/Internship/Apprenticeship completion certificate for candidates

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.....for.....(Course name) conducted by..... (Company name) facilitated by..... (Institution name) from..... (DD/MM/YY) to..... (DD/MM/YY) at..... (Name of company, address)

Certified by:

(Company name)

Sign and seal

(Designation)

No.	Division/Grade	Description	Marks (out of 75)
1	First/O	Outstanding	$m \geq 67$
2	First/A	Excellent	$60 \leq m < 67$
3	First/B	Very Good	$52 \leq m < 60$
4	First/C	Good	$45 \leq m < 52$
5	Second/D	Fair	$37 \leq m < 45$
6	Pass/E*	Average	$30 \leq m < 37$
7	F	Dropped	$m < 30$