



No. 2026/MAY/AAMS/C-127/46536

Date: 28th May, 2026

CIRCULAR:-

All the Principals of the Affiliated Colleges, all Academic Heads of University Departments, the Directors of the Recognized Institutions/Centers, Director, Centre for Distance & Online Education, Director, Dharmaveer Anand Dighe Thane Sub-Campus, Co-ordinator, School of Engineering and Applied Sciences, Kalyan Sub-Campus, Director, Chitrakar Padmabhushan Dr. Dhananjay Keer Ratnagiri Sub-Campus, Director, Sindhudurg Sub-Campus, Principal, Vishwabhusan Bharatratna Dr. B. A. Ambedkar College, Ambadave, Ratnagiri and Principal, V.V. Dalvie College, Talere, Sindhudurg are hereby informed that the recommendations made by the Committee under the Convenorship of Director, Career Training and Placement Cell at its meeting held on 16th March, 2026 and subsequently passed by the Board of Deans at its meeting held on 17th March, 2026 vide item No. 10.1 have been accepted by the Academic Council at its meeting held on 25th March, 2026 vide item No. 10.1. In accordance therewith **Guidelines for the On-Job-Training (OJT) (Vertical 6) as per NEP 2020 for U.G. Programme** is introduced as per appendix with effect from the academic year 2026-27.

(The said circular is available on the University's website www.mu.ac.in).

MUMBAI – 400 032
28th May, 2026

(Dr. Prasad Karande)
REGISTRAR

To,

All the Principals of the Affiliated Colleges, all Academic Heads of University Departments, the Directors of the Recognized Institutions/Centers, Director, Centre for Distance & Online Education, Director, Dharmaveer Anand Dighe Thane Sub-Campus, Co-ordinator, School of Engineering and Applied Sciences, Kalyan Sub-Campus, Director, Chitrakar Padmabhushan Dr. Dhananjay Keer Ratnagiri Sub-Campus, Director, Director, Sindhudurg Sub-Campus, Principal, Vishwabhusan Bharatratna Dr. B. A. Ambedkar College, Ambadave, Ratnagiri and Principal, V.V. Dalvie College, Talere, Sindhudurg.

A.C/10.1/25/03/2026

Copy forwarded with Compliments for information to:-

- 1) The Chairman, Board of Deans,
- 2) The Deans, All Faculties,
- 3) The Chairman, Board of Studies,
- 4) The Director, Board of Examinations and Evaluation,
- 5) The Director, Department of Students Development,
- 6) The Director, Department of Information & Communication Technology,
- 7) The Director, Centre for Distance and Online Education (CDOE), Vidyanagari,
- 8) The Deputy Registrar, Admissions, Enrolment, Eligibility & Migration Department (AEM)

Copy forwarded for information and necessary action to :-	
1	The Deputy Registrar, (Admissions, Enrolment, Eligibility and Migration Dept)(AEM), dr@eligi.mu.ac.in
2	The Deputy Registrar, Result unit, Vidyanagari drresults@exam.mu.ac.in
3	The Deputy Registrar, Marks and Certificate Unit,. Vidyanagari dr.verification@mu.ac.in
4	The Deputy Registrar, Appointment Unit, Vidyanagari dr.appointment@exam.mu.ac.in
5	The Deputy Registrar, CAP Unit, Vidyanagari cap.exam@mu.ac.in
6	The Deputy Registrar, College Affiliations & Development Department (CAD), deputyregistrar.uni@gmail.com
7	The Deputy Registrar, PRO, Fort, (Publication Section), Pro@mu.ac.in
8	The Deputy Registrar, Executive Authorities Section (EA) eau120@fort.mu.ac.in He is requested to treat this as action taken report on the concerned resolution adopted by the Academic Council referred to the above circular.
9	The Deputy Registrar, Research Administration & Promotion Cell (RAPC), rapc@mu.ac.in
10	The Deputy Registrar, Academic Appointments & Quality Assurance (AAQA) dy.registrar.tau.fort.mu.ac.in ar.tau@fort.mu.ac.in
11	The Deputy Registrar, College Teachers Approval Unit (CTA), concolsection@gmail.com
12	The Deputy Registrars, Finance & Accounts Section, fort draccounts@fort.mu.ac.in
13	The Deputy Registrar, Election Section, Fort drelection@election.mu.ac.in
14	The Assistant Registrar, Administrative Sub-Campus Thane, thanesubcampus@mu.ac.in
15	The Assistant Registrar, School of Engg. & Applied Sciences, Kalyan, ar.seask@mu.ac.in
16	The Assistant Registrar, Ratnagiri Sub-centre, Ratnagiri, ratnagirisubcentar@gmail.com
17	The Director, Centre for Distance and Online Education (CDOE), Vidyanagari, director@idol.mu.ac.in
18	Director, Innovation, Incubation and Linkages, Dr. Sachin Laddha pinkumanno@gmail.com
19	Director, Department of Lifelong Learning and Extension (DLLE), dlleuniversityofmumbai@gmail.com

Copy for information :-	
1	P.A to Hon'ble Vice-Chancellor, vice-chancellor@mu.ac.in
2	P.A to Pro-Vice-Chancellor pvc@fort.mu.ac.in
3	P.A to Registrar, registrar@fort.mu.ac.in
4	P.A to all Deans of all Faculties
5	P.A to Finance & Account Officers, (F & A.O), camu@accounts.mu.ac.in

To,

1	The Chairman, Board of Deans pvc@fort.mu.ac.in
2	Faculty of Humanities, Offg. Dean 1. Prof.Anil Singh Dranilsingh129@gmail.com Offg. Associate Dean 2. Prof.Manisha Karne mkarne@economics.mu.ac.in 3. Dr.Suchitra Naik Naiksuchitra27@gmail.com
	Faculty of Commerce & Management, Offg. Dean, 1 Prin.Ravindra Bambardekar principal@model-college.edu.in Offg. Associate Dean 2. Dr.Kavita Laghate kavitalaghate@jbims.mu.ac.in 3. Prin.Kishori Bhagat kishoribhagat@rediffmail.com

	Faculty of Science & Technology Offg. Dean 1. Prof. Shivram Garje ssgarje@chem.mu.ac.in Offg. Associate Dean 2. Dr. Madhav R. Rajwade Madhavr64@gmail.com 3. Prin. Deven Shah sir.deven@gmail.com
	Faculty of Inter-Disciplinary Studies, Offg. Dean 1. Dr. Anil K. Singh aksingh@trcl.org.in Offg. Associate Dean 2. Prin. Chadrashekhhar Ashok Chakradeo cachakradeo@gmail.com 3. Dr. Kunal Ingle drkunalingle@gmail.com
3	Chairman, Board of Studies,
4	The Director, Board of Examinations and Evaluation, dboee@exam.mu.ac.in
5	The Director, Board of Students Development, dsd@mu.ac.in DSW directr@dsw.mu.ac.in
6	The Director, Department of Information & Communication Technology, director.dict@mu.ac.in

As Per NEP 2020

University of Mumbai



**Guidelines for On-Job Training (OJT)
(For Undergraduate Programmes under NEP 2020)**

With effect from 2026-27

Index

1. Introduction
2. Objectives
3. Outcomes
4. Types of OJTs
5. Indicative list of areas for OJT
6. Credit Structure
7. Institutional Structure
8. Roles and Responsibilities
9. Assessment and Evaluation
- 10.OJT Report
- 11.Documentation
- 12.Student Welfare and Workplace Safety
- 13.General Guidelines
- 14.Appendix I: Student Undertaking for OJT
- 15.Appendix II: Outreach Letter to Organisation
- 16.Appendix III: Resume Template
- 17.Appendix IV: Relieving Letter
- 18.Appendix V: Student Attendance Sheet
- 19.Appendix VI: Student Feedback on OJT
- 20.Appendix VII: Supervisor Evaluation of Intern
- 21.Appendix VIII: Consolidated Mark sheet for On-Job Training
- 22.Appendix IX: Proforma for OJT Completion Certificate
- 23.Appendix X: Format for OJT Report
- 24.OJT Guidelines Draft Committee

Guidelines for On-Job Training (OJT)

1. Introduction

Experiential learning through **On-Job Training (OJT)** is an essential component of higher education under the **National Education Policy (NEP) 2020** and the **UGC National Credit Framework**. OJT programmes enable learners to engage with real-world professional environments and apply theoretical knowledge in practical settings.

In accordance with the Government Resolutions issued by the **Higher and Technical Education Department, Government of Maharashtra**, higher education institutions are required to facilitate structured OJT opportunities for students through collaboration with industries, businesses, research institutions, governmental organisations, and civil society bodies.

It is with this backdrop that the University of Mumbai has crafted its OJT policy in light of the NEP 2020 framework as well as the guidelines provided by the Higher and Technical Education Department, Government of Maharashtra (2024) and UGC Guidelines for Internship/Research Internship for Undergraduate Students 2023.

These guidelines define the framework for the **organisation, implementation, and evaluation of OJT** in undergraduate programmes

These guidelines define the framework for the **organisation, implementation, and evaluation of OJT** in undergraduate and postgraduate programmes.

2. Objectives

The OJT programme aims to:

1. Provide learners with **experiential learning opportunities** in professional and research environments.
2. Enable learners to **apply academic knowledge to real-world contexts**.
3. Develop **professional competencies** such as communication, teamwork, time management, and problem-solving.
4. Foster **ethical awareness and professional responsibility** in workplace settings.
5. Facilitate **career exploration and employability development**.
6. Establish meaningful **linkages between higher education institutions and industry/society**.

3. Learning Outcomes

On completion of the OJT course, the learner will be able to:

1. Apply disciplinary knowledge in practical workplace situations.
2. use and appreciate the use of emerging technologies and their applications, enhancing their technological literacy and adaptability.
3. Demonstrate organisational, decision-making, and problem-solving skills.
4. Exhibit professional communication and teamwork abilities.
5. Reflect on workplace practices and evaluate potential career pathways.

4. Types of OJT:

Learners may undertake OJTs in the following categories:

I. Industrial

Engagement with industries, companies, commercial organisations, banks, MSMEs, or public sector institutions.

II. Social

Work with NGOs, community organisations, social enterprises, governmental or semi-governmental institutions.

III. Research

Participation in research projects, laboratories, academic centres, or think-tanks.

Institutions may approve additional organisations relevant to the learners' discipline.

5. Indicative List of Areas¹ OJT

- Trade and Agriculture
- Economy & Banking Financial Services and Insurance
- Logistics, Automotive & Capital Goods
- Fast Moving Consumer Goods & Retail
- Information Technology/Information Technology Enabled Services & Electronics
- Handcraft, Art, Design & Music
- Healthcare & Life Science
- Sports, Wellness and Physical Education
- Tourism & Hospitality
- Digitization & Emerging Technologies (Internet of Things/Artificial
- Intelligence/Machine Learning/Deep Learning/Augmented Reality/Virtual Reality etc.)
- Humanitarian, Public Policy and Legal Services

¹ The area of OJT should align with the learner's Major subject

- Communication
- Education
- Sustainable Development
- Environment
- Commerce, Medium and Small-Scale Industries

It may please be noted: This is only an indicative list and not an exhaustive one.

6. Credit Structure

OJTs shall be credited as per NEP 2020 and Government Resolutions.

Programme Stage	Credits	Workload
Third Year UG	4 Credits	120 Hours
Fourth Year UG	4 Credits	120 Hours

Credit Norm:

1 Credit = 30 hours of OJT engagement.

7. Institutional Structure

OJT Cell²

Each College / Institute/Centre/ University Department shall establish an **OJT Cell** responsible for coordinating OJT activities. The Cell shall have the following composition:

- Head: Principal / Director / Head of Department
- Nodal Officer: Training and Placement Officer or nominated faculty member
- Department Coordinators: One faculty member per department
- Student Coordinators: At least two student representatives per department

Functions of the OJT Cell

The OJT Cell shall:

- Identify and develop **OJT opportunities** across sectors.
- Establish **institutional collaborations and MoUs** with organisations.
- Communicate OJT opportunities and guidelines to students.
- Validate **self-acquired OJTs** to ensure relevance to the programme.
- Facilitate interaction between **students, faculty mentors, and organisations.**
- Organise **skill development workshops**, including:

² The OJT Cell shall be reviewed periodically by the institutional head.

- communication skills
- report writing
- interview preparation
- professional etiquette
- Maintain records of OJTs and monitor progress.
- Address student queries and grievances during OJT.

8. Roles and Responsibilities

Institution³

- Facilitate communication between students and organisations.
- Provide academic guidance through **faculty mentors**.
- Ensure fair and transparent OJT processes.
- Maintain OJT records and evaluation documentation.
- Address issues relating to student welfare and workplace concerns.

Head of the Department (HOD):

- Conduct an orientation session to familiarize students with the OJT purpose and process.
- Establish the code of conduct for the training period and guide students.
- Assign department faculty members as mentors to OJT students.
- Ensure the OJT program aligns with departmental and institutional academic objectives.
- To Provide resources, training, or assistance to ensure effective supervision.

OJT Coordinator⁴:

- To oversee the quality and effectiveness of the OJT program.
- To establish mechanisms for evaluating the program and making improvements.
- To act as a liaison between the department, students, faculty mentors and OJT supervisors.

Student Coordinator⁵:

To assist the OJT coordinator in pre-, during and post-OJT activities.

Faculty Mentor⁶:

- To assist in identifying OJT opportunities

³ College/Institute/Centre or University Department where the learner is pursuing their degree programme

⁴ A faculty member from a college/university department who has been appointed to coordinate the OJT Cell activities

⁵ A minimum of one student studying in the fifth semester (UG) appointed by the Head of the department to assist the OJT coordinator

⁶ A faculty member from a college/University department who has been assigned to mentor a a group of students in their pre- OJT, During OJT and Post OJT phases

- To monitor student progress and provide guidance
- To review and approve OJT plans
- To collect and review progress reports
- To evaluate OJT documentation including reports, presentations, or other required deliverables (if applicable)

Student⁷

- Complete the required **120 hours of OJT**.
- Obtain approval for a self-acquired OJT from the Department.
- Follow the rules and work culture of the host organisation.
- Maintain an **OJT logbook/attendance record**.
- Prepare and submit an **OJT report** after completion.
- Participate in **presentation or viva-voce evaluation**.
- Adhere to professional conduct and institutional guidelines.

Host Organisation⁸

- Provide meaningful work exposure to students.
- Nominate a **supervisor** for the intern.
- Maintain attendance and monitor performance.
- Provide a **performance evaluation** at the end of the OJT.
- Inform the institution of OJT details including:
 1. role description
 2. duration
 3. stipend (if any)
 4. selection process.

OJT Supervisor⁹ (Host Institution/organization):

- To guide and direct interns/OJT students
- To provide students with hands-on training and skill development
- To provide feedback and performance evaluation
- To enhance networking and exposure

9. Assessment and Evaluation

The OJT course shall be evaluated out of **100 marks**

Component	Marks
Internal Assessment (Report + Presentation/Viva)	60
External Evaluation (Industry Supervisor)	40

⁷ 5th Semester student who will take OJT

⁸ The organization/institute/industry that offers OJT to students

⁹ Person who is designated by the host organization/industry to supervise a student/group of students during their OJT.

Internal Evaluation Criteria

Sr. No.	Parameter for Assessment	Marks
1.	Quality of presentation and communication	10
2.	Practical understanding and application of knowledge	20
3.	Relevance and diversity of learning experience	20
4.	OJT report	10
	TOTAL	60

Please Note: The learner shall be eligible for internal assessment only on successful completion of 120 hours of OJT and a minimum score of 40% in the external evaluation.

External Evaluation Criteria

Sr. No.	Parameters for Assessment	Marks
1.	Completion of minimum 120 hours	15
2.	Performance during OJT	15
3.	Punctuality and regularity	10
	TOTAL	40

10. OJT Report¹⁰

Each student needs to prepare and submit a report to their respective departments after completing OJT. A minimum word limit for the report is 1500 words.

11. Documentation

The OJT process shall include the following documents:

- I. Outreach Letter to Organisations
- II. Relieving/Permission Letter
- III. Student Undertaking
- IV. Attendance Record
- V. Student Feedback Form
- VI. Supervisor Evaluation Form
- VII. Consolidated Marksheet

¹⁰ See Appendix X for the format of OJT Report.

All completed documents must be submitted to the respective department before evaluation.

12. Student Welfare and Workplace Safety¹¹

Institutions shall ensure that:

- OJT Orientation Session/s include(s) **workplace ethics and professional conduct** for students.
- Mechanisms exist for reporting **harassment or workplace exploitation**.
- Interns have access to institutional support through the **OJT Cell or Nodal Officer**.
- Host organisations follow applicable **workplace safety and anti-harassment regulations**.

13. General Guidelines

- OJT is a **mandatory component of the curriculum**.
- Only Learners eligible for Semester V, may undertake OJTs:
 - during semester breaks
 - OR
 - During semester, after college hours and on non-working days
- Self-acquired OJTs are valid only with **prior college/ departmental approval**.
- OJT reports and documents must be submitted **before the evaluation deadline**.
- Marks will be uploaded to the **university examination portal** after assessment.

¹¹ Refer to safety measures guidelines issued by the University of Mumbai

Appendix I

Student Undertaking for OJT

1	Student Name	
2	UID	
3	Class and Subject	
4	Email ID	
5	Mobile number	
6	Name of Organisation where Interning	
7	Location of work	
8	Dates of OJT	

I confirm that I have read and agree with the terms, conditions, and requirements of the OJT Policy. I assure the OJT Cell that I will make the utmost efforts in fulfilling the requirements of work laid down by the Organisation.

I understand and agree that the responsibility of professional conduct, commitment to my work and my safety at the workplace is solely my responsibility. I shall hold the College/Department responsible/liable or the same.

I confirm that I have duly informed my Parents/Guardian of the above and am accepting the OJT opportunity of my own will.

Name:

Signature:

Date:

Name of Parent/Guardian Signature:

Signature:

Date:

Appendix II

Outreach Letter to Organisation

To

Date:

Subject: Request for OJT of 120 hours for students pursuing UG course

Dear Sir/Ma'am,

Greetings from (Concerned College)!

(College Name), is a _____ educational institute accredited NAAC (grade) in the _____ cycle. As part of the requirements for the undergraduate program in _____ our students are required to undertake a short-term On-Job training or research project. This On-Job training is scheduled to take place from _____ to _____, with a minimum requirement of 120 hours. It is a mandatory component of their curriculum, and upon completion, students will prepare a report on their experience and findings.

This is to certify that the following is/are bona fide student/s of (Concerned College), Mumbai

Sr. No.	UID	Name	Roll no.	Year	Department

We would be grateful if you could provide them with an opportunity to work in your esteemed organisation to fulfil this OJT requirement. The resume/s is/are being attached for your reference. A response at your earliest convenience would be greatly appreciated. We kindly request that the students be given at least one week to join the training after receiving confirmation from your end.

Warm regards,

[Signature and Name of the Head of Department/Nodal Officer/TPO]

Appendix III

Resume Template¹²

Name

Contact Number and Email ID:

Education

HEI Name

Degree / Specialization: CGPA: Year

HEI Name: <bachelor's degree> Degree / Specialization: Year
CGPA:

Internship / Work Experience

Organization Project: Brief: Year

Academic Experience

Semester Project: Brief: Year

- Emphasize accomplishments that are relevant to the field
- Be specific—omit unnecessary words and sentences
- Start your sentence with an action verb, not a passive one-Use past-tense verb to show what you have accomplished Quantify results as much as possible
- Use keywords that will catch a recruiter's eye

Other Achievements and Personal Interests

- List other achievements also in reverse chronological order
- Leadership positions held outside your formal work environment
- Personal interests and accomplishments that will distinguish you from other applicants
- Volunteer service/Social Work

Languages known (Mention the level of Proficiency)

Computer Proficiency (Mention the skills you possess)

¹² To be attached with the Outreach letter

Appendix IV
Relieving Letter¹³

To

Subject: Relieving letter of the student

Dear Sir/Madam/Mr./Ms_____,

Kindly refer to your letter/e-mail dated...on the above cited subject. As permitted, the following students will undergo Industrial/Research OJT in your esteemed organisation under your sole guidance and direction.

Sr. No.	Name	UID	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 the following guidelines to the concerned student mentor.

- Each student is required to prepare an OJT diary and report. Kindly check the OJT diary of the student on a regular basis.
- Issue instructions regarding working hours during training and maintenance of the attendance record.
- You are requested to evaluate the student's performance using the evaluation/grading sheet provided to you.

The performance report may please be forwarded to the undersigned on completion of training in a sealed envelope. Your efforts in training and evaluation will positively enhance the knowledge and practical skills of our students. We sincerely appreciate your cooperation in this regard.

The students will abide by the rules and regulations of the organisation and will maintain an appropriate level of discipline and a positive work ethic during their OJT. The students will report to you along with a copy of this letter.

Yours sincerely,

(Signature with date)

Name and Designation - HOD/Nodal Officer/TPO

¹³ To be issued after receiving Confirmation from the organization offering OJT.

Appendix V

Student Attendance Sheet

(To be Certified by the Supervisor at the Interning Organisation)

1	Student Name	
2	UID	
3	Class and Subject	
4	Name of Organisation where Interning	
5	Date of Commencement of OJT	
6	Date of Completion of OJT	

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

10						
11						
12						

Holidays should be marked in Red Ink. Absence should be marked as 'Ab'

Signature with Date:

Name of OJT Supervisor:

Stamp/Seal of Organisation:

Appendix VI

Student Feedback on OJT

(To be filled by student after OJT completion)

1	Student Name	
2	UID	
3	Class and Subject (2024-25)	
4	Email ID	
5	Mobile Number	
6	Name of Organisation where Interning	
7	Dates of OJT	
8	Designation of Internee	
9	Supervisor Name and Designation	
10	Supervisor email and mobile	

Give a brief description of your OJT work (title and tasks for which you were responsible):

Was your OJT 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	Neutral	Disagree	Strongly Disagree
Given me the opportunity to explore a career field					
Allowed me to apply classroom theory to practice					
Helped me develop my 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 develop or use leadership skills					
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 did not know existed before					
Helped me develop new interests and abilities					
Helped me clarify my career goals					

What improvements would you suggest for the OJT programme at the institution level?

Describe a key challenge you faced during the OJT and how you addressed it.

Name & Signature of Student

Date:

Appendix VII

Supervisor Evaluation of Intern

Academic Year: _____

1	Student Name	
2	UID	
3	Class and Subject	
4	Name and organization where Interning	
5	Dates of OJT	
6	Designation of Intern	
7	Supervisor Name and Designation	
8	Supervisor email and mobile	

Please evaluate the intern along the following parameters.

Sr. No.	Parameters	Marks
1.	Completion of minimum 120 hours	15
2.	Performance during OJT	15
3.	Punctuality and regularity	10
	TOTAL	40

Additional comments, if any:

Name and Signature of Industry/Organisation Supervisor

Name and Signature of HR Manager/Head

Stamp/Seal of Organisation

Appendix VIII

Consolidated Mark sheet for On-Job Training

Name:

UID No:

Class:

Academic Year:

Course Code:

Internal Marks (Internal Examiner) Out of 60 marks	External Marks (Industry Supervisor) Out of 40 marks	TOTAL MARKS Out of 100 marks

Overall Grade:

Signature of Examiner

Date:

Signature of Head of Department

Stamp:

Appendix IX

Proforma for OJT COMPLETION CERTIFICATE

The student should attach OJT completion certificate, duly signed by the industry/organization supervisor to his/her report. A representative format for the OJT completion certificate is as given below:

CERTIFICATE

(On Company/Institute/Organization Letterhead)

This is to certify that Ms./Mr. _____, TY____ student of _____

(Name of the College/ Institute/ Centre) has successfully completed the On-Job training in the _____, from _____ to _____ under the supervision of _____

Authorized signature

Appendix X

Format of OJT Report

Title Page should include:

- Full Name
- UID
- Class
- Academic Year
- Duration of OJT (Start date- End date)
- Name of Organisation/Company
- Location of Work
- Designation and Role
- Date of Submission:

The following is a suggested outline. However, the students are advised to consult their respective OJT Mentors.

- Introduction
- Company Overview
- Training Objectives
- Description of tasks and responsibilities
- Skills Developed & Key Learning Outcomes
- Value addition/s to domain knowledge, professional capacities, and personal growth
- Challenges Faced
- Lessons Learned
- Conclusion
- Appendices (such as Geo-tagged photos,)
- References