PARLE TILAK VIDYALAYA ASSOCIATION'S
MULUND COLLEGE OF COMMERCE (AUTONOMOUS)
(Affiliated to the UNIVERSITY OF MUMBAI)
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Mulund College of Commerce (Autonomous)

On-the-Job Training (OJT) Policy

1. Objective:

The On-the-Job Training (OJT) program at Mulund College of Commerce (Autonomous) aims to bridge the gap between classroom learning and real-world experience. It enables students to apply theoretical knowledge in practical settings, helping them develop essential skills like problem-solving, communication, and teamwork. The program also provides an opportunity for career exploration and networking, giving students a head start in the job market. By completing **120 hours** of OJT, students earn **4 academic credits,** gaining valuable hands-on experience relevant to their major subjects. It encourages self-discovery, builds confidence, and prepares students for professional challenges while emphasizing ethical and professional conduct. Overall, the OJT program is designed to equip students with the skills and experiences needed to succeed in their future careers.

2. OJT Options:

Students can choose from the following pathways to complete their OJT:

1. **CA Articleship** – Suitable for students pursuing a career in Chartered Accountancy.

2. **Self-Identified OJT/ Internship** – Students may select an OJT/Internship of their choice, ensuring the role aligns with their major subjects. **Prior approval** from their assigned mentor/OJT coordinator is mandatory.

3. Eligibility and Duration:

- Students are eligible to start searching and engaging in OJT **after Semester IV examinations.**

- The **120 hours** of OJT must be completed **before the completion/commencement of Semester VI examination.**

- Ensure that all activities of OJT are **conducted outside regular lecture and practical hours.**

- **Attendance** for other courses in semester V and VI should be **as per norms** and it should not be affected due to OJT activities.

4. Approval Process for Self-Identified OJT:

- Students opting for self-identified OJT must ensure the role is relevant to their major subjects.

- **Prior approval** must be obtained from the assigned mentor/OJT Coordinator by submitting an OJT proposal detailing:

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> Organization details.

> Job role and description.

> Relevance to major subjects.

• The mentor/OJT Coordinator will review and provide written approval.

5. Documentation and Reporting:

5.1 Weekly Reports:

> Students must prepare and submit **weekly reports** as per the **college's prescribed format** detailing tasks, learnings, and reflections.

5.2 Final Report:

> Based on the weekly reports, students are required to compile a **Final Report** summarizing their OJT experience.

> The Final Report must follow the **college's prescribed format**.

> Students must deliver a **presentation** summarizing key aspects of their OJT, including learnings and achievements.

6. Roles and Responsibilities:

6.1 Students:

> Proactively search for suitable OJT opportunities after Semester IV exams.

> Ensure relevance to major subjects if opting for self-identified OJT and obtain **prior approval**.

> Complete **120 hours** of OJT within the stipulated timeframe.

> Submit **Weekly Reports, Final Report**, and prepare for the **Presentation and Viva**.

> Demonstrate professionalism, punctuality, and ethical behavior during the OJT.

6.2 Mentors:

> Guide students in selecting appropriate OJT opportunities.

> Review and approve self-identified OJT proposals.

> Provide feedback on Weekly Reports and assist with the Final Report.

> Support students in preparing for the Presentation and Viva.

> Evaluate student performance based on report submission, presentations and viva.

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6.3 OJT Coordinator:

➢ Oversee the implementation and execution of the OJT policy.

➢ Coordinate with mentors, students.

➢ Maintain records of students' OJT progress and assessment outcomes.

7. Ethical Considerations and Integrity:

➢ Students must maintain **academic integrity** by submitting original reports and avoiding plagiarism.

➢ Any form of misrepresentation or falsification of data will result in **disqualification and disciplinary action**.

8. Amendment of Policy:

➢ In exceptional circumstances the Principal reserves the right to exercise discretion to amend the policy.

➢ Any amendments will be communicated to students and faculty through official channels.

9. Assessment and Credits:
➢ The OJT carries **4 credits**, awarded based on the following evaluation criteria:

Criteria	Marks
Completion of Internship of 120 hrs	30
Submission of Weekly Reports	20
Submission of Final Report	10
Presentation	20
Viva	20
Total	**100**

- All assigned tasks, reports, and presentations must be completed as per the schedule.
- Failure to fulfil any requirement will result in the student being marked as failed for the activity.

10. Backlog Management:

I. Students who are declared failed in the **On-the-Job Training (OJT)** during their regular/first attempt shall be provided with an opportunity to clear the backlog by resubmitting the **pending components** of the OJT, in accordance with institutional guidelines.

II. If the pending component involves incomplete mandatory hours of On-the-Job Training and the student wishes to complete:

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i) The training with the **same employer**, the student shall be permitted to complete only the **remaining hours necessary** to fulfill the 120-hour requirement.

ii) The training with a **different employer**, the student shall be required to **undergo the full 120 hours of training afresh.**

III. In cases where the pending component pertains solely to the presentation OR submission of reports (as per the prescribed format) and presentation OR submission of reports (as per the prescribed format), presentation and viva, the **OJT of 120 hours already completed** by the student may be considered valid for resubmission purposes for additional 3 attempts, excluding the original attempt.

PRINCIPAL