



Dr. D. Y. Patil Educational Federation

**Dr. D.Y. Patil Institute of Management & Entrepreneur
Development, Varale, Pune**

On the Job Training (OJT) DIARY

Student Name: _____

Specialization: _____

Contact Details: _____ Division : _____ Semester: _____

Email ID: _____ Batch: _____

Project Guide (Internal Guide): _____

Company Name: _____

Company Guide Name (External Guide): _____

Company's Internship Letter

Paste Color Copy of Letter



**Dr. D.Y. Patil Institute of Management & Entrepreneur
Development, Varale, Pune**

On-the-Job Training (OJT) Completion Certificate

This is to certify that **Mr./Ms.**_____ a student of **MBA**(_____), has successfully completed the **On-the-Job Training (OJT)** as prescribed by the curriculum of Savitribai Phule Pune University during the academic year **2024-26**.

He/She reported regularly to the Institute and maintained timely communication with both the **Internal** and **External Guides** throughout the training period. During the OJT tenure, he/she displayed a high level of sincerity, discipline, and professionalism while performing assigned tasks.

We appreciate his/her dedication and efforts during the course of training and wish him/her success in all future endeavours.

Student

Internal Guide

External Guide

HOD – MBA

Director

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STUDENT PROFILE DETAILS

Student Name : _____

Specialization : _____

Mobile No. : _____

E-mail ID : _____

Title of the Project : _____

Date of Commencement of OJT : _____

Date of Completion of OJT : _____

Location of Work Place : _____

Nature of the Project : _____

Project Guide (Internal Guide) : _____

Company Guide Name (External Guide) : _____

Designation : _____

Company Guide Contact Details : _____

Mobile No : _____

E-Mail ID: _____

Signature of Student _____

According to the **NEP 2020 For Semester 3** the students need to conduct an On the Job Training (OJT) based on which a Detailed report and presentation will be made by the students. All the students must have a **Company Certificate** of 3 MONTHS. It is Mandatory for all the students to have Company Certificate of 3 Months for 303-OJT. The OJT topic must be aligned with **the specialization** chosen by the student and must be based on Primary Data.

(I) OJT Guidelines

- The On-the-Job Training (OJT) program shall be of **12 weeks (3 months)**
- 8 weeks of training in the organization (industry / bank etc.) with 30 hours of work per week.
- 4 Weeks of pre and post training work including proposal making, analysis, report preparation and etc.
- OJT must be conducted outside the academic institution to expose students to real-world work environments.
- **OJT must be related to the intended specialization of the student.**
- OJT must be done individually. Group projects are not permitted.
- OJT may involve actual tasks relevant to the area of specialization of the student and as per the demands of the industry / organization where the student is carrying out the OJT.
- OJT should involve fieldwork / desk work in the organisation; online OJT is not permitted.
- **Primary data collection is mandatory for Research based OJT.**
- Research based OJT can be quantitative / qualitative in nature or even use mixed approaches.
- Research based OJT can involve surveys, interviews, case studies or observation studies.
- It is mandatory for the student to seek advance written approval from the faculty mentor and the Director of the Institute about the type of work and organization before commencing the OJT.

(II) Permissible Partner Organizations

Students have the flexibility to conduct the OJT with any of the following organizations:

- Companies listed on either NSE or BSE in India /abroad
- Unlisted subsidiaries of Listed Companies.
- Government / Semi-Government Undertaking / PSU
- Government Offices
- Start Ups with an existence of 5 years or more and manpower more than 50.
- Family managed businesses with an existence of 10 years or more and manpower more than 100.

- Large Cooperative Societies / NGOs with an existence of 5 years or more operating in areas such as agriculture, food processing, health care, retail, banking, etc.

The Internal & the External viva-voce shall evaluate the candidate based on:

1. Adequacy of work undertaken by the student
2. Application of concepts learned in Sem I and II
3. Understanding of the organization and business environment
4. Analytical capabilities
5. Technical Writing & Documentation Skills
6. Outcome of the project – sense of purpose
7. Utility of the project to the organization
8. Variety and relevance of learning experience

Evaluation Pattern:

Course Type	Credits	Nature	Formative Assessment	Summative Assessment	Total Marks
OJT	8	Project (Compulsory)	100	100	200

Total Marks: 200

Formative Assessment: 100 Marks

Summative Assessment: 100 Marks

1] Formative Assessment Weightage (100 marks):

1. Executive Summary - 05 marks
2. Organization profile - 05 marks
3. Outline of the problem/task undertaken - 10 marks
4. Research methodology & data analysis (in case of research projects only) - 10 marks

OR

Relevant activity charts, tables, graphs, diagrams, pictures, screenshots, AV material, etc.

5. Learning of the student through the OJT - 10 marks

- | | |
|--|------------|
| 6. Consideration to factors such as environment, safety, ethics, cost, professional (national & international) standards | - 10 marks |
| 7. Contribution to the host organization | - 10 marks |
| 8. References in appropriate referencing styles. (APA, MLA, Harvard, Chicago Style etc.) | - 10 marks |
| 9. Formal feedback from the company guide | - 05 marks |
| 10. Regularity of interaction with the faculty mentor | - 05 marks |
| 11. Overall quality of the OJT report | - 05 marks |
| 12. Internal Viva-Voce | - 10 marks |

2] Summative Assessment Weightage (100 marks):

1. There shall be a panel of 2 examiners for the Final Viva-Voce
2. University shall nominate External Examiners
3. Director shall nominate Internal Examiners
4. Presentation by each student along with a spiral bound report is mandatory
5. Students will deliver a presentation of 15 minutes about their OJT project.
6. Weightages for summative assessment shall be as follows :

- | | |
|---|------------|
| a) Presentation | – 20 marks |
| b) Viva-Voce | – 30 marks |
| c) Report | – 20 marks |
| d) Research Paper based on topic needs to publish in National or International Conference | – 10 marks |
| d) Ability to connect with the theoretical & conceptual frame work. | – 20 marks |

The Internal & the External viva-voce shall evaluate the candidate based on:

1. Adequacy of work undertaken by the student
2. Application of concepts learned in Sem I and II
3. Understanding of the organization and business environment.

OJT Course Outcomes :

- 1. IDENTIFY and DESCRIBE:** The fundamental aspects of the organization and industry where the OJT is conducted, including the company's profile, core business activities, and organizational structure.
- 2. UNDERSTANDING:** EXPLAIN the relevance and application of theoretical concepts learned in the classroom to real-world business practices observed during the OJT.

3. APPLYING: UTILIZE relevant theoretical knowledge and technical skills in real-world tasks and projects during the OJT in a professional setting

4. ANALYSING: EXAMINE and break down the problems or tasks undertaken during the OJT, identifying the key issues, underlying causes, and possible solutions.

5. EVALUATING: ASSESS the effectiveness of the strategies and solutions implemented during the OJT, from the standpoint of utility to the host organization, the feedback from the industry mentor.

6. CREATING: DEVELOP a comprehensive OJT report and presentation that integrates the learning experiences, data collected, analysis, and outcomes of the project, demonstrating a clear connection between academic knowledge and practical application.

OJT Process :

Stage 1: Placement and Selection Process

1. Prospective **OJT** opportunities are identified through the Placement Department or Self.
 2. Students appear for interviews, and final selections are made.
-

Stage 2: Formal Guidelines and Allotments

4. Detailed **OJT** guidelines are provided to selected students by the Institute.
 5. Each student is allotted one Internal Guide (from the Institute) and one External Guide (from the company).
 6. Students must finalize a **OJT** topic after discussion with their project guide and considering group discussions (GD).
-

Stage 3: Initial Documentation and Planning

8. **OJT** Diary is issued to each student by the Institute/Department.
-

Stage 4: Ongoing Monitoring and Reporting

10. Students must submit 6 Fortnightly Progress Reports (physically) to the College, every 15 days.
11. Weekly online meetings are scheduled with the Internal Guide; periodic reviews are also done with the External Guide.
12. Internal Guide conducts a company visit to assess student performance and progress.

Stage 5: Review and Draft Submission

13. Feedback is collected from both Internal and External Guides.
14. Students must submit a Rough Draft of the **OJT** report in spiral binding.
15. Internal Viva is conducted with evaluation by internal faculty, industry experts, and alumni.

Stage 6: Final Submission and Evaluation

16. Students collect **OJT** Completion Certificates from both the Company and Institute.
17. **OJT** Diary is submitted after completion of all project work.
18. Students submit two Black-Bound Final Hard Copies after corrections from the Internal Guide.
19. A Research Paper based on the **OJT** must be written and submitted to a reputed, approved journal.
20. Students appear for the SPPU External Viva Voce as per university schedule.



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First Fortnight Progress Report on OJT

Title of the Project _____

Work done during the last 2 weeks (Kindly provide the brief in 200 words or 5-6 bullet points):

Week One – Date / /2025

Week Two – Date / /2025

Signature

Name of the Student

Signature

Name of Company Guide



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Second Fortnight Progress Report on OJT

Title of the Project _____

Work done during the last 2 weeks (Kindly provide the brief in 200 words or 5-6
bullet points):

Week Three – Date / /2025

Week Four – Date / /2025

Signature

Name of the Student

Signature

Name of Company Guide



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Third Fortnight Progress Report on OJT

Title of the Project

Work done during the last 2 weeks (Kindly provide the brief in 200 words or 5-6 bullet points):

Week Five – Date / /2025

Week Six – Date / /2025

Signature

Name of the Student

Signature

Name of Company Guide



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Fourth Fortnight Progress Report on OJT

Title of the Project

Work done during the last 2 weeks (Kindly provide the brief in 200 words or 5-6 bullet points):

Week Seven – Date / /2025

Week Eight – Date / /2025

Signature

Name of the Student

Signature

Name of Company Guide



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Fifth Fortnight Progress Report on OJT

Title of the Project

Work done during the last 2 weeks (Kindly provide the brief in 200 words or 5-6 bullet points):

Week Nine – Date / /2025

Week Ten – Date / /2025

Signature

Name of the Student

Signature

Name of Company Guide



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Sixth Fortnight Progress Report on OJT

Title of the Project

Work done during the last 2 weeks (Kindly provide the brief in 200 words or 5-6 bullet points):

Week Eleven – Date / /2025

Week Twelve – Date / /2025

Signature

Name of the Student

Signature

Name of Company Guide

First Fortnight Meeting

Minutes of Meeting with External Guide

Date:

Sr No.	Topic/ Point discussed	Direction	Work Done

Feedback: _____

Signature of Student

Signature of External Guide

Minutes of Meeting with Internal Guide

Date:

Sr No.	Topic/ Point discussed	Direction	Work Done

Feedback: _____

Signature of Student

Signature of Internal Guide

Second Fortnight Meeting

Minutes of Meeting with External Guide

Date:

Sr No.	Topic/ Point discussed	Direction	Work Done
Feedback: _____ _____			

Signature of Student
Guide

Signature of External

Minutes of Meeting with Internal Guide

Date:

Sr No.	Topic/ Point discussed	Direction	Work Done
Feedback: _____			

Signature of Student

Signature of External Guide

Third Fortnight Meeting

Minutes of Meeting with External Guide

Date:

Sr No.	Topic/ Point discussed	Direction	Work Done

Feedback: _____

Signature of Student

Signature of External Guide

Minutes of Meeting with Internal Guide

Date:

Sr No.	Topic/ Point discussed	Direction	Work Done

Feedback: _____

Signature of Student

Signature of External Guide

Fourth Fortnight Meeting

Minutes of Meeting with External Guide

Date:

Sr No.	Topic/ Point discussed	Direction	Work Done

Feedback: _____

Signature of Student

Signature of External Guide

Minutes of Meeting with Internal Guide

Date:

Sr No.	Topic/ Point discussed	Direction	Work Done

Feedback: _____

Signature of Student

Signature of External Guide

Fifth Fortnight Meeting

Minutes of Meeting with External Guide

Date:

Sr No.	Topic/ Point discussed	Direction	Work Done

Feedback: _____

Signature of Student

Signature of External Guide

Minutes of Meeting with Internal Guide

Date:

Sr No.	Topic/ Point discussed	Direction	Work Done

Feedback: _____

Signature of Student

Signature of External Guide

Sixth Fortnight Meeting

Minutes of Meeting with External Guide

Date:

Sr No.	Topic/ Point discussed	Direction	Work Done

Feedback: _____

Signature of Student

Signature of External Guide

Minutes of Meeting with Internal Guide

Date:

Sr No.	Topic/ Point discussed	Direction	Work Done

Feedback: _____

Signature of Student

Signature of External Guide

Minutes of Meeting with Placement Department

Date:

Sr No.	Topic/ Point discussed	Direction	Work Done
Feedback: _____			

Signature of Student

Signature of Placement Head

Minutes of Meeting with Industry Expert

Date:

Sr No.	Topic/ Point discussed	Direction	Work Done
Feedback: _____			

Signature of Student

Signature of Industry Expert

A PROJECT ON

“TITLE”

AT

COMPANY NAME

SUBMITTED TO

SAVITRIBAI PHULE PUNE UNIVERSITY

IN PARTIAL FULFILLMENT OF

MASTER IN BUSINESS ADMINISTRATION

SUBMITTED BY

STUDENT NAME

(2024-26)

UNDER THE GUIDANCE OF

FACULTY GUIDE NAME



Dr. D. Y. Patil Educational Federation

Dr. D.Y. Patil Institute of Management & Entrepreneur Development,

Varale, Talegaon Dabhade, Pune- 410507

WRITE HERE MONTH & YEAR OF SUBMISSION

OJT Format :

S.N	Description	Specification
1	Project Length	60-70 pages
2	Paper size	A4 size Semi bond/Bond Paper only (11"x 8.5")
3	Font	Times New Roman (Headings –Bold)
4	Font Size	12
5	Spacing	1.5
6	Margins	Top -1'' Bottom-1'' Left-1.3'' Right-1''
7	Cover	Hard-bound black with golden embossing.
8	No. of copies	Two hard copies & one soft copy (CD)
9	Front Cover format	Annexure A
10	Print on one side.	
11	List of Tables:	The "Contents" shall be followed by a List of Tables indicating the table numbers, table title, and the corresponding table number.
12	List of Figures:	It shall follow the List of Tables indicating the figure number, Figure titles, and the corresponding page number.

OJT Report Layout :

S.N.	Particulars	No. of Pages
1	Annexure A (Title Page)	1 page
2	Annexure B (DYPIMED Institute Certificate)	1 page
3	Annexure C (Company Certificate on Company letter head)	1 page
4	Annexure D (Formal Feedback from the Company Guide)	1 page
4	Annexure E (Student declaration)	1 page
5	Annexure F (External Guide's Declaration)	1 page
6	Acknowledgment	1 Page
7	Table of Contents	2 Pages
8	List of Tables	1 page
9	List of Figures	1 page
10	Chapter1- Introduction to Research 1.1 Executive Summary 1.2 Statement of Problem undertaken 1.3 Objectives of Study 1.4 Theoretical Framework 1.5 Consideration to factors such as environment, safety, ethics, cost, professional (national & international) standards 1.6 Need/Purpose of Study 1.7 Importance of Study 1.8 Scope of Study	5-6 Pages
11	Chapter-2 Review of Literature	Up to 20 to25 pages
12	Chapter-3 Company Profile 3.1 Introduction to Organization 3.2 Introduction to Indian Industry 3.3 Introduction to Global Industry 3.4 Comparison of the Company against Indian and global industry (Optional)	3 Pages 2 pages 2 Pages 2 Pages
13	Chapter 4: Research Methodology: 4.1 Introduction to Research Topic 4.2 Research Objectives (Same as mentioned in Chapter-1) 4.3 Problem Statement (If any then only mention that should be analysed in chapter 5) 4.4 Research Design 4.4 Survey of Literature Design 4. 5 Data Collection Methods 4.6 4.7 Statistical Tools for Presentation-(<i>The student should mention the tool used for Data analysis such as Piechart,Bargraph,Line Graph,Histogram,Dashboard</i>)	5 to 6 Pages s
14	Chapter-5 Data Analysis & Interpretation <i>(Collection of Primary and Secondary Data must be presented using Analytic Tools and Techniques Example-Piechart,Bargraph,Line Graph,Histogram,Dashboard,etc)</i>	20 to 25 Pages
15	Chapter-6 Results & Discussion 6.1 Findings (Learning of Students, Key issues Identified, Opportunities, trends, etc)	1-2 Pages

	6.2 Recommendations (Contribution to Host Organization) 6.3 Limitations of Study	
16	References –APA Style	
17	Annexures (Questionnaire/ Data Sheets/ Balance sheets(If Any)/Observation sheet/ Field Maps/ Geotagged Photo With Sample Respondents)	3-4 Pages



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OJT Completion Report

Name : _____

Roll No : _____

Class : _____

Div : _____

Mobile No : _____ **E-mail ID :** _____

Title of the Project : _____

Sr. No.	Task Assigned	Task Accomplished (Yes/No)
1		
2		
3		
4		

1. Describe learning outcome:

1. _____

2. _____

3. _____

4. _____

5. _____

2. Fill the information related to OJT as follows:

3. Data Analysis & Interpretation:

4. Conclusion of Project :

5. Any Specific Achievement during SIP :

Signature

Name of the Student

Signature

Name of the Company Guide: