



Ref.No.: Exam./Circular /OJT/2026-27/9

Date: 07.04.2026

To:

All Heads of University Departments / Principals of Conducted and Affiliated Colleges / OJT Coordinators and Students

CIRCULAR

Subject: Compliance with OJT Portal Guidelines for Credit Allocation

References:

1. Circular No. Acad/OJT/2025-26/2359 Dated- 27/02/2026,
2. Circular No. PVC-103/2025-26/63 Dated 10/10/2025
3. Circular No. Acad/OJT/2025-26/1814 dated 29.10.2025
4. Circular No. PVC-103/Circular/2025-26/74 Dated 18/11/2025
5. Circular No. PVC-103/Circular/2025-26/77 Dated 29/11/2025

All Heads of Departments and Principals of Conducted and Affiliated Colleges are hereby informed that, as per the guidelines issued from time to time regarding the On-the-Job Training (OJT) process, it is mandatory for all UG and PG students to register on the OJT Portal and obtain their OJT Completion Certificate through the portal.

With reference to the above University Circulars we are aware that the Online OJT (On-the-Job Training) Portal has been implemented for the registration of organizations from the Academic Year 2025-26 onwards. It is reiterated that OJT credits will be considered for inclusion in the marksheet only if the OJT Completion Certificate is generated from the official OJT Portal.

In continuation of the above-mentioned circulars, all colleges are **strictly instructed to:-**

1. Ensure that all eligible students are registered on the OJT Portal.
2. Verify that students have completed the OJT process through the portal.
3. Confirm that only portal-generated OJT Completion Certificates are considered for marksheet processing.
4. Register all existing organization partners on the OJT Online Portal.
5. Complete the required details and documentation of organizations accurately on the portal.
6. Ensure that their registration and verification process is complete.

It shall be the responsibility of each department/college to monitor the progress and ensure timely completion of the process. Non-compliance or delay in completing the registration may delay the declaration of results and/or non-inclusion of OJT credits in the final marksheets.

All concerned are requested to strictly comply with the same and treat this matter as **urgent and of high priority.**


(Dr. Sanjay Nerkar)
Director,

Board of Examinations and Evaluation

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Copy to:

- Hon'ble Vice Chancellor Madam, SNDT Women's University, Mumbai
- The Registrar, SNDT Women's University, Mumbai
- The Finance and Accounts Officer, SNDT Women's University, Mumbai
- All the Dean's, SNDT Women's University, Mumbai
- Dr. Bharat Sidram Vhankate, Principal, SNDT Arts and Commerce college for Women, Pune
- Academic Section and Affiliation Section, SNDT Women's University, Mumbai
- Co-ordinator, Nirmal Software Services Pvt. Ltd.
- Co-ordinator TM Network for necessary actions