

## श्रीमती ना. दा. ठाकरसी महिला विद्यापीठ

१, एन्. ठाकरसी रोड, न्यु मरीन लाईन्स,  
मुंबई - ४०० ०२०, महाराष्ट्र, भारत  
दूरध्वनी : 91-22-22033313

E-mail : pvc@sndt.ac.in



## S.N.D.T. Women's University

1, N. Thackersey Road, New Marine Lines,  
Mumbai - 400 020, Maharashtra, India  
Tel.: 91-22-22033313

E-mail: pvc@sndt.ac.in

*Prof. (Dr.) Ruby Ojha*  
Pro Vice-Chancellor

PVC-103/Circular/2025-26/77  
November 29, 2025

To,  
All Heads of Departments / Principals of Conducted and Affiliated Colleges / OJT Coordinators

### Subject: Registration of Existing Organization Partners on OJT Online Portal

Ref.: 1) Circular No. PVC-103/2025-26/63 Dated 10/10/2025  
2) Circular No. Acad/OJT/2025-26/1814 dated 29.10.2025  
3) Circular No. PVC-103/Circular/2025-26/74 Dated 18/11/2025

This is in continuation to the previously issued circulars regarding the 'Registration of Organisations on the OJT Online Portal for Academic Year 2025-26' Departments were instructed to onboard and register their associated organisations/industry partners on the OJT platform for smooth execution of internships and On-the-Job Training (OJT) processes.

It has been observed that several department-linked organisations have not yet completed their registration on the portal. Therefore, all Heads of Departments are once again instructed to 'Remind and coordinate with their respective associated organisation' to ensure timely registration and activation on the OJT Portal.

You are requested to kindly:

1. Contact and inform all existing organisations/industry partners associated with your department.
2. Instruct them to complete registration at the earliest through the OJT Online Portal.
3. Ensure that registration details are verified and updated correctly.
4. Submit the status of registered and pending organisations to the undersigned/concerned section by 15<sup>th</sup> December 2025
5. Inform all the PG students of your department to register on the OJT platform.

This reminder is being issued to streamline and accelerate the onboarding process so that OJT-related activities for the upcoming academic period may proceed without delay.

We seek your cooperation in ensuring '100% completion of required organisation registration' at the earliest.

Your cooperation in ensuring smooth implementation of this portal is highly appreciated.

*Ruby Ojha*  
(Prof. Ruby Ojha)  
Pro-Vice Chancellor

### Copy to:

1. Hon'ble Vice Chancellor Madam, SNDT Women's University, Mumbai
2. The Registrar, SNDT Women's University, Mumbai
3. All the Dean's, SNDT Women's University, Mumbai
4. Dr. Bharat Vhankate, Principal, SNDT Arts and Commerce college for Women, Pune
5. Academic Section and Affiliation Section, SNDT Women's University, Mumbai
6. Co-ordinator, Nirmal Software Services Pvt. Ltd.

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*Prof. (Dr.) Ruby Ojha*

Pro Vice-Chancellor

PVC-103/2025-26/63  
10<sup>th</sup> October, 2025

To:

All Heads of University Departments / Principals of Conducted and Affiliated Colleges

**Subject: Implementation of Online OJT (On-the-Job Training) Registration of Organisations from Academic Year 2025-2026 on the OJT Dashboard**

The University has implemented an Online OJT Dashboard developed for managing the registration of organisations participating in On-the-Job Training (OJT) programmes all Heads of University Departments / Principals of Conducted and Affiliated Colleges. OJT Coordinators are instructed to circulate this information widely among faculty and other resources for maximum registration of organizations from various sectors before 15th November 2025 for smooth implementation of the Online OJT process. Every department must help registering minimum 10 organisations.

For Registration Process of Organizations / Industries:

Organisations willing to offer OJT must register below mentioned URL of University's OJT portal [ <https://sndtwuonline.org.in/ojt/index.php> ].

After registration, the organisation profile will be verified by the concerned Department / OJT Coordinator.

Approved organisations will be visible to students for selection.

And other concerned departments and agencies are also advised to take necessary action for the above process as per the instructions mentioned below.

1. TM Network, which is contracted for SNDT Women's University's online payment work, be informed for the collection of OJT fees + GST through the online payment gateway.
2. Nirmal Software Services Pvt. Ltd. will raise the bill to the University as per the agreed terms on a per-student basis.

For any query you are advised to coordinate with:

OJT Coordinator and Incharge OJT Cell: Dr. Bharat Sidram Vhankate, Principal, SNDT Arts and Commerce College for Women, Pune

Email: collegepune@sndt.ac.in

Contact details: 9423507303

Academic or procedural queries: Academic Section, SNDT Women's University (academic@sndt.ac.in).

*Ruby Ojha*  
(Prof. Ruby Ojha)  
Pro-Vice Chancellor

**Copy to:**

1. Hon'ble Vice Chancellor Madam, SNDT Women's University, Mumbai
2. The Registrar, SNDT Women's University, Mumbai
3. The Finance and Accounts Officer, SNDT Women's University, Mumbai
4. All the Dean's, SNDT Women's University, Mumbai
5. Dr. Bharat Sidram Vhankate, Principal, SNDT Arts and Commerce College for Women, Pune
6. Academic Section and Affiliation Section, SNDT Women's University, Mumbai
7. Examination Section, SNDT Women's University, Mumbai
8. Co-ordinator, NSSPL, Nirmal Software Services
9. Co-ordinator, TM Network for necessary actions

# S.N.D.T. Women's University

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A- Grade (CGPA 3.08)

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बर्चगेट, मुंबई - ४०० ०२०.

Telegram : UNIWOMEN  
Website : sndt.ac.in

Circular No.: Acad/OJT/2025-26/ 1814

Date: 29.10.2025

To:

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

**Subject: Implementation of Online OJT (On-the-Job Training) Registration of Students from Academic Year 2025-2026**

The University has implemented an Online OJT Module developed for managing the registration of students participating in On-the-Job Training (OJT) programmes. All Heads of University Departments / Principals of Conducted and Affiliated Colleges are instructed to circulate this information widely among OJT Coordinators and Students for the registrations of all eligible students from your Department / College from 1<sup>st</sup> November 2025 and guide students to complete online OJT process within stipulated timeframe, follow the guidelines mentioned below:

**For HOD / Principals / OJT-Coordinators :**

- The College / Department shall ensure that all students eligible for OJT must complete their Online OJT registration and Fee payment before the notified deadline.
- The College / Department shall communicate these details to all students and guide them during the registration process.

**For of Students:**

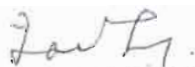
- Eligible Students must register below mentioned URL of University's OJT portal [<http://sntdwomenline.org/ojt/index.php>].
- Each student must create their OJT profile on the same portal and complete all mandatory details.
- Each student shall pay the following registration fees online through the University Payment Gateway :

Particulars	Base Amount	GST (18%)	Total
Profile Registration	₹275.00	₹49.50	₹325.00
Processing Charges (University Share)	₹50.00	₹9.00	₹59.00
Total Payable			₹384/-

- After successful fee payment students will receive an electronic receipt and after required **verification** from respective college / department students can apply for five (5) positions without any additional charge.
- For each additional position beyond five, a nominal fee of ₹15/- per application will apply.
- The payment must be made **online only**; no offline or cash payments will be accepted.

- Payment gateway support: (Only for Payment related Queries)  
[sndt\\_support@unisuite.in](mailto:sndt_support@unisuite.in)
- Academic or procedural queries: Academic Section, SNDT Women's University  
([academic@sndlac.in](mailto:academic@sndlac.in)).

All Head of Departments / Principal of Colleges / Conducted Colleges are instructed to circulate this Circular to the Students to complete the Online OJT registration process of Students in between 1<sup>st</sup> November 2025 to 15<sup>th</sup> November 2025 later date will not be extended.

  
(Dr. Himmat Jadhav)  
Dean, Faculty of Science & Technology  
(Additional Charge, Academic Section)

Copy to:

- 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
- Co-ordinator, Nirmal Software Services Pvt. Ltd.
- Co-ordinator, TM Network for necessary actions



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*Prof. (Dr.) Ruby Ojha*  
Pro Vice-Chancellor

PVC-103/Circular/2025-26/74  
November 18, 2025

To,

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

**Subject: Online Meeting regarding Orientation about Online OJT Portal and "SHODHACHAKRA"**

This is to inform you that an Online Meeting has been scheduled for all the Heads of Departments, Principals, and OJT Coordinators regarding the introduction, workflow and implementation of the OJT (On-the-Job Training) Portal and the "SHODHACHAKRA" for the upcoming academic processes. URL of OJT Portal : <https://sndtwuonline.org.in/ojt/index.php>

The details of the meeting are as follows:

➤ **Online Meeting Details**

Date : 21/11/2025

Time : 02.30 PM

Meeting Link : <https://meet.google.com/gxu-aswo-duo>

➤ **Purpose of the Meeting**

- Introduction to the Online OJT Registration Process
- Demonstration of the "SHODHACHAKRA"
- Responsibilities of Departments/Colleges in student registration and verification
- Overview of new features and portal functionalities
- Question & Answer session

➤ **Instructions to All HODs / Principals / OJT Coordinators**

Kindly circulate this information to all concerned faculty members and coordinators. Attendance for this meeting is mandatory.

Please review the portals in advance and keep your queries ready for discussion. Your cooperation in ensuring smooth implementation of these portals is highly appreciated.

*Ruby Ojha*  
(Prof. Ruby Ojha) 18/11/25  
Pro-Vice Chancellor

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5. Dr. Subhash Chavan, Director, Knowledge Resource Centre
6. Dr. Vilas Jadhav, Dy. Librarian, Knowledge Resource Centre
7. Academic Section and Affiliation Section, SNDT Women's University, Mumbai
8. Co-ordinator, Nirmal Software Services Pvt. Ltd.