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

PVC-103/Circular/2025-26/79

December 04, 2025

To,

All Heads of Departments / Principals of Conducted, Autonomous and Affiliated Colleges / OJT Coordinators / BoS Chairperson

Subject: Reminder – Registration of Students and Existing Organizations / industry Partners on OJT Online Portal

- Ref. 1) Circular No. PVC-103/Circular/2025-26/74 Dated- 18/11/2025
2) Circular No. Acad/OJT/2025-26/1814 Dated-29/10/2025
3) Circular No. PVC-103/2025-26/63 Dated-10/10/2025
4) Circular No. PVC-103/2025-26/77 Dated-29/11/2025

This is in continuation to the previously issued circulars regarding the 'Registration of Organisations and PG / UG Students who have OJT in current semester on the OJT Online Portal of SNDT Women's University for Academic Year 2025-26 Departments were instructed to onboard and register their associated organisations/industry partners and eligible Students on the OJT platform for smooth execution of internships and On-the-Job Training (OJT) processes.

It has been Noticed that **several department-linked organisations have not yet completed their registration on the OJT portal of SNDTWU university.** Therefore, all Heads / Principals are once again instructed to 'Remind and coordinate with their respective associated organisation' to ensure timely registration and activation on the OJT Portal. No student is allowed to proceed with OJT unless the organisation is registered and approved on the portal. Students who undertake OJT without using the University OJT Portal will not be considered eligible for OJT Examination Credits, and Issuance of OJT Completion Certificate.

You are requested to kindly:

1. Onboard eligible students for OJT on the portal.
2. HODs are instructed to urgently inform and coordinate with all existing Organization / Industry Partners associated with their departments and ensure that:
 - a) The organisations are properly guided to register themselves on the OJT Portal.

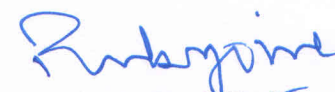
b) List of organizations / industry partners must be provided to BOS Chairpersons.

For speeding up the process of completion of registrations of students and organizations on online meeting has been scheduled on 5th of December 2025 at 2:30 pm. Details are as follows:

- Date : 05/12/2025
- Time : 02.30 PM
- Meeting Link : <https://meet.google.com/uvv-iivn-eph>

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.

It is not compulsory for the Autonomous Colleges to use the University OJT postal. However, they can take advantage of it, if they wish to do so.



(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.