

Acad/OJT/2025-26/2359

Date: 27.02.2026

To,

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

Subject: Registration of Students and Existing Organizations / Industry Partners on OJT 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 circular 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 organization/industry partners and eligible students on the OJT platform for smooth execution of internship and On-the-Job Training (OJT) Process. It is mandatory to all UG / PG students to download the OJT completion certificate only from SNDTWU OJT portal then and then only the credit score of OJT will be added in the marksheet of the students.

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 organizations are properly guided to register themselves on the OJT Portal.
 - b) List of organizations / industry partners must be provided to BOS Chairpersons.

Students who have already completed their OJT / Internship in A.Y. 2024-25 are also required to register themselves to OJT portal and download OJT completion certificate to include their obtained credit score in the marksheet.


(Prof. Ruby Ojha) 27/2/26
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 Director, Board of Examination and Evaluations, 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. Co-ordinator, Nirmal Software Services Pvt. Ltd.