Activity/On-Job-Training Report Submission Guidelines

Dear students,

As you are already aware, the Activity / On-Job-Training (henceforth referred to as OJT) is one of the components in your programme completion. In line with this, we are extremely happy to launch the Activity/OJT Report Submission (henceforth referred to as 'report') for you all.

This document provides you all the necessary information regarding the same. All learners are requested to go through this document carefully and submit the report as intended on or before the last date of submission. We advise all to submit the activity report well in advance to avoid last minute rush.

1. Technical Specifications

- Paper: A4 size page only (11"x 8.5")
- Font: Times New Roman, font size 12 and spacing '1.5'
- Headings to be given in **bold** while the sub-headings shall be in **bold + *Italics*.**
- Margins: Left 35 mm, Right 20mm, Top 35mm, Bottom 20mm.

2. Instructions for the Preparation of Soft Copy of the Activity/OJT Report

- **This activity is compulsory and those who fail to complete the activity will be declared as 'Fail' and their results will be withheld by the university**.
- The report submitted shall be strictly typed only. No handwritten copies would be entertained.
- The report shall contain approximately 30-40 pages. Please note that the page limit prescribed is to be followed strictly.
- **The reports are to be submitted in word file only**. No other format is acceptable.
- **The size of the file shall not be more than 5MB.**
- **Once the Activity Report Submission starts, it will remain open for a month (approx.) in which, each student is expected to submit allotted Activity Reports / On-Job Training Reports. Students are hereby advised to check the LMS carefully as there could be more than one activity reports that they might need to submit.**

- **Students are instructed to visit LMS regularly to check the opening and closing dates of Activity Report Submissions. Management will not be responsible if they miss out on submitting the reports due to any reason whatsoever.**

- **In each activity sheet, the students will get 3 suggestive activities; out of which any one is to be completed and a report is to be prepared by the student.**

- **Completing the activity within the given timeframe is absolutely essential failing which the student shall be declared as 'Fail' and no degree certificate/final mark list shall be awarded to such students.**

- **While submitting the Report the students are instructed to follow the below-mentioned "Naming Convention" –**
  Activity 1_PRN or Activity 2_PRN
  Eg. Activity 1_BCA123456 (where Activity 1 denotes the report is of Activity 1 and BCA12345 denotes that it belongs to a student whose PRN is BCA12345.)

- While images and flowcharts do not add to the word limit, they make the overall activity report much clearer and easier to understand and hence use of the same is appreciated. However, learners are required to provide an appropriate title to each flowchart/image used along with the source from which the same has been adopted.

3. Flow of the Report File which will be Submitted by the Students on LMS:

1. Title Page (Annexure I)
2. Declaration (Annexure II)
3. Index (Annexure III)
4. Content (Annexure IV)
5. Conclusion (Annexure V)
6. Bibliography (Annexure VI)

Important Note: Specimens of the above are provided at the end in subsequent Annexures as indicated against their title. **Students are requested to further note that strict adherence to this format is expected**, failing which the assignment submission shall be considered invalid.

4. Scheme of Assessment and Evaluation of Activity Report

Sr. No.	Criterion for Assessment
1	Introduction
2	Main Content
3	Conclusion, Suggestions and Recommendations etc
4	Bibliography

Rubrics for Assessment of Activity Submission

S. No.	Criterion for Assessment	Not Attempted	Scope for Improvement	Average	Good	Excellent
1	Introduction	0	8	12	16	20
2	Main content	0	16	24	32	40
3	Conclusion, Suggestions and Recommendations etc.	0	12	18	24	30
4	Bibliography	0	4	6	8	10
Total Marks						**100**

Symbiosis Skills and Professional University

(Recognised by UGC & Established under Govt. of Maharashtra Act No. XXXVII 2017)

Title Page

Title of the Report:

Submitted by:

Student Name:

Enrollment No.:

Programme Name:

Academic Year:

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Annexure II

DECLARATION

This is to declare that I, undersigned Mr./Ms. _____

have completed this activity myself in part fulfillment of the _____ Program of Symbiosis Skills and Professional University, Pune.

The work submitted is original and it has NOT been copied from anywhere else. Further I also declare that this academic work has not been submitted to any other University/Institute for an award of any degree / diploma.

Date: Signature:

Place: Name:

INDEX

(Please note that the page numbers indicated above are only suggestive and they may differ as per your activity report.)

Main Content

(TITLE OF THE ACTIVITY)

Introduction: This is a sample paragraph representing introduction to the intended activity which is to be submitted by the students of Symbiosis Skills and Professional University.

- *Sub-heading:* This is a sample of how the subheading is to be incorporated in the main content wherein the students shall indicate it with ***bold + italics***.

Conclusion, Suggestions and Recommendations etc.: This is a sample of the kind of conclusion the students are expected to draw at the end of their activity report. Adding a conclusion is extremely important as it carries 30 marks in the assignment evaluation structure.

BIBLIOGRAPHY

1. Laxmikanth, M., *Indian Polity*, Noida, McGraw-Hill Education, 2021

Note: Any suitable format of bibliography will be accepted. We have used Chicago style in the above-mentioned example.