



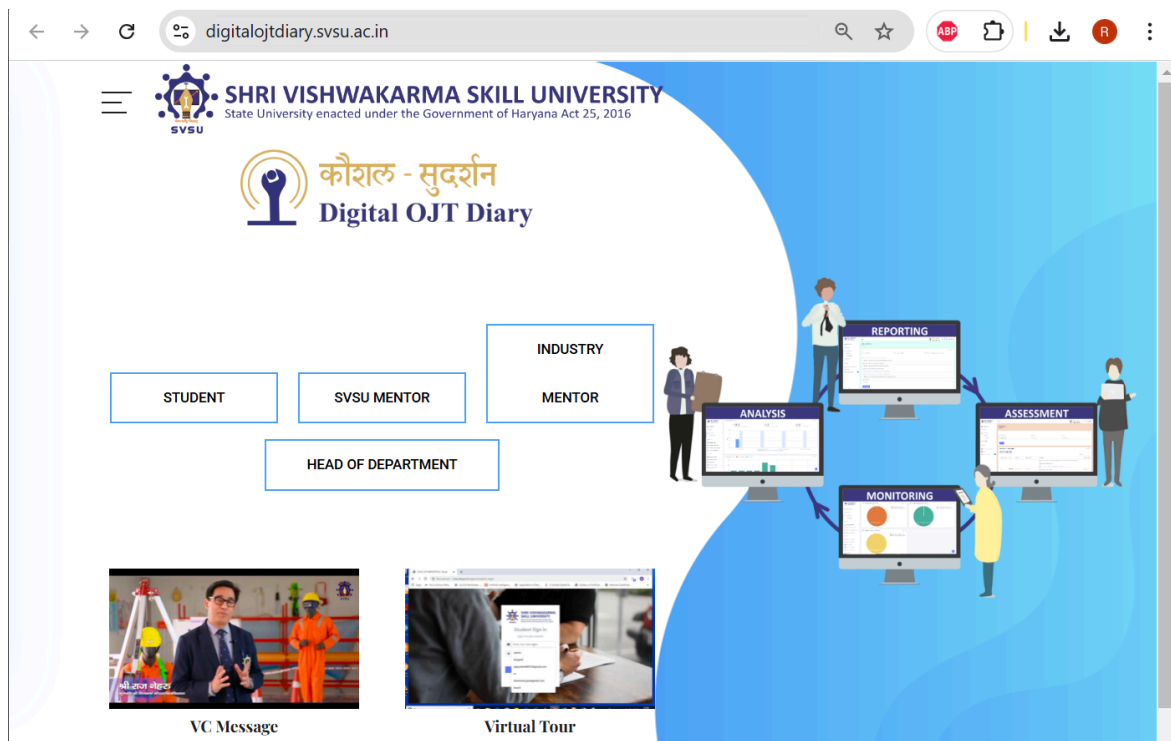
SHRI VISHWAKARMA SKILL UNIVERSITY

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Standard Operating Procedures (SOPs) for the DOD Portal

The common guidelines are as below:

1. The Digital OJT Diary (DOD) web portal is flexible as per the needs of the programs and industries.
2. Customisation of the job roles, training hours, learning report is available on the portal. Concerned OJT coordinators and Program coordinators may exercise the requirements of OJT and accordingly fill and submit Annexure A at the email ID <digitalojtdiary@svsu.ac.in>. Annexure A contains the list of required data for the DOD portal.
3. The concerned Chairpersons may also monitor the OJT progress of their department through their credentials.
4. A user can login through the link (<https://digitalojtdiary.svsu.ac.in/>).



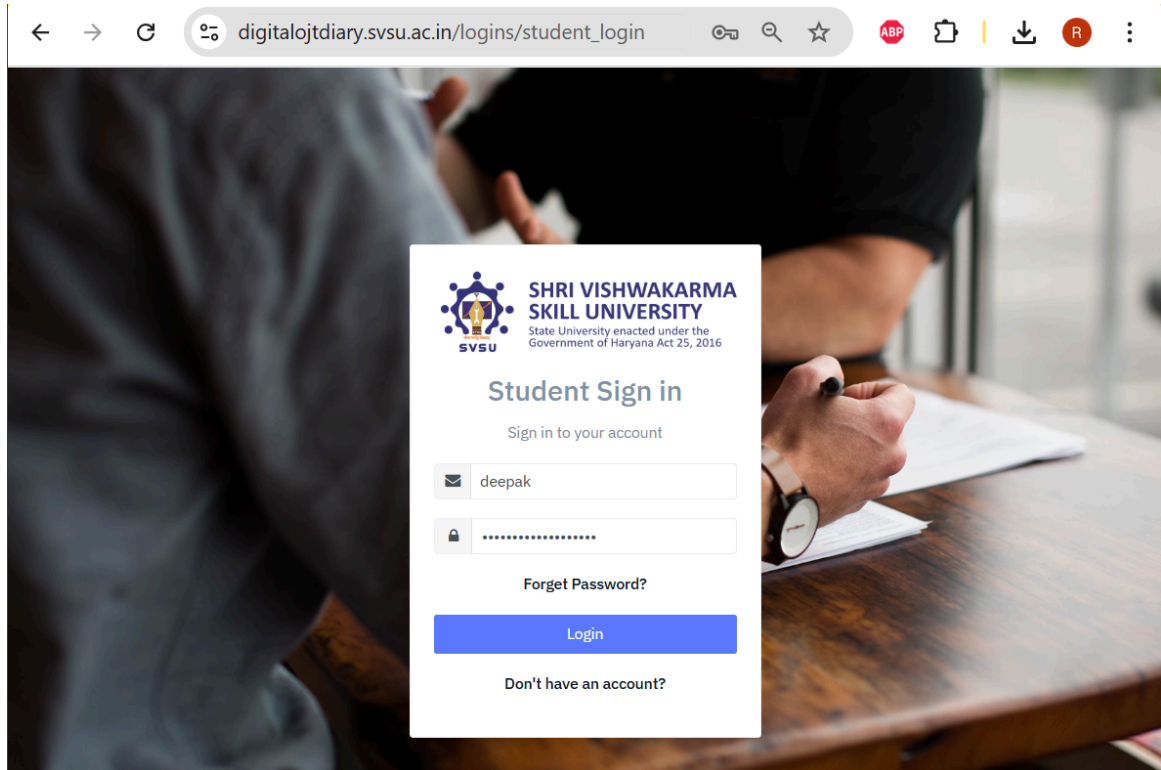
5. Click on the specified buttons as per your role.



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For Students.



For SUSU Mentor.

