

Do's and Don'ts of Training

Do's -

1. Students will have to request for the training institute/ company through KYS-GNDEC application and wait for the Training Request Letter which they will get in their e-mail ID provided by them.
2. Students will submit their training confirmation letter to the training and placement cell and also to their respective department.
3. During the training, students have to maintain a **daily diary** in which they will mention about the work done during the day. They have to take the signatures of their training mentor on the daily diary.
4. Students will have to develop a working project which they have to submit after the training, during internal as well as external Viva Voce of the Training. Students will submit a hard copy as well as a soft copy of the Training Report after the Viva voce.
5. Students can submit the project done during the training as an individual or in a group. (not more than three students in one group)
6. Students will have to submit a **Training Certificate** in which Student's Name University Roll No and period of training (Jan-May 202_ or Aug-Nov 202_) is clearly mentioned.
7. Students will have to submit a **Training Report** on the project done during the training as per the department **guidelines** and **Training Instructions**. Students can check the particular training format, guidelines, instructions and rubrics on the department website.
8. Students will have to prepare a power point **presentation** of their project and present their project undertaken during the internal Viva voce.
9. Students have to be present in physical at the internal viva as well as external viva in the department on the scheduled date and venue.

Don'ts –

1. Students cannot change their training institute/ company; after they have submitted the training confirmation letter in the department, in any case.
2. Students cannot do training less than the semester, in the semester in which they are allotted the training..