

Guru Nanak Dev Engineering College, Ludhiana

Department of Information Technology

General Guidelines for Four Weeks Training (TR-102 / TR-103)

As per the study scheme of B.Tech Information Technology (2018 Scheme), each student should undergo four weeks trainings [Training –II (TR-102) at the end of 4th Semester and Training –III (TR-103) at the end of 6th Semester].

Each student is required to submit the individual training report at the end of each training. The primary aim of the training report is to train the student to write a professional and comprehensive report. This should exhibit capability to present specific information and to develop overall communication skills of a student. The essence of the report is to describe the work/project a student has undertaken during his training/internship, learned tools and techniques, contributions made to the work environment and the conclusions drawn from the student's experience. Specific guidelines related to the training report are:

1. Internal Evaluation of these reports may be during the 5th /7th Semester, whereas the external evaluation will be held with end semester practical examinations of 5th/7th Semester.
2. The soft copy of the training report (PDF format) and presentation file (PPT/PDF format) should be submitted to the submission link provided by the department (No CD is required).
3. A daily diary of the work/project related activities should be maintained and will be submitted at the end of the training. This diary should be regularly endorsed by the mentor/supervisor.
4. **Soft copy of Report:** Each student must submit individually (even if working in a group) at the link provided by Department.

Hard copy of Report: One submission per group (if working in a group) or individual

5. While preparing the training report and appearing the internal/external examination the student must go through the rubrics for the evaluation of the four weeks training available on the department website. ([Link to Rubrics](#))
6. Each student must adhere the schedule (i.e. start and end of the training) provided by the department/institute that should match with the duration mentioned on the training certificate issued by the company/organization.
7. The training report should be strictly according to the guidelines and format available at departmental [website](#). ([Link to Report Format](#))

Training Coordinators.

HOD (IT)