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. A training report has to be submitted by each student individually irrespective of the training company and working in a project group.

2. 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.

3. Training report should include the certificate obtained from the training company/organization.

4. Each student (individual) is required to prepare a presentation for internal as well as external evaluation.

5. Students are encouraged to develop a project based on the learning during the training/internship and include that project in their report.

6. Training reports should be submitted in hard copy as well as soft copy. The binding of the report should be hard bound with following coloring scheme for the front cover:

   4 Weeks training after 4th Semester -   Light Yellow Cover

   4 Weeks training after 6th Semester -   Light Green Cover

7. 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).

8. 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)

9. 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.

10. The training report should be strictly according to the guidelines and format available at departmental website. (Link to Report Format)

For any further query/issue related to the training, the student may contact Departmental Training Coordinators.

HOD (IT)