Guru Nanak Dev Engineering College, Ludhiana
Department of Information Technology
General Guidelines for Six Months Training (TR-104)

As per the study scheme of B.Tech Information Technology (2018 Scheme), each student, who opts for the training, should undergo six months training [Training - IV (TR-104)] either in 7th or 8th Semester.

Each student is required to submit the individual training report at the end of the training or as per the schedule given by the department. 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 and training report are:

1. Students should upload/submit their confirmation letter about the training company immediately to the department. Student must convey the name and contact details of the mentor/supervisor at the training location to the department at the earliest after the joining of training.
2. 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.
3. Weekly/Quarterly evaluation/progress feedback reports to be submitted by the students as and when required by the department. This form should be attested by the mentor/supervisor at the training venue.
4. Surprise visits to various companies for the training checking/inspection will be conducted by the Training and Placement Cell. During these visits, the officials appointed by the T&P Cell will evaluate the students on various parameters such as regular attendance in the company, project/work assigned.
5. A training report has to be submitted by each student individually irrespective of the training company and working in a project group.
6. Internal Evaluation/presentation of these reports may be toward the end of the training semester and will be notified by the department through the department website, whereas the external evaluation will be held with end semester practical examinations of the current Semester as per the time slots given by the Examination Cell, GNDEC Ludhiana.
7. Training report should include the certificate obtained from the training company/organization.
8. Each student (individual) is required to prepare a presentation for internal as well as external evaluation.
9. It is compulsory to develop a project based on the learning during the training/internship and include that project in their report.
10. Training reports should be submitted in hard copy as well as soft copy. The binding of the report should be hard bound with **white** colored cover page.
11. 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).
12. 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. (Link for Rubrics)
13. 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.
14. The training report should be strictly according to the guidelines and sample format available at departmental website. (Link for Report Format)

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

HOD (IT)