

GURU NANAK DEV ENGINEERING COLLEGE, LUDHIANA
DEPARTMENT OF INFORMATION TECHNOLOGY

Important Training Instructions

Students of IT are informed to follow these Training Instructions carefully as per there respective training (TR-101/ TR-102/ TR-103/ TR-104) -

1. Maximum 6 students are allowed to go for training in one institute (paid training at private institute)
2. Maximum 3 students are allowed per training group. Every individual/ group must have a different project. Students will have to present their training work at the time of viva voce by making a power point presentation which should be of minimum 15 minutes.
3. Students may present their work individually or in a group. If the student(s) designed/developed any project in the period of their training then their project (Hardware/ Software) must be in working condition at the time of Viva Voce.
4. The presentation must be held in presence of the whole class or the students selected by the T&P department coordinator(s) via projector only. The present audience can ask meaningful questions from the presenters.
5. Students should come in formal attire at the time of Presentation / Viva Voce.
6. Students need to submit one hard bound file per group at the time of Viva Voce. The specifications of the file are as follows:
 - a. File must be in the specified format which is given by department.
 - b. Number of pages for 4 week training (TR-101, TR-102, TR-103) report must not be less than 28 and for industrial training (TR-104) must not be less than 45.
 - c. The colour scheme for the outer binding of the file to be followed is as given below:
 - i. TR-101 - Sky Blue
 - ii. TR-102 - Light Yellow
 - iii. TR-103 – Light Green
 - iv. TR-104 - White (with Session (e.g Jan-May 2022), University Roll Number and Training Code printed on spine of the file.)
7. Students need to seek permission before joining Institute/Company through Certificate Portal from T&P coordinators of the department.
8. Students of TR-104 also need to submit a hard copy of the synopsis in the respective department within 3 weeks of commencement of training period as per academic calendar. The synopsis sample format is attached for reference. Department may allow the submission of the synopsis via digital means in case of special cases with the permission of the respective HOD.
9. Students also need to submit their confirmation letter within 3 weeks through Certificate Portal after joining the training.

The link for the Certificate Portal is:

<https://certificate-portal-gndec.vercel.app>