

GURU NANAK DEV ENGINEERING COLLEGE LUDHIANA

INFORMATION TECHNOLOGY

Training Procedure

Training Procedure (TR-102/103/104):

STEP 1: All students having 4 weeks training or Semester training will submit their details and company details where you want to do Training on kys-gndec app.

STEP 2: The training request is submitted to the Training & Placement (T&P) coordinators, who verify specific credentials of the requested training organization.

STEP 3:

- IF - If the request is successfully approved, a Training Request Letter is issued and sent to the student's registered email address.
- ELSE - If the request is not approved, the student has to goto STEP 2 and is required to identify an alternative training organization and resubmit the Training Request.

STEP 4: Students will submit the Training Request Letter to the requested training company.

STEP 5: After getting confirmation from the Training Company a student has to submit the Training Confirmation Letter to both the following :

1. To T&P Cell of GNDEC (On kys app - https://play.google.com/store/apps/details?id=hathan.daljit.studentdb&pcampaignid=web_share)

&

2. To IT department of GNDEC (on google form - shared by the department later)

