

GURU NANAK DEV ENGINEERING COLLEGE LUDHIANA
INFORMATION TECHNOLOGY

Training Procedure

Training (TR-102/103/104):

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. List of some prospective companies which students can avail for their Training.

https://docs.google.com/spreadsheets/d/128tm1IW6ZfP9Q0zTF4ySud74aNZoypnu-erseK8ycA/edit?usp=drive_link

2. It comes to department T&P coordinators who check some of the credentials of the training company requested by the student and approve it. If approved the Training Request Letter is sent to the student's E-mail ID.

If not approved, they have to find another company for their training and submit the Training Request again.

3. Students submit this Training Request Letter in their training company.

4. After getting confirmation from the Training Company a student has to submit the Training Confirmation Letter to both the following-

1. T&P Cell (on kys app)

&

2. IT department (on the google form [sent separately])

HOD-IT

Training Procedure

This Flowchart explains the **Training Process** which all students have to follow mandatorily for any Training (TR-102/ TR-103/ TR-104)

