

GURU NANAK DEV ENGINEERING COLLEGE, LUDHIANA

ACADEMIC BRANCH

No.AS/81/1349

Date: 18.07.2022

NOTICE

All HODs

As Approved by Competent Authority, the following points regarding 4 week/semester training must be adhered to:

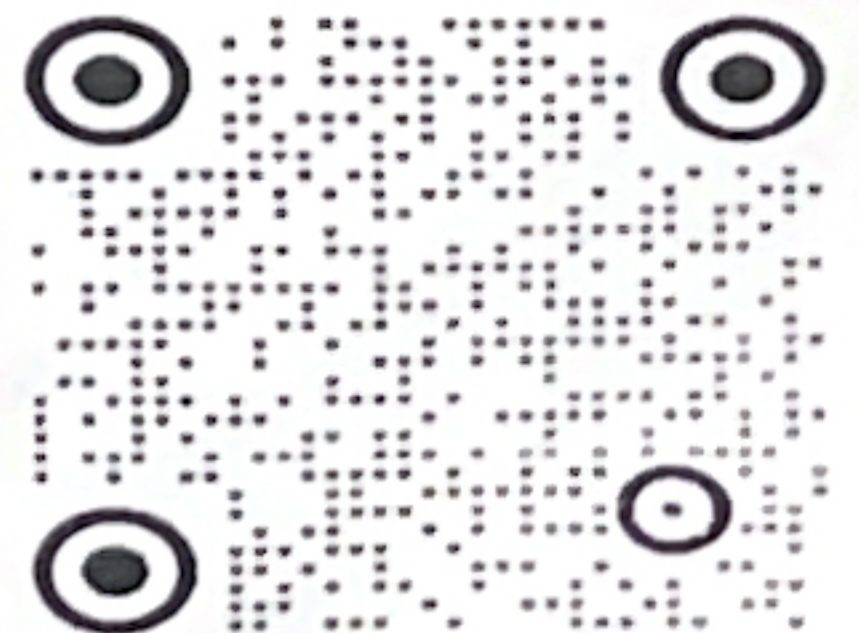
1. Maximum 6 students are allowed to go for training in one institute (paid training at private institute).
2. Students will present their work individually or in a group. Maximum 3 students are allowed per group. Those undergoing training in the same institution must have a different project. Students will have to present their training work at the time of viva voce by making power point presentation which should be of minimum 15 minutes. 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.
3. The presentation will 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.
4. Students should come in formal attire at the time of Presentation / Viva Voce.
5. 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 must be available on the department's website.
 - b. Number of pages for 4 week training (TR-101, TR-102, TR-103) report must not be less than 28 and for semester/industrial training (TR-104) must not be less than 45.
 - c. The color scheme for the outer binding of the file to be followed is as given below:

i. TR-101 -	Sky Blue
ii. TR-102 -	White
iii. TR-103 -	Lemon
iv. TR-104 -	Sea Green with Session (e.g. Jan-May'22), University

Roll Number and Training Code printed on spine of the file.
6. Students of TR-104 will maintain a *daily diary* which should be signed by the respective training incharge of the institute/ company on a regular basis. It should be submitted along with the report at the time of Viva Voce.
7. 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 must be available on the department's website. Department may allow the submission of the synopsis via digital means in case of special cases with the permission of the respective HOD's.
8. Students need to seek permission before joining Institute/Company through KYS App from T&P coordinators of the department.
9. Students also need to submit their confirmation letter within 3 weeks through KYS App after joining the training. The link and QR code for the app is:

<https://play.google.com/store/apps/details?id=hathan.daljiti.studentdb>

KYS GNDEC App



* Soft copy of all formats sent to departments via email.

Assistant Registrar

CC: 1. Principal for information

2 Office Copy

- Dept Website
- DNB
- Advise to convey student
- department T&P coordinator for information
- 19/7/22