

General Instructions for TRCS102, TR-103 and TR-104

1. Training must be done in offline mode.
2. Online training will only be accepted with the special permission of the Head of the Department and the concerned Training Coordinator of the department.
3. Stipend based internships can be done in online mode, but students must submit a pay slip for each month.
4. All students are required to submit a hard copy of the training confirmation letter to the Department Office by the specified dates of their concerned training programme, mentioning the company/industry/institute name and course name.

The same information must also be uploaded on the **Guru Portal (guru.gndec.ac.in)** under the **Training and Placement** tab, as well as on the online form (mentioned in Table 1.1). The respective link will be shared by the concerned Training Coordinator.

If there is any requirement for an NOC from the Department HoD/TPO/College Administration, students are requested to use the Guru Portal (guru.gndec.ac.in) under the Training and Placement tab for generating the NOC request letter.

Note: In case your examination center is operational on the mentioned dates, you are permitted to submit the confirmation letter in department office during your free time between the morning and evening exam sessions.

5. During your training, each student must prepare a daily diary. The daily diary will include all the daily tasks assigned to the student by the industry expert/teacher/resource person. The daily diary must be published on GitHub Pages.
6. After completion of the training, students need to submit a project, photocopy of the training certificate by the specified date in the department office. The same information must be uploaded on the online form that will be shared with students by the concerned training coordinator.
7. At the time of the Internal Examination of TRCS102, TR-103, and TR-104 each student must have Training Report/Project Report, Presentation, and Daily Diary (published on GitHub Pages or any other online platform). The same documents will be required at the time of the External Examination with appropriate changes discussed during the Internal Examination. **Evaluation Performa** and **Sample Training Report/Project Report** will be shared with students by concerned Training Coordinator.
8. All students must focus on the training content. Evaluation will be done based on the project, content covered and practical knowledge gained.
9. **Important:**
 - a) *Submission of a project by each student is mandatory. If you are currently pursuing an internship and working on projects that are directly or indirectly aligned with the*

company's norms or confidentiality policies, you are advised to consult your reporting executive or company supervisor. However, project submission remains compulsory for the completion of training requirements.

- b) The final Training/Project report for each training must be hardbound. For internal evaluation, the report may be spiral-bound initially; however, after incorporating final corrections, it must be hardbound. The outer cover color for the hardbound file will be communicated by the concerned coordinator. By default, the color will be sky blue.*
- c) Once you have submitted the confirmation for your concerned training, no training change request letters will be accepted thereafter.*

Table 1.1 Dates Links for Uploading Confirmation Letter

Sr. No.	Training Program	Last to date Submit Hardcopy of Confirmation in the department	Uploading Link	Guru Portal
1.	TRCS-102 (2024-28)	12-June-2026	https://forms.gle/hpQBHbSEvmooj9NM9	https://guru.gndec.ac.in/
2.	TR-103 (2023-27)	12-June-2026	https://forms.gle/Z264mekX36QecuNHA	https://guru.gndec.ac.in/
3.	TR-104 (2023-27) (7 th Semester Training)	12-June-2026	https://forms.gle/PCzaqsnGdxiftARx7	https://guru.gndec.ac.in/

Training Coordinators

HoD