



# GUJARAT TECHNOLOGICAL UNIVERSITY

Program Name: Diploma Engineering

Level: Diploma

Branch: All

Subject Code: DI05000011

Subject Name: Skill - Based Training

## Guidelines for Skill-Based Training for Diploma Engineering Program

### 1. Introduction

As per the guidelines of the All-India Council for Technical Education (AICTE), the Outcome-Based Education (OBE) framework of NBA, and the vision of the National Education Policy (NEP) 2020, technical institutions are expected to focus on skill development, employability enhancement, experiential learning, and holistic student development. Accordingly, the Two-Week Skill-Based Training Program (SBTP) has been introduced to enhance the practical competence, professional skills, and industry readiness of Diploma students.

### 2. Rationale

The Two-Week Skill-Based Training Program (SBTP) is designed to enhance the practical, technical, and professional skills of Diploma students, thereby preparing them to perform effectively in any organizational environment. While not mandatory for employment, it provides students with a competitive edge, adaptability, and confidence, enabling them to contribute meaningfully in diverse professional settings. By focusing on skill development, teamwork, and workplace ethics, the program supports holistic development and lifelong learning, in alignment with the goals of quality technical education.

### 3. Objectives

- To enhance the practical, technical, and professional skills of students for effective performance in any organizational setting.
- To develop adaptability, confidence, and a competitive edge for diverse workplace environments.
- To promote teamwork, collaboration, and professional ethics among students.
- To support holistic development and lifelong learning, preparing students for continuous growth.
- To enable students to contribute meaningfully to varied professional and organizational contexts.

### 4. Course Outcome

- Students will be able
  - To demonstrate enhanced practical, technical, and professional skills, along with improved communication, confidence, adaptability, and teamwork abilities.
  - To perform effectively and contribute meaningfully in any organizational or professional environment.

#### Teaching and Examination Scheme:

Teaching Scheme (in Hours)			Total Credits L+T+(PR/2)	Assessment Pattern and Marks				Total Marks
L	T	PR		Theory		Tutorial/ Practical		
			ESE(E)	PA(M)	PA(I)	ESE (V)		
0	0	4	2	00	00	30	70	100



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## 5. Guidelines for Implementation

1. The duration of SBTP will be two weeks/ 60 hours. It will be after completion of 4th Semester and before the commencement of 5th Semester as per university academic calendar.
2. The Two-Week Skill-Based Training Program strengthens the practical skills, employability, and professional readiness of Diploma students. By engaging with industries, government-approved skill centres, GTU Skill Partners, or recognized online platforms — in either online or offline mode — students gain real-world exposure and develop the competencies required in modern workplaces. The program supports the development of skilled, ethical, and industry-ready graduates who are prepared to contribute meaningfully to society and the economy. The SBT shall integrate practical, technical, employability, and professional skills, along with digital literacy and workplace ethics. Modules shall be relevant to any organizational setting, preparing students for diverse professional environments. Experiential learning approaches shall be adopted, including hands-on practice, demonstrations, case studies, role plays, and mini projects. Team-based activities shall be encouraged to enhance teamwork, leadership, communication, and collaboration.
3. **Guidelines for the Student:** Students may undertake Skill-Based Training from any of the following approved sources, in either online or offline(physical) mode or hybrid mode which may cover workshop practice, Field/site exposure, live projects or any hands-on training etc which develops the skill.
  - a. **Offline SBTP in the industry** - Any reputed Industry or Organization — including manufacturing units, IT companies, service sector organizations, start-ups, or any other relevant establishment, which is registered entity under either MSME/ Pvt. Ltd / Ltd. / LLP. Any Unregistered entity shall not be considered for Skill based Trainings.
  - b. **Government-Approved Skill Centers** — centers recognized or authorized by the Government of India or the Government of Gujarat.
  - c. **GTU Skill Partners** — organizations or institutions officially empaneled as Skill Training Partners by Gujarat Technological University time to time.
  - d. **Recognized Online Learning Platforms** — Government-approved or GTU-recognized online platforms offering skill-based courses relevant to the student's branch of study. (Excluding all MOOC Platforms)
  - e. Wherever possible, students are encouraged to develop a product, prototype, or project — either individually or as a team — during the training period.
  - f. Students must follow all rules and regulations issues by the industry/skill certificate provider throughout the duration of the SBT.
  - g. Students must take responsibility for completing formative and summative assessments, assignments, reports practical work, etc., as required to obtain the completion certificate.
  - h. For the offline and hybrid mode, students are supposed to produce joining letter and relieving letter once the SBTP is over in case of Offline SBTP in any industry.



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- i. For online platforms, it shall be strictly carried out under the continuous observation of the mentor faculty and at the end certificate of successful completion must be submitted.
- j. For hands-on skill training, 50% of the SBTP must be conducted in physical mode, ensuring students receive adequate practical exposure.
- k. Maintaining an accurate and complete daily log ensures proper documentation of the student's involvement, reflects their professional discipline, and supports evaluation by both institute and industry mentors.

#### **4. Role of the Institute:**

- Each student must be assigned a faculty mentor from their respective GTU – affiliated institute or college.
- A formal request letter/email from the institute should be sent to the industry seeking allotment of seats for students during the declared 2-week SBTP period by Gujarat Technological University (GTU). The students' request letter/profile/interest areas may be submitted to industries for their willingness for providing the SBTP.
- Students, after joining the Training at the concerned Industry / Organization, has to submit the Joining Report/ Letters / Email.
- Students are undergoing for SBTP at the concerned Industry/Organization. In between Faculty Member(s) has to evaluate(s) the performance of students once by visiting the Industry/Organization and Evaluation Report of the students' needs to be submitted in department office with the consent of Industry persons/ Trainers.
- Students will submit a training report after completion of SBTP.
- Skill Based Training Program Certificate to be obtained from industry.
- List of students who have completed their SBTP successfully will be issued/maintained by Training and Placement Cell of the Institute.

#### **5. Role of Mentors:**

- Faculty shall mentor and guide students, ensuring active engagement and professional conduct irrespective of opted mode offline/online/hybrid.
- Faculty mentors are responsible for guiding students enrolled in the diploma program. They must assist students in selecting suitable courses from the approved list and advise them regarding the career prospects associated with successful SBT completion.
- Mentors are advised to take continuous feedback from students and monitor their regular attendance and participation during the SBT.
- Feedback from students and trainers should be systematically collected to improve content, delivery,



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and learning outcomes. Proper documentation of attendance, assessments, projects, and feedback shall be maintained at departmental as well as institutional level in turn to the TPO Cell of the institute.

## **Report Submission and Evaluation Guidelines:**

- Student must prepare a detailed report and submit the report to his/her institute, using various formats. A copy of report can be kept in the departments for record.
- The presentation by students for SBT should be in the presence of all students is desirable.
- Students should produce successful completion certificate in case of SBT internship in industry/organization.
- Global best practices support the use of virtual labs, simulations and interactive modules for online practical assessments.
- Practical evaluations, such as capstone projects, or SBTP carried out offline at Industry/organization preferably co-assessed by the industry expert along with the faculty mentor.
- Continuous assessment shall be conducted as per OBE principles, using any or a combination of the following tools:
  - Mini Reports / Assignments: Assess application of knowledge and problem-solving ability through Compilation of work, reports, and evidence of learning.
  - Skill Demonstration Tests: Direct observation of practical skills.
  - Case Study Analysis: Evaluation of analytical thinking and decision-making.
  - Viva Voce / Oral Examination: Assessment of conceptual clarity and communication skills at the end of Fifth Semester through as per the GTU Examination pattern.



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**Annexure-1: STUDENT REGISTRATION FROM**  
**[Name of the Department]**  
**[Name of the Institute]**  
**[GTU code of the institute]**

Title of Training	
Type of Industry/Organization	
Enrolment Number	
Student Name	
Mode of Training:	
Student Details	Contact No.:
	Communication Address:
	Parents Contact No.:
Name of Institute	
Faculty Mentor Details (Institute)	Name:
	Designation:
	Mobile No:
	Email Address:
Industry/Organization Details	Name:
	Address:
	Email:
	Contact No.
	Website:
Mentor Details (Industry/ Organization) * In case of Online Skill Based Training Not mandatory	Name:
	Designation:
	Mobile No:
	Email:



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## Annexure-2: REQUEST LETTER FROM INSTITUTE TO INDUSTRY/ ORGANIZATION

[Institute Letter Head]

**Date: DD/MM/YYYY**

**To**

**The General Manager (HR)/Relevant officer**

**Subject: Request for Two Weeks Skill Based Training for student(s) of Diploma-Chemical Engineering**

Dear Sir,

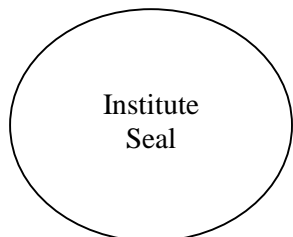
In Diploma \_\_\_\_\_ program, Gujarat Technological University has introduced Skill Based Training for the students in the beginning of 5th semester.

In view of the above, I request your good self to allow our following student(s) for Internship training in your esteemed organization. Kindly accord your permission and give time for student(s) to join training after confirmation.

Sr No.	Name of student	Enrolment No.

A confirmation from your end will be highly appreciated. We also request you to issue an internship completion certificate to the above student(s) upon successful completion of the training period.

**With Warm regards,**



**Authorized Signatory**

**Designation**

**(Name of the Institute along with GTU CODE)**



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## Daily Logbook for the Two Weeks Skill Based Training Program

**Institute:** \_\_\_\_\_ **University:** Gujarat Technological University (GTU)

**Student Name:** \_\_\_\_\_ **Enrollment No.:** \_\_\_\_\_

**Branch/Semester:** \_\_\_\_\_ **Institute Name:** \_\_\_\_\_

**Industry Mentor Name:** \_\_\_\_\_ **Faculty Mentor:** \_\_\_\_\_

**Training Period:** From \_\_\_\_\_ To \_\_\_\_\_ (15 Days)

### 1. Brief About the Organization

Nature of Business: \_\_\_\_\_

Products / Services: \_\_\_\_\_

Department of Training: \_\_\_\_\_

### 2. Objectives of the Training

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### 3. Day-Wise Work Summary

Day	Task to be Performed	Activities / Tasks Actually Performed	Tools Used	Challenges Face and how was it address?	Skills / Knowledge Gained/Outcome
Day 1					
Day 2					
Day 3					
Day 4					
Day 5					
Day 6					
Day 7					
--					
--					
--					
--					
Day N					



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## 4. Skills Developed During Training

Technical Skills: \_\_\_\_\_

Soft Skills (Communication, Teamwork, etc.): \_\_\_\_\_

## 5. Tools / Software / Machines Used

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## 6. Challenges Faced & How They Were Overcome

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## 7. Key Learning Outcomes

1. \_\_\_\_\_

2. \_\_\_\_\_

## 8. Relevance of Training to Academic Curriculum

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## 9. Overall Experience (Self-Reflection)

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## 10. Suggestions (if any)

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## Signatures

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Industry Mentor Signature & Seal: \_\_\_\_\_

Faculty Coordinator Signature: \_\_\_\_\_



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## Annexure-3 STUDENT'S WEEKLY LOGBOOK

Week:	1/ 2/	Date:	to:
Name of Organization			
Department/Division			
Name of Organizational Head / Supervisor			
Title of Training:			
<b>WRITE YOUR WEEKLY SUMMARY IN SIMPLE, CLEAR LANGUAGE.</b> It should include the following points (but not limited to): <b>1. Overview of the Week:</b> Write what the training was mainly about this week. <b>2. Tasks You Performed:</b> Mention the activities, practical tasks, or work you were involved in. <b>3. Skills You Learned:</b> Include both technical skills (tools, equipment, software) and soft skills (communication, teamwork, discipline). <b>4. Observations:</b> What you observed in the workplace or department. Any processes or techniques you saw. <b>5. Challenges Faced:</b> Write if you faced any difficulty and how you tried to solve it. <b>6. Overall Learning:</b> Summarize what you learned and how it helped you understand real-life work.			
Sign of Head / Supervisor / In-charge:		Seal of Organisation	

### Note:

The format provided here represents the weekly summary that students must submit as part of their Skill-Based Training documentation. In addition to this weekly summary, students are required to maintain a detailed daily logbook throughout the entire training period.

The daily log should include following (but not limited to):

- Tasks performed each day
- Observations and learning outcomes
- Tools, equipment, or software used
- Interactions with mentors or supervisors
- Any challenges faced and how they were addressed

Maintaining an accurate and complete daily log ensures proper documentation of the student's involvement, reflects their professional discipline, and supports evaluation by both institute and industry mentors.



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## Annexure-4: SKILL BASED TRAINING COMPLETION CERTIFICATE

[Industry Letterhead]

Date: DD/MM/YYYY

TO WHOM IT MAY CONCERN

This is to certify that \_\_\_\_\_, Enrollment No. \_\_\_\_\_

A student of Diploma <Name of Department>, <Institute Name> has successfully completed his/her Skill Based Training in the field of <Internship Area/Department/Organization> from <Start Date> to <End Date> (Total number of Weeks: 2) under the guidance of <Organizational Mentor/Institute Mentor>.

During the period of her/his Skill Based Training with us, he/she had been exposed to different areas and was found sincere, enthusiastic and dedicated toward work assigned.

We wish him/her every success in his/her life and career.

For <Industry/Organization Name>

Authorized Signature

Designation

ORGANIZATION  
SEAL



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## Annexure-5: STUDENT DECLARATION

### DECLARATION

I/We hereby declare that the Skill Based Training report submitted along with the Training entitled <Skill Based Training Title> submitted in partial fulfilment for the degree of Diploma in \_\_\_\_\_ Engineering / \_\_\_\_\_, Gujarat Technological University, Ahmedabad, is a Bonafide record of work carried out by me/us at <Industry/Organization Name> under the supervision of <Industry / Institute Mentor Name> and that no part of this report has been directly copied from any students' reports or taken from any other source, without providing due reference.

Name of Student

Signature

Enrollment No :

[Name of the Department]

[Name of the Institute]

[GTU Code of the institute]



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## Annexure-6: SKILL BASED TRAINING REPORT FORMAT

Cover Page<Remove this>

[SKILL BASED TRAINING]

<FontSize18><1.5linespacing>

A REPORT ON

<Skill Based AREA/DEPARTMENT>

<NAME OF INDUSTRY/ORGANIZATION>

<FontSize14>

Submitted by

<FontSize14><Italic>

[NAME OF THE CANDIDATE]

<FontSize16>

[GTU Enrolment Number]

<FontSize14>

In partial fulfilment for the award of the degree of

<FontSize14><1.5linespacing><Italic>

DIPLOMA IN \_\_\_\_\_ ENGINEERING /

<FontSize16>

In [Name of the Department] [Name of the Institute with City]  
Gujarat Technological University, [GTU Code of the institute]

<FontSize14>



<FontSize16><1.5linespacing> [ DAY,Month,Year]



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Following are the guidelines for the preparation Skill Based Training Report.

**Paper:** Use A4 (210mmX297mm) Paper.

**Margins:** Margins for pages including the regular text should be as below:

Left: 1.25 Inches Right: 1.0 Inch Top: 1.0 Inch Bottom: 1.0 Inch

## PREPARATION OF CHAPTERS

### **Colour:**

All the text including Tables should be Colour / B&W prints. However, Graphs and Figures can be color prints.

### **Font:**

**Chapter Headings:** Times New Roman 16pts, bold print all capitals

**Section Headings:** Times New Roman 14pts, bold print all capitals

**Subsection Headings:** Times New Roman 12pts, bold print leading capitals (only first letter in each word should be capital)

**Regular Text:** Times New Roman 12pts, normal prints

**Special Text:** Times New Roman Italics 12pts (for footnotes, symbols, quotes, Mathematical notations....)



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## Annexture-7: SUGGESTED EVALUATION RUBRICS

### Suggested Evaluation Rubrics

Faculty must revise accordingly project and domain of work

(Institute/Industry Mentor)

Enrollment No: \_\_\_\_\_ Name of Student: \_\_\_\_\_ Date of Evaluation: \_\_\_\_\_

Sr. No.	Criteria	5 Excellent	4 Good	3 Satisfactory	2 Needs Improvement	1 Poor	Marks Obtain
1	Attendance & discipline						
2	Participation in training						
3	Practical skill performance						
4	Understanding of concepts						
5	Quality of work						
6	Problem-solving ability						
7	Use of tools/equipment						
8	Teamwork						
9	Communication skills						
10	Overall learning outcome						

Name of Mentor/Examiner:

Name of Institute/Organization:

Signature of Mentor/Examiner: