



GUJARAT TECHNOLOGICAL UNIVERSITY

(Established under Gujarat Act No. 20 of 2007)

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત અધિનિયમ ક્રમાંક: ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

Annexure 1

Enrollment no: 190170116005

STUDENT'S WEEKLY RECORD OF INTERNSHIP

NAME OF STUDENT: Bhoi Gaurangbhai Hemantbhai

DIARY OF THE WEEK: Dt: 23/01/2023 TO 29/01/2023

DEPARTMENT: Information Technology SEM: 8

NAME OF THE ORGANISATION: Meditab Software Inc.

NAME OF THE PLANT/SECTION/DEPARTMENT: Web IMS

NAME OF OFFICER INCHARGE OF THE PLANT/SECTION/DEPARTMENT: Manish Lakhara

DESCRIPTION OF THE WORK DONE IN BRIEF

23/01/2023

-> Attended HR Orientation and session on organizational goal of touch typing.

24/01/2023

-> Attended Session on HIPPA Act, Cyber Security , US Healthcare , workplace ethics, company and department overview.

25/01/2023

-> Learned about gmail and gsuite shortcuts and attended session on ownership and values, email etiquette and done floor walk around.

27/01/2023

-> Introduction about various department of the company.



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TOTAL HOURS: _ _ _ 32 _ _ _ _ _

SIGNATURE OF STUDENT

★ The above entries are correct and the grading of work done by Trainee is
EXCELLENT / VERY GOOD / GOOD / FAIR / BELOW AVERAGE / POOR

Signature of Faculty Mentor

Signature of officer-in-charge
of Dept. / Section / Plant

Date:

Date:

★ Grading of Work, for trainee may be given depending upon your judgement about
his Punctuality, Regularity, Sincerity, Interest taken, Work done etc.



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SUPPLEMENTRY NOTES
(add additional sheets if required)

