

## **COMMON WEB NOTICE FOR ALL TRAINEES (ELECTRICAL ENGG-EP/EE/ET)**

1. Whenever you come to IET for any training matter, general form should be obtained from IET security office after putting your signature on the register provided at IET security office.
2. Duly completed form should be submitted to HOD (E) – IT. Should not forget to sign” IN “and “OUT” on the register provided at HOD (E) – IT office.
3. Separate (training) file denoting your admission number & name has to be submitted by individual trainee to record your all the training matters about you. Your training file is continuously updated at HOD (E) - IT office.
4. Documents related to your training issued by different training organizations should be submitted to HOD (E) – IT whenever you come to IET.
5. Completed daily diary should be produced to HOD (E) – IT whenever you come to IET for any training matter.
6. Name and admission number should be correctly written under the column of “Particulars of trainees” appeared in the front page of daily diary. It is better to provide suitable cover for the daily diary to have a better look. Don’t forget to indicate your Name & Admission Number on it too.
7. Training report should be made as per the specifications given to you. (Please refer annexure #1) & it should be get signed from Training Engineer at respective training organization.
8. Soft copy of each training place should be attached at the end of your last page of training report. Additional soft copy should be handed over to HOD (E) – IT too.
9. How to write daily diary is also demonstrated. (Model extracts are attached- refer annexure#2)
10. “Training leave particulars form” can be downloaded from the web site & insert your leave particulars on it & this should be produced for next evaluation panel.
11. You have been requested to be present at IET for training monitoring purpose and other related training tasks. Date and Time for each trainee student is tabulated under the relevant training program. (Please refer annexure #3)

Note : Please bring your laptop to IET if it is available with you.

12. Following matters will be evaluated during the assessment.

- Discipline.
- Inter personnel communication.
- Presentation skills.
- Daily attendance.
- Fault diagnosing & its related remedies.

13. Marking scheme for daily diary, report & Viva will be attached as an separate annexure. (Please refer annexure #4)

14. Training daily diary can be obtained from the administrative division of IET after paying 30/- rupees.

15. All trainees those who have not yet been placed are to be signed at IET until you will be posted to a particular training place.

16. Existing vacancies of industrial training opportunities.

<u>EP</u>	<u>EE</u>	<u>ET</u>
• LECO	Nil	Nil
• Fentons		

17. Existing vacancies for job oriented training.

- Nil
- Nil

18. Direct employment opportunities. (Nil)

19. Whenever you are going to submit a CV for training establishment you have to get a copy of model CV published under annexture#7.

20. For any training matter you better come to IET on following days mornings.

- Wednesday 0900 hrs to 1300 hrs
- Thursday -do-
- Friday -do-

**Note: In addition to above**

(1). Tuesday of the respective week has been dedicated for training monitoring at site.

(2). Training monitoring at IET will be carried out on each Wednesday , Thursday and Friday of the respective week for EP, EE and ET fields of 2008 batch.

21. Avoid visiting IET beyond these time from work. However better to make a ring to me on 071-8137736 before coming to IET. Once you were placed at particular establishment for training make a sms to my mobile no 071-8137736 denoting training place duration, Adm No, your name.

22. For your easy correspondence, following Informations are listed below.

<b><u>Name</u></b>	<b><u>Mobile</u></b>	<b><u>Post</u></b>
1. Eng. M.W. Weeraratne	071-8137736	HOD (E)-IT
<b><u>E-Mail</u></b> :- weeraratnemanimelwadu@yahoo.com		
2. Mr. Thilina	071-5674354	Com.Operator
<b><u>E-Mail</u></b> :- thilina.gayantha@yahoo.com		

23. Working procedure related to evaluation process is clearly explained in annexture#8.

24. For your easy correspondence IET (Industrial Training) – Fax No:- 011-2252832.

Signed by: HOD (E) – IT

**Note :** Revised on 04/03/2010 at 1600 hrs

### **Web Notice for All BIT Trainees (2008-Batch)**

1. BIT (2008 batch) trainee students can mutually interchange their respective training establishments, if first phase of BIT (six months) training schedule is over. However relevant placement letters should be obtained from IET.
2. Main academic components relevant to GIP is also attached here with to facilitate to obtain your training effectively. (Please refer annexure#5)
3. Trainee students those who have selected for SLT as trainees should be reported to SLT at 0900 hrs on 15<sup>th</sup> February 2010 with following documents.
  - Copy of NIC (both sides)
  - Police report addressed to SLT.

**Note: Placement letter for SLT is already faxed to SLT and relevant one copy will be handed over to one of the selected trainee.**

Signed by: HOD (E) – IT

**Note : Revised on 04/03/2010 at 1600 hrs**

## **WEB NOTICE FOR ALL GIT TRAINEES (2007 – Batch)**

1. Main academic components relevant to SIP is also attached here with to facilitate to obtain your training effectively. (Please refer annexure#6)
2. Interview for Arthur C Clarke center will be held at Katubedda at 0900 hrs on 15<sup>th</sup> February 2010
3. Trainee students those who have selected for SLT as trainees should be reported to SLT at 0900 hrs on 15<sup>th</sup> February 2010 with following documents.
  - Copy of NIC (both sides)
  - Police report addressed to SLT.

**Note: Placement letter for SLT is already faxed to SLT and relevant one copy will be handed over to one of the selected trainee.**

4. Interview for Toroid will be held at FTZ during next week.(After 15<sup>th</sup> February)
5. Trainees those who have selected for CEB should be reported to Training Engineer-CEB - Piliyandala at 0900 hrs on 15<sup>th</sup> February 2010.

Signed by: HOD (E) – IT

**Note : Revised on 04/03/2010 at 1600 hrs**

## **WEB NOTICE FOR ALL 2005 BATCH (Passed Out)**

1. Diaries & Reports can be obtained during 1<sup>st</sup> week of May – 2010 after finalizing all official works at IET.

Signed by: HOD (E) – IT

**Note** : Revised on 04/03/2010 at 1600 hrs

**WEB NOTICE FOR ALL 2006 BATCH (SIP)**

1. Diaries & Reports can be obtained during 1<sup>st</sup> week of June – 2010 after finalizing all official works at IET.

Signed by: HOD (E) – IT

**Note** : Revised on 04/03/2010 at 1600 hrs