

IMPORTANT MESSAGES FOR TRAINEE STUDENTS –

Target Groups

- **TRAINEE STUDENTS - ELECTRICAL ENGINEERING ONLY**
- **Batches 2008 (BIT) & 2007 (GIT)**

1. Always refer web notices published earlier whenever you are reading current month web notice.
2. Trainees are considered as temporary visitors for IET premises. Hence you are hereby to be dressed to appropriate to the office environment. (Avoid to wear T-Shirts and Slippers)
3. Trainees those who have reported to be violated existing rules and regulations at respective training establishments will be blacklisted. Training evaluation of such trainees will not be passed definitely.
4. Failure rate for the evaluation is limited to maximum of 20%. However it is entirely depends on your individual performances.
5. Submitting of CD ROMs. Once report has been fully completed data along with animations and videos can be inserted into a CD ROM or DVD ROM. one copy of it should be annexed to the report and other should be submitted to HOD (E)-IT office. Note that five marks are allocated for this activity.
6. During and after the evaluation
 - Completed daily diary and report up to the last date of training should be submitted to the evaluation panel.
 - Both daily diary and report will be given back to you for completing the remaining associated work.
 - Final marks will be given after completion of the entire dedicated period of training.
 - Re-submission of completed daily diary and report is scheduled on the first day of commencing your GIP academic programme.
7. Necessary steps are already taken to attend existing difficulties of web notices.
 - Notice board has been partitioned as per the discipline (field) of your training, to avoid unnecessary overlapping of notices among electrical, mechanical, civil and marine disciplines.

8. Grading system for evaluation Industrial Training.

It is proposed to implement a grading system for evaluation process based on following topics.

- Daily Diary. (20%)
 - (a) Attendance.(5%)
 - (b) Presentation Skills.(5%)
 - (c) Certification By Training Engineer.(5%)
 - (d) Fault Diagnosing By Trainee.(5%)

- Report. (30%)
 - (a) Structure.(10%)
 - (b) Contents.(10%)
 - (c) Relevancy To Daily Diary.(5%)
 - (d) Two No Of Soft Copies.(5%)

- Viva. (50%)
 - (a) Discipline.(10%)
 - (b) Inter Personal Communication. (10%)
 - (c) Oral Questions “A” – Main Establishment. (15%)
 - (d) Oral Questions “B” – Other Establishments. (15%)

Note: Range of marks for individual grading of training will be notified later after the approval of board of studies.

9. “Technical Repairing Unit” at IET.

Skills, knowledge & attitudes acquired from your training establishments, such as Arthur C Clarke Centre, University Of Moratuwa, Nikini Automation etc are to be offered to proposed “Technical Repairing Unit” for the benefit of IET. Special appreciation letter is planned to be delivered to participants those who will contribute significant efforts to this new task.

10. Utilizing of training evaluation fund. (Refer Interest Earned By Deposit Of Rs 5000/-)

Proposals are already made to hold some training workshops at IET to facilitate to discuss important training matters.

11. Urgent maintenance, repairs & modifications at HOD (E) – IT office.

It has been observed that few urgent maintenance works at HOD (E) – IT office since beginning.

- Replacement of deteriorated curtains.
- Replacement of damaged ceiling ceats.

Due to lapses of current financial resources at IET these repairs could not be get rectified so far. Therefore your kind assistance is here by requested for the benefit of training unit of IET.

12. It is pleasure to inform you that we have opened separate dedicated email address for HOD (E)-IT division. You have been requested to produce a copy of CV to our office through undermentioned email address (hodindustelect@yahoo.com). However you have to submit a hard Copy of CV for your personal file which is kept HOD (E)-IT office too.
13. Should not come to IET without prior notification to HOD (E) – IT. Mondays and Tuesdays are presently allocated for my academic matters. Hence be present at IET on remaining days. (Wednesday, Thursday and Friday). Only morning session is generally allocated for you for the day to day training matters.
14. Training Monitoring for 2007 batch is planned to be held at IET. Dates and Times are tabulated in annexure#1.
Training will be 0900 a.m. to 0400 p.m. to facilitate to study Administrative works at HOD(E)-IT office.
15. Every Trainee Should report to HOD (E) – IT for training monitoring task at least once per programme. Those who have not fulfilled above requirement will be considered as less qualified trainee for the final evaluation. (Some marks will be deducted under the category of “VIVA” (maximum of 50 marks).
16. Whenever you come to IET for any academic matter you have to fill the form (1)-IT & give it to HOD(E)-IT office. Should not forget to sign in registers at HOD(E) –IT office too.

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Signed by
HOD (E) – IT
(Mr. M.W. Weeraratne)

Date: 29/06/2010 at 1200 hrs.