

**IMPORTANT MESSAGE FOR TRAINEE STUDENTS –**

**Target Groups :**

- **Batches 2008&2007 (ELECTRICAL ENGINEERING ONLY).**
- **Training Programmes – BIT & GIT**

1. Always refer web notices published earlier whenever you are reading current month web notice.
2. [Front Page of the report](#). It has been published a model of front page of the report under noticed board (electrical) of the respective training web site. (**Refer annexure#1**) You can download and modify it as per your specifications. You can select three number of photos relevant to training establishment where you have been occupied. (If you have been placed for a single establishment all three cages can be filled with photos relevant to same establishment. For two places second and third cages should be relevant to second establishment. )
3. [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.
4. Failure rate for the evaluation is limited to maximum of 20%. However it is entirely depends on your individual performances.
5. 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](mailto:hodindustelect@yahoo.com)). However you have to submit a Hard Copy of CV for your personal file kept HOD (E)-IT office too.
6. The model of the front page of your training report is already published in a previous web notice. Please download it and modify accordingly.
7. 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.
8. Existing technological problems and difficulties in our web site notices can be directly diverted to HOD (E)-IT for necessary rectification.
9. When you are coming to IET for any kind of training matter, you will have to fill up a general form No 1/IET (E) -IT and it should be handed over to HOD (E)-IT along with your updated personal file which is kept HOD (E) -IT office. Do not forget to produce your updated daily diary to HOD (E) –IT too.
10. Remember that you have to put your signature at security office as well as HOD (E) –IT office for both respective arrival and departure.
11. 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.
12. [During the evaluation 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.
13. 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.
14. Notices in web sites are normally “read only”. They cannot be get copied. However some documents which are allowed to be downloaded by the student, will be changed accordingly.  
Ex: Front page of Training Report, Daily attendance 2009 & 2010 sheets.
15. 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)
16. Leaves for an academic matters while you are in training:  
For a single repeat subject, one day duty leave will be granted in addition to the date of examination day. Maximum of five working days can be granted for any applicant who wishes to sit the examination for more than one subject.
17. Leave particulars for 2009 & 2010 years can be inserted on following tables

[Table 1](#)

[Table 2](#)

----- End-----

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