



GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY  
FACULTY OF ENGINEERING

**GUIDELINES  
FOR  
INDUSTRIAL TRAINING  
2024**

NON-GPA COMPULSORY MODULE

*Prepared by Industrial Training Unit*

## **PREFACE**

Industrial Training Module, is a compulsory module for all undergraduates of the BScEngHons degree programmes at the Faculty of Engineering. This document provides necessary information for undergraduates for a successful completion of the industrial training module. It is mandatory for all undergraduates who are undergoing Industrial Training to read and understand the content of the guidelines before the commencement of training.

Industrial Training Unit.  
Faculty of Engineering,  
General Sir John Kotelawala Defence University.

August 2024

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## **1. Introduction**

All undergraduates of the Faculty of Engineering are offered internships in either a Government or a Private institution. In special situations, students may opt for training in establishments overseas. However, it should be done with prior approval of the Department concerned and the Training Engineer, Industrial Training Unit (ITU). In addition, the approval of the relevant authorities in KDU is required where applicable.

## **2. Aims and Objectives**

The Industrial Training provides a valuable opportunity to obtain practical exposure for the Engineering students. It is sandwiched within the academic activities of the Faculty of Engineering. This compulsory module enables undergraduates to start developing their capabilities to become professional engineers. Expected Program Outcomes (POs) and Learning Outcomes (LOs) of this module are available in the respective department module descriptors.

Industrial placements are made on completion of the Semester 6. The total duration of industrial training is 24 weeks. The placement is determined by individual departments and Industrial Training Unit.

Undergraduate trainees are expected to make optimum use of the opportunities to acquire competencies in each area of exposure. Although every training place gives a good training they may not be fully equipped to provide a comprehensive training in all areas of interest, it is vital that trainees exert maximum effort to fulfil expected generic Program Outcomes as much as possible.

## **3. Structured Training Programme**

At the beginning of the training, the trainee should work with the assigned industrial training supervisor, to follow a Training Programme with a realistic schedule in order to achieve the intended learning outcomes of the module as much as possible.

## **4. Expectations of Training**

The trainee is expected to develop;

- a. Exposure to industry
- b. Application of theories of science of engineering in industrial environments
- c. Enhancement of existing knowledge and skills
- d. Acquisition of new knowledge and skills
- e. Networking with all hierarchical levels
- f. Engage in design with industrial requirements
- g. Earning Recognition
- h. Opportunity to identify own strengths and weaknesses
- j. Bringing back learning, towards subsequent academic work
- k. Opening up opportunities for career development

## 5. Eligibility

Semester six (6) undergraduates of the Faculty of Engineering can apply for their respective Industrial Training Module. Repeaters of the Industrial Training Module are required to submit their application to **Training Engineer** through **HOD** of the respective department with recommendations from their respective department coordinator.

The undergraduates are required to use the **Industrial Placement Application Forms (Annex A1 & A2)**, to express their choice of Training Establishments by indicating the order of preference. The form should be forwarded to the Industrial Training Unit by the deadline set by the Training Engineer, Industrial Training Unit. The Industrial Training Unit will, as far as practically possible, try to accommodate such preferences.

### 5.1. Selection Procedure for Industrial Training

- a. Number of Industrial Training vacancies given by reputed Organizations will be divided among the undergraduates based on the second year YGPA (Year Grade Point Average).
- b. If an undergraduate finds an opportunity from a reputed organization on his/her own, that organization should forward a letter to KDU confirming the recruitment as a trainee before the commencement of training. Then that undergraduate will be allowed to change the training placement.
- c. But if the said vacancies fall under the quota allocated for KDU by that organization, it will not be accepted.
- d. Once the distribution of vacancies among undergraduates is finalized, exchanging or changing training places is prohibited.

## 6. Duration of Training

Compulsory period of Industrial Training will be 24 weeks.

Departments / Degree Programme wise details are given in the table.

Department	Degree Programme (BScEngHons)	Degree Code	Course Code	Duration (Weeks)
Aeronautical	Aeronautical & Aircraft Maintenance	AE	AE 3016	24
Marine	Marine	MR	MR 3016	
	Naval Architecture	NA	NA 3016	
Mechanical	Mechanical & Mechatronics	ME	ME 3016	
		MC	MC 3016	
Civil	Civil	CE	CE 3016	
	Building Services Engineering	BS	BS 3016	
Electrical, Electronic & Telecommunication	Electrical & Electronics, Electronics & Telecommunication & Biomedical	EE	EE 3016	Electrical/ Electronics 12 each
		ET	ET 3016	24
		BM	BM 3016	24

## 7. Placement for Training

### 7.1 Notification of Placement

Placement of Engineering Undergraduates is carried out by Industrial Training Unit in collaboration with the respective Departments of Faculty of Engineering, General Sir John Kotelawala Defence University and National Apprenticeship and Industrial Training Authority (NAITA). The Industrial Training unit will inform the Undergraduates about the placements.

### 7.2 Notification After Reporting to the Training Establishment.

**Within a week after** reporting to training establishment, all trainees shall forward the worksite details to NAITA through the form specified by NAITA **Annex B**. The copy of completed **Annex B** should be forwarded via email to the Industrial training unit of the university.

University/NAITA phone numbers and e-mails are provided in **Annex J**.

*Any subsequent change of training establishment after the initial placement will not be recommended unless under exceptional circumstances and with the approval of the Industrial Training Unit and the relevant HOD. Requests for such changes must always be coordinated with training coordinators of the respective Department and the Industrial Training Unit. If changed, particulars of the new place should be similarly notified through an email to NAITA & University within a week of reporting to the new place.*

## **8. Responsibilities of Training Employers and Trainees**

### **8.1 Training Contract**

- a. A contract of apprenticeship known as '**Training Contract**' shall be signed between the Training Employer and the trainee.
- b. The signed contract shall be sent to National Apprentice and Industrial Training Authority (NAITA) by post for registration.
- c. The terms and conditions of the Training Contract (Annex. C), shall be mutually acceptable to the Trainee and the Training Employer prior to the commencement of training.
- d. In addition to those prescribed in the National Apprenticeship Act., and Regulations stipulated in the Training Contract, the following would be the responsibilities of the Training Employer and the Trainee.

### **8.2 Training Employers**

- a. Programme & Learning Outcomes of respective degree program will be provided at the beginning of the training.
- b. A training supervisor/s has to be appointed by the training establishment to guide & evaluate trainees' progress, monitor proper maintenance of progress reports, ensure records (Daily diary, Four-weekly reports and Annex D) are certified for submission on time, through email to university.
- c. Provision of appropriate training facilities, equipment and other materials, instructions by competent personnel and imparting work experience on trainees to acquire skills, knowledge and attitudes required to become successful professionals in future.
- d. Preparation of a structured training program and a schedule after discussion with the trainee at the beginning of the training session (preferably within first two weeks) and guide the trainee along the course.
- e. Rotation of trainees among different departments /sections in accordance with a pre-planned schedule to ensure that they acquire maximum possible experience.

- f. To support and facilitate the trainee to conduct collaborative online progress monitoring sessions with NAITA if required.
- g. Refrain from releasing trainees for activities other than training without authorization by the Training Engineer - KDU and HOD of the respective department.
- h. Ensure work assigned to the Trainee could be safely and satisfactorily performed, with available resources.

### **8.3 Undergraduates:**

- a. Read and understand Programme and Learning Outcomes given in the module descriptors and department Industrial Training guideline for the respective degree programme.
- b. Undergraduates are required to read, clarify, understand and follow, training provider's safety procedures and guidelines at all times during the training period.
- c. If a **structured training program** (in par with above 'a') with a realistic schedule is not received within two weeks of the start of training, the trainee should inform the same to the Training Engineer, KDU.
- d. Comply with Training Providers' rules, regulations and instructions related to procedures, working time duration and conditions of work, personal conduct and all other matters which do not contravene the provisions of the National Apprenticeship Act and Regulations.
- e. Perform work assigned, with due diligence to facilities, equipment, tools & machinery, supplies & materials, raw materials & products, time & costs and work practices, maintaining cordial relationships with all levels of staff.
- f. Regular attendance, achieving anticipated targets, maintenance of prescribed training progress documents (Daily diary, Four-weekly reports in Annex D) and it is compulsory to send through email every four weekly, for inspection and verification by authorized officials appointed by the Training Employers, General Sir John Kotelawala Defence University and NAITA as instructed by respective organization.
- g. May request additional areas of training beyond those identified by the training employer in accordance with programme and learning outcomes.
- h. Officer Cadets are required to adhere to rules and regulations promulgated by the General Sir John Kotelawala Defence University and the Faculty of Defence and Strategic Studies.



*Trainees, should complete and upload their progress documents (Annex E) at regular intervals (once per every four weeks), through email to Industrial Training Unit “trainingengineerfoe@kdu.ac.lk”. In addition, hard copy of the same to be submitted along with the final report at the end of the training. Late submissions will result in deduction of marks at the assessment. The report must carry signature and the seal of the supervisor.*

**It is the responsibility of the trainee to ensure the proper compilation and timely delivery of such Continuous Assessment Reports.**

## **9. Training Modules**

General Training Modules for different fields of Engineering could be provided by Industrial Training Unit appropriately upon request. Furthermore, Training Modules are continuously reviewed and revised appropriately to meet prevailing demands/ needs from industry and recognition/accreditation requirements.

## **10. Continuous Assessment**

Assessment during the training period will be based on following;

- a. Four Weekly continuous Assessment Reports (**Annex D**)
- b. Site Visit Evaluation Reports (**Annex E**)
- c. Entries by authorized officers in the Daily Diary.

## **11. Daily Diary**

- a. Trainees should maintain the Daily Diary provided by NAITA with **brief descriptions of daily activities and/or involvements, observations, etc.**, of the trainee. In the event the trainee takes leave it should be recorded on the corresponding day on the daily diary.
- b. Updated Daily Diary should be available at all times as a reference for the visiting officials to monitor and evaluate training. Daily Diary will be assessed during these visits and at the final assessment. The information documented in the **Daily Diary must be described in detail in the Training Report.**
- c. During each visit by such officials, they may record their comments in the ‘Inspection Report’ cage provided in the Daily Diary. It is also the duty of the trainee to ensure that the visiting official should make such a remark in the diary.
- d. **At the end of the training, the Trainee must obtain comments and signature/s from the training supervisor/s in the Daily Diary.**

## **12. Conduct of all Undergraduate Trainees at the Training Establishment**

- a. General Sir John Kotelawala Defence University considers **Health and Safety of the Trainee of utmost importance.** Therefore, trainees who undergo Industrial Training should fully comply with the Training Provider’s Health, Safety, Environment & Security practices. (Life Insurance for the trainees are provided through the General Sir John Kotelawala Defence University)

- b. Within the training period, the trainee is wholly responsible to the organization where he or she has been placed. This means that the trainee must observe specified office hours, and must adhere to all rules and regulations of the organization, just like the other staff within the organization, during the entire training period.
- c. All trainees must adhere to all instructions given in the Standing Orders book, in addition to instructions that may be issued from the KDU.
- d. Trainees are prohibited from sharing or providing any information related to the business of the organization or its clients or any other information acquired during or after the training period, to outside parties unless specifically allowed to do so by the organization.
- e. Trainees are prohibited from destroying or misusing any properties belonging to the organization.
- f. All trainees should adhere to dress code and adhere to the regulations regarding hair and facial hair. In occasions where formal attire is to be worn, for males the KDU tie with tie pin and for females smart dress should be worn.
- g. All trainees will be prohibited from consumption of alcoholic beverages, drugs, smoking, gambling, sexual harassment, hazing or abuse. All trainees should also refrain from interaction with media.
- h. All trainees will obey all lawful commands given by their supervisors/ superiors and are to carry out such orders to the highest expectations.
- i. All trainees will conform to the established customs and practices of KDU during this training.
- j. In case of doubt, trainees will immediately contact their respective Training Engineer/ Head of Departments/ Squadron Commander/ Dean of Faculty of Engineering for appropriate clarifications.
- k. Trainees are required to demonstrate ethical behaviour at all times.
- l. Trainees are required to respect all genders equally and also promote multicultural & multi religious values.
- m. If a trainee is found to have violated these regulations, or to have neglected his or her duties, or to have violated discipline, appropriate action will be taken against him or her by KDU.

### **13. Attendance / Leave During Training**

- a. Trainees may apply for one day of casual leave and half a day of medical leave for each month of training completed. The Trainee should earn this leave by successful completion of the previous month of training. Trainees shall note that such leave is not an entitled privilege and should be enjoyed only after obtaining the due approval, which would be at the sole discretion of the Officer In-Charge.
- b. In addition, such leave should be informed to the respective degree training coordinator by an email.

- c. Any additional leave required to sit for Examinations and other purposes including Medical Leave should be covered by working on holidays/weekends or during extended training period.

#### **14. Training Inspections**

Trainees who undergo Industrial Training will be visited during their periods of training by:

- a. Officers attached to the Training Establishment of the employer.
- b. Training Engineer of the Industrial Training Unit and Department Coordinators of respective departments in the Faculty of Engineering.
- c. Academic Staff Members of the relevant Department of Faculty of Engineering.
- d. Training Inspectors of the NAITA.

**Updated Daily Diary & the Structured Training Programme prepared should be available with the trainee at any time for visiting officer's reference.**

These visits are to ensure that the Trainee performs satisfactorily and that the training received is appropriate to the expected outcomes of the Industrial Training module. If not, the visiting official will discuss the matter with the training supervisor in view of improving. The visiting officials may discuss the Training Schedule and how it relates to expected outcomes.

**Annex E** is a specimen of the form that would be used by such visiting personnel to report the progress of the Trainee to the Industrial Training Unit of the General Sir John Kotelawala Defence University. Further, visiting personnel should record his/her comments in "Inspection report" cage provided in Daily Diary.

#### **15. Training Reports**

Upon completion of the training, all undergraduates must prepare and submit a comprehensive report on the Industrial Training. The Industrial Training Reports should embody details of the Training Establishment, information on the training received and a critical appraisal of the training programme.

Final Industrial Training Reports must be word processed, printed with cover page which is attached as **Annex F** (refer to **Annex G** and the guideline given by **NAITA**).

Hard copy & soft copy of reports should be handed over to Industrial Training Unit on or before the specified deadline.

#### **16. Deadlines for Submission of Reports**

A deadline to submit the final training report to the Industrial Training Unit will be informed at least with two weeks prior notice. Unless prior approval of the HOD/Training Engineer, Industrial Training Unit is obtained for delayed submissions, the reports, will be dealt differently under 'Late Reports' category and may affect final results.

## 17. Assessment of Undergraduate Performance

Undergraduates will be assessed during and after completion of their training period.

The assessments are done in order to obtain evidence for a successful training session and then to provide feedback on the areas of improvement. Assessment will be as follows;

a.	Final Report	50%
b.	Daily Diary	20%
c.	Presentation	15%
d.	Viva	15%

*A presentation of ten to fifteen minutes (with an average of 15 slides) is required to be made for this purpose*

### 17.1 The Assessment Panel

The assessment panel generally comprises of following members who are well qualified professionals.

- a. Training Engineer - Faculty of Engineering.
- b. Academic Staff Member from the respective degree programme at Faculty of Engineering
- c. A Representative from the relevant Training Establishment or industry.
- d. A Representative from the National Apprentice and Industrial Training Authority (NAITA).

(Note – Minimum three members should be participated to the panel)

To facilitate the members of the assessment panel, the **following documents must be available** in the Training Division **at least two weeks** before the date of assessment or by the stipulated deadline announced by the Training Engineer, Industrial Training Unit.

- a. Final Industrial Training Report
- b. Daily Diary
- c. Hard Copies of Four-Weekly Continuous Assessment Reports (refer **Annex D**)
- e. Feedback Forms (refer **Annex H-1 & H-2**)

*Candidates are required to hand over the above completed documents and Feedback Forms when obtaining the Admission Form for Industrial training viva voce.*

*To be successful at the Assessment, an undergraduate must obtain a minimum of grade C including minimum score for the training report, daily diary and presentation and oral examination.*

## **18. Copies of Training Reports.**

Three copies of training reports judged good, moderate and low would be retained with the respective department or ITU for future references of IESL & UGC evaluations.

## **19. Repeat Training / Assessment**

Undergraduate who is unsuccessful at the Final Assessment will be required to repeat the relevant components of the Industrial Training as decided by the evaluation panel. Those found lacking training duration will be sent for a further stipulated period with the approval of Faculty Board and subject to a re-assessment with the subsequent batch.

## **20. Absence from Training**

Undergraduates who abstain from the training and unable to provide a valid reason would be reported to the Senate through the Faculty with the possible consequences of:

- a. The undergraduate shall not be awarded any grading, leading to a pass, at the final training assessment and shall be required to undergo additional training.
- b. The undergraduate shall commence subsequent training on the date specified by the Industrial Training Unit in consultation with the relevant Faculty Board and respective departments.
- c. Results of such Undergraduates may be released with the subsequent batch.

## **21. Notices & Instructions to Trainees**

Notices & Instructions concerning Trainee Industrial Training are displayed on the Notice Board at the Industrial Training Unit and will also be posted in Industrial Training Unit's web space. Furthermore, such Notices & Instructions will also be communicated to the Training Coordinators of the relevant Academic Departments by Industrial Training Unit via email.

## **22. Communications During the Training**

All communications regarding Industrial Training shall be in writing, indicating the name of the Trainee, Index number, Address, Identity details mobile, e-mail etc. Such communications should be addressed to the Training Engineer, Industrial Training Unit of the General Sir John Kotelawala Defence University with copy to HoD/ Training Coordinators.

Correspondence with the National Apprentice and Industrial Training Authority (NAITA) should be copied to the **Industrial Training Unit, Faculty of Engineering, General Sir John Kotelawala Defence University**, except where specified in this Guideline.

### **23. Contact Personnel**

All Trainees are encouraged to be in contact with the HODs/Industrial Training Unit and/or Industrial Training coordinator of the degree programme during their training period in situations where they encounter problems related to Industrial Training. They may also contact other members of the academic staff of the General Sir John Kotelawala Defence University. Relevant Names, Address, and Telephone numbers of such personnel are given in **Annex J**.

*In addition to the guidelines provided in this guide, undergraduates are required to adhere to the instructions provided during awareness sessions conducted by the Industrial Training Unit, prior to the commencement of training.*



**GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY**  
**FACULTY OF ENGINEERING**  
**INDUSTRIAL PLACEMENT APPLICATION FORM - CADET**

Stream : Intake :  
 Service No. :  
 Name :  
 Tele Number :  
 Email :  
 Service of the Cadet : SL Army  SL Navy  SL Air Force

**Preferred Organization:**

Please indicate your preference for an organization by placing 1, 2 or 3 in the cages below.

Organization

Organization 1:

Organization 2:

Organization 3:

Date :

Signature of Cadet

Date :

Signature of Dean FDSS

**Note:**

Assignment to any of the above organizations depends on

- a. Your preference
- b. YGPA of year 2

FOR OFFICE USE ONLY		Application No.	
YGPA		Position in Merit List	
Organization Assigned			
Remarks	Official/ Personal		Sig. Training Engineer

**A**



**GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY  
FACULTY OF ENGINEERING  
INDUSTRIAL PLACEMENT APPLICATION FORM – DAYSCHOLAR**

Stream : Intake:  
 Reg. No. :  
 Name :  
 Tele Number :  
 Email :

**Preferred Organization:**

Please indicate your preference for an organization by placing 1, 2 or 3 in the cages below.

Organization 1: .....

Organization 2: .....

Organization 3: .....

Date :..... Signature of Day scholar :.....

**Note:** Assignment to any of the above locations will be based on your preference and YGPA of year 2.

FOR OFFICE USE ONLY		Application No.	
YGPA		Position in Merit List	
Organization Assigned			
Remarks	Official/ Personal	Sig. Training Engineer	



Date:  /  /

**Deputy Training Engineer (Special Industrial Training and Evaluation),  
National Apprentice and Industrial Training Authority,  
971, Sri Jayawardanapura Mawatha,  
Welikada, Rajagiriya.**

**Particulars of Work Site/ Residential Address During Training**

This form should be forwarded to NAITA online:

1. Name of Undergraduate:
2. Postal Address during Training period
3. Mobile Phone Number & e-mail address
4. Name of Establishment
5. Address of Work Site
6. Name of Officer In-charge of training
- 6.1 Designation:..... 6.2 Contact Mobile Phone:.....

7. Date when particulars came into effect: 

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

8. Field: 

AE	BM	BS	CE	EE	ET	MC	ME	MR	NA
----	----	----	----	----	----	----	----	----	----

.....  
Signature of Undergraduate

.....  
Signature of Site Officer  
(Supervising Training)

.....  
Company Seal

National Apprentice and Industrial Training Authority, 971, Sri Jayawardanapura Road, Welikada, Rajagiriya.

**TRAINING CONTRACT**

(Under the provisions of Section 65 of the Act No.20 of 1990)

This Contract is approved and entered in the Register of Training Contracts under Territory and Vocational Education Act, No.20 of 1990	
No:	Stamp
On:	Signature

**(Notes on the Training Contract)**

The Training Employer will be registered on the register of training contracts at the National Apprentice and Industrial Training Authority immediately after registration or prior to the commencement of training whichever is the earliest. All copies of this contract must be appended. The same applies to amendments to the provisions of this contract by reason of extension of training periods, termination or any such matter. All such amendments to this contract shall be permissible only after prior approval is granted by NAITA. It is the responsibility of the training employer to hand over a duly certified copy of this contract after obtaining registration at NAITA.

The Training Employer is required to inform NAITA whenever the Trainee has been absorbed into regular employment in his establishment.

**B E T W E E N**

The Training Employer

**AND**

The Trainee

Name of the Firm
Address
Tele: No

Name in Full	In Sinhala	
	In English	
Address		
Date of Birth		

N.I.C. No. \_\_\_\_\_ Male/ Female WHEREAS the Training Employer has agreed to engage the Trainee fo the purpose of providing INITIAL TRAINING/FURTHER TRAINING/RE-TRAINING in the TRAINEE OCCUPATION OF..... AND WHEREAS the said Trainee Employer and Trainee have agreed to abide by the provisions of Tertiary and Vocational Education Act No.20 of 1990 and the regulations made there under which govern such training in Sri Lanka.

The following contract is hereby entered into between the aforesaid Training Employer and the Trainee:

<p><b>A.</b> The duration of training according to the Training Order recognised under Act. No.20 of 1990 shall be a period of: .....months/years. From ..... To .....</p>	<p><b>F.</b> The Training Employer shall pay the Trainee a suitable gross allowance of Rs..... per month or such sum as may be determined from time to time by the National Apprentice and Industrial Training Authority</p>
<p><b>B.</b> The training shall take place in ..... ..... ..... and other work place usually associated with the headquarters of the Firm.</p>	<p><b>G.</b> The Training Employer shall ensure that skills and knowledge are imparted to the Trainee in accordance with the training objectives laid down in the Training Order and that the relevant subject matter is covered and the training objectives are achieved within the stipulated training duration</p>
<p><b>C.</b> The regular weekly training hours shall be 45 ½ hours.</p>	<p><b>H.</b> The Training Employer shall impart the training himself if suitably qualified, or through other suitably qualified employees in his establishment.</p>
<p><b>D.</b> The nature, content and syllabus for training, during the entire period of training shall substantially conform to the Training order provided for such Trainee occupation</p>	<p><b>I.</b> The Training Employer shall provide the Trainee with a copy of the Training Order at the commencement of training.</p>
<p><b>E.</b> The probation period shall be three months for Training courses of duration up to two years, and six months for training courses of duration of more than two years</p>	<p><b>J</b> The Training employer shall provide the trainee with training aids and equipment and in particular training tools, consumable and literature necessary for training in the establishment and shall also provide the trainee all the facilities required by the trainee to sit the examinations and National Trade Tests conducted by the National Apprentice and Industrial Training Authority in the Trainee occupation, such trainee is undergoing training.</p>

K. The Training employer shall ensure that the trainee attends all other training programmes to be followed outside the establishment as specified under the Training order.	R. The trainee shall observe strictly the rules and regulations of the establishment/training employer.
L. The training employer shall allot the trainee only with such work as serves the purpose of the training and is in keeping with the physical abilities and constitution of the trainee	S. The trainee shall treat tools, machinery and other Equipment installations with due care and only use them for the purpose which they are intended.
M. The Training employer shall ensure that the trainee's Character is developed and not exposed to moral or physical hazards.	T. The trainee shall keep all books of records issued for the purpose of training in proper order and duly entered and submit same for regular inspection by the employer and the inspector of NAITA.
N. The training employer shall also grant all the necessary leave of absence to the trainee to follow training programmes or sit for examinations and Tests referred to in clauses J & K above.	U. The trainee shall observe the business and trade secrets of the training employer.
O. The Trainee shall make every effort to acquire the skills and knowledge to achieve the training objective as envisaged under the Training Order.	V. The trainee shall notify the training employer immediately of absence due to sickness, accident or other reason, and submit medical certificates if necessary.
P. The trainee shall carry out with due care the work assigned by the training employer during the course of training.	W. The trainee shall be entitled to fourteen days of casual leave and seven days of medical leave. However, if the training period is less than one year the above leave entitlement shall apply on a proportionate basis.
Q. The trainee shall adhere to all directions issued as part of training by the training employer the trainer or any other authorised person.	

**GENERAL:**

It is also hereby agreed between the training employer and the Trainee that the following general rules apply during the period of this contract:

- a. That the Trainee shall be covered by the Workmen's Compensation Ordinance and the Factories Ordinance;
- b. Where the training contract of a Trainee is terminated after the completion of the probationary period through the failure of the Training Employer to carry out the terms and conditions of this contract, he shall pay to the Trainee, compensation, the quantum of which shall be determined by the NAITA and where this contract is terminated after the completion of the probationary period through the failure of the Trainee to carry out the terms and conditions, of the contract, he or his legal representative shall pay to the employer, compensation, the quantum of which shall be determined by the NAITA. All procedure to be followed in this regard shall strictly be in accordance with the provisions set out in Act No.20 of 1990 and regulations made thereunder.

- c. That any disputes arising between parties to this contract related to training shall be referred to the Chairman, NAITA for arbitration. The decision of the Chairman, NAITA shall be final.
- d. The Trainee shall be considered as a 'workman' as defined under the Industrial Disputes Act.

.....  
 Sig. of Training Employer

Name:.....  
 Address:.....  
 .....  
 .....  
 (Company Seal)

.....  
 Sig. of Trainee/parent or guardian

Name:.....  
 Address:.....  
 .....  
 .....

**FOUR WEEKLY CONTINUOUS ASSESSMENT REPORT**

This section should be filled by the trainee.

<b>Report Details</b>											
1	Report Number	1 <sup>st</sup>	2 <sup>nd</sup>		3 <sup>rd</sup>		4 <sup>th</sup>	5 <sup>th</sup>		6 <sup>th</sup>	
2	For the Duration	From	<b>DD</b>	<b>MM</b>	<b>YY</b>	To	<b>DD</b>	<b>MM</b>	<b>YY</b>		
<b>Trainee's Details</b>											
1	Name as per Register	Mr. / Ms. / Cdt.									
2	Index Number										
3	Discipline	AE	BM	BS	CE	EE	ET	MC	ME	MR	NA
4	Contact Phone Number										
5	Email										
6	Personal address during training										
<b>Details of training place</b>											
1	Training place										
2	Address of Worksite										
3	Name of Supervisor										
<b>Endorsement by the Trainee</b>											
Signature of Trainee						Date					

<b>Supervisor's Assessment on Trainee</b>						
Rate on a scale from 1 -Strong Disagree, 2-Disagree, 3-Neutral, 4- Agree, 5- Strongly Agree						
		1	2	3	4	5
1	Thinks independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Takes initiatives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Reliable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Organizes and manages time well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Results oriented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Able to learn from all levels of workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Adaptable to different environments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Open to different opinions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Demonstrates good ethics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Accepts constructive criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Ready to seek assistance when necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Communicates well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Technical skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Any Other Remarks:</b>						
Signature					Official Stamp	
Position						
Date						

**SITE VISIT EVALUATION REPORT**

01. Name of Trainee (Please write the Surname with Initials)										Index No:	
02. Field of Specialisation <sup>(1)</sup>		AE	BM	BS	CE	EE	ET	MC	ME	MR	NA
03. Training Establishment											
04. Place of Training											
05. Trainee's attendance on the day of supervision <sup>(1)</sup>		Present/Absent/Site Work				If Absent					
						Authorised			Unauthorised		
06. <b>Comments</b>											
06.1	Availability of a Structured Training Program:	Yes		No		Yes; need to be modified					
		<i>State proposed course of action in 12 below</i>									
06.2	Initiative to acquire knowledge & Skills:										
06.3	Demonstrated abilities to contribute towards Industry:										
06.4	Association with company staff & participation in social activities:										
06.5	Projects assigned:										
06.6	Degree of satisfaction of trainee on training received:										
06.7	Trainee's opinion on Training Duration:	..... Weeks									
07. <b>Diary</b>											
07.1	Availability of Diary for inspection <sup>(1)</sup>	Available					Not Available				
07.2	Entries made are <sup>(1)</sup>	Up to date					Not up to date				
07.3	Quality of notes made in the Diary <sup>(1)</sup>	V. Good		Good		Fair		Poor			
07.4	Quality of sketches diagrams and figures drawn in the Diary <sup>(1)</sup>	V. Good		Good		Fair		Poor			
07.5	Trainee's knowledge about the entries made <sup>(1)</sup>	V. Good		Good		Fair		Poor			
08. <b>Has the Trainee read and understood Learning Outcomes and Program Outcomes?</b>											
Yes / No											



09. Opinion of the Training Supervisor of the Establishment on:														
9.1	Whether the Learning Outcomes specified are achievable?	Yes			No			Comment in 9.4 below						
9.2	Trainee's ability to benefit from Training <sup>(1)</sup>	Very Good		Good		Fair		Poor						
9.3	Whether Industrial Training Program Outcomes are beneficial to the industry <sup>(1)</sup>	Yes			No			Comment in 9.4 below						
9.4 Comments:														
10. Any specific problems faced by Training Supervisor or Trainee. <sup>(2)</sup>														
11. Coverage of overall outcomes					Sufficient			Insufficient						
12. Any other observation and comment on 06.1 above <sup>(2)</sup>														
13. Name of staff member														
14. Signature														
15. Date of visit							/			/				

<sup>(1)</sup> Delete what is not applicable,

<sup>(2)</sup> Use a separate sheet of paper if space provided is not sufficient

**NOTE:** This completed form should reach Industrial Training Unit at least **within five (5) working days, of inspection.**

*If any of the members of the Academic Departments feels that the received training by the trainee is not in line with expected outcomes, they should immediately inform respective coordinators of the Industrial Training Unit and the Academic Department.*

**INSTRUCTIONS FOR WRITING THE TRAINING REPORT**

The trainee is kindly requested to adhere to the following format & structure in preparing a concise report with adequate information to present the training that you have undergone. Please check each item below has been fulfilled before submitting the report.

#	Parameter	Guide
1	Size of Paper	A4
2	Number of words/Pages	Minimum 2000 words/ 30 Pages
3	Font	Times New Roman, Size 12
4	Line Spacing	1.5 lines
5	Paragraph Spacing & Text	3 lines & Fully Justified (both sides)
6	Margins	25 mm on all sides
7	Labeling	Tables at the top and figures at the bottom
8	Printed	Both Sides of the Paper
9	Soft copy	PDF Format

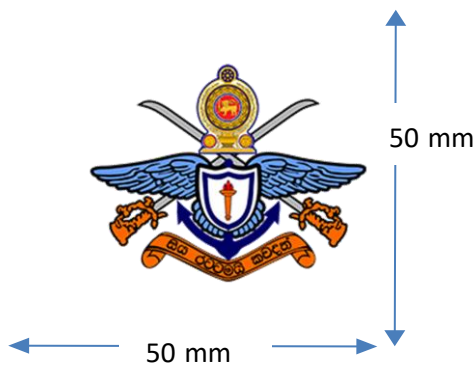
Format:      Structure:

#	Item	Guide
1	Cover	As per annex G
2	Preface	A brief account of the report
3	Acknowledgement	Appreciation of those who helped in the internship process
4	Table of Contents	Three header levels (e.g. 2.7.1) are adequate
5	List of Abbreviations	Descriptions of Abbreviations used
6	List of Figures	Figures (including charts) Numbered as per the Chapter
7	List of Tables	Tables Numbered as per the Chapter
8	Core Content (Start each chapter with a fresh page)	<p>Main purpose of this section is to write an account on the activities which the trainee has engaged, in order to achieve the expected outcomes. The content should reflect on these expected outcomes paying attention to the relevant mapping of the learning outcomes as provided in the Annexure E of this guide.</p> <p>A very brief guide, under which you may categorize your activities, is mentioned below:</p> <ul style="list-style-type: none"> <li>• Description of the organization and business, its past, present and future</li> <li>• Description of familiarization work carried out</li> <li>• Exposure to systems (HSE, Financial, Administration, Logistics, etc.,)</li> <li>• Project Work</li> <li>• Hands on experiences</li> <li>• Soft Skills Development</li> <li>• SWOT Analysis of the organization and self.</li> <li>• Conclusion: Own perspective of areas to be improved (of the whole training process including self).</li> </ul>
9	Annexes	Include detailed work or supplementary materials related to training experience.
10	References	List of resources used in writing the report.

*(Training Report Cover Page Format)*

**GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY**

Faculty of Engineering



Registered Module No: *[Module Code]*

**INDUSTRIAL TRAINING REPORT**

*[Company Name]*

From: *[DD/ MM / YYYY]* To *[DD / MM / YYYY]*

Date of Submission:

*[DD/ MM / YYYY]*

*[Undergraduate's Name]*

*[Index Number]*

Department of: *[Department Name]*



**EVALUATION OF TRAINING ESTABLISHMENT  
GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY  
FACULTY OF ENGINEERING  
QUALITY ASSURANCE PROGRAMME**

**FEEDBACK FOR INDUSTRIAL TRAINING - RESPECTIVE ENGINEER IN CHARGE OF THE  
INDUSTRY OF KDU STUDENT**

**Please circle appropriate number against each statement with respect to KDU Engineering  
Graduates trained in your workplace.**

**(1-Very poor / 2-poor / 3- Average / 4- Good / 5- Excellent)**

---

1. Knowledge acquired during Industrial Training	1	2	3	4	5
2. Ability to use techniques and methods appropriate for assignments	1	2	3	4	5
3. Ability to apply / implement the technical skills required	1	2	3	4	5
4. Ability to organize, classify and deliver the job	1	2	3	4	5
5. Perseverance to complete the job	1	2	3	4	5
6. Initiation and working with minimal supervision	1	2	3	4	5
7. Attendance and punctuality	1	2	3	4	5
8. Ability to establish positive relationships with the staff and stakeholders	1	2	3	4	5
9. Personal conduct and behavior	1	2	3	4	5
10. Ability to complete the workload within the given time period in a challenging environment	1	2	3	4	5

11. Strengths of the student :-

12. Areas need to be improved by the student:-

13. Any other comments :-

**Numbers of KDU Engineering graduates trained in your workplace:-**

**Name and address of the Employer/ Respective Engineer:-**

**DATE :-**



GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY  
FACULTY OF ENGINEERING QUALITY  
ASSURANCE PROGRAMME

STUDENT FEEDBACK INDUSTRIAL  
TRAINING

Module Code and Title: ..... Training Place: - .....  
Intake: - ..... Semester: - ..... Stream : - ..... Date: - .....

**Please answer all questions by circling appropriate number against each statement.**

**(5–Strongly Agree, 4–Agree, 3–Neither Agree nor Disagree, 2–Disagree, 1–Strongly Disagree)**

- 
- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1. I was aware of the aims and objectives of the industrial training prior to commencement.               | 5 | 4 | 3 | 2 | 1 |
| 2. The place I was assigned fitted my intended career.  | 5 | 4 | 3 | 2 | 1 |
| 3. During my visit, when necessary I was able to contact my teachers in the University.                   | 5 | 4 | 3 | 2 | 1 |
| 4. I had a proper working environment in the place where I was assigned for training.                     | 5 | 4 | 3 | 2 | 1 |
| 5. My training covered a broad spectrum of activities.  | 5 | 4 | 3 | 2 | 1 |
| 6. The authorities of the work place treated me as a student rather than an employee.                     | 5 | 4 | 3 | 2 | 1 |
| 7. The authorities of the work place maintained a record on my attendance , activities , performance etc. | 5 | 4 | 3 | 2 | 1 |
| 8. The university inquired about my activities during training.   | 5 | 4 | 3 | 2 | 1 |
| 9. Time allocated for industrial training was sufficient.   | 5 | 4 | 3 | 2 | 1 |
| 10. I have achieved the intended aims and objectives of the training programme.                           | 5 | 4 | 3 | 2 | 1 |
| 11. The evaluation procedure adopted by the faculty at present for industrial training is reasonable.     | 5 | 4 | 3 | 2 | 1 |

**Please write below if you have any other comments: ...**

**Contact Information**

Dean / Faculty of Engineering	071-0219227
HOD Aeronautical Engineering	071-0219260
HOD Civil Engineering	071-7516227
HOD Electrical, Electronic and Telecommunication Engineering	071-0219258
HOD Marine Engineering	071-0219259
HOD Mechanical Engineering	071-0219275
Training Engineer - Industrial Training Unit	071-0219385
Department Industrial Training Coordinators	See ITU website

Faculty Website: [www.kdu.ac.lk/faculty-of-engineering](http://www.kdu.ac.lk/faculty-of-engineering)

ITU Website : [www.foe.kdu.ac.lk/industrial-training-unit](http://www.foe.kdu.ac.lk/industrial-training-unit)

Postal Address:

**General Sir John Kotelawala Defence University,  
Kandawala Road,  
Rathmalana,  
Sri Lanka**