VERY IMPORTANT NOTICE

The students who expect to fulfill the <u>Industrial Training Requirement</u> through

Undergoing the Industrial Training through NAITA

OR

Getting the prior work experience recognised in lieu of undergoing the industrial training

for the award of Degree in BTech / BIS / BSE or Higher Diploma in Tech / IS / SE

should strictly adhere to the **following deadlines** to be considered for the

General Convocation to be held in November 2023

AND

Award Ceremonies (center-wise) to be held in 2023.

(D1) – Submission of *Industrial Training Releasing Forms (FET/TRG/07) along with documentary proof*

On or before Monday, 15th May 2023 at 4.00 pm

(D2) – Submission of <u>Training Reports along with Daily Diaries</u> for those who have '<u>Undergone Industrial Training</u>'

On or before Tuesday, 30th May 2023 at 4.00 pm

(D3) – Submission of <u>Work Experience Report</u> for those '<u>Getting prior work experience recognised</u>'

On or before Tuesday, 30th May 2023 at 4.00 pm

Please note that submissions received after the above deadline D1 **will not be considered** for the
General Convocation (Nov – 2023) and **Award Ceremonies (Center-wise – 2023)**
under any circumstance.

However, those who could not forward their submissions on the above D2 and D3 deadlines, can forward their submissions latest till **Friday, 02nd June 2023 at 4.00 pm.** Please note that under any circumstance, submissions received thereafter **will not be considered** for the
General Convocation (Nov – 2023) and **Award Ceremonies (Center-wise – 2023)**.

NOTE-01 : All Reports / Documents mentioned above can be submitted via Registered Post (please keep the slip safely) to reach **Training Engineer, Faculty of Engineering Technology, The Open University of Sri Lanka, Nawala, Nugegoda,** <u>on or before</u> the above deadlines. But submissions delayed due to the matters which are <u>beyond control</u> of the Training Division of FET (e.g.: postal delays) will not be entertained under any circumstance at any cause.

NOTE-02 : All Reports / Documents can also be submitted By-Hand to FET <u>on or before</u> the above deadlines.

NOTE-03 : Every Student **must** write his/her **Email Address**, **Contact No.s** (two at least) and **Registered Training Module Code** (##W####) on the <u>Last Page</u> of the Report. Submissions received <u>without these compulsory details and Report Certification</u> will not be considered for assessment (viva) and will be left aside.

----- Training Engineers of Faculty of Engineering Technology -----
02-05-2023