



Higher Diploma in Computer Science (HDCS)

Infortec International Institute of Information Technology

Software Project - Daily Diary

Student Name :

Index NO :

Group NO :

Introduction

All the students of the Higher Diploma in Computer Science course are offered an industrial experience using completion of industrial level software by either a state institution or a private company and duration of software completion is 10 weeks.

Aims & Objective

Software project will provide students valuable opportunities to obtain practical training in industry, in the finally of academic activities at the Infortec, after Semester 1 and 2 of the study program. Such software project will enable them to acquire additional knowledge, upgrade their skills and modify their attitudes. It would also help them to relate the theoretical concepts learnt at the Infortec to the industrial applications in the field.

The students are expected to develop a favorable attitude towards Industrial Training and make maximum skills and knowledge in each area of software project. Level of performance is stipulated against software project module and conformance to the same is expected.

The software project has been planned with the following broad aims in mind:

- To gain an insight and understanding of operations of ICT department in the industry.
- To gain practical experience.
- To develop practical skills in relation to:
 - Interpersonal and problem solving
 - Research and reporting
 - Professional competencies
- To establish the link between theory and practical.
- To apply academic learning to an industrial situations.
- For career development and to prepare for employment after competing HDCS, by engaging in personal and professional development planning.

After the satisfactory completion of Software project Students will qualify for six (6) GPA credits in Software Project which is compulsory for the award of the Higher Diploma from the Infortec International, Sri Lanka.

Benefits to students

Software project with Training Establishment offer a number of clear benefits.

- Guaranteed access to industrial experience
- Opportunity to start career development
- Be involved in professional environment
- Acquire skills
- Meet people in the industry

Plus a whole range of work-based skills, ranging from simple punctuality, personal appearance, and to dealing with difficult personalities etc. Most of all, you should reinforce your sense of purpose. Being involved with the industry is the real world part of this program - make the most of it and the opportunities and endless.

Updating Daily Diary

- All students should maintain this daily diary at work in which they should record all aspects of experience gained and comment how they contribute toward the objectives in the software project.
- It should not become merely a chronological list of task completed and should aim at recording understanding and experience rather than occurrences.
- Completion of this log on a weekly basis offers the best compromise between remembering details and reflecting on its significance.
- At the end of each week students should show the entries to their supervisor and get them certified.

Supervision of Training

A supervisor has to be appointed by the Management of Infortec to ensure that the students performs satisfactorily and that they are providing appropriate training to match both the students' abilities and the educational requirements of the course.

Students should...

- Get an appointment before meeting the client.
- Be dressed in formal when meeting the client.
- Request every detail in-writing.
- Use spiral binding with transparent sheet for front and hard board for back.

Assessment and Evaluation

Students will be assessed during and after completion of their software project.

The final assessment panel shall comprise of:

- One or more representatives from the Academic Panel
- Supervisor

The final assessment will be based on the following:

- Reports related to the software project
- Daily Diary
- Project Approval Letter from Client
- Final Software project
- Oral Test

To facilitate the members of the assessment panel, the following items must be available in the Infortec Branch at least two weeks before the date of assessment or by the stipulated deadline announced by the Head of Academic.

- Reports related to the software project
- Project Approval Letter from Client
- Daily Diary
- Final Software project

Allocation of marks at the final assessment will be as follows (Per Student):

- | | |
|---|-----|
| • Reports related to the software project | 20% |
| • Project Approval Letter from Client | 5% |
| • Daily Diary | 10% |
| • Final Software project | 15% |
| • Oral Test | 50% |

INSTRUCTION FOR MAINTAIN THE DAILY DIARY

- It is important that daily entries should be made at the end of each day's work. All entries should be in ink.
- Daily entries should be indicating as clearly.
- In the blank spaces are provided for write any information.
- The daily entries should contain a brief description of the work done each work.
- You would obtain the signature of your supervisor each day by day.

STUDENT'S DAILY DIARY

Student Number:

Student Name:

Private Address:

Student's Phone Number:

Overall period of Project: 10 Weeks

Starting date:

Ending date:

CLIENT APPROVAL

Company Name and Address	Period		Signature of Officer In Charge with official rubber stand	Designation
	From	To		

DESCRIPTION OF THE WEEKLY WORK	
Title :	
Week :	WEEK 01
Description of the work carried out :	Day 01
	Day 02
	Day 03
	Day 04
	Day 05
	Day 06
	Day 07
Student Signature:	
REMARKS AND CERTIFICATION BY THE SUPERVISOR	
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center; width: 45%;"> <p>.....</p> <p>Date</p> </div> <div style="text-align: center; width: 45%;"> <p>.....</p> <p>Designation and Signature</p> </div> </div>	

DESCRIPTION OF THE WEEKLY WORK	
Title :	
Week :	WEEK 02
Description of the work carried out :	Day 01
	Day 02
	Day 03
	Day 04
	Day 05
	Day 06
	Day 07
Student Signature:	
REMARKS AND CERTIFICATION BY THE SUPERVISOR	
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>.....</p> <p>Date</p> </div> <div style="width: 45%;"> <p>.....</p> <p>Designation and Signature</p> </div> </div>	

DESCRIPTION OF THE WEEKLY WORK	
Title :	
Week :	WEEK 03
Description of the work carried out :	Day 01
	Day 02
	Day 03
	Day 04
	Day 05
	Day 06
	Day 07
Student Signature:	
REMARKS AND CERTIFICATION BY THE SUPERVISOR	
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>.....</p> <p>Date</p> </div> <div style="width: 45%; text-align: right;"> <p>.....</p> <p>Designation and Signature</p> </div> </div>	

DESCRIPTION OF THE WEEKLY WORK	
Title :	
Week :	WEEK 04
Description of the work carried out :	Day 01
	Day 02
	Day 03
	Day 04
	Day 05
	Day 06
	Day 07
Student Signature:	
REMARKS AND CERTIFICATION BY THE SUPERVISOR	
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>.....</p> <p>Date</p> </div> <div style="width: 45%; text-align: right;"> <p>.....</p> <p>Designation and Signature</p> </div> </div>	

DESCRIPTION OF THE WEEKLY WORK	
Title :	
Week :	WEEK 05
Description of the work carried out :	Day 01
	Day 02
	Day 03
	Day 04
	Day 05
	Day 06
	Day 07
Student Signature:	
REMARKS AND CERTIFICATION BY THE SUPERVISOR	
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>.....</p> <p>Date</p> </div> <div style="width: 45%; text-align: right;"> <p>.....</p> <p>Designation and Signature</p> </div> </div>	

DESCRIPTION OF THE WEEKLY WORK	
Title :	
Week :	WEEK 06
Description of the work carried out :	Day 01
	Day 02
	Day 03
	Day 04
	Day 05
	Day 06
	Day 07
Student Signature:	
REMARKS AND CERTIFICATION BY THE SUPERVISOR	
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <p>.....</p> <p>Date</p> </div> <div style="text-align: center;"> <p>.....</p> <p>Designation and Signature</p> </div> </div>	

DESCRIPTION OF THE WEEKLY WORK	
Title :	
Week :	WEEK 07
Description of the work carried out :	Day 01
	Day 02
	Day 03
	Day 04
	Day 05
	Day 06
	Day 07
Student Signature:	
REMARKS AND CERTIFICATION BY THE SUPERVISOR	
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>.....</p> <p>Date</p> </div> <div style="width: 45%; text-align: right;"> <p>.....</p> <p>Designation and Signature</p> </div> </div>	

DESCRIPTION OF THE WEEKLY WORK	
Title :	
Week :	WEEK 08
Description of the work carried out :	Day 01
	Day 02
	Day 03
	Day 04
	Day 05
	Day 06
	Day 07
Student Signature:	
REMARKS AND CERTIFICATION BY THE SUPERVISOR	
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>.....</p> <p>Date</p> </div> <div style="width: 45%; text-align: right;"> <p>.....</p> <p>Designation and Signature</p> </div> </div>	

DESCRIPTION OF THE WEEKLY WORK	
Title :	
Week :	WEEK 09
Description of the work carried out :	Day 01
	Day 02
	Day 03
	Day 04
	Day 05
	Day 06
	Day 07
Student Signature:	
REMARKS AND CERTIFICATION BY THE SUPERVISOR	
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <p>.....</p> <p>Date</p> </div> <div style="text-align: center;"> <p>.....</p> <p>Designation and Signature</p> </div> </div>	

DESCRIPTION OF THE WEEKLY WORK	
Title :	
Week :	WEEK 10
Description of the work carried out :	Day 01
	Day 02
	Day 03
	Day 04
	Day 05
	Day 06
	Day 07
Student Signature:	
REMARKS AND CERTIFICATION BY THE SUPERVISOR	
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>.....</p> <p>Date</p> </div> <div style="width: 45%; text-align: right;"> <p>.....</p> <p>Designation and Signature</p> </div> </div>	

FOR USE BY INSTITUTION OFFICIALS ONLY	
Marks:	
Overall Comments:	
Date:	
Name and Designation of the Officer:	
Signature:	