**SLTC Research University**

# DAILY DIARY

For Industrial Training

©Office of Industry Liaison (OIL),SLTC Research University

**INSTRUCTIONS TO MAINTAIN THE DAILY DIARY**

1. As marks will be given for the maintenance of the daily diary at your interim and final assessment, you are advised to maintain your daily diary neat and tidy and to keep it

safe till the end of your training period.

1. It is important that daily entries should be made at the end of each day’s work and

weekly entries at the end of each working week. All entries should be in ink.

1. Daily entries should indicate as clearly as possible the various work performed by you

each day.

1. The weekly entries should contain a brief description of the work done each day.
2. In the blank spaces provided, write any new experience, challenges or strategies you may have gathered, any reference that may be necessary, relevant notes, sketches, diagrams that will be useful to you. In addition give a brief description of the problems that you may have encountered, how they were overcome and steps taken to

avoid their recurrence in future.

1. Use the space provided to give any details first, before attaching additional pages.
2. You are advised to make entries of any personal and managerial problems you may

encounter in addition to the technological problems

1. You would obtain the signature of your supervisor each week on the days specified by

him

1. Progress report of an establishment on training performance should be filled at the

end of the training period by supervisor

1. When you are completing your daily diary the pages should be numbered, the report should be written legibly or typed. If this is typed the font type is Times New Roman

and font size is 12. If it is written, the hand writing should be clear and in blue ink.

**TRAINEE’S DAILY DIARY**

## (To be filled by the Student)

Name: K.K.Heshara Dananjanee

Student Registration No: 21UG0612

Trainee’s postal address: 100/4,mangala Mawatha,1st lane,sooriyapaluwa,kadawatha

Contact number: 0741545445

Email address: 21ug0612@sltc.ac.lk

Name of the Organization: SLTC Research University

Program of study: Information and Communication Engineering

Field of Training: Software Engineering

Period of Training: From 24th of October,2024 To : 24th of March,2025

## NOVATION (To be filled by the immediate Supervisor)

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| Name and Address of Organization | Period |  | Signature of Officer In Charge (with rubber stamp) |
| From | To |
| MIV Private Limited 100/27, Kurunda Mawatha, Cemetery Road, Thalapathpitiya, Nugegoda. | 24th of October ,2024 To  24th of March, 2024 | |  |
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| **Week No:01** | | | |
| For the week ending Training Location (Department)  Sunday: ………20/10/2024……………… ……………………………… | | | |
| **Day** | **Date** | **Brief Description of the work carried out** | **Related subject area** |
| **Monday** |  |  |  |
| **Tuesday** |  |  |  |
| **Wednesday** |  |  |  |
| **Thursday** | 24/10/2024 | Installed a Linux operating system. After installation, I learned and practiced basic Linux commands, such as file management, navigation through the file system, and basic operations like creating, deleting, and editing files. This provided me with foundational skills for working in a command-line environment. | Operating Systems, Linux Environment |
| **Friday** | 25/10/2024 | I focused on understanding the ETL process, which involves extracting data from external sources, transforming it into a usable format, and loading it into a database. Data extract through the API and learned how the process gone through the project. | ETL (Extract, Transform, Load) Process, API Integration |

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| **Saturday** |  |  |  |
| **Sunday** |  |  |  |
| **Remarks and certification by supervisor**  …………………………………… ……………………………………  Date Designation and signature | | | | |

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| **Weekly Self-Reflection : Week No. ……1..** |
| **Details and notes of works carried out**   1. Installed the Linux operating system and practiced basic commands such as file navigation, creation, deletion, and editing. This familiarized me with working in a Linux environment, which is crucial for efficient system management and development tasks. 2. Gained an understanding of the ETL (Extract, Transform, Load) process, which is used to manage data. Learned how to extract data from various sources, transform it into a usable format, and load it into databases. 3. Completed a small project that involved calling an external API, extracting data from it, transforming the data through formatting and filtering, and then loading it into a local storage system. |
| **Challenges encountered**  1. Navigating the Linux terminal was challenging, especially in understanding how file structures are organized and how to efficiently use basic commands. It took time to adjust to the command-line interface compared to graphical interfaces.  2. Difficult to understand the ETL process and identify the functions that need.  3. How to connect with API, how API response format was correctly handled in my code. |
| **The strategies used to address the above challenges**   1. I referred to online tutorials and documentation. Create a document to identify the commands. 2. Using examples and understand how ETL process work. 3. Implemented error handling in the code to manage failed API calls and invalid data formats |
| **New experiences gained**   1. New skills gained working with Linux environment. 2. Learned new functions, how process the data. 3. Learned what is API and how it’s connected. How its work with the project and how it maintains for our work. |
| **Any other**   1. Learned to how solve the problems in the projects. 2. Improved my ability to find and use resources such as online tutorials, forums, and documentation. (GitHub Code files). 3. Balanced multiple tasks, including learning new concepts and applying them in a hands-on project. |

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| **Week No:02** | | | |
| For the week ending Training Location (Department)  Sunday: ……27/10/2024………………… ……………………………… | | | |
| **Day** | **Date** | **Brief Description of the work carried out** | **Related subject area** |
| **Monday** | 28/10/2024 | Installed IntelliJ IDEA. Started working with the Spring Framework. I explored the basics of setting up a Spring project, including configuring dependencies and understanding how Spring manages application components. | Software Development, Java Development, Spring Framework |
| **Tuesday** | 29/20/2024 | Work with Spring Framework and more done the current project.  Create AWS account and learned how to work with EC2 instances and how to add users. | Software Development, Java Development, Spring Framework |
| **Wednesday** | 30/10/2024 | Installed Docker desktop and explored Docker's basic functionalities, such as containerization and managing images and containers. Learned how to pull and run Docker images and how to create Docker files. | Software Development |
| **Thursday** |  |  |  |
| **Friday** |  |  |  |

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| **Saturday** |  |  |  |
| **Sunday** |  |  |  |
| **Remarks and certification by supervisor**  …………………………………… ……………………………………  Date Designation and signature | | | | |

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| **Weekly Self-Reflection : Week No. ……..** |
| **Details and notes of works carried out 1.**  **2.**  **3.** |
| **Challenges encountered 1.**  **2.**  **3.** |
| **The strategies used to address the above challenges 1.**  **2.**  **3.** |

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| **New experiences gained 1.**  **2.**  **3.** |
| **Any other** |

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| **Week No:03** | | | |
| For the week ending Training Location (Department)  Sunday: ……………………… ……………………………… | | | |
| **Day** | **Date** | **Brief Description of the work carried out** | **Related subject area** |
| **Monday** |  |  |  |
| **Tuesday** |  |  |  |
| **Wednesday** |  |  |  |
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| **Remarks and certification by supervisor**  …………………………………… ……………………………………  Date Designation and signature | | | | |

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| **Weekly Self-Reflection : Week No. ……..** |
| **Details and notes of works carried out 1.**  **2.**  **3.** |
| **Challenges encountered 1.**  **2.**  **3.** |
| **The strategies used to address the above challenges 1.**  **2.**  **3.** |

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| **New experiences gained 1.**  **2.**  **3.** |
| **Any other** |

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| **Week No:04** | | | |
| For the week ending Training Location (Department)  Sunday: ……………………… ……………………………… | | | |
| **Day** | **Date** | **Brief Description of the work carried out** | **Related subject area** |
| **Monday** |  |  |  |
| **Tuesday** |  |  |  |
| **Wednesday** |  |  |  |
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| **Sunday** |  |  |  |
| **Remarks and certification by supervisor**  …………………………………… ……………………………………  Date Designation and signature | | | | |

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| **Weekly Self-Reflection : Week No. ……..** |
| **Details and notes of works carried out 1.**  **2.**  **3.** |
| **Challenges encountered 1.**  **2.**  **3.** |
| **The strategies used to address the above challenges 1.**  **2.**  **3.** |

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| **New experiences gained 1.**  **2.**  **3.** |
| **Any other** |

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| **Week No:05** | | | |
| For the week ending Training Location (Department)  Sunday: ……………………… ……………………………… | | | |
| **Day** | **Date** | **Brief Description of the work carried out** | **Related subject area** |
| **Monday** |  |  |  |
| **Tuesday** |  |  |  |
| **Wednesday** |  |  |  |
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| **Sunday** |  |  |  |
| **Remarks and certification by supervisor**  …………………………………… ……………………………………  Date Designation and signature | | | | |

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| **Weekly Self-Reflection : Week No. ……..** |
| **Details and notes of works carried out 1.**  **2.**  **3.** |
| **Challenges encountered 1.**  **2.**  **3.** |
| **The strategies used to address the above challenges 1.**  **2.**  **3.** |

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| **New experiences gained 1.**  **2.**  **3.** |
| **Any other** |

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| **Week No:06** | | | |
| For the week ending Training Location (Department)  Sunday: ……………………… ……………………………… | | | |
| **Day** | **Date** | **Brief Description of the work carried out** | **Related subject area** |
| **Monday** |  |  |  |
| **Tuesday** |  |  |  |
| **Wednesday** |  |  |  |
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| **Saturday** |  |  |  |
| **Sunday** |  |  |  |
| **Remarks and certification by supervisor**  …………………………………… ……………………………………  Date Designation and signature | | | | |

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| **Weekly Self-Reflection : Week No. ……..** |
| **Details and notes of works carried out 1.**  **2.**  **3.** |
| **Challenges encountered 1.**  **2.**  **3.** |
| **The strategies used to address the above challenges 1.**  **2.**  **3.** |

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| **New experiences gained 1.**  **2.**  **3.** |
| **Any other** |

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| **Week No:07** | | | |
| For the week ending Training Location (Department)  Sunday: ……………………… ……………………………… | | | |
| **Day** | **Date** | **Brief Description of the work carried out** | **Related subject area** |
| **Monday** |  |  |  |
| **Tuesday** |  |  |  |
| **Wednesday** |  |  |  |
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| **Saturday** |  |  |  |
| **Sunday** |  |  |  |
| **Remarks and certification by supervisor**  …………………………………… ……………………………………  Date Designation and signature | | | | |

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| **Weekly Self-Reflection : Week No. ……..** |
| **Details and notes of works carried out 1.**  **2.**  **3.** |
| **Challenges encountered 1.**  **2.**  **3.** |
| **The strategies used to address the above challenges 1.**  **2.**  **3.** |

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| **New experiences gained 1.**  **2.**  **3.** |
| **Any other** |

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| **Week No:08** | | | |
| For the week ending Training Location (Department)  Sunday: ……………………… ……………………………… | | | |
| **Day** | **Date** | **Brief Description of the work carried out** | **Related subject area** |
| **Monday** |  |  |  |
| **Tuesday** |  |  |  |
| **Wednesday** |  |  |  |
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| **Saturday** |  |  |  |
| **Sunday** |  |  |  |
| **Remarks and certification by supervisor**  …………………………………… ……………………………………  Date Designation and signature | | | | |

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| **Weekly Self-Reflection : Week No. ……..** |
| **Details and notes of works carried out 1.**  **2.**  **3.** |
| **Challenges encountered 1.**  **2.**  **3.** |
| **The strategies used to address the above challenges 1.**  **2.**  **3.** |

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| **New experiences gained 1.**  **2.**  **3.** |
| **Any other** |

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| **Week No:09** | | | |
| For the week ending Training Location (Department)  Sunday: ……………………… ……………………………… | | | |
| **Day** | **Date** | **Brief Description of the work carried out** | **Related subject area** |
| **Monday** |  |  |  |
| **Tuesday** |  |  |  |
| **Wednesday** |  |  |  |
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| **Saturday** |  |  |  |
| **Sunday** |  |  |  |
| **Remarks and certification by supervisor**  …………………………………… ……………………………………  Date Designation and signature | | | | |

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| **Weekly Self-Reflection : Week No. ……..** |
| **Details and notes of works carried out 1.**  **2.**  **3.** |
| **Challenges encountered 1.**  **2.**  **3.** |
| **The strategies used to address the above challenges 1.**  **2.**  **3.** |

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| **New experiences gained 1.**  **2.**  **3.** |
| **Any other** |

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| **Week No:10** | | | |
| For the week ending Training Location (Department)  Sunday: ……………………… ……………………………… | | | |
| **Day** | **Date** | **Brief Description of the work carried out** | **Related subject area** |
| **Monday** |  |  |  |
| **Tuesday** |  |  |  |
| **Wednesday** |  |  |  |
| **Thursday** |  |  |  |
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| **Saturday** |  |  |  |
| **Sunday** |  |  |  |
| **Remarks and certification by supervisor**  …………………………………… ……………………………………  Date Designation and signature | | | | |

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| **Weekly Self-Reflection : Week No. ……..** |
| **Details and notes of works carried out 1.**  **2.**  **3.** |
| **Challenges encountered 1.**  **2.**  **3.** |
| **The strategies used to address the above challenges 1.**  **2.**  **3.** |

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| **New experiences gained 1.**  **2.**  **3.** |
| **Any other** |

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| **Week No:11** | | | |
| For the week ending Training Location (Department)  Sunday: ……………………… ……………………………… | | | |
| **Day** | **Date** | **Brief Description of the work carried out** | **Related subject area** |
| **Monday** |  |  |  |
| **Tuesday** |  |  |  |
| **Wednesday** |  |  |  |
| **Thursday** |  |  |  |
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| **Saturday** |  |  |  |
| **Sunday** |  |  |  |
| **Remarks and certification by supervisor**  …………………………………… ……………………………………  Date Designation and signature | | | | |

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| **Weekly Self-Reflection : Week No. ……..** |
| **Details and notes of works carried out 1.**  **2.**  **3.** |
| **Challenges encountered 1.**  **2.**  **3.** |
| **The strategies used to address the above challenges 1.**  **2.**  **3.** |

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| **New experiences gained 1.**  **2.**  **3.** |
| **Any other** |

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| **Week No:12** | | | |
| For the week ending Training Location (Department)  Sunday: ……………………… ……………………………… | | | |
| **Day** | **Date** | **Brief Description of the work carried out** | **Related subject area** |
| **Monday** |  |  |  |
| **Tuesday** |  |  |  |
| **Wednesday** |  |  |  |
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| **Saturday** |  |  |  |
| **Sunday** |  |  |  |
| **Remarks and certification by supervisor**  …………………………………… ……………………………………  Date Designation and signature | | | | |

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| **Weekly Self-Reflection : Week No. ……..** |
| **Details and notes of works carried out 1.**  **2.**  **3.** |
| **Challenges encountered 1.**  **2.**  **3.** |
| **The strategies used to address the above challenges 1.**  **2.**  **3.** |

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| **New experiences gained 1.**  **2.**  **3.** |
| **Any other** |

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| **Week No:13** | | | |
| For the week ending Training Location (Department)  Sunday: ……………………… ……………………………… | | | |
| **Day** | **Date** | **Brief Description of the work carried out** | **Related subject area** |
| **Monday** |  |  |  |
| **Tuesday** |  |  |  |
| **Wednesda y** |  |  |  |
| **Thursday** |  |  |  |
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| **Saturday** |  |  |  |
| **Sunday** |  |  |  |
| **Remarks and certification by supervisor**  …………………………………… ……………………………………  Date Designation and signature | | | | |

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| **Weekly Self-Reflection : Week No. ……..** |
| **Details and notes of works carried out 1.**  **2.**  **3.** |
| **Challenges encountered 1.**  **2.**  **3.** |
| **The strategies used to address the above challenges 1.**  **2.**  **3.** |

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| **New experiences gained 1.**  **2.**  **3.** |
| **Any other** |

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| **Week No:14** | | | |
| For the week ending Training Location (Department)  Sunday: ……………………… ……………………………… | | | |
| **Day** | **Date** | **Brief Description of the work carried out** | **Related subject area** |
| **Monday** |  |  |  |
| **Tuesday** |  |  |  |
| **Wednesday** |  |  |  |
| **Thursday** |  |  |  |
| **Friday** |  |  |  |

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| **Saturday** |  |  |  |
| **Sunday** |  |  |  |
| **Remarks and certification by supervisor**  …………………………………… ……………………………………  Date Designation and signature | | | | |

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| **Weekly Self-Reflection : Week No. ……..** |
| **Details and notes of works carried out 1.**  **2.**  **3.** |
| **Challenges encountered 1.**  **2.**  **3.** |
| **The strategies used to address the above challenges 1.**  **2.**  **3.** |

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| **New experiences gained 1.**  **2.**  **3.** |
| **Any other** |

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| **Week No:15** | | | |
| For the week ending Training Location (Department)  Sunday: ……………………… ……………………………… | | | |
| **Day** | **Dat e** | **Brief Description of the work carried out** | **Related subject area** |
| **Monday** |  |  |  |
| **Tuesday** |  |  |  |
| **Wednesday** |  |  |  |
| **Thursday** |  |  |  |
| **Friday** |  |  |  |

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| **Saturday** |  |  |  |
| **Sunday** |  |  |  |
| **Remarks and certification by supervisor**  …………………………………… ……………………………………  Date Designation and signature | | | | |

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| **Weekly Self-Reflection : Week No. ……..** |
| **Details and notes of works carried out 1.**  **2.**  **3.** |
| **Challenges encountered 1.**  **2.**  **3.** |
| **The strategies used to address the above challenges 1.**  **2.**  **3.** |

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| **New experiences gained 1.**  **2.**  **3.** |
| **Any other** |

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| **Week No:16** | | | |
| For the week ending Training Location (Department)  Sunday: ……………………… ……………………………… | | | |
| **Day** | **Date** | **Brief Description of the work carried out** | **Related subject area** |
| **Monday** |  |  |  |
| **Tuesday** |  |  |  |
| **Wednesday** |  |  |  |
| **Thursday** |  |  |  |
| **Friday** |  |  |  |

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| **Sunday** |  |  |  |
| **Remarks and certification by supervisor**  …………………………………… ……………………………………  Date Designation and signature | | | | |

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| **Weekly Self-Reflection : Week No. ……..** |
| **Details and notes of works carried out 1.**  **2.**  **3.** |
| **Challenges encountered 1.**  **2.**  **3.** |
| **The strategies used to address the above challenges 1.**  **2.**  **3.** |

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| **New experiences gained 1.**  **2.**  **3.** |
| **Any other** |

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| **Week No:17** | | | |
| For the week ending Training Location (Department)  Sunday: ……………………… ……………………………… | | | |
| **Day** | **Date** | **Brief Description of the work carried out** | **Related subject area** |
| **Monday** |  |  |  |
| **Tuesday** |  |  |  |
| **Wednesday** |  |  |  |
| **Thursday** |  |  |  |

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| **Friday** |  |  |  |
| **Saturday** |  |  |  |
| **Sunday** |  |  |  |
| **Remarks and certification by supervisor**  …………………………………… ……………………………………  Date Designation and signature | | | | |

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| **Weekly Self-Reflection : Week No. ……..** |
| **Details and notes of works carried out 1.**  **2.**  **3.** |
| **Challenges encountered 1.**  **2.**  **3.** |
| **The strategies used to address the above challenges 1.**  **2.**  **3.** |

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| **New experiences gained 1.**  **2.**  **3.** |
| **Any other** |

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| **Week No:18** | | | |
| For the week ending Training Location (Department)  Sunday: ……………………… ……………………………… | | | |
| **Day** | **Date** | **Brief Description of the work carried out** | **Related subject area** |
| **Monday** |  |  |  |
| **Tuesday** |  |  |  |
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| **Saturday** |  |  |  |
| **Sunday** |  |  |  |
| **Remarks and certification by supervisor**  …………………………………… ……………………………………  Date Designation and signature | | | | |

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| **Weekly Self-Reflection : Week No. ……..** |
| **Details and notes of works carried out 1.**  **2.**  **3.** |
| **Challenges encountered 1.**  **2.**  **3.** |
| **The strategies used to address the above challenges 1.**  **2.**  **3.** |

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| **New experiences gained 1.**  **2.**  **3.** |
| **Any other** |

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| **Week No:19** | | | |
| For the week ending Training Location (Department)  Sunday: ……………………… ……………………………… | | | |
| **Day** | **Date** | **Brief Description of the work carried out** | **Related subject area** |
| **Monday** |  |  |  |
| **Tuesday** |  |  |  |
| **Wednesday** |  |  |  |
| **Thursday** |  |  |  |
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| **Saturday** |  |  |  |
| **Sunday** |  |  |  |
| **Remarks and certification by supervisor**  …………………………………… ……………………………………  Date Designation and signature | | | | |

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| **Weekly Self-Reflection : Week No. ……..** |
| **Details and notes of works carried out 1.**  **2.**  **3.** |
| **Challenges encountered 1.**  **2.**  **3.** |
| **The strategies used to address the above challenges 1.**  **2.**  **3.** |

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| **New experiences gained 1.**  **2.**  **3.** |
| **Any other** |

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| **Week No:20** | | | |
| For the week ending Training Location (Department)  Sunday: ……………………… ……………………………… | | | |
| **Day** | **Date** | **Brief Description of the work carried out** | **Related subject area** |
| **Monday** |  |  |  |
| **Tuesday** |  |  |  |
| **Wednesday** |  |  |  |
| **Thursday** |  |  |  |
| **Friday** |  |  |  |

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| **Saturday** |  |  |  |
| **Sunday** |  |  |  |
| **Remarks and certification by supervisor**  …………………………………… ……………………………………  Date Designation and signature | | | | |

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| **Weekly Self-Reflection : Week No. ……..** |
| **Details and notes of works carried out 1.**  **2.**  **3.** |
| **Challenges encountered 1.**  **2.**  **3.** |
| **The strategies used to address the above challenges 1.**  **2.**  **3.** |

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| **New experiences gained 1.**  **2.**  **3.** |
| **Any other** |

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| **Week No:21** | | | |
| For the week ending Training Location (Department)  Sunday: ……………………… ……………………………… | | | |
| **Day** | **Date** | **Brief Description of the work carried out** | **Related subject area** |
| **Monday** |  |  |  |
| **Tuesday** |  |  |  |
| **Wednesda y** |  |  |  |
| **Thursday** |  |  |  |
| **Friday** |  |  |  |

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| **Saturday** |  |  |  |
| **Sunday** |  |  |  |
| **Remarks and certification by supervisor**  …………………………………… ……………………………………  Date Designation and signature | | | | |

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| **Weekly Self-Reflection : Week No. ……..** |
| **Details and notes of works carried out 1.**  **2.**  **3.** |
| **Challenges encountered 1.**  **2.**  **3.** |
| **The strategies used to address the above challenges 1.**  **2.**  **3.** |

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| **New experiences gained 1.**  **2.**  **3.** |
| **Any other** |

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| **Week No:22** | | | |
| For the week ending Training Location (Department)  Sunday: ……………………… ……………………………… | | | |
| **Day** | **Date** | **Brief Description of the work carried out** | **Related subject area** |
| **Monday** |  |  |  |
| **Tuesday** |  |  |  |
| **Wednesday** |  |  |  |
| **Thursday** |  |  |  |
| **Friday** |  |  |  |

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| **Saturday** |  |  |  |
| **Sunday** |  |  |  |
| **Remarks and certification by supervisor**  …………………………………… ……………………………………  Date Designation and signature | | | | |

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| **Weekly Self-Reflection : Week No. ……..** |
| **Details and notes of works carried out 1.**  **2.**  **3.** |
| **Challenges encountered 1.**  **2.**  **3.** |
| **The strategies used to address the above challenges 1.**  **2.**  **3.** |

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| **New experiences gained 1.**  **2.**  **3.** |
| **Any Other** |

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| **Week No:23** | | | |
| For the week ending Training Location (Department)  Sunday: ……………………… ……………………………… | | | |
| **Day** | **Date** | **Brief Description of the work carried out** | **Related subject area** |
| **Monday** |  |  |  |
| **Tuesday** |  |  |  |
| **Wednesda y** |  |  |  |
| **Thursday** |  |  |  |
| **Friday** |  |  |  |
| **Saturday** |  |  |  |
| **Sunday** |  |  |  |
| **Remarks and certification by supervisor**  …………………………………… ……………………………………  Date Designation and signature | | | | |

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| **Weekly Self-Reflection : Week No. ……..** |
| **Details and notes of works carried out 1.**  **2.**  **3.** |
| **Challenges encountered 1.**  **2.**  **3.** |
| **The strategies used to address the above challenges 1.**  **2.**  **3.** |

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| **New experiences gained 1.**  **2.**  **3.** |
| **Any Other** |

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| **Week No:24** | | | |
| For the week ending Training Location (Department)  Sunday: ……………………… ……………………………… | | | |
| **Day** | **Date** | **Brief Description of the work carried out** | **Related subject area** |
| **Monday** |  |  |  |
| **Tuesday** |  |  |  |
| **Wednesday** |  |  |  |
| **Thursday** |  |  |  |
| **Friday** |  |  |  |

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| **Saturday** |  |  |  |
| **Sunday** |  |  |  |
| **Remarks and certification by supervisor**  …………………………………… ……………………………………  Date Designation and signature | | | | |

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| **Weekly Self-Reflection : Week No. ……..** |
| **Details and notes of works carried out 1.**  **2.**  **3.** |
| **Challenges encountered 1.**  **2.**  **3.** |
| **The strategies used to address the above challenges 1.**  **2.**  **3.** |

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| **New experiences gained 1.**  **2.**  **3.** |
| **Any Other** |

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| **Week No:25** | | | |
| For the week ending Training Location (Department)  Sunday: ……………………… ……………………………… | | | |
| **Day** | **Date** | **Brief Description of the work carried out** | **Related subject area** |
| **Monday** |  |  |  |
| **Tuesday** |  |  |  |
| **Wednesday** |  |  |  |
| **Thursday** |  |  |  |
| **Friday** |  |  |  |

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| **Saturday** |  |  |  |
| **Sunday** |  |  |  |
| **Remarks and certification by supervisor**  …………………………………… ……………………………………  Date Designation and signature | | | | |

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| **Weekly Self-Reflection : Week No. ……..** |
| **Details and notes of works carried out 1.**  **2.**  **3.** |
| **Challenges encountered 1.**  **2.**  **3.** |
| **The strategies used to address the above challenges 1.**  **2.**  **3.** |

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| **New experiences gained 1.**  **2.**  **3.** |
| **Any Other** |

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| **Week No:26** | | | |
| For the week ending Training Location (Department)  Sunday: ……………………… ……………………………… | | | |
| **Day** | **Date** | **Brief Description of the work carried out** | **Related subject area** |
| **Monday** |  |  |  |
| **Tuesday** |  |  |  |
| **Wednesday** |  |  |  |
| **Thursday** |  |  |  |
| **Friday** |  |  |  |

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| **Saturday** |  |  |  |
| **Sunday** |  |  |  |
| **Remarks and certification by supervisor**  …………………………………… ……………………………………  Date Designation and signature | | | | |

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| **Weekly Self-Reflection : Week No. ……..** |
| **Details and notes of works carried out 1.**  **2.**  **3.** |
| **Challenges encountered 1.**  **2.**  **3.** |
| **The strategies used to address the above challenges 1.**  **2.**  **3.** |

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| **New experiences gained 1.**  **2.**  **3.** |
| **Any Other** |

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| **Week No:27** | | | |
| For the week ending Training Location (Department)  Sunday: ……………………… ……………………………… | | | |
| **Day** | **Date** | **Brief Description of the work carried out** | **Related subject area** |
| **Monday** |  |  |  |
| **Tuesday** |  |  |  |
| **Wednesday** |  |  |  |
| **Thursday** |  |  |  |
| **Friday** |  |  |  |

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| **Saturday** |  |  |  |
| **Sunday** |  |  |  |
| **Remarks and certification by supervisor**  …………………………………… ……………………………………  Date Designation and signature | | | | |

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| **Weekly Self-Reflection : Week No. ……..** |
| **Details and notes of works carried out 1.**  **2.**  **3.** |
| **Challenges encountered 1.**  **2.**  **3.** |
| **The strategies used to address the above challenges 1.**  **2.**  **3.** |

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| **New experiences gained 1.**  **2.**  **3.** |
| **Any Other** |

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| **Week No:28** | | | |
| For the week ending Training Location (Department)  Sunday: ……………………… ……………………………… | | | |
| **Day** | **Date** | **Brief Description of the work carried out** | **Related subject area** |
| **Monday** |  |  |  |
| **Tuesday** |  |  |  |
| **Wednesda y** |  |  |  |
| **Thursday** |  |  |  |
| **Friday** |  |  |  |

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| **Saturday** |  |  |  |
| **Sunday** |  |  |  |
| **Remarks and certification by supervisor**  …………………………………… ……………………………………  Date Designation and signature | | | | |

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| **Weekly Self-Reflection : Week No. ……..** |
| **Details and notes of works carried out 1.**  **2.**  **3.** |
| **Challenges encountered 1.**  **2.**  **3.** |
| **The strategies used to address the above challenges 1.**  **2.**  **3.** |

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| **New experiences gained 1.**  **2.**  **3.** |
| **Any Other** |

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| **Week No:29** | | | |
| For the week ending Training Location (Department)  Sunday: ……………………… ……………………………… | | | |
| **Day** | **Date** | **Brief Description of the work carried out** | **Related subject area** |
| **Monday** |  |  |  |
| **Tuesday** |  |  |  |
| **Wednesday** |  |  |  |
| **Thursday** |  |  |  |
| **Friday** |  |  |  |

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| **Saturday** |  |  |  |
| **Sunday** |  |  |  |
| **Remarks and certification by supervisor**  …………………………………… ……………………………………  Date Designation and signature | | | | |

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| **Weekly Self-Reflection : Week No. ……..** |
| **Details and notes of works carried out 1.**  **2.**  **3.** |
| **Challenges encountered 1.**  **2.**  **3.** |
| **The strategies used to address the above challenges 1.**  **2.**  **3.** |

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| **New experiences gained 1.**  **2.**  **3.** |
| **Any Other** |

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| **Week No:30** | | | |
| For the week ending Training Location (Department)  Sunday: ……………………… ……………………………… | | | |
| **Day** | **Date** | **Brief Description of the work carried out** | **Related subject area** |
| **Monday** |  |  |  |
| **Tuesday** |  |  |  |
| **Wednesda y** |  |  |  |
| **Thursday** |  |  |  |
| **Friday** |  |  |  |

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| **Saturday** |  |  |  |
| **Sunday** |  |  |  |
| **Remarks and certification by supervisor**  …………………………………… ……………………………………  Date Designation and signature | | | | |

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| **Weekly Self-Reflection : Week No. ……..** |
| **Details and notes of works carried out 1.**  **2.**  **3.** |
| **Challenges encountered 1.**  **2.**  **3.** |
| **The strategies used to address the above challenges 1.**  **2.**  **3.** |

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| **New experiences gained 1.**  **2.**  **3.** |
| **Any Other** |

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| **PROGRESS REPORT OF AN ORGANIZATION ON TRAINING PERFORMANCE**  Name of the Organization:  ………………………………………………………………………………  Period of training – From: …………………………….. To: …………………………………. | | |
| Comments (Please mark ‘X’)   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | Excellent | Good | Average | Poor | | 1. Trainee Conduct |  |  |  |  | | 2. Attitude to work |  |  |  |  | | 3. Attendance |  |  |  |  | | | |
| No. of days leave taken | Authorized | Unauthorized |
|  |  |  |
| Name of the officer in charge:  Designation:  Contact Number:  Email address:  Signature of the officer in charge for training (with rubber stamp) | | |

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| **For Official Use Only (School of Technology at SLTC)** |
| **Viva Date:**  **Members of the Panel:**  **Name Designation Signature 1.**  **2.**  **3.**  **Overall Comments**  …………………………………………  Date  **For use by Office of Industry Liaison officials only**  **Supervision Report**  Name Designation of officer :  ……………………………………… …………………………………………  Remarks :  ………………………..  Signature |