



THE OPEN UNIVERSITY OF SRI LANKA



GUIDELINES
FOR
INDUSTRIAL TRAINING
AND
RELEASEMENT FROM TRAINING

FACULTY OF ENGINEERING TECHNOLOGY

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THE OPEN UNIVERSITY OF SRI LANKA
FACULTY OF ENGINEERING TECHNOLOGY
GUIDELINES FOR INDUSTRIAL TRAINING

01. Introduction

Industrial training is a compulsory component in all the Diploma and Degree programmes and some Certificate programmes of the Faculty of Engineering Technology (FET). The type of training to be undergone by a particular student depends on his/her field of specialization. Academic departments offering different fields of specialization have the responsibility to prepare training standards of individual training modules to be undergone by the students of those fields of specializations.

Generally, industrial training provides an opportunity for students to relate theoretical concepts learnt at the University to practice in the industry. It is oriented towards exposing them to an industrial environment with a view to gain basic knowledge of work places, work processes and develop desirable attitudes towards work.

02. Outcomes of the Industrial Training

By undergoing the industrial training, the students will:

- develop abilities to relate and employ theoretical concepts learned by them at the university in the industry and be able to contribute in improving the work processes/industry practices,
- improve the attitudes towards teamwork, punctuality, work ethics etc. in an industrial environment,
- be in a better position for employment in the industry.

03. Requirements and procedure to undergo Industrial Training

3.1. The students should satisfy the following to undergo training.

- (i) The student must fulfill all the prerequisites of the training module set out by the faculty prior to registration.
- (ii) Registration for the relevant training module/s in the academic year.
- (iii) Submission of the “Industrial Training / Training Release Form” [FET/TRG/01]

3.2 Procedure of Applying and Enrolling for Training

- a. Students should register for the relevant training module/s during the period of registration and submit the duly filled **“Industrial Training / Training Releasement Applying Form” [FET/TRG/01]** to the Training Engineer which will be available on the FET web page or "MYOUSL" web portal soon after the period of Add/Drop courses in every Academic Year.

The Training Engineer shall assign training placements considering information provided by the students in the **“Industrial Training / Training Releasement Applying Form”**. The student accepts the training place by returning the relevant **“Form of Acceptance” [FET/TRG/04]** to the Training Engineer within **one week** [this can be done via email as well]. The Training Engineer will make the necessary arrangements for the student to undergo training at the assigned training place. If the student rejects/does not undergo training after the arrangements have been made, such person will not be given an alternate training place unless a place is available after all other registered students have been accommodated training places. Such students may be required to find training places by their own.

- b. Students who seek to secure a suitable training establishment on their own (a place where students have not undergone training during past) their intention to undergo training at a place of their choice to the Academic Coordinator for Training of the relevant department along with the details of the place of training in the prescribed form **[FET/TRG/03]**. The Academic Coordinator for Training would then evaluate the place of training and will recommend to the Training Engineer regarding the suitability of the training place.

3.3 Non-completion of Training

If a student does not complete the training period in the assigned training place for any reason without prior permission from the Training Engineer, the University will not be obliged to provide alternate training places.

04. Training Period

The training period for the relevant study programmes shall be specified in the Rules and Regulations of the study programme and will be listed in the Student Guidebook.

05. Completion of Industrial Training

A student should fulfill the following requirements in order to successfully complete the industrial training:

1. Attend full-time training for the prescribed period at the training place assigned.
2. Record the progress of training in the prescribed "Daily Diary"
3. Submit the Training Completion Form [FET/TRG/02], the daily diary, and the training report to the Training Engineer.

(Note : The training report submitted should be acceptable to the Departmental Academic Coordinator for Training, which is accepted after evaluation by himself or by other Department members)

4. Obtain a "Pass" at the training assessment (Viva) conducted by a "panel of examiners" recommended by the Faculty and approved by the Senate.

06. Daily Diary & Training Completion Form

During the training period the student is required to maintain a 'Daily Diary' which will be issued by NAITA during their Industrial Training Orientation Seminar conducted at OUSL. After completion of the training, the student shall submit the **"Training Completion Form" [FET/TRG/02]**, dully filled and certified by the Officer in Charge /Engineer at the training place to the Training Engineer within **03 weeks from the last date of the training period**. The viva for a student who fails to submit the training completion form within this period will not be scheduled in the relevant cycle as given in Table 1. The student shall submit the duly completed 'Daily Diary' and the Training Report both certified by the Officer in Charge at the training place as per the schedule given in Table 1. The Daily Diary will be evaluated by the Training Engineer against a checklist document [FET/TRG/05] which will be made available to the student. The diary after evaluation should be collected by the student from the Training Engineer as per the schedule given in Table 1.

07. Training Report

On completion of the training, the student is required to prepare and submit a report according to the format given in the document [FET/TRG/06] and guidelines given in the "Format of the Report" section below in page 10. The report should be certified by the Supervising Engineer/Officer in charge of training at the training establishment.

If the Training Report is assessed unsatisfactory, the student will be required to resubmit the report within a specified period. Such students are considered as re-sit students (RE). This will be informed to the student during the viva.

08. Schedule of activities related to Industrial Training

Once the training is completed the student shall be required to follow the schedule given in Table 1 for submitting the Daily Diary, Training Report and facing the Viva. In a calendar year this will be carried out in three cycles as given in Table 1.

Table 1 : Schedule for submitting and evaluating the Daily Diaries, Training Reports and Conducting Training Assessments

Cycle No.	Submission of Daily Diary & Training Report to Training Engineer	Return of Daily Diary to the Students and Submission of training report to the Department	Completion of Evaluation of Training Report by Department and handover to Training Engineer	Period of Training Assessment (Viva)
Cycle 1	February 28 (Subject to change from Aca. Year 2019/2020)	March 31 (Subject to change from Aca. Year 2019/2020)	April 30 (Subject to change from Aca. Year 2019/2020)	May 07 – June 30 (Subject to change from Aca. Year 2019/2020)
Cycle 2	August 31 (Subject to change from Aca. Year 2019/2020)	September 30 (Subject to change from Aca. Year 2019/2020)	October 31 (Subject to change from Aca. Year 2019/2020)	November 07 – December 31 (Subject to change from Aca. Year 2019/2020)
Cycle 3	December 31 (Subject to change from Aca. Year 2019/2020)	January 31 (Subject to change from Aca. Year 2019/2020)	February 28 (Subject to change from Aca. Year 2019/2020)	March 07 – March 31 (Subject to change from Aca. Year 2019/2020)

09. Releasement from Training

Students who are employed and working in an environment that would satisfy the training needs of the Faculty of Engineering Technology, may seek releasement from the relevant training courses. Those who have undergone prior training acceptable to the Faculty are also eligible to apply for releasement from relevant training courses. For this purpose, registering for the particular training course/s which the student seeks releasement is essential and is a mandatory requirement from Academic year 2019/2020.

- (i) Those who wish to apply for releasement from industrial training must first dully fill and forward the Industrial Training / Training Releasement Applying Form [FET/TRG/01] to the Training Engineer after downloading it from the FET web page or "MYOUSL" web portal soon after the period of Add/Drop courses in every Academic Year.

- (ii) Students seeking releasement from industrial training should then complete the Application Form for Requesting Industrial Training Releasement [FET/TRG/07] and forward it to the Training Engineer with his/her employment record certified by the Supervising Engineer/Officer of the establishment where the student is working/was employed or underwent training previously, supported by documentary evidence for employment or training.

The application shall contain the following:

- (a) Personal details:
Name, Univ. Reg. No., Postal Address, Contact Tel. No./s, E-mail Address
- (b) Course details:
Field of study, Training module/s for which releasement is sought
- (c) Employment / Prior training record:
(If employment/training is more than one place, indicate details for each employer separately)
- Name and address of the employer:
 - Name, designation and contact details of the Engineer/Officer in charge:
(Contact person)
 - Positions held by the student:
 - Places/Sites of work with dates:
 - Work experiences: (Actual work handled by the student)
- (iii) Once the student submits the completed form along with the relevant documents, the Training engineer shall forward these to the relevant Departmental Academic Coordinator who is in charge of the training modules.
- (iv) The Departmental Academic Coordinator will evaluate the application and would decide whether the work experience/previous training of the student is sufficient for granting releasement from the relevant training module.
- (v) The result of the evaluation will be submitted to the Training Engineer by the Departmental Academic Coordinator for Training.
- (vi) If the request for releasement is acceptable, student will be advised by the Training Engineer to prepare and submit a "Report" according to the guidelines given below in the "Format of the Report" section in page 10. The report should be certified by the Supervising Engineer/Officer in charge of the establishment where the student is working/was employed or underwent training previously.

- (vii) Based on the report the student is required to face the Final Assessment (See the Section 10 below for further information).

10. **Final Assessment**

- (i) The Final Assessment Viva will be conducted by a “Panel of Examiners” recommended by the Faculty of Engineering Technology and approved by the Senate. The assessment panel shall consist of the Training Engineer, Academic/s from the department concerned and at least one external examiner in the relevant discipline. The date, time and place of assessment will be informed to the student and the schedule will be displayed in the FET webpage.
- (ii) In the viva, the student will be evaluated on the technical knowledge, experience gained and data recorded in the Training Report and the Daily Diary. [In the case of students who have applied for releasement, Daily Diary is not applicable]
- (iii) If the panel is not satisfied with the performance of the student in the viva, the student will be considered as a re-sit/repeat student and may be requested to either face a repeat viva at a later date or repeat the training. The students who have been asked to repeat the training will have to re-register for industrial training.
- (iv) For students who have applied for releasement, if the panel is not satisfied with the performance of the student in the viva, the student may be requested to either face a repeat viva at a later date or undergo training for a stipulated period of time and resubmit the report and appear for the final assessment. The students who have been asked to undergo training will have to register for the relevant industrial training module.
- (v) Final Assessment will be based on the following formula;

For the students who have undergone Industrial Training

Final Assessment Marks = $0.1 \times \text{Marks for the Daily Diary} + 0.4 \times \text{Marks for the Training Report} + 0.5 \times \text{Performance at the Viva}$
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For the students who have applied releasement from Industrial Training

Final Assessment Marks = $0.5 \times \text{Marks for the Training Report} + 0.5 \times \text{Performance at the Viva}$
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The student must face the viva and get a minimum of 40 marks for the final assessment to pass the industrial training / get releasement from industrial training.

11. Lapse of Registration

A student's registration for the relevant training module will be considered as lapsed (LE) due to any of the following reasons.

- (i) Failure to submit both Daily Diary and Training Report within six months after completion of training. For this purpose, the date of completion of the training shall be interpreted as the last date of training.
- (ii) Refraining from attending the viva for three consecutive Final Training Assessments without giving acceptable reasons.
- (iii) Not commencing the training within a period of one year from the date on which the student was notified about the training, for reasons that are not related to the administration of the University.

N.B. :

With respect to aforementioned “**clause-11.(i)**”, Students who do not submit Diary and the Report within six months should strictly repeat the training for a same duration of time (undergo training again), maintain Daily Diary again, write a fresh Training Report once more and resubmit both within another 6 months time after completing the training. Such students may be required to find training places by their own and the University will not be obliged to provide alternate training places for them.

The new rule will be effective from Academic year (2019/2020) and to the batch of students who will commence training after the end of Final Examination 2018 (March 2019), onwards.

Format of the Report

General Guidelines:

- (i) The report should be clear and include all details.
- (ii) The student is free to write it to any length between 2000 words and 3000 words/roughly 30 pages for each module of training.
- (iii) The Font type should be “Times New Roman”.
- (iv) Normal font size “12” should be used for the Chapters.
- (v) Font size bit higher than “12” should be used for the Headings.
- (vi) Recommended line spacing should be 1.5.
- (vii) Contents should be “Justified”.
- (viii) Chapter outline should be used (e.g. : 1.0 → 1.1 → 1.1.1, 1.1.2 → 1.1.2.1,... etc.).
- (ix) Page numbers should be indicated in center of the page.
- (x) Each figure notation should have a separate no. and a title and should be denoted below the figure (e.g. : “Figure 02 : Organization Chart of ‘X’ ”).
- (xi) Each table notation should have a separate no. and a title and should be denoted above the table (e.g. : “Table 13 : Activity Plan – Phase 1”).
- (xii) Each page must have 20 mm margin all around with 10 mm gutter. (NB : No borders for cover page)
- (xiii) Conversational language should be used (use “I” and “We”. Don’t use “you”).
- (xiv) Wherever necessary, suitable formulae, diagrams, graphs and illustrations should be used to reinforce the facts given in the report.
- (xv) The Report should be bound.

Cover page of the report should contain:

- (i) The Title (i.e. “Report on Industrial Training” / “Work Experience Report”) – (Font size = “20”)
 - (ii) Training Establishment / Working or Employed Establishment (e.g.: “ABC Engineering (Pvt.) Ltd.”) – (Font size = “20”)
 - (iii) Name of the Student :
 - (iv) Registration No.:
 - (v) Field of Study :
 - (vi) Training Module Code & Title :
 - (vii) Training Period :
- (Font size = “14”)

First page (not the cover page) of the report should contain:

- (i) Name :
- (ii) Registration No.:
- (iii) Postal Address :
- (iv) Contact Tel. No.:
- (v) E-mail Address :
- (vi) Training Establishment / Working or Worked Establishment :
- (vii) Period of Training /Employment : From: To:
- (viii) Training Module Code & Title :
- (ix) Programme and Specialization :

The Training / Work Experience Report should include the following before writing the chapters.

- Acknowledgement
- Preface
- Table of Contents
- List of Figures with page numbers (e.g. : “Figure 02 Organization Chart of X 15”)
- List of Tables with page numbers (e.g. : “Table 13 Activity Plan – Phase 1 25”)

Following chapters should compulsory be included into the report.

- An Introduction about the Training / Work Place
- Training / Work Experience at the Establishment
- Conclusion to the Report

In-depth description of work processes involved in the training/working organization where the student underwent training/employed or working is not expected. The body of the training/work experience report should clearly indicate experience and the observations gained by the student and should be his/her original work. Any additional material to support the body of the report should be included in an Appendix. Materials copied directly from text books or internet without citation or acknowledgement, are not acceptable and that may lead to disqualification. All the references should be cited in the body of the text.