

# VERY IMPORTANT NOTICE

The students who expect to fulfill the Industrial Training Requirement 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 BTech/BSc (Hons) / BIS (Hons) / BSE or HNDip. in Tech / IS / SE**

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

**General Convocation** to be held in November 2024

AND

**Award Ceremonies (center-wise)** to be held in 2024/2025.

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

**On or before Monday, 13<sup>th</sup> May 2024 at 4.00 pm**

**(D2)** – Submission of **Training Reports along with Daily Diaries** for those who have ‘Undergone Industrial Training’

**On or before Friday, 31<sup>st</sup> May 2024 at 4.00 pm**

**(D3)** – Submission of **Work Experience Report** for those ‘Getting prior work experience recognised’

**On or before Friday, 31<sup>st</sup> May 2024 at 4.00 pm**

Please note that submissions received after the **above deadline D1 will not be considered** for the **General Convocation (Nov - 2024)** and **Award Ceremonies (Center-wise - 2024)** under any circumstance.

However, those who could not forward their submissions on the above **D2** and **D3** **deadlines due to special reasons (training completing close to deadlines)**, can forward their submissions latest till **Wednesday, 05<sup>th</sup> June 2024 at 4.00 pm**. Please note that under any circumstance, submissions received thereafter **will not be considered** for the

**General Convocation (Nov - 2024)** and **Award Ceremonies (Center-wise - 2024)**.

**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**, on or before the above deadlines. But submissions delayed due to the matters which are beyond control of the Training Division of FET (e.g.: postal delays) will not be entertained under any circumstance at any cause (rejected).

**NOTE-02 :** **All Reports / Documents** can also be submitted **By-Hand** to FET (Dean’s Office) on or before 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 Last Page of the **Report**. Submissions received without these compulsory details and Report Certification will not be considered for assessment (viva) and will be left aside.

----- Training Engineers of Faculty of Engineering Technology -----

27-04-2024