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APPENDICES

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APPENDIX G: METHOD OF ASSESSMENT OF TRAINEES BY TRAINING DIVISION   105

PROJECT CHARTER

Name of the Candidate: J.K.KATHRIARACHCHI   Index No. 129158F

Registration No. 129158F

 E Mail: jagathk@uom.lk

Title of the project: Management Information System for Industrial Training Division

Executive Summary:

The Industrial Training Division of the Faculty of Engineering is an independent service unit functioning under the Director, Industrial Training. It is mandatory that all undergraduates after completion of their Level 3 examinations also undergo 24 weeks of industrial Training (Module No. 3990) and obtain 6 Non-GPA credits for the award of a B.Sc. (Honours) Degree from the Faculty of Engineering. All undergraduates of the Faculty of Engineering are offered industrials training at either a government institution or a private company in Sir Lanka.

At present, all these Training are managed by a paper based system. This system has several drawbacks. In this project I expect to develop a user – friendly, automated on line Training Management System to overcome the existing drawbacks using present web technologies.

1.1   Introduction

Division ITD is a training organization dedicated for training of all under graduate students in under the faculty of Engineering offers more than 100 different training programs annually for the students. Currently a paper based training management system is used for managing the training programs .This paper – based system is not efficient enough to cater for the increasing demand. Further it has significant drawbacks in generating up to date training statistics necessary for the management.

1.2   Problem Domain

On the current system, Industrial Training Division Management activities commence after receiving application from the undergraduate registrar. First activity is sorting

and grouping of application according to the student No., Student Name, Faculty, Department, Course files are created from stored application.

After selecting or scheduling of category student, suitable participant are selected from the relevant applications. Staff coordinator is the person responsible for these activities.

Based on the section the ITD staff sends invitation to the training places or else NAITA, to conduct relevant selected student and sent selection letters to the participant information them to attend proper training places.

According to the schedule or especial from coordinator, registrar, IDT Staff will arranged examination of the industrial training module. The student sent weekly report, monthly report, NAITA diary and final training report also record assignment given for a mark. The data in used for processing of final mark result.

At the end of each trainee, evolution is done through individual undergraduate course evolution from collected participant. A course evolution system is used to analyses responses and prepares report. According to the trainee's attendance get the via training places and final training report result of examination and based on the assignment (depend on applicable rules), ITD staff or relevant person responsible preparation participant training certificates. The complete set of description of domain activities is given in appendix A.

This system has following drawbacks.

- Difficulty of collecting of course training statistics which are necessary for the management.
- No proper way to find number of training a particular participant participated within a calendar year.
- Difficulty of handling the increasing workload.
- No way to submit online applications for efficient processing

1.3 Project Goals and Objectives

The project objective is to develop an efficient and effective web-based training management system to

- o Handle increasing work load
- o Offer on line registration facilities for participants
- o Reduce paper work
- o General training statistics

1.4 Similar work and relationship to the project

At present, ITD has an Intranet, which is idle. This Intranet can be used for testing and implementing of this project.

1.5 Scope of the Project

Study of the existing system and design and implement a new web based system to improve the efficiency while minimizing the paper work. This new system will include facilities for ITD consultants and staff of the registrar to

- Develop and maintain training online
- Store and maintain the details of participants and training records.

Monitor participant`s assessments for long-term course such as Degrees, Diplomas etc.

Study of the existing system and design and implement a new web based system to improve the efficiency while minimizing the paper work. This new system will include facilities for ITD consultants and staff of the registrar to develop and maintain training only.

All the activities described in section 2 of above will be taken into the new online system. System will provide web interfaces for feeding training details and participant details to the database. Based on course details provided to the system, it will generate emails for communicating between coordinators and registrar for necessary training information.

Further it will provide the web interface for remote participants to register online for training. The system will generate and send emails to acknowledge the receipt of the application. Once participants submit their online applications , these applications will be directed to the registrar as emails. System will produce necessary course statistics for requirement of ITD management.

HTML, XML,PHP, Apache and MYSQL technologies will be used for this project.

1.6   Deliverables

A web based course management system.

1.7   Parameters for the measurement of success

Satisfaction of the clients, which will be measured by using the user comments collected through questionnaire.

1.8   Risk and Risk Mitigation Plan

Software system may be rejected due to user un-satisfaction. That can be eliminated by continuous communication with domain users.

Further it will provide the web interface for remote participants to register online for training. The system will generate and send emails to acknowledge the receipt of the application. Once participants submit their online applications , these applications will be directed to the registrar as emails. System will produce necessary course statistics for requirement of ITD management.

HTML, XML, PHP, Apache and MySQL technologies will be used for this project.

SYSTEM STUDY AND DESIGN

2.1   Industrial Training Procedure

1. Undergraduate Division (UGS) sends names of Level 3 undergraduates who have registered for modules 3992 & 3993 to the Training Division.

2. Industrial Training Division informs the details of such students to National Apprentice & Industrial Training Authority (NAITA).

3. Registers are compiled for the 10 Departments with Name and the University ID numbers of students.

4. NAITA sends the vacancies available for the relevant year to the Training Division.

5. Vacancies are displayed on the Training Division's Notice Board. Copies are also sent to the relevant Departments.

6. Director & other Senior Officers in the Training Division meet the 10 fields of Students separately to make them aware of the Industrial Training Programe & related matters including issue of Industrial Training Guidelines.

7. Students hand over the option forms to the Ind. Training Division through each field representative indicating the order of preferences for placement in the industry.

8. After completion of selection, the lists of placement send to the NAITA.

9. Issue Letters of placement, daily diaries, contract Forms and site forms by NAITA representatives.

10. Trainees send four weekly Continuous Assessment sheets (Monthly Reports) to the Training Division during the period of training.

11. Trainees are visited during training by departmental, NAITA & the training division staff. Supervision Reports by the visiting personnel are submitted to the Training Division.

12. After Completion of Industrial Training students submit the Industrial Training Report & Daily Diary to the Training Division.

13. Industrial Training Assessment Schedules are prepared by Training Division in conjunction with the 10 Depts. & NAITA.

14. NAITA sends Mark Sheets for use of the panel members.

15. After training assessments are completed the results compiled by the Training Division are sent to the Exams Division on a format supplied by the Undergraduate Studies Division. In addition a further detailed result sheets are compiled by Training Division that include admission number, name, place of training, period of training, date of assessment & the final grade.

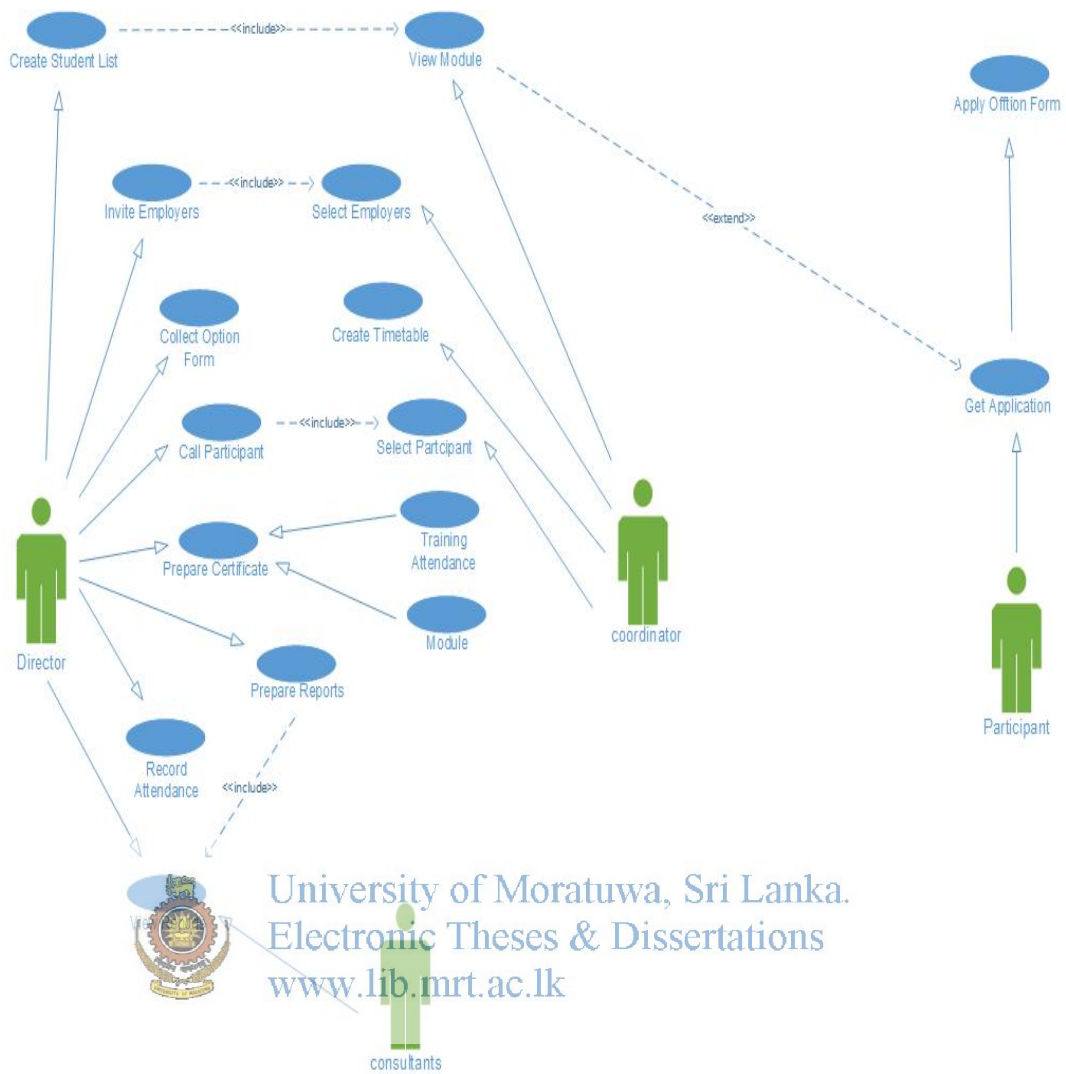16. Issue of Industrial Training Certificates to the students.

Figure 24: Detailed Use Case diagram of the existing industrial training management system
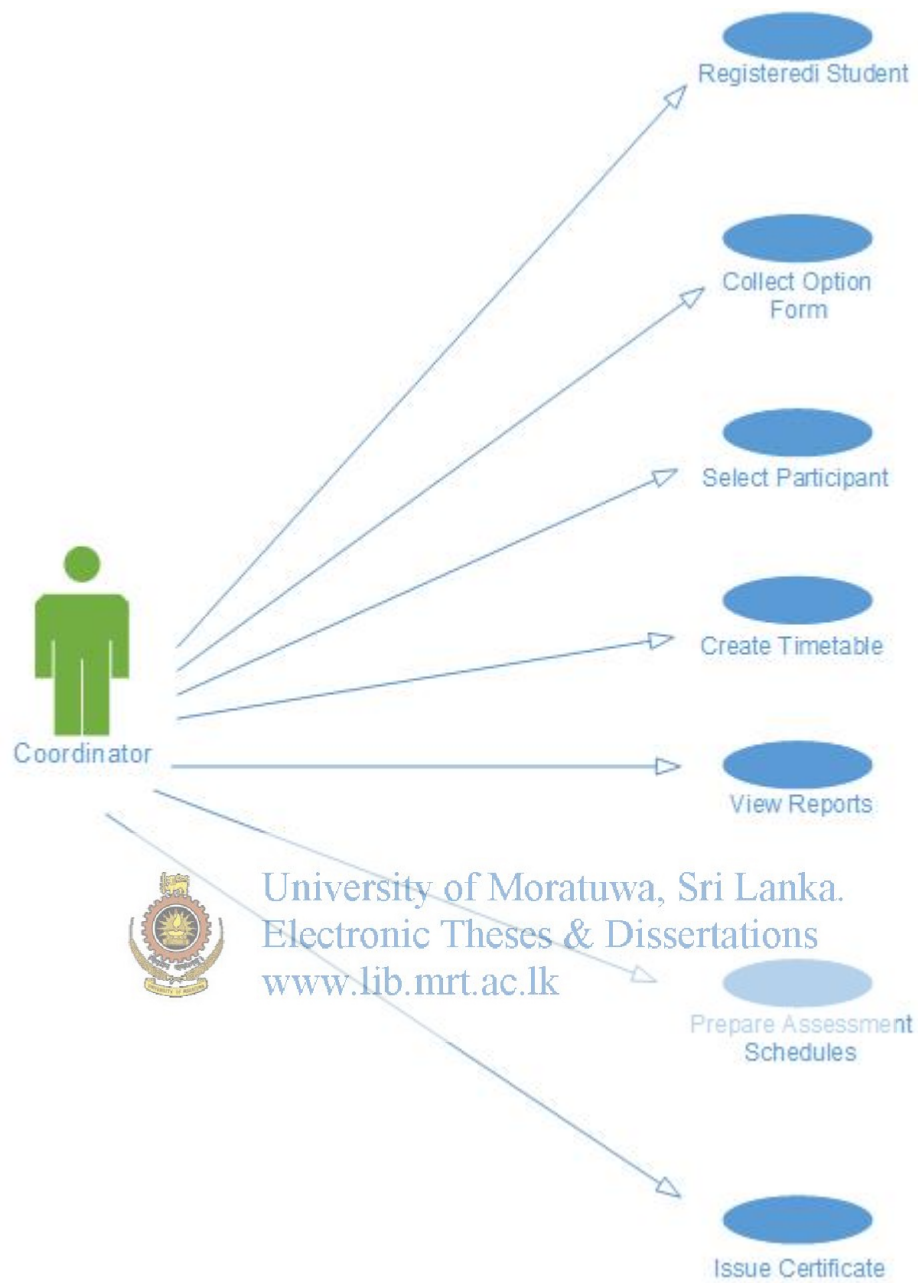
Figure 2: Coordinator Use Case
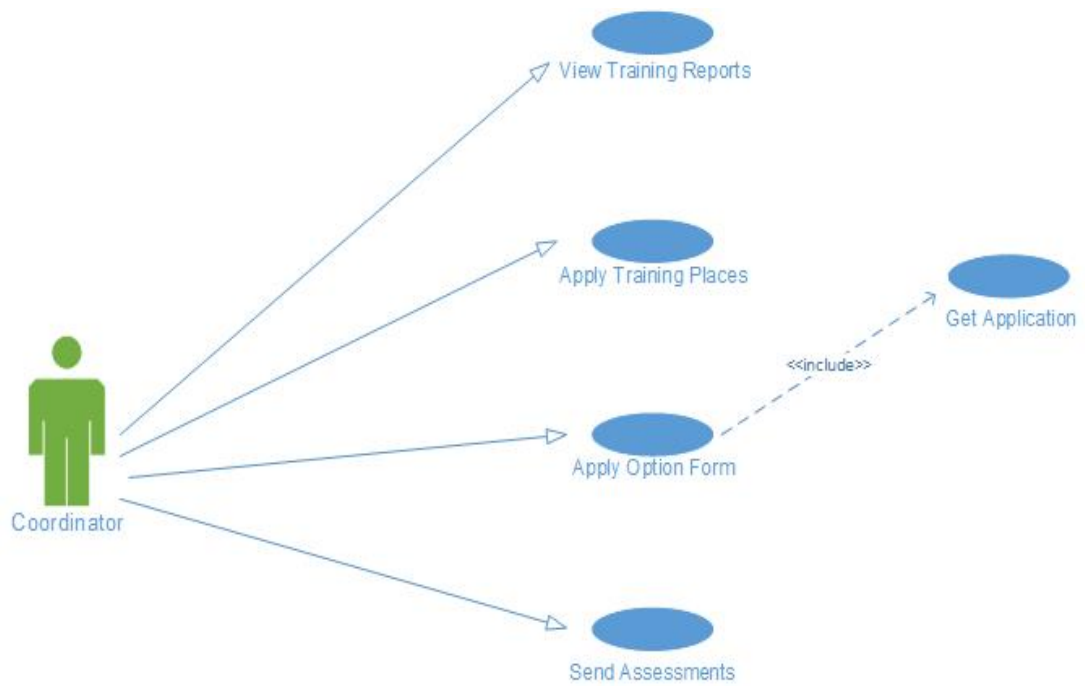
Figure 3: Participant Use Case

Figure 4: Other Manager Use Case

2.2   Design of the Proposed System
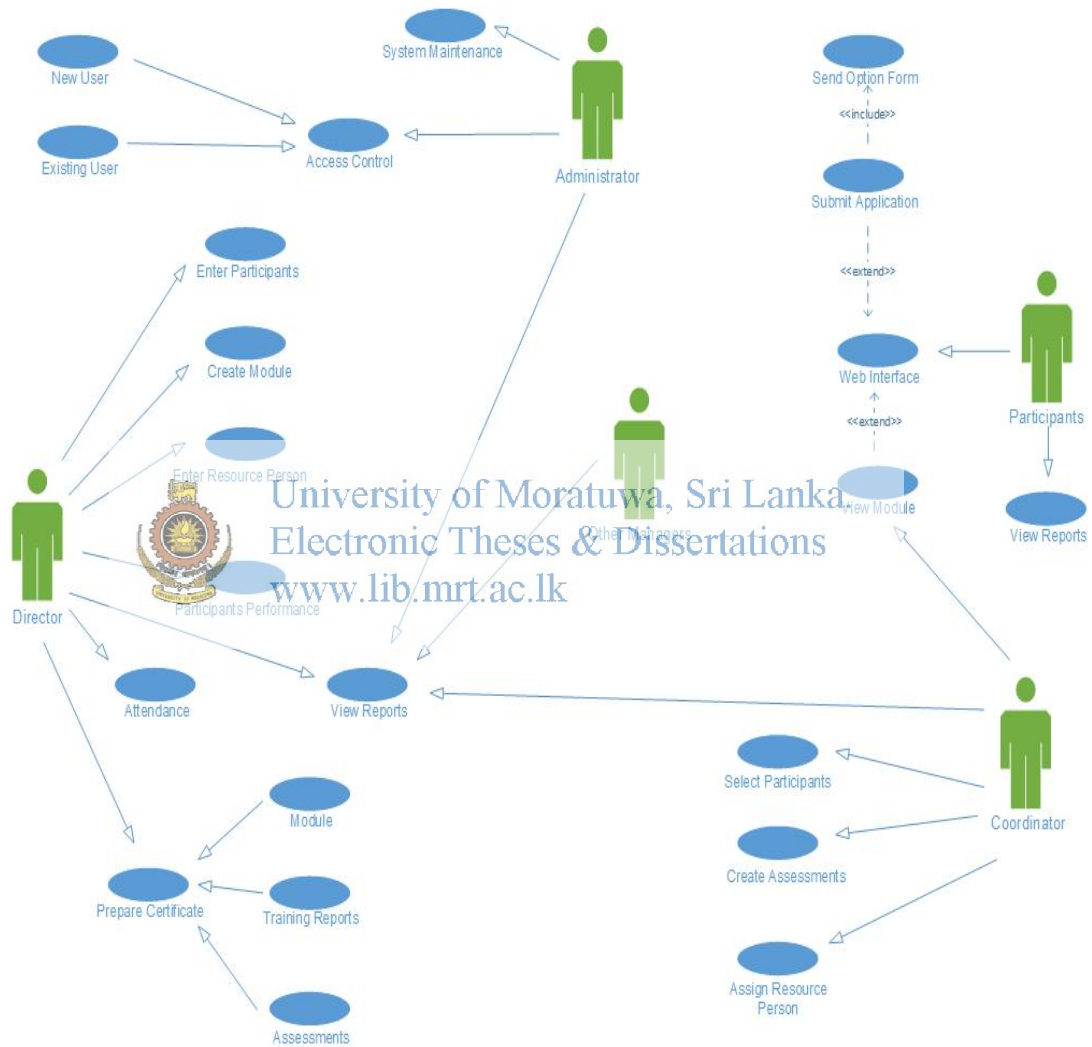
Figure 5:   Detailed Use Case diagram of the proposed industrial training management system
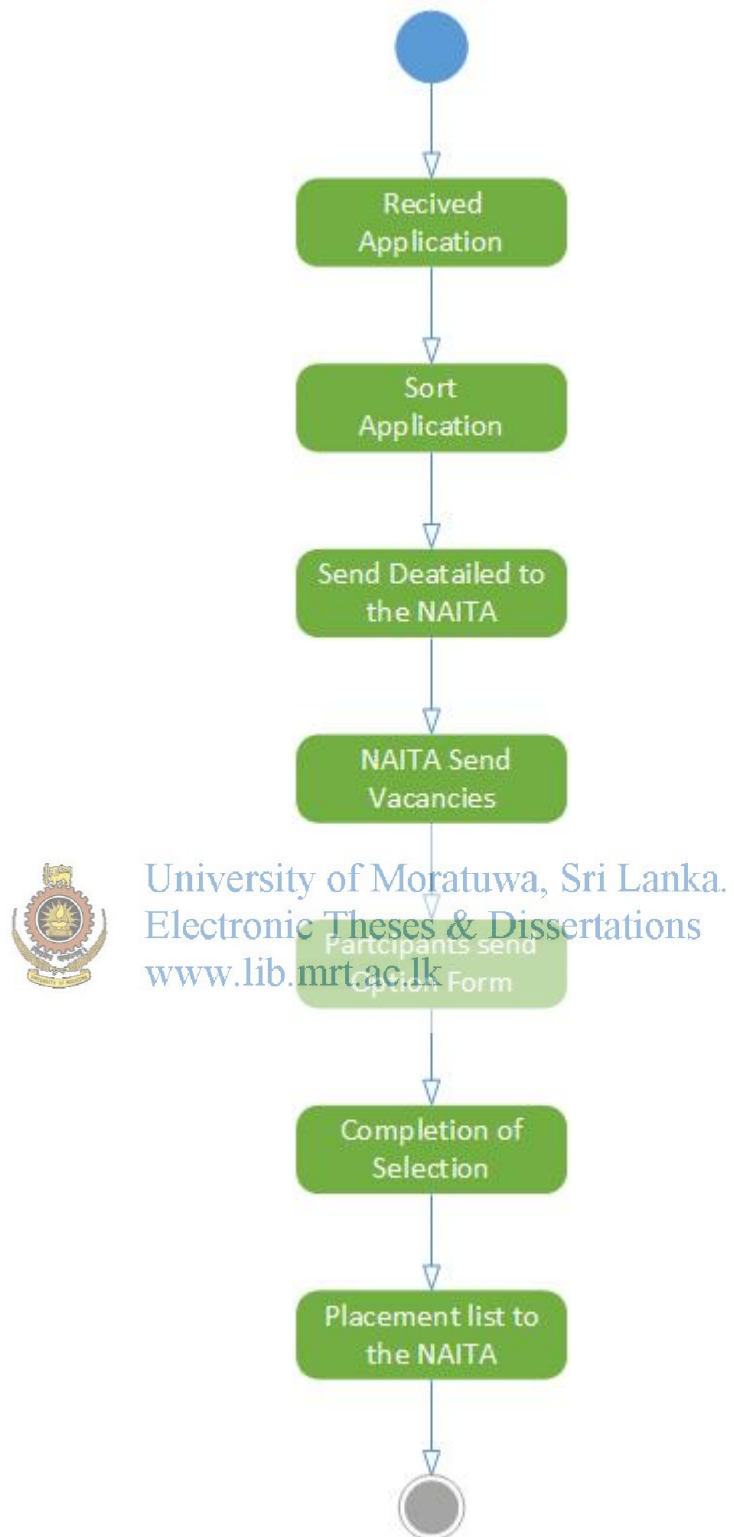
Figure 6: Activities of collecting application forms

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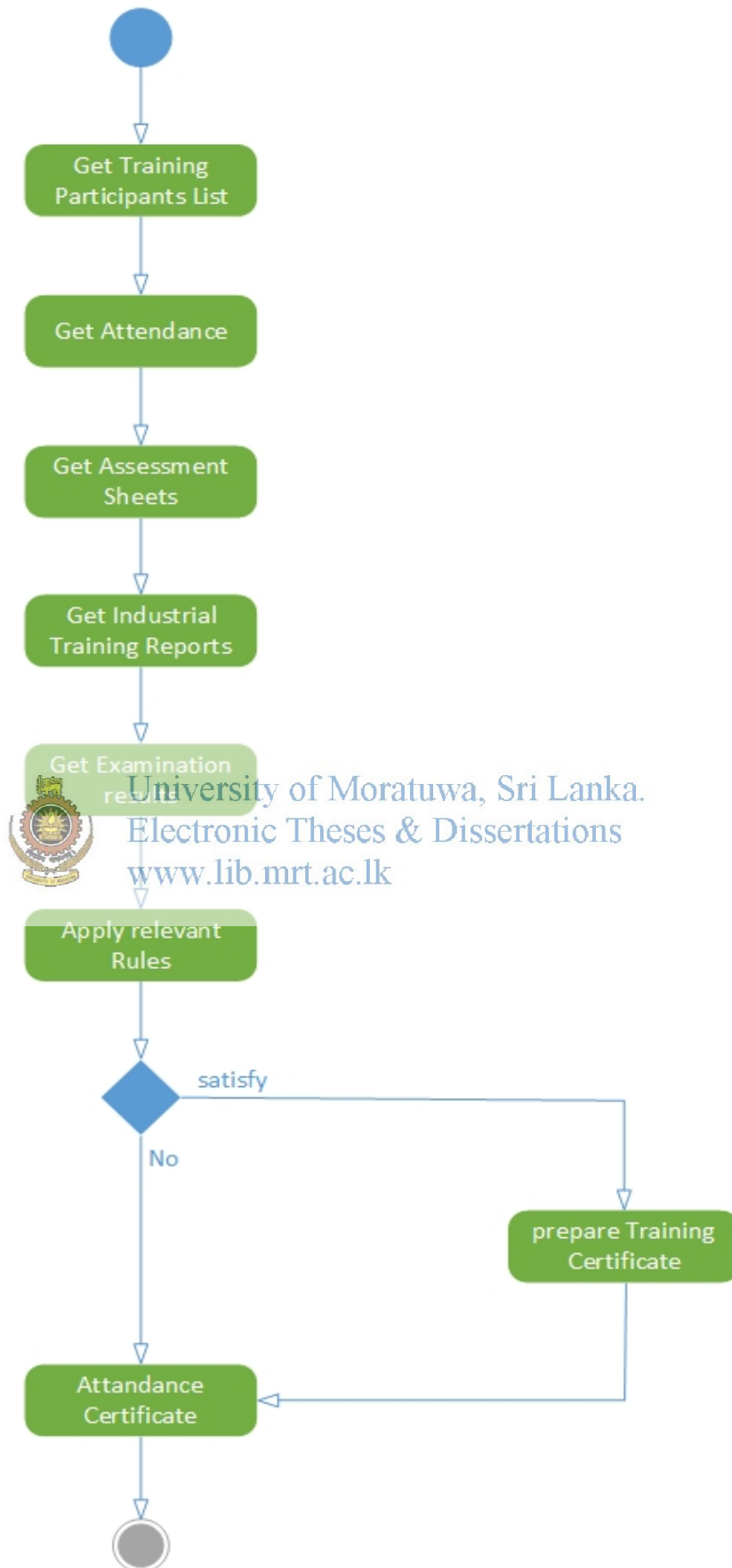
Figure 7: Activities involved in preparation of certificates
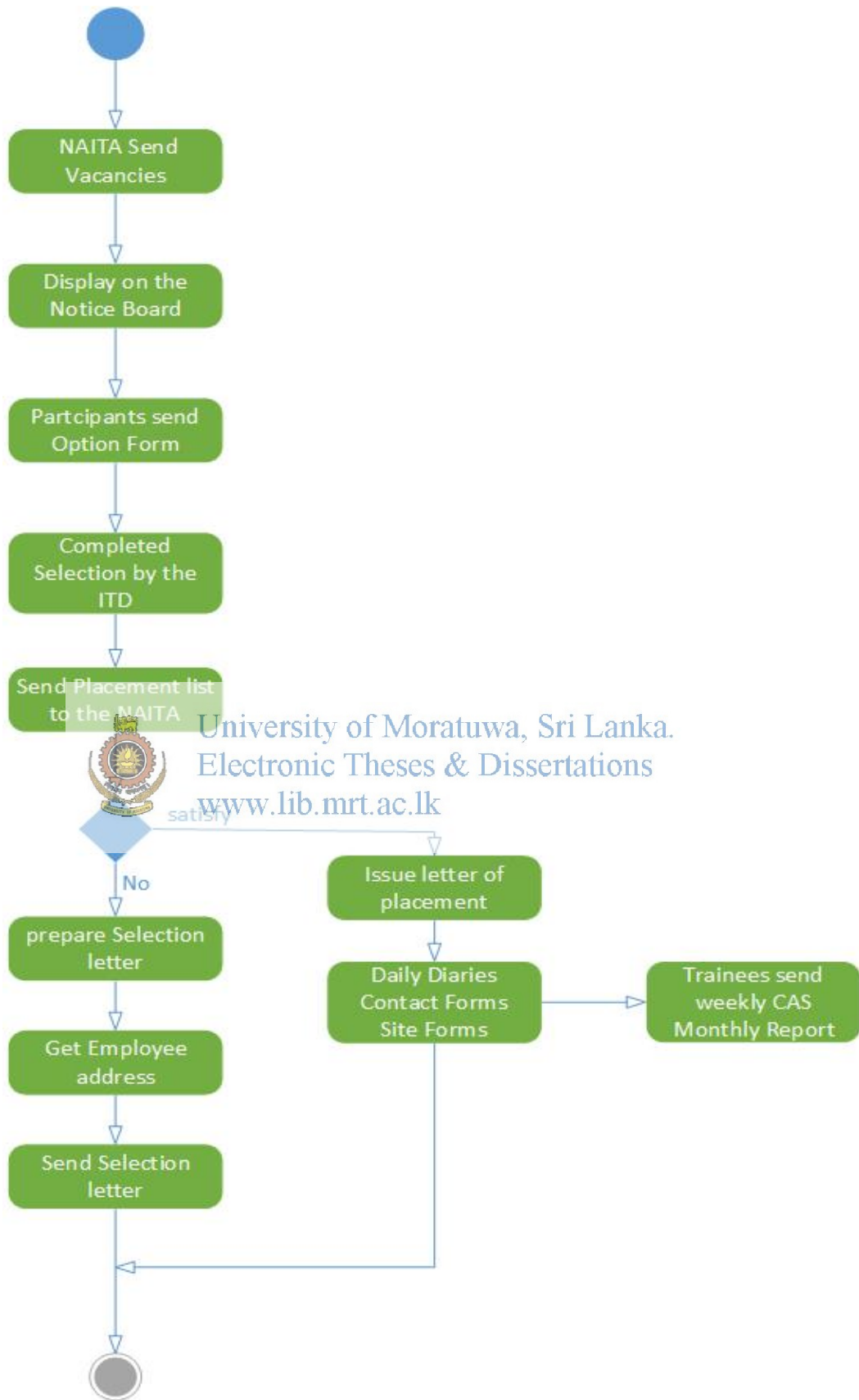
Figure 8: Activities Involved in sending selecting letter
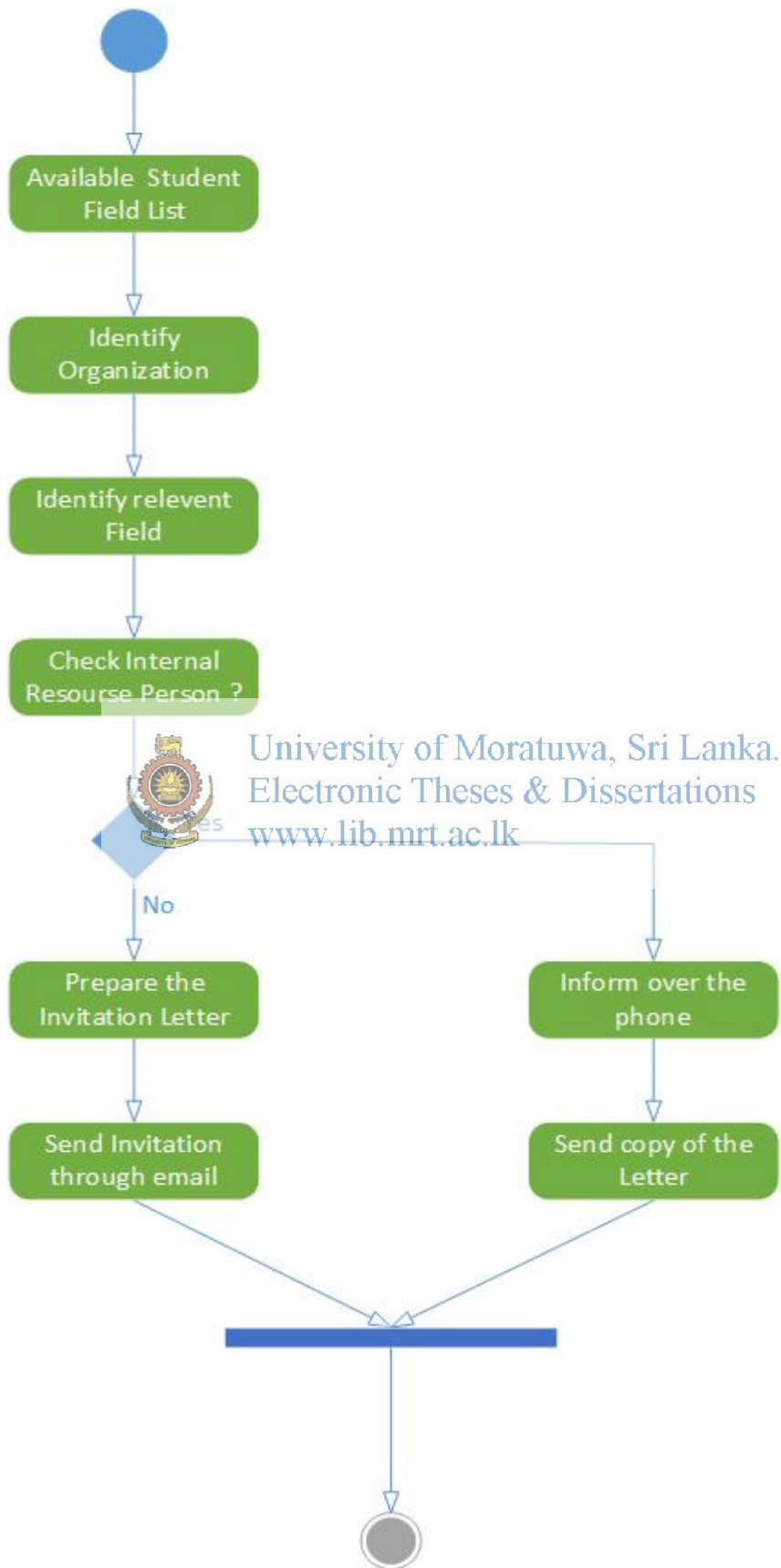
Figure 9: Activities of Inviting Employees

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DATABASE DESIGN – ER DIAGAM

3.1   Training Management System Database
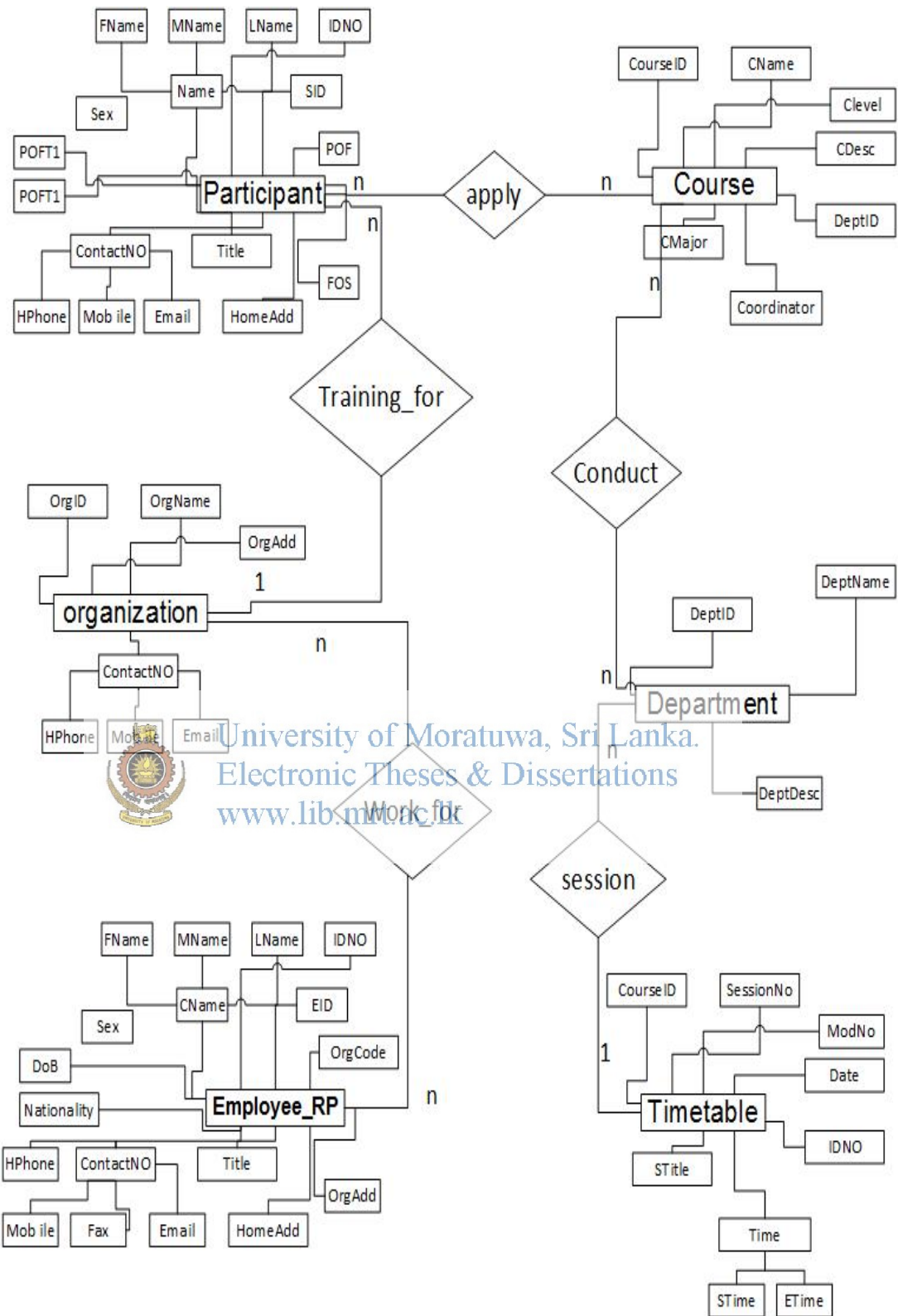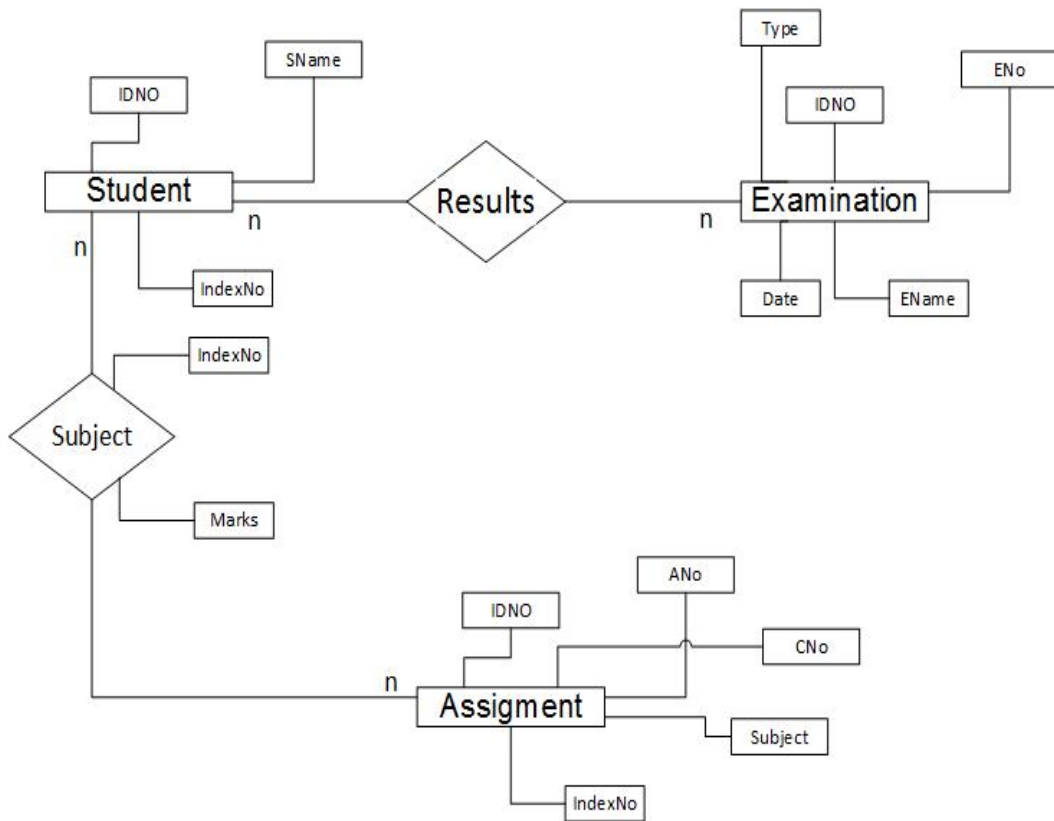
3.2 Examination Database

3.3 Participant Database
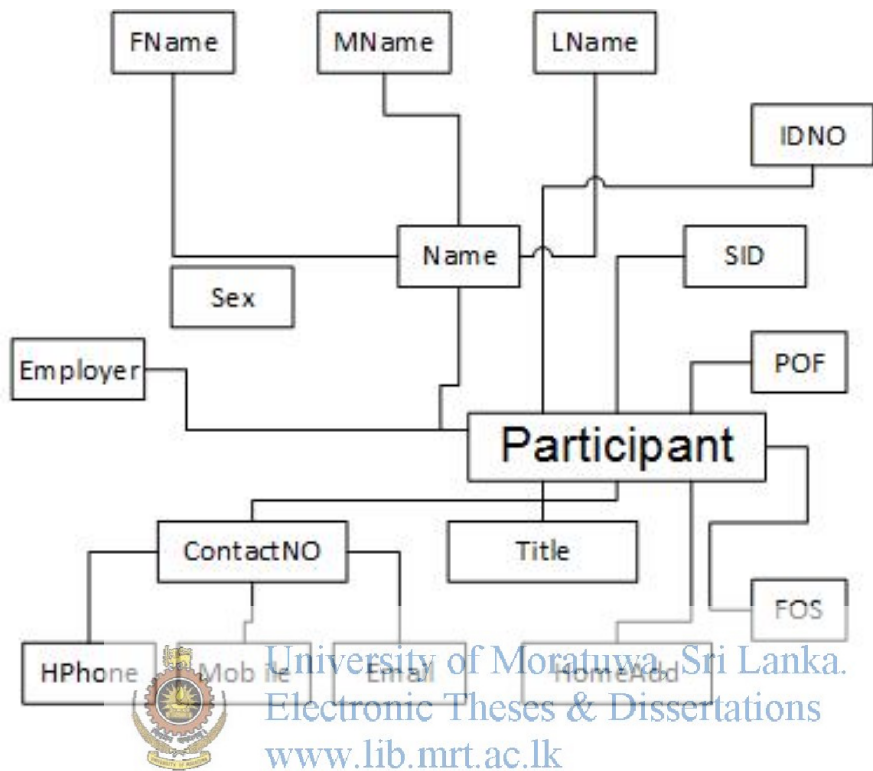
3.4 Resource Person Database
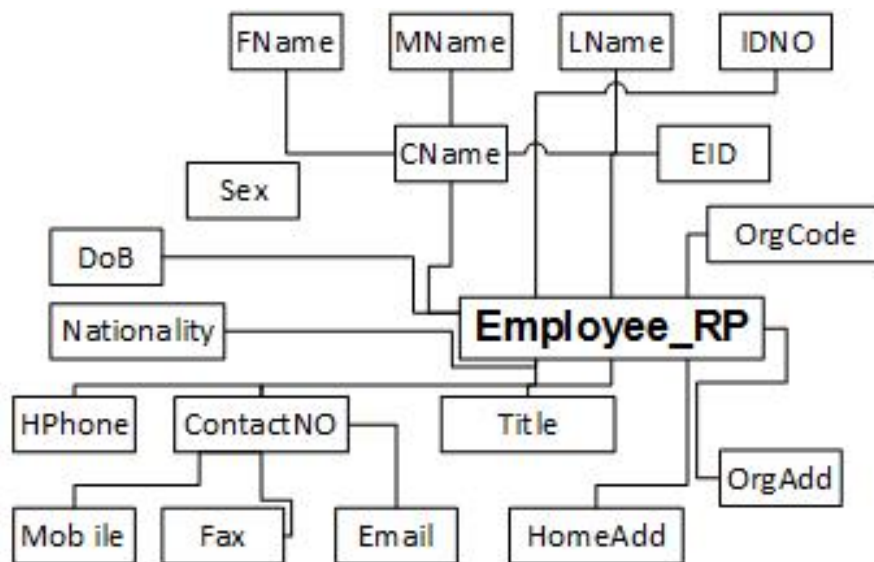
ATABASE SCHEMA

4.1   Training Management System Database Schema

Course

CourseID	CName	CLevel	CDesc	DeptID	CMajor	Coordinator

Department

DeptID	DeptName	DeptDesc

Student

| SID	IDNO	FName	MName	LName	Sex	POFDate1
POFDate2	ContNO	FName	HomeAd	EMail	POF	FOS

Employee

EID	IDNO	CName	MName	LName	Sex	DOB
Nationality	ContNO	CAdd	EMail	Fax	OrgCode	

Organization

OrgCode	OrgName	OrgAdd	ContNO	EMail	Fax

User Accounts

AccID	AccName	AccUName	AccPass	AccType	Email	ContNO

Grades

GradeID	IDNO	SubNO	LogBook	TReport	TecKnow	Avg

Applied

CourseID	IDNO	DateApp

4.2   Examination Database Schema

Examination

ENo	EName	Date	Type

Subject

ENo	SubNo	Subject

Result

ENo	IndexNo	SubNo	Marks

Student

IDNo	IndexNo	ENo
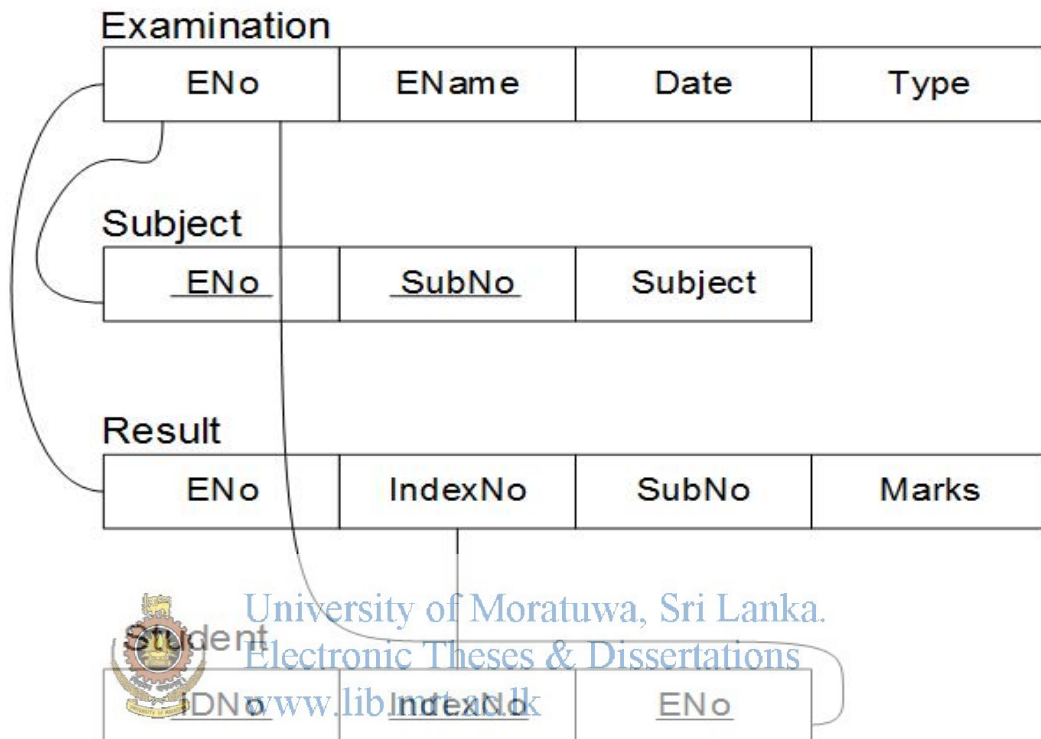
TEST PLAN

5.1   Test Cases

Test 1: Login Sub System

Test No	Test	Steps needed to carried out the test	Expected result
1	Login	Open login dialog box enter user name and password	If password accepted, system menu will open
2	Sign Up	Open login dialog box enter registration detail	User registration will accept, if user entry is done by administrator or any authorized
3	Change password	Open change password dialog box enter new password	Allow to change password if change is done by administrator or any authorized

Test 2: Module Sub System

Test No	Test	Steps needed to carried out the test	Expected result
1	Create Module	Open create module dialog box enter data	If it is a new record, accept. Other vise view existing information for editing
2	List Module	Open list module dialog box	List all available courses
3	Add participants	Open add participants dialog box enter data	Allow select participants for module on registration no
4	List participants	Open list participants dialog	List selected participants in

		box	detail

<div align="center">

APPENDIX 06

TEST CASES AND TEST RESULTS

</div>

6.1   Test Plan

Standard Black box test was applied to test the system [12] In this plan , test cases were developed to check the inputs and related outputs produced by the system. The following are the test cases planed to test the system. These test cases were developed using my previous experience and domain knowledge.

Test case 1: Login Subsystem

Test case 2: Course Subsystem (Training Module)

Test case 3: Resource Person Subsystem

Test case 4: Participant Subsystem

Test case 5: Performance Subsystem

Test case 6: Reports Subsystem

6.2   Test Results

The test case used for testing the access control (Login) sub system and their result at the final run are given in Figure 22. Six data sets were used to test this subsystem. Number of data sets used to test each subsystem depends on their requirement, which was decided based on my domain knowledge. Test plan, test data and test results are given in appendix 5 and 6 respectively.

Menu Name: Login

Access level

Administrator User Unauthorized access

Test Item	Level	Input	Expected Output	Actual Output
Sign In	1	User ID : bandara Password : hmsa	Open All Menu Items	Same
	2	User ID : thushari Password : remarks	Open All Menu Items	Same
	3	Ser ID : jagath Password: Password	Login not successful	same
Sign up		Click Submit Button	Show Error Messages	same
		Click Rest Button	Clear form	same
	1	Data Set 1	Registration completed successfully	same
		Data Set 2	Registration completed successfully	same
		Data set 3	Incorrect email address	same
		Data set 4	Incorrect password	same
		Data set 5	You are not authorized	same

Data Set 1:

Initial: WMSJ

Last Name: Weerasuriya

Designation: Programme Officer

Email address: saman@uom.lk

Postal address: Ellpitiy

User Id: saman

Password: password

Access Level: User

Figure 250: Test case to test Login system

The flow control criteria used in program codes. Some security holes were also found. As an example, the test revealed that any user who accesses the system with user name and password were eligible to change content, in all subsystems except logging. Hence, the access control subsystem was further improved to control these weaknesses. Now administrator can controlled the user involvement of system access by assigning different security privileges to various user groups. Summary of the errors found during the test process is given in Table 2.

Test Case	What is tested	Errors Found	Action Taken
Test Case 1	Access Control Sub system	All users had same access facility	Redefine the access levels
Test Case 2	Training Module Sub system	Any registered user can modify the course details	Changed authorization for course modification only the user who create training timetable
Test Case 3	Recourses Person Sub system	Data will not send to database	Revised the code
Test Case 4	Participant Sub system	Data will not send to database, applets not initialize error	Revised the code

Test Case 5	Performance Sub system	Data entry field lengths insufficient	Adjust database fields
Test Case 6	Reports Sub system	Any user can extract data through SQL commands	Error is fixed changing code to check security privileges of log on user

Table 1: Summary of the errors found during the system test

APPENDIX 07

SYSTEM APPRAISAL

System appraisal form

A Web based Training Management System

System appraisal form – users view

For office use only

User Type		
Administrator	User	Guest

Administrator has system administrative privileges

User has privileges for data entry and modification

Guest has privileges for viewing data

Please study the system carefully. Select appropriate answers and underline ction

1. Training Management System Interface – Overall assessment

1.1 User friendliness
   A .very Good   B. Good   C. Normal   D. Not up to the expected level

1.2 Speed
 A .very Good B. Good C. Normal D. Not up to the expected level

1.3 Appearance
 A .very Good B. Good C. Normal D. Not up to the expected level

1.4 Security

A .very Good B. Good C. Normal D. Not up to the expected level

2. Login Menu Operation

A .very Good B. Good C. Normal D. Not up to the expected level

3. Training Menu Operation

A .very Good B. Good C. Normal D. Not up to the expected level

4. Resource Person Menu Operation

A .very Good B. Good C. Normal D. Not up to the expected level

5. Participants Menu Operation

A .very Good B. Good C. Normal D. Not up to the expected level

6. Performance Menu Operation

A .very Good B. Good C. Normal D. Not up to the expected level

7. Reports Menu Operation

A .very Good   B. Good   C. Normal   D. Not up to the expected level

8. Help Menu Operation

A .very Good   B. Good   C. Normal   D. Not up to the expected level

7.1 System Appraisal Results

	Responses % out of a sample of 10				
Overall assessment	A Very Good	B Good	C Normal	D Not up to the expected level	Total
1.User friendliness	0.0	30.0	70.0	0.0	100.0
2. Speed	70.0	20.0	10.0	0.0	100.0
3.Appearance	20.0	60.0	20.0	0.0	100.0
4. Security	40.0	60.0	0.0	0.0	100.0
Functionalities of menu items					
1.Login	10.0	60.0	30.0	0.0	100.0
2.Course	0.0	80.0	20.0	0.0	100.0
3.Resource person	0.0	60.0	40.0	0.0	100.0

	A	B	C	D	Total
4.Participants	10.0	70.0	20.0	0.0	100.0
5.Performance	20.0	60.0	20.0	0.0	100.0
6.Reports	40.0	50.0	10.0	0.0	100.0
7.Help menu	0.0	30.0	70.0	0.0	100.0

Table 1: Training Management System – Assessment values in percentage for User type standard

	Responses % out of a sample of 10				
Overall assessment	A Very Good	B Good	C Normal	D Not up to the expected level	T0tal
1.User friendliness	0.0	30.0	70.0	0.0	100.0
2. Speed	70.0	20.0	10.0	0.0	100.0
3.Appearance	20.0	60.0	20.0	0.0	100.0
4. Security	40.0	60.0	0.0	0.0	100.0
Functionalities of menu items					
1.Login	10.0	60.0	30.0	0.0	100.0
2.Course	0.0	80.0	20.0	0.0	100.0
3.Resource person	0.0	60.0	40.0	0.0	100.0
4.Participants	10.0	70.0	20.0	0.0	100.0
5.Performance	20.0	60.0	20.0	0.0	100.0
6.Reports	40.0	50.0	10.0	0.0	100.0
7.Help menu	0.0	30.0	70.0	0.0	100.0

Table 2: Training Management System – Assessment values in percentage for User type Guest

SOFTWARE INSTALLATION GUIDE

This system can be installed in one method. To install the system on windows platform, you can use Installing XAMPP on Windows or Linux platforms then Web Based CMS Installer. In this installation, system will be installed on to the active partition of the system (C:\>). All other platforms it is needed to install manually.

8.1   Installing Program on Manual

Note: This installation program work in Windows and Linux environment.

For this manual installation, Apache, MYSQL and PHP installation should be completed before install the TMS system.

Copy "my web" folder of the given CD to document root of apache server.

Write click on copied my web folder and select properties and disable read only option.

Copy all sub folders of Datadb folder of your MYSQL data folder. Default data folder name is data in windows platform. Open php.ini file with notepad. This is in window System 32 or WINNT folder. This depends on the type of windows configuration and version.

Find the location of SMTP = Localhost and replace Localhost with IP address of relevant SMTP mail server.

Find the location of "Keep send mail from" and delete it.

Restart Apache server and load "index .html" file at myweb folder.

Depends on the type of windows configuration and version.

To open the page of TMS, whenever you want, type in the address bar of your browser: **http://localhost/tms/index.php** or **http://localhost/tms/adminlogin.php**

USER MANUAL

9.1   Training management system overview

9.1.1   How to open Training Management System:

After installation complete, you can open TMS home page by typing relevant URL in any Internet Browser such as Internet Explorer or Firefox. Home page file name is index. html, which is at the my web sub folder of your apache document root.

URL as an Example: http://localhost/xampp/ in a apache web sever their address is "http: // localhost/tms"

9.1.2   This web based Training System is most suitable for Intranet environment.

Using this system, users can

- ✓ record participant applications on course number and name
- ✓ prepare course timetable and assign lecturers for course session
- ✓ prepare selection letters to inform participants to attend course
- ✓ invite resource persons to conduct course session
- ✓ record participants assessment information such as examination results, assignment marks etc.
- ✓ prepare course certificate and attendance certificates
- ✓ extract course statistics

Note : This user guide assumes that the reader has a basic grasp of how to use a personal computer. Refer to the manuals supplied with your computer system for basic information on using the computer.

Details of each menu given below.

9.2 Login

9.2.1 Login

System access is given only to registered users. To obtain valid user ID and password Please contact Administrator

Administrator user Id : administrator

Password : password

After installation, it is needed to create another user Id with administrator privileges.This Administrator account password can be changed accessing through this new user Id.

9.2.2 Sign UP

System access is given only to System Administrator. Hence for creating user accounts, it is needed Administrator level access permission.

9.2.3 Change Password

Administrator or any user who have administrator level access can changed user passwords by using change password menu item which is available in Login menu.

9.2.4 Remove user account

Administrator should do that using SQL commands. System does not facilitate for this process.

9.3 Module

9.3.1 Create a Module

This menu allows creating a module. Once you create a module course using create course menu, system will allows you to create timetable. For security reason, it is necessary to create timetable by the user who created the course (Course owner)

Course Number Format : yyyy Course Number
Ex. Course Number (Module No. 3990)

9.3.2   Select Participants for the course

"Add Participants" menu item allow adding participants to the course. However it is necessary to add participant details to participant database using "participants" menu.

9.3.3   List Course

Using "List Course" user can view course details.

9.3.4   List participants

By submitting the course number, user can view selected participants for the relevant course.

9.3.5   View Timetable

By submitting the course number, user can view course timetable

9.4   Participants

9.4.1   Entering of Participants Data

Participants data should be entered using "Participant" menu item. Organizations and their codes should be entered before entering the participant's data.

9.4.2   Entering organizational data

Organizations should be fed using "Organization" menu item. It is recommended to use pre prepared cording system to track organization with in database.

9.4.3   Find an organization or list of organizations and their codes

Use "Find organization" menu item. Organization name or first few letters of Organization name can be used for searching.

9.4.5   Performance

This menu allows recording participant performance information such as examination results.

9.4.6   Examination details

Use "Examination " menu item to create examination with their numbers names and subjects. It is recommended to use course name as examination number.

9.4.7 Examination Marks

Use " Results" menu item to enter Examination marks. It is necessary to feed candidate index numbers before activating this menu.

9.4.8 Candidate information

Use "Candidate" menu item to feed candidate index numbers.

9.4.9 Assignment details

Use "Assignment" menu item to create assignment details including assignment number, subject etc.

9.4.10 Assignment Marks

Use "Results" menu item to enter assignment marks

9.4.11 Participant attendance

Use "Attendance" menu item to enter participant attendance. You can enter total individual attendance of candidates.

9.5 Reports

This menu provides facilities for Report preparation and printing.

9.5.1 Viewing and printing attendance report

Use "Attendance " menu item. Use print menu item from file menu for printing reports.

9.5.2 Viewing eligible candidates for awarding course certificates

Use "Certificates" menu item for this purpose. You can enforce one or more rules to check eligibility of participants.

Examination Results : Pass mark adjustable. Default is 40%

Assignment marks:

Take assignments marks considering as total marks out of 100

Attendance : Default is 80% . But it is adjustable.

Certificate generation facility is restricted only for the user who creates the examination.

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9.5.3 Viewing examination results

Use "view Exam Results " menu item

9.5.4 Printing 0f course certificates

Use " Print Certificate" menu item. It is needed to submit course number and select certificate type before proceeds operation. Set rules using "Certificates" menu item before start the "print certificate" menu.

9.5.5 Viewing list of courses participated by a given participant

Use "Training History " menu item for this purpose. System searches all the courses participated by the participants after giving his National Identity card number.

9.5.6 Querying using SQL/MYSql commands

Using "Create query "menu administrator can run SQL/MySql quarries to extract information from the system.

9.6   Resource Person

This menu allows operating recourse person details including data entry and manipulation.

9.6.1 Feeding of resource personal details

Personal details can be entered using "Personal" menu item. Relevant Educational qualifications and preferred teaching areas should be entered through "Education" menu item.

9.6.2 Removing capable areas for training and qualified areas.

When you click mouse at Subject course text box in capable areas for training , it will list all existing details. Highlight the required text line and click relevant "Remove" button.

9.6.3 Professional Qualification

Professional qualification should be entered through "Professional" menu item. Subject details should be entered before operating the "Education" menu item.

9.6.4 Viewing details of a selected Resource Person

To view details of a selected resource person, enter relevant Nic No. (National Identify card number) using "View Res. Person" menu item.

9.6.5 Entering of Subject codes and subjects

Use "Subjects" menu item. It is necessary to use cording system to detect subject under various main categories. Ex. Information technology is a main category and Internet programming is a sub category coming under IT.

9.6.6 View Entered Subject List

Use" List Subject " menu item.

9.6.7 Find suitable resource personals for selected subject

Use "Find Res. Person" menu item for this purpose . You should enter first few letters of subject name to find resources persons for the relevant subject.

APPENDIX A: FOUR - WEEKLY CONTINUOUS ASSESSMENT REPORT SHEET

(To be submitted after every four weeks to the Training Division. A total of 6 reports are expected by the end of training)
Refer also page 6 of Training Handbook

<table>
<tr><td>1.</td><td>Name of Undergraduate (as appearing in the Undergraduate Register at the University)</td><td colspan="10">……………………………………………….........</td></tr>
<tr><td>2.</td><td>Undergraduate Registration No.</td><td colspan="10"></td></tr>
<tr><td>3.</td><td>Address during training</td><td colspan="10">……………………………………………………
……………………………………………………</td></tr>
<tr><td></td><td>Tel. No. & Email address</td><td colspan="10">0   …………..@....................</td></tr>
<tr><td>4.</td><td>Field of Specialisation [1]</td><td>CH</td><td>CE</td><td>CS</td><td>EE</td><td>EN</td><td>M T</td><td>M E</td><td>ER</td><td>TT</td><td>TL</td></tr>
<tr><td>5.</td><td>Training Stage [1]</td><td colspan="10">Level 3 / 4 / Repeat</td></tr>
<tr><td>6.</td><td>Overall Training Period</td><td colspan="5">From</td><td colspan="5">To</td></tr>
<tr><td></td><td></td><td colspan="5">   /   /   </td><td colspan="5">   /   /   </td></tr>
<tr><td>7.</td><td>Name of Establishment

Address

Name of Supervisor</td><td colspan="10">…………………………………………………
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<tr><td></td><td></td><td colspan="10">Tel. No.   0</td></tr>
<tr><td>8.</td><td>Report for four (4) week period (Week # 1 To 24)</td><td colspan="5">From</td><td colspan="5">To</td></tr>
<tr><td></td><td></td><td colspan="5">Week #</td><td colspan="5">Week #</td></tr>
<tr><td></td><td></td><td colspan="5">   /   /   </td><td colspan="5">   /   /   </td></tr>
<tr><td colspan="12">9.   Supervisor's Assessment on Undergraduates</td></tr>
<tr><td colspan="2">9.1   Knowledge & Skills Development [1]</td><td colspan="2">Excellent</td><td colspan="2">Good</td><td colspan="3">Satisfactory</td><td colspan="3">Poor</td></tr>
<tr><td colspan="2">9.2   Compliance with Company rules & standards [1]</td><td colspan="2">Excellent</td><td colspan="2">Good</td><td colspan="3">Satisfactory</td><td colspan="3">Poor</td></tr>
<tr><td colspan="2">9.3   Communication & Integration with Company Staff [1]</td><td colspan="2">Excellent</td><td colspan="2">Good</td><td colspan="3">Satisfactory</td><td colspan="3">Poor</td></tr>
<tr><td colspan="2">9.4   Days of leave during 4 week period</td><td colspan="2">Authorised</td><td colspan="2"></td><td colspan="3">Unauthorised</td><td colspan="3"></td></tr>
<tr><td colspan="2">9.5   Comments by Engineer / Officer In-charge of Undergraduate</td><td colspan="10"></td></tr>
</table>

9.6 Signature, Name and Official Seal of Engineer / Officer in charge of Undergraduate	

APPENDIX B: SUPERVISION REPORT ON UNDERGRADUATE TRAINEE UNDERGOING INDUSTRIAL TRAINING

01. Name of Undergraduate (Please write the Surname in the left cage and Initials in the right cage)											
02. Field of Specialisation [1]	CH	C	CS	EE	EN	M	ME	E	TT	TL	
03. Training Establishment											
04. Place of Training											
05. Undergraduate's attendance on the day of supervision [1]	Present/Absent/ Site Work			If Absent							
				Authorised		Unauthorised					

06.		Comments
06.1	Degree of satisfaction of Undergraduate on Training received	
06.2	Initiative to acquire knowledge & Skills	
06.3	Demonstrated abilities to contribute towards Industry	
06.4	Projects assigned	
06.5	Association with Company Staff & participation in Social activities	

07. Diary					
07.1	Availability of Diary for inspection [1]	Available		Not Available	
07.2	Entries made are [1]	Up to date		Not up to date	
07.3	Quality of notes made in the Diary [1]	Very Good	Good	Fair	Poor

98

| 07.4 | Quality of sketches diagrams and figures drawn in the Diary[1] | Very Good | Good | Fair | Poor |
| 07.5 | Undergraduate's knowledge about the entries made [1] | Very Good | Good | Fair | Poor |

APPENDIX C: METHOD OF ASSESSMENT OF TRAINEES BY TRAINING DIVISION

1. General

1.1 Name of the Undergraduate										
1.2 Undergraduate Registration Number										
1.3 Field of Specialization	CH	CE	CS	EE	EN	MT	ME	ER	TT	TL
1.4 Training Stage	Level 3			Level 4			Repeat			
1.5 Place of Training										
1.6 Name of Training Establishment										
1.7 Location										

1.8 Areas of exposure during

training

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2. Training Diary & Four Weekly Continuous Assessment Report (Total of 30 marks)

Comments made on the Undergraduate's performance by:

2.1 The officers of the Training Establishment	
2.2 The staff member of the University / the officer of the NAITA, supervising training	
Assessment of the content of the Training Diary and Four-Weekly Continuous Assessment Reports	
2.3 Quality of records and entries	

	Marks	

APPENDIX D: APPLICATION FOR A TRAINING CERTIFICATE

Name of Applicant (Mr./Miss./Mrs.) :

……………………………………………

…….

Undergraduate Registration Number :

Field of Specialisation

CH	CE	CS	EE	EN	MT	ME	ER	TT	TL

Postal Address   :

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Details of Industrial Training   :

Establishment	Period	
	From	To

		/		/						/		/			
		/		/						/		/			
		/		/						/		/			
		/		/						/		/			

I certify that the information furnished above is true and accurate.

APPENDIX E: LEAVE ADVICE FORM

(To be sent by registered post to Industrial Training Division, University of Moratuwa when leave in **excess of one week** is to be taken)

1. Name of Undergraduate   :

2. (a) Training Stage [(1)]   :   Level 3 / 4 / Repeat

    (b) Field [(1)]

CH	GE	CS	EE	EN	MT	ME	ER	TT	TL

3. Establishment attached to   :

4. Exact place of work   :

3. Leave already taken during current training period :   ☐☐

4. Leave now applied for from the establishment [(1)] :   ☐☐

                              Leave | Casual | Sick |

| ☐ | ☐ | / | ☐ | / | ☐ | ☐ | ☐ | | ☐ | ☐ | / | ☐ | / | ☐ | ☐ | ☐ |
          From   To

5. Has the leave been granted by the Establishment [(1)] | YES | NO |

(1) – Delete what is not applicable

| ☐ | ☐ | / | ☐ | / | ☐ | ☐ | ☐ | ....

   Date   (Signature of Undergraduate)

APPENDIX F: SUPERVISION REPORT ON UNDERGRADUATE TRAINEE UNDERGOING INDUSTRIAL TRAINING

01.Name of Undergraduate (Please write the Surname in the left cage and Initials in the right cage)										
02. Field of Specialisation	CH	CS	EE	EN	M	ME	E	TT	TL	
03. Training Establishment										
05. Place of Training										

05. Undergraduate's attendance on the day of supervision (1)	Present/Absent/ Site Work	If Absent	
		Authorised	Unauthorised

06.		Comments
06. 1	Degree of satisfaction of Undergraduate on Training received	
06. 2	Initiative to acquire knowledge & Skills	
06. 3	Demonstrated abilities to contribute towards Industry	
06. 4	Projects assigned	
06. 5	Association with Company Staff & participation in Social activities	

07. Diary					
07.1	Availability of Diary for inspection [1]	Available		Not Available	
07.2	Entries made are [1]	Up to date		Not up to date	
07.3	Quality of notes made in the Diary [1]	Very Good	Good	Fair	Poor
07.4	Quality of sketches diagrams and figures drawn in the Diary[1]	Very Good	Good	Fair	Poor
07.5	Undergraduate's knowledge about the entries made [1]	Very Good	Good	Fair	Poor
(Yes/No) 08. Has the trainee read the Training guidelines & understood contents (Objectives, 4 weekly Report, Final Report etc.)					

Annex F. (Contd.)

9. Opinion of the Training Officer of the Establishment on					
9.1	Undergraduate's ability to benefit from training [1]	Very Good	Good	Fair	Poor
9.2	Industrial Training Programme in general & its usefulness to Industry[1]	Very Good	Good	Fair	Poor
10. Any specific problems faced by Training Officer or Trainee. [2]					
11. Coverage of the relevant Training Standard or relevance to field of specialisation [1]		Sufficient		Insufficient	

12. Any other observation [2]	
13. Name of academic staff member supervising	
14. Signature of academic staff member supervising	
15. Date of supervision	/ /

(1) - Delete what is not applicable

(2) - Use a separate sheet of paper if space provided is not sufficient

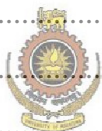# APPENDIX G: METHOD OF ASSESSMENT OF TRAINEES BY TRAINING DIVISION

2. General

1.1 Name of the Undergraduate										
1.2 Undergraduate Registration Number										
1.3 Field of Specialization	CH	C E	C S	E E	EN	MT	M E	E R	T T	TL
1.4 Training Stage	Level 3			Level 4			Repeat			
1.5 Place of Training										
1.6 Name of Training Establishment										
1.7 Location										
3.8 Areas of exposure during training ....……… ………………	....									

4. Training Diary & Four Weekly Continuous Assessment Report (Total of 30 marks)

Comments made on the Undergraduate's performance by:	
2.3 The officers of the Training Establishment	
2.4 The staff member of the University / the officer of the NAITA, supervising training	
Assessment of the content of the Training Diary and Four-Weekly Continuous Assessment Reports	
2.3 Quality of records and entries	

Annex G. (Contd.)

3. Training Report (Total of 30 marks)

<table>
<tr><td colspan="2">3.1   Areas Covered

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<tr><td colspan="6">3.2   Relevance to training received</td></tr>
<tr><td>3.3   Academic Features</td><td>Excellent</td><td>Very Good</td><td>Good</td><td>Fair</td><td>Poor</td></tr>
<tr><td>3.3.1   Presentation [1]</td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>3.3.2   Foreword / Acknowledgements [1]</td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>3.3.3   Contents [1]</td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>3.3.4 . References / Bibliography [1]</td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>3.3.5   Chapter / Section / Subsection planning [1]</td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>3.3.6   Graphical, Tabular and other illustrative presentations [1]</td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>3.3.7   Appendices / Annexes [1]</td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>3.3.8   Analytical and Evaluative features [1]</td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>3.3.9   Any other (Please state) [1]</td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td>Marks</td><td></td><td></td></tr>
</table>

Annex G. (Contd.)

4. Interview (Total of 40 Marks)

	Excellent	Very Good	Good	Fair	Poor
4.1 General knowledge about the Training Establishment [1]					
4.2 Appreciation and understanding of the principles learnt [1]					
4.3 General knowledge about areas such as, Administrative and office practices, Financial procedures, Safety requirements, Interpersonal relationships, Inventory Management, Quality Management, Operational Techniques [1]					
4.4 Any Other (Please State) [1]					

Marks	

5. Assessed by

Name	
Designation	Signature

6. Date [ ][ ] / [ ][ ] / [ ][ ][ ][ ]

(1) Indicate your rating by ticking the appropriate cage.