

ජාතික ආධුනිකත්ව සහ කාර්මික පුහුණු කිරීමේ අධිකාරිය
தேசிய பயிலுநர் மற்றும் கைத்தொழிற் பயிற்சி அதிகாரசபை
National Apprenticeship and Industrial Training Authority



ඉංජිනේරු තාක්ෂණ ආයතනය
பொறியியல் தொழினுட்ப நிறுவனம்
INSTITUTE OF ENGINEERING TECHNOLOGY

පන්සල පාර, කටුනායක,
ශ්‍රී ලංකාව.

විකාරාචාරී, ස්‍රී ලංකාව,
இலங்கை.

Temple Road, Katunayake,
Sri Lanka.

My No : IET/Adm/Enr/36 - 2024 2nd January 2025
Index No :
Field :
Name :

Dear student,

REGISTRATION FOR "NATIONAL DIPLOMA IN ENGINEERING SCIENCES (NDES)" COURSE – 2024 BATCH

1. I have the pleasure of informing you that you have been selected to follow the "National Diploma in Engineering sciences (NDES)" course at the Institute of Engineering Technology (IET), Katunayake.
2. Please note that the given field of specialization cannot be changed under any circumstance.
3. Your period of study is four (04) years and the student registration is on 16th January 2025 at 09.00 a.m. If you wish to follow the course, it is compulsory to come IET, Katunayake and get registered on this day.
4. If you fail to attend for registration on the above date, your selection will be cancelled and immediate action will be taken to fill that vacancy.
5. During the course of study, you are abiding by the rules, regulations and provisions of the IET, Katunayake. Disciplinary code of the institute is enclosed herewith and the disciplinary code should be duly signed and submitted at the time of registration. You are strictly advised to follow the disciplinary code and in the event of any misconduct, IET, Katunayake has the sole authority to take disciplinary action against you.
6. Neither training establishment nor IET, Katunayake has any obligation to provide the employment at the end of the course.
7. You have to pay Rs.150,000/- as the NDES course fee and you will be allowed to pay the course fee in three (03) installments as follows;
 - 1st Installment - Rs.75,000/- at the registration for the course
 - 2nd Installment - Rs.50,000/- at the beginning of the 3rd Academic Semester
 - 3rd (Final) Installment - Rs.25,000/- at the beginning of the 5th Academic Semester

If you pay the full course fee at the registration, a 5% discount will be given (142,500/-).

* You are requested to pay the amount that you decided (Full Payment or First Installment) to below mentioned Bank Account details;

- Bank Name & Branch : Peoples' Bank, Nugegoda
- Account No : 174100190350219
- Account Name : National Apprenticeship & Industrial training Authority
- Name & the Address of the student

Your copy of paying slip should be handed over to the IET, Katunayake on the registration day.

Note :- This course fee is non Refundable in any case.

අධ්‍යක්ෂ/විදුහල්පති
பணிப்பாளர் / அதிபர்
Director / Principal
director@iet.edu.lk

Tel. 011 - 2252831
Fax. 011 - 2252821

Website; www.iet.edu.lk

නියෝජ්‍ය විදුහල්පති (අධ්‍යයන)
பிரதி அதிபர் (கல்வி)
Deputy Principal (Academic)
dpacademic@iet.edu.lk

Tel. 011 - 2252820

නියෝජ්‍ය විදුහල්පති (කාර්මික පුහුණු)
பிரதி அதிபர் (கைத்தொழிற் பயிற்சி)
Deputy Principal (Ind. Training)
dpit@iet.edu.lk

Tel. 011 - 2252832

ලේඛකාධිකාරී
பதிவாளர்
Registrar
registrar@iet.edu.lk

Tel. 011 - 2252834
Fax. 011 - 2252834

Office Tel. 011 - 2254667 / 2254668 / 2252833

ගණකාධිකාරී
கணக்காளர்
Accountant
accountant@iet.edu.lk

Tel. 011 - 2252295
Fax. 011 - 2252295

8. Special consideration regarding payments will be given for the members of the Samurdhi recipient families, for which proofing documents (Certified copy of Samurdhi book & letter of confirmation which was certified by the Grama Niladhari and Divisional Secretary) should be submitted.
9. You are requested to bring the following certificates for registration. After checking, originals will be returned to you.
- (a) Photocopies of the Birth Certificate and National Identity Card with originals.
 - (b) Photocopies of the "O/L" and "A/L" certificates with original certificates.
 - (c) Original of the School Leaving Certificate (will be retained when you complete or leave the course)
 - (d) Police Report & Grama Niladhari's Certificate.
 - (e) Copies of any other certificate with originals.
 - (f) Duly signed disciplinary code of the institute.
 - (g) Four copies of recently taken passport size photographs. (Colour photos)
 - (h) Four copies of NIC size photographs. (W 2.5 cm & H 3 cm colour photos)
 - (i) Soft copy of the photo should be submitted to email : photo.reg23@ietonline.edu.lk
Note : All the Photos should be taken wearing a smart casual dress
 - (j) A medical certificate attested by any government hospital.
(Guideline for medical certificate is attached herewith)
 - (k) You have to pay total of Rs. 7,500/- (Refundable deposit- Rs.5,000/-, and registration fees- Rs.500/- and library fee - Rs. 2,000/-) to any branch of people's Bank which can be paid by obtaining a paying slip from the bank. For filling the paying slip use the following details. Your copy of the paying slip should be handed over to IET at the time of registration. (For Samurdhi / Aswasuma recipient families, Rs. 2,500/- only.)
 - Bank Name & Branch : Peoples' Bank – Katunayake
 - Account No : 276-1-001-8-6351396
 - Name of Account Holder : Institute of Engineering Technology
Students' welfare account.
 - Name & the Address of the student
10. Hostel facilities for limited number of female students, will be provided at IET hostel.

Yours Faithfully,

INSTITUTE OF ENGINEERING TECHNOLOGY – KATUNAYAKE


E.A.D.C. Edirisinghe
Registrar / Administrative Officer

E.A.D.C. Edirisinghe
Registrar / Administrative Officer
Institute of Engineering Technology
Temple Road, Katunayake,
Sri Lanka

004068



**NATIONAL APPRENTICE & INDUSTRIAL TRAINING AUTHORITY
INSTITUTE OF ENGINEERING TECHNOLOGY - KATUNAYAKE**



**REPORT OF HEALTH EXAMINATION TO REGISTRATION OF "NATIONAL DIPLOMA IN
ENGINEERING SCIENCES (NDES)" COURSE - 2024 BATCH**

FOR OFFICE USE ONLY	
IET Admission No.:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Part A - Should be completed by the student

IET Index Number :

Date of Birth :

Name with Initials :

Sex : Male / Female

**Part B - For Use of Medical Officer of Government Hospital
(Form should be completed by MBBS qualified Medical Officer of the Government Hospital
and it should be signed and stamped.)**

Height	Weight	Circumference of Chest		Abdominal Measurement		Posture	Use check mark (✓) to indicate normal	
		Full Inspiration	Full Expiration	At Navel	At Iliac crest			
Circulation		Respiration	Nervous System					Skin Breast Thyroid
Pulse		Lungs	Are traces of paralysis, Convulsion insanity of inebriety observable?					
Bp			Are knee jerks abnormal?					
Heart			Pupils					
Digestion				Vision		L	R	
Teeth - Decayed..... Missing Filled				Visual Acuity: Without glass		
Dentures Gingivitis				With glass		
State of liver, spleen, other abdominal organ whether subject to the Hemorrhoid.				Color vision: Red				
				Green				
Use check mark (✓) to indicate normal		Speech		Clinical test	Scars from operations, injuries?			
Varicose vein		Hearing		Hb%	Urine: Albumin			
Hernia				Blood group	Sugar			
Hydrocele/ Vericocele				Chest x ray				

I certify that I have carried out a full medical examination and based on the result of my examination and on the medical history of the applicant, I recommended that Mr./Miss. is fit / not fit for studies in engineering fields at Institute of Engineering Technology, Katunayake.

Date :

.....
Signature of Medical Officer

Hospital :

Frank: -

INSTITUTE OF ENGINEERING TECHNOLOGY-KATUNAYAKE

Student Name :


Admission No :

Disciplinary Rules & Regulations for the students of NDES Course

Any apprentice, who does the following acts, will be a convict for misconduct.

1. Destructing, damaging, handing over or keeping in possession, the property of the Institute.
2. Violation of Institution, Construction, a regulation or a rule.
3. Refusal of following the legal instructions issued by the member of academic staff or member of administration.
4. Find guilty at a court for any offence which is a considerable reason, to take disciplinary action in the opinion of Board of Study of IET.
5. Providing false information to the Institute about a particular matter of which, the institute has the right to know the truth.
6. Being under the influence of liquor or smelling of liquor, bringing, keeping consuming or providing liquor or drugs or smoking within the IET Premises.
7. Wrongful behavior which is disturbing to the academic & administrative activities of officers and employees of the Institute.
8. Use of the Institutional property without the permission of the administration or violating the rules and regulations laid by the institute time to time.
9. Misconduct or Misbehavior affecting the smooth functioning and damage the reputations of the institute, in the opinion of Director/Principal or Board of studies.
10. Violent behavior and non-cooperation with apprentices.
11. Distributing or publication of leaflets without written permission of Director/ Principal.
12. Inviting a particular speaker to address the apprentices without written permission of the Director/Principal.
13. Collecting money or things in the institute without written permission of the Director/Principal.
14. Displaying any poster or Notices without the permission of the Director/Principal or lecturer, officer who is appointed by the Director/principal.
15. Failure to provide the IET Identity card and not surrender same to the staff or the security when called for.
16. Engage in unacceptable activities those of non relevant to studies or training, individually or group wise in any place of the institute.
17. Using NAITA logo & IET logo without permission of the Chairman NAITA & Director/Principal IET.

You are informed to follow the above rules and regulations, thoroughly.



D.R. Saputhantiri
Director/Principal

I do hereby certify that I have read & understood the above all the rules & regulations and agree not to engage in any of the above misconducts.

.....
Signature of Student

.....
Date

.....
Witness for Signature (Parent or Guardian)