



# KWARA STATE POLYTECHNIC

P.M.B. 1375, ILORIN-NIGERIA

[siwesunit@kwarastatepolytechnic.edu.ng](mailto:siwesunit@kwarastatepolytechnic.edu.ng)

STUDENTS' INDUSTRIAL WORK EXPERIENCE  
SCHEME (SIWES)

## TRAINING LOG BOOK

STUDENT'S SURNAME: ALAA APE

OTHER NAMES: AJIBOLA HASSAN

COURSE OF STUDY: OFFICE TECHNOLOGY AND MANAGEMENT

MATRICULATION NUMBER: ND/23/COM/ET/0046

PLACE OF ATTACHMENT:

BANK NAME: U.B.A ACCT. NO.: SORT CODE:

NAME OF COMPANY/ORGANIZATION: TEACHING SERVICE

COMMISSION GRA ILORIN

LOCATIONAL ADDRESS OF COMPANY/ORGANIZATION (Street No, Street Name,

Town and State: ILORIN, KW

TEL/GSM: 07044235229 E-MAIL: alauibola1820@gmail.com

NAME OF OFFICER IN CHARGE OF SIWES IN THE COMPANY:

## STUDENT'S PARTICULAR

STUDENT  
PASSPORT  
PHOTOGRAPH

NAME OF STUDENT: ALABARE ADIBOLA HAFIAN  
INSTITUTION: KWARA STATE POLYTECHNIC

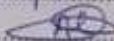
MATRICULATION NUMBER: ND/23/02M/ET/0046

COURSE OF STUDY: OFFICE TECHNOLOGY AND MANAGEMENT

DATE OF BIRTH:

CONTACT ADDRESS:

PHONE NUMBER: 07044235229

SIGNATURE OF THE STUDENT: 

NAME OF THE COMPANY/ESTABLISHMENT AND ADDRESS: KWARA STATE

TEACHING HOSPITAL, ILORIN

TEACHING SERVICE COMMISSION, GRA, ILORIN, KWARA  
STATE

NAME & SIGNATURE OF THE INDUSTRY-BASED SIWES COORDINATOR:

G.S.M NUMBER OF INDUSTRY-BASED SIWES COORDINATOR:

(i)..... (ii).....

NAME & SIGNATURE OF THE POLYTECHNIC-BASED INDUSTRIAL COORDINATOR:

POLYTECHNIC STAMP & DATE:

WEEK NO. \_\_\_\_\_  
 WEEK ENDING: \_\_\_\_\_  
 (Last working day of the week)

### WEEKLY PROGRESS SHEET

| DAY & DATE              | DESCRIPTION OF WORK DONE                                                                       |
|-------------------------|------------------------------------------------------------------------------------------------|
| MONDAY<br>06/08/2024    | INTRODUCTION                                                                                   |
| TUESDAY<br>06/08/2024   | Re-arrangement of files according to their numbers in the clip                                 |
| WEDNESDAY<br>07/08/2024 | Lectures were delivered to us on Filing System                                                 |
| THURSDAY<br>08/08/2024  | Letters were dispatched to various ministries                                                  |
| FRIDAY<br>09/08/2024    | lectures were given to us on the type of files<br>Personal file<br>Subject file<br>School file |
| SATURDAY                |                                                                                                |

Date: \_\_\_\_\_

### FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)



Student's Signature: \_\_\_\_\_ Date: 09/08/2024

Comments by Industrial-Based Teacher: *These files will help him operationalize a new technique to broaden his knowledge.*

Name: *Dr. M. M. (MRS)*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

WEEK NO: Second week  
 WEEK ENDING: 16/08/2024  
(Last working day of the week)

## WEEKLY PROGRESS SHEET

| DAY & DATE              | DESCRIPTION OF WORK DONE                                                                               |
|-------------------------|--------------------------------------------------------------------------------------------------------|
| MONDAY<br>12/08/2024    | We were taught on how to make an file                                                                  |
| TUESDAY<br>13/08/2024   | Request for release of files under the file are been located, it was also recorded in the channel book |
| WEDNESDAY<br>14/08/2024 | morning Census was conducted to locate those files that are out of registry                            |
| THURSDAY<br>15/08/2024  | We were taught on how to make the Promoter book                                                        |
| FRIDAY<br>16/08/2024    | Checking of mis-dipping of files in the registry                                                       |
| SATURDAY                |                                                                                                        |

Date: 16/08/2024

## FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)



STAPLER

Student's Signature: [Signature] Date: 16/08/2024

Comments by Industrial-Based Supervisor:

Name: Orin M. M. (1188) Satisfactory

Signature: [Signature] Date: 16/08/2024



WEEK NO: 3rd week  
 WEEK ENDING: 23/08/2024  
 (Last working day of the week)

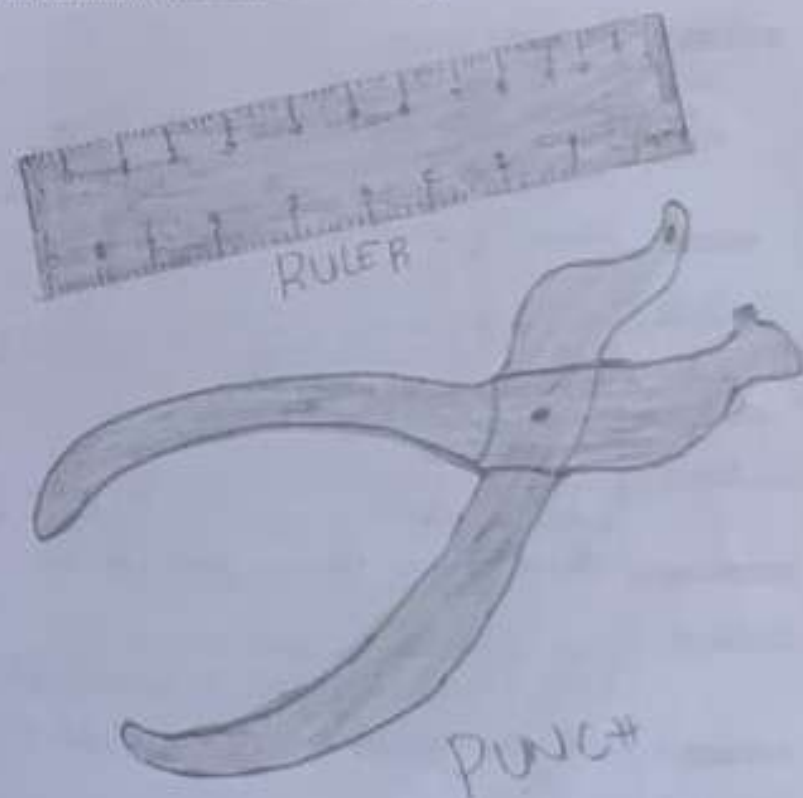
## WEEKLY PROGRESS SHEET

| DAY & DATE              | DESCRIPTION OF WORK DONE                                                                                                                                                                   |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| MONDAY<br>19/08/2024    | Types of register in the registry<br>1) Mails Register                      2) Dispatched Register<br>3) Index Register                    4) Subject Register<br>5) Movement Register     |
| TUESDAY<br>20/08/2024   | Mails Register: This is a document that contains all the mails or letter received in the office.                                                                                           |
| WEDNESDAY<br>21/08/2024 | Index Register: Is a document where all the information of each person files are recorded.<br>Dispatched Register: Is the process which have a record of outgoing letters in the ministry. |
| THURSDAY<br>22/08/2024  | Movement Register: This is a document that contains all the recording of outgoing file or letter from one office to another in the ministry.                                               |
| FRIDAY<br>23/08/2024    | Subject Register: Is a document where there is record of all. Submitted files in the registry.                                                                                             |
| SATURDAY                |                                                                                                                                                                                            |

Date: 27/08/2024

## FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)



Student's Signature: [Signature] Date: 23/08/2024  
 Comments by Industrial-Based Teacher: He always want to learn with passion and skills.  
 Name: Dr. M. M. Chandra  
 Signature: [Signature] Date:

WEEK NO: 4th Week

WEEK ENDING: 30/08/2024

(Last working day of the week)

## WEEKLY PROGRESS SHEET

| DAY & DATE              | DESCRIPTION OF WORK DONE                                                                              |
|-------------------------|-------------------------------------------------------------------------------------------------------|
| MONDAY<br>26/08/2024    | Morning Census was Conducted Covered from Block A, B and C of the Commission                          |
| TUESDAY<br>27/08/2024   | Lectures were given on the Filing System on Personal Files and Subject File                           |
| WEDNESDAY<br>28/08/2024 | Detail explanation on how the Criteria to be followed before officers are promoted                    |
| THURSDAY<br>29/08/2024  | Junior Officers from G.L. 01 to G.L. 06 are considering for two years promotion                       |
| FRIDAY<br>30/08/2024    | While Senior Officers from G.L. 07 to G.L. 14 are considering three years for their promotion benefit |
| SATURDAY                |                                                                                                       |

Date: 30/08/2024

## FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)



Student's Signature: \_\_\_\_\_ Date: 30/08/2024

Comments by Industrial-Based Supervisor: He is principalName: Ornel M. M. M. M.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



WEEK NO: 9th Weeks  
 WEEK ENDING: 06/09/2024  
 (Last working day of the week)

## WEEKLY PROGRESS SHEET

| DAY & DATE              | DESCRIPTION OF WORK DONE                                                                                          |
|-------------------------|-------------------------------------------------------------------------------------------------------------------|
| MONDAY<br>02-09-2024    | Searching for Officers Files from file 14 to file 16 for their four years promotion                               |
| TUESDAY<br>03-09-2024   | Letters and letters from outside Commission were received and file for actions to be taken on it.                 |
| WEDNESDAY<br>04-09-2024 | Registry: Files to a database were stored information, data are record.                                           |
| THURSDAY<br>05-09-2024  | Open Registry: Is a place where all open files are kept like personal file, subject file                          |
| FRIDAY<br>06-09-2024    | In open Registry, they are dealing with personal files, subject file, changing of names, Date of birth and death. |
| SATURDAY                |                                                                                                                   |

Date: 06/09/2024

## FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)



OFFICE STAMP

Student's Signature: [Signature] Date: 06/09/2024

Comments by Industrial-Based Supervisors: \_\_\_\_\_

Name: Ornel M. M. (MRS)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

WEEK NO: 6th week  
 WEEK ENDING: 13/09/2024  
 (Last working day of the week)

### WEEKLY PROGRESS SHEET

| DAY & DATE              | DESCRIPTION OF WORK DONE                                                                                      |
|-------------------------|---------------------------------------------------------------------------------------------------------------|
| MONDAY<br>09-09-2024    | Open of Files<br>The files include secret and personal files                                                  |
| TUESDAY<br>10-09-2024   | Insert of document into the files                                                                             |
| WEDNESDAY<br>11-09-2024 | Dipping & interchanging files and arrangement of files                                                        |
| THURSDAY<br>12-09-2024  | Changing of files into new files - This is the act of changing old file into a new file to look good and neat |
| FRIDAY<br>13-09-2024    | Registration of mobile and files that was dispatched from the office                                          |
| SATURDAY                |                                                                                                               |

Date: 13/09/2024

### FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)



Student's Signature: [Signature] Date: 13/09/2024  
 Comments by Industrial-Based Supervisor: Response to official work as directed by the office in charge.  
 Name: ONE M. N. [Signature]  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

WEEK NO: 7th Week  
 WEEK ENDING: 20-09-2024  
 (Last working day of the week)

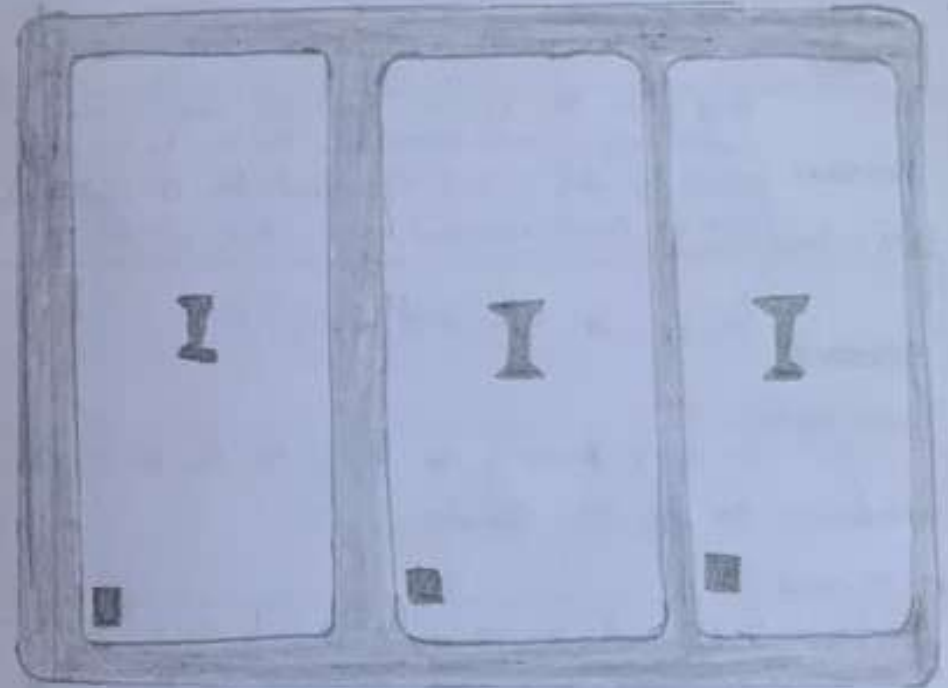
### WEEKLY PROGRESS SHEET

| DAY & DATE              | DESCRIPTION OF WORK DONE                                                      |
|-------------------------|-------------------------------------------------------------------------------|
| MONDAY<br>16-09-2024    | Morning Census                                                                |
| TUESDAY<br>17-09-2024   | Mails and letters from outside Commission were received and file for actions. |
| WEDNESDAY<br>18-09-2024 | Register of mails                                                             |
| THURSDAY<br>19-09-2024  | Opening of New File                                                           |
| FRIDAY<br>20-09-2024    | Arrangement of Files in the dip room                                          |
| SATURDAY                |                                                                               |

Date: 20-09-2024

### FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)



Student's Signature: [Signature] Date: 20-09-2024

Comments by Industrial-Based Supervisor: He is very determined and serious

Name: ONE N. N. [Signature]

Signature: [Signature] Date:                     



WEEK NO: 8th week  
 WEEK ENDING: 27-09-2024  
 (Last working day of the week)

## WEEKLY PROGRESS SHEET

| DAY & DATE              | DESCRIPTION OF WORK DONE                                                                                                                                                                                                                                  |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| MONDAY<br>23-09-2024    | Brief Form- This is a file used to record promotion and it requires, names, date of birth, pan no, file no, station qualification, date of first appointment, date of Confirmation date of Present appointment, net in effective date, date of Commission |
| TUESDAY<br>24-09-2024   | Register of Files and mails                                                                                                                                                                                                                               |
| WEDNESDAY<br>25-09-2024 | Searching & Sorting of Files for the people that are due for promotion                                                                                                                                                                                    |
| THURSDAY<br>26-09-2024  | Dispatch of Registered Files and mail to the Officers that is next to work on it                                                                                                                                                                          |
| FRIDAY<br>27-09-2024    | Recording of all promotion Files from G.L.7 to G.L.12 into the brief form.                                                                                                                                                                                |
| SATURDAY                |                                                                                                                                                                                                                                                           |

Date: 27-09-2024

## FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)

| Sr | Name | File No | PSI No | STAR No | Date of Birth | Qualification | Date of First Appointment | Date of Confirmation | Date of Present Appointment | Net in Effective Date | Date of Commission |
|----|------|---------|--------|---------|---------------|---------------|---------------------------|----------------------|-----------------------------|-----------------------|--------------------|
| 1  |      |         |        |         |               |               |                           |                      |                             |                       |                    |
| 2  |      |         |        |         |               |               |                           |                      |                             |                       |                    |
| 3  |      |         |        |         |               |               |                           |                      |                             |                       |                    |
| 4  |      |         |        |         |               |               |                           |                      |                             |                       |                    |
| 5  |      |         |        |         |               |               |                           |                      |                             |                       |                    |
| 6  |      |         |        |         |               |               |                           |                      |                             |                       |                    |
| 7  |      |         |        |         |               |               |                           |                      |                             |                       |                    |

BRIEF FORM

Student's Signature: [Signature] Date: 27-09-2024

Comments by Industrial-Based Supervisor: She attentive

Name: One Mr. [Name]

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



WEEK NO: 9th week  
 WEEK ENDING: 04/10/2024  
 (Last working day of the week)

### WEEKLY PROGRESS SHEET

| DAY & DATE              | DESCRIPTION OF WORK DONE                                                                            |
|-------------------------|-----------------------------------------------------------------------------------------------------|
| MONDAY<br>30/09/2024    | Registering of files and marks in the Register book.                                                |
| TUESDAY<br>01/10/2024   | INDEPENDENT DAY                                                                                     |
| WEDNESDAY<br>02/10/2024 | Re-opening of missing file in the dip room                                                          |
| THURSDAY<br>03/10/2024  | Recording of staff that are been promoted from GL-01 to GL-08                                       |
| FRIDAY<br>04/10/2024    | Recording of staff that are been promoted from GL-10 to GL-12<br>Recording of staff in the dip room |
| SATURDAY                |                                                                                                     |

Date: 04/10/2024

### FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)



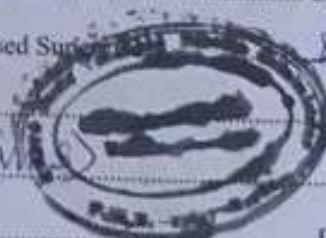
Student's Signature: [Signature] Date: 04/10/2024

Comments by Industrial-Based Supervisor: He is overrated

Student: [Signature]

Name: Don M.M. (M)

Signature: [Signature] Date: 04/10/2024



WEEK NO: 10th Weeks  
 WEEK ENDING: 10-10-2024  
 (Last working day of the week)

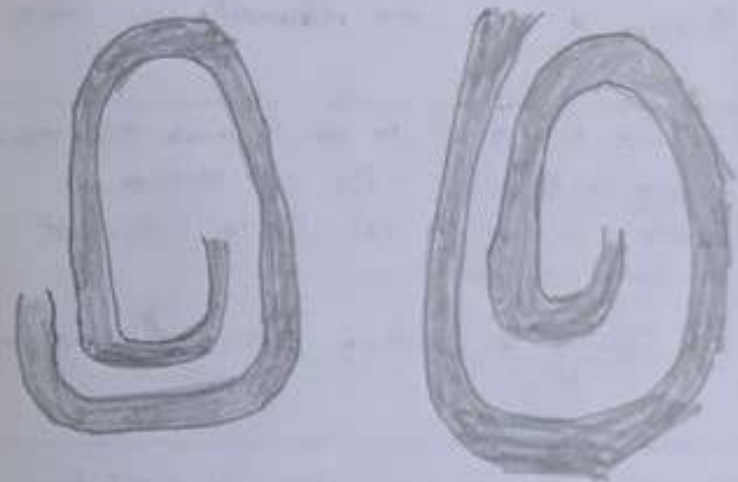
### WEEKLY PROGRESS SHEET

| DAY & DATE              | DESCRIPTION OF WORK DONE                                                                           |
|-------------------------|----------------------------------------------------------------------------------------------------|
| MONDAY<br>09/10/2024    | Officers from GL-4 to GL-10 are Considering four years for their Promotional benefits              |
| TUESDAY<br>08/10/2024   | While Senior Officers from GL-07 to GL-14 are Considering three years for their Promotion benefits |
| WEDNESDAY<br>09/10/2024 | Mails and letters from outside Commission were received and filed for actions                      |
| THURSDAY<br>10/10/2024  | Assisting and Preparation of Aup Authority of Variation in Pay for withdrawal from Service         |
| FRIDAY<br>11/10/2024    | Processing and Consider of Change of Date of birth                                                 |
| SATURDAY                |                                                                                                    |

Date: 11/10/2024

### FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)



File clips

Student's Signature:  Date: 11/10/2024

Comments by Industrial-Based Supervisor: She is attentive

Name: O. M. M. (M. M.)

Signature:  Date: \_\_\_\_\_

WEEK NO: 11th Week  
 WEEK ENDING: 18/10/2024  
 (Last working day of the week)

## WEEKLY PROGRESS SHEET

| DAY & DATE              | DESCRIPTION OF WORK DONE                                                                                                                      |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| MONDAY<br>14/10/2024    | Minuting on all forms of Staffs Part and Processing of Voluntary retirement from service                                                      |
| TUESDAY<br>15/10/2024   | We were also taught on how to make and prepare Authority of Variation in Pay for stoppage of Salary as a result of resignation or appointment |
| WEDNESDAY<br>16/10/2024 | Re-opening of missing files in the dep room                                                                                                   |
| THURSDAY<br>17/10/2024  | Assisting of an officer in charge of dispatching of mails and filing of mails                                                                 |
| FRIDAY<br>18/10/2024    | Lectures were given to us on how to process and adjustment of Salary of staff.                                                                |
| SATURDAY                |                                                                                                                                               |

Date: 18/10/2024

## FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)

Student's Signature:  Date: 18/10/2024

Comments by Industrial-Based Supervisor: He is a versatile student and always wants to learn.

Name: ANM-M (M)

Signature:  Date: \_\_\_\_\_

WEEK NO: 12th week  
 WEEK ENDING: 25/10/2024  
 (Last working day of the week)

### WEEKLY PROGRESS SHEET

| DAY & DATE              | DESCRIPTION OF WORK DONE                                                  |
|-------------------------|---------------------------------------------------------------------------|
| MONDAY<br>21/10/2024    | We were taught on how to minute & maternity leave for female officers     |
| TUESDAY<br>22/10/2024   | Minuting and preparation of AUP stoppage as a result of death             |
| WEDNESDAY<br>23/10/2024 | Recording of staff that are been promoted from GL-15 to GL-16             |
| THURSDAY<br>24/10/2024  | Dispatched of file & mails to the next officer in charge                  |
| FRIDAY<br>25/10/2024    | Rearrangement of file which are misarranged in the dip. nrm in accordance |
| SATURDAY                |                                                                           |

Date: 25/10/2024

### FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)

Student's Signature: \_\_\_\_\_ Date: 25/10/2024

Comments by Industrial-Based Supervisor: In this region, I hereby congratulate the student and wish him a successful completion of his course

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_