



A TECHNICAL REPORT  
STUDENT INDUSTRIAL WORKING EXPERIENCE SCHEME  
(SIWES)

**UNDERTAKEN AT**  
**OGBOMOSO NORTH LOCAL GOVERNMENT**  
KINNIRA, OGBOMOSO, OYO STATE

**BY**  
**ADETONA BABATUNDE SUNDAY**  
**ND/23/PAD/FT/0035**

**SUBMITTED TO**  
DEPARTMENT OF PUBLIC ADMINISTRATION  
INSTITUTE OF FINANCE AND MANAGEMENT STUDIES  
KWARA STATE POLYTECHNIC, ILORIN  
IN PARTIAL FULFILLMENT OF THE AWARD OF THE REQUIREMENT OF THE  
AWARD OF NATIONAL DIPLOMA IN PUBLIC ADMINISTRATION

**AUGUST TO NOVEMBER, 2024**

### **CERTIFICATION**

This is to certify that this report of SIWES program for the 2023/2024 session is written and submitted by **ADETONA BABATUNDE SUNDAY** with matriculation number **ND/23/PAD/FT/0035** to the department of PUBLIC ADMINISTRATION, Kwara state Polytechnic, Ilorin.

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Student signature

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Date

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SIWES Coordinator Signature

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Date

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## **CHAPTER ONE**

### **1.0 INTRODUCTION**

SIWES was established in the year 1973 and was developed by the Industrial Training Fund (I.T.F) and later administered in the year 1979 and was taken over by SIWES administration in 1984 and the Industrial Training Fund review the scheme on the 16th August 1985.

The Student Industrial Work Experience Scheme (S.I.W.E.S) is a skilled training program design to expose and prepare students of University, Polytechnic, College of Technology/Agriculture/Education for the industrial work situation they are likely to meet after graduating. The scheme also affords students the opportunity of familiarization and exposing themselves in the need experience in handling equipment and machinery that are available in the institute.

The scheme was solely founded by the Industrial Training Fund (I.T.F) during its formative years. But as the financial involvement becomes unbearable, it withdraws from the scheme in 1978. The federal government handed over the scheme in both the National University Commission (NUC) and the National Board for Technical Education (NBTE). Then later the federal government in November, 1984 reverted the management and implement of the scheme to Industrial Training Fund (I.T.F), and it was effectively taken over by the Industrial Training Fund (I.T.F) in July, 1985 with the funding being solely bear by the Federal Government.

#### **1.1. AIMS AND OBJECTIVES OF SIWES**

SIWES is aimed at providing an avenue for undergraduate to acquire direct field experience, training, skills and to bridge the gap between classroom and industry. It helps in preparing the student based on aftermath situations in accordance with Nigeria standards and in relations with student field of study. The objectives of SIWES are;

1. To provide an avenue for students to acquire industrial skills for experience during their course of study.
2. To expose students to work methods and techniques that may not be available during their course of study.
3. To bridge the gap between theory and practice by providing a platform to apply knowledge learnt in school to real work situations.
4. To enable easier and smoother transition from school by equipping students with better

contact for future work placement.

5. To introduce students to real work atmosphere so that they know what they would most likely meet once they graduated.

## **1.2. SPECIFIC FUNCTION OF THE SIWES**

- Provision of links between the institution and ITF
- Placing of students on the attachment with employee
- Scouting for establishment where student could place for SIWES
- Organizing orientation program to the student for Industrial training
- Submission of a comprehensive report on the scheme to the ITF at the end of each program.

## **1.3. FUNCTION OF SIWES**

By the direction of the national university commission (NUC) and industrial training fun (ITF), the unit is mandated to carries out the following functions

- Seeking of Industrial placement for undergraduate student enrolled in discipline schedule for participation in SIWES.
- Supervision of the students place in the industrial located within ITF zones
- Processing of students' logbook, ITF forms and Industrial attachment report upon which is based on federal government funding of supervisor and students' allowance.
- Provision of adversary guidance to participating students on employment opportunity.
- Fostering of close links between the university and industrial participating in SIWES program.
- Monitoring of compliance with the requirement of SIWES on the part of student in eligible discipline as a condition for grading.

## **1.4. BRIEF HISTORY OF OGBOMOSO NORTH LOCAL GOVERNMENT COUNCIL**

### **OGBOMOSO NORTH Local Government Authority**

OGBOMOSO NORTH Local Government Area (LGA) is one of the 36 local government areas in Oyo state. It is located in the northern part of **Ogbomoso**, and serves as an important administrative and

economic hub. The local government headquarters is in **Kinnira**, a town known for its historical and cultural significance.

### **Geography and Demographics**

OGBOMOSO NORTH covers a significant portion of Ilorin metropolis and extends into rural communities. It is home to a diverse population consisting of various ethnic groups, with **Yoruba** being the dominant language spoken. The area has a mix of urban and rural settlements, with a growing population due to urban expansion.

### **Economy and Agriculture**

The economy of OGBOMOSO NORTH LGA is driven by a combination of commerce, agriculture, and public service. Many residents engage in farming, producing crops such as maize, yam, cassava, and vegetables. Additionally, the local government has a thriving market system where traders sell agricultural produce, textiles, and household goods.

### **Education and Infrastructure**

OGBOMOSO NORTH is home to several **primary, secondary, and tertiary institutions**, including government and private schools. The presence of institutions like **Lautech** and other educational centers contributes to the area's reputation as an academic hub.

Infrastructure development in OGBOMOSO NORTH is improving, with roads, healthcare facilities, and markets being developed to support the growing population. However, some rural areas still require better access to basic amenities like clean water and electricity.

### **Traditional and Cultural Heritage**

OGBOMOSO NORTH is part of the larger Ilorin Emirate, which has a rich Christianity, **Islamic and cultural heritage**. Many residents practice Islam, and the area is home to several mosques, Islamic schools, and traditional festivals that reflect the deep cultural history of the region.

### **Administration and Governance**

The local government is administered by a **chairman and councillors** who oversee governance, revenue generation, and community development. The administration works in collaboration with the **Kwara State**

**Government** to implement policies that benefit residents, such as healthcare services, education, and infrastructure projects.

OGBOMOSO NORTH Local Government Authority plays a vital role in the socio-economic development of Oyo State. With its growing population, increasing urbanization, and economic activities, the area continues to evolve while maintaining its cultural and traditional values.

### **1.5. AIMS AND OBJECTIVES OF OGBOMOSO NORTH LOCAL GOVERNMENT COUNCIL (FUNCTION)**

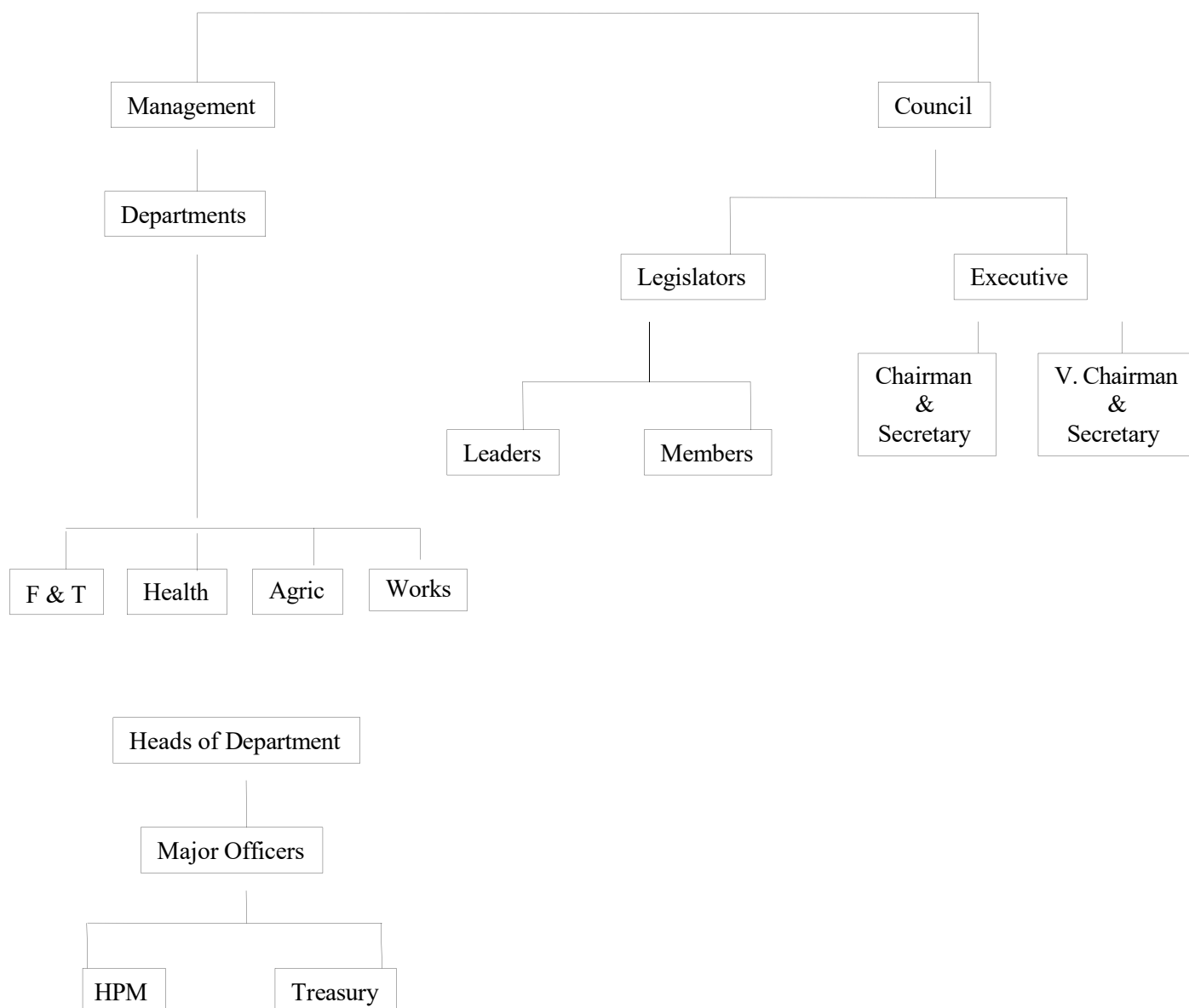
The Local Government is the third tier level of government. We have the federal, state and the local government council. It is the government that is nearest to the people at the grass roots. The functions for which the local governments are established are stated in schedule and the local government law of Edo State.

**These function/Objectives include**

1. Building and maintenance of market.
2. Abattoirs
3. Refuse collection and disposal
4. Building/maintenance of cemeteries
5. Outdoor advertisement
6. Issuance of permits for licenses
7. Building of school
8. Maintenance of public drainages.

### **1.6. ORGANIZATIONAL CHART OF OGBOMOSO NORTH LOCAL GOVERNMENT COUNCIL**

Organizational chart is a diagram showing graphically the relation of one official to another, of others of a company. It is also used to show the relation of one department for another, or others, or of one function of an organization to another or others.



## 1.7. FINANCE AND TREASURY DEPARTMENT

Finance and treasury department of OGBOMOSO NORTH Local Government council main function is to collect record and file revenue coming in to the council, this department also deals with payment of awarded contract to companies and also to record it for future purpose.

The head of the finance and treasury department is the treasurer under him/her they are accountant working to make sure they have accurate and correct figures to all transaction to avoid wrong payment to companies for awarded contract.

## 1.8. MAIN ACCOUNT SECTIONS (BOOK AND RECORD KEEPING)

Main account section has to do with Book keeping and recording of all transaction in the Local Government which has to do with expenditure.



This section is also responsible for the preparation of salary voucher, receipt voucher amongst others; they are series of accountant working together in this section.

## **REVENUE**

Revenue is the income that is gained by governments through taxation. Just as there are different types of tax the form in which tax revenue is collected. All revenue is collected by revenue department in OGBOMOSO NORTH Local Government is recorded in the main account section where I partake in the recording exercises.

## CHAPTER TWO

### 2.0 Registration of file

A file is a data or information that has a name called the file name.

### 2.1 Incoming Registration

This has to do with registration of files coming into main account section of the finance and treasury department, from any other department in the council.

### 2.2 Outgoing Registration

This has to also do with registration of files coming into the main account section from other departments in the council.

### 2.3 Record Registration

Record registration has to do with registration of award contract into register for future reference and also to register, traveling allowance claim and payment, leave transport grant and other important documents.

**Fig 1:1 Format on how to register file**

Date	Heap	Suiz head	s/no	Names	File no	Purpose	Amount

<b>ROASTER 14</b>							
Leave Transport grant						File NO	
						AB25/1/Vol. II	
OGBOMOSO NORTH LOCAL GOVERNMENT COUNCIL							
ILORIN CITY							
FILE TITLE							
ROASTER 14							
Leave transport grant							
INDEX HEADINGS							
<b>DATE</b>	<b>TO</b>	<b>PAGE</b>	<b>SIGN</b>	<b>DATE</b>	<b>TO</b>	<b>PAGE</b>	<b>SIGN</b>

*Fig 1:2 the front page of file to register*

## CHAPTER THREE

### 3.0 Voucher Preparation

Voucher is a written record of expenditure, disbursement, or completed transaction, with my little knowledge from school I was able to participate in the following

#### 3.1 PREPARATION OF SALARY VOUCHER

Salary voucher is prepare in the main account section in which I took part in, the process is conducted to make sure that a worker is paid his/her correct salary, salary voucher are prepared with the salary structure and the salary of person depends on the level he or she is and also tax is deducted from the salary of the workers, they are other organization in the council like co-operative, staff welfare wage amongst others, these also deducted from salaries of the workers who are among these society, all these calculation are done in main account section in which I had more advantage because most of the work in the department are calculated and most of it is what I have been taught in school so I used my knowledge from school to support in the work.

#### 3.2 RECEIPT VOUCHER

The receipt voucher is also known as R.V it is used to out all deduction made on the worker salary.

**Fig 1.5 format of R.V used in OGO OLUWA**

OGO OLUWA LOCAL GOVERNMENT COUNCIL PAYMENT VOUCHER (SALARIES)				
<b>CLASSIFICATION</b>			Original (valid for payment Duplicate (not valid for payment Triplicate (not valid for payment	
Head	Sub – head	Amount		
		N K		
Pay to _____				
S/NO	NAME			
RANK	ANNUAL BASIC SALARY	CAREYMENT DATE	CLASSIFICATION	MONTHLY BASIC SALARY
Head	Sub-head			

I witness the payment \_\_\_\_\_ Date \_\_\_\_\_ 20 \_\_\_\_\_ Rank \_\_\_\_\_

### 3.3 SUB RECEIPT VOUCHER

Sub receipt voucher are used to write salaries for youth copper and 1 year industrial training student. It is also used to write salary for workers going on leave; the sub receipt is used to prepare LTG

(leave transport grant).

**Fig 1.6 format of sub receipt voucher**

OGBOMOSO NORTH LOCAL GOVERNMENT				
ILORIN CITY				
SUB RECEIPT VOUCHER				
S/NO	NAMES OF OFFICER	PARTICULARS	AMOUNT	SIGNATURE
TOTAL				

### **3.4 PROMOTION ARREARS**

Promotion arrears are written information, like the monthly basic salary of a worker, utility, meal subsidy to be able to add to the worker salary during promotion to another level.

#### **Summary**

Summary is the sum total of a voucher in particular department at the end of every month.

## CHAPTER FOUR

## 4.1 REVENUE

**4.1** Departmental vote revenue account this is used to register the money for the payment of marriage, burial registration and other revenue, it can also be called D.V.R.A

### Format of D.V.R.A sheet

[illegible]

## 4.2 TRAVELLING ALLOWANCE CLAIM AND PAYMENT

Travelling allowance claim and payment is a payment made to any council worker to enable him or her travel to any seminar or conference

### Format of Travelling Allowance Claim and Payment Voucher

**OGBOMOSO NORTH LOCAL GOVERNMENT BENIN-CITY**

(GT 49)

## Travelling allowance claim and payment voucher

For Treasury use only

Head	sub head	Amount	₹	K

checked \_\_\_\_\_ passed \_\_\_\_\_

Allowance of M\_\_\_\_\_ For the month of \_\_\_\_\_

I certify on honor that the details of traveling on the reverse of this voucher are correct and that was travelling on duty on the days in question

RATE OF SALARY: ₦\_\_\_\_\_ per annum DATE\_\_\_\_\_

\_\_\_\_\_  
Signature of officer claiming the

\_\_\_\_\_  
signature of Allowance

\_\_\_\_\_  
supervising officer

#### **4.3.TAX**

A tax is a financial charge of or other levy imposed upon a taxpayer (an individual or legal entity by a state or the functional.

##### **4.3.1. INCOME TAX**

Income tax is a government levy (tax) imposed on individuals or entities (tax payers) that vary with the income or profits (taxable income) of the tax payer. Tax is removed from every worker of OGBOMOSO NORTH Local Government council; this deduction is made in the main account section of the council.

## **CHAPTER FIVE**

### **5.1.CONCLUSION**

The student industrial work experience scheme without missing work is very important program of which the gains are too numerous to mention. While appreciating the practical experience and exposure gained during the training program, I must add that the theoretical background which I had from the polytechnic where of immeasurable advantages to me. Though the period of training is very short for one to understand fully the entire operation of an organization and company but it is important to add that there is a gap between the theoretical and practical aspect of the course thereby providing experience on the practical and fact challenging aspect of communication.

### **5.2.RECOMMENDATION**

I strongly recommend that SIWES program be continued and that the student undergoing the program is adequately taking care of in the following areas:

- Regular visit of the student supervisor by the school authority or the student department, such that department can communicate with the school about his/her experience and also for the school to know and evaluate the quantity of training the student is receiving.
- The student allowance from ITF should be made available to him/her so that lack of money may not hinder the student from full participation in the program.

### **5.3.REFERENCE**

- OGBOMOSO NORTH Local Government council secretariat hand book
- sRecord book, main account section.