



KWARA STATE POLYTECHNIC

P.M.B. 1375, ILORIN-NIGERIA

siwesunit@kwarastatepolytechnic.edu.ng

STUDENTS' INDUSTRIAL WORK EXPERIENCE
SCHEME (SIWES)

TRAINING LOG BOOK

STUDENT'S SURNAME: AMEEN

OTHER NAMES: IDRIS - ADEBAYO

COURSE OF STUDY: Public - administration

MATRICULATION NUMBER: ND/23/PAB/FT/0020

PLACE OF ATTACHMENT: Ilorin-West - Local Government

BANK NAME: access ACCT. NO.: SORT CODE:

NAME OF COMPANY/ORGANIZATION: Local - government

.....

LOCATIONAL ADDRESS OF COMPANY/ORGANIZATION (Street No, Street Name,
Town and State: Kwara State

.....

TEL/GSM: 07069251396 E-MAIL: ameenidris01@gmail.com

NAME OF OFFICER IN CHARGE OF SIWES IN THE COMPANY:

.....

STUDENT'S PARTICULAR

- ## GUIDELINES TO INDUSTRY-BASED SUPERVISOR

GUIDELINES TO INDUSTRY-BASED SUPERVISOR

- 2

STUDENT'S PARTICULAR

NAME OF STUDENT: AMEEN- IDARIS- ABDELMO
INSTITUTION: Institution of Finance and Management Studies

MATRICULATION NUMBER: ~~100~~ ND/23/Pg.21.57.68020

COURSE OF STUDY: Public Administration

DATE OF BIRTH: 15/11-2005

CONTACT ADDRESS: № 2, Mashtepin Lane, 159/6, Almaty 111111

PHONE NUMBER: 070.69.23.1396

SIGNATURE OF THE STUDENT:

NAME OF THE COMPANY/ESTABLISHMENT AND ADDRESS: *Lesson West*

Legal government / Subcon - Recd

NAME & SIGNATURE OF THE INDUSTRY-BASED SIVES COORDINATOR

Quayle
Caranaka
Timber

U

15/11/2024

G S M NUMBER OF INDUSTRY BASED SWEEPS COORDINATOR

(87-732690)

NAME NUMBER OF INDUSTRY-BASED

(i) 0005892

(ii) _____

POLYTECHNIC STAMP & DATE

11-11-2023

29.11.24.

WEEK NO:
 WEEK ENDING: 9/8/2024
 (Last working day of the week)

WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY 6/8/2024	Introduction by the Supervisor to various unit in Department
TUESDAY 6/8/2024	Opening of file to a new staff both Gen and Secret
WEDNESDAY 7/8/2024	Introduction by the Supervisor to all Department in the Local Government
THURSDAY 8/8/2024	Preparation of daily abstract of expenditure ledgers.
FRIDAY 9/8/2024	Preparation of daily abstract of expenditure ledgers of the month
SATURDAY	

FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)

Local Government

Date: 9/8/2024

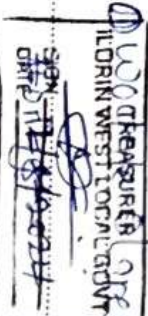


Student's Signature: [Signature] Date: 9/8/2024

Comments by Industrial-Based Supervisor: Good Student

Name: WILLIAM WEST

Signature: [Signature] Date: 12/8/2024



for: L.G.T

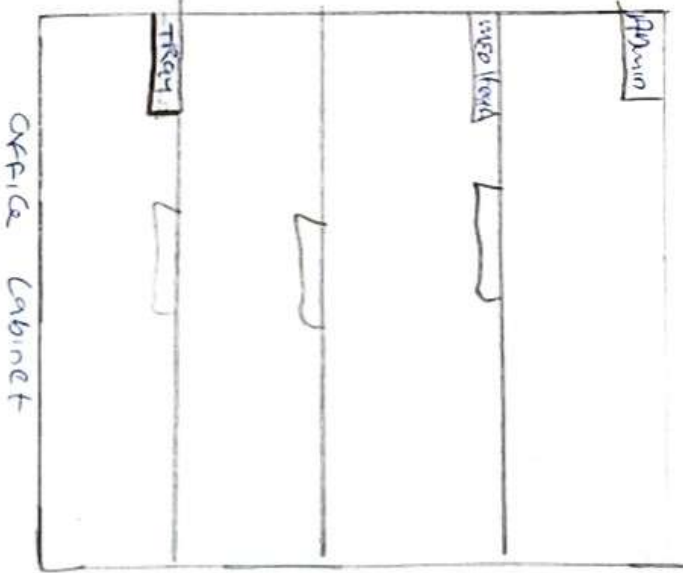
WEEK NO. 9
 WEEK ENDING: 16/8/2024
 (Last working day of the week)

WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY 02/8/2024	Preparation of CASU book for the week of August 2024
TUESDAY 13/8/2024	Preparation of CASU book for the week of September 2024
WEDNESDAY 14/8/2024	Preparation of CASU book for the week of 14/8/2024 October
THURSDAY 15/8/2024	Preparation of daily abstract of expenditure for the Nov 2024
FRIDAY 16/8/2024	Preparation of daily DB Grant of expenditure for the Nov-2024
SATURDAY	

FOR THE SKETCHES, DIAGRAMS AND GRAPHS
 (Additional diagrams may be attached where necessary)

Date: 16/8/2024



Student's Signature: [Signature] Date: 16/8/2024

Comments by Industrial-Based Supervisor: Good Student

Name: [Signature]
 Signature: [Signature] Date: 16/8/2024



WEEK NO. 3
 WEEK ENDING: 23/8/2024
 (last working day of the week)

WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
19/7/2024 MONDAY	and pension is the money given to the retired
20/8/2024 TUESDAY	* <u>Types of pension</u> * Voluntary Retirement * Compulsory Retirement
21/8/2024 WEDNESDAY	Compulsory Retirement can be defined as the normal pension length of service 35 years or age
22/8/2024 THURSDAY	<u>Pension Scale</u> * <u>percentage pension</u> * level of work/stage
23/8/2024 FRIDAY	<u>Two forms pension</u> * form for fully served & it means the person that have retired, which is full
SATURDAY	

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FOR THE SKETCHES, DIAGRAMS AND GRAPHS (Additional diagrams may be attached where necessary)

Date 23/8/2024



Pencil

Student's Signature: AD Date: 23/8/2024
 Comments by Industrial-Based Supervisor: Godd Student

Name: THE ASSURER
 Signature: ALORIN WEST LOCAL GOVT
 Date: 26/8/2024



for - L.G.T

WEEK NO: 4
 WEEK ENDING: 30/8/24
 (Last working day of the week)

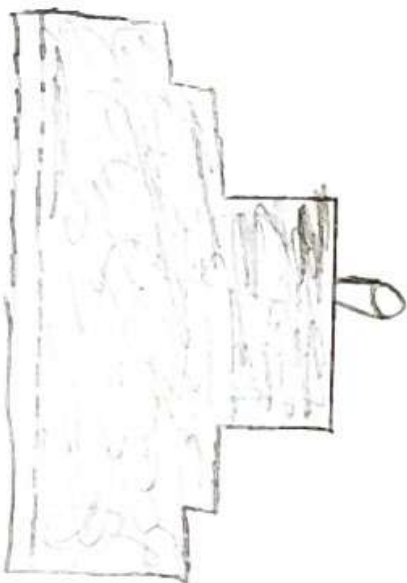
WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY 26/8/2024	* form fifty eight & it mean the person that have dead <u>preparation of retirement</u>
TUESDAY 27/8/2024	* six month notices <u>notification letter</u>
WEDNESDAY 28/8/2024	Requirement for submission of <u>compilation forms</u>
THURSDAY 29/8/2024	* computation form (LAT 59/58) * appointment letter * confirmation of Appointment (2 year in service)
FRIDAY 30/8/2024	* Approval of Retirement * last promotion letter <u>Notification of Retirement.</u>
SATURDAY	

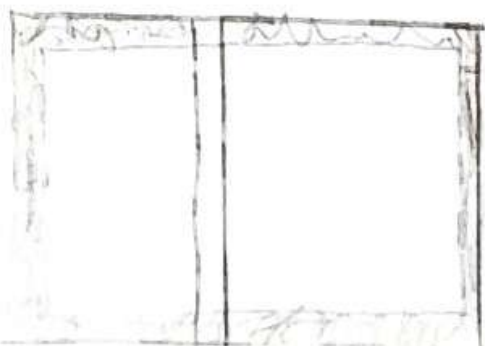
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FOR THE SKETCHES, DIAGRAMS AND GRAPHS (Additional diagrams may be attached where necessary)

Date: 30/8/24



Stamp



Student's Signature: [Signature]

Date: 30/8/2024

Comments by Industrial-Based Supervisor: Good Student

Name: [Signature]
 Signature: [Signature]



Date: 26/9/2024

for :- L.G.T

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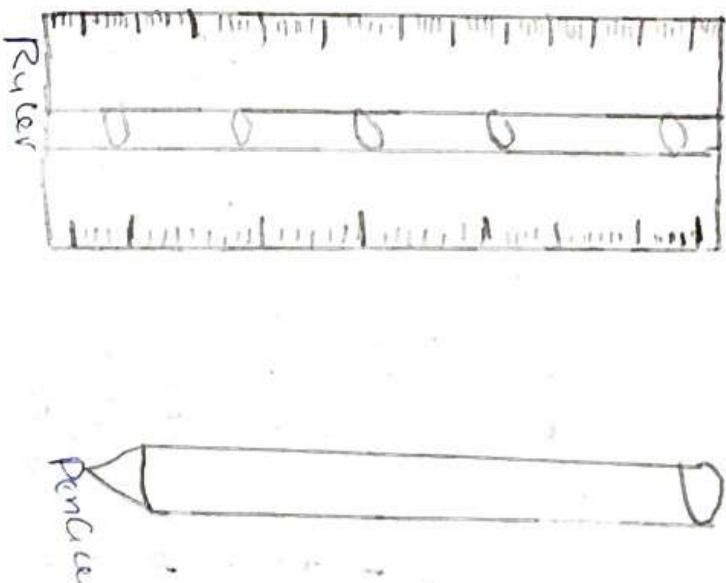
WEEK NO: 5
 WEEK ENDING:
 (Last working day of the week)

WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY 29/08/24	* Declaration of Age * Certificate of * Affidavit as to next of kin passport * Photo graph
TUESDAY 30/08/24	* Pension form with passport * Option of Retirement form * Statement of Account
WEDNESDAY 31/08/24	* Salary Progression * Record of service * Clearance Certificate * Lost pay Certificate
THURSDAY 01/09/24	* Snagpage of Salary (AUP) * Change of name (where applicable) * 3 year personal environment card
FRIDAY 02/09/24	* Bank name * Staff verification * BUN * Phone number * Lost qualification
SATURDAY	

FOR THE SKETCHES, DIAGRAMS AND GRAPHS (Additional diagrams may be attached where necessary)

Date: 01/09/2024



Student's Signature: [Signature] Date: 01/09/2024

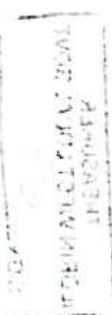
Comments by Industrial-Based Supervisor: Good student

Name: O.O. Simba
 Signature: [Signature] Date: 01/09/2024

TREASURER
 440RIN WEST LDCAL GOVT
 SIGN
 DATE 01/09/2024
For Art. T
L.G.T

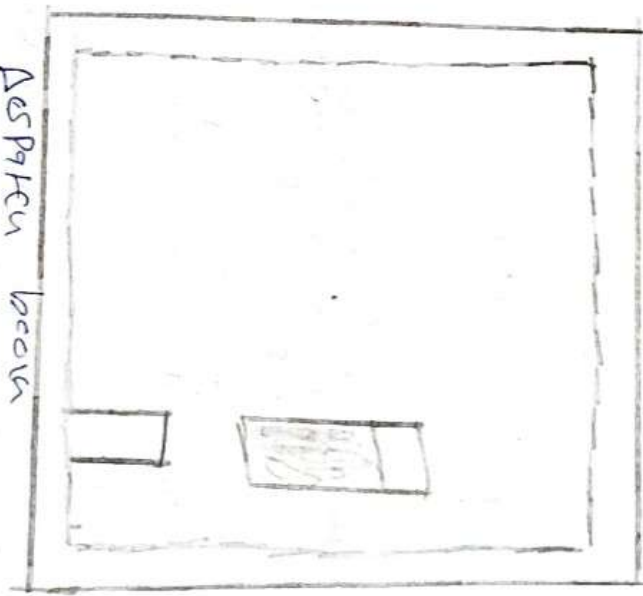
WEEK NO: 6
 WEEK ENDING: 13/09
 (last working day of the week)

WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY 09/09/2024	Recruitment to be included in files for approval of retirement Approval letter
TUESDAY 10/09/2024	Appointment letter Promotion letters to staff Documentation of age Letters of retirement/Notification Evidence of change of name where applicable Death Certification where applicable
WEDNESDAY 11/09/2024	Appointment as to next of kin where applicable Records of Services
THURSDAY 12/09/2024	Other Relevant document, forms
FRIDAY 13/09/2024	D.T.C
SATURDAY	 14

FOR THE SKETCHES, DIAGRAMS AND GRAPHS
 (Additional diagrams may be attached where necessary)

Date: 13/09/24



Student's Signature: [Signature] Date: 13/09/2024
 Comments by Industrial-Based Supervisor: Good student

Name: O.O. Imba
 Signature: [Signature] Date: 18/09/2024
 15

WEEK NO: 7
 WEEK ENDING:
 (Last working day of the week)

WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY 16/9/2024	Public : Holiday
TUESDAY 12/9/2024	Interest-advance An interest advance is a fixed amount of money allocated to an individual or department for expense replacement period Two types of interest advance
WEDNESDAY 18/9/2024	Standard interest advance Special - interest advance
THURSDAY 19/9/2024	Standard interest advance (SIA) is a type of interest advance with a predetermined fixed amount allocated for a specific period Characteristics of Standard advance
FRIDAY 20/9/2024	Fixed amount; predetermined sum allocated Centralized expenses; eligible expense
SATURDAY	

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FOR THE SKETCHES, DIAGRAMS AND GRAPHS (Additional diagrams may be attached where necessary)

Date:



Student's Signature: [Signature] Date: 20/9/2024

Comments by Industrial-Based Supervisor: Good student

Name: [Signature]
 Signature: [Signature] Date: 20/9/2024

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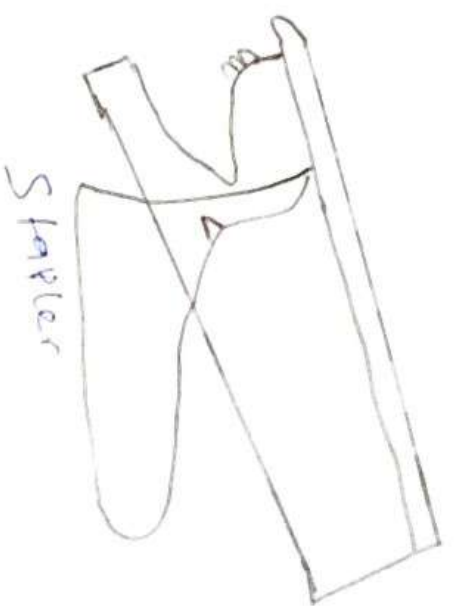
WEEK NO. 8
WEEK ENDING: (Last working day of the week)

WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY 23/9/2024	Special interest advance Special interest is a type of advance payment made to an employer or service for specific and by extraordinary or emergency and expensive material not be want through leakage loss
TUESDAY 24/9/2024	1.1 Conversion one time payment; special interest advance is single payment for a specific purpose
WEDNESDAY 25/9/2024	Emergency or extraordinary D.C. Pen Se
THURSDAY 26/9/2024	3. Limit the scope usually restricts the specific situation or event
FRIDAY 27/9/2024	4. Advance Payment 5. Reimburse Sale
SATURDAY	

FOR THE SKETCHES, DIAGRAMS AND GRAPHS
(Additional diagrams may be attached where necessary)

Date: 20/9/2024



Stapler

Student's Signature: [Signature] Date: 27/9/2024
Comments by Industrial-Based Supervisor: [Signature] Date: 30/10/2024
Name: O. J. [Signature]
Signature: [Signature] Date: 30/10/2024

WEEK NO. 9
 WEEK ENDING: 4/10/2024
 (Last working day of the week)

WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY 30/9/2024	Daily abstract it refers to visual of that show causes abstract SaaS Co launch page.
TUESDAY	Independent Holiday
WEDNESDAY 2/10/2024	Is the total <u>revenue</u> of many earned by a business organization from the service another activities. Daily abstract of revenue
THURSDAY 3/10/2024	Is a financial summary part of the daily revenue earned by a business organization
FRIDAY 4/10/2024	Daily <u>state</u> sales Total daily revenue Revenue Stream Cig Product Services
SATURDAY	

FOR THE SKETCHES, DIAGRAMS AND GRAPHS
 (Additional diagrams may be attached where necessary)

Date: 4/10/2024



FIG 1A51

Student's Signature: AR Date: 4/10/2024

Comments by Industrial-Based Supervisor: Good Student

Name: A. A. Juma

Signature: [Signature] Date: 3/10/2024

WEEK NO: 10
 WEEK ENDING: (Last working day of the week)

WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY 21/10/2024	1) Track daily business 2) make informed decisions
TUESDAY 22/10/2024	3) Identify friends and patterns 4) adjust sale strategies
WEDNESDAY 23/10/2024	1) Provide a concise overview of daily sales 2) Revenue Stream (e.g. Product Service Subscription) 3) Total daily revenue
THURSDAY 24/10/2024	4) variance from previous day/periods Lotto (100000)
FRIDAY 25/10/2024	Explanation of the and tips for sales
SATURDAY	

FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)

Date: 11/10/2024

Name			
Address			
Phone No.			
Date of Birth			
Subject		Semester	
References		Institution	
		10/10	

File Jacket

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

Comments by Industrial-Based Supervisor: Good student

Name: [Signature] Date: 11/10/2024

Signature: [Signature] Date: 11/10/2024

WEEK NO:12
 WEEK ENDING:
 (Last working day of the week)

WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY 21/10/2024	Looking for the Station in the Office Cabinet
TUESDAY 22/10/2024	Record the fire bands into the 1 in dose
WEDNESDAY 23/10/2024	Arranging the fire into Cabinet and get the other
THURSDAY 24/10/2024	Changing the old fire into new file
FRIDAY 25/10/2024	Looking for the number in the office Cabinet
SATURDAY	

FOR THE SKETCHES, DIAGRAMS AND GRAPHS (Additional diagrams may be attached where necessary)

Date: 26/10/2024

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

Comments by Industrial-Based Supervisor:
 The must reliable student

Name:
 Signature:
 Date: 28/10/2024

FOR C.A.T 27

WEEK NO: 13
 WEEK ENDING:
 (Last working day of the week)

WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY 22/10/2024	Changing of old file into new file
TUESDAY 29/10/2024	arranging for the number in the office cabinet
WEDNESDAY 30/10/2024	Looking for the number in the office cabinet
THURSDAY 31/10/2024	Looking for the staff file in the cabinet
FRIDAY 1/11/2024	Record the file hands in the case
SATURDAY	

FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)

Date: 21/11/2024

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

Comments by Industrial-Based Supervisor: very

Name: Effendi

Signature: for LA-7

Date: 4/11/2024

WEEK NO: 14
 WEEK ENDING:
 (last working day of the week)

WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY 4/11/2024	arranging the file into cabinet enclosure the the other
TUESDAY 5/11/2024	Changing special file into new file
WEDNESDAY 6/11/2024	Looking for the number into the cabinet
THURSDAY 7/11/2024	Record of the file hand into the index
FRIDAY 8/11/2024	Total daily revenue
SATURDAY	

FOR THE SKETCHES, DIAGRAMS AND GRAPHS
 (Additional diagrams may be attached where necessary)

Date: 8/11/24

Student's Signature: [Signature] Date: 8/11/2024
 Comments by Industrial-Based Supervisor: Good student

Name: [Signature] Date: 8/11/2024
 Signature: [Signature] Date: 8/11/2024
for CAT

WEEK NO:15.....
 WEEK ENDING:
 (Last working day of the week)

WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY 11/11/2024	Changing old file into a new file
TUESDAY 12/11/2024	Looking for the number into the cabinet
WEDNESDAY 13/11/2024	Recard the fire hand into the car-binet
THURSDAY 14/11/2024	Looking for the start file in the office cabinet
FRIDAY 15/11/2024	arranging the fire cabinet after the other
SATURDAY	

FOR THE SKETCHES, DIAGRAMS AND GRAPHS (Additional diagrams may be attached where necessary)

Date: 18/11/2024

Student's Signature: Date: 15/11/2024
 Comments by Industrial-Based Supervisor: Good student

Name:
 Signature: Date: 19/11/2024
 for l.a. T



WEEK NO. 16
 WEEK ENDING:
 (Last working day of the week)

WEEKLY PROGRESS SHEET

DAY & DATE	DESCRIPTION OF WORK DONE
MONDAY 12/11/2024	arranging the file one after the other into the cabinet
TUESDAY 19/11/2024	arranging the Personal File at Staff
WEDNESDAY 20/11/2024	arranging the coming mail into the file in Dec
THURSDAY 21/11/2024	receiving of incoming mails and record it into the appropriate place in record register for travelling
FRIDAY 22/11/2024	arranging contents of file from one file to another
SATURDAY	

FOR THE SKETCHES, DIAGRAMS AND GRAPHS

(Additional diagrams may be attached where necessary)

Date:

Student's Signature:

Date:

Comments by Industrial-Based Supervisor:

Good - Student

Name:

Signature:

for file

B-O Junior

Date: 25/11/2024