

**Bachelor of Business Administration (BBA) Honours Degree Programme**  
**Faculty of Management & Finance**  
**University of Colombo**  
**Revised Guidelines for the Industrial Training Course 2023**

- The students shall undergo a minimum of Three (03) months industrial training in an organization approved by the Department.
- They shall submit a report of approximately 3,000 words on the experience gained from the industrial training undergone to the Department together with the Industrial Training Record Book signed by the Training Supervisor and approved by the Academic Supervisor for evaluation on or before the deadline stipulated by the Faculty.
- The report on the Industrial Training shall cover areas such as details of work organization, understanding of business practices using theoretical knowledge acquired in the Degree programme, self-development and self-change during the training, and feedback for work organization on their business practices.
- The report shall be evaluated by an examiner approved by the Senate on the recommendation of the Faculty Board, followed by an oral presentation on the report to be evaluated by Two (02) examiners approved by the Senate on the recommendation of the Faculty Board. 70 percent of total marks shall be allocated to the written report and the balance (30 percent) shall be to the oral presentation.

Professor MPP Dharmadasa  
Dean/ Faculty of Management and Finance  
University of Colombo