

**Career Guidance Unit
Faculty of Management and Finance
University of Colombo**

ACT/BEC/FIN/HLM/HRM/INB/MOS/MKT 4801

INDUSTRIAL TRAINING 2023

Marks Allocation, Evaluation of Training Report & Viva-voce Examination

Marks Allocation

1. Industrial Training Report – 100
 2. Viva-voce Examination – 100
- Total Marks – 200 (This will be converted to 100 for final marks)

Evaluation of Training Report

- Report to be evaluated by an independent evaluator appointed (not the Academic Supervisor) by Head of Department
- Marks allocation for different components (see attached mark sheet)

Viva-voce Examination

- Viva-voce examination will verify the contents of the industrial training report and evaluate presentation skills of the students.
- Students' trainees are required to make their presentations with the use of power point slides and the presentation will be followed by a question and answer session.
- Viva-voce examination (presentations) to be organized department wise. Marks allocation for different components (see attached mark sheet).
- Viva – voce examination will be evaluated by the academic supervisor and an independent examiner.

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Semester VIII
Industrial Training-2023
Evaluation Criteria-Industrial Training Report

The industrial training report should focus on the following five (05) areas:

1. Work organization
2. Application of theoretical knowledge
3. Self-development
4. Self-change
5. Feedback for work organization

The description of the contents expected in each area is identified as follows.

1. Work organization (20%)

- A brief introduction to the work organization in which the training was undergone
- Major functions, processes, and policies of the organization
- The way entire organization has been organized as a system

2. Application of theoretical knowledge (20%)

- Visibility/identification of opportunities in utilizing the knowledge gathered during the degree programme
- Applicability of major theoretical concepts learnt in the degree programme

3. Self-development (20%)

- Nature of soft skills developed during the training
- The extent of personality development achieved during the training

4. Self-change (20%)

- Change in attitudes, new skills learnt, misperceptions unlearnt and adaptability experience

5. Feedback for work organization (20%)

- Suggestions for improving the existing work processes
- Suggestions for new developments

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ACT/BEC/FIN/HLM/HRM/INB/MOS/MKT 4801 - **INDUSTRIAL TRAINING** - Semester VIII - 2023

Industrial Training Report - Mark Sheet

Reg. No.	Name	Work Organization (20)	Application of theoretical knowledge (20)	Self - development (20)	Self - Change (20)	Feedback for work organization (20)	Total (100)	Final Marks (70)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Examiner 1:

Signature:

Date:

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ACT/BEC/FIN/HLM/HRM/INB/MOS/MKT 4801 - Industrial Training - Semester VIII 2023

Viva-voce Examination - Mark Sheet

Reg. No.	Name	Verification of presentation contents (15)	Clarity (10)	Eye contact (10)	Body Language (10)	Visual Aid (10)	Dress code (05)	Attention capturing (10)	Level of preparation (10)	Time management (10)	Confidence projected (10)	Total (100)	Final Marks (30)
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													

Interview

Panel:

Examiner of Training Report:

Signature:

Date:

Academic Supervisor:

Signature:

Date: