



# **INDUSTRIAL TRAINING RECORD BOOK**

**2024**

**FACULTY OF MANAGEMENT and FINANCE  
UNIVERSITY OF COLOMBO  
COLOMBO 03  
SRI LANKA**



# **INDUSTRIAL TRAINING RECORD BOOK**

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COLOMBO 03  
SRI LANKA**



## **FACULTY OF MANAGEMENT and FINANCE**

The Faculty of Management and Finance, established in 1994 (successor of the Department of Commerce and Management Studies operated under the Faculty of Arts from 1979), remains the youngest faculty of the University of Colombo. Pursuing excellence in teaching, research, community services and university-industry cooperation and collaboration, it strives to be the center of excellence for management and finance education in Sri Lanka.

Structured into six academic departments, and offering the Bachelor of Business Administration degree (BBA Special / BBA in a particular stream), it serves the need of young and qualified graduates for managing contemporary organizations in the national and international arena. Its curriculum consists of (a) basic disciplinary courses, (b) environmental learning courses, (c) general skill courses, and (d) management and business skill courses in the first two years, and (a) advanced disciplinary courses, (b) strategic / applied courses, and (c) seminar, research and projects in its last two years. The Industrial Training Programme, which mainly focuses on developing soft skills of undergraduates, is offered in the final semester of the degree programme.

## **OUR MISSION**

To be the most prominent and leading faculty in Sri Lanka for high quality academic and executive programmes, research and consultancy in management and business studies within a creative and collaborative environment towards developing managerial competencies for betterment of the society.

## STUDENT INFORMATION

1. Name in Full:.....
2. NIC Number:.....
3. Date of Birth:.....
4. Permanent Address:.....
5. Temporary Address (if any):.....
6. Contact Details:  
Tel: Mobile.....  
Residence.....  
Email:.....  
\_\_\_\_\_
7. University Registration Number:.....
8. University Index Number:.....
9. Academic Supervisor:.....
10. Contact Details of Academic Supervisor:  
Tel:.....  
Email:.....
11. Industrial Training Coordinator: .....  
\_\_\_\_\_
12. Training Organization:.....  
.....
13. Address:.....  
.....
14. Training Division:.....
15. Training Supervisor:.....
16. Contact Details of Training Supervisor:  
Tel:.....  
Email:.....
17. Date of Commencement of Training:.....

# Student Agreement on Industrial Training Programme – 2024

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

I (Mr. /Ms. ) .....

..... (Name, Registration No. and Index No)

of the .....(Department) hereby agree that I have read all the guidelines provided by the Career Guidance Unit (CGU) of the Faculty of Management and Finance, related to the.....(Course Code) Industrial Training Programme – 2024 carefully, and agree to abide by it, where I have had the opportunity to have any questions pertaining to this Agreement answered.

I also understand that, my industrial training programme will commence on..... (Date)

and will be completed on ..... (Date), in .....

..... (Work Organization), and I will not be allowed to change

the work organization under any circumstances. I do hereby acknowledge that this individual and specific

Agreement supersedes any other document or agreement regarding Industrial Training Programme– 2024

issued by the..... (Department) or any other academic staff member

of the Faculty of Management and Finance, University of Colombo.

.....

Signature

Telephone No:

E-Mail:

# CATEGORIES OF LEARNING OUTCOMES

## TO BE EVALUATED BY TRAINING SUPERVISOR

Please use the form *Evaluation by Training Supervisor* provided at the end of this Record Book and return the form to the relevant Academic Department under sealed cover.

### **1. Work ethics, work norms and human conduct**

Attendance/Punctuality

Appropriate dress

Attitude towards work

Work habits

Acceptance of criticism

Displaying Initiative and Imagination

Acceptance of assignments willingly

Adherence to organizational policies

Setting priorities

Self-motivation

### **2. Workplace communication and human relations**

Verbal skills (demonstrating ability to communicate ideas)

Written skills (striving for quality in written expression)

Listening skills (listening to others with patience)

Negotiation skills (reaching compromise and agreement in harmony)

Demonstrating positive relationships with peers, superiors & colleagues

Friendliness

Communicating in other languages (other than mother tongue)

Courtesy

Respect to others

### 3. Work and organization based learning

Learning agility

Understanding standard operating procedures (SOPs) of the organization/division

Sufficient knowledge to perform tasks

Meeting deadlines

Completing tasks (as per organizational expectations)

Knowledge about organization

#### Evaluation Guide:

Grade to be Assigned	Marks Range Denoted by the Grade
05	90%<
04	75% - 89%
03	50% - 74%
02	40% - 49%
01	40%>
NA	-

## **LEARNING AREAS FOR SELF-ASSESSMENT BY STUDENT TRAINEES**

<b>General Competencies at the Outset</b>	<b>Code</b>
Recognize the trainee's location within the organizational structure and systems	<b>GC. 1</b>
Getting along with superiors and peers	<b>GC. 2</b>
Dealing with other stakeholders	<b>GC. 3</b>
Identifying the resources to be used	<b>GC. 4</b>
Learning daily work process	<b>GC. 5</b>
<b>Knowledge</b>	
Task specialization	<b>K. 1</b>
Understanding organizational practices	<b>K. 2</b>
Learning organizational systems/procedures	<b>K. 3</b>
Familiarity with documentation	<b>K. 4</b>
Application of theoretical knowledge	<b>K. 5</b>
<b>Soft Skills</b>	
Developing social networks	<b>SS. 1</b>
Getting into professional networks	<b>SS. 2</b>
Increased interpersonal skills	<b>SS. 3</b>
<b>Personality Development</b>	
Improvement of self-confidence	<b>PD. 1</b>
Improvement of self-efficacy	<b>PD. 2</b>
Adaptability	<b>PD. 3</b>

### **Assessment Guide:**

<b>Level of Achievement</b>	<b>Marks Range</b>
Not satisfied on achievement	<b>40%&gt;</b>
Fairly satisfied on achievement	<b>40% - 49%</b>
Achieved to a considerable extent	<b>50% - 74%</b>
Well achieved	<b>75% - 89%</b>
Extremely well achieved	<b>90%&lt;</b>



# DAILY TRAINING RECORD

Month: .....

Week Starting: .....

Week Ending: .....

Day	Date	Work Done	Learning Area Code	Initials of Training Supervisor
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

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Signature of Student Trainee

Date .....

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Signature of Training Supervisor

Date .....

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Signature of Academic Supervisor

Date .....

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Signature of Student Trainee

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Signature of Training Supervisor

Date .....

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Signature of Academic Supervisor

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## DAILY TRAINING RECORD

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**Signature of Training Supervisor**

**Date** .....

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**Signature of Training Supervisor**

**Date** .....

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**Signature of Academic Supervisor**

**Date** .....

## DAILY TRAINING RECORD

Month: .....

Week Starting: .....

Week Ending: .....

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Wednesday				
Thursday				
Friday				

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**Signature of Student Trainee**

**Date** .....

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**Signature of Training Supervisor**

**Date** .....

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**Signature of Academic Supervisor**

**Date** .....



# MONTHLY PROGRESS REPORT (FIRST MONTH)

(SELF-ASSESSMENT BY STUDENT TRAINEE)

Month: .....

**Instruction:** Please mark **(v)** your level of achievement in each learning area given below.  
**Assessment guide:** 40% > not satisfied on achievement, 40%-49% fairly satisfied on achievement, 50%-74% achieved to a considerable extent, 75%-90% well achieved, 90% < extremely well achieved.

Learning Area	40%>	40%- 49%	50%- 74%	75%- 90%	90%<
<b>General Competencies</b>					
Recognizing the trainee's location within the organizational structure and systems					
Getting along with superiors and peers					
Dealing with other stakeholders					
Identifying the resources to be used					
Learning daily work process					
<b>Knowledge</b>					
Task specialization					
Understanding organizational practices					
Learning organizational systems/procedures					
Familiarity with documentation					
Application of theoretical knowledge					

## Special Remarks (if any):

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 .....

.....  
**Signature of Student Trainee**  
**Date**.....

.....  
**Signature of Training Supervisor**  
**Date**.....

.....  
**Signature of Academic Supervisor**

**Date**.....

# MONTHLY PROGRESS REPORT (SECOND MONTH)

(SELF-ASSESSMENT BY STUDENT TRAINEE)

Month: .....

**Instruction:** Please mark (✓) your level of achievement in each learning area given below.  
**Assessment guide:** 40% > not satisfied on achievement, 40%-49% fairly satisfied on achievement, 50%-74% achieved to a considerable extent, 75%-90% well achieved, 90% < extremely well achieved.

Learning Area	40%>	40%-49%	50%-74%	75%-90%	90%<
<b>General Competencies</b>					
Recognizing the trainee's location within the organizational structure and systems					
Getting along with superiors and peers					
Dealing with other stakeholders					
Identifying the resources to be used					
Learning daily work process					
<b>Knowledge</b>					
Task specialization					
Understanding organizational practices					
Learning organizational systems/procedures					
Familiar with documentation					
Application of theoretical knowledge					
<b>Soft Skills</b>					
Increased interpersonal skills					

**Special Remarks (if any):**

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 .....  
 .....

.....  
**Signature of Student Trainee**

**Date**.....

.....  
**Signature of Training Supervisor**

**Date**.....

.....  
**Signature of Academic Supervisor**

**Date**.....

# MONTHLY PROGRESS REPORT (THIRD MONTH)

(SELF-ASSESSMENT BY STUDENT TRAINEE)

Month: .....

**Instruction:** Please mark (✓) your level of achievement in each learning area given below.  
**Assessment guide:** 40% > not satisfied on achievement, 40%-49% fairly satisfied on achievement, 50%-74% achieved to a considerable extent, 75%-90% well achieved, 90% < extremely well achieved.

Learning Area	40%>	40%-49%	50%-74%	75%-90%	90%<
<b>General Competencies</b>					
Recognizing the trainee's location within the organizational structure and systems					
Getting along with superiors and peers					
Dealing with other stakeholders					
Identifying the resources to be used					
Learning daily work process					
<b>Knowledge</b>					
Task specialization					
Understanding organizational practices					
Learning organizational systems/procedures					
Familiar with documentation					
Application of theoretical knowledge					
<b>Soft Skills</b>					
Increased interpersonal skills					
Developing social networks					
Getting into professional networks					

**Special Remarks (if any):**

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 .....

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**Signature of Student Trainee**

**Date**.....

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**Signature of Training Supervisor**

**Date**.....

.....

**Signature of Academic Supervisor**

**Date**.....

# MONTHLY PROGRESS REPORT (FOURTH MONTH)

(SELF-ASSESSMENT BY STUDENT TRAINEE)

Month: .....

**Instruction:** Please mark (✓) your level of achievement in each learning area given below.  
**Assessment guide:** 40% > not satisfied on achievement, 40%-49% fairly satisfied on achievement, 50%-74% achieved to a considerable extent, 75%-90% well achieved, 90% < extremely well achieved.

Learning Area	40%>	40%-49%	50%-74%	75%-90%	90%<
<b>General Competencies</b>					
Recognizing the trainee's location within the organizational structure and systems					
Getting along with superiors and peers					
Dealing with other stakeholders					
Identifying the resources to be used					
Learning daily work process					
<b>Knowledge</b>					
Task specialization					
Understanding organizational practices					
Learning organizational systems/procedures					
Familiar with documentation					
Application of theoretical knowledge					
<b>Soft Skills</b>					
Increased interpersonal skills					
Developing social networks					
Getting into professional networks					
<b>Personality Development</b>					
Improvement of self-confidence					
Improvement of self-efficacy					
Adaptability					

**Special Remarks (if any):**

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**Signature of Student Trainee**  
**Date**.....

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**Signature of Training Supervisor**  
**Date**.....

.....  
**Signature of Academic Supervisor**

**Date**.....

# MONTHLY PROGRESS REPORT (FIFTH MONTH)

(SELF-ASSESSMENT BY STUDENT TRAINEE)

Month: .....

**Instruction:** Please mark (✓) your level of achievement in each learning area given below.  
**Assessment guide:** 40% > not satisfied on achievement, 40%-49% fairly satisfied on achievement, 50%-74% achieved to a considerable extent, 75%-90% well achieved, 90% < extremely well achieved.

Learning Area	40%>	40%-49%	50%-74%	75%-90%	90%<
<b>General Competencies</b>					
Recognizing the trainee's location within the organizational structure and systems					
Getting along with superiors and peers					
Dealing with other stakeholders					
Identifying the resources to be used					
Learning daily work process					
<b>Knowledge</b>					
Task specialization					
Understanding organizational practices					
Learning organizational systems/procedures					
Familiar with documentation					
Application of theoretical knowledge					
<b>Soft Skills</b>					
Increased interpersonal skills					
Developing social networks					
Getting into professional networks					
<b>Personality Development</b>					
Improvement of self-confidence					
Improvement of self-efficacy					
Adaptability					

**Special Remarks (if any):**

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 .....

.....  
 Signature of Student Trainee

Date.....

.....  
 Signature of Training Supervisor

Date.....

.....  
 Signature of Academic Supervisor

Date.....

# MONTHLY PROGRESS REPORT (SIXTH MONTH)

(SELF-ASSESSMENT BY STUDENT TRAINEE)

Month: .....

**Instruction:** Please mark (✓) your level of achievement in each learning area given below.  
**Assessment guide:** 40% > not satisfied on achievement, 40%-49% fairly satisfied on achievement, 50%-74% achieved to a considerable extent, 75%-90% well achieved, 90% < extremely well achieved.

Learning Area	40%>	40%-49%	50%-74%	75%-90%	90%<
<b>General Competencies</b>					
Recognizing the trainee's location within the organizational structure and systems					
Getting along with superiors and peers					
Dealing with other stakeholders					
Identifying the resources to be used					
Learning daily work process					
<b>Knowledge</b>					
Task specialization					
Understanding organizational practices					
Learning organizational systems/procedures					
Familiar with documentation					
Application of theoretical knowledge					
<b>Soft Skills</b>					
Increased interpersonal skills					
Developing social networks					
Getting into professional networks					
<b>Personality Development</b>					
Improvement of self-confidence					
Improvement of self-efficacy					
Adaptability					

**Special Remarks (if any):**

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 .....

.....  
**Signature of Student Trainee**  
**Date**.....

.....  
**Signature of Training Supervisor**  
**Date**.....

.....  
**Signature of Academic Supervisor**

**Date**.....

# STUDENT'S FEEDBACK ON INDUSTRIAL TRAINING

Name of Student Trainee:.....

Contact Details:-Tel:- ..... E-mail:-.....

Training Organization:.....

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***Instructions: Please answer the following questions in relation to what you experienced in the industrial training programme. Please mark or write your answer.***

1. Rate your industrial training experience by checking the appropriate level below:

☐ Excellent      ☐ Above Average      ☐ Average      ☐ Below Average

2. How was the industrial training programme helpful to you? \_\_\_\_\_

\_\_\_\_\_

3. What would you appreciate most about the industrial training? \_\_\_\_\_

\_\_\_\_\_

4. What did you like least about the industrial training? \_\_\_\_\_

\_\_\_\_\_

5. How did this industrial training influence you? \_\_\_\_\_

\_\_\_\_\_

6. What is the most important thing you learned during your industrial training? \_\_\_\_\_

\_\_\_\_\_

7. At what part of your industrial training did you have the most trouble? \_\_\_\_\_

\_\_\_\_\_

8. What were the difficulties undergone by you in this industrial training programme? \_\_\_\_\_

\_\_\_\_\_

9. Who was the most helpful/influential person you worked with at this organization? \_\_\_\_\_

\_\_\_\_\_

10. Would you recommend this workplace for other students? **YES / NO**

## TRAINING SUPERVISOR'S FEEDBACK ON INDUSTRIAL TRAINING

Name of Student Trainee:.....

Name of Training Supervisor:.....

Contact Details : Tel: ..... E-mail:.....

Training Organization:.....

Your feedback and suggestions will help us introduce new features and changes to the Industrial Training Programme of the Faculty of Management & Finance of the University of Colombo, ensuring it would be more mutually beneficial for the undergraduates and the organisations which provide them with industrial training.

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1. Was the undergraduate who trained under your supervision adequately prepared for receiving the training? Please comment placing emphasis on his/her theoretical/academic preparedness for embarking on this training:

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2. Assuming there are vacancies in your organisation, would you be willing to hire the undergraduate who trained under you upon his/her graduation in a few months? Please give reasons for your answer. (In answering please devote attention to the selection criteria of job candidates for Management Trainee position or equivalent in your organisation.):

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3. What major skills are necessary for a university graduate who has just successfully completed his/her bachelor's degree programme and is keen to join your organization? Please list up to five skills in order of importance:

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_
- v. \_\_\_\_\_

4. Please give suggestions for strengthening the relationship and collaboration between universities and the industry for producing graduates who can claim higher initial employability:

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5. If you have any further suggestions for improving this Industrial Training Programme please provide them below:

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Thank you for your valuable assistance in enhancing the employability of our undergraduate(s) by devoting your time to supervise the Industrial Training, and for the feedback on improving the Programme.

# EVALUATION BY TRAINING SUPERVISOR

Name of Student Trainee:.....

Name of Training Supervisor:.....

Contact Details of Training Supervisor:-Tel: ..... E-mail:.....

Training Division & Organization:.....

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**Instructions:** Please answer the following questions in relation to the performances of the Student Trainee during the training period. Please use the following **Ratings** in the evaluation (marks range is given within brackets): **1** (less than 40%), **2** (40%-49%), **3** (50%-74%), **4** (75%-89%), **5** (above 90%).

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## 1. Work ethics, work norms, and human conduct

- Attendance/Punctuality
- Appropriate dress
- Attitude towards work
- Work habits
- Acceptance of criticism
- Displaying Initiative and Imagination
- Acceptance of assignments willingly
- Adherence to organizational policies
- Setting priorities
- Self-motivation

☐
☐
☐
☐
☐
☐
☐
☐
☐
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## 2. Workplace communication and human relations

- Verbal skills
- Writing skills
- Listening skills
- Negotiation skills
- Demonstrating positive relationships with others
- Friendliness
- Communicating in languages other than mother-tongue
- Courtesy
- Respect to others

☐
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**3. Work and organization based learning**

- Learning agility ☐
- Understanding standard operating procedures (SOPs) of the organization ☐
- Sufficient knowledge to perform tasks ☐
- Meeting deadlines ☐
- Completing tasks as per organizational expectations ☐
- Knowledge about organization ☐

**3. Special Comments (if any)**

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Signature

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Date