



Industrial Training Handbook

2024

Faculty of Management and Finance

University of Colombo

Colombo 03

Sri Lanka



Industrial Training Handbook

2024

**Faculty of Management and Finance
University of Colombo**

**Colombo 03
Sri Lanka**

Editorial Committee

Prof. K. Dissanayake (Chairperson)

Prof. H. D. Karunaratne

Prof. H. N. P. Jayasinghe

Prof. M. S. Dassanayake

Prof. A. A. C. Abeysinghe

Prof. P. Kailasapathy

Dr. D. T. Wijetunga

Mr. D. M. S. Dassanayake

Mr. R. M. R. B. Rajapakse

Mr. W. A. S. P. Weerathunga

Career Guidance Team



Mr. G. Ranaweera

Coordinator of the Career Guidance Unit

Department Industrial Training Coordinators

Ms. S. A. D. K. S. Dissanayake – Department of Accounting

Ms. Asheni De Silva– Department of Human Resources Management

Mr. Pasan Wijayawardhana – Department of Business Economics

Ms. Udeshika Pathirana – Department of Finance

Ms. K. M. M. Methma Karunarathne– Department of International Business

Dr. Ruwangi Chandrasekara – Department of Marketing

Ms. Shanika Dilhani Senavirathna– Department of Management and Organizational
Studies



Ms. S.A.D.K.S. Dissanayake

CGU Coordinator of Accounting Department
Programme Coordinator of FMF Effective Career Guidance
Workshops



Mr. Pasan Wijayawardhana

CGU Coordinator of Business Economics Department
Programme Coordinator of Staff Development Programme



Ms. Udeshika Pathirana

CGU Coordinator of Finance Department
Programme Coordinator of Students Assessment Centre



Dr. Ruwangi Chandrasekara

CGU Coordinator of Marketing Department



Ms. K. M. M. Methma Karunarathne

CGU Coordinator of International Business Department
Programme Coordinator of Employability Survey of the CGU



Ms. Shanika Dilhani Senavirathna

CGU Coordinator of Management and Organization Studies
Department

Programme Coordinator of Students Mentoring Programme



Ms. Asheni De Silva

CGU Coordinator of Human Resources Management
Department

Programme Coordinator of Golden Speech Programme



Ms. Salini Nuwanthara

Programme Assistant
Career Guidance Unit

Table of Contents

1. Introduction	1
2. Purpose and Objectives	2
3. Expected Outcomes	2
4. Related Parties	2
5. Roles of Related Parties	3
6. Sources of Rules and Regulations	5
7. Programme Structure	6
8. Documentation Requirements	7
9. Evaluation Components and Process	9
10. Code of Conduct for Student Trainees	10
Annexure I - Extract of Regulations Related to the Industrial Training Programme	11
Annexure II - Daily Training Record	12
Annexure III - Monthly Progress Reports	13
Annexure IV - Student's Feedback on Industrial Training	19
Annexure V - Training Supervisor's Feedback on Industrial Training	20
Annexure VI - Evaluation by Training Supervisor	22
Annexure VII - Guidelines for Writing Industrial Training Report	24
Annexure VIII - Guidelines for Formatting Industrial Training Report	26
Annexure IX - Penalties for Not Following the Guidelines	27

1. Introduction

Industrial training component in the Bachelor of Business Administration (BBA) degree programme of the Faculty of Management & Finance at University of Colombo fulfills the need of experiential learning required to be gained by a management graduate before entering into the world of work. This training enables the students to experience the real state of affairs in an organization and be acquainted with its typical human and physical systems at work. Thus, it creates the grounds for enhancing their soft skills and opportunities for getting into valuable professional and social networks, which cannot be supported in the usual classroom environment.

This training period spans twenty four weeks within the final semester (Semester VIII of the degree programme). This compulsory component in the curriculum carries a weightage of 04 credits. (The extract of Regulations of the BBA Degree Programme related to the Industrial Training is given in Annexure - I). The BBA curriculum has been designed in such a way that there are only two taught-courses in the final semester. Further, through flexible-time arrangements, the Faculty assures that its students can undertake work opportunities in organizations on a full-time basis on all five working days of the week.

The work organizations in the contemporary society have a set of expectations towards the knowledge, skills, and attitudes of their prospective young employees. The placement for Industrial Training given to a student trainee would provide work organizations a precious opportunity for properly communicating to them such expectations, and socializing or molding them as per organizational expectations. Further, it will be a mode of serving a national purpose of the educational system of the country.

This handbook serves the purpose of providing relevant information of the Industrial Training Programme of the Faculty of Management & Finance, University of Colombo, to its student trainees, academic supervisors, training coordinators, and supervising organizations. Irrespective of the area of specialization of the BBA degree programme, it communicates the purpose and expected outcomes of the industrial training programme, roles of related parties, programme structure, documentation requirements, evaluation components and process, and the code of conduct for student trainees.

2. Purpose and Objectives

The main purpose of the Industrial Training Programme designed by the Faculty of Management & Finance, University of Colombo for its BBA students is to equip them with timely and contextually appropriate competencies envisioned by the contemporary corporate world. Towards this end, it intends to achieve the following objectives:

1. To open avenues for gaining hands-on experience in organizational settings
2. To expand the knowledge horizon on corporate practices
3. To improve soft skills
4. To expose students to wider professional and social networks outside the University
5. To increase the employability of BBA graduates

3. Expected Outcomes

In line with the afore-mentioned purpose and objectives, the programme expects an overall development of competencies of BBA undergraduates in handling human and physical resources at their prospective work organizations. Accordingly, the expected outcomes of this Industrial Training Programme are three-fold:

1. Adherence to work ethics and work norms, and improvement of human conduct
2. Improvement in workplace communication and human relations
3. Learning of organizational practices at a given work environment

4. Related Parties

The Industrial Training programme mainly involves five parties (from the academic field and from the industry). They are: Student Trainee, Academic Supervisor, Industrial Training Coordinator, Supervising Organization, and Training Supervisor. A brief description of each party is given below.

4.1 Student Trainee:

A BBA student registered for the Industrial Training programme at the Faculty who has secured a suitable industrial training opportunity with an organization.

4.2 Academic Supervisor:

The faculty member appointed by the relevant Academic Department who is responsible for academic supervision of the student's training activities while s/he is in the field.

4.3 Industrial Training Coordinator:

The representative appointed by the respective Academic Department who plays the role of a linchpin between the Department and the supervising organization in arranging training opportunities for students.

4.4 Supervising Organization:

An organization accepted by the Academic Department that has agreed to provide opportunity for professional work experience for the student trainee, which has established the appropriate link with the Department and the student trainee prior to the beginning of the industrial training.

4.5 Training Supervisor:

The individual employed by the supervising organization to whom the student trainee will be directly reporting during his/her tenure in the Industrial Training Programme and who will assume a mentoring role in relation to the student trainee. The Training Supervisor shall be appointed by the supervising organization.

5. Roles of Related Parties

5.1 Role of the Student Trainee

The Industrial Training is a compulsory requirement of the BBA degree programme. Thus, as in the case of all taught-courses, the student must take the responsibility of securing a place for training, and undergoing experiential learning and successful completion of the Industrial Training to the satisfaction of the requirements stipulated in the By-laws, and to the fulfillment of the expectations of the Academic Department. Further, experiencing practical applications of academic lessons they received in the classroom is a major part of their role during this training. Accordingly, the competencies they acquire during the Industrial Training have to be reflected in the reported learning outcomes.

To this end, the role of student trainee includes the following:

- i. Searching for Industrial Training opportunities
- ii. Securing an Industrial Training opportunity with an acceptable organization relevant to their major field of study
- iii. Communicating the placement to the Academic Department
- iv. Working twenty four weeks (in Semester VIII in the degree programme) at the selected organization
- v. Completing all appropriate paperwork requirements as stipulated in the By-laws and communicated in this handbook
- vi. Defending one's self in the viva voce examination that is conducted by the Academic Department for evaluating the achievement of expected learning outcomes.

Further to these, the student trainees are expected to be aware of the following:

- a. The length of the Industrial Training and the time commitment involved
- b. The screening or selection process at work organizations
- c. Educational expectations and requirements (including language requirements) of work organizations
- d. Performance expectations and requirements of the work organization
- e. The required documentation in the Industrial Training Programme and its process
- f. All due dates of the Industrial Training Programme
- g. The evaluation process of the Industrial Training Programme, including consequences of non-performance

5.2 Role of the Academic Supervisor

The Academic Supervisor plays the role of an advisor to the Student Trainee during the period of Industrial Training. Thus, the role of the Academic Supervisor shall include the following:

- i. Assisting the assigned Student Trainees in maintaining the required documents during training
- ii. Allocating time for advising as required by the Student Trainees
- iii. Guiding Student Trainees in writing the Industrial Training Report
- iv. Coordinating with the Industrial training Coordinator of the Academic Department in relation to the progress of Student Trainees

5.3 Role of the Industrial Training Coordinator

The role of the Industrial Training Coordinator in each Academic Department is to assist the respective Department in the smooth functioning of the Industrial Training Programme. Thus, the role of the Industrial Training Coordinator shall include the following:

- i. Being a linchpin among the Academic Department, Academic Supervisors, and the Supervising Organizations
- ii. Helping the Academic Department to search for Industrial Training opportunities for its students
- iii. Arranging the evaluation of student trainees' performance

5.4 Role of the Training Supervisor

Training Supervisor is the immediate superior of the Student Trainee at the workplace. Thus, Training Supervisor's role will usually include the following:

- i. Establishing work hours, assigning work, and monitoring attendance and performance
- ii. Assisting Student Trainee in acquiring the proper competencies as expected by the training programme
- iii. Fulfilling the documentation requirements of the Academic Department in relation to Industrial Training Programme

6. Sources of Rules and Regulations

The student trainees in this Industrial Training Programme shall abide by the rules and regulations stipulated by three domains. Those are:

- i. the By-laws of the Bachelor of Business Administration (BBA) Degree Programme
- ii. operational decisions made by the Faculty and the respective Academic Departments in relation to Industrial Training Programme
- iii. organizational policies and work related rules and regulations of the relevant Supervising Organization

7. Programme Structure

There is a sequence of activities that have to be performed by Student Trainees in this Industrial Training Programme. These activities flow from ‘*Searching for Industrial Training opportunities*’ through ‘*Defending one’s self in the viva voce examination*’ spanning nearly five to six months. The sequence of these activities is given in Figure 1 below.

Figure 1. Sequence of Activities to be Performed by Student Trainees in the Industrial Training Programme

BEFORE COMMENCING INDUSTRIAL TRAINING	<ol style="list-style-type: none"> 1. Searching for Industrial Training opportunities at appropriate work organizations 2. Securing a place for Industrial Training 3. Communicating training placement to the respective Academic Department
	COMMENCEMENT OF INDUSTRIAL TRAINING
DURING INDUSTRIAL TRAINING	<ol style="list-style-type: none"> 4. Reporting daily work: Maintaining Daily Training Record and Monthly Progress Report 5. Consulting Training Supervisor regularly 6. Meeting Academic Supervisor regularly and seeking advice as needed
	END OF INDUSTRIAL TRAINING*
AFTER FINISHING TRAINING PERIOD	<ol style="list-style-type: none"> 7. Submitting the Training Record Book with duly filled Daily Training Records, Monthly Progress Reports, ‘Student’s Feedback on Industrial Training’ form, and ‘Training Supervisor’s Feedback on Industrial Training’ form to the respective Academic Department 8. Making sure that the Training Supervisor submits the ‘Evaluation by Training Supervisor’ to the respective Academic Department 9. Submitting the Industrial Training Report to the respective Academic Department 10. Defending one’s self in the viva voce examination conducted by the Academic Department

(*At the discretion of training organization and trainees, student trainees may continue to work at the same work organization after fulfilling the formal Industrial Training requirement of the curriculum).

8. Documentation Requirements

There are five types of documents that are required to be submitted by the student trainees and training supervisors in relation to this Industrial Training Programme.

8.1 Daily Training Records

The Daily Training Records help student trainees report the daily work done by them during a single week from Monday through Friday (see Annexure – II for the specimen). Further, it requires them to identify the related learning area (i.e. general competencies, knowledge, soft skills, and/or personality development) that is enabled by the work done, followed by the certification of the training supervisor. These Daily Training Records should be examined and signed by the training supervisor weekly, as the means of continuous tracking of progress during the programme. Daily Training Records should also be examined and endorsed by the Academic Supervisor once a month.

8.2 Monthly Progress Reports

The Monthly Progress Reports are used for obtaining, on a monthly basis, a self-assessment from student trainees regarding the learning areas experienced by them. Thus, student trainees are required to assess their individual achievement of general competencies, knowledge, soft skills, and personality development on a scale ranging from '*Extremely well achieved*' to '*Not satisfied on achievement*'. There will be six different reports assessing the extent of these achievements at the end of each month. This document has to be examined and signed by the training supervisor and the academic supervisor once a month.

8.3 Evaluation by Training Supervisor

The Evaluation by Training Supervisor is one major component used in the process of evaluating the learning outcomes achieved by the Student Trainee (see Annexure VI for specimen). This document has to be completed by the Training Supervisors for each trainee at the end of the Industrial Training, and submitted directly to the respective Academic Department. It evaluates learning outcomes of Student Trainees in terms of their: (a) adherence to work ethics and work norms, and improvement of human conduct, (b) improvement in workplace communication and human relations, and (c) learning of organizational practices at the particular work environment.

8.4 Industrial Training Report

Industrial Training Report, the main assessment tool of the Industrial Training Programme, serves as the means of formal communication of the total sphere of learning outcomes achieved in the entire training period. Student Trainees are required to submit this report to the respective Academic Department within a given timeframe in order to arrange the evaluation process without any delay.

8.5 Student's Feedback on Industrial Training

The student trainees are required to complete and submit the form 'Student's Feedback on Industrial Training' by the end of the training period (see Annexure – IV for the specimen). This document serves as a mode of communicating the effectiveness of Industrial Training undergone by individual students at different work organizations. It helps report the effects and importance of Industrial Training, difficulties encountered by them, and the appropriateness of the organization for such training.

8.6 Training Supervisor's Feedback on Industrial Training

The student trainees are required to get the form 'Training Supervisor's Feedback on Industrial Training' completed by the respective training supervisors at end of the training period (see Annexure – V for the specimen) and submit it to the relevant academic departments along with the Industrial Training Record Book. This document serves as a mode of communicating training supervisors' views on the effectiveness of the Industrial Training Programme including their views on the competencies required for the contemporary world of work.

Timeframe for submitting documents

The Student Trainees must submit the duly filled *Industrial Training Record Books* to the respective Academic Departments within one week from the last date of the Eighth Semester of the degree programme. This Industrial Training Record Book contains the (a) the Daily Training Record, (b) the Monthly Progress Report, (c) Student's Feedback on Industrial Training, and (d) Training Supervisor's Feedback on Industrial Training. Further, the Student Trainees must make sure that their respective Training Supervisors submit the *Evaluation by Training Supervisors* in a sealed cover to the Academic Department during the same period.

Failure to submit the Industrial Training Record Book within the specified period of time or failure to submit a duly completed Industrial Training Record Book will be leading to recording of poor performance of student trainees.

The student trainees must submit the *Industrial Training Report* to the respective Academic Departments within two weeks from the last date of the Eighth Semester of the degree programme.

9. Evaluation Components and Process

The Industrial Training carries a weight of four (04) credits in the BBA curriculum.

9.1 Components of Evaluation

The evaluation of Industrial Training Programme is based on 03 components:

i. Evaluation by the Training Supervisor (100 marks: 25% of the total)

The Training Supervisor shall evaluate the learning outcomes in terms of (a) work ethics, work norms and human conduct, (b) workplace communication and human relations, and (c) work and organization based learning, as acquired by student trainees during the training period.

ii. Industrial Training Report (200 marks: 50% of the total)

The Industrial Training Report will be used for evaluation of learning outcomes of student trainees through their reflections on:(a) understanding of work organization as a system, (b) knowledge on organizational functions, processes and policies, (c) ability in visualizing through theoretical concepts learnt in the class, (d) soft skills developed, (e) personality development achieved during the training period, and (f) suggestions for work organization. (See Annexure VII & VIII for more details on the preparation of Industrial Training Report).

iii. Viva voce examination (100 marks: 25% of the total)

The viva voce examination will verify the contents of the Industrial Training Report and evaluate presentation skills of the student trainees. It will further evaluate (a) the attitudinal changes, (b) adaptability to work environments, (c) internalization of workplace norms, and (d) unlearning of misperceptions and myths (if any) about contemporary work environments.

9.2 Evaluation Process

The evaluation of the Industrial Training Report and conducting of viva voce examination will be performed by the respective Academic Department. The Industrial Training Report will be evaluated by an independent academic evaluator appointed by the Head of the respective Academic Department. The viva voce examination will be conducted by a panel comprising the Academic Supervisor, and the independent evaluator of the Industrial Training Report. The Coordinator of the Industrial Training Programme at Departmental level shall assist in arranging this evaluation process at the respective Department.

9.3 Evaluation Timeframe

The afore-mentioned evaluation will take place immediately after the submission of required documents to the respective Academic Departments. The date for viva voce examination shall be notified to student trainees by the Academic Department.

9.4 Failure in the Industrial Training Programme

A student trainee, who fails to secure 40% of marks at the evaluation of Industrial Training Programme, shall be directed to re-do it within a specified period.

10. Code of Conduct for Student Trainees

In line with the expected outcomes of this Industrial Training, and with respect to the social and professional etiquettes generally adhered at work organizations, the Student Trainees are expected to comply with a code of conduct during the training period. Even though the code of conduct followed at Sri Lankan organizations resemble that of general society, the following are noted as worthwhile for reiteration.

1. Accepting supervision politely
2. Conducting self in a dignified, courteous, and considerate manner
3. Reporting any problems, criticisms, or suggestions to the supervisor
4. Following all organizational policies and procedures (e.g., dress code, safety measures)
5. Refraining from smoking or eating food while working
6. Refraining from bringing outsiders to the workplace
7. Notifying the supervisor appropriately if unable to report for work
8. Performing work only when and where assigned
9. Refraining from abusing the information technology facilities at the workplace
10. Refraining from divulging confidential organizational information to others
11. Refraining from using organizational property for personal benefit

ANNEXURE - I

Regulations Related to the Industrial Training Programme

A student reading for BBA / BBA in a particular stream shall undergo an Industrial Training in any relevant organization / institute in the state, corporate or non-government sector for a minimum period of twenty four (24) weeks in the eighth semester of the Programme. This selected organization / institute shall be approved by the respective Department. The progress of the student's training shall be supervised by both the relevant academic Department and the organization that provides the training. After completion of the training, each student shall submit a report to the relevant academic Department for evaluation as stipulated by these Regulations.

With regard to the Examination of the Industrial Training Report, the following shall be applicable:

- a) The date for the submission of the Industrial Training Report shall be announced by the Head of the Department with the approval of the Faculty Board at the beginning of the Eighth Semester and shall not exceed more than one month after the completion of the Eighth Semester.
- b) The Students shall submit one copy of the Industrial Training Report to the relevant Department with the recommendation of the appointed Supervisor, in the form of spiral binding the announced date for submission.
- c) The Industrial Training Report shall not exceed 5,000 words excluding Tables, Annexure, and Figures etc. and shall be submitted in accordance with the format given in the Schedule.
- d) The Industrial Training Programme shall carry a maximum mark of 100 and a weight of 04 Credits. The minimum mark to be obtained by a student to pass the Industrial Training Programme is 40% of the total mark allotted to it.
- e) The Industrial Training Report shall be evaluated by an independent examiner and marked out of 100.
- f) A student who fails to secure 40% mark at the evaluation shall be directed to re-do the Industrial Training Report as a repeat candidate.

ANNEXURE - II

DAILY TRAINING RECORD

Month:

Week Starting:

Week Ending:

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

.....

Signature of Student Trainee

Date

.....

Signature of Training Supervisor

Date

.....

Signature of Academic Supervisor

Date

ANNEXURE - III

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%<
General Competencies					
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					
Knowledge					
Task specialization					
Understanding organizational practices					
Learning organizational systems/procedures					
Familiarity with documentation					
Application of theoretical knowledge					

Special Remarks (if any):

.....

.....
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%<
General Competencies					
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					
Knowledge					
Task specialization					
Understanding organizational practices					
Learning organizational systems/procedures					
Familiarity with documentation					
Application of theoretical knowledge					
Soft Skills					
Increased interpersonal skills					

Special Remarks (if any):

.....

.....
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%<
General Competencies					
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					
Knowledge					
Task specialization					
Understanding organizational practices					
Learning organizational systems/procedures					
Familiarity with documentation					
Application of theoretical knowledge					
Soft Skills					
Increased interpersonal skills					
Developing social networks					
Getting into professional networks					

Special Remarks (if any):

.....

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

.....
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%<
General Competencies					
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					
Knowledge					
Task specialization					
Understanding organizational practices					
Learning organizational systems/procedures					
Familiarity with documentation					
Application of theoretical knowledge					
Soft Skills					
Increased interpersonal skills					
Developing social networks					
Getting into professional networks					
Personality Development					
Improvement of self-confidence					
Improvement of self-efficacy					
Adaptability					

Special Remarks (if any):

.....

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

.....
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%<
General Competencies					
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					
Knowledge					
Task specialization					
Understanding organizational practices					
Learning organizational systems/procedures					
Familiarity with documentation					
Application of theoretical knowledge					
Soft Skills					
Increased interpersonal skills					
Developing social networks					
Getting into professional networks					
Personality Development					
Improvement of self-confidence					
Improvement of self-efficacy					
Adaptability					

Special Remarks (if any):

.....

.....
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%<
General Competencies					
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					
Knowledge					
Task specialization					
Understanding organizational practices					
Learning organizational systems/procedures					
Familiarity with documentation					
Application of theoretical knowledge					
Soft Skills					
Increased interpersonal skills					
Developing social networks					
Getting into professional networks					
Personality Development					
Improvement of self-confidence					
Improvement of self-efficacy					
Adaptability					

Special Remarks (if any):

.....

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

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

.....
 Signature of Academic Supervisor Date.....

ANNEXURE - IV

STUDENT'S FEEDBACK ON INDUSTRIAL TRAINING

Name of Student Trainee:.....

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

Training Organization:.....

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**

ANNEXURE - V

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.

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

2. Assuming there are vacancies in your organisation, would you be willing to hire the undergraduate who received training under your supervision 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.):

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:

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

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.

ANNEXURE - VI

EVALUATION BY TRAINING SUPERVISOR

Name of Student Trainee:.....

Name of Training Supervisor:.....

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

Training Division & Organization:.....

.....

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%).

1. Work ethics, work norms, and human conduct

- Attendance/Punctuality
- Appropriate dress
- Attitude towards work
- 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
- Writing skills
- Listening skills
- Negotiation skills
- Demonstrating positive relationships with others
- Communicating in languages other than mother-tongue

3. Work and organization based learning

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

4. Special Comments (if any)

.....
.....
.....
.....
.....

.....

Signature

.....

Date

ANNEXURE - VII

Guidelines for Writing the Industrial Training Report

The Industrial Training Report is the major evaluation component of the Industrial Training Programme of BBA curriculum. It is an academic report that must be produced under the guidelines stipulated in the by-laws. Thus, it should be a well-written, well-organized and sensible document, which reflects the knowledge, skills, attitudes, and development of a BBA graduate.

1. Purpose of writing the Industrial Training Report:

The broad purpose of this component is two-fold.

- i. It helps students to engage a self-reflection of the learning outcomes of the Industrial Training undergone
- ii. It serves as an evaluation tool of the Industrial Training programme in the BBA curriculum

2. Contents to be covered:

The Industrial Training Report should focus on the following five (05) areas:

- i. Work organization
- ii. Application of theoretical knowledge
- iii. Self-development
- iv. Self-change
- v. Feedback for work organization

A description of the contents expected in each area is given below.

Work organization:

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

Application of theoretical knowledge

- (d) Visibility / identification of opportunities in utilizing the knowledge gathered during the degree programme

- (e) Applicability of major theoretical concepts learnt in the degree programme

Self-development

- (f) Nature of soft skills developed during the training
- (g) The extent of personality development achieved during the training

Self-change

- (h) Change in attitudes
- (i) New skills learnt
- (j) Misperceptions unlearnt
- (k) Adaptability experienced

Feedback for work organization

- (l) Suggestions for improving the existing work processes
- (m) Suggestions for new developments

3. Marking scheme:

The Industrial Training Report will be allocated 50% of the total marks assigned for the industrial training programme. Thus, it will be marked out of 200. Allotted marks for each area in the Report is 20% each.

- Work organization (20% = 40 marks)
- Application of theoretical knowledge (20% = 40 marks)
- Self-development (20% = 40 marks)
- Self-change (20% = 40 marks)
- Feedback for work organization (20% = 40 marks)

4. Submission of Industrial Training Report

The due date of submission of this Report will be notified by the Faculty at the beginning of the Eighth Semester of the degree programme.

5. Late Submission Policy

The late submission policy generally adopted by the Faculty will apply for all late submissions of the Industrial Training Reports.

ANNEXURE - VIII

Guidelines for Formatting the Industrial Training Report

(Extracted from the Schedule of the Regulations in the By-laws of BBA Degree Programme)

The format of the final version of each Industrial Training Report to be submitted as a partial fulfillment of the BBA Degree Programme of the Faculty of Management and Finance, unless otherwise required by the Faculty, shall be in A4 (8.27' x 11.69') size paper and typewritten on one side of the paper only, double spaced and with margins of at least 1 ¼ ,on the left side and 1` on the right side and 1` at the top and bottom of each page.

The Industrial Training Report shall incorporate in the following order:

- (a) A title page giving the title of the Industrial Training Report, the degree for which it is submitted, with the name of the Faculty, the full name of the author, index no. and the date of submission for the degree;
- (b) A list of contents;
- (c) A list of Tables and Figures;
- (d) The following declaration, signed by the candidate:
'I certify that this Industrial Training Report does not incorporate without acknowledgement any material previously submitted for a Degree or Diploma in any University, and to the best of my knowledge and belief it does not contain any material previously published or written by another person or myself except where due reference is made in the text.'
- (e) certification of the supervisor (s) to submit the Industrial Training Report to the Faculty;
- (f) an acknowledgement by the candidate of assistance rendered or work done by any other person or Organization;
- (g) the main text;
- (h) references or bibliography; and
- (i) appendices, if any;

Wherever possible, Tables shall be inserted in the proper place in the text, but comprehensive Tables shall appear as appendix/appendices.

ANNEXURE – IX

Penalties for Not Following the Guidelines

1. Not meeting the Academic Supervisor at least seven times (once a month for six months during training and prior to submission of record book at the end):

Deduction of 25% from viva-voce examination marks (this will be applicable even if one meeting is missed without express permission from the Academic Supervisor)

2. Not completing twenty four weeks of training (Medical certificates accepted, subject to approval of University Medical Officer):

- Missing up to two weeks with medical certificate will be allowed
- Those who miss more than two weeks with medical certificate will need to repeat the training the following year, but it will not be considered as a repeat attempt
- Those who miss one or more days of training without a medical certificate (unless it is a public holiday or a day in which the training organization is closed for some reason) will be considered as having failed and will have to repeat the training the following year as a repeat attempt
- A delayed start (up to maximum of two weeks) of the training will be permitted under special circumstances with the permission of the Coordinator of the Career Guidance Unit. However, such students will also have to complete twenty four weeks of training.

3. Not maintaining records as expected (to be checked during the monthly meeting with Academic Supervisor, and recorded as a special remark in daily training records):

Deduction of 10% from viva-voce examination marks

4. Not submitting the Industrial Training Record Book on the date stipulated:

- The Faculty procedure for late submission of assignments will be applicable.
The appropriate percentage will be deducted from Industrial Training Supervisor's Evaluation marks

5. Not submitting Industrial Training Report on the date stipulated:

- The Faculty procedure for late submission of assignments will be applicable.
- The appropriate percentage will be deducted from Industrial Training Report marks

6. Plagiarism in writing the Industrial Training Report:

Zero marks will be awarded for the Industrial Training Report & 'Verification of the Industrial Training Report' component of the viva-voce exam.