

Memo to the Faculty Board
From Career Guidance Unit
January 17, 2024

**Bachelor of Business Administration (BBA) Honours Degree Programme
Faculty of Management and Finance
University of Colombo
Guidelines for the Industrial Training Programme- 2024 onwards**

1. The students shall undergo a minimum of Six (06) months industrial training in an organization approved by the Department.
2. They shall submit a report of approximately 5,000 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.
3. 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.
4. 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 comprising academic supervisor and independent evaluator of the industrial training report.
5. The evaluation of Industrial Training Programme is based on 03 components:
 - i. Evaluation by the Training Supervisor (100 marks: 25% of the total)
 - ii. Industrial Training Report (200 marks: 50% of the total)
 - iii. Viva voce examination (100 marks: 25% of the total)Total Marks 400 (This will be converted to 100 for final marks)

Revised Industrial Training Calendar- 2024

Re: Industrial Training 2024 Calendar- (05 Months) (as approved by the 268th Faculty Board of the Management and Finance, University of Colombo held on July 18th 2024.

- **Starting Date: August 01st 2024**
- **Ending date: December 31st 2024**
- **IT Report Submission date: December 27th 2024**