

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)

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