



INDUSTRIAL TRAINING MANUAL



DEPARTMENT OF BUSINESS MANAGEMENT

Faculty of Business Studies and Finance

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Foreword

The Industrial Training Handbook was prepared to provide undergraduates with set of appropriate guidelines in relation to the Industrial Training which is a partial requirement they have to satisfy to earn the B.Sc. Business Management Degree Programme offered by the Department of Business Management, Faculty of Business Studies and Finance, Wayamba University of Sri Lanka. The undergraduates are expected to intern for a specified period of study in a reputed company of Sri Lanka. Students are advised to go through the Handbook and ensure their compliance to the set guidelines.

Head,
Department of Business Management
Faculty of Management Studies and Finance
Wayamba University of Sri Lanka
Kuliyapitiya

Industrial Training Manual

MGT 4246

Department of Business Management

Faculty of Management Studies and Finance

Wayamba University of Sri Lanka

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Guidelines for Industrial Training

1. Industrial Training Programme

Industrial Training is one of the major parts of the B.Sc. Business Management (Special) Degree Programme. This Industrial Training is presumed to make students to expose to the Corporate Environment in a reputed firm so that the undergraduates will be able to understand both the theory and practice. Undergraduates are placed in the selected Business Organizations. They could apply theoretical knowledge, skills, their own capabilities, and values that they had been acquired during the course in the first three years of the degree programme. The training provides undergraduates a greater opportunity to develop their own competencies in connections with the Business Enterprises. It will help undergraduates to develop their career opportunities too. Organizations also can absorb the best performed students into permanent cadres in some instances.

2. Aim of the Industrial Training Programme

To enable the students to interfere with industry to promote their theoretical knowledge into practice and understand issues arisen during the implementation process, and identify strategy(s) to overcome the issues.

3. Objectives of the Industrial Training

The main objectives of the Industrial Training are as follows;

- To make the students expose with the practical environment where they can apply the concepts and theories learned.
- To provide a quality management training programme under the supervision of external (company) and internal (university senior academic) supervisors.
 - To enhance the ability to solve issues that a firm confronts by applying the concepts and theories.
 - To improve competencies especially in modern management strategies
 - To produce Quality and Relevance graduates to whom potential employment opportunities are presumed
 - To create an industry-university link to enhance the potential employment opportunities in producing quality graduates.

4. Commencement of the Industrial Training

Once a placement for industrial training is found by a student, he/she should formally inform the program coordinator/HOD by submitting the Industrial Training Information Form (Annexure I). Every student should submit a copy of “Letters of Appointment” to the Industrial Training coordinator/HOD, otherwise his/her work or training period will not be considered for assessment and evaluation.

5. Conduct at the Training Place

All trainees who undergo Industrial Training should comply with the Employers’ rules, regulations and orders related to procedures, working hours and conditions of work, safety, discipline, personal conduct and all such matters.

All trainees should satisfactorily perform the work assigned by the employers with due regard to the Employers’ facilities, equipment, tools, machinery and other resources. Any misconduct would cause to take an immediate disciplinary action.

6. Duration of the Industrial Training

The duration of the industrial training is equivalent to one academic semester of which the training is provided during the final year of the degree programme assuming 4 days per week at least they are in the industry, while the balance three days stay at the University.

7. Course Works During the Industrial Training

Relevant courses of the final year will be conducted on Fridays. It is presumed that students may be available for the course works in accordance with the relevant Time Tables provided.

8. Placement Process

Finding of placements will depend on the availability of places in the relevant organizations. In the case of student can find placements for themselves and they should inform to the Department of Business Management immediately, unless the Department will find placements for them. Once placements are found by the Department, open interviews or discussions will be organized to select candidates to relevant organizations.

9. Supervision of the Trainees

Supervision of the total Industrial Training will be assigned to;

- I. External Supervisor - Officer attached to the Training Establishment
- II. Internal Supervisor - Academic Staff Member of the Department of Business Management

10. Process of Assessment

Student performance is assessed using the following indicators.

- **Presentation on Industrial Training (PIT)**
- **Confidential reports** that are obtained from External Supervisors concerned

Details on each Indicator are given below

Presentation on Industrial Training (PIT)

All trainees should present their progress on students' skill profile expected by the industrial training program as specified by the Department.

Oral presentations which are based on the industrial training will be organized by the Department. Presentations will be evaluated by a panel of Examiners. The guideline for the presentation will be available in Annexure II.

Confidential Progress Reports (CPR)

Confidential Progress Report (CPR) will be obtained by the Department at the end of the training (see Annexure III). Completed progress report should be submitted to the Department through registered post only.

Detailed assessment criteria are available in following table.

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Assessment Criteria

Industrial Training <ul style="list-style-type: none">• Presentation on Industrial Training (PIT)• Confidential Reports	10% 10%	20%
Dissertation <ul style="list-style-type: none">• Final Report (Dissertation)• Viva Voce Examination• Research Proposal• Proposal Presentation	50% 20% 05% 05%	80%
Total		100%

11. Termination of the Industrial Training

Industrial Training which is an opportunity that is offered to the students of the final year of the B.Sc. Business Management degree programme should not anyway be unutilized. Therefore, any misconduct could be caused to terminate the tenure of the time in connection with the Industrial Training.

Annexure I
Department of Business Management
Industrial Training Information Form

Particulars of the Student

01. Name :

02. Reg. No :

03. Contact No :

04. E-mail :

05. Permanent address :

Particulars of the Company

06. Name of the organization :

07. Date joined the Training :

08. Address :

09. Tel. No. :

Particulars of the Immediate Supervisor

10. Name :

11. Designation :

12. Contact No :

13. E-mail :

Annexure II

Presentation on Industrial Training (PIT)

Guidelines for Preparing the Training Presentation

- Total time for oral examination – 15 minutes (12 minutes presentation and 3 minutes for discussion)
- Student should prepare a power point presentation and can use other tools of presentation.
- Presentation should be consisted of;
 - Designation
 - Nature of job (Task, Duties, and Responsibilities)
 - Progress of acquisition of following skills
 - Planning and organization skills
 - Leadership skills
 - Report writing skills
 - Public speech/ presentation skills
 - Negotiation skills
 - Decision making skills
 - Problem solving skills
 - Analytical skills
 - Innovative skills
 - Team working skills

Annexure III

Confidential Progress Report

The report must be signed and return to the Department of Business Management

1. Name of the Company :
2. Name of the Supervisor :
3. Contact Number :
4. Name of the Student:

Performance of the trainee during last six months is given below.

(Please mark x in the relevant cage)

Indicator	☐☐- Poor				☐☐- Average		☐☐- Excellent			
Attendance	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Punctuality	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Time Management	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Knowledge	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Abilities/ willingness to take Challenges / Responsibilities	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Communication skills - Oral Written	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Capacity to work with limited supervision	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Degree of initiation	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Ability to work with others/ Team work	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Planning and organizing skills	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Leadership skills	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Computer literacy	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Problem solving skills/ Analytical skill	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Student's contribution to the company	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Overall performance of the trainee	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Special remarks

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Please send this (via postal mail) to:

Head of Department
Department of Business Management
Wayamba University of Sri Lanka
Kuliyapitiya
Phone 0372283618
Fax 0372283618

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Signature - External Supervisor