

**GUIDELINES FOR  
INDUSTRIAL TRAINING PROGRAMS  
OF THE WAYAMBA UNIVERSITY OF SRI LANKA**

**Academic Development Scholarship and Ethic Committee**

**Wayamba University of Sri Lanka**

**Kuliyapitiya**

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## 1. Introduction

The Industrial Training intends to provide opportunities for the undergraduates of the Wayamba University of Sri Lanka to familiarize themselves with the industry and to relate the theoretical concepts learned in the University to practice. An undergraduate trainee is expected to develop his/her observation skills and ability for informal learning in order to be a successful life-long learner. To achieve the desired outcomes of the Industrial Training, the undergraduate trainee should seek to actively engage himself/herself in work and activities rather than being merely content with passive observation. The Industrial Training is expected to impart necessary knowledge, skills, and attitudes to undergraduates in order to make them productive employees in future. The Industrial Training may also bridges any gaps between contents covered by academic curricula and knowledge required by a particular industry.

Highlighting the importance of having an industrial experience before graduation, the majority of the study programs of the Wayamba University of Sri Lanka have now included the Industrial Training as a mandatory component in the curricula. The document of GUIDELINES FOR INDUSTRIAL TRAINING PROGRAMS herein presents the fundamental framework for designing and administering the Industrial Training programs of the University; thus, individual Faculties may develop, amend, or improve their industrial training components adhering to the basic framework as required by the Faculties. The Faculties may choose to deviate from the Guidelines depending on any particular requirements of the study programs and subject disciplines. The terms such as in-plant training, internship, clinical training could also refer to similar training programs in the University and therefore the same Guidelines may be adopted for such programs as determined by the Faculties.

## 2. Aims of Program

The following aims can be set for the Industrial Training component of a degree program.

- To expose undergraduates to real work environments to provide practical knowledge and skills and to help relating their theoretical knowledge into practice
- To facilitate undergraduates to familiarize themselves with industrial environments and to develop skills and mindsets required by the industry

The Industrial Training should enable undergraduates to acquire additional knowledge in a particular field of practice, to learn new technologies used in the industry, to be aware of new developments and discoveries, to be updated with job market demands, and to improve knowledge, attitudes, skills, and competencies required to secure employments. Also, the

Industrial Training is expected to provide opportunities for undergraduates to understand how a particular industry has been set up to become viable by overcoming technical, managerial, market, and other challenges.

### **3. Objectives of Program**

From the Industrial Training component of a curriculum, the following objectives are expected to be achieved in general. The Industrial Training is expected to provide opportunities for students:

- To apply concepts and theories learnt in the class to solve problems in organizational settings/ real world
- To develop knowledge, skills, and attitudes directly relevant to their careers
- To gain experience in various approaches of problem solving used in the industry
- To identify issues that a firm faced in applying concepts and theories in a business/ industrial process/es for achieving set target(s)
- To involve in internal operations of an industrial organization in an active manner
- To develop formal and informal work relationships by working in teams in order to learn successfully manage and maintain human relations
- To create links between the industry and the University to foster graduates' employment prospects and research collaborations
- To learn to effectively communicate technical information to broader audiences
- To make a gradual transition from academic environment to career paths
- To familiarize with future career opportunities and job demands

### **4. Suggested Intended Learning Outcomes (ILOs) of Industrial Training**

The following set of Intended Learning Outcomes could be considered when designing the Industrial Training of a degree program. On successful completion of the Industrial Training, an undergraduate should be able to:

- Describe administrative and technical processes of a particular industry/organization
- Explain aspects of essentials of operations, selection and use of equipment and machinery, business viability, health-safety-and-environmental requirements of an organization
- Apply concepts and theories learnt in the University to organizational setting/real world

- Demonstrate knowledge and experience in problem solving approaches used in the industry
- Critically evaluate challenges that a firm confronts in applying concepts and theories in a business/industrial process for achieving targets
- Effectively communicate technical information to audiences of various intellectual capacities, both in oral and written forms
- Involve in operational aspects of an industrial organization in active manner
- Show evidence of contributing as an effective team member in the industrial environment
- Show evidence of developed contacts and built rapport with industry personnel in order to improve future employment prospects

## 5. Overview of Industrial Training Program

Usually, an Industrial Training module of a curriculum carries four to eight credits in order to satisfy requirements of a particular degree program. The duration of the training would be specified in the Faculty handbook considering the number of credits allocated for the component. Typically, a measure of one academic credit hour per one month of training is recommended for determining the duration of training. The Industrial Training program may be designed to be offered at a stretch in one organization or may be as two disjointed periods in separate organizations at different levels, as required or desired by the Faculties. **The Faculties are advised to prepare a comprehensive Industrial Training Guideline document by following the suggestions presented herein.**

## 6. Organizing Industrial Training with Collaboration of External Institutes

Providing industrial training by collaborating with suitable external state or private organizations that have the capability for planning, organizing, and providing vocational training is encouraged since such collaborations are more likely to guarantee training experiences of high professional standards in the industry.

Any third party training and apprenticeship organizations such as National Apprentice and Industrial Training Authority (NAITA), which has the Government mandate for providing and organizing training by the Parliament Act. No. 20 of 1990, may also be considered by the Faculties for formal partnerships for arranging training. Also, establishing formal agreements or memorandum of understanding (MoUs) with training providing organizations may be considered by the Faculties such that the agreements provide steady training opportunities and extended legal protection to trainees. Identification and selection of suitable partnering institutes and forming agreements may depend on the Faculty requirements and preferences.

Faculties/study programs are expected to develop and approve their own Industrial Training Guidelines documents and should make them available for students to collect prior to the commencement of the training.

## **7. Placement for Industrial Training**

Faculties are advised to arrange their industrial training placements through a properly-established mechanism under the supervision of Head/s of Department and the Industrial Training coordinator/s.

### **7.1. Student-initiated Placements**

Students may be allowed to find their best-suited or desired industrial training placements based on study discipline and their career aspirations provided that proper approvals are obtained for such student-initiated placements. In such a case, a student is allowed to approach any number of organizations in finding a suitable placement. Faculties may provide necessary request letters and other support documents based on the student's request. Faculties may directly forward such training requests to the student-initiated organization. However, a student is allowed to select only one organization as his/her training place eventually. He/she can be trained in one or a few sections/departments of a single organization under a given placement.

### **7.2. Faculty-provided Placements**

Faculties must make sure all relevant students are assigned to suitable training placements through student-initiated placements or faculty-provided placements. If any relevant student fails or does not find his/her own industrial training placement, then the Faculty is expected to make necessary arrangements to find a suitable placement for the student. Faculties may send out requests and receive placements from willing training providers in advance. In addition, the Faculties may request assistance from Career Guidance Unit, Units of External Affairs, and University Business Linkage Cell for identifying potential placements. The Faculties may make suitable arrangements for students to select any such faculty-provided training opportunities based on a suitable merit scheme.

If interview opportunities are requested or mandated by any training provider organizations to select trainee students, then the training coordinators may facilitate such interview processes. Certain placement providers may have specific requirements, such as immunization, where such immunization is provided for trainees by the program. But if such requirement is declined by a student, then the student needs to be aware of and to accept any limitations that the decision may place with regard to the training options. Full records of any such vaccinations offered, received and/or declined must be kept by the relevant Faculties.

## **8. Commencement of Industrial Training**

### **8.1. Confirming Training Placement**

Once a placement for Industrial Training is confirmed by a student, he/she should formally inform the faculty/program coordinator. For this purpose, students may use the "Industrial Training Placement Confirmation" format provided by the Faculty (see Appendix-01). The document includes the training placement details, organization, and student contact details.

### **8.2. Documents and Orientation**

With the confirmation of industrial training placement, every student must obtain the following documents from the Faculty or from the training coordinator before leaving for the training.

- Industrial Training Appointment (Appendix-02)
- Industrial Training Program Guidelines
- Training Commencement Confirmation (Appendix-03)
- Daily Record Book (Daily Diary or e-portfolio)

Without the said documents, the Faculties shall not consider the trainee's work or training period for assessment and evaluation.

Respective Faculties are expected to organize Industrial Training Orientation Program immediately before the commencement of the training. All students should attend the orientation program and should follow instructions given therein.

### **8.3. Reporting to Training Organization**

Once the placement is confirmed, students should make their own arrangements for finding accommodation to attend and complete the training conveniently without interruptions. Once the student reports to the manager of the Training Division/ Human Resources Department of the training organization, he/ she should collect the details of complete contact information of the organization, training supervisor details, and residential details to the training coordinator, preferably via an email within the **first week of the training**. For the said purpose, students can use the "Training Commencement Confirmation" letter format, which is provided by the faculty (Appendix-03). Faculty may then make necessary arrangements to appoint an external supervisor after communicating to said training establishment. Along with the appointment letter, Faculty may inform the external supervisor the contact details (name, designation, department, postal address, telephone, fax, email, etc.) of Industrial Training coordinator and the assigned internal supervisor for the trainee.



## **9. Students' Conduct at Training Places**

Trainees must comply and obey all training providers' rules, regulations, and orders related to procedures, work hours, conditions of work, safety, discipline, personal conduct, and any other relevant work or training related conditions. Providing a trainee allowance is a sole discretion of a training provider organization and should not be demanded. Trainees should satisfactorily perform work assigned by training providers with due regard to given facilities, equipment, tools, machinery, and any other resources. Trainees should not to collect any samples /photos/videos related to the training provider organization without permission. Trainees must maintain good behaviour during the entire training period without tarnishing the image of the University and training provider organization.

### **9.1. Communication During Industrial Training**

All communications in connection with the Industrial Training should be in writing indicating the Name, University Registration Number, and Address of the trainee. **Students are strongly advised to use email** [without external attachment] as the medium of communication to avoid delays. The email address used for the student's university registration is recommended for such communications. All such communications should be addressed to the Industrial Coordinator of the Faculty/Department and should copy the same email to his/her internal supervisor.

Further, students are strongly encouraged to use email as the main method of communication with the Faculty and staff members. The subject of each email should be as "Industrial Training Subject Code" + "Student Number" + "Reason/Topic".

### **9.2. Leave during Industrial Training Period**

Leave should be obtained only with due prior approval of the authorized officer of the training organization/employer except for medical reasons. Granting leave approval is solely dependent on the discretion of the training organization/employer.

Leave entitlement for a trainee undergraduate shall be informed by the faculties during the orientation. The leave entitlement is not a right of the trainee and should be treated as a privilege. In addition to the approvals from the training organization/employer, trainees should update leave information to the designated authorities of the University as specified by individual faculties.

### **9.3. Absence from Training**

In the case a student does not report for training at all and fail to submit valid reasons, such a case should be reported to relevant HoDs and to the Faculty Board for necessary actions.

#### **9.4. Changing Industrial Training Placement**

The Industrial Training should be carried out at a stretch in one organization. Students should not be allowed to change the training establishments after being formally assigned to an organization without a prior communication with a valid reason. For a valid request, the Industrial Training coordinator is responsible for making arrangements with the recommendation of the respective Head of the Department and the Dean of the Faculty. Faculties must strive to keep a proper and communication with the training provider origination to avoid any misunderstandings when such a change of training placement is discussed and arranged. Tarnishing reputation of the University by arbitrary changes of training placements without proper consents from training provider organizations should be avoided by the faculties. Any complaints made by trainee undergraduates against training provider organizations should be carefully scrutinized by faculty authorities before taking actions.

#### **9.5. Termination of Industrial Training**

Student's impolite/improper behavior/action may lead to termination of training and failure in the Industrial Training component. Such behaviors should be dealt with appropriate punitive actions by faculties in order to deter irresponsible behaviors of undergraduate trainees.

### **10. Supervision of Training**

Industrial Trainees shall be supervised and monitored during the entire training period by designated and appointed internal permanent staff of faculties. The following positions should be appointed by faculties or departments of studies for the said purpose.

#### **10.1. Industrial Training Coordinator**

The appointment is made by respective faculties for an academic year. In addition, department-level coordinators may also be appointed if preferred. Industrial training coordinator/s should make all the internal and external communications regarding industrial training and be responsible for reporting updates to the faculty board. Also, he/she is responsible for sharing all the relevant information and guidelines with relevant parties.

#### **10.2. External Supervisor**

An officer attached to the Training Establishment should make arrangements to supervise the trainee undergraduates daily and evaluate their progress in Industrial Training weekly. It is preferable that the training provider organization appoint a senior figure with matching or exceeding educational qualifications of trainees (preferably with

a degree or higher level but not mandatory) and preferably more than five years of experience in the institute/ section/ division. External supervisor is expected to provide trainees the guidance on matters such as attendance, punctuality, safety, dress codes, interpersonal protocols, time-keeping, travel arrangements, and any other work-place protocols.

It is required to strictly monitor their daily attendances preferably by time clocking systems and ensure proper maintenance of daily dairies and other records by trainee undergraduates. Also, it should be ensured the weekly submission of daily dairies and other records for the inspection by respective officials of the training organizations/employers for certification. The internal supervisor should make the appointment of the external supervisor with the consent of the training establishment to discuss the training progress.

### **10.3. Internal Supervisor**

Before the students undergo the Industrial Training program, each student will be assigned to a permanent Academic staff member of the Faculty as Industrial Training Internal Supervisor (Internal Supervisor). The internal supervisor should continuously monitor the activities of the assigned students and participate and evaluate the performance of the assigned students throughout the training period. Internal supervisors may visit the training places preferably twice during a 6-month period to witness progress of training and may appropriately request or arrange any necessary changes to make sure that the ILOs achieved. Further, they are expected to maintain regular communications with the training establishment to discuss the performance of trainee undergraduates and to receive suggestions/views of training providers for further improvements of the academic program.

## **11. Responsibilities of Training Provider Organizations**

The followings are expected from industrial training provider organizations.

- i. Provision of appropriate training facilities, safety, equipment, and instructions by competent officials and imparting work experience for trainee undergraduates to acquire relevant practical knowledge, to upgrade their skills, to improve their attitudes towards work, and to expose themselves to the real world work environment such that undergraduate trainees become successfully employable after graduation
- ii. Rotation of trainee undergraduates in accordance with a pre-planned schedule to ensure that they could obtain experience in all the areas of operations in assigned organizations.

It may include all facilities, departments, or sections of the assigned organization and its related external construction/ work sites, factories and branches, etc., as relevant

- iii. Close supervision of trainee undergraduates and evaluation of their training progress by monitoring of trainee undergraduates' daily attendances preferably through proper time clocking systems and by regularly inspecting proper maintenance of daily dairies and other records by trainee undergraduates
- iv. Assurance that trainee undergraduates submit daily records/ reports and any other assigned records for frequent inspections by authorized officials of the training organization/ employer and by officials of the Wayamba University of Sri Lanka as relevant
- v. Provision of confidential reports on performance of undergraduate trainees if requested by the Wayamba University of Sri Lanka
- vi. Release trainee undergraduates from work for any mandated activities such as monthly review of trainee undergraduates' progress at the University if communicated properly in writing by the Wayamba University of Sri Lanka

## **12. Responsibilities of Trainee Undergraduates**

The followings are mandated for undergraduate trainees to adhere during Industrial Training in order to successfully complete the training assignment.

- i. Full compliance to training organizations/employers' rules, regulations, and orders related to procedures, work times, conditions of work, safety, disciplines, and personal conduct.
- ii. Performance of works assigned by the training organizations/employers by paying diligent attention with due regard to the training organizations/Employers' facilities, safety, equipment, tools and machinery, supplies and materials, products, time and cost, work practices, and customer relations
- iii. Satisfactory daily attendance, sufficiently attending to prescribed or assigned activities and training, daily maintenance of prescribed training dairies and any other records, and submission of daily dairies and any other records for frequent inspection and verification by authorized officials appointed by the training organizations/employers and by the respective Faculty of the Wayamba University of Sri Lanka
- iv. Fully occupying oneself in the industrial training, actively engaging in assigned work, and ensuring that the intended learning outcomes (ILOs) of the Industrial Training course unit are achieved by the end of the training period

- v. Attending any activities scheduled and informed (e.g. Monthly Progress Meetings) by the training organization/employer or the respective faculties of the Wayamba University of Sri Lanka
- vi. Maintaining good behaviour during the entire training period without tarnishing the image of the University and training provider organization
- vii. Reporting any serious concerns regarding the training experience and placement immediately to internal supervisor/ Department/ Faculty as appropriate

### **13. Maintaining Daily Records (Daily Diary)**

All trainee undergraduates are required to maintain a daily diary during the entire training period. Trainee undergraduates should follow the below guidelines to properly maintain the daily records. The sample format of the “Daily Diary” is given in Appendix 4. The Daily Diary includes;

- ***Cover Page*** (Appendix 4-A)
  - The cover page should be completed and signed by the trainee on the commencement of the training. The page also included the certification of External Supervisor.
- ***Daily Training Information*** (Appendix 4-B)
  - The trainee should record all aspects of experience gained daily. The trainee should comment on how he/ she contributes toward the objectives in the Industrial Training module. All recordings should be **hand-written in English**. It should not become merely a chronological list of tasks completed and but trainee should record experience rather than occurrences.
  - The trainee should complete the daily records every day without waiting until the end of the week or month to enter the records. Completion of this log daily offers the best compromise between remembering details and reflecting on their significance.
- ***Weekly Certification*** (Appendix 4-C)
  - This page should be certified by an external supervisor attached to the training establishment. At the end of each week, the trainee undergraduate should show the daily entries of that particular week to the external supervisor and get the contents certified.
- ***Progress Report on Industrial Trainee Performance*** (Appendix 4-D)

- At the end of the training period, request your external supervisor to record the comments in this document.

The daily diary should always be with the trainee undergraduate so that the training supervisor could easily monitor the progress in training. **Faculties are encouraged to use LMS and other electronic platforms (where possible) to obtain maintain and record daily records regularly, which enable all the parties to monitor the progress simultaneously. Regular assignments created on LMS for undergraduate trainees to scan and upload certified daily diary and other records during the entire period may help smooth progression and record of industrial training.**

#### **14. Maintaining Progress Records**

The trainee should maintain certified records throughout the training period and submit progress reports as instructed by the respective Faculty. It is also compulsory for trainees to attend any monthly progress sessions/ seminars/ workshops conducted by the Faculty for the improvement of the industrial training program.

##### **14.1. Fortnightly Interim Report on Training by Trainee**

It is suggested to mandate trainees to submit a "Fortnightly Interim Report" on the training he/she received, based on the format given in Appendix-05. The report should be submitted directly to the internal supervisor via email or through an assignment on LMS. Undergraduate trainees should strictly adhere to any instructions provided in the structure. It is essential to keep records of the such emails and submissions so that it can be printed and resubmitted if his/her original email or assignments hasn't been reached to the supervisors or evaluators.

##### **14.2. Monthly Progress Report by External Supervisor**

Another suggested component is to mandate trainees to ensure the submission of a completed "Monthly Progress Report" from the external supervisor to the Assistant Registrar or training coordinator of the Faculty directly. The suggested report format of the monthly progress report is given in Appendix-06.

##### **14.3. Monthly Progress Sessions/ Seminar**

It is recommended for faculties to arrange all trainees to report to the assigned internal supervisors and to attend the industrial training seminars conducted by the Faculty regularly or monthly. The dates of such the monthly meeting should be announced at the beginning of the training program and should be well communicated to the trainee undergraduates, supervisors, and the external supervisors/organizations before the

start of the program. The training coordinator of the Faculty/Department will take monthly progress sessions/seminars to standardize and streamline the structure of the training program, presentations, and reports submission for all the trainees.

On such a monthly meeting day, every trainee should present the updated daily reports/diary with the external supervisor's approval/signature to the internal supervisor. The internal supervisor will examine the progress of the training and certify the maintenance of the daily diary. If the student's internal supervisor is absent on that day, the trainee should meet the Training Coordinator or Assistant Registrar on the same day and obtain the signature for the certification of proper maintenance on the daily diary.

### **15. Completion of Industrial Training**

All trainees should inform the completion of the industrial training program by submitting a completion letter at the end of the training period. The letter format given in Appendix-07 may be used for this purpose, and the completed form should be submitted to the Assistant Registrar or Training Coordinator as directed by the Faculty in person/by post. The completed form has to be certified by a responsible training officer/external supervisor of the training establishment, and the official seal stamp of the certifying officer should be placed there.

### **16. Submission of Comprehensive Final Report on Industrial Training**

On completion of training, every trainee should prepare a comprehensive report on the industrial training he/she received, **based on the guidelines given by the Faculty**. Trainees should use the daily reports/diary as a basis for writing the Industrial Training report. The information collected and documented in the daily reports/ diary could be described in an elaborated manner in the final report. The first version of the final report should be submitted to the Assistant Registrar or to the relevant evaluator as instructed by the Faculty before the assessment date. The submission and evaluation instructions and dates should be notified by respective faculty coordinators.

### **17. Final Assessment and Evaluation**

All trainees should be assessed during the training and at the end of the training period. The assessment shall be mainly to determine whether the trainee has acquired the expected skills, knowledge, and attitudes and to evaluate the degree to which he/she has done so.

The assessment of industrial training component is mainly based on;

- Progress throughout the training period (The progress should be evaluated by referring to the daily diary, intermediary/progress reports)
- Industrial Training Reports and Presentations
- Oral Examination

The Faculty may decide the marks allocations for each component of such evaluations and such information should be made available in the Industrial Training Guideline document.

### 17.1. Unsuccessful at Final Assessment/ Repeat Training

If a trainee is determined to be unsuccessful at the assessment, respective faculties should decide whether to repeat by allowing the student to;

- Resubmit major assessment components (Final Report and Presentation)  
In such situations, there will be no repetition of the industrial training itself.
- Extend the Industrial Training Period  
In this situation, the student is required to repeat the Industrial Training for a further period recommended by the assessment panel.

## 18. Summary Action Lists

As listed out above, there are many activities required to carry out by different parties to maintain higher standards of the Industrial Training program to meet the expected learning outcomes. The following checklist may provide a brief idea for the involved parties to understand the related activities referring to the documents linked.

### 18.1. Actions to be Taken by Trainee Undergraduates

SN	Action	Time	Section Reference
1	Confirming Industrial Training Placement to the Faculty <i>Document: Industrial Training Placement Confirmation</i>	Before stating the Training	7
2	Participate in Industrial Training Program Orientation	Program Orientation Day	8
3	Collecting Industrial Training related documents <i>Documents:</i> <i>Industrial Training Appointment Guidelines on Industrial Training Program</i> <i>Training Commencement Confirmation</i>		8.2



	<i>Daily Record Book /Daily Diary</i>		
4	Informing Training Commencement Confirmation <i>Documents: Training Commencement Confirmation (email)</i>	First week of the training	8.3
5	Preparation of Cover Page of Daily Records / Diary & get certified from the external supervisor <i>Documents: Cover Page (in Daily Diary)</i>		13
6	Maintaining Daily Records <i>Documents: Daily Training Information Page (in Daily Diary)</i>	Every training day	13
7	Get certify Daily Records at the end of each week from the external supervisor <i>Documents: Weekly Certification Page (in Daily Diary)</i>	At the end of each week	13
8	Send Fortnightly Interim Report <i>Documents: Fortnightly Interim Report(email)</i>	At the end of each two weeks	14.1
9	Handing over Monthly Progress Report to the external supervisor, and send filled reports to the Faculty <i>Documents: Monthly Progress Report</i>	At the end of each month	14.2
10	Participate in Monthly Progress Sessions/ Seminar	Date announced by the Faculty	14.3
	Get overall comments from the external supervisor <i>Documents: Progress Report on Industrial Trainee Performance (in Daily Diary)</i>	At the end of the training	
11	Informing the Completion of Industrial Training <i>Documents: Completion of Industrial Training</i>		15
12	Submitting Comprehensive Industrial Training Report		16
13	Participate in Industrial Training evaluations		17

## 18.2. Actions to be Taken by Faculty/Training Coordinator

SN	Action	Time	Section Reference
1	Issuing letters requested by students regarding finding placements	Before starting the Training	7.1 and 7.2
2	Preparing documents; <i>Documents:</i> <i>Industrial Training Appointment</i> <i>Industrial Training Guidelines</i> <i>Training Commencement Confirmation</i> <i>Daily Record Book (Daily Diary)</i>		8.2
3	Organizing Industrial Training Program Orientation	Program Orientation Day	8.2
4	Issuing Industrial Training related documents to trainees <i>Documents:</i> <i>Industrial Training Appointment</i> <i>Guidelines on Industrial Training Program</i> <i>Training Commencement Confirmation</i>		8.2
5	Appointing external supervisors <i>Documents: Appointment of External Supervisor (email)</i>	First week of the training	10.2
6	Evaluating Monthly Progress Report and progress	At the end of each month	14
7	Organizing Monthly Progress Sessions/ Seminar		14.3
8	Arranging Industrial Training evaluations	At the end of the training	17

## 19. References

- Guidelines for Student Dietetic Placement, B.Sc. In Food Science & Nutrition Degree Program, (2019). Faculty of Livestock, Fisheries and Nutrition, Wayamba University of Sri Lanka
- Handbook for ETAC 4116 - Industrial Training, Academic Year 2018/2019, Faculty of Technology, Wayamba University of Sri Lanka
- Internship Guide and Training Diary - Internship in Accounting and Finance (2020), Department of Accountancy, Faculty of Business Studies & Finance, Wayamba University of Sri Lanka
- Industrial Training Guidelines - Bachelor of Science (Honours) in Insurance and Finance, Department of Insurance and Valuation, Faculty of Business Studies and Finance, Wayamba University of Sri Lanka

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## **20. Appendices**

Appendix-01: Industrial Training Placement Confirmation

Appendix-02: Industrial Training Appointment

Appendix-03: Training Commencement Confirmation

Appendix-04: Daily Report/Diary

Appendix-04-A: Cover Page

Appendix 04-B: Daily Training Information Page

Appendix 04-C: Weekly Certification Page

Appendix 04-D: Progress Report on Industrial Trainee Performance

Appendix-05: Fortnightly Interim Report

Appendix-06: Monthly Progress Report

Appendix-07: Completion of Industrial Training

**Appendix-01: Industrial Training Placement Confirmation**

**Please return the completed form to the following address:**

Industrial Training Coordinator,  
<Faculty >,  
Wayamba University of Sri Lanka.

**Industrial Training Placement Confirmation**

Name of Trainee:		
Registration No.:		
Degree Program:		
Field of Specialization (if applicable):		
Academic Year		
Contact Details:	Personal Address	
	Home/Mobile No:	
	Email Address:	
Name & Address of Training Establishment:		
Nature of the Organization		
Contact Details	Office No:	
	Email Address:	
Starting Date of the Training		DD / MM / YYYY
<p>The above organization confirmed my placement to conduct the industrial training for a duration of &lt;duration&gt; months starting from the date mentioned above.</p> <p>Date: .....</p> <p>.....</p> <p style="text-align: right;">(Signature of Trainee Undergraduate)</p>		

## Appendix-02: Industrial Training Appointment

<Date>

Human Resource Manager,

<Organization Name>,

<Organization Address>.

Dear Sir/Madam,

**Industrial Training placement:** <Student Name>

Thank you very much for offering an Industrial Training placement for <Trainee Undergraduate Name/ Index Number>, one of the <Department Name> undergraduate students to carry out their industrial training in your establishment.

Industrial Training is a partial requirement of completing the degree of the <Degree Program Name> at the <Faculty>, Wayamba University of Sri Lanka. Therefore, all undergraduates are required to undergo <Training Duration> months-long industrial training in their <Year of Program> year of the study. This will give opportunities for them to expose to the real working environment where they can use the knowledge they gain in the University. The objective of this course module is to acquire knowledge, develop skills, and build up the confidence to handle and manage the operational systems in the selected professional area.

The summary of the Industrial Training program is as follows.

**Duration:** Minimum <Duration in weeks or months>. Within this period, the trainee should occupy at the establishment full time during the regular working hours or more than if the employer desires.

**Conduct at the training place:** The trainee should comply with the employer's rules, regulations, and orders related to the procedures, hours and working conditions, safety, discipline, and personal conduct.

**Supervision:** Supervision will be done by an appointed suitable person (External Supervisor) attached to the establishment and an academic staff member of the Faculty (Internal Supervisor).

**Leave:** Approval is necessary for leaves applied by the trainee from the external supervisor in the training establishment.

If you have any queries regarding this training, please contact me <Contact Number & email of the Training Coordinator>. Further, I would be much obliged if you could assign a suitable person from your organization as the external supervisor to monitor the progress of the trainee.

I anticipate your kind cooperation in this regard.

Thanking you.

Yours truly

.....  
Industrial Training Coordinator

**Appendix-03: Training Commencement Confirmation**

*Please complete this form and return to the Industrial Training Coordinator, <Faculty Name>, Wayamba University of Sri Lanka, on the commencement of Industrial Training. Changes of the particular given below should be notified to the Industrial Training Coordinator within one-week period of that occurrence.*

**Industrial Training Commencement Confirmation**

Name of Trainee:			
Registration No.:			
Degree Program:			
Field of Specialization (if applicable):			
Academic Year			
Contact Details:	Personal Address		
	Home/Mobile No:		
	Email Address:		
<b>Starting Date of the Training</b>		DD / MM / YYYY	
Name & Address of Training Establishment:			
Nature of the Organization			
Office No:		Email Address:	
Selection of Industrial Trainees:	By University		By Organization
Training Schedule	Attached Herewith		Send later
Accommodations for Trainee	Provided		Not provided
Allowance for Trainee	Provided		Not provided
Name & Designation of Proposing Supervisor			
Office No:		Email Address:	
This is to certify that the above undergraduate started his/her industrial training for the above-stipulated date under my regular supervision.			
OFFICIAL STAMP			
Signature of External Supervisor			

Appendix 04-A: Cover Page (Daily Diary)

**INDUSTRIAL TRAINING DIARY**

Name of Trainee:			
Registration No.:			
Degree Program:			
Field of Specialization (if applicable):			
Field of Training			
Contact Details:	Personal Address		
	Home/Mobile No:		
	Email Address:		
Signature of Trainee Undergraduate			
Name & Address of Training Establishment:			
Nature of the Organization			
Period of Training:	From:	To:	
Name & Designation of External Supervisor			
Office No:		Email Address:	
Signature of External Supervisor	OFFICIAL STAMP		
Name & Designation of Internal Supervisor			
Office No:		Email Address:	
Signature of Internal Supervisor	OFFICIAL STAMP		

**\*\*\*\* The daily diary should be available for inspection whenever called by any authorized officer during working hours. Also, you are advised to bring it whenever you visit the University \*\*\*\***

#### **Instruction to Maintain the Daily Diary**

1. Update and maintain a daily diary provided by the Faculty and keep it safe till the end of your training program since this will be used when assessing the progress of the training period.
2. All entries of the daily diary should be in ink.
3. Place daily entries at the end of each day's work and weekly entries at the end of each working week.
4. Weekly entries should contain a brief description of the work done each week, which should be certified by the assigned authorized officer.
5. You are advised to make entries of any personal and managerial problems you may encounter.
6. At the end of the training period, request your training officer to complete and certify the "supervisor's comment" report, which can be found at the rear of the daily diary.



**Appendix 04-B: Daily Training Information Page**

**DAILY ENTRIES**

Week No: XX	For the week ending: DD MM YYYY	Training Section: .....
Day / Date	Brief description of the work done and any special comments on the training	
Monday DD MM YYYY		
Tuesday DD MM YYYY		
Wednesday DD MM YYYY		
Thursday DD MM YYYY		
Friday DD MM YYYY		
Saturday DD MM YYYY		
Sunday DD MM YYYY		



**Appendix 04-D: Progress Report on Industrial Trainee Performance**

**PROGRESS REPORT ON INDUSTRIAL TRAINEE PERFORMANCE**  
**INDUSTRIAL TRAINING**

Name & Address of Training Establishment:			
Period of Training:	From:	To:	
Comments of Training Officer on Trainee:			
Work:			
Conduct:			
Attendance:			
<p>This is to certify that the above undergraduate obtained his/ her industrial training for the above stipulated time duration and prepared the diary and report by him/herself under my regular supervision.</p>			
Date:.....		..... (Signature of External Supervisor)	

**Appendix-05: Fortnightly Interim Report**

<b>Email Subject</b>	<b>Fortnight Report - "Index number" from "dd/mm/yyyy" to "dd/mm/yyyy"</b>
<b>Email to</b>	<b>Internal Supervisor Email</b>
<b>Copy to (cc)</b>	<b>Trainee email</b>

**Industrial Training**  
<Faculty Name>, Wayamba University of Sri Lanka

**Fortnightly Interim Report on Industrial Training**

1. Name of Trainee: .....
2. University Registration Number: .....
3. Fortnight: FROM <dd> /<mm> /<yyyy> TO <dd> /<mm> /<yyyy>
4. Name of Training Establishment: .....  
Department you Trained: .....
5. Briefly explain the nature/type of training you obtained during this period?  
[up to 150 words]
6. Briefly explain new/important techniques, equipment and methodologies you learnt? and academic and theoretical background of the training?  
[up to 150 words]
7. Any other comment? [up to 50 words] - Optional
8. How can your training be further improved? [up to 50 words] - Optional

**Appendix-06: Monthly Progress Report**

**Monthly Progress Report**

**Industrial Training for Undergraduates from Wayamba University of Sri Lanka**  
(To be filled by the external supervisor)

**This monthly progress report is issued evaluating the performance of**

**Mr. / Ms. / Mrs. .... (Index Number)**

**During the Industrial Training in the month of .....**

**Please evaluate the trainee's performance by indicating the right (√) in the relevant cage.**

	Performance Indicator	Superior	Very Good	Satisfactory	Poor
1	Attendance				
2	Punctuality				
3	Time management				
4	Rate of understanding of a given Task				
5	Ability to work independently				
6	Ability/willingness to take challenges/ responsibilities				
7	Leadership skills				
8	Problem-solving/ analytical skill				
9	Group/teamwork and participation				
10	Valuable contribution made to the appointed task/s				
11	Visible interest for the work given				
12	Target achievement & fulfillment / special achievement				
13	Extent of the cooperation made with the employees				
14	Degree of initiation				
15	Professional behavior				
16	Trainee's contribution to the company				
17	Overall performance of the trainee				

Any other (positive and/or negative) characteristics of the trainee you observed;

.....

.....

.....

.....

Details of the Officer in Charge of the Trainee and the Official Seal

External Supervisor's Name: Mr. / Ms. /Mrs.

Designation :

OFFICIAL STAMP

Signature :

Appendix-07: Completion of Industrial Training

**COMPLETION OF INDUSTRIAL TRAINING**

Name of Trainee:			
Registration No.:			
Degree Program:			
Field of Specialization (if applicable):			
Contact Details:	Home/Mobile No:		
	Email Address:		
Name & Address of Training Establishment:			
Period of Training:	From:	To:	
Description of Training Received:			
Division/Workshop/Site	Duration (in weeks)	Nature of Training	
<p>I certify that the information furnished above is true and accurate, and the diary and the report submitted herewith are prepared by myself relevant to the training conducted at the above organization.</p> <p>Date: .....</p> <p>..... (Signature of Trainee Undergraduate)</p>			

Comments of Training Officer on Trainee's:	
Work:	
Conduct:	
Attendance:	
<p>This is to certify that the above undergraduate obtained his/ her industrial training for the above stipulated time duration and prepared the diary and report by him/herself under my regular supervision.</p>	
Date:.....	..... (Signature of External Supervisor)
<p>..... <b>FOR OFFICIAL USE ONLY</b> .....</p>	
<p>The above details are checked and certified as correct/to be corrected as indicated in red colour. The diary and the report are received with this.</p>	
Date: .....	..... (Signature of Industrial Training Coordinator)

