

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

This proposal is prepared by the committee appointed by the Senate Sub-Committee on Academic Development & Planning, Scholarship & Ethics (ADPSEC) by its minutes' number 2021.52.3.6 for the development of Guideline for Industrial Training Programs.

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October 2021

Contents

1. Introduction.....	1
2. Aim of the Program	1
3. Objectives of the Program.....	1
4. Overview of the Industrial Training Program	2
5. Organizing the Industrial Training with the Collaboration of External Institutes	2
6. Placement for Industrial Training	2
7. Commencement of the Industrial Training	3
8. Conduct at the Training Place	4
8.1. Communication During the Industrial Training	4
8.2. Leave during Industrial Training Period	4
8.3. Absence from Training.....	4
8.4. Changing the Industrial Training Placement.....	5
8.5. Termination of an Industrial Training	5
9. Supervision of Training.....	5
9.1. Training Coordinator.....	5
9.2. External Supervisor	5
9.3. Internal Supervisor.....	5
10. Responsibilities of Training Organizations/Employers.....	6
11. Responsibilities of Trainee Undergraduates	6
12. Maintaining Daily Records (Daily Diary)	7
13. Maintaining Progress Records.....	8
13.1. Fortnightly Interim Report on Training by Trainee	8
13.2. Monthly Progress Report by External Supervisor	8
13.3. Monthly Progress Sessions/ Seminar.....	8
14. Completion of Industrial Training.....	9
15. Submission of a Comprehensive Report on Industrial Training (by Trainee).....	9
16. Assessment and Evaluation	9
16.1. Unsuccessful at the assessment /Repeat Training	10
17. Summary of Action List.....	10
17.1. Actions required to be taken by Trainee Undergraduate.....	11
17.2. Actions required to be taken by Faculty/Training Coordinator	12
18. References.....	12

19. Appendixes	13
Appendix-01: Industrial Training Placement Confirmation	14
Appendix-02: Industrial Training Appointment	15
Appendix-03: Training Commencement Confirmation.....	16
Appendix 04-A: Cover Page (Daily Diary)	17
Appendix 04-B: Daily Training Information Page	19
Appendix 04-C: Weekly Certification Page	20
Appendix 04-D: Progress Report on Industrial Trainee Performance	21
Appendix-05: Fortnightly Interim Report	22
Appendix-06: Monthly Progress Report	23
Appendix-07: Completion of Industrial Training.....	24

1. Introduction

Industrial Training provides opportunities for the undergraduates of the Wayamba University of Sri Lanka to relate the theoretical concepts learned at the University to practice in the industry. The trainee is expected to develop his/her capacity of observation and make use of the facilities provided to acquire at least the minimum skills and knowledge in each area of training. During the full time occupation, it is compulsory that the trainee should satisfy the training requirements. Whenever possible and appropriate, the trainee should effectively and efficiently engage himself/herself in the work rather than be content to merely watch other people's work. The primary objective of Industrial Training is to gain practical experience, a sound appreciation and understanding of the theoretical concepts learned as an undergraduate at the University. Industrial Training is oriented towards developing the knowledge, skills, and attitudes demanded national and global needs. Also, Industrial Training bridges the gap between the academic curriculum and the industry. Knowing the importance of Industrial Training, many of the study programs of the Wayamba University of Sri Lanka have made Industrial Training mandatory. This guideline discusses the fundamentals related to the industrial training program; thus, individual faculties can accommodate further changes to the guide as required by the faculties. Further, with some modifications, many of the formats and components listed here can also be adopted for the In-plant training modules.

2. Aim of the Program

To expose students to real work of environment experience to gain practical knowledge and skills and to promote their theoretical knowledge into practice.

Further, Industrial Training will enable undergraduates to acquire additional knowledge, learn new technology, keep them updated with market demand, make them aware of new developments and discoveries and develop skills, improve attitudes and competencies required to become employable. Also, this enables students to understand issues that arise during the implementation process of industrial applications, and identify possible strategy/s to overcome them.

3. Objectives of the Program

On the successful completion of the training program, students should be able to;

- apply concepts and theories learned in the class are applied in an organizational setting/real world.
- develop skills in applying theory to practical work situations and develop skills and techniques directly applicable to their careers.

- develop experience in different approaches to solving problems in the industry.
- identify issues that a firm confronts in applying the concepts and theories in a business/industrial process/es in achieving set target(s).
- involve in the internal operations of an industrial organization in a scientific manner and to predict future developments,
- develop the formal and informal work relationships in an industrial organization to promote favorable human relations and teamwork,
- create a link between the industry and the University to increase the employment prospects.
- communicate technical information to a broader audience effectively, in both oral and written form.
- make a gradual transition from academia to career.

4. Overview of the Industrial Training Program

Usually, the Industrial Training component carries four to eight credits to satisfy the requirements of the particular degree program. The duration of the program will be decided by the respective Faculty as specified in the faculty prospectus considering the number of credits allocated for the component. The Industrial Training should be carried out at a stretch in one organization.

5. Organizing the Industrial Training with the Collaboration of External Institutes

Carrying out industrial training with the collaboration with external institutes that planning, organizing, and providing vocational training is encouraged since it allows mutual agreement with training providing organization and the Wayamba University of Sri Lanka while meeting the highest professional standards in the industry. Also, such agreements provide extended legal protection to the trainee. If applicable, the identification of the most suitable monitoring institutes entirely depends on the respective faculties based on the faculty requirements.

6. Placement for Industrial Training

Respective faculties will engage with arranging industrial training placements with the consultation of Head/s of department and industrial training coordinator/s.

Even though, students are encouraged to find a placement based on their study discipline and their career prospects. In such a case, each student is allowed to approach any number of organizations in finding a placement. However, one student is allowed to select only one organization as his/her training place, but he/she can be trained in one or a few

sections/departments of the same organization. The faculty office and the Industrial Training Program Coordinator of the Faculty/Department will support students by issuing documentary evidence and contacting relevant managers of the organizations to obtain placements upon the written requests of undergraduates well in advance.

Suppose any student feels that the Faculty should make arrangements to find a placement for his/her industrial training. In that case, he/she should submit a formal request to the Faculty well in advance, and he/she must prepare to accept the placement that would be offered by the Faculty and complete the training in the same establishment.

7. Commencement of the Industrial Training

Once a placement for Industrial Training is confirmed by a student, he/she should formally inform the faculty/program coordinator. For this purpose, students can use the “Industrial Training Placement Confirmation” letter format available at the faculty office (Appendix-01). This document includes training placement details, organization, and student contact details.

Respective faculties will organize an Industrial Training Orientation program (One-Day) prior to the commencement of students’ training. All students should attend this orientation program and should follow instructions given by the Faculty, and the Program Coordinator/s.

With the confirmation of industrial training placement, every student must obtain the following documents from the faculty office or the program coordinator before starting the training. Without these information, respective faculties will not consider the trainee’s work or training period for assessment and evaluation. Respective faculties/study programs are responsible for preparing the Guidelines on Industrial Training and making them available for the students to collect prior to the commencement of the training.

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

Once the student reports to the manager of the Training Division / Human Resources Department of the training organization, training should inform full contact details of the organization, supervisor details, and residential details to the training coordinator, preferably via an email within the **first week of the training**. For this purpose, students can use the “Training Commencement Confirmation” letter format, which is available at the faculty office (Appendix-03). So, the respective Faculty will make necessary arrangements to appoint an external supervisor after communicating said training establishment. While

sending the appointment letter, Faculty should inform the contact details (name, designation, department, postal address, telephone, fax, email, etc.) of his/her course coordinator and internal supervisor.

8. Conduct at the Training Place

All trainees who undergo Industrial Training should comply with the Employers' rules, regulations, and orders related to procedures, 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.

8.1. Communication During the Industrial Training

All communication 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. 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".

8.2. Leave during Industrial Training Period

Leave should be obtained only with due approval of an authorized officer of the training organization/employer. Granting leave approval is solely under the discretion of the training organization/employer. The trainee undergraduate should make an effort to obtain prior permission before taking leave as much as practically possible.

Leave entitlement for a trainee undergraduate will be informed by the respective faculties. This leave entitlement is not a right of the trainee and should not be treated as a privilege. In addition to the above arrangements with the training organization/employer, the trainee undergraduate should inform respective authorities of the University as specified by individual faculties.

8.3. Absence from Training

In the case of students who do not report for training and fail to submit valid reasons, each individual case should be reported to the Senate with the recommendation of the Faculty Board.

8.4. Changing the Industrial Training Placement

The Industrial Training should be carried out at a stretch in one organization. Students are not allowed to change the training establishments after being formally assigned to an organization without prior communication with a valid reason. For a valid request, the program coordinator is responsible for making arrangements with the recommendation of the respective head of the department and the dean of the Faculty.

8.5. Termination of an Industrial Training

Student's impolite/improper behavior/action may lead to termination of training and failure in the Industrial Training component.

9. Supervision of Training

Industrial Trainees shall be supervised during the period of training by

9.1. Training Coordinator

The appointment is made by respective faculties for an academic year. Industrial training coordinator/s should make all the internal and external communications regarding industrial training and be responsible for reporting updates to the respective faculty board. Also, he/she is responsible for sharing all the relevant guidelines with related parties.

9.2. 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 also required to strictly monitor their daily attendances and ensure proper maintenance of daily dairies & other records by trainee undergraduates. Also, it should be ensured the weekly submission of daily dairies & other records for the inspection by respective officials of the training organizations/employers for certification. The respective Faculty should make the appointment of the external supervisor with the consent of the training establishment.

9.3. Internal Supervisor

Before the students undergo the Industrial Training program, each student will be assigned to an Academic staff member of the Faculty as Industrial Training Supervisor (Internal Supervisor). The internal supervisor should continuously monitor the activities of the assigned students and participate and evaluate the performance of those students throughout the Industrial Training period. They may visit the training

places to see whether the training received is appropriate to the educational needs of the subject discipline. Further, they are required to communicate with the training establishment to discuss the performance of trainee undergraduates and get suggestions/views for further improvements to the academic program.

10. Responsibilities of Training Organizations/Employers

- i. Provision of appropriate training facilities, equipment, and instructions by competent officials and imparting work experience for trainee undergraduates to acquire additional knowledge, upgrade their skills, improve their attitudes and expose themselves to the real working world for successful employability 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 in the particular field within the assigned organization & its external construction/work sites, factories & branches, etc., as relevant.
- iii. Close supervision of trainee undergraduates & evaluation of their progress in Industrial Training; monitoring of trainee undergraduates' daily attendances and proper maintenance of daily dairies & other records by trainee undergraduates,
- iv. Ensuring that trainee undergraduates submit daily records/reports & other records for frequent inspections by authorized officials of the training organization/employer and inspection by officials of the Wayamba University of Sri Lanka whenever they visit.
- v. Release the trainee undergraduates during regular working hours for activities (e.g. for monthly review of trainee undergraduates' progress at the University) as may be authorized in writing by the Wayamba University of Sri Lanka.

11. Responsibilities of Trainee Undergraduates

- i. Compliance with training organizations/employers' rules, regulations, and orders related to procedures, working time duration and conditions of work, safety disciplines, and personal conduct.
- ii. Performance of works assigned by the training organizations/employers paying diligent and satisfactory attention to them and with due regard to the training organizations/Employers' facilities, equipment, tools and machinery, supplies and materials, products, time and cost, work practices, and customer relations.
- iii. Satisfactory daily attendance, attaining sufficient progress in Industrial Training & other prescribed activities, daily maintenance of prescribed training dairies & other records, and submission of daily dairies & other records for frequent inspection &

verification by authorized officials appointed by the training organizations/employers and the respective Faculty of the Wayamba University of Sri Lanka whenever they make visits.

- iv. Fully occupying at all times during the Industrial Training period and actively engaged in work and ensuring that the intended outcomes of the Industrial Training course unit are achieved at the end of the Industrial Training period.
- v. Attending the 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.

12. 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. This Daily Diary includes;

- ***Cover Page*** (Appendix 4-A)

This page should be completed and signed by the trainee with the commencement of the training. The page also included the certification of External Supervisor.

- ***Daily Training Information*** (Appendix 4-B)

Record all aspects of experience gained daily. The trainee should comment on how they contribute 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 should aim at recording experience rather than occurrences.

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 training supervisor (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 training officer (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 electronic platforms (where possible) to maintain and record daily records, which enable all the parties to monitor the progress simultaneously.

13. 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 monthly progress sessions/ seminars/ workshops conducted by the Faculty for the improvement of the industrial training program.

13.1. Fortnightly Interim Report on Training by Trainee

Every trainee should submit a “Fortnightly Interim Report” on the Industrial Training he/she received, based on the format given in Appendix-05. This report should be submitted directly to the internal supervisor via email. Students should strictly adhere to the instructions provided in the structure. It is essential to copy the same email to the student’s personal email so that it can be printed and resubmitted if his/her original email hasn’t been reached to the supervisor.

13.2. Monthly Progress Report by External Supervisor

Every trainee should make arrangements to ensure the submission of the completed “Monthly Progress Report” from the external supervisor to the Assistant Registrar of the Faculty directly. The report format of the monthly progress report is given in Appendix-06.

13.3. Monthly Progress Sessions/ Seminar

All trainees should report to the internal supervisor and attend the industrial training seminars conducted once a month by the Faculty. The dates of the monthly meeting are scheduled 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 each 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 student 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.

14. Completion of Industrial Training

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

15. Submission of a Comprehensive Report on Industrial Training (by Trainee)

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. 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 Industrial Training report. The first version of the final report should be submitted to the Assistant Registrar of the Faculty before the assessment date. The submission and evaluation dates will be notified by respective faculty coordinators.

16. Assessment and Evaluation

All trainees will be assessed during the training and at the end of the training period. This assessment shall be mainly to determine whether the trainee has acquired the expected skills, knowledge, and attitudes and 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 will be evaluated by referring to the daily diary, intermediary/progress reports)
- Industrial Training Reports
- Oral Examination

The Faculty will decide the marks allocation for each component of this evaluation.

16.1. Unsuccessful at the assessment /Repeat Training

If a trainee is unsuccessful at the assessment, respective faculties can 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.

17. Summary of Action List

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.

17.1. Actions required to be taken by Trainee Undergraduate

SN	Action	Time
1	Confirming Industrial Training Placement to the Faculty <i>Document: Industrial Training Placement Confirmation</i>	Before stating the Training
2	Participate in Industrial Training Program Orientation	Program Orientation Day
3	Collecting Industrial Training related documents <i>Documents:</i> <i>Industrial Training Appointment</i> <i>Guidelines on Industrial Training Program</i> <i>Training Commencement Confirmation</i> <i>Daily Record Book /Daily Diary</i>	
4	Informing Training Commencement Confirmation <i>Documents: Training Commencement Confirmation (email)</i>	First week of the training
5	Preparation of Cover Page of Daily Records / Diary & get certified from the external supervisor <i>Documents: Cover Page (in Daily Diary)</i>	
6	Maintaining Daily Records <i>Documents: Daily Training Information Page (in Daily Diary)</i>	Every training day
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
8	Send Fortnightly Interim Report <i>Documents: Fortnightly Interim Report(email)</i>	At the end of each two weeks
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
10	Participate in Monthly Progress Sessions/ Seminar	Date announced by the Faculty
	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>	
12	Submitting Comprehensive Industrial Training Report	
13	Participate in Industrial Training evaluations	

17.2. Actions required to be taken by Faculty/Training Coordinator

SN	Action	Time
1	Issuing letters requested by students regarding finding placements	Before starting the Training
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>	
3	Organizing Industrial Training Program Orientation	Program Orientation Day
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>	
5	Appointing external supervisors <i>Documents: Appointment of External Supervisor (email)</i>	First week of the training
6	Evaluating Monthly Progress Report and progress	At the end of each month
7	Organizing Monthly Progress Sessions/ Seminar	
8	Arranging Industrial Training evaluations	At the end of the training

18. 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 & 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

Industrial Training Manual, MGT 4246 (2017). Department of Business Management, Faculty of Management Studies and Finance, Wayamba University of Sri Lanka

Revised Guide to Industrial Training Program - 2020 & Structures of Form(s), Report(s) & Presentation(s), (2019). Faculty of Applied Sciences, Wayamba University of Sri Lanka

19. Appendixes

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 Programme:		
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 <duration> months starting from the date mentioned above.</p> <p>Date:</p> <p>..... (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 Programme:					
Field of Specialization (if applicable):					
Academic Year					
Contact Details:	Personal Address				
	Home/Mobile No:				
	Email Address:				
Starting Date of the Training		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 Programme:			
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-C: Weekly Certification Page

WEEKLY CERTIFICATION

**Details of work carried out (Problems encountered and how they were solved;
dimensions and sketches to be given whenever possible)**

.....
Signature of trainee undergraduate

Remarks and certification by the External Supervisor

OFFICIAL STAMP

.....
Date

.....
Designation and Signature

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> <p style="text-align: center;">OFFICIAL STAMP</p> <p>Date:.....</p> <p style="text-align: right;">..... (Signature of External Supervisor)</p>			

Appendix-05: Fortnightly Interim Report

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

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, equipments 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 behaviour				
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 Programme:			
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: (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> <p style="text-align: center;">OFFICIAL STAMP</p> <p>Date:.....</p> <p style="text-align: right;">..... (Signature of External Supervisor)</p>	
..... FOR OFFICIAL USE ONLY	
<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> <p>Date:</p> <p style="text-align: right;">..... (Signature of Industrial Training Coordinator)</p>	