



Practical Training Record Book

Academic Year **2018/2019**

ECO 421(6)

BA(Hons.) in **Economics** Degree Programme

Name of the Student:.....

Index No:.....

Department of Economics and Statistics
Faculty of Social Sciences and Languages
Sabaragamuwa University of Sri Lanka
P.O. Box 02
Belihuloya

INSTRUCTIONS

- Students should be trained under the supervision of a senior officer of the organization (Training Supervisor) in the place where they are being trained
- A full report of the job done by the student must be documented in the Practical Training Record Book by themselves at the end of each day. Students will receive a Training Record Book, which should be filled regularly and maintained neatly (During the training period, Pages 1-18)
- The training supervisor of the training organization or his/her authorized representative needs to be certified in the training records (During the training period, pages 1-18)
- The training supervisor must fill in any further suggestions, comments, or feedback related to practical training (Page 19)
- A brief explanation of difficulties experienced by students during practical training, as well as any ideas made to overcome, to be filled by students (Page 20)
- The training supervisor must offer a letter of certification and that is approved by the academic supervisor in order for the entire training process to be accepted (Page 21)

Note:

- The students are advised to complete a minimum of 60% attendance from the commencement of the practical training
- The Training Record Book should be available whenever needed for the Dean of the Faculty of Social Science and Languages, Head of the Department, Coordinator/PTU, Subject Coordinator, Academic Supervisor, or Training Supervisor
- After the minimum training period is completed, the student should fill in the training summary and then hand over the Training Record Book to the Head of the Department/Coordinator of the Practical Training Unit.

IDENTIFICATION

1. I. Name in full :-.....
 - ii. Name with Initials :-.....
2. Registration Number :-.....
3. Year of Admission :-
4. Date of Birth :-
5. Private Address :-
6. Telephone Number :-
7. **Academic Supervisor**
 - i. Name :-
 - ii. Telephone Number :-
8. **Training Organization**
 - i. Name of the Organization:-
 - ii. Official Address :-
 - iii. **Training Supervisor,**
 Name :
 - Designation :
 - Telephone No :
9. Date of the Commencement of Training :
10. Date of the Completion of Training :

.....
Signature of the
Academic Supervisor

.....
Signature of the
Training Supervisor
(Rubber stamp)

.....
Signature of the
Student

TRAINING RECORD

Date	Details of the Work Done	Time in Hours
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>.....</p> <p>Signature of the Training Supervisor</p> <p>Rubber stamp</p> </div> <div style="width: 45%; text-align: right;"> <p>.....</p> <p>Signature of the Student</p> </div> </div>		

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Signature of the Training Supervisor

Rubber stamp

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Signature of the Student

REMARKS OF THE TRAINING SUPERVISOR

(To be filled by the Training Supervisor)

Remarks of the Training Supervisor:

.....
Signature of the Training Supervisor

Rubber stamp

PROBLEMS ENCOUNTERED AND SUGGESTIONS

(To be filled by the student)

Any problem/s encountered in the training: -

The method/s of overcoming them;

.....
Signature of the Student

LETTER OF CERTIFICATION

The foregoing is a true record of training acquired by the student

Mr./Mrs./Miss.....

.....
Date

.....
Signature of the Training Supervisor

Rubber stamp:

I hereby certify that Mr./Mrs. Miss

of Bachelor of Arts Honors in Degree programme has

successfully completed a four month practical training.

.....
Date

.....
Signature of the Academic Supervisor

Number of Contacts of Student with the Academic Supervisor

Date	Description	Signature of the Academic Supervisor