



**Social Sciences &  
Languages**  
Sabaragamuwa University of Sri Lanka

# **Industrial Training Handbook**

**2026**

**Faculty of Social Sciences and Language of  
Sabaragamuwa University of Sri Lanka**

**2026**

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## **1. Introduction**

The industrial training section of the Honors degree programs of the Faculty of Social Sciences and Languages at Sabaragamuwa University in Sri Lanka satisfies the demand for experience learning that a social Sciences and Languages graduate must acquire before entering the workforce. Students in their fourth year of study at the Faculty of Social Sciences and Languages are on the threshold of moving from academic understanding to practical application. This stage's practical training units are critical in bridging the gap between academic learning and real-world circumstances. This training allows students to see genuine firm operations and become acquainted with its standard physical and human systems. Practical training is becoming increasingly crucial in the dynamic landscape of social sciences and languages for students to sharpen their skills, gain a better understanding of societal complexities, and prepare for the challenges they will face on their professional paths. As a result, it creates conditions for them to improve their soft skills and join valuable professional and social networks, which are not encouraged in a conventional classroom setting.

The Practical Training Unit (PTU) of the faculty will attempt to find a suitable institute for each student to get practical training for four months. Students also have the option to arrange an accepted institute to obtain their training (The institute that the PTU should accept the student himself/herself selected). The students should undergo the training under the supervision of a senior officer (Training Supervisor) of the institute where the student is undergoing training. Further, an Academic Supervisor will also be appointed by the faculty to review the progress. Students should fulfil two requirements: a. The completion of the Training Record Book provided by PTU and b. Preparation of the Independent Training Research Report according to the guidelines provided by the PTU to complete the practical training component. The student should do the dissertation if a suitable training place will not be found.

### ***1.1 Procedure***

Head of the Department, subject coordinators together with academic staff of each degree program are required to arrange places for each student to get practical training for a period of **Four Months** [Need to find organizations which have the capacity to fulfill at least 40% of the components in the experience/skills categories of **Training Profile** developed for each degree program by the relevant department. **If the Department is unable to find places for training, students are advised to select Dissertation in advance before ending the fourth year first semester.**

### ***1.2 Period of Practical Training and Supervision***

Four Months training programme commencing after the end of the final examination of the first semester of the fourth year. The schedule of the program and the time frame are decided by the Dean of the Faculty of Social Sciences and Languages.

Two supervisors (Training Supervisor and Academic Supervisor) observe the progress of the students' training.

- 1) **Training Supervisor:** The students undergo the training under the supervision of a senior officer of the organization in which the student is undergoing training.
- 2) **Academic Supervisor:** In addition, an academic supervisor is also appointed by the University to review their progress and guide the training research report.

## **2. Aim of the Practical Training**

The primary goal of the final year practical training is to provide students with experience that will allow them to apply academic knowledge in real-world settings. This knowledge will help you increase your critical thinking skills, problem-solving talents, and professional adaptability.

Students who participate in practical training not only gain valuable insights into their chosen fields, but they also develop the practical skills and professional image that are

essential for a smooth transition into the workplace. The objective is to build trust as well as ability in students as they tackle the challenges of their various occupations.

### **3. Intended Learning Outcomes (ILOs)**

The intended learning outcomes for students participating in practical training units include a multifaceted development approach including; cognitive learning, practical and applied skills, personal and professional development, attitudinal and affective learning outcomes.

#### **Cognitive learning outcomes**

- Apply theoretical knowledge to evaluate and understand real-world situations related to the training topic of choice
- Perform autonomous research while demonstrating the capacity to formulate research inquiries and theories.
- Employ suitable research methodologies and instruments to gather and assess information.
- Assess the validity and reliability of the information while exhibiting a critical thinking style in selected research

#### **Practical and applied skills**

- Apply theoretical knowledge in Social Sciences and Languages to handle real-world difficulties.
- Demonstrate outstanding interpersonal and cooperation abilities in collaborative projects by the academic supervisor and the training supervisor regarding the fieldwork
- 

#### **Personal and professional development**

- Develop critical thinking skills to assess complex issues and suggest effective solutions
- Show adaptability and flexibility in the face of practical training obstacles
- Reflect on personal and professional progress, recognizing opportunities for continual improvement

- In relationships with coworkers and community members, show professionalism, ethics, and cultural awareness

Attitudinal and affective learning outcomes

- Examine own biases and attempt to create an inclusive and inviting environment
- Recognize the significance of lifelong learning and professional development
- Develop a plan for continued skill growth and specialization based on career objectives

#### **4. Roles and Duties of Involved Parties**

##### ***4.1 Role of a Student Trainee***

A student who has obtained a suitable industrial training opportunity with a company and is enrolled in the industrial training program at each department of the faculty of Social Sciences. His or her main duties are:

- Applying for industrial training opportunities and obtaining an industrial training position with a suitable firm that is relevant to their major field of study (The organization that the student himself/herself has selected should be accepted by the relevant Head/coordinator)
- Show commitment to the training schedule and professional behavior throughout the program
- Follow to the rules and regulation under the training programme
- Cooperate with colleagues, superiors, and clients to enhance the future career path
- Working on a given time frame by the faculty (generally four months) at the selected organization

Students (fourth year second semester) are needed to be placed at public or private sector organizations where they can be accommodated by a senior officer to supervise the student. The students should undergo the training under the Industry–Faculty Linkage Platform / FSSL / SUSL

supervision of a senior officer (**Training Supervisor**) of the organization in which the student is undergoing training. Further, an **Academic Supervisor** is also appointed by the Department to *review their progress* (record Book) and *guide the research report*.

**Students should fulfill two requirements in order to complete the practical training.**

**I. Training Record Book (Annex I)**

**II. Training Research Report (Annex II)**

#### ***4.2 Duties of an Academic Supervisor***

During the industrial training term, the academic supervisor acts as an advisor to the student trainee. As a result, the academic supervisor's responsibilities will include the following:

**i. Supervising the progress of the training and coordinating with the Department on the progress of student trainees**

The academic supervisor needs to supervise students' progress during the training period and evaluate it. Students' progress should be reviewed supervising the students' performance in training places. The academic supervisor should visit the place (at least one time) where the student undergoes training, observe the performance of the student, review the training record book, and discuss with the training supervisors during the training period.

**ii. Assisting the assigned student trainees in preserving the necessary documentation during training and evaluating the training progress of students.**

Academic supervisor should evaluate the student performances observing his/her punctuality, commitment to work, quality of work and ability of improving skills by visiting the place where the student undergo training during the training period. You

can discuss with training supervisors and others in the training place to evaluate the performance of the students. **Evaluating the Training Record Book:** Academic Supervisor needs to evaluate students' training Record Book reviewing the neatness of it, writing, relevance of activities, problem identifications and relevant measures etc. (see the guideline to evaluate Practical Training Progress)

**iii. Schedule time for advising as needed by the student trainees**

The academic supervisor should be present to answer students' questions, concerns, and academic progress while undertaking practical training. The academic supervisor requires to promote an effective learning environment by proactively setting up advising appointments, ensuring that each student receives specialized guidance adapted to their specific needs. This duty demonstrates the dedication to encouraging students' academic and professional development throughout their practical training experience.

**iv. Assisting student trainees in the completion of the industrial training report**

While the student is being trained, he/she is obliged to do a research study, which should be relevant and significant for the organization. In this regard, the student is supposed to receive guidance and advices from the academic supervisor. Academic supervisor should provide students with his/her guidance to complete their training research report successfully under the instruction provided by the faculty guideline for the training research report. Please note that students can get two days leave per month with the consent of the training supervisor for the above purpose.

**v. Evaluating the training research report**

Academic supervisor should provide students with his/her guidance to complete their training research report successfully under the instruction provided by the faculty guideline for the training research report.



### ***4.3 Role of the Training Supervisor***

The Training Supervisor is the Student Trainee's immediate superior at work. As a result, the Training Supervisor's responsibilities generally include the following.

#### **i. Supervise the progress of the training**

The training supervisor will supervise and evaluate students' progress during the training period. The training supervisor will observe the performance of students, reviewing the training record book. Assist to the the documentation requirements of the academic department in relation to industrial training programme.

#### **ii. Evaluate the training progress**

The training supervisor will evaluate the student's performance, observing his/her punctuality, commitment to work, quality of work, and ability to improve skills. Please use the guidelines attached herewith to evaluate the student's training progress.

#### **iii. Support to select a research problem:**

While the student is being trained, he/she is obliged to do a research study, which should be relevant and significant for their organization. Training supervisor need to be supported of selecting a research problem that should be relevant and significant for the organization. In this regard, if the student is supposed to receive guidance and advice from the academic supervisor, please be kind enough to grant two days of leave per month.

### ***4.4 Role of the PTU Unit***

The "Practical Training Unit" is responsible for coordinating and managing the practical training programs within the faculty of social sciences and languages. Its duty is to ensure that students have a smooth and effective practical training experience.

#### **i. Coordination of programs:**

The Practical Training Unit, in close collaboration with faculty members and industry partners, strategically designs and plans the practical training program.

This involves developing a complete program that mixes academic learning with real-world experiences.

**ii. Orientation and guidelines**

Conduct orientation seminars for students participating in practical training, offering information about expectations, guidelines, and program details. Aware the students of outworld firms conducting workshops in the first semester of the fourth year.

**iii. Keeping of record**

Maintain accurate records of student placements, evaluations, and feedback with the assistance of each faculty department. Analyze data to determine the practical training program's effectiveness and improvement opportunities.

**5. Documentation Requirements**

***5.1 Practical Training Record Book (Annex I)***

Each student will get a Training Record Book, which must be properly kept in order to ensure an organized and comprehensive documentation of the practical training experience. It is essential that students record a full summary of their daily activities in ink at the end of each weekday. These records must be accurate and full because they will be certified by the Training Supervisor of the particular training organization. The Training Supervisor's signature should be requested regularly to confirm the records. The space offered in the Training Record Book is meant for students to articulate any difficulties encountered during practical training, as well as proposed solutions. It is strongly advised that students aim for an attendance rate of at least 80% during the practical training session. Students are instructed to complete the training summary and submit the Training Record Book to the Practical Training Unit Coordinator once they have completed the appropriate training length. This detailed documentation procedure is a great resource for both students and supervisory staff, allowing for a thorough evaluation on the practical training process.

### ***5.2 Training Research Report (Annex II)***

During the training period, each student is required to conduct a research project on a topic that is significant to the particular organization where the student is undergoing training (Students are advised to discuss with the Training Supervisor and find a suitable research problem in the organization. Then study it scientifically using the guideline provided by PTU).

The training research report is totally an independent study which should be completed by the student during the training period under the instructions given in the course unit 426 of research method in the 4<sup>th</sup> year 2<sup>nd</sup> semester. Academic supervisor will provide guidance. It is needed to submit the Training Research Report containing maximum 15,000 words following the guidelines provided by the PTU.

Please note that students who are offering degrees in different languages should write the Training Research Report in their respective languages while others should use the medium of their degree programs.

### ***5.3 Monthly Progress Reports (Annex III)***

Monthly Progress Reports are used to gain a self-assessment from student trainees regarding their learning areas on a monthly basis. Thus, student trainees are required to rate their individual success of general competencies, knowledge, soft skills, and personality development on a scale ranging from 'Extremely well achieved' to 'Not happy with achievement'. At the end of each month. Once a month, the training supervisor and academic supervisor must review and sign this paper.

#### ***5.4 Training Progress Evaluation Report (Annex IV)***

The “Training Progress Evaluation Report” is a confidential report that is completed by the academic training supervisor and submitted to the corresponding department along with the completed practical training book. This report is intended to evaluate the student trainee’s overall performance, growth, and development over the practical training time. It usually includes a complete appraisal of the trainee’s performance and behavior in the workplace.

### **6. Evaluation Criteria**

#### ***6.1 General evaluation procedure***

The practical training component is evaluated out of 100 marks. To pass this course unit, candidates must achieve a minimum grade of 'C'. The Practical Training will contribute 60 marks to the final grade, while the Training Research Report will contribute 40 marks. If a student fails to achieve at least 40% in either component (24 marks for Practical Training and 16 marks for the Training Research Report), the maximum grade awarded will be a 'C-'. Additionally, if a candidate does not meet the required 80% attendance, even if other criteria are met, the highest possible grade for the course unit will be capped at a 'C'.

The evaluation criteria in the relevant handbook will be applied to calculate GPA and award the degree. (Note: The student who has failed the practical training requirement and has not obtained the required final GPA to complete the degree such student should complete either the whole practical training component or the dissertation in the relevant semester of the forthcoming year).

### ***General Evaluation***

No.	Component	Marks	Details
1.	For Practical Training Component (Evaluation based on performance during practical training)	<b>60 Marks</b>	A ) Training Supervisor ( <b>10 marks</b> )
			B) Record Book ( <b>10 marks</b> )
			C) Evaluating the training experiences and skills acquired by the undergraduates through practical training. This aspect is evaluated under two criteria ( <b>40 marks</b> ) C.1. Application of subject knowledge in the training (30 Marks) C.2. Other Skills gained through the training (10 Marks)
2.	For Training Research Report	<b>40 Marks</b>	Assessment based on a research project related to the practical training. Includes a research proposal, literature review, methodology, data analysis, final report, and presentation ( <b>40 Marks</b> )
Total		<b>100 Marks</b>	

#### ***6.2 Evaluation of Practical Training Components (60 marks)***

##### **A) Training Supervisor's Confidential Report (10 marks)**

The candidate should be evaluated based on the following 10 criteria. Marks should be allocated out of 10. This component will be evaluated from 100 marks and will be divided by 10 to present 10 marks.

Note: It is unlikely that students will have extremely poor or extremely high marks. Please pay attention to this aspect when evaluating the trainees.

### Training supervisor evaluation criteria

<b>Criteria</b>	<b>Details</b>	<b>Marks Allocated</b>	<b>Given marks</b>
Punctuality and Appearance	The student should report to work on time and dress up appropriately	10 Marks	
Commitment to work	The extent to which the student is involved in the work activities and takes personal responsibility when performing duties.	10 Marks	
Ability to use the knowledge	The extent to which the student demonstrates and applies the theoretical knowledge in the work environment	10 Marks	
Analytical thinking	Ability of student to understand problems and measures to breakdown such problems	10 Marks	
Creative thinking	The extent to which the student incorporates new ways of thinking in carrying out given work activities	10 Marks	
Independence	The extent of work performed with little or no supervision	10 Marks	
Quality of work	The student completes assignments in a thorough, accurate and timely manner that achieve expected outcomes	10 Marks	
Teamwork and cooperation	The extent to which the student maintains harmonious and effective work relationships with others and share information and resources with others to promote positive and collaborative work relationship	10 Marks	
Communication skills	The ability to use English/other languages and convey information and ideas (both verbal and written)	10 Marks	
Computer skills	The extent to which the student is able to work with computers	10 Marks	
Total (100)			
Final out of 10 (marks/100)			

### **B) Record book (Annex I ) (10 marks)**

To effectively evaluate a training record book, the evaluator can use the following criteria, each worth a certain number of marks. This ensures a comprehensive assessment of the student's documentation, reflection, and engagement during their training period

Component	Details	Marks allocated	Given Marks
<b>Completeness and Accuracy</b>	Ensure all required sections are filled out completely and accurately. This includes daily or weekly logs, task descriptions, dates, and signatures	5 Marks	
<b>Detail and Clarity</b>	Detailed and clear descriptions of tasks, activities, and learning experiences. Entries should be easy to understand and well-organized	5 Marks	
<b>Total (out of 10)</b>			

### **6.3 Evaluation Criteria for Industrial Training (40 Marks)**

#### **C) Evaluating the Training Experiences and Skills Acquired by the Undergraduates**

Criteria	Description	Marks Allocated	Given Marks
<b>C.1. Application of Subject Knowledge in the Training</b>	<b>(30 Marks)</b>		
C.1.1 Understanding of Theoretical Concepts	Demonstrates understanding and application of theoretical concepts learned in coursework	10 Marks	
C.1.2 Problem-Solving Skills	Ability to identify, analyze, and solve real-world problems encountered during the training	10 Marks	
C.1.3 Technical Proficiency	Utilization of technical skills and tools relevant to the industry and specific tasks performed	10 Marks	
<b>C.2. Other Skills Gained Through the Training</b>	<b>(10 Marks)</b>		
C.2.1 Communication Skills	Effectiveness in written and oral communication, including clarity and coherence in the presentation	3 Marks	
C.2.2 Teamwork and Collaboration	Ability to work effectively in a team, including collaboration with peers and supervisors	3 Marks	
C.2.3 Professionalism and Work Ethic	Demonstrates professionalism, punctuality, and adherence to workplace norms and ethics	2 Marks	
C.2.4 Adaptability and Learning	Ability to adapt to new environments, willingness to learn, and responsiveness to feedback	2 Marks	

**Notes:**



- **Presentation Requirement:** This component is evaluated by the academic staff based on the students' presentation that will be conducted within the first week of the second-semester study leave period
- **Template for Presentation:** A template for the presentation will be provided by the respective departments

### **Presentation Template Outline:**

#### **1. Introduction**

Brief overview of the training organization and duration

#### **2. Application of Subject Knowledge**

Explanation of how theoretical concepts were applied in practical scenarios

Specific examples of problem-solving and technical tasks performed

#### **3. Other Skills Gained**

Description of communication experiences (e.g., reporting, meetings)

Instances of teamwork and collaboration

Demonstrations of professionalism and work ethic

Examples of adaptability and learning experiences

## 2. For Training Research Report (40 Marks)

### Option 1: Students with access to company data

#### Evaluation criteria for training research report

Criteria	Description	Marks Allocated	Given Marks
Research Proposal	Clear, concise proposal outlining research objectives, questions, and significance	5 Marks	
Literature Review	Comprehensive review of relevant literature, demonstrating depth of understanding of the topic	5 Marks	
Methodology	Detailed description of research design, methods, and procedures used for data collection and analysis	10 Marks	
Data Analysis	Thorough analysis of the collected data using appropriate techniques and tools	10 Marks	
Final Report	Well-structured, clear, and comprehensive report presenting findings, discussion, and conclusions	5 Marks	
Presentation	Effective presentation of the research project, including visual aids, clarity, and engagement with audience	5 Marks	

## **Option 2: Students without access to company data**

### **Evaluation Criteria for Training Research Report (40 Marks)**

<b>Criteria</b>	<b>Description</b>	<b>Marks Allocated</b>	<b>Given Marks</b>
Problem Identification	Identification and clear definition of a significant problem within the company	5	
Literature Review	Comprehensive review of relevant literature, demonstrating understanding of the problem context	5	
Methodology	Detailed description of the approach taken to investigate the problem, including any qualitative methods	10	
Potential Solutions	Identification and analysis of potential solutions or strategies to address the identified problem	10	
Final Report	Well-structured, clear, and comprehensive report presenting the problem, analysis, and proposed solutions	5	
Presentation	Effective presentation of the project, including visual aids, clarity, and engagement with audience	5	

## **2. Evaluation of the Training Supervisor**

We kindly request the training supervisor to evaluate the student's performance considering the student's total training period. The candidate should be assessed based on the following 10 criteria. Marks should be allocated out of 10.

Please provide the relevant marks for each criterion.

Criteria	Details	Marks Allocated	Given marks
Punctuality and Appearance	The student should report to work on time and dress up appropriately	10 Marks	
Commitment to work	The extent to which the student is involved in the work activities and takes personal responsibility when performing duties.	10 Marks	
Ability to use the knowledge	The extent to which the student demonstrates and applies the theoretical knowledge in the work environment	10 Marks	
Analytical thinking	Ability of student to understand problems and measures to breakdown such problems	10 Marks	
Creative thinking	The extent to which the student incorporates new ways of thinking in carrying out given work activities	10 Marks	
Independence	The extent of work performed with little or no supervision	10 Marks	
Quality of work	The student completes assignments in a thorough, accurate and timely manner that achieve expected outcomes	10 Marks	
Teamwork and cooperation	The extent to which the student maintains harmonious and effective work relationships with others and share information and resources with others to promote positive and collaborative work relationship	10 Marks	
Communication skills	The ability to use English/other languages and convey information and ideas (both verbal and written)	10 Marks	
Computer skills	The extent to which the student is able to work with computers	10 Marks	
Total (100)			
Final out of 10 (marks/100)			

Any other comments which are relevant to the student's performance:

I have done the above evaluation independently and accurately, to the best of my knowledge.

**Name of the supervisor:** .....

**Designation:** .....

**Institution:** .....

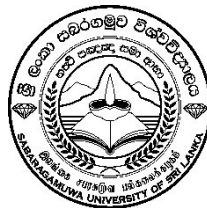
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**Signature**

.....

**Date**

**Annex I: Practical Training Record book**



**Practical Training Record Book**

**Academic Year 2023/2024**

**ECO 421(6)**

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

**Name of Student: .....**

**Reg 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 hand over the Training Record Book to the Head of the Department/Coordinator of the Practical Training Unit.

## IDENTIFICATION

### 1 Basic Information

- i. Name in full .....
- ii. Name with Initials .....
- iii. Registration Number .....
- iv Year of Admission .....
- v Date of Birth .....
- vi Private Address .....
- vii Telephone Number .....

### 2 Training Supervisor

- i. Name .....
- ii. Designation .....
- iii. Telephone Number .....

### 3 Training Organization

- i. Name of the Organization .....
- ii. Official Address .....

### 4 Academic Supervisor

- i. Name .....
- ii. Designation .....
- iii. Telephone Number .....

5 Date of the Commencement of Training :.....

6 Date of the Completion of Training :.....

.....  
Signature of the  
Academic Supervisor

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

.....  
Signature of the  
Student



## TRAINING RECORD

Month:.....

Week starting:.....

Week ending:.....

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><b>Rubber stamp</b></p> </div> <div style="width: 45%; text-align: right;"> <p>.....</p> <p>Signature of the Student</p> </div> </div>		

**(Continue this page 15 times to cover the entire training period)**

### REMARKS OF THE TRAINING SUPERVISOR

(To be filled by the Training Supervisor)

Industry–Faculty Linkage Platform / FSSL / SUSL

Remarks of the Training Supervisor:

.....  
of the Training Supervisor

Signature

**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

## Annex II: Guideline for the Training Research Report

(Guideline for the Training Research Report. This Guideline has been given to students)

<b>Front Pages</b> <i>(Front Pages should be numbered using Roman numerals)</i>	
Title page	Title, name and registration number of the candidate, degree program, relevant Department and month and year of submission. (No page number is given)
Declaration by Candidate and approval of the Academic Supervisor	A declaration to the effect that the Training Research Report contains no material that has been accepted for the award of any other degree or diploma in any university or equivalent institution and that to the best of candidate's knowledge and belief, Research Report contains no material previously published or written by another person except where due reference is made in the text of the Research Report.
Acknowledgement	Acknowledgement statement.
Abstract	Presenting the research problem, objectives, methodology, the main results, conclusion (max one page).
Contents	List of chapter titles and sections, list of tables and figures.
Abbreviations	Used abbreviations and their explanations should be provided.
<b>Main Text: Page numbering should start from Chapter one to the last page. Page number should appear on the bottom of the page, in the right corner, in Arabic numbers, without a dot.</b>	
<b>Chapter 1 – Introduction</b>	Background to the research problem, problem statement, research questions/general hypothesis, objectives of the research and the limitations of the study.
<b>Chapter 2 – Literature Review</b>	Review of theoretical, empirical and methodological literature and identify literature gap/s (Journal articles and other publications should be reviewed).

<b>Chapter 3 – Research Methodology</b>	Overview of the organization in the context of research problem, conceptual model, working hypothesis, methodology to test hypothesis, data collection and analysing methods. (This section can be decided by the respective department according to the subject).
<b>Chapter 4 – Results and Discussions</b>	Results of the analysis, interpretation and discussion of the compatibility of the results with the research objectives.
<b>Chapter 5 – Conclusion</b>	Relevance to the research objectives. Practical implication.
<b>References</b>	APA Reference System is recommended.
<b>Appendixes</b>	At the end of the training research report, attachments can be presented, if they enhance the value of the work.
<i><b>Note: However, both academic supervisor and students are free to deviate from the above format depending on the discipline and type of analytical approaches used in the study.</b></i>	

### **Technical Pointers for the Training Research Report**

Final report must be printed on the standard A4 paper, with the following page settings:

1. Font 12
2. Line spacing 1.5
3. Margins: left-25mm, right– 20mm, top– 20mm, bottom– 20mm
4. Page numbering should start from Chapter one to the last page.
5. Page number should appear on the bottom of the page, in the right corner, in Arabic numbers, without a dot.
6. Every new Chapter should start in a new page with the heading. Paragraphs and subsections should start in the same page after one or two line spacing.
7. The subsection and paragraph headings should only start with a capital letter. All headings must be bolded.
8. The sections, subsections and paragraphs should be numbered using Arabic numbers.

9. Numbering of subsections should start over in every section (e.g. 2.1, 2.2, 3.1, and 3.2). If the text is separated into paragraphs, they should be numbered using the same principle (e.g. 2.1.1, 2.1.2, 2.1.3).
10. Every table, picture or graph should have a capture with the source identified. If the table or a graph was created by the student, he/she must identify what sources did he/she based them on (i.e. Source: Survey Data or Source: Calculations by the Author). For example:
11. Tables, graphs and pictures must be numbered and have names. These objects must have numbers if there is more than one of each (e.g.:Table1, graph1 or by the sections: table 2.2, graph 2.3).

For examples;

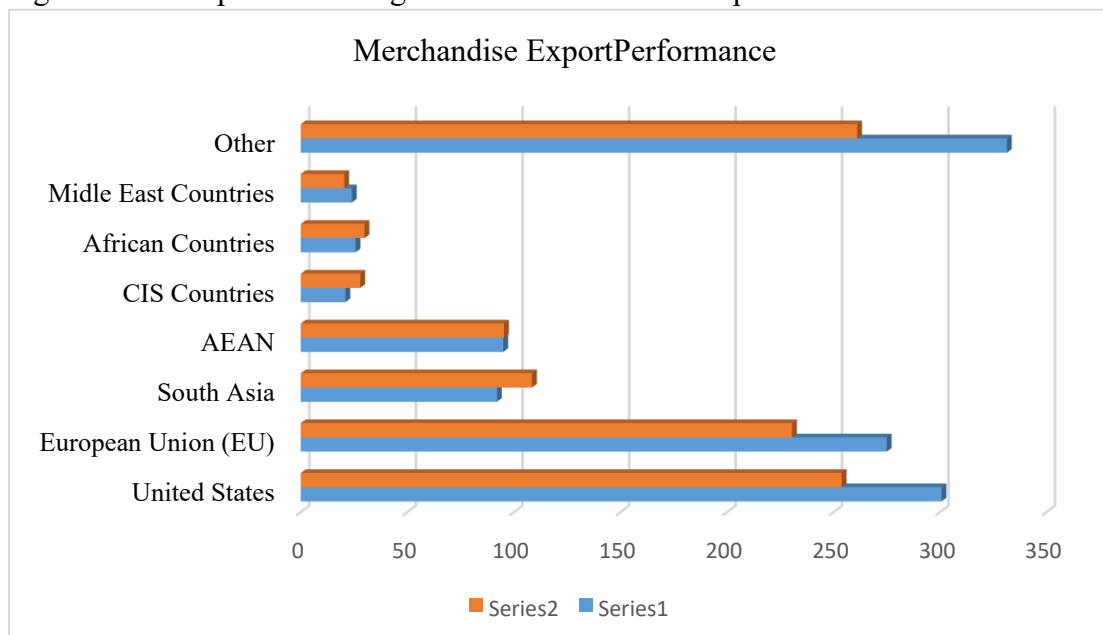
Table 2.2: Comparison of Region-wise Merchandise Export Performances

<b>Region</b>	Values in US\$ Mns	
	<b>2022</b>	<b>2023</b>
United States	300.71	253.79
European Union (EU)	274.96	230.47
South Asia	91.99	108.45
AEAN	94.95	95.29
CIS Countries	20.92	27.91
African Countries	25.69	29.88
Midle East Countries	23.95	20.36
Other	331.43	261.09
Total	1164.6	1027.24

Source: CBSI, SL Customs, 2023



Figure 3.1: Comparison of Region-wise Merchandise Export Performances



Note: Values in US\$ Mns

Source: CBSI, SL Customs, 2023

12. If the table or a graph do not fit in one page, there should be an additional indication on both pages, for instance “Table 5 is continued in the next page” and “continuation of table 5”.
13. Make sure the research report is carefully checked for grammar and syntax and spelling mistakes before submission. The use of British English and spelling is recommended.
14. At first submission for evaluation, two (2) spiral bound copies together with a digital form (CD) must be submitted to the Department. The final draft of thesis should be presented in a binder) to the Department.
15. The thesis shall consist of words not exceeding **15, 000**.
16. The report signed by the candidate and approval of the supervisor/s for submission is essential.
17. The cover page should be presented as follows (excluding the any Page Borders):

**[TITLE in Font Times New Roman, Front size  
16 bold, Center]**




**[NAME– size 14 bold]**

**[Reg. No. and Index No. – size 12]**

A Report submitted to the Department of ....., Sabaragamuwa University  
of Sri Lanka for the degree of Batchelor of Arts (Honours) in .....  
MONTH & YEAR (e.g., June 2026)

### 18. Hard Bound Cover

On approval of the final submission, two (01) bound copy must be submitted to the Department. The final submitted version must be bound in a **Black Hardcover with Gold Letters**. A model of the front cover and lettering along the spine of the dissertation is shown below (excluding any page borders):

Name of the Degree	<p><b>[TITLE in Font Times New Roman, Front size 16 bold Centre]</b></p>
NAME	<p style="text-align: center;">  </p> <p><b>[NAME -14 bold Centre]</b></p> <p><b>Index No. – size 12 bold centre]</b></p>
YEAR	<p><b>Department of ..... , Sabaragamuwa University of Sri Lanka</b></p> <p><b>[YEAR]</b></p>

### Annex III: Monthly Progress Report

#### MONTHLY PROGRESS REPORT

Month: .....

Instruction: Please mark (√) your level of evaluation for the following five-level Likert scale, ranging from "Poor" to "Outstanding". **Poor (1):** Limited or inadequate understanding and application of theoretical knowledge, **Below Expectations (2):** Basic application of academic knowledge but with noticeable gaps, **Satisfactory (3):** Adequate performance in most tasks, **Above Expectations (4):** Strong application of academic knowledge, with clear understanding, **Outstanding (5):** Outstanding performance in all assigned tasks

Learning area	1	2	3	4	5
Academic Understanding and Application					
Task Execution and Performance					
Communication Skills					
Challenges Faced					
Learning and Skill Development					
Team Collaboration					
Professionalism and Work Ethic					
Feedback and Support					
Future Goals and Development					

Special Remarks (If any).....

.....

.....

Signature of Student Trainee.....Date:.....

Signature of Training Supervisor.....Date.....

Signature of Academic Supervisor .....Date.....

## Annex IV: Training Progress Evaluation Report

### Training Progress Evaluation Report

*(Please note that this Training Supervisor's Confidential Report is highly confidential and send this report by post to the following address).*

Head of the Department of .....

Faculty of Social Sciences and Languages,  
Sabaragamuwa University of Sri Lanka, Belihuloya.

#### Details of the Student:

1.	Name of the Student	
2.	Reg. No.	
3.	Index No.	
4.	Training Period	From: To:

#### 2. Evaluation of the Training Supervisor

We kindly request training supervisor to evaluate the performance of the student considering the total training period of the student.

Performance	Very Bad		Bad		Neutral		Good		Excellent	
Marks	1	2	3	4	5	6	7	8	9	10

Please provide the relevant marks for each criterion out of 10. Total marks should be out of 100.

	Criteria	Marks
1	<b>Punctuality and Appearance (out of 10)</b> The student should report to work on time and dress up appropriately	
2	<b>Commitment to work (out of 10)</b>	

	The extent to which the student is involved in the work activities and takes personal responsibility when performing duties	
3	<b>Ability to use the knowledge (out of 10)</b> The extent to which the student demonstrates and applies the theoretical knowledge in the work environment	
4	<b>Analytical thinking (out of 10)</b> Ability of student to understand problems and measures to breakdown such problems	
5	<b>Creative thinking (out of 10)</b> The extent to which the student incorporates new ways of thinking in carrying out given work activities	
6	<b>Independence (out of 10)</b> The extent of work performed with little or no supervision	
7	<b>Quality of work (out of 10)</b> The student completes assignments in a thorough, accurate and timely manner that achieve expected outcomes	
8	<b>Teamwork and cooperation (out of 10)</b> The extent to which the student maintains harmonious and effective work relationships with others and share information and resources with others to promote positive and collaborative work relationship	
9	<b>Communication skills (out of 10)</b> The ability to use English/mother language (...) and convey information and ideas (both verbal and written)	
10	<b>Computer skills (out of 10)</b> The extent to which the student is able to work with computers	
	<b>*Total (out of 100)</b>	

- Need to be converted into marks for 10

Any other comments which are relevant to the student's performance: .....

.....  
.....  
.....  
.....  
.....

I have done the above evaluation independently and accurately, to the best of my knowledge.

**Name of the supervisor:** .....

**Designation:** .....

**Institution:** .....

.....

**Signature**

.....

**Date**

**Prepared by:**

U.S.Thathsarani  
Coordinator  
Industry–Faculty Linkage Platform  
Faculty of Social Sciences and Languages  
Sabaragamuwa University of Sri Lanka