



P.O. Box 236, Tororo, Uganda  
Gen: +256 - 45 444 8838  
Fax: +256 - 45 4436517  
Email: info@adm.busitema.ac.ug

[www.busitema.ac.ug](http://www.busitema.ac.ug)

**FACULTY OF MANAGEMENT SCIENCES**  
**DEPARTMENT OF ECONOMICS AND MANAGEMENT**  
**A REPORT ON INTERNSHIP AT INDUSTRIAL DIVISION –MBALEL CITY**  
**FROM 11<sup>TH</sup> MAY TO 11<sup>TH</sup> JULY 2025**

**BY**

**MASABA MOSES**

**REG.NO.BU/UP/2023/1224**

**YEAR TWO**

**FIELD ATTACHMENT REPORT SUBMITTED TO THE FACULTY OF  
MANAGEMENT SCIENCES IN PARTIAL FULFILLMENT OF THE REQUIREMENT  
FOR THE AWARD OF THE DEGREE OF BACHELOR OF BUSINESS  
ADMINISTRATION OF BUSITEMA UNIVERSITY**

**DECLARATION**

I MASABA MOSES ,BU/UP/2023/1224, hereby declare that this report is my original piece of work conducted from mbale industrial division council at my industrial training and has not been submitted to any university or any institution of training for any academic reward.

Name: MASABA MOSES .....

Signature:  .....

Date: 1<sup>st</sup> 10/9/2025 .....

**APPROVAL**

I clarify that **MASABA MOSES** carried out his internship training with **mbale industrial division council** and has written his report under my supervision. I hereby declare his report ready to be submitted for the preparation of an award of a degree in Bachelors of Business Administration.

**Field Supervisor**

Name: MALOMO RICHARD

Signature: .....

*[Handwritten signature: Malomiff]*



Date: .....

*1/9/2025*

**Academic Supervisor**

Name: TAAKA HOPE

Signature: .....

*[Handwritten signature]*

Date: .....

*2nd.09.2025*

## **ACKNOWLEDGEMENTS**

In a warm and glad appreciation to have all my works done, I would like to thank the Almighty God who helped me to successfully complete my internship. Secondly, I am thankful to the staff **Mbale industrial division council** for granting me the opportunity to work and learn within the organization and I am also grateful for their guidance and support. Special thanks goes to my academic supervisor, Mrs. Taaka Hope and my field supervisor, Mr. Malomo Richard for their advice that helped me to gain invaluable knowledge as an individual in my field work. To my beloved friends. Okello Allan and Namutosi Betty., I appreciate your support financially and thanks for your encouragement. May the almighty God bless you abundantly.

## TABLE OF CONTENTS

DECLARATION.....	i
APPROVAL.....	ii
ACKNOWLEDGEMENTS.....	iii
LIST OF TABLES.....	iv
LIST OF ACRONYMS AND ABBREVIATIONS.....	v
SECTION ONE.....	1
1.0 Introduction.....	1
1.1 Location of the place of field attachment.....	1
1.2 Description of the place of field attachment.....	1
1.3 Objectives of the field work attachment.....	1
1.4 Geographical scope, time scope, content scope.....	2
1.5 Table showing wards and cells.....	3
1.6 Goals, mission and vision of the organization.....	3
1.7 Organization structure.....	5
1.8 Tasks carried at the organization.....	6
SECTION TWO.....	9
2.0 Introduction.....	9
2.1 Description of work carried out by the internee.....	10
2.2 Duties and responsibilities and how they were carried out.....	11
2.3 Relationship with other staffs.....	12

2.4 Challenges that the internee experienced during internship.....13

SECTION THREE..... 15

3.0 Introduction.....15

3.1 Appendices.....17

**LIST OF ACRONYMS AND ABBREVIATIONS**

BBA Bachelor of Business Administration

PDM Parish Development Modal

## **SECTION ONE**

### **1.0 INTRODUCTION**

This chapter contains the background of the Internship exercise, the objectives of the Internship, scope of the Internship (Geographical, Content and Time scope), the organizational profile (the background, vision, mission, goals, objectives and the organizational structure, what the organization does and its clients.

### **1.1 OBJECTIVES OF THE INTERNSHIP EXERCISE**

The objectives include the main objective and specific objectives as seen below

#### **Main Objective**

- To connect the knowledge learnt in the lecture rooms with real-life applications in order for a student to have ultimate practical experience.

#### **Specific Objective**

- To discover the wider range of services, agencies and professions
- Available and the types of education needed to engage in these professions.
- To expose students to particular jobs and professions.
- To provide students with experiential learning opportunities to acquire soft skills needed in the workplace such as communication, leadership, problem-solving and teamwork.
- To enable the supervisor, assess the student's performance in the field.

### **1.2 SCOPE OF THE INTERNSHIP EXERCISE (Geographical scope, Content Scope and Time Scope)**

#### **Organization [location and description of place of field attachment]**

- Mbale industrial division council is found in the Eastern region in Uganda in Mbale City ..The division started its operations in 2018.This division is also located in Masaba ward, Indian quarter cell divided. The office is also found in the eastern side of the division. This division office is operated under two sides which are the Eastern side of the division and also the western side of the division. The division works under the operation of Mbale city council as its main headquarters. It's also headed by the division Mayor of industrial division Mahamood Masaba Mutenyo.

- The 2020 census report revealed that industrial division had a population of 24582 people as shown the table in industrial division. It lies on a flat land, gently sloping in all directions from the center of mbale city and it slopes gently towards Pallisa Road and it experiences two main rainfall seasons from mid-march to June and August to November with dry spell in the month of June and between December to February.
- Industrial division is a multi-ethnic society comprised of different cultures, religions, languages, beliefs and norms for example they have a season of Imbalu dance during circumcision ceremonies and Umukuka is the head and the one who officially opens the ceremony in the Bamasaba Land.
- The economic activities include; trading in manufactured goods and produces which serve as a major source of household income and its comprised of trading centers with a number of shops, agriculture and animal husbandry is at a subsistence level.

**The scope of the internship explains the geographical scope, content scope and time scope.**

### **Geographical scope**

The Internship was carried out at Industrial division in Mbale Cityt in the Eastern Uganda. The offices of Industrial division are located in masaba ward, indian quaters off Pallisa highway few meters from Mbale town. Industrial division consists of two sides which is eastern and western. The eastern side consists of 12 wards namely Napooli centra INapooli lower,Napooli upper,Bumutoto ward,Bukasakya ward,Mooni ward, Bugema ward,Bumboi Ward,Maluku ward,markert ward, kaguta ward. The division has a total of 35 cells which are distributed among 12 wards as mentioned above and this is summarized in the table.

### **Content Scope**

The Internship Exercise was carried out in the Accounting Department. The content scope involves the introduction, management of the Internship, objectives of the organization and summary of findings, recommendations and the conclusion of the Internship exercise.

### **Time Scope**

The Internship exercise took a period of Eight weeks and commenced on 11<sup>th</sup> may and ended on 11<sup>th</sup> July, 2024. The intern worked from Monday to Friday and working hours was from 8;00pm to 5;00pm

**Table 1: Showing wards and the cells in Industrial division**

<b>WARDS</b>	<b>CELLS</b>
Bugema ward	06
Maluku ward	04
Bumboi ward	03
Napooli central	03

Napooli lower	04
Kaguta ward	05
Napooliupper	05
Bumutoto	05
<b>TOTAL</b>	<b>35</b>

**Source: Information from the Town Clerk**

Industrial division council has a total population of 24582 people basing on the figures from the 2014 population census report and it included 15402 were female and 9180 were male.

**Table 1: Showing population size and distribution according to gender and wards by 2014.**

<b>WARDS</b>	<b>LAND AREA</b>	<b>FEMALE</b>	<b>MALE</b>	<b>TOTAL</b>
<b>Bugema ward</b>	10.2km	2025	1006	3031
<b>Maluku ward</b>	14.2km	2231	1201	3432
<b>Bumboi ward</b>	0.6km	1754	1106	2860
Napooli central	15.5km	2547	1165	3712
Napooli lower	4.5km	1400	1085	2485
Kaguta ward	0.5 km	1006	753	1759
Napooli upper	0.9 km	1915	874	2789
Bumutoto	12.1 km	2124	1329	3453
Total	68.7 km	15402	9180	24582

### **1.3 MISSION VISION AND GOALS OF THE ORGANIZATION**

#### **Vision Statement**

“A healthy and developed division population with good leadership and strong linkages by 2026.”

#### **Mission Statement**

To achieve sustainable socio-economic development through efficient provision of quality services to the people in conformity with the national policies and government priorities.

#### **Goals or Objectives**

##### **Development goal of the Organization**

- services delivered.
- To improve and promote food security
- To promote hygiene and sanitation
- To create awareness and improve on community’s standards of living and literacy level.
- To make youths self-reliant

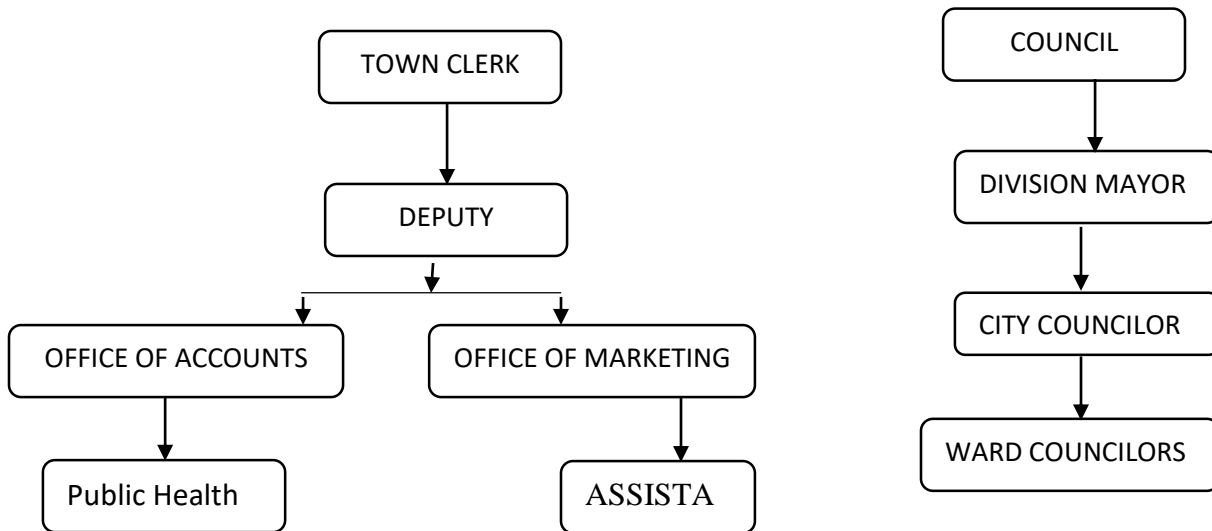
- To promote safe water supply.
- To promote social transformation of communities by empowering them to harness their potential through skill development, cultural growth, protection of rights and freedoms.

#### **1.4 FIELD ORGANIZATIONAL STRUCTURE RUNNING FROM THE CEO/ GENERAL MANAGERS TO THE BOTTOM**

The organizational structure of industrial division has two wings namely; the Political and the Administrative/ technical wing. Therefore, Division mayor heads the political wing and the Town Clerk heads the administrative wing at the town council and are the executives of the council. On addition, industrial division has the council committee and the technical committee and it involves different departments and they are eight in number namely; Administrative, Audit, Council, Natural Resource, Public Health, Community Based Services, Finance and Engineering department. Under these departments there are supportive staff members as shown in the structure below and it runs from the top managers to the bottom.

## STRUCTURE (ORGANIZATIONAL PROFILE)

**Diagram 1: Showing the organizational structure of Industrial division Council.**



### 1.5 TASK CARRIED OUT BY THE ORGANIZATION (What the organization does?)

The organization does the following activities under different departments namely;

- Revenue collection, this is done by the enforcement which is entrusted with the collection of revenue from the Division traders and other groups of people and these include different kinds of taxes namely physical planning tax, grand rate tax, trading licenses which is used for development purposes like construction.
- Provision of employment opportunities, industrial division Council creates employment opportunities for the local people for example garbage collectors, cleaners and VHTS for wards.
- Health Inspection through the Public Health Inspector who coordinates and inspects all public premises like the market, the parks, hospitals for hygiene and environmental sanitation.
- Road construction and maintenance which is managed by the organization through the Engineering department which is in charge of increasing motorable roads in Industrial

division and funds are got from Ministry of Works and Uganda Road Fund. It has a road network of 52km.

- Encourages the community to initiate income generating activities such that people become self-reliant and this is done through creation of projects under Community Based Services department hence improving on their standards of living more so the youths and women.
- Provision of services to the people within the town council therefore services like education that is to say Industrial division has 08 UPE schools and 05 USE schools, health it has a health center four which offer free services to the people. This has reduced on the illiteracy rates and mortality rate respectively. Water services are also provided namely; boreholes provide safe and clean water for domestic use in both homesteads and healthy facilities. It should be noted that has Industrial division 12 wards which have functional boreholes. Ministry of water and environment signed a contract of constructing a water tank which uses solar to pump water which will serve the local people of Industrial division through use of taps.
- Enforcement of Law and order within the community, the Law Enforcement Officer (LEO) handles small cases at the town council for example family issues and law offenders and attributes in simple civic disputes. This has provided security for people and their property like land and women in the council.
- Implementation and monitoring of government programs such as Parish Development Modal (PDM) which is currently taking place in the town council. Principal Town Agents are able to provide the needed data which the government is basing on to provides the incomes at the organization.
- Responsible for recruiting cleaners who are responsible for keeping the town clean. The PHI is in charge of recruiting these cleaners to assist in different activities of cleaning the town like sweeping, picking rubbish in order to keep the town clean thus a healthy environment.

- Improves on production of produces and food security through sensitization of people about the good methods of increasing produces hence this is done by the Commercial Officer at the organization.
- To sum up the activities carried out at the organization, the council meeting, general purpose and Technical Planning Committee TPC meetings are chaired such that these activities became successful at the Town Council.

### **The Organization's Clients and Stakeholders**

The Organization's clients are clearly detailed in the Client Charter, this is a social contract between the Division and its Clients (service beneficiaries). The purpose of the Client Charter is to enhance accountability, transparency and better performance. Industrial division as an urban council has autonomy over planning and financial management when carrying out the functions and services specified under Part V of the second schedule of the Local Governments Act 243.

### **Contributions Of Clients and Stakeholders Towards the Development of Industrial division**

- Residents Industrial division of helped in daily operation and participation in community events and sometimes handle administrative tasks
- Political leaders, religious leaders and development partner. helped the organization in formulating and advocating for police that address public issues, then religious leaders help in
- Ministry of Local Government, Central Government Ministries and Agencies, aided in developing national polices and guidelines for local government on areas such as urban planning, local administration, and community development.
- Utility bodies or Service providers. Guided in providing essential service like electricity, water and natural gas.
- Tax payers, employees, investors, traders, researchers and suppliers. Tax payers contribute revenue to Industrial division through paying tax, employees also helped Industrial division

in carrying out day today tasks and responsibilities essential for achieving organizational goals, investor helped in supplying financial resources needed for the organization's growth, development and operation

- Non-government Organizations and Workers' Unions. Instructed in creating awareness and advocates for causes such as human rights, environmental protection, or community development, influencing, organizational practices and policies.
- Internal Agencies and tourist. Help in handling internal operations such as human resources, finance and legal affairs. Then tourists help in contributing to organizations revenue through purchase of products or services, such as tickets, accommodation
- The Informal Sector. Help in creation of informal networks and social networks that can support business operations and community development.

## **SECTION TWO**

### **MANAGEMENT OF THE INTERNSHIP EXERCISE**

#### **2.0. INTRODUCTION**

This chapter covers the role of the department of the social work and social administration, reporting and induction, the department which internee was assigned at workplace, category of the department, duties of the department, title of the head of department, responsibilities that internee was assigned offices worked with, relationship between offices, roles of the work supervisor and university supervisor.

## **2.1 ROLE OF THE DEPARTMENT OF FINANCE, ACCOUNTS AND MARKETING [Description of Work Carried by the Department /Organization]**

- The department attaches students to different organizations placing them to work under senior officers who play a role of training and mentoring during the Internship Exercise.
- The department stimulates university supervisors to help the students out during the internship exercise.
- The department allocates supervisors who supervise the students during the internship program for example paying site visits to respective workplaces.
- Department of social Administration provides guidelines to work place supervisors on how to evaluate the performance of the student.
- The department in addition provides funds to university supervisors to facilitate them during the internship for example transport fee, accommodation and airtime.
- Finally, the department makes follow up on the university supervisors to ensure that they pay site visits to their respective students at workplace.

## **2.2. DESCRIPTION OF DUTIES AND RESPONSIBILITIES ASSIGNED TO THE TRAINEE OR INTERNEE AND HOW THEY WERE CARRIED OUT.**

### **Orientation and induction**

This was the first activity the Intern was involved in on the reporting day. The activity was performed by both the Intern and agency supervisor who helped the intern to get to know the organizational structure and the aim was to make sure the intern understands different departments and how they operate. It took a period of one day since it is not big. This was instrumental in that it made the intern aware of all the agency departments.

### **Industrial division meeting**

This was held every month at the division hall, held on 28<sup>th</sup> June, 2025; its aim was to revise the budget estimates 2024-2025. The Intern was assigned to take minutes of the meeting and organized the venue. This enabled the intern to improve on his communication skills namely; writing and listening skills.

### **Reception**

This activity was assigned to the Intern whereby its aim was to welcome clients/ visitors and direct them to different offices at the town council which was well done by the intern. The intern was able to direct the clients to different offices since intern knew them.

### **Organizing of office records**

The intern was assigned to organize the office records and the office at large of the Ass. Town Clerk since she was given another office so the intern had to shift the documents and organize them in the new office. The aim was to arrange them accordingly as instructed by her agency supervisor.

### **Delegated responsibility**

The Intern was delegated responsibility of representing the accounting officer in his absence and the objective was to take notes on the distribution of PDM funds in Napooli ward which was concerned with selection of new PDM beneficiaries.

### **Management meeting**

The Intern was assigned to attend health meeting which was held in mooni ward trading center This meeting was held on 12<sup>th</sup> June, 2025 and its objective was to identify the possible ways of disposing cabbages collected within the Division.

- **WHAT THE INTERNEE LEARNT AT THE WORK PLACE, IN TERMS OF;**

**Knowledge Gained by Internee during Internship Excise.**

According to Merriam Webster, knowledge are facts or conditions of being aware of something. Most of the knowledge the intern gained in the field can best be explained using the following aspects;

- Office management and conduct. This is all about employees are supposed to behave while at work place, how to manage themselves and how to handle the office equipment and also people who visit those offices. The intern learnt that offices are public work places at the town council rather not a private property.
- Orientation and induction training. This involved understanding of Industrial division , the work ethics, the conduct, how to cope up with the new environments and the Industrial division core values which include **professionalism, integrity, transparency, accountability, effectiveness, efficiency, discipline**, decency and impartiality, which the intern wouldn't have otherwise ever learnt. The intern got to learn what exactly takes place at Industrial division, which include law enforcement, sensitization and mobilization of people, revenue collection, use of IFFRIS and approving and verifying of building plans. This provided a clear picture of activities carried out at the town Council as well as the intern learnt how to be a good administrator.
- Corporate dressing code. The main reason as to why dressing code in proper office attire is that it shows how one is dedicated to her position. The intern had to change her dress code and opted to corporate dressing code at the organization.
- How the finance and planning activities are done that is to say the intern learnt how to post transactions in some books of account. This was knowledgeable to the intern since she had no clue about it.
- Unity of command as one of the fourteen principles of Henri Fayol modern management theory. The intern was assigned to a supervisor at the organization and she was supposed to report and receive orders from her hence making the work to run smoothly hence turning the theory into practice during the Internship exercise.
- Time management is a crucial in everything. The intern learnt that time is an important factor at the organization in this case the organization had official reporting time and

departure time on the very first day at the work place. This helped to sharpen the intern's behavior in time management and the was supposed to plan and perform activities assigned by the agency supervisor on time.

- Setting goals and objectives. Working without goals and objectives in an organization would be similar to a situation where the captain of a ship loses his way or direction on sea or ocean. During the internship exercise, the intern learnt that for one to be successful one has to set his/her objectives and should be sure, realistic and achievable.

### **Skills Gained By Internee during Internship Excise**

According to Merriam Webster defines skills as the ability to do activity or a job well that comes from training, experience and practice.

Below are the skills the intern managed to gain from the Internship exercise;

- Communication skills. Communication is the activity of conveying information through the exchange of thoughts, messages or information by speech, visuals, signals or behaviors. This was through daily and continuous interaction with the officials within the Industrial division and also with the people during field visits for example the intern went to the field to give out the demand notes to people. Therefore, for effective service delivery the intern had to apply communication skills.
- Confidentiality skills. Confidence is the state of being certain either that the hypothesis or prediction is correct that the choice of the action is the best or most effective. Self-confidence is having co to accomplish tasks and this simplified tasks and saved time. This way they say two heads are better than one.
- Leadership skills. The organization had two leaders or heads namely the Mayor is the political head and the Town clerk is the technical head of the administrative wing. The other officials were head of departments like accounts, PHI and head of Finance who have different roles and responsibilities. The Intern was able to acquire some management skills and ability to run an organization successfully through observation and active involvement in the organizational activities.

- Problem-solving skill. The internee got to know how to handle issues for in the Law enforcement officer for example family issues, the tax offenders and how to handle a person per person and we were able to accomplish successfully.
- Interpersonal skills. During the Internship exercise, Internee interacted with different categories of people namely the organizational clients and the supportive staff in order to work and accomplish assigned tasks effectively. I had to learn how to engage and enlist the support of these different people and most effective way of doing so was to relate well to these people.
- Assessment skills. The Internee acquired this skill through evaluating workers' performance. It was done by giving best awards to those who have excelled in various activities in different departments as means of encouraging others to work hard in similar different fields. These activities were carried out by the senior Assistant Town Clerk who evaluated workers' performance and they rewarded them accordingly.
- Professional Accounting skills. The Internee was able to witness and understand how accountants operate within the organization for example the roles and responsibilities within the organization.
- The internee was given a chance to practically perform some of the roles and responsibilities of the accountants at the organization which provided hands on to the intern in relation to the academic field of study at the Institution. These tasks included posting transactions, preparing trade licenses, writing payment receipts and vouchers.
- Lastly, the University Supervisor monitors and guides the activities.

#### **2.4 WORKING RELATIONSHIP WITH OTHER OFFICERS IN EXECUTING DUTIES AND RESPONSIBILITIES**

- During the Internship exercise Internee had a very smooth working relationship with all the officers whom Internee worked with such as the senior Assistant Accounts officer, the principal Town Agents, the Environmental Officer, the Assistant town clerk and others where Internee used to perform all the tasks Internee was assigned to. Most of the tasks

were successful through teamwork and co-operation and being with a positive attitude towards work and the staff members.

- In addition, during field visits, most of the officers went when it was time for operations because it involved all staff members but the intern was also treated as a staff member where allowances were also given to her for example during the field opening of boundary source of Land by the Ministry of Water and the Environment.

### **Role of the Work supervisor**

The supervisor played a vital role during the internship exercise;

- Firstly, the supervisor involved the intern in day to day activities in the organization.
- Monitoring my punctuality from the date of commencement to the last day of the Internship exercise
- Guided and directed the intern during the execution of various tasks which were assigned.
- Provided required information and data to me in relation to the area of study which helped the intern to compile my report in time.
- The supervisor acted as a link between the University supervisor and the intern, and provided feedback to the University supervisor about the behavior and conduct and the department of Public Administration at large.
- Lastly, the supervisor assessed the intern's performance by awarding marks depending on the general performance of the Internship exercise.

### **Role of University supervisor**

The University supervisor plays the following roles during the Internship Exercise

- Firstly, the University supervisor acts a link between the university and the agency.
- The university supervisor is meant to guide the intern in Internship report writing
- In coordination with the workplace supervisor, the university supervisor is meant to assess the progress and overall performance and is able to award the intern marks.

In addition, the university supervisor is meant to pay site visits to the intern work place to find out whether the intern was complying with the rules and procedures governing the Internship

## **2.5 CHALLENGES THAT THE INTERNEE EXPERIENCED DURING INTERNSHIP EXERCISE AND HOW THEY WERE HANDLED.**

- The Intern faced a challenge of shortage of funds to facilitate the needs such as transport, food and water during the Internship exercise since the organization does not provide them.
- Internee faced a problem of inaccessibility to some officers for example the offices in the Natural Resource department and some members of the council department, because they were busy and some offices were often locked. Therefore, internee was unable to acquire some information required.
- Intern faced a problem of getting used to the organizational culture where Intern had to interact with different officials and the client was a bit hard.
- Intern faced a challenge of working under harsh climate that is to say in early it was too hot June it was rainy and the intern had to move to the field for the tasks assigned by the supervisor.
- Intern faced a challenge of limited resources at industrial division in terms of computers where Intern was supposed to rush to the stationary to access the computers in order to type the documents like the minutes of meeting, editing of financial reports and printing them out.
- None compliance from the people during field visits during the operation of giving out demand notes, some people saw the town council and ran away and some locked their doors so intern was not able to accomplish the assigned activity.

### **Solutions to the challenges that the internee faced during internship exercise and how they were handled**

- Allowances was given to internee during meetings and this acted as transport facilities to the internee back home hence the issue of shortage of funds was solved

- For some officials whose offices were busy the intern managed to access them during council meetings and interacted with some of them for example Principle Human Resource Officer, treasurer, town clerk.
- The internee kept on interacting with various departments and asking them about different kinds of activities carried out in their departments and behaved well during the exercise
- Emergence plans were developed by assistant town clerk in names of Namubi Sylvia to internee about harsh climatic conditions and communicated clear emergency procedures for extreme weather conditions and a challenge of harsh climatic condition was solved
- Mr. Busiku Martain town clerk suggested the ideal of renting or borrowing additional computer from other departments or external source and the issue of shortage of computer was a bit solved
- Sensitization and awareness was created by principle town agents to different traders on the advantages of complying or paying tax this helped to solve a challenge of none compliance by traders

## **SECTION THREE**

### **SUMMARY OF FINDING, CONCLUSION AND RECOMMENDATION**

- **INTRODUCTION**

This section involves the summary of findings, conclusions and recommendations of the intern's Internship exercise, management of the Internship program at the workplace, comment on the findings, Assessment of the experience in the Organization and Conclusion.

#### **3.1 CONCLUSION**

The intern took an opportunity to thank the management of **Faculty of Management Science under Busitema university** for giving the internee the chance to carry out the exercise to realize how lecture work was a foundation of this competitive fieldwork despite the challenges faced but internee was able to accomplish.

Indeed, that was a great experience because the theories the internee learnt were utilized in the office where internee was posted. Internee acquired new knowledge, skills, exposure and gained experience during the course of the Internship program.

Lastly, the internee thanked the management Mbale Industrial Division in particular the accounting department which enabled me to achieve the obligations of the Internship exercise, the internee encouraged other students to come at Industrial Division for their Internship in the future since the Division is readily available and willing to provide extra assistance to Internship students and thus providing a relatively excellent exposure to students to knowledge, skills and the working environment

### **3.2 RECOMMENDATION FOR IDENTIFIED PROBLEMS**

#### **Recommendation to challenges that internee faced.**

- The Central Government should provide adequate funding which will enable the internees to execute their activities easily as planned by the organization
- The organization is recommended to facilitate each office or department with enough computers to ease the internees work and avoid overloading other offices at the city council which are well equipped.
- The council should organize various training activities for its intern in areas that are very sensitive to their performance hence enhancing achievement of intern goals and objectives.
- In addition, the intern together with the organization has to sensitize the community about the development plans such that they are aware of the ongoing programs, such as paying tax to organization
- The organization has to provide emergency equipment's like umbrellas, jackets, gumboots to enable internee work under harsh climatic conditions for example rainy seasons, sunny

- The organization should organize online meeting for example zoom meeting and this will help the intern to interact with some of officials whose offices are always busy
- The organization culture should not be complicated rather understandable to internee who carry out internship excise from Mbale Industrial Division hence this will ease the work of intern

## **APPENDICES**

These includes design standards and guidelines used during industrial training which includes

- Industrial training log book of daily activities
- University letter of placement request
- Acceptance letter from field attachment
- Drawings and photographs of the field attachment



FACULTY OF MANAGEMENT SCIENCES – PALLISA  
INTERNSHIP LOG BOOK

NAME: MASABA MOSES

STUDENT NUMBER: 2300401224

ORGANIZATION: INDUSTRIAL CITY DIVISION

START DATE: 11/5/2025

WEEK (e.g. 1)..... 1 ..... DIARY

Record the main tasks worked on each day; starting  
Monday: 11/5/2025

Monday <u>11/5/2025</u>	Tuesday <u>12/5/2025</u>
Orientation - know the Agency Supervisor, Handing in copies of Acceptance letter - moving around different offices in the organization	- Learning about different Departments & Heads of Department in the organization
Wednesday <u>14/5/2025</u>	Thursday <u>14/5/2025</u>
Source of Revenue for the organization.	Books of Accounts Maintained By the organization.
Friday <u>15/5/2025</u>	Hours worked for this week: <u>40 Hours</u>
Revenue Abstract - Definition of revenue Abstract and how to Post the Revenue Abstract.	Comments by Supervisor/Manager: <u>The activities were successfully done</u> Signature by Supervisor/Manager: <u>[Signature]</u>

TREASURER  
15/5/2025  
INDUSTRIAL CITY DIVISION  
MBALE CITY



FACULTY OF MANAGEMENT SCIENCES – PALLISA  
INTERNSHIP LOG BOOK

NAME: Moses MOSES

STUDENT NUMBER: 220040124

ORGANIZATION: INDUSTRIAL CITY DIVISION

START DATE: 11th May 2025

WEEK (e.g. 1) 7 DIARY

Record the main tasks worked on each day, starting Monday:

Monday <u>23rd 06/2025</u>	Tuesday <u>24th 06 2025</u>
Introduction to <u>State Vote books</u>	Posting <u>Vote books</u>
How to post <u>Vote books</u>	
Wednesday <u>26th 06/2025</u>	Thursday <u>26th 06-2025</u>
Posting and updating <u>Vote books</u>	Revenue <u>Mobilization and Enforcement</u>
Friday	Hours worked for this week: <u>40Hrs</u>
Revenue <u>Mobilization and enforcement</u>	Comments by Supervisor/Manager: <u>The activities of the week were done satisfactorily</u>
	Signature by Supervisor/Manager: <u>[Signature]</u>
	<u>23 JUN 2025</u> INDUSTRIAL CITY DIVISION MBALE CITY



FACULTY OF MANAGEMENT SCIENCES - PALLISA  
INTERNSHIP LOG BOOK

NAME: MUSAHA MOSES

STUDENT NUMBER: 2300401024

ORGANIZATION: INDUSTRIAL CITY DIVISION

START DATE: \_\_\_\_\_

WEEK (e.g. 1) ..... DIARY

Record the main tasks worked on each day; starting  
Monday: .....

Monday 16/6/2025	Tuesday 17/6/2025
Revenue Mobilization & Enforcement exercise.	Revenue Mobilization & Enforcement
Wednesday 18/6/2025	Thursday 19/6/2025
Introduction to the Collection Cash Book & Posting the Collection Cash Book.	Posting the Collection Cash Book.
Friday 20/6/2025	Hours worked for this week: <u>40 Hrs</u>
Revenue Mobilization & Enforcement	Comments by Supervisor/Manager: <u>Successfully done</u>
	Signature by Supervisor/Manager: <u>[Signature]</u> TREASURER INDUSTRIAL CITY DIVISION



FACULTY OF MANAGEMENT SCIENCES – PALLISA  
INTERNSHIP LOG BOOK

NAME: MASABA MASWA  
 STUDENT NUMBER: 230040124  
 ORGANIZATION: INDUSTRIAL CITY DIVISION  
 START DATE: 1<sup>st</sup> / 6 / 2025

WEEK (e.g. 1): 4 DIARY

Record the main tasks worked on each day; starting Monday:

Monday 2 <sup>nd</sup> / 6 / 2025	Tuesday 3 <sup>rd</sup> / 6 / 2025
Introduction to Subsidiary ledger and how to post and update Subsidiary ledger	Public Holiday
Wednesday 4 <sup>th</sup> / 6 / 2025	Thursday 5 <sup>th</sup> / 6 / 2025
Posting and updating Subsidiary ledger	Posting and updating Subsidiary ledger
Friday 6 <sup>th</sup> / 6 / 2025	Hours worked for this week: 24 HRS
odd - xelhu	Comments by Supervisor/Manager:
	The exercise was successfully done
	Signature by Supervisor/Manager: <i>[Signature]</i>

TREASURER  
 [Stamp]



FACULTY OF MANAGEMENT SCIENCES – PALLISA  
INTERNSHIP LOG BOOK

NAME: MAJARA MOSES

STUDENT NUMBER: 2200401224

ORGANIZATION: INDUSTRIAL CITY DIVISION

START DATE: 11<sup>th</sup> - 5 - 2025

WEEK (e.g. 1): 2 DIARY

Record the main tasks worked on each day; starting Monday:.....

Monday 19/5/2025	Tuesday 20 <sup>th</sup> /5/2025
Posting Revenue Abstract	Posting Revenue Abstract
Wednesday 21/5/2025	Thursday 22/5/2025
Introduction to income ledgers	Posting and updating income ledgers
Posting of ledgers	
Friday 23/5/2025	Hours worked for this week: <u>40 Hours</u>
Revenue Mobilization and Enforcement	Comments by Supervisor/Manager: <u>The exercise was successful</u>
	Signature by Supervisor/Manager: <u>[Signature]</u>



