

BUSITEMA UNIVERSITY
FACULTY OF MANAGEMENT SCIENCES
DEPARTMENT OF ECONOMICS AND MANAGEMENT
A REPORT ON FIELD ATTACHMENT CARRIED
OUT AT PALLISA TOWN COUNCIL

PALLISA DISTRICT

NAMANYA ANNITOR

BU/UP/2020/1291

BBA

INTERSHIP REPORT SUBMITTED TO THE FACULTY OF
MANAGEMENT SCIENCES FOR THE PARTIAL
FULFILMENT OF THE REQUIREMENT FOR
THE AWARD OF BACHELOR'S DEGREE
IN BUSINESS ADMINISTRATION
OF BUSITEMA UNIVERSITY

FEBRUARY, 2023

DECLARATION

I **NAMANYA ANNITOR**, do declare that this report is my original work and has never been submitted to any other higher institution of learning for the award of Bachelors' Degree in Business Administration.

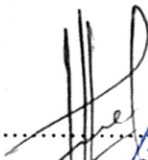

Signed... 

NAMANYA ANNITOR

Date... 28th Feb 2023

APPROVAL

We approve that this internship report was under our supervision in partial fulfillment of the requirement for the award of Bachelors Degree in Business Administration and is now ready for submission to the board of examiners and senate of Busitema University.

Signed.....
Mr. Mwase James
Field supervisor
Date.....



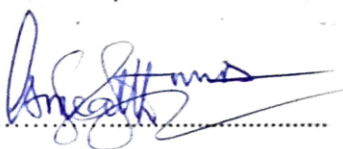
Signed.....
Mr. Okiror Ismeal
Academic Supervisor
Date.....

28/02/2023.

TABLE OF CONTENTS

ABBREVIATIONS AND ACRONYMS	v
CHAPTER ONE	1
1.1 INTRODUCTION.....	1
1.2 Brief introduction of the report.....	1
1.3 A brief back ground of field attachment, its objectives and benefits.....	1
1.3.1 Objectives for field attachment	1
1.3.2 Benefits expected from the field attachment	2
1.4 Back ground of the organization.....	3
1.4.1 Name; Pallisa Town Council	3
1.4.2Ownership and management of Pallisa town council.....	3
1.4.3 Type of the organization	3
History of Pallisa Town Council	3
1.4.4 Location of Pallisa Town Council	3
1.4.5 Mission, vision, values of Pallisa Town council.....	3
1.4.6Nature of the kind of activities or business done by the organization.....	4
1.4.7 The General set up of PTC.....	4
1.5Organizational structure of pallisa town Council	5
1.5.2The activities of different business units of PTC	6
1.5.3 Finance and planning.....	6
1.5.4 Community Based Services.....	7
1.5.5 Works.....	7
1.5.6 Health departments	7
1.5.7 Production Department.....	8
1.5.8 Technical services and works	8
CHAPTER TWO	9
2.0 ACTIVITIES UNDERTAKEN DURING FIELD ATTACHMENT.....	9
2.1 Introduction	9
2.3 Activities done during internship	9
CHAPTER THREE	15
LESSONS, EXPERIENCE, AND SKILLS	15
3.0 Introduction.....	15
3.1.0 What the intern (I) learnt at the work place in terms of;	15
3.1.1 Experience	15

3.1.2 Skills gained.....	17
3.1.3 Lessons Learnt	19
CHAPTER FOUR	24
CHALLENGES AND LIMITATIONS, ENJOYMENTS AND DISAPOINTMENTS	24
4.0 Introduction	24
4.1 Challenges and limitations noticed during internship, (Organizational, workers and personal)	24
4.1.2 Work group related	25
4.1.3 Personal challenge	26
4.1.4 Team work based challenges.	26
4.1.5 Community challenges	26
4.1.6 Solutions to the challenges faced.	27
4.2 Enjoyments in the field of attachment.....	27
4.3 Disappointment in the field of attachment.....	28
CHAPTER FIVE	29
CONCLUSIONS AND RECOMMENDATIONS	29
5.0 Introduction	29
5.1 Conclusion.....	29
5.2.0 Recommendations for the identified challenges.	29
5.2.1To Pallisa Town Council	29
5.2.2. To the community.....	30
5.2.3. To Busitema University.....	30
6.0 REFERENCES:.....	32

ABBREVIATIONS AND ACRONYMS

AIDS	Acquired Immune Deficiency Syndrome
CAO	Chief Executive Office
DP	Development plan
FY	Financial Year
HIV	Human Immune Virus
HOF	Head of Finance
IT	Information Technology
LC	Local Council
LCIII	Local Council 3
LGA	Local Government Act
LLG	Lower Local Government
LPO	Local Purchase Order
NCHE	National council for higher education
PPDA	Public Procurement and Disposal of Public Asset Act, 200
Prog.	Program
PTC	Pallisa Town Council
URA	Uganda Revenue Authority
VR	Voucher

APPENDICES

Internship placement letter.....	1.1
Internship acceptance letter.....	1.2
Recommendation letter	1.3
The map showing the location of Pallisa Town Council.....	1.4
Official oath and oath of secrecy.....	1.5
Payment voucher.....	3.1
The photograph of the intern typing an internship report.....	3.2
Log book.....	3.3

EXECUTIVE SUMMARY

Before any student qualifies to get any qualification from Busitema University he or she is required to prepare an internship report from the internship placement.

This report has been prepared following Busitema University guidelines under the supervision of the field supervisor and academic supervisor.

The report covers the preliminary pages which include; Cover page, Declaration, Approval page, Table of contents, and Executive summary. The report has Chapter one which covers introduction, a brief back ground of the field attachment, objectives and benefits expected and organizational background, Chapter two comprises of activities undertaken during the field attachment, Chapter three contains lessons, Experiences and skills gained from the field, Chapter four has challenges and limitations, enjoyments and disappointments while at the field. Chapter five comprises of conclusion and recommendations

In conclusion, this report has exposed the intern to know the strength, opportunities, threats and weaknesses of Pallisa Town Council, Busitema University and internship exercise.

CHAPTER ONE

1.1 INTRODUCTION

This chapter comprises of objectives, location and description, back ground of the place of field attachment, mission, vision, goals and core values of the organization plus the organizational structure.

1.2 Brief introduction of the report

This report contains information about the field attachment carried out at Pallisa Town council which monitors and implements government programs to ensure sustainable development and povertyfree society. The training took a period of two months from January up to the end of February 2023. (See appendix 1.1, 1.2, 1.3)

1.3 A brief back ground of field attachment, its objectives and benefits

Field attachment is defined as the field based practical work carried out by staff and students for the purpose of teaching and learning. It is a compulsory requirement at Busitema University where it was designed to equip students with exposure, skills, training and experience in a working environment of various organizations.

Internship exercise is an initiative at Busitema University in Uganda undertaken by students in the faculty of management sciences. It is majorly undertaken by students after their second year of study at degree level. The internship is taken as academic practical program by the university which is examinable and is part of university curriculum, and a pre-requisite for different organizations in respect to the program and specialization

1.3.1 Objectives for field attachment

The following are the objectives of the field attachment;

- To find out the problems faced by employees while at their places of work, problems faced by employees during their operations.
- To provide an in- depth knowledge of the formal functional activities of a participating organization.
- To gain early understanding and appreciation of the practical skill-life situation challenges associated with the application of the theoretical knowledge acquired
- To enable students get hands on experience of real life situation they are expected to work in when they graduate.