
REPORT ON FIELD ATTACHEMENT CARRIED OUT AT NABIGANDA TOWN
COUNCI BUTALEJA DISTRICT LOCAL GOVERNMENT.

BY

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INTERNSHIP REPORT SUBMITTED TO THE DEPARTMENT OF ECONOMICS AND
MANAGEMENT IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE
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FACULTY OF MANAGEMENT SCIENCES, BUSITEMA UNIVERSITY

13TH MARCH 2023

DECLARATON

I musibika Usaba Doreen, do declare that this field attachment report is the original work and has never been submitted to any institution of learning for academic award.

Signature.. Doreen

Date Signed.. 13/3/2023


STUDENT

REG NO. BU/UP/2020/1563



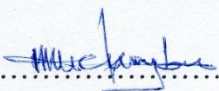
APPROVAL

This is to certify that this internship report by MUSIBIKA USABA DOREEN at Nabiganda Town Council, in Finance Department was carried out under my close supervision and it is now ready to be submitted for examination to BUSITEMA UNIVERSITY, PALLISA CAMPUS with my approval.

Signature.....

Date.....15/03/2023.....

MR.WADAMBISHA BRIAN
(ACADEMIC SUPERVISOR.)

Signature.....

Date.....

MR SABABU RAJAB
(FIELD SUPERVISOR.)

DEDICATION

I dedicate this internship to the Almighty God who enabled me to complete this internship training, my beloved entire family members and friends for the financial support and parental guidance.

ACKNOWLEDGEMENT

I appreciate the Almighty God who has kept me in good health and provided me a chance of life to attain all the benefits of my course and thank Him for enabling me to complete my journey of internship training successfully.

I appreciate the efforts of the stakeholders who offered me all the necessary assistance I needed within the eight weeks of internship training exercise at Nabiganda Town Council. May the Almighty God reward them for the kind hearts expressed towards me. Among all, is the CAO, the Town Clerk, for offering me a place for internship training?

Great thanks go to my work supervisor, Mr.Sababu Rajab who is the head of Finance Department together with the academic supervisor Mr. Wadambisha Brian who combined their efforts to sharpen my future throughout this exercise.

Also my special thanks go to the faculty of management science more especially to the department of economics and management for the guidance and time that they have managed to give me to produce this report.

My grateful appreciations go to lovely and caring parent miss Nabwire Zamu and my grandmothers most especially Mrs Sauya Hasahya Usaba and Hasahya Edith who have stood with me since my child hood, for all financial and moral support, the chances given to me until now I have seen light in education, and the entire community where I come from for their prayers as well as being available whenever I needed their help.

Iam also obliged to my family members, finance staff of Nabiganda Town Council, neighbors, course mates and friends for their support and guidance during this internship exercise. May the Almighty God bless you all?

Table of Contents

DECLARATON	i
APPROVAL	ii
DEDICATION	iii
ACKNOWLEDGEMENT	iv
ACRONYMS	vii
ABSTRACT	viii
CHARPTEr ONE	1
INTRODUCTION	1
Background of the Internship	1
1.2 Objectives of the Internship	1
1.2.2 Main objectives.....	1
1.2.3 Specific Objectives	2
1.2.4 Benefits of internship.....	2
1.3.0 Scope of Internship Training	3
1.3.1 Geographical Scope	3
1.3.2 Content Scope.....	3
1.3.3 Time Scope	3
1.4.0 Organizational Profile.	3
1.4.1 Background of the organization of field Attachment.....	3
1.4.2 Vision.....	4
1.4.3 Mission.....	4
1.4.4Theme	4
1.4.5 Core values.....	4
1.5.0 Town Council Objectives	5
1.5.1 Services Offered by Nabiganda T/C	5
1.5.2 ORGANIZATION CHART	1
1.6 Nabiganda town council sources of revenue.....	1
1.6.1 Responsibilities played by the finance department at Nabiganda town council	1
1.6.2 Title of the head of department.	2
1.6.3 Category of the department.....	2
CHARPTEr TWO; ACTIVITIES PERFORMED WHILE IN INTERNSHIP	3
Introduction.....	3

CHAPTER THREE, LESSONS, EXPERIENCES AND SKILLS.....	4
3.1 LESSONS	4
3.2 skills gained	5
3.2.1 Hard skills	5
3.2.2 Soft skills	5
3.3 EXPERIENCE	6
CHAPTER FOUR, challenges and limitations, enjoyments and disappointments.....	7
4.1 CHALLENGES	7
4.2 LIMITATIONS.....	8
4.3 DISAPPOINTMENTS.....	9
4.4 ENJOYMENTS	9
CHAPTER FIVE; CONCLUSION AND RECOMMENDATIONS.....	10
5.1 conclusions.....	10
5.2 Recommendation for the identified problems.....	10
5.2.1 To the university	10
5.2.2 To the Organization	11
REFERENCE.....	12
APPENDICES.....	13

ACRONYMS

CAO	chief administrative officer
CDO	Community Development Officer
TCLC	Town Council Land Committee
LG	Local Government
MS	Micro Soft
PHC	Primary Health Care
T/C	Town Council
PDM	Parish Development Model
TPC	Technical Planning Committee
T/A	Town Agent
TC	Town Clerk
NGO	Non-Government Organization
GOV'T	Government

ABSTRACT

This internship report contains five chapters in the following order:

Chapter one has introduction of internship information about the organization, objectives of the internship, benefits, scope of internship, organizational profile, vision, mission, theme, core values, town council objectives, services offered, organizational structure, roles of finance department; chapter two contains activities carried out while at internship place; chapter three has lessons, experiences and skills during internship; chapter four contains challenges, limitations, enjoyments and disappointments; chapter five has conclusions and recommendations of the internship attachment; references and appendices

The organization was suitable for internship attachment because it has trained and qualified personnel additionally they are so interactive and willing to be consulted.

It is advisable that students who will carry out future field attachment should be willing and interested to learn more to enhance their preparation of their respective career

CHAPTER ONE

INTRODUCTION

1.0 Introduction

This chapter covers the background of internship exercise, objectives, scope, organizational profile which includes the organizational structure, background of the organization, what the organization does and clients of the organization

Internship training is an opportunity of the student to be attached to the institution or any organization to achieve practical skills and working experience in his /her respective area of study area for a specified period of time. This training is mandatory to students pursuing Bachelor of Business Administration. During the internship period, students are able to practice what they learnt at school and also to achieve more skills from the field.

The internship exercise took place from 2nd of January 2023 to 24th of February 2023 at Nabiganda Town Council headquarters. The report therefore presents the following issues that were covered during the exercise.

Background of the Internship

Field Attachment refers to the approved guidelines defined by Busitema University, Faculty of Management Science, Pallisa Campus as the basis for practical work carried out by staff and students for the purposes of Research in places outside the institution and therefore as students, we are exposed to experience the real life of work as it enables us to relate the academic programs to actual work.

1.2 Objectives of the Internship

The main objectives of the field attachment is to produce practically oriented graduates that meet the required job related competences of their future employees

1.2.2 Main objectives

The main objectives of the field attachment is to produce practically oriented graduates that meet the required job related competences of their future employees