

BUSITEMA UNIVERSITY, FACULTY OF MANAGEMENT SCIENCES
A REPORT ON FIELD ATTACHMENT CARRIED OUT AT ST. DANIEL COMBONI
VOCATIONAL TRAINING INSTITUTE - NAOI MOROTO DISTRICT IN 2025

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FIELD ATTACHMENT REPORT SUBMITTED TO BUSITEMA UNIVERSITY
DEPARTMENT OF ECONOMICS AND MANAGEMENT, FACULTY OF
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DIPLOMA IN RECORDS AND INFORMATION MANAGEMENT OF BUSITEMA
UNIVERSITY.

Duration: FROM 2nd JUNE 2025 TO 2ND OF AUGUST 2025

DECLARATION

DECLARATION

FLOCHORO DANIEL declare that the information contained in this report is exactly of my own work and has never been submitted to any institution or university for the award of a **DIPLOMA IN RECORDS AND INFORMATION MANAGEMENT**

APPROVAL

APPROVAL

This report has been revised and submitted with the approval of the following;

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Name..... AMUKE FRANCIS

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DEDICATION

This report is dedicated to **my parents, family and friends**. This report is also dedicated to my internship supervisors '**PRINCIPAL AMUGE FRANCIS** the honourable supervisory committee. This report is ST.DANIEL COMBONI further dedicated to the honourable management and respected staff of **ST. DANIEL COMBONI VOCATIONAL TRAINING INTITUTE**

ACKNOWLEDGEMENT.

All praise to almighty God alone, the most merciful and the most compassionate and his only son Jesus Christ, the most perfect, dignified, exalted one among and of ever borne on the surface of the earth, He is forever torch of guidance and knowledge for humanity. I feel great pleasure in expressing my appreciation and gratitude to my worthy internship supervisors, **MR. WEJULI JOSEPH, PRINCIPAL AMUGE FRANCIS** and all the technical staff of **ST. DANIEL COMBONIVOCATIONAL TRAINING INTITUTE** for their help, valuable suggestions, sincere advices, personal interest and supervision of this report. I thank with deep motion of gratitude and great appreciation to all the staff for their support, sincere cooperation and kind behaviour during my internship. Cordial thanks are extended to my best friends, **Nakayenze Hawa, Lokeris Michael**, my colleagues and all other well-wishers for their consistent support and encouragement during my studies. Last but not least, I have deep appreciation and best regards for affection and financial cooperation of my beloved sponsor (STF), and my brothers and sisters, without whose sacrifice and prayers, the present would have been a mere dream, may God give them a long and happy life with me. `Amen`

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LIST OF ABBREVIATION

SDC	Saint Daniel comboni.
NGO	Non-Government Organization.
E.T.C	Excetra
I.e.	That is to say
HR.	Human Resource
LC	Library of congress

ABSTRACT

This report gives the details of the industrial training carried out at St. Daniel comboni 2nd June to 2nd august 2025 in the different departments of records.

St Daniel comboni is a private and government institution under moroto local government. It is located in moroto district Karamoja region.

During the training, I carried out many activities such as stock taking and checking, records live cycle, codification, classification, shelving. My abilities, knowledge and the skills gained in this practical sessions will enable me to make great and different record keeping in any part where change is needed. I conclude the attachment has been good to me as i was able to learn more skills and knowledge in various sections within the institution.

CHAPTER ONE.

1.0 Introduction to industrial training.

An internship or industrial training is any official or formal program to provide practical experience for the beginners in an occupation or profession

Internship helps to integrate classroom knowledge and theory with practical application and skills. And it helps students in application of education and career exploration, gain experience and increase marketability, networking, national data and professionalism.

The industrial training is a prerequisite for students at all levels of higher learning and enables teachers, instructors or lecturers assess formally educational attainment, intelligence aptitude, personality and character of their learners developed during the training period and also facilitates integration of knowledge and skills required from records keeping.

1.2.1 Background of ST.DANIEL COMBONI VOCATIONAL TRAINING INSTITUTE

St. Daniel comboni vocational training institute naoi is located in Moroto Uganda and as a rich background in providing skills training to disadvantaged young people. It was founded on may25th 1991 by the late bishop Paul kalanda, the institute aims to empower youth with practical skills for sustainable livelihoods and community development. The institute provides comprehensive training in various fields including building and construction, automotive mechanics, an electrical engineering.

The organization conducts functional research on the following

- i. Electrical installation
- ii. Library management
- iii. Computer soft ware

1.2.2 Vision of St. Daniel

To promote education and vocational training

1.2.3 Mandate of St. Daniel

The mandate of St. Daniel comboni vocational training institute is to provide vocational training and skills development to the youth and marginalized communities.

1.2.4 Mission of St. Daniel

Providing quality vocational and education to empower individuals especially, youth and marginalize communities.

REFERENCES

"International organization standard":(ISO 15488-1:2016), "Records management guidelines and resources"(NARA), ARMA international:"Generally accepted record keeping principles" and information governance" Resources, the records management society: "research management" guidelines and resources, "Records management" by Julie McLeod and Catherine Hare: