



FACULTY OF MANAGEMENT SCIENCES
DEPARTMENT OF ECONOMICS AND MANAGEMENT
FIELD INTERNSHIP REPORT CARRIED OUT KAMUGE TOWN COUNCIL
- PALLISA DISTRICT LOCAL GOVERNMENT

AMONGIN ANNA GRACE
BU/UP/2023/1364.

**AN INTERNSHIP TRAINING REPORT SUBMITTED TO BUSITEMA UNIVERSITY -
FACULTY OF MANAGEMENT SCIENCES –DEPARTMENT OF ECONOMICS IN
PARTIAL FULFILLMENT OF THEREQUIREMENTS OF THE AWARD OF A
BACHELORS DEGREE INPUBLIC ADMINISTRATION
MANAGEMENT OF BUSITEMA UNIVERSITY.**

AUGUST, 2025

DECLARATION

I **AMONGIN ANNA GRACE** strongly declare with a high degree of sincerity that this piece of report is my personal effort and has never been submitted to any institution of higher learning for any academic award.

Sign :

Name: **AMONGIN ANNA GRACE**

Date 25/07/2025

APPROVAL

This is to certify that the industrial training by **AMONGIN ANNA GRACE** was carried out at Kamuge Town Council under my supervision for partial fulfillment on the requirement of award of a Bachelor's Degree in Public Administration and management and it is ready for submission to Busitema University- faculty of management Sciences with approval.

ACADEMIC SUPERVISOR

NAME:.....ORINGO.....JANAH.....

Signature:.......... Date: 20th / 06 / 2025.....

FIELD SUPERVISOR

NAME:.....KALEGERE.....WILLIAM.....

Signature:.......... Date: 25th / 07 / 2025.....



DEDICATION

I dedicate this report to my beloved husband Mr. Akulet Joseph and the children, my parents Mr. Atentia Basil and **Mrs. Akwii Christine**, brother **Atenia Emma**, Sisters. **Adeka Mary Goretti**, **Akuru Immaculate** and **Amoit Beatrice Favor** for the encouragement and always standing on my side even when hope had deteriorated, for their financial, moral and material support rendered to me towards my studies.

I also dedicate this work to my lecturers, mentors and friends most especially **Namusubo Betty** whose continuous guidance and inspiration have greatly contributed to my academic journey.

Special dedication goes to the staff of Kamuge Town Council, especially my field supervisor **Mrs. Kalengere Lillian** for their cooperation and for providing me a valuable learning environment during my industrial training period. May this report serve as a symbol of appreciation for all your effort and support.

May the Sovereign Richly **God** reward you abundantly.

ACKNOWLEDGEMENT

I would like to express my sincere gratitude to the **Almighty God** for the gift of life, good health, and the strength that enabled me to successfully complete my industrial training at Kamuge town Council.

My heartfelt appreciation goes to the management and staff of **KAMUGE Town Council** especially the **Administration and community-based Departments** respectively for their parental effort, warm welcome, support and the practical knowledge and skills they shared with me throughout my industrial training period. Their guidance and cooperation greatly contributed to the success of my training.

I extend special thanks to my supervisors at Kamuge Town Council; **Mrs. Kalengere Lilian** for the continuous support, encouragement and supervision provided during my placement.

I also take this honor to thank my Academic Supervisor **Mr. Oringo Johna** for the great support and guidance he has given me while carrying out my internship exercise. May the Lord reward him abundantly.

I also wish to acknowledge the invaluable contribution of my lecturers and the administration of **Busitema university- faculty of management sciences** for equipping me with the necessary knowledge and skills, and providing opportunity to put theory into practice.

Finally, I am deeply grateful to my family and friends for their constant moral, financial, and emotional support throughout my academic journey.

Thank you all.

May the Almighty GOD reward all of you abundantly.

EXECUTIVE SUMMARY

This report presents a comprehensive account of the industrial training carried out at KamugeTown Council over a period of eight weeks, from 10th June 2025 to 08th August 2025 as part of the academic requirement for the award of a bachelor's degree in Public Administration and Management of Busitema University.

The main objective of the industrial training to enable the student to acquire practical skills and hands-on experience in Data Entry management and public sector operations. During the industrial training, I was attached administration and community-based departments respectively and worked closely with the technical staffs and Local Council teams.

The objectives of the industrial training are as follows;

- To get hands on experiences in real life situations that they are expected to work in when they graduate.
- To transform professional skills through practical learning, applying required knowledge for study of relevant facts, analysis of the problem and selection of appropriate means of the solution towards the problem.
- To develop student's understanding and work ethics, employment demands, responsibilities and opportunities and also improve research capabilities.
- To provide an opportunity to students and academic staff to interact with stakeholders and potential employers to appreciate field situations that will generate curricular review and improvement.
- To enable students, fulfill the requirement for the award on completion of their study at different levels.
- To enable students, develop understanding skills of work ethics and employment demands, responsibilities and opportunities.
- To enable students put into practice the theoretical knowledge learned in class and to identify and try out practice, skills, techniques and methods within the field.

- To avail internees an opportunity to learn from professionals already in the field through interactions between the students and the employees of the organization.
- To enable the internee, gain a sense of responsibility and develop ability to critical thinking and problem solving and be in position to identify strengths and talents.
- Presentations of budget findings.
- Attending council meetings.
- Training on local government regulations.
- Participating in budget preparation meetings and understanding public financial management processes.

The industrial training provided valuable exposure to the administrative operation of the Local Government Authority, improved my knowledge of attending to clients' needs and enhanced my skills in data entry, document processing, and Report writing although I encountered challenges such as limited access to computer and occasional delays in document processing, the experience was enriching and instrumental in bridging the gap between theoretical learning and practical application.

I am grateful to the entire staff of KamugeTown Council, particularly the community-based department for the guidance, support, and the opportunity to contribute to the general administration, financial management processes of the council.

In conclusion, the industrial training carried out at KamugeTown Council provided a valuable opportunity to apply the theoretical knowledge gained into a real working environment.

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LIST OF ACRONYMS

KT.C	-	Kamuge Town Council
T/A	-	Town Agent
AO	-	Accounting Officer
TC	-	Town Clerk
SACAO	-	Senor Assistant Chief Administrative Officer.
LC	-	Local Council
LLG	-	Lower Local Government
LG	-	Local Government
Dep't.	-	Department
Admin	-	Administration
NGOs	-	Non-Government Organizations
TPC	-	Technical Planning Committees

SECTION ONE: LOCATION AND DESCRIPTION OF FIELD ATTACHMENT

1.0 Introduction

This chapter contains the background of the field attachment; it also states my place of attachment where I was attached to Kamuge Town Council from June - July 2025.

It also covers the objectives of field attachment, organization culture and gender in the organization, structure of the organization and the main activities of the organization.

1.2 Location and description of place of field attachment

Kamuge Town Council is located in Pallisa District in Eastern part of Uganda. The Town council is comprised of five wards thus; Namugongo, Kamuge, Bukaduka, Kalapata and Mpumwire wards responsibly.

Pallisa District is bordered by Budaka District to the East, Kumi District to the North, Serere district to the west and Kaliro in South.

Main activities at Kamuge town council

The main activity of Kamuge Town Council is summarized in their mission that says, improve the quality of life for all residents through commercial rejuvenation, enhancement service delivery, sustainable environment and industrial

This therefore means that the main activities of Kamuge Town Council are aimed at services to the community, all the activities in the council are initiated from the top and root level. The policy initiations are done through the council and its committee where work plans and development projects are approved for implementation. The central funds more than 50% of the activities like development project and the other percentage funded through locally raised

Activities carried out by Kamuge Town Council include the following:

- Local Revenue collection and management, Kamuge Town Council collects
- local revenue from trading licenses, parks, boda boda, markets, abattoirs, street parking among others.
- Budgeting; Kamuge Town Council carries out budgeting for example holding

REFERENCES

- A five-year Development Plan of Kamuge Town Council 2020-2025.
- Local Government Act
- 1995 constitution of the republic of Uganda.
- Consultation from the Technical Staff Members.
- Screenshots of student engagement area.
- Major activities work log book.
- Kamuge Town council annual work plan.