



FACULTY OF COMPUTER SCIENCE AND INFORMATION TECHNOLOGY

UNIVERSITI PUTRA MALAYSIA

INDUSTRIAL TRAINING HANDBOOK

Prepared by :

**Dr. Nor Fazlida Binti Mohd Sani
Dr. Marzanah Binti A.Jabar
Puan Sazlinah Binti Hasan
Dr. Iskandar Bin Ishak
Dr. Muhamad Taufik Bin Abdullah**

BACHELOR OF COMPUTER SCIENCE

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1.0 INTRODUCTION

Faculty of Computer Science and Information Technology was established on October 1, 1998 resulting from the expansion of academic programs offered and the upgrading of the former Department of Computer Science at the Faculty of Science and Environmental Studies.

There are four departments in the faculty: Department of Computer Science, Department of Multimedia, Department of Information System, and Department of Communication Technology and Network.

Faculty of Computer Science and Information Technology offers program of study in the following areas:

- Bachelor of Computer Science (Computer System)
- Bachelor of Computer Science (Multimedia)
- Bachelor of Computer Science (Software Engineering)
- Bachelor of Computer Science (Computer Network)

Industry Training Unit was established on July 28, 2009 for the Industrial Training management and operation at the faculty level.

2.0 INDUSTRIAL TRAINING

Industry Training is a compulsory course for students to undergo training for a duration of 24 weeks. All students enrolled in Industrial Training course are required to undergo training as part of the graduation requirements.

Students enrolled in Industrial Training must adhere to the curriculum outlined in the handbook according to specialization as follows:

2.1 Bachelor of Computer Science (Computer System)

Students from this program must register the course SSK 4901 (Prerequisites: SIM 3001 and SSK 3408) or with approval by the Head of Department.

2.2 Bachelor of Computer Science (Multimedia)

Students from this program must register the SKM 4901 (Prerequisites: SKM 3300) or with approval course by the Head of Department.

2.3 Bachelor of Computer Science (Software Engineering)

Students from this program must register the course SIM 4901 (Prerequisites: SIM 4300) or with approval by the Head of Department.

2.4 Bachelor of Computer Science (Computer Network)

Students from this program must register the course SKR 4901 (Prerequisites: SKR 3504) or with approval by the Head of Department.

3.0 INDUSTRIAL TRAINING OBJECTIVE

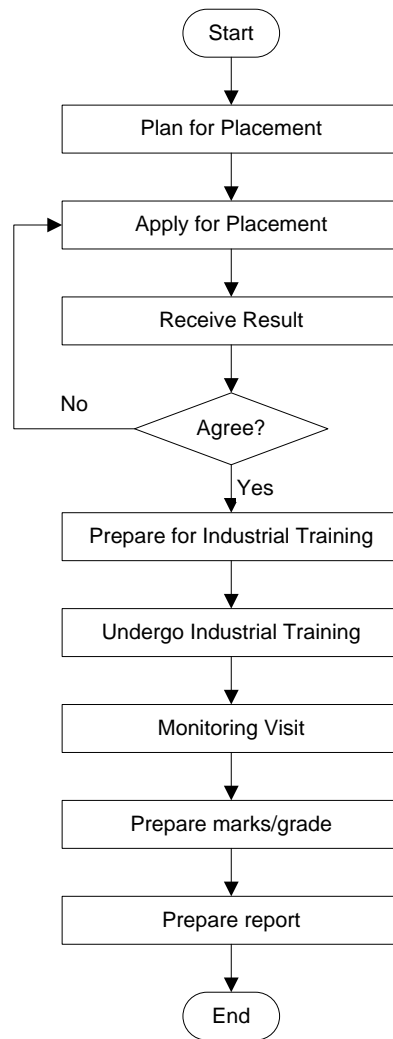
The objective of Industrial Training is to expose students to working experience in information technology environment. Students will be placed in government departments, statutory bodies or private agencies for 24 weeks. In addition, students are given the opportunity to apply theory and perform appropriate tasks related to information technology.

Industrial Training is intended to enable students to work in the IT environment and develop appropriate application. It aims to enable students to:

- Gain experience in the real working environment.
- Increase knowledge, skills, and new experience in related fields.
- Obtain an understanding of tasks in the field of information technology.
- Develop self-confidence in the profession.
- Understand organization roles in information technology.
- Create more opportunities and networking in the job market.

4.0 INDUSTRIAL TRAINING PROCESS

The process for Industrial Training application and placement are as follows:



4.1 FIFTH SEMESTER OF STUDY

- Initial briefing for Industrial Training is held not later than week 10.
- Students enrolled in the Industrial Training System. Those who are eligible are required to choose three (3) from the listed organizations and prepare a resume along with copies of relevant transcripts and certificates.

4.2 SIXTH SEMESTER OF STUDY

- Application letter submission is handled by the Industrial Training Unit.

- Students are required to make confirmations upon offered Industrial Training placement.
- Final briefing for the Industrial Training is held not later than week 10.
- Students collect the Industrial Training Kit before starting the Industrial Training.
- Students register for Industrial Training course in SMP.
- Students undergo Industrial Training in organization after final examination.

4.3 SEVENTH SEMESTER OF STUDY

- Students submit reports and related documents to the Industrial Training Unit.
- Result announcement.

5.0 GENERAL RULES

- Every student registered for the Industrial Training must undergo full training during the training period at the offered place.
- Every student is required to maintain discipline and enthusiasm during training and uphold the university image by refraining from misconducts that could tarnish the good name of the program, departments, faculty, university, and organization where students are placed.
- Action will be taken against students who did not attend the training satisfactorily.
- Students are responsible for all expenses, including cost of living and accommodation during the training.

6.0 THE ROLE OF STUDENT

- Must attend all briefing sessions for Industrial Training.
- Collect the following items after the final briefing of Industrial Training :
 - Certificate of Insurance Coverage issued by the Division of Student Affairs (BHEP)
 - Letter of Indemnity (if necessary)
 - Non-disclosure agreement (NDA)
 - Industrial Training Placement Verification Form (Student Personal Information - refer Appendix A5)
 - Log Book
 - Industrial Training Handbook
 - Industrial Training Report for Duty Confirmation Form (refer Appendix A2)

- Performance Evaluation by Industry Supervisor Form (refer Appendix A3)
 - Organization Evaluation by Student Form (refer Appendix A4)
 - Copy of Placement Acceptance Letter/Form by Industry
- Ensure that all correspondence with external organizations must be made through the Industrial Training Unit.
 - Complete and submit all related forms before the training.
 - Report on the training site at the appointed date and bring along related documents.
 - Return Industrial Training Report for Duty Confirmation Form within one week from the date of report duty.
 - Comply with all university rules during training.
 - Comply with the rules of organization (dress code, work discipline, moral and others).
 - Foster good relations and give high commitment to training schedule as determined by the organization.
 - Write training records and prepare training reports within the specified duration.
 - Inform the organization and/or Faculty about any problems that occurred during training.
 - Not permitted to withdraw from the Industrial Training without strong justification.
 - Comply with the Universities and University Colleges Act (AUKU) during the training period.
 - Upon training completion, return the following to the Industrial Training Unit:
 - Performance Evaluation by Industry Supervisor Form
 - Organization Evaluation by Student Form
 - Log Book
 - Student Report

7.0 ROLE OF VISITING LECTURER

- Lecturer should ensure the implementations of the Industrial Training procedures are followed.
- Establishing bilateral relations with the organizations where the students undergo Industrial Training.
- Lecturer will monitor and evaluate students at the organization twice:
 - i. Initial Monitoring – between the second and fourth week of Industrial Training.
 - ii. Final Monitoring – during the last three weeks of Industrial Training.
- Evaluate student performance (refer Appendix A1).

8.0 ROLE OF FACULTY/INDUSTRIAL TRAINING UNIT

- Appoint Coordinator to coordinate Industrial Training at department level.
- Conduct initial briefing to students not later than week 10 of the fifth semester of study (first semester of session).
- Ensure that the organization is suitable to provide training.
- Ensure Industrial Training placement for each students.
- Announce list of students offered for Industrial Training placement.
- Provide distribution list of visiting lecturers to the organizations.
- Follow up action in any event of Industrial Training activities that affect the reputation of the country, university, and/or harmful to students.

9.0 ROLE OF INDUSTRIAL TRAINING ORGANIZATION

- Provide training scope and training schedule that will be conducted by the students.
- Give briefing and information about laws and regulations of the organization.
- Appoint a qualified Supervisor to the student.
- Provide exposure and related training at the organization.
- Prepare and submit supervision reports using the specified form.
- Inform the faculty if the student is involved in activities deemed unworthy and has tarnished the university/country.

10.0 OVERALL EVALUATION OF INDUSTRIAL TRAINING (REFER APPENDIX A6)

The performance evaluation for students undergoing industrial training is in accordance with the following methods (refer evaluation rubric in Appendix A1 and A3):

10.1 Visiting Lecturer Evaluation (20%)

Visiting Lecturer evaluation in accordance with the following:

10.1.1 Visiting Lecturer Report (10%)

Communication skills, evaluation of the progress presentation and report by the student during the visit.

10.1.2 Log Book (5%)

Writing and finishing details on tasks and activities in the Log Book will be taken into account for evaluation.

10.1.3 Attendance (5%)

10.2 Industrial Supervisor Report (40%)

Students will be assessed by the Industrial Supervisor based on characteristics of cognitive, critical thinking, problem solving, psychomotor, affective, ethics and moral, leadership and communication.

10.3 Student Report (40%)

Students report will be assessed by the visiting lecturer based on cognitive, critical thinking, problem solving, and psychomotor.

11.0 STUDENT REPORT PREPARATION GUIDE

Reports must be typed in A4 size paper and contain the following items:

11.1 Content of report

- Introduction.
- Organization background.
- Tasks performed/system developed – explain in detail the stages involved.
- Lessons learned.

- Conclusions and recommendations.

11.2 Report Format

- Content is not less than 20 pages.
- Font 12, 1.5 spacing, justified.
- May be written in Malay or English.

11.3 Front Page Format

<p style="text-align: center;">INDUSTRIAL TRAINING REPORT</p> <p style="text-align: center;">STUDENT'S NAME MATRIC NUMBER DEPARTMENT/PROGRAM TRAINING ORGANIZATION</p> <p style="text-align: center;">FACULTY OF COMPUTER SCIENCE AND INFORMATION TECHNOLOGY UNIVERSITY PUTRA MALAYSIA 2012</p>

12.0 ALLOWANCE

Remuneration or allowances for the students are subjected to the organization that offers placement for Industrial Training.

13.0 APPENDICES



FACULTY OF COMPUTER SCIENCE AND INFORMATION TECHNOLOGY
UNIVERSITI PUTRA MALAYSIA

VISITING LECTURER REPORT

A. STUDENT AND ORGANIZATION INFORMATION

Student Name

Student Matric No Department (CS/IS/MM/NCT) *
** delete where not applicable*

Organization Name and address

Tick where applicable:

Student

Organization Supervisor

Other personnel Designation

B. ASSESMENT REPORT

1. Brief description about student tasks.

2. New skills that have been learned during training.

3. Based on the discussion between the industrial supervisor and the students, please evaluate the student based on the following criteria

Important: Please refer to Visiting Lecturer Rubric for marking.			
	Criteria	Marks (1-5)	Remarks
A	Progress		
(i)	Communication skills	/5	
(ii)	Evaluation of the progress presentation or report given by the students during the visit.	/5	
B	Attendance Attendance during Industrial training.	/5	
C	Log Book Organization of report <i>and</i> Completeness.	/5	
(i)	Total Marks	/20	
Important: Please refer to Student Report Rubric for marking.			
	Criteria	Marks (1- 40)	Remarks
D.	Student Report	/40	
(ii)	Total Marks	/60	
<p>Organization's appropriateness</p> <p> <input type="checkbox"/> Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Good <input type="checkbox"/> Mediocre <input type="checkbox"/> Not appropriate </p> <p>(Please state your reason, if you think that the organization is not appropriate)</p>			
Problem during Training:			
Suggestions:			

Total Marks: (_____ /30) x 10 = _____

Visiting Lecturer Signature,

Official Stamp:

Date: _____

Rubric for visiting Lecturer

RUBRIC FOR ASSESSMENT OF STUDENT PERFORMANCE BY VISITING LECTURER - 10%

A	CRITERIA	VERY POOR (1)	POOR (2)	GOOD (3)	VERY GOOD (4)	EXCELLENT (5)	MARKS (/5)
Communication	(i) Communication skills.	Very poor oral and written skills;	Poor oral and written skills;	Somewhat developed oral and written skills;	Good oral and written skills;	Excellent oral and written skills;	(/5)
	(ii) Evaluation of the progress presentation or report given by the students during the visit.	Very poor organization of presentations with unclear main points and conclusions;	Poor organization of presentations with unclear main points and conclusions;	Presentations reasonably organized but not always effective;	Well organized presentations.	Excellent presentations and written documents; Excellent and creative slides.	(/5)

ATTENDANCE RUBRIC – 5%

B		VERY POOR (1)	POOR (2)	GOOD (3)	VERY GOOD (4)	EXCELLENT (5)	MARKS (/5)
Attendance during Industrial training.		Student attendance is below 80%. Serious problem with lateness's.	Student attendance is above 80%. Problem with lateness's.	Student attendance is above 90%. And rarely late.	Student attendance is above 95%, and rarely late	Student attendance is 100% and never to rarely late)	(/5)

LOG BOOK RUBRIC – 5%

C	CRITERIA	VERY POOR (1)	POOR (2)	GOOD (3)	VERY GOOD (4)	EXCELLENT (5)	MARKS (/5)
Log Book	Organization of report.	Incomplete; irrelevant content	no apparent order confusing	Report are in order, but the sequence is difficult to follow.	Reasonably well.	In order.	(/5)
	Completeness; Reporting of activities undertaken during industrial training to meet the objectives specified in the industrial training objective.	All important activities information are not reported and the report reflected that all industrial training activities are not carried out.	Many important activities information are not reported and the report reflected that many industrial training activities are not carried out. These faults are serious enough to detract from the overall effectiveness of the industrial training.	Some important activities information are not reported and the report reflected that some of the industrial training activities are not carried out. These faults are not serious enough to detract from the overall effectiveness of the industrial training program.	Not all important information is included; and it does not seriously detract from the effectiveness of the report.	All Important activities information is reported and the report reflects that all industrial training activities are carried out.	



**FACULTY OF COMPUTER SCIENCE AND INFORMATION TECHNOLOGY
UNIVERSITI PUTRA MALAYSIA**

INDUSTRIAL TRAINING REPORT DUTY VERIFICATION

Date:

Head
Unit Latihan Industri
Fakulti Sains Komputer dan Teknologi Maklumat
Universiti Putra Malaysia
43400 UPM Serdang
Selangor Darul Ehsan

Tuan/Puan,

**Report Duty Confirmation for Industrial Training Industrial Training Student Year _____, FSKTM,
UPM**

I am pleased to confirm that the student mentioned below has already reported his/her duty at our organization on _____ to undergo the Industrial Training.

Student Name

Student Matric Department (CS/IS/MM/NCT) *
** delete where not necessary*

(To be filled by the organization's industrial supervisor:)

Supervisor Name

Designation

Name and
organization
address

Phone: Fax: E-mail:

Given job scope:

Talk/Discussion/Briefing that has been conducted with the student:
(Please tick)

- Job scope
- Rules and procedure in the organization
- Safety rule
- Others (please state): _____

Please fax the complete form to 03-89466576 and mail it to the above address before _____.

Yours sincerely,

Name:

Official Stamp:



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UNIVERSITI PUTRA MALAYSIA**

PERFORMANCE EVALUATION BY THE INDUSTRIAL SUPERVISOR

INDUSTRIAL TRAINING YEAR _____

DEPARTMENT: _____

Organization Name
and Address

Supervisor
Name

Student Name

Matric No.

SECTION A: Job fields/type of assignments given.

Please state the task given to the student during Industrial Training at your organization.

SECTION B: Student Progress Report

Important: Please refer to Industrial Supervisor Rubric for marking			
	Criteria	Marks (1-5)	Remark
A	Progress		
	Cognitive, Critical Thinking and Problem Solving		
B	Psychomotor		
C	Leadership		
D	Communication		
E	Ethics and Moral		
	Total		

Total Marks: (_____ /25) x 40 = _____

SECTION C:

1. Overall comment and suggestions:

2. Will the industry accept students from UPM to undergo future Industrial Training in this organization.

Yes

No

3. Allowances are provided?

Yes

No

Total : _____

(Industrial Supervisor Signature)
Official stamp:

Date: _____

Please return the complete form to the following address before: _____

**Head
Industrial Training Unit
Faculty of Computer Science and Information Technology
Universiti Putra Malaysia
43400 UPM Serdang
Selangor Darul Ehsan**

Assessment Rubric for Industrial Student Performance by Organization Supervisor

Rubric for Assessment of Student Performance during Industrial Training by Organization Supervisor (40%)								
	CRITERIA	VERY POOR (1)	POOR (2)	GOOD (3)	VERY GOOD (4)	EXCELLENT (5)	MARKS (1-5)	
(A)	Cognitive, Critical Thinking and Problem Solving.	Understanding of essential knowledge in Computer Science, principles and ability to apply them in practice.	Nearly no understanding of main principles of computing; could not relate it to practice.	Basic understanding of some main principles of computing; rarely sees their relation to practice.	Reasonable understanding of most key computing principles and, with some guidance, often sees applicability to practical problems and situations.	Good understanding of all important computing principles; almost always able to see their applicability to practical problems and situations.	Thorough understanding of important computing principles; able to carefully analyze the extent of their applicability to practical problems; often able to come up with novel ways to enable applicability of computing techniques.	/ 5
(B)	Ability to develop	Unable to develop.	Developed partially.	Completely developed but do not follow the specification.	Completely developed but partially meet the specification.	Developed exactly as required and specified.	/ 5	
(C)	Leadership	Coordination, Responsibility, Contribution and decision making.	Unable to demonstrate activities coordination; and unable to demonstrate responsibilities;	Able to demonstrate activities coordination; minimal responsibilities with no confidence; need encouragement to propose useful ideas; listen to alternatives before making decisions.	Able to demonstrate activities coordination; and able to demonstrate responsibilities with little confidence; propose useful ideas; listen to suggestions before making decisions.	Able to demonstrate activities coordination; and able to demonstrate responsibilities with confidence. propose useful ideas. listen and analyse suggestions before making decisions.	Able to demonstrate activities coordination. able to demonstrate responsibilities with high confidence. propose useful ideas. listen and evaluate suggestions before making decisions.	/ 5

<p>(D)</p> <p>Communication skills and teamwork</p>	<p>Communication skills and teamwork</p>	<p>Very poor oral and written skills;</p> <p>very poor organization of presentations with unclear main points and conclusions;</p> <p>Very Poor contribution during team presentations and team discussions.</p>	<p>Poor oral and written skills;</p> <p>poor organization of presentations with unclear main points and conclusions;</p> <p>Poor contribution during team presentations and team discussions.</p>	<p>Somewhat developed oral and written skills;</p> <p>presentations reasonably organized but not always effective;</p> <p>Positive contributions during team presentations and team discussions.</p>	<p>Good oral and written skills;</p> <p>well organized presentations ;</p> <p>Very good contributions during team presentations and team discussions.</p>	<p>Excellent oral and written skills;</p> <p>Excellent presentations and written documents;;</p> <p>Excellent and creative slides:</p> <p>Greatly contributes to effectiveness of team discussions.</p>	<p>/5</p>
<p>(E)</p> <p>Professional Ethical and Moral</p>	<p>Knowledge of professional ethical issues, professional behaviour and decision making.</p>	<p>No understanding of ethical or professional issues, when there are serious questions involved.</p>	<p>Little understanding of ethical or professional issues, when there are serious questions involved.</p>	<p>Some understanding of professional and ethical issues raised <i>directly</i> by a particular practices or decisions making.</p>	<p>Good understanding of all important professional and ethical issues related to various practices and decisions.</p>	<p>Deep understanding of professional issues involved and the ethical implications of particular practices and decision making.</p>	<p>/5</p>



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UNIVERSITI PUTRA MALAYSIA**

ORGANIZATION EVALUATION BY STUDENT

INDUSTRIAL TRAINING YEAR _____

DEPARTMENT: _____

Organization Name
and Address

Supervisor Name

Student Name

Matric No.

SECTION A: Assessments on the Organization.

Assessment Scale:				
1.	Unsatisfactory		4.	Good
2.	Moderate		5.	Very Good
3.	Satisfactory			

Tick \surd the box to select the scale for each criterion.

	1	2	3	4	5
1. Collaboration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Guidance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Training Scope:					
i. Appropriateness to the field of computer science	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii. Appropriateness to the majoring field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Work load	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Facilities provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION B: Information about the Organization

Tick \surd on the provided box.

1. The organization is suitable for the majoring field of:

Computer System	<input type="checkbox"/>	Information System	<input type="checkbox"/>
Multimedia	<input type="checkbox"/>	Communication Tech. and Network.	<input type="checkbox"/>

2. Programming languages used:
Please state: _____

3. Type of computer used:
Please state: _____

4. Software Development Technique used:

Object Oriented	<input type="checkbox"/>
Structured	<input type="checkbox"/>
CASE tools	<input type="checkbox"/>

Others: _____

5. Activities conducted at the Industrial Training:

System Development	<input type="checkbox"/>
Software Maintenance	<input type="checkbox"/>
Hardware Maintenance	<input type="checkbox"/>
Training	<input type="checkbox"/>
Documentation	<input type="checkbox"/>
Consultation	<input type="checkbox"/>
Research	<input type="checkbox"/>

Others:

6. Allowances Earned : _____

Please return before _____ to:

Head
Industrial Training Unit
Faculty of Computer Science and Information Technology
Universiti Putra Malaysia



**FACULTY OF COMPUTER SCIENCE AND INFORMATION TECHNOLOGY
UNIVERSITI PUTRA MALAYSIA**

INDUSTRIAL TRAINING PLACEMENT CONFIRMATION

YEAR : _____

DEPARTMENT : _____

STUDENT INFORMATION

Matric No. Name

Phone No. E-mail

Address during
Industrial Training

Name of Next-of-kin
(Please state
relationship),
Address and Telephone
Number

ORGANIZATION INFORMATION

Organization Name
and address

Supervisor name

Designation

Phone No. : Fax: E-mail:

Is this your last semester? : NO/YES

(Student's signature)

Date :

Industrial Training Coordinator Validation

I hereby acknowledge that the student mentioned above is qualified* and approved to undergo Industrial Training at the abovementioned company/organization.

Date : _____

Name :

Stamp :

*Please attached this form with the latest transcript and course registration form



FACULTY OF COMPUTER SCIENCE AND INFORMATION TECHNOLOGY

INDUSTRIAL TRAINING OVERALL ASSESSMENT

YEAR _____

DEPARTMENT: CS / IS / MM / CTN *

No.	Matric No	Industrial Placement	Marks					Grade	
			Visiting Lecturer (20)			Training Supervisor Report (40) (UPM/FSKTM/T/UG/BR07)	Student Report (40)		Total (100)
			Log Book (5)	Attendance (5)	Report (10)				
1.									
2.									
3.									
4.									
5.									

*Delete where not applicable

Certified true by the Visiting Lecturer,

Validated by the Department Industrial Training Coordinator,

Signature & Stamp: _____

Signature & Stamp: _____

Date: _____

Date: _____

Note : Please complete and submit this form to the Industrial Training Unit of the Faculty on or before the following date: _____