

Garis Panduan Latihan Industri

Industrial Training Guidelines



GARIS PANDUAN LATIHAN INDUSTRI

1.0 PENGENALAN

Panduan latihan industri ini adalah untuk memberi penerangan tentang kursus latihan industri yang diwajibkan bagi pelajar yang mengikuti program Bachelo di Fakulti Bioteknologi dan Sains Biomolekul (FBSB), Universiti Putra Malaysia. Diharapkan garis panduan ini dapat membantu memberi kefahaman kepada pihak yang berkenaan tentang objektif dan kepentingan kursus serta tatacara pelaksanaan latihan industri yang berkesan.

Para pelajar perlu mempunyai kemahiran dan pengetahuan melakukan sesuatu pekerjaan dengan cekap untuk berdaya saing di pasaran pekerjaan. Oleh yang demikian, para pelajar harus mempunyai pengetahuan yang relevan dan terkini, terutama pengalaman praktikal, kemahiran insaniah serta bersikap positif terhadap cabaran dunia kerjaya sebenar. Latihan industri mampu memberi peluang kepada pelajar untuk mempelajari pengalaman di dunia pekerjaan sebenar supaya dapat mempertingkatkan kebolehpasarannya apabila tamat pengajian kelak.

1.1 KEPENTINGAN LATIHAN INDUSTRI

Matlamat utama di dalam pengajian tinggi ialah untuk mengeluarkan ahli bioteknologi yang berfungsi dan berkualiti. Ini dapat dicapai menerusi program akademik yang baik dan pendedahan serta pengalaman di dalam industri. Pihak industri akan menerima faedah bersama di dalam usaha menyediakan satu kumpulan ahli bioteknologi yang terlatih dan berpengalaman. Sumbangan tenaga daripada pelajar juga akan menguntungkan pihak industri dan Universiti.

Latihan industri yang dijalankan di luar kampus amat berguna kepada pelajar khususnya dan juga pihak industri; agensi kerajaan, swasta, institusi penyelidikan dan hospital antaranya berdasarkan kepada beberapa faktor:

- a. Pelajar dapat melihat penggunaan prinsip-prinsip bioteknologi yang dipelajari di Universiti dan ini akan dapat membantu kefahaman pelajar di dalam pengajian seterusnya.

INDUSTRIAL TRAINING GUIDELINES

1.0 INTRODUCTION

This Industrial training guideline is to provide information about industrial training course which is a requirement for students pursuing the Bachelor program in the Faculty of Biotechnology and Biomolecular Sciences (FBSB), Universiti Putra Malaysia. It is hoped that these guidelines will help to provide an understanding to the parties concerned on the objectives and importance of the course and conduct effective implementation of the industrial training.

Student must have sufficient skills and knowledge to do any work efficiently to compete in the job market. Therefore, students must have current and relevant knowledge, practical experience, soft skills and positive attitude towards the challenges of the real working world. Industrial training will give students the opportunity to learn real-world work experience in order to improve their marketability after graduation.

1.1 OBJECTIVE OF INDUSTRIAL TRAINING

The main objective in higher education learning is to produce functional and qualified biotechnologists. This can be achieved through good academic program, exposure and experience in the industry. The industry will also benefit together in an effort to provide a group of biotechnologists who are trained and experienced. The contribution of the students will also benefit the industry and the university.

This industrial training is conducted off campus, which will benefit the students, industry, government agencies, private sector, research institutions and hospitals based on several factors:

- a. Students can use biotechnological principles learned in the University and this will help their understanding in subsequent studies.

- b. Pengetahuan pelajar dapat dikembangkan dengan mempelajari teknik-teknik yang digunakan untuk mengatasi masalah-masalah yang dihadapi di industri. Masalah yang rumit dan yang bercorak pelbagai disiplin dapat ditangani di dalam situasi yang sebenar berpandukan teori asas yang telah dipelajari.
- c. Latihan industri memberi peluang kepada pelajar mewujudkan kerjasama dengan penyelidik bioteknologi dari pihak industri. Proses penyesuaian diri kepada suasana persekitaran kerja di organisasi yang berkaitan dapat membantu ke arah perkembangan personaliti dan kematangan pelajar.
- d. Pelajar dapat memahami tujuan dan struktur institusi bioteknologi dan interaksi di antara aspek teknikal, sosial dan ekonomi di dalam pentadbiran dan pengurusan sesebuah organisasi.
- e. Latihan industri akan membantu pelajar untuk lebih cepat menyesuaikan diri apabila menceburi alam pekerjaan selepas bergraduat daripada Universiti. Ini akan memberikan faedah kepada kedua-dua pihak iaitu pelajar dan industri.
- f. Pelajar dapat mempamerkan komitmen, ciri-ciri profesionalisme, etika kerja dan kebolehan berkomunikasi dalam suasana pekerjaan.
- g. Perhubungan di antara pihak Universiti dan industri juga dapat dijalinan dan diperkukuhkan menerusi program latihan industri.

2.0 HASIL PEMBELAJARAN

Elemen-elemen kemahiran insaniah dapat diterapkan hampir secara menyeluruh di dalam kursus latihan industri. Antaranya ialah:

- a. Mempertingkatkan kompetensi dan daya saing dalam bidang pengkhususan masing-masing;
- b. Menghubungkan pengalaman semasa ditempat kerja dengan ilmu yang telah dipelajari semasa di universiti;
- c. Mengaplikasi teori dan pengetahuan akademik yang dipelajari di tempat kerja dibawah penyeliaan;
- d. Menambahbaik kemahiran berinteraksi dan berkomunikasi secara berkesan;
- e. Menimba pengalaman dan pengetahuan yang boleh dimanfaatkan untuk memilih pekerjaan yang sesuai selepas tamat pengajian kelak.

- b. Student's knowledge can be developed by studying the techniques to overcome the problems faced in the industry. The complex and multidisciplinary problems can be handled in real situations based on the fundamental theory previously studied.
- c. The industrial training gives students the opportunity to establish cooperation with researchers from the biotechnology industry. The process of adjustment to the working environment in the organization can help towards the development of personality and maturity of the students.
- d. Students are able to understand the purpose and structure of the biotechnology institutions and the interaction between the technical, social and economic aspects in the administration and management of an organization.
- e. The industrial training will help students adapt more quickly to related fields after graduation from the University. This will benefit both the students and the industry.
- f. Students can demonstrate their commitment, character, professionalism, work ethic and ability to communicate in the working environment.
- g. The relationship between the University and industry can also be forged and strengthened through industry training programs.

2.0 LEARNING OUTCOMES

The elements of soft skills can be applied throughout the industry training course. Among them are:

- a. Enhancing the competency and competitiveness in their respective fields of specialization;
- b. Connecting experience on work place with knowledge learnt at the university;
- c. To apply theory and academic knowledge that are learnt at the workplace under supervision;
- d. Improving skill interaction and communicate effectively;
- e. Gaining experience and knowledge that can be harnessed to select a job after the end of studies.

3.0 SKOP DAN TEMPOH LATIHAN INDUSTRI

Skop latihan yang diberikan oleh industri bergantung kepada keupayaan dan jenis institusi yang terlibat. Ini bergantung kepada persetujuan di antara pihak institusi dan Fakulti. Latihan industri dijalankan pada akhir semester 6 (pelajar tahun 3) iaitu pada bulan Jun hingga Ogos (bergantung kepada jadual akademik Universiti). Tempoh masa latihan industri adalah selama dua belas (12) minggu.

Latihan industri merangkumi aspek seperti di bawah untuk memberi pendedahan kepada pelajar secara menyeluruh atau lengkap dalam bidang bioteknologi:

- a. Penyelidikan di bidang-bidang utama bioteknologi
- b. Penyelidikan di institusi penyelidikan pertanian, haiwan dan perubatan
- c. Kerja-kerja di bahagian penghasilan produk bioteknologi
- d. Kawalan mutu produk
- e. Kerja-kerja di makmal veterineri
- f. Kerja-kerja di makmal patologi hospital.

4.0 PANDUAN UNTUK PELAJAR

- a) Penyediaan penempatan latihan industri adalah tanggungjawab Fakulti dan pelajar haruslah bersedia untuk bertugas di mana ianya diarahkan.
- b) Tiada elaun sara diri dari pihak Fakulti kepada pelajar semasa menjalankan latihan industri. Oleh yang demikian pelajar dikehendaki menyediakan sumber kewangan yang mencukupi untuk tempoh 12 minggu. Sebahagian dari pihak industri yang menyertai program ini ada menyediakan elaun latihan tetapi ini bukanlah satu syarat wajib yang perlu dipatuhi.
- c) Pelajar adalah bertanggungjawab mendapatkan tempat kediaman. Sebahagian dari pihak industri memberikan kerjasama untuk menyediakan kediaman bagi pelajar. Di dalam perkara ini, pelajar perlulah memastikan berkelakuan baik di tempat kediaman, sentiasa dalam keadaan baik samada sebelum atau selepas digunakan.
- d) Pelajar perlulah berhubung dengan penyelaras latihan industri bagi setiap jabatan masing-masing untuk melaporkan kemajuan atau masalah sekiranya ada semasa latihan.

3.0 SCOPE AND INDUSTRIAL TRAINING PERIOD

The training scope given by industry depends on the capacity and type of institution involved. This depends on the agreement between the institution and Faculty. Industrial training is carried out at the end of semester 6 (year 3 student) mainly from June to August (depending on Universiti academic calendar). Industry training period is twelve (12) weeks.

The Industrial training is to give a comprehensive exposure to the students in the area of biotechnology such as:

- a. Research in the major areas of biotechnology
- b. Research in agricultural, animal and medical institutions
- c. Working in biotechnology production plants
- d. Product quality control
- e. Working in veterinary laboratory
- f. Working in hospital pathology laboratory.

4.0 GUIDELINES FOR STUDENT

- a) Industry training placement is the responsibility of the faculty. Students should prepare to work wherever instructed.
- b) No personal maintenance or allowance is provided from Faculty to the student during the industrial training. Due to this, student are required to obtain enough financial resource for the period of 12 weeks. Several industries provide training allowance but this not a requirement.
- c) Students are responsible to arrange for their residence. Several industries provide residence for student. In this case, students need to be well-behaved in the residence, always ensuring the place to be in good condition before and after used.
- d) Students need to contact with industry training coordinator in every division to report progress or problems during training.

- e) Pelajar haruslah tiba di tempat bertugas tepat pada waktu yang ditetapkan dan bekerja di dalam masa yang ditentukan.
- f) Pelajar tidak dibenarkan mengambil cuti sewaktu menjalani latihan industri kecuali dengan kelulusan organisasi/industri yang berkaitan.
- g) Pelajar yang tidak dapat menghadiri latihan industri bagi tempoh lebih daripada **enam (6)** hari kerana apa-apa sebab atau cuti sakit dianggap sebagai tidak memenuhi syarat dan perlu mengulang kembali kursus latihan industri sepenuhnya.
- h) Sebagai pelajar UPM, pelajar adalah mewakili UPM dan perlulah menjaga nama baik UPM.
- i) Pelajar mestilah menghormati dan memberi kerjasama terhadap kakitangan di tempat latihan dijalankan bagi memastikan kelancaran perjalanan program ini.
- j) Pelajar tidak digalakkan bekerja lebih masa dari masa biasa pekerja di bahagian ianya ditempatkan. Pelajar haruslah menggunakan masa yang ada untuk meningkatkan pengalaman dan pengetahuan terhadap latihan yang disediakan. Syarat ini boleh dilonggarkan jika kerja lebih masa atau kerja-kerja syif perlu untuk penyelenggaraan sesuatu projek atau untuk membolehkan pelajar memainkan peranan yang lebih di dalam satu-satu bahagian di mana dia berkhidmat.
- k) Pelajar perlulah menghormati syarat-syarat mengenai maklumat sulit yang digunakan di industri. Di masa yang sama pelajar dikehendaki mengambil sepenuhnya kesempatan yang ada untuk menambah pengetahuan dan pengalaman.
- l) Sekiranya timbul sebarang masalah, pelajar perlulah secara proaktif menyelesaikannya dengan bantuan penyelia industri. Jika ini tidak memberikan kesan, pelajar perlulah menghubungi penyelarass kursus latihan industri di jabatan masing-masing. Pelajar perlulah mengikut protokol ini dan tidak dibenarkan berhubung terus dengan mana-mana pegawai utama industri. Jika pelajar terpaksa ditarik balik dari tempat latihan atas sebab-sebab tingkahlaku yang buruk atau pelajar sendiri yang menarik diri tanpa kebenaran dari penyelarass kursus, kes ini akan dirujuk kepada Fakulti untuk tindakan lanjut termasuklah memberikan markah gagal setelah merujuk kepada laporan dari pihak industri dan pihak Fakulti.
- m) Pelajar perlulah mendapatkan sebanyak mungkin maklumat teknikal dari penyelia industri atau kakitangan lain dalam menjalankan kerja-kerja makmal, penyelidikan saintifik dan penghasilan produk.

- e) Students should arrive at the workplace punctually and work during the time determined.
- f) Students are not allowed to take leave when undergoing industrial training except by approval from the industry or institution.
- g) Students who could not attend industrial training for a period of more than **six (6) days** because of any reason or medical leave are regarded as unqualified and have to repeat the industrial training course fully.
- h) As UPM student, student is UPM representative and needs to keep up the reputation of UPM.
- i) Students must respect and give cooperation to all the staff in the training place carried out.
- j) Student are not encouraged to work after office hours from the normal employee working time. Student should use available time to increase experience and knowledge on training site. This condition may be relaxed if overtime or shift work is required.
- k) Student need to follow and obey the conditions on confidential information in the industry. At the same time students are required to take full opportunity to increase knowledge and experience.
- l) If any problem arises, student needs to proactively solve it with the help of the industry supervisor. If the issue is not solved, student need to contact industry training course coordinator. Student need to follow this protocol and should not contact directly with any industry chief official. If students are terminated from training for bad behaviour, or the student pulls out on their own without authorisation from the course coordinator, this case will be referred to Faculty for further action, including a fail score after referring to the reports from industry and faculty.
- m) Students need to get technical information from industry supervisor or other staff in conducting laboratory work, scientific research and product generation.

- n) Pelajar perlulah memahami aspek-aspek pengurusan industri, kaedah perangkaan dan kawalan, polisi perjawatan untuk membolehkannya membezakan industri tersebut dengan industri yang lain.
- o) Pelajar perlulah menyesuaikan diri dengan mengikuti semua aktiviti yang dirancang yang tidak menjejaskan status pelajar UPM dan mengekalkan hubungan yang baik dikalangan kakitangan.

5.0 LAWATAN DAN LAPORAN AKHIR LATIHAN INDUSTRI

Berikut adalah garis panduan bagi penyelaras atau wakil fakulti yang dipilih untuk melakukan lawatan ke atas pelajar-pelajar FBSB yang sedang menjalankan latihan industri.

- a) Pembahagian kawasan atau negeri adalah berdasarkan kepada jumlah industri, masa yang diperlukan, jumlah pelajar serta sokongan logistik seperti pengangkutan dan penginapan.
- b) Pada minggu ke 9-11 latihan industri, pensyarah pelawat akan memaklumkan pihak industri tentang lawatan yang akan diadakan pada tarikh tertentu.
- c) Sekiranya bersesuaian adalah digalakkan pembentangan laporan akhir dilakukan oleh pelajar semasa lawatan dijalankan oleh penyelaras atau wakil Fakulti.
- d) Semasa lawatan, penyelaras atau wakil Fakulti dikehendaki berjumpa dengan penyelia industri dan pelajar untuk berbincang mengenai isu-isu yang berkaitan dan mengambil gambar sebagai bukti lawatan telah dijalankan.
- e) Sebagai tanda penghargaan Fakulti, cenderahati UPM diberikan kepada wakil industri.
- f) Kos untuk lawatan latihan industri akan ditanggung sepenuhnya oleh pihak Fakulti.

- n) Students need to understand industry management aspects, statistical method and control and personnel policy to enable them to distinguish the industry with other industry.
- o) Students need to follow all activities planned as long as they do not affect UPM student standard and maintain good relationship amongst staff.

5.0 VISITING AND INDUSTRIAL TRAINING FINAL REPORT

The following is the guideline for coordinator or faculty representative chosen to visit the students during the industrial training.

- a) The area or state allocated depend on the number of industries, time needed, total students and logistics support like transportation and accommodation.
- b) In weeks 9 to 11 of industrial training, the visiting lecturer will inform the industry on the visit that will be held on a certain date.
- c) If suitable, the student is encouraged to do a final report presentation during the visit undertaken in the presence of the coordinator or Faculty representative.
- d) During the visit, representatives of the faculty coordinator or supervisor is required to consult with the industry and students to discuss issues related to and take pictures as proof of the visit carried out.
- e) As a sign of appreciation of the Faculty, UPM may provide a souvenir to the industry representative.
- f) Costs for industry training visit will be sponsored by the faculty.

Pada akhir latihan industri, semua pelajar dikehendaki menyediakan laporan akhir latihan. Laporan ini adalah sebagai bukti bahawa pelajar telah menjalani latihan industri tersebut. Laporan perlulah merangkumi perkara-perkara berikut:

- a) Keterangan mengenai industri, sejarahnya, struktur pengurusan, penyelidikan dan produk yang dihasilkan
- b) Ringkasan mengenai latihan termasuk jenis kerja yang dilakukan, proses-proses, alatan, kaedah serta teknik, kaitan dan kegunaan latihan yang dijalankan.
- c) Penilaian kritikal ke atas latihan, faedahnya kepada pelajar, tunjuk ajar yang diberikan, masalah dan penyelesaiannya dan cadangan bagi meningkatkan kualiti serta pelaksanaan latihan industri.
- d) Laporan akhir mestilah bertaip dengan font "Times New Roman", font bersaiz 12 dan line spacing 2.0 . Panjang laporan adalah 5-10 halaman tidak termasuk lampiran bergambar maksimum 3 halaman.
- e) Laporan akhir perlulah diserahkan kepada penyelarasan kursus latihan industri jabatan masing-masing pada minggu pertama semester seterusnya (Semester 7) bermula.

6.0 KESIMPULAN

Program latihan industri dijangka dapat membantu proses menyediakan tenaga kerja yang kompetitif, produktif juga mempunyai nilai etika dan profesionalisme. Hasil kerjasama daripada semua pihak, diharapkan program latihan industri ini mencapai matlamat yang dihasratkan.

At the end of the industrial training, all students are required to prepare the final report of the training. This report is the proof that the student has undergone the training. The reports should include the following items:

- a) Description of the industry, history, details of the management structure, research and product produced from the industry.
- b) Summary of the industrial training, including scope of work, process, equipment, and method.
- c) Critical evaluation of the industry, the benefit to the student, guidance given, problem solving, and suggestions to increase the quality and implementation of industrial training.
- d) The final report must be typed with font **Times New Roman**, size 12 and spacing 2.0. The length of the report is 5-10 pages, excluding Appendix with pictures maximum 3 pages.
- e) The final report should be submitted to the departmental industrial training coordinator in the first week of the next following semester (Semester 7).

6.0 CONCLUSION

The industrial training program is expected to complement the university education in providing a workforce that is competitive and productive with ethical value and professionalism. With the cooperation from all parties, the industrial training program can achieve the desired goals.

LAMPIRAN

Appendix



1- Total marks for the evaluation

No	Topic	Mark
1.	Final report	40%
2.	Log book	10%
3.	Visiting lecturer evaluation report	20%
4.	Industrial supervisor evaluation report	30%

2- Final Report

(40 Marks)

Grade	Description	Mark
5	Excellent	31-40
4	Good	21-30
3	Satisfactory	11-20
2	Not satisfactory	6-10
1	Very poor	5 and below

Laporan perlulah merangkumi perkara-perkara berikut:

The report should include the following items:

- a) Keterangan mengenai industri, sejarahnya, struktur pengurusan, penyelidikan dan produk yang dihasilkan.
Description of the industry, history, details of the management structure, research and product produced from the industry.
- b) Ringkasan mengenai latihan industri termasuk jenis kerja yang dilakukan, proses-proses, alatan, kaedah serta teknik berkaitan yang digunakan semasa latihan dijalankan.
Summary of the industrial training, including scope of work, process, equipment, and method.

- c) Penilaian kritikal ke atas latihan, faedahnya kepada pelajar, tunjuk ajar yang diberikan, masalah dan penyelesaiannya dan cadangan bagi meningkatkan kualiti serta pelaksanaan latihan industri.
Critical evaluation of the industry, the benefit to the student, guidance given, problem solving, and suggestions to increase the quality and implementation of industrial training.
- d) Laporan akhir mestilah bertaip dengan font "Times New Roman", font bersaiz 12 dan line spacing 2.0. Panjang laporan adalah 5-10 halaman tidak termasuk lampiran bergambar.
*The final report must be typed with font **Times New Roman**, size 12 and spacing 2.0. The length of the report is 5-10 pages, excluding Appendix with pictures.*

- | | |
|--|------------|
| 3- Log Book | (10 Marks) |
| 4- Visiting Lecturer Evaluation Report | (20 Marks) |
| 5- Supervisor Evaluation Report | (30 Marks) |



INDUSTRIAL TRAINING REPORT

FACULTY OF BIOTECHNOLOGY AND BIOMOLECULAR SCIENCES

NAME : Mohamad Fadzli bin Ibrahim

MATRIC NUMBER : 166584

PROGRAMME : Bachelor of Science (Hons.) Biotechnology

NAME OF ORGANIZATION : Negeri Sembilan Cement Industries Sdn. Bhd

INDUSTRIAL SUPERVISOR : Puan Norazlin Othman

VISITING LECTURER : Dr. Ahmad Muhaimin bin Roslan

TRAINING PERIOD : 6th June 2016 – 4th September 2016

CONTENTS

- a) Description of the industry, history, details of the management structure, research and product produced from the industry.
- b) Summary of the industrial training, including scope of work, process, equipment, and method.
- c) Critical evaluation of the industry, the benefit to the student, guidance given, problem solving, and suggestions to increase the quality and implementation of industrial training.
- d) The final report must be typed with font **Times New Roman**, size **12** and spacing **2.0**. **The length of the report is 5-10 pages, excluding Appendix with pictures maximum 3 pages.**



UPM
UNIVERSITI PUTRA MALAYSIA
BERILMU BERBAKTI

PERKHIDMATAN UTAMA PRASISWAZAH

PEJABAT TIMBALAN NAIB CANSOLOR
(AKADEMIK & ANTARABANGSA)

Kod Dokumen : PU/PS/BR01/LI

BORANG PENGESAHAN LAPOR DIRI LATIHAN INDUSTRI

MAKLUMAT PELAJAR (STUDENT DETAILS)

Nama Pelajar <i>(Student Name)</i>	
No. Matrik <i>(Matric No.)</i>	
No. K/P <i>(IC No.)</i>	
Program <i>(Programme)</i>	

MAKLUMAT ORGANISASI (ORGANIZATION DETAILS)

Nama Organisasi <i>(Organization Name)</i>	
Alamat Organisasi <i>(Organization Address)</i>	
No. Telefon <i>(Phone No.)</i>	
No. Faks <i>(Fax No.)</i>	
Emel <i>(email)</i>	

Sektor Organisasi <i>(Organizational Sector)</i>	<p>Sila tandakan (X) pada yang berkenaan. / Please mark (X) at the relevant choice.</p> <p><input type="checkbox"/> Agensi Kerajaan <i>(Government Agency)</i></p> <p><input type="checkbox"/> Syarikat Berkaitan Kerajaan <i>(Government Linked Company)</i></p> <p><input type="checkbox"/> Syarikat Senarai Awam <i>(Public Listed Company)</i></p> <p><input type="checkbox"/> Syarikat Multinasional <i>(Multinational Company)</i></p> <p><input type="checkbox"/> Perusahaan Kecil & Sederhana <i>(Small & Medium Enterprise)</i></p> <p><input type="checkbox"/> Badan Bukan Kerajaan <i>(Non-Governmental Organization)</i></p>
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Kemudahan Yang Disediakan <i>(Facility Provided)</i>	<p>Sila tandakan (X) pada yang berkenaan. / Please mark (X) at the relevant choice.</p> <p><input type="checkbox"/> Elaun Bulanan <i>(Monthly Allowance)</i> RM..... sebulan <i>(per month)</i></p> <p><input type="checkbox"/> Elaun Makan <i>(Meal Allowance)</i> RM..... sehari/sebulan <i>(per month/per day)</i></p> <p><input type="checkbox"/> Penginapan <i>(Accommodation)</i></p> <p><input type="checkbox"/> Pengangkutan <i>(Transportation)</i></p> <p><input type="checkbox"/> Lain-lain kemudahan <i>(Others)</i> (Sila Nyatakan/<i>Please State</i>)</p> <p>i)</p> <p>ii)</p>
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NO. SEMAKAN : 01
NO. ISU : 02
TARIKH KUAT KUASA : 11/08/2014

m/s 1 drpd. 2

PENGESAHAN PENYELIA INDUSTRI
(CONFIRMATION BY INDUSTRY SUPERVISOR)

Dengan ini disahkan bahawa pelajar tersebut di atas telah melapor diri untuk menjalani latihan industri di organisasi ini mulai _____

(I hereby certify that the above named student has been reported to undergo industrial training at this organization started from _____)

Tandatangan dan Cop Rasmi Penyelia :
(Supervisor's Signature and Stamp)

Tarikh *(Date)* :

Sila kembalikan borang ini dalam tempoh 7 hari bekerja dari tarikh melapor diri kepada:
(Kindly return this form within 7 working days to):

**Head,
Industry and Community Relations Unit
Faculty Biotechnology and Biomolecular Sciences
Universiti Putra Malaysia
43400 UPM Serdang, Selangor Darul Ehsan
MALAYSIA.
Fax: +603-8946 7590
Email: itraining_biotech@upm.edu.my**

NO. SEMAKAN : 01
NO. ISU : 02
TARIKH KUAT KUASA : 11/08/2014

m/s 2 drpd. 2



**UNIVERSITI PUTRA MALAYSIA
FACULTY OF BIOTECHNOLOGY AND BIOMOLECULAR SCIENCES**

INDUSTRIAL TRAINING REPORT BY INDUSTRIAL SUPERVISOR

Student Name	
Matric No.	
Programme	
Name and address of Industry	
Name of Industrial Supervisor	
Telephone No.	
Email Address	
General comment from the agency/supervisor	

Please give your evaluation on the student's performance during the industrial training based on the following areas using the below scale. Circle the appropriate score:

1 -Strongly disagree; 2 -Disagree; 3- Partially agree; 4 -Agree; 5 -Strongly agree

	Items to be evaluated	Satisfaction scale				
		1	2	3	4	5
1	Student has shown their commitment on their tasks/jobs given	1	2	3	4	5
2	Student has capability to follow the office hour on the workplace	1	2	3	4	5
3	Student has shown their good personality and attitude	1	2	3	4	5
4	Student manage to improve their working skill throughout their industrial training	1	2	3	4	5
5	Student has created good working environment with their colleagues (Team work) - Communication - Cooperation	1	2	3	4	5
6	Language proficiency – Presentation, communication and discussion throughout the industrial training	1	2	3	4	5
7	Critical thinking- Student able to contribute their idea during meeting or discussion	1	2	3	4	5
8	Student has shown good discipline -Punctuality -Participation -Respect leaders/elders/colleagues	1	2	3	4	5
9	Student has high competitiveness	1	2	3	4	5
10	Student is ready for the industry	1	2	3	4	5
	Total					

Signature of Industrial Supervisor

.....

Name:

Date:

Official stamp:



**UNIVERSITI PUTRA MALAYSIA
FACULTY OF BIOTECHNOLOGY AND BIOMOLECULAR SCIENCES**

INDUSTRIAL TRAINING REPORT BY VISITING LECTURER

STUDENT DETAILS

Student Name	
Matric No.	
Programme	
Telephone No.	

DETAILS OF COMPANY

Name of Company	
Address	
Name of Industrial Supervisor	
Telephone No.	
Email	

Please give your evaluation on the student's performance during the industrial training based on the following areas using the below scale. Circle the appropriate score:

1 -Strongly disagree; 2 -Disagree; 3- Partially agree; 4 -Agree; 5 -Strongly agree

No.	Items to be evaluated	Satisfaction scale				
		1	2	3	4	5
1	Student has knowledge about their task/work	1	2	3	4	5
2	Student has knowledge about the company/agency	1	2	3	4	5
3	Student has good communication skill with their colleagues	1	2	3	4	5
4	Student has improve their management skill	1	2	3	4	5
5	Student is competent to handle problems during the industrial training	1	2	3	4	5
	Total					

General comment from the Faculty Supervisor

Signature of Visiting Lecturer

.....
Name:

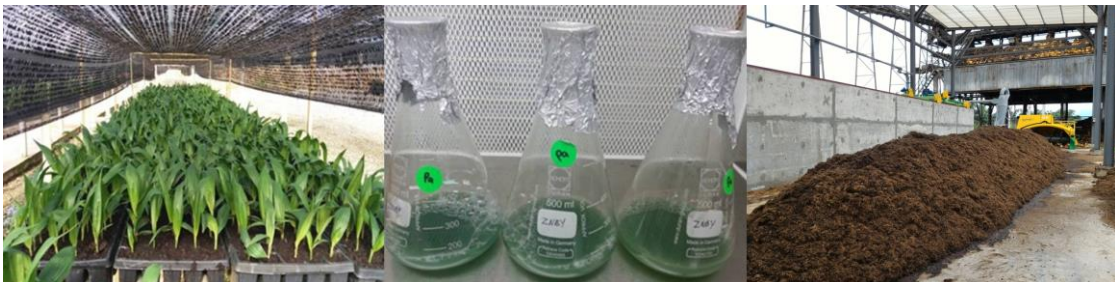
Date:

Official stamp:

Log Book (Week 1-12)

Industrial Training Activity

(to be filled up by students)



WEEK 1

ACTIVITY

REMARKS AND ENDORSEMENT BY INDUSTRIAL SUPERVISOR

(SIGNATURE & CHOP/STAMP)

DATE:

WEEK 2

ACTIVITY

REMARKS AND ENDORSEMENT BY INDUSTRIAL SUPERVISOR

(SIGNATURE & CHOP/STAMP)

DATE:

WEEK 3

ACTIVITY

REMARKS AND ENDORSEMENT BY INDUSTRIAL SUPERVISOR

(SIGNATURE & CHOP/STAMP)

DATE:

WEEK 4

ACTIVITY

REMARKS AND ENDORSEMENT BY INDUSTRIAL SUPERVISOR

(SIGNATURE & CHOP/STAMP)

DATE:

WEEK 5

ACTIVITY

REMARKS AND ENDORSEMENT BY INDUSTRIAL SUPERVISOR

(SIGNATURE & CHOP/STAMP)

DATE:

WEEK 6

ACTIVITY

REMARKS AND ENDORSEMENT BY INDUSTRIAL SUPERVISOR

(SIGNATURE & CHOP/STAMP)

DATE:

WEEK 7

ACTIVITY

REMARKS AND ENDORSEMENT BY INDUSTRIAL SUPERVISOR

(SIGNATURE & CHOP/STAMP)

DATE:

WEEK 8

ACTIVITY

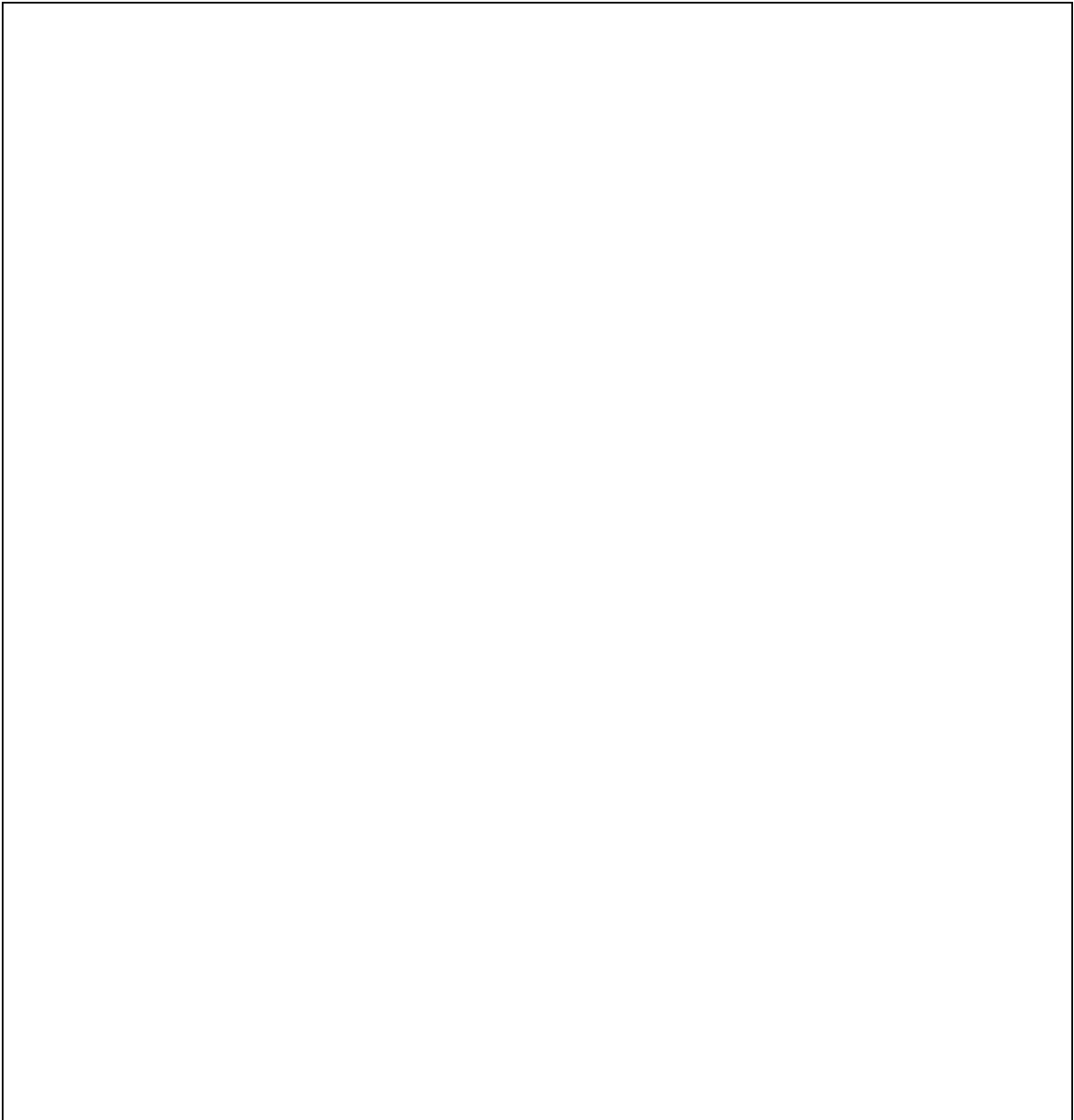
REMARKS AND ENDORSEMENT BY INDUSTRIAL SUPERVISOR

(SIGNATURE & CHOP/STAMP)

DATE:

WEEK 9

ACTIVITY



ENDORSEMENT BY INDUSTRIAL SUPERVISOR

(SIGNATURE & CHOP/STAMP)

DATE:

WEEK 10

ACTIVITY

REMARKS AND ENDORSEMENT BY INDUSTRIAL SUPERVISOR

(SIGNATURE & CHOP/STAMP)

DATE:

WEEK 11

ACTIVITY

REMARKS AND ENDORSEMENT BY INDUSTRIAL SUPERVISOR

(SIGNATURE & CHOP/STAMP)

DATE:

WEEK 12

ACTIVITY

REMARKS AND ENDORSEMENT BY INDUSTRIAL SUPERVISOR

(SIGNATURE & CHOP/STAMP)

DATE:

CONTACT NUMBER

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