**FOCS\_StudF03: Student’s Progress Report**

Attached a photo here

(use digital photo)

**Tunku Abdul Rahman University College**

**Faculty of Computing and Information Technology**

**Industrial Training Progress Report**

Activity Log

|  |  |
| --- | --- |
| Name of Trainee: |  |
| Name of Company: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Month/Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Week** | **Projects / Activities** |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |

**Suggestions / Comments / Additional information (if any):**

**Leave Application / Leave Taken**

1. From (dd/mm/yyyy) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to (dd/mm/yyyy) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( \_\_\_\_\_\_\_ days)

2. Reasons for taking leave:

3. Total number of days taken:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I hereby declare that the information given above is correct.**

**Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_

*(dd/mm/yyyy)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Endorsement by the Company Supervisor:** | | | |
| **The above is a true record of activities taken by the trainee in the captioned week.** | | | |
| Signature of Supervisor: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Name of Supervisor: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| Date: | *(dd/mm/yyyy)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| Email: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| Mobile / Office Contact No.: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| Company Stamp: | Company stamp with address |  |  |