



Ref. No. : UNITEN/CCI(DDSAER)23/16/2-VL

Date : 09/05/2022

TO WHOM IT MAY CONCERN

INDUSTRIAL TRAINING APPLICATION

Name of Student : RUBASRRE A/P RAVI SANDIRAN

Student ID : IS0106932

Program : Bachelor of Information Technology (Information System) (Hons.)

This is to inform that the above named is a student of , Universiti Tenaga Nasional.

As part of the academic program, he/she has to undergo a practical training for the period of **12 weeks** starting from **06/06/2022 until 26/08/2022**. The purpose of the training is to expose students to the various aspects of industrial practices and ethics. We would appreciate your cooperation in placing the student as your trainee to a department that involves any computer science or information technology related tasks. Exposure to non-related computer science or information technology area is encouraged as an experience to the real working environment; however it should not be carry out throughout the entire training phase.

We welcome and appreciate your kind consideration and assistance upon his/her request. Please do not hesitate to contact me or the respective department coordinator listed in Appendix 1.If you are willing to accept this student for internship, kindly fill up the attached form (F1-Offer Letter Form) or your official company's offer letter and send it back to the student.

Thank you.

Yours truly,

Ts. Dr. Mohd Hazli Bin Mohamed Zabil
Deputy Dean (Student Affairs and External Relations),
College of Computing and Informatics (CCI)
Universiti Tenaga Nasional

cc: Dean, College of Computing and Informatics (CCI)

Appendix 1

Departmental Industrial Training Coordinators (College of Computing and Informatics)

Department	Coordinator's Name	Contact Information
Information Systems	Ts. Rina Bte. Md. Anwar	MRina@uniten.edu.my 03-89212020 ext. 2306
Graphics & Multimedia Visual Media	Eze Manzura Bte. Mohd Mahidin	ezemanzura@uniten.edu.my 03-89212020 ext. 3413
Software Engineering	Ts. Lim Kok Cheng	KokCheng@uniten.edu.my 03-89212020 ext. 3255
Systems & Networking Cyber Security	Nur Shakirah Binti Md Salleh	shakirah@uniten.edu.my 03-89212020 ext. 3319
Diploma in Computer Science	Ts. Nor Zakiah Bt. Gorment	Zakiah@uniten.edu.my 03-89212020 ext. 5071

General Inquiry

Coordinator, CCI Industrial Training Program
Ts. Dr. Aliza Binti Abdul Latif
aliza@uniten.edu.my
03-89212020 ext. 2364 (Office No.)
03-89212161 (Fax No.)

OFFER LETTER FORM (F1)

**COLLEGE OF COMPUTING AND INFORMATICS
UNIVERSITI TENAGA NASIONAL**

To:

(Please return this form to the student's mailing address)

**OFFER LETTER OF INDUSTRIAL TRAINING PROGRAM FOR STUDENT OF COLLEGE OF
COMPUTING & INFORMATICS, UNITEN**

Referring to the above mentioned title, we would like to inform that our company has decided as follows:

☐ **We agree to accept and to offer you a placement as intern for the Industrial Training program at our organization.**

Name of student	:	_____
Student IC No./ID No.	:	_____
Duration Agreed	:	_____
To be attached at	:	_____
Task/Role/Assignment	:	_____
Allowance	:	Provided (<input type="checkbox"/>) Amount RM[<input type="text"/>] Not Provided (<input type="checkbox"/>)

☐ **Regrettably, we are not able to participate in your Industrial Training program for the coming session.**

Reason: _____

COMPANY ENDORSEMENT

Officer's Name:

Officer's Position:

Company's Address:

Company Phone No.:

Company Fax No.:

Date :

Signature:

Official Stamp: