

INDUSTRIAL TRAINING MONITORING REPORT

01. Name of Undergraduate (Please write the Surname with Initials)										Index No:		
02. Field of Specialisation ⁽¹⁾		BM	CH	CE	CS	EE	E	MT	ME	ER	TT	TLM
03. Training Establishment												
04. Place of Training												
05. Undergraduate's attendance on the day of supervision ⁽¹⁾		Present/Absent/ Site Work		If Absent								
				Authorised			Unauthorised					
06. Comments												
06.1	Availability of a Structured Training Program:	Yes	No	Yes; need to be modified								
		<i>State proposed course of action in 12 below</i>										
06.2	Initiative to acquire knowledge & Skills:											
06.3	Demonstrated abilities to contribute towards Industry:											
06.4	Projects assigned:											
06.5	Association with company staff & participation in social activities:											
06.6	Degree of satisfaction of undergraduate on training received:											
06.7	Trainee's opinion on Training Duration: Weeks										
07. Diary												
07.1	Availability of Diary for inspection ⁽¹⁾	Available					Not Available					
07.2	Entries made are ⁽¹⁾	Up to date					Not up to date					
07.3	Quality of notes made in the Diary ⁽¹⁾	V. Good		Good		Fair		Poor				
07.4	Quality of sketches diagrams and figures drawn in the Diary ⁽¹⁾	V. Good		Good		Fair		Poor				
07.5	Undergraduate's knowledge about the entries made ⁽¹⁾	V. Good		Good		Fair		Poor				
08. Has the Undergraduate read and understood Learning Outcomes and Program Outcomes? Yes / No												

Annex G. (Contd.)

9. Opinion of the Training Supervisor of the Establishment on:									
9.1	Whether the Learning Outcomes specified are achievable?	Yes	No		Comment in 9.4 below				
9.2	Undergraduate's ability to benefit from Training ⁽¹⁾	Very Good	Good	Fair	Poor				
9.3	Whether Industrial Training Program Outcomes are beneficial to the industry ⁽¹⁾	Yes	No		Comment in 9.4 below				
9.4 Comments:									
10. Any specific problems faced by Training Supervisor or Trainee. ⁽²⁾									
11. Coverage of overall outcomes			Sufficient		Insufficient				
12. Any other observation and comment on 06.1 above ⁽²⁾									
13. Name of staff member									
14. Signature									
15. Date of visit					/			/	

⁽¹⁾ Delete what is not applicable,

⁽²⁾ Use a separate sheet of paper if space provided is not sufficient

Note:

- This completed form should reach Industrial Training Division at least **within five (5) working days, of inspection.**
- If any of the members of the Academic Departments feels that the received training by the undergraduate **is not in line with expected outcomes**, they should immediately inform respective coordinators of the Industrial Training Division and the Academic Department.