

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
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.