



UNIVERSITI TEKNIKAL MALAYSIA MELAKA
Hang Tuah Jaya
76100 Durian Tunggal, Melaka.

INDUSTRY SUPERVISOR NOTIFICATION FORM

It is informed that I as the **Industry Supervisor (SVI)** has been briefed by the Faculty Supervisor (SVF) on the responsibilities as an SVI as follows:

- | 1st Visit Description | (Please tick \checkmark) |
|---|--|
| 1. assign suitable tasks (technical and administration) within the scope of information technology or computer science fields. | <input type="checkbox"/> |
| 2. supervise, monitor, and evaluate the output of the assigned tasks as well as provide guidance. | <input type="checkbox"/> |
| 3. ensure the evaluation forms (industrial training & presentation) during the 2 nd Visit are completed before submission to the Faculty Supervisor. | <input type="checkbox"/> |
| 4. inform the Faculty Supervisor of any issue that might raise throughout the student's industrial training period at the organization. | <input type="checkbox"/> |
| 5. ensure that the <i>Degree</i> student is at least involved in the development of a small or medium-scale project in addition to the routine tasks for the grading purpose. | <input type="checkbox"/> |

OR

*for *Diploma* students, the development of a project is optional.

Note: Please state the proposed project / routine task in the attached APPENDIX

With this, I as the Industrial Supervisor (SVI) understand the responsibilities given:

Supervisor Name : _____
Position : _____
Phone No. : _____
Email : _____

Signature :

Company Stamp :

Date :

Appendix

Suggestion on a small or medium-scale project that has been identified to be developed by the student. If there is none, the student must propose a suitable project with the consent of the Industry Supervisor.

(For example: Developing an organizational stock management system or an equipment maintenance log system).

| No. | Student Name | Matric No. | Programme | Project Proposal / Routine Tasks |
|-----|--------------|------------|-----------|----------------------------------|
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