



## FACULTY MANUFACTURING ENGINEERING

Tel : 06- 331 6421/6019 | Faks : 06- 331 6411/6431

Rujukan Kami (Our Ref) : UTeM. 24.01/600-8/3/2/BMFG 16/17 ( B051520016 )  
Rujukan Tuan (Your Ref) :

5<sup>th</sup> December 2016

### TO WHOM IT MAY CONCERN

Dear Sir/Madam,

#### **Universiti Teknikal Malaysia Melaka (UTeM) Student Industrial Training Program** **Training Session: 19<sup>th</sup> June 2017 to 25<sup>th</sup> August 2017 (10 weeks)**

Universiti Teknikal Malaysia Melaka (UTeM) is a public university (IPTA) under the Ministry of Higher Education, established on 1<sup>st</sup> December 2000. It currently offers engineering programs in Electronic and Computer Engineering, Electrical Engineering, Mechanical Engineering, Manufacturing Engineering, Information and Communication Technology, Technology Management and Technopreneurship and Engineering Technology. Industrial training for a period of 10 weeks is mandatory for the degree of Bachelor of Manufacturing Engineering in UTeM.

2. With reference to the above, we wish to acknowledge that the bearer of this letter: -

Name : MUHAMAD ARIF ASYRAF BIN MOHD NAIM  
I.C No : 950307115443  
Matrix No. : B051520016  
Course : BACHELOR OF MANUFACTURING ENGINEERING

is a student of Universiti Teknikal Malaysia Melaka (UTeM). We will be very grateful if you can consider this application for placement in your company for the duration specified above.

3. Attached herewith the synopsis and objectives of the Industrial Training Program. Should the company agree to accept this student, please complete two (2) copies of the attached **Reply Form\*\*** (one to be submitted to the university via fax / email, preferably, and the other copy to be kept by the company). UTeM will reply with an official letter to confirm the student's acceptance of the placement not later than **3<sup>rd</sup> June 2017**.

4. Should there be any queries with regard to the above, please do not hesitate to contact the Industrial Training Coordinator :-

Name : Dr. Muhammad Zaimi bin Zainal Abidin	Name : Dr. Mohd Shahadan bin Mohd Suan
Tel. No. : 06-3316886	Tel. No. : 06-3316774
Fax No. : 06-3316411 / 06-3316431	Fax No. : 06-3316411 / 06-3316431
Email : fkp_li@utem.edu.my	Email : fkp_li@utem.edu.my

5. Thank you in advance for your consideration and participation in UTeM's Student Industrial Training Program.

Yours sincerely,

  
**ASSOC. PROF. DR. MOHD RIZAL BIN SALLEH**  
Dean  
Faculty of Manufacturing Engineering  
Universiti Teknikal Malaysia Melaka

#### KOMPETENSI TERAS KEGEMILANGAN

Universiti Teknikal Malaysia Melaka, Hang Tuah Jaya, 76100 Durian Tunggal, Melaka, Malaysia.  
[www.utem.edu.my](http://www.utem.edu.my)



UTeM (ISO)/PP/PK03/F7

# UNIVERSITI TEKNIKAL MALAYSIA MELAKA

Hang Tuah Jaya  
76100 Durian Tunggal, MELAKA

## REPLY FORM

(To be returned to UTeM)

.....  
.....  
.....

(Company's name & address)

Our ref :.....  
Date :.....  
Tel. No.:.....  
Fax No :.....

To:  
**Dean,**  
Faculty of Manufacturing Engineering  
Universiti Teknikal Malaysia Melaka  
Hang Tuah Jaya  
76100 Durian Tunggal, MELAKA

Sir,

**Student Industrial Training Programme Training Session from:  
19<sup>th</sup> June 2017 – 25<sup>th</sup> August 2017**

With reference to the above we **agree/disagree** to accept the student as mentioned below to undergo industrial training at our company for the period specified above:

**Student's Name : MUHAMAD ARIF ASYRAF BIN MOHD NAIM**

**Matric No : B051520016**

**Course : BACHELOR OF MANUFACTURING ENGINEERING**

2. This student will be placed at :.....  
(if placement is at a different :.....  
from above address) :.....

Department :.....  
Scope of Training :.....

Thank you.

Yours Sincerely,

.....  
(Signature)  
Officer's Name :  
Position :  
Email:

Company's Stamp:

### Acceptance of Industrial Placement (upon faculty's approval)

I ..... Identity Card No. ....  
hereby agree to accept the placement offer and promise to abide by the rules/regulations of the company and UTeM. I also declare that I have/will not apply for placement anywhere else.

.....  
(Student's Signature)

.....  
(Date)

.....  
(Faculty Coordinator)

.....  
(Date)



## FACULTY MANUFACTURING ENGINEERING

Tel : +606 331 6019 | Faks : +606 331 6431/6411

### Industrial Training Program (Bachelor in Manufacturing Engineering)

#### Synopsis

Industrial training is a compulsory component for degree program students at Universiti Teknikal Malaysia Melaka (UTeM). The experience and skills acquired from this industrial attachment can be invaluable and provide the advantage to the students when applying for employment after graduation. During the training period with the relevant industry, students are expected to be involved in any/all of the following areas of training in order to achieve the underlying objectives. Students are expected to be involved in the following areas:

- Manufacturing and production process and / or process optimization.
- Mechanical design, product or system development.
- Maintenance and repair of machineries or equipment.
- Product testing and quality control.

Upon completion of this industrial training, the students are expected to possess certain level of technical competency, particularly related to their respective field of studies.

#### Objectives

At the end of the training, students are expected to be able to:

1. Apply skills and knowledge on engineering fundamentals.
2. Analyse and/or solve engineering related problems in industry using methods, tools and techniques learnt at the university and common to the industries.
3. Demonstrate good ethic and professionalism.
4. Communicate effectively with the technical community and produce effective reports and presentations.

#### KOMPETENSI TERAS KEGEMILANGAN

Universiti Teknikal Malaysia Melaka, Hang Tuah Jaya, 76100 Durian Tunggal, Melaka, Malaysia.  
[www.utm.edu.my](http://www.utm.edu.my)