



INDUSTRIAL TRAINING 2019

DIPLOMA IN ELECTRICAL ENGINEERING

(EE111/EE112)

EEE350

INDUSTRIAL TRAINING (FKE)

Coordinator Industrial Training FKE 2019

Mdm Aznilinda Zainuddin (EE111)

No office: +607-3818194/+6010-2258480

Office: FKE, Level 4 R6

Dr. Mohamad Zhafran Bin Hussin (EE112 & SML)

No office: +607-3818223/+60133504150

Office: FKE, Level 5 R28

OVERVIEW OF INDUSTRIAL TRAINING

- All third and fourth (3rd & 4th) semester students have to complete eight (8) weeks of compulsory industrial attachment in either government or private sectors.
- The training will start immediately upon completion of the final examination.
(15 July 2019)

OBJECTIVES

- Acquaint with the structure of an organization and its management system.
- Acquaint with the various equipment used in working environment.
- Understanding of the organization work ethical in terms of interpersonal interaction, discipline, rules/regulations and methods of performing assigned tasks.
- Promote symbiotic environment that will encourage interaction.
- Improve self-confidence through acquired hard skill and soft skill.

STUDENT ROLE

- Learn from the observation, experience gained and supervision.
- Corporate with the organization and work colleagues.
- Form good interaction between all parties including work colleagues, management and visiting lecturers involved.
- Be prepared to contribute in any way deemed necessary.
- Abide by and adhered to any terms and regulations set upon by the organization.

PLACEMENT DURATION

- Minimum requirement set forth by the Malaysian Engineering Accreditation Council (EAC) is eight (8) weeks in a single session.
- Industrial training must be performed only once within the duration of the study preferably during the semester break of the third (3rd) or fourth (4th) semester.
- During the industrial training, students who take **medical leave** more than **six (6)** days are required to repeat the training on other sessions.

INDUSTRIAL TRAINING 2018

LI Date : **15/07/2019 -6/09/2019** (8 weeks)

Location: Southern region (Preferred: Johor)

STUDENT HEALTH SERVICE SCHEME

Universiti Teknologi MARA provides **medical and dental services** to all students during the study period under the scheme named program of study. These services include treatment facilities available in **UiTM campuses** and in **government hospitals / clinics** in Malaysia.

In certain circumstances where the student can not be treated by UiTM Clinic, students will be referred to government hospitals. The cost of treatment will be borne by the University in accordance with the resolution of the scheme.

GUIDELINES TO STUDENTS FOR LI APPLICATIONS

- Students who applied to do industrial trainings are asked to provide their resumes along with the above forms (*Appendix B – E*).
- All the documents must be **forwarded by the students directly to the organizations.**
- In order to secure placement, the students are advised to make contact/email and get verbal/written confirmation from the respective organization.
- Student have to make sure reply to company whether to Accept/Decline job offer (*Appendix G*)

AREA OF INTEREST STUDENT SHOULD APPLY (BUT NOT LIMITED TO)

- a) Broadcasting
- b) Installation work
- c) Maintenance
- d) Management
- e) Testing, calibration and commissioning
- f) Assembling and Manufacturing
- g) Electrical wiring / layout design
- h) Process control and instrumentation
- i) Microprocessor / microcontroller based
- j) Software, networking

THE FACULTY WILL PROVIDE (SOFTCOPY) THE FOLLOWING FORMS TO THE STUDENTS:

a) Example resume or cv Appendix A

b) Application form Appendix B

c) Reply form Appendix C

(Require organization stamp and notification on the need of CIDB card)

d) Student health service scheme letter Appendix D

e) Letter of Indemnity Appendix E

Materials can be obtained at URL:

<https://pasirgudang.uitm.edu.my/v1/index.php/borang-fke>

MARKS

Industrial Training Report	25%
Industrial Training Log Book	20%
Visiting Lecturer Evaluation	15%
Industrial Supervisor Evaluation	40%

STUDENTS WHO HAD FULFILLED THE FOLLOWINGS ARE CONSIDERED TO BE SUCCESSFULLY COMPLETED THEIR INDUSTRIAL TRAINING:


- a) Perform the industrial training for a duration not **less than 8 consecutive weeks** or **40 days** including medical leave and public holidays.
- b) Did not take **more than six (6) days** medical leave throughout the training.
- c) Submit the industrial training **log book** and the industrial training **report** to the faculty.
- d) Obtain a total marks of more than 50% based on the following evaluations:
 - Industrial Training Supervisor's Evaluation Form (*Appendix J*) – 40%.
 - Visiting Lecturer's Evaluation Form (*Appendix K*) – 15%.
 - Industrial Training Report and Logbook Evaluation Form (*Appendix L*) – 45%.

LOG BOOK

Each student have
to buy a Log Book
for LI 2019
RM 10 / person

- by 25th March to
the student
representative.

Black border



UiTM Logo
Height: 1.45"
Weight: 1.23"
Centre

2 spacing between logo & below text

FACULTY OF ELECTRICAL ENGINEERING
UNIVERSITI TEKNOLOGI MARA

Faculty
Font: Century Gothic
Size: 16
Centre

INDUSTRIAL TRAINING
LOG BOOK

Industrial Training Log Book
Font: Century Gothic
Size: 36
Centre

NAME :

STUDENT ID :

PROGRAM CODE :

ORGANIZATION :

INDUSTRY :

SUPERVISOR :

TRAINING DURATION :

Student details
Font: Century Gothic
Size: 12
Centre
Single Spacing

Carta Aliran Latihan Industri EEE350. Diploma FKE 2019 Pasir Gudang.

PIHAK TERLIBAT	ALIRAN KERJA	PROSES KERJA	MINGGU	REKOD
KLI	MULA	KLI Memberi notis taklimat pertama kepada pelajar - pelajar.	1	Notis ditampal di papan kenyataan fakulti dan/ atau melalui media sosial
KLI		KLI mengadakan taklimat pertama kepada pelajar.	2	
KLI		KLI kongsi pautan kepada Garis Panduan LI termasuk (borang - borang /surat yg berkaitan) kepada pelajar.	2	Appendix B, C, D, E
P		Pelajar menghantar borang -borang yang diedarkan bersama resume kepada industri.	2-5	Appendix A(resume) B, C, D, E
P		Pihak industri memberikan maklumbalas.	2-5	
P		Pelajar mengesahkan penerimaan / penolakan tawaran kepada industri.	2-5	
P / KLI		Pelajar menyerahkan salinan surat tawaran industri kepada KLI.	2-10	Appendix C Notis ditampal di papan kenyataan fakulti dan/ atau melalui media sosial
P / KLI		KLI Memberi notis taklimat kedua kepada pelajar - pelajar.	13	
P / KLI		KLI mengadakan taklimat kedua kepada pelajar.	14	Appendix I, J, K, L
P		Pelajar lapor diri di industri dan mula menjalani latihan industri selama 8 minggu.	20	
PI / P		Industri untuk mklumkan KLI bahawa pelajar telah lapor diri untuk latihan industri.	21	Appendix F
P		Pelajar kemaskinikan Log Book setiap hari. Memastikan Logbook di ulas dan di tandatangan oleh PI setiap minggu.	20-27	Buku log
	A			

PIHAK TERLIBAT	ALIRAN KERJA	PROSES KERJA	MINGGU	REKOD
	A			
KLI		KLI menyediakan senarai lengkap pelajar dan pensyarah pelawat (PP)	20-27	
PP / P		PP menghubungi pelajar / industri untuk mengatur lawatan	25-27	
PP / P		PP melawat pelajar di industri	25-27	Sijil Penghargaan kepada industri dan Appendix J & K
P / PP		Pelajar memastikan PP akan datang melawat dan maklumkan kepada PI	25-27	
		PP akan melawat. Tarikh ditetapkan	25-27	
PP / PI / P		PP dan PI menilai pelajar. PI mendapatkan borang penilaian dari Pelajar/PP	25-27	Appendix J & K
P		Pelajar selesai menjalani latihan industri dan melapor diri di kampus	28	
P / PP		Pelajar menyerahkan Student's eval form , buku log dan laporan latihan industri kepada PP.	32	a) Appendix I b) Logbook. c) Laporan latihan industri
PP		PP menilai logbook dan laporan latihan industri	33-34	a) Appendix I b) Logbook. c) Laporan latihan industri
PP / KLI		PP menyerahkan semua borang-borang penilaian yang lengkap kepada KLI.	35-36	Appendix I, J, K, L
KLI		KLI memasukkan markah ke dalam sistem RES Unit Peperiksaan HEA.	Ketika sistem RES Unit Peperiksaan HEA dibuka	
	TAMAT			

CATATAN:

KLI: Koordinator Latihan Industri

PP: Pensyarah Pelawat

PI : Penyelia Industri

P : Pelajar



APPENDIX

RESUME

Full Name

Your complete address for contact by the firm/organization

Tel: you can put your mobile number

E-mail : your email address



Objective

A focused statement describing desired position. Examples: To obtain internship as a (title) utilizing skills A, B, & C. / To obtain internship as a (specific internship title from an organization's posting). /To develop my electrical engineering skills, knowledge, ability and other significant talents.

Education Background

Diploma In Electrical Engineering (*Your Major*)

Universiti Teknologi MARA (UiTM)

Obtained CGPA *4.00* out of 4.00

Month Year – Month Year

Experiences Related

Company X Sdn Bhd

Month Year to Month Year

Company brief background

Position: Your post Job description: Your job scope and job role

Specialize/experience in: Related experience / task

Achievements: List of achievements during the work experience

Training/Courses Attended (*below are examples*)

Special Elective Subjects Year 2012- Present

Microprocessor Application (Motorola MC68000),
Computer Systems and Networking Xilinx.

Software

Year 2012- Present

C Programming, Microsoft Visual C++, Matlab
PLC Programming and application.

Extra Curricular Activities / Leadership and Campus Involvement

2011 - Present Volleyball Club (UiTM Representative)

FKE Entrepreneur Club (President)

2011 – 2012

UiTM Swimming Club (Active member)

Year - Year

Activity (position)

Personal Character / Personal

- *Describe the strength in you that would market yourself for this internship.*
- Example : Has been described as a passionate, enthusiastic, outgoing and highly motivated individual with good interpersonal skills and easily adapt to new environment. A fast learner with diverse background and experience in the working world and able to work with less supervision.

Kepada: Alamat Pihak Industri

APPDX: B

Tuan,

PERMOHONAN TEMPAT LATIHAN INDUSTRI PELAJAR DIPLOMA KEJURUTERAAN ELEKTRIK (EE111/ EE112) UiTM PASIR GUDANG

Nama pelajar: (HURUF BESAR)
No. K/P: No. ID Pelajar:
Kursus: No: Tel (H/P):

Merujuk kepada perkara di atas, kami dengan ini mengesahkan bahawa butir-butir peribadi dan akademik di atas adalah seorang pelajar Universiti Teknologi MARA Kampus Pasir Gudang.

2. Beliau berhasrat untuk menjalani latihan industri selama tempoh lapan (8) minggu bermula pada _____ hingga _____ untuk meningkatkan pengetahuan di dalam kursus yang diikuti dan sebagai syarat wajib lulus pengajian.

3. Sehubungan dengan itu, sukacita sekiranya pihak tuan dapat mempertimbangkan permohonan beliau untuk menjalani latihan industri di organisasi tuan. Pihak tuan boleh meneliti resume pelajar yang disertakan bersama bagi tujuan rujukan. Untuk makluman, semua pelajar kami dilindungi di bawah Skim Perkhidmatan Kesihatan Pelajar UiTM di sepanjang tempoh latihan.

5. Sekiranya pihak tuan bersetuju menerima pelajar berkenaan, sila isikan Surat Jawapan yang dilampirkan dalam tempoh dua (2) minggu dari tarikh surat ini untuk tindakan kami selanjutnya. Jika kami tidak menerima apa-apa pengesahan permohonan dalam tempoh tersebut, permohonan ini dianggap tidak berjaya.

Kerjasama dan pertimbangan dari pihak tuan amat dihargai.

Sekian terima kasih.
Yang benar,

KAMARU ADZHA BIN KADIRAN
Koordinator Latihan Industri (EE111)
Fakulti Kejuruteraan Elektrik

APPDX: C

Kepada:
Koordinator Latihan Industri
Fakulti Kejuruteraan Elektrik
Universiti Teknologi MARA Pasir Gudang
Jalan Purnama, Bandar Seri Alam
81750 Masai, Johor.
(u/p: Dr. Mohamad Zhafran Bin Hussin)

Puan,

JAWAPAN PERMOHONAN TEMPAT LATIHAN INDUSTRI PELAJAR DIPLOMA KEJURUTERAAN ELEKTRIK UiTM PASIR GUDANG

Kami merujuk kepada surat tuan bertarikh Kami mengesahkan untuk
*menerima / tidak menerima pelajar berikut:

Nama pelajar :

No. ID Pelajar :

No. Telefon Pelajar :

untuk menjalani latihan industri di organisasi kami bermula pada hingga
..... (8 minggu).

Pelajar *memerlukan / tidak memerlukan kad hijau ketika menjalani latihan industri di organisasi kami.

Sekian terima kasih.

Yang benar,

.....
(NAMA ORGANISASI DAN COP RASMI)

**potong yang tidak berkaitan*

Pos /email surat ini kepada Dr. Mohamad Zhafran Bin Hussin, Koordinator Latihan Industri, Fakulti Kejuruteraan Elektrik, Universiti Teknologi MARA Pasir Gudang, Jalan Purnama, Bandar Seri Alam ,81750 Masai, Johor. Email: mzhafran@uitm.edu.my Tel : 0133504150 Office:607-3818223

APPDX: D

Kepada: *Alamat Pihak Industri*

Tuan,

SKIM PERLINDUNGAN DIRI PELAJAR UiTM

Merujuk kepada perkara di atas, saya ingin memaklumkan kepada pihak tuan bahawa pelajar yang namanya tersebut di bawah ini adalah pelajar Sepenuh Masa UiTM Pulau Pinang dan telah membayar Yuran Pengajian UiTM Semester yang merangkumi bayaran Tabung Kecemasan dan Tabung Kesihatan.

Nama pelajar:

No. ID UiTM:

2. Semua pelajar yang telah mendaftar di UiTM dilindungi oleh skim perlindungan melalui tabung-tabung tersebut. Skim ini merangkumi pelajar yang meninggal dunia, mendapat kecederaan akibat kemalangan atau sakit.

3. Jumlah pampasan adalah mengikut peratus yang telah ditetapkan oleh Jawatankuasa Tabung Kecemasan UiTM bagi kes kemalangan. Jumlah maksima yang akan dibayar adalah RM7,000.00 bagi pelajar yang meninggal dunia. Pampasan yang diberikan tidak hanya melibatkan kecederaan dalam kampus atau semasa menjalani latihan praktikal tetapi juga di luar kampus dan ini termasuklah semasa pelajar berada di kampung.

4. Pelajar berkenaan dinasihatkan supaya segera mengemukakan tuntutan selepas mendapat rawatan atau sesudah keluar dari hospital kerajaan bagi membolehkan tuntutan permohonan diproses dengan segera. Borang tuntutan boleh diperolehi di Unit Biasiswa dan Bantuan Kewangan, Bahagian Hal-Ehwal Pelajar Dan Alumni (HEPA), UiTM.

Sekian terima kasih.

Yang benar,

AZNILINDA BINTI ZAINUDDIN

Koordinator Latihan Industri

Fakulti Kejuruteraan Elektrik

APPDX: E

LETTER OF INDEMNITY

In consideration ofaffording Mr./Miss
.....of FACULTY OF ELECTRICAL ENGINEERING,
UiTM , facilities for industrial training, UNIVERSITI TEKNOLOGI MARA hereby agrees that :-

1) The University shall be liable for and will indemnify
..... against any liability, loss, claim or
proceedings in respect of personal injury (whether fatal or otherwise) to him/her property
arising out of or caused by any negligent act or comission of Mr./Miss
..... or any work at which he/she may be
undergoing his/her training ; and

2) The University shall not hold in any way liable or any claim or take any proceedings
against in respect of any personal injury to Mr./Miss
..... or loss or damage to his/her property which
he/she may suffer in consequence of the facilities afforded to him/her to attend any of the
or departments at which he will be receiving his/her training.

APPDX: G



Butiran pelajar

Nama : _____
No pelajar : _____
No telefon : _____

Nama syarikat yang dipilih serta status

Bil	Nama syarikat	Alamat/telefon	Status (Terima/tolak)
1			
2			
3			
4			
5			

COMPANY LI (2016)

KOSI Engineering

JKR Muar

AH BEE Electric Company Sdn Bhd

Akid Marine Sdn Bhd

AUO Sun Power Sdn.Bhd. (Melaka World Solar Valley)

Cahaya Pinang Sdn Bhd

Canelect sdn bhd

CCK Engineering Services

DANAMIN (M) SDN BHD

D'harmoni Telco Sdn Bhd

ESCATECH Mechatronics Sdn Bhd

EWT Transformer

GG Circuits Industries Sdn Bhd

HDK Potential Engineering Sdn Bhd

Hitachi Chemical Johor

Hospital Pakar Sultanah Fatimah Muar

HZ Unggul Enterprise

Infinite M & E Sdn Bhd

Ingress Precision Sdn Bhd

JKR Batu Pahat

JKR Kluang

JKR Mersing

Johorland

Jurutera Uji Tatah Sdn Bhd

Kejuruteraan Primary Horizon Sdn Bhd,

Kuasa Nusajaya sdn Bhd

Majlis Bandaraya Melaka Bersejarah

Majlis Perbandaran Jasin

Malaysia Marine and Heavy Engineering Sdn Bhd

MPPG

Malaysian Mosaics Sdn Bhd

Matas Electric Sdn. Bhd.

Mega Printing & Packaging Sdn Bhd

Melaka Panglima Power Sdn Bhd

Melaka Sentral Sdn Bhd

MENARA TEKNIK (Jurutera Perunding M & E & Pengurusan Projek)

MN&F Enterprise

HZ Unggul Enterprise, Melaka

Pactera Malaysia Inc Sdn Bhd

Panasonic AVC Johor

PIONEER TECHNOLOGY (MALAYSIA) SDN BHD

PPK Technology Sdn Bhd

RUFFNTUFF Sdn Bhd,

SAJ Holdings Sdn Bhd (Muar)

SBN Industries Sdn Bhd

SE COMMUNICATION ENTERPRISE, Muar

Seiko Electric Asia Sdn Bhd

SEMS Services Sdn. Bhd. (Johor Bahru Branch)

SmartLight & Cool

ST Damai Abadi Facilities Sdn Bhd

Tenaga Cahaya Kuasa Batu Pahat

TMR URUSharta (M) SDn Bhd

TNB Muar

TNB PG

TNB Pontian

TWP Sdn Bhd Tampoi

URUSBINA UTAMA

UTM, Fakulti Kejuruteraan Elektrik,

VISDynamics Research Sdn Bhd

Water Academy Department

Z & Z Electrical Pontian

COMPANY LI (2018)

Kumpulan perubatan PENAWAR

SBN Industries Sdn Bhd

Cahaya Pinang Sdn Bhd

Jurutera Uji Tatah Sdn Bhd

MMHE

Johor Port

SAJ

TNB

JKR

White horse Ceramic Sdn Bhd

Panasonic (AVC) Johor Malaysia

Malaysian Sheet Glass Sdn Bhd

IFFCO (Malaysia) Sdn Bhd

Western Digital Sdn Bhd

Majlis Bandaraya Johor Bahru

Universal Cable (M) Sdn Bhd

Telekom

Infineon Technologies Sdn Bhd

CTRM Aero Composites Sdn Bhd

TROX Malaysia Sdn Bhd

Ingress Engineering Sdn Bhd

Samsung SDI Energy

Atlas Wire and Cable Sdn Bhd

MHMT Engineering Sdn Bhd

Petron Port Dickson Refinery

Petron Malaysia Berhad

ENHILL Consultant Sdn Bhd

POWERTEK Melaka

Menara Teknik Sdn Bhd

Syakin Engineering

Fujitsu Component

Yaxid Technologies

Hanrill Engineering Sdn Bhd

Epson Precision Sdn Bhd

Image Junction Sdn Bhd

Dynamic Six Engineering

Sumitomo Electric

Flextronics Senai /PTP

Celestica Senai

1ST STAGE

A: LANTIKAN WAKIL PELAJAR EE111 & EE112

B: SUBMIT TO COMPANY :

1. Resume
2. Appendix B (Surat Permohonan)
3. Appendix C (Surat Jawapan)

Last Date to Submit (Jawapan Tempat LI) : 28 March 2019 (Thursday), 4PM

***Sila submit pada koordinator kursus anda.**

Mdm Aznilinda Zainuddin (**EE111 & SML**)

No office: +607-3818194/+6010-2258480

Office: FKE, Level 4 R6

Dr. Mohamad Zhafran Bin Hussin (**EE112**)

No office: +607-3818223/+60133504150

Office: FKE, Level 5 R28



QNA

TQ