

Organization and Industrial Supervisor (IS)

RESPONSIBILITY	DOCUMENTS INVOLVE
1. Notifying college through ITU of their acceptance within one month from the date of the application or within the specified timeframe as defined by the college.	<ul style="list-style-type: none"> ▪ Organizational Reply Form
2. Notifying college through ITU of students report for duty within the specified timeframe as defined by the college.	<ul style="list-style-type: none"> ▪ Report Duty of Notification Form
3. Maintain communication Academic Supervisor (AS) throughout the duration of the internship period	-
4. Appointing suitable officers as the Industrial Supervisors (IS)	-
5. Provides briefing on the background of the organization/company.	-
6. Facilitating and guide students undergoing the Industrial training	-
7. Ready to receive visit from college Academic Supervisor (AS)	-
8. Validating the student log report	<ul style="list-style-type: none"> ▪ Daily Task Report Sheet
9. Evaluating the student performance and submit it as confidential document to the college/AS within the specified timeframe	<ul style="list-style-type: none"> ▪ Industrial Supervisor Report Form <i>(print by students for their Industrial Supervisor)</i>
10. Provides necessary recommendations to improve the programme.	<ul style="list-style-type: none"> ▪ Industrial Supervisor Report Form