

**SENARAI SEMAK DOKUMEN FAIL LATIHAN INDUSTRI**

**INDUSTRIAL TRAINING DOCUMENT CHECKLIST**

Semester		Kod kursus / <i>Course Code</i>	
Nama Pensyarah / <i>Lecturer's Name</i>		Kursus / <i>Course</i>	
<p>NOTA / <i>NOTE</i>:</p> <p>✓ Bukti* dokumen merupakan salinan lembut yang dimuatnaik dalam Google Drive atau medium lain untuk rujukan audit. <i>Proof* of document is a soft copy that uploaded into Google Drive or other medium for reference of audits.</i></p>			

BIL. <i>No.</i>	DOKUMEN <i>DOCUMENTS</i>	BUKTI* <i>PROOF*</i>
1.	Garis Panduan Latihan Industri <i>Industrial Training Guideline</i>	
2.	Pro Forma Kursus <i>Course Pro Forma</i>	
3.	Surat Lantikan Penyelia <i>Supervisor Appointment Letter</i>	
4.	Senarai Nama Pelajar Seliaan <i>List of Students Supervision</i>	
5.	Borang Laporan Diri <i>Self-reporting Form</i>	
6.	Buku Log <i>Logbook</i>	
7.	Laporan Akhir <i>Final Report</i>	
8.	Buku Penyeliaan & Penilaian Latihan Industri <i>Industrial Training Supervision &amp; Evaluation Book</i>	
9.	Surat Peringatan atau Amaran -Jika Ada <i>Reminder or Warning Letter -If Available</i>	
10.	Markah Latihan Industri <i>Industrial Training Marks</i>	