



INTERNATIONAL ISLAMIC COLLEGE  
 الكلية الإسلامية العالمية  
 KOLEJ ISLAM ANTARABANGSA

## SCHOOL OF INFORMATION COMMUNICATION & TECHNOLOGY

### PRACTICAL TRAINING

SEMESTER \_\_ ( \_ / \_ )

#### APPRAISAL REPORT- INDUSTRIAL SUPERVISOR

*This report contributes 25% towards the total marks of this programme.*

NAME : \_\_\_\_\_  
 MATRIC NO : \_\_\_\_\_  
 COURSE : \_\_\_\_\_  
 DATE START / DATE END : \_\_\_\_\_  
 NAME OF COMPANY : \_\_\_\_\_  
 NAME OF ACADEMIC SUPERVISOR : \_\_\_\_\_  
 NAME OF INDUSTRIAL SUPERVISOR : \_\_\_\_\_  
 COMPANY TEL/FAX NO. : \_\_\_\_\_  
 COMPANY STAMP :

Supervisor is kindly requested to:

- Tick the marks indicated for each item in section A, B, C, D and E.
- Write comments in section F and G.
- Fill in the total marks and percentage obtained for section A, B, C, D and E.
- Please submit this evaluation form to ACADEMIC Supervisor (Lecturer) in a sealed envelope within 7 days after the end of industrial training session

No.1 Jalan 31/10A, Taman Batu Muda, 68100 Kuala Lumpur  
 Tel no. : 03-61876900 Fax no. : 03-61871170

**FOR INDUSTRIAL SUPERVISOR'S USE ONLY:**

<b>SECTION</b>	<b>MARKS</b>
<b>A</b>	<b>/ 40</b>
<b>B</b>	<b>/ 45</b>
<b>C</b>	<b>/ 25</b>
<b>D</b>	<b>/ 25</b>
<b>E</b>	<b>/ 15</b>
<b>TOTAL MARKS:</b>	<b>/ 150</b>
<b>25%</b>	

.....  
Assessed by:  
(Signature and Stamp of Industrial Supervisor)

.....  
Date

**Poor                      Fair                      Excellent**

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**A. TRAINEE'S PERSONALITY**

1. Wears proper attire	1	2	3	4	5
2. Has a pleasant personality	1	2	3	4	5
3. Positive attitude & work dedication	1	2	3	4	5
4. Ability to socialize with different level of staff	1	2	3	4	5
5. Ability to communicate well with other staff	1	2	3	4	5
6. Ability to co-operate with other staff	1	2	3	4	5
7. High discipline & motivation	1	2	3	4	5
8. Leadership and decision making capability	1	2	3	4	5

**B. JOB PERFORMANCE**

1. Willingness to work	1	2	3	4	5
2. Knowledge of the task given	1	2	3	4	5
3. Punctuality in completing the task given	1	2	3	4	5
4. Quality of job performed	1	2	3	4	5
5. Ability to work independently	1	2	3	4	5
6. Ability to work in group	1	2	3	4	5
7. Responsible in handling task	1	2	3	4	5
8. Competitiveness in performing task	1	2	3	4	5
9. High creativity & innovation	1	2	3	4	5

**Poor                      Fair                      Excellent**

### C. SYSTEM DEVELOPMENT

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1. Views, describes and defines any situation as a system, specifying its components, boundaries, and environment.                            | 1 | 2 | 3 | 4 | 5 |
| 2. Applies the “systems approach” in depth to the organization-manufacturing firms, government bureaus, universities, hospitals, etc.         | 1 | 2 | 3 | 4 | 5 |
| 3. Performs an economics analysis of a proposed project including identifying additional information needs and a set of criteria for success. | 1 | 2 | 3 | 4 | 5 |
| 4. Prepares a written proposal for the project to be viewed and approved by the management.   | 1 | 2 | 3 | 4 | 5 |
| 5. Presents in writing the progress of the system to the management.  | 1 | 2 | 3 | 4 | 5 |

### D.COMPUTER KNOWLEDGE

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1. Knows and understands the basic hardware/software components of computer and communications systems and their typical configurations.  | 1 | 2 | 3 | 4 | 5 |
| 2. Able to use a higher level language efficiently in writing computer programs.  | 1 | 2 | 3 | 4 | 5 |
| 3. Knows sources for updating his technological knowledge   | 1 | 2 | 3 | 4 | 5 |
| 4. Develops major alternative using current technology in specifying an information processing system, including data files and communications structure, up to the major system component level. | 1 | 2 | 3 | 4 | 5 |

**Poor                      Fair                      Excellent**

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5. Develop specification for the computer-based part of major information system, with details of task management and database management components.

1	2	3	4	5
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**E. PROJECT OUTPUT**

- 1. Ability to co-ordinate project
- 2. Efficiency in achieving target
- 3. Quality of project produced

1	2	3	4	5
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1	2	3	4	5
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1	2	3	4	5
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**F. TRAINEE'S POTENTIAL IN FUTURE:**

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**G. OVERALL COMMENTS:**

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