



UPM
UNIVERSITI PUTRA MALAYSIA
BERILMU BERBAKTI

UNIVERSITI PUTRA MALAYSIA

FACULTY OF AGRICULTURE

BACHELOR OF _____

INDUSTRIAL TRAINING LOGBOOK

NAME	:	
MATRIC NUMBER	:	
GROUP / CLASS	:	

[DD/MM/YY – DD/MM/YY]

INSTRUCTIONS

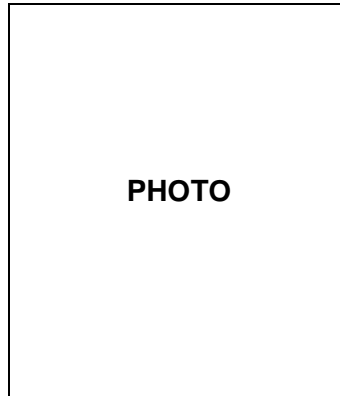
The digital logbook is issued to you to act as a form of documentation in recording the task you perform during your industrial training. The logbook should contain but not limited to, the following information:

- (1) A brief but comprehensive description of the task you perform.
- (2) Relevant sketches, data, diagrams, or pictures.
- (3) References to textbooks, standards and other technical information related to the task being performed.
- (4) Constructive comment on the task being performed and lesson learnt from it.

STUDENT'S RESPONSIBILITIES

- (1) Upon possession of the logbook, you must immediately fill in the details at the next page.
- (2) All entries must follow the format given.
- (3) You need to record in the entry if there is a public holiday or leave.
- (4) Entries are made at least within a week of the task of which you refer.
- (5) The logbook must be handed to your supervisor daily / weekly / monthly (preferably weekly) for review and must be signed by your supervisor.
- (6) After the completion of industrial training, you need to hand in the logbook to your lecturer supervisor.

PROFILE OF STUDENT



NAME :

NRIC NUMBER :

MATRIC NUMBER :

PROGRAMME :

SEMESTER : YEAR :

HOME ADDRESS :

ADDRESS DURING :

INDUSTRIAL TRAINING

PLACE OF TRAINING :

NAME OF HOST :

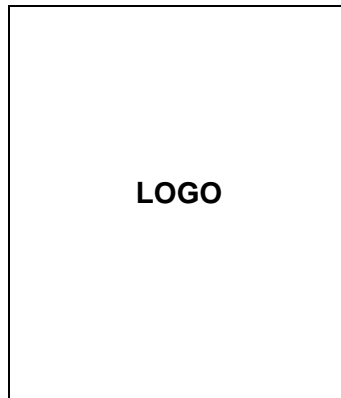
SUPERVISOR

DURATION OF TRAINING :

START DATE : / / END DATE : / /

MOBILE NUMBER :

PROFILE OF COMPANY



NAME OF COMPANY

:

TYPE OF COMPANY

: **PRIVATE SECTOR / GOVERNMENT SECTOR /**

RESEACH INSTITUTION

*strike out whichever is inapplicable

COMPANY ADDRESS

:

CONTACT NUMBER

:

FAX NUMBER

:

EMAIL

:

WEBSITE

:

REGISTRATION DATE

:

REGISTRATION NUMBER

:

ACKNOWLEDGEMENT

[may include but not limited to, acknowledgement towards your lecturer supervisor, host supervisor, colleagues]

[Arial font, 11, justified, spacing 2.0]

[Arial font, 11, justified, spacing 2.0]

[Entry may be recorded in essay form / point form but with complete sentence / in table]

Example 1:

DATE: 4 / 2 / 2021

DAY: THURSDAY

WEEK: 1

I attended 'Mesyuarat Latihan Industri Bilangan 1 / 2021' attended by the Head of Industrial Training Unit, Dr. Fadhil Syukri and Coordinators of Industrial Training from each programme. They are Miss Fahezah Nor and Mrs. Norafida from the administration unit, Dr. Nazatul Shima and Dr. Shafar Jefri as the coordinator for Bachelor of Agricultural Science, Dr. Mashitah for Bachelor of Horticultural Science, Dr. Rozihan for Bachelor of Science in Aquaculture, Dr. Iswan Budy for Bachelor of Agriculture (Animal Science), Dr. Fazlin for Bachelor of Science in Agribusiness, Dr. Daljit Singh for Bachelor of Science Plantation Management, and Dr. Hakimian as the coordinator for *Program Pendidikan Jarak Jauh* (PJJ). I was given the responsibility to write the meeting minutes. The document is shown in the picture below.

[Meeting name] meeting minutes

Location: [Address or room number]
Date: [Date]
Time: [Time]
Attendees: [List attendees]

Agenda items

- [It's easy to make this template your own. To replace placeholder text, just select it and start typing. Don't include space to the right or left of the characters in your selection.]
- [Apply any text formatting you see in this template with just a click from the Home tab, in the Styles group. For example, this text uses the List Number style.]
- [To add a new row at the end of the action items table, just click into the last cell in the last row and then press Tab.]
- [To add a new row or column anywhere in a table, click in an adjacent row or column to the one you need and then, on the Table Tools Layout tab of the ribbon, click an Insert option.]
- [Agenda item]
- [Agenda item]

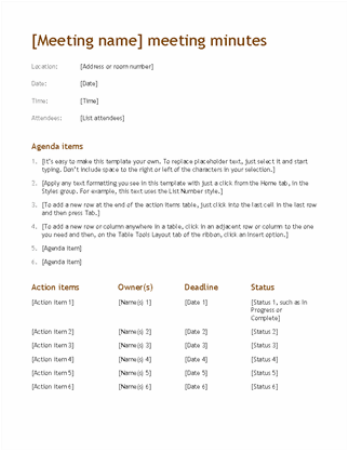
Action items	Owner(s)	Deadline	Status
[Action item 1]	[Name (s) 1]	[Date 1]	[Status 1, such as In Progress or Complete]
[Action item 2]	[Name (s) 2]	[Date 2]	[Status 2]
[Action item 3]	[Name (s) 3]	[Date 3]	[Status 3]
[Action item 4]	[Name (s) 4]	[Date 4]	[Status 4]
[Action item 5]	[Name (s) 5]	[Date 5]	[Status 5]
[Action item 6]	[Name (s) 6]	[Date 6]	[Status 6]

Example 2:

DATE: 4 / 2 / 2021

DAY: THURSDAY

WEEK: 1

DESCRIPTION OF TASK	SUPERVISOR REMARK																												
<ul style="list-style-type: none">On 4 February 2021, I attended 'Mesyuarat Latihan Industri Bilangan 1 / 2021' attended by the Head of Industrial Training Unit, Dr. Fadhil Syukri and Coordinators of Industrial Training from each programme.They are Miss Fahezah Nor and Mrs. Norafida from the administration unit, Dr. Nazatul Shima and Dr. Shafar Jefri as the coordinator for Bachelor of Agricultural Science, Dr. Mashitah for Bachelor of Horticultural Science, Dr. Rozihan for Bachelor of Science in Aquaculture, Dr. Iswan Budy for Bachelor of Agriculture (Animal Science), Dr. Fazlin for Bachelor of Science in Agribusiness, Dr. Daljit Singh for Bachelor of Science Plantation Management, and Dr. Hakiman as the coordinator for <i>Program Pendidikan Jarak Jauh (PJJ)</i>.I was given the responsibility to write the meeting minutes. The document is shown in the picture below.  <p>The screenshot shows a meeting minutes template with the following sections:</p> <ul style="list-style-type: none">[Meeting name] meeting minutesLocation: [Address or room number]Date: [Date]Time: [Time]Attendees: [List attendees]Agenda items1. [Click here to make this template your own. To replace or add whole text, just select it and start typing. Don't include space to the right or left of the characters in your selection.]2. [Apply any text formatting you see in this template with just a click. From the Home tab, in the Styles group, for example, this text uses the List Number style.]3. [To add a new row at the end of the action items table, just click into the last cell in the last row and then press Tab.]4. [To add a new row or column anywhere in a table, click in an adjacent row or column to the one you need and then, on the Table Tools Layout tab of the ribbon, click an insert option.]1. [Agenda item]2. [Agenda item]Action items<table border="1"><thead><tr><th>Action items</th><th>Owner(s)</th><th>Deadline</th><th>Status</th></tr></thead><tbody><tr><td>[Action item 1]</td><td>[Name(s) 1]</td><td>[Date 1]</td><td>[Status 1, such as In Progress or Complete]</td></tr><tr><td>[Action item 2]</td><td>[Name(s) 2]</td><td>[Date 2]</td><td>[Status 2]</td></tr><tr><td>[Action item 3]</td><td>[Name(s) 3]</td><td>[Date 3]</td><td>[Status 3]</td></tr><tr><td>[Action item 4]</td><td>[Name(s) 4]</td><td>[Date 4]</td><td>[Status 4]</td></tr><tr><td>[Action item 5]</td><td>[Name(s) 5]</td><td>[Date 5]</td><td>[Status 5]</td></tr><tr><td>[Action item 6]</td><td>[Name(s) 6]</td><td>[Date 6]</td><td>[Status 6]</td></tr></tbody></table>	Action items	Owner(s)	Deadline	Status	[Action item 1]	[Name(s) 1]	[Date 1]	[Status 1, such as In Progress or Complete]	[Action item 2]	[Name(s) 2]	[Date 2]	[Status 2]	[Action item 3]	[Name(s) 3]	[Date 3]	[Status 3]	[Action item 4]	[Name(s) 4]	[Date 4]	[Status 4]	[Action item 5]	[Name(s) 5]	[Date 5]	[Status 5]	[Action item 6]	[Name(s) 6]	[Date 6]	[Status 6]	
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