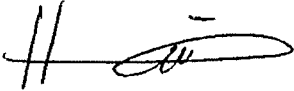


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## REPORTING ON STUDENT'S INTERNSHIP DATA TO MyMoheS SYSTEM

Prepared By :-	Approved By :-
Signature : 	Signature : 
Name : Hanaani Khairuddin	Name : Dr. Norbaiduri Ruslan
Position : Assistant Administrative Officer Office of Industrial Links	Position : Director Office of Industrial Links
Date : 20 September 2017	Date : 20 September 2017

**CONTROLLED COPY NO. :**

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**1. OBJECTIVE**

- 1.1 Fostering, maintaining, coordinating and developing the highest quality workforce via sustainable links with the industry which leads to mutually beneficial networking between university and industries which will positively impact the community.

**2. SCOPE**


2.1

**3. DEFINITION/ABBREVIATION**

- 3.1 AA : Administrative Assistant  
3.2 EO : Executive Officer  
3.3 AD : Assistant Director  
3.4 DD : Deputy Director  
3.5 D : Director  
3.6 I : Industries /Company  
3.7 S : Student


**4. REFERENCES**

- 4.1 MOHE OFFICIAL LETTER  
4.2 EMAIL OCS ON REQUEST DATA  
4.3 TEMPLATE INTERNSHIP DATA FROM MOHE  
4.4 LETTER REQUEST DATA TO KULLIYYAH

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#### 5. RESPONSIBILITY AND DETAILED PROCEDURE

<b>RESPONSIBILITY</b>	<b>DETAILED PROCEDURE</b>
AD/DD/AA	5.1 Received instruction from MOHE through OCS to prepare the data on students internship placement
AA	5.2 Request all Kulliyah to submit the report on students internship placement (Using MyMoheS template) – 14 Working days
AD/AA	5.3 Received, checked and cleaned data for accuracy and compliance. – 14 Working days
D/DD	5.4 Endorsement by Director/ Deputy Director of OIL
AD/AA	5.5 Submission of the report to MyMoheS system
	5.6 End

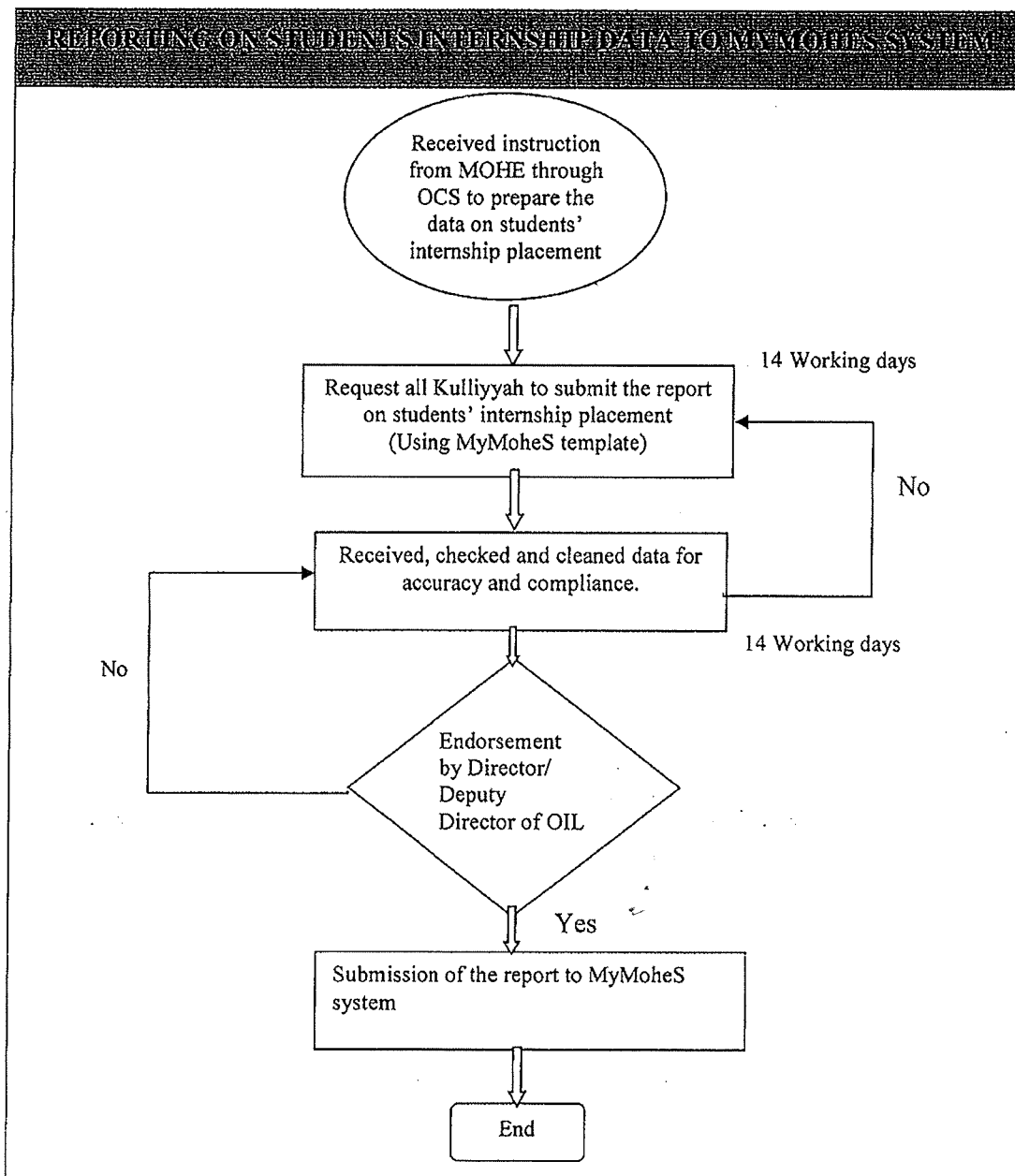
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6. **RECORDS** (*any documents produced in the established procedure such as forms, approval letters, log book, timetable/schedule, etc.*)

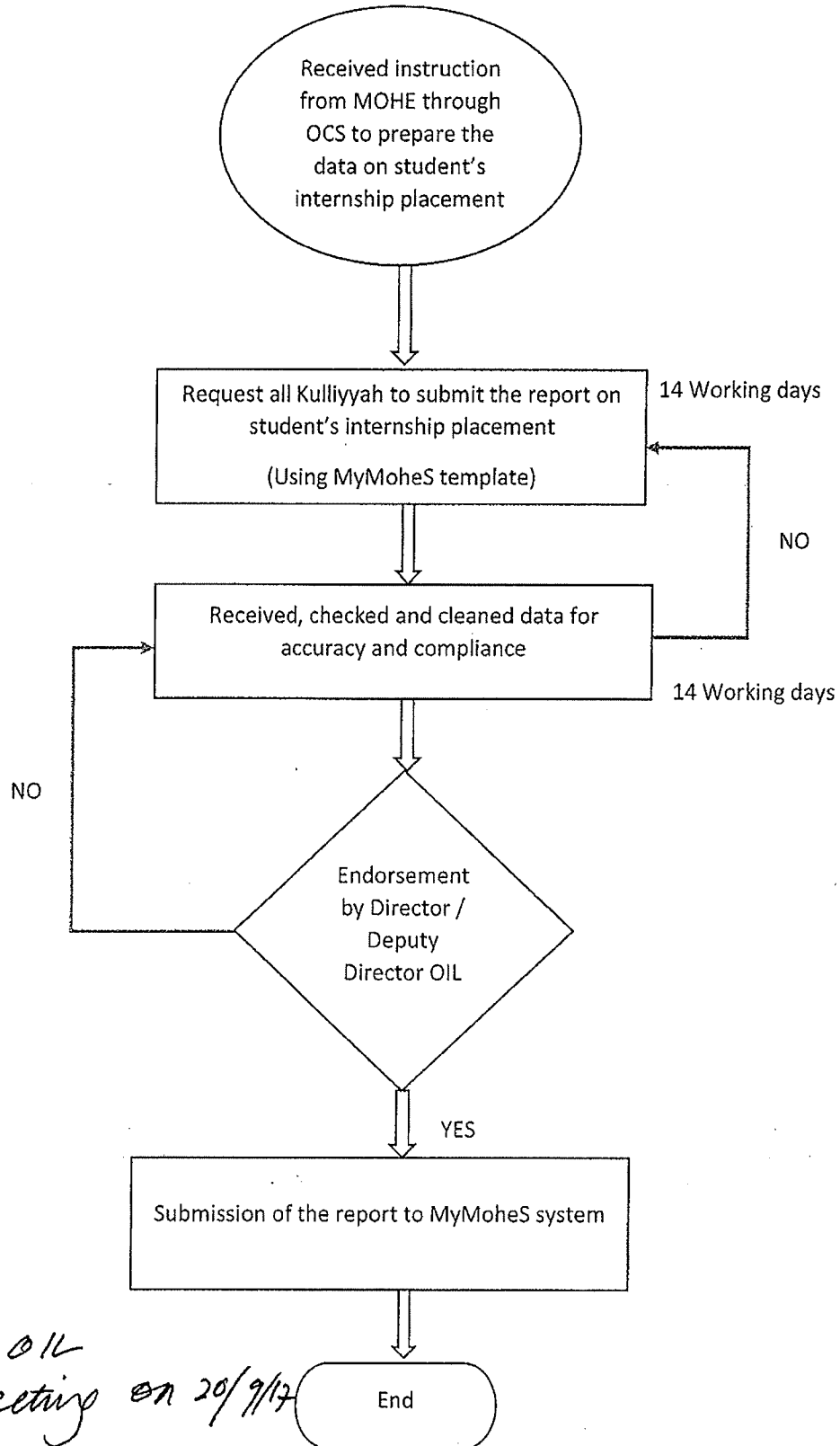
<b>NO</b>	<b>RECORDS</b>	<b>LOCATION</b>	<b>RETENTION PERIOD</b>	<b>RESPONSIBILITY</b>
1.	Email Instruction from OCS on Request of Internship Data	OCS		
2.	Template for Internship Data from OCS Following MyMohes Format	OCS		
3.	Letter/Email of Request for Data To Kulliyahs' Internship Coordinators	OIL		
4.	Email Reminder of Data Submission	OIL		

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7. **FLOWCHART** : AS PER ATTACHED



## REPORTING ON STUDENT'S INTERNSHIP DATA TO MyMoheS SYSTEM



*Agreed as approved by OIL progress meeting on 20/9/17*

**DR. NORBAIDURI RUSLAN**  
Director  
Office of Industrial Links  
Level 4, Human Sciences Building  
International Islamic University Malaysia