



Industrial Liaison Panel Committee (ILP)

Aims of the Committee

- To have oversight of operations of internship scheme
- To be providing valuable feedback and input to ensure the curriculum under engineering and technology are relevant to emerging industry needs in order to produce industry-ready graduates, equipped with knowledge, skills and competencies.
- To be mentoring students to achieve knowledge and practice outside of the classrooms and to nurture the ability to cooperate and communicate with colleagues of diverse backgrounds and let the students expose to real workplace environment and cope with mental and physical challenges.

Organization Structure of Industrial Liaison Panel

- ❖ Chairman (1) (From Industry)
- ❖ Vice Chairman (1) (From Industry)
(2)) Head of Faculty (STIMU)
- ❖ Secretary (1) (From Industry)
(2) (From Industry)
(3) (Lecturer of Faculty– STIMU)

Members

- 3 Members from Industry
- Dean of Faculty (STIMU)
- Head of Department (STIMU)
- 3 Lecturers from respective Faculty(STIMU)

(Any other staff required to speak on a specific item may be requested to attend meeting)

Terms of Reference includes;

- Communicate to intern or site service provider
- Engineering intern/site arrangement for insurance
- Preparation of Intern Logbook
- Intern orientation giving and insurance taking
- Coordinating for supervisors and coordinators meeting
- Reporting to Board of Directors and consultant
- Collection of Logbooks
- Arrangements for IAB meetings and internship closing ceremony

Meetings:

- Once per Semester (minutes and brief action plan produced)
- Meeting duration: two hours
- Minutes made available to all attendees
- Outline of meetings
 - Teaching Staff report and matters arising
 - Internship and industrial/site visit matters
 - A.O.B.