Universiti Teknologi MARA

A Document Tracking Web-Based System of Student Activity HEP UiTM Shah Alam

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Thesis submitted in fulfilment of the requirements for Bachelor of Computer Science (Hons.) Netcentric Computing Faculty of Computer and Mathematical Sciences

July 2020

ACKNOWLEDGEMENT

First and foremost, I would like to express my highest gratitude to Allah for giving me the opportunity to complete this Final Project in time. If not for His consent, I would not have been able to do disk task.

I would like to forward my appreciation and lots of thank to my supervisor, Prof Madya Dr. Nor Shahniza Binti Kamal Bashah for her help and advice throughout the whole process in making this research a success. Her guidance and wise supervision have benefited me greatly.

My deepest gratitude goes to my beloved parents, my sister, and my brothers for their love, support and understanding also their help contributed to this project. Last but not least a very thankful to all my friends that have very helpful and willing to share their ideas. Thank you very much.

Finally, may Allah bless to all of you.

ABSTRACT

The Student Affairs Department is one of the most important departments at University Technology MARA (UiTM). It is specifically set up to provide service for the welfare of students. The club and societies of students are managed through the Student Activity Center. However, this department does not have any technology system to manage the document tracking of student activity request. The document was submitted by face to face between the student and staff. To make relevant improved the document tracked, it is possible to track through a system instead of document sent manually. This system was implemented with functioning in created, viewed, updated and deleted data from the database. As a result, after the student generate form and upload the document to the system, the document stored at the database. The data updated and viewed by the staff. The document has downloaded by staff and has to update the status of document. So that, the status of document viewed by the student through system.

As conclusion, document tracking through web based is one of the technique that can be used to give a solution for services and to make this services faster, effectively and enhanced in future development.

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INTRODUCTION

1.1 INTRODUCTION

This chapter discussed about the Project Background for containing a common description of what is expected to be done within the project. Problem Statement is a concise description of an issue to be addressed or a condition to be improved upon. Objectives describe what should be achieve during the study. Hence, Project Scope will have defined limitation for this system and Project Significance is the advantages for the system.

1.2 PROJECT BACKGROUND

The Student Affairs Department (HEP) is one of the most important departments at University Technology MARA (UiTM). It is specifically set up to provide services for the welfare of students. Various approaches have been taken and several changes have been made in the administration and management of the system to enable the best and most efficient service to the students. HEP is jointly responsible for producing knowledgeable and well-behaved bumiputera graduates.

Clubs and societies for students are managed through the Student Activity Center, a unit underneath Student Affairs (HEP). The Student Activity Center was once created in January 2006 with the intention of broadening the scope of works for Student Activity Unit. The center has been given the responsibility of planning, managing, coordinating, monitoring, assessing and improving all student activities. The involvement of college students in the management of the