



UNIVERSITI TEKNOLOGI MARA (UiTM)
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRADING REPORT:
PERPUSTAKAAN TENGKU ANIS (PTA)
UNIVERSITI TEKNOLOGI MARA (UiTM) KELANTAN
KAMPUS MACHANG

SPECIAL PROJECT:
IT ZONE PROFESSIONAL SYSTEM (ITzPROs)

PREPARED BY:
NOR SYAZWANI AIDA BINTI CHE NOOR SHAN
2019423974

IM245 – BACHELOR OF SCIENCE (HONS)
INFORMATION SYSTEM MANAGEMENT
FACULTY OF INFORMATION MANAGEMENT
UNIVERSITI TEKNOLOGI MARA (UiTM) KELANTAN

01 SEPTEMBER 2022 – 31 JANUARY 2023
INDUSTRIAL TRAINING REPORT
PERPUSTAKAAN TENGKU ANIS (PTA)
UNIVERSITI TEKNOLOGI MARA (UiTM) KELANTAN
KAMPUS MACHANG

SPECIAL PROJECT:
IT ZONE PROFESSIONAL SYSTEM (ITzPROs)

PREPARED BY:
NOR SYAZWANI AIDA BINTI CHE NOOR SHAN
2019423974

FACULTY SUPERVISOR:
1. TS. MOHD ZAFIAN ZAWAWI
2. PN. ZAILA IDRIS

REPORT SUBMITTED IN FULFILLMENT OF THE
REQUIREMENT FOR THE INDUSTRIAL TRAINING
FACULTY OF INFORMATION MANAGEMENT
UNIVERSITI TEKNOLOGI MARA (UiTM) KELANTAN
01 SEPTEMBER 2022 – 31 JANUARY 2023

DECLARATION

I hereby declare that this is my original work. I have not copied from any other student's work or from other sources. I am also declaring that no part of this report has been published or submitted for publication except where due to references or acknowledgement is made explicitly in text, nor has any part been written for me by another person. I confirm that I have read and understood the UiTM regulations with regards to plagiarism and will be penalized by the university if found guilty.

Signed by



NOR SYAZWANI AIDA BINTI CHE NOOR SHAN

2019423974

Date of submission: 31 January 2023

ABSTRACT

This academic report is based on the five (5) months of industrial training that the student underwent. This academic report writing is intended to outline the trainee's knowledge and expertise in the areas of system management and information management, as well as how they got to be in control of a programme during their industrial training placement. The organization can provide the expertise, and the trainee has chosen Perpustakaan Tengku Anis (PTA) as a placement for industrial training since it can provide new experience from the ground up. The trainee has high expectations that PTA will help them have the best experience, develop new skills, and learn new information. The company has placed a lot of trust in the trainee to provide work that will be advantageous to the trainee in the future. The report's content contains information about the organization, training activities, and unique projects that the trainee completed. Not to mention the experience and the knowledge the trainee obtained, both of which will be beneficial to trainees in the future.

Keyword: Perpustakaan Tengku Anis, industrial training, practise, special project, experience

ACKNOWLEDGMENT

First, I would like to thank Madam Alina Binti Hussien, deputy head librarian, for giving me the opportunity to do an internship within the organization. I also would like all the people that worked along with me with their patience and openness to create an enjoyable working environment.

It is indeed with a great sense of pleasure and immense sense of gratitude that I acknowledge the help of these individuals.

I also would like to thank my supervisors both the university and field supervisors plus the Tengku Anis Library 's staff for the good cooperation they had with me during the training period.

I am extremely grateful to my department staff members and friends who helped me in successful completion of this internship.

TABLE OF CONTENTS

ABSTRACT	i
ACKNOWLEDGMENT	ii
TABLE OF CONTENTS	iii
LIST OF TABLES	v
LIST OF FIGURES	vi
LIST OF APPENDICES	viii
CHAPTER 1	1
INTRODUCTION	1
1.1 Background of the Organization	1
1.2 Objectives	2
1.3 Vision.....	2
1.4 Mission.....	2
1.5 Organization Structure	3
1.6 Facility in the Library	4
CHAPTER TWO	7
ORGANIZATION INFORMATION	7
2.1 Department Structure	7
2.2 Department Function	8
2.2.1 Introduction to Strategic and Quality Planning Unit and Organizational Administration	8
2.2.2 Introduction to Digital Libraries and University Archives	11
2.2.3 Introduction to Library Services	13
2.2.4 Introduction to Library Planning and Development	16
2.2.5 Introduction to Corporate communication and Digital Libraries	18

CHAPTER THREE	19
INDUSTRIAL TRAINING ACTIVITIES	19
3.1 Introduction.....	19
3.2 Training Activities	19
3.2.1 Practical Training Schedule	19
3.2.2 Shelving and Recite Yaasin	23
3.2.3 Archive Branch Department	23
3.2.4 Library Planning and Development Department	24
3.2.5 Corporate Communication and Digital Library	27
3.2.6 Strategic Planning and Quality Department	28
3.2.7 Special Activity.....	30
3.3 Special Project	35
3.3.1 IT Zone Professional System	35
CHAPTER FOUR	42
INDUSTRIAL REFLECTION	42
4.1 Application of Knowledge, Skills, and Experience in Undertaking the Task (Knowledge Gained).....	42
4.2 Personal Thoughts and Opinions	42
4.3 Lesson Learnt.....	43
4.4 Limitations and Recommendation	43
REFERENCES	ix
APPENDICES	x

LIST OF TABLES

Table 1: Practical Training Schedule.....	19
Table 2: Activities that Organized for the Program.....	31

LIST OF FIGURES

Figure 1: Perpustakaan Tengku Anis (PTA).....	1
Figure 2: Organizational Structure.....	3
Figure 3: Open Bookshelves	4
Figure 4: Carrels	4
Figure 5: IT Room	5
Figure 6: Seminar Room.....	5
Figure 7: IT Zone	6
Figure 8: Starco.....	6
Figure 9: Department Structure	7
Figure 10: Department Structure of Strategic and Quality Planning Unit and Organizational Administration	8
Figure 11: Department Structure of Digital Libraries and University Archives	11
Figure 12: Department Structure of Library Services.....	13
Figure 13: Department Structure of Library Planning and Development.....	16
Figure 14: Department Structure of Corporate Communication and Digital Libraries	18
Figure 15: Copy cataloguing.....	25
Figure 16: Poster of the programme	26
Figure 17: Google Form of the programme	26
Figure 18: Student login to the mobile apps	27
Figure 19: Login for library staff.....	28
Figure 20: Checking on files and its tagging	29

Figure 21: Release book in Wils System UiTM	29
Figure 22: System Diagram Concept	37
Figure 23: Entity Relationship Diagram (ERD)	37
Figure 24: Data Flow Diagram	38
Figure 25: System Interface - Login	38
Figure 26: System Interface - Dashboard	39
Figure 27: System Interface - Add Computer	39
Figure 28: System Interface – Manage Computer Detail	40
Figure 29: System Interface - Updated Computer Detail	40
Figure 30: System Interface - User Detail	41
Figure 31: Manage user details	41

LIST OF APPENDICES

Appendix 1: Some other WhatsApp messages sent to the corporate unit	x
Appendix 2: Some other whatsapp messages sent to the technician UiTM	xi
Appendix 3: Some other whatsapp messages sent to the senior lecturer (Faculty of Information System)	xi
Appendix 4: Learning on how to use OPAC by using keyword.....	xii
Appendix 5: Some other whatsapp messages sent to the participant of program "2days@PTA: Bonding days"	xii

CHAPTER 1

INTRODUCTION

1.1 Background of the Organization



Figure 1: Perpustakaan Tengku Anis (PTA)

Prior to this, the UiTM (Universiti Teknologi MARA) Library was known as Perpustakaan Tun Abdul Razak at UiTM Shah Alam. It was first built in 1956 as Dewan Latehan RIDA in Selangor. The first day of July 1985 saw the establishment of Universiti Teknologi MARA Cawangan Kelantan (UiTMCK) in Kem Kijang. The current permanent campus at Bukit Ilmu in the Machang area was established for ITM Kelantan in 1996. After establishing its city campus (Kampus Kota) in Kota Bharu in 2007, UiTMCK has since grown into a leading institution of higher learning. Making UiTM an overall world-class university is something that UiTMCK is always working toward and committed to.

On July 1st, 1985, the UiTM Kelantan Library was also created. In collaboration with the former YMM Raja Perempuan Kelantan, Tengku Anis Ibni Tengku Abdul Hamid, the UiTM Kelantan Library was rebranded as Perpustakaan Tengku Anis (PTA) on July 15, 2008. All learning, teaching, research, and knowledge development initiatives are supported by UiTM Library Kampus Machang, which does this by offering a variety of services, a diverse range of collections, technology, and up-to-date information. PTA is currently run by Mrs. Alina binti Husin @ Hussein, Deputy Chief Librarian, with the help of two Senior Librarians and 19 support workers. Since May 2017, the WILS system has replaced the ILMU system as the operating and library system for the Tengku Anis Library.

1.2 Objectives

1. First, by offering services that will enable UiTM's library service delivery system to succeed as a centre of information that is constantly relevant, cited, and appreciated.
2. Second, expanding thorough, current, and pertinent sources of information encompass a range of physically and virtually accessible formats.
3. Thirdly, it offers a setting that is favourable for instruction, learning, and research.
4. Fourthly, enhance modern communication and information systems that are geared toward meeting client needs.
5. Fifthly, empowering human capital among UiTM residents through PERDANA culture.
6. Sixth, strengthen collaboration and connections with external organisations when participating in industrial network activities.

1.3 Vision

Make UiTM an excellence-based university with academic excellence to drive bumiputra dynamics in all top-tier professional sectors so that graduates are born competitive, global, and moral.

1.4 Mission

Providing access to thorough, pertinent, and current information as well as top-notch facilities to satisfy the demands of teaching, learning, and research is a catalyst for informed UiTM citizens.

1.5 Organization Structure

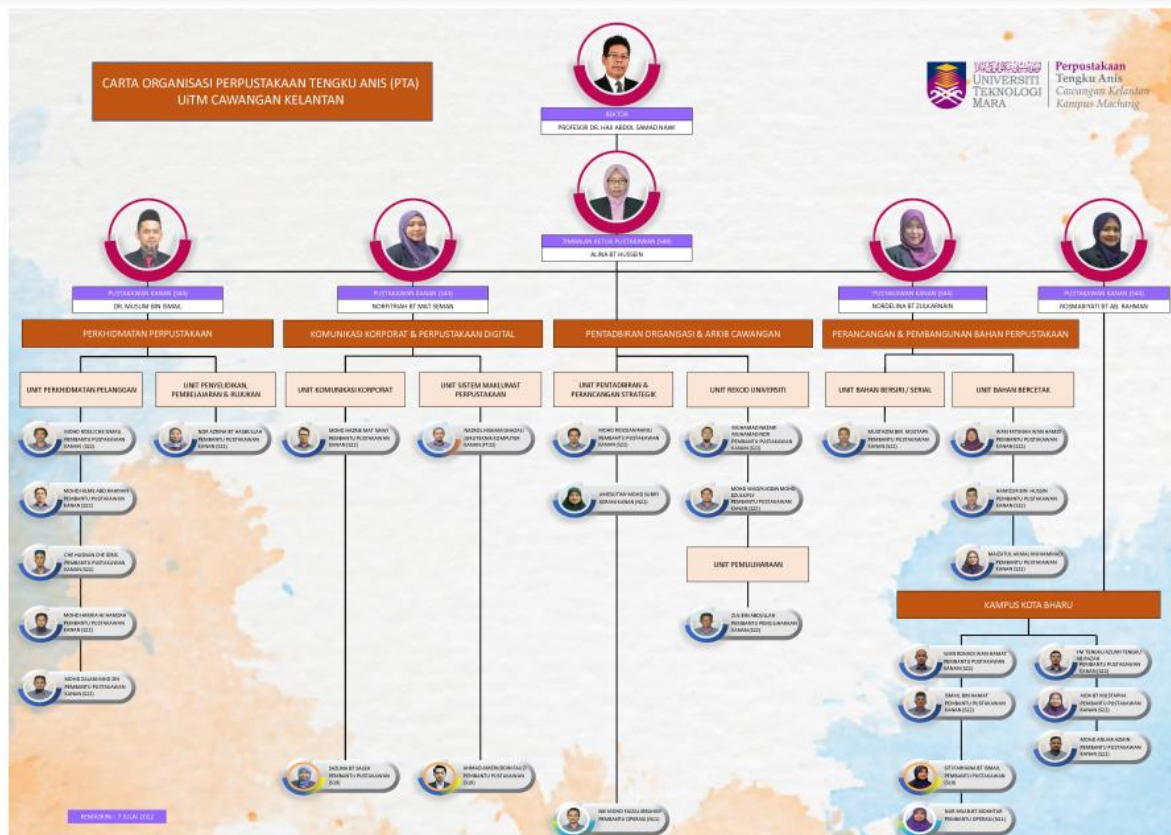


Figure 2: Organizational Structure

1.6 Facility in the Library

PTA provides the following facilities, among others:

1. Open bookshelves

The collection of open bookshelves provides information on a variety of topics. Tengku Anis Library has so far made available more than 8000 collections. On the ground floor, these shelves are accessible. All of the volumes on the open shelves including dictionaries, encyclopaedias, bibliographies, and atlases are available for students to check out.



Figure 3: Open Bookshelves

2. Carrels

Carrels are the ideal piece of furniture for solitary work, one-on-one tutoring, group activities, and more. PTA has made study carrels available to students who desire privacy while they are studying. Both the first and second floors have these carrels



Figure 4: Carrels

3. IT Room

Ixara Room is another name for the IT room. When a lecturer has to use computers to run a workshop or class, they frequently use this room. This room can accommodate a maximum of 30 pupils. This room needs to be reserved via the LISRES system in order to be used.



Figure 5: IT Room

4. Seminar Room

Lecturers or members of the general public who want to conduct a seminar can use the seminar room, also known as the Rafflesia room. It is also possible for professors to hold lessons in this space. This room can accommodate 44 people at a time. To utilise this room, a reservation must be made using the LISRES system.



Figure 6: Seminar Room

5. IT Zone

To allow people to utilize and access the information without charge, a total of 40 computer units are set up in the corner IT zone. The printer (with black and white ink) was also available from the IT zone and costs RM 0.20 per sheet.



Figure 7: IT Zone

6. Starco

Starco is a place for students to study in a relaxed way and can also play games like congkak provided at Starco. Starco is equipped with comfortable facilities for students to study in a relaxed and calm manner.



Figure 8: Starco

CHAPTER TWO

ORGANIZATION INFORMATION

2.1 Department Structure

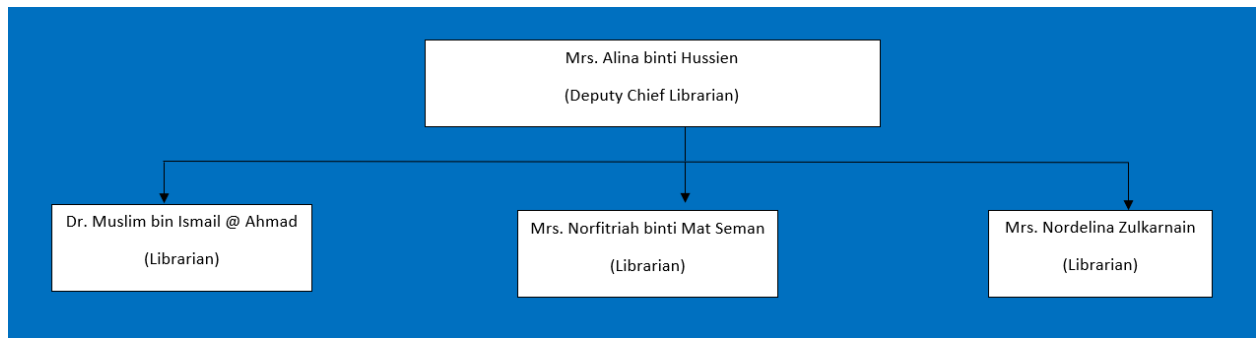


Figure 9: Department Structure

Libraries serve as a vital conduit for knowledge and culture in society. A creative and inventive society depends on the resources and services they offer to encourage learning, support literacy and education, and aid in the development of new ideas and perspectives. They also assist in maintaining an accurate record of the information developed and gained by earlier generations. Tengku Anis Library (PTA) must remain affiliated with institutions of higher education in order to fulfil its dual mandate, which is to promote academic programmes and faculty research as well as university students. PTA is responsible for offering users the finest services available. As a result, the PTA has four departments, each of which handles a certain task in accordance with the unit's established function. These departments are:

- Strategic and Quality Planning Unit and Organizational
- Digital Library and University Archives Catalog and Class Unit
- Library services
- Library Planning and Development

2.2 Department Function

2.2.1 Introduction to Strategic and Quality Planning Unit and Organizational Administration

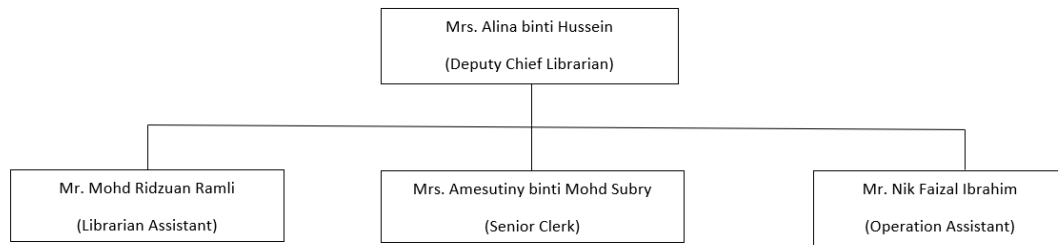


Figure 10: Department Structure of Strategic and Quality Planning Unit and Organizational Administration

The Tengku Anis Library's Organizational or Administration Unit and Strategic and Quality Planning Unit are in charge of handling internal and external administrative issues, including decision-making and implementation, planning, policymaking, resource management, supervision, and ensuring general staff discipline. In general, it is in charge of enhancing the efficient administration of the UiTM Kelantan Library units. PTA's administration department ensures the library runs efficiently.

Objectives

- Manage and take care of employee service and welfare issues.
- Enhancing employee competency with programmes for the development of human resources.
- Spend and prepare the annual allotment responsibly.
- Assemble a secure, cosy, spotless, and organized workspace.
- Maintain optimal and effective resource management.

Scope and Duties:

- Development and management of human resources
- Controlling the file system
- Taking care of the
- Concerns with monthly statistics
- Handling damage reports and building upkeep
- The absence of the management
- Staff performance appraisal
- Manage staff overtime claims
- Manage complete infrastructure facilities.

Main functions:

1. Organizational Management:

- Statistics
- Relationship
- Negotiations
- Report preparation
- Building security
- Document security

2. Human resource management

- Appointment application
- Staff placement
- Staff verification
- New staff
- Dissemination of information
- Document collection
- Retirement
- Staff welfare

3. Human resource development

- Exercise
- Job responsibilities
- Divisional meeting secretary

4. Financial management

- Budget
- Inventories
- Disposal
- Telephone facilities
- Equipment purchase
- Photostat
- Quality control
- Purchase of office equipment

2.2.2 Introduction to Digital Libraries and University Archives

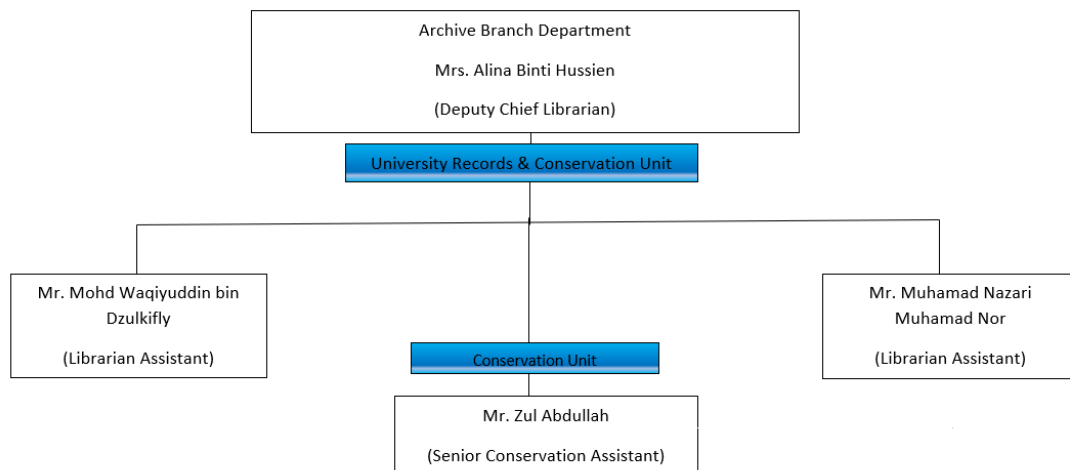


Figure 11: Department Structure of Digital Libraries and University Archives

The Digital Library Division is responsible for planning and providing the latest communication and information technology (ICT) infrastructure. Digital Libraries and University Archive departments also manage and provide online access to library resources, collections, and repositories. They identify digitize, and preserve information resources of cultural, historical, scholarly, educational, community, and civic interest. In this department there are three units which are:

Digital Application Unit

A digital application unit is an assemblage of digital computing, storage, and communication machinery, as well as the software required to reproduce, emulate, and extend the service provided by traditional libraries based on paper and other material means of collecting, storing, cataloguing, finding, and disseminating information.

Archive and Manuscript Unit

This unit manages materials on the history and development of UiTM Kelantan, including official publications and university records, work of academics published by the faculty or department, publications of UiTM Publisher and other publications of campus residents. The Archive Collection is also a collection of institutional memory created for the purpose of preserving materials and meeting the needs of reference and research. Several databases have been developed for the reference of library customers. Among the materials that have been digitized are student files from UiTM Kelantan Academic Affairs.

Conversation Unit

The conservation unit is the unit responsible for caring and conserving library materials by repairing damaged materials and preventing pre-damaged materials by means of material preservation and binding. The conservation unit at Tengku Anis Library provides binding services for materials such as books, newspapers, clippings, pamphlets, student projects and several types of light binding as well as preserving damaged materials. This unit plays roles as saved printed materials from being damaged and can no longer be referenced and maintained the durability quality of printed materials.

2.2.3 Introduction to Library Services

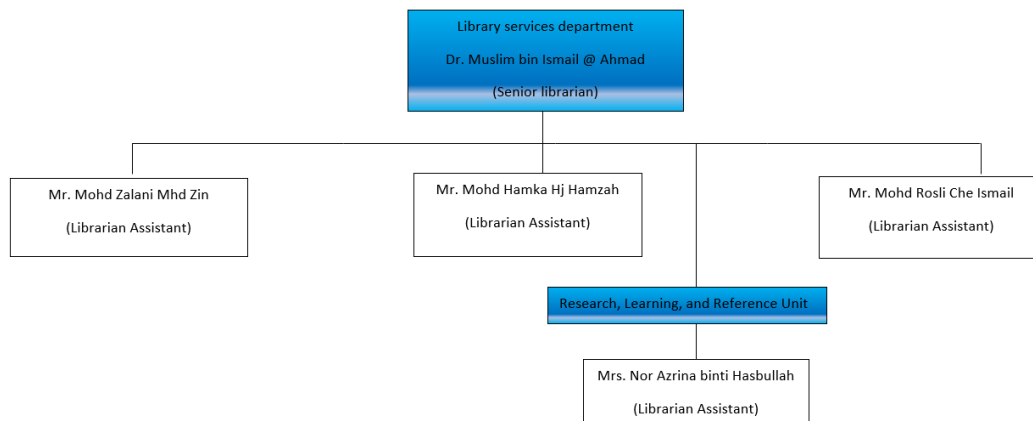


Figure 12: Department Structure of Library Services

The library services department mainly focuses on the provision of services and facilities such as referral services, circulation services and others. It is also responsible for promoting services and facilities to consumers. This division is headed by the Librarian, Dr. Muslim bin ismail@ahmad.

Department Unit:

1. Corporate Communication Unit (Corporate relation, marketing and publicity)
2. Customer service unit (customer relation and collection management)
3. Research, learning and reference unit (reference, research support and information literacy)

Responsibility of Unit:

1. Conducting library orientation by providing briefing on the use of library facilities and services.
2. Provide information skills class for UiTM residents who want to strengthen the way to find information.
3. Creating a reference desk which is a space for UiTM residents to seek advice on finding materials.
4. Provide research reference and guidance services.

Service Provide:

1. Referrals and Guidance
2. Research Reference
3. Information Skills Class
4. Library Orientation
5. Library Liaison Officer
6. Promotion
7. Indoor and Outdoor Exhibitions

Library Orientation:

Disclosure of library services, facilities, and collections to new UiTM students which is usually held at the beginning of each semester which emphasizes the following aspects: -

- ❖ Introduction to the library
- ❖ Location usage guide
- ❖ Regulation
- ❖ Library facilities and services
- ❖ A visit to the library

Advisory and Referrals Services:

- ❖ Disclosure of library materials search technique whether printed or non-printed.
- ❖ Manage advisory and referrals services to meet the needs of learning, teaching, and research.
- ❖ Handle all forms of inquiries and questions submitted by customers at the reference desk.

Information Skills Class:

- ❖ Help users get information in doing research. This class can be arranged according to the user's time suitability.
- ❖ Class application
- ❖ Implement user education programs for all library customers to meet the needs of learning, teaching research.
- ❖ This class take two hours, five days a week in the Seminar Rooms and the torturing sessions are done "hands-on".

2.2.3.1 Customer Service Unit

The customer service unit at Tengku Anis Library is responsible for implementing the following services for all library users. Among the services provided include Registration and Termination of Membership, Loan, Return and Renewal of Materials, Room Booking and Inter-Library Loan (PAP).

This unit plays roles as:

- Manage book loans
- Managing book return
- Provide on - line materials search facilities
- Manage registration and revocation of membership
- Provide comfortable space and adequate collection to users

2.2.3.2 Research, Learning, and Reference Unit

Research, Learning and Reference Unit are responsible for providing guidance to library users in obtaining reference materials, information, and resources for the purpose of supporting the teaching, learning and research process.

For reference counter it provides:

- Disclosure on library materials search techniques whether printed or non-printed to UiTM students and staff.
- Manage advisory and referrals services to meet the needs of learning, teaching, and research.
- Handle all types of inquiries and questions submitted by customers at the reference desk.

2.2.4 Introduction to Library Planning and Development

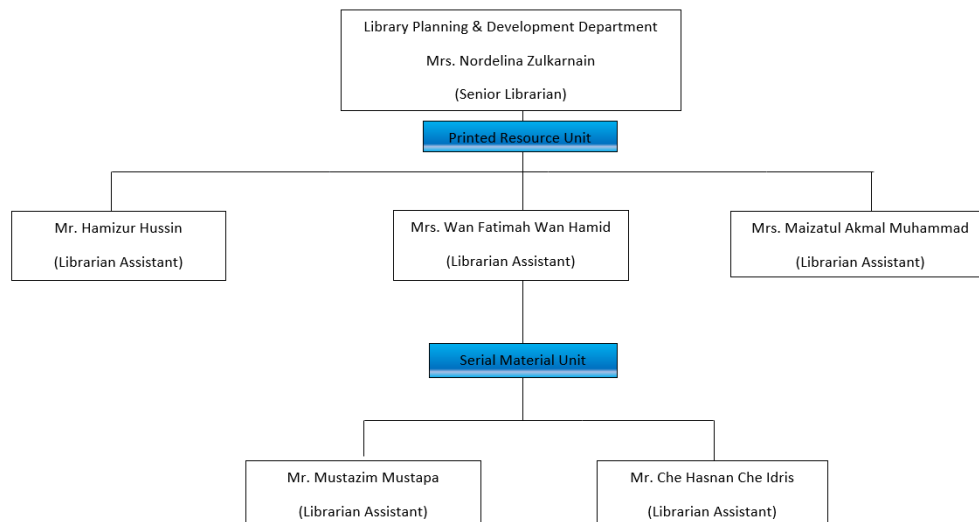


Figure 13: Department Structure of Library Planning and Development

Library Planning and Development is responsible for developing, providing a collection of materials and information to support all activities at Tengku Anis Library. This unit will select and obtain appropriate, and quality printed and non-printed reading materials for the library. It also serves to facilitate access to all forms of information in all areas except magazines to meet the needs of library users effectively.

PTA is the heart of the development of library collection materials through the acquisition of collection materials through purchase and donation. This division acts as the main planner towards increasing the source of information to users to create a society with a culture of knowledge and information.

Department Functions:

- Purchase library materials including printed materials such as books, theses, pamphlets and non-printed materials such as CD-ROMs, cassettes, video, etc.
- Provide the latest and comprehensive reading materials and references for teaching and learning purposes.
- Review and download data through the online 'Data Bridging' process.
- Enter all book order into the system

This department is headed by the librarian, Mrs. Nordelina Binti Zulkarnain and consists of 2 unit which are:

1. Electronic Source Unit

This unit is responsible for managing matters related to journals/ magazines either by subscription or receipt for free. Subscription journal affairs cover matters relating to order, receipts, payment, claims, subscription renewals and shelf-to-shelf processing of journals, while free journals cover matters of new application, reapplications, and letter of appreciation responses. Apart from that, this unit is also responsible for looking after the affairs of UJ records and files.

This unit play roles as:

- ❖ Holds a collection of the latest magazines in and outside the country.
- ❖ Manage domestic and foreign magazine payments
- ❖ Cancellation of subscription to domestic and foreign magazine subscription.
- ❖ Managing the records of magazine receipts.
- ❖ Magazine binding management.

2. Printed Source Unit

This unit is responsible for carrying out cataloguing, classification and title setting of materials obtained by the Tengku Anis Library either through purchase or donation. All these materials will be processed in accordance with the operating procedures set out in the Library Working Procedures Manual before it is approved for the use of library customers.

This unit play roles as:

- ❖ Dealing with cataloguing books and library materials.
- ❖ Managing the classification of books and library materials
- ❖ Catalog revision and correction.
- ❖ Processing book fittings for loans.

2.2.5 Introduction to Corporate communication and Digital Libraries

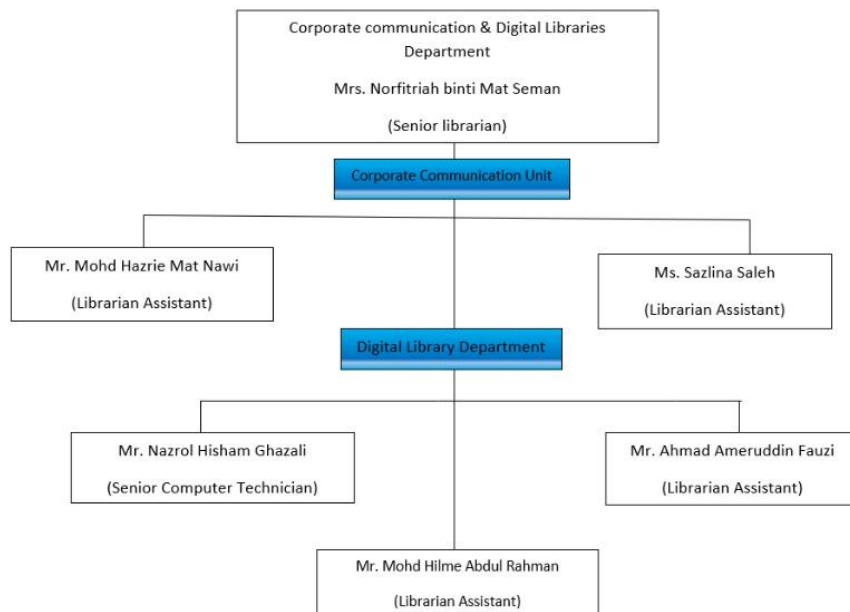


Figure 14: Department Structure of Corporate Communication and Digital Libraries

This department plays a role which is:

- To plan and coordinate Tengku Anis Library's communication, promotion and publicity plans.
- Ensure the effectiveness of the planning and implementation of media plans in relation to publicity, promotion and campaigns for each policy, role, programs, and activities.
- Manage the social media account of PTA by ensuring that the content is always updated with information or program related.

CHAPTER THREE

INDUSTRIAL TRAINING ACTIVITIES

3.1 Introduction

For five months, the practical session was held at Tengku Anis Library (PTA), UiTM Machang, Kelantan. The training exercises that PTA is developing involve switching between four departments every predetermined amount of time, each department for a period of one month. The industrial training began on September 1, 2022 and ran until January 31, 2023. Madam Norfitriah Bt Mat Seman oversaw all of the practical students during this time.

Students were watched over by the supervisor throughout the first day of practical, and we were given our timetable. The student got the opportunity to perform specific tasks linked to the unit that is offered in PTA during the practical session. In order to help the students, have a clear understanding of what they have previously learnt, training aims to ensure that all practical students can comprehend the overall structure and process inside the library. Students were required to complete a variety of tasks throughout the five months of practical instruction that were given to them by the head department.

3.2 Training Activities

3.2.1 Practical Training Schedule

Table 1: Practical Training Schedule

Date	Activities	Tasks Details/Process	Staff Lead	Sub-Unit
01 Sept 2022	Report yourself and get to know the staff	SCOPE OF PRACTICAL TRAINING PROVIDED BASED ON THE MODULE SET BY PTAR,	Pn. Alina Hussein (Deputy Chief Librarian) Pn. Norfitriah Mat Seman (Senior librarian)	Library Introduction Briefing

04 – 13 Sept 2022	Archive department Pn. Alina Hussein (Deputy Chief Librarian)	UiTM SHAH ALAM	En. Mohd Waqiyuddin Mohd Dzulkifly (Librarian Assistant)	Archive Unit and Manuscript
14 – 25 Sept 2022	Archive department Pn. Alina Hussein (Deputy Chief Librarian)		En. Muhamad Nazari Muhamad Nor (Librarian Assistant)	Archive Unit and Manuscript
26-29 Sept 2022	Archive department Pn. Alina Hussein (Deputy Chief Librarian)		En. Zul Abdullah (Senior conservation assistant)	Conservation Unit
02 – 06 Okt 2022	Library Planning and Development Unit Mrs. Nordelina Zulkarnain (Senior Librarian)		Mrs. Wan Fatimah Wan Hamid (Librarian Assistant)	Printed Resource Unit
10 – 16 Okt 2022	Library Planning and Development Unit Mrs. Nordelina Zulkarnain (Senior Librarian)		Mr. Hamizur Hussin (Librarian Assistant)	Printed Resource Unit
17 – 23 Okt 2022	Library Planning and Development Unit Mrs. Nordelina Zulkarnain (Senior Librarian)		Mrs. Maizatul Akmal Muhammad (Librarian Assistant)	Printed Resource Unit
25 – 31 Okt 2022	Library Planning and Development Unit Mrs. Nordelina Zulkarnain (Senior Librarian)		Mr. Mustazim Mustapa (Librarian Assistant) Mr. Che Hasnan Che Idris (Librarian Assistant)	Electronic Resource Unit and RDA Projects

01 – 10 Nov 2022	Organizational Administration Unit and Strategic Planning Mrs. Norfitriah Mat Seman (Senior Librarian)		Mr. Mohd Ridzuan Ramli (Librarian Assistant)	Strategic Planning Unit and Repository Institution
13 – 22 Nov 2022	Organizational Administration Unit and Strategic Planning Mrs. Norfitriah Mat Seman (Senior Librarian)		Mrs. Amesutiny Mohd Subry (Senior Clerk)	Administration unit
23 – 30 Nov 2022	Organizational Administration Unit and Strategic Planning Mrs. Norfitriah Mat Seman (Senior Librarian)		Mr. Nik Mohd Faizal Ibrahim (Operation assistant)	Organizational Administrative Unit
01 – 06 Dis 2022	Digital Library Unit Mrs. Norfitriah Mat Seman (Senior Librarian)		Mr. Nazrol Hisham Ghazali (Senior Computer Technician)	Information system unit
07 – 13 Dis 2022	Units corporate communication Mrs. Norfitriah Mat Seman (Senior Librarian)		Mr. Mohd Hazrie Mat Nawi (Librarian assistant)	Units corporate communication
14 – 22 Dis 2022	Digital Library Unit and corporate communication Mrs. Norfitriah Mat Seman (Senior Librarian)		Ms. Sazlina Saleh (Librarian assistant)	Institutional Repository and Corporate Communication Unit
26 – 29 Dis 2022	Digital Library Unit Mrs. Norfitriah Mat Seman (Senior Librarian)		Mr. Mohd Hilme Abdul Rahman (Librarian assistant)	Institutional Repository and Corporate

02 – 04 Jan 2023	Library Service Unit Dr. Muslim Ismail@Ahmad (Senior Librarian)		Mr. Mohd Rosli Che Ismail (Librarian assistant)	Library Service Unit
05 – 08 Jan 2023	Library Service Unit Dr. Muslim Ismail@Ahmad (Senior Librarian)		Mr. Mohd Hamka Hj Hamzah (Librarian assistant)	Library Service Unit
09 – 11 Jan 2023	Library Service Unit Dr. Muslim Ismail@Ahmad (Senior Librarian)		Mr. Mohd Zalani Mhd Zin (Librarian assistant)	Library Service Unit
12 – 26 Jan 2023	Library Service Unit Dr. Muslim Ismail@Ahmad (Senior Librarian)		Mrs. Nor Azrina Binti Hasbullah (Librarian assistant)	Research, Learning and Reference Unit
29 – 31 Jan 2023	Please prepare a report for each practical place/location and submit a copy to the Chief Deputy Librarian.			

3.2.2 Shelving and Recite Yaasin

Shelving is daily task because all of the industrial training students must do shelving before the library open starting from 8.00 a.m. until 8.30 a.m. except for Thursday because on that day all staff and industrial training students have to shelving only for 15 minutes because after that we will recite of Yassin. The librarian assistant here had given a guide to do shelving which is that we must arrange the books according to their specific shelves and call number that have been assigned. All the materials in PTA are organized according to the Library of Congress (LCC) Classification System. For books on the ground floor, it refers to open shelves which are available for borrowing. Meanwhile, the first floor refers to reference materials which have rules in order to borrow these materials. The purpose of conducting this daily task is to ensure that all industrial training students gain knowledge towards the structure of materials collection in PTA as well as know how the classification number word.

3.2.3 Archive Branch Department

The first department I was given to work on was this one, in accordance with the library's programme for industrial training. I will work for this department's two units starting on September 4, 2022 and continuing through September 29, 2023. Mrs. Alina Hussein, the Deputy Chief Librarian for Archive and Manuscript, oversaw this division. Mr. Zul Abdullah provides assistance to the conservation unit, which is another unit. The duties that this department and its units have been tasked with performing include:

Archive and Manuscript Unit

- Assisting with general information on the department and unit's workflow from the assistant librarian there. The goals of this department's jobs and responsibilities have been communicated to me.
- I was tasked with retrieving boxes of paperwork (referred to as "File Peribadi Pelajar") from the archive room in order to enter them into the system as my first duty. The file's stapler, which is used for scanning student information, will be removed, for instance.

- After finishing, categorising, and removing staplers from files and papers, I was instructed to enter information as a "Penerimaan File" in the library's Archive Management System. An illustration of information that must be entered into the system is:
 - The file/ documents name
 - Faculty
 - First and last document's date
- I also learn how to use a scanner to scan documents that have been sorted from the archive room. The details of the scanned papers will be kept in a computer file before being entered into the library's Archive Management System (AMS).

Conservation unit

- In this unit, I had learnt with Mr. Zul Abdullah, senior conservation assistant on how to make a book like make a notepad, notebook, hardcover in manual ways.



Figure 15: Conservation unit

3.2.4 Library Planning and Development Department

After completing the first department, then I moved to the next department assigned according to the schedule. In this department, it contains 2 unit which is printed resource unit and electronic resource unit from 02 October 2022 until 31 October 2022 which is led by Mrs. Nordelina Zulkarnain.

- Copy cataloguing

The task that I was assigned under this department was copy cataloguing. Copy cataloguing is the process of editing a pre-existing bibliographic record instead of creating a completely new records from starch. As we know, UiTM are operating with many branches, by following Shah Alam branch as a center of the university management. Copy cataloguing can be performed where the books are already available in pre-existing bibliographic records searched via OPAC UiTM, OPAC PNM, MalCat or WorldCat.

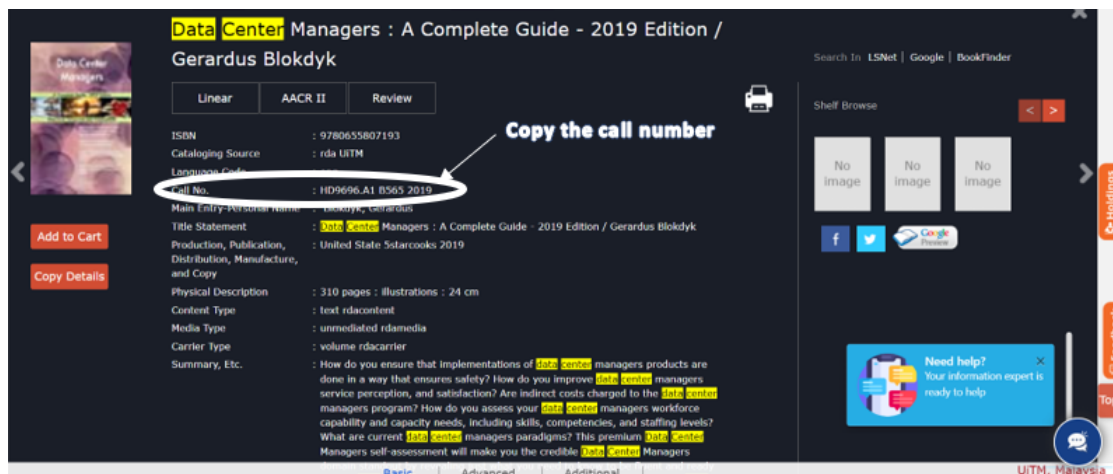


Figure 16: Copy cataloguing

- Handled a program of “Pertandingan Membuat Ulasan Artikel Jurnal Dan Majalah Koleksi Perpustakaan Tengku Anis (Pta)”

On 7th November 2022, Mrs. Nordelina assigned me to help with handling a program held by this department which is “Pertandingan membuat ulasan artikel dan majalah koleksi perpustakaan Tengku Anis”. I was assigned to perform the task follows:

1. Design poster



Figure 17: Poster of the programme

2. Google Form

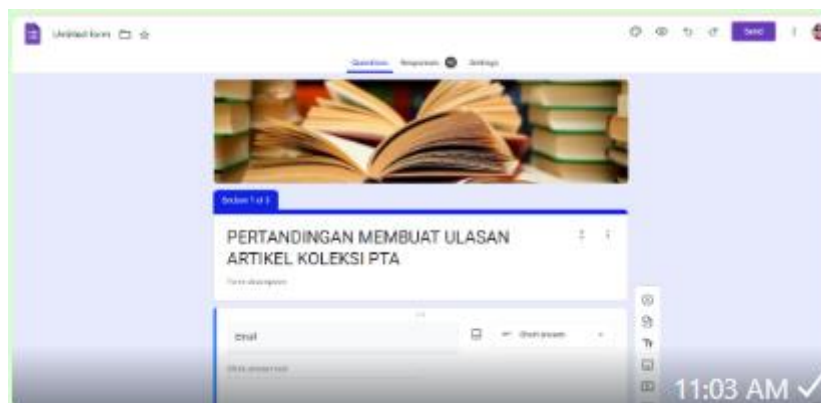


Figure 18: Google Form of the programme

3.2 5 Corporate Communication and Digital Library

On 1st November 2022, I moved to the next department which is corporate communication and digital library that head by Mrs. Norfitriah binti Mat Seman. During period of my training under this department, I was assigned to different tasks such as follows.

- Guide student to scan Mobile Apps PTAR and “Kajian Kepuasan Hati Pelanggan terhadap perkhidmatan perpustakaan”.

During stay in this department, I was given a task by Mrs. Norfitriah binti Mat Seman to invite students that come to library to Login the Mobile Apps PTAR and fill the form of “Kajian Kepuasan Hati Pelanggan Terhadap Perkhidmatan Perpustakaan”. With the Mobile Apps, user can access information wherever are and whenever want to get the latest information on the library, make renewals, access e-resources and many more



Figure 19: Student login to the mobile apps

- **Assigned to retrieve the documents “tesis pelajar and projek pelajar” into Institutional Repository (IR) UiTM**

In this department also, I had been assigned to Mr. Ridzuan Ramli to retrieve the documents into Institutional Repository (IR). Universiti Teknologi MARA Institutional Repository (UiTM IR) is a center of digital collections, act as an open-access repository that collects, preserve and disseminates scholarly output by university members at Universiti Teknologi MARA (journal articles, book chapters, books, conference papers, theses, working papers, technical reports, data and other types of research publications and also unpublished manuscripts and papers).



Figure 20: Login for library staff

3.2.6 Strategic Planning and Quality Department

This Strategic and Quality Planning and Organizational Administration Unit was the second department I was assigned to during my industrial training. As a Senior Librarian, Mrs. Norfitriah binti Mat Seman oversaw this division. This division is generally in charge of enhancing the efficiency of administration, including the management of the UiTM Kelantan Library units, the management of the file system, the preparation of monthly statistics, and many other responsibilities. In the course of my training with this department, I was required to do the following duties.

- Checking on files and its tagging

Assigned to check on all the files stored in the drawer of Quality Room in order to identify any files that still attached with older code references, which needed to be renewed with a new tagging. About 200 files have been checked that approximately tasks about two weeks to be done. All the files successfully retrieved and renewed its to ease references process in the future.

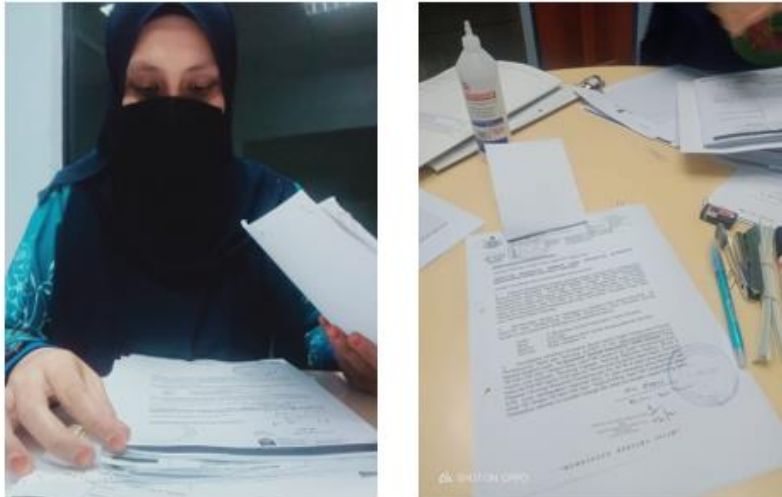


Figure 21: Checking on files and its tagging

- Record minutes paper file and memo card

The next task that I responsible to get it done under this department was record the any documents into minutes paper file. The information was recorded on the cover of the file. The same information should be recorded on the Card File Movement / File Register Books and the card is kept in Quality Room is this administration unit

3.2.7 Library Services Department

- Release book in Wils System UiTM

The task that had been given by Dr. Muslim bin Ismail @ Ahmad is studying on how to release a book. I was also assigned to make a new book release to be placed in the open collection section for student reference. I have been revealed to make a book release using the wils uitm system which can only be logged in using a staff id.



Figure 22: Release book in Wils System UiTM

3.2.7 Special Activity

1. “2 Days @ PTA: Bonding Days”

Background of the Program





This programme is an effort of the Tengku Anis Library (PTA) in the culture of knowledge and knowledge sharing as well as being able to tell all UiTMCK people about the library's services and new capabilities, particularly in effective information searching. By doing this, the library's relationship with all UiTMCK residents will be strengthened and its visibility will be increased further. Additionally, it will be possible to uphold the Ministry of Higher Education's (KPT) desires for exposing students to the newest digital services, particularly Digital Library services. The Tun Abdul Razak Library Digital Services Division (PTAR) Shah Alam has given all branch libraries instructions to strengthen Digital Library services toward the Global Renowned University (GRU) through the Library Strategic Plan 2020–2025. The implementation of this programme is one of the approaches to UiTMCK citizens against various the latest services like Mobile Apps UiTM Library that were launched by VC.



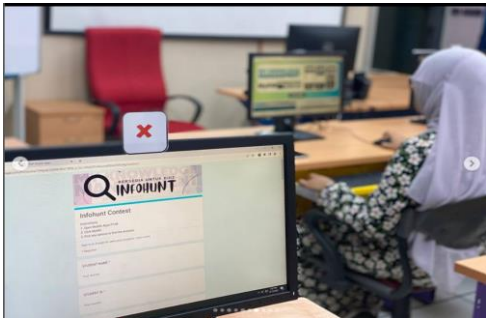

Objective of the Program




- ❖ Give UiTMCK citizens access to and guidance on using the library services.
- ❖ Realizing the immediate effects not using the library services provided for efficient information search will have on students' learning and teaching.
- ❖ Giving advice to people of UiTMCK about digital libraries and the newest services.
- ❖ Throughout the programme, learn how to use a flexible and open approach to a variety of library services.




Activities that Organized for the Program

Table 2: Activities that Organized for the Program

No.	Activities	Explanation	Activities' Photo
1.	Juara Cup Pantas	This game is a relaxed and simple game that can test the speed and efficiency of the participants in arranging the glasses provided	
2.	Carrom	The game uses a square board with holes in each corner. The purpose of this game is to cultivate the participants to do strategy, accuracy, creativity, and skill in addition to requiring a lot of patience.	
3.	Ping-pong	The game involves hitting the ball back and forth on a table with a net in the middle using a bat or bat. A player can only hit the ball after it has bounced once on his side and must return it so that it bounces on the opponent's side.	
4.	Crossword	Allow words to be italicized. Allow letters to be placed in multiple words, as long as they are all connected or in simple words, the given letters are random, as long as they can form words. This game is just like SAHIBA.	

5.	“Let’s Guess My Weight”	This book's hard guessing game is to test the participants in making estimates logically and intelligently.	
6.	Table Soccer game	Table Soccer is a game played by two people where the objective is the same as soccer. The objective of this game is to put the ball in the opponent's goal hole and get more scores or more goals than the opponent.	
7.	Info Hunt	This game aims to reveal to the participants about the ways to find materials in the library, but in the form of a game.	
8.	Borrow, Read and Review.	This competition will involve the involvement of students in borrowing a book, then reading and making a brief comment in a video whose conditions have been set. The video that best meets the criteria will be crowned the winner.	

9.	“Congkak”	The congkak game is one of the Malay games that has been established for a long time among the Malay community in our country. Congkak is a type of game that originates from Arab countries	
10.	“PTA Roda Impian	"Roda Impian" is one of the shows in the form of a quiz that can test the ability of the participants consisting of 1 participant to show their prowess in answering the given questions. Then, participants are allowed to ask the people around them within one minute. The contestant with the highest score will win the game and advance to the final round. A mystery prize for eligible participants to spin the dream wheel is also offered.	
11.	Spell It Right.	The game Spell It Right is a game of arranging letters that are confused into a word. This game uses A4 paper that will be folded and put into a mystery box. The selection will be conducted randomly. Participants will play individually.	

12.	Giant E-Puzzle.	The E-Puzzle game is a virtual picture arrangement game based on the original picture. Players will be given time to put together the puzzle. Players will also be given a display of the original image as a reference before starting the compilation of the image puzzle. Participants will play individually.	
13.	Online Quizizz.	This Quizizz game is an online quiz that is played by entering a code and played in groups	
14.	Wakaf Buku 3.0	In order to gather books for the CSR programme that will run in 2023, this activity will run for one month. The goal of this book donation is to assist outside organizations in promoting reading among the local population.	

3.3 Special Project

3.3.1 IT Zone Professional System

Introduction

The IT Zone Professional System has been developed to override the problems prevailing in the practicing manual system. This software is supported to eliminate and, in some cases, reduce the hardships faced by this existing system. Moreover, this system is designed for the particular need of the company to carry out operation in a smooth and effective manner.

This application is reduced as much as possible to avoid errors while entering the data. It also provides an error message while entering invalid data. No formal knowledge is needed for the user to use this system. Thus, by this all it proves it is user-friendly. IT Zone Professional System as described above, can lead to error free, secure, reliable, and fast management systems. It can assist the user to concentrate on their other activities rather than concentrating on the record keeping. Thus, it will help organizations in better utilization of resources.

Problem Statement

Based on my research, there are several problems that faced by the organization is the old system was not available to use because system got hacked. The server based in Shah Alam had to be hacked causing all service networks to become corrupt. So, this new system will provide the management or supervisor an exclusive platform that is specially made to record all the trainee booking details.

Objectives

1. General objective:

The key goals of this proposed system were to create a new automated or computerized system called the IT Zone Professional system that is efficient, manageable, and maintainable by management or supervisor.

2. Specific objectives

The project will achieve the following specific objectives:

- This system also strives to streamline the business's needs in the realm of booking services.
- The system's goal is to enhance and improve on the existing method of how consumers book and how organizations handle booking services.
- The project's goal is to provide end consumers with a convenient and appropriate Booking experience that they can relate to while also being secure.
- The system's specific goal is to produce a timesaving, convenient, and efficient system.
- To meet the needs and aforementioned problems with dealing with bookings, and to enhance and advance it.

Proposed Solution

The IT Zone Professional System is being created to provide a better solution to all of the existing problems caused by the old method of booking services and reservations. In this project, any concerns that could be construed as an attack were analysed for the system to be transformed into more advanced tools for correcting some deficiencies in booking services. This system will respond to the needs of improving and developing the previous booking technique and making it more advanced so that booking services and reservations will be smooth and the business will provide satisfactory services. This will function as a consolidated platform for managing booking services into a more focused plan. A system like this will allow staff to reduce their workload by not tying them to a phone because all information and reservations are constantly available. This type of online booking system service will benefit both parties and end consumers. The project addresses a void left by the prior system in the area of business booking management. The system will be developed using the Software Development Life Cycle (SDLC) method. To test and evaluate the system, the researchers will collect a sample size of participating students, teachers, and other end users. IT professionals will evaluate the system to make modifications. The researchers will make system upgrades based on expert opinion.

Entity Relationship Diagram (ERD)

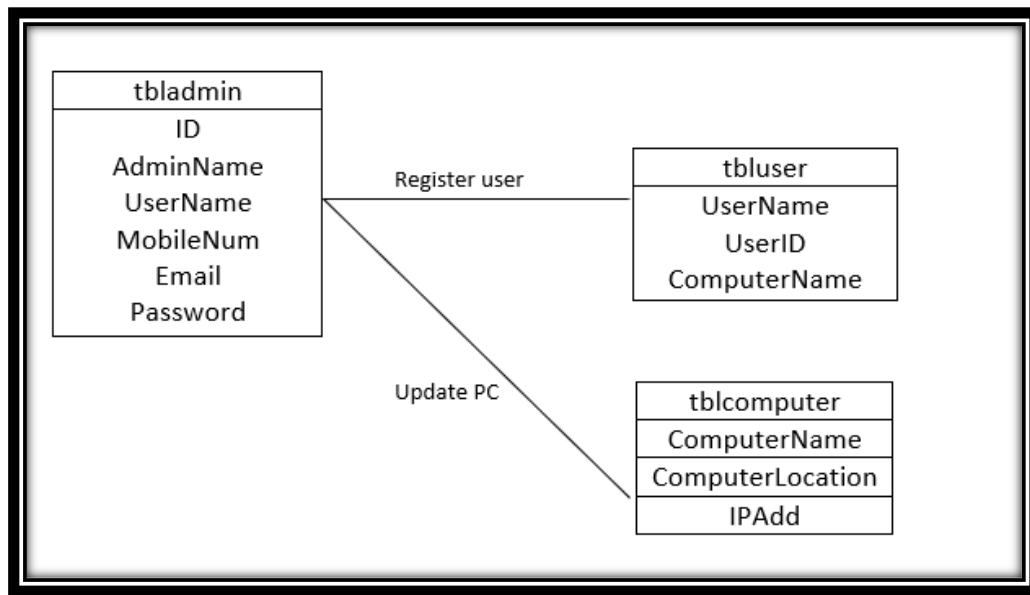


Figure 23: Entity Relationship Diagram (ERD)

Context Diagram

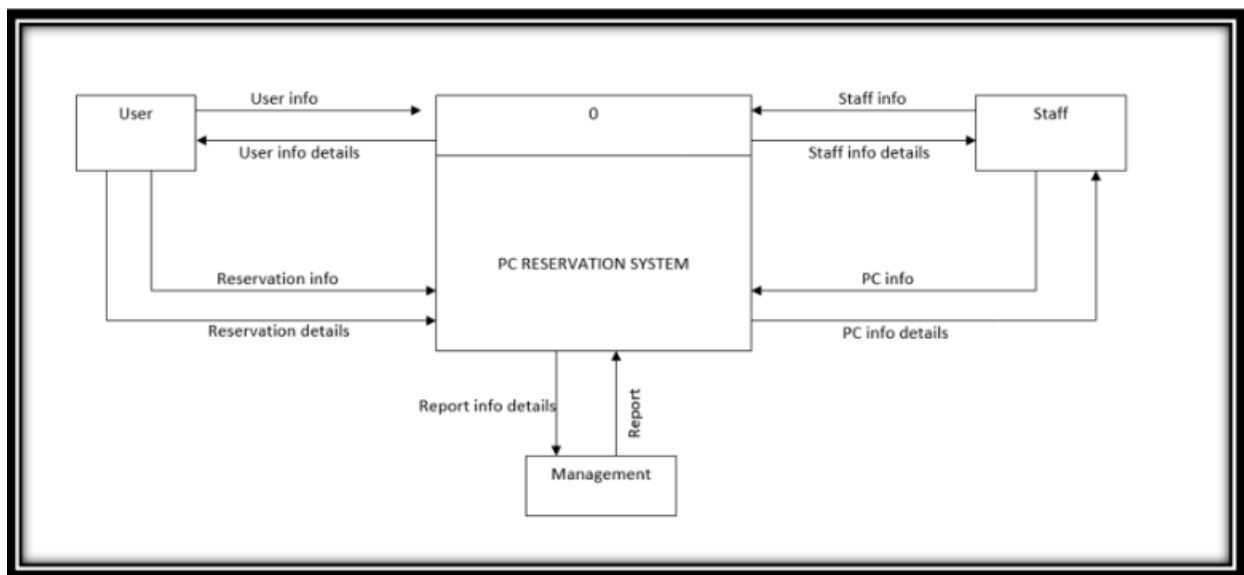


Figure 24: Context Diagram

Data Flow Diagram

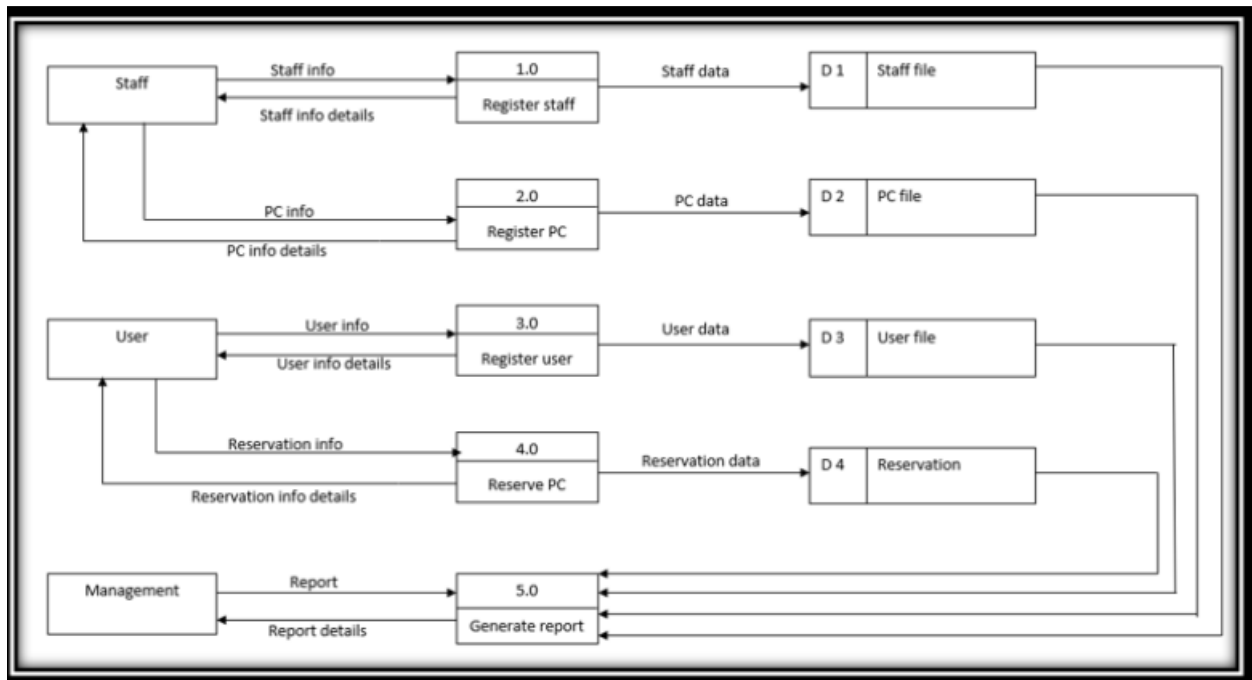


Figure 25: Data Flow Diagram

System Interface

a) Login

The login interface for the IT Zone Professional System (ITzPROs) is displayed. It includes a header with the system name and a welcome message. The login form contains fields for User Name (admin) and Password (*****). A green SIGN IN button is at the bottom. A link for 'Forgot Password?' is also present.

IT Zone Professional System (ITzPROs)

PERPUSTAKAAN TENGKU ANIS (PTA) UNIVERSITI TEKNOLOGI MARA CAWANG

WELCOME TO

USER NAME
admin

PASSWORD

[Forgot Password?](#)

SIGN IN

Figure 26: System Interface - Login

b) Dashboard

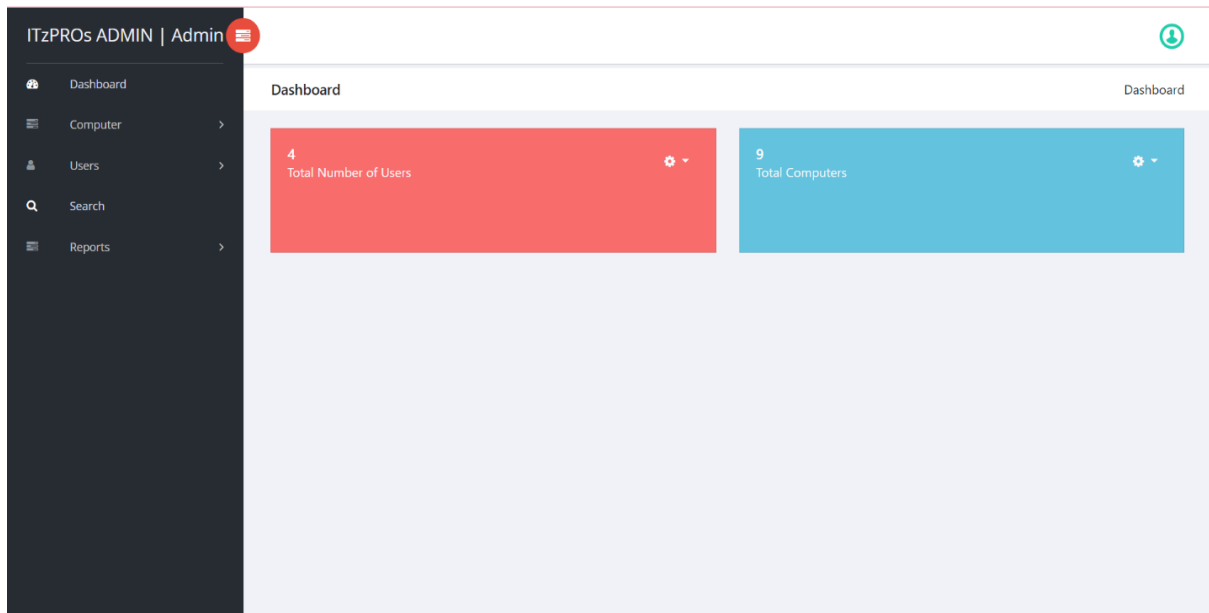


Figure 27: System Interface - Dashboard

c) Add Computer

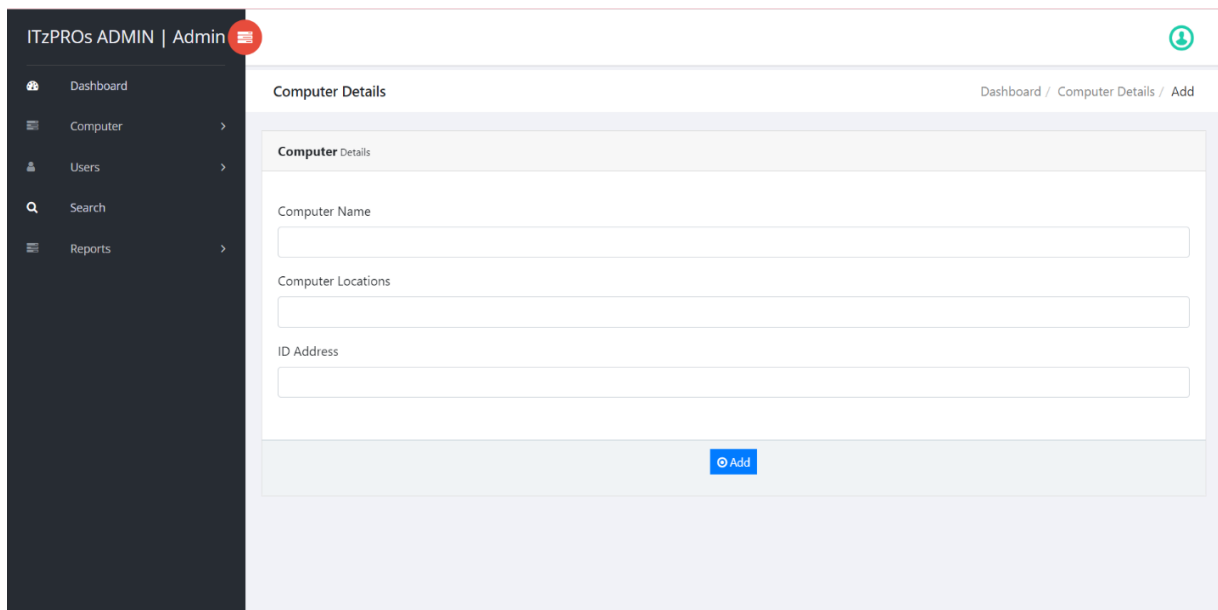
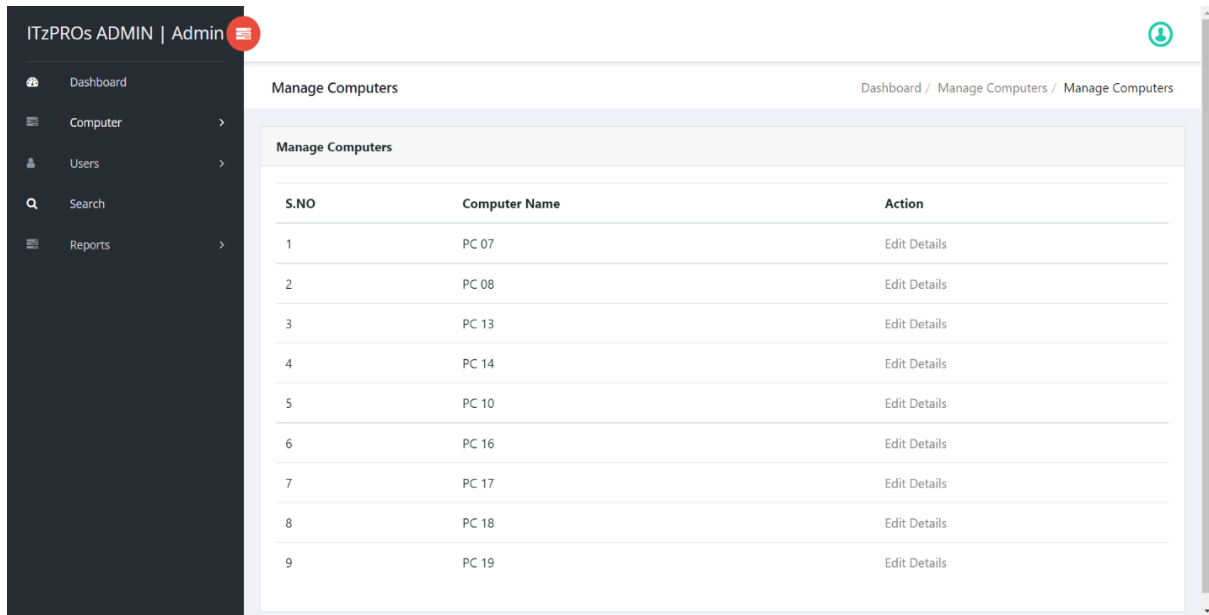


Figure 28: System Interface - Add Computer

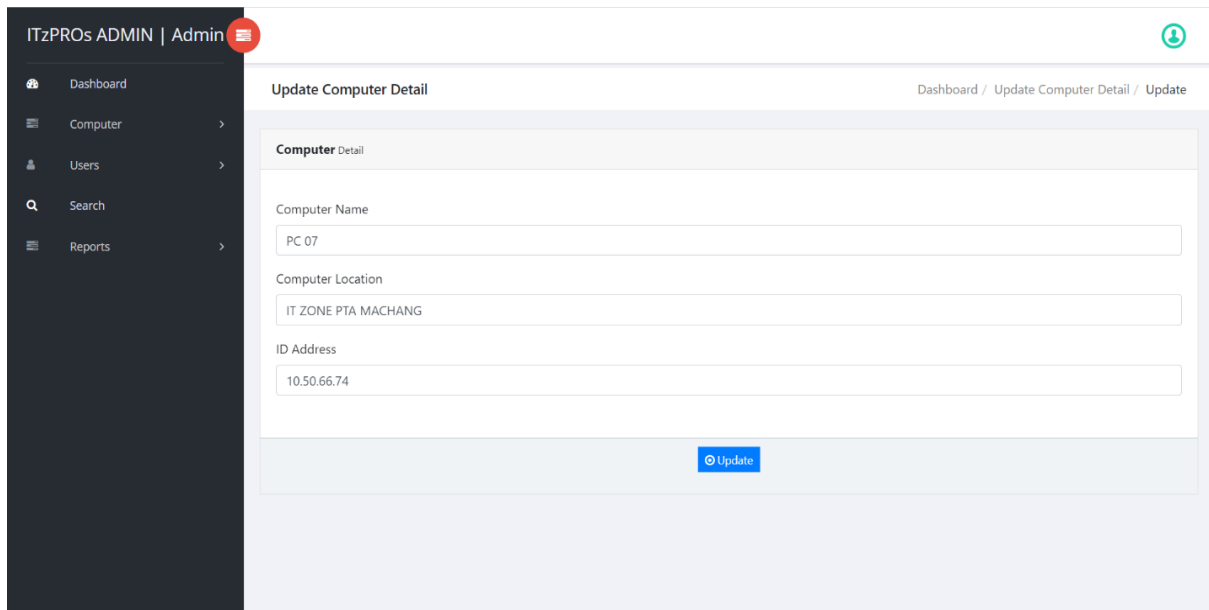
d) Manage Computer Detail



S.NO	Computer Name	Action
1	PC 07	Edit Details
2	PC 08	Edit Details
3	PC 13	Edit Details
4	PC 14	Edit Details
5	PC 10	Edit Details
6	PC 16	Edit Details
7	PC 17	Edit Details
8	PC 18	Edit Details
9	PC 19	Edit Details

Figure 29: System Interface – Manage Computer Detail

e) Update Computer Detail



Computer Detail

Computer Name
PC 07

Computer Location
IT ZONE PTA MACHANG

ID Address
10.50.66.74

[Update](#)

Figure 30: System Interface - Updated Computer Detail

f) User Detail

The screenshot shows the 'User Detail' form in the ITzPROs ADMIN interface. The left sidebar contains navigation links: Dashboard, Computer, Users, Search, and Reports. The main content area is titled 'User Detail' and includes a breadcrumb trail: Dashboard / User Detail / Add. The form fields are: UserName, UserID, Faculty, Department, InTime, and ComputerName (a dropdown menu with 'Choose Computer' selected). The form is currently empty, with only the 'Add' button visible at the bottom right.

Figure 31: System Interface - User Detail

g) Manage User Detail

The screenshot shows the 'Update Users Detail' form in the ITzPROs ADMIN interface. The left sidebar is the same as in Figure 31. The main content area is titled 'Update Users Detail' and includes a breadcrumb trail: Dashboard / Update Users Detail / Update. The form fields are: UserName (filled with 'Azrina'), UserID (filled with '2020781119'), and ComputerName (filled with 'pc 03'). A red message 'Users Detail has been update.' is displayed above the fields. An 'Update' button is located at the bottom right of the form.

Figure 32: Manage user details

CHAPTER FOUR

INDUSTRIAL REFLECTION

4.1 Application of Knowledge, Skills, and Experience in Undertaking the Task (Knowledge Gained)

The student had independently researched PHP programming by consulting other sources, including the Faculty of Information Management's YouTube channel, the stack overflow website, and the advice of trustworthy friends. The student believed that the course codes IMS 607 and IMS 655 were crucial because they were required when working on the special project. When enrolled in optional courses at UiTM Cawangan Kelantan, such as IMC 406 and IML 655, the trainee also implemented the theories. The student utilised the database to retrieve journals or papers for a review assignment that also met the criteria for the course code IMR 652. After that, the trainee's experience as a secretary in one programme and student who attended the course EWC663 helped him or her create proposals and minutes for meetings because it aided in group projects or programmes with the other trainees.

4.2 Personal Thoughts and Opinions

The trainee believes that the company offers numerous prospects and a welcoming environment. Even the top management is approachable and friendly, as is the supervisor. The mentor was considerate and didn't nag the apprentice. The top management also looked out for the wellbeing of every student and always asked the other trainees if one trainee failed to show up for work. The staff was also kind and always willing to help if the trainee asked for it. The student believes that the faculty's knowledge and abilities are important and practical.

4.3 Lesson Learnt

The trainee has improved in discipline, punctuality, knowledge of the administrative work environment, and new abilities in poster creation and Excel tools. Being in a work environment has taught the trainee how to be dependable with time, multitask, be patient with difficulties, and create relationships with others to persuade them, particularly when handling PTA programmes and following up with club/society presidents. During the industrial training, the trainee improved and calmed his or her ability to manage limits. The trainee also discovered how crucial time management is to avoid completing assignments late. The student would complete all of their everyday tasks and jobs.

4.4 Limitations and Recommendation

The task given to trainees provided by the organization is sometimes out of sudden. The trainee would like to suggest the organization gave the task efficiently. The trainee would also recommend that faculty may improve the course by providing more hands-on courses so that the future students who will undergo practical training will be well-equipped with hands-on skills rather than only theories learnt in classes.

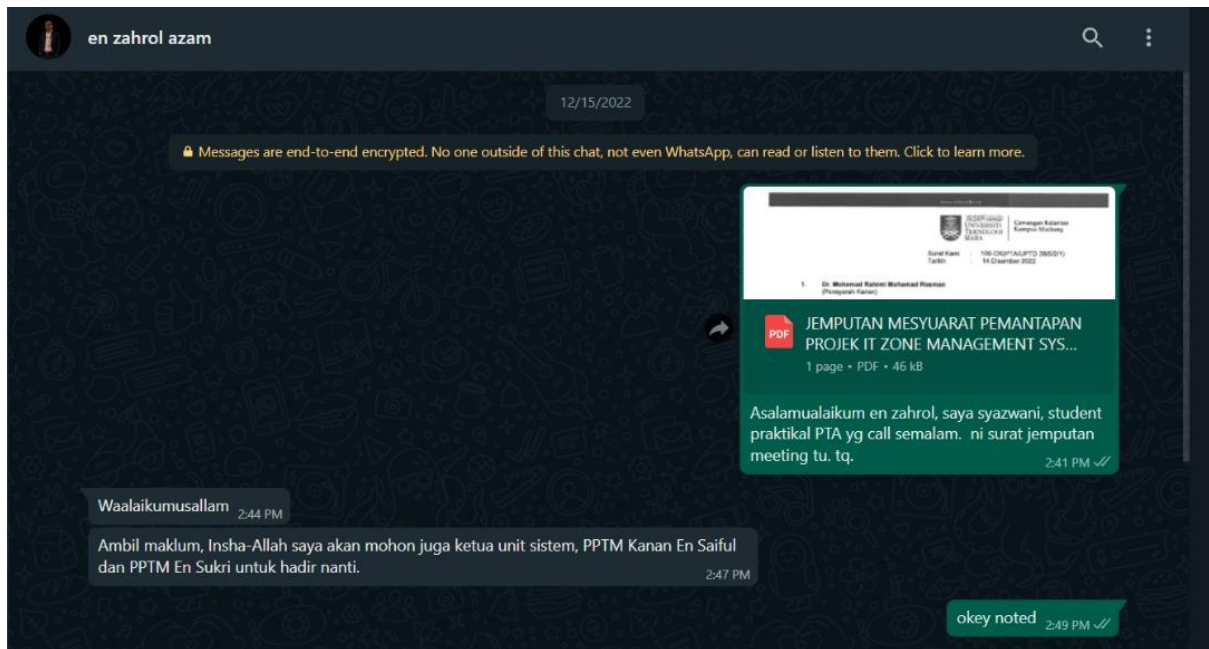
REFERENCES

- Lucid.app. (2008). Lucid. https://lucid.app/documents#/dashboard?folder_id=home
- Microsoft. (2021). Use Snipping Tool to capture screenshots. <https://support.microsoft.com/en-us/windows/use-snipping-tool-to-capture-screenshots-00246869-1843-655f-f220-97299b865f6biu>
- phpMyAdmin. (2003). phpMyAdmin: Bringing MySQL to the web. <https://www.phpmyadmin.net/>
- Stack Overflow. (2017, December 11). Setup the auto timestamp in PhpMyAdmin. https://stackoverflow.com/questions/47745136/setup-the-auto-timestamp-in-phpmyadmin#comment109157736_47746651
- Universiti Teknologi MARA Cawangan Kelantan. (2022). Universiti Teknologi MARA Cawangan Kelantan. <https://kelantan.uitm.edu.my/index.php>
- University of the Philippines Visayas. (2021). How to Access Emerald Insight. <https://library.upv.edu.ph/index.php/electronic-resources/online-databases/10-online-databases/113-how-to-access-emerald-insight>
- Login for library staff. (n.d.). Welcome to UiTM Institutional Repository - UiTM Institutional Repository. <https://ir.uitm.edu.my/cgi/users/home?screen=Items>
- Tunku Abdul Rahman University of management and technology - Library. (n.d.). Tunku Abdul Rahman University of Management and Technology. <https://www.tarc.edu.my/library/online-resources/malaysian-academic-libraries-institutional-repositories-irs/>
- Woodard. G. (2022). Why Book Reviews Are Important to Authors and Readers. Dudley Court Press. <https://www.dudleycourtpress.com/book-reviews/>
- Stobierski, T. (2019, July 18). What is corporate communications? Functions, careers, and skills. northeastern <https://www.northeastern.edu/graduate/blog/what-is-corporate-communications/>
- Emerald Insight. (2022). Emerald Insight. <https://www.emerald.com/insight/>

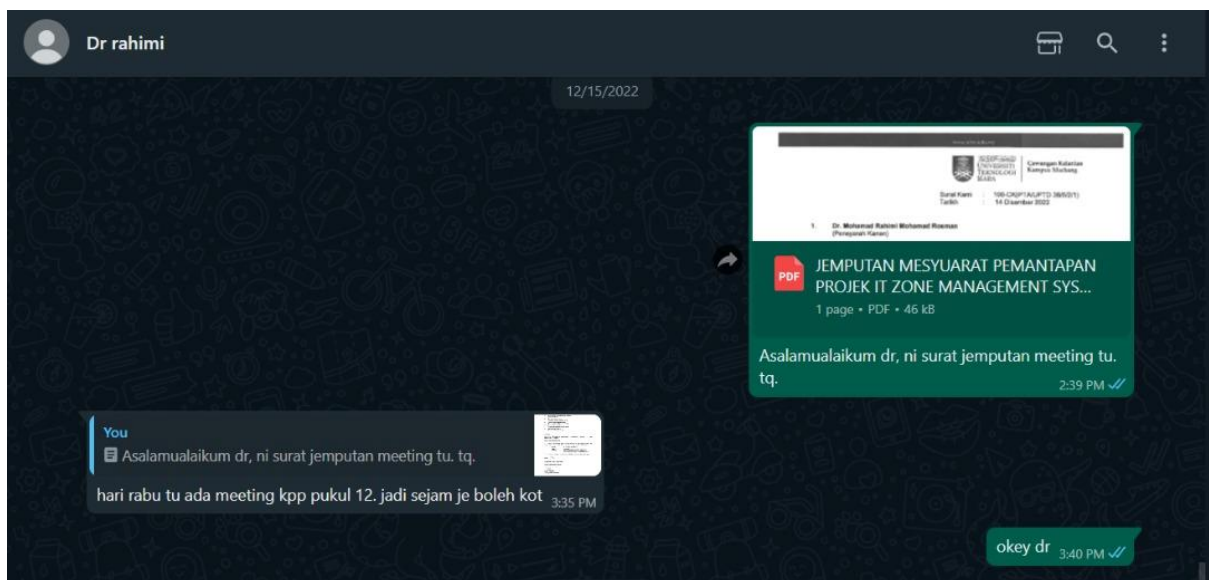
APPENDICES



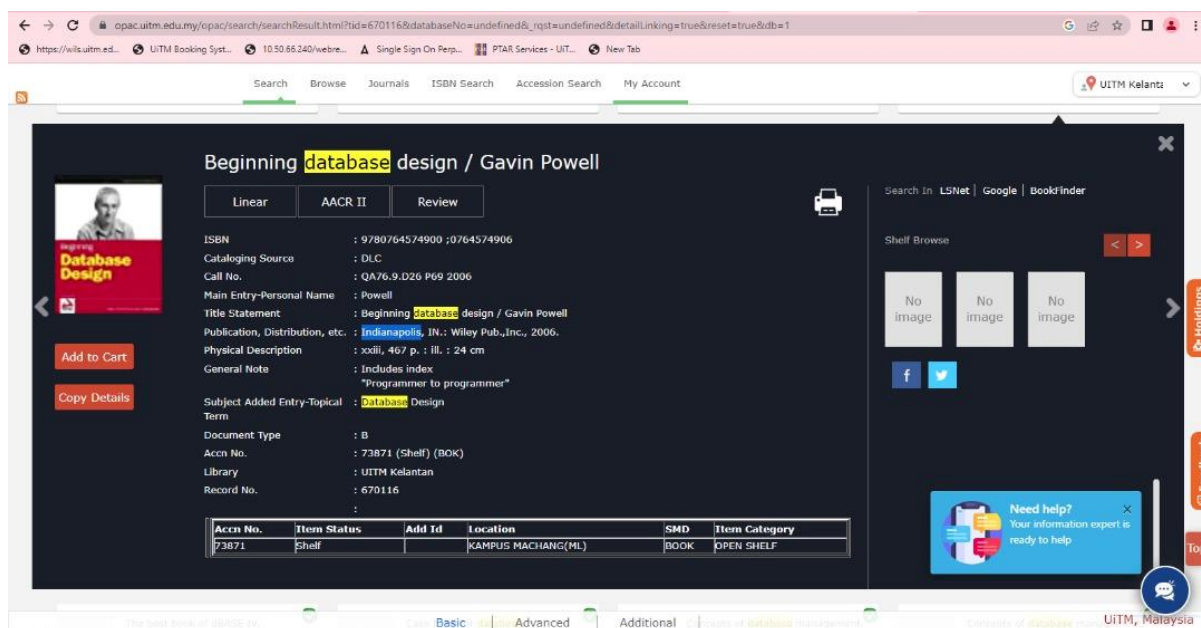
Appendix 1: Some other WhatsApp messages sent to the corporate unit



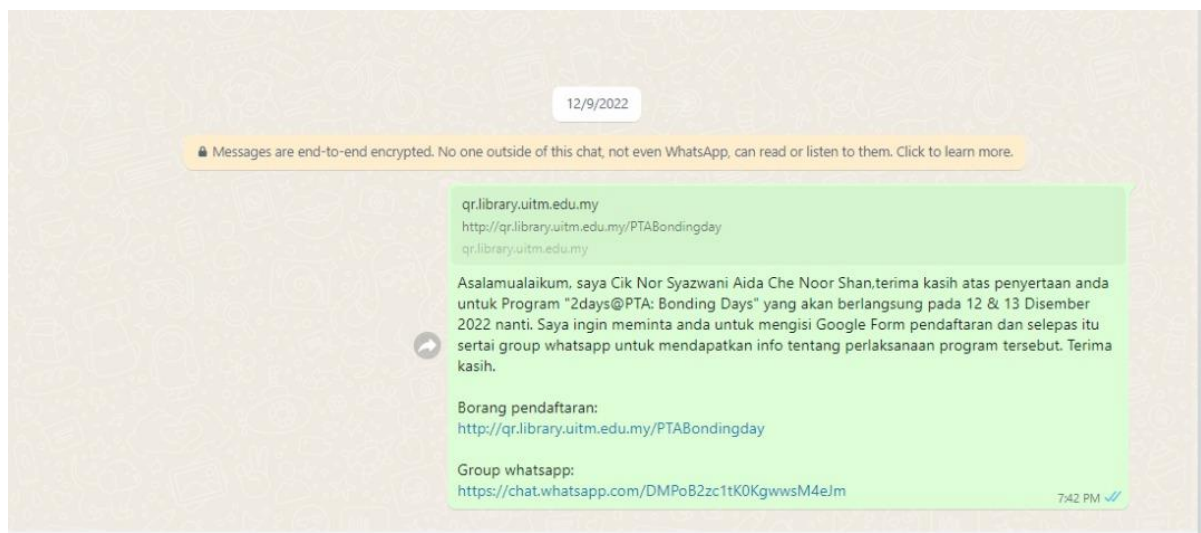
Appendix 2: Some other whatsapp messages sent to the technician UiTM



Appendix 3: Some other whatsapp messages sent to the senior lecturer (Faculty of Information System)



Appendix 4: Learning on how to use OPAC by using keyword



Appendix 5: Some other whatsapp messages sent to the participant of program "2days@PTA: Bonding days"

LOGBOOK



PRACTICAL TRAINING
LOG BOOK



اَوْنُوْرُسِيْتِيْ تِيْكْنُوْلُوْجِيْ مَارَا
UNIVERSITI
TEKNOLOGI
MARA

PERSONAL DETAIL

1. Name : NOR SYAZWANI AIDA BINTI CHE NOOR SHAN
2. Student ID : 2019423974
3. Programme : IM245
4. Semester : 07
5. Home Address : KAMPUNG BUNUT PAYONG, TELEKONG
18000 KUALA KRAI
KELANTAN.
6. Tel No (HP) : 0143927455
7. Email : wanaida99@gmail.com


ORGANISATION INFORMATION

1. Full Name & Address : PERPUSTAKAAN TENGEU ANIS (PTA)
UTM KELANTAN
2. Department : _____
3. Supervisor : NORFITRIAH BINTI MAT SEMAN
4. Position : PUTAKAWAN KANAN
5. Tel : _____ HP : _____
6. Email : _____


FOR OFFICE ONLY

Remarks :

DATE: Week 1 - 1/9/2022

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Task - Introduction to organization	
Task execution process	
On 1 st September 2022, I have registered as a student industrial training at Tengku Anis Library (PIA) UiTM Kelantan, Machang Campus.	
	
	<p><i>Abusemeh</i> 11/9</p> <p>NORFITRIAH MAT SEMAN PUSAT KAWAN KAWAN PERPUSTAKAAN TENGKU ANIS UTM CAWANGAN KELANTAN MACHANG 15000 MACHANG, KELANTAN.</p>
In the first day, I have given an introduction in the organization to get to know each other better organizational structure and introductory session with the staff to make it easier to work together.	

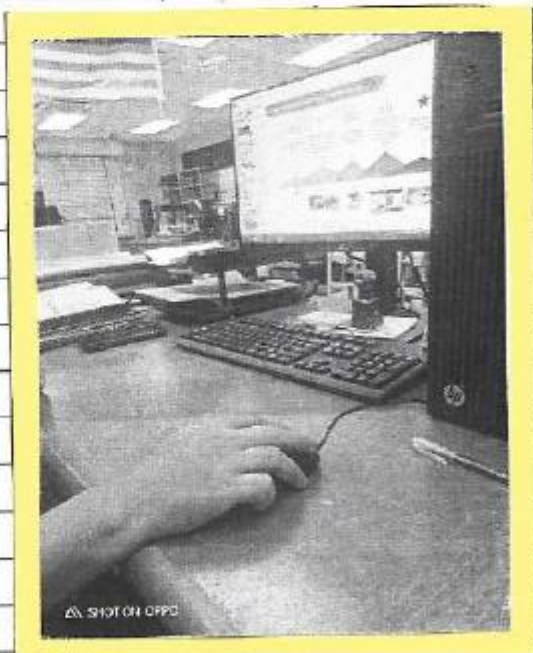
DATE : _____

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>I have listened to the briefing by the supervisor and deputy head librarian which is Madam Norfitriah Bt Mat Seman and deputy head librarian, Madam Xina Bt Hussien on the scope of work in organization to be more helpful in the management process.</p>	
	<p><i>[Signature]</i> 11/9/22</p> <p>NORFITRIAH MAT SEMAN PUSAT KAWAN KADAH PERPUSTAKAAN TENGGU ANS UTM GAWANGAM KELANTAN KAMPUS MACHANG 11500 MACHANG KELANTAN</p>
<p>Next, I was given the method of the making shelving from the library officer, Mr. Mohd Hanika for a giving method in making shelving.</p>	

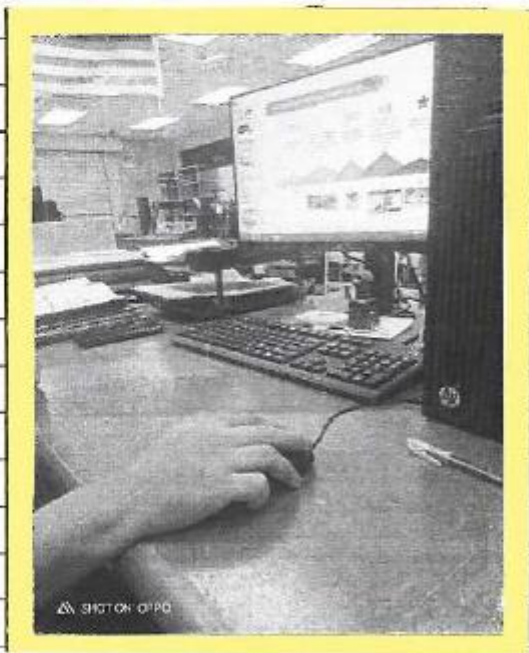
DATE : _____

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<div data-bbox="343 459 1141 1601"><p data-bbox="821 560 1061 638">2022</p><p data-bbox="686 649 1093 694">INDUSTRIAL TRAINING</p><p data-bbox="454 1198 726 1243">ARCHIVE UNIT</p><p data-bbox="375 1288 805 1344">4/9/2022 - 29/9/2022</p><p data-bbox="438 1433 1021 1556">REPORT BY: NOR SYAZWANI AIDA BINTI CHE NOOR SHAN</p></div>	

DATE: 4/9/2022

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Task : Office work of archive's department	
Last execution process	
<p>In the second day of industrial training, the task started with shelving and today I have made shelving for 10 books.</p> <p>I was placed at the archive's department and I was briefed by the officer on duty, Mr. Wazizudin about the archive unit.</p>	<p>ALINA BT HUSSEIN Tasbeel Kotra Pustakawan Perpustakaan Tengku Anis UTM Cawangan Kelantan</p> <p><i>[Signature]</i></p> <p>4/9/22</p>
	

DATE: 4/9/2022

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Task : Office work of archive's department	
Last execution process	
In the second day of industrial training, the task started with shelving and today I have made shelving for 10 books.	ALINA BT HUSSEIN Tambahan Ketua Pustakawan Perpustakaan Tengku Anis UTM Cawangan Kelantan
I was placed at the archive's department and I was briefed by the officer on duty, Mr Wazirudin about the archive unit.	11/9/22
	



DATE : _____

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>Mr. Wapigubdin has given instruction on how to register material to be disposed of using the Archive Management System (AMS) as explained by Mr. Wapigubdin about material disposal.</p>	<p>ALINA BT HUSSEIN Timbalan Ketua Pustakawan Perpustakaan Terangkai Anis UITM Cawangan</p> <p><i>[Signature]</i></p> <p>11/9/22</p>

DATE: 5/1/2022

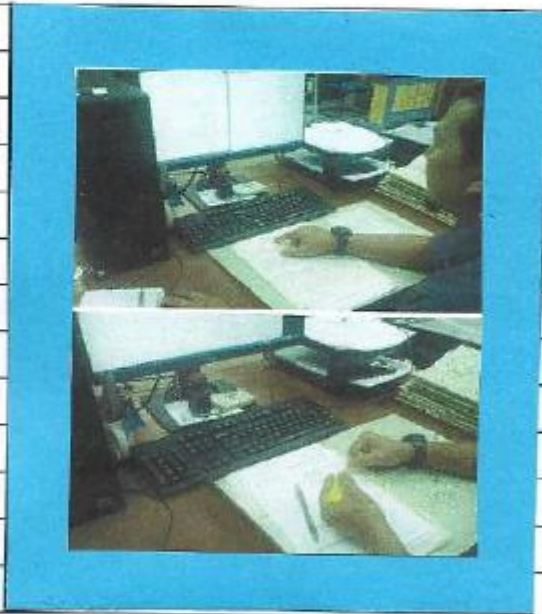
[illegible]

DATE: 6/9/2022

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Archive Department	ALINA BT HUSSEIN Timbalan Ketua Pustakawan Perpustakaan Jengku Anik ITM Cawangan Kelantan
<p>The daily work at the library started with shelving and today I made 10 books and was monitored by Mr Naziyuddin to evaluate the shelving method assigned to me.</p>	 11/9/22
	

DATE : _____

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>In the archive unit, I was given an explanation by Mr. Waziyuddin about the second and third method in making material disposal which is to update material registration and give an explanation about the method of registering metadata for material disposal.</p>	<p>ALINA BT HUSSEIN Timbalan Ketua Pustakawan Pusat Pustaka Terengganu UTM Cawangan Kelantan.</p> <p>11/9/22</p>



DATE: 7/9/2022

[illegible]

DATE : 8/9/2022

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
8 th September 2022 "Medical Leave"	ALINA BT HUSSEIN Timbalan Ketua Pustakawan Perubatan dan Tindakan Aids UITM Cawangan Kelantan 11/9/22



UNIT KESIHATAN
BAHAGIAN HAL EHWAL PELAJAR,
UNIVERSITI TEKNOLOGI MARA CAWANGAN
KELANTAN

18500 MACHANG
Tel : +09-9762102
Fax : +09-9762081



SIJIL CUTI SAKIT

Dengan ini saya mengesahkan bahawa saya telah memeriksa Encik/Cik/Puan **NOR SYAZWANI AIDA BINTI CHE NOOR SHAN** No. KP Per: **990308035644** No. KP UTM: **2019423974** dari Bahagian/Fakulti/Unit **FACULTY OF INFORMATION MANAGEMENT**. Dan mendapati beliau:

- Tidak sihat untuk menjalankan tugasnya dengan sempurna selama **1** hari daripada **08/09/2022** hingga **08/09/2022**
- Boleh bertugas semula pada _____
- Beliau dikehendaki datang semula untuk pemeriksaan pada _____

DR. NIK MUHAMMAD MUSTAPHA
(NO MPM: 33440)
PEGAWAI PERUBATAN
UNIT KESIHATAN
BAHAGIAN HAL EHWAL PELAJAR
UNIVERSITI TEKNOLOGI MARA CAWANGAN KELANTAN
BINTU RUMU, 18500 MACHANG, KELANTAN.

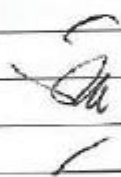
Pegawai Perubatan



PRACTICAL TRAINING
LOG BOOK



DATE: 4/9/2022

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Archive department	
On 11 th September 2022, the daily task is starting with the shelving and today I got 5 books that I shelved on 8.00 am until 8.50 am. This shelving is actually on how staff organized books by the call number and placing them in their correct location on the library shelves.	
On the archive department, my task is continuing the process to register the document to be disposed. By using Archive Management System (AMS) it gives me an good understanding on how to register the item that need to be disposed.	<p>ALINA BT MUSSEIN Timbalan Ketua Pustakawan Pusat Pustaka-Tengku Anas UITM Cawangan Kelantan.</p> 




DATE: 12/9/2022

[illegible]

DATE: 12/9/2022

[illegible]


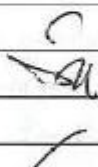

DATE: 13/9/2022

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Archive department	
Today, as usual, the task in the library start with shelving and the total of books that done for shelving today is 6 books.	
At the archive unit, Mr. Wagjyobdin give new task which is showing on how to scan the document by using the scanner. This task is the next task after make the item registered into the Archive Management System. Other than that, Mr. Wagjyobdin also give some briefing on how to add watermark after the document had be scanning. In this task, I also learn on how to make password on the files so that the document have been save.	<div>ALINA BT HUSSEN Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UTM Cawangan Kota Bharu</div>  
	

PRACTICAL TRA LOG BO





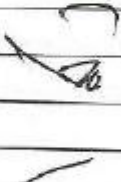
DATE: 4/9/2022

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Archive Department	
<p>The task started by making shelving, and making as many as 5 books taken from the trolley to be arranged on the shelf according to the order of ISBN number.</p>	<p>ALINA BT HUSSEIN Timbalan Ketua Pustakawan Perpustakaan Tasek 11000 Kajang</p>
	
<p>In the archive unit, I re-practised the method for scanning and inserting watermark into files that have been registered.</p>	

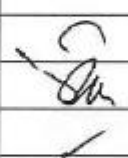

PRACTICAL TRAINING LOG BOOK






DATE: 15/9/2022

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>The industrial training continued with the participation of the program organized by the campus which is * PESTA PANTUN TEGUH BERCAJA & PERASMIAN KEMUNCATK BULAN KEMERDEKAAN UTMCK 2022. The completion of this programme is to fuel the spirit of independence in the soul of UTMCK's staff.</p>	<p>ALINA BT HUSSEN Timbalan Ketua Pustakawan Perpustakaan Tengku Anis 71752 Chawangan Kelantan.</p>
 	

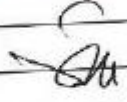


DATE: 18/9/2022

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
In this date, the duty will be start with shelving and today I make 6 books that had be done for shelving. This task when do daily, It be give me an experience and Improvement to make shelving in 30 minutes.	
On the archive unit, the task on this department is continue with registration for personal file and make scanning of the file before make the watermark. In studying on how to add on the watermark of the files, I also learn on how to make password to make sure that the document have a private items.	<p>ALISA BT HUSSEIN Pustakawan Kelila Pustakawati Perpustakaan Tengku Anis UTM Carangan Kelantan.</p> 
	



DATE: 19/9/2022

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>Today, on 19th September, the organization, which is Perpustakaan Tengku Anis (PTA) make an programme namely is EKSA. This programme is actually for to make disposal for old equipment of the organization. Other than that, this programme also gain for take care of the facility that always in good cleanness.</p>	<p>ALINA BT HUSSEIN Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UTM Cawangan Kelantan</p> 
	


DATE: 20/9/2022

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
The industrial training continued by doing the daily task of shelving and the number of books I managed to shelve was as many as 5 books.	
The task continued by making preparation for the programme at Sekolah Menengah Pangkal Melor.	
As a committee members for the Makam ALINA BT HUSSEIN Peringatan Ketua Perpustakaan Perpustakaan Tengku Anis Pangkajene, 17-18/9/2022 Over task, I was assigned to prepare souvenirs for the Implementation of the programme at the school.	<p>ALINA BT HUSSEIN</p> <p>Peringatan Ketua Perpustakaan</p> <p>Perpustakaan Tengku Anis</p> <p>Pangkajene, 17-18/9/2022</p> 
	

DATE: 21/9/2022

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
The shelving process starts early in the morning before starting the task. This shelving process lasted for 30 minutes and I made shelving for 4 books.	
Industrial training continued with preparation for the CSE program at SMK Pangkajene Melaye. These tasks are carried out with practical student members to ensure that every preparation for the program runs smoothly.	ALINA BT HUSSEIN Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UiTM Cawangan Kelantan
	


DATE : 22/9/2022

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Every Thursday, Tengku Anis Library (PTA) read Yasin at 8.00 am before starting the task. This program is a weekly activity organized by PTA.	
The task continued by wrapping books that will be used in the CSE Programme at SMK Pangkal Melakat. The process of wrapping this books is for the "Book Review" slot which is one of the slot in the CSE Programme.	ALINA BT HUSSEIN Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UiTM Cawangan Kelantan.
	✓
	✓
	✓

DATE: 25/9/2022

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>25</p> <p>Last September 2022, the task continued by preparing souvenirs for the CSR Programme at SMK Pangkal Melerat. The process of preparing this souvenirs include wrapping a mug using a net cloth and putting in a paper bag.</p>	<p>ALINA BT HUSSEIN</p> <p>Timbalan Ketua Pustakawan Perpustakaan Tengku Anis Gelanggan Kolantan.</p> <p><i>(Signature)</i></p>


DATE: 26/9/2022

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>On 26 September 2022, the CSR programme took place, which is the first day of programme implementation. Filling on the first day is started with the English Talk slot. The next filling continues with the submission book loan, which borrowed in group. Next, the CSR programme continues with a blind date with book and also a book review. While the implementation of this slot, the process of packing book according to code number continue at the same time by the takeover team. CSR programme on that day ended at 1 pm.</p>	
	<p>HALINA BT HUSSEIN Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UiTM Kawangan Kelantan.</p>

PRACTICAL TRAINING
LOG BOOK




DATE : 27/9/2022

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
On the second day of the implementation of the CSR programme at SMK Pangkal Melayu, the programme agenda continued with the PSS supervisor leadership course conducted by Madam Norpiah Bt Mat Seman who is the senior librarian at the Tengku Anis Library (TIA). Next, the programme continues with an online games that uses the Kahoot application which contains several questions for student to answer to know more about the library. Next, the makeover also continues on that they to make sure that the library are in nice way.	
	ALINA BT HUSSEIN Timbalan Ketua Perpustakaan Perpustakaan Tengku Anis UiTM Cawangan Kelantan

PRACTICAL TRAINING
LOG BOOK



DATE : 28/9/2022

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>The make over task continued again on the third day to complete the arrangements of books and also the library process design. The make over task in the library was successfully completed and the books were successfully arranged on the shelf according to the number code order and the decorative design process was successfully completed on the third day.</p>	
	<p>ALINA BT HUSSEIN Timbalan Ketua Pustakawan Perpustakaan Tangku Anis UITM Cawangan Kelantan.</p> <p><i>[Handwritten signature]</i></p>

DATE: 21/1/2022

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>On Thursday, the closing ceremony of the language week organized at SMK Pangkal Nelayan took place. The school is very satisfied with the renovation done at the library. The school has also given souvenirs to UTM for their cooperation.</p>	
	<p>ALINA BT HUSSEIN Timbalan Ketua Perpustakaan Perpustakaan Tengku Anis UTM Cawangan Kelantan.</p> 

DATE : _____

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS

PRACTICAL TRAINING
LOG BOOK



2022
INDUSTRIAL TRAINING



PERPUSTAKAAN TENGKU ANIS

PLANNING &
DEVELOPMENT LIBRARY
2/10/2022 – 31/10/2022


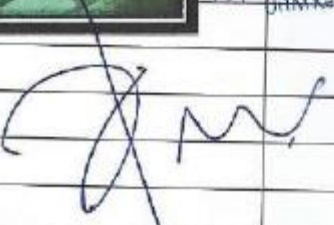
REPORT BY:
**NOR SYAZWANI AIDA BINTI CHE
NOOR SHAN**

NORDELINA BT
Pustakaw
Perpustakaan
UiTM Kelantan

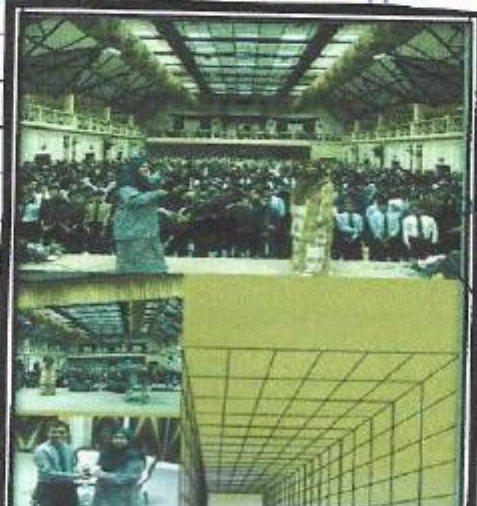
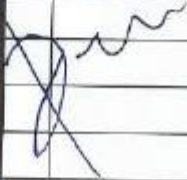

NOOR SHAN

[Handwritten signature]

DATE : 2/10/2022

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>On 2nd October 2022 has started personal and statistical training in the Planning & Development Library. I have reported to the head of the unit which is Pn. Norlina Zulkarnain who is the senior librarian of Tengku Anis Library (PIA). On the first day at the unit, I was given the task of entering the reference number according to the ISBN number into the book.</p>	
	<p>ORDELINA BT. ZULKARNAIN Pustakawan Kanan Perpustakaan Tengku Anis JPM Kelantan</p>
	

DATE: 3/10/2022

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>On 3rd October 2022, the MPS Programmby took place with new pre-diploma, diploma and bachelor's student. Tengku Anis Library start the slot at 8am with an introduction about Tengku Anis Library (PIA) to the new students delivered by Ms. Nardelina Zulkarnain who is the senior librarian of Tengku Anis Library. The next slot was presented by Ms. Norfitriah Mat Senan in introducing the PIA mobile and also the PIA telegram channel. This is to make it easier for new student to access the information that they want to find in the Tengku Anis Library.</p>	
	<p>DELINA BT. ZULKARNAIN Pustakawan Kanan Perpustakaan Tengku Anis UiTM Kelantan</p>  

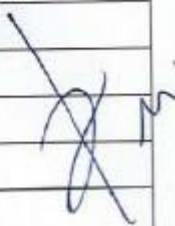
DATE: 4/10/2022

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>Today, I was given a task by Ms. Wan Fathimah and also monitored by Ms. Nurhidayah to search for ISBN number. I was introduced to access ISBN number using OPAC which is Online Public Access Catalog and also using Library of Congress Classification by browsing Classweb.org to access ISBN number for new books.</p>	
<div data-bbox="323 862 1037 1355" data-label="Image"> </div> <p data-bbox="813 1355 1117 1444"> NORDELINA BINTI ARIFAH Pustakawan Kanan Perpustakaan Tengku Anis UiTM Kelantan </p>	

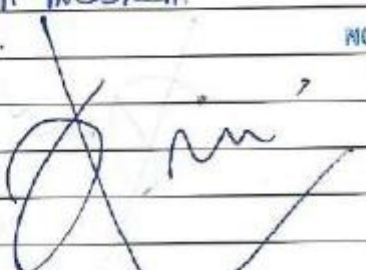
DATE : 5/10/2022

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
	

HA BT. ZULKARNAIN
Tetapan Kanan
Tetapan Tengah
UTM Kelantan



DATE : 6/10/2022

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>On Thursday, 6 October, the service at the Tengku Anis Library (PIA) began with a yasin reading led by Mr. Hamka and also Dr. Muslim. Reading this yasin is to bless every matter in the management of the Tengku Anis Library (PIA).</p> <p>Next, in the unit, I was given the task of getting the ISBN number for the new books. The ISBN search still uses OPAC or known as Online Public Access Catalog.</p> <p>At 10:30 am, a meeting was held to discuss the implementation of the CSR programme at SMK Hanauah 1 which will come to the Tengku Anis Library (PIA) for the "interim @ PIA" programme that involve 107 student from 6 above. The meeting was chaired by the deputy chief librarian Mrs. Alina Binti Hussien.</p>	
	<p>NORDELINA BT. ZULKARNAIN <small>Postakawati Kanan Perpustakaan Tengku Anis UTM Kelantan</small></p>

DATE: 9/10/2022

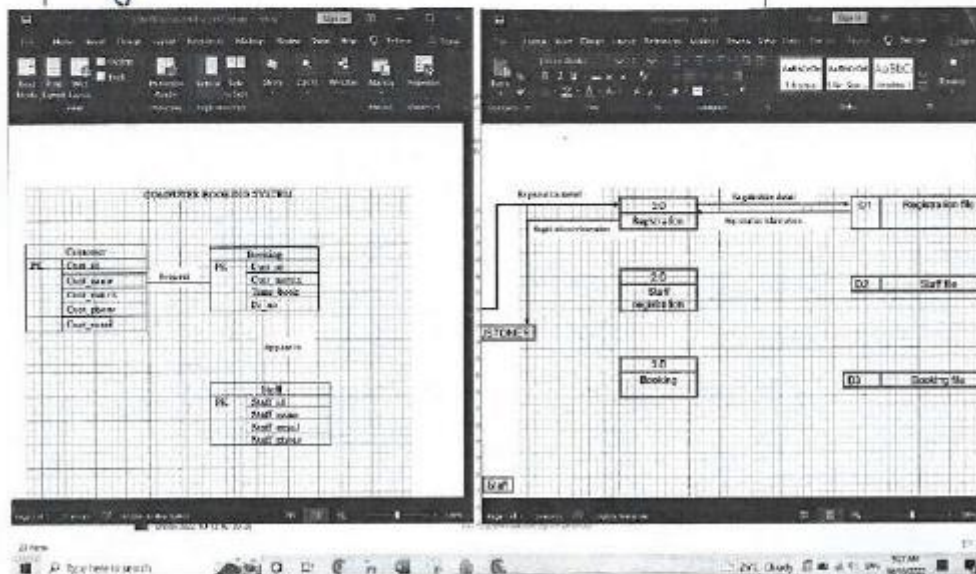
EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
cuti maklud	

NORDELINA BT. ZULKARNAIN
Pustakawan Kanan
Perpustakaan Tengku Anis
UTM Kelantan



DATE: 10/10/2022

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Today, the task started with making shelving. The main purpose of this shelving is to facilitate users to access books when referring to the call number on the OPAC.	
In the unit, I made a motion to complete a special project given by the faculty to create a system for Tengku Anis Library (PTA) which is computer booking system. This work motion is to ensure that the system that will be completed will be used by Tengku Anis Library (PTA) in creating a digital library.	





NORDELINA BT. ZULKARNAIN
Pustakawan Kanan
Perpustakaan Tengku Anis
UiTM Kelantan

PRACTICAL TRAINING
LOG BOOK



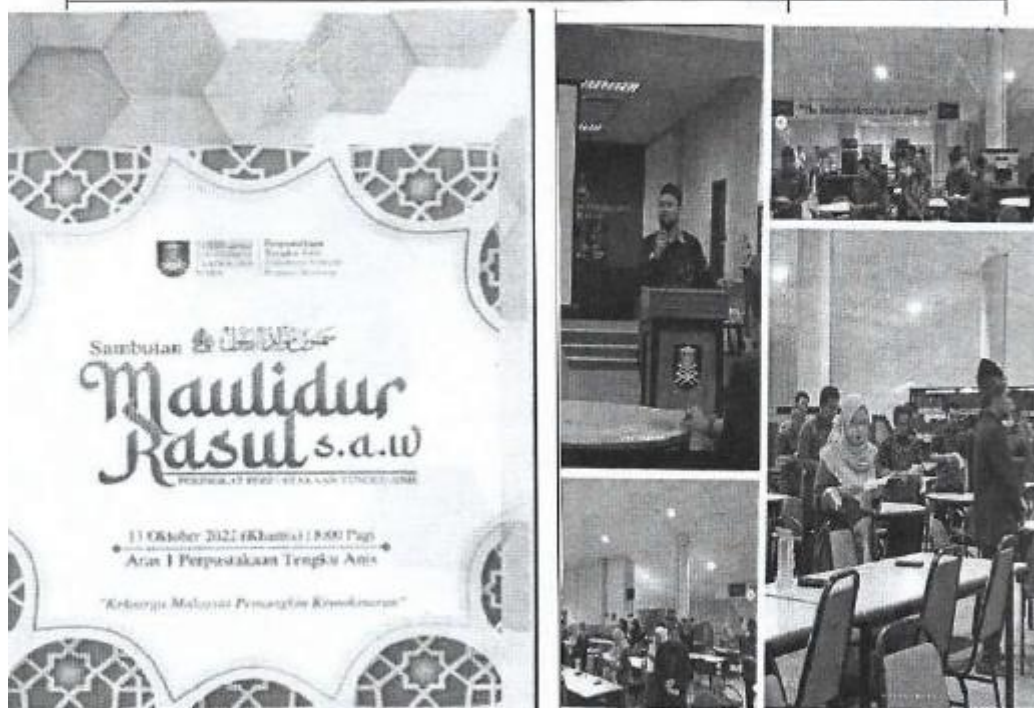
PRACTICAL TRAINING
LOG BOOK


DATE : 12/10/2022

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>On 12 October 2022, the CCK Program of SMK Tanzeah 1 took place involving 107 students from Form 1 & 2. Several activities have taken place such as Library Tour, Digital Library Briefing, Searching Strategy Technique Briefing, Citation Briefing (APA - Microsoft Office) and also group activities (LDK).</p>	
	
<p style="text-align: right;"> NORDELINA BT ZULIKARNAIN Pustakawan Kanak Perpustakaan Tengku Anis UTM Kelantan  </p>	

DATE: 13/10/2022

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
On this day, Tengku Anis's Library has organized Maulidur Rasul celebration at the PTA level which invited Dr. Ahmad Murshidi Mustapha is a Senior Lecturer Academy of Contemporary Islamic Studies (ACIS).	

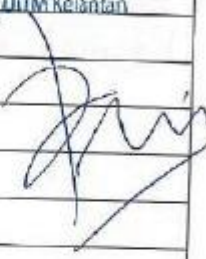




NORDELINA BT. ZULKARNAIN Pustakawan Kanan Perpustakaan Tengku Anis UTM Kelantan	
	

PRACTICAL TRAINING
LOG BOOK



DATE : 6/10/2022

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>The task started with shelving and I made 20 books in 30 minutes. Marking this shelving is a mandatory task before starting the work and this is to make it easier for user to access the CPC to find books on the shelves.</p>	<p>DELLINA BT. ZULHILMIAN Pustakawan Kanan Pustakaank Tengku Anis UTM Kelantan</p> 
<p>As for the duties in the unit, I was assigned to do office work such as photocopying and helping the staff to print documents. I also was assigned to stamp new books and was instructed by Mr. Hamizur about the book stamping method.</p>	
	

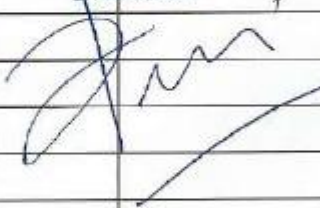
NORDELINA BT. ZULKARNAIN
Pustakawan Kanan
Perpustakaan Tengku Anis
UiTM Kelantan

DATE : 18/10/2022



EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>On 18th October 2022, practical training started with sketching from 8.00 am until 8.30 am. As for the duty in the unit, I was assigned to help the staff to do office work such as photocopying documents that directed at me.</p> <p style="text-align: right;"> NORDELINA BT. ZULKARNAIN Pustakawan Kanan Perpustakaan Tengku Anis UTM Kelantan, </p> 	

NORDELINA BT. ZULKARNAIN
Postekawan Kanan
Perpustakaan Tengku Aris
UITM Kelantan

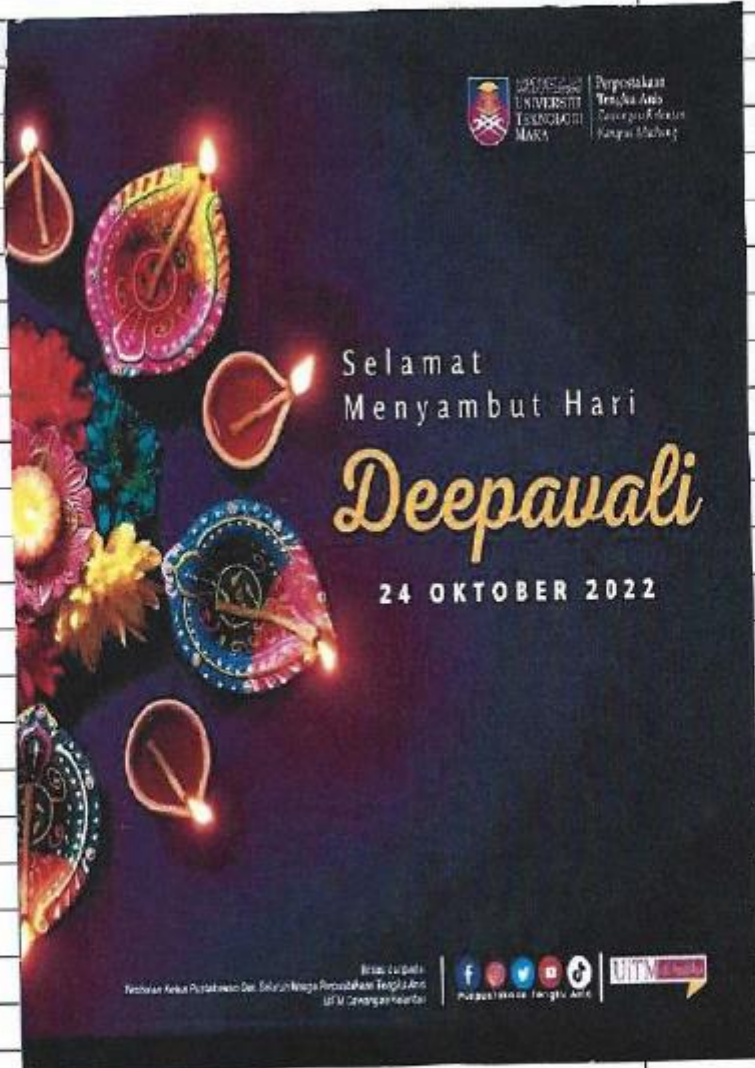
DATE: 20/10/2022

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>On this day, the service at the Tengku Anis Library (PTN) begins with reading Yasin as a start before starting work. In the visit, I was assigned to help the staff to prepare letters for magazine subscription application for the year 2023 and help the staff to do office work such as printing documents directed by the staff.</p>	<p>NORDELINA BT. ZULKARNAIN Pustakawan Kanan Perpustakaan Tengku Anis UTM Kelantan</p> 

DATE : 23/10/2022

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>Today, I was given the task of making a poster for the launch of 1 programme to increase magazine usage statistics and I got information about the competition from Mr. Mustazim and also Mrs. Nordeлина to produce the poster. I was also assigned to create a certificate design for Library Edu Update Webinar: Research Make Easy: Know How programme that will be held on 31 November 2022.</p>	<p>NORDELINA BT. ZULKARNAIN Pustakawan Kanan Perpustakaan Tengku Anis UM Kelantan</p> 
	


DATE : 24/10/2022

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
	

PRACTICAL TRAINING LOG BOOK



DATE : 26/10/2022

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>UNIT KESIHATAN UNIVERSITI TEKNOLOGI MARA KELANTAN BUKIT ILMU 18500 MACHANG KELANTAN TEL: 09-9762019</p> <p></p> <p>PERB. 1/96 No: <u>017727</u></p> <p>SIJIL CUTI SAKIT Tarikh: <u>26/10/22</u></p> <p>Dengan ini saya mengesahkan bahawa saya telah memeriksa Encik/Cik/Puan <u>NOR SYAZWANI AIDA BI CHE</u> <u>NOOR SHAN</u> 990308-03-5644 dari No.KP.Per:/NoKP.Uitm Bahagian/Fakulti/Unit: <u>KG BUNUT PAYONG, TELEKONG,</u> <u>13000 KUALA KRAI, KEL</u> dan mendapati yang beliau:</p> <p>a) Tidak sihat untuk menjalankan tugasnya dengan sempurna selama <u>1</u> hari daripada <u>26/10/22</u> hingga <u>-</u></p> <p>b) Boleh bertugas semula pada _____</p> <p>c) Beliau dikehendaki datang semula untuk pemeriksaan ✓ Pada _____</p> <p>MOHD HAZIQ BIN MOHAMED PENOLONG PEGAWAI PERUBATAN KANAN (U Unit Kesihatan Bahagian Himpunan Pelajar Universiti Teknologi Mara 18500 Machang Kelantan Pegawai Perubatan</p>	

PRACTICAL TRAINING
LOG BOOK



NORDELINA BT. ZULKARNAIN
Pustakawan Kanan
Perpustakaan Tengku Anis
UiTM Kelantan


DATE: 30/10/2022

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>On this day, practical training started by making delivery from 8.00 am until 8.20 am.</p> <p>In the unit, I was assigned to help the staff to do office work such as updating data into google drive.</p> <p>I have been tasked with getting the organization shared through the google drive link and have classified the winning categories for the poster contest into the google drive.</p>	<p>NORDELINA BT. ZULKARNI Pustakawan Kanan Perpustakaan Tengku Amir UiTM Kelantan</p>


PRACTICAL TRAINING LOG BOOK



DATE: 31/10/2022

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
The work in the industry training started with shoking from 8.00 am until 8.30 am.	NORDELINA BT. ZULKARNAH Pustakawan Kanon Perpustakaan Tengku Anas UiTM Kelantan
In the unit, I was assigned to learn how to make online quiz using Quizizz and as a result of referrals from internet sources, I was able to prepare online quiz using Quizizz medium.	
	

DATE: 9/11/2022

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>On the first day of November, I started reporting at the new unit in continuing my industrial training at the Bangku Airs Library (PIN). I was transferred to the administrative and strategic planning unit. On the first day as well, I together with the supervisor and industrial training partner, prepared the paperwork for the preparation of the program scheduled for November 2022 as one of the special task in the industrial training.</p>	
	
	<p>NORFITRIAH MAT SEMAN PUSAT KAWAN KANAN PUSAT KAWAN KANAN JITM CAWANGAN KELANTAN KAMPUS MACHANG 1x500 MACHANG, KELANTAN</p>

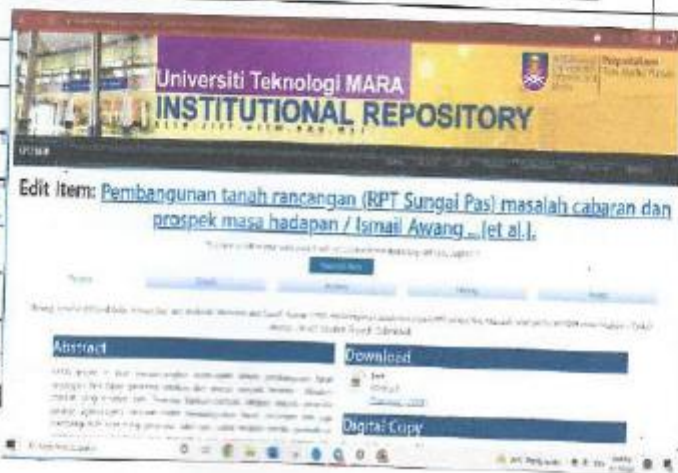
DATE: 2/11/2022

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>The task started by making checking from 8.00 am until 8.30 am. In the new unit, I have been with Mr. Ridwan bin Ramli about the Institutional Repository (IR). He has given instruction on how to make an IR. Enter the data into the system. Institutional Repository is a center of digital collection, act as an open-access repository that collects, preserve and disseminates scholarly output by university member at Universiti Teknologi MARA.</p>	





NORETIRAH MAT SEMAN

REKOD KAJIAN
REKOD KAJIAN TENGKU ANIS
JALAN KELANTAN KAMPUS MACHANG
KELANTAN



PRAC
LO

DATE : 3 / 11 / 2022

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>On this day, the task started with the Libin reading ceremony held every Thursday. In addition, together with Axis Library (CMA), UTM Kota Bharu Branch, Machang Campus in collaboration with Tun Abdul Razak (CTR) UTM Negeri Sembilan Branch, Seremban Branch Campus have organized a "Library EduUpdate Webinar: Research Make Easy: Know How... " presented by Mr. Syariful Hisham Salleh who is Librarian Tun Abdul Razak Library (CTR) UTM Negeri Sembilan Branch, Seremban Campus. This program is held to give new knowledge to the participants in doing research.</p>	
 <p>The poster for the 'Library EduUpdate Webinar: Research Make Easy: Know How ...' is displayed. It features a dark background with yellow and white text. The title 'Library EduUpdate Webinar: Research Make Easy: Know How ...' is prominent. Below the title, it states 'THURSDAY 3 NOV 2022' and '10:00 A.M. - 1:00 P.M.'. A QR code is visible on the left. On the right, there is a circular portrait of a man in a blue shirt, identified as 'Syariful Hisham Salleh, Librarian'. The bottom of the poster includes social media icons for Facebook, Twitter, and YouTube.</p>	<p>TRIAH MAT SEMAN KAMPUS MACHANG KELANTAN</p>
 <p>A screenshot of the webinar interface is shown. The main window displays a presentation slide with a complex flowchart or diagram. The title of the slide is 'LIBRARY EDUCATION WEBINAR: RESEARCH MAKE EASY, KNOW HOW...'. The interface includes a sidebar on the right with a list of participants and a chat window at the bottom. The bottom of the screen shows the Windows taskbar with various application icons.</p>	

PRACTICAL LOG

DATE: 6/11/2022

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Today, started by making ehosting from 8.00 am until 5.30 am. In the unit, I have given the task to complete the task of entering data into the Institutional Repository (IR). As we know, IR is an archive for collecting, preserving and disseminating digital copies of the intellectual output of an institution.	





NORFITRIAH MAT SEMAN
 PUSAT KAWAN KAWAN
 PERPUSTAKAAN TENGKU ANIS
 UTM CAWANGAN KELANTAN KAMPUS MACHANG
 15500 MACHANG, KELANTAN

**PRACTICAL TRAINING
LOG BOOK**



DATE: 7/11/2022

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>On the second day of this week, under evaluation of Mr. Rukman Ramli, I continued to enter data into the Institutional Repository (IR). Among the skills that I was able to acquire during this IR was to study by past student to get the keyword about a research topic.</p>	
	
	<p>NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGKU ANAS UTM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN</p>

DATE: 8/11/2022

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
On this day, there was a competition to review journal artikel and magazine from the Tengku Anis Library collection and on that day, the competition manager invited student to participate in this competition to challenge them to win a generous prize provided by the Tengku Anis Library. In addition, I was assigned to resume marking student research into the Institutional Repository as taught by Mr. Riebauan.	






<p>SAHABUDDIN KAMARUDDIN 00000000000000000000 00000000000000000000 00000000000000000000 00000000000000000000</p>	<p><i>[Signature]</i> NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGKU ANIS UTM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN</p>
--	---

PRACTICAL TRAINING
LOG BOOK



UNIVERSITI
 TEKNOLOGI
 MARA

DATE : _____


EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
	
	

PRACTICAL TRAINING
LOG BOOK



NORFITRIAH MAT SEMAN
PUSTAKAWAN KANAN
PERPUSTAKAAN TENGKU ANIS
UITM CAWANGAN KELANTAN KAMPUS MACHANG
19500 MACHANG, KELANTAN.



DATE: 9/11/2022_

DATE: 9/11/2022	EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
	<p>To begin, I started my job as industrial training student by doing shelling at 8.00 am until 5.20 am.</p> <p>Next, I have continued my work in the administration unit, which is to continue the work of creating an Institutional Repository.</p> <p>At noon, we held a meeting in the room of the supervisor, Marham Nephriah Mat Seman to update the paperwork for the program that will be held in December 2022.</p> <p>The update of this paperwork is to be presented in front of the head librarian, Marham Aini Binti Hassan, to be reviewed before being approved by the rector of ULM for programme implementation.</p>	
	 <p>MOREITRIAH MAT SEMAN PUSTAKAWAN KAKAN PERPUSTAKAAN TENGKU ANAS JALAN CAWANGAN KELANTAN KAMPUS MACHANG MACHANG, KELANTAN</p>	

JOREITRIAH MAT SEMAN
JURUTAKSIR KANAN
PERPUSTAKAAN TENGKU ANS
JTM CAWANGAN KELANTAN KAMPUS MACHANG
MACHANG, KELANTAN



DATE : _____

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
	
	
<p>MAHARAJA RUMAH PUSAT</p>	<p>NORF TRIATI MAT SEMAN PUSTAKAWAN KANIN PERPUSTAKAAN TENGKU ANIS UITM CAWANGAN KELANTAN KAMPUS MACHANG 15000 MACHANG, KELANTAN.</p>

PRACTICAL TRAINING
LOG BOOK



DATE : 10/11/2022

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
As usual, on Thursday, a Union reading was held at 8:00 am. Also, on Thursday, the PTA food sharing was held. This programme is an initiative to provide breakfast food to student to get breakfast and specially to help student who cannot afford to buy breakfast. Next, while in the unit, I have completed the 112 that was given to me since today is my last day on for Mr. Richardson.	



PRACTICAL TRAINING LOG BOOK



UNIVERSITI
TEKNOLOGI
MARA

NORFITRIAH MAT SEMAN
PUSTAKAWAN KAMIAN
PERPUSTAKAAN TENGKU ANIS
UITM CAWANGAN KELANTAN KAMPUS MACHANG
18508 MACHANG KELANTAN.

DATE : 13/11/2022

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
	
	

DATE : 14/11/2022

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Today, the task started by making shelving for 10 books from 8:00 am until 8:30 am.	
Today too, I have been assigned to invite student to scan mobile apps. With the UIM Library mobile apps, you can access information wherever you are and whenever you want to get the latest information on our library, access e-resources and many more. In addition, we are also tasked with getting feedback from user about customer satisfaction with the services.	






NORFITRIAH MAT SEMAN
PUSTAKAWAN KANAN
PERPUSTAKAAN TENGKU ARIS
UITM CAWANGAN KELANTAN KAMPUS MACHANG
18500 MACHANG, KELANTAN.



PRACTICAL TRAINING
LOG BOOK



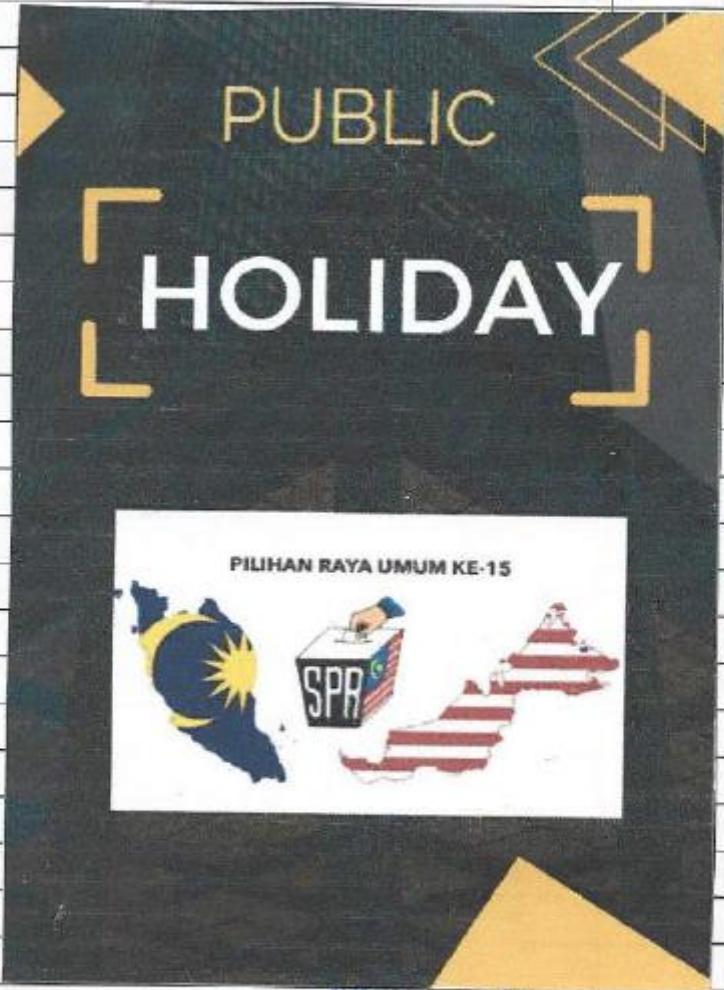
DATE: 14/11/2021

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>On this day, the task start with making shelving from 8:00 am until 8:20 am. In addition, I have also prepared a report for industrial training to be send to the faculty supervisor. The process of preparing this report include a section to get to know more deeply about the Tengku Anis Library.</p>	
<div style="display: flex; justify-content: space-around;">   </div>	
<div style="text-align: center;">  NORFITRIAH MAT SEMAN <small>PUSTAKAWAN KAMAR PERPUSTAKAAN TENGKU ANIS UPM LAMPANG KUALA KAMPUS BACHUNG 18500 MACHANG, KELANTAN.</small> </div>	

DATE: 17/11/2022

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>Today, I was assigned to take care of the IT Zone because the staff was involved in a meeting from 7.30 am to 12 noon. This IT Zone is equipped with 40 PCs provided for user to access the Internet.</p>	
	
<p style="text-align: center;">  NORFITRIAH MAT SEMAN <small>PUSAT KAWAN KAWAN PERPUSTAKAAN TENGGU AMS UTM CAWANGAN KELANTAN KAMPUS MACHANG 75000 MACHANG, KELANTAN.</small> </p>	

DATE : 26/11/2022


EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
	
	<p data-bbox="821 1512 1204 1646">NOREFTRIAH MAT SEMAN PUSTAKAWAN KAJANG BERPUSTAKAAN TENGKU ANIS UTM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN</p>

PRACTICAL TRAINING
LOG BOOK



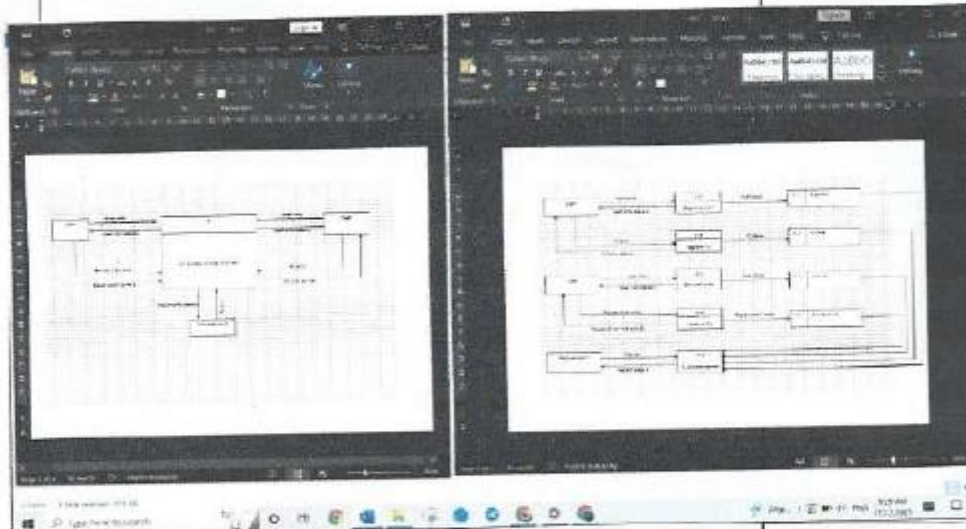
UNIVERSITI
TEKNOLOGI
MARA

DATE : 21/11/2022

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>Make poster for programme 2 days @ PA:</p> <p>Bonding days. This poster is for introduce the games that will be the activities for the programme. This poster is design on Canva.</p>	
	
<p>NAME: TAN HAITIAN</p> <p>STAFF PUSTAKAWAN</p> <p>PUSTAKAWAN KAWAN</p> <p>PUSTAKAWAN KAWAN</p> <p>PUSTAKAWAN KAWAN</p>	<p>NORFITRIAH MAT SEMAN</p> <p>PUSTAKAWAN KAWAN</p> <p>PUSTAKAWAN KAWAN</p> <p>PUSTAKAWAN KAWAN</p> <p>PUSTAKAWAN KAWAN</p>

DATE: 22/11/2022

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Go through on the system. The system was continued to finish up the data flow diagram, entity relationship diagram to build the system. This DFD and ERD has been checked frequently by the faculty supervisor and some error was detected and make the correction.	



NOREITRIAH MAT SEMAN
 PUSTAKAWAN KARAM
 PERPUSTAKAAN TENGGU AHMS
 UTM CAWANGAN KELANTAN KAMPUS MACHANG
 18500 MACHANG, KELANTAN

PRACTICAL TRAINING
LOG BOOK



DATE : 23/11/2022

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
On this day, Tengku Anis Library has hold a joint effort to clean the outside of the library like a herb garden to watch and plant trees and also thicken the trees. This program can fuel the spirit of love for the environment especially among young people and provide knowledge to recognize trees.	



JORFITRIAH MAT SEMAN
 KUSTAKAWAN KANAN
 PERPUSTAKAAN TENGGU ANIS
 JTM CAWANGAN KELANTAN KAMPUS TACHANG
 45000 TACHANG, KELANTAN.

PRACTICAL TRAINING
 LOG BOOK



DATE: 24/11/2022

EXTRACT NATURE OF WORK DONE

SUPERVISOR
REMARKS

(Perubatan 9 - Pin. 15/93)

AQ 638100

SIJIL CUTI SAKIT

Dengan ini saya mengesahkan bahawa saya telah
memeriksa Encik/Cik/Puan NUR SYAZWANI ADA
BT CHE NOOR SHAH (996308-03-5644)
dari Kementerian/Jabatan YANG BERKENAAN

dan mendapati yang beliau:

- (a) Tidak sihat untuk menjalankan tugasnya
dengan sempurna selama SATU (01) hari
daripada 24/11/22 hingga -
- (b) Boleh bertugas semula pada -
- (c) Beliau dikehendaki datang semula untuk
pemeriksaan pada -

[Potong (b) atau (c) mengikut mana yang tidak
berkenaan]

24/11/22

Tarikh



Klinik/Hospital
(Cop Rasmi)

DR KUNUR AULIYAH
KU MUDA MOHAMMAD
Pegawai Perubatan
No. MMC 121/2007
Hospital Seremban 2, Seremban

(Tandatangan)

Pegawai Perubatan

Nama

Alina BT Hussein

WJH002243 - PNMB, K.L.

ALINA BT HUSSEIN

NORFITRIAH MAT SEMAN

Timbalan Ketua Pustakawan

Perpustakaan Tengku Anis

Perpustakaan Tengku Anis

Perpustakaan Tengku Anis

Perpustakaan Tengku Anis

Perpustakaan Tengku Anis

Perpustakaan Tengku Anis

Perpustakaan Tengku Anis

Perpustakaan Tengku Anis

Perpustakaan Tengku Anis

Perpustakaan Tengku Anis

Perpustakaan Tengku Anis

Perpustakaan Tengku Anis

Perpustakaan Tengku Anis

Perpustakaan Tengku Anis

Perpustakaan Tengku Anis

Perpustakaan Tengku Anis

Perpustakaan Tengku Anis

Perpustakaan Tengku Anis

Perpustakaan Tengku Anis


Perpustakaan Tengku Anis

Perpustakaan Tengku Anis

Perpustakaan Tengku Anis

Perpustakaan Tengku Anis

DATE : 27/11/2022

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Today, the task to this industrial training begins with making shelving. In addition, we have also made preparations for the "2 Days @ PTA Bonding days" program. This preparation includes 14 activities that will be held on the day of the program. This preparation is very important in ensuring that the program goes well.	
	
<p>NORFITRIAH MAT SEMAN</p> <p>PUSAT KAWAN KAMAR</p> <p>PERPUSTAKAAN TENGKU ANIS</p> <p>UTM CAWANGAN KUALA KANGSAR, KAMPUS MACHANG</p> <p>UTM CAWANGAN MELAKA</p> <p>UTM CAWANGAN MELAKA</p> <p>UTM CAWANGAN MELAKA</p>	

PRACTICAL TRAINING
LOG BOOK



DATE: 28/11/2022




EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS

PRACTICAL TRAINING
LOG BOOK



DATE : 29/11/2022

2022-11-29

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>Today, there was a special visit from the Head Librarian, Mr. Jamalludin Haji Subaiman conducted a working visit to the Tengku Anis Library (PTA) UIM Kelantan. Arrival of the Honorable Mr. Jamalludin Haji Subaiman was greeted by the PTM staff at 8.45 am. This work visit is for strengthen friendship and get to know each other among staff.</p>	
	
	<p></p>

PRACTICAL TRAINING
LOG BOOK



NORFITRIAH MAT SEMAN
PUSTAKAWAN KANAN
PERPUSTAKAAN TENGGU ANIS
UITM CAMANGAN KELANTAN KAMPUS MACHANG
18500 MACHANG, KELANTAN.

DATE : 30 / 11 / 2022

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>Today, the first meeting was held to discuss the program that will take place on 12 & 13 December 2022. Among the things discussed in this meeting is the introduction session of the committee members who are responsible for the continuation of this program. The main objective of this meeting is to ensure that each staff know their respective roles as stated in the paperwork.</p>	
	
	<p>RIAM MAT SEMAN AN KANAN AN TEGUKU ANIS GAN KELANTAN KAMPUS BACHANG ING KELANTAN</p>

A group of people are seated around a large, polished wooden conference table in a meeting room. The room has light blue walls, two framed portraits, and a ceiling with fluorescent lights. A bouquet of white and pink flowers sits in the center of the table. Several papers and documents are spread out on the table surface. The participants are engaged in a meeting, with some looking towards the center and others looking down at the documents.

WORETIRAH MAT SEMAN
PUSTAKAWAN KANAN
PERPUSTAKAAN TENGKU LUIS
JTM CAWANAN KELANTAN KAMPUS BACHANG
JL. MACHANG, KELANTAN





DATE: 7/12/2022

[illegible]

Figure 1

DATE : 11/12/22

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>Today, the industry training continued with making preparation for the "2days@PTA: Bonding Day" program that will take place on 12 & 13 December 2022. Among the preparation made was putting up the programme banner to invite more participants to join. In addition, other preparations made are arranging the table to provide space for the Ping-pong game and also set up the place for the game at each location.</p>	
	
	

PRACTICAL TRAINING
LOG BOOK



DATE: 12/12/22

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Today, the program "2 days @ PIA: Bonding day" was held. To begin with, an aerobic session was held to encourage the staff to start activities throughout the program. Among the games that took place is conker, table soccer game, giant c-puzzle, ping-pong, let's guess my weight and career. At 2:30 pm, there are 2 games took place which is online Quizes, and Inphunt. Lastly is "Water Butu 2-0". This program is to devote back for the CSR programs that will take place in 2023.	








 NORFIRIAH MAT SEMAN
 IKATAN BANGSA
 KEPERAWATAN PANGKUT
 112 CAWANGAN MELAKA



PRACTICAL TRAINING
 LOG BOOK






DATE : 13/12/22

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>Today is the second day of the program. In the morning, there are games that have been conducted, such as Crossword, Buzzer Injara, Jarak Cup Bakers and also let guess my weight, which is a game to guess the weight of bodies. At 2.20pm, there were a closing ceremony and presentation of prizes for the winner.</p>	
	 KIRITI KAMAL MAM... R. TAKAHARA NAKAM... RUPUSKANDI PENGK... AN... IN CAMPUSAN RELAWAN... NO. BACHANG KELANTAN
	 KIRITI KAMAL MAM... R. TAKAHARA NAKAM... RUPUSKANDI PENGK... AN... IN CAMPUSAN RELAWAN... NO. BACHANG KELANTAN

NORFITRIAH MAT SEMAN
PUSTAKAWAN KANIM
PERPUSTAKAAN TENGGU AMIS
UITM CANJANGAH KELANTAN KAMPUS MACHANG
18500 MACHANG, KELANTAN


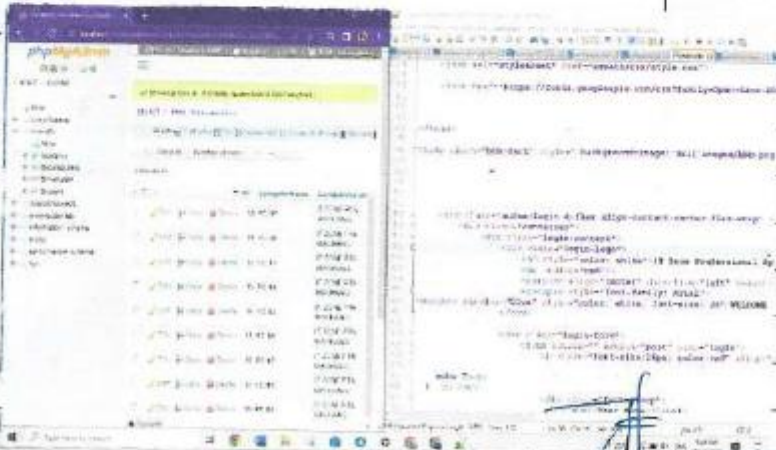


DATE: 18/12/2022

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>Today, the "Wake Up Call Your Image: From Campus to Corporate" program took place, which invited a senior librarian from UiTM Pahang, Mrs. Nurfaizahidrah Bt Badriwahidrah, who is also a Certified Professional Image Consultant of Butik Library, UiTM Pahang Branch. The main objective of this program is to give exposure to the citizens of UiTM that a good image is also important in the world of work and the selection of ethical usage also plays a role in the organization's administration.</p>	<p> NORFIRIAH MAT SEMAN PUSTAKAWAN KANAN PUSATSTAKAAN TENGKU ANIS UiTM CAWANGAN KELANTAN KAMPUS MASOH MACHANG, KELANTAN</p>
	
	

PRA
LO

DATE: 19/12/22

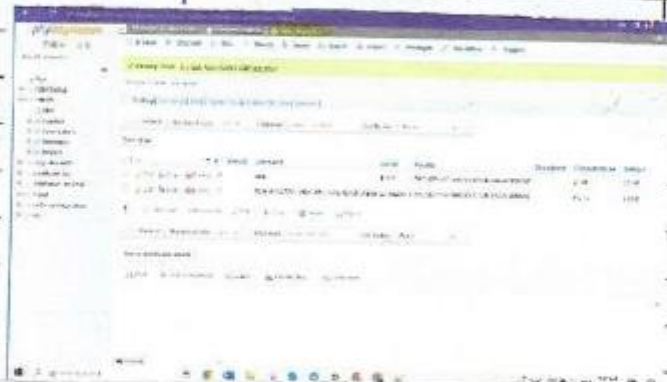
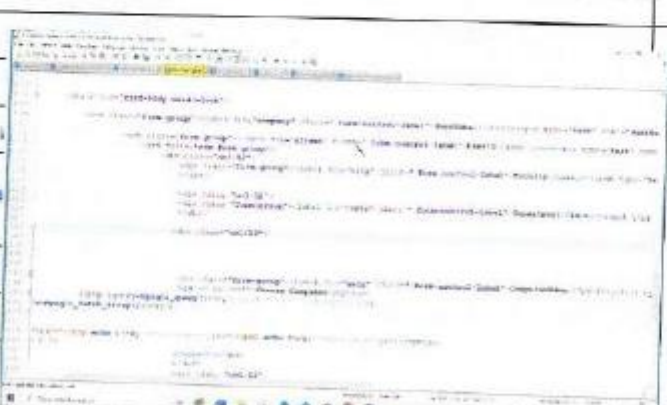
EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>Today, I have been assigned to update the industry training report and also update the special project that has been assigned to me to complete a system requested by the organization. This system is known as the IT Zone Professional System (ITZ PRO) which is a pc booking system in the it zone.</p>	
	
	

PRACTICAL TRAINING
LOG BOOK



NORFITRIAH MAT SEMAN
PUSTAKAWAN KANAN
PERPUSTAKAAN TENGKU ANIS
UITM CAWANGAN KELANTAN KAMPUS BACHANG
18500 BACHANG, KELANTAN.




DATE: 20/12/22

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>Today, I have continued the task of preparing a special project which is to prepare a system requested by the organization. I have fixed the error in the coding that is in the interface for user use. The error was identified by checking the MySQL Admin database and fixing the coding error in Notepad ++.</p>	
	
	
	<p>NORFITRIAH MAT SEMAN PUSAT KAWAN KANAN PERPUSTAKAAN TENGGU ANIS UTM CAWANGAN KELANTAN KAMPUS MACHAN 19500 MACHANG, KELANTAN</p>

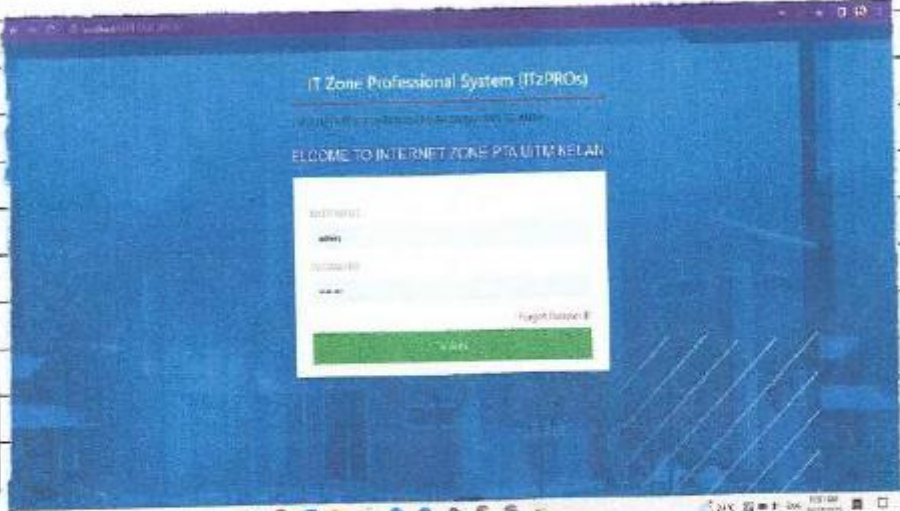

PRACTICAL TRAINING
LOG BOOK




DATE: 21/12/22

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>Today a meeting was held to discuss the "IP Zone Professional System" which is a special project prepared by me as an industrial training student. The main objective of this meeting is to make an application to the University System and application Committee (JKSAU) to use student data from the Student Information Management System (SIMS) to be used as student data into the p2 use system in the IT Zone.</p>	
	
	<p>NORFIRIAH MAT SEMAN KAMPUS KUALA BINTU LAMPUNG KAMPUS KUALA BINTU LAMPUNG KAMPUS KUALA BINTU LAMPUNG</p>

DATE: 22/12/22

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>Today, I have completed and improved the process of setting up the system as discussed in the meeting. I have also been assigned to design the interface part of the system as required by the organization.</p>	
	
<p style="text-align: center;">  NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGGU-AMIS UTM CAWANGAN KELANTAN KAMPUS BACHANG 18500 BACHANG, KELANTAN </p>	

DATE : 25/12/22

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
	

26
DATE: 26/12/22

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Go through on the system. Since I was needed to refer under technician in PTA, Mr. Nazrul Hasyam, I was allowed to work on my special project, which is booking system. I was make a collection on the user interfaces since it have a error on the coding.	



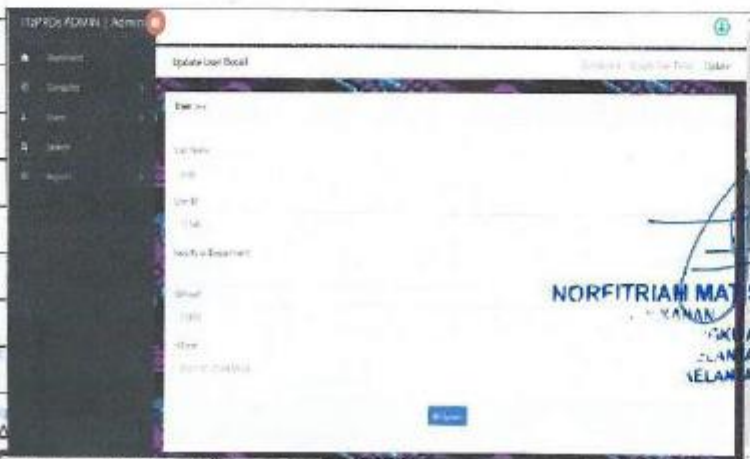
NOREITRIAH M. SEMAN
PUSTAKAWAN KANAN
PERPUSTAKAAN TENGKU ANIS
UITM CAWANGAN KELANTAN KAMPUS MACHANG
18500 MACHANG, KELANTAN.

PRACTICAL TRAINING
LOG BOOK


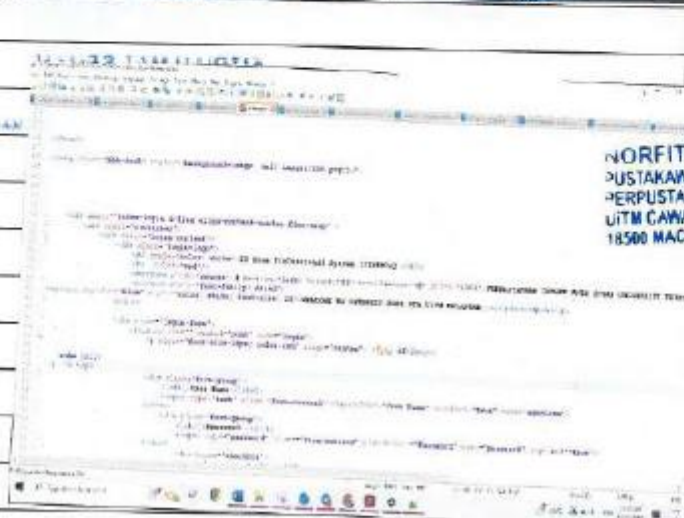


DATE : 27/12/22

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Go through on the system. I go through on the system and started to change the coding to make the Interface for update user details. Before this, there were an error on the Interface and I was refer to my supervisor, Mr. Zephan to know where the error and finally I can find the error by checking on the coding and database on phpMyAdmin.	





DATE: 28/12/22

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>Go through on the system. I started to design and change the picture and so on to fulfil the requirement needed for the system. I also many times refer to the faculty supervisor, Mr. Zafian and technician of PIA, Mr. Nazul Haryani to double check my coding error.</p>	
	
	<p>NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGKU ANIS UITM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN.</p>

PRACTICAL TRAINING
LOG BOOK

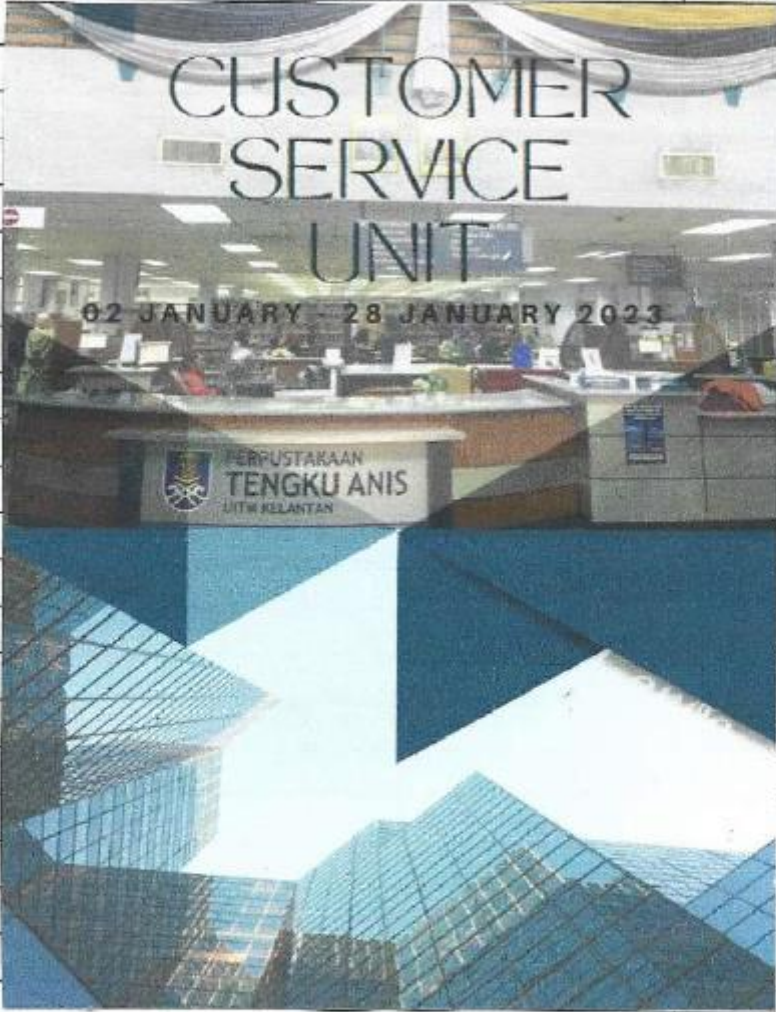


DATE: 29/12/22

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>A visit from the industrial training student supervisor. Today, there were a visit from Marhan Zairi Liris, senior lecturer of Faculty Information System to see and know the update and the progress of the report industrial training and the progress of the system.</p>	
	
	<p>NORFITRIAH MAT-SEMAN PUSTAKAMAH KAMAR PERPUSTAKAAN TENGKU ANIS JTM BAWANG KUALA KANGsar KAMPUS MACHANG 75500 MACHANG, KELANTAN</p>

PRACTICAL TRA
LOG BO

DATE : _____

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
	

DATE: 1/1/2023

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Today, I have been placed in the customer service unit under the supervision of Dr. Muslim Kmail @ Ahmad. The department of library services focuses mostly on offering facilities and services like referral services, circulation services and others. I have been introduction about the management of student purchase request which are print services and fine payment.	



MUSLIM KMAIL @ AHMAD

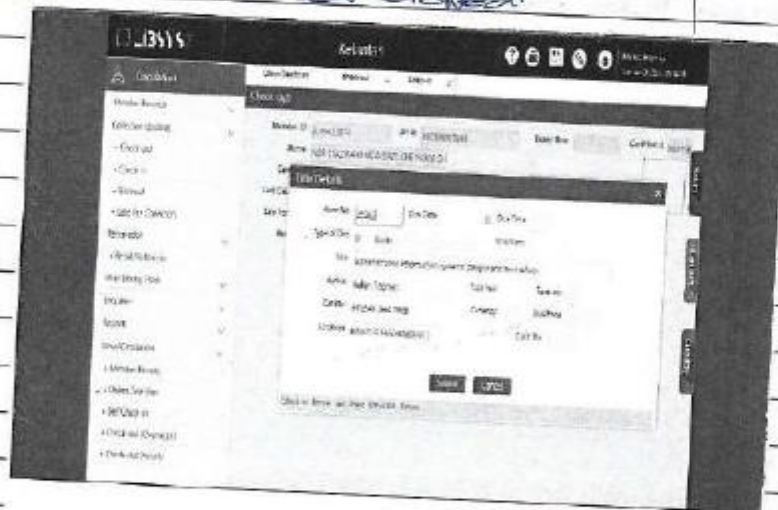
Pustakawan Kelantan
Perpustakaan Tengku Aris
Universiti Teknologi MARA Cawangan
Kelantan.

PRACTICAL TRAINING
LOG BOOK



DATE : 3/1/2023

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Today, I was assigned to take care of the customer service counter and help staff to make loans and also deliver books using the Wits URM system. As a result of the staff's explanation, to borrow books, I need to type "check out" which means books to be borrowed by student while "check in" is for student to return books that have been borrowed.	



DATE: 5/1/2023

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS

<https://minik.uim.edu.my/clis/doctor/?CFID=42545c3f-483d-40cb>



UNIT KESIHATAN
BAHAGIAN HAL EHWAL PELAJAR,
UNIVERSITI TEKNOLOGI MARA CAWANGAN
KELANTAN

18500 MACHANG
Tel : +09-9762102
Fax : +09-9762081



SIJIL CUTI SAKIT

Dengan ini saya mengesahkan bahawa saya telah memeriksa Encik/Cik/Puan NOR SYAZWANI AIDA BINTI CHE NOOR SHAN No. KP Per: 990308035644 No. KP UTM: 2019423974 dari Bahagian/Fakulti/Unit FACULTY OF INFORMATION MANAGEMENT. Dan mendapati beliau:

- Tidak sihat untuk menjalankan tugasnya dengan sempurna selama 1 hari daripada 05/01/2023 hingga 05/01/2023
- Boleh bertugas semula pada _____
- Beliau dikehendaki datang semula untuk pemeriksaan pada _____

MUHAMMAD BIN MOHAMED
PENolong Pegawai Perubatan
Bahagian Hal EHWAL Pelajar
Unit Kesihatan
Universiti Teknologi Mara
18500 Machang, Kelantan
Penolong Pegawai Perubatan



PRACTICAL TRAINING
LOG BOOK



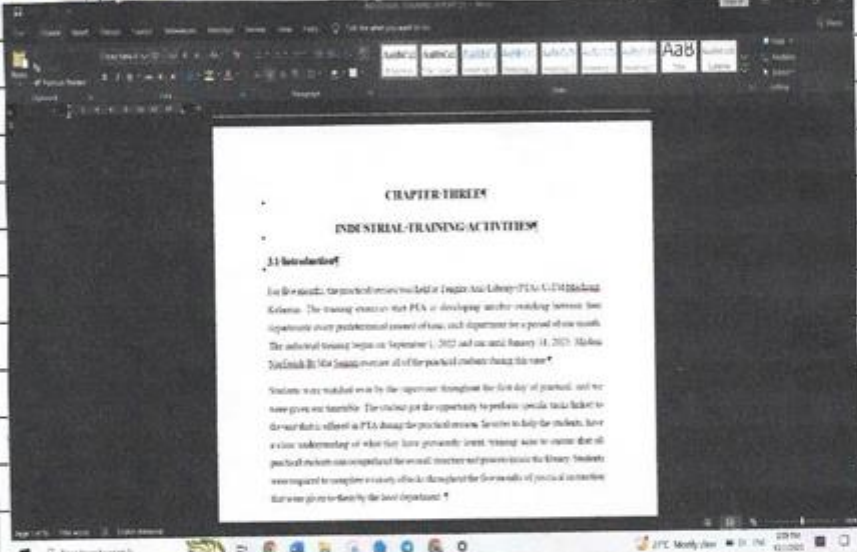
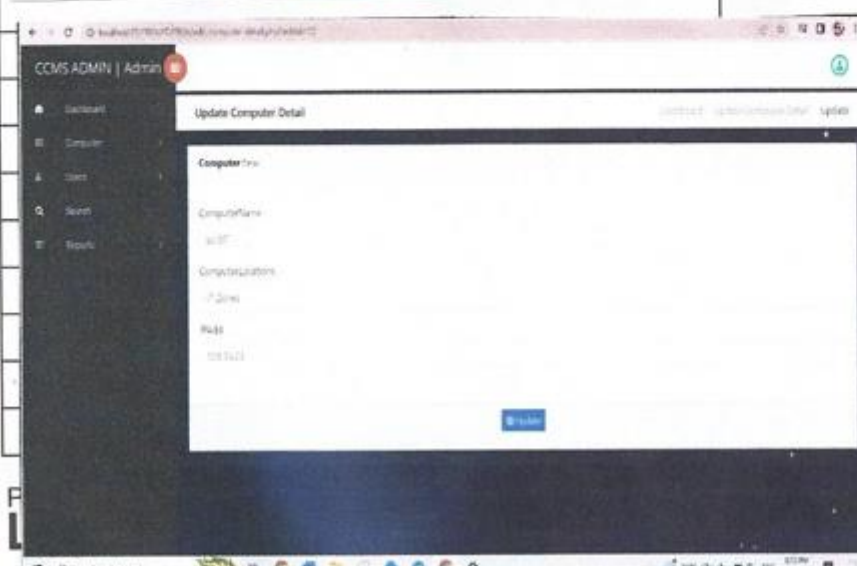
MUSLIM ISMAIL @ SAMA
Penasihat Pelajar
Perpustakaan Tergabung
Universiti Teknologi Mara Cawangan
Kelantan

MUSLIM ISMAIL @ AHMAD
Pustakawan Kanan
Perpustakaan Tengku Anis
Universiti Teknologi MARA Gawangan
Kelantan.

DATE: 9/1/2023

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>On this day, I was lent was Mr. Rosti, librarian assistant on how to make a payment of print services from the students by using credit card. This payment method was using credit card because by using cash is not longer available in this campus.</p>	
	
<p style="text-align: center;">  MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan. </p>	

DATE : 10 / 1 / 2023

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>I today I was going through to finish up the industrial training report and also through on the system that had been request by the organization. In addition, I also make a correction on the error of the system.</p>	<p>MUSLIM ISMAIL @AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan.</p>
	
	

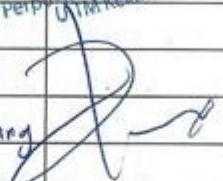
MUSLIMAH ISMAIL @ AHMAL
Pustakawan Kanan
Perpustakaan Tengku Anis
Universiti Teknologi MARA Cawangan
Kelantan.

DATE: 12 / 1 / 23

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>Tengku Anis Library (PLA) has received visits from 5 schools sponsored by Pelancon & ICEPs totaling 200 people for the UTM campus Tour Program. Among the schools are SMK Mamat Urai, SMK Sultan Yahya Petra 1, SMK Peti, SMK Lela and SMK Kuala Krai. The Tengku Anis Library briefing was delivered by Mrs Norfitriah Mat Saman (Senior Librarian) and Ms Sze Ling Sath (Assistant Librarian).</p>	<p>MUSLIM ISMAIL @ AHMA Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan.</p>



DATE : 15 / 1 / 23

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>As of today, I have taken 3 days to be in the conservation unit. In this unit, I have been learning the process of producing book manually. Under the supervision of Mr. Zul Abdullah, has been explained about the process of making a book. On this day, I went through the first process which is formulating. This process involve making stitches of the books and making patches.</p>	<p>INA BT. ZULKARNAIN Pustakawan Kanan Perpustakaan Tengku Amir UIN Kelantan</p> 



DATE : 16 / 1 / 23

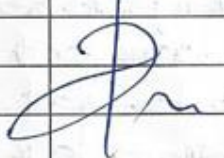
EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>On the second day at the conservation unit, I have continued the task of producing hard cover. In producing hardcover, Mr. Zul has given me a tips on making the right size to produce the front cover. In addition, I was also given tips on using the cutting machine.</p>	
	
	<p>NORDELINA BT. ZULKARNAIN Pustakawan Kanan Perpustakaan Tengku Amir UITM Kelantan</p> 

DATE : 17/1/23

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>Today, it is the finishing process in making the books. In this process, I have been distinguished by making name prints. After making the name prints on the hard cover, continued with the 1st step which is make a patch on the hardcover.</p>	
<div style="display: flex; justify-content: space-around;">   </div>	
<p style="text-align: center;"> NORDEENA BT. ZULKARNAIN Postakawan Kanan Perpustakaan Tengku An UiTM Kelantan </p> 	

DATE: 18/1/23

201/1P

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Go through on IT zone Professional System. Add and delete the table in localhost, edit in Notepad++ to make the suitable name, button relate to the system.	<p>NORDELINA B. ZULKARNAIN Pustakawan Kanan Perpustakaan Tengku Anis UiTM Kelantan</p> 



#	Name	Type	Collation	Attributes	Null	Default	Comments	Extra	Action
1	ID	int			No	None		AUTO_INCREMENT	Change Edit Drop
2	Username	varchar(20)	latin1_swedish_ci		Yes	NULL			Change Edit Drop
3	UserID	varchar(20)	latin1_swedish_ci		Yes	NULL			Change Edit Drop
4	ComputerName	varchar(20)	latin1_swedish_ci		Yes	NULL			Change Edit Drop



#	Name	Type	Collation	Attributes	Null	Default	Comments	Extra	Action
1	ID	int			No	None		AUTO_INCREMENT	Change Edit Drop
2	ComputerName	varchar(20)	latin1_swedish_ci		Yes	NULL			Change Edit Drop
3	ComputerLocations	varchar(20)	latin1_swedish_ci		Yes	NULL			Change Edit Drop
4	IPAdd	varchar(20)	latin1_swedish_ci		Yes	NULL			Change Edit Drop

PRACTICAL TRAINING
LOG BOOK




DATE: 14/1/23

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Continue with Hzone professional system. Change the menu for user. Try to find the solutions for the error. Make new table in the localhost and change in the menu.php I manage to make it appear in the browser but there is still an error. I watch my lecturer's teaching video and try to correct anything that relate to my system and it's works.	NORDELINA BT. ZULKARNAI Pustakawan Kanan Perpustakaan Tengku Anis UiTM Kelantan

The screenshot displays a web application interface. On the left, there is a sidebar menu with the title 'ITzPROs ADMIN | Admin'. The main content area shows a 'Users Details' form with fields for 'User Name', 'User ID', and 'Computer Name'. Below the form is a 'Save' button. On the right side of the interface, there is a 'HackIT' sidebar menu with a list of modules: 'Module 1: Installation', 'Module 2: Import Folder', 'Module 3: Registration', 'Module 4: Login', 'Module 5: New Function (Page)', 'Module 6: Single File Upload', and 'Module 7: Multiple File Upload'. The bottom of the screenshot shows a terminal window with some code and a status bar indicating 'Module 5: New Function (Page)'.

DATE : 22/8/23 / 1/23

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
 <p>The poster is a festive Chinese New Year greeting. It features a dark red background with a gold border. At the top, there are two large, stylized red lanterns. In the center, the text 'Happy Chinese New Year' is written in a large, white, serif font, followed by '2023' in a gold, stylized font. Below this, a small white rabbit is visible. The bottom of the poster has a gold border with red lanterns and a small white rabbit. The University of Technology MARA logo is in the top left corner. Social media icons for Facebook, Twitter, YouTube, and Instagram are in the bottom right corner.</p>	

NORDELINA BT. ZULKARNAIN
Pustakawan Kanan
Pustaka Tunku Amis
UiTM Kelantan

NORDELINA BT. ZULKARNAIN
Pustakawan Kanan
Perpustakaan Tengku Anis
UiTM Kelantan

study
NORDELINA BT. ZULKARNAIN
Pustakawan Kanan
Perpustakaan Tengku Anis
UiTM Kelantan

NOORULINA BT. ZULKARNAIN
Pustakawan Kanari
Perpustakaan Tengku Anis
UiTM Kelantan

KETERANGAN DE ZINKARNAM
1. Gustakawari Keman
2. Gustakawari Tengku Aot
3. Gustakawari

DATE: 31 / 1 / 23

[illegible]

ATTENDANCE





Tahun

2022

Bulan

September

Senarai Rekod Clocking Bulanan

#	TARIKH	IN	OUT	JENIS
1	29.09.2022	07:21	15:31	WFH
2	28.09.2022	07:20	17:00	WFH
3	27.09.2022	07:34	17:00	WFH
4	26.09.2022	08:10	17:01	WFH
5	25.09.2022	07:37	17:01	WFH
6	22.09.2022	07:25	15:42	WFH
7	21.09.2022	07:37	17:06	WFH
8	20.09.2022	07:53	17:08	WFH
9	19.09.2022	07:46	17:01	WFH
10	18.09.2022	07:29	17:00	WFH
11	15.09.2022	07:26	15:33	WFH
12	14.09.2022	17:00	null	WFH


ALINA BT HUSSEIN
Timbalan Ketua Pustakawan
Perpustakaan Tengku Anis
UITM Cawangan Kelantan



Tahun

2022

Bulan

Oktober

Senarai Rekod Clocking Bulanan

#	TARIKH	IN	OUT	JENIS
1	31.10.2022	07:14	17:00	WFH
2	30.10.2022	07:18	17:00	WFH
3	27.10.2022	07:06	15:30	WFH
4	25.10.2022	07:28	17:02	WFH
5	23.10.2022	07:27	17:00	WFH
6	20.10.2022	07:12	15:30	WFH
7	19.10.2022	07:17	17:01	WFH
8	18.10.2022	07:26	13:07	WFH
9	17.10.2022	07:10	17:00	WFH
10	16.10.2022	07:45	17:01	WFH
11	13.10.2022	07:26	null	WFH
12	12.10.2022	07:12	17:00	WFH
13	11.10.2022	07:21	17:11	WFH
14	10.10.2022	07:29	17:59	WFH
15	06.10.2022	07:28	15:30	WFH
16	04.10.2022	07:25	17:00	WFH
17	03.10.2022	07:44	17:01	WFH
18	02.10.2022	07:27	17:00	WFH


ALINA BT HUSSEIN
Timbalan Ketua Pustakawan
Perpustakaan Tengku Anni
UiTM Cawangan Kelantan



Tahun

2022

Bulan

November

Senarai Rekod Clocking Bulanan

#	TARIKH	IN	OUT	JENIS
1	30.11.2022	07:03	17:00	WFO
2	29.11.2022	07:15	17:00	WFO
3	27.11.2022	07:10	17:00	WFO
4	23.11.2022	07:07	17:00	WFO
5	22.11.2022	07:14	17:00	WFO
6	21.11.2022	07:21	17:00	WFO
7	17.11.2022	07:12	15:30	WFO
8	16.11.2022	07:14	17:00	WFO
9	15.11.2022	07:07	17:01	WFO
10	14.11.2022	07:09	17:00	WFO
11	10.11.2022	07:07	15:30	WFO
12	09.11.2022	07:11	17:00	WFO
13	08.11.2022	07:22	17:00	WFO
14	07.11.2022	07:04	17:03	WFO
15	06.11.2022	07:01	17:03	WFO
16	03.11.2022	07:15	15:30	WFH
17	02.11.2022	07:17	17:00	WFH
18	01.11.2022	07:26	17:00	WFH


ALINA BT HUSSEIN
Timbalan Ketua Pustakawan
Perpustakaan Tengku Anis
UITM Cawangan Kelantan



Tahun

2022

Bulan

Disember

Senarai Rekod Clocking Bulanan

#	TARIKH	IN	OUT	JENIS
1	29.12.2022	07:24	15:30	WFO
2	28.12.2022	07:31	17:00	WFO
3	27.12.2022	07:24	17:00	WFO
4	26.12.2022	07:25	13:01	WFO
5	22.12.2022	07:09	15:30	WFO
6	21.12.2022	07:10	17:00	WFO
7	20.12.2022	07:15	17:00	WFO
8	19.12.2022	07:12	17:00	WFO
9	18.12.2022	07:10	17:01	WFO
10	15.12.2022	07:10	15:30	WFO
11	14.12.2022	07:04	17:00	WFO
12	13.12.2022	06:51	17:00	WFO
13	12.12.2022	06:53	17:06	WFO
14	11.12.2022	07:08	17:02	WFO
15	08.12.2022	07:09	15:30	WFO
16	07.12.2022	07:09	17:02	WFO
17	01.12.2022	07:07	15:31	WFO


LINA BT HUSSEIN
Pembatalan Ketua Pustakawan
Pustakawan Tengku Anis
M Cawangan Kelantan

NO:

NAME:

NOR SYAZWANI AIDA BINTI CHE NOOR SHAN

1

DEPT:

SECT:

FOR THE MONTH OF

JANUARY

YEARS

2023

Date	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
1	07:10	1700					13 1/2
2	07:08	1700					
3	07:09	1700					
4	07:10	1700					
5							
6							
7							
8				07:12			13 1/2
9	07:10			07:12			
10	07:10	07:12					
11	07:10			07:12			
12							
13							
14							13 1/2
15	07:10			07:12			

NO:		NAME:		2			
DEPT:			EPF:				
I/C:		AGE:		SEX:			
HOURS:		DATE		AMOUNT			
ORDINARY TIME							
OVERTIME							
LESS							
NET WAGES							
Date	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
16	07:10			17:43			1
17	07:07			17:27			2
18	07:10	17:27					
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							



UNIVERSITI
TEKNOLOGI
MARA



Tahun

2023

Bulan

Januari

Senarai Rekod Clocking Bulanan

#	TARIKH	IN	OUT	JENIS
1	31.01.2023	07:05	null	WFO
2	30.01.2023	07:00	17:00	WFO
3	29.01.2023	07:07	17:00	WFO
4	26.01.2023	07:08	15:30	WFO
5	25.01.2023	07:08	17:00	WFO
6	24.01.2023	07:05	17:00	WFO
7	19.01.2023	07:02	15:30	WFO
8	04.01.2023	07:07	17:00	WFO
9	03.01.2023	07:11	17:00	WFO
10	02.01.2023	07:06	17:00	WFO
11	01.01.2023	07:08	17:00	WFO


ALINA BT HUSSEIN
Pembelian Ketua Persekitaran
Perpustakaan Tengku Anis
TM Cawangan Kelantan.

APPOINT LETTER





Surat Kami : 500-CK(PTA/UPTD 23/1)
Tarikh : 20 September 2022

CIK NORSYAZWANI AIDA BT CHE NOOR SHAN

Pelajar Latihan Industri
Perpustakaan Tengku Anis (PTA)
UiTM Cawangan Kelantan, Kampus Machang
Bukit Ilmu
18500 Machang, Kelantan

Puan

PELANTIKAN JAWATANKUASA BAGI PROGRAM "SKILL-UP THE LANGUAGES: READ2LEAD" SMK PANGKAL MELERET, MACHANG PADA 26 & 27 SEPTEMBER 2022 (ISNIN – SELASA)

Dengan segala hormatnya perkara di atas dirujuk.

2. Untuk makluman, Perpustakaan Tengku Anis, UiTM Cawangan Kelantan akan mengadakan Program "*Skill-Up The Languages: Read2lead*" SMK Pangkal Meleret, Machang. Program ini dianjurkan bersempena "*English week*" di sekolah tersebut. Tujuan program ini adalah untuk meningkatkan kepelbagaian kemahiran dalam pencarian bahan di pusat sumber khusus bagi mata pelajaran Bahasa Inggeris disamping meningkatkan kesedaran pelajar suka dan minat kepada Bahasa Inggeris.

3. Sehubungan itu, dengan sukacitanya puan dilantik sebagai Ahli Jawatankuasa Make Over & Cenderahati bagi Program tersebut. Maklumat program adalah seperti berikut :

Tarikh : 26 – 27 September 2022 (Isnin & Selasa)
Masa : 8.00 pagi – 1.00 Tengahari
Tempat : SMK Pangkal Meleret, Machang

4. Semoga dengan lantikan ini, puan dapat menjalankan tanggungjawab dengan amanah, dan penuh dedikasi dalam menjayakan program tersebut.

Sekian, terima kasih.

"WAWASAN KEMAKMURAN BERSAMA 2030"
"BERKHIDMAT UNTUK NEGARA"

Yang benar,

ALINA HUSSEIN
Timbalan Ketua Pustakawan



UNIVERSITI
TEKNOLOGI
MARA

Cawangan Kelantan
Kampus Machang

Surat Kami : 500-CK(PTA/UPTD 23/1)
Tarikh : 05 Oktober 2022

CIK NORSYAZWANI AIDA BINTI CHE NOOR SHAN

Pelajar Latihan Industri
Perpustakaan Tengku Anis (PTA)
UiTM Cawangan Kelantan, Kampus Machang
Bukit Ilmu
18500 Machang, Kelantan

Tuan

**PELANTIKAN JAWATANKUASA BAGI PROGRAM CSR SEKOLAH MENENGAH
KEBANGSAAN HAMZAH : INTAI ILMU@PTA**

Dengan segala hormatnya perkara di atas dirujuk.

2. Dimaklumkan, Perpustakaan Tengku Anis, UiTM Cawangan Kelantan akan mengadakan Program CSR di Sekolah Menengah Kebangsaan Hamzah : Intai Ilmu @ PTA. Program ini merupakan satu inisiatif Perpustakaan Tengku Anis bagi menyemarakkan semangat belajar sehingga ke menara gading dan serta mendedahkan pelajar kepada suasana pembelajaran di IPTA khususnya dalam pencarian maklumat.

3. Sehubungan itu, dengan sukacitanya tuan dilantik sebagai Ahli Jawatankuasa Taklimat Perpustakaan & Library Tour bagi Program tersebut. Maklumat program adalah seperti berikut :

Tarikh : 12 Oktober 2022 (Rabu)
Masa : 09.00 pagi sehingga 04.15 petang
Tempat : Perpustakaan Tengku Anis (PTA), UiTM Cawangan Kelantan

4. Semoga dengan lantikan ini, tuan dapat menjalankan tanggungjawab dengan amanah, dan penuh dedikasi dalam menjayakan program tersebut.

Sekian, terima kasih.

"WAWASAN KEMAKMURAN BERSAMA 2030"
"BERKHIDMAT UNTUK NEGARA"

Yang benar

ALINA HUSSEIN
Timbalan Ketua Pustakawan

Bahagian Perpustakaan Tengku Anis
Universiti Teknologi MARA Cawangan Kelantan
Bukit Ilmu, 18500 Machang, Kelantan
Tel: (+09)976 2288/2330 Faks: (+09)976 2177
Email : annita@kelantan.uitm.edu.my





Surat Kami : 500-CK(PTA/UPTD 23/1)
Tarikh : 27 November 2022

CIK NORSYAZWANI AIDA BT CHE NOOR SHAN

Pelajar Latihan Industri
Perpustakaan Tengku Anis (PTA)
UiTM Cawangan Kelantan, Kampus Machang
Bukit Ilmu
18500 Machang, Kelantan

Puan

PELANTIKAN JAWATANKUASA BAGI PROGRAM "2DAYS@PTA BONDING DAY" DI PERPUSTAKAAN TENGKU ANIS (PTA)

Dengan segala hormatnya perkara di atas dirujuk.

2. Dimaklumkan, Perpustakaan Tengku Anis, UiTM Cawangan Kelantan akan mengadakan **Program "2Days@PTA Bonding Day"** pada ketetapan berikut ;

Tarikh : 12 & 13 Disember 2022
Masa : 09.00 pagi sehingga 04.30 petang
Tempat : Perpustakaan Tengku Anis (PTA), UiTM Cawangan Kelantan

3. Program ini adalah merupakan satu inisiatif Perpustakaan Tengku Anis (PTA) dalam pembudayaan ilmu dan perkongsian pengetahuan sekaligus dapat memberi maklumat perkhidmatan serta kemudahan baru perpustakaan kepada semua warga UiTMCK khususnya dalam pencarian maklumat dengan berkesan.

4. Sehubungan itu, dengan sukacitanya puan dilantik sebagai **Setiausaha 2** bagi Program tersebut. Semoga dengan lantikan ini, puan dapat menjalankan tanggungjawab dengan amanah, dan penuh dedikasi dalam menjayakan program tersebut.

Sekian, terima kasih.

"WAWASAN KEMAKMURAN BERSAMA 2030"
"BERKHIDMAT UNTUK NEGARA"

Yang benar

ALINA HUSSEIN
Timbalan Ketua Pustakawan

Bahagian Perpustakaan Tengku Anis
Universiti Teknologi MARA Cawangan Kelantan
Bukit Ilmu, 18500 Machang, Kelantan
Tel: (+09)976 2288/2330 Faks: (+09)976 2177
Email : alina364@uitm.edu.my





Surat Kami : 500-CK(PTA/UPTD 23/1)
Tarikh : 27 November 2022

CIK NORSYAZWANI AIDA BT CHE NOOR SHAN

Pelajar Latihan Industri
Perpustakaan Tengku Anis (PTA)
UiTM Cawangan Kelantan, Kampus Machang
Bukit Ilmu
18500 Machang, Kelantan

Puan

PELANTIKAN JAWATANKUASA BAGI PROGRAM "2DAYS@PTA BONDING DAY" DI PERPUSTAKAAN TENGKU ANIS (PTA)

Dengan segala hormatnya perkara di atas dirujuk.

2. Dimaklumkan, Perpustakaan Tengku Anis, UiTM Cawangan Kelantan akan mengadakan Program "2Days@PTA Bonding Day" pada ketetapan berikut ;

Tarikh : 12 & 13 Disember 2022
Masa : 09.00 pagi sehingga 04.30 petang
Tempat : Perpustakaan Tengku Anis (PTA), UiTM Cawangan Kelantan

3. Program ini adalah merupakan satu inisiatif Perpustakaan Tengku Anis (PTA) dalam pembudayaan ilmu dan perkongsian pengetahuan sekaligus dapat memberi maklumat perkhidmatan serta kemudahan baru perpustakaan kepada semua warga UiTMCK khususnya dalam pencarian maklumat dengan berkesan.

4. Sehubungan itu, dengan sukacitanya puan dilantik sebagai **Ahli Jawatankuasa Aktiviti & "Online Game"** bagi Program tersebut. Semoga dengan lantikan ini, puan dapat menjalankan tanggungjawab dengan amanah, dan penuh dedikasi dalam menjayakan program tersebut.

Sekian, terima kasih.

"WAWASAN KEMAKMURAN BERSAMA 2030"
"BERKHIDMAT UNTUK NEGARA"

Yang benar

ALINA HUSSEIN
Timbalan Ketua Pustakawan



Surat Kami : 500-CK(PTA/UPTD 23/1)
Tarikh : 21 November 2022

CIK NORSYAZWANI AIDA BT CHE NOOR SHAN

Pelajar Latihan Industri
Perpustakaan Tengku Anis (PTA)
UiTM Cawangan Kelantan, Kampus Machang
Bukit Ilmu
18500 Machang, Kelantan

Puan

PELANTIKAN JAWATANKUASA BAGI PROGRAM "WAKE UP YOUR IMAGE : FROM CAMPUS TO CORPORATE"

Dengan segala hormatnya perkara di atas dirujuk.

2. Dimaklumkan, Perpustakaan Tengku Anis, UiTM Cawangan Kelantan akan mengadakan Program "*Wake Up Your Image : From Campus To Corporate*" pada ketetapan berikut ;

Tarikh : 18 Disember 2022 (Ahad)
Masa : 09.00 pagi sehingga 04.00 petang
Tempat : Perpustakaan Tengku Anis (PTA), UiTM Cawangan Kelantan

3. Program ini adalah merupakan satu inisiatif Perpustakaan Tengku Anis (PTA) dalam pembudayaan ilmu dan perkongsian pengetahuan atau wakaf ilmu yang melibatkan warga setempat untuk menyemarakkan semangat belajar serta mendedahkan warga kepada etika-etika penampilan korporat.

4. Sehubungan itu, dengan sukacitanya puan dilantik sebagai **Ahli Jawatankuasa Aktiviti Imej** bagi Program tersebut. Semoga dengan lantikan ini, puan dapat menjalankan tanggungjawab dengan amanah, dan penuh dedikasi dalam menjayakan program tersebut.

Sekian, terima kasih.

"WAWASAN KEMAKMURAN BERSAMA 2030"
"BERKHIDMAT UNTUK NEGARA"

Yang benar

ALINA HUSSEIN
Timbalan Ketua Pustakawan

Bahagian Perpustakaan Tengku Anis
Universiti Teknologi MARA Cawangan Kelantan
Bukit Ilmu, 18500 Machang, Kelantan
Tel: (+09)976 2288/2330 Faks: (+09)976 2177
Email : alina364@uitm.edu.my

