



**UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT**

**INDUSTRIAL TRAINING REPORT:
PEJABAT TANAH DAN JAJAHAN MACHANG
18500 MACHANG, KELANTAN**

**SPECIAL PROJECT:
E-INTERNSHIP SYSTEM**

**BY
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**IM245 - BACHELOR OF SCIENCE (HONS.)
INFORMATION SYSTEM MANAGEMENT
FACULTY OF INFORMATION MANAGEMENT
UNIVERSITI TEKNOLOGI MARA KELANTAN**

01 AUGUST 2017 – 31 DECEMBER 2017

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**FACULTY SUPERVISOR
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**REPORT SUBMITTED IN FULFILLMENT OF THE
REQUIREMENT FOR THE INDUSTRIAL TRAINING
FACULTY OF INFORMATION MANAGEMENT
UNIVERSITI TEKNOLOGI MARA KELANTAN**

01 AUGUST 2017 – 31 DECEMBER 2017

SUPERVISOR'S APPROVAL

E-INTERNSHIP SYSTEM (eIS)

By

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This report was prepared under the supervision of the faculty supervisor, Nurulannisa binti Abdullah. It was submitted to the Faculty of Information Management and was accepted in partial fulfillment of the requirements for the degree of Bachelor of Information Science (Hons.) Information Systems Management.

Approved by

.....
Nurulannisa binti Abdullah
Faculty Supervisor

JANUARY 11, 2018

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 declare that no part of this report has been published or submitted for publication except where due to reference 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

CHE SITI NADIA BINTI CHE HUSSIN
2014357713

Date of submission: 11 January 2018

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Assalamualaikum,

Alhamdulillah, I am grateful to The Almighty God for establishing me to complete the industrial training and completing report in period that has been given. I place on record, my sincere gratitude to the Faculty of Information Management for giving me opportunity to learn and doing my industrial training for almost 5 months selected at organization. I'm also wanted to give my special thanks to Puan Nurulannisa binti Abdullah as my Faculty Supervisor for guiding me give me advise all the time when I'm doing my training. when I'm applying the place for my industrial training and give me some guidance for completing my report. Special thanks to be given to Faculty Advisor, Puan Izzatil Husna for giving me an advice during industrial training.

I wish also to express my sincere thanks to Pejabat Tanah dan Jajahan Machang for willing to accepting and give me the opportunity and cooperation to do my industrial training in the organization in Development Department. In addition, special thanks to En Muhamad Ashraf bin Muhammad Fekri as my organizational supervisor and the head of department Development Department, Nik Faizai bin Mohamed and not forget to the all staff because it gives me a lot of help, support and guidance in completing my work through the duration of industrial training.

I would like to give a special thanks to my lovely husband in giving me more and more advice, helps and guide me in completing this project. Lastly, I take this opportunity to record my sincere thanks to both sides of my parents for their support to finish up the industrial training and not to give up if I have the problems and encouragement over the years.

Thank You.

ABSTRACT

The trainee have undergoes to Pejabat Tanah dan Jajahan Machang to gained knowledge and fulfill my faculty requirements 1 August to 31 December. Department unit that has been placed during the industrial training is in Development Department. Therefore, this report ware creates as an evidence for the trainee since had undergoing to this organization. In this report, the trainee provides 4 Chapter where each chapter fully relates to Pejabat Tanah dan Jajahan Machang and the activities taken by the trainee. For the Chapter 1, it discusses about the organization applied by the trainee. The information scopes that has been provides by trainee are about the company background, history of organization, vision, missions, objectives, slogan, client charter and organization charts. Besides, Chapter 2 discusses about the organization that has been placed at Development Department. So that, the trainee would has explains more details about this department such responsibilities and function. Moreover, Chapter 3 discusses about an industrial training activities. In this chapter, the trainee provides all of the works that has been done successfully during 5 month practical period. Besides, this chapter also discuss about the background and details about special project. For the special project, the trainee has been developing a new system special for Pejabat Tanah dan Jajahan Machang. That system is e-Internship System. Lastly is Chapter 4. In this chapter, the trainee has made an overall conclusion for industrial training. In this conclusion, the trainee concludes for the organizations. The scope of the conclusion gives by trainee is such an opinion, lesson learn, limitations and recommendation.

Keywords: *Pejabat Tanah dan Jajahan Machang (PTJM), Development Department, e-Internship Systems (eIS).*

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LIST OF ABBREVIATIONS

PTJM	Pejabat Tanah dan Jajahan Machang
JKKK	Village Development and Security Committee
UiTM	Universiti Teknologi Mara
DO	District Officer
JKR	Jabatan Kerja Raya
QT	New Registration of Rights
ADO	Assistant District Officers
PPM	State Development Office
SPR	Suruhanjaya Pilihan Raya-14
MARRIS	Malaysian Road Records Information System
ESKT	e-Sukatan Kerja Tahunan
SV	Site Visit
EL	Emergency Leave
IC	Identification Card
MC	Medical Card
MAIK	Majlis Agama Islam Kelantan
TNB	Tenaga Nasional Berhad
JPN	Jabatan Pendaftaran Negeri
UMI	Ubudiyyah, Mas'uliyah, Itqan
OS	Organizational Supervisor
EIS	E-Internship System

SP	Special Project
SM	System Module
SBC	Single-Board Computer
PHP	PHP : Hypertext Preprocessor
XAMPP	X (any of four different operating systems), Apache, MySQL, PHP and Perl
DFD	Data Flow Diagram
ERD	Entity Relationship Diagram
FDD	Functional Decomposition Diagram
HTTP	Hypertext Transfer Protocol
MySQL	My Structured Query Language
FTP	File Transfer Protocol
JSP	Java Servlet Pages
SDLC	System Development Life Cycle
IM	Information Management
TKJ	Deputy of District Officer
PRU-14	Pilihan Raya Umum-14

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CHAPTER 1

CHAPTER 1

INTRODUCTION

Industrial Training (LI) is the training that need to held by Degree students after all of the subject fields are completed. The period of the practical training is about five (5) month started on 1 August 2017 to 31 December 2017. The trainee has chosen by Pejabat Tanah dan Jajahan Machang after applying the suitable organization regarding to getting the knowledge and new experience for further career. The reason by the trainee choose Pejabat Tanah dan Jajahan Machang because, it was designing the development of land to give the consideration to person who wants to make the business regarding development or for mining works.

Furthermore, after a day the trainee has registered at Pejabat Tanah dan Jajahan Machang, the supervisor has been assigned due to the course field which is Bachelor of Information Science (Hons) Information Systems Management. En. Muhamad Ashraf bin Muhamad Fekri, as Assistant Officer of Information Technology has been assigned as an Organizational Supervisor (OS) for the trainee. During the practical period, En. Muhamad Ashraf bin Muhamad Fekri has incharge fir overseeing the training activities to ensure the trainee would get the knowledge and experience since the trainee are there.

The objectives of the trainee has choose Pejabat Tanah dan Jajahan Machang is because, the trainee want:

- a) To get knowledge and new experience and know about the work experience.
- b) To helps an organizations by developing a new system named “e-Internship System”
- c) To improve the technical skills and communication skills with the others.
- d) To cultivate the spirit of working in groups.

1.1 History of the Company



Figure 1.1 The building of Pejabat Tanah dan Jajahan Machang

The figure below shows the picture of the Pejabat Tanah dan Jajahan Machang building today. Pejabat Tanah Dan Jajahan Machang got its name from a village of Kampung Machang. It was opened in 1880 by a group of villagers of the Pasir Tumboh in Kota Bharu, led by En.Senik. At the opening of the village, the main activities that has been carried out by the population for their livelihood is agriculture and business.

Moreover, in terms of its geographical position Machang located at the center of Kelantan Darul Naim. Machang is bordered by the Kota Bharu from the north, the south of Kuala Krai, west of Tanah Merah and Pasir Puteh to the east. In addition, Machang has an area of 546.26 square km. Of the total area of

129 sq km, is located in Machang District Council. At its inception around 1949 into Machang had become a small district. However, on January 1, 1952 due to the rapid pace of development and economic activity in Machang he was made a full district and has becoming a big territory. The territory of Machang covers an area of 546.26 km square. A total of 129 km square from that area is governed by the Machang District Council.

Machang generally divided into several Mukim Ulu Sat, Palo Flowing, Temangan, Labok, confiscation, and Pulai Chondong. Each sub-district is headed by a warden. There are also some small areas that are governed Penghulu Mukim and some Village Development and Security Committee (JKKK) entrusted and is responsible for administering several villages around Machang. Administrative center of Pejabat Tanah dan Jajahan Machang is located near the City Machang it to facilitate the people to deal. Machang is also known as the Tourism Centre of Education because of high performing schools and also has a university, Universiti Teknologi Mara (UiTM).

1.2 Background of the Company



Figure 1.2 Logo of Pejabat Tanah dan Jajahan Machang

Pejabat Tanah Dan Jajahan Machang (PTJM) is a government agency that serves as a place to manage all affairs related to land either on private land, land owned by the Authority or the lands belonging to the government. Pejabat Tanah Jajahan Machang Covers including, Mukim Machang, Mukim Pulau Chondong, Kelaweh, Kerawang, Pek, Pemanok, Labok, Ulu Sat, Joh. Pejabat Tanah dan Jajahan Machang is designing the development of land to give the consideration to person who wants to make the business regarding development or for mining works. For land which has been alienated, the Pejabat Tanah Dan Jajahan Machang (PTJM) is to record all business transactions, lease, mortgage, inheritance and ensure that every landlord to pay land revenue.

In addition, the Pejabat Tanah Dan Jajahan Machang (PTJM) task is also to ensure that any alienated land is used according to the conditions laid down in accordance with the terms of the property. At the level of district, there have some departments that carry out their development such as the Public Works Department, Drainage and Irrigation Department and so on. However, all of it

is made on the land. To ensure that a project is well in line with the design of an area, District Officer becomes the Coordinating Officer of something such development. For example, the Ministry of Education requires a piece of land to develop a school. Therefore, the ministry should make an application to the District Officer (DO) for the process of taking the necessary land. Besides, if the land is owned and land affected by a state land or state land, the same application shall be submitted to the District Officer. Subsequently the District Officer will process the application and upon the completion, the applicant will obtain ownership of the land. The total of the staff worked at Pejabat Tanah dan Jajahan Machang (PTJM) is 74 staff including a part time job staff.

1.2.1 Slogan

Slogan means a simple and catchy phrase accompanying a logo or brand, that encapsulates a product's appeal or the mission of a firm and makes it more memorable. Slogan also used by Pejabat Tanah dan Jajahan Machang in order to achieved the company mission, vision and objectives. **Figure 1.3** below shows the slogan of Pejabat Tanah dan Jajahan Machang.



Figure 1.3 Slogan for Pejabat Tanah dan Jajahan Machang.

1.2.2 Location Maps

Every place in anywhere especially organization has their own location plan. Same goes to Pejabat Tanah dan Jajahan Machang, it provide location plan for the people to come at this organization. However, the location of Pejabat Tanah dan Jajahan Machang is the on eof the organization that easily to find because it placed besides of Pejabat Agama Jajahan Machang and confront of Jabatan Kerja Raya Jajahan Machang (JKR). **Figure 1.4** below shows the location maps of Pejabat Tanah dan Jajahan Machang:



Figure 1.4 Pejabat Tanah dan Jajahan Machang maps

1.2.3 Contact Information

Address : Pejabat Tanah dan Jajahan Machang,

18500 Machang,

Kelantan, Malaysia

Phone : 09 - 975 2963 / 09 - 975 2826

Fax : 09- 975 1903

Email : ptjmachang@kelantan.gov.my

1.3 Vision, Mission & Objective

The meaning of objectives is the overall goal, purpose, mission of a business that have been established by its management and communicated to its employee. Mission is described as a written declaration of an organization's core purpose and focus that normally remains unchanged over time. Vision defined as an inspirational description of what an organization would like to achieve or accomplish in the mid-term or long term future. It is intended to serves as a clear guide for choosing current and future courses of action. The following table summarizes objectives, mission and vision of Pejabat Tanah dan Jajahan Machang (PTJM). Each of the organization have their own vision, mission and objectives. Same goes to Pejabat Tanah dan Jajahan Machang. Below are the vision, mission and objectives of the organization:

Table 1.1 Mission, Vision and Objectives

Mission	Vision	Objectives
<p>“Create prosperity in all aspects of spiritual and physical life”</p>	<ol style="list-style-type: none"> 1. Implementing basis policy. 2. Collect every types of community outcome: <ol style="list-style-type: none"> i. Administer and manage the official celebration ii. Coordinate and implement social and economic development of the colonies 	<ol style="list-style-type: none"> 1. To provide efficient and effective services to the people. 2. Responsible for ensuring the safety of the colony. 3. Responsible for the colonies to organize community development (physical and spiritual)

	iii. Perform all administration and development of the colonies	
--	---	--

1.4 Another Objectives of the Pejabat Tanah dan Jajahan Machang

- a) To become an effective medium between peoples and government
- b) To provide people with efficient and effective services
- c) Responsible for guarantee community safety
- d) Become effective link between people and government
- e) Serving efficiently and effectively with the people
- f) Determining the administration of land in this region is carried out in accordance with the field and the requirements of the laws and government policies.
- g) Determine the yield of land and minerals to be collected with a system and effective and satisfying way
- h) Maintain and maintain updated land titles and records and determine the legitimate property selection
- i) Develop Machang and Machang cities to be comparable to other colonies in the State of Kelantan in particular and in Malaysia in general
- j) Enhancing land and agricultural development to contribute to Kelantan's economy.
- k) Ensuring the development of the physical and spiritual ummah to be balanced and able to create harmonious human beings
- l) Creating employment opportunities through the development of the agricultural sector, land development and trade.

1.5 Client Charter

Below shows the client charter of Pejabat Tanah dan Jajahan Machang:

We pledge to provide friendly service and are always ready to assist you with problems dealing with, provide efficient and quality services and ensure and resolve problems related to land based on the National Land Code and quick, accurate and effective circular directions Customer charter as follows:

1. Licensing Permit License Approval Process within 2 days.
2. Management of Public Complaints
 - Acceptance Declaration Complaints in writing by mail or email will be sent to the complainant within three (3) working days after the complaint is received.
 - Feedback on public complaints will be processed within seven (7) working days after the Complaint Admission Report is sent to PTJM complaints (feedback delivery period will depend on the type of complaint received if the complaint requires further review and the complexity of the complaint)
3. Draw within 15 minutes.
4. Registration of Transactions
 - Transfer (14A) within 1 day.
 - Charge (16A) within 1 day.
 - Discharge Mortgage (16N) within 1 day.
5. Registration of Pesaka Order within 5 days.
6. Boundary Registration within 14 days.
7. Switching Old Grants To New Grants within 5 days.

8. Registration Change Terms within 4 days.
9. Kaveat registration within 1 day.
10. New Registration of Rights (QT) within 4 days.
11. Register of Grants Lost within 14 days.
12. Acceptance of Land Tax Payments (Subject to 1 Title only) within 3 minutes.
13. Multiple Payment Acceptance (Subject to 1 Title only) within 3 minutes.
14. Issuance of Permanent Materials Transfer Permit within 2 Months.
15. Plan Sales within 30 minutes.
16. Application for Private and Liability Admission in the period of the day.
17. Land Development Application
 - ✓ Application for Subsoil Boundary under Section 142 KTN 1965 within 9 days.
 - ✓ Application for Subdivision of Land Division under Section 137 KTN 1965 within 90 days.

1.6 Nature of the Business

Training organizations and training environment is good for the trainee. The trainee had to learn a lot from this company. This management business function is to provide effective and useful, to facilitate a problem experienced by consumers by providing information and communication are the best solution is to set up a government building work, safety, quality, economy and comply with the specifications recognized and provide opportunities customers to be able to communicate with each other. Department training was held at the Development Division. In this division, there are 10 employees includes boss. In addition, the staffs were very friendly and very helpful to me during my training here. They are highly skilled in their work in the office. The division employees often provide guidance to the trainee how to solve or provide best service to treat customers or solve difficult problems experienced by customers.

1.7 Organizational Structure

The figure shows the top level of management Pejabat Tanah Dan Jajahan Machang that led by Mr. Haji Zainuddin bin Mohamed as District Officer. He was assisted by six Assistant District Officers (ADO) that have different expertise in their department. The Assistant District Officers share their experiences are there to ensure the management systems and services offered by Pejabat Tanah dan Jajahan Machang (PTJM) can run smoothly and can meet the demands of the community well. They are responsible to make sure Pejabat Tanah dan Jajahan Machang (PTJM) operate properly. Besides, all of them have good manners that can be a role model for their staffs.

**CARTA ORGANISASI
PEJABAT PEJABAT TANAH DAN JAJAHAN MACHANG**

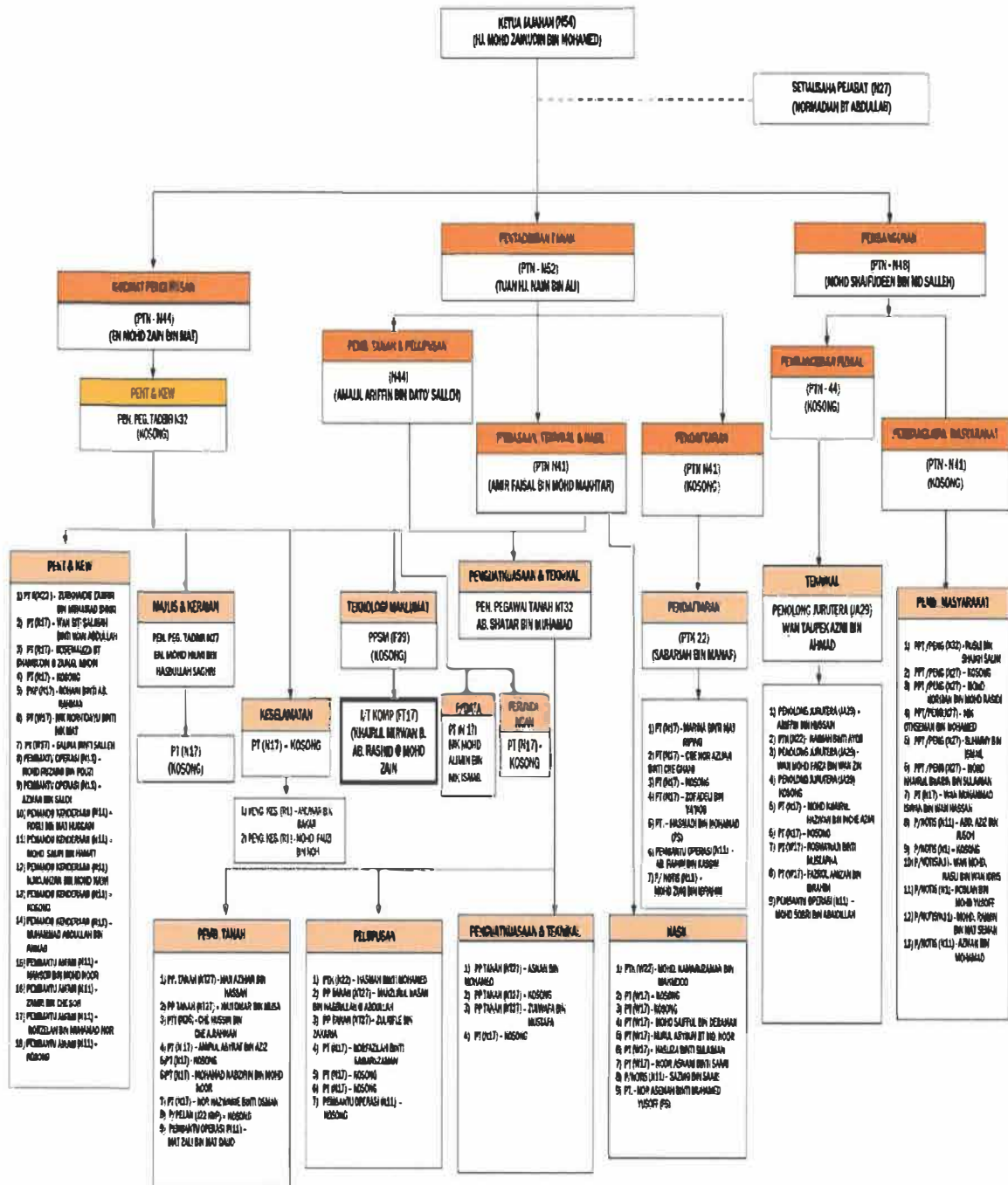


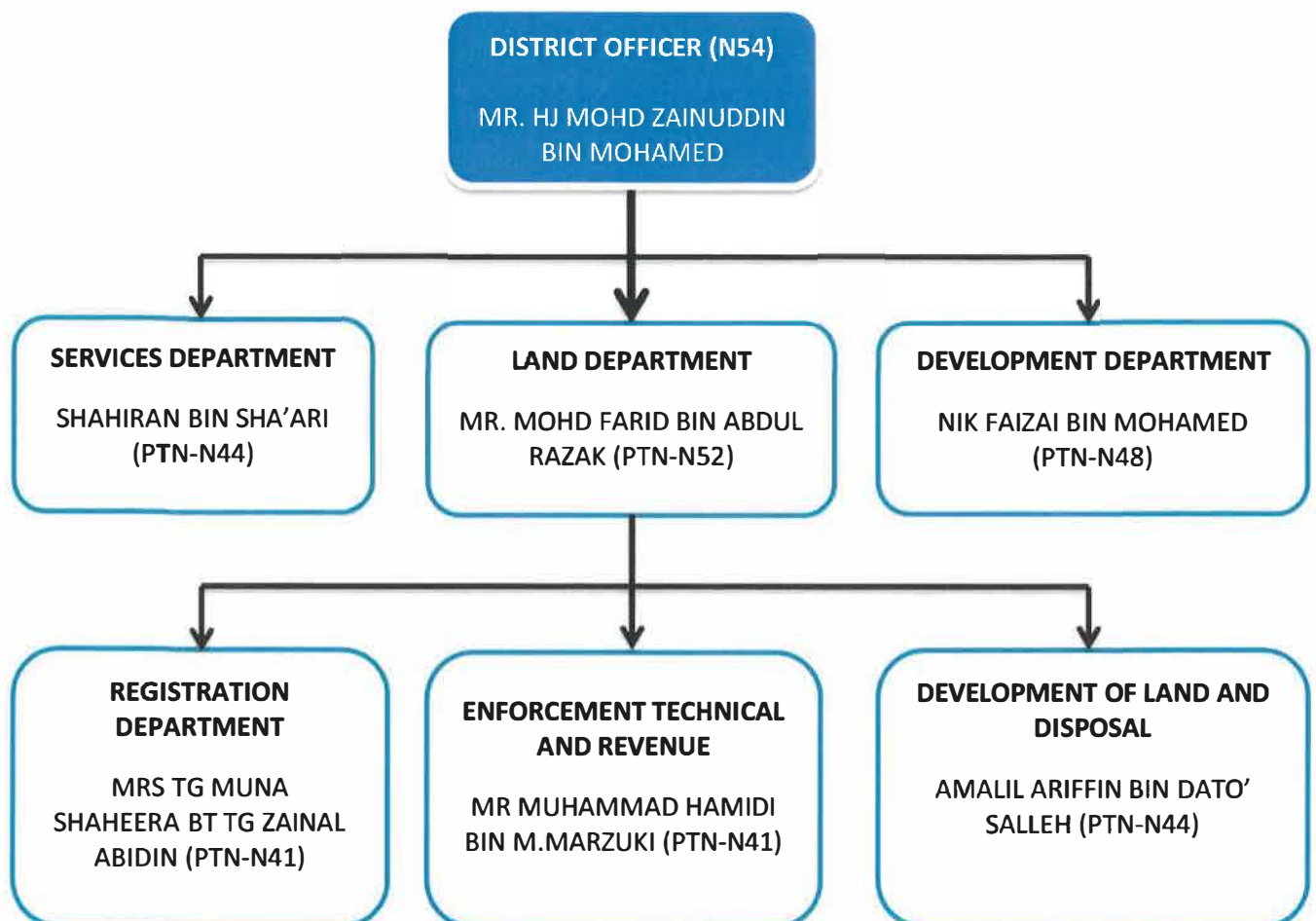
Figure 1.5 Organizational charts of PTJM

REFER APPENDIX A
(Latest organizational chart of PTJM)

1.8 Divisions of Pejabat Tanah Jajahan Machang

Pejabat Tanah dan Jajahan Machang has 3 divisions to ensure the organization being well managed. Below are the lists of the divisions for each of the division at Pejabat Tanah dan Jajahan Machang together to its functions.

Organization chart 1.1 Division provided at Pejabat Tanah dan Jajahan Machang



In every organization there is structure that can built an organization becomes strong. Same goes with Pejabat Tanah dan Jajahan Machang, on the top of the organization there are District Officer that control and supervise this

organization. There are three departments that have been provided at Pejabat Tanah dan Jajahan Machang. Firstly is Service Department, Land Department and lastly is Department of Development. Even, it were provided by three departments but under each department have their own roles and have different responsible to carry out.

1.8.1 Management Service Division

- a) Management service
 - i. Manage staff service
 - ii. Prepare the annual budget
 - iii. Administration and Security
 - iv. Manage Payment Module Staff
 - v. Meeting of the Secretariat of the Colonial Department
 - vi. Monitor and manage processes and maintenance expenditure
 - vii. Administration and Management Department of Land and Machang
 - viii. Responsible for managing administration and expenditure management
 - ix. Store management, asset and inventory Machang District and Land Office
 - x. Manage the training and upgrading of personnel working in Pejabat Tanah dan Jajahan Machang

- b) Gatherings
 - i. Coordinating the event program to be carried out
 - ii. Coordinate the appointment of committees of appropriate

- iii. Attending the official festival program State level, the National and Colonial
 - iv. Provide official ceremonies involving the palace and Kelantan Menteri Besar's Office
 - v. To coordinate the tasks of the committee, reception, invitations and checklist program and the official program of the Department, Colony, State and National
- c) Information Technology
- i. Updating Website
 - ii. Solving technical problems
 - iii. Provide e-mail and e-Complaint

1.8.2 Parts of the land administration

- a) Land development
- i. Processing applications for subdivision of land
 - ii. Processing of applications passing the public or private
 - iii. Processing applications for conversion of land to agriculture
 - iv. Processing applications for transfer under section 120 KTN 1965
 - v. Processing of applications for surrender of land and alienated land back
 - vi. Processing applications for transfer under section 13A of the ERM in 1930
 - vii. Processing the application to change the terms and subdivision of land simultaneously

b) Disposal

- i. Request the status of the land
- ii. Process applications for land rent
- iii. Processing applications caveats
- iv. Process applications for land acquisition
- v. Processing applications for show- border
- vi. Processing applications for mining leases / exploration
- vii. Process applications for land owned by the government
- viii. Processing of applications for surrender and re- alienated land
- ix. Processing applications for continued lease of land (PM / PN) 99 years
- x. Processing applications for the reservation of open space and endowments

c) Enforcement and technical

- i. Seizing the truth PBN
- ii. Managing land valuation
- iii. Provide applications only
- iv. Managing lot plains index
- v. Provide ownership plan (QT)
- vi. Application instructions border
- vii. Prepare plans right of ownership (FT)
- viii. To help carry out enforcement actions
- ix. Creating a certificate of plan preparation
- x. Making final settlement report (QT - FT)
- xi. Issuing permits 4C (rocks) and 4D (airspace)

- xii. Request a temporary occupation license (LPS) - 4b
- xiii. Enforcing rock material, violated the terms and aggression
- xiv. Investigate and prepare a report on government land encroachment
- xv. Processing of applications passing the land administrator rights (ROW)
- xvi. Application for a Certificate of Authorization Carigali (SKC) and Mining Lease (SL / PL)
- xvii. To coordinate, control and manage the application records only to the workforce

d) Revenue

- i. Management of trust funds
- ii. Data Entry Process Aspects
- iii. Delivery of revenue to the bank
- iv. Production of monthly statements
- v. Admission and data updates SPTB
- vi. Issuance of notice of 8A (forfeiture)
- vii. Issuance of notice 6A (claims outstanding results)
- viii. Process command changes the ownership information
- ix. Production and performance reports on revenue collection (weekly and monthly)

e) Registration

- i. Production proprietary connection
- ii. Issuance of replacement property
- iii. Registration of ownership while (QT)

- iv. Registration of business and non-business
- v. Registration correction under section 380 NLC
- vi. Registration of property, plant and equipment (FT)
- vii. Registration of land ownership (the ownership of the new)
- viii. Make a note of the registration memorial to the property (memorandum)

1.8.3 Development Division

- a. Contractor Registration
- b. Verification Project
- c. Project Claims Payment

1.9 Product and Services

Each of the company would have their own product and services to attract their customer. Same goes to Pejabat Tanah dan Jajahan Machang, this organization had to attract their customer in giving the best services regarding to managing the customer land. All about the problems regarding to the land or others, Pejabat Tanah dan Jajahan Machang are able to solve it easily. Below are the list of the services that has been provided by Pejabat Tanah dan Jajahan Machang by each of the division.

1.9.1 List of Service

Product and services sections have also divided into three (3) divisions. The three of these are management, development and land development division. Below are the functions each of the divisions regarding to their responsibilities.

- a) Management
 - i. Creating declaration
 - ii. To Obtain Licence Theme

- b) Development
 - i. Contractor Registration
 - ii. Verification Project
 - iii. Project Claims Payment

- c) Land Development Division
 - i. Registration Unit Counter
 - A Valid Document
 - Charge and drop charges
 - Issuing Title Deeds
 - Caveats
 - Lien
 - Draw Land
 - Official Search Private
 - Registration and Release QT
 - Production of Land Including the State HS (1) Grant

 - ii. Revenue Unit Counter
 - Collecting All Types The results of the Pay By Customer (Before Present Receipt Before Payment Made

iii. Land Unit Counter

- Application of Land Ownership
- Estates
- Tolls:
 - a) Permit Batu Batan
 - b) Permit Sandstone
- Deposit Estate
- Managing Cases for:
 - a) Change of Land
 - b) Subdivision
 - c) Statement / Rationing
 - d) Continued application of Title
 - e) Application and Other Auctions
 - f) Other cases under the National Land Code 120, 104 and 13A

CHAPTER 2

CHAPTER 2

ORGANIZATION INFORMATION

Chapter 2 describe about an organization information by trainee. In this chapter, the trainee would describe details of the department that has been placed during the period of the practical training. There a lot of things interested in the departmental of the organization. Moreover, this Chapter 2 would be discuss about the departmental structure, department functions, its clients charts, responsibilities of the department of development together with the responsibilities of the staff in department.

2.1 Departmental Structures

Department that the trainee has been transfered in the organization is in Department of Development after stay for one (1) month at the Administration Division. The total staff works in this Department of Development is ten (10) includes the Assistant of District Officer in this division, En Nik Faizai bin Mohamed. Department of Development need to involves with contractor registration, verification projects and projects claims payment. The trainee has involves herself in managing their task given by this department as a daily activities in order to explore new knowledge, skills, job career, experiences and many more.

In addition, the position of the staff in this Department of Development is such Assistant of District Officer (Development), Assistant Engineering I, Assistant Engineering II, Assistant Engineering III, Senior Assistant (Development), Financial Administrative Assistant I, Financial Administrative Assistant II, Administrative Assistant, Operation Assistant and driver for department of development. Furthermore, in Department of Development also have other that works under this department, that position is District Administration. There are six (6) of the District Administration in Department of Development. The area that covers by six of District Administration is Ulu Sat, Temangan, Labok, Pulau Chondong, Panyit and Pangkal Meleret.

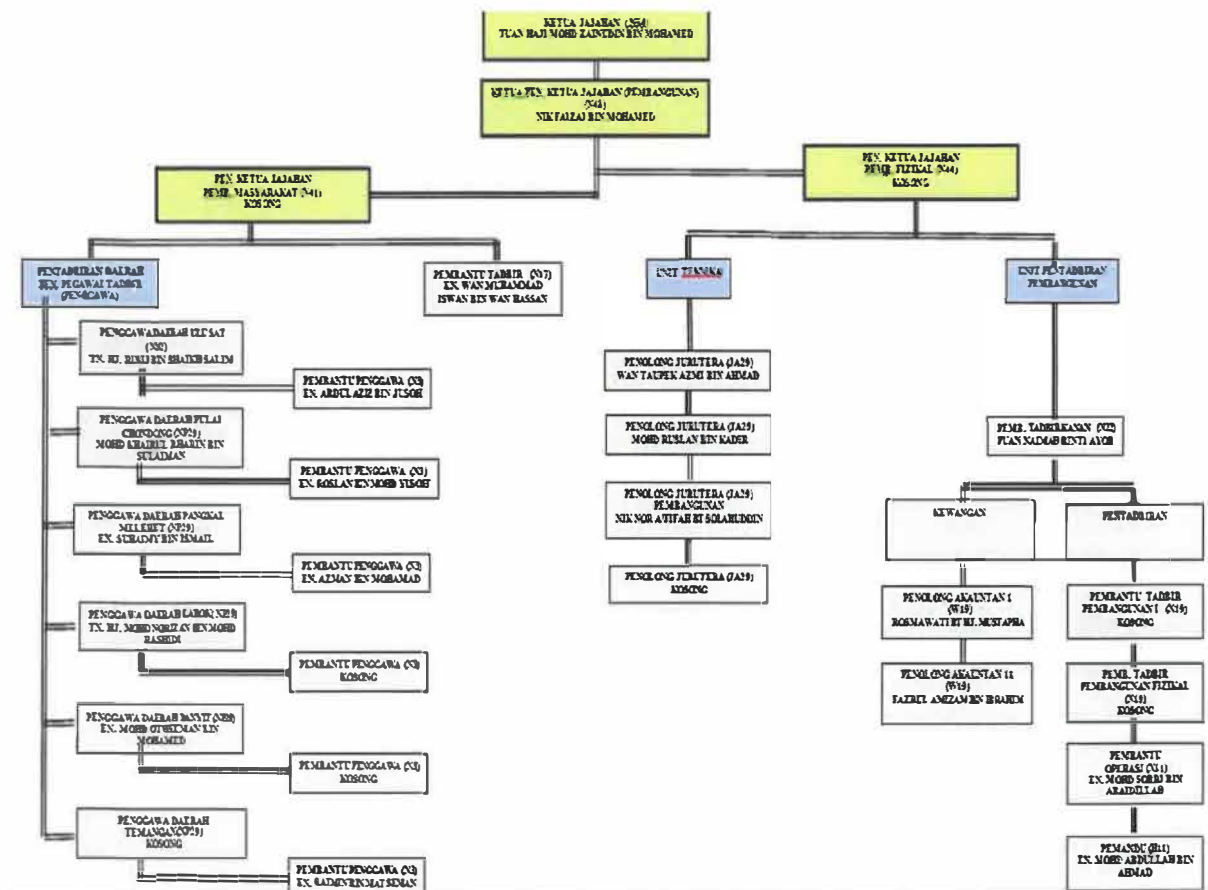


Figure 2.1 Organization structure of Development Division

Refer Appendix B
(For large size of chart)



Nik Faizail bin
Mohamed

Assistant of District Officer (Development)

Responsibilities:

- Responsible for District Officer.
- Manage and lead the staff in Development Department.
- Planning, supervising, coordinating, monitoring budgets and implementing infrastructure projects in the colony.
- Supervise reports and coordinate development project plans for appointment to State Development Office.



Wan Taupek Azmi
bin Ahmad

Assistant Engineering I

Responsibilities:

- Handle a development project.
- Assist in designing, developing and executing construction projects.
- Maintain a progress in the area of damaged roads at area Temangan.
- Visit sites, prepare construction drawings and develop samples.



Mohd Ruslan bin
Kadir

Assistant Engineering II

Responsibilities:

- Assist in designing, developing and executing construction projects.
- Maintain a progress in the area of damaged roads at area Pulai Chondong.
- Visit sites, prepare construction drawings and develop samples.



Nik Nur A'fifah
binti Solahuddin

Assistant Engineering III

Responsibilities:

- Assist in designing, developing and executing construction projects.
- Maintain a progress in the area of damaged roads at area Kemuning.
- Visit sites, prepare construction drawings and develop samples.



Naimah binti Ayob

Senior Assistant

Responsibilities:

- Receive instructions from Assistant of District Officer (Development).
- Check the list of projects and the amount of allocation.
- Write all project list and enter into budget allocation file.
- Distributing an offer documents to wholesalers.



Rosmawati bt Hj.
Mustapha

Financial Administrative Assistant I

Responsibilities:

- Handle a financial budget for project at area Temangan.
- Liaise with and review budgets and expenditure.
- Preparing monthly reports and other data as required.
- Check, process and record all payments, administer invoices and expenses claims received, code items to agreed budgets and payment voucher.



Fazrul Amizam
bin Ibrahim

Financial Administrative Assistant I

Responsibilities:

- Handle a financial budget for project at area Kemuning.
- Liaise with and review budgets and expenditure.
- Preparing monthly reports and other data as required.
- Check, process and record all payments, administer invoices and expenses claims.



Wan Muhammad
Iswan bin Wan
Hassan

Administrative Assistant

Responsibilities:

- Assist in resolving at any administrative problems.
- Scheduling and coordinating the meetings, appointments and travel arrangements for Managers.
- Maintain office supplies for department.
- Handle a “Fail Timbul” of department.



Mohd Sobri bin
Abaidillah

Operation Assistant

Responsibilities:

- Sending an invitation letter to director or other that involves in meeting.
- Handle and manage a letter.
- Managing a photostat machine.
- Assist an Assistant of District Office (Development) or Assistant Engineering for site visit or others.



Muhammad Abdullah
bin Ahmad

Driver

Responsibilities:

- Assist an Assistant of District Officer.
- Sending an Assistant of District Officer if there have a meeting out of the organization.
- Assist an Assistant Engineering for site visit.

2.2 Department of Development Functions

Provide services to enable the development work colonies to ensure orderly and smooth. This section focuses on the things or activities related to the development and implementation of a socio-economic infrastructure, such as the Small Projects Development District. The division also plans and implements projects in progress and development of the colonies. It also provides and performs work in connection with the projects provided by State and Federal Government to the people so that their requirements can be met and to identify and manage the repairs or maintenance are mosques in all the colonies.

The department also develops and organizes information and data for the territory of the Computerised System. The department can also be said Colony Information Resource Centre for all information about the colonies can be found here. Royal-Project Stage Tanah Merah and projects PPRT - level projects.

2.3 Department of Development Objectives

- a) Provides and giving the services (support services in help) to facilitate a development work.
- b) Ensuring the colonial development works are carried out by government agencies is effectively implemented and coordinated.
- c) Implementing and completing a small project by Machang District approved during the current financial year and spending not less than 90% of approved financial allocation.
- d) Ensuring the colony development work is implemented effectively.
- e) Provide services to enable the colony's development to run smoothly and effectively.

2.4 Clients Charter in Department of Development

- a) Every application for basic facilities, services, physical and spiritual development and maintenance will be implemented within two (2) months from the date of the government's approval (excluding tender project).
- b) The payment voucher for work involving quotation / tender can be completed within ten (10) days from the date of submission of the claim (if the execution is complete).
- c) The payment voucher for work involving the provision under RM10,000.00 may be settled within eight (8) days from the date of submission of the claim (if the execution is complete).

2.5 Community Development Unit

- a) The report of the Serambi Mekah Fund will be completed within two (2) days from the date the application is received. Payment will be made within two (2) days from the date the allowance is received from the Fund.
- b) Application for village industrial assistance, basic infrastructure facilities, basic agricultural facilities, payment for the poor will be taken over to the State Development Office (PPM) and relevant agencies within two (2) weeks from the date of application (if everything is organized).
- c) Human development projects will be implemented and resolved within four (4) months from the date of approval of the government (if not problematic).

2.6 Department of Development Responsibilities

Responsibilities are very important things that should have in handling the works by each of the organization. Same goes to Department of Development, where it was responsible for handling good manners for the development of the district through working on it. Below are the main responsibilities of the Department of Development.

a. Contractor Registration

Contractor registration process will be proceed if there have a contarctor have incharge in renovating any project. The contractor should report themself first to Assistant Engineer, then they can proceed the project after discussing the project details to Assistant Engineer. After that, a contractor

should fill a piece of form get from an Assistant Engineer. The form that needed to a contractor filled are about their personal information.

**PEJABAT TANAH DAN JAJAHAN MACHANG,
18500 MACHANG,
KELANTAN**

Arahan kepada Kontraktor
1. Borang ini perlu diisi selengkapnya oleh pemohon dan perlu dibentor segera kepada pejabat ini beserta dengan salinan SIB PEK, CIDB, dan SSM

A. MAKLUMAT PERIBADI

Nama Syarikat : _____
 Nama Pemohon : _____
 No. Kad Pengenalan : _____ Alamat E-mail : _____
 Alamat Rumah : _____
 No. Telefon Rumah : _____ No. Telefon Bimbit : _____
 Alamat Surat Menyurat Syarikat Terkini : _____
 No. Telefon Pejabat : _____ No. Faks : _____
 No. PEK : _____ Tarikh Sah Daftar : _____ hingga : _____
 No. CIDB : _____ Tarikh Sah Daftar : _____ hingga : _____
 No. SSM : _____ Tarikh Sah Daftar : _____ hingga : _____
 Kelulusan/Kelayakan/Akademik/Sgji : _____
 (Sekiranya ada) 1 _____
 2 _____
 3 _____

PENSAKUAN PEMOHON
 Dengan ini saya mengaku bahawa segala maklumat yang dibentor ini adalah BENAR. Sebarang maklumat yang tidak benar boleh menyebabkan permohonan pendaftaran saya DICABALAN.

Tandatangan _____
 Nama : _____
 No. K/P : _____
 Tarikh _____

URUSETIA PEJABAT TANAH DAN JAJAHAN MACHANG

Figure 2.2 Form for contractor registration.

b. Verification Project

After a contractor has registered their name and complete filled the information details form to an Assistant Engineering, En Wan Taupek Azmi bin Ahmad then would be going to site visit for overseeing the project that will be held are safe, to explore the various types of building materials and machinery used on site, to have a feel of how the condition of the site really is and how safety really is a priority, to have an up-close view of the entire building structure as opposed to seeing it in the drawing.

PEJABAT TANAH DAN JAJAHAN MACHANG
PENGESAHAN PROJEK KECIL PEMBANGUNAN
BORANG LAWATAN TAPAK

A. Butiran Kerja

Nama Projek _____

Tarikh Kerja Di mulakan _____ Tarikh Kerja Siap _____

Nama Pembekal / Kontraktor _____

Perbelanjaan / Kos _____

Maklumat Lawatan Dan Pengesahan

Kerja telah siap dengan sempurna

Kerja belum siap

Di Sokong Untuk Bayaran

Tidak Disokong Untuk Bayaran

Ulasan _____

(Pondong Jurutera) _____ Tarikh Siasatan di buat _____

B. Keputusan

Diluluskan

Tidak Diluluskan

Ulasan _____

(Ketua Jajahan) _____ Tarikh _____

Figure 2.2 Form of site visit.

c. Project Claims Payment

Project claims payment should be the one should be complete when the budget of the project are used or overuse by the contractor. It must be claims if the projects are completely success. Before it, the contractor should be fulfilling the letter name Project Completion Report and Completed Declaration Letter.

Ke Majlis,
 YABrs. Ketua Jajahan,
 Pejabat Tanah Dan Jajahan MACHANG,
 18500, Machang
 (u. d. YBrs Ketua Pendang Ketua Jajahan (Kembangan 1))

Tuan,

Akuan Siao Kerja Projek : _____

Dengan hormatnya saya merujuk kepada perkara di atas.

2. Adalah dimaklumkan bahawa projek yang tersebut di atas telah disiapkan dalam tempoh yang telah ditetapkan pada _____

Sekian, terima kasih.

Yang Bener,

(Tandatangan)

(Cop Syarikat / Pemborong)

Tarikh _____

Figure 2.3 Project Completion Report letter.

Ke Majlis,
 Yang Amat Berusaha,
 Ketua Jajahan Machang,
 Pejabat Tanah Dan Jajahan Machang,
 (U.P. Bahagian Pembangunan)

Tuan,

SURAT AKUAN SELESAI KERJA

Adalah saya _____

Beralamat _____

Dengan ini mengaku kerja-kerja sebagaimana dibawah telah siap dilaksanakan dengan sempurna dan memuaskan:

Kerja-kerja Pendawaian Elektrik
 Kerja-kerja Pemasangan Paip Air
 Kerja-kerja Pembaikan Rumah
 Lain-lain Kerja

Tandatangan Tuan Rumah _____

No. K/P _____

Telefon _____

Tarikh _____

Tandatangan Saksi _____

Jawatan _____

Telefon _____

Tarikh _____

Figure 2.4 Completed Declaration Letter.

CHAPTER 3

CHAPTER 3

INDUSTRIAL TRAINING ACTIVITIES

In Chapter 3, the trainee will explain about the activities that that trainee have done during practical training at Pejabat Tanah dan Jajahan Machang. Throughout the internship program, the trainee has been assigned to several different job scopes. Each activities and task will be recorded on the log book and it will be explain in Chapter 3. There are many things that has been settled in managing each of the activities during the Industrial Training. This is as a summary of practical training on what have been done by the trainee in the organization from 1st August 2017 until 31rd December 2017. Most of the activities are related to the nature of department itself.

3.1 Training Activities

Pejabat Tanah dan Jajahan Machang (PTJM) teaches the trainee lot about working experiences and its challenges. It had been a good training platform for the students to practice both technical and non-technical knowledges and skills in real life application. However, there are a lot of interesting acticies that has the trainee learned and got an experiences about it. Some of the activities are such key-in a contractor data in e-Project System, eSKT System, eKeberadaan System, checking a data of payment voucher together its contractor documents, writing a letter, design a banner for Pejabat Tanah dan Jajahan Machang for events, handle person-in-charge that works during

Suruhanjaya Pilihan Raya-14 (SPR), writing an invitation meeting letter, send an invitation letter to other organization, photostat, faxing, handle a store room and others. Below are summary and description of jobs and tasks executed throughout training period.

3.1.1 Recordkeeping

Recordkeeping is the act or process of creating and maintaining records. All the records that has been handled in Department of Development are located at the file room. The file room are placed in this department at a way to the pantry. All of the documents and records are keep safely at the file room in Department of Development.



Figure 3.1 Steel shelf keep a confidential file.

However, the recordskeeping of the file are were keep in the steel shelf for confidential records such financial file, disaster file, maintenance work in the file room. Besides, all the copies of payments voucher are kept in the ordinary

shelf. In addition, the trainee has meet with their course field studies about the classification of the records. Classification refers to the method of determining and arranging subjects in a file series based on an evaluation of future retrieval needs. The classification of the file arranged in the steel shelf are based on the Alphanumerical Classification coding. Alphanumeric classification are include a number or letter combination in which files are arranged in a general category by subjects. For example is the arrangement of the records are arrange through an alphabetically and then assigned numbers for subdivisions. **Figure 3.2** below provides the example of the arrangements of the file in the steel shelf in Department of Development in Pejabat Tanah dan Jajahan Machang.

Q			MAJLIS		
BIL.	NO. RUJ. BARU	PERKARA			
1.	PJM (P) : 451/6	Majlis Tilawah Al- Quran			
2.	PJM (P) : 451/3/2	Majlis Tadarus Al- Quran			
3.	PJM (P) : 451/7	Majlis Menghafaz Al- Quran			
4.	PJM (P) : 451/8	Majlis Hari Hudud			
5.	PJM (P) : 451/9	Majlis Qurban Berkumpulan Hari Raya AidilAdha			

Figure 3.2 Arrangement of the file.

3.1.1.1 Manual / Paper Filing

In Department of Development, the daily routines for trainee is keeping the financial records in the file. The file of the financial records is “Baucer Bayaran Bahagian Pembangunan”. The payment voucher is the most valuable records where it provides all information and data of the project that has been approved are succeeded. Since the new approved project that has completed, that project and details of the project will be recorded manually for hardcopy. When the project has fulfilled by the contractor, all the data are printed-out on the pink paper. That pink paper are called as a payment voucher. **Figure 3.3** shows the example of payment voucher.



Figure 3.3 Payment voucher (pink paper).

After the payment voucher are print-out, the trainee then checked the data and all the documents attached by tick at each of the information such as an account number, name of contractor, total values of money used during the project, the items used during the project, address of the

contractor and others. After all the information are completely checked, the payment voucher must be cop with “TELAH BAYAR” and the list of complete action that needed to do. The cop with “TELAH BAYAR” are cop at each of the page together with all the document attached. **Figure 3.4** below shows the the action that has been taken after the payment voucher are checked and copped.

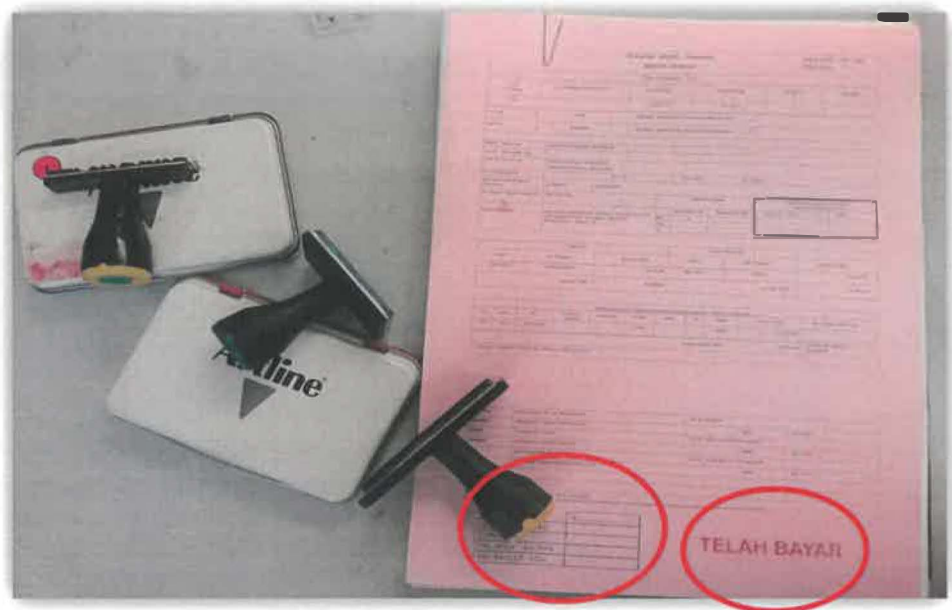


Figure 3.4 Payment voucher checked.

After finished, payment voucher would be separate into original and copy. The original of payment voucher will be kept together with all the contractor documents at steel shelf, then a copy of payment voucher will be kept on an ordinary shelf. There are a plenty of payment voucher that has been checked by the trainee until they need to open a new file. The new file have to opened when the old file has been fully filled.

Besides, the documents about the maintenance of the drain, mosque, the village road and others related to Malaysian Road Records Information System (MARRIS) Project are placed in the yellow file. That file are kept at the shelf side of the Financial Administrative Assistant I, Rosmawati binti Hj.Mustapha.

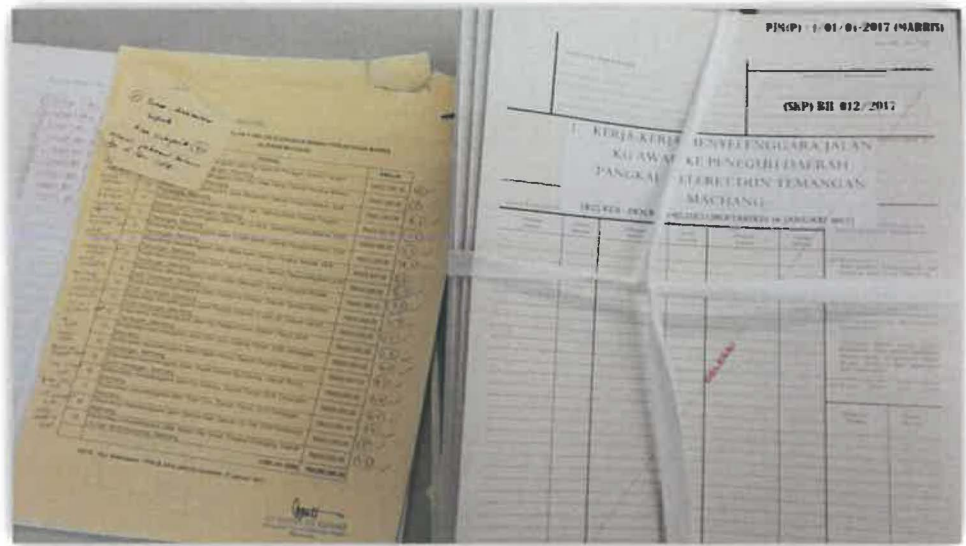


Figure 3.5 MARRIS file.

3.1.1.2 Key-In the Data

The trainee also need to key-in data by using a system such as e-Keberadaan System, e-Projek System and ESKT System. ESKT stands for “e-Sukatan Kerja Tahunan”. The point below shows the details of the system used by the trainee.

a) e-Keberadaan System

An e-Keberadaan System also is the part of daily task for the trainee. The trainee needs to key-in the data of each of the employee in Development Division. The data that needed to key-in in the systems is about the attendance or existence of the staff during an office hour. This system was built by the Information Technology Officer at the Kelantan State Secretary's Office to enable them to know the existence of employees at each session. In e-Keberadaan Systems, there are four sessions that need to filled by Senior Assistant. In Development Division, e-Keberadaan System is fulfilled by Madam Naimah Ayob. The sessions are like below:

Table 2.1 Times session in e-Keberadaan System

Session	Times / Duration
Session 1	8.00 am – 10.00 am
Session 2	10.00 am – 1.00 pm
Session 3	2.00 pm – 4.00 pm
Session 4	4.00 pm 5.00 pm

Therefore, e-Keberadaan System can be used easily by the trainee because its interface of the system is very simple and easy to understand. Below are the steps used by the trainee since the data of the staff needed to updated.

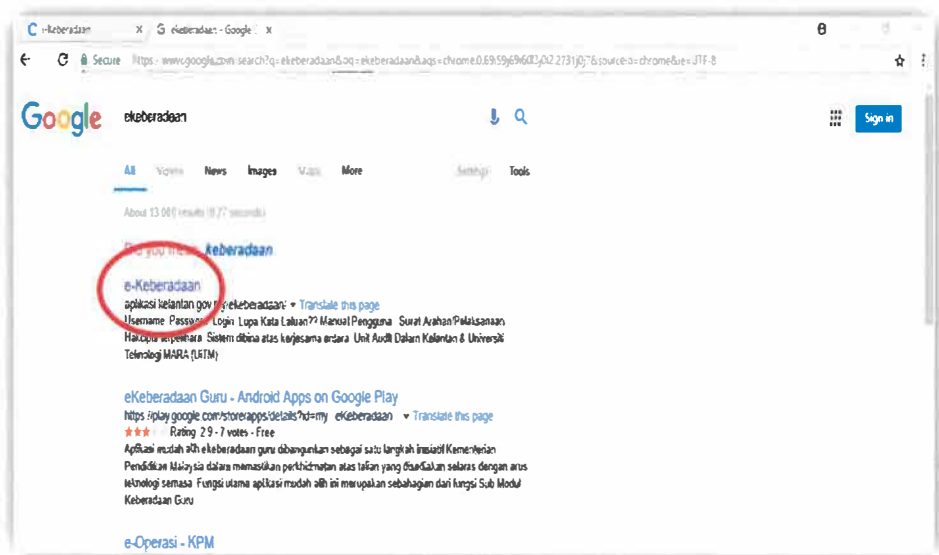


Figure 3.6 Link of “e-Keberadaan System”.

The first step, the trainee need to type a word “ekeberadaaan”, then it will be appear many list of the website link such the **Figure 3.6** above:

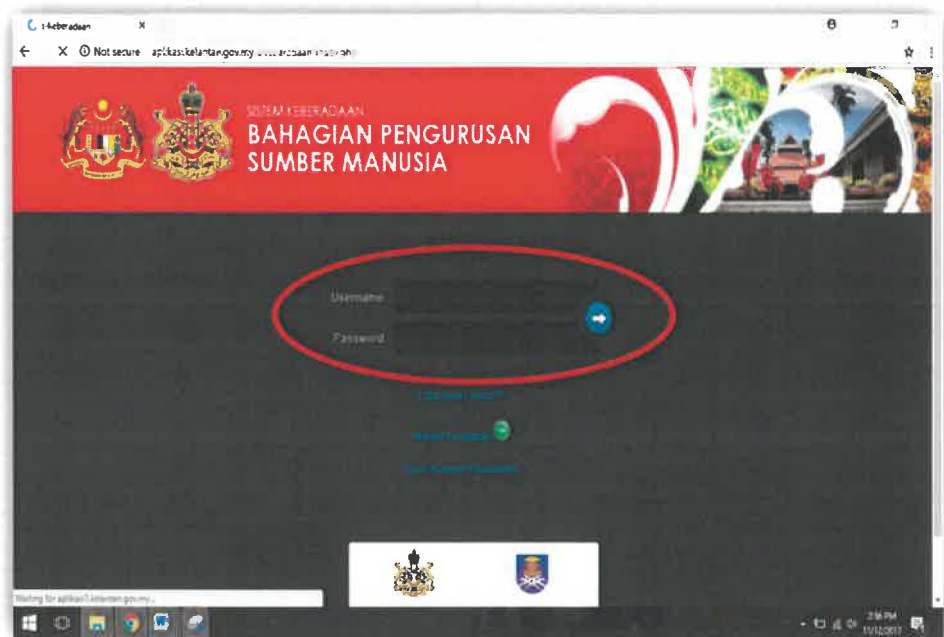


Figure 3.7 Login page for e-Keberadaan.


Second step, an interface for ee-Keberadaan appear. To login, the trainee need to insert the username and password. Username and password has been given by Senior Assistant, Puan Naimah binti Ayob since the trainee has been trusted. The username is the Identification Card number for person-in-charge. Then, the trainee click the “ENTER” key or the icon  for next process.



Figure 3.8 Homepage of e-Keberadaan System.

The third step, the trainee click the “klik disini” button for key-in data on Session 3. The symbols “X” besides the Session 3 means the trainee not yet key-in the staff data for their existence. Once the period for each of the session has been ended, the trainee could not to key-in anymore because the system automatically open for next session.



Figure 3.9 Page after click “klik disini” button.

Data in Department of Development staff appear on the screen. Then, the fourth step is the trainee would fill by tick at the “Tindakan” column based on the staff existence. If there a staff have an Site Visit (SV), Emergency Leave (EL), Medical Card (MC) or something like that, the “Catatan” space are prepared for the reason. In addition, “Catatan” space are limit to ten (10) words only.

8.	ROSHAWATI BT HUSTAPHA	610105025248	Pejabat Tanah dan Jajahan Maching (Bahagian Pembangunan)	<input checked="" type="checkbox"/> Ada <input type="checkbox"/> Tiada <input type="checkbox"/> Cuti	
9.	WAN MUHAMMAD ISWAN BIN WAN HASSAN	880130295109	Pejabat Tanah dan Jajahan Maching (Bahagian Pembangunan)	<input checked="" type="checkbox"/> Ada <input type="checkbox"/> Tiada <input type="checkbox"/> Cuti	
10.	WAN TAUFEK AZMI BIN AHMAD	650910035383	Pejabat Tanah dan Jajahan Maching (Bahagian Pembangunan)	<input checked="" type="checkbox"/> Ada <input type="checkbox"/> Tiada <input type="checkbox"/> Cuti	

Sahkan Maklumat

Penaftian Kerajaan (Rengas) hanyalah adalah untuk bertanggungjawab terhadap apa-apa kehilangan atau kerugian yang disebabkan oleh penggunaan mana-mana maklumat atau daripada kecacatan atau kesalahan kandungan di dalam laman web ini. Paparan terbaik menggunakan Internet Explorer 9.0 dengan resolusi skrin 1280 x 1024 piksel.

Figure 3.10 Continue page after click “klik disini” button.

The fifth step is click **Sahkan Maklumat** button to submit the data.

in.gov.my/keberadaan/mainpenyelia.php

BAHAGIAN PENGURUSAN SUMBER MANUSIA

11/12/2017 | [Laman Utama](#) | [Keputusan](#) | [Arahan](#) | [Laporan](#) | [Laporan](#) | [Kembali](#)

Selamat datang, NAKIMAH BT A' DE. Login terakhir anda adalah pada 2017-12-11

SESI 1	SESI 2	SESI 3	SESI 4	TUTUP
8.00 -10.00	10.00 -13.00	14.00 -16.00	16.00 -17.00	~

Anda telah Menanda Kedatangan Bagi Slot Sekarang

Jumlah Pekerja di Jabatan Anda : 10

Penaftian Kerajaan (Rengas) hanyalah adalah untuk bertanggungjawab terhadap apa-apa kehilangan atau kerugian yang disebabkan oleh penggunaan mana-mana maklumat atau daripada kecacatan atau kesalahan kandungan di dalam laman web ini. Paparan terbaik menggunakan Internet Explorer 9.0 dengan resolusi skrin 1280 x 1024 piksel.

Figure 3.11 Page after submit button.

Lastly, the trainee logout of the system by click the “Keluar” button as shown on the **Figure 3.11**. Then, the Session 3 has been successfully filled by the trainee and need to proceed for next session.

b) e-Projek System

e-Projek System is the one of the system that keeps a contractor data when the project has been completed successfully. All the information provided by the payment voucher are key-in in e-Project System as a backup data and for further reference for the Financial Administrative Assistant I and Financial Administrative Assistant II, Rosmawati binti Hj.Mustapha and Fazrul Amizam bin Ibrahim. All information in e-Projek System is a classified information and has been classified as a confidential.

The trainee key-in the data about the project has been successfully completed after a manual records keeping has been completely kept. The data that has been key-in in e-Projek System would be print-out then attached together with the copy of payment voucher. This is to make an Financial Administrative Assistant make their work easier in order to know the details about the project. **Figure 3.12** below shows the steps used by the trainee for key-in the project data into e-Projek System:



Figure 3.12 e-Projek System login page.

The first step is, the trainee fill in the ID and password on “ID Pengguna” and “Kata Laluan” space, then click “MASUK” button.



Figure 3.13 Contractor definition in e-Projek.

Second step is all the blank space are filled by the trainee based on the information on the payment voucher.

The screenshot shows a web form with several input fields. On the left side, there is a vertical menu with the following items: 'Keseluruhan - Kod Projek', 'D (QUN)', 'Pegada Perbezaan', 'Projek Tahap', 'Grad Kemajuan Perihal', 'Projek', 'Laporan Prestasi Agihan', 'Laporan Status Projek', 'Laporan Status', and 'Keuangan'. The main form area contains fields for 'No. Telefon', 'No. Fax', and 'Alamat E-Mel'. At the bottom of the form, there are three buttons: 'Semua', 'Tambah', and 'Padam'. The 'Tambah' button is circled in red.

Figure 3.14 Submit button.

The last step is click  button to add and submit the data into e-Projek System.

Kod Perihal	Tajuk Perihal Projek	Kos Projek/Marga Kontrak	Perubahan Dikuluskan	Kontraktor	Agensi Pelaksana	Tarikh Keputusan Diben	Peg. Data/Dikemas Oleh	Tarikh/Masa Kemaskini
EDII	P27/27402/0140 M TARAF JALAN TAKIL-LEPAN RAMBUTAN, MUKIM LEPAN RAMBUTAN DAERAH LABOK DUN PULAI CHONDONG PPN.292/2017 (KR FI)	20,000.00	20,000.00	RAZ MULJA ENTERPRISE	PEJABAT TANAH DAN JAJAHAN MACHANG	17-08-2017	TIE	26-12-2017 16:27
MDII	P27/27402/0139 M TARAF JLN MERLING TIMUR, MUKIM PAUH LIMA, DAERAH PULAI CHONDONG DUN PULAI CHONDONG-PPN.292/2017(JLN2 KG KR FI)	20,000.00	20,000.00	SERI GALANG ENTERPRISE	PEJABAT TANAH DAN JAJAHAN MACHANG	17-08-2017	TIE	24-12-2017 15:11
EDII	P27/27402/0122 M TARAF JALAN DESA TAQWA PALOH RAWA DAERAH PANGKAL MELERET DUN TEMANGAN-PPN.283/2017(JLN2 KG KR FI)	10,000.00	10,000.00	B.K CONSTRUCTION & TRADING	PEJABAT TANAH DAN JAJAHAN MACHANG	15-08-2017	TIE	10-12-2017 14:55
EDII	P27/27402/0121 M TARAF JALAN KG BANGGOL KEMIAN AWAH DAERAH PANGKAL MELERET DUN TEMANGAN-PPN.283/2017(JLN2 KG KR FI)	20,000.00	20,000.00	JASA WIRA TRADING	PEJABAT TANAH DAN JAJAHAN MACHANG	15-08-2017	TIE	10-12-2017 14:45
ODII	P27/27402/0120 M TARAF JALAN KG PULAI TIGA	20,000.00	20,000.00	PRO 2 ENTERPRISE	PEJABAT TANAH	15-08-2017	TIE	10-12-2017

Figure 3.15 Collection of data added.

Finally, the data that successfully submit will be appear on the screen such the **Figure 3.15** above.

c) eSKT System

The trainee also key-in a data in eSKT System. eSKT System is the system that submitting the staff works during a year. Through key-in the data into this system, an information of all staff are accessed for their performance. Besides, the purpose of trainee using this eSKT System is for schedulling the meeting that would be conducted by Department of Development in Pejabat Tanah dan Jajahan Machang (PTJM).

3.1.1.3 Another Activities Taken

a) Create a tagging

There a many types of tagging that has been the trainee create. Firstly, tagging are needed when the new file opened. Then, the trainee also have to create a tagging for the events such as a seminar for an Suruhanjaya Pilihan Raya-14 (SPR) and “Program Bantuan Cermin Mata”.



Figure 3.16 Tagging for Bantuan Cermin Mata.

b) Keep overseeing an update a list of SPR worker

The trainee also always keep update a list of an Suruhanjaya Pilihan Raya-14 (SPR) worker. The trainee are responsible to fulfill the SPR worker. If there have any worker reject an offer to works during the PRU-14 day, the trainee need to find the others that wants to replace it. Besides, if there have a worker does not have submitting the form of declaration and accepting a position, acopies of an active account, and an Identification Card (IC), the trainee need to make a call and request to submit that documents as soon as possible. The **Figure 3.17** below shows the data of worker.

Daerah Mengundi / Pusat Mengundi	Tempat Mengundi (Nombor)	Jawatan	Nama	No. K/P	No Telefon
DUN N.35 KEMUNING	1	KTM	1		
		KPKPMU	1	WAN ZAMRI B. WAN HUSSIN	
			2	ZAWAWI B. HASSAN	
			3	DIN SHAMSUDIN BIN SEMAN	
	4		MOHD SOKRI BIN MAT SALLEH		
	2	KTM	1		
		KPKPMU	1	RAJA ISMAJL BIN RAJA DAUD	
			2	NUR ASIAH BT MUHAMAD NOOR	
3			MAIMURAH BINTI HASSAN		
4	NOOR FATMA DIYANA B TSAIDI				

Figure 3.17 Data of worker-in-charge during SPR.

c) Fax

The trainee are requested to fax some of respond letter to the organization. Sometimes, an invitation letter, cheque and others would be fax. The organization that has been fax frequently is treasury office, palace, Majlis Agama Islam Kelantan (MAIK) and others.



Figure 3.18 Fax machine.

d) Photostat

The trainee also responsible for make a photocopies. There have a plenty copies of letter, payment voucher, picture of the road that has been constructed and already make an improvements and damage house under the contruction and many more. Besides, the trainee also would make a photocopies minutes of meeting that would be taken by Department of Development.



Figure 3.19 Photocopies machine.

e) Writing a letter

Writing a letter also being a part of the task that has been carried during the industrial training. The trainee got many knowledge through this because the trainee knows how to handle the format of the letter, minutes of meeting and also create a form. **Figure 3.20** below is one of the letter written by the trainee.

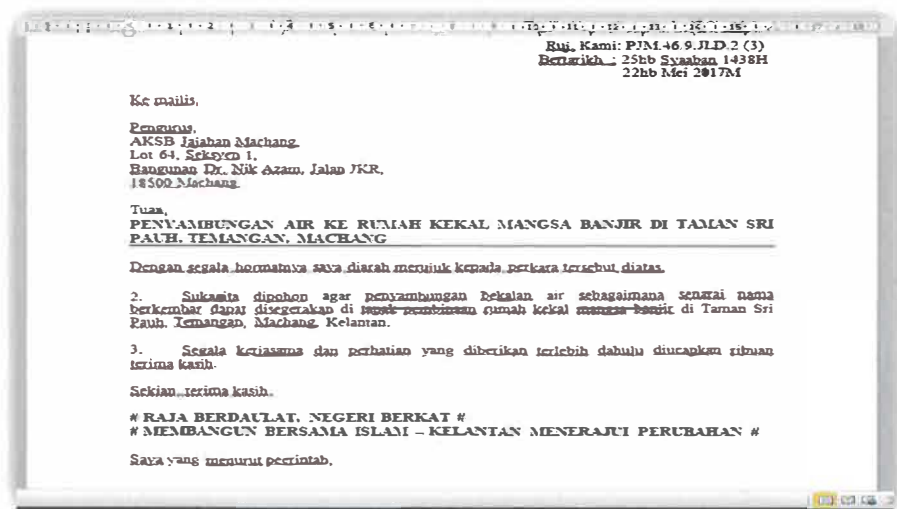


Figure 3.20 A letter written by the trainee.

f) Cop a document

Besides, cop a documents is a daily routines for the trainee. This is because, every documents especially a payment voucher need to cop with “TELAH BAYAR”. Then, the other documents need to cop with cop of District Officer.

g) Handle an operator

The trainee being a customer management information. At the operator, the trainee need to connect a call from the internal to the external. In this activities, the trainee get some of the knowledge on how to communicate patiently with the customer.

h) Send an invitation letter to other organization

The trainee are required to take a responsibilities for sending an invitation meeting letter to all of organization that involves in some of the meeting. Basically, an organozation that always invited is Director of Jabatan Kerja Raya (JKR), Tenaga Nasional Berhad (TNB), Lembaga Perikanan Daerah Machang, Balai Polis Machang, Jabatan Pendaftaran Negeri (JPN), Majlis Agama Islam Daerah Machang and others.

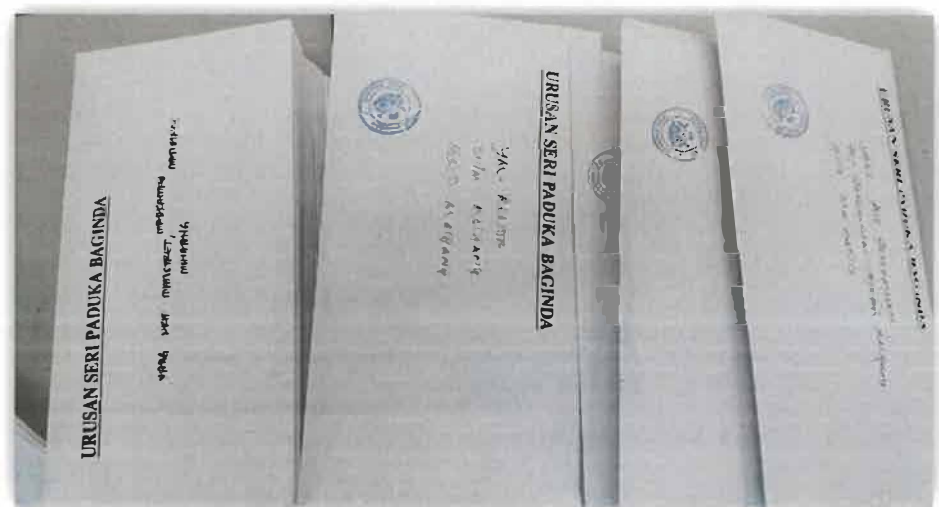


Figure 3.21 An invitation letter.

- i) Arrange office items and stationary in store room.

The trainee also learns to handle the stock-in and stock-out of an office stationary and items used by organization. The items and office stationary are arrange neatly in the file room to avoid the items are damage. Besides, tre trainee also would always check what stock that has been decreased. If the stock are run out, the trainee need to report to the staff-in-charge, Nik Azlin bin Ismail. Then, the stock-in and stock-out are recorded on the form.

- j) Register an incoming and outcoming correspondence

The trainee also responsible for registering an incoming and outcoming correspondence. **Figure 3.22** below shows a list of correspondence that has been write by the trainee. The blue color are refers to an incoming correspondence, therefore the red color refers to an outcoming correspondence.

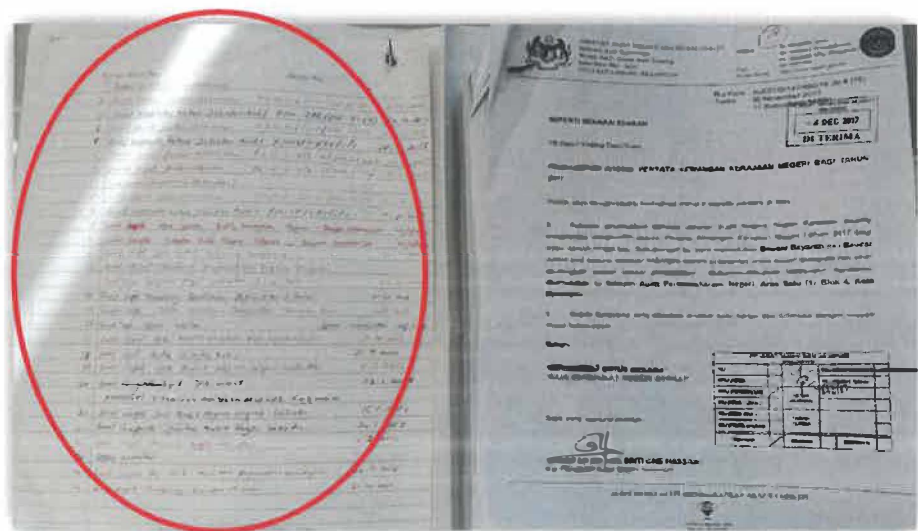


Figure 3.22 Registration of correspondence.

k) Update Smiley Box Report

The trainee also receive a task for keep updating a Smiley Box Report. The smiley box report was the urgent matter that the trainee need to finish because an Assistant of District Officer from Land Department, En. Amalil Ariffin has responsibilities to presents this to all of the Directors from Machang organizations.

**LAPORAN KOTAK SENYUM "SMILE BOX" TAHUN 2017
PEJABAT TANAH DAN JAJAHAN MACHANG**

JUMLAH KESELURUHAN BAHAGIAN												
BULAN	JAN	FEB	MAC	APR	MEI	JUN	JUL	OGOS	SEPT	OKT	NOV	DIS
BAHAGIAN TANAH	17	23	22	21	19	24	26	19	22	0	0	0
HASIL	12	19	23	12	20	17	10	10	14	0	0	0
PENDAFTARAN	8	15	20	4	18	16	15	10	20	0	0	0
JUMLAH	37	57	65	37	57	57	51	39	56	0	0	0

BAHAGIAN TANAH																							
BULAN	JAN	FEB	MAC	APR	MEI	JUN	JUL	OGOS	SEPT	OKT	NOV	DIS											
SKOR	S	%	S	%	S	%	S	%	S	%	S	%											
CEMERLANG	4	24	8	35	6	27	5	24	5	26	9	38	8	31	10	53	9	41	0	0	0	0	0

Figure 2.23 Smiley box report updated by trainee.

l) Attend an UMI Program

Every morning on Thursday, Pejabat Tanah dan Jajahan Machang was held a religious program. That program is called UMI Program. The meanings of UMI are stands for Ubudiyah, Mas'uliyah, Itqan. The trainee also needs to attend to this program to get some of self-motivation. During the program will be invite an outside guest for in religious talk.



Figure 3.24 UMI program.

3.1.2 Electronic Publishing / Design

Electronic publishing means to publish information in an electronic form. This includes publishing CD-ROMs, making information available online or electronic books (e-Books). For electronic publishing / design categories, the trainee are given a task for designing a new banner. Besides, banner of the system for the special project also are designed well.

3.1.2.1 Banner Design

Figure 3.25 below shows a suggested banner for the trainee to design. This banner should be re-design for the further use for Pejabat Tanah dan Jajahan Machang.



Figure 3.25 Suggested banner

3.1.2.2 Banner of e-Internship System.



Figure 3.26 e-Internship System Banner.

3.1.3 System Development

System Development is define as the process of defining, designing, testing, and implementing a new software application or program. It could include the internal development of customized systems, the creation of database systems, or the acquisition of third party developed software. The trainee also involved in system development tasks by deveping e-Internship Systems. An e-Internship Systems are developed to facilitate the organization in managing the registration for a new practical students.

3.1.3.1 New Website Development

The new websitedevelopment that has been the trainee develop is an e-Internship Systems. This kind of systems was developed to help the staff for welcoming an intern in order to accept the new internship members to the company. An e-Internship Systems is a systems that has been

suggested by En Muhamad Ashraf bin Muhammad Fekri, Assistant Officer of Information Technology as the trainee Organizational Supervisor (OS).

a) e-Internship System

e-Internship System is the system developed by the trainee for Pejabat Tanah dan Jajahan Machang. Before this system assigned by trainee, the trainee have discuss with organizational supervisor what the needs and requirements that can helps a staff-in-charge that handle a registration for the new practical students into an organization. So that, En Muhamad Ashraf bin Muhammad Fekri suggest for developed this system.

3.2 Special Project

Special Project (SP) that the trainee done for Pejabat Tanah dan Jajahan Machang is the trainee has introducing a new system by developing a system called “e-Internship System (eIS)”. Therefore, the trainee need to participated with the planning and analysis phase only, whereby all the information and resources are being studied and identified.

3.2.1 Website Development

The portal that has been developed by the trainee is entitled “e-Internship Systems (eIS).

a) Problem Statement

Currently, Pejabat Tanah dan Jajahan Machang manage a registration for new interns candidate by working manually. e-Internship System fundamentally is the system developed for Pejabat Tanah dan Jajahan Machang. This system will be used by the staff-in-charge as admin in monitoring and controlling the practical students. Basically, the students who wants to undergoing their industrial training will come to the organizations to informs their chance for getting a place as practical students and manually be register. Manual process need to be done for this system. Manual process means, the student or intern's candidate need to fill a paper form and need to submit their resume and information details to the office by hand. Applying a manual process may cause some disadvantages, because it required an intern’s candidate to write it in a paper, instate of write it in computer.

b) Purpose

The purpose this project is to facilitate the staff that handle an industrial training management with paperless.

c) Objectives

- To develop prototype of online internship application system.
- To helps an intern's candidate in registering process for undergoing an industrial training at Pejabat Tanah dan Jajahan Machang.
- Make ease for the staff-in-charge in managing a new practical students.

d) Overview of the System

e-Internship System is a web-based system that facilitates an industrial training management especially in registration. Besides, this system can make easy for staff-in-charge in managing and controlling an intern's candidate registration. The process of using this system is, one the student choose Pejabat Tanah dan Jajahan Machang as the choosen organization for industrial training, they need to register themself first. Then, they need to login back to fulfill their resume and information details to the office through online. Staff-in-charge was an admin in reviewing the details and resume of the intern. An admin should always overseeing an update to the system to make sure there have non-overlooked an intern's resume in the system. After receiving new data from new intern's candidate in the system, an admin need to write an approval letter by email. Moreover, e-Internship System also helps an intern be alert about their task that an organization needed. An intern should always keep alert on the notice provided in the systems. The notice are provided in the systems because in case there have a big event or program will be held by the organizations that need a services from an intern.

e) Modules in the System

A System Module (SM) is a type of Single-Board Computer (SBC), a subtype of an embedded computer system. It is also called System on Module System-on-Module Home. For e-Internship System, there have eight (8) modules which is:

- Home
- About
- User
- Admin
- Notice
- Supervisor
- Contact Us

f) Tools used in Develops System

The trainee used some of the tools in developing e-Internship System. The tools that used by the trainee are:

➤ **PHP:** Hypertext Preprocessor

PHP is a powerful tool for making dynamic and interactive Web pages. It is the widely used, free and efficient. PHP and MySQL has been the main web development tool for it is free and open sources. They take PUP as the development language because of free, small size of project, strong supporting, good portability, simple grammer and rapid development.

➤ ASP.NET

ASP.NET is a web application framework developed and marketed by Microsoft to allow programmers to build dynamic Web sites, Web applications and Web services.

g) Web Browser used in Develops System

The trainee has choose a google chrome for the e-Internship System. This is because, google chrome is perfect with Window XP, Vista and Windows 7. Moreover, this program supports the HTML5, CSS3 and JS. It is at first intended for speed on the icon on desktop and also can potentially be browsing in less than a few seconds flat. In addition, it is a straightforward plan with rather no messiness in the toolbar and incorporates an auto refresh and a builtjn malware.

h) Web Server used in Develops System

The web server that has been used by the trainee is XAMPP. XAMPP is stands for X (any of four different operating systems), Apache, MySQL, PHP and Perl. XAMPP is the interesting web server because XAMPP is a free and open source cross-platform web server stack package. The package includes the Apache web server, MySQL, PHP, Perl, a File Transfer Protocol (FTP) server and phpMyAdmin. The main tools that contain in it are Apache Hypertext Transfer Protocol (HTTP) Server, My Structured Query Language (MySQL) database and interprets for scripts written in PHP and Perl programming languages. XAMPP is an easy to install Apache distribution containing MySQL and PHP. Therefore, this is

the main purpose for the trainee for using XAMPP as the web server in developing e-Internship System.

Moreover, XAMPP has been designed to be the easiest way to install and run a development server. There are numerous other WAMP packages available, but XAMPP is one of the most complete on offer. In addition to Apache, MySQL, and PHP, XAMPP includes other really useful tools such as the phpMyAdmin database administration tool, FileZilla FTP server, Mercury mail server, Perl programming language, and Java Servlet Pages (JSP) server Tomcat. In the XAMPP control panel, the trainee can configure the above services with ease. XAMPP can also install an administration site as the home page of the server. From which the trainee can undertake all manner of administrative tasks, such as checking the server status and security, launch tools like phpMyAdmin.

i) Advantages and Disadvantages

Advantages	Disadvantages
<ol style="list-style-type: none">1. Paperless.2. Online registration.3. Save time.4. Save energy.5. Ease of use.	<ol style="list-style-type: none">1. Internet accessibilities.2. Security concerns.3. Authenticity.

3.2.2 System Planning

Before starts develop the system, the trainee has been arranging the planning on how to develop it. Therefore, the trainee have use only two (2) phase System Development Life Cycle (SDLC). However, the planning is the first phase in development process where the trainee will be gathered and collect data, meeting with supervisor for assigning the system and others. At this phase, the trainee would identify the sources, costs, time, benefits and other items should be considered. The project duration is about two (2) years, starting on November 2015 and expected to be completed on November 2017.

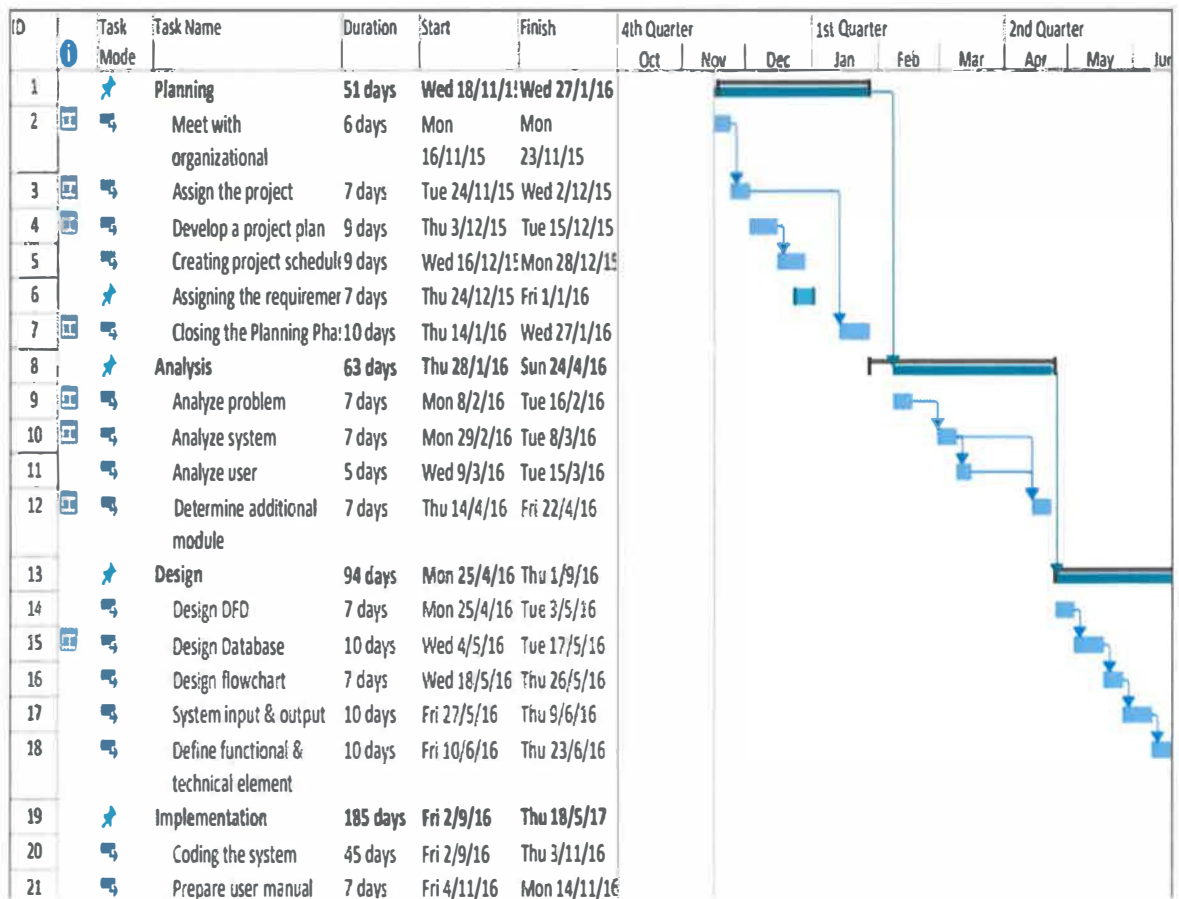
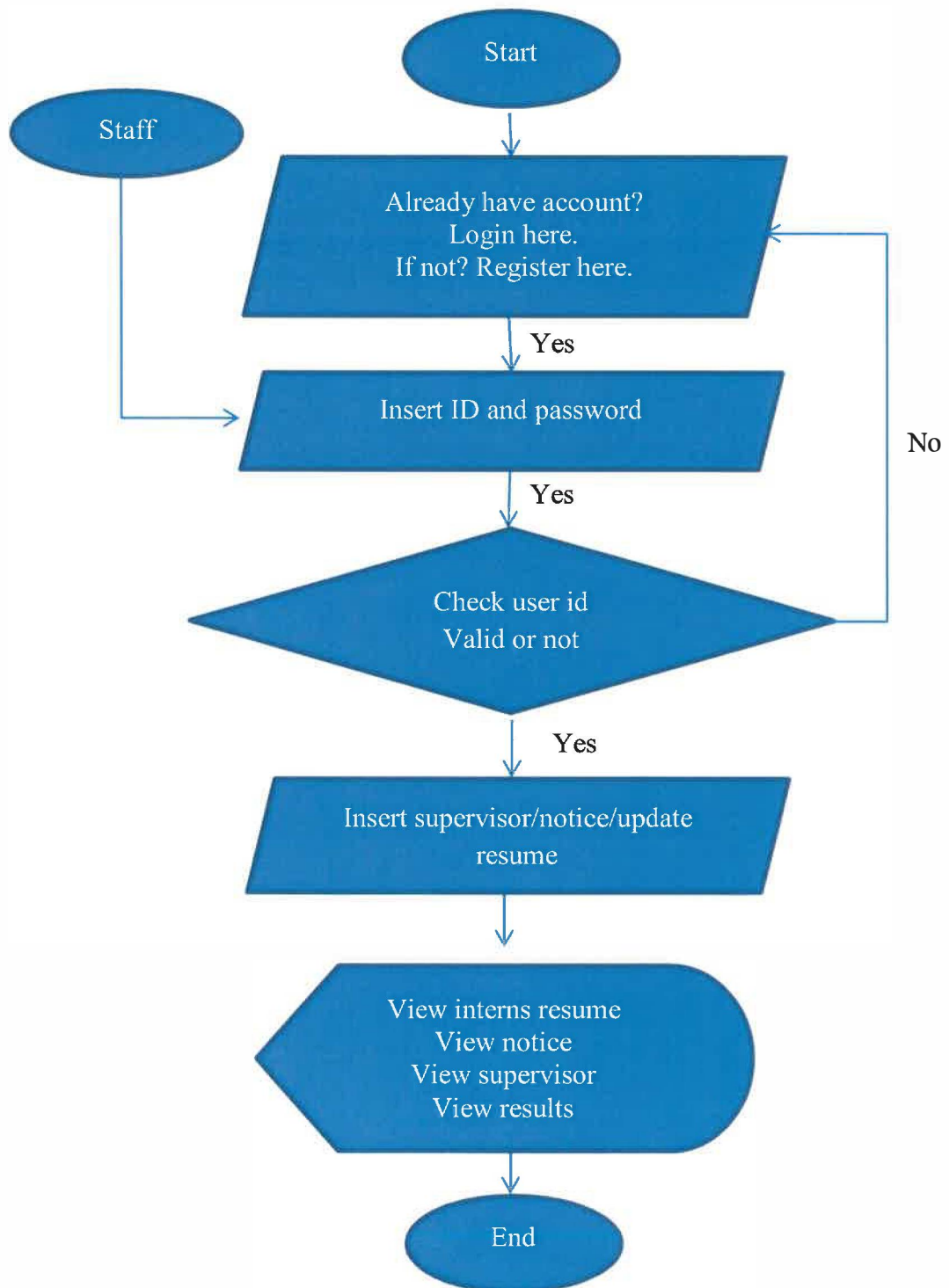


Figure 3.27 Gantt chart

3.2.3 System Design

a) Flowchart

Flowchart 3.1 Process flow for e-Internship System.



Input

- Admin or intern need input username and password to login into e-Internship System.
- This system will check whether the username and password valid or not.
- If not valid, admin or an intern need to login again using the right password.

Process

- Admin insert supervisor.
- Admin insert notice.
- Admin insert an intern.
- Admin insert result.

Output

- Display details about intern
- Display details about supervisor
- Display details about results.
- Print out details of supervisor.

b) Functional Decomposition Diagram (FDD)

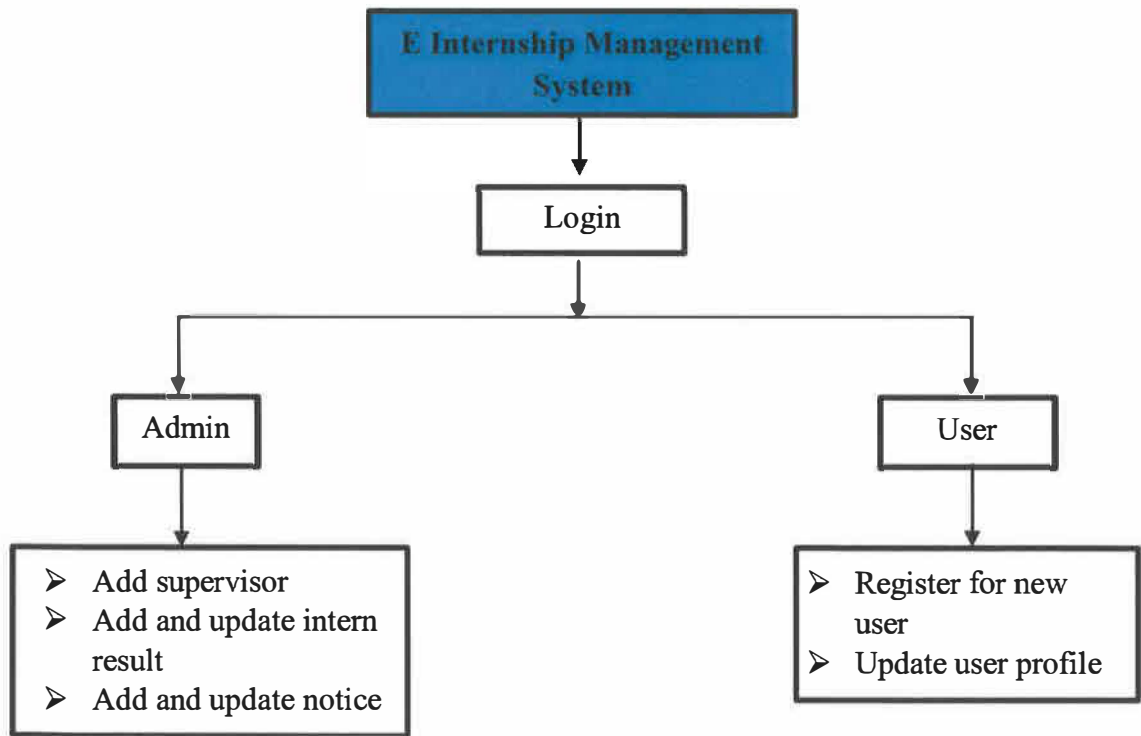


Figure 3.28 Functional Decomposition Diagram (FDD)

c) Context Diagram

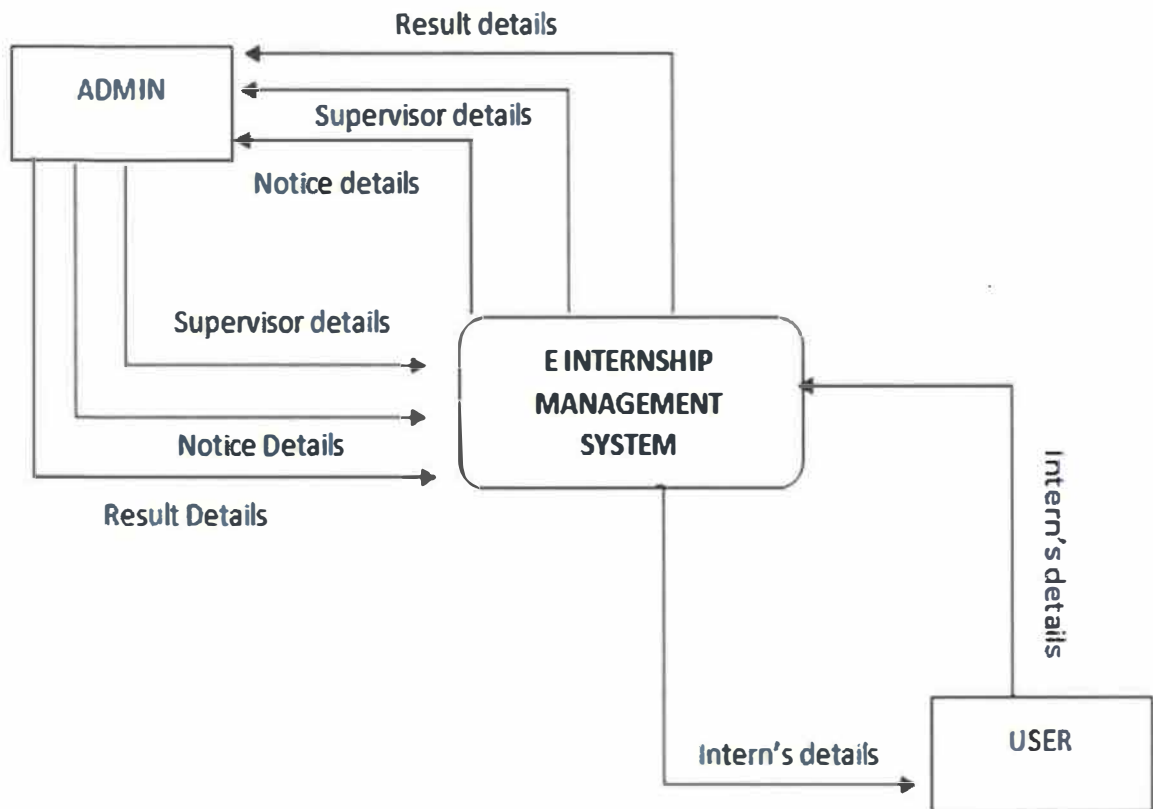


Figure 3.29 Context Diagram

In this diagram 0, it show that admin can insert supervisor details, insert notice details and insert results details of interns after leave its their industrial training. From the database, admin also can view user (intern) details, supervisor details and results details. In addition, admin also can print out the supervisor details. For the user, user can view and insert their details.

d) Data Flow Diagram (DFD)

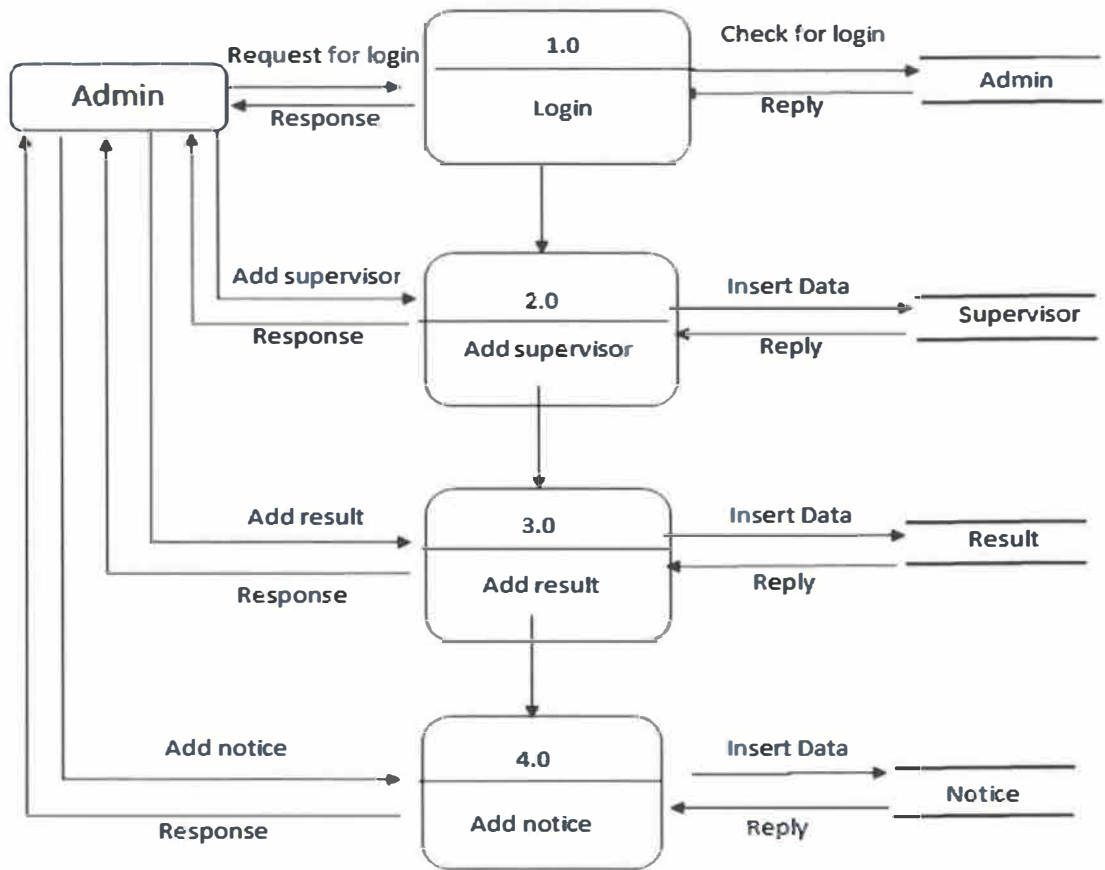


Figure 3.30 Data Flow Diagram

e) Entity Relationship Diagram (ERD)

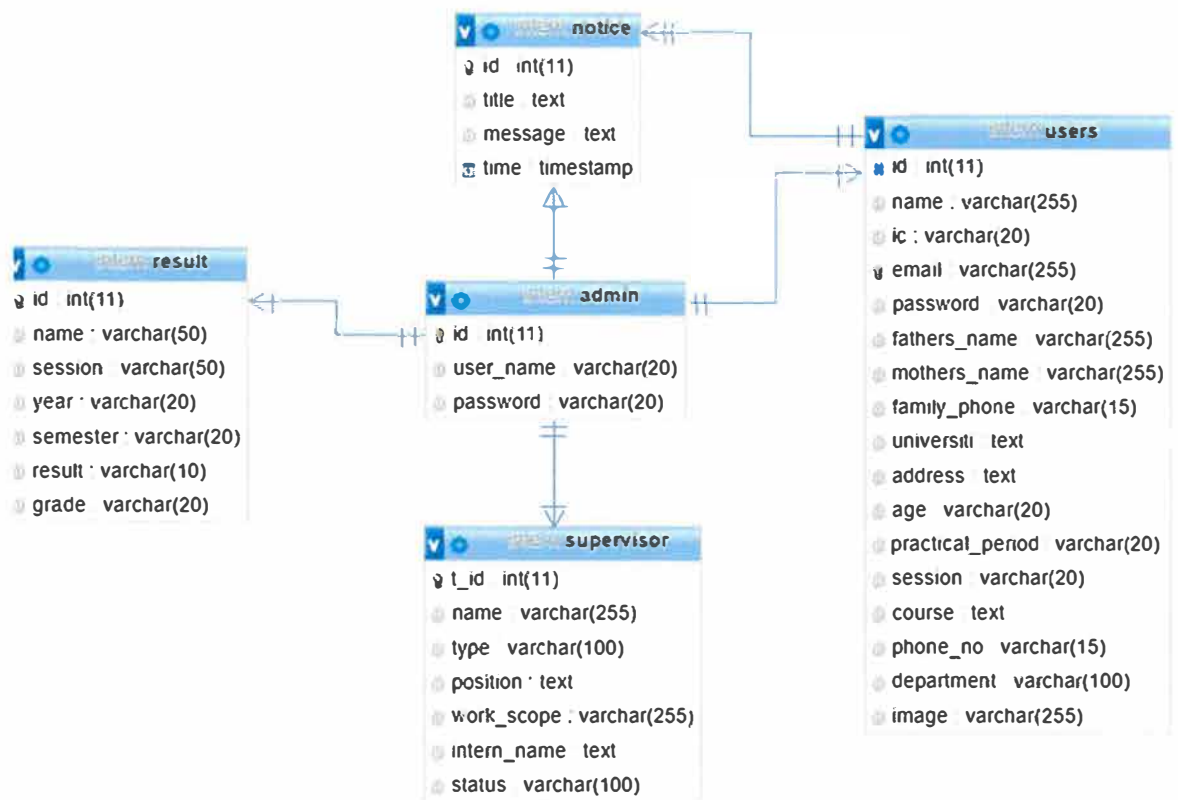


Figure 3.31 Entity Relationship Diagram

3.2.4 Interface for e-Internship System



Figure 3.32 Interface for homepage.



Figure 3.33 Interface for about.

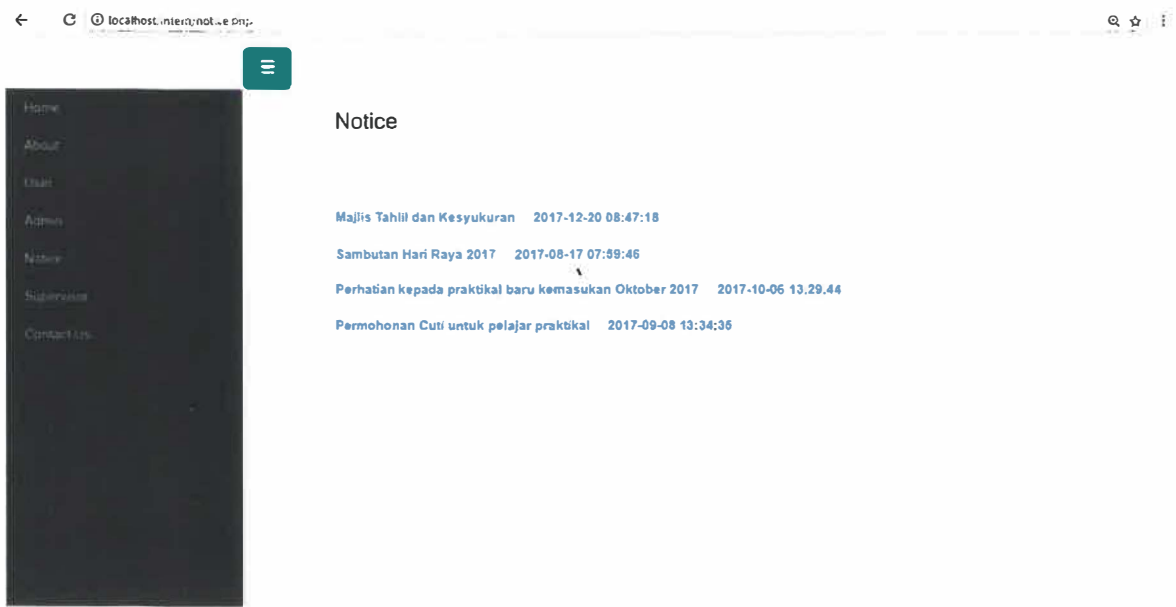


Figure 3.34 Interface for notice.

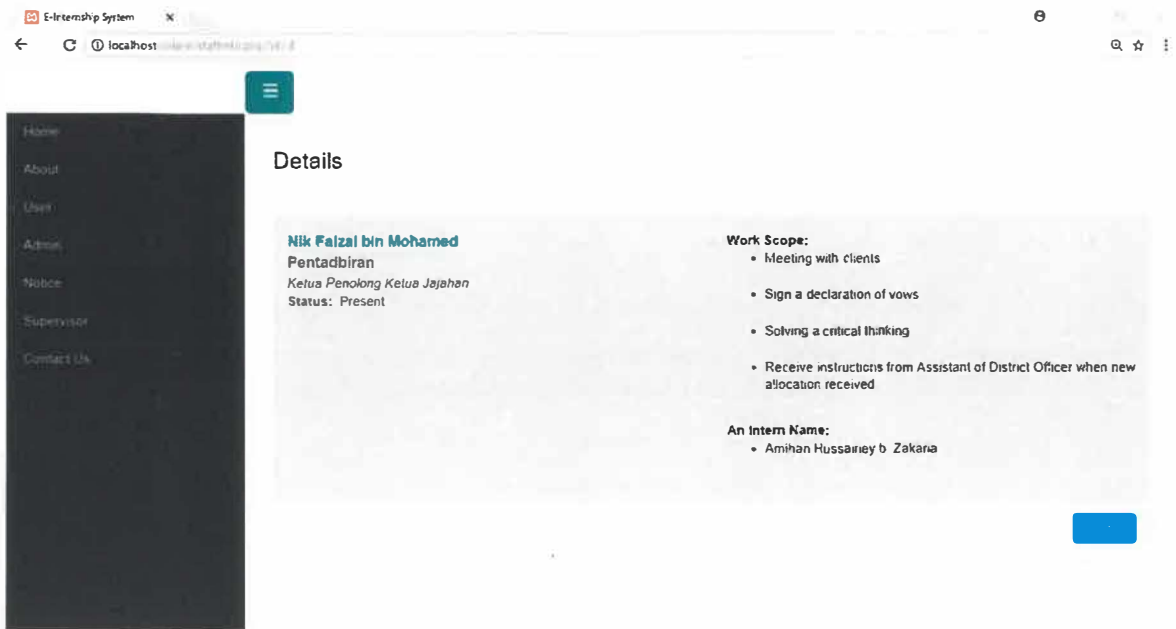


Figure 3.35 Interface for supervisor details.

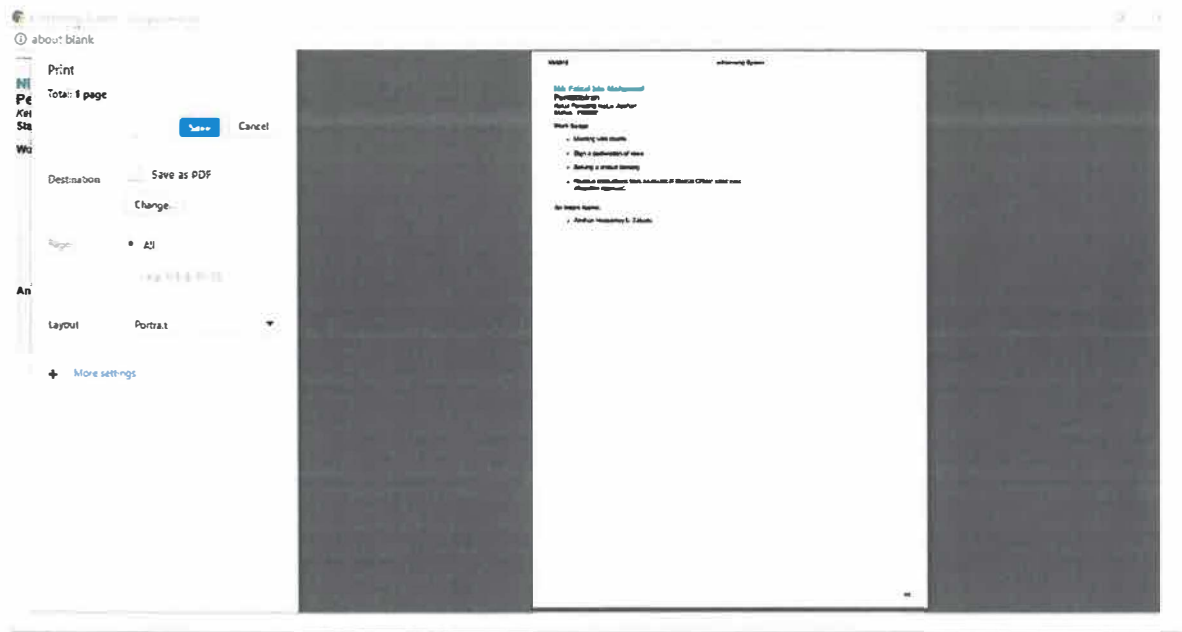


Figure 3.36 Output for print of supervisor details.

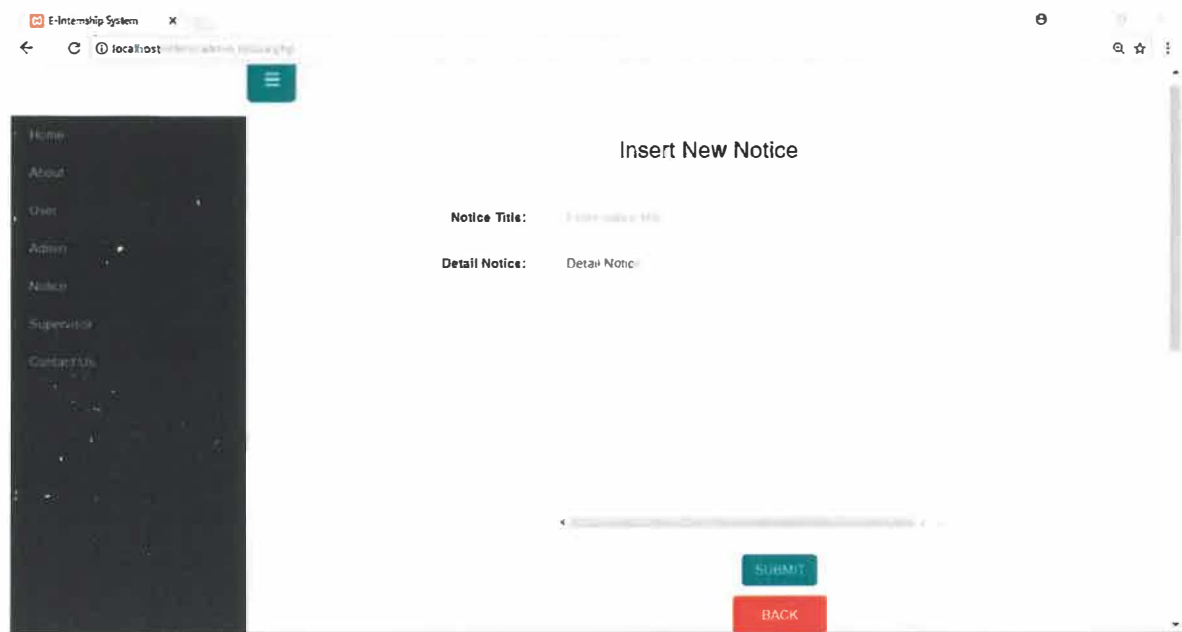


Figure 3.37 Interface for input the notice.

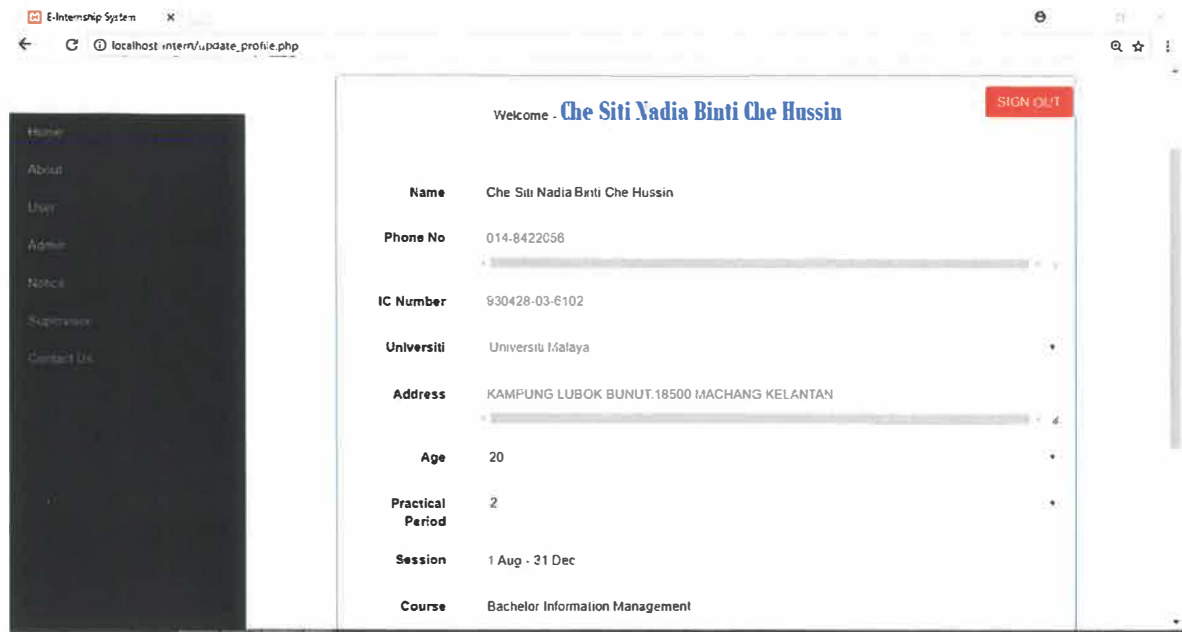


Figure 3.38 Input for update intern details interface.

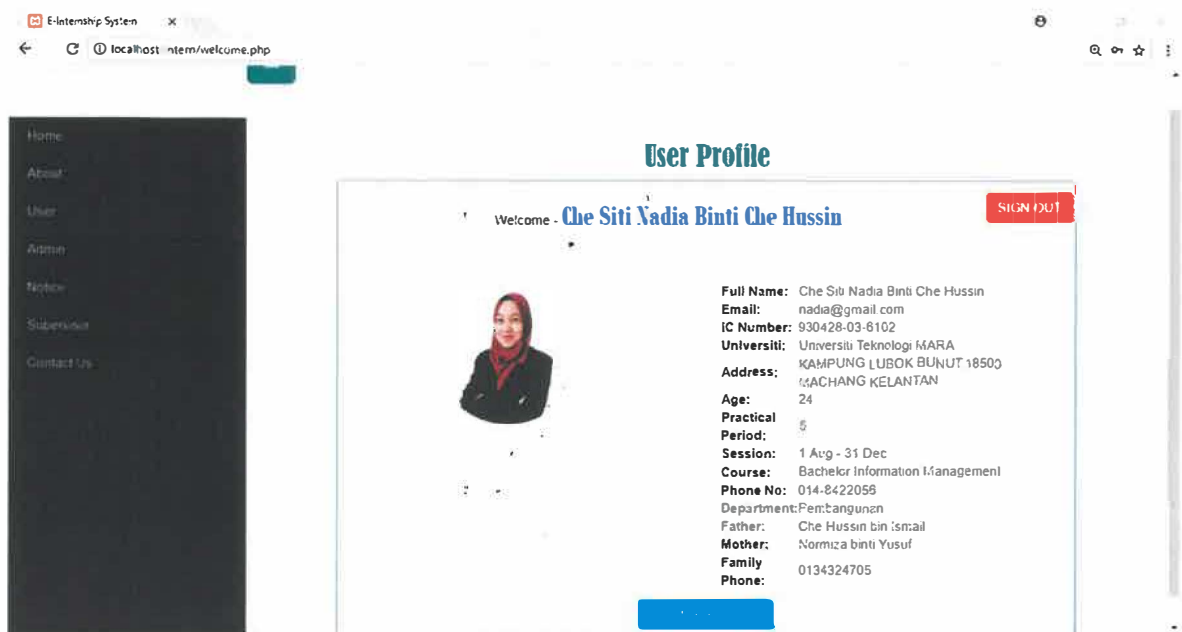


Figure 3.39 Output for intern details interface.

E-Internship System actually the system that has suggested by Organizational Supervisor. So that, before the trainee finishes the industrial training, this system has been presented to Organizational Supervisor, En Muhamad Ashraf bin Muhamad Fekri. Therefore, the organizational supervisor has commented that, this system actually just a simple system but good and can facilitate the organization especially to admin in handling intern candidates to make a registration. Lastly, En Muhamad Ashraf bin Muhamad Fekri said that this system has completely fulfilled the requirements for intern registrations and has been approved by organization to use it.

3.2.5 User Manual: Guide for Staff on e-Internship System Usage

(Refer Appendix E)

CHAPTER 4

CHAPTER 4

CONCLUSION

The management is the administration of an organization includes the activities of setting the strategy of an organization and coordinating to accomplish its objectives through the application of available resources, such as financial, natural, technological, and human resources. As the project manager, it has responsible for accomplishing the stated project objectives and project manager must ensure the customers are satisfied with the work that is completed in quality manner within budget and time. The theory was applied in the organization on project management and trainee had given exposure during practical training. This was to ensure Pejabat Tanah dan Jajahan Machang (PTJM) follow the rules and regulation that had been stated. Theory will help on make the progress are smooth and not have delay.

Therefore, in Department of Development that has a trainee placed was the important department where it functions and responsibilities are the main of the duties for all the staff under this department. In this Chapter 4, the trainee would be explain about the varieties of experiences, knowledge, skills, an opinions about an organization, personal thaugh, lesson learnt, limitations and lastly the recommendation for Pejabat Tanah dan Jajahan Machang (PTJM).

4.1 Application of Knowledge, Skills and Experience

In a nutshell, the trainee had applied the knowledge and skills learnt from System Analysis and Design I and II subject in order to develop the system and website for the client. The trainee as well had explored furthermore on Hypertext Preprocessor (PHP) coding independently by referring to other sources, such as through a website, with the friends, an Organizational Supervisor (OS) and others.

Besides, the trainee also got an another experience that has been gathered from handling an events and programmes including user training during the studies in the Faculty of Information Management (IM) from Universiti of MARA Technology (UiTM) at Machang Campus, Kelantan. It also had benefited the trainee in order to communicate with the staff with clearly and to handle an event at the organization successfully.

4.1.1 Skills Gained

a) Communication skills

During the period of industrial training at Pejabat Tanah dan Jajahan Machang, the trainee discovered a few knowledge in communication skills. This is because thre trainee need to communicate a lot with the people, such as with customer, organizational supervisor, managers from Department of Development or other department as sometime the trainee need to set up a meeting with them. Therefore, the trainee learned on how to communicate effectively with them to ensure that the staff would be clearly understands the message that was the trainee trying to give. The trainee realized that by

communicate clearly, it literally improved my self-confidences whenever talked or exchanged ideas with people. From that, the trainee was able to speak clearly and thoughtful.

In order to improves the communication skills, the trainee would be an open-minded person. Therefore, the trainee know on how to deal with colleagues to execute tasks, learned the way to organize and handle the communication during a meeting by giving an opinions and suggestion on the events especially during the meeting with Deputy of District Officer (TKJ). The meetings that has been attend by the trainee is meeting with Deputy of District Officer (TKJ), meeting with contractor, meeting with wholesalers and others.

b) Abilities to work under stress

After the trainee got into Pejabat Tanah dan Jajahan Machang, the trainee have got too many task that need to be solves. This is because, the trainee are not familiar yet with work environment. This happen when Deputy of District Officer (TKJ) has given a task for makes a presentation slide urgently during the trainee handle Suruhanjaya Pilihan Raya-14 (SPR). But, the trainee can control the situation by choosing to complete the urgent task first since Suruhanjaya Pilihan Raya -14 (SPR) are not yet set the date.

c) Decision Making Skills

Besides, the trainee also learned the decision-making skill. The skill is very important when process of developing an e-Internship System where the trainee are trying to find a problem and error of the system. The trainee trying to solve the problem and make a decision making The skill is useful when the trainee need to decide something which have more than one option to choose. The trainee have to consult with an organizational supervisor, En. Muhamad Ashraf bin Muhamad Fekri and look at every detail of the option before making the decision. In addition, the decision making skills also learned when the problem and misunderstanding happen between the staff during an event conducted. The problems that has been faced during the events is there are not enough worker in handle “Bantuan Cermin Mata” events. Then, the trainee successfully solve and fix this problems by find and invite any others practical students in helping an events.

d) Self-Motivation Skills

The trainee got this skills because once upon the trainee attending UMI (Ubudiyah, Mas’uliyah, Itqan) program. This is because, the purpose of program that has been organized by Pejabat Tanah dan Jajahan Machang is to helps the staff to make a self-reflection and can do the works with calm and effectives. The trainee thinks positive, positive self-talk to others, self-calming and relaxation and give the good appreciation to others.

4.1.2 Experience

Industrial training is the good ideas provides by the universities. This is because, the trainee get many experience during practical period. Through this industrial training, the trainee would get an experience in many fields of work such as in handling eye-contact during make a communication or conversations during the meeting. So that, the trainee has find out what it is like to work in a specific field and make contacts with professionals in the field. In addition, the trainee has an experience where able to presents an opportunity to interact with and learn from professional practitioners in their area of expertise.

4.2 Personal Thoughts and Opinion

The trainee feels that the organization provides a lot of opportunities and supportive environment. This is because, the purpose for the trainee comes to the organizations is to gained more knowledge as much as possible. So that, the organizations need to give them a support, advice or give them a good values during they are get into the organization. By giving all of this kind values, the trainee would be feel enthusiastic for doing any works or task given with calm.

The supervisor, the staff and even the top management are friendly and easy to deal with if there have an urgent case that need to be solve by trainee. The trainee also thinks that knowledge and skills provided by faculty is necessary and useful because mostly the works that the trainee receive are the works that relates to the field study. However, some improvement can be done by providing the best facilities, work areas, toilet requirements.

4.3 Lesson Learnt

The trainee has learnt to be more discipline, punctual, and has improves many skills that has been gained during a period of industrial training. Being in working surrounding, the trainee has learnt how to commit with time, multiple tasks and can do the work under stress. Can completing the works and task given on time. Pejabat Tanah dan Jajahan Machang (PTJM) has exposed the trainee on many new field of knowledges and had chance to the trainee for apply what has been taught throughout 3 years of study.

The training has made realized to the trainee for real world working environment can be totally different from what the trainee have learnt in past daily classes. This had gave the trainee a chance to develop more practical skills in self. An industrial training program was definitely beneficial for the trainee. Pejabat Tanah dan Jajahan Machang is involved with many efforts in helping a community around, cooperation between other departments, work practices that rely on established system standards and based on the defined core. Lastly, the things that attracts the trainee is Pejabat Tanah dan Jajahan Machang is headed by a capable leader in safeguarding the welfare and integrity. This because this organization have a competent, responsive and competitive staff.

Overall, the trainee knows and get experiencing in work, learn how to communicate with different staff members and learn how to solve problems faced in the workplace.

4.4 Limitations and Recommendations

The equipment provided by organization is quite limited especially for office stationary. This is because, the organizations get that stocks from Setiausaha Negeri Kelantan. Through this, some of the stocks would be limited. The trainee would like to suggest that the management for dividing a practical students should be based on the fields taken by intern. This is because, if an intern are located at unsuitable place where not fit and related to their course field, it would make an intern not get what experience after leaving an industrial training. Besides, an organizations are also advised to extend programs involving local communities such as the "Hari Bersama Pelanggan" program and so on to explain to the community the management procedures at the Pejabat Tanah dan Jajahan Machang as well as to strengthen the community with local communities.

The second recommendation is to the organization. Organizational members should conduct communications audit to ensure the smooth flow of communication systems between individuals and groups within the organization. Communication audits are also intended to identify problems and solutions to problems in the organizational and staff management systems as well as outsiders to ensure a good bilateral relationship within the organizational system as well as increase the motivation between employees and employers in implementing their respective agenda and realizing objectives and organization vision and mission.

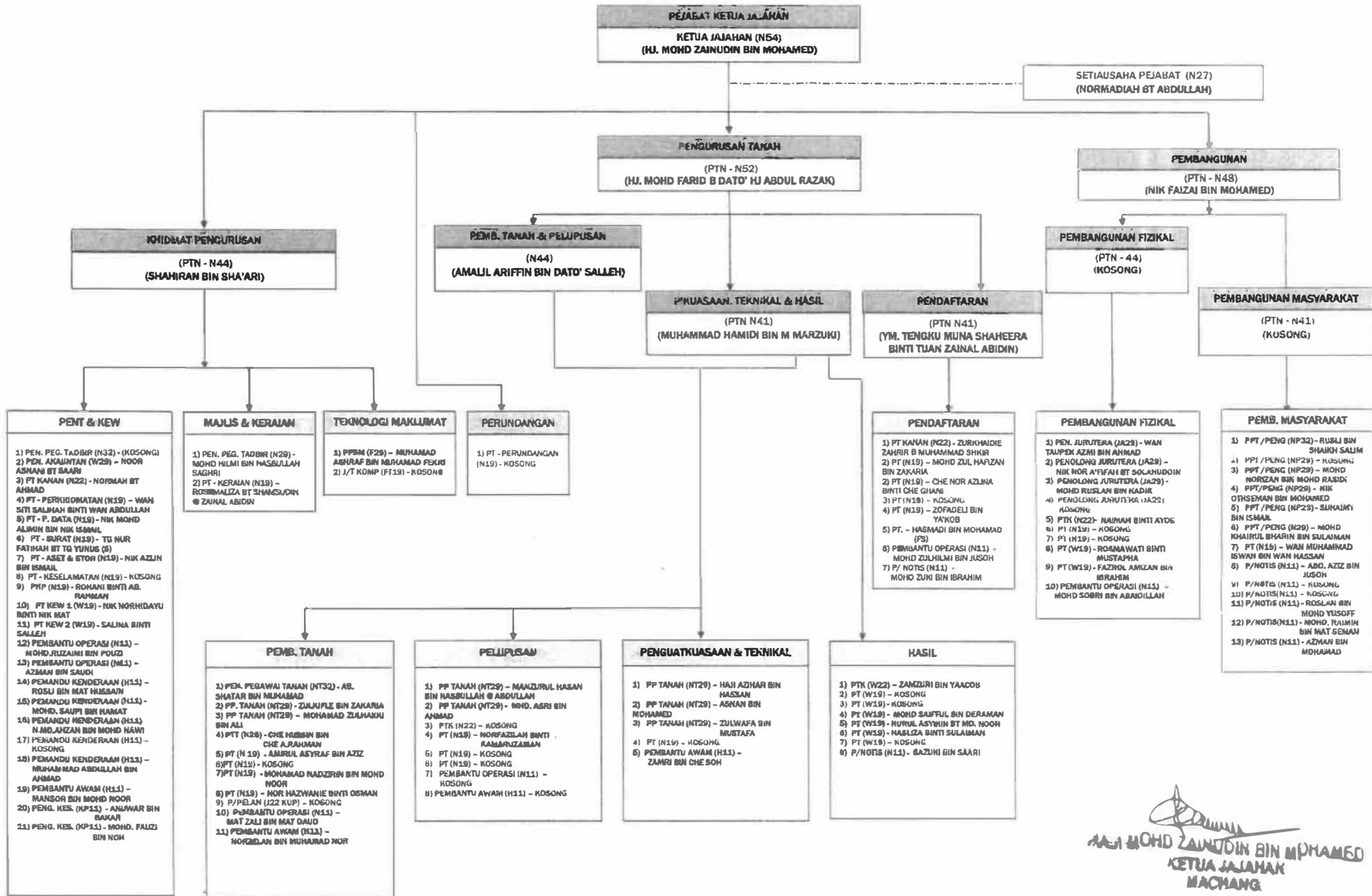
The trainee would also like to recommend that faculty may improve the courses by providing more hands-on courses so that the future students who will undergo practical training will be well-equipped with hands-on skills rather than only theories learnt in classes.

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APPENDICES

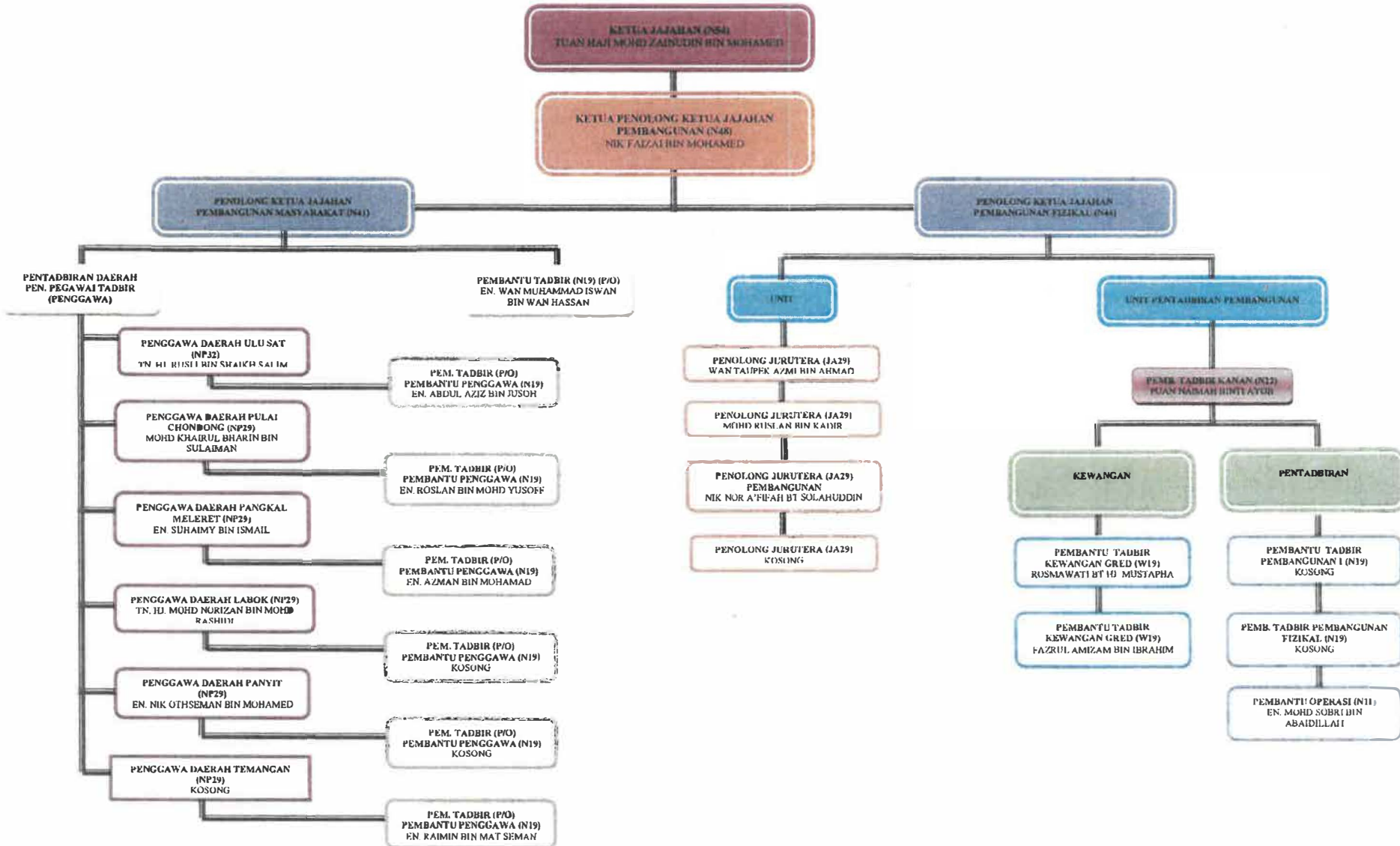
**CARTA ORGANISASI
PEJABAT PEJABAT TANAH DAN JAJAHAN MACHANG**



APPENDIX A


 HJ. MOHD ZAINUDIN BIN MOHAMED
 KETUA JAJAHAN
 MACHANG

**CARTA ORGANISASI BAHAGIAN PEMBANGUNAN
PEJABAT TANAH DAN JAJAHAN MACHANG**



OBJEKTIF BAHAGIAN PEMBANGUNAN

Melaksanakan dan menyiapkan projek-projek kecil Jajahan Machang yang telah diluluskan dalam tempoh tahun kewangan semasa dan membelanjakan tidak kurang daripada 90% peruntukan kewangan yang telah diluluskan.

Memastikan kerja-kerja pembangunan peringkat jajahan yang dijalankan oleh agensi-agensi kerajaan dilaksanakan dengan berkesan dan diselaraskan.

Menyediakan dan memberi perkhidmatan-perkhidmatan (bantuan) untuk memudahkan kerja-kerja pembangunan.

OBJEKTIF JABATAN

PENTADBIRAN JAJAHAN

Adalah untuk mewujudkan kesejahteraan rakyat dengan mengadakan satu jentera pentadbiran yang berkesan, cekap dan berjiwa rakyat bagi membangun jajahan, mengukuhkan perpaduan masyarakat, menjamin keselamatan serta menjadi saluran antara rakyat dan kerajaan di peringkat jajahan selaras dengan hasrat kerajaan.

BAHAGIAN PENTADBIRAN AM

- i) Menyediakan dan memberi perkhidmatan kepada masyarakat.
- ii) Memupuk perpaduan rakyat serta menjamin keamanan dan keselamatan jajahan.

BAHAGIAN PENTADBIRAN & KEWANGAN

- i) Menentukan pengurusan pentadbiran pejabat berjalan dengan cekap dan teratur dari segi kewangan, urusan perjawatan, pentadbiran dan keselamatan.

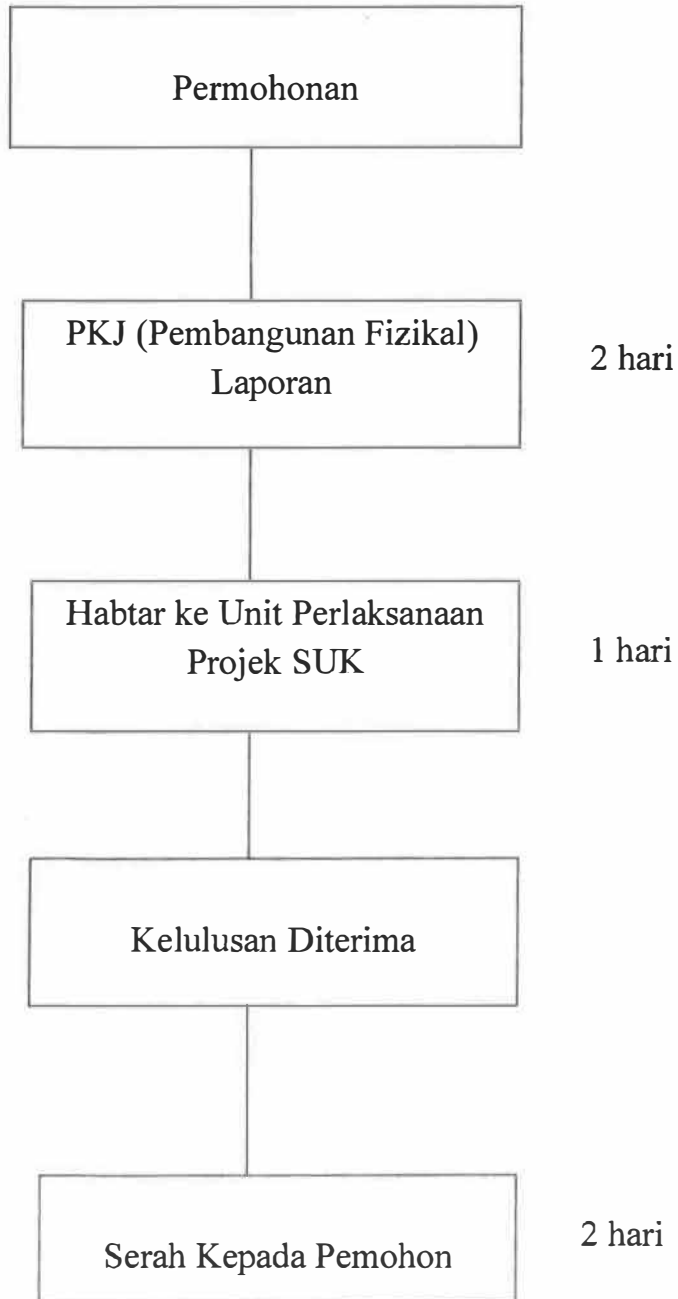
BAHAGIAN PEMBANGUNAN

- i) Memastikan kerja-kerja pembangunan dilaksanakan dengan berkesan.
- ii) Menyediakan dan memberi perkhidmatan untuk memudahkan kerja-kerja pembangunan.

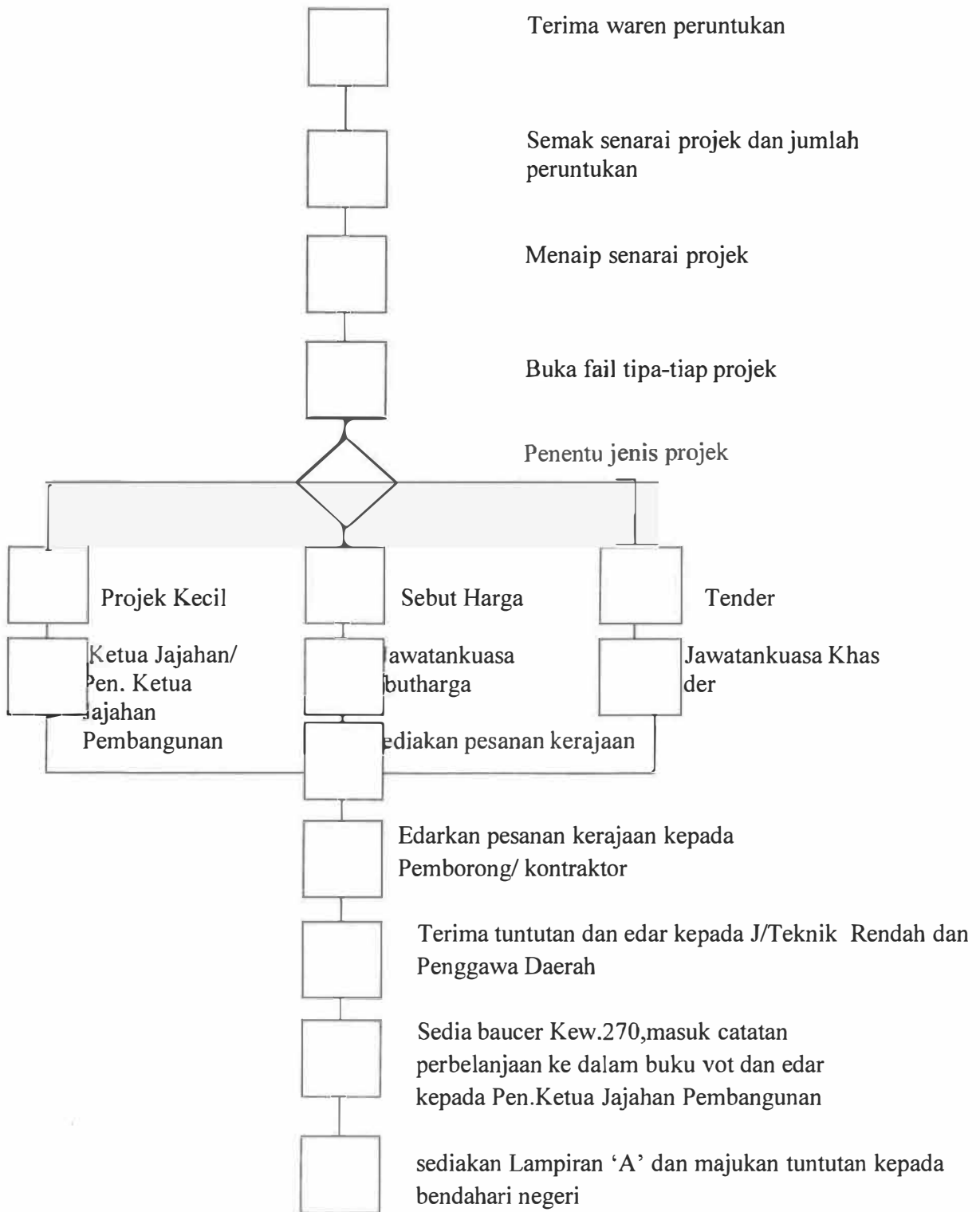
UNIT PEMBANGUNAN INSAN

1. Permohonan Tabung Serambi Mekah

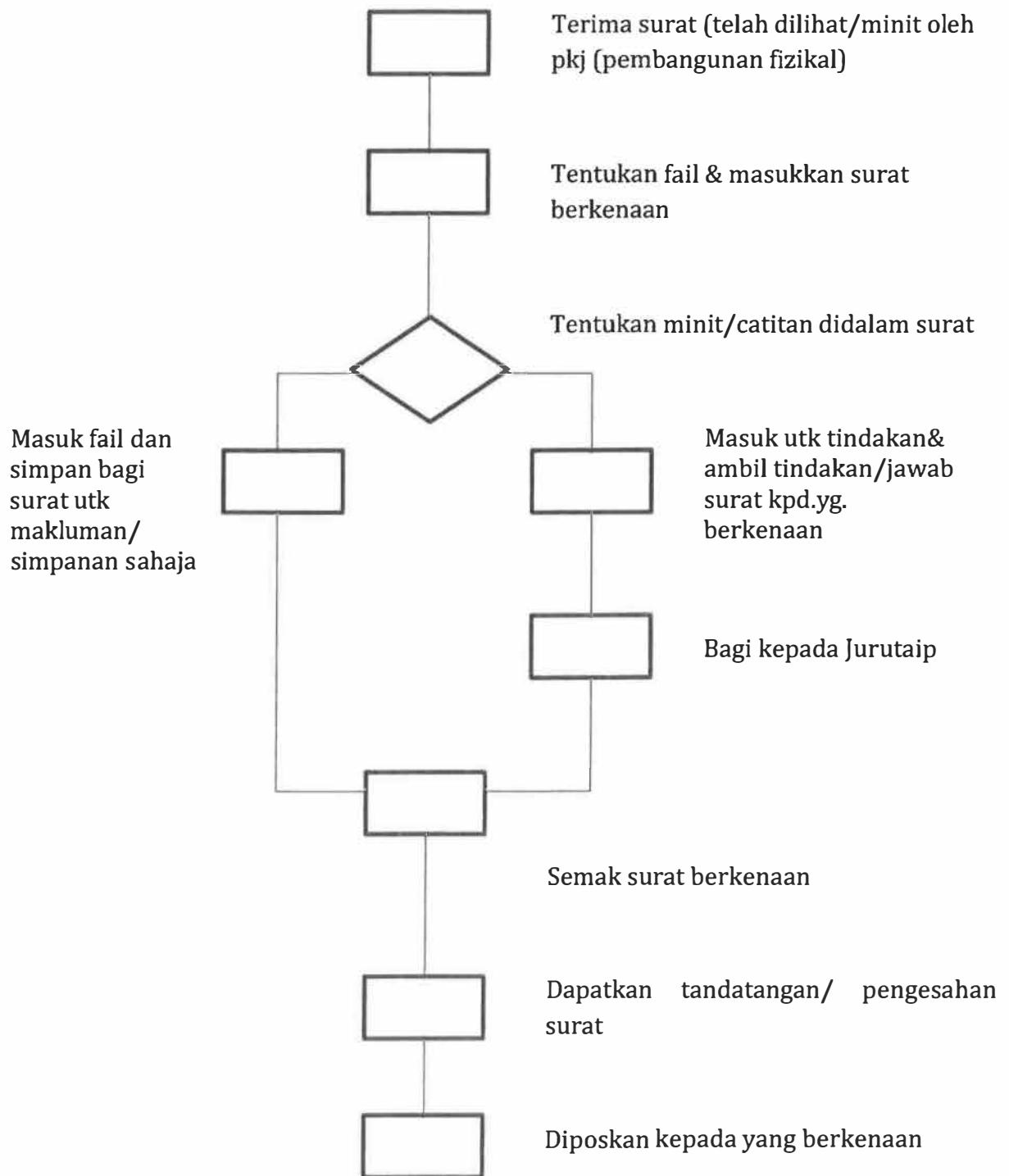
CARTA ALIRAN KERJA



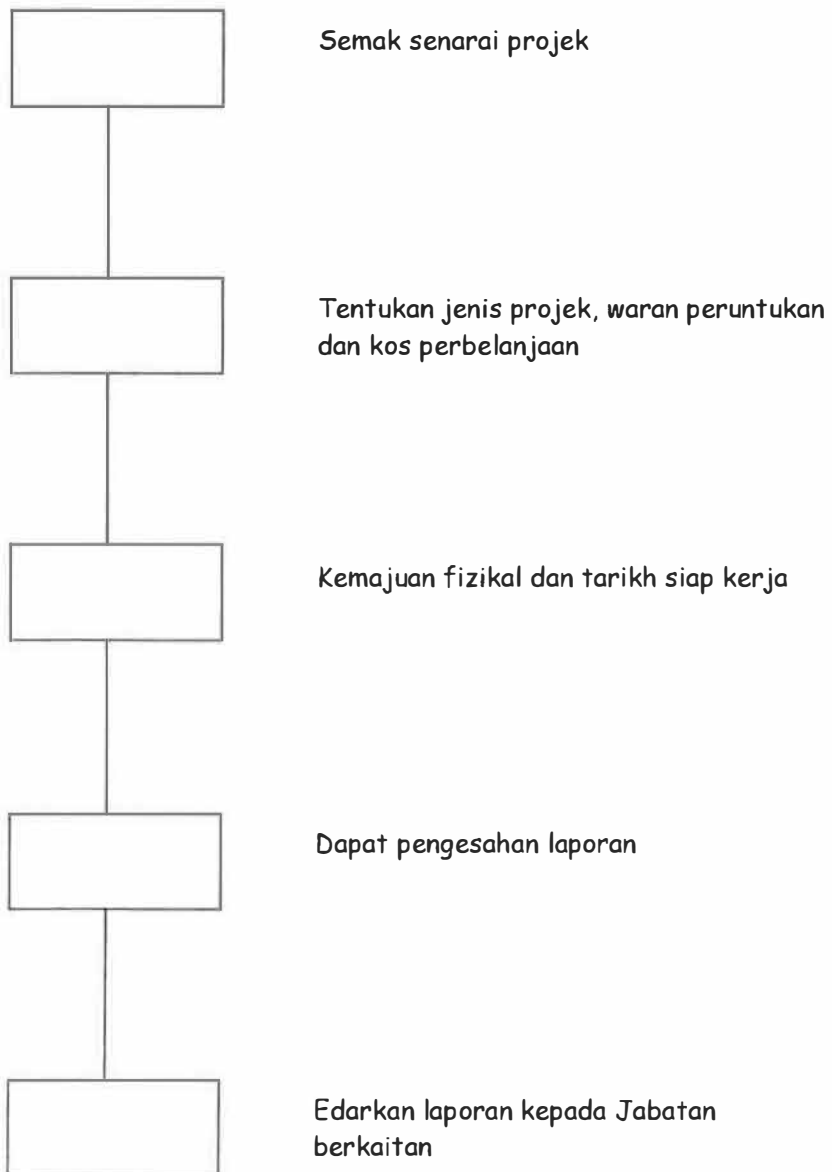
**CARTA ALIRAN MENJALANKAN KERJA BERKAITAN
DENGAN PERUNTUKAN KERAJAAN NEGERI**



**CARTA ALIRAN KERJA-KERJA MENGURUS SURAT-MENYURAT BAHAGIAN
PEMBANGUNAN**



CARTA ALIRAN MENYEDIAKAN LAPORAN
KEMAJUAN PROJEK BULANAN/TAHUNAN





PIAGAM PELANGGAN

Daftar Pelanggan

BIL.	BAHAGIAN KHIDMAT PENGURUSAN
1	Memproses pengesahan dalam Perkhidmatan warga kerja dalam tempoh (3 hari) dari tarikh penerimaan.
2	Urusan permohonan cuti warga kerja (Separuh Gaji/ Tanpa Gaji) dalam tempoh (2 hari) dari tarikh permohonan diterima.
3	Memproses permohonan ke luar negara / Cuti Haji dalam tempoh (5 hari) dari tarikh permohonan diterima.
4	Memproses permohonan tanggung kerja dalam tempoh (4 hari).
5	Memproses kenaikan pangkat warga kerja dalam tempoh (5 hari).
6	Memproses urusan berpenyen dalam tempoh (14 hari).
7	Memastikan mesyuarat dapat dijalankan dalam tempoh (3 hari) dari tarikh majlis.
8	Tugas-tugas keuruselaaan (surat-menyurat) dapat diselesaikan dalam tempoh (1 hari).
9	Kerja-kerja persiapan dapat disiapkan dalam tempoh dua (2) hari sebelum majlis.
10	Urusan menerima dan mendaftar surat-menyurat dapat diselesaikan dalam tempoh (2 jam).
11	Urusan pengedaran surat-menyurat dalaman dalam masa (1 jam).
12	Urusan maklumbalas surat-menyurat dengan agensi luar dalam tempoh (3 hari).
13	Urusan mengepos surat dalam masa (1 hari).
14	Tempoh penyediaan dan kelulusan baucer bayaran di peringkat jabatan tidak melebihi (7 hari) dari tarikh diterima.
15	Urusan gaji dapat disediakan dalam tempoh satu bulan sebelum gaji berikutnya.
16	Penyediaan baucer untuk tuntutan elaun perjalanan dan elaun lebih masa sebelum 15hb setiap bulan.
17	Penyediaan baucer bayaran elaun penghulu disediakan dalam masa (7 hari) sebelum pembayaran gaji.
18	Penyata penyesuaian vot dihantar ke Pejabat Perbendaharaan sebelum 10hb setiap bulan.
19	Permohonan peralatan akan dibekalkan dalam tempoh (1 hari) dari tarikh permohonan.
20	Memproses pembelian peralatan pejabat dalam tempoh (3 hari) dari arahan dikeluarkan.
21	Memeriksa tarikh luput barangan/peralatan setiap (1 bulan).
22	Mengambil Pesanan peralatan pejabat di Setor SUK dalam tempoh 1 hari.
23	Kemudahan maklumat kepada kakitangan dapat diselesaikan dalam tempoh dua (2) hari.
24	Rangkaian ICT yang bermasalah akan diatasi dalam tempoh tiga (3) hari (bergantung kepada tahap masalah).
25	Memastikan keselamatan pejabat terjamin dan membuat Pemantauan dari semasa ke semasa.

BIL.	BAHAGIAN PEMBANGUNAN
1	Laporan Permohonan Tabung Serambi Mekah akan disiapkan dalam masa dua (2) hari dari tarikh permohonan diterima. Pembayaran akan dibuat dalam masa dua (2) hari dari tarikh peruntukan diterima daripada Tabung.
2	Permohonan bantuan industri kampung, kemudahan asas infrastruktur, kemudahan asas pertanian, pembayaran pembezaan rakyat miskin akan diangkat ke Pejabat Pembangunan Negeri dan agensi yang berlaku dalam dua (2) minggu dari tarikh permohonan (jika semuanya teratur)
3	Projek-projek pembangunan Insan akan dilaksana dan diselesaikan dalam masa empat (4) bulan dari tarikh ketulusan Kerajaan (jika tidak berrasalah)
4	Selepas permohonan untuk mendapat kemudahan asas, perkhidmatan, pembangunan fizikal dan rohani serta penyelenggaraan akan dilaksanakan dalam jangka masa 2 bulan dari tarikh peruntukan diluluskan oleh kerajaan (tidak termasuk projek yang ditender)
5	Baucer pembayaran bagi kerja yang melibatkan sebutbarga/tender boleh diselesaikan dalam masa sepuluh (10) hari dari tarikh penyerahan tuntutan (jika pelaksanaan sempurna).
6	Baucer pembayaran bagi kerja yang melibatkan peruntukan di bawah RM10,000.00 boleh diselesaikan dalam masa lapan (8) hari dari tarikh penyerahan tuntutan (jika pelaksanaan sempurna).

- 1 Permohonan Ubah Syarat kegunaan tanah (selain daripada Pertanian kepada Pertanian) akan diselesaikan dalam tempoh empat (4) bulan jika tidak bermasalah.
- 2 Permohonan Ubah Syarat kegunaan tanah daripada Pertanian kepada Pertanian akan diselesaikan dalam masa (3) bulan.
- 3 Permohonan Pecah Sempadan/Bahagian/Cantuman akan diselesaikan dalam tempoh enam (6) bulan (jika tidak bermasalah).
- 4 Permohonan bagi mendapat kebenaran Pindahmilik menggadai tanah yang mempunyai sekatan kepentingan dibawah Seksyen 120 KTN akan diselesaikan dalam masa tiga (3) bulan.
- 5 Permohonan bagi mendapat kebenaran Pindahmilik/menggadai tanah dibawah Seksyen 13A Enakmen Rtzab Melayu 1930 dan Seksyen 104 Enakmen Tanah Kelantan 1938 akan diselesaikan dalam masa tiga (3) bulan.
- 6 Permohonan Perintah Jual Lelong Awam dibawah Seksyen 260 KTN akan diselesaikan dalam masa sepuluh (10) bulan (jika tidak bermasalah).
- 7 Permohonan bagi mendapat kelulusan membetul kesilapan nama/No. Kad Pengenalan di bawah Seksyen 380 KTN akan diselesaikan dalam masa satu (1) bulan.
- 8 Permohonan gantian geran kerana hilang/rosak akan diselesaikan dalam masa sembilan (9) bulan.
- 9 Pendaftaran Pindahmilik / Gadaian / Melepas Gadaian (Bagi Perserahan) akan disiapkan dalam masa 1 hari bekerja.
- 10 Permohonan Cabulan Hakmilik Tanah, Carian Persendirian, Carian Rasmi Untuk Kegunaan Rasmi (Bagi Hakmilik) akan disiapkan dalam tempoh 30 minit.
- 11 Permohonan Mendapatkan Salinan Sah Hakmilik (Bagi 1 Hakmilik) akan disiapkan dalam masa 30 minit.
- 12 Pendaftaran Kaveat Persendirian, Kaveat Lien, Kaveat Pendaftar akan disiapkan dalam masa 30 minit.
- 13 Pendaftaran Untuk Membetulkan Kesilapan Nama, Nombor Kad Pengenalan Pada Dokumen Hakmilik Di Bawah Seksyen 380 KTN dalam masa 1 hari bekerja.
- 14 Pendaftaran Ubah Syarat Tanah (bagi 1 hakmilik) akan disiapkan dalam tempoh 2 hari bekerja.
- 15 Pendaftaran Perintah Pesaka (bagi 1 perserahan) akan disiapkan dalam tempoh 3 hari bekerja.
- 16 Permohonan Sijil Carian Rasmi akan disiapkan dalam tempoh 3 hari bekerja.
- 17 Pendaftaran Gantian Geran Hilang / Rosak (bagi 1 hakmilik) akan disiapkan dalam tempoh 7 hari bekerja.
- 18 Pendaftaran Hakmilik Bagi Permohonan Milik Tanah (bagi 1 Hakmilik) akan disiapkan dalam tempoh 7 hari bekerja.
- 19 Pendaftaran Hakmilik Sementara (QT) bagi Pecah Bahagian / Sempadan / Cantuman / Serah Balik Beri Milik Semula (bagi 1 hakmilik) akan disiapkan dalam tempoh 14 hari bekerja.
- 20 Pembayaran hasil tanah akan diselesaikan dalam masa (2) minit sekiranya dokumen-dokumen berkaitan dibawa bersama semasa membuat bayaran.
- 21 Simpanan deposit akan diselesaikan dalam masa tiga puluh (30) minit.
- 22 Permohonan mengambil balik deposit akan diselesaikan dan dikemukakan ke Pejabat Perbendaharaan Negeri selepas dua (2) minggu dari tarikh permohonan diterima (jika tidak bermasalah).
- 23 Proses peremitan selam (hasil) akan diselesaikan dalam masa (30) minit.
- 24 Kelulusan/Pembenan Permit Hiburan boleh disiapkan dalam masa dua (2) hari
- 25 Permohonan Milik Tanah Berancang akan diselesaikan dalam tempoh enam (6) bulan selepas Jadual 1 diterima dan Suratn Hakmilik Sementara (HSM/QT) akan dikeluarkan dalam masa dua (2) minggu selepas tarikh akhir bayaran jelas (di bawah Program Khas).
- 26 Bagi permohonan milik tanah biasa, Suratn Hakmilik Sementara (HSM/QT) akan dikeluarkan dalam masa dua (2) bulan dari tarikh semua bayaran dijejaskan.
- 27 Suratn Hakmilik Kekal (Geran) akan dikeluarkan dalam masa dua (2) bulan selepas diterima Borang 5D daripada Pejabat Ukur.
- 28 Permohonan bagi mendapat kebenaran memindah bahan batu-balan (pasirtanah/rumput) akan diselesaikan dalam masa tujuh (7) bagi permohonan baru, manakala bagi permohonan yang sudah diluluskan akan diselesaikan dalam masa dua (2) jam.
- 29 Permohonan Pengambilan Balik Tanah di bawah Akta Balik Tanah 1990 Seksyen 3(b) dan (c) akan diselesaikan dalam tempoh enam (6) bulan selepas menerima borang permohonan.
- 30 Permohonan Sewa Tanah Kerajaan (TOL) akan diselesaikan dalam tempoh enam (6) bulan selepas menerima borang permohonan



**PIAGAM PELANGGAN
BAHAGIAN PENGURUSAN TANAH
UNIT PENDAFTARAN**

1. Pendaftaran Pindahmilik / Gadaian / Melepas Gadaian (Bagi Perserahan) akan disediakan dalam masa 1 hari bekerja.
2. Permohonan Cabutan Hakmilik Tanah, Carian Persendirian, Carian Rasmi Untuk Kegunaan Rasmi (Bagi Hakmilik) akan disediakan dalam tempoh 30 minit.
3. Permohonan Mendapatkan Salinan Sah Hakmilik (Bagi 1 Hakmilik) akan disediakan dalam masa 30 minit.
4. Pendaftaran Kaveat Persendirian, Kaveat Lien, Kaveat Pendaftar akan disediakan dalam masa 30 minit.
5. Pendaftaran Untuk Membetulkan Kesilapan Nama, Nombor Kad Pengenalan Pada Dokumen Hakmilik Di Bawah Seksyen 380 KTN dalam masa 1 hari bekerja.
6. Pendaftaran Ubah Syarat Tanah (bagi 1 hakmilik) akan disediakan dalam tempoh 2 hari bekerja.
7. Pendaftaran Perintah Pesaka (bagi 1 perserahan) akan disediakan dalam tempoh 3 hari bekerja.
8. Permohonan Sijil Carian Rasmi akan disediakan dalam tempoh 3 hari bekerja.
9. Pendaftaran Gantian Geran Hilang / Rosak (bagi 1 hakmilik) akan disediakan dalam tempoh 7 hari bekerja.
10. Pendaftaran Hakmilik Bagi Permohonan Milik Tanah (bagi 1 Hakmilik) akan disediakan dalam tempoh 7 hari bekerja.
11. Pendaftaran Hakmilik Sementara (QT) bagi Pecah Bahagian / Sempadan / Cantuman / Serah Balik Beri Milik Semula (bagi 1 hakmilik) akan disediakan dalam tempoh 14 hari bekerja.

PIAGAM PELANGGAN
BAHAGIAN PENGUATKUASAAN TEKNIKAL DAN HASIL
UNIT HASIL

1. Pembayaran hasil tanah akan diselesaikan dalam masa (2) minit sekiranya dokumen-dokumen berkaitan dibawa bersama semasa membuat bayaran.
2. Simpanan deposit akan diselesaikan dalam masa tiga puluh (30) minit.
3. Permohonan mengambil balik deposit akan diselesaikan dan dikemukakan ke Pejabat Perbendaharaan Negeri selepas dua (2) minggu dari tarikh permohonan diterima (jika tidak bermasalah).
4. Proses peremitan setem (hasil) akan diselesaikan dalam masa (30) minit.
5. Kelulusan/Pemberian Permit Hiburan boleh disiapkan dalam masa dua (2) hari

SENARAI NAMA PEGAWAI / KAKITANGAN PEJABAT TANAH DAN JAJAHAN MACHANG
TAHUN 2017

KHIDMAT PENGURUSAN

[BIL]	NAMA	[NO KAD PENGENALAN]
1.	HAJI MOHD ZAINUDIN BIN MOHAMED ✕	
2.	SHAHIRAN BIN SHA'ARI <i>Bog</i>	
3.	NORMADIAH BT ABDULLAH ✕	
4.	MOHD HILMI BIN HASBULLAH SAGHRI <i>EO</i>	
5.	NOOR ASNANI BINTI SAARI	
6.	MUHAMAD ASHRAF BIN MUHAMAD FEKRI	
7.	NORMAH BT AHMAD <i>CC</i>	
8.	ROHANI BT ABD RAHMAN	
9.	NIK AZLIN BIN ISMAIL	
10.	ROSEMALIZA BT SHAMSUDIN @ ZAINAL ABIDIN	
11.	NIK MOHD ALIMIN BIN NIK ISMAIL	
12.	WAN SITI SALIHAH BINTI WAN ABDULLAH	
13.	TENGGU NUR FATIAH BT TENGGU YUNUS (SAMBILAN)	
14.	NIK NORHIDAYU BT TUAN AHMAD @ NIK MAT	
15.	SALINA BT. SALLEH	
16.	MOHD. RUZAIMI BIN POUZI	
17.	MOHD AZMAN BIN SAUDI	
18.	NIK MOHAMMAD AHZAN BIN MOHD NAWI	
19.	MOHD SAUPI BIN HAMAT	
20.	ROSLI BIN MAT HUSAIN	
21.	MUHAMMAD ABDULLAH BIN AHMAD	
22.	MOHD FAUZI BIN NOH	
23.	ANUWAR BIN BAKAR	
24.	MANSOR BIN MOHD NOOR	
25.	ZAMRI BIN CHE SOH	
26.	NORZELAN BIN MOHD NOR	

PENTADBIRAN DAERAH

[BIL]	NAMA	
1.	HJ RUSLI BIN SHAIKH SALIM <i>nil sat</i>	
2.	NIK OTHSEMAN BIN MOHAMED <i>PANYIT</i>	
3.	SUHAIMY BIN ISMAIL <i>P. MELAKET</i>	
4.	HJ MOHD NORIZAN BIN HJ MOHD RASIDI <i>LABOK</i>	
5.	MOHD KHAIRUL BHARIN BIN SULAIMAN <i>P. CHONGONG</i>	
6.	AZMAN BIN MOHAMAD	
7.	ABDUL AZIZ BIN JUSOH	
8.	ROSLAN BIN MOHD. YUSOFF	
9.	MOHD RAIMIN BIN MAT SEMAN	

BAHAGIAN PEMBANGUNAN

BIL	NAMA	NO KAD PENGENALAN
1.	NIK FAIZAI BIN MOHAMED	Bos Pembantu
2.	WAN TAUPEK AZMI BIN AHMAD	
3.	MOHD RUSLAN BIN KADIR	
4.	NIK NOR A'FIFAH BINTI SOLAHUDDIN	
5.	NAIMAH BT AYOB	CC
6.	FAZRUL AMIZAM BIN IBRAHIM	
7.	ROSMAWATI BT HJ MUSTAPHA	
8.	WAN MUHAMMAD ISWAN BIN WAN HASSAN	
9.	MOHD SOBRI BIN ABAIDILLAH	

BAHAGIAN PENTADBIRAN TANAH

BIL	NAMA	NO KAD PENGENALAN
1.	HJ MOHD FARID B. DATO' HJ ABDUL RAZAK	
2.	AMALIL ARIFFIN BIN DATO' SALLEH	Bos Tnh
3.	CHE HUSSIN BIN CHE A. RAHMAN	CC
4.	NORFAZILAH BT KAMARUZAMAN	
5.	MOHAMAD NADZIRIN BIN MOHD.NOR	
6.	NOR HAZWANIE BINTI OSMAN	
7.	AMIRUL ASYRAF BIN AZIZ	
8.	MAT ZALI BIN MAT DAUD	

UNIT HASIL

BIL	NAMA	NO KAD PENGENALAN
1.	ZAMZURI BIN YAACOB	CC
2.	HASLIZA BT SULAIMAN	
3.	MOHD SAIFFUL BIN DERAMAN	
4.	NURUL ASYIKIN BINTI MD NOOR	
5.	SAZUKI BIN SHAARI	

UNIT PENDAFTARAN

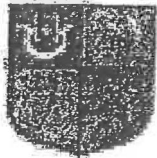
BIL	NAMA	NO KAD PENGENALAN
1.	YM. TENGKU MUNA SHAHEERA BINTI TUAN ZAINAL ABIDIN BDS	
2.	ZURKHAIDIE ZHRIR BIN MUHAMAD SHKIR CC	
3.	MOHD ZUL HAFIZAN BIN ZAKARIA	
4.	ZOFADELI BIN YA'KOB	
5.	CHE NOR AZLINA BINTI CHE GHANI	
6.	MOHD ZUKI BIN IBRAHIM	
7.	MOHD ZULHILMI BIN JUSOH	
8.	HASMADI BIN MOHAMAD (FS)	

BAHAGIAN PENGUATKUASAAN & TEKNIKAL (S/O)

BIL	NAMA	NO KAD PENGENALAN
1.	MUHAMMAD HAMIDI BIN M MARZUKI BDS	
2.	AB. SHATAR BIN MUHAMAD CC	
3.	HJ AZIHAR BIN HASSAN	
4.	ZULKIFLE BIN ZAKARIA	
5.	ASNAN BIN MOHAMED	
6.	ZUL WAFABIN MUSTAFA	
7.	MANZURUL HASAN BIN HASBULLAH @ ABDULLAH	
8.	MHD. ASRI BIN AHMAD	
9.	MOHAMAD ZULHAKKI BIN ALI	

JUMLAH PEGAWAI / KAKITANGAN : 74 ORANG (TERMASUK 1 SAMBILAN , 1 FS)

Kemaskini: 05.09.2017



**PEJABAT TANAH DAN JAJAHAN MACHANG,
18500 MACHANG,
KELANTAN**

Arahan kepada Kontraktor :

1. Borang ini perlu diisi selengkapnya oleh pemohon dan perlu dihantar segera kepada pejabat ini beserta dengan salinan sijil PKK, CIDB, dan SSM.

A. MAKLUMAT PERIBADI

Nama Syarikat :

Nama Pemohon :

No. Kad Pengenalan : Alamat E-mail :

Alamat Rumah :

No. Telefon Rumah : No. Telefon Bimbit :

Alamat Surat Menyurat Syarikat Terkini :

.....

No. Telefon Pejabat : No. Faks :

No. PKK : Tarikh Sah Daftar : hingga

No. CIDB : Tarikh Sah Daftar : hingga

No. SSM : Tarikh Sah Daftar : hingga

Kelulusan/Kelayakan/Akademik/Sijil :

(Sekiranya ada) 1.....

2.....

3.....

PENGAKUAN PEMOHON

Dengan ini saya mengaku bahawa segala maklumat yang diberikan ini adalah **BENAR**. Sebarang maklumat yang tidak benar boleh menyebabkan permohonan pendaftaran saya **DIBATALKAN**.

Tandatangan :

Nama :

No. K/P :

Tarikh :

URUSETIA PEJABAT TANAH DAN JAJAHAN MACHANG

PEJABAT TANAH DAN JAJAHAN MACHANG
PENGESAHAN PROJEK KECIL PEMBANGUNAN
BORANG LAWATAN TAPAK

A. Butiran Kerja

Nama Projek : _____

Tarikh Kerja Di mulakan : _____ Tarikh Kerja Siap : _____

Nama Pembekal / Kontraktor : _____

Perbelanjaan / Kos : _____

Maklumat Lawatan Dan Pengesyoran.

Kerja telah siap dengan sempurna

Kerja belum siap

Di Sokong Untuk Bayaran

Tidak Disokong Untuk Bayaran

Ulasan : _____

.....
(Penolong Jurutera)

Tarikh Siasatan di buat : _____

B. Kelulusan

Diluluskan

Tidak Diluluskan

Ulasan : _____

.....
(Ketua Jajahan)

Tarikh : _____

Ke Majlis,

YABrs. Ketua Jajahan,
Pejabat Tanah Dan Jajahan MACHANG,
18500, Machang.

(u.p : YBrs Ketua Penolong Ketua Jajahan (Pembangunan 1)

Tuan ,

Akuan Siap Kerja Projek : _____

Dengan hormatnya saya merujuk kepada perkara di atas.

2. Adalah dimaklumkan bahawa projek yang tersebut di atas telah disiapkan dalam tempoh yang telah ditetapkan pada _____

Sekian, terima kasih.

Yang Benar,

(Tandatangan)

(Cop Syarikat / Pemborong)

Tarikh :

Ke Majlis,

Yang Amat Berusaha,
Ketua Jajahan Machang,
Pejabat Tanah Dan Jajahan Machang,
(U.P: Bahagian Pembangunan)

Tuan,

SURAT AKUAN SELESAI KERJA

Adalah saya _____

Beralamat _____

Dengan ini mengaku kerja-kerja sebagaimana dibawah telah siap dilaksanakan dengan sempurna dan memuashati.

- Kerja-kerja Pendawaian Elektrik
- Kerja-kerja Pemasangan Paip Air
- Kerja-kerja Pembaikan Rumah
- Lain-lain Kerja

Tandatangan Tuan Rumah

No. K/P : _____

Telefon: _____

Tarikh : _____

Tandatangan Saksi

Jawatan : _____

Telefon : _____

Tarikh : _____



PEJABAT TANAH DAN JAJAHAN MACHANG
 18500 MACHANG, KELANTAN.
 TELEFON : 09-9752963 / 09-9752826
 FAX : 09-9751903
 E-MEL : ptjm2kelantan.gov.my

PERHATIAN

1. Permohonan hendaklah dikemukakan 3 hari sebelum tarikh diperlukan.
2. Jika terdapat perubahan / pembatalan kepada permohonan hendaklah dimaklumkan segera kepada Bahagian Khidmat Pengurusan / Pegawai Kenderaan / Pemandu

BORANG PERMOHONAN PENGGUNAAN KENDERAAN RASMI JABATAN

TARIKH TERIMA BORANG:

SILA BACA SEBELUM ISI : SYARAT-SYARAT

1. Borang permohonan hendaklah diserahkan ke Unit Khidmat Pengurusan selewat-lewatnya 3 hari bekerja sebelum tarikh penggunaan bagi permohonan kereta/ van/Lori.
2. Borang ini hendaklah diisi dalam 2 salinan dengan lengkap dan jelas serta disahkan oleh Ketua Jabatan / Ketua Unit
3. Borang permohonan yang tidak lengkap dan permohonan melalui telefon tidak akan diproses.
4. Permohonan akan dipertimbangkan tertakluk kepada kekosongan kenderaan.
5. Sila kepilkan arahan tugasan rasmi

A. BUTIR-BUTIR PENGGUNA

Butiran Pengguna		Butiran Penggunaan
1. Nama : 2. Jawatan : 3. Jab/Unit : 4. No. Telefon HP : 5. No. Telefon Pejabat : 6. Nama penumpang yang pergi bersama; @ Lampiran		8. Kemudahan Pemandu (Sila bulat yang berkenaan) a. Penginapan / Sajian Ya / Tidak
		9. Tujuan (sila lampirkan surat arahan)
		10. Destinasi (alamat lengkap)
7. Jenis Kenderaan (Urusan-Bahagian Khidmat Pengurusan) <input type="checkbox"/> Ford Everest (DAX 4646) – En. Ab. Rahim bin Che Mud <input type="checkbox"/> Ford Everest (DBBB 4646) – En. Rosli bin Mat Hussain <input type="checkbox"/> Kembara (DAX 6494) – En. Muhamad Abdullah bin Ahmad <input type="checkbox"/> Lori (DBG 1949) <input type="checkbox"/> Van (DCH 4466) <input type="checkbox"/> Pajero (DAN 4949) – En. Mohd Saupi bin Hamat		11. Alamat Tempat Mengambil : <input type="checkbox"/> Pejabat : <input type="checkbox"/> Rumah : (alamat lengkap) (sila tandakan x pada yang berkenaan)
		12. Alamat Tempat Menghantar setelah selesai aktiviti / tugas <input type="checkbox"/> Pejabat : <input type="checkbox"/> Rumah <input type="checkbox"/> Lain-Lain (sila tandakan x pada yang berkenaan)
Perjalanan	Tarikh & Masa	Tempat dituju / Ketibaan
Pergi		
Balik		
<input type="checkbox"/> Lulus <input type="checkbox"/> Tidak Lulus		
Tandatangan Pegawai Yang Meluluskan / Cop KPKJ (KHIDMAT PENGURUSAN/ PEM. TADBIR KANAN) (KHIDMAT PENGURUSAN / PEG. KENDERAAN JABATAN)		

**Yang Amat Berusaha,
Ketua Jajahan Machang,
Pajabat Tanah Dan Jajahan Machang,
(U.P : Bahagian Pembangunan)**

Tuan,

Pengesahan Penerimaan Barang,

Adalah sayaselaku
.....mengaku telah menerima barang / melaksanakan
kerja seperti berikut
.....
seperti senarai di bawah :

Bil	Jenis Barangan	Kuantiti

**Tandatangan
Penerima :**

No K/P : _____

Jawatan : _____

Tarikh : _____

X

**Tandatangan
Saksi :**

No K/P : _____

Jawatan : _____

Tarikh : _____

No. Permohonan :

BORANG PERMOHONAN STOK
 (Tatacara Pengurusan Stor 143)
 (Untuk kegunaan di Stor Unit-diisi dalam 2 salinan)

Bil.	Permohonan		Pegawai Pelulus		Catatan
	Perihal Stok	Kuantiti Dipesan	Kuantiti Diluluskan	Baki Kuantiti Dipesan	
(Tandatangan pemohon) Nama : Jawatan : Tarikh :			KELULUSAN: Permohonan diluluskan /tidak diluluskan* (Tandatangan Pegawai Pelulus) Nama : Jawatan : Tarikh :		

*Sila potong yang berkenaan.

Kemaskini Rekod: Stok telah dikeluarkan dan direkod di Kad Petak No..... (Tandatangan Pegawai Stor) Nama : Jawatan : Tarikh :	Perakuan Penerimaan: Disahkan bahawa stok yang diluluskan telah diterima. (Tandatangan Pemohon) Nama : Jawatan : Tarikh :
--	--

Tahun Kewangan _____

Muka Surat: /

BAUCAR BAYARAN

Jenis	+AP 96 (a) <input type="checkbox"/>	+AP 58 (a) <input type="checkbox"/>	Nombor Baucar	Tarikh Baucar	UNTUK KEGUNAAN PEJABAT PERAKAUNAN SAHAJA Tarikh Dokumen Diterima					
Kod Jab.	Nama Jabatan:									
Kod PTJ	Nama Pusat Tanggungjawab:									
Nama Penerima:										
Alamat Penerima:										
Kod Penerima:			No. Gaji:							
E-mail:			No. Faks:							
Nombor Kad Pengenalan/Akaun Bank:				Cara Bayaran	PERIHAL CEK					
Alamat>Nama Bank:				EFT (T) <input type="checkbox"/>	Berganda (Bil. Cek) <input type="checkbox"/>					
Perihal:				Cek (C) <input type="checkbox"/>	+Akaun Penerima atau <input type="checkbox"/>					
				Bank Draft (D) <input type="checkbox"/>	+Terbuka <input type="checkbox"/>					
Pesanan/Kebenaran				Invois Pembekal						
Tarikh	Rujukan	Amaun RM sen		Tarikh	Rujukan	Amaun RM sen				
Jumlah				Jumlah						
PERBELANJAAN DIMASUKIRA KE DALAM AKAUN-AKAUN DI BAWAH										
*Maksud	*Jab.	*PTJ/PK	*Prog/Akt/ Amanah	*Projek/ Setia	CP	*Objek	Amaun RM sen		Kod Kegunaan Jabatan	
Jumlah								@Jumlah Bilangan Akaun Subsidiari		
Amaun (Dalam Perkataan) Ringgit:										
AP 95 Dipatuh			AP 99 dan AP 102 Dipatuh				UNTUK KEGUNAAN PEJ. PERAKAUNAN SAHAJA			
Disediakan oleh:							UNTUK PINDAH CATAT SAHAJA			
Tandatangan dan Tarikh			Tandatangan, Nama dan Jawatan				No. Rujukan:			
Diperiksa oleh:							Tarikh:			
Tandatangan dan Tarikh			Tandatangan, Nama dan Jawatan				Diperiksa oleh:			
Cap Ibu Pejabat Jabatan Asal dan Tarikh Terima Baucar			Tandatangan, Nama dan Jawatan				Tandatangan dan Tarikh			
							Diluluskan oleh:			
							Tandatangan dan Tarikh			



Pengesahan oleh pegawai @ CC

BORANG DAFTAR PEMBEKAL

JABATAN :

NO.TELEFON JABATAN :

TARIKH :

BIL	PEMBEKAL	BANK	NO. AKAUN
1	NAMA		
	ALAMAT		
	NO .H/P & EMAIL		PERKARA : SILA BULATKAN MANA YANG BERKENAAN BARU / TUKAR ALAMAT / EDIT AKAUN / TUKAR BANK
2	NAMA		
	ALAMAT		
	NO .H/P & EMAIL		PERKARA : SILA BULATKAN MANA YANG BERKENAAN BARU / TUKAR ALAMAT / EDIT AKAUN / TUKAR BANK
3	NAMA		
	ALAMAT		
	NO .H/P & EMAIL		PERKARA : SILA BULATKAN MANA YANG BERKENAAN BARU / TUKAR ALAMAT / EDIT AKAUN / TUKAR BANK
4	NAMA		
	ALAMAT		
	NO .H/P & EMAIL		PERKARA : SILA BULATKAN MANA YANG BERKENAAN BARU / TUKAR ALAMAT / EDIT AKAUN / TUKAR BANK
5	NAMA		
	ALAMAT		
	NO .H/P & EMAIL		PERKARA : SILA BULATKAN MANA YANG BERKENAAN BARU / TUKAR ALAMAT / EDIT AKAUN / TUKAR BANK

Peringatan: 1) Borang ini hendaklah di taip/tulis dengan dengan **jelas** dan menggunakan **HURUF BESAR**

2) Sila sertakan satu salinan penyata akaun bank.

3) Hantar terus ke Pejabat Perbendaharaan Negeri Kelantan.

4) Borang ini boleh di dapati melalui www.pkn.kelantan.gov.my .5) No **telefon bimbit dan Email wajib di isi** bagi makluman pembayaran.**Hak Cipta Terpelikwa Pejabat Perbendaharaan Negeri Kelantan © 2010 - 2012**Bilangan muka surat (/
Create by MHAK_2011

PERMOHONAN CUTI REHAT

Kepada CC PEMBANGUNAN
Ketua Bahagian/Unit

Saya memohon cuti rehat selama DUA (2) hari mulai

* daripada/pada 27/9/17 hingga 28/9/17
Catatan **

Tandatangan Pemohon : Nadia

Nama Penuh : CHE BM NADIA BINI CHE HUSSEIN
Huruf Besar

Jawatan : PRATICIAL

Tarikh : 26/9/17

Kepada : KPKJCP)
Pegawai Yang Meluluskan Cuti

Permohonan cuti di atas * disokong/~~tidak disokong~~.

Tarikh : 26.09.2017,

Permohonan cuti di atas * diluluskan/~~tidak diluluskan~~.

Tarikh : 26/9/17

Nurain
NURAIN BINTI AYOB
Pembantu Tadbir Kasan
Tandatangan Ketua Pembangunan
Pejabat Tanah Dan Jajahan Machang
Kelantan Darul Naim
NIK FAIZAL BIN MOHAMED
KETUA PEN KETUA JAJAHAN
T/Tangan Yang Meluluskan Cuti
PEJABAT TANAH DAN JAJAHAN
MACHANG KELANTAN

Untuk Kegunaan Pejabat

Baki cuti pemohon hari. (diisi dan ditandatangani ringkas
sebelum
borang diserahkan kepada pemohon).

Pemohon diberitahu dan cuti direkodkan. (Tindakan ini hendaklah diambil setelah cuti
diluluskan).

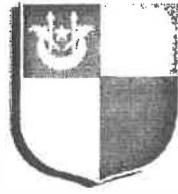
Tarikh :
b.p. Pegawai Pentadbiran

Nota * Potong mana yang tidak berkenaan.
* Keterangan mengenai cuti yang diambil.

Kepada :
(Nama Pemohon)

Permohonan cuti tuan/puan telah diluluskan selama hari dari
hingga baki cuti rehat hari.

.....
b.p. Pegawai Pentadbiran



BAHAGIAN PEMBANGUNAN DAN PELUPUSAN TANAH

Pejabat Tanah Dan Jajahan Machang
18500 MACHANG, Kelantan

DARIPADA : PKJ (Pembangunan Dan Pelupusan Tanah)

KEPADA : Sebagaimana Edaran

RUJUKAN : PTM. 6/5/1/K2/ (40)


TARIKH : 14 Disember 2017

MAJLIS TAHLIL DAN KESYUKURAN

Merujuk kepada perkara diatas.

2. Sukacita memaklumkan bahawa Majlis Tahlil dan Kesyukuran akan diadakan pada 21 Disember 2017 bertempat diperkarangan Pejabat Tanah Dan Jajahan Machang. Sehubungan dengan itu tuan/puan adalah dilantik sebagai petugas sebagaimana senarai edaran. Perhatian serta kerjasama tuan/puan dalam hal ini amatlah dihargai dan diucapkan ribuan terima kasih.

Sekian, dimaklumkan.


(AMALIL ARIFFIN BIN SALLEH)

A) PERSIAPAN HIDANGAN VIP

(Ditugaskan untuk menyediakan dan menyiapkan hidangan VIP serta memastikan hidangan yang di sediakan adalah lengkap)

1. Pn. Naimah Binti Ayub - Ketua
2. Pn. Rosmawati Binti Hj Mustapha
3. Nurul Farah Bt Mohd Marzuki
4. Che Siti Nadia Bt Che Hussin
5. Nurul Fitriyah Bt Ahmad



B) PERSIAPAN AIR/KOKTEL

(Ditugaskan untuk menyediakan air minuman dan koktel kepada pegawai dan kakitangan)

1. En. Nik Azlin Bin Ismail - Ketua
2. En. Mohd Azman B Saudi
3. Nursyamimi Bt Mohd Azmi
4. Nur Hidayah Bt Kamarudin
5. Nur Izzati Bt Abdullah Sani
6. Nor Alhusna Bt Che Mohd Nor

C) PERSIAPAN HIDANGAN K/TANGAN LELAKI

(Ditugaskan untuk memastikan hidangan yang disediakan teratur dan sentiasa ada makanan)

1. En. Zurkhaidie Zahrir Bin Muhamad - Ketua
2. En. Amirul Ashraf Bin Aziz
3. En. Nik Mohd Alimin B Nik Ismail
4. Muhammad Khairi B Mahadi
5. Mohd Irfan Hafizhi B Zulkifli
6. Amihan Hussairiey B Zakaria

D) PERSIAPAN HIDANGAN K/TANGAN WANITA

(Ditugaskan untuk memastikan hidangan yang disediakan teratur dan sentiasa ada makanan)

1. Pn. Normah Bt Ahmad - Ketua
2. Pn. Nik Norhidayu Bt Tuan Ahmad@nNik Mat
3. Pn. Asnani Binti Saari
4. Nur Arina Amani Bt Nohd Othman
5. Nur Izzati Syamimi Bt Rosli
6. Wan Norsyazwani Bt wan Ismail

E) PERSIAPAN TEMPAT MAKAN

(Ditugaskan untuk memastikan meja dan kerusi telah lengkap dan cukup untuk pegawai dan kakitangan PTJ machang)

1. En. Norzelan Bin Mohd Nor - Ketua
2. En. Zamri Bin Che Soh
3. En. Mansor Bin Mohd Noor
4. Mohd Ruzaimi B Pouzi
5. Atif Fakhrullah B Kamaruddin

F) PERSIAPAN KAMBING GOLEK

(Ditugaskan untuk penyediaan tempat kambing bakar di ruang legar PTJ Machang.)

1. En. Zamzuri Bin Yaacob - Ketua
2. En. Saifful Bin Deraman
3. Muhammad Khairul Anuar b Rokbi
4. Muhamad Syahmi B Mohd Soffi
5. Asma Aqilah Bt Md Poad
6. Qistina Ain Bt Abd Rahes

**E-INTERNSHIP SYSTEM
MANUAL GUIDE
PEJABAT TANAH DAN
JAJAHAN MACHANG**

**CHE SITI NADIA BINTI CHE HUSSIN
UiTM MACHANG**

INSTALL XAMPP

1. In your web browser, go to <http://www.apachefriends.org/en/xampp-windows.html>

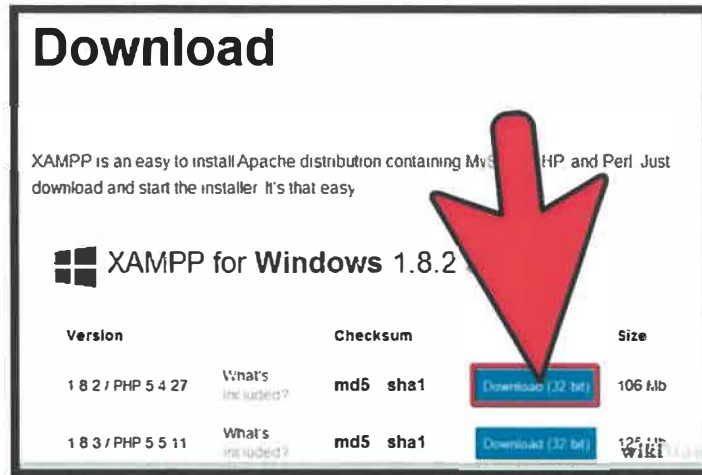


Figure 1 Browse installer xampp

2. Click on the download link for XAMPP.

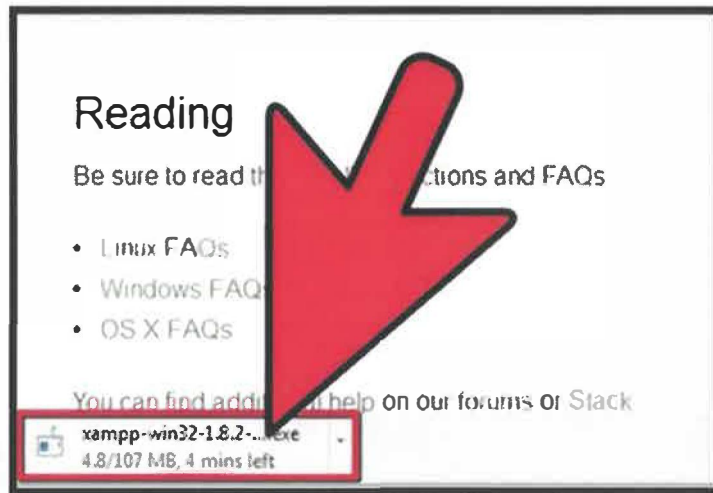


Figure 2 Download installer xampp

3. When prompted for the download, click "Save" and wait for your download to finish.

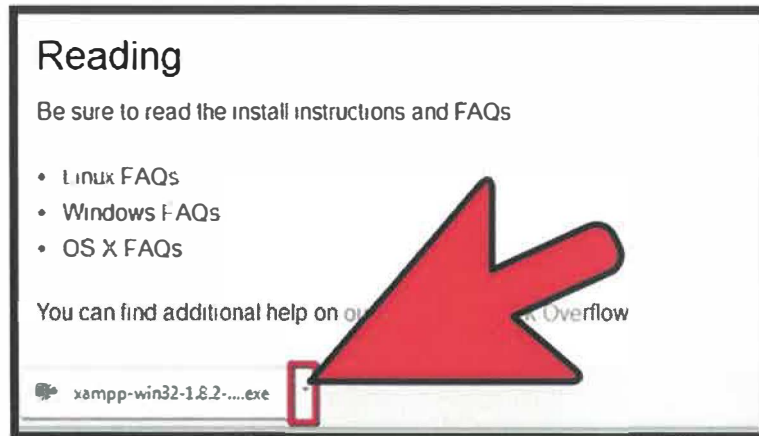


Figure 3 Save the installer and wait download to finish

4. Once your download is complete, install the program, click on "Run"

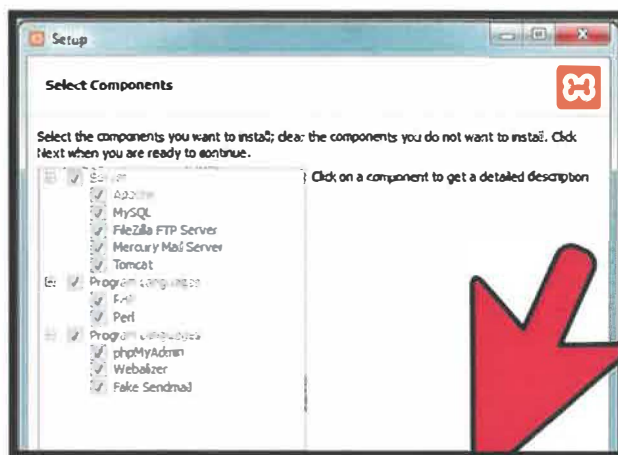


Figure 4 To install the program, click "Run".

5. Accept the default settings. A command will open and offer an initial installation prompt. Just hit the Enter key, and accept the default settings. To simplify installation, just hit ENTER when prompted on the command line. You can always change settings, by editing the configuration files later.

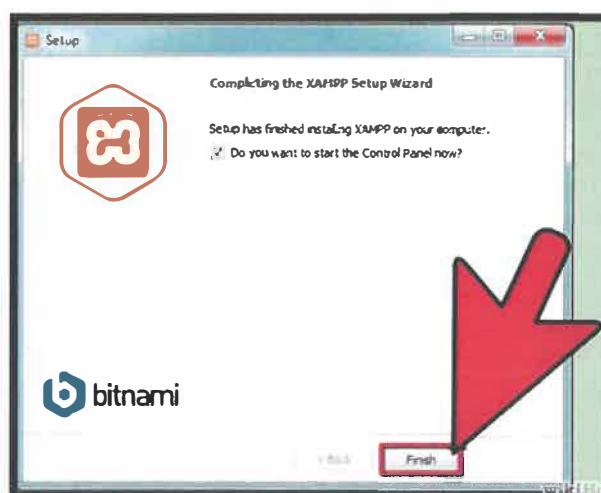


Figure 5 Page after complete install the program

- When your installation is complete, exit the command window by typing x on the command line.

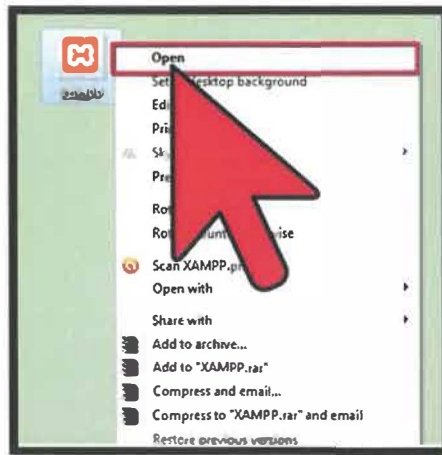


Figure 6 Click the icon of xampp to start it

- Start the XAMPP Control Panel.

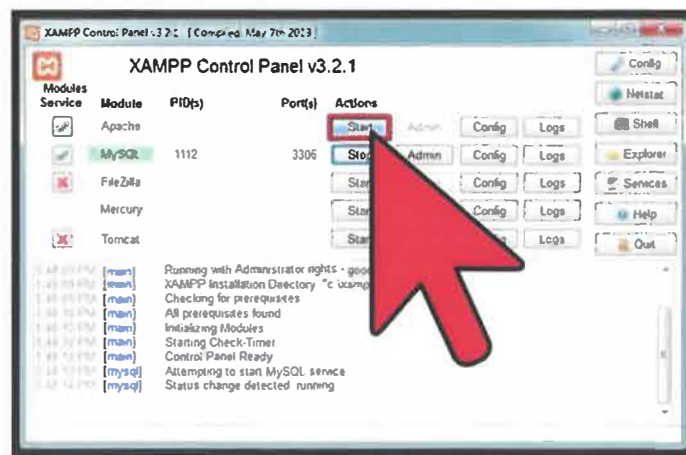


Figure 7 XAMPP Control Panel

8. Start the Apache and MySQL components. You can also start the other components, if you plan to use them.

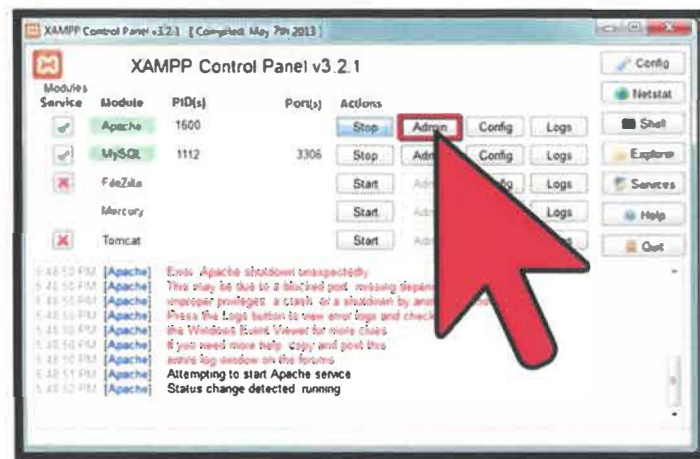


Figure 8 Start Apache and MySQL component

9. Verify the Apache install, by clicking on the Apache administrative link in the Control Panel.

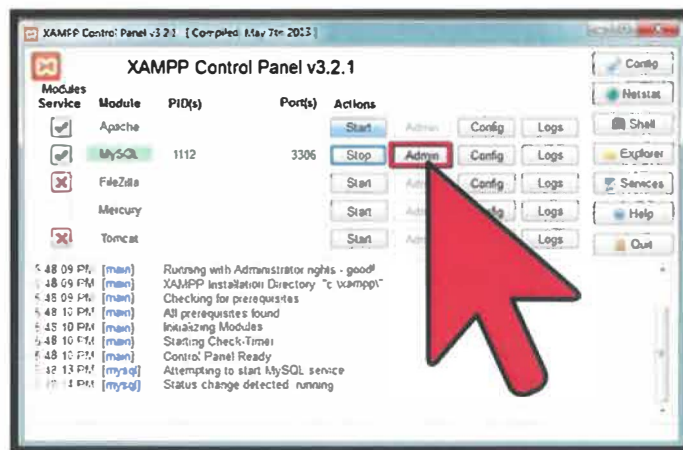


Figure 9 Verify the Apache install

10. Verify the MySQL installation, by clicking on the MySQL administrative link in the XAMPP Control Panel. If the verification steps are successful, XAMPP should be successfully installed on your PC. Open a browser and enter "localhost" on your address bar. You will be redirected to a page telling you that you've successfully installed xampp on your system.

GET START

Go to <http://localhost/intern/index.php>

HOME PAGE

This is home page for our system. There are seven navigation menu at homepage system.

e-Internship System

Home
About
User
Admin
Notice
Supervisor
Contact Us

E Internship System Pejabat Tanah dan Jajahan Machang

Message from District Officer

Assalamualaikum Warahmatullahi wabarakatuh dan Salam Sejahtera

Alhamdulillah, setinggi-tinggi kesyukuran diucapkan kepada Allah s.w.t. kerana dengan limpah kurniaan-Nya kite telah dilanjutkan usie melayari tahun 2017 dan sedang menjejaki tahun 2018. Peningkatan usia memberikar kite kekuatan dan keazaman untuk kite terus berbakti kepada-Nya demi kesempumaen hidup di dunia dan akhirat.

Bagi seluruh kekilangen Pejabat Tanah dan Jajahan Machang khesnya dan jabatan-jabatan kerajaan di jajahan Machang same ada Jabatan Negeri, Persekutuan serta Badan-badan Berkanun, sampena tahun baru 2017 ini, marilah sama-sama kite memperbaharui tekad untuk melaksanakan tanggungjawab yang diamanahkan demi kesejahteraan untuk semua warga jajahan Machang dan kesesuaian kepada pengunjung.

Figure 10 Homepage

REGISTER FOR NEW INTERN STUDENT

This page will ask the user to login for existing user or to register for the new user.

Login Please

Login

Email

password

LOGIN

If you do not have any account please [REGISTER HERE](#)

Click here for register

Figure 11 User Login

REGISTER PAGE FOR NEW USER

Users must fill username and password then click register button to make before they can login.

Register User Account



Already have account? [LOGIN HERE](#)

Figure 12 User Registration

USER HOMEPAGE

Below is example for user homepage after login successfully. User can view and update their profile.

User Profile



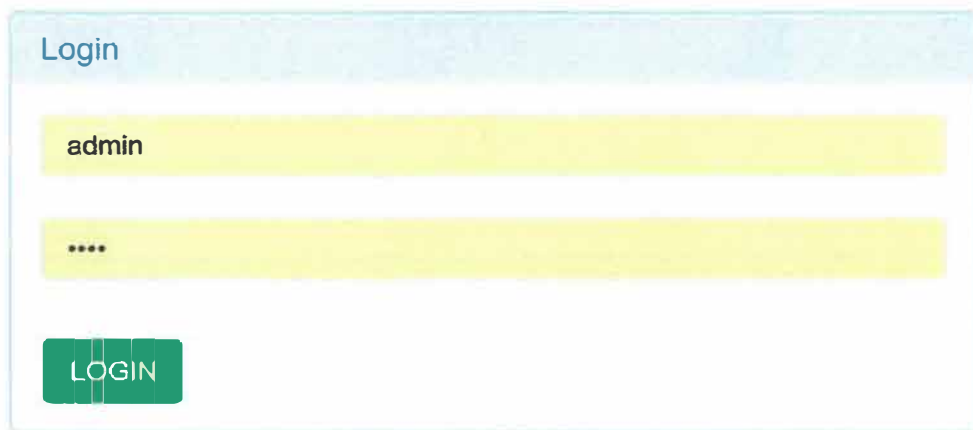
Full Name:	Che Siti Nadia Binti Che Hussin
Email:	nadia@gmail.com
IC Number:	930428-03-6102
Universiti:	Universiti Teknologi MARA KAMPUNG LUBOK BUNUT, 16500
Address:	MACHANG KELANTAN
Age:	24
Practical Period:	5
Session:	1 Aug - 31 Dec
Course:	Bachelor Information Management
Phone No:	014-8422056
Department:	Pembangunan
Father:	Che Hussin bin Ismail
Mother:	Normiza binti Yusuf
Family Phone:	0134324705

Figure 13 User Homepage

ADMIN LOGIN PAGE

This is admin login page. Admin can login into system via username and password provided.
Admin (username) 1234 (password).

ADMIN



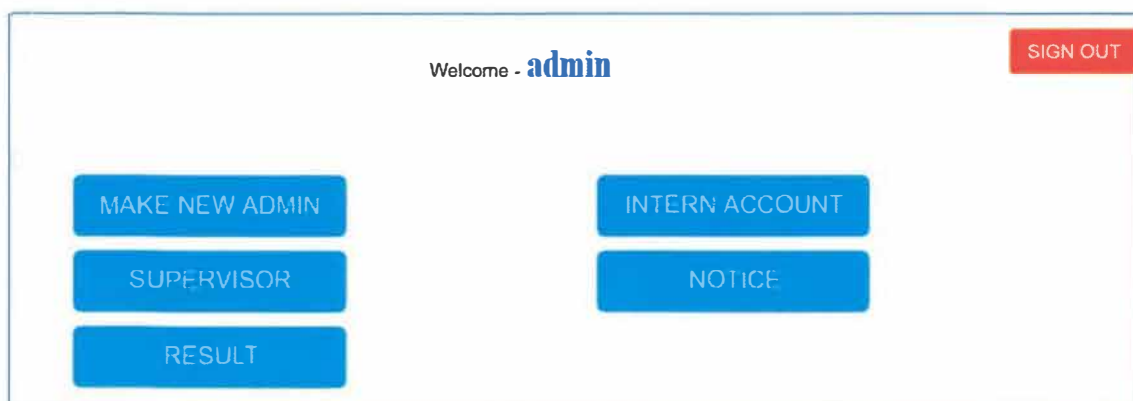
The image shows a login form titled "Login" with a light blue header. Below the header are two yellow input fields. The first field contains the text "admin". The second field contains four asterisks "****". Below the input fields is a green button with the text "LOGIN" in white capital letters.

Figure 14 Admin login page

DASHBOARD FOR ADMIN

After login successfully, admin dashboard will appear. Admin dashboard have five main function which are make new admin, supervisor, result, intern account and notice.

Admin Area



The image shows an admin dashboard titled "Admin Area". At the top center, it says "Welcome - admin" in blue text. In the top right corner, there is a red button with the text "SIGN OUT" in white. Below the welcome message, there are five blue buttons arranged in two columns. The left column contains three buttons: "MAKE NEW ADMIN", "SUPERVISOR", and "RESULT". The right column contains two buttons: "INTERN ACCOUNT" and "NOTICE".

Figure 15 Admin dashboard

MAKE NEW ADMIN

Existing admin can add new admin to manage this system by fill username and password then click submit button.

Make a new Admin

User Name	<input type="text"/>
Password	<input type="password"/>

GO BACKSUBMIT

Figure 16 Make new admin

INSERT NEW SUPERVISOR

Admin can insert or assign new supervisor by fill this form. Supervisor act to monitor practical student.

Insert New Supervisor's Information

Supervisor:	<input type="text" value="Enter Supervisor's Name"/>
Department:	Pentadbiran ▼
Position:	<input type="text" value="Enter Supervisor's Position"/>
Work Scope:	<input type="text" value="Enter work scope's separated by comma (,)"/>
Intern Name:	<input type="text" value="Enter an intern name separated by comma (,)"/>
Status:	Present ▼

SUBMIT

Figure 17 Supervisor insert

SUPERVISOR INFORMATION UPDATE

Besides, admin also can update any change for the supervisor information.

Supervisor Update Information

Supervisor:	Nik Faizai bin Mohamed
Department:	Pentadbiran ▼
Position:	Ketua Penolong Ketua Jajahan
Work Scope:	Meeting with clients, Sign a declaration of vows, Solving a critical t
Intern Name:	Amihan Hussairiey b. Zakaria
Status:	Present ▼

Figure 17 Supervisor

INSERT AND UPDATE RESULT

Admin can insert result of practical student whether pass or fail into the system by using below form in the system. Then also can update information about the result.

Insert Result

Student Name:	<input type="text" value="Student Name"/>
Session:	<input type="text" value="Session"/>
Year:	2015 ▼
Semester:	4 ▼
Result:	Pass ▼

Figure 18 Insert Result

Update Result

Student Name: Muhamad Hafizudin bin Kasim

Session: 1 Aug - 1 Dec

Year: 2015

Semester: 4

Result: Pass

UPDATE

Figure 19 Result update

USER ACCOUNT INFORMATION

As an admin, she can view user account information and can delete that account when the student had finished their practical period.

User Accounts

[Refresh](#)

Name	Email	Password	Phone No	University	Address	Age	Practical Period	Session	Course	IC	Department	Father's Name	Mother's Name	Family Phone	Actions
Pudera Muhammad Afir Bin Mat Ruzi	arif@gmail.com	123	010-5782236	Universiti Sultan Zainal Abidin	Kampung Pak Roman 18500 Machang Kelantan	23	4	4 Jun - 9 Okt	Diploma Science Computer	942801-03-6247	Pentadbiran	Mat Ruzi	Samiah	015-5601231	Refresh View
Nur Anna Amiani binti Mohd Dziman	anna@gmail.com	123	0112-5738273	A-100 Lorong Tengku Yaakob Bandar Lama, 18500 Machang Kelantan	A-100 Lorong Tengku Yaakob Bandar Lama, 18500 Machang Kelantan	20	6 Month	16 Oct - 4 Apr	Information Technology (Networking)	970212-03-5326	Khidmat Pengurusan (Pentadbiran)	Mamad Othman	Fazah binti Che Mat	017-5665081	Refresh View
Nor Hidayah bt Kamarudin	dayah@gmail.com	123	017-6861269	Universiti Teknologi MARA, UTMi Shah Alam	Kampung Cherodok, Ekohang Hicap 11, Masjid Haji 18500 Machang Kelantan	23	3 Month	7 Aug - 7 Jan	Network Computing	940200-03-6290	Pengukuasaan Teknikal dan Hasil	Kamarudin	Rosna bt Mat Jusoff	014-5047316	Refresh View
Aminah Hussainey D Zakaria	am@ymail.com	123	011-48027064	Kolej Universiti Islam Antarabangsa Selangor	Lot 5339, Kampung Keb. Kemuning 18500 Machang Kelantan	20	4 Month	23 Nov - 23 Feb	Diploma Perencanaan Sistem	970210-03-5172	Khidmat Pengurusan (Pentadbiran)	Zaidi bin Omar	-	015-5832048	Refresh View
Dia Sri Hadea Sani Che Hassan	nada@gmail.com	123	014-8422024	Universiti Teknologi MARA	KAMPUNG LUBOK BURUK 18500 MACHANG, KELENTAN	24	6	1 Aug - 31 Dec	Bachelor Information Management	930428-03-6103	Pembangunan	Che Hassan bin Ismail	Horniza binti Yusof	0154304760	Refresh View
Muhamad Qaffi Qahhaar bin Mohamed Shahril	qaffi@yahoo.com	123	014-5124924	PTS 1440, Taman Sri Eler, 18500 Machang Kelantan	PTB 1440, Taman Sri Eler, 18500 Machang Kelantan	23	2 Month	14 Dec - 21 Apr	Ijazah Sarjana Muda Pendidikan Teknologi Maklumat	941109-03-6100	Pengukuasaan Teknikal dan Hasil	Usman bin Haris	-	019-5642162	Refresh View

Figure 20 User information

INSERT AND UPDATE NOTICE

Moreover, admin can add notice to make sure all intern student gets new important information.

Insert New Notice

Notice Title:	<input type="text" value="Enter notice title"/>
Detail Notice:	<input type="text" value="Detail Notice"/>

SUBMIT

Figure 21 Insert Notice

Update Notice

Notice Title:	<input type="text" value="Majlis Tahlil dan Kesyukuran"/>
Detail Notice:	<input type="text"/>

UPDATE

Figure 22 Update Notice

LETTER WRITE BY THE TRAINEE

Ruj. Kami: PJM.46/9.JLD.2 (3)
Bertarikh : 25hb Syaaban 1438H
22hb Mei 2017M

Ke majlis,

Pengurus,
AKSB Jajahan Machang,
Lot 64, Seksyen 1,
Bangunan Dr. Nik Azam, Jalan JKR,
18500 Machang.

Tuan,

PENYAMBUNGAN AIR KE RUMAH KEKAL MANGSA BANJIR DI TAMAN SRI PAUH, TEMANGAN, MACHANG

Dengan segala hormatnya saya diarah merujuk kepada perkara tersebut diatas.

2. Sukacita dipohon agar penyambungan bekalan air sebagaimana senarai nama berkembar di tapak pembinaan rumah kekal mangsa banjir di Taman Sri Pauh, Temangan, Machang di Petak 1 sebagaimana pelan di **lampiran**.

3. Sehubungan dengan itu, penyambungan air amat diperlukan dalam kadar segera bagi membolehkan kerja-kerja pembinaan rumah kekal mangsa banjir dapat disiapkan mengikut jadual.

4. Segala kerjasama dan perhatian yang diberikan terlebih dahulu diucapkan ribuan terima kasih.

Sekian, terima kasih.

#RAJA BERDAULAT, NEGERI BERKAT#

#MEMBANGUN BERSAMA ISLAM – KELANTAN MENERAJUI PERUBAHAN#

Saya yang menurut perintah,

(NIK FAIZAI BIN MOHAMED)

Ketua Penolong Ketua Jajahan (Pembangunan)

b.p: **KETUA JAJAHAN MACHANG**



INDUSTRIAL EVALUATION

Student Name : Che Siti Nadia binti Che Hussin

Program Code : Bachelor of Information Science (Hons)
Information System Management - IM245

UiTM ID : 2014357713

Course Code : IMC690

*Please fill in column "K" (Mark Given) only, then print out

Criteria	Marks Allocated	Marks (M)					Mark Given (Rank From 1 - 5)	Marks Obtained
		Poor	Unsatisfactory	Satisfactory	Good	Excellent		
		1	2	3	4	5		
Application of knowledge	10%	Demonstrate no knowledge	Demonstrate little knowledge at workplace	Demonstrated some ability to relate theory and practices to real life work situation	Demonstrated adequate ability to relate theory and practices to real life work situation	Demonstrated competence and capability in work life situation	5	10
Acquiring of knowledge at workplace	20%	Unable to demonstrate work place learning	Minimal ability to demonstrate work place learning	Demonstrated new learning capabilities at work place	Good demonstration of learning at workplace	Excellent demonstration of learning at workplace	4	16
Habit of self-learning	5%	Did no demonstrate self-learning habit	Demonstrate minimal self-learning habit	Demonstrate adequate self-learning habit	Demonstrate active self-learning habit	Outstanding self-learning habit	5	5
Participation	10%	Did not participate at workplace	Minimal participation at workplace	Adequate participation at workplace	Active participation at workplace	Outstanding participation at workplace	5	10
Teamwork	15%	Inability to work with others	Minimal involvement with others	Adequate involvement with others and teams	Active involvement with others and projects	Outstanding traits of a team player	5	15
Commitment	10%	Not committed at workplace	Minimal commitment at workplace	Some commitment at workplace	Shows positive commitment at workplace	Outstanding commitment at workplace	5	10
Communication Skill	10%	Poor verbal and written skills at workplace	Minimal verbal and written skills at workplace	Adequate verbal and written skills at workplace	Show some verbal and written skills at workplace	Outstanding in verbal and written skill at workplace	4	8
Positive Thinking	5%	Demonstrate no positive thinking attitude	Demonstrate low positive thinking attitude	Demonstrate adequate positive thinking attitude	Demonstrate good positive thinking attitude	Outstanding positive thinking attitude	5	5

Responsibility	10%	Demonstrate no responsibility attitude	Demonstrate low responsibility attitude	Demonstrate adequate responsibility attitude	Demonstrate good responsibility attitude	Outstanding responsibility attitude	5	10	
Punctuality	5%	Demonstrate bad punctuality attitude	Demonstrate low punctuality attitude	Demonstrate adequate punctuality attitude	Demonstrate good punctuality attitude	Outstanding punctuality attitude	5	5	
Overall Assessment	100%							94	
Allocated From Overall Assessment	40%								37.6

Signature



Date

28/12/2017

Supervisor Name

MUHAMAD ASHRAF B. MUHAMAD FEKRI
Penolong Pegawai Teknologi Maklumat
Pejabat Tanah Dan Jajahan Machang
16600 Machang, Kelantan

Comments

A trainee achievements was good during practical period. Can give a collaboration to each other especially staff.

Designation

Official Stamp



* email to Faculty Supervisor or fax to : 03-79622007 attn: Faculty Supervisor of the respective student.

0 ✓ =Excused

CHE SITI NADIA BINTI CHE HUSSIN

Date	Weekday	Day Type	Schedul	In	Break	Resume	Out	OT	Done	Work	Overtime	Leave Taken	Remark
03/08/2017	Thursday	WORKDAY	0	11:15am			3:31pm			4.15	0.01		
04/08/2017	Friday	OFFDAY	0										
05/08/2017	Saturday	OFFDAY	0										
06/08/2017	Sunday	WORKDAY	0	7:48am			5:03pm			9.00	0.03		
07/08/2017	Monday	WORKDAY	0	7:55am			5:01pm			9.00	0.01		
08/08/2017	Tuesday	WORKDAY	0	7:52am			5:00pm			9.00			
09/08/2017	Wednesday	WORKDAY	0	7:58am			5:01pm			9.00	0.01		
10/08/2017	Thursday	WORKDAY	0	7:50am			3:32pm			7.30	0.02		
11/08/2017	Friday	OFFDAY	0										
12/08/2017	Saturday	OFFDAY	0										
13/08/2017	Sunday	WORKDAY	0	7:57am			5:00pm			9.00			
14/08/2017	Monday	WORKDAY	0	7:53am			5:01pm			9.00	0.01		
15/08/2017	Tuesday	WORKDAY	0	7:50am			5:02pm			9.00	0.02		
16/08/2017	Wednesday	WORKDAY	0	7:51am			5:00pm			9.00			
17/08/2017	Thursday	WORKDAY	0	7:39am			3:31pm			7.30	0.01		
18/08/2017	Friday	OFFDAY	0										
19/08/2017	Saturday	OFFDAY	0										
20/08/2017	Sunday	WORKDAY	0	7:50am			5:01pm			9.00	0.01		
21/08/2017	Monday	WORKDAY	0	7:56am			5:04pm			9.00	0.04		
22/08/2017	Tuesday	WORKDAY	0	7:48am			5:02pm			9.00	0.02		
23/08/2017	Wednesday	WORKDAY	0	7:53am			5:02pm			9.00	0.02		
24/08/2017	Thursday	WORKDAY	0	7:33am			3:34pm			7.30	0.04		
25/08/2017	Friday	OFFDAY	0										
26/08/2017	Saturday	OFFDAY	0										
27/08/2017	Sunday	WORKDAY	0	7:54am			5:01pm			9.00	0.01		
28/08/2017	Monday	WORKDAY	0	7:57am			5:01pm			9.00	0.01		
29/08/2017	Tuesday	WORKDAY	0	7:46am									
30/08/2017	Wednesday	WORKDAY	0	7:48am									
31/08/2017	Thursday	WORKDAY	0									ABSENT	CUTI UMUM

Day Type	Total Days	Present	Absent	Work	Overtime	ABSENT	ANNUAL	SICK	HOLIDAY	VACATION	UNPAID LEAVE	PTO (PAID TIME)
WORKDAY	21	20	1	152.45	0.27							
HOLIDAY												
RESTDAY												
OFFDAY	8	20	1	152.45	0.27							1.000

Supervisor /Date: CHE SITI NADIA BINTI CHE HUSSIN /Date:

CHE SITI NADIA BINTI CHE HUSSIN

0 ✓ =Excused

Date	Weekday	Day Type	Schedule	In	Break	Resume	Out	OT	Done	Work	Overtime	Leave Taken	Remark
01/09/2017	Friday	OFFDAY	0										
02/09/2017	Saturday	OFFDAY	0										
03/09/2017	Sunday	WORKDAY	0									ABSENT	Cuti Umum Aidil Adha
04/09/2017	Monday	WORKDAY	0									ABSENT	Cuti Umum Peristiwa
05/09/2017	Tuesday	WORKDAY	0									ABSENT	
06/09/2017	Wednesday	WORKDAY	0	7:59am			5:04pm			9.00	0.04		
07/09/2017	Thursday	WORKDAY	0									ABSENT	
08/09/2017	Friday	OFFDAY	0										
09/09/2017	Saturday	OFFDAY	0										
10/09/2017	Sunday	WORKDAY	0									ABSENT	Cuti Keputeraan YDPA
11/09/2017	Monday	WORKDAY	0	8:10am			5:01pm			8.50	0.01		
12/09/2017	Tuesday	WORKDAY	0	7:54am			5:03pm			9.00	0.03		
13/09/2017	Wednesday	WORKDAY	0	7:55am			5:01pm			9.00	0.01		
14/09/2017	Thursday	WORKDAY	0	7:55am			3:32pm			7.30	0.02		
15/09/2017	Friday	OFFDAY	0										
16/09/2017	Saturday	OFFDAY	0										
17/09/2017	Sunday	WORKDAY	0									ABSENT	Cuti Hari Malaysia
18/09/2017	Monday	WORKDAY	0	8:04am			5:02pm			8.56	0.02		
19/09/2017	Tuesday	WORKDAY	0	7:40am			5:02pm			9.00	0.02		
20/09/2017	Wednesday	WORKDAY	0	7:52am			5:02pm			9.00	0.02		
21/09/2017	Thursday	WORKDAY	0	7:52am			3:37pm			7.30	0.07		
22/09/2017	Friday	OFFDAY	0										
23/09/2017	Saturday	OFFDAY	0										
24/09/2017	Sunday	WORKDAY	0	7:55am			5:03pm			9.00	0.03		
25/09/2017	Monday	WORKDAY	0	7:54am			5:01pm			9.00	0.01		
26/09/2017	Tuesday	WORKDAY	0	7:54am			5:03pm			9.00	0.03		
27/09/2017	Wednesday	WORKDAY	0									ABSENT	
28/09/2017	Thursday	WORKDAY	0									ABSENT	
29/09/2017	Friday	OFFDAY	0										
30/09/2017	Saturday	OFFDAY	0										

Day Type	Total Days	Present	Absent	Work	Overtime	ABSENT	ANNUAL	SICK	HOLIDAY	VACATION	UNPAID LEAVE	PTO (PAID TIME)
WORKDAY	20	12	8	104.46	0.31							
HOLIDAY												
RESTDAY												
OFFDAY	10											
	30	12	8	104.46	0.31							8.000

Supervisor /Date: CHE SITI NADIA BINTI CHE HUSSIN /Date:

0 ✓ =Excused

CHE SITI NADIA BINTI CHE HUSSIN

Date	Weekday	Day Type	Schedule	In	Break	Resume	Out	OT	Done	Work	Overtime	Leave Taken	Remark
01/10/2017	Sunday	WORKDAY	0	7:21am			5:01pm			9.00	0.01		
02/10/2017	Monday	WORKDAY	0	7:35am			5:01pm			9.00	0.01		
03/10/2017	Tuesday	WORKDAY	0	7:43am			5:01pm			9.00	0.01		
04/10/2017	Wednesday	WORKDAY	0	7:27am			5:03pm			9.00	0.03		
05/10/2017	Thursday	WORKDAY	0	7:49am			3:35pm			7.30	0.05		
06/10/2017	Friday	OFFDAY	0										
07/10/2017	Saturday	OFFDAY	0										
08/10/2017	Sunday	WORKDAY	0	7:49am			5:03pm			9.00	0.03		
09/10/2017	Monday	WORKDAY	0	7:49am			5:00pm			9.00			
10/10/2017	Tuesday	WORKDAY	0	7:50am			5:02pm			9.00	0.02		
11/10/2017	Wednesday	WORKDAY	0	7:50am			5:02pm			9.00	0.02		
12/10/2017	Thursday	WORKDAY	0	7:48am			3:31pm			7.30	0.01		
13/10/2017	Friday	OFFDAY	0										
14/10/2017	Saturday	OFFDAY	0										
15/10/2017	Sunday	WORKDAY	0	7:54am			5:01pm			9.00	0.01		
16/10/2017	Monday	WORKDAY	0	7:57am			5:13pm			9.00	0.13		
17/10/2017	Tuesday	WORKDAY	0	8:05am			5:07pm			8.55	0.07		
18/10/2017	Wednesday	WORKDAY	0									ABSENT	Cuti Umum Deepavali
19/10/2017	Thursday	WORKDAY	0	8:12am			3:45pm			7.18	0.15		
20/10/2017	Friday	OFFDAY	0										
21/10/2017	Saturday	OFFDAY	0										
22/10/2017	Sunday	WORKDAY	0	8:14am			5:04pm			8.46	0.04		
23/10/2017	Monday	WORKDAY	0	8:03am			5:43pm			8.57	0.43		
24/10/2017	Tuesday	WORKDAY	0	7:55am			5:06pm			9.00	0.06		
25/10/2017	Wednesday	WORKDAY	0	8:02am			5:05pm			8.58	0.05		
26/10/2017	Thursday	WORKDAY	0	7:57am			3:34pm			7.30	0.04		
27/10/2017	Friday	OFFDAY	0										
28/10/2017	Saturday	OFFDAY	0										
29/10/2017	Sunday	WORKDAY	0	7:33am			5:05pm			9.00	0.05		
30/10/2017	Monday	WORKDAY	0	7:59am			5:07pm			9.00	0.07		
31/10/2017	Tuesday	WORKDAY	0	8:02am			5:05pm			8.58	0.05		

Day Type	Total Days	Present	Absent	Work	Overtime	ABSENT	ANNUAL	SICK	HOLIDAY	VACATION	UNPAID LEAVE	PTO (PAID TIME)
WORKDAY	23	22	1	191.22	2.14							1.000
HOLIDAY												
RESTDAY												
OFFDAY	8											
	31	22	1	191.22	2.14							1.000

Supervisor /Date: CHE SITI NADIA BINTI CHE HUSSIN /Date:

Employee Time Card
CHE SITI NADIA BINTI CHE HUSSIN

0 ✓=Excused

Date	Weekday	Day Type	Schedul	In	Break	Resume	Out	OT	Done	Work	Overtime	Leave Taken	Remark
01/11/2017	Wednesday	WORKDAY	0	7:54am			5:14pm			9.00	0.14		
02/11/2017	Thursday	WORKDAY	0	7:56am			3:32pm			7.30	0.02		
03/11/2017	Friday	OFFDAY	0										
04/11/2017	Saturday	OFFDAY	0										
05/11/2017	Sunday	WORKDAY	0	7:35am			5:03pm			9.00	0.03		
06/11/2017	Monday	WORKDAY	0	8:01am			5:07pm			8.59	0.07		
07/11/2017	Tuesday	WORKDAY	0	8:05am			5:02pm			8.55	0.02		
08/11/2017	Wednesday	WORKDAY	0	7:59am			5:02pm			9.00	0.02		
09/11/2017	Thursday	WORKDAY	0	7:54am			3:32pm			7.30	0.02		
10/11/2017	Friday	OFFDAY	0										
11/11/2017	Saturday	OFFDAY	0										
12/11/2017	Sunday	WORKDAY	0									ABSENT	Keputeraan Sultan Kelantan
13/11/2017	Monday	WORKDAY	0									ABSENT	Keputeraan Sultan Kelantan
14/11/2017	Tuesday	WORKDAY	0	7:58am			3:04pm			7.04			
15/11/2017	Wednesday	WORKDAY	0	8:03am			5:05pm			8.57	0.05		
16/11/2017	Thursday	WORKDAY	0	8:03am			3:34pm			7.27	0.04		
17/11/2017	Friday	OFFDAY	0										
18/11/2017	Saturday	OFFDAY	0										
19/11/2017	Sunday	WORKDAY	0	8:11am			5:05pm			8.49	0.05		
20/11/2017	Monday	WORKDAY	0	8:01am			5:01pm			8.59	0.01		
21/11/2017	Tuesday	WORKDAY	0	7:48am			5:02pm			9.00	0.02		
22/11/2017	Wednesday	WORKDAY	0	7:57am			5:02pm			9.00	0.02		
23/11/2017	Thursday	WORKDAY	0	7:52am			3:34pm			7.30	0.04		
24/11/2017	Friday	OFFDAY	0										
25/11/2017	Saturday	OFFDAY	0										
26/11/2017	Sunday	WORKDAY	0	8:21am			5:05pm			8.39	0.05		
27/11/2017	Monday	WORKDAY	0	8:04am			5:01pm			8.56	0.01		
28/11/2017	Tuesday	WORKDAY	0	8:18am			5:02pm			8.42	0.02		
29/11/2017	Wednesday	WORKDAY	0	8:08am			5:04pm			8.52	0.04		
30/11/2017	Thursday	WORKDAY	0	8:01am			3:37pm			7.29	0.07		

Day Type	Total Days	Present	Absent	Work	Overtime
WORKDAY	22	20	2	169.18	1.14
HOLIDAY					
RESTDAY					
OFFDAY	8				
	30	20	2	169.18	1.14

ABSENT	
ANNUAL	2.000
SICK	
HOLIDAY	
VACATION	
UNPAID LEAVE	
PTQ (PAID TIME)	

2.000

Supervisor /Date: CHE SITI NADIA BINTI CHE HUSSIN /Date:

0 ✓ =Excused

Date	Weekday	Day Type	Schedule	In	Break	Resume	Out	OT	Done	Work	Overtime	Leave Taken	Remark
01/12/2017	Friday	OFFDAY	0										
02/12/2017	Saturday	OFFDAY	0										
03/12/2017	Sunday	WORKDAY	0	8:04am			5:02pm			8.56	0.02		
04/12/2017	Monday	WORKDAY	0	7:55am			5:01pm			9.00	0.01		
05/12/2017	Tuesday	WORKDAY	0	7:58am			5:04pm			9.00	0.04		
06/12/2017	Wednesday	WORKDAY	0	7:55am			5:02pm			9.00	0.02		
07/12/2017	Thursday	WORKDAY	0	8:08am			3:35pm			7.22	0.05		
08/12/2017	Friday	OFFDAY	0										
09/12/2017	Saturday	OFFDAY	0										
10/12/2017	Sunday	WORKDAY	0	8:00am			5:02pm			9.00	0.02		
11/12/2017	Monday	WORKDAY	0	7:57am			5:04pm			9.00	0.04		
12/12/2017	Tuesday	WORKDAY	0	8:23am			5:03pm			8.37	0.03		
13/12/2017	Wednesday	WORKDAY	0	8:10am			5:04pm			8.50	0.04		
14/12/2017	Thursday	WORKDAY	0	7:59am			3:31pm			7.30	0.01		
15/12/2017	Friday	OFFDAY	0										
16/12/2017	Saturday	OFFDAY	0										
17/12/2017	Sunday	WORKDAY	0	7:50am			5:04pm			9.00	0.04		
18/12/2017	Monday	WORKDAY	0	8:04am			5:03pm			8.56	0.03		
19/12/2017	Tuesday	WORKDAY	0	8:04am			5:04pm			8.56	0.04		
20/12/2017	Wednesday	WORKDAY	0	7:48am			5:01pm			9.00	0.01		
21/12/2017	Thursday	WORKDAY	0	7:57am			3:45pm			7.30	0.15		
22/12/2017	Friday	OFFDAY	0										
23/12/2017	Saturday	OFFDAY	0										
24/12/2017	Sunday	WORKDAY	0									ABSENT	
25/12/2017	Monday	WORKDAY	0									ABSENT	Cuti Umum Hari Natal
26/12/2017	Tuesday	WORKDAY	0	8:02am			5:00pm			8.58			
27/12/2017	Wednesday	WORKDAY	0	8:05am			5:06pm			8.55	0.06		
28/12/2017	Thursday	WORKDAY	0	8:03am			3:35pm			7.27	0.05		
29/12/2017	Friday	OFFDAY	0										
30/12/2017	Saturday	OFFDAY	0										
31/12/2017	Sunday	WORKDAY	0	8:01am									

Day Type	Total Days	Present	Absent	Work	Overtime	ABSENT	2.000
WORKDAY	21	19	2	154.57	1.06		
HOLIDAY							
RESTDAY							
OFFDAY	10						
	31	19	2	154.57	1.06		

2.000


Supervisor /Date: CHE SITI NADIA BINTI CHE HUSSIN /Date:

1. Student's Name : CHE SITI NADIA BINTI CHE HUSSIN
2. UiTM Matrics : 2014957713
3. Programme : IM245
4. Semester : 8
5. Home Address : Ka. UBOK BUNUT, 18500 MACHANG,
KELANTAN
6. Tel No (H) : _____
7. Place of Training : PEJABAT TANAH DAN JAJAHAN MACHANG
8. Name of Supervisor : _____
In- Charge _____
9. Duration of Training From : 1/8/17 To: 31/12/17

FOR OFFICE ONLY

Remarks:(Dean/Course Coordinator)

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
9/8/17	8:15 am - 9:15 am -attending the morning takrirah at Bank Gerakan PTJM. - Takrirah are given by UGAZ Fazon from Jabatan Agama Islam Kelantan (JAik) -the title of the takrirah is about the responsibilities of the husbands. "Berani Adil Terhaddap Anak Istri dan Berbakti kepada Kedua Ibu-bapa". - through this takrirah, I have awakes that I should obey to the husband and love both of the parents.	
9/8/17	11:00 am - 1:00 pm - Update paper work given by executive officer (CEO) of Pejabat Tanah dan Jajahan Machang (PTJM) entitled "Mesyuarat Jawatankuasa Induk : keberangkatan YMM Pemangku Raja Kelantan Memerikan Surat Fardhu Jumaat & pengurusan zakat kepada golongan Astraf dan Pejabat Muzim di Jajahan Machang".	
9/8/17	2:30 pm - 5:00 pm - Discussing about the new systems suggested by executive officer (CEO) of PTJM entitled "E-kenderaan". - System decided.	


DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
10/8/17	8:00 am - 10:00 am * collect and searching the information or any requirement that need to be used since the systems are developed. - collect information about interships - what needed for systems	
	11:30 am - 1:00 pm * Update a paper work given by Executive officer (CEO) of Pejabat Tanah dan Jajahan Machang (PTJM) entitled "Mesyuarat Penyelarasan Program Pemukiman YAB UGAZ Dato' Bentara Lanan Menteri Besar & Pimpinan Kerajaan Negeri bersama Rakyat di Jajahan Machang."	
	2:15 pm - 3:30 pm * Draw an Entity Relationship Diagram (ERD) for e-InterShip System (eIS)	
	 MUHAMMAD ASYRAF B. MUHAMMAD FEKRI Penolong Pegawai Teknologi Maklumat Pejabat Tanah dan Jajahan Machang 14500 Machang, Kelantan	


DATE	EXTRACT NATURE OF WORK DONE	SUPERVISING REMARKS
20/8/17	8:00 am - 10:00 am - Write a report by start an abstract first - continue to find and search some of the information about the system. - collect data through all the information that has been received through the searching.	
	10:00 am - 10:30 am - Take a rest and breakfast	
	11:00 am - 1:00 pm - Continue to searching the information and collect data from the portal of Pejabat Tanah dan Jajahan Machang.	
	2:00 pm - 5:00 pm - Do report writing about the history, background, functions, objectives, vision and missions of the organisation, Pejabat Tanah dan Jajahan Machang (PTJM) - End of this date.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISING REMARKS
21/8/17	- Do a classification of the records named "Baucer Bayaran" of the clients. The "Baucer Bayaran" are classified through an alphabetical. For example is "V0000444". - Open the new file of the "Baucer Bayaran" for continuing the classification of the records. - make a tagging for new file that been opened.	
22/8/17	- Update a log book regarding to the incoming letter to the Pejabat Tanah dan Jajahan Machang (PTJM) 11:00 am - 5:00 pm - manage and arrange SPR file. The title of file Suruhanjaya Pilihan Raya (SPR) file is "Taklimat Kepada Kerua Tempat mengundi (KTM) dan Kerani pengundian (KPR) / Kerani Mengira Undi (KMU) Pilihan Raya Umum Ke-14 Parlimen Machang P-029 / N-34. - make a tagging of the SPR file. - arrange the file of SPR based on the location / village.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
17/9/17	PUBLIC HOLIDAY FOR MALAYSIA DAY	
18/9/17	(1) make a copies of letter of meeting named " mesyuarat Jawatankuasa Fizikal Pondok Bidadayah II". (2) Highlight the name of the staff involves in mesyuarat jawatankuasa Fizikal pondok bidadayah II. (3) Write each of the name of the staff or others involves on the envelope and attach a meeting letter.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
19/9/17	(1) key-in the data about the payment voucher by using e-projek system. - during key-in the data, the information needed is such name, code of the project, the amount of the project and also the date of the project. (2) key-in data payment voucher of Pun Kemuning and print-out all of the information of the project in Pun Kemuning.	
20/9/17	(1) Check the information and date of the payment of voucher are same as the project are complete. (2) make a copies of cheque of bill requested by Assistant Administrator, CC Naimah	


DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
21/9/17	(1) make 15 copies of meeting letter entitled "mesuarat Jawatankuasa Pondok Hidayah II".	
	(2) write a name and copy a letter, then attach the meeting letter in the envelopes.	
	(3) going out with staff name to Sobri and other practical students for sending all meeting letter to head of department in machang such as Balai Bomba, PPD Machang, Balai Polis Machang, JKR Machang and others.	
	 MUHAMMAD ASHRAF B. MUHAMMAD FEKRI Penolong Pegawai Teknologi Maklumat Pejabat Tanah Dan Jajahan Machang 18600 Machang, Kelantan	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
24/9/17	8:00 am - 12:00 pm - make a last call all the person in-charge that works in SPR day for submitting the forms of "Pelancongan" and "Borang Penerimaan Pelancongan".	
	2:00 pm - 5:00 pm - fill in the details of the PTSM department in coding page in "e-Internship Students".	
	- update list name of SPR person-in-charge.	
25/9/17	8:00 am - 5:00 pm - completing a report start chapter 1 - the chapter 1 report are organized well.	
26/9/17	8:00 am - 5:00 pm - continue to coding an e-Internship systems. - make 30 photocopies of minutes of meeting regarding the meeting that entitled "Anis Jawatankuasa Induk Pondok Hidayah II".	
27/8	cut	
28/9/17		 MUHAMMAD ASHRAF B. MUHAMMAD FEKRI Penolong Pegawai Teknologi Maklumat Pejabat Tanah Dan Jajahan Machang 18600 Machang, Kelantan

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
1/10/17	8:00 am - 10:00 am - Continue in writing a report chapter 2 - In chapter 2, I have write about the organization information. It was according to the company where it about the departmental structure, department function and department objectives.	
	11:00 am - 5:00 pm - update an organization charts in development department based on the senior administration, (cc) Naimah - instructions (this is because the leader boss) of this department has been exchange. - Photostat an organization charts for 10 (ten) copies. This copies of organization charts will be are giving to all of this development departments staff.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
2/10/17	- Photostat Xerox (30) copies of meeting letter prepare for senior administrations, cc Naimah for meeting that should be attend at 2:30 pm - 4:30 pm. - this meeting vanued at Bilik Beratan in level 2 (two), Pejabat Tanah dan Tajaan Machang (PTTM) - meeting that has been arranged are about "Pondok Hidayah".	
3/10/17	- send a letter to all the heads of colonies in Machang such as "Balai Bomba dan Penyelamat, KEMAS, PPD Pejabat ukur dan pemetaan, Pendaftaran, Keterangan, Balai Polis" and others - All the letters that has been send for inviting letter for meeting "Banjiran "ermn mata" that has would be held on 10/10/17. - key-in data of eBKT (edaran kerp tahunan).	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
11/10/17	<p>① Innovation Programme (CSSR)</p> <p>② Handle an incoming and outgoing call from inside and outside of the company of the operator. - To replace a person-in-charge, Puan Rohani (Customer Services officer)</p>	
12/10/17	<p>① make some of photocopies of email box forms.</p> <p>② Troubleshoot the personal computer used by Ue Hairmah.</p>	


MUHAMMAD ASYRAF U. MUHAMMAD FENDI
 Penolong Pegawai Teknikal Maklumat
 Pejabat Tanah Dan Jajahan Machang
 Machang, Kelantan

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
15/10/17	<p>① type a letter that has been given by the staff in development department.</p> <p>② edit a letter of meeting invitations.</p> <p>③ Going out to send a meeting invitation letter. - The letter are send to Jabatan Kerja Raya (JKR) Machang, Pejabat ADUN Temoh, Pejabat Air Kelantan Sdn. Bhd.</p>	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
23/10/17	(1) Help the staff prepare a food and buffet for staff that involves in meeting. "mesyuarat firdaman pembangunan". The food and buffet are prepared especially for retirement event, Dr. Ghani from health clinic.	
24/10/17	(1) continue to create / write a coding the system at page 1 from index.php.	
	(2) Arrange and keeps the the file to the file room with En. Muhammad Iqwan.	
	(3) Open new file of "Banjir" dan then place it on the file room. - the "Banjir" file are arrange on the rack. an arrangement is based on alphabetical.	

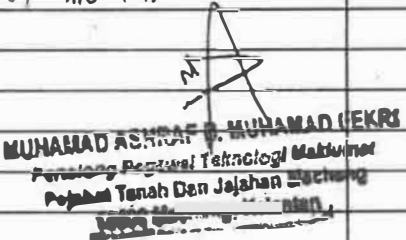
DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
25/10/17	(1) Make 9 photocopies minutes of meeting. The minutes of meeting that has been photostay is "mesyuarat JawatanKUSA MEKNE dan Tabung Amanah mekar (T.A.M) 2017," Faedah kebajikan MEKAR" dan "Penyata kewangan".	
26/10/17	(1) Attending a program "Umiduyah, Mas'uliyah & Itqan" at PTSM foyer. - the speech a given by En. Mohd Salmi from Aman Palestin. - the title of the speech are about the life of Palestin world.	
	(2) make 1 photocopies of ehecake requested from U. Haimah.	
	MUHAMAD ASHRAF B. MUHAMAD FEKRI Penolong Pegawai Teknologi Maklumat Pejabat Tanah Dan Jajahan Machang 18500 Machang, Kelantan	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
29/10/17	<p>① Photostat 7 copies of document about "Kerja - Kerja membina dan menyiapkan rumah sederhana and Jelaga tub at Kampung wer".</p> <p>② Fax 7 documents to majlis agama Islam Kelantan (MALK).</p> <p>③ consultations about the e-Intership systems with organization supervisor.</p>	
30/10/17	<p>① make a copies of "answer card" for Chief Assistant of District officer (development Department).</p> <p>② Fax all the Answer Card to the Pejabat Setiausaha Kerajaan Negeri Kelantan (SNK), Perancangan Ekonomi and Istana Kota Besar.</p> <p>③ checking a form of an offer work letter where there is complete or not. It is about the "Bantuan Rumah Ondafat" in run Temangan SDIT.</p>	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
31/10/17	<p>① make a copies of payment voucher.</p> <p>② Cop all the payment voucher and all another document with the cop "TEKAT BAYAR".</p> <p>③ Photostat a cheque.</p>	
1/11/17	<p>① make a 2 copies of payment voucher of "Kerab Rekreasi dan Kebersihan" for "Bantuan Cermin Mata", requested from CI Naimah.</p> <p>② make a copies of indent and another more copies of business licence for project named "Kerja Perbaikan Rumah Orang Miskin".</p> <p>③ write and update a letter, "Surat Mula menggunakan peruntukan Tabung Bencana Banjir Negeri Kelantan".</p>	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
8/11/17	<p>① checking and tick the details of contractors name together with the details of the villagers that have been receiving a helpers for their house.</p> <p>- then, the complete payment voucher at cop with cop name, "JERAS", "REKAT BAYAR" and the table of voucher number (details of voucher)</p>	
9/11/17	<p>① coding a system.</p> <p>-troubleshoot and analyse in finding an error that has been occur.</p> <p>② write a voucher number at each of the payment voucher. then tick the document that complete attached besides on the voucher.</p> <p>③ sending a letter about the "SPR" to:</p> <ol style="list-style-type: none"> ① Jabatan Kerja Raya ② Pejabat Agama Islam ③ Pendaftaran ④ Jabatan Penerangan. ⑤ Angkatan Bomba & Penyelamat. 	


DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
12/11/17	} CUTI KEPUTERAHAN NEGERI KELANTAN	
13/11/17		
14/11/17	<p>① coding a system (e-internship system.)</p> <p>② make 1 copy of receipt (photostat)</p>	
15/11/17	<p>① make 1 copies (photostat) of the letter.</p> <p>② then, any other copies of the pictures as an attachment of the report.</p> <p>③ unch all the latest payment voucher, then put it in the file.</p>	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
16/11/17	<p>① Attending a religious talk, "Program Ubudiyah, Mas'uliyah & Itqan" at pejabat Tanah dan Jajahan Machana (PTJM) foyer.</p> <p>- the title of the talk is, "keperjuangan".</p> <p>a) Get the happiness through the:</p> <ul style="list-style-type: none"> - be grateful <i>shukri</i> - give and take (redakah), alms - knowledge - have good partner in life. - good surroundings (house). 	
	<p>② checking the details about the letter, "SURAT RAUAPAN PERTAMA" based on the attachments given at the back of the letter.</p>	
		
	<p>③ code the error coding at the Notepad ++.</p> <ul style="list-style-type: none"> - find the error at each line. - do a correction. 	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
19/11/17	<p>① photosat the report of the site visit when the road that need to make an improvement.</p> <p>② photosat payment voucher.</p> <p>③ photosat the book instructed by ce Naimah.</p>	
	<p>④ Troubleshoot and trying to find the trouble that can make an error to the coding.</p>	
20/11/17	<p>① check the payment voucher for "sumbangan" at each Dun Kemuning.</p> <p>② check the work indant report of the Dhufaf file at Dun Temangan.</p>	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
21/11/17	<p>① Continue to checking the indent and other attachment of the back of the indent. - this work giving by Fan Permawati.</p> <p>② Punch all the indent and payment voucher.</p> <p>③ open a new file for the new indent and payment voucher.</p>	
22/11/17	<p>① Check the indent and payment voucher at each of the file. - Do a correction if there have any wrong or misprinting or any that uncompleted.</p> <p>② cop each of the indent and payment voucher using a cop under: 1) Wan Taupek Hami (Nesis Engineer) 2) Nik Fadzai Mohamed (KPLJ)</p> <p>③ Photostat a du'a for all staff in development department.</p>	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
23/11/17	<p>① all day check the indent and payment voucher. - let the right information - check details about retailer and contractor - cop all the indent and payment voucher with "JELAS", "TETAPAN DI BAWAH" and the list of table of details. - cop all the indent and payment voucher with cop under KPLJ (boss) Nik Fadzai and Assistant Engineer, En Wan Taupek. - fill the blank place like date, voucher number, simple signature and others. * indent and voucher number needed to settled for close an account of this year.</p>	


MUHAMMAD ASHRIE R. MUHAMMAD CECOK
 Penolong Pegawai Tadbir Teknologi Maklumat
 Pejabat Tadbir Dan Jajahan Machang
 08600 Machang, Kelantan

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
10/11/17	① check each of the payment voucher given by Accountant officer, En. Fomli Amizam.	
	② photostat 9 copies of invitation meeting letter.	
	③ Create a coding for e-Internship systems.	
11/12/17	① write a report for continuing at chapter 2.	
	② check the payment voucher, LO letter and each of the contractor documents.	
	③ make 9 photocopies of claim	
	④ manage an inward and outward corresponding letter.	
	⑤ Register a letter into the file.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
12/12/17	① Photostat 92 copies of letter regarding meeting that need to be hold on next week.	
	② Put all the letters in envelopes and send it to all staff in Pejabat Tanah dan Jajahan Machang (PTJM)	
	③ copy the letter and the envelopes that need to be send to pejabat pejabat kerajaan negeri Kelantan. (SUK).	
13/12/17	① attending a meeting with all practical student invited by Timbalan Ketua Jajahan. [En. Mohd Farid	
	- Introduce new practical students.	
	- Barrier to get works nowadays.	
	(i) Leadership skill } write	
	(ii) Planning & strategy } 7/11	
	(iii) communication skill } 1/11	
	- knowledge : get experience.	
	- Revolution 4 th - dedahkan orang ramai kepd teknologi	
	② write a report.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
19/12/17	① Cop all payment voucher with cop "TEPAH BAYAR".	
	② Separate the payment voucher between original and a copy.	
20/12/17	① make a copies of "sistem MARKS ONLINE" for 3 copies.	
	● Write a thesis report.	
	③ Help the pmm staff for preparing the MATIS JAHIS of District officer.	
	④ check a payment voucher to make sure all information are right.	
21/12/17	① Photostat a cheque.	
	② Photostat a letter given by KPKJ, Nik Edzani Mohamed.	
	③ Prepare a food for JAHIS of District officer.	
	④ Leave vip.	

MUHAMAD ASHRAF B. MUHAMAD FEKRI
 Penolong Pegawai Teknologi Maklumat
 Pejabat Tanah dan Gajahan Machang
 18000 Machang, Kelantan

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
25/12/17	CHRISTMAS HOLIDAY	
26/12/17	① Photostat a letter of "PERTANDINGAN MENYERTA BOLA BERPAK"	
	② Put all the document into the fail after the document are fully completed and checked.	
27	③ Consultations with -supervisor an organization supervisor about the system. - En Azma suggest to make a statistics for the daily people visit of the system.	

MUHAMAD FEKRI
 Pegawai Maklumat
 Pejabat Tanah dan Gajahan Machang
 18000 Machang, Kelantan

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
27/12/17	① photostat a letter given by Assistant District officer, Nik Faizal Mohamed.	
	② copy and check all the payment voucher.	
	- tick the complete form and details of right information.	
	for example :	
	① name of contractor	
	② date	
	③ total payment	
	④ account number	
	⑤ company names	
	⑥ etc.	
	③ separate the original and copies of payment voucher.	
	- original of payment voucher will be kept in file room.	
	- copies of payment voucher will be kept by staff.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
28/12/17	① punch all the payment voucher. All the payment voucher that has punched are put in the file of payment voucher.	
	② open new file of payment voucher. - A new file opened because all the payment voucher are fully filled in old file. then, it needed to open a new file.	
	③ photostat an invitation letter of meeting for 24 copies.	
	- distribute it to all the staff of Pejabat Tanah dan Jajahan Machang that involved in that meeting.	

Task given by Deputy of District Officer

Name : Che Siti Nadia binti Che Hussin
Course : Bachelor of Information Science (Hons.) Information System Management
Campus : UiTM Campus Machang
Unit : Development Department
End Date : 31 December 2017

CHARACTERISTICS NEEDED IN WORKING

1) Leadership Skills

Leadership skills are needed in each of the organizations to keep maintains the great positions of the company. Therefore, the leadership skills are the most important things for the leader because a leader helps themselves and others to do the right things. They would set a direction, build an inspiring vision, and create something new for the company. Besides, leadership is about mapping out where you need to go to "win" as a team or an organization. There are some of the characteristics to becoming a great leader which is self-motivated, conflict-resolution availability, confidence, decision making skills, creative and others. For the example is, in organizing the task for the new project, the leader take the responsibilities in giving the employee a guidance on how to ensure the project or events will be working smoothly.

2) Strategic Planning

Strategic planning is an organization's process of defining its strategy where the ways the project run smoothly and making decisions on allocating its resources to pursue it. Besides, as I know, a strategic planning is a process in which organizational leaders determine their vision for the future as well as identify their goals and objectives for the organization. For the example, if the company have a plan to develop a new project or create new products to the company, the leader would be thinks the best way on how to make sure their products would be very useful for a long period of time.

3) Communication Skills

Good leaders tend to be extremely a good listener, able to listen actively and elicit information by good questioning. They are also likely to show high levels of assertiveness, which enables them to make their point without aggression, but firmly. They know how to build rapport quickly and effectively, to develop good, strong relationships with others, whether peers or subordinates. They are usually very good at

Task given by Deputy of District Officer

effective speaking, equally skilled at getting their point across in a formal presentation or board meeting or in an informal meeting. They have also honed their ability to communicate in difficult situations, usually by practice over time. Example of the communication skills that needed is, we should be speak it bravely and be confident to express what their ideas and spread it their ideas to the others especially to their competitors.

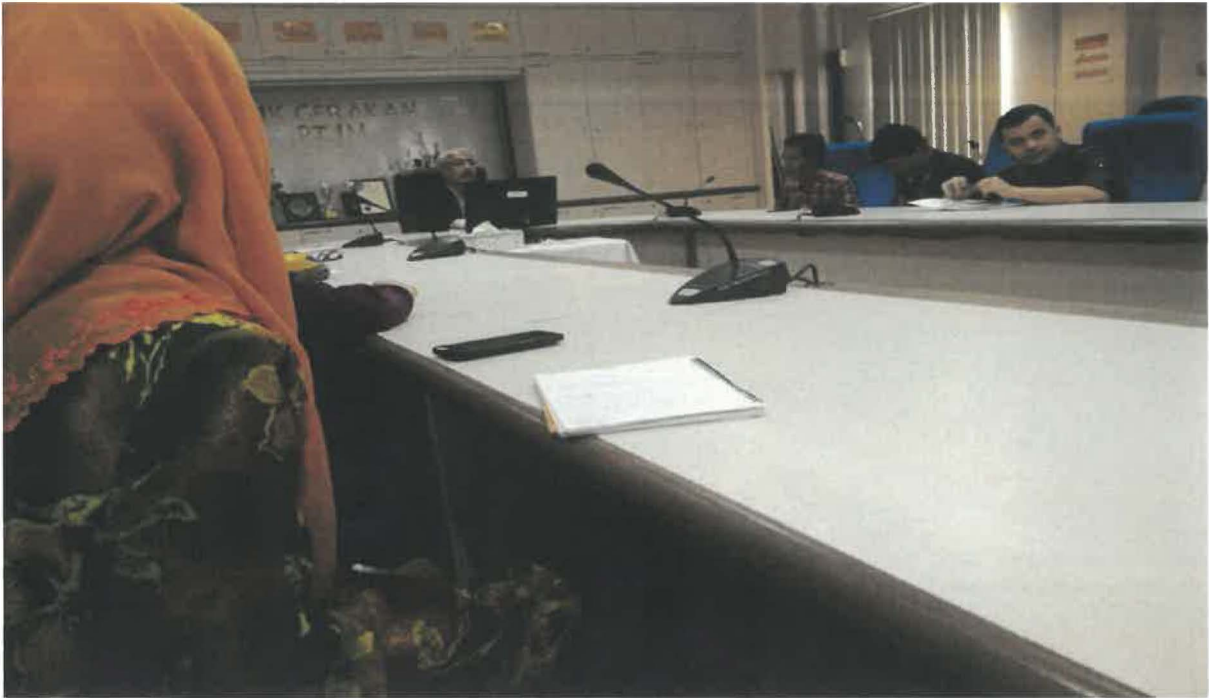
APPENDIX U



Meeting with Director of Majlis Agama Islam Kelantan (MAIK)



Meeting with wholesalers to bid a tender



Meeting with Deputy of District Officer for introducing a new internship



Briefing for PRU-14 at Sekolah Kebangsaan Bandar Machang



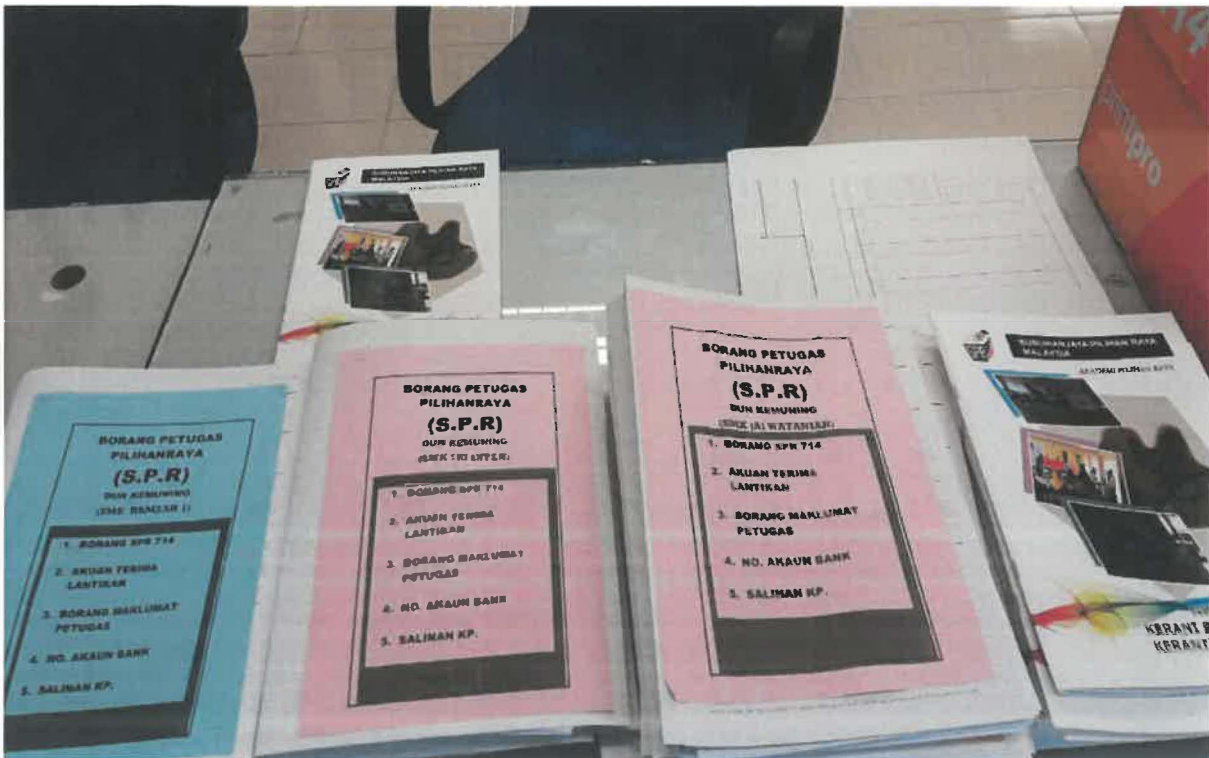
Bantuan Cermin Mata events held at Majlis Daerah Machang (MDM)



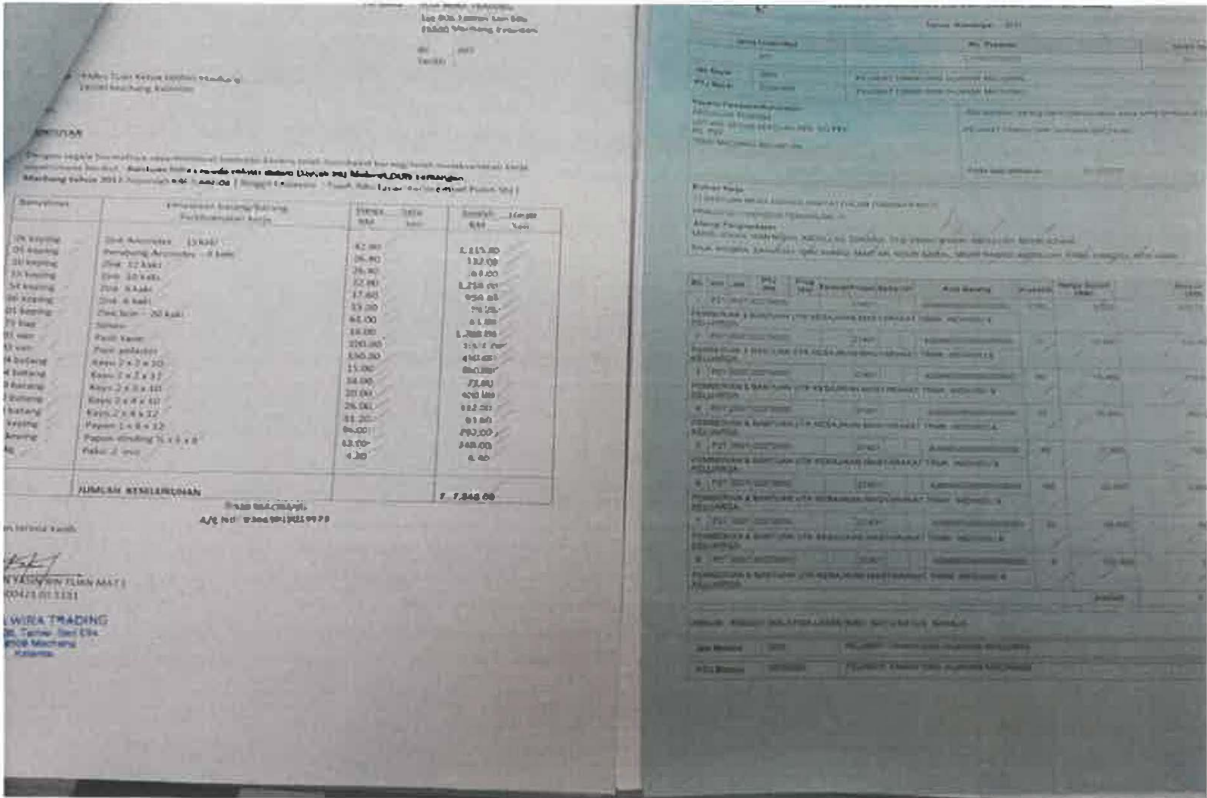
Registration counter for "Bantuan Cermin Mata" area
Machang school students



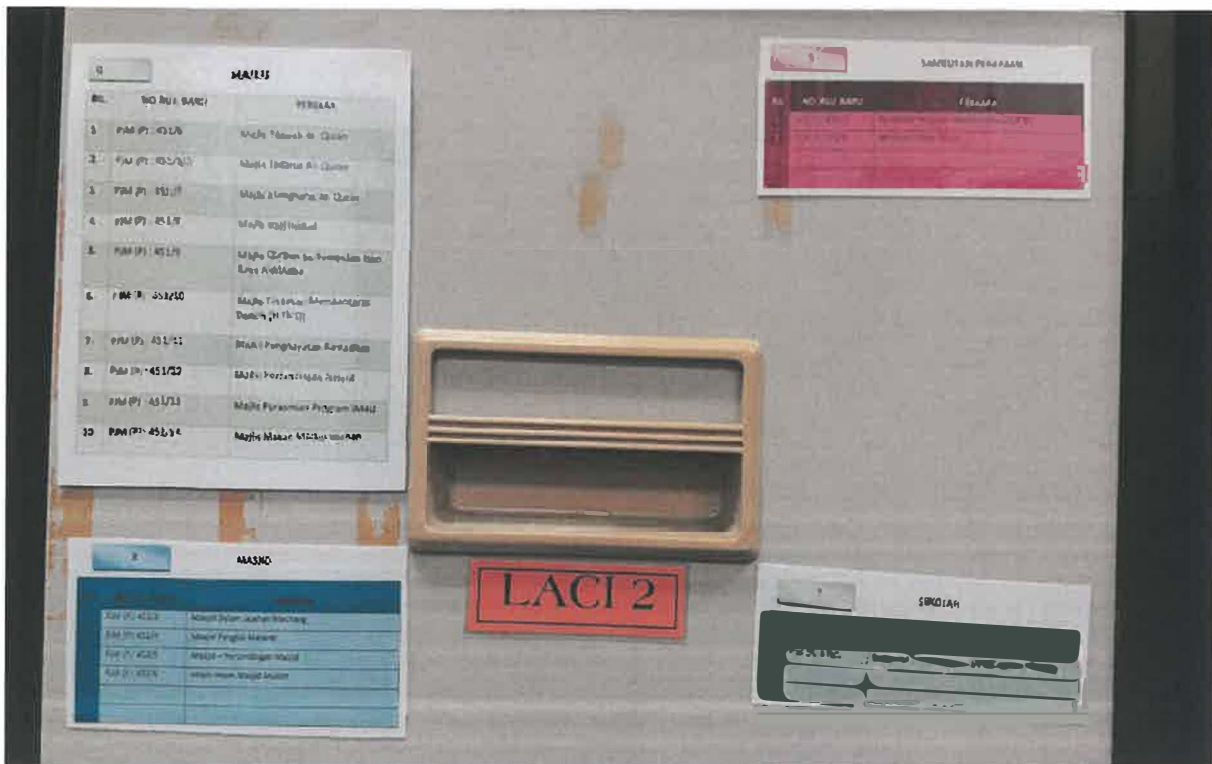
Arrangement of chair for students after finish stamp a tagging



Handle SPR worker for keep update about 350 worker lists at Dun Kemuning



Check contractor documents



Coding code used for arrangement of files in file room



Arrangement of shelf in file room



Copies of payment voucher file

PEMERINTAH KABUPATEN KALAYAN
SISTEM PERAKAMAN BUKU VOT

LAPORAN SAJUK BAYARAN YANG DISERAHKAN KE LEMBARAN KAS TERMINO DITUNJANG

MUDA SAHAY
MUSALA BUKU BERTI

NO BAYAR	NO INVOICE	TANGGAL BAYAR	DEPT/ANGGUNGKAN	JENIS BAYAR	AMALAN	NAMA PEMBAYAR/REKORSA	AMALAN
12345	12345	2023-10-20	PROJEK	SEWA	CP	OROL	AMALAN
JUMLAH							200.00
67890	67890	2023-10-21	PROJEK	SEWA	CP	OROL	AMALAN
JUMLAH							300.00
11111	11111	2023-10-22	PROJEK	SEWA	CP	OROL	AMALAN
JUMLAH							400.00
22222	22222	2023-10-23	PROJEK	SEWA	CP	OROL	AMALAN
JUMLAH							500.00

Payment voucher reports

PEMERINTAH KABUPATEN KALAYAN
SISTEM PERAKAMAN BUKU VOT

LAPORAN SAJUK BAYARAN YANG DISERAHKAN KE LEMBARAN KAS TERMINO DITUNJANG

MUDA SAHAY
MUSALA BUKU BERTI

NO BAYAR: 12345
NO INVOICE: 12345
TANGGAL BAYAR: 2023-10-20
DEPT/ANGGUNGKAN: PROJEK
JENIS BAYAR: SEWA
AMALAN: CP
OROL: OROL

JUMLAH: 200.00

NO BAYAR: 67890
NO INVOICE: 67890
TANGGAL BAYAR: 2023-10-21
DEPT/ANGGUNGKAN: PROJEK
JENIS BAYAR: SEWA
AMALAN: CP
OROL: OROL

JUMLAH: 300.00

NO BAYAR: 11111
NO INVOICE: 11111
TANGGAL BAYAR: 2023-10-22
DEPT/ANGGUNGKAN: PROJEK
JENIS BAYAR: SEWA
AMALAN: CP
OROL: OROL

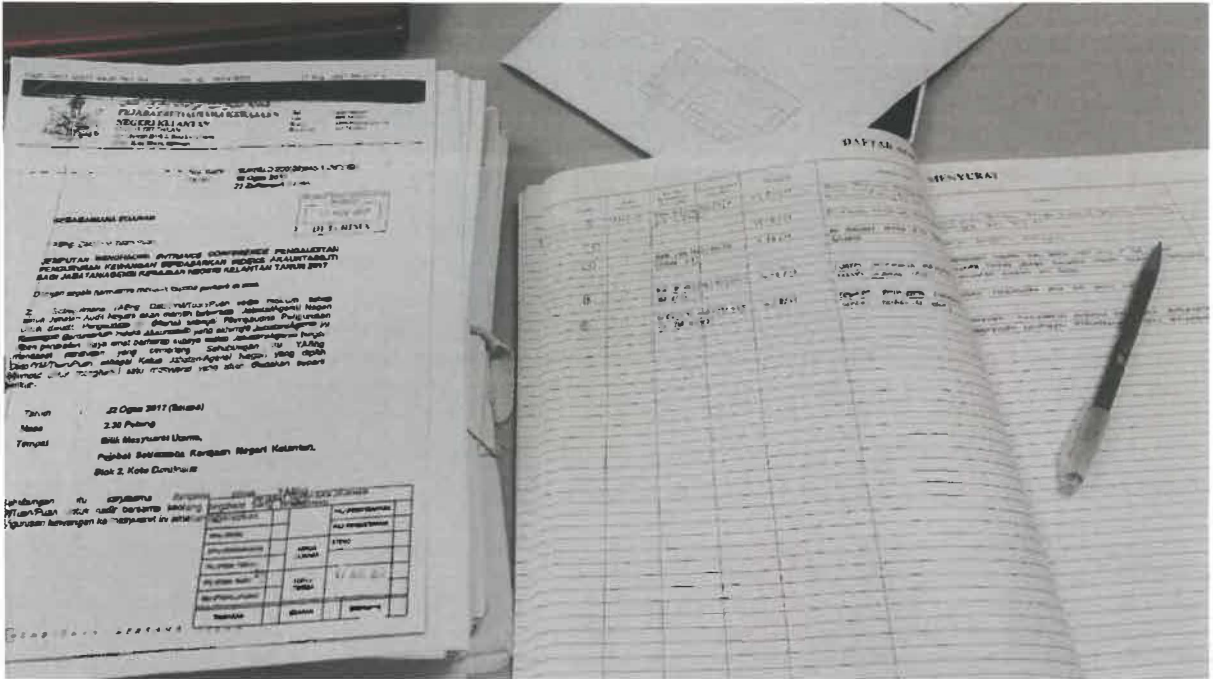
JUMLAH: 400.00

NO BAYAR: 22222
NO INVOICE: 22222
TANGGAL BAYAR: 2023-10-23
DEPT/ANGGUNGKAN: PROJEK
JENIS BAYAR: SEWA
AMALAN: CP
OROL: OROL

JUMLAH: 500.00

TELAH BAYAR

Payment voucher checked by trainee



Register an incoming and outgoing letter



Collection of land grant files in vault



Answer card need to fax



Site visit at Kampung



Arrange new stock in the store room



UMI program



Appreciation from Assistant of District Officer,

En. Nik Faizai bin Mohamed