



اَوْبَهُوْ سِيْتِي تِي كُوْلُو كِي مَارَا  
UNIVERSITI  
TEKNOLOGI  
MARA



**INSTITUT KEMAHIRAN MARA BESUT**

**INDUSTRIAL TRAINING REPORT:  
PERPUSTAKAAN TENGKU ANIS  
UNIVERSITI TEKNOLOGI CAWANGAN KELANTAN**

**INDUSTRIAL TRAINING REPORT**

**PREPARED BY :**

**FAZIRA ALIA BINTI MOHD ISMAIL  
(DFK201105)**

**DIPLOMA TECHNOLOGY COMPUTER  
(CLOUD COMPUTING)**

**JULY 2023 – NOVEMBER 2023**

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## 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.

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FAZIRA ALIA BINTI MOHD ISMAIL

DFK201105

Date of submission: 19 October 2023

## **ABSTRACT**

The findings of Scopus articles created by the Universiti Teknologi MARA (UiTM) Kelantan Branch are summarized bibliometrically in this report. This analysis talks about the institution's successes in getting a high ranking in the Scopus index, which reflects the academic excellence and research contributions made by the research community at UiTM Kelantan Branch. Overall, this bibliometric analysis highlights UiTM Kelantan Branch's significant contributions to the research community and enhances its standing as a significant player in the worldwide academic research landscape.

Keyword: Industrial Training, Perpustakaan Tengku Anis (PTA)

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*CHAPTER 1:*  
*INTRODUCTION TO THE*  
*ORGANIZATION*

## 1.0 INTRODUCTION

Industrial training can be defined as a practical field training program offered by the university to students to provide them with experience and reveal their real work environment within the organization. Then this training is also one of the requirements that need to be met especially for final year students at Institut Kemahiran Mara Besut before they graduate including my program which is Diploma in Computer Technology (Cloud Computing). In this training, I have to go through five months, consisting of 20 weeks, starting from July 2 to November 16, 2023. Industrial training is especially important for teaching students how to develop their skills when working and can also help participants develop the specific skills needed in their work, so that they are better prepared to enter the world of work after completing their programs. The Organisation I chose to complete my industrial training is the Tengku Anis Library, UiTM Kelantan Branch, Machang Campus, located in Bukit Ilmu. In this chapter, there are three sections that cover the organization's background, library background, and organizational structure.

## 1.1 BACKGROUND OF THE ORGANIZATION

### 1.1.1 THE HISTORY OF PERPUSTAKAAN TENGKU ANIS (PTA)



Figure 1 : Building of Perpustakaan Tengku Anis (PTA)

UiTM Library Machang Campus, Kelantan was established in 1985 at the temporary campus of Kem Kijang and has moved to the permanent campus of Bukit Ilmu starting in 1996. On 15 July 2008, the UiTM Kelantan Library was officiated by the Sultan of Kelantan, Sultan Ismail ibni al-Marhum Sultan Muhammad IV and rebranded with the name Tengku Anis Library (PTA) in conjunction with the name of His Royal Highness Raja Perempuan Kelantan, Tengku Anis Ibni al-Marhum Tengku Abdul Hamid. Tengku Anis UiTM Library Machang Campus plays a role in supporting all learning, teaching, research and knowledge development programmes by providing a wide range of services, diversity of collections, technology and up-to-date and robust information resources.

### 1.1.2 LOCATION OF THE LIBRARY

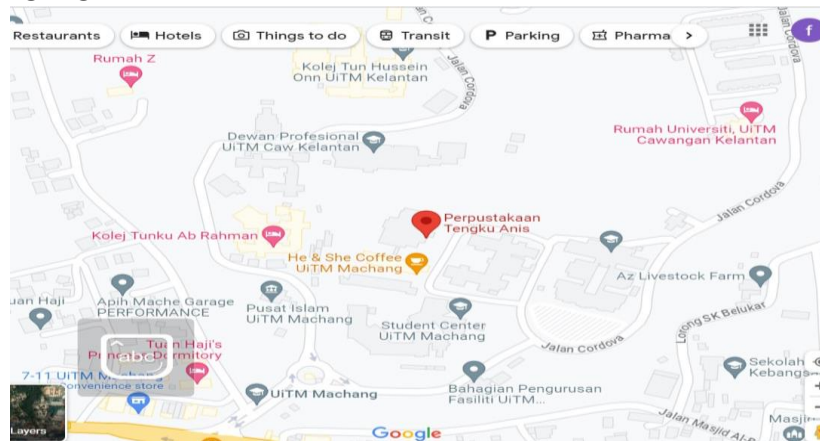


Figure 2 : Location of Perpustakaan Tengku Anis (PTA)

Source : Google. (n.d.). [ Location of Perpustakaan Tengku Anis ]. Retrieved October 22, 2023 from <https://www.google.com/maps/>

### 1.1.3 OFFICIAL LOGO OF PERPUSTAKAAN TENGKU ANIS (PTA)



Figure 3 : The Official Logo Of Perpustakaan Tengku Anis (PTA)

Source: Perpustakaan Tengku Anis. (2023). Official logo. [Image] Retrieved October 22, 2023, from <https://kelantan.library.uitm.edu.my/>

The Figure 3 below show the official logo of Perpustakaan Tengku Anis (PTA). The logo consist of four (4) main colors which are;

Colour	Description
Dark Blue	The maturity of an institution of higher learning that offers various levels of study
Purple	Symbolizes global excellence in knowledge
Yellow	Symbolizes the sovereignty of the Malay Rulers and the Malay struggle to brighten the quality of education
White	The sacred and purity of knowledge offered to students

Table 1: Colour and description of Perpustakaan Tengku Anis (PTA) logo

**Description of every part in the logo:**

1. The diamond shape at the top of the five books symbolises the quality education obtained from studying at University Teknologi MARA.
  
2. Five forms that represent elevated books symbolise the varied areas and levels of study offered: certificate Diploma, Bachelor's degree, Master's Degree and Doctoral Degree. The five forms also symbolise the five pillars of Islam, which form the thrust of student development.
  
3. The image of the books that were placed on a book-rest (rihal) is the basis of the design of the Universiti Teknologi MARA logo. The books symbolise the source of knowledge. As an institution of higher learning, the core of all knowledge, including the field of science and technology, disseminated to the students is based on knowledge in the Al-Quran and As-Sunnah.
  
4. The book rest symbolises the university as the platform to disseminate knowledge.
  
5. Two crossed keris symbolise the Malay kings' sovereignty and the Malays' struggle to uphold the nation's excellence and sovereignty.
  
6. Next, the partly polished diamond shape symbolises the role of Universiti Teknologi MARA in improving the status of Bumiputera to become a successful community which is conscientious, religious and dignified.
  
7. Lastly, the round shape of the logo symbolises Universiti Teknologi MARA as a global, unique and competitive university.



#### 1.1.4 CONTACT INFORMATION OF PERPUSTAKAAN TENGKU ANIS

NAME	Perpustakaan Tengku Anis
ADDRESS	Perpustakaan Tengku Anis, Kampus Machang, UiTM Cawangan Kelantan, 18500 Machang, Kelantan Darul Naim Malaysia
PHONE NUMBER	09 976 2343   2343
CUSTOMER SERVICE	09 976 2336   2337
CONSULTATION SERVICE	09 976 2343   09 976 2328
OFFICER IN CHARGE	Muslim Bin Ahmad@Ismail   muslim368@uitm.edu.my
SOCIAL MEDIA	<p>Facebook: <a href="https://www.facebook.com/ptauitmkelantan/">https://www.facebook.com/ptauitmkelantan/</a></p> <p>Twitter: <a href="https://twitter.com/ptauitmkelantan">https://twitter.com/ptauitmkelantan</a></p> <p>Youtube: <a href="https://www.youtube.com/perpustakaanTengkuAnis">https://www.youtube.com/perpustakaanTengkuAnis</a></p> <p>Telegram: <a href="https://t.me/Update_PTA">https://t.me/Update_PTA</a></p> <p>Instagram: <a href="https://www.instagram.com/ptauitmkelantan/">https://www.instagram.com/ptauitmkelantan/</a></p> <p>Tik Tok: <a href="https://www.tiktok.com/@ptauitmkelantan">https://www.tiktok.com/@ptauitmkelantan</a></p>

Table 2: Contact information of Perpustakaan Tengku Anis (PTA)

## 1.1.5 VISION, MISSION, PHILOSOPHY, OBJECTIVES AND CLIENT CHARTER

### **Vision**

To establish UiTM as a Globally Renowned University of Science, Technology, Humanities and Entrepreneurship.

### **Mission**

To lead the development of agile, professional Bumiputeras through state-of-the art curricula and impactful research.

### **Philosophy**

Every individual has the ability to attain excellence through the transfer of knowledge and assimilation of moral values so as to become professional graduates capable of developing knowledge, self, society and nation.

### **Objectives**

1. To improve Bumiputeras' knowledge and skills in all disciplines of study through professional programs, research projects, and volunteer activities based on moral principles and business ethics.
2. To improve the UiTM library's ability to serve as an information hub excellence that was consistently referred to, valued, and relevant.
3. To provide relevant, thorough, and current knowledge resources in many formats, both physically and online.
4. To create a setting and resources that are favorable for instruction, learning, and Research is important.
5. To create modern communication and information technology infrastructure based on client requirements.
6. To improve human capital through the Budaya PERDANA for PUiTM program communities
7. To improve collaboration and relationships with outside organizations in the industrial network.

## Client Charter

**As we know, PTAR is committed in providing world-class environment, services and resources to enhance the study, research and teaching experiences.** The PTAR client charter that committed in providing world-class services are focused on six (6) main areas which are;

1. To deliver user-friendly services to PTAR users.
2. To provide weekly updates to PTAR users of New Arrival Collections.
3. To provides response within THREE (3) weeks upon date of application for Inter-Library Loan request.
4. To respond within ONE (1) working day on Information Skill Class.
5. To provide 24/7 up time and access to PTAR Portal and electronic resources.
6. To provide access within THREE (3) working days upon date of application for reference archive materials.

### 1.2 OPENING HOURS OF THE LIBRARY

DAYS	OPEN	CLOSE
Sunday - Wednesday	8:30 A.M	4:45 P.M
Thursday	8:30 A.M	3:15 P.M
Friday, Saturday & Public Holiday	CLOSED	

Table 3: Opening hours of Perpustakaan Tengku Anis (PTA)

DAYS	OPEN	CLOSE
Sunday - Wednesday	8:30 A.M	10:30 P.M
Thursday	8:30 A.M	6.15 P.M
Friday & Public Holiday	CLOSED	
Saturday	8:30 A.M	4:45 P.M

Table 4: New opening hours of Perpustakaan Tengku Anis (PTA)

### 1.3 ORGANIZATIONAL STRUCTURE

The organizational structure is crucial for any firm. This is so that the structure can distinguish between the various duties that each member of the staff is responsible for. The organizational structure can also clearly define seniority and lines of authority of power that can depict positions, responsibilities, and divisions. Deputy Chief oversaw Perpustakaan Tengku Anis (PTA), or Tengku Anis Library. Four (4) senior librarians, including Mrs. Alina Binti Hussin@Hussein and Mrs. Dr. Muslim Bin Ahmad, Mrs. Nordelina Binti Zulkarnain, and Norfitriah Binti Mat Seman, as well as The PTA Kota Bharu Campus's Mrs. Rosmariyati Binti Abd Rahman. There are also Twenty (20) members of the supporting staff assisted in running the library's infrastructure.

The Perpustakaan Tengku Anis (PTA) organization is divided into four primary departments: library management, university reference resources, library services, and university archives. Each session was overseen by a senior librarian. departments; in contrast, Deputy Chief was in charge of the university archives department. Madam Alina Binti Hussin@Hussein is a librarian. Figures 5 and 6 below show the Perpustakaan Tengku Anis official organizational chart for 2022–2023.



Figure 4: Library Management of Perpustakaan Tengku Anis (PTA)

<https://kelantan.library.uitm.edu.my/pages/puitm-kelantan/management>

Source: Perpustakaan Tengku Anis. (2022, June 4). Management. [Image]. Retrieved May 25, 2023, from <https://kelantan.library.uitm.edu.my/pages/puitmkelantan/management>

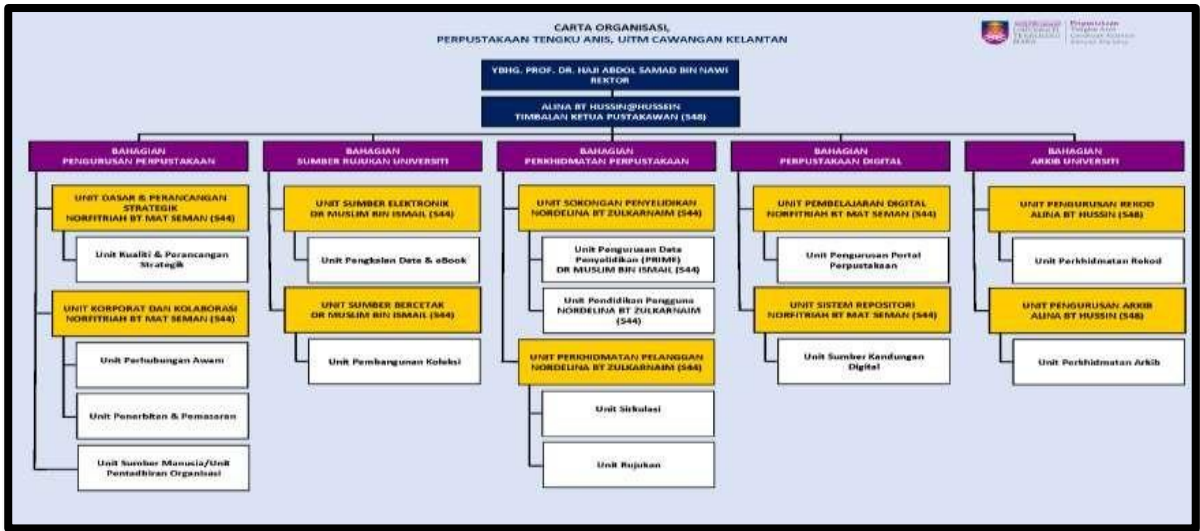


Figure 5: Organizational Structure of Perpustakaan Tengku Anis (PTA)

Source : Perpustakaan Tengku Anis. (2023, October 23). Organizational chart. [Image]. Retrieved May 25, 2023, from <https://kelantan.library.uitm.edu.my/pages/puitm-kelantan/organization-chart-pta>

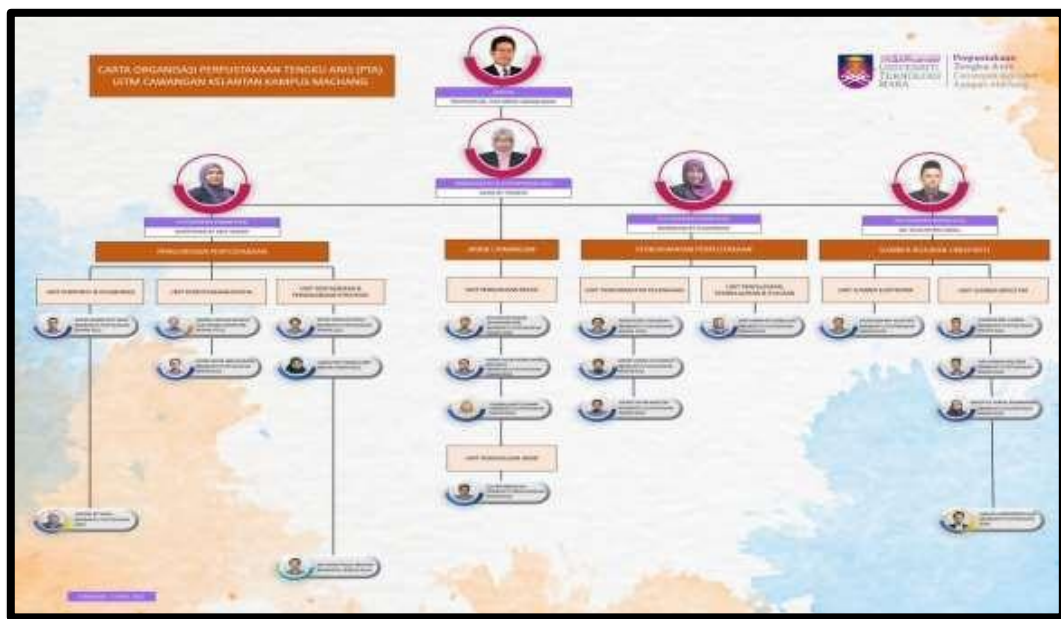











Figure 6: Organizational Structure of Perpustakaan Tengku Anis (PTA)

Source: Perpustakaan Tengku Anis. (2023, June 4). Organizational chart. [Image]. Retrieved May 25, 2023, from <https://kelantan.library.uitm.edu.my/pages/puitm-kelantan/organization-chart-pta>

## 1.4 SERVICES AVAILABLE AT PERPUSTAKAAN TENGKU ANIS (PTA)

Services that available at Perpustakaan Tengku Anis (PTA) are;

 <p><b>OPAC</b></p>	 <p><b>My Knowledge Management</b></p>	 <p><b>UiTM Library Mobile App</b></p>
 <p><b>Information Literacy Class</b></p>	 <p><b>Google Scholar</b></p>	 <p><b>Live Chat with Librarian</b></p>
 <p><b>Online Library Orientation</b></p>	 <p><b>Research Consultation</b></p>	 <p><b>Research Guides</b></p>











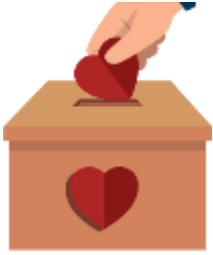

 <p><b>Membership</b></p>	 <p><b>Renewal</b></p>	 <p><b>Inter Library Loan</b></p>
 <p><b>Book Services</b>      <b>Delivery</b></p>	 <p><b>Dean's Portal</b></p>	 <p><b>Vendor Portal</b></p>
 <p><b>Library Guide</b></p>	 <p><b>Virtual &amp; Augmented Reality</b></p>	 <p><b>Massive Open Online Courses</b></p>
 <p><b>Excellence in Research for Australia</b></p>	 <p><b>Donation</b></p>	 <p><b>Cashless</b></p>

Table 5: Services available at Perpustakaan Tengku Anis (PTA)



## 1.5 FACILITIES AVAILABLE AT PERPUSTAKAAN TENGKU ANIS (PTA)

All libraries, particularly those at Perpustakaan Tengku Anis (PTA), offer a range of services and resources to assist instruction. This is so that patrons can locate what they need at the library and be satisfied with the services and amenities provided. The services provided by Perpustakaan Tengku Anis included the following:

### 1.5.1 Reference Desk



Figure 7: Reference desk

### 1.5.2 Lending and returning books counter

This service is available in every library in the globe, including Perpustakaan Tengku Anis (PTA) UiTM Kampus Machang. Book loans and returns were among the services provided. After using the resources, customers can return the book by using this service. There are guidelines for borrowing from and returning materials from this library :

Loan
<ol style="list-style-type: none"><li>1. Loans can only be made with a library membership card.</li><li>2. Number of loans and types of materials are subject to membership category registered by the library member.</li><li>3. Materials from bound journal, reference material, free range reading, thesis collection, Academic Core Collection, 1<sup>st</sup> copy of book, conference collection, statue and loose-leaf materials are not for loan.</li><li>4. Renewal of loans can be made by online renewal subject to existing</li></ol>

Table 6: Loan policy





Figure 8: Check-in and Check- out counter

### 1.5.3 Online Public Access Catalog (OPAC)



Figure 9: Online Public Access Catalogue (OPAC)

### 1.5.4 Carrel Desk

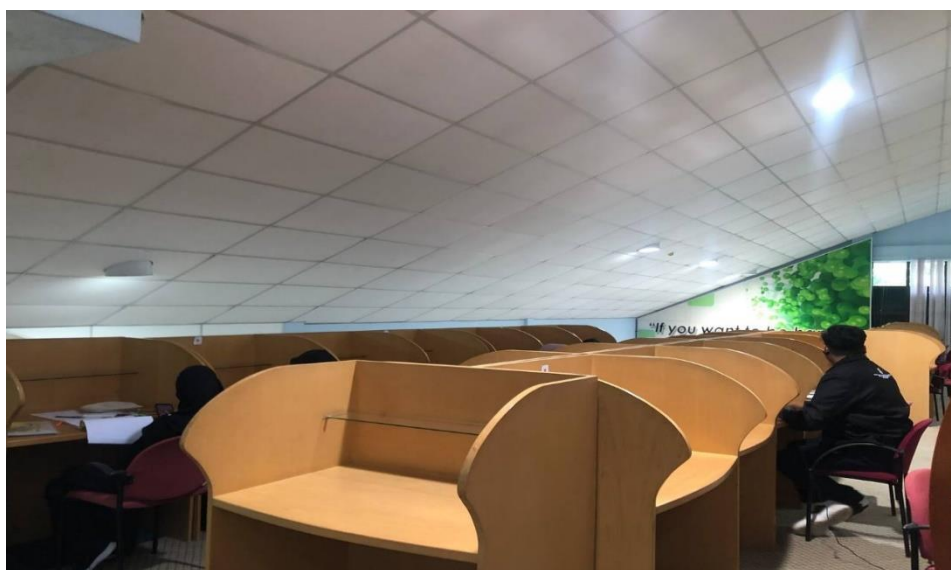


Figure 10: Carrel Desk

### 1.5.5 Student Locker



Figure 11: Student Locker

### 1.5.6 Discussion Room



Figure 12: Discussion Room

### 1.5.7 Internet (IT) Zone



Figure 13: Internet (IT) Zone

### 1.5.8 Starcor (Star Corner)



Figure 14: Star Corner (STARCOR)

### 1.5.9 Internet Room



Figure 15: Internet Room

### 1.5.10 Seminar Room



Figure 16: Seminar Room



### 1.5.11 Meeting Room



Figure 17: Meeting Room

### 1.5.12 Printing Machine



Figure 18: Printing Machine

### 1.5.13 Grammarly Section

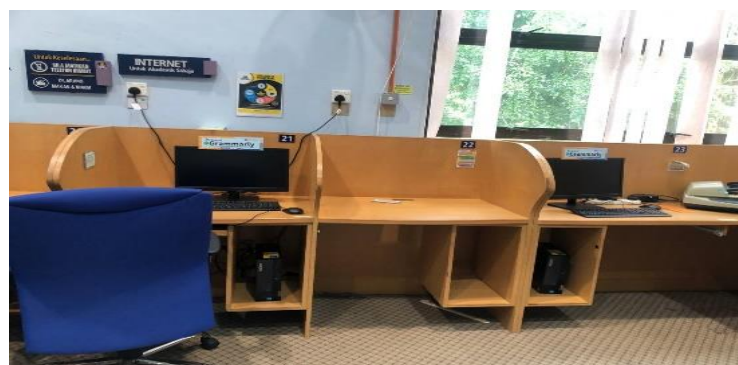


Figure 19: Grammarly Section

## 1.6 SECURITY FEATURES AT PERPUSTAKAAN TENGKU ANIS (PTA)

### 1.6.1 RFID Gates

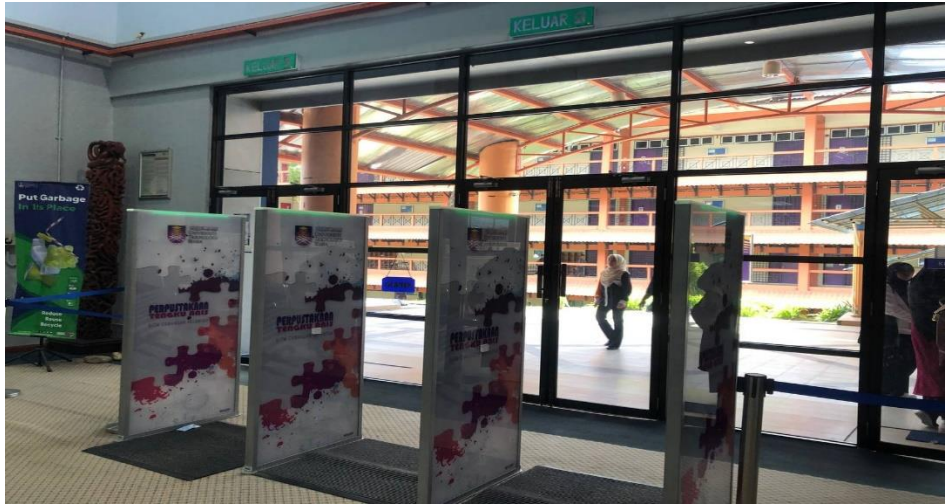


Figure 20: RFID gates

### 1.6.2 Staff entry with password



Figure 21: Staff entry with password

### 1.6.3 Smoke Detector and CCTV



Figure 22: Smoke Detector and CCTV

## **1.7 LIBRARY EXTERNAL MEMBERSHIP**

### **1.7.1 TERMS OF APPLICATION**

Individual who are interested to become a member of the library are subject to the following conditions;

1. Fill in the External Membership Form. The completed form must be submitted via online. Library may reject application form if information given is not complete and photo uploaded is not appropriate. Users can register from this link <https://mykm.uitm.edu.my/external/index.php>.
2. Membership is open to Malaysian citizen only.
3. A membership card will be issued upon successful payment (7 working days). The users also will be notified via email when the membership card is ready to be collected at the library or via courier.
4. Library operation may be different for each location and subject to campus rules. User may refer to library operation hours from library portal.
5. Please contact the respective library before any payment made.

### **1.7.2 SCHEME DURATION**

The duration of membership is one year (12 months) from the date of registration and ends the following year. Notice of renewal will be sent through e-mail a month before the expiry date.

### **1.7.3 ONLINE DATABASES ACCESS**

Online databases subscribed by the Library can only be accessed within the Library premises.

### **1.7.4 MEMBERS RESPONSIBILITY**

6. Member are responsible for all items borrowed.
7. The membership card is not transferable.
8. The card holder shall immediately report the loss of the card to the library. Replacement charge for lost card is RM 10.00

## 1.7.5 OVERDUE FINES

9. A member who fails to return borrowed materials within the stated period must pay a fine of RM 0.20 per day until the item is returned.
10. Any item that is lost or destroyed must be replaced and the member must replace the item subject to conditions or pay the cost of replacing the item.

### 1.7.5.1 LIBRARY AND STAFF ACHIEVEMENT

 <b>PENCAPAIAN STAF</b>  			
KECEMERLANGAN STAF	NAMA	JAWATAN	ANUGERAH
2021	DR. MUSLIM B. ISMAILBAHMAD	PUSTAKAWAN KANAN	ANUGERAH STAF CEMERLANG
2021	EN. MOHD HAZRIE B. MAT NAWI	PEMBANTU PUSTAKAWAN KANAN	ANUGERAH STAF CEMERLANG
2020	PUAN ALINA BT HUSSIN	TIMBALAN KETUA PUSTAKAWAN	ANUGERAH STAF CEMERLANG
2019	EN. ZALANI B. MD ZIN	PEMBANTU PUSTAKAWAN KANAN	ANUGERAH STAF CEMERLANG
2019	SITI FARIHANA BT ISMAIL	PEMBANTU PUSTAKAWAN	ANUGERAH STAF CEMERLANG
2018	MOHD ANUAR BIN AZMIN	PEMBANTU PUSTAKAWAN KANAN	ANUGERAH STAF CEMERLANG
2018	TUAN AZIZAH BT TUAN YUSOFF	KERANI KANAN	ANUGERAH STAF CEMERLANG

Figure 23: Staff Achievement

 <b>PENCAPAIAN PTA</b>  			
ANUGERAH PTA	PERKARA	KATEGORI	ANUGERAH
2021	Hari Inovasi UiTM Cawangan Kelantan	Peringkat UiTM Cawangan Kelantan	Tempat Ketiga - Anugerah Kualiti Rektor Kampus (AKRK) 2021
2018	Hari Inovasi UiTM Cawangan Kelantan	Peringkat UiTM Cawangan Kelantan	Kaunter Terbaik Antara Jabatan Utama (Kampus Machang)
2018	Hari Inovasi UiTM Cawangan Kelantan	Peringkat UiTM Cawangan Kelantan	Juara EKSA Antara Jabatan (Kampus Machang)
2017	Hari Inovasi UiTM Cawangan Kelantan	Peringkat UiTM Cawangan Kelantan	Tempat Ketiga - Pertandingan EKSA 2017 (Kampus Machang)
2016	Hari Inovasi UiTM Cawangan Kelantan	Peringkat UiTM Cawangan Kelantan	Anugerah Perkhidmatan Kaunter Terbaik 2016

Figure 24: PTA Achievement

Source: Perpustakaan Tengku Anis. (2022, June 16). *Achievement and awards*. [Image]. Retrieved July 27, 2023, from <https://kelantan.library.uitm.edu.my/pages/puitm-kelantan/achievements-awards>

*CHAPTER 2:*  
*ORGANIZATION*  
*INFORMATION*



## 2.1 DEPARTMENTAL STRUCTURE

The organizational structure of a department is how its members divide up jobs according to their areas of specialization. The organization can function effectively with its current structure, each member having their own tasks and responsibilities. The department or unit of Perpustakaan Tengku Anis (PTA) has a certain structure that maintains its functionality. Every department or unit has a leader who works their way down from upper management to bottom management.

### 2.1.1 LIBRARY MANAGEMENT DEPARTMENT

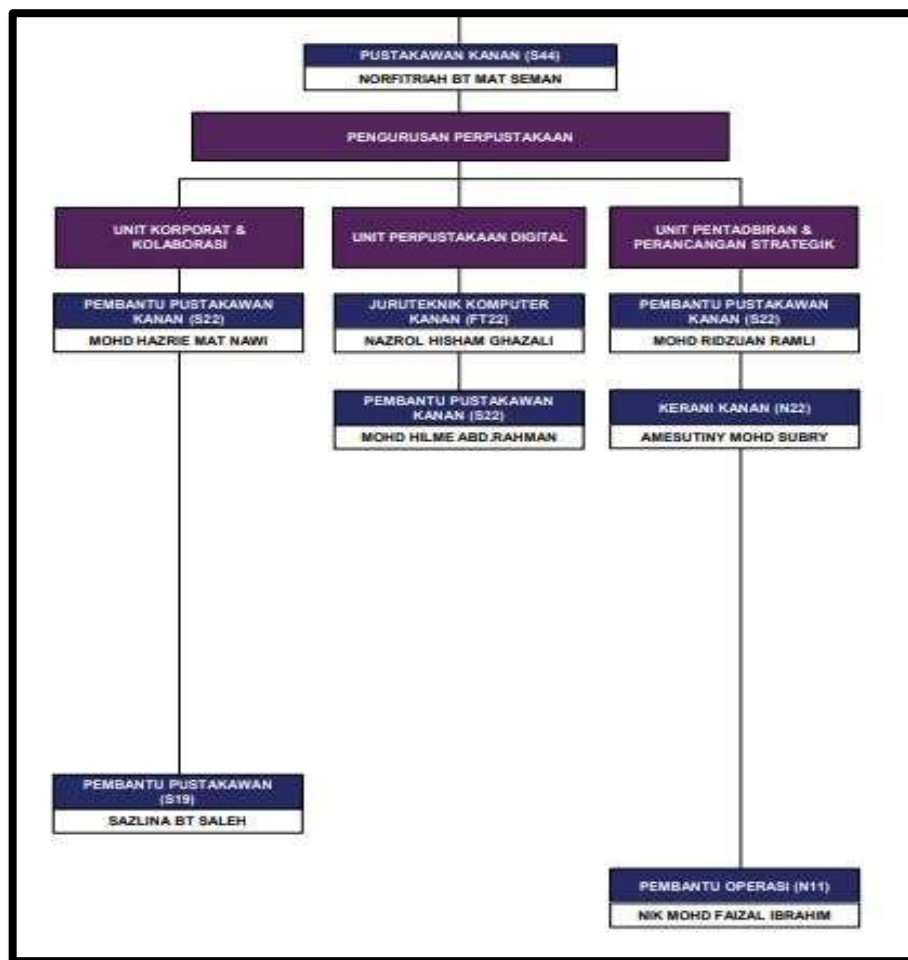


Figure 25: Library Management Department

Source: Perpustakaan Tengku Anis. (2019, December 16). *Library department and functions*. [Image]. Retrieved May 25, 2023, from <https://kelantan.library.uitm.edu.my/pages/puitm-kelantan/library-department>

## 2.1.2 UNIVERSITY REFERENCE RESOURCES DEPARTMENT

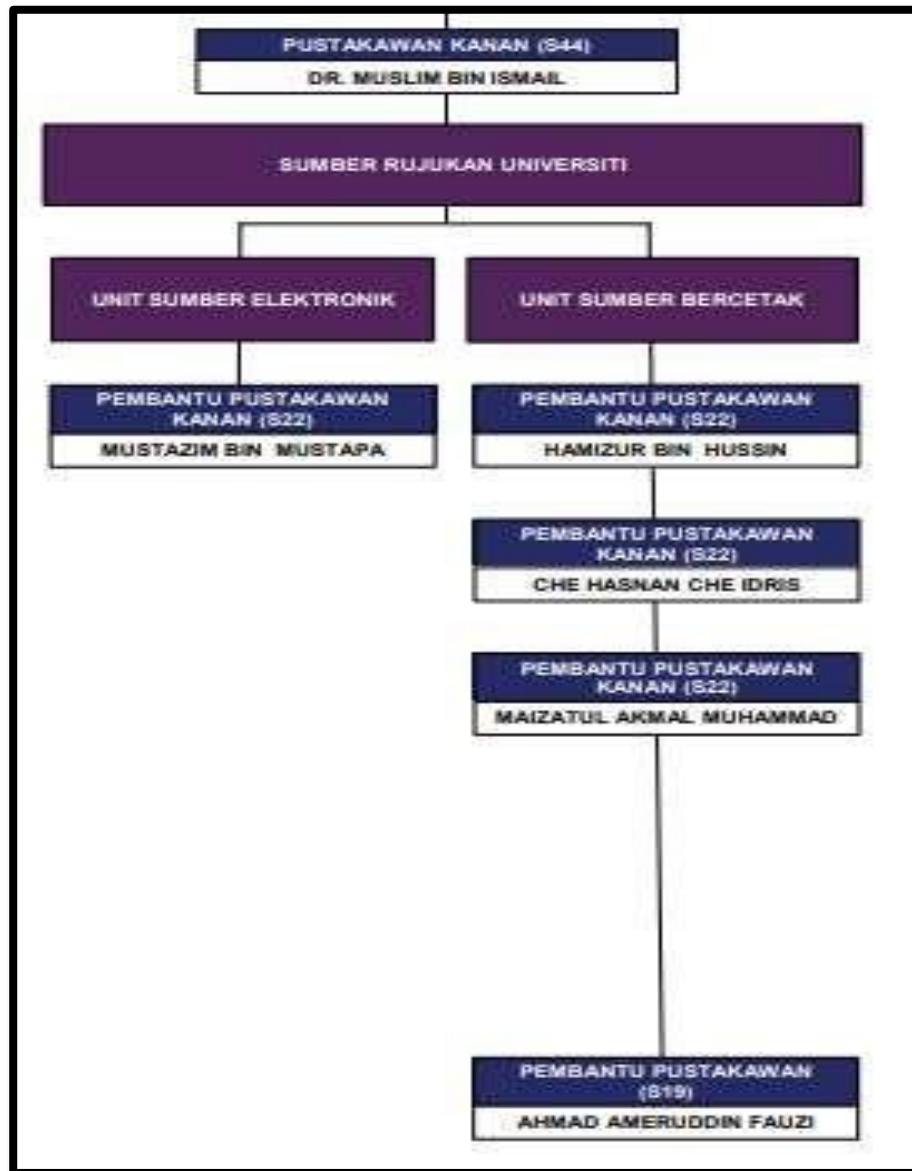


Figure 26: University Reference Resources Department

Source: Perpustakaan Tengku Anis. (2019, December 16). *Library department and functions*. [Image]. Retrieved May 25, 2023, from <https://kelantan.library.uitm.edu.my/pages/puitm-kelantan/library-department>

### 2.1.3 LIBRARY SERVICES DEPARTMENT



Figure 27: Library Services Department

Source: Perpustakaan Tengku Anis. (2019, December 16). *Library department and functions*. [Image]. Retrieved May 25, 2023, from <https://kelantan.library.uitm.edu.my/pages/puitm-kelantan/library-department>

## 2.1.4 UNIVERSITY ARCHIVES DEPARTMENT



Figure 28: University Archives Department

Source: Perpustakaan Tengku Anis. (2019, December 16). *Library department and functions*. [Image]. Retrieved May 25, 2023, from <https://kelantan.library.uitm.edu.my/pages/puitm-kelantan/library-department>

## **2.2 DEPARTMENT FUNCTION**

### **2.2.1 LIBRARY MANAGEMENT DEPARTMENT**

#### **2.2.1.1 CORPORATE & COLLABORATION UNIT**

##### **Corporate Communication**

1. Managing and coordinating public relations and library publicity programs
2. Managing the writing, publishing and printing of official library materials as well as the preparation of promotional and marketing materials (brochures, pamphlets and others)

##### **Corporate relations**

1. Establishing strategic networks with internal and external parties of the library
2. Coordinating briefings and visits from external parties to PTA
3. Coordinating customer complaints and feedback as well as PTA media sessions

##### **Marketing and Publicity**

1. Planning promotions through mass media
2. Managing faculty liaison officers
3. Managing major PTA exhibitions

#### **2.2.1.2 DIGITAL LIBRARY UNIT**

##### **Digital Library**

3. Planning and achieving departmental KPIs as well as ICT policies.
4. Planning ICT acquisition and monitoring information systems, infrastructure and ICT services

### **Information System**

1. Managing the WILS system, database (big data)
2. Managing system and data security (cyber security and data security)
3. Managing university system integration.
4. Managing online library systems.

### **Web and digital learning**

1. Managing the library website

## **2.2.1.3 ADMINISTRATION AND STRATEGIC UNIT**

### **Strategic planning and quality**

5. Formulating and reviewing PTA strategic plans
6. Designing and implementing data collection and Corporate Information System (CIS) activities
7. Planning and conducting process and performance audits

### **Administration**

1. Letter and file management
2. Utilization of HRM information system
3. Declaration of ownership
4. Performance appraisal
5. relationship with the public
6. Asset management involving the administration and maintenance of the acquisition of books and office equipment as well as the disposal of office equipment.

### **Human Resource**

1. Managing staff data, services, facilities, department records and files.

### **Training**

1. Managing and implementing staff training, industry materials, staff education and training budget requirements.

### **Governance**

1. Managing the administration of PTA
2. Managing the appointment of committee members, circulars and university policies
3. Managing the important or main meetings of the PTA and MOU/MOA

### **Facilities**

1. Monitoring the implementation development of PTA and upgrading projects
2. Maintaining library infrastructure
3. Managing evaluation and technical specifications

### **Financial**

1. Managing the management allocation and 'Tabung Amanah' of the library
2. Managing the supply of work services
3. Managing mobile assets and asset verification control, inventory
4. Managing stores and disposal
5. Managing library rental items, 'Tabung Sumbangan Kemudahan' and endorsement.
6. Managing library expenses.

## **2.2.2 UNIVERSITY REFERENCE RESOURCES DEPARTMENT**

### **Printed resources**

1. Planning and coordinating the development of printed materials (syllabus, magazines, journals, special collections and standing orders)

### **Materials orders**

1. Managing the process of purchasing printed resources
2. Managing cataloging and classification of materials.

### **Gifts and exchange**

1. Managing gift and exchange materials from agencies within or outside UiTM
2. Managing intellectual property (policy management)

### **Resource balancing and disposal**

1. Managing resource balancing and ownership
2. Managing resource disposal assessment and syllabus material management

## **2.2.3 LIBRARY SERVICES DEPARTMENT**

### **2.2.3.1 CUSTOMER SERVICE**

#### **Customer Service**

8. Planning the implementation of customer service and collection services
9. Managing KPI analysis, customer charters and the objectives of library quality
10. Planning customer service and collection promotion plans
11. Planning the development of library services spaces and facilities  
Customer relations
12. Managing counters, revenue collection, customer relations and student payment portal (SPP).



### **Collection management**

1. Managing new materials, general collections, special collections, collection maintenance and 'stock take'.

## **2.2.3.2 RESEARCH, LEARNING AND REFERENCE**

### **Customer Service**

13. Planning and managing research and publication programs as well as information literacy modules
14. Planning and conducting studies for service improvement purposes

### **Reference**

1. Managing physical and online reference services, information retrieval services and updating social media
2. Managing digitization of institutional repository materials

### **Research support**

1. Handling consultation services and research support courses

### **Information literacy**

1. Managing information literacy programs and scheduled or walk-in instructional sessions as well as promotional activities.

## **2.2.4 UNIVERSITY ARCHIVES DEPARTMENT**

### **University archives and manuscripts**

1. Planning the implementation and achievement of departmental KPIs
2. Managing university archive buildings and the security of records
3. Conducting reassessment of archival materials collections

### **Archival acquisition**

1. Planning the acquisition of archival materials
2. Managing the maintenance of archival collections
3. Managing digital archives (AMS), AV and manuscripts

### **Research and documentation**

1. Managing information on historical publication materials

### **University records**

1. Managing physical and electronic records
2. Managing the disposal of university records
3. Managing the appointment of records officers and records audits

### **Preservation of materials**

1. Managing the preservation of physical records and PTA materials
2. Managing binding work and preservation of record materials
3. Managing the maintenance of binding equipment and physical records

# *CHAPTER 3: INDUSTRIAL TRAINING ACTIVITIES*

### 3.1 TRAINING ACTIVITIES

#### 3.1.1 Shelving and Yassin Reading

Every morning between the hours of 8:00 and 8:00, shelving is a necessary task. The order of each book in the trolley must correspond to the call number given to it by the library. Using the Library Congress Classification (LCC), Perpustakaan Tengku Anis (PTA). According to the call number, which is left to right, books on the shelf must be positioned vertically. The book may be damaged and difficult to find for users if it is not organized appropriately. After that, every Thursday after shelving and shelf reading, PTA personnel will read Yassin. The Yassin reading took place from 8.00 am to 8.30 am and lasted 30 minutes.



Figure 29 : Shelving and Yassin Reading

### 3.1.2 ADMINISTRATIVE UNIT OF THE ORGANIZATION

#### a. Corporat Communication Unit

For the first week I was given the task of scanning IR and filling in the scanned information IR UiTM IR is a digital collection centre, acting as an open access repository that collects, stores and disseminates scientific results by the citizens of Universiti MARA. from Technology. Among the collection of IR UiTM are (journal articles, book chapters, books, conferences, theses, papers, technical reports, research publications and others.



Figure 30 : Corporat Communication Unit

#### b. Library Planning & Development Division

I have been given the task to create a system called Scopus where Scopus is one of the tools to measure and monitor the quality of research produced by faculty and researchers in the university. Using Scopus, UiTM can track research conducted by its faculty and students, as well as measure the impact of their research within the global scientific community. So when this system is held by UiTM Shah Alam and data is stored in UiTM Shah Alam Only, it will be difficult for students and teachers at UiTM Machang to find researchers and articals in UiTM Machang only. This caused us to need to create a scopus system as well but typical for the Kelantan branch uitm only.



Figure 31 : Library Planning & Development Division

### c. Library Services Unit

I also take care of the counter section of the Tengku Anis Library Library. At this counter I was able to know and learn how to borrow books and send books. It is also a payment point for students who use printers in this library. In addition, this Library is a public library where outsiders other than students uitm machang can also enter and register at the counter as outsiders.



Figure 32 : Library Services Unit



#### d. University Archive Division

In the University Archives section I can learn the new thing which is to submit important documents and student files where first thing has to make a box to put the document, next we will make a receipt of the student's important records, we will open each file and fill it in the archive system to make the script menu, then we have to scan the documents that we have filled out the script menu. After completion of the script menu we will make a book binding from the discan file.



Figure 33 : University Archive Division

### e. Digital Library Unit

In this part of the digital library unit, I can learn and know about servers physically where I can clearly see the cables connected in each place and how to access. I was able to see the server room at Tengku Anis Library and I was taken to the UiTM server room and there I could know in more detail about the server. Next, I was asked to make an internet cable for one of the PCs in the PTA IT room that had line problems and there I was able to show the skills I had that I learned at IKM Besut.



Figure 34 : Digital Library Unit



**f. OTHER ACTIVITIES**

**i) Fun Walk with PTA**

This program is a program organized by Tengku Anis Library for PTA staff only in conjunction with Malaysia's Independence Day and is located at UiTM Cawangan Kelantan.



Figure 35 : Fun Walk with PTA

**ii) Asyura**

UiTM held a mess of ashura porridge for every unit in UiTM and each unit of one crater and there was an outside invitation to inaugurate the program which was located at the UiTM Cawangan Kelantan Facility.



Figure 36 : Asyura

### iii) Booth preparation for Independence Day

We need to set up a booth in the starcor at Tengku Anis Library and paint the existing materials.



Figure 37 : Booth preparation for Independence Day

### iv) Vitamin Science CSR Program with SMK Pangkal Meleret

This program was attended by 80 students and 10 accompanying teachers and was held at Level 1 of Tengku Anis Library. This program aims for them to better recognize the Tengku Anis Library and strengthen the friendship.



Figure 38 : Vitamin Science CSR Program with SMK Pangkal Meleret



**v) Gotong-Royong in Taman Herba PTA and its surroundings**

Gotong – royong was held to make plantings in the PTA Herbal Garden and wash the surrounding area. Gotong – royong is only joined by PTA staff.



Figure 39 : Gotong-Royong in Taman Herba PTA

**vi) Bengkel “Mobile Photography”**

This program is to give you more exposure on how to better edit photos for PTA use and yourself whether for business or otherwise. Aunie and I were asked to be lawyers for the program.



Figure 40 : Bengkel “Mobile Photography”

## **3.2 SPECIAL PROJECT (1)**

### **3.2.1 Project Background**

Scopus Bibliometric Research System from Universiti Teknologi MARA Kelantan branch is a research project that involves analyzing and evaluating scientific publications produced by this specialized institution using the Scopus database. This is to give an introduction to the topic of bibliometrics and its importance in the context of academic research and institutional evaluation and briefly introduce Universiti Teknologi MARA Kelantan branch as the subject of your study. Beside that, it provides an overview of Universiti Teknologi MARA Kelantan branch, including its history, mission and research focus. The importance of why bibliometric analysis of Scopus publications is important for institutions. This can include reasons such as evaluating research productivity, impact and collaboration.

### **3.2.2 Problem Statement**

- Scopus may not offer the right filter to find publications from UiTM Kelantan exclusively. This can make it difficult for researchers, students, and faculty members from the Kelantan branch to find research results from their specific institutions.
- Scholars at UiTM Kelantan may face challenges in monitoring and accessing the institution's local research output, which is important for their academic and research endeavors.
- There may be a need to increase researcher awareness and engagement with the Scopus bibliometric research system. Researchers may not actively monitor and use bibliometric data to improve their research strategies and understand their own impact.
- One of the main problems is the limited understanding among researchers and academic staff at UiTM regarding the importance of research impact. Many are unaware of how bibliometric analysis can provide insight into the influence and reach of their research in the global academic community. This lack of awareness may lead to less use of the Scopus bibliometric research system.

### **3.2.3 Project Objective (PO)**

- To assess the quantity and quality of research publications from the Kelantan branch in Scopus.
- To identify the most prolific authors, research areas, and journals associated with the institution.
- Measure and evaluate UiTM's academic performance through the amount, quality, and impact of research indexed in Scopus.
- Explain a deeper view of the impact of UiTM research in the form of global research references.

### 3.2.4 Materials

<b>HARDWARE</b>	<b>PURPOSE</b>
Lenovo IdeaPad 3 14HL05 Intel Core i3 10 <sup>th</sup> Gen	For design webpages and testing.
Dell Inspiron 15 (AMD)	For coding, testing, debugging and also act as temporary server.
Internet Hotspot	To create an internet network.

Table 7 : The Hardware Requirement and Purpose

<b>SOFTWARE</b>	<b>PURPOSE</b>
Virtual Studio Code	A tool specially used to develop website by creating coding.
Xampp Server	Tools that will be used to save data researches from PhpMyAdmin.
NicePage	Tools that will be used to create and design a webpage.
Internet	To access the internet.

Table 8 : The Software Requirement and Purpose

### 3.2.5 Project Design

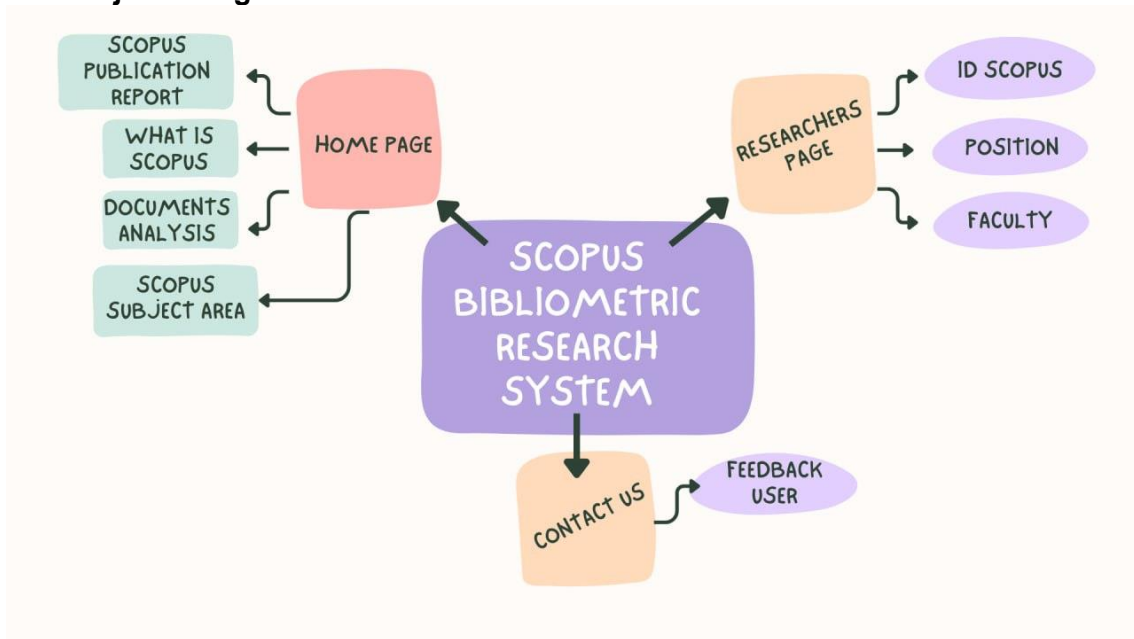


Figure 41 : Project Design

Here is a description of the design elements to consider for Scopus bibliometric research system website:

a) Clean and Accessible Layout:

Use a clean and organized layout to convey information clearly. prioritizing readability by choosing the appropriate display size. Using colour contrast that is suitable for different types of users.

b) Informative Title Section:

Includes a prominent header section that displays the website name or logo. Incorporate a simple tagline or subtitle that conveys the purpose of the website, for example " UiTMCK SCOPUS BIBLIOMETRICS".

c) Researchers UiTMCK update:

A dedicated section to provide up-to-date information about researchers from UiTMCK.

d) Navigation Menu:

Implement a user-friendly navigation menu that remains easily accessible throughout the website. Organize menu items logically, such as "Home," "Researchers," and "Contact Us".

### 3.2.6 Methodology

To develop the Scopus Bibliometric Research System from Universiti Teknologi MARA Kelantan, we will use the waterfall method. This method is the most suitable way to develop the IKM Besut Covid-19 website as the waterfall model is simple, easy to use and manage. Moreover, the implementation of each phase is clear and suitable for small projects. When creating this site, there are 5 phases that need to be completed. User requirements, interface and database design, implementation, authentication and maintenance are the 5 processes involved. Before proceeding to the next phase, the tasks from the previous phase must be completed.

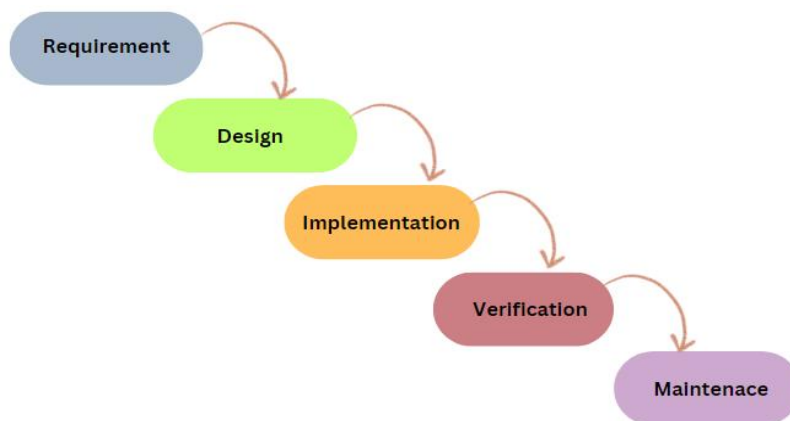


Figure 42 : Methodology

The above figure is a model of the waterfall used throughout the development process of the Scopus Bibliometric Research System. The first phase is the phase in which the site needs to achieve the objectives of this project the requirements. This system requires the detail of all writers and articles from UiTM Kelantan branch only to make it easier for users to find the artefacts using the ID or name of the author. The second phase is the phase in which we must design the system according to the plan set using NicePage and Visual Studio Code of language HTML, CSS and JavaScript.

Next, the third phase is the implementation where it is necessary to create a system using encodings such as PHP and MySQL which is also the backend of the system. After that, the fourth phase is a phase for the system to be carried out as planned or not before it is published to the internet. If the system is experiencing a problem such as the data filled in is not on MySQL, we need to find a solution until the system succeeds without any problems. Finally, maintenance is the last phase in which the system will be published to the internet and can be applied to all users who want to analyze the Scopus Bibliometric Research System.



### 3.3 SPECIAL PROJECT (2)

Title of the project: “*Festival Cakna Lestari (Fes-CALE 2023) UiTM Cawangan Kelantan*”



Figure 43: Posters of the special project

#### 3.3.1 Background of the program

The organization of Cakna Lestari Education was first organised by the Tengku Anis Library Division in conjunction with the organization of the UiTM Lestari Cakna Festival at UiTM Kelantan Branch 2023 with greater focus and emphasis on filling in educational programmes and the preparation of special exhibition space to carry out sustainability activities in the future. Have a series of activities such as sustainable awareness exhibition, knowledge sharing session talent competition and environmental essay writing competition. The result of this programme is expected to have a positive impact on the entire campus community, especially the students of Universiti Teknologi MARA Kelantan Branch towards raising awareness to the 'Green Campus' ecosystem by 2025.

### 3.3.2 Objective of the program

- a) Cultivate students' confidence in making public speaking in public in public.
- b) To train and foster awareness among the younger generation on their responsibilities, roles and involvement in helping the university management to preserve and sustain the environment of the UiTM Kelantan Branch campus.

### 3.3.3 Activities organized for the program

There are a number of activities and programmes planned to enliven the Cakna Lestari Education Programme at UiTM Kelantan Branch. The programme, which will be held at the Tengku Anis Library, aims to engage the staff of UiTM Kelantan Branch comprising students, administrative and academic staff as well as stakeholders. More details of the activities and programmes are as follows:

#### 3.3.3.1 GREENATION: BOOK REVIEW

**Date:** 30 October 2023 Time: 10.30am – 11.45pm

**Location:** Starcor PTA

**Identity:** The "Greenation: Book Review" program features students and staff commenting on PTA collection books themed on environment, hygiene, energy saving, recycling efforts and many others.

**Target Participants:** Open to staff and students

**Objectives of the Competition:**

- Cultivate the understanding, awareness and knowledge of UiTM Kelantan Branch staff on the environment and sustainability aspects of the campus.
- Supports Read@ UiTM and supports the National Reading Decade.

### 3.3.3.2 GREENATION KNOWLEDGE SHARING

**Program Name: Talk Cakna Alam Lingkungan: Understanding Sustainability and Islam One of the Required Ways of Life**

**Introduction:**

This programme is a form of sharing / talk or talk by the Invitation panel on environmental care and preservation as well as towards the sustainability of the UiTM Kelantan Branch campus. There are 1 proposed sharing sessions as follows:

**Programme Name:** Talk Cakna Environment: Understanding Sustainability and Islam One Way of Life That is Demanded.

**Panel:** Assoc. Prof. Sr. Dr. Nur Azhafani Ahmad – Greenation Coordinator of UiTM Perak, Dr. Firdaus – ACIS Lecturer.

**Programme Objectives:**

- To increase the understanding and awareness among UiTM staff on the importance of protecting the environment from an Islamic point of view.
- Answering questions about the cleanliness of environmental care funds based on the studies that have been done.

**Date:** 31 October 2023

**Time:** 1 hour 15 Minutes

**Location:** LCE PTA

### 3.3.3.3 CAKNA LESTARI ALAM LINGKUNGAN ENVIRONMENT EXHIBITION

**Identity:** The Cakna Lestari UiTM Kelantan Branch exhibition will feature poster leaflets on environmental campaigns, environmental care, and recycle of goods that can generate income and preserve the environment. The program will be held outside and inside the library. A variety of interesting activities are also provided for the lucky visitors to the exhibition. The duration of the exhibition is about a month.

### 3.4.1 Program Photos



Figure 44: Greenation Book Review



Figure 45: Greenation Book Review



Figure 46: Greenation Knowledge Sharing



Figure 47: Greenation Knowledge Sharing

### **3.5.1 Conclusion**

For special project (1) which project scopus is Scopus is a widely used biographical database for academic research, and it is used by universities and researchers around the world to track and analyze the impact of their research publications. To facilitate the analysis of research publications, a special system was built for UiTM Kelantan Branch by simply searching for the staff ID or staff name. This is the main purpose for this system because if this scopus collects all the information from all the universities in Malaysia, it will give anyone who wants to do this analysis research.

For special project (2) which is Festival Cakna Lestari (Fes-CALE 2023) UiTM Cawangan Kelantan is about greenation can serves as a catalyst for change, inspiring us to adopt sustainable lifestyles and work towards a more eco-conscious society. As we move forward, let this day be a reminder of the interconnectedness of humanity and nature, urging us to take conscious steps to protect and preserve the planet for generations to come.

# *CHAPTER 4: INDUSTRIAL TRAINING REFLECTION*

## **4.1 APPLICATION OF KNOWLEDGE, SKILLS AND EXPERIENCE IN UNDERTAKING THE TASK**

I learned and gained new information, skills, and experience at Perpustakaan Tengku Anis (PTA) Cawangan Kelantan throughout my internship, which ran from July 2 to November 16, 2023. The information, abilities, and experience I've gained are;

### **4.1.1 Web Programming**

At Institut Kemahiran Mara, I learned the basics of web programming in the subject of web programming and the final year of sem 5 project where I had to create a covid-19 website for IKM Besut. So here I was asked to create a system called the Scopus system and it was a challenge for me who was quite lacking writing this coding. When given this task, I tried my best to solve the problem encountered in creating this system that uses PHPMyAdmin because I am not smart enough and I only know HTML and CSS. So in the system I can know JavaScript, PHP, HTML and CSS.

### **4.1.2 Networking**

In the networking section I also learned about virtual networking using Cisco and how to make an Ethernet cable. So, when I was here, I was asked to make an Ethernet cable to equip the PC in the PTA IT room and I was able to demonstrate my existing skills that I had learned to other practical students about making these Ethernet cables correctly.

### **4.1.3 Multitasking**

Throughout my internship, I developed my multitasking skills. We continued to not learn how to multitask when studying because doing so can put one under pressure. However, the personnel at the library gave me the assignment, and I had to finish it while also getting ready for some extra project work. I therefore came to the conclusion that multitasking can aid in productivity.

### **4.1.4 Communication skills**

Effective communication is important, especially in the workplace. This is due to the fact that effective communication can foster positive working relationships among staff. When I was at this PTA, I was more excited to deal with the students and staff here because when I need to be in the Library Services Unit, I have to interact with students who want to borrow books and outsiders who want to enter this PTA. With a good environment here makes me not ashamed to ask about what I don't know to the staff here. It doesn't make me afraid to communicate with others anymore

## **4.2 Personal thoughts and opinion**

During my industrial training at LibraryTengku Anis, I got a lot of experience where I knew very little about the real nature of work and for me a lot of things made me feel quite challenging but from what I went through a lot of improvements I was able to get out of myself where I was able to prepare myself to work within the stipulated time. I was also able to communicate with people especially students and staff in a better way especially if there are programs, one of which is the Vitamin Science program with SMK Pangkal Meleret, where I was the first time to become a fasi and here I can know there is a hidden talent in me to provide various ideas for games held in this program.

The staff collaboration here during my stay here has been very good especially in the events and programmes that are carried out and it allows me to get a real picture of the working environment later. After completing my industrial training at the Tengku Anis Library, I now have a deeper understanding of the duties and responsibilities that are part of the department. My understanding of the operations of each department has improved as a result of this assignment, especially in the areas of digital libraries, university archives, library management, and reference resources even though it is not from the field I am studying but I can make it a new knowledge for me.

## **4.3 Lesson learnt**

### **4.3.1 Punctuality**

Being on time is a crucial rule that employees in the company must abide by. Effective time management has the potential to improve managerial efficiency. It will instill discipline in us, which will help us become dependable workers. Being on time is crucial for my industrial training, and I will do my part to be on time for every work. This will improve the management's efficiency.



#### **4.3.2 Teamwork and cooperation**

Throughout my industrial training, I have learned the importance of cooperation—where staff members collaborate to address problems in any programs or activities. They work well together to ensure that the programs are well-organized and function efficiently. I was able to communicate, share, and exchange ideas with them quite effectively because to the Vitamin Ilmu Bersama SMK Pangkal Meleret which demonstrated the staff and internship students' teamwork.

#### **4.3.3 Respect each other**

To build a peaceful environment in the management and organization, Muslims must adopt the practice of respecting one another among the staff and internship students. With little practice, we can easily ask for assistance from others with the task, and it will also help to keep the staff friendly. Then, as a student doing an internship, I discovered that I had to treat every employee with respect because they were all senior and had experience working for a long period in that company. Additionally, with all due respect, I will not tarnish the faculty name and IKM Besut.

#### **4.3.4 Responsibility**

Being accountable is something that every person should do, especially when they are employed by an institution. This is so that we can handle any issue that arises at work if we have a sense of responsibility. My internship experience taught me that, whether we are staff members or interns, we must take responsibility for the job that is assigned to us and ensure that it is finished within the allotted time. Additionally, we must be truthful in our work to ensure that none of the assigned tasks are postponed, which could have an impact on the administration of the company

## **4.4 Limitation and recommendation**

### **4.4.1 Lack of skill**

Since I had only previously studied theories in college, I had no prior experience working in the unit, thus it was challenging for me to adjust and finish the responsibilities during the first month. Initially, I had a lot of misconceptions regarding the task assigned to me. It took me a while to comprehend the work and reach proficiency. In order to go over that, I had to ask the staff to go into additional detail about the assignment and the scope of the job in order to make sure I didn't miss anything.

### **4.4.2 Lack time management skills**

When I was allocated to the department and unit, I struggled with time management since some of the duties I was given, particularly in the Digital Library unit, required me to solve unique project preparations that the program did not have time for. I gained a lot of experience managing projects that were assigned on time during the five months that I was given. If I could effectively manage my time, I think I could finish the task.

### **4.4.3 Shortage of personnel**

The library does not have enough staff to organize the organization during industrial training, which can lead to irregular management. During the Greenation Programme we were understaffed and very short time to prepare for the program and it happened that I was in poor health and quite a lot of staff were unwell and they were medical certificate (mc). So to prevent this from happening again, the PTA needs to hire more people so that this doesn't happen again. The library staff will also help keep the materials in order, which will make them more systematic.

#### **4.4.4 Internet Access**

Especially in this digital age, having access to the internet is crucial for users, especially at libraries. I discovered that Perpustakaan Tengku Anis (PTA) has a shoddy internet connection while I was doing my internship here. My observations show that students come to the library to use the internet, and that because of the large volume of users, the internet gets sluggish. Students may find it challenging to finish homework or use the library to obtain information as a result of this problem. If UiTM has sufficient funding, they ought to think about offering Perpustakaan Tengku Anis (PTA) Wi-Fi or personalized internet access in order to solve this issue and enhance the internet connection at the library.

#### **4.4.5 Conclusion**

In conclusion, I have acquired a variety of skills over the course of my five months of industrial training at Perpustakaan Tengku Anis, UiTM Machang, including using a Web-Based Integrated Library Management System (WILS), Microsoft Excel, Google Forms to gather data, Archive Management System (AMS), Canva for E-Bulletin, and managing deposits in Institutional Repository (IR) system. In addition, this industrial training teaches me how to operate efficiently. Additionally, it taught me how to be on time and effectively manage my time while working on the assigned task.

After that, I gained a lot of expertise in working with personnel since I could recognize and understand their roles. During my internship, I was able to enhance my leadership and communication abilities with both staff and students, particularly when I had to assist users and complete my specific project work.

After completing five months of industrial training, I at last realized that I had learned a great deal and had a thorough understanding of the workings of the library. Students should take advantage of this industrial training to complete an internship so they can get a variety of talents, particularly in the working world, and use these skills later on.

# *APPENDICES*

### Attendance

NO:	NAME: FAZIRA ALIA BT MCHD ISMAIL	<b>1</b>
DEPT:	SECT:	

FOR THE MONTH OF Julai YEARS 2023

Date	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
1							
2				8:12:43			
3				8:07:37			
4				8:07:53			
5	8:07:42			8:17:42			
6	8:07:43			8:15:15			
7							
8							
9	8:07:42			8:17:42			
0	8:07:42			8:17:45			
1	8:07:42			8:17:45			
2	8:07:45			8:17:45			
3	8:07:43		8:15:17				
4							
5							

NO:	NAME:	<b>2</b>
DEPT:	EPF:	
I/C:	AGE:	SEX:
HOURS:	DATE:	AMOUNT:
ORDINARY TIME		
OVERTIME		
LESS		
NET WAGES		

Date	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
16	8:17:45			8:17:22			
17	8:17:45			8:17:20			
18	8:17:42			8:17:27			
19	8:17:42			8:15:25			
20							
21							
22	8:17:43						
23							
24				8:17:70			
25	8:17:43			8:17:22			
26	8:17:42			8:17:22			
27	8:17:45			8:15:10			
28							
29							
30	8:17:42			8:17:25			
31	8:17:43			8:17:23			



Figure 48: Attendance 1

NO: NAME: **FAJIRA ALIA**  
 MOD KRAL **1**

DEPT: SECT:

FOR THE MONTH OF **0606** YEARS **2023**

Date	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
1	08:00	08:30	08:00	08:30			
2	08:00	08:30					
3			08:00	08:30			
4							
5	08:00	08:30	08:00	08:30			
6	08:00	08:30					
7			08:00	08:30			
8	08:00	08:30	08:00	08:30			
9	08:00	08:30					
10	08:00	08:30	08:00	08:30			
11							
12							
13							
14	08:00	08:30	08:00	08:30			
15	08:00	08:30	08:00	08:30			

NO: NAME: **2**

DEPT: EPF:

I/C: AGE: SEX:

HOURS: DATE AMOUNT

ORDINARY TIME

OVERTIME

LESS

NET WAGES

Date	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
16	07:35		08:00	08:30			
17	07:30		08:00	08:30			
18							
19							
20							
21			08:00	08:30			
22	07:30		08:00	08:30			
23	07:30						
24	07:35		08:00	08:30			
25							
26							
27	07:30		08:00	08:30			
28	07:30		08:00	08:30			
29	07:30		08:00	08:30			
30	07:30						
31							



Figure 49 : Attendance 2

NO:	NAME: <b>FADIRA ANA</b> <b>BT MATE IGMAIL</b>		1				
DEPT:	SECT:						
FOR THE MONTH OF <b>9</b> YEARS							
Date	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
1							
2							
3							
4							
5	8:07:39						
6	8:07:39		3:15:05				
7	8:07:39						
8							
9							
10	8:07:39						
11	8:07:39						
12	8:07:39						
13	7:57						
14							
15							

NO:	NAME:		2				
DEPT:	EPF:						
I/C:	AGE:	SEX:					
	HOURS:	DATE	AMOUNT				
ORDINARY TIME							
OVERTIME							
LESS							
NET WAGES							
Date	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
16							
17							
18	07:70			17:20			
19	07:32			17:20			
20	07:35			17:22			
21	08:00			15:72			
22							
23							
24	07:75			17:25			
25	07:78			17:22			
26	07:30			17:25			
27	07:78			17:23			
28							
29							
30							
31							



Figure 50 : Attendance 3

NO:	NAME: FADIRA ALIA BT MOTHD ISMAIL	1
DEPT:	SECT:	

FOR THE MONTH OF 10 YEARS

Date	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
1							
2	8:07:56			17:45			
3	8:07:56			17:45			
4	8:07:56			17:45			
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

Figure 51 : Attendance 4



TARIKH	HARI	MASA	KOORDINAT	MASA	KOORDINAT	JENIS	CATATAN
08-10-2023	AHAD	07:48:50	5.7550588,102.2662484	17:03:06	5.75939944,102.27502233	WFO	
09-10-2023	ISNIN	17:08:19	5.7571106,102.2736096	17:46:30	5.765885,102.2699977	WFO	
10-10-2023	SELASA	07:51:37	5.75936852,102.27518533	17:00:09	5.75940306,102.27494355	WFO	
11-10-2023	RABU	07:54:52	5.75881496,102.27549788	17:02:45	5.75949595,102.27510006	WFO	
12-10-2023	KHAMIS	07:46:51	5.75688545,102.27292034	15:31:12	5.75893240,102.27541430	WFO	
13-10-2023	JUMAAT						
14-10-2023	SABTU						
15-10-2023	AHAD	07:48:50	5.75890859,102.27530485	17:00:03	5.75931469,102.27508732	WFO	
16-10-2023	ISNIN	07:51:25	5.75862932,102.25757319	17:00:49	5.75872403,102.27539477	WFO	
17-10-2023	SELASA	07:57:33	5.75914090,102.27487318	17:00:08	5.75931534,102.27509453	WFO	

Figure 52 : Attendance 5

TARIKH	HARI	CLOCK-IN		CLOCK-OUT		JENIS	CATATAN
		MASA	KOORDINAT	MASA	KOORDINAT		
01-11-2023	RABU	07:56:38	5.75903377,102.27530183	17:06:35	5.75719478,102.27472250	WFO	
02-11-2023	KHAMIS	07:54:15	5.75918601,102.27496658	15:30:58	5.75912982,102.27508762	WFO	
03-11-2023	JUMAAT						
04-11-2023	SABTU						
05-11-2023	AHAD	07:52:26	5.75914519,102.27507467	17:00:04	5.75941888,102.27503164	WFO	
06-11-2023	ISNIN	07:51:34	5.75913369,102.27507839	17:00:15	5.75937488,102.27495554	WFO	
07-11-2023	SELASA	07:50:40	5.75900092,102.27534098	17:01:24	5.75949840,102.27515873	WFO	
08-11-2023	RABU	07:50:07	5.75842388,102.27623045	17:02:33	5.75778401,102.27565122	WFO	
09-11-2023	KHAMIS	07:44:21	5.75716457,102.27351917	15:31:03	5.75916185,102.27507858	WFO	

Figure 53 : Attendance 6

## Schedule during Industrial Training

PROGRAM LATIHAN INDUSTRI UNTUK PELAJAR PRAKTIKAL PERPUSTAKAAN TENGGU ANIS UITM CAWANGAN KELANTAN 02 JULAI – 16 NOV 2023				
NAMA : AUNI HAMIZAH BINTI AHMAD TERMIZI (020813-03-0556)				
TARIKH	AKTIVITI	PERINCIAN TUGASAN/PROSES	PEGAWAI TERLIBAT	UNIT/SUB-UNIT
02 Julai 2023 / Ahad (1 hari)	Lapor diri dan Suai kenal bersama staf		Pn. Alina Hussein (Timbalan Ketua Pustakawan)  Pn. Norfitriah Mat Seman (Pustakawan Kanan)	Taklimat Pengenalan Perpustakaan
02 – 03 Julai 2023 / Ahad-Isnin (4 hari)	Unit / Komunikasi Korporat Pn. Norfitriah Mat Seman (Pustakawan Kanan)	SKOP LATIHAN PRAKTIKAL YANG DI BERIKAN BERDASARKAN MODUL YANG TELAH DITETAPKAN OLEH PTAR, UITM S.ALAM	En. Mohd Hazrie Mat Nawi (Pembantu Pustakawan-Kanan)	Unit Komunikasi Korporat
04 – 05 Julai 2023 / Selasa- Rabu (2 hari)	Unit Perpustakaan Digital & Komunikasi Korporat Pn. Norfitriah Mat Seman (Pustakawan Kanan)		Cik Sazlina Saleh (Pembantu Pustakawan)	Unit Institusi Repositori & Komunikasi Korporat
06 Julai 2023 / Khamis (1 hari)	Unit Perpustakaan Digital Pn. Norfitriah Mat Seman (Pustakawan Kanan)		En. Mohd Hilme Abdul Rahman (Pembantu Pustakawan Kanan)	Unit Institusi Repositori
09 - 10 Julai 2023 / Ahad- Isnin (2 hari)	Unit Pentadbiran Organisasi & Perancangan Strategik Pn. Norfitriah Mat Seman (Pustakawan Kanan)		Pn.Amesutiny Mohd Subry (Kerani Kanan)  En. Nik Mohd Faizal Ibrahim (Pembantu Operasi)	Unit Pentadbiran Organisasi
11 – 12 Julai 2023 / Selasa-Rabu (2 hari)	Unit Pentadbiran Organisasi & Perancangan Strategik Pn. Norfitriah Mat Seman (Pustakawan Kanan)		En. Mohd Ridzuan Ramli (Pembantu Pustakawan Kanan)	Unit Perancangan Strategik & Institusi Repositori
13 Julai 2023 / Khamis (1 hari)	Bahagian Arkib Universiti Pn. Alina Hussein (Timbalan Ketua Pustakawan)		En. Zul Abdullah (Pembantu Pemuliharaan Kanan)	Unit Pemuliharaan

Figure 54 : Schedule during Industrial Training 1


16 Julai 2023 / Ahad (1 hari)	<b>Bahagian Arkib Universiti</b> Pn. Alina Hussein (Timbalan Ketua Pustakawan)		En. Mohd Waqiyuddin Mohd Dzulkifly (Pembantu Pustakawan Kanan)	Unit Arkib & Manuskrip
17 Julai 2023 / Isnin (1 hari)	<b>Bahagian Arkib Universiti</b> Pn. Alina Hussein (Timbalan Ketua Pustakawan)		En. Muhamad Nazari Muhamad Nor / Pn. Syamsilawati Dahari (Pembantu Pustakawan Kanan)	Unit Arkib & Manuskrip
20 Julai 2023 / Khamis (1 hari)	<b>Unit Perancangan &amp; Pembangunan Perpustakaan</b> Dr. Muslim Ismail @ Ahmad (Pustakawan Kanan)		En. Ahmad Ameruddin Fauzi (Pembantu Pustakawan Kanan)  En. Hamizur Hussin (Pembantu Pustakawan Kanan)	Unit Sumber Bercetak
23 Julai 2023 / Ahad (1 hari)	<b>Unit Perancangan &amp; Pembangunan Perpustakaan</b> Dr. Muslim Ismail @ Ahmad (Pustakawan Kanan)		Pn. Maizatul Akmal Muhammad (Pembantu Pustakawan Kanan)	Unit Sumber Bercetak
24 Julai 2023 / Isnin (1 hari)	<b>Unit Perancangan &amp; Pembangunan Perpustakaan</b> Dr. Muslim Ismail @ Ahmad (Pustakawan Kanan)		En. Mustazim Mustapa (Pembantu Pustakawan Kanan)  En. Che Hasnan Che Idris (Pembantu Pustakawan Kanan)	Unit Sumber Elektronik & Projek RDA
25 – 26 Julai 2023 / Selasa- Rabu (2 hari)	<b>Unit Perkhidmatan Perpustakaan</b> Pn. Nordelina Zulkamain (Pustakawan Kanan)		Pn. Nor Azrina Binti Hasbullah (Pembantu Pustakawan Kanan)	Unit Penyelidikan, Pembelajaran & Rujukan
27 Julai 2023 / Khamis (1 hari)	<b>Unit Perkhidmatan Perpustakaan</b> Pn. Nordelina Zulkamain (Pustakawan Kanan)		En. Mohd Zalani Mhd Zin (Pembantu Pustakawan Kanan)	Unit Perkhidmatan Pelanggan
30 – 31 Julai 2023 / Ahad- Isnin (2 hari)	<b>Unit Perkhidmatan Perpustakaan</b> Pn. Nordelina Zulkamain (Pustakawan Kanan)		En. Mohd Rosli Che Ismail (Pembantu Pustakawan Kanan)  En. Mohd Hamka Hj Hamzah (Pembantu Pustakawan Kanan)	Unit Perkhidmatan Pelanggan

Figure 55 : Schedule during Industrial Training 2

01 Ogos – 09 November 2023	Unit Perpustakaan Digital Pn. Norfitriah Mat Seman (Pustakawan Kanan)		En. Nazrol Hisham Ghazali (Juruteknik Komputer Kanan)	Unit Sistem Maklumat
13 – 16 November 2023 (4 hari)	<ul style="list-style-type: none"> <li>• Mohon sediakan laporan bagi setiap tempat/lokasi praktikal dan serahkan satu salinan kepada Ketua Timbalan Pustakawan</li> </ul>			

- Ketua Unit pastikan staf yang terlibat menepati tarikh latihan praktikalnya, supaya pelajar dapat mempelajari dan mendalami tugas-tugas di perpustakaan.
- Tugas khas : a. Kaji selidik kepuasan pelanggan  
b. Sesi perkongsian ilmu / Program Live  
c. Pameran/ Taklimat  
d. Penganjuran Program Khas
- Menyusun buku setiap pagi bermula 8.00 pagi – 8.30 pagi
- Membantu tugas di kaunter (Jika Perlu)
- Bertugas pada hujung minggu (Jika Perlu)

Disediakan oleh:

  
**Norfitriah Bt Mat Seman**  
Pustakawan Kanan  
Perpustakaan Tengku Anis  
UITM Cawangan Kelantan

Disemak dan diluluskan :


  
**Pn. Alina Bt Hussein**  
Timbalan Ketua Pustakawan  
Perpustakaan Tengku Anis  
UITM Cawangan Kelantan

Figure 56 : Schedule during Industrial Training 3



## Appointment Letter For Program

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UNIVERSITI  
TEKNOLOGI  
MARA

Cawangan Kelantan  
Kampus Machang

Surat Kami : 500-CK(PTA/UPTD 23/1)  
Tarikh : 30 Ogos 2023

**CIK FAZIRA ALIA BINTI MOHD ISMAIL**  
Pelajar Latihan Industri  
Perpustakaan Tengku Anis (PTA)  
UiTM Cawangan Kelantan, Kampus Machang  
Bukit Ilmu  
18500 Machang, Kelantan

Puan

### PELANTIKAN JAWATANKUASA BAGI PROGRAM "FUN WALK WITH PTA 2023" ANJURAN PERPUSTAKAAN TENGGU ANIS, UITM CAWANGAN KELANTAN

Perkara di atas dirujuk.

2. Sukacita dimaklumkan, Perpustakaan Tengku Anis, UiTM Cawangan Kelantan akan mengadakan program *Fun Walk With PTA 2023* pada ketetapan berikut:

Tarikh : 05 September 2023 (Selasa)  
Masa : 8.00 pagi hingga 1.00 petang  
Tempat : UiTM Cawangan Kelantan, Kampus Machang

3. Sehubungan itu, puan dilantik sebagai **Ahli Jawatankuasa Check Point**. Semoga dengan lantikan ini, puan dapat menjalankan tanggungjawab dengan amanah, dan penuh dedikasi dalam menjayakan program tersebut.

Sekian, terima kasih.

"MALAYSIA MADANI"

"BERKHIDMAT UNTUK NEGARA"

Saya yang menjalankan amanah,

(ALINA HUSSEIN)  
Timbalan Ketua Pustakawan

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



Figure 57 : Appointment Letter For Program 1



Surat Kami : 500-CK(PTA/UPTD 23/1)  
Tarikh : 30 Ogos 2023

**CIK FAZIRA ALIA BINTI MOHD ISMAIL**  
Pelajar Latihan Industri  
Perpustakaan Tengku Anis (PTA)  
UiTM Cawangan Kelantan, Kampus Machang  
Bukit Ilmu  
18500 Machang, Kelantan

Puan

**PELANTIKAN JAWATANKUASA BAGI PROGRAM "FUN WALK WITH PTA 2023"  
ANJURAN PERPUSTAKAAN TENGKU ANIS, UiTM CAWANGAN KELANTAN**

Perkara di atas dirujuk.

2. Sukacita dimaklumkan, Perpustakaan Tengku Anis, UiTM Cawangan Kelantan akan mengadakan program *Fun Walk With PTA 2023* pada ketetapan berikut:

**Tarikh : 05 September 2023 (Selasa)**  
**Masa : 8.00 pagi hingga 1.00 petang**  
**Tempat : UiTM Cawangan Kelantan, Kampus Machang**

3. Sehubungan itu, puan dilantik sebagai **Ahli Jawatankuasa Warm Up**. Semoga dengan lantikan ini, puan dapat menjalankan tanggungjawab dengan amanah, dan penuh dedikasi dalam menjayakan program tersebut.

Sekian, terima kasih.

**"MALAYSIA MADANI"**

**"BERKHIDMAT UNTUK NEGARA"**

Saya yang menjalankan amanah,

**(ALINA HUSSEIN)**  
Timbalan Ketua Pustakawan

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



Figure 58 : Appointment Letter For Program 2

## Letter of completion of industrial training


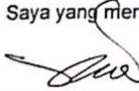


 <b>UNIVERSITI TEKNOLOGI MARA</b>		<b>Cawangan Kelantan Kampus Machang</b>
Surat Kami	: 500-CK(PTA/UPTD. 14/5/2)	
Tarikh	: 31 Oktober 2023	
<b>KEPADA SESIAPA YANG BERKENAAN</b>		
Tuan/Puan		
Sukacita dimaklumkan, maklumat pelajar seperti berikut;		
<b>NAMA</b>	: <b>FAZIRA ALIA BINTI MOHD ISMAIL</b>	
<b>NO. PELAJAR</b>	: <b>DFK 201105</b>	
<b>PROGRAM</b>	: <b>DIPLOMA TEKNOLOGI KOMPUTER (CLOUD COMPUTING)</b>	
<b>FAKULTI</b>	: <b>INSTITUT KEMAHIRAN MARA BESUT, JALAN BATU TUMBUH, ALOR LINTANG, 22200 BESUT, TERENGGANU</b>	
<p>2. Dengan ini, diperakui bahawa pelajar berkenaan telah menjalani Latihan Industri di Perpustakaan Tengku Anis (PTA), UiTM Kampus Machang, Cawangan Kelantan bermula <b>02 Julai- 16 November 2023</b></p> <p>3. Sepanjang pengenalan saya, beliau merupakan seorang yang bertanggungjawab, penuh dedikasi, berwawasan dan telah melaksanakan tugas-tugas yang telah diberikan dengan jayanya.</p> <p>4. Sehubungan itu, saya sangat berbesar hati dengan memberikan sepenuh sokongan, semoga beliau diberikan pertimbangan yang sewajarnya untuk menjawat sesuatu jawatan yang bersesuaian dengan kelulusannya.</p> <p>Sekian, terima kasih.</p> <p><b>"MALAYSIA MADANI"</b> <b>"BERKHIDMAT UNTUK NEGARA"</b></p> <p>Saya yang menjalankan amanah,</p> <p> <b>(ALINA HUSSEIN)</b> Timbalan Ketua Pustakawan</p>		
<p>Bahagian Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan Bukit Ilmu, 18500 Machang, Kelantan Tel: (+09)976 2288/2330 Faks: (+09)976 2177 Email : alina364@uitm.edu.my</p> <div style="text-align: right;"> ISO 9001:2015 No. Sijil: 10120196 </div>		

Figure 59 : Letter of completion of industrial training

Log Book





Figure 60 : Log Book 1

MINGGU KE-4

BULAN: JULAI

TARIKH	JENIS-JENIS GERAK KERJA / LATIHAN	JUMLAH JAM PERTEMUAN
23 JULAI 2023	mendapatkan maklumat untuk membuat animation menggunakan prez	9 JAM
24 JULAI 2023	- membuat research tentang tajuk animasi	9 JAM
25 JULAI 2023	- mencuba create animation	9 JAM
26 JULAI 2023	- membuat animation	9 JAM
27 JULAI 2023	- membuat animation	9 JAM

Figure 61 : Log Book 2

MINGGU KE-6

BULAN: 0605

TARIKH	JENIS-JENIS GERAK KERJA / LATIHAN	JUMLAH JAM PERTEMUAN
6 Ogos 2023	mempunyai website scopus (di unit digital dan sistem maklumat)	9 JAM
7 Ogos 2023	mempunyai website scopus (digital dan maklumat) (bahagian contact)	9 JAM
8 Ogos 2023	mempunyai website scopus (digital dan maklumat) (bahagian about)	9 JAM
9 Ogos 2023	mempunyai website scopus (digital dan maklumat) (bahagian home)	9 JAM
10 Ogos 2023	menghantar kepada doctor muslim untuk penempatan. - cari apa bahagian yang telah dicatat	7 JAM

Figure 62 : Log Book 3

MINGGU KE - 12

BULAN : September

TARIKH	JENIS-JENIS GERAK KERJA / LATIHAN	JUMLAH JAM PERTEMUAN
17/9/23	CUTI SEMPENA	
	HARI MALAYSIA	
18/9/23	- mencari maklumat berkaitan dengan sistem scope	9 JAM
19/9/23	- gotong royang TAMAN HERBA	9 JAM
	- membuat notepad	
20/9/23	- membuat 100 notepad untuk program CSR VITAMIN ILMU	9 JAM
	- gotong royang TAMAN HERBA	
21/9/23	- menyiapkan sistem scope	7 JAM

Figure 63 : Log Book 4

MINGGU KE - 17

BULAN: OCTOBER

TARIKH	JENIS-JENIS GERAK KERJA / LATIHAN	JUMLAH JAM PERTEMUAN
22/10/2023	-baiki sistem scopus yang diminta oleh purnafawar kgran.	9 jam
23/10/2023	- menyiapkan sistem scopus yang perlu diubah skai	9 jam
24/10/2023	- menyiapkan sistem scopus yang perlu diubah skai	9 jam
28/10/2023	- menyiapkan sistem scopus - membuat skrip untuk program baik review. - edarkan surat untuk baik review.	9 jam
26/10/2023	- menyiapkan sistem scopus - memperbaiki skrip moderator.	7 jam



Figure 64 : Log Book 5

MINGGU KE - 19

BULAN : NOVEMBER

TARIKH	JENIS-JENIS GERAK KERJA / LATIHAN	JUMLAH JAM PERTEMUAN
5/11/2023	menyiapkan sistem scopus yang perlu dibaliti	9 jam
6/11/2023	- menyiapkan sistem scopus yang perlu dibaliti - menyiapkan report latihan industri	9 jam
7/11/2023	- menyiapkan sistem scopus - menyiapkan report latihan industri	9 jam
8/11/2023	- menyiapkan sistem scopus - menyiapkan report latihan industri	9 jam
9/11/2023	- menyiapkan sistem scopus - menyiapkan report latihan industri	7 jam

Figure 65 : Log Book 6

## Coding & Interface Project Scopus

Page Home :



Figure 66 : Interface Project Scopus 1

Page About :

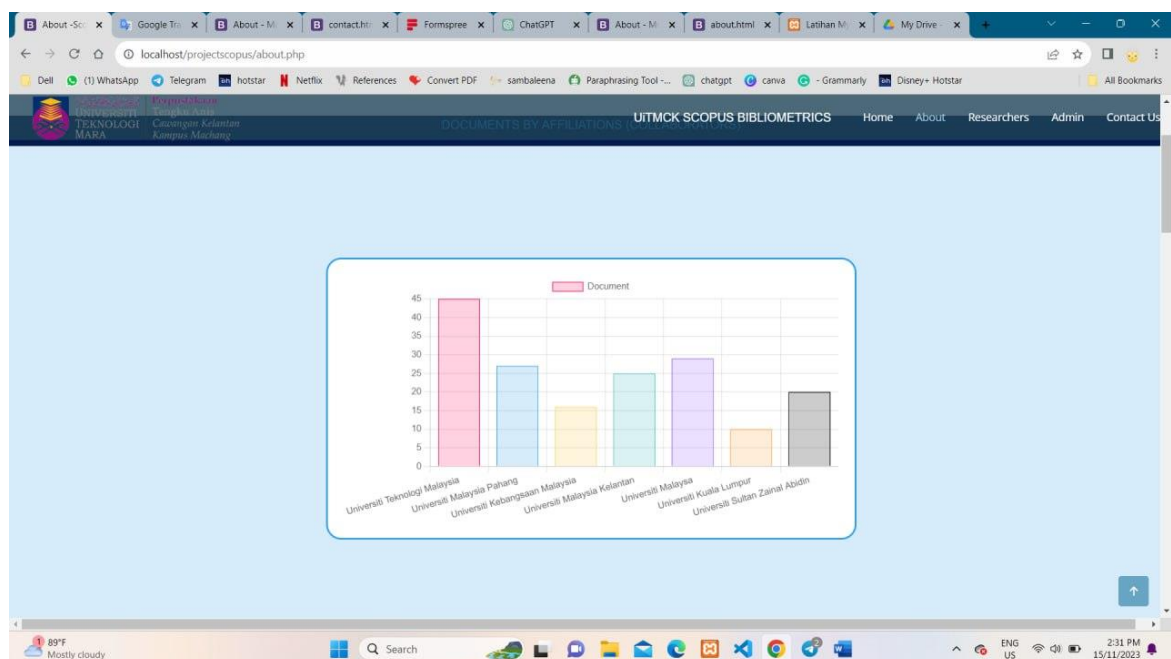


Figure 67 : Interface Project Scopus 2

## Page Researches :

The screenshot shows a web browser displaying the 'Researcher Data' page of the Project Scopus 3 interface. The page features a search bar at the top with the letter 'a' entered. Below the search bar is a table with four columns: ID SCOPUS, NAMA, JAWATAN, and FAKULTI. The table contains ten rows of researcher information. The browser's address bar shows the URL 'localhost/projectsopus/cuba.php?search=a'. The taskbar at the bottom indicates the system time as 2:31 PM on 15/11/2023.

ID SCOPUS	NAMA	JAWATAN	FAKULTI
2399474550	FUKAYHAH @ FATIHA BT SUHAMI	PENSYARAH	KP PENGKOMPUTERAN, INFORMATIK & MEDIA
3624149500	MD KHAIRU AMIN BIN ISMAIL	KOORDINATOR	FAKULTI PENGURUSAN PERNIAGAAN
3645049610	AINUL AZILA BINTI CHE FAUZI	PENSYARAH KANAN	KP PENGKOMPUTERAN, INFORMATIK & MEDIA
3647125220	CIK KU HAROSWATI BINTI CHE KU YAHAYA	PENSYARAH KANAN	KP PENGKOMPUTERAN, INFORMATIK & MEDIA
3660862910	MAZNIE BINTI MANAF	PENSYARAH KANAN	KP PENGKOMPUTERAN, INFORMATIK & MEDIA
3662017300	AMRI BIN AB. RAHMAN	PENSYARAH KANAN	KP PENGKOMPUTERAN, INFORMATIK & MEDIA
4176211430	MOHAMAD RAHIMI BIN MOHAMAD ROSMAN	PENSYARAH KANAN	KP PENGKOMPUTERAN, INFORMATIK & MEDIA
4686101210	MARDHIYAH BT ISMAIL	PENSYARAH	KP PENGKOMPUTERAN, INFORMATIK & MEDIA
5166566140	ABDOL SAMAD BIN NAWI	REKTOR	FAKULTI PENGURUSAN PERNIAGAAN
5387802920	AZYANEE BINTI LUOMAN	PENSYARAH KANAN	FAKULTI PENGURUSAN PERNIAGAAN

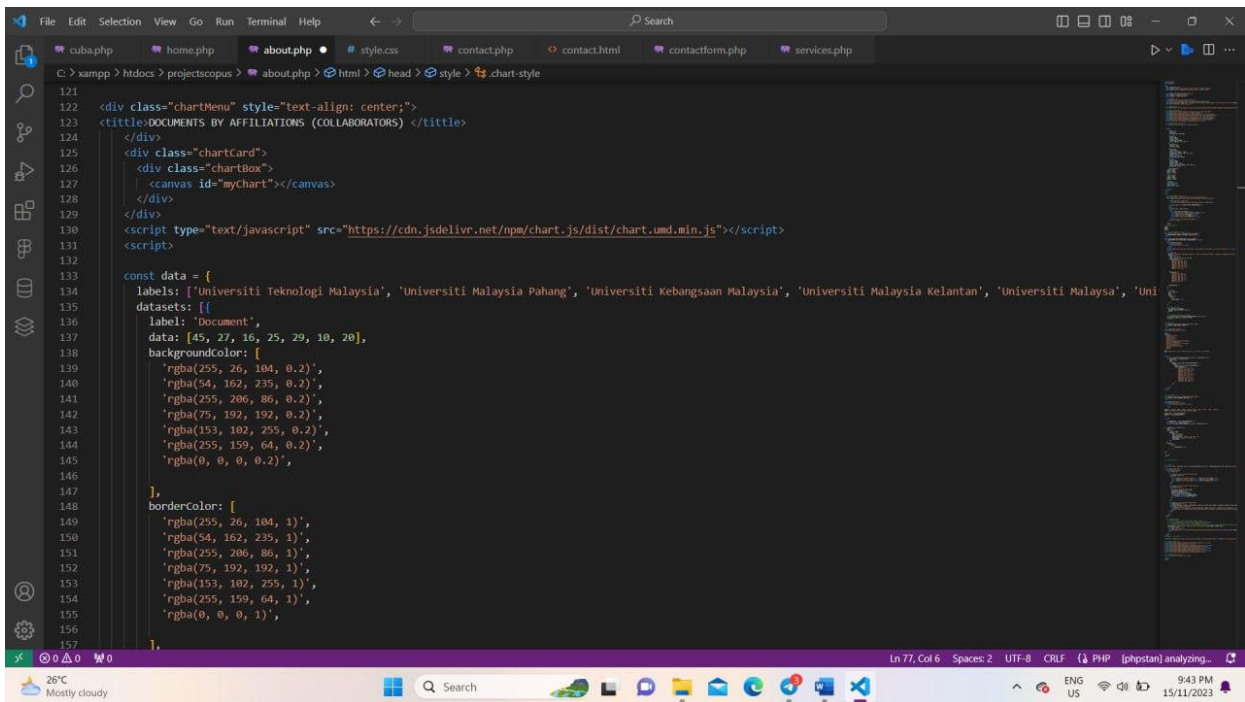
Figure 68 : Interface Project Scopus 3

## Page Contact Us :

The screenshot displays the 'Contact Us' page of the Project Scopus 4 interface. The page is titled 'Contact' and includes a breadcrumb trail 'Home / Contact'. It features four main sections: 'Our Address' with the location 'A108 Adam Street, New York, NY 535022'; 'Email Us' with the contact email 'info@example.com' and 'contact@example.com'; 'Call Us' with two phone numbers, '+1 5589 55488 55' and '+1 6678 254445 41'; and a contact form with fields for 'Your name:', 'Your email:', and 'Your message:', along with a 'Send' button. The browser's address bar shows 'localhost/projectsopus/contact.php'. The taskbar at the bottom shows the system time as 2:31 PM on 15/11/2023.

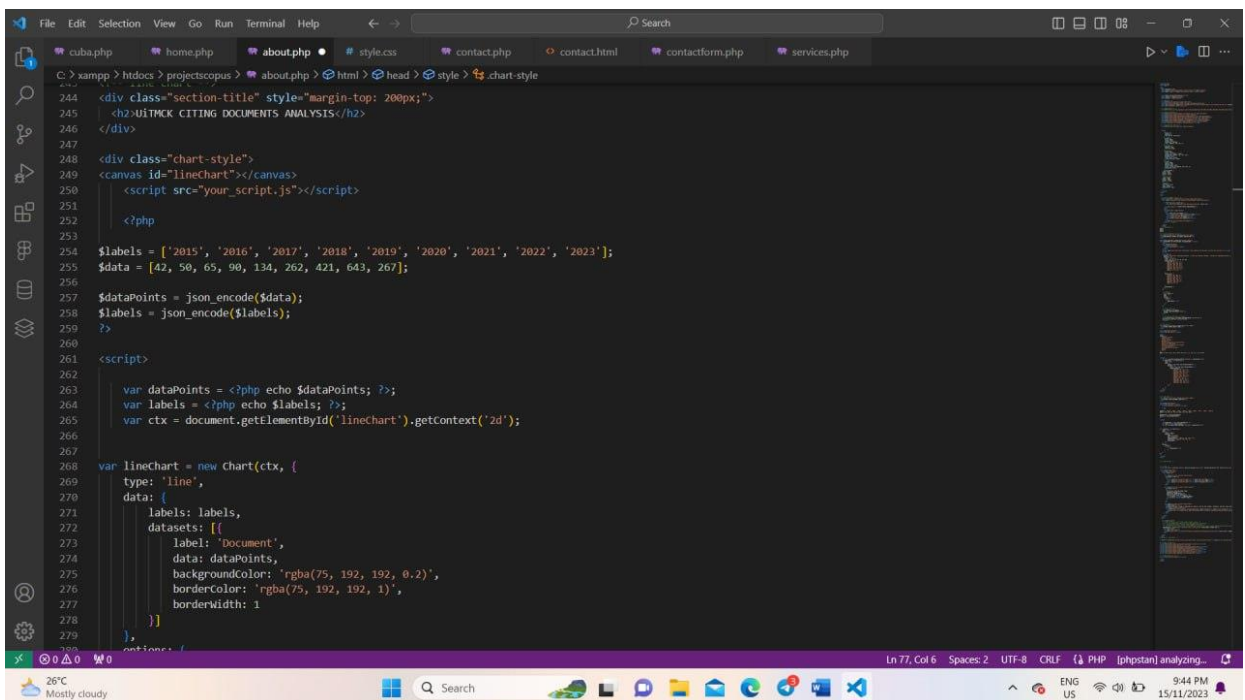
Figure 69 : Interface Project Scopus 4

## Coding About :



```
File Edit Selection View Go Run Terminal Help
C:\xampp\htdocs\projectscopus > about.php > html > head > style > chart-style
121
122 <div class="chartMenu" style="text-align: center;">
123 <title>DOCUMENTS BY AFFILIATIONS (COLLABORATORS) </title>
124 </div>
125 <div class="chartCard">
126 <div class="chartBox">
127 <canvas id="myChart"></canvas>
128 </div>
129 </div>
130 <script type="text/javascript" src="https://cdn.jsdelivr.net/npm/chart.js/dist/chart.umd.min.js"></script>
131 </script>
132
133 const data = {
134   labels: ['Universiti Teknologi Malaysia', 'Universiti Malaysia Pahang', 'Universiti Kebangsaan Malaysia', 'Universiti Malaysia Kelantan', 'Universiti Malaysia', 'Uni
135
136   datasets: [{
137     label: 'Document',
138     data: [45, 27, 16, 25, 29, 10, 20],
139     backgroundColor: [
140       'rgba(255, 26, 104, 0.2)',
141       'rgba(54, 162, 235, 0.2)',
142       'rgba(255, 206, 86, 0.2)',
143       'rgba(75, 192, 192, 0.2)',
144       'rgba(153, 102, 255, 0.2)',
145       'rgba(255, 159, 64, 0.2)',
146       'rgba(0, 0, 0, 0.2)',
147     ],
148     borderColor: [
149       'rgba(255, 26, 104, 1)',
150       'rgba(54, 162, 235, 1)',
151       'rgba(255, 206, 86, 1)',
152       'rgba(75, 192, 192, 1)',
153       'rgba(153, 102, 255, 1)',
154       'rgba(255, 159, 64, 1)',
155       'rgba(0, 0, 0, 1)',
156     ],
157   }],
158 }
```

Figure 70 : Coding Project Scopus 1

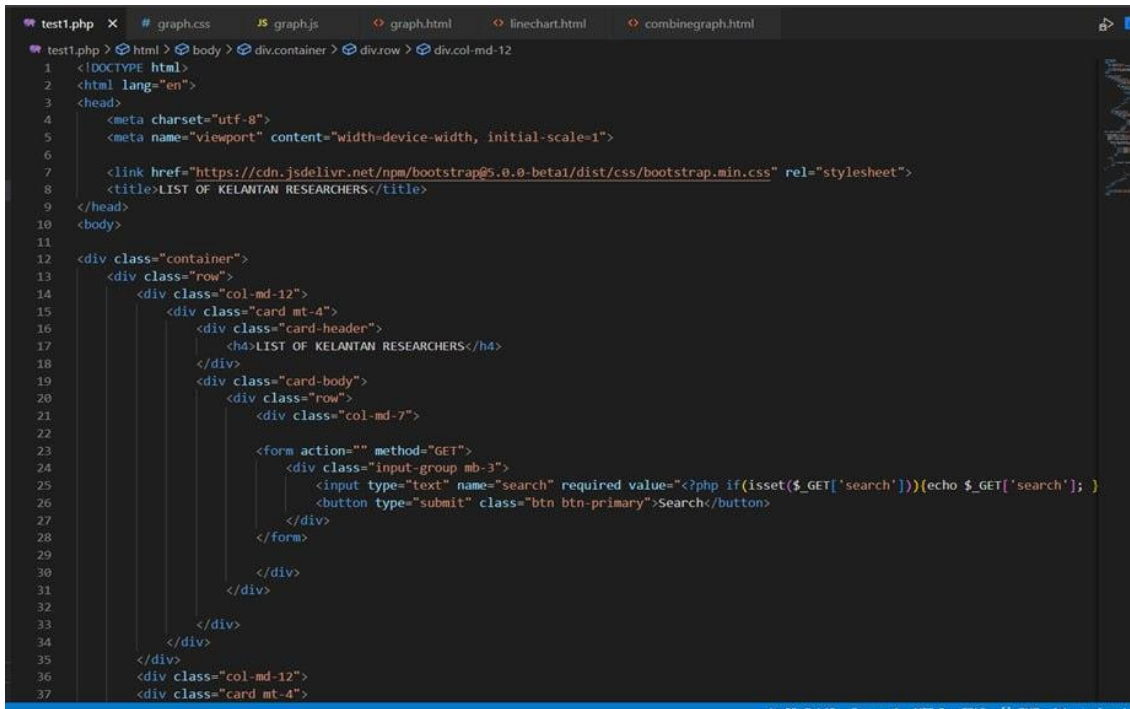


```
File Edit Selection View Go Run Terminal Help
C:\xampp\htdocs\projectscopus > about.php > html > head > style > chart-style
244 <div class="section-title" style="margin-top: 200px;">
245 <h2>DOCUMENTS CITING ANALYSIS</h2>
246 </div>
247
248 <div class="chart-style">
249 <canvas id="lineChart"></canvas>
250 <script src="your_script.js"></script>
251 </script>
252 </div>
253
254 $labels = ['2015', '2016', '2017', '2018', '2019', '2020', '2021', '2022', '2023'];
255 $data = [42, 50, 65, 90, 134, 262, 421, 643, 267];
256
257 $dataPoints = json_encode($data);
258 $labels = json_encode($labels);
259 >
260 <?php
261 <script>
262
263   var dataPoints = <?php echo $dataPoints; ?>;
264   var labels = <?php echo $labels; ?>;
265   var ctx = document.getElementById("lineChart").getContext('2d');
266
267   var lineChart = new Chart(ctx, {
268     type: 'line',
269     data: {
270       labels: labels,
271       datasets: [{
272         label: 'Document',
273         data: dataPoints,
274         backgroundColor: 'rgba(75, 192, 192, 0.2)',
275         borderColor: 'rgba(75, 192, 192, 1)',
276         borderWidth: 1
277       }],
278     }
279   });
280 </script>
281 </div>
282 </div>
```

Figure 71 : Coding Project Scopus 2



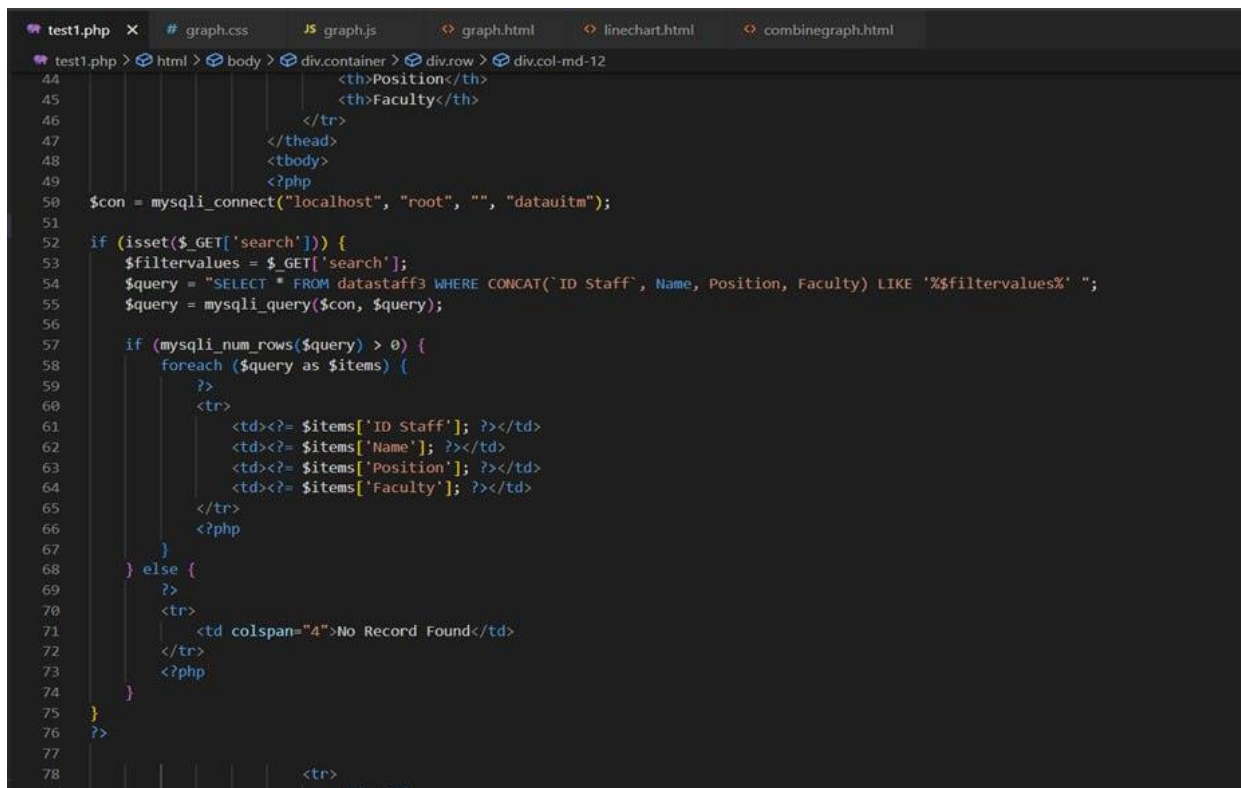
## Coding Researchers :



```
test1.php X # graph.css JS graph.js graph.html linechart.html combinegraph.html
test1.php > html > body > div.container > div.row > div.col-md-12
1 <!DOCTYPE html>
2 <html lang="en">
3 <head>
4 <meta charset="utf-8">
5 <meta name="viewport" content="width=device-width, initial-scale=1">
6
7 <link href="https://cdn.jsdelivr.net/npm/bootstrap@5.0.0-beta1/dist/css/bootstrap.min.css" rel="stylesheet">
8 <title>LIST OF KELANTAN RESEARCHERS</title>
9 </head>
10 <body>
11
12 <div class="container">
13 <div class="row">
14 <div class="col-md-12">
15 <div class="card mt-4">
16 <div class="card-header">
17 <h4>LIST OF KELANTAN RESEARCHERS</h4>
18 </div>
19 <div class="card-body">
20 <div class="row">
21 <div class="col-md-7">
22
23 <form action="" method="GET">
24 <div class="input-group mb-3">
25 <input type="text" name="search" required value="<?php if (isset($_GET['search'])) {echo $_GET['search'];}>">
26 <button type="submit" class="btn btn-primary">Search</button>
27 </div>
28 </form>
29
30 </div>
31 </div>
32
33 </div>
34 </div>
35 <div class="col-md-12">
36 <div class="card mt-4">
```

Figure 72 : Coding Project Scopus 3

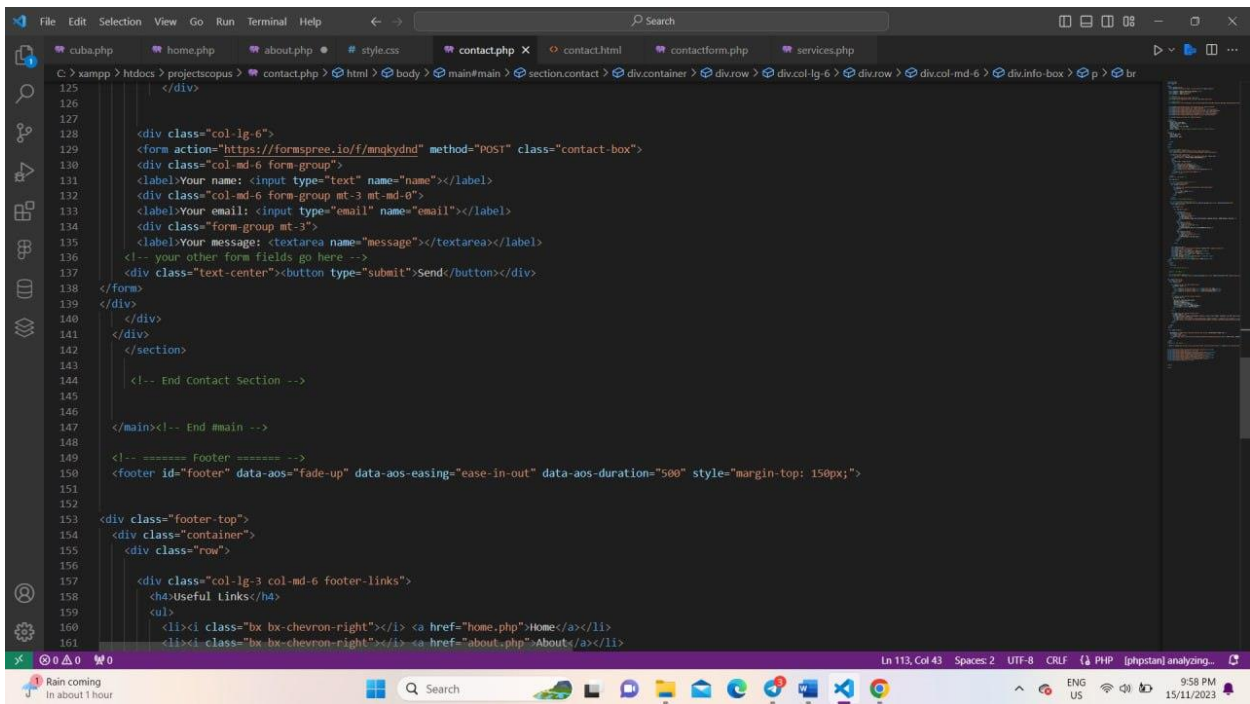
## Coding Research :



```
test1.php X # graph.css JS graph.js graph.html linechart.html combinegraph.html
test1.php > html > body > div.container > div.row > div.col-md-12
44 <th>Position</th>
45 <th>Faculty</th>
46 </tr>
47 </thead>
48 <tbody>
49 <?php
50 $con = mysqli_connect("localhost", "root", "", "datauitm");
51
52 if (isset($_GET['search'])) {
53 $filtervalues = $_GET['search'];
54 $query = "SELECT * FROM datastaff3 WHERE CONCAT('ID Staff', Name, Position, Faculty) LIKE '%$filtervalues%' ";
55 $query = mysqli_query($con, $query);
56
57 if (mysqli_num_rows($query) > 0) {
58 foreach ($query as $items) {
59 >
60 <tr>
61 <td><?= $items['ID Staff']; ?></td>
62 <td><?= $items['Name']; ?></td>
63 <td><?= $items['Position']; ?></td>
64 <td><?= $items['Faculty']; ?></td>
65 </tr>
66 <?php
67 }
68 } else {
69 >
70 <tr>
71 <td colspan="4">No Record Found</td>
72 </tr>
73 <?php
74 }
75 }
76 ?>
77
78 <tr>
```

Figure 73 : Coding Project Scopus 4

## Coding Contact Us :



The image shows a code editor window with the following HTML code:

```
125 </div>
126
127
128 <div class="col-lg-6">
129 <form action="https://formspree.io/ff/mnqkydnd" method="POST" class="contact-box">
130 <div class="col-md-6 form-group">
131 <label>Your name: <input type="text" name="name"></label>
132 <div class="col-md-6 form-group mt-3 mt-md-0">
133 <label>Your email: <input type="email" name="email"></label>
134 <div class="form-group mt-3">
135 <label>Your message: <textarea name="message"></label>
136 <!-- your other form fields go here -->
137 <div class="text-center"><button type="submit">Send</button></div>
138 </form>
139 </div>
140 </div>
141 </div>
142 </section>
143
144 <!-- End Contact Section -->
145
146
147 </main><!-- End #main -->
148
149 <!-- ===== Footer ===== -->
150 <footer id="footer" data-aos="fade-up" data-aos-easing="ease-in-out" data-aos-duration="500" style="margin-top: 150px;">
151
152
153 <div class="footer-top">
154 <div class="container">
155 <div class="row">
156
157 <div class="col-lg-3 col-md-6 footer-links">
158 <h4>Useful Links</h4>
159 <ul>
160 <li><i class="bx bx-chevron-right"></i> <a href="home.php">Home</a></li>
161 <li><i class="bx bx-chevron-right"></i> <a href="about.php">About</a></li>
```

Figure 74 : Coding Project Scopus 5