



**UNIVERSITI TEKNOLOGI MARA
COLLEGE OF COMPUTING, INFORMATICS AND
MATHEMATICS**

INDUSTRIAL TRAINING REPORT

**PERPUSTAKAAN TENGKU ANIS,
KAMPUS MACHANG,
UITM CAWANGAN KELANTAN,
18500 MACHANG,
KELANTAN DARUL NAIM
MALAYSIA**

**Prepared by:
NIK AZLINA BINTI ISMAIL
2020850076
BACHELOR OF INFORMATION SCIENCE
(HONS.)
LIBRARY MANAGEMENT**

4th SEPTEMBER 2023-31st JANUARY 2024

INDUSTRIAL TRAINING REPORT

Title:

INDUSTRIAL TRAINING REPORT
PERPUSTAKAAN TENGGU ANIS,
KAMPUS MACHANG,
UITM CAWANGAN KELANTAN,
18500 MACHANG,
KELANTAN DARUL NAIM
MALAYSIA

Prepared by:

NIK AZLINA BINTI ISMAIL
2020850076
N5IM2447B

**COLLEGE OF COMPUTING, INFORMATICS AND
MATHEMATICS
UNIVERSITI TEKNOLOGI MARA**

DECLARATION

I hereby declare that 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 it found guilty.

Signed by

NIK AZLINA BINTI ISMAIL

2020850076

Date of submission:

ABSTRACT

This paper contains report of activities that have been done by students while doing industrial training in Perpustakaan Tengku Anis (PTA) for the requirements of Industrial Training Report (IMC690) from 04 September 2023 until 31 January 2024. This course must be taken by final year students before their graduating on Bachelor of Information Science (Hons.) Library Management. This paper covers about background of library, services facilities, security and organizational structure. Besides, student have added every activity that has been carried out in every unit such as University Reference Unit or Cataloguing Unit, library services, University Archives Unit, Corporate and Collaboration Unit, Digital Library and lastly Administration and Strategic Unit. Then, the paper also added knowledge and skills, personal thoughts and opinion, lesson learnt, limitations and recommendations when undergoing industrial for 5 months. Last but not least, an appendices and description of the activities has been included in this paper.

Keyword: Industrial Training, Perpustakaan Tengku Anis (PTA)

ACKNOWLEDGEMENT

Assalamualaikum wbt,

In the name of Allah, the Most Gracious and the Most Merciful. All praises to Allah and His blessing for the completion of this assignment. Thank you to Allah for all the opportunities, guidance and strength that have been given on me to finish this industrial training and report on the right time.

Next, my gratitude and special thanks go to my supervisor and lecturer, Sir Mohd Naim Mohd Nasfi who has gave me a lot of guidance, knowledge and support me to complete my industrial training for 5 months. Although it is very hard to visit but still can find other intensive to communicate with me.

Not to forget, thank you very much to *Perpustakaan Tengku Anis (PTA)* for willingly accept and giving opportunity to undergoing industrial training for 22 weeks in their organization. Great appreciation to my industry supervisor, Mrs. Norfitriah Mat Seman for guide and taught me for my special project. Without the idea, help and support from Mrs. Norfitriah, I will not be able to conduct my project. Apart from that, thank you to all of PTA staff for giving me a hand to help especially in completing project.

Last but not least, I want to say thank you for my biggest supporter, my family and my friend for helping me a lot especially in terms of motivational and mental support. Without the help and cooperation on industrial training, I will not be able to complete it.

TABLE OF CONTENT

DECLARATION	iii
ABSTRACT.....	iv
ACKNOWLEDGEMENT	v
TABLE OF CONTENT	vi
LIST OF FIGURES	viii
LIST OF TABLES	xii
1.0 INTRODUCTION.....	2
1.1 Background of the Organization.....	2
1.1.1 The History of Perpustakaan Tengku Anis (PTA).....	2
1.1.2 Location of the Library	3
1.1.3 Official Logo of Perpustakaan Tengku Anis (PTA)	3
1.1.4 Contact Information of Perpustakaan Tengku Anis (PTA).....	5
1.1.5 Vision, Mission, Philosophy, Objectives and Client Charter.....	6
1.2 Opening Hours of the Library	7
1.3 Organizational Structure	7
1.4 Services Available at Perpustakaan Tengku Anis (PTA).....	10
1.5 Facilities Available at Perpustakaan Tengku Anis (PTA)	12
1.6 Security Features at Perpustakaan Tengku Anis (PTA)	20
1.7 Library External Membership.....	23
1.8 Library Guides & Regulations	25
2.0 ORGANIZATION INFORMATION	27
2.1 Departmental Structure	27
2.2 Department Function	29
3.0 INDUSTRIAL TRAINING ACTIVITIES.....	37
3.1 Training Activities.....	37
3.1.1 Corporate & Collaboration Unit and Digital Library Unit.....	37
3.1.2 Repository Systems & Open Science Unit.....	43
3.1.3 Organization Administration Unit and Strategic Planning.....	53
3.1.4 University Reference Resources Department	54
3.1.5 Library Services Unit.....	77
3.1.6 University Archives Unit	78

3.1.7 Other Activities	82
3.2 Special Project	96
3.2.1 3 Days@PTA Bonding and Archive Day	96
3.2.2 Zero Hits: 2 Days@PTA Mini-Books Festival	104
4.0 INDUSTRIAL TRAINING REFLECTION	110
4.1 Application of Knowledge, Skills and Experience inn Undertaking the Task. 110	
4.2 Personal Opinion	111
4.3 Lesson Learnt	111
4.4 Limitation and Recommendation	112
4.5 Conclusion	112
REFERENCE	114
APPENDICES	115

LIST OF FIGURES

Figures	Pages
Figure 1: Building of Perpustakaan Tengku Anis (PTA)	2
Figure 2: Location of Perpustakaan Tngku Anis (PTA)	3
Figure 3: The Official Logo of Perpustakaan Tengku Anis (PTA)	3
Figure 4: Library Management of Perpustakaan Tengku Anis (PTA)	8
Figure 5: Organizational Structure of Perpustakaan Tengku Anis (PTA)	9
Figure 6: Organizational Structure of Perpustakaan Tengku Anis (PTA)	9
Figure 7: Internet Room	12
Figure 8, 9, 10: Internet Zone	13
Figure 11 & 12: PTA Starco	13
Figure 13 & 14: KBR Counter	14
Figure 15 & 16: Seminar Room	14
Figure 17 & 18: Meeting Room	15
Figure 19: Internet Counter	15
Figure 20: Customer Service Counter/ Main Counter	16
Figure 21 & 22: Carrel Desk	17
Figure 23: Online Public Access Catalogue (OPAC)	17
Figure 24: Discussion Room	17
Figure 25: Grammarly Section & Terminal Thesis	19
Figure 26: RFID Gates	20
Figure 27 & 28: RFID Reader	21
Figure 29: Staff Entry	21
Figure 30 & 31: Smoke Detector & CCTV	22
Figure 32: Fire Extinguisher	22

Figure 33 & 34: Lockers	23
Figure 35: Library Management Department Chart	27
Figure 36: University Reference Resources Department Chart	28
Figure 37: Library Services Department Chart	28
Figure 38: University Archives Department Chart	29
Figure 39-54: Update Article in Read@UiTM Website	38-43
Figure 55-69: The process of Deposit Article in Institutional Repository	44-47
Figure 70-86: The Process of Deposit Monograph in Institutional Repository	47-53
Figure 87: The Arrangement of Newspaper	54
Figure 88-102: Cataloguing process	54-59
Figure 103 & 104: Record Book Supplier's Information	60
Figure 105-107: Record Book Donation Information	61
Figure 108-111: Review Record in OPAC	62-63
Figure 112-162: Magazine Process	64-77
Figure 163&164: Circulation Task	78
Figure 165&166: Receipt Handling Task	78
Figure 167 & 168: Impurity Task	79
Figure 169: Receiving Process & Update Metadata In Archive Management System (AMS)	79
Figure 170 & 171: Scanning task	80
Figure 172-180: Create Notepad	81
Figure 181 & 182: Book Shelving	82
Figure 183: Reading Yassin	82

Figure 184-187: Create & Sticking poster on Noticeboard	83
Figure 188: Fun Walk	84
Figure 189: <i>Lawatan Dari SMK Tengku Ampuan Intan</i>	84
Figure 190 & 191: Gotong Royong Taman Herba	85
Figure 192 & 193: Mobile Photography Workshop	85
Figure 194: Poster of Kenali Variasi Tulisan Khat	86
Figure 195-197: Create & Sticking Cover Notepad	86-87
Figure 198 & 199: CSR Vitamin Ilmu Bersama PTA: SMK Pangkal Meleret Siri 2	87
Figure 200-201: Preparation of Exhibition	89
Figure 202: Poster of Book Review	89
Figure 203: Poster of Bicara Cakna	90
Figure 204: Poster of Greenation: Speak Up@PTA	91
Figure 205-206: Farewell of Skim Khidmat Pelajar & Industrial Training Report	91
Figure 207: List Zero Hits Collection	92
Figure 208: Poster of Printing and Photocopy Services	92
Figure 209: Photography of Palestine Theme	93
Figure 210 & 211: Collaborative Webinar on Scopus Bibliometric Reporting for SIMAD University	93
Figure 212-214: Book Review: 1 Staff 1 Book	93
Figure 215: Poster of Research & Library Skill for Junior Lecturers Workshop	94

Figure 216-218: Library Outreach & Kelas Penyelidikan Pengurusan Arkib & Rekod Perpustakaan Tengku Anis (PTA)	94
Figure 219-221: Presentation Industrial Training Report Perpustakaan Tengku Anis (PTA)	95
Figure 222-223: Library Tour from SMK Agama Melor	95
Figure 224-225: Farewell Industrial Training Students	96
Figure 226: Poster of Zero Hits: 2 Days@PTA Mini-Books Festival	104

LIST OF TABLES

TABLE	PAGES
Table 1: Colour and description of Perpustakaan Tengku Anis (PTA) logo	4
Table 2: Contact Information of Perpustakaan Tengku Anis (PTA)	5
Table 3: Opening Hours of Perpustakaan Tengku Anis (PTA)	3
Table 4: Services Available at Perpustakaan Tengku Anis (PTA)	5
Table 5: Lending and Returning Books Counter	18
Table 6: List of Activities	98-99
Table 7,8,9: Tentative of 3 Days@PTA Bonding and Archive Day program	100-104
Table 10: List of Activities	105-106
Table 11: Tentative of Zero Hits: 2 Days@PTA Mini-Books Festival	107-108

CHAPTER 1: INTRODUCTION TO THE ORGANIZATION

1.0 INTRODUCTION

Industrial training can be defined as a practical field training programme that was offered by universities to students in order to give them experience and expose them to the real work environment at organization. Then this training is also one of the requirements that need to be fulfilled, especially for final-year students at Universiti Teknologi MARA (UiTM) before they complete their degree, including my programme, which is Bachelor of Information Science (Hons.) Library Management. In this training, I need to undergo five months, which consist of 22 weeks, starting from September 4, 2023 to January 31, 2024. Industrial training is very important to teach students how to develop their skills when working. The organisation I have chosen to complete my industrial training is Perpustakaan Tengku Anis, UiTM Kelantan Kampus Machang, located at Bukit Ilmu. In this chapter, there are three sections that covered the background of the organisation, the background of the library and the organisational 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)

The UiTM Library Machang Campus, Kelantan was established in 1985 at the Kijang Camp temporary campus and has moved to the permanent Bukit Ilmu campus since 1996. On July 15, 2008, the UiTM Kelantan Library was inaugurated by His Majesty the Sultan of Kelantan, Sultan Ismail ibni al-

Marhum Sultan Muhammad IV and was rebranded as the Tengku Anis Library (PTA) in conjunction with the name of the former King of Kelantan, Tengku Anis Ibni al-Marhum Tengku Abdul Hamid. The Tengku Anis Library of UiTM Machang Campus plays a role in supporting all learning, teaching, research and knowledge development programs by providing a variety of services, a variety of collections, technology and up-to-date and robust information sources.

1.1.2 Location of the Library

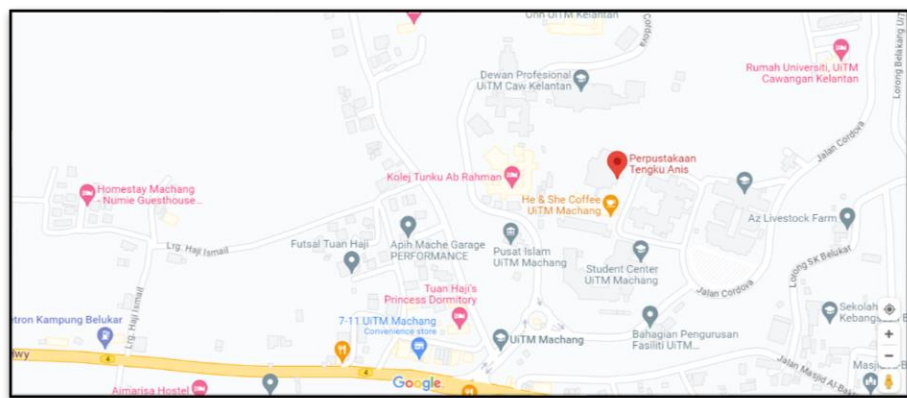


Figure 2: Location of Perpustakaan Tengku Anis (PTA)

1.1.3 Official Logo of Perpustakaan Tengku Anis (PTA)



Figure 3: The Official Logo of Perpustakaan Tengku Anis

The figure 3 show the official logo of Perpustakaan Tengku Anis (PTA). The logo consists of four (4) main colours 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 crossal 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 Tkenologi MARA as a global, unique and competitive university.

1.1.4 Contact Information of Perpustakaan Tengku Anis (PTA)

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	09976 2336 2337
CONSULTATION SERVICE	09 976 2343 09 976 2328
OFFICER IN CHARGE	Muslim Bin Ahmad@Ismail muslim368@uitm.edu.my
OFFICIAL WEBSITE	https://kelantan.library.uitm.edu.my/
SOCIAL MEDIA	Facebook: https://www.facebook.com/ptauitmkelantan/ Twitter: https://twitter.com/ptauitmkelantan YouTube: https://www.youtube.com/perpustakaanengkuanis Telegram: https://t.me/Update_PTA Instagram: https://www.instagram.com/ptauitmkelantan/ Tik Tok: https://www.tiktok.com/@ptauitmkelantan

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 enhance the knowledge and expertise of Bumiputeras in all fields of study through professional programmes, research work and community service based on moral values and professional ethics.
2. To empower the delivery of UiTM's library services as a centre of information excellence that always remained relevant, referred and respected.
3. To serve a comprehensive, up-to-date and relevance knowledge resources in various physically and virtually format.
4. To provide a conducive environment and facilities for teaching, learning and research matters.
5. To develop latest information technology and communication facilities based on customer needs.
6. To strengthen human capital through Budaya PERDANA for PUiTM communities.
7. To enrich relation and cooperation with external organization in 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)

1.3 Organizational Structure

Organizational structure is the method by which work flows through the organization and allows groups to work together in their individual functions to manage tasks. It can show the tasks that need to be done by the staff in the organization.

The Tengku Anis Library (PTA) is led by the Deputy Head Librarian, Puan Alina Binti Hussin@Husseini and four (4) senior librarians namely Dr

Muslim Bin Ahmad, Puan Nordelina Binti Zulkarnain, Puan Norfitriah Binti Mat Seman and Puan Rosmariyati Binti Abd Rahman (PTA Kota Bharu Campus). There are thirteen (14) senior librarians, two (2) librarians, one (1) senior, one (1) operations assistant, one (1) senior computer technician and one (1) senior conservation assistant.

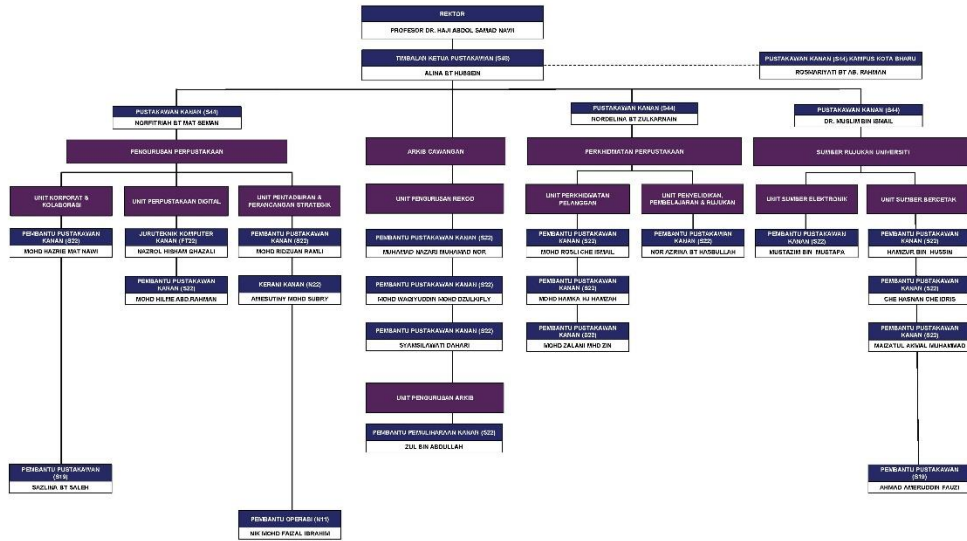
There are four (4) main units in the Tengku Anis Library (PTA), namely the Library Management Department, University Reference Resources Department, Library Services Department, and University Archives Department. Each department will be headed by one (1) Senior Librarian while the University Archives Department is headed by the Deputy Head Librarian, namely Mrs. Alina Binti Hussin@Hussein. Diagram 4 and diagram 5 are the organizational structure of Tengku Anis Library (PTA) for the year 2022/2023.



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



CARTA ORGANISASI BAHAGIAN PERPUSTAKAAN TENGGU ANIS
UITM CAWANGAN KELANTAN



Teknikal / 13 JAN 2023 UTeM

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

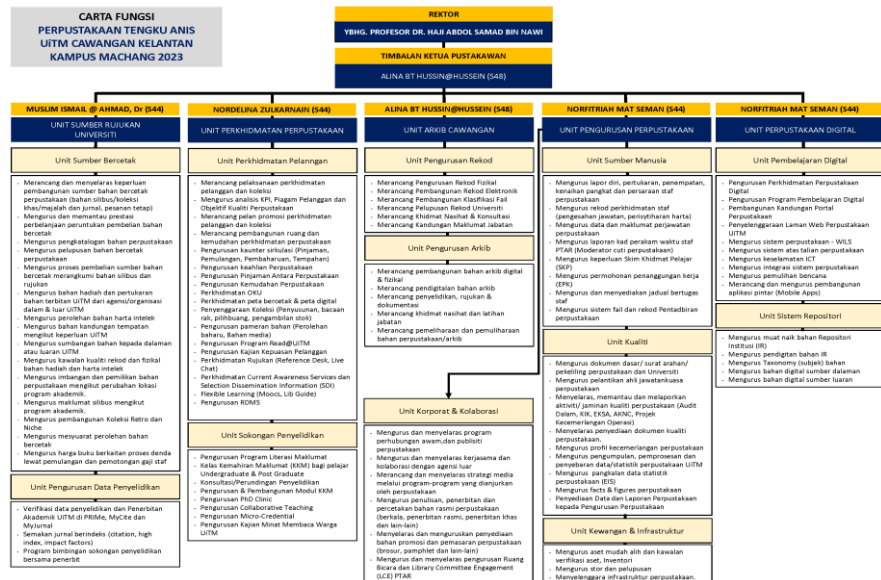


Figure 6: Organizational Structure of Perpustakaan Tengku Anis (PTA)

1.4 Services Available at Perpustakaan Tengku Anis (PTA)

 <p>OPAC</p>	 <p>My Knowledge Management</p>	 <p>UiTM Library Mobile App</p>
 <p>Information Literacy Class</p>	 <p>Google Scholar</p>	 <p>Live Chat With Librarian</p>
 <p>Online Library Orientation</p>	 <p>Research Consultation</p>	 <p>Research Guides</p>
 <p>Membership</p>	 <p>Renewal</p>	 <p>Inter Library Loan</p>








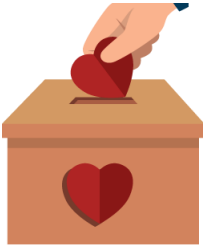

 <p>Book Delivery Services</p>	 <p>Dean's Portal</p>	 <p>Vendor Portal</p>
 <p>Library Guide</p>	 <p>Virtual & Augmented Reality</p>	 <p>Massive Open Online Courses</p>
 <p>Excellence in Research for Australia</p>	 <p>Donation</p>	 <p>Cashless</p>

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

1.5 Facilities Available at Perpustakaan Tengku Anis (PTA)

Every library provides various services and facilities to its users to support teaching and learning, especially at Perpustakaan Tengku Anis (PTA). This is because good services and facilities will satisfy the users, and at the same time, they can go to the library to find the materials they need. There are several facilities that were offered by Perpustakaan Tengku Anis, such as:

1. Internet Room (Ixara Room)

The Ixara room, which is the IT room, is a room provided in the Tengku Anis Library for the convenience of UiTMCK students and staff to hold classes or any program. The IT room must be booked in advance at the main counter. This room provides facilities for users, namely 1 presentation computer, 28 Participant's computers, and 1 Whiteboard.



Figure 7: Internet Room

2. Internet Zone

The Internet Zone is a room equipped with a reading room, computer and printing and photocopying services. Printing and photocopying services are self-service. Users can pay for printing and photocopying at the payment counter which is the main counter. In addition, users can also use the computer that has been provided. There are 3 computers that users can use to use their Grammarly account and there is 1 special computer for thesis research.



Figure 8, 9 & 10: Internet Zone

3. PTA STARCO (Open Reading Areas)

PTA STARCO is an open reading room. Users can use this room to do tasks, relax and spend time by reading a book. This room is also usually used for the inauguration of programs and activities at PTA. This is because, this room is decorated beautifully and attractively.



Figure 11 & 12: PTA Starco

4. KBR Counter



Figure 13 & 14: KBR Counter

This counter is on level 2 which is the upper level. This counter is a reference counter for students to borrow reference materials, newspapers, magazines and theses. However, the materials can only be used in the library.

5. Seminar Room (Raflesia Room)



Figure 15 & 16: Seminar Room

A seminar room is a meeting room that is usually booked by UiTMCK staff to hold classes, meetings, discussions or any activity involving many people. This room must be reserved in advance before use. Reservations can be made at the main counter.

6. Meeting Room



Figure 17 & 18: Meeting Room

This meeting room is on the top floor. This room is used by PTA staff if there is any meeting or discussion about the program or any matter that covers the field of work at PTA.

7. Internet Counter



Figure 19: Internet Counter

The internet counter is a reference counter for students who need help with computer use, information search, photocopy machine use and other matters.

8. Customer Service Counter/Main Counter



Figure 20: Customer Service Counter/ Main Counter

The main counter is a counter for borrowing and returning books. This counter is also an inquiry counter and the counter is guarded by two PTA staff members.

9. Reference Books Shelf

Reference Book Shelf or Closed Shelf is where reading materials and references are arranged in alphabetical order and call number. The books on these shelves cannot be borrowed and the position of these books is on the top floor or Level 2. Any use of these books is only allowed in the library. If the user wants to borrow the books for the purpose of photocopying or the like, the user needs to fill out a loan form at the KBR counter and leave a student card or identification card as a guarantee.

10. Borrowing Books Shelf

These bookshelves are called open shelves. Reading materials on this open shelf can be borrowed by users. The reading material on this shelf usually consists of fiction and non-fiction books. The order of the books is based on alphabetical order and call number. In addition, each shelf houses reading materials according to different genres. In addition, every book loan can be done at the loan counter. The loan period for students is for fourteen (14) days and for staff is for one (1) month. Every delay in returning books will be fined as much as RM 0.20 and if the user wants to extend the borrowing period, the

user can make a connection at the library's main counter or through the Library Mobile Apps.

11. Carrel Desk

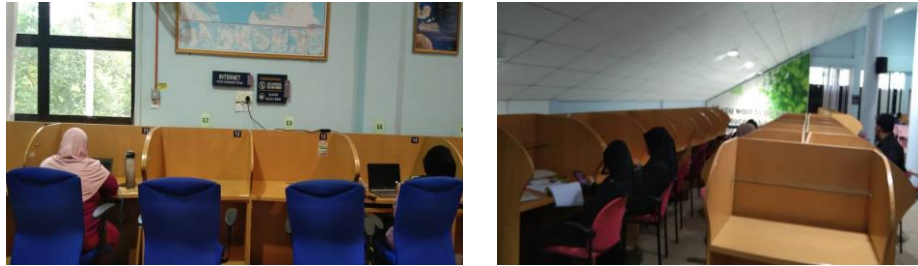


Figure 21 & 22: Carrel Desk

Carrel desk is a table for users to use to do tasks privately or need a private space.

12. Reading Areas

The reading room is a common space for users to do assignments, read or so on. This space is on the lower and upper levels.

13. Online Public Access Catalogue (OPAC)

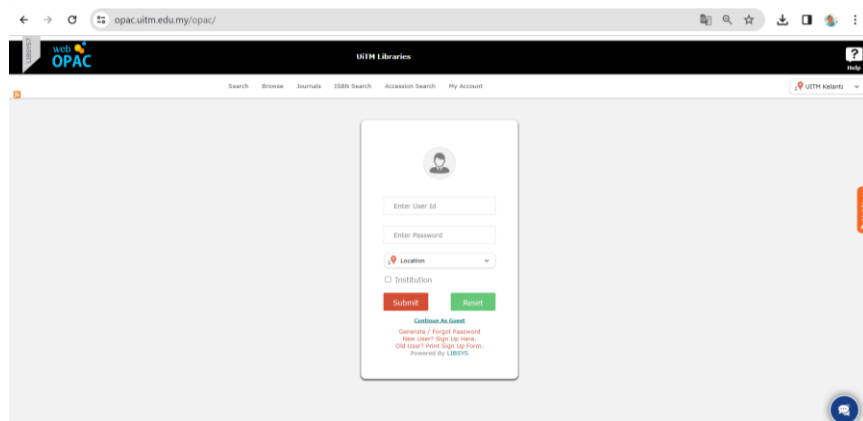


Figure 23: Online Public Access Catalogue

An online public access catalog is an online library database that contains resources such as books, journals, newspapers, and e-books. With

OPAC, users can access any book or e-content from anywhere and at any time. Users only need to search for terms like book name, title, author name, volume number, and more. The user merely needs to provide the ID that has been registered in the OPAC, or they can click on "Continue as a Guest" to access the OPAC. They can determine the number of copies remaining in the library, as well as their location and other pertinent information, and then return to the library to retrieve the book. E-books allow them to continue receiving material and access it at any time.

14. Lending and Returning Books Counter

All the libraries worldwide have this service, with no exception for Perpustakaan Tengku Anis (PTA) UiTM Kampus Machang. The services that were offered were lending and returning books. This service can help users to borrow and return the book after they use the materials. For this library, there are procedures of borrowing and returning process.

Loan
<ol style="list-style-type: none"> 1. Loans can only be made with a library membership card. 2. Number of loans and types of materials are subject to membership category registered by the library member. 3. Materials from bound journal, reference material, free range reading, thesis collection, Academic Core Collection, 1st copy of book, conference collection, statue and loose-leaf materials are not for loan. 4. Renewal of loans can be made by online renewal subject to existing conditions. 5. A borrower who has overdue items will be barred from borrowing.

Table 6: Lending and Returning Books Counter

15. Discussion Room



Figure 24: Discussion Room

A discussion room is a discussion room that can be used by users. Users should make reservations at the main counter. However, reservations can only be registered under the staff's name and number.

16. Printing Machine

The printer or photocopier is in the Internet Zone. Users can use the machine and the charge for printing or photocopying A4-sized paper is as much as RM 0.10 per page for non-coloured (black and white) and RM 1.00 per page for coloured. While for A3 size, the charge is RM 0.20 per sheet for non-coloured and RM 2.00 per sheet for coloured. However, for the printing or photocopying of coloured paper, it is only done by the library staff because it has a password.

16. Grammarly Section

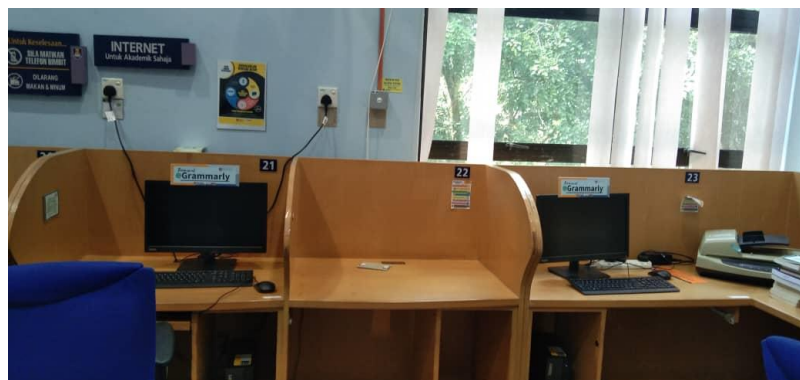


Figure 25: Grammarly Section and Terminal Thesis

Grammarly section is a column in the Internet Zone. There are two (2) computers that have Grammarly premium accounts that can be used by users to make it easier for users to do their tasks.

1.6 Security Features at Perpustakaan Tengku Anis (PTA)

1. RFID Gates



Figure 26: RFID Gates

RFID Gates are entry gates and are one of the security equipment in PTA. This entry door is a door that can detect any prohibited items or reading materials that are taken out of the PTA without permission. This is because each reading material has an RFID strip and the reading material needs to be scanned to turn off the RFID first.

2. RFID Labels/Strips

RFID Labels or RFID strips are one of the security tools so that reading materials from the library are not easily stolen. If reading material with an RFID strip is taken out of the library without permission, the RFID Gates will be able to detect the book and the detector will sound immediately.

3. RFID Reader

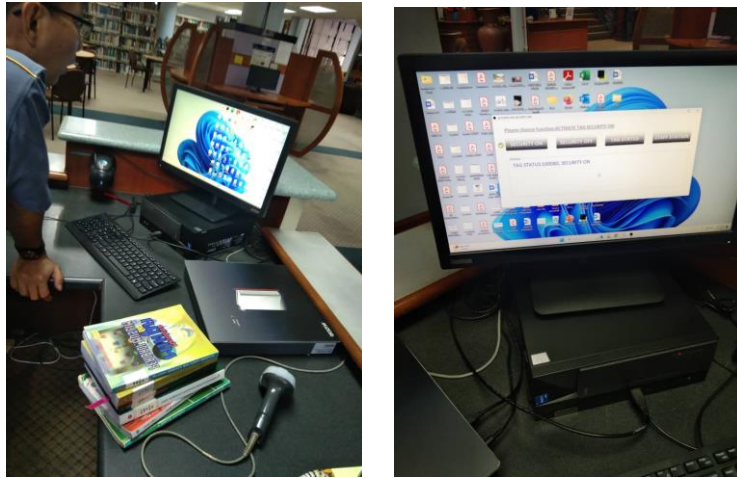


Figure 27 & 28: RFID Reader

RFID Reader is a security tool in the library. This tool works as an RFID detection tool in the reading material in the library.

4. Staff Entry with Password



Figure 29: Staff Entry

The staff door is an entry door that needs to be accessed using a set password. Only staff are allowed to use the door.

5. Smoke Detector and CCTV



Figure 30 & 31: Smoke Detector

Smoke detector is a fire detection device provided by the library. This device will work immediately if it can detect a fire. Closed circuit television (CCTV) is known as video surveillance. Closed circuit means that the cameras transmit footage to a closed audience, as opposed to regular television, which broadcasts to the public.

6. Fire Extinguisher



Figure 32: Fire Extinguisher

A fire extinguisher is one of the safety tools. In addition to smoke detectors, fire extinguishers are also one of the tools associated with fires. Each room and room have a fire extinguisher for safety measures for the library and its users.

7. Locker



Figure 33 & 34: Locker

A locker is a storage place for library user equipment. Users need to bring valuables with them every time they enter the library. Meanwhile, bags are not allowed to be brought into the library. This is to prevent theft or loss of reading material in the library. There are two locations of storage lockers outside and inside the library.

1.7 Library External Membership

- **Terms of Application**

Individuals, institutions or corporate organizations who are interested to be a member of the library are subject to the conditions by the library:

1. Fill in the Customer Data Form (External Membership) and attach the passport size photograph. Completed form must be submitted at Customer Service Counter.
2. Online Applications can also be made via PTAR Portal PTAR <https://kelantan.library.uitm.edu.my/digital-initiative/services/membership/131-external-membership>
3. Customers need to provide supporting evidence such as pension cards, UiTM (Alumni) cards or any copy of end-of-school authentication documents or their respective staff card.
4. Membership fee can be made via debit/credit terminal in Library.
5. Payment slip (online payment / money transfer) or payment receipt from Pejabat Akaun Amanah should be shown to staff at the customer service counter during registration of membership.

6. Membership card will be made after payment (7 working days)

Customers will be notified when membership card is completed and required to collect the card at the Customer Service Counter, PTAR.

- **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 date of expiry.

- **Loan**

1. Loans can only be made with a library membership card.
2. Number of loans and types of materials are subject to membership category registered by the library member.
3. Materials from bound journal, reference material, free range reading, thesis collection, Academic Core Collection, 1st copy of book, conference collection, statute and loose leave material are not for loan.
4. Renewal of loans can be made by online renewal subject to conditions.
5. A borrower who has the overdue items will be barred from borrowing.

- **Online Databases Access**

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

- **Members Responsibility**

1. Member is responsible for all items borrowed.
2. Membership card is not transferable.
3. The card holder shall immediately report the loss of the card to the Library. Replacement charge for lost card is RM10.00.

- **Overdue Fines**

1. A member who fails to return borrowed materials within the stated period must pay a fine of RM0.20 per day until the item is returned.
2. Any item that is lost or destroyed must be replaced. A member must replace the item subject to conditions or pay the cost of replacing the item.

1.8 Library Guides & Regulations

1. Users are required to display ID cards at all times.
2. All bags are allowed due to inspection.
3. Please refer to the zoning system.
4. No outside food allowed.
5. Taking out reference materials from library premises without permission is prohibited.
6. Misused of library computers are not allowed.
7. Tearing or damaging of library books is strictly prohibited.
8. Vandalism of library property is strictly prohibited.
9. Users are not allowed to remove or change the arrangement of any furniture in the library.
10. Seats in the library may not be reserved since they are limited.
11. Wearing slippers are not permitted to enter the library.
12. Helmets & caps are not allowed to be brought and use in the library.
13. 'Dating' or sitting exclusively with your partner from different gender is strictly
14. prohibited.
15. Library will not be held responsible for the loss any of any personal belongings of the users.

Short pants, leggings & sleeveless shirts are strictly prohibited inside the library.

CHAPTER 2: ORGANIZATION INFORMATION

2.0 ORGANIZATION INFORMATION

2.1 Departmental Structure

The departmental structure is the organizational structure that distinguishes jobs based on areas of competence. With this structure, the organization may function effectively with its own tasks and roles. Perpustakaan Tengku Anis (PTA) has a specific structure that maintains its functionality so that the department or unit Each department or unit has its own boss, ranging from upper management to lower management.

2.1.1 Library Management Department

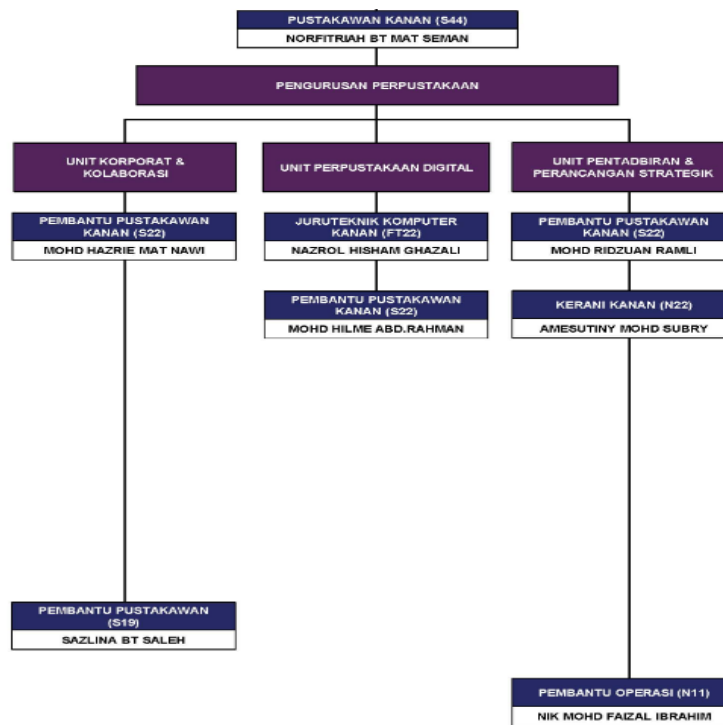


Figure 35; Library Management Department

2.1.2 University Reference Resources Department

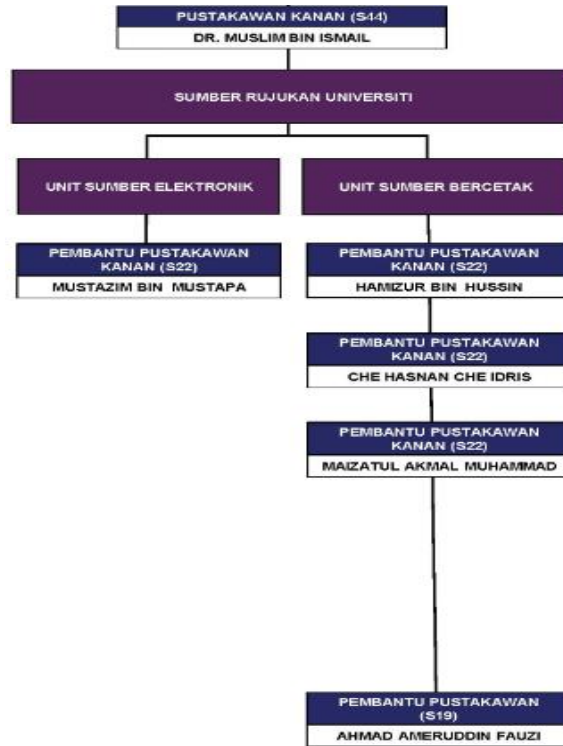


Figure 36: University Reference Resources Department

2.1.3 Library Services Department



Figure 37: Library Services Department

2.1.4 University Archives Department

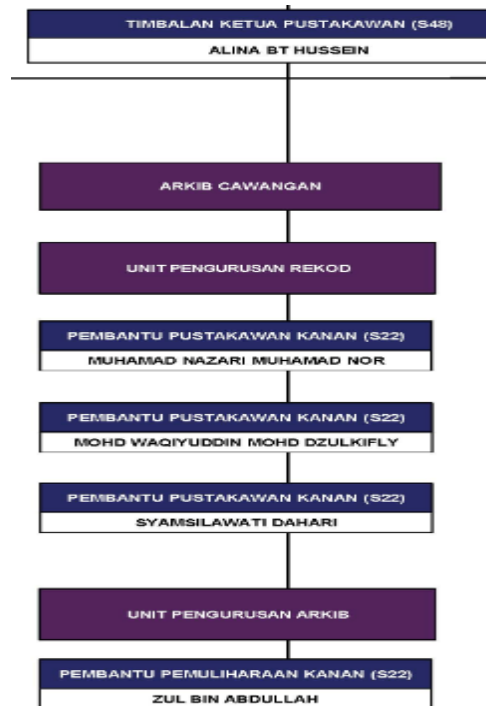


Figure 38: University Archives Department

2.2 Department Function

1. Library Management Department

➤ 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.

➤ **Digital Library Unit**

- **Digital Library**

1. Planning and achieving departmental KPIs as well as ICT policies.
2. 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**

Managing the library website.

➤ **Administration and Strategic Unit**

- **Strategic Planning and Quality**

1. Formulating and reviewing PTA strategic plans.
2. Designing and implementing data collection and Corporate Information System (CIS) activities.
3. 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. University Reference Resource 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 cataloguing 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.

3. Library Services Department

➤ **Customer Service**

- **Customer Service**

1. Planning the implementation of customer service and collection services.
2. Managing KPI analysis, customer charters and the objectives of library quality.
3. Planning customer service and collection promotion plans.
4. Planning the development of library services spaces and facilities Customer relations.
5. 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'.

➤ **Research, Learning and Reference**

- **Customer Service**

1. Planning and managing research and publication programs as well as information literacy modules.
2. 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

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

3.0 INDUSTRIAL TRAINING ACTIVITIES

3.1 Training Activities

3.1.1 Corporate & Collaboration Unit and Digital Library Unit

- **Scan the Thesis to Save into the Record**

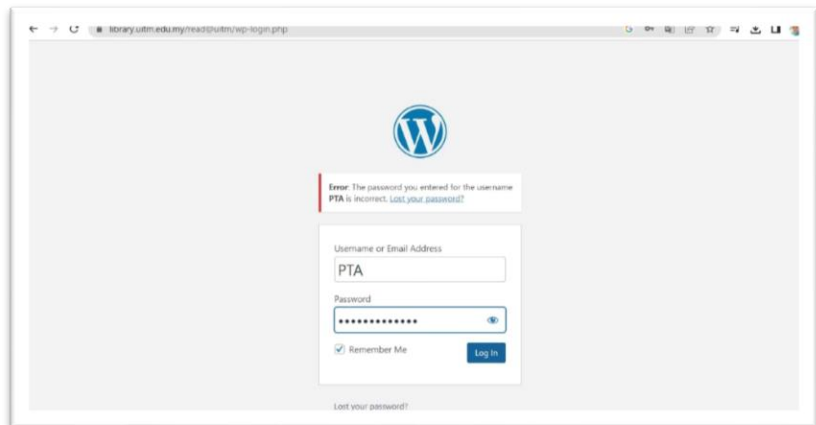
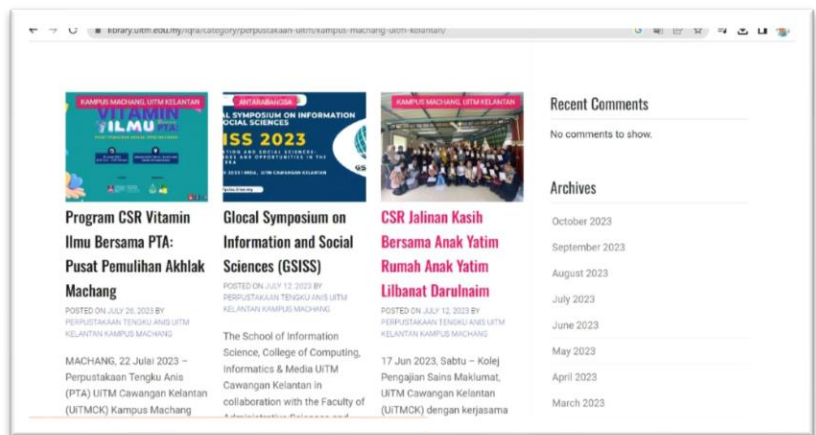
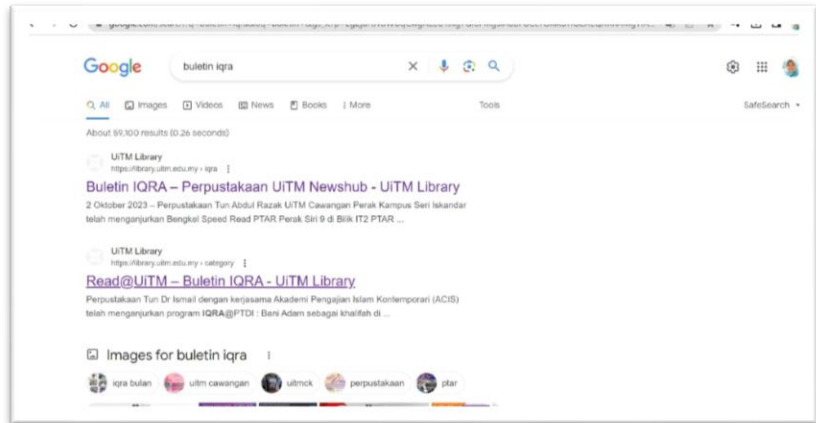
In this unit, I do assignments under the guidance and direction of Mr. Mohd Hilmie. I was assigned to scan student thesis documents at UiTM Kelantan Branch. The thesis was processed by Mr. Zul Abdullah. Every document that has been scanned will be saved as a soft copy. The thesis that has been scanned needs to be sent to the Binding Unit for the next process to be booked and stored.

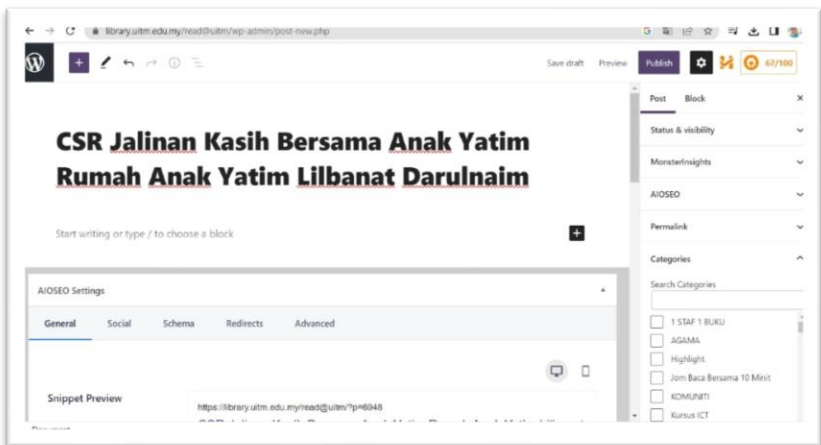
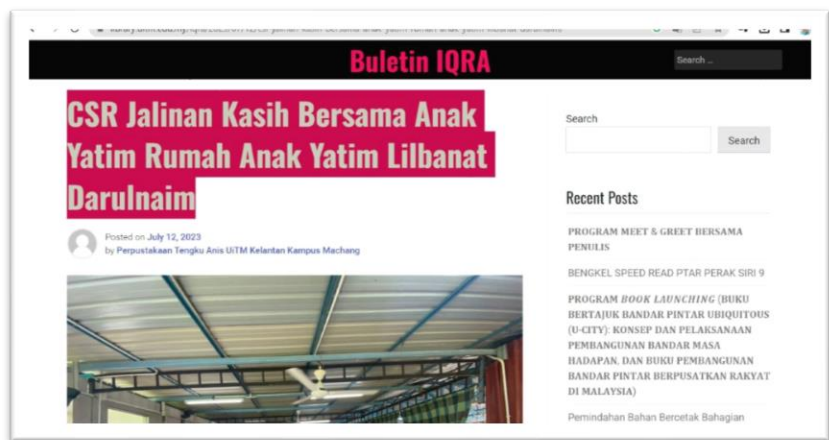
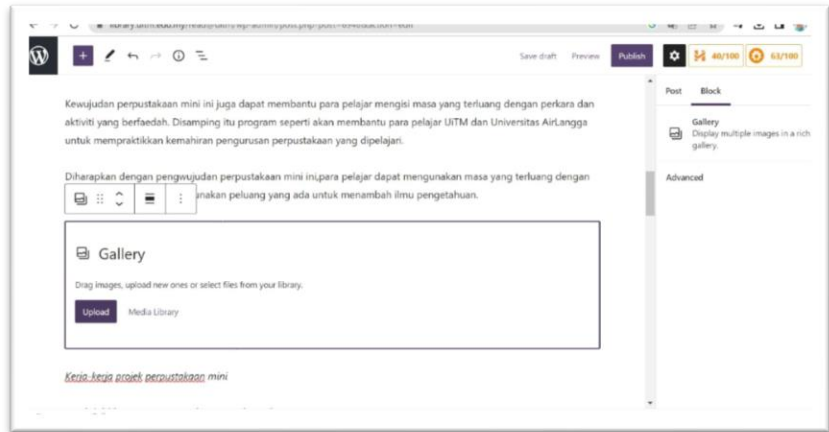
- **Change New QR Code for Thesis**

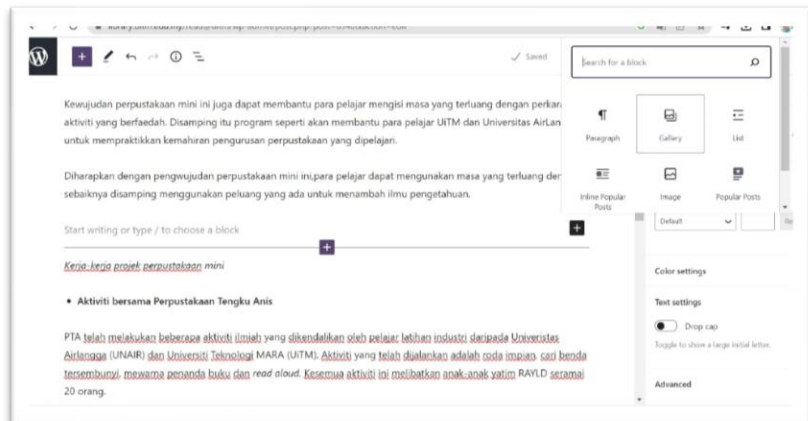
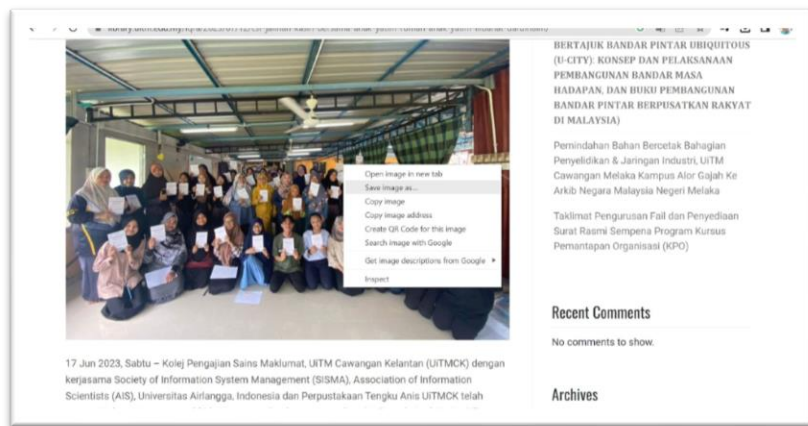
In this unit and also under Mr. Mohd Hilmie, I did the task of removing the old call number sticker on the thesis that had been booked in the KBR Room and I also learned to make and print a new qr code sticker to be pasted on the students' thesis in the KBR Room. At the same time, I also need to arrange the thesis in the correct order according to the sequence of the accession number that has been set.

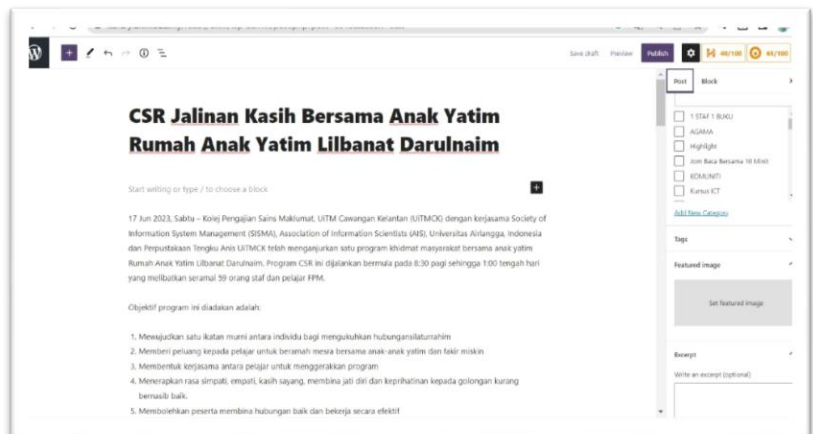
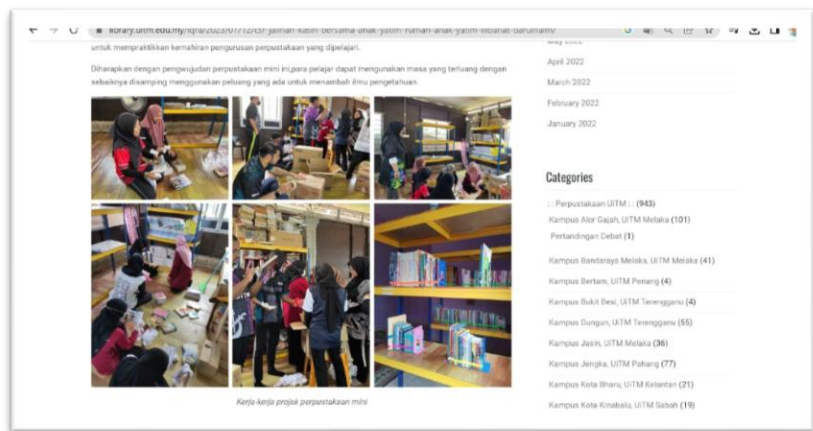
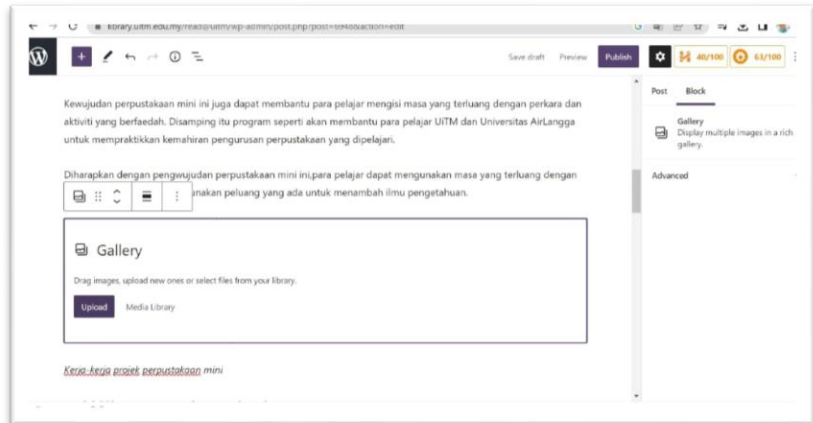
- **Update Articles from Bulletin Iqra' to Read@UiTM**

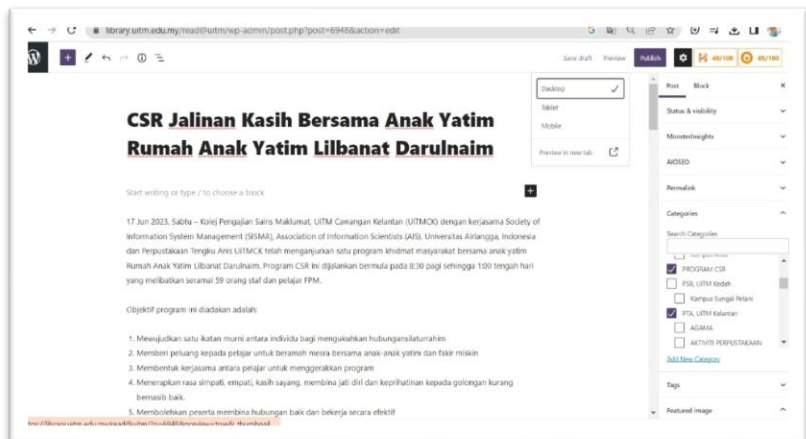
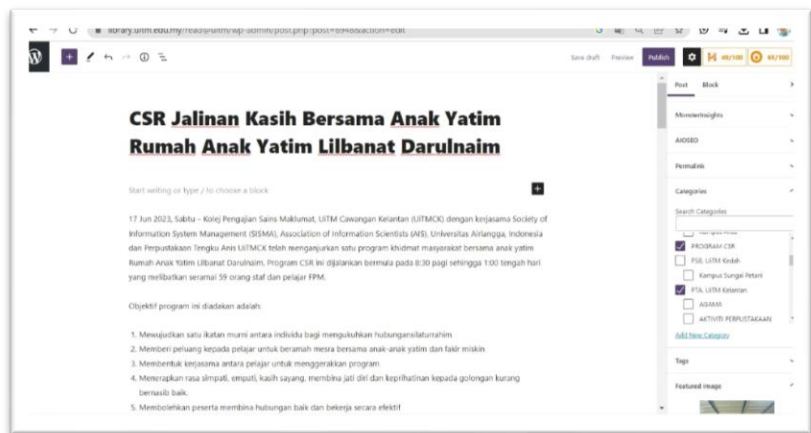
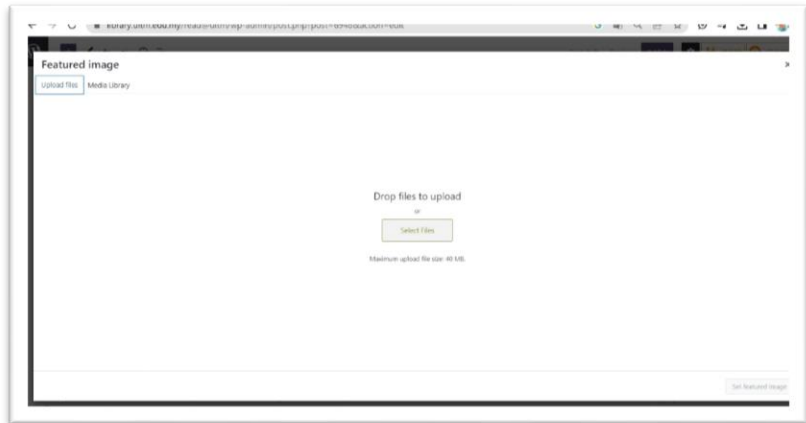
In this unit, I did the task of updating articles from the Buletin Iqra' UiTM website to the Read@UiTM website. This update is done by uploading and creating new pictures and postings about the activities carried out at the Tengku Anis Library. The task I did was under the direction and guidance of Mr. Mohd Hazrie. There are the steps or process of insert article in Read@UiTM Website;











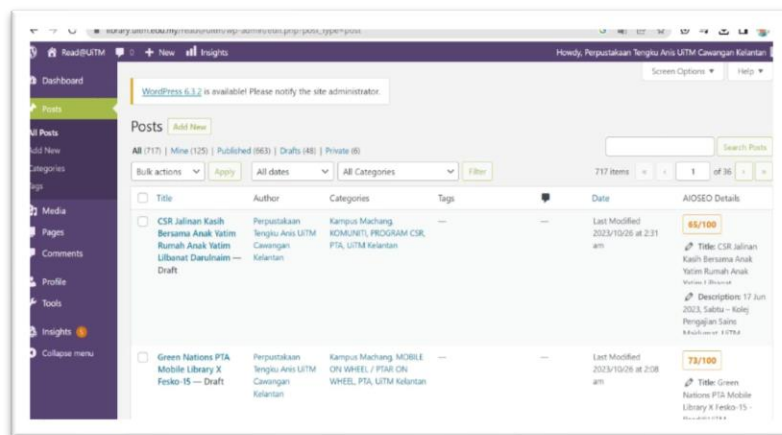
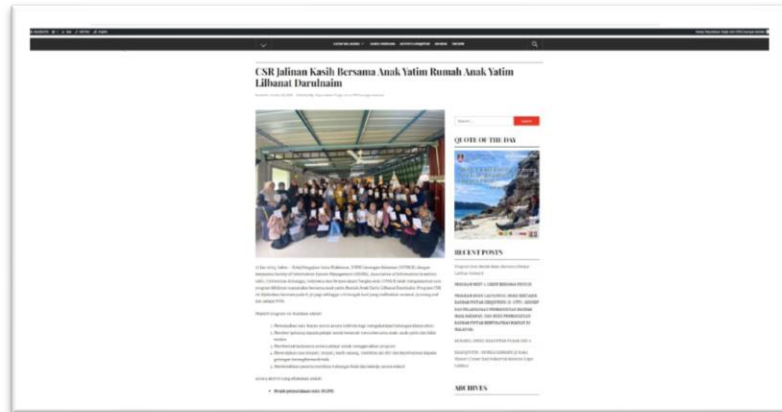


Figure 39-54: Update Article in Read@UiTM Website

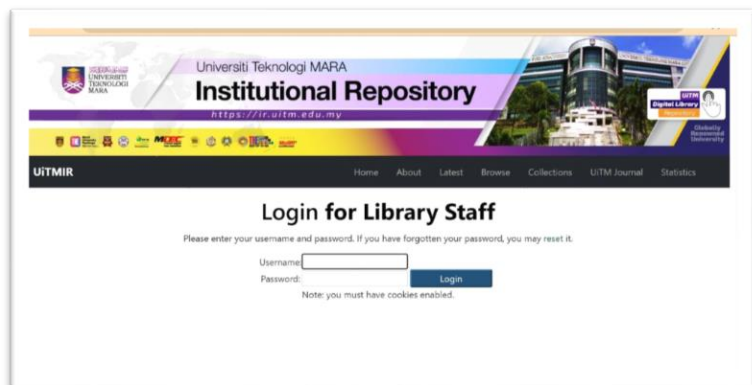
3.1.2 Repository Systems & Open Science Unit

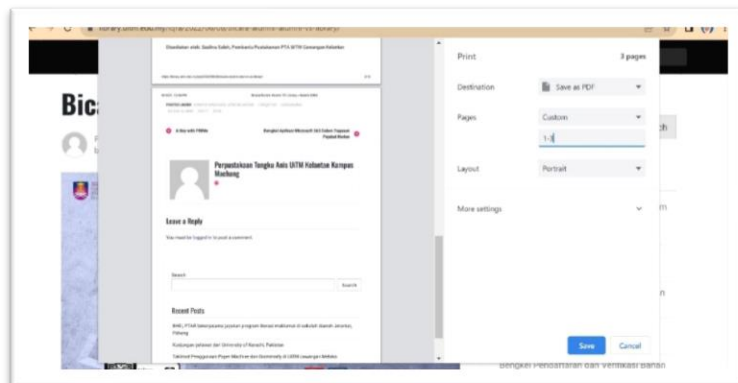
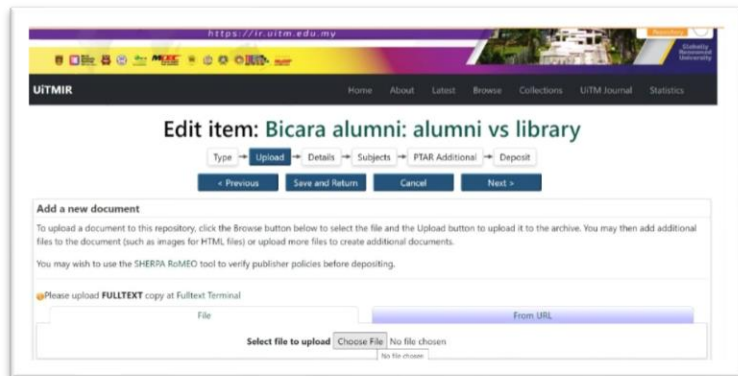
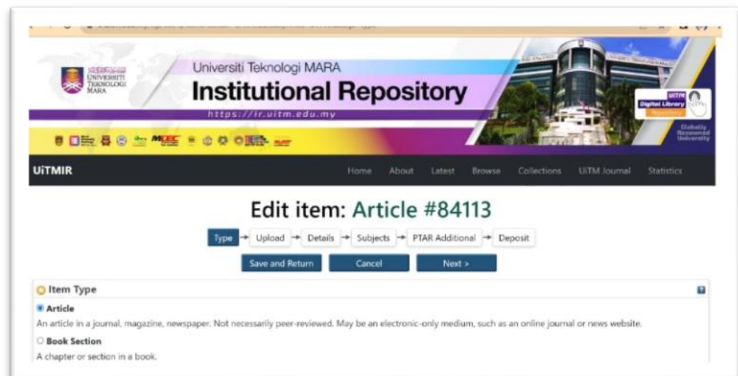
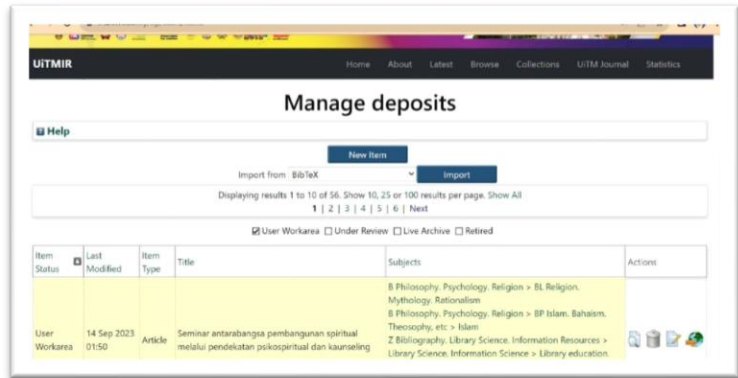
- **Manage Deposit Institutional Repository (IR)**

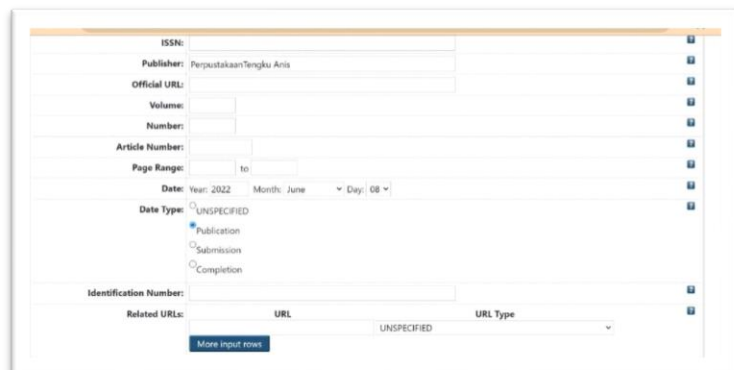
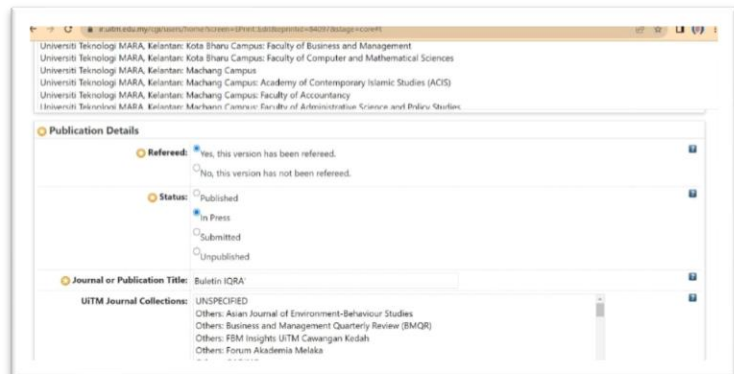
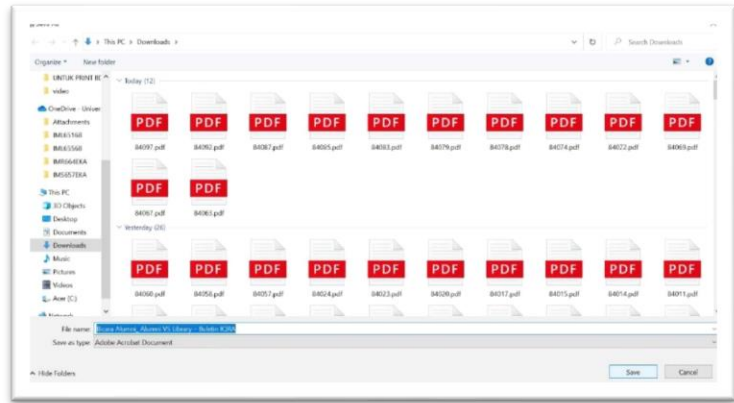
In this unit, I performed the task of entering new records into the Institutional Repository (IR) of UiTM, namely Manage Deposit Institutional Repository (IR). There are two different types of documents that I need to enter into the IR, namely the article from the Iqra' Bulletin and the student's Thesis that has been booked but in the form of a soft copy that has been scanned. The process of managing the deposit for the article is the same as the thesis, but the difference is that it comes from a different source. This assignment is an instruction and guidance from Mr. Ridzuan and Mrs. Sazlina.

1. Article

The Process of Deposit Article in Institutional Repository:







Architecture, Planning and Surveying
 Arshad Ayub Graduate Business School (AAGBS)
 Art and Design

Event Details

Contact Email Address

Keywords
 alumni, library, kerjaya, komuniti luar, PTA

Additional Information

Language
 English
 Indonesian
 Japanese
 Malay

References

< Previous Save and Return Cancel Next >

Library Science, Information Science
 Library education, Training
 University and college, Academic libraries

Search for subject: Search Clear

- A General Works
- B Philosophy, Psychology, Religion
- C Auxiliary Sciences of History
- D History General and Old World
- E History America
- F History United States, Canada, Latin America
- G Geography, Anthropology, Recreation
- H Social Sciences
- J Political Science
- K Law
- L Education
- M Music and Books on Music
- N Fine Arts
- P Language and Literature
- Q Science
- R Medicine
- S Agriculture
- T Technology
- U Military Science
- V Naval Science
- W General Medicine, Health Professions
- Z Bibliography, Library Science, Information Resources
- [] Books (General), Writing, Paleography
- [] Information in specific formats or media
- [] Information organization

Collections

Buletin IQRA

 AIMS UITM
 Innovation
 Innovation: Innovative and Creative Circle (ICC)
 Innovation: Operational Excellence
 Nusantara
 UITM MoU / MoA
 UITM Vice Chancellor

Feedback

Institutional Repository
<https://ir.uitm.edu.my>

UITMIR Home About Latest Browse Collections UITM Journal Statistics

Deposit item: Bicara alumni: alumni vs library

Type → Upload → Details → Subjects → FTAR Additional → Deposit

For work being deposited by its own authors: In self-archiving this collection of files and associated bibliographic metadata, I grant UITM Institutional Repository the right to store them and to make them permanently available publicly for free on-line. I declare that this material is my own intellectual property and I understand that UITM Institutional Repository does not assume any responsibility if there is any breach of copyright in distributing these files or metadata. (All authors are urged to prominently assert their copyright on the title page of their work.)

For work being deposited by someone other than its author: I hereby declare that the collection of files and associated bibliographic metadata that I am archiving at UITM Institutional Repository is in the public domain. If this is not the case, I accept full responsibility for any breach of copyright that distributing these files or metadata may entail.

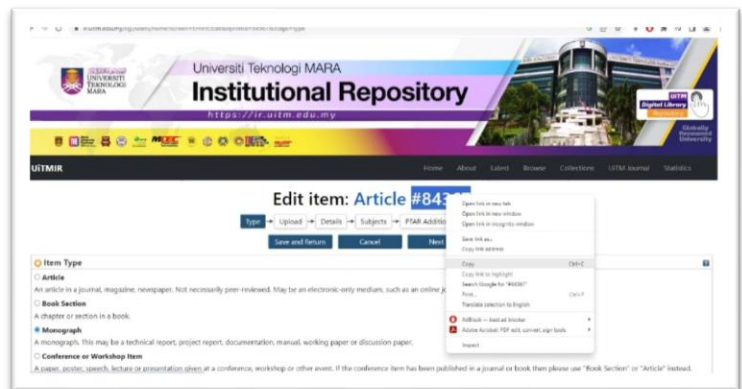
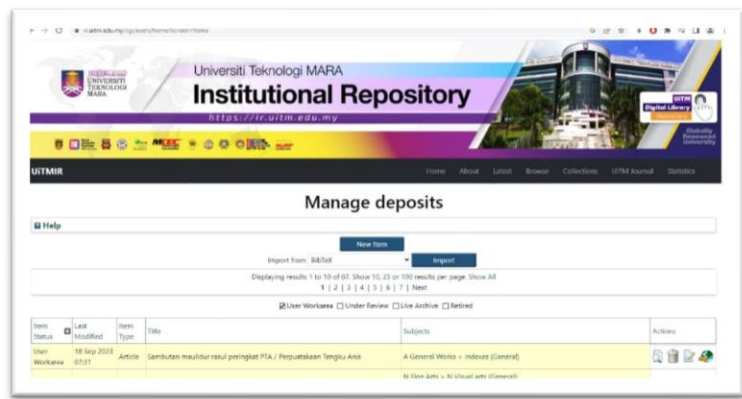
Clicking on the deposit button indicates your agreement to these terms.

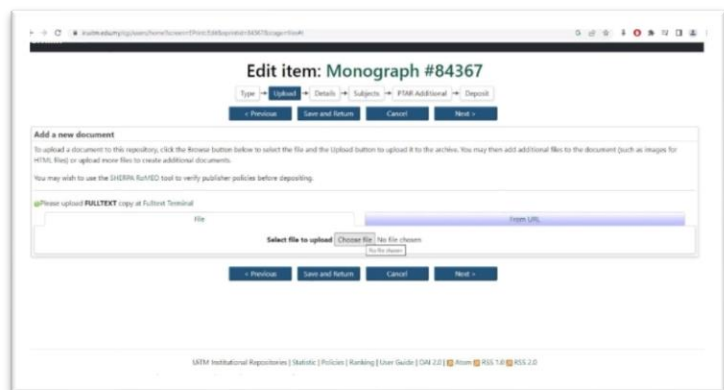
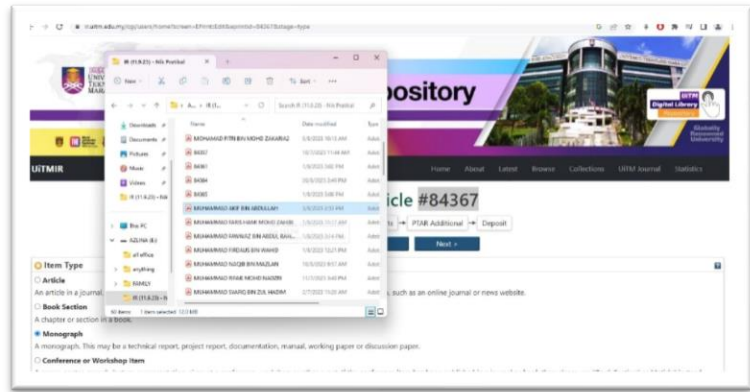
Deposit Item Now Skip for Later

Figure 55-69: The process of Deposit Article in Institutional Repository

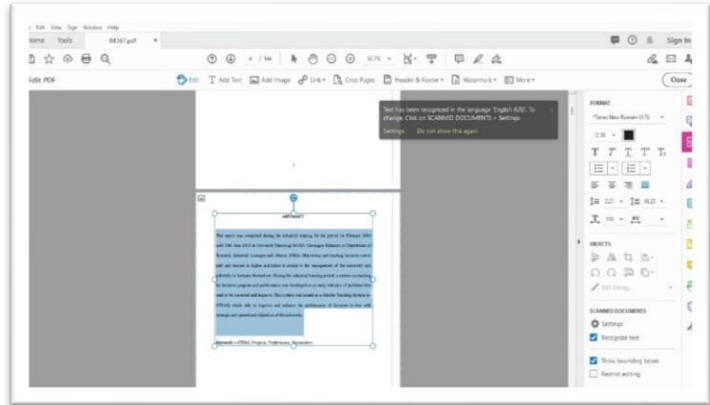
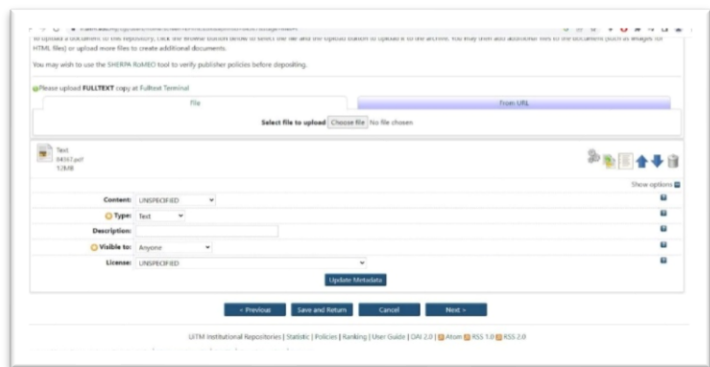
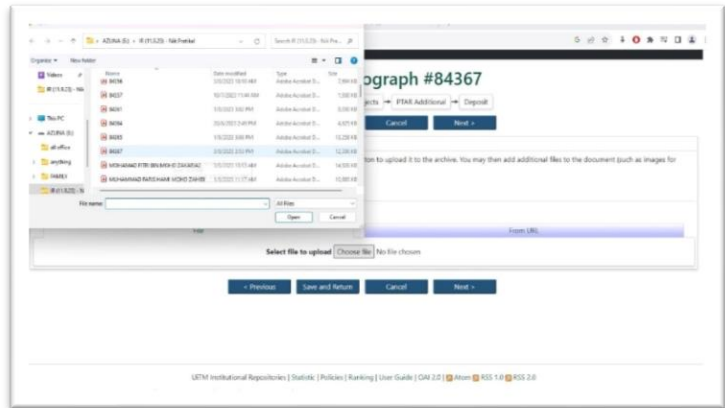
2. Monograph

The process of Deposit Thesis in Institutional Repository:





INDUSTRIAL TRAINING REPORT IMC690



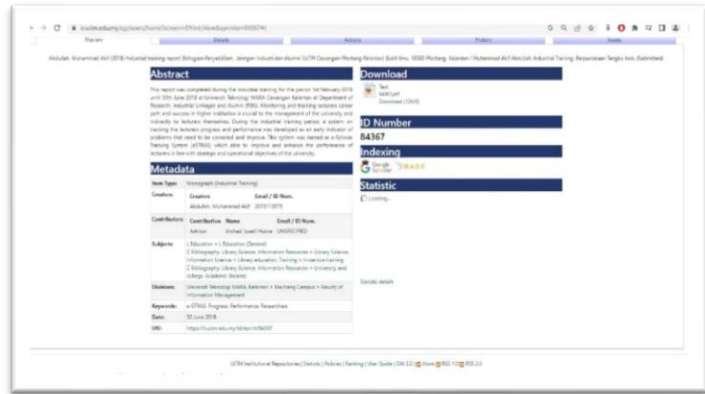


Figure 70-86: The Process of Deposit Monograph in Institutional Repository

3.1.3 Organization Administration Unit and Strategic Planning

- **Saving and Managing Documents into Files**

Mrs Amesutiny give task to manage documents into files. I arrange the files and keep in box.



- **Document Data Recording (PB Form)**

Mr Nik told me about Document Data Recording such as PB Form and any form that required at PTA.

- **Managing Newspapers**

Mr Nik told me how to rearrange newspaper. The old newspaper will destroy and new newspaper will keep on rack.



Figure 87: The Arrangement of Newspaper

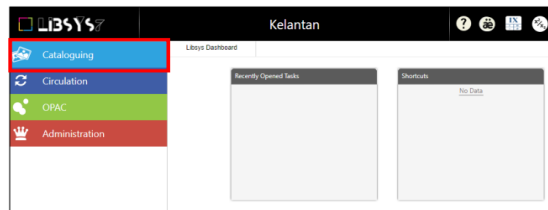
3.1.4 University Reference Resources Department

- **Cataloguing Process**

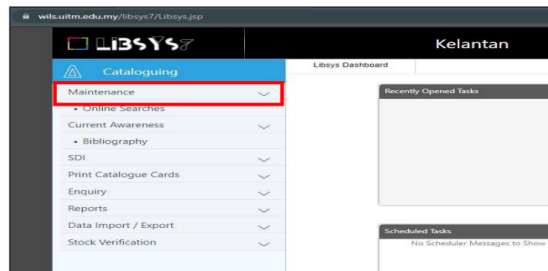
Mr Amer taught me how to key in information about reading materials in WILS system using RDA.

LANGKAH - 1 *GOOGLE <https://wils.uitm.edu.my/libsys7/>

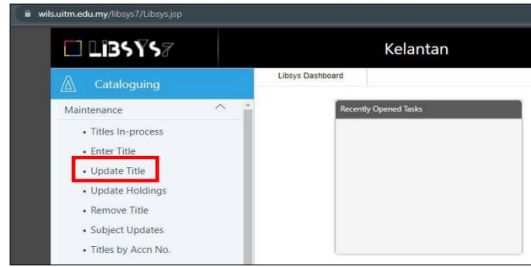
LANGKAH – 2 KLIK *CATALOGUING



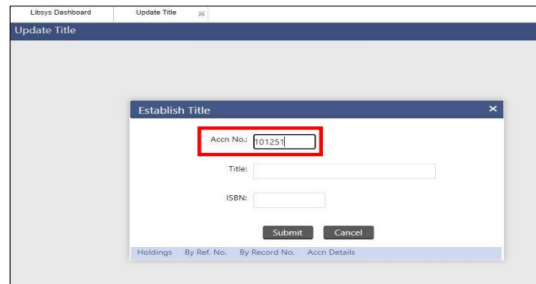
LANGKAH – 3 KLIK *MAINTENANCE



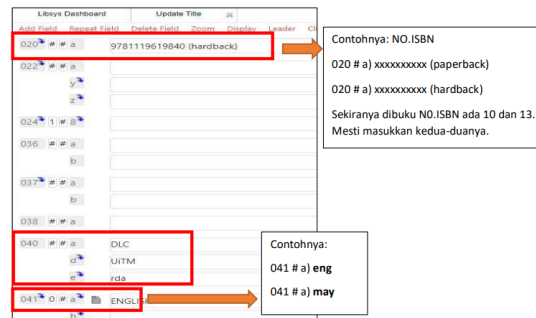
LANGKAH - 4 KLIK *UPDATE TITLE



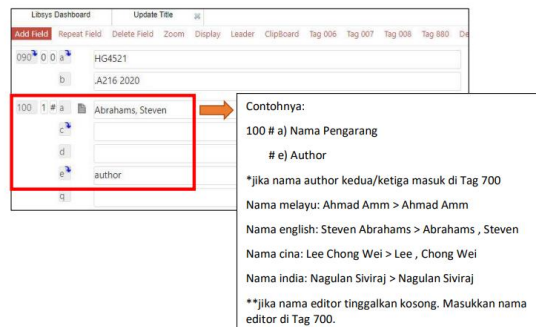
LANGKAH - 5 *MASUKKAN ACCN NO*



LANGKAH - 6



LANGKAH - 7



LANGKAH -8

Libsys Dashboard Update Title

Add Field Repeat Field Delete Field Zoom Display Leader Clipboard

245 # 1 0 a Competitive Advantage In Investing

b Building Winning Professional Portfolios

c Steven Abrahams

Contohnya:
 245 # a) Tajuk Besar
 b) Tajuk Kecil
 c) Nama pengarang

LANGKAH -9

Libsys Dashboard Update Title

Add Field Repeat Field Delete Field Zoom Display Leader Clipboard Tag 006 Tag 007 Tag 008 Tag 880 Detailed

250 # # a First Edition

b

254 # # a

255 # # a

b

c

260 # # a

b

c

264 # 1 a Hoboken, United States

b John Wiley & Sons Inc

c 2020

264 # 4 a

b

c ©2020

Contohnya: Jika Buku ada Edition
 250 # a) First Edition/Second Edition/Third Edition

Contohnya: Klik anak panah biru kecil untuk copy
 264 # 1 a) Lokasi
 b) Penerbit
 c) Tahun
 264 # 4 a)
 b)
 c) ©2020

LANGKAH -10

Libsys Dashboard Update Title

Add Field Repeat Field Delete Field Zoom Display

300 # # a xiv, 274 pages

b illustrations

c 24 cm

310 # # a

b

336 # # 2 rdacontent

a text

b

337 # # 2 rdamedia

a unmediated

b

338 # # 2 rdacarrier

a volume

b

Contohnya:
 300 # a) Muka surat buku
 b) Jika ada gambar > illustrations
 Jika tiada gambar > kosongkan
 c) Ukuran buku berapa cm

LANGKAH -11

Libsys Dashboard Update Title

Add Field Repeat Field Delete Field Zoom Display Leader Clipboard

500 # # a Includes index

502 # # a

504 # # a Includes references and index

505 O # a

506 # # a

513 # # a

b

Contohnya:
500 # a) Includes index
Jika tiada index, sila kosongkan.

Contohnya:
504 # a) Includes references and index
Jika tiada, sila kosongkan saja.

LANGKAH 11.1

*TAG 700 : Jika ada author/editor ke2/ke3 boleh rujuk dibawah.

*Contoh seperti dibawah: "author" OR "editor"

700 1 # a Shafritz, Jay M.

d

e author

700 1 # a Shafritz, Jay M.

d

e editor

700 1 # a Russell, E. W.

d

e author

700 1 # a Russell, E. W.

d

e editor

700 1 # a Borick, Christopher P.

d

e author

700 1 # a Borick, Christopher P.

d

e editor

LANGKAH -12 KLIK "LEADER"

Libsys Dashboard Update Title

Add Field Repeat Field Delete Field Zoom Display Leader Clipboard

LANGKAH -12.1

Data Elements(with position)

Record Length (00-04) 02715

Record Status (05-05) Corrected Or revised

Record Type (06-06) Language material

Bibliography Level (07-07) Monographic component

Control Type (08-08) --Select--

Character Position (09-09) --Select--

Indicator Count (10-10)

Subfield Code Count (11-11)

Base Address of Data (12-16) 00829

Submit Cancel

LANGKAH -12.2

Data Elements(with position)

Subfield Code Count (11-11)

Base Address of Data (12-16) 00829

Encoding Level (17-17) Full level

Descriptive Cataloguing (18-18) ISBD

Multipart Res. Rec. Level (19-19) --Select--

Length of Field (20-20) 4

Length of Start_Char Position (21-21) 5

Length of Imp_Def. (22-22) 0

Reserved (23-23)

Submit Cancel

LANGKAH -13 *KLIK "TAG 008"

The screenshot shows the 'Tag 008 Books' form. A red box highlights the following fields: 'Date Entered on File (00-08)' with the value '22/12/2022', 'Date/Pub. Status (06-06)' with the dropdown 'Publication date and copyr', and 'Date1 (07-10)' with the value '2020'. Other fields include 'Date2 (11-14)', 'Place of pub/prod/exe (15-17)' set to 'United Stati', 'Illustrations (18-21)', 'Target Audience (22-23)' set to 'Unknown or not specified', 'Form Of Item (23-23)' set to 'None of the following', 'Nature Of Contents (24-27)' set to 'No specified nature of con', 'Govt Pub (28-28)' set to 'Not a government publica', and 'Conference Publ (29-29)' set to 'Not a conference publicati'. 'Submit' and 'Cancel' buttons are at the bottom.

LANGKAH -13.1

The screenshot shows the 'Tag 008 Books' form with the 'Nature Of Contents (24-27)' dropdown menu open. A red box highlights the menu options: 'No specified nature of con', 'Not a government publica', 'Not a conference publicati', 'Not a festschrift', 'Index present', 'Undefined (32-32)', 'Not fiction (not further spe', 'No biographical material', 'ENGLISH', 'Not modified', and 'Other'. 'Submit' and 'Cancel' buttons are at the bottom.

LANGKAH -14 *KLIK "SUBMIT"

The screenshot shows the cataloging form with fields for 'd', 'n', 'y', '830 # # a', 'd', 'x', '850 # # a', 'LCSH', 'v', 'Investments', 'y', and 'z'. A red box highlights the 'Submit' button at the bottom.

LANGKAH TERAKHIR – 15 *COP RDA DI ATAS BUKU* SIAP.

Figure 88-102: Cataloguing process

- **Record Book Supplier's Information**

Mr Hamizur give task to record information about book's supplier in logbook.

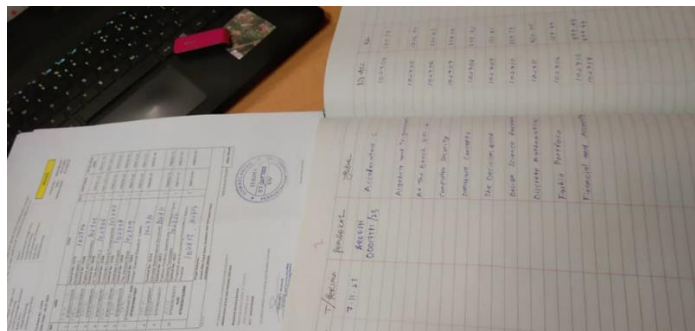
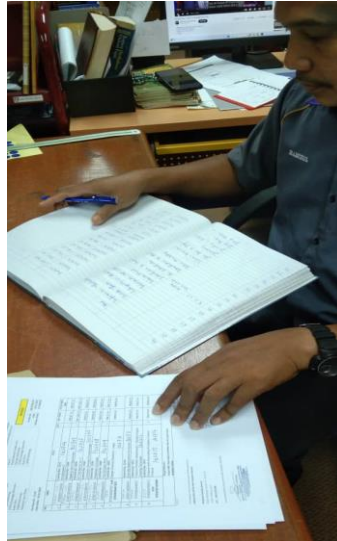


Figure 103 & 104: Record Book Supplier's Information

- **Record Donation Book Information**

Mr Hamizur gave task to record about Donation Book Information into Microsoft 365.

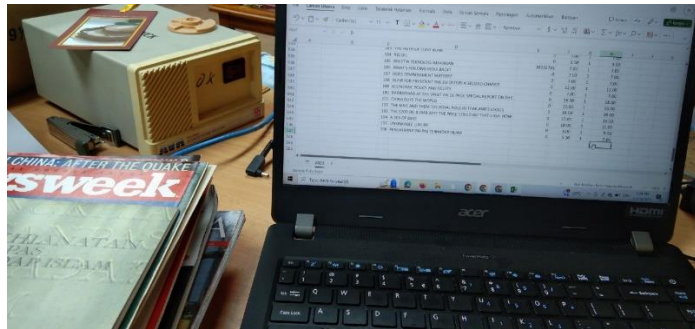
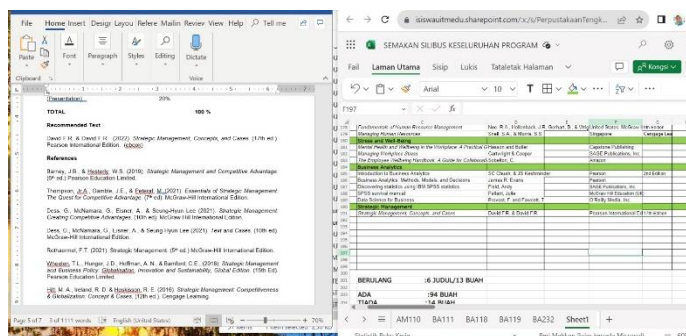
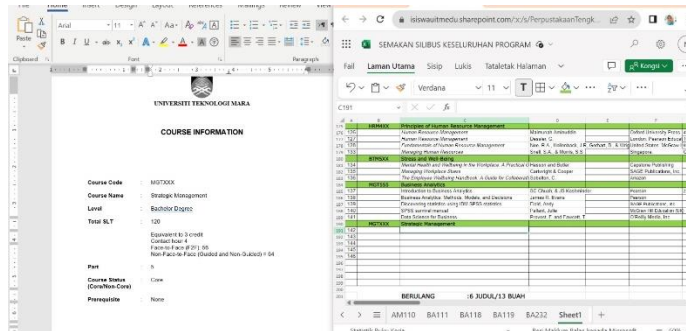
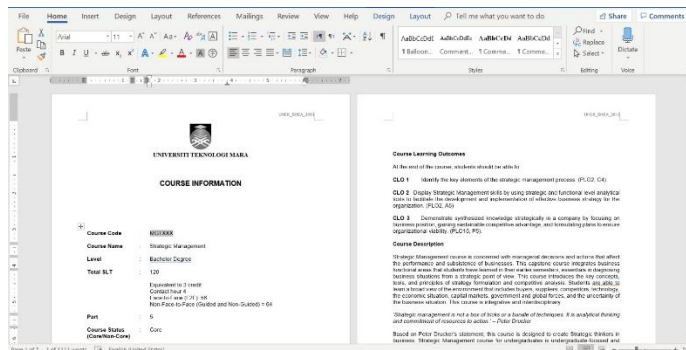
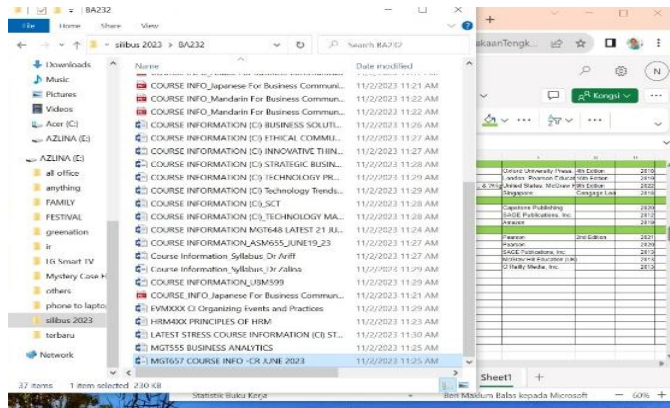


Figure 105-107: Record Book Donation Information

- **Review Record Faculty Course Syllabus Data in OPAC**

Mrs Maizatul gave task to find and recheck the record faculty course syllabus data in OPAC. I record the data in Microsoft 365.

INDUSTRIAL TRAINING REPORT IMC690



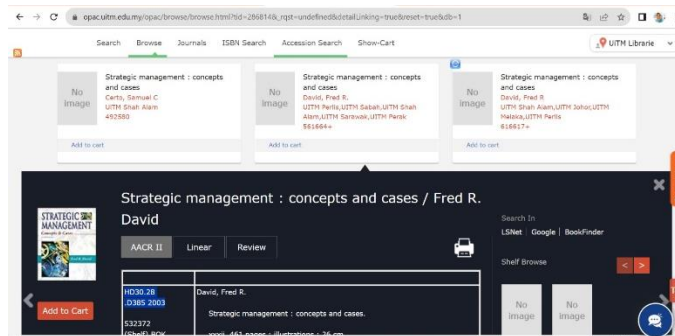
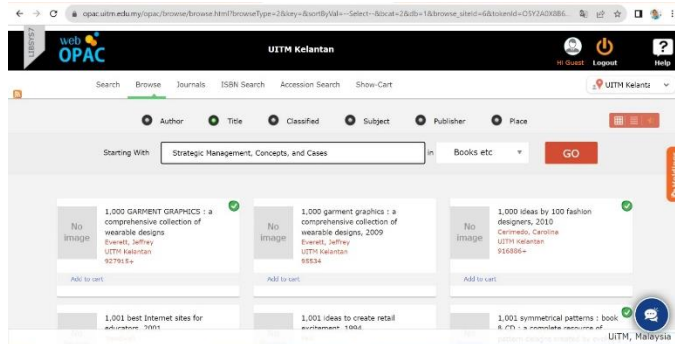
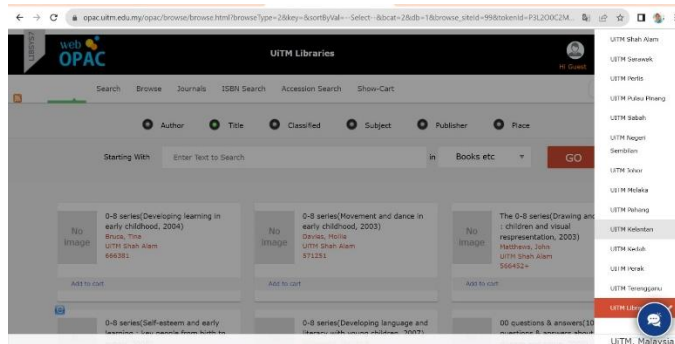


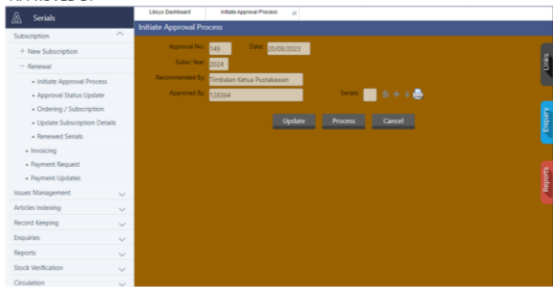
Figure 105-112: Review Record in OPAC

- **Magazine Process in the WILS System**

Mr Mustazim taught me how to key in data an dinformation about new magazine in WILS system.

1. INITIATE APPROVAL PROCESS

- MASUKKAN TARIKH
- TAHUN LANGGANAN
- RECOMMENDED BY
- APPROVED BY



- ADD (+)
- LIST SERIALS (TICK)
- STRING – TAIP NAMA MAJALAH
- SUBMIT



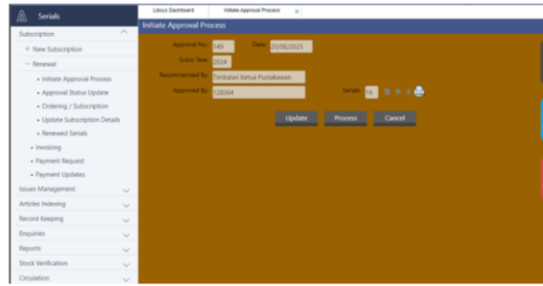
SENARAI MAJALAH DILANGGAN

Serial / Publication	Period	Subs. Amount	Currency	Mode	Year	Subs./Vendor Ref.	Location
<input type="checkbox"/> Cision Outlook/Cision Barbara & Pustika	Jan-Dec-2023	90.0	RM	B	REDA3	ML	
<input type="checkbox"/> Cision Outlook/Indonesia Network Sdn. Bhd.	Jan-Dec-2023	90.0	RM	B	REDA3	ML	
<input type="checkbox"/> Cision KoneksiMedia Network Sdn. Bhd.	Jan-Dec-2023	90.0	RM	B	REDA3	ML	
<input type="checkbox"/> Cision KoneksiMedia Network Sdn. Bhd.	Jan-Dec-2023	90.0	RM	B	REDA3	ML	
<input type="checkbox"/> Cision KoneksiMedia Network Sdn. Bhd.	Jan-Dec-2023	90.0	RM	B	REDA3	ML	
<input type="checkbox"/> Diskusi WAW Diklat Negative Publishing Corp.	Jan-Dec-2015	202.00	RM	B	REDA3		
<input type="checkbox"/> Diskussion abstracts international (A), The Institution and Social Science (A)B	Jan-Dec-2017	0.0					
<input type="checkbox"/> Discussion abstracts international (A), The Institution and Social Science (A)B	Jan-Dec-2017	0.0					
<input type="checkbox"/> Discussion Prevention (A)	Jan-Dec-2017	0.0					
<input type="checkbox"/> E - Learning Media Inovasi Tugan Sdn Bhd	Jan-2020-Jan-2019	2000.0	RM	B	NAUT		
<input type="checkbox"/> Eni Review "The Inside"	Jan-Dec-2017	0.0					
<input type="checkbox"/> Ekonomika: Outlook/Ministry of Finance	Jan-2022-Oct-2023	0.0		F		ML	

- MAJALAH UNTUK DILANGGAN (TICK)
- TEKAN SELECT

Serial / Publication	Period	Subs. Amount	Currency	Mode	Year	Subs./Vendor Ref.	Location
<input checked="" type="checkbox"/> Journal of International Business and Entrepreneurship (JIBE)	Jan-Dec-2017	0.0					
<input checked="" type="checkbox"/> Journal of International Business & Entrepreneurship (JIBE)	Jan-Dec-2017	0.0					
<input checked="" type="checkbox"/> Journal of Islamic Studies/Global University Press	Jan-Dec-2023	2100.0	RM	B	RDNA	POB	
<input checked="" type="checkbox"/> Journal of Islamic Studies/Global University Press	Jan-Dec-2023	2020.0	RM	B	RDNA	ML	
<input checked="" type="checkbox"/> Journal of Islamic Studies/Herak Incevit Sdn Bhd.	Jan-Dec-2022	2200.0	RM	B	RDNA	KOB	
<input checked="" type="checkbox"/> The Journal of Landin & Credit Risk Management: Report Market Associates	Jan-Dec-2017	0.0					
<input checked="" type="checkbox"/> Journal of Energy Performance/Artemis Knowledge Hub Ltd.	Jan-Dec-2023	7722.0	USD	B	RDNA	ML	
<input checked="" type="checkbox"/> Journal of Marketing: American Marketing Association	Jan-Dec-2006	1070.0	USD	B	RDNA		
<input checked="" type="checkbox"/> Journal of Technology Management and Entrepreneurship (JITME)	Jan-2008-Jan-2010	80.0	RM	B	RDNA		
<input checked="" type="checkbox"/> Jurnal Akademik LIPINA	Dec-2007-Dec-2009	27.0	RM	B	RDNA		
<input checked="" type="checkbox"/> Jurnal CITA LIPINA	Dec-2007-Dec-2009	30.0	RM	B	RDNA		
<input checked="" type="checkbox"/> Jurnal Ilmiah: Institut Cision Barbara/Cision	Jan-Dec-2023	90.0	RM	B	REDA3	ML	

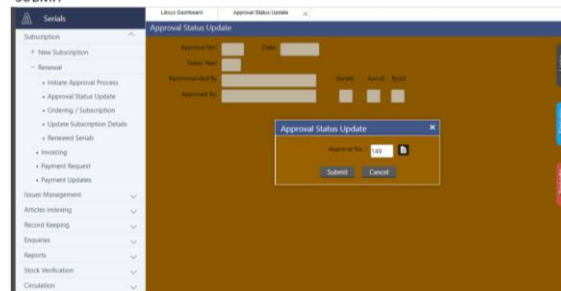
-TEKAN PROSES



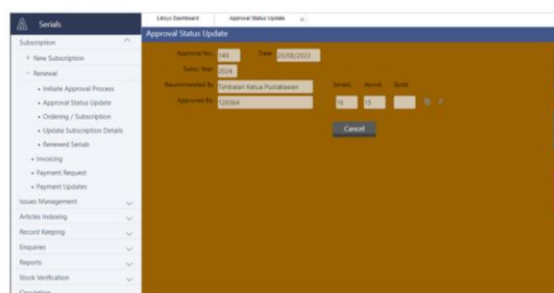
2. APPROVAL STATUS UPDATE

-MASUKKAN NO APPROVAL

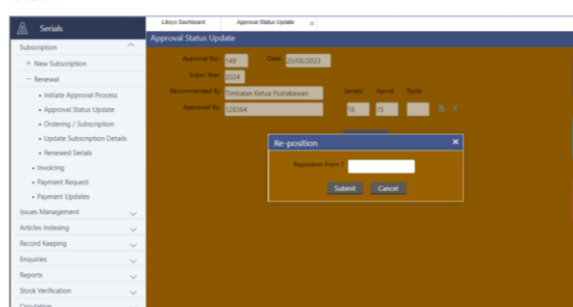
-SUBMIT



-TEKAN PENCIL



-SUBMIT



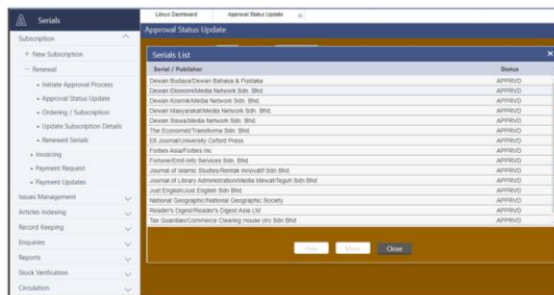
-SUBMIT
-APPROVE



-CONFIRM

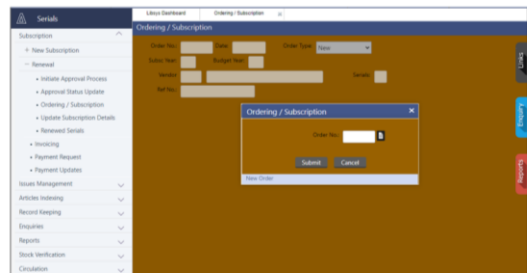


-LIST APPROVE

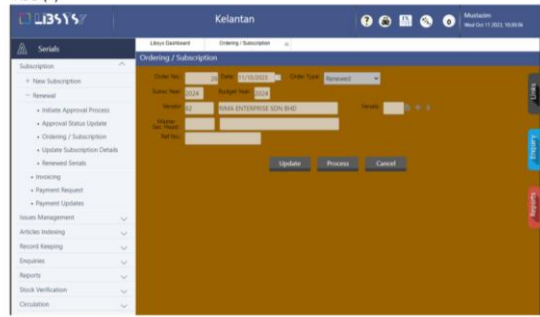


3.ORDERING

-NEW ORDER



- MASUKKAN TARIKH
- ORDER TYPE
- SUBS YEAR/BUDGET
- VENDOR
- ADD (+)



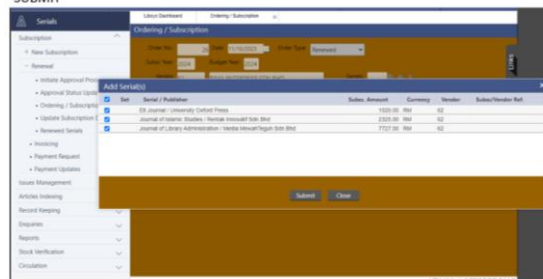
- TICK LIST SERIALS
- SUBMIT



- CONFIRM



- TICK
- SUBMIT



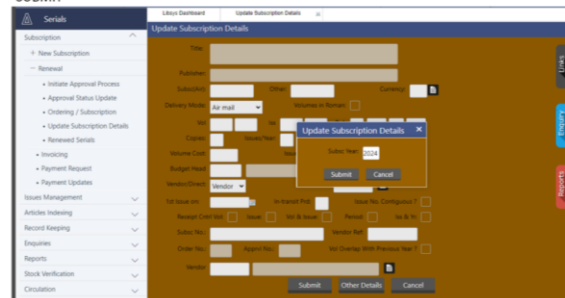
-LIST



4.UPDATE SUBSCRIPTIONS DETAIL

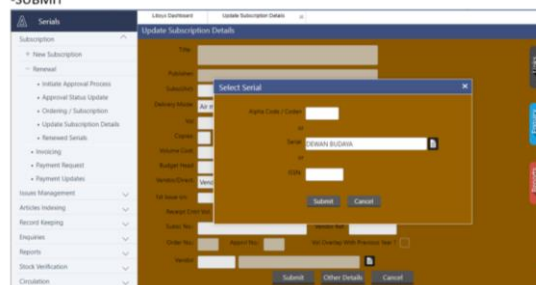
-MASUKKAN TAHUN YANG DILANGGAN

-SUBMIT

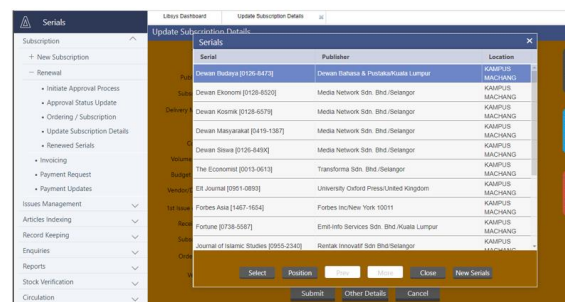


-TAIP MAJALAH

-SUBMIT



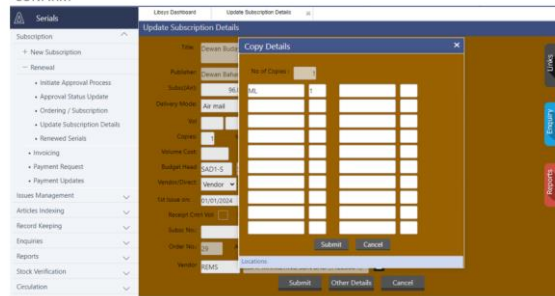
-SELECT



-PERUBAHAN HARGA MAJALAH BOLEH EDIT.
 -SUBMIT

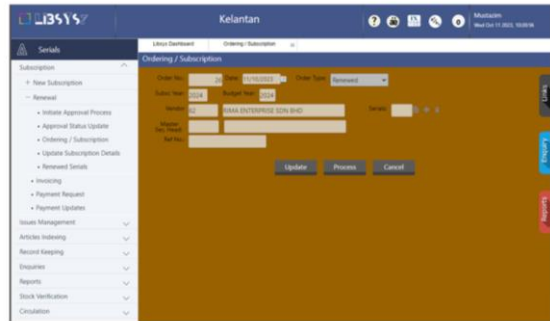


-MASUKKAN LOCATION (ML) COPIES (1)
 -SUBMIT
 -SUBMIT
 -CONFIRM



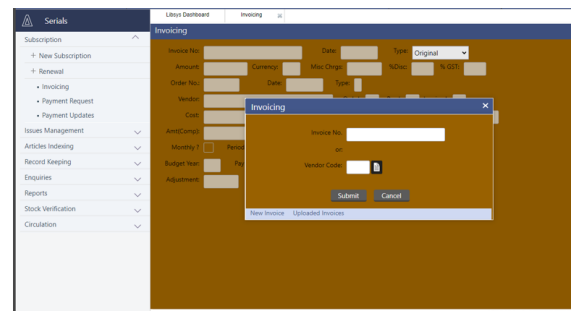
ORDERING/SUBSCRIPTION

-TEKAN PROSES



5. INVOICING

-NEW INVOICE



-MASUKKAN INVOICE NO, DATE, AMOUNT, CURRENCY, ORDER NO, PERIOD,

-SUBMIT

The screenshot shows the 'Invoicing' form with the following data: Invoice No: 71583, Date: 11/10/2023, Amount: 1336.00, Currency: RM, Order No: 29, Vendor: ESJAY MARKETING SDN BHD (1122398 T). The 'Submit' button is located at the bottom right of the form area.

-CONFIRM

This screenshot is identical to the previous one, but the 'Confirm' button is highlighted in blue, indicating the next step in the process.

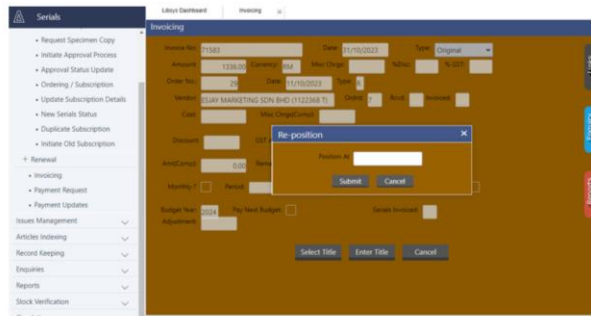
-TEKAN BILLING

This screenshot is identical to the previous ones, but the 'Billing' button is highlighted in blue, indicating the final step of the invoicing process.

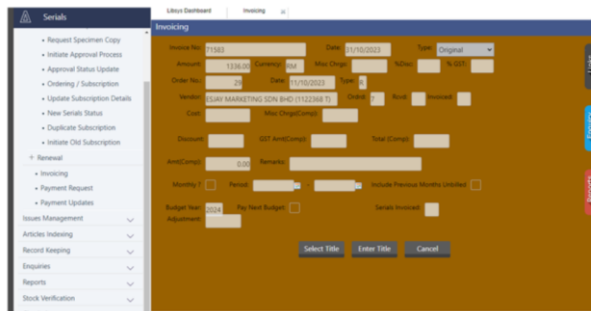
-ENTER TITLE

This screenshot is identical to the previous ones, but the 'Enter Title' button is highlighted in blue, indicating the final step of the invoicing process.

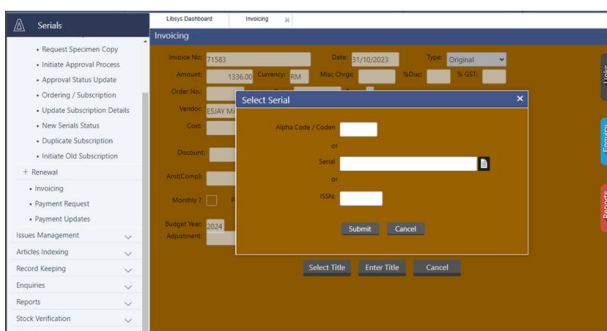
-SUBMIT



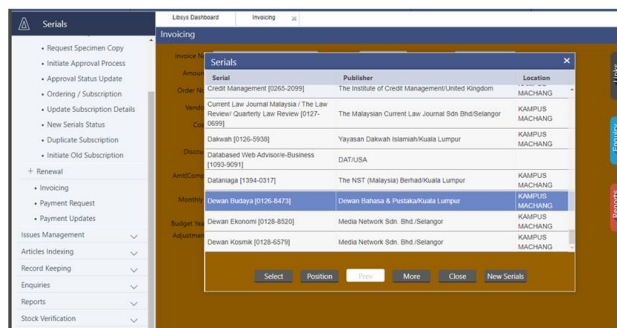
-ENTER TITLE



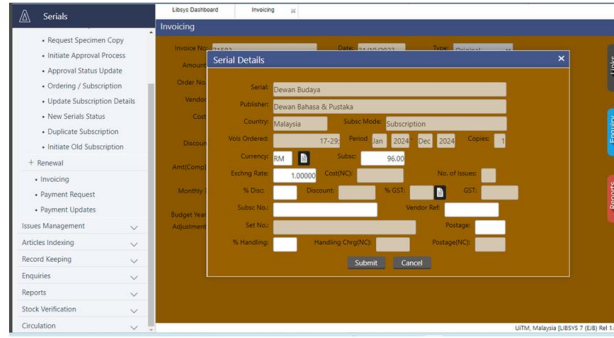
-SUBMIT



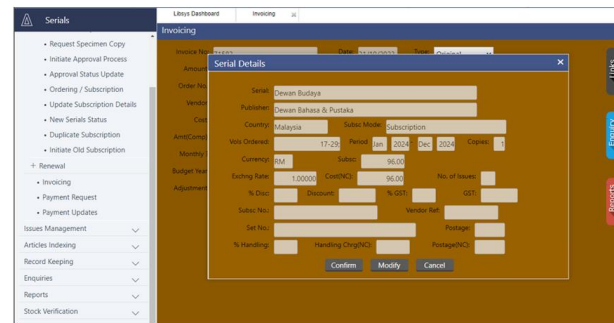
-SELECT NAMA MAJALAH



-SUBMIT

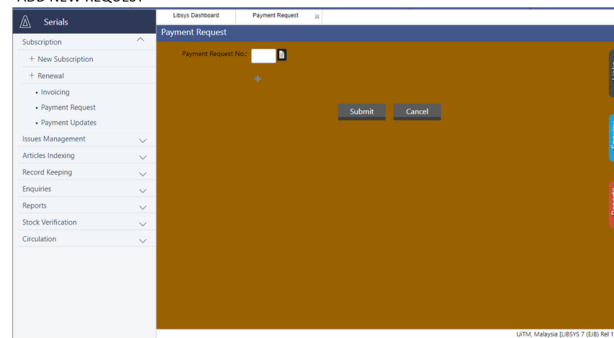


-CONFIRM/BUAT ULANGAN BERAPA MAJALAH YANG DILANGGAN



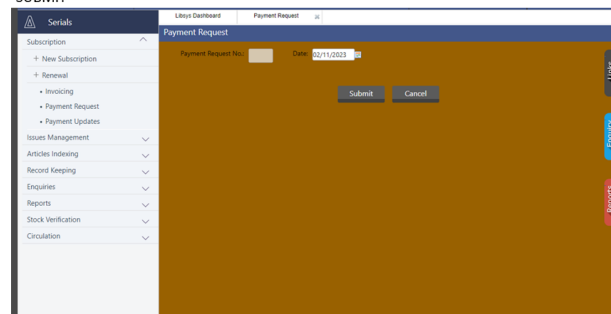
6. PAYMENT REQUEST

-ADD NEW REQUEST

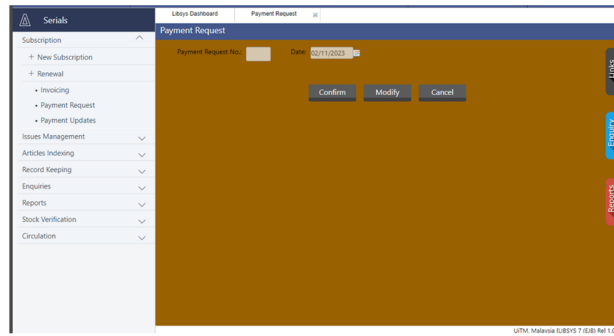


-MASUKKAN TARIKH

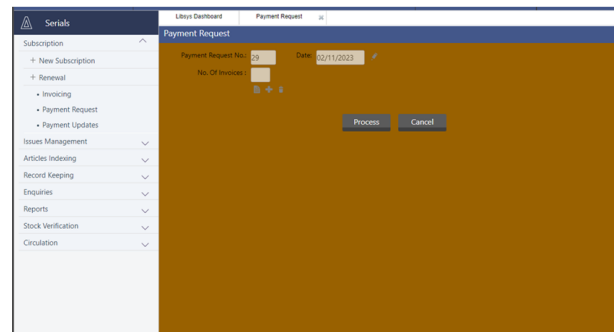
-SUBMIT



-CONFIRM

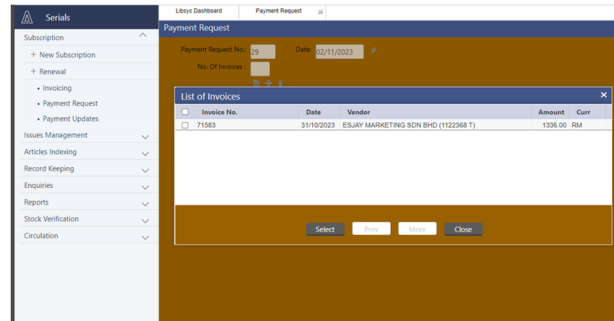


-CLICK +

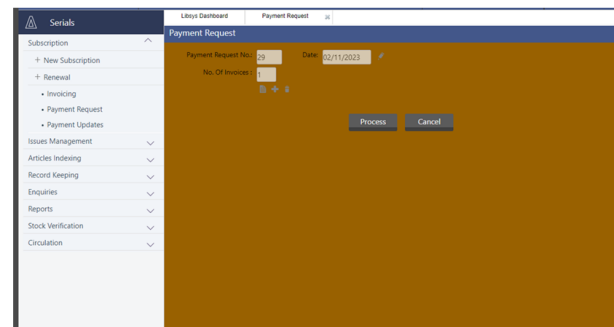


-TICK INVOICE

-SELECT



-PROSES



7.REPORT

- NOTICE
- APPROVAL FORM

The screenshot shows the 'Approval Form' in a web application. The left sidebar contains a navigation menu with categories like 'Serials', 'Notices', 'Checks-out', and 'Miscellaneous'. The main content area is titled 'Approval Form' and contains the following fields:

- Approval No.: 146
- In Order of: Vendor
- Recommended by:
- Price Option: Original
- Total:
- 2nd Ordering: None

 At the bottom right, there are 'Submit' and 'Cancel' buttons. The footer of the page reads 'ULTM, Malaysia LIBSIS 7 (6/8) Ref 1.0'.

-CONFIRM

This screenshot is identical to the one above, showing the 'Approval Form' with the same fields. However, the buttons at the bottom right are 'Confirm', 'Modify', and 'Cancel', indicating a different stage or action in the process.

-SUBMIT

This screenshot shows the 'Approval Form' with a 'Print File' dialog box open. The dialog box contains the following information:

- Information: Language data best view in HTML format.
- Print:
- Format Type: PDF
- Text Format: [Dropdown menu]

 The dialog box has 'Submit' and 'Cancel' buttons at the bottom. The background form is partially obscured but the same fields as in previous screenshots are visible.

PERMITS SUBSCRIPTION NOTICE

No. / No. : 09 Date: 16/11/2023

No.	Uraian	Unit	Volume	Unit	Substansi	Unit	Substansi
1	1.000						1000.00 RM
2	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
3	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
4	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
5	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
6	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
7	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
8	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
9	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
10	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
11	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
12	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
13	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
14	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
15	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
16	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
17	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
18	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
19	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
20	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
21	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
22	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
23	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
24	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
25	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
26	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
27	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
28	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
29	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
30	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
31	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
32	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
33	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
34	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
35	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
36	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
37	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
38	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
39	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
40	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
41	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
42	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
43	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
44	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
45	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
46	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
47	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
48	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
49	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
50	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
51	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
52	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
53	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
54	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
55	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
56	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
57	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
58	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
59	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
60	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
61	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
62	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
63	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
64	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
65	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
66	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
67	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
68	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
69	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
70	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
71	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
72	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
73	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
74	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
75	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
76	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
77	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
78	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
79	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
80	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
81	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
82	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
83	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
84	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
85	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
86	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
87	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
88	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
89	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
90	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
91	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
92	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
93	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
94	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
95	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
96	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
97	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
98	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
99	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
100	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)			90.00
Grand Total:			1000.00				1000.00 RM

ORDER FORM

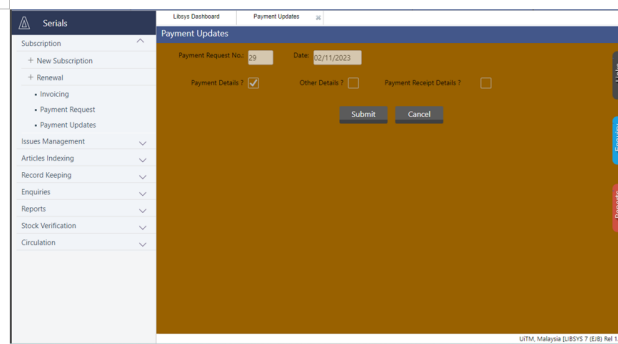
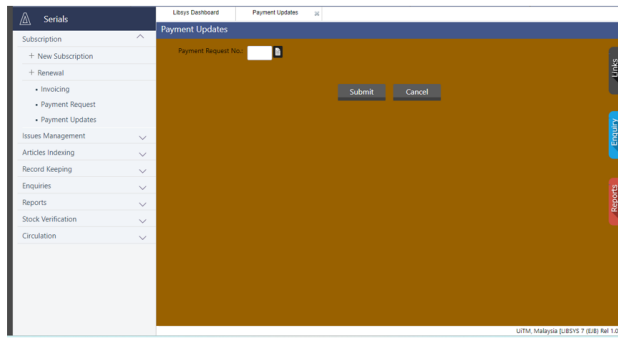
(Subscription Year - 2024)

No. / No. : 09 Date: 16/11/2023

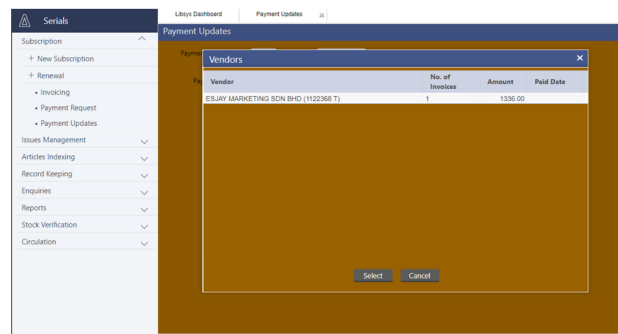
No.	Uraian	Volume	Unit	Substansi	Unit	Substansi
1	1.000					1000.00 RM
2	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)		90.00
3	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)		90.00
4	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)		90.00
5	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)		90.00
6	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)		90.00
7	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)		90.00
8	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)		90.00
9	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)		90.00
10	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)		90.00
11	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)		90.00
12	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)		90.00
13	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)		90.00
14	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)		90.00
15	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)		90.00
16	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)		90.00
17	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)		90.00
18	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)		90.00
19	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)		90.00
20	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)		90.00
21	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)		90.00
22	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)		90.00
23	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)		90.00
24	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)		90.00
25	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)		90.00
26	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)		90.00
27	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)		90.00
28	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)		90.00
29	Chang-Rubber (Chang-Rubber & Pustaka)	RM	90.00	(1.000000)		

8. PAYMENT UPDATE

-MASUKKAN NO PAYMENT



-SELECT



- TICK PAYMENT DETAIL
- SUBMIT
- MASUKKAN CHEQUE NO
- TARIKH
- NAMA BANK
- PAID AMOUNT

-SUBMIT

-TICK PAYMENT RECEIPTS DETAIL

-SUBMIT

-SELECT

Vendor	No. of Invoices	Amount	Paid Date
CSJAY MARKETING SDN BHD (1122368 T)	1	1336.00	02/11/2023

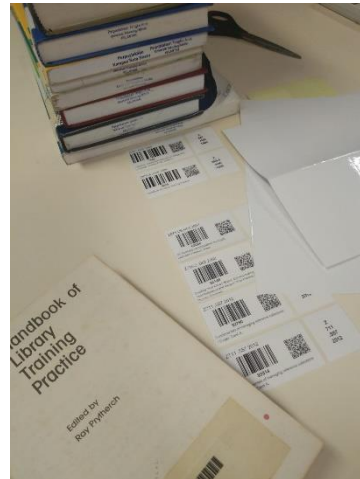
-MASUKKAN PAYMENT RECEIPTS NO
 -RECEIPTS DATE
 -SUBMIT
 -CONFIRM

SELESAI

Figure 112-162: Magazine Process

- **Sticking Label on Book**

Mr Hasnan gave task to me to sticking the label on books.



3.1.5 Library Services Unit

- **Circulation Process**

Mr Rosli, Mr Zalani, Mr Hamka: I learned how to check in, check out, renew the books and check late fee of books. Key in student's matrix number in sistem library visitor. I also learned how to do clearance process if students want quits from studies. So, their name must erase from user list name in system. After that, student have to write their name in record book.

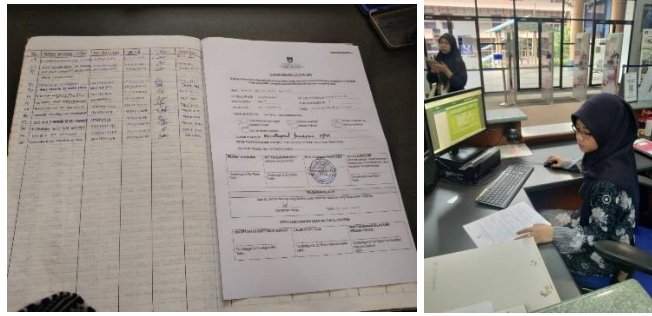


Figure 163&164: Circulation Task

- **Manage Payment Receipt**

Mr Rosli taught me how to manage receipt (payment receipt, fine receipt & printing service receipt). Everyday, I will write the details and sticking the receipt on paper. After that I will photocopy the paper and put in the file.

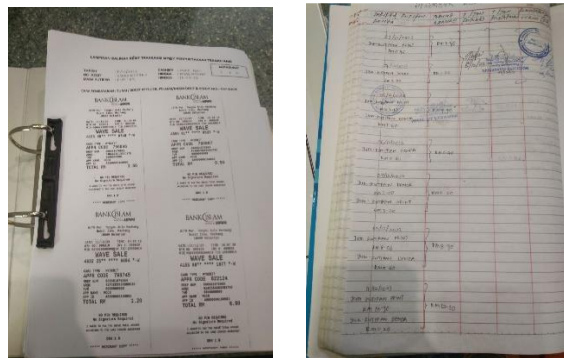


Figure 165 & 166: Receipt Handling

3.1.6 University Archives Unit

- **Impurity Process**

Under Mrs Samsilawati, I did impurity process. I did cleaning the Students Personal Files. I clear the file and get rid anything that can affect scanning process.

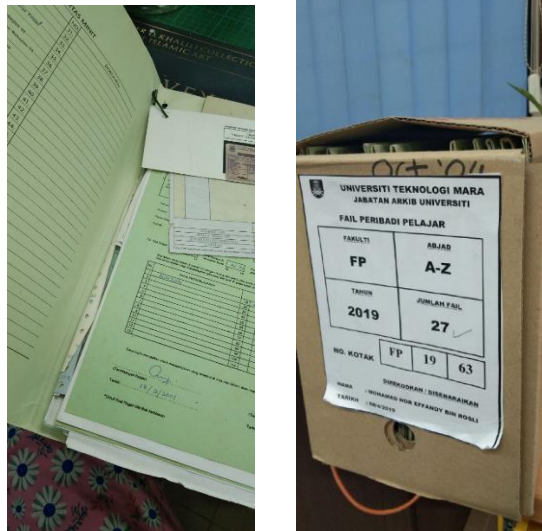


Figure 167 & 168: Impurity Task

- **Receiving Process & Update Metadata In Archive Management System (AMS)**

Mr Nazari and Mr Waqiyuddin taught me how to use AMS and key in the data from file into the system. I do the receiving process and update metadata in AMS.

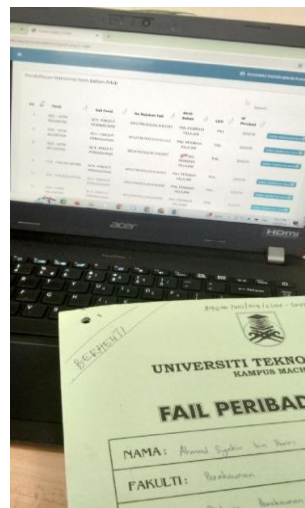


Figure 169: Receiving Process & Update Metadata In Archive Management System (AMS)

- **Scanning Documents**

After doing impurity process, I did scanning process using scanner machine.

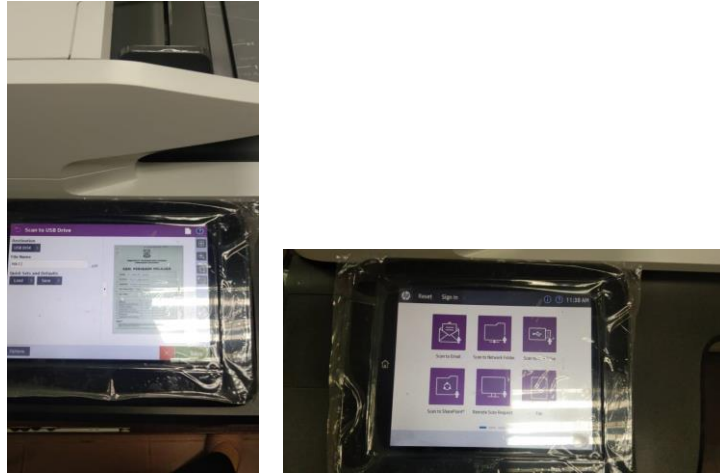


Figure 170 & 171: Scanning task

- **Create Notepad**

Under Mr Zul, I learned how to create notepad. I learned step by step the process of create notepad/notebook. I learned how to use Cutter Machine, Punching Machine, learned how to do sewing process and others.



Figure 172-180: Create Notepad

3.1.7 Other Activities

- **Book Shelving**

Book shelving is a daily task performed by all staff at Tengku Anis Library. Shelving starts at 8 am to 8.30 am. The books that are in the cart that has been prepared must be arranged according to the correct call number order on the bookshelves that have been prepared. The bookshelves for intern students are shelf number 2. However, practical students can also arrange on other shelves if necessary.



Figure 181 & 182: Book Shelving

- **Reading Yassin**

Yasin reading is done every Thursday from 8 am to 8.30 am or until finished.



Figure 183: Reading Yassin

- **Create and Sticking the Poster on Noticeboard**

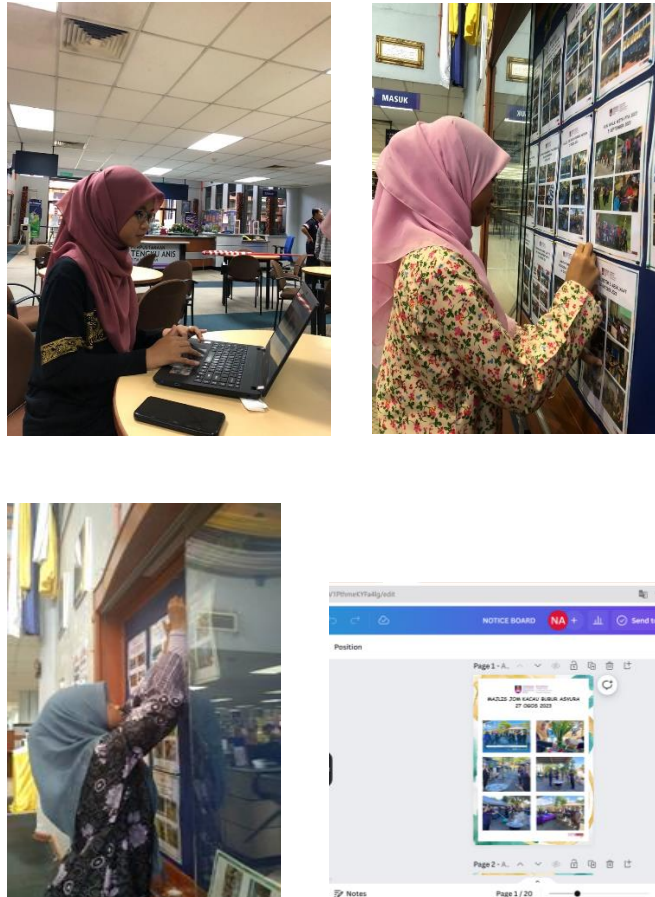


Figure 184-187: Create & Sticking poster on Noticeboard

- **Fun Walk with PTA 2023**

Introduction: Tengku Anis Library (PTA) has held a sports and health program. This program is called Fun Walk with PTA 2023. This program is a program intended for all PTA staff to walk from PTA to the field at UiTM Campus Machang. After arriving there, all staff were taught by one of the Sports Unit staff to install, hold and use archery equipment. A competition was held and PTA staff were divided into three (3) groups.

Task: Be a committee member for each activity checkpoint and assist in the management and preparation of equipment before and during the activity.



Figure 188: Fun Walk

- ***Lawatan Dari SMK Tengku Ampuan Intan Kuala Berang***

Introduction: Tengku Anis Library (PTA) has received a visit from Tengku Ampuan Intan Kuala Berang National High School. Puan Nordelina who is the PTA Senior Librarian gave a short briefing and made a quiz directly to the students of SMK Tengku Ampuan Intan. Every student who successfully answers the quiz will be given a souvenir from the PTA.

Task: Assisted students to do library tour in PTA.



Figure 189: Lawatan Dari SMK Tengku Ampuan Intan

- **Gotong Royong Taman Herba**

Introduction: Gotong-royong activities are carried out to make changes and clean the herb garden area, which is an area that has herb plants, flowers, and fruits. This area is cleared for the purpose of planting new plants and replacing containers to place plants.

Task: Help the staff clean the herb garden area and replace the new plant containers.



Figure 190 & 191: Gotong Royong Taman Herba

- **Bengkel Mobile Photography**



Figure 192 & 193: Mobile Photography Workshop

Introduction: The Mobile Photography Workshop is a program organized in the Internet Room at PTA. A speaker is invited to enlighten and teach how to take pictures and record videos in the right way and use applications that can be used to edit and combine pictures and videos to make them more interesting.

Task: Participate in this program with the PTA staff and learn and take in some of the shared knowledge about photography.

- **Create Virtual Exhibition: *Tulisan Khat***



Figure 194: Poster of *Kenali Variasi Tulisan Khat*

Introduction and Task: I was tasked with creating a virtual exhibition titled "Kenali Variasi Tulisan Khat." This assignment is under the direction of Mrs. Norfitriah. I used a template in the Canva application to create slides for information about calligraphy.

- **Create and Sticking Cover Page of Notepad**

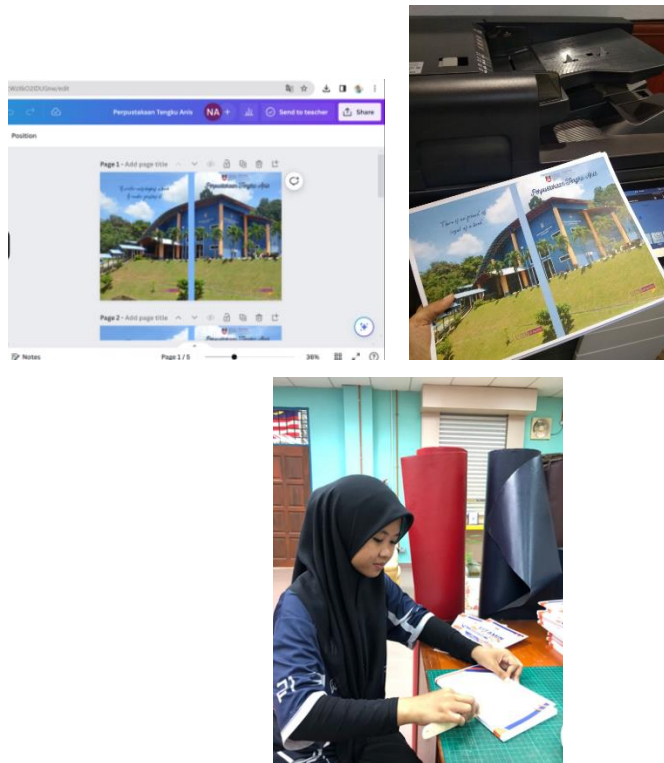


Figure 195-197: Create & Sticking Cover Notepad

- **“Pertandingan Pantun Kemerdekaan”**

Introduction: The Independence Poetry Competition is held in conjunction with Independence Month. This competition is open to all staff and students at UiTM Campus Machang. Task: I participated in a poetry competition with the staff at PTA. I record videos, edit videos, and then upload them on the TikTok platform.

- **CSR Vitamin Ilmu Bersama PTA: SMK Pangkal Meleret Siri 2**



Figure 198 & 199: CSR Vitamin Ilmu Bersama PTA: SMK Pangkat Meleret Siri 2

Introduction: This program is implemented in PTA with SMK Pangkat Meleret students. This program is the second Vitamin Ilmu Series CSR program organized together with SMK Pangkat Meleret Kelantan. This program involves group activities led and assisted by a facilitator.

Task: I was assigned to be an assistant chief facilitator. I also became one of the facilitators for Group 4. I helped and gave instructions to the students to do group activities. Before and during the program, I prepare the necessary materials, such as activity question papers, and distribute the question papers to the students.

- **PTA Research Webinar Series 2023**

Introduction & Task: This program is an online webinar program through the Webex platform. I was asked to participate in the webinar. The webinar is about research.

- **Speed Reading**

Introduction and Tasks: This program is one of the teaching and learning programs. This is a program that involves activities that teach new and faster reading skills.

- **Program Cakna Lestari Alam Sekitar Sempena Festival Cakna Lestari (Fes-CALE) 2023**

Introduction: This Environmentally Sustainable Cakna Program is one of the programs implemented in conjunction with the Sustainable Cakna Festival. There are four activities carried out under the Environmentally Sustainable Cakna program, namely, the Environmentally Sustainable Cakna Exhibition, Greenation:

Book Review, Environmentally Sustainable Cakna Talk, and Greenation: Speak Up@PTA.

➤ **Pameran Cakna Lestari Alam Sekitar**

Introduction: This exhibition displays recycled materials, posters related to the environment, and recycled materials, as well as books related to the environment and its kind. In addition, the poster is related to the Sustainable Development Goals (SDG).

Task: I was assigned to prepare exhibition equipment. I was also assigned to prepare on Friday.



Figure 200-201: Preparation of Exhibition

➤ **Greenation: Book Review**

Introduction: The book review program was reviewed by two panelists, namely Dr. Muslim Ahmad, PTA Senior Librarian, and Dr. Mohd Miqdad Aswad Ahmad, Senior Lecturer at the Academy of Contemporary Islamic Studies (ACIS) UiTM Machang Branch.

Task: I was assigned to find an audience and prepare a venue for the book review program.



Figure 202: Poster of Book Review

➤ **Bicara Cakna Lestari Alam Sekitar: Understanding Sustainability in Islam: A way Of Life**

Introduction: A talk program in which Encik Mohd Bakeri Ab Rahman, Penyelaras Unit Kampus Hijau UiTM Cawangan Kelantan , was the program moderator, and two panelists were involved, namely Associate Prof. Sr. Dr. Nur Azfahani Ahmad, Head of the UiTM Perak Branch Green Campus Committee, and Mr. Zikrullah Ismail, Director of the Corporate Communications Division of the Sustainable Strategy Foundation. This program is implemented online and watched by the audience physically.



Figure 203: Poster of *Bicara Cakna*

➤ **Greenation: Speak Up@PTA**

Introduction: This program is a face-to-face program involving 15 students from UiTM Kelantan Branch, Machang Campus. Each participant has to produce their own arguments and views, with the condition that the presentation must be related to the environment.



Figure 204: Poster of Greenation: Speak Up@PTA

- **Farewell Skim Khidmat Pelajar & Industrial Training Students**

Introduction: Farewell ceremony for students of the Student *Skim Khidmat Pelajar* and Industrial Training Students.

Task: preparing the place and food before the ceremony and tidying the place after the ceremony is over.



Figure 205-206: Farewell of *Skim Khidmat Pelajar* & Industrial Training Report

- **List of Zero Hits Statistic**

Introduction: Zero Hits is a statistic or number of books that are not borrowed by users.

Task: I was assigned to make a list of Zero Hits in Microsoft Excell and transferred to Google Drive for review by Mrs Delina and Mrs Alina.

The screenshot shows a spreadsheet with multiple columns. The first column contains book titles, the second column contains authors, and the third column contains years. The status of each book is listed in the fourth column, with many entries marked as 'Zero Hits'.

Figure 207: List Zero Hits Collection

- **Create Printing Services Poster**

Introduction & task: Creating posters for printing and photocopying services. I created the poster using a template in the Canva application. When finished I printed and pasted the poster at the service counter.



Figure 208: Poster of Printing and Photocopy Services

- **Photography of Palestine Theme**



Figure 209: Photography of Palestine Theme

- **Collaborative Webinar on Scopus Bibliometric Reporting for SIMAD University**

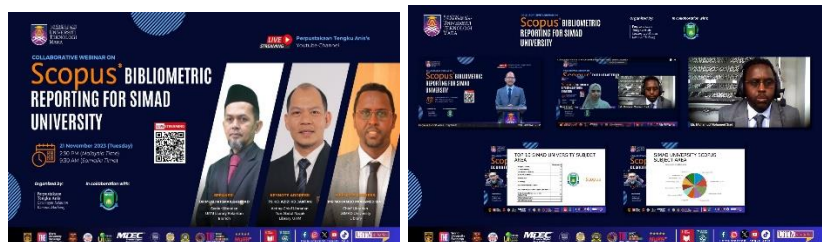


Figure 210 & 211: Collaborative Webinar on Scopus Bibliometric Reporting for SIMAD University.

- **Book Review: 1 Staff 1 Book**





Figure 212-214: Book Review: 1 Staff 1 Book

- **Research & Library Skill for Junior Lecturers Workshop**



Figure 215: Poster of Research & Library Skill for Junior Lecturers Workshop

- **Library Outreach & Kelas Penyelidikan Pengurusan Arkib & Rekod Perpustakaan Tengku Anis (PTA)**



Figure 216-218: Library Outreach & Kelas Penyelidikan Pengurusan Arkib & Rekod Perpustakaan Tengku Anis (PTA)

- **Presentation Industrial Training Report Perpustakaan Tengku Anis (PTA)**

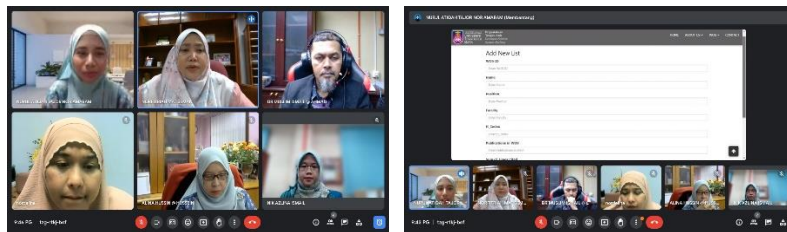


Figure 219-221: Presentation Industrial Training Report Perpustakaan Tengku Anis (PTA)

- **Library Tour from SMK Agama Melor**



Figure 222-223: Library Tour from SMK Agama Melor

- **Farewell Industrial Training Students**



Figure 224-225: Farewell Industrial Training Students

3.2 Special Project

There are two (2) Special Projects proposed to be implemented at Tengku Anis Library (PTA). However, this Special Project is just preliminary planning and these programs cannot be implemented due to some specific reasons, namely time and financial constraints which cause the program to be postponed to another date. The two (2) programs for my Special Project are as follows;

3.2.1 3 Days@PTA Bonding and Archive Day

1. Background of the Program

The title of this program is "3 Days@PTA Bonding and Archive Day". This program is proposed to be implemented at the Tengku Anis Library (PTA) UiTM Campus Machang. I am the program leader for this Special Project. This program is an initiative of the Tengku Anis Library (PTA) in the culture of knowledge and knowledge sharing as well as being able to provide information on services and new facilities of the library to all UiTMCK citizens, especially in searching for information effectively. This is to further increase visibility and strengthen the relationship between the library and all UiTMCK residents. In addition to being able to preserve the wishes of the Ministry of Higher Education (KPT) in exposing students to various latest technologies in digital services, especially Digital Library services. The Kelantan Branch

Archives Unit intends to organize Archive Day together with campus residents to support the objectives of the Branch Archives Unit. The Branch Archives Unit is responsible for coordinating the University's management record system, preserving and conserving University records of archival value and as a reference center for University archival material. Through the Library Strategic Plan 2020-2025, the Tun Abdul Razak Library Digital Services Division (PTAR) Shah Alam has instructed all branch libraries to empower Digital Library services towards the Global Renowned University (GRU) and the implementation of this program is one of the approaches to UiTMCK citizens against various the latest services such as Mobile Apps UiTM Library launched by VC recently.

2. Objective of the Program

1. To provide exposure and approaches in library services that must be used by UiTMCK citizens.
2. Knowing the direct impact on students' P&P if they do not use the library services provided in effective information search.
3. To promote the role of the UiTM Kelantan Branch Archives Unit to UiTMCK citizens.
4. Strengthen the relationship between students and UiTMCK staff.
5. To provide exposure to UiTMCK citizens about archives.
6. To give awareness to UiTMCK citizens to preserve and conserve important UiTM records of great value (archives).

3. Activities Organized for the Program

No.	Activities	Explanation
1.	Idea Berangkai	<p>The first person will say a word using the alphabet A and the next member will have to connect the sentence made using the word that starts with the next alphabet. Participants have to make a sentence based on the given title and complete the sentence within the set time. Scores will be calculated according to how many alphabets are successfully used.</p> <p>Example: Title: KFC Chicken KFC chicken is delicious Correct correct correct Try drinking this water, doesn't it taste good? Continue next.</p>
2.	Radio Buruk	<p>Each participant has to line up in a line, and one of them has to say the words given by the facilitator. The participant has to say the word without making a sound, and the participant in front of him has to guess the word by looking at the movement of his friend's mouth. Scores will be calculated according to the number of words that are successfully said and guessed within the set time.</p>
3.	Kuiz Pameran	<p>Participants have to answer the given quiz questions and the quiz answers are based on the materials exhibited at the exhibition.</p>
4.	Roda Impian	<p>Participants are given the opportunity to spin the dream wheel only once. The lucky participants will be able to console and otherwise not.</p>
5.	Juara Cup Pantas	<p>Participants have to arrange the cups with panats in the given time. Scores will be</p>

		calculated according to the number of cups successfully arranged.
6.	Kuiz PTA	Participants will be given 5 minutes to answer the quiz through Quizlet. Winners will be selected according to the list displayed on the quiz leaderboard or marker.
7.	Info Hunt	Participants have to guess what the facilitator mentioned or explained about something. Scores will be calculated according to the number of things successfully guessed by the participants.
8.	Hidden Book	Participants will be given 3 minutes to find the desired book on the bookshelf according to the key (LCC number). Scores will be calculated according to the number of books successfully searched and collected.
9.	Spell It Right	Participants will be given 3 minutes to spell the words mentioned by the facilitator. Marks will be calculated according to the number of words successfully spelled correctly.
10.	Dart	Each participant is given 3 chances to throw darts at the dart board. The score will be calculated according to the number of points on the dart board according to the time set.
11.	Speed Reading	An activity led by a senior librarian and assisted by an assistant librarian. The librarian will give a briefing and give instructions on correct and fast reading skills to the participants.

Table 7: List of Activities

4. Tentative of the Program

Day 1 | 27 November 2023 (MONDAY)

Time	Details
8.30 pagi	Registration
9.00 pagi	Announcement and brief briefing to participants for the game: <ul style="list-style-type: none"> • <i>Idea Berangkai</i> (Groups) • <i>Radio Buruk</i> (Group) • <i>Kuiz Pameran</i> • <i>Roda Impian</i> • <i>Juara Cup pantas</i>
9.00 am until 4.00 pm	Archive Exhibition <ul style="list-style-type: none"> • Historical Pictures <ul style="list-style-type: none"> -Rector/ Director -Publication Materials of the University Archives Department (JAU) -Photo Memory of the Convocation Ceremony • Exhibition Activities <ul style="list-style-type: none"> -Exhibition Quiz
9.00 am until 12.30 pm	UiTM Kelantan Branch Records Management Workshop All PTRJ & PTJ at UiTM Kelantan Branch Date: 27 & 28 November 2023
9.15 am	Activities start until finish
12.30 pm	Rest / Prayer

2.30 pm	Announcement and brief briefing to participants for group games: <ul style="list-style-type: none"> • PTA Quiz • Info Hunt
2.40 pm	Activities start until finish
4.00 pm	Disperse

Day 2 | 28 November 2023 (TUESDAY)

Time	Details
8.30 am	Registration
9.00 am	Announcement and brief briefing to participants for the game: <ul style="list-style-type: none"> • <i>Roda Impian</i> • Hidden Book • Spell It Right • <i>Kuiz Pameran</i> • <i>Juara Cup Pantas</i>
9.00 am until 4.00 pm	Archive Exhibition <ul style="list-style-type: none"> • Historical Pictures <ul style="list-style-type: none"> -Rector/ Director -Publication Materials of the University Archives Department (JAU) -Photo Memory of the Convocation Ceremony • Exhibition Activities <ul style="list-style-type: none"> -Exhibition Quiz

9.00 am until 12.30 pm	UiTM Kelantan Branch Records Management Workshop All PTRJ & PTJ at UiTM Kelantan Branch Date: 27 & 28 November 2023
9.15 am	Activities Start until finish
9.30 am until 12.30 pm	Speed Reading Speaker: Mrs. Nordelina Binti Zulkarnain Position: Senior Librarian Date: November 28, 2023
12.30 pm	Rest/Prayer
2.30 pm	Announcement and brief briefing to participants for group games: <ul style="list-style-type: none"> • PTA Quiz • Info Hunt
2.40 pm	Activities start until finish
4.00 pm	Disperse

Day 3 | 29 November 2023 (WEDNESDAY)

Time	Details
8.30 am	Registration
9.00 am	Announcement and brief briefing to participants for the game: <ul style="list-style-type: none"> • <i>Roda Impian</i> • Hidden Book • Spell It Right • <i>Kuiz Pameran</i> • <i>Dart</i>
9.00 am until 4.00 pm	Archive Exhibition <ul style="list-style-type: none"> • Historical Pictures <ul style="list-style-type: none"> -Rector/ Director -Publication Materials of the University Archives Department (JAU) -Photo Memory of the Convocation Ceremony • Exhibition Activities <ul style="list-style-type: none"> -Exhibition Quiz
9.15 am	Activities start until finish
12.30 pm	Rest/Prayer
2.30 pm	Closing Ceremony and Prize Presentation of Activity Winners
2.40 pm	Photography Session with Participants

4.00 pm	Disperse
---------	----------

Table 8,9,10: Tentative of 3 Days@PTA Bonding and Archive Day program

3.2.2 Zero Hits: 2 Days@PTA Mini-Books Festival

1. Background of the Program



Figure 226: Poster of Zero Hits: 2 Days@PTA Mini-Books Festival

The title of the second Special Project is Zero Hits: Mini-Books Festival. This program is proposed to be implemented at the Perpustakaan Tengku Anis (PTA). Zero Hits Collections is a collection of Perpustakaan Tengku Anis (PTA) reading materials with zero (0) loan transaction status. Therefore, in 2024, the PTA will intensify its efforts through organizing programs and activities periodically so that material loans for the Zero Hits Materials Collection can be improved. In order to reduce the number of books in the Zero Hits Collection statistical data, the Perpustakaan Tengku Anis (PTA) took the initiative to organize a book exhibition program along with activities that could attract the attention of PTA users. With such efforts, the statistical number of books that have never been borrowed can be reduced while

increasing the number of book loans. In addition, this program is also an initiative of the Perpustakaan Tengku Anis (PTA) in supporting the culture of reading among the people of Universiti Teknologi MARA Cawangan Kelantan (UiTMCK).

2. Objectives

1. To empower the Read@UiTM program which is implemented in coordination with libraries in all Higher Education Institutions (HEIs) in Malaysia.
2. To reduce the amount of book statistical data in the Zero Hits Collection book list.
3. To promote reading materials at the Tengku Anis Library (PTA) to all citizens of the MARA Kelantan Branch University of Technology (UiTMCK).
4. To encourage the participation of campus residents in fueling the culture of reading at the same time can attract the attention of users to participate in the activities held throughout the program.
5. To increase the number of book loans at the Tengku Anis Library (PTA).

3. Activities

No.	Activities	Explanation
1.	Mini-Books Festival	Mini-Books Festival (Mini Pesta Buku) is a program that showcases books that have not been borrowed by Tengku Anis Library (PTA) users.
2.	Kuiz Uji Minda	The Mind Test Quiz activity is an activity that involves participants

		solving crossword puzzles that are themed on books displayed at the book fair.
3.	Info Hunt	This activity involves participants searching for books in a designated place based on the clues given. Participants need to borrow the books they have searched for.
4.	Book Review	Aktiviti Book Review adalah aktiviti ulasan buku dimana peserta perlu membaca buku yang dipilih dan peserta perlu menulis ringkasan atau ulasan tentang buku tersebut. Peserta perlu meminjam buku dipilih untuk membuat ulasan.
5.	Bingo Books	The Bingo Books activity is a book-finding activity based on a book theme set to solve the B.I.N.G.O. puzzle.
6.	Short Story Writing Competition	This activity is an activity where participants have to produce a short story with the theme "Kisah Aku, Buku dan Ilmu@PTA"

Table 11: List of Activities

4. Tentative

DATE: 09 & 10 JANUARY 2024 (TUESDAY & WEDNESDAY)

TIME	DETAILS
DAY 1	
9.30 am	Registration
9.45 am until 10.00 am	Activities announcement <ul style="list-style-type: none"> • <i>Kuiz Uji Minda</i> • Book Review
10.00 am until 12.00 pm	Activities start until finish
BREAK TIME	
2.30 pm until 2.45 pm	Activities announcement <ul style="list-style-type: none"> • Info Hunt • Bingo Books
2.45 pm until 4.30 pm	Activities start until finish
4.30 pm	Disperse
DAY 2	
9.30 am	Registration
9.45 am until 10.00 am	Activities announcement <ul style="list-style-type: none"> • <i>Kuiz Uji Minda</i>
10.00 am until 12.00 pm	Activities start until finish

BREAK TIME	
2.30 am until 2.45 pm	Activities announcement <ul style="list-style-type: none"> • Info Hunt • Bingo Books
2.45 pm until 4.30 pm	Activities start until finish
4.30 pm	Disperse
SHORT STORY WRITING COMPETITION HELD FOR 7 DAYS (10 TO 16 JANUARY 2024	
<i>MINI-BOOKS FESTIVAL HELD FOR 2 DAYS (09 & 10 JANUARY 2024)</i>	

Table 12: Tentative of Zero Hits: 2 Days@PTA Mini-Books Festival

CHAPTER 4: INDUSTRIAL TRAINING REFLECTION

4.0 INDUSTRIAL TRAINING REFLECTION

4.1 Application of Knowledge, Skills and Experience in Undertaking the Task.

During my internship from 4th September 2023 until 31st January 2024 at Perpustakaan Tengku Anis (PTA) Cawangan Kelantan, I have learnt and gained new knowledge, skills and experience there. The knowledge, skills and experience that I have learnt area;

4.1.1 Cataloging Skills

While at Perpustakaan Tengku Anis, I was able to learn about cataloging. Before undergoing industrial training, I had learned about cataloging in the basics but did not practice physically, that is, using the system for the cataloging process. When I was at PTA, I was able to use cataloguing skills through the Wils system, also known as LibSYS.

4.1.2 Multitasking Work

While at PTA, I was also able to highlight my skills in doing various tasks. Through the assignments given, I was able to experience working in a group as well as doing tasks involving various matters that I am not used to doing.

4.1.3 Creative and Innovative Skills

During my internship, I was able to learn how to create attractive posters that fit the needs of the PTA corporate unit. I learned a bit about the Canva app in more detail. In addition, I was also able to learn about photography, which is how to take pictures and record videos correctly and interestingly.

4.1.4 Communication Skills

Throughout my industrial training, I was able to hone my communication skills. I was trained to interact with the public by getting involved in library tours, activities with school students, and being the moderator of book review activities. Although I have been the emcee of the program, the experience of being a moderator is different because, as a moderator, I have to interact spontaneously without referring to the text of the full speech.

4.2 Personal Opinion

In my opinion, industrial training is very important for students to experience work before engaging in the real world of work. This industry training is an initiative to give students confidence in doing a variety of unexpected tasks. In addition, the industrial training experience at PTA can show the real situation of working with and communicating with staff and students. The industry training experience at PTA also shows how academic libraries work and their different tasks compared to other libraries, such as public libraries. During my industrial training at the Perpustakaan Tengku Anis (PTA), I was able to expand my knowledge and understanding of my responsibilities as an employee in a public employment institution. In addition, the assignments given in each department helped me increase my skills and knowledge about the field of work.

4.3 Lesson Learnt

- **Punctuality**

The lesson I got throughout my industry training was about punctuality. Correct time management can affect the management of a task. Each task must be done within a set time.

- **Teamwork**

The lesson I got while helping run the program at PTA was cooperation with each other. When working in a team, everyone has to work together without pointing fingers at each other without doing any task that has been instructed.

- **Responsibility**

Responsibility is an important thing that should be emphasized in an organization. Responsibility in doing tasks is a sensitive matter. The task given should not be arbitrarily given to someone if the task is not under the responsibility of the individual.

- **Respect Each Other**

Respecting each other needs to be emphasized when doing a group task. This attitude not only needs to be instilled in the industrial training students, but also

needs to be instilled in the staff. A sense of respect between staff and students should be established so that there are no misunderstandings.

4.4 Limitation and Recommendation

- **Lack of Skill**

In the beginning, I could control the situation and do the task well. However, there are also some shortcomings and weaknesses that I have when doing assignments. In the following months, one of the weaknesses I saw was program management. The management is quite disorganized and last-minute. In addition, when doing the task, there is a misunderstanding or difficulty in giving and receiving the information presented to do the task. In addition, in my opinion, staff need to understand the scope of duties for intern students and do not need to give assignments that should not be given to students.

- **PTAR Mobile Application**

During my industrial training, the shortcoming I saw with the PTAR Mobile application was that PTA users had to scan the QR code before entering the library. But when scanning the code, some users need to wait a long time before entering the library. This will result in some users ignoring the scan. So, this application needs to be upgraded again so that users can use it easily.

4.5 Conclusion

In conclusion, during the 5 months I underwent industrial training at Perpustakaan Tengku Anis (PTA), UiTM Machang, I learned many skills and used various tools used by the staff at PTA, such as printing machines, laminated machines, cutter machines, RFID scanners, and others. I also learned many skills, such as how to use Web-Based Integrated Library Management System (WILS), Microsoft Excel 365, Archive Management System, Buletin Iqra', Read@UiTM, Institutional Repository (IR), and Booking System UiTM (BSU). Next, I also gained new experience in helping manage

library tours, information literacy classes, library outreach, CSR Vitamin Ilmu, and others. All the staff at PTA also provide good service and give good guidance. Finally, during these 5 months, I realized that the experience during industrial training was training for me before starting work in the workplace later.

REFERENCE

WILS. (n.d.). WILS. <https://wils.uitm.edu.my/libsys7/>

Kelantan. (2022, September 4). *Pencapaian dan anugerah*.
<https://kelantan.library.uitm.edu.my/pages/puitm-kelantan/achievements-awards>

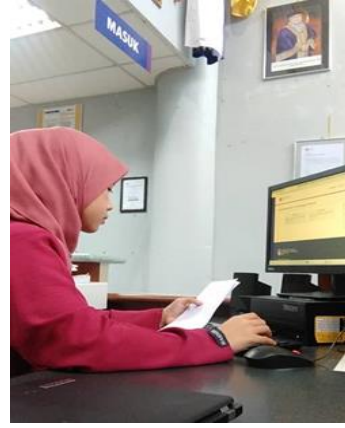
Single sign on Perpustakaan Tun Abdul Razak. (n.d.). <https://ptarapps.uitm.edu.my/login/>

Library (Perpustakaan Tengku Anis). (n.d.). Universiti Teknologi MARA Cawangan Kelantan.
<https://kelantan.uitm.edu.my/index.php/library-perpustakaan-tengku-anis>

APPENDICES

PHOTOS DURING INDUSTRIAL TRAINING





VITAMIN ILMU PTA: SIREH PANDOLAL MELAKAT

Latihan Dalam Kumpulan

VITAMIN ILMU PTA: SIREH PANDOLAL MELAKAT

"Moments to Cherish"

.....

Bengkel SPEED READING

27 SEPTEMBER 2023
10:30 AM - 12:30 PM

ARAS 1
PTA

Anjuran:
Dipaparkan
Terdapat
Ditulis oleh
Kerjasama

Penyusunan:
Rahmah Nurhidayah
Partakawati Kurnia

Penyusunan:
Rahmah Nurhidayah
Partakawati Kurnia



