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FACULTY OF ADMINISTRATION SCIENCE AND POLICY
STUDIES
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**AN OVERVIEW OF STOCK MANAGEMENT IN
ADMINISTRATION UNIT
*DEPARTMENT OF ISLAMIC JUDICIARY***

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JULY 2016

Supervisor's Comments

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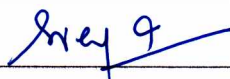
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I perceive as this opportunity as a big milestone and I will strive to use gained skills and knowledge in the best possible way.

THE DECLARATION

Declaration

I hereby declare that the work contained in this research proposal is original and our own except duty identified and recognized. If I am later found to have committed plagiarism or acts of academic dishonesty, action can be taken in accordance with UITM rules and academic regulations.

Signed.



Name: Nuramal Alia binti Ahmad Halimi (2014443554)

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List of abbreviations

JKSPK : Jabatan Kehakiman Syariah Perak

CHAPTER 1

INTRODUCTION OF THE ORGANIZATION



Figure 1.1 : Organization Building

1.1 Chapter Review

This chapter contains eight sections. Section 1.2 Introductions to Department of Islamic Judiciary (Jabatan Kehakiman Syariah). Section 1.3 The Objectives of Department of Islamic Judiciary (JKSPK). Next, section 1.4 department's Mission, Vision, Function and Motto. Section 1.5 Quality Policy. Section 1.6 Organization Structure Of JKSPK. Section 1.7 Department Organization Chart. 1.8 Logo and lastly in section 1.9 is the Chapter summary.

1.2 Introduction to Department of Islamic Judiciary (Jabatan Kehakiman Syariah)

In 2006, the Syariah Court has been moved to the new building. The building was built in Jalan Taman Pari, Off Jalan Tun Abdul Razak, Ipoh. Building Perak Syariah Court has 5 floors. However, the building height is equal ordinary building 12 floors. This is because

Trial Chamber requiring construction space and a predetermined height of building. This building is based on the Yellow Palace Kuala Kangsar. This building also applied in the construction of this building is a style Perak Malay art design can be seen. In fact, it became clear that an identity spirit and culture of Islam Perak.

Level 5 puts the Syariah Court of Appeal, Chief Judge Room, Room Panels Syariah Appeal Court Judge, a Chief Registrar of the Syariah Appeal Court and the Office Perak Syariah High Court. Whereas level 4 is for two Trial Chamber of the Court Syariah High Court Judge Room , Sulh Room, Bar Room and Room for Men and Women's Witnesses.

Level 3 houses the main operations room, the Administration, Finance and Development, and the Department of Information Technology. There is also a Home Server (Main Server), and Seminar Room Preparation banquet room. Level 2 is the same building with 4 floors, but at this level it's special for the use and function of Ipoh Syariah lower court. Level 1 is the Ipoh Syariah Lower Court Administration, prayer, men and women equipped with ablution place. Syariah Court building is equipped with 4 lifts namely two lifts for public use, one special elevator to bring in and out of the accused or the offender and one special elevator for judges.

Each floor of this building infrastructure facilities provided toilets and dining room. Level G on the ground floor has SBSK Director, Assistant Director SBSK Room, Room SBSK & Records Section, Diner, and Guest Room, Services Division customer's room, police room and banquet room. While at the level below is the car park of the judges, officials and staff serving in the Department Perak Syariah Judiciary. Courthouse also has

facilities Seminar hall that can accommodate 300 up to 350 participants at any one time. It was built next to the main building Syariah Court building. This hall is equipped with audio-visual system and stage and very suitable for formal occasions or semi-formal

1.3 The Objectives of Department of Islamic Judiciary (JKSPK).

The objectives are:

- To establish Islamic Law related to administration.
- To set a standard practice for Syariah Court that would be adopted by all states.
- To ensure that all states use the Service Scheme for Syariah Officer.
- To ensure that the Appeal Court cases are managed in a fair, efficient and organized manner.
- To maximize the use of information technology systems widely to facilitate smooth running of administration.

1.4 Department of Islamic Judiciary (JKSPK) Mission, Vision, Function and Motto

- **VISION**

To make a central agency that is competent to realize the standardization of the Islamic legal system to uphold justice.

- **MISSION**

To streamline the provisions of Islamic law throughout the country and manage appeal cases effectively and systematically

- **FUNCTION**

Managing the trial and make a decision / punishment equitably in accordance with Islamic law and the law.

- **MOTO**

‘Syariah is a Basis of Justice’

1.5 QUALITY POLICY

- Committed in the execution of justice by providing quality services and value-added
- Continuously improve service quality
- Exceeding customer satisfaction without contradicts the principles of justice prescribed by law Islamic law and legal provisions
- Implement a quality management system that complies with the requirements of the standards, guidelines and best practices international in accordance with the Islamic ruling and legal provisions.

1.6 Organization Structure of JKSPK

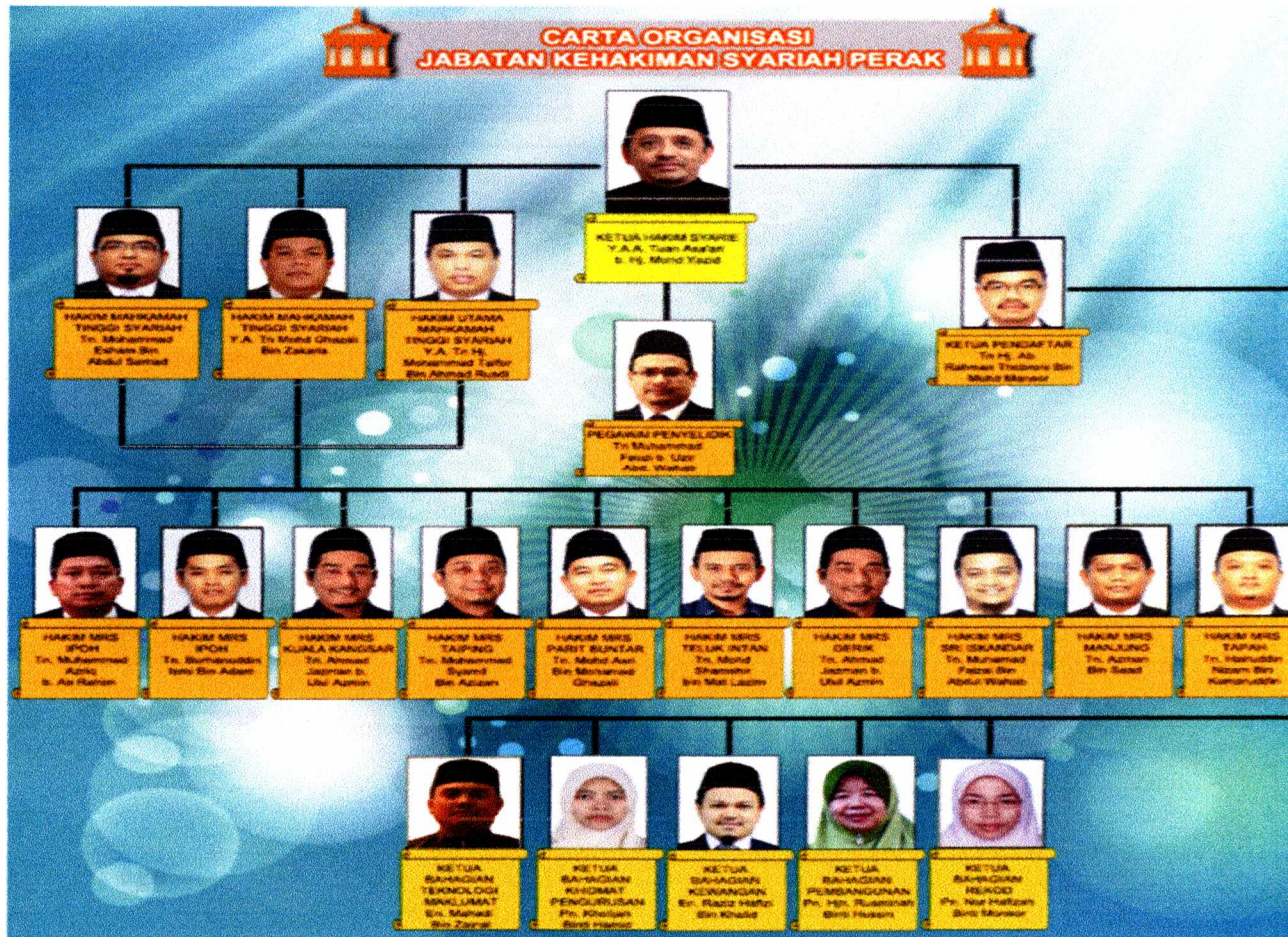


Figure 1.2 : JKSPK Organization Chart

1.6 Department organizational chart

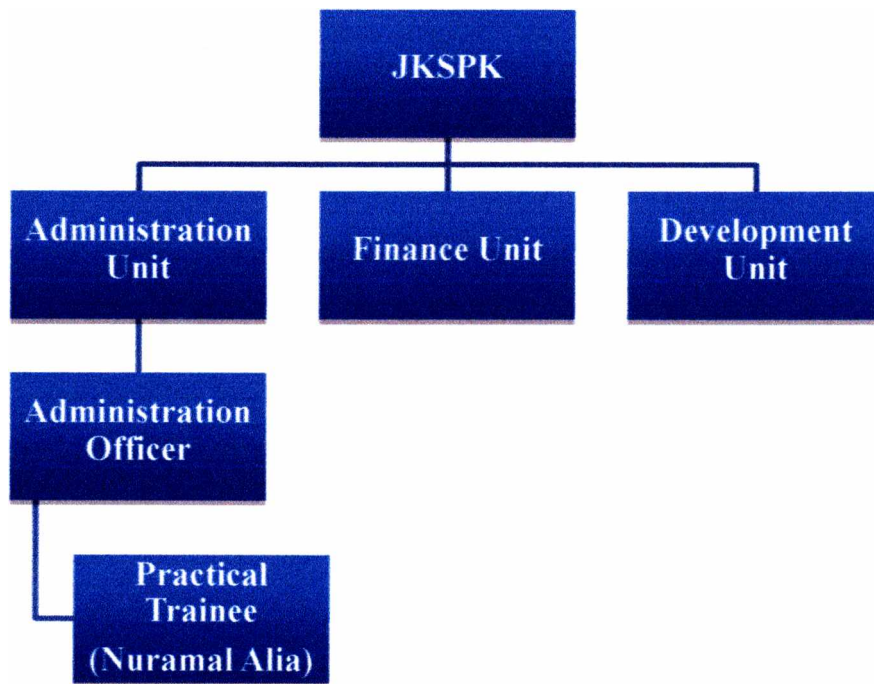


Figure 1.3 : Department Organization Chart

1.7 Logo



Figure 1.4 : Organization's Logo

1.9 Conclusion

For the conclusion on this chapter. The trainee had identified their vision, mission, objective and client's charter of the organization. Besides, the trainee also has the knowledge regarding the organizational structure such as the hierarchy from lower until upper level of management which is have three units in the Department of Islamic Judiciary it is Administration department, financial department and Development department. So, the history and background of the Department of Islamic Judiciary as the whole can give the trainee extra knowledge toward the government agencies that put customer as the priority.

CHAPTER 2

SCHEDULE OF PRACTICAL TRAINING

2.1 Chapter Review

This chapter is focused on the training schedule while have been recorded on the logbook that have been filled by the practical trainee during the practical training. It begins with Section 2.2 for Introduction. Then, continue with Section 2.3 for the logbook, scope of works and the daily activities while undergo the practical training in the company. Lastly in Section 2.4 is the Chapter summary.

2.2 Introduction

The trainee will summarize all the daily tasks assigned and have been done at Administrative Office where under Department of Islamic Judicial (Jabatan Kehakiman Syariah) Perak. The head officer is Puan Kholijah Binti Hamid where she is responsible to handle this office and she also is the trainee's supervisor where she is responsible to arrange and give tasks to me during the internship. For the period of within 8 weeks, supervisor and assist by others staff had given several of tasks and jobs to the trainee in order to enhance her knowledge. Following is the description of the daily activities that have been implemented while the practical trainee undergo their practical training which are in weekly order

2.3 Log Book Summarization

Table 2.1 : *Practical Training Schedule*

Weeks	Exact Nature Of Work Done
Week 1 (20th-27nd Jan 2016)	<ul style="list-style-type: none">• Report duty to Encik Tarmimi which is chief clerk at the Office.• Briefing about the time to come in and to come out in the office and also filled the forms which “Borang Pengesahan Kehadiran Pelajar Praktikal• Met with the supervisor Puan Kholijah Binti Hamid.• Prepared formal letter. Check the format of the letter to ensure that the particulars entered or typed are correct.• Manage and record all the data• Arranged the files according their code number and write a minute letter in a book record the files.• To manage the store room under the provision of Encik Hamid.

Weeks	Exact Nature Of Work Done
Week 2 (28th – 3rd Feb 2016)	<ul style="list-style-type: none"> • Read 'Tatacara Pengurusan Stor Kerajaan' (TPS) • Help in receiving process which is to calculate whether the stock received are according to the receipt good form (KEW.PS-1). • Record the stocks that have been received. “Kad Petak” (square card) need to be updated within every transaction of revenue and expenditure. • Calculate all the stocks in the room whether the number of goods are tally with the number In 'Kad Petak' (Square Card). • Calculating the budget accounts

Weeks	Exact Nature Of Work Done
	<ul style="list-style-type: none"> • Prepare minute meeting report of 'Jawatankuasa Ekosistem Kondusif Sektor Awam (EKSA) • Photocopy a letter that received and deliver to every department
Week 3 (1st - 5th Feb 2016)	<ul style="list-style-type: none"> • Update the staff record according to their level • Answer phone calls from public and other office department • Update phone book that is used by the staff to refer the exact number to communicate with others in the building.

Weeks	Exact Nature Of Work Done
	<ul style="list-style-type: none"> • update the warrant according to the list that is provided by JPA. • stamp government service book of the staff • prepare files for the participants that will attend the seminar
Week 4 (11st – 12th Feb 2016)	<ul style="list-style-type: none"> ➤ All the documents and slide that need to be presented during the seminar need to be evaluate and verify by the executive officer (EO) before being distribute to the participants ➤ The participants will be provided with 'Borang Penilaian Keberkesanan Program Latihan Jabatan Kehakiman'

Weeks	Exact Nature Of Work Done
Week 5	<ul style="list-style-type: none"> • Type the list name of the “Senarai Kehadiran Kursus Sukarelawan KOSPEN” by using Microsoft Word. • Continued record ‘minit file’ according their date and code number of the letter at their file.
(14 – 18 Feb 2016)	<ul style="list-style-type: none"> • record minute letter in the book record • Checked the email website e-syariah. • Make thirty design of book programs for events <ul style="list-style-type: none"> ➤ The task need someone more creativity towards give ideas for design the interesting books programs by using the Microsoft Publisher

Weeks	Exact Nature Of Work Done
Week 6 (22nd – 26th Feb 2016)	<ul style="list-style-type: none"> • Arrange the record room. <ul style="list-style-type: none"> ➤ The audit officer instructed all the department in Mahkamah Syariah to transfer all the record in their department to one store room • Update the attendance based on how many times staff had attend the seminar throughout the year <ul style="list-style-type: none"> ➤ Every staff need to attend seminar at least 7 days a year so that it is easier for them to get salary increment

Weeks	Exact Nature Of Work Done
Week 7	<ul style="list-style-type: none"> • Helped financial department unit to handle payment voucher for auditing process. <ul style="list-style-type: none"> ➤ Payment voucher which is all the transaction made by the department, so all the transaction need to be recorded.
(29th Feb – 4th Mac 2016)	<ul style="list-style-type: none"> • Stamp all the payment voucher and rearrange all the voucher before put it in the files. • Rearranged all the voucher receipts according to the series number stated in the payment voucher • Help Y.A Ketua Hakim Syarie to give the gifts for the winners in the event • Separate the bill according to the category. <ul style="list-style-type: none"> ➤ Electrical bills, telephone bills and water bills. • Handled the payment for the driver who claimed money for petrol oil and toll • Make a contract payment for the department

Weeks	Exact Nature Of Work Done
Week 8 (7 th – 11 th Mac 2016)	<ul style="list-style-type: none"> <li data-bbox="438 417 1257 519">• Helped department of Mahkamah Tinggi Syariah prepare for “Majlis Perlantikan Peguam Syarie” <li data-bbox="438 559 754 591">• Decorating the venue <li data-bbox="438 639 1316 816">• To make a list for every stationary that has been used by all departments in Perak and hyperlink all the information into specific department.

2.4 Conclusion

In this chapter shows about the tasks and job that the trainee did during the eight weeks of the internship programmed. The tasks given to the trainee is based on guidelines from the faculty given. The theory that being learned in the classroom can be applies to the practice by facing the real situation with the real customer. It is valuable experience that can be gaining from the internship program where all the tasks and activities given by the supervisor can created a good knowledge and giving a big impact toward student capabilities.

CHAPTER 3

ANALYSIS

3.1 Chapter Review

This chapter focus on the overview of the Stock management in Islamic Judiciary Department. Starting Secion 3.2 about introduction to this chapter, Section 3.3 on Receiving process. Then on Section 3.4 for.Stock Production. Section 3.5 about 5S Concept. Next, Section 3.6 on Stock Auditing. Section 3.7 is on the strength of the department while Section 3.8 discuss on the weaknesses of the department. Lastly Section 3.9 is the Chapter Summary

3.2 Introduction

This chapter clearly defines concept, theory and circular in job description. In that report the trainee should analyze and focuses on the task that trainee had done. Besides that, this chapter also should reflect definition of concept. Demonstration of practical and theoretical aspects how students relates all concepts learned in classroom at work place, and how students transforms knowledge gained to reinforce understanding on the concept learned in classroom. Thus, the trainee should relate the task and the theory that they had learn in class room. Based on the schedule practical training working experience and task of job description given under chapter 2, it shows that, the practical training experience was more focused on stock management implementation,

3.2.1 Definition of Stock Management

Stock management is ever the means of conducting public sector around the world and it facilitate continued flow of production (Quayle, 2013). Globalization of institutions requires efficient Supply Chain Management. The science of supply chain further connects with management to efficiently deliver the goods in a regular base. Many management functions are being hypothesize and eventually use as the bases for the institution operations. Today, institutions are integrating their supply chain formulation with the help of the internet infrastructure. Certainly, stores Management considers some important elements that public sector must consider. Store can be defined as a place to implement the reception, recording, storage, maintenance, operation and production stocks. Whereas for stock means unused goods and should be kept or to be used directly for operation or maintenance. Inventory is essential to organization for production activities, maintenance of plant and machinery as well as other operational requirements. During practical training, the trainee have been brought to all departments in the building so that the trainee know where are all departments located, the trainee also been brought to the store room where all the stock being placed. The officer who supervise the store room explained all the procedures that need to be followed this is because all the inventories and stocks need to be count from time to time. The management of Islamic Judiciary department becomes very concerned in inventory stocks are high. Inventory is part of the department assets and is always reflected in the government's balance sheet. This therefore calls for its close scrutiny by management.

3.2.2 Objective of stock management

Firstly, to ensure uninterrupted supply of materials and stores without delay to various production and service departments of the organization. Secondly, to prevent overstocking and under stocking of materials. Next, to protect materials from pilferage, theft fire and other risks and also minimize the storage costs. It is also ensure proper and continuous control over material and lastly to ensure most effective utilization of available storage space and workers engaged in the process of storekeeping. For example, on the second week of practical training, the trainee had started to rearranged the store according to their places. To prevent overstocking and understocking of materials, the trainee checked the stocks with 'Kad Petak' to ensure that the number of stocks are tally with the figures in 'Kad Petak'.

3.2.3 Categories of government store

Government stores are divided into three (3) categories which are Central Store, primary store and unit store. For central store, it is a store for the preparation, management and supply of goods to customers through a network of state-level store, areas, divisions, branches and units. One example is the Central Store Store Material Specification (SMS) Police Supply Depot Center and the Ministry of Defence. Next for primary store, On the level of the Ministry / Department Headquarters shall have at least one (1) to the Main Store supplying goods to the Division / Branch Ministry / Department / Office. However if Division / Branch then make its own revenue, Main Store should be established in the Division / Branch concerned. The criteria for determining Main Store is firstly, stores that provide, manage and supply of goods to store unit for customer in the state, district,

division, branch and units or store the procurement and supply their own stock directly to the end customer and lastly, store that has a provision based on the activity in the annual operating budget.

During practical training, it can be seen that only one store available for the whole Judiciary department in Perak. Other branch need to go to the main store located in Ipoh to get the materials that they wanted. The staffs will have a meeting every month with the representative of each branch to summarize their stocks and inventories for each district in Perak so that they can manage the inventories accordingly. For example, Department of Islamic Judiciary in manjung announced that they need more A4 papers and courts files for their department

3.2.4 Stock Control Management.

Stock Control is intended to ensure stock levels appropriate requirements can be provided to meet the needs of customers at all times. For this purpose the use of space savings, the cost of order, the purchase price and the capital involved shall be taken into account so that overstocking and wastage avoided.

Management stock control that can efficiently and effectively provided the absence of stocks can be avoided and requirements of the customer can met, the use of more economical and less money bound in the form of stock, attention is focused on items that are high in production, unmoved stock, expiry date, damaged and worn can be reduced and storage space can be optimized.

During practical training, the trainee had a chance to calculate all the inventories in the store using a checklist which is a counting tool. The checklist provides space to record the items carried, the selling price, cost price, and minimum quantities to be ordered of

each. It also contains a column in which to note whether the stock on hand is sufficient and when to reorder. This is another very simple device that provides the level of information required to make knowledgeable decisions about effective inventory management.

3.3 Receiving Process

Receiving process can be defined as an administrative function that involves checking of the quality, quantity and condition of the incoming goods followed by the proper storage.

3.3.1 Objective of receiving

The receiving process is important to meet the objective of to ensure that all goods that store received are timely and according to specifications. It is important, upon receiving stocks, to make sure that the material meets quality specifications. It is of great importance that no defects in quality exist, which the store manager will run a quality check on each item of the entire stocks. So that the defective materials can be detect, which to assuring that there is no massive quality problem which would disrupt the department.

It is also to determining the actual quantity and quality of order and to ensure the store received the goods in good condition, perfect and safe to use. Quality management theory has been influenced by the contributions made by quality leaders (Crosby, 1979; Deming, 1982; Ishikawa, 1985; Juran, 1988; Feigenbaum, 1991). The research by all these authors shows both strengths and weaknesses, for none of them offers all the solutions to the problems encountered by firms (Dale, 1999), although some common issues can be

observed, such as management leadership, training, employees' participation, process management, planning and quality measures for continuous improvement. These ideas have exerted an influence upon later studies, in such a way that the literature on TQM has progressively developed from these initial contributions, identifying different elements for effective quality management: customer-based approach, leadership, quality planning, fact-based management, continuous improvement, human resource management (involvement of all members in the firm, training, teamwork, communication systems), learning process management, cooperation with suppliers and organizational awareness and concern for the social and environmental context.

3.3.2 Store regulation on receiving process

All items must be received by the store and the goods must be accepted by the inspection carefully to ensure that it meets the specifications. Next Inspection and technical verification of goods received shall be carried out by officials of the Government qualified with Stor officer when necessary, according to appropriate methods. Official Receiver shall immediately check in before the goods received from suppliers by taking measures which to ensure that the goods are physically received along required documents (if applicable) such as: -

(I) The Government of the Order

(Ii) Note or the delivery bill

(Iii) Invoices

(Iv) the Contract Documents

(V) Guarantee Card

(Vi) Note / Packing List

- (Vii) Quality Certificates from suppliers
- (Viii) 'Certificate of Origin' for the imported goods
- (Ix) Letter of acquisition of goods limited period
- (X) Other documents relates

During practical training, all supplier invoices are to be forwarded directly to the Department of Financial and Administrative. This is required in order to expedite payment to the supplier in as effective and efficient a manner as possible. The trainee was in charged in arrangement of invoice after the goods are being received by the officer. The trainee need to check whether the stocks are tally with the amount stated in the invoice, this is to ensure that the stocks received are correct and then stamped all invoice after double checked everything. Goods is calculated, measured, weighed or examined immediately by the trainee witnessed by another officer before being confirmed acceptance. Acceptance of goods from a supplier is used the Form Receipt of Goods (BTB) KEW.PS-1 (Appendix A) prepared by Officer Receiver. KEW.PS-1 and provided in three (3) copies The first copy submitted to Control of Supplies and Accounts Division (BKA) to recorded in the Stock Control Card. The second copy is submitted to the Division recorded Card compartment and the third copy is stored in parts Receipts for reference.

There are some of the stocks that are already damages for example the ink for pen are leaked so the trainee need to issued Goods receipt of KEW.PS-2 in two copies which is fax to the company involved and another one in store file as a references.

3.4 Approval of Stock Production

Production of stock at all stores should be authorized Approval Officer or officer authorized in writing by the Head of Department.

3.4.1 System-First-In-First-Out

Production stocks should be in accordance with the system-First-In-First-Out (FIFO) to ensure the stock received previously issued first.

Efficient production system and regularly can prevent things like production without authorization, expenditure which is not according to quantity and not as ordered and stocks have been saved not spent.

3.4.2 Stock Order

The Subscriber shall use KEW.PS Stor-10 when making store orders to suppliers and the orders to the Central Store should use five (5) copies of Stock Production Order Form (PPS) KEW.PS-10 whereas for orders to the Main Store, the number of copies KEW.PS-10 shall be provided according to the needs of the organization. The department will register with the booking reference number the number of orders placed by year and fill address in KEW.PS-10. One (1) copy is kept by the supplier and four (4) copies submitted to the Division of Supply, Control and Accounts (BKA) Central Store or the Main Store for approval.

3.4.3 KEW.PS Procedures

Supply Division, Control and Accounts (BKA) shall take KEW.PS action on the 10th received as follows: -

- I. Registering KEW.PS-10 and a number of production with reference to the number of applications received by year.
- II. To approve the quantity of production
- III. Record production in Stock Control Card (Part B) according No. And card in the room Exodus and Balance

During practical training, the trainee has learned on how to order the stocks for the department. All orders to the Main Store in Perak Judiciary department are being supplying directly from supplier and the trainee used the Form Stock Application (BPS) KEW.PS-11. KEW.PS-11 is provided within two (2) copies. One (1) copy kept by the main store and one (1) copy is submitted to the Unit Store. There are several procedures that had to be follow during ordering the stocks. The trainee starts with registering the Form Stock Application (BPS) KEW.PS-11 and the number of department unit that ordered the stocks. Next, the trainee calculated the quantity of stocks needed to be order. After that, the trainee needs to obtain the approval from the store officer regarding the form. The store officer need to double checked and stamp the form. Fourthly, the trainee kept the form in the file room and entered the data of stocks in the Card compartment. Lastly, the trainee issued the stocks to the supplier and authorized representative.

3.5 5S Concept

5S" is a tool with Japanese roots, focused on fostering and sustaining high quality housekeeping. The 5S is the acronym of five Japanese words which means housekeeping". The five 5 words in the concept of 5S stands for seirthe trainee(sorting out), seiton (neatness), seiso (cleanliness), seiketsu (standardization) and shitsuke (discipline) (Ho et al., 1995; Ho, 1997; Sui-Pheng and Khoo, 2001; as cited in Mohd.

Nizam, Nor Kamaliana, Rosmaizura, Baba and WanHasrulnizzam, 2010; Parrie, 2007)

The physical environment determines one's behavior. On the other hand, a similar behavioral pattern among a group of people defines culture. Thus, there is a strong link between culture and physical environment. Extrapolating, one can also find a strong link between the physical environment at the workplace and productivity. Many people think that housekeeping should be done by cleaners and sweepers at their workplace. They don't realize that they too play an important part in keeping their workplace clean. More importantly, they don't know how much they can gain for themselves by just practicing good housekeeping. Everything that the people do at their workplace is very important to overall cleanliness, orderliness and safety of the workplace. Clean working environments where everything is properly placed and where clear instructions are readily available tend to be a safe place to work in.

The work environment also determines how fast and how efficiently work could be done. Good produce in a clean and well-organized environment also tends to be of better quality. In a company where 5S are seriously practiced, the numbers of defect products will be relatively lower than that of a disorganized company. Productivity will therefore be higher. By practicing 5S at the workplace, it's not only produce quality, but also actually help to ensure the safety of that workplace. 5S is a set of techniques providing a standard approach to housekeeping. It is often promoted as being far more than simply housekeeping and some of the elements described below certainly move into broader areas.

During practical training, the trainee has learned to apply 5s into daily work. The trainee also learned about this is studied in previous subject in part 3 which is organizational behavior. Organizational behavior studies the impact individuals, groups, and structures

have on human behavior within organizations. It is an interdisciplinary field that includes sociology, psychology, communication, and management. Organizational behavior complements organizational theory, which focuses on organizational and intra-organizational topics, and complements human-resource studies, which is more focused on everyday business practices. Organizational culture encompasses values and behaviors that "contribute to the unique social and psychological environment of an organization. According to Needle (2004), organizational culture represents the collective values, beliefs and principles of organizational members and is a product of such factors as history, product, market, technology, strategy, type of employees, management style, and national culture. Culture includes the organization's vision, values, norms, systems, symbols, language, assumptions, beliefs, and habits. Schultz (2006) wrote that organizational culture is a set of shared assumptions that guide what happens in organizations by defining appropriate behavior for various situations. It is also the pattern of such collective behaviors and assumptions that are taught to new organizational members as a way of perceiving and, even, thinking and feeling. Thus, organizational culture affects the way people and groups interact with each other, with clients, and with stakeholders. In addition, organizational culture may affect how much employees identify with an organization. Schein (1992), Deal and Kennedy (2000), and Kotter (1992) advanced the idea that organizations often have very differing cultures as well as subcultures. Although a company may have its "own unique culture", in larger organizations there are sometimes co-existing or conflicting subcultures because each subculture is linked to a different management team.

For example, supervisor asks the trainee to organize the store room accordingly. The trainee put label on every item or stock in the store room. The arrangement used for

keeping each material in the store at correct place is named as sort the defective or rarely used material and equipment in the store cause the demolition of the workplace's order and decrease in the work efficiency. Therefore, the necessary and unnecessary materials available in the workplace should be sorted and classified. In order to improve the availability of the working paper and other item, the trainee sort some work stations such as the machines, stationaries, materials to be used, etc. In an order and at places where can be easily accessed. For this reason, when this first basic principle is well applied, the problems and complaints through the work flow will decrease and the communication between the personnel will be simplified. In addition to this, since serious savings will be obtained in the size of the required working environment, important drops will be observed in the operation cost.

3.6 Stock Audit

Objective of stock auditing should be carried out from time to time to detect and identify weaknesses that led to overstocking , reduced , damaged , obsolete , expired and so that action follow-up can be taken . There are three (3) type of inspections which are calculation of stocks, Inspection Stock and store verification. For calculation of stock, The Head of Department will ensure that the calculation of stocks held in Central Store, Main Store and Store Unit by store officer. Calculation of stocks should be carried out one hundred percent (100 %) for rated by quarter to ensure that the accuracy and physical stock records and stock exaggerated diminished, damaged, obsolete, expired and further action. After the calculation is done, the Card compartment shall be signed. Whereas stock examination will be carried out in the Central Store and Store Page. Head of Department shall appoint officials who are not involved with store management who

examined. Inspections shall comply with the following things: -

- (I) Inspections carried out once (1) per annum on all stocks in percent (100%) from October 1 of the current year
- (II) During the inspection there were no transactions executed allowed except with the permission of Examiners
- (III) Once the inspection is done, a red line must be made at the end of the transaction on the Control Card Stock and shall be signed and dated by the Inspecting Officer.
- (IV) Stocks inspection shall be listed in the Report Inspection / Verification KEW.PS Stor-14
- (V) KEW.PS-14 is to be stored for review and approval of Officer Store verifiers and take action on the report of the inspection stock

The supervisor has assigned the trainee to check the stock in other department of the judiciary where the trainees need to check the stock in information technology department for one week. This checking or auditing on asset is done by the supervisor, the trainee and another two practical students. Every state in Malaysia have a judiciary department and in order to maintain the integrity in this department the auditing is done by the other district for example the auditing on the Perak judiciary department is done by the Johor judiciary department. On this auditing process, the trainee are given the form that get by the system in the asset websites. In this form the trainee need to check on every item that in form is exist or not. This are to make sure the asset is existing according to the register and asset is arrange according to the name of owner and in a right location. The trainee also needs to check on the condition of the equipment whether

the asset is need to dispose or maintenance, so that the government can prepare the budget for the maintenance purposes. This auditing of asset is proving that the task the trainee have been made is in the public finance subject where need to do an internal auditing and under internal auditing is have a compliance auditing. The compliance auditing is to make sure all the items are according on the procedure and system. In this auditing on the asset is needed to make sure all the items and equipment are arranging on the according of the procedure that has been sets by the government.

3.7 Strengths

3.7.1 Good Facilities

During the practical training at Department of Islamic Judiciary, the office has good facilities such as available of the computer to staff. In addition, for internship student also have their computer to settle the jobs. Other than that, the office equipment like office machine such as photocopy machine, scanning, typewriters and dictating equipment, facsimile (fax machine), printers and multi-function machines also have in the office. Besides that, other facilities like pray room also available in the office. From that, the staff are comfortable while do their jobs and the quality in delivering service to the public are achieved. Therefore, the facilities of the office are important to the staff in the organization.

3.7.2 Good Relationship with Customer

Building customer relationship is one of the strategies that can use to improve customer service. It is because the customer wants to deal with the staff that they can trust, at the same time friendly and polite to customer. From that, it can build good relationship with

customer. For example, during the practical training at Department of Islamic Judiciary (Jabatan Kehakiman Syariah). The staff is serious to show their commitment toward dealing the services such as when customer has complaints with registration of the new case at the system of Portal e-syariah. The staff tried to solve the customer complaint and double checked whether the information are right and then printed as an evidence. From that, customer is comfortable with the staff and always to dealing with services of the staff.

3.7.3 Good Data Management

The task that was given to the trainee during the practical training is to do a filing for a stocks document. These types of filing have their own strength where when the data of the document is filed together, it will be easier to retrieve because the same data from the same date and location is at one place and it will be easier for the employees to find it and it will reduce the time in searching the files. It is observing by the trainee of the practical training where every of the letter will have the number and in front of the file will have front page where will have the number, date, sender and receiver and title of the letter. From that the staff will easy to search the letter by just view the title and date and number of letter. From that arrangement of the filing it will reduce the times because the staff will not review one by one letter in file but only the staff need to have an information about the title and date of the letter and after that it's easy to find the letter because its arrange from the oldest date to the latest date in the file

3.8 Limitations

3.8.1 Lack of Task Performance

During practical training at administration Office, the first task supervisor given to the trainee was arranged the stocks according their code number and write a 'minute file' in

front of files page. The objective of 'minute file' is to write from who letter received, to write the title of the letter and the date of letter received. The task required several weeks to manage because there are a lot of files to be done and before have a practical student there are not have suitable staff to handle and in charged for the file management. From that, it is show the weaknesses of the task performances because a lot of stocks and files must be arranged but lack of staff to in charged for the management.

3.8.2 Poor Data Record Keeping

In their Office, there is manual system which using book record to write a 'minute letter'. The objective of 'minute letter' is to write from who letter received, the title of the letter, the date letter received and who the officer to take action towards the letter. That means, all the letter that receive from the outside in the office have to write in the book record. From that, it is look not proper because use traditional way in record the letter. After already write 'minute letter' the staff must bring the book record which consist the letter to the head of officer for take an action. Sometimes, when the staff bring the letter in book record, the letter dropped. Therefore, by using traditional way for write the letter in book record are not suitable.

3.8.3 Lack of Staff

During practical training at the place is all the tasks that handle by the staff have not enough time. In addition, Department of Islamic Judiciary (Jabatan Kehakiman Syariah) consists three scopes known as Administration Department, Financial Department, and Development Department. From that, all the staff must handle this three scope at the same time and sometimes cannot focus on their task. It is because, Administration

Department have consist six staff only in the office and the rest are workers of High court in level 5 which works for the court. The entire task regarding Financial Department, and Development Department are handled by the staff in the office. Therefore, lack of staff in the office are influenced the quality service delivery to the public.

3.9 Conclusion

For conclusion for this chapter the trainee explained about the most important task that was did during internship. There are many tasks that was instructed by the supervisor, but the main focus in this is to analyze about the most task that being involved and engaged to, that stock management, receiving process, application of 5s concept, Audit on stock management was main task that being given to the trainee in order to familiar with the public sector procedure to handling the events and get the cooperation towards auditing

CHAPTER 4

RECOMMENDATIONS

4.1 Chapter Review

Chapter 4 started with Section 4.2 for the introduction of this chapter. Next, Section 4.3 discuss about the recommendation on strength. Next, Section 4.4 for the recommendation on limitation. Lastly, Section 4.5 for the Chapter Summary.

4.2 Introduction

Every organization has its own strengths and also weaknesses while performing its activities. By referring to the period of practical training at Department of Islamic Judiciary (Jabatan Kehakiman Syariah). The trainee has identified these strengths and weaknesses on the task performance and also some recommendations to overcome those weaknesses in the organization. This chapter will provide the recommendation to the organization towards the weaknesses that had observe by the trainee. The trainee can come out with the suggestion and recommendations to the organization to increase and upgrade the skills and performance then also to decrease the bad reputation of organization.

4.3 Recommendation

4.3.1 Strengths

4.3.1.1 Staff Training

Although the department has various types of facilities, it can be seen by the trainee that the staff are lack of technology knowledge. The staff always seeks help from Information technology (IT) staff for basic computer knowledge. So it is encourage giving the staff training for technology purpose. Having a trained workforce means they will learn new skills that can improve production, cut time spent in creation of service delivery, reduce costs, reduce mistakes, build confidence in workplace, and create a better working environment.

4.3.1.2 Follow The Standard Regulation Accordingly

During practical training at Department of Islamic Judiciary (Jabatan Kehakiman Syariah), all the staff in office has proper attire, proper task according their qualification and follow the instruction from the state department which is from Setiausaha Kerajaan Negeri Perak. All the task which handled by the staff are in proper way without disturbing any other task. From that, the task given by the Head of Officer are handled in proper way and settled during the time given. Other than that, from aspect proper attire. The staff should follow the circulars that have been stated by the government. From that, it can show the staff has discipline while doing their jobs. Therefore, it shows the strength of organization is from the staff itself.

4.3.1.3 Adapt New System

Electronic filing (also known as "e-file" or "e-filing") is the creation, submission, sharing, and accessing of structured digital documents or forms via the Internet. This is different from traditional filing, which involves the filing of physical paper documents. It allows to find documents faster. Paper documents are often difficult to arrange and search in multiple sorting arrangements, and paper stored in different, numerous locations is usually difficult to manage and edit. In contrast, a paperless office would have various types of digital files on one operating system, or one type of digital file on a specific operating system. It can save more space. For this time being, the department use has paper-based filing systems. These systems may include folders, filing cabinets, drawing cabinets, shelves, and microfiche systems. All of these items often require equipment, considerable space, and maintenance, and can be resource-intensive. It is recommended to use electronic system as it offers the ability to search or browse through numerous digital files, allowing to find the exact document they need in less time, compared to finding a paper document.

4.3.2 Limitations

4.3.2.1 Assign more employees in charge for filing management

In term of file management, the suggestion to curb this problem is to ensure the files can be updated from times to times and also reduce the workloads. Some of the employees also can do multitasking for file management which can help for opening and closing the files as well as labelling arranging the files. Therefore, this may help to reduce the time consuming to "minute files" and also in opening and closing the files.

Furthermore, the trainee notice that there are different ages in the committee, so a good communication is very important to avoid from sensitive issue happen. Respect each other is the key point to overcome the communication. Furthermore, leaders need to spread the information accurately to overcome the misunderstanding among the committee. It will lead to the effectiveness and efficiency in handling the sport event. So, the barriers of communication such as noise can be reduce because all members give a good feedback. Therefore, it will lead to a better performance by all committee in handling the event.

4.3.1.2 Provide Data Computer System

For the poor data record keeping, the office can use new way of record the letter. The staff can record the letter by using computer system. It is because the record will look proper and easily give to the head of officer for take actions. It is also to ensure that the record are visibly clear and the letter are not easily damage. From that, the traditional way are not proper and by using computer system it can reduce the time which only typing in the system. Therefore, the office can use the new way to record their letter.

4.3.1.3 Hired Part-Time Worker

The weaknesses are in term of lack of staff can be solved by hired part time worker called PSH (Pekerja Sambilan Harian) under the government department office. PSH are part time worker which also known as contract employees which work within three month or more. The part time worker can assist the staff in handling the task given to them. From that, the task can be settled during time given and directly can produce quality of the task.

The part time worker can helping to reduce the workloads of other workers such as when

the staff don't have enough work for a new full time position but regularly using overtime to meet demand of the public. This situation can lead to prevent negative effect of stress and fatigue of the staff. Therefore, the best solution for curb the problem lack of staff are hired the part time worker in the office.

4.4 Conclusion

In this chapter the main highlight was to make analyzed about the strength and weaknesses of the task that being choose as the main focus. This is the continuation of the analysis in the previous chapter where there are some recommendations that suggested is regarding the weaknesses of the tasks. This is to identify the mistakes and some corrective actions that can be taken by the organization in order to be better in the future. So, it can enhance the trainee knowledge on how to evaluate the tasks by giving the reasonable suggestion to reduce any barrier to the future.

CHAPTER 5

CONCLUSION

5.1 Introduction

This chapter will be concluding each chapter that the trainee have being explaining before this and for the full report conclusion it will explain on benefit and advantages the trainee gain from the internship program and also use the knowledge and skill in the daily life.

5.2 Chapter 1: Introduction to the Department of Islamic Judiciary (Jabatan Kehakiman Syariah)

In chapter 1, the trainee had explained about the organizational background of Department of Islamic Judiciary (Jabatan Kehakiman Syariah). Besides, the trainee also had identified their vision, mission, objective and client's charter of the organization. Besides, the trainee also has the knowledge regarding the organizational structure such as the hierarchy from lower until upper level of management which is have three units in the JKS it is Administration department, financial department and Development department. So, the history and background of the Department of Islamic Judiciary (Jabatan Kehakiman Syariah) as the whole can give the trainee extra knowledge toward the government agencies that put customer as the priority.

During the internship the trainee also learn every function of the unit of the Department of Islamic Judiciary (Jabatan Kehakiman Syariah) where every unit have their own purpose that can enhance the effectiveness of the organization and help the organization are achieving their vision, mission and objective.

5.3 Chapter 2: Schedule of Practical Training

In this chapter, the trainee explains about the schedule of practical training that the trainee has done in Department of Islamic Judiciary (Jabatan Kehakiman Syariah). In chapter two, the trainee explain about the practical training and who are the supervisor is. In chapter 2 also the trainee had explained about the tasks and job that the trainee did during the eight weeks of the internship programmed. The tasks given to me is based on guidelines from the faculty given. The tasks mainly related to the scope of administration, office management and communication skills that were really needed in every organization. The theory that being learned in the classroom can be applies to the practice by facing the real situation with the real customer. It is valuable experience that can be gaining from the internship program where all the tasks and activities given by the supervisor can created a good knowledge and giving a big impact toward student capabilities.

5.4 Chapter 3: Analysis

This chapter clearly defines concept, theory and circular in job description. In that report the trainee should analyze and focuses on the task that trainee had done. Besides that, this chapter also should reflect definition of concept. Demonstration of practical and theoretical aspects how students relates all concepts learned in classroom at work place, and how students transforms knowledge gained to reinforce understanding on the concept learned in classroom. Thus, the trainee should relate the task and the theory that they had learn in class room. Based on the schedule practical training working experience and task of job description given under chapter 2, it shows that, the practical training experience was more focused on stock management implementation

5.5 Chapter 4: Suggestion and Recommendation

This is the continuation of the analysis in the previous chapter where there are some recommendations that suggested in chapter 4 regarding the weaknesses of the tasks. This is to identify the mistakes and some corrective actions that can be taken by the organization in order to be better in the future. So, it can enhance the knowledge on how to evaluate the tasks by giving the reasonable suggestion to reduce any barrier to the future.

5.6 Overall Conclusion

During trainee, practical training starts on 20th January 2016 until 16th March 2016 at the Department of Islamic Judiciary (Jabatan Kehakiman Syariah), trainee gains a lot of knowledge sharing and benefits. There several benefits that trainee can get through the practical training. The first benefit is in term of trainee experiences. During practical training, trainee experiences the working environment for the first time. It is allowing trainee to develop in numerous ways that can have lifelong benefits. From the internship program, it puts education theory into practice and thus it makes it more relevant and besides of that, it gives experience by allows the trainee to learn in a variety of ways.

The second benefit is a level of self-confidence to complete tasks. During third week trainee at Department of Islamic Judiciary (Jabatan Kehakiman Syariah), trainee felt nervous and need a time to adjust and adapt with the surrounding and working environment at Administrative especially in terms of their work ethics. However, after gaining the motivation from supervisor and support from others officer at the unit, trainee able to cope with the working environment and adapt with the culture in the organization.

Moreover, the trainee also gains the skills in term of problem-solving skills, character, and social behavior can be taught during the internship program. The soft skills that given by the organization cannot being got in the classroom only where the real life situation can make the trainee more knowledgeable to solve the problem under pressure, learn different people character and understanding behavior of the customer in the front desk. It can be seen when the trainee was assign to answer the phone from the customer and it can make the trainee learns how to communicate through the phone and how the ethic to answer the phone properly. it shows that, the trainee has dealing with the people behavior to answering the phone.

Furthermore, internship program helps the trainee to enhance their knowledge and skills. The knowledge and skills that is for the future when can be applying towards other organization. The knowledge was not for the work purpose but also for daily life purpose on how to dealing with the people and do the tasks for the organization benefits. It can be seen when the trainee using the presentation skills that was learn from the class and apply it in the organization. The trainee was done a small presentation in front of the supervisor where they have been asking the progress of the record management seminar. Other additional benefits are including being exposed to new careers to trainee so that trainee can identify their own capabilities towards the job. It gives the exposure towards the trainee on how select the suitable job when they have been done graduation. So, it can help the trainee to find the job and create their own career path.

Other than that, the trainee can improve in terms of communication and soft skills based on the given opportunity provide by the organization that encourages trainee to

communicate with many people that comes from different background and position. For example, like arranging the events that held by the Department of Islamic Judiciary (Jabatan Kehakiman Syariah), EKSA. It a such a big event because it dealing with the live broadcast and the trainee need to deal with many people in this events by need to arranging the seats for the people are attend this event.

The trainee also learnt a lot about the culture in the workplace. The culture that was learnt in Department of Islamic Judiciary (Jabatan Kehakiman Syariah) is the staffs were very friendly and have a strong teamwork. This situation can be seen when there are many events that being done by ideas of the staff itself and the project is basically was successful. For example, like every internship student who done the internship program in Administrative and Finance department will be join and celebrate the farewell ceremony as the appreciation towards the student that been done many things to give a good cooperation and helping the other staffs to settle down their job. The friendly behavior among the staff makes the trainee comfortable to run the job and communicate with them not only in the office but also outsides the office. The trainee can see the sense of belonging among the workers is very strong. They are care about each other and make them as a family. The Head of Officer Puan Kholijah had play a role as a leader to motivate their staff. Indirectly the staff is encouraged to improve their performance. For example, the chief clerk (CC) will conduct a meeting about 15 to 20 minutes on every Wednesday to update the current performance of their staff. Through the short gathering it will make them closer in term of teamwork and relationship. As a trainee also feel the situation where others staff including the chief clerk (CC) and supervisor always guide on how to be a good employee and perform well in job.

Last but not least, the most valuable benefit that the trainee can gain is the new experiences. Experiences cannot be gained without an opportunity. During the internship, the trainee did not miss any opportunity that comes. This is because the trainee knows that it is as a process of learning. The trainee obtained a lot of experiences from the task given. This is because before this the trainee did not have the chance to gain these experiences. This started from the beginning until the end of the training where the trainee had learned new things and experienced it. There are many tasks and jobs that are given by the supervisor in the six weeks of the practical training. For example, the trainee had new experiences to attend a meeting together with several officers and Judges. On that meeting, the trainee helped the officer to take a minute of meeting. Instead of taking a minute meeting, the trainee had observed the real situation on how they conduct a meeting. The way they give an opinion and make some decision had made the trainee so interesting to be a part of the committee. This is because they have a great qualification and when they express their ideas, it so inspires me to be like them in the future. In addition, the trainee also had an opportunity to communicate with them and obtained some knowledge and gained experiences from the environment in workplace.

All experience that was gained by the trainee was given the opportunity to the student to improve the soft skills and the communication skills. It is a way to create a quality of human capital in order to make sure all the changes that are being done by the trainee can be used until now. The strong bond of relationship between the staff and the trainee give them a good opportunity to learn one another's behavior and how to communicate with each other even though the trainee needs a sometime to adapt with unfamiliar situation.

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APPENDICES

LAMPIRAN A
KEW.PS-1

No. Rujukan BTB:
BORANG TERIMAAN BARANG-BARANG (BTB)
 (Disediakan dalam 3 salinan oleh Pegawai Penerima)

Nama dan Alamat Pembekal:	Butir-Butir Bungkus:	Butir-Butir Penghantaran:	No. Pesanan Kerajaan:
			Tarikh:

No. Kod	Perihal Barang-Barang	Unit Pengukuran	Kuantiti		Harga		Catatan
			Dipesan	Diterima	Seunit	Jumlah	

<p>.....</p> <p>(Tandatangan Pegawai Penerima)</p> <p>Nama:</p> <p>Jawatan:</p> <p>Jabatan:</p> <p>Tarikh:</p>	<p>.....</p> <p>(Tandatangan Pegawai Teknikal)</p> <p>Nama:</p> <p>Jawatan:</p> <p>Jabatan:</p> <p>Tarikh:</p> <p><i>* Jika Perlu</i></p>
<p>Nota:</p> <p>Kegunaan di Luar Pejabat Utama (3 Salinan)</p> <p>Salinan 1 - Eng. Bekas, Kawalan Dan Akaun</p> <p>Salinan 2 - Eng. Simpanan</p> <p>Salinan 3 - Eng. Termaun</p>	

LAMPIRAN B

KEW.PS-7

PENENTUAN KUMPULAN STOK

Seksyen :

Bil.	No. Kod	Perihal Stok	Jumlah Nilai Pembelian Bagi 2 Tahun Lepas		Purata Nilai Pembelian [a+b] + 2 (c)	Peratusan [c+Σ] x 100 (%) (d)	Kumpulan Barang A atau B
			20 (RM) (a)	20..... (RM) (b)			
Σ = JUMLAH KESELURUHAN							

Catatan:
Kumpulan A = 30%
Kumpulan B = 70%

*Seksyen stok seperti Seksyen Alat Tulis, Elektrik, Alat Ganti, Makmal, Bahan Kimia dan Ubat-Ubatan

LAPORAN KEDUDUKAN STOK TAHUN

KEMENTERIAN/JABATAN :
KATEGORI STOK :

TAHUN SEMASA	Sedia Ada		Penerimaan		Panghapusan		Stok Semasa		KADAR PUSINGAN STOK
	Bilangan Stok	Jumlah Nilai Stok (RM)	Bilangan Stok	Jumlah Nilai Stok (RM)	Bilangan Stok	Jumlah Nilai Stok (RM)	Bilangan Stok	Jumlah Nilai Stok (RM)	
	(i)	(a)	(ii)	(b)	(iii)	(c)	(i+ii)-(iii)	d = (a+b)-(c)	$\frac{d}{(a+d) \times 2}$
Baki Bawa Hadapan	Baki Stok Akhir Tahun								
Buku Tahun Pertama									
Buku Tahun Kedua									
Buku Tahun Ketiga									
Buku Tahun Keempat									
Nilai Tahunan									Kadar Pusingan Stok Tahunan adalah:

Disediakan Oleh:	Diperakukan oleh:
(Tandatangan Pegawai Stor) Nama: Jawatan: Tarikh: Cap Kementerian/Jabatan:	(Tandatangan Ketua Jabatan) Nama: Jawatan: Tarikh: Cap Kementerian/Jabatan:

LAPORAN TAHUNAN VERIFIKASI STOR TAHUN

Kementerian/ Jabatan:

Bil.	Bahagian/ Jabatan/ PTJ	Kategori Stor	Tarikh Verifikasi	Nilai Keseluruhan Stok Disimpan (RM)
JUMLAH KESELURUHAN NILAI STOK DISIMPAN				

<p>Disediakan Oleh Unit Pengurusan Aset:</p> <p>.....</p> <p>(Tandatangan) Nama : Jawatan: Tarikh :</p>	<p>Diperakukan oleh:</p> <p>.....</p> <p>(Tandatangan Ketua Jabatan) Nama : Jawatan: Tarikh : Cap Kementerian/ Jabatan:</p>
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Bil	Pemverifikasi	Penemuan dan Ulasan	Syor Pemverifikasi	Pengesahan dan Syor Penambahbaikan Oleh Ketua Jabatan
9.	Proses Hapus Kira			
10.	Hasil Pengiraan/ Pemeriksaan/ Verifikasi			
11.	Nilai Keseluruhan Stok Disimpan (RM)			
12.	Lain-lain Penemuan			

Disediakan Oleh Pegawai Pemverifikasi Stor:

<p>.....</p> <p>Nama Pemverifikasi 1: Jawatan: Jabatan: Tarikh Lantikan: Tarikh Verifikasi:</p>	<p>.....</p> <p>Nama Pemverifikasi 2: Jawatan: Jabatan: Tarikh Lantikan: Tarikh Verifikasi:</p>
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Ulasan Ketua Jabatan:	

	(Tandatangan Ketua Jabatan)
	Nama :
	Jawatan:
	Tarikh:
	Cap Kementerian/ Jabatan:

LAPORAN TAHUNAN KESELURUHAN PENGURUSAN STOR TAHUN

Kementerian/ Jabatan:

Kategori Stor:

Bil	Pemverifikasi	Penemuan dan Ulasan	Syor Pemverifikasi	Pengesahan dan Syor Penambahbaikan Oleh Ketua Jabatan
1.	Organisasi Stor			
2.	Keselamatan/ Kebersihan			
3.	Kawalan Stok			
4.	Proses Penerimaan			
5.	Penyelenggaraan Rekod			
6.	Proses Penyimpanan			
7.	Proses Pengeluaran			
8.	Proses Pelupusan			

KEW.PS-8

LABEL MASUK-DAHULU-KELUAR DAHULU (MDKD)

PERIHAL STOK:

NO. KOD:

TARIKH DIBUAT:

NO. LOKASI STOK:

TARIKH LUPUT:

NO. PEMBUAT/PENGENALAN:

TARIKH DITERIMA:

BORANG LAPORAN TERIMAAN BARANG-BARANG
(Disediakan dalam 2 salinan oleh Pegawai Penerima)

Nama dan Alamat Pembekal/ Agen Penghantaran	No. dan Tarikh Pesanan Kerajaan	Bukti-Bukti Pengangkutan	Butir-Butir Penghantaran	Bukti-Bukti Bungkus	No. Ruj. Penerimaan

No. Kod	Perihal Barang	Kuantiti			Sebab-Sebab Penolakan	Harga (RM)	
		Dipesan	Diterima	Kurang/ Lebih		Ditolak	Seunit

Pegawai Penerima	Akuan Terima Pembekal/ Agen Penghantaran
Nama: Jawatan: Tarikh: Cap Jabatan:	Disahkan barang-barang ini diterima untuk tindakan atas sebab-sebab berikut: <input type="checkbox"/> Kuantiti Ditolak <input type="checkbox"/> Kuantiti Kurang <input type="checkbox"/> Kuantiti Lebih
Nama: Tarikh: Cap Syarikat:	

Salinan 1 – Kepada Pembekal/ Agen Penghantaran

Salinan 2 – Untuk simpanan stor

LAPORAN KEDUDUKAN STOK TAHUN 2013

KEW.PS.13

Contoh Pengiraan KEW.PS.13

(Pengiraan tidak perlu ditunjukkan semasa mengemukakan laporan. Heleian ini hanya panduan kepada pengguna mengenai pengiraan)

TAHUN SEMASA	Sedia Ada				KEDUDUKAN STOK				Stok Semasa		KADAR PUSINGAN STOK (Suku Tahun)
	Bilangan Stok	Jumlah Nilai Stok (RM)	Bilangan Stok	Jumlah Nilai Stok (RM)	Bilangan Stok	Jumlah Nilai Stok (RM)	Bilangan Stok	Jumlah Nilai Stok (RM)	Bilangan Stok	Jumlah Nilai Stok (RM)	
(i)	(a)	(ii)	(b)	(iii)	(c)	(i+ii)-(iii)	d = (a+b)-(c)	$\frac{d}{(a+d) + 2}$			
Baki Bawa Hadapan	Baki Stok Akhir Tahun 2008 :										
Suku Tahun Pertama	100	5,000	100	5,000	150	7,500	(100+100) - (150) = 50	(5,000 + 5,000) - (7,500) = 2,500	$\frac{2,500}{(5,000 + 2,500) + 2} = 2.00$		
Suku Tahun Kedua	50	2,500	150	6,000	180	10,300	(50 + 150) - (180) = 20	(2,500 + 6,000) - (10,300) = 1,200	$\frac{1,200}{(2,500 + 6,000) - (10,300) + 2} = 5.66$		
Suku Tahun Ketiga	20	1,200	100	6,000	100	6,000	(20 + 100) - (100) = 20	(1,200 + 6,000) - (6,000) = 1,200	$\frac{1,200}{(1,200 + 1,200) + 2} = 5.00$		
Suku Tahun Keempat	20	1,200	400	28,000	300	20,800	(20 + 400) - (300) = 120	(1,200 + 28,000) - (20,800) = 8,400	$\frac{8,400}{(1,200 + 8,400) + 2} = 4.33$		
Nilai Tahunan	750	48,000	730	44,600	Kadar Pusingan Stok Tahunan adalah:		$\frac{44,600}{(48,000 + 44,600) + 2} = 6.66$				

Note : Jumlah Nilai Stok adalah menjujuk kepada jumlah harga pembelian asal bagi semua Stok diruangan Termaian di Kad Kawalan Stok (Bahagian B)

$$\text{Kadar Pusingan Stok Tahunan} = \frac{\text{Jumlah Nilai Stok Penjualan Tahunan}}{(\text{Baki Stok Awal Tahun Lepas} + \text{Baki Stok Akhir Tahun Semasa}) \div 2}$$



UNIVERSITI TEKNOLOGI MARA SARAWAK

**PRACTICAL TRAINING
LOG BOOK**

Instructions

This book is issued to you to provide a history of your training and to act as a weekly record by the work on which you are engaged.

Student' s responsibilities for keeping log book up-to-date

Immediately this book is issued to you, you should, in consultation with your Training Officer, complete the details required on the previous page.

It is your responsibility to make the main entries of the log book and keep it up to date. Entries must be regularly initialled by your Supervisor. You must ensure that;

1. It is available at your place of work during your training.
2. All entries, except sketches, are made in ink.
3. Entries are made within a week of the work to which they refer.
4. The book is handed to your Training Officer for retention on your return to UiTM and this will later be handed to the Faculty for grading.

Recording

The log book should contain the following information:

1. A neat concise description of each of your training locations and the work on which you are engaged.
2. Relevant sketches, data and circuit diagrams.
3. References to textbooks, standards and other technical information related to the work being under taken.
4. Constructive comments on the work being undertaken and your considered opinion as to its value as training.

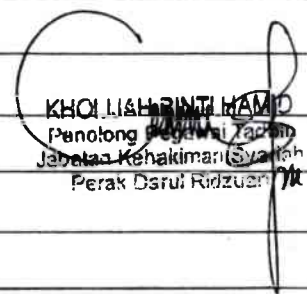
1. Student's name: NUKAMAL ALIA BT AHMAD HALIMI
2. Date & Place of Birth: 3/6/1993 HOSPITAL BESAR KUALA LUMPUR
3. UITM No.: 2014443554
4. Program: ADMINISTRATIVE SCIENCE AND POLICY STUDIES
5. Year: 2016 Part: 5
6. Home address: NO 22, JALAN BERLIAN, KG DATO AHMAD SAID, SUNGAI
KATI, 30020, MANJOI, PERAK DARUL KIDZUAN
7. Address during practical training: _____

8. Place of training: Mahkamah Syariah Ipoh
9. Name of Supervisor in-charge: Puan Kholijah binti Hamid
10. Duration of training : From : 20/1/2016 to 16/3/2016

FOR OFFICE USE ONLY

11. Remarks: (Dean/Course Tutor)

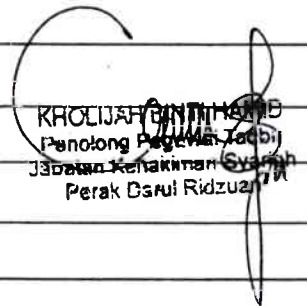
DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
20/1/2016 -	1. Reporting in for industrial training, at	
23/1/2016	Mahkamah Syariah, Perak on 8.00 am.	
(week 1)	2. Introduced to all the staffs	
	3. Meet Mr. Tarmimi to settle all documents	
	about industrial training	
	4. Meet with Puan Kholijah, who is an	
	assistant of administer officer. She	
	explained about the department and	
	the rules that need to be obeyed.	
	5. Task performed are :-	
	i) Prepared formal letter.	
	AS i am under administration department,	
	formal letter such as to the state	
	level and district level. I have to	
	check the format of the letter to	
	ensure that the particulars entered or	
	typing are correct.	
	Student comment: This task enable me	
	to understand the details and the	
	format of the letters. Furthermore, it	
	taught me to be careful in	
	entering the particular without mistake.	
	ii) file management:	
	I have been assigned to manage	
	and record all the files. With the	
	assitant of the staff here, I learned	

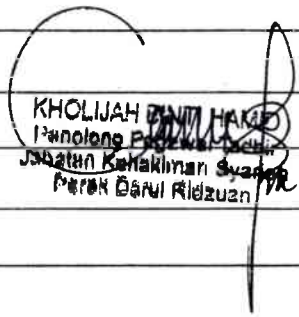

 KHOIRULIAHINTI HAMID
 Penolong Pegawai Tadbir
 Jabatan Kehakiman Syariah
 Perak Darul Ridzuan

strong point
 and
 understand
 the details

very interesting
 and

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	<p>how to manage the file. The process are as follow</p> <p>a) By referring to the letter received, decide the name for the file</p> <p>b) Specify the series number</p> <p>c) Prepared file, department official stamp, and series number on the front page of the files and attach minute sheet in the file.</p> <p>d) Register the file into File Registration Book.</p> <p>e) update in the computer</p> <p>f) Received letter will be recorded the number, number for refer letter and being stated on 'Surat masuk' with a red stamp.</p> <p>g) keep in the file room or give to specific officer.</p> <p>Student comment: This task enable me to be more understand about the work process on handling the files. Apart from that, I can learn on how to identify files according to the series number, it also can help to prevent from missing file from in the file room.</p>	

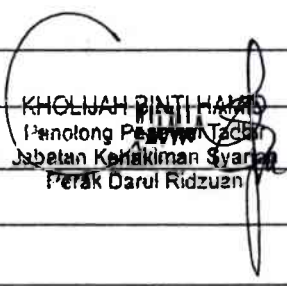

 KHOLIJAH ANINDYA
 Penolong Pegawai Tadbir
 Jabatan Kehakiman Syariah
 Perak Darul Ridzuan

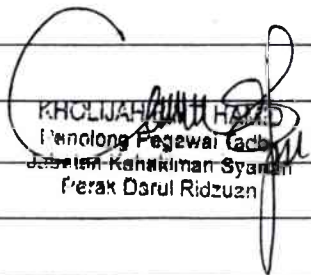
DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
	<p>iii) <u>Manage store / inventory rooms</u></p>	
	<p>I was assigned by Puan Kholijah binti Hamid to manage the store room under provision of Encik Hamid. They apply 5S concept which are "Sisih, Susun, Sapu, Seragam dan Sentiasa amal". This concept is carried out so that the stock of non-perishable, easy removed and optimum use of space. Encik Hamid explained about the arrangement of the store.</p>	
	<p>Store space should be used fully taki with taking into account the factor of safety, ease of production, verification and store neatness. Store layout should have a systematic and practices to ensure that the store management activities run smoothly, safely, easily and time saving. The layout also should consider the use of staff space so that it can easily handle by staffs and to facilitate equipment. Furthermore, stock piling in top shelf should have 50 cm distance for easy far from the ceiling for safety purpose.</p>	<div data-bbox="997 1408 1295 1725" data-label="Text"> <p>  KHOLIJAH BINTI HAMID Puncung Puncung Jabatan Kehakiman Swasta Perak Darul Ridzuan </p> </div>
	<p>Student comment: By doing this work, I find that to have an effective process</p>	

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
26/1/16 - 29/1/16 (week 2)	<p>My supervisor which is Puan Kholijah asked me and Nadia (another student practical) to read "Tatacara Pengurusan Stor Kerajaan" (TPS). There are several types on how to handle store management. Store means a place for receiving, recording, storage, maintenance, operation and production stocks. Stock means goods that are should be kept for operation or maintenance purposes including office supplies.</p> <p>1) Receiving process</p> <p>Ensure goods physically received together with required documents. Next, all the goods must be examined, calculated, measured immediately by the receiver. Thirdly, confirmation of the actual quantity received immediately on official orders or any other document concerned for the purposes of payment. Fourth, acceptance of goods from a supplier shall use Form Receipt Goods Form (KEW.PS-1) which provided by the official Receiver and approved by Certified Officer. Fifth, KEW.PS-1 shall be provided in three (3) copies. The first copies is</p>	

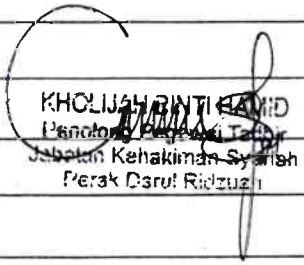
KHOLIJAH BINTI HANIS
 Penolong Pegawai Tadbir
 Jabatan Kehakiman Syariah
 Perak Darul Ridzuan


DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARK
	submitted to "Bahagian kawalan Bekalan	
	dan Akhun" (BKA) to be recorded	
	into Stock control card. The second	
	copy submitted to "Bahagian Simpanan"	
	to be recorded into Kad Petak.	
	The third copy is stored in the	
	Receipts for reference. Next, the	
	Report Form Receipt Goods KEW. PS 2	
	shall used if there is damage,	
	the quantity is less or more and	
	does not comply with the specification	
	b) recording process	
	recording process involved the person	
	who in charge store management which	
	is Enck Hamid (Pembantu Tadbir Stor). He	
	explained to me on how the process	
	of recording done. I	
	i) Each receipt is recorded with red	
	ink and production recorded with	
	black or blue pen on Stock Control	
	Card and "Kad Petak".	
	ii) All stock Card and Kad Petak	
	shall be updated within every	
	transaction of revenue and	
	expenditure	
	c) Storage process	


 KHOLIAH BINTI HAMID
 Penolong Pegawai Tadbir
 Jabatan Kehakiman Syariah
 Perak Darul Ridzuan

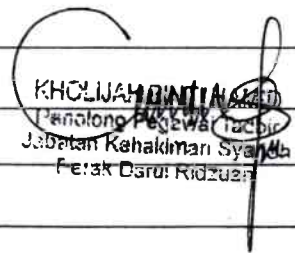
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	<p>Stock must be maintained from time to time so that it is always in good condition and usable. For the purposes of the measure, some step should be apply from time to time. Enik Hamid ask me to maintaining the original packaging to avoid dust and spraying pesticides to control the attacks of insects.</p>	
	<p>d) Production process</p> <p>Withdrawal of stock in all stores should be authorized by Head of Department, in this case is Iwan Kholijah. They use First-in-First-Out (FIFO), to ensure the stock received in advance will be issued first. This is to avoid production without approval, and stock that have been kept long not released.</p>	
	<p>e) examine process</p> <p>Checks will be carried out from time to time to identify and detect weaknesses that led to the stock excessive, declined, damaged, obsolete and expired.</p> <p>The examination is divided into</p>	

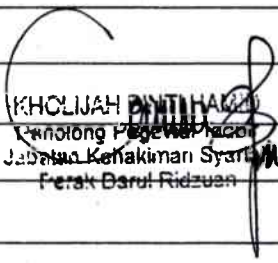
DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
	2) Filing & System	
	There are several type of government	
	file. For example, 'Fail sultit' (green colour), 'fail	
	am' (white colour) and 'fail rasgia' (red colour). All	
	these different colour help to differentiate	
	each file so that the staf will not	
	confuse in handling all the files. Limit	
	for a document in a file is 100 document	
	if the file already full with documents.	
	The staff need to open a new file.	
	All these information were being	
	explained by Mr. Azizi.	
	Student comments: From all this task, I	
	have learned that all the file need	
	to be organized efficiently.	


 KHOLIJAH BINTI HAMID
 Pendaftar Pegawai Tetap
 Jabatan Kehakiman Syariah
 Perak Darul Ridzuan

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
	3) <u>Account inventory</u>	
	<p>Puan Rusminah asked me to help her in calculating the account. This is to ensure that the cost or budget is tally with at how many had been given by the government. This is also to ensure account is balanced.</p>	
	<p>student comment: From this task, I can apply my theory and things on what I had learned in the class and apply during this practical. This also helped me to understand more about Islamic judicial department account which on what thing they buy or use for the department. It also helped me to learn more about this department on accounting part which they take seriously on how they spend the money for their department to ensure that there is no waste of money occur.</p>	 <p>KHOLIJAH DINI HAMID Penasihat Pegawai Tadbir Jabatan Kehakiman Syariah Perak Darul Ridzuan</p>

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
	4) Distribute formal letter	
	One of the staff asked me to	
	distribute formal letter according to the	
	district. This can be seen through boxes	
	in a one places with a district name	
	of the label. It is more easier so	
	that when the representative of each	
	district come to take the documents,	
	they only need to check their own	
	district box. For example, staff	
	from Tgajah district can check box	
	that has label 'District Tgajah' on it.	
	The letter can also be submitted by	
	hand, e-mail or fax machine.	
	Student Comment: From this task, I	
	gain knowledge on people who work in	
	different branch. As Ipoh is the main	
	department for this judicial department, all	
	the staff from other branch are also	
	being administer in this branch. So,	
	by submitting the formal letter,	
	I have learned the staff and	
	get to know their name and	
	also their job specification by	


 Kholijah Dintia
 Penolong Pegawai Tadbir
 Jabatan Kehakiman Syariah
 Perak Darul Ridzuan

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
2-2-2015 - 5-2-2015 (week 3)	This week include public holiday which limit the task being given to me.	
	<p>1) prepare minute meeting</p> <p>I had been assigned by In. Kholijah to prepare minute of meeting. This is including to prepare minute of meeting of 'Jawatankuasa Ekosistem Kondusif Sektor Awam (EKSA)'. I been told by Pn. Kholijah (supervisor) to prepare minute of meeting according to the format such as 'kenanan' which means all the name must be list down according to their level of post in the department. For example, the top level must be listed at the top list.</p> <p>student comment: from this task i had learned that to make a formal letter</p>	
	<p>Signature: _____</p> <p>Date: _____</p>	<p>KHOLIJAH BINTI HANIS Kandong Pegawai Pn. Kholijah Jabatan Kejaksaan Syariah Perak Darul Ridzuan</p> 

DATE

EXACT NATURE OF WORK DONE

SUPER VISORS REMARKS

2) update staff details

I had to update the staff record according to their level. For example N22, N17 and H11.

Student comment: For this task, I learned to rearranged their rank precisely. This is because, ranking is important so that the staff know who the person that they are dealing with. From this details, I can personally know them through the staff details.

2) Handling customer through phone call

I had been assigned by cik Intan, which is an of the staff at the department to answer all the calls at the desk in case nobody answering the call.

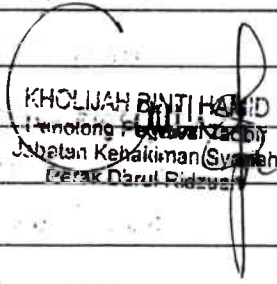
Student comment: For this task, I learned to handling for customer service.

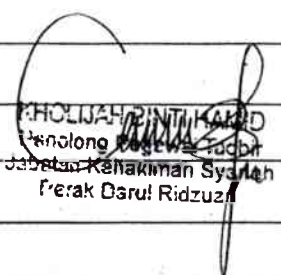
There are procedure in handling customer through the phone which are:

1. lift the phone immediately when its ringing.

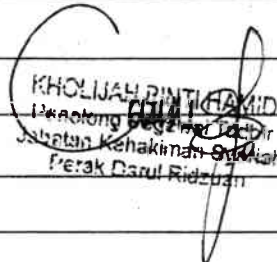
KHOLIJAH BINTI AMID
Penolong Pegawai Tadbir
Jabatan Kehakiman Syariah
Perak Darul Ridzuan

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	2. Introduce yourself first when received or calling someone through the phone.	
	3. Use a formal and polite language	
	4. Asking and answering question precisely.	
	6. jot down notes to the person they are referring to	
	7. Do not use phone too long	
	8. Say thank you at the end of the conversation	
	4. update phone book	
	Puan Khulijah asked me to update phonebook. This phonebook are use by the staff to communicate among them. For example, SSO will get the connection to the store which is handle by Enric Hamid.	
	Student comment: From this task, I learned that phonebook is important for the staff to communicate with each other and crucial so that all the work can be done effectively and efficiently.	


 KHULIJAH BINTI HAMID
 Puan Khulijah Binti Hamid
 Jabatan Kehakiman (Syariah)
 Perak Darul Ridzuan


DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
8.2.2016 -	1) Waran Pajawatan bil. 02/2016	
12.2.2016 (week 4)	<p>Puan Kholijah assigned me to update the waran according to the list that is provided by JPA. From the list, the department can know what job specification is needed for each department.</p> <p>Student comment: From this task, I learned that, every public organisation need to have specification that is according to Jabatan Perkhidmatan Awam (JPA).</p>	
	<p>2) Buku perkhidmatan kerajaan</p> <p>Kak Zahiah asked me to help her stamp government service book of the staff. This book are used by all staff government sector to update their salaries matters and their holiday.</p> <p>Student comment: From this task, I have learned that, all government staff need to have their own service book so that it is easier for them to manage.</p>	

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
16.2.2016 -	Update annual report of stock.	
19.2.2016	Puan Kholijah asked me to update	
(week 5)	the annual report of stock. This	
	Annual report is now being audit	
	and observe by audit officer from	
	government sector to analyze whether	
	whether the organization are follow	
	all the requirement needed by the	
	government. An audit officer will	
	come to each government's	
	organizations to see how they	
	manage their organization. There is	
	a form that will be fill in	
	by the officer to check every	
	department.	
	Student comment: From this task, I	
	have learned that government	
	monitor every each organization to	
	make sure that they follow all	
	the requirement and if they do	
	not achieve the target or	
	requirement, they need to give	
	reason they cannot follow the	
	requirement and they need to	
	change all the things that	
	did not follow the requirement.	

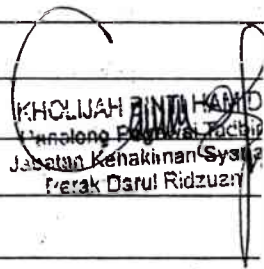

 KHOLIJAH PINTI HAMID
 Puan Kholijah Pinti Hamid
 Jabatan Kehakiman Syariah
 Perak Darul Ridzuan

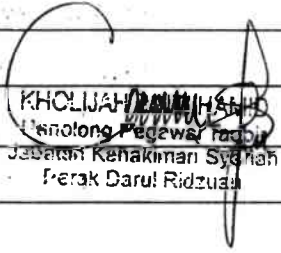
DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARK
	2. label file	
	Cik Intan, one of the staff	
	here asked me to label	
	all the file in file room.	
	This is to ensure that all	
	the file are easy to find	
	according to their name.	
	Student comment: From this task, I	
	learned that it is crucial to	
	label all the things, this is	
	to make sure that all the	
	file are organized accordingly	
	and it is more easier to find	
	all the file that they are	
	needed. Furthermore, it can save	
	time as all the files can	
	be reach and found easily.	
	3. complete application form	
	I had been assigned to	
	complete an application form	
	of stock. The form name is	
	"Borang Momen Perolehan Bekalan"	
	Student comment: By doing this task,	
	I know how the organization	
	apply for a stock that they	
	need for the department.	

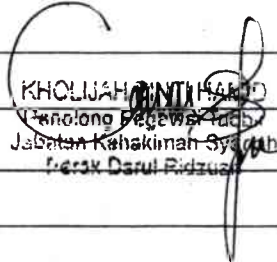
KHOLIJAH BINTI HAMID
 Penolong Pegawai Tadbir
 Jabatan Kejuruteraan & Penyelidikan
 Pusat Penyelidikan & Inovasi


DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
22.2.2016 -	1. Managing Record Room	
26.2.2016 (week 6)	<p>I have been assigned by Puan Kholijah to clean the record room. The audit officer instructed the all the department in Mahkamah Syariah to transfer all the record in their department to one store room. This is because, every unit or department have their own record room at it is hard for the staff to find or search file in the record room as all department has their own record room. Several staff and I clean the record room in our department and transfer the file to a new room in level G, which all the department put their record in the same room.</p>	
	<p>Student comment: By doing this task, I can learned how they manage the files in their department.</p>	<p>KHOLIJAH BINTI HATMI Penolong Pendaftar Jabatan Kebajikan Masyarakat Petar Darul Ridzuan</p> 

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMAR
	<p>2. <u>update staff's birthday</u></p> <p>Enik Atib (Chahagian Kemangan) has asked me to update the staff list info based on the information they^{he} give in the the microsoft word.</p> <p>Student Comment: By doing this task, I can identify which staff that already pension or transfer to other state.</p>	
	<p>5. <u>update list of staff attendance</u></p> <p>Kah Anum has asked me to helped her to update the attendance based on how many times staff had attend the seminar throughout the year.</p> <p>Every staff need to attend kursus or seminar at least 7 day a year so that it is easier for them to get salary increment. It also to ensure that they get new knowledge based on the seminar that they attend.</p> <p>student comment: By doing this task,</p>	

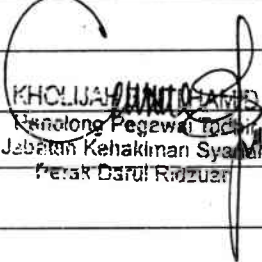


DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
	<p>I have learned that all the staff of government need to attend seminars. If they did not achieve the minimum of 7 days a year. The staff who handle the attendance e.g kak hanun need to let the staff that did not have enough seminar to attend the next seminar.</p>	
		<p style="text-align: right;">  KHOLIJAH Penolong Pegawai Tadbir Jabatan Kehakiman Syariah Perak Darul Ridzuan </p>

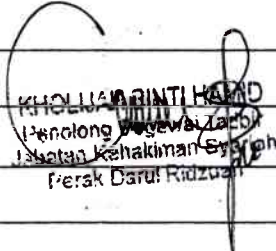
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
29.2.2011 -	1. Filing Payment voucher	
4.5.2011 (Week 7)	<p>Puan Kholijah asked me to help Unit kewangan to handle the payment voucher. Payment voucher is all the transaction made by the department. So all the transaction need to be recorded. Mrs Rahiel asked me to stamp all the payment voucher and rearrange all the voucher before put in the files. I need to rearranged all the voucher according to the price number in the stated in the payment voucher.</p> <p>Student comment: From this task, I had learned that all the payment or transaction made by the department need to be record. This is to ensure that there is no fraud occur and to ensure all the money give by the government are fully manage efficiently and also effectively.</p>	 <p>KHOLIJAH BINTI HARID Penolong Pegawai Tadbir Jabatan Kehakiman Syariah Perak Darul Ridzuan</p>

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMA
	<p>2. ERSA <u>Relaunching Event Day</u></p> <p>In the event day, I had been assigned to help Y.A Ketua Hakim Syarif to give the gifts for the winner such as hampers and cash. The winner had been categorized in the specific category such as 'Logo Terbaik', Peraklitan Terbaik' dan many other more. All the Mahasiswa Syariah Perak involved in this event.</p> <p>Student Comment: During the event, I had experience on how the organization makes an event and control the flow of the event.</p>	
	<p>3. Attend <u>Islamic class</u> with USTAZ Hanafiah Bilik Gerakan level 3, JUSPKK.</p> <p>student comment: I learned that every month there will be an is Islamic class for the department.</p>	

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
	4. Managing bills including Selamat	
	Mrs Rokiah asked me to	
	separate the bill according to	
	the category - for example	
	electric bills, telephone bills	
	and water water bills. I also	
	handled the payment voucher	
	for the driver who claimed	
	the payment for petrol, oil and	
	toll.	
	Student comment: From this task,	
	I have learned that all	
	the bills are need to be	
	stamp and have the evidence	
	e.g. receipt, before they can	
	claim for anything.	
	5. Contract table for finance dept.	
	Enock Raziz Harizi, the accountant	
	accountant asked me to make	
	an organized table for all	
	the contract.	


 KHULIJAH UNTO SATRIO
 Penolong Pegawai Teknik
 Jabatan Kehakiman Syariah
 Perak Darul Ridzuan

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
14.3.2016 -	1. Prepare event for Mrs. Ipek	
16.3.2016	I helped department Mahkamah	
(week 8)	Tinggi Syariah prepare for	
	"Majlis Relantikan Reguam Syariah".	
	This event will be held for	
	2 days from 14/3/2016 -	
	15/3/2016.	
	2. Prepare statement information	
	I had been asked by Puan	
	Khalijah to make a list of	
	every each statement that	
	has been used by all the	
	department, and hyperlink all	
	the information into specific	
	department.	


 KHOLIDAH BINTI HARID
 Penolong Pegawai Jabatan
 Mahkamah Syariah
 Perak Darul Ridzuan



**JABATAN KEHAKIMAN SYARIAH
PERAK DARUL RIDZUAN**

Dengan ini mengesahkan

NURAMAL ALIA BINTI AHMAD HALIMI

930603-14-5676

Telah mengikuti

LATIHAN INDUSTRI

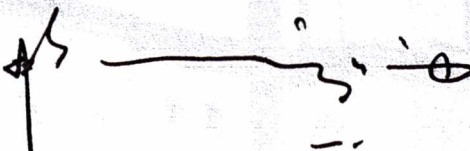
21 JANUARI - 16 MARCH 2016

Anjuran

JABATAN KEHAKIMAN SYARIAH NEGERI PERAK

Bertempat

BAHAGIAN KHIDMAT PENGURUSAN



ASA'ARI BIN HAJI MOHD YAZID

Ketua Hakim Syarie
Negeri Perak Darul Ridzuan

Bil	TARIKH	MASA	TANDATANGAN	CATATAN
1	25/3/2016	10.00 AM		consult on chapter 1
2	1/4/2016	10.00 AM		Submit on chapter 1
3	8/4/2016	10.00 AM		consult on chapter 2
4	15/4/2016	10.00 AM		Submit on chapter 2
5	22/4/2016	10.00 AM		consult on chapter 3
6	6/5/2016	10.00 AM		submit on chapter 3
7	9/5/2016	10.00 AM		consult on chapter 4

8	13/5/2016	10.00 AM		Consult on chapter 4
9	20/5/2016	10.00 AM		consult on chapter 5
10	3/6/2016	10.00 AM		Submission full draft chapter 1 until 5

* potong yang tidak berkenaan
 Sila gunakan lampiran jika ruang sediada tidak mencukupi