



**UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT**

**INDUSTRIAL TRAINING REPORT:
JABATAN KEHAKIMAN SYARIAH NEGERI KELANTAN
KOMPLEKS KEHAKIMAN SYARIAH NEGERI KELANTAN
BANDAR BARU TUNJUNG, JALAN PASIR MAS SALOR 15510
KOTA BAHRU, KELANTAN**

SPECIAL PROJECT: e-COURSES SYSTEM MANAGEMENT

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**IM245 - BACHELOR OF SCIENCE (HONS.)
INFORMATION SYSTEM MANAGEMENT
FACULTY OF INFORMATION MANAGEMENT
UNIVERSITI TEKNOLOGI MARA KELANTAN
01 FEBRUARY 2017 – 30 JUNE 2017**

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REPORT SUBMITTED IN FULFILLMENT OF THE
REQUIREMENT FOR THE INDUSTRIAL TRAINING
FACULTY OF INFORMATION MANAGEMENT
UNIVERSITI TEKNOLOGI MARA KELANTAN
01 FEBRUARY 2017 – 30 JUNE 2017

DECLARATION

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

Signed by

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Date of submission:

ABSTRACT

The industrial training report based on the period from 2nd February 2017 until 30th June 2017 in Upstream Information Management and Information Technology department at Kelantan Syariah Judicial Department. In this industrial training report the student will be discussing regarding the period starting with the organization introductory followed with department introduction along business tasks. In this report it was highlighted about the training activities, experiences skills and challenges that the student has been encountered. All training activities and special project are recorded in this industrial training report. The student has been involved in creating corporate branding which demanding the ability of the student to create powerful and impactful corporate branding.

Keywords: Maintenance, Training activities, special project

ACKNOWLEDGMENT

Praise to Allah, for five (5) months I have undergo and completed my internship that begins on early February 2017, ends on the last of June 2017. Through those periods, I have learnt thousands of things and make preparation as to finish my course. My gratitude goes to my beloved parents, as they have given me a lot of support in term of emotional, psychological and financial. I am also wanted to show my grateful towards my degree colleagues as they have been thorough the same experience as I did. The ups and down of degree life without them would not be the same.

Not to be forgotten, my faculty supervisor at Universiti Teknologi MARA (UiTM) Kelantan Machang Campus, Madam Noor Rahmawati Bt Alias. She has been a motivator, who always helps me throughout the internship period. Thank you for all the censure and guidance as it is extremely useful for me in finishing my report. My gratitude also goes to the Miss Wan Faridah Hanum as my organization supervisor who constantly guiding me during my Industrial Training period at Kelantan Syariah Judiciary Department or in Malay Jabatan Kehakiman Syariah Negeri Kelantan. All the knowledge that has been shared will be remember in my entire life. My highest gratitude goes to Madam Nurulannisa Abdullah, who is the most patience and inspiring lecturer I have ever meet. I'm so glad that she's always giving support and information before and after the Industrial Training. Thank you for guiding me from the beginning of my degree life until the end of it.

I have learnt a great deal of significant things while working here. I understand that learning hypothetical is never the same regarding the matter of practice. For instance it is difficult to ace the manners of corresponding with others from the book unless we place it in real life. I likewise learned it is critical to know how to act as a major aspect of the group particularly when you are working in an enormous association. To finish the errand given timing is additionally an alternate significant thing to deal with. As is it known, the universe of working is a totally diverse stage contrasted with the time when we are considering; in this manner by trying for a mechanical preparing it is with the expectation that the understudies are overall arranged and have high certainty to serve the group. Understudies need to convey a huge obligation when working at industry and convey it with trustworthiness and earnestness.

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CHAPTER 1
INTRODUCTION

CHAPTER 1: INTRODUCTION

Industrial training is one of the necessary parts of the scope at MARA University of Technology (UiTM). Most of student before graduates' students in UiTM need to through the industrial training process and successfully complete this subject for a certain period of time based on each faculty requirement and policies. According the faculty requirement industrial training placement it depends on the department needs. The industrial training placement shall be approved by the industrial training coordinator in the first place where in this situation the authority is Madam Nurulannisa Binti Abdullah. By the way students need to find place for practical and follow the procedures as well as policies for suitable organization to be trained either in private or government sector.

Therefore this industrial training report was done based on my placement industrial training program were for five months starting 2nd February 2017 until 30st June 2017. For Bachelor program Information Management System Management the industrial training were done in the seventh semester. As mention early, I was accepted at Kelantan Syariah Judiciary Departmentor in Malay *JabatanKehakimanSyariahNegeri Kelantan* and place at Information Technology (IT) department which might be related with the study.

1.1 Background of the Organization

Kelantan Syariah Judiciary Department or in Malay *JabatanKehakimanSyariahNegeri* Kelantan was established under Section 8 (1), (2), (3) and (4) of the Administration of the Kelantan Syariah court 1982 (Amendment 1998). Incorporation into force on 16th July 1998 by the State Government Jld.51 Gazette No. 7 dated 26th March 1998. Before that, Courts of the Kelantan Syariah under the office of Chief Qadhi and changed to Chief Judge started on 16th August 1998.



Figure 1 *JabatanKehakimanSyariahNegeri* Kelantan

The history is started at 1942 where there was discussion among Hal Ehwal Agama Islam to create a committee which is leader by Tan Sri Syed Nasir Ismail for research the placement about MahkamahSyariah and same level with Qadhi-Qadhi Malaysia. At 1996, there was treasury Malaysia give permission for launch the Kelantan Syariah Judiciary Department.

1.1.1 Vision

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

1.1.2 Mission

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

1.1.3 Objectives

- 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 Gunasama 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.

1.2 Organization Structure

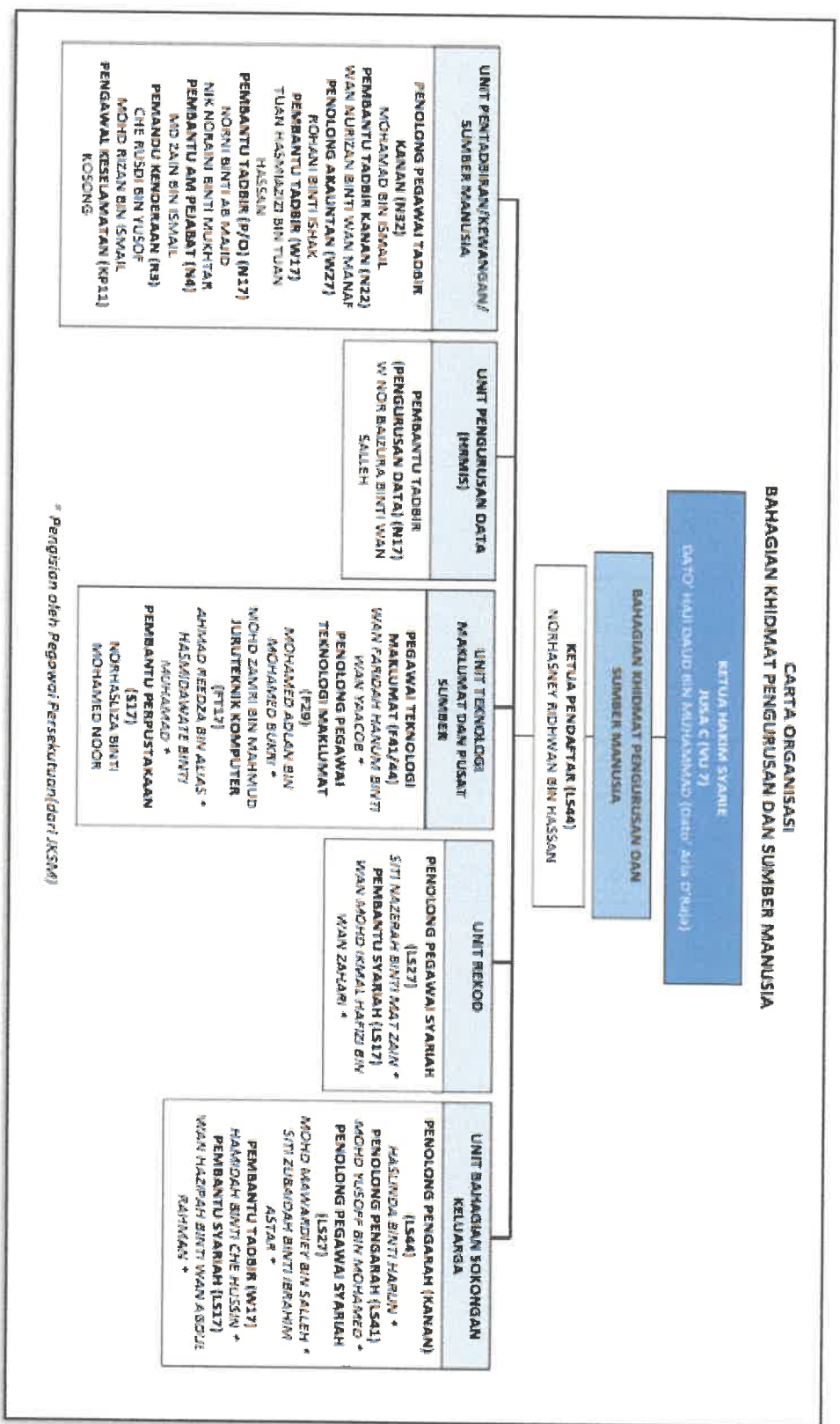
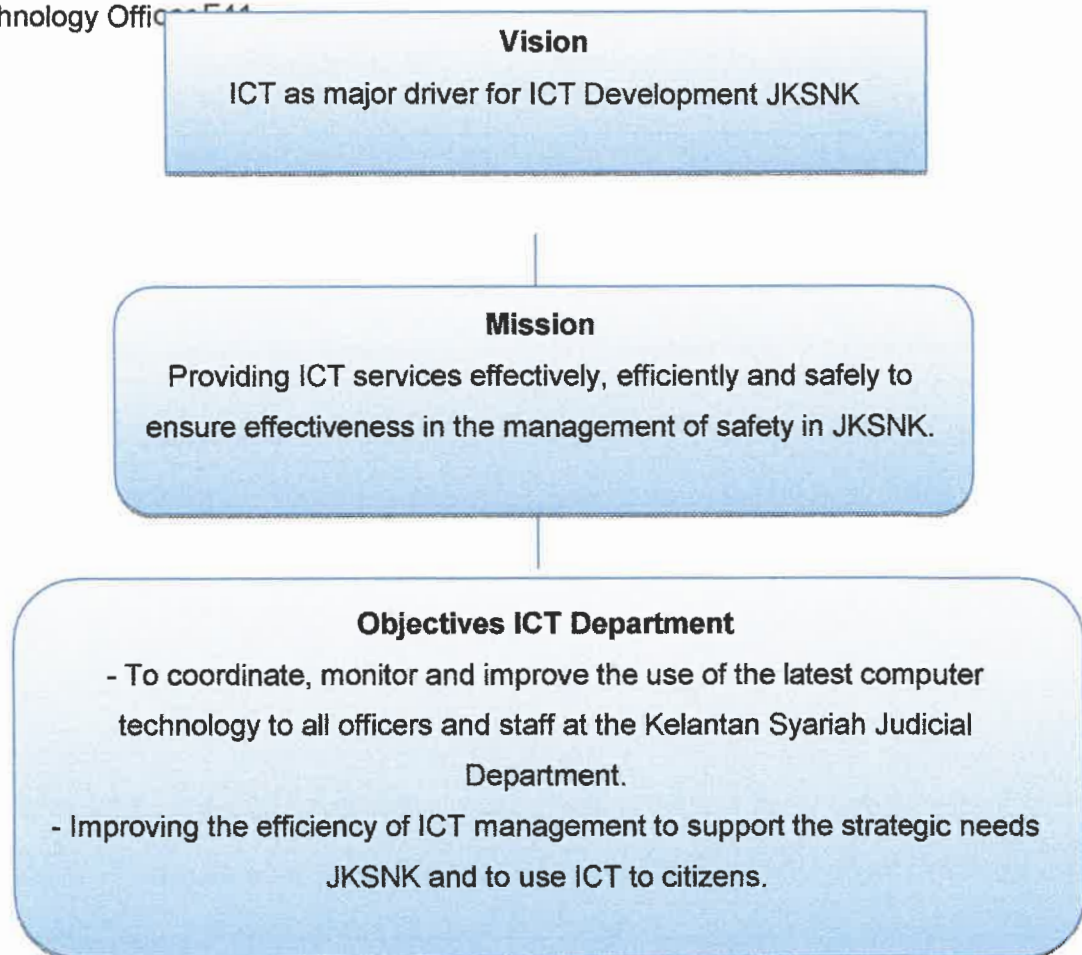


Figure 2: The Organization Chart of JKSNK

CHAPTER 2
DEPARTMENTAL INFORMATION

CHAPTER 2: ORGANIZATION INFORMATION

ICT Division Kelantan Syariah Judicial Department is the leading player in providing the solution for the needs of all the Syariah Judicial Department at Kelantan and also is one of the parts under management sector. Where officers and staff of the division is to be supplied by the federal government and the state government through the Department of Syariah Judiciary Malaysia to provide, ICT support services to the citizens JKSNK and responsible for the development and coordination of ICT in JKSNK. This division is headed by an Information Technology Officer F41 or F44 and is assisted by two assistant officers F29 (2). The FT17 computer technician, the division has four main functions to support the ICT is related matters, namely ICT Planning, Technical and Operations, Application Management and Application Security. The four functions are headed by Information Technology Officer F44.



2.1 Department structure

The four sections are headed by Information Technology Officer F44 lead by Miss Wan Faridah HanumBinti Wan Yaacob.

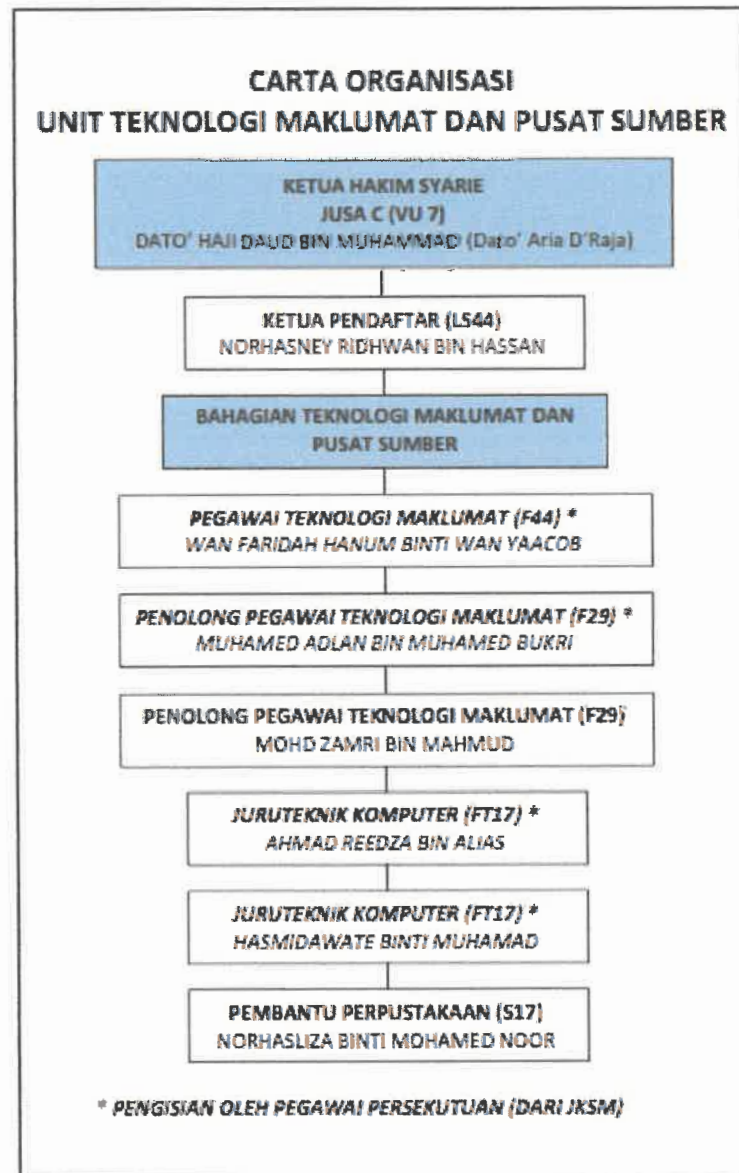


Figure 3: The Organization Chart ICT Department

2.2 Department function

The function of department ICT to the JKSNK is to ensure that all in-house system are available and can be run perfectly. This is because, when problem happen such as the server down or the system does not run very well the staff of ICT will make sure the system ensure to the user or other staff at JKSNK.

For example, system e-Syariah that staff front desk always use to key in the data and information about clients. Beside that's, the department ICT were done service and technical assistance needed to all division or unit which is under the Kelantan Syariah Judicial department included any district in the Syariah court to provide ICT services and technical assistance needed to all Division or Unit under the Kelantan Syariah Judicial Department, including any district in the Syariah Court in the implementation of programs and activities that have been assigned to the ICT department to be more productive, efficient and effective in carrying out functions.

Resolve and report on issues relating to the systems provided by JKSM reported through the use of the Helpdesk. Determine the distribution of material within the ICT department and managing ICT infrastructure, including hardware and software available in the Kelantan Syariah Judiciary Department (JKSNK).

Thus, it is control the inventory of ICT equipment and also disposal the equipment which means asset JKSM. Include managing and monitoring the use of e-Syariah system, e-TMS, e-Talk and other system in good working order at the same time were discussed the strategic plan JKSNK ICT security plan.

CHAPTER 3
INDUSTRIAL TRAINING ACTIVITIES

CHAPTER 3: INDUSTRIAL TRAINING ACTIVITIES

3.1 Training Activities

Industrial Training is a course requirement for the final semester students of Bachelor of Information Science(Hons.) Information System Management, as instructed by the Faculty of Information Management. The period for the Industrial Training as it give the student lots of valuable experience and brief picture about the reality of working life.The student is supervised under the supervision of Madam Nurulannisa Binti Abdullah as the faculty main supervisor from University Teknologi MARA (UiTM) Kelantan. The student can refer to the faculty supervisor regarding the progress of the report or queries during the Industrial Training session. The trainers from campus UiTM Machang Kelantan is Madam Noor RahmawatiBinti Alias. She come too visited during practical and also as lecturer for guidelines regarding training activities and seeks advice for report writing. As for company supervisor the student is supervised by the ICT Department JKSNK Miss Wan Faridah BintiHanum. For every given task, the student needs to update every activity during the completion of the task. The update must be recorded or informed to the company supervisor from the date given until the submission date. Every activity must be recorded in the practical training log book and company's time sheet as evidence but at JKSNK thumbprint is used as recorded the attendance. The log book and time sheet will check and verified by the company supervisor as evidence of the activities done. Figure depicts the cover of the logbook.This chapter describes all aspects of work that the student has accomplished during the industrial training period. All the details are supported with proofs or evidence and other materials related.



Figure 4: Log Book

3.1.1 Daily Task

During the 5 months industrial training period, there are provided the time table by supervisor officer for the student. Most of task, trainee develop system that given by industry.

3.1.2. Trainees Activities



Figure 5: Trainee's working area

At first day report at JKSNK, student went to see Mr.Mohamad Ismail at level five department of human resource. Based on, he explain about the attendance and ethic come to works also attire of work. So that, student were understand and follow the rule of the organization (Ismail, 2017). After that, student when to supervisor room at level three to meet Miss Wan Faridah BintiHanum for attendance. Then student introduce self to supervisor. After that, she gives task which is to create system for organization. Then student was place at level 2 JKSNK near the front desk.

First activities, student went every level at JKSNK to introduce self too meet staff and officer. One of ICT Staff Mr. MuhammedAdlan Bin MuhammedBukri have registry the attendance student. The way to registry is used thumbprint finger, all staff at JKSNK used thumbprint finger the attendance when come to work at before 8.00am and 5.00pm. Then student has got invited about the celebration of the JKSNK a thanksgiving ceremony by judge. The next day, student also involved to give hand to help for preparation the ceremony.

3.1.3 Develop System

According to Miss Wan Faridah Hanum, she said that there are three systems will develop by student practical at JKSNK. First, SISPAM or Sistem Paparan Maklumat, which is the system, will display by screen at main entry at level 2, which is user or clients that come know the information details. Second system, is E-Practical is the registration online system to other student wanted to practical at JKSNK. Third is e-Courses system, went staff need to registration online before attend the courses.

Moreover, student were develop system E-Courses will study first what is the problem statement and research it is already have the system or just used manually way. Then, student will write the flowchart and storyboard also the analysis with the problem statement based on the system and the scope. Student meet supervisor for ask details about the process of the system. Then, student will prepare for the presentation. Firstly, presentation by student with other staff ICT JKSNK at meeting room level 6 JKSNK. Figure show student when presented the system. Next, when student finish presentation student will make correction and take noted everything staffs advice about the system at log book. Then make a correction also start to build system. This task, student was done every day.

3.1.4 Knowledge of the Court System and Structure



Figure 6 : Hearing session in court

Every each level at JKSNK there is courts and has divided by section such as *MahkamahRendahSyariah* and *MahkamahTinggiSyariaht*. Student has entry court and gained knowledge Information about how judges handle the Syariah cases and the people come to court. Here, the level two there is court *MahkamahRendahSyariah I* and department *SULH*. Then at Level three there is *MahkamahRendahSyariah II*, level four there is *MahkamahTinggiSyariah* and last court at level five which is *MahkamahRayuanSyariah*. Students were known the procedure and how the cases handle by judge. Every each of court has different case and different staffs were handling. For example, court level two and level three civil cases such as namely alimony and liability, marriages, divorces, wills, endowments, division of property, etc. and then court level four, about civil cases involving matters of custody of children and the insane, wills, marriage and divorce for non-Muslims and bankruptcy. Last but not least is level five which is not too much case were receive sometimes two time a year this court received a case, discussing the appeal for criminal cases only.

Table 3.1.4: District Court at Kelantan

Bill	District Court at Kelantan
1	Mahkamah Tinggi and Rendah Syariah Kota Bharu
2	Mahkamah Rendah Syariah Pasir Puteh
3	Mahkamah Rendah Syariah Machang
4	Mahkamah Rendah Syariah Kuala Krai
5	Mahkamah Rendah Syariah Gua Musang
6	Mahkamah Rendah Syariah Tanah Merah
7	Mahkamah Rendah Syariah Tumpat
8	Mahkamah Rendah Syariah Pasir Mas
9	Mahkamah Rendah Syariah Bachok
10	Mahkamah Rendah Syariah Jeli

3.1.5 PC Maintenance

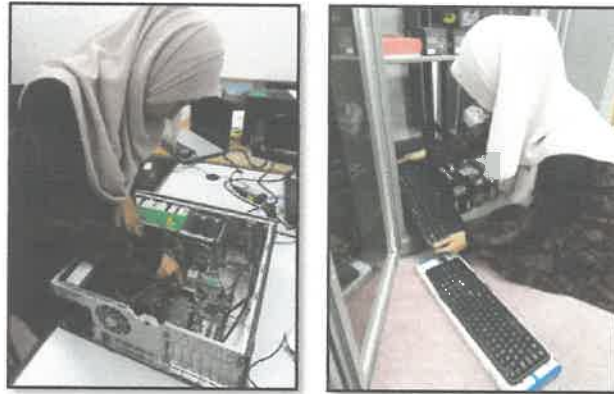


Figure 7: Installer the RAM and clean PC component

The next activities, is the computer maintenance at department ICT JKSNK which is under watching by Mr. Redzaa and Mrs. Hasmidawatie. In this case, student requirement to fix the computer if have problem such as the Central Processing Unit (CPU). Then, student will test the CPU if it functions or not. Central Processing Unit (CPU) of a computer a piece of hardware that carries out the instruction of a computer program. Perform the basic arithmetical, logical, and input output operations of a computer system. It calls the brain of the computer because any instruction has to through the CPU (Z. Paul, 2017).The equipment inside the CPU microprocessor, transistors, motherboard, socket, power connector, FDD header, HDD header,DDR DIMM memory slots etc. Usually, CPU were ruined is come from other branch Syariah Court such as Syariah Court at Tanah Merah. After do the PC maintenance, student were clean the computer equipment at the store.

3.1.6 IT Hardware and Software Preventives Maintenance

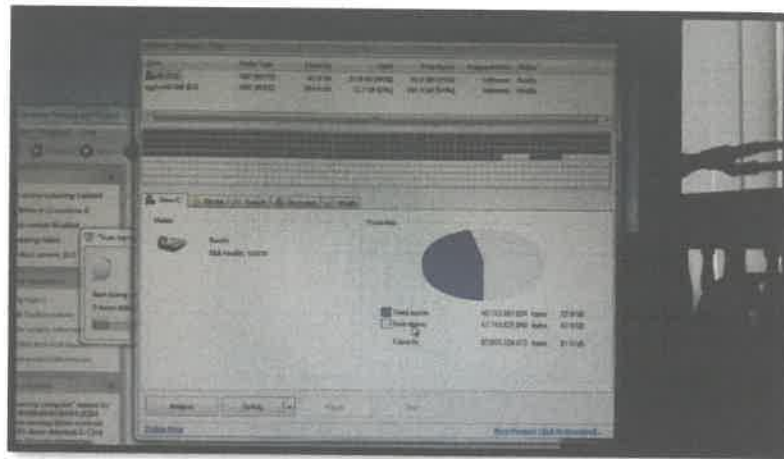


Figure 8: Defragged Computer

According to Mr. MohdZamri as an assistant Information Technology, there are not much PC was broken or ruined that can be fix on the spot, for example if someone report there are broken PC at other place such as Mahkamah Rendah Syariah Tanah Merah, he need to go there to repair it. However, if he cannot fix there, he will bring it to the branch at JKNSK. Every month, he and his team supposed to go and check every Mahkamah Syariah in Kelantan State.

The maintenance must have the form of preventive maintenance of ICT hardware and software. This form is as evidence when fix the computer. Thus, Mr. MohdZamri has brought student to the branch of court for fix the PC. Then, student will do the maintenance that teaches by Mr. MohdZamri. Based on the form given, there are section was explained for do the maintenance.

Firstly, section A is about the information owner of the computer. Secondly, section B is about the facilities of the computer, section C is about the hardware of ICT such as computer, monitor, keyboard, mouse, printer, scanner and more. Last, section D is about step on how to prevent the computer. For section D, student was exposed on how to do the maintenance based on the step at section D. Student learn how to make the PC run smoothly, when all step are done student will take noted at log book so that it will help student for future use.

Based on the step section D, firstly check all the hardware and cable of the computer or related with it,if have any damage or the cable is not in good condition it need to change. Secondly, check the software inside computer such as the antivirus, defragged application and Cleaner (CCleaner).When all have check, the next step is run the CCleaner. The function of CCleaner is for manage the file that were not at the internal disk. Then, when done the CCleaner run the defragged for arrange file at internal hard disc, it must defragged because easy to find the file that need. Last step, it is scan antivirus the PC the antivirus usually Kasperskybecause it can install for many PC.

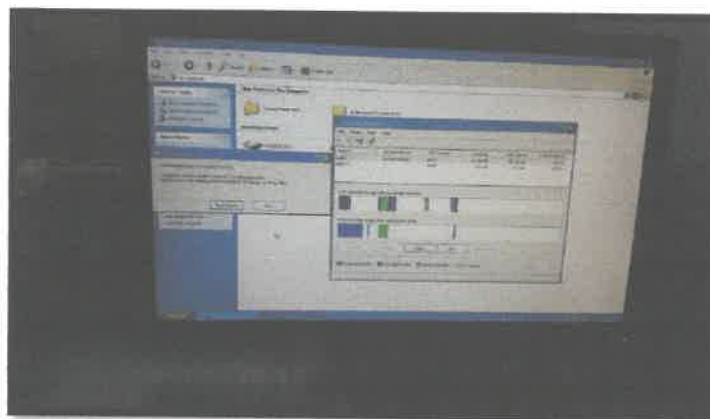


Figure 9: Defragged the file

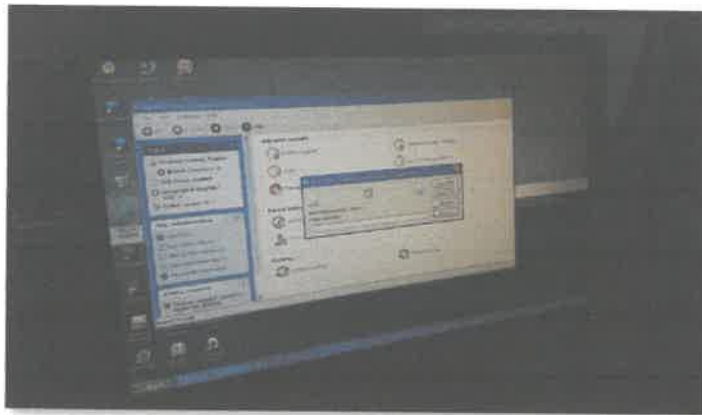


Figure 10: Manage file to file disk

A scanned document titled 'Buku Pemeliharaan Preventive Maintenance' (Preventive Maintenance Maintenance Book). The document is a form for recording maintenance activities. It includes a header with the title and a table with columns for 'No', 'Tanggal', 'Waktu', 'Lokasi', 'Kondisi', 'Tindakan', and 'Catatan'. The table is filled with handwritten entries. At the bottom of the form, there is a section for 'Catatan Tambahan' (Additional Notes) and a signature line. The document is dated '15/11/2017' and signed by 'Rizki Nurul Hidayat'.

Figure 11: Form Preventive Maintenance

3.1.7 Exposure File Room at JKSNK



Figure 12: Front Desk at File Room

JabatanKehakimanSyariahNegeri Kelantan is the headquarters of every court syariah in the state of Kelantan. Every organization has the file room it just depend how much the file or records were active and non-active records. Student was entry at file room for gained knowledge about the cycle of the file or documents at JKSNK. Then,students meet the assistant officer syariah (Records Officer), Mrs. SitiNazerahBinti Mat Zain for get the information about the records of file. Meanwhile, she was responsible to manage file or records at file room and the file room were located at level 4 near the office of justice.

When student entry the file room with the records officer, she has explained the movement of file and the new file created until disposal. So, student will know the flow and make noted at log book. There are divided by two section, low court syariah and high court syariah file. Every each of this section was label by code color. For example, yellow code is for civic file and pink code is for Faraid file. Those, for easy to recognized the file, if any staff want file so the records officer easy to find the file especially the active file. The active file will save at the rack shelf near the computer desk. If non-active file will be save at back shelf.



Figure 13: Code Case



Figure 14: File at shelf

Besides, the color code the numbering codes also use based on the archive rules. The code cases were used by staff at JKSNK because to recognized the case based on the code case. For example, the code case 03100-166-0094-2015 every number has the meaning for references staff JKSNK.



Figure 15: File case will be disposal

Student was exposed about disposal the non-active records or file. The disposition will make when file were kept 10 years and 3 years also the case have done. The way, to disposal the files through burn the files because the file is very tick and does not have the machine to destroy the files.

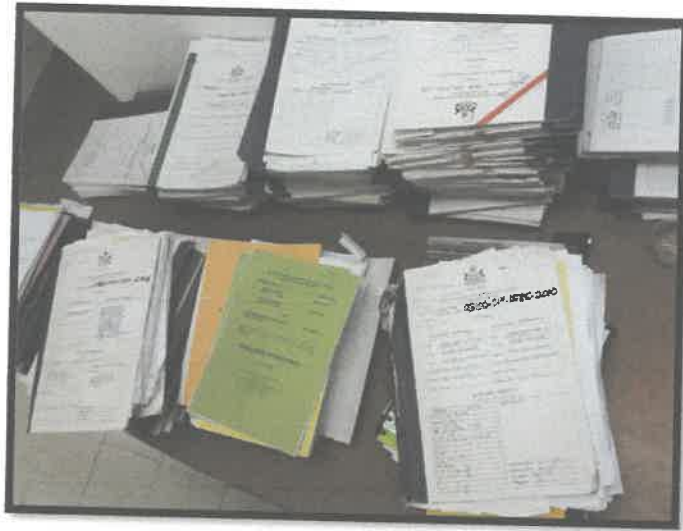


Figure 16: Non- active Files



Figure 17: Acid free box

3.1.8 Technical Training

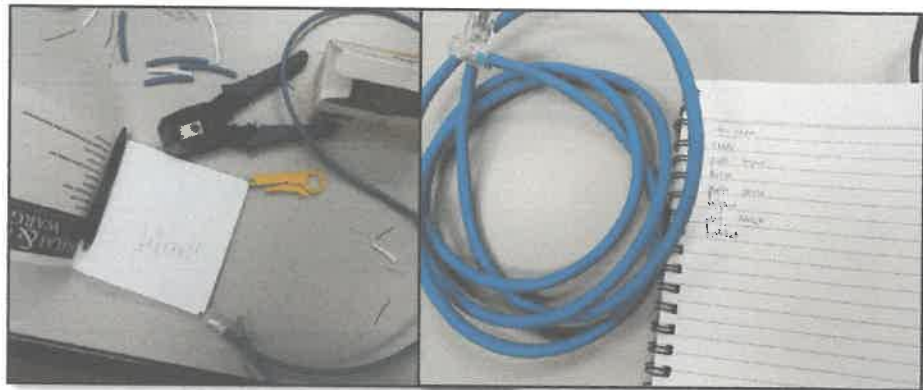


Figure 18: Network Cabling

Trainee learnt how to do network cabling which is RJ45. When to do network cabling, trainee were teach by Mr. MohdAdlan staff ICT. He teach trainee know the code color of RJ45, the code color start with white orange, white green, blue, white blue, green, white brown and brown. Then, trainee were make sure the both of cable are same color if not the network are not working.

The network cabling were done by trainee, and tested by Mr.MohdAdlan at laptop trainee if worked and has the internet so the cable is in the correct position. After that, he will give marks by tell the trainee supervisor.

3.1.9 Exposure Server Room

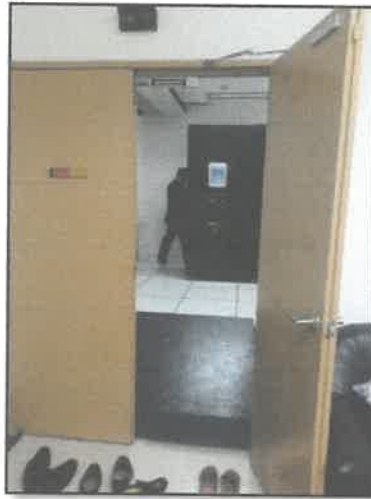


Figure 19: Server Room at JKSNK

Trainee entry the server room for gained knowledge and look the server room process. This server room where take care by staff ICT Mr. MohdAdlan. He bring trainee and explained about server room function. Server rooms were located near the office of ICT officer. It is located near the office of officer ICT because it is the suitable place for server room. If anything happen, such as server were shut down the officer will checkup. Usually, the networking was not available and staff cannot do the jobs. Likewise, key in the data through the e-Syariah system based on Mr.MohdAdlan explanation to the trainee.

He said again, the condition at server room must in cool because to protect the server. Trainee was allowed to entry with permission and with the staff ICT. Then, at server room the raised floor were used about 2 feet of space below the tiles because provide a good mechanism for network cabling, power distribution and air condition.

3.1.10 Session Sharing by Staff JKSM about ICT Security Policy



Figure 20: TaklimatDasarKeselamatan ICT

Trainee has join talk of the ICT security policy by staff from Jabatan Kehakiman Syariah Malaysia (JKSM) with staff JKSNK. The chairperson is the ICT staff from JKSM and name Mr. Hasmarizuwan. He give talk, about security of used the technology at officer. The objective, it is to make sure the next generation used the technology in a right way. Next, it is sharing how to protect the asset ICT deviation from staff, user and supplier.

3.2 Special Project

Special project is a requirement for each of industrial training students' needs to be carried out in order to complete the industrial training supervised by both supervisor and industrial supervisor. Special project can be any suitable or various project proposed to the industrial supervisor or faculty supervisor and the special project itself can be any kind of project that brings benefits towards the organization or the industrial along with the students themselves where they can apply and develop their skills and knowledge in establishing and completing the special project. For example, the special project can be developing a website, developing a system or application, multimedia applications or corporate video, user manual or improvement of process and procedure within the students' learning context area. Then, the special project itself can be event conducted and developed by the students themselves according to the organization's suitability and approval. Therefore, to continue with the development of the special project, it shall be approved by both parties comprising of organization's supervisor and faculty supervisor. This is because to ensure that the special project developed by the students are functionally used by the organization itself and it contributes as a beneficial mechanism for the organization or the department's utilization.

3.2.1 Project Overview

The e-Courses system is the one of the application online registration for staff of JKSNK. Trainees develop system, according requirement by industry practical training. The e-Courses system opens for all staff at JKSNK the advantage of this system is save time.

3.2.2 Problem Statement

Registration is the one of record information that usual user used to registry the information given. Hence that, there are no system develop for courses student that requirement were develop system e-Courses offline. Usually the problem were detect is the missing of information about courses. This is because some staff not alert when, where and time when does courses available. Next, to reduce used paper because if staff does not full fill the form that admin have spread possibly the waste of paper will happen. Sometimes, there are not fill the form complete.

3.2.3 Objectives

- i. To provide an effective online course application system for all courses offered by ICT Department.
- ii. To develop a time saving system (user is able to search the record in short time by pressing only few keys).
- iii. To overcome the problem of loss and misplace of application forms.

3.2.4 Scope of the project

System development in general comprises of two major components which are system analysis and system design. System analysis is the process of gathering, interpreting facts, diagnosing problems and using the information to recommend improvements to the system. Meanwhile system design is the process of planning a new business system or one to replace or complement an existing system. The scope of the project is to ease the process of registration for organization and corrective maintenance service for future usage. Besides, through the inventory management database, it is hopeful that it might help the staffs in keeping track with their schedule and the person whom hold the responsibility for particular task. Compare with manual it is undeniable that it is easier to see.

3.2.5 User Target and Tool used for development

Without the requirements there is no system will develop and also without user there are no user will use the system. Basically, not all the staff at JKSNK will use the system. Thus, it is developing for staff wills attendance the courses. Hence that, it focus for admin because admin will update the data. As for tools used by the student in establishing this special project, it is listed as below.

Table 3.2.5 Description for each Tool used in Develop system

Software	Description
Microsoft Visio 2013	<p>Microsoft Visio is a diagramming and vector graphics application and is part of the Microsoft Office family. The product was first introduced in 1992, made by the Shapeware Corporation. It was acquired by Microsoft in 2000.</p>
MySQL	<p>MySQL is an open-source relational database management system (RDBMS). In July 2013, it was the world's second most widely used RDBMS, and the most widely used open-source client-server model RDBMS. Its name is combinations of "My", the name of co-founder Michael Widenius' daughter, and "SQL", the abbreviation for Structured Query Language. The MySQL development project has made its source code available under the terms of the GNU General Public License, as well as under a variety of proprietary agreements. MySQL was owned and sponsored by a single for-profit firm, the Swedish company MySQL AB, now owned by Oracle Corporation. For proprietary use, several paid editions are available, and offer additional functionality.</p>
WampServer	<p>WampServer refers to a software stack for the Microsoft Windows operating system, created by Romain Bourdon and consisting of the Apache web server, OpenSSL for SSL support, MySQL database and PHP programming language.</p>

PHP	<p>PHP is a script language and interpreter that is freely available and used primarily on Linux Web servers. PHP originally derived from Personal Home Page Tools, now stands for PHP: Hypertext Preprocessor, which the PHP FAQ describes as a "recursive acronym."</p>
HTML	<p>HTML (Hypertext Markup Language) is the set of markup symbols or codes inserted in a file intended for display on a World Wide Web browser page. The markup tells the Web browser how to display a Web page's words and images for the user.</p>
Microsoft Project 2007	<p>Microsoft Project is a project management software program, developed and sold by Microsoft, that is designed to assist a project manager in developing a plan, assigning resources to tasks, tracking progress, managing the budget, and analyzing workloads.</p>

3.2.6 Contribution of New System

The contribution the new system to the department JKSNK, it easy to staff when want to registry the new course every time there are courses need to attend. At the same time, it can save time because before the new system was existed the staffs need to fill the form manually.

3.2.7 Project Planning

The system development methodology is a standard process followed in an organization to conduct all the steps necessary to analyses, design, implement and maintain information systems. The System Development Life Cycle is the complete processes that take place while developing software. The phase in (SDLC) is the planning, analysis, design, implementation and maintenance. The time taken to complete the project required around 150 days and 5 months excluded weekend. The Gantt chart was developing according to System Development Life Cycle (SDLC).

i. Planning

Planning is the first step to build the system, because the organization is the information system and need to identified, analyzed, prioritized and arranged.

ii. Analysis

The system is used by administrative department ICT for update information.

iii. Design

The design for the system is focus for friendly user. It is easy for user understanding the interface. Thus, it is design based on the logical design are transformed into the technology or specific details from which all programming and system construction can be accomplished.

iv. Implementation

The implementation for system is the language of computer so that it can understand and process. Other implementation is the coded, tested, installed and supported in organization.

v. Maintenance

The system is under maintenance, it means will be update and improvement for time to time based on the organization.

3.2.8. Gantt Chart

Gantt Chart is the importance things in project development because in this chart, trainee need to list and scheduled all the task that require in making this project ad also target time for completing each task.



Figure 21: Project Development Gantt chart

3.2.9 Discuss the System Proposal

Online registration played an important role in registration field nowadays. This project designed to meet requirements the organization. There will several diagrams in developing E-Courses comprises of context diagram, data flow diagram level 0, flowchart and entity relationship diagram. Context diagram is an overflow of an organization system that shows the system and the major information flow between the entities and the system meanwhile data flow diagram level 0 displays a system's major process, data flows and data stores at high level of details compared to usual flowchart (,2014). Data flow diagram (DFD) is versatile diagramming tools which represent both physical and logical information systems. As for entity relationship diagram (ERD), it is essential for every system developed because the diagram displayed detailed, logical representation of the data for an organization or for a business area and commonly the ERD are expressed in terms of entities in the business environment, the relationships among the entities and the attributes of the entities and their relationships. ERD is necessary for any system developed because it represents the existence of database or data store in the system.

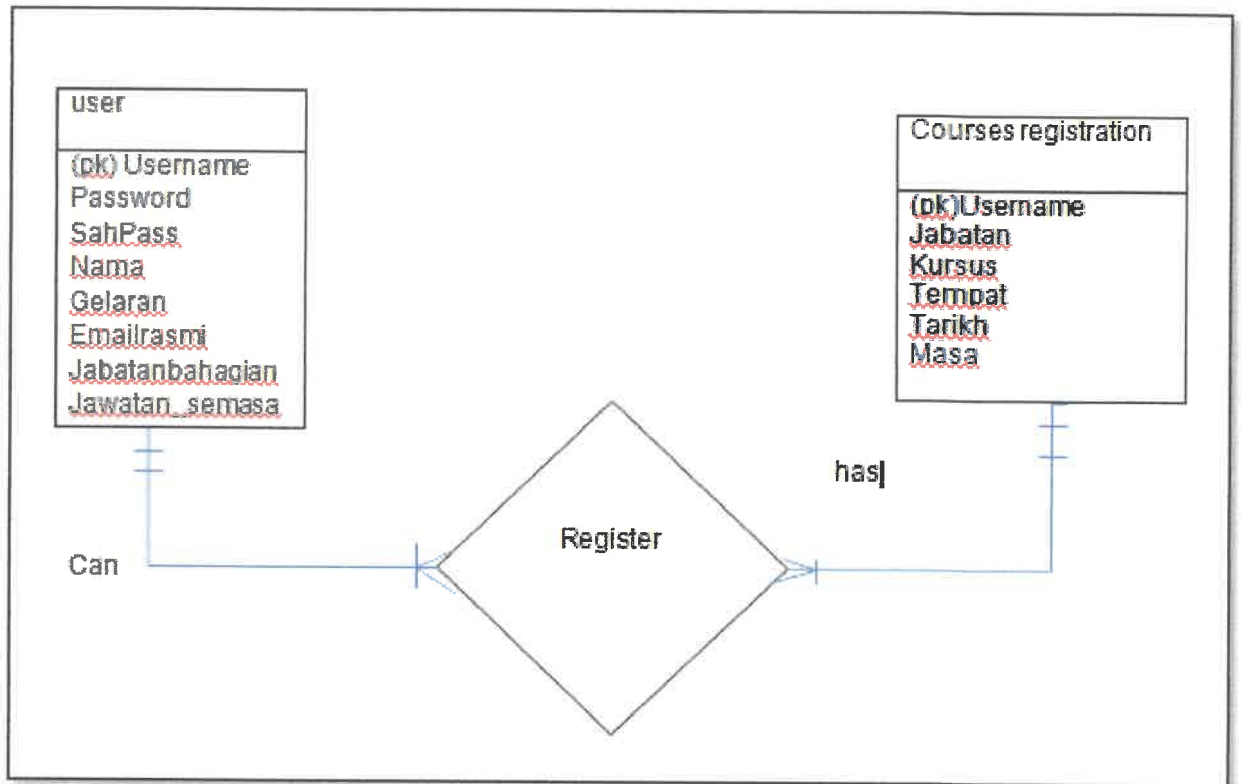


Figure 22: Entity Relationship Diagram

Table 3.2.9 Business Rules

Business rules
<ul style="list-style-type: none"> - One user can register one courses at the same time

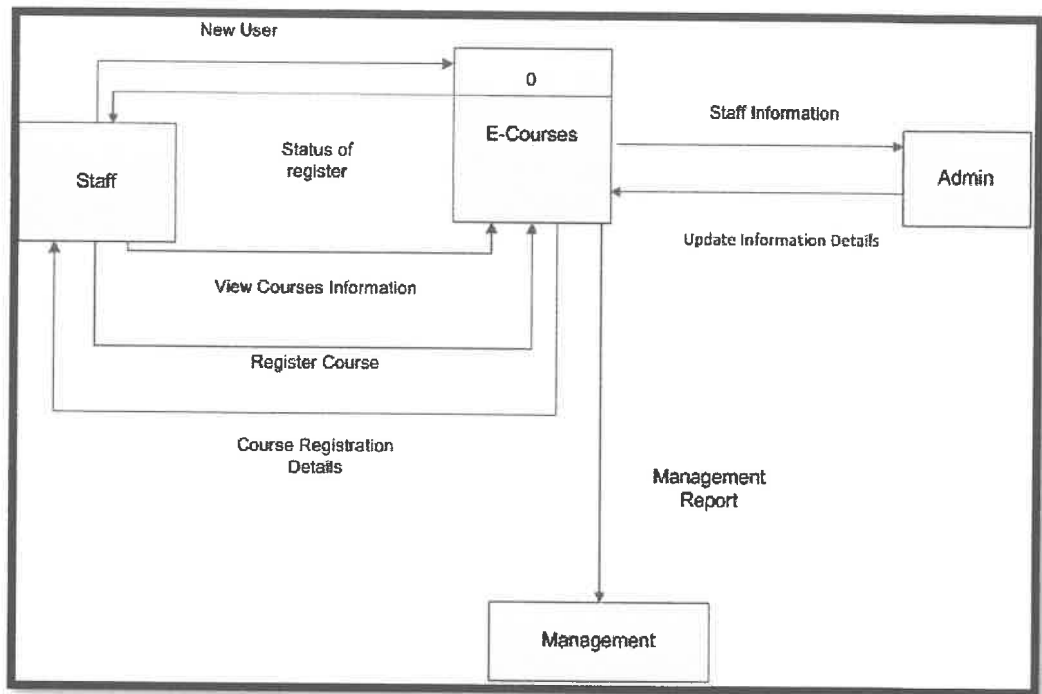


Figure 14e-Courses Context Diagram E-Courses system

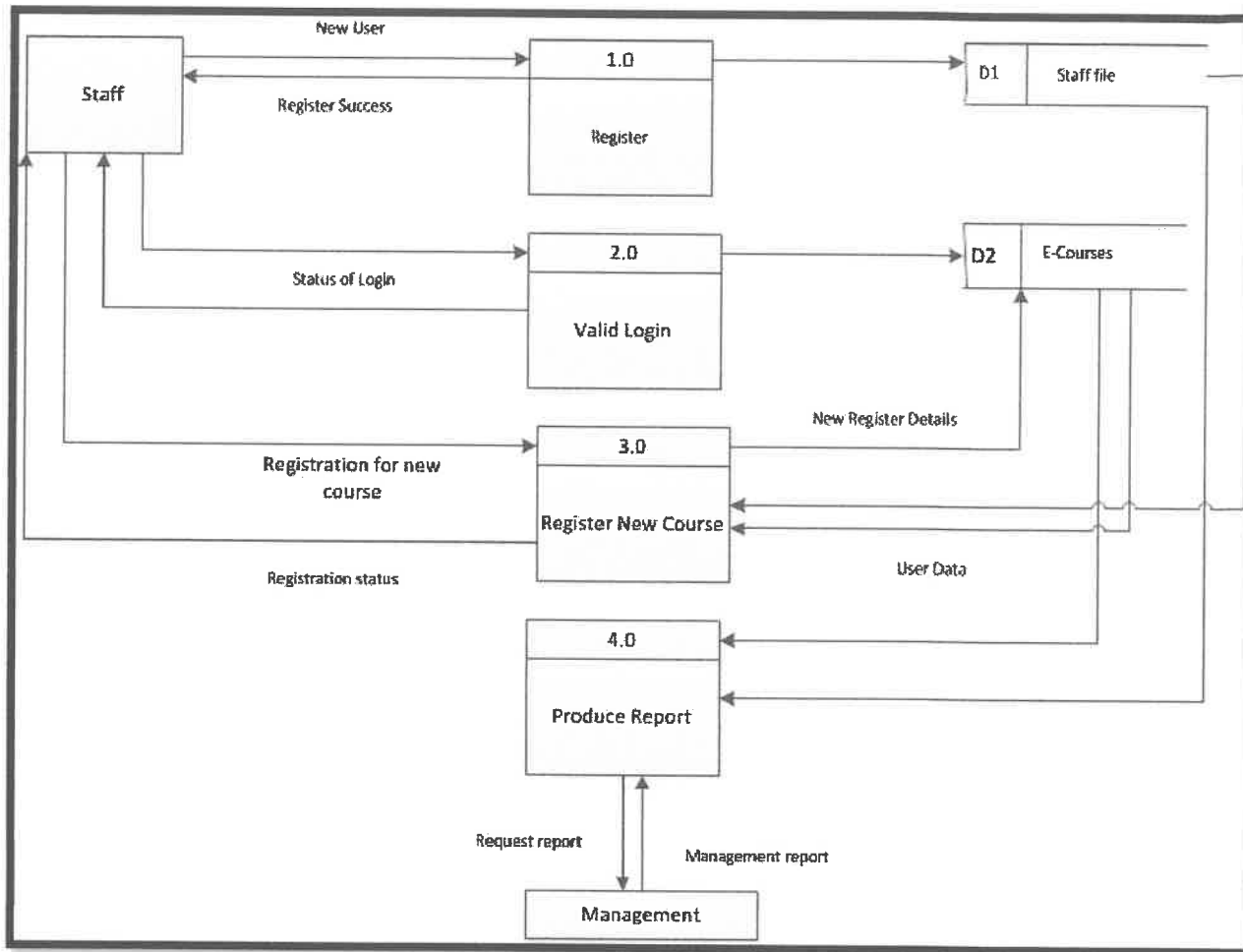


Figure 15e-Courses system Data flow diagram

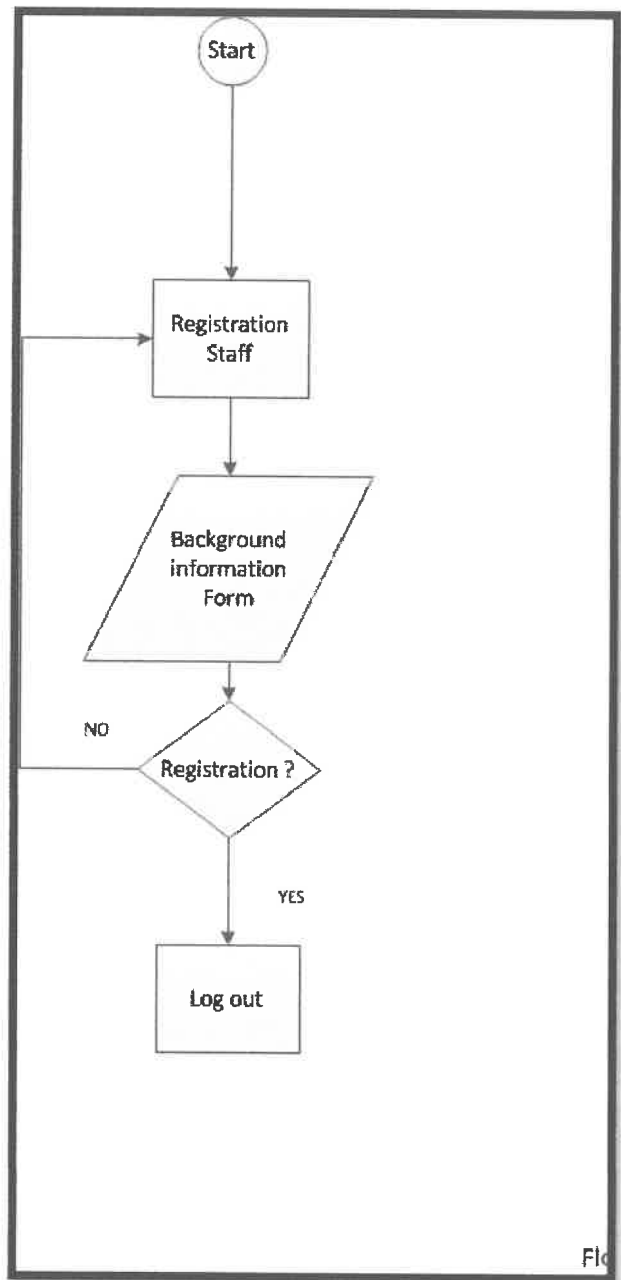


Figure 16: User Registration Personal Details Flowchart

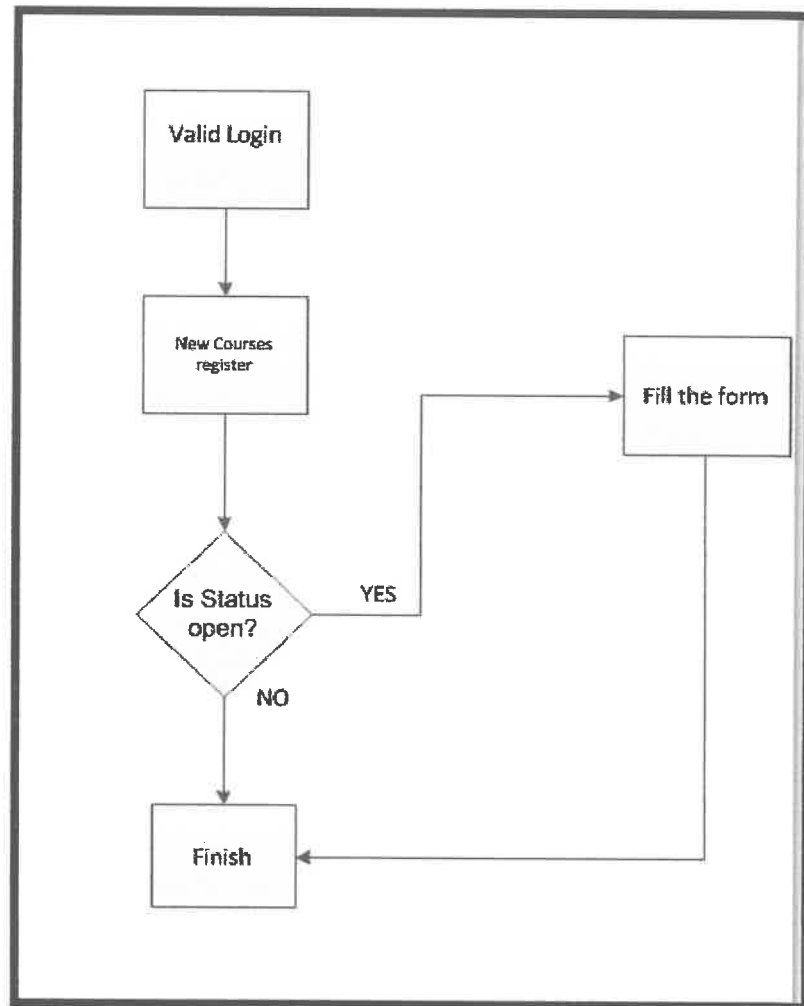


Figure 17: User Login and Register New Courses Flowchart

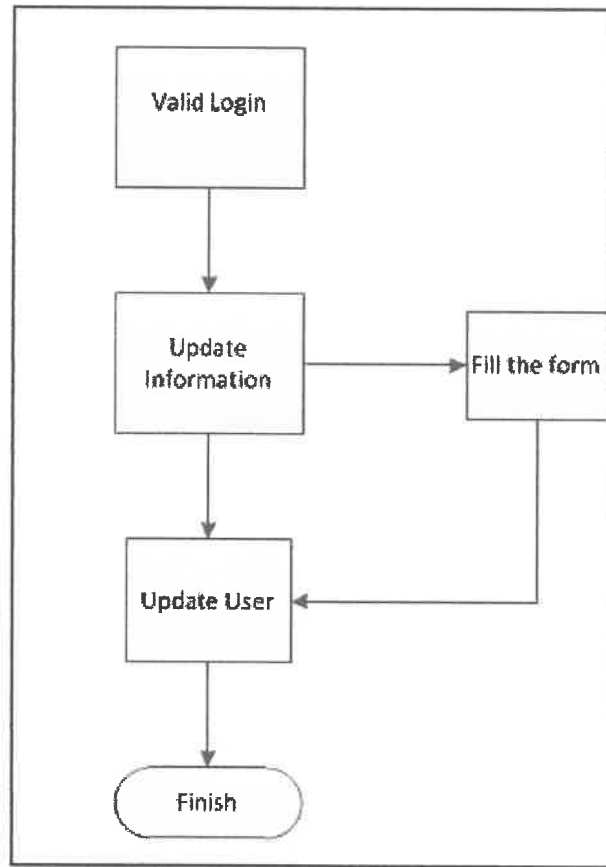


Figure 23: Administration Flowchart

3.2.10 Interface of E-Courses System

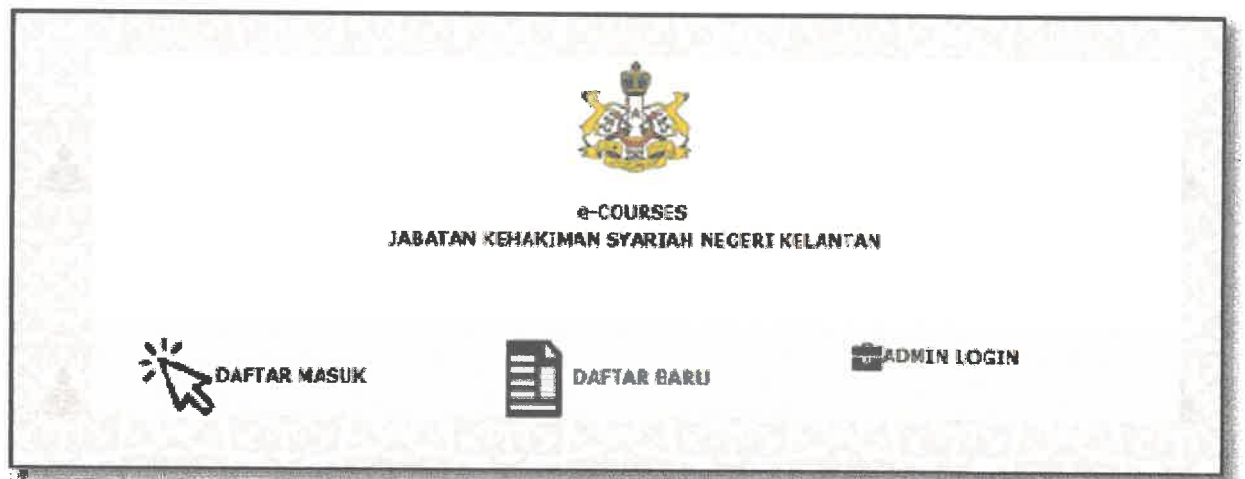


Figure 18 Home Pages the E-Courses system

The screenshot shows the "Daftar Baru" (New Registration) page. At the top center is the coat of arms of Kelantan. Below it, the text reads "Halaman Utama -> Daftar Baru". A note says "(Sila masukkan nombor kad pengenalan sebagai kata laluan)". The form is divided into two sections: "Kata Laluan" (Password) and "Maklumat Pemohon" (Applicant Information).
Kata Laluan
Nama *
Kata Laluan *
Sahkan Kata Laluan *
Maklumat Pemohon
Nama *
Gelaran *
Jantina *
Email Rasmi *
Jabatan/Bahagian *
Jawatan Semasa *
A "DAFTAR" button is at the bottom.

Figure 24: Daftar Baru Page

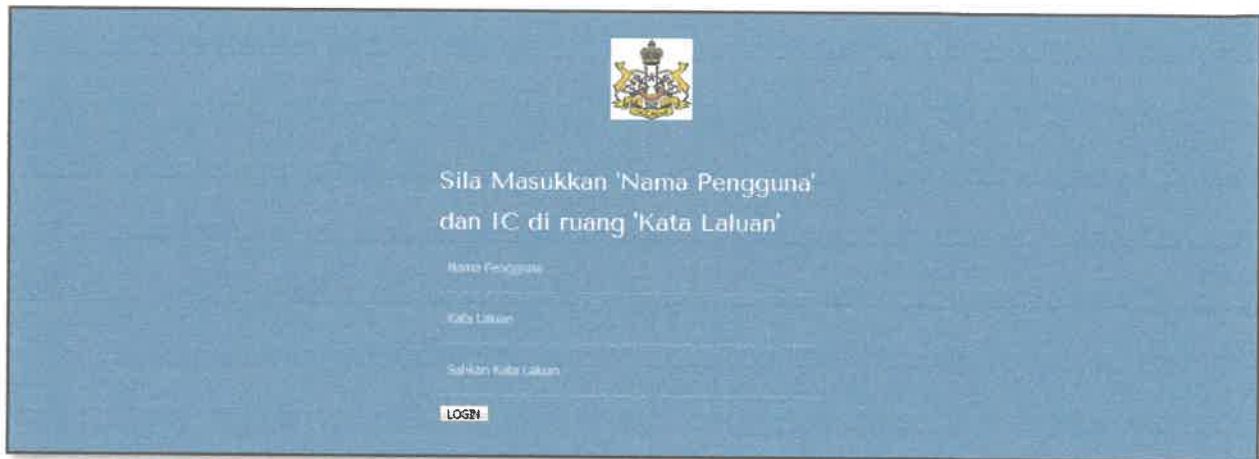


Figure 19 User Login

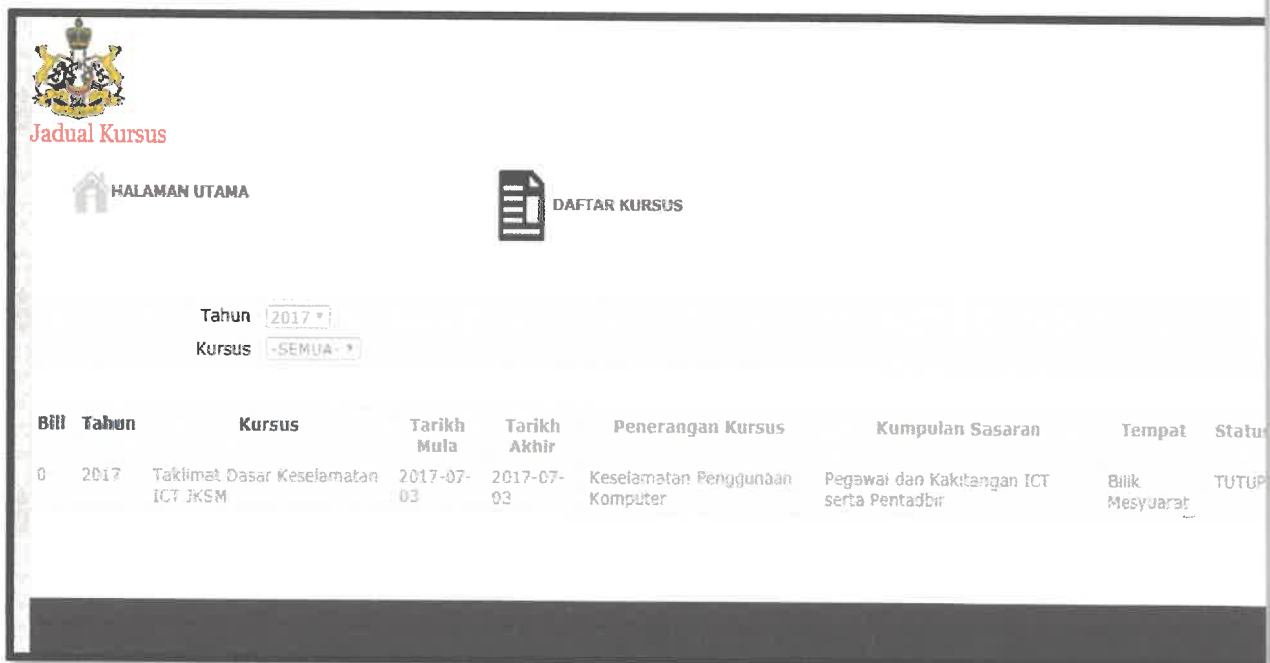


Figure 25: Jadual Kursus Page

Home
Back

Sila Sahkan Kehadiran Anda

Nama Peserta*

Jabatan/Bahagian* - Sila pilih -

Kursus*

Tempat*

Tarikh* dd----yyyy

Masa* --:--

Figure 26: Kehadiran Page

e-Courses (Admin Login)

Sila Masukkan Username dan Password

Username

Password

Figure 21: Admin Login Page

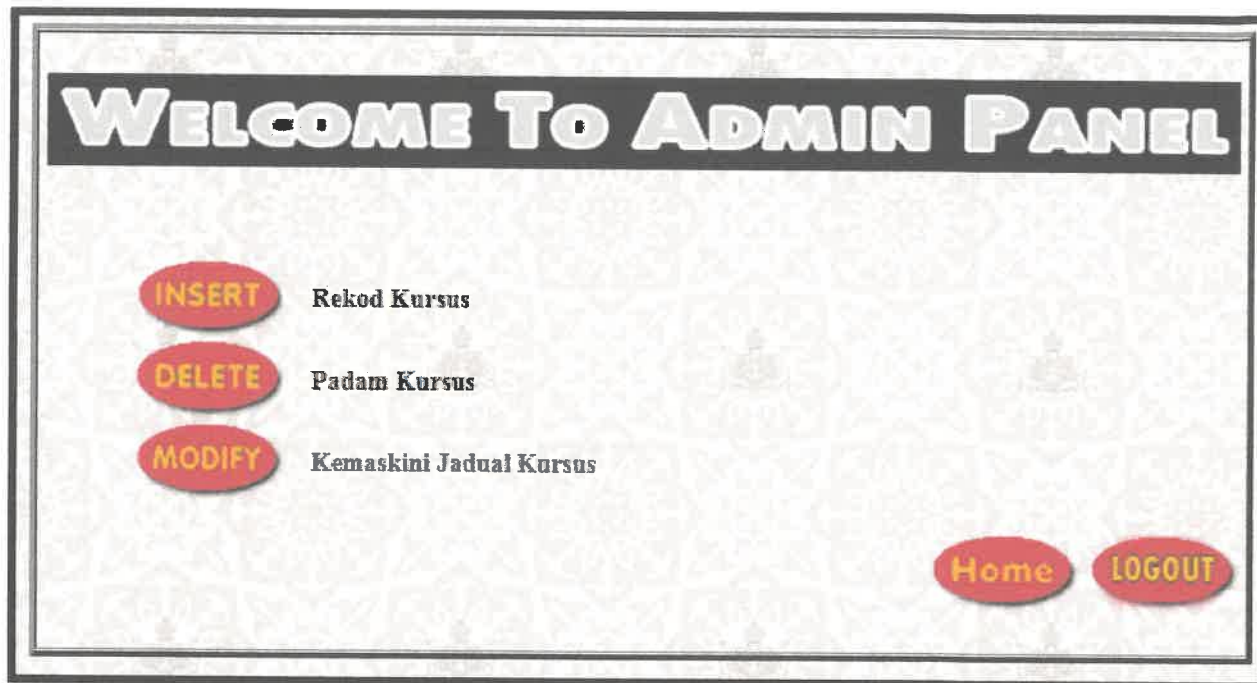


Figure 27: Admin Home Page

Tambah Kursus Baru

Bill		
Tahun		
Kursus:		
Tarikh Mula:	dd-----yyyy	
Tarikh Akhir:	dd-----yyyy	
Penerangan Kursus:		
Kumpulan Sasaran:		
Tempat:		
Status:		
	add	

Go Back

Figure 28: Insert Page

Pilih Kursus Dipadam

Bil	Tahun	Kursus	Tarikh Mula	Tarikh Akhir	Penerangan Kursus	Kumpulan Sasaran	Tempat	Status	Delete
0	2017	Taklimat Dasar Keselamatan ICT JKSM	2017-07-03	2017-07-03	Keselamatan Penggunaan Komputer	Pegawai dan Kakitangan ICT serta Pentadbir	Bilik Mesyuarat	TUTUP	Delete

[Go Back](#)

Figure 29: Delete Page

Bil	Tahun	Kursus	Tarikh Mula	Tarikh Akhir	Penerangan Kursus	Kumpulan Sasaran	Tempat	Status	Update
0	2017	Taklimat Dasar Keselamatan ICT JKSM	2017-07-03	2017-07-03	Keselamatan Penggunaan Komputer	Pegawai dan Kakitangan ICT serta Pentadbir	Bilik Mesyuarat	TUTUP	Update

[Go Back](#)

Figure 30: Update Page

Senarai Nama Kakitangan Yang Hadir Kursus

08:008.00a11:0011.009.00a

Nama	Kursus	Tempat	Tarikh	Masa
nurul		t		
Nurul Ashikin Bt Senik	Taklimat Dasar Keselamatan ICT JKSM	Bilik Mesyuarat		
t		t		
Syahirah	Taklimat Dasar Keselamatan ICT JKSM	Bilik Mesyuarat		
Nurul Ashikin Bt Senik	KURSUS PENGURUSAN Rekod Secara In-House	Bilik Mesyuarat		

Figure 31: Administration Page

3.2.11 Conclusion

The e-Courses system was developed with concern regarding to requirement by industrial training. Using the system, does provide massive help towards the trainee in developing and ensuring that all of the planning activities before it was developed are functionally running. It is undeniable that during the development period, there are numerous multilevel challenges and limitations encountered by the trainee herself.

CHAPTER 4
CONCLUSION

CHAPTER 4: CONCLUSIONS

In this chapter, it will discuss on reflection assessment for trainee period in JKSNK starting from February until June 2017. This chapter will deliberate briefly on experience, application of knowledge, skills developed, personal thought and opinion, lesson learnt, limitations and recommendations during the time spend in Upstream IM & IT department.

4.1 Application of knowledge, skills and experience in undertaking the task

4.1 Knowledge, Skills and Experience Applied by Trainee

Knowledge	Skills	Experience	Related courses
Information about how judges handle the Syariah cases and the people come to court.	To trainee able to configure out the process of the case. Management Skills	Trainee able to join to listening the cases that handling such as MahkamahRendahSyariah.	Foundation of Records Management (IMD155) English For Oral (ELC 650)
The develop system design, user friendly pages, taking	Computer Skills Interpersonal	Trainees can adopt the experience from campus to the industry.	System Analysis in Information Management I & II

<p>noted from supervisor, sharing knowledge from the staff especially ICT staff.</p>	<p>Skills</p>		<p>(IMS606 & IMS655)</p>
<p>MYSQL is a database management system; PHP is the coding for generator the system.</p>	<p>Computer skills</p>	<p>The trainee, feel the real situation at work because need to do task from supervisor on time.</p>	<p>Database application for information management (IMS 506)</p>
<p>Knowledge in the writing of industrial training report based on guidelines given by the industrial training.</p>	<p>Management documentation Skills</p>	<p>The trainee experienced in developing this industrial training documentation.</p>	<p>Information System Management (IMS552)</p> <p>System Analysis in Information Management I & II (IMS606 & IMS655)</p>

			Evaluation of Information Services (IMC651).
Knowledge to attend on time when chief officer give some task at the chief officer office.	Problem Solving Skills Time Management Skills Communication skills	The experience trainee knows the flow task that given by the chief officer.	Organization Of Department (IMC451) Management of internet (IMC407)
Knowledge about equipment about the PC. Trainees learn to fix the computer and travel to other branch for fix the computer.	Computer skills Technical skills Communication skills	The experience was trainee get is can travel to branch syariah court at Kelantan state. Also, know the software and hardware at the same time learn to upgrade software.	Algorithm Data (IMS505) Decision Theory (IMS555)

4.2 Personal Thoughts and Opinion

Given the opportunity to do the industrial Training at JabatanKehakimanSyariahNegeri Kelantan is remarkably grateful and priceless. The trainee has very valuable experience as the Industrial Training give a glimpse of how the real working world will be look like. It is well inform that the purpose of Industrial Training is to give hands-on experience about what the intern has learned in the campus.

The quality of every experience differs based on what the intern has been told in the classroom. Skills such as multitasking, communicating, learning to deal with diversity and dealing with deadlines are different when working with an institution. Industrial Training is a great opportunity for the intern to build relationships between the people in the industry and expanding the network that already has been established between the intern and other staffs in Jabatan Kehakiman Syariah Kelantan.

Develop system as system management is hard it is beyond capability to please everyone especially in the information technology industry. , learning to manage and handling the stress is a valuable lesson for the trainee as to prepare facing the hectic working life.

Another aspect that has been one of the vital parts to be learnt through the Internship Training is never been afraid to ask lots of questions. When going through the course, there are more a lot to learn. Classes are not enough to prepare the intern with the real life challenge. JabatanKehakimanSyariahNegeri Kelantan has given the intern chances about how the industry works does and what type of cases that can solve faster.

The industrial Training has encouraged the intern to find the expertise based on the future carriers goals. It is not always necessary to stick to what is listed or given in the list by the faculty. Finding the right path for future career or experimenting with new working field during the internship will give benefit in deciding the career. Asking from the staff about personal experience also give benefits to the intern.

Industrial Training is extremely valuable to the intern. It is a small taste of the real world and it helps the intern to reinforce my knowledge of responsibility, focus, drive and ambition. The internships trained the trainee to be tough and durable in handling the certain situation. The only way to gain experience is to be driven, focused, and never ever gives up and by internships; those spirit will be instill in one's self.

Begin the Industrial Training as the final semester; it is frightening as to expect the impression of the staffs towards the intern even simplest things. For example, the dress up for the day is not as usual or coming to the work whether late or early. Another thing that the internship has taught is not to involve and stay out of the company politics. It is important as the staff will see the intern as the threat for them, hence, resulting no communication between both parties.

As the Industrial Training approaching to the end, reminiscing all the lesson have been learnt, make the Industrial Training an eye opener for the intern. Learn to be hard working, responsible and punctual as those habits will benefit the trainee in working world.

4.3 Lessons learnt

Through the Industrial Training, the trainee has learnt a lot more than the bargains. The trainee has learnt to be more punctual person, patience, understanding, eagerness, trustworthy, grateful and learn to be a great person.

Punctuality becomes the number one issues when it comes to work or classes. Whether it's arriving early in the morning or getting a task done on time, punctuality is essential. The trainee learnt on how to manage the time as it shows the dedication to the work and demonstrate that the trainee is able capable of responsibility and professionalism

Other lessons learnt through the Industrial Training understand each other. Understanding people with different background will be a great experience for the trainee as each of the individual has different personality. The trainee, able to learn the real skill at office from the staff and create the intern new style of worked in the real world.

The trainee also learns to become a trustworthy person by proving the accomplishment of the task given. Completing the task and show the strength while performing the task will secure the company's supervisor to give the trainee more tasks. Learn to voice up any opinion when something going wrong is crucial, because to avoid any possible issues or problems between the intern and supervisor.

The most valuable lesson throughout the Industrial Training is practicing to be great person. Showing gratitude to other staff even for smallest things will make someone's life meaningful. Through this sign of gratitude, the trainee is much more aware of the great things about people within the company and how lucky to work the inspiring staff in JabatanKehakimanSyariahNegeri Kelantan.

4.4 Limitations and Recommendations

4.4.1 Limitation

The limitations that can be seen in JKSNK are the lack of staff in administration department, the limited facilities in the workstation. The lack of staff in administration has made several issues especially when handling the documentation task.

In the term of lack of facilities, the equipment not provide to the trainee such as computer. Trainee have to bring the own laptops to do the job. Meanwhile the workplace for the trainee has be place at the small room that can only fix four trainees, the condition of the room are so disappointed.

Last but not least, there are not many activities were provider for trainee ICT. Most of the trainee only spend time at room and make system. Trainees not expose so much about activities at the organization.

4.4.2 Recommendation

The Industrial Training is a great opportunity for the trainee to know more about what is exactly information technology field. Therefore, I would like to suggest to the faculty to enhance the offered courses or add new courses for the degree program. Based on the experience, undergo the internship in focusing on the develop system. The industries give the trainee an opportunity to discover new knowledge and experiment with advanced software.

I also recommend that the faculty should maintain the Industrial Training as it is introduce the student into the real working life. Without this course, the trainee believed that it will be hard for fresh graduates to slip in to the working world. Industrial Training has given a great experience to the trainee and it is highly recommended to maintain this course in producing more information professionals.

5.0 REFERENCES

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APPENDICES

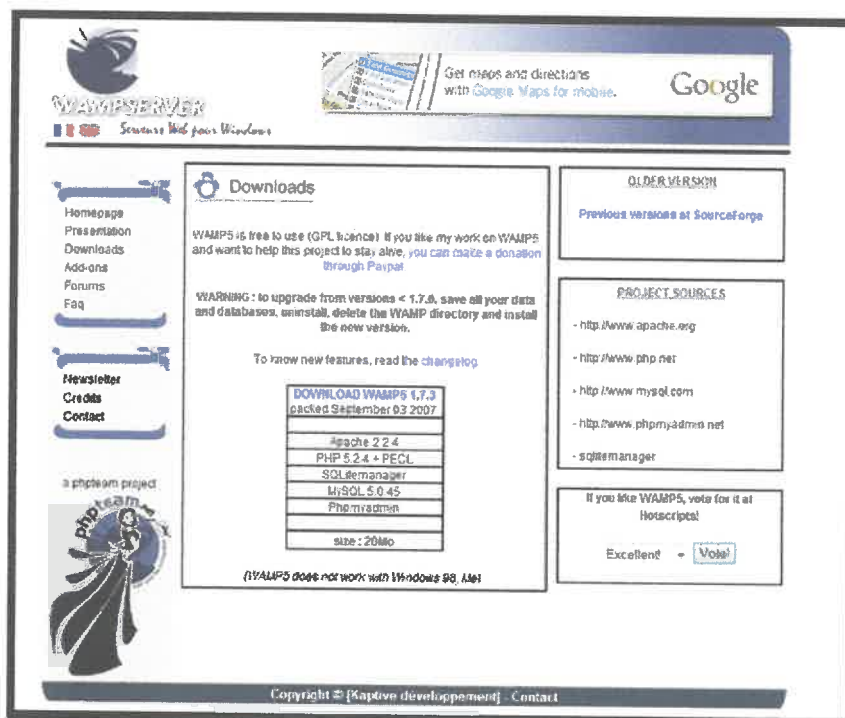
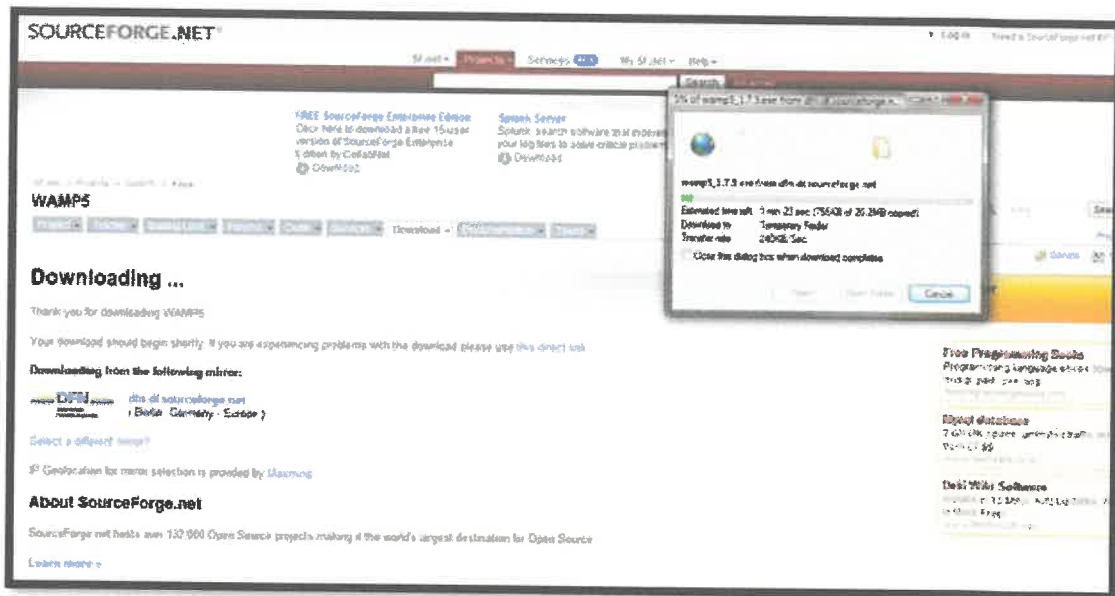
USER MANUAL

User Manual

E- Courses System

How to install Warm Server?

Step 1: Download Warm



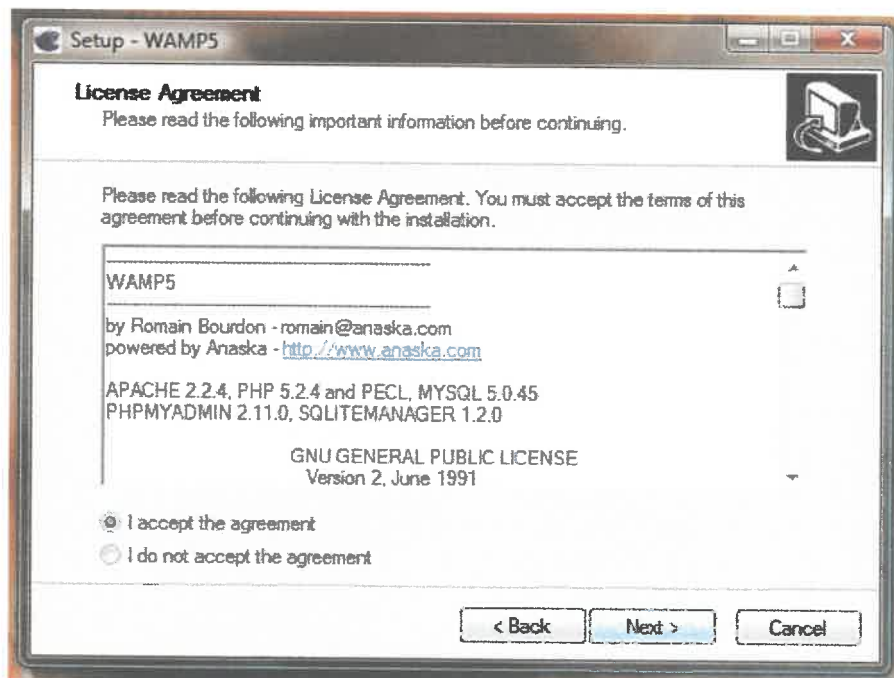
- 1) Download WAMP server.
- 2) Select save or run, Click open.
- 3) After that follow the next steps.

Step 2: Configuration



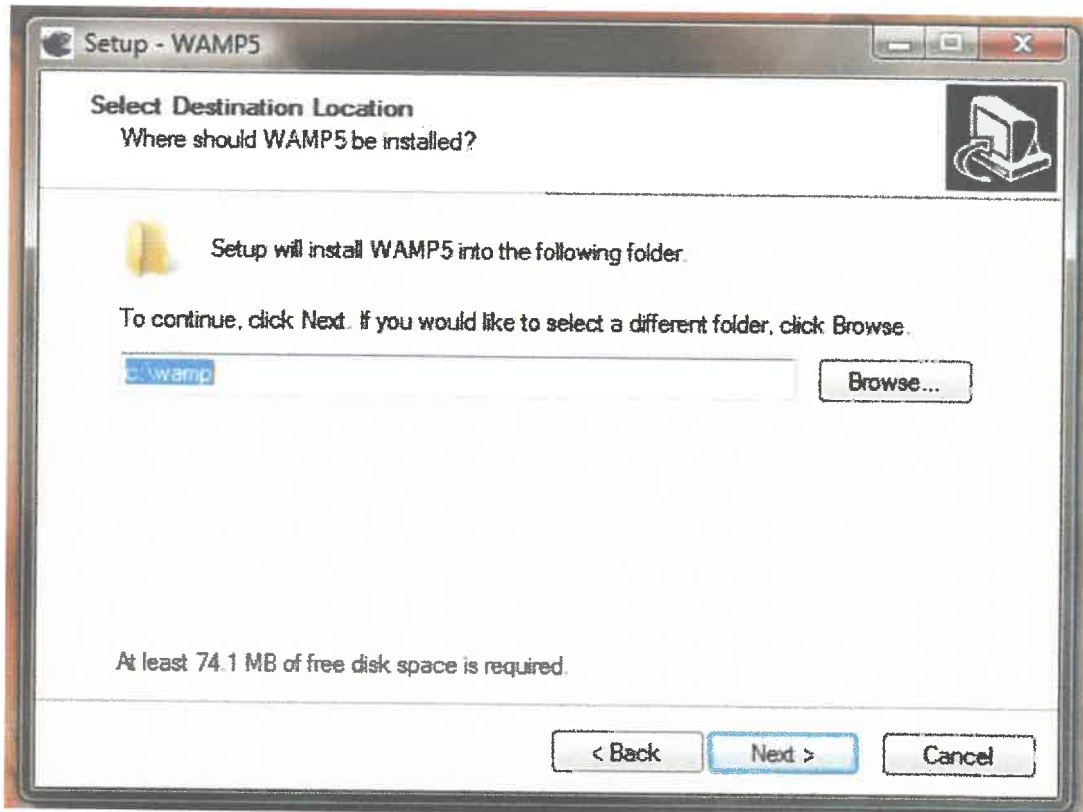
Press NEXT

Just Step 3: Configuration



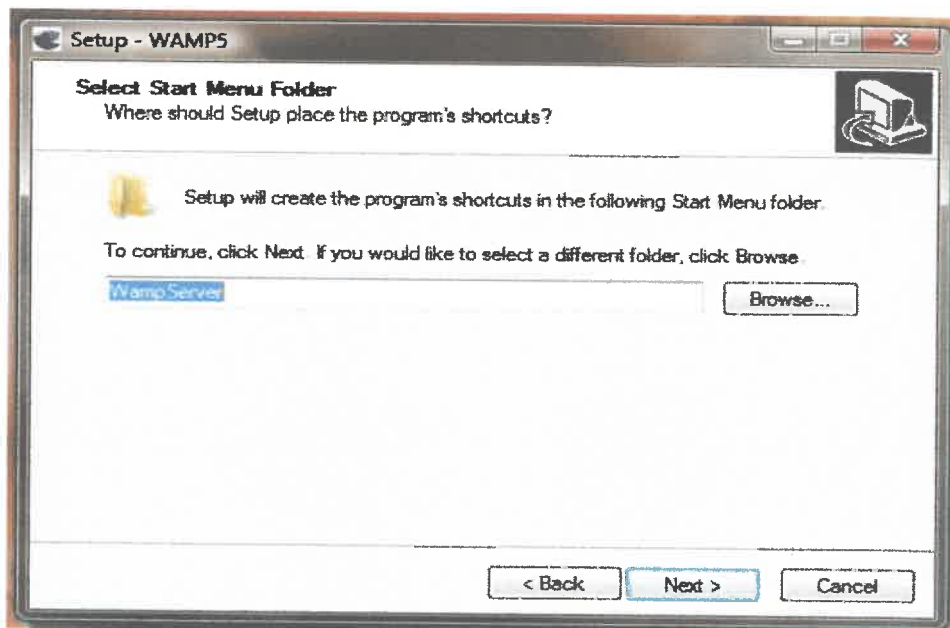
Select "I Accept" and then press "NEXT"

Step 4: Configuration



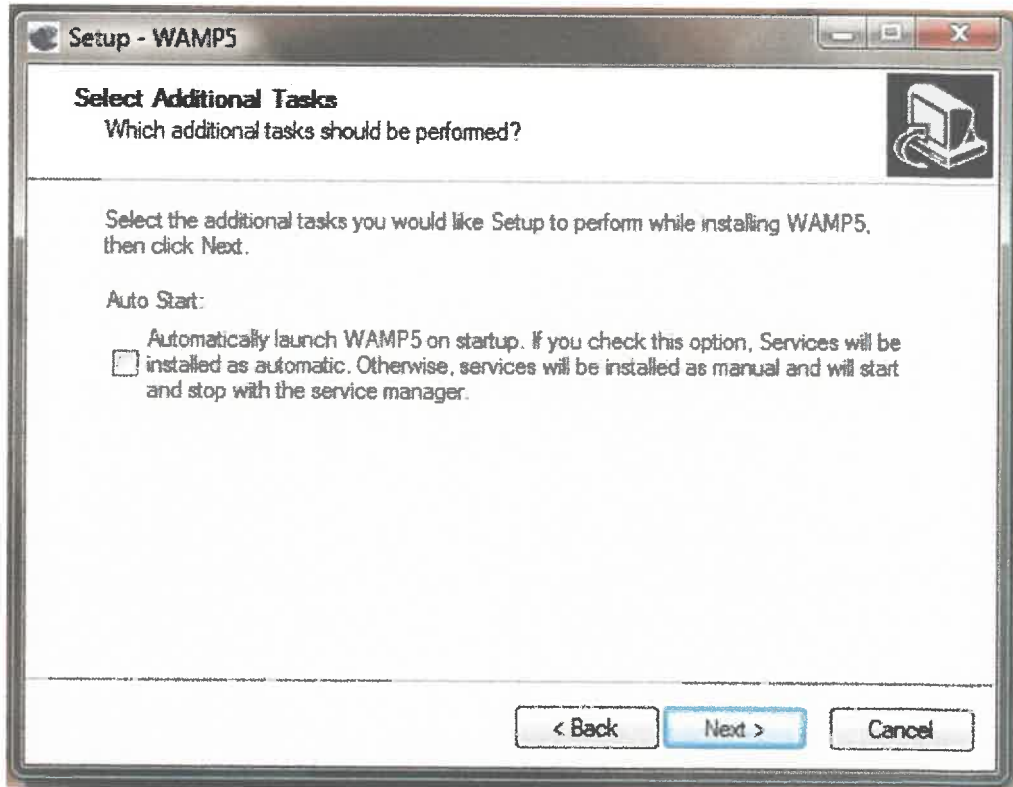
Select where you want to save it. If you can't decide just leave it as it is. Then press next.

Step 5: Configuration



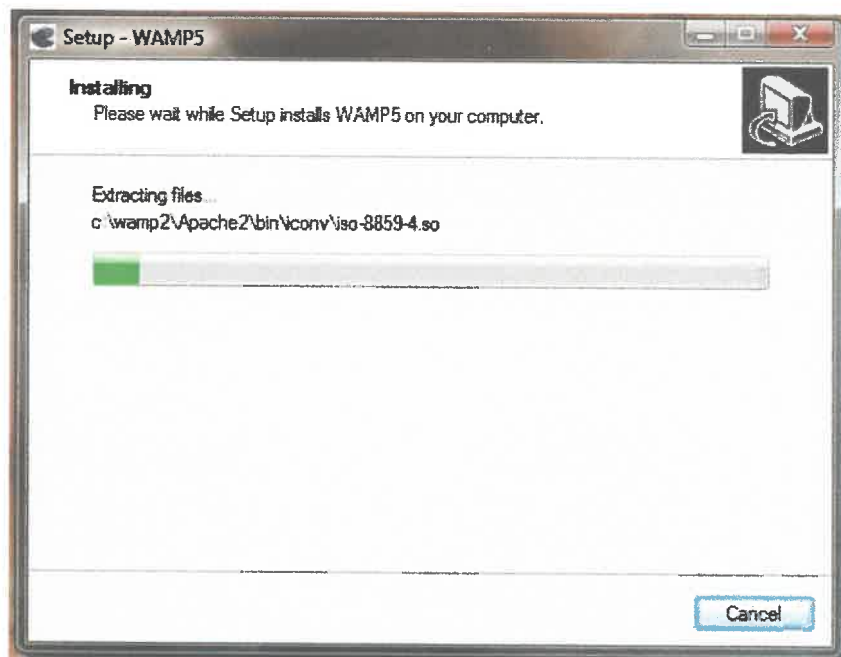
Type the name you want to appear on the Start Menu. Then Press next

Step 6: Configuration



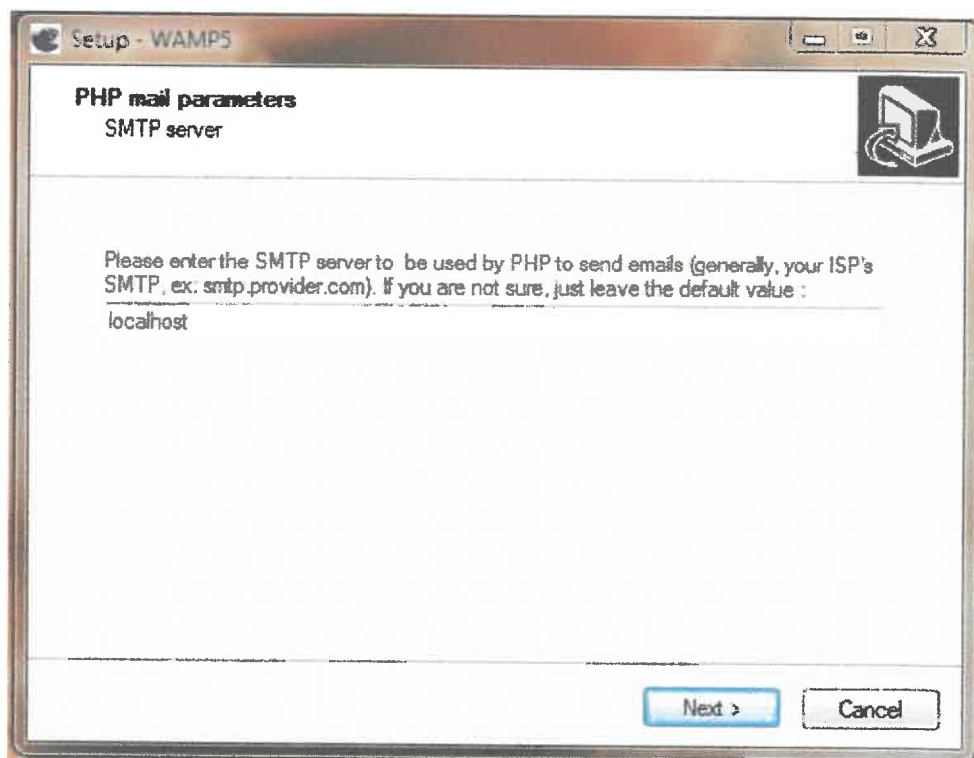
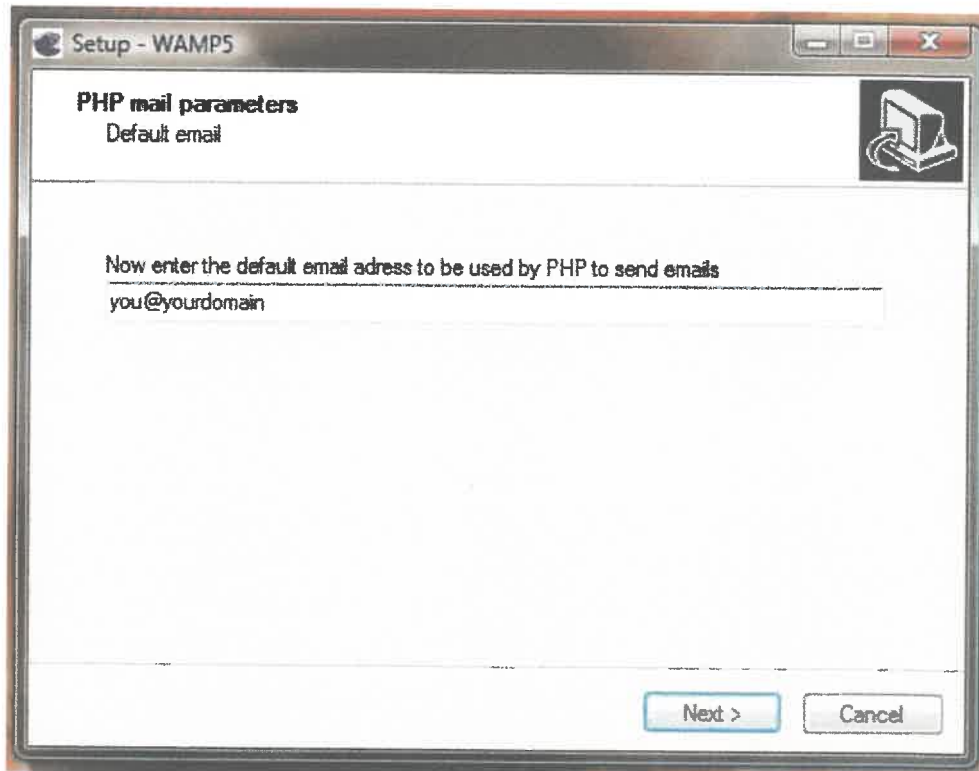
If you accept this, your computer will be quite slow on start-up. Then click next

Step 7: Configuration



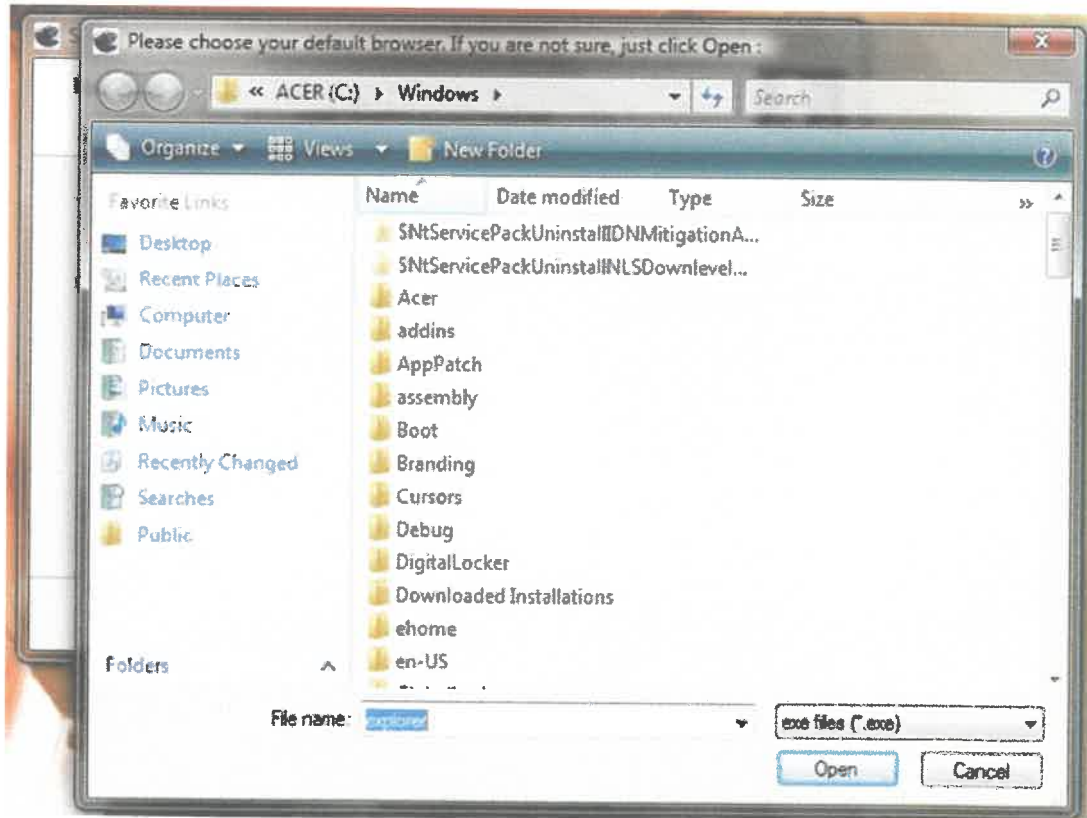
Just let this one run

Step 8: Configuration



Type your email (I suggest you make a new email account from hot mail or something). Leave the next window as local host unless you know what you're doing.

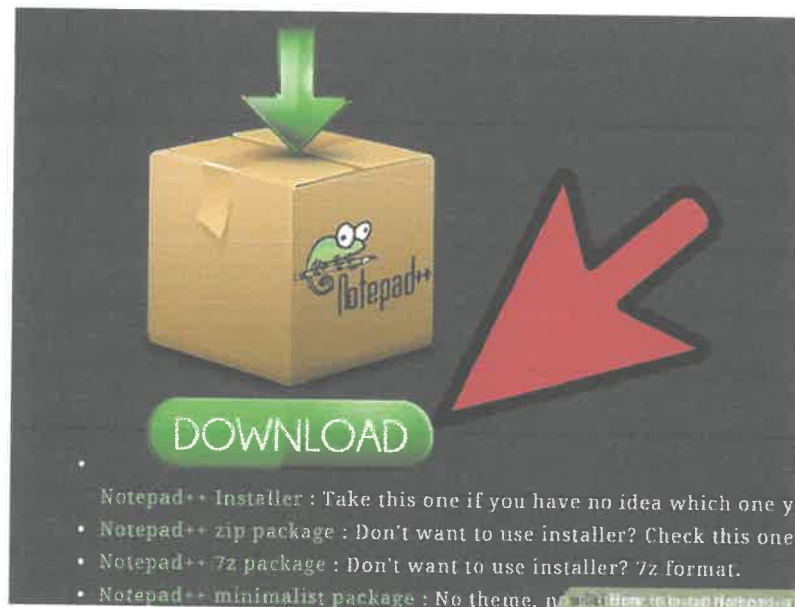
Step 9: Final Configuration



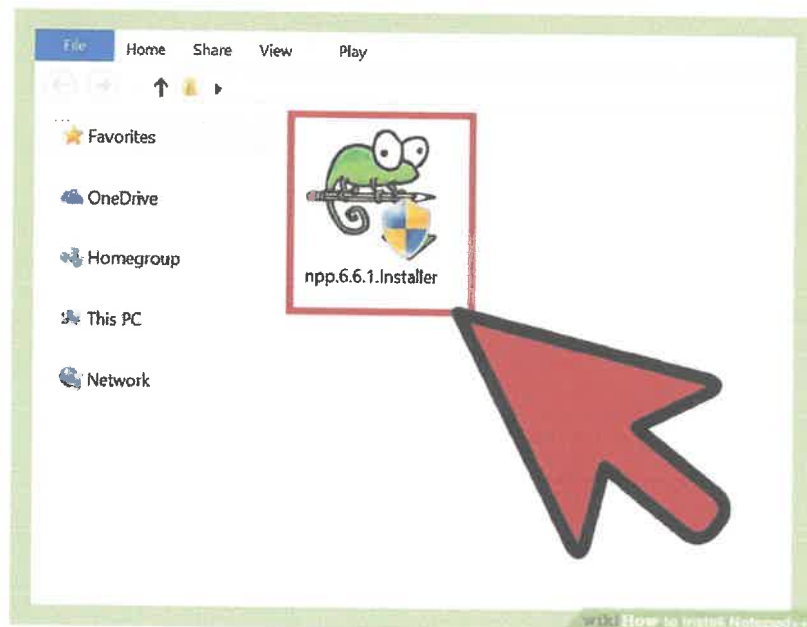
Just press Open and then finish and done!!!!

Install Notepad++

Step 1: Download Notepad++



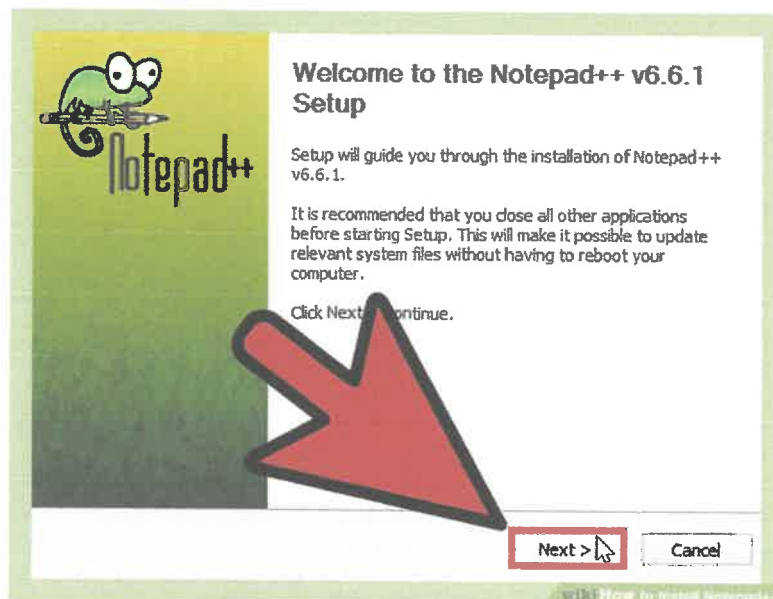
Step 2: Install Notepad++



Open your "Downloads" folder. After the download is completed, there will be a Notepad++ installer. Double click on the installer to begin the installation process.



Select your preferred language. You can change languages by scrolling through the dropdown list.



Read the information provided on the window that appears and click the "Next" button.

License Agreement

Please review the license terms before installing Notepad++ v6.6.1.

Press Page Down to see the rest of the agreement.

COPYING -- Describes the terms under which Notepad++ is distributed. A copy of the GNU GPL is appended to this file.

IMPORTANT NOTEPAD++ LICENSE TERMS

Copyright (C)2003 Don HO <don.h@free.fr>. This program is free software; you may redistribute and/or modify it under the terms of the GNU General Public License as published by the Free Software Foundation; Version 2.0. There are no additional restrictions or exceptions described below. This guarantee is provided in full, and redistribute this software under certain conditions.

If you accept the terms of the agreement, click I Agree. If you do not accept the agreement to install Notepad++ v6.6.1.

Don HO

< Back I Agree Cancel

Click Next to install Notepad++

Thoroughly and carefully read through the license agreement. Click on either the "I Agree" or "Cancel" button according to your compliance with the license agreement.

Choose Install Location

Choose the folder in which to install Notepad++ v6.6.1.

Setup will install Notepad++ v6.6.1 in the following folder. To install in a different folder, click Browse and select another folder. Click Next to continue.

Destination Folder

C:\Program Files (x86)\Notepad++ Browse...

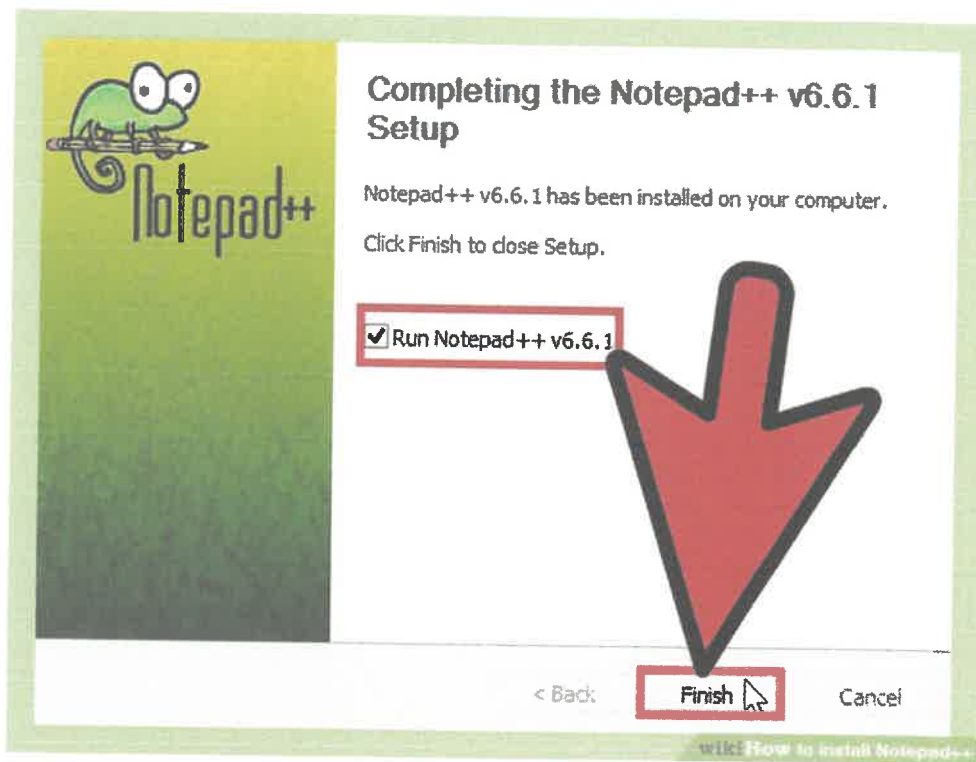
Space required: 18.3MB
Space available: 250.5GB

Don HO

< Back Next > Cancel

Click Next to install Notepad++

Select your desired path where you want to install Notepad++. After you have selected the path location, click on "Next" button.



Read the information on the final window and click on the "Finish" button. If you selected the "Run Notepad++" option, the program will automatically open. Otherwise, you will need to navigate to your install path to open Notepad++.

User Manual for E- Courses System

1.0 Home Page E-Courses, “DaftarMasuk”, “DaftarBaru” and Admin Login.



Figure 1: Home page E-Courses System

1.1 Registry first the personal details at “DaftarMasuk” make sure sign in the User Name and Password.


The screenshot shows the registration page titled "Halaman Utama -> Daftar Baru". It includes a note: "(Sila masukkan nombor kad pengenalan sebagai kata laluan)". Under the heading "Kata Laluan", there are three input fields for "Nama *", "Kata Laluan *", and "Sahkan Kata Laluan *". Under the heading "Maklumat Pemohon", there are input fields for "Nama*", "Gelaran*" (with a dropdown menu), "Jantina*" (with a dropdown menu), "Email Rasmi*", "Jabatan/Bahagian*" (with a dropdown menu), and "Jawatan Semasa*" (with a dropdown menu). A "DAFTAR" button is located at the bottom right of the form.

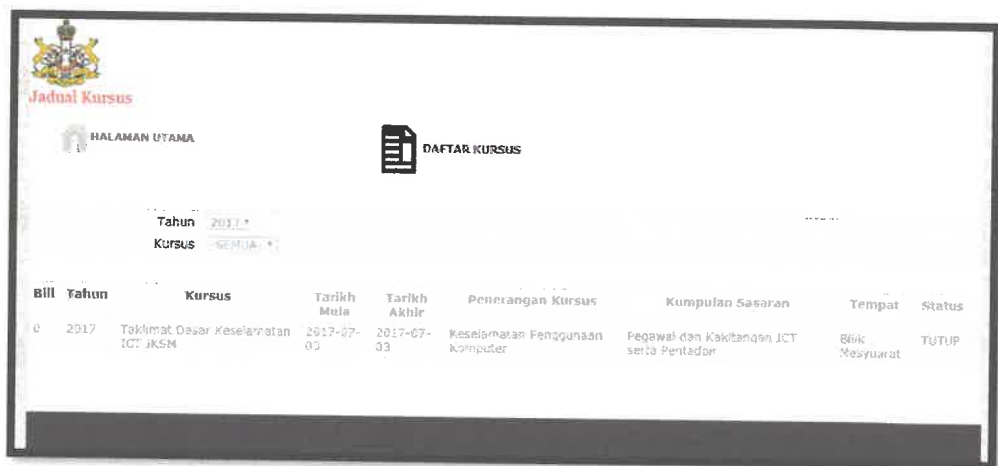
Figure 2: Page “DaftarMasuk”

1.2 Click back then click at "DaftarMasuk" for login the system.



Figure 3: Login the system

1.3 See the schedule the courses then click at status given.



Bill	Tahun	Kursus	Tarikh Mula	Tarikh Akhir	Penerangan Kursus	Kumpulan Sasaran	Tempat	Status
0	2017	Taklimat Dasar Keselamatan ICT JKSM	2017-07-03	2017-07-03	Keselamatan Penggunaan Komputer	Pegawai dan Kakitangan ICT serta Pentadbir	Bilik Mesyuarat	TUTUP

Figure 4: Schedule of courses

1.4 Attendance Page is for staff attendance when staff comes to courses. Fill the form and click "Hadir".

Home
Back

Sila Sahkan Kehadiran Anda

Nama Peserta*

Jabatan/Bahagian* - Sila pilih -

Kursus*

Tempat*

Tarikh* dd-YYYY

Masa*

HADIR

Figure 5: Page “Kehadiran” for staff when attend the courses.

2.0 The home page as shown the button for admin login.

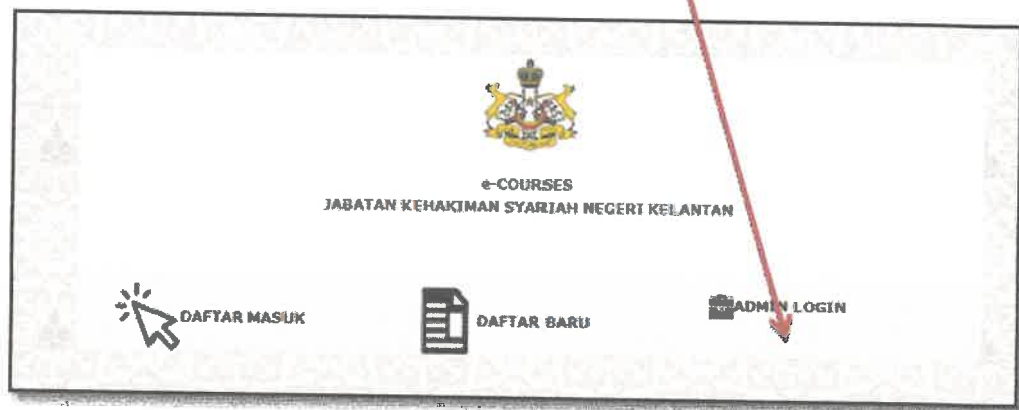
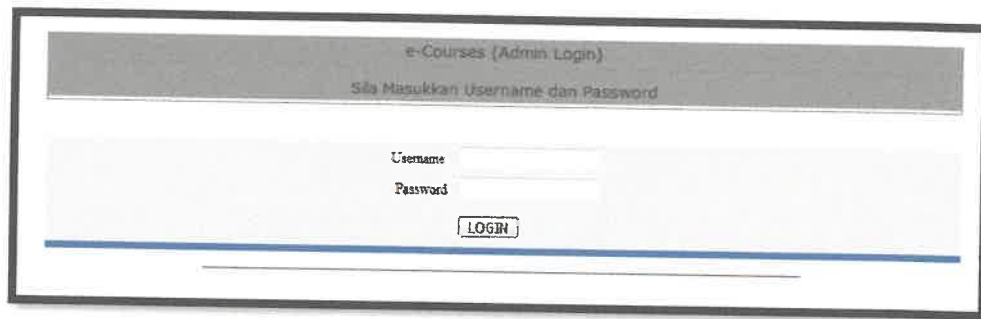


Figure 6: Administration login

2.1 Admin Click the “Admin login” button. Then, key in the user name and password admin.



The image shows a web form titled "e-Courses (Admin Login)". Below the title is a grey box with the instruction "Silá Masukkan Username dan Password". The form contains two input fields: "Username" and "Password". Below these fields is a "LOGIN" button. A blue horizontal line is positioned below the form area.

Figure 7: Insert Username and Password

2.2 Interface of admin pages. There are buttons, insert, delete and modify. For admin to scroll about the user used the system the button home, then logout after finish.



Figure 8: Welcome admin Panel

FINGER PRINT ACCESS

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√ =Excused

Date	Weekday	Day Type	Schedule	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark
01/02/2017	Wednesday	WORKDAY	0				5:06pm			7.30	0.06			
02/02/2017	Thursday	WORKDAY	0	7:53am			3:36pm			7.30	0.06		ABSENT	
03/02/2017	Friday	WORKDAY	0										ABSENT	
04/02/2017	Saturday	WORKDAY	0										ABSENT	
05/02/2017	Sunday	RESTDAY	0							9.00	0.05			
06/02/2017	Monday	OFFDAY	0							9.00	0.10			
07/02/2017	Tuesday	WORKDAY	0	7:46am			5:02pm			9.00	0.02			
08/02/2017	Wednesday	WORKDAY	0	7:55am			5:07pm			9.00	0.07			
09/02/2017	Thursday	WORKDAY	0	7:55am			3:39pm			7.30	0.09			
10/02/2017	Friday	WORKDAY	0										ABSENT	
11/02/2017	Saturday	WORKDAY	0										ABSENT	
12/02/2017	Sunday	RESTDAY	0							9.00				
13/02/2017	Monday	OFFDAY	0							9.00	0.04			
14/02/2017	Tuesday	WORKDAY	0	7:51am			5:02pm			9.00	0.02			
15/02/2017	Wednesday	WORKDAY	0	7:49am			5:03pm			9.00	0.03			
16/02/2017	Thursday	WORKDAY	0	7:54am			3:34pm			7.30	0.04			
17/02/2017	Friday	WORKDAY	0										ABSENT	
18/02/2017	Saturday	WORKDAY	0										ABSENT	
19/02/2017	Sunday	RESTDAY	0											
20/02/2017	Monday	OFFDAY	0							9.00	0.03			
21/02/2017	Tuesday	WORKDAY	0	7:49am			5:03pm			9.00	0.03			
22/02/2017	Wednesday	WORKDAY	0	7:50am			5:01pm			9.00	0.01			
23/02/2017	Thursday	WORKDAY	0	7:54am			3:35pm			7.30	0.05			
24/02/2017	Friday	WORKDAY	0										ABSENT	
25/02/2017	Saturday	WORKDAY	0										ABSENT	
26/02/2017	Sunday	RESTDAY	0							9.00	0.03			
27/02/2017	Monday	OFFDAY	0							9.00	0.06			
28/02/2017	Tuesday	WORKDAY	0	7:52am			5:03pm			9.00	0.03			
01/03/2017	Wednesday	WORKDAY	0	7:51am			5:01pm			9.00	0.01			
02/03/2017	Thursday	WORKDAY	0	7:48am			3:31pm			7.30	0.01			
03/03/2017	Friday	WORKDAY	0										ABSENT	
04/03/2017	Saturday	WORKDAY	0										ABSENT	
05/03/2017	Sunday	RESTDAY	0											
06/03/2017	Monday	OFFDAY	0							9.00				
07/03/2017	Tuesday	WORKDAY	0	7:56am			5:00pm			9.00				

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√=Excused

Nurul Ashikin binti Senik

Date	Weekday	Day Type	Schedule	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark
08/03/2017	Wednesday	WORKDAY	0	7:51am			5:01pm			9.00	0.01			
09/03/2017	Thursday	WORKDAY	0	7:53am			3:32pm			7.30	0.02		ABSENT	
10/03/2017	Friday	WORKDAY	0										ABSENT	
11/03/2017	Saturday	WORKDAY	0										ABSENT	
12/03/2017	Sunday	RESTDAY	0	7:53am			5:02pm			9.00	0.02			
13/03/2017	Monday	OFFDAY	0	7:55am			5:09pm			9.00	0.09			
14/03/2017	Tuesday	WORKDAY	0	7:55am			5:01pm			9.00	0.01			
15/03/2017	Wednesday	WORKDAY	0	7:54am			5:02pm			9.00	0.02			
16/03/2017	Thursday	WORKDAY	0	7:53am			3:32pm			7.30	0.02			
17/03/2017	Friday	WORKDAY	0										ABSENT	
18/03/2017	Saturday	WORKDAY	0										ABSENT	
19/03/2017	Sunday	RESTDAY	0	7:53am			5:03pm			9.00	0.03			
20/03/2017	Monday	OFFDAY	0	7:56am			5:02pm			9.00	0.02			
21/03/2017	Tuesday	WORKDAY	0	7:56am			5:01pm			9.00	0.01			
22/03/2017	Wednesday	WORKDAY	0	7:51am			5:00pm			9.00				
23/03/2017	Thursday	WORKDAY	0	7:55am			3:32pm			7.30	0.02			
24/03/2017	Friday	WORKDAY	0										ABSENT	
25/03/2017	Saturday	WORKDAY	0										ABSENT	
26/03/2017	Sunday	RESTDAY	0	8:04am			5:01pm			8.56	0.01	0.04		
27/03/2017	Monday	OFFDAY	0	7:58am			5:01pm			9.00	0.01			
28/03/2017	Tuesday	WORKDAY	0	7:54am			5:01pm			9.00	0.01			
29/03/2017	Wednesday	WORKDAY	0	7:51am			5:02pm			9.00	0.02			
30/03/2017	Thursday	WORKDAY	0	7:49am			3:32pm			7.30	0.02			
31/03/2017	Friday	WORKDAY	0										ABSENT	
01/04/2017	Saturday	WORKDAY	0										ABSENT	
02/04/2017	Sunday	RESTDAY	0	7:57am			5:02pm			9.00	0.02			
03/04/2017	Monday	OFFDAY	0	9:18am			5:01pm			7.42	0.01	1.18		
04/04/2017	Tuesday	WORKDAY	0	8:01am			5:03pm			8.59	0.03	0.01		
05/04/2017	Wednesday	WORKDAY	0	7:59am			5:01pm			9.00	0.01			
06/04/2017	Thursday	WORKDAY	0	7:45am			3:31pm			7.30	0.01			
07/04/2017	Friday	WORKDAY	0										ABSENT	
08/04/2017	Saturday	WORKDAY	0										ABSENT	
09/04/2017	Sunday	RESTDAY	0	7:52am			5:01pm			9.00	0.01			
10/04/2017	Monday	OFFDAY	0											
11/04/2017	Tuesday	WORKDAY	0	7:46am			5:01pm			9.00	0.01			

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√ =Excused

Date	Weekday	Day Type	Schedule	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark
12/04/2017	Wednesday	WORKDAY	0	7:51am			5:01pm			9.00	0.01			
13/04/2017	Thursday	WORKDAY	0	7:48am			3:31pm			7.30	0.01		ABSENT	
14/04/2017	Friday	WORKDAY	0										ABSENT	
15/04/2017	Saturday	WORKDAY	0										ABSENT	
16/04/2017	Sunday	RESTDAY	0	7:53am			5:00pm			9.00				
17/04/2017	Monday	OFFDAY	0	7:50am			5:01pm			9.00	0.01			
18/04/2017	Tuesday	WORKDAY	0	7:57am			5:01pm			9.00	0.01			
19/04/2017	Wednesday	WORKDAY	0	7:59am			5:03pm			9.00	0.03			
20/04/2017	Thursday	WORKDAY	0	7:49am			3:31pm			7.30	0.01			
21/04/2017	Friday	WORKDAY	0										ABSENT	
22/04/2017	Saturday	WORKDAY	0										ABSENT	
23/04/2017	Sunday	RESTDAY	0	7:55am			5:01pm			9.00	0.01			
24/04/2017	Monday	OFFDAY	0											
25/04/2017	Tuesday	WORKDAY	0	7:48am			5:02pm			9.00	0.02			
26/04/2017	Wednesday	WORKDAY	0	7:56am			5:01pm			9.00	0.01			
27/04/2017	Thursday	WORKDAY	0	7:51am			3:32pm			7.30	0.02			
28/04/2017	Friday	WORKDAY	0										ABSENT	
29/04/2017	Saturday	WORKDAY	0										ABSENT	
30/04/2017	Sunday	RESTDAY	0	7:54am			5:03pm			9.00	0.03			
01/05/2017	Monday	OFFDAY	0											
02/05/2017	Tuesday	WORKDAY	0	7:55am			5:03pm			9.00	0.03			
03/05/2017	Wednesday	WORKDAY	0	7:49am			5:02pm			9.00	0.02			
04/05/2017	Thursday	WORKDAY	0	7:56am			3:45pm			7.30	0.15			
05/05/2017	Friday	WORKDAY	0										ABSENT	
06/05/2017	Saturday	WORKDAY	0										ABSENT	
07/05/2017	Sunday	RESTDAY	0	7:55am			5:03pm			9.00	0.03			
08/05/2017	Monday	OFFDAY	0	7:49am			5:03pm			9.00	0.03			
09/05/2017	Tuesday	WORKDAY	0	7:45am			5:04pm			9.00	0.04			
10/05/2017	Wednesday	WORKDAY	0										ABSENT	
11/05/2017	Thursday	WORKDAY	0	7:48am			3:33pm			7.30	0.03			
12/05/2017	Friday	WORKDAY	0										ABSENT	
13/05/2017	Saturday	WORKDAY	0										ABSENT	
14/05/2017	Sunday	RESTDAY	0	7:47am			5:03pm			9.00	0.03			
15/05/2017	Monday	OFFDAY	0	7:51am			5:02pm			9.00	0.02			
16/05/2017	Tuesday	WORKDAY	0	7:52am			5:02pm			9.00	0.02			

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Date	Weekday	Day Type	Schedule	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark
17/05/2017	Wednesday	WORKDAY	0	7:29am			5:03pm			9.00	0.03			
18/05/2017	Thursday	WORKDAY	0	7:44am			3:33pm			7.30	0.03			
19/05/2017	Friday	WORKDAY	0										ABSENT	
20/05/2017	Saturday	WORKDAY	0										ABSENT	
21/05/2017	Sunday	RESTDAY	0	7:52am			5:04pm			9.00	0.04			
22/05/2017	Monday	OFFDAY	0	7:52am			5:05pm			9.00	0.05			
23/05/2017	Tuesday	WORKDAY	0	7:46am			5:04pm			9.00	0.04			
24/05/2017	Wednesday	WORKDAY	0	7:52am			5:04pm			9.00	0.04			
25/05/2017	Thursday	WORKDAY	0	7:50am			3:35pm			7.30	0.05			
26/05/2017	Friday	WORKDAY	0										ABSENT	
27/05/2017	Saturday	WORKDAY	0										ABSENT	
28/05/2017	Sunday	RESTDAY	0	7:51am			4:03pm			8.03	0.57			
29/05/2017	Monday	OFFDAY	0	7:48am			4:03pm			8.03	0.57			
30/05/2017	Tuesday	WORKDAY	0	7:47am			4:03pm			8.03	0.57			
31/05/2017	Wednesday	WORKDAY	0	7:44am			4:03pm			8.03	0.57			
01/06/2017	Thursday	WORKDAY	0	7:45am			2:39pm			6.39	0.51			
02/06/2017	Friday	WORKDAY	0										ABSENT	
03/06/2017	Saturday	WORKDAY	0										ABSENT	
04/06/2017	Sunday	RESTDAY	0	7:49am			4:03pm			8.03	0.57			
05/06/2017	Monday	OFFDAY	0	7:52am			4:04pm			8.04	0.56			
06/06/2017	Tuesday	WORKDAY	0	7:46am			4:03pm			8.03	0.57			
07/06/2017	Wednesday	WORKDAY	0	7:45am			4:04pm			8.04	0.56			
08/06/2017	Thursday	WORKDAY	0	7:42am			2:32pm			6.32	0.58			
09/06/2017	Friday	WORKDAY	0										ABSENT	
10/06/2017	Saturday	WORKDAY	0										ABSENT	
11/06/2017	Sunday	RESTDAY	0	7:47am			4:03pm			8.03	0.57			
12/06/2017	Monday	OFFDAY	0											
13/06/2017	Tuesday	WORKDAY	0	7:44am			4:05pm			8.05	0.55			
14/06/2017	Wednesday	WORKDAY	0	7:43am			4:03pm			8.03	0.57			
15/06/2017	Thursday	WORKDAY	0	7:45am			2:32pm			6.32	0.58			
16/06/2017	Friday	WORKDAY	0										ABSENT	
17/06/2017	Saturday	WORKDAY	0										ABSENT	
18/06/2017	Sunday	RESTDAY	0	7:45am			4:03pm			8.03	0.57			
19/06/2017	Monday	OFFDAY	0	7:43am			4:04pm			8.04	0.56			
20/06/2017	Tuesday	WORKDAY	0	7:48am			4:02pm			8.02	0.58			

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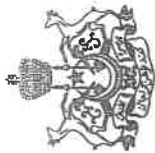
Weekday	Day Type	Schedule	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark
/06/2017 Wednesday	WORKDAY	0	7:51am			4:03pm			8.03		0.57		
/06/2017 Thursday	WORKDAY	0	7:49am									ABSENT	
/06/2017 Friday	WORKDAY	0										ABSENT	
/06/2017 Saturday	WORKDAY	0										ABSENT	
/06/2017 Sunday	RESTDAY	0											
/06/2017 Monday	OFFDAY	0											
/06/2017 Tuesday	WORKDAY	0										ABSENT	
/06/2017 Wednesday	WORKDAY	0										ABSENT	
/06/2017 Thursday	WORKDAY	0										ABSENT	
/06/2017 Friday	WORKDAY	0										ABSENT	
Type	Total Days	Present	Absent	Work	Overtime	Short							
DAY	108	61	47	490.38	2.15	10.22							
DAY	21	18		158.08	0.31	3.52							
DAY	21	16		139.53	0.47	4.07							
AY	150	95	47	788.39	3.33	18.21							
													47.000

ABSENT
ANNUAL
SICK
HOLIDAY
VACATION
UNPAID LEAVE
PTO (PAID TIME)

KEMATIATAN
CUTI REHAT

Supervisor /Date: Jabatan Kehakiman Syariah Negeri Kelantan
Nurul Ashikin binti Senik /Date:

OTHERS LETTER



كوتيهار و كاتستين
KOTA BHARU
KOTA BHARU

JABATAN KEHAKIMAN SYARIAH NEGERI KELANTAN
Kompleks Mahkamah Syariah,
Bandar Baru Tunjung, Jalan Posir Mas - Seior
15510 Kota Bharu, Kelantan.

Telefon : 09-748 2206
(DL) : 09-746 1512
Faks : 09-743 0476

Ruj. Kami : JKSNN.500-1/11/2
Bertarih : 20 Safar 1438H
Bersamaan : 20hb, November, 2016M

Ke Majlis,

Lecturer,
Industrial Training Coordinator (ISM),
Universiti Teknologi MARA Kelantan,
Bukit Ilmu, 18500 Machang,
Kelantan.

Tuan,

PERMOHONAN PENEMPATAN LATHAN INDUSTRI

Dengan segala hormatnya merujuk kepada surat tuan bil. 100-FPM(14/34) adalah berkaitan.

2. Sukacita dimaklumkan, Jabatan ini tiada halangan dan MELULUSKAN permohonan NURUL ASHIKIN BINTI SENIK, NO.PELAJAR : 2014943671 untuk menjalani latihan Industri di Jabatan ini bermula pada 01/02/2017 sehingga 30/06/2017. Pelajar akan ditempatkan di Unit ICT Jabatan (Aras 3).
3. Sehubungan dengan itu pelajar tuan dikehendaki melapor diri di Bahagian Pentadbiran (Aras 5), Kompleks Mahkamah Syariah Kelantan pada 01/02/2017 Jam 8.00 pagi.
3. Segala perhatian dan kerjasama tuan dalam perkara ini amatlah dihargai.

Sekian, terima kasih.

****SYARIAT ALLAH MEMBIMBING RAJA DAN RAKYAT SEPANJANG ZAMAN****
*****MEMBANGUN BERSAMA ISLAM****

(MOHD HAFIZ BIN DAUD)
Ketua Pendaftar,
b/p : KETUA HAKIM SYARIE
NEGERI KELANTAN.

s.k : 1) Fai Timbul
2) Puan Wan Faridah Hanum bt Wan Zahari (Pegawai Teknologi Maklumat)



جياتن كاكيمن شرعية نكري كلنتن
كوتبهارو كلنتن

JABATAN KEHAKIMAN SYARIAH NEGERI KELANTAN
Kompleks Mahkamah Syariah,
Bandar Baru Tunjung, Jalan Pasir Mas - Salor
15510 Kota Bharu, Kelantan.

Telefon : 09-748 2206
(DL) : 09-746 1512
Faks : 09-743 0476

Rujukan Kami : JKSKN 100 - 12/1/8 ()
Bertarikh : 19 Jamadil Awal 1438H
16 Februari 2017

Ke Majlis,

Muhammed Adlan Bin Muhammed Bukri, PPTM F29
Mohd Zamri Bin Mahmud, PPTM F29
Hasmidawate Binti Muhamad, PPTM FA29
Ahmad Reedza Bin Alias, JTK FT17
Nurul Ashikin Bt Senik
Nik Nursyahirah Bt Nik Zain
Zainudin Bin Idris

Tuan/Puan,

**JEMPUTAN SESI PEMBENTANGAN 1PELAJAR PRAKTIKAL: SISTEM PAPARAN INFO MAHKAMAH, SISTEM
PENGURUSAN LATIHAN, SISTEM PERMOHONAN PRAKTIKAL DAN VIDEO KORPORAT JKSN KELANTAN**

Merujuk perkara di atas, Tuan/Puan dijemput untuk menghadiri pembentangan/perbincangan bersama pelajar praktikal sepertimana berikut:

Tarikh : 01 MAC 2017 (Rabu)
Masa : 09.30 pagi – 12.00 tengah hari
Tempat : Bilik Mesyuarat Utama, Aras 6, Kompleks Mahkamah Syariah

2. Sesi ini diadakan untuk menyemak tugas yang dilaksanakan oleh para pelajar praktikal. Di samping itu, sesi perbincangan dan percambahan idea boleh membantu semua pihak dalam memantapkan perjalanan tugas tersebut.
3. Tuan/Puan DIWAJIBKAN hadir ke sesi pembentangan ini dan kedatangan tuan/puan didahului dengan ucapan terima kasih.

Sekian.

SYARIAT ALLAH MEMBIMBING RAJA DAN RAKYAT SEPANJANG ZAMAN*

SEMOGA ALLAH MELINDUNGI TUANKU DUNIA DAN AKHIRAT

Yang menurut perintah, |

(WAN FARIDAH HANUM
Pegawai Teknologi Maklumat
Jabatan Kehakiman Syariah Negeri Kelantan



جباتن كها كيمن شرعية نكري كلنتن
كوتيهارو كلنتن

JABATAN KEHAKIMAN SYARIAH NEGERI KELANTAN
Kompleks Mahkamah Syariah,
Bandar Baru Tunjung, Jalan Pasir Mas - Salor
15510 Kota Bharu, Kelantan.

Telefon : 09-748 2206
(DL) : 09-746 1512
Faks : 09-743 0476

Rujukan Kami : JKSKN 100 - 12/1/8 ()
Bertarikh : 10 Sya'aban 1438H
07 Mei 2017

Ke Majlis,

Sebagaimana LAMPIRAN A

Tuan/Puan,

JEMPUTAN KE SESI PEMBENTANGAN SIRI 3 PELAJAR PRAKTIKAL: SISTEM PAPARAN KES MAHKAMAH (SISPAM), SISTEM PENGURUSAN LATIHAN (E-COURSES MANAGEMENT SYSTEM) DAN SISTEM PERMOHONAN PRAKTIKAL (E-PRAKTIKAL)

Merujuk perkara di atas, Tuan/Puan dijemput untuk menghadiri pembentangan/perbincangan bersama pelajar praktikal sepertimana berikut:

Tarikh : 24 MEI 2017 (Rabu)
Masa : 09.30 pagi – 12.00 tengah hari
Tempat : Bilik Mesyuarat Utama, Aras 6, Kompleks Mahkamah Syariah

2. Sesi ini diadakan untuk menyemak tugas yang dilaksanakan oleh para pelajar praktikal ICT. Di samping itu, sesi perbincangan dan percambahan idea boleh membantu semua pihak dalam memantapkan perjalanan tugas tersebut.

3. Kehadiran tuan/puan didahului dengan ucapan terima kasih.

Sekian.

ISLAM DIJULANG, RAJA DIJUNJUNG, RAKYAT DISANJUNG*
SEMOGA ALLAH MELINDUNGI TUANKU DUNIA DAN AKHIRAT

UM BINTI WAN YAACOB)

Pegawai Teknologi Maklumat
Jabatan Kehakiman Syariah Negeri Kelantan



PERMOHONAN CUTI REHAT
(JABATAN KEHAKIMAN SYARIAH KELANTAN)

Kepada : PEGAWAI TEKNOLOGI MAKLUMAT

Saya pohon kebenaran cuti rehat selamahari mulai *daripada / pada...2/3/17 hingga
5/3/17.....

Catatan**

Nama Penuh : NURUL ASHIKIN BT SENIK
(PELAJAR PRAKTIKAL ICT)

Tarikh : 26/2/2017

Kepada : **KETUA PENDAFTAR**
Pegawai Yang Meluluskan Cuti
Permohonan cuti di atas *disokong

Tarikh : 2/3/2017.....

Permohonan cuti di atas *diluluskan / tidak diluluskan
Tandatangan Ketua Bahagian / Unit
WAN FARIDAH HANUM BINTI WAN YAACOB
Pegawai Teknologi Maklumat (F4+)
Jabatan Kehakiman Syariah
Negeri Kelantan

Tarikh

Tandatangan Ketua Pegawai Yang Meluluskan Cuti

Untuk Kegunaan Pejabat

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

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

Tarikh

b/p Pegawai Pentadbiran

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

Kepada
(Nama Pemohon)

Permohonan cuti tuan / puan diluluskan selama hari hingga
.....

Baki cuti rehat.....hari.....

b/p Pegawai Pentadbiran

Tandatangan Pemohon
Nama Pemohon: PELAIAR PRAKTIK (CT)
Tarikh: 2/4/2017

Kepada : KETUA PENDAFTAR
Pegawai Yang Meluluskan Cuti
Permohonan cuti di atas disokong / tidak disokong

Tarikh: 2/4/2017

Tandatangan RAHMAN HARTO
Pegawai Teknologi Maklumat (F44)
Jabatan Kehakiman Syariah
Negeri Kelantan

Tarikh

Tandatangan Ketua Pegawai Yang Meluluskan Cuti

Untuk Kegunaan Pejabat

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

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

Tarikh

b/p Pegawai Pentadbiran

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

Kepada

(Nama Pemohon)

Permohonan cuti tuan / puan diluluskan selama hari. hingga

Baki cuti rehat.....hari.

b/p Pegawai Pentadbiran

EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
- Thumbprint in	
- Draft fire system	
- E-course, e-practical online, queue number system.	
- when to library to find source about department.	
- Chief Attendance asks for help. to such as words. (twice)	
- Lunch hour (1 hour)	
- pray	
- Find template to website login to the user.	
- Discuss with supervisor the ideas of system.	
- Thumbprint out.	



**MAHKAMAH TINGGI SYARIAH KOTA BHARU
KELANTAN DARUL NAIM
09-7482206**

SLIP KEHADIRAN SULH

NAMES:

NO. KES MAL:

BICARA DITETAPKAN / DITANGGUHKAN PADA :

..... JAM 9.00 PAGI

**B/p Pendaftar
Mahkamah Tinggi Syariah
Kota Bharu, Kelantan.**



**Perhatian:-
Sila daftar kehadiran 10 minit sebelum perbicaraan**



UNIT TEKNOLOGI MAKLUMAT DAN KOMUNIKASI
JABATAN KEHAKIMAN SYARIAH KELANTAN
Kompleks Mahkamah Syariah Bandar Baru Tunjung

Borang Penyelenggaraan Pencegahan Perkakasan dan Perisian ICT

Bahagian A: Maklumat Am		
Nama Pengguna		Lokasi
Jawatan/Gred		Jabatan/Bahagian/Unit
Nó Telefon		Tandatangan
Bahagian B: Kemudahan Komputer Peribadi		
Jenis komputer pengguna	<input type="checkbox"/> Komputer Desktop <input type="checkbox"/> Komputer Riba	
Adakah pengguna mempunyai capaian Internet?	<input type="checkbox"/> Ya <input type="checkbox"/> Tidak	
Bahagian C: Jenis Perkakasan ICT		
Komputer		
Monitor		
Papan Kekunci		
Tetikus		
Pencetak		
Pengimbas		
Lain-lain		
Bahagian D: Penyelenggaraan		
Sila jalankan langkah-langkah berikut dalam turutan yang dinyatakan:		
D1.	Periksa semua peralatan ICT dan kabel	<input type="checkbox"/>
D2.	Aplikasi berikut telah diinstal: a) Anti Virus : Kaspersky / Lain-lain (Nyatakan: * Pastikan hanya satu (1) Anti Virus sahaja diinstal pada satu-satu komputer b) Defragler c) CCleaner	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
D3.	a) Lancarkan CCleaner untuk mengemaskan fail dan 'registry' b) Lancarkan Defragler untuk mengemaskan fail c) Lancarkan Anti Virus untuk mengesan virus	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
D4.	Scan segala thumbdrive pengguna menggunakan Anti Virus (jika ada)	<input type="checkbox"/>
D5.	Pastikan terdapat direktori bernama autorun.inf dalam thumbdrive	<input type="checkbox"/>

Catatan / Komen :

Saya telah menjalankan pemeriksaan penyelenggaraan yang telah diberikan mengikut prosedur yang ditetapkan.

Nama Juruteknik Komputer :

Tarikh :

Tandatangan :



JABATAN KEHAKIMAN SYARIAH NEGERI KELANTAN

BORANG PENGESAHAN KEHADIRAN

Nama Peserta :

Jabatan :

Kursus :

Tempat :

Tarikh :

Saya dengan ini mengesahkan bahawa saya * akan / tidak dapat menghadiri kursus yang disebutkan diatas.

Alasan tidak dapat menghadiri kursus:

.....
.....
.....

Tandatangan Peserta:

Tandatangan Ketua Pejabat:

.....

.....

()

()

* Sila potong mana yang TIDAK berkenaan.

Faks dan maklumkan pada Unit ICT di no faksimili: 09 – 7448206 selewat – lewatnya sebelum atau pada 2 April 2017.

LAPORAN PELAKSANAAN KURSUS BAGI TAHUN 2016

Kursus Pengurusan Rekod Secara In-House



Unit Latihan Dalaman Jabatan, Jabatan Kehakiman Syariah Negeri Kelantan telah menganjurkan Kursus Pengurusan Rekod Secara In-House dengan kerjasama Arkib Negara Malaysia Negeri Kelantan pada 7-9 Ogos 2016 bersamaan 04-06 Zulkaedah 1437H bertempat di Bilik Perpustakaan, Aras 5, Kompleks Mahkamah Syariah Negeri Kelantan, Bandar Baru Tunjung, Kota Bharu, Kelantan.

Kursus ini dihadiri 25 orang peserta yang terdiri daripada pegawai dan kakitangan kumpulan P & P dan Pelaksana dari pelbagai Unit/Bahagian di Ibu Pejabat Kompleks Mahkamah Syariah dan Mahkamah Rendah Syariah Jajahan yang terlibat secara langsung dengan pengurusan rekod di pejabat masing-masing.

Objektif kursus ini ialah untuk menambah pengetahuan peserta mengenai Pengurusan Rekod Kerajaan secara teori dan amali serta memberi kefahaman mengenai tugas mengendalikan fail dan rekod pada setiap peringkat sebagaimana Akta 629 Akta Arkib Negara 2003 dan juga pendedahan mengenai peruntukan undang-undang yang berkaitan dengan Pengurusan Rekod Kerajaan.

Kursus ini bermula jam 8.00 pagi didahului dengan ucapan aluan oleh Tuan Mohd Hafiz bin Daud, Ketua Pendaftar, Jabatan Kehakiman Syariah Negeri Kelantan. Ceramah pertama disampaikan oleh Encik Abdul Jabbar bin Mohamad Ridi, Pengarah Arkib Negara Malaysia Negeri Kelantan dengan tajuk Konsep Pengurusan Rekod, Aspek Perundangan Dalam Pengurusan Fail dan Rekod dan Penggunaan & Penyelenggaraan-Konsep Sistem Fail dan Pengelasan Fail pada hari pertama. Pada hari seterusnya, Encik Yahya bin Mamat, Pegawai Arkib Negara Negeri Kelantan telah menyampaikan ceramah dan membuat latihan amali Kaedah Pembukaan dan Penutupan Fail, Penyediaan Borang Pelupusan Rekod.

Kesimpulannya, objektif kursus untuk memberi kefahaman mengenai tugas pengurusan rekod kerajaan secara amali berjaya dilaksanakan dan semoga para peserta dapat mengaplikasikan ilmu yang divedok semasa 3 hari berkursus. Seterusnya, kursus ini diakhiri dengan ucapan penutup oleh Tuan Mohd Hafiz bin Daud, Ketua Pendaftar, Jabatan Kehakiman Syariah Negeri Kelantan.

**Unit Latihan Dalaman
Jabatan Kehakiman Syariah Negeri Kelantan**

Tarikh:
7-9 Ogos 2016 (Ahad -
Selasa)

Tempat:
Bilik Perpustakaan, Aras
5, Kompleks Mahkamah
Syariah Negeri Kelantan

Kumpulan Peserta:
Ketua Pendaftar
Penolong Pegawai Rekod Jabatan dan
Pembantu Rekod Jabatan
Penolong Akuntan
Penolong Pendaftar MTS/MRS Jajahan
Pembantu Tadbir MTS/MRS Jajahan
PRJ dan PTRJ BSK
Penolong Pegawai Tadbir
Setiausaha Pejabat
Pembantu Tadbir Kanan
Pembantu Operasi

Yeniatif Program:

07/08/2016 (Ahad)

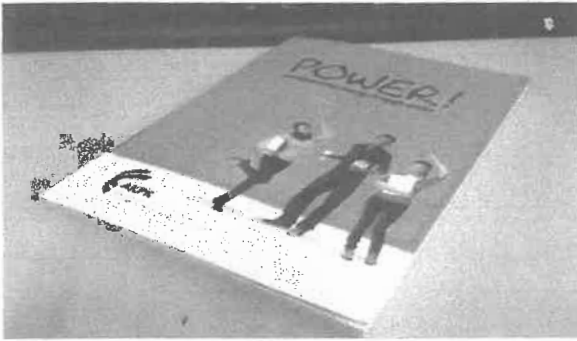
- 1) Konsep Pengurusan Rekod
- 2) Aspek Perundangan Dalam Pengurusan Fail dan Rekod
- 3) Penggunaan & Penyelenggaraan - Konsep Sistem Fail & Pengelasan Fail

08/08/2016 (Isnin)

- 1) Penggunaan dan Penyelenggaraan - Kaedah Pembukaan dan Penutupan Fail (Amali)
- 2) Program Polipesan Rekod

09/08/2016 (Selasa)

- 1) Penyediaan Borang Pelupusan Rekod (Amali)
- 2) Pemeliharaan & Keselamatan Rekod



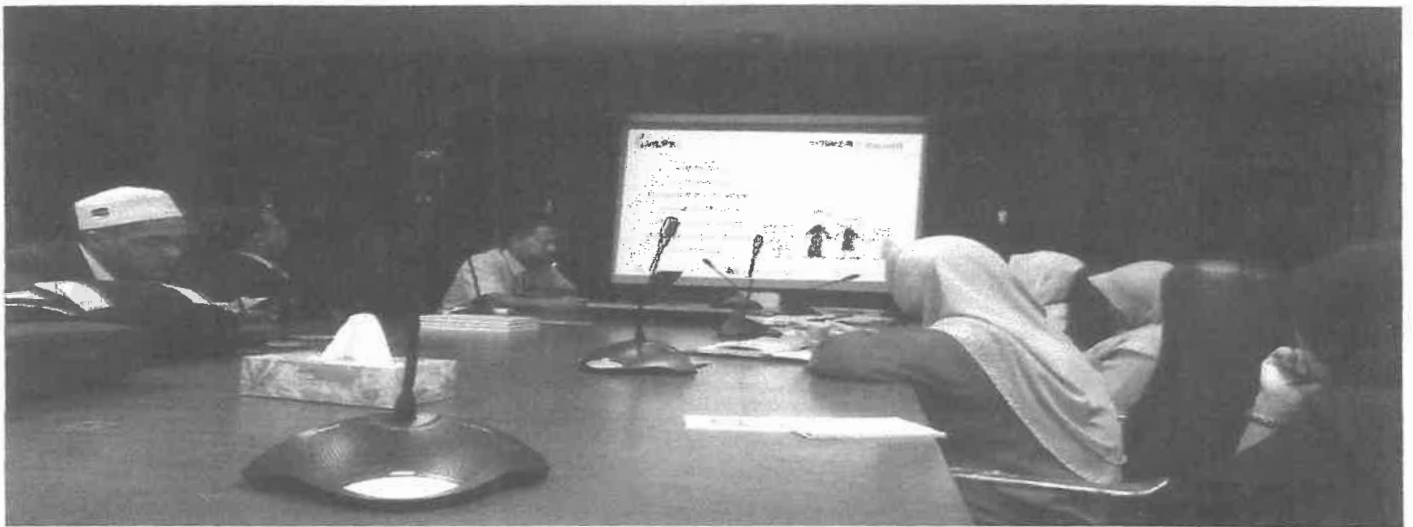
LAPORAN PELAKSANAAN KURSUS BAGI TAHUN 2016

Pada 10 Oktober 2016 bersamaan 09 Muharram 1438H telah berlangsung satu taklimat oleh Agensi Kaunseling dan Pengurusan Kredit (AKPK) bertajuk 'Starting and Raising Family' yang dikendalikan oleh Encik Nor Mazli Awang, Pegawai AKPK Cawangan Kota Bharu. Seramai 28 orang peserta hadir pada taklimat tersebut yang terdiri daripada Pegawai Kumpulan Pengurusan dan Profesional dan Pegawai dan Kakitangan Kumpulan Pelaksana bertempat di Bilik Mesyuarat, Aras 6, Kompleks Mahkamah Syariah Negeri Kelantan.

TAKLIMAT KAUNSELING DAN PENGURUSAN KREDIT SIRI 1

Taklimat yang dijadualkan bermula jam 9.00 pagi berjalan lancar dengan sambutan menggalakkan daripada peserta pada sesi soal jawab demi menambah pengetahuan dan tips-tips berhubung pengurusan kewangan dan kredit serta beberapa nasihat dan cadangan yang diberikan oleh penceramah kepada para peserta dalam menangani isu-isu kewangan semasa.

Ucapan aluan dan penutup oleh Tuan Mohd Hafiz bin Daud, Ketua Pendaftar, Jabatan Kehakiman Syariah Negeri Kelantan. Syabas kepada semua peserta yang terlibat, semoga mendapat manfaat dengan ilmu yang ditimba.



Unit Latihan Dalaman
Jabatan Kehakiman Syariah Negeri Kelantan

LOG BOOK

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
5/2/17 Tuesday	- Thumbprint in	
	- Puan Wan Faridah ask to make draft the system.	
	- Draft the system use handwritten.	
	- Find example of template, download.	
	- Lunch Hour (1 hour)	
	- Pray	
	- Continue, draft the system	
	- make user manual front page the system.	
	- e - course (e-kursus for staff)	
	- Visit library JKSN	
	- Thumbprint out	

6/2/2017

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
6/2/17 Wed	- Thumbprint in	
	- Draft the system	
	- E-course, e-practical online, queue number system,	
	- when to library to find source about department.	
	- Chief Attendance asks for help. the Such as words. (Twice)	
	- Lunch hour (1 hour)	
	- pray	
	- Find template to website login to the user.	
	- Discuss with supervisor the ideas of system.	
	- Thumbprint out.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
16/2/17	- Thumbprint in.	

CARTA PERBATUAN (GANTT CHART) TUGASAN PELAJAR PRAKTIKAL UNIT ICT : FEB 2017 - JUN 2017
 JABATAN KEHAKIMAN SYARIAH NEGERI KELANTAN

PERKARA	FEBRUARI				MARC				APRIL				MEI				JUN			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
1. Laporan di atas JKSN Kelantan - Unit ICT																				
2. Pembahagian kerja berkaitan sistem																				
iii. Sistem Papan Info Mahkamah																				
iii. Sistem Pengurusan Kursus/Latihan																				
iv. Sistem Permohonan Praktikal																				
iv. Video Korporat 2017																				
3. Kajian awalan (requirement analysis)																				
4. Rekabentuk sistem (diagram)																				
5. Pembangunan Sistem																				
6. Pengujian Sistem /Prototype																				
7. Kajian semula dan Pengemaskinian																				
8. Pembentangan																				
9. Pemasangan dan implementasi																				
10. Dokumentasi																				
11. Preventive Maintenance																				
12. Latihan Teknikal (rangkai/baikpulih komputer)																				

** Latihan Teknikal - (PIC): Reezda dan Hasmidawate
 ** Preventive Maintenance - PIC (Mohd Zamri)

WAN YAACOB
 ammat (F++)
 Jabatan Kehakiman Syariah
 Negeri Kelantan

16/2/2017

LOGO
WILAYAH

HOME

LOGO
JKSNK

SELAMAT DATANG
E-COURSES JKSNK

LOG MASUK

ID PENGGUNA

*Masukkan 12 digit No.MyKad tanpa '-'

KATA LALUAN

LOGIN

DAFTAR BARU

UNIVERSITI TEKNOLOGI MARA WAN FARIDA HANUM BINTI WAN YAACOB Pegawai Teknologi Maklumat (F44) Jabatan Kehakiman Syariah Negeri Kelantan									

LOGO
WILAYAH

LOGO
JKSNK

MAKLUMAT PEMOHON

MY KAD *
 GELARAN * - SILA PILIH-
 NAMA *
 JANTINA * -SILA PILIH-
 E-MAIL RASMI *
 JABATAN / BAHAGIAN * - SILA PILIH-
 ALAMAT *

NEGERI *
 BANDAR *
 POSKOD *
 JAWATAN SEMASA *

MAKLUMAT KETUA JABATAN
 NAMA *
 EMAIL RASMI *

HANTAR

UNIVERSITI TEKNOLOGI MARA PRACTICAL TRAINING LOG BOOK WAN FARIDA HANUM BINTI WAN YAACOB Pegawai Teknologi Maklumat (F44) Jabatan Kehakiman Syariah Negeri Kelantan									

LOGO
WILAYAH

LOGO
JKSNK

SENARAI KURSUS

NO	NAMA KURSUS	KATEGORI	STATUS
1	KURSUS E-SYARIAH (MODUL SULH)	TEK MAK DAN KOM	TUTUP
2	KURSUS ANIMASI KOMPUTER	TEK MAK DAN KOM	BUKA
3	KURSUS MULTIMEDIA	TEK MAK DAN KOM	BUKA
4	KURSUS "MICROSOFT WORDS"	TEK MAK DAN KOM	BUKA
5	KURSUS " KEYBOARD SHORTCUT"	TEK MAK DAN KOM	BUKA

Bila klik [BUKA] paparan maklumat kursus akan di paparkan. pengguna perlu klik [MOHON] untuk mohon kursus berkenaan. seterusnya klik [CETAK]

PENYELARAS KURSUS *
 NO.TELEFON *
 EMAIL *
 URUSETIA *
 NO.TELEFON *
 NO.FAX *

MOHON

CETAK

#Selepas klik mohon, terus terpapar nama pengguna akan mengikuti kursus

PENGESAHAN KEHADIRAN KURSUS

NAMA *
 MY KAD *
 NAMA KURSUS *
 TARIKH MULA *
 TARIKH TAMAT *

HADIR

TUTUP



23/2/2011



Praktikal
ICT

PERMOHONAN CUTI REHAT
(JABATAN KEHAKIMAN SYARIAH KELANTAN)

Kepada : **PEGAWAI TEKNOLOGI MAKLUMAT**

Saya pohon kebenaran cuti rehat selamahari mulai *daripada / pada...5/3/17 hingga
...5/3/17.....

Catatan**

Nama Penuh : NUKUL ASHIKIN BT SENIK
(PELAJAR PRAKTIKAL ICT)

Tarikh : 26/2/2017

Kepada : **KETUA PENDAFTAR**

Pegawai Yang Meluluskan Cuti

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

Tarikh : 2/3/2017.....

Permohonan cuti di atas *diluluskan / tidak diluluskan
Tandatangan Ketua Bahagian / Unit
WAN FARIDAH HANUM BINTI WAN YAACOB
Pegawai Teknologi Maklumat (F44)
Jabatan Kehakiman Syariah
Negeri Kelantan

Tarikh

Tandatangan Ketua Pegawai Yang Meluluskan Cuti

Untuk Kegunaan Pejabat

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

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

Tarikh

b/p Pegawai Pentadbiran

Nota: * Potong mana yang tidak berkenaan

** Keterangan mengenai cuti yang diambil

Kepada

(Nama Pemohon)

Permohonan cuti tuan / puan diluluskan selamahari. hingga
.....

Baki cuti rehat.....hari.

b/p Pegawai Pentadbiran

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
8/3/17 Wednesday	- Thumbprint In	
	- breakfast	
	- Update log book.	
	- Ask SV which is, Cikwan or miss Wen Faridah Hanum Ist wan yacob or discuss with her the system that given.	
	- SisPam, e-course & e-practical.	
	- Also, discuss the point or some title that we do not understand such as, "Bidang kuasa" field of work and "Bidang Tugas" job description.	
	- Lunch Hour	
	- edit, and search some words that need to explanation.	
	- meet kat na, asking about those works.	
	- Then, edit coding.	
	- Thumbprint Out.	

Wen Faridah Hanum

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
9/3/17 Thursday	- Thumbprint in	
	- Breakfast	
	- edit coding	
	- Make banner website, use adobe photoshop.	
	- Lunch (1 hour)	
	- Pray	
	- Some of staff at level 2, ask for help to edit table microsoft words: their name , kat tu .	
	- Give a little bit, explanation about how to create a better table at Microsoft words, or can use Microsoft excel.	
	- continue edit coding.	
	- Thumbprint Out.	

9/3/2017

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
14/3/17 Tuesday	- Thumbprint in - Breakfast (15 minutes)	
	- Edit coding - Chief registrar, ask to show the progress of the system to Nazirah, audit staff.	
	- At Library JKSNK. - with other staff, & of department IT at JKSNK.	
	- lunch hour (1 hour) - Pray	
	- Supervisor give task to make report, to send to auditor about system that develop at JKSNK.	
	- Submit Wednesday (15/3/2017) for check by supervisor before submit to auditor.	
	- Thumbprint out.	
WAN FARIDAH WANUM BINTI WAN YAACOB Pegawai Teknologi Maklumat (F44)		

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
15/3/17 Wednesday	- Thumbprint in - Breakfast	
	- Continue, make a report. - Check the report.	
	- Supervisor come to check report, all system that develop at JKSNK.	
	- lunch hour (1 hour) - Pray	
	- Edit, the report there are mistake.	
	- Thumbprint out	
WAN FARIDAH WANUM BINTI WAN YAACOB Pegawai Teknologi Maklumat (F44)		
Jabatan Kehakiman Syariah Negeri Kelantan		

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
3/4/2017 Monday	- Thumbprint In.	
	- I arrive late 1 hour, because weather, I have already inform to supervisor about my lateness.	
	- Enter court, Mahkamah Rendah Syariah II.	
	- Lunch hour (1 hour)	
	- Pray	
	- When to office supervisor to send logbook for checking and marks by supervisors.	
	- When to level 2, meet staff call "Abang Yie" ask about code case Mahkamah Tinggi III for system SISPAAM.	
	- Thumbprint Out.	
	MUHAMMAD ADLAN BIN MUHAMMAD BUKRI Penolong Pegawai Teknologi Maklumat (F29) Jabatan Kehakiman Syariah Negeri Kelantan.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
4/4/17 Tuesday	- Thumbprint In	
	- Late only 1 minutes.	
	- Edit coding connection.php, because there site error at line 7.	
	- Edit line 7 and refresh but still have error parse.	
	- Then try to edit at login-exec.php	
	- After user login, the courses will be display.	
	- Lunch hour (1 hour)	
	- Pray	
	- Drop database daftar, create again.	
	- To make sure when key in the data it is inside into database.	
	- Refresh the daftar, at the same step until the data were exit at database course field daftar.	
	- Thumbprint Out.	
	MUHAMMAD ADLAN BIN MUHAMMAD BUKRI Penolong Pegawai Teknologi Maklumat (F29) Jabatan Kehakiman Syariah Negeri Kelantan.	



**PERMOHONAN CUTI REHAT
(JABATAN KEHAKIMAN SYARIAH KELANTAN)**

Kepada : **PEGAWAI TEKNOLOGI MAKLUMAT**

Saya pohon kebenaran cuti rehat selamahari mulai *daripada / pada..... hingga
10/4

Catatan**

Nama Penuh : HURUL ASHIKIN BT SENIK
(PELAJAR PRAKTIKAL ICT)
Tarikh : 2/4/2017.

Kepada : **KETUA PENDAFTAR**

Pegawai Yang Meluluskan Cuti
Permohonan cuti di atas *disokong / tidak disokong

Tarikh : 2/4/2017

Tandatangan / Unit
SITI WAN YATIOS
Pegawai Teknologi Maklumat (F44)
Jabatan Kehakiman Syariah
Negeri Kelantan

Tarikh

Tandatangan Ketua Pegawai Yang Meluluskan Cuti

Untuk Kegunaan Pejabat

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

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

Tarikh

b/p Pegawai Pentadbiran


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


Kepada
(Nama Pemohon)

Permohonan cuti tuan / puan diluluskan selamahari. hingga
.....

Baki cuti rehat.....hari.

b/p Pegawai Pentadbiran

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
11/4/17 Tuesday	- Thumbprint In	
	- Update log book.	
	- Edit coding, page courses.php.	
	- Lunch hour (1 hour)	
	- Preparing for presentation tomorrow.	
	12/4/17, Wednesday	
	2.30pm until 4.00pm.	
	- Thumbprint out	
		
	MUHAMMED ADLAN BIN MUHAMMED BUKRI Penolong Pegawai Teknologi Maklumat (F29) Jabatan Kehakiman Syariah Negeri Kelantan	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
12/4/17 Wednesday	- Thumbprint In.	
	- Preparing for presentation this evening.	
	- Show user pages for only, because admin pages not complete. yet.	
	- Presentation begin 2.30pm until 4.00pm at meeting room.	
	- Panel most of IT Staff	
	IT JKSNK.	
	got a star for presentation.	
	- I have discussion with Mrs. Novhasliza Muhammad	
	Nov, which is staff ICT were will handle the system of e-courses.	
	- Thumbprint out	
		
	MUHAMMED ADLAN BIN MUHAMMED BUKRI Penolong Pegawai Teknologi Maklumat (F29) Jabatan Kehakiman Syariah Negeri Kelantan	



جباتن كحاكيمان شرعية نكري كلنتن
كوتبهارو كلنتن

JABATAN KEHAKIMAN SYARIAH NEGERI KELANTAN
Kompleks Mahkamah Syariah,
Bandar Baru Tunjung, Jalan Pasir Mas - Salor
15510 Kota Bharu, Kelantan.

Telefon : 09-748 2206
(DL) : 09-746 1512
Faks : 09-743 0476

Rujukan Kami : JKSKN 100 - 12/1/8 ()
Bertarikh : 07 Rejab 1438H
04 April 2017

Ke Majlis,

Muhammed Adlan Bin Muhammed Bukri, PPTM F29
Mohd Zamri Bin Mahmud, PPTM F29
Hasmidawate Binti Muhamad, PPTM FA29
Ahmad Reedza Bin Alias, JTK FT17
Nurul Ashikin Bt Senik
Nik Nursyahirah Bt Nik Zain
Zainudin Bin Idris

Tuan/Puan,

**JEMPUTAN SESI PEMBENTANGAN SIRI 2 PELAJAR PRAKTIKAL: SISTEM PAPARAN KES MAHKAMAH (SISPAM),
SISTEM PENGURUSAN LATIHAN (E-COURSES MANAGEMENT SYSTEM) DAN SISTEM PERMOHONAN
PRAKTIKAL (E-PRAKTIKAL)**

Merujuk perkara di atas, Tuan/Puan dijemput untuk menghadiri pembentangan/perbincangan bersama pelajar praktikal sepertimana berikut:

Tarikh : ¹² ~~13~~ APRIL 2017 (^{RABU} ~~Khamis~~)
Masa : 09:30 pagi - 12:00 tengah hari 2-30ptg - 4ptg.
Tempat : Bilik Mesyuarat Utama, Aras 6, Kompleks Mahkamah Syariah

2. Sesi ini diadakan untuk menyemak tugasan yang dilaksanakan oleh para pelajar praktikal. Di samping itu, sesi perbincangan dan percambahan idea boleh membantu semua pihak dalam memantapkan perjalanan tugasan tersebut.


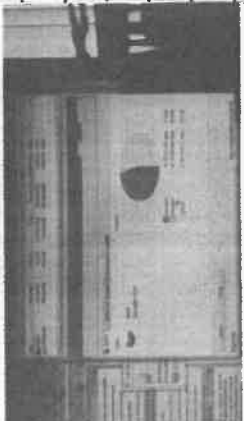

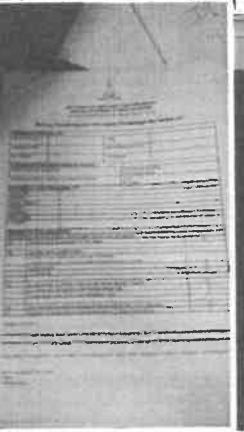
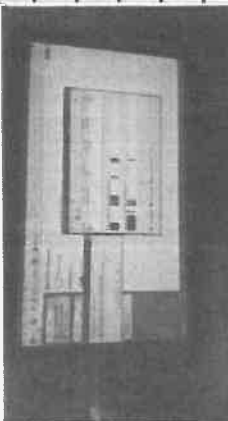
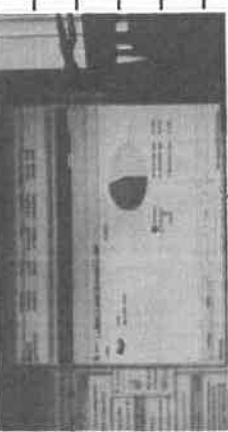
3. Tuan/Puan DIWAJIBKAN hadir ke sesi pembentangan ini dan kedatangan tuan/puan didahului dengan ucapan terima kasih.

Sekian.

***ISLAM DIJULANG RAJA DIJUNJUNG RAKYAT DISANJUNG**
*SEMOGA ALLAH MELINDUNGI TUANKU DUNIA DAN AKHIRAT***

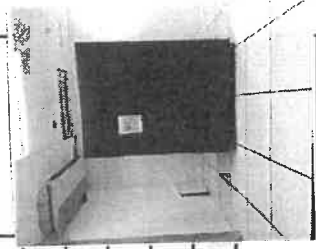
M BINTI WAN YAACOB)


Pegawai Teknologi Maklumat
Jabatan Kehakiman Syariah Negeri Kelantan

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
24/4/17 Monday	     	
	<ul style="list-style-type: none"> - Public Holiday - 	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
25/4/17 Tuesday	<ul style="list-style-type: none"> - Thumbprint In - Breakfast (15 minutes) 	
	<ul style="list-style-type: none"> - I have edit the index.php page for better design. - Change the background white to solid color. - I have edit so next page, which is the 'daftar' to same the background. - Lunch hour - Pray - I have continue to edit both page to make sure, it look user were friendly with page. - Thumbprint Out 	
	MUHAMED ADLAN BIN MUHAMED BUKRI Penolong Pegawai Teknologi Maklumat (F29) Jabatan Kenakiman Syariah Negeri Kelantan.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
15/5/17	- Thumbprint in	
Monday	- Breakfast	
	- After breakfast edit some coding.	
	- Continue edit the coding.	
	- Then, I went to server room, with others practical student.	
	Encik Muhamad Adlan is the assistant of IT bring us went to server room JKSNK.	
	- He explain, why about server room. Server room were located near office our supervisor.	
	Puan Wan Faridah Hanum wan Yaacob.	
	- Server room, must in condition cool because to protect the server. Also, raised floor has about 2 feet of people space, below the files, because provide a good mechanism for network cabling, power distribution and air conditioning.	



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	- Fov backup if server down, there are no backup at JKSNK, The backup only at headquarters at JKSM.	
	- Fov reset about 30 second shutdown	
	- Network interface card (NIC) a device that allows a computer or other devices to connect to a network through the media.	
	- Fov Data network, server JKSNK	
	the options, hi-availability, UPS, UPS stand for universal Power Supply.	
	← This is for server for network wifi which is from TM.	
		
	This is the step in front of server door. The procedure check the server.	



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	- Today, I have presentation with staff ICT and others staff which use we used the system.	
	- As usual, presentation will do at level 6, meeting room.	
	- Firstly, start with Nik Nurjannah bt Nik Zain system about SISPAW - display the place for information clients.	
	- Then the second presented is the Zainudin Bin Idnis. The system is about ePRACTICAL. For student practical that will apply ^{interview} practice at JENK.	
	- Last Presenter is me, I'am present about e-course for staff registry course and attendance.	
	- During our presentation, there are staff from Suk, Puan Khadijah come to audit, during our presentation.	
	- For my turn, at my part there a lot of comment from Encik Adlan Encik Zamri and everyone.	It's okay, all comments - to improve your system n.v
	- One of the comments, flow the course registration. Should have appear name after registration.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	- For login, should have confirmation password. For security.	Yes.
	- Then, standardized the font and language. Only Bahasa Melayu. There are mistake language at page after save record.	for security needs.
	- Based on Encik Adlan said, the attendance especially, staff just come to log in their Id number during the courses.	
	- Then, only open course that will happen at that day. After that, lock the date and place.	
	- Based on Puan Wan Faridah, the system should can add, edit, delete for admin.	
	- For my system, there are mistake arrangement because not finish 90%. Still in progress.	
	- Encik Zamri ask to see him for check my database.	
	- Last we have some remark.	
	- Thumbprint Out.	



UNIT TEKNOLOGI MAKLUMAT DAN KOMUNIKASI
JABATAN KEHAKIMAN SYARIAH KELANTAN
Kompleks Mahkamah Syariah Bandar Baru Tunjung

Borang Penyelenggaraan Pencegahan Perkakasan dan Perisian ICT

Bahagian A: Maklumat Am		
Nama Pengguna		Lokasi
Jawatan/Gred		Jabatan/Bahagian/Unit
No Telefon		Tandatangan
Bahagian B: Kemudahan Komputer Peribadi		
Jenis komputer pengguna	<input type="checkbox"/> Komputer Desktop <input type="checkbox"/> Komputer Riba	
Adakah pengguna mempunyai capaian Internet?	<input type="checkbox"/> Ya <input type="checkbox"/> Tidak	
Bahagian C: Jenis Perkakasan ICT		
Komputer		
Monitor		
Papan Kekunci		
Tetikus		
Pencetak		
Pengimbas		
Lain-lain		
Bahagian D: Penyelenggaraan		
Sila jalankan langkah-langkah berikut dalam turutan yang dinyatakan:		
D1.	Periksa semua peralatan ICT dan kabel	<input type="checkbox"/>
D2.	Aplikasi berikut telah diinstal:	
	a) Anti Virus : Kaspersky / Lain-lain (Nyatakan: _____) * Pastikan hanya satu (1) Anti Virus sahaja diinstal pada satu-satu komputer	<input type="checkbox"/>
	b) Defraggler	<input type="checkbox"/>
	c) CCleaner	<input type="checkbox"/>
D3.	a) Lancarkan CCleaner untuk mengemaskan fail dan 'registry'	<input type="checkbox"/>
	b) Lancarkan Defraggler untuk mengemaskan fail	<input type="checkbox"/>
	c) Lancarkan Anti Virus untuk mengesan virus	<input type="checkbox"/>
D4.	Scan segala thumbdrive pengguna menggunakan Anti Virus (jika ada)	<input type="checkbox"/>
D5.	Pastikan terdapat direktori bernama autorun.inf dalam thumbdrive	<input type="checkbox"/>

Catatan / Komen :

Saya telah menjalankan pemeriksaan penyelenggaraan yang telah diberikan mengikut prosedur yang ditetapkan.

Nama Juruteknik Komputer :

Tarikh :

Tandatangan :

