

UNIVERSITI TEKNOLOGI MARA  
FACULTY OF ADMINISTRATIVE SCIENCE AND POLICY STUDIES

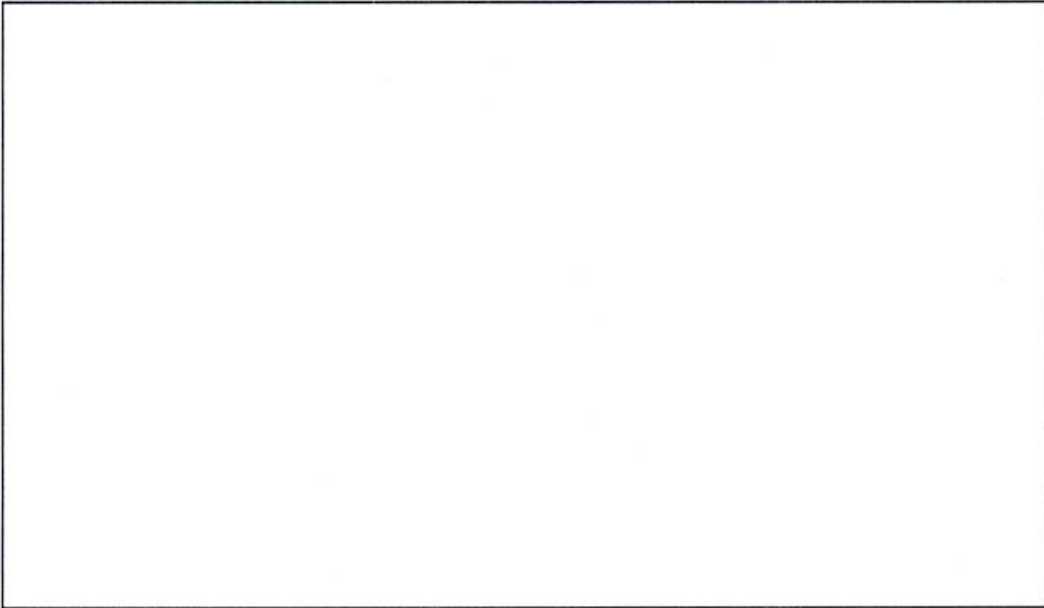


PRACTICAL TRAINING REPORT  
LAND AND DISTRICT OFFICE OF PASIR MAS, KELANTAN

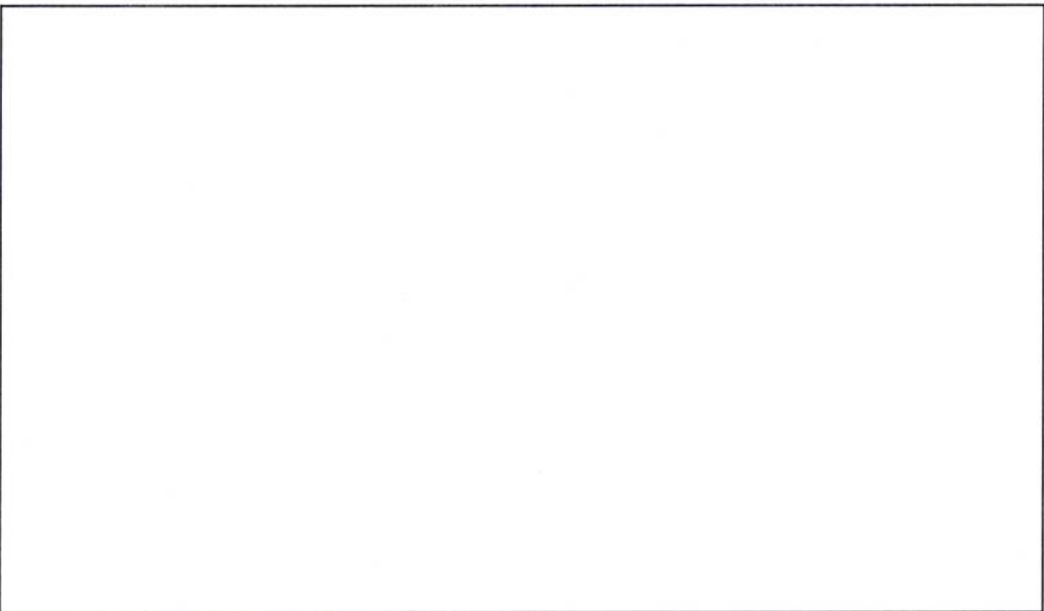
NUR SALEHAH BINTI JAMALUDIN  
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JUNE 2016

**SUPERVISOR'S COMMENTS**

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**MODERATOR'S COMMENTS**

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**CLEARANCE FOR SUBMISSION OF THE PRACTICAL REPORT BY THE SUPERVISOR**

Name of supervisor : DR. NADRAWINA BT ISNIN

Title of Practical Report : LAND AND DISTRICT OFFICE OF PASIR MAS,  
KELANTAN

Name of Student I : NUR SALEHAH BINTI JAMALUDIN

I have reviewed the final and complete practical report and approve the submission of this report for evaluation.

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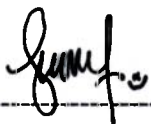
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## THE DECLARATION

### Declaration

I hereby declare that the work contained in this practical report is my own except those which have been duly identified and acknowledged. If I were later found to have committed plagiarism or other forms of academic dishonesty, action can be taken against me under the Academic Regulations of UiTM's.

Signed,



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Name: Nur Salehah binti Jamaludin

## **ACKNOWLEDGEMENT**

Assalamualaikum ,

Alhamdulillah, thank to Allah for always being with me and give me the good health during the period of industrial training. Appreciation and gratitude addressed to the District Officer, Land and District Office of Pasir Mas, Kelantan which is Dr. Haji Che Hamat Bin Che Muda and my supervisor, Encik Mohd Sani Bin Yahya for giving me the opportunity to complete my practical training for 8 week is equivalent to 2 month in the office.

I deeply appreciated to the cooperation of the members at Land and District Office of Pasir Mas has provided the good learning. A lot of thanks to all office staff involved in my training at the office. In more specific, I would like to thank to all the staff at the administration unit that provide a lot of guidance, cooperation and constructive criticism with regard to lessons learned at Universiti Teknologi Mara (UiTM) . Surely, I was not able to carry out my duties and responsibilities with good and quality work without guidance from them.

I also would like to thank the Universiti Teknologi Mara (UiTM) Sarawak, especially to the lecturers at the Faculty of Administrative Science and Policy Studies, and my industrial training supervisor namely Dr. Nadrawina Isnin that help me a lot in the completion of the final report. Do not forget also to my parents that give me a lot of support and motivation during my practical training. Thanks to their prayers and encouragement that makes me completed my practical training successfully.

I hope that all the lessons that I have learned in the organization can be used in the future. Only Allah S.W.T is able to repay all sacrifice from staffs of the Land and District Office of Pasir Mas and all parties involved directly and indirectly, which has giving me a lot of help during this training period.

Thank you,

Nur Salehah binti Jamaludin

Bachelor of Administrative Science (Honours)

Faculty of Administrative Science & Policy Studies

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## CHAPTER 1

### INTRODUCTION

#### 1.1 Introduction of Industrial Training

Industrial training is a compulsory component of the curriculum which aims to expose the students to the real work environment. It is main component in the Bachelor of Administrative Science syllabus at Universiti Teknologi Mara (UiTM). The technical and non-technical outcomes of the course may be assessed and evaluated through this industrial training. The internship periods for degree's students in Administrative Science course were given 8 weeks. This industrial training is start from 20 January 2016 until 16 March 2016 according to the states. Industrial training is carried out by last year student of UiTM on the semester 5. So, along the practical training can let students to expose to the reality and challenging of industry working environment.

Industrial training program intend to provides student pre-professional working experience, where students are assigned with specific tasks and responsibilities. It also be should relevant to a student's personal career of interests and academic courses, which served as a bridge between university and the world of industrial. Industrial trainings are the place that provides the students with the skills and add values that will help them after entering the world of occupation. Throughout the industrial training duration, each student is supervised by two supervisors. One of the supervisors is assigned by Department of

Administrative Science and the other supervisor is from the respective organization. Both supervisors will evaluate and assess the student's performances during industrial training.

## **1.2 Objectives of Industrial Training**

The general objectives of the training industry are:

- To expose students to the work environment and a real environment.
- To practice the theory learned at university in the making and solve real-world problems related to the field their specialization.
- To give exposure to knowledge and developments in administration adopted the latest in the industry.
- To develop and bridge the network and collaboration between the universities and industry.

## **1.3 Goal of Industrial Training**

The specific objectives of industrial training are to give students the opportunity to:

- Understand and promote responsible behavior in the workplace that real.
- Gain appropriate industry experience in the field of specialization respectively.
- Appreciate the value of professional ethics.
- Soft skills that is appropriate to the environment employment.
- Enhance their communication skills.

## **1.4 Industrial Training Scope**

The scope of Practical Training includes:

- Experience in various line of work through guided tasks such as office administration, file management, development, resource management and process flow.
- Exposure in management and administration aspects including acquiring overall understanding about processes and operations in administration.
- Involvement in positive activities within the organization.

## **1.5 Organization Background**

### **1.5.1 Introduction of Land and District Office of Pasir Mas, Kelantan**

Land and District Office of Pasir Mas, Kelantan starts the operations on June 3, 2013. It is located at Kompleks Apam Putra, Lubok Jong, 17000 Pasir Mas, Kelantan. Apam Industrial Area, Pasir Mas had planned for implementation by the State Authority (PBN) to move and accelerate economic growth in these district. In 1991, the State Government has approved a site of 129 acres 50 fathoms to progress as industrial area, especially for Small and Medium Industries (SMIs). The industrial area is located approximately 8 kilometer from the Pasir Mas town, 14 kilometer from Pekan Rantau Panjang and 600 meter from “Bandar Baru Pasir Mas”. Land office of Pasir Mas is next to the Pasir Mas District Council, which also operates on the same date.

The components are available here:

(I) 38 Industrial lot : 92 acres 499 fathoms

(II) Recreational park : 18 acres

(III) Mosque : 2 acres 870 fathoms

(IV) Road : 16 acres 140 fathoms



**Figure 1.1:** Main entrance of Land and District Office of Pasir Mas, Kelantan.

Figure 1.1 shows the main entrance of Land and District Office of Pasir Mas, Kelantan.



**Figure 1.2:** Lobby / Counter Service

Figure 1.2 shows the counter services of Land and District Office of Pasir Mas, Kelantan.

**1.5.2 Goals, Vision, Mission and Objectives of Land and District Office of Pasir Mas, Kelantan**

**1.5.2.1 Goal**

Towards EFFICIENT WORK CULTURE with a CLEAN and FAIR ENVIRONMENT for CUSTOMER SATISFACTION.

**1.5.2.2 Vision**

To become a leading institution in providing high quality services in the era of technology and globalization by year 2020.

### **1.5.2.3 Mission**

Managing and administer the Land and District matters to achieve balanced development and always provide sustainable services and customer friendly.

### **1.5.2.4 Objective**

1. Provide a clean, efficient and trust services to the people.
2. Determine administration management of matters relating to religious, social, cultural is managed as well as possible as the state government's policy of "Islam as Addin".
3. Determine the administration and development of land in the district was conducted by the National Land Code, as well as the policies decided at the state level efficiently and effectively.
4. Establishing a colony that developed through the implementation of community development with physically and spiritually.
5. Make the colony as a center for collecting data and information and create an independent and dynamic people.

### 1.5.3 Official Logo of Land and District Office of Pasir Mas, Kelantan



**Figure 1.3** : Logo of Land and District Office of Pasir Mas, Kelantan.

Figure 1.3 shows the logo of Land and District Office of Pasir Mas, Kelantan.

PURPLE	Official Colour of Land and District Office of Pasir Mas, Kelantan.
RED	Flag Colour of Kelantan.

### 1.5.4 5S Program



**Figure 1.4** : 5s Program

Figure 1.4 shows the logo of “5s Program” that had been applied at Land and District Office of Pasir Mas, Kelantan.

### **1.5.5 Core Business and Function of Land and District Office of Pasir Mas, Kelantan**

Among the divisions in the Land Office of Pasir Mas is:

#### **1.5.5.1 Administration unit**

- i. Manage the administrative and financial effectively and efficiently in order to improve the quality of administrative management.
- ii. Supervise staff discipline and process to disciplinary action.
- iii. Manage all holidays, preparing and processing documents for retirement.
- iv. Coordinate courses, seminars and workshops to enhance understanding of the policies and regulations while working.
- v. Coordinate the annual performance evaluation and human resource management panel (HRDC).
- vi. Manage Punch Card system.
- vii. Registration "confidential" letters.
- viii. Delivery of internal and external correspondence.
- ix. Managing and maintenance office equipment.
- x. Managing phone service.
- xi. The payment of staff salaries.
- xii. The payment of travel claims / overtime.
- xiii. Managing amendments or additional expenditure allocated.
- xiv. Managing the preparation of income tax returns.
- xv. Managing vot book.
- xvi. Managing books salaries.
- xvii. Managing the purchase of goods and office equipment.



- xviii. Managing and maintenance of the form list of capital assets or inventory books and office supplies.
- xix. Managing and maintenance of capital assets.
- xx. The recruitment of staff.

#### **1.5.5.2 Development unit**

- i. Design development work.
- ii. Implement small development projects.
- iii. Coordinate small projects development.
- iv. Monitoring and evaluating development work.
- v. Tell the leaders of the projects that have been approved.
- vi. Determine whether the project could be implemented through direct purchase or a quote or so.
- vii. If the direct purchase can be done, the project can be commenced or consultation, to ensure that wholesalers or suppliers.
- viii. Implementation of a project depends on its importance at a time, request changes to be made before other projects implemented.
- ix. Projects to be implemented depending on the cost of the approved.
- x. Add the cost of the project is only possible if the additional allocation approved.

#### **1.5.5.3 Land and Disposal unit**

- i. Application for surrender of land ownership.
- ii. Simultaneous application of subdivision and change of land condition.
- iii. Application to change conditions, subdivision or part of the land.

- iv. Processing applications for conversion of land use from agriculture to industry.
- v. Alienation of land under the Land Act.
- vi. Processing applications for subdivision or division.
- vii. The alienation of land and handing back land for development purposes on land owned.

#### **1.5.5.4 Registration unit**

- i. Register land titles.
- ii. Sign up and non-business transactions.
- iii. Receiving instruments and non-business transactions.
- iv. Check the documents to determine eligibility for registration in accordance with laws and regulations.
- v. Make a note of the registration documents of title memorial list on the computer.
- vi. Prepare and register temporary and permanent ownership title.
- vii. Provide official search certificate and private search for land.
- viii. Check and bind documents of title, instruments and non-business transactions.

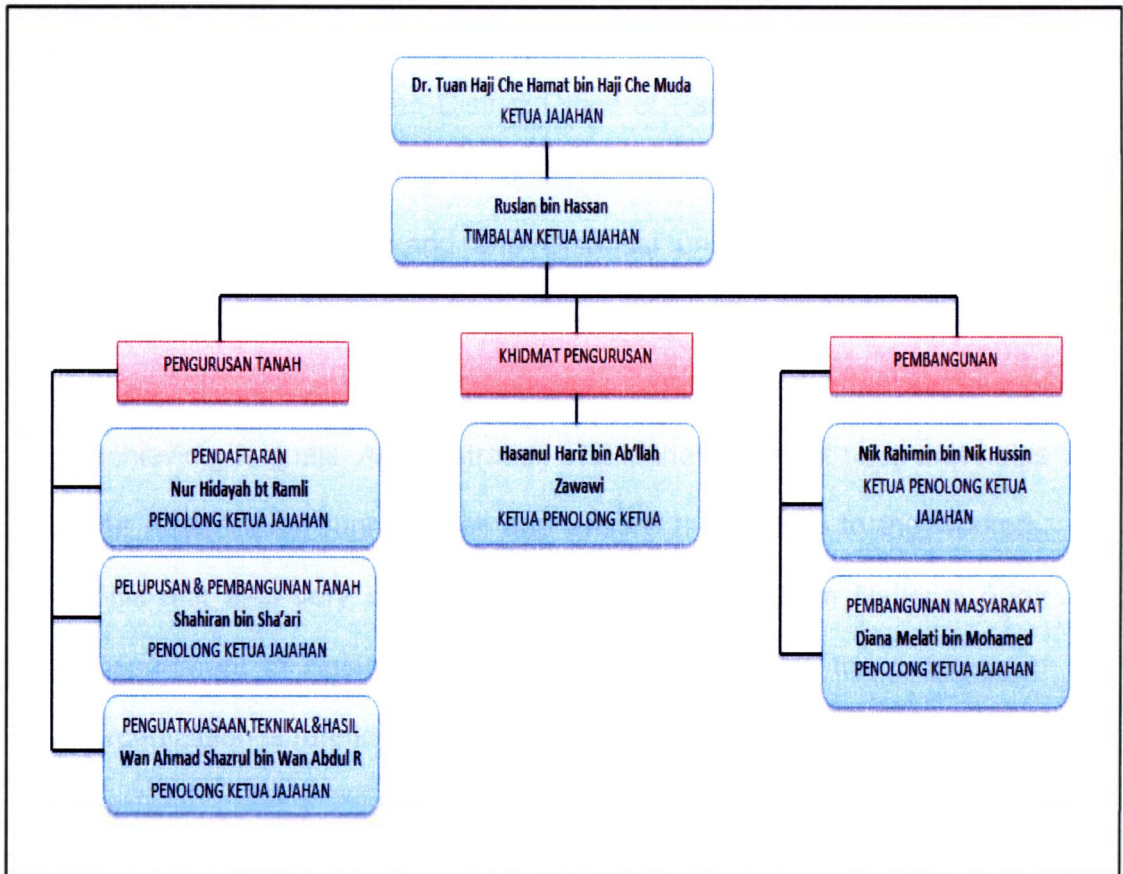
#### **1.5.5.5 Revenue unit**

- i. Coordinate, collect revenue in a way more effective.
- ii. Smooth running of the payment system of taxes / local results.
- iii. Coordinate monthly revenue collection reports
- iv. Gathering information on the ground for the purpose of monitoring.
- v. Policy formulation and planning annual collection of land revenue.

#### **1.5.5.6 Technical unit**

- i. Making land evaluation for transactions and non-land transactions.
- ii. Conducting investigations and the preparation of reports for Applications for industrial / construction / agriculture / on land owned / government.
- iii. Law enforcement against intrusion / encroachment on State land illegally under Section 425 of the National Land Code 1965.
- iv. Making enforcement of transfer activities rocks without permission.
- v. Monitoring and enforcement of violation of land use.
- vi. Investigate and report involving public complaints related to land.
- vii. Checking the pre-count that coincides with the plan approved by the State Authority.

### 1.5.6 Organization Chart of Land Office of Pasir Mas



**Figure 1.5:** Organizational Chart of Land and District Office of Pasir Mas, Kelantan.

The figure 1.5 shows the organizational chart of Land and District Office of Pasir Mas, Kelantan.

## **1.6 Administration Unit**

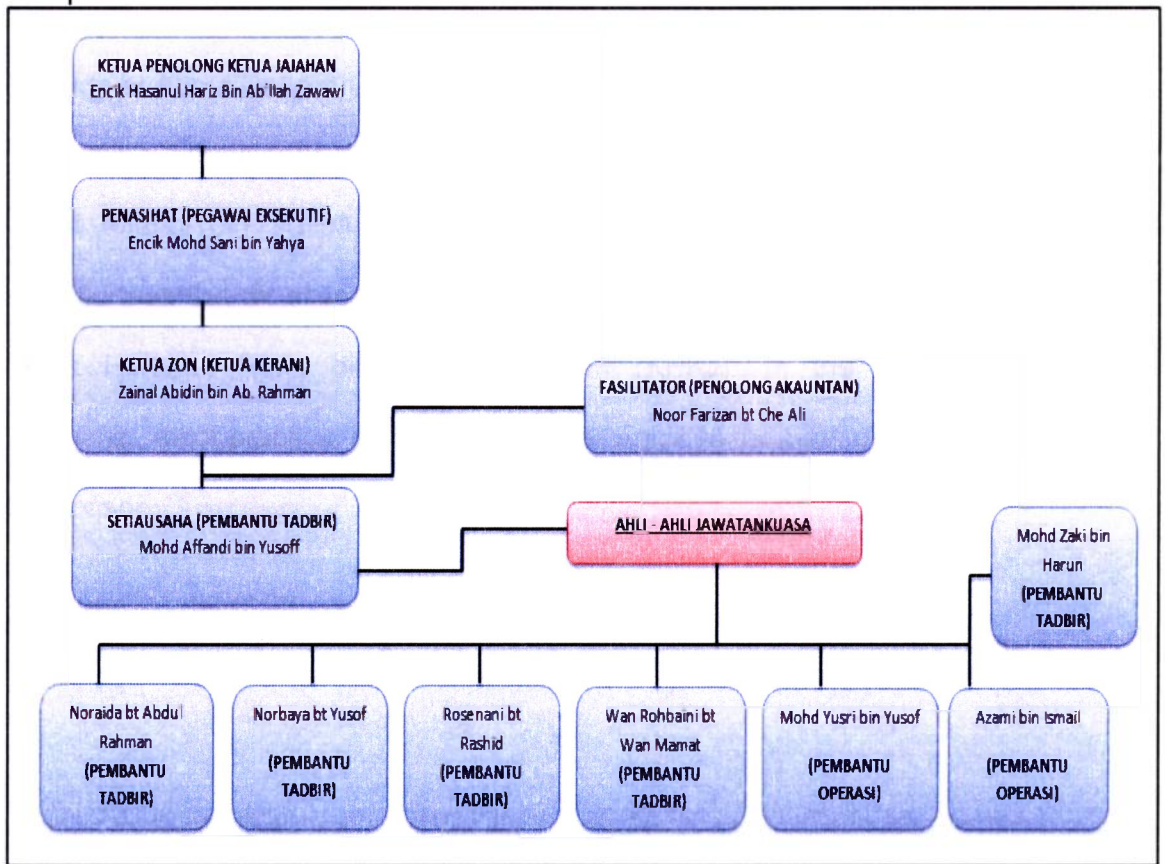
Administration unit also known as “Unit Khidmat Pengurusan” is one of the unit under Land and District Office of Pasir Mas, Kelantan . Land office consist of six units including Administration unit, Development unit, Technical unit, Land and Disposal unit, Registration unit and Revenue unit. Overall, administration unit consisted of 12 staffs and a group of practical students that work together under the same roof achieving its goals. Administration unit is the important units that helps the organization running well and ensure the welfare to the workers. This unit also very busy and tough during audit from National Audit Department of Kelantan because they must ensure the progress of organization is running well.

### **1.6.1 Objective of Industrial Training at Administration unit.**

I have been placed in administration unit at Land and District Office of Pasir Mas, Kelantan. During internship for 8 weeks, there are objectives from this training that can be adapted:

- Improve the communication skills and can do more than one works.
- Learned in management files.
- Learn how to manage a tough situation with unexpected people.
- Learned how to answer a question from people by the phone call (Operator).
- Built cooperation between staffs and other practical students in administration unit.

## 1.6.2 Organization Chart of Administration Unit



**Figure 1.6:** Organizational Chart of Administration unit.

The figure 1.6 shows the Organizational chart of Administration unit at Land and District Office of Pasir Mas, Kelantan.

Based on the figure 1.6, the top one at Administration unit is known as Chief Assistant District Officer that is Encik Hasanul Hariz Bin Ab'illah Zawawi. Meanwhile, Chief Assistant District Officer is helped by Executive Officer and Accountant Assistant which is being the importance person at administration unit which are Encik Mohd Sani Bin Yahya and Puan Noor Farizan bt Che Ali . Besides, the positions as Chief Clerk is Encik Zainal

Abidin bin Ab. Rahman. Encik Zainal is helped by a few of staffs under him which is Encik Azami bin Ismail and Encik Mohd Yusri bin Yusof as Operation Assistant and consists of six Assistant Administrative Officer which are Puan Noraida bt Abdul Rahman, Puan Rosenani bt Rashid, Puan Norbaya bt Yusof, Puan Wan Rohbaini bt Wan Mamat, Encik Mohd Zaki bin Harun and Encik Mohd Affandi bin Yusoff. Each of staffs managed the different work with specific task but all of responsibility towards administration unit monitors by Encik Hasanul Hariz bin Ab'llah Zawawi (KPKJ). In the beginning of internship, all of practical students are under Encik Mohd Sani bin Yahya as a supervisor.

## CHAPTER 2

### SCHEDULE OF PRACTICAL TRAINING

#### 2.1 Introduction

During the 8 weeks of practical training period, I was assigned in administration unit. I spent 8 weeks period in this unit under the instruction of my supervisor, Encik Mohd Sani bin Yahya which will conduct and teach me as trainee. The trainee which is me was given with various tasks which relevant to my degree while others are for the purpose of exposure to other fields that are semi-related. Besides that, the organization have helps me to improve my soft skills as well as management techniques when dealing with superiors, subordinates and the public.

#### 2.2 Schedule of Practical Training

For the period of within 8 weeks, supervisor had given several tasks and jobs to enhance the trainee's knowledge. The trainee did several tasks for helping the staff in the organizational especially the trainee's division.



**Week One:** (20<sup>th</sup>-21<sup>st</sup> January)

On my first week of practical training, I made a report duty to the Chief Assistant District Officer (Administration), Encik Hasanul Hariz bin Ab'llah. He was informing me about working hours and dress code for civil servants. Besides that, Encik Hasanul Hariz bin Ab'llah has explained to me about the history of establishment of Land and District Office of Pasir Mas, Kelantan. Other than that, he also exposed me to the objective, missions and visions of Land and District Office of Pasir Mas, Kelantan. Land and District Office of Pasir Mas have 6 unit which is Administration unit, Technical unit, Development unit, Land and Disposal unit, Registration unit and Revenue unit. I have been placed at the Administration unit in the offices.

During this week, I have to summary the bill / payment receipt. The summary of payment transactions is made for reference by assistant accountant. I also learn to use fax machine and photocopy machine. For the fax machine, the first step is i need to push button hook and enter the number. After that, put the letter and push button start. For the photocopy machine, the first step is put the paper and change the setting if needed. After that, copy documents page by page. I also been asked to stamp the document from financial administrative assistant and stamp the approval of payment and voucher number to the voucher payment for the year 2015. My supervisor also asks me to send an event letter to the specific officers in very unit at the office. The purpose of the letter is to inform the officers about the event that they involved.

**Week Two:** (24<sup>th</sup> -28<sup>th</sup> January)

On my second week of practical training, the auditor from the National Audit Department came to the office. I been asked to print out "checklist central responsibility for the preparation of payment vouchers" for each payment voucher for the year 2015 and compiled every attachment payment vouchers according to the checklist (handle over 1600 of voucher payment). Each payment voucher and attachments that have not been stamped the approval of payment and vouchers number have been checked and stamped. After that, i need to filing all the payment voucher. Five large file are used in this task.

Other than that, I compiled "Akaun Kena Bayar" (AKB) from voucher payments into a file. Assistant accountant also asked me to separate 'Laporan Bulanan VOT Mengurus Bagi Tahun 2015" according to the monthly. I also filing 'Laporan Harian Buku VOT Bagi Tahun 2014 dan 2015" according to the code. Besides that, I assigned to stamp the approval of payment to the voucher payment for the year 2016. The tasks given are related to the audit purpose.

During this week, my supervisor has been asked me to do a list of names of staff according to salary and grade. I also help the staff to store the office equipment and photocopy the documents. This organization held two talk every week on Wednesday and Thursday. I have been assigned to distribute feedback forms of weekly talk on Wednesday and mark the attendance of staff to the talk programme "Ubudiyah, Mas'uliah, Itqan" (UMI) on Thursday. After that I need to analyse feedback of staff and enter the attendance data of

staff from the talk. This week the talk is delivered by Jabatan Hal Ehwal Agama Islam Negeri Kelantan (JHEAIK).

**Week Three:** (31<sup>st</sup> January -4<sup>th</sup> February)

On my third week of practical training, i help staff make the information board on how to apply for leave through "HRMIS". Human Resources Management Information System (HRMIS) is an application system that covers all aspects of human resource management of the appointment of civil servants until their retirement. HRMIS is a new approach to human resource management, comprehensive and integrated approach to address the multiple barriers in public sector management. So that, the application of staff's leave is recorded into system and this will easiest the process of applying the leave.

Other than that, i have been asked by my supervisor to handle the officers' promotion which is compile the document of the officers and separate the performance appraisal of officers into another envelope and classified as "CONFIDENTIAL". Performance appraisal is one of the criteria that must be fulfilled by the officers. I also must ensure the application of officers promotions have copy of document and keep in the file for each officer.

I have assigned to re-record the data of two companies from "Laporan Harian Buku VOT Tahun Kewangan 2015". The data must include the date, amount and voucher number. The data is obtained from the SPEKS.

On this week, i also assigned to stamp the certificate of appointment of "Penghulu" (106 certificates). After that, i distribute the memo event of "Appointment of Penghulu Jajahan Pasir Mas dan Rantau Panjang" that will

be held on 3<sup>rd</sup> February 2016. On that day, i need to take the attendance of the participants at the registration counter.

The other task that I have do in this week is compiling the application of intern student according to the date of training, edit and print passport photo of officer, fax the document to several government departments about the report of Pasir Mas road project phase 2, search the video for weekly talk programme on Wednesday, and take the attendance of staff to the talk programme "Ubudiyah, Mas'uliah, Itqan" (UMI). Besides that, I also photocopy the letter and documents and help the staff take the office equipment in stock room. The stock taken must be monitored by staff and trainee at administration unit. Every stock taken is recorded.

**Week Four:** (7<sup>th</sup> -11<sup>th</sup> February)

On the fourth week of my practical training, i have distributed feedback forms of weekly talk from Ustaz Mohd. Dusuki about "Ujian Ketaqwaan". After that, i analyse feedback of staff and enter the attendance data of staff to the talk. On 10<sup>th</sup> February 2016, i was assigned at Counter Service to pick up a phone call and connect the call. I also have to do the filing for voucher payment for the year 2016. Other than that, i have been asked to photocopy the documents. I also help Secretary District Officer records the minute meeting which is write in the logbook that meeting District Officer need to attend. For the meeting conducted in this week required me to help the staff prepared the food for meeting. Last day from this week, i assigned to take the attendance of staff to the talk programme "Ubudiyah, Mas'uliah, Itqan" (UMI).

**Week Five:** (14<sup>th</sup> -18<sup>th</sup> February)

On the fifth week of my practical training, financial administrative assistant have been asked me to filing the voucher payment of "Gaji Baucar Berasingan bagi tahun 2014, 2015 dan 2016". In addition, i also stamp the logo of land office to the staff certificate and separate according to the unit. The certificate is from the programme of "Puspanita" that have been held on December 2015.

As usually, i also search the video for weekly talk programme on Wednesday, photocopy the documents and memo, distribute the feedback forms of weekly talk programme and analyse feedback of staff and enter the attendance data of staff to the talk programme "Ubudiyah, Mas'uliah, Itqan" (UMI). This week the title of the talk programme is "Bagaimana Alam Kubur Kita". Among the other task that i have been asked to do is fax the letter feedback to the next intern student and record the leave of staff at Administration unit.

**Week Six:** (21<sup>st</sup> -25<sup>th</sup> February)

On sixth week of my practical training, I helps the staff in administration unit to copy and compile the "finger tac" of staffs. The copies of "check in" and "check out" by the staffs to the office is used for the purpose to check their punctuality.

Other than that, assistant accountant have been asked me to find out the payment data to the catering. I have print and calculated the actual amount that has been paid. I also search the voucher payment number, invoice

number and the date of payment to be referred by the assistant accountant. The catering has complained that the payment made is not full.

On 23<sup>rd</sup> february 2016, I was attending "Kolokium Wanita PEMADAM Kelantan 2016: Penyalahgunaan Dadah & Bahaya AIDS". This programme has been held at Dewan Teratai, Kompleks Darul Naim, Kota Bharu Kelantan. This program has three sessions which is the first session is about "Kemahiran Keibubapaan dan Kasih Sayang Keluarga", the second session is "Bahaya Penyalahgunaan Dadah dan Kesan AIDS/HIV", and the last session is "Forum Keruntuhan Akhlak: Remaja Perkasa, Harapan Bangsa".

I also attend the meeting with committee member about the event of "Family Day". The event of "Family Day" will be held on 4<sup>th</sup> and 5<sup>th</sup> mac 2016. This meeting discuss about the event and all the trainees will be assigned to conduct the sport event on that day.

As usually, i help the staff of the other unit to take the office equipment in stock room. I also distribute the feedback forms of weekly talk programme and analyse feedback of staff and enter the attendance data of staff to the talk programme of "Ubudiyah, Mas'uliah, Itqan" (UMI). This week the title of the talk programme is "Preparation to Have Children".

**Week Seven:** (28<sup>th</sup> February –3<sup>rd</sup> March)

On the seventh week of my practical training, I was assigned by assistant accountant to stamp the donation receipt book of building mosque at Bunut Susu. There are 20 receipt books of RM5 and RM10. I need to stamp the date, period and phone number that of the person that incharged for this

donation. The meeting with Deputy District Officer and Chief Assistant Land Officers was held on this week. The meeting is about the land files. The Deputy District Officer pointed all the trainees to involved in compile and filing the old and new land files. In this meeting also we are discuss about the storage and ways to store the files and what the action to take to the files. This task was given because the land files were messy because of flooding in Kelantan at the end of the year 2014. This week, all the trainee start arranged the files of Land according to the years and the colours which are red and green.

I also help financial administrative assistant give the letter of payment salary to the assistant operation to send it to the "Setiausaha Kerajaan Negeri" (SUK). Other than that, i was assigned to help the staff buying the gift for the event "Family Day" on 4<sup>th</sup> and 5<sup>th</sup> March 2016.

The usual task that I have done on this week is help the staff in the other unit to take the office equipment in stock room, photocopy the documents and distribute the feedback forms of weekly talk programme about "Dajjal Fitnah Terbesar Akhir Zaman". After that, I analyse feedback of staff and enter the attendance data of staff to the talk programme "Ubudiyah, Mas'uliah, Itqan" (UMI).

**Week Eight:** (06<sup>th</sup> –10<sup>th</sup> March)

On the eighth week of my practical training, i go to "Majlis Agama Islam dan Adat Istiadat Kelantan (MAIK)" to stamp the logo of MAIK to the donation receipt books of building mosque at Bunut Susu. My supervisor has been asked me to record the list of stock taken by the staff according to the months.

It is because to prevent the misused of staff in taking the office equipment in the stock room.

I also compile the files of Land and put it on the box according to the files number. On this week also I was assigned to receptionist at the counter services. Assistant accountant also have been asked me to record "Butir-butir menunjukkan butiran sebagai kod 35000-harta-harta modal yang lain" (based on the department that involved).

As usually, this week i do photocopy the documents, fax the letter and distribute feedback forms of weekly talk programme about "Setitis Air Mata Ke Syurga". After that, I analyse the feedback of staff and enter the attendance data of staff to the talk programme "Ubudiyah, Mas'uliah,Itqan" (UMI).

**Week Nine:** (13<sup>th</sup> –16<sup>th</sup> March)

On the last week of my practical training, I was assigned to separate the payment voucher for the year 2016 and compile into a file. I also help the staff in the other unit to take the office equipment in stock room.

Other than that, I help the staff to pass the letter to the other staff at "Unit Pendaftaran". I continue record the list of stock taken by the staff according to the months and compiling the old and new files of land. As usually, i photocopy the documents, fax the letter and distribute feedback forms of weekly talk programme about "Kiamat Semakin Dekat". After that, I analyse feedback of staff from the talk.



## CHAPTER 3

### ANALYSIS

#### 3.1 Task analysis

During my practical training at Land and District Office of Pasir Mas, Kelantan, I have been given several tasks that give me a lot of experiences and knowledge gained from the environment there. From that, I have been applied the theories and concept that I have learned from the class with my practical training experiences in Land and District Office of Pasir Mas, Kelantan.

#### 3.2 Organizational Behavior (ADM501)

According to Robbins and Judge (2009), they defined organizational behavior as a field of study that investigates the impact that individuals, groups and structure have on behavior within the organization, for the purpose of applying such knowledge towards improving an organization's effectiveness. In other words, organizational behavior can be described as the study of what people think, feel and do in and around organization. It focuses on employee behavior related to employment that related to situations such as jobs, work, absenteeism, employment turnover, productivity, human performance and management.

In Land office, organizational behavior (OB) can be seen among the employees of this organization. Besides that, this subject gives a greater impact towards this organization in process and delivery service, for example, one aspect of OB that clear in Land office is communication among the employees. Communication can be refers to process by which information is transmitted and understood between two or more people. This is mean, the sender's transmitted his intended meaning towards the receiver, and meanwhile the receiver understood the intended meaning given by sender.

There are a few importance of communication in organization. One of that is the vehicle through which people clarify their expectations and coordinate work, which allows them to achieve organizational objectives more efficiently and effectively. Secondly is the vital instrument for organizational learning and decision making. Thirdly, communication is aids employee well-being. This is means, information communicated from co-workers help employees manage their work environment, telling them, for instance, how to complete work procedures correctly or handle difficult customers.

Furthermore, every organization in the world has an organizational structure included Land and District Office of Pasir Mas. Organizational structure can be defined as a division of labor as well as the pattern of coordination, communication, workflow and formal power that direct organizational activities.

### **3.2.1 My experienced on applying OB in practical training**

During my practical training, I have experienced 3 types of communication flow in Land and District Office of Pasir Mas which is downward, upward and horizontal. Downward communication occurs when the superior gives his command to subordinates. This communication flow is used by the managers to transmit work-related information to the employees at lower levels. Employees require this information for performing their jobs and for meeting the expectations of their managers. Downward communication often occurs when my supervisor, Encik Sani bin Yahya asked me to do some review of mark for performance appraisal for officers promotion.

Besides that, upward communication is communication that flows to a higher level in an organization. There are a few advantages of this communication which are it can provides feedback on how well the organization is functioning; the employee can convey their problems and performances to their superiors; employee can tell how well they have understood the downward communication; employees can share their views and ideas and to participate in the decision-making process; leads to a more committed and loyal workforce in an organization; and the managers get to know about the employees feelings towards their jobs, peers, supervisor and organization in general. I also experienced it when I have an often discussion with my supervisor due to the task given by him. When I have any confusion towards the task given, he understands on my situation and tries to explain the task in easier way.

Meanwhile the horizontal communication flow is a lateral communication which is communication between peers, between managers at same levels or between any horizontally equivalent organizational members. It is used to fulfill the socialization needs, coordinates the activities, enable better understanding of individual and responsibilities and also help to individual solve their own problems.

As a conclusion for this part, within my practical training period, one of the important experienced that I can gain from Land office is improving my interpersonal relationship by having a good relationship with land office's staff. From the good relationship, I can learn much on how their work and how they build their interpersonal relationship with other people from different department. Moreover, as practical student, I have to give my best performance towards the task given by all senior administrators in that department. All of the experience that I gained during practical training teaches me to more committed and responsible towards the work.

### **3.3 Human Resource Management (ADM551)**

According to Maimunah, she define Human Resource Management (HRM) as a development and implementation of system in an organization which designed to attract, develop and retain a high performing workforce. Besides that, human resource management can be considered as an activity found in an organization whether they are business or service oriented, large or small.

Land and District Office of Pasir Mas is organizations that practice the performance appraisal towards his employees. Performance Appraisals is the assessment of individual's performance in a systematic way. It is a developmental tool used for all round development of the employee and the organization. The performance is measured against such factors as job knowledge, quality and quantity of output, initiative, leadership abilities, supervision, dependability, co-operation, judgment, versatility and health. Assessment should be confined to past as well as potential performance also. The second definition is more focused on behaviors as a part of assessment because behaviors do affect job results.

The purpose having the performance appraisal is to improve the company's productivity; to make informed personnel decisions regarding promotion, job changes, and termination; to identify what is required to perform a job (goals and responsibilities of the job); and to assess an employee's performance against these goals. There are a few types of appraisal and assessment term which is traditional, self-appraisal, employee-initiated reviews, and 360-degree feedback.

The traditional ways to evaluate employees performance is a manager sits down with an employee and discusses performance for the previous performance period, usually a single year. The discussion is based on the manager's observations of the employee's abilities and performance of tasks as noted in a job description. Other than that, self-appraisal is where the employees are responsible for their own performance by assessing their own achievements or failures and

promoting self-management of development goals. It also prepares employees to discuss these points with their manager. Besides that, employee-initiated review is employees are informed that they can ask for a review from their manager. Adherents to this type of review process contend that it promotes regular communication between staff and managers. Finally, 360-degree feedback is feedback on an employee's performance being provided by the manager, different people or departments an employee interacts with (peer evaluation), external customers, and the employee himself. This type of feedback includes employee-generated feedback on management performance (also known as upward appraisals).

Furthermore, Land and District Office of Pasir Mas also always sent their employees to join the training and the development that organize by Land and District Office of Pasir Mas itself. Training and development can be defined as a set of intervention of activities aimed to facilitate learning of knowledge, attitude, and skills among its people in the organization to improve their current job performance and contribute to the to long-term planned efforts to enhance the total growth of human resource that will lead to fulfillment of personal and organization goals.

### **3.3.1 My experienced on performing HRM in practical training**

During my practical training, I have been experienced to review the performance mark of Land office's officers. My supervisor explained to me about the promotion that will be appointed to officers that qualified

according to the evaluation. The promotion must be handled properly and "confidentially".

My other experience during practical training, I have been trained by my supervisor and senior administrator in that department to perform the task given with effectively and efficiently. For instance, my supervisor asked Puan Norbaya to train me about her task which is key-in the data of employee's leave into the human resource information system based on the service record book. She teaches me on how to access by using staff ID to login in the system. Then she showed to me which information from the service record book needs to be filled in into the system. Not only that, she also informed me the types of leaves with clarity, so that I do not get confused with the type of leave. This is really helping me to perform the task with effectively and efficiently.

### **3.4 Management Information system (CSC408)**

The other subject that I can relate to my practical training in Land and District Office of Pasir Mas, Kelantan is Management Information System (MIS). MIS can be defined as a system which provides information support for decision making in the organization. It is also an integrated system of man and machine for providing the information to support the operations, the management and the decision making function in the organization. Moreover, it can also be referred to as a Computer based Information System. In other words, all of them

converge on one single point, which is the MIS is a system to support the decision making function in the organization.

The subject of MIS gives a huge impact towards the organization like Land and District Office of Pasir Mas such as the impact on the functions in management. By having MIS with a good support, the management of marketing, finance, production and personnel become more efficient. Moreover, the tracking and monitoring of the functional targets becomes easy. The functional, managers are informed about the progress, achievements and shortfalls in the probable trends in the various aspects of business. This can helps the Land and District Office of Pasir Mas in forecasting and long- term perspective planning.

Technology is vital aspect that needed in an organization. The MIS used in Land and District Office of Pasir Mas help the organization in competing in the advancement of technology changes. There are a few system used by Land and District Office of Pasir Mas in order to perform their job efficiently and effectively. One of them is the intranet which is a computer network that uses Internet Protocol technology to share information, operational systems, or computing services within an organization. In many organizations, intranets are protected from unauthorized external access by means of a network gateway and firewall. In Land and District Office of Pasir Mas, the staffs are provided with a local area network (LAN) which is confined within the building of Land and District Office of Pasir Mas to connect the device with a limited geographically such as an office. By having intranet in Land and District Office of Pasir Mas it can help to having better internal



communications among the staffs where corporate information can be stored centrally and accessed at any time. Moreover, Land and District Office of Pasir Mas also can reduce the work by having paperwork.

Besides that, Land and District Office of Pasir Mas also have web attendance system (finger tac/ face tag) in order to record the attendance and the absentness into the workplace. Usually, the machine attendance will be located at the place that easier to staff used it such as near to the entrance. As aligned with the advancement of the technologies and for security purpose, Land and District Office of Pasir Mas used a biometric input device that checks the finger tac or face tac to ensure the right person that logging in and out.

#### **3.4.1 My experienced on applying Management Information System in practical training**

One of my experienced in applying MIS during practical training is using the intranet that available in land and district office's building. However, the intranet is limited within the building and security password also will be needed in order to use it. Thus, I have to ask from senior staff to get the security password due to perform the task given by my supervisor. Besides that, I have been used the internet in order to connect the system that required. I also used to key-in the information regarding the staff's attendance on the talk programme.

As a conclusion for this part, every organization like Land and District Office of Pasir Mas has to applying the management information system in to the organization. This can help the organization to perform

the work more effectively and efficiently. Apart from that, this can encourage Land and District Office of Pasir Mas to compete with other organization in order to deliver the best service to customer. Moreover, Land and District Office of Pasir Mas also need to adapt the advancement of technologies nowadays into organization to facing the challenges that arise from internal and external environment.

### **3.5 Ethics in Administration (ADS452)**

Ethics and behavior is the important aspects in the workplace. According to John Maxwell, in his recent book "There's No Such Thing as Business Ethics," explains various reasons for ethical transgressions, including that people just rationalize their choices with relativism. Sometimes people failed to "do the right thing" and they did not act with good behavior. When lack in ethic will cause the bad behavior. In fact, ethics and behavior are just as important to most companies as performance as high morale and teamwork are two ingredients for success. All business has certain guidelines to which its employees must obey. A key component to workplace ethics and behavior is integrity, or being honest and doing the right thing at all times. For example, the members of the Land and District Office of Pasir Mas must possess a high degree of integrity, as those who manage and work primarily with money. Workers with integrity avoid misused of power and the performance of organization also will be better.

### 3.5.1 My experienced on applying Ethic in Administration in

#### **Practical training**

During my practical training, I helped a lot monitored the stock room. Actually, every week I involved in helping the other staff from the other unit to take the office equipment in the stock room. In the Land and District Office of Pasir Mas, stock is very limited and the misused of stock is very taken care by the administration unit. The stock is taken from "Setiausaha Kerajaan Negeri (SUK)" with order list. SUK will purchase the stocks and because of that the stock is very limited if there is misused. From that, I have learn ethic in the workplace with ensure the stock taken are recorded the name of staff and what goods are being taken. This will prevent the misused in stock room. I also was assigned to record the data of stock "in" and "out" every month.

Furthermore in disciplined myself to work in ethic, i wake up early in the morning to ensure punctuality. This is because the trainees also involved in the "finger tac/ face tac" to ensure their punctuality. A misconduct or misuse must be prevented in workplace. Professionalism is very important to become trustworthy person. When trustworthy, person must complete the task given at the right time. For example, my supervisor has asked me to complete my logbook every week. I will ensure my logbook is completed before get his sign.

### **3.6 Project Management (ADS512)**

Project management is the use of processes, methods, knowledge, skills and experience to achieve the project objectives. A project planned must achieve the objectives with reasonable outputs, outcomes or benefits. Successful project will achieve the criteria, within an agreed timescale and budget. A project also involved the team workers with work together under the same roof to ensure the project is well implemented and running well as well as planned. The way the work is managed depends to the team leader. The way they managed the task is important in completing the project. Project management is important to identify the strength and weakness of the project. The challenges and barriers will overcome with managing the flow of project, time and budget needed for the event. It is also important to balance the time, quality and the cost of the project.

#### **3.6.1 My experienced on applying Project Management in**

##### **Practical training.**

During my practical training, I was assigned to involve in "Family Day" event. All the trainee are invited to that event without any charged of fee. "Family Day" event was held on 4<sup>th</sup> and 5<sup>th</sup> march 2016 at Suria Beach Resort, Kuala Terengganu. Even though that event was held on weekend, this project are be managed earlier with involved the trainees. Me as a trainee was involved in meeting with committee members. In the meeting we are discuss about the games that will be held on that day and what the prizes will be given. With agreement of

all committee members, we will give all present to the kids and adults that involved in the games. The prizes are different according to the ranking.

Furthermore, the trainee also involved in monitored the prizes which ensure the prizes are enough to the winners and ready wrapped. On that day, the trainees are fully involved in the games and ensure the game is running well. Thanks to god the event is fully success.

## CHAPTER 4

### RECOMMENDATION

#### 4.1 Introduction

This chapter will highlight and discuss the strengths and weaknesses of tasks that been given by the administration department. Through this chapter also, I have been suggest some of recommendation in order to making improvement and overcome the obstacles of task. Thus, Land and District Office of Pasir Mas should do the recommendation in order to get the huge benefit for their organization itself.

#### 4.2 The strength of jobs

The first strength that I can see during my practical training is the system that possessed by Land and District Office of Pasir Mas called as human resource management information system (HRMIS). By having the HRMIS, this make the information of every staffs in organization can be kept with the efficiently. Thus, any changes can be made easier, fast and effectively compared to the traditional way in storing the information of staff. For example, with the advancement of technologies nowadays, I can perform the task smoothly.

Besides that, I have improving my communication skills during this time. This is because; I can communicate effectively with my supervisor during face-to-face communication. Moreover, my supervisor asked me to learn from senior staff on how to perform their tasks with more detail. During this time, the communication occurs when the senior staff explained their task and I always asking the part that I do not understand.

Apart from that, I also learn on the advancement of technology used in the Land and District Office of Pasir Mas that used in term of storing data, accessing data and communication with each other. With this advancement of technologies, I have been applied the subject that I learn from UiTM during my practical training. For example, I have been used internet in order to access the system to done my task smoothly.

Finally, the strength that I found in Land and District Office of Pasir Mas during practical training is involved in every unit in organizations. Deputy District Officer pointed the trainees to involve in compiling the old and new of land files. Thus, I have gained new experienced at other unit with working together among trainees. We as a trainee can exchange the opinions and experiences together and our bonds is become strength.

### 4.3 The weaknesses of jobs

The weakness that I found is the internet infrastructure is not satisfactory. This affects me in performing the task given with effectively and efficiency. For instance, there one day when I need to search the data through SPEKS, the internet connection was system down and I have to delayed my work due to the problem arise.

Secondly, the weakness that I found is they faced not enough resources. Since the trainee are assigned to filing and compile the land files due to flood that occurs in Kelantan at the end of the year 2014, the organizations must supply the resources at the right time to easier the task. The lack of resources that they facing is regarding to boxes. The trainees take days to get the boxes and this hinder effort to work. The organizations need to supply the resources quickly to run smoothly the task.

Thirdly, the weaknesses I found in Land and District Office of Pasir Mas are poor work culture among some senior staff. There are too comfortable in comfort zone that lead no competitiveness in their self. Thus, this culture will affect the effectiveness and efficiency of organization itself. In addition, when this culture continuously among some staff, this will give a bad image towards organization and will lead the new staff that entered in organization to emulate the culture of senior staff.



#### 4.4 Recommendations

During my practical training in Land and District Office of Pasir Mas for 8 weeks, I have gained a lot of new things and experienced that needs me to prepare mental and physical to facing a challenges in a real situation of workplace. Here I have included some recommendations that will be need by Land and District Office of Pasir Mas to perform more effectively, efficiency and give benefits towards organization itself.

Firstly, in order to achieve the vision, mission and objective of Land and District Office of Pasir Mas, I suggest that Land and District Office of Pasir Mas itself need make some improvement on the internet structure. This is due to every transaction and business can be made by using technology and internet. If organization still in poor internet infrastructure, this will lead the organization left behind from other organization to adapt the new technologies in deliver their service.

Secondly, I suggest that the Land and District Office of Pasir Mas to have a formal introduction for new staffs or practical training student. This will help the new staffs or trainee to familiarize themself with each other. Thus, this can help them to communicate with each other. Besides that, I suggest Land and District Office of Pasir Mas to put especially practical students in a group of senior staffs in order to help the practical student to gained more knowledge and experienced about the workplace.

Finally, I want to suggest the Land and District Office of Pasir Mas to have a strong leadership among the head of department. By having a strong leadership, this will help to avoid the bad cultures that exist in the organization. Thus, Land and District Office of Pasir Mas has to conducting training for every head of department to prepared them necessary skills as a leadership in order to them facing a challenges in changing the work culture.

## CHAPTER 5

### CONCLUSION

#### 5.1 Introduction

Practical training is the good exposure to student in gaining more knowledge in a real situation of workplace. This exposure can help the practical student such as like me to be prepare mental and physical in facing a challenges arise in workplace after graduate from UiTM. Furthermore, by having practical training, it can help a student to determine their own strength and weaknesses in a real workplace. Thus, student can improve the weaknesses and turn it into strength that his possess. During my practical training in Land and District Office of Pasir Mas, I gained more knowledge and experience in how to deal with a real environment working. The knowledge and experienced I have got from practical training in Land and District Office of Pasir Mas was interesting and challenging. Thus, I want to conclude the report based on chapter, as following:

#### 5.2 Summary of Chapter 1

In this chapter 1, I had explained about the organizational background of Land and District Office of Pasir Mas, Kelantan. I also had identified their vision, mission and objective of the organization. I also know about the organizational structure such as the hierarchy from lower until upper level of management. I'm well informed about the

background of this organization. So, it can enhance my knowledge after having a practical training in Land and District Office of Pasir Mas, Kelantan. In this chapter also, I have been include the core business of Land and District Office of Pasir Mas and their structure of organization and administration.

### **5.3 Summary of Chapter 2**

In chapter 2, I have been including my schedule during practical training which is the explanation about the task given to me. In other word, I have explained with more detail that related with my task during that time from the first week until last week of my practical training.

Moreover, some task that given to me took a few days to finish it. There also the same task that given to me every week. Besides that, some task that assigned to me needs me to communicate actively with many staffs from different sub-unit in administration department of Land and District Office of Pasir Mas. This sharpened my interpersonal skills and improves my confident level to facing the challenges in workplace.

### **5.4 Summary of Chapter 3**

Besides that, I have been including the analysis of the task that assigned to me in this chapter. From this chapter, I have been relating the subject that I learnt from UiTM with the task given by my supervisor. Among the subjects that have been including is Organizational Behavior (ADM501), Human Resource Management

(ADM551), Management Information System (CSC408), Ethics In Administration (ADS452) and Project Management (ADS512). Thus, with the subject that I learnt from UiTM can be applied during period of practical training.

#### **5.5 Summary of Chapter 4**

In the chapter 4, all organization like Land and District Office of Pasir Mas will not be excluded from having their own strength and weaknesses. I have analyzed the strength and weaknesses of task given to me. In this chapter also, I have been including the recommendation for Land and District Office of Pasir Mas for better improvement.

#### **5.6 Summary of Chapter 5**

In this chapter, I have concluded all the report by each chapter of my experience during my practical training. In this chapter, we can understand the scenario in the workplace. Thus, this will lead us to experience the new thing in a real situation of workplace.



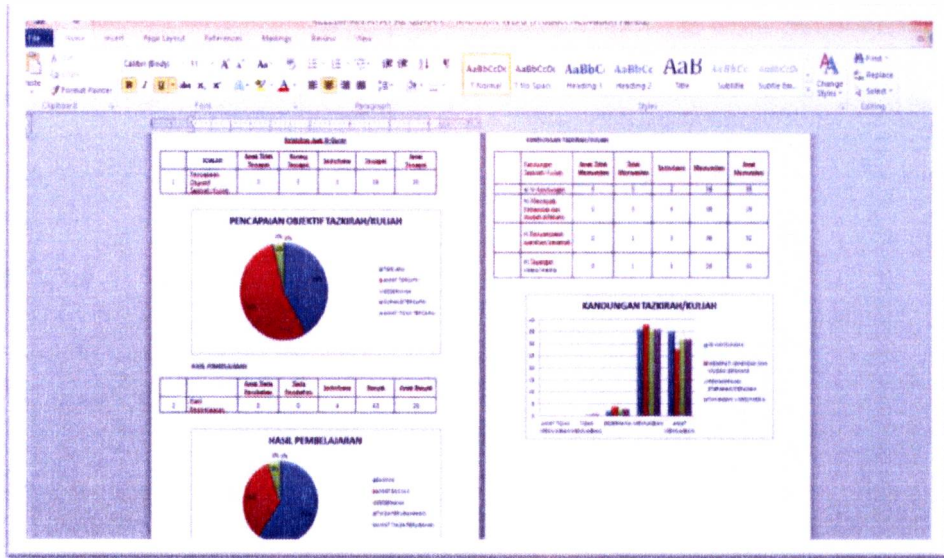


Figure 1.9 : Analysis using chart.



Figure 2.0 : Administration unit meeting.

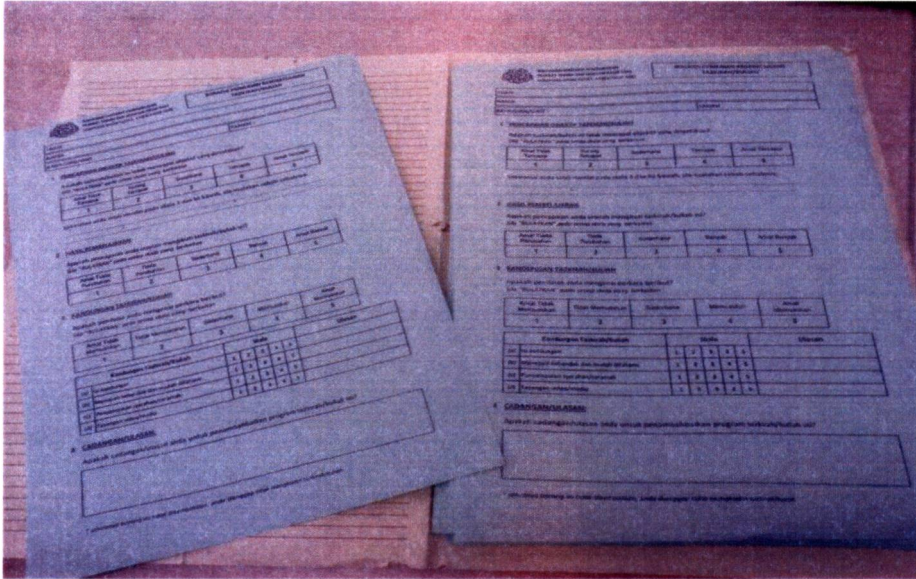


Figure 2.1: Feedback form of talk programme.

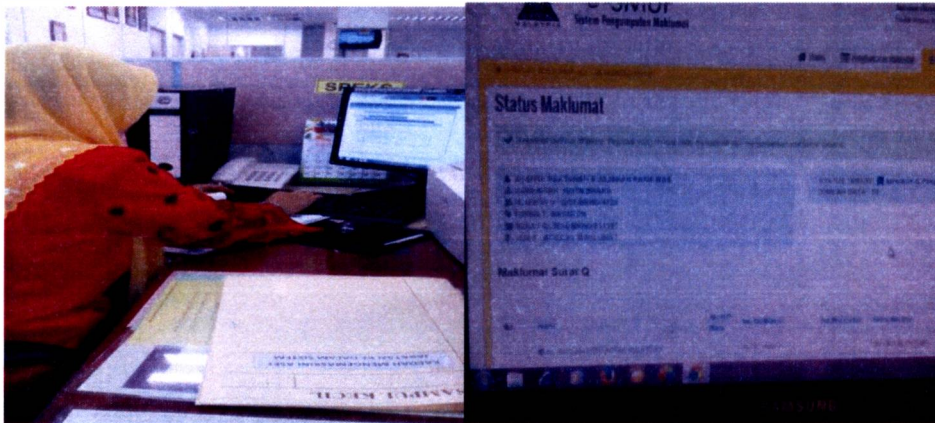


Figure 2.2: E-SPEKS system.





**Figure 2.3:** Trainees meeting with Chief Assistant Land Officer.



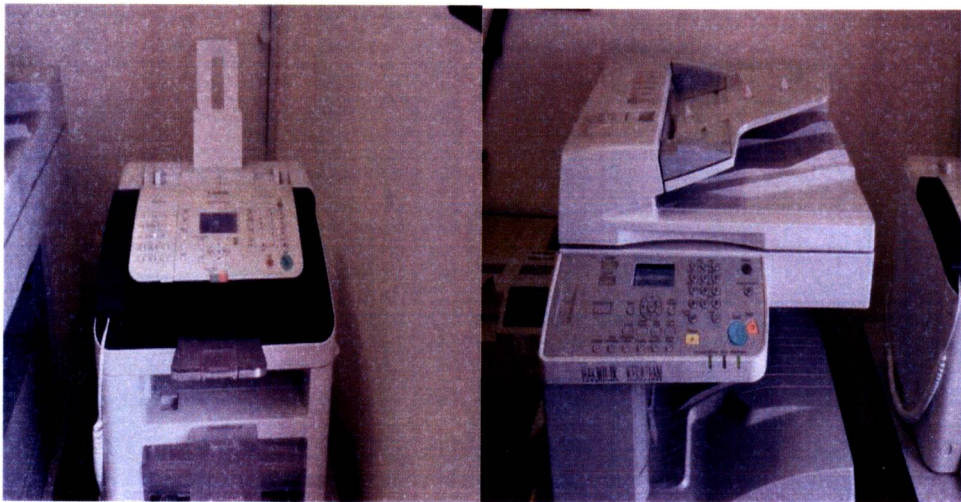
**Figure 2.4 :** Land files.



**Figure 2.5:** Filing and storing the land files.



**Figure 2.6:** The boxes used to store land files.



**Figure 2.7:** Fax and photocopier machine.



**Figure 2.8:** Files of payment voucher.



**Figure 2.9:** Stock room.



**PEJABAT TANAH DAN JAJAHAN  
PASIR MAS**

**MEMO**

KEPADA	SEMUA PELAJAR PRAKTIKAL
DARIPADA	KETUA PENOLONG PEGAWAI TANAH
SALINAN KEPADA	PTK (PELUPUSAN)
TARIKH	29HB. FEBRUARI 2016
PERKARA	PERJUMPAAN DENGAN SEMUA PELAJAR PRAKTIKAL

Adalah saya dengan segala hormatnya merujuk kepada perkara di atas.

2. Sukacita dimaklumkan bahawa perjumpaan tersebut akan di adakan sebagaimana berikut:-

Tarikh : 29hb. Februari 2016 (Isnin)  
Masa : 8.30 pagi  
Tempat : Bilik Mesyuarat  
Kuen Merah,  
Aras 1

Sekian, terima kasih.

  
(MOHD. PAUZI BIN HAJI ARIFFIN)  
Ketua Penolong Pegawai Tanah)



Bahagian Khidmat Pengurusan  
(Majlis & Kerajaan)  
**PEJABAT TANAH DAN JAJAHAN**  
P A S I R M A S

SEGERA

**MEMO**

Kepada : Sebagaimana Edaran

Salinan kepada : Ketua Jajahan

Daripada : KPKJ (AP)  
~~Pegawai Eksekutif (Majlis & Kerajaan)~~

Rujukan Kami : PJPM 671/1( )  
Tarikh : 02 Februari 2016 bersamaan 05 Rabiul Akhir 1437H

**MAJLIS PENYERAHAN WATIKAH PERLANTIKAN PENGHULU JAJAHAN PASIR MAS**

Dengan segala hormatnya saya diarah merujuk kepada perkara tersebut di atas.

2. Sukacitanya dimaklumkan bahawa Majlis Penyerahan Watikah Perlantikan Penghulu Jajahan Pasir Mas oleh YABrs Ketua Jajahan akan diadakan pada **03 Februari 2016 (Rabu) jam 9:00 pagi di Bilik Gerakan Aras 2, Pejabat Tanah Dan Jajahan Pasir Mas, Kompleks Apam Putra, Lubok Jong, Pasir Mas.**

3. Sehubungan dengan itu, tuan/puan dengan ini dijemput hadir sama ke majlis tersebut tanpa keuzuran jua. Bersama-sama ini dilampirkan aturcara majlis untuk makluman pihak tuan/puan. Segala kerjasama daripada tuan/puan amatlah dihargai dan didahului dengan ucapan ribuan terima kasih.

Sekian.

**\*\* SYARIAT ALLAH MEMBIMBING RAJA DAN RAKYAT SEPANJANG ZAMAN \*\***  
**\*\* MEMBANGUN BERSAMA ISLAM-KELANTAN MENERAJUI PERUBAHAN \*\***

  
(HASANUL HARIZ BIN AB LLAH ZAWAWI)

**MAJLIS PENYERAHAN WATIKAH PERLANTIKAN PENGHULU JAJAHAN PASIR MAS  
TAHUN 1437H/2016M**

Tarikh : 24 Rabiul Akhir, 1437H / 3 Februari, 2016M

Masa : 9:00 pagi

Tempat : Bilik Gerakan, Aras 1,  
Pejabat Tanah dan Jajahan Pasir Mas

Aturcara Majlis

- 9:00 pagi : Ketibaan penghulu-penghulu
- : Ketibaan Ketua Jajahan Pasir Mas
  - : Ucapan Penggawa Rantau Panjang
  - : Ucapan Ketua Jajahan Pasir Mas
  - : Penyampaian Watikah Perlantikan Kepada Penghulu-Penghulu
  - : Bacaan Doa
  - : Jamuan Makan
  - : Bersurai

## SENARAI EDARAN:-

1. YBrs. Timbalan Ketua Jajahan
2. YBrs. KPKJ (Pembangunan)
3. YBrs. PKJ (Pelupusan & Pembangunan Tanah)
4. YBrs. PKJ (Pendaftaran)
5. YBrs. PKJ (Penguatkuasaan, Teknikal & Hasil)
6. YBrs. PKJ (Pembangunan Masyarakat)
7. YBrs. Pegawai Eksekutif (Khidmat Pengurusan)
8. YBrs. Penggawa Daerah Pasir Mas
9. YBrs. Penggawa Daerah Lemal
10. YBrs. Penggawa Daerah Chetok
11. YBrs. Penggawa Daerah Kangkong
12. YBrs. Penggawa Daerah Bunut Susu
13. YBrs. Penggawa Daerah Rantau Panjang
14. YBrs. Penggawa Daerah Gual Perioik
15. YBrs. Penggawa Daerah Kubang Sepat
16. YBrs. Penggawa Daerah Kubang Gadong
17. YBrs. Penggawa Daerah Alor Pasir
18. YBrs. Pembantu Penggawa Daerah Pasir Mas
19. YBrs. Pembantu Penggawa Daerah Lemal
20. YBrs. Pembantu Penggawa Daerah Chetok
21. YBrs. Pembantu Penggawa Daerah Kangkong

22. YBrs. Pembantu Penggawa Daerah Bunut Susu
23. YBrs. Pembantu Penggawa Daerah Rantau Panjang
24. YBrs. Pembantu Penggawa Daerah Gual PerioK
25. YBrs. Pembantu Penggawa Daerah Kubang Sepat
26. YBrs. Pembantu Penggawa Daerah Kubang Gadong
27. YBrs. Pembantu Penggawa Daerah Alor Pasir





**UNIVERSITI TEKNOLOGI MARA SARAWAK**

**PRACTICAL TRAINING  
LOG BOOK**

1. Student's name: NUR SALEHAH BINTI JAMALUDIN
2. Date & Place of Birth: 31/8/1993 (HOSPITAL DAERAH PASIR MAS)
3. UiTM No.: 2013832142
4. Program: BACHELOR ADMIN SCIENCE
5. Year: 2016 Part: 5
6. Home address: NO. 5535, KAMPUNG SEBERANG ALOR, SERENDAH BUNGA  
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7. Address during practical training: NO. 5525, KAMPUNG SEBERANG ALOR, SERENDAH  
BUNGA REPEK, 17070 PASIR MAS, KELANTAN.
8. Place of training: PEJABAT TANAH DAN JAJAHAN PASIR MAS.
9. Name of Supervisor in-charge: ENCIK SANI BIN YAHYA
10. Duration of training : From : 20/1/2016 to 16/3/2016

FOR OFFICE USE ONLY

11. Remarks: (Dean/Course Tutor)

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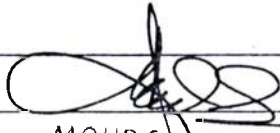
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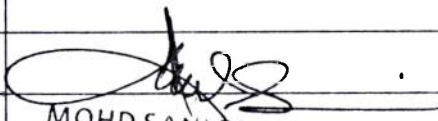
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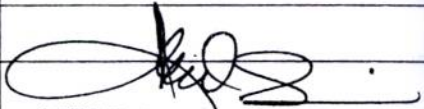
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DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
20/10/16 7:30 am	Hari pertama memulakan latihan praktikal di Pejabat Tanah dan Jajahan Pasir Mas.	
	<p>Pada hari pertama memulakan latihan praktikal, saya telah bertemu dengan Puan Rosnani binti Rashid (Pembantu Tadbir) di bahagian pentadbiran. Dia telah membawa saya berjumpa dengan Encik Hasanul Hariz (Ketua Penolong Ketua Jajahan).</p>	
	<p>Encik Hasanul telah menerangkan beberapa perkara berkaitan dengan disiplin, adab, etika pemakaian, waktu bekerja sepanjang menjalani latihan praktikal di pejabat Tanah dan Jajahan Pasir Mas. Terdapat tiga waktu mula bekerja yang ditetapkan di Pejabat Tanah dan Jajahan Pasir Mas iaitu 7:30 pagi, 8:00 pagi dan 8:30 pagi. Untuk pelajar praktikal menghadiri kerja pada jam 8:00 pagi. Saya telah ditempatkan di bahagian pentadbiran di Pejabat Tanah tersebut.</p>	<p>Sesuai keelamatan presepai pelajar ini Sangat bagus Teknik!</p>
	Pejabat Tanah dan Jajahan Pasir Mas mempunyai 6 bahagian. Antaranya bahagian pendaftaran, bahagian hasil,	 MOHD SANIBIN YAHYA Pegawai Eksekutif b p Ketua Jajahan Pasir Mas

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
	bahagian teknikal, bahagian pembangunan, bahagian tanah dan juga bahagian pentadbiran.	
	<p><b>Visi JABATAN</b></p> <p>Untuk menjadikan Pejabat Tanah dan Jajahan yang terulung dalam menyediakan perkhidmatan yang berkualiti menjelang 2020.</p>	
	<p><b>AKTIVITI</b></p> <p>Pada hari ini, saya telah ditugaskan untuk</p> <ul style="list-style-type: none"> <li>→ meringkaskan bil/resit bayaran.</li> <li>→ mengecop beberapa lampiran dokumen.</li> <li>→ Saya juga telah belajar cara-cara menggunakan mesin faksimili.</li> </ul>	
<p>↓</p> <p>5:00pm</p>	<p><b>Misi JABATAN</b></p> <p>mengurus dan mentadbir hal ehwal tanah dan jajahan bagi mencapai pembangunan yang seimbang dan sentiasa memberi perkhidmatan yang mampan dan mesra pelanggan.</p>	<p>Seaman kechnuan  Praktis belian in  Sangat bagus  Tahniah!</p>  <p>MOHD SANI BIN YAHYA  Pegawai Eksekutif  b p Ketua Jajahan Pasir Mas</p>

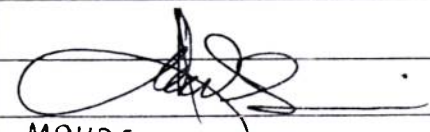
DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
21/01/16	POLISI JABATAN	
8:00 am	Pelaksanaan Amalan "QE" secara yang berhemat dan melibatkan semua pegawai secara sukarela dengan penuh penghayatan.	
	<p>OBJEKTIF</p> <p>Menjadikan pejabat tanah dan jajahan Pasir Mas sebagai pemangkin utama kepada pentadbiran dan pembangunan Jajahan Pasir Mas.</p>	
	<p>AKTIVITI</p> <p>Pada hari ini saya telah ditugaskan untuk mengecap bukti sah bayaran dan no. baucar pada setiap lampiran baucar bayaran tahun 2015.</p>	
	saya juga ditugaskan menghantar surat kepada individu tertentu di setiap bahagian di pejabat Tanah dan jajahan Pasir Mas.	<p>Seem kedulhan          preferi pelayan in          sigat bagus technical!</p>
<p>↓</p> <p>3:30pm</p>	<p>saya mempelajari cara menggunakan mesin fotocopy:</p> <p>cara-cara menggunakan mesin fotocopy:</p> <ol style="list-style-type: none"> <li>1. letakkan kertas</li> <li>2. mengubah "setting"</li> <li>3. mencetak setiap helaian.</li> </ol>	 MOHD SANIBINYAHYA Pegawai Eksekutif b p Ketua Jajahan Pasir Mas


DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
24/01/16	AKTIVITI	
8:00am	<p>Pada hari ini saya telah ditugaskan oleh Puan Wan Rohbaini (Pembantu Tadbir Kewangan) untuk mencetak "senarai semak pusat tanggungjawab bagi penyediaan baucar bayaran" bagi setiap baucar bayaran pada 2015. Selepas itu, saya perlu menyusun semula setiap lampiran baucar bayaran bersama "senarai semak pusat tanggungjawab bagi penyediaan baucar bayaran dan kepilkan bersama.</p> <p>Setiap baucar bayaran dan lampirannya yang belum dicop bukti sah bayaran dan no. baucar telah disemak dan dicop semula.</p>	
5:00 pm		
		<p>Sangat Kacukan Prestasi Keluaran ini Sangat Bagus Terima!</p>
		 MOHD SANJAYA Pegawai Eksekutif b p Ketua Jajahan Pasir Mas


DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
25/01/16	AKTIVITI	
8.00 am	<p>Saya meneruskan tugas kelmarin iaitu mencetak "senarai semak pusat tanggungjawab bagi pengediaan baucar bayaran" bagi setiap baucar bayaran pada tahun 2015. Sebanyak 1600 lebih baucer bayaran yang perlu dilengkapi.</p> <p>Setelah itu, saya meneruskan dengan menyusun setiap baucar bayaran mengikut susunan no. baucar.</p>	
	<p>Setepas menyusun, saya memfailkan semua baucar bayaran tersebut. Sebanyak 5 fail telah digunakan.</p>	<p>Sama Keseluruhan          Terima kasih ini          Sigit bgs Terhial!</p>
	<p>Tujuan baucar bayaran dikemaskini adalah untuk diaudit.</p>	
5.00 pm	<p>saya juga ditugaskan memfotocopy beberapa dokumen dan mengecop beberapa surat / lampiran dokumen.</p>	 MOHDSANIBIN YAHYA Pegawai Eksekutif b p Ketua Jajahan Pasir Mas

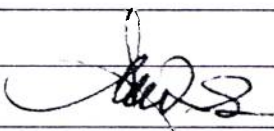
DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
26/01/16	AKTIVITI	
8.00 am	menyusun Akaun kena Bayar (AKB) bagi baucar bayaran ke dalam fail (tahun 2015)	
	mengasingkan laporan bulanan VOT mengurus bagi tahun 2015 mengikut susunan bulanan.	
	menyusun laporan harian buku VOT bagi tahun 2015 dan 2014 mengikut susunan dan kod.	
	Sebanyak dua kod berbeza bagi tahun 2015 dan 2014.	
	Setelah itu, laporan harian buku VOT tersebut difailkan untuk tujuan diaudit.	
5.00 pm	saya ditugaskan memfotocopy beberapa dokumen yang diberikan oleh staf.	Selain kesimpulan Penasihat Pelajar ini Sangat bagus. Terima
		 MOHD SANIBIN YAHYA Pegawai Eksekutif D/P Ketua Jajatan Pasir Mas




DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
27/01/16	AKTIVITI	
8.00 am	<p>menghadiri tazkirah mingguan dari jabatan Hal Ehwal Agama Islam Negeri Kelantan (JHEAIK).</p> <p>menganalisa maklum balas staf terhadap program tazkirah pada hari ini.</p> <p>mempelajari cara memasukkan data kehadiran tazkirah mingguan staf.</p> <p>memfotocopy beberapa dokumen dari staf.</p> <p>mengecop bucar bayaran bagi tahun 2016 (mengesahkan (bukti sah bayaran)).</p>	<p>Seena kelihatan prestasi beliau ini sangat baik, Tahniah!</p>
5.00 pm	<p>memfotocopy laporan staf dan menyerahkan salinan fotocopy tersebut kepada staf lain</p>	 <p>MOHD SANI BIN YAHYA Pegawai Eksekutif b p Ketua Jajahan Pasir Mas</p>


DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
28/01/16	AKTIVITI	
8.00 am	membuat "finger tac" dan "face tac" untuk	
	mengesahkan kehadiran harian di pejabat.	
	mengambil barang di dewan untuk disimpan.	Sesuai keperluan
	membuat senarai nama staf mengikut	Kustusi Pelajar ini
	gred untuk bulan Januari.	Sangat bagus, Terimakasih
	mencetak senarai nama staf tersebut.	
	menghadiri tazkirah (UMI)	<p>MOHDSANI BIN YAHYA Pegawai Eksekutif b p Ketua Jajahan Pasir Mas</p>
	memfotocopy lampiran dokumen yang	
	diberikan oleh staf.	
<p>↓</p> <p>3.30pm</p>		


DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
31/01/16	AKTIVITI	
8.00 am	1. memfotocopy surat dan dokumen.	
	2. membantu staf membalut hadiah.	
	3. membantu staf membayar hasil tanah di bahagian hasil.	
	4. membantu staf membuat papan maklumat mengenai cara-cara memohon cuti melalui "Hrmis".	
	5. membantu pelajar praktikal yang lain mencari video untuk tazkirah.	
5.00 pm		Selawa Keseluruhan Pegawai Kelantan ini Sangat bagus. Tahniah!
		 MOHD SANI BIN YAHYA Pegawai Eksekutif b p Ketua Jaianan Pasir Mas

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
01/02/16	AKTIVITI	
8:00 am	1. memfotocopy lampiran surat kenaikan pangkat.	
	2. menyusun dokumen kenaikan pangkat untuk disahkan oleh <del>di</del> Ketua Jajahan.	
	3. menyemak semula permohonan kenaikan pangkat kakitangan pentadbiran awam negeri Kelantan.	
	4. merekod semula data dari dua buah syarikat dari laporan harian buku VOT tahun kewangan 2015.	
	<ul style="list-style-type: none"> <li>- tarikh</li> <li>- jumlah</li> <li>- no. baucar</li> </ul>	<p>Sama kelihatan prestasi kolej ini sangat baik, tahniah</p>
5:00 pm	5. membantu staf mengambil barang di dalam stor penyimpanan.	 MOHD SANI BIN YAHYA Pegawai Eksekutif b p Ketua Jajahan Pasir Mas

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
02/02/16	AKTIVITI	
8.00 am	1. menyambung <del>meny</del> menyemak semula	
	permohonan kenaikan pangkat kakitangan	
	pentadbiran awam negeri Kelantan.	
	2. memfotocopy lampiran permohonan kenaikan	
	pangkat yang tidak lengkap.	
	3. membuat dua salinan dokumen permohonan	
	kenaikan pangkat.	
	4. menyusun semula mengikut urutan permohonan	
	kenaikan pangkat.	
	5. men "stamp" sijil perantikan penghulu	
	(sebanyak 106 sijil)	Sama Klahukan
	6. menyusun semula sijil watak perantikan	pura: pelajar in
	penghulu mengikut DUN dan Mukim.	Dga nye, tahisa!
	7. memfotocopy senarai edaran dan memo	
	untuk perantikan majlis penyerahan	
	watak perantikan penghulu jajahan	MOHD SANIB BIN YAHYA
	pasir mas dan terus mengedarkannya.	Pegawai Eksekutif
		b p Ketua Jajahan Pasir Mas
5.00 pm		

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
03/02/16	AKTIVITI	
8:00 am	<p>1. menjaga kaunter pendaftaran untuk majlis penyerahan watakah perantikan penghulu gajahan pasir mas dan rantau panjang.</p>	
	<p>2. mengemaskini permohonan kenaikan pangkat bagi pegawai lain.</p>	
	<p>3. menyempurnakan permohonan kenaikan pangkat pegawai dan memasukkan ke dalam sampul.</p>	
	<p>4. mengasingkan borang penilaian prestasi pegawai ke dalam sampul lain diklasifikasi sebagai "SULIT".</p>	
	<p>→ Borang penilaian prestasi dimasukkan bersama lampiran permohonan kenaikan pangkat ke dalam satu sampul besar.</p>	
	<p>5. memastikan permohonan kenaikan pangkat mempunyai salinan yang lengkap dan disimpan ke dalam fail bagi setiap pegawai.</p>	
	<p>6. memfotocopy lampiran dokumen dari staf.</p>	

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
	7. mengambil barang didalam stor penyimpanan. → kertas A4 untuk digunakan fotocopy.	
	8. menyusun borang pelajar praktikal mengikut susunan tarikh lapor diri.	
5:00 pm	9. mengedit dan mencetak gambar berukuran passport untuk pegawai.	
		Semua kekeliruan praktikal kelain ini signat bagus. Tahniah!
		
		MOHD SANIBIN YAHYA Pegawai Eksekutif b p Ketua Jajahan Pasir Mas

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
04/02/16	AKTIVITI	
8:00 am	1. membantu pegawai tadbir teknikal faks	
	dokumen ke beberapa jabatan kerajaan	
	mengenai laporan kerja projek Jalan	
	Pasir Mas by pass fasa 2.	
	2. memfotocopy dokumen yang diberikan	
	oleh staf.	
	3. menghadiri program tazkirah "UMI"	
	yang diadakan secara mingguan.	
↓		
3:30 pm		
		Seam Kesehatan
		Kustasi Pelajar ini
		Sifat berge, Tahir
		 MOHD SAN BIN YAHYA Pegawai Eksekutif b p Ketua Jajahan Pasir Mas



DATE

EXACT NATURE OF WORK DONE

SUPER VISORS REMARKS

07/02/16

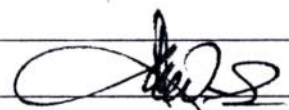
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TAHUN BARU CINA





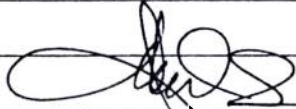




DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
10/02/16	AKTIVITI	
8:00am	<p>1. menghadiri tazkirah mingguan yang bertajuk "Ujian Ketagwaan" oleh Ustaz Mohd. Dusuki.</p> <p>2. menjaga operator bahagian khidmat pelanggan pada sebelah pagi.</p> <p>3. menganalisa maklum balas staf terhadap program tazkirah pada hari ini.</p> <p>4. memfotocopy beberapa dokumen yang diberikan oleh staf.</p> <p>5. memasukkan baucar bayaran ke dalam fail dan menyusunnya mengikut no. baucar bagi tahun 2016.</p>	
5:00pm		




MOHD SANBIN YAHYA  
Pegawai Eksekutif  
b p Ketua Jajahan Pasir Mas

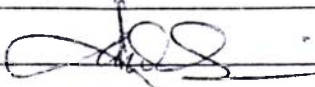

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
11/02/16	AKTIVITI	
8.00 am	1. memfotocopy beberapa dokumen.	
	2. membantu setiausaha ketua Jajahan. - merekod minit surat	
	3. membantu staf menyediakan makanan.	
	4. menghadiri tazkirah (umi) yang diadakan pada setiap minggu.	
	5. mencatat dan merekod kehadiran staf dari Pejabat Tanah dan Jajahan Pasir Mas dan Majlis Daerah Pasir Mas untuk tazkirah (umi).	
3.30 pm		Selama kechnhan prespe' kelja' ini Syaf bgn, Tahwiah.
		 MOHD SANIBIN YAHYA Pegawai Eksekutif b p Ketua Jajahan Pasir Mas

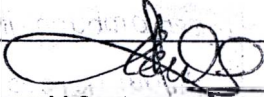
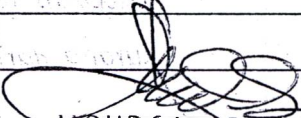
DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
14/02/16	AKTIVITI	
8:00 am	1. membantu sethousha ketua jajahan	
↓	merekod minit surat.	
	2. memfotocopy dokumen staf di bahagian	
↓	pentadbiran.	
	3. mengambil barang di stor penyimpanan.	
5:00 pm		MOHD SANIBIN YAHYA Pegawai Eksekutif b p Ketua Jajahan Pasir Mas
15/02/16	AKTIVITI	
8:00 am	1. mengasingkan baucar bayaran ke dalam	
↓	satu fail iaitu fail "Gaji Baucar Berasingan	
	bagi tahun 2014, 2015 dan 2016."	
↓	2. membantu staf mencetak beberapa lampiran	
	dokumen.	
↓	3. memfotocopy memo → 2 memo berlainan.	
	untuk diagihkan.	
5:00 pm		MOHD SANIBIN YAHYA Pegawai Eksekutif b p Ketua Jajahan Pasir Mas
16/02/16	AKTIVITI	
8:00 am	1. memfotocopy beberapa dokumen daripada	
↓	staf pentadbiran.	
	2. men"stamp" siji setiap staf di PTJPMAS.	

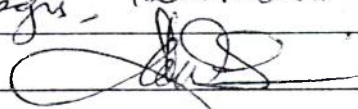

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	<p>3. menyusun bipi tersebut di set mengikut unit.</p> <p>4. mencari video tazkirah untuk ditayangkan pada hari Rabu pagi.</p> <p>5. membuat menaip surat jawapan dan pegawai dan mencetak.</p>	 <p>MOHD SANIBIN YAHYA Pegawai Eksekutif b p Ketua Jajahan Pasir Mar</p>
5:00pm	6. menghantar dokumen pegawai kepada pegawai di unit perbandingan.	
17/02/16	AKTIVITI	
8:00am	<p>1. mengedarkan barang maklum balas tazkirah.</p> <p>2. menghadiri tazkirah yang bertajuk "bagaimana alam kubur kita?"</p> <p>3. menganalisa maklum balas staf terhadap tazkirah tersebut.</p> <p>4. memfotocopy dokumen</p>	 <p>MOHD SANIBIN YAHYA Pegawai Eksekutif b p Ketua Jajahan Pasir Mar</p>
5:00pm	5. memfak faks surat kepada pelajar praktikal akan datang. (barang/surat jawapan)	


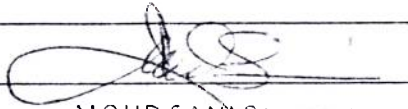
DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
18/02/16	Aktiviti	
8:00 am	1. Memfotocopy beberapa dokumen. - surat cuti pegawai (ADO) - bancar bayaran.	
	2. menfaks faks surat kepada jabatan lain.	
	3. membuat rekod cuti kakitangan di PTJPM.	Selamat Keselamatan Prespe Pegawai ini Surat kongs. Tahid!
	4. menguruskan <del>peperik</del> kehadiran penceramah tazkirah umi.	 MOHDSANJIBIN YAITA Pegawai Eksekutif b p Ketua Jajahan Pasir Mas
3:30 pm	5. menghadiri tazkirah umi yang bertajuk sirah nabi (Ustaz Zainuddin).	
21/02/16	Aktiviti	
8:00 am	1. membuat salinan bagi moga "finger tac" kakitangan keluar dan masuk ke pejabat. → menyusun setiap salinan tersebut mengikut unit kakitangan bertugas	
	2. membuat salinan dokumen.	







DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
5:00pm	<p>3. membantu penolong akauntan mencari data bayaran yang telah dibuat.</p> <p>→ mencetak dan mengira semula jumlah bayaran tersebut.</p> <p>→ pencarian data bayaran di dalam SPEKS.</p> <p>→ pencarian no-baucat bayaran no. invois dan tarikh bayaran yang dibuat.</p>	 MOHD SANI BIN YAHYA Pegawai Eksekutif Ketua Jaiahan Pasir
22/02/16	AKTIVITI	
8:00am	<p>1. menyambung mencari data bayaran yang dibuat kepada pihak catering.</p> <p>↳ tujuan pengiraan balik adalah untuk memastikan semua bayaran telah dibuat kepada pihak catering dan mengenalpasti bayaran yang belum dibuat.</p> <p>↳ mengira balik jumlah yang telah dibuat diumpai dan mencetaknya menggunakan komputer.</p> <p>↳ data bayaran membantu perolong akauntan mengenalpasti jumlah data bayaran yang dibuat bertepatan atau kurang dari bayaran yang sepatutnya.</p>	 MOHD SANI BIN YAHYA Pegawai Eksekutif b p Ketua Jaiahan Pasir Mas
5:00pm	2. membuat salinan dokumen	

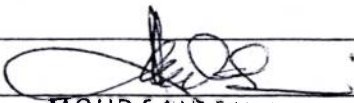

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
23/02/16 8:00 am	<p>1. menghadiri kolokium wanita pemadam kelantan 2016 : Penyalahgunaan Dadah &amp; Bahaya AIDS.</p> <p>Tempat = Dewan Teratai, Kompleks Kota Darul Naim Kota Bharu.</p> <p>* sesi 1 : Kemahiran Kaibubapaan &amp; kasih sayang keluarga.</p> <p>* sesi 2 : Bahaya Penyalahgunaan Dadah &amp; kesan AIDS / HIV</p> <p>* sesi 3 : Forum Keruntuhan Akhlak : Remaja Perkasa, Harapan Bangsa.</p>	 MOHD SANJ BIN YAHYA Pegawai Eksekutif b.p Ketua Jajahan Pasir Mas
5:00 pm		
24/02/16 8:00 am	<p>AKTIVITI</p> <p>1. menghadiri tazkirah mingguan pada setiap pagi Rabu yang bertajuk "Persediaan Memiliki Anak".</p> <p>2. mesyuarat bersama ATK acara sukan berkenaan dengan "Family Day" yang akan diadakan pada 4 &amp; 5 Mac 2016.</p> <p>3. membantu staf mengambil dan membekalkan peralatan pejabat kepada yang berkenaan di bilik staf.</p>	 MOHD SANJ BIN YAHYA Pegawai Eksekutif b.p Ketua Jajahan Pasir Mas
5:00 pm		


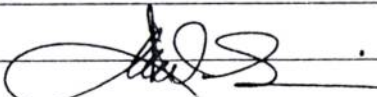
DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
25/02/16	AKTIVITI	
8:00am	1. membuat salinan dokumen.	
	2. membantu staf membekalkan stok peralatan pejabat kepada unit lain.	
		Selesai Kechninan
	3. menemani staf mengambil barangan yang dipesan/ (kuth untuk mesyuarat) ditempah.	Mesjasi palyu ini sangat bgs. Tahirah.
		
		MOHD SANI BIN YAHYA
		Pegawai Eksekutif
		b p Ketua Jajahan Pasir Mas
3:30 pm	4. menghadiri taklirah UMI.	
28/02/16	AKTIVITI	
8:00am	1. mengecop kadar bayaran, tarikh / tempoh masa dan no. telefon PTJPM pada buku resit derma tabung pembinaan masjid baharu makim Bunut Busu.	
	RM5 } 20 buah buku	
	RM10 }	
	2. membantu staf mengambil stok di bilik stok	
	3. membuat salinan dokumen.	
		
		MOHD SANI BIN YAHYA
		Pegawai Eksekutif
		b p Ketua Jajahan Pasir Mas
5:00 pm	4. perjumpaan bersama Timbalan ketua jajahan → berkaitan susunan fail² lama. (fail tanah)	

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
	Pejabat perniagaan Kerajaan Negeri (PSUK)	
	3. menyambung menyusun fail <sup>2</sup> tanah mengikut tahun. Terdapat dua jenis fail: → fail merah → fail hijau	
5:00 pm	4. membantu staf membeli hadiah untuk "Family Day" pada 4 & 5 Mac 2016.	MOHD SANIBIN YAHYA Pegawai Eksekutif b.p Ketua Jajahan Pasir Mas
02/03/16	AKTIVITI	
8:00 am	1. menghadiri tarbiyah pagi yang bertajuk "Dagqi Fitnah Terbesar akhir zaman"  2. menyambung mengemas dan menyusun fail-fail tanah.  3. membeli hadiah untuk "Family Day" pada 4 & 5 Mac 2016.	
5:00 pm	4. menyambung mengecap resit derma tabung pembinaan masjid.	 MOHD SANIBIN YAHYA Pegawai Eksekutif b.p Ketua Jajahan Pasir Mas
03/03/16	AKTIVITI	
8:00 am	1. menyambung mengecap resit derma tabung pembinaan masjid.	

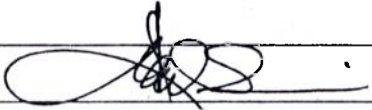
DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
3-30 pm	2. merekod no. fail dan menyusun ke dalam kotak mengikut jenis-jenis fail seperti MTPM, PTPM dan DOPM bagi tahun tahun yang terlibat.	<p>Susunan ke dalam kotak mengikut jenis-jenis fail seperti MTPM, PTPM dan DOPM bagi tahun tahun yang terlibat.</p>  <p>MOHD SANJ BINYAHYA Pegawai Eksekutif b p Ketua Jajahan Pasir Mas</p>
06/03/16	AKTIVITI	 <p>MOHD SANJ BINYAHYA Pegawai Eksekutif b p Ketua Jajahan Pasir Mas</p>
8:00 am	1. mengikut staf PTJPM ke Majlis Agama Islam dan Istiadat Kelantan (MAIK) untuk mengecap MAIK pada buku resit derma tabung pembinaan masjid baharu mukim bunut susu.	
5:00 pm	2. menghantar surat ke perbendaharaan di Pejabat Perusahaan Kerajaan Negeri (PSUK). 3. membuat senarai stok bagi setiap bulan yang digunakan oleh staf.	
07/03/16	AKTIVITI	
8:00 am	1. menyambung merekod no. fail dan memasukkan ke dalam kotak. 2. menjaga <del>operasi</del> kaunter khidmat pelanggan.	

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
5:00pm	3. membuat salinan dokumen.  4. menaip / merekod stok yang digunakan / diambil oleh staf pada setiap bulan.	 MOHD SANIBIN YAHYA Pegawai Eksekutif b p Ketua Jaahan Pasir Mas
08/03/16	AKTIVITI	
8:00am	1. menghantar faks.  2. merekod butir-butir menunjukkan butiran sebagai kod 35000 - harta <sup>2</sup> modal yang lain. → mengikut bahagian <sup>2</sup> yang terlibat. (teknikal, pembangunan, pegawai)	
5:00pm	3. menyambung merekod stok yang diambil oleh staf pada bulan Disember 2015.	 MOHD SANIBIN YAHYA Pegawai Eksekutif b p Ketua Jaahan Pasir Mas
09/03/16	AKTIVITI	
8:00am	1. menghadiri taklirah pagi yang bertajuk "Setitis Air Mata ke syurga".  2. merekod stok yang diambil oleh staf pada bulan Januari 2016.  3. merekod no. fail tanah dar. menyusun	

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
5:00pm	fail tanah tersebut ke dalam kotak.	
10/03/16	AKTIVITI	
8:00 am	1. membuat salinan dokumen	MOHD SANIBIN YAHYA Pegawai Eksekutif b p Ketua Jajahan Pasir Mas
	2. menyambung menguruskan fail-fail tanah lama dan baru	
	→ rekod no fail dan tindakan yang perlu diambil.	
	→ meletakkan fail tanah ke dalam kotak dan melabelkan kotak-kotak tersebut.	Sesua kekeliruan prepsi pegawai m' Sgpt baru, Teluk.
	Tujuan → memudahkan pencarian pada masa depan.	
3:30 pm	3. menghadiri tazkirah umi	MOHD SANIBIN YAHYA Pegawai Eksekutif b p Ketua Jajahan Pasir Mas
13/03/16	AKTIVITI	
8:00 am	1. mengasingkan baucar bayaran ke 2016 ke dalam fail.	
	2. membantu staf mengambil barang stok didalam bilik stok.	
	3. membuat salinan dokumen.	
5:00 pm	4. menghantar surat kepada staf di unit pendaftaran.	MOHD SANIBIN YAHYA Pegawai Eksekutif b p Ketua Jajahan Pasir Mas

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
14/03/16	AKTIVITI	
8:00 am	1. membuat salinan dokumen.	
	2. menyambung merekod stok yang diambil oleh staf PTJPM pada bulan Januari 2016.	
	3. menyambung menguruskan fail-fail tanah lama dan baru. → merekod no. fail dan menyusun ke dalam kotak.	 MOHD SANIB YAHYA Pegawai Eksekutif b.p Ketua Jaianan Pasir Mas
5:00 pm		
15/03/16	AKTIVITI	
8:00 am	1. merekod stok yang diambil oleh staf PTJPM pada bulan February 2016.	
	2. menyambung menguruskan fail-fail tanah lama dan baru. → merekod no. fail dan menyusun ke dalam kotak	
	3. menghantar fail ke staf kepada kakitangan PTJPM di unit Tanah.	 MOHD SANIB YAHYA Pegawai Eksekutif b.p Ketua Jaianan Pasir Mas
5:00 pm	4. menghantar faks.	



DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
16/08/16	AKTIVITI	
	1. menghadiri takziah pagi Rabu yang bertajuk "Kiamat Semakin Dekat".	
	2. menghantar faks.	
	3. menyambung merekod stok yang diambil oleh kakitangan PTJPM pada bulan Februari.	Sebelum Pustaka Kelaja ini diperk. Taludal
	4. menguruskan fail-fail tanah lama dan baru.	
	- merekod no. fail dan menyusun ke dalam kotak	MOHD SANIBIN YAHYA Pegawai Eksekutif b p Ketua Jajahan Pasir Mas



# *Sijil Penyertaan*

Dengan Sukacitanya Sijil ini Dianugerahkan Kepada  
NUR SALEHAH BINTI JAMALUDIN

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Kerana Telah Menyertai

**KOLOKIUW WANITA PEMADAM KELANTAN 2016:  
PENYALAHGUNAAN DADAH DAN BAHAYA AIDS**

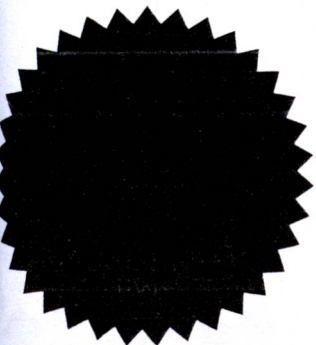
Pada  
**23 FEBRUARI 2016**

Bertempat di  
**DEWAN TERATAI, KOMPLEKS KOTA DARULNAIM,  
KOTA BHARU, KELANTAN**

*"DARI RAKYAT UNTUK RAKYAT: HIDUP PENUH ERTI"  
"MASA DEPAN NEGARA TERLETAK DI TANGAN ANAK KITA"  
"SAYANGI DAN HARGAILAH ANAK KITA"  
"KELUARGA CEMERLANG: NEGARA BANGSA BERJAYA"*

**(YB DATO' HJ ABDUL FATTAH BIN HJ MAHMOOD)**

Pengerusi Jawatankuasa Kerajaan Tempatan, Perumahan, Belia dan Sukan  
Merangkap Naib Yang Dipertua PEMADAM Kebangsaan  
Merangkap Pengerusi Jawatankuasa Penyelaras PEMADAM Negeri Kelantan





**PEJABAT TANAH DAN JAJAHAN PASIR MAS**

a p a m p u t r a

# Sijil Penghargaan

Dengan ini mengesahkan

**NUR SALEHAH BT JAMALUDIN**

**KP: 930831-03-6110**

**IJAZAH SARJANA SAINS PENTADBIRAN**

**UNIVERSITI TEKNOLOGI MARA (UITM)**

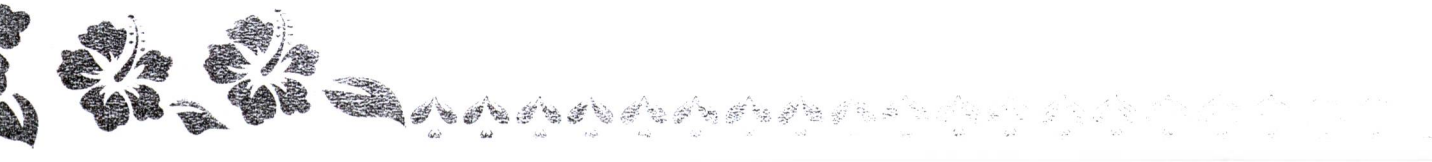
**SARAWAK**

Telah Menjalani Latihan Industri Dengan Jayanya  
di Pejabat Tanah Dan Jajahan Pasir Mas  
Kelantan

Pada:

DR. HAJI CHEE

20 Januari 2016 hingga 16 Mac 2016





الجامعة الإسلامية  
UNIVERSITI  
TEKNOLOGI  
MARA

FAKULTI SAINS PENTADBIRAN DAN PENGAJIAN POLIS  
UNIVERSITI TEKNOLOGI MARA

BORANG PERJUMPAAN DENGAN PENYELIA  
LAPORAN AKHIR PRAKTIKAL (ADS 666)

NAMA PELAJAR : NUR SALEHAH BINTI JAMALUDIN .....

NO MATRIK UiTM : 2013832142 .....

NO KAD PENGENALAN : 930831-03-6110 .....

PROGRAM : AM228/AM225\*

NAMA PENSYARAH PENYELIA : DR. NADRAWINA ISNIN .....

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\* Pelajar dikehendaki mendapatkan tandatangan dari Pensyarah Penyelia Penyediaan Laporan Akhir Lat  
pertemuan diadakan

Bil	TARIKH	MASA	TANDATANGAN	CATATAN
1	6/4/2016	11 am	Jus	<ul style="list-style-type: none"> <li>① Yet complete</li> <li>② To complete</li> </ul> <p style="text-align: center;">22/4/2016</p>
2	25/4/2016	10.30 am	Jus	<ul style="list-style-type: none"> <li>① Submitted CI</li> <li>② To redo E3.</li> </ul>
3	16/5/2016	10.20 am	Jus	To check CI → C
4				
5				
6				
7				

8				
9				
10				

\* potong yang tidak berkenaan

Sila gunakan lampiran jika ruang sediada tidak mencukupi

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