

UNIVERSITI TEKNOLOGI MARA



FACULTY OF ADMINISTRATIVE SCIENCE & POLICY STUDIES

BACHELOR OF ADMINISTRATIVE SCIENCE (HONOURS)

**PRACTICAL TRAINING REPORT
IN UNIVERSITI PUTRA MALAYSIA
KAMPUS BINTULU SARAWAK**

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2015656002

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

(Signature)

Date:

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1.1 OBJECTIVES

The objectives of the organization are to enhance the quality and competitiveness of graduates, to create value through a strong and sustainable research, development, commercial and entrepreneurship, to boost industry and community networking services, to strengthen UPM as a centre of excellence in agriculture and to enhance the quality of governance.

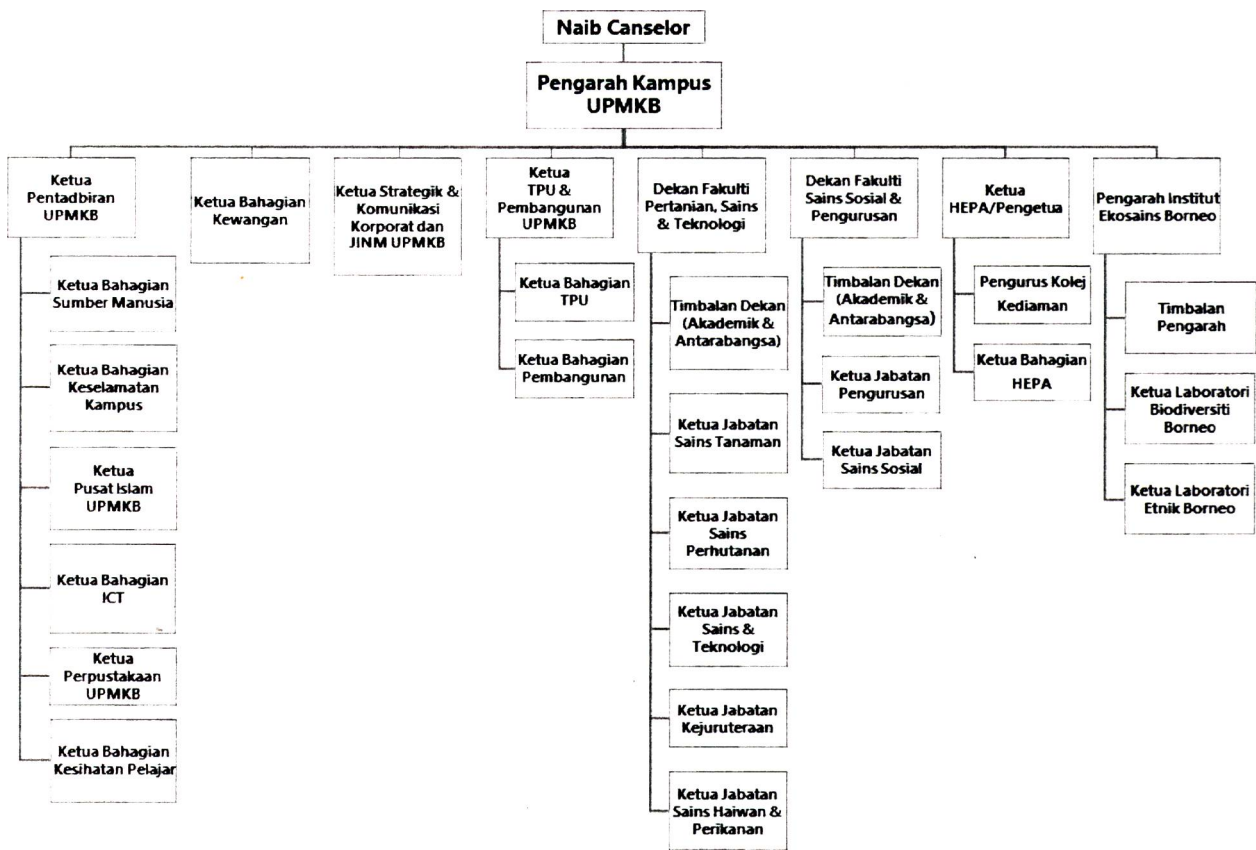
1.2 VISION

- To become a branch campus of international repute.





1.3 MISSION

- To make meaningful contributions towards wealth creation, nation building and universal human advancement through the exploration and dissemination of knowledge.

1.4 ORGANIZATIONAL CHART



1.5 MANAGEMENT COMMITTEE

	<p>Campus Director</p> <p>Prof. Dr. Bujang B. K. Huat</p>
	<p>Dean of Faculty of Agriculture and Food Sciences</p> <p>Prof. Madya Dr. Shahrul Razid Bin Sarbini</p>
	<p>Strategic Chief and Communication Cooperative, JINM UPMKB</p> <p>Dr. Mohamad Maulana Bin Magiman</p>
	<p>TPU and Development Chief</p> <p>Prof. Madya Dr. Ong Kian Huat</p>

	<p>Head of Student Affairs</p> <p>Dr. Aryaty Binti Alwie</p>
	<p>Director of Excellence of Ecosystem Science in Borneo (Borneo Ecoscience)</p> <p>Prof. Madya Dr. Patricia King Jie Hung</p>
	<p>Head of Administration</p> <p>Sudirman bin Asmadi</p>
	<p>Head of Finance Department</p> <p>Zuraida Binti Abu Bakar</p>

CHAPTER 2

SCHEDULE OF PRACTICAL TRAINING

2.0 INTRODUCTION

This chapter will discuss and summarize about schedule of the practical training held at UPMKB. On the first day, the trainee had been given the schedule of works to be followed and used as the guideline for daily tasks. Hence, the officer in UPMKB explained the main tasks and responsibilities in the organization. The tasks that had been done such as filing, outdoor activity, preparing event and more will be discussed in this chapter.

2.1 WEEK 1

The training started on 29th January 2018. On the first day, I was given task to help with exam cover for Diploma students. On 30th January 2018, I was given another task to prepare letter to be distributed for the purpose of promotion in Sarawak and Sabah. I was also instructed to do filing for ISO files classification. On 1st February, I was given a chance to attend the meeting for academic result for final examination Semester 1 2017/2018 for the bachelor programme. Minutes for the meeting was also been prepared

by me. On the same day, I was briefed by the officer on how to do proper file disposal. I also attended a web conference examination schedule for diploma programmes meeting with UPM Serdang as a representative for the officer together with the Deputy Dean of Academic, Dr. John Keen Chubo.

2.1.1 REFLECTION FOR WEEK 1

The first week had given me chance to be familiar with the organization's surrounding. Other than that, I was also given the chance to know most of the important persons in the organization as I get to attend important meeting. Furthermore, I learned new things such as procedure of proper file disposal, filing system of UPMKB and how to organize meeting minutes. I also get to know the important dates for UPMKB after attending a few meetings.

2.2 WEEK 2

On the second week, I started my first task of the week by doing pamphlet for UPMKB promotion throughout whole Malaysia. The pamphlet consists of information on what programmes UPMKB offer, the fees for the programmes and the requirement to apply for the programs available. On 6th February, I attended a meeting of Committee of Borneo Dance Festival 7.0 and "Student Leader Summit Programme 2018". The meeting agendas

consist of programme background, programme tentative, and programme implementation. It was informed that the festival involved universities from Indonesia and Brunei. I also continued doing the pamphlets for promotion purpose on the same day. On 8th February, I helped to prepare front cover for Diploma and Pre-Diploma final examination. On 9th February, the department was having teamwork to reconstruct the office structure for the new dean to move in as the administration of UPMKB will be reconstructed on March

2.2.1 REFLECTION FOR WEEK 2

There were several things that I had learned throughout week 2. I learned that it is not easy to host an international event such as Borneo Dance Festival as it involved a lot of budget and also participation from the outside. Other than that, I also learned about the programmes that UPMKB offered while I was doing the pamphlet for the promotion purpose. I also learned that teamwork is very important in order to make task successfully done.

2.3 WEEK 3

On the third week, I started to review files for disposal. There are some characteristics that needed to be taken into account of before deciding to dispose the files. There are also

a few steps to be done before the files can be disposed. One of the important things to do before disposing files is to ask permission from National Archives of Malaysia. After the permission is granted then only the files can be disposed. The reviewing for files disposal continue until 15th February. Aside from reviewing files for disposal, I also helped with office matters such as helping the students to register for MUET and helped them to fill in the form to get their confirmation letter.

2.3.1 REFLECTION FOR WEEK 3

From this week, I learned a lot especially regarding proper ways to dispose files. I got new knowledge that before dispose a file, permission from National Archives of Malaysia is needed. I also get to apply theory that I have learnt in class which the documentation that includes filing system. Other than that, I also get to know the classification of files that can be disposed. Furthermore, I also learned on how to organize other office matters such as doing registration for MUET and also to help the students to fill in the form before they can get their confirmation letter.

2.4 WEEK 4

On 19th February, I was given a task to do filing for the office general letter. Other than that, I also make preparation for an event named “Suara Anak Sabah Landung Ayang” (SASLA). This programme objectives were to expose the Form 5 students regarding

UPMKB programmes that they can opt for after SPM and also to let them know what should they do in order to enroll into UPMKB. I also attended the event as my supervisor, Mr. Zaidi bin Talip was giving talk for the event. On the next day, I continued the task to do the pamphlets for UPMKB promotion. Other than that, I also helped with the office matters such as preparing confirmation letter for the students. On July 23rd, I attended the event of “Majlis Perutusan Naib Canselor” through web conference together with other staffs of UPMKB.

2.4.1 REFLECTION FOR WEEK 4

On this week, I learned on how to handle an event based on “Suara Anak Sabah Landung Ayang” (SASLA). It was a special programme made for the SPM students that came from Sabah. As this programme was one of their mission agenda, our department was given task to give talk on the programmes that UPMKB offer. Other than that, I also learned on how to set up an event such as preparation for place, pamphlet, and slide show for the talks. Through week 4 given tasks, I am able to apply the project management theory that I had learnt in class. Thus, I was able to handle the event given.

2.5 WEEK 5

On 26th to 27th February, I was still doing pamphlets for promotion at SMK Dalat, Oya. I was also appointed to be one of the ambassadors for the promotion in Dalat. On 28th

February, I was given the task to check the inventory, to see if the list was updated or not. After checking the inventory list, I studied for the promotion at SMK Dalat. On 1st March, I went to SMK Dalat with my team which consisted of Miss Dayang Aminah and Mr. Shahlaman. The promotion was on 2nd March. My tasks on that day were to distribute the brochures and pamphlets to the students, explained the advantages of UPMKB to the students, and helped to answer students' questions regarding the programmes in UPMKB. The next day, we were going back to Bintulu.

2.5.1 REFLECTION FOR THE WEEK 5

On week 5, I learned a lot especially on the trip to SMK Dalat. I learned on how to communicate well with the students. I was able to explain on the programmes that UPMKB offered. Other than that, I was also able to answer the students' questions regarding UPMKB. Some of them had showed some interest on going to UPMKB after the promotion had ended and event took the registration form to be filled in. the promotion had showed a good feedback from the school including teachers and students towards UPMKB. The tasks given to me during week 5 was related to public relation where I got the chance to reach the public to promote UPMKB.

2.6 WEEK 6

As for week 6, I accomplished quite a lot of tasks. On the 5th March, I helped with the office matters. The Academic Department was doing teamwork for office restructuring as administration of UPMKB was restructuring. On the next day, I did the confirmation letter for the final semester students. Confirmation letter is needed by the students to verify that they are UPMKB student when they apply for internship. Confirmation is also needed by the student so that they can register for the UPU. I also helped in preparing logbook and other materials for the students before they went for internship. On 7th March, I helped to prepare for UPMKB promotion for the study fair. On 8th March, I went for promotion activity at SMK Baru, Bintulu. My colleagues and I were on duty for the promotion from 8.00 a.m. to 12.30 p.m. During the promotion, I helped the students to understand more about UPMKB so that they are attracted to enroll into UPMKB. For the last day of the week, I only helped with office matters such as preparing confirmation letters for final year students.

2.6.1 REFLECTION FOR WEEK 6

I learnt that it is very important for people in an organization to work in a team. It makes tasks easier and can be completed faster with good results. This was one of the task that enable me to apply the important of teamwork that had been learnt in organizational behavior subject. Other than that, I also learnt that communication is important in order to make others understand about the organization especially an academic institute such as UPMKB. When the students knew about the course that UPMKB has, the students seem

to be more interested to enroll into UPMKB. With that, I conclude that the students will be more eager to further studies in a university when they have information about it.

2.7 WEEK 7

On 12th March, the Academic Department was having teamwork again for new office arrangement. This was needed to be done as the Dean for new administration was moving to the Academic Department whereby the Academic Department has changed its name into the Dean's Office. It was also needed to be done for office renovation. Other than that, I also helped with office matters such as MUET registration, to ensure the students have paid for MUET fees before they registered and to ensure that they have all the documents needed before registration. I also helped with lecture hall booking and other purposes. On 14th March, I was in charge to prepare the students' confirmation letters as the responsible person Miss Dayang, was not available until 15th March. I also helped to prepare the logbook and materials such as manual for internship students. It was needed to be done early as the students were given a talk regarding the internship before the end of semester. Lastly, on 16th March, I helped to prepare letter for sponsorship for Sarawak Industrial Festival 2018 (SIF) which involved the cooperation with Singapore company.

2.7.1 REFLECTION FOR WEEK 7

For week 7, I have learnt that everyone should know how to do each task in a department. This will help a lot especially when the responsible person is not available. For example, I was not familiar on how to a letter for sponsorship purpose but after being taught and guided by the responsible person, I became familiar and able to do it. I also helped in lecture hall booking which also improve my Microsoft Excel skills as I need to analyze and keyed in the booking information.

2.8 WEEK 8

On week 8, I helped a lot with office matters. I helped Madam Puspasari to review the application form as she was the one in charge of student enrolment. We filtered the application as according to the courses and requirements for the course. It needed to be identified so that the students' enrolment can be proceed. Next, I also helped to prepare the final exam papers. On 22nd March, I helped to prepare the confirmation letter as it is towards the end of the semester. The final year students needed it to be done before the semester ends as they are going for internship. On my last day of practical, I got to accomplish another filing for general letters.

2.8.1 REFLECTION FOR WEEK 8

During week 8, I learnt that it is hard to leave when you are already familiar with the organization and the task that were given. I learnt that it is getting easier to perform a task when you are getting used to it. For example, I can do the confirmation letter without any guidance after doing it several times. As for the filing, I can do the filing by referring to the file codes that were given to me during my day 1 internship.

2.9 CONCLUSION

This chapter enable to explain and summarize what I have learnt during my practical training. It may help me to memorize the task and skills that have completed. Thus, I rationalized them all as I have been assigned with different tasks in Academic Department. Most of the task given are related in my studies or syllabus in administrative science and can be used in real life for the future.

CHAPTER 3

ANALYSIST OF PRACTICAL TRAINING

3.0 INTRODUCTION

In chapter 3, it describes the analysis of the practical training and specifically focuses on one area of task as covered in the practical training handbook. It also should reflect definition of concept, demonstration of practical and theoretical aspects as how to relate all concepts learned in classroom at the workplace and how to transforms knowledge gained at workplace to reinforce understanding on the concepts learned in classroom. Based on my schedule of practical working experience and reflection for each week given under chapter 2, it shows that, my practical training experience was more focused on the job of being administrative and was practices at Academic Department.

3.1 TASK ANALYSIS

During the practical training of eight weeks, I have completed several types of responsibilities such as filing task, promotion and event management. As for this chapter, I will focus on the task which is filing system. Filing system has been used on most of the organizations in Malaysia. Moreover, filing system is the most job task that had been given to me by my supervisor.

3.3 INTRODUCTION OF FILING SYSTEM

In Academic Department, filing is very important to this department in organisation. Filing can be defined as keeping documents in a safe place and being able to find them easily and quickly.

Documents that are cared for will not easily tear, get lost or dirty. A filing system is the central record-keeping system for an organisation. It helps to be organised, systematic, efficient and transparent. It also helps all people who should be able to access information to do so easily.

It is convenient when someone looks for something and is able to find it without difficulties. In the organisations most of the employees work in a group. They receive and send out documents on different subjects. Besides, they need to keep the documents for future reference. If these documents are not cared for, it will be hard for to track for all of the organisational activities. With filings, everyone who needs the document will know where to find them.

In addition, the best filing system is to record creation results directly from the transaction of organization. It must be deliberately created because conducting the transaction, by itself and does not generate the record. Records that will meet accountability requirements and other needs of an organisation cannot be created or managed without an adequate record keeping system. Records management practices, and in particular records creation, must be systematised through policies, procedures and

the application of best practice. The most appropriate controls should be built into filing systems to capture and identify accurately information required by an organisation.

3.3 PURPOSE OF FILING SYSTEM

The main purpose of filing is to preserve the important letters and documents safely. Scientific and systematic methods are applied so that any documents can be found out quickly for reference. The purpose of filing system such as collection and classification of documents, preservation of documents, provide proof, provide guidance to the staffs and others.

3.3.1 Collection and Classification of Documents

The first purpose is collection and classification of documents is the first objective of filing. An organisation may receive and send a large number of documents from internal and external sources every day. They can be reports, letters, bills, contracts and others. So, these documents should be classified into various categories on the basis of their nature and importance. By collecting all those documents, it can give the new information towards the organisation and can help all staff to review back on what they needs in order to adding on or compare previous information and recent information. In addition, classifications of documents which mean the documents had been divided or separate according to the suitable methods such as according to its alphanumeric, alphabetic, numerical, subjects and others.

3.3.2 Preservation of Documents

Other than that, filing is also important for preservation of documents. Preservation of Documents classifying them into two categories such as documents whose preservation shall be permanent in natural and documents to be preserved for not less than eight years. The documents that are required to be maintained are depending on its own policies that are preserved considering their importance, usefulness and information. The organisation recognises that all the documents, whether in physical or electronic mode form an important and integral part of the organization's records. The preservation of documents is important in order to ensure immediate access to the records, its retrieval and authentication. After the collection of data another purpose of filing is to preserve the documents for future reference. A filing keeping system is the tool to manage records. It is a manual or automated information system having the necessary functionality that enables it to carry out and support the various records management processes such as collection, organisation and classification of records to facilitate their retrieval, distribution, use, disposal or preservation.

3.3.3 Provide Proof

Moreover, filing system can provide proof towards the organisation towards his or her employer. Several transactions take place concerning different subjects matter in an organisation. Filing serves to settle misunderstanding and disputes between the business organizations and the different parties such as the government, customers, and other business organization and vice versa. Then the preserved documents can be presented as proof whenever required. For example, the employer need his or her employees to

present about previous objective and the employees decided to refer to the previous documents that have been kept and it can be proof towards what the employees presented.

Lastly, provide information and guidance to the staffs. Filing provides different dates and necessary information for formulating plans, policies and taking quick and rational decision for the organisation. Besides, it also provides information for decision making, planning, and control and to formulate policies. Filing provides proper guidance to the staff in performing their duties which increase to develop working efficiency of the staff.

3.4 METHODS OF GOOD FILING SYSTEM

Taking the time to organize the filing system is crucial. While everyone would love to have a paperless office but in the reality is that many small businesses still have the need to store paper documents such as invoices, receipts, newspapers and other documents. Besides that, by having filing system, the file can be easily retrieved when required. As an employee, losing certain documents is one of the situations that should be avoided. So, there are several methods of good filing system in an organisation.

3.4.1 Filing by Date

First method is filing by date. Filing by date means that all employees can put documents in order by their date. Filing documents by date can find information generated at a specific time. Yearly file sections are the foundation of a date-based filing system and

each month of the year is a subsection of the system. If they are from the same year, then look at their months and put the earlier month first. If they are from the same month and year, then compare their dates and arrange them with the older document coming first. With this method, businesses commonly keep the freshest files in the front of both the yearly section and the monthly sections. When employees use this system, they need some way to keep track of which documents correspond to what month and year.

3.4.2 Filing by Topic

Second, filing by topic. Filing by topic or subject is when the employees group documents by their content. For example, all of the correspondence is grouped together in one file and the complaints documents are placed in another file. The items in the file can also be filed in another order. Other than that, the correspondence could be put in chronological order and the receipts in numerical order.

3.4.3 Filing by Letters

Third, filing by letters. Filing in alphabetical order means putting items in order by the first letter of the name. The documents starting with A will be placed at the beginning, followed by those starting with B, and so on until Z. Besides filing by letters, it also can be filing by alphabetical. Filing all documents alphabetically is a simple and time-proven system. The name of each file folder corresponds to the name of each document. Many businesses use hanging file folders with tabs or sturdy reprinted file drawer dividers to separate the folders under each alphabetical heading. A key drawback of an alphabetical system is for necessary to have an index to keep track of a large number of documents.

3.4.4 Filing by Numbers

The last method is filing by numbers. Filing by number is filing documents or files by their number. It means putting the low numbers before the high numbers. These numbers could be reference numbers on documents, or numbers of files. Remember to look at all of the digits in a number although it is easy to see that 3 comes before 10, check carefully when filing 12.08 and 12.1., the first compare the numbers on the left of the decimal point, and then look at the numbers after it from left to right. For example, 11.06 should be before 11.8. For organizations reason, it mainly generates numbered documents, such as invoices; often create a numerical filing system that stores files using the assigned document numbers. With this file system, a crucial element is labelling each file cabinet drawer with the sequence of numbers it contains. This system might also require an index for quick access.

3.5 CATEGORIES OF FILES

A file is a collection of records arranged in some systematic order. Filing system is a plan for organising files into related categories. Generally, there are only two types of files which are subject and case files.

3.5.1 Subject Files

Subject file is document of the organisation, policies, programs, and functions of an agency. These files consist mainly of general correspondence but also may include forms, reports and other material relating to programs and functions but not to specific

cases, projects or transactions. According to Society of American Archivists, subject files where the documents in case files typically capture the same categories of information about each investigation or action. The content and format of documents in subject files is often varies. Records are selected for filing in a subject file based on their informational content. It is important to understand the difference between a subject file which contains information of general planning and operations and case file which contains information concerning a specific action, event, organisation, place or project in an organisation.

3.5.2 Case Files

Case file is document of specific action, transaction, event, place, project or other topic. A case file may include one or several subjects relating to the specific topic. For example, the Official Personnel Folder, which is the most commonly known type of case file used throughout the Federal Government, project files which contain records relating to an assigned task or problem and lastly transaction files such as contract file. Contract file contents document that consists of conducting of negotiations, business matters and the like to a particular conclusion or settlement.

3.5.3 Other Type of Files

For the other types of files it may include the transitory files which contain records that lose their value within a short period of time. Other than that, working paper files which contain records such as rough drafts, calculations or notes assembled or created for use in the preparation or analysis of other documents. These files generally are disposed of

when the task is complete and the finished document prepared. Technical reference files, which contain copies of reports, studies, compilations of data, drawings and others that are needed only for ready reference and are not made part of the official case file. These non-record materials usually are disposed of when no longer needed for reference.

3.6 IMPORTANCE OF FILING

All organisation have its own importance of filing and for sure all organisation knew why they do so. As my part, filing is an important activity in any organisation. It is important for every type of organisation whether the organisations are big, medium or small. It plays a very crucial role in smooth functioning of official work. Filing not only keeps the record safely but also arranges them in a systematic way which facilitates on the availability of records in a minimum effort. So, there are some of the importances of filing.

3.6.1 Giving Protection of Records

Firstly, filing all documents can give protection of records. By practicing this kind of activity, filing can protects the records by keeping it in safe cabinets and drawers so that important documents can be preserved from unwanted situation happened such as rats, insects, water, sunlight, dust and vice versa. Besides that, by protecting all documents, it can avoid from the dishonest staff of the office such as hacks and attacks. As documents and data become more ubiquitous and accessible, hackers are finding small and medium sized of organisation attractive targets. Hackers may probe the networks for

vulnerabilities and specifically target documents without wrap-around security and documents in transit, synced to devices, in cloud-storage, or in unsecured emails. Besides that, it can be leaks and unauthorized sharing. Documents are sent to the wrong “unauthorized” person by mistake, either via email or other means and it can be unsecured documents and data are found on lost or stolen devices. Above all, documents should not have poor security or infrastructure on protected networks which have left documents and data vulnerable to unauthorized sharing.

3.6.2 Helps in Planning and Decision Making

However, filing all documents helps in planning and decision making. Formulating effective plans and taking quick, it can be rational and correct decision in the function of management. Besides that, factual data which is available from past records can be reference towards future planning. So, filing is very important. Planning is the process of thinking and organizing the activities required to achieve a desired goal. It involves the creation and maintenance of a plan such as psychological aspects that require conceptual skills and decision making is regarded as the cognitive process resulting in the selection of a belief or a course of action among several alternative possibilities. Every decision-making process produces a final choice, which may or may not prompt action. Decision making is the process of identifying and choosing alternatives based on the values and preferences of the decision-maker. So, it does showing that practicing activity such as filing all documents is most importance in the organisation. Planning and decision making giving a big role in an organisation because by planning something for future for the sake of achieving goals in an organisation can be review towards previous

documents whether the planning taken has been used or not. So, planning something can help to prevent from repeating the same mistake and does not using the same planning for organisation. In addition, by planning for organisation, it should have final decision which decision making that make from experience individuals or the person that have the ability and potential to make decision in order to achieve the goals.

3.6.3 Better Control

Lastly, by having a filing system in an organisation it can have a better control. Controlling is one of the managerial functions like planning, organizing, staffing and directing. It is an important function because it helps to check the errors and to take the corrective action so that deviation from standards are minimized and stated goals of the organization are achieved in a desired manner. According to Henry Fayol (1916), control of an undertaking consists of seeing that everything is being carried out in accordance with the plan which has been adopted, the orders which have been given, and the principles which have been laid down. Its object is to point out mistakes in order that they may be rectified and prevented from recurring. Filing system is helpful for contracting the business transactions. Modern business transactions are carried on through various documents. Several types of document are received and sent daily. If those documents are maintained under and scientific way naturally management will get great help in evaluating performance and taking corrective action. The process of control is facilitated by good filing system. All the incoming and outgoing letters are properly checked and quick disposal of letter is possible if immediate attention is required by any letter.

3.7 MANAGING RECORDS AND INFORMATION USING FILING SYSTEM

As we all know, records and information is very important in an organisation. Each department, and office within the department, should have in place procedures which facilitate the easy management of its information resources. The purpose of managing records and information using filing system is for future reference which means the records and information is not for short time period but for long time period.

3.7.1 Filing Paper Records

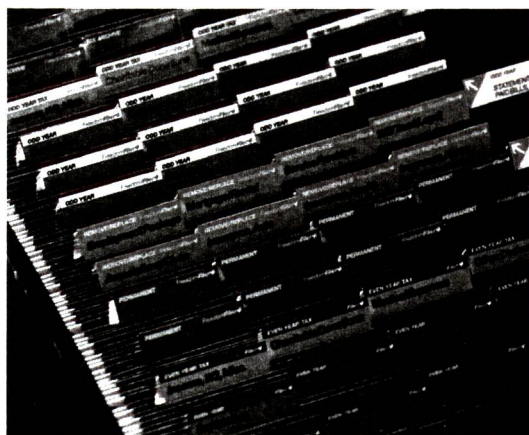
Records contained in paper files that should be managed according to organisation requirements. This means they should be filed in correctly as soon as possible after receipt or creation. If an action is required, employees should still file the document, and circulate the file to the appropriate member of staff. The reason is to maintain a record of this circulation which is to reduce the risk that the file will be misplaced. Documents should not be placed loose into files or folders. Filing paper records helps prevent loss or damage. There are several principles will help in maintaining an orderly filing system which are file latest record on top, file in order of the date on which the document was written, not date of receipt, file attachments or enclosures immediately below the documents to which they relate or place bulky items such as plans or drawings in a pouch or pocket with the contents described on its front. Besides that, circulated papers should be marked in such a way as to identify the original or master set and copies. File the original and if necessary, insert a file note into other files to indicate its location.

3.8 TYPES OF FILING

In an organisation, there are two types of filing that had been categorised by traditional and modern filing. Both types of filing always practice by almost all categories. Besides that, it has advantages and disadvantages towards both types of filing. The types of filing that mentioned here are traditional and modern filing.

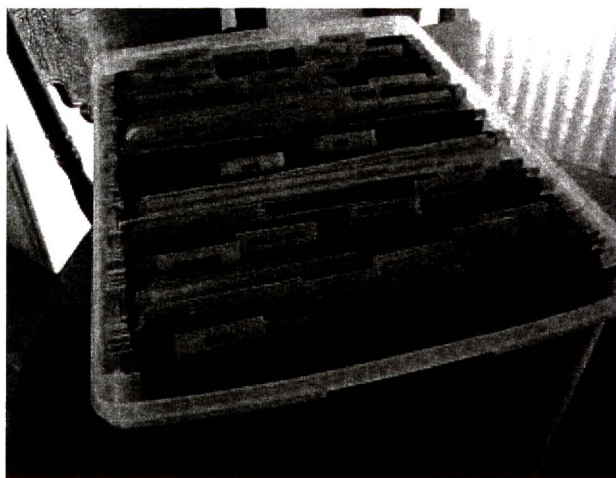
3.8.1 Traditional Filing

Traditional filing system was used at the beginning stage of office management. When the scale of business was small and numbers of documents were limited, in spite of being old it is still in practice in small business organisation. Traditional filing has been organises into a database for the storage, organization, manipulation, and retrieval by the computer's operating system. There are several types of traditional filing such as box filing, press copy book method, cardboard filing and pigeon hole filing.



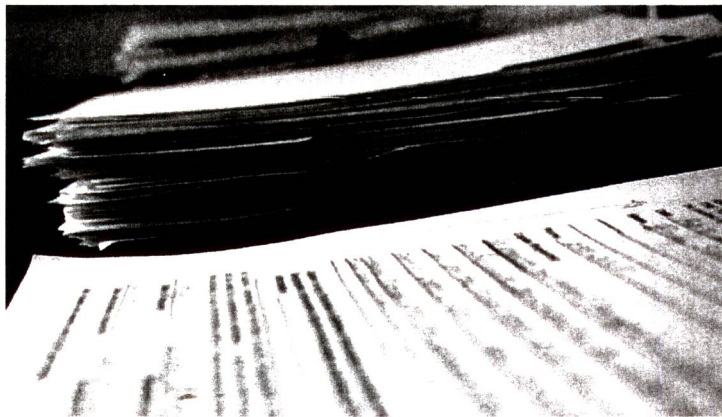
3.8.1.1 Box Filing

Box filing which is the name that are made in the shape of box which is 3 to 4 inches deep are used for filing papers. The boxes are fitted with spring clip to hold the papers down in their proper places. Sometimes, the papers may be placed in manila folders which may be kept in the box. Documents are filed chronologically. Separate boxes can be used for each subject. Since documents are kept in a number of boxes, it is called box filing. Box filing have the advantages and following by disadvantages. The advantages of this filing are it is very simple and easy to understand by every employee because all documents had been arranged according to its structure and it separate for each subject. Besides that, it is safe because the boxes remain closed. It shows the difficulties to losing the documents easily. For the disadvantages, it is flexible because all documents have limited space in the boxes. However, the employees need so many boxes in order to fit all the documents inside every boxes and it have difficulties to take out the documents which is from the middle arrangement because all documents had been packed in the boxes.



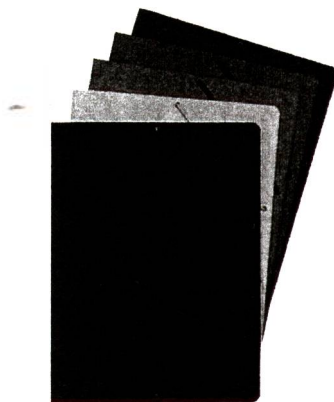
3.8.1.2 Press Copy Book Method

Press copy book method is the second type of traditional filing. Press copy book method usually all outward letters are copied out in a book. Actually the practice is get the copies which are filed in the master file in chronological order. This helps to preserve documents which may become evidence. At the same time, it is a time consuming method. The location of documents and cross reference is difficult. The advantages of this filing are safe to send out letters copies, preserved letters can be used as evidence and easy location of documents. Besides that, the disadvantages of this filing are the letter book has limited pages and because of that, press copy book method has lack flexibility towards filing system. In addition, it is unsafe method because a clerk has to frequently take out the documents and because of this by always taking out those documents, there might be high expectation of losing documents or missed placed.



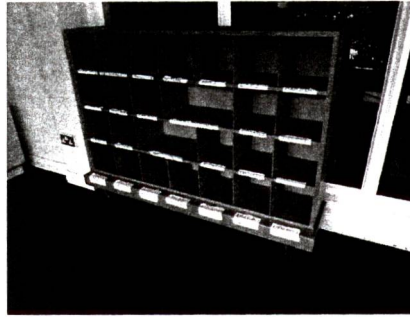
3.8.1.3 Cardboard Filing

In this card board filing system, a thick card board is used and had been designed to facilitate the storage of blocks and slides. There will be cover paper on both sides of the cardboard and all the letters and documents will be kept inside the cardboard which will be covered by the cover paper and duly tied with the lace or thick thread. This economical system is less expensive than metal filing systems but still offers the convenience of drawers for easy retrieval of file contents. Strong and lightweight due to the unique surge construction, the system comprises of five file boxes for either blocks or slides or a mixture of both. These are supported by an outer shell, which stabilises and enables the units to be stacked together. Different types of documents can be filed in separate cardboard files. These files can be stored in the locker for safety reason. These types of filing system are suitable for small business because small business have less documents compare with large business or organisations. The advantages for this filing are it is very simple and easy for all employees and also it is cheaper than other filings. The disadvantages are this filing system is not appropriate for the large size of business organisation and also chances to misplacement of documents.



3.8.1.4 Pigeon Hole Filing

Pigeon hole have high quality of storage. Pigeon hole units are designed to store stationery, brochures, internal mail and parts stored in warehouses. Pigeon hole units are available in a range of sizes and configurations and can be custom made to the organisation as requirements. It has units which available in either metal with a powder coated finish or melamine Laminex with a wide choice of colours. Documents and messages are placed in a person's pigeon-hole for them to collect either they can reply by putting a response inside the sender's pigeon-hole. In medieval times pigeons were kept as domestic birds, not for racing but for their meat. Pigeon holes were the openings set in a wall or a purpose-built pigeon cote in which the birds nested. It is easy to categorise the mail for later preparation of items that ready for despatch. Boxes are grouped in postcode areas with identification tabs usually fixed onto the top-left hand corner of the box allowing for easy entry and retrieval of items. Pigeon hole boxes can be mounted upon caster feet allowing for rearrangement of boxes to meet current processing demands. This pigeon hole has its own advantages and disadvantages. The advantages are it is simple to understand and easy to operate and so economical. Besides, paper or documents will be available quickly. For the disadvantages, it is not appropriate for large organization because of small space different sizes of documents cannot be saved. However, pigeon hole takes time in searching the documents and cannot be maintained because pigeon holes are open.



3.8.2 Modern Filing

The filing system has changed and improved considerably over time, to meet the change in an office. The traditional filing system is not able to meet the entire requirement so it has a limited use in modern offices. So, the traditional filing system has been replaced by modern filing system. There have divided into two categories such as horizontal filing and vertical filing.

Horizontal filing which have drawers similar to a dresser. They are wider than vertical cabinets, and usually shorter. Lateral filing cabinets have certain advantages over vertical ones. So, a filing cabinet is a piece of office furniture usually used to store paper documents in file folders. In the simplest context, it is an enclosure for drawers in which items are stored. In addition, horizontal filing system is a modern type of filing where the documents or letters are chronologically placed in folders one upon another in horizontal or flat position. The latest documents are placed on top and the oldest at the bottom in the folder. Moreover, horizontal filing has two types which are flat file and arch lever file.



Flat file is made of cardboard or thick paper where each flat file is attached with a pair of metal clips or laces on the left-hand side which helps to hold the paper tightly. A pair of holes is made on the left-hand side of each paper. The hole is made by using a punching machine. Then, the paper is inserted into clips or laces. Those clips are locked or the laces are tied up to hold the paper tightly. For the identification of files, they are classified on alphabetical, numerical, geographical or subject bases.

Arch lever file is popular and commonly used to preserve documents, record, and letter. It is made of thick cardboard, a pair of an arch-shaped metal rod, a lever with lock and a pair of clips. The rods, lever, and clips are attached on the left-hand side of the file. A pair of holes is made on the left-hand side of each paper. To insert and take out the paper, the lever is unlocked and clips are opened. When the job is done the lever is locked and clips are closed.

For vertical filing system, it is the most popular type of filing where the documents are kept in an upright or standing position in the files or the folders which are made of cardboard papers. The folders are folded in the middle to hold the letters and documents

in them. These folders and files are placed in a drawer in a vertical or upright position. Vertical filing method is developed to overcome the difficulties of horizontal filing. In large scale organization, more papers are filed and there is a need of referring many papers. Hence, there is a possibility of time consuming in locating the papers. Time is valuable. The desired file should be referred without much difficulty but in lesser time. Usually, drawers or cabinets are used so that any folder may be withdrawn or replaced without disturbing the other folder. There are 2 parts of vertical filing such as folder and cabinet.



Folder is the basis for vertical filing. Manila sheet or some other material is used with flexible substance. The folder is slightly higher than the front sheet and it is brief description of the papers, letters or documents are written on the extended edge of the folder. A separate folder is maintained for each correspondent, customer or subject matter. Hence, the papers relating to a correspondent or a subject are kept standing in chronological order or in other suitable order in the folder reserved for it. There is no using of clip or holder for fastening any document, papers or letters. So, there is no difficulty to refer the desired document or papers without disturbing others. In rare cases, clip may be used to keep the papers fastened together.

While cabinet are the folders that are kept vertically in a steel or wooden cabinet. There are several drawers in a cabinet. The drawers are deep enough to hold the folders in a vertical position. Each drawer is fitted with a slider. The slider pushes the drawer backward can be opened and closed. Guide cards can be inserted at appropriate places in order to divide the drawer into convenient sections.

For UPMKB organisation, they are still using traditional filing which is Open Shelf Filing Cabinets. It is durable and flexible storage products. Open Shelf Filing Cabinets will use less floor space than conventional lateral file cabinets and use an end-tab file system. In addition to end-tab file storage, Open Shelf Filing Cabinet provides storage flexibility to house books, boxes, and other office supplies. For example, the employees store their archive or inactive file boxes on the upper and lower shelves and then store active files in the convenient middle shelves.

3.9 CONCLUSION

In a conclusion, filing system plays a very important role in an organization. As mentioned above, there are many importances of filing system towards an organization. There are also a lot of types of filing system that can be used in order to organize document in an organization. The chapter also conveyed that filing system is one of the examples of practical application on the theory of record management that has been learned in class during lecture. Without filing system, I may be hard for the organization to keep track with the important documents and information for future reference. Thus, with proper filing system, an organization file management will be more organized and proper.

CHAPTER 4:

RECOMMENDATION

4.0 INTRODUCTION

In this chapter it may include the strength and weaknesses of job or task assigned during training as be mentioned in previous chapter that is filing system. This chapter will provide solution for improve the filing system in order for good guidance towards the employees in an organisation. The filing system in UPMKB in Academic Department just have limited cupboard in order to put all files in correct place. The employees willing to learn the filing process and they did not refuse to learn or accept new process or procedure.

4.1 STRENGTHS OF FILING SYSTEM

First, the strength of UPMKB on filing system is they are using manual and online filing system. Manual filing system is a structured set of personal data that are accessible according to certain criteria, the yellow pages on paper for example. By having manual filing, the employees knew what does documents had been compiled in the files and they are always being up to date towards new information, articles, complaints and others. Every department have filing room. The room should be entered by particular employees. This is because to avoid from any loss of documents or missed place of important information. As we all know, every documents give their own important that can achieve goals of company and for future reference. For online filing system, it can save time to all employees because online filing system just need a database to enter all

information or documents that relate to every department. By saving time, there is no more getting up, going to the file cabinet, looking through the drawers, or hunting around for misplaced documents. Filing documents online is one of the best ways for employees to store all most important information in a totally secure and paperless environment. The basic layout of online filing systems are the same as physical filing cabinets, but instead of opening a drawer containing paper documents, employees have access to all files right on their computer screen which accessible from anywhere with an internet connection. Other than that, online filing can save space. Office space can be very expensive, and filing it with paper and folders is not the most profitable use for it. Storing files digitally can allow employees to access an entire room's worth of records with just a computer which can take minimal space. The best thing about this online filing system is when all important documents lost, the IT department can recover all documents that had been lost. That is why online filing system is the most advisable filing in every organisation.

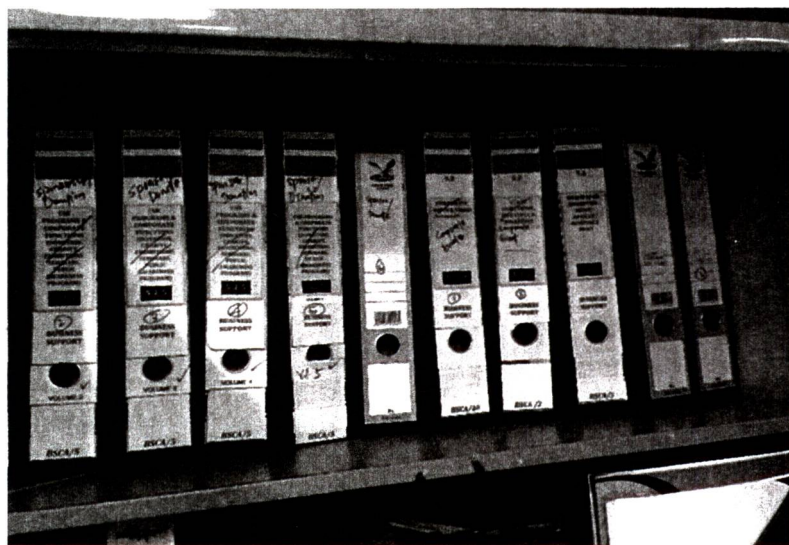
Second, using colour filing system. Colour coded filing systems assign coloured labels to certain key letters or numbers of the file folder name. When file folders are accidentally placed in the wrong area of the filing system, these colour bars are interrupted by a colour that doesn't match making the misplaced file folders obvious. For example at the Administration Department, they are using several colours in order to differentiate everyone's files. Every employee has their own colour of files. This is because to make an easy way to find their own files when they are needed. In additional, this colour filing system can also saving time. By saving time, it can reduce misplaced files with colour coded filing and accessing information faster makes personnel more productive.

According to Records Manager Studies, it shows that 80% of the cost of filing is in people time. Time spent searching for misplaced files is the largest cost associated with filing, not the cost of filing equipment or filing supplies but people time. Colour coded labelling increases the accuracy of filing making files easy to find when you need them.

4.2 WEAKNESSES OF FILING SYSTEM

Every organization has its own weaknesses. For UPMKB. filing system, there are few weaknesses that relate to the manual filing system. The first weakness in Academic Department is the equipment that provided by the company. As a trainee of the department, the equipment that provided to all employees does not satisfied because the equipment does not up to date which mean it looks a little bit old such as the types of files, and the cupboard that being use to keep all files. Some of the files should be replaced to the new one because every document should not be placed in the files that already being thick. Moreover, all documents are not in tidy condition. This is because all employees do not have enough time to manage all files according to their overload tasks to be settled down. Other than that, the files does not arrange according to the right place. The reason why this situation happened is because sometime the employees running of time to arrange all those files. This kind of filing does not advisable in an organisation. For the files cupboard, every files cupboard should consist of files only but due to lack of space to place other equipment, the cupboard also consists of other equipment such as previous tools that have been used for event, stationaries and vice versa. This shows the arrangement of tools does not according to its specific place.

Second weakness is some of the files have been labelled in inappropriate way. Labelling files is very important in order to make all employees to be easy to searching for the files that they want. In Academic Department, all files in one cupboard labelled in inappropriate way. Almost all files just labelled by writing using marker but some of the files labelled but the labelled had been worn out with tear but still does not take an action in order to change the label. This situation should be avoided in every organisation because small thing can become the big mistake in an organisation. By cancelling title of files using marker pen does not give positive effect towards the organisation. It should be more formal because all files consist of importance documents that should be refer in the future.



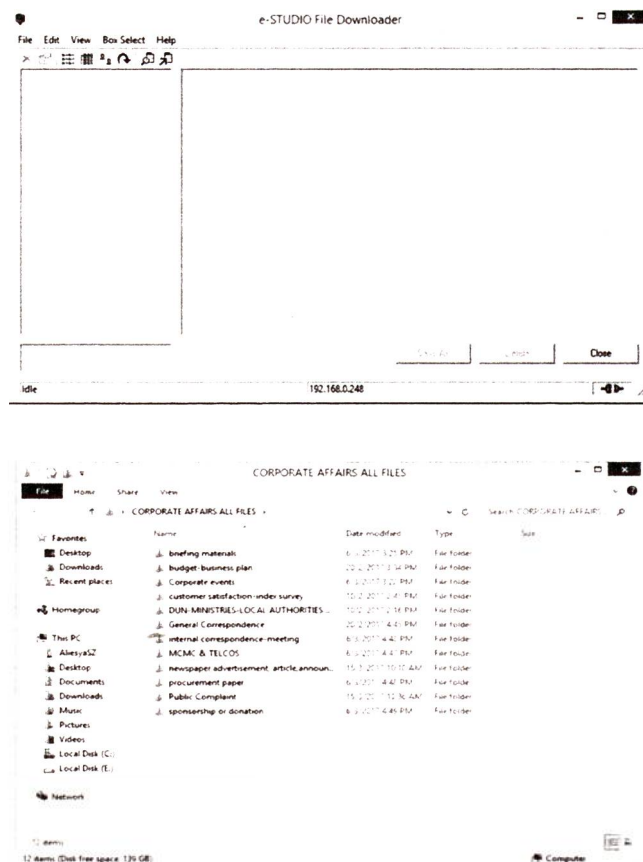
4.3 RECOMMENDATIONS

During practical training in UPMKB., as a trainee I have some recommendations that can be done by the organisation in order to improve and minimize any circumstances especially towards filing system in Academic Department.

First, invest proper filing cabinet or provide new cabinet. To keep all files in appropriate way, the organisation should have proper cabinet in order to arrange all files in suitable way. It is enclosure for drawers in which terms are stored. They might consider enhancing their filing equipment to ensure the filing system look proper. The documents such as personal file should be located into locked cabinet so that the potential hazard that can be minimizing as well. Lateral cabinet quality should be added due to the less vertical space. Other than that, they should consider on the filing equipment in order to upgrade the use of paper file folder. The organisation should standardize their file folder to black lever arch folder so that can keep more documents than paper file folder. It aims to ensure all the file can be kept according to the categories of filing system.

Second, UPMKB should practice on paperless environment. Paperless is a work environment in which the use of paper is eliminated or greatly reduced. This is done by converting documents and other papers into digital form. Proponents claim that going paperless can save money, boost productivity, save space, make documentation and information sharing easier, keep personal information more secure, and help the environment. The concept can be extended to communications outside the office as well. By practicing this paperless environment, UPMKB can reduce the amount of files in the departments and share their information through online filing or e-filing. E-filing provides non-profit organizations with easier preparation and quicker submission of their

information and documents. Besides that, it also can apply in the use of software to find the record in filing room. The system operate in which the employee of the organisation just need to key-in the number of references of the letter and the software will show where does the file is located. In addition, it is also increase the security of the document whereby the trained employees are able to access the file or documents. Besides showing where the files are located, e-filing also can be used in computer device. By practicing paperless environment, all information and documents can be saved in the folder in the system of organisation whereby create folders for different title and save the documents in every folders that related to the information yet documents.



Example of e-filing.

4.4 CONCLUSION

As a conclusion, as we all know filing system is the most important part in an organisation. The employees in the organisation should take a good care towards all information and documents in the organisation. The strength and weaknesses is depends on the department on how does they control and arrange their department according to the filing system for the long term of period. By giving the information of strength and weaknesses it is actual situation that can be minimize and every organisation should practice appropriate way to keep their documents to avoid from loss.

CHAPTER 5

CONCLUSION

5.0 INTRODUCTION

Overall, UPMKB had giving me so much experience moreover it is the basic experience in Academic Department within eight weeks. I received the chances to apply some knowledge that I learned from my previous subjects in UiTM Kota Samarahan. I have done all tasks that had given to me with the guidance from my own supervisor and the employees surround me. In addition, the employees taught me how to use the equipment in the department so that I can do my work easily. For example, using photocopy machine, fax machine and other equipment. I also get the chance to conduct an event that organise by my supervisor. So by joining the event, I get new experience towards big event that consist of important person UPMKB. By having team work spirit, I have increased my confidence level in working environment.

5.1 CHAPTER 1

During my internship, I manage to get a lot of information about UPMKB from the beginning until I finished my practical training. I am trying to digest about their objective, mission, vision, and policies. The introduction about an organisation is very important in order to know what does their goals. Hence, I also learned about how does UPMKB achieved their goals until I get to know that UPMKB has a very specific course regarding agriculture which involves research and development that leads towards modern agriculture. The environment in the Academic Department does give a comfortable surrounding and they provide a table, ergonomic chair and computer which helped me to carry out the tasks given comfortably.

5.2 CHAPTER 2

In this chapter two is all about the flow of tasks that I had been done during eight weeks of practical training. This chapter consists of description and types of tasks that I had done. By remembering those tasks that I had done during practical training, we can see whether the tasks related to the subjects I had learn or suitable for my field which is in Administrative Science. I have gained a lot of experiences throughout the eight weeks of internship. It was not only based on tasks only, but I also had learnt the cultures that are being practiced in the organization. Other than that, I get to apply what I have learnt in class in completing the tasks that are given to me during my practical training.

5.3 CHAPTER 3

Chapter 3 shows the relationship between the theories that have been learned in class and the tasks that had given to me. During practical training, I identified which tasks that I had done the most and I have relate it to the record management which is the filing system. The procedure used is more towards to prepare the documents or record which is dealing with filing system. While doing my practical training, I get to know that there are actually a lot of types of filing that can be used in order to organize documents in an organization. I also learnt that filing system makes looking for document easier and faster. Other than that, by studying about filing system and get to know about it, it gave a lot of useful knowledge that can be used and applied for my won job in the near future.

5.4 CHAPTER 4

Chapter 4 discussing on the strengths and weaknesses that UPMKB has in their organization specifically in their filing system. Recommendations that can be used to improve the filing system in Academic Department of UPMKB are also being identified in this chapter.. Besides that, it also can help in managing all information and documents of the organisation. The strength of organisation is using manual filing system which gives the limitation of authority to take and view the documents in filing cabinet or filing room. By practicing this kind of strategies, the department can be more successful on the filing system because it is not easy to break up and need extra attention by the employees. For the weaknesses, the department still combine files and stationaries in one cabinet

where the stationaries are not arranged in proper position. By providing limitation on the filing space, the department should avoid any matter that can give negative view towards the arrangement of filing. This department should create new strategies towards filing system so that it can helps in improving the weaknesses of filing system.

5.5 CONCLUSION

In short, every chapter in this report has reflected its own purpose. It helps to better understand on the organization itself and the task given during practical training. It is also given on what most done task during practical training by doing analysis and application of theory that has been learned in class. This summary is a statement on how does as a trainee conclude all tasks, towards organisation and situation of the department. I have gained a lot of experiences and knowledge through my practical training in Academic Department of UPMKB. Thus, I hope that by having those experiences and knowledges, I can be a better employee for my real job in the near future. I hope to contribute more in our government administration by applying the knowledge that I have while learning something new.

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APPENDICES



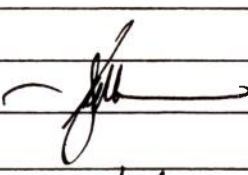
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CAWANGAN SARAWAK

**PRACTICAL TRAINING
LOG BOOK**

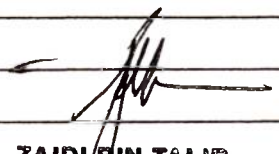
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9. Name of Supervisor In-Charge : ENCIK ZAIDI BIN TALIP
10. Duration of Training
From : 29 JANUARY 2018 To : 23 MARCH 2018



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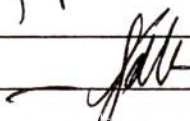
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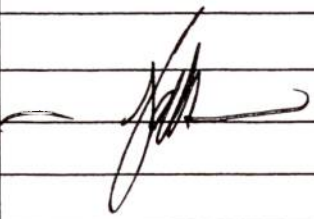
Date	Exact Nature Of Work Done	Supervisors Remarks
29.01.18	Doing exam cover for diploma students.	
30.01.18	Preparing address for letter postage My supervisor asked me to help with preparing letter for postage to schools in Sarawak and Sabah for UPM promotion purpose.	
31.01.18	Doing filing for ISO Preparing address for letter postage preparing materials and file for academic result meeting on 1st February 2018.	
1.02.18	<p>A. Attending meeting (Danyemakan Keputusan Minute. Peperiksaan Akhir sem 1 Fesi 2017/2018) Program Bachelor.</p> <p>Minute.</p> <p>① Aman Pongensi (Dr. John)</p> <p>② Latar Belakang (Encik Saidi) Jumlah - 174 3 graduat.</p> <p>③ Senakan Keputusan Akademik. 3 kecil > keputusan F 1 besar</p>	<p>- Mekanahan Tugas yang diberi dengan baik. Dapat menunjukkan diri dengan perketuan dan susana kerja.</p> <p></p> <p>2/2/18</p>
	<p>B. closing meeting room.</p>	<p>ZAIDI BIN TALIP Penolong Pendaftar Bahagian Akademik Fakulti Sains Pertanian dan Makanan Universiti Putra Malaysia Kampus Bintulu Sarawak</p>

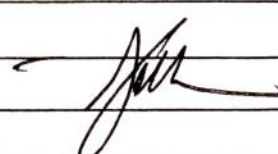
Date	Exact Nature Of Work Done	Supervisors Remarks
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	(600) Kertas Jawapan Tahun Panjang - menegak - dalam meter	Pendedahan kepada pangsuan dan pangsuan fail. - /s
	Pindahan Fail: -Tiada contengan - Tiada stapler/clip.	ZAIDI BIN TALIP Penolong Pendaftar Bahagian Akademik Fakulti Sains Pertanian dan Makanan Universiti Putra Malaysia Kampus Bintulu Sarawak
	Salinan surat - tak payah simpan. Salinan asal - simpan.	
2/2/18	Attending Examination schedule for Diploma students. - web conference with UPM Serdang	
	1. Aw- aluan daripada pengerusi 2. - Pengerahan jadual exam program diploma 2018/2019 semester 1.	Menghadiri Mesyuarat awal di pejabat fakulti. - /s
	8/2/2018 - mesyuarat senate	ZAIDI BIN TALIP Penolong Pendaftar Bahagian Akademik
	25/6/2018 - sesi diploma	Fakulti Sains Pertanian dan Makanan Universiti Putra Malaysia Kampus Bintulu Sarawak
	19/2/2018 - pendaftaran semester 2	
	10/5/18 - mesyuarat senate	
	11/5/18 - buka semula pendaftaran pelajar - 2 minggu pertama Jadual waktu kuliah	


Date	Exact Nature Of Work Done	Supervisors Remarks
	<p>diploma.</p> <p>4 program perhutatan peladengan pengurusan makatan perikatan.</p> <p>- Ditukar kepada dua tahun. - sah jaelual waktu kuliah.</p>	
19/3	<p>- permulaan final exam.</p> <p>di Kak Puspa telong semak. jika ada kursus-kursus yang tertinggal. sekiranya ada, perambahbaikan akan diketahui.</p> <p>- nama pengawas. - keperluan arahan peperiksaan disediakan sebelum peperiksaan. (notis / no. meja)</p>	
	<p>3. Pelajar yang tidak ada dalam sistem. (semester 2)</p> <p>- perlu membuat rayuan pada semester sekarang (2017/2018) untuk masuk ke semester 1 (2018/2019) -- baru (pelajar tahun akhir)</p> <p>- maklumkan pelajar supaya dapat bergraduasi.</p>	<p>Melaksanakan tugas dan tanggungjawab dengan sempurna</p>
		<p> Zaidi Bin Talip Penolong Pendaftar Bahagian Akademik Fakulti Sains Pertanian dan Makana Universiti Putra Malaysia Kampus Bintulu Sarawak</p>
	<p>4. untuk semester khas.</p> <p>3/4/18 - mula semester khas minggu ke-8 - minggu peperiksaan. 2-8 april - pendaftaran.</p>	

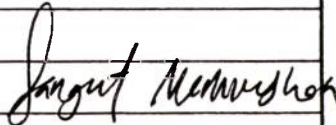

Date	Exact Nature Of Work Done	Supervisors Remarks
5.2.18	Preparing pamphlets for UPM promotion	
6.2.18	Attending Committee of Borneo Dance	
	Festival 7.0 and "student leader Summit" programme 2018 meeting.	
	A. Meeting Agendas	
	1. Program Background	
	2. Program Tentatif	
	3. Program Implementation	
	B. Meeting Agen minute.	
	1. Greeting from chairman.	
	2. Program coordinator - Mr. Fabzan.	memberi idea
	objectives :	yang luas dan
	a. culture exchange.	request.
	b. student involvement in international activity.	
	c. To promote sarawak to other side of Borneo.	ZAIDI BIN TALIP Pemandu Pendaftaran Bahagian Akademik Fakulti Sains Pertanian dan Makanan Universiti Putra Malaysia - Kampus Bintulu Sarawak
	d. To develop Borneo culture.	
	e. Intervention and cooperation among universities in Borneo.	
	3. Categories of competition	
	a) Traditional Borneo ethnic Dance (compulsory show)	
	b) Creative Borneo Ethnic (main competition)	
	4. Program Tentative.	
	Date of Festival: 31/10 - 3/11 2018	
	In-Bound program: 20/10 - 27/10/18	
	- Focus on Leadership	
	- Summer program (Mr. zaidi)	
	B. closing from chairman.	

Date	Exact Nature Of Work Done	Supervisors Remarks
7.2.18	Preparing pamphlets for UPM promotion.	
8.2.18	Preparing front cover for Diploma and Pre-Diploma final examination.	
9.2.18	Office Academic Division was doing teamwork to prepare room and for new dean as the administration of UPM is will be restructured on March.	
12.2.18	Reviewing files for disposal Preparing students' confirmation letters.	
13.2.18	Reviewing files for disposal.	
14.2.18	Reviewing files for disposal.	
15.2.18	Helping with office matters.	
19/2/18	Doing filing for office general letter. Attending a talk with En Mr. Saidi for Suara Anak Sabah Landung Ayang (SASLA). - Promotion to attract the students to study in UPM. Helping with office matter.	
20/2/18	Preparing pamphlets for UPM promotion	All jobs done with excellent performance  ZAIDI BIN TALIP Penolong Pendaftar Bahagian Akademik Fakulti Sains Pertanian dan Makanan Universiti Putra Malaysia Kampus Bintulu Sarawak
21/2/18	Helping with office matter.	
22/2/18	Helping with office matters.	
23/2/18	Attending "Perutusan Naib Canselor" at OKP. Helping with Office matters.	
26/2/18	Preparing pamphlets for promotion.	
27/2/18	Preparing pamphlets for promotion. Studying for promotion purpose at SMK Dalat.	
28/2/18	Checking inventory whether it is updated or not.	

Date	Exact Nature Of Work Done	Supervisors Remarks
28/9/18	Studying for promotion purpose at SMK Bato Dalat.	
1/3/18	Going for promotion to SMK Dalat with Miss Dayang Aminah and Mr. Shahlaman.	
2/3/18	Day of promotion - Helped to distribute brochures and pamphlets to the students. - Explaining the advantages of UPMKB to the students. - Helped to answer students' questions regarding the programs in UPMKB.	
3/3/18	Went back to Bintulu.	
5/3/18	Helping with office matters. - Academic department was doing teamwork for office restructuring as the administration of UPMKB was ^{were} restructuring.	All jobs done with excellence performance
6/3/18	Doing confirmation letter for the final semester students. - Confirmation letter is needed by the student to verify that they are UPMKB student when they apply for place of internship. - Confirmation letter is also needed by the student so that they can register in UPU.	
	Helping in preparing logbook and other materials for the students before they went for internship.	ZAIDI BIN TALIP Penolong Pendaftar Bahagian Akademik Fakulti Sains Pertanian dan Makanan Universiti Putra Malaysia Kampus Bintulu Sarawak

Date	Exact Nature Of Work Done	Supervisors Remarks
7/3/18	Helping to prepare pamphlets for upmkb promotion.	
8/3/18	<p>Went for promotion or can be known as study fair at SMK Pinau Bintulu.</p> <p>7.30 - 8.00 am - Going to destination 8.00 - 12.00 pm - Promotion is ongoing 12.00 - 12.30 pm - Going back to upm</p> <p>- during the promotion, i was helping the students to understand more about upmkb so that they are attracted to get in further their studies in upmkb.</p> <p>- Brochures and pamphlets were distributed to help the students further understand regarding the programs and fees in upmkb.</p> <p>- other than that, the students were asked what stream they are in to help the explain on what program they should enroll.</p> <p>- the teachers were also explained on the programs and benefits that the students can gain if they enroll into upm.</p> <p>Helping with office matters.</p>	<p><i>erithner</i></p> <p></p> <p>ZAIDI BIN TALIP Penolong Pendaftar Bahagian Akademik Fakulti Sains Pertanian dan Makanan Universiti Putra Malaysia Kampus Bintulu Sarawak</p>

Date	Exact Nature Of Work Done	Supervisors Remarks
9/3/18	Helping with office matters. - Preparing confirmation letters for final year students. - it is needed for them to apply for position in their internship. - Also needed for UPU application.	
21/3/18	Academic department was doing teamwork for office reposition. - This was needed to be done as the Dean for new administration was moving to the Academic department whereby the Academic department has changed its name into Dean office. - It was also needed to prepare for office renovation.	
13/3/18	Helping with office matters. - MUEP registration - to ensure that the students has paid for MUEP fees before they registered. - to ensure that they have all the documents needed before registration. - lecture hall. Room booking for lecture and other purpose. - Helping Madam Pusparani as she.	selesai! all job done with exact procedure  ZAIDI BIN TALIP Penolong Pendaftar Bahagian Akademik Fakulti Sains Pertanian dan Makanan Universiti Putra Malaysia Kampus Bintulu Sarawak
14/3/18	Helping with office matters. - Preparing students' confirmation letter as the responsible officer staff. Miss Dayang was not available until 15/3/18.	

Date	Exact Nature Of Work Done	Supervisors Remarks
15/3/18	Helping with office matters. - Preparing logbook and materials needed for internship students. - It was needed to be done early as the students were given a talk regarding their internship before next semester.	
16/3/18	Helping with office matters. - Preparing confirmation letter for final year students. - Helping to prepare letter for sponsorship for Sarawak Industrial Festival 2018 (SIF). - Helping to prepare for room booking as the responsible person madam Puspasari was not available as she was travelling for UPMKB promotion in Tebuan.	
19/3/18	Helping with office matters - Reviewing application form for diploma students.	
20/3/18	Helping with office matters. - Helping in preparing final exam papers. - Reviewing application form for diploma students.	
21/3/18	Helping with office matters - Helping in preparing final exam papers. - Preparing confirmation letter for final year students.	ZAI DI BIN TALIP Penolong Pendaftar Bahagian Akademik Fakulti Sains Pertanian dan Makanan Universiti Putra Malaysia Kampus Bintulu Sarawak
22/3/18	Helping with office matters. - Preparing confirmation letter for final year students.	



UNIVERSITI TEKNOLOGI MARA
CAWANGAN SARAWAK

**PRACTICAL TRAINING
LOG BOOK**

1. Student's Name : SYLVIA DORA ANAK STALIA

2. Date & Place of Birth : 05.11.1996 / KANOWIT.

3. UiTM I/C No. : 2015636002

4. Course : AM228

5. Year : 3 Part S

6. Home Address : LOT 641, JALAN SULTAN ISKANDAR,
97000 BINTULU, SARAWAK.

7. Address During Practical Training : LOT 641, JALAN SULTAN
ISKANDAR, 97000 BINTULU, SARAWAK.

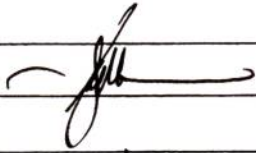
8. Place of Training : BAHAGIAN AKADEMIK, FAKULTI SAINS
PERYANIAN DAN MAKANAN, UPM KAMPUS
BINTULU SARAWAK, JALAN NYABAU, P.O BOX
396, 97008 BTU. SARAWAK.

9. Name of Supervisor In-Charge : ENCIK ZAIDI BIN TALIP

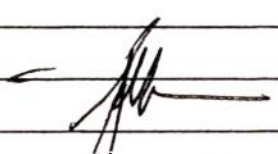
10. Duration of Training
From : 29 JANUARY 2018 To : 23 MARCH 2018

FOR OFFICE USE ONLY :

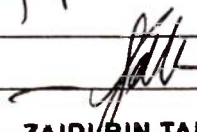
11. Remarks : [Dean / Course Tutor]

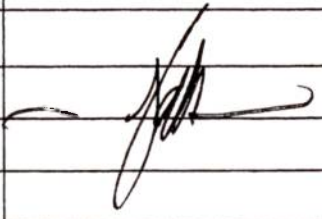
Date	Exact Nature Of Work Done	Supervisors Remarks
29-01-18	Doing exam cover for diploma students.	
30-01-18	<p>Preparing address for letter postage</p> <p>My supervisor asked me to help with preparing letter for postage to schools in Sarawak and Sabah for UPM promotion purpose.</p>	
31-01-18	<p>Doing filing for ISO</p> <p>Preparing address for letter postage</p> <p>preparing materials and file for academic result meeting on 1st February 2018.</p>	
1-02-18	<p>A: Attending meeting (Penyemakan Keputusan Minuta. Peperiksaan Akhir sem 1 Fesi 2017/2018) Program Bachelor.</p> <p>Minuta.</p> <p>① Aman Pergiemi (Dr. John)</p> <p>② Latar Belakang (Encik Saidi) Jumlah - 174</p> <p>3 graduat.</p> <p>③ Semakan Keputusan Akademik.</p> <p>3 kecil > keputusan F</p> <p>1 besar -</p> <p>✕</p> <p>B. closing meeting room.</p>	<p>- Melaksanakan tugas yang diberi dengan baik. Dapat memuaskan diri dengan pelaksanaan dan susuna kerja.</p> <p></p> <p>2/2/18</p> <p>ZAIDI BIN TALIP Penolong Pendaftar Bahagian Akademik Fakulti Sains Pertanian dan Makanan Universiti Putra Malaysia Kampus Bintulu Sarawak</p>



Date	Exact Nature Of Work Done	Supervisors Remarks
1/2/18	Pelupusan Fail	
	(600) Kertas Jawapan Tahun Panjang - menegak - dalam meter	Pundekuan kepada pengurusan dan penyusunan fail. - /s
	Pindahan Fail. -Tiada contengan - Tiada stapler/clip.	ZAIDI BIN TALIP Penolong Pendaftar Bahagian Akademik Fakulti Sains Pertanian dan Makanan Universiti Putra Malaysia Kampus Bintulu Sarawak
	Salinan surat - tak payah simpan. Salinan asal - simpan.	
2/2/18	Attending Examination schedule for Diploma students. - web conference with UPM Serdang	
	1. Aw-alkan daripada pengerusi 2. - Pengerahan jadual exam program diploma 2018/2019 semester 1.	Mesyuarat Mesyuarat awal di pejabat fakulti. - /s
	8/2/2018 - mesyuarat senate 25/6/2018 - sesi diploma	ZAIDI BIN TALIP Penolong Pendaftar Bahagian Akademik Fakulti Sains Pertanian dan Makanan Universiti Putra Malaysia Kampus Bintulu Sarawak
	19/2/2018 - pendaftaran semester 2 10/5/18 - mesyuarat senate 11/5/18 - buka semula pendaftaran pelajar	
	- 2 minggu pertama Jadual waktu kuliah	

Date	Exact Nature Of Work Done	Supervisors Remarks
	<p>diploma.</p> <p>4 program perhutanan peladangan pengurusan makaman perikanan.</p> <p>- ditukar kepada dua tahun. - sah jaual waktu kuliah.</p>	
	<p>19/3 - permulaan final exam.</p>	
	<p>* Kak Puspa tolong semak. jika ada kursus-kursus yang tertinggal. Sekiranya ada, perambahbaikan akan diketahui.</p> <p>- Nama pengawas. - keperluan arahan peperiksaan disediakan sebelum peperiksaan. (notis / no. meja)</p>	
	<p>3. Pelajar yang tidak ada dalam sistem. (semester 2)</p> <p>- perlu membuat rayuan pada semester sekarang (2017/2018) untuk masuk ke semester 1 (2018/2019) -- baw (pelajar tahun akhir)</p> <p>- makluman pelajar supaya dapat bergraduasi.</p>	<p>Melaksanakan tugas dan fungsinya dengan sempurna</p>
		<p></p> <p>ZAIDI BIN TALIP Penolong Pendaftar Bahagian Akademik Fakulti Sains Pertanian dan Makanan Universiti Putra Malaysia Kampus Bintulu Sarawak</p>
	<p>4. untuk semester khas.</p> <p>3/4/18 - mula semester khas minggu ke-8 - minggu peperiksaan. 2-8 april - pendaftaran.</p>	



Date	Exact Nature Of Work Done	Supervisors Remarks
6.2.18	Preparing pamphlets for UPM promotion	
7.2.18	Attending Committee of Borneo Dance	
	Festival 7.0 and "student leader	Yusufi
	Summit" Programme 2018 meeting.	
	A. Meeting Agendas	
	1. Program Background	
	2. Program Tentatif	
	3. program Implementation	
	B. Meeting Ager minute.	
	1. Greeting from chairman.	
	2. Program coordinator - Mr. Fahzan.	Mubri Iden
	objectives :	yang luas dan
	a. culture exchange.	Wijaya.
	b. student involvement in	
	International activity.	
	C. To promote sarawak to	Zaidi Bin Talip
	other side of Borneo.	Penolong Pendaftar
	d. To develop Borneo culture.	Bahagian Akademik
	e. Intervention and cooperation	Fakulti Sains Pertanian dan Makanan
	among universities in the	Universiti Putra Malaysia - Kampus Bintulu Sarawak
	Borneo.	
	3. Categories of competition	
	a) Traditional Borneo ethnic Dance	
	(compulsory show) is	
	b) Creative Borneo Ethnic	
	(Main competition)	
	4. Program Tentative.	
	Date of Festival: 31/10 - 2/11 2018	
	In-Bound program: 20/10 - 27/10/18	
	- Focus on Leadership	
	- Summer program (Mr. Zaidi)	
	B. closing from chairman.	

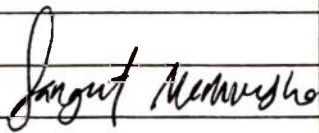

Date	Exact Nature Of Work Done	Supervisors Remarks
7.2.18	Preparing pamphlets for upm promotion.	
8.2.18	Preparing front cover for diploma and Pre-Diploma final examination.	
9.2.18	Office Academic Division was doing teamwork to prepare room and for new dean as the administration of upm is will be restructured .on March.	
12.2.18	Reviewing files for disposal Preparing students' confirmation letters.	
13.2.18	Reviewing files for disposal.	
14.2.18	Reviewing files for disposal.	
15.2.18	Helping with office matters.	
19/2/18	Doing filing for office general letter. Attending a talk with En Mr. Saidi for Suara Anak Sabah Landung Ayang (SASLA). - Promotion to attract the students to study in upm. Helping with office matter.	
20/2/18	Preparing pamphlets for upm promotion	<p>All jobs done with excellent performance</p>  ZAIDI BIN TALIP Penolong Pendaftar Bahagian Akademik Fakulti Sains Pertanian dan Makanan Universiti Putra Malaysia Kampus Bintulu Sarawak
21/2/18	Helping with office matter.	
22/2/18	Helping with office matters.	
23/2/18	Attending "perutusan Naib Canselor" at UKP. Helping with Office matters.	
26/2/18	Preparing pamphlets for promotion.	
27/2/18	Preparing pamphlets for promotion Studying for promotion purpose at SMK Dalat.	
28/2/18	Checking inventory whether it is updated or not.	

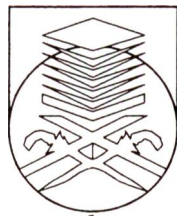
Date	Exact Nature Of Work Done	Supervisors Remarks
28/0/18	Studying for promotion purpose at SMK Bato Dalat.	
1/3/18	Going for promotion to SMK Dalat with Miss Dayang Aminah and Mr. Shahlaman.	
2/3/18	Day of promotion - Helped to distribute brochures and pamphlets to the students. - Explaining the advantages of UPMKB to the students. - Helped to answer students' questions regarding the programs in UPMKB.	
3/3/18	Went back to Bintulu.	
5/3/18	Helping with office matters. - Academic Department was doing teamwork for office restructuring as the administration of UPMKB was restructuring.	<i>all job done with excellence performance</i>
6/3/18	Doing confirmation letter for the final semester students. - Confirmation letter is needed by the student to verify that they are UPMKB student when they apply for place of internship. - Confirmation letter is also needed by the student so that they can register in UPU. Helping in preparing logbook and other materials for the students before they went for internship.	 Zaidi Bin Talip Penolong Pendaftar Bahagian Akademik Fakulti Sains Pertanian dan Makanan Universiti Putra Malaysia Kampus Bintulu Sarawak

Date	Exact Nature Of Work Done	Supervisors Remarks
7/3/18	Helping to prepare pamphlets for upmkb promotion.	
8/3/18	Went for promotion or can be known as study fair at SMK Pone Bintulu.	
	7.30 - 8.00 am - going to destination	
	8.00 - 10.00 pm - Promotion is ongoing	
	12.30 - 12.30 pm - going back to upm	
	- during the promotion, I was helping the students to understand more about upmkb so that they are attracted to get in further their studies in upmkb.	
	- Brochures and pamphlets are were distributed to help the students further understand regarding the programs and fees in upmkb.	
	- other than that, the students were asked what stream they are in to help the explain on what program they should enroll.	
	- the teachers were also explained on the programs and benefits that the students can gain if they enroll into upm.	
	Helping with office matters.	

ZAIDI BIN TALIP
 Penolong Pendaftar
 Bahagian Akademik
 Fakulti Sains Pertanian dan Makanan
 Universiti Putra Malaysia Kampus Bintulu Sarawak

Date	Exact Nature Of Work Done	Supervisors Remarks
9/3/18	Helping with office matters. - Preparing confirmation letters for final year students. - It is needed for them to apply for position in their internship. - Also needed for UPU application.	
2/3/18	Academic department was doing teamwork for office reposition. - This was needed to be done as the Dean for new administration was moving to the Academic department whereby the Academic department has changed its name into Dean office. - It was also needed to prepare for office renovation.	
3/3/18	Helping with office matters. - MUEP registration - to ensure that the students has paid for MUEP fees before they registered. - to ensure that they have all the documents needed before registration. - lecture hall, room booking for lecture and other purpose. - Helping Madam Rusparani as she.	exabnu! all the done with exab purnama 
14/3/18	Helping with office matters. - Preparing students' confirmation letter as the responsible officer staff, miss Dayang was not available until 15/3/18.	 ZAIDI BIN TALIP Penolong Pendaftar Bahagian Akademik Fakulti Sains Pertanian dan Makanan Universiti Putra Malaysia Kampus Bintulu Sarawak

Date	Exact Nature Of Work Done	Supervisors Remarks
15/3/18	Helping with office matters. - Preparing logbook and materials needed for internship students. - It was needed to be done early as the students were given a talk regarding their internship before next semester.	
16/3/18	Helping with office matters. - Preparing confirmation letter for final year students. - Helping to prepare letter for sponsorship for Sarawak Industrial Festival 2018 (SIF). Helping to prepare for room booking as the responsible person madam Puspasari was not available as she was travelling for UPMKB promotion in Labuan.	
19/3/18	Helping with office matters - Reviewing application form for diploma students.	
20/3/18	Helping with office matters. - Helping in preparing final exam papers. - Reviewing application form for diploma students.	
21/3/18	Helping with office matters - Helping in preparing final exam papers. - Preparing confirmation letter for final year students.	ZAI DI BIN TALIP Penolong Pendaftar Bahagian Akademik Fakulti Sains Pertanian dan Makanan Universiti Putra Malaysia Kampus Bintulu Sarawak
22/3/18	Helping with office matters. - Preparing confirmation letter for final year students.	



UNIVERSITI TEKNOLOGI MARA
CAWANGAN SARAWAK

**PRACTICAL TRAINING
LOG BOOK**

1. Student's Name : SYLVIA DORA ANAK STALIA

2. Date & Place of Birth : 05.11.1996 / KANOWIT.

3. UiTM I/C No. : 2015636002

4. Course : AM228

5. Year : 3 Part S

6. Home Address : LOT 641, JALAN SULTAN ISKANDAR,
97000 BINTULU, SARAWAK.

7. Address During Practical Training : LOT 641, JALAN SULTAN
ISKANDAR, 97000 BINTULU, SARAWAK.

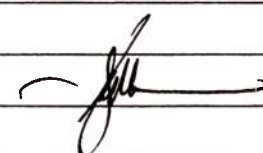
8. Place of Training : BAHAGIAN AKADEMIK, FAKULTI SAINS
PERTANIAN DAN MAKANAN, UPM KAMPUS
BINTULU SARAWAK, JALAN NYABAU, P.O BOX
396, 97008 BTU, SARAWAK.

9. Name of Supervisor In-Charge : ENCIK ZAIDI BIN TALIP


10. Duration of Training
From : 29 JANUARY 2018 To : 23 MARCH 2018


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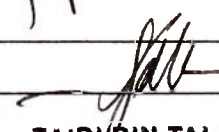
11. Remarks : [Dean / Course Tutor]


Date	Exact Nature Of Work Done	Supervisors Remarks
29.01.18	Doing exam cover for diploma students.	
30.01.18	Preparing address for letter postage My supervisor asked me to help with preparing letter for postage to schools in Sarawak and Sabah for UPM promotion purpose.	
31.01.18	Doing filing for ISO Preparing address for letter postage preparing materials and file for academic result meeting on 1st February 2018.	
1.02.18	<p>A. Attending meeting (Donyemakan Keputusan Minuta. Peperiksaan Akhir sem 1 Fesi 2017/2018) Program Bachelor.</p> <p>Minuta.</p> <p>① Aman Pergiemi (Dr. John)</p> <p>② Latar Belakang (Encik Saidi) Jumlah - 174 3 graduat.</p> <p>③ Senakan Keputusan Akademik. 3 kecil > keputusan F 1 besar</p> <p>A B. Closing meeting room.</p>	<p>- Melaksanakan tugas yang diberi dengan baik. Dapat memuaskan diri dengan prelatur dan Susana lanya.</p> <p></p> <p>2/2/18</p> <p>ZAIDI BIN TALIP Penolong Pendaftar Bahagian Akademik Fakulti Sains Pertanian dan Makanan Universiti Putra Malaysia Kampus Bintulu Sarawak</p>

Date	Exact Nature Of Work Done	Supervisors Remarks
1/2/18	Pelupusan Fail	
	(600) Kertas Jawapan Tahun Panjang - menegak - dalam meter	Disediakan kepada pengurusan dan penyusunan fail.
	Pindahan Fail. -Tiada contengan - Tiada stapler/clip.	ZAID BIN TALIP Pencolong Pendaftar Bahagian Akademik Fakulti Sains Pertanian dan Makanan Universiti Putra Malaysia Kampus Bintulu Sarawak
	Salinan surat - tak payah simpan. Salinan asal - simpan.	
2/3/18	Attending Examination schedule for Diploma students. - web conference with UPM Serdang	
	1. Aw-akuan daripada pengerusi 2. Pengerahan jadual exam program diploma 2018/2019 semester 1.	Majlis Mesyuarat held di pejabat fakulti.
	8/2/2018 - mesyuarat senate	ZAID BIN TALIP Pencolong Pendaftar Bahagian Akademik Fakulti Sains Pertanian dan Makanan Universiti Putra Malaysia Kampus Bintulu Sarawak
	25/6/2018 - sesi diploma	
	19/2/2018 - pendaftaran semester 2	
	10/5/18 - mesyuarat senate	
	11/5/18 - buka semula pendaftaran pelajar	
	- 2 minggu pertama Jadual waktu kuliah	

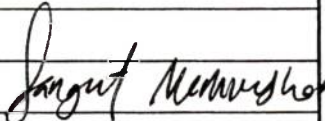

Date	Exact Nature Of Work Done	Supervisors Remarks
	<p>diploma.</p> <p>1. program perhutatan peladangan pengurusan makatan perikatan.</p> <p>- Ditukar kepada dua tahun. - Sah jaual waktu kuliah.</p>	
19/3	<p>- permulaan final exam.</p> <p>2. kak Puspa telong semak. jika ada kursus-kursus yang tertinggal. sekiranya ada, penambahbaikan akan diikutkan.</p> <p>- nama pengawas. - keperluan arahan peperiksaan dibediakan sebelum peperiksaan. (notis / no. meja)</p>	<p>Melaksanakan tugas dan tugasnya dengan sempurna</p>
	<p>3. Pelajar yang tidak ada dalam sistem. (semester 2)</p> <p>- perlu membuat rayuan pada semester sekarang (2017/2018) untuk masuk ke semester 1 (2018/2019) -- bar (pelajar tahun akhir)</p> <p>- maklumkan pelajar supaya dapat bergraduasi.</p>	<p> ZAIDI BIN TALIP Penolong Pendaftar Bahagian Akademik Fakulti Sains Pertanian dan Makana Integrasi Putra Malaysia Kampus Bintulu Sarawak</p>
	<p>4. untuk semester khas.</p> <p>3/4/18 - mula semester khas minggu ke-8 - minggu peperiksaan. 2-8 april - pendaftaran.</p>	

Date	Exact Nature Of Work Done	Supervisors Remarks
5.2.18	Preparing pamphlets for UPM promotion	
6.2.18	Attending Committee of Borneo Dance Festival 7.0 and "student Leader Summit" programme 2018 meeting.	
	<p>A. Meeting Agendas</p> <ol style="list-style-type: none"> 1. Program Background 2. Program Tentatif 3. Program Implementation 	
	<p>B. meeting Agen minute.</p> <ol style="list-style-type: none"> 1. Greeting from chairman. 2. Program coordinator - Mr. Fabian. <ul style="list-style-type: none"> Objectives : a. culture exchange. b. student involvement in international activity. c. To promote sarawak to other side of Borneo. d. To develop Borneo culture. e. Intervention and cooperation among universities in Borneo. 3. Categories of competition <ol style="list-style-type: none"> a) Traditional Borneo ethnic Dance (compulsory show) b) Creative Borneo Ethnic (Main competition) 4. Program Tentative. <ul style="list-style-type: none"> Date of Festival: 31/10 - 3/11 2018 In-Bound program: 20/10 - 27/10/18 - Focus on Leadership - Summer program (Mr. zaidi) B. closing from chairman. 	<p>member idea yang bagus dan suggest.</p> <p></p> <p>ZAIDI BIN TALIP Pendong Pendaftar Bahagian Akademik Fakulti Sains Pertanian dan Makanan Universiti Putra Malaysia - Kampus Bintulu Sarawak</p>

Date	Exact Nature Of Work Done	Supervisors Remarks
7.2.18	Preparing pamphlets for upm promotion.	
8.2.18	Preparing front cover for diploma and Pre-Diploma final examination.	
9.2.18	Office Academic Division was doing teamwork to prepare room and for new dean as the administration of upm is will be restructured on March.	
12.2.18	Reviewing files for disposal Preparing students' confirmation letters.	
13.2.18	Reviewing files for disposal.	
14.2.18	Reviewing files for disposal.	
15.2.18	Helping with office matters.	
19/2/18	Doing filing for office general letter. Attending a talk with En Mr. acidi for Suara Anak Sabah Landung Ayang (SASLA). - Promotion to attract the students to study in upm. Helping with office matter.	
20/2/18	Preparing pamphlets for upm promotion	<p>At the time done with excellent performance</p>  <p>ZAIDI BIN TALIP Penolong Pendaftar Bahagian Akademik Fakulti Sains Pertanian dan Makanan Universiti Putra Malaysia Kampus Bintulu Sarawak</p>
21/2/18	Helping with office matter.	
22/2/18	Helping with office matters.	
23/2/18	Attending "perutusan Naib canselor" at DKP. Helping with Office matters.	
26/2/18	Preparing pamphlets for promotion.	
27/2/18	Preparing pamphlets for promotion Studying for promotion purpose at SMK Delat.	
28/2/18	Checking inventory whether it is updated or not.	

Date	Exact Nature Of Work Done	Supervisors Remarks
28/0/18	Studying for promotion purpose at SMK Bato Dalat.	
1/3/18	Going for promotion to SMK Dalat with Miss Dayang Aminah and Mr. Shahlaman.	
2/3/18	Day of promotion - Helped to distribute brochures and pamphlets to the students. - Explaining the advantages of UPMKB to the students. - Helped to answer students' questions regarding the programs in UPMKB.	
3/3/18	Went back to Bintulu.	
5/3/18	Helping with office matters. - Academic Department was doing teamwork for office restructuring as the administration of UPMKB was restructuring.	<i>all jobs done with excellence</i> <i>performance</i>
6/3/18	Doing confirmation letter for the final semester students. - Confirmation letter is needed by the student to verify that they are UPMKB student when they apply for place of internship. - Confirmation letter is also needed by the student so that they can register in UPU.	
	Helping in preparing logbook and other materials for the students before they went for internship.	ZAIDI BIN TALIP Penolong Pendaftar Bahagian Akademik Fakulti Sains Pertanian dan Makanan Universiti Putra Malaysia Kampus Bintulu Sarawak

Date	Exact Nature Of Work Done	Supervisors Remarks
7/3/18	Helping to prepare pamphlets for upmkb promotion.	
8/3/18	<p>Went for promotion or can be known as study fair at SMK Pone Bintulu.</p> <p>7:30 - 8:00 am - Going to destination 8:00 - 10:00 pm - Promotion is ongoing 12:00 - 12:30 pm - Going back to upm</p> <p>- during the promotion, I was helping the students to understand more about upmkb so that they are attracted to get in further their studies in upmkb.</p> <p>- Brochures and pamphlets are were distributed to help the students further understand regarding the programs and fees in upmkb.</p> <p>- other than that, the students were asked what stream they are in to help the explain on what program they should enroll.</p> <p>- the teachers were also explained on the programs and benefits that the students can gain if they enroll into upm.</p>	<p><i>[Handwritten Signature]</i></p> <p>ZAIDI BIN TALIP Penolong Pendaftar Bahagian Akademik Fakulti Sains Pertanian dan Makanan Universiti Putra Malaysia Kampus Bintulu Sarawak</p>
	Helping with office matters.	

Date	Exact Nature Of Work Done	Supervisors Remarks
15/3/18	Helping with office matters. - Preparing logbook and materials needed for internship students. - It was needed to be done early as the students were given a talk regarding their internship before next semester.	
16/3/18	Helping with office matters. - Preparing confirmation letter for final year students. - Helping to prepare letter for sponsorship for Sarawak Industrial Festival 2018 (SIF). Helping to prepare for room booking as the responsible person madam Puspasari was not available as she was travelling for UPNKB promotion in Tebuan.	
19/3/18	Helping with office matters - Reviewing application form for diploma students.	
20/3/18	Helping with office matters. - Helping in preparing final exam papers. - Reviewing application form for diploma students.	
21/3/18	Helping with office matters - Helping in preparing final exam papers. - Preparing confirmation letter for final year students.	ZAKI BIN TALIP Penolong Pendaftar Bahagian Akademik Fakulti Sains Pertanian dan Makanan Universiti Putra Malaysia Kampus Bintulu Sarawak
22/3/18	Helping with office matters. - Preparing confirmation letter for final year students.	