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UNIVERSITI TEKNOLOGI MARA

FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

KOLEJ INFORANA (KUALA TERENGGANU)

(LOT 29295, JALAN TOK JEMBAL, KUALA NERUS, 21300 KUALA
TERENGGANU)

SPECIAL PROJECT: ONLINE REGISTRATION SYSTEM

BY

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IM245 - BACHELOR OF INFORMATION SCIENCE (HONS.)

INFORMATION SYSTEM MANAGEMENT

FACULTY OF INFORMATION MANAGEMENT

UNIVERSITI TEKNOLOGI MARA KELANTAN

01 FEBRUARY 2017 – 30 JUNE 2017

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**REPORT SUBMITTED IN FULFILLMENT OF THE
REQUIREMENT FOR THE INDUSTRIAL TRAINING FACULTY
OF INFORMATION MANAGEMENT UNIVERSITI TEKNOLOGI
MARA KELANTAN**

01 FEBRUARY 2017 – 30 JUNE 2017

DECLARATION

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Signed by

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Date of submission: 11th July 2017

ABSTRACT

The industrial training duration based on the period from 1st February 2017 to 30th June 2017 in Marketing and Administration Department at Inforana Islamic International Skill College located at Kuala Nerus, Kuala Terengganu. The training period is five months and there is an agreement before start the practical training to not more than six days of absent throughout the internship. During the practical training, there are lots of activities that have been joined with other staffs, work done as been asked by the supervisor and the other staffs and new things about work environment has been learnt as the practical trainee. There is need to be learnt about the PHP programming, learning more on how to use and handle Hypertext Markup Language (HTML) and learning WampServer 2.0 to refresh the knowledge for developing the Online Registration System as it is the special project that need to focus on. Even there are two departments that have been involved, but marketing and administration department are basically work together as referring to admin officer before settle down for each task. The staffs at Inforana College are mostly very well trained about job scopes respectively and it helps a lot in gaining the information and knowledge to explore the organization directly.

Keywords: Online Registration System, special project, staffs, practical training

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My big thanks also go to the classmates who were help me a lot in so many ways in order to ensure everything going well and I managed to do my final report based on the requirements that we have to finish it individually.

Not to forget, my strong supporters since the beginning of my journey and my truly backbones, my beloved parents and friends for their continuous support and guidance in finishing this assignment.

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CHAPTER 1

INTRODUCTION

1.1 Background of the Organization

The Inforana Islamic International Skill College or Inforana College has been established on 1st of April in year 2002. It has been registered as a Skills College or Institution registered with the Skills Development Department under the Ministry of the Human Resources. These colleges offer few of courses on skill training in hospitality and manufacture of clothes sector which is providing Malaysian Skills Certificate of Excellence for all courses except Culinary Art because it is also offered on Malaysian Skills Diploma of Excellence for the students to further their studies to the higher level on skills field. For the time being, the courses of skill training are including Malaysian Certificates of Excellence for four courses which are Culinary Arts Chef, Cakes and Pastry, Food and Beverage Operational Services and Management, and last but not least, Sewing and Fashion course. On top of that, Inforana College is planning to open for new course at this college which is Tour Guides course in future and still in discussing process. Inforana College also one of organization under the main organization management which is Inforana Holdings Sdn. Bhd. The other two organizations managed by the Inforana Holdings Sdn. Bhd. are Quinara Al-Safir Resort for the resort management and Nirana Food Sdn. Bhd. for the outside catering management. The uniqueness about Inforana College, the college is the only institution in Kuala Terengganu that located in the area of resort which is in the same buildings. It means that the staffs of Inforana College and Quinara Al-Safir Resort using the same place to punch cards in and out for both managements.



Figure 1: The logo of Inforana Islamic International Skill College (Inforana College)

Inforana College continues to grow with the establishment of the main campus located at Tok Jembal, Kuala Nerus area and also near with Sultan Mahmud Airport, Kuala Terengganu. The establishment of the main campus surely may help the trainees or students to enhance the skills and expose them to a real working environment after they are completely finish up their training classes. The main objective to establish the main campus compared the old campus before because of to accommodate the placement of trainees that increase from time to time.

Besides, Inforana College also offer the trainees joining the training which is On Job Training (OJT) during the following period of training. The training either at the Quinara Al-Safir Resort itself or at any resorts and hotels in Terengganu that indirectly give employment opportunities and career to them especially for trainees or students that graduated on time.

The main objectives for the establishment of Inforana College are to provide alternatives way to students after they finish the secondary schools and for the students who do not get their places in formal education at universities and any government institutions. Besides, Inforana College also providing life time education towards individual and

community to improve their quality of lives by using the skills and techniques that have been learned in the college.

It is also to allow the private companies to use Inforana College service to give the practices towards their employees. On top of that, to build the cooperation within the community, local government and private sector also developing the local area especially towards the trainees that already graduated in Inforana College to offer the skills that they have been learned. Furthermore, Inforana College give many chances to the local community area to use the facilities that have been provided at Inforana College.

The other objectives are:

- i. Provide an alternative route to post-secondary students and students who have dropped out of formal education for training and education in technical fields, hospitality, culinary and others.
- ii. Provide lifelong education to individuals and local communities to improve the quality of people's lives.
- iii. Allowing private companies to outsource Inforana College to provide training to their employees.
- iv. Establishing close cooperation between members of the community, local government and the private sector to develop the local area.
- v. Coordinating the training and skills provided by various ministries in order to meet the needs of the market and the local population.
- vi. Establishing close cooperation between members of the community, local government and the private sector to develop the local area.

The Vision of the Inforana College is “As a company that strives to create a productive and skilled coach towards the goal sparked the world.”The Mission is “Provide intensive skills-based training and systematic.” The motto of organization is "TOWARDS THE FUTURE OF SKILLED".



Figure 2: The courses offered at Inforana College

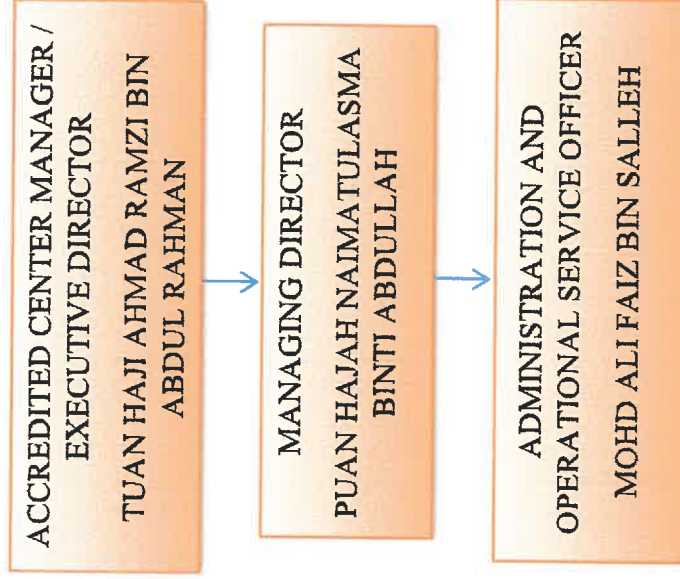
1.2 Organizational Structure

Organizational chart

The organizational structure is focusing on the organizational charts from top management to bottom management at Inforana College.

- i. Organizational structure is referring to the hierarchy of the whole organization by describe in organizational chart form.
- ii. It defines each job scope of each staff or employee, its function and where to report the work done or task given to within the organization.
- iii. Top management in whole organization is the main lead on every department in the organization.
- iv. Departmental organization including administration, marketing and corporate relations, finance, academic affairs, student affairs and logistic department.
- v. Organizational chart structure including the whole organization and department involved are placed in appendix section.

TOP MANAGEMENT



| ADMINISTRATION | MARKETING AND CORPORATE RELATIONS | FINANCE | ACADEMIC AFFAIRS | STUDENT AFFAIRS | LOGISTIC |
|---|---|---|--|--|---------------------------------|
| HUMAN RESOURCES OFFICER Nor Millah Binti Ahmad | CAREER CONSULTANTS AND CORPORATE RELATIONS OFFICER Mohd Haqjudin | FINANCE & ACCOUNT OFFICER Samihah | ACADEMIC AFFAIRS OFFICER Rosyha Binti Sedik | STUDENT AFFAIRS OFFICER Ahmad Fakhrudin | LOGISTIC ASSISTANT Che Kamal |
| DEVELOPMENT OF QUALITY AND HOSPITALITY OFFICER Siti Robani Binti Abd Ghani | REGISTRATION OFFICER Nurul Azura Binti Yahaya | FINANCIER & LOAN OFFICER Nur Syahirah Binti Mohammad | ASSISTANT ACADEMIC AFFAIRS OFFICER | ASSISTANT STUDENT AFFAIRS OFFICER (CLUBS/ASSOCIATIONS & COUNSELING) Nurul Izzati | |
| ASSISTANT ADMINISTRATIVE OFFICER | ASSISTANT CAREER CONSULTANTS AND CORPORATE RELATIONS OFFICER Raja KhairulAnuar | FINANCE & ACCOUNT ASSISTANT Rizal | ASSESSING OFFICER (PPD) - Zaini Binti Ariffin - Nur Syariahah Binti Dagang | ASSISTANT STUDENT AFFAIRS OFFICER (COUNCIL, PRACTICAL FOR TRAINEES & ALUMNI) Che Ku Sazwani | |
| PRACTICAL TRAINEES 1) Nik Mohammad Faiz | | | ASSESSING OFFICER (TRAINERS) -Siti Robani Binti Abd Ghani - Ummi Hazirah | ASSISTANT STUDENT AFFAIRS OFFICER (DISCIPLINE & DORMITORY UNIT) Tuan Khusyairi | |

| | | |
|---|---|--|
| <p>2) Wan Syakila Binti Wan Ghazali</p> | <p>-Normaidamunira -Liyana -Tuan Nur Fatimah -Wan Nur Farhana -Nurul Izzati -Che Ku Sazwani -Syuhada -Zaini Binti Ariffin -Ainaa Syazwina</p> | |
| | <p>PRACTICAL TRAINEES</p> <ul style="list-style-type: none"> - Mohd Hariff Fadillah Bin Ariffin - Syafiqah - Nur Raihan Binti Che Mansor - Nur Fhatin Shafira Binti Rozali | |

Table 1: Organizational Chart of Inforana Colle

CHAPTER 2

ORGANIZATIONAL INFORMATION

2.1 Departmental Structure

The departmental structure is focusing on the department structure by interpreting it into chart from top management to the bottom management.

- i. Departmental structure basically is focusing and already narrow down to the job scope of being in that department.
- ii. Marketing department is still depending and need to consult every activity or program and also schedule task to the admin officer as the top management in the department.
- iii. Administration department as the core or main department to give the work plan, schedule, arranging meetings and so on to all the other officers as the employees.

ADMINISTRATION DEPARTMENT

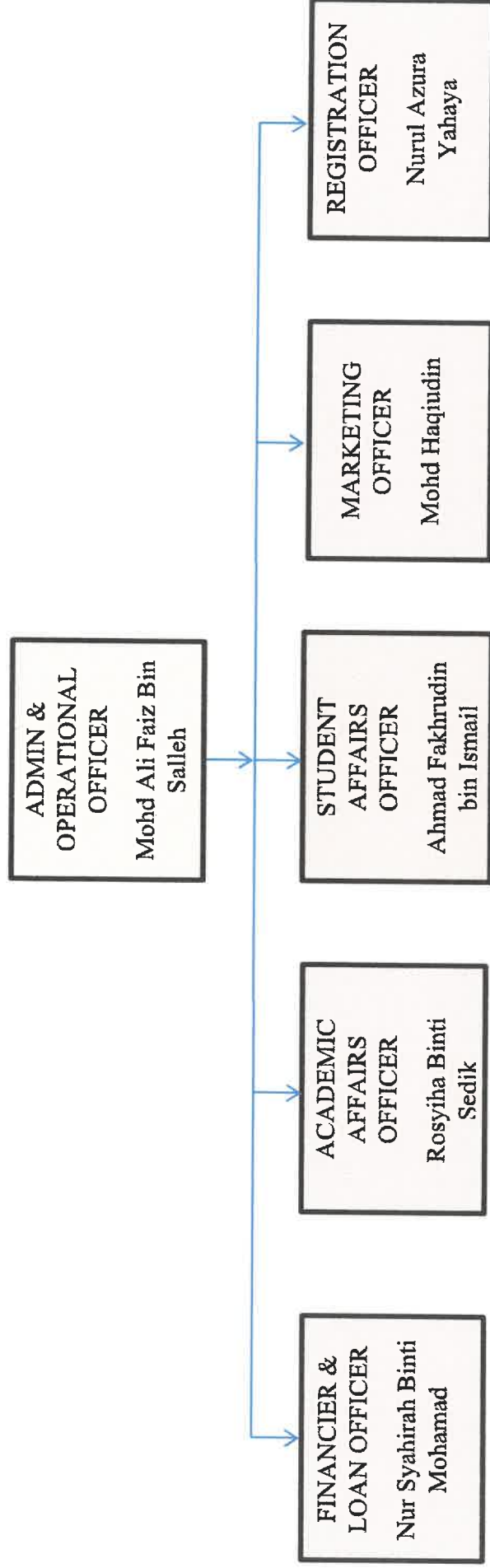


Figure 3: Administration cum Marketing Departmental Chart

- i. The top management is admin officer which is the leader for all the officers in company.
- ii. It means the financier and loan officer, academic affairs officer, student affairs officer, marketing officer and registration officer need to follow up on every task, programme planning and dateline to the admin officer to ensure that the work done is going smoothly.
- iii. Admin officer is responsible to ensure all the tasks are filtered and under his consideration before start any meetings that involve the top management in the organization to discuss together.
- iv. The departmental organization structure is placed in the appendix section.

2.2 Departmental Function

The Administration Department is basically including marketing, admin and operational service, academic affairs, student affairs, loan and finance for students' affairs and registration part. All the officers are located in the same department to manage the students' affairs. Meanwhile, the lecturers or at Inforana College, it is called students' assessment officers to teach, give the assignments, modules for their project and evaluating the final examination papers which is before the final examination results, it will be going through the final analyse by the academic affairs officer to determine the eligibility to the next level according to respectively for each course. Since the Inforana College has small office space which is staffs sometimes do more task at once, means that practical students need to help them involving either admin tasks or student's affairs such as student payment checks for registration fees, flyers editing and printing and so on.

On top of that, all the practical trainees also placed in the same department except for the ex-students of Inforana College because they need to teach the students according to their respective fields. For the scope of task and job, the staffs sometimes helping each other especially when the registration dates come every four times in a year. Starting from attending the incoming calls to brief the courses, attending their visits to explain the courses, payment fees, loan, learning period and many more before the students or trainees start up their classes.

For the first two and half months, attending calls and updating programs in official Facebook account are the tasks for Marketing Department. Since the department is need to update the current program by advertising the program, social media such as Facebook as main page for promoting the programs either that organized by Inforana College or joining any companies or any organizers that invite us to join with. As for now, programs that we were joined such as “Pesta Pantai”, “Festival Pelamin”, “Pesta Beautiful Terengganu” and so on. The programs that we are joined basically have to open booth for promote the courses and display the uniqueness for each course that offered at Inforana College such as decoration cakes and pastries, clothes designed by the students and so on.

Meanwhile, the other two and half months, I have been transferred to the other department which is Administration Department that I have been placed to be the personal assistant for the Admin and Operational Service Officer to handle the administration tasks and also helping staffs for another tasks since the staffs in the foyer office are in small scope. It is including updating the letters, memo, minutes of meetings, program and activities report and few more of files that involving the management of Inforana College starting January

2017. Furthermore, managing the lockers that have been paid by the students every month and managing its files to update the use of the lockers.

CHAPTER 3

INDUSTRIAL TRAINING ACTIVITIES

3.1 Training Activities

There are two departments that being place for the authors throughout the internship. Both departments are categorized into two different job scopes. The departments are marketing department and administration department.

3.1.1 Marketing department

The marketing department in Inforana College is basically having two staffs to handle marketing tasks in the company. For top management, it is called Career Consultants and Corporate Relations Officer that act as Marketing Officer but for the first time being placed in the department which is first two months and half of my internship, marketing tasks is handled by the Assistant Career Consultants and Corporate Relations Officer. It is because of the past marketing officer is already resigned his position and his assistant managing his tasks for a while until a new officer come in to the department.

Therefore, during that time, the author need to help the assistant of marketing officer to do the marketing tasks. One of the tasks is as a receptionist which is handling incoming calls, outgoing calls, checking mails of company's official e-mail, updating company's official Facebook account and so on.

Handling callers are basically including from outsiders to explain about the students' intake by giving short briefing about the payment, hostel provided for students, total loans depend on courses and so forth. It is also handling callers and making calls to few hotels and resorts regarding to the students' internship places and if any of changes occurred that involving suitability internship places for students based on their courses and skills. Besides, handling calls also regarding to the confirmation letters from the organizations that invite to join their programs either involving students or staffs themselves.

On top of that, the author need to use Adobe Photoshop by learning to use it step by step, trial and error and then, practice to the task given. Then, it is applying to edit the logo and images for every sponsorship, official logo of company and colour changing in that images and logo to upgrade to new branding and then act as main attraction. All the materials then, been applied into flyers to be distributed to the people especially when involving with carnivals or any festival such as set up for exhibition booth. Meanwhile, for the flyers itself, for the backdrop, basic colour and texts adjustment and so on about the flyers details are editing in Microsoft Publisher as using the flyers design to make it more flexible to distribute and very readable.

When doing internship, the author always got opportunities to set up booth with the staffs that responsible in organizing activities. The other activities are by preparing for stuffs such as for the demonstration and promotion and also involving to prepare for flyers including all the courses. It is important to distribute to the visitors or people to promote the

college in term of courses indirectly and directly offered to enhance own skills for future uses. Mostly the program highly anticipated every year at schools in Terengganu area is open booth for Inforana College on the days of the announcement of “Sijil Pelajaran Malaysia” (SPM) results. It is actually annual activity or program that properly arranged by the organizers.

The Inforana College party is already known about the details and just set up the booth and demonstrations which is operated by own assessment officers or trainers to promote the courses. It is a great platform in order to make the Inforana College more commonly known by the people especially students that keen to pursue studies in skills and at the same time to attract the youngsters to involve in skills studies for additional knowledge and techniques.

Besides, any festival and carnival that have been joined is need to properly prepare by college party to set up for demonstration including all courses such as sewing and fashion course by showing the collections that have been designed and sewed by the students. Then, for cakes and pastries course, demonstration is about decoration the cakes using whipped creams and decoration tools after baked the cakes that done by the students. It is also actually as the main attraction for the crowds to join the demonstration and attract the youngsters to join and grab the chance to be one of students at Inforana College.

Furthermore, in Marketing Department, the author need to help staff for printing the papers and Photostat the papers either for staffs’ uses or students’ requests as they need to make it photocopies for their assignments and project in their workshops. For staffs’ work papers are such as notes for learning and teaching processes, programmes or college’s

activities, staffs name lists and contact numbers for preparing at front desk as if there is urgent matter to call them and the list goes on.

Moreover, for the first week of internship, the author is helping assistant of marketing officer to snap the pictures for on-going activities involving students in college which is either for their projects or competitions within them to be used and created in the activities report and as the display images as marketing strategies through social media accounts especially Facebook official account.

Before start up the task of marketing management, all new staffs that registered and already self-reported to the company, need to apply for the own username and password to handle personal Wi-Fi. It is because the Wi-Fi networking in the company has its own privacy which is only for staffs' use in Inforana College. It will help more to assist the marketing tasks or management which is needed to post the pictures, videos and advertisements on social media account such as Facebook account about the activities and programmes in college.

Besides, throughout being placed in marketing department, it is one of the tasks to check about the letters of students' personal details to help the registration officer to give current students other offer letters to continue their studies to the next level based on their courses. Inforana College has its own rule starting this year, 2017 including four months in a year which are January, April, July and November. They are months of registration days for the new or current students to take place to be one of the students or trainees here. It is to ensure those students' intakes are consistent and not exceeding the quota of students'

intake since the college has very limited facilities of classes and assessment officers or trainers for each course.

Since being placed at marketing department, throughout that time, receptionist is one of the main tasks by being placed at the counter of foyer office Inforana College as to entertain the visitors and students that want to meet the other officers in the office. Most of the tasks have to attending incoming calls either internal or external callers, outgoing calls which are to deal with people from variety of organizations and to deal about the fax especially when outsiders want to deal with the marketing officer.

Apart from that, despite of doing the marketing tasks, there is also need to help and discuss with registration officer at the same time to create group email by using Gmail account as requested by the admin officer to ease for the staffs in the office discussing within them in the group email about the tasks given, students issues, administration management and programmes that will be joined or organized themselves. As the practical staff in the Inforana College, it is a responsibility to do tasks as requested by the officers from various departments to ensure that all the planning schedules can be follow up well and smooth.

When there is close to registration day and new intake, there is need to help for preparing for matrix card for new students. The tasks including patch the cards, cutting into standard cards by using its tool and laminate the cards before distribute to the students based on their levels and courses. On top of that, for the new intake, there is needed to prepare new files for new students to ease for their personal records as can be references for

applying their study loans. Besides, preparing for the health forms and records for students as one of the main forms before register. They need to go for basic check-up before start study to ensure that they are free from any illness and health problems. Meanwhile, a day before registration day, the author need to prepare for the queue numbers and in- charge with few staffs to be one of the registrars on registration day at front counter.

Furthermore, the staffs are not in large numbers so that, with some help may ease their tasks. The author also need to help the financier and loan officer which is updating receipts of the payment following their dates and record of the students to ensure they are consistent in making payment for each fees.

Basically, the data is filled in the students' data by using Microsoft Excel to make it the payment is in line with the total payment needed for every month and need to edit the names, dates and years as to update their records especially for current students who further their next level of studies. On top of that, all the payment details need to be updated by arranging the files contain students' record according by the courses.

The image shows a blue folder with two forms inside. The top form is titled 'STUDENT DATA SHEET' and has columns for 'NAME', 'MIDNIGHT', 'MORNING', 'AFTERNOON', and 'EVENING'. The bottom form is titled 'LABORATORY FEE RECEIPT' and has columns for 'DATE', 'AMOUNT', 'REMARKS', and 'CHECK'.

Figure 4: Example of payment file that need to be updated.

In addition, it is not only editing the flyers and images but also in creating the invitation letters and editing that into small cards by using Microsoft Publisher. Throughout in marketing department, fax letters also need to manage as requested by the admin officer such as fax it to the organizations needed and give it to the person in-charge in the office. On top of that, basically joining the activities organized by the company such as “Gotong-Royong” which involves all the staffs and students or trainees of Inforana College. The activities include painting the workshops, routes in buildings and around the office.

Besides, discard pile of rubbish, repeal the grass and so on. All of the staffs and students are working as teamwork to ensure the activity is run smoothly. Apart from that, the author also helping registration officer to calculate the shirts’ stock for students and fill in the data in Microsoft Excel. Shirts and uniforms for students need to check their stocks from time to time to ensure if there is back up if students want to claim that after registered in Inforana College. There is also for arranging and folding the offer letters for new students’ intake and current students to further for the next level. The task is editing the offer letters through template and preparing to post the letters respectively.

As the trainee, all the task given need to work on it especially if it is request from own supervisor at the office. For example, preparing for sets of questions or handouts to the participants for few programmes, arrange it and put in the files for each of the participants. Besides, arrange the name lists for each staff to punch cards and patch their names on each card respectively. Apart from that, for the same task requested by the supervisor is key-in the ex-staffs records which are the date start and last day of work and their information of job scopes.

After that, compile for each of person working records then, put in the big files according to the name of sequences for easy retrieval by the Human Resource Officer and other staffs if necessary. It is also including key-in some data about job scopes of the staffs for both ex-staffs and current staffs by add in job scopes organizational charts, first day and last day of working dates etcetera.

On top of that, key-in the few of applied forms for new students to insert in the college records by using Microsoft Power Point as the charts and full records in the Microsoft Word. Besides, the author also helping staff patch the stickers on each section for new files to separate the forms, letters and records according different dates and years to make it easy retrieval.

For another task, the author is helping the another assessment officer to teach for English class which is to share some lesson about basic of English subject and playing some games to attract the students to focus in the class. On another part is also marking final papers for English subject based on answer scheme prepared by the assessment officer.

Apart from that, in marketing department, it is one of the main tasks to involve in the programme or joining outdoor activities at variety places. The task before is basically need to creating the feedback forms by using Microsoft Excel which is simple feedback forms for distribute to the crowds or people invited mostly for the programme that joined by other organizers such as giving demonstration for the courses provided at Inforana College. After that, separating and arranging the feedback forms to analyse the comments and opinions given.

The author need to Photostat bunch of forms including leave forms, claim forms, purchasing tools forms and etcetera. The forms are being placed in the forms' boxes respectively and properly organized to ease for the staffs use. Furthermore, sometimes there is need to do outdoor task as requested by marketing and admin officer. For example, Beautiful Terengganu "Pesta Pantai" to fulfil the invitation by the organizer and also to promote the college and courses offered at Inforana College indirectly.

The author also handling the records when staffs asking for certificates especially ex-students that already finished their studies, students' files or records for searching their information or personal details and so on. Mostly the instructions are given by most of the officers in different department at the office. Other than that, if there is get any direct callings from ex-students that want to come to the office to pick up their certificates or asking to post the certificates depends on their requests.

Apart from that, the author is joining the morning briefing or short meeting once in a week to discuss about the current issues, problems from students and staffs side, any program or fest that need to be involved etcetera. The program is to attract the outsiders or people to register at Inforana College to further their studies. Most of the programmes also need to set up for demonstration, so that there are many preparations need to be organized properly to make it more interesting and attractive.

Besides, the author sometimes involves in the event or function organized by the company to be one of the team to ensure that the event will going well. Most of the event include both management Inforana College and Quinara Al-Safir Resort for set up the flows of the event till the end of the event. Most of the time, the author act as ad-hoc team member to support and help all the other members to make it on time and to ensure that there is no

lack throughout the event especially involving invited guests for ensure every single thing is well organized.

On the other hand, the author is also need to take part on any program that organized by the company or joining outdoor program as a practical student and also one of the staff in the company for ensure all the programs are running smoothly following the planning schedule. Sometimes it is good to being volunteer if needed to help all the staffs especially for quite big event that need groups to handle.

3.1.2 Administration department

After being placed in Marketing Department, the author is switched to Administration Department before complete the internship. The main job scope is to assist Admin Officer to handle all the administration tasks to be more organized. One of the task is to manage about the documents or records involving arranging the letters in the files.

The letters are arranging in separate files and parts because of different letters which are incoming letters and outgoing letters. Incoming letters are referring to letters from outsiders to connect with the company and need to record every single incoming letters to ease for the admin officer to retrieve when needed. On top of that, all the incoming letters need to be recorded in the log book due to date and type of letters.

Meanwhile, outgoing letters involve when giving response to join any programmes or event and offer letters for new staffs and practical trainees that need to be recorded in the log book as for retrieval and for record storage in the office. It means that every single letter or mail need to be recorded for future use specially to keep data in storage files.



Figure 5: Example of files that need to handle in administration department.

On top of that, the author need to edit the ex-students or students' details to finish the certain information for their certificates before give it to them either by post or by pick up their own certificates at the office. Besides, the author also helping staff to update pricelists of kitchen tools for analyse the budget needed for students' project in their workshop.

The pricelists are basically search through the websites to know the current price inclusive Government Service Tax (GST). All the kitchen tools need to be filtered and selected to make it in line with the budgets provided. All the data need to pass to the Financier and Loan Officer to allocate the budgets properly in data recorded.

Besides, most of the tasks in administration department, all the letters, mails and files need to be arranged and updated properly. The tasks also include record all the dates, headlines, persons involved and signature from both parties especially the letters about any joining or organizing the programmes and events as the filing record for company's reference.



Figure 6: All the practical training work done are recorded in the log book.

3.2 Special Project

3.2.1 Online Registration System

Online Registration System is the system that have been proposed and discussed by the top management and supervisor for the author to create as a special project. The system has never been applied before and it is created because of the organization still use the manual way to deal with the clients. It means that Inforana College only use the forms that need to register by face to face, through email and WhatsApp application to deal with the Registration Officer about booking place for the intake, the availability and qualifications needed. The author agreed to develop the system through the observation since it seems complicated especially if the clients are live afar from the college area and difficult to make time on registration days for every intake provided.

3.2.2 Project overview.

- i. Function of the system is to monitor the registration progress and applicant lists that apply for the courses offered.
- ii. To decrease the difficulty faced by the clients to register for studying at Inforana College that may cost on time and transport.
- iii. To ensure the admin will be controlled and monitor in one system.
- iv. To ease the admin to handle the registration forms even different courses at one time without need to check the availability or place one by one.

3.2.3 Problem statement.

- i. The non-existent system does not fulfil the requirement needed nowadays.
- ii. The redundant forms affect the task of Registration Officer to separate and make the wise decision on the students who are really qualify to take place.
- iii. The calculation of forms and availability always changes and need to standardize.

3.2.4 Objectives.

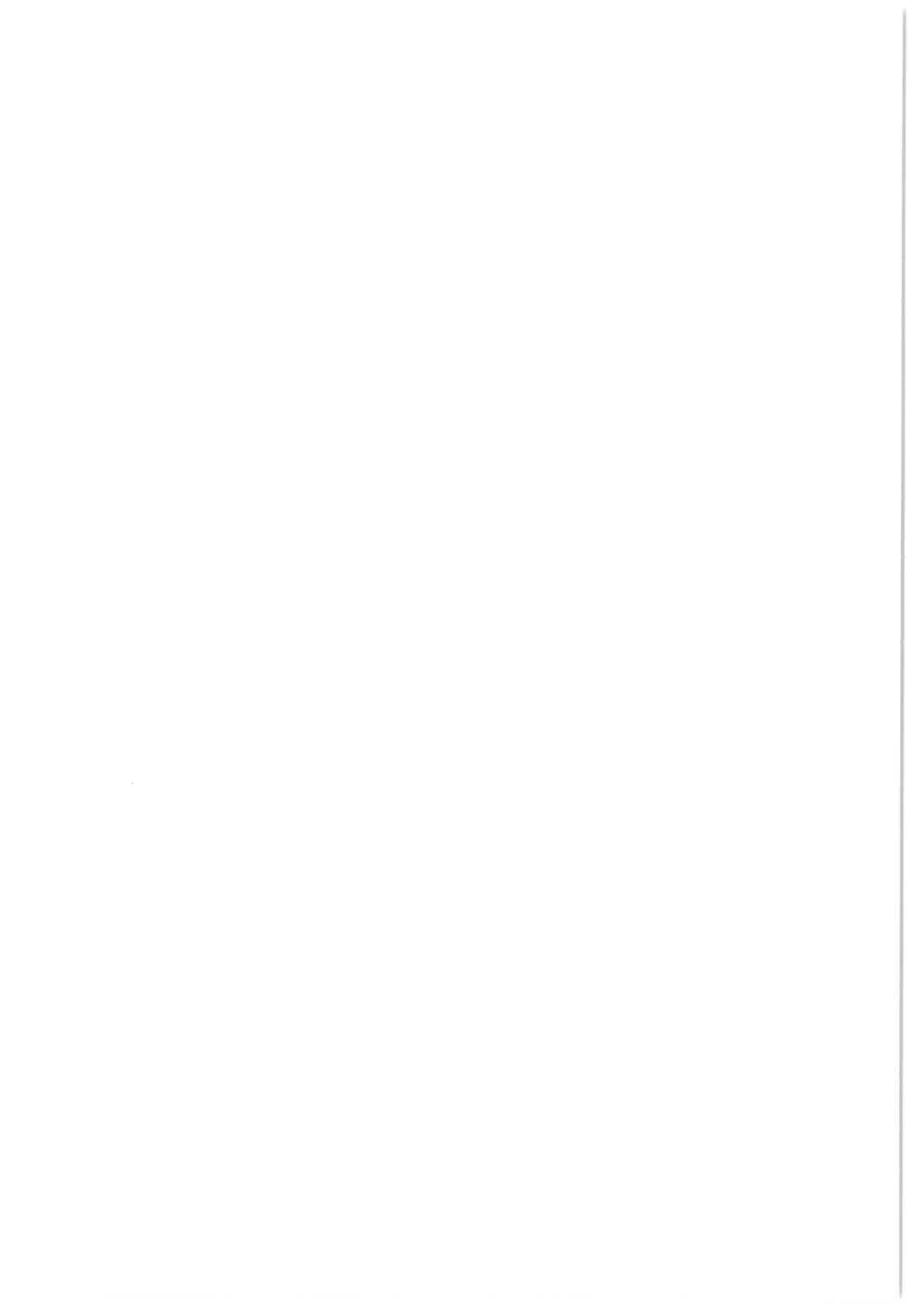
- To ease the task of registration officer that involve on the registration students.
- To manage and monitor all the applicant lists that need to be done by the admin.
- To standardize all the registration forms.

3.2.5 Scopes of the project.

The development of the Online Registration System is using System Development Life Cycle (SDLC) method for system development which consist of planning, analysis, design, implementation and maintenance. The SDLC method being used because there are time duration and also system testing from time to time so that the progress of the system can be seen. If the system being develop from the beginning, SDLC method is the best method that can be used for the system development schedule.

3.2.6 User target.

The user target is the students that interest to join the organization or start taking place on studying at Inforana College about skills courses. On top of that the admin that handle the system to ensure that the applicant list can be well managed.

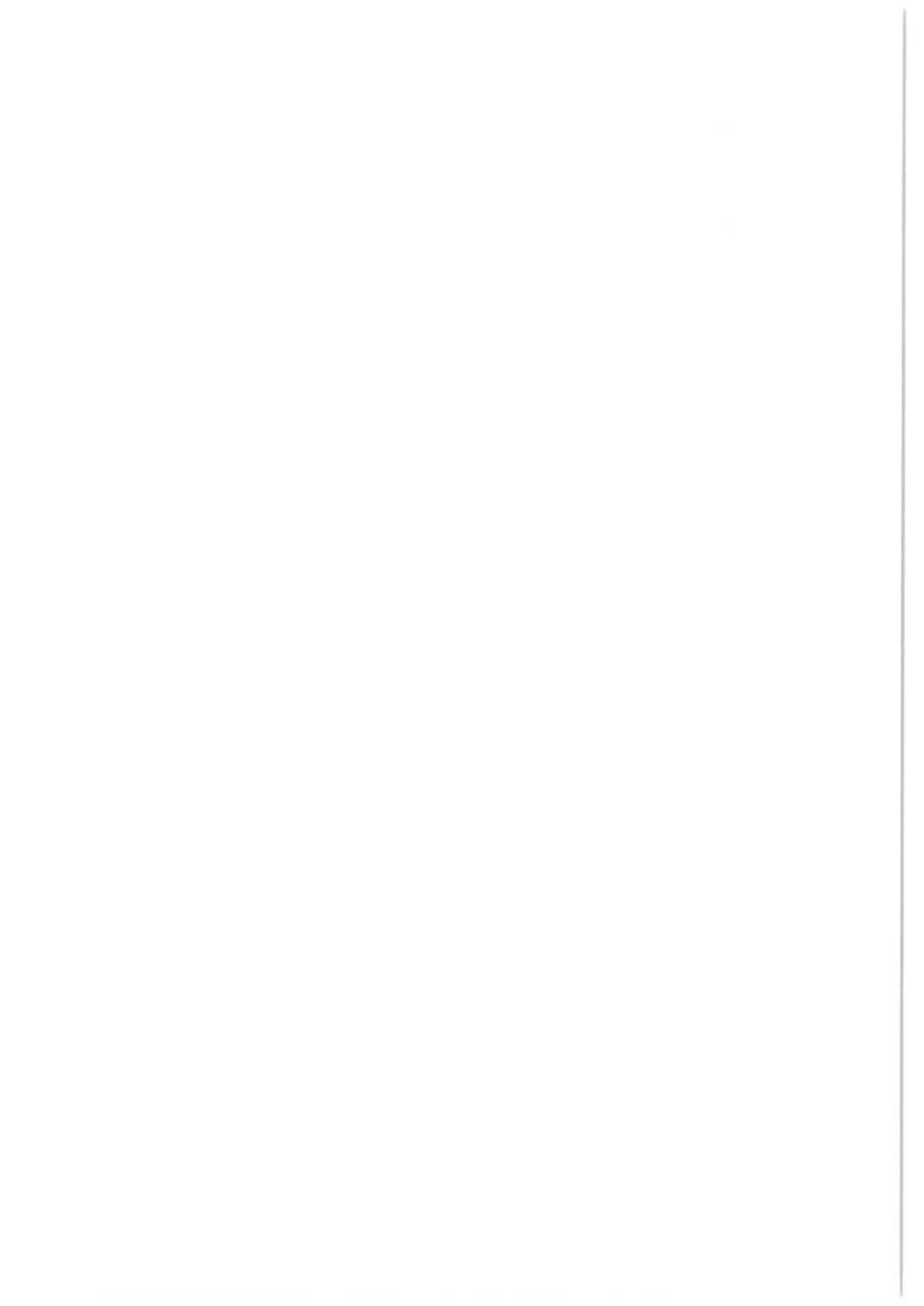


Both officers will act as a team to manage the system to make it properly managed and filtered the applicants by discussing it together. Below is the admin that responsible to handle the system which is a registration officer.

3.2.7 Tools used for system development.

Table 2: List of application or software used for system development.

| APPLICATIONS / SOFTWARE | EXPLANATION |
|--------------------------------|--|
| Adobe Dreamweaver | Adobe Dreamweaver being used to write the coding (PHP and HTML) so that the output result of the coding can be seen and display by the monitor. The coding will be write from time to time and error checking will be done either the coding was successful or not. |
| Wampserver 2.0f | Wampserver 2.0f is the offline server used at the desktop to store the data that being used for the system testing. Wampserver function was only a temporary server. The database design will be implemented using the Wampserver 2.0f. |
| Microsoft Project 2010 | Microsoft Project 2010 was being used to create the Gantt chart. Gantt chart also known as the milestone of the project. From here the project can achieve the target at the time given. |
| Microsoft Word 2016 | Microsoft Word being used to create the system proposal and also to create the system report. |
| MySQL Server | MySQL server is one of the server used by the company to store the data and also the system. At the beginning of the company only used the MySQL server as one of the platform to run the system. Backup will be done from time to time so that there will be no issues or problem faced. The server maintenance will be done by the vendor of the server. |



| | |
|-----------|---|
| Windows 8 | Windows 8 is one of the operating system that being installed in the desktop. The usage of the Windows 8 is worldwide and also it is user friendly. The original windows will be get by the vendor and will be install into the desktop that available inside of the company. |
|-----------|---|

Table 3: List of hardware used for system development.

| HARDWARE | EXPLANATION |
|---|---|
| Laptop (Dell Inspiron 14 7000 Series) | The laptop that being used to develop the system already being installed with operating system, Wampserver, Microsoft office, Adobe Dreamweaver and also other application system that need to be used. |
| Printer | Printer being used to print out the output of the system interface and report details. |
| Mouse | Mouse also one of the hardware that being used to click on the places needed when see it through the monitor. Mouse sometimes needed if the touchpad does not function. |
| Thumb drive | Thumb drive is used to transfer the data, record and report of the system as a backup file. |

3.2.8 Project planning.

i. Planning

The planning and idea on developing the Online Registration System has been done by the top management and discussing with supervisor that supervise the author special project. Basically the author need to discuss and has short meeting with the supervisor from time to time to make planning schedule together and if anything need to be added on the system as requested by the top management.

ii. Analysis

The original form registration is used as the reference for the author to develop the Online Registration System to make it easy to fill on and submit. The system must be user friendly as the usual registration system especially it is skills college which is very simple and readable for the users. Besides, it is also to ease the admin to handle the applicant lists entering the system according to the courses and availability fixed by the top management.

iii. Design

The interface of the system has been created originally from the author based on the official website of Inforana College by collecting the information provided and top up or add the form registration button on the system. The purpose is to make the users can browse short explanation about the qualifications needed and organizational information.

iv. **Implementation**

The programming was being implemented by using Adobe Dreamweaver. The Adobe Dreamweaver can access through the server of the company, then it will help the top management which is IT officers can monitor the progress of the system. Each time the programming will be tested to ensure that the system flows follow the need. Most of the programming need to be checked and updated by the professional staff for help the system progression. Unfortunately, the server of the company still in progress to place it in new server room and still in management consideration to launch the system.

v. **Maintenance**

The maintenance of the system cannot be done due to the server that still in consideration for handling the upcoming system to be used in the organization.

Planning Gantt Chart

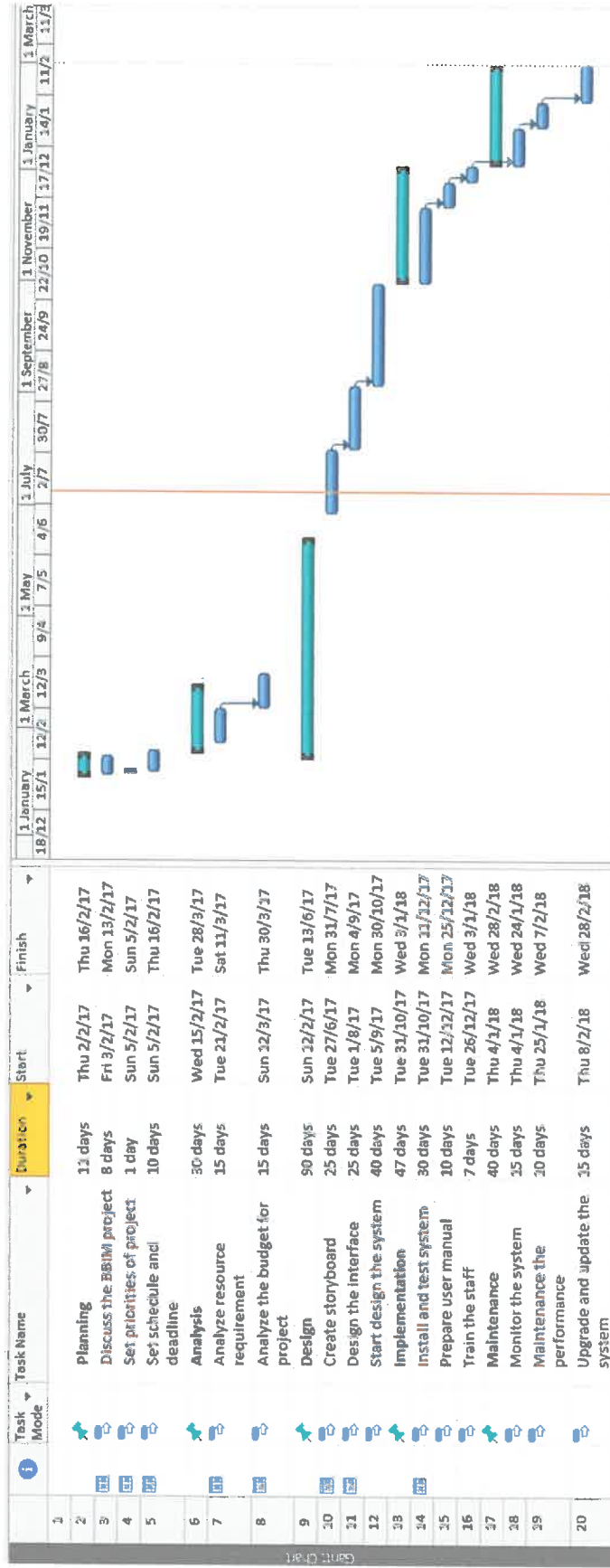


Figure 7: Gantt Chart of the planning system.

Analysis

i. Context Diagram

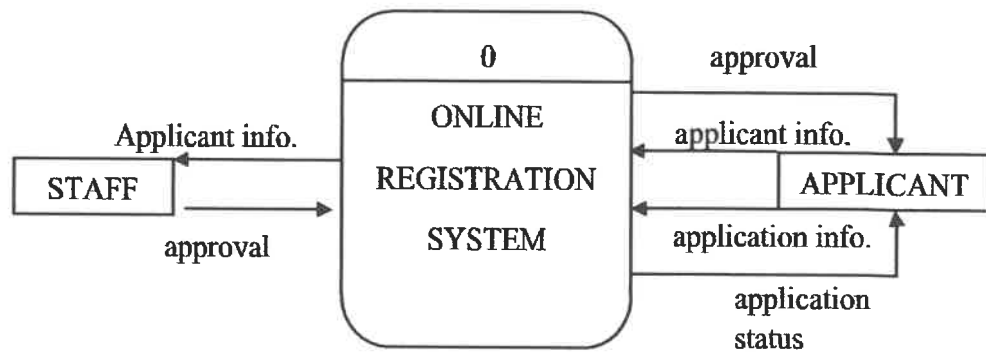


Figure 8: Context diagram of the Online Registration System

ii. Data Flow Diagram (DFD) Level 0

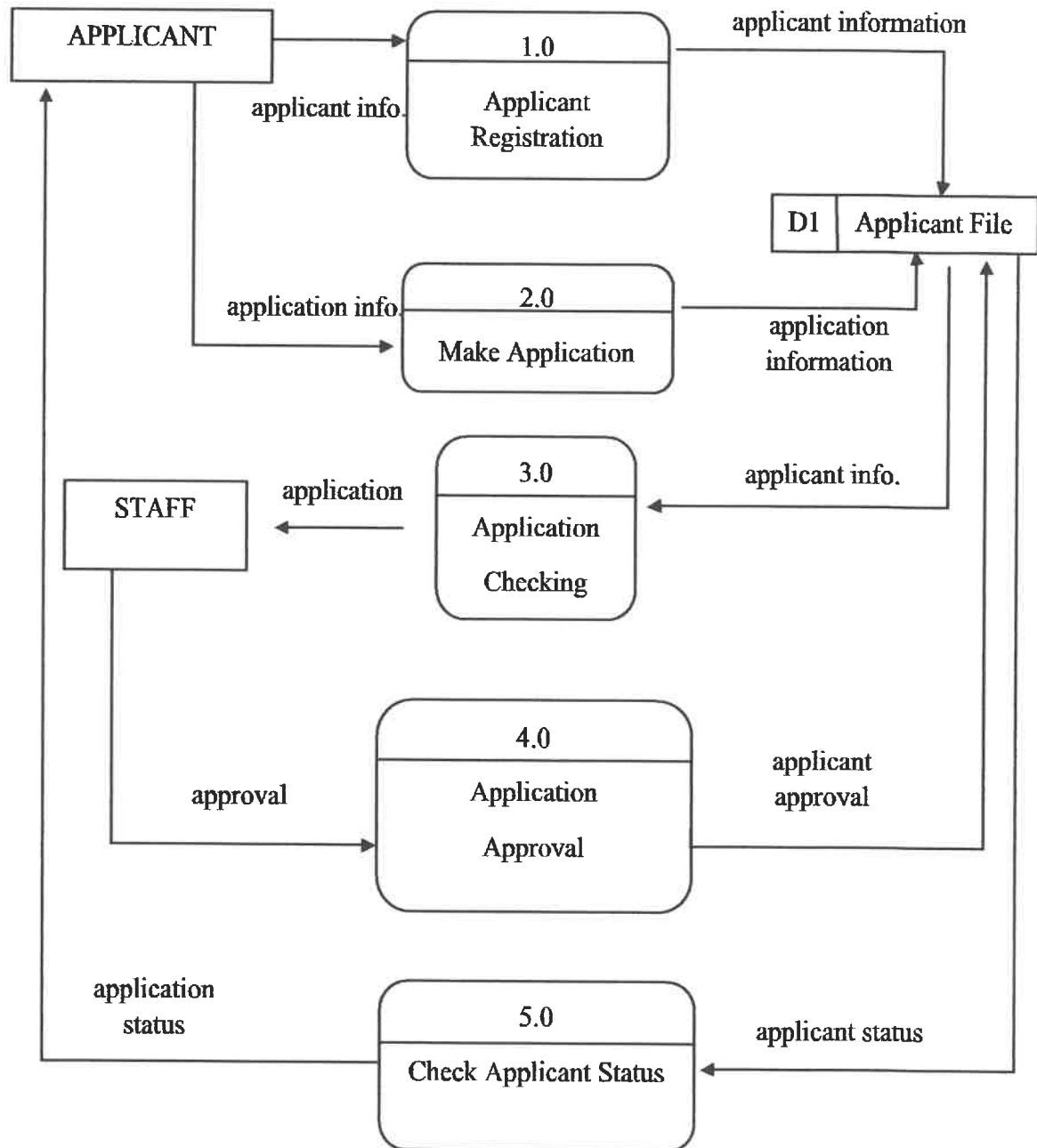


Figure 9: Data flow diagram level 0 Online Registration System

iii. Table Structure

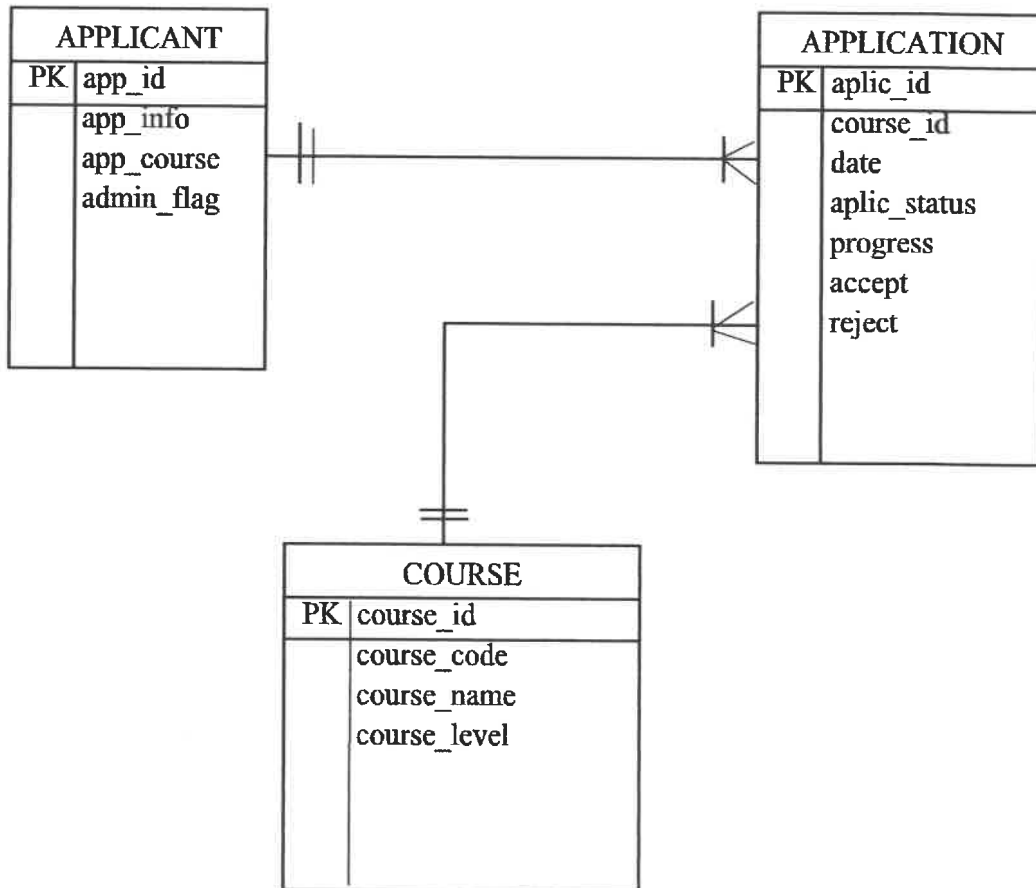
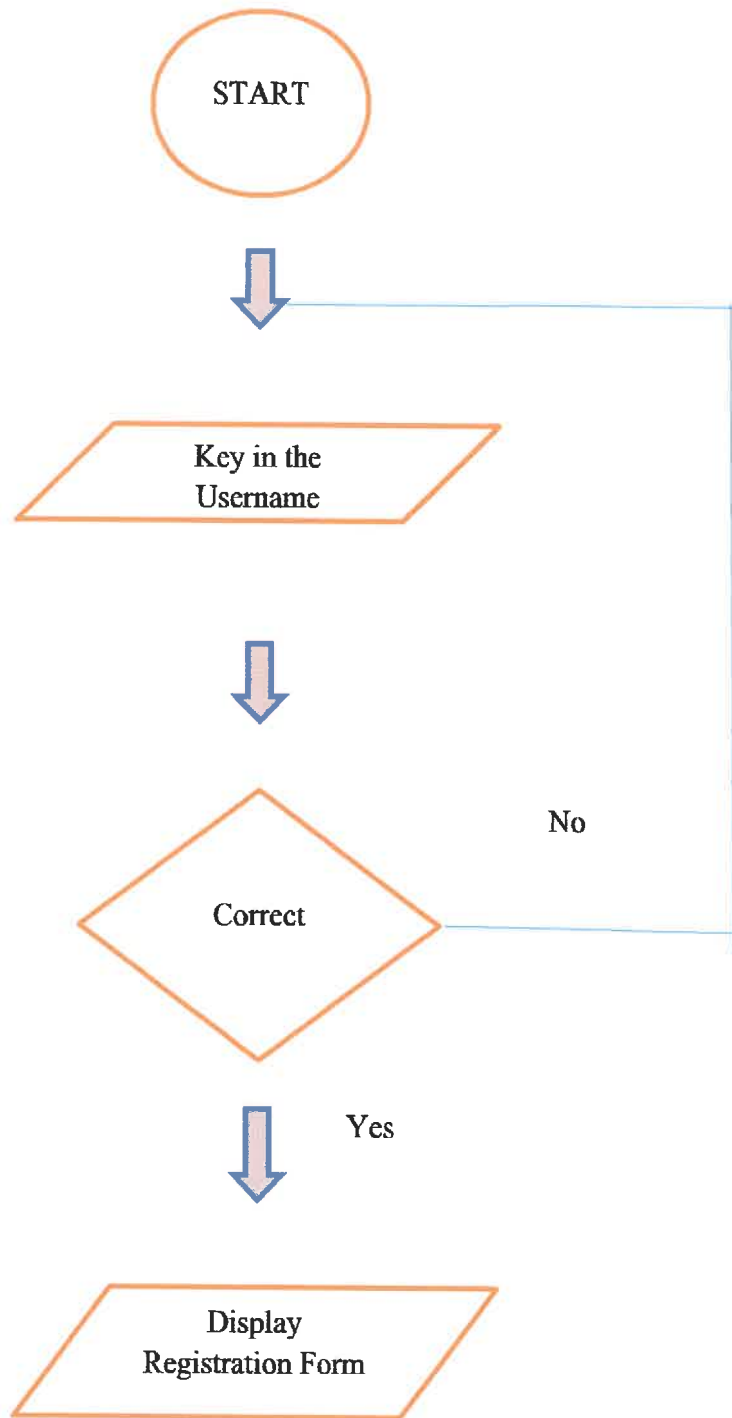


Figure 10: Table structure of Online Registration System

iv. Flowchart



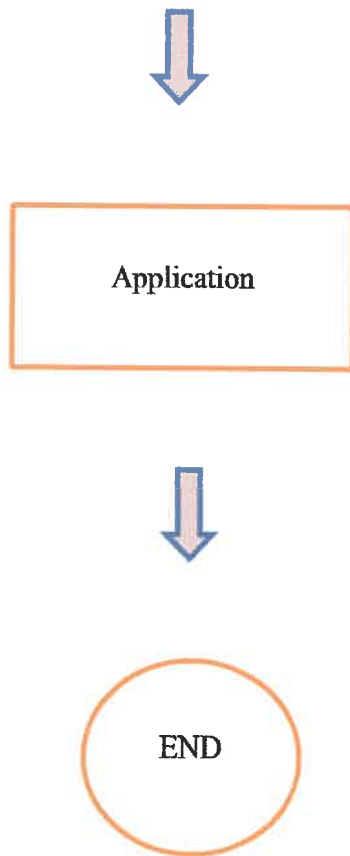


Figure 11: Flowchart of Online Registration System

Design

The system has been designed from the author and the system interface changed due to the unpredictable changes that keep changed every time meeting held from time to time. Below are few designs of the system.

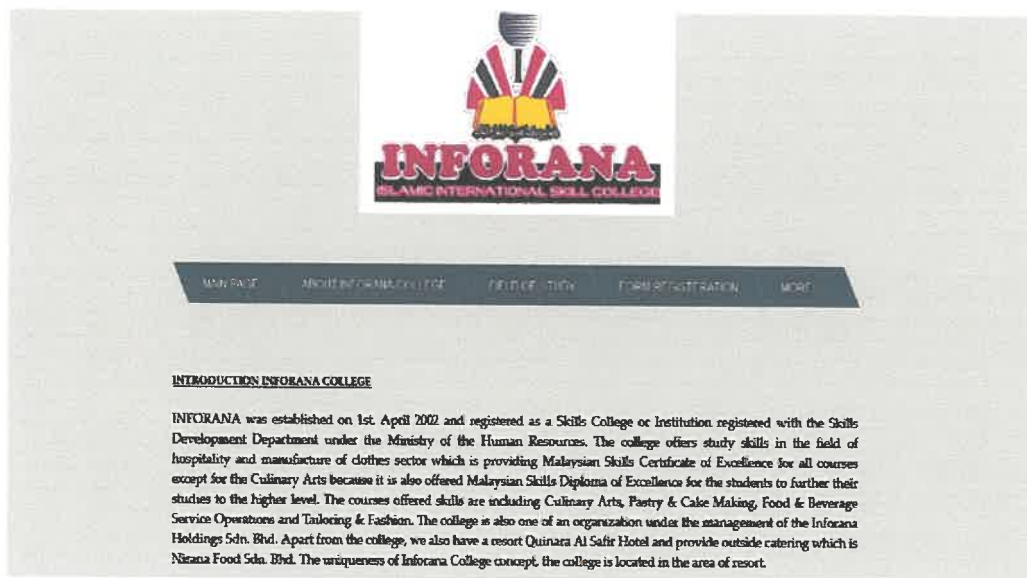


Figure 12: The main page after users or applicants enter the system.

HOME PAGE ABOUT US SERVICES CONTACT US LOGIN REGISTER

[Sign Up](#)
[Log In](#)

Sign Up for Free

I/C Number*

Set A Password*

Confirm Password*

[Get Started](#)

Welcome Back!

I/C Number*

Password*

[Forgot Password?](#)

[Log In](#)

Figure 13: The display page after the users click on Form Registration button.

The screenshot shows a web application interface. At the top, there is a navigation bar with three buttons: 'HOME', 'FORM', and 'LOGOUT'. Below this is a red banner with the text 'APPLICANT INFORMATION FORM'. Underneath the banner is a dark grey bar with the text 'APPLICANT INFORMATION STATUS'. The main content area is titled 'APPLICANT INFORMATION FORM' and contains several input fields: 'Applicant Name :', 'IC Number : 654', 'Home Address :', 'Contact Number(s) :', and 'Contact Number(HSP) :'. At the bottom left of the form area, there is a small text string: 'scaltest\informan2\maklumatformcho R School'.

Figure 14: The Applicant Information Form after the users click on Form button.



| Kad Pengenalan Pemohon | APLIKASI STATUS | Status Permohonan |
|------------------------|-------------------------------|-------------------|
| 931121115708 | WAN SYAKILA BINTI WAN GHAZALI | Sedang Diproses |

localhost/inforana2/status.php

Figure 15: The Application Status to be checked after the users applied the online registration system.



| Kad Pengenal Pemohon | Nama Pemohon | Status Permohonan | Tarikh Permohonan | Tarikh Diterima |
|------------------------------|----------------------------------|-------------------|-------------------|-----------------|
| 931121115708 | WAN SYAKILA BINTI WAN GHAZALI | Sedang Diproses | 11-06-2017 | |

localhost/inforana2/senaraipermohonan.php

Figure 16: The Application List after log in to the system which is handling by the admin.

Contact Number(H) : 096445123 Contact Number(W/P) : 0128086754

Last School Address : SMK SULTAN SOLAHMAN

PMR : GOOD

SPM : GOOD

Select Course @ Programme (Please select the courses that are available)

- DKM Food Preparation and Service Creation
- SKM Food Supply and Production
- SKM Pastry & Cake Making
- SKM Operation Service Food & Beverage
- SKM Women's Clothes Fashion
- Unemployed Graduate Training (T-TAS) Scheme
- Training Youth / Single Parent / Handicapped (T-TAS) Scheme

[Permohonan Tidak Diterima](#) [Permohonan Diterima](#)

Figure 17: Admin decide either to accept or reject the application based on qualifications and availability.



Figure 18: The users and admin can click on log out button after finish on using the system.

CHAPTER 4

CONCLUSION

4.1 Application of Knowledge, Skills and Experience Undertaking the Task

There are many experiences and knowledge that are gained throughout five months of industrial training at Inforana College. The knowledge, skills and experience are gained by two ways which are theory and practical. The theory is basically through observation, explanation from the staffs or supervisor and reading from the guidelines or instructions given.

On the other hand, gaining knowledge through practical is very important and more compatible compare to the theory because of the trainee may practice the task given by keep on learning the techniques well based on the theory learnt before. It means both ways are important for the trainee to learn and apply the tasks according to the instructions.

4.1.1 Separating the priority and Keep in View (KIV) task

The task is need to separate to make it on dateline and the task that need to satisfy the top management first before anything else. The tasks given basically from top management and supervisor is considered as priority that need to settle down before start the next tasks from the other staffs.

On top of that, if there is some request from staffs that calling to help them, the author need to hold the ongoing task either developing the system, typing for report and doing tasks from the other staffs requested. It is also if there is need to attend the for the meetings or

briefings, the author must hold on the ongoing work done because after all, the company tasks given is the most important thing to do before anything else.

4.1.2 Apply the Microsoft Publisher to make flyers or pamphlets

The author also had chance to apply the Microsoft Publisher that has been learnt from the lecturer about the technique in using the Microsoft Publisher. It is very important to know how to handle it for making flyers or pamphlets when been placed in marketing department. The pamphlets content is all about advertising of organization to attract the people to join the activities or programmes held and at the same time to attract the clients to register for studying at Inforana College. It may attract outsiders to get interest to know more about the college based on pamphlets so that the good content and interesting pamphlets are needed to satisfy the top management before launch it to use and supply. Besides, through Microsoft Publisher, the author also produced invitation card to give to the VIP for the event held by making invitation card in A5 size by editing and creating the idea of simple and readable card suitable for the VIP.

4.1.3 Apply the Microsoft Excel to create record

Microsoft Excel is very important in every work done in the office or organization. For the author, Microsoft Excel is applied when the staffs asking for creating new record, upgrade the old records and for the record keeping to ease for the officers' retrieval. The tasks are including creating current staffs record, calculating the cost for stuffs that need to be added and changed for the students' use in the workshop and preparing for their examinations. On top of that, the author also using the Microsoft Excel to calculate the payment left of the students including loan, fees and add on payment for different batch of students based on levels respectively.

4.1.4 Learn how to use software application and refresh it use.

WampServer is the main core that always use by the author when studying in classroom before. Then, the software application is applied on the special project for internship to develop the system including the coding which is the programming in order to develop the Online Registration System. The software application is including the WampServer 2.0, Adobe Dreamweaver and Microsoft Project to publish Gantt Chart for the system developed.

4.2 Personal Thought and Opinion

Along my journey to complete internship the author has been learned and gain some knowledge and experiences. Inforana College is not really expose skills college in Kuala Terengganu. It seems like a good college for the students to apply to study there because of most of the trainers have good experience and recognized certificates to share with the students.

It is because the trainers may not be a trainer if not have Malaysian Skills Certificates starts from Level 1 till the Diploma on Skills Certificates that have been recognized by the Ministry of the Human Resources. It means that each of department has different job scopes and the industrial trainees may explore more in variety of job scopes. For example, the author has been learned about both tasks in marketing and administration department including joining the programmes involving different institutions work together and making advertising at the same time in the official website of the company to make the organization well exposed.

Furthermore, an industrial training helps students to face real working environment. Students are more focusing on classes attendance, assignments, tests, presentations etcetera during studies. They cannot see the real situation on working life and environment well. By going through the industrial training, it helps a lot the students to know how to control the situation, deal with the people, communicate with the staffs and people around and also commit with time management. It is all about self-esteem and handling the people to ensure the working environment and work done well organized.

4.3 Lesson Learnt

There are some valuable moral and attitude that author gain along of internship such as:

i. Respecting people.

Wearing proper attire and good communication skills will help more to gain respects from people. It means that the author need to has self-respect more in order gaining respect from the other staffs. On top of that, the author need to shows nice attitude to adapt with the work environment and working situation. It may give good two ways communication if everyone knows how to interact with people by using proper voice and delivery the sentences if need to ask something or to answer the questions.

ii. Always asking if necessary.

Asking in this content involving asking for help if there are some problems in doing the tasks given. The tasks either involve training activities or even in developing the system that can be asked towards the professional on Information Technology (IT) staffs. On the other hand, asking for help or any tasks that need to be done by the staffs to meet dateline will give some credits because it is good to ask before they are asking for help. It means as the industrial trainee, it is good to lend for help as it is part of the job scopes especially involve the related tasks in the department.

iii. Punctuality and committed.

Punctuality is the most important thing when it comes to working situation. It is because it shows good discipline which punctual to come to office on time and can commit to attend any activities, meetings or any important event to join the company as one of the staff at that time. On top of that, punctuality and committed also refer to the can submit the tasks that have been asked on dateline and not to delay the tasks as it will show credibility as the students that going through industrial training.

iv. Responsibility.

It refers to the responsibility of the person that handle or organize something on self-behalf. It means that if there is any requested from the supervisor or other staffs, the author need to learn to responsible on the tasks given by giving full commitment on time and energy to give the best performance and not take it for granted. It may increase the leadership skills from time to time because of the commitment and focus given.

4.4 Limitations

Besides the benefits and enhancement of some knowledge and experiences, there are some limitation that should be got more attention from management such as:

- i.** The room server is messy and unorganized.

There are only few servers which is not up-to-date to the new ones and the server room is messy and unorganized with the other stuffs and things that place together with the servers. The servers sometimes not really work so that, the system developed by the author cannot be used in the meantime because of the limitation of servers and still waiting for the new servers to implement the system.

- ii.** Wi-Fi use is limited to access.

The Wi-Fi use in the company is very limited which is only internal use for the staffs. Besides, the Wi-Fi also need to register the username and password for each staff and may use by the same registered information within two hours at one time. After two hours, the Wi-Fi cannot be used and unconnected because of the finish time. Therefore, the users or staffs need to log in the username and password again every two hours after usage.

4.5 Recommendations

The limitation discussed above can be overcome by considering some recommendations such as:

- i. Provide the new server room.

Server room is very important in every organization because it is the main source of networking. All the networking is connecting to the servers and because of that there is need suitable location or room to place the servers to prevent the servers' from always breakdown in meantime.

- ii. Unlimited to access Wi-Fi during office hour.

It is good providing username and password for each staff but for the accessing the Wi-Fi is very limited that sometimes may cause the task been delayed and the worst thing is if the data not save in the file yet, the data may lose and it give tense to the users or staffs to use it. It is actually to ease the internet use by the staffs.

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- Laman Utama Kolej Inforana Weebly (2017). Inforana Islamic International Skill College from <http://kolejinforana.weebly.com/>. Retrieved on 10 May 2017.
- Nor Millah Binti Ahmad (personal communication, February 28, 2017).
- Nurul Azura Binti Yahaya (personal communication, May 4, 2017).
- Rosyiha Binti Sedik (personal communication, March 2, 2017).
- Syahirah Binti Mohammad (personal communication, April 2, 2017).

APPENDIXES

Appendix A:

Industrial Training Student'S Checklist

INDUSTRIAL TRAINING STUDENT'S CHECKLIST

Student's Name : WAN SYARULLA BINTI WAN GHAZALI
Student's Id : 2013594251
Unit / Department : MARKETING & ADMINISTRATION
Organization : WISORANA ISLAMIC INTERNATIONAL SKILL COLLEGE
Semester : Mac - July 2017

| NO. | DESCRIPTION | APPENDICES IN REPORT | TICK (✓) | DATE |
|-----|--|-------------------------|-------------|---------------|
| 1. | Receive, read and understand the documents; | | | 28/12/16 |
| | 1. Industrial Training Handbook | | ✓ | |
| | 2. IMC690 Assessment | | ✓ | 10-14/7/ 2017 |
| | 3. Definition of Special Project (IM225/245 Only) | | ✓ | |
| | 4. Insurance Letter (UiTM) | | ✓ | |
| | 5. Industrial Training Report Overall Contents | | ✓ | |
| | 6. Cover & Title Page Guideline | | ✓ | |
| | 7. Declaration Guideline | | ✓ | |
| 2. | 8. Abstract Guideline | | ✓ | |
| | Receive, read and understand the rubrics; | | ✓ | |
| | 1. Rubric – Industrial Evaluation | | ✓ | |
| | 2. Rubric - Individual Presentation | | ✓ | |
| 3. | 3. Rubric - Industrial Training Report (Overall) | | ✓ | |
| | 4. Rubric - Industrial Training Report (Reflection Assessment) | | ✓ | |
| 3. | Receive, read and understand all the forms | | ✓ | |
| 4. | Report duty to organization and submit report duty form to the Industrial Training Coordinator ('Borang Report Duty') within the first week of internship Email : nurul1217@kelantan.uitm.edu.my OR Fax : 09-9762156 – HEA (please put a note : "U.P : Puan Nurulannisa Binti Abdullah") | | ✓ | 1-10/2/2017 |
| 5. | Understand that students are NOT ALLOWED to take any leave during internship, unless for emergency leave / MC / special case (not more than 6 days in 5 months); or else the internship status is automatically FAIL . Get the permission from Organizational Supervisor before taking any leave. **Any extra leave provided by organization is not counted under this clause. Organization may provide extra leave / benefits to students, if necessary** | YES (MC / Letter) | ✓ | |
| 6. | Understand that NO semester break during internship. | | ✓ | |

| | | | | |
|-----|---|-------------------------------|---|---|
| 7. | Understand that public holidays/special leaves/weekend are different between states; follow current state during internship / organization's policy. (put remark in the logbook) | | ✓ | |
| 8. | Record every attendance in the form ('Borang Kedatangan Latihan Industri') or use any method provided by organization (thumbprint or punch card). | YES (Copy of attendance) | ✓ | |
| 9. | Record every task given in the logbook every day. Ask the Organizational Supervisor to sign/verify on daily OR weekly OR monthly basis. | YES (Copy of logbook entries) | ✓ | |
| 10. | Fill up Organizational Supervisor's details ('Template Maklumat Penyelia') and submit to the Industrial Training Coordinator once the supervisor has been assigned. (**You may include the topic for Special Project, if you already have it**) Email : nurul1217@kelantan.uitm.edu.my | | ✓ | 28/2/2017 |
| 11. | Discuss with Organizational Supervisor regarding Special Project (must be ISM OR IM related tasks). | | ✓ | |
| 12. | Plan and strategize all the tasks given during internship (discuss with the Organizational Supervisor regarding duration for the tasks, especially Special Project). You may use the planner ('Jadual Perancangan Latihan Industri') OR make your own custom planner using MS Office / MS Project OR use the planner provided by the organization (if any). | YES | ✓ | |
| 13. | Consult with your Faculty Supervisor regarding the tasks (especially Special Project) at least 3 TIMES, via face-to-face OR email OR phone calls OR any types of communication medium, which necessary. | | ✓ | |
| 14. | Hand over the industrial evaluation form (Rubric – Industrial Evaluation) to the Organizational Supervisor (softcopy or hardcopy, any way preferable by the supervisor). The Organizational Supervisor will make an evaluation on the student's performance. | | ✓ | |
| 15. | PAY your fees (semester Mac – July 2017) Refer Academic Calendar for the date. | | ✓ | BEFORE 26/3/2017 |
| 16. | REGISTER for IMC690 (Industrial Training) course– Refer Academic Calendar for the date. | | ✓ | 27/2– 12/3/2017 |
| 17. | VALIDATE for IMC690 (Industrial Training) course.– Refer Academic Calendar for the date. | | ✓ | 13–26/3/2017 GUGUR TARAF 30/3/ 2017 |
| 18. | Update your MUET status to the HEA (to those who not yet submitted the result/status). | | ✓ | |
| 19. | Have a visit from the Visiting Supervisor (from nearest campus / faculty) during internship. Prepare the evaluation form ('Borang Penilaian | | ✓ | |

| | | | | |
|-----|--|-----|---|-----------------------|
| | Visiting Supervisor'). Students may discuss or seek for opinions from the Visiting Supervisor. But approval for the tasks (especially Special Project) may only be done by the Organizational Supervisor & Faculty Supervisor. | | ✓ | |
| 20. | Submit the evaluation form (Rubric – Industrial Evaluation) to Industrial Training Coordinator OR Faculty Supervisor within the last week of internship | | ✓ | BEFORE / ON 30/6/2017 |
| 21. | Attend the presentation (viva) at the faculty *subject to change. Bring along the evaluation form ('Borang Penilaian Pelajar') during the presentation. | | ✓ | 10-14/7/2017 |
| 22. | Submit the Industrial Training Report (hard cover bind, dark blue) | | ✓ | 10-14/7/2017 |
| 23. | Provide a softcopy of Industrial Training Report in a CD, sealed in an envelope nicely, and attached at the back of the report. | YES | ✓ | |
| 24. | Attach this checklist in Appendices section. | YES | ✓ | |
| 25. | Attach any other necessary documents which related to your tasks in Appendices section (i.e. : user manual, photos of activities, forms, sketches of storyboard, sample of interface, etc.). | YES | ✓ | |

NOTES :

1. Organizational Supervisor – supervisor assigned by the industry / organization.
2. Faculty Supervisor – supervisor (lecturer) assigned by the faculty / campus, of which students come from. (i.e.: A faculty supervisor from Kelantan campus will be assigned for students from Kelantan campus).
3. Visiting Supervisor – supervisor (lecturer / staff) assigned by the faculty / campus, from the nearest campus/state to the organization. (i.e.: A visiting supervisor from Shah Alam will be assigned for students who undergo the internship in Selangor / Kuala Lumpur).

Appendix B: Attendance Record

| | | |
|----------|--------------------|---------|
| 1 | NO 號碼 | NAME 姓名 |
| | WAN SYAKILA | |

| | |
|-----------|--------------|
| DEPT 所屬部門 | EPF NO 公積金號碼 |
|-----------|--------------|

For the Month of **FEB 2017** Years _____
 月份 _____

| 日期 Date | Before Noon 上午 | | After Noon 下午 | | Overtime 加工 | | 共計 Total |
|------------|----------------|---------|---------------|---------|-------------|-------|-------------|
| | IN 入 | OUT 出 | IN 入 | OUT 出 | IN 入 | OUT 出 | |
| 1 | 8:00:00 | 5:17:11 | | | | | |
| 2 | 8:07:28 | 5:17:21 | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | 8:07:51 | 5:17:22 | | | | | |
| 6 | 8:07:52 | 5:17:25 | | | | | |
| 7 | 8:08:00 | 5:17:24 | | | | | |
| 8 | 8:07:58 | 5:17:22 | | | | | |
| 9 | 8:07:54 | 5:17:22 | | | | | |
| 10 | | | | | | | |
| 11 | 8:07:57 | 5:17:28 | | | | | |
| 12 | 8:07:59 | | | 8:17:11 | | | |
| 13 | 8:07:57 | 5:17:28 | | | | | |
| 14 | 8:08:02 | 5:17:34 | | | | | |
| 15 | 8:07:59 | 5:17:22 | | | | | |

Neediek, Kazumi, Time Master, Nibo, Amano, JM6200, RJ3300, RJ2200, Nideka, Veritex, SDS, MOA, Lucks, Wiemox, Lever, David Link, Goldbond, LMT, UMEL, Coper 3200, Kilano, Niko, Autec, Acroprint, Sirlex, Besuto, Mindman, Time Power.

WARNING
 Any employer stamping another
 employee's card will be liable
 to instant dismissal.

告示
 有願員擅印其他
 願員卡片者可能
 遭公司立即開除

NO 號碼

NAME 姓名

WAN SYAKILA

| DEPT 所屬部門 | I/C NO 身分證號碼 | AGE 年歲 | SEX 性別 |
|-----------|--------------|--------|--------|
| | | | |

| | | |
|------------------------|---------------------|-----------------|
| 工作時日數 Reg. Hours | 資率 Rate | 總數 Total |
| 加工工作時日數 Extra Hours | 資率 Rate | 總數 Total |
| 合共承銀 Total Earned | | |
| 公積金 E.P.F. | 借支 Avd. | 扣除 Deduction |
| 工作時間 Pay Ending | 實得工資 Balance Due | |

| 日期 Date | Before Noon 上午 | | After Noon 下午 | | Overtime 加工 | | 共計 Total |
|------------|----------------|-------|---------------|-------|-------------|-------|-------------|
| | IN 入 | OUT 出 | IN 入 | OUT 出 | IN 入 | OUT 出 | |
| 16 | 08:00 | 05:00 | | | | | |
| 17 | | | | | | | |
| 18 | | | | | | | |
| 19 | 07:57 | 05:00 | | | | | |
| 20 | 08:00 | 05:00 | | | | | |
| 21 | 08:00 | 05:00 | | | | | |
| 22 | 08:00 | 05:00 | | | | | |
| 23 | 08:00 | 05:00 | | | | | |
| 24 | | | | | | | |
| 25 | 08:00 | 05:00 | | | | | |
| 26 | 07:57 | 05:00 | | | | | |
| 27 | 08:00 | 05:00 | | | | | |
| 28 | 08:00 | 05:00 | | | | | |
| 29 | | | | | | | |
| 30 | | | | | | | |
| 31 | | | | | | | |

Balance due shown above is correct and receipt is acknowledged.
收到上列工資數額無訛

MKP

Signature / 工人簽名



| | |
|--------------------|---------|
| NO 號碼 | NAME 姓名 |
| WAN SYAKILA | |

| | |
|-----------|--------------|
| DEPT 所屬部門 | EPF NO 公積金號碼 |
|-----------|--------------|

For the Month of **Mac-17** years
 年 月份

| 日期 Date | Before Noon 上午 | | After Noon 下午 | | Overtime 加工 | | 共計 Total |
|------------|----------------|-------|---------------|-------|-------------|-------|-------------|
| | IN 入 | OUT 出 | IN 入 | OUT 出 | IN 入 | OUT 出 | |
| 1 | 08:00 | 05:00 | | | | | |
| 2 | 08:00 | 05:00 | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | 08:00 | 05:00 | | | | | |
| 6 | 08:00 | 05:00 | | | | | |
| 7 | 08:00 | 05:00 | | | | | |
| 8 | 08:00 | 05:00 | | | | | |
| 9 | 08:00 | 05:00 | | | | | |
| 10 | | | | | | | |
| 11 | 08:00 | 05:00 | | | | | |
| 12 | 08:00 | 05:00 | | | | | |
| 13 | | | | | | | |
| 14 | | | | | | | |
| 15 | 08:00 | 05:00 | | | | | |

Needtek, Kazumi, Time Master, Nibo, Arreno, J46200, RJ3300, RJ2200, Nideka, Verifex, SOS, MDA, Luks, Wemax, Lever, David Link, Goldbond, LMT, URMEI, Coper 3200, Kilano, Niko, Autec, Acroprint, Sintec, Beastro, Mindman, Time Power.

WARNING

Any employer stamping another employee's card will be liable to instant dismissal.

告示

有顧員擅印其他顧員卡片者可能遭公司立即開除

NO 號碼

NAME 姓名

WAN SYAKILA

| DEPT 所屬部門 | I/C NO 身分證號碼 | AGE 年歲 | SEX 性別 |
|-----------|--------------|--------|--------|
| | | | |

| | | |
|------------------------|---------------------|-----------------|
| 工作時日數 Reg. Hours | 速率 Rate | 總數 Total |
| 加班工作時日數 Extra Hours | 速率 Rate | 總數 Total |
| 合計數目 Total Earned | | |
| 公積金 E.P.F. | 借貸 Avd. | 扣除 Deduction |
| 工作時日 Pay Ending | 實得工資 Balance Due | |

| 日期 Date | Before Noon 上午 | | After Noon 下午 | | Overtime 加工 | | 共計 Total |
|------------|----------------|-------|---------------|-------|-------------|-------|-------------|
| | IN 入 | OUT 出 | IN 入 | OUT 出 | IN 入 | OUT 出 | |
| 16 | | | | | | | |
| 17 | | | | | | | |
| 18 | | | | | | | |
| 19 | | | | | | | |
| 20 | | | | | | | |
| 21 | | | | | | | |
| 22 | | | | | | | |
| 23 | | | | | | | |
| 24 | | | | | | | |
| 25 | | | | | | | |
| 26 | | | | | | | |
| 27 | | | | | | | |
| 28 | | | | | | | |
| 29 | | | | | | | |
| 30 | | | | | | | |
| 31 | | | | | | | |

Balance due shown above is correct and receipt is acknowledged.

收到上列工資數額無訛

MCP

Signature / 工人簽名

SIRI / NO. / 號碼 NAMA / NAME / 姓名
WAN SYAKILA

KUMPULAN / DEPT. / 所屬部門 K.W.S.P NO. / E.P.F NO. / 公積金號碼

Untuk Bulan Tahun
 For the Month of Years
Apr-17
 年 月份

| Tarikh Date | Sebelum T / Hari Before Noon 上午 | | Selepas T / Hari After Noon 下午 | | Lebih / Masa Overtime 加工 | | Jumlah Total |
|----------------|------------------------------------|---------------|-----------------------------------|---------------|-----------------------------|---------------|-----------------|
| | Masuk IN | Keluar OUT | Masuk IN | Keluar OUT | Masuk IN | Keluar OUT | |
| 1 | | | | | | | |
| 2 | 08:58 | 09:44 | | | | | |
| 3 | 09:00 | 09:46 | | | | | |
| 4 | 09:00 | 09:47 | | | | | |
| 5 | 09:04 | 09:46 | | | | | |
| 6 | 09:07 | 09:49 | | | | | |
| 7 | | | | | | | |
| 8 | 09:55 | 09:48 | | | | | |
| 9 | 09:58 | 09:48 | | | | | |
| 10 | 09:59 | 09:51 | | | | | |
| 11 | 10:40 | 11:40 | | | | | |
| 12 | 09:00 | 09:49 | | | | | |
| 13 | 09:00 | 09:58 | | | | | |
| 14 | | | | | | | |
| 15 | | | | | | | |

AMARAN / WARNING 告示

Sebarang pekerja yang menolng stamkan kad seseorang pekerja lain akan dikenakan tindakan tatatertub ke atasnya. 有頗員擅印其他
 Any employee stamping another employee's card will be liable to instant dismissal. 頗員卡片者可能
 遭公司立即開除

SIRI / NO. / 號碼

NAMA / NAME / 姓名

WAN SYAKILA**B**

| | | | |
|---------------------|------------------------|-------------|----------------|
| KUMPULAN DEPT. 所屬部門 | NO. K/P / IC NO. 身份證號碼 | UMUR AGE 年歲 | JANTINA SEX 性別 |
|---------------------|------------------------|-------------|----------------|

| | | |
|-------------------------------------|----------------|-------------|
| Masa Biasa 工作時日數 | Kadar 實率 | Jumlah 總數 |
| Reg. Hours | Rate | Total |
| Masa Lebih 加工作時日數 | Kadar 實率 | Jumlah 總數 |
| Extra Hours | Rate | Total |
| Jumlah Pendapatan Total Earned 合共來銀 | | |
| K.W.S.P. 公積金 | Pendahuluan 借支 | Polongan 扣除 |
| E.P.F. | Advanced | Deduction |
| Bayaran Terakhir 工作時日 | | Baki 實得工資 |
| Pay Ending | | Balance Due |

| Tarikh 日期 Date | Sebelum T / Hari Before Noon 上午 | | Selepas T / Hari After Noon 下午 | | Lebih / Masa Overtime 加工 | | Jumlah 共計 Total |
|----------------------|------------------------------------|-----------------|-----------------------------------|-----------------|-----------------------------|-----------------|-----------------------|
| | Masuk 入 IN | Keluar 出 OUT | Masuk 入 IN | Keluar 出 OUT | Masuk 入 IN | Keluar 出 OUT | |
| 16 | 8:00 | 5:00 | | | | | |
| 17 | 8:00 | | | 5:00 | | | |
| 18 | 8:00 | 5:00 | | | | | |
| 19 | 8:00 | 5:00 | | | | | |
| 20 | 8:00 | 5:00 | | | | | |
| 21 | | | | | | | |
| 22 | 8:00 | 5:00 | | | | | |
| 23 | 8:00 | 5:00 | | | | | |
| 24 | | | | | | | |
| 25 | 8:00 | 5:00 | | | | | |
| 26 | | | | | | | |
| 27 | 8:00 | 5:00 | | | | | |
| 28 | | | | | | | |
| 29 | | | | | | | |
| 30 | 8:00 | 5:00 | | | | | |
| 31 | | | | | | | |

Baki yang ditunjukkan diatas adalah benar dan akuan terima.
Balance due shown above is correct and receipt is acknowledged
收到上列工資數額無訛

Tandatangan / Signature / 工人簽名

YOMAX PC 510



955645245105451

| | | |
|---|-----------------|------------------|
| A | SIRI / NO. / 號碼 | NAMA / NAME / 姓名 |
| | WAN | SYAKILA |

| | |
|-------------------------|---------------------------------|
| KUMPULAN / DEPT. / 所屬部門 | K.W.S.P NO. / E.P.F NO. / 公積金號碼 |
|-------------------------|---------------------------------|

Untuk Bulan / For the Month of **MAY** Tahun / Years

年 月份

| Tarikh 日期 | Sebelum T / Hari Before Noon 上午 | | Selepas T / Hari After Noon 下午 | | Lebih / Masa Overtime 加工 | | Jumlah 共計 Total |
|--------------|------------------------------------|---------------|-----------------------------------|---------------|-----------------------------|---------------|-----------------------|
| | Masuk IN | Keluar OUT | Masuk IN | Keluar OUT | Masuk IN | Keluar OUT | |
| 1 | | | | | | | |
| 2 | 08:00 | 04:00 | | | | | |
| 3 | 08:00 | 04:00 | | | | | |
| 4 | 08:00 | 04:00 | | | | | |
| 5 | | | | | | | |
| 6 | 08:00 | 04:00 | | | | | |
| 7 | 08:00 | 04:00 | | | | | |
| 8 | 08:00 | 04:00 | | | | | |
| 9 | 08:00 | 04:00 | | | | | |
| 10 | | | | | | | |
| 11 | 08:00 | 04:00 | | | | | |
| 12 | | | | | | | |
| 13 | | | | | | | |
| 14 | 08:00 | 04:00 | | | | | |
| 15 | 08:00 | 04:00 | | | | | |

| | |
|---|---|
| <p>AMARAN / WARNING</p> <ul style="list-style-type: none"> ● Sebarang pekerja yang menolong stampan kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya. ● Any employee stamping another employee's card will be liable to instant dismissal. | <p>告示</p> <p>有職員擅印其他 職員卡片者可能 遭公司立即開除</p> |
|---|---|

| | | |
|-------------------------------|------------------------------------|----------|
| SIRI / NO. / 號碼 WAN | NAMA / NAME / 姓名 JYARILA | B |
|-------------------------------|------------------------------------|----------|

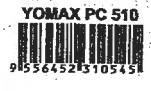
| | | | |
|-------------------------|--------------------------|-----------------|--------------------|
| KUMPULAN / DEPT. / 所屬部門 | NO. KP / I/C NO. / 身份證號碼 | UMUR / AGE / 年歲 | JANTINA / SEX / 性別 |
|-------------------------|--------------------------|-----------------|--------------------|

| | | |
|---|------------------|---------------|
| Masa Biasa / 工作時日數 | Kadar / 費率 | Jumlah / 總數 |
| Reg. Hours | Rate | Total |
| Masa Lebih / 加工作時日數 | Kadar / 費率 | Jumlah / 總數 |
| Extra Hours | Rate | Total |
| Jumlah Pendapatan / Total Earned / 合共來銀 | | |
| K.W.S.P. / 公積金 | Pendahuluan / 借支 | Potongan / 扣除 |
| E.P.F. | Advanced | Deduction |
| Bayaran Terakhir / 工作時日數 | Baki / 實得工資 | |
| Pay Ending | Balance Due | |

| Tarikh / 日期 / Date | Sebelum T / Hari / Before Noon / 上午 | | Selepas T / Hari / After Noon / 下午 | | Lebih / Masa / Overtime / 加工 | | Jumlah / 共計 / Total |
|--------------------|-------------------------------------|--------------|------------------------------------|--------------|------------------------------|--------------|---------------------|
| | Masuk / IN | Keluar / OUT | Masuk / IN | Keluar / OUT | Masuk / IN | Keluar / OUT | |
| 16 | | | | | | | |
| 17 | | | | | | | |
| 18 | | | | | | | |
| 19 | | | | | | | |
| 20 | | | | | | | |
| 21 | | | | | | | |
| 22 | | | | | | | |
| 23 | | | | | | | |
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| 25 | | | | | | | |
| 26 | | | | | | | |
| 27 | | | | | | | |
| 28 | | | | | | | |
| 29 | | | | | | | |
| 30 | | | | | | | |
| 31 | | | | | | | |

Baki yang ditunjukkan diatas adalah benar dan akuan terima.
Balance due shown above is correct and receipt is acknowledged
收到上列工資數額無訛

Tandatangan / Signature / 工人簽名



SIRI / NO. / 號碼 NAMA / NAME / 姓名
WAN SYAKILA

KUMPULAN / DEPT. / 所屬部門 K.W.S.P NO. / E.P.F NO. / 公積金號碼

Untuk Bulan Tahun
 For the Month of **Jun-17** Years
 年 月份

| Tarikh 日期 Date | Sebelum T / Hari Before Noon 上午 | | Selepas T / Hari After Noon 下午 | | Lebih / Masa Overtime 加工 | | Jumlah 共計 Total |
|----------------------|------------------------------------|-----------------|-----------------------------------|-----------------|-----------------------------|-----------------|-----------------------|
| | Masuk 入 IN | Keluar 出 OUT | Masuk 入 IN | Keluar 出 OUT | Masuk 入 IN | Keluar 出 OUT | |
| 1 | 8:00 | 5:00 | | | | | |
| 2 | | | | | | | |
| 3 | 8:00 | 5:00 | | | | | |
| 4 | 8:00 | 5:00 | | | | | |
| 5 | 8:00 | 5:00 | | | | | |
| 6 | 8:00 | 5:00 | | | | | |
| 7 | 8:00 | 5:00 | | | | | |
| 8 | 8:00 | 5:00 | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |
| 11 | 8:00 | 5:00 | | | | | |
| 12 | | | | | | | |
| 13 | 8:00 | 5:00 | | | | | |
| 14 | 8:00 | 5:00 | | | | | |
| 15 | 8:00 | 5:00 | | | | | |

AMARAN / WARNING
 * Sebarang pekerja yang menolong stempakan kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya.
 * Any employee stamping another employee's card will be liable to instant dismissal.

告示
 有職員擅印其他
 職員卡片者可能
 遭公司立即開除

SIRI / NO. / 號碼

NAMA / NAME / 姓名

WAN SYAKILA

| | | | | | | | |
|-------------------|------|-------------------|-------|-------------|----|----------------|----|
| KUMPULAN DEPT. | 所屬部門 | NO. K/P IC NO. | 身份證號碼 | UMUR AGE | 年歲 | JANTINA SEX | 性別 |
|-------------------|------|-------------------|-------|-------------|----|----------------|----|

| | | | | | |
|-----------------------------------|----------------|--------------------------|----|-----------------|----|
| Masa Biasa Reg. Hours | 工作時日數 | Kadar Rate | 費率 | Jumlah Total | 總數 |
| Masa Lebih Extra Hours | 加工時日數 | Kadar Rate | 費率 | Jumlah Total | 總數 |
| Jumlah Pendapatan Total Earned | | 合共共銀 | | | |
| K.W.S.P. 公積金 | Pendahuluan 暫支 | Potongan 扣款 | | | |
| E.P.F. Advanced | Deduction | | | | |
| Bayaran Terakhir Pay Ending | 工作時數 | Baki 實得工資 Balance Due | | | |

| Tarikh 日期 Date | Sebelum T / Hari Before Noon 上午 | | Selepas T / Hari After Noon 下午 | | Lebih / Masa Overtime 加工 | | Jumlah 共計 Total |
|----------------------|------------------------------------|---------------|-----------------------------------|---------------|-----------------------------|---------------|-----------------------|
| | Masuk IN | Keluar OUT | Masuk IN | Keluar OUT | Masuk IN | Keluar OUT | |
| 16 | | | | | | | |
| 17 | | | | | | | |
| 18 | | 4.10 | | | | | |
| 19 | | | | | | | |
| 20 | | | | | | | |
| 21 | | | | | | | |
| 22 | | | | | | | |
| 23 | | | | | | | |
| 24 | | | | | | | |
| 25 | | | | | | | |
| 26 | | | | | | | |
| 27 | | | | | | | |
| 28 | | | | | | | |
| 29 | | | | | | | |
| 30 | | | | | | | |
| 31 | | | | | | | |

Baki yang ditunjukkan diatas adalah benar dan akuan terima.
Balance due shown above is correct and receipt is acknowledged
收到上列工資數額無訛

Tandatangan / Signature / 工人簽名

YOMAX PC 510

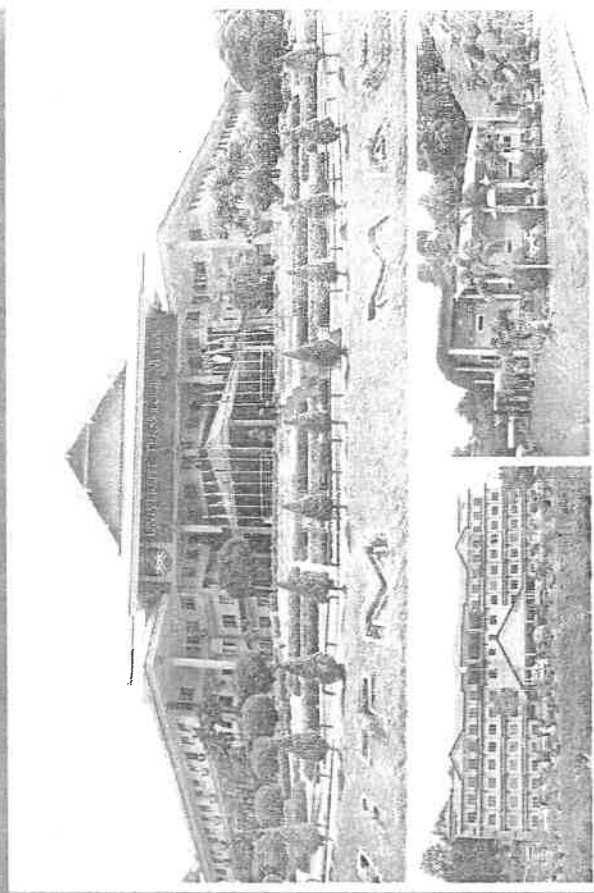


Appendix C:

Log Book



**UNIVERSITI TEKNOLOGI MARA
(KELANTAN)**



PRACTICAL TRAINING LOG BOOK



Universiti Teknologi MARA (Kelantan)
Bukit Jemu, 18500 Machang, Kelantan
09-976 20001-09-976 3300
<http://www.kelantan.uitm.edu.my>

INSTRUCTIONS

- 1) This book is issued to you to provide a history of your training and to act as a weekly record by the work on which you are engaged.
- 2) Student's responsibilities for keeping log book up-to-date.
- 3) Immediately this book is issued to you, you should, in consultation with your Training Officer, complete the detail required on the next page.
- 4) It is your responsibility to make the main entries of the log book and keep it up to date. Entries must be regularly initialled by your Supervisor. You must ensure that:
 - It is available at your place of work during your training.
 - All entries, except sketches, are made in ink.
 - Entries are made within a week of the work to which they refer.
 - The book is handed to your training officer for retention on your return to UiTM and this will later be handed to the Head of Programme for grading.

RECORDING

The log book should contain the following information:

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

1. Student's Name : WAN SYAKILA BINTI WAN GHAZALI
2. UiTM Matrics : _____
3. Programme : IM245
4. Semester : 7
5. Home Address : _____

TERENGGANU.
6. Tel No (H) : _____
7. Place of Training : INFOPANA HOLDINGS SDN. BHD. (K-TRG.)
8. Name of Supervisor : NOR MILLAH BINTI AHMAD
In-Charge _____
9. Duration of Training From : 1/2/2017 To: 30/6/2017

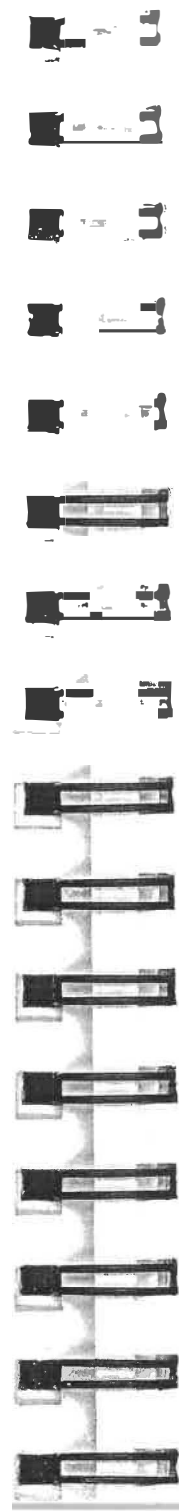
FOR OFFICE ONLY

Remarks:(Dean/Course Coordinator)

FEBRUARY

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|------------|---|---------------------|
| 1/2/2017 | 8.06 a.m. - Self-report (briefing) - supervisor introduced to the staffs in company. - own desk was provided. | |
| 9.00 a.m. | - apply for own username and password to handle PC. - study few of forms and documents | |
| 10.00 a.m. | - breakfast break - have a revision about other documents. - learn to use intercom well. | |
| 12.00 p.m. | - explore the whole buildings conducted by the staff in-charge. | |
| 1.00 p.m. | - lunch break | |
| 3.00 p.m. | - helping other staffs do some documents checking. | |
| 4.00 p.m. | - received my own username and password to log in company's hotspot wifi. | |
| 5.18 p.m. | - punch-out. | |

INFO: ANA HOLDINGS Sdn BHD.
LOT 29295, JALAN TORONG, KUALA TERENGGANU
21300 KUALA TERENGGANU, TERENGGANU
TEL: 09-667 180 / 4040
FAX: 09-667 4000



| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|------------|---|---------------------|
| 2/2/2017 | 7.50 a.m. - Punch in 8.00 a.m. - check ena company's e-mail. - Log in company's facebook to check notifications. | |
| 8.30 a.m. | - update company's facebook account = account. - helping staff for some tasks. | |
| 9.30 a.m. | - calling for few companies to get any news and update | |
| 10.00 a.m. | - breakfast break | |
| 11.00 a.m. | - do some letters checking and separating the important letters | |
| 1.00 p.m. | - lunch break | |
| 2.15 p.m. | - continue the tasks given | |
| 3.45 p.m. | - meeting the supervisor for updates and clear the data report duty declaration form | |
| 5.21 p.m. | - punch-out. | |

INFO: ANA HOLDINGS Sdn BHD.
LOT 29295, JALAN TORONG, KUALA TERENGGANU
21300 KUALA TERENGGANU, TERENGGANU
TEL: 09-667 180 / 4040
FAX: 09-667 4000

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|----------|---|---------------------|
| 5/2/2017 | 7.51 a.m. - Punch-in | |
| | 8.00 a.m. - Check company's e-mail | |
| | - Log in company's facebook to check notifications | |
| | 9.00 a.m. - Update company's facebook account to promote the programme. | |
| | - Editing the participants' names to produce the certificates for their programme intake. | |
| | 10.00 a.m. - Breakfast break | |
| | 10.30 a.m. - Continue the task given before | |
| | - Printing the certificates | |
| | - Photostat some documents | |
| | 11.30 a.m. - Fill in the name lists of complete document from the participants. | |
| | 1.00 p.m. - Lunch break | |
| | 2.00 p.m. - Fill the details personal details on practical's column in computer data. | |
| | 3.00 p.m. - Helping staff for photostat some documents/papers. | |
| | 4.00 p.m. - Helping staff separating the papers for updating | |
| | 5.22 p.m. - Punch-out | |

FOR RAIN HOLDINGS SDN BHD.
 295, JALAN TOK JEMBA, KUALA NERUS
 14100 TENGKONG, Negeri Sembilan
 TEL: 09-6740000 / 6740001
 FAX: 09-3740055



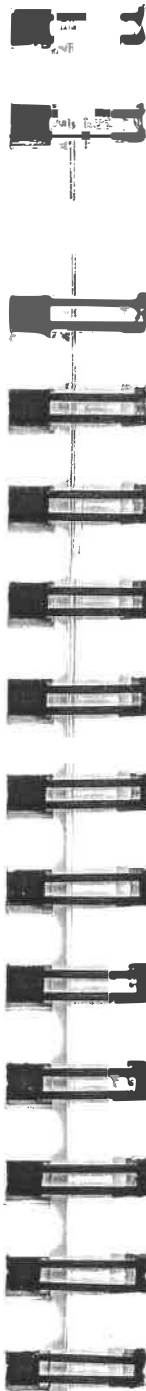
| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|----------|--|---------------------|
| 6/2/2017 | 7.52 a.m. - Punch-in | |
| | 8.00 a.m. - Check company's e-mail and print the important attachments | |
| | - Log in company's facebook to update new programme for promoting that to the public. | |
| | 9.00 a.m. - Print few papers for the task given. | |
| | 10.00 a.m. - Breakfast break | |
| | 10.30 a.m. - Helping staff arranging the company's letters | |
| | 11.00 a.m. - Separating some documents for cleaning the file record | |
| | - Calling few persons related to company's deal. | |
| | 1.00 p.m. - Lunch break | |
| | 2.00 p.m. - Photostat and print some records/papers. | |
| | 3.00 p.m. - Helping staff to do arranging of papers. | |
| | 4.00 p.m. - Handling callers from outsiders to give info about the details of SDIN. And the programme. | |
| | 5.22 p.m. - Punch-out | |

FOR RAIN HOLDINGS SDN BHD.
 295, JALAN TOK JEMBA, KUALA NERUS
 14100 TENGKONG, Negeri Sembilan
 TEL: 09-6740000 / 6740001
 FAX: 09-3740055

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|----------|--|---------------------|
| 7/2/2017 | 8.00 a.m. - Punch-in | |
| | 8.30 a.m. - Meeting with the staffs from all department. | |
| | 9.20 a.m. - E-mail the text complete report duty declaration form to the lecturer | |
| | - E-mail Organizational Supervisor Detail | |
| | 10.00 a.m. - Breakfast break | |
| | 10.30 a.m. - Updated data and record/ file for any addition and data changing. | |
| | 11.30 a.m. - Setting up the tags for few certificates to clear the old data. | |
| | - Photostat few papers on from staffs' requests. | |
| | 1.00 p.m. - Lunch break | |
| | 2.00 p.m. - File's checking and update the \leq \times ' arrangement of files. | |
| | 3.00 p.m. - Attending incoming calls and calling the person in-charge for upcoming programme | |
| | 4.00 p.m. - Arranging the forms on the racks respectively | |
| | 5.19 p.m. - Punch-out | |



INFORMASI
 2025
 21300 KUAJA TERENGGANU
 TEL: 09-6674000 / 4000
 FAKS: 09-6674030
 OK JENAI, KUALA NERUS
 TERENGGANU



| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|----------|--|---------------------|
| 8/2/2017 | 7.58 a.m. - Punch-in | |
| | 8.30 a.m. - Attending incoming calls from outsiders that want to know the company's upcoming programme | |
| | 8.45 a.m. - Editing company's logo using photoshop software to remove the background. | |
| | 10.00 a.m. - Breakfast break | |
| | 10.30 a.m. - Continue the editing task and learn more in 'youtube' video. | |
| | 11.00 a.m. - Helping staff creating business card by using new image and logo edited in photoshop. | |
| | 12.00 p.m. - Arranging and separating the documents based on its own files respectively. | |
| | 1.00 p.m. - Lunch break | |
| | 2.00 p.m. - Photostat few papers/records | |
| | 3.00 p.m. - Updated records based on their files. | |
| | 4.00 p.m. - Laminating few papers for upcoming programme | |
| | 5.12 p.m. - Punch-out | |



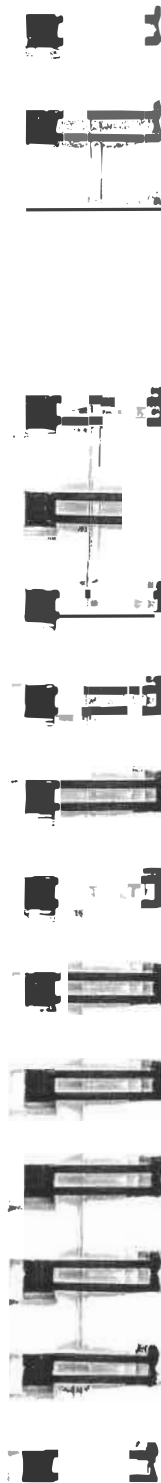
INFORMASI
 2025
 21300 KUAJA TERENGGANU
 TEL: 09-6674000 / 4000
 FAKS: 09-6674030
 OK JENAI, KUALA NERUS
 TERENGGANU

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|----------|---|---------------------|
| 9/2/2017 | 7.54 a.m. - Punch-in | |
| | 8.30 a.m. - Check company's e-mail - Log in company's facebook to check notifications and updates. | |
| | 9.00 a.m. - Photostat some papers and arrange the papers in the files. | |
| | 10.00 a.m. - Breakfast break | |
| | 10.30 a.m. - Attending incoming calls | |
| | | |
| | | |
| | 11.00 a.m. - Check the listnames and details about the participants. - Editing some error mistat in the checklists. | |
| | 12.00 p.m. - Meeting with all staffs for upcoming programme. | |
| | 1.00 p.m. - Lunch break | |
| | 2.00 p.m. - Photostat some documents papers. | |
| | 3.00 p.m. - Analyse the checklist and participants' namelists for before approving programme. | |
| | 4.00 p.m. - Survey the different of systems to develop | |
| | 5.12 p.m. - Punch-out | |

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|--|---------------------|
| 11/2/2017 | 7.57 a.m. - Punch-in | |
| | 8.30 a.m. - In-charge for participants' registration in 'Dapur Inforana' programme. | |
| | 9.15 a.m. - Arrange the personal details of participants to create certificates. | |
| | 10.00 a.m. - Breakfast break | |
| | 10.30 a.m. - Typing trama participants' namelists to finish their certificates. | |
| | 11.30 a.m. - Helping staff clear all in tray based on years. | |
| | 1.00 p.m. - Lunch break | |
| | 2.00 p.m. - Following staffs checking up the ongoing programme | |
| | 3.00 p.m. - Surveying domain email in google to set up for staffs use in department. | |
| | 4.00 p.m. - Set up few new files and store in cabinet for easy retrieval. | |
| | 5.08 p.m. - Punch-out | |

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|--|------------------------|
| 12/2/2017 | 7:59 a.m. - Punch-in | |
| | 8:30 a.m. - Editing new staffs' namelist before e-mail to HR. | |
| | 9:15 a.m. - Creating new table of staffs' namelist 2017 - E-mail to HR. | |
| | 10:00 a.m. - Breakfast break | |
| | 10:30 a.m. - Photostat few papers/ records in a file. | |
| | 11:00 a.m. - Print some papers/records. | / / |
| | 12:00 p.m. - Using Microsoft Excel and Microsoft Word for editing new forms of students' payment / fees. | ✓ 0 |
| | 1:00 p.m. - Lunch break | |
| | 2:00 p.m. - Continue the task given before | |
| | 3:00 p.m. - Divide the forms from different courses and levels | |
| | 4:00 p.m. - Fill the new forms with students' personal details. | |
| | 5:11 p.m. - Punch-out | |

INFORANIA HOLDINGS SDN. BHD.
62157 - W
2925, JALAN TOK JENJAL, KUALA BERAU
21-0 KUALA TERENGGANU, TERENGGANU
TEL: 09-6674020 / 4040
FAX: 09-6674027



| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|---|------------------------|
| 13/2/2017 | 7:57 a.m. - Punch-in | |
| | 8:30 a.m. - Editing and fill the data about students' payment | |
| | 10:00 a.m. - Breakfast break | |
| | 10:30 a.m. - Calling Call person in-charge about confirmation of letter approval | |
| | 11:00 a.m. - Continue the task to complete the students' payment forms. | / / |
| | 12:00 p.m. - Helping staff to edit some picture in Microsoft Publisher & Adobe Photoshop | |
| | 1:00 p.m. - Lunch break | |
| | 2:00 p.m. - Continue the task in fill the data in Microsoft Excel & Words. | |
| | 3:00 p.m. - Helping staff explore and edit the flyers in Microsoft Publisher. | |
| | 4:00 p.m. - Print, photostat & laminate the papers in records' files. | |
| | 5:09 p.m. - Punch-out | |

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|---|---------------------|
| 14/2/2017 | 8:02 a.m. - Punch-in | |
| | 8:30 a.m. - Meeting with staffs from all department & briefing about upcoming programme & activity. | |
| | 9:20 a.m. - Double check the complete data of students' payment forms. | |
| | - Editing some minor error in the forms. | |
| | 10:00 a.m. - Breakfast break | |
| | payment forms | |
| | 11:00 a.m. - Typing an invitation letter invitation letter for upcoming event at Quinara At Safir Resort. | |
| | 1:00 p.m. - Lunch break | |
| | 2:00 p.m. - Continue the print task before. | |
| | 3:00 p.m. - Helping staff arranging the files & documents. | |
| | 4:00 p.m. - Editing the letters to into the card for VIP invitation. | |
| | 5:34 p.m. - Punch-out | |

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|---|---------------------|
| 15/2/2017 | 7:54 a.m. - Punch-in | |
| | 8:30 a.m. - Editing the invitation card for upcoming event at Quinara At Safir Resort. & print. | |
| | - update company's facebook account | |
| | 10:00 a.m. - Breakfast break | |
| | 10:30 a.m. - Fax the letters and passed the letters to the person in-charge for account. | |
| | 11:00 a.m. - Meeting sv for passing the VIP invitation card and short discussion. | |
| | 12:00 p.m. - Attending incoming calls & call making calls for some tasks. | |
| | 1:00 p.m. - Lunch break | |
| | 2:00 p.m. - Helping staff edit some pictures for new flyers. | |
| | 3:00 p.m. - Create new files of new students' intake following different courses. | |
| | 4:00 p.m. - fill the files with all their personal details. | |
| | 5:11 p.m. - Punch-out | |

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|------------|--|---------------------|
| 16/12/2017 | 8-00 a.m. - Punch-in | |
| | 8-30 a.m. - Arranging documents & files in cabinet & on shelves. | |
| | 9.20 a.m - Log in to company's facebook account & update. | |
| | - Checking company's e-mail. | |
| | 10.00 a.m. - Breakfast break | |
| | 10-30 a.m. - Create new flyers for promotion on Microsoft Publisher. | |
| | 12.00 p.m. - Attending incoming calls and calling few persons to pick up their certificates. | |
| | 1.00 p.m - Lunch break | |
| | 2.00 p.m. - Continue to touch up the flyers. | |
| | 3.00 pm - Editing the logo of the company | |
| | - Finish up the flyers overall. | |
| | 5-58 p.m. - Punch-out | |



INFORANA HOLDINGS SDN. BHD.
 521597-W
 LOT 25295, JALAN TOK JEMBAI, KUALA NERUS
 21300 KUALA TERENGGANU, TERENGGANU
 TEL: 09-6674080 / 4040
 FAKS: 09-6674050

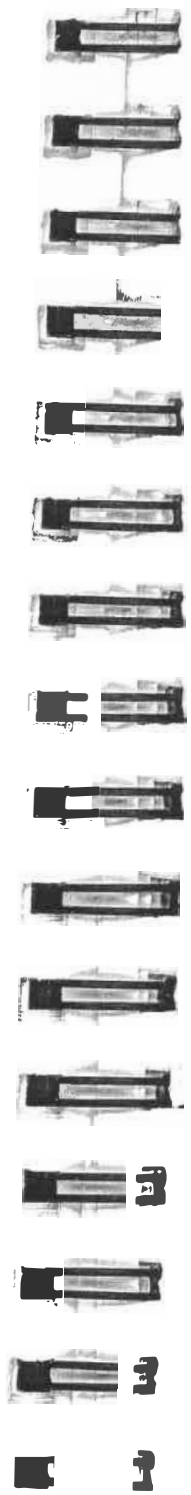
| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|------------|--|---------------------|
| 19/12/2017 | 7.54 a.m. - Punch-in | |
| | 8.30 a.m. - Arrange the old certificates and put in their own files based on years. | |
| | 9.00 a.m. - Meeting Annual year meeting with all staffs. | |
| | 10.00 a.m. - Breakfast break | |
| | 10.30 a.m. - Continue the meeting | |
| | 11.30 a.m. - Clean up the old and new files and arranging it based on courses & years. | |
| | 1.00 p.m. - Lunch break | |
| | 2.00 p.m. - 'Gotong-Royong' activity joining with all staffs and trainees at Inforana college. | |
| | 3.00 p.m. - Arrange the documents in department | |
| | 4.00 p.m. - Continue the activity | |
| | 5.19 p.m. - Punch-out | |



INFORANA HOLDINGS SDN. BHD.
 521597-W
 LOT 25295, JALAN TOK JEMBAI, KUALA NERUS
 21300 KUALA TERENGGANU, TERENGGANU
 TEL: 09-6674080 / 4040
 FAKS: 09-6674050

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|--|---------------------|
| 20/2/2019 | 7:54 a.m. - Punch-in | |
| | 8:30 a.m. - Photostat & print some papers | |
| | 9:15 a.m. - Attending calls and continue the photostat task. | |
| | 10:00 a.m. - Breakfast break | |
| | 10:30 a.m. - Calculate the shirts' stock and fill in the record | |
| | 11:15 a.m. - Attending incoming calls | |
| | 12:00 p.m. - Laminare the papers for students' matrix cards. | |
| | 1:00 p.m. - Lunch break | |
| | 2:30 p.m. - Arrange the old records and files for easy retrieval. | |
| | 3:30 p.m. - Photostat bunch of copies from few files | |
| | 4:20 p.m. - Clean up the non-current records to convert to recycle papers. | |
| | 5:10 p.m. - Punch-out | |

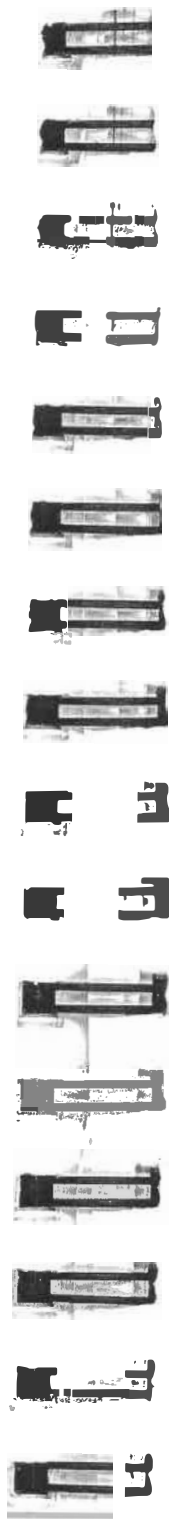
INFORANA HOLDINGS SDN. BHD.
 621597-W
 LOT 2929, JALAN TOK JEMBATAN, UKA 4 WERUS
 21300 KUALA TERENGGANU, TERENGGANU
 TEL: 09-6674086 / 4040
 FKS: 09-6674055



| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|--|---------------------|
| 21/2/2019 | 7:58 a.m. - Punch-in | |
| | 8:30 a.m. - Meeting with staffs from all department | |
| | 9:20 a.m. - Log in to company's facebook account and update latest activity/programme | |
| | 10:00 a.m. - Breakfast break | |
| | 10:30 a.m. - Survey and learn how to create group email for business email in 'youtube' channel. | |
| | 11:20 a.m. - Collecting about personnels' information and fill in one driver. | |
| | - Trying to create group email. | |
| | 1:00 p.m. - Lunch break | |
| | 2:00 p.m. - Attending incoming calls and photostat some copies as requested | |
| | 3:00 p.m. - Updates files/records. | |
| | 4:00 p.m. - Arrange the payments' cheders of students in the files according to each course | |
| | 5:40 p.m. - Punch-out | |

INFORANA HOLDINGS SDN. BHD.
 621597-W
 LOT 2929, JALAN TOK JEMBATAN, UKA 4 WERUS
 21300 KUALA TERENGGANU, TERENGGANU
 TEL: 09-6674086 / 4040
 FKS: 09-6674055

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|--|---------------------|
| 22/2/2017 | 7:55 a.m. - Punch-in | |
| | 8:30 a.m. - Continue the task yesterday about updates new files of students' payment checks | |
| | 10:00 a.m. - Breakfast break | |
| | 10:30 a.m. - Creating the group e-mail of staffs in the department by using 'people group' | |
| | 12:00 p.m. - Photostat each of the certificates according to the student levels | |
| | 1:00 p.m. - Lunch break | |
| | 2:00 p.m. - Clean up the front desk and arrange the old and new records/files | |
| | 3:00 p.m. - Arrange and collect the old papers/ to pamphlets to recycle them for new uses | |
| | 5:03 p.m. - Punch-out | |



| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|--|---------------------|
| 23/2/2017 | 8:02 a.m. - Punch-in | |
| | 8:30 a.m. - Continue the task yesterday about dividing the collection, separate, arrange to recycle the papers/pamphlets used. | |
| | 10:00 a.m. - Breakfast break | |
| | 10:30 a.m. - Photostat 30 sets of questions and put in each file and arrange them | |
| | 12:30 p.m. - Meeting supervisor and pass the sets of questions with files. | |
| | 1:00 p.m. - Lunch break | |
| | 12:00 pm. - Photostat and print some documents/records | |
| | 3:00 p.m. - Key in data in the Microsoft Excel. | |
| | 4:00 p.m. - Create some folders in PC to place the new pictures of today's event 'Fruit Caving'. | |
| | 5:23 p.m. - Punch-out | |

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|---|---------------------|
| 25/2/2017 | 7-59 a.m. - Punch in 8-30 a.m. - Call few of ex-students to get their details for alumni system. 9-30 a.m. - Photostat few of flyers' copies to attach together. 10-00 am - Breakfast break 10-30 a.m. - Continue the calling task and adding with another few persons. 12-00 p.m. - Attaching four papers of flyers together. 2-00 p.m. - Continue the flyers task adding a bunch of papers. 3-00 p.m. - Attending incoming calls and photostat another papers for staffs' requests 4-00 p.m. - Attaching stickers' name lists of staffs for new monthly punch cards. 5-33 p.m. - Punch-out | |

INT. TRARA HC DIMAS S. P. (ID)
 LOT 25795, JALAN TEK JEMAL, TERENGGANU
 21300 MUALA TERENGGANU, TERENGGANU
 TEL: 09-6674030 / 6674031
 FAKS: 09-6674032

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|--|---------------------|
| 26/2/2017 | 7-57 a.m. - Punch-in 8-30 a.m. - Helping staff for arranging stuffs before exam starts 9-20 a.m. - Photostat and print some papers for record keeping. 10-00 a.m. - Breakfast break 10-30 a.m. - Key in data about students' personal details. 12-00 p.m. - Fill the students' intake for April Intake 1-00 p.m. - Lunch break 2-00 p.m. - Continue the task before 3-00 p.m. - Produce the offer letters for students' April Intake including all courses 4-40 p.m. - Making a few calls to get the confirmation details from students. 5-09 p.m. - Punch-out | |

INT. TRARA HC DIMAS S. P. (ID)
 LOT 25795, JALAN TEK JEMAL, TERENGGANU
 21300 MUALA TERENGGANU, TERENGGANU
 TEL: 09-6674030 / 6674031
 FAKS: 09-6674032

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|---|---------------------|
| 27/2/2017 | 7-48 a.m. - Punch-in | |
| | 8-30 a.m. - Attending incoming and outgoing calls. | |
| | 9-00 a.m. - Photostat some papers/documents | |
| | 10-00 a.m. - Breakfast break | |
| | 10-30 a.m. - Fill the forms as requested from the admin officer | |
| | 12-00 pm. - Creating new files to place students' forms based on different courses | / |
| | 1-00 p.m. - Lunch break | |
| | 2-00 p.m. - Arrange the old & new records for easy retrieval. | |
| | 3-20 p.m. - Creating new folders for placing the pictures about the students & new activities held by the college | |
| | 4-00 p.m. - Attending outgoing calls which are the ex-students for getting their updates and personal details. | |
| | 5:06 p.m. - Punch-out | |

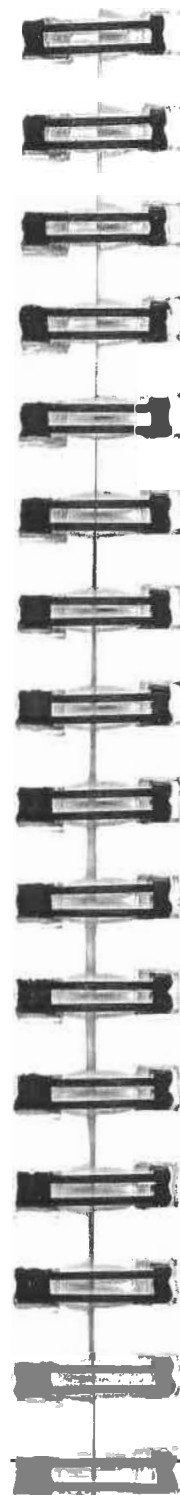
11, EDRU, WJAL, 621 07-34
 213-00 KUALA TERENGKANG, KUALA TERENGKANG
 TEL: 09-667-6600 / 667-6601
 FAKS: 09-667-6602

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|--|---------------------|
| 28/2/2017 | 7-58 a.m. - Punch-in | |
| | 8-30 a.m. - Log in to company's facebook account & update up about the upcoming programme. | |
| | - Checking company's e-mail if any important e-mail that need fast respond | |
| | 9-00 a.m. - Arrange and folding the offer letters including all next intake. | / / |
| | 10-00 a.m. - Breakfast break | |
| | 10-30 a.m. - Attending few of incoming calls. | |
| | 11-20 a.m. - Photostat and print for some copies of records. | |
| | 12-00 pm. - Attending few of outgoing calls. | |
| | 1-00 p.m. - Lunch break | |
| | 2-00 p.m. - Update the current & upcoming programme for staffs' alert | |
| | 3-00 p.m. - Photostat lunch of personal details of students for all courses | |
| | 5:12 pm. - Punch-out | |

11, EDRU, WJAL, 621 07-34
 213-00 KUALA TERENGKANG, KUALA TERENGKANG
 TEL: 09-667-6600 / 667-6601
 FAKS: 09-667-6602

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|----------|--|---------------------|
| 1/3/2017 | 7-59 a.m. - Punch-in | |
| | 8.30 a.m. - Log in to company's facebook account for updating upcoming programme | |
| | - Checking company's e-mail if there is need of fast respond. | |
| | 9.00 a.m. - Photostat the rest of personal details of the students' loan forms. // | |
| | 10.00 a.m. - Breakfast break | |
| | 10.30 a.m. - Helping staff teaching in English class to add some lessons as additional learning for students | |
| | 12.00 p.m. - Attending incoming calls due to their program tonight | |
| | 1.00 p.m. - Lunch break | |
| | 2.00 p.m. - Photostat some copies for updating record keeping | |
| | 3.00 p.m. - Attending incoming calls about talking students for upcoming program | |
| | 4.00 p.m. - Clearing all the old records for recycle & disposal | |
| | 5-15 p.m. - Punch-out | |

11500 MARA
 107 2823, JALAN TEK
 21300 KUALA TERENGGANU
 TEL 09-62557111
 FAX 09-62574000



| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|----------|--|---------------------|
| 2/3/2017 | 8.00 a.m. - Punch in | |
| | 8.30 a.m. - Log in to company's facebook account to update upcoming program | |
| | - Checking e-mail's company if there is need fast respond. | |
| | 9.00 a.m. - Clearing all these old records & clean up the office. | |
| | 10.00 a.m. - Breakfast break | |
| | 10.30 a.m. - Key in about ex-staffs data in Microsoft Excel ✓ | |
| | 1.00 p.m. - Lunch break | |
| | 2.00 p.m. - Arranging & creating new files about the data that have been entered in Microsoft Excel. | |
| | - All of them placing in big files for easy retrieval based on their last day | |
| | 4.00 p.m. - * Fill in the form for new staffs' intake. | |
| | 5-38 p.m. - Punch out | |

11500 MARA
 107 2823, JALAN TEK
 21300 KUALA TERENGGANU
 TEL 09-62557111
 FAX 09-62574000

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|----------|--|---------------------|
| 5/3/2017 | 7-55 a.m. - Punch-in | |
| | 8:30 a.m. - Meeting with all staffs from different department | |
| | 9-30 a.m. - Log in to facebook account for updating current program and news about 'Infraana College'. | |
| | 10:00 a.m. - Breakfast break | |
| | 10:30 a.m. - Photostat bunch of documents' copies | |
| | 12:00 p.m. - Searching and surveying system developing for special project | |
| | - Preparing some information for final report of internship | |
| | 1:00 p.m. - Lunch break | |
| | 2:00 p.m. - Key in some data about staffs & students in Microsoft Excel. | |
| | 3:00 p.m. - Key-in some data about job scope of some staffs including dateline, charts etc. | |
| | 5-13 p.m. - Punch-out | |

INFORAN HOLDINGS Sdn Bhd.
 27, 28, 29, 30, Jalan SMC, JEMBATAN, KUALA KEMPAS
 81550
 T. 07-69-674008 (M), 69-674009
 F. 07-69-674000

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|----------|---|---------------------|
| 6/3/2017 | 8-01 a.m. - Punch-in | |
| | 8:30 a.m. - Log in to cernang's facebook account for updating the news & current/upcoming program. | |
| | 9:00 a.m. - Meeting with staffs from all department | |
| | 10:00 a.m. - Breakfast break | |
| | 10:30 a.m. - Continue the yesterday task which is key in some data about staffs' job scopes | |
| | 12:30 p.m. - Photostat some of documents/records | |
| | 1:00 p.m. - Lunch break | |
| | 2:00 p.m. - Key in the few of processes of students' applied forms & sketches the charts by using Microsoft Powerpoint & Microsoft Word | |
| | 3:30 p.m. - Arranging the old and new flyers on their respective place which is the olds will be dispose. | |
| | 5:22 p.m. - Punch-out | |

INFRA MARA HOLDINGS Sdn Bhd.
 LOT 25, 26, 27, 28, 29, 30, Jalan SMC, JEMBATAN, KUALA KEMPAS
 81550
 T. 07-69-674008 (M), 69-674009
 F. 07-69-674000

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|----------|--|---------------------|
| 7/3/2017 | 7-59 a.m. - Punch-in | |
| | 8-30 a.m. - Meeting with all staffs from different department | |
| | 9-30 a.m. - Attending outgoing calls about the students' internship | |
| | 10-00 a.m. - Breakfast break | |
| | 10-30 a.m. - Creating the feedback forms in Microsoft Excel for upcoming program. | |
| | 12-00 p.m. - Photostat few of records/document for staffs' retrieval | |
| | 1-00 p.m. - Lunch break | |
| | 2-00 p.m. - Attending incoming calls from outsiders about applying the course study. | |
| | 3-00 p.m. - Fill the few of forms of upcoming new staffs in the department. | |
| | 4-00 p.m. - Helping staff arranging the new files with new attachment of stickers for each file. | |
| | 5:21 p.m. - Punch-out | |

INFORANIA HO DIMPUS SD, 6742
 52185 - W
 1295, JALAN TOK JERU BIL 11, MGA, PRUS
 JALAN TERENGGANU, 21300
 66724 0 11 4040
 66724 0 11 4040
 66724 0 11 4040



| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|----------|--|---------------------|
| 8/3/2017 | 8-00 a.m. - Punch-in | |
| | 8-30 a.m. - Attending incoming calls about the next intake and registration date. | |
| | 9-00 a.m. - Photostat bunch of papers for staffs' request and place the old papers for recycle. | |
| | 10-00 a.m. - Breakfast break | |
| | 10-30 a.m. - Attending outgoing calls for asking few records that available for internship place for the practical students in Inforana College. | |
| | 11-30 a.m. - Checking the letters in term of spelling, words etc. before send to the JINT & kpm | |
| | 1-00 p.m. - Lunch break | |
| | 2-00 p.m. - Separating and arranging the feedback forms to analyse the comments and opinions. | |
| | 3:00 p.m. - Helping staff arranging the new files for upcoming new students for the next intake following their courses. | |
| | 5-11 p.m. - Punch-out | |

INFORANIA HO DIMPUS SD, 6742
 52185 - W
 1295, JALAN TOK JERU BIL 11, MGA, PRUS
 JALAN TERENGGANU, 21300
 66724 0 11 4040
 66724 0 11 4040
 66724 0 11 4040

DATE EXTRACT NATURE OF WORK DONE SUPERVISORS REMARKS

9/3/2017 7:59 a.m. - Punch-in
 8:30 a.m. - Log in to company's facebook account for updating news and program
 9:15 a.m. - Photostat bunch of papers/ document about the courses assignment to analyze it according to students' achievement.
 10:00 a.m. - Breakfast break /
 10:30 a.m. - Photostat new flyers for upcoming of schools regarding on open booth at their schools to promote courses offer at Inforana College.
 12:00 p.m. - Attending incoming calls from outsiders to ask about courses offered.
 1:00 p.m. - Lunch break
 2:00 p.m. - Helping staff finance officer regarding to students' payment checker for updates.
 3:00 p.m. - Searching some info to add in the final report
 4:00 p.m. - Meeting with supervisor asking some information
 5:09 p.m. - Punch-out



DATE EXTRACT NATURE OF WORK DONE SUPERVISORS REMARKS

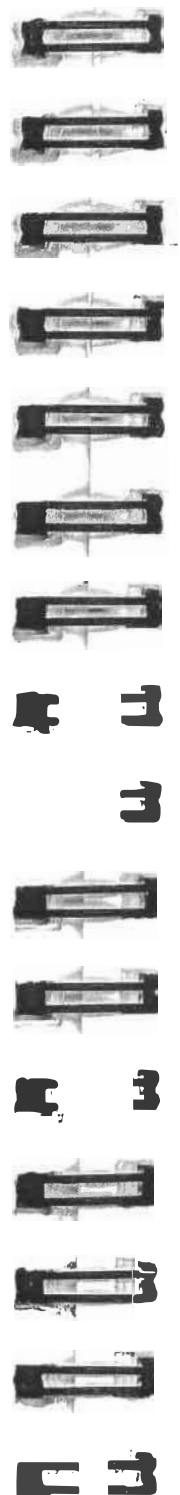
11/3/2017 8:03 a.m. - Punch-in
 8:30 a.m. - Log in to company's facebook account for updating news and new activity at Inforana College.
 - Log in to company's e-mail to check if there is any e-mail that need fast respond and need to print out as soon as possible. /
 9:00 a.m. - Cooperating with the staffs in department to clear and change the desks' position for new environment in office.
 10:00 a.m. Breakfast break
 10:30 a.m. - Continue with the teamwork just now to ensure all staffs are comfortable to do task everyday.
 12:00 p.m. - Attending incoming and outgoing calls for confirmation about the students' loan.
 1:00 p.m. - Lunch break
 2:30 p.m. - Clean up the whole office for every staffs
 5:12 p.m. - Punch-out

INFORANA HOLDINGS Sdn. Bhd.
 LOT 2922, JALAN TEBAL, 67100 KUALA TERENGGANU, TERENGGANU
 TEL: 09-6874080
 FAX: 09-6872050

INFORANA HOLDINGS Sdn. Bhd.
 LOT 2922, JALAN TEBAL, 67100 KUALA TERENGGANU, TERENGGANU
 TEL: 09-6874080
 FAX: 09-6872050

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|---|---------------------|
| 13/3/2017 | 7.59 a.m. - Punch-in | |
| | 8.30 a.m. - Attending incoming calls from outsiders that want to know the courses offered at Inforana College. | |
| | 9.00 a.m. - Photostat bunch of document/records' copies as requested from the staffs and students. | |
| | 10.00 a.m. - Breakfast break | |
| | 10.30 a.m. - Cleaning up the office and arranging the things and files to be more organized. | / |
| | 12.00 p.m. - Attending outgoing calls about the details' need for the upcoming program | |
| | 1.00 p.m. - Lunch break | |
| | 2.00 p.m. - Preparing the new flyers for upcoming program and the old flyers have been arranged for recycle papers. | |
| | 4.00 p.m. - Helping staff finding out the certificates that requested by the ex-students in the record cabinets. | |
| | 5.12 p.m. - Punch-out | |

INFORANA HOLDINGS Sdn. Bhd.
 62597
 21300 KUALA TERENGGANU, TERENGGANU
 TEL: 09-8514080 / 8514081
 FAX: 09-8574050

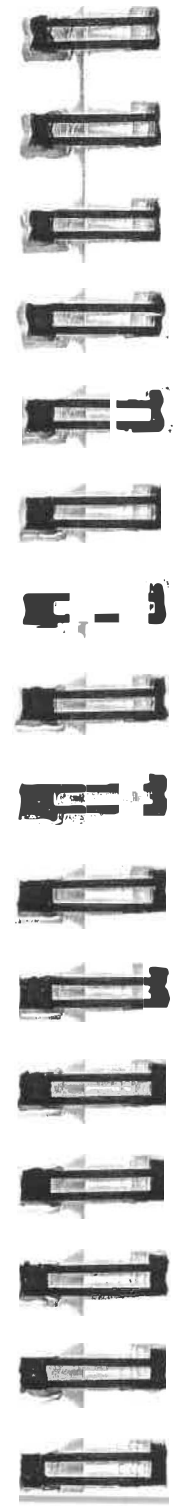


| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|---|---------------------|
| 15/3/2017 | 7.59 a.m. - Punch-in | |
| | 8.30 a.m. - Cleaning up by sweeping the floor arranging the files recycle papers, old records that need to be recycled new document and etcetera. | |
| | 9.20 a.m. - Attending incoming calls about student intake in April by giving short briefing about the psument hostel, loans and so on. | / |
| | 10.00 a.m. - Breakfast break | |
| | 10.30 a.m. - Limate few of matric cards for the new students and for staffs' use in the record. | / |
| | 12.00 p.m. - Meeting for upcoming program starting this Saturday to next weekend. | |
| | 1.00 p.m. - Lunch break | |
| | 2.00 p.m. - Making calls for few hotels regarding to the changes occurred for the students' internship | |
| | 4.00 p.m. - Helping staffs preparing staffs to prepare for the few programs planned. | |
| | 5.10 p.m. - Punch-out | |

INFORANA HOLDINGS Sdn. Bhd.
 62597
 21300 KUALA TERENGGANU, TERENGGANU
 TEL: 09-8514080 / 8514081
 FAX: 09-8574050

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|--|---------------------|
| 16/8/2017 | 7:58 a.m. - Punch-in | |
| | 8:30 a.m. - Meeting with staffs for the program 'Pesta Pantai' starting this weekend until next week to promote courses offered at Inforana. | |
| | 10:00 a.m. - Breakfast break | |
| | 10:30 a.m. - Preparing new flyers for 'Pesta Pantai' program by photostat the copies and arranging to be supplied. | / |
| | 12:00 p.m. - Attending incoming calls from few schools, hotels and etcetera regarding the confirmation letters for part and upcoming programs. | |
| | 1:00 p.m. - Lunch break | |
| | 2:00 p.m. - Meeting supervisor to pass the task given about job application forms and pass basing the MC letter. | |
| | 3:00 p.m. - Attending outgoing calls about the ex-students for alumni system to be updated. | |
| | 4:00 p.m. - Clearing the document and files in their own cabinets to be more organized. | |
| | 5:05 p.m. - Punch-out | |

UNIVERSITI TEKNOLOGI MARA
 40450 KUALA TERENGGANU
 TEL: 09-60783000
 FAKS: 09-60787057

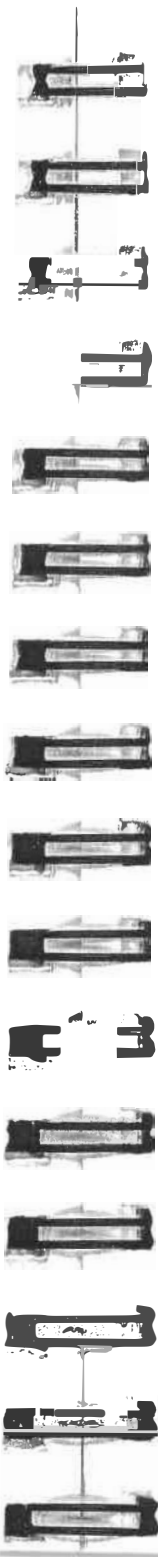


| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|--|---------------------------------------|
| 19/8/2017 | 7:56 a.m. - Punch-in | |
| | 8:30 a.m. - Arranging the files and records before dispose or recycle the old papers. | |
| | 9:30 a.m. - Attending outgoing calls of the ex-students to get their information about loans to key-in the data and update to the PTPK | |
| | 10:00 a.m. - Breakfast | / |
| | 10:30 a.m. - Continue update to the officer in-charge | - |
| | 11:30 a.m. - Attending outgoing calls with about the new applicants about the courses applied for the next intake. | |
| | 1:00 p.m. - Lunch break | |
| | 2:00 p.m. - Photostat the bunch of students' holiday request forms and arranging in forms box | SDN. BHD. L. KUNIA PERKINS TERENGGANU |
| | 3:00 p.m. - Printing the another forms such as purchasing holiday staff application | |
| | 5:08 p.m. - Punch-out | |

UNIVERSITI TEKNOLOGI MARA
 40450 KUALA TERENGGANU
 TEL: 09-60783000
 FAKS: 09-60787057

20/3/2017
 - On duty outside for booth guard at 'Pesta Pantai'.
 2.00 - 10.00

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|---|---------------------|
| 21/3/2017 | 7.57 a.m. - Punch-in | |
| | 8.30 a.m. - Meeting with staffs from all department about the current issues and upcoming program for this month and next month planning. | |
| | 9.30 a.m. - Find out some information to add in the final report about the job descri | |
| | 10.00 a.m. - Break | |
| | 10.30 a.m. - Atten | |
| | courses offered for April and July intake | |
| | 11.30 a.m. - Attending outgoing calls for another latest details about ex-students for PTPK's alumni | |
| | 1.00 p.m. - Lunch break | |
| | 2.00 p.m. - Photostat some papers about few forms in the box for student requests. | |
| | 3.00 p.m. - Attending outgoing calls for students' April intake to remind them about the confirmation. | |
| | 5.06 p.m. - Punch-out | |



| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|---|---------------------|
| 22/3/2017 | 7.56 a.m. - Punch-in | |
| | 8.30 a.m. - Arranging the papers on their own cabinet. | |
| | - Cleaning up the desk and was old papers to dispose and reuse for record or recycle the papers | |
| | 9.30 a.m. - Attending incoming calls from April intake from parents and applicants' candidates themselves. | ✓ |
| | 10.00 a.m. - Breakfast break | / |
| | 10.30 a.m. - Attending another outgoing calls for reminding the candidates to pay confirmation fees before registration week. | |
| | 12.30 p.m. - Photostat few of students' holiday request forms before getting sign by the staff or officer in-charge. | |
| | 1.00 p.m. - Lunch break | |
| | 2.00 p.m. - Attending outgoing calls for another April intake. | |
| | 5.05 p.m. - Punch-out | |

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|---|---------------------|
| 23/3/2017 | 7:54 a.m. - Runch-in | |
| | 8:30 a.m. - Photostat few flyers to place and give out to the visitors at 'Pesta Pintar'. | |
| | - Attaching the flyers together all the courses included at Inforans College. | |
| | 9:30 a.m. - Photostat few of papers as requested by the students for their portfolios. | |
| | 10:00 a.m. - Breakfast break | |
| | 10:30 a.m. - Attending few of incoming calls from outsiders that need the details about student fees and upcoming intake. | |
| | 11:30 a.m. - Calling a hotel that to get the confirmation about practical students involving Inforans College's students. | |
| | 12:30 pm. - Taking emergency leave because of family matters which is close family and been allowed by the supervisor. | |

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|--|---------------------|
| 25/3/2017 | 8:00 a.m. - Runch-in | |
| | 8:30 a.m. - Attending outgoing calls for reminding them to pay for the confirmation fees at least before Tuesday to process their booking place. | |
| | 10:00 a.m. - Breakfast break | |
| | 10:30 a.m. - Continue the outgoing calls as the final calls for future students at Inforans College. | |
| | 12:00 p.m. - Cutting and preparing the registration numbers before registration day is started. | |
| | 1:00 p.m. - Lunch break | |
| | 2:00 p.m. - Helping staff which is registration officer to prepare the health record forms for on registration day. | |
| | 3:30 p.m. - Arranging the applicant information forms with each course respectively. | |
| | 5:19 p.m. - Runch-out | |

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|---|---------------------|
| 26/3/2017 | 8.01 a.m. - Punch-in | |
| | 8.30 a.m. - Checking e-mail company's e-mail if there is need to fast respond. | |
| | 9.00 a.m. - Helping staff to find the permission letter and work schedule for each staff about the SPN result's program and schools involved. | |
| | 10.00 a.m. - Breakfast break | |
| | 10.30 a.m. - Attending incoming calls from parents about the confirmation fees for April intake. | |
| | 12.00 p.m. - Listing down the name of applicants that already settled the confirmation fees or payment. | |
| | 1.00 p.m. - Lunch break | |
| | 2.00 p.m. - Attending few of outgoing calls which are final calls before registration day. | |
| | 3.30 p.m. - Photostat for some papers as requested by the staffs | |
| | 5.06 p.m. - Punch-out | |



| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|---|---------------------|
| 27/3/2017 | 8.02 a.m. - Punch-in | |
| | 8.30 a.m. - Attending incoming calls from internal callers to talk with the admin staff. | |
| | 10.00 a.m. - Breakfast break | |
| | 10.30 a.m. - Arranging the receipts of each payment made by the students including all courses. | |
| | 1.00 p.m. - Lunch break | |
| | 2.00 p.m. - Punched the receipts to attach together with the student details according each file respectively | |
| | 3.00 p.m. - Attaching the receipts following the date which is the old records | |
| | 4.00 p.m. - Arranging the files with contain the namelists of the students following their courses and jot down the balance that need to pay. | |
| | 5.10 p.m. - Punch-out | |

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|--|---------------------|
| 28/3/2017 | 8:00 a.m. - Punch-in | |
| | 8:30 a.m. - Meeting with staffs from all department about the current issues and upcoming registration day for April intake and work planning of staffs. | |
| | 10:00 a.m. - Breakfast break | |
| | 10:30 a.m. - Arranging and punch the payment slips to place in the files according the courses and student details information details. | 7 1 |
| | 12:00 p.m. - Attending outgoing calls to ask for the final calls to pay for the confirmation fees before registration day. | |
| | 1:00 p.m. - Lunch break | |
| | 2:00 p.m. - Photostat the work schedule of students' program and for their portfolios. | |
| | 4:00 p.m. - Attending student and visitors to ask about the courses offered since all the staffs are in meeting rooms. | |
| | 5:11 p.m. - Punch-out | |

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|---|---------------------|
| 29/3/2017 | 7:57 a.m. - Punch-in | |
| | 8:30 a.m. - Attending incoming calls from parents to pay for booking place for April intake. | |
| | 9:00 a.m. - Attending outgoing calls about the practical student data and student intake for joining the event or function at their places. | |
| | 10:00 a.m. - Breakfast break. | |
| | 10:30 a.m. - Photostat lunch of copies of the portfolios information for the students and their work papers before submit to the lecturers or officers. | |
| | 1:00 p.m. - Lunch break | |
| | 2:00 p.m. - Attending the visitors that want to pay for confirmation fees before officers finish their meeting. | |
| | 4:00 p.m. - Helping staff surveying homestay for few staffs and students to stay for few days at Relau Pnang to attend the program. | |
| | 5:13 p.m. - Punch-out | |

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|---|---------------------|
| 13/4/2015 | 8.01 a.m. - Punch-in | |
| | 8.30 a.m. - Attending new student that just registered yesterday that want to know about the orientation week. | |
| | - Attending incoming calls from few persons about the available of registration and about the payment of loans. | |
| | 9.20 a.m. - Writing the payment about the registration fees from st few students on payment check resist as at evidences. | 7 |
| | 10.00 a.m. - Breakfast break | |
| | 10.30 a.m. - Attending incoming calls from outsiders about taking students for practical training and looking for event upcoming events. | |
| | 12.00 p.m. - Photostat few of copies from students' requests. | |
| | 1.00 p.m. - Lunch break | |
| | 2.00 p.m. - Checkin college's official e-mail due to upcoming competition for students. | |
| | 3-30 p.m. - Tuding several points about the final report and preparation. | |
| | 5.16 p.m. - Punch-out | |

PERKAMPUSAN HOLDING S SDN. BHD.
 13200 KUALA TERANGU, PERANGKAP
 TEL: 09-6674400 / 6674401
 FAKS: 09-6674405

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|---|---------------------|
| 14/4/2015 | 8.00 a.m. - Punch-in | |
| | 8.30 a.m. - Cleaning up the office by sweeping the floor and arranging the papers files and etcetera to their places. | |
| | 10.00 a.m. - Breakfast break | |
| | 10.30 a.m. - Attending incoming calls from outsiders about the new April intake to fill the availability for any courses. | |
| | 12.00 p.m. - Part ^{giving} the envelopes requested by the supervisor at her room after collecting at registration officer's cabinet | |
| | 1.00 p.m. - Lunch break | |
| | 2.00 p.m. - Attending students or trainees to the pick up their scarves for Level 2 students in Chef course. | |
| | 3.30 p.m. - Photostat bunch of banners requested by the students for their portfolios to attach in the files. | |
| | 5.07 p.m. - Punch-out | |

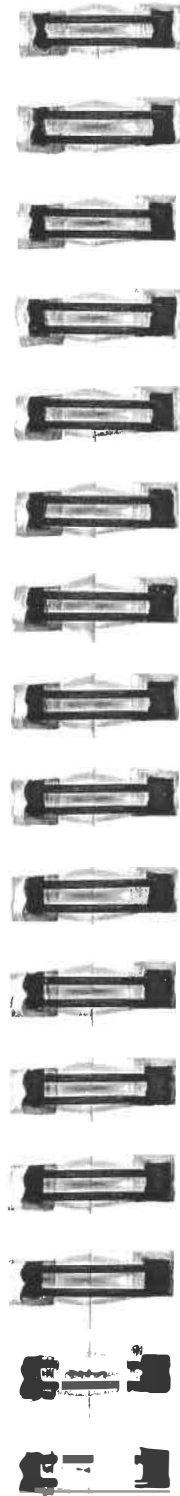
PERKAMPUSAN HOLDING S SDN. BHD.
 62, 207-AN
 13200 KUALA TERANGU, PERANGKAP
 TEL: 09-6674400 / 6674401
 FAKS: 09-6674405

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|----------|---|---------------------|
| 5/4/2017 | 7:51 a.m. - Punch-in | |
| | 8:30 a.m. - Attending the visitor which is the future staff that has interview and bring him to the interviewer in-charge. | |
| | 9:20 a.m. - Attending the incoming calls about the upcoming program at school carnival to the teacher involved. | |
| | 10:00 a.m. - Breakfast break | |
| | 10:30 a.m. - Photostat the few pieces of portfolios' information requested by the students. | A/ |
| | 11:00 a.m. - All the staffs are invited to go for the 'Food Buffet Display' managed by the Chest students Level 2 for their project | |
| | 1:00 p.m. - Lunch break | |
| | 2:00 p.m. - Attending incoming calls from officer of one company for the program. | |
| | 3:30 p.m. - Photostat the holiday request forms for the students | |
| | 5:06 p.m. - Punch-out | |

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|----------|--|---------------------|
| 6/4/2017 | 7:57 a.m. - Punch-in | |
| | 8:30 a.m. - Checking company's e-mail if there is need to for the fast respond | |
| | - Attending internal callers from other department and management to talk with admin officer | |
| | 10:00 a.m. - Breakfast break | |
| | 10:30 a.m. - Giving by the job interview forms to supervisor as requested by her for upcoming program on weekend | |
| | 12:00 p.m. - Photostat the few of copies about the few forms for staffs use | |
| | 1:00 p.m. - Lunch break | |
| | 2:00 p.m. - Attending outgoing calls to follow up the program that will be held on weekend | |
| | 3:30 p.m. - Helping admin officer to fill few of ex-staff and current staffs forms for their record | |
| | 5:13 p.m. - Punch-out | |

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|---------|--|---------------------|
| 14/2019 | 7:55 a.m. - Punch-in | |
| | 8:30 a.m. - In-charge for the receptionist counter all day long as usual and attending students to make payment for the few balance of fees. | |
| | 10:00 a.m. - Breakfast break | |
| | 10:30 a.m. - Photostat bunch of flyers to top up the flyers for the current program at Terengganu Trade Center (TTC). | ✓ |
| | 12:00 p.m. - Searching the information about the organizational structure of company and the details to add in the report | |
| | 1:00 p.m. - Lunch break | |
| | 2:00 p.m. - Attending incoming calls from outsiders about the upcoming program with the staffs involved. | |
| | 3:30 p.m. - Preparing the power notes' papers to use for jot down the information for incoming calls | |
| | 5:08 p.m. - Punch-out | |

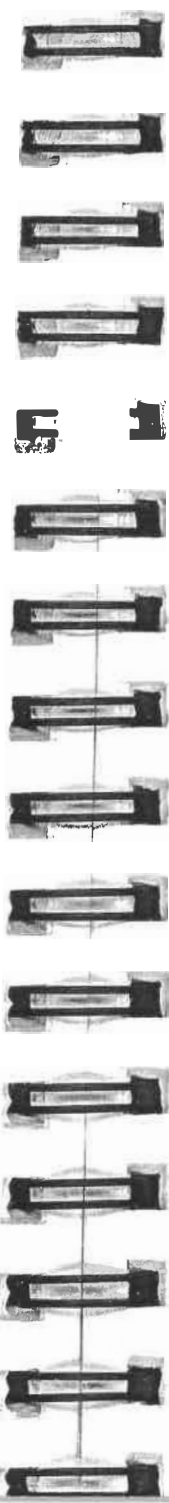
TEKNOLOGI MARA
 23300 KUALA TERENGGANU
 TEL: 09-6674050 / 6674051
 FAKS: 6674052



| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|---------|---|---------------------|
| 14/2019 | 7:58 a.m. - Punch-in | |
| | 8:30 a.m. - Meeting for the weekly assembly including all staffs and students to give the updates and few things to do due to current issues. | |
| | 10:00 a.m. - Breakfast break | |
| | 10:30 a.m. - Photostat another bunch of flyers for another program to promote the Infirmary college towards public. | ✓ |
| | 12:00 p.m. - Scanning paper certificate to send to the owner by using e-mail. | ✓ |
| | 1:00 p.m. - Lunch break | |
| | 2:00 p.m. - Attending visit to register for current intake that still available for few courses. | |
| | 3:30 p.m. - Trying to create the user manual for record by using Microsoft Publisher to design the user manual. | |
| | 5:08 p.m. - Punch-out | |

TEKNOLOGI MARA HOLDINGS S.M. BHD
 23300 KUALA TERENGGANU
 TEL: 09-6674050 / 6674051
 FAKS: 09-6674052

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|--|---------------------|
| 16/4/2017 | 7:58 a.m. - Punch-in | |
| | 8:30 a.m. - In-charge for the receptionist counter as all the staff attending for meeting for head of department meeting. | |
| | - Sweeping the floor and cleaning up the table for waiting and discussion area. | |
| | 10:00 p.m. - Breakfast break | |
| | 10:30 a.m. - Photostat bunch of copies for portfolios requested by the students. | / |
| | 12:00 p.m. - Attending the visitor that already applied for job vacancy in Informa College to settle the tax procedures. | |
| | 1:00 p.m. - Lunch break | |
| | 2:00 p.m. - Helping staff keeping and arranging the performance and knowledge assessment records for students divided into classes and courses | |
| | 4:00 p.m. - In-charge for receptionist counter as went due staffs' meeting. | |
| | 5:31 p.m. - Punch-out | |



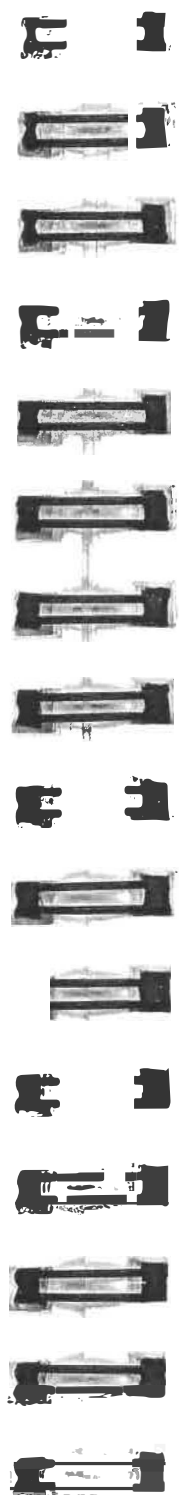
| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|---|---------------------|
| 17/4/2017 | 7:49 a.m. - Punch-in | |
| | 8:30 a.m. - Meeting with all staffs from all department about the current issues and upcoming program for this month mostly, to open booths for few carnival. | |
| | 9:30 a.m. - Attending incoming calls to confirm the fax sent to the college for inviting the to the event. | / |
| | 10:00 a.m. - Breakfast break | |
| | 10:30 a.m. - Photostat for some copies for student's project as requested by the student. | // |
| | 12:00 p.m. - Attending students who that need their uniforms, scarves and shirts based on their courses | - |
| | 1:00 p.m. - Lunch break | |
| | 2:00 p.m. - Helping admin officer to attach the banners for some accreditation courses firms. | |
| | 3:30 p.m. - Helping staff to search any homestay to stay according to visit to Kota Damansara | |
| | 5:10 p.m. - Punch-out | |

INFORMA BUILDINGS 5011, Br 11
 LAT 29280, ALAM TERAJING 5011, Br 11
 25300 KUALA TERENGGANU, TERENGGANU
 TEL: 09-657 4030 / 4031
 FAKS: 09-657 4032

INFORMA BUILDINGS 5011, Br 11
 LAT 29280, ALAM TERAJING 5011, Br 11
 25300 KUALA TERENGGANU, TERENGGANU
 TEL: 09-657 4030 / 4031
 FAKS: 09-657 4032

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|--|---------------------|
| 12/4/2017 | 8:01 a.m. - Punch in | |
| | 8:30 a.m. - In-charge for the receptionist counter as usual since all the staffs attending for meeting | |
| | - Attending students for joining the club which are Avail intake students to involve in the club established | |
| | 9:30 a.m. - Helping admin officer to meet the supervisor which is HR executive to get the signature for few forms and letters | |
| | 10:00 a.m. - Breakfast break | |
| | 10:30 a.m. - Conducting students how to fill the form for joining club in and collecting them to pass to the officer in-charge | |
| | 12:00 p.m. - Photostat few of forms to place in their boxes respectively. | |
| | 1:00 p.m. - Lunch break | |
| | 2:00 p.m. - Helping the marketing officer to edit the flyers and cutting the papers and photostat for bunch of papers | |
| | 3:30 p.m. - Attending up incoming calls for joining their event. | |
| | 5:13 p.m. - Punch-out | |

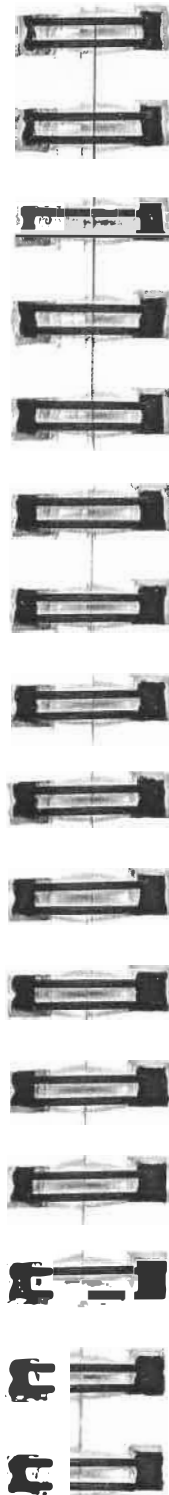
NEORAMA HOLDINGS Sdn Bhd
 17, 20205, JALAN KOKOR, BUKIT NAWA
 11200 KUALA TERENGGANU, TERENGGANU
 TEL: 09-65740001
 09-65740002



| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|--|---------------------|
| 15/4/2017 | 8:01 a.m. - Punch-in | |
| | 8:30 a.m. - Helping staffs to attach the few of cores' assignment for the students divided into sub-topics and categories. | |
| | 10:00 a.m. - Breakfast break | |
| | 10:30 a.m. - Attending students to get the holiday application forms getting the cores' files for their assignments and so on. | |
| | - Helping staff to create the color for formal uniform and shirt for students | |
| | 12:00 p.m. - In-charge for receptionist counter as usual as the staffs need to set-up the hall for hi-tea event | |
| | 2:00 p.m. - Hi-tea event with all staffs and practical students from all department (Annual Hi-Tea) | |
| | 6:00 p.m. | |

NEORAMA HOLDINGS Sdn Bhd
 17, 20205, JALAN KOKOR, BUKIT NAWA
 11200 KUALA TERENGGANU, TERENGGANU
 TEL: 09-65740001
 09-65740002

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|--|---------------------|
| 16/4/2017 | 7:57 a.m. - Punch-in | |
| | 8:30 a.m. - Checking company's e-mail if there is need of fast respond. | |
| | 9:00 a.m. - Photostat the holiday request application forms for students use and place in its box of forms. | |
| | 10:00 a.m. - Breakfast break | |
| | 10:30 a.m. - Photostat some of core papers requested by the students for their assignment. | |
| | 1:00 p.m. - Lecturer to open the document by PDF and use the photostat machine | |
| | 1:00 p.m. - Lunch break | |
| | 2:00 p.m. - Calling the Konica which is handling the toner of photostat machine to top-up the toner. | |
| | 3:30 p.m. - Typing some points and creation essay for chapter 2 in report and searching the information of company in their website. | |
| | 5:16 p.m. - Punch-out | |



AFSIA SIA KUALA
 LOT 2225 JALAN TOK
 21200 KUALA TERENGGANU
 TEL: 09-6212227
 FAKS: 09-6212228

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|---|---------------------|
| 17/4/2017 | 7:58 a.m. - Punch-in | |
| | 8:30 a.m. - Handling incoming calls from Accredited Center Manager to talk with Student Affairs Officer about the program catering service recruitment. | |
| | - Attending incoming calls from outsiders to in joining the college for current intake that still available. | |
| | 10:00 a.m. - Breakfast break | |
| | 10:30 a.m. - Managing the incoming letters, outgoing letters, memo and minutes of meeting for year 2017 | |
| | - Lunch break. Starting from January to April according to their respective files as requested by the admin officer and operational service. | |
| | 3:30 p.m. - Photostat some letters and binding some work orders as requested by the students and trainers. | |
| | 5:08 p.m. - Punch-out | |

AFSIA SIA KUALA
 LOT 2225 JALAN TOK
 21200 KUALA TERENGGANU
 TEL: 09-6212227
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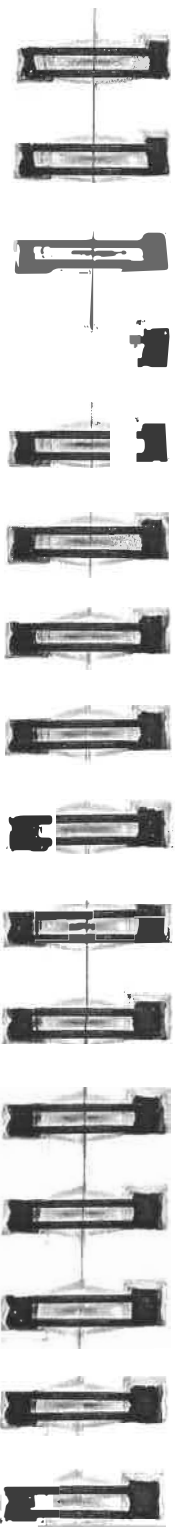
| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|---|---------------------|
| 18/4/2017 | 7:57 a.m. - Punch-in | |
| | 8:30 a.m. - Meeting with staffs from all department which is weekly morning briefing about current issues and upcoming program. | |
| | 9:30 a.m. - Photostat some work papers for a student as requested by him for his assignment. | |
| | 10:00 a.m. - Breakfast break | |
| | 10:30 a.m. - Cleaning the new desk as I have been transferred to Administration Department. | |
| | 12:00 p.m. - Need Organising the files and separating the letters for each file. | |
| | 1:00 p.m. - Lunch break | |
| | 2:00 p.m. - Arranging the letters one by one for each file according to the received date and date of program. | |
| | 4:00 p.m. - Editing the report for add some prints as changing to different department | |
| | 5:11 p.m. - Punch-out | |



| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|--|---------------------|
| 19/4/2017 | 7:53 a.m. - Punch-in | |
| | 8:30 a.m. - Continue doing yesterday's tasks which is writing the titles of the each letter, date of receive and units that involve to manage the letters. | |
| | 10:00 a.m. - Breakfast break | |
| | 10:30 a.m. - Getting another incoming letters from admin officer to add on and mail stamp each of the file letter in the files. | |
| | 12:00 p.m. - ^{Timing} Passing out the letters' minutes of meetings to each of the staff as requested by admin officer | |
| | 1:00 p.m. - Lunch break | |
| | 2:00 p.m. - All the letters in the files then write jot down the titles and signing it in the log book with the dates of each letter. | |
| | 4:00 p.m. - Helping staff finding the few names of students that extend their final exam to check their past payment | |
| | 5:12 p.m. - Punch-out | |

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|--|---------------------|
| 20/4/2017 | 7.56 a.m. - Punch-in | |
| | 8.30 a.m. - Have been assigned by the admin officer to manage the lockers' payment and due date for students to pay. | |
| | 10.00 a.m. - Breakfast break | |
| | 10.30 a.m. - Helping staff to attach the notes that already been prepared one by one according to the topics. | L |
| | officer to use for the report. | L Z |
| | 1.00 p.m. - Lunch break | |
| | 2.00 p.m. - Photostat some work to papers from students to attach in their assignment. | |
| | 3.30 p.m. - Doing some essays and jot down some points for final report according to the background of company and its functions | |
| | 5.12 p.m. - Punch-out | |

BAHASA MELAYU
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| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|--|---------------------|
| 20/4/2017 | 7.53 a.m. - Punch-in | |
| | 8.30 a.m. - Helping staff to attach the notes that already been prepared one by one according to the topics and categories. | |
| | 10.00 a.m. - Breakfast break | |
| | 10.30 a.m. - Calculating the payment of lockers ^{Paid} made by the students including last payment on 2016 to the latest payment. | |
| | 12.00 p.m. | |
| | chart structures starting for whole organizational to the departmental structure within organization for the final report start. | |
| | 1.00 p.m. - Lunch break | |
| | 2.00 p.m. - Making calls for few students that still not make payments for lockers and due date respectively. | |
| | 3.30 p.m. - Turning some points for final report with new updating new information regarding company's details. | |
| | 5.09 p.m. - Punch-out | |

BAHASA MELAYU
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| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|--|---------------------|
| 23/4/2017 | 7:56 a.m. - Punch-in | |
| | 8:30 a.m. - Helping staff which is student assessment officer or trainers to tick the English papers of basic grammar. | |
| | 9:20 a.m. - Making calls for few students that still not make payment for lockers. | |
| | 10:00 a.m. - Breakfast break | |
| | 10:30 a.m. - ^{giving} Passing out the work papers | |
| | officer to their rooms. | |
| | 12:00 p.m. - Continue making calls of yesterday's 'or lockers' payment towards few more students. | |
| | 1:00 p.m. - Lunch break | |
| | 2:00 p.m. - Helping staff which is students financial & loan officer to find the students' record payment of arrears of study. | |
| | 3:30 p.m. - Calculating the numbers of students ^{making} that loans that are already quit and finished their studies. | |
| | 5:09 p.m. - Punch-out | |

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|--|---------------------|
| 25/4/2017 | 7:56 a.m. - Punch-in | |
| | 8:30 a.m. - Helping staff to enter the details of fees for new courses to edit the prices for tools and total payment that need to pay per person by using Microsoft Excel. | |
| | 10:00 a.m. - Breakfast break | |
| | 10:30 a.m. - Attending new student to pay for too a locker for two months payment for the confirmation detail. | |
| | 12:00 p.m. - Joining entrepreneurship seminar for a while with students and few staffs that involve to join with. | |
| | 1:00 p.m. - Lunch break | |
| | 2:00 p.m. - Have been invited to be one of ^{judges} students for practical test by Food & Beverage Operations Services course to give some comments about their menus. | |
| | 4:00 p.m. - Cleaning up some files, papers and arrange the desks and chairs to prepare for technicians to set up for the new rack. | |
| | 5:10 p.m. - Punch-out | |

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|---|---------------------|
| 29/4/2019 | 8-01 a.m. - Punch-in 8-30 a.m. - Continue for the task of entering the details of fees including prices for tools for few courses by using Microsoft Excel. | |
| | 10.00 a.m. - Breakfast break | |
| | 10.30 a.m. - Editing some coding to develop the system in 'notepad ++' by using WampServer 2-0 apps | |
| | 1.00 p.m. - Lunch break | 11 Z |
| | 2.00 p.m. - Typing some points and explanation in Microsoft Word for updating final report internship | |
| | 3.00 p.m. - Photostat some paper works and identity cards as requested by students | |
| | 4.00 p.m. - Adjusting the final report as there is some addition about the points of training activities and departmental function to relate with the daily tasks or work done. | |
| | 5.09 p.m. - Punch-out | |

PRACTICAL TRAINING SUPERVISOR
 DR. HJ. HANIS HANIS
 021-7555555
 UNIVERSITI TEKNOLOGI MARA
 40450
 MALAYSIA



| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|---|---------------------|
| 30/4/2019 | 7.54 a.m. - Punch-in 8.30 a.m. - Joining all staffs give some briefing and meeting with the students about the issue involve with the college. | |
| | 10.00 a.m. - Breakfast break | |
| | 10.30 a.m. - Helping staff arranging the files as to clean up the files and put at their places respectively. | |
| | 12.00 p.m. - Updating some points in report about the training activities which are daily routine at the office. | |
| | 1.00 p.m. - Lunch break | |
| | 2.00 p.m. - Typing some other points to fill in the final report about the daily activities and work done. | |
| | 3.00 p.m. - Continue helping staffs to arrange all the files in the office because of the changing of place and files arrangement. | |
| | 5.14 p.m. - Punch-out | |

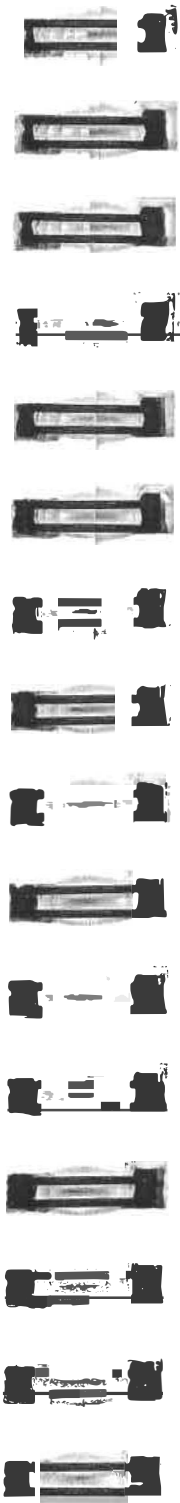
PRACTICAL TRAINING SUPERVISOR
 DR. HJ. HANIS HANIS
 021-7555555
 UNIVERSITI TEKNOLOGI MARA
 40450
 MALAYSIA

1/5/2017
- Labour Day

M

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|----------|----------------------------------|---------------------|
| 2/5/2017 | 7-53 a.m. - Punch-in | |
| | 8-30 a.m. - } Frontliner Seminar | |
| | 4-00 p.m. } & | |
| | Dialog Visit | |
| | Beautiful Terengganu | |
| | 2017 (Program | |
| | Hospitalita & | |
| | Tourism) | |
| | - Attending the program | |
| | and be one of | |
| | secretariat for this | |
| | event | |
| | - Handling the slideshows | |
| | during the program | |
| | and speech presentation | |
| | from the panels. | |
| | 5-08 p.m. - Punch-out | |

INFORMASI KUALA TERENGGANU SDU BLD.
 101 2028 JALAN TERENGGANU KUALA TERENGGANU
 22000 KUALA TERENGGANU, TERENGGANU



| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|----------|--|---------------------|
| 3/5/2017 | 8-00 a.m. - Punch-in | |
| | 8-30 a.m. - Helping assessment officers | |
| | or trainers to attach the | |
| | final papers examination | |
| | papers for students or | |
| | trainees | |
| | 10-00 a.m. - Breakfast break | |
| | 10-30 a.m. - Typing other points for | |
| | final report throughout | |
| | the practical training | |
| | about date | |
| | and | |
| | 1-00 p.m. - Lunch break | |
| | 2-00 p.m. - Helping registration officer | |
| | to prepare matrix cards | |
| | for April intake students. | |
| | - Starting from attach the | |
| | name cards, laminate the | |
| | matrix cards and cutting | |
| | the surplus papers | |
| | 3-30 p.m. - Continue typing final | |
| | report about the tasks | |
| | done in the ice. | |
| | 5-11 p.m. - Punch-out | |

INFORMASI KUALA TERENGGANU SDU BLD.
 101 2028 JALAN TERENGGANU KUALA TERENGGANU
 22000 KUALA TERENGGANU, TERENGGANU

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|----------|---|---------------------|
| 4/5/2017 | 7.58 a.m. - Punch-in | |
| | 8.30 a.m. - Attending student to pay for her locker and register to use the locker in college. | |
| | 9.00 a.m. - Helping staff which is assessment officer to attach the list | |
| | 10.00 a.m. - | |
| | 10.30 a.m. - | |
| | system to final report as appendix | |
| | 1.00 p.m. - Lunch break | |
| | 2.00 p.m. - Helping staff to send back or reply email & email regarding to the practical place for students or trainees | |
| | 3.00 p.m. - Typing the final report which with adding some points about the daily activities and appendix about the user manual for the system. | |
| | 5.08 p.m. - Punch-out | |

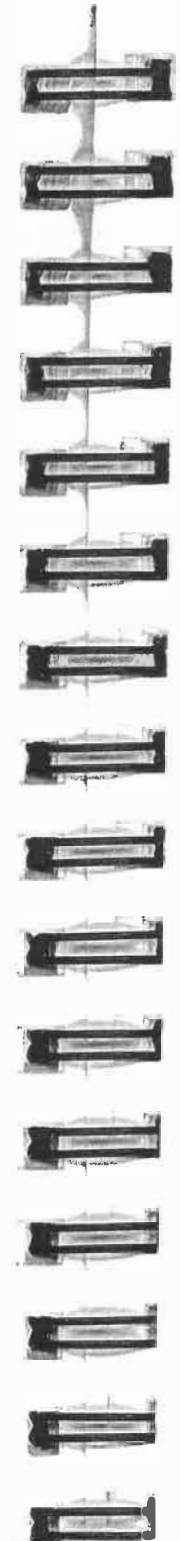
UNIVERSITI TEKNOLOGI MARA
 40450 KUALA KEMPAS, JOHORE
 MALAYSIA
 TEL: 07-3281 1000
 FAX: 07-3281 1001
 WWW.UTM.MY

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|----------|---|---------------------|
| 6/5/2017 | 7.59 a.m. - Punch-in | |
| | 8.30 a.m. - Typing for other points of final report for daily activities throughout the practical training since February | |
| | 10.00 a.m. - Breakfast break | |
| | 10.30 a.m. - Searching for the kitchen tools current prices to calculate the total budget according to party and chef courses to add for the stocks for the students' use in the workshop | |
| | 1.00 p.m. - Lunch break | |
| | 2.00 p.m. - Editing the user manual for the system developed to add in the report as appendix. | |
| | 3.30 p.m. - Helping staffs to arrange the files; desk racks and changing the position tables in the office to create new place and environment. | |
| | 5.12 p.m. - Punch-out | |

UNIVERSITI TEKNOLOGI MARA
 40450 KUALA KEMPAS, JOHORE
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| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|----------|---|---------------------|
| 7/5/2017 | 7.59 a.m. - Punch-in | |
| | 8.30 a.m. - Short meeting with staffs and students for weekly assembly to talk about the latest issues in college and to overcome the problems while giving each other opinion within staffs. | |
| | 10.00 a.m. - Breakfast break | |
| | 10.30 a.m. - add in the final report at the office. | |
| | 12.00 p.m. - Helping staff which is assessment officer that teach for English subject to mark English papers for students Level 2. | |
| | 1.00 p.m. - Lunch break | |
| | 2.00 p.m. - Continue the task of marking English papers and discussing with that assessment officer about the answer scheme. | |
| | 5.05 p.m. - Punch-out | |

IMPORAN HOLLINGSDEN, ENJO
LOT 2425, JALAN TOK JERAMAL, KUALA NEHUS
21360 KUALA TERENGGANU, TERENGGANU
TEL: 09-3724000 / 3724001 / 3724002
FAX: 09-3724000



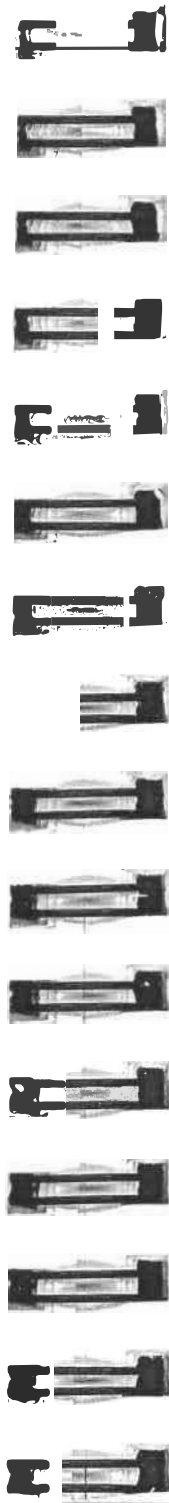
| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|----------|--|---------------------|
| 8/5/2017 | 7.59 a.m. - Punch-in | |
| | 8.30 a.m. - Continue the task yesterday which is marking English papers for final examination of students Level 3 and remarks again the examination papers for correction. | |
| | 10.00 a.m. - Breakfast break | |
| | 10.30 a.m. - Showing the system developed for which is online registration system towards the supervisor and having some discussion to correct and topup another empty space in the system. | |
| | 1.00 p.m. - Lunch break | |
| | 2.00 p.m. - Compile both final examination English papers which are including students level 2 and level 3 to calculate their marks for each of the student. | |
| | 4.15 p.m. - Passing ^{giving} but the full marks of all students to the assessment officer | |
| | 5.06 p.m. - Punch-out | |

IMPORAN HOLLINGSDEN, ENJO
LOT 2425, JALAN TOK JERAMAL, KUALA NEHUS
21360 KUALA TERENGGANU, TERENGGANU
TEL: 09-3724000 / 3724001 / 3724002
FAX: 09-3724000

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|----------|---|---------------------|
| 9/5/2017 | 8-02 a.m. - Punch-in | |
| | 8-10 a.m. - Heading to airport straight right after punch card to fetch the assessment officer from Kuala Lumpur regarding for final examination panel. | |
| | - Entertain that person at cafe in the resort for a while before over my place. | |
| | 10-00 a.m. - Breakfast break | |
| | 10-30 a.m. - Typing some points for final report about daily activities or work done at office. | |
| | 1-00 p.m. - Lunch break | |
| | 2-00 p.m. - Attending few students which is new and current students about the locker registered and locker payment. | |
| | 3-30 p.m. - Editing few facts in organisational charts to add in the final report | |
| | 5-10 p.m. - Punch-out | |

INFO: 2017/05/05 10:51 AM
 UNIVERSITI TEKNOLOGI MARA
 64100 CANTON
 03-6515-1111

10/5/2017
- Week Day



| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|--|---------------------|
| 11/5/2017 | 7-58 a.m. - Punch-in | |
| | 8-30 a.m. - Arranging the payment receipts for few of students in 2015 and 2016 for culinam arts students to make it more organise " " " " monthly according their payment slips respectively. | |
| | 10-00 a.m. - Breakfast break | |
| | 10-30 a.m. - Helping staff which is assessment officer to find the old files to arrange the receipts and records about the students' updates. | |
| | - Helping marketing officer to check incoming e-mails and details by respond to their e-mails. | |
| | 1-00 p.m. - Lunch break | |
| | 2-00 p.m. - Continue the task about the files containing payment receipts to arrange it based on students' names and levels | |
| | 3-30 p.m. - Updating the final report by typing the daily activities work done at the office. | |
| | 5-11 p.m. - Punch-out | |

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 UNIVERSITI TEKNOLOGI MARA
 64100 CANTON
 03-6515-1111

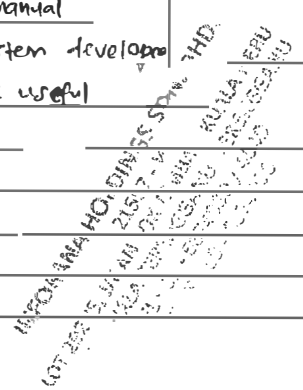
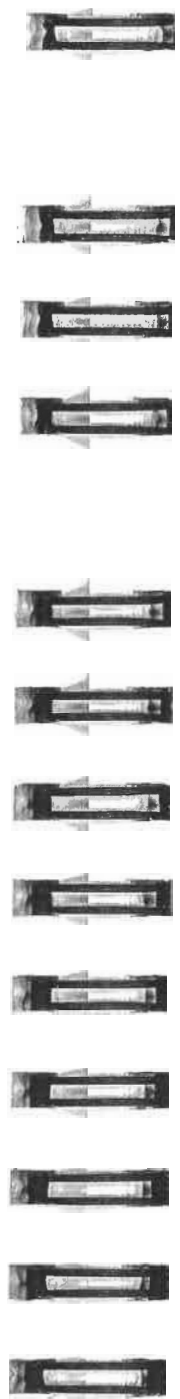
| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|--|---------------------|
| 14/5/2017 | 8.01 a.m. - Punch-in | |
| | 8.30 a.m. - Arranging the payment receipts for few of students in 2017 for culinary arts, pastry and cakes students to make it more organize according their monthly payment slips respectively. | |
| | 10.00 a.m. - Breakfast break | |
| | 10.30 a.m. - Find the old files to arrange the receipts and records about the students' updates based on students' name lists and levels. | |
| | 1.00 p.m. - Lunch break | |
| | 2.00 p.m. - Log in to company's official e-mail to send folders of yesterday's talk program for updating to the organizers as their requested. | |
| | 3.30 p.m. - Updating final report by typing some points to add on and combine with the original points in report. | |
| | 5.28 p.m. - Punch-out | |

INDRAMATI HOLDINGS Sdn. Bhd.
 101-102, Jalan Teknologi 1/1, Park
 43000 Kajang, Selangor, Malaysia
 Tel: 03-8921 8888
 Fax: 03-8921 8889
 Email: info@indramati.com.my

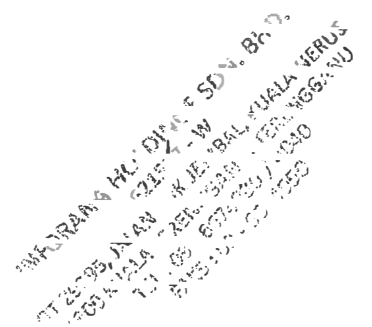
| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|---|---------------------|
| 15/5/2017 | 8.00 a.m. - Punch-in | |
| | 8.30 a.m. - Getting the thumb drive from marketing officer and explore the collection of pictures in few folders. | |
| | - Sending all the pictures about the program joined yesterday which is 'Talk Programme' and as requested by the organizers for their report itself. | |
| | 10.00 a.m. - Breakfast break | |
| | 10.30 a.m. - Helping marketing officer to add on the flyers for upcoming program and do some editing before print it out. | |
| | 1.00 p.m. - Lunch break | |
| | 2.00 p.m. - Log in to company's official website e-mail to collect and get others of people that interested to further studies at Inforana College. | |
| | 3.30 p.m. - Updating few points to add in the final report about the tasks given. | |
| | 5.10 p.m. - Punch-out | |

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 101-102, Jalan Teknologi 1/1, Park
 43000 Kajang, Selangor, Malaysia
 Tel: 03-8921 8888
 Fax: 03-8921 8889
 Email: info@indramati.com.my

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|---|---------------------|
| 16/5/2017 | 8.01 a.m. - Punch-in | |
| | 8.30 a.m. - Morning briefing with all the staffs about upcoming program current issues and changing opinions within us to upgrade the college itself. | |
| | 10.00 a.m. - Breakfast break | |
| | 10.30 a.m. - Checking company's official e-mail as requested by the marketing officer to respond the e-mails from outsiders that interested to join and study at Inforana college | |
| | 1.00 p.m. - Lunch break | |
| | 2.00 p.m. - Helping staff to find the old record and certificates of ex-student in Year 2011 to give the certificate as requested by him. | |
| | 3.30 p.m. - Editing the user manual based on the system developer to make it more useful and simple. | |
| | 5.15 pm - Punch-out | |



| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|--|---------------------|
| 17/5/2017 | 8.00 a.m. - Punch-in | |
| | 8.30 a.m. - Log in to company's official e-mail as requested by the marketing officer to check and respond the e-mails from outsiders that interested to join and study at Inforana college. | |
| | 10.00 a.m. - Breakfast break | |
| | 10.30 a.m. - Find the old files to arrange the receipts and records about the students' updates based on students' namelists and levels. | |
| | 1.00 p.m. - Lunch break | |
| | 2.00 p.m. - Updating final report by turning some points to add on and combine with the original points in report. | |
| | 5.13 p.m. - Punch-out | |



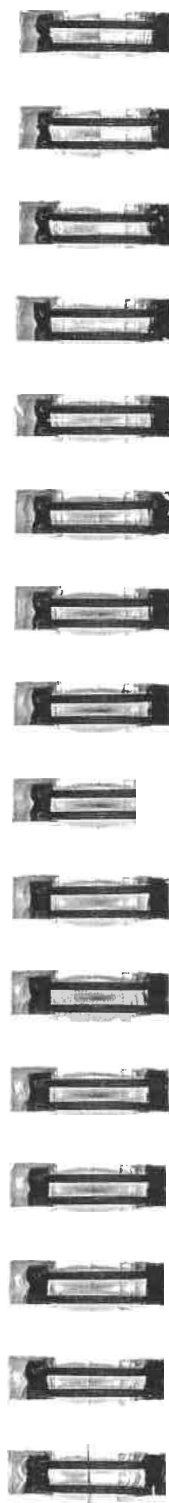
| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|------------|---|---------------------|
| 15/12/2017 | 7.55 a.m. - Punch-in 8.30 a.m. - Checking company's official e-mail as requested by the marketing officer to remind the e-mails from outsiders that interested to join and study at Inforana College | |
| | - Sending to go few of 10.00 to the person involved as requested by marketing officer through e-mail. | |
| | 10.00 a.m. - Breakfast break | |
| | 10.30 a.m. - Updating the report by typing other points about daily activities or work done at office. | |
| | 1.00 p.m. - Lunch break | |
| | 2.00 p.m. - Attending few students which is new and current students about the locker registered and locker payment. | |
| | 3.30 p.m. - Update new namelists of students intake on July 2018 to the marketing officer to follow up them. | |
| | 5.11 p.m. - Punch-out | |

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|---|---------------------|
| 20/5/2018 | 7.59 a.m. - Punch-in 9.00 a.m. - 4.30 p.m. | |
| | - 'Gotong-Royong' Program with all staffs of Inforana College. - Staffs are ^{divided} dividing into groups including painting wall, arranging documents and files cleaning and decorating reading corner for students | |
| | 5.11 p.m. - Punch-out | |

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 UNIVERSITI TEKNOLOGI MARA

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|---|---------------------|
| 21/5/2017 | 8.00 a.m. - Punch-in | |
| | 8.30 a.m. - Preparing for the faculty's supervisor's form and any of task that related before consult with the faculty's supervisor. | |
| | 9.30 a.m. - } Consult with faculty's supervisor about the daily activities task given at office system developed and report details. | |
| | 10.30 a.m. - } Supervisor is helping a lot by adjusting final report guidelines and standardization | |
| | 1.00 p.m. - Lunch break | |
| | 2.00 p.m. - Checking company's official e-mail as requested by the marketing officer to respond the e-mails from outsiders to join and study at Inforana College. | |
| | 3.30 p.m. - Editing the sentences grammar etcetera in final report as been asked by the faculty's supervisor. | |
| | 5.51 p.m. - Punch-out | |



| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|--|---------------------|
| 22/5/2017 | 7.58 a.m. - Punch-in | |
| | 8.30 a.m. - Editing the sentences, grammar etcetera in final report as been asked by the faculty's supervisor | |
| | 10.00 a.m. - Breakfast break | |
| | 10.30 a.m. - Editing some coding to develop the system in 'notepad ++' by using wampserver 2.0 apps. | |
| | 12.00 p.m. - Checking company's official e-mail as requested by the marketing officer to respond the e-mails from outsiders to join and study at Inforana College. | |
| | 1.00 p.m. - Lunch break | |
| | 2.00 p.m. - Helping staff finding out the certificater that requested by the ex-students in the record's cabinets. | |
| | 4.00 p.m. - Continue updating final report about daily activities or work done at the office. | |
| | 5.09 p.m. - Punch-out | |

UNIVERSITI TEKNOLOGI MARA
 40450 SKUDAI, JOHORE BAHRU
 TEL: 071-886 5000
 FAX: 071-886 5001
 E-MAIL: info@utem.edu.my
 www.utem.edu.my

INFORANA HOLDINGS SDN BHD
 107, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000.

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|---|---------------------|
| 23/5/2017 | 7.59 a.m. - Punch-in | |
| | 8.30 a.m. - Morning briefing with all staffs from all department to discuss about the current issues July intake and upcoming programme to prepare the staffs and staffs in-charge. | |
| | 10.00 a.m. - Breakfast break | |
| | 10.30 a.m. - Checking company's official e-mail as requested by marketing officer to respond the e-mails and update to the officer to follow up the | |
| | 1.00 p.m. - Lunch break | |
| | 2.00 p.m. - Printout the old register of last year record to give to the account officer as have been requested. | |
| | 3.30 p.m. - Updating final report for daily activities and work done at the office. | |
| | 5.13 p.m. - Punch-out | |

THE RAJA BUILDINGS
 LOT 2135, PLAN 101, 621 87, W. KUALA NERUS
 22200 KUALA NERUS, TERENGGANU, MALAYSIA
 TEL: 09-6674080 FAX: 09-6674052



| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|--|---------------------|
| 24/5/2017 | 8.01 a.m. - Punch-in | |
| | 8.30 a.m. - Editing the sentences, grammar etcetera in final report as been asked by the faculty's supervisor. | |
| | 10.00 a.m. - Breakfast break | |
| | 10.30 a.m. - Checking company's official e-mail as requested by marketing officer to respond the e-mails and update to the officer to follow up. | |
| | 1.00 p.m. - Lunch break | |
| | 2.00 p.m. - Updating online registration system after discuss with the supervisor to change few and update few of buttons | |
| | 5.14 p.m. - Punch-out | |

THE RAJA BUILDINGS
 LOT 2135, PLAN 101, 621 87, W. KUALA NERUS
 22200 KUALA NERUS, TERENGGANU, MALAYSIA
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| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|--|---------------------|
| 25/5/2017 | 8-02 a.m. - Punch-in | |
| | 8-30 a.m. - All staffs are gathered for briefing to divide into groups for continue the 'gotong-rojong' activity before | |
| | 9-00 a.m. - 4-30 p.m. | |
| | | |
| | | |
| | 'Gotong-Rojong' Program with all staffs of Inforama College involving students from few classes | |
| | - Staffs and students are divided into groups and parts to paint wall, cleaning prayer room, cleaning toilet and arranging documents and also arranging and decorate office and library. | |
| | | |
| | 5:06 p.m. - Punch-out | |

INFORAMA HUB
 LOT 23395, JALAN PEREMBAHAN 1
 43000 ANJALIA PEREMBAHAN, SEREMBAN, NEGERI SEMBILAN
 TEL: 05-6574080 / 471435
 FAX: 05-6574080

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|---|---------------------|
| 28/5/2017 | 7-57 a.m. - Punch-in | |
| | 8-30 a.m. - Updating final report by typing some points to add on and combine with the original points in report. | |
| | - Editing the sentences, grammar etcetera in final report as been asked by the faculty's supervisor | |
| | 10-30 a.m. - Editing some coding to develop the system in 'notepad ++' by using Wampserver 2-0 apps. | |
| | 1-00 p.m. - Perform prayer with all staffs and recite suran together with students. | |
| | 2-30 p.m. (everyday routine in fasting month). | |
| | 2-40 p.m. - Continue editing the online new coding. | |
| | 4-07 p.m. - Punch-out | |

INFORAMA HUB
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 43000 ANJALIA PEREMBAHAN, SEREMBAN, NEGERI SEMBILAN
 TEL: 05-6574080 / 471435
 FAX: 05-6574080

* Fasting month
 - 8-00 a.m. - 4-00 p.m.
 (office hour).

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|---|---------------------|
| 29/5/2017 | 7.51 a.m. - Punch-in | |
| | 8.30 a.m. - Attending few students which is new current students that want to register to use locker and deal with them about locker payment before proceed to Financier & Loan officer. | |
| | 10.30 a.m. - Editing some coding develop the system in 'notepad ++' by using WampServer 2.0 apps. | |
| | 1.00 p.m. - Everyday routine in | |
| | - 2.30 p.m. } fasting month with all staffs and students. | |
| | 2.40 p.m. - Editing final report and updating daily task or workdone at office | |
| | 4.05 p.m. - Punch-out | |

INFO: AMA HOLL
 62 597
 2022 - JALAN TERANG
 213 00000 A. P. 712 - 4101, TERENGGANU
 TEL. 095 - 274000 / 80 70
 FAX: 095 2733110



| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|--|---------------------|
| 30/5/2017 | 7.58 a.m. - Punch-in | |
| | 8.30 a.m. - Morning briefing with all staffs from all department to discuss about the current issues, July intake and upcoming programme to prepare the staffs and staffs in-charge for that programme | |
| | 10.30 a.m. - Checking company's official e-mail as requested by marketing officer to respond the e-mails and update to the officer to follow up about the next intake | |
| | 1.00 p.m. - Everyday routine in | |
| | - 2.30 p.m. } fasting month with all staffs and students. | |
| | 2.40 p.m. - Updating coding to complete the online registration system in 'notepad ++' by using WampServer 2.0 apps. | |
| | 4.08 p.m. - Punch-out | |

INFO: AMA HOLL
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 2022 - JALAN TERANG
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 FAX: 095 2733110

JUNE

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|----------|--|---------------------|
| 3/5/2017 | 7:55 a.m. - Pinch-in | |
| | 8:30 a.m. - Updating coding to end complete the online registration system in 'notepad ++' by using WampServer 2.0 apps | |
| | 10:30 a.m. - Photostat few of copies of the notes as requested by the officer | |
| | 1:00 p.m. - Everyday routine in fasting month with all staffs and students. | |
| | 2:40 p.m. - Updating coding for the online registration system by editing few coding in 'notepad ++'. - Updating daily task or work done at office to update the tasks for in final report. | |
| | 4:09 p.m. - Pinch-out | |

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| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|--|---------------------|
| 4/16/2017 | 7:59 a.m. - Pinch-in | |
| | 8:30 a.m. - Updating coding and adjusting the system's design to complete the online registration system in 'notepad ++' by using WampServer 2.0 apps. | |
| | 11:00 a.m. - Helping academic affair officer to photostat and making copies of ex-students' certificates to make record keeping before pass to the supervisor of their copies. | |
| | 1:00 p.m. - Everyday routine in fasting month with all staffs and students. | |
| | 2:40 p.m. - Updating daily task or work done at office for both which are log | |

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| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|----------|---|---------------------|
| | 7.55 a.m. - Punch-in | |
| 3/6/2017 | 8.30 a.m. - Attending few students to register for using locker and deal with them about locker payment before proceed to Financier & Loan Officer. | |
| | 10.30 a.m. - Editing some coding to develop the system in 'notepad ++' by using WampServer 2.0 app. | |
| | 1.00 p.m. - 9.30 p.m. Everyday routine in fasting month with all staffs and students. | |
| | 2.40 p.m. - Arranging and punch the payment slips to place in the files according to the courses and student information details. | |
| | 4.12 p.m. - Punch-out | |

INSTRANA 5
 LOT 2, 2095, ALAK F
 41300 KUALA TERENGGAN
 TEL: 09-6674
 FAKS: 09-6574

DN. PHD.
 LA MERUS
 BAND

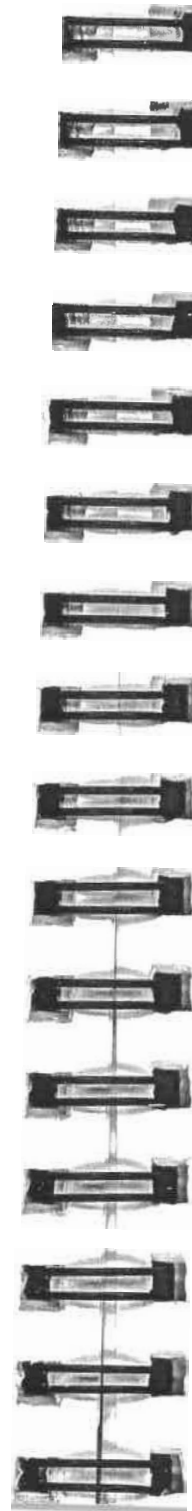
| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|----------|--|---------------------|
| | 7.59 a.m. - Punch-in | |
| 4/6/2017 | 8.30 a.m. - Updating coding and adjusting the system's design to complete the online registration system in 'notepad ++' by using WampServer 2.0 app. | |
| | 11.00 a.m. - Helping few staffs to pack stuffs and box wrap it with flowers and ribbons as for preparing to give it to the orphans at Htar event as yearly programme. | |
| | 1.00 p.m. - 9.30 p.m. Everyday routine in fasting month with all staffs and students. | |
| | 2.40 p.m. - Updating daily task or work done at office into log book and final report by giving details of activities. | |
| | 4.16 p.m. - Punch-out | |

INSTRANA 5
 LOT 2, 2095, ALAK F
 41300 KUALA TERENGGAN
 TEL: 09-6674
 FAKS: 09-6574

DN. PHD.
 LA MERUS
 BAND

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|----------------------|--|---------------------|
| | 7.58 a.m. - Punch-in | |
| 6/16/2017 | 8.30 a.m. - Photostat some work papers and separate the papers before pass to the officer | |
| | 10.30 a.m. - Editing the sentences and few codings to finish up the online registration system by going through the buttons one by one | |
| | 1.00 p.m. } Everyday routine in | |
| | - 2.30 p.m. } fasting month with all staffs and students | |
| | 2.40 p.m. - Updating the online registration system and updating final report including the ERD and work done at office by giving details of activities. | |
| | 4.16 p.m. - Punch-out | |

INFORMASI KOL
 01 2929 JALAN TO
 21300 KUALA TERENGGANU
 TEL 09 65159
 FAX 09 65155

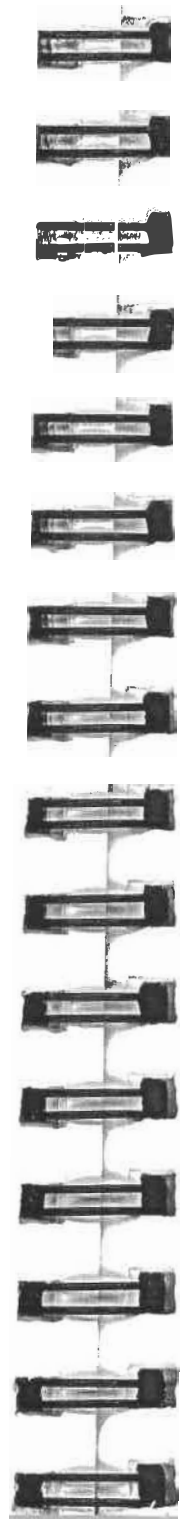


| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|---|---------------------|
| | 8.01 a.m. - Punch-in | |
| 6/16/2017 | 8.30 a.m. - Morning briefing with all staffs from all department to discuss about the current issues, July intake and upcoming programme to prepare the staffs and staffs in-charge | |
| | 10.30 a.m. - Checking e-mail company's official e-mail to update to the Marketing Officer about the students intake on July by giving name lists and contact numbers. | |
| | 1.00 p.m. } Everyday routine in | |
| | - 2.30 p.m. } fasting month with all staffs and students | |
| | 2.40 p.m. - Updating daily task or work done at office into log book and final of activities. | |
| | 4.08 p.m. - Punch-out | |

INFORMASI KOL
 01 2929 JALAN TO
 21300 KUALA TERENGGANU
 TEL 09 65159
 FAX 09 65155

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|----------|--|---------------------|
| 7/6/2017 | 7.56 a.m. - Punch-in 8.30 a.m. - Find the old files to arrange the receipts and records about the students' updates based on students' namelists and level according to the monthly payment slips respectively. | |
| | 12.00 p.m. - Checking company's official e-mail to update to the Marketing Officer about the students intake on July by giving in namelists and contact numbers. | |
| | 1.00 p.m. - } Everyday routine in - 2.30 p.m. } fasting month with all staffs and students. | |
| | 2.40 p.m. - Attending students to register for using locker and deal with them about locker payment before proceed to | |
| | 4.10 p.m. - Punch-out | |

INFORMASI
 11300 KUALA TERA
 TEL: 03-65742000
 FAKS: 03-65742050
 17 29228 JALAN TEK
 67100 KUALA TERA
 67100 KUALA TERA
 67100 KUALA TERA



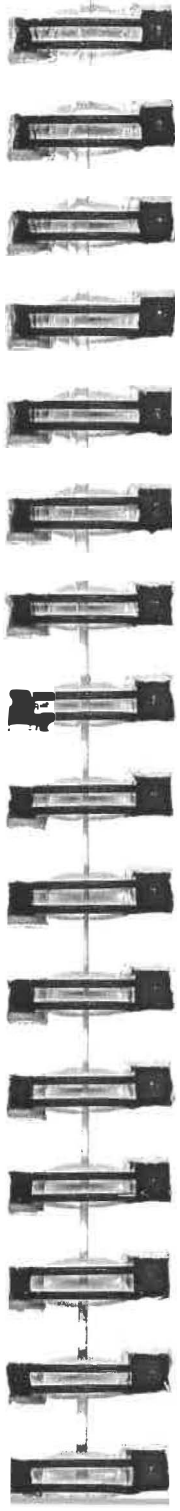
| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|----------|---|---------------------|
| 8/6/2017 | 7.58 a.m. - Punch-in 8.30 a.m. - Helping financier and loan officer to analyze and arranging the files then create data in Microsoft Excel by separating the names total debts or unpaid payment based on different months and years | |
| | 1.00 p.m. - } Everyday routine in 2.30 p.m. } fasting month with all staffs and students. | |
| | 2.40 p.m. - Continue the task before and complete the monthly payment before submit to the financier and loan officer to be recorded. | |
| | 4.08 p.m. - Punch-out | |

INFORMASI
 11300 KUALA TERA
 TEL: 03-65742000
 FAKS: 03-65742050
 17 29228 JALAN TEK
 67100 KUALA TERA
 67100 KUALA TERA
 67100 KUALA TERA

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|------|-----------------------------|---------------------|
|------|-----------------------------|---------------------|

| | | |
|------------|--|--|
| 11/16/2017 | 7:56 a.m. - Pinch-in | |
| | 8:30 a.m. - Editing the sentences and few codings ^{to} for finish up the online registration system by going through the buttons one by one. | |
| | 10:30 a.m. - Helping financier and loan staff to find out and clear the records and files by separating the courses and years with different loans made debts. | |
| | 1:00 p.m. - Everyday routine in | |
| | - 2:30 p.m. - fasting month with all staffs and students | |
| | 2:40 p.m. - Organize and arrange the files that already settled down to their places and elaborate the work done and in progress to care | |
| | 4:11 p.m. - Pinch-out | |

11/16/2017
 07:56 AM
 1300 MAL
 11/16/2017
 08:30 AM
 11/16/2017
 10:30 AM
 11/16/2017
 01:00 PM
 11/16/2017
 02:30 PM
 11/16/2017
 02:40 PM
 11/16/2017
 04:11 PM



| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|------|-----------------------------|---------------------|
|------|-----------------------------|---------------------|

| | | |
|-----------|---|--|
| 13/6/2017 | 8:10 a.m. - Pinch-in | |
| | 8:30 a.m. - Editing the sentences in coding to clear and finish up the online registration system for every button. | |
| | 11:00 a.m. - Helping pastry team to prepare and making cookies for the event and requests from top management | |
| | 2:30 p.m. - Updating log book and final report by creating essays according to chapters and work done. | |
| | 4:17 p.m. - Pinch-out | |

13/6/2017
 08:10 AM
 13/6/2017
 08:30 AM
 13/6/2017
 11:00 AM
 13/6/2017
 02:30 PM
 13/6/2017
 04:17 PM

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|--|---------------------|
| 14/6/2019 | 8.01 a.m. - Punch-in | |
| | 8.30 a.m. - Create the data about the total fees of students starting from year 2013 to year 2015 including the suspension of payment to ease for the financier & loan officer to analyze data in Microsoft Excel. | |
| | 10.00 a.m. - Helping pastry team to prepare and making cookies for Raya event as requested from the top management. | |
| | 2.40 p.m. - Continue the task before about the total fees data based on different levels and month intake. | |
| | 4.10 p.m. - Punch-out | |

INFORMASI KONTAK
 01 2229 2299, 01 2229 2300
 23000 KUALA TERENGGANU, MALAYSIA
 TEL: 09 - 67408140
 FAKS: 09 - 67408140



| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|---|---------------------|
| 15/6/2019 | 7.49 a.m. - Punch-in | |
| | 8.30 a.m. - Updating the data about the total fees of students including the suspension of payment to ease for the financier & loan officer to analyze data in Microsoft Excel. | |
| | 10.00 a.m. - Helping pastry team to prepare and making cookies for Raya event as requested from the top management. | |
| | 2.40 p.m. - Continue the task before about the total fees data based on different levels and month intake. | |
| | 4.18 p.m. - Punch-out | |

INFORMASI KONTAK
 01 2229 2299, 01 2229 2300
 23000 KUALA TERENGGANU, MALAYSIA
 TEL: 09 - 67408140
 FAKS: 09 - 67408140

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|--|---------------------|
| 17/6/2017 | 7.59 a.m. - Punch-in | |
| | 8.30 a.m. - Helping party team to prepare and making cookies for Raya event as requested from the top top management | |
| | 12.00 p.m. Updating data about the total fees of students including the suspension of payment to ease for the financier & loan officer to analyze data in Microsoft Excel | |
| | 2.40 p.m. - Editing the sentences and few codings to finish up the online registration system by going to through the buttons one by one to ease for the access | |
| | 4.15 p.m. - Punch-out | |

INFO: 011-2225 1000
 LOT 29225, JALAN KAWI 1/1, 2155, 40100
 22300 KUALA TERENGGAN, TERENGGAN
 TEL: 09-61654111, 61654112, 61654113
 FAKS: 09-740027

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|--|---------------------|
| 18/6/2017 | 7.56 a.m. - Punch-in | |
| | 8.30 a.m. - Complete few files recorded about the total fees of students in Year 2015 including the suspension of payment to ease for the financier & loan officer to analyze data in Microsoft Excel. | |
| | 11.00 a.m. - Helping another staff to cut the laminate papers into alphabetic for her project. | |
| | 2.00 p.m. - Updating data about the total fees of students including the suspension of payment to ease for the financier & loan officer to analyze data in Microsoft Excel. | |
| | - Meeting supervisor to consulting about the online registration system and pass the Industrial Evaluation Form. | |
| | 4.10 p.m. - Punch-out | |

OR MA YOLUNGS
 200-10110 6 139 141
 200-10110 6 139 141
 TEL: 09-61654111, 61654112, 61654113
 FAKS: 09-740027

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|--|---------------------|
| 19/6/2017 | 7:52 a.m. - Punch-in | |
| | 8:30 a.m. - Updating data about the total fees and complete all the data including the suspension of payment different courses and intake to ease for the Financier & Loan Officer to analyze data in Microsoft Excel. | |
| | 12:00 p.m. - Editing the sentences in the official website of company to update the information and trying to design with new updates. | |
| | 2:40 p.m. - Checking company's official e-mail to update to the Marketing Officer about the students intake on July by giving names lists and contact numbers. | |
| | 4:12 p.m. - Punch-out | |

19/06/2017
 11:00 AM - 12:00 PM
 12:00 PM - 1:00 PM
 1:00 PM - 2:00 PM
 2:00 PM - 3:00 PM
 3:00 PM - 4:00 PM
 4:00 PM - 5:00 PM
 5:00 PM - 6:00 PM
 6:00 PM - 7:00 PM
 7:00 PM - 8:00 PM
 8:00 PM - 9:00 PM
 9:00 PM - 10:00 PM
 10:00 PM - 11:00 PM
 11:00 PM - 12:00 AM

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|---|---------------------|
| 20/6/2017 | 7:57 a.m. - Punch-in | |
| | 8:30 a.m. - Editing the coding to finish up the online registration system by going through the buttons one by one to ease for the access. | |
| | - Helping staff to find document and record of ex-students to pass to them the certificates and payment that need to pay according to their fees. | |
| | 12:00 p.m. - Helping staffs from admin department to cut chickens before marinate for making satay for Raya event | |
| | 2:40 p.m. - Helping registration officer to finish the offer letters for the July intake by preparing and typing the letters. | |
| | 4:11 p.m. - Punch-out | |

19/06/2017
 11:00 AM - 12:00 PM
 12:00 PM - 1:00 PM
 1:00 PM - 2:00 PM
 2:00 PM - 3:00 PM
 3:00 PM - 4:00 PM
 4:00 PM - 5:00 PM
 5:00 PM - 6:00 PM
 6:00 PM - 7:00 PM
 7:00 PM - 8:00 PM
 8:00 PM - 9:00 PM
 9:00 PM - 10:00 PM
 10:00 PM - 11:00 PM
 11:00 PM - 12:00 AM

Last Day Internship

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|--|---------------------|
| 22/6/2017 | 7:56 a.m. - Punch-in | |
| | 8:30 a.m. - Helping staffs involved on schedule to prepare satay before 'Raya Event' on first day 'Raya' including prepare the max marinated chicken. | |
| | 12:00 p.m. - Helping staff to call the law law of students registered on July intake to update about the day of registration. | |
| | 2:00 p.m. - Helping marketing officer to find the application forms to separate according the courses chosen. | |
| | 3:30 p.m. - Update to to the accounting to about the workshop for staffs loaded there. | |
| | 4:09 p.m. - Punch-out | |

INFORANA SUDUNSS
 LOT 2925, JALAN TUKIEMAN, 21300 KUALA TENGANG, TER.
 TEL: 60-6-74080140, 7408015
 FAKS: 60-6-74080140, 7408015
 240. 45

| DATE | EXTRACT NATURE OF WORK DONE | SUPERVISORS REMARKS |
|-----------|--|---------------------|
| 22/6/2017 | 8:00 a.m. - Punch-in | |
| | 8:30 a.m. - Complete my system by checking Codings and items in folder as it will be use in the company. | |
| | 11:00 a.m. - Transfer all the folders into thumb drive for burn burn the CDs to pass to the supervisor and registration officer including the installers. | |
| | 12:30 p.m. - Helping marketing officer to call few few names for July intake its need for new date of registration day. | |
| | 4:05 p.m. - Punch-out | |

INFORANA SUDUNSS
 LOT 2925, JALAN TUKIEMAN, 21300 KUALA TENGANG, TER.
 TEL: 60-6-74080140, 7408015
 FAKS: 60-6-74080140, 7408015
 240. 45

* THANK U FOR EVERYTHIN
 + SELAMAT HARI RAYA.

Appendix D:

User Manual Online Registration System

ONLINE REGISTRATION SYSTEM



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INTRODUCTION

What is Online Registration System?

- Online registration system is allowing students to register for the choice of preferred courses. The students will fill the forms about personal details before submit the forms application.
- For example, the steps on using the online registration system at Inforana College:





**STEPS ON USING ONLINE
REGISTRATION SYSTEM AT
INFORANA COLLEGE**



STEP 1 :

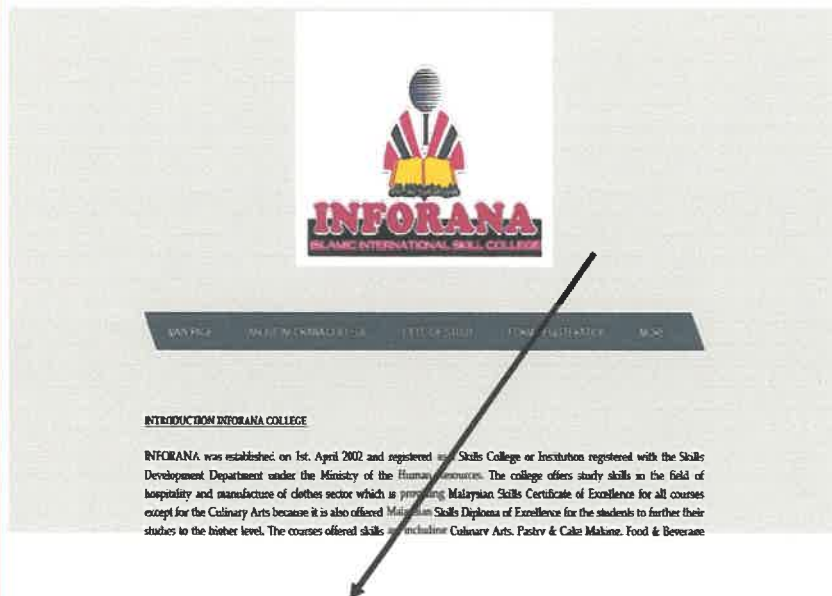


Figure 1 : Open online registration system to register the course.

Press the online registration system on search engine to search on the Inforana College Online Registration System to start register.

STEP 2 :

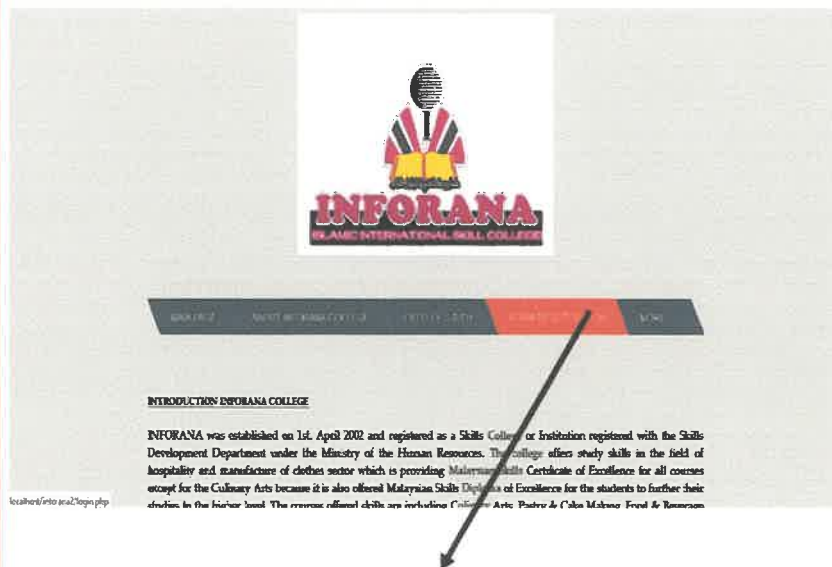
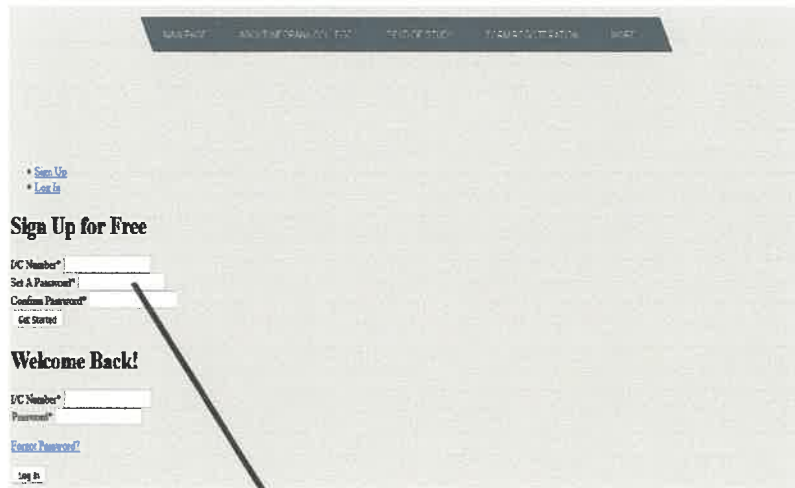


Figure 2 : Choose to click button on Display Home.

1. Click on the Form Registration to fill in the forms.
2. All the information and blank space need to fill properly including personal details.

STEP 3 :

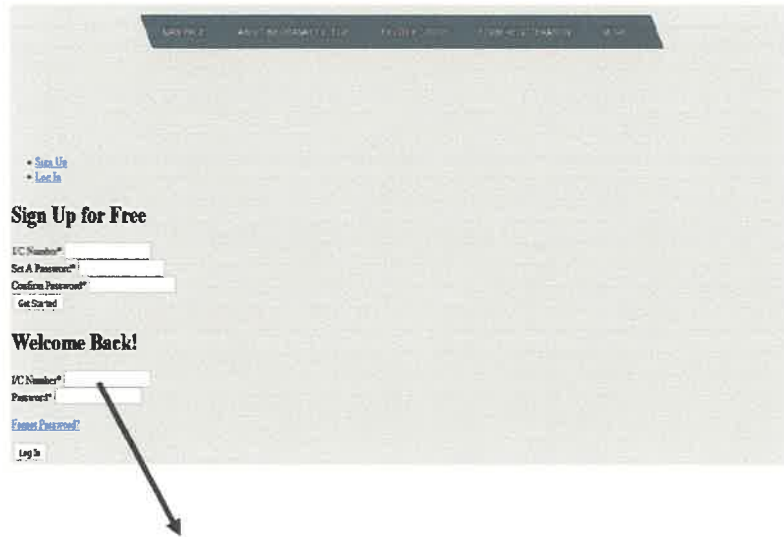


The screenshot shows a web registration interface. At the top, there is a navigation bar with links for 'HOME', 'ABOUT US', 'CONTACT US', 'FAQ', 'TERMS & CONDITIONS', and 'LOGIN'. Below the navigation bar, there are two links: 'Sign Up' and 'Log In'. The main content area is divided into two sections. The first section is titled 'Sign Up for Free' and contains the following fields: 'I/C Number*' (with a text input field), 'Set A Password*' (with a text input field), and 'Confirm Password*' (with a text input field). Below these fields is a 'Get Started' button. The second section is titled 'Welcome Back!' and contains the following fields: 'I/C Number*' (with a text input field) and 'Password*' (with a text input field). Below these fields is a 'Forgot Password?' link and a 'Log In' button. A black arrow points from the 'Confirm Password*' field in the 'Sign Up for Free' section to the 'Password*' field in the 'Welcome Back!' section.

Figure 3 : Sign up I/C number and password to register and re-confirm the password.

The users need to sign up first before can access to the system for free.

STEP 4 :



The screenshot displays a web interface with a dark navigation bar at the top containing links for 'Home', 'About Us', 'FAQs', 'Privacy Policy', 'Terms and Conditions', and 'Contact Us'. Below the navigation bar, there are two main sections:

- Sign Up for Free:** This section includes a 'Sign Up' link, a 'Log In' link, and a registration form with the following fields: 'I/C Number*', 'Set A Password*', 'Confirm Password*', and a 'Get Started' button.
- Welcome Back!:** This section includes a login form with the following fields: 'I/C Number*', 'Password*', a 'Forgot Password?' link, and a 'Log In' button.

An arrow points from the 'I/C Number*' field in the 'Welcome Back!' section towards the caption below.

Figure 4 : Enter the I/C number and password

1. To access the system, users need to sign up first before proceed to the next step.
2. Enter the same I/C number and password to start the Online Registration System.

STEP 5 :

The screenshot shows a web application interface. At the top, there are three buttons: 'Form', 'Form', and 'Form'. Below these is a red button labeled 'Form'. A red arrow points from this button down to the 'Applicant Information Form' section. The form contains the following fields:

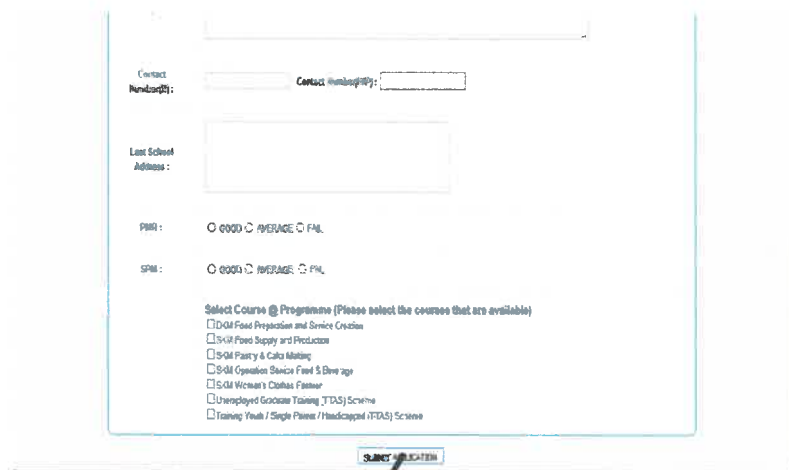
- Applicant Name: [Text Input]
- IC Number: [Text Input] (Value: EN)
- Home Address: [Text Area]
- Contact Number(s): [Text Input] (Value: Contact Number(9))

At the bottom left of the form, there is a small text string: 'school/for/area2/real/university/ats at School'.

Figure 5 : Press the Form button after the users are done with the log in box.

1. After search the Form, the Applicant Information Form will be displayed on screen.
2. The users may fill all the information needed and choose the courses offered and click one that interested to apply.

STEP 6 :



The screenshot shows a registration form with the following fields and options:

- Contact Name: [Text Input]
- Contact Email: [Text Input]
- Contact (Home/Office): [Text Input]
- Last School Address: [Text Input]
- PHN: 0000 0000000000 0000000000000000
- SPN: 0000 0000000000 0000000000000000
- Select Course @ Programme (Please select the courses that are available):
 - DDM Food Preparation and Service Creation
 - SPM Food Supply and Production
 - SPM Pastry & Cake Making
 - SPM Operation Service Food & Beverage
 - SPM Women's Clothes Fashion
 - Unemployed Graduate Training (UGT) Scheme
 - Training Youth / Single Parent / Handicapped (TPAS) Scheme

A button labeled "SUBMIT APPLICATION" is located at the bottom of the form, with a black arrow pointing to it from below.

Figure 6 : Submit the application.

After fill the Applicant Information Form, the users have to submit the form for admin to notice the registration applied.

STEP 7 :

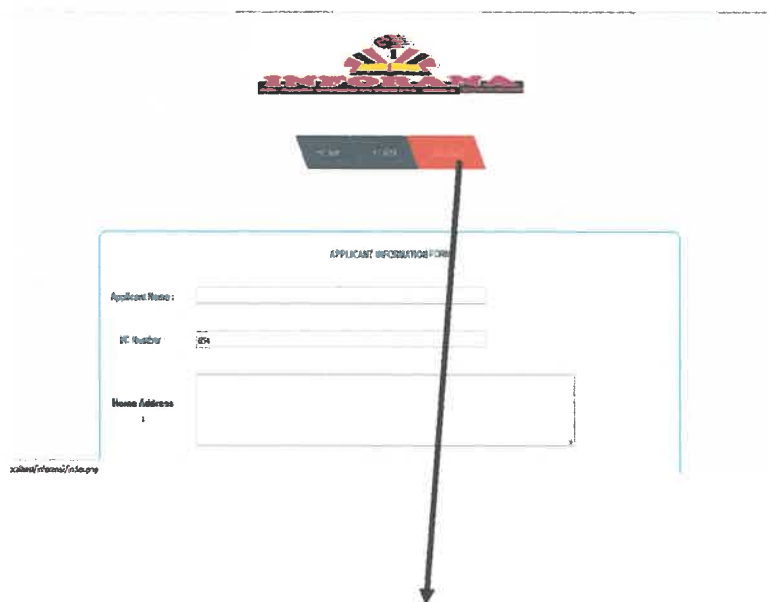


Figure 7 : Click on Log Out Button.

Click on Log Out Button after registration is done and successfully submitted.

STEP 8 :

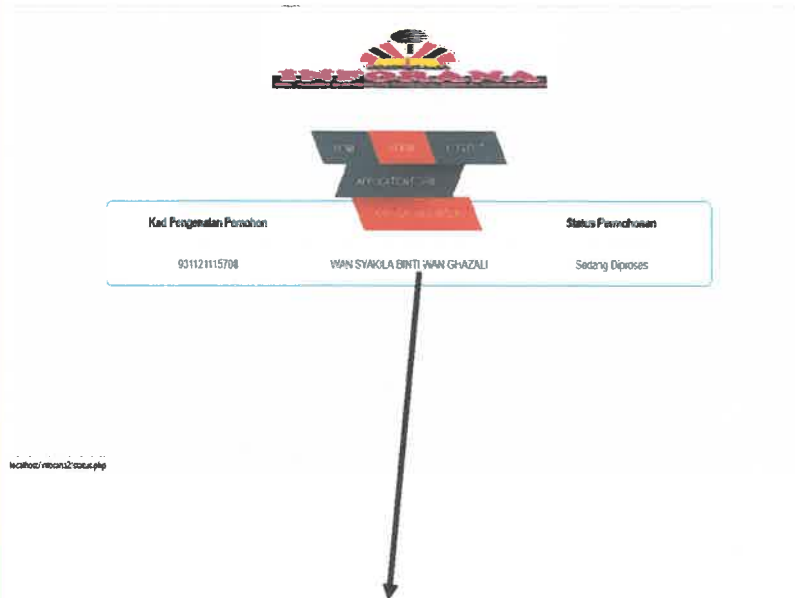
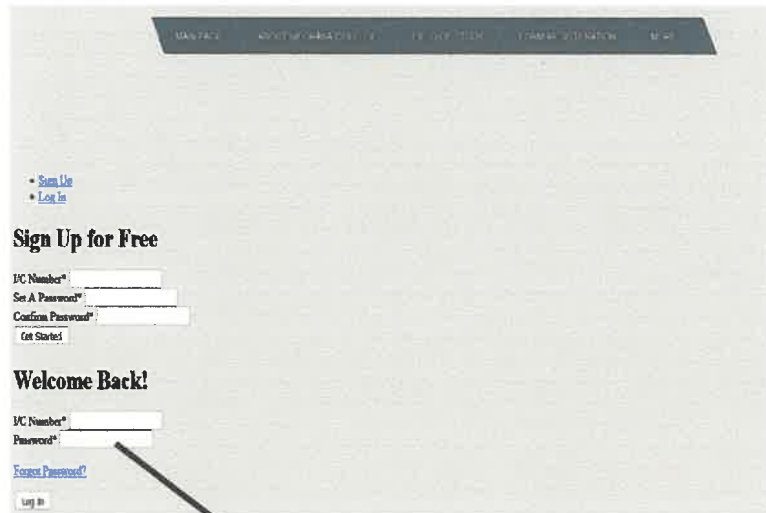


Figure 8 : Click on Form button and Application Status to check the results.

1. The users need to log in the system as usual to check the result.
2. After click on Form Registration, the Form button is displayed on screen.
3. It shows the status of the applicants that already registered either "in progress", "accepted" or "rejected".

STEP 9 :



MA 742 400747 444751 13 13 009 0104 13446 0101004 81 41

[Sign Up](#)
[Log In](#)

Sign Up for Free

I/C Number*
Set A Password*
Confirm Password*

Welcome Back!

I/C Number*
Password*
[Forgot Password?](#)

Figure 9 : Enter the I/C number and password to check for the applicant lists.

1. This stage is on admin work.
2. Admin also need to enter the I/C number and password to accept or reject the applicants.

STEP 10 :

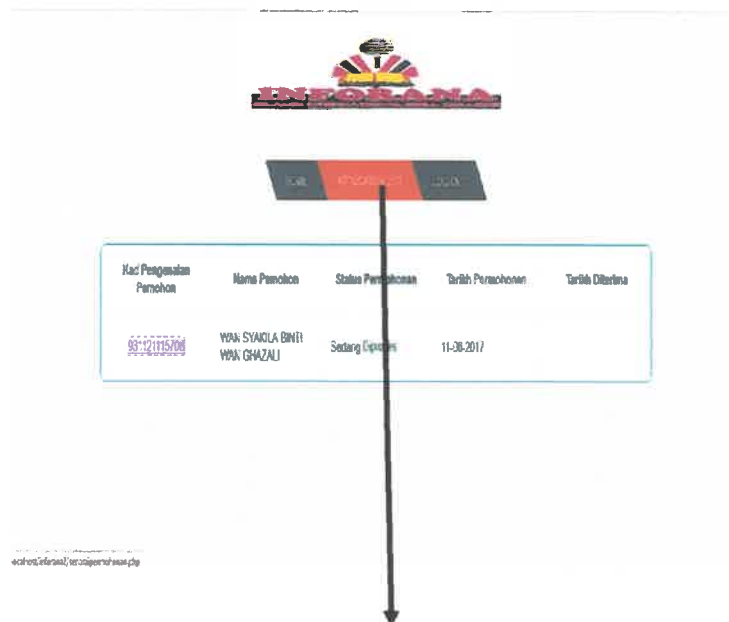


Figure 10 : Press on Application List button.

1. On admin side, the application list is displayed after enter log in the system.
2. To accept or reject, the admin need to click on the I/C number of applicants to decide.

STEP 11:

Contact Number: 9564922 Contact Number (011): 82586754

Last School Address: SMK SULTAN SULAIMAN

PAR: 0000

SPM: 0000

Select Course @ Programme (Please select the courses that are available)

- DMM Food Preparation and Recipe Creation
- DMM Food Supply and Protection
- SMM Pastry & Cake Making
- SMM Operation Service Food & Beverage
- SMM Women's Creative Fashion
- Unemployed Graduate Training (UTAS) Scheme
- Training Youth / Single Parent / Handicapped (TYAS) Scheme

Penerimaan / Tidak Diterima Ditolak / Diterima

Figure 10 : Click on Accepted or Rejected buttons.

Last but not list, the admin will press on the “accepted” or “rejected” button based on the qualifications and availability needed in the system.

By :

WAN SYAKILA BINTI WAN GHAZALI

2013594251

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