



UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT:
BAHAGIAN PENYELIDIKAN JARINGAN INDUSTRI & ALUMNI (BPJA)
UNIVERSITI TEKNOLOGI MARA (KELANTAN)
BUKIT ILMU, 18500 MACHANG, KELANTAN

SPECIAL PROJECT:
(MULTIMEDIA DESIGN)

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IM245 – BACHELOR OF SCIENCE (HONS)
INFORMATION SYSTEM MANAGEMENT
FACULTY OF INFORMATION MANAGEMENT
UNIVERSITI TEKNOLOGI MARA KELANTAN

01 FEBRUARY 2017 – 30 JUNE 2017

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

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INDUSTRIAL TRAINING REPORT 1 FEBRUARY 2017 – 30 JUNE 2017

DECLARATION

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

Signed by

2014132393

Date of submission: 11 July 2017

ABSTRACT

Industrial training is intended based on the period from 1st February 2017 to 4th July 2017 in Bahagian Penyelidikan, Jaringan Industri & Alumni at Universiti Teknologi MARA Cawangan Kelantan (UiTMCK). It is intended to give an experience to the students to feel the real working environments in the industry. Within given five month's period to complete the practical training at Department of Research & Industrial Linkages (DRIL) also as known as Bahagian Penyelidikan, Jaringan Industri & Alumni (BPJIA). Many experiences and knowledge the trainee gained at BPJIA department which make them being responsible. BPJIA department is one of the departments that provide services to support the development of academic programs and activities which were to deal with the matters concerning the management of research among UiTMCK researcher. Most the task had given are related to computer science and records management that are related to the field study course. This industrial training report consists of 4 chapters and that are introduction, organization information, industrial training activities and conclusion. Chapter 1 consist of background of the organization, chapter 2 consist of departmental structure and function. While chapter 3 consists of training activities and special project and the last chapter is chapter 4 which has the conclusion of the report.

Keywords: *academic program, DRIL, BPJIA, records management, industrial training*

ACKNOWLEDGEMENT

Alhamdulillah, I have completed my industrial training and in sha allah will be completed my bachelor studies. First of all, I feel thankful to the Almighty for the blessing given to me to complete this industrial training report. Thanks to Allah SWT, whom with His will that allow me and giving me enough time and health. I have given the opportunity to complete my industrial training for 5 months starting February 1st, 2017 until July 4th, 2017. To complete this industrial training, I had been exposed to the new environment of working as well gained the knowledge and new experiences. Firstly, I would like to express our deepest thanks to Dr Wan Fairos Wan Yaacob as my organization supervisor and Madam Khadijah Abdul Rahman as my faculty supervisor for their guidance during my industrial training. The understanding, encouragement and continuous support from her throughout the duration of fulfilling this assignment are most appreciated. I am feeling lucky to get their guidance, knowledge sharing and encouragement throughout these five months. It is most precious experience in my life. I would also like to thank my liaison and industrial training officer for their cooperation and motivation in finishing this industrial training.

Beside, a lot of thanks and appreciations to my family who always give their cooperation, encouragement and support me to complete this assignment, from the beginning till the end. Last but not least, I would like to give my gratitude to my friends and other practical members for the ideas and advise that they have given to me. They helped me a lot in completing the industrial report, and without their help and advice, I could not able to do the industrial training well and also special thanks for those who had directly or indirectly helped and encouraged me in accomplishing this project.

Thank you.

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List of Abbreviations

UiTMCK	Universiti Teknologi MARA Cawangan Kelantan
UiTM	Universiti Teknologi MARA
BPJIA	Bahagian Penyelidikan, Jaringan Industri & Alumni
HEA	Hal Ehwal Akademik
HEP	Hal Ehwal Pelajar

List of Appendixes

Appendix 1: Photocopy of Logbook template

Appendix 2: Overall content of report

Appendix 3: Photocopy of attendance punch card

Appendix 4: Certificate

Appendix 5: Pictures of activities

CHAPTER 1 : INTRODUCTION

1.1 Background of the organization



Figure 1: Logo of UiTM

1.2 Background of the organization

Universiti Teknologi MARA (UiTM) Kelantan Machang campus was formerly known as Institut Teknologi MARA (ITM). The ninth branch campus establishment was officially introduced on the 1st July, 1985 by Y.A.B. Tan Sri Dato' Haji Mohamad bin Yaakob, Menteri Besar of Kelantan at that time. The establishment of UiTM was the outcome of the collaboration between UiTM and the Federal Government. As a result, from this close cooperation, Federal Government allocated 12 acres of land property owned by Majlis Pengakap Negeri Kelantan at Kem Kijang, 8 kilometers from the city of Kota Bharu. Renovation of a few old building and the construction of new buildings were funded by Federal Government at a cost of RM1.5 million. The first batch of 185 students was taken for the semester of July – December 1985. In the earlier stages, number of employees was only 71 where 7

of them were lecturers and the other 64 were non-academic staff. The construction of permanent campus was initiated in 1993. Federal Government allocated 200.32 hectares of land at Bukit Anjing, Machang for the construction. Bukit Anjing was then been reestablished to Bukit Ilmu, which was an inspiration from former Director of ITM, Allahyarham Dato' Nik Abd Rashid Nik Abd. Majid. The name Bukit Anjing was changed as it is compatible with the function of providing learning opportunities in various knowledge disciplines for Bumiputras. The official resettlement to Machang campus began on the 1st January, 1996. UiTM Kelantan, formerly known as ITM was upgraded to Universiti Teknologi MARA on 26th August, 1999. Today, UiTM Kelantan is emerging to meet the needs of a premier university, in the state of Kelantan in particular.

1.3 Organizational structure

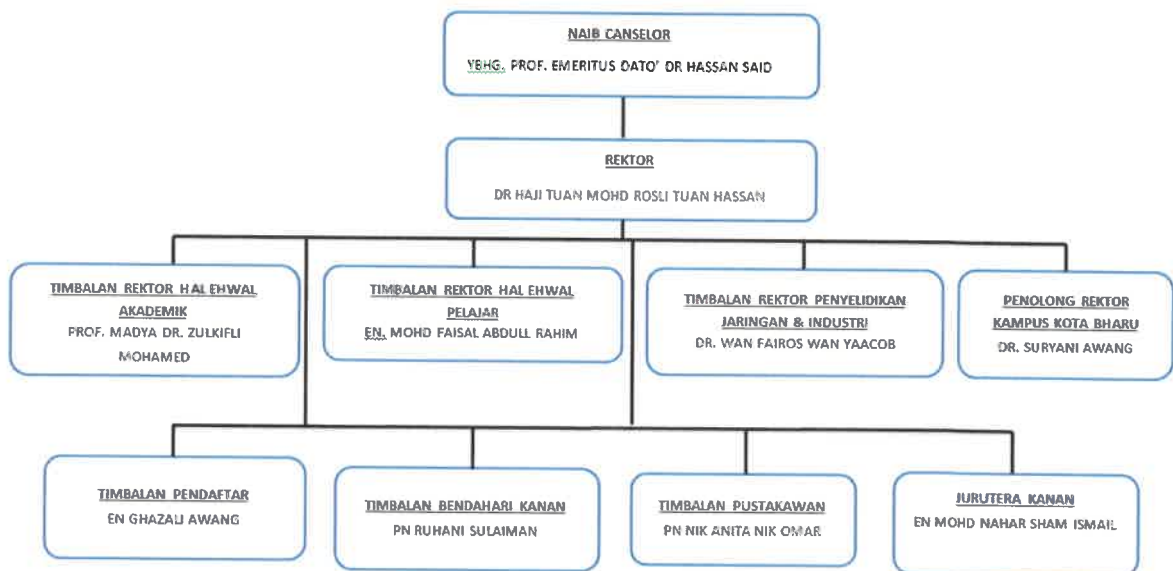


Figure 2: Organization Chart of UiTMCK

1.4 Vision

Enhancing indigenous knowledge and expertise in all areas of program delivery through professional, research and community service involvement based on the values and ethics of professionalism.

1.5 Mission

Being a university scholarship based on academic excellence to lead the indigenous dynamism in all areas of world-class professionals so born graduates a competitive, global and ethical.

1.6 Objectives based

- i. 30% of the number of full-time students graduates CGPA of at least 3.00.
- ii. Increase the percentage of academic qualifications PhD / Professional to 10% by 2008.
- iii. Achieve a ratio of 1: 5 for academic staff: full time student in 2006.
- iv. Ensure that at least 25 investigations that are registered each year.
- v. Achieve the involvement of academic staff in writing or at an average rate of scientific publications per academic staff of each year.

1.7 Quality based

UiTM Kelantan committed to conducting diploma and bachelor's degree in order to produce quality graduates indigenous professional and ethical global and constantly meet customer needs. UiTM Kelantan will implement management systems

professional, efficient, effective, and responsible for the planning, implementation and continuous improvement program to become a world-class university.

CHAPTER 2 : ORGANIZATION INFORMATION

2.1 Department background



Figure 3: Department of BPJIA

Bahagian Penyelidikan, Jaringan Industri & Alumni (BPJIA) was established on February 1, 2009 which started and operates as a unit of Research Management Unit (RMU). Then it has developed as one of the main parts in UiTM Cawangan Kelantan (UiTMCK) which provides services to support the development of academic programs and activities such as research, writing, publishing, consulting and commercialization of academic research staff of UiTMCK. BPJIA main function is to deal with matters concerning the management of research, writing, publishing, entrepreneurship, consulting, alumni, intellectual property protection and commercialization. BPJIA are also mandated to assist academics in the field of writing to increase the added value of research results for publication in high-impact journals. In addition, BPJIA are cooperating with government agencies, private organizations and communities to provide programs that can enhance the

employability of graduates, generating opportunities for research and provide community services to residents.

2.1.1 Vision

BPJIA vision is to become a centre of excellence for the management of research and development, consultancy, research and publishing industry and entrepreneurial networks.

2.1.2 Mission

BPJIA mission is to enhance the knowledge, creativity and innovation abilities universities through quality service and become a bridge of information, knowledge and technology between universities and industry.

2.1.3 Objectives

- i. Manage, coordinate and provide services needed for successful research, consultancy and research publications.
- ii. Help explore new areas through innovation and creativity.
- iii. Establish research groups and consultations among the lecturers.
- iv. Disseminate information and provide training in research, consultancy and research publications.
- v. Help business collaboration between industry in the research, development, commercialization and consulting. UiTM and create opportunities for industry through activities related to students and increase their knowledge and skills as well as student.

- vi. Strengthen the relationship with the community to build a progressive society.
- vii. Entrepreneurship students.
- viii. Entrenched feature of innovation among students.

2.2 Organization structure / chart

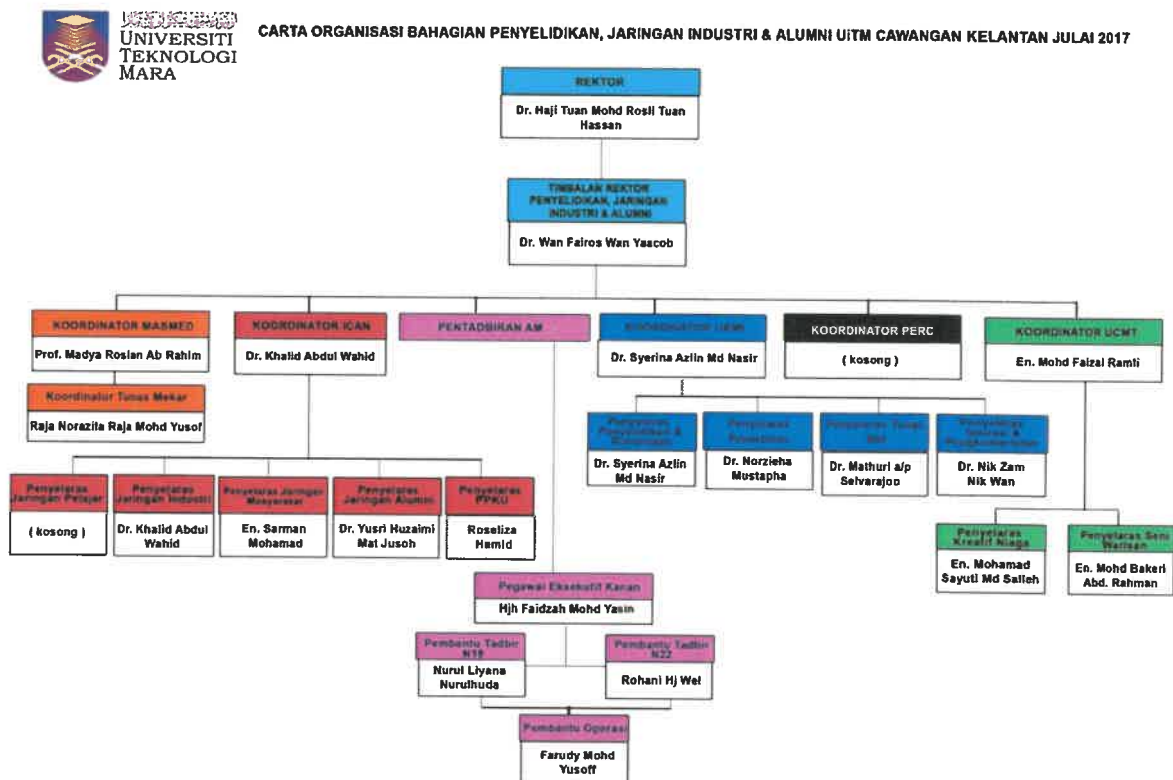


Figure 4: BPJIA department structure

2.2.1 List of units

- i. Unit Pentadbiran Am
- ii. URMI (Unit Research Management & Innovation)
- iii. MASMED (Malaysian Academic of SME & Entrepreneurship Development)
- iv. PERC (Poverty Eradication Research Centre)
- v. UCMT (Unit Creative Media & Technology)
- vi. ICAN

2.3 Units function

2.3.1 Unit pentadbiran am

This department consist with three staff that responsible to do all the office work include make letter, photocopy, manage file and also management work. They also responsible to handle meeting that related to this department. Besides that, all record will be handling by this department such as receiving letter, packaging, and file.

2.3.2 URMI

URMI is a department that will handle all the research management, publishing, consultation and commercialization.

2.3.3 MASMED

The responsibility of this unit is to promote product commercialization among the Bumiputera entrepreneurs. Then, it also support university entrepreneurship thrust

as outlined by Ministry of Education. To encourage entrepreneurship values among student and staff in increasing the employability.

2.3.4 PERC

It responsible on value added product research and improvement of socio economic project.

2.3.5 UCMT

This department more focuses on talent achievement, and related to art. Therefore, it responsible to handle platform that combine on creative art.

2.3.6 ICAN

ICAN is a unit that responsible on industrial student, industrial network, society network, and alumni. It also functions by creating collaboration between universities, community, and alumni. Then, increase the availability of entrepreneurial graduates from student.

CHAPTER 3 : INDUSTRIAL TRAINING ACTIVITIES

3.1 Training activities

Mohamad Syahkir bin Mathlan as an industrial training's student (after this will be refer as "the trainee") at UiTMCK has been assigned to do industrial training at BPJIA starting February 2017 until July 2017 and as a bachelor students from Faculty of Information Management are compulsory to go for industrial training at organizations. The training is a part of academic subject, IMC 690 that requires final year students to undergo training at selected organization. This industrial training provides pre-professional work experience for the students. Therefore, students are able to learn more on management, gained added skills and practical knowledge that are possibly different at the class. For this industrial training, students will be grade through the assessment that comes from report of organization itself, industrial training report prepared by the students and presentation at the end of training period. Training activities is daily task or activity that the practical student has to do during five (5) months at BPJIA, which including many scope of work such as administrative work, managing file room, managing event, designing multimedia, and many more.

During practical training at BPJIA, many program and activities that doing by trainee such as administrative task, record keeping, outreach program at MRSM Jeli with PERC, SIIDCOM2017, Majlis Rakan Strategik UiTM with Jabatan Penjara

Kelantan, UiTM Entrepreneurial Award (UiEA 2017) Asia Islamic Fashion Week 2017 (AIFW), Ekosistem Kondusif (EKSA) and other else.

3.1.1 Administrative task

The trainee has given the administrative task by BPJIA staff. It is to give a chance to trainee to learn how to works in office as an officer. It is also the first step of knowledge to the trainee because with doing this task, trainee can learn the office procedure, how it is operates and also trainee has learn how to use the office equipment such as machine photocopying, fax machine, laminating machine, paper puncher, printer and the other else. Even that, trainee has also been introduced how to use the direct line telephone in office to call the other staff in the workspace of UiTMCK.

After feeling major in the office environment, trainee has given a first office task which is trainee must create a flowchart to BPJIA. This flowchart consists about the procedure and guidelines to all the activities that have in BPJIA. It seems to workflow that is a guideline to user and also to BPJIA staff and they must follow this guidelines to know what they must do first when has a businesses with BPJIA. In this task, trainee has created a 64 amount of flowchart that covers all the flow of activities in BPJIA. Trainee created this flowchart using Microsoft Word Office software and before created this flowchart, trainee must make some studying with a Quality Department of UiTMCK to make sure this flowchart is generalize with a standard operations and procedure administrative management of UiTMCK. Besides, this flowchart also states the staff in charge for each activity. It is for

generalize and standardize the businesses in BPJIA. For example, if someone's came into BPJIA and to booking the meeting room, he must read the flowchart about how to booking meeting room and for sure to know what the process he should do and also which staff that he must refer before can successful booking the meeting room. For trainee, creating this flowchart become a catalyst to move forward because this flowchart is used by all the BPJIA staff and BPJIA users and it is officially being used by BPJIA starting now's.

Besides, trainee also has given a task by officer staff to write down an official letter of BPJIA. It is to teach the trainee how to write the official letter with properly and based on UiTMCK format. Sometimes, the trainee must help the clerk if clerk has other businesses or others work. This official letter usually has an official letter head of UiTMCK and trainee must doing this with a right way because if something wrong, maybe the problems will comes because all the businesses with the usage of UiTMCK letter head is the official businesses and it brings the UiTMCK image. For this activity, trainee has learn how to works with efficient and it compulsory must do with a right ways and not doing a mistake.

The trainee also must do anything in terms of administrative works in BPJIA likes fax a document, make a copying a document, manage the photostat machine, sending a document to others department, fill up the forms, laminate the documents, sorting a documents, set up the LCD projector in meeting room, setup a laptop in a meeting room, arrange the document in a file, turn off the computers when it is not used, manage the store room, check the items in the store, check the office stationery in the workspace, key-in the in and out documents that have in BPJIA, fill the payment logbook, organize the meeting room booking schedule, arrange the

office equipment into a proper way, help the units coordinator in doing their works, help the lecturer's that are have a businesses with BPJIA and many more that are related with BPJIA businesses.

Other else, trainee also has use his Information Technology (IT) knowledge and skills to fixed the problems within a computer or technology device that have in BPJIA such as configure the computer settings if there has a problem, help the staff that who are faced up the problems in terms of IT likes internet connection did not function, printer did not function, computer software installation, guide a staff to use the computer software, LCD projector did not function, remove the computer virus, backup a computer data in a hard disk storage, scan a computer virus, fixed the computer problems and other else activity that are related with IT things.

In BPJIA, many programs are handled by this department. It is not focusing about the administrative works only. This department organize many program based on the function of BPJIA itself that are contribute with students, lecturers, community, and also with alumni of UiTMCK. Trainee has make a lot of task especially BPJIA has conducted a programs. The activity that are usually conducted by trainee during programs is such as designing a multimedia advertising likes poster, banner, logo, pamphlet, flyers, bunting, videos and also makes a promotion about that program to attract the user to join and also to promote the UiTMCK and BPJIA. Besides, trainee usually has responsible to become a photographer during programs, committee, and trainer also must help the programs project leader and members to doing their works such as set up a place for program, creating a program proposal, make phone call or e-mail for the person who are involve to get the confirmation,

creating a minute of meeting, and others else. This is all the administrative task that are related with BPJIS office and it is doing by the trainee during intern at BPJIA.

3.1.2 Record keeping

Record keeping is the operations or maintenance in an organization that make work to manage file room. As a student of information management student, trainee has know a basic knowledge about records management that are learn in the class at faculty. The trainee needs to rearranges the file room. Executive officer at BPJIA, Hajah Faidzah gives task to trainee to rearrange file room and separated file that are had been declared as closed file. The trainee need to arrange file based on these three categories which are active, semi-active and non-active records. From this activity, the trainee manages to dispose a file that does not have value and not being used anymore. In this activity, trainee has doing the appraisal process to the file and the non-active records must be closed. After closed the file, trainee has put the closed file into the archives boxes that are provide by UiTM.

Besides, in this activity, trainee has check the classification numbers, sorting a file that are not placed well in a records file, and change the file room from has in bulking of records that are not managed well by the staff, and other else activity that are related with records management.



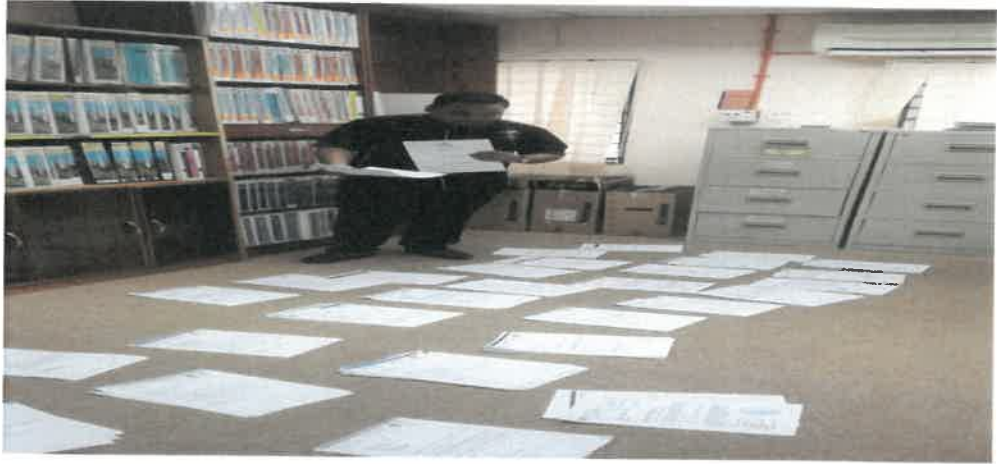


Figure 5 : Record keeping activities

3.1.3 Outreach programme at MRSM Jeli with PERC unit

During internship period, trainee also has involved with outreach programs. Trainee had joined the outreach program with PERC unit's at Maktab Rendah Sains Mara Jeli (MRSM Jeli). Trainee had involved in this program under provision Madam Zaila binti Idris. During this program, trainee must promote the UiTM's to MRSM students and teachers. It is also to introduce the PERC units into community. Trainee needs to explain what is the function PERC to community because PERC can helps community to reduce the poverty. Trainee stays a day at MRSM Jeli. Besides, in this activity, trainee has responsible to organize the equipment that are wants to advertise at MRSM Jeli such as pamphlets, flyers, PERC innovation products, setup the exhibition space and others else. In this activity, trainee has learn about how to communicate with peoples, how to promote our organization, how to deal with a management of organization that wants to be a place for exhibition and other else.



Figure 6 : Trainee at MRSM Jeli

3.1.4 SIIDCOM 2017

This program is making for the staff and students in UiTM to improve the confidence level. The trainee had been appointed as committee in SIIDCOM2017 program by Dr Mazlina Binti Mamat. The trainee was assign to take care of the registration and gift. The program has three categories which are innovation, invention and design. Each category had been held in different room and different judges. The main judges is Dr Mazlina Binti Mamat. The trainee been asked to distribute souvenir to the staff that participate. By doing this task, it help trainee to communicate with the staff or professionals that require trainee working with lecturers. Besides, the trainee also gain experience from this task to handling a program as committee.

During this program also, trainee has given a task that related to the IT knowledge. Trainee responsible to design a banner, logo, banner and bunting using Adobe Photoshop software. Trainee also do corporate video for SIIDCOM 2017 and also design a certificate for SIIDCOM 2017 participant, design the name tag for jury and committee and more. More than that, trainee also has become a participants in SIIDCOM2017 under project "Table Screen Print" that was lead by Encik Sarman Mohamad. In this participate, trainee responsible to design a poster for Table Screen Print. Meanwhile, the poster that trainee design itself has include in the Best Design Poster category in SIIDCOM2017 participation. Within this programs, trainee can learn a lot of new knowledge and skill especially to improve the skills in using the Adobe Photoshop software.



Figure 7 : SIIDCOM 2017 logo



Figure 8 : SIIDCOM 2017 participation

3.1.5 Majlis Rakan Strategik UiTMCK with Jabatan Penjara Kelantan

When intern at BPJIA, trainee has also involved with high impact program. Trainee has involved with programme Majlis Rakan Strategik UiTMCK with Jabatan Penjara Kelantan. It has held at Penjara Pengkalan Chepa, Kelantan. This program is about collaboration UiTMCK with Jabatan Penjara Kelantan. This collaboration focused on Batik Arabesque. Besides, trainee very lucky can involve in this program because this program is attend by Pro-Canselor UiTM's and Ketua Pengarah Jabatan Penjara Kelantan. Trainee has responsible to design a multimedia items such as banner, bunting, and most valuable is creating a corporate video to be viewed by Pro-Canselor UiTM's and Ketua Pengarah Jabatan Penjara Kelantan. This program has give a wonderful experience to trainee because can works together with the UiTM top management to make sure this program can be held with well because of VVIP is the audience.



Figure 9 : Poster of Rakan Strategik



Figure 10 : Pro-Canselor UiTM and Ketua Pengarah Jabatan Penjara Kelantan

3.1.6 UiTM Entrepreneurial Award (UiEA 2017)

Trainee has involve another high impact programme which is UiTM Entrepreneurial Award 2017. This program about the exhibition of award between all the UiTM branches in Malaysia. Trainee is responsible to design the 4 official competition awards book covers. This covers is bring up to the judges of UiEA 2017. Besides, this programme is organized by MASMED unit's under coordinator Assc. Prof Roslan Abd Rahim. Trainee also has given a task to design a corporate video a corporate shirts logo to UiTMCK. Trainee can learn how to involve in big competition a how to bring the innovative idea in to promote the UiTMCK to the judges. UiTMCK has win the several awards and trainee also feeling excited because the corporate video that create by trainee is plays on the honourable judges

of UiEA 2017 and UiTMCK has won the several awards after judges shows the innovative idea of entrepreneur idea at UiTMCK through that video. Trainee also has officially choose by Deputy Rector of UiTMCK, Dr Wan Fairos Wan Yaacob to become part of committee in this program and trainee has given a task relates to multimedia.



Figure 11 : Main competition book cover of UiEA 2017

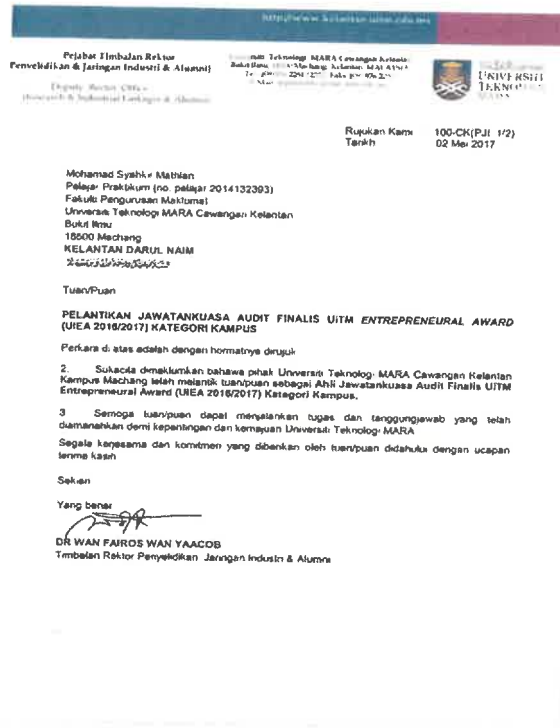


Figure 12 : Letter of committee in UiEA 2017

3.1.7 Convocation secretariat

The trainee had been assigned as the secretariat during UiTMCK convocation ceremony. This is a big opportunity for the trainee to train them to get a lot of knowledge and experience on how to handle a situation and such a big event for them. Before the event, Puan Nani Hartina was given a task to design the permanent official logo to alumni society which is named as “Persatuan Alumni UiTM Kelantan (PAUK). She also explains what the trainee needs to do on the event. The trainee needs to ensure the form of alumni complete before take it from students.



Figure 13 : Secretariat of convocation



Figure 14 : Backdrop PAUK

3.1.8 Asia Islamic Fashion Week 2017 (AIFW 2017)

Asia Islamic Fashion Week 2017 is a grand showcase that held at KLCC. This showcase brings about UiTMCK products that are joined by UCMT UiTMCK This program also advise by Mr Bakeri. In this showcase, trainee responsible to help En Bakeri to prepare the documentation and materials that are wants to bring to KLCC. Trainee also responsible to design a certificate to all the participants.



Figure 15 : AIFW 2017 poster

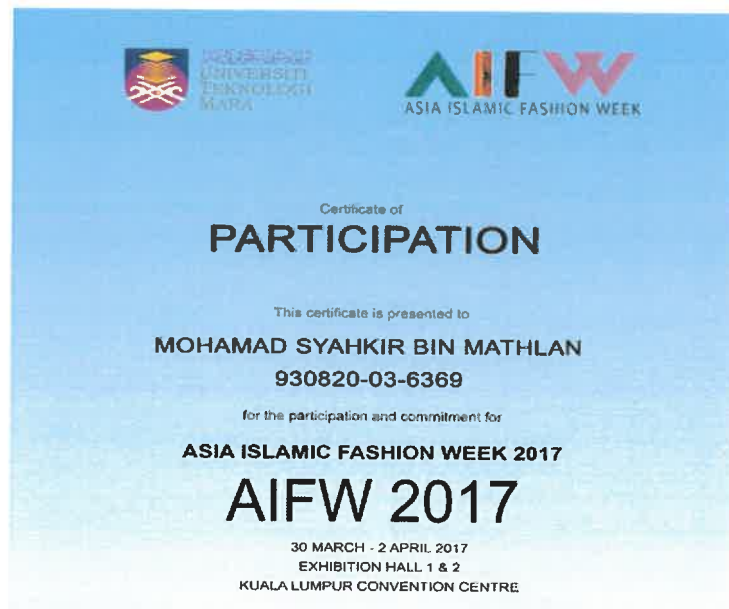


Figure 16 : Certificate of participation in AIFW 2017

3.1.9 Ekosistem Kondusif Sektor Awam (EKSA)

EKSA is stand for Ekosistem Kondusif Sektor Awam. The program that was introduced the office environment and transform the activity to replace of 5s activity. During the meeting, the committee was discuss about on how to arrange the file room, arrange the meeting rooms, design a EKSA signage and EKSA BPJIA logo.

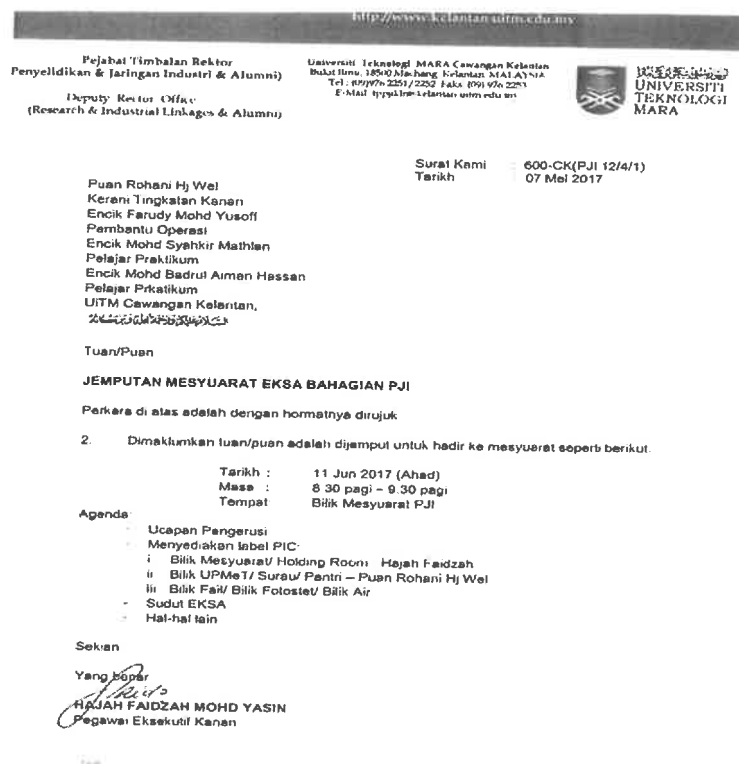


Figure 17 : BPJIA EKSA meeting



Figure 18 : EKSA meeting



Figure 19 : BPJIA EKSA logo

3.2 Special Project

The trainee required to develop a special project during five months of internship. Based on the practical training objectives and requirement to the organization, the trainee has to develop the special project based on this concept “PADIM” planning, analyse, design, implementation, and maintenance. By using this method, the trainee can manageable to be more effective and productivity that follow the workflow.

During this period of internship, trainee has declare the special project is about multimedia designs. Trainee has create 3 (three) corporate videos and design 1 (one) official logo to UiTMCK. All these multimedia gives the high impact to the BPJIA and also to UiTMCK. This high impact is categorised by the who’s the audience and the user. It is also how far the advantages that organization gets from this special projects. Basically, this special projects is created for special for the organization and it is the beneficial impact to organization because of having trainee at their organization and perhaps this special projects can become a bridge into BPJIA towards continues moving excellence in the eye of top management of UiTM.

The videos that trainee has declare as special project is first about the videos to Pro-Canselor of UiTM YBhg. Tan Sri Datuk Seri Panglima Dr. Abdul Rahman Arshad. This videos is plays in front of Pro-Canselor UiTM and Ketua Pengarah Jabatan Penjara Kelantan and others honourable people such as Rector of UiTMCK, Pengarah Jabatan Penjara Pengkalan Chepa, Deputy Rector of BPJIA UiTMCK, Deputy Rector of HEP UiTMCK, Deputy Rector of HEA UiTMCK and others

honourable person in UiTMCK and Jabatan Penjara Kelantan at Penjara Pengkalan Chepa. This video gives the information about the overview of innovative idea and projects that has be done by UiTMCK and Jabatan Penjara Kelantan during projects collaboration before. After viewing this video, Pro-Canselor UiTM has clearly mentioned he feels amazing because before this he did not know well about the UiTMCK collaboration projects with Jabatan Penjara Kelantan, but now he realize this is so attractive ,great, amazing and must be continues again with no time limits. After finish this video session, Pro-Canselor UiTM has officially announced UiTM and Jabatan Penjara become best friends and no redundancy between these organizations.

Second corporate video of trainee special projects is the videos of UiEA 2017. This video is plays in front of Auditing Teams from judges of UiEA 2017. The audience is among honourable judges and Rector of all UiTMCK, Deputy Rector of BPJIA UiTMCK, Deputy Rector of HEA UiTMCK, Deputy Rector of HEP UiTMCK and others honourable senior lecturers and staff of UiTMCK. Other than that, this video has plays in Professional Meeting Room of UiTMCK in front of all the UiEA 2017 awards. This video gives the information to judges about the entrepreneurial activities that have in UiTMCK and with tis video judges can know all these activities because this videos has conclude all the entrepreneurial activities in UiTMCK. Besides, UiTMCK has choosen as a finalist in UiEA 2017 and the results of competition is announced and UiTMCK has won these awards based on some categories.

Third video that becomes the special project to BPJIA is video about Students Invention and Innovation idea that has created by students and staff in UiTMCK.

When SIIDCOM 2017, this corporate video is plays. These videos consist of information about SIIDCOM that can be view by honourable UiTMCK top leaders. With this videos, UiTMCK top leaders can know how excellence the UiTMCK ideas through innovation and invention and also they create their own products and not to need attend the engineering courses to create the industrial products and it just only studying at UiTMCK. This video is plays in front of Deputy Rector of UiTMCK Kota Bharu Campus, Deputy Rector of BPJIA UiTMCK, Deputy Rector of HEA UiTMCK, Deputy Rector of HEP UiTMCK, Assc, Prof of UiTMCK, Doctors of UiTMCK, senior lecturers, lecturers, staff and students of UiTMCK. The total audience of this corporate videos is about 300 people. Besides, this video plays in AUD300 at UiTMCK.

For the last special project that has create by trainee to BPJIA is official logo for Persatuan Alumni UiTMCK (PAUK). This logo has starts officially use by PAUK until the couple of time. This logo is has a high impacts benefits criteria because, every UiTMCK students whether Diploma or Degree when they has officially graduate from studies they automatically registered as PAUK members and they stands with others under this logo based on principals "UiTM Di Hatiku". Every convocation ceremony of UiTMCK students, this logo will nicely appear in the hall of convocation for each time of convocation ceremony. Trainee has submitted about 35 logo's to Rector of UiTMCK and PAUK Secretariat, and this logo has chosen by Rector of UiTMCK to become an official logo for PAUK.

3.2.1 Planning

For the planning process, the trainee need to identified the flow of work process which the objectives of the project and goals. The trainee has prepared the schedule for the special project development to ensure the design or development is on the track and can finishes at right time given during the timeline. The project must be discussed with organization supervisor to establish the project which the project good or not to the organization.

3.2.2 Analysis

Based on the analysis, it is important to ensure the special projects that wants to develop is not have a problem and it is suitable and needs by the organization. Besides, trainee needs to analyse the hardware and software requirement during projects development process.

3.2.2.1 The hardware and software requirement

i. Laptop

As for the hardware, the trainee used a laptop to complete the process of developing the system. The trainee has used the ACER laptop. The laptop has 2 gigabyte of RAM, Intel ® Pentium ® CPU N3540 and OS used is 64-bit Operating system window 10.

ii. Adobe Photoshop

Adobe Photoshop, or simply Photoshop, is a graphics editor developed and published by Adobe Systems.

Photoshop also a sophisticated software program widely used for image-editing and graphics. It is quite powerful in terms of editing images. Although originally designed to edit images for paper-based printing, Photoshop can also be used for a wide range of other professional and amateur purposes. With practice and a bit of imagination, there is no limit to the imagery you can create website with Photoshop.

iii. Google Chrome

Google Chrome is a freeware web browser developed by Google. It used the WebKit layout engine until version 27 and, with the exception of its iOS releases, from version 28 and beyond uses the WebKit fork Blink.

iv. Sonic Vegas Pro

Sonic Vegas Pro is a most suitable to create a corporate videos. This software is a user-friendly software that can easily use by trainee. It is also can runs at the all computer even though with a basic specifications.

v. KMP Media Player

KMP Media Player is amazing software that can plays all the song, videos and others audio visual effects with perfectly and no need to major IT knowledge to plays a video using this software.

vi. Picasa

This software is to view the image. Using this software brings the user the new experience when viewing the picture besides use the others software.

3.2.3 Design

In PADIM concept, project design is the third phase after analysis phases. In these phases is required the trainee to design the important element that required in the project. During design phases, all the analysis detail is identified. The problem statement based on the analysis process.

3.2.4 Implementation

In implementation phases, trainee doing the projects installation. Besides, trainee perform the initial testing to make sure the projects is can be function well in a compatible hardware.

3.2.5 Maintenance

The last phase of PADIM is maintenance. Trainee identify if projects have issues. If the issues found, trainee need to troubleshoot what is factor of that

problem. Trainee also doing a major test for a double times of test to make sure the projects is functioning well during operations.

CHAPTER 4 : CONCLUSION

The main objective of industrial training for the students is to give them working experience with specific task and responsibilities. The relevant of giving lecture in classes is most of the students do not have chance to work in office especially in information management's field. Therefore, with the existing of this subject, students can get the image on working in field that they have learnt.

Information agencies are service based industries which can give a lot of new skills and sharpen the existing skills such as communication skill. Thus, the objective of industrial training is adding marketability for the students to apply for a job. Currently, industries are more welcoming for new employment with job experience. This is because they are able to cut cost for sending their new staff for job training. Thus, industrial training would give added value for the students in jobs application. Other than that, students are able to apply the knowledge gained in the class to the working environment. For example, students have learnt on systems skill, system management and planning in the class which they can implement it to the training's place. Students can make suggestion and help them to meet the current demand which could increase their image and reputation. Therefore, the knowledge gained can give benefit to the students itself and to the organization.

4.1 Application of knowledge, skills & experience

All the knowledge and experience can be most beneficial to the trainee when they working in the new environment and actual new working place. So when they were working in future, it will be easier for them to approach and to complete the task given by superior or top management. The industrial program is very important to every course and program because it can gives very good input and output to the student to enhance their critical thinking to be easier. Somehow, industrial training program also is very beneficial to student by providing the great knowledge, skills, and experience when communicate with other people. Besides, one of the biggest experiences was SIIDCOM 2017. The trainee can apply the entire lesson that they learnt in class by joining the competition. Then, as for the skills, the trainee is also using their expertise in using the Adobe Photoshop to complete the task. By giving responsibilities to the trainees to be the leader, they can enhance and improve their communication skills and leadership skills that they learnt during industrial training that can be apply whenever they need while start working in the future soon. There are a lot of knowledge, skills and experience the trainees got during internship programs or industrial training that they cannot adapt in class lesson. It is because the environment in the class and industrial training totally different. In five month of the industrial training, the trainees can obtain many knowledge from their superior and staff to accomplish their task. The trainee given an opportunity to experience any situation in the industrial training such do office task, handle an event, and design a poster and more. Besides, the trainee can gained all the knowledge's and experiences that they learnt during industrial training.

Lastly, after five month of the industrial training, the trainee can improve their soft skills, improve self-awareness, improve communication barrier for themselves in many aspect by doing many task and activities in the organization. The trainee can practices all the information and lesson that learn in class to complete the task and problem in office environment.

4.2 Personal thoughts & opinion

The experience during industrial training can make the trainee more confidence and matured to be better in doing job or task in the future. This programmed of internship also gives the trainee advantages in order to help them improve their soft skill and communication skill and also to make them understand what is work environment that they will face the real working. In general, the internship program can help the trainee to be more understand what they learnt during classes and about their field of study and performs well in the real work situation. Besides, industrial training gives trainee a new knowledge and new thoughts and opinion towards working in an organization. During the internship, the trainee able to communicate well with different level using their communication skills those they learn at faculty. Basically, in the class the trainee only focused on the theories and reading. But with practical training, they can apply their skills that they learn in the class that can improve their ability in knowledge management and communication skills. Besides that, in BPJIA always gives the trainee task to make sure they train themselves to work and gives them advantaged to perform in future in other organization.

4.3 Lesson Learnt

Industrial training is a medium for trainee being exposed to real nature of work. It is good for students who has none of working experience to learn about working environment. There has varieties of lesson learnt by the trainee during industrial training. During industrial training, the trainee be more punctual compare when trainee is at the faculty. This is because the trainee feel more responsibility towards the working. In addition, the trainee brings the image of university and the family, thus the trainee should show positive attitude during training. The trainee always tried to arrive at the office at least 30 minits earlier so that, the trainee have time to go to breakfast and prepare mind and physical before starting working. Punctuality makes the trainee be more confident and dependable. Showing up on time teaches that a person can depend on themselves. The more positive attitude, the more self-confidence will grow.

Other than that, the trainee has learnt about time management between tasks given and training report. In a day, trainee needs to complete the task given and make notes regarding the tasks. At the evening or free time, the trainee wrote the report on training log book. The trainee needs to divide time strategically in order to avoid the trainee become stressful with overloaded task. List making is one of strategy for trainee to manage time properly. It means that the trainee focus on urgent and important tasks rather than those that are less important.

In addition, during five months at BPJIA, the trainee learnt to control of self-emotion. For example, when suggestions to make a special project for the BPJIA has been rejected due to certain reasons. The trainee has learnt to cope with

dissappointment by adjust the goals and mindset. The trainee do not give up and try to suggest for other activities and finally it has been accepted. Moreover, it is same with a situation where the office staffs or top management assigns the trainee more tasks to do when the trainee already overloaded. The trainee learnt to control the emotion with always smile and keep positive mind.

Another skill that the trainee gain during industrial training is professionalism. Government institutions are common with professionalism attire and attitude. The trainee has learn a lot about professionalism especially in attire. At the faculty, the trainee is always wear casual and only wear formal attire during presentation or special occasion. Nevertheless, during training the trainee needs to looks professionalism everyday by wearing proper clothes to go to the office. Besides that, the trainee always put in mind to get professionalism skill, ones should treat others nicely and respect the others. At the same time, it will create harmonize environment in workplace.

The trainee has also gained self-esteem skill during training at BPJIA. For instance, creating special project for the office has build up trainee's self-esteem. In other words, the staff must feel a sense of personal control over their work and their activities within the work environment. Then, they can suggest for improvements or giving opinion regarding their work. It is also relate to self-confident. Once we have the confident in conducting something, we are able to gain self-esteem that will make the life easier.

Last but not least, trainee gained teamwork skill through special project done during this training. For instance, group task require trainee to have teamwork skill in order

to divide the tasks given. The trainee also conduct the job with responsibility and able to complete the job at targeted time. Thus, teamwork and responsibility are connected value gained by the trainee during five months of industrial training.

4.4 Limitation & Recommendations

The limitation in BPJIA is in using outdated software. This is because when the trainee use the computer in BPJIA, trainee found that the software were out dated and need to install back if want to use it. Even the staffs are not expert on IT, they still also need to monitor the software and always update the latest software even they are lacking of IT skills. In addition, the staffs also need to go on courses in learning about the IT tools, software and hardware.

Other than that, the staff in PJI also still lacking in using the technology that need practiced to enhance their skills and knowledge's. The department need hire the expertise that has more experiences and skills to handle the information technology activities in the BPJIA. Besides, during internship, the trainee had been hard the time to communicate with the staff in consultation about special projects development. The trainee also can't get enough information to complete their task regarding of the lack of IT staff.

Besides, limitation is lack of space for records management. The file room has many of documents that need to dispose follow the date. The record or documents in file room at BPJIA department are not organized well and not follow the record keeping procedures which are current record, semi current records and non-current records. The documents in BPJIA mostly not rearrange in the file follow the order such the file administration, file MASMED, and more. The space particularly is not

enough because of the file that is not composed and has an expiry date that is 7 years from the date deposit. During the internship, the PJI department have EKSA program that needs cover 5s activity and the staff need to organize the entire document into the file. The file room could not finish because of too many file that unorganized. Despite, only three administration staff, they still need to organized well the document to avoid the loss of documentation. Lastly, BPJIA should hire more staff to handle the records system in this department.

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 under taken. Constructive comment on the work being undertaken and your considered opinions as to its value as training

1. Student's Name : MOHAMAD SYAHKIR BIN MATHLAN
2. UiTM Matrics : 2014132393
3. Programme : IM 245
4. Semester : 7
5. Home Address : _____

6. Tel No (H) : _____
7. Place of Traning : UiTM MACHANG (BJI)
8. Name of Supervisor : _____
In- Charge
9. Duration of Training From : 1/2/2017 To: 30/6/2017

FOR OFFICE ONLY

Remarks:(Dean/Course Coordinator)

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
1/2/17	<p>Register the industrial training at Rentadbiran. Fill up all the forms of practical acceptance. Trainee placed at at BPJIA. Given a industry supervisor which is Dr Wan Fairos Wan Yaacob. Dr Wan Fairos give the explanation of BPJIA</p>	
2/2/17	<p>Dr Wan Fairos introduced myself to Hajah Faidzah. She is a Executive officer at BPJIA. Trainee introduce himself and Hajah introduce me into all the staff at BPJIA.</p>	
5/2/17	<p>Hajah Faidzah give my first task. Create a flow chart of BPJIA. Consist of 68 flow chart she wants me to do.</p>	
	<p>DR. WAN FAIROS WAN YAACOB Timbuan Rektor Penyelidikan & Jaringan Industri UiTM CAWANGAN KELANTAN</p>	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
6/2/17	<p>Hajah Faidzah give explanation overall of the BPJIA. Introducing me to all the coordinator.</p>	
7/2/17	<p>Organize the store room. Clean the space for internship students.</p>	
8/2/17	<p>Get close to the coordinator. Try to communicate to suitable myself.</p>	
9/2/17	<p>Meet En Batevi. En. Batevi wants me to help him to arrange the UCMT items. Clean the store of BPJIA.</p>	
12/2/17	<p>Assisting Hajah Faidzah to arrange the records in the file room.</p>	
18/2/17	<p>Meet the Dr Wan Fairos. She ask my projects.</p>	
	<p>DR. WAN FAIROS WAN YAACOB Timbuan Rektor Penyelidikan & Jaringan Industri UiTM CAWANGAN KELANTAN</p>	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
14/2	En Fawdy teach me and my friends how to use photostat machine.	
15/2	Continue learn of photostat machine. En fawdy teach how to make a scanner and fax a document.	
16/2	Dr Mazlina Mamat proposed me to design a poster to SIIDCOM 2017 program.	
20/2	Set up the projector in the meeting room. En. Fawdy teach me how to set up this LCD.	
21/2	Organize store room with my friends, Badrul Hanim.	
22/2	Make a flowchart that given by Hajah foldzah. Consultation with her.	

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 Timbalan Rektor
 Penyelidikan & Jaring Industri
 UNIVERSITI TEKNOLOGI MARA

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
23/2	Dr Mazlina Mamat wants me to design banner and button badge for SIIDCOM 2017. Consult with Dr Mazlina what should I design.	
26/2	Dr Mazlina ask me to create a corporate video of SIIDCOM 2017. Consult with Dr Mazlina about video.	
27/2	Dr Wan Fairus assigned me and friends to go to outreach programs at MBSM Jeli under the PERC unit. Lecturer involved, Madam Zaila Idris.	
28/2	Stand by items that wants to bring up at MBSM Jeli.	

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 Timbalan Rektor
 Penyelidikan & Jaring Industri
 UNIVERSITI TEKNOLOGI MARA

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
1/3	Pn Zaila ask me to help her pack the items of PERC to bring at MRSM Jeli.	
2/3	Go to MRSM Jeli.	
5/3	Assigned by Dr Maolina Mamat to help her do a preparation for the SIDCOM 2019.	DR. WAN FAIFUS WAN YACOB Timbalan Akauntan & Jaringan Industri ITM, CAWANGAN KUALA KANGSAR
6/3	Set up a SIDCOM preparation	
7/3	Submit a video and banner to Dr Maolina.	
8/3	"SIDCOM 2019" Create a corporate video. Becomes a photographer	
9/3	Tidy up the events place at Block D.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
12/3	Hajah Faizah ask me to check the file number in the file room.	
13/3	Set up a space for Kolodium. Become part audience in Kolodium.	
14/3	Arrange the SIDCOM items into the usual place. Check if they loss or missing.	
15/3	Fax a document. Go to Unit Kenderaan to send some documents.	DR. WAN FAIFUS WAN YACOB Timbalan Rektor Penyelidikan & Jaringan Industri ITM CAWANGAN KELANTAN
16/3	Set up a LCD at meeting room. Clean a meeting room.	
19/3	Hajah Faizah proposed to do tagging at every unit in PJ1.	
20/3	Get the visiting from faculty supervisor Madam Phaediga Abdul Rahman.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
21/3	Photostat a documents. Try to up the store room. Finds UCMT bunting stands.	
22/3	Set up LCD projector in meeting room.	
26/3	Doing administrative works. (Continue doing flowchart.)	
27/3	En Faizal and En Bateh proposed me to help them arrange a item that wants to bring at AIFW 2017.	UJURWAN RAIKUS WAN YAKOUB Timbalan Rektor Penyelidikan & Jalinan Industri UITM CAWANGAN KELANTAN
28/3	Design tag name for AIFW 2017. Find a banner and bunting UCMT at store room.	
29/3	AIFW 2017. Help En. Fauzy set up new ink of photostat machine.	
30/3	Go to Blok D for SA2 consultation.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
2/4	Fax a document. Puan Raja ask me to check her pigeon hole.	
3/4	Go to Dr Zuriani pigeon hole. Find a document about ICAN.	
4/4	Submit flowchart to Hajah Faidzah. Edit the wrong content.	
5/4	Dr Nik K ask me to help her make a photostat of their notes. Make a 150 sets of notes.	UJURWAN AIRD SW AN YAKOUB Timbalan Rektor Penyelidikan & Jalinan Industri UITM CAWANGAN KELANTAN.
6/4	Help my friends design a banner of SSM. Programs by ICAN Dr Zuriani.	
9/4	Set up a banner at blok D and main entrance of UiTM. Stay at venue of program to help Dr Zuriani to prepare before the events.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
10/4	Program seharian bersama SIM. Stay at Blok D. Become a staff at registration counter.	
11/4	Photostat a document. Set up a LCD projector in meeting room.	
12/4	Do a certificate to presenter for kolodium activities.	
13/4	Consult with Dr Wan Fairus about my projects and what we have learned in PJ1	DR WAN FA ROS WAN YAN COE Timbalan Rektor Penyelidikan & Jaringannya Industri UITM CAWANGAN KELANTAN
16/4	Photostat a document. Sent a payment (PB) to financial department. Clear up the old newspaper at the PJ1 counter.	
17/4	Dr Wan Fairus ask me to set up her printer in her room.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
19/4	Get the job from Dr Wan Fairus. Prepare a video for pro-counselor. Help madam ants doing a paperwork about this program.	
20/4	Consult with En Batei and Dr Wan Fairus about the video. Create a video. Stay at En. Batei home.	
23/4	At Pejabat Pengkalan Chepa.	DR WAN FA ROS WAN YAN COE Timbalan Rektor Penyelidikan & Jaringannya Industri UITM CAWANGAN KELANTAN
25/4	Made a preparation for the convocation day at Blok D with Pn Nani Hafiza.	
26/4	Convocation Day. Works at Blok D as a secretary for Alumni. (PAUK)	
27/4	Design an images for students that are capture in PAUK Backdrop.	
30/4	Submit the PAUK logo soft copy to Pn Nani. Stand by at the PJ1 counter for students pick the convocation picture.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
2/5	SA 2 Consultation with Madam Salliza.	
3/5	Fax a document. Help pm Roslan assign his lecture notes.	
4/5	Dr Steina proposed me to do a system e-stras. Consult with Dr. Steina.	
7/5	En Faizal proposed me about UCMT projects. It is "Pusat Pemasaran dan Pembangunan UCMT". Consultation process with En. Faizal	UKI WAN RAHUSWAN YACOB Timbalan Rektor Penyelidikan & Jaringan Industri UTM CAWANGAN KELANTAN
8/5	Set up LCD in meeting room-	
9/5	Open the Pusat Pemasaran UCMT.	
11/5	Hajah Faidzah ask me to tidy up "biik kerja". Store the unused items. Get the additional of A4 papers.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
14/5	SA 2 consultation with Madam Salliza.	
15/5	Get the visiting from Madam Khadijah Abdul Rahman. Consult about special projects.	
17/5	consult e-stras system with Dr Syrina.	
18/5	Set up kolokium room. Become a audience in kolokium.	UKI WAN RAHUSWAN YACOB Timbalan Rektor Penyelidikan & Jaringan Industri UTM CAWANGAN KELANTAN.
21/5	Hajah Faidzah introduced me about EKSA. She ask me to create a interactive and creative poster and logo about EKSA.	
22/5	Open the shop of UCMT.	
23/5	Appraisal the records in file room. Choose the new active and non-active records.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
24/5	Help PM Roslan to turn on their laptops. Switch off itself because of virus.	
25/5	Set up LCD in meeting rooms.	
28/5	Help en Bateni to set up the frame of unit korporat. Opens the shop of UCMT.	
29/5	Consultation with Dr Wan Fairus about special project.	
30/5	Consultation for SA 2 with Madam Salliza.	
31/5	Opens the shop of UCMT. Tidy up the UCMT shop. Check the stock of UCMT shop.	

DR. WAN FAIROUS WAN YAACOB
 Timbalan Rektor
 Penyelidikan & Inovasi Industri
 UTM CAWANGAN KELANTAN

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
1/6	Help Pn Pohani arrange a file in file room. Assign the active and non-active records.	
4/6	Opens the UCMT shops. Create a promotion poster for UCMT shop.	
5/6	Deal with Kak Na Penjara about the new stock of shop UCMT.	
6/6	Deal with Kak Na. For a document to PPA Machang. Get the stock.	
7/6	Taking a photoshoot raya 2013.	
8/6	Set up LCD projector at meeting rooms.	
11/6	SA 2 consultation	
13/6	Design EUSA logo for PJ1. Make a draft on how to decorate PJ1.	

DR. WAN FAIROUS WAN YAACOB
 Timbalan Rektor
 Penyelidikan & Inovasi Industri
 UTM CAWANGAN KELANTAN

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
14/6	Open UCMT shops. Check stock for Adil Fitri.	
15/6	Consult special project with Dr Wan Fairus.	
18/6	Making a preparation of industrial report.	
19/6	Dr Wan Fairus ask me to do finish my report. Focus on my special project.	DR. WAN FAIRUS WAN YAACOB Timbalan Rektor Pembudayaan & Jaringan Industri IJTM CAWANGAN KELANTAN.
20/6	Check stock for UCMT shops.	
21/6	Consultation SA 2 with madam salliza.	
22/6	Final check of intern. Prepare a document that want signed by Dr Wan Fairus.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
2/7	Finalize report. Focus on special project. Celebration of Adil Fitri.	
3/7	Complete all the task in PJ1. Give the evaluation form to Dr Wan Fairus.	
4/7	Finish my task at PJ1. Make a speech in front of rector. Consult with Dr Khalid to viva preparation. Last day of intership.	DR. WAN FAIRUS WAN YAACOB Timbalan Rektor Pembudayaan & Jaringan Industri IJTM CAWANGAN KELANTAN.

INDUSTRIAL TRAINING STUDENT'S CHECKLIST

Student's Name : MDHAMAD SYAHEIR BIN MATHLAN.....
Student's Id : 2014132393.....
Unit / Department : BAHAGIAN PENYELIDIKAN, JARINGAN INDUSTRI & ALUMNI (BRJIA)
Organization : UiTM CAWANGAN KELANTAN.....
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.	Receive, read and understand the rubrics;			
	1. Rubric – Industrial Evaluation		✓	
	2. Rubric - Individual Presentation		✓	
	3. Rubric - Industrial Training Report (Overall)		✓	
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.		✓	

	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).

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		✓	

NO: NAME: MOHAMAD SYAFKIR BIN MATHLAN 2

DEPT: BPJ1 4A EPF: FEB 2017
 I/C: AGE: SEX: MALE
 HOURS: DATE AMOUNT
 ORDINARY TIME
 OVERTIME
 LESS
 NET WAGES

Date	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
16	8:04			16:06			
17							
18							
19					CUTI PESK140 RW 35		
20	8:02			17:25			
21	8:53			17:21			
22	8:58			17:43			
23	8:56			16:38			
24							
25							
26	8:59			17:20			
27	8:52			17:28			
28	8:05			17:24			
29							
30							
31							

DR. WAN FAHUS WAN FAHUS

NO: NAME: MOHAMAD SYAFKIR BIN MATHLAN 1

DEPT: BPJ1 4A SECT: FEB 17
 FOR THE MONTH OF YEARS

Date	MORNING		AFTERNOON		OVERTIME		Daily
	IN	OUT	IN	OUT	IN	OUT	
1	8:05			17:13	Daftar		
2	8:05			16:10			
3	8:05						
4							
5	8:05			17:20			
6	8:05			17:22			
7	8:05			17:17			
8	8:05						
9	8:05			15:56			
10							
11							
12	8:05			17:37			
13	8:05			17:15			
14	8:05	17:15					
15	8:05			17:28			

DR. WAN FAHUS WAN FAHUS
 Timbuan Rektor
 Penyelidikan & Jaringan Industri
 IITM CAWANGAN KELANTAN

NO:	NAME: MOHAMAD SYAHKIR BIN MATHLAN		2				
DEPT: BPTI EA	EPF: MAC 2017						
I/C:	AGE:	SEX: MALE					
HOURS:	DATE:	AMOUNT:					
ORDINARY TIME							
OVERTIME							
LESS							
NET WAGES							
Date	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
16	08:10		15:54				
17							
18							
19	07:59		17:27				
20	08:11		17:41				
21	08:01		18:02				
22	08:04		17:43				
23	08:08		15:25				
24							
25							
26	07:45		17:49				
27	07:45		17:22				
28	08:00		17:49				
29	08:10		17:43				
30	08:04	08:05	16:35				
31							



NO:	NAME: MOHAMAD SYAHKIR BIN MATHLAN		1				
DEPT: BPTI EA	SECT: MAC 17						
FOR THE MONTH OF YEARS							
Date	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
1	08:00		17:39				
2	07:47		16:44				
3							
4							
5	07:48		17:10				
6	07:45		17:18				
7	07:47		19:46				
8	07:41		17:40				
9	07:49		16:41				
10							
11							
12	07:48		17:09				
13	08:00		17:21				
14	08:09		17:19				
15	08:11		17:10				

DR. WAN HAIROS WAN YAKLOH
 Timbalan Rektor
 Penyelidikan & Jalinan Industri
 UTM-GAWANG KUALA LUMPUR

NO: NAME: MOHAMAD SYAFIR BIN MATLAN 2

DEPT: BPTI & A EPF: APRIL 17
 I/C: AGE: SEX:
 HOURS: DATE AMOUNT
 ORDINARY TIME
 OVERTIME
 LESS
 NET WAGES

Date	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
16	07:51			17:24			
17	07:57			17:14			
18							
19	07:58			17:22			
20	07:49			17:55			
21							
22							
23	07:50						
24							
25	07:51			18:21			
26	07:16			18:10			
27	07:14			16:36			
28							
29							
30	07:55			17:23			
31							



DR. WAN FAIROOS WAN YAAQOB
 Timbalan Rektor
 Penyelidikan & Jaring Industri
 UTM GAWANG KEMELANTAN

*program di
 Redova PC

NO: NAME: MOHAMAD SYAFIR BIN MATLAN 1

DEPT: BPTI & A SECT: APRIL 17
 FOR THE MONTH OF YEARS

Date	MORNING		AFTERNOON		OVERTIME		Daily
	IN	OUT	IN	OUT	IN	OUT	
1							
2							
3	07:47			17:37			
4	07:38			17:51			
5	07:50			17:31			
6	07:50			17:41			
7							
8							
9	07:41			17:28			
10	07:41			17:18			
11	07:38			17:12			
12	08:26			18:04			
13	07:50			18:18			
14							
15							

DR. WAN FAIROOS WAN YAAQOB
 Timbalan Rektor
 Penyelidikan & Jaring Industri
 UTM GAWANG KEMELANTAN

*mesin
 punch ropak

NO: NAME: MOHAMAD SYAHKIR BIN MATHLAN 1

DEPT: BPTI 3A SECT: MEI 17

FOR THE MONTH OF YEARS

Date	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
1							
2	08:30		17:30				
3	07:50		17:22				
4	08:00		16:00				
5							
6							
7	07:40		17:57				
8	07:40		17:30				
9	07:40		17:30				
10							
11	07:40		16:15				
12							
13							
14	07:50		17:13				
15	08:00		16:00				

DR. WAN FAIRUS WAN YACOB
 Timbalan Rektor
 Penyelidikan & Jaringan Industri
 UNITI CAWANGAN KELANTAN

NO: NAME: MOHAMAD SYAHKIR BIN MATHLAN 2

DEPT: BPTI 3A EPF: MEI 17

I/C: AGE: SEX:

HOURS: DATE AMOUNT

ORDINARY TIME


OVERTIME

LESS

NET WAGES

Date	MORNING		AFTERNOON		OVERTIME	
	IN	OUT	IN	OUT	IN	OUT
16						
17	08:03			17:25		
18	07:59			15:57		
19						
20						
21	07:56			17:18		
22	07:39			17:27		
23	07:45			17:56		
24	07:51			17:27		
25	07:49			16:05		
26						
27						
28	08:27			17:11		
29	07:40			16:53		
30	07:39			16:55		
31	07:46			16:53		

DR. WAN FAIRUS WAN YACOB
 Timbalan Rektor
 Penyelidikan & Jaringan Industri


 UNIVERSITI
 TEKNOLOGI
 MARA

NO: NAME: MOHAMAD SYAFIR BIN MATHLAN 1

DEPT: BPTI 4A SECT: JUNE 17

FOR THE MONTH OF YEARS

Date	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
1	8:07:5			8:16:03			
2							
3							
4	8:07:5			8:17:02			
5	8:07:5			8:16:58			
6	8:07:5			8:16:38			
7	8:07:5			8:17:08			
8	8:07:4			8:18:10			
9							
10							
11	8:07:5			8:17:01			
12							
13	8:07:5			8:16:43			
14	8:07:5			8:17:03			
15	8:07:4			8:16:18			

UK. WAN FAIRUS WAN YAKOUB
Timbalan Rector
Penyelidikan & Latihan Industri
IPTM CAVANAN KELANTAN

NO: NAME: MOHAMAD SYAFIR BIN MATHLAN 1

DEPT: BPTI 4A SECT: JUNE 17

FOR THE MONTH OF YEARS

Date	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
1	8:07:5			8:16:03			
2							
3							
4	8:07:5			8:17:02			
5	8:07:5			8:16:58			
6	8:07:5			8:16:38			
7	8:07:5			8:17:08			
8	8:07:4			8:18:10			
9							
10							
11	8:07:5			8:17:01			
12							
13	8:07:5			8:16:43			
14	8:07:5			8:17:03			
15	8:07:4			8:16:18			

UK. WAN FAIRUS WAN YAKOUB
Timbalan Rector
Penyelidikan & Latihan Industri
IPTM CAVANAN KELANTAN

NO:

NAME: MOHAMAD SYAFER
BIN MAT#KAN

1

DEPT:

BPJA 1/2 A

SECT:

JULY 17

FOR THE MONTH OF YEARS

Date	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
1							
2	08:11			03:18			
3	08:18			03:18			
4	08:10			04:17			
5							
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12							
13							
14							
15							

DEWAN FA ROSWAN YAKOB

Tim gila

Periyelikan & Jalangan In dustri
UITM CAWANGAN KELANTAN



SOARING STUDENTS EXCELLENCE THROUGH INNOVATION

SIIDCOM2017

Certificate of
PARTICIPATION

This Certification is presented to
**NURUL FARIHA SYAHIDA BINTI KAMSAN
ASMAA' BINTI ZAINURIN
NUR AIN ARIEFA BINTI MOHD ZAWAWI
MOHAMAD SYAHKIR BIN MATHLAN
SARMAN MOHAMAD**

For the invention/innovation/design of

TABLE SCREEN PRINT

**STUDENT INVENTION, INNOVATION & DESIGN
COMPETITION 2017**

8 MARCH 2017
UNIVERSITI TEKNOLOGI MARA
CAWANGAN KELANTAN

Dr Wan Fairus Wan Yaacob
DEPUTY RECTOR
Research & Industries Linkages
UiTM Cawangan Kelantan

APPENDIXES : PICTURES OF ACTIVITIES







PAUK
PERSATUAN ALUMNI UITM KELANTAN



**INSTITUTIONAL
AWARD**

UITM CAWANGAN KELANTAN (2017)



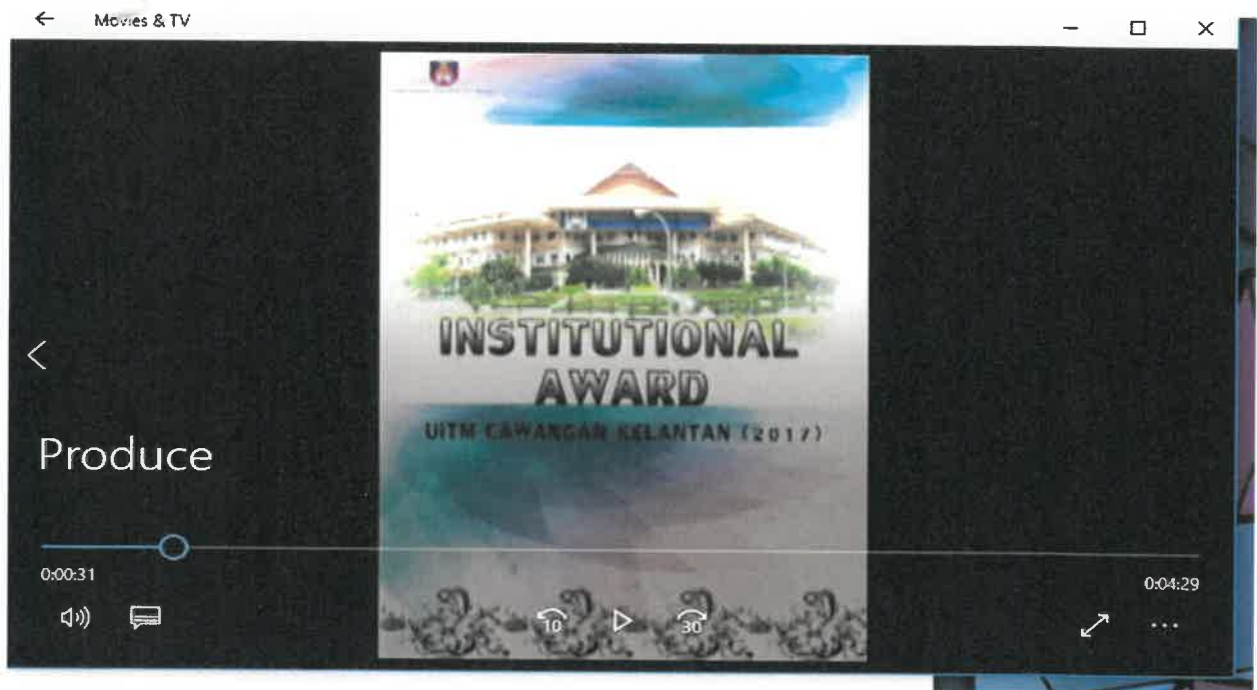


APPENDIXES : SPECIAL PROJECT

CORPORATE VIDEOS RAKAN STRATEGIK



CORPORATE VIDEOS UIEA 2017



CORPORATE VIDEOS SIIDCOM 2017



LOGO OF PAUK

