



UNIVERSITI TEKNOLOGI MARA  
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT:  
PEJABAT SETIAUSAHA KERAJAAN NEGERI KELANTAN  
BAHAGIAN PENGURUSAN SUMBER MANUSIA  
BLOK 2, ARAS 2, KOTA DARULNAIM,  
15503 KOTA BHARU, KELANTAN

SPECIAL PROJECT:  
e-REKOD PERKHIDMATAN SYSTEM

BY  
SYAKIRAH BINTI MOHAMMAD NOOR  
2013185417

IM245- BACHELOR OF SCIENCE (HONS.)  
INFORMATION SYSTEM MANAGEMENT  
FACULTY OF INFORMATION MANAGEMENT  
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01 FEBRUARY 2017 – 31 JUNE 2017

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FACULTY SUPERVISOR  
ENCIK MOHAMMAD AZHAN BIN ABDUL AZIZ

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

01 FEBRUARY 2017 – 31 JUNE 2017

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Syakirah Binti Mohammad Noor

2013185417

Date of submission: 11 July 2017

## ABSTRACT

*This report has been wrote by a trainee based on the period of practical training program from 1<sup>st</sup> of February 2017 until 31<sup>st</sup> June 2017 at Kelantan State Government. Trainee has been placed at Human Human Resources Department at services unit supervision of Madam Nazefah Binti Nawi as officer of service unit. The main function of services unit to manage about the pension of staff, hire new workers, manage a salary of staff. A trainee was assigned to customize and modify a system name E-Rekod Perkhidmatan System. In addition, a trainee also need to do some activities during industrial training which are each activity requires own skills and knowledge. The experience get during training are very useful and also can useful for future use.*

*Keywords : E-Rekod Perkhidmatan System, Kelantan State Government, industrial training*

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## CHAPTER 1: INTRODUCTION

### 1.1 BACKGROUND OF THE ORGANIZATION



*Figure 1.1 : Logo of Kelantan State Government*

SUK is short form for Pejabat Setiausaha Kerajaan Negeri Kelantan in Malay and Kelantan State Government in English. There include twelve (12) department also as their support division in order to manage the administration of Kelantan's state Government. Such as Human Resources Department, Economic Planning Department, Management Services Department, Local Government Department, Housing Department, Executive Council Department, The Internal Audit Department, Division of Tourism and Culture, Secretary Office, Management Department and Corporate Management Department, Information Technology Management Department, Corporate Management Division and Secretariat Integrity and Innovation Legal Department.

Early establishment of Kelantan State Government was by Sultan Muhammad IV (1899-1920). There was established one of the building with square model with fully made by solid wood. The building was known as "Opis Pohon Celagi" for people at Kelantan. Before all the staff of Kelantan State Government Kelantan has been moved to another office, they ever stay and doing all their job at "Opis Pohon Celagi". After that, Kelantan State Government need to move to another location which are located at the building known as Bangunan Takdir, Jalan Sultan Ibrahim at Post Office, Kota Bharu,

Kelantan. Since Japan was stand at Kelantan from 1942, one of the new building of Kelantan State Government has been transferred to another building that was located at Jalan Hospital or that recently call as Jalan Doktor. After new building been used at Kampung Puteh, Jalan Kuala Krai on Mac 1987, since then Kelantan State Government started their operation at Kota Darulnaim, Kota Bharu. Kelantan and has been use until today.



*Figure 1.1(a) : Old Kelantan State Government year 1954 at “Padang Gimlette”*

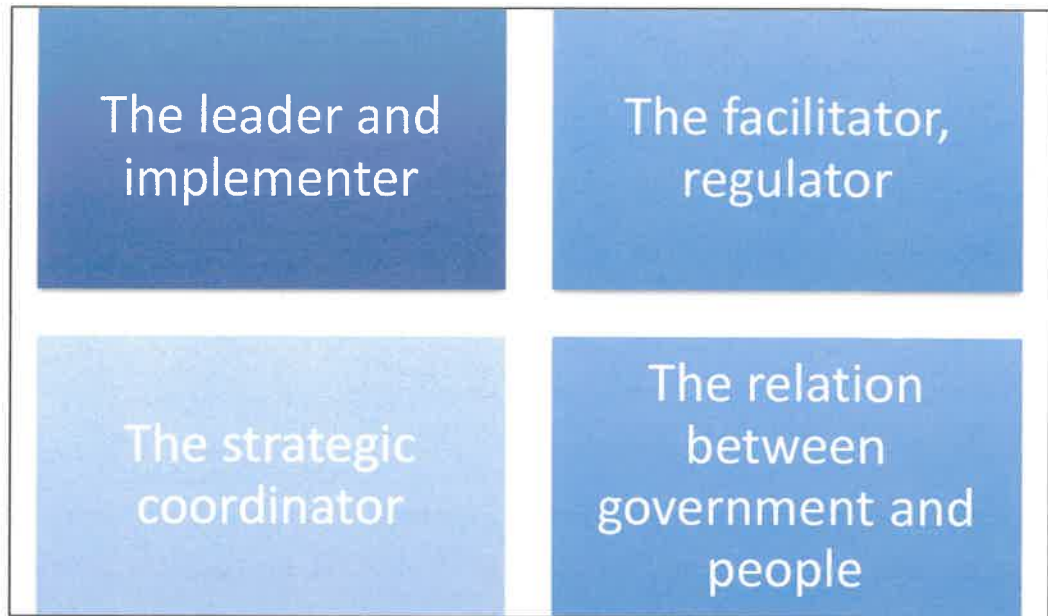
From 19 century until 20 century the task given for staff at Kelantan State Government was wrote the letter of royal. Apart from that there are special person will focusing on wrote the official letter of government, which are called by “Tok Semian”. Name of “Tok Semian” was about taken from Siam language that means a writer. The end of 19 century, an office for “Tok Semian” was build with wood and design with long building that located at “Istana Balai Besar” also known as “Opis Panjang” by people. The office was build by early governance of Sultan Mansor at 1891-1899. Figure 3 show new Office of Kelantan State Government:



*Figure 1.1 (b) : New Office Kelantan State Government*

Kelantan state government (SUK) also known as General Administration of the state. In addition there are responsible in order act as Chairman of the Office for all the Government Departments or Agencies and the State and Federal Statutory Bodies and twelve(12) Local Authority of the state that has already listed before. Therefore, since all the Department and Agencies was under Kelantan State Government that means they are responsible for the management not only responsible to the Ministry at the central level. Kelantan State Government and the Ministry both bodies used the same regulations Public Service that related to their service, promotion, termination, administrative instructions, conditions of service and the Remuneration System that they are officially receive pensions and benefits retirement as those will only get for Public Service members.

There are several main roles handled by Kelantan State Government as the state secretariat which are can handles the affairs of the state administration.



*Figure 1.1 (c) : Four main roles Kelantan State Government*

First of all, the main role of Kelantan State Government which is as a leader and implementer. The Kelantan State Government acts as a leader and implementer in order to explore new areas for ensuring consistency of the development between state and continuing to achieve the objective. The main objective is to ensure the human resource development will produce capital requirement that needed in order to deals with the country competitiveness and global challenges.

Second is the facilitator, regulator Kelantan state government were located at Pejabat Setiausaha Kerajaan Negeri Kelantan Blok 2, Aras 2, Kota Darulnaim, 15503 Kota Bharu, Kelantan. The address and maps was state in figure below.

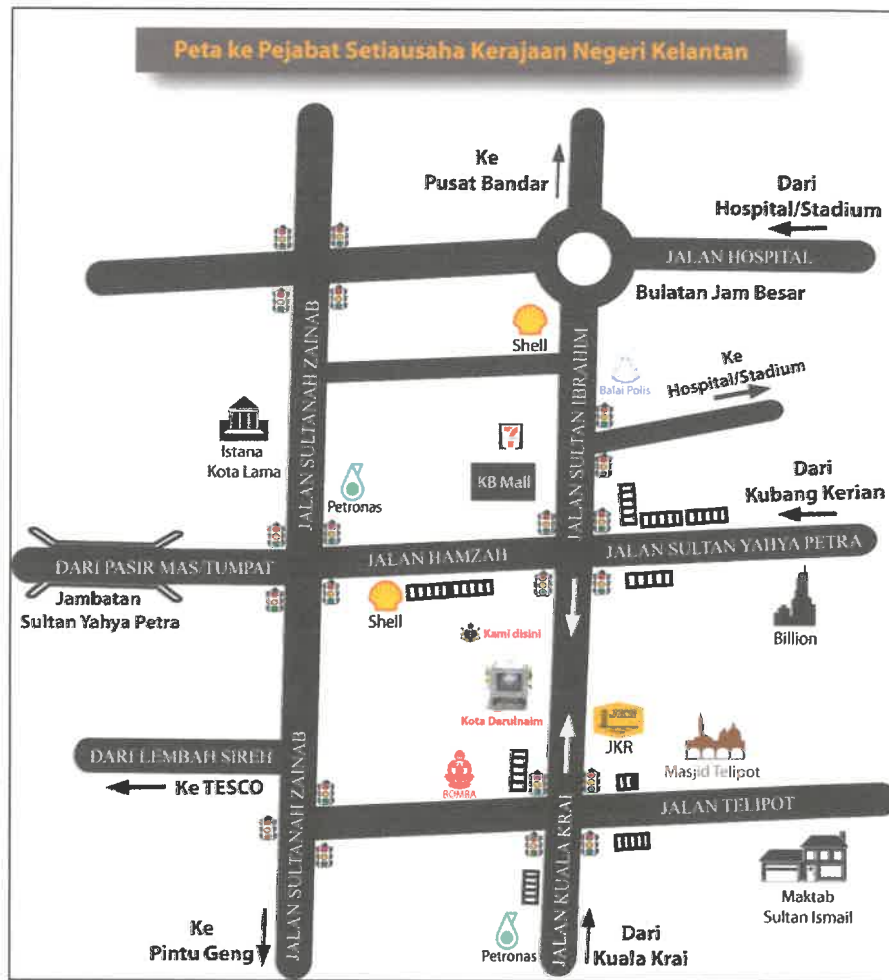


Figure 1.1 (d) : Maps of Kelantan State Government

### 1.1.1 Vision

Leaders spelled out a public service in 2020.

### 1.1.2 Mission

- Producing world-class civil servants
- Strengthen public service management systems Kelantan

### 1.1.3 Moto

(World Class Organization)

## 1.2 ORGANIZATIONAL STRUCTURE

### 1.2.1 Organizational Structure of Administration Management Kelantan State Government

From the figure below showed organizational structure of Administration Management at Kelantan State Government. The administration was held by KDYMM AL-Sultan Kelantan and then followed by state council meeting committee. From the top management of administration, if there any problem that related to the state head of management will contribute into the problem to make sure everything under control. Head of management also responsible to attend any meeting with Minister or else all the work that needed him to contribute directly and indirectly. After that, the task given by head of management for top management of Kelantan State Government.

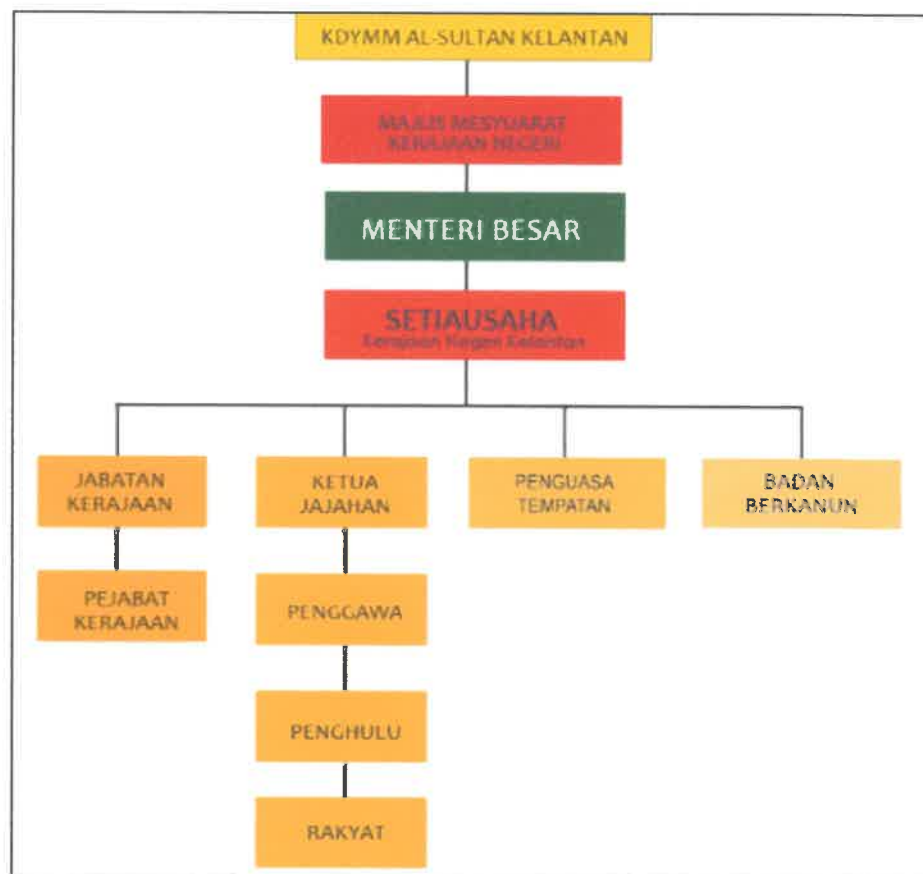


Figure 1.2.1 : Administration Management

## 1.2.2 Top Management of Kelantan State Government

The figure below show the top management of Kelantan State Government organization structure. Started from first top management of Kelantan State Government is Yb. Dato' Hj. Mohd Faudzi Bin Hj. Che Mamat which is responsible to the wheel of whole working department. Follow by Ym. Dato' Dr. Tengku Feissal (Tengku Kaya Perkasa) as Deputy of State Treasury's Kelantan State Government focusing on the development in Kelantan' state. Last but not least Yabhg. Dato' Hj. Adnan Bin Hussin as Deputy of state Treasury administration division. Three a them work as head of several department of Kelantan State Government, they need to ensure all the department were going smoothly.



Figure 1.2.2 : Top management of Kelantan State Government

### 1.2.3 Responsibilities of Top Management Kelantan State Government

Each of the top management in every organization has their own responsibilities. Top management in organization will discover the organization as a whole and derived broad strategic plan. Responsibilities of the top management were included of company policies, substantial financial investments, strategic alliances, discussions with the board, stakeholder management, and other top-level managerial task are often high-risk high return decision making initiatives in nature. Each of the top management will inspired their staff during staff often high stress and high influences roles within the organization.

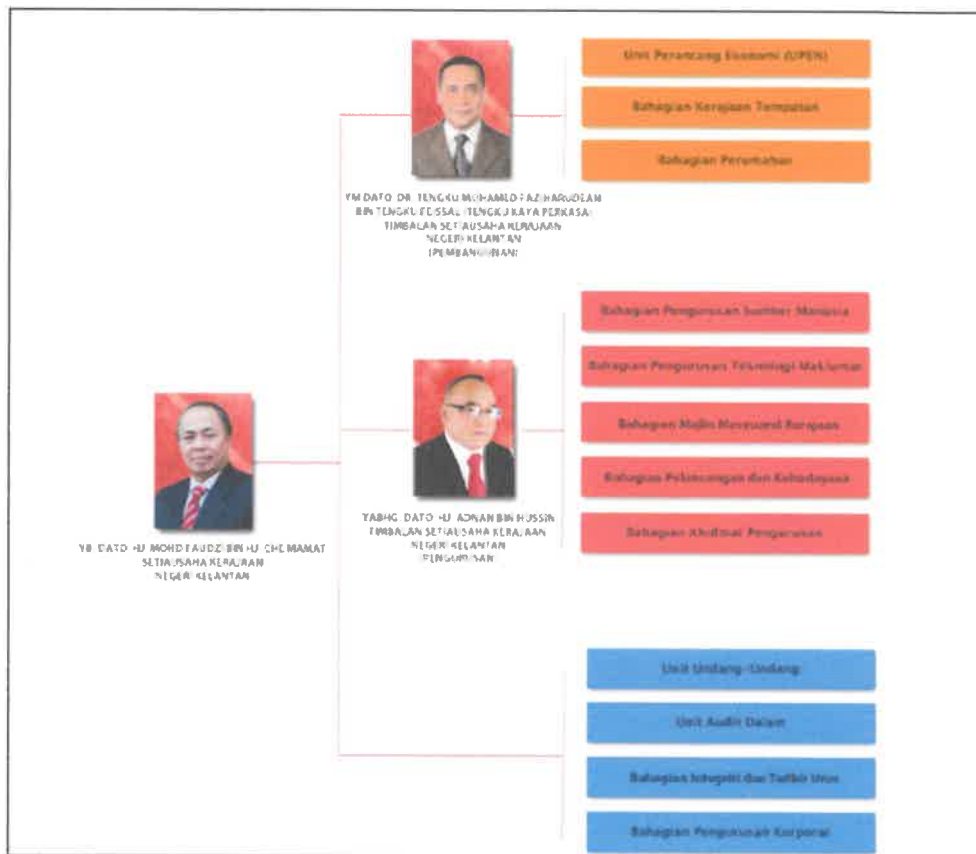


Figure 1.2.3 : List of department controlled by each top management



## CHAPTER 2 : ORGANIZATION INFORMATION

There include eight(8) specific department of administration at Kelantan State Government, the first one is department of Human Resources, department of integrity and governance, department of Executive Council, department of internal audit, department of The Tourism and Culture, department of corporate management, department of Administration and last but not least department of Information Technology. The simple brief each of specific all the department were started from department of integrity and governance, first of all the department of the integrity and governance will implement the integrity awareness programme such as seminars, forums, workshops and lectures and other related programme atleast for two(2) times a year. Other than that, department of Executive Council will approve application use of government vehicles within working day.

The organization that manage for practical training were at Human Resources, at Kelantan State Government. Department of training and services was a specific department for in charge of practical training student. Their jobs scope not only focusing on practical training student only also all task related for Human Resources department. Luckily, after all the briefing with Madam Azila and head of services management department a trainee was located at Human Resources Department at services unit. This is because they needed a few information technology practical training student in order to create their system for “Kreatif dan Inovatif” competition which is has been called by them e-rekod perkhidmatan system. During the internship program at Human Resources Department, a trainee need to attend a discussion between head of department to discuss about e-rekod perkhidmatan system. Can conclude that, the management at human resources department well organize and fastest management so far.

## 2.1 DEPARTMENTAL STRUCTURE

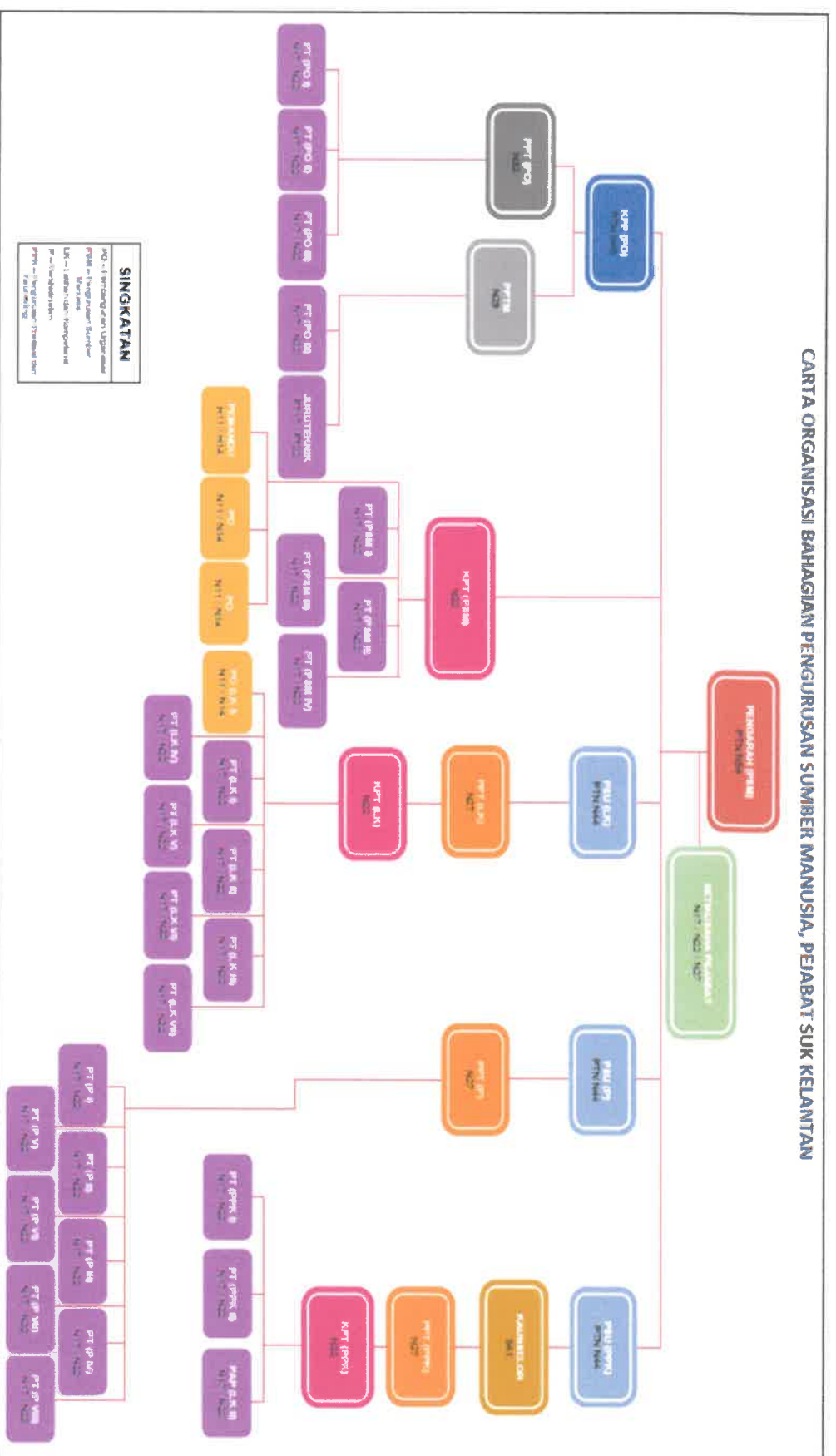


Figure 2.1 : departmental structure Human Resources Department

Figure show a departmental structure at Human Resources Department at Kelantan State Government. An overall organizational structure was listed as figure show from their top management until their subordinates of the management. At human resources department, top management need to monitor five specific department which are organizational development department, training and competence department, human resources department, service management department, and performance management and counseling department. Each of specific department were have several specific unit under them. For example of human resources department were have three specific unit which are management services unit, services unit and organizational development unit.

Besides, under all the management of each unit there are responsible head of officer and their assistant to manage all the subordinates. Because there are possible to one top management only to monitor all their staff. In order to ensure all the staff doing all the task, head of officer and their assistant will keep monitor them frequently.

Refer figure of departmental structure of human resources department was started from top management Mr. Ab. Pattah Bin Abdullah as Director of human resources department. A daily working task was organize by his secretary which are will set his appointment, and responsible to set up a minutes of meetings and other related task of an organization. After that, all the work will doing by all the subordinates in order to fulfill all the task given by head of department Kelantan State Government.



Figure showed list of overall function at department of Kelantan State Government. Different department was assigned with different job scope, each of staff at different department have their own specialities to do all the job given. At human resources department, all the job assigned under their ability to finish it. Each of staff have their permanent work task to do. If any task given were already assigned while a permanent staff in charge for a task were on their leaves there have a backup staff to finish their job.

Focusing on Human Resources department their function as listed which is for first one is for services affairs, post of new worker and old workers also as state record centers. As a minor in records a trainee were assigned by Madam Tengku Nurhafizah which is a person that responsible of service record book to update and arrange a service record book. Any important information related in the book need to rewrite into the excel format by each of the staff in order easy for them to refer all the information. Below are list of function at human resources department:

- Promotion and discipline matters
- Course / training / examinations
- Pension, leave and headmaster records
- The secretariat of the state payroll movement panel
- Security scaffolding and property declaration
- The use of state and federal service circulars
- Secretariat of state public complaints bureau
- A secretariat of a state and federal government relations meeting
- Secretariat of state civil inspectorate



Figure 2.2 (a): service record book shelves

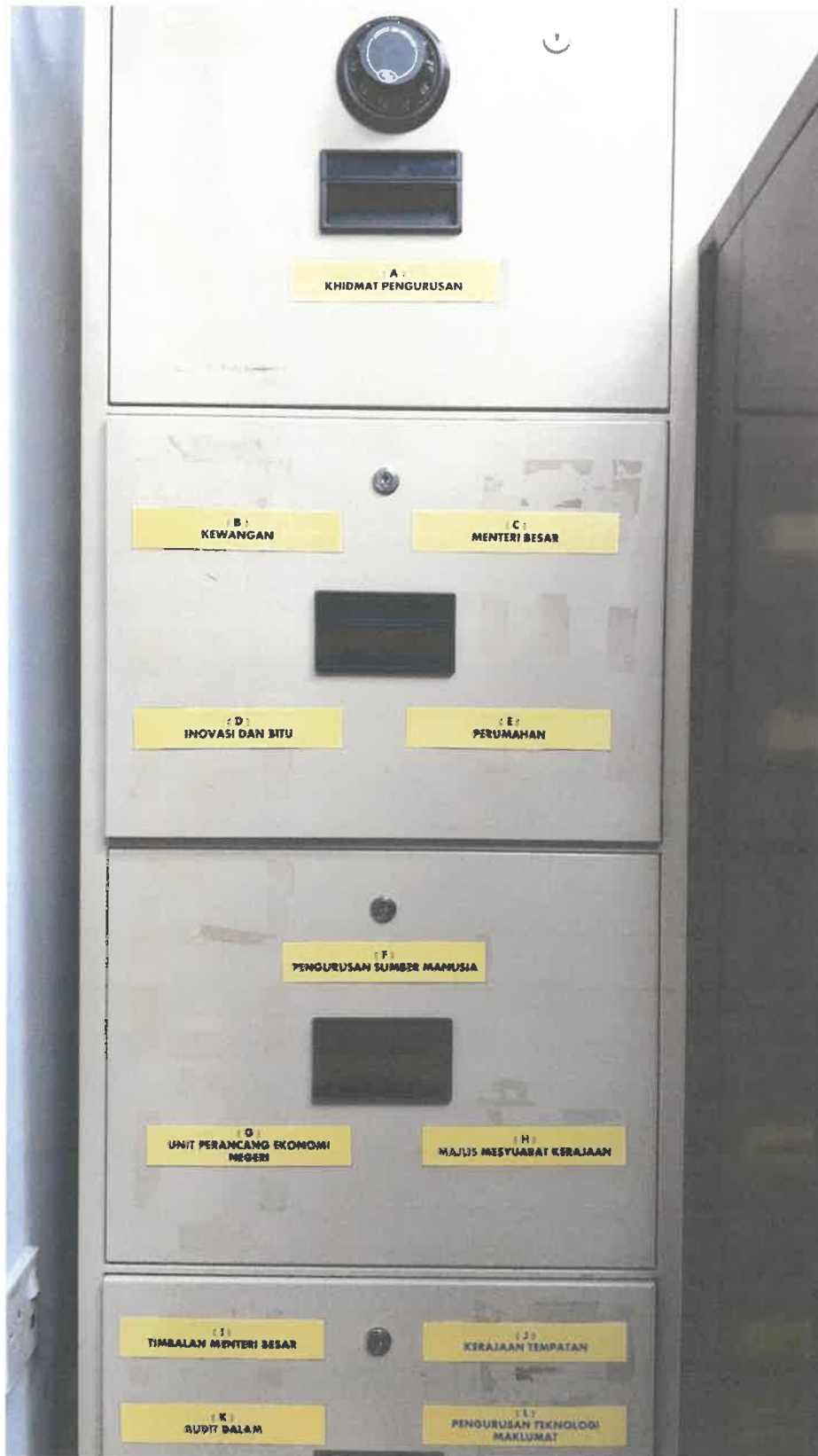


Figure 2.2 (b) : Rack to arrange the books

### CHAPTER 3: INDUSTRIAL TRAINING ACTIVITIES

For chapter 3 which is industrial training activities this chapter will explain about all the task given also special project during internship program. During the internship program, the trainee should be exposes with many activities either social activities, the office task that given by service department also special project that the trainee should be done within the period of time during their working internship program. Based on the schedule given by the Faculty of Information Management, the internship program was started from 1<sup>st</sup> of February 2017 until 31<sup>st</sup> of June 2017. First day of reporting for duty at industry, trainee need to attend an official registration at their office. Assist by Madam Azila as practical trainee person in charge at Kelantan State Government, trainee requested to fulfill some document as prove that a trainee already registered as practical training student at the office. She gave a quick briefing for all the trainee before all the trainee going separate at their own department. After all the document was done, Madam Azila send a trainee to their department.

Since then, I was placed at Human Resources Department of Kelantan State Government under service department from first day of internship until finish overall duration of the internship which is for five months. By then, Madam Azila show my industrial training's supervisor Madam Nazefah Binti Nawi as officer of service department in service department. After that, they take me for a tour at the office and get to know all the staff at department. Moreover, industrial training supervisor brief some ideas about their future or special project that should build by trainee. The project related to the personal details of book record for all staff of Kelantan State Government. The purpose of this project will be used for competition of "Konvensyen Kumpulan Inovatif dan Kreatif (KIK)".



Then, during of internship program a trainee has been exposed with different work or task that allocated by head of department, from industrial training supervisor or by Human Resources department staff also. The job scope is not only doing major job of doing special project e-rekod perkhidmatan system but also doing daily office work. Can conclude that this chapter will discussed about daily internship activities that has been done by trainee during internship period also all the program carried during the period.

### **3.1 Training activities**

A training activities during five months of internship program was include all the social event, daily office work, a special project and all the activities carried during a training. A training activities were exposed a trainee with real working life experience, all the task given were under ability of a trainee. The staff were never give any workload of task that a trainee need to finish it.

#### **3.1.1 General meeting of the Association of Kelantan Governance Officers**

The task given not only focusing on Information technology only but also join any program that conducted by Kelantan State Government. During general meeting of the Association of Kelantan Governance Officers a trainee was one of the committee members responsible of their update of attendance. The general meeting was conducted in order to vote new head of committee for the association. The voting held by using manual system and voted by their members. To make sure everything went well preparation of the voting process was made early before the general meeting were started.



*Figure 3.1.1 : General meeting members of Association of Kelantan Governance Officers*

Furthermore, most of the members of association of Kelantan Governance Officers was from the Office at Kelantan State Governance, there no excuse for them to attended their general meeting. Figure below show one of the member during registration to vote their members.



*Figure 3.1.1 (a) : Voting process of new head of association*



*Figure 3.1.1 (b) : Voting process of new head of association*

### **3.1.2 Program dividend payment**

Head of department services Madam Fatimah Mohd Noor need to handle the program of dividend payment land for state administrative officer, Rantau Manis, Gua Musang Kelantan. The program was conducted at Emaslink Pacific Hotel, Kota Bharu, 16<sup>th</sup> February 2017. Most of the state administrative officer were attended during the event to receive their payment. Moreover, the program launched by head of secretary of Kelantan State Government Dato' Haji Mohd Faudzi Bin Haji Che Mamat. A trainee was assigned by head services department to join the event as a committee members to help her with any related work. A social program need a trainee to communicate with all members indirectly build confident level. Figure below show a members that join dividend payment.



*Figure 3.1.2 : Divident Payment for PTN*

### **3.1.3 Update data of officers into excel**

Other activities during internship program is update data of staff into excel. The information will retrieve from service record book, to ensure all the data have a backup if anything happen because of natural disaster of flood or anything can harm the documents. The data which are include the pension date, the officer personal details, when they start their job starting from their first day of working. All the data are private and confidential so that the data will kept secure and cannot be expose to public. The data of the officers was important and it's have their own person in charge in order to kept in confidential. In addition, the data was included from head of secretary Kelantan State Government until all the staff under them. Because of that, the data from paper base should be transfer into the system in order to kept in safe from any harmful things. If anything happen with paper base data, they already have a back up to refer for.

### 3.1.4 New intake of part time worker

At Kelantan State Government which is Human Resources Department focusing on services department, a trainee will be exposed by an event, meeting, program that never can get during their study. A trainee also will expose by how officer hire new intake of part time worker at Kelantan State Government. During internship at Kelantan State Government, a trainee got a chance to attend a meeting of hiring new workers. A trainee also will know and be prepare for itself after get some knowledge on how officer hiring new workers. There a few pictures during briefing session of new intake of part time worker.



*Figure 3.1.4 : New intake of part time workers*

Figure show a briefing by head of services management Mister Che Wan Nasir and also with Mister Zulkarnean as his assistant. A new worker will be brief about their working and job environment because some of them never work before at Kelantan State Government. They will be expose with new environment and for sure totally different before they start their job. A briefing was a good start for a new worker to make sure they not shock before going separate to their own office after this.

During their briefing session, they do not know where they will be located after this. After the briefing session by head of services management a person in charge will gave a letter for them, after that they will know where they going to work. A working area were at Kelantan only include Gua Musang and Jeli, for example at office of the Director of Lands and Mines State.



*Figure 3.1.4 (a) : Head of services management*

After attended a meeting of hiring a new take of workers a trainee indirectly will gain their confident level to attend any interview session with company. A trainee was not only going to be more confident but also help them to prepared itself to start with working life after finish internship program.

### 3.1.5 Program Solat Sunat Tasbih Puspanita Cawangan Negeri Kelantan

Social program coordinated by head of services department Madam Fatimah. She ordered a practical student need to take a part during “Solat Sunat Tasbih Program”. The program was held during Ramadhan month 19<sup>th</sup> June 2017 (Monday) from 8.00 a.m until 1.00 p.m. The program was attended by 300 congregation and also special guess which is “Datin Bentara Kanan” which is a leader of Puspanita Cawangan Negeri Kelantan. This program were not only doing of “Solat sunat tasbih” only, after a prayer some of talk were given by one of Ustazah from outsider.



Figure 3.1.52 : Banner for "Solat Sunat Tasbih"

Figure below show of arrival of “Datin Bentara Kanan” at Dewan Teratai.



*Figure 3.1.5 (a) : Arrival of "Datin Bentara Kanan"*

An event also help a seller to open their booth with no payment needed. Indirectly the event was help a seller to gain their profit. Other than that, during the program there are open a few booth for a seller inside or outsider of Kelantan State Government to sell their product.



*Figure 3.1.5 (b) : Booth open during an event*



### **3.1.6 Program Team Dynamics and Personal Empowerment**

Program Team Dynamics and Personal Empowerment was held include for all government officer in order to build staff personal empowerment and gain their team dynamics. The program was started from 16<sup>th</sup> May 2017 until 18<sup>th</sup> May 2017 located at Chalet Pantai Sri Tujuh, Tumpat Kelantan. This program was conducted with four persons in charge include two practical training students. There are 40 staff that participate during the program team dynamics and personal empowerment. Before the program were started, a meeting between Psychology officer and their assistant were conducted to ensure everything went well. In addition, before each of the program started Psychology Officer assigned a trainee to set up an LCD projector, and set up any tools related before talk started. Figure below show during the activities conducted by counselor.



*Figure 3.1.6 : Program Team Dynamics and Personal Empowerment*

Figure below show a briefing session of outdoor activities by counselor. The main objective of this program is to build a personal empowerment for all staff at the organization under Kelantan State Government. They will going through a program in order to build more responsibilities of their work. From observation during three days of the program, a staff were manage to participate of any activities held by counselor. They give full commitment to finish the program.



*Figure 3.1.6 (a) : Program Team Dynamics and Personal Empowerment*

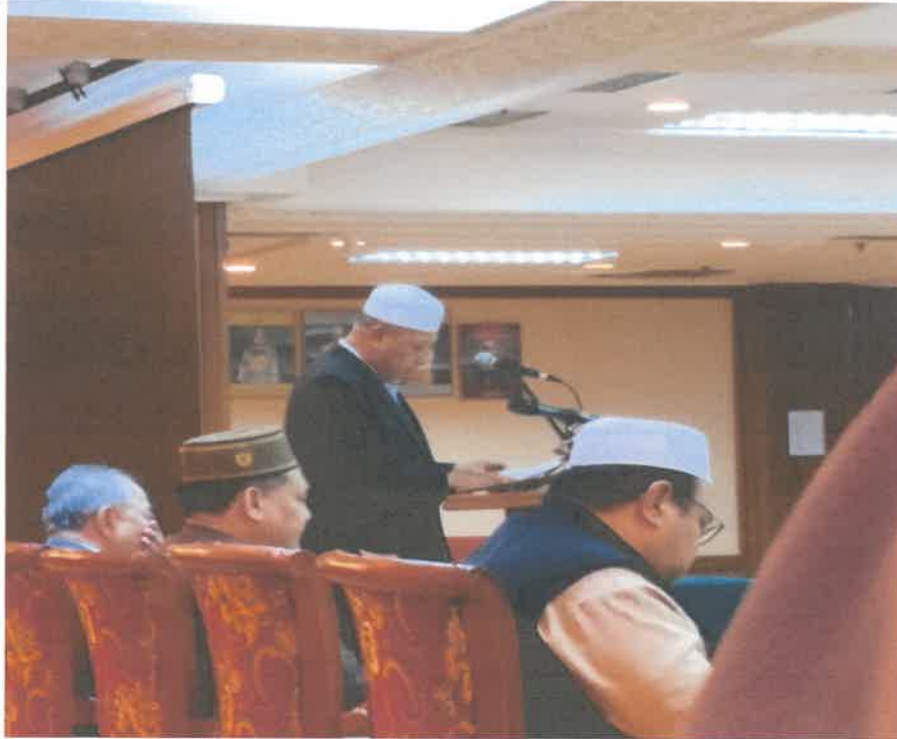
### 3.1.7 Anugerah Perkhidmatan Cemerlang (APC)

Another activity during the internship program is Anugerah Perkhidmatan Cemerlang (APC) in 2017. Program's "Anugerah Perkhidmatan Cemerlang" is one of annual grand event that held by Kelantan State Government to give and award to the staff based on their good performance. Selected staff from all of the department was going to receive an award by Kelantan State Government. Besides, there also a few organization that will receive an award because get full mark of their Human Resources Management Information System (HRMIS). A trainee was assigned by head of Information Technology officer at human resources department to get involved as committee members in order to conduct the event. New experience and knowledge were gain during this event.



Figure 3.1.7 : "Anugerah Perkhidmatan Cemerlang (APC)"

The program of “Anugerah Perkhidmatan Cemerlang (APC)” was launched by “Menteri Besar of Kelantan” as head of government of Kelantan. Figure below show the most honourable Ahmad bin Yaakob during his talk at program Anugerah Perkhidmatan Cemerlang (APC):



*Figure 3.1.7 (a) : Yab Dato' Haji Ahmad Bin Yakob*

### **3.2 Special project**

As follow with requirement of internship program, a trainee need doing their own special project in order to fulfill their internship program. Luckily, during the internship period the trainee has been assigned to develop a system by Human Resources Department which called by them as e-rekod System. The department assigned a trainee to develop a system that will kept all their pdf file format of service record book which is include all the details about each of staff at Kelantan State Government. In addition, the system was build to ensure they have a backup of staff details if anything harmful will defect the service record book. For previous effect at government office at Kuala Krai

which is in 2014, they are underneath the office by flood that has been called by “bah merah”. Service record book was damaged by the natural disaster and most of the books cannot be use anymore. Their officer need to copy all the details into another book.

### **3.2.1 e-rekod Perkhidmatan System (EPS)**

For the special project development, a trainee has been assigned by head of department to develop e-rekod Perkhidmatan System (EPS). In addition, e-rekod perkhidmatansystem is one of the system that will stored all data from service record book in order to kept another back up of the service record book at Human Resource Department. The system will store all the data that already combine into pdf file format, either include each of staff personal details, their leaves, and all the details in the book. This system can be used by all the staff at Kelantan State Government using their own password and username. Other person cannot retrieve the document because each of the staff will use different password and username to log in into the system. E-rekod perkhidmatan system provide the solution for staff to:

- a) Prevent the details of record service book
- b) Restrict non-authorized users access to the information
- c) Long last service record book
- d) Easy retrieve document

### **3.2.2 Objective and goals of e-rekod Perkhidmatan System (EPS)**

Each of the system has their own purpose when developing the system. The main purpose of this project which is e-rekod perkhidmatan system has develop because Kelantan State Government want to get other back up not only by using service record book. When using a system the user will easy to use and fastest to get the information from service record book. Either choose to get the information from a book, a system was more compatible for a user when they in rush. From the system they instantly will be

show all the document that related to the user. To avoid service record book will damage, the system should be the best solution to prevent the damage by human made. Because the book rarely used by a user if they using a system to get the information.

In addition, the system has been develop because for competition of “Kreatif and Inovatif”. Each of the department Kelantan State Government take a part in this competition, each of department have their own project of information technology. Besides, all the product either a system or website and others will be compete among them and the best will be choose to compete among all over state government in Malaysia. Other than that, the system is to improves from previous platform of using paper base system to kept all the document into the database format. Also a system will showed new tools for a user that never know about the system.

Thus, the main objectives of the e-rekod perkhidmatan system are to achieve the following:

- To make a backup for service record book
- To ensure a user get fastest and efficient retrieval of document
- To propose new ways to keep the document instead using manual

In addition, a several goals of e-rekod system are:

- Increase efficiency. Faster document retrieval instead using a manual service record book.
- Long last use of book. Service record book can be used for many years more because not frequently use by staff.
- Keep data safe. Keep data from natural disaster for example flood.

### **3.2.3 Scope of Project**

E-rekod system is the modernization for keeping service book record in the Kelantan State Government. This able admin of the system updating all the data into the system for each of the staff at Kelantan State Government. Admin will upload the related data of each staff in order to ensure staff can find their folders. This system is not a public use but it's only can be used during working days and only at the office by staff at Kelantan State Government. This is to ensure the data will keep secure from any non-responsible person to stole the data of the government.

### **3.2.4 Target Users**

From the aspect of the user target, trainee has identified the target user which who wants to use the system. The main target user for this system is for person in charge for keeping service record book also all their users. Before this a person in charge need to take a service record book manually in vault record room, after developing the system they instantly can retrieve the information from the system, fastest way to get the information.

### **3.2.5 Project Duration**

Head of Human Resources department give a trainee the duration of time to finish the system. After get a briefing and discussion about the system they make a decision that duration of the development of the system is about 5 months in order to complete the overall system. The system was developed by using a guideline of gantt chart that already been prepared early before the progress of the system development started. The gantt chart was one of the best guidelines for a trainee to ensure the system will be done on time given. A trainee will focus step by step of the guideline and possibly to finish the current task before going to another task.

### 3.2.6 Tools Used for Development

There are several tools used for development of the system, the tools used for editing of the picture until all the overall process to finish the system and also a system documentation. Tools used for example are, Microsoft words 2016, adobe photoshop, power point, notepad ++, XAMPP and too many more. E-rekod system also will use a scanner machine in order to scan all the service record book before can uploaded into the system. All the tools used are listed as below:

Table 3.2.6 : Tools for development

List of Hardware	
Hardware	Specification
<b>Laptop</b>	<ul style="list-style-type: none"><li>- Intel® Core™ i3-3217 3rd Gen 1.8GHZ</li><li>- NVIDIA® GeForce® 720M with 2GB DDR3 VRAM</li><li>- 15.6" 16:9 HD (1366x768) LED</li><li>- 4GB DDR3 RAM</li><li>- 500GB HDD</li><li>- Bluetooth®</li><li>- ALTEC LANSING PREMIUM SPEAKER</li><li>- 802.11b/g/n Wi-Fi</li><li>- Super Multi-Dual DVD</li><li>- Webcam</li><li>- Multi card reader</li><li>- HDMI™ port</li></ul>
<b>HP Scanjet G3110</b>	<ul style="list-style-type: none"><li>- Scanner type flatbed with transparent material adapter</li><li>- Size 455 X 304 X 70 mm</li><li>- 2.892kg</li></ul>



Table 3.2.6 (a) : Tools for development

List of Software	
Software	Specification
XAMPP Server	XAMPP stands for cross-platform apache MariaDB php and perl. It easy and lightweight Apache distribution for developers to create local web server. It also a free open source cross-platform web server solution stack package.
<b>Adobe Photoshop</b>	Adobe photoshop is an important software to edit the image of header, wallpaper images and any picture.
Microsoft Visio Professional 2010	Use for creating the context diagram, data flow diagram, and their entity relational diagram for analysis.

### 3.2.7 Project Gantt Chart

Gantt chart are used as a guideline in order to develop the e-rekod system. Five phases of the system development life cycle (SDLC) which is planning, analysis, design, implementation and maintenance include in the gantt chart so that easy for a trainee to follow the guideline and to finish the system as a time given. The main use of gantt chart is to provides a graphical illustration of a schedule that will helps to plan, coordinate, and track specific tasks in a e-rekod system. Below is the gantt used for e-rekod system:

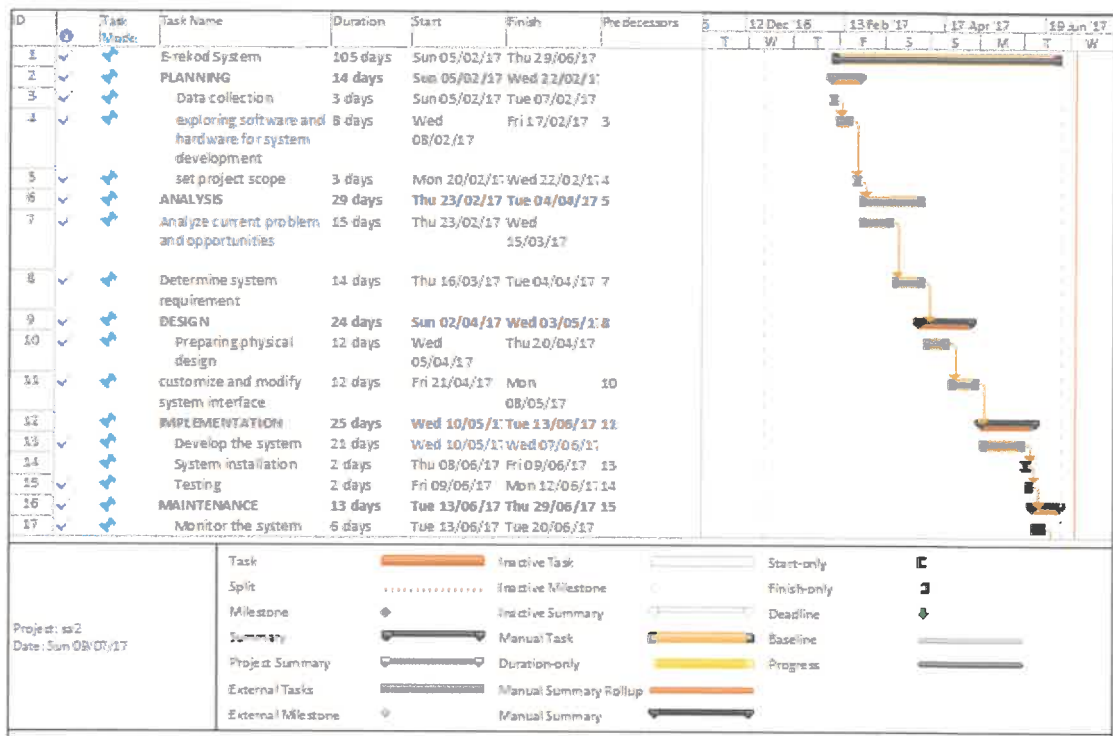


Figure 3.2.7 : Gantt chart

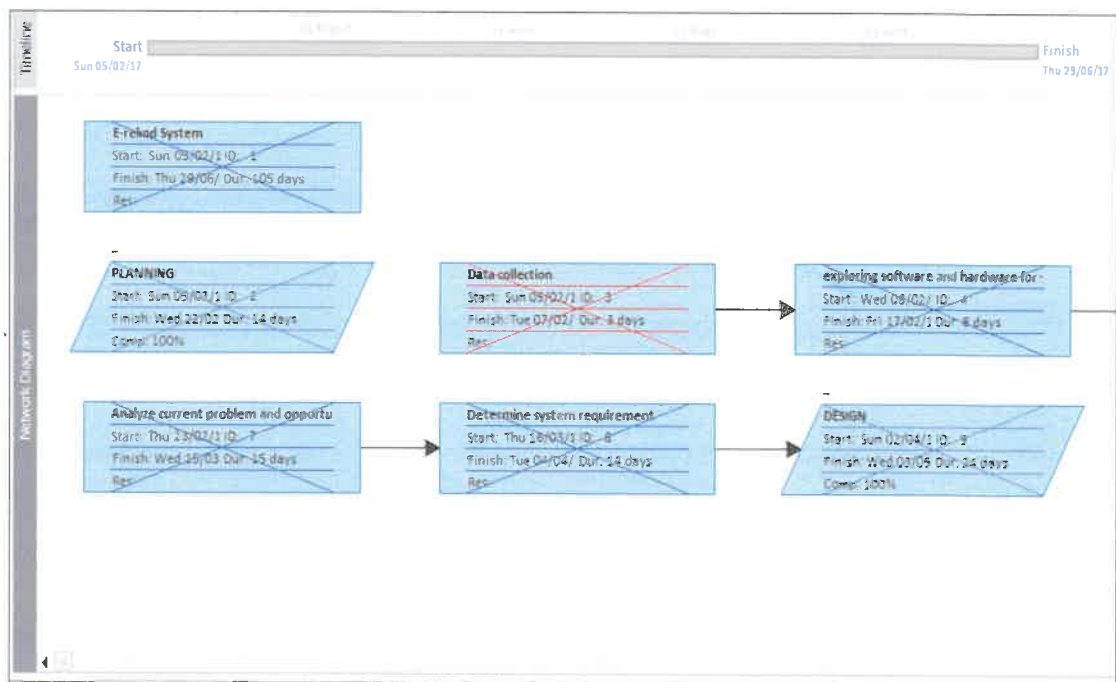


Figure 3.2.7 (a)3 : Network Diagram

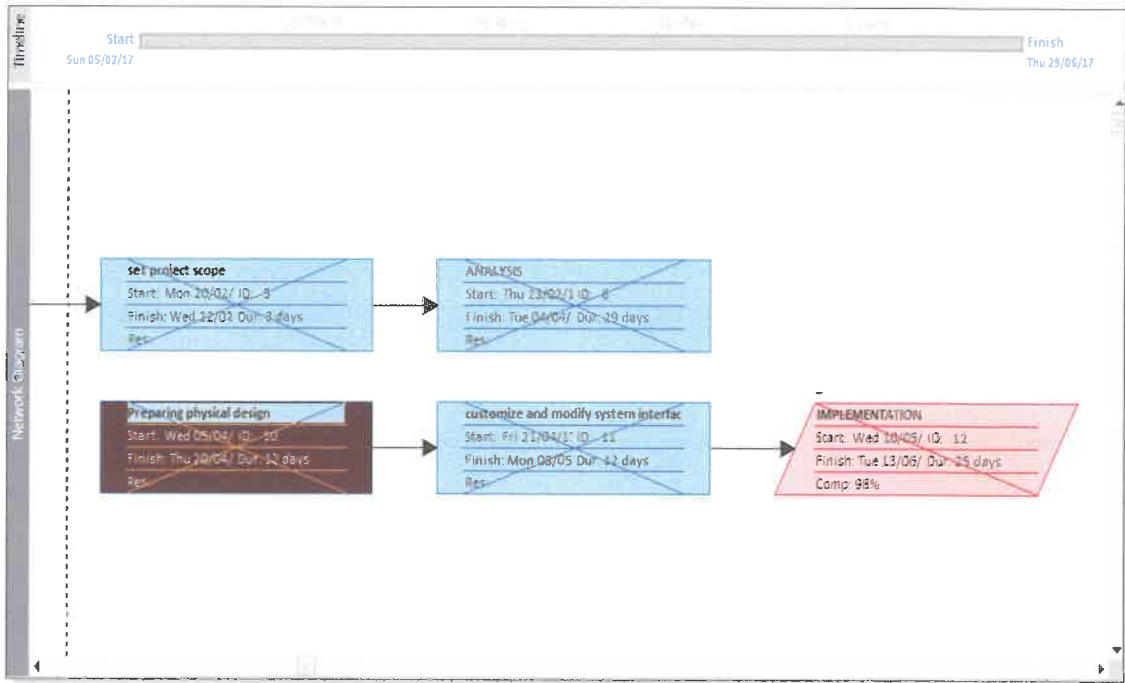


Figure 3.2.7 (b) : Network Diagram

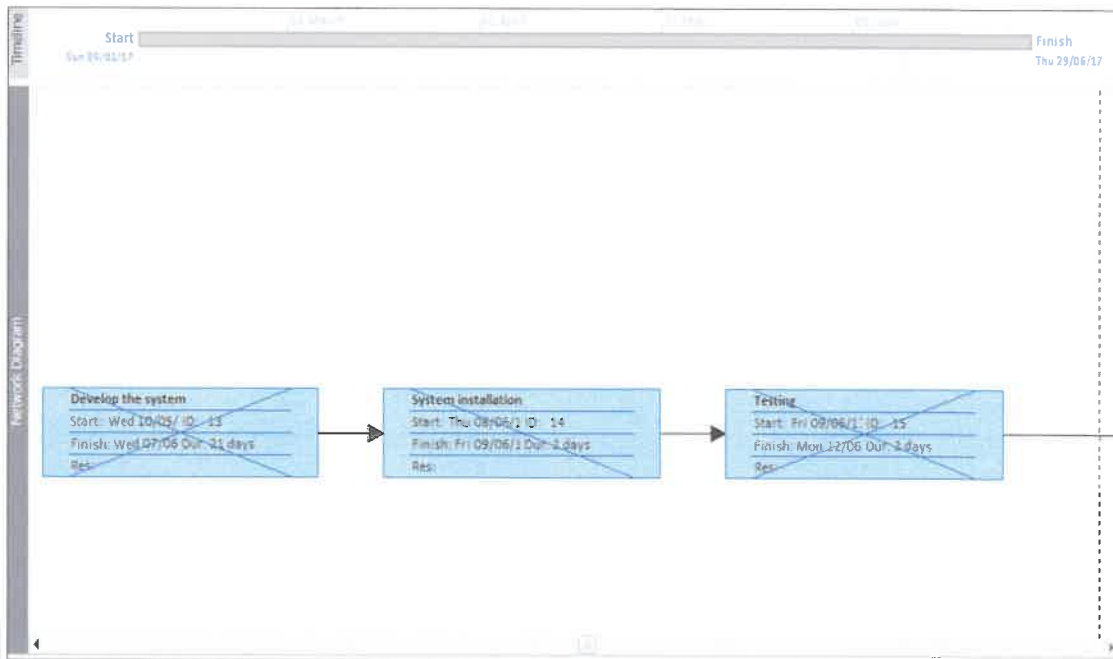


Figure 3.2.7 (c) 4 : Network Diagram

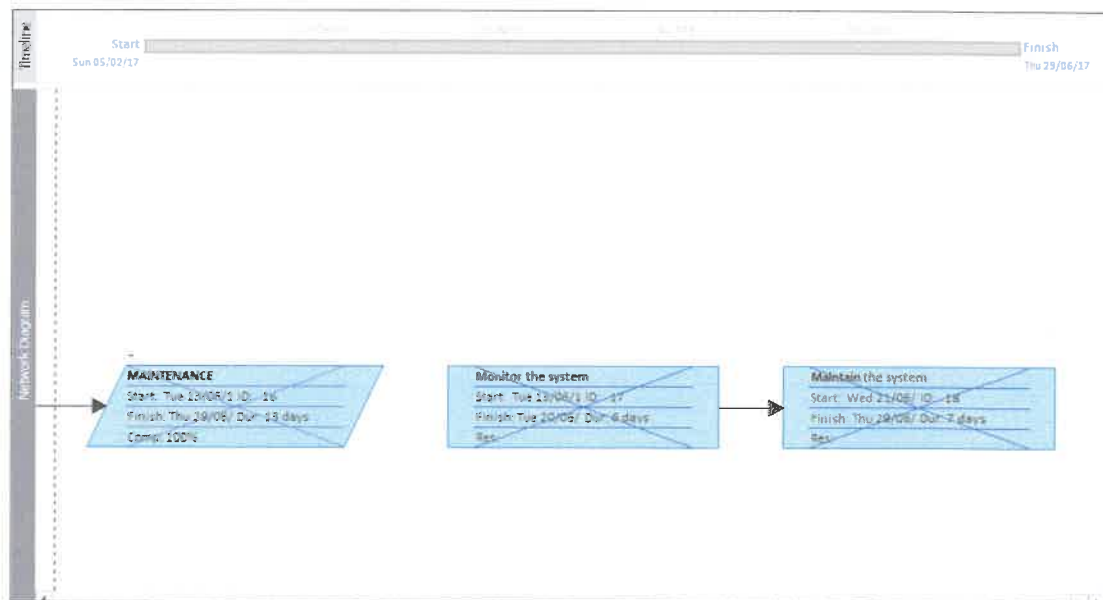


Figure 3.2.7 (d) : Network Diagram

### 3.2.7.1 Project Planning Phase

The planning phase is the most crucial step in creating a successful system, during this phase a trainee need to gather all the information by person in charge to decide what their demand and the problems they trying to solve from development of the system. After a discussion with person in charge of this project, and all the information and collection of data process and exploring suitable hardware and software will be used after this. In addition, the project scope of this system has been made by Head of Human Resources Department.

### 3.2.7.2 Project Analysis

Other than that, project analysis is the second process that include in System development Life Cycle (SDLC). Project analysis need a trainee to analyze current problem and opportunities that can get from previous development. From previous development, there are too many lack of new technology because they still use service record book which does not have any backup of information if anything happens. Nowadays, there are many new technologies which can be used to change their manual

method. One of the main objective of this development is to ensure service record book have a backup of information.

### 3.2.7.3 Project Design

Design also one of the System Development Life Cycle process. During this phase a trainee will illustrated or design the interface of the system. A trainee will construct a complete design of the requested system. The story board will be use as a reference by a trainee to custom and modify a system using PHP coding.

#### E-rekod system Storyboard

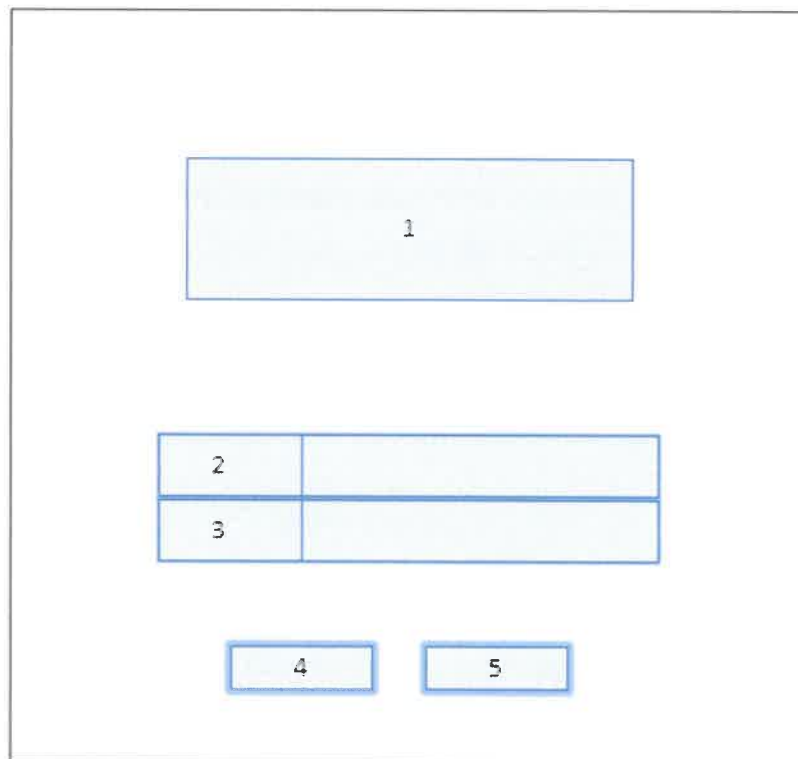


Figure 3.2.7.3 : Admin/user login page storyboard

Table 3.2.7.3 : Description of admin login storyboard

NO.	Description
1	Banner
2	Id admin
3	Password
4	Login button
5	Reset button

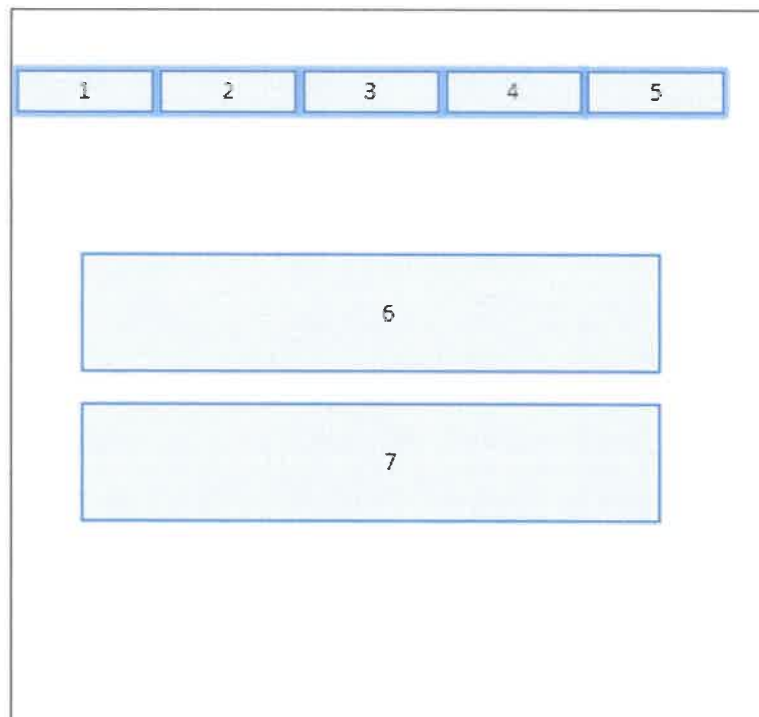


Figure 3.2.7.3 (a) : interface of e-rekod system

Table 3.2.7.3 (a): Description of interface e-rekod system

NO.	Description
1	Home page
2	About us
3	Contact
4	Menu
5	Logout button
6	Details user
7	Details service record book

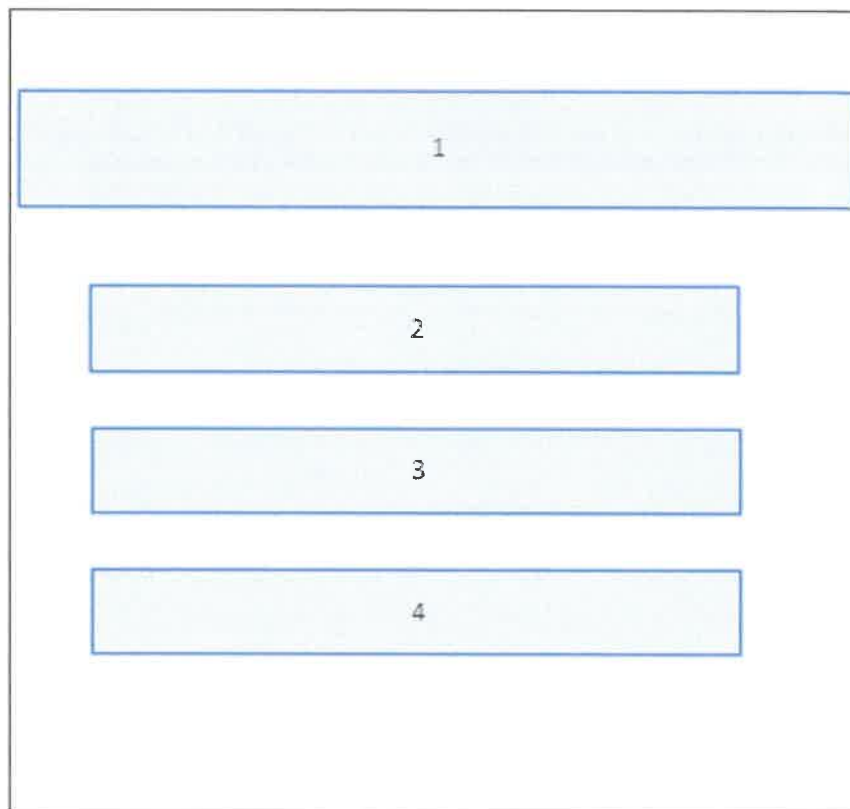


Figure 3.2.7.3 (b) : Searching information

Table 3.2.7.3 (b) : Description of Searching information

NO.	Description
1	Searching Information Staff
2	Name of staff
3	Department
4	Id number

## System Interface



Figure 3.2.7.3 (c) : Homepage View





Figure 3.2.7.3 (d): Admin Login page view



Figure 3.2.7.3 (f) : Login User view

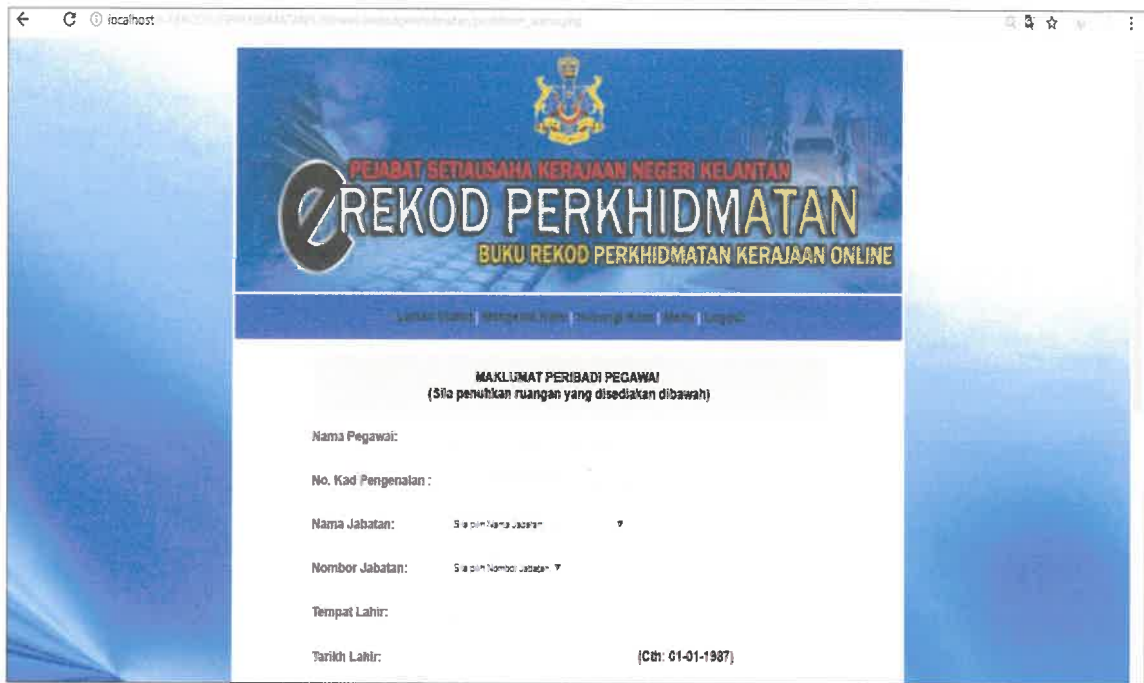


Figure 3.2.7.3 (e) : Registration form admin view

SENARAI PEGAWAI

Menu Utama

NO KAD PENGENALAN	NAMA PEGAWAI	PROFIL PEGAWAI	PADAM PEGAWAI
69062503503	Ab. Paitah Bin Hasbiullah	<a href="#">Detail</a>	<a href="#">Fadlam</a>
600109033899	Abd Aziz Bin Daud	<a href="#">Detail</a>	<a href="#">Fadlam</a>
390130035133	Abd. Kadir Bin Ismail	<a href="#">Detail</a>	<a href="#">Fadlam</a>
770314036219	Abdul Halim B Rosli@Rasli	<a href="#">Detail</a>	<a href="#">Fadlam</a>
831003035239	Abdul Sakam bin Hasan	<a href="#">Detail</a>	<a href="#">Fadlam</a>
640910036367	Abdul Talif bin Muhammad	<a href="#">Detail</a>	<a href="#">Fadlam</a>
611210035029	Adinul Halim Bin Mat Yemoh	<a href="#">Detail</a>	<a href="#">Fadlam</a>
651121035007	Ahmad Adlee Bin Yasin	<a href="#">Detail</a>	<a href="#">Fadlam</a>
851109035799	Ahmad Fadzil Bin Md. Azmi	<a href="#">Detail</a>	<a href="#">Fadlam</a>

Figure 3.2.7.3 (g) : List of registration staff view



Figure 5(h) : Searching information staff view



Figure 3.2.7.3 (i) : Add service record book view

Laman Utama | Mengenai Kami | Hubungi Kami | Menu | Logout

**TAMBAH REKOD PERKHIDMATAN**  
 (Sila isi NO kad pengenalan pegawai di dalam ruangan di bawah)

NO kad pengenalan pegawai

Hantar

Sila Pilih fail

Choose File No file chosen upload

Figure 3.2.7.3 (j): Upload service record book view

PEJABAT SETIAUSAHA KERAJAAN NEGERI KELANTAN

**REKOD PERKHIDMATAN**  
 BUKU REKOD PERKHIDMATAN KERAJAAN ONLINE

Laman Utama | Mengenai Kami | Hubungi Kami | Menu | Logout

CARIAN REKOD PERKHIDMATAN PEGAWAI

Carian Melalui:

NO. KAD PENGENALAN:  Cari

Figure 3.2.7.3 (k) : Searching file

#### **3.2.7.4 Project Implementation Phases**

During this phase, implementation phases required a trainee to develop the system. Using notepad ++ a trainee will modify and create a coding to build a system also a trainee are use software of XAMPP control panel because it can be used for any operating system. Besides a trainee should make sure that all the requirement from person in charge has fulfilling.

#### **3.2.7.5 Project Maintenance Phases**

In this phase, trainee should maintain the system to ensure it will smoothly running at the department that had been launched. Trainee also need to provide the trainee to the staff about methods to use this system. If there are problem with the systems trainee need to visit the department and determine the problem that occurs. Trainee also should be cooperating with the staff that handle this system to maintain the system.

## CHAPTER 4: CONCLUSION

### 4.1 Application of Knowledge, Skills and Experience

During internship program at Kelantan State Government there are a lot of knowledge, skills and experience are learned. Internship program is the best platform for a student to expose with new environment. The internship program was intended to providing related training activities regarding the subject interest while study. Since the internship program at the last semester for Information System's student, industrial training good to a trainee to experience on how working life before start a real working life someday. A student life is totally different with working life so a trainee should adapt with new environment for five months of internship program.

Other that, a trainee gained a knowledge about how to work in large team of worker at the office. At human resources department, there are crowded staff so a trainee have to adapt and ask for anything that not know to do. A worker not possible to teach step by step for any task a trainee should do, so that a trainee have to explore itself in order to finish all the task given. While working with large team at the company, many new ideas generates for some project that going the held.

In addition, focusing for Information Technology lesson a trainee gained a skill in developing a system by using experience from study, a trainee was build a system with new features and updated design for E-rekod perkhidmatan system. From personal taught of Information Technology officer at human resources development a trainee can improve their skill in developing a system also gain a knowledge that cannot get during a study session before this. Apart from that, a real working life will lead a trainee to be more responsible person. While a staff give a trainee a task, a trainee have to finish the task given.

## 4.2 Personal Thoughts and Opinion

Based on trainee opinion and experience, human resources department of Kelantan State Government has provide an effective training to internship trainee. This is because this department give all trainee a chance to learn a new knowledge and experience in each of units. Within a trainee were located at services unit only but a trainee exposed with all the environment of several other unit that have at Human Resources Department. The staff has helped trainee a lots and staff never ask trainee to do something that is not related with the job at all. The whole task given to a trainee also is barely and not difficult in which trainee as students can do it without too many problems and if the trainee has problem staff will guide to find the solution for the problem that faced by trainee. They also will give instruction first before let trainee to finish the task by themselves and staff will guide until the task complete.

Besides that, they also are willing to teach the trainee new knowledge. Sometimes trainee do make mistakes but human resources department staff never scold trainee but they will guide and correct s trainee mistake. This will have caused trainee feel comfortable to do a work with the staff even though trainee just knew them for a few months. In terms of training, trainee have done quite a lot of task related to the office work.

Then, trainee also have a chance to handle quite a few programs which gives many experiences and skills. It will have boosted trainee confidence level in doing all the tasks given. Even the programs planning was not conducted by trainee, but it will give some experience to trainee. The teamwork between all the trainee are important in doing some projects. For the staff involved of human resources department has quite a good staff in which they are willing to guide internship trainee to complete the given task.

### 4.3 Lesson Learnt

As known, a trainee will continue a training for 5 months at the industry. A period of time was going to gain more knowledge, skill and experience that a trainee cannot get while study. A lesson learnt for 5 months at Human Resources Department at Kelantan State Government will be a new experience for a trainee before continued a working life someday. All the task given for a trainee would make a trainee be more responsible person and literally train a trainee to finish all the task for a time given. Indeed, a working life experience cannot get at any other place, so a trainee should thanks to Kelantan State Government because give a chance to do a practical training at their office.

In addition, a trainee also will improve knowledge skills. While developing the system which is E-rekod perkhidmatan system lots of new knowledge that get from Information Technology officer. If a trainee have a problem or error related to the system an officer will help to solve the problem and guide a trainee until a problem were resolve. All the study implemented during the internship program but there also have a lack of information and not enough to resolve the problem. An information technology officer was really nice and he has an experienced doing a system for a several years, a trainee was so lucky because can work together with him.

Other than that, during internship program a trainee will improve confident level because a trainee has to communicate with all the staff at the office in order to finish all the task given. Especially in order to finish the special project of E-rekod perkhidmatan system, when to fulfill of five phases of system development life cycle a trainee need to communicate with a staff indirectly can build a confident level of trainee.



## **4.4 Limitations and Recommendations**

### **4.4.1 Limitations**

For five months of internship program at Kelantan State Government, there are several limitations that detected at the department. Regarding from the observation and experience during internship can said that there are limitation of lack of workstation and office area. There are no specific work place for practical training student at the department, a few practical student need to transfer at another department because of there are no enough space for them. However, the place was big, but there still cannot fulfill the need of work place since there are highest number of staff at human resources department.

Second limitations is prayer room for a staff. During of internship program, a staff and a trainee have used meeting room as a prayer room. It is not comfortable for several person because they provide a limited space only to perform a prayer. When they provided a prayer room, this will facilitate a staff and a visitor to perform a prayer instead of going to mosque. Since lunch hour is limited for one hour only, a staff at human resources department will going to perform a prayer at meeting room only because there have no enough time to going at the mosque.

From an observation during of the internship program at human resources department, they do not provide any of private discussion room to their visitor. When visitor have to meet a staff and have a discussion they need to make a discussion at staff workplace only. If there have a discussion room at human resources department, a visitor will be comfortable to talk about their problem.

#### 4.4.2 Recommendations

Regarding trainee experience, there are few recommendations in order to improve human resources department performance. From observation, several recommendations needed because this department was biggest management of Kelantan State Government. A few recommendations at department will improve a working environment at the office.

First of all, an organization should prepare a specific workplace for a practical training student which are prepare with their own table in order to create a real working life experience to a trainee. A trainee should be treated same like other staff during practical training onward. Indirectly a trainee will improve and finish all the task given by an organization fastest within exact time given.

Other recommendations were to provide a prayer room for a staff and visitor. Human resources department were located at level 3 of the building, most of the staff would not going to the mosque because it is quite far from Kelantan State Government, within of lunch hour they will perform their prayer at meeting room only. There are limited space provided in meeting room to perform a prayer, so that a staff need to wait for their turn. If there have a prayer room at the office, this will be more efficient and within a few minutes they can perform a prayer before started with their job.

Related with limitation have at human resource department, a trainee recommended there need to provide discussion room for a visitor and staff for easy them to discuss about some private and confidential information. From previous observation, a staff entertain their visitor at their workplace only not at specific place. Discussion room as a backup plan if all meeting room at human resources department was full.

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# APPENDICES

# **USER MANUAL**

**MANUAL PENGGUNA**  
**E-rekod PERKHIDMATAN System**



**PEJABAT SETIAUSAHA KERAJAAN**  
**NEGERI KELANTAN**



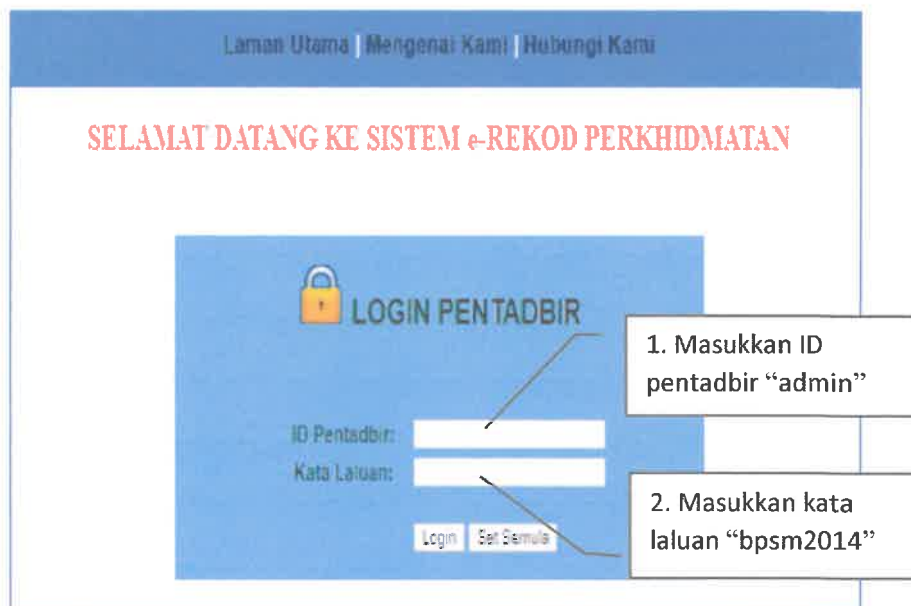
## **1.0 PENGENALAN E-REKOD PERKHIDMATAN SISTEM**

E-rekod PERKHIDMATAN adalah sebuah system yang membantu kakitangan-kakitangan awam di Pejabat Setiausaha Kerajaan Negeri Kelantan (SUK) untuk melihat dan merujuk rekod-rekod perkhidmatan seperti Rekod Perkhidmatan, Rekod Anugerah dan Rekod Cuti. Sebelum system e-rekod PERKHIDMATAN ini diwujudkan, semua rekod-rekod kakitangan awam telah direkodkan didalam Buku Rekod Perkhidmatan Kerajaan secara manual. Terdapat dua buah buku rekod yang mana buku rekod yang berwarna hijau adalah buku rekod untuk salinan asal. Manakala buku rekod yang berwarna merah adalah salinan pendua untuk rekod-rekod perkhidmatan kakitangan. Tujuan sistem e-REKOD PERKHIDMATAN diwujudkan adalah untuk membantu kakitangan yang bertugas di Unit Perkhidmatan dalam menguruskan rekod-rekod perkhidmatan kakitangan-kakitangan SUK.



## 1.1 MANUAL PENGGUNA PENTADBIR (ADMIN)

### LANGKAH-LANGKAH MEMASUKI SISTEM PENTADBIR



Gambar 1 : Daftar masuk portal pentadbir

Langkah-langkah memasuki sistem pentadbir:

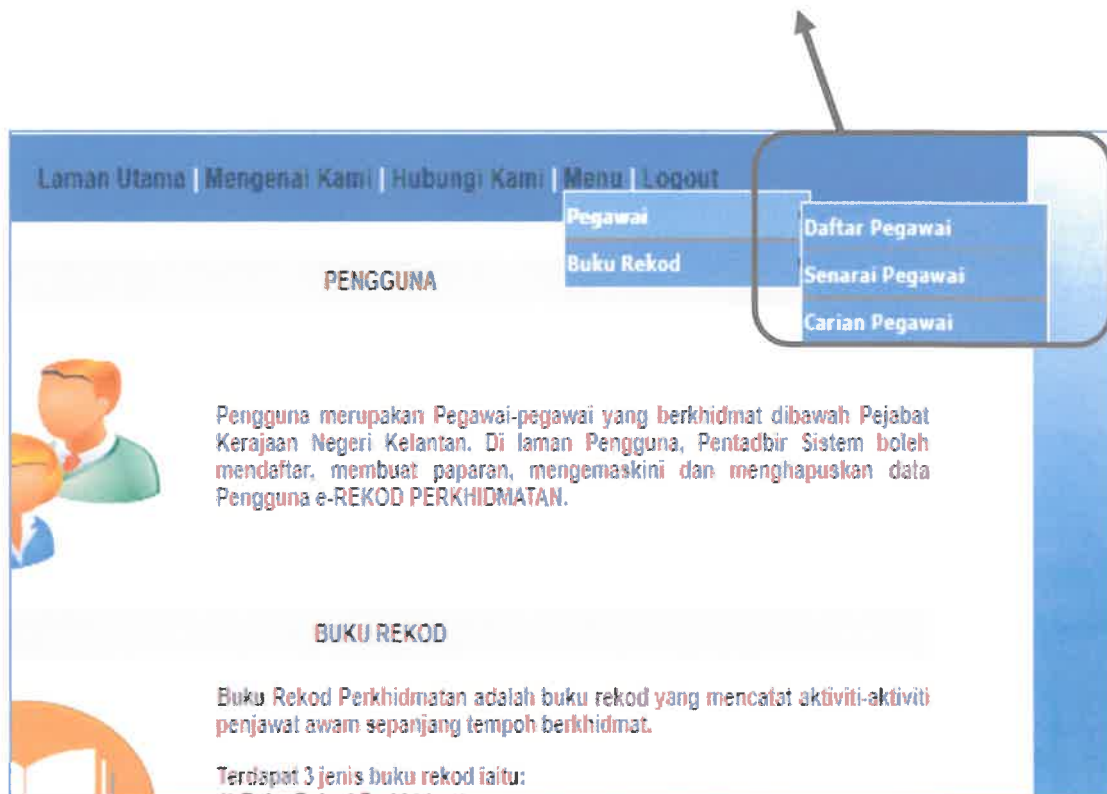
1. Masukkan ID pentadbir “admin”.
2. Masukkan kata laluan “bpsm2014”.
3. Kemudian tekan butang *login*.
4. atau, tekan butang *set semula* untuk tukar ID pentadbir dan kata laluan.





## LANGKAH-LANGKAH MEMILIH MENU UTAMA PENTADBIR (ADMIN)

Setelah selesai mendaftar masuk sebagai pentadbir, pilih butang “Menu” dan “Pegawai”, pilih antara tiga pilihan yang terdapat di bawah maklumat pegawai antaranya adalah untuk *daftar pegawai*, untuk melihat *senarai pegawai* atau untuk *carian pegawai*.



Gambar 2 : Menu



## PENDAFTARAN MAKLUMAT PERIBADI PEGAWAI

Sebagai contoh untuk *daftar pegawai*, pilih *daftar pegawai*. Seterusnya isi maklumat yang harus diisi dan tekan butang *hantar*. Maklumat pegawai terdapat di dalam buku rekod perkhidmatan.

Langkah utama:

1. Pilih *menu* dan *daftar pegawai*.
2. Isi semua maklumat peribadi pegawai.

Gambar 3 : Mendaftar pegawai baru

1. Tekan butang *hantar* setelah selesai mengisi semua maklumat
2. *Set semula* jika terdapat kesalahan

Gambar 4 : Butang hantar atau set semula



## CARIAN MAKLUMAT PEGAWAI

Carian maklumat pegawai boleh di buat melalui tiga maklumat peribadi, antara melalui nama pegawai, nama jabatan atau nombor kad pengenalan. Pilih salah satu di antara tiga maklumat peribadi sebagaimana yang telah disediakan.

Gambar 5: halaman carian pegawai

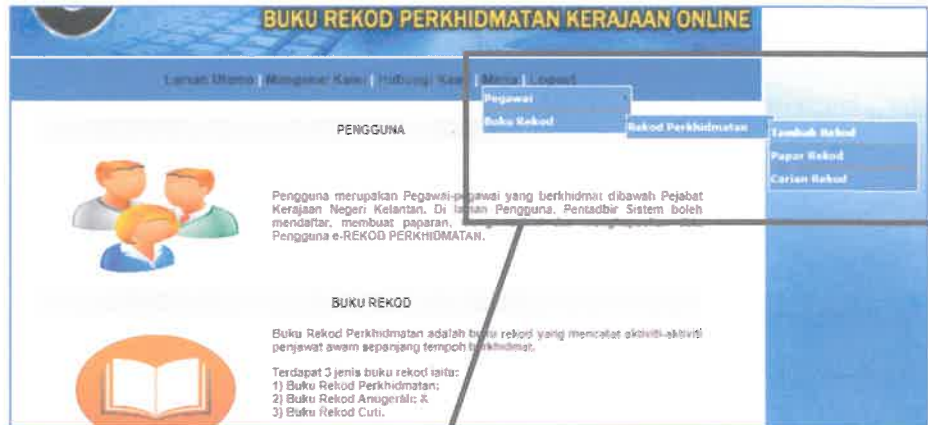
Langkah-langkah carian maklumat pegawai:

1. Pilih *menu*, *pegawai* dan *carian pegawai* di halaman utama sistem pentadbir.
2. Pilih di antara nama pegawai atau nama jabatan atau nombor kad pengenalan untuk membuat carian maklumat.
3. Tekan butang cari untuk mendapatkan maklumat pegawai.



## TAMBAH REKOD PERKHIDMATAN

Untuk login pentadbir, admin boleh memuatnaik fail.pdf rekod perkhidmatan yang telah di imbas melalui mesin mencetak.



Gambar 6 : Button menu memuatnaik fail

Langkah-langkah untuk memuatnaik fail:

1. Pilih menu, buku rekod,,rekod perkhidmatan dan tambah rekod. (rujuk gambar 6)



Laman Utama | Mengenai Kami | Hubungi Kami | Menu | Logout

**TAMBAH REKOD PERKHIDMATAN**  
(Sila isi NO kad pengenalan pegawai di dalam ruangan di bawah)

NO kad pengenalan pegawai

Hantar

Gambar 7 : Pilihan pegawai yang terlibat

1. Masukkan no. kad pengenalan pegawai untuk tambah rekod perkhidmatan.
2. Tekan butang hantar.

# Erekod Perkhidmatan System Manual



Setelah mengikuti langkah-langkah sebelumnya, admin boleh memuatnaik fail yang

telah disediakan.

Laman Utama | Tentang Kami | Hubungi Kami | Menu | Logout

**TAMBAH REKOD PERKHIDMATAN**  
(Sila isi NO kad pengenalan pegawai di dalam ruangan di bawah)

NO kad pengenalan pegawai

Hantar

Sila Pilih fail

Choose File No file chosen upload


Gambar 8 : Muatnaik view



**SENARAI PEGAWAI UBAH DAN CETAK MAKLUMAT**

Melalui login sistem pentadbir, admin boleh mengubah maklumat serta mencetak maklumat yang ada. Pilih nama pegawai yang berkenaan ubah dan cetak atau padam maklumat berkenaan.

**SENARAI PEGAWAI**

  
 Menu Utama

NO KAD PENGENALAN	NAMA PEGAWAI	PROFIL PEGAWAI	PADA PEGAWAI
69062502500	Ah. Partah Bin Hasbullah	<a href="#">Detail</a>	<a href="#">Padam</a>
60010902509	Abd Aziz Bin Daud	<a href="#">Detail</a>	<a href="#">Padam</a>
59040002503	Abd. Nade Bin Ismail	<a href="#">Detail</a>	<a href="#">Padam</a>
77024026219	Abdul Halim B Rosdi@Rodi	<a href="#">Detail</a>	<a href="#">Padam</a>
82002025209	Abdul Salam bin Hassan	<a href="#">Detail</a>	<a href="#">Padam</a>
64091002636	Abdul Talib Bin D Juliansamaf	<a href="#">Detail</a>	<a href="#">Padam</a>
60210002502	Abdul Halim Bin Mat Yusoh	<a href="#">Detail</a>	<a href="#">Padam</a>
6912102500	Almaraf Adlee Bin Yusin	<a href="#">Detail</a>	<a href="#">Padam</a>
8910002579	Almaraf Fadzil Bin Md. Azmi	<a href="#">Detail</a>	<a href="#">Padam</a>

Langkah-langkah:

1. Pilih *senarai pegawai* di laman utama ,butang *menu system*
2. Pilih profil pegawai dan tekan *detail*.

Gambar 9 : Senarai pegawai



MAKLUMAT PEGAWAI	
Nama Pegawai	Ab. Farah Bin Hasbullah
No Kad Pengiraan	690629019037
Nama Jabatan	Siba pda Nama Jabatan
No Jabatan	01
Tempat Lahir	
Tarikh Lahir	25-06-1969
Agensi	ISLAM
No KWSP	
Nama Wajid Datar 1	
Alamat Wajid Datar 1	
Nama Wajid Datar 2	
Alamat Wajid Datar 2	
Kurs Laluan	005

Gambar 10 : Maklumat pegawai

Maklumat pegawai akan dipaparkan setelah *detail* di tekan. Admin boleh mengubah maklumat dengan *ubah maklumat* dan *mencetak maklumat*.

UBAH MAKLUMAT PEGAWAI	
No Kad Pengiraan	690629019037
Nama Pegawai	Ab. Farah Bin Hasbullah
Nama Jabatan	Siba pda Nama Jabatan ▼
No Jabatan	01
Tempat Lahir	
Tarikh Lahir	25-06-1969
Agensi	ISLAM
No KWSP	
Nama Wajid Datar 1	
Alamat Wajid Datar 1	
Nama Wajid Datar 2	
Alamat Wajid Datar 2	
Kurs Laluan	005

Mengubah maklumat pegawai:

1. Rujuk *gambar 7*, tekan butang *ubah maklumat*.
2. Ubah maklumat pegawai yang ingin dibetulkan.
3. Tekan butang *edit* untuk menyimpan maklumat yang telah diubah.

Gambar 11 : Ubah maklumat pegawai

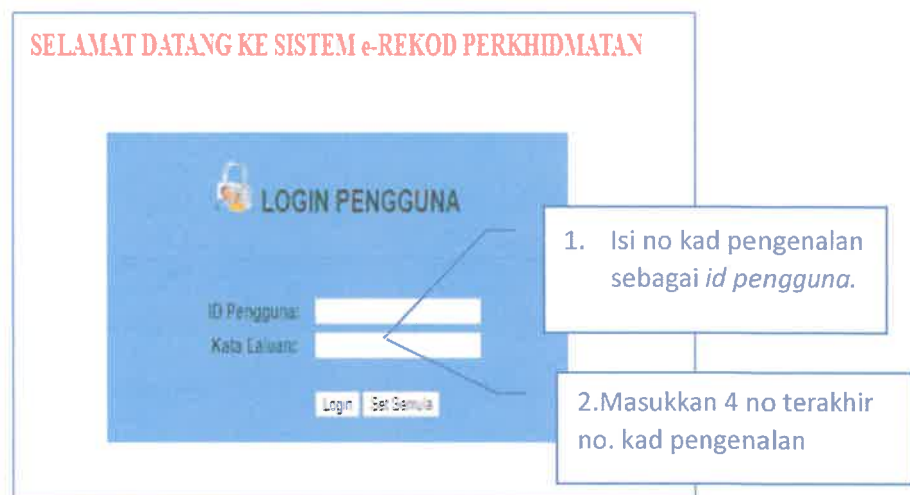




## 1.2 MANUAL PENGGUNA PEGAWAI

Sistem e-rekod Perkhidmatan untuk pengguna hanya boleh papar dan mencetak maklumat sahaja. Pegawai boleh memaparkan maklumat yang telah di muatnaik oleh admin dan tidak boleh mengubah maklumat yang telah di muatnaik.

### LANGKAH-LANGKAH LOGIN PENGGUNA



Gambar 12 : Login pengguna

Langkah-langkah untuk *login* pengguna:

1. Pilih *login*, *login pengguna* di laman utama e-rekod Perkhidmatan System.
2. Isi no. kad pengenalan pada bahagian *id pengguna*.
3. Masukkan 4 nombor terakhir no. kad pengenalan anda.

## LANGKAH UNTUK MEMAPARKAN BUKU REKOD PERKHIDMATAN



Gambar 13 : Button buku rekod perkhidmatan

Langkah-langkah membuka buku rekod perkhidmatan:

1. Setelah login sebagai pengguna, tekan *buku rekod* yang terdapat pada button atas halaman utama e-rekod perkhidmatan sistem.
2. Tekan button menu pengguna, buku rekod perkhidmatan. *Rujuk gambar 10.*



Kemudian, rekod perkhidmatan bagi pegawai akan dipaparkan dengan nama fail, jenis fail, serta saiz fail dan button untuk membuka fail tersebut.

Rekod Perkhidmatan Bagi Pegawai

**REKOD PERKHIDMATAN**

NAMA FAIL	JENIS FAIL	SAIZ FAIL (KB)	FAIL
210403.pdf	application/pdf	14622.105	<a href="#">Buka fail</a>

←  
 Kembali

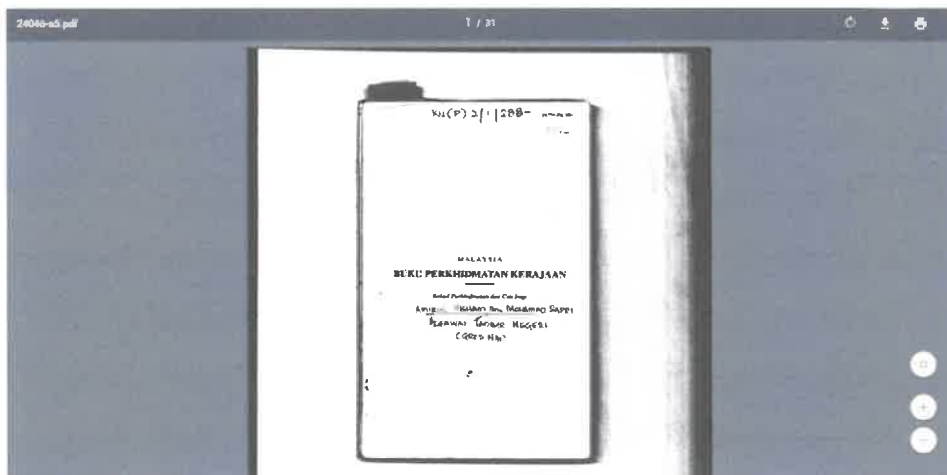
Langkah-langkah untuk memaparkan fail rekod perkhidmatan:

1. Rujuk gambar 10 untuk memaparkan rekod perkhidmatan bagi pegawai.
2. Tekan *buka.fail* untuk membuka fail rekod perkhidmatan.

Gambar 14 : Senarai rekod perkhidmatan

Gambar dibawah merupakan contoh fail. pdf yang dimuatnaik oleh admin.

Pengguna boleh memapar, dan mencetak fail.



Gambar 15: Pdf fail rekod perkhidmatan


# **TRAINEE ATTENDANCE**





**FAKULTI PENGURUSAN MAKLUMAT**  
 Universiti Teknologi MARA Cawangan Kelantan  
 Bukit Ilmu, 18500 Machang,  
 Kelantan Darul Naim  
 Tel: 09-9762000  
 Fax: 09-9762156 (HEA)

**REKOD KEDATANGAN LATIHAN INDUSTRI**

Nama Pelatih : SYAKIRAH BINTI MOHAMMAD NOOR No. Matrik : 2013185417  
 No. I/C : \_\_\_\_\_ No. Telefon : \_\_\_\_\_  
 Nama / Alamat Organisasi : PEJABAT SETIAUSAHA KERAJAAN NEGERI KELANTAN (SUK)  
 Nama Penyelia : PUAN NAZEFAH BINTI NAWI  
 Bulan /Tahun : FEBRUARI / 2017

Tarikh	Waktu Masuk	Waktu Keluar	Tandatangan Penyelia	
1 Januari 2017	Lapor diri	17.01	 NAZEFAH BINTI NAWI Penolong Pegawai Tadika (Perkhidmatan) Bahagian Pengurusan Sumber Manusia Pejabat Setiausaha Kerajaan Negeri Kelantan	
2 Januari 2017	7.45	15.39		
5 Januari 2017	7.58	17.04		
6 Januari 2017	7.52	17.07		
7 Januari 2017	7.47	17.03		
8 Januari 2017	7.48	17.04		
9 Januari 2017	7.48	15.41		
12 Januari 2017	8.00	17.04		
13 Januari 2017	7.57	17.02		
14 Januari 2017	8.05	17.02		
15 Januari 2017	7.57	17.02		
16 Januari 2017	7.58	15.32		
20 Januari 2017	7.58	17.05		
21 Januari 2017	7.59	17.05		
22 Januari 2017	7.50	17.02		
23 Januari 2017	7.56	15.35		
26 Januari 2017	7.54	17.07		
27 Januari 2017	7.56	17.03		
28 Januari 2017	7.55	17.04		

Dengan ini saya mengesahkan bahawa maklumat di atas adalah benar.

Tandatangan Pelajar :  \_\_\_\_\_ Tarikh : 22/02/2017  
 Tandatangan Penyelia :  \_\_\_\_\_ Tarikh : 22/02/2017  
 NAZEFAH BINTI NAWI  
 Penolong Pegawai Tadika (Perkhidmatan)  
 Bahagian Pengurusan Sumber Manusia  
 Pejabat Setiausaha Kerajaan  
 Negeri Kelantan



**REKOD KEDATANGAN LATIHAN INDUSTRI**

Nama Pelatih : SYAKIRAH BINTI MOHAMMAD NOOR No. Matrik : 2013185417  
 No. I/C : \_\_\_\_\_ No. Telefon : 0  
 Nama / Alamat Organisasi : PEJABAT SETIAUSAHA KERAJAAN NEGERI KELANTAN (SUK)  
 Nama Penyelia : PUAN NAZEFAH BINTI NAWI  
 Bulan / Tahun : MAR / 2017

Tarikh	Waktu Masuk	Waktu Keluar	Tandatangan Penyelia	
1 Mac 2017	7.51	17.02	NAWI Penolong Pegawai Tadbir (Perkhidmatan) Bahagian Pengurusan Sumber Manusia Pejabat Setiausaha Kerajaan Negeri Kelantan	
2 Mac 2017	7.58	15.34		
5 Mac 2017	7.51	17.11		
6 Mac 2017	7.38	17.02		
7 Mac 2017	7.45	17.02		
8 Mac 2017	7.35	17.05		
9 Mac 2017	7.52	15.32		
12 Mac 2017	7.44	17.00		
13 Mac 2017	7.38	17.01		
14 Mac 2017	7.45	17.04		
15 Mac 2017	7.50	17.28		
16 Mac 2017	7.39	15.35		
19 Mac 2017	7.43	17.03		
20 Mac 2017	7.57	17.03		
21 Mac 2017	7.49	17.01		
22 Mac 2017	7.47	17.03		
23 Mac 2017	7.47	15.37		
26 Mac 2017	7.43	17.03		
27 Mac 2017	7.47	17.04		
28 Mac 2017	7.47	17.04		
29 Mac 2017	7.41	17.04		
30 Mac 2017	7.50	15.33		


Dengan ini saya mengesahkan bahawa maklumat di atas adalah benar.

Tandatangan Pelajar : \_\_\_\_\_ Tarikh : 22/06/2017



Tandatangan Penyelia : NAZEFAH BINTI NAWI Tarikh : 22/06/2017  
 Penolong Pegawai Tadbir (Perkhidmatan)  
 Bahagian Pengurusan Sumber Manusia  
 Pejabat Setiausaha Kerajaan  
 Negeri Kelantan

**REKOD KEDATANGAN LATIHAN INDUSTRI**

Nama Pelatih : SYAKIRAH BINTI MOHAMMAD NOOR No. Matrik : 2013185417  
 No. I/C : \_\_\_\_\_ No. Telefon : 0  
 Nama / Alamat Organisasi : PEJABAT SETIAUSAHA KERAJAAN NEGERI KELANTAN (SUK)  
 Nama Penyelia : PUAN NAZEEFAH BINTI NAWI  
 Bulan /Tahun : APRIL /2017


Tarikh	Waktu Masuk	Waktu Keluar	Tandatangan Penyelia
2 April 2017	7.54	17.09	 NAWI Peninggal Pegawai Tadbir (Perkhidmatan) Bahagian Pengurusan Sumber Manusia Pejabat Setiausaha Kerajaan Negeri Kelantan
3 April 2017	7.57	17.02	
4 April 2017	8.00	17.04	
5 April 2017	7.41	17.02	
6 April 2017	7.39	15.35	
9 April 2017	7.38	17.01	
10 April 2017	7.46	17.02	
11 April 2017	7.48	17.01	
12 April 2017	7.43	17.05	
13 April 2017	7.57	15.31	
16 April 2017	7.45	17.01	
17 April 2017	7.48	17.04	
18 April 2017	7.40	17.01	
19 April 2017	7.37	17.16	
20 April 2017	7.45	17.04	
21 April 2017	8.00	15.07	
23 April 2017	7.35	17.05	
25 April 2017	7.46	17.02	
26 April 2017	7.48	17.01	
27 April 2017	7.49	15.38	
30 April 2017	Medical leaves		

Dengan ini saya mengesahkan bahawa maklumat di atas adalah benar.

Tandatangan Pelajar :  Tarikh : 22/06/2017  
 Tandatangan Penyelia :  Tarikh : 22/06/2017  
 Puan Nazeeha Binti Nawi  
 Peninggal Pegawai Tadbir (Perkhidmatan)  
 Bahagian Pengurusan Sumber Manusia  
 Pejabat Setiausaha Kerajaan  
 Negeri Kelantan

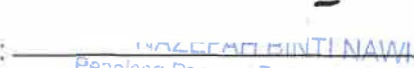
**REKOD KEDATANGAN LATIHAN INDUSTRI**

Nama Pelatih : SYAKIRAH BINTI MOHAMMAD NOOR No. Matrik : 2013185417  
 No. I/C : \_\_\_\_\_ No. Telefon : 0  
 Nama / Alamat Organisasi : PEJABAT SETIAUSAHA KERAJAAN NEGERI KELANTAN (SUK)  
 Nama Penyelia : PUAN NAZEFAH BINTI NAWI  
 Bulan /Tahun : MEI / 2017

Tarikh	Waktu Masuk	Waktu Keluar	Tandatangan Penyelia
1 Mei 2017	Labour day		 NAZEFAH BINTI NAWI Penolong Pegawai Tadbir (Perkhidmatan) Bahagian Pengurusan Sumber Manusia Pejabat Setiausaha Kerajaan Negeri Kelantan
2 Mei 2017	7.49	17.01	
3 Mei 2017	7.41	17.01	
4 Mei 2017	7.47	15.38	
7 Mei 2017	7.40	17.00	
8 Mei 2017	7.46	17.01	
9 Mei 2017	7.46	17.01	
10 Mei 2017	Wesak day		
11 Mei 2017	7.46	15.30	
14 Mei 2017	7.37	17.22	
15 Mei 2017	7.47	17.01	
16 Mei 2017	Team Dynamic & Personal Impowerment		
17 Mei 2017			
18 Mei 2017			
21 Mei 2017	7.54	17.00	
22 Mei 2017	7.43	17.07	
23 Mei 2017	7.51	17.04	
24 Mei 2017	7.47	17.04	
25 Mei 2017	7.52	15.33	
28 Mei 2017	7.29	16.00	
29 Mei 2017	7.34	16.00	
30 Mei 2017	7.42	16.04	
31 Mei 2017	7.19	16.00	

Dengan ini saya mengesahkan bahawa maklumat di atas adalah benar.


Tandatangan Pelajar :  \_\_\_\_\_ Tarikh : 29/06/2017

Tandatangan Penyelia :  \_\_\_\_\_ Tarikh : 29/06/2017  
 NAZEFAH BINTI NAWI  
 Penolong Pegawai Tadbir (Perkhidmatan)  
 Bahagian Pengurusan Sumber Manusia  
 Pejabat Setiausaha Kerajaan  
 Negeri Kelantan




REKOD KEDATANGAN LATIHAN INDUSTRI

Nama Pelatih : SYAKIRAH BINTI MOHAMMAD NOOR No. Matrik : 2013185417  
No. I/C \_\_\_\_\_ No. Telefon : 0  
Nama / Alamat Organisasi : PEJABAT SETIAUSAHA KERAJAAN NEGERI KELANTAN (SUK)  
Nama Penyelia : PUAN NAZEFAH BINTI NAWI  
Bulan / Tahun : JUN / 2017

Tarikh	Waktu Masuk	Waktu Keluar	Tandatangan Penyelia
1 JUN 2017	7.26	14.36	 NAZEFAH BINTI NAWI Penolong Pegawai Tadbir (Perkhidmatan) I Bahagian Pengurusan Sumber Manusia Pejabat Setiausaha Kerajaan Negeri Kelantan
04 JUN 2017	7.45	16.00	
05 JUN 2017	7.26	16.06	
06 JUN 2017	7.32	16.00	
07 JUN 2017	7.29	16.00	
11 JUN 2017	7.41	16.00	
13 JUN 2017	7.43	16.01	
14 JUN 2017	7.50	16.00	
15 JUN 2017	7.46	14.30	
18 JUN 2017	7.48	16.00	
19 JUN 2017	7.49	16.01	
20 JUN 2017	7.56	16.03	
21 JUN 2017	7.44		
22 JUN 2017			

Dengan ini saya mengesahkan bahawa maklumat di atas adalah benar.

Tandatangan Pelajar :  Tarikh : 22/06/2017

Tandatangan Penyelia :  Tarikh : 22/06/2017  
*Penolong Pegawai Tadbir (Perkhidmatan)  
Bahagian Pengurusan Sumber Manusia  
Pejabat Setiausaha Kerajaan  
Negeri Kelantan*

# LOG BOOK









DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
13/2/17 MONDAY	I update the data in the excel of service record's book of the staff at Official State Secretary Kelantan. The data is related about when date approval their services also of their pensions's date.	
		CINAAMI Panchang Pegawai Tajair (Perkhidmatan) Bahagian Pengurusan Sumber Manusia Pejabat Setiausaha Kerajaan Negeri Kelantan

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
14/2/17 Tues	Morakin Binti Mohamed Julkapli were help to somebody for help her to combine and edit the video for her degree levies presentation. She were at another department, so as a practical information system's student I give her hand to help her edit the video	
		CINAAMI Panchang Pegawai Tajair (Perkhidmatan) Bahagian Pengurusan Sumber Manusia Pejabat Setiausaha Kerajaan Negeri Kelantan

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
16/2/17	1. PROGRAM MAJLIS PENERANGAN THURSDAY DAN BUKARAN DIVIDEN "MAHAH PTN RANTAU MANIS, GUA MUSANG."	
	As committee members of the program was expose me to the real work sociative work life. from there I gain more knowledge in order to handle the program.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
15/5/17	Completed edit-line video for wednes the staff. DIA	





























DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
23/3/17	Thursday - Try uploaded the data into the website & there any problem & while updating the data I should make a changes of their coding to ensure the system work well.	
NAZEFAH BINTI NAWI Penolong Pegawai Tadbir (Perkhidmatan) - Sumber Bahagian Pengurusan Sumber Manusia Pejabat Setiausaha Kerajaan Negeri Kelantan		

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
26/2/17	Sunday - Help officer to finish up the design of tagging / letter of Suspan. The Design of the tagging follow by the favor of assistant service officer.	
NAZEFAH BINTI NAWI Penolong Pegawai Tadbir (Perkhidmatan) - Sumber Bahagian Pengurusan Sumber Manusia Pejabat Setiausaha Kerajaan Negeri Kelantan		

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISOR'S REMARKS
27/3/17	Modify - Remove unnecessary information that have in the website, such as the button that doesn't need to have in the system	
		MAZERAH BINI NAMI Penolong Pegawai Teknik (Pentadbiran) Bahagian Pengurusan Sumber Manusia Pejabat Setiausaha Kerajaan Negeri Kelantan

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISOR'S REMARKS
28/3/17	Add important information / rearrange the website	
		MAZERAH BINI NAMI Penolong Pegawai Teknik (Pentadbiran) Bahagian Pengurusan Sumber Manusia Pejabat Setiausaha Kerajaan Negeri Kelantan







DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
4/11/17	Continues scan the record service book that will be upload into e-refered system	
		NAZARAH BINTI MAWATI Penolong Pegawai Tadbir (Perkembangan) Bahagian Pengurusan Sumber K... Pejabat Sektora dan Kerjasama Negeri Kelantan

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
5/11/17	Completed scan the record service book that will be upload into e-refered system	
		NAZARAH BINTI MAWATI Penolong Pegawai Tadbir (Perkembangan) Bahagian Pengurusan Sumber K... Pejabat Sektora dan Kerjasama Negeri Kelantan





DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
12/4/17 WEDNESDAY	Checking the system "e-rated system" with other update.	
		NAZFEH BINTI NAWI Pendidong Pegawai Tesor (PDRB) (1st) Bahagian Pengurusan Peralatan & Perabot Setiausaha Kerajaan Negeri Negeri Sembilan

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
13/4/17 THURSDAY	Prepare the interface of the for separate unit each of interface was screenshot whether from admin interface also user interface as well The screenshot picture will be used to make a slide presentation for "KIK" which is stand for Konvensyen Kumpulan Inovatif dan Kreatif".	
		NAZFEH BINTI NAWI Pendidong Pegawai (PDRB) (1st) Bahagian Pengurusan Peralatan & Perabot Setiausaha Kerajaan Negeri Negeri Sembilan













DKT G No.0113136

**SJIL CUTI SAKIT**

Dengan ini saya menyatakan bahawa saya telah  
memerlukan cuti sakit kerana saya telah  
memerlukan Enjin C & Puan (94020903) (5678)  
dari Kementerian Jabatan

dan mendapati yang beliau

- (a) Tidak sihat untuk menjalankan tugasnya dengan sempurna selama (14) hari  
daripada 30/4/13 hingga
- (b) Boleh bertugas semula pada
- (c) Beliau dikehendaki datang semula untuk pemeriksaan pada

[Potong (b) atau (c) mengikut mana yang tidak berkenaan].

30/4/13  
Tarikh

(  
Pegawai Perubatan

Klinik/Hospital  
(Cop Rasmi)

Nama  
(Huruf Besar)



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
11/5/17 THURSDAY	Help officer to do a letter	
		NAZIYAH NAWATI NAWATI Pendana Pegawai Tndr (Perkhidmatan) Bahagian Pengurusan & Sumber Manusia Pejabat Setiausaha Kerajaan Negeri Kedah



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
17/5/17 SUNDAY	Help officer to insert data in excel of Puspamida, in (sector) (member in windows)	
	Checking working of insert data into the website.	
		NAZIYAH NAWATI Pendana Pegawai Tndr (Perkhidmatan) Bahagian Pengurusan & Sumber Manusia Pejabat Setiausaha Kerajaan Negeri Kedah







DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
14/5/17	Help officer update record service book for each staff in organisation. SYK.	
		NAZELAN HUNTI NAWI Penolong Pegawai Tadbir (Perkhidmatan) Bahagian Pengurusan Sistem Maklumat Pejabat Setiausaha Kerajaan Negeri Kelantan

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
15/5/17	Help officer update record service book for each staff in organisation	
		NAZELAN HUNTI NAWI Penolong Pegawai Bahagian Pengurusan Sistem Maklumat Pejabat Setiausaha Kerajaan Negeri Kelantan

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
16/5/17 TUESDAY		
	COMMITTEE MEMBERS OF TEAM DYNAMICS AND PERSONEL EMPOWERMENT	
	Committee members of Team Dynamics and Personnel and empowerment for counseling department which is their target audience for more to problem staff whether the staff have the lowest percentage performance from previous year or the staff was not perform well in their job. As a committee and part of members for the programme, I have to make sure everything will	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
17/5/17 WEDNESDAY		
	COMMITTEE MEMBERS OF TEAM DYNAMICS AND PERSONEL EMPOWERMENT	
	The programme starting from 16th until 18th may 2017 at Pantai Sri Tujoh.	



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
18/5/17 THURSDAY		
	COMMITTEE MEMBERS	
	OF TEAM DYNAMICS	
	AND PERSONEL	
	EMPOWERMENT	


**PRACTICAL TRAINING LOG BOOK**  
 UNIVERSITI TEKNOLOGI MARA  
 Nama: MAZLEE  
 Penolong Pegawai Tadris (Pendidikan) Bahagian Pengurusan Sumber Manusia  
 Pejabat Setiausaha Kerajaan Negeri Kelantan

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
21/5/17 SUNDAY	Get some idea from staff about try to make it real in the system.	


**PRACTICAL TRAINING LOG BOOK**  
 UNIVERSITI TEKNOLOGI MARA  
 Nama: MAZLEE  
 Penolong Pegawai Tadris (Pendidikan) Bahagian Pengurusan Sumber Manusia  
 Pejabat Setiausaha Kerajaan Negeri Kelantan



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
04/5/17 WEDNESDAY	Doing the practical training report for chapter 3, update the list of work done during practical training.	
		<p>NAZEFAH BINI NAWI  Pencolong Perawat (Tadbir Perubatan)  Bahagian Pembangunan Sumber Manusia  Pejabat Sokolusara Kerjasama  Negeri Kelantan</p>

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
05/5/17 THURSDAY	Ask staff about the function.	
		<p>NAZEFAH BINI NAWI  Pencolong Pegawai Tadbir (Perubatan)  Bahagian Pembangunan Sumber Manusia  Pejabat Sokolusara Kerjasama  Negeri Kelantan</p>



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
30/5/17	Took a look at the coding for website e-retail system	
	MAZIEZ Perancang Pegaian Tech (Digitalisation) Bahagian Pengurusan Sumber Manusia Pejabat Setiausaha Kerajaan Negeri Kelantan	HAZIMAH Perancang Pegaian Tech (Digitalisation) Bahagian Pengurusan Sumber Manusia Pejabat Setiausaha Kerajaan Negeri Kelantan



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
31/5/17	Discuss about the website	
WEDNESDAY	with person incharge.	
	HAZIMAH Perancang Pegaian Tech (Digitalisation) Bahagian Pengurusan Sumber Manusia Pejabat Setiausaha Kerajaan Negeri Kelantan	HAZIMAH Perancang Pegaian Tech (Digitalisation) Bahagian Pengurusan Sumber Manusia Pejabat Setiausaha Kerajaan Negeri Kelantan





DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
5/6/17 MONDAY	Help information technology officer to make E-KSA poster for department.	
		NAZEEHA HARUN MAEDA Penolong Pegawai Tadbir (Pentadbir) 1/1 Bahagian Pengurusan Sumber Manusia Pejabat Setiausaha Kerajaan Negeri Kelantan

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
6/6/17 TUESDAY	Still in learning phase to insert the large coding in order to insert large PDF file format.	
		NAZEEHA BINTI NAWI Penolong Pegawai Tadbir (Pentadbir) 1/1 Bahagian Pengurusan Sumber Manusia Pejabat Setiausaha Kerajaan Negeri Kelantan









DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
15/6/19	Checking coding /update	
Thursday	Coding to insert pdf and also to view pdf file in the website.	
MAZFAHARIN I NAWI Penolong Pegawai Tadbir (Pentadbiran) Bahagian Penterjemahan Sumber Manusia Pejabat Setiausaha Kanan Negeri Kelantan		I NAWI



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
16/6/19	Update name list of "program Soket CUNDA" Suncit "Tosbi" for P handle by Puspanda Negeri Kelantan	
MAZFAHARIN I NAWI Penolong Pegawai Tadbir (Pentadbiran) Bahagian Penterjemahan Sumber Manusia Pejabat Setiausaha Kanan Negeri Kelantan		I NAWI





